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CITY OF DANBURY

HEALTH & HUMAN SERVICES DEPARTMENT
155 DEER HILL AVENUE, DANBURY, CONNECTICUT 06810

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

Social Services Office
203 - 797-4569
Fax 797-4566

4/22/15

Mayor Mark D. Boughton &
City Council
155 Deer Hill Ave
Danbury, CT 06810

RE: Grant Application for the United Way of Western Connecticut

Please note that the Local Board of United Way is currently providing a "placeholder" for the City of Danbury's Homeless Shelter program in order for the Department to submit to and obtain official approval for our request of \$1,200 to help with the Shelter Operations (see attached Impact Statement).

These grants funds are necessary for they provide multiple items that are not clearly defined or purchased through other sources of funding; as well as any cost overruns, increases in fuels or foods throughout the year.

Thank you for your consideration in advance.

Sincerely,

Scott T. LeRoy MPH, MS
Director of Health & Human Services

All City Services 311
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
WIC Program 797-4638



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____ A.D. 2015

RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

WHEREAS, the Department of Homeland Security, through the United Way, has notified the Danbury Emergency Homeless Shelter of availability of funding in the amount of One Thousand Two Hundred (\$1,200.00) dollars for the shelter homelessness program; and

WHEREAS, these funds will be utilized generally for supplies, linens, transportation costs and daily per diem costs; and

WHEREAS, such funds must be used during the period March 1, 2014 through October 31, 2015; and

WHEREAS, the funds may be dispersed through the United Way; and

WHEREAS, there are no matching funds required.

NOW, THEREFORE BE IT RESOLVED THAT Mayor Mark D. Boughton or his designee Scott Leroy, the Director of Health and Human Services be and hereby are authorized to receive, review and process such paperwork and contracts as may be necessary to apply for and receive said funding for the Homeless Shelter so long as said documentation accords with the intent of this funding grant program set forth in the covering correspondence.



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United Way of Western Connecticut
Grant Application for Phase 32 Funding

Impact Statement

Spending Period March 1, 2014 – October 31, 2015.

The City of Danbury relies on the funding from the Emergency Food and Shelter Program through the Department of Homeland Security & the United Way of Western Connecticut – to fund direct expenses associated with housing a client (i.e., supplies, linens, etc...), transportation costs and daily per diem schedule for a Mass Shelter.

The total amount requested as this time is \$1,200. There are no matching City of Danbury funds required for the use and acceptance of the grant funds.

It is also critical that our State Legislative Delegation be mindful of the role the City of Danbury plays in assisting homeless individuals in our community. It is critical that we continue to seek continued and increased funding to support our efforts.

Sincerely,


Scott T. LeRoy
Director of Health & Human Services

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Important Information about the Emergency Food & Shelter Program

Thank you for your interest in applying for Emergency Food and Shelter Program (EFSP) funds.

By completing this application, your organization acknowledges that you agree to follow all program requirements and no organization is guaranteed funding through the program for any reason.

The information below has been compiled to help your organization determine its eligibility for and ability to administer EFSP funds. If you have questions about the program or the application, please feel free to contact Melissa Hannequin at (203) 297-6307 or melissa.hannequin@uwwesternct.org.

About the EFSP

The Emergency Food and Shelter Program was created in 1983 to supplement and expand the work of local social service agencies, both nonprofit and governmental, in an effort to help people with economic (not disaster-related) emergencies. EFSP funding is Federal Funding awarded through the Department of Homeland Security and is open to all organizations helping hungry and homeless people. EFSP funds must be used to supplement feeding, sheltering (including transitional sheltering) and rent/mortgage and utility assistance efforts only.

EFSP is governed by a National Board that selects jurisdictions for funding. Local Boards are convened in qualifying jurisdictions to determine the highest need and best use of funds and to select Local Recipient Organizations (LROs) that will provide emergency food and shelter services.

EFSP is a restricted federal grant and there are no guarantees for funding. If funding is awarded, program expenditures are limited to food, meals, shelter, rent/mortgage assistance, and utility assistance. The list below provides general descriptions of allowable expenditures.

EFSP National Board breakdown of allowable usage of funds

A. SERVED MEALS – Agencies funded in this category are serving meals to clients. Agencies typically funded in this category are mass feeding providers. Either direct costs or a per meal allowance of \$2.00 as approved by the Local Board are allowable, not both.

B. OTHER FOOD – Agencies funded in this category are providing food for clients to take home and prepare meals for themselves. Agencies typically funded in this category are food pantries and food banks. Expenses include such items as vouchers to grocery stores or restaurants, food bought from food banks or grocery stores, and food transportation costs.

C. MASS SHELTER – Agencies funded in this category are providing sleeping accommodations in their facility for clients. Agencies typically funded in this category operate mass shelters. Either a per diem allowance of \$7.50/\$12.50 (as determined by the Local Board) for on-site shelters of five beds or more or direct cost expenses for items related to the provision of shelter are allowable, not both. Transportation costs for shelter may be included here as a direct cost.

D. OTHER SHELTER – Agencies funded in this category are sending clients to other facilities for sleeping accommodations. Agencies typically funded in this category either do not operate mass shelters or cannot provide appropriate accommodation for a client. Expenses include motel/hotel expenditures and shelter vouchers.

E. RENT/MORTGAGE – Agencies funded in this category are providing emergency rental assistance to clients. Agencies typically funded in this category operate other rent/mortgage programs. Expenditures include the payment of a client's rent or mortgage for one month.

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F. SUPPLIES/EQUIPMENT – Agencies funded in this category are not eligible for the per meal or the per diem allowance. Agencies typically funded in this category are providing mass feeding, mass sheltering, or providing food to clients to prepare themselves. This category also includes the purchase of diapers by agencies and clients.

G. EMERGENCY REPAIRS/BUILDING CODE – Agencies funded in this category must not use EFSP funding for routine maintenance or repairs. Agencies funded in this category must have had an unexpected emergency repair or building code citation that will cause the agency to close or curtail service without the work being done.

H. UTILITY ASSISTANCE – Agencies funded in this category are providing emergency utility assistance to clients. Agencies typically funded in this category operate other utility programs. Expenditures include the payment of a client's utility bill for one month (monthly billing cycle) as well as non-metered utilities.

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PART III. FUNDING REQUEST SUMMARY

Indicate the amount of funds you are requesting for each service category. Pay close attention to the definitions provided in the application packet. Total your requests at the bottom of the chart. **REQUEST ONLY WHOLE DOLLAR AMOUNTS.**

CATEGORY	TYPE OF ASSISTANCE	ESTIMATED UNITS OF SERVICE	AMOUNT REQUESTED
FOOD	A. Served Meals/Mass Feeding	(# of meals served)	\$
	B. Other Food		\$
SHELTER	C. Mass Shelter	(# nights lodging from these funds)	\$1200.00
	D. Other Shelter	(# motel/hotel nights)	\$
	E. Rent/Mortgage Assistance*	(# of bills paid from these funds)	\$
SUPPLIES/EQUIPMENT	F. Supplies/Equipment		\$
ENERGY	G. Utility Assistance*	(#bills paid to an individual or family)	\$
EMERGENCY REPAIRS/BUILDING CODE	H. Emergency Repairs/Building Code (to rehabilitate a mass feeding/shelter facility due to a building code citation)		\$
TOTAL REQUESTED			\$ 1200.00

*Coordination needed to avoid duplication of assistance provided to clients

PART IV. UTILIZATION OF EFSP FUNDING

1) For each TYPE OF ASSISTANCE listed in the table above that you are requesting EFSP funds, provide:

- a) a brief description of the services you are currently providing in that category
- b) the target population served
- c) number of individuals served by EFSP funds in each category you are applying for
- d) a description of how EFSP funds will be used to supplement or enhance existing services (refer to explanations of allowable usage provided in the application packet.)

Note: Add additional space as needed below.

The City of Danbury's Emergency Shelter provides 20 beds for homeless individuals/singles in our community(12 men, 5 women, 3 veterans). The Shelter is open 7 days a week and provides essential services for the chronic homeless, those who have become recently homeless and assists those who are in danger of becoming homeless. The Shelter is a pro-active, preventive and viable service oriented entity that seeks to provide basic and necessary services to meet everyday human survival. The Emergency Shelter offers a variety of services from daily showers, laundry, case management for drug and alcohol abuses/detox and rehabilitation services providers, mail service, employment assistance, housing

assistance, medical information, VA benefits and services, ID/birth certificates/social security cards/ID, clothing and bus vouchers, etc.

The Emergency Shelter is presently approved by the Department of Health and with the assistance of the Community Health Center, will be providing medical and behavior clinics, twice a week, within the shelter to provide direct, immediate and follow-up medical and counseling appointments/services.

Day time activities and counseling are offered to provide both effective and efficient services for residents and non-residents via a collaborative partnership at the local, state and federal level by identifying needs and working to create systems of resources that are inclusive in meeting the objectives of our residents/clients. Funding provided will continue to allow the shelter to meet the physical and mental needs of our vulnerable population. Providing a safe and warm environment, along with necessary social and supportive services, is one less burden towards maintaining our clients well being.

2) Describe any changes in the magnitude of current need for these services, compared to last year's request (i.e., number of requests or type of clients seeking services etc.). Please also list how many individuals are on your waitlist (if any), and number of underserved individuals.

From January 1, 2014 - December 31, 2014 the Emergency Shelter provided sanctuary to 340 unduplicated individuals staying at the night shelter. Approximately 10,854 clients visited the Day Center seeking a multitude of services for our homeless population. The Shelter also conducts a thorough outreach for our homeless veterans. Three (3) beds are dedicated to our veterans with specific case management for assorted VA benefits, etc. In year 2014, the Emergency Shelter was able to address the needs of eight (8) veterans due to an extensive support services and follow-up appointments and VA intervention.

Due to our continual harsh economic times, many of those individuals who have **NEVER** enlisted any type of social and supportive services and assistance, where directed to our local social service. Our Shelter has seen an increase of out of state individuals, mostly younger men and women who are recent homeless individuals seeking our assistance. Our responsibilities are to first ascertain their immediate physical and mental status, provide food, shelter, a hot shower, clean clothing and a safe environment. Case management services will follow to assist those requesting our help.

3) Give a concise explanation of your agency's ability to coordinate service delivery with other human service providers; specifically state the networks, coalitions, and collaborative arrangements your agency maintains.

The City of Danbury's Emergency Shelter collaborates with many outside/local social and supportive services, agencies and organizations. The Shelter specifically has contracts/agreements for their services provided by such organizations and also works with the following agencies for continual assistance and guidance: Catholic Charities, MCCA, Dream Homes/ARC, Ct. Counseling Services, Western Connecticut State University Nursing Program, Community Health Center, Western Connecticut Health Network, Continuum of Care, Dorothy Day/Off the Streets, Good Samaritan Mission/Jericho Partnership, Danbury Housing Authority, Danbury Housing Partnership, Mental Health Association of CT., The Workplace, US Department of Veteran Affairs, the Danbury Police, Probation, and the Department of Corrections.

4) If applicable, give a brief explanation of how your service(s) will be addressing a gap in existing services available to the community.

The City's Emergency Shelter has contracted with the Community Health Center of Danbury, and final approval from Connecticut Department of Health, to provide both medical and behavior clinics twice a week beginning with a "soft opening" on Thursday, March 26, 2015, from 11:30 - 2:00pm. The intent of this two day clinics opened to our vulnerable population is to be able to have direct access to nursing and physician services, blood work, follow-up referrals and appointments, all within the shelter walls. Because of this new services being offered, it is intended to "free up" the present clinic appointments, reduce emergency room visits, and to have assurance that much needed services and, most importantly, follow-up appointments will be kept and not deter from regular services offered at various medical facilities to the general public.

This additional time of service at the Day Center will provide a safe and now, both medical and educational services to the homeless population. Computer service and staff assistance will be provided to encourage independence in seeking job employment, resume writing, English learning skills, etc.

V. FINANCIAL INFORMATION

5) Budget: Attach a program budget for the service that you are requesting EFSP funding for, please include the amount requested from EFSP funds and other sources of funding. If you are requesting funding for more than one service area, please include a program budget for each. (Applicants may submit an internally prepared budget or can use the EFSP required spreadsheet used for final reporting as the budget format).

The Department of Housing is now the financial agency to assist in funding the City of Danbury's Emergency Shelter. The State of Connecticut continues to reduce financial aid to our social and supportive services, thus impacting our ability to help those most needed population. Though the Governor has increased housing opportunities for homeless individuals, families and veterans, the more important, case management services, have been reduced that would most importantly, sustain housing for these clients.

The Emergency Shelter depends heavily on grant funding since the City of Danbury does **NOT** contribute any funding in running the operation of the shelter.

EXPENDITURE REPORT

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Contractor City of Danbury

Contract No. 034-ESS-1/13DOH0101AZ

Program Name City of Danbury

Budget Period from 7/1/2014 to 6/30/2015

Reporting Period from 7/1/2014 to 10/31/2014

Expenditures	Budget as approved or as revised by Budget Revision No.		Date of Budget Revision Approval		Balance
	Approved Budget	Adjustments (+ or -)	Revised Total	Expenditures to Date	
1 CONTRACTUAL SERVICES					
1a. Accounting			-	-	-
1b. Legal			-	-	-
1c. Independent Audit	3,710.00		3,710.00		3,710.00
1d. Other Contractual Services			-	-	-
TOTAL CONTRACTUAL SERVICES	3,710.00	-	3,710.00	-	3,710.00
2 ADMINISTRATION					
2a. Admin. Salaries			-	-	-
2b. Admin. Fringe Benefits			-	-	-
2c. Admin. Overhead	3,710.00		3,710.00		3,710.00
TOTAL ADMINISTRATION	3,710.00	-	3,710.00	-	3,710.00
3 DIRECT PROGRAM STAFF					
3a. Program Salaries	77,281.00		77,281.00	21,900.49	55,380.51
3b. Program Fringe Benefits	7,535.00		7,535.00		7,535.00
TOTAL DIRECT PROGRAM STAFF	84,816.00	-	84,816.00	21,900.49	62,915.51
4 OTHER COSTS					
4a. Program Rent			-	-	-
4b. Consumable Supplies			-	-	-
4c. Travel & Transportation			-	-	-
4d. Utilities	8,500.00		8,500.00	2,595.83	5,904.17
4e. Repairs & Maintenance			-	-	-
4f. Insurance			-	-	-
4g. Food & Related Costs	1,224.00		1,224.00	904.89	319.11
4h. Other Project Expenses			-	-	-
4i. Tenant Based Rental Subsidies			-	-	-
TOTAL OTHER COSTS	9,724.00	-	9,724.00	3,500.72	6,223.28
5 HMIS					
5a. Data entry staff	15,796.00		15,796.00	3,737.00	12,059.00
5b. Customized reports			-	-	-
TOTAL HMIS	15,796.00	-	15,796.00	3,737.00	12,059.00
6 ESG-Emergency Solutions Gra					
6a. Street Outreach			-	-	-
6b. Emergency Shelter			-	-	-
6c. Homelessness Prevention			-	-	-
6d. Rapid Rehousing			-	-	-
6e. HMIS			-	-	-
6f. Administrative*			-	-	-
TOTAL ESG	-	-	-	-	-
7 EQUIPMENT					
SUBTOTAL OF EXPENSES	117,756.00	-	117,756.00	29,138.21	88,617.79
8 PROGRAM INCOME					
8a. Fees			-	-	-
8b. Interest Income			-	-	-
8c. Other, Sale and Lease Income			-	-	-
TOTAL PROGRAM INCOME	-	-	-	-	-
PROGRAM COST (sum of lines 1 through 7 minus line 8)	117,756.00	-	117,756.00	29,138.21	88,617.79

Organizations administering the Emergency Food and Shelter Program must follow all rules for expenditures allowed within these categories as well as documentation requirements. Local Recipient Organizations (LRO) can find the program manual and other important information online at www.efsp.unitedway.org. If you are considering applying for funds for the first time and would like more information on documentation requirements, please refer to the online program manual or contact the Local Board Chair.

Eligibility:

Local Recipient Organizations must certify that they meet all eligibility requirements. **The following partial list of requirements has been provided to help your organization determine its eligibility for and ability to administer the EFSP:**

- Is a nonprofit or an agency of government with a Federal Employer Identification Number (FEIN)
- Has a Data Universal Number System (DUNS) number issued by Dun & Bradstreet for federal grant tracking
- Is not debarred or suspended from receiving Federal funds
- Demonstrated capability to provide emergency food and shelter services within the guidelines and restrictions of the EFSP
- Will use funds to *supplement and extend existing resources* and not to substitute or reimburse ongoing programs and services.
- Has an accounting system and will pay all vendors by LRO check, LRO vendor issued credit card, or LRO debit card and understands that cash payments are not acceptable
- Will conduct an independent annual review/audit if receiving \$25,000 or more in EFSP funds
- Has not received an adverse opinion or no opinion audit
- Practices non discrimination (LROs with a religious affiliation will not refuse service to an applicant based on religion, nor engage in religious proselytizing or religious counseling with Federal funds)
- Has a voluntary board if private, not-for-profit
- Will comply with the Responsibilities and Requirements Manual, particularly the Eligible and Ineligible Costs section and will inform appropriate staff and volunteers of EFSP requirements
- Will provide all required reports to the Local Board in a timely manner
- Will expend monies only on eligible costs and keep complete documentation as required by EFSP on all expenditures for a minimum of three years after the end of the program
- Will expend all funds and close-out the program by the jurisdiction's selected end-of-program date and return any unused funds to the National Board
- Has no known EFSP compliance exceptions in this or any other jurisdiction
- A financial management system is in place that provides for
 - Accurate, current, and complete disclosures of the financial results of EFSP
 - Records that identify adequately the source and application of funds for federally supported activities, including information pertaining to Federal awards, authorizations, obligations, un-obligated balances, assets, outlays and incomes.
 - Effective control over and accountability for all funds, property, and other assets
 - Procedures for determining eligibility of costs in accordance with EFSP manual.
 - Accounting records that are supported by source documentation. LROs must maintain and retain a register of cash receipts and disbursements and original supporting documentation such as purchase orders, invoices, canceled checks, sign-in logs and any other documentation necessary to support costs under the program
 - A systematic method to assure timely and appropriate resolution of audit findings and recommendations