

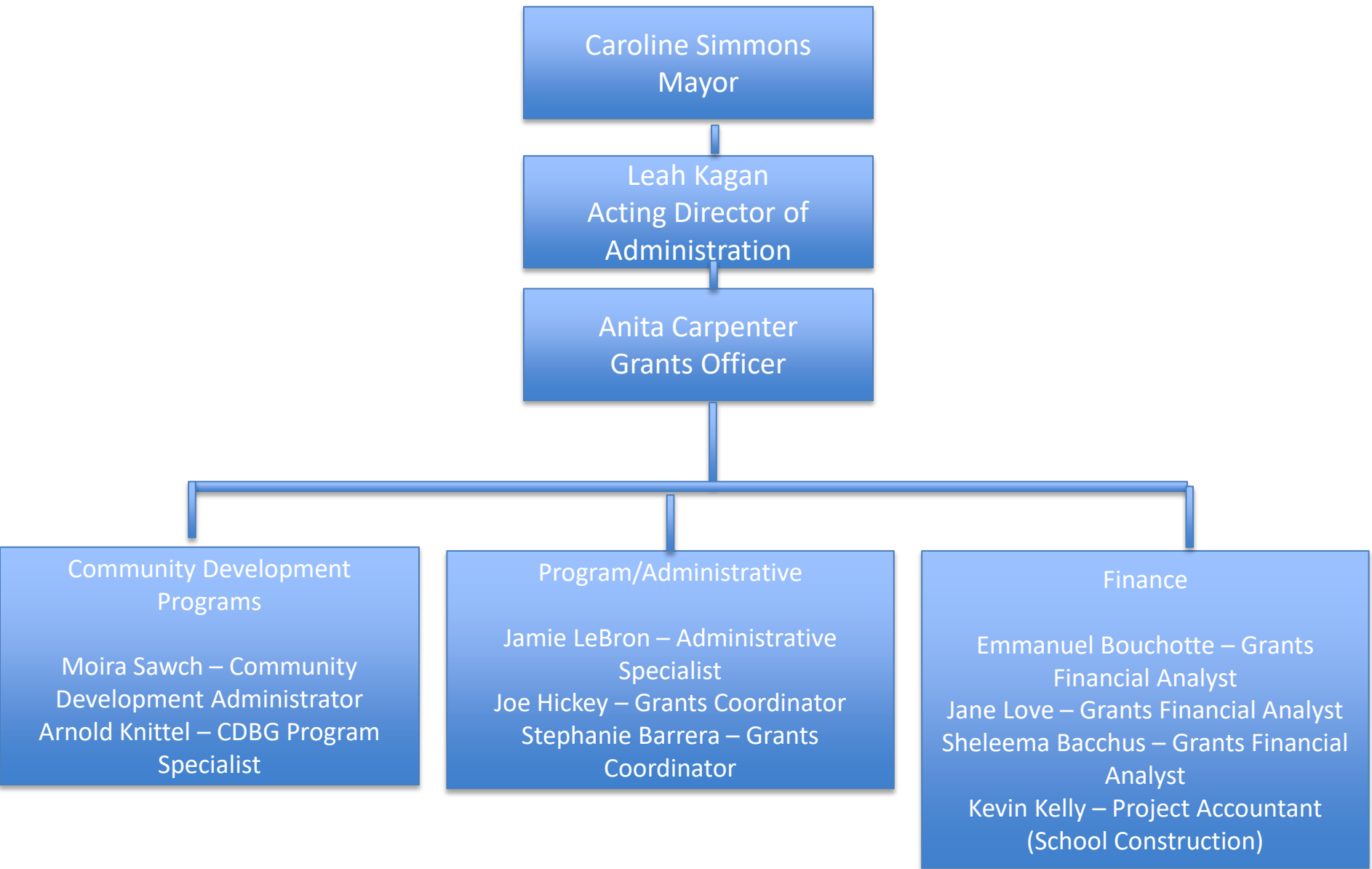
CITY OF STAMFORD  
DEPARTMENT of  
ADMINISTRATION

CITY GRANTS OFFICE

Acting Director – Leah  
Kagan

Grants Officer – Anita  
Carpenter





## Grants Office



# Budget Summary (FY 2026-27)

- FY26 Adopted Personnel Budget: \$757,062
- FY27 Proposed Personnel Budget: \$788,874
- Increase of \$31,812 (4.2%) primarily related to staffing adjustments
- Operating Expenses
  - Professional Development request: \$3,500 for national grants management conference (March 2028)
  - Office Supplies and operational costs: \$2,100
  - Utilities and communications: \$1,000
  - Equipment rental: \$2,434
  - Digital Archiving request: \$50,000 (not included in Mayor's Proposed Budget)

**New or Expanded  
Services/Programs  
(FY 2026-27)**

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Expanded grants financial management responsibilities within Oracle

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Creation and management of projects and awards within the PPM module

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Budget setup and budget modification management for grant-funded projects

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Invoicing and receivable tracking for reimbursement-based grant funding

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Increased coordination with departments managing capital grant projects

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The Grants Office also supports special revenue financial administration across multiple City departments (ie. Town Clerk, Tax Collection)

# Key Challenges & Changes (FY 2026-27)

- Managing approximately 300 active grant awards across City departments
- Managing compliance requirements across federal grants, capital appropriations, and special revenue funds
- Oversight of more than \$375 million in grant-funded programs and projects
- Increasing compliance requirements for federal and state funding
- Monitoring subrecipient compliance and financial documentation
- Ensuring grant documentation is available for audits and reporting
- Large volume of historical grant documentation maintained in physical files
- Significant office space currently used for storage of compliance records
- Digital archiving requested to convert files to electronic records
- Improves document retrieval during audits and monitoring
- Enhances long-term records management and compliance
- Additional security measure at door with keypad entry, doorbell and camera



# Performance Improvements & Efficiencies:

- Centralized grants administration across City departments
- Improved financial oversight through Oracle project and award management
- Standardized compliance monitoring and reporting processes
- Improved tracking of reimbursement-based grant funding
- Enhanced coordination between finance, program, and compliance functions
- Working collaboratively with OPM and ERP to develop reporting that links Oracle Projects and Awards to the General Ledger, improving grant reconciliation and audit reporting capabilities. Strengthens the City's ability to respond efficiently to Single Audit and federal monitoring requests

The Grants Office manages approximately 300 active awards totaling over \$375 million

Supports capital projects, community development programs, and operational funding

Provides compliance oversight and financial administration for grant-funded projects

FY27 request focuses on maintaining compliance capacity and operational efficiency

No expansion requests beyond adjustments needed to support the existing grant portfolio

Provides financial oversight and administrative support for grant programs, capital funding, and special revenue activities

## Department Summary

“For approximately every **\$1 invested in the Grants Office administrative budget**, the City manages **about \$475 in external grant funding** that supports infrastructure, community programs, and capital projects.”

**D'Naysha Brown,**  
**M.Ed**  
Early Childhood  
Coordinator

# Early Childhood

## Early Childhood Current Structure

- Early Childhood Coordinator/LGP Liaison serves all children and families in state and non-state funded preschools. Duties include:
  - Completing Quarterly Monitoring visits to each state funded program to ensure Early Start CT requirements are met
  - Completing invoices and reports to send to the Office of Early Childhood
  - Ensuring teaching staff, program providers and families have access to professional development resources and support
  - Coordinating the development of the Local Needs Assessment for the early childhood community specific to Stamford
  - Integrating data from the assessment into the Stamford Community Plan
  - Monitoring and tracking deliverables on the plan
  - Overseeing and supporting subcontractors under the LGP

# Early Childhood Budget Summary

- The Early Childhood Program is 95% funded by the LGP grant. Grant funds (previously appropriated) support:
  - Liaison salary and benefits
  - Subcontractors (ie Cradle to Career)
  - Professional Development for Stamford Early Childhood Providers
  - Professional Development for Stamford Early Childhood families
  - Professional Development for Stamford Early Childhood Educators
  - Curriculum Resources and Support
- \$22,424 from City funding covers salary and benefits that are not funded under the grant
- \*The City has a match requirement of \$50,000 every fiscal year that must be used on non-state funded program development and participant supports for childcare slots due to hardships. (this request was omitted from the FY27 budget request – an appropriation request will need to be made to meet this grant requirement)



## Early Childhood Key Changes

## Performance Improvements and Efficiencies

- The Office of Early Childhood has merged School Readiness, Child Day Care and Local Head Start/Early Head Start into one program = Early Start CT.
- Under the Early Start CT program established the LGP Community Table.
- Host regular technical assistance/professional development sessions to support providers, families, and educators.
- Results from the local needs assessment will identify systemic gaps to be addressed.
- Improvement plans present additional funding opportunities from the state.

**“The Stamford Early Childhood Coordinator/LGP Liaison’s goal is to ensure all children—regardless of program type—benefit from high-quality early learning opportunities that foster healthy development, support families, and prepare every child for a successful transition to kindergarten.”**

Thank You!