CITY OF DANBURY

HEALTH & HUMAN SERVICES DEPARTMENT

155 DEER HILL AVENUE, DANBURY, CONNECTICUT 06810

Central Health Office
203 - 797-4625
Fax 796-1596

Social Services Office
203 - 797-4569
Fax 797-4566

Public Health Emergency Preparedness (PHEP)
Revised Impact Statement

New Contract Years 8/10/2011 through 8/9/2014

The Connecticut Department of Public Health requires the City to revise the budget each year for the Public Health Emergency Response (PHEP) grant and recently sent the City of Danbury a new 3-year contract based on the 1-year budget application package in the amount of $56,324 for the first year and approved by City Council in October 2011.

The City of Danbury relies on the Public Health Emergency Preparedness (PHEP) grant from the State of Connecticut to fund the Department's Emergency Planning and Response activities related to Public Health Outbreak Prevention Planning.

The State of Connecticut Department of Public Health has now provided for a total grant allocation of $168,972.00 for the 3-year contract towards PHEP planning activities.

PHEP activities would include, but are not limited to, personnel to implement actions and planning, training / conferences, drills, consultants, public education, telecommunications, etc... (see attached proposed budget).

There are no matching requirements for these funds.

Sincerely,

Scott T. LeRoy, MPH, MS
Director of Health & Human Services

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 Public Health has notified the City of Danbury Health and Human Services Department of continued funding for public health emergency preparedness; and

WHEREAS, the Council had earlier authorized project funding for one (1) year in the original amount of $56,324.00; and

WHEREAS, this funding will be used to fund the City's emergency planning and response activities; and

WHEREAS, this funding, not to exceed $168,792.00, covers the period of 8/10/11-8/9/14 and requires no local match.

NOW, THEREFORE, BE IT RESOLVED THAT Mark D. Boughton, Mayor, or Scott T. Leroy, Director of Health, as his designee, is authorized to apply for and accept this funding and execute on behalf of the City of Danbury all contracts, agreements or amendments and to take all actions necessary to effectuate the purposes thereof.

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Department of Public Health
Contracts and Grants Management Section
PO Box 340308, 410 Capitol Ave., MS#13 GCT
Hartford, CT 06134-0308
Telephone: (860) 509-7704 FAX: (860) 509-8210

October 13, 2011

Scot Leroy, Director of Health
City of Danbury, Health Department
1155 Deer Hill Avenue
Danbury, CT 06810

Contract Log: # 2012-1070 **Contract Award:** $168,972.00
Program: Public Health Emergency Preparedness **Contract Period:** 8/10/2011 Through 8/9/2014

Dear Mr. Leroy:

Enclosed is the above referenced Contract, DPH Log # 2012-1070. Please use the DPH contract log number when sending in progress reports, expenditure reports, budget revision requests and/or other correspondence relating to this contract.

Please review this Contract and return the original contract following the procedure explained below. If Contract corrections or changes are necessary, please contact me at (860) 509-7428. It is important that the signed/sealed contract and other required submittals be returned to the Department by October 31, 2011. You will receive a copy of the original Contract signed by the Department when the Contract is fully executed.

NOTE: SIGNATURES AND NAMES OF AUTHORIZED OFFICIAL(S) MUST BE IDENTICAL THROUGHOUT THE CONTRACT PACKAGE.

Signature Certification: All contractors need to have a resolution passed by their governing body giving the official who signed this Contract the authority to do so. The signature certification indicates that the authorization to sign contracts was in place on the date the Contract was signed. Therefore, the Contract must be signed and dated **prior** to the certification being signed and dated. Instructions and a sample sheet are enclosed. One original signed and sealed certification must be returned with the Contract. Your agency's seal must be embossed on the lower left side under the "title" of the certifying official. **(White-out is not acceptable!)**

Acceptances and Approval Page: The individual indicated on the Certification of Authorized Signature must sign the original Personal Service Agreement Form on line 35. The authorized individual should sign his/her name exactly as it appears on the signature Certification. His/her name, title and the date should be typed or clearly written on the appropriate lines in this area. In addition, your legal seal (if any) must be embossed on the Acceptances and Approvals area of page one if it is not embossed on the secretarial certification.

Contract Compliance forms: Please read Commissioner Galvin's letter concerning the Department's commitment to affirmative action. Complete, sign and return the Workforce Analysis form. Contractors with more than one (1) employee who do not have affirmative action plans **must** have an affirmative action policy statement. You may use the enclosed statement from Commissioner Galvin as a model. You must return a copy of your statement if you do not

have an affirmative action plan and have more than one (1) employee. Contractors with more than twenty-five (25) employees **must** have an Affirmative Action Plan on file at their place of business. DO NOT SEND PLANS TO THE DEPARTMENT.

Certificate of Insurance: All contractors are required to file a Certificate of Insurance with the department. Please submit a Certificate (or policy declaration page) showing insurance coverage. ***This is a multi-year contract, you will need to submit a copy of your insurance Certificate (or declaration page) covering successive years of this Contract as soon as your insurance policy is renewed. Failure to submit this information may result in a delay of payments to your agency.***

Minority Business Enterprises Utilization form: This form must be completed if your agency is subject to the Commission on Human Rights & Opportunities regulations and if you subcontract with any minority business enterprises.

Anti-Lobbying Certification form: This form must be completed if the contract includes federal funds.

Invoices: Please sign the enclosed invoices, but do not date them. Return the signed invoices with the original signed contract. This will help speed the payment process.

Contractor Info Sheet: Included is a form that will provide us with accurate information about your address, phone number(s), e-mail address(s), and contact persons related to this contract. Please complete and return with your signed contract.

Thank you for your cooperation.

Sincerely,

Anthony Nwankwo
Public Health Preparedness Contract Coordinator
Contracts and Grants Management Section
(860) 509-7428

cc: Sue Walden

CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

DAVID W. ST. HILAIRE
DIRECTOR FINANCE

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

MEMORANDUM

DATE: 9/20/2011

TO: MARK D BOUGHTON VIA THE CITY COUNCIL

FROM: DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE

SUBJECT: **PUBLIC HEALTH EMERGENCY RESPONSE GRANT**

Attached for your review is a resolution that will allow the City of Danbury to apply for and accept funding from the State of Connecticut Department of Public Health. Receipt of this funding will allow the City to continue its emergency planning and response activities.

This funding, not to exceed $56,324, covers 8/10/11-8/9/12 and requires no local match.

The City Council is respectfully requested to consider this resolution at its next meeting. If you have any questions or require any additional information, please contact my office at 203-797-4652.

Attach.

DWS/sk

cc: S. Leroy

CITY OF DANBURY

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Public Health Emergency Preparedness (PHEP) Impact Statement 8/10/11 through 8/9/12

The City of Danbury relies on the Public Health Emergency Prepardness (PHEP) grant from the State of Connecticut to fund the Department's Emergency Planning and Response activities related to Public Health Outbreak Prevention Planning.

The State of Connecticut Department of Public Health has provided $56,324 so far towards this year's prevention plan and activities. PHEP activities would include, but are not limited too, personnel to implement actions and planning, training / conferences, drills, consultants, public education, telecommunications, etc... (see attached proposed budget).

There are no matching requirements for these funds.

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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 Public Health has notified the City of Danbury Health & Human Services Department of continued funding for public health emergency preparedness; and

WHEREAS this funding will be used to fund the City's emergency planning and response activities; and

WHEREAS this funding, not to exceed $56,324, covers the period of 8/10/11 – 8/9/12 and requires no local match.

NOW, THEREFORE, BE IT RESOLVED THAT Mark D. Boughton, Mayor, or Scott T. LeRoy, Director of Health, as his designee, is authorized to apply for and accept this funding and execute on behalf of the City of Danbury all contracts, agreements, and to take all actions necessary to effectuate the purposes thereof.

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STATE OF CONNECTICUT DEPARTMENT OF PUBLIC HEALTH

Local Health Administration Branch, MS #11LOC
P.O. Box 340308, 410 Capitol Avenue
Hartford, CT 06134-0308
Telephone: (860) 509.7660
Fax: (860) 509.7782

To: **Scott T. LeRoy, MPH, MS**
Danbury Health Department

From: Sue Walden, Health Program Associate
Local Health Administration Branch

Date: July 7, 2011

Subject: Public Health Emergency Preparedness Grant Award
Funding Allocation for 2011 - 2012

The Connecticut Department of Public Health (DPH) will be receiving continued Public Health Emergency Preparedness (PHEP) funding from the Centers for Disease Control and Prevention for the period August 10, 2011 through August 9, 2012.

As you are aware, DPH is receiving a reduction in PHEP funding for FY012. Therefore, municipalities and districts will receive a 10% reduction in PHEP grant funding for FY2012.

The Danbury Health Department will be receiving $56,324 in PHEP funding for the period August 10, 2011 through August 9, 2012

The PHP Management Team will be meeting soon to discuss contractual activities. A separate memo with be forthcoming outlining the contractual activities and the instructions for budget preparation.

If you have any questions please feel free to contact me at sue.walden@ct.gov or (860) 509-7706.

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Budget Summary

Contractor Name:
Contract Number:

Contract Period: 8/10/11 – 8/9/14
Budget Period: 8/10/11 – 8/9/12
Year One

Program: Public Health Emergency Preparedness

Category	Total
1. Salaries & Wages*	19,760
2. Fringe Benefits*	1650.33
3. Mileage	600
4. HAN System Maintenance	1000
5. Computer/Software	4000
6. Office Supplies	2,500
7. Public Health Summit 2012	2000
8. Contractual (Sub-Contracts)**	12,000
9. Cell Phones	6,000
10. Internet Service	600
11. Other a. Public Liability	263
11. Other b. OT, Salary Reimbursement for HD Employees	2,571.23
12. Administrative and General Costs	3,379.44
Total DPH Grant	56,324

** Complete salary detail sheet*
***Complete Sub-contractor Schedule A*