



MSHDA

Housing and Community Development Fund Shelter Diversion Pilot

FY 2023-2025

Local CoC Application

Submit completed application to CoC Director, Patrese Griffin.

Complete Electronically.

No handwritten applications will be considered.

In 2022, MSHDA received a state budget allocation of \$50 million for the Housing and Community Development Fund (HCDF). These funds are intended to expand housing supports for the State of Michigan through a variety of projects and services based on identified needs. Through stakeholder engagement and listening sessions, MSHDA identified shelter diversion as a priority demonstration project to test, expand, and implement shelter diversion practices and models in select homeless crisis response systems. Under this allocation, MSHDA is investing \$3 million for a 2-year Shelter Diversion Pilot through a competitive Request for Proposals (RFP) process.

The Local Application is intended to demonstrate and highlight the alignment of the applicant's programming to the goals and priorities of the Kalamazoo County CoC. The CoC is interested in understanding the ways in which applicants utilize or plans to utilize funds to tailor programming to address the unique needs and disparities, including racial disparities of the Kalamazoo County residents

As part of the funding process, applicants are required to submit both the proposal narrative in the MSHDA required format, and the Local CoC Application. Applications and required documents are due by 5pm on March 24th, 2023. Submissions must be made via email to CoC Director, Patrese Griffin at [p.griffin@uwscmi.org](mailto:p.griffin@uwscmi.org)

The narrative should be formatted in at least 11-point, standard font. Proposal narratives must include the following:

**Proposal Model – 2-4 Pages**

- Detailed outline of shelter diversion model, including number of Diversion Specialists, referral process, and how the model will be implemented in the local Coordinated Entry System.
- Description of inflow/outflow data for the local emergency shelters and Coordinated Entry System. Reports provided via HMIS and/or comparable database.
- Description of population served by this project (general population, youth, families, adults, domestic violence survivors, human trafficking, etc).
- How will the organization measure the outcomes outlined in the RFP

**Performance Management Outcomes 1-2 pages**

- Demonstrated past performance and or other notable accomplishments in serving the target population
- Detail the systems that will be used to track and report outcomes
- Detail how the agency has used data to inform/improve services and practices.

**Organizational Capacity 1-2 pages**

- Overview of agency experience with shelter diversion or, if implementing a new process, experience with serving households experiencing homelessness or at risk of homelessness

**DEI Self-Assessment 1-2 pages (can be enhanced or addressed throughout the proposal)**

- Clarify the purpose and target audience  
How the proposal engages stake holders
- How will the proposal address Community Based Transparency
- Identify Success Indicators

**Reasonable Costs, Budget Justification, and Leveraged Funds 1-2 pages**

- Proof of fiscal capacity per audit or other financial documents
- Agency affirms they can run the pilot on a cost reimbursement basis
- Demonstrated reasonable implementation costs, appropriate funding requests relative to human and financial resources, budget supports proposed scope of work

Each scored parameter should be identified with the appropriate heading. For example: Proposed Model, Narrative Description, etc.

**NOTE: Please review the RFP in full to ensure the narrative contains all of the information for each scored parameter.**

1. What CoC committees/workgroups does your organization participate in? (Check all that apply)

- Allocations and Accountability Team
- Board of Directors
- Data Team
- Outreach Group
- Shelter Group
- Systems of Care Committee
- Veterans By Name List Meetings
- Other:

2. Date of last organizational audit/financial review:

a. Were there any findings? Please describe.

3. Describe how your organization incorporates Housing First when providing homeless and/or prevention services.
  
4. Will this program serve clients seeking services at any shelter within Kalamazoo County or specific shelter(s)? If so, which one(s)?
  
5. a. Please describe your agency's current involvement in the Kalamazoo County Coordinated Entry system and expand on how you propose the shelter diversion program be implemented in the Kalamazoo County Coordinated Entry system.  
  
b. What specific prioritization factors do you suggest the CoC adopt for referrals into this program?
  
6. Please describe your agency's experience with HMIS or a comparable database:
  
7. Please describe how you will leverage partnerships to increase connection to other community resources, including mainstream benefits and services provided by BIPOC-led and grassroots organizations.

8. Please confirm your case management model includes the following practices:
- a. Provide trauma-informed services
  - b. Utilize motivational interviewing skills
  - c. Use a strengths-based case management approach and promote client empowerment and choice in developing and meeting housing-oriented goals

9. a. How do you intend to work with landlords at the local level?

b. Please describe how your program will engage in landlord/household engagement and mediation

10. Describe plan for rapid implementation of the program, documenting how the project will be ready to begin serving the first program participant. Provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.

11. a. What indicators do you propose be used to track household progress and program success?

b. How will these metrics take into account equity in outputs and outcomes across race, ethnicity, gender identity, sexual orientation, ability status, and/or age?

Equity:

1. Does your organization have underrepresented individuals (BIPOC, LGBTQ+, persons with disabilities, etc) in managerial and leadership positions?

Yes

No

2. Please describe any efforts your organization is undertaking to increase representation within your management and leadership.

3. a. How many people with lived expertise in homelessness serve on your Board of Directors?

b. If there are currently no members serving on the board with lived experiences of homelessness, please share any steps you have taken or plan to take to appoint this representation.

4. a. Do you have a relational process for receiving feedback from persons with lived expertise? Please describe.

b. Does your organization center the experiences and feedback of Black, Indigenous, People of Color (BIPOC), people with disabilities, and individuals who identify as LGBTQ+?

5. How is the feedback of the marginalized identities listed above reflected in your organizational policies, program policies, and service delivery system?

6. a. Describe any recent efforts to review internal policies and procedures with an equity lens, including a description of significant findings.

b. Based on these findings, describe your plan for developing and implementing equitable policies that do not impose undue barriers.