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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

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**MEMORANDUM**

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**TO:** MARK D BOUGHTON VIA THE COMMON COUNCIL  
**FROM:** DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DWH*  
**SUBJECT:** RESOLUTION-UNITED WAY FUNDING-SHELTER  
**DATE:** 5/20/2009

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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 United Way. This funding opportunity, initiated by the Department of Homeland Security through the American Recovery and Reinvestment Act, will be used for operational expenses of the City of Danbury Homeless Shelter.

If awarded, this additional \$2,000 will supplement funding in the amount of \$4,000 previously awarded to the City of Danbury by the United Way through the Federal Emergency Management Association. Total funding will be increased to \$6,000 for the period of 11/1/08 through 10/31/09, and requires no local match.

The Common 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.

cc: S. Leroy

# RESOLUTION

**CITY OF DANBURY. STATE OF CONNECTICUT**

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**RESOLVED** by the Common Council of the City of Danbury:



**WHEREAS**, the US Department of Homeland Security has made available to the City of Danbury Health, Housing and Welfare Department additional funding through the United Way for the City of Danbury's Homeless Shelter; and

**WHEREAS**, this request for an additional \$2,000, initiated through the American Recovery and Reinvestment Act of 2009, will be used to supplement funding previously awarded to the City through the United Way from FEMA in the amount of \$4,000 and will increase the total funding amount to \$6,000 for the period 11/1/08-10/31/09; and

**WHEREAS**, this additional funding will be used to fund expenses associated with the daily operation of the Shelter and requires no local match.

**NOW THEREFORE BE IT RESOLVED**, that Mark D. Boughton, Mayor, or Scott T. Leroy, Director of Health, Housing and Welfare, as his designee is hereby authorized to apply for and accept this funding and execute on behalf of the City of Danbury all contracts, agreements or amendments and to take all actions necessary to effectuate the purposes thereof.



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## 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

United Way of Western Connecticut  
Local Board –Northern Fairfield County

### Impact Statement

11/1/2008 through 10/31/2009

The City of Danbury relies on the funding from the Emergency Food and Shelter Program through the United Way of Western Connecticut, Local Board – Northern Fairfield County to fund direct expenses associated with housing a client (i.e., supplies, linens, etc.), transportation costs and daily per diem schedule. The Program provided an initial grant approved by Common Council in the amount of \$4,000 (Phase 27).

Our portion of Phase 27 funding is to be determined by the local United Way board, but a request is being made to increase the United Way grant amount to \$6,000 for Phase 27. The United way board received increased funding in excess of \$30,000 to distribute to each existing service partner on the board and the Department requests to receive an increase of \$2,000 for a total of \$6,000 in United way FEMA funds for the Shelter Operations. There are no matching funds required for these 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.

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

**Important Information about the  
Emergency Food & Shelter Program and the American Recovery and Reinvestment Act**

Thank you for your interest in applying for the American Recovery and Reinvestment Act (ARRA) funds under the Emergency Food and Shelter Program (EFSP) funds. The information below has been compiled to help your organization determine its eligibility for and ability to administer these AR funds. If you have questions about the program or the ARRA application, please feel free to contact Alecia Andrews, Local Board Chair at (203) 792-5330 or [aandrews@uwwesternct.org](mailto:aandrews@uwwesternct.org)

**About the ARRA and EFSP Funds**

On Thursday, April 9, 2009, the Department of Homeland Security (DHS) announced funding available through the American Recovery and Reinvestment Act of 2009 (ARRA) for the Emergency Food and Shelter National Board Program (EFSP). The EFSP National Board has awarded funds made available through ARRA to qualifying jurisdictions through their EFSP Local Board and to State Set-Aside Committees. The funds awarded through ARRA have been made available to respond to increases in need for emergency services being seen by emergency services provider agencies. This funding is open to all organizations helping hungry and homeless people and must be used to supplement feeding, sheltering (including transitional sheltering) and rent/mortgage and utility assistance efforts only.

ARRA/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.

ARRA/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 assistances. The list below provides general descriptions of allowable expenditures.

**ARRA/EFSP National Board breakdown of allowable usage of funds:**

SERVED MEALS - This category pertains to basic, nutritional, hot or cold prepared meals that are served by the Local Recipient Organization (LRO) or delivered to clients. Food costs for meals served in a shelter should be included here.

OTHER FOOD - This category includes food vouchers for grocery orders, food boxes, or food purchased by food banks and food pantries.

MASS SHELTER (on-site) - This category pertains to LROs that will use funds to provide shelter within their own facility. Food served in a shelter is **not** included here.

OTHER SHELTER - This category pertains to LROs that use funds to provide shelter outside of their own facility (motel, SRO, other non-EFSP funded shelter).

SUPPLIES/EQUIPMENT - This category includes any essential supplies and equipment purchased for use in a mass feeding or sheltering facility or for use by food banks/food pantries. Maximum expenditure is \$300 per item.

BUILDING CODE REPAIRS/ACCESSIBILITY IMPROVEMENTS - This category includes expenditures for building code repairs or accessibility improvements of a mass shelter or mass feeding facility, record the full amount to be spent in this column. Maximum expenditure in this category is \$2,500.00.

RENT/MORTGAGE\* - This category pertains to LROs that will use funds to provide clients with rent/mortgage assistance (one month only per client/family).

UTILITIES\* - This category pertains to LROs that will use funds to provide clients with utility assistance (one month only per client/family).

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 important information online at [www.efsp.unitedway.org](http://www.efsp.unitedway.org). If you are considering applying for funds for the first time and would like more information on documentation requirements, please contact the Local Board Chair.

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## American Recovery and Reinvestment Act of 2009 Supplemental Questions

Please answer the following questions and submit along with the ARRA application. Submit two (2) written copies by Noon on Tuesday, May 19. Also email the questions and application to [alecia.andrews@att.net](mailto:alecia.andrews@att.net) by the stated deadline.

All organizations applying for ARRA funds must meet the eligibility requirements as stated in the application and must have a key person in place to ensure that the reporting requirements are met.

**1) How many clients have been seen since January 1 thru March 31, 2009? How many of these were new clients?**

The Day Center monthly services have seen a total of 426 cases between January 1- March 31, 2009. 70 of these are considered new cases.

**2) Is there a waiting list for your services? If so, how many?**

Case management assesses all needs and makes appropriate referrals to assorted service providers. The City Shelter has 15 beds and an additional 5 beds reserved for veterans. When all beds are filled to capacity, tickets are issued for the Dorothy Day Shelter/beds.

**3) Approximately how many clients have been recently unemployed?**

Of the 426 cases served, approximately 385 cases indicated unenployment.

**4) Briefly describe other coordinated efforts that may have been used to assist this individual or family (if applicable).**

Case management and assessment coordinates with other support services such as Catholic Charities(Homeless Outreach), MCCA for substance abuse, and Mental Health Network for mental health treatment

**5) Have you created a new program to meet the increased need?**

A collaborative effort with the local Department of Labor One Stop Program assisted in the developing and offering a 3 Phase method of job training and career services for those individuals in the City Shelter wishing to initiate and follow through with their employment goals

**6) Please identify any gaps in services.**

Lack of funding has created additional hardship in seeking appropriate services for our at-risk population.

**7) Any additional comments?**

There has been an increase need of services due to the present day economic hardship and crisis. Communities need to be creative in funding resources and the ability to expand, if possible, existing programs to meet the increasing needs of individuals in our local community.