



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
CRIMINAL JUSTICE COUNCIL

STATE OFFICE BUILDING - 10th FLOOR
820 FRENCH STREET
WILMINGTON, DELAWARE 19801

Telephone: (302) 577-5030
Fax: (302) 577-3440

April 14, 2009

Cathy Wolf
Associate Fiscal and Policy Analyst
Office of Management and Budget
Haslet Armory
122 William Penn Street
Dover, DE 19901

Re: Recovery Act OVW Transitional Housing Assistance Grant (S.A.I.#09-03-24-10)

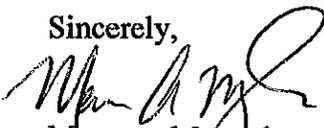
Dear Ms. Wolf,

Enclosed is the SPOC form and copy of the application for the *Recovery Act OVW Transitional Housing Assistance Grant*.

This grant was given the State Application Identifier Number: 09-03-24-10

Should you need any additional information or clarification, please do not hesitate to call me at 302-577-8442, or via email at Maureen.Monagle@state.de.us

Sincerely,



Maureen Monagle
Coordinator

Cc: Federal File Recovery Act Transitional Housing
Julie Bolline, Accountant, CJC

STATE OF DELAWARE
SINGLE POINT OF CONTACT – SPOC
INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS
Office of Management and Budget
 Haslet Building, 3rd Floor, Dover, Delaware 19901
 (302) 739-4206

1. STATE APPLICATION IDENTIFIER:

09-03-24-10

SPOC use ONLY

Month

Reviewer

CC's

2. Applicant Project Title: **OWV Recovery Act Transitional Housing Assistance Grant**

3. Applicant Department: **Criminal Justice Council**

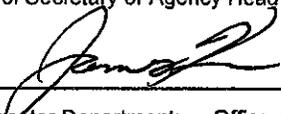
4. Applicant Division/APU: **10-07-01**

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

6. Contact Person: **Maureen Monagle**

7. Contact Person's Phone Number: **302-577-8442**

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: **Charolette Turpin**

12. Phone Number: **(202) 514-8680**

13. Address: **800 K Street, NW, Washington, DC 20001**

14. Federal Program Title:

Recovery Act Transitional Housing Assistance

15. FEDERAL CATALOG NO:
(CFDA)

16

805

16. Project Description:

To enhance a statewide Transitional Support Services program for victims of domestic exiting a domestic violence emergency shelter. This program will focus on a holistic, victim-centered approach to provide transitional services to support survivors of domestic violence move into and maintain permanent safe housing. This program will provide assistance in the form of financial rental assistance, utility assistance, and offer educational assistance for career or vocational enhancement.

17. Will funds be utilized for any technology initiatives? Yes No If so, Business Case Number and brief project summary:

18. Measurable Objectives:

a. What were last year's objectives?

Funding under the Recovery Act Transitional Housing Assistance program was not available last year.

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

c. What are this year's objectives?

1. Strengthen partnerships for safer communities and enhance the Nation's capacity to prevent, solve, and control crime.

i. Number of persons served

ii. Number of housing units funded

iii. Number of support services provided

Continued on separate page

(If more space is needed, please attach a separate sheet of paper)

19. Grant Period: From: 07/01/2009 To: 09/31/2010	20. How many years has this project been funded:	21. If the project was funded last year, how much federal money was awarded?
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22. Source of funding for this application:	Dollars
a. Federal grant	\$500,000.00
b. Other federal funds (Specify source of funding)	
c. Required state contribution (Specify source of funding)	
d. Discretionary state contribution (Specify source of funding)	
e. Required local contribution (Specify source of funding)	
f. Other non- federal funds (Specify source of funding)	
TOTAL	\$500,000.00

23. Budget by cost category and source:	Federal Funds	State Funds	Other Funds	Total Funds
Salaries & Fringe Benefits	\$10,275.88			\$10,275.88
Personal or Contractual Services	\$160,949.30			\$160,949.30
Travel	\$16,370.00			\$16,370.00
Supplies & Materials	\$2,100.00			\$2,100.00
Capital Expenditures				
Audit Fees				
Indirect Costs				
Other <i>Transitional Support Services Program</i>	\$310,304.82			\$310,304.82
TOTAL	\$500,000.00			\$500,000.00

24. How many positions are required for the project? (Exclude casual/seasonal employees)			
Breakdown of position(s)	Authorized in State Budget	New Positions Required	Total
Paid for out of federal funds			
Paid for out of General Funds			
Paid for out of state special funds			
Paid for out of bond/local/other funds			
TOTAL			

25. 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. If a position has been reallocated to or from another grant please indicate the grant source.

Question 18.

B. What are this year's objectives? *(Continued)*

1. (Recovery Act): Create and retain jobs and promote economic growth
 - i. Number of jobs retained due to Recovery Act funding
 - ii. Number of jobs created due to Recovery Act funding

COPY



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
CRIMINAL JUSTICE COUNCIL

Telephone: (302) 577-5030
Fax: (302) 577-3440

STATE OFFICE BUILDING - 10th FLOOR
820 FRENCH STREET
WILMINGTON, DELAWARE 19801

April 8, 2009

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

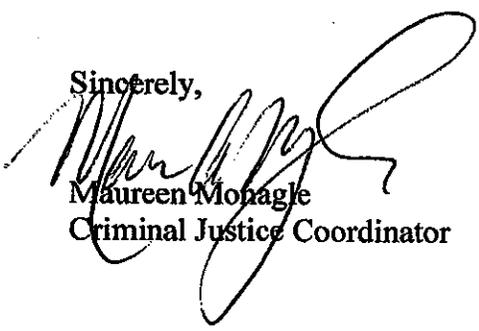
RE: Application # 2009-X2343-DE-EF

Enclosed please find a copy of the State of Delaware's "*OVW Recovery Act Transitional Housing Grant Program*" application and supporting documents. It has been prepared according to the instructions in "*OVW Recovery Act Transitional Housing Assistance Grants for Victims of Domestic Violence, Dating Violence, Stalking or Sexual Assault*" solicitation.

In addition to this hard copy, this grant was submitted electronically via GMS on April 8, 2009.

If you have any questions, please feel free to contact me at (302)577-8442, or via email at Maureen.Monagle@state.de.us

Sincerely,


Maureen Monagle
Criminal Justice Coordinator

Cc: Federal File: 2009 OVW Recovery Act Transitional Housing Grant

**State of Delaware's
OVW Recovery Act Transitional Housing
Assistance Grant Program Grant
Application**

#2009-X2938-DE-EH

State Applicant Identifier:

09-03-24-10

Submitted to:

The Office On Violence Against Women

April 8, 2009

**Submitted By: Maureen Monagle
Criminal Justice Council
Coordinator**

APPLICATION FOR FEDERAL ASSISTANCE		2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION Application Non-Construction	3. DATE RECEIVED BY STATE		State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier
5. APPLICANT INFORMATION			
Legal Name Executive Office of the Governor of Delaware		Organizational Unit Criminal Justice Council	
Address 820 N. French St 10th Floor Wilmington, Delaware 19801-3509		Name and telephone number of the person to be contacted on matters involving this application Monagle, Maureen (302) 577-8442	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 51-6000279		7. TYPE OF APPLICANT State	
8. TYPE OF APPLICATION Enhancement		9. NAME OF FEDERAL AGENCY Office on Violence Against Women	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.805 CFDA 16.805 - Recovery Act - OVW Transitional TITLE: Housing Assistance Program		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT Recovery Act Transitional Housing	
12. AREAS AFFECTED BY PROJECT state of Delaware			
13. PROPOSED PROJECT Start Date: July 01, 2009 End Date: June 30, 2011		14. CONGRESSIONAL DISTRICTS OF a. Applicant b. Project DEAL	
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
Federal	\$500,000	This preapplication/application was made available to the state executive order 12372 process for review on 04/30/2009	
Applicant	\$0		
State	\$0		
Local	\$0		
Other	\$0		

Program Income	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? N
TOTAL	\$500,000	

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.

Close Window

**OVW Recovery Act Transitional Housing Assistance Grant Program
State of Delaware's Grant Application
Application #: 2009-X2938-DE-EH
SAI #:09-03-24-10**

Summary Data Sheet

Applicant Agency: The Delaware Criminal Justice Council

Address: 820 N. French St., 10th Floor
Wilmington, DE 19801

Agency Fax Number: 302-577-3440

Authorized Official: James Kane, Executive Director
E-mail Address: James.Kane@state.de.us
Phone: 302-577-5030

Point of Contact: Maureen Monagle, Coordinator
E-mail Address: Maureen.Monagle@state.de.us
Phone: 302-577-8442

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.

The Criminal Justice Council (CJC) received funding under the FY 2005 Transitional Housing Assistance Grant Program to create a statewide program, which provided support to survivors of domestic violence in their decision to seek safety, independence, and secure housing. This was a collaborative effort between the CJC, Child, Inc. and Abriendo Puertas to implement a statewide Transitional Housing Assistance Program. The goal of this project was to

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provide survivors, leaving the emergency DV shelters, with supportive services and financial assistance to access and maintain safe and secure housing (security deposits, rental assistance), and achieve independence (employment costs, transportation assistance associated with independent living skills). This project was very successful for survivors exiting the two CHILD Inc shelters. Due to the additional challenges that non-English speaking, immigrant victims are faced with (landlords not willing to rent to undocumented individuals, multi-family living arrangements, etc); and the staffing challenges at Abriendo Puertas, they have not refer any women to the 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.

Abriendo Puertas has not demonstrated an interest in collaborating on the project proposed under the Recovery Act Transitional Housing Grant Program. Consequently, the CJC has partnered with Child, Inc. and People's Place II to submit a collaborative grant proposal under the Recovery Act Transitional Housing Solicitation to enhance a statewide Transitional Support Services Program that supports individuals seeking independent, safe and affordable housing. To further enhance the services offered under this program, the CJC, CHILD Inc, and People's Place II will expand the collaboration to include Delaware Technical and Community College as a educational support partner in this statewide initiative.

OVW Recovery Act Transitional Housing Assistance Grant Program
State of Delaware's Grant Application
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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. Due to 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.

The CJC is applying for the Recovery Act Transitional Housing Assistance Program, to continue and enhance the services established under the FY2005 Transitional Housing Program. Based on the participants' individual needs, the proposed services would include, but will not be limited to, the following: safety planning, short-term housing assistance, assistance with rental or utilities payments, transportation needs, child care assistance, tuition assistance for educational/vocation goals, and 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. The program will be enhanced by expanding

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our collaboration to include Delaware Technical and Community College (DTCC) for extensive educational opportunities and career counseling programs that are offered to students or residents of Delaware.

This project will compliment programs and services offered to women and children in domestic violence shelters, and community based programs that are funded via Victims of Crime Act and Family Violence Prevention and Services Act grants the state of Delaware receives via the Criminal Justice Council, as well as other social service programs offered throughout the State.

Project Narrative

Purpose of Application

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. According to the US Census Bureau, Population Estimates for 2008, Delaware has a population of 873,092 (ranked 45th). This represents a little over eleven percent increase in the population count of 2000 (783,600). Sixty-one percent of the population resides in New Castle County (529,641 people per square mile), the smallest county in Delaware, followed by twenty-one percent of the population in Sussex County (188,036 people per square mile), and eighteen percent of the population in Kent County (155,415 people per square mile).

According to the US Census Bureau, the "Population and Housing Narrative Profile: 2005-2007;" Delaware has an estimated 321,748 households. Of those, 13.2% are female-headed households. Female-headed households have a higher poverty rates compared to other family types (two-parent household; single father; etc). According to the "2009 Kids Count/Families Count Fact Book," the three-year (2006-2008) average percentage of families in poverty with single, female head and children under 18 is 25.6% (pg 169). Economic disadvantages of a

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female-headed household may often be the result of unemployment, underemployment, and limited income for rent/ownership.

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). And, even more recently, the "U.S. Census Bureau's 2007 American Community Survey" (ACS), the Hispanic or Latino population represents 6.3% of Delaware's total population. Social service agencies working with this particular population feel this may not be an accurate reflection of the number because many immigrants are unlikely to respond to the Census.

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 2008-2012* (published in 2007), many have moved to the State because of the agricultural and poultry industries, 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)

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speaking survivors. People's Place II works closely with Abriendo Puertas to ensure non-English speaking residents of PPII shelters receive the appropriate services. 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 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 will 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 (DVCC) 2008 Annual Report, the State Bureau of Identification has documented that in calendar year 2007, the number of reported domestic violence incidents was 28,423 (combined criminal and non-criminal). Of those incidents, 16,265 represented criminal incidents of domestic violence (16% of which

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resulted in injury). In 2003 Delaware separated the relationship "intimate partner" out of the reported criminal domestic violence incidents. "Intimate partner" may include current and former spouses; current and formerly dating couples; and may be of the same gender. During the 2007 calendar year, there were 8,163 intimate partner criminal domestic violence incidents reported, representing 50% of the total criminal DV incidents reported. If examined according to gender, female victims of intimate partner violence made up for 76% (6,217) of the total.

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 Place runs two shelters in Kent and Western Sussex County. Statistics generated by these five shelters provide further insight into the extent and 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 2007, there were 3,453 calls statewide to the domestic violence hotlines (2,767 to New Castle County hotline; 686 to Kent and Sussex hotlines). 537 individuals received shelter services statewide. Of the 292 that were sheltered in New Castle County, 162 were women and 130 were children. Of the 245 sheltered in Kent and Sussex Counties, 112 were women and 133 were children.

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.

By enhancing the Transitional Support Services Program, under the Recovery Act Transitional Housing Assistance Grant Program, the State of Delaware will have 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. Unemployed, under-employed, or lower-income individuals, find themselves choosing between living in an abusive, controlling situation, or living in substandard conditions. This flexible, individualized Transitional Support Services Program will 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 expand and enhance a statewide Transitional Support Services Program (TSSP) for survivors of domestic violence. This will be a collaborative effort with Child Inc. and People's Place II, providing the direct services, Delaware Technical and Community College providing educational or career enhancement opportunities, and the Criminal Justice Council providing all administrative oversight. Individuals eligible for the statewide TSSP are those who have resided in either CHILD Inc's or People's Place's 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 20-30 single women or, women with children will be served over the course of the two-year grant.

At the two shelters operated by CHILD Inc., the TSSP Coordinator will receive referrals from the shelter staff, once the applicant has signed a Release of Information. The TSSP Coordinator, whose office will not be 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 TSSP Coordinator has met with the woman, she will meet with her direct supervisor to determine program acceptance (or denial). The referral process will function similarly at the two shelters that People's Place II operates. Determination of program participants' acceptance (or denial) will be between the TSSP Coordinator and the Associate Director of Domestic Violence Services. In both organizations, applicants will be informed within 10 business days of their acceptance or denial.

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Once an individual has been accepted into the program, they will again meet with program staff, to determine immediate goals and needs. Services the TSSP Coordinators can 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).

At a minimum, each program participant will be offered rental assistance for six months (as a guide, the program will consider reasonable amounts based on family size, 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 TSSP Coordinators 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 will be the leaseholder. The CJC will be working with the Delaware State Housing Authority and the Landlord Association, to create a list of landlords that are willing to work with a voucher program. The TSSP Coordinators can use the landlords on that list, or provide the participant with other rental options. Collaborative partners will continue to build and enhance relationships

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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; or develop individual plans to maintain safe housing.

This program will provide the security deposit and at least six months of rent, at the full amount (100%). 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 CJC will leave this between the participant and the TSS Coordinators they are working with. The project staff will meet with the participant to determine a mutually agreed upon contribution. 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 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

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(renting a P.O Box if necessary so address remains confidential), assist participants with acquiring a new social security number (per their request). The TSSP Coordinators will explore other means of assistance when appropriate, if none available, the TSSP can provide the financial support.

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

Goal #1: Within one month of notification of award, the CJC will enhance a statewide Transitional Support Services Program.

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

Task 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 Director, Dr. Timothy Brandau
- People's Place II, Inc: Authorized signature is the Executive Director, Michael Kersteter
- Delaware Technical and Community College: Authorized signature is the President, Dr. Orlando George, Jr.

Task B: Once MOU is signed, People's Place II and CHILD Inc can post the available positions for hire.

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- CHILD Inc and People's Place II will provide CJC will copies of detailed job descriptions and position postings

Task C: 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 three months of notification of award, the collaborative partners will finalize the Transitional Support Services Program Guidelines.

Task A: The Oversight Committee will finalize a uniform *Confidentiality Policy, Release of Information, and Eligibility Criteria* (DRAFTS attached, Appendix A, B, and C)

Task B: The Oversight Committee will finalize a document that details the menu of services and eligible financial support

- DRAFT *Menu of Services* (Appendix D)
- 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: The CJC will finalize the forms and procedures for the program partners to acquire funds for payments.

- The Oversight Committee will finalize *Program Policies and Procedures* that outlines the referral process, allowable/unallowable expenses, rental calculations and procedure to request funds for payment.

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- *DRAFT Program Policies and Procedures (Appendix E)*
 - *DRAFT Referral Form (Appendix F)*
 - *DRAFT TSSP Admission Interview (Appendix G)*
 - *DRAFT Rental Assistance Agreement (Appendix H)*
 - *CJC's TSSP Request for Funds form (Appendix I)*
- The Criminal Justice Council will provide Child Inc and People's Place with the funds; each agency is responsible for the direct payment to the landlord or third-party vendor on behalf of the participant. CJC will refund respective agency.
 - The CJC Accountant will be responsible for the FS-269 reports to OVW and will draw down funds based on expenses.
 - Child Inc. and People's Place II will be responsible for submitting receipts and proof of payment, on a monthly basis.

Task D: Finalize the referral process for Child Inc. and People's Place II shelter staff to use when referring individuals to the Transitional Support Services Program.

Task E: Finalize a *Transitional Support Services Program Welcome Packet* (Appendix J).

Participants will be informed of:

- *Available Services*
- *Program Guidelines*
- *Termination Policy*
- *Grievance Policy*

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

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Objective #1: Within six months of award, the Transitional Support Services Program will be implemented and accepting referrals.

Task A: People's Place II will identify specific staff hired to work with women entering the Transitional Support Services Program, and formulate a smooth transition strategy from shelter to TSSP.

Task B: Child Inc. will identify specific staff hired to work with women entering the Transitional Support Services Program, and formulate a smooth transition strategy from shelter to TSSP.

Task C: Collaborative Partners will begin to promote the program availability to the victim service agencies in the state.

Task D: The Transitional Support Services Coordinators 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 People's Place. 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 People's Place II 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 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 TSSP Coordinator. The TSSP Coordinator will interview applicants and explain the program to potential participants. Once accepted, the TSSP Coordinator will provide the direct services to the participants in the New Castle County area. The TSSP Coordinator will be the individual responsible for interviewing and accepting applicants to the program. The TSSP Coordinator 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 Fiscal Officer and TSSP Coordinator will be responsible for submitting the appropriate requests to the CJC for payment (rent, etc). The TSSP Coordinator will also be responsible for reporting the number of survivors, children, types of services, etc. This information will be provided to the CJC Coordinator and CJC Grant Monitor, at the monthly Oversight Committee meetings.

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At Child Inc., Cindy Mercer 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.

People's Place began in 1972 as a grassroots effort to address the lack of activities and programs for the youth of Milford, DE. The fledgling organization, staffed by volunteer adults, was supported by what was then known as Milford Community Action and had little to no funding. Due to the lack of structure, the fact that the volunteer adults were not really trained and the overwhelming number of kids, the original program was discontinued. The founders, however, did not give up, and instead, developed a professional, counseling program. In 1976, People's Place II, was established as a private non-profit dedicated to becoming the agency of choice to help people find their path to growth and independence. The mission of People's Place II is "to assist the people of our community by providing high-quality services that promote: dignity, empowerment, independence, safety, self-esteem and self-sufficiency. To this end, People's Place will identify the social/mental health needs of Delaware residents and facilitate the provision of services to address those needs." Since 1976, the counseling program has expanded to continue serving children, families and adults in various locations throughout Kent and Sussex Counties. 1978 Families in Transition was established as an answer to the need for domestic violence intervention. This began as an outreach program and later a shelter was established in Milford. This was the first shelter for abused women and the first domestic abuse

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intervention service offered in the downstate area. People's Place II serves over 8,200 people annually, and continues to provide an array of quality services to residents of Kent and Sussex Counties. People's Place II is a member organization of the Delaware Coalition Against Domestic Violence (DCADV).

At People's Place II, Chereilyn Homlish will be the primary staff working on this project. Ms. Homlish is the Associate Director of Domestic Violence Services at People's Place II. Ms. Homlish has been employed at People's Place II since 1994, and has been in her current positions, responsible for supervision of the domestic violence shelter and advocacy programs. Ms. Homlish has been a vital contributor to various coordinated responses to victims needs in the state, and is very willing to work on collaborative efforts with the CJC.

Once accepted, the TSSP Coordinators 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 Fiscal Officer and TSSP Coordinator will be responsible, at either agency, 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 CJC Grant Monitor and Coordinator, at the monthly Oversight Committee meetings.

The Delaware General Assembly created Delaware Technical & Community College (DTCC) in 1966. The original campus in Sussex County opened in 1967. DTCC continued to expand, so that by 1974, four campuses were located statewide. DTCC is a statewide multi-

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campus community college committed to providing open admission, post-secondary education at the associate degree level. DTCC offers comprehensive educational opportunities including career, general, developmental and transfer education, lifelong learning, workforce education and training, and community services. DTCC believes in the practical value of higher education as a means of economic and personal advancement. DTCC respects and cares for students as individuals and as members of diverse groups, and supports their aspirations for a better life

DTCC has designated Dr. Barbara Ridgely, as the primary staff working on this project. Dr. Ridgely is the Associate Vice President for Institutional Advancement at DTCC. DTCC has a successful relationship with the CJC and various victims' agencies throughout the State; and has demonstrated a willingness to collaborate to ensure program participants success.

Ms. Monagle, Ms. Mercer, and Ms. Hornlish, will serve on the Oversight Committee and attend monthly meetings. Dr. Ridgely will collaborate during the implementation process, to ensure the program will be fully informed of the credit and non-credit courses that DTCC has to offer; and to explain the application and enrollment process for the TSSP Coordinators to be fully equipped to assist program participants with accessing DTCC's programs.

Once hired, the TSSP Coordinators will participate on the 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. DTCC will initially participate on the monthly meetings, to assist with the implementation and structure of the collaboration with DTCC.

SUSTAINABILITY PLAN

The Transitional Housing Assistance Grant Program provides an opportunity to enhance the Transitional Support Services 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 People's Place II 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 in New Castle County; People's Place II also has strong community relationships, and has been able to gather support from various agencies and private donors in Kent and Sussex Counties.

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RA FY 2009 Transitional Housing Assistance Grant Program

Budget Detail Worksheet

A. Personnel

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
CJC Accountant: \$43.65/hour x 5 hours/month x 24 months		\$5,238.00
<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. 		
CJC Monitor: \$17.25/hour x 10 hours/month x 24 months		\$4,140.00
<ul style="list-style-type: none"> The CJC Monitor will be responsible for collecting monthly request for funds, tracking monthly program activity, and coordinating monthly meeting between the MOU partners. 		
TOTAL PERSONNEL:		\$9,378.00

B. Fringe Benefits

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
CJC Accountant (\$5,238.00/year x 24 months)		
FICA:	\$5,238 x 6.2%	\$324.76
Workmen's Comp:	\$5,238 x 1.75%	\$91.66
Unemployment Comp:	\$5,238 x .17%	\$8.90
Medicare	\$5,238 x 1.45%	\$75.95
	Total Fringe for two years:	\$501.27
CJC Monitor (\$4,140.00/year x 24 months)		
FICA:	\$4,140 x 6.2%	\$256.68
Workmen's Comp:	\$4,140 x 1.75%	\$72.45
Unemployment Comp:	\$4,140 x .17%	\$7.48
Medicare	\$4,140 x 1.45%	\$60.00
	Total Fringe for two years:	\$396.18
TOTAL FRINGE BENEFITS:		\$897.88

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C. Travel

<u>Purpose of Travel</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
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Local Travel: For the purpose of meeting with MOU partners and monitoring grant progress.			\$1,370.00
<ul style="list-style-type: none"> State of Delaware FLEET Vehicle Rental: \$28.55/day x 2 days/month x 24 months 			

OVW Technical Assistance:			\$15,000.00
<ul style="list-style-type: none"> Per the solicitation, "All applicants are required to allocate funds in the amount of \$15,000 to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers." 			

TOTAL TRAVEL: \$16,370.00

D. EQUIPMENT

<u>Purpose</u>	<u>Computation</u>	<u>Cost</u>
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Two Laptops for Transitional Support Services Coordinators: Laptops will be purchased to support the necessary travel required to meet with program participants statewide, while still maintaining appropriate records.		\$2,100.00
<ul style="list-style-type: none"> Under State of Delaware policies, the CJC will purchase the laptops from the State Approved Vendor (Dell). (Estimate cost of laptop is \$1,050/ computer x 2) 		

TOTAL: \$2,100.00

E. SUPPLIES

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

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

G. CONSULTANTS/CONTRACTS

<u>Purpose</u>	<u>Computation</u>	<u>Cost</u>
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CHILD Inc., (service provider for New Castle County) \$84,644.00

- CHILD Inc will provide the Transitional Support Services Coordinator to work with program participants in New Castle County. This will be a new position. The salary information below is based on Child Inc's starting salary rates and employee benefit rates.

➤ 100 % Annual Salary	\$27,000 x 2 years	\$54,000.00
➤ FICA:	\$27,000 x 7.65% x 2 years	\$4,131.00
➤ Workmen's Comp:	(\$2.11/\$100 of salary)	
➤ Unemployment:	\$2.11 x \$270/year x 2 years (0.9% of first \$10,500 of salary)	\$1,140.00
➤ Retirement:	\$95.00/year x 2 years (\$27,000 x 10 %/year x 2 years)	\$190.00
➤ Medical/Dental Ins:	\$2,700/year x 2 years (1 st year) \$498/month	\$5,400.00
➤ Life/Disability Ins:	(2 nd Year) est 8% increase \$30/month x 24 months	\$6,455.00
	Total Personnel for 24 months:	\$78,012.00

➤ Local travel	@170 miles/mo x \$.40/mi \$68/mo x 24months	\$1,632.00
➤ Operating Expenses (phone, office supplies, etc)	Est \$2,500.00/year x 2 years	\$5,000.00
	Total Other Costs for 24 months:	\$6,632.00

People's Place II (service provider for Kent & Sussex Counties) \$76,305.30

- People's Place II (PPII) will provide the Transitional Support Services Coordinator to work with program participants in Kent & Sussex Counties. This will be a new position. The salary information below is based on PPII's starting salary and employee benefits rates.

➤ 100 % Annual Salary	\$28,500 x 2 years	\$57,000.00
➤ Social Security:	\$28,500 x 6.2% x 2 years	\$3,534.00
➤ Medicare:	\$28,500 x 1.45% x 2 years	\$826.50
➤ Workmen's Comp:	\$28,500 x 3% x 2 years	\$1,710.00
➤ Unemployment Comp:	\$10,500 x 1% x 2 years	\$210.00

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➤ Short-Term Disability:	\$28,500/52 x 0.5/10 x 0.55 x 12months =\$181/year x 2 years	\$362.00
➤ Long-Term Disability:	\$28,500/12/100 x 0.33 x 12 months =\$94/year x 2 years	\$188.00
➤ Life Insurance:	\$15,000/1,000 x 0.23 x 12 months =\$41.40/year x 2 years	\$82.80
➤ Cafeteria Benefit	\$2,880/year x 2 years	\$5,760.00
	Total Personnel for 24 months:	\$69,673.30
➤ Local travel	@170 miles/mo x \$.40/mi \$68/mo x 24months	\$1,632.00
➤ Operating Expenses (phone, office supplies, etc)	Est \$2,500.00/year x 2 years	\$5,000.00
	Total Other Costs for 24 months:	\$6,632.00
	Total Contractual for two years of operation:	\$160,949.30

H. OTHER

<u>Purpose</u>	<u>Computation</u>	<u>Cost</u>
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Transitional Support Services Program

The goal of this statewide program will be to support individuals seeking safe and affordable housing; and support efforts to establish economic independence, free of violence. This program will be flexible, based on the needs of the survivors who choose to participate, and the areas of support they determine with the Transitional Support Services Coordinator. This project will compliment programs and services offered to women and children in the State.

Due to the fluid nature of this program; the subcategories below are estimates and would need to be flexible based on program participants needs.

For the purpose of this application, support can be available in the following three areas:

1. Transitional Housing Rental Assistance Services Program **\$200,000.00**

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

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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, the following amounts could be available.

- 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, 100% of rent \$1158
 - 3rd month, 100% of rent \$1158
 - 4th month, 100% of rent \$1158
 - 5th month, 100% of rent \$1158
 - 6th month, 100% of rent \$1158
 - **Estimated total cost of housing in this scenario** **\$8,106**
- 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 12 women per year. Based on our experience, over the course of two year project period, we estimate this program would support a total of 20-30 women in their efforts to maintain safe and affordable housing.

2. Utility Assistance: \$60,000.00

The program would need to be flexible in working with the program participants to determine other support with utilities, etc.

3. Educational Assistance/ Career or Vocational Enhancement Services: \$50,000.00

- Tuition Rate (as of 4/1/09) at Delaware Technical & Community College \$97.50 per credit hour/semester
- This assistance could be available to support 512 credit hours for interested Program Participants over the course of two years.

We estimate funds for this program will support between 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).

Transitional Support Services Program TOTAL: \$310,304.82

I. INDIRECT COSTS

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

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TOTAL PROJECT COSTS: \$500,000.00

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BUDGET CATEGORY AMOUNT

Personnel	\$9,378.00
Fringe Benefits	\$897.88
Travel	\$16,370.00
Equipment	2,100.00
Supplies	0.00
Construction	0.00
Consultants/Contracts	\$160,949.30
Other	\$310,304.82
Total Direct Costs	\$500,000.00
Total Indirect Costs	0.00
TOTAL PROJECT COSTS	\$500,000.00

Appendices

Appendix A: Confidentiality Policy

Appendix B: Informed Consent

Appendix C: Eligibility Criteria

Appendix D: Menu of Services

Appendix E: TSSP Program Policies &
Procedures

Appendix F: Referral Form

Appendix G: Admissions Interview

Appendix H: Rental Assistance Agreement

Appendix I: Request for Funds

Appendix J: TSSP Welcome Packet

CONFIDENTIALITY POLICY

Safety is a primary concern of this program, and we are committed to maintaining your confidentiality and ask that you maintain the confidentiality of other program participants. One of the ways we work to ensure everyone's safety is by not disclosing the identity of program participants. Because this can be a very serious safety issue, if you purposefully break confidentiality you may be asked to leave the program permanently.

We want you to be sure you understand this confidentiality policy. If anything in this policy is unclear please do not hesitate to ask your case manager for clarification.

1. Program participants are asked not to tell anyone the names of other program participants or staff, or give out any information about the individuals residing or working at, or in any way connected to, this program.
2. Program staff will not discuss your situation or any personally identifying information without your prior permission. After obtaining a release of information, volunteers and staff and project partner staff may share information with each other. We will only share information that you authorize and that is necessary to providing you with effective services, and to maintaining the safety of you and your children.
3. Neither program participants nor staff will discuss program specifics, including participant's information, in public spaces. This includes public areas of the program's facilities.
4. Program staff and participants may disclose confidential information when there is a clear and imminent threat to an individual's safety and well-being. This includes sharing information with police and medical professionals, only in the case in which sharing this information would assist in a life-threatening situation. In this rare case, the Executive Director will make this determination and information may be shared without explicit authorization.
5. Program staff may share confidential information in compliance with a valid court order, especially if sharing this information would benefit the program participant.
6. The Executive Director will make this determination. If a program participant is missing or believed to be harmed or deceased, program staff will share confidential information only in accordance with local and state statutes, and within professional rules of conduct.

TSSP Confidentiality Policy (Cont)

I have read over and understand this Confidentiality Policy and agree to abide by it.

Program Participant Signature **Date**

Staff Signature **Date**

Witness **Date**

Eligibility Criteria for the Transitional Support Services Program

Determination of acceptance into program will be made on a case-by-case basis, based on the following minimum criteria and guidelines.

Applicant must:

- ◆ Be a recent survivor of domestic violence, fleeing an abusive relationship
- ◆ Be a graduate of a safe house program within 6 months prior to referral by MCH, SH, or PPII
- ◆ Have addressed safety issues to the extent that the risks of harm posed by the applicant's batterer and/or those connected with the batterer must be at a level which would not make participating in the (TSSP) Transitional Support Services Program a major threat to the applicant's physical and emotional safety, or those of program staff.*
- ◆ Have demonstrated steps to improve her life towards independence
- ◆ Be willing and desiring to actively participate in the Transitional Services Support Program and meet with program staff on a mutually-determined schedule
- ◆ Be open to working with TSSP Staff and communicate needs, concerns and desired goal(s). Recognize TSSP Staff as support system, who can provide assistance with recognizing strengths, identifying possible needs and offering resources to assist in reaching goal(s).
- ◆ Be able to safely live independently, without access to staff or support 24-hours per day, 7 days per week.

* The Transitional Support Services Program recognizes that the applicant does not have control over the behavior of her batterer or people associated with the batterer. The Transitional Support Services Program is committed to helping each program participant maintain the safest life possible, and will not exclude program participation based on batterer's behavior.

Transitional Support Services Program Menu of Services

COUNSELING:

Safety Planning: Provides assistance with developing a plan around you and your children's safety and making appropriate referrals to VAP, FVC, Police DV staff

Support: Includes sessions to encourage you to pursue your goals, boost your self-esteem, and address situational problems and/or referrals to other counselors/therapists

Referral Program: Provide referrals to other social service or government agencies to address your, or your children's', specific needs.

Budget: Provides assistance with establishing and maintaining a budget; referrals to budgeting programs and for counseling on how to repair your credit

Life Skills : Includes referrals, guidance, or audio-visuals on "tips" to enhance one's life, e.g., how/when to be assertive, cost-cutting information, obtaining a drivers' license, do-it-yourself-repairs, avoiding scam artists, parenting classes, eye to eye contact, social etiquette, self-defense, etc.

ADVOCACY SUPPORT

Housing: Provides information on housing leads including independent homes, transitional housing programs and shelters; negotiation with landlords when necessary and referrals for programs such as first time home buyers, refinancing, etc.

Employment: Provides information on job options, training and interviewing techniques.

General Advocacy: Includes assistance with any agency with whom you may be having a problem and an additional voice is needed to address the situation

ECONOMIC ASSISTANCE

Donations: Includes soliciting for gently used or new items in order to save money in getting started with a new home, job, school, hobby, etc.

Career Enhancement, Educational Enhancement or Vocational Training: Funds are available to support your educational or career goals. This program has a collaborative agreement with Delaware Technical and Community to support your continuing education, financial and personal enhancement goals.

Emergency Funds: Help **MAY** be provided for unforeseen events such emergency car towing, unexpected pharmacy costs, bus tickets to get to work, locksmith, etc.

Finances to Meet Short Term Goals: Includes funding which **MAY** assist with the following costs: rent, utilities, job training, transportation, child care, tuition, auto expenses, short term storage, clothing for employment, moving expenses, etc. if doing so will directly impact short term goals.

Transitional Support Service Program *Program Policies and Procedures*

The *Transitional Support Service Program (TSSP)* has been established to provide support to survivors of domestic violence in their decision to seek independence, safety and secure housing.

Through referrals from shelter staff at Child Inc and People's Place II, the Transitional Support Services Coordinators, located at each agency, will work with each woman and her referring case manager to assess her individual needs and determine where financial and supportive assistance would be most beneficial.

The Oversight Committee will meet monthly, either by phone or in-person, so everyone is aware of availability of funds, before accepting new referrals.

Referral Process:

1. Shelter staff will obtain a release of information from the applicant, and accordingly refer applicants to refer candidates to the Transitional Support Services Program. Referrals will be submitted to the TSSP Coordinators at the respective agency
2. Program staff will be aware of balance of available funds prior to meeting with woman. Based upon family size and available funds, the designated staff in each agency will meet with individual for an intake and informational exchange about this program, within two business days of receiving referral.
3. The designated staff, in collaboration with shelter staff and the woman, will evaluate needs and determine level of support
4. Within ten days of the referral, the individual and referring shelter will be notified of participation eligibility.
5. The CJC Monitor must be notified once woman accepts the services of programs.
 - In order to maintain confidentiality, the woman will be assigned a Client Number. This identifying number will be utilized when requesting funds on behalf of the woman and when the Oversight Committee is discussing program needs, expenses, and balances of funds.
 - Client Numbers will be determined as follows:
Shelter Initials-Numerical Order on Program-Date of acceptance
 - For example; Child Inc accepts the first woman on July 1, 2009. Client ID: CI-1-7-1-09
 - Second woman from CHILD Inc accepted on August 15, 2009. Client ID: CI-2-8-15-09
 - People's Place accepts their first woman on July 3, 2009. Client ID: PP-1-7-3-09
 - Sarah's House accepts first woman on September 13, 2009. Client ID: PP-2-9-13-09

Once accepted:

1. The program participant, in coordination with referring shelter staff and the identified TSSP staff for the respective agency, will develop a plan to address needs (housing, employment, education, daycare, transportation, etc) and to identify short and long-term goals.
2. Consent and Release of Information forms will be signed to allow identified TSSP staff to contact landlords, childcare providers, etc; to ensure payment will be accepted. The type of information shared will be at the discretion of the program participant, and can updated and revised as often as needed.
3. The identified TSSP staff for each agency will make, at a minimum, monthly contact with participants to assess what program resources might be needed and how the program can assist the participant with progress with their plans
 - The participant is required to contact the TSSP Coordinator to notify of changes that may arise during the month.
4. Reassessments of participant's needs will be completed monthly. This is necessary for the respective agency to submit monthly "Request for Funds" to the CJC.

Determination of Rental and Financial Assistance:

The Transitional Support Services Program has been established to provide shelter residents an opportunity to access and maintain safe and affordable housing. Due to limited funding, the primary source of support will be towards rental assistance. Recognizing the fact the each woman's circumstances and needs are different; limited funds may be available for other services. The proposed services, beyond rental assistance, include, but will not be limited to, the following wide range of services: assistance utilities payments, transportation needs, medical needs, childcare assistance, case management, or employment and/or financial counseling. Offering these services would reduce the hardships and obstacles individuals face while attempting to flee domestic violence situations and secure safe housing.

This program will provide the first month's rent, and security deposit, at the full amount. This program will budget six months of full rental assistance (to ensure availability of funds while individual is on the program).

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 the woman is financially able, she can contribute a percentage of the rent based on her income and expenses. The TSSP Coordinators will meet with the woman 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 will be flexible based on the woman's financial situation. It is our hope the woman 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.

Family size	1 person	2 person	3 person	4 person	5 person	6 person	
<i>Household Income</i>							
Rental contribution	30%	\$15,150	\$17,300	\$19,500	\$21,650	\$23,400	\$25,100
	40%	\$20,200	\$23,080	\$25,960	\$28,850	\$31,160	\$33,440
	50%	\$25,250	\$28,850	\$32,450	\$36,050	\$38,950	\$41,800
	60%	\$30,300	\$34,620	\$38,940	\$43,260	\$46,740	\$50,160
	80%	\$40,400	\$46,150	\$51,950	\$57,700	\$62,300	\$66,950

To ensure funds are equitably available, this program will base the following calculations based on HUD's Fair Market Rents (provided by Delaware State Housing Authority).

Unit Size	New Castle County	Kent County	Sussex County
Efficiency	\$694	\$566	\$525
1 bedroom	\$792	\$616	\$572
2 bedroom	\$947	\$682	\$635
3 bedroom	\$1158	\$892	\$869
4 bedroom	\$1397	\$1198	\$894

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
➤	2 nd month, 100% of rent		\$1158
➤	3 rd month, 100% of rent		\$1158
➤	4 th month, 100% of rent		\$1158
➤	5 th month, 100 % of rent		\$1158
➤	6 th month, 100% of rent		\$1158
➤	Estimated total cost of housing in this scenario		\$8,106

- 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 12 women per year. Based on our experience, over the course of two year project period, we estimate this program would support a total of 20-30 women in their efforts to maintain safe and affordable housing.
- 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 12 women per year. Based on our experience, over the course of two year project period, we estimate this program would support a total of 20-30 women in their efforts to maintain safe and affordable housing.

- 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).

Recognizing the fact that each individual and each family will have unique needs that may require different levels of support.

As previously stated, limited funds may be available for needs beyond rental assistance.

This type of assistance will be dependent upon availability of funds, and based on need of the individual/family, under the discretion of the Oversight Committee; and after all other attempts for other resources (outside agencies) have been denied.

Allowable Expenses:

- Security measures, such as lock changes
- Moving expenses
- Short-term storage (no more than three months)
- Rental assistance
- Essential utilities (gas, phone, water, sewer)
- Public transportation (DART Cards)
- Auto repairs/maintenance
- Gas cards
- Child Care (licensed day cares)
- Babysitting (for the purposes of maintaining employment, or to attend classes)
- Tuition for career development/educational enhancement
- Medical expenses (not covered by insurance)
- Counseling expenses from a licensed practitioner (not covered by insurance)
- Clothing for employment purposes (clothing for interviews, or uniforms for specific jobs)

Due to limited funds, TSSP Staff will explore and utilize other social service programs that provide assistance for the above mentioned expenses. Utilizing support from other agencies, will allow available funds for rental assistance for other domestic violence survivors seeking safe, affordable housing.

Unallowable Expenses (referrals may be made for services):

- Legal assistance
- Traffic/parking violations (or overdue violations)
- Bail
- Overdraft charges/penalties
- Non-essential utility payments or other bills (cable, satellite, SM, extended phone service, etc)
- Rental furniture or appliances, etc.,
- Joint counseling or mediation
- Anything that would contribute towards illegal activities; that would compromise a victims or child's safety; or that may jeopardize a lease/agreement with landlord

Program Procedures for Rental Assistance:

The partnering agencies are responsible for working with the woman to secure housing. Once the woman finds safe, reasonably priced, housing.

1. The woman will sign a *Consent to Release Information*, so program staff can communicate with landlord(s) to make arrangements with the landlord to accept payment from CHILD Inc. or People's Place II
2. After finding housing, the agency will get appropriate Consent forms signed by the woman, so the program staff can advocate for the woman to get rental agreement with landlord. The woman, landlord/owner and respective agency will sign a *Rental Assistance Agreement* form.
3. After working with the participant, the Transitional Support Services Coordinator at CHILD Inc or People's Place II, will approve the need for financial support and complete the "*Request for Payment*" form.
4. The form must be faxed to the CJC Monitor for processing of payment. This must be done at least 15 days prior to due date for rent, billing, etc.
5. The CJC Monitor will approve amounts, and forward request to the CJC Accountant.
6. The CJC's Fiscal Officer will process payment request within one business day of receiving faxed request.
7. The Criminal Justice Council will provide Child Inc and People's Place II with the funds; each agency is responsible for the direct payment to the landlord on behalf of their client.
 - Please see attached Rental Assistance Agreement, *Request for Funds* and *Program Policies and Procedures*
8. The CJC Accountant will be responsible for the FS-269 reports to OVW and will draw down funds based on expenses.

Requesting Funds:

1. After working with the participant to assess rental assistance needs; each individual agency must complete the Request for Funds form to receive necessary funds.
2. The form must be faxed to the CJC Monitor for processing of payment. **This must be done at least 15 days prior to due date** for rent, billing, etc.
3. The CJC Monitor will approve amounts, and forward request to the CJC Accountant.
4. The CJC's Fiscal Officer will process payment request within one business day of receiving faxed request.
5. The Criminal Justice Council will provide Child Inc and People's Place II with the funds; each agency is responsible for the direct payment to the landlord on behalf of their client.
6. The CJC Accountant will be responsible for the FS-269 reports to OVW and will draw down funds based on expenses.

Program Oversight

This program will be a collaborative effort with the Criminal Justice Council (CJC), CHILD Inc., People's Place II, and Delaware Technical & Community College. These organizations have established a statewide program, to provide support to survivors of domestic violence in their decision to seek independence, safety and secure housing. The goal of this proposed project is to provide survivors, leaving emergency DV shelters, with supportive services and financial assistance to access and maintain safe and secure housing (safety deposits, rental assistance), and achieve independence (tuition assistance, employment costs, transportation assistance)

An Oversight Committee, comprised of representatives from the partnering agencies, will meet on a monthly basis. The purpose of these meetings will be to receive program balances, updates, review program guidelines and funding criteria, review and address any grievances, and other business as deemed necessary. Any member of the Oversight Committee has the right to request a meeting if the business cannot wait to be addressed at the monthly meeting.

The CJC is the agency responsible for maintaining the minutes of these meetings.

The Oversight Committee consists of:

- Coordinator (CJC)
- Administrative Accountant (CJC)
- Grant Monitor (CJC)
- Associate Vice President for Institutional Advancement (DTCC)
- Associate Director of Domestic Violence Services (People's Place II)
- Transitional Services Support Coordinator (People's Place II)
- Director of Shelter Services (CHILD Inc.)
- Transitional Services Support Coordinator (CHILD Inc)

Should be printed on CHILD Inc or People's Place II official agency letterhead

DRAFT

Referral for Transitional Support Services Program

(to be completed by referring shelter advocate, with consent of applicant)

IDENTIFICATION:

Name: _____

Address: _____

D.O.B.: _____ Age: _____ Race/Ethnicity: _____

SS#: _____

Partner's Name and location: _____

HOUSING HISTORY:

Previous Shelter(s) (DV or other): _____

Transitional Housing Programs: _____

Subsidized Housing: _____

Home Ownership or Lease/Rental Information: _____

Any Evictions/Foreclosures: _____

FINANCIAL BACKGROUND:

All current income: Salary: \$ _____ DSS: \$ _____

Child Support: \$ _____ SSI: \$ _____

Other Income: \$ _____

EMPLOYMENT HISTORY: (resumes accepted)

Skills/background: _____

Current Employment Status:

Employer: _____

Location/Address: _____

Title/Job

Description: _____

How long? _____

(Employment History continued:)

Previous Employment:

Use back of page if needed

Location/Address: _____

Title/Job

Description: _____

Dates of employment: _____

LEGAL HISTORY:

Convictions: What: _____ Date(s): _____

Civil Conviction (PFA): Date(s): _____

MEDICAL HISTORY:

Drug/Alcohol Abuse: _____

Mental/Physical Challenges: _____

Medications: _____

Other: _____

FINANCIAL BACKGROUND: Are there any outstanding debts?

Utilities: \$ _____ Telephone: \$ _____ Cable/Satellite: \$ _____

Credit Card(s): \$ _____ Medical: \$ _____ Fines: \$ _____

Auto: \$ _____ Loans: \$ _____ School: \$ _____

Storage: \$ _____ Attorney: \$ _____ Other: \$ _____

MINOR CHILDREN:

<i>Name</i>	<i>D.O.B.</i>	<i>Age</i>	<i>Relationship to abuser</i>	<i>Custody Status</i>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

PERSONAL HISTORY:

Hobbies/Interests/Memberships: _____

(Personal History continued):

Goals during her shelter stay: _____

Accomplished: _____

Goals not yet reached: _____

Reason(s) for referral: why does she need the TSSP?

Strengths of the client: _____

Partner Status:

Is partner actively looking for client? _____

Is client still fearful of partner? _____

Has client taken safety measures? _____

*Referral/Intake Form
Transitional Support Services Program*

Is partner local? _____

Does partner have joint custody? _____

Does partner have visitation rights? _____

Staff Observation(s):

(Does she have difficulty saying "No" to Children; is client realistic with affordability and maintaining lifestyle, what would she need/benefit from?): _____

Any other information Transitional Support Services Coordinator should know:
(is the Mother-in-Law or Partner's family trying to obtain custody of kids; does client have any legal matters pending, does client/child(ren) have any special needs, etc.): _____

Referred By: _____ Shelter(circle): MCH SH AB

Please use the back or submit any additional information. Do not fill out below this line.

.....
For TSS Coordinator use only:

Referral Received: _____

Intake scheduled: _____

Intake Performed: _____

Referral Status: ___ accepted ___ declined

Client notified: _____

Short Term Goals and Deadlines:

1. _____
2. _____
3. _____

4. _____

5. _____

Long Term Goals and Deadlines:

1. _____

2. _____

3. _____

4. _____

5. _____

Should be printed on CHILD Inc or People's Place II official agency letterhead

DRAFT

ADMISSIONS INTERVIEW

Welcome to the Transitional Support Services Program. I am excited about working with you to pursue a more independent lifestyle. I aim to do my best to assist you. We will need to know how to reach each other. During business hours my telephone number is _____ At other times please call the DV hotline at _____ and staff will page me. Let them know if I should call you back:

- Immediately (Emergency);
- As soon as possible (Non Emergency but important) or
- When I Get a Chance(later on that day or next day)

If I am away or on vacation please ask for the staff person who referred you to the program.

Your number (s) are: _____ / _____

Our initialing of each section of this Admissions Interview will confirm that we have reviewed the important parts of the Transitional Support Services Program

I have read, or discussed:

- (1) Welcome Packet. _____ / _____
- (2) Program Expulsion Policy _____ / _____
- (3) Transitional Support Services Available _____ / _____
- (4) Client contract _____ / _____

I agree to:

- (1) Follow the guidelines outlined in this program _____
- (2) Inform staff of any changes in my situation, plans, goals _____
- (3) Not jeopardize the safety of staff while in this program _____

Although one face-to-face meeting is required once per month I can meet you more often than that if you wish. We can also speak by telephone once a week or more if necessary. I am here to help you. If at anytime you wish to voluntarily leave the program please let me know so that we can discuss it. If you decide to drop out of the program and do not want to discuss it, I will respect that decision.

Should be printed on CHILD Inc or People's Place II official agency letterhead

Rental Assistance Agreement

DRAFT

Tenant:

Landlord:

Address of Rental Unit:

Agency Contact Information:

Phone:

Fax:

The lease agreement is between the landlord and the tenant.

The purpose of this agreement is for the sole purpose of **Rental Assistance** under the terms of the lease contract between the tenant and landlord.

The tenant is a participant in a rental assistance program offered through the aforementioned agency. This program has agreed to provide rental assistance for a minimum of six months. The landlord will receive notice within 30 days of participant's completion of program.

In accordance with the lease agreement, the agency will provide the portion of rental assistance directly to the landlord. The tenant is responsible for providing their portion directly to the landlord.

The owner/landlord may not demand or accept payment from the tenant for the rent in excess of the rent amount stated in the lease agreement.

The tenant is not responsible for payment of the portion of rent covered by the agency; the owner may not terminate the tenant for late or nonpayment of rental assistance.

The owner/landlord may collect a security deposit from this program. When tenant moves out, the owner/landlord may use the security deposit as reimbursement for any unpaid rent, damages or necessary repairs. The agency is not responsible for the condition of the unit during the lease agreement, or when the tenant moves out. If the security deposit is refundable, the refund will be to the agency.

Name of Tenant:
Household members:

Owner/Landlord:

Agency:

Rental Agreement begins on the date of the term of lease agreement: _____

Amount of Rent:
Amount of Security Deposit:

The amount of monthly rental assistance payment by this agency is subject to change.
No changes will be made without notification to all parties.

_____	_____	_____
Print Name of Tenant	Signature	Date
_____	_____	_____
Printed Name of Owner/Landlord	Signature	Date
_____	_____	_____
Printed Name of Agency Designee	Signature	Date

Copies will be provided to the Tenant and Landlord. The agency will maintain original document.

**Transitional Support Services Program
Request for Funds**

Date of Request:

Contact: «Contact_Person»,

Agency: «Name_of_Organization»

Agency Tax ID Number:

Agency Address: «Address»
 «City», «State» «Zip_Code»

Telephone: «Office_»

Fax: «Fax_»

Client ID Number(s):	Monthly Rent:	% covered by program	Amt Needed
-----------------------------	----------------------	-----------------------------	-------------------

Total Request for funds:

MISCELLANEOUS:

PLEASE ATTACH SUPPORTING DOCUMENTATION TO THIS FORM.

TOTAL DUE «Amount_Received»

Make Check Payable to Program shown above

Fax This Form To: 302-577-3440

Attention: Maureen Monagle
 Criminal Justice Council

For CJC Office Use Only: Date Rcv'd: _____	Approved: _____
Date Paid: _____	IV Number _____

Transitional Support Services Program Welcome Packet

We know that you have overcome some serious difficulties to get here and we applaud you. The next 6 to 18 months will probably be an exciting time for you as you learn new skills to become a more self-sufficient person and begin to create a safer life for you and your children. We have designed this packet of information to provide you with everything you'll need to know while you're in the program. We promise to do our best to provide you with services that are meaningful and useful to you, and to help make the next 6 to 18 months as enjoyable and productive as possible. As you read through this information please do not hesitate to ask questions or make comments. This program is for you and we want to be responsive to your needs! We look forward to working with you.

The Transitional Support Services Program:

- The Transitional Housing Assistance Services Program (TSSP) was established to help victims of domestic violence reduce or eliminate barriers to their living independent of an abusive partner. The TSSP Staff will provide an array of services directly or by referrals to assist program clients.
- The guidelines of this program are as follows: Participants will (1) be graduates of a safe house who have been recommended by its staff; (2) have taken demonstrative steps during their shelter stay towards improving their situation e.g., locating gainful employment, enrolling in job training, repairing their credit, addressing their safety issues, attending support groups or counseling and/or saving their money; (3) agree to establish and work on short and long term goals with the TSSP Staff; (4) engage in biweekly telephone calls and/or monthly face to face contact with staff to provide an update on their progress; (5) abide by the laws of the State, the terms of their housing lease and the spirit of this program.

As a participant in The Transitional Support Services Program, you will have many services available to you. Because we want to be responsive to your needs, these services are available to you, as you need them. The services you would like to take advantage of will be discussed as you enter the program and on an ongoing basis as your needs may change over time. If there are additional things you would like help with, please ask, as the following list may not include some additional services that this program could offer you. Specific services include:

- ◆ Case management services
 - Realistic short and long term planning

- Resources and referrals to meet your identified needs
- Help accessing services, when necessary
- ◆ Housing Advocacy: Assistance with finding and/or maintaining housing
- ◆ Vocational Assistance: Referrals for job training or skill enhancement programs (
- ◆ Counseling: Support and crisis counseling, referrals for therapy, if needed
- ◆ Safety planning and safety devices for your home
- ◆ Economic Assistance: Credit repair, budgeting counseling or financial aid
- ◆ Donations: Furniture, house wares, food, clothing, vehicles, necessities

Program Guidelines:

- ◆ Case management meetings ~ in order for us to design a program that suits you as an individual, we need to have a sense of how things are going, what is working and what isn't. For this reason, we ask that you maintain regular contact with the TSSP Staff. Within the first week of entering the program, you will meet with the TSSP Staff to set up a mutually agreed upon schedule for case management meetings. These can be weekly or monthly or anywhere in between, depending on what works for you.
- ◆ Household composition ~ we ask that only those people who are approved on your lease live in your home, particularly excluding your abuser. We understand you may have contact with him, due to child custody or for other reasons. However, in an attempt to maximize your safety and the safety of program staff, we do ask that he does not live with you or frequent your home,
- ◆ Employment ~ Our goal is to help you obtain employment, or remain employed, within a maximum of 6 months. We recognize that your life may take many turns while you are a participant in this transitional housing program, and there may be set backs as well as leaps forward. This is a guideline that we will work towards together.
- ◆ Action ~ It is expected that you will do your part to follow up on actions and next steps that are identified through case management. For example, phone calls to gather information or attending agreed upon job interviews. If you are having difficulty taking these actions or need assistance, please do not hesitate to let the TSSP Coordinator know. You will be given contact information where they can be reached.
- ◆ Safety planning ~ We do expect that all program participants abide by their established or complete a new safety plan, with the help of the TSSP Coordinator. In this plan, we will identify ways of enhancing your safety and the safety of your children, as well as strategies for minimizing or escaping dangerous situations. This is *your* safety plan. We know that you are the expert of your experience and we will help you create a safety plan that makes sense for your current situation. We can revise and change this plan as often as you feel necessary.

What you can expect from us:

To ensure a mutually positive program experience, we have outlined some of the policies and expectations we use to guide this program. We ask that you respectfully follow these

guidelines, and understand you have a right to expect us to also agree to certain behaviors. You have a right to expect:

- ◆ The Transitional Support Services Program staff to treat you and your children with respect and dignity
- ◆ All program staff to listen to what you tell us and carefully consider positive and constructive feedback
- ◆ Program staff to do the best we can to encourage you and your children stay safe during your time in the program
- ◆ Your privacy and confidentiality will be thoroughly respected and protected
- ◆ Decision making power over which services you access
- ◆ Your case manager to update you on any program changes as soon as possible
- ◆ Your case manager to identify any concern which could lead to program expulsion or change in assistance as soon as possible

Program Termination

Our goal is to support you as you move towards safer life, with stable, safe, affordable housing. We will do our best to accommodate your needs as you participate in this program, and help ensure a productive experience. We will always attempt to work out a solution rather than dismissing you from the program. Unfortunately however, there are some situations in which we may need to ask you to leave the program. Our policy is to make these determinations on a case-by-case basis, and take into account your particular life circumstances. There are no set number of issues or 'warnings' that constitute automatic dismissal, but in order to prevent being terminated from the program, please be aware that the following could result in your termination from the program:

1. We understand that you cannot control your guest's behavior, but do ask that you use caution and good judgment when inviting people into your home. If there is a protection order in place between you and another individual, you must not invite that person onto program property, or into your housing building or unit. If you willingly violate this protection order, we may assess your termination from the program
2. Because you sought assistance from the TSSP due to safety issues with your abusive partner, reconciliation, especially cohabitation with that person may result in an assessment of your termination from the program
3. Engaging in any behaviors that jeopardize the safety of the TSSP program staff will result in termination from the program
4. Engaging in illegal behaviors will likely result in your termination from the program.

If you do engage in the behaviors described here, we reserve the right to terminate your program participation. Again, we hope this will not occur and commit to working with you to prevent it. If dismissal is necessary, the procedure for termination is as follows:

- ◆ In the absence of a safety concern, the TSSP will attempt to notify you immediately to arrange an in-person meeting within two business days to discuss the violation of program guidelines. After assessing the problem, the TSSP will either develop a plan with you to prevent further problems or will terminate you from program participation. If you still wish to participate in the program, a meeting with the THASP designated staff and the program staff team who referred you to the program will be scheduled within a week to further discuss possible termination.

Grievance Procedure:

As a TSSP Participant, you have the right to file a grievance if you believe that any policy has been unfairly applied to you or that you and/or your children have been mistreated by program staff. The Transitional Support Services Program Grievance Procedure is as follows:

- (1) Discuss your concerns and attempt to reach resolution with the TSSP Coordinator within no more than a week of the date of the incident in which you felt you were treated unfairly.
- (2) If you are not satisfied with the Coordinator's response to your complaint, you may file a written grievance (attached) with the Director of Domestic Violence Services at CHILD, Inc; or the Associate Director of Domestic Violence Services at People's Place. That individual will respond to your grievance, in writing, within two weeks of receiving it.
- (3) If you are dissatisfied with the Director's response, you may request that your written grievance be forwarded to the Executive Director of CHILD, Inc, or the Executive Director at People's Place. That decision will be final and no further relief will be offered.

We appreciate you signing this document to indicate you understand the program guidelines. Please let us know if there is any other information you need, or feedback you'd like to give us. We are available to assist you in any way we can!

Participant printed name

Participant signature

Date

Staff printed name

Staff signature

Date

TRANSITIONAL SUPPORT SERVICES PROGRAM

GRIEVANCE REPORT

CHILD, Inc./People's Place II believes that it has a responsibility to respond to complaints from those it serves. A client may submit a grievance at any time, but it is expected that the client will have made an attempt to resolve the problem with the appropriate CHILD, Inc./People's Place employee verbally, prior to filing a written grievance. If that attempt is unsuccessful, this written grievance is submitted to the Director of the program and the Director will respond, in writing, within two weeks. If the client finds the Director's response to be unsatisfactory, the client may request that the grievance be forwarded to the Executive Director of CHILD, Inc./Executive Director of People's Place for review. The decision of the Executive Vice-President/People's Place in the matter is final and no further relief will be offered by CHILD, Inc/People's Place.

Name of Client: _____

Address of Client: _____

Telephone Number where client can be reached: _____

Description of Grievance

(Please include dates, names of staff or clients involved, and details of the problem.)

Resolution of Grievance

Please detail how you believe the problem could best be corrected.

Client signature _____ Date: _____



Letters of Intent to Collaborate

CHILD Inc
People's Place II
Delaware Technical & Community College
Delaware Apartment Association
Domestic Violence Coordinating Council
Delaware Coalition Against Domestic Violence

April 3, 2009

The Office on Violence Against Women
Attn: Transitional Housing Unit
800 K Street NW, Suite 920
Washington, DC 20001

Re: Letter of Intent to Collaborate

To Whom It May Concern:

CHILD, Inc. is a private non-profit dedicated to serving and advocating for Delaware's families and children. Our agency has been serving Delaware's families since 1963. In particular, CHILD, Inc. provides services to domestic violence survivors by offering shelter, advocacy, supportive services, and therapy to people who have been impacted by intimate partner abuse, including children living in homes with domestic violence. In 2008, 225 women and 120 children were sheltered in CHILD, Inc.'s two shelter programs. CHILD, Inc.'s Domestic Violence Hotline received 3312 calls. Clinical services were provided to 503 women. Non-shelter advocacy services helped 172 victims involved with the Division of Family Services, 399 parents and children in Family Visitation Centers and 1603 victims seeking civil protection in Family Court through our statewide court-based advocacy programs. Services to teens, children, community programming, and offender treatment are also provided.

Through its work with these populations, CHILD, Inc. has a long history of collaborating with the many agencies that serve crime victims in the state. Because CHILD, Inc. and People's Place II provide similar services in different parts of the state, there has been a long-standing cooperative and collaborative relationship between the two agencies, and that continues today. In addition, CHILD, Inc. has collaborated with the Criminal Justice Council (CJC), both as project partners on a current grant and through current and past projects in which CHILD, Inc. operated numerous successful programs with funding support and technical assistance from the Criminal Justice Council. CHILD, Inc. is also proud to participate in the development and implementation of the State Implementation Plan through public hearings held by CJC. It is through planning and coordinating the future of services to crime victims, especially domestic violence survivors, that CHILD, Inc. also regularly collaborates with the Domestic Violence Coordinating Council (DVCC) and the Delaware Coalition Against Domestic Violence (DCADV).

Timothy Brandau, PhD, the Executive Director of CHILD, Inc. and the Director of Domestic Violence Services, Cindy Mercer, participated in planning the activities of the proposed project and assisted in developing the budget for it. The Director of Domestic Violence Services will continue to participate in the project's planning and development. Should the Criminal Justice Council be awarded the grant, she will oversee the implementation of CHILD, Inc.'s portion of the project and supervise the Transitional Support Services Coordinator. CHILD, Inc. will collaborate with CJC, People's Place II, and Delaware Technical and Community College as MOU partners and will include the DVCC and DCADV in consultation.

CHILD, Inc. wholeheartedly supports the collaborative project proposed by the Criminal Justice Council and is committed to its success, if approved. We are committed to participate in the project. We approve of the proposed budget and we will willingly enter into a formal MOU if funding is received.

Sincerely,

A handwritten signature in black ink, appearing to read "Timothy Brandau". The signature is written in a cursive, flowing style with a prominent initial "T".

**Timothy Brandau, PhD
Executive Director**



People's Place

Helping people find their path to growth and independence

1129 Airport Road
Milford, Delaware 19963
(302) 422-8033 ext. 174 Fax (302) 422-8050
April 7, 2009

The Office on Violence Against Women
US Department of Justice
Attn: Transitional Housing Unit
800 K. Street NW, Suite 920
Washington, DC 20001

Established in 1972, People's Place, Inc. is a non-profit social service agency. People's Place provides outpatient mental health and substance abuse treatment; court diversion through mediation of misdemeanor criminal offenses; supervised visitation and exchanges for children of estranged parents; outreach and case management for veterans and low-income individuals and families; residential and independent living services for juveniles; long term residential care for abused and neglected teenage girls and boys. In addition, we operate a 24 hour domestic violence hotline to serve Kent and Sussex Counties; we provide a battered women's shelter in each county and advocacy and support to women in the shelter and the community; and we offer domestic violence treatment services to victims and perpetrators of domestic violence.

We have consulted with the grant partners, Child, Inc., the Criminal Justice Council to determine the approach we would take on this grant including: personnel/staff needs, the initial project goal, the budget and the projected outcomes.

Our representative for the agency will be Cherelyn Homlish, ACSW, LCSW. She is the Associate Director of Domestic Violence Services and supervises the domestic violence programs including the shelter and advocacy program and the treatment program.

We are committed to the Transitional Housing Assistance Grant that will provide so many resources to battered women and may assist them in resuming their lives in a safe environment.

We understand that we may need to participate in OVW technical training and events and will make the necessary adjustments to do so.

We have reviewed and approved the proposed project budget for this grant application.

We are prepared to enter into a formal MOU if funding is received.

Sincerely,

Michael Kersteter
Executive Director

Orlando J. George, Jr., President

The Office of Violence Against Women
Attn: Transitional Housing Unit
800 K Street NW, Suite 920
Washington, DC 20001

April 7, 2009

Re: Letter of Intent to Collaborate

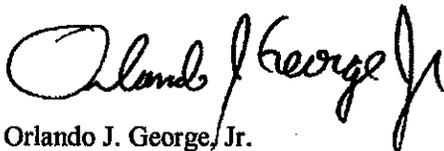
Delaware Technical & Community College (DTCC) is a statewide multi-campus community college committed to providing open admission, post-secondary education at the associate degree level. The College offers comprehensive educational opportunities including career, general, developmental and transfer education, lifelong learning, workforce education and training and community services. Over 100 degree, diploma, and certificate programs are offered in a variety of career fields. The College also offers various distance learning opportunities including telecourses, online courses, and interactive classroom courses.

DTCC has established a successful relationship with the Criminal Justice Council (CJC) and various victim service agencies throughout the State. As recently as 2002-2007, DTCC received funding support from the CJC which offered educational opportunities, vocational training, and job placement services to victims of domestic violence. The "*Paving the Road to Economic Independence and Personal Freedom Program*" (PREP Program) was a very successful collaborative effort between DTCC and domestic violence service providers throughout the State. It is our hope, that by participating in this project, survivors of domestic violence will, once again, be able to benefit from the courses and opportunities offered at DTCC, to enhance their desire to remain free from violence, and support their goal of economic independence.

DTCC will designate Dr. Barbara Ridgely as the primary contact person on this initiative. If the CJC is successful in their application, Dr. Ridgely or her designee will participate in the implementation process for the educational component of this grant. DTCC staff will also assist the Transitional Support Services Coordinators at Child, Inc., and People's Place II with the College registration process for the program participants. DTCC staff will also make the Transitional Support Services Coordinators aware of any programs, workshops, and educational events that are open to students statewide. The staff person designated to this project will consult with the non-profits to ensure the process is as user friendly as possible.

DTCC is very committed to educating students on social issues, such as domestic violence, dating violence, sexual assault, and stalking. We can benefit by the collaboration with the victim service agencies, and invite them as speakers, for educational/outreach events. It is our understanding that the CJC has budgeted funds specifically for tuition, lab fees, etc. Should the CJC be awarded this discretionary grant by the Office for Violence Against Women, DTCC will agree to be a partner on the official Memorandum of Understanding to confirm our commitment to this project.

Sincerely,



Orlando J. George, Jr.
President

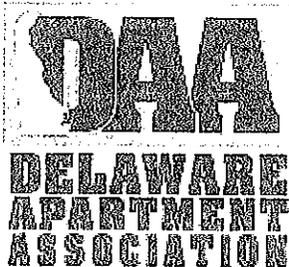
Delaware Technical & Community College

Office of the President

P.O. Box 897, Dover, DE 19903

Phone: (302) 739-4053 Fax: (302) 739-6225 E-mail: pres@dtcc.edu

Equal Opportunity/Affirmative Action Institution



Mission Statement

The purpose of the Delaware Apartment Association is to advance the rental housing industry through education, legislative and informational support, helping our members to operate successfully while contributing to the community around them.

April 8, 2009

The Office on Violence Against Women

U.S. Department of Justice

Attn: Transitional Housing Unit

800 K Street NW, Suite 920

Washington, DC 20001

To Whom It May Concern,

Thank you for contacting us with regard to the statewide grant you are currently applying for. It is our understanding that this grant will greatly impact victims of domestic violence with obtaining permanent housing by way of a voucher program and also includes additional educational assistance to get back on their feet.

After speaking with our President, Kevin Wolfgang on this issue, we are interested in presenting the information to our members by creating a dialogue and gauging support.

Having just found out about the grant we cannot commit to a member listing of those who would participate at this time.

When more details have been provided and upon verification that the grant has been received, please contact us so that we may continue to work out the practical details for those who may be interested in working with this noble program.

Regards,

Michelle Carre'

Association Executive

(302) 547-9436

DelawareApartmentAssociation@gmail.com

The Delaware Apartment Association (DAA) is a non-profit trade organization representing multi-family housing owners, managers, and developers in New Castle, Kent, and Sussex Counties. Currently, our Association represents approximately 26,000 rental units in the State of Delaware.

DOMESTIC VIOLENCE



COORDINATING COUNCIL

Hon. Patricia M. Blevins, Chair
Hon. Carl C. Danberg, Vice Chair

Bridget V. Poule, Executive Director

April 7, 2009

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

To Whom It May Concern:

The Domestic Violence Coordinating Council (DVCC) strongly supports the Delaware Criminal Justice Council's grant application for the Transitional Housing Assistance Grant for Victims of Domestic Violence, Dating Violence, Stalking, or Sexual Assault under the Recovery Act.

The Domestic Violence Coordinating Council is a State agency created to improve Delaware's response to domestic violence, given the responsibility of coordinating efforts in the fight against domestic violence. The Coordinating Council brings together domestic violence advocates; service providers, and policy-level officials to identify and implement improvements in the system response through legislation, education, policy development and enhanced coordination of services. The DVCC has eight subcommittees: Children and Domestic Violence, Criminal Justice, Elderly and Domestic Violence, Immigration, Legislative, Medical, Public Awareness/Education, and Treatment, which will be directly or indirectly involved with this grant, as needed.

The need for transitional housing for victims of domestic violence or sexual assault is very much needed. It has been well documented that without access to safe, affordable housing, women fleeing from abusive relationships are often forced to live in substandard conditions or return to their batterers. While there may be transitional housing programs in Delaware, none are equipped to handle the unique safety, confidentiality and supportive needs survivors of domestic violence often require for maintaining their safety. Also, many programs have the capacity to assist single women, and cannot support women with children. CHILD, Inc. and People's Place II are two established agencies fully equipped to cater to the needs of individuals on participating on this program. The proposed project for rental assistance, utility assistance, and educational/vocational enhancement is a needed resource for survivors of domestic violence to be successful in their desire to lead an independent life, free of violence. Should the Criminal Justice Council receive the award for CHILD, Inc. and People's Place II, to offer the Transitional Support Services Program, the Domestic Violence Coordinating Council is available to assist and will collaborate and support the project as needed.

We fully endorse this grant application and encourage your favorable consideration.

Sincerely,

Bridget V. Poule
Executive Director



DELAWARE COALITION AGAINST DOMESTIC VIOLENCE

Breaking the cycle of violence

April 7, 2009

The Office on Violence Against Women
US Department of Justice
Attn: Transitional Housing Unit
800 K. Street NW, Suite 920
Washington, DC 20001

Dear OVW:

On behalf of the Delaware Coalition Against Domestic Violence, I am writing this letter in support of the application of the Delaware Criminal Justice Council (CJC) for funding under the Transitional Housing Program of the 2009 Recovery Act. Transitional housing is a critical need in Delaware and funding under this grant program will assist victims of domestic violence throughout the state in acquiring safe, affordable housing as they transition from shelter to the community.

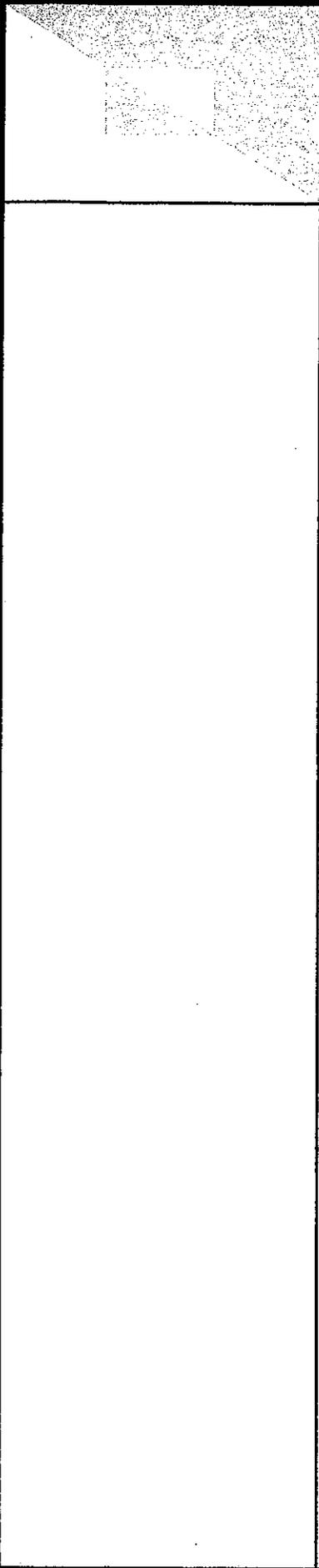
DCADV is the state domestic violence coalition in Delaware and, as such, has a 15 year history of working with all grant partners in a variety of capacities, including serving on grant review committees of the CJC, engaging in statewide strategic planning activities, providing training and technical assistance to shelter programs, and partnering with all entities on public information and systems advocacy initiatives.

The Coalition is committed to this collaborative effort and will work with grant partners to help make this proposed project successful, including participating in project planning and development as well as OVW technical assistance trainings and events. Carol Post will serve as the DCADV representative in this capacity. We have reviewed the budget and find it reasonable for the activities outlined therein.

If you have any questions or need more information, I may be reached at 302-658-2958.

Sincerely,

Carol Post
Executive Director



Required Attachments

Letter of Nonsupplanting
Certification to Recovery Act Reporting
Requirements



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
CRIMINAL JUSTICE COUNCIL

STATE OFFICE BUILDING - 10th FLOOR
820 FRENCH STREET
WILMINGTON, DELAWARE 19801

Telephone: (302) 577-5030
Fax: (302) 577-3440

April 8, 2009

Catherine Pierce
Acting Director
Office on Violence Against Women
800 K Street, Suite 920
Washington, DC 20530

RE: Certification of Nonsupplanting (OVW Recovery Act Transitional Housing Assistance Grant Program Application # 2009-X2938-DE-EH)

Dear Ms. Pierce:

The Delaware Criminal Justice Council certifies that any funds awarded through the "*OVW Recovery Act Transitional Housing Assistance Grants for Victims of Domestic Violence, Dating Violence, Stalking or Sexual Assault Grant Program*" will be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the purpose of providing services to victims of domestic violence, dating violence and child victimization.

The Delaware Criminal Justice Council understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,

A handwritten signature in black ink, appearing to read "James Kane".

James Kane
Executive Director

Cc: Federal File: Recovery Act Transitional Housing Program
Maurcen Monagc, Coordinator

APPENDIX A

CERTIFICATION AS TO RECOVERY ACT REPORTING REQUIREMENTS

U.S. DEPARTMENT OF JUSTICE
OFFICE ON VIOLENCE AGAINST WOMEN

Recovery Act – Transitional Housing Program

Certification as to Recovery Act Reporting Requirements

On behalf of the applicant entity named below, I certify the following to the Office on Violence Against Women, U.S. Department of Justice:

I have personally read and reviewed the section entitled "Accountability and Transparency under the Recovery Act" in the program announcement for the Recovery Act grant program identified above. I have also read and reviewed section 1512(c) of the American Recovery and Reinvestment Act of 2009 (Public Law 111-5), concerning reporting requirements for grants. I agree that the applicant will comply with the reporting requirements set forth therein with respect to any grant the applicant may receive under the Recovery Act grant program identified above.

I acknowledge that a false statement in this certification may be subject to criminal prosecution, including under 18 U.S.C. § 1001. I also acknowledge that Office of Justice Program [Office on Violence Against Women], grants, including certifications provided in connection with such grants, are subject to review by the Office on Violence Against Women, and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant entity (that is, the entity applying directly to the Office on Violence Against Women).



Signature of Certifying Official

James Kane

Printed Name of Certifying Official

Executive Director

Title of Certifying Official

Delaware Criminal Justice Council

Full Name of Applicant Entity

April 8, 2009

Date