

CITY OF STAMFORD DEPARTMENT of ADMINISTRATION

Grants Office

Director's Name – Sandy Dennies
Grants Officer – Anita Carpenter
Date – 3/16/2023 presentation





Department Introduction & Brief History

- Grants Office Mission: The mission of the Grants Office is to increase the City's capacity and capability to secure external funding for services and activities and to effectively assist in the management of grants from award to closeout.
- Strategic Initiatives for FY2023-2024
 - Align management of external grant funding within the Grants Office
 - Increase the communication with City Departments to proactively identify external funding opportunities for short and long-term priorities.
 - Improve the record keeping system for the Grants Office by digitizing grant files.
 - Collaborate with the Chief Digital Officer to increase transparency and accountability of external funding received by the City.

Grants Office

Caroline Simmons
Mayor

Sandy Dennies
Director of Administration

Anita Carpenter
Grants Officer

To Be Hired
CDBG Administrator

Arnold Knittel
CDBG Program Specialist

Donna Arcuri
School Readiness Liaison

Emmanuel Bouchotte
Grants Accounts Analyst

Joe Hickey
Grants Coordinator

Stephanie Barrera
Grants Technician



Major changes

- The Grants Office is taking back the responsibility of managing the CDBG and HOME grant funds effective July 1, 2023. This is an efficiency strategy to house and manage the external grant funding within the office designed to provide this support to the City of Stamford.
- In FY 24 the Grants Office anticipates converting the Operating, CDBG, and HOME grant files to a digital storage system. This will support the files with long-term retention requirements and support the space needs within the government building.

FY 2023-2024 Goals



What are your department goals and plans for 2023-2024



What is the Department's/Program's budget? The Grants Office operates on a budget of \$426,929

■Goals:

■*Align management of external grant funding within the Grants Office

- - move CDBG and HOME grants management back to grants office effective 7/1/23

•*Increase the communication with City Departments to proactively identify external funding opportunities for short and long-term priorities.

- - set up meetings with departments
- - request short and long term priorities and project plans

•*Improve the record keeping system for the Grants Office by digitizing grant files.

- - work with IT and Purchasing to secure vendor to digitize grant files for record retention, better storage and access management
- - will draw from administrative funding available through the CDBG and Homeland Security funding

•*Collaborate with the Chief Digital Officer to increase transparency and accountability of external funding received by the City.

- - develop a system for sharing information with the public related to active grants for transparency
- - identify strategies for improved methods of sharing funding opportunities for community groups, businesses, and non-profits

•*Request increases for the Grants Office Personnel so that all staff are aligned at the UAW 14 Level which is commensurate with the work performed.

- - research grants personnel salaries in Norwalk, Bridgeport, Greenwich
- - propose salary increases for Grants Technician, Grants Financial Analyst, School Readiness Liaison, and Grants Coordinator – ideally in line with the CDBG grants personnel at UAW 14.
- - **The City Grants Office manages over \$15 million in operating grants, over \$16 million in capital grants, \$49,056,683 in ARPA funding, and has over \$80 million in pending grants.**

Fiscal Year 2023/2024 - Program Detail Report

3/8/2023 - 10:50:56 AM

Fund: 0001 General Fund
 Office: 001 Administration
 Dept/Div: 0110 Grants Administration
 Program: 1012 Grants Administration

Program Description:

The City of Stamford Grants Office identifies and secures funding to assist the City of Stamford in the provision of programs and services. The Grants Office works with municipal departments and community agencies to identify funding opportunities, craft proposals and administer funded projects. The Office is not a direct granting organization.

Ref #	Account Title	FY 20/21 Actual	FY 21/22 Actual	FY 22/23			FY 23/24			
				Adopted Budget	Revised Budget	Projected Exp & Enc	Department Request	Mayor's Proposed	\$ Var Adopted	% Var Adopted
01410121100	Salaries	325,094	306,587	377,096	377,096	379,160	391,728	391,728	14,632	3.9%
	Full Time Salary	325,094	306,587	377,096	377,096	379,160	391,728	391,728	14,632	3.9%
01410121203	Seasonal	0	53,659	0	0	37,000	0	0	0	0.0%
	Other Salary	0	53,659	0	0	37,000	0	0	0	0.0%
01410121301	Overtime	137	15	0	0	59	0	0	0	0.0%
	Overtime	137	15	0	0	59	0	0	0	0.0%
01410122200	Social Security	26,047	30,059	28,848	28,848	31,841	29,967	29,967	1,119	3.9%
	FICA	26,047	30,059	28,848	28,848	31,841	29,967	29,967	1,119	3.9%
01410125405	Postage	450	532	500	500	500	500	500	0	0.0%
	Purchased Other Services	450	532	500	500	500	500	500	0	0.0%
01410123001	Professional Consultant	0	192	0	0	0	0	0	0	0.0%
	Purchased Professional Services	0	192	0	0	0	0	0	0	0.0%
01410124400	Equipment Rental	0	0	0	0	1,014	2,434	2,434	2,434	100.0%
	Purchased Property Services	0	0	0	0	1,014	2,434	2,434	2,434	100.0%
01410123202	Conferences & Training	0	0	0	0	138	0	0	0	0.0%
	Professional Development	0	0	0	0	138	0	0	0	0.0%
01410125301	Telephone	696	642	1,000	1,000	1,000	1,000	1,000	0	0.0%
	Utilities & Commodities	696	642	1,000	1,000	1,000	1,000	1,000	0	0.0%
01410125500	Copying & Printing	35	25	100	100	100	100	100	0	0.0%
01410126100	Office Supplies & Expenses	1,200	1,000	1,200	1,200	1,000	1,200	1,200	0	0.0%
	Supplies	1,235	1,025	1,300	1,300	1,100	1,300	1,300	0	0.0%

Ref #	Account Title	FY 20/21 Actual	FY 21/22 Actual	FY 22/23			FY 23/24			
				Adopted Budget	Revised Budget	Projected Exp & Enc	Department Request	Mayor's Proposed	\$ Var Adopted	% Var Adopted
	Total Expenditures	353,660	392,710	408,744	408,744	451,812	426,929	426,929	18,185	4.4%

FY 2023-2024 Goals



What are your department goals and plans for 2023-2024



What is the Department's/Program's budget? The Early Childhood/ School Readiness program operates on a budget of \$6,622,119.03

- Goals:
- Recruit additional state funded providers to participate in state-funded preschool and childcare
 - - host informational meetings
 - - provide technical assistance with applications and state policies
- Support and encourage non-accredited programs to achieve accreditation
 - - provide technical assistance related to accreditation
 - - meet one on one with providers
- Provide more outreach and support to our community licensed, center-based providers.
 - - distribute information and materials
 - - provide professional development opportunities
 - - provide supplies and resources when available
 - - connect providers with resources

Program: 0241 School Readiness Program Grant

Program Description:

Provides access to quality accredited preschool to 3 and 4 year old children. Family fees are based on a State mandated sliding fee scale.

Ref #	Account Title	S31434	S32714	FY 22/23			FY 23/24			
		FY 20/21 Actual	FY 21/22 Actual	Adopted Budget	Revised Budget	Projected Exp & Enc	Department Request	Mayor's Proposed	\$ Var Adopted	% Var Adopted
24402411100	Salaries	91,739	97,275	97,133	97,133	97,133	96,762	96,762	-371	-0.4%
	Full Time Salary	91,739	97,275	97,133	97,133	97,133	96,762	96,762	-371	-0.4%
24402412200	Social Security	7,432	7,261	7,431	7,431	7,431	7,402	7,402	-29	-0.4%
	FICA	7,432	7,261	7,431	7,431	7,431	7,402	7,402	-29	-0.4%
24402412120	Active Medical & Life	34,590	25,942	22,303	22,303	22,303	24,217	24,217	1,914	8.6%
	Employee Benefits	34,590	25,942	22,303	22,303	22,303	24,217	24,217	1,914	8.6%
24402412302	Classified Pension Fund	10,491	11,274	13,369	13,369	13,369	7,902	7,902	-5,467	-40.9%
24402412410	CERF OPEB Service Cost	16,256	17,218	15,852	15,852	15,852	13,064	13,064	-2,788	-17.6%
	Retirement Benefits	26,747	28,492	29,221	29,221	29,221	20,966	20,966	-8,255	-28.3%
24402415240	Payments to Insurance Fund	63	342	246	246	246	372	372	126	51.2%
	Payments to Insurance Fund	63	342	246	246	246	372	372	126	51.2%
24402418806	Direct Services	0	3,000	3,000	3,000	3,000	6,000	6,000	3,000	100.0%
	Purchased Other Services	0	3,000	3,000	3,000	3,000	6,000	6,000	3,000	100.0%
24402413001	Professional Consultant	0	47,000	47,053	47,053	47,053	47,053	47,053	0	0.0%
	Purchased Professional Services	0	47,000	47,053	47,053	47,053	47,053	47,053	0	0.0%
24402413601	Contracted Services	4,002,259	4,226,097	4,143,825	4,143,825	1,393,336	4,293,825	4,293,825	150,000	3.6%
	Purchased Property Services	4,002,259	4,226,097	4,143,825	4,143,825	1,393,336	4,293,825	4,293,825	150,000	3.6%
24402415103	Travel	70	231	800	800	800	1,385	1,385	585	73.1%
	Professional Development	70	231	800	800	800	1,385	1,385	585	73.1%
24402416100	Office Supplies & Expenses	692	514	1,299	1,299	400	1,299	1,299	0	0.0%
	Supplies	692	514	1,299	1,299	400	1,299	1,299	0	0.0%
Total Expenditures		4,163,592	4,436,153	4,352,311	4,352,311	1,600,923	4,499,281	4,499,281	146,970	3.4%
Revenue										
School Readiness		4,102,259	4,388,834	4,243,825	4,243,825	2,458,925	4,388,834	4,388,834	145,009	3.4%
Transfer In - From General Fund		62,781	60,007	108,486	108,486	0	110,447	110,447	1,961	1.8%
Total Revenue		4,165,040	4,448,841	4,352,311	4,352,311	2,458,925	4,499,281	4,499,281	146,970	3.4%
Net Operating Cost		-1,448	-12,688	0	0	-858,002	0	0	0	0.0%

Program: 0242 Day Care Grant

Program Description:

Provides access to quality accredited preschool to 3 and 4 year old children. Family fees are based on a State mandated sliding fee scale.

Ref #	Account Title	S31435	S32715	FY 22/23			FY 23/24			
		FY 20/21 Actual	FY 21/22 Actual	Adopted Budget	Revised Budget	Projected Exp & Enc	Department Request	Mayor's Proposed	\$ Var Adopted	% Var Adopted
24402428604	Stamford Day Care Administration	1,932,986	2,061,891	1,951,438	1,951,438	880,224	1,546,891	1,546,891	-404,547	-20.7%
	Purchased Property Services	1,932,986	2,061,891	1,951,438	1,951,438	880,224	1,546,891	1,546,891	-404,547	-20.7%
	Total Expenditures	1,932,986	2,061,891	1,951,438	1,951,438	880,224	1,546,891	1,546,891	-404,547	-20.7%
Revenue										
	Day Care Grant	1,932,986	2,061,889	1,951,438	1,951,438	1,146,455	1,546,891	1,546,891	-404,547	-20.7%
	Total Revenue	1,932,986	2,061,889	1,951,438	1,951,438	1,146,455	1,546,891	1,546,891	-404,547	-20.7%
	Net Operating Cost	0	2	0	0	-266,231	0	0	0	0.0%

Program: 0253 Quality Enhancement Grant

Program Description:

Assists early care and education programs in addressing quality standards and/or expand comprehensive services for children and families.

Ref #	Account Title	S31437	S32717	FY 22/23			FY 23/24			
		FY 20/21 Actual	FY 21/22 Actual	Adopted Budget	Revised Budget	Projected Exp & Enc	Department Request	Mayor's Proposed	\$ Var Adopted	% Var Adopted
24402533601	Contracted Services	48,970	48,970	48,970	48,970	48,970	48,970	48,970	0	0.0%
	Purchased Property Services	48,970	48,970	48,970	48,970	48,970	48,970	48,970	0	0.0%
	Total Expenditures	48,970	48,970	48,970	48,970	48,970	48,970	48,970	0	0.0%
Revenue										
	Quality Enhancement	48,970	48,970	48,970	48,970	24,485	48,970	48,970	0	0.0%
	Total Revenue	48,970	48,970	48,970	48,970	24,485	48,970	48,970	0	0.0%
	Net Operating Cost	0	0	0	0	24,485	0	0	0	0.0%