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CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

DENA DIORIO
DIRECTOR OF FINANCE

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

Memorandum

To: Hon. Mark D. Boughton, via the Common Council
CC: Kim Entead, Jack Kozuchowski
From: Dena Diorio, Director of Finance *Dena*
Date: 7/28/2004
Re: Resolution – CADH Funds for Bioterrorism

Attached for your review is a resolution that will allow the City of Danbury, Department of Public Health, to apply for and accept funding from Connecticut Association of Directors of Health, (CADH), in the amount \$3000.00. The funding will assist in subsidizing exercises for the Bioterrorism Preparedness Plan. There is no local cash match required for this grant.

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

If you have any questions, or require any further information, please contact my office at (203) 797-4652.

Attach.



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____ A. D., 200__

RESOLVED by the Common Council of the City of Danbury:

WHEREAS, the City of Danbury has prepared a *Public Health Emergency Plan* for Bioterrorism events; and

WHEREAS, the State Health Department has mandated that the City Health Department conduct an exercise of this plan by September 30, 2004; and

WHEREAS, the Danbury Health Department has designed a tabletop exercise of this plan which will be scheduled to be conducted in mid September 2004, involving expenditures of funds for equipment and supplies and involving staff time; and

WHEREAS, the Connecticut Association of Directors of Health (CADH) is offering grants to local health Departments for reimbursement of equipment, supplies and salaries for time expended in conducting these exercises.

NOW THEREFORE BE IT RESOLVED, that the Common Council of the City of Danbury authorizes the City Health Department's application for \$3,000.00 of funding from the Connecticut Association of Directors of Health (CADH) and authorizes Mark D. Boughton, as Mayor of the City of Danbury, to enter into any contracts required with the State of Connecticut for the use and administration of these funds, if awarded.



CITY OF DANBURY
DANBURY, CONNECTICUT 06810

HEALTH AND HOUSING DEPARTMENT
155 DEER HILL AVENUE

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

July 27, 2004

To: Dena Diorio, Director of Finance

From: Jack Kozuchowski, Coordinator of Environmental & Occupational Health Services

Re: Impact Statement for CADH Grant proposal

We were informed last week, of the availability of funds to subsidize exercises of the City's Public Health Emergency Plan, which is mandated to be completed by September 30, 2004. The Health Department has designed such an exercise, which will be scheduled for September. We are requesting your authorization to apply for this grant. I have enclosed a Financial Impact Statement (with a budget), and a sample Resolution for the Common Council to authorize us to apply for this grant.

I respectfully request your approval to apply for this grant and to place this item on the Common Council's August agenda. I will be away until next Monday, so if you have any questions on these documents, please contact Bill Campbell.

A handwritten signature in cursive script that reads "Jack Kozuchowski".

Jack Kozuchowski

Cc: Bill Campbell
Kim Enteadó

Impact Statement : *Bioterrorism Exercise Grant*

This grant application is being submitted to the Connecticut Association of Directors of Health (CADH) for funding through the federal to subsidize an exercise of the City's newly adopted "**Public Health Emergency Plan**" for Bioterrorism response. The City is mandated to conduct an exercise of this Plan no later than September 30, 2004. A Tabletop Exercise for all emergency response departments has been designed and will be conducted in mid September 2004. The funding being sought will allow the City to be reimbursed for the salaries for time expended for the Health Director, the Coordinator Of Environmental Health Services, and the Bioterrorism Unit Coordinator for their time in preparing for and participating in this exercise. Additionally, it will subsidize projection equipment and supplies that are needed for this drill

Financial Reporting Requirements. There are no financial reporting requirements for this grant.

Financial Impact. There is no local matching share for this grant.

Budget. The \$3,000 budget estimate, stated above is broken out as follows:

People/Human Resources	\$ 500.
Supplies/Materials	\$ 380
Equipment	\$2,000
Grant Administration/Audit Fee	<u>\$ 120</u>
TOTAL	\$3,000

Grant Administration / Audit Fees. The grant manager from the CADH has indicated that internal administrative costs, such as the Audit and Grant Administration Fees are eligible expenses for this grant program. The 4 % fees have been included in this budget.

Council Resolution. A resolution from the Common Council, authorizing our application for this grant and the execution of a Service Agreement with CADH is needed. Since the grant application is due August 4, 2004, a Resolution for the August meeting of the Council is requested. A sample resolution is attached.

Project Benefits. This grant application will help to subsidize the City's mandated exercise of its **Public Health Emergency Plan**.