

HDF GRANT SYNOPSIS

APPLICANT: Homeless Planning Council of Delaware (HPC)

PROGRAM SUPPORT GRANT REQUEST: \$95,000 (one year)

TERMS: Grant to be used for administrative and operations support for the Delaware Homeless Management Information System (DE-HMIS), for the packaging of the Continuum of Care and Emergency Shelter Grants, and administrative expenses for the Delaware Interagency Council on Homelessness (DICH) for a 12-month period.

PROGRAM DESCRIPTION:

The HPC facilitates linkage, partnerships, and networking by providing efficient, cost-effective and collaborative services to the homeless of Delaware. HPC's main program is DE-HMIS. DE-HMIS is helping homeless agencies integrate technology into their day-to-day operations, build staff capacity, and use technology to better serve those in need. Ninety percent of all homeless service providers are participating in DE-HMIS. HPC also collects data from DE-HMIS covering Delaware's homeless population. The HPC then provides the data to state and non-state agencies to improve policies and programs that assist Delaware's homeless population. Each year the HPC coordinates the submission of U. S. Department of Housing and Urban Development's (HUD) Continuum of Care application for funds that assist in the operations of homeless shelters throughout the state. The HPC provides data collection and reporting for HUD's Emergency Shelter Grants, Delaware Interagency Council on Homelessness (DICH) and DSHA's Consolidated Plan. The HPC annually leverages over \$5 million in Continuum of Care and Emergency Shelter Grant funding.

APPLICANT EXPERIENCE:

Beginning in 1998, a broad group representing numerous entities began working together to develop a statewide Continuum of Care to benefit all Delawareans who may be, or become, homeless. Ultimately this group became the Homeless Planning Council of Delaware, Inc. established in 2000 and has taken the lead on the HUD-mandated requirement that one agency be responsible for Continuum of Care applications.

The HPC program has received an HDF administrative grant since 2005 (cumulative HDF total \$381,530) and has successfully leveraged over \$55 million federal dollars to-date.

SOURCES AND USES

SOURCES

HUD	\$ 95,000
Deutsche Bank	30,000
HMIS and Continuum of Care Program Fees	16,500
City of Wilmington CDBG	15,000
New Castle County CDBG	10,000
City of Wilmington Rapid Re-Housing	8,867
DSHA Rapid Re-Housing	<u>8,018</u>
Subtotal	\$ 183,385
HDF	<u>\$ 95,000</u>
TOTAL	\$ 278,385

USES

Salaries/Benefits *	\$ 143,545
HMIS Costs	82,250
Indirect Costs	23,040
Program Costs	14,250
Rent	13,800
Printing	<u>1,500</u>
TOTAL	\$ 278,385

* Salaries include two full-time positions - executive director, HMIS systems operator.

NOTE: HDF funds support 34% of the budget.

RECOMMENDATION:

One year grant in the amount of \$95,000 from November 1, 2011 through October 31, 2012 with conditions listed below.

CONDITIONS OF FUNDING:

1. Grantor will receive quarterly progress reports detailing the use of the Grant funds, as well as other data and research needed for planning for the needs of homelessness in Delaware, as determined by mutual agreement of Grantor and Grantee. 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)
 - such other information Grantor deems appropriate
2. 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.
3. Grantee's accounting records should provide a detailed schedule of all Grantee program expenses in excess of Grantee's other funding to enable Grantor to verify the need for additional sources to support the Grantee program.
4. Grantor funds will be drawn on an as needed basis but not more frequently than quarterly.
5. Grantor funds may only be used as specified in the budget included herein, unless otherwise approved by Grantor.
6. Grantee shall make a full disclosure of program funds or commitments received from other sources at request of Grantor.
7. Should program fall short of expectations, Grantee will immediately notify Grantor to identify problems and avoid dissolution of program.
8. 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.

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's administrative budget.
10. 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.
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 2012 (HUD requirement for Continuum of Care funding).
13. Grantee will publish annual report on homelessness in Delaware using PIT and HMIS data and present annually to Council on Housing their results.
14. Grantee will provide data to the DICH to expand, update and monitor plan(s) to end homelessness in Delaware. Data will include, but not be limited to, data about chronically homeless individuals and homeless families.
15. 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.
16. 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
17. 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.

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9/28/11

COUNCIL ON HOUSING

RESOLUTION NO. 427

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 one-year \$95,000 grant ("Grant") for the purpose of supporting a portion of its administrative expenses, for the Delaware Homeless Management Information System (DE-HMIS) which tracks homeless families and individuals and for administrative expenses for the Delaware Interagency Council on Homelessness (DICH); 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 \$55 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, Grantor requires that administrative grants be matched at least dollar for dollar by other funding sources; and

WHEREAS, Grant will provide administrative support funding for approximately 34% of Grantee's fiscal year 2012 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 the 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 DICH and provide statistical information for Delaware State Housing Authority's Consolidated Plan required by HUD.

NOW, THEREFORE, the Council on Housing advises approval to the Director of Housing of the Grant to Grantee of \$95,000 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 an annual 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.
3. Grantor funds will be drawn on an "as needed" basis but not more frequently than quarterly.
4. Grantor funds may only be used as specified in the budget included herein, unless otherwise approved by Grantor.
5. 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.
6. Grantee shall make a full disclosure of program funds or commitments received from other sources at request of Grantor.
7. Should program fall short of expectations, Grantee will immediately notify Grantor to identify problems and avoid dissolution of program.

8. 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.
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's administrative budget.
10. 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.
11. Grantee shall make its best efforts to work cooperatively with other service providers.
12. Grantee will conduct annual Point-In-Time (PIT) studies in January 2012 (HUD requirement for Continuum of Care funding).
13. Grantee will publish an annual report on homelessness in Delaware using PIT and DE-HMIS data.
14. Grantee will continue its effort in establishing an integration strategy to link 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 be limited to, data about chronically homeless individuals and homeless families.
16. 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.
17. 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.
18. 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.

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