



**CITY OF DANBURY**  
155 DEER HILL AVENUE  
DANBURY, CONNECTICUT 06810

**DAVID W. ST. HILAIRE**  
DIRECTOR OF FINANCE

(203)797-4652  
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**M E M O R A N D U M**

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**DATE:** 3/19/08  
**TO:** HON. MARK D. BOUGHTON VIA THE COMMON COUNCIL  
**FROM:** DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DWS*  
**RE:** RESOLUTION-VA GRANT FOR HOMELESS SHELTER

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Attached for your review is a resolution that will allow the City of Danbury Health, Housing and Welfare Department to apply for and accept funding from the Veterans Affairs Administration for the City of Danbury's Homeless Shelter Operations. If the Per Diem grant is awarded, the funding will be used to reserve 5 beds in the Homeless Shelter for Danbury's veterans.

The Common Council is respectfully requested to consider this resolution at the next Common Council meeting.

cc: S. Leroy

C. Radano



## CITY OF DANBURY

HEALTH, HOUSING, & WELFARE DEPARTMENT  
155 DEER HILL AVENUE, DANBURY, CONNECTICUT 06810

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

Central Welfare Office  
203 - 797-4569  
Fax 797-4566

### MEMORANDUM

3/18/08

TO: The Honorable Mayor Mark D. Boughton & Common Council

From: Scott LeRoy, Director of Health, Housing & Welfare 

Re: **UNITED STATES DEPARTMENT OF VETERANS ADMINISTRATION (VA)  
HOMELESS PROVIDERS GRANT & PER DIEM PROGRAM APPLICATION NARRATIVE**

The Department of Health, Housing & Welfare, along with the Danbury Housing Partnership, is requesting approval to initiate/ cooperate the application for funding through the US Department of Veterans Affairs Administration. The Department of Veterans Affairs Health Care for Homeless Veterans (HCHV) offers two separate (non-competing) grant opportunities, the Grant program and the Per Diem Only program funds community agencies providing services to homeless veterans. The purpose is to promote the development and provision of supportive housing and/or supportive services with the goal of helping homeless veterans achieve residential stability, increase their skill levels and/or income, and obtain greater self-determination. The VA Homeless Providers Grant and Per Diem Program is a key component of VA's partnership with state, local and tribal organizations to shatter the cycle of chronic homelessness among military veterans who need a helping hand.

The Department of Health, Housing & Welfare would apply for the Per Diem Grant program, which provide approximately \$33/day/bed at the Shelter with the final amount to be announced if the City were awarded the grant. This money would enable our existing Shelter to reserve 5 beds and permanently expand the City's Shelter services to Danbury's veterans.

The Housing Partnership, along with multiple community partners (i.e. Housing Authority, The Nonprofit Development Corporation, etc...), would also initiate/cooperate on the separate and non-competing VA Grant Application to provide multiple opportunities for temporary, supportive and permanent housing in the City of Danbury for our returning veterans.

The grant opportunity is also consistent with the recommendations contained within the City of Danbury's 10-Year Plan To End Homelessness. If you have any questions or comments, please contact myself or Ms. Caitlin Radano, Welfare Director, directly. Thank you.



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### UNITED STATES DEPARTMENT OF VETERANS ADMINISTRATION (VA) HOMELESS PROVIDERS GRANT & PER DIEM PROGRAM APPLICATION NARRATIVE

#### **Existing Organization Background**

The City of Danbury's Homeless Shelter has been operating for 15 years. The purpose of shelter is to provide case management services and 15 permanent beds during the evening throughout the year. The shelter also operates as a day center providing services and facilities needed for people that are homeless (e.g kitchen, telephone, laundry, etc...) while administering case management services. The City's Homeless Shelter works collaboratively with the Dorothy Day Center and Soup Kitchen, ARC, MCCA and AIDS Project. MCCA and AIDS project provide case management services to the clients of the shelter during the week and provide programs on the weekend. The Shelter Program would like to initiate another Per Diem Only application to provide temporary housing opportunities to local Veterans needing our services. The Housing Partnership was created by the City of Danbury to implement the goals & objectives of the 10-Year Plan To End Homelessness. The membership would like to initiate/cooperate on the VA application for the Grant & Per Diem program.

#### **Proposed Grant Program Description:**

The Department of Veterans Affairs Health Care for Homeless Veterans (HCHV) offers two separate (non-competing) grant opportunities, the Grant program and the Per Diem Only program funds community agencies providing services to homeless veterans. The purpose is to promote the development and provision of supportive housing and/or supportive services with the goal of helping homeless veterans achieve residential stability, increase their skill levels and/or income, and obtain greater self-determination. The VA Homeless Providers Grant and Per Diem Program is a key component of VA's partnership with state, local and tribal organizations to shatter the cycle of chronic homelessness among military veterans who need a helping hand.

#### **Purpose of the request**

The Shelter would like the opportunity to secure funding and offer dedicated supportive / transitional housing services for up to 5 area Veterans. Our veterans would have immediate housing opportunities close to the existing health services at Danbury's VA Outpatient Clinic at 7 Germantown Road, Danbury, CT 06810. This funding would expand our existing Shelter Service from 15 permanent beds to 20 permanent beds with these 5 additional beds being dedicated for our Veterans. Only programs such as those provided by the City of Danbury that supply supportive housing or service centers (offering services such as case management, education, crisis intervention, counseling, etc.) are eligible for these funds. Another expected result is an increase in the number of support services provided to veterans in the community and those returning from active duty.

The Housing Partnership, along with multiple community partners (i.e. Housing Authority, The Nonprofit Development Corporation, etc...), would like to initiate/cooperate on a Grant Application to provide returning veterans with multiple temporary, supportive and permanent housing opportunities in the City of Danbury.

VA's major homeless programs constitute the largest integrated network of homeless assistance programs in the country, offering a wide array of services and initiatives to help veterans recover from homelessness and live as self-sufficiently and independently as possible.

Medical Outreach 797-4567  
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  
Administration 796-1504



# RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

\_\_\_\_\_ A. D., 200\_\_

RESOLVED by the Common Council of the City of Danbury:

**WHEREAS**, the U. S. Department of Veterans Affairs Veterans Health Administration (VA) has made available VA Homelessness Provider Grant / Per Diem Program (GPD) Per Diem only funds as part of the effort to end chronic homelessness among our nation's veterans; and

**WHEREAS**, the City of Danbury wishes to end chronic homelessness in our veteran population and to make application to the VA for their portion of available funds to be used for said purposes; and

**WHEREAS**, if said application is approved, the City of Danbury wishes to accept said funds.

**NOW, THEREFORE, BE IT RESOLVED THAT** Mayor Mark D. Boughton is hereby authorized to apply for the aforesaid grant and if said application is approved, to accept said funds and execute any agreements or other documents necessary to effectuate the purposes hereof.

**DEPARTMENT OF VETERANS AFFAIRS**  
**Veterans Health Administration**  
**Washington DC 20420**



In Reply Refer To: 116E

Dear Grant Applicant:

Thank you for your interest in the Homeless Providers Grant and Per Diem Program. We are pleased that you have responded to the Per Diem Only offering in the Notice of Funding Availability (NOFA). This offering is intended to provide partial operating expenses to programs in the form of per diem payments. These funds will make it possible for providers to have an immediate impact by helping to provide beds and services to homeless veterans.

Please read the NOFA and all the instructions carefully. The application and other materials you may find helpful are enclosed with this letter. You may duplicate and distribute these materials as needed. Additional applications may be obtained by downloading the application from the Internet at <http://www.va.gov/homeless/page.cfm?pg=3> or by contacting program staff (toll-free) at 1-877-332-0334.

The deadline for applications is announced in the NOFA. Most questions about the application or the application process are explained in the material. If you have specific questions, please call the above number. You will be referred to a program specialist that can assist you.

Assisting our homeless veterans continues to be a top priority of the Department of Veterans Affairs. My staff and I look forward to working with your organization toward this effort.

Sincerely,

Chelsea Watson,  
Acting Director, Grant and Per Diem Program

**DEPARTMENT OF VETERANS AFFAIRS**  
**Fund Availability Under the VA Homeless Providers Grant and Per Diem Program**  
**AGENCY:** Department of Veterans Affairs.  
**ACTION:** Notice.

**SUMMARY:** The Department of Veterans Affairs is announcing the availability of funds for applications for assistance under the "Per Diem Only" component of VA's Homeless Providers Grant and Per Diem Program. This Notice contains information concerning the program, funding priorities, application process, and amount of funding available.

**DATES:** An original completed and collated grant application (plus three completed collated copies) for assistance under the VA's Homeless Providers Grant and Per Diem Program must be received in the Grant and Per Diem Field Office, by 4:00 PM Eastern Time on Wednesday, April 9, 2008. Applications may not be sent by facsimile (FAX). In the interest of fairness to all competing applicants, this deadline is firm as to date and hour, and VA will treat as ineligible for consideration any application that is received after the deadline. Applicants should take this practice into account and make early submission of their material to avoid the risk of loss of eligibility due to unanticipated delays or other delivery-related problems.

**FOR A COPY OF THE APPLICATION PACKAGE:** Download directly from VA's Grant and Per Diem Program web page at: <http://www.va.gov/homeless/page.cfm?pg=3> or call the Grant and Per Diem Program Office at (toll-free) 1-877-332-0334. In this package is information on Grants.gov submissions. For a document relating to the VA Homeless Providers Grant and Per Diem Program, see the Final Rule published in the Federal Register on September 26, 2003.

**SUBMISSION OF APPLICATION:** An original completed and collated grant application (plus three copies) must be submitted to the following address: VA Homeless Providers Grant and Per Diem Field Office, 10770 N. 46<sup>th</sup> Street, Suite C-200, Tampa, Florida 33617. Applications must be received in the Grant and Per Diem Field office by the application deadline. This includes applications submitted through Grants.gov. Applications must arrive as a complete package. Materials arriving separately will not be included in the application package for consideration and may result in the application being rejected or not funded.

**FOR FURTHER INFORMATION CONTACT:** Ms. Chelsea Watson, VA Homeless Providers Grant and Per Diem Program, Department of Veterans Affairs, 10770 North 46<sup>th</sup> Street, Suite C-200, Tampa, Florida 33617; or you may call (toll-free) 1-877-332-0334 for further information.

**SUPPLEMENTARY INFORMATION:** This Notice announces the availability of funds for assistance under VA's Homeless Providers Grant and Per Diem Program for eligible programs that have not previously applied for or received per diem in connection with a grant (see 38 CFR 61.1 through 61.82). Funding applied for under this Notice is authorized by Public Law 109-461, § 703, known as the Veterans Benefit, Health Care

and Information Technology Act of 2006, and by 38 U.S.C. §§ 2011, 2012, 2061, 2064, and may be used for aid for supportive housing. Service Centers will not be funded in this NOFA. Funding will be in the form of per diem payments issued to eligible entities from the date of award and will continue subject to availability of funds and the recipients' compliance with 38 CFR 61.1 through 61.82. For eligibility criteria please refer to Final Rule published in the *Federal Register* on September 26, 2003, 38 C.F.R. §§ 61.30, 61.31, and 61.32.

VA expects that it will take no longer than 90 days from the date of award for projects to be inspected and become operational. Failure to meet the 90 day milestone may result in the per diem award being terminated.

Capital grant recipients who received capital grant funding under VA's Homeless Providers Grant and Per Diem Program in years 1994 through 2007 for acquisition, renovation or new construction should not respond to this NOFA. Per diem payments for those portions of their programs that were created with capital grant funds is requested in the capital grant application and paid at the time of capital grant project completion and inspection.

Previous "Per Diem Only" recipients that renewed their PDO grants in 2005 or 2007 need not reapply to continue these projects.

VA is pleased to issue this Notice of Fund Availability (NOFA) for the Homeless Providers Grant and Per Diem Program as a part of the effort to end chronic homelessness among our Nation's veterans. The Department expects to create approximately 1000 beds under this NOFA.

Funding available under this NOFA is being offered to help offset the operating expenses of existing state and local governments, Indian Tribal Governments, faith-based, and community-based organizations that are capable of providing supported housing and supportive services for homeless veterans. The District of Columbia, the Commonwealth of Puerto Rico, any territory or possession of the United States, may be considered eligible entities under the definition of "State" in the 38 CFR 61.1 Definitions. It should be noted that VA payment is limited to the applicant's cost of care per eligible veteran minus other sources of payments to the applicant for furnishing services to homeless veterans up to the per day rate VA pays for State Home Domiciliary care. Awardees will be required to support their request for per diem payment with adequate fiscal documentation as to program income and expenses.

Interested organizations should know that the vast majority of homeless veterans in this country suffer from mental illness or substance abuse disorders or are dually diagnosed with both mental illness and substance abuse disorders. In addition, many homeless veterans have serious medical problems. The recent events associated with the Global War on Terrorism (GWOT) coupled with the Nation's returning OIF/OEF veterans further emphasizes the need for collaboration with VA medical centers, VA community-based outpatient clinics or other health care providers as well as with VA and other

benefit providers as an important aspect of ensuring that homeless veterans have access to appropriate health care services. VA considers this program an important part of our effort to end chronic homelessness among all veterans.

It is important to be aware that VA places great emphasis on responsibility and accountability. VA has procedures in place to monitor services provided to homeless veterans and outcomes associated with the services provided in grant and per diem-funded programs. VA is also implementing new procedures to further this effort. Applicants should be aware of the following:

All awardees that are conditionally selected in response to this NOFA must meet the Life Safety Code of the National Fire and Protection Association as it relates to their specific facility. Applicants should note that all facilities are to be sprinkled unless they are specifically exempted under the Life Safety Code and make consideration of this when submitting their grant applications as no additional funds will be made available for capital improvements under this per diem only NOFA. VA will conduct an inspection prior to awardees being able to submit request for payment to ensure this requirement is met.

Each per diem-funded program will have a liaison appointed from a nearby VA medical facility to provide oversight and monitor services provided to homeless veterans in the per diem-funded program.

Monitoring will include at least an annual review of each per diem program's progress toward meeting internal goals and objectives in helping veterans attain housing stability, adequate income support, and self sufficiency as identified in each per diem program's original application. Monitoring will also include a review of the agency's income and expenses as they relate to this project to ensure per diem payment is accurate.

Each per diem-funded program will participate in VA's national program monitoring and evaluation system administered by VA's Northeast Program Evaluation Center (NEPEC). It is the intention of VA to develop specific performance targets with respect to housing for homeless veterans. NEPEC's monitoring procedures will be used to determine successful accomplishment of these housing outcomes for each per diem-funded program.

VA encourages all eligible and interested entities to review this NOFA and consider applying for funds to provide service for homeless veterans.

**AUTHORITY:** VA's Homeless Providers Grant and Per Diem Program is authorized by Public Law 109-461, § 703, known as the Veterans Benefit, Health Care and Information Technology Act of 2006, and by 38 U.S.C. §§ 2011, 2012, 2061, 2064. The program is implemented by the final rule codified at 38 CFR Part 61.0. The final rule was published in the Federal Register on September 26, 2003, the regulations can be found in their entirety in 38 CFR, Sec. 61.0 through 61.82. Funds made available under this Notice are subject to the requirements of those regulations.

**ALLOCATION:** Approximately \$12 million annually is available for the per diem only award component of this program. This funding subject to the availability of funds and will be available so long as recipients meet the requirements of 38 CFR 61.1 through 61.82.

**FUNDING PRIORITIES:** VA is offering to eligible applicants funding priorities for transitional housing and services to; 1) serve women, women with care of dependent children, 2) serve all veterans in the States of Vermont, Nebraska, and Alaska and, 3) Indian Tribal Governments. Additionally, VA is encouraging interested state and local governments, Indian Tribal Governments, and faith-based and community-based organizations to apply for funding under this NOFA. In this round of capital grant funding, VA expects to award funding to create approximately 1000 community-based supported housing beds.

**Funding priority 1.** VA is offering the opportunity for providers who are willing to create new projects specifically for women and women with care of dependent children only, which are 30 beds or less. Of those eligible entities in the first funding priority, that are legally fundable, the highest scoring applicants will be funded first until approximately 150 beds are awarded. Applicants not funded in this priority will be considered in the fourth funding priority. Should not enough eligible projects be funded under the first funding priority, beds not awarded in this priority will fall to the fourth funding priority.

**Funding priority 2.** VA is offering the opportunity for providers who are willing to create new or expand existing projects for homeless veterans in the States of Vermont, Nebraska, and Alaska. Applicants whose projects are physically located in these states will be considered in the second funding priority. Of those eligible entities in the second funding priority, that are legally fundable, the highest scoring applicants will be funded first until approximately 100 beds are awarded. Applicants not funded in this priority will be placed in the fourth funding priority. Should not enough eligible projects be funded under the second funding priority, beds in this priority will fall to the fourth funding priority.

**Funding priority 3.** VA is offering the opportunity to Indian Tribal Governments or non-profit agencies that will provide transitional housing and services on Indian Tribal Property to apply for funding under this NOFA to create transitional housing and services for homeless veterans. Eligible entities that are Indian Tribal Governments or non-profit agencies willing to provide transitional housing and services on Indian Tribal Property will be considered in the third funding priority as applicable. Of those eligible entities in the third funding priority, that are legally fundable, the highest scoring applicants will be funded first until approximately 100 beds are awarded. Applicants not funded in this priority will be placed in the fourth funding priority. Should not enough eligible projects be funded under the third funding priority, beds in this priority will fall to the fourth funding priority. Note: Non-profit agencies who apply under this priority will be required to provide a letter of assurance from the Indian Tribal Government that if funded the provision of service will occur on Indian Tribal Property.

**Funding priority 4.** VA is encouraging interested, state and local governments, Indian Tribal Governments, faith-based and community-based organizations, as well as eligible entities located in The District of Columbia, the Commonwealth of Puerto Rico, or any territory or possession of the United States, to apply for funding under this NOFA to create transitional housing and services for all homeless veterans. Eligible entities that are state and local governments, Indian Tribal Governments, faith-based, and community-based organizations, or any territory or possession of the United States, will be considered in the fourth funding priority as applicable. Of those eligible entities that are legally fundable, the highest-ranked applications for which funding is available, will be conditionally selected for eligibility to receive a per diem only award in accordance with their ranked order until funding is expended (approximately 650 beds).

**METHODOLOGY:** VA will review all non-capital grant recipients in response to this notice of funding availability. VA will then group the applicants into the funding priorities categories. Applicants will then be ranked within their respective funding category based on score and any ranking criteria set forth in that funding category only if the applicant scores at least 500 cumulative points from paragraphs (b) (c) (d) (e) and (i) of 38 CFR 61.13.

The highest-ranked application for which funding is available, within the highest funding category, will be conditionally selected for eligibility to receive per diem payment in accordance with their ranked order until VA reaches the projected bed totals for each category. If funds are still available after selection of those applications in the highest priority group VA will continue to conditionally select applicants in lower priority categories in accordance with the selection method set forth in the final rule Sec. 61.32.

**APPLICATION REQUIREMENTS:** Applicants must include a cover letter clearly stating under which funding priority they wish to be considered. Non-profit agencies who apply under funding priority three are required to provide a letter of assurance from the Indian Tribal Government that if funded, the provision of service will occur on Indian Tribal property. The specific grant application requirements will be specified in the application package. The package includes all required forms and certifications. Selections will be made based on criteria described in the application, Final Rule, and NOFA. Applicants who are selected will be notified of any additional information needed to confirm or clarify information provided in the application. Applicants will then be notified of the deadline to submit such information. If an applicant is unable to meet any conditions for grant award within the specified time frame, VA reserves the right to not award funds and to use the funds available for other grant and per diem applicants.

**DATED:** February 1, 2008

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Gordon H. Mansfield  
Deputy Secretary of Veterans Affairs.