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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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**M E M O R A N D U M**

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**DATE: 08/21/2013**  
**TO: HON. MARK D. BOUGHTON VIA THE CITY COUNCIL**  
**FROM: DAN GARRICK, ASSISTANT DIRECTOR OF FINANCE** *DG*  
**RE: RESOLUTION-DOH SHELTER FUNDING**

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Attached for your review is a resolution that will allow the City of Danbury, Department of Health and Human Services to accept funding from the State of Connecticut Department of Housing for the emergency shelter.

Through a previous resolution, the contract for shelter services was extended through 6/30/14. Funding is now in place for this extension, which allows the City to allocate \$117,756 for shelter services from 7/1/13-6/30/14 for a contract total of \$208,626. There is no local match required.

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

DG/sk

Cc: S. Leroy

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# RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

\_\_\_\_\_ A.D. 2013

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

**WHEREAS**, the State of Connecticut Department of Housing has notified the City of Danbury Health and Human Services Department of funding available for Year 2 of the existing emergency shelter contract; and

**WHEREAS**, this contract was previously awarded through the Department of Social Services, now the Department of Housing, for a time period of 10/1/12 - 6/30/14 for a total amount of \$90,870; and

**WHEREAS**, Year 2 funding, covering 7/1/13 - 6/30/14, will increase the contract amount by \$117,756 for a total amount not to exceed \$208,626; and

**WHEREAS**, shelter operating expenses will be funded through this program with no local match required.

**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.



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## 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

Mayor Mark D. Boughton and City Council  
City Hall  
155 Deer Hill Ave  
Danbury, CT 06810

8/14/13

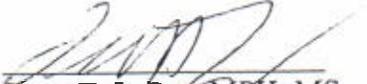
Re: Previous DSS now State of Connecticut Department of Housing (DOH) contract

The City of Danbury relies heavily on the State of Connecticut Department of Housing to assist in funding the Emergency Shelter and Day Center operational costs. The contract Amendment letter received in August explained in detail the change of operations from one State Department to the other; but it is important to note that the contract has been increased to include HMIS costs.

Therefore; the new total maximum amount payable under this existing contract, from 10/01/2012 through 6/30/2014, was increase for the current fiscal year to \$117,756.00 from \$90,870.00 for a total contract budget of \$208,626.00.

**There are no matching requirements for this funding amount.** This grant will provide funding for salaries that include part time shelter aide and shelter night staff and other operational expenses in providing support services for the shelter 7 days a week, 365 days a year.

Sincerely,

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



STATE OF CONNECTICUT  
DEPARTMENT OF HOUSING

CONTRACT AMENDMENT

Contractor: **City of Danbury**  
Contractor Address: **155 Deer Hill Avenue, Danbury, CT 06810**  
Contract Number: **034-ESS-1 / 13DOH0101AZ**  
Former DSS Number: **12DSS3701GT**  
Term of Contract: **10/01/2012 through June 30, 2014**

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The contract between **City of Danbury** (the Contractor) and the Department of Housing (the Department) as successor-in-interest pursuant to Connecticut Public Act 13-234 to the Department of Social Services (the Initial Department), which was last executed by the Initial Department and the Contractor and signed by the Initial Department's Commissioner on 6/27/2013, is hereby further amended as follows:

1. Wherever in the contract the words "Department of Social Services" or "DSS" appear those words are deleted and the words "Department of Housing" or "DOH" are substituted and the words "Department" or "department" shall hereafter refer to the Department of Housing. The exception to this change is that if the words "Department of Social Services" or "DSS" are used to identify a program or service provided by that agency and not transferred to the Department of Housing those words shall retain their original meaning.
2. The total maximum amount payable under this contract is increased by \$117,756.00 from \$90,870.00 to \$208,626.00.
3. The budget last approved is deleted and replaced in its entirety by the budget on page 3 of this amendment. Additionally, the contractor agrees that it will submit within thirty days of the date of full execution of this amendment, for review and approval by the department, a budget support document on forms prescribed by the department to support the budget on page 3 of this amendment.
4. The financial reporting schedule last approved is deleted and replaced in its entirety by the following:

<b>Reporting Period</b>	<b>Due Date</b>	<b>Reporting Expenditures</b>
July through October	November 30	July through October
November through February	March 31	July through February
March through June	September 30	July through June

5. Wherever in the budget variance section of the agreement fifteen percent (15%) appears, this amendment increases that percentage to twenty percent (20%) except for salaries and fringe benefits. The salary and fringe benefit variance shall remain at fifteen percent (15%). Additionally, budget revision requests must be submitted not later than forty-five calendar days before the end of the applicable fiscal year or contract term.