

## CHECK LIST FOR ALDERMANIC SUBMISSIONS

<input checked="" type="checkbox"/>	Cover Letter
<input checked="" type="checkbox"/>	Resolutions/ Orders/ Ordinances (NOTE: If you are submitting any item to the State you must write a Resolution)
<input checked="" type="checkbox"/>	Prior Notification Form
<input checked="" type="checkbox"/>	Fiscal Impact Statement - Should include comprehensive budget
<input checked="" type="checkbox"/>	Supporting Documentation (if applicable)
<input type="checkbox"/>	E-mailed Cover letter & Order

### IN ADDITION [IF A GRANT]:

<input type="checkbox"/>	Notice of Intent
<input type="checkbox"/>	Grant Summary
<input type="checkbox"/>	Executive Summary (not longer than 5 pages without an explanation)

Date Submitted: May 11<sup>th</sup>, 2023

Meeting Submitted For: May 15<sup>th</sup>, 2023

Regular or Suspension Agenda: Regular

Submitted By: Sean Matteson, Chief of Staff, Mayor's Office

### Title of Legislation:

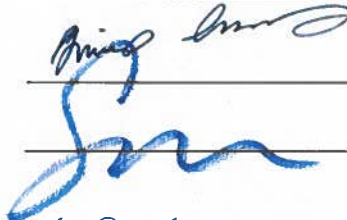
ORDER OF THE NEW HAVEN BOARD OF ALDERS AUTHORIZING THE MAYOR OF THE CITY OF NEW HAVEN TO ENTER INTO A \$3,000,000 MULTI-YEAR AGREEMENT WITH THE UNITED WAY OF GREATER NEW HAVEN FOR THE PERIOD OF JUNE 1, 2023 THROUGH AUGUST 31, 2025 TO PROVIDE CITYWIDE LITERACY AND MATH PROGRAMMING TO NEW HAVEN PUBLIC SCHOOL STUDENTS UNDER THE LITERACY AND MATH TUTORING PROGRAM FUNDED BY THE AMERICAN RESCUE PLAN ACT.

Comments: Legistar File ID: LM-2023-0324

Coordinator's Signature: \_\_\_\_\_

Controller's Signature (if grant): \_\_\_\_\_

Mayor's Office Signature: \_\_\_\_\_



Call (203) 946-7670 or email [bmontalvo@newhavenct.gov](mailto:bmontalvo@newhavenct.gov) with any questions.



## CITY OF NEW HAVEN

**JUSTIN ELICKER, MAYOR**

165 Church Street  
New Haven, Connecticut 06510  
T: 203.946.8200 F: 203.946.7683  
[www.CityofNewHaven.com](http://www.CityofNewHaven.com)



May 5, 2023

Tyisha Walker-Myers  
President  
New Haven Board of Alders  
165 Church Street  
New Haven, CT 06510

**RE: Order of the New Haven Board of Alders, appropriating \$3 million from the American Rescue Plan act to provide literacy and math tutoring to New Haven public school students.**

Madame President:

Respectfully submitted for the consideration of the Board of Alders, please find enclosed the Administration's request for the use of \$3 MM from the American Rescue Plan funding for the sole purpose of improving reading and math skills through individual tutoring to New Haven students.

Data from national test results released this year showed in stark terms the pandemic's devastating effects on students across the country, with the scores of 9-year-olds in math and reading dropping to the levels from twenty-years ago. This year, for the first time since the National Assessment of Educational Progress tests began tracking student achievement in the 1970s, 9-year-olds lost ground in math, and scores in reading fell by the largest margin in more than 30 years.

Long-term studies have found that students who were not proficient in reading by the end of third grade were around four times more likely to be high school drop-outs than proficient readers. In fact, 88 percent of students who failed to earn a high school diploma were struggling readers in third grade.

Locally, **last year only 16% of New Haven 3<sup>rd</sup> graders were at grade level in reading.** That's about 1 in 6 third graders reading at grade level. To change this downward direction will require interventions within the schools, support for New Haven families, and engaging the City's communities.

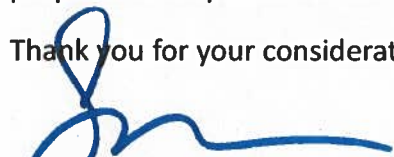
To help combat the loss of time-on-task, lack of classroom time, and the social-academic isolation caused by the pandemic, the City has issued an RFP to partner with an organization, or organizations, to create a robust, common-sense literacy and math tutoring program aimed at New Haven students from grade levels 1 through 5. That organization was selected and we would like to enter into a multi-year agreement with them.

Ideally, the elements of the program will:

- Start in June 2023 and run through the summer of 2025;
- Develop broad engagement of diverse partners within the city's communities;
- Recruit and hire organizational staff; paid interns, high school and college students; and volunteer tutors to reach capacity to serve between 1,000 to 1,500 students from grades 1 through 5;
- Identify and implement evidence-based curricula which could be used in the tutoring program by individuals that are not classroom teachers or those that do not have an academic background in pedagogy;
- Provide training for staff and tutors for any participating organization through in-person training, written materials and videos while investing in a train-the-trainers approach to allow each organization to train their own staff and volunteers.
- Continue tutoring after the end of the NHPS academic year throughout summer, and work in concert with YARD, NHPS summer camps and other organizations providing summer enrichment activities;
- Plan and host Family Literacy Nights that provide coaching for families around literacy strategies; practice with kids; and fun, relationship-building activities; and
- Develop and implement technologies to further literacy in the home and ensuring age-appropriate reading material is available in the home for families.

We look forward to having a discussion on the request to the Alders by defining the problem and proposal to help turn the tide of shrinking math and reading proficiencies with our students.

Thank you for your consideration,



Sean Matteson  
Chief of Staff

..title

ORDER OF THE NEW HAVEN BOARD OF ALDERS AUTHORIZING THE MAYOR OF THE CITY OF NEW HAVEN TO ENTER INTO A \$3,000,000 MULTI-YEAR AGREEMENT WITH THE UNITED WAY OF GREATER NEW HAVEN FOR THE PERIOD OF JUNE 1, 2023 THROUGH AUGUST 31, 2025 TO PROVIDE CITYWIDE LITERACY AND MATH PROGRAMMING TO NEW HAVEN PUBLIC SCHOOL STUDENTS UNDER THE LITERACY AND MATH TUTORING PROGRAM FUNDED BY THE AMERICAN RESCUE PLAN ACT.

..body

**WHEREAS**, the COVID-19 global pandemic has created severe social and economic disruption across the world resulting to date the loss of over 820,000 lives in the United States of America and 9,100 lives in the State of Connecticut alone; and

**WHEREAS**, on March 11, 2021, President Biden signed into law the American Rescue Plan Act of 2021 (the “Act”) which includes approximately \$1.9 trillion in investments designed to address the public health emergency and the direct and adverse impacts to the economy, to people and to community wellbeing; and

**WHEREAS** the Act also makes provision for Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program, a part of the American Rescue Plan, delivers \$350 billion to state, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency; and

**WHEREAS** the City of New Haven (City) is a qualifying local jurisdiction for receipt of funding pursuant to parameters of the local fiscal recovery fund and other provisions of the Act; and

**WHEREAS** on June 7, 2021, the Board of Alders authorized acceptance of the local fiscal recovery fund pursuant to the Act; and

**WHEREAS** the City proposed an investment plan of \$3 million to provide literacy and math tutoring to New Haven Public School students; and

**WHEREAS** the Board of Alders approved investment plan after satisfying additional requirements including the establishment of an ARPA Literacy committee and submission of a detailed programmatic plan to the President of the Board of Alders; and

**WHEREAS** the City of New Haven and United Way of Greater New Haven are the parties (collectively the “Parties”); and

**WHEREAS** the parties reached an agreement entitled Agreement between the City of New Haven and United Way of Greater New Haven for implementation of city-wide literacy and math program Between June 1, 2023 and August 31, 2025; and

**WHEREAS**, the Charter of the City of New Haven requires the approval of the Board of Alders for a multi-year contract.

NOW, THEREFORE, BE IT ORDERED by the New Haven Board of Alders that:

**Section 1.** That Justin Elicker, Mayor of the City of New Haven, is hereby authorized and directed to execute such documentation as may be required for funding local recovery funds and other funding as may be made available to the City under the American Rescue Plan Act process (which documentation may include (inter alia) an indemnification of the appropriate federal agency or other public or quasi-public organization involved with respect to the provision of such funding) or vendor and to execute any agreements, amendments, rescissions, and revisions or other documents thereto, and to act as the authorized representative of the City with respect to all other matters pertaining to such application; and

**Section 2.** The Board of Alders authorizes the City to draw down from the from the American Rescue Plan, local fiscal recovery fund in the amount of \$3M for the purposes of to providing literacy and math tutoring to New Haven Public School students.

**Section 3.** the Citywide Tutoring Initiative June 2023 to August 2025 Agreement is hereby approved.

BE IT FURTHER ORDERED, the Mayor is authorized to execute the 2023-2025 Agreement as well as such additional instruments as may be deemed necessary or expedient to implement the terms of the 2023-2025.

# **PRIOR NOTIFICATION FORM**

## **NOTICE OF MATTER TO BE SUBMITTED TO THE BOARD OF ALDERS**

TO (list applicable alders of):

ALL

WARD # **ALL**

DATE: **MAY 10, 2023**

FROM: Department/Office Office of Management & Budget  
Person Michael Gorman Telephone 946-6413

This is to inform you that the following matter affecting your ward(s) will be submitted to the Board of Alders in the near future:

ORDER OF THE NEW HAVEN BOARD OF ALDERS AUTHORIZING THE  
MAYOR OF THE CITY OF NEW HAVEN TO ENTER INTO A \$3,000,000 MULTI-  
YEAR AGREEMENT WITH THE UNITED WAY OF GREATER NEW HAVEN FOR  
THE PERIOD OF JUNE 1, 2023 THROUGH AUGUST 31, 2025 TO PROVIDE  
CITYWIDE LITERACY AND MATH PROGRAMMING TO NEW HAVEN PUBLIC  
SCHOOL STUDENTS UNDER THE LITERACY AND MATH TUTORING  
PROGRAM FUNDED BY THE AMERICAN RESCUE PLAN ACT.

Check one if this an appointment to a commission

☐

Democrat

☐

Republican

☐

Unaffiliated/Independent/Other \_\_\_\_\_

### **INSTRUCTIONS TO DEPARTMENTS**

1. Departments are responsible for sending this form to the alder(s) affected by the item.
2. This form must be sent (or delivered) directly to the alder(s) **before** it is submitted to the Legislative Services Office for the Board of Alders agenda.
3. The date entry must be completed with the date this form was sent the alder(s).
4. Copies to: alder(s); sponsoring department; attached to submission to Board of Alders.

## FISCAL IMPACT STATEMENT

DATE: Wednesday, May 10, 2023  
FROM (Dept.): Office of Management and Budget  
CONTACT: Michael Gormany PHONE: 203-946-6413

### SUBMISSION ITEM (Title of Legislation):

ORDER OF THE NEW HAVEN BOARD OF ALDERS AUTHORIZING THE MAYOR OF THE CITY OF NEW HAVEN TO ENTER INTO A MULTI-YEAR AGREEMENT WITH THE UNITED WAY OF GREATER NEW HAVEN FOR THE PERIOD OF JUNE 1, 2023 THROUGH AUGUST 31, 2025 TO PROVIDE CITYWIDE LITERACY AND MATH PROGRAMMING TO NEW HAVEN PUBLIC SCHOOL STUDENTS UNDER THE LITERACY AND MATH TUTORING PROGRAM FUNDED BY THE AMERICAN RESCUE PLAN ACT.

**List Cost:** Reading and Math Literacy program

	GENERAL	SPECIAL	BOND	CAPITAL/LINE ITEM/DEPT/ACT/OBJ CODE
<b>A. Personnel</b>				
1. Initial start up				
2. One-time				
3. Annual				
<b>B. Non-personnel</b>				
1. Initial start up				
2. One-time			\$3M	
3. Annual				

**List Revenues:** Will this item result in any revenues for the City? If Yes, please list amount and type.

NO ☒  
YES ☐

1. One-time
2. Annual

**Additional Comments:** Personnel Costs from June 2023-August 2025 will be an estimated \$1,000,000 (because funding will be provided for tutoring organizations to give tutors stipends for training and tutoring in addition to the costs it will take to coordinate and execute programming) Non-personnel costs will be an estimated \$2M.



# CITY OF NEW HAVEN

## BUREAU OF PURCHASES

### Solicitation Information Template - SIT

**<https://newhavenc.t.bonfirehub.com>**

<b>City Department:</b>						<b>Mayor's Office</b>	
<b>Contact:</b>	Sean Matteson Sandra Okonofua Michael Gormany	<b>Email</b>	<a href="mailto:smatteson@newhavenc.t.gov">smatteson@newhavenc.t.gov</a> <a href="mailto:sokonofua@newhavenc.t.gov">sokonofua@newhavenc.t.gov</a> <a href="mailto:mgormany@newhavenc.t.gov">mgormany@newhavenc.t.gov</a>	<b>Telephone #</b>	203-946-7672 203-464-0021 203-946-6413		
<b>Reviewer:</b> (See Definition Below)	Sean Matteson Sandra Okonofua Michael Gormany	<b>Email</b>	<a href="mailto:smatteson@newhavenc.t.gov">smatteson@newhavenc.t.gov</a> <a href="mailto:sokonofua@newhavenc.t.gov">sokonofua@newhavenc.t.gov</a> <a href="mailto:mgormany@newhavenc.t.gov">mgormany@newhavenc.t.gov</a>				
<b>Advisor:</b> (See Definition Below)	Sean Matteson Sandra Okonofua Michael Gormany	<b>Email</b>	<a href="mailto:smatteson@newhavenc.t.gov">smatteson@newhavenc.t.gov</a> <a href="mailto:sokonofua@newhavenc.t.gov">sokonofua@newhavenc.t.gov</a> <a href="mailto:mgormany@newhavenc.t.gov">mgormany@newhavenc.t.gov</a>				
<b>Observer:</b> (See Definition Below)	Sean Matteson Sandra Okonofua Michael Gormany	<b>Email</b>	<a href="mailto:smatteson@newhavenc.t.gov">smatteson@newhavenc.t.gov</a> <a href="mailto:sokonofua@newhavenc.t.gov">sokonofua@newhavenc.t.gov</a> <a href="mailto:mgormany@newhavenc.t.gov">mgormany@newhavenc.t.gov</a>				
<b>Solicitation Type:</b>		Construction under \$100k (non SCD)	Construction \$100k to 1 Million Service	Construction over \$1 million Grant RFP			
see Solicitation Format Guide		Commodity					
		SCD Service		SCD Under \$100 k		SCD \$100 - \$150k	
		RFP	X	RFP w/ LMI		RFP Hybrid	
<b>Project Name:</b>		Citywide Math and Literacy Tutoring Initiative					



If you have had a prior solicitation use the same naming convention – this helps when searching historical records – Also Keep it Simple			
<b>Project Number:</b> Construction projects require a Project # - request from Engineering			
<b>Brief Overview/Mayoral Summary:</b> This will be used for the Advertisement and the Web Page. Be thorough but not too wordy		The purpose of this Request for Proposal is to solicit responses from organizations with the capacity to provide literacy and math tutoring to New Haven Public School students, in addition to training and coordinating volunteers for this effort. Respondents to this request for proposal should propose all services and associated costs to deliver comprehensive literacy and math tutoring services to NHPS students and recruit, train and retain volunteers for this effort.	
<b>Solicitation Budget:</b>		3,000,000	
<b>Solicitation Term:</b>		Publish Budget Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Solicitation Term:</b> (for longer construction projects)		June 1, 2023 to August 31, 2025	
<b>Advertisement:</b> We advertise in the New Haven Register. Please provide a PO # or Munis # if you require other papers, please provide funding PO		<b>Munis Account #</b>  <b>Finance Account</b>  <b>Other Publication:</b> Indicate if you need to advertise in other publications	
<b>Dates:</b> (These are subject to change) <b>Pre-Solicitation Meeting</b> Date must be a minimum of 7 days after ad date and 7 days prior to closing date		<b>Advertise Date:</b> 03/12/2023 <b>Close Date:</b> 03/28/2023	
<b>Funding Source &amp; Acct #</b>  <b>City:</b>  <b>State:</b>  <b>Federal:</b> 23153218-56694		<b>Location</b> :	
<b>Special Requirements, Certifications Etc</b> Please include in this section any special items or licensing etc that would be appropriate/required for this solicitation			
<b>Specifications:</b>			

Please put all the specifications into this box – if they are very large you may include a separate email with the document				
<b>Bid Table:</b> Formerly known as Calc Sheet – Contact Procurement Analyst for Template (Bids)				
<b>RFP Selection Criterion:</b> Contact Purchasing if you need suggestions:		Please list and qualify your criteria with measurable objectives in your document.		
Have the Special and or General Conditions sections been Modified in any way?				
Architect/Engineering Firm:				
A/E Contact:		Contact	Email	Telephone