

## HDF GRANT SYNOPSIS

### SPONSOR:

Homeless Planning Council (HPC) of Delaware, Inc., established in 2001, is a nonprofit, locally represented group.

### PROGRAM:

To facilitate linkage, partnerships, and networking that provides efficient, cost-effective and collaborative services to the homeless of Delaware. HPC's main program is Delaware Homeless Management Information System (DE-HMIS). DE-HMIS is helping agencies integrate technology into their day-to-day operations, build staff capacity, and use technology to better serve those in need.

### GRANT REQUEST:

\$80,000 (Administrative and operating grant to support DE-HMIS and other administrative expenses).

### PROGRAM BENEFICIARIES:

DE-HMIS participants and, indirectly, homeless individuals - including those living with HIV/AIDS, mental health disorders, substance abuse problems, physical disabilities; the chronically homeless and homeless families, homeless service providers. Also, Delaware Interagency Council on Homelessness (DICH) benefits from HPC data collection and activities.

### DE-HMIS PARTICIPANTS:

AID in Dover	Delaware Center for Justice
Casa San Francisco	Destiny House
Child, Inc.	Delaware Teen Challenge Inc.
Connections	Sojourners' Place
Gateway House	STEHM (Supportive Transitional and Emergency Hsg. Ministry)
Home of the Brave	Sussex Community Crisis Housing
House of Pride	Salvation Army
Lutheran Community Services	Shepherd Place
Ministry of Caring	Spiritual Awakenings
NAMI Delaware	West End Neighborhood House
Mission of Hope	Whatcoat Social Services Agency
Peoples Place II	YWCA

September 2009 - they will be adding all of the Homeless Prevention and Rapid Re-Housing Program (HPRRP) Sub-Grantees who are to be determined based upon the outcome of the request for proposal.

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BACKGROUND ON HPC:

1. In 1993, the U.S. Department of Housing and Urban Development (HUD) implemented the Continuum of Care strategy for managing and competitively awarding annual homeless assistance funds to develop and maintain, on a year-round basis, a comprehensive system of housing and services for homeless persons. According to the HUD, “A successful Continuum of Care includes: (1) outreach; (2) emergency shelter; (3) transitional housing with appropriate services; and (4) permanent housing or permanent supportive housing.”
2. Beginning in 1998, a broad group representing numerous entities began working together to develop and nurture a statewide Continuum of Care to benefit all Delawareans who may be, or may become, homeless. Ultimately this group became the Homeless Planning Council of Delaware, Inc.
3. The HPC has coordinated the Continuum of Care Grant since 1998, bringing over \$45 million in federal homeless funding to Delaware. 2008 federal funding was \$5.35 million.

4. **2008 Continuum of Care Funding**

Agency	Purpose(s)	Funding
Ministry of Caring	Bethany House	\$45,612.00
Connections CSP	Delthine House Safe Haven	\$152,421.00
Connections CSP	Easy Access 2	\$399,128.00
Connections CSP	Enterprise Permanent Housing	\$249,240.00
YWCA	Home-Life Management Center II	\$323,967.00
Ministry of Caring	House of Joseph II	\$212,357.00
Ministry of Caring	House of Joseph II- Expansion	\$145,034.00
Ministry of Caring	House of Joseph Transitional Residence	\$374,174.00
Connections CSP	Judy’s House	\$291,161.00
West End Neighborhood House	Life Lines Permanent Living Program	\$252,207.00
Ministry of Caring	Mary Mother of Hope House Transitional Residence	\$66,467.00
Ministry of Caring	Nazareth House Transitional Residence	\$129,874.00

Connections CSP	Next Step Permanent Housing	\$212,970.00
Connections CSP	Permanent Housing for 20	\$149,429.00
Division of Substance Abuse and Mental Health	Permanent Housing for 5 Homeless Adults with Psychiatric Disabilities	\$26,596.00
Division of Substance Abuse and Mental Health	Permanent Housing for 8 Homeless Adults with Psychiatric Disabilities	\$128,049.00
Ministry of Caring	Samaritan Outreach	\$647,697.00
Ministry of Caring	St. Francis Transitional Residence	\$200,408.00
Gateway House	Supportive Housing Program	\$67,334.00
Division of Substance Abuse and Mental Health	Transitional Housing for 30 Adults with Multiple Disabilities	\$1,276,317.00
<b>Total Funding 2008 CoC</b>		<b>\$5,350,442.00</b>

PROGRAM DESCRIPTION:

1. A 12-month grant period is proposed (10/1/2009 - 09/30/2010).
2. The purpose of the grant is to oversee the DE-HMIS system which is a software system for data collection used by the homeless, transitional and permanent supportive housing agencies. The data collected will substantiate continued funding of the Continuum of Care grant and Emergency Shelter Grants. This HDF grant will also provide a portion of HPC's administrative costs.
3. The Executive Director for the HPC will oversee the DE-HMIS and complete all tasks for the program including but not limited to public relations, database maintenance, technical assistance, training, accounting, grant writing and HUD requirement compliance.
4. Supports statewide homelessness planning for DICH by data collection and advisement.

**HPC BUDGET  
FY 2010**

**Revenue**

DSHA	\$ 80,000
City of Wilmington CDBG	17,860
New Castle County CDBG	13,000
HMIS Users Fees	36,000
Continuum of Care Applicant Fees	10,000
HPRRP	43,000
Forum Revenue	10,000
Delaware Community Foundation Grant	1,500
Housing Capacity Building Program Grant	8,171
Miscellaneous Income	<u>1,200</u>

**Total** **\$220,731**

**Expenses**

**Personnel**

Executive Director-Salary	\$ 61,083
Benefits	4,815
Employer Paid Taxes	8,168
DE-HMIS Administrator	35,000
Professional Consultant	<u>5,000</u>
<b>Subtotal</b>	<b>\$114,066</b>

**Operating Expenses**

Payroll Processing	\$ 800
Supplies and Postage	5,000
Printing	4,000
IT Support	3,500
Rent	13,048
Utilities	4,750
Insurance (Workers Comp./Gen. Liability)	3,500
Equipment Rental- Copier	1,540
Travel	3,000
Conference Fees	4,000
Audit	4,500
Annual Meeting	2,000
Meeting Expenses	2,700
Membership Dues	4,000
Marketing/Identity Package	8,171
Miscellaneous Expenses	<u>850</u>

**Subtotal Operations** **\$ 65,359**

**HMIS Costs**

Bowman Annual Software Fee	\$ 23,806
Training Fees	<u>3,000</u>
<b>Subtotal</b>	<b>\$ 26,806</b>

**Strategic Planning Goals**

Homeless Forum	\$ 10,000
Community Planning	3,000
Board Trainings	<u>1,500</u>
<b>Subtotal</b>	<b>\$ 14,500</b>

**Total** **\$220,731**

### EXPECTED IMPACT OF GRANT:

1. Continue to secure annual funding for the Continuum of Care and Emergency Shelter Grant and other funding sources for participating agencies. Data collection for DICH and DSHA's Consolidated Plan.
2. 85% of all homeless service providers will be participating in DE-HMIS.
3. Leverage over \$5 million in Continuum of Care and Emergency Shelter Grant funding.

### RECOMMENDATION:

- Recommend approval of a \$80,000 grant from October 1, 2009 through September 30, 2010 with conditions listed below.

### CONDITIONS TO RECOMMENDATION:

1. Grantor will receive quarterly progress reports detailing the use of the Grant funds; other data and research needed for planning for the needs of homelessness in Delaware, as determined by mutual agreement. The information in these reports will include but is not limited to, updated program statistics; how many emergency shelters, transitional housing and supportive housing agencies are using DE-HMIS; statistical information (i.e. how many homeless/clients served, how many children served) and such other information Grantor deems appropriate.
2. Grantee agrees to submit annual audited financial reports to Grantor.
3. Grantor funds will be drawn on an "as needed" basis but not more frequently than monthly.
4. Grantor funds may only be used as specified in the budget included herein, unless otherwise approved by Grantor.
5. Grantee shall make a full disclosure of program funds or commitments received from other sources at request of Grantor.
6. Should program fall short of expectations, Grantee will immediately notify Grantor to identify problems and avoid dissolution of program.
7. Should program dissolve, Grantor will be notified immediately and any funds remaining in grant account after all debts have been settled will revert back to Grantor. If other

sources have participated in grant funding, the amount returned to Grantor will be on a pro-rata share.

8. Grantee agrees that, as a pre-condition to Grantor entering into any agreement for future program funding requests, Grantee shall have secured funding commitments from other sources for at least one-half of its program's administrative budget.
9. Grantee agrees to maintain operations of the HPC to include Continuum of Care application to HUD; manage and expand the DE-HMIS and to work cooperatively with the DICH to provide data and research to facilitate planning and monitoring.
10. Grantor reserves the right to withhold Grant funds should anticipate performance goals not be met.
11. Grantee shall make its best efforts to work cooperatively with other service providers.
12. Grantee will conduct annual Point-In-Time (PIT) study in January 2010 (HUD requirement for Continuum of Care funding).
13. Grantee will publish annual report on homelessness in Delaware using PIT and HMIS data.
14. Grantor requests that Grantee assume a leadership role in integrating DE-HMIS with other state agencies in an effort to disseminate information to a wider audience to address the need for greater assistance for homeless individuals.
15. Grantee will provide data to the DICH to expand, update and monitor plan(s) to end homelessness in Delaware. Data will include but not limited to, data about chronically homeless individuals and homeless families.
16. All terms and conditions of this grant shall be set forth in a fully executed grant agreement between Grantor and Grantee within 30 days of grant approval by the Council on Housing or the grant approval shall be null and void.

COUNCIL ON HOUSING

RESOLUTION NO. 392

HOMELESS PLANNING COUNCIL OF DELAWARE

WHEREAS, Homeless Planning Council of Delaware, Inc., (HPC) is a nonprofit corporation located in Wilmington, Delaware, ("Grantee"). Its mission is to facilitate linkage, partnerships, and networking that provides efficient, cost-effective and collaborative services to the homeless of Delaware; and

WHEREAS, Grantee is a housing-related sponsor approved by the Delaware State Housing Authority ("Grantor") and is an approved nonprofit organization meeting the prescribed requirements for financial responsibility; and

WHEREAS, Grantee is seeking a \$80,000 ("Grant") for the purpose of supporting a portion of its administrative expenses and for the Delaware Homeless Management Information System (DE-HMIS) which tracks homeless families and individuals; and

WHEREAS, DE-HMIS assists numerous homeless services providers through activities of the Grantee in a variety of support services, including homeless planning coordination, training sessions, data sharing and Continuum of Care funding; and

WHEREAS, many of the homeless persons assisted by homeless service providers suffer from one or more of the following: HIV/Aids, mental health disorders and substance abuse. Veterans with physical disabilities who are chronically homeless are also part of the DE-HMIS data collection; and

WHEREAS, since 1998, Grantee has been instrumental in acquiring Continuum of Care funding in the amount of over \$45 million from the U.S. Department of Housing & Urban Development (HUD) to address permanent supportive housing services and transitional housing for homeless families/individuals in Delaware; and

WHEREAS, Grant will provide administrative support funding for approximately 37% of Grantee's fiscal year 2010 budget; and

WHEREAS, Grantee, will facilitate linkage, partnerships, and networking that provides efficient, cost-effective and collaborative services to the homeless of Delaware; and

WHEREAS, DE-HMIS is helping agencies integrate technology into their day-to-day operations, build staff capacity, and use technology to better serve those in need; and

WHEREAS, as DE-HMIS expands, general statistics on homelessness across the state will be accessible any time and will be used to substantiate funding for the homeless through the state's annual Continuum of Care application to HUD; and

WHEREAS, a primary goal of DE-HMIS is to have all of the agencies which provide services to homeless use DE-HMIS which will help with efficiency of support services for homeless families in Delaware; and

WHEREAS, Grantor recognizes the need for this type of grant funding due to the need to help integrate technology and efficiencies into services for the homeless, for assistance to the Delaware Interagency Council on Homelessness and provide statistical information for Delaware State Housing Authority's Consolidated Plan required by HUD.

NOW, THEREFORE, the Council on Housing approves a Grant to Grantee of \$80,000 for one year. The Grant shall be subject to the terms and conditions fixed by Grantor including, but not limited to, the following:

1. Grantor will receive quarterly progress reports detailing the use of the Grant funds; other data and research needed for planning for the needs of homelessness in Delaware, as determined by mutual agreement. The information in these reports will include but is not limited to, updated program statistics; how many emergency shelters, transitional housing and supportive housing agencies are using DE-HMIS; statistical information (i.e. how many homeless/clients served, how many children served) and such other information Grantor deems appropriate.

2. Grantee agrees to submit annual audited financial reports to Grantor.

3. Grantor funds will be drawn on an "as needed" basis but not more frequently than monthly.

4. Grantor funds may only be used as specified in the budget included herein, unless otherwise approved by Grantor.

5. Grantee shall make a full disclosure of program funds or commitments received from other sources at request of Grantor.

6. Should program fall short of expectations, Grantee will immediately notify Grantor to identify problems and avoid dissolution of program.

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9. Grantee agrees to maintain operations of the HPC to include Continuum of Care application to HUD; manage and expand the DE-HMIS and to work cooperatively with the DICH to provide data and research to facilitate planning and monitoring.



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