



CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

David W. St. Hilaire
Director of Finance

Phone 203-797-4652
Fax 203-796-1526

MEMORANDUM

DATE: 9/15/2016
TO: MARK D BOUGHTON VIA THE CITY COUNCIL
FROM: DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *Dst*
RE: RESOLUTION-UNITED WAY FUNDING-SHELTER

Attached for your review is a resolution that will allow the City of Danbury Health and Human Services Department to accept funding from the Dept. of Homeland Security through the United Way.

The United Way and the City of Danbury Director of Health have corresponded regarding the needs of the shelter at 41 New Street.

The United Way has agreed to provide funding in the amount of \$2,500 to be used for the City's homeless shelter operations. Funding must be expended between 11/1/15-3/31/17 and 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

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RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____ A.D. 2016

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 Two Thousand Four Hundred (\$2,400.00) 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 November 1, 2015 through March 31, 2017; 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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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

United Way of Western Connecticut Grant Application for Phase 33 Funding

Impact Statement

Spending Period November 1, 2015 – March 31, 2017.

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 being requested is \$2,400 and was pre-awarded to the City of Danbury Shelter Program pending to acceptance by City Council and the approval of a Resolution accepting funds. The issue of lack of funding for the Evening Shelter this year was important enough to have our partners offer funds in advance for our program.

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

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

www.westernct.org



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August 22, 2016

Mr. Scott LeRoy
City of Danbury- Health & Human Services
155 Deer Hill Avenue
Danbury, CT 06810

RECEIVED
FINANCE DEPT

SEP 15 2016

Dear Mr. LeRoy:

Thank you for your application for Phase 33 Emergency Food & Shelter Program funds. On behalf of the Northern Fairfield County Local Board, I'm pleased to inform you that your agency has been awarded the following funding:

Shelter – Mass Shelter	\$2,400
Total	\$2,400

This award is contingent upon the National Board's acceptance of our funding recommendations and your organization's compliance with program requirements. Additionally, all applicants have the right to appeal funding decisions and any appeals granted could affect your organization's funding. A copy of the Appeals Policy has been included for your review.

The spending period for Phase 33 is November 1, 2015 – March 31, 2017.

Program Communication: The National Board is using email and the EFSP website as the primary means for communication. **Please check the website frequently** for information regarding program requirements, payment notification, compliance notification as well as program deadlines and other important information. Please keep your contact information updated to ensure timely communication.

Important: Please see the summary of **Key Changes & Program Clarifications for Phase 33 which is being used along with the Phase 30** at www.efsp.unitedway.org. LRO's must complete a spreadsheet to submit with required documentation for the final report. Examples of acceptable spreadsheet format can be found in the manual. Please let me know if you have any problems accessing the site because it is a critical tool for successful program management.

Grant Payments & Reporting: The National Board makes grant payments directly to your organization in two installments through Electronic Funds Transfer (EFT.) The first payment will be made upon acceptance of the Local Board's funding recommendations.

An **Interim/Second Payment Report** must be submitted to me on or before **June 30, 2015** in order for the second payment to be released. You are encouraged to file the report before your first payment is depleted so you can begin accessing additional funds when needed.

As always, please take great care in utilizing funds appropriately and maintaining proper records. Please do not hesitate to contact me if you have any questions about program requirements throughout the phase.

Thank you,

Caroline LaFleur, Northern Fairfield County Local Board Chair, Emergency Food & Shelter Program

Emergency Food and Shelter Program
United Way of Western Connecticut - Northern Fairfield County
Appeals Process

The appeals process outlined below is a statement to eligible organizations and the Northern Fairfield County that the Emergency Food and Shelter Local Board is committed to fairness and openness in the funding process. The National FEMA Board does not mandate any particular appeals process, but has determined that it is the responsibility of the Local Board to establish an appeals process that is available and timely.

The Local Board is the primary decision maker in the EFSP fund review process. The National Board only considers appeals if there is a significant questions of misapplied guidelines, fraud, or other abuse on the part of the Local Board.

Procedure:

1. All organizations will receive information regarding the appeals process with the letter notifying them of the Local Board's funding decision
2. Agencies must notify the Local Board chairperson in writing of their request for appeals within five (5) days of the postmarked EFSP funding decision. Both the Chief Volunteer Officer and Chief Professional Officer of the organization making the appeal must sign this written notification.
3. One of more of the following criteria must be met in order to be considered:
 - New data or information relevant to the request not previously available
 - Misunderstanding or factual error in the Local Board evaluation of the funding request
 - Other legal issues or concerns such as bias on the part of the Local Board, fraud, misuse of federal funds funded organizations
4. An organization's wish to restate or reemphasize points made in the original proposal does not substantiate a request for appeal.
5. The Chair of Local Board will review written appeals and determine if the appeal meets the stated criteria and is appropriate. If an appeal is granted, Local board members (or sub committee) convened to review the appeal and make a decision on the appeal within seven (7) days. If necessary, the decision may be made by a telephone pole of Local Board members. All information will be forwarded to Local Board members immediately. If the appeal is determined to be inappropriate, the organization will be notified of this decision in writing within seven (7) days of receipt of the request.
6. The Local Board's decision will be telephoned immediately to the Chief Processional Officer of the organization making the appeal. Written communication will follow as soon as possible.
7. Only when there is a significant question of misapplication of guidelines, fraud or other abuse on the part of the Local Board, will the National Board consider action.

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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 for 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.