



Community Development Block Grant (CDBG): 2013 APPLICATION



PART A – PROGRAM/PROJECT INFORMATION

1. Program/Project Name: Shelter Program
2. Sponsoring Organization: Harbor House Domestic Abuse Programs
3. Federal Tax Identification Number: 39-1870927
4. Contact Person Name/Title: Beth Schnorr/Executive Director
5. Telephone: (920) 832-1667 x 120
6. Email: beths@harborhousedap.org
7. Address: street – 720 W. Fifth St. city – Appleton zip code – 54914

PART B – PROGRAM/PROJECT INDICATORS

1. National objective claimed:

<input checked="" type="checkbox"/> Benefit low moderate income persons	<input type="checkbox"/> Prevent/eliminate slum or blight
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2. Program category:

<input type="checkbox"/> Acquisition	<input type="checkbox"/> Housing
<input type="checkbox"/> Administration/Planning	<input type="checkbox"/> Public Facilities
<input type="checkbox"/> Economic Development	<input checked="" type="checkbox"/> Public Services
3. High priority need(s) met (use list provided in Exhibit A):
 - a) Non-Homeless/Special: Housing services for victims of domestic violence
 - b) _____
 - c) _____
4. Proposed output type and number (select more than one if necessary):

<input checked="" type="checkbox"/> 350 persons served	<input type="checkbox"/> _____ housing units rehabilitated/acquired
<input type="checkbox"/> _____ households served	<input type="checkbox"/> _____ jobs created/retained
<input type="checkbox"/> _____ businesses rehabilitated	<input checked="" type="checkbox"/> 10,000 other (specify: <u>Days of Care</u>)
5. Other outputs/indicators associated with the program/project (limit answer to the space provided):

All adult shelter residents will leave with a safety plan (Target 100%), will report increased knowledge of how domestic violence affects their lives as a result of receiving services (Target: 90%) and will report they can do more on their own as a result of receiving services (Target: 90%). All child shelter residents (that have met with an advocate 2 or more times) will express feeling less fearful and more secure as a result of receiving services (Target: 85%), will show increased knowledge of domestic violence (Target 85%) and will demonstrate healthy coping skills as a result of receiving services (Target: 85%).



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PART C – PROGRAM/PROJECT FUNDING INFORMATION *(limit narrative responses to the space provided)*

1. CDBG funds requested (minimum of \$10,000): \$10,000
2. Detailed program/project budget (Please be as detailed and specific as possible).

Program/Project Activity	CDBG Award Allotment
Salaries	\$10,000
Fringe	\$
Office space (program only)	\$
Utilities	\$
Communications	\$
Copies/Printing	\$
Supplies and Materials	\$
Mileage	\$
Audit	\$
Indirect costs (specify)	\$
Other (specify)	\$
Other (specify)	\$
Other (specify)	\$
Other (specify)	\$
Other (specify)	\$
TOTAL:	\$10,000

3. Percent of total program/project budget that will be covered by this CDBG award: 5%

4. Anticipated future CDBG funding needs for this program/project: Continuously

5. If this request is not a one-time use of CDBG, describe the reasoning/plan for use of future funds.

So far this year, programs rooms not normally used as bedrooms have been converted to bedrooms almost 40% of the time, due to increasing numbers in need of services and longer shelter stays. We remain committed to never turning away families that are eligible for our services. The continuous demand for our services shows there is a real need for specialized housing and supportive services for this special population. In the ever changing environment of government and corporate support, CDGB funding is essential to help meet the needs of Appleton residents in need of our critical services.

6. Amounts of prior year CDBG awards for this program/project:

a) 2012-2013 = \$15,000

b) 2011-2012 = \$17,400

c) 2010-2011 = \$17,850



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7. SPECIFIC major sources that will/may also fund this program/project in 2013:

Leverage Source	Amount	Status
a) State of Wisconsin	\$20,973	Secured
b) Outagamie County Department of Human Services	\$19,500	Secured
c) United Way Fox Cities	\$21,800	Secured
d) Various Non-Government Grants	\$128,250	In Process
e) Contributions and Fundraising Events	\$159,126	In Process

8. Describe your efforts to secure additional/complementary funding for your program/project. If this program/project will generate program income, please note the amount and how it will be spent.

The State of Wisconsin, Outagamie County and the United Way Fox Cities provide the major base of funding for the program. These sources do not cover the full cost of the program and government funding is no longer stable. Throughout 2013 we will face the challenge to maintain current funding and seek out new sources as well. This includes looking for new local grant opportunities, developing new fundraising events (7 events currently), and reaching more individual donors. CDBG funds assure that all domestic abuse victims from the City of Appleton will always have a safe place to stay and find support to put their lives back together

PART D – PROGRAM/PROJECT DESCRIPTION

(limit narrative responses to the space provided)

1. Provide an overview of the program/project that seeks CDBG funding.

Harbor House’s Shelter Program provides supportive emergency shelter for battered women and their children, a special population in need of specialized services in order to escape the trauma of domestic violence. Our 55-bed facility (added 11 beds in 2011 to meet demand) is staffed 24 hours per day, every day. Food, personal care items, linens and cleaning supplies—basic needs—are provided for all residents as they work toward self-sufficiency. Residents also receive counseling, support groups and advocacy as they work to rebuild their lives and the lives. Safe shelter can be especially important for victims who know they must escape the abuse at home, but worry they might end up financially strapped and dependent upon others once they leave. Those worries are certainly substantiated, as many studies show the link between domestic violence and poverty.

2. Describe how requested CDBG funds will be utilized within the program/project; list ALL activities for which the CDBG funds will be used (salaries/fringes, rehabilitation costs, direct assistance, etc.). For example: If the budget includes funding for a position, please list title and salary or hourly wage and what percentage of the position will be funded by grant dollars.

CDBG funds will be used to help pay for the cost of providing a comprehensive Shelter Program for battered women and their children from the City of Appleton. With the increased number of residents we are seeing this year we have had to increase staff coverage of our shelter facility to maintain a safe shelter environment. This grant request is to support these increased hours provided by existing part-time staff covering the shelter on evenings, overnights and weekends at an average salary of \$11.50/hour.



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3. Identify the projected target population your proposed CDBG-funded program/project will serve (i.e. age, race, residency, disability, income level, other unique characteristics/information).

The target population is women and children from the City of Appleton who are victims of domestic violence and in need of safe shelter and support. Based on statistics from recent years we anticipate the following: Adults will range in age from 18 to 80 with 43% ranging in age from 20 to 64. Children range in age from newborn to 17, with 33% under the age of 7. Approximately 67% of our shelter residents will be Caucasian, 14% African American, 5% Asian, 3% Native American/Alaskan Native, 1% multi-racial and 11% unreported. 93% of the individuals entering shelter will be from families that are extremely or very low income, according to CDBG guidelines. Approximately 4% will be living with a disability.

4. Describe how your program/project coordinates with others to avoid duplication of services.

Harbor House is the only agency offering safe, emergency shelter and comprehensive programming specifically designed for victims of domestic violence. Our Advocates have expertise in addressing the trauma associated with domestic violence. Dealing with this trauma will better equip our residents on their paths to self-sufficiency. Regular referrals are made between Harbor House and members of the Housing Coalition, each agency working to make sure that all those in need are provided with the shelter and support. We continue our partnership with the Housing Partnership in providing 6 transitional apartments within our facility for families who have experience domestic violence. We also have started an Economic Advocacy Program this year in collaboration with the Housing Partnership and COTs to better meet the needs of survivors served by all three agencies.

5. Provide any additional narrative that will help to further illustrate the mission and/or purpose of the program/project and how it uniquely meets priority needs in the community.

This year we have converted programs room to bedrooms nearly 40% of the days due to rising numbers. We are experiencing more residents from the city of Appleton accessing our shelter than previous anticipated. We now anticipate 350 City of Appleton residents to be provided with 10,000 days of care (up from previously anticipated numbers of 300 residents and 8,700 days of care). Due to rising numbers we have had to increase the number of staff hours used to cover the shelter. Additional CDGB funds will help to assure that we can continue to provide the staffing necessary to maintain a safe environment for all of our residents.

PART E – PROGRAM/PROJECT OBJECTIVE/OUTCOMES

(limit narrative responses to the space provided)

1. Check one HUD-defined objective that best relates to your potential CDBG-funded program:

- Create Suitable Living Environments → address issues in daily life (social barriers, physical barriers, etc.)
- Provide Decent Affordable Housing → address individual, family, or neighborhood housing needs
- Expand Economic Opportunity → address economic development (job creation, commercial rehab, etc.)

2. Check one HUD-defined outcome that best relates to your potential CDBG-funded program:

- Availability/Accessibility → make basic services more readily available/accessible to low-income persons
- Affordability → make basic services more affordable for low-income persons in a variety of ways
- Sustainability → improve the overall viability of communities (blight elimination, LMI benefits, etc.)



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3. Describe how the potential CDBG-funded program relates to the primary objective and outcome chosen above.

1. 350 women and children from the City of Appleton will be provided with safe shelter (10,000 days) and supportive services. This will include crisis counseling, advocacy and support groups for both women and children. 2. No one eligible for shelter will be turned away regardless of current occupancy rates. 3. Each family entering shelter will develop an individual safety plan, increase knowledge of domestic violence, report they can more on their own, feel more secure and increase coping skills as a result of receiving services.

4. Briefly describe data that will be collected and/or analysis used to measure success in achieving your objectives and outcomes for the target population identified above.

All shelter residents will meet with an advocate on a regular basis while residing in shelter. The advocates will assist residents in identifying and making progress on safety planning, dealing with the emotional trauma they have experienced and goals they have set for themselves. Their progress is reported for statistical purposes on a data sheet. Residents also are asked to indicate levels of progress and satisfaction with Harbor House services on various surveys throughout their stay and on an outtake form upon leaving shelter.

PART F – ATTACHMENTS

1. Please attach the following information relating to your organization:

- Administrative Structure Chart
- Articles of Incorporation and Bylaws
- Board of Directors/Officers Roster
- Mission Statement
- Budget (most current)

PART G – AUTHORIZATION

Beth Schnorr

Name of Authorizing Officer

Executive Director

Title of Authorizing Officer

Beth Schnorr
Beth Schnorr

Signature of Authorizing Officer

9/12/13

Date