

HDF GRANT SYNOPSIS

APPLICANT:

Dover Interfaith Mission for Housing, Inc. (DIMH)

PROGRAM NAME:

Preventing Homelessness, Rebuilding Lives Program

PROGRAM SUPPORT
GRANT REQUEST:

\$12,750

TERMS:

Grant to be used for administrative costs for DIMH's Preventing Homelessness, Rebuilding Lives Program. Anticipate that 20 shelter residents will receive skills development and part-time income, with 10 able to earn income outside program within one year.

PROGRAM BENEFICIARIES:

Extremely low-income individuals

PROGRAM DESCRIPTION:

The Preventing Homelessness, Rebuilding Lives program involves the training and employment of homeless men residing in the DIMH shelter to recycle, repair and rehabilitate bicycles and furniture. A portion of the proceeds from each sale a resident produces will be deposited into an individual development savings account. The earnings in the savings account will be used to fund permanent housing costs (security and utility deposits, first month's rent, etc) for each resident. A shop manager/trainer will collaborate with the case worker to identify shelter residents who experience significant difficulties in gaining mainstream employment due to their disability, felony record, addiction, or mental health limitations. DIMH has already leased space to hold the program and arranged for a skilled trainer who will work for a small stipend. It is expected that after the first quarter of operations that approximately 10 percent of the program's income will be used toward the general operations of DIMH's shelter. The grant request is to fund the start-up costs of the program.

APPLICANT EXPERIENCE:

DIMH has sheltered and assisted over 500 homeless men since its inception in 2008. It has effectively operated transitional housing for the last two years. This is the first year DIMH has sought HDF funding.

SOURCES AND USES OF FUNDS

SOURCES

Matching Grant Funds	10,000
Donations	<u>2,750</u>
Subtotal	\$ 12,750
 HDF	 \$ <u>12,750</u>
 TOTAL	 \$ 25,500

USES

Salaries/Benefits*	\$ 12,000
Rent and Utilities	6,000
Program Supplies	2,000
Insurance	1,000
Telephone	1,200
Marketing and Postage	1,000
Indirect Costs	<u>2,300</u>
 TOTAL	 \$ 25,500

* Salaries include trainer

NOTE: HDF funds support 50% of the budget.

RECOMMENDATION:

One-year grant in the amount of \$12,750 from November 1, 2011 through October 31, 2012 with conditions listed below.

CONDITIONS:

1. Grantor will receive quarterly reports detailing resident participation, skills evaluation, proceeds from sales, status of individual savings accounts, resident graduation into permanent housing, and any other pertinent information.
2. Grantor funds will be drawn on an as-needed basis but not more often than quarterly.
3. Grantor will receive a quarterly expense report consistent with the line items as shown in the program's operating budget.
4. Grantee will have at least 20 residents participating in the program during the grant period.
5. Grantee will provide Grantor with information reporting that at least 10 residents have graduated from the program to full-time employment and/or permanent housing.
6. Should Program fall short of expectations, Grantee shall immediately notify Grantor to identify problems.
7. Grantee agrees to submit a current audit to Grantor within 120 days after receipt thereof. Audit report will clearly show actual revenue expenses of program, including those in excess of Grantee's other funding sources.
8. Grantee's accounting records should provide a detailed schedule of all Grantee program expenses in excess of Grantees other funding to enable Grantor to verify the need for additional sources to support the Grantee program.
9. 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 budget.
10. Grantee shall make a full disclosure of Program funds or commitments received from matching sources prior to execution of Grant Agreement with Grantor.
11. Grantee is encouraged to provide outreach efforts and coordination with the State of Delaware's Office of Minority and Women-Owned Enterprise to maximize the number of minorities and women-owned businesses participating in HDF funded projects/programs, when applicable.
12. Grantee agrees to affirmatively further fair housing and comply with the provisions of all applicable federal, state and local law prohibiting discrimination including but not limited to Title VI of the Civil Rights Act of 1964 as amended

13. 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 or the Grant approval shall be null and void.

COUNCIL ON HOUSING

RESOLUTION NO. 433

DOVER INTERFAITH MISSION FOR HOUSING, INC
PREVENTING HOMELESSNESS, REBUILDING LIVES PROGRAM

WHEREAS, Dover Interfaith Mission for Housing, Inc. ("Grantee") is a nonprofit corporation located in Dover, Delaware. Its mission is to provide transitional housing and quality of life services to homeless men; and

WHEREAS, Grantee has assisted over 500 homeless men since 2008 by providing shelter, employment and budget counseling, and referrals to social services, including treatment for substance abuse and mental health; and

WHEREAS, Grantee is a housing 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 \$12,750 one-year grant ("Grant") for the purpose of establishing a program for extremely low income men that have been referred to Grantee by the State Service Centers, City of Dover police department, and other social service agencies; and

WHEREAS, Grantee will provide job and skill training to residents ("Program participants") through the Preventing Homelessness, Rebuilding Lives Program ("Program"). The Program involves training Program participants to repair and recycle bicycles and furniture; and

WHEREAS, a portion of the income earned by the Program participants will be deposited into an individual development savings account. The earnings in the savings account will be used to fund permanent housing costs (security and utility deposits and first month's rent, etc) for Program participants; and

WHEREAS, Grantee expects 20 participants in the Program, 10 of which shall be fully employed by outside companies and will obtain permanent housing as a result of Program participation at the end of the grant cycle; and

WHEREAS, Grantee, will provide job training, employment and budget counseling, and referrals to social services that will benefit Program participants; and

WHEREAS, Grant will provide administrative support funding for approximately 50% of Grantee's fiscal year 2012 budget.

NOW, THEREFORE, the Council on Housing advises approval to the Director of Housing of the Grant to Grantee of \$12,750 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 funds will be drawn on an as-needed basis but not more often than quarterly.
2. Grantor will receive a quarterly progress report through the entire grant period. Grantee's monthly reports shall include the number of Program participants, sales, individual savings account data, permanent housing and employment successes, and any other pertinent information. Grantee shall submit progress reports with status of assisted clients at 30-, 90-, 180-, 365-day intervals.
3. Grantee will have at least 20 Program participants in the program and will provide Grantor with information reporting that at least 10 Program participants shall have graduated from the program to full-time employment and/or permanent housing during the grant period.
4. Grantee agrees to submit on a quarterly basis upon request of Grantor, accounting records providing detailed schedule of all Grantee program expenses in excess of Grantee's other funding sources.
5. All program participants will receive job training, employment and budget counseling, and referrals to services such as medical care and drug and alcohol counseling.
6. Grantee agrees to submit audited annual financial reports on program within 120 days after receipt thereof. Audit report will clearly show actual revenue expenses of program in excess of Grantee's other funding sources.
7. Grantee shall make a full disclosure of Program funds or commitments received from other sources for Program's budget prior to execution of Grant Agreement with Grantor.
8. Should Program fall short of expectations, Grantee will immediately notify Grantor to identify problems and avoid dissolution of Program.
9. Should Program dissolve, Grantor will be notified immediately and any funds remaining in loan account after all debts have been settled will revert back to Grantor. If other sources have participated in loan funding, the amount returned to Grantor will be on a pro-rata share.
10. Grantee is encouraged to provide outreach efforts and coordination with the State of Delaware's Office of Minority and Women-Owned Enterprise to maximize the number of minorities and women-owned businesses participating in HDF funded projects/programs, when applicable.
11. Grantee agrees to affirmatively further fair housing and comply with the provisions of all applicable federal, state and local law prohibiting discrimination including but not limited to Title VI of the Civil Rights Act of 1964 as amended.
12. All terms and conditions of this Grant shall be set forth in a fully executed Grant Agreement between Grantee and Grantor within 60 days of this date or the Grant approval shall be null and void.

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10/10/11