



9

**CITY OF DANBURY**  
**155 DEER HILL AVENUE**  
**DANBURY, CONNECTICUT 06810**

**DAVID W. ST. HILAIRE**  
**DIRECTOR FINANCE**

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

---

---

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

---

---

**DATE:** 9/24/12  
**TO:** HON. MARK D. BOUGHTON VIA THE CITY COUNCIL  
**FROM:** DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DST/sk*  
**RE:** RESOLUTION-DSS SHELTER FUNDING

---

Attached for your review is a resolution that will allow the City of Danbury, Department of Health and Human Services to apply for a funding opportunity from the State of Connecticut Department of Social Services.

The funding opportunity, not to exceed \$90,277, will cover 10/1/12-6/30/13 and will be used for operational costs at the City's homeless shelter. There is no local match required.

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

DST/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 Social Services has notified the City of Danbury Department of Health and Human Services of a funding opportunity through the Emergency Shelter Services (ESS) grant program;

WHEREAS, this opportunity is in the amount of \$90,277 covering 10/1/12-6/30/13 and requires no matching funding from the City;

WHEREAS, this funding will be used for expenditures related to operating the City's homeless shelter;

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 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 effectuate purposes thereof.



9-2

# STATE OF CONNECTICUT

DEPARTMENT OF SOCIAL SERVICES

25 SIGOURNEY STREET • HARTFORD, CONNECTICUT 06106-5033

September 17, 2012

The Honorable Mark R. Boughton  
Mayor  
City of Danbury  
155 Deer Hill Road  
Danbury, CT 06810

**Contract:** 034-ESS-24 / 12DSS3701GT  
**Term:** 10/1/2012 – 6/30/2013  
**Anticipated Amount:** \$90,277.00  
**Program Type:** Emergency Shelters (ESS)

Dear Mayor Boughton:

The Department of Social Services is pleased to inform you that *preliminary* decisions have been made in regards to funding your program for the new fiscal year. The proposed spending plan is in the approval process. For planning purposes, you may prepare a Scope of Services (Part I) and a 9-month budget for the above anticipated amount.

***If there is a difference between the amount we have identified and the final approved amount, we will immediately notify your office and request a revision of the contract budget and duties.***

We prefer that you email all materials whenever possible. Please submit the following no later than **September 28, 2012:**

- Scope of Services (Part I) *aka contract template*
- Contract Budget and back up documentation
- Needs Analysis - *Information supporting the need for these services and history of your agency's performance in meeting those needs.*
- Organizational Chart - *Including the positions funded under this contract.*
- Current Certificate of Insurance - *Including liability, bonding, etc.*

Also, please take note of important changes and updates to this contract renewal process:

- **W-1270 Request for Payment:** The Division of Fiscal Management and Analysis (DFMA) have drafted a new version of the W-1270, request for payment. This will be included in your contract information that is emailed to you from Contract Administration *after* you have submitted the above outlined items to me.

**\*Please be sure to use the newly drafted W-1270 Request for Payment\***

**\*Non-compliance will result in returned forms and thus delay in payment\***

- **Requesting payment during the contract term:** When you submit your payment request, it will show your quarterly amount being requested. Your DSS-305 will report on the composite expenditures and your DSS-304 will show your quarterly expenditures and expenditures to date.
- **Budget Documents:** It should be noted that the budget documents have been revised to reflect the change from Emergency Shelter Grants to Emergency Solution Grants (ESG) and their eligible categories. However, this change does not impact your contract, since you do not receive ESG funding. Also, please note that the contract amount reflects HMIS funding totaling \$15,796.00.

Again, all the outlined information requested above should be emailed by **September 28, 2012**, in order to move forward and consider your Scope of Services and Budget submission complete. If electronic submission is not possible than please submit to:

Susan A. Gajda  
Grants and Contracts Specialist  
Department of Social Services  
117 Main Street Extension 3rd Floor  
Middletown, CT 06457  
Phone: 860-704.3044  
Fax: 860-704.3055  
Email: [susan.gajda@ct.gov](mailto:susan.gajda@ct.gov)

Based on your submission, the Department will prepare a contract package for your review and signature. Please feel free to contact me if you need any assistance or have any questions. Congratulations and I look forward to working with you again.

Please ensure all active/necessary email addresses are valid and operational, and inform me of ANY changes within your organization so that your forthcoming formal contract package is delay free.

Lastly, if you haven't already joined the club -- EFT (Electronic Funds Transfer) for speedier payments please consider doing so. Contact the **Comptrollers' Office @860.702.3399** for details. Not sure about the turn around time but is definitely worth it in the long run.

Thank you,

Susan A. Gajda  
Grants and Contracts Specialist  
Bureau of Aging, Community & Social Work Services



2-1

# CITY OF DANBURY

HEALTH, HOUSING & WELFARE DEPARTMENT  
155 DEER HILL AVENUE, DANBURY, CT 06810

Central Health & Housing Office  
203 - 797-4625  
Fax 796-1596

Central Welfare Office  
203 - 797-4569  
Fax 797-4566

August 27, 2012

David St. Hilaire  
Finance Director  
155 Deer Hill Avenue  
Danbury, Connecticut 06810

RE: DSS Emergency Shelter Grant 10-1-2012 through 6-30-2013

The City of Danbury relies heavily on the Department of Social Services (DSS) Emergency Shelter grant from the State of Connecticut to assist in funding the Emergency Shelter and Day Center operational costs. The funds allotted to the City of Danbury for grant period **October 1, 2012 through June 30, 2013** is \$90, 277.00. This grant will provide funding for salaries that include part time shelter aide and shelter night staff and other operational expenses in providing assorted support services for the shelter 7 days a week, 365 days a year.

**There is no matching requirements for this fund.** The City's Emergency Shelter services would be seriously jeopardized if State funds were not made available. It is important that a Resolution be approved by City Council to allow the Finance Department to cover expenses incurred by the Emergency Shelter and Day Center. Without the City's assistance, our Emergency Shelter, Day Center and its services would be decreased. In the past, the City of Danbury has been supportive of the needs and efforts that the City Shelter provides to those who are homeless and are at risk of becoming homeless.

In today's difficult economic times, the Emergency Shelter will continue to provide services and assistance to this needed population and will continue to promote and support the Mayor's Ten Year Plan to End Homelessness.

Sincerely,

  
\_\_\_\_\_  
Scott T. LeRoy, MPH, MS  
Director of Health and Human Services

  
PT

Medical Outreach 797-4567  
Eviction Prevention 797-4565  
Information-Referral 797-4569

Dial 2-1-1 for all  
Connecticut Services!

Emergency Shelter 796-1661  
Em. Shelter Fax 796-1660  
Administration 796-1504