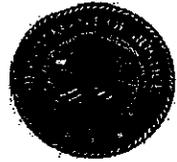


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U.S. Department of Justice
Office on Violence Against Women



The United States Department of Justice, Office on Violence Against Women (OVW) is pleased to announce that it is seeking applications for the Recovery Act Transitional Housing Assistance for Victims of Domestic Violence, Dating Violence, Stalking, or Sexual Assault Program.

On February 17, 2009, President Obama signed into law the landmark American Recovery and Reinvestment Act of 2009 (the "Recovery Act"). As one of its many elements, the Recovery Act provides the U.S. Department of Justice (DOJ) with funding for grants to assist state, local, and tribal law enforcement (including support for hiring), to combat violence against women, to fight internet crimes against children, to improve the functioning of the criminal justice system, to assist victims of crime, and to support youth mentoring. DOJ is committed to working with our national, state, local and tribal partnerships to ensure this funding invests in the American workforce.

Specifically, under this solicitation, OVW will be making awards to increase the availability of transitional housing and related support services for victims of domestic violence, dating violence, sexual assault, and stalking.

OVW Recovery Act Transitional Housing Assistance Grants for Victims of Domestic Violence, Dating Violence, Stalking, or Sexual Assault

Eligibility

See "Eligibility" on page 6

Deadline

Registration with GMS is required prior to application submission.

Applicants must obtain a DUNS number from Dun and Bradstreet prior to application submission and must register with the Central Contractor Registration (CCR) database.

Letters of intent to apply should be submitted by **March 24, 2009**.

All applicants should register online with GMS by **March 24, 2009**.

All applications are due by 8:00 p.m. e.t. on **April 8, 2009**.

(See "Deadline: Applications" on page 6)

Pre-Application Conference Calls

March 17, 2009: 2 p.m. – 4 p.m. e.t.

March 19, 2009: 10 a.m. – 12 p.m. e.t.

March 19, 2009: 2 p.m. – 4 p.m. e.t.

March 24, 2009: 2 p.m. – 4 p.m. e.t.

March 26, 2009: 2 p.m. – 4 p.m. e.t.

(See page 6 for more information)

Important Note to Prospective Applicants

This solicitation is issued pursuant to the American Recovery and Reinvestment Act of 2009 (Public Law 111-5), which was signed into law by the President Obama on February 17, 2009. As of the date this solicitation is issued, government-wide guidance is still forthcoming on various aspects of the Act.

Applicants are strongly advised to check the appropriate website and the "OVW Recovery Act Additional Requirements" webpage (<http://www.ovw.usdoj.gov/recovery-applicants.htm>) periodically (including before submitting an application) for updates to this solicitation and its associated requirements. Additional information may become available that could affect project proposal narratives, timelines, budget requests, certifications, and other matters related to applications.

Award recipients will be required to follow any applicable provisions of government-wide guidance that may be issued pursuant to the Recovery Act.

Contact Information

For assistance with the programmatic requirements of this solicitation, contact OVW at (202) 307-6026.

This application must be submitted through OJP's Grants Management System (GMS). For technical assistance with submitting the application, call the Grants Management System Support Hotline at 1-888-549-9901, option 3.

Note: The GMS Support Hotline hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time.

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OVW Recovery Act Transitional Housing Assistance Grants for Victims of Domestic Violence, Dating Violence, Stalking, or Sexual Assault Program (CFDA # 16.805)

Overview

This grant program is authorized by the American Recovery and Reinvestment Act of 2009 (Public Law 111-5) (the "Recovery Act") and by 42 U.S.C. 13975.

The purposes of the Recovery Act are to preserve and create jobs and promote economic recovery; to assist those most impacted by the recession; to provide investments needed to increase economic efficiency by spurring technological advances in science and health; to invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits; and to stabilize State and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive State and local tax increases.

The Recovery Act places great emphasis on accountability and transparency in the use of taxpayer dollars. Among other things, it creates a new Recovery Accountability and Transparency Board and a new website – Recovery.gov – to provide information to the public, including access to detailed information on grants and contracts made with Recovery Act funds.

Note: Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the OVW Director, who may also give consideration to factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding when making awards

About the Office on Violence Against Women

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, dating violence, sexual assault and stalking. Since its inception, OVW has launched a multifaceted approach to responding to these crimes. By forging State, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable.

About the OVW Recovery Act Transitional Housing Assistance Grants for Victims of Domestic Violence, Dating Violence, Stalking, or Sexual Assault Program

The OVW Recovery Act Transitional Housing Assistance Grants for Victims of Domestic Violence, Dating Violence, Stalking, or Sexual Assault Program (Recovery Act Transitional Housing Assistance Program) focuses on a holistic, victim-centered approach to provide transitional housing services that move individuals into permanent housing. Grants support programs that provide assistance to victims of domestic violence, dating violence, sexual

assault, and stalking who are in need of transitional housing, short-term housing assistance, and related support services. It is critical that successful transitional housing programs provide a wide range of flexible and optional services that reflect the differences and individual needs of victims and that allow victims to choose the course of action that is best for them. Transitional housing programs can meet the goals of the Recovery Act through employing victim advocates and other personnel to assist victims, renovating housing for victims, offering additional housing units, and increasing job opportunities for victims through training, education, and other support services.

Deadline: Letter of Intent

All applicants who intend to apply for Recovery Act funding under this program are encouraged to submit a **non-binding letter of intent** to OVW's Director by **March 24, 2009**. Applicants may send the letter to OVW at ovw.transitionalhousing@usdoj.gov. For a sample letter, please see <http://www.ovw.usdoj.gov/applicants.htm>. OVW will use these letters to forecast the number of peer review panels needed to review competitive applications.

Deadline: Registration

Registering with OJP's Grants Management System (GMS)

Applications must be submitted through OJP's online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. The registration process for organizations includes: (1) Obtaining a Data Universal Numbering System (DUNS) number; (2) Registering your organization with the Central Contractor Registration (CCR) database; and (3) Registering with GMS prior to applying.

The deadline to register is 8:00 p.m. Eastern Time on March 24, 2009.

A DUNS number is required. All applicants under this solicitation must include a DUNS (Data Universal Numbering System) number in their application. Applications without a DUNS number are incomplete.

A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dnb.com/us/>. Individuals are exempt from this requirement.

Central Contractor Registration (CCR) is required. In addition to the DUNS number requirement, OVW requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that previously submitted applications via GMS are already registered with CCR, as it is a requirement for GMS registration. Please

note, however, applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about registration procedures can be accessed at www.ccr.gov.

Pre-Application Conference Calls

OVW will conduct five (5) Pre-Application Conference Calls. During these calls, OVW staff will review the Recovery Act Transitional Housing Assistance Program requirements and the application process as well as answer questions about the program.

Conference Call Schedule

March 17, 2009: 2 p.m. – 4 p.m. e.t.

March 19, 2009: 10 a.m. – 12 p.m. e.t.

March 19, 2009: 2 p.m. – 4 p.m. e.t.

March 24, 2009: 2 p.m. – 4 p.m. e.t.

March 26, 2009: 2 p.m. – 4 p.m. e.t.

Note: During the calls, OVW staff will review the solicitation content and the process for applying to the Recovery Act Transitional Housing Assistance Program and allow for a brief question and answer session. Participation in these calls is optional for applicants.

Registration Instructions

Anyone who is interested in submitting an application to the Recovery Act Transitional Housing Assistance Program may register to participate in these calls. The total number of participants for each call is limited to 50. To register, please e-mail or call OVW Program Assistant Charlotte Turpin, at charlotte.turpin@usdoj.gov or 202-514-8680. Your registration must be received within two hours prior to the start of the call.

Deadline: Application

The due date for applying for funding under this announcement is **8:00 p.m. e.t. on April 8, 2009**. In addition, applicants must send a hard copy via an overnight delivery method, **by April 8, 2009**. See page 15 for further instructions on this.

Eligibility

It is very important applicants review this information carefully. Applications submitted by non-eligible entities will be removed from further consideration during an initial review process.

By statute, eligible entities for this program are:

- States
- Units of local government
- Indian tribes
- Other organizations, including domestic violence and sexual assault victim service providers, domestic violence and sexual assault coalitions, other nonprofit, nongovernmental organizations, faith-based and community organizations, and culturally specific organizations, **that have a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.**

For the purposes of this program, *Indian tribe* is defined as any tribe, band, nation, or other organized group or community, including an Alaska Native village or regional or village corporation (as defined in or established pursuant to the Alaska Native Claims Settlement Act, 43 U.S.C. § 1601 *et seq.*), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Any applicant representing a consortium of tribal governments and/or organizations must submit a resolution from the constituent tribal governments and/or organizations supporting the application.

Other Organizations

For the purpose of this program, other "organizations" include nongovernmental private entities, including faith-based and community organizations. Based on past experience, applications from universities have not proposed activities that focus on the statutory purpose and scope of this program. Therefore, universities are discouraged from applying unless they are proposing activities clearly focused on the purpose and scope of this program.

An organization can demonstrate a history of effective work by showing the number of years the agency has provided direct victim and/or housing services, the qualifications or skills of staff assigned to the grant, and the training they have obtained and/or provided.

Additional Requirements related to the Recovery Act (including certification requirements):

Reporting on the Use of Funds. In order to be eligible to receive funds under this solicitation, applicants must certify that they will satisfy the reporting requirements of section 1512(c) of the Recovery Act, which requires detailed reporting (including reporting on subawards) no later than **10 calendar days after the end of each calendar quarter**. Detailed information on section 1512(c) appears below, under "Accountability and Transparency under the Recovery Act" on page 12. A template for the certification is included in the Appendix. Applicants may expect that a standard form and/or standard reporting mechanism will be made available.

Funding to Faith-Based and Community Organizations

Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Applicants are encouraged to review the Civil Rights Compliance section at http://www.ojp.usdoj.gov/funding/other_requirements.htm.

OVW Recovery Act Transitional Housing Assistance Program—Specific Information

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Applicants also should anticipate that awards under the Recovery Act will be one-time awards and accordingly should propose project activities and deliverables that can be accomplished without additional DOJ funding.

Types of Applicants

For the Recovery Act Transitional Housing Assistance Program, we encourage all applicants that meet the statutory eligibility criteria to apply. New applicants, current grantees, and all applicants that applied for the federal Fiscal Year 2009 Transitional Housing Assistance Program are eligible for the Recovery Act Transitional Housing Assistance Program.

New applicants are those not currently funded under the OVW Transitional Housing Program.

Current grantees are those that received awards in federal Fiscal Years 2005, 2006, 2007, or 2008. Current grantees with federal Fiscal Year 2007 or 2008 awards may apply to expand currently funded activities or implement new activities.

Award Period

The award period for these grants will be 24-36 months. **All budgets must reflect 24-36 months of project activity, and the total “estimated funding” block on the SF-424 must reflect 24-36 months.**

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project activities and costs. OVW will not impose a budget cap for the Recovery Act Transitional Housing Assistance Program, but recommends that applicants consider submitting budgets for up to \$500,000. Applicants must be able to demonstrate the organizational capacity to manage the funds requested.

OVW may negotiate the scope of work with applicants and adjust the budget accordingly prior to granting an award. All applications will be subject to an internal review process.

Program Scope

Under 42 U.S.C. § 13975, grants under this program support programs to provide assistance to individuals who are homeless or in need of transitional housing or other housing assistance as a result of fleeing a situation of domestic violence, dating violence, sexual assault, or stalking, and for whom emergency shelter services or other crisis intervention services are unavailable or insufficient.

Statutory Program Purposes

By statute, funds under the Recovery Act Transitional Housing Assistance Program may be used for the following purposes:

- Programs that provide transitional housing, including funding for the operating expenses of newly developed or existing transitional housing;

- Programs that provide short-term housing assistance, including rental or utilities payments assistance and assistance with related expenses such as payment of security deposits and other costs incidental to relocation to transitional housing; and
- Programs that provide support services designed to enable individuals who are fleeing domestic violence, dating violence, sexual assault, or stalking to locate and secure permanent housing and integrate into a community by providing those individuals with services such as transportation, counseling, child care services, case management, employment counseling, and other assistance.

OVW is interested in programs that provide a broad range of holistic, victim-centered transitional housing services that move individuals to permanent housing, including transportation, counseling, child care services, case management, and employment counseling.

During OVW internal review, applications that are partially out of scope may receive up to a 25-point deduction. **Applications that propose projects that are substantially outside the scope of the Recovery Act Transitional Housing Assistance Program will be disqualified from further funding consideration.**

Limited Use of Funds for Legal Services

Grant funds for legal services will be limited to those legal services that are necessary to assist a victim of domestic violence, dating violence, sexual assault, or stalking locate and secure permanent housing, and to integrate into a community, such as legal services regarding housing, protection orders, and limited immigration matters. Funds under this grant program may not be used for comprehensive, long-term legal assistance (such as divorce or child custody).

Use of Funds for Renovations

For purposes of the Recovery Act Transitional Housing Program, funding may be used for minor renovations to increase the availability of transitional housing for victims that do not change the basic prior use of the facility or the size. Examples of such renovations include painting, replacing carpet, hanging window treatments, making needed repairs such as electrical or plumbing repairs, and certain renovations to improve accessibility to the housing for victims with disabilities. Grantees that include renovations will need to follow certain steps to ensure compliance with environmental and historic preservation requirements before they are allowed to access funds for this purpose.

Services to Victims

Grant funds may be used to provide services only to victims of domestic violence, dating violence, sexual assault, or stalking and their children and dependents. Services may only be provided to victims: (1) who are homeless, or in need of transitional housing or other housing assistance, as a result of fleeing a situation of domestic violence, dating violence, sexual assault, or stalking; and (2) for whom emergency shelter services or other crisis intervention services are unavailable or insufficient.

Elder Abuse

Grant funds may be used to address intimate partner abuse and sexual assault committed against an individual aged 50 or older. **All activities addressing elder neglect or elder caregiver abuse will be considered out of scope.**

Sanctions Against Victims

Participation by individuals in support services shall be **voluntary**. Victims should not be ordered to attend therapy or other specific services or be penalized for choosing not to participate in the criminal-justice system. **All activities specifying mandatory participation in support services will be considered out of scope.**

Prevention Activities

Grant funds may not be used for addressing prevention activities (e.g., outreach to elementary and secondary schools, implementation of educational programs regarding domestic and dating violence intervention, and public awareness campaigns). Grantees are only permitted to engage in outreach activities to inform potential victims about the availability of services.

Family Violence

Grant funds may not be used to directly address child abuse, or other family violence issues such as violence perpetrated by a child against a parent, or violence perpetrated by a sibling against another sibling.

Children

Applicants may not use grant funds to provide direct services to children, including children who witness domestic violence or are victims of child abuse, except where such services are an ancillary part of providing services to the child's parent who is a victim of domestic violence, sexual assault, dating violence or stalking, such as providing child care services while the victim receives services.

Areas of Special Interest to OVW

For the Recovery Act Transitional Housing Assistance Program, OVW is particularly interested in projects that:

- Renovate transitional housing to increase accessibility for victims with disabilities, such as replacing carpet/flooring, installing wheelchair ramps, replacing doorknobs, installing flashers for fire/security alarms, and widening doorways;
- Increase the availability of transitional housing for victims of domestic violence, dating violence, stalking, and sexual assault, including through renovations of existing housing and short term rental and utility assistance for victims;
- Create new jobs for personnel that assist victims or prevent job loss for such personnel including specialized advocates to assist victims with credit repair and other economic issues; and
- Increase the ability of victims to obtain jobs, including through employment counseling, job training, and educational support.

Activities That May Compromise Victim Safety

Ensuring victim safety is a guiding principle underlying the Recovery Act Transitional Housing Assistance Program. Experience has shown that certain practices may compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety while holding perpetrators accountable for their criminal conduct,

applicants are strongly discouraged from proposing projects that include any activities that may compromise victim safety, such as the following:

- Failing to conduct safety planning with clients;
- Promoting procedures and policies that fail to protect the confidentiality of victims;
- Promoting facility procedures and policies that fail to account for physical safety issues;
- Sponsoring alternative dispute resolution or joint counseling as a response to domestic violence, dating violence, sexual assault, and/or stalking;
- Promoting procedures that would require victims to seek legal sanctions against their abusers (e.g., seek a protection order, file formal complaint); and
- Requiring victims to meet restrictive conditions in order to receive services (the decision to seek a protection order or counseling is a choice that should be reserved to the victim, and not be a precondition to services).

Applicants must confirm in writing they will not engage in the above activities. Applicants who propose to engage in any of the above items may receive up to a 25-point deduction.

Unallowable Activities

Grant funds under the Recovery Act Transitional Housing Assistance Program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying;
- Fundraising;
- Research projects.

Non-supplanting: Federal funds must be used to supplement existing State and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the OJP Financial Guide (Part II, Chapter 3)

<http://www.ojp.usdoj.gov/financialguide/index.htm> . Additional information appears on the "OJP Recovery Act Additional Requirements" webpage at www.ojp.usdoj.gov/recovery/solicitationrequirements.htm.

Recovery Act: Buy American

All applicants who propose to use grant funds to construct, alter, maintain, or repair a public building or public work should be aware that the Recovery Act (in section 1605) contains a "Buy American" provision that applies to iron, steel, and manufactured goods, subject to certain exceptions. The provision is to be applied in a manner consistent with United States obligations under international agreements. Government-wide guidance on this provision is not yet available, but is expected. For the text of section 1605, please refer to the "OVW Recovery Act Additional Requirements" webpage at www.ovw.usdoj.gov/recovery-applicants.htm .

Recovery Act: Wage Rate Requirements

All applicants should be aware that the Recovery Act contains a provision on wage rate requirements that concerns projects funded or assisted by Recovery Act funds that employ laborers and mechanics. See section 1606 of the Recovery Act, the text of which appears on the "OVW Recovery Act Additional Requirements" webpage at www.ovw.usdoj.gov/recovery-applicants.htm . Government-wide guidance on this provision is not yet available, but is expected.

Recovery Act: Contracts

Generally speaking, the Recovery Act places special emphasis on the use of fixed-price contracts awarded through competitive procedures. As information becomes available, OVW will provide guidance to applicants as to what, if any, particular procurement requirements or procedures may apply to contracts awarded with Recovery Act grant funds, apart from those that appear in 28 C.F.R. Part 66 and 28 C.F.R. Part 70.

Recovery Act: Limit on Funds

The Recovery Act specifically provides that funds may not be used by any State or local government, or any private entity, for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.

Recovery Act: Use of Funds in Conjunction with Funds from Other Sources

Recovery Act funds may be used in conjunction with other funding as necessary to complete projects, but tracking and reporting of Recovery Act funds must be separate, to meet the reporting and other requirements of the Recovery Act and other applicable law. There can be no commingling of funds. (See "Accountability and Transparency under the Recovery Act" below.)

Accountability and Transparency under the Recovery Act

Separate Tracking and Reporting of Recovery Act Funds and Outcomes

Consistent with the special purposes and goals of the Recovery Act, and its strong emphasis on accountability and transparency, it is essential that all funds from a Recovery Act grant be tracked, accounted for, and reported on separately from all other funds (including DOJ grant funds from non-Recovery Act grants awarded for the same or similar purposes or programs). Recipients must also be prepared to track and report on the specific outcomes and benefits attributable to use of Recovery Act funds.

The accounting systems of all recipients and subrecipients must ensure that funds from any award under this Recovery Act solicitation are not commingled with funds from any other source.

Misuse of grant funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under a grant, and civil and/or criminal penalties.

Quarterly Financial and Programmatic Reporting

Consistent with the Recovery Act emphasis on accountability and transparency, reporting requirements under Recovery Act grant programs will differ from and expand upon OVW's standard reporting requirements for grants. In particular, section 1512(c) of the Recovery Act sets out detailed requirements for quarterly reports that must be submitted within 10 days of the end of each calendar quarter. Receipt of funds will be contingent on meeting the Recovery Act reporting requirements.

Under this Recovery Act program, quarterly financial and programmatic reporting will be required, and will be **due within 10 calendar days after the end of each calendar quarter**, starting July 10, 2009.

Programmatic and Financial Reporting Periods

Due Dates

October- December
January- March
April-June
July-September

January 10
April 10
July 10
October 10

The information from grantee reports will be posted on a public website dedicated to Recovery Act transparency. To the extent that grant funds are available to pay a grantee's administrative expenses, those funds may be used to assist the grantee in meeting the accelerated time-frame and extensive reporting requirements of the Recovery Act.

Recovery Act grant recipients may expect that the information posted by OVW on a public website dedicated to Recovery Act transparency will identify grantees that are delinquent in their reporting. In addition, in keeping with standard OVW practice, grant recipients who do not submit required reports by the due date will not be permitted to draw down funds thereafter, during the pendency of the delinquency, and may be subject to other appropriate actions by OVW, including, but not limited to, restrictions on eligibility for future OVW awards, restrictions on draw-down on other OVW awards, and suspension or termination of the Recovery Act award.

Funding recipients may expect that a standard form and/or reporting mechanism may be available. Additional instructions and guidance regarding the required reporting will be provided as they become available. For planning purposes, however, all applicants should be aware that the Recovery Act section 1512(c) provides as follows:

Recipient Reports- Not later than 10 days after the end of each calendar quarter, each recipient that received recovery funds from a Federal agency shall submit a report to that agency that contains--

- (1) the total amount of recovery funds received from that agency;*
- (2) the amount of recovery funds received that were expended or obligated to projects or activities; and*
- (3) a detailed list of all projects or activities for which recovery funds were expended or obligated, including--*
 - (A) the name of the project or activity;*
 - (B) a description of the project or activity;*
 - (C) an evaluation of the completion status of the project or activity;*
 - (D) an estimate of the number of jobs created and the number of jobs retained by the project or activity; and*
 - (E) for infrastructure investments made by State and local governments, the purpose, total cost, and rationale of the agency for funding the infrastructure investment with funds made available under this Act, and name of the person to contact at the agency if there are concerns with the infrastructure investment.*
- (4) Detailed information on any subcontracts or subgrants awarded by the recipient to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282), allowing aggregate reporting on awards below \$25,000 or to individuals, as prescribed by the Director of the Office of Management and Budget.*

Reporting Fraud, Waste, Error, and Abuse

Each grantee or subgrantee awarded funds made available under the Recovery Act is to promptly refer to an appropriate inspector general any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has submitted false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving Recovery Act funds.

You may report potential fraud, waste, abuse, or misconduct to the U.S. Department of Justice, Office of the Inspector General (OIG) by:

Mail: Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530

E-mail: oig.hotline@usdoj.gov

Hotline: (contact information in English and Spanish): (800) 869-4499

Fax: (202) 616-9881

Additional information is available from the DOJ OIG website at <http://www.usdoj.gov/oig/>.

The Recovery Act provides certain protections against reprisals for employees of non-Federal employers who disclose information reasonably believed to be evidence of gross management, gross waste, substantial and specific danger to public health or safety, abuse of authority, or violations of law related to contracts or grants using Recovery Act funds. For additional information, refer to section 1553 of the Recovery Act.

Performance Measures

To assist in fulfilling DOJ's responsibilities under the Government Performance and Results Act (GPRA), Pub. L. No. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
Strengthen partnerships for safer communities and enhance the Nation's capacity to prevent, solve, and control crime.	(1) Number of persons served; (2) Number of housing units funded; and (3) Number of support services provided.	This information will be provided to OVW through semi-annual progress report forms. Please see http://muskie.usm.maine.edu/yawarnei/formthousing.htm for a sample form.

<p><i>Recovery Act: Create and retain jobs and promote economic growth.</i></p>	<p>1) Number of jobs retained due to Recovery Act funding; and 2) Number of jobs created due to Recovery Act.</p>	<p>This information will be provided to OVW through the quarterly financial and programmatic reporting described on pages 12-14, above.</p>
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How to Apply

Grants Management System Instructions. Applications, including supporting documentation, must be submitted through OJP's online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process a few weeks prior to the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit <http://www.ojp.gov/gmscbt/> and refer to the section entitled "External Overview: Locating & Applying for Funding Opportunities." For additional assistance, call the GMS Help Desk at 1-888-549-9901 from 7:00 a.m. to 9:00 p.m. Eastern Time Monday to Friday.

Note: QVW will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format. Applications submitted via GMS must be in the following formats: Microsoft Word (*.doc), Word Perfect (*.wpd), Microsoft Excel (*.xlm), PDF files (*.pdf), or Text Documents (*.txt). GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".docx." Please ensure that any Word documents you are submitting are saved using "Word 97-2003 Document (*.doc)" format. Additionally, GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

In addition, applicants must send **via overnight delivery** a complete hard copy original of the application **dated by April 8, 2009** to:

**The Office on Violence Against Women
U.S. Department of Justice
Attn: Transitional Housing Unit
800 K Street NW, Ste. 920
Washington, D.C. 20001**

Certain assurances are agreed to electronically on GMS. These do not need to be included in the hard copy submitted for consideration.

CFDA Number

The Catalog of Federal Domestic Assistance number for this program is 16.805 titled "Recovery Act Transitional Housing Assistance".

What an Application Must Include

Applicants must complete each of the following sections as part of their response to this solicitation. **It is the responsibility of the applicant to ensure that the application is**

OFFICE OF THE BUDGET
Preliminary Review

DATE: April 6, 2005
SAI NUMBER: 05-02-18-02
PROJECT TITLE: 2005 Transitional Housing Assistance Services Fund
OMB NUMBER: 16.736
APPLICANT: Executive, Criminal Justice Council
CONTACT PERSON: Maureen Querey
ANALYST: Sheldon P. Hudson
CHIEF, F&PA: Michael S. Jackson

REVIEW/COMMENT:

The Criminal Justice Council (CJC) is applying to the U.S. Department of Justice, Office on Violence Against Women for \$175,000 to establish a statewide Transitional Housing Assistance Fund to support individuals seeking independent and secure housing. Should the request be approved, this would be the first year that the grant will have been funded. There are no state or local match requirements. No new FTEs are being requested. Funds for audit fees and indirect costs are not included in the proposed budget.

NEW PERSONNEL IMPACT STATEMENT:

Not applicable.

CONSISTENCY STATEMENTS:

1. Executive Order Number 14, signed by Governor Minner on March 22, 2001, and "Shaping Delaware's Future: Managing Growth in 21st Century Delaware, Strategies for State Policies and Spending," approved by the Cabinet Committee on State Planning Issues on December 23, 1999:

This project is consistent with these documents.
2. Delaware Coastal Management Project:

Not applicable.
3. Delaware State Comprehensive Outdoor Recreation Plan:

Not applicable.
4. State of Delaware Housing Consolidated Plan:

Not applicable.
5. State Agricultural Lands Preservation Policy:

Not applicable.
6. Title 29, Chapter 63, Subchapter 4, Section 6352(a)(6):

Not applicable.
7. Section 106, National Historic Preservation Act:

Not applicable.

SAI NUMBER: 05-02-18-02
Page 2
April 6, 2005

8. Section 102, National Environmental Policy Act:

Not applicable.

9. U.S. Farmland Protection Policy Act, as amended:

Not applicable.

RECOMMENDATION:

I recommend approval of this grant request.

SPH;jlh

STATE OF DELAWARE
 SINGLE POINT OF CONTACT – SPOC
 INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS
 Office of the Budget
 Thomas Collins Building, Suite 5, Dover, Delaware 19903
 302-739-4206



1. STATE APPLICATION IDENTIFIER:
 05-02-18-02

SPOC use ONLY	Month	Reviewer	CC's
	04	SH	R

2. Applicant Project Title: 2005 Transitional Housing Assistance Services Fund

3. Applicant Department: *Executive* 4. Applicant Division/APU: *Criminal Justice Council*

5. Applicant Address: 820 French Street, 10th Floor, Wilmington, DE 19801 SLC:C401

6. Contact Person: **Maureen Querey** 7. Contact Person's Phone Number: **(302) 265-0407**

8. Signature of Secretary or Agency Head (for state agencies) or Chief Administrator (for all other applicants)

9. Federal Grantor Department: *Department of Justice* 10. Federal Sub-Agency: **Office on Violence Against Women**

11. Federal Contact Person: 12. Phone Number: **(202) 307-6026**

13. Address: 810 7th Street NW, Washington, DC 20531

14. Federal Program Title: *Transitional Housing Assistance for victims of Domestic Violence Stalking or Sexual Assault* 15. FEDERAL CATALOG NO: (CFDA) *736* *Y*

16. Project Description:
 To establish a statewide Transitional Housing Assistance Services Fund to support individuals seeking independent and secure housing.

17. Measurable Objectives:
 a. What were last year's objectives?
 Not applicable

b. Were these objectives met? (If not, please explain why)

c. What are this year's objectives?

- Goal #1:** Develop the Transitional Housing Assistance Services Fund guidelines.
- Task A:** Create a document that will outline the bylaws for the administration of the Transitional Housing Assistance Services Fund.
- Task B:** Create a document that will define the guidelines to determine funding criteria under this grant proposal.
- Task C:** Create a document that will explain the allowable and unallowable costs under the Transitional Housing Assistance Services Fund.
- Task D:** Create an application form for domestic violence shelter providers in Delaware to use when assisting individuals seeking support through the Transitional Housing Assistance Service Fund.
- Task E:** Create a document that will demonstrate who may submit an application to People's Place II Inc.'s New Start Case Management Program.
- Task F:** Create a document describing the procedures for approving an application for support.
- Task G:** Create a confidentiality policy to ensure that activities completed as a result of this project will not compromise victim safety.
- Task H:** A final document including all of the bylaws, policies, and procedures will be endorsed by all of the MOU Partners.

Goal #2: Implement the Transitional Housing Assistance Services Fund.

18. Grant Period:

From: 10/01/2005
To: 09/30/2008

19. How many years has this project been funded:

N/A

20. If the project was funded last year, how much federal money was awarded?

N/A



21. Source of funding for this application:	Dollars	Budget Code
a. Federal grant	175,000.00	
b. Other federal funds (Specify)		
c. Required state contribution	0.00	
d. Discretionary state contribution		
e. Required local contribution	0.00	
f. Other non- federal funds (Specify)	0.00	
TOTAL	175,000.00	

22. Budget by cost category and source:	Federal Funds	State Funds	Other Funds	Total Funds
Salaries & Fringe Benefits	0.00	0.00	0.00	0.00
Personal or Contractual Services	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00
Supplies & Materials	0.00	0.00	0.00	0.00
Capital Expenditures	0.00	0.00	0.00	0.00
Audit Fees				
Indirect Costs				
Other/ Pass through Funds	175,000.00	0.00	0.00	175,000.00
TOTAL	175,000.00	0.00	0.00	175,000.00

23. How many positions are required for the project? STR STR

Breakdown of position(s)	Authorized in State Budget	New Positions Required	Total
Paid for out of federal funds	0	0	0
Paid for out of General Funds	0	0	0
Paid for out of state special funds	0	0	0
Paid for out of bond/local/other funds	0	0	0
TOTAL	0	0	0

STATE OF DELAWARE
SINGLE POINT OF CONTACT – SPOC
INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS
Office of the Budget
 Thomas Collins Building, Suite 5, Dover, Delaware 19903
 302-739-4206

1. STATE APPLICATION IDENTIFIER:
05-02-18-02 Revised August 16, 2007

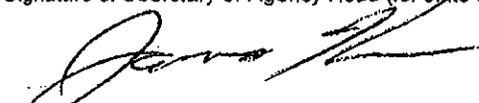
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2. Applicant Project Title: **2005 Transitional Housing Assistance Services Program**

3. Applicant Department: **Criminal Justice Council** 4. Applicant Division/APU: **100701**

5. Applicant Address: **820 French Street, 10th Floor, Wilmington, DE 19801 SLC:C401**

6. Contact Person: **Maureen Monagle** 7. Contact Person's Phone Number: **(302) 877-8442**

8. Signature of Secretary or Agency Head (for state agencies) or Chief Administrator (for all other applicants)


9. Federal Grantor Department: **Office of Justice Programs** 10. Federal Sub-Agency: **Office on Violence Against Women**

11. Federal Contact Person: **LaTanya Watson** 12. Phone Number: **(202) 305-2093**

13. Address: **810 7th Street NW, Washington, DC 20531**

14. Federal Program Title: **FY 2005 Transitional Housing Assistance Grant Program** 15. FEDERAL CATALOG NO: (CFDA)
 16 736

16. Project Description:
To establish a statewide Transitional Housing Assistance Services Program to support survivors of domestic violence seeking independent and secure housing.

17. Measurable Objectives:
 a. What were last year's objectives?
Not applicable
 b. Were these objectives met? (If not, please explain why)
 c. What are this year's objectives?

Goal #1: Within one month of notification of award, the CJC will establish a statewide Transitional Housing Services and Assistance Program

Objective #1: An Oversight Committee will be established to develop program policies and procedures, and review status of the program
Task A: MOUs will be signed between each partnering agency
Task B: The Oversight Committee will establish a monthly meeting schedule

Objective #2: Within one year of notification, the Oversight Committee will develop the Transitional Housing Assistance Program Guidelines
Task A: The Oversight Committee will develop a uniform Release of Information, Eligibility Criteria and Confidentiality Policy
Task B: The Oversight Committee will create a document that details the purpose and formula for providing financial assistance, based on housing costs, family size and income.
Task C: The CJC will develop forms and procedures for the program partners to acquire funds for payments

Task D: Create a referral process for CHILD Inc and Abriendo Puertas shelter staff to use when referring individuals to the THASP.
 Task E: Create THASP Welcome Packet, Policies and Services

Goal #2: Implement the Transitional Housing Assistance Services Fund.

Objective #1: within one month of approval of revisions, the THASP will be implemented and accepting referrals

Task A: Abriendo Puertas will identify specific staff to work with women entering the THASP and formulate and smooth transition strategy from shelter to THASP program staff.

Task B: Shelter staff at CHILD Inc and Abriendo Puertas will be informed of program availability and Eligibility and Referral forms will be distributed

Task C: Program staff will begin relationship building and education with community landlords and other housing providers, and distribute information about the Transitional Housing Assistance Services Program.

Task D: The Transitional Support Services Coordinator and the Director of Shelter services at Abriendo Puertas will begin accepting referrals and meeting with applicants to determine program eligibility and financial and support needs

18. Grant Period: From: 10/01/2005 To: 09/30/2008	19. How many years has this project been funded: N/A	20. If the project was funded last year, how much federal money was awarded? N/A
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21. Source of funding for this application:	Dollars	Budget Code
a. Federal grant	175,000.00	
b. Other federal funds (Specify)		
c. Required state contribution	0.00	
d. Discretionary state contribution		
e. Required local contribution	0.00	
f. Other non- federal funds (Specify)	0.00	
TOTAL	175,000.00	

22. Budget by cost category and source:	Federal Funds	State Funds	Other Funds	Total Funds
Salaries & Fringe Benefits	5,176.00	0.00	0.00	5,176.00
Personal or Contractual Services	12,433.00	0.00	0.00	12,433.00
Travel	1,008.00	0.00	0.00	1,008.00
Supplies & Materials	0.00	0.00	0.00	0.00
Capital Expenditures	0.00	0.00	0.00	0.00
Audit Fees				
Indirect Costs				
Other/	156,383.00	0.00	0.00	156,383.00
TOTAL	175,000.00	0.00	0.00	175,000.00

23. How many positions are required for the project?

Breakdown of position(s)	Authorized in State Budget	New Positions Required	Total
Paid for out of federal funds	.075	0	0.075
Paid for out of General Funds	0	0	0
Paid for out of state special funds	0	0	0
Paid for out of bond/local/other funds	0	0	0
TOTAL	0.075	0	0.075

24. PLEASE NOTE: On a separate piece of paper, please give position number, grade, yearly salary and percent of funding (federal, state, local, other) and the full-time equivalent for all positions required. Please identify the new positions by placing an asterisk before the position title. If this grant funds positions within other departments, divisions and/or offices, please list them.

<u>State Agency/Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>	<u>Funding</u>	<u>FTE</u>
<u>Criminal Justice Council</u>					
Administrative Accountant	060148	13	\$69,170 (\$43,544 Annual; OEC's \$25,626); 5,176 (7.5%) funded	100% Federal	.075

Summary Data Sheet

The Delaware Criminal Justice Council (CJC) was created within the Executive Branch of Government under Title 11, Chapter 87, 8701 of the Delaware Code. CJC was created by statute in 1984 to implement policies for improving the criminal justice system. The CJC operates through the use of specialized committees, subcommittees, and work groups to focus on issues that affect the administration of justice in Delaware. The CJC is the state agency responsible for the administration of federal dollars received through the State under the Victims of Crime Act, OJJDP, Edward Byrne Memorial Law Enforcement Fund, Weed & Seed, Family Violence Prevention and Services Act, Local Law Enforcement Block Grant, and the STOP Violence Against Women Formula Grant Program.

Demographically the State of Delaware has three counties, New Castle County, Kent County, and Sussex County. New Castle County meets the official criteria as an urban area, and represents "urban Delaware." Kent and Sussex Counties represent "rural Delaware." Delaware has five established domestic violence shelters located throughout the state (two in New Castle County, 1 in Kent County, and 2 in Sussex County). Three separate non-profit agencies, Abriendo Puertas, Child, Inc, and People's Place II, Inc., operate and maintain the shelters.

Consequently, the CJC has partnered with Child, Inc. and Abriendo Puertas to submit a collaborative grant proposal under the Transitional Housing Solicitation to establish a statewide Transitional Housing Assistance Program to support individuals seeking independent, safe and affordable housing.

This project will compliment programs and services offered to women and children in domestic violence shelters that are funded via Victims of Crime Act and Family Violence

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Prevention and Services Act grants the state of Delaware receives via the Criminal Justice Council.

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Program Abstract

In developing the State of Delaware's three-year Implementation Plan, under the S.T.O.P. Violence Against Women Formula Grant Program, planning sessions are held annually with representatives from law enforcement, prosecution, victim advocacy, courts, coalitions, and other criminal justice agencies to identify the gaps and needs in domestic violence and sexual assault delivery systems and to examine and enhance coordinated efforts among law enforcement, prosecution, and nonprofit agencies to improve the delivery of services. During these planning sessions, the need for transitional housing programs was highlighted. According to follow-up surveys with victims who have exited shelter, service providers stated that victims often report that lack of financial means as a primary reason for returning to an abusive partner. However, because of the statutory funding requirements under the S.T.O.P. Formula Grant Program, offering a wider range of flexible assistance to support individuals fleeing domestic violence situations has been difficult.

With the FY 2005 Transitional Housing Assistance Grant Program, the Criminal Justice Council (CJC) proposes to create a statewide program, to provide support to survivors of domestic violence in their decision to seek safety, independence, and secure housing. The CJC, in collaboration with Child, Inc. and Abriendo Puertas propose to establish and implement a statewide Transitional Housing Assistance Program. The goal of this proposed project is to provide survivors, leaving the emergency DV shelters, with supportive services and financial assistance to access and maintain safe and secure housing (safety deposits, rental assistance), and achieve independence (employment costs, transportation assistance). Based on the participants' individual needs, the proposed services would include, but will not be limited to, the following:

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safety planning, short-term housing assistance, assistance with rental or utilities payments, transportation needs, medical needs, child care assistance, emotional support and advocacy.

Offering these services would reduce the hardships and obstacles individuals face while attempting to flee domestic violence situations, and secure and maintain safe housing.

Project Narrative

Need for the Project

Delaware's demographics highlight the multiple barriers and challenges survivors face when leaving their abusive partners and establishing independent housing. Understanding the diverse make-up of our state (geographic, demographic, economic and cultural) is necessary when considering the need for this proposed statewide project, which must be individualized and flexible. Our goal is to address and meet the needs of the survivors, statewide, which will benefit from the services this proposed project will offer.

Delaware is the 49th state in the nation, according to size, with a total area of 1,982 square miles. New Castle County is 438 square miles. Kent County is 594 square miles. Sussex County is 950 square miles. Delaware is 96 miles long and varies from 9 to 35 miles in width. According to the 2000 Census, Delaware is the second smallest state in the United States and has a population of 783,600. Sixty-four percent of the population resides in New Castle County (526-1,260 people per square mile), the smallest county in Delaware, followed by twenty percent of the population in Sussex County (less than 175 people per square mile), and sixteen percent of the population in Kent County (176 - 336 people per square mile).

Over the past ten years, the racial and ethnic diversity of Delaware has increased significantly. According to the 2000 Census (U.S. Census Bureau), since 1990 the Hispanic population has increased approximately 136% (15,820 to 37,277). Social service agencies working with these populations feel this may not be an accurate reflection of the number because many immigrants are unlikely to respond to the Census. Predominately, the Hispanic population is concentrated in two regions in Delaware: the City of Wilmington, in New Castle County; and

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the Town of Georgetown, in Sussex County. According to the 2000 Census, one-third of the residents living in Georgetown, Delaware, in 2000, were not U.S. citizens and spoke a language other than English at home.

The Hispanic population in itself is diverse, consisting of economically displaced immigrants from developing countries such as Guatemala, Mexico, Puerto Rico, Ecuador, and Cuba. According to the *Delaware State-Wide Housing Needs Assessment 2003-2007* (published in 2003), many have moved to the State because of the growing economy, and availability of jobs that do not require advanced education or skills. However, these jobs offer few opportunities for advancement to higher wage positions, leaving many households still unable to afford decent housing. As result, many of the Hispanic households may have multi-family occupancy to reduce the cost-burden of housing or live in otherwise substandard living conditions.

Currently, there are roughly fifteen organizations in the State that provide a variety of services (counseling, legal, healthcare, etc.) to, and work directly with, the Hispanic population. However; Abriendo Puertas, meaning "Opening Doors," is the only domestic violence shelter service provider in the State that focuses specifically on Latina and Spanish (non-English) speaking survivors. CHILD Inc. has bilingual counselor advocates on staff at both of the shelters. There are sixteen programs in the state that offer transitional housing support (either providing funds to support rental costs, or they have specific housing units/sights). These programs are available for single women, women in recovery, men in recovery, or homeless families. Because of the limited number of units, or small capacity of the individual organizations, applicants to these programs are placed on a waiting list (estimated length of wait has been reported to be anywhere from 2 months to a year). Also, none of these programs are specific to the needs of

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victims of domestic violence. The locations are not confidential, and they have specific requirements of participants, which can jeopardize a victim's safety.

As described above, although small, Delaware is a diverse state with regards to racial and ethnic cultures, available services, and county structure, and as a result the needs of victims and survivors differ from county to county. Recognizing this diversity within our state, offering a statewide program to survivors of domestic violence will be the most beneficial and increase our ability to meet the unique needs of individual survivors. Also, when considering the various needs of the population, we feel this unique statewide program could be flexible, within reason, depending on the needs and geographic location of the participant.

According to the Domestic Violence Coordinating Council's 2005 Annual Report, the State Bureau of Identification has documented that in calendar year 2004, the number of reported domestic violence incidents was 27,477 (combined criminal and non-criminal). Of those incidents, 16,139 represented criminal incidents of domestic violence. In 2003 Delaware separated the relationship "intimate partner" out of the reported criminal domestic violence incidents. During the 2004 calendar year, there were 7,819 intimate partner criminal domestic violence incidents reported, representing 48% of the total criminal DV incidents reported.

In Delaware, there are five domestic violence shelters, operated by three social service organizations. Child Inc. runs two shelters in New Castle County; Abriendo Puertas runs a shelter in Sussex County, and People's Place¹ runs two shelters in Kent and Western Sussex County. Statistics generated by these five shelters provide further insight into the extent and

¹ People's Place has received funds through a Family Violence Prevention subgrant to operate a similar housing assistance program for the women they serve. As a result, they are no longer a partnering organization for this proposed project (letter of withdrawal attached.)

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severity of domestic violence in the State of Delaware. According to the report published by the statewide Domestic Violence Coordinating Council (DVCC), in calendar year 2004, there were 3,507 calls statewide to the domestic violence hotlines. 500 individuals (360 in New Castle County and 240 in Kent and Sussex Counties) received shelter services statewide.

In 2004, CHILD Inc.'s two shelters, "Martha's Carriage House" and "Sarah's House," together provided emergency housing for 360 individuals (women and children). During 2005, CHILD Inc., provided emergency shelter services to a total of 154 women (38 at Sarah's House; 116 at Martha's Carriage House). In 2004, Abriendo Puertas provided emergency shelter for 38 individuals (women and children); and referred 7 individuals to other shelters because they were full. In 2005, 25 women and 28 children received shelter services; while two were turned away due to lack of space. Referrals made to other shelters are often to organizations that do not have specific expertise in domestic violence services and do not have bi-lingual or culturally appropriate programming.

Staff from these two organizations estimate that approximately 20-25% of women seeking shelter services will be eligible to receive services through the Transitional Housing Assistance Program. Further, in 2001 the State of Delaware received a discretionary grant, through the Office on Violence Against Women, Rural Domestic Violence and Child Victimization Enforcement Grant Program to create an Implementation Plan to address the needs of victims of domestic violence and sexual assault in rural communities. The planning grant included an assessment of Kent and Sussex Counties. The results of this assessment validated the following findings:

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- Transportation needs for battered women appear more acute in Sussex and Kent Counties. "Transportation needs" can be defined as lack of funds to support ownership and/or maintenance costs of a vehicle; or limited public transportation (routes and limited scheduling), especially in the Southern part of the state.
- Childcare is a problem that limits the options of victims of domestic violence. It is very difficult to find affordable, licensed childcare providers who meet the necessary flexibility of work/school schedules of survivors (most of the women, especially in the southern part of the state, are finding employment at the poultry plants due to barriers with immigration status, education/training levels and language barriers. These positions often require 'odd' hours such as evenings and weekends). Many families may be eligible for subsidized childcare, however, fall under certain restrictions with co-pays, waiting lists, limited hours, etc. The additional cost of childcare can be cancel out the benefits of trying to maintain employment and/or seek educational opportunities.
- According to organizations serving Hispanic/Immigrant populations, when immigrant women are able to learn English, they expand their employment/educational options, thus facilitating a more independent and economically secure life, and reducing dependence on the abuser.

Establishing a Transitional Housing Assistance Program, under the FY 2005 Transitional Housing Assistance Grant Program, will provide the State of Delaware a viable avenue to support individuals fleeing domestic violence situations by providing safety, financial support for rent and utilities, transportation and child care assistance, and access to increased educational opportunities. As described previously, it is clear that as housing and other resources for

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survivors become increasingly scarce, domestic violence shelters have difficulty effectively serving all survivors seeking assistance. Low-income women, especially those of immigrant status, find themselves choosing between living in an abusive, controlling situation or living in substandard conditions. This flexible, individualized Transitional Housing Program will begin to address the needs of survivors and assist them to establish independent, economically stable lives.

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What will be done? (Goals, Objectives, Tasks, and Time Frame to be completed)

The State of Delaware proposes to develop and implement a statewide Transitional Housing Assistance Services Program for survivors of domestic violence. This is a collaborative effort with Child Inc. and Abriendo Puertas providing the direct services, and the Criminal Justice Council providing all administrative oversight. Individuals eligible for the statewide Transitional Housing Services Program are those who have resided in either CHILD Inc's or Abriendo Puertas' domestic violence shelters within the past six months, who have self-identified barriers to accessing affordable housing, and who are willing and desiring to actively participate in the TSSP and meet with program staff on a mutually-determined schedule. It is estimated that 20 families will be served over the course of the three-year grant.

At the two shelters operated by CHILD Inc., the Transitional Support Services Coordinator (TSSC) will receive referrals from the shelter staff, once the applicant has signed a Release of Information. The TSSC, whose office is not located in the shelters, will then meet the applicant within two business days and assess the needs and goals the individual would like to plan for their exit from the shelter. Once the TSSC has met with the woman, she will meet with her direct supervisor to determine program acceptance (or denial). At Abriendo Puertas, referrals will be exchanged directly between women in shelter and the organization's staff. Actual acceptance decisions will be made between the woman's shelter advocate and the organization's Executive Director. In both organizations, applicants will be informed within 10 business days of their acceptance or denial.

Once an individual has been accepted into the program, they will again meet with program staff, to determine immediate goals and needs. Services the TSSC at Child Inc. can

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provide for the individual include, but are not limited to; safety planning, advocacy with landlords and housing programs, advocacy with educational or employment programs, transportation vouchers, gas vouchers, court accompaniment, medical advocacy, assistance with paperwork, referrals to appropriate service organizations (continuing education programs, child care, legal programs, vision assistance, furniture assistance, clothing assistance, etc).

Abriendo Puertas, a smaller agency (in staffing and capacity), offers a variety of services as well. Services may include, but are not limited to; safety planning, court advocacy and accompaniment, transportation, translation/interpreting services (when needed for paperwork, or appointments), housing referrals and advocacy (with private landlords or housing programs), referrals for assistance with custody, divorce, and/or child support, referrals to appropriate community service organizations.

At a minimum, each program participant will be offered rental assistance for six to 18 months (amounts will be determined based on family size, income and other resources, and market-rate housing costs), safety planning, permanent housing advocacy, and financial assistance for utility connections, childcare, necessities for establishing a home (i.e., furniture), and assistance with transportation needs that would be seen as an obstacle to economic stability. All services will be offered on a voluntary basis. The TSSC and staff at Abriendo Puertas will set up a mutually agreeable meeting schedule, to regularly check in with each survivor and continually assess her needs and what services the program can provide.

Each program participant will be housed in the unit of her choice, depending upon community availability. These will be scattered throughout the state, depending on the preferred location of residence. Rental assistance will be provided directly to the landlord, but each woman

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will be the leaseholder. Program staff will build and enhance relationships with community landlords and housing providers, to aid in helping women secure and maintain housing. Ideally, the women will take over full payment on leases, once the program assistance has ended. In addition, program staff will work with each woman to apply for subsidized permanent housing.

This program will provide the first month's rent, and down payment, at the full amount (100%). Rental amounts will be determined by using the Household Income Limits and Fair Market Rents, as determined by HUD and the Delaware State Housing Authority. One of the goals of this program is for the woman to be able to assume full responsibility for housing costs within six months of beginning this program. For this reason, after the first month's rent and down payment is made, the remaining five months on the program, if a participant is financially able, they can gradually increase their rental contribution based on income and expenses. The project staff will meet with the participant to determine a mutually agreed upon contribution. As a guide, the percentage of rental contribution can be determined using HUD's Income Limits calculations. However, this may need to be flexible based on the participant's financial situation. It is our hope the participant will be able to gradually increase her contribution to the rent each month of participation on this program, however, we recognize the need to be flexible with each individual's circumstances.

As stated above, this program does not have specific units designated for housing. It will be up to the individual program participant and program staff to identify and investigate potential housing location. Program staff will explore and evaluate safety issues with the participant (locked entrance to building; security of building; distance to local police; location in comparison to abuser's residence and/or place of employment, if known, etc.); each participant

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will receive a 911 cell phone; program staff will discuss lock changes, increasing outside lighting, window locks/safety bars, etc., with landlord (if this is an issue of cost, the program can offer to pay for lock changes to leased unit); assist participants with a safe mailing address (renting a P.O Box if necessary so address remains confidential), assist participants with acquiring a new social security number (per their request).

To begin operation of the Transitional Housing Assistance Services Program the following goals, objectives, and tasks must be completed.

Goal #1: Within one month of notification of award, the CJC will establish a statewide Transitional Assistance Program.

Objective #1: An Oversight Committee will be established to develop program policies and procedures, and review status of the program.

Task A (completed; Appendix A): MOUs will be signed between each partnering agency, including:

- Criminal Justice Council: Authorized signature is the Executive Director, James Kane.
- CHILD Inc.: Authorized signature is the Executive Vice President, Joseph Dell'Olio
- Abriendo Puertas: Authorized signature is the Executive Director (Director of Shelter Services), Maria Picazo

Task B (completed): The Oversight Committee will establish a monthly meeting schedule, including contingency plans for members who cannot attend in person and/or the unexpected cancellation of a meeting.

Objective #2: Within one year of notification of award, develop the Transitional Housing Assistance Program Guidelines.

Task A (completed): The Oversight Committee will develop a uniform Release of Information, Eligibility Criteria and Confidentiality Policy.

- Please see attached *Release of Information (Appendix B)* and *Confidentiality Policy (Appendix C)*.

Task B (completed): The Oversight Committee will create a document that details the purpose and formula for providing financial assistance, based on housing costs and family size and income.

- Financial assistance can be used for down payments and rental assistance, lock changes, moving expenses, essential utilities, assistance with child care costs, employment costs (transportation to interviews, job, clothing, etc), public transportation (DART Cards), gas cards, counseling or medical expenses not covered by insurance, and emergency relief.

Task C (completed): The CJC will develop forms and procedures for the program partners to acquire funds for payments.

- The Oversight Committee will develop *Program Policies and Procedures (Appendix D)* that outlines the referral process, allowable/unallowable expenses, rental calculations and procedure to request funds for payment.
- The Criminal Justice Council will provide Child Inc and Abriendo Puertas with the funds; each agency is responsible for the direct payment to the landlord or third-party vendor on behalf of the participant.

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- Please see attached *Request for Funds (Appendix E)* and *Program Policies*
- The CJC Accountant will be responsible for the FS-269 reports to OVW and will draw down funds based on expenses.
- Child Inc. and Abriendo Puertas will be responsible for submitting receipts and proof of payment, on a monthly basis.

Task D (completed): Create a referral process for Child Inc. and Abriendo Puertas shelter staff to use when referring individuals to the Transitional Housing Assistance Service Program.

- Please see attached *Referral for Transitional Support Services Program (Appendix F)* form

Task E (completed): Create Program Welcome Packet, Policies, and Services

- *Establish Termination Policy*
- *Establish Grievance Policy*
- *Establish Participant Responsibilities and Program Guidelines*
- *Establish Program Responsibilities*
- *Establish Menu of Services*

- Please see attached *Program Policies* and *Welcome Packet (Appendix G)*.

Goal #2: Implement the Transitional Housing Assistance Services Program, within one year of notification of award.

Objective #1(pending): Within one month of approval of revisions, the Transitional Housing Assistance Services Program will be implemented and accepting referrals.

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Task A: Abriendo Puertas will identify specific staff to work with women entering the Transitional Housing Assistance Services Program, and formulate a smooth transition strategy from shelter to TH Program staff.

Task B: Shelter staff at Child Inc. and Abriendo Puertas will be informed of program availability and Eligibility and Referral forms will be distributed.

Task C: Program staff will begin relationship building and education with community landlords and other housing providers, and distribute information about the Transitional Housing Assistance Services Program.

Task D: The Transitional Support Services Coordinator and the Director of Shelter services at Abriendo Puertas will begin accepting referrals and meeting with applicants to determine program eligibility and financial and support needs.

Who Will Implement the Project?

The Delaware Criminal Justice Council (CJC) is the fiscal and administrative grantee of this TH grant. The CJC was created within the Executive Branch of Government under Title 11, Chapter 87, 8701 of the Delaware Code. As dictated by statute, CJC is the state agency responsible for the administration of federal dollars that come into the State under the Victims of Crime Act, OJJDP, Edward Byrne Memorial Law Enforcement Fund, Weed & Seed, Family Violence Prevention and Services Act, Local Law Enforcement Block Grant, the STOP Violence Against Women Formula Grant Program and discretionary VAWA grants. However, in 1995 Former Governor Thomas R. Carper of the State of Delaware, through Executive Order No. 29, established the Violence Against Women Act [VAWA] Implementation Committee. The purpose for creating this Committee was "to ensure the appropriate use of federal funds received under the Violence Against Women Act." This Committee is presently comprised of the Honorable Vincent Popitti, retired Chief Judge of Family Court; the Honorable Patricia Blevins, state senator; the Honorable Carl Danberg, currently the new Department of Corrections Commissioner, at the time of his appointment to this committee he was the Attorney General; Diane Glen, Victim Advocate, Dover Police; and Jenner Ranji, Esq.

The Criminal Justice Council, as the grant recipient, will be the administering agency. This agency will be responsible for coordinating the agencies involved in this program, will be responsible for all reports and maintaining supporting documentation. The VAWA Planner and Accountant will be the primary staff assigned to this project. The VAWA Planner will be responsible for coordinating the Oversight Committee, maintaining minutes of meetings and any

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necessary information required for reporting purposes (number of victims/survivors, number of children, types of services (supportive services and housing assistance), policies, available balance of funds, etc. The VAWA Planner will be the primary contact to facilitate communication with partnering agencies and OVW, as well as being the individual responsible for submitting the semi-annual report to OVW. The CJC Accountant will be responsible for processing approved payments, and tracking fiscal activity for reporting purposes.

At the CJC, the person primarily responsible for project oversight is Maureen Monagle. Her specific role with this project will be to review requests for funds, coordinate efforts with CJC's accounting staff, hold monthly Committee meetings, gather and submit data via the semi-annual progress reports. The Senior Accountant, Julie Bolline, will be responsible for processing paperwork for payments and submitting the quarterly FS-269's.

This project will be a partnership with two organizations, Child Inc. and Abriendo Puertas.. The Criminal Justice Council will be responsible for administering and managing all fiscal aspects of the grant and the Transitional Housing Assistance Services Program. However, Child Inc. and Abriendo Puertas will provide the direct services to survivors and provide oversight for this project via the Oversight Committee. Child Inc. and Abriendo Puertas will be responsible for accepting and reviewing referrals to the Transitional Housing Assistance Services Program, making acceptance decisions and in collaboration with each individual participant - making funding determinations regarding financial assistance requests for transportation, childcare, employment related costs, etc. Additionally, Child Inc. and Abriendo Puertas will agree to meet with CJC monthly to discuss number of participants on the program, balance and availability of funds, and any merging issues related to transitional housing programs.

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Child Inc. is a private non-profit agency that was founded in 1963. Its mission is *to help improve the quality of life for children and families in the community*. Programs offered are designed to help families to create homes that are "safe, warm, and friendly." To accomplish its mission, Child, Inc. provides direct services such as shelters, DV emergency hotline, domestic violence treatment programs, bilingual domestic violence services, outreach, a court-based advocacy program, and specialized foster care, prevention programs such as parenting classes and assistance, and community advocacy for children and their families. Child Inc. has designated the Director of Shelter Services and the Transitional Support Services Coordinator (TSSC) as the representatives to participate on the Oversight Committee. The Director of Shelter Services will communicate with shelter staff to ensure shelter residents are referred to the program from CHILD Inc's two shelters; she will also review applicants with the TSSC. The TSSC will interview applicants and explain the program to potential participants. Once accepted, the TSSC will provide the direct services to the participants in the New Castle County area. The TSSC will be the individual responsible for interviewing and accepting applicants to the program. The TSSC will provide supportive services which may include, but are not limited to safety planning with participants, referrals to appropriate agencies, assist program participants' with their housing search, inspect potential rentals to assess safety issues, advocate with landlords, daycares, etc., maintain participant files, etc. The TSSC, will be responsible for submitting the appropriate requests to the CJC for payment (rent, etc). The TSSC will also be responsible for reporting the number of survivors, children, types of services, etc. This information will be provided to the VAWA Planner, at the monthly Oversight Committee meetings.

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At Child Inc., Cindy Mercer and Linda Sheridan will be the primary staff working on this project. Ms. Mercer is the Director of Domestic Violence Services at CHILD Inc. Ms. Mercer has been employed at CHILD Inc. since 1984, not only has she been responsible for creating, ensuring funding, implementing and supervising services within that organization; Ms. Mercer has been a vital contributor to various coordinated responses to victims needs in the state, and is an active leader in the Domestic Violence Task Force, and other professional groups.

Linda Sheridan will serve as the full-time Transitional Housing Services Coordinator at Child Inc. Ms. Sheridan worked at Child Inc's domestic violence shelter for 15 years, before accepting this new position. Ms. Sheridan has a MSW from Boston University, and has been a vital member of the service community in Delaware. During her career at CHILD Inc., Ms Sheridan has been the leading staff in the implementation of several very successful programs (shelter liaison, male victim's advocate, intern/volunteer supervisor, to highlight a few).

Abriendo Puertas is the only domestic violence program in Delaware specifically dedicated to serving immigrant and Spanish-speaking Latina women. This agency began operating under the umbrella of the Episcopal Diocese of Delaware in 2001; and has been operating independently since 2005 (upon receiving their 501C-3status). Abriendo Puertas: *"Provides a safe haven for immigrant women who are victims/survivors of domestic violence, and provides services to assist victims and survivors in their quest to lead an independent life, free from violence and the threat of violence by an intimate partner."* The organization is also a member of the Delaware Coalition Against Domestic Violence. Abriendo Puertas has designated the Director of Shelter Services/the Executive Director, as the agency's representative

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on the Oversight Committee. She will be responsible for communicating with shelter staff to ensure shelter residents are referred to the program, she will review applicants, and determine acceptance into the program. Once accepted, the Director of Shelter Staff will be the individual responsible for providing supportive services to the participants. Supportive services may include, but are not limited to safety planning with participants, interpreting (if needed), referrals to appropriate agencies, assist program participants' with their housing search, inspect potential rentals to assess safety issues, advocate with landlords, daycares, etc., maintain participant files, etc. The Director of Shelter Services, will be responsible for submitting the appropriate requests to the CJC for payment (rent, etc). She will also be responsible for reporting the number of survivors, children, types of services, etc. This information will be provided to the VAWA Planner, at the monthly Oversight Committee meetings.

Maria Picazo serves as the Executive Director and Shelter Director at Abriendo Puertas. As one of the co-founders, has been working at Abriendo Puertas, serving women victims of domestic violence, and their children, since 2001. Prior to opening Abriendo Puertas, Ms. Picazo was the Executive Director at La Esperanza. La Esperanza is a community service agency, offering a variety of services, to the Hispanic population in Sussex County.

Ms. Monagale, Ms. Mercer, Ms. Sheridan and Ms. Picazo will serve on the Oversight Committee and attend monthly meetings. Monthly meetings will be a mandatory requirement for partnering agencies. These meetings will be necessary to ensure consistency of statewide program, to report on number participants, and to ensure accurate balance of funds.

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SUSTAINABILITY PLAN

The Transitional Housing Assistance Grant Program provides an opportunity to establish a Transitional Housing Assistance Service Program to support individuals fleeing domestic violence situations. . We recognize that locating alternative funding allocations to assist individuals with transitional needs will be necessary for sustainability. The CJC will work with Child Inc. and Abriendo Puertas to research and apply for other discretionary grant programs, formula grants, community-based initiatives, and corporate initiatives to continue this project.

The CJC has utilized the Delaware State Housing Authority (DSHA) when developing some of the procedures modified for this program. Once this program is fully operational, it is our intent to advocate for continued support of this program within the state, and work actively with the agencies involved to apply through other discretionary grant programs, formula grants, community-based initiatives, and any other potential sources for ongoing support of this program.

In addition, staff from all three partnering agencies continuously cultivates community support via general education, relationship building and direct solicitation. Child Inc. has an impressive history of successfully garnering community support; Abriendo Puertas also has strong community relationships, and has been able to gather support from landlords, the public assistance office, and private donors.

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Budget Detail Worksheet

A. Personnel

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
CJC Administrative Accountant (10% of \$37,678 annual salary)		\$3,768
<ul style="list-style-type: none"> The CJC Accountant will be processing the monthly requests for funds, and other supporting paperwork necessary for documenting and tracking the funds. 		
	TOTAL:	\$3,768.00

B. Fringe Benefits

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
CJC Administrative Accountant (\$3,768)		
FICA:	\$3,768 x 7.65%	\$288.00
Pension:	\$3,768 x 15.95%	\$601.00
Health Insurance	\$3,768 x 12%	\$452.00
Workmen's Comp:	\$3,768 x 1.6%	\$60.00
Unemployment Comp:	\$3,768 x .17%	\$7.00
	TOTAL:	\$1,408.00

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C. Travel

<u>Purpose of Travel</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
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Effective July 10, 2006, the State of Delaware established the mileage reimbursement rate at \$0.40 per mile.

Oversight Committee Travel (requires one member to travel between New Castle and Sussex Counties):

- For the purpose of monthly meetings
 - a) 200 miles (round trip) @ \$.40/mile x 4 meetings/year x 3 years, or
 800 miles/year @ \$.40/mile= \$320/year x 3 years = \$960
 - b) \$4 in tolls (round trip) x 4 meetings/year= \$16/year x 3 years= \$48

Subtotal for Advisory Group Travel: \$1,008

TOTAL TRAVEL: \$1,008.00

D. EQUIPMENT

<u>Purpose</u>	<u>Computation</u>	<u>Cost</u>
N/A		TOTAL: \$0.00

E. SUPPLIES

<u>Purpose</u>	<u>Computation</u>	<u>Cost</u>
N/A		TOTAL: \$0.00

F. CONSTRUCTION

<u>Purpose</u>	<u>Computation</u>	<u>Cost</u>
N/A		TOTAL: \$0.00

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G. CONSULTANTS/CONTRACTS

<u>Purpose</u>	<u>Computation</u>	<u>Cost</u>
CHILD Inc., (service provider in New Castle County)		
• CHILD Inc will provide the Transitional Support Services Coordinator to work with program participants in New Castle County. As stated in the MOU, CHILD Inc., will receive funds to support 10% of the salary, fringes, travel, supplies and operating expenses.		
➤ 15% of \$41,287 annual salary		\$6,193
➤ FICA:	\$6,193x 7.65%	\$473.00
➤ Pension:	\$6,193x 6%	\$372.00
➤ Health Insurance	\$6,193x 12%	\$743.00
➤ Workmen's Comp:	\$6,193x 1%	\$62.00
➤ Unemployment Comp:	\$6,193x 1%	\$62.00
➤ Local travel	120miles/mo x \$.40/mi x 3 yrs	\$1,728.00
➤ Operating Expenses (phone, office supplies, etc)		\$2,800.00
	TOTAL:	\$12,433
• Abriendo Puertas, Inc., has stated they will not need any funding because this will only enhance the continuing support they provide.		

H. OTHER

Transitional Housing Assistance Services Program

<u>Purpose</u>	<u>Computation</u>	<u>Cost</u>
	TOTAL:	\$156,749.00

This program will provide the first month's rent, and down payment, at the full amount. One of the goals of this program is for the participant to be able to assume full responsibility for housing costs within six months of beginning this program. For this reason, after the first month's rent and down payment is made, the remaining time on the program, if the participant is financially able, they can contribute a percentage of the rent based on income and expenses. The project staff will meet with the participant to determine a mutually agreed upon contribution.

As a guide, the percentage of rental contribution can be determined using HUD's Income Limits calculations and Fair Rental Market. However, this may need to be flexible based on the participant's financial situation. It is our hope the participant will be able to gradually increase her contribution to the rent each month of participation on this program. Again, recognizing the need to be flexible with each individual's circumstances.

- Example scenario: a woman with 3 children in New Castle County may find a suitable 3 bedroom apartment/home for herself and her children.
 - First month + Down Payment= \$1158 x 2= \$2316
 - 2nd month, if feasible for woman, Program will pay 90% \$1043

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- 3rd month, if feasible, Program will pay 85% of rent \$985
 - 4th month, if feasible, Program will pay 80% of rent \$926
 - 5th month, if feasible, Program will pay 75% of rent \$869
 - 6th month, if feasible, Program will pay 70% of rent \$811
 - Estimated total cost of housing in this scenario \$6950
- Housing costs will be flexible based on family size, county of residence, and the financial status of each individual. This figure was used as an example of how this program would function. **Based on the scenario above, this program could support 22 women in their efforts to maintain safe and affordable housing.** However, this program will allow for flexibility in case full rental assistance is required for all six months; or if the woman decides she can contribute more than the suggested percentage.
 - We estimate funds for this program will support between 20-25 families with housing and other expenses as determined allowable, during the course of this program.
 - Due to limited funds, it is essential for partnering agencies to communicate monthly, so each agency is aware of available funds. This information is necessary for determining eligibility for the program (balance of funds may not allow us to provide these services to a woman with 6 children).

I. INDIRECT COSTS

<u>Purpose</u>	<u>Computation</u>	<u>Cost</u>
N/A		TOTAL: \$0.00

TOTAL PROJECT COSTS: \$175,000.00

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BUDGET CATEGORY AMOUNT

Personnel	\$3,768.00
Fringe Benefits	\$1,408.00
Travel	\$1,008.00
Equipment	0.00
Supplies	0.00
Construction	0.00
Consultants/Contracts	\$12,433.00
Other	\$156,383.00
Total Direct Costs	175,000.00
Total Indirect Costs	0.00
TOTAL PROJECT COSTS	\$175,000.00