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CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

DAVID W. ST. HILAIRE
DIRECTOR OF FINANCE

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

MEMORANDUM

TO: HON. MARK D BOUGHTON VIA THE COMMON COUNCIL
FROM: DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DSt*
SUBJECT: RESOLUTION-BEFORE & AFTER SCHOOL PROGRAM
DATE: 10/27/2008

Attached for your review is a resolution which would 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. This grant, in the amount of \$49,592, will be used to cover the 7/1/08-6/30/09 time period. Attached also is a copy of the paperwork received by this office.

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

DWS/sk

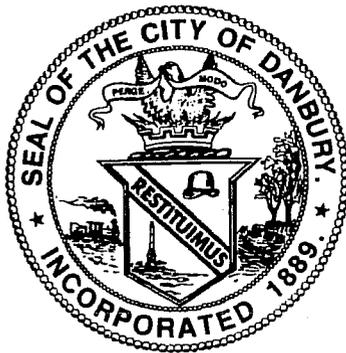
Attach.

cc: A. Lindenmeyer

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, 2008 through June 30, 2009 for the 2008-09 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 06106-5033

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September 2, 2008

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

RECEIVED
FINANCE DEPT.

SEP 03 2008

Re: 2008-2009 Before and After School (BAS) Application
for Contract 034-BAS-20

Dear Mayor Boughton:

We are pleased to advise you that the department has reserved funds for your municipality for a BAS contract for the period July 1, 2008 through June 30, 2009. The amount reserved 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 this funding offer and, if you accept, to complete an application. Attached are 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. If there are errors or changes, please correct or add that information **on the form**. *If there is missing information, please provide it by writing or typing 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 *writing ins*. **Remember that services may be provided at any school building site meeting your needs.**

We have made two changes to the program, this year, which warrant your attention. First we will require that the portion of your program supported by the Before and After School funds be limited to the children of families with total annual before tax income less than 75% of the state's median income guideline. Second, we will 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

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and the sliding fee schedule are attached for your review. To determine the minimum percentage of families that will fall into these requirements, we have divided, from information provided to us by your program for 2007-2008, the total expenditures for 2007-2008 by the 2007-2008 state grant. For your program, the percentage is **4.88%**. Therefore for the 2008-2009 contract, the department will expect that at least **4.88%** 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 provided as a part of any contract offered.

Again, this year, we are asking that you pay particular attention 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 "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 family fees and Line 7b will be used to report all other revenue, including Care 4 Kids subsidies and grant funds from the state Department of Education for school age services. 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 that you know on which lines of the budget to indicate your expenses, 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 through 6. The result should be the amount of your DSS allocation that is pre-printed on the form.

We want to execute contracts as soon as possible. Once the contract is executed, we will make an initial payment as long as your agency is current in its reporting on last year's contract (034-BAS-19). Please use the enclosed checklist to insure that your application is complete before submission.

In addition, we urge that the process for having the governing body take the steps necessary to authorize local execution of a contract when and if one is offered be started. 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.

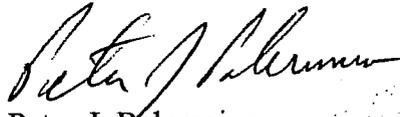
Please return the Application/Data Form by September 30, 2008. If your organization cannot meet the deadline, please send a letter to us by September 30, 2008 explaining why you cannot meet the deadline and offer an alternative submission date. **The allocation offer will expire as of the close of business on September 30, 2008. Failure to**

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accept the offer or contact the department with an alternate submission date by the close of business on September 30, 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. Palermino
Program Administration Manager
Division of Family Services
Bureau of Assistance Programs

PJP:n

copies without enclosure:

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

copies with enclosure:

Mr. Robert Yamin, Corporation Counsel, Danbury
Ms. Ann Lindenmeyer, Program Administrator, DPS
Neil Newman, Pgm Assistance Super., Div. of Family Services, Child Care Unit