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CITY OF DANBURY

HEALTH & HUMAN SERVICES DEPARTMENT
155 DEER HILL AVENUE, DANBURY, CONNECTICUT 06810

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Social Services Office
Tel: (203) 797-4569
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October 30, 2013

Mayor Mark Boughton and City Council
City Hall
155 Deer Hill Avenue
Danbury, Connecticut 06810

RE: Phase 31 Emergency Food and Shelter Program March 1, 2013 through February 28, 2014

The City of Danbury relies heavily on United Way of Western Connecticut, Local Board Emergency Food and Shelter Program (EFSP) to assist in funding the Emergency Shelter and Day Center operational costs. The total funding requested is \$1,500.00 for a period of March 1, 2013 through February 28, 2014. Required and necessary operating expenses will be funded through this much needed grant.

There are no matching requirements for this fund. It is important that a Resolution be approved by the City Council to cover expenses incurred by the Emergency Shelter and Day Center during their days/hours of operation on a daily basis. Without the City's assistance, our Emergency Shelter, Day Center and its much requested 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 those at risk of becoming homeless. In today's ever-present struggle and difficult times, the Emergency Shelter will continue to provide services and assistance to this much needed population and will support and promote the Mayor's Ten Year Plan to End Homelessness.

It is also critical that our State and 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 funding for these invaluable human services.

Sincerely,


Scott LeRoy, MPH, MS
Director of Health and Human Services



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____ A.D. 2013

RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

WHEREAS, the Federal Emergency Management Agency (FEMA), has made funding available to the City of Danbury through the United Way from the Emergency Food and Shelter Program; and

WHEREAS, the Health and Human Services Department initiated a request for funds in the amount of \$1,500.00 to fund operating expenses at the City of Danbury homeless shelter; and

WHEREAS, this funding covers the period March 1, 2013 – February 28, 2014 and requires no local match.

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 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.

Important Information about the Emergency Food & Shelter Program

Thank you for your interest in applying for Emergency Food and Shelter Program (EFSP) funds.

By completing this application, your organization acknowledges that you agree to follow all program requirements and no organization is guaranteed funding through the program for any reason.

The information below has been compiled to help your organization determine its eligibility for and ability to administer EFSP funds. If you have questions about the program or the application, please feel free to contact Karen Mello at (203) 297-6687 or karen.mello@uwwesternct.org.

About the EFSP

The Emergency Food and Shelter Program was created in 1983 to supplement and expand the work of local social service agencies, both nonprofit and governmental, in an effort to help people with economic (not disaster-related) emergencies. EFSP funding is Federal Funding awarded through the Department of Homeland Security and is open to all organizations helping hungry and homeless people. EFSP funds must be used to supplement feeding, sheltering (including transitional sheltering) and rent/mortgage and utility assistance efforts only.

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.

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 assistance. The list below provides general descriptions of allowable expenditures.

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.

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).

EMERGENCY REPAIRS/BUILDING CODE - This category is for emergency repairs to comply with building code citations for a mass feeding/shelter facility. Maximum expenditure is \$2,500.

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 the program manual and other important information online at www.efsp.unitedway.org. If you are considering applying for funds for the first time and would like more information on documentation requirements, please refer to the online program manual or contact the Local Board Chair.

Eligibility:

Local Recipient Organizations must certify that they meet all eligibility requirements. **The following partial list of requirements has been provided to help your organization determine its eligibility for and ability to administer the EFSP:**

- Is a nonprofit or an agency of government with a Federal Employer Identification Number (FEIN)
- Has a Data Universal Number System (DUNS) number issued by Dun & Bradstreet for federal grant tracking

- Is not debarred or suspended from receiving Federal funds
- Demonstrated capability to provide emergency food and shelter services within the guidelines and restrictions of the EFSP
- Will use funds to *supplement and extend existing resources* and not to substitute or reimburse ongoing programs and services
- Has an accounting system and will pay all vendors by LRO check, LRO vendor issued credit card, or LRO debit card and understands that cash payments are not acceptable
- Will conduct an independent annual review/audit if receiving \$25,000 or more in EFSP funds
- Has not received an adverse opinion or no opinion audit
- Practices non discrimination (LROs with a religious affiliation will not refuse service to an applicant based on religion, nor engage in religious proselytizing or religious counseling with Federal funds)
- Has a voluntary board if private, not-for-profit
- Will comply with the Responsibilities and Requirements Manual, particularly the Eligible and Ineligible Costs section and will inform appropriate staff and volunteers of EFSP requirements
- Will provide all required reports to the Local Board in a timely manner
- Will expend monies only on eligible costs and keep complete documentation as required by EFSP on all expenditures for a minimum of three years after the end of the program
- Will expend all funds and close-out the program by the jurisdiction's selected end-of-program date and return any unused funds to the National Board
- Has no known EFSP compliance exceptions in this or any other jurisdiction
- A financial management system is in place that provides for
 - Accurate, current, and complete disclosures of the financial results of EFSP
 - Records that identify adequately the source and application of funds for federally supported activities, including information pertaining to Federal awards, authorizations, obligations, un-obligated balances, assets, outlays and incomes.
 - Effective control over and accountability for all funds, property, and other assets
 - Procedures for determining eligibility of costs in accordance with EFSP manual.
 - Accounting records that are supported by source documentation. LROs must maintain and retain a register of cash receipts and disbursements and original supporting documentation such as purchase orders, invoices, canceled checks, sign-in logs and any other documentation necessary to support costs under the program
 - A systematic method to assure timely and appropriate resolution of audit findings and recommendations

EMERGENCY FOOD & SHELTER PROGRAM

Application for Phase 31 Funding (Spending Period 3/1/2013-2/28/14)

The original application and all attachments must be received by Noon on Monday, October 28, 2013. In addition, the application with attachments MUST be emailed to karen.mello@uwwesternct.org by the stated deadline.

11-5

CONTRACT AMENDMENT

FINANCING SUMMARY

034-ESS-1

PROGRAM NAME: City of Danbury
 PROGRAM NUMBER: 034-ESS-1 / 13DOH0101AZ

| Contract Amount | | | Requested | Adjustments | Approved |
|-------------------------------------|--|-------------|-------------------|-------------|---------------|
| <i>For Amendments Only</i> | | | | | |
| Previously Approved Contract Amount | | | 90,870.00 | | |
| Amount of Amendment | | | | 117,756.00 | 208,626.00 |
| Line# | Item | Subcategory | Line Item Total | Adjustments | Revised Total |
| 1 | CONTRACTUAL SERVICES | | | | |
| | 1a. Accounting | 0.00 | | | |
| | 1b. Legal | 0.00 | | | |
| | 1c. Independent Audit | 3,710.00 | | | |
| | 1d. Other Contractual Services | 0.00 | | | |
| | TOTAL CONTRACTUAL SERVICES | | 3,710.00 | | |
| 2 | ADMINISTRATION | | | | |
| | 2a. Admin Salaries | 0.00 | | | |
| | 2b. Admin Fringe Benefits | 0.00 | | | |
| | 2c. Admin Overhead | 3,710.00 | | | |
| | TOTAL ADMINISTRATION | | 3,710.00 | | |
| 3 | DIRECT PROGRAM STAFF | | | | |
| | 3a. Program Salaries | 77,281.00 | | | |
| | 3b. Program Fringe Benefits | 7,535.00 | | | |
| | TOTAL DIRECT PROGRAM | | 84,816.00 | | |
| 4 | OTHER COSTS | | | | |
| | 4a. Program Rent | 0.00 | | | |
| | 4b. Consumable Supplies | 0.00 | | | |
| | 4c. Travel & Transportation | 0.00 | | | |
| | 4d. Utilities | 8,356.00 | | | |
| | 4e. Repairs & Maintenance | 0.00 | | | |
| | 4f. Insurance | 0.00 | | | |
| | 4g. Food & Related Costs | 1,368.00 | | | |
| | 4h. Other Project Expenses | 0.00 | | | |
| | 4i. Tenant-based Rental Subsidies | 0.00 | | | |
| | TOTAL OTHER COSTS | | 9,724.00 | | |
| 5 | HOUSING MANAGEMENT INFORMATION SYSTEM (HMIS) | | | | |
| | 5a. Data entry staff | 0.00 | | | |
| | 5b. Customized reports | 0.00 | | | |
| | TOTAL HMIS | | 15,796.00 | | |
| 6 | ESG (Emergency Solutions Grant) | | | | |
| | 6a. Street Outreach | 0.00 | | | |
| | 6b. Emergency Shelter | 0.00 | | | |
| | 6c. Homelessness Prevention | 0.00 | | | |
| | 6d. Rapid Rehousing | 0.00 | | | |
| | 6e. Homeless Management Information System (HMIS) | 0.00 | | | |
| | 6f. Administrative* | 0.00 | | | |
| | TOTAL ESG (Emergency Solutions Grant) | | 0.00 | | |
| 7 | EQUIPMENT | | 0.00 | | |
| 8 | SUBTOTAL OF EXPENSES | | 117,756.00 | | |
| 9 | PROGRAM INCOME | | | | |
| | 9a. Fees | 0.00 | | | |
| | 9b. Other Income | 0.00 | | | |
| | 9c. Interest Income | 0.00 | | | |
| | TOTAL PROGRAM INCOME | | 0.00 | | |
| 10 | TOTAL NET PROGRAM COSTS (line 8 minus line 9) | | 117,756.00 | | |

*Up to 7.5% of the grant may be used for administrative costs. Calculation based upon entire FY year allocation.

EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM PHASE 31 LOCAL RECIPIENT ORGANIZATION CERTIFICATION

By signing this Local Recipient Organization (LRO) Certification Form, our agency certifies we have read and understand the Emergency Food and Shelter Program (EFSP) Phase 30 Responsibilities and Requirements Manual and Phase 31 Addendum, including the Grant Agreement Articles, Financial Terms and Conditions, and Other Terms and Conditions as well as the Eligible and Ineligible Costs and Documentation sections and agree to comply with all program requirements. Our agency understands that all parties will be held accountable for complying with the provisions of the grant as well as full compliance with applicable requirements of all other Federal laws, Executive Orders, regulations, and policies governing this program including those not specifically stated in the Manual and the accompanying Phase 31 Addendum. All appropriate staff and volunteers have been informed of EFSP requirements. The Local Board has been provided and we have retained a copy of this form for our records.

I certify that my public or private agency:

- Has the capability to provide emergency food and/or shelter services.
- Will use funds to supplement/extend existing resources and not to substitute or reimburse ongoing programs and services.
- Is nonprofit or an agency of government.
- Will not use EFSP funds as a cost-match for other Federal funds or programs.
- Has an accounting system, and will pay all vendors by an approved method of payment.
- Understands that cash payments (including petty cash) are not eligible under EFSP.
- Conducts an independent annual review if receiving \$25,000-\$49,999/an independent annual audit if receiving \$50,000 or more in EFSP funds, and an OMB Circular A-133 if receiving \$500,000 or more in Federal funding.
- Has not received an adverse or no opinion audit.
- Is not debarred or suspended from receiving Federal funds.
- Has provided a Federal Employer Identification Number (FEIN) to EFSP.
- Has provided a Data Universal Number System (DUNS) number issued by Dun & Bradstreet (D&B) and required associated information to EFSP.
- Practices non-discrimination (agencies with a religious affiliation, will not refuse service to an applicant based on religion, nor engage in religious proselytizing or religious counseling in any program receiving Federal funds).
- Will not charge a fee to clients for EFSP funded services.
- Has a voluntary board if private, not-for-profit.
- Will provide all required reports to the Local Board in a timely manner; (i.e., Second Payment/Interim Request and Final Reports).
- Will expend monies only on eligible costs and keep complete documentation (copies of canceled LRO checks -- front and back, other proof of payment, invoices, receipts, etc.) on all expenditures for a minimum of three years after end-of-program date, and for compliance issues until resolved.
- Will spend all funds and close-out the program by my jurisdiction's selected end-of-program date and return any unused funds (\$5.00 or more) to the National Board.
- Will provide complete, accurate documentation of expenses to the Local Board, if requested, following my jurisdiction's selected end-of-program date.
- Will not use EFSP funding for any lobbying activities and if receiving \$100,000 or more, will provide the "Certification Regarding Lobbying" and, if applicable, will complete Standard Form LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- Has no known EFSP compliance exceptions in this or any other jurisdiction.

Note: Check this box only if your Local Board has additional requirements beyond those of the National Board. The Local Board must attach a copy of those requirements to the Local Board Plan when submitted to the National Board.

This form must be completed in its entirety. Please do not alter this form; any questions regarding the form should be directed to EFSP staff.

LRO ID (9 digits): 142262-008 FEIN#: 06-6001868 DUNS #: 072123250

LRO Name: City of Danbury

Address: 155 Deer Hill Avenue

City/State/Zip: Danbury Ct 06810

Phone #: (203) 797-4625 Fax #: 203 796-1596 Email: s.leeuy@danbury-ct.gov

Print Name: Scott LeRoy Date: 10/24/17

Signature: 