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CITY OF DANBURY

155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

DENA DIORIO
DIRECTOR OF FINANCE

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

MEMORANDUM

DATE: 10/20/06
TO: HON. MARK D. BOUGHTON VIA THE COMMON COUNCIL
FROM: DENA DIORIO, DIRECTOR OF FINANCE AND PERSONNEL *Dena*
RE: RESOLUTION-DSS-HOMELESS SHELTER GRANT

Attached for your review is a resolution that will allow the City of Danbury, Department of Health, Housing and Welfare to apply for and accept funding from the State of Connecticut, Department of Social Services in the amount of \$100,656 for the operation of the Homeless Shelter. This grant, covering 10/1/06-9/30/07, requires no local cash match.

Also attached is a copy of the grant application and budget for your review, as well as an impact statement. The Common Council is requested to consider this resolution at its next meeting. If you have any questions, or require any further information, please contact my office at 203-797-4652.

DD/sk

ATTACHMENTS

CC: S. LEROY



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CITY OF DANBURY

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

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

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

October 19, 2006

Mayor Mark D. Boughton
Common Council
155 Deer Hill Avenue
Danbury, CT 06810

RE: Emergency Shelter / DSS Grant

Attached for your review is a resolution and grant materials that continually provides funding for the City of Danbury's Emergency Homeless Shelter. Acceptance of this resolution will allow the Department of Health, Housing & Welfare to apply for and accept funding from the State of Connecticut, Department of Social Services in the amount of \$100,656.00.

No local match is required. The grant's time period is from October 1, 2006 to September 30, 2007. If you have any questions concerning the planning process, feel freed to contact me at any time. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott LeRoy".

Scott LeRoy MPH, MS
Director of Health, Housing & Welfare



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, 2006 through September 30, 2007; 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 \$100,656 is available for said purpose; and,

WHEREAS, the acceptance of said grant, if approved, will be in the best interests of the City of Danbury and its residents.

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
10/1/06 through 9/30/06

The City of Danbury relies on the Emergency Shelter Grant from the State of Connecticut to fund the bulk of its shelter operation costs. This amount has fluctuated over time due to State constraints. This year the grant amount was decreased (-202.00) to \$100, 656.00. The grant provides for the salaries of the full time and part time shelter aides during the evening everyday of the year. Other operating expenses and client transportation will also be funded.

There are no matching requirements for these funds, but other funds are used to cover to additional expenses associated with the day center, the overhead costs and the consumable supplies. These expenses have historically been funded through CDGB for this each year.

If these funds were not available, or if they were decreased significantly, the City's shelter and the services offered would be seriously jeopardized.

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.

"VIA E-MAIL"

September 28, 2006

Mr. Scott Leroy
Director of Health, Housing and Welfare
City of Danbury
155 Deer Hill Avenue
Danbury, CT 06810

Re: 2006-07 Emergency Shelters Funding (ESS)

Dear Mr. Leroy:

Please be advised that the Department of Social Services has made preliminary decisions concerning funding available for the programs referenced above for fiscal year 2007. You may prepare an application for funding in the amount of \$100,656 for the period October 1, 2006 through September 30, 2007.

Please submit the application in a narrative form including the following:

- A needs analysis, (Information supporting the need for these services)
- Changes to the program and /or staff and how these changes will affect the services
- A budget (Forms attached)
- An organizational chart, including the positions funded under this contract.
- A current certificate of Insurance (liability, bonding, etc.)

In addition, attached is a copy of Part I standard contract language for ESS programs. Please review it and provide us with the information requested in the highlighted sections.

The application, with all the information requested above, should be e-mailed or submitted on regular mail on or before October 16, 2006 to:

Blanca López
Department of Social Services
Community Services Division, 10th Floor
25 Sigourney Street
Hartford, CT 06106

Based on your submission, we will prepare a contract package for your review and signature. Please feel free to call me at 860-424-5415 or e-mail me at blanca.lopez@ct.gov, if you need any assistance or have any questions. Thank you.

Sincerely,

Blanca López
Program Assistance Specialist

I. SCOPE OF SERVICES, CONTRACT PERFORMANCE, BUDGET, REPORTS AND OTHER PROGRAM-SPECIFIC PROVISIONS

The Contractor shall provide the following specific services for the **Emergency Shelter Services (ESS)** program (“Program”) and agrees to comply with the terms and conditions set forth as required by the Department, including but not limited to the requirements and measurements for scope of services, contract performance, quality assurance, reports, terms of payment and budget. No provisions shall be contained in this Part I that negate, supersede or contradict any provision of Part II. In the event of any such inconsistency between Part I and Part II, the provisions of Part II shall control.

A. DESCRIPTION OF SERVICES

1. **Emergency Shelter** - The Contractor shall provide decent, safe and sanitary temporary emergency shelter and case management services to homeless individuals, at least 18 years old or emancipated minors, and families (“clients”).
 - a. **Access** - The Contractor shall allow access to the emergency shelter as follows:
 - i For individuals, hours of access shall be set forth in Part I Section B. 2. – Program Administration – Address/Hours of Service.
 - ii For families with children, 24-hour access, n/a days per week, n/a weeks per year. Families with children will not be required to leave the shelter except as necessary to comply with Action Plan (as described in A.3.b. below) requirements such as attending treatment, searching for employment, and permanent housing.
 - b. **Case management** - The Contractor shall provide case management services to all clients of the shelter. The case management services shall include, as necessary, but not be limited to: counseling, crisis intervention, assessment, goal planning, monitoring and encouraging client progress, assistance with obtaining housing, referrals to additional community support services including treatment or other services. Also, the Contractor may provide use of guest telephones, job readiness training, education/employment assistance, income management, and daily living skills training.
 - c. **Educational program for children** (if applicable) - The Contractor shall provide an educational program for children residing in the shelter. The program shall be administered by a staff teacher and shall include, but not be limited to daily educational programs that include age-appropriate activities for child residents, age three through eighteen. The teacher shall assess any developmental problems that may contribute to an inability to achieve satisfactory progress in school settings, and assist families in enrolling children in schools and special education programs.
2. **Drop-in day program** (if applicable)
 - a. The Contractor shall provide a drop-in Day Program that will offer men and women 18 years or older, who are homeless or at risk of homelessness respite from the streets. The Contractor shall provide services as described in Part I Section A.1.b. and A.3. to clients of the Day program, to assist them to become self-sufficient and obtain appropriate, permanent housing.
 - b. The Contractor shall continue to enhance professionalism of residential staff by providing mandatory and optional training. The training mandated by the Contractor is non-violent crisis prevention/intervention, CPR, Universal Precautions, fire/safety evacuation procedures and

documentation.

3. **Activities** - The Contractor agrees to perform the following activities to support the above services:
 - a. **Individual assessments:** The Contractor shall collect basic information regarding each client through the initial intake process. Such information may include, but not be limited to, age, marital status, family size, race, ethnicity, major source of income, reason for loss of housing, length of homelessness, rental/home ownership history, employment status, education history, history of substance abuse, and mental and physical health. This information shall be the basis for an assessment of the clients' needs and the development of an Action Plan with the client, as described in the next paragraph.
 - b. **Action Plans:** An Action Plan is a mutually agreed upon tool developed between the Contractor and client, as a result of the individual assessment. The Action Plan is used to identify the actions necessary to meet the clients' needs and establish such goals as permanent housing, access to health care, mental health care and addiction services, and other social and treatment services, as defined in E.1.a.
 - i. The Contractor shall review and update the Action Plan **monthly**. The Contractor's Case Managers shall maintain case notes as an on-going record of continuing assessment, provision of services and achievement of goals. Referrals to additional support services will occur in response to assessment of needs and the Action Plan.
 - c. **Workgroups:** The Contractor shall provide at least one workgroup **monthly** for clients covering topics that may include but not be limited to: budgeting, parenting skills and nutrition, as needed based upon the Action Plan.
 - d. **Provision of basic toiletries:** The Contractor shall provide clients with clothing, shower, laundry facilities and basic toiletries including but not limited to shampoo, soap, deodorant, toothbrush and toothpaste.
 - e. **Transportation assistance:** The Contractor shall provide clients with transportation to appointments, if available, by using the shelter van, staff's personal car (mileage to be reimbursed) and/or bus tokens.
 - f. **House meetings:** The Contractor shall conduct house meetings on an "as needed" basis, determined by Contractor's staff and/or clients in cooperation with staff, for the dissemination of information about services offered by the shelter, discussion of shelter house rules, and/or other issues affecting the operation of the shelter.
 - g. **Other:** *[Contractor Specific]. If "Other" is used, the contract will require review and approval by the Office of the Attorney General.*
4. **Population, beds, meals:** The Contractor shall provide the following services during the contract period:
 - a. **Clients:** The Contractor shall serve approximately **250** men and women.
 - b. **Beds:** The Contractor shall make available **15** beds for individuals and **0** beds for families for a total of **15** beds each day.
 - c. **Meals:** The Contractor shall provide **0** (#)meals per day (breakfast, lunch and dinner), seven days

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per week, 365 days per year to clients. *[Specific to each Contractor]*.

B. PROGRAM ADMINISTRATION

1. The Contractor shall staff the Program with the following positions that result in a minimum staff-to-client ratio of one paid staff or volunteer per twenty-five clients: *[list staff, as applicable, in the following format]*
 - a. Senior Shelter Staff Person – (1 Full Time) @ 35 hours per week
 - b. Shelter Staff Person – (1 Full Time) @ 35 hours per week
 - c. Shelter Staff person – (1 Part Time) @ 12 hours per week
2. **Address/Hours of Service:** The Contractor shall provide services at a facility located at 41 New Street, Danbury, CT *[address]*. This facility shall provide service to clients Monday through Friday 9p.m. to 3:30 p.m. *[service hours and days of the year]*.
3. **Address of administrative office:** The Contractor's administrative office shall be located at Department of Health, Housing & Welfare, 155 Deer Hill Ave, Danbury, CT 06810. *[office address]*.
4. **Full board meetings:** The Contractor will convene full Board of Directors meetings *n/a* *[# times]* times a year. *(Not applicable to towns and cities)*

C. PROGRAM EVALUATION

1. The Contractor agrees to conduct an annual self-assessment of the funded Program to assess goals, progress, and effectiveness. Such assessment shall be conducted by an individual or group of individuals who are not directly involved in the administration and operation of this Program. The Contractor shall produce a report that describes the methodology and results of the self-assessment. The report should identify, among other things, the individual(s) who conducted the self-assessment and their relationship to the Program, the strengths of the Program, the weaknesses of the Program and should include recommendations to the Contractor's staff. The Contractor shall present the report to its Governing Body and have any comments on the report documented through minutes of the meeting or other formal recording process. The report, including confirmation of its presentation to the Contractor's Governing Body and any comments thereto, shall be made available to the Department's Contract Manager at the time of the annual DSS on-site review or not later than eight months from the start date of this contract. Clients will participate in the Program's evaluation process by completing the Contractor's service satisfaction surveys. The Contractor will include a summary of such surveys completed in the evaluation report described herein.

D. QUALITY ASSURANCE

1. The Contractor agrees to comply with the regulations adopted by the Department in accordance with Section 17b-800 of the Connecticut General Statutes related to emergency shelters for the homeless and, as applicable, assure that all pertinent subcontractors comply as well.
2. The performance of the Contractor, and any applicable subcontractors, shall be reviewed and evaluated at least annually by Department staff. Such reviews and evaluations may be performed by examination of documents and reports, site visits to funded facilities and Program sites administered by the Contractor, or

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by a combination of both.

E. CLIENT-BASED OUTCOME MEASURES

1. The Contractor shall implement the programs and services described herein to assure the following outcomes on behalf of clients. Such outcomes shall be measured in the manner described herein and documented by client records. Outcome results achieved pursuant to these terms and conditions will be monitored by the Department.
 - a. **Outcome:** Client attains alternative housing and/or accesses social and/or treatment services. Alternative housing includes, but is not limited to, transitional housing, residential treatment programs, supportive and permanent housing. Social services include but are not limited to domestic violence abuse counseling, family counseling, educational and employment and financial counseling, child care, security deposit and rental assistance programs. Treatment services include, but are not limited to, residential and outpatient mental health and substance abuse treatment and medical treatment.
 - i **Measure 1**
 - a) **Individuals:** At least 25% % of clients access another community housing setting such as transitional housing, residential (treatment) program, or permanent housing.
 - b) **Families:** At least n/a % of clients access another community housing setting such as transitional housing, residential treatment program, or permanent housing.
 - ii **Measure 2**
 - a) **Individuals:** At least 50 % of clients access additional social and/or outpatient treatment services.
 - b) **Families:** At least n/a % of clients accesses additional social and/or outpatient treatment services.
 - iii **Measure 3**
 - a) **Individuals:** For clients whose Action Plans include agreed upon goals of accessing information on health, education, housing, budgeting, and/or other services as defined in section E.1.a. above, in order to make informed decisions about their health, education, finances, housing and other identified needs, 50 % were provided with such information, as individually appropriate, in order to enable them to make informed decisions on meeting those needs.
 - b) **Families:** For clients whose Action Plans. include agreed upon goals of accessing information on health, education, housing, budgeting, child care and/or other services as defined in section E.1.a. above, in order to make informed decisions about their health, education, finances, housing and other identified needs, n/a % were provided with such information, as individually appropriate, in order to enable them to make informed decisions on meeting those needs.

Percentages will be negotiated with Contractor. A 5% statistical variance from the outcome measures listed above is acceptable.

F. FEDERAL REQUIREMENTS

1. The State requires that the language of the following certification be included in the award documents for all sub-awards at all tiers including subcontracts, sub-grants, and contracts under sub-recipients, which shall certify and disclose accordingly. The Contractor certifies that:
 - a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the state, to any person for influencing or attempting to influence any officer or employee of any agency, member of Congress, an officer or employee of, or an employee of a member of Congress, or an employee of a member of Congress in connection with the awarding of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
 - b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the state shall complete and submit standard Federal form-LLL, "Disclosure Form to Report Lobbying," (obtained from Health and Human Services) in accordance with its instructions.
2. If Federal block grant funding is appropriated to this contract, the Department assumes no liability for payment unless the terms of this contract are in accordance with a legislatively approved block grant plan, as provided by Connecticut General Statutes §4-28b.

G. SUBCONTRACTED SERVICES

1. The Contractor agrees to notify the Department for review and approval prior to executing any subcontractor relationship for direct human services covered under this agreement.

[~ OR ~]

2. The Contractor agrees to subcontract with n/a [Subcontractor name and address], to implement the Program services or activities as described in Part I Section A of this contract, at a total cost not to exceed \$ n/a for the entire contract period.
3. The Contractor agrees to be responsible to the Department for the performance of any subcontractor. The establishment of a subcontractor relationship shall not relieve the Contractor of any responsibility or liability under the contract. The Contractor shall bear full responsibility without recourse, to the Department for their performance.

H. PROGRAMMATIC/STATISTICAL REPORTING

1. **Reports** - The Contractor shall submit the following reports:
 - a. **W-658 Homeless Shelter Demographic Report** - within 15 days following the end of each month.
 - b. **Six Months Progress Narrative Report (DSS-2055)** – the first report within 30 days following the end of the first six-month reporting period; and a final report within 60 days following the end of the

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contract period.

- c. **Emergency Shelter Grant Annual Performance Report (ESG)** – This report is applicable to only contractors who receive funds from the US Department of Housing and Urban Development (HUD). The Department will advise contractors when report is to be submitted.

2. **Where to send** – The Contractor shall send all reports to the DSS Program Representative located at Community Services Division, 10th Floor, Department of Social Services, 25 Sigourney Street, Hartford, CT 06106.

I. FINANCIAL REPORTING

1. **Reports** - The Contractor shall submit quarterly financial reports on *DSS-304* and *DSS-305* forms to the DSS Program Representative within 30 days following the end of each quarter for the first three quarters, and a final quarterly report within 60 days following the end of the contract period.
2. **Where to send** -The Contractor shall submit such required financial reports to the DSS Program Representative located at Community Services Division, 10th Floor, Department of Social Services, 25 Sigourney Street, Hartford, CT 06106.
3. **Interest earned** - Any interest earned by the Contractor as a result of payments authorized by the Department shall be reported to the Department by the Contractor on the next Quarterly Financial Report submitted after that interest income is earned. The Contractor agrees to follow the Department's direction as to the disposition of such interest income

J. BUDGET/PAYMENT PROVISIONS

1. The Department agrees to pay for services provided under this contract at a maximum amount not to exceed **\$ 100,656** for the entire contract period.
2. The Contractor agrees to utilize Department funds in accordance with the budget on page **1**. The Contractor shall submit a written request for payment on a quarterly basis. Each payment request must be submitted on a **DSS Form W-1270** to the DSS Program Representative. Requests for payment will be honored and funds released based on submission by the Contractor, with review and acceptance by the Department, of quarterly financial reports; the availability of funds; and the Contractor's compliance with the terms of the contract.
3. When the Department's review of any financial report or on-site examination of the Contractor's financial records indicate that under expenditure or under utilization of contract funds is likely to occur by the end of the contract year, the Department may, with advance notice to the Contractor, alter the payment schedule for the balance of the contract period.

K. BUDGET VARIANCE

1. The Contractor may transfer funds from one category to another (except for equipment) in the agreed upon and approved budget for a single component without prior notification to the Department under the following conditions:

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- a. The amount by which a single category may be increased may not exceed 15% of the approved amount or \$1,500, whichever is greater. This applies only to category amounts in the formally approved budget and subsequently approved budget revisions. Budget flexibility is to be applied to each component separately and is not to be computed on the composite budget items.
 - b. The number of people or the percentage of time charged to a job classification may be increased, provided this does not exceed the flexibility cited above,
 - c. The Contractor may not make any transfer under this procedure which involves any of the categories or kinds of expenditures specifically listed below,
 - d. All such transfers shall be reflected on the next submitted financial report.
2. The Department requires the following changes in approved Program budgets to have prior written Department approval by a formal **budget revision**:
- a. The purchase of an item of equipment not approved in the original budget,
 - b. A transfer which involves an increase of an approved category amount by more than 15% or \$1,500 whichever is greater,
 - c. Any increase in compensation for services under a third party contract,
 - d. Any transfer of funds from one component to another,
 - e. Any transfer of budgeted Program income or food reimbursement. The Department will respond to a properly executed request within 30 days of receipt.
3. No **budget revisions** proposed by the Contractor may be submitted later than 30 calendar days after the Program has ended, except that the Department may entertain, at any time, a budget revision for the purpose of increasing funds for the audit of the Program. The final financial report will show all category overruns. Costs incurred after the end of the budget period shall be disallowed except where the Department has expressly approved in writing and in advance.

K. TERMINATION

1. This Contract may be subject to the following termination provisions. The Contract may be terminated by the State:
 - a. For Convenience
 - b. For Financial Instability
2. All notices of termination as defined in the subsections below shall be signed by the Contract Administrator, shall specify a date of termination and shall be delivered to the Contractor no less than 90 days prior to the specified date of termination.
3. **Termination for Convenience**
 - a. The Department may terminate performance of work under the Contract in whole or in part whenever for any reason the Department shall determine that such termination is in the best interest of the Department and/or the State of Connecticut.
 - b. In the event that the Department elects to terminate the Contract pursuant to this provision, the

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Contract Administrator shall notify the Contractor by certified mail, return receipt requested. Termination shall be effective as of the close of business on the date specified in the notice.

4. Termination for Financial Instability

- a. In the event that the Contractor becomes financially unstable to the point of threatening the ability of the Department to obtain the services provided for under this contract, ceases to conduct business in the normal course, makes a general assignment for the benefit of creditors, suffers or permits the appointment of a receiver for its business or its assets, the Department may, at its option, immediately terminate this contract.
- b. In the event the Department elects to terminate this contract under this provision, it shall do so by the Contract Administrator sending notice of termination to the Contractor by certified mail, return receipt requested, specifying the date of termination.
- c. In the event of the filing of a petition in bankruptcy by or against a principal subcontractor, the Contractor shall immediately so advise the Department. The Contractor shall ensure that all tasks related to the subcontract are performed in accordance with the terms of the contract and agrees that the filing of a petition in bankruptcy by or against a subcontractor shall, in no way, relieve Contractor of its duties under this contract.

5. Procedure for Termination

- a. Upon delivery by certified mail to the Contractor of a Notice of Termination specifying the nature of the termination and the date upon which such termination becomes effective, the Contractor shall:
 - i. Stop work under the contract on the date and to the extent specified in the Notice of Termination.
 - ii. If the Department so directs in writing, terminate all subcontracts to the extent that they relate to the performance of work terminated by the Notice of Termination or assign to the Department in the manner and to the extent directed by the Contract Administrator all of the right, title, and interest of the Contractor under the subcontracts not so terminated, in which case the Department shall have the right, in its discretion, to settle or pay any and all claims arising out of the termination of such subcontracts.
 - iii. Complete the performance of such part of the work as shall not have been terminated by the Notice of Termination.
 - iv. Be entitled to payment for services rendered through the effective date of termination.

L. MISCELLANEOUS PROVISIONS

1. Contractor Procurements

- a. The Contractor agrees to conduct procurements of equipment, services, and/or supplies necessary to discharge its duties under this contract through the use of competitive bids. The Contractor must retain evidence of its procurements in its files for audit purposes.
- b. Contractors may obtain procurement guidance from the Department.

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2. Equipment and Supplies

- a. Equipment shall mean all tangible personal property such as tables, chairs, lamps, desks, copying machine, typewriters, computer equipment, etc., with a normal useful life of at least one year and an acquisition cost of more than \$2,500.
- b. Supplies shall mean all tangible personal property other than equipment.
- c. Purchase of equipment and supplies by the contract shall be limited to those items essential to carrying out the Program, operations and/or services authorized by this contract and approved by the Contract Administrator.
- d. The Contractor shall maintain an inventory of all equipment and shall provide copies of the inventory to the Department upon acquisition of the equipment or as requested by the Contract Administrator. The Department shall determine the inventory data requirements.
- e. Any item of equipment purchased under this agreement, may not be discarded, sold or removed from the inventory without the prior written approval of the Contract Administrator.
- f. Prior to the expiration or termination of the contact by either party, the Department will determine the manner of the disposition of all equipment and unused supplies purchased under this agreement.
- g. Within 90 days of the termination of this contract, the Contractor will be informed in writing by the Contract Administrator as to the disposition method of equipment and unused supplies if the agency goes out of business.

3. Audit Exceptions

In addition to and not in any way in limitation of the obligation of the agreement, it is understood and agreed by the Contractor that the Contractor shall be held liable for any State or Federal audit exceptions and shall return to the Department all payments made under the agreement to which exception has been taken or which have been disallowed because of such an exception.

4. Severability

If any provision of this contract is declared or found to be illegal, unenforceable, or void, then both parties shall be relieved of all obligations under that provision. The remainder of this contract shall be enforced to the fullest extent permitted by law.

PART III

FINANCING SUMMARY

PROGRAM NAME:
PROGRAM NUMBER:

City of Danbury 2006-07 Emergency Shelters Funding (ESS)

	Requested	Adjustments	Approved
Contract Amount			
<i>For Amendments Only</i>			
Previously Approved Contract Amount			
Amount of Amendment			\$

Line #	Item	Subcategory (a)	Line Item Total (b)	Adjustments (c)	Revised Total (d)
1	<u>UNIT RATE</u>				
	1a. Bed Days				
	1b. Client Advocate				
	1c. Security Deposit				
	1d. Other Unit Rate Costs				
	TOTAL UNIT RATE				
2	<u>CONTRACTUAL SERVICES</u>				
	2a. Accounting				
	2b. Legal				
	2c. Independent Audit	2,013			
	2d. Other Contractual Services				
	TOTAL CONTRACTUAL SERVICES	2,013	2,013		
3	<u>ADMINISTRATION</u>				
	3a. Admin. Salaries	2,013			
	3b. Admin. Fringe Benefits				
	3c. Admin. Overhead				
	TOTAL ADMINISTRATION	2,013	2,013		
4	<u>DIRECT PROGRAM STAFF</u>				
	4a. Program Salaries	68,656			
	4b. Program Fringe Benefits	21,124			
	TOTAL DIRECT PROGRAM	89,780	89,780		
5	<u>OTHER COSTS</u>				
	5a. Program Rent				
	5b. Consumable Supplies				
	5c. Travel & Transportation	750			
	5d. Utilities	5,000			
	5e. Repairs & Maintenance	500			
	5f. Insurance				
	5g. Food & Related Costs	600			
	5h. Other Project Expenses				
	TOTAL OTHER COSTS	6850	6,850		
6	<u>EQUIPMENT</u>				
7	<u>PROGRAM INCOME</u>				
	7a. Fees				
	7b. Other Income				
	TOTAL PROGRAM INCOME				
8	<u>TOTAL NET PROGRAM COST</u>				
	(Sum of 1 through 6, minus Line 7)				

1. UNIT RATE

HOMELESS SHELTERS ONLY

<p>1a. Bed Days</p> <p>x _____</p> <p>\$ _____</p> <p>(Financial Summary, Line 1a)</p>	<p>1b. Client Advocate Hours of Service</p> <p style="padding-left: 20px;"><i>Unit Rate</i></p> <p style="padding-left: 20px;"><i>Eligible Units</i></p> <p>x _____</p> <p>\$ _____</p> <p>(Financial Summary, Line 1b)</p>	<p>1c. Other Unit Rate Costs</p> <p>\$ _____</p> <p>(Financial Summary, Line 1c)</p>
<p>TOTAL UNIT RATE COSTS</p>		<p>\$ _____</p> <p>(Financial Summary, Line 1)</p>

2. CONTRACTUAL SERVICES

2a. Accounting

	Unit Cost	Total Cost
Item		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
TOTAL ACCOUNTING		\$ _____
		(Financial Summary, Line 2a)

2b. Legal

	Unit Cost	Total Cost
Item		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
TOTAL LEGAL		\$ _____
		(Financial Summary, Line 2b)

2c. Audit

	Unit Cost	Total Cost
Item		
City charges 2% for the cost of the State audit	\$ _____	\$ 2,013.00
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
TOTAL AUDIT		\$ 2,013.00
		(Financial Summary, Line 2c)

If an audit of expended DSS funds will be provided from other resources, please check this box

2d. Other Contractual Services

	Unit Cost	Total Cost
Item		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
TOTAL OTHER CONTRACTUAL SERVICES		\$ _____
		(Financial Summary, Line 2d)

TOTAL CONTRACTUAL SERVICES		\$ 2,013.00
		(Financial Summary, Line 2)

3. ADMINISTRATION

3a. Administrative Salaries

Position	Annual Salary	No. of Persons	% funded in this contract	Total Salary
_____	\$ _____	_____	_____	\$ _____
_____	\$ _____	_____	_____	\$ _____
_____	\$ _____	_____	_____	\$ _____
_____	\$ _____	_____	_____	\$ _____
_____	\$ _____	_____	_____	\$ _____
_____	\$ _____	_____	_____	\$ _____
_____	\$ _____	_____	_____	\$ _____
_____	\$ _____	_____	_____	\$ _____
_____	\$ _____	_____	_____	\$ _____
_____	\$ _____	_____	_____	\$ _____
_____	\$ _____	_____	_____	\$ _____

TOTAL ADMINISTRATIVE SALARIES (cash) \$ _____
 (Financial Summary, Line 3a)

3b. Administrative Fringe Benefits and Payroll Taxes

Health Insurance @ _____ of _____	\$ _____
Pension @ _____ of _____	\$ _____
F.I.C.A. @ _____ of _____	\$ _____
Unemployment Compensation @ _____ of _____	\$ _____
Worker's Compensation @ _____ of _____	\$ _____
Other: _____ of _____	\$ _____
_____	\$ _____

TOTAL ADMINISTRATIVE FRINGE BENEFITS & PAYROLL TAXES \$ _____
 (Financial Summary, Line 3b)

3c. Administrative Overhead

Item	Unit Cost	Total Cost
City charges 2% of Grant for private audit.	\$ 2,013	\$ 2,013
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

TOTAL ADMINISTRATIVE OVERHEAD \$ 2,013
 (Financial Summary, Line 3c)

TOTAL ADMINISTRATION \$ 2,013.00
 (Financial Summary, Line 3)

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4. DIRECT PROGRAM STAFF

4a. Program Salaries

Position	Annual Salary	No. of Persons	% funded in this contract	Total Salary
FT Shelter Staff Person	\$ 34,906	1	100%	\$ 34,906
FT Shelter Staff Person	\$ 27,654	1	100%	\$ 27,654
PT Shelter Staff Person	\$ 5,616.00	0.333	100	\$ 5,616
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$

TOTAL PROGRAM SALARIES **\$ 68,177**
(Financial Summary, Li)

4b. Program Fringe Benefits and Payroll Taxes

Health Insurance @ 50 % of city costs less emp contribution	of 62,561	\$ 27,654
Pension @	of	\$ 0
F.I.C.A. @ 7.65%	of 68,177	\$ 4,996
Unemployment Compensation @	of 68,177	\$ 0
Worker's Compensation @ \$3.77/100*.433541	of 68,177	\$ 1,114
LTD @ .238/\$100 salary(full time only)	of 62,561	\$ 149
Life ins city costs(full time only)	of 62,561	\$ 356

TOTAL PROGRAM FRINGE BENEFITS & PAYROLL TAXES **\$ 34,269**
Total to be covered by grant **21,603**

(Financial Summary, Li)

TOTAL DIRECT PROGRAM STAFF **\$ 89,780.00**
(Financial Summary, Li)

5. OTHER COSTS

5a. Program Rent

Item	Unit Cost	Total Cost
	\$	\$
	\$	\$
	\$	\$
	\$	\$

TOTAL PROGRAM RENT **\$ 0**
(Financial Summary, Li)

5. OTHER COSTS (continued)

5b. Consumable Supplies

Item	Unit Cost	Total Cost
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
TOTAL CONSUMABLE SUPPLIES		\$ 0 (Financial Summary, Line 5b)

5c. Travel and Transportation

Item	Unit Cost	Total Cost
Bus passes for shleter & day center clients (600)	1.25 x 600	\$ 750
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
TOTAL TRAVEL AND TRANSPORTATION		\$ 750 (Financial Summary, Line 5c)

5d. Utilities

Item	Unit Cost	Total Cost
payments towards enegy costs of shelter	\$ _____	\$ 5,000.00
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
TOTAL UTILITIES		\$ 5,000.00 (Financial Summary, Line 5d)

5e. Repairs and Maintenance

Item	Unit Cost	Total Cost
Repiars & Maintainence of shelter	\$ _____	\$ 500.00
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
TOTAL REPAIRS AND MAINTENANCE		\$ 500.00 (Financial Summary, Line 5e)

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5f. Insurance

Insurance Type	Unit Cost	Total Cost
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

TOTAL INSURANCE **\$ 0.00**
(Financial Summary, Line 5f)

5g. Food and Related Costs

Item	Unit Cost	Total Cost
food and beverages for clients	\$ _____	\$ 600.00
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

TOTAL FOOD AND RELATED COSTS **\$ 600.00**
(Financial Summary, Line 5g)

5h. Other Project Costs

Item	Unit Cost	Total Cost
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

TOTAL OTHER PROJECT COSTS **\$ 0.00**
(Financial Summary, Line 5h)

TOTAL OTHER COSTS **\$ 0.00**
(Financial Summary, Line 5)

6. EQUIPMENT

6a. Equipment

Item	Unit Cost	Total Cost
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

TOTAL EQUIPMENT **\$ 0.00**
(Financial Summary, Line 6)

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7. PROGRAM INCOME

7a. Program Income

	Description	Total Income
FEES:	_____ _____ _____	\$ _____
LEASE:	_____ _____ _____	\$ _____
SALE:	_____ _____ _____	\$ _____
INTEREST:	_____ _____ _____	\$ _____
OTHER:	_____ _____ _____	\$ _____

TOTAL PROGRAM INCOME

\$ 0.00
(Financial Summary, Line 7)