# Emergency Solutions Grant
# Fiscal Year 2024-2025
# Local CoC Application

## Overview

Submit completed application to CoC Director, Patrese Griffin at p.griffin@uwscmi.org by Tuesday July 9th at 4pm. No handwritten submissions will be considered.

The Emergency Solutions Grant (ESG) program is a federal program of the U.S. Department of Housing and Urban Development (HUD) designed to assist people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. 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 plan to utilize funds to tailor programming to address the unique needs and disparities, including racial disparities, of Kalamazoo County residents.

As part of the funding process, applicants are required to complete <u>both</u> the MSHDA Emergency Solutions Grant Application, and the Local CoC Application. Applications and required documents are due by 4pm July 9th, 2024. Submissions must be made via email to CoC Director, Patrese Griffin at p.griffin@uwscmi.org.

## Instructions

Please complete all sections of the application form. Please answer all questions in their entirety. Do not leave any questions unanswered. If the question is not applicable to your organization, please briefly state the reason. Unanswered questions or questions not answered in their entirety may negatively affect funding decisions.

**Section I:**
This portion of the application is intended to learn more about the entity applying for funding. This section is required to be completed by all ESG applicants regardless of the funded activity area the applicant seeks to pursue.

**Section II:**

This portion of the application is intended to learn more about the funded activity proposed. Please identify and answer questions under the activity area for which you are seeking funding.

## Section I

1. Please describe your organization's mission, programs, and services, including those targeted to serve unhoused individuals. What HUD category(ies) are served by your program, and how long has your organization served this population?

2. How does your organization center equity within internal policies and procedures? When was the last time these policies were reviewed? Does review include feedback from people with lived experience?

3. What groups or identities are represented in leadership positions on your staff/board/policy making entity?

4. Is your organization an active member of the CoC?  An active member of the CoC means the entity represented participates in CoC Committees or various activities and has completed a Membership MOU on file with the CoC.

5. Has your organization received ESG funding in the past two years? Include MSHDA and other ESG jurisdictions.

6. Has your organization received any HUD findings, resolved or unresolved, within the past two years? If yes, please explain the finding(s) and share if issues were resolved. If unresolved, what is your plan and timeline to rectify the findings?

7. Has your organization had any ESG contract (county, city, or state) terminated? If yes, please explain.

8. Does your organization meet the Americans with Disabilities Act (ADA) standards for accessibility by the disabled? If not currently compliant or waivered, please describe how your organization intends to meet ADA standards, including funding and timetable.

9. How will your organization comply with the HUD Equal Access Rule and Federal Equal Opportunity Employment?

10. Does your organization participate in the Point in Time (PIT) count? If not, is your organization willing to participate in the future?

11. Describe how your organization incorporates "Housing First" when providing homeless and/or prevention services.

12. What data do you currently collect to assess equity and accessibility? Is data disaggregated by demographics? How is data used to inform policies, procedures, and practices?

13. Describe in detail your organization's current and proposed usage of the Coordinated Entry System.

14. If your organization provides case management, what proactive measures are in place to reduce harm and support trauma-informed service delivery? What mechanisms are in place to recognize signs of trauma and to support staff?

15. Does your agency/organization currently employ persons with lived experience of homelessness? Please identify each position held by a person with lived experience?

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## Section II

Using the checkboxes below, identify the area(s) of activity in which you are seeking funding, then complete questions for each corresponding activity below. For any activities that are not applicable to your organization and programming, please answer all questions "N/A."

☐ Street Outreach
☐ Emergency Shelter
☐ Homelessness Prevention
☐ Rapid Rehousing

**Street Outreach**
*Target Population:* HUD Category 1 Subset 1: unsheltered individuals, and families, meaning those with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

1. Is this service new or existing?  Please describe any changes or updates.

2. Describe in detail the specific services to be provided, e.g., engagement, case-management, transportation, or services for special populations. Please refer to 24 CFR, 576.101(a).

3. How will success be measured? And which objectives, outcomes, and/or performance indicators promote racial equity in programming?

4.  Please list partnerships and collaborations with other community organizations including grassroots/neighborhood organizations. If you are not currently collaborating, please share any barriers to partnership (particularly with grassroots and BIPOC-led community groups).

5.  How does your program determine and document eligibility for services? In instances where documents are lacking, how does your organization accommodate the individual or household seeking services?

6.  What are the eligibility requirements for assistance (e.g. geographical, etc.)?

**Emergency Shelter**
*Target Population:* Individuals and families eligible for Emergency Shelter assistance include those who meet the following HUD definitions:
- Homeless Category 1: Literally Homeless
- Homeless Category 2: Imminent Risk of Homelessness
- Homeless Category 4: Fleeing/Attempting to Flee DV

1.  Please check the relevant category(ies) served by your program:
    ☐ Homeless Category 1: Literally Homeless
    ☐ Homeless Category 2: Imminent Risk of Homelessness
    ☐ Homeless Category 4: Fleeing/Attempting to Flee Domestic Violence

2.  Is this service new or existing? Please describe any changes or updates.

3.  Describe in detail the specific services to be provided (e.g. essential services, shelter operations, etc.). Please refer to 24 CFR,576.102.

4.  How will success be measured? And which objectives, outcomes, and/or performance indicators promote racial equity in programming?

5.  Please list partnerships and collaborations with other community organizations including grassroots/neighborhood organizations. If you are not currently collaborating, please share any barriers to partnership.

6.  How does your program determine and document eligibility for services? In instances where documents are lacking, how does your organization accommodate the individual or household seeking services?

7.  What are the eligibility requirements for assistance (e.g. geographical, etc.)?

8.  For organizations providing essential services, describe your case management program in detail.

9. Please provide a copy of your shelter rules. As a reminder, this document should reflect the ability to meet the [Written Service Standards for Emergency Shelter](). Are cultural and situational considerations to barriers such as work flexibility accommodations made when creating universal rules for shelter?

10. Please provide a copy of your shelter intake packet. As a reminder, this document should reflect the ability to meet the [Written Service Standards for Emergency Shelter]().

11. How will your organization comply with the Prohibition Against Involuntary Separation?

12. Has your organization received any ESP (Emergency Shelter Program) findings, resolved or unresolved, within the past two years? If yes, please explain.

13. Has your organization had any ESP (Emergency Shelter Program) contract terminated? If yes, please explain.


## Homelessness Prevention

*Target Population*: Individuals and families eligible for Homelessness Prevention assistance include those who meet the following definitions:
- Homeless Category 2: Imminent Risk of Homelessness
- Homeless Category 4: Fleeing/Attempting to Flee Domestic Violence
- At Risk of Homelessness: All Categories

1. Please check the relevant category(ies) served by your program:
   - ☐ Homeless Category 2: Imminent Risk of Homelessness
   - ☐ Homeless Category 4: Fleeing/Attempting to Flee Domestic Violence
   - ☐ At Risk of Homelessness: All Categories

2. Is this service new or existing?  Please describe any changes or updates.

3. Describe in detail the specific services to be provided (e.g., housing relocation, stabilization services, short and/or medium-term rental assistance, etc). Please refer to [24 CFR, 576.103]() for Homelessness Prevention.

4. How will success be measured? And which objectives, outcomes, and/or performance indicators promote racial equity in programming?

5. Describe how your case managers are working with program participants to develop a housing-oriented goal plan to obtain housing stabilization. How is it determined when a household reaches stabilization?

6. Does the program have dedicated staff whose responsibility is to identify and recruit landlords and encourage them to rent to homeless households served by the program? If not, does the case manager's responsibilities include landlord recruitment and negotiation?

7. What barriers does your agency face in recruiting landlords? What steps have you taken to overcome these barriers?

8. Describe your strategy for marketing the program to participants. Does your strategy consider accessibility of program information to a myriad of individuals and households (e.g. those living in hotel settings, those without regular phone or internet access, etc.)? Are materials available in languages other than English?

9. Describe the process for determining program eligibility to receive Homelessness Prevention. In instances where documents are lacking, how does your organization accommodate the individual or household seeking services?

10. How does your organization ensure you are not providing more than 24 months of assistance to a household within a three-year period?

11. Describe your experience in inspecting housing units for both habitability and lead based paint compliance. Are you providing services directly or subcontracting the services to another provider?

12. Please list partnerships and collaborations with other community organizations including grassroots/neighborhood organizations. If you are not currently collaborating, please share any barriers to partnership.

13. What percentage of entries into this program are or will be referred from Coordinated Entry?


**Rapid Rehousing**

*Target Populations:* Individuals and families eligible for Rapid Rehousing assistance include those who meet the following definitions:
- Homeless Category 1: Literally Homeless
- Homeless Category 4: Fleeing/Attempting to Flee DV (if the individual or family is also literally homeless)

1. Please check the relevant category(ies) served by your program:
   ☐ Homeless Category 1: Literally Homeless
   ☐ Homeless Category 4: Fleeing/Attempting to Flee Domestic Violence

2. Is this service new or existing? Please describe any changes or updates.

3. Describe in detail the specific services to be provided (e.g. housing relocation, stabilization services, short- and/or medium- term rental assistance, etc.). Please refer to [24 CFR, 576.104](#) for Rapid Re-Housing.

4. How will success be measured? And which objectives, outcomes, and/or performance indicators promote racial equity in programming?

5. Describe how your case managers are working with program participants to develop a housing-oriented goal plan to obtain housing stabilization. How is it determined when a household reaches stabilization?

6. Does the program have dedicated staff whose responsibility is to identify and recruit landlords and encourage them to rent to homeless households served by the program? If not, do the case managers responsibilities include landlord recruitment and negotiation?

7. What barriers does your agency face in recruiting landlords, and what steps have you taken to overcome these barriers?

8. Describe your strategy for marketing the program to participants. Does your strategy consider accessibility of program information to a myriad of individuals and households (e.g. individuals living in hotel settings, individuals with limited access to the internet, etc.)? Are programs available in languages other than English?

9. Describe the process for determining program eligibility to receive Homelessness Prevention or Rapid Re-Housing services.

10. How does your organization ensure you are not providing more than 24 months of assistance to a household within a three-year period?

11. Describe your experience in inspecting housing units for both habitability and lead based paint compliance. Are you providing services directly or subcontracting the services to another provider?

12. Please list partnerships and collaborations with other community organizations including grassroots/neighborhood organizations. If you are not currently collaborating, please share any barriers to partnership.

13. What percentage of entries into this program are or will be referred from Coordinated Entry?