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CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

DAVID W. ST. HILAIRE
DIRECTOR FINANCE

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

M E M O R A N D U M

DATE: 2/16/11
TO: HON. MARK D. BOUGHTON VIA THE CITY COUNCIL
FROM: DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DWH*
RE: RESOLUTION-DSS SHELTER GRANT

Attached for your review is a resolution that will allow the City of Danbury, Department of Health and Human Services to accept funding from the State of Connecticut, Department of Social Services (DSS).

This two-year funding period will cover 10/1/10-9/30/12 and will be used for operating the City's shelter. Year 1 (10/1/10-9/30/11) will be funded for the amount of \$115,103 and Year 2 (10/1/11-9/30/12) will be funded for the amount of \$99,306. 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.

Attach.

DST/sk

Cc: S. Leroy



RESOLUTION

9-1

CITY OF DANBURY, STATE OF CONNECTICUT

_____ A.D. 2011

RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

WHEREAS, the State of Connecticut Department of Social Services has notified the City of Danbury Health and Human Services Department of the opportunity to apply for grant funding to assist in offering services to operate the emergency shelter; and

WHEREAS, this funding, if awarded, will be for a two year period covering 10/1/10 through 9/30/12 and will not exceed \$214,409 and requires no local match; and

WHEREAS, Year One will cover 10/1/10 through 9/30/11 and will be funded in the amount of \$115,103 and Year Two will cover 10/1/11 through 9/30/12 and will be funded in the amount of \$99,306; and

WHEREAS, shelter operating expenses will be funded through this program.

NOW THEREFORE BE IT RESOLVED THAT Mark D. Boughton, Mayor of the City of Danbury, or Scott T. Leroy, Director of Health, as his designee, is hereby authorized to apply for and accept said funds and to execute all contracts and agreements necessary to effectuate the purposes thereof.



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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

Mayor Mark Boughton & City Council
155 Deer Hill Ave
Danbury, CT 06810

2/14/11

RE: DSS Emergency Shelter Grant 10/1/10 through 9/30/12

The City of Danbury relies heavily on the CT Department of Social Services (DSS) 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 funding the City of Danbury's Health and Human Resource Department for 2 year blocks. The total funding for the two year period is **\$214,409.00** (\$115,103 from October 1, 2010 through September 30, 2011, and \$99,306 from October 1, 2011 through September 30, 2012). This grant will provide funding for salaries of a full time and part time shelter staff each day of the year. Additionally, client transportation and other required and necessary operating expenses will be partially funded through this much needed 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 costs.

It is important that a Resolution be approved by the Common Council to allow the Finance Department to cover expenses incurred by the Emergency Shelter and Day Center that are not covered by the DSS & CDGB grants or other sporadic funding sources (i.e. donations and other grants) identified throughout the fiscal year. Without the City's assistance, our Emergency Shelter, Day Center and its services would be decreased. In the past, the City of Danbury has been supportive of the needs and efforts that the Emergency Shelter and Day Center has provided to the homeless and at risk of being homeless individuals. In today's difficult economic times, the Emergency Shelter will continue to provide services and assistance to this needed population and will assist and promote the Mayor's Ten Year Plan to End Homelessness.

It is also critical that our State & Federal 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.

Sincerely,



Scott T. LeRoy MPH, MS

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

PROGRAM NAME: Emergency Shelter Services
 PROGRAM NUMBER: 10DSS3701GT/034 ESS-23

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		Requested	Adjustments	Approved
Contract Amount		\$ 214,409		\$ 214,409

<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	CONTRACTUAL SERVICES				
	1a. Accounting				
	1b. Legal				
	1c. Independent Audit	6,435			6,435
	1d. Other Contractual Services				
	TOTAL CONTRACTUAL SERVICES		6,435		6,435
2	ADMINISTRATION				
	2a. Admin. Salaries				
	2b. Admin. Fringe Benefits				
	2c. Admin. Overhead	6,435			6,435
	TOTAL ADMINISTRATION		6,435		6,435
3	DIRECT PROGRAM STAFF				
	3a. Program Salaries	150,540			150,540
	3b. Program Fringe Benefits	14,678			14,678
	TOTAL DIRECT PROGRAM		165,218		165,218
4	OTHER COSTS				
	4a. Program Rent				
	4b. Consumable Supplies				
	4c. Travel & Transportation				
	4d. Utilities	15,485			15,485
	4e. Repairs & Maintenance				
	4f. Insurance				
	4g. Food & Related Costs	3,500			3,500
	4h. Other Project Expenses				
	4i. Tenant Based Rental Subsidies				
	TOTAL OTHER COSTS		18,985		18,985
5	HMIS - year one award				
	5a. Data entry staff	17,336			17,336
	5b. Customized reports				
	Total HMIS		17,336		17,336
6	ESG				
	6a. Shelter renovation, rehabilitation or conversion				
	6b. Essential Services				
	6c. Operational Costs				
	6d. Homeless Prevention Activities				
	6e. Administrative Costs				
	TOTAL ESG				
7	EQUIPMENT				
8	PROGRAM INCOME				
	8a. Fees				
	8b. Other Income				
	TOTAL PROGRAM INCOME				
7	TOTAL NET PROGRAM COST	214,409	214,409		214,409
	(Sum of 1 through 7, minus Line 8)				

PROGRAM NAME: Emergency Shelter Services 10/1/2010 - 9/30/2011
PROGRAM NUMBER: 10DSS3701GT/034 ESS-23

		Requested	Adjustments	Approved	
Contract Amount		\$ 115,103			
For Amendments Only					
Previously Approved Contract Amount					
Amount of Amendment				\$	
Line #	Item	Subcategory (a)	Line Item Total (b)	Adjustments (c)	Revised Total (d)
1	CONTRACTUAL SERVICES				
	1a. Accounting				
	1b. Legal				
	1c. Independent Audit	3,455			3,455
	1d. Other Contractual Services				
	TOTAL CONTRACTUAL SERVICES		3,455		3,455
2	ADMINISTRATION				
	2a. Admin. Salaries				
	2b. Admin. Fringe Benefits				
	2c. Admin. Overhead	3,455			3,455
	TOTAL ADMINISTRATION		3,455		3,455
3	DIRECT PROGRAM STAFF				
	3a. Program Salaries	75,270			75,270
	3b. Program Fringe Benefits	7,339			7,339
	TOTAL DIRECT PROGRAM		82,609		82,609
4	OTHER COSTS				
	4a. Program Rent				
	4b. Consumable Supplies				
	4c. Travel & Transportation				
	4d. Utilities	7,248			7,248
	4e. Repairs & Maintenance				
	4f. Insurance				
	4g. Food & Related Costs	1,000			1,000
	4h. Other Project Expenses				
	4i. Tenant Based Rental Subsidies				
	TOTAL OTHER COSTS		8,248		8,248
5	HMIS - year one award				
	5a. Data entry staff	17,336			17,336
	5b. Customized reports				
	Total HMIS		17,336		17,336
6	ESG				
	6a. Shelter renovation, rehabilitation or conversion				
	6b. Essential Services				
	6c. Operational Costs				
	6d. Homeless Prevention Activities				
	6e. Administrative Costs				
	TOTAL ESG				
7	EQUIPMENT				
8	PROGRAM INCOME				
	8a. Fees				
	8b. Other Income				
	TOTAL PROGRAM INCOME				
7	TOTAL NET PROGRAM COST				
	(Sum of 1 through 7, minus Line 8)	115,103	115,103		115,103

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PROGRAM NAME: Emergency Shelter Services 10/1/2011 to 9/30/2012
PROGRAM NUMBER:

		Requested	Adjustments	Approved
Contract Amount		\$ 99,306		

For Amendments Only				
Previously Approved Contract Amount				
Amount of Amendment				\$

Line #	Item	Subcategory (a)	Line Item Total (b)	Adjustments (c)	Revised Total (d)
1	CONTRACTUAL SERVICES				
	1a. Accounting				
	1b. Legal				
	1c. Independent Audit	2,980			2,980
	1d. Other Contractual Services				
	TOTAL CONTRACTUAL SERVICES		2,980		
2	ADMINISTRATION				
	2a. Admin. Salaries				
	2b. Admin. Fringe Benefits				
	2c. Admin. Overhead	2,980			2,980
	TOTAL ADMINISTRATION		2,980		
3	DIRECT PROGRAM STAFF				
	3a. Program Salaries	75,270			75,270
	3b. Program Fringe Benefits	7,339			7,339
	TOTAL DIRECT PROGRAM		82,609		82,609
4	OTHER COSTS				
	4a. Program Rent				
	4b. Consumable Supplies				
	4c. Travel & Transportation				
	4d. Utilities	8,237			8,237
	4e. Repairs & Maintenance				
	4f. Insurance				
	4g. Food & Related Costs	2,500			2,500
	4h. Other Project Expenses				
	4i. Tenant Based Rental Subsidies				
	TOTAL OTHER COSTS		10,737		10,737
5	HMIS - year one award				
	5a. Data entry staff				
	5b. Customized reports				
	Total HMIS				
6	ESG				
	6a. Shelter renovation, rehabilitation or conversion				
	6b. Essential Services				
	6c. Operational Costs				
	6d. Homeless Prevention Activities				
	6e. Administrative Costs				
	TOTAL ESG				
7	EQUIPMENT				
8	PROGRAM INCOME				
	8a. Fees				
	8b. Other Income				
	TOTAL PROGRAM INCOME				
7	TOTAL NET PROGRAM COST				
	(Sum of 1 through 7, minus Line 8)	99,306	99,306		99,306