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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-SCHOOL BASED HEALTH CENTER ADDITIONAL FUNDING
DATE: 11/20/2007

Attached for your review is a resolution which would allow the City of Danbury Health Housing and Welfare Department's School Based Health Center to accept additional funding from the State of Connecticut for the School Based Health Center program

This additional funding increases the current allocation to \$832,392 and includes a COLA increase as well as funding for a new site at Rogers Park Middle School. The funding period is 7/1/07-6/30/10.

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

DWS/sk

Attach.

cc: S. Leroy

M. Bonjour

21-1

RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT



_____ A. D., 200_

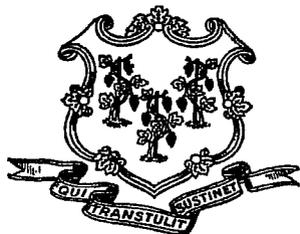
RESOLVED by the Common Council of the City of Danbury:

WHEREAS, the State of Connecticut, Department of Public Health has notified the City of Danbury's Health, Housing and Welfare Department of the availability of additional funding for the existing School Based Health Center grant; and

WHEREAS, the additional funding includes of a Cost of Living Adjustment (COLA) increase of \$7,976.00 to the existing allocation and \$130,000.00 for development of a new School Based Health Center site at Rogers Park Middle School; and

WHEREAS, the total adjusted grant award is now \$832,392.00 with a grant term of July 1, 2007 through June 30, 2010.

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



21-2

**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**

November 21, 2007

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

Re: Amendment to #2008-0015
Contract Period: 7/1/07 through 6/30/10
Contract for: School Based Health Center

Dear Mr. Leroy:

Enclosed is an amendment to the above referenced contract, DPH #2008-0015. The purpose of this amendment is COLA. Please review and return the amendment following the procedure explained below. It is important that the signed/sealed amendment and other required submittals be returned to the department by **as soon as possible**. You will receive a copy of the amended contract once it has been executed by the Department.

- **Secretarial Certification:** All contractors are required to have a resolution passed by their governing body giving the official who signs this contract the authority to do so. The Secretarial certification verifies that the authorization to sign contracts is in place on the date the contract is signed. 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. **(Any type of correction fluid/tape is not acceptable!)**
- **Nondiscrimination Certification:** All contractors need to have a resolution passed by their governing body adopting and supporting nondiscrimination agreements and warranties required under Conn. Gen. Stat. § 4a-60(a)(1) and § 4a-60a(a)(1). The signature certification indicates that the resolution has been adopted and is in full force and effect at the time of signing. Instructions and the required certification are enclosed.
- **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. **(Any type of correction fluid or tape is not acceptable!)**
- **Certification Requirements:** On July 13, 2006, Governor M. Jodi Rell issued Executive Order No. 7C which repealed Executive Orders No. 7, 7A, and 7B in their entirety. Effectively the certification requirements of Executive Order No. 7B were adopted by and incorporated into 7C. However, the certification requirements of Executive Order 7C have been expanded to include a Campaign Contribution Certification, Consulting Agreement Certification, and an annual gift/campaign contribution recertification for all state contracts between state agencies and **private** entities with a value of \$50,000 or more in a calendar or fiscal year. For further information please feel free to contact us or visit the Office of Policy and Management website at <http://www.opm.state.ct.us/secr/forms/ContractAffidavitRequirements.htm>.

Because the term of this contract exceeds one year, a Gift and Campaign Contribution Certification form has been included to provide the required annual update. This form is identical to the regular Gift and Campaign Contribution Certification except the "Annual Update..." box is checked rather than the "Initial..." box. **This second form must be signed, dated and returned to the Contracts and Grants Management Section on the date indicated in the contract payment schedule.**

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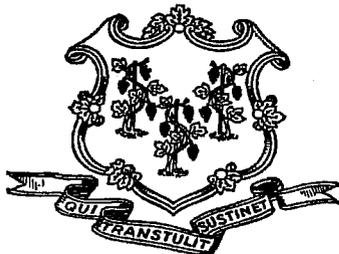
- **Invoices:** Please sign the enclosed invoice, but do not date it. Return the signed invoice with the original signed contract. This will help speed the payment process.

Thank you for your cooperation.

Sincerely,

Brenda L. West
Fiscal Administrative Officer
Contracts and Grants Management Section

21-4



State of Connecticut Department of Public Health Contract Amendment

Contract No.: #2008-0015
Amendment No.: #2008-0015-1
Term of Contract: 7/1/07 - through 6/30/10

The Contract between City of Danbury (the Contractor) and the Department of Public Health (the Department), which was executed by the parties on June 14, 2007, is hereby further amended as follows:

1. Additional funding in the amount of \$413,928 is added by this amendment as follows: COLA in the amount of \$23,928 and \$390,000 for a new School Based Health Center site. The funding for Year 1 is changed from \$231,472 to \$369,448. The funding for Year 2 is changed from \$231,472 to \$369,448. The funding for Year 3 is changed from \$231,472 to \$369,448. The total amount payable under this contract, as hereby amended, is changed from \$694,416 and shall not exceed \$1,108,344.
2. **Cost Standards.** Effective January 1, 2007, the Contractor and funding state agency shall comply with the Cost Standards issued by the State of Connecticut, Office of Policy and Management ("OPM"), as may be amended from time to time. The Cost Standards are published by OPM on the Web at http://www.opm.state.ct.us/finance/pos_standards/coststandards.htm. Such Cost Standards shall apply to:
 - (a) all new Contracts effective on or after January 1, 2007;
 - (b) all Contract amendments modifying funding, effective on or after January 1, 2007;
 - (c) all Contracts in effect on or after July 1, 2007.

3. Funds for this Amendment are provided from the following sources:

SID	Fund Description /CFDA#	Year	Amount
17019	School Based Health Clinics	1	\$369,448
17019	School Based Health Clinics	2	\$369,448
17019	School Based Health Clinics	3	\$369,448

4. The Contractor shall adhere to the approved Budget, negotiated with the Department, in compliance with Part I, Section B of the original contract or as previously amended.
5. Payment shall be made by DPH according to the contract schedule upon receipt of satisfactorily completed services and deliverables and DPH's review and approval of properly executed invoices. The Department reserves the right to reduce payments and withhold funding for any program, or site in a consolidated contract, for which the contractor:
 - a. has not submitted required reports or audits, or
 - b. has submitted reports that have not received Department approval, or
 - c. has submitted reports that do not support the need for full payment.

DPH shall provide the contractor with written notice of any payments that are reduced or withheld under this Section.

IMPACT STATEMENT
Continuation Funding Application

City of Danbury
School-Based Health Centers
AWARD AMENDMENT*

Original Allocation: \$694,416

***Additional Funding Awarded: \$137,976 (Includes \$130,000 for new site at Rogers Park Middle School and \$7,976 COLA on existing allocation)**

Amended Total: \$832,392

Contract Period: July 1, 2007 to June 30, 2010

Budget Period: July 1, 2007 to June 30, 2008

Program Impact

This additional grant funding will enable the City of Danbury to expand its efforts to address unmet health needs of the community's adolescent population through the provision of quality medical and mental health services. Further benefits will be achieved through the removal of potential barriers to education, namely unmet health problems, which can interfere or hinder an adolescent's capacity to learn. The primary beneficiaries of these services will be students enrolled in Danbury High School, Broadview Middle School and additionally Rogers Park Middle School (RPMS) (with the opening of Danbury's third SBHC site at RPMS, anticipated in the Spring of 2008).

This impact will be achieved through the maintenance of established State licensed outpatient clinics located on the grounds of Danbury High School, Broadview Middle School, and Rogers Park Middle School. Professional medical and mental health care services will be easily accessible to students, conducted in a confidential manner, and provided at no out of pocket cost to students or their family. Outreach measures targeting the student population will be carried out by program staff and will include health promotion and disease prevention strategies.

Fiscal Impact

*A COLA totaling \$7,976 in funding on existing funding has been awarded from the State Department of Public Health to support school-based health center services during FY 2007-08.

An additional award of \$130,000 is available to expand the availability of clinic services to Rogers Park Middle School through establishment of a full service, State licensed, out patient facility similar to existing services at Broadview Middle and Danbury High Schools. This grant provides funding for part-time staff positions including nurse practitioner, licensed social workers, and medical assistant and general operating costs. Relevant fringe benefit costs for salaried positions charged to this grant are also included in this budget. A 2% Administration Fee and 2% Audit Fee are budgeted under this grant.

Anticipated Grant Lifetime

Currently, funding for services operated under this grant is available through June 30, 2008. The proposed contract covers a three-year funding cycle commencing July 1, 2007 and concluding June 30, 2010. As with all State contracts, funding is contingent on passage of a State budget.

City of Danbury #2008-0015
Contract Period: 07/01/07 to 06/30/10
Budget Period: 7/1/2007-6/30/2008
Program: #1 \$115,736.00
Program: #2 \$115,736.00

\$130,000

Program #3

Category	Program #1 Amount	Program #2 Amount	Program #3	Total Amount
Personnel:				
1. Name & Position: M. Bonjour, Clinic Administrator				
Calculation: \$30.14 x 17.5 hrs/week x 53 weeks	\$13,978	\$13,977		\$27,955
Fringe Benefit: 19%	\$2,656	\$2,655		\$5,311
2. Name & Position: K.C. White, DHS APRN				
Calculation: \$38.79 x 30 hrs/week x 44 weeks	\$51,203			\$51,203
Fringe Benefit: 9.02%	\$4,608			\$4,608
3. Name & Position: J. Handau, BMS APRN				
Calculation: \$38.79 x 30 hrs/week x 40 weeks		\$51,203		\$51,203
Fringe Benefit: 9.02%		\$4,608		\$4,608
4. Name & Position: TBD, RPMS APRN				
Calculation: \$38.79 x 30 hrs/week x 26 weeks			\$30,256	\$30,256
Fringe Benefit: 9.02%			\$2,729	\$2,729
5. Name & Position: G. Alpert, BMS Med. Asst.				
Calculation: \$16.81 x 30 hrs/week x 44 weeks		\$22,190		\$22,190
Fringe Benefit: 9.02%		\$1,998		\$1,998
6. Name & Position: M. Mele, DHS Med. Asst.				
Calculation: : \$16.81 x 30 hrs/week x 44 weeks	\$22,190			\$22,190
Fringe Benefit: 9.02%	\$2,002			\$2,002
7. Name & Position: N. Fawcett, DHS LCSW				
Calculation: : \$27.13 x 13 hrs/week x 44 weeks	\$15,518			\$15,518
Fringe Benefit: 9.02 %	\$1,400			\$1,400
8. Name & Position: TBD, RPMS LCSW				
Calculation: \$27.13 x 30 hrs/wk x 26 weeks			\$21,161	\$21,161
Fringe Benefit: 9.02%			\$1,909	\$1,909
9. Name & Position: TBD, RPMS Med. Asst				
Calculation: \$16.81 x 30 hrs/wk x 26weeks			\$13,112	\$13,112
Fringe Benefit: 9.02%			\$1,183	\$1,183
10. Travel \$.485 per mile X 1,800 miles	\$291	\$291	\$388	\$970
11. Training	\$1,110	\$1,009	\$1,727	\$3,846

12. Educational Materials	\$787	\$786	\$2,500	\$4,073
13. Office Supplies & Furnishings	\$1,069	\$1,069	\$25,000	\$27,138
14. Advertising			\$1,500	\$1,500
15. Postage 50/100 \$.41 cent stamps	\$410	\$410	\$1,230	\$2,050
16. Medical Materials & Supplies	\$1,812	\$1,812	\$17,500	\$21,124
17. Contractual (Subcontracts)***	\$3,700	\$3,700		\$7,400
18. Other Expenses (List Below)				
a) Public Liability 4.657/\$1,000 tot. exp.	\$539	\$539	\$605	\$1,683
b) Printing & Duplicating			\$1,500	\$1,500
c) Computer/Software Maintenance			\$1,500	\$1,500
d) Dues & Subscriptions & License Fees	\$175	\$175	\$1,000	\$1,350
19. Administrative Costs	\$4,789	\$4,789	\$5,200	\$14,778
20. Indirect Costs				
Total DPH Grant	\$128,237	\$111,211	\$130,000	\$369,448
Other Program Income:	\$2,500	\$500		\$3,000

*** Complete Subcontractor Schedule A