

CITY OF STAMFORD ADMINISTRATION - GRANTS OFFICE

Benjamin Barnes

Director of Administration

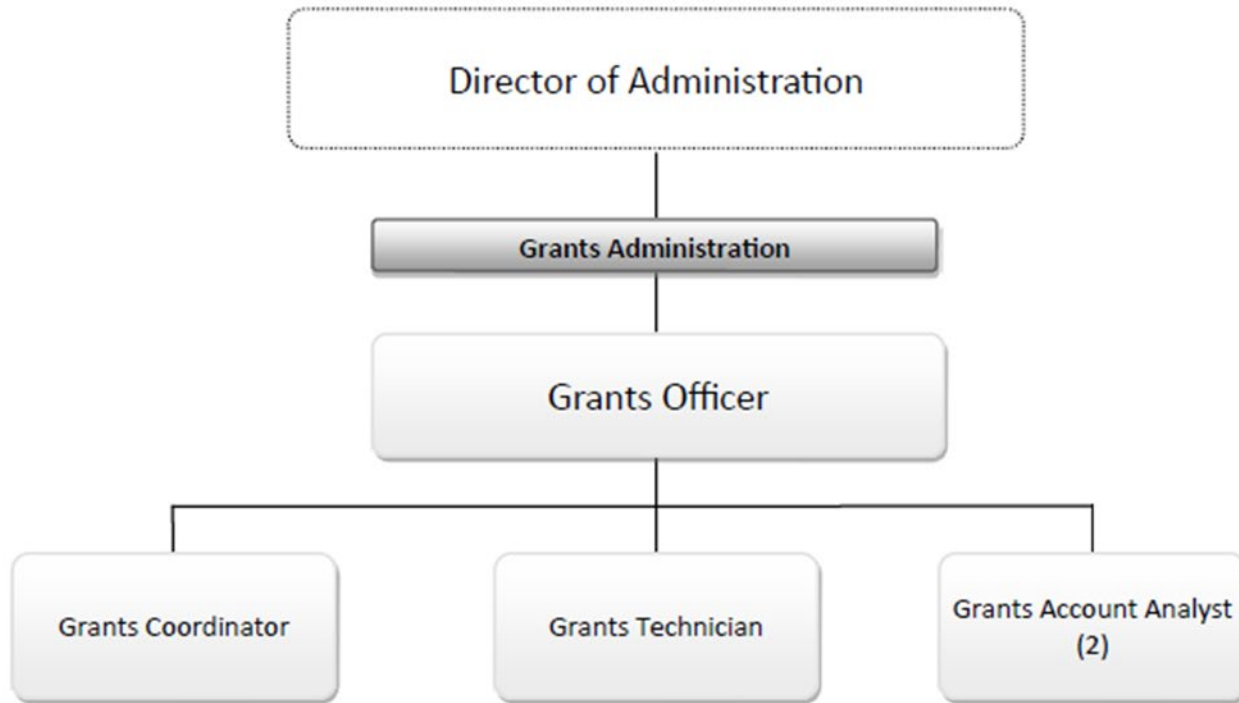
Anita Carpenter – Grants Officer

Board of Representatives

3/13/2024



City of Stamford
Office of Administration
Grants Administration



*A Grants Account Analyst position was added in FY24. This position is 100% grant funded

*The two CDBG/HOME positions that are funded through the grants are part of the Grants Office

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 FY2024-2025
 - Improve the efficiency of grants management for the City
 - Continue to 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.

Updates- Grants Office



- During FY23-24 the Grants Office assumed additional responsibilities related to oversight and management of grants, as well as financial management responsibilities in Oracle.
 - Oversight on capital grant funded projects
 - Budget entry and receivable module in Oracle
 - FEMA disasters
 - From FY22 to FY23 the grant funding coming into the City has nearly doubled for operating and capital programs/projects.
- Significant time allocation of time being spent on internal closeout of archived grant funded projects. (CDBG, HOME, Operating)
- Grants Office is requesting a part-time administrative position in the budget for FY25 to assist with organization, tracking, filing, reports, and will be integral to the archiving project to support file retention compliance and reduce hard copy file storage.
- The Grants Office budget remains fairly static. The major change is the request for part-time support.

Fiscal Year 2024/2025 - Program Detail Report

3/6/2024 - 8:20:55 AM

Fund: 1000 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 21/22 Actual | FY 22/23 Actual | FY 23/24 | | | FY 24/25 | | | |
|------------------|--|--------------------|--------------------|-------------------|-------------------|------------------------|-----------------------|---------------------|-------------------|------------------|
| | | | | Adopted Budget | Revised Budget | Projected Exp & Enc | Department Request | Mayor's Proposed | \$ Var Adopted | % Var Adopted |
| 1000-1012-511100 | Salaries | 306,587 | 380,594 | 391,728 | 415,385 | 410,557 | 425,879 | 425,879 | 34,151 | 8.7% |
| | Full Time Salary | 306,587 | 380,594 | 391,728 | 415,385 | 410,557 | 425,879 | 425,879 | 34,151 | 8.7% |
| 1000-1012-519202 | Perm Part-time | 0 | 0 | 0 | 0 | 0 | 39,014 | 39,014 | 39,014 | 100.0% |
| 1000-1012-519203 | Seasonal | 53,659 | 46,656 | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| | Other Salary | 53,659 | 46,656 | 0 | 0 | 0 | 39,014 | 39,014 | 39,014 | 100.0% |
| 1000-1012-512301 | Overtime | 15 | -4,351 | 0 | 3 | 3 | 0 | 0 | 0 | 0.0% |
| | Overtime | 15 | -4,351 | 0 | 3 | 3 | 0 | 0 | 0 | 0.0% |
| 1000-1012-522200 | Social Security | 30,059 | 32,425 | 29,967 | 31,777 | 31,408 | 35,564 | 35,564 | 5,597 | 18.7% |
| | FICA | 30,059 | 32,425 | 29,967 | 31,777 | 31,408 | 35,564 | 35,564 | 5,597 | 18.7% |
| 1000-1012-550405 | Postage | 532 | 93 | 500 | 500 | 500 | 500 | 500 | 0 | 0.0% |
| | Purchased Other Services | 532 | 93 | 500 | 500 | 500 | 500 | 500 | 0 | 0.0% |
| 1000-1012-530001 | Professional Consultant | 192 | -96 | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| | Purchased Professional Services | 192 | -96 | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| 1000-1012-540601 | Contracted Services | 0 | -20,069 | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| 1000-1012-540400 | Equipment Rental | 0 | 0 | 2,434 | 2,434 | 2,434 | 2,434 | 2,434 | 0 | 0.0% |
| 1000-1012-540620 | Building Maintenance | 0 | -9,450 | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| | Purchased Property Services | 0 | -29,520 | 2,434 | 2,434 | 2,434 | 2,434 | 2,434 | 0 | 0.0% |
| 1000-1012-593202 | Conferences & Training | 0 | 138 | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| | Professional Development | 0 | 138 | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| 1000-1012-561301 | Telephone | 642 | 837 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 0 | 0.0% |
| | Utilities & Commodities | 642 | 837 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 0 | 0.0% |

Department Introduction & Brief History



- The School Readiness Liaison writes, submits, and administers state funding to provide access to quality preschool to approximately 763 three- and four-year-old children. This includes the program monitoring, administration, coordination, and evaluation or program compliance of State-funded providers according to Office of Early Childhood policies.
- The Liaison is staff to the state mandated School Readiness Council and recruits members to maintain state compliance.
- The Liaison forms relationships with directors of community programs and home childcare providers and educators and disseminates information involving kindergarten transition, and OEC offerings etc.
- This Liaison partners with SPS early childhood staff to host kindergarten transition events for both providers and families.
- The Liaison provides support and offers referrals for all early childhood providers as needed.
- Liaison provides support to families in need of preschool and childcare.

Updates - Early Childhood



- The School Readiness Grant allows Stamford to fund preschool for 536 children through approved applicants Childcare Learning Centers (CLC) and Stamford Public Schools.
- Child Daycare Funding allows Stamford to fund preschool for 227 children through approved applicant Childcare Learning Centers (CLC).
- Total 763 children.
- The Quality Enhancement Funding provides educational support to home childcare educators from All Our Kin as well as a Community nurse at a discount through Care to Care.
- Expected change to the projected early childhood budget. The per child reimbursement will be increased to 10,500 per child, however the total amount of the funding issued may not be available until May.
- By the city committing to the administrative match, Stamford receives the full administrative allocation from the OEC to administer both Child Day Care and School Readiness funding.

Fiscal Year 2024/2025 - Program Detail Report

3/6/2024 - 8:29:12 AM

Fund: 2800 Grants
Office: 001 Administration
Dept/Div: 0110 Grants Administration
Program: 0241 S33124 - 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 | S32714 | | FY 23/24 | | | FY 24/25 | | | |
|--|----------------------------|------------------|------------------|------------------|------------------|---------------------|--------------------|------------------|----------------|---------------|
| | | FY 21/22 Actual | FY 22/23 Actual | Adopted Budget | Revised Budget | Projected Exp & Enc | Department Request | Mayor's Proposed | \$ Var Adopted | % Var Adopted |
| 2800-1012-511100 | Salaries | 97,275 | 60,051 | 96,762 | 96,762 | 96,762 | 105,594 | 105,594 | 8,832 | 9.1% |
| Full Time Salary | | 97,275 | 60,051 | 96,762 | 96,762 | 96,762 | 105,594 | 105,594 | 8,832 | 9.1% |
| 2800-1012-522200 | Social Security | 7,261 | 0 | 7,402 | 7,402 | 7,402 | 8,078 | 8,078 | 676 | 9.1% |
| FICA | | 7,261 | 0 | 7,402 | 7,402 | 7,402 | 8,078 | 8,078 | 676 | 9.1% |
| 2800-1012-520120 | Active Medical & Life | 25,942 | 22,303 | 24,217 | 24,217 | 24,217 | 24,217 | 24,217 | 0 | 0.0% |
| Employee Benefits | | 25,942 | 22,303 | 24,217 | 24,217 | 24,217 | 24,217 | 24,217 | 0 | 0.0% |
| 2800-1012-523302 | Classified Pension Fund | 11,274 | 13,369 | 7,902 | 7,902 | 7,902 | 7,730 | 7,730 | -172 | -2.2% |
| 2800-1012-523410 | CERF OPEB Service Cost | 17,218 | 15,852 | 13,064 | 13,064 | 13,064 | 13,064 | 10,918 | -2,146 | -16.4% |
| Retirement Benefits | | 28,492 | 29,221 | 20,966 | 20,966 | 20,966 | 20,794 | 18,648 | -2,318 | -11.1% |
| 2800-1012-527240 | Payments to Insurance Fun | 342 | 246 | 372 | 372 | 372 | 299 | 299 | -73 | -19.6% |
| Payments to Insurance Fund | | 342 | 246 | 372 | 372 | 372 | 299 | 299 | -73 | -19.6% |
| 2800-1012-580806 | Direct Services | 3,000 | 0 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 | 0 | 0.0% |
| Purchased Other Services | | 3,000 | 0 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 | 0 | 0.0% |
| 2800-1012-530001 | Professional Consultant | 47,000 | 0 | 47,053 | 47,053 | 47,053 | 47,053 | 47,053 | 0 | 0.0% |
| Purchased Professional Services | | 47,000 | 0 | 47,053 | 47,053 | 47,053 | 47,053 | 47,053 | 0 | 0.0% |
| 2800-1012-540601 | Contracted Services | 4,226,097 | 2,401,011 | 4,293,825 | 4,293,825 | 4,293,825 | 5,000,000 | 5,000,000 | 706,175 | 16.4% |
| Purchased Property Services | | 4,226,097 | 2,401,011 | 4,293,825 | 4,293,825 | 4,293,825 | 5,000,000 | 5,000,000 | 706,175 | 16.4% |
| 2800-1012-593103 | Travel | 231 | 0 | 1,385 | 1,385 | 1,385 | 1,385 | 1,385 | 0 | 0.0% |
| Professional Development | | 231 | 0 | 1,385 | 1,385 | 1,385 | 1,385 | 1,385 | 0 | 0.0% |
| 2800-1012-560100 | Office Supplies & Expenses | 514 | 400 | 1,299 | 1,299 | 1,299 | 1,299 | 1,299 | 0 | 0.0% |
| Supplies | | 514 | 400 | 1,299 | 1,299 | 1,299 | 1,299 | 1,299 | 0 | 0.0% |

Program: 0241 S33124 - School Readiness Program Grant

| Ref # | Account Title | S32714 | | FY 23/24 | | | FY 24/25 | | | |
|---------------------------------|---------------|-----------------|-----------------|----------------|----------------|---------------------|--------------------|------------------|----------------|---------------|
| | | FY 21/22 Actual | FY 22/23 Actual | Adopted Budget | Revised Budget | Projected Exp & Enc | Department Request | Mayor's Proposed | \$ Var Adopted | % Var Adopted |
| Total Expenditures | | 4,436,153 | 2,513,232 | 4,499,281 | 4,499,281 | 4,499,281 | 5,214,719 | 5,212,573 | 713,292 | 15.9% |
| Revenue | | | | | | | | | | |
| School Readiness | | 4,388,834 | 2,612,108 | 4,388,834 | 4,388,834 | 4,388,834 | 5,130,200 | 5,130,200 | 741,366 | 16.9% |
| Transfer In - From General Fund | | 60,007 | 0 | 110,447 | 110,447 | 110,447 | 84,519 | 82,373 | -28,074 | -25.4% |
| Total Revenue | | 4,448,841 | 2,612,108 | 4,499,281 | 4,499,281 | 4,499,281 | 5,214,719 | 5,212,573 | 713,292 | 15.9% |

Program: 0242 S33125 - 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 | S32715 | | FY 23/24 | | | FY 24/25 | | | |
|-----------------------------|---------------------------|-----------------|-----------------|----------------|----------------|---------------------|--------------------|------------------|----------------|---------------|
| | | FY 21/22 Actual | FY 22/23 Actual | Adopted Budget | Revised Budget | Projected Exp & Enc | Department Request | Mayor's Proposed | \$ Var Adopted | % Var Adopted |
| 2800-1012-581604 | Stamford Day Care Adminis | 2,061,891 | 1,173,970 | 1,546,891 | 1,546,891 | 1,546,891 | 1,546,891 | 1,546,891 | 0 | 0.0% |
| Purchased Property Services | | 2,061,891 | 1,173,970 | 1,546,891 | 1,546,891 | 1,546,891 | 1,546,891 | 1,546,891 | 0 | 0.0% |
| Total Expenditures | | 2,061,891 | 1,173,970 | 1,546,891 | 1,546,891 | 1,546,891 | 1,546,891 | 1,546,891 | 0 | 0.0% |
| Revenue | | | | | | | | | | |
| Day Care Grant | | 2,061,889 | 1,652,887 | 1,546,891 | 1,546,891 | 1,546,891 | 1,546,891 | 1,546,891 | 0 | 0.0% |
| Total Revenue | | 2,061,889 | 1,652,887 | 1,546,891 | 1,546,891 | 1,546,891 | 1,546,891 | 1,546,891 | 0 | 0.0% |

Program: 0253 S32717 - 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 | S32717 | | FY 23/24 | | | FY 24/25 | | | |
|-----------------------------|---------------------|-----------------|-----------------|----------------|----------------|---------------------|--------------------|------------------|----------------|---------------|
| | | FY 21/22 Actual | FY 22/23 Actual | Adopted Budget | Revised Budget | Projected Exp & Enc | Department Request | Mayor's Proposed | \$ Var Adopted | % Var Adopted |
| 2800-1012-540601 | 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 | 24,935 | 48,970 | 48,970 | 48,970 | 48,970 | 48,970 | 0 | 0.0% |
| Total Revenue | | 48,970 | 24,935 | 48,970 | 48,970 | 48,970 | 48,970 | 48,970 | 0 | 0.0% |