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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

MEMORANDUM

DATE: 6/21/2012
TO: MARK D. BOUGHTON VIA THE CITY COUNCIL
FROM: DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DWS*
RE: RESOLUTION-PREVENTIVE HEALTH BLOCK GRANT

Attached for your review is a resolution that will allow the City of Danbury Health and Human Services Department to accept increased funding from the State of Connecticut Department of Public Health. This resolution revises a request to accept a one-year grant for FY12/13 in the amount of \$11,745 that was passed by the City Council in May 2012.

The grant award is for a 'Skin Cancer Prevention' program to be administered through the School-Based Health Centers at Rogers Park and Broadview Middle Schools and Danbury High School. Funding will now cover two years, 7/1/12-6/30/14, with \$11,745 being allocated to this program each year. Total funding award is \$23,490, with no City match required.

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

Attach.

DWS/sk

Cc: S. LeRoy

RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____ A.D. 2012



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 that it is eligible to apply for a Preventive Health and Health Services Block Grant; and

WHEREAS, the grant award, in the amount of \$23,490.00, will cover the two (2) year period of July 1, 2012 through June 30, 2014 with no local match required; and

WHEREAS, funding will be used for implementing skin cancer awareness and prevention programs aimed at the adolescent population.

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

10-2.



CITY OF DANBURY
DEPARTMENT OF HEALTH & HUMAN SERVICES
SCHOOL BASED HEALTH CENTERS (SBHC)

155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

Melanie S. Bonjour
Clinic Administrator 

(203) 797-4625
FAX:(203) 796-1596

DATE: June 20, 2012
TO: Mayor Boughton and Honorable Members of the Danbury City Council
RE: **Change in Preventive Health Block Grant – Skin Cancer Prevention Contract Award**

This is to acknowledge a change to the contract award for the Preventive Health Block Grant – Skin Cancer Prevention funding opportunity which was approved and accepted by the City Council at the May 2012 meeting.

At the May meeting, the City Council approved and accepted a block grant application in the amount of \$11,745, enabling the Health and Human Services School Based Health Centers to carry out skin cancer prevention activities during FY 2012-2013.

The Health and Human Services Department was pleased to be informed that the contract will be extended to cover a two year period FY 2012-2014, for a total award of \$23,490.

I request that the City Council accept and approve the revised funding contract and Resolution.

I thank you for your time and consideration. Please feel free to direct any question to: m.bonjour@danbury-ct.gov



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

May 30, 2012

Scott Leroy, Director of Health and Human Services
City of Danbury
155 Deer Hill Avenue
Danbury, CT 06810

Re: Contract Log #2012-0232
Contract Period: 7/01/2012 through 6/30/2014
Contract Amount: \$23,490
Contract for: Skin Cancer Prevention and Education

Dear Mr. Leroy:

Enclosed is the above referenced contract, DPH Log #2012-0232. The DPH contract log number must be identified on all correspondence submitted including 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. Please note that the State of Connecticut standard contract language includes new or revised Terms and Conditions including the following clauses: Indemnification, Campaign Contribution Restrictions, Whistleblower Provision and Executive Order No. 14. It also includes a requirement to adopt a nondiscrimination resolution and submit a certification of same.

If contract corrections or changes are necessary, please contact me at (860) 509-8163. It is important that the signed/sealed contract and other required submittals be returned to the department by June 29, 2012. You will receive a copy of the original contract signed by the department when the contract is fully executed.

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

- **Secretarial 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 secretarial certification indicates that the authorization to sign contracts was still in place on the date the contract was signed. **Therefore, the contract should be signed and dated prior to the Secretarial Certification being signed and dated.** Instructions and a sample sheet are enclosed. One original signed and sealed secretarial certification should be returned with your 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 secretarial certification as authorized to sign the contract must sign the Acceptances and Approval page of the contract under the "By the Contractor" section, on the line marked "Signature (Authorized Official)". The authorized individual should sign his/her name exactly as it appears on the secretarial certification. Type your agency's legal name, the name and title of the authorized official and the date the document was signed. In addition, your agency's legal seal must be embossed on the Acceptances and Approvals page if it is not embossed on the Secretarial Certification. **(White-out is not acceptable!)**
- **Contract Compliance Forms:** Please read the Commissioner'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 the Department's Commissioner 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.**