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**CITY OF DANBURY**  
**155 DEER HILL AVENUE**  
**DANBURY, CONNECTICUT 06810**

**DAVID W. ST. HILAIRE**  
**DIRECTOR FINANCE**

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

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**MEMORANDUM**

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**DATE:** 3/22/2011  
**TO:** MARK D. BOUGHTON VIA THE CITY COUNCIL  
**FROM:** DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DWH*  
**RE:** RESOLUTION-BEFORE & AFTER SCHOOL PROGRAM

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Attached for your review is a resolution that will allow the City of Danbury 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.

The resolution covers expected funding from 7/1/11 through 6/30/14 in the amount of \$148,766. The first year of funding is reserved at \$49,592, with allocations for the final two years to be determined. There is no local match required.

The City Council is respectfully requested to consider this resolution at its next meeting. Please contact me should you require any additional information.

Attach.

DST/sk

Cc: A. Mead

# RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

\_\_\_\_\_ A.D. 2011



**RESOLVED** BY THE CITY COUNCIL OF THE CITY OF DANBURY

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

**WHEREAS**, DSS 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**, DSS has allocated funds up to \$148,766 for three (3) years beginning July 1, 2011 through June 30, 2014; and

**WHEREAS**, funding for 7/1/11 – 6/30/12 has been reserved in the amount of \$49,592 with the allocation for the following years to be determined by the State of Connecticut when funding is available; and

**WHEREAS**, funding amounts are based on the Governor’s proposed budget and are subject to change.

**NOW, THEREFORE, BE IT RESOLVED THAT** Mark D. Boughton, 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 06106-5033

March 16, 2011

The Honorable Mark D. Boughton  
Mayor  
City of Danbury  
City Hall  
155 Deer Hill Avenue  
Danbury, CT 06810-7726

Re: 2011-2014 Before and After School Allocation and Application  
Contract 034-BAS-21

Dear Mayor Boughton:

The Department of Social Services is pleased to advise you that it has reserved \$49,592.00 for your municipality for the first year of a three-year Before and After School (BAS) contract covering the period July 1, 2011 through June 30, 2014. For the three years, the department is allocating \$148,776.00 to this contract. Both the reserved and allocated amounts are based on the Governor's budget as proposed and are subject to change. The Before and After School program is authorized by §17b-737 Connecticut General Statutes, as amended.

Based on the reserved and allocated amounts, your municipality must decide whether to accept this funding offer and, if it is accepted, to complete the enclosed application. The application is the "Application/Data Form" with attachments. Whether or not your municipality accepts 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 the offer, you need not complete the remainder of the "Application/Data Form". If you accept the offer, the document's pre-filled information should be reviewed for correctness and completeness. If there are errors or changes, please correct or add that information *on the form*. *If there is missing information, please provide it by including it on the form*. 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 show deletions by *cross-outs* and additions by *write-ins*. **Remember that *services may be provided at any school building site meeting your needs*.**

As you know, we require that the portion of your program supported by the state grant funds be limited to the children of families with total annual before tax income less than 75% of the state's median income (SMI) guideline. We also require that the children of families with before tax income less than 75% of the SMI, pay fees in accordance a sliding fee schedule. Both the state's median income guideline by family size and the sliding fee schedule will be sent to you

under separate cover for your review soon. As of today, the federal government has not published the information so we are unable to provide the information to you. The minimum percentage of families that will need to meet these requirements, will determined finally by your application, however, we have made a preliminary determination of the percentage by using the information provided to us in the 2010-2011 application. For your program, the percentage is 13.3%. Therefore, for July 1, 2011 through June 30, 2012, the department is projecting that at least 13.3% of the children served will be from families with total annual before tax income less than 75% of the state's median income guideline. Information on calculating family fee, household composition, included and excluded income and the like will be included as a part of any offered contract, however, your prior agreement should be used as an interim guide.

As in past years, we are asking that particular attention be paid to Categories 2 through 6 of the budget and that you show the full "total cash cost of your program." Again, this means that you are to show all your anticipated costs in "(a) subcategory." Then, for Category 7, you are to show all the income you expect to receive, *other than from the DSS grant*. Line 7a is used to report anticipated family fees and Line 7b is used to report all other revenue, including child care subsidies (Care 4 Kids), grant funds from the state Department of Education for school age services and any other income from federal, state or local sources. **Do not include non-cash (in-kind) donations.** Examples of non-cash donations are the value of rent-free space, the value of 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. For information on which lines of the budget particular expense items should appear, please refer to "*Completing a Department of Social Services (DSS) Contract Budget*." That document too is enclosed. Finally, when completing the budget, subtract Category 7 from the sum of Categories 2 through 6. The result should be the amount of your DSS allocation that is pre-printed on the form.

A new state policy regarding contracts is that no less than ninety-five percent (95%) of an agency's contracts be fully executed within fifteen (15) days of when services are to begin. We would like to exceed that target with this program. Two things will delay the process and could cause us to miss the target. They are incomplete applications and delays in returning contracts locally executed. To reduce the potential for incomplete application filings, please use the included checklist to insure that your application submission is complete. With regard to untimely locally executed contracts, the major cause of delay is in obtaining governing body authorization to contract. We urge that the process for obtaining governing body authorization be started unless your organization intends to decline to participate. For many, the governing body approval process can long and involved. We cannot meet the contracting policy goal if contracts are not returned locally executed in a timely manner. A copy of what the governing body must authorize, a *sample DSS-126, "Certified Resolution of Contractor,"* is enclosed.

Once contracts are fully executed you will receive payment documents that will allow funds to be requested. An initial payment equal to one-quarter of the reserved amount will be authorized as long as reporting on last year's contract, 034-BAS-20 A1, is current and funds are available in our accounts.

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Please return the Application/Data Form by April 15, 2011. If your organization cannot meet that deadline, please let us know by April 8, 2011 and include with that notice an explanation of why the deadline cannot be met and offer an alternative submission date. **The allocation offer will expire as of the close of business on April 15, 2011. Failure to accept the offer or contact the department with an alternate submission date by the close of business on April 15, 2011 shall result in the withdrawal of the offer.**

In an effort to "GO GREEN" and to reduce expenditures, the department no longer sends documents by postal mail but as e-mail attachments in a PDF file. As a result, you will not be receiving this letter and its attachments by postal mail. We encourage use of email with PDF file attachment as your method of providing information to the department. We will accept your application by this method and will accept all other filing by this method, including, a locally executed contract, if one is offered, financial and program reports.

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](mailto:neil.newman@ct.gov).

Sincerely,



Neil S. Newman  
Program Assistance Supervisor  
Child Care Unit, Division of Family Services  
Bureau of Assistance Programs

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copies without enclosure:

Mr. David St. Hilaire, Director of Finance, Danbury  
Kathleen M. Brennan, Director, Contract Procurement and Purchasing, DSS

copies with enclosure:

Ms. Anne Mead, Administrator of ECE and Extended Learning Programs, DPS  
Peter J. Palermino, Manager, DFS, BAP, DSS