



16

CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

DAVID W. ST. HILAIRE
DIRECTOR OF FINANCE

(203)797-4652
FAX: (203)796-1526

M E M O R A N D U M

DATE: 12/19/07
TO: HON. MARK D. BOUGHTON VIA THE COMMON COUNCIL
FROM: DAVID ST. HILAIRE, DIRECTOR OF FINANCE *DST*
RE: RESOLUTION-BEFORE AND AFTER SCHOOL PROGRAM

Attached for your review is a resolution that will allow the City of Danbury's Board of Education to apply for and accept funding from the State of Connecticut Department of Social Services for the Before and After School program. This grant, in the amount of \$49,592, will be used to cover 7/1/07-6/30/08. No local match is required. Also attached is a copy of the paperwork received by this office.

The Common Council is respectfully requested to consider this resolution at its next meeting.

cc: Dr. Tenorio

F. Schoffner

RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____ A. D., 200_

RESOLVED by the Common Council of the City of Danbury:



WHEREAS, the State of Connecticut, Department of Social Services, will make grant funds available to Connecticut municipalities; and

WHEREAS, the State of Connecticut, Department of Social Services, will award these funds to the Danbury Public Schools for use in the *Before and After School Child Care* program to provide day care services for school age children; and

WHEREAS, these funds, if awarded, would be used for the *Before and After School Child Care* program for the grant period of July 1, 2007, through June 30, 2008, for the 2007-08 school year; and

WHEREAS, the City of Danbury is eligible to receive grant funds up to the amount of \$49,592.00; and

WHEREAS, no local cash match is required.

NOW, THEREFORE, BE IT RESOLVED THAT Mark D. Boughton as Mayor of the City of Danbury is empowered to enter into or amend contractual instruments in the name and on behalf of the City of Danbury, with the Department of Social Services of the State of Connecticut for a Child Day Care program if such an agreement is offered and to have the corporate seal affixed to all documents required as a part of any offered agreement.



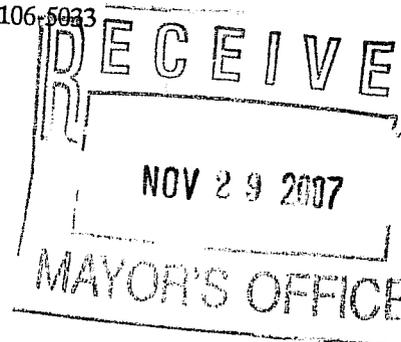
STATE OF CONNECTICUT

DEPARTMENT OF SOCIAL SERVICES

25 SIGOURNEY STREET • HARTFORD, CONNECTICUT 06106-5023

16-2

November 28, 2007



The Honorable Mark R. Boughton
Mayor
City of Danbury
City Hall
155 Deer Hill Avenue
Danbury, CT 06810

Re: 2007-2008 Before and After School (BAS) Application
for Contract 034-BAS-19

Dear Mayor Boughton:

We are pleased to advise you that the department has reserved funds for your agency for a BAS contract for program year 2007-2008. Your allocation is \$49,592.00, which is the same as last year's award.

The next step is for you to decide whether to accept or reject the allocation offer and, if you accept, to complete an application. Attached you will find an "Application Checklist" and an "Application/Data Form." Whether you accept or reject the offer, the first page of the Application/Data Form must be completed and returned to the department. The remainder of the Application/Data Form is pre-filled with information currently on file with the department. If you decline to participate, you do not need to complete the remainder of the form. If you accept the offer, please review the information for correctness and completeness and correct or complete *on the form* any information that needs to be. *If there is missing information, please provide it.* If the information is correct, the form need not be marked.

Should you wish to provide services at additional or different sites than those identified, please indicate those changes by *crossing out* deletions and *writing in* additions. **Remember that services may be provided at any school building site meeting your needs.**

Please pay particular attention to the budget on page 5 of the Application/Data Form. Again, this year, we are asking that in Categories 2 through 6 you show the "total cash cost of your program." Again, this means that you are to show all your anticipated costs in "Column a." Then, in Category 7, you are to show **all** the income you expect to receive, *other than from the DSS grant.* Line 7a will be used to report anticipated fees from parents and Line 7b will be used to report all other revenue, including Care 4 Kids subsidies. Do not include non-cash (in-kind) donations. Examples of non-cash donations are rent-free space, the donation of the time of a custodian to open and close the building, etc. While non-cash donations are invaluable to a successful program, we are not asking that they be quantified. So you know where to show your costs on the budget, please refer to "*Completing a Department of Social Services (DSS) Contract Budget*" that also is attached. Finally, you are to subtract Category 7 from the sum of Categories 2

16-3

through 6. The result should be the amount of your DSS allocation that is pre-printed on the form.

We want to fully execute contracts as soon as possible. Once the contract is fully executed, we will make an initial catch-up payment so long as your agency is up-to-date in its reporting on the prior year contract (034-BAS-18). Please use the enclosed checklist to insure that your application is submitted completely.

In addition, you are urged to begin the process of having your governing body take the steps necessary to authorize local execution of a contract when one is offered. For many contractors, this can be a long and sometimes involved process. So you are aware of what the governing body must authorize, *a sample* DSS-126, "Certified Resolution of Contractor," is enclosed.

Please return the Application/Data Form by January 4, 2008. If your organization cannot meet the deadline, please send a letter to us by January 4, 2008 explaining why you cannot meet the deadline and offer an alternative submission date. **The allocation offer will expire as of the close of business on January 4, 2008. Failure to accept the offer or contact the department with an alternate submission date by the close of business on January 4, 2008 shall result in the withdrawal of the offer.**

If there are questions about completing any portion of the Application/Data Form or the authorizing resolution process, please contact Neil Newman, Program Assistance Supervisor in our Child Care Unit by telephone toll-free at (800) 811-6141 and press 6 at any time during the message to be connected to the Child Care Unit or by electronic mail at neil.newman@ct.gov.

Sincerely,



Peter J. Palermينو, Program Administrative Manager
Division of Family Services
Bureau of Assistance Programs

PJP:n

copies without enclosure:

Ms. Dena Diorio, Director of Finance, Danbury
Kathleen M. Brennan, Director, Contract Procurement and Purchasing

copies with enclosure:

Mr. Eric Gottshalk, Assistant Corporation Counsel, Danbury
Ms. Ann Lindenmeyer, Program Administrator, DPS
Neil S. Newman, Program Assistance Supervisor, Child Care Unit