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CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

DAVID W. ST. HILAIRE
DIRECTOR OF FINANCE

(203)797-4652
FAX: (203)796-1526

MEMORANDUM

DATE: 9/25/08
TO: HON. MARK D. BOUGHTON VIA THE COMMON COUNCIL
FROM: DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DWS*
RE: RESOLUTION-DSS-HOMELESS SHELTER GRANT

Attached for your review is a resolution that will allow the City of Danbury, Department of Health and Housing, to apply for and accept funding from the State of Connecticut, Department of Social Services for use in the operation of the City's Homeless Shelter. Funding covers a two year period, 10/1/08-9/30/10, with \$103,676 being allocated each year for a total of \$207,352 and requires no City match.

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

Attach.

cc: S. Leroy

C. Reese

DWS/sk



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____ A. D., 200_

RESOLVED by the Common Council of the City of Danbury:

WHEREAS the Connecticut Department of Social Services makes funding available to municipalities in order to encourage programs offering decent, safe and sanitary temporary emergency shelter and case management services to homeless individuals and families; and

WHEREAS the City of Danbury, Department of Health, Housing and Welfare intends to apply for grant funds in order to offer an Emergency Shelter Program during the period from October 1, 2008 through September 30, 2010; and

WHEREAS the Connecticut Department of Social Services has advised the Director of the Department of Health, Housing and Welfare that funding in the amount of \$103,676 is available for 10/1/08 – 9/30/09 and \$103,676 is available for 10/1/09 – 9/30/10; and

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF DANBURY 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.

DSS Emergency Shelter
Impact Statement
10/1/08 through 9/30/10

The City of Danbury relies heavily on the CT Department of Social Services Emergency Shelter Grant from the State of Connecticut and the Community Development Block Grant (CDGB) to fund the Emergency Shelter & Day Center operational costs.

DSS is now funding us for 2 year blocks. The total of our 2 year funding is \$207,352 (\$103,676 per year). This grant provides for a large portion of the salaries for our full-time and part-time shelter staff each day of the year. Additionally, client transportation and other operating expenses will be partially funded through this grant.

There are no matching requirements for these funds. However, other funds are needed to cover the existing expenses created with the operations of the Emergency Shelter, Day Center, overhead and supply costs. The City's Emergency Shelter services would be seriously jeopardized if the State and Federal funds were not available.

In the past, the City of Danbury has had to cover expenses due to decreasing grant funds from the State and Federal governments combined with increasing operational costs. It is our hope that the City continues to support our efforts.

It is critical that our State Legislative Delegation be mindful of the role the City of Danbury is playing in assisting homeless persons. It is important that we continue to seek continued and increased funding for these invaluable human services.



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STATE OF CONNECTICUT
 DEPARTMENT OF SOCIAL SERVICES
 25 SIGOURNEY STREET, HARTFORD, CT 06106-5033

***** Via E-mail *****

September 11, 2008

Caitlin Reese
 Director of Welfare and Social Services
 Department - Welfare & Social Services
 City of Danbury
 254 Main Street
 Danbury, CT 06810

Re: Contract # 034ESS-22 / 08DSS3701GT
 Contract Period: October 1, 2008 - September 31, 2010
 Total Contract Amount: \$207,352.00.
 Program Name: Emergency Shelter Services (ESS)

Dear Ms. Reese:

The Department of Social Services is pleased to inform you that preliminary decisions have been made in regards to funding your program for the new fiscal year. The proposed spending plan is in the approval process. For planning purposes, you may prepare the Part I for your proposed contract utilizing funds as listed above to prepare a composite and two (2) 12-month budgets to incorporate the following amounts:

<u>Budget type</u>	<u>Award Amount</u>	<u>Budget Period</u>
Composite Budget Page	\$207,352.00	October 1, 2008 - September 30, 2010
Budget Year One	\$103,676.00	October 1, 2008 - September 30, 2009
Budget Year Two	\$103,676.00	October 1, 2009 - September 30, 2010

If there is a difference between the amount we have identified and the final approved amount, we will immediately notify your office and request a revision of the contract budget and duties.

We prefer that you email all materials whenever possible. Please submit the following by **October 2, 2008:**

- Part I of the contract (Scope of Services attached)
- Your contract budget (Forms attached)
- A needs analysis: Information supporting the need for these services and history of your agency's performance in meeting those needs
- An organizational chart, including the positions funded under this contract.
- A current certificate of Insurance (liability, bonding, etc.)

Please take note of important additions to your Part I, Scope of Services: The Department has included language to define the Department's expectations around deliverables and the usage of the

Homeless Management Information System (HMIS) by providers. The applicable changes in the standardized Part I are highlighted in yellow. The additional language is pending approval with the Office of the Attorney General. The Department will inform you if there are any additional changes.

The application, with all the information requested above, should be sent to:

Cassandra Norfleet-Johnson
Public Assistance Consultant
Department of Social Services
Community Services Division, 10th Floor
25 Sigourney Street
Hartford, CT 06106
Phone: 860-424-5408
Fax: 860-424-4957
Email: cassandra.norfleet-johnson@ct.gov

Based on your submission, the Department will prepare a contract package for your review and signature. Please feel free to contact me if you need any assistance or have any questions. Congratulations and I look forward to working with you.

Thank you,
Cassandra Norfleet-Johnson
Cassandra Norfleet-Johnson
Public Assistance Consultant
Community Services Division

Enclosure(s)

C: Pamela A. Giannini, MSW, Director, Bureau of Aging, Community Services and Social Work Services
Contract File