



Emergency Solutions Grant

FY 2022-2023

Local CoC Application

Submit completed application to CoC Director, Patrese Griffin.

Complete Electronically.

No handwritten applications 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 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 complete both, the Emergency Solutions Grant Application, and the Local CoC Application. Applications and required documents are due by 5pm on July 25, 2022. 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.

Section I:

This portion of this 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:

Please identify and answer questions under the activity area you are seeking funding.

Note: Please answer the 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 III:

To be completed by returning applicants only.

Section I

1. Please describe in detail your organization's mission, types of programs and services currently offered, and how homelessness programs fit within that mission.
2. Does your organization serve individuals who either identifies as homeless under HUD definitions or other types of homeless? Please share the category and or type of homeless population your organization serves.
3. How long has your organization served homeless populations?
4. How many people with lived experience in homelessness serve on your Board of Directors or equivalent policy making entity?
5. Do you have a relational process for receiving feedback from people with lived experience? Please describe.
6. Describe any recent efforts to review internal policies and procedures with an equity lens, including a description of significant findings. Based on these findings, describe your plan for developing and implementing equitable policies that do not impose undue barriers.
7. 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 initiatives.
8. Has your organization received ESG funding in the past two years? Include MSHDA and other ESG jurisdictions.
9. 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?
10. Has your organization received any ESG 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?
11. Has your organization had any ESG contract (County, City or State) terminated? If yes, please explain.
12. Does your organization meet the Americans with Disabilities Act (ADA) standards for accessibility by the disabled? If not currently compliant, please describe how your organization intends to meet ADA standards, including funding and timetable.
13. How will your organization comply with the HUD Equal Access Rule and federal Equal Opportunity Employment?
 - a. Does your organization have underrepresented individuals (BIPOC, LGBTQ+, persons with disabilities, etc.) in managerial and leadership positions? (yes/no)
 - b. What if any, specific tactics does your organization use to actively mitigate conscious and unconscious racial hiring bias to increase a diverse pool of employees in all levels of organization?
 - c. Describe any efforts your organization is undertaking to increase representation within your management and leadership
 - d. Describe how your hiring practices foster inclusivity and diversity, disallowing adage of the notion of the "ideal candidate" based on physical presentation.
14. Does your organization participate in the Point in Time (PIT) count? If not, is your organization willing to participate in the future?

15. How will your organization ensure compliance with the MSHDA ESG program? This includes financial management system, participant eligibility, recordkeeping, and timely expenditure.
16. Describe how your organization incorporates Housing First when providing homeless and/or prevention services.
17. Please describe the data you are collecting to assess the equity of access to ESG activities and outcomes. Detail how that data is reviewed and used to inform your policies, procedures, and practices. If any recent efforts have been made to review participant outcomes with an equity lens, including a disaggregation of data by race, ethnicity, gender identity, sexual orientation, ability status, and/or age, please describe
18. Describe in detail your organization's current and proposed usage of Coordinated Entry System.
20. If your organization provides case management, what trainings or policies are in place to foster and support proactive harm reduction and trauma informed care in service delivery?
 - a. If your organization uses a trauma informed approach in service delivery, how does your organization recognize signs and symptoms of trauma in staff and others involved with the system? Once recognized, what mechanisms does the organization use to support staff?

Section II

Using the lines below, identify the area(s) of activity in which you are seeking funding.

- Street Outreach _____
- Emergency Shelter _____
- Homelessness Prevention _____
- Rapid Rehousing _____

Street Outreach

Target Population: Category 1 subset, 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. Describe any experience the organization has in implementing street outreach.
2. Describe in detail the specific services to be provided. i.e., engagement, case-management, transportation, or services for special populations. (Please refer to 24 CFR, 576.101(a)).
 - a. Please describe how the elements of services account for and serve the unique needs of various racial and ethnic groups within the community.
 - b. Describe how your services foster inclusivity for underrepresented individuals, (BIPOC, LGBTQ+, persons with disabilities, etc.) factoring the intersectionality that may occur within individuals.
 - c. Describe how your services specifically considers barriers to positive outcomes for Black Indigenous People of Color (BIPOC) and how the organization reduces these barriers to increase the success of historically marginalized individuals.
3. List objectives, outcomes, and performance indicators (if applicable).
 - a. Are there any specific objectives, outcomes, and performance indicators to promote racial equity in programming? If yes, please describe.
 - b. If no, please share reasoning. Are there any supports your organization needs to have specific racial equity programming indicators?

4. Describe how outreach is conducted, how participants are contacted and engaged, and how often outreach is done.
 - a. Please describe the racial demographics and the percentage of program participants of each racial group accounted for in programming.
 - b. If there are low numbers of BIPOC individuals and families, what if any, are the tactics to increase program engagement for BIPOC individuals and families?
5. How does your program coordinate with other community service providers?
 - a. Does your program coordinate with BIPOC led and grassroots organizations within neighborhoods with high concentrations of homelessness and poverty? If yes, please list and briefly describe the partnership.
 - b. If no, please share with us the reason. If there are barriers that your organization faces when forging partnerships with BIPOC led and grassroots organizations, please list.
6. How does your program determine and document eligibility for services?
 - a. In instances where documents are lacking, how does your organization accommodate the individual or household seeking services?
7. List program limitations and special programmatic requirements for a person to receive assistance. i.e., residency requirement.

Emergency Shelter

Target Population: Individuals and families eligible for Emergency Shelter assistance include those who meet the following definitions:

- Homeless Category 1: Literally Homeless
- Homeless Category 2: Imminent Risk of Homelessness
- Homeless Category 4: Fleeing/Attempting to Flee DV

1. Describe any experience the organization has in providing emergency shelter services.
2. Of the eligible Homeless Categories for Emergency Shelter services, please share which categories your program services.
3. Describe in detail the specific services to be provided. i.e., essential services or shelter operations. (Please refer to 24 CFR,576.102).
 - a. Please describe how the elements of services account for and serve the unique needs of various racial and ethnic groups within the community.
 - b. Describe how your services specifically considers barriers to positive outcomes for Black Indigenous People of Color (BIPOC) and how the organization reduces these barriers to increase the success of historically marginalized individuals.
 - c. Describe how your services specifically considers barriers to positive outcomes for Black Indigenous People of Color (BIPOC) and how the organization reduces these barriers to increase the success of historically marginalized households?
4. List objectives, outcomes, and performance indicators (if applicable).
 - a. Are there any specific objectives, outcomes, and performance indicators to promote racial equity in programming? If yes, please describe.
 - b. If no, please share reasoning. Are there any supports your organization needs to have specific racial equity programming indicators?
5. How does your program coordinate with other community service providers?

- a. Does your program coordinate with BIPOC led and grassroots organizations within neighborhoods with high concentrations of homelessness and poverty? If yes, please list and briefly describe the partnership.
 - b. If no, please share with us the reason. If there are barriers that your organization faces when forging partnerships with BIPOC led and grassroots organizations, please list.
6. How does your program determine and document eligibility for services?
 - a. In instances where documents are lacking, how does your organization accommodate the individual or household seeking services?
 7. List program limitations and special programmatic requirements for a person to receive assistance. I.e. residency requirement, single gender shelter, does not serve families.
 - a. Are there any concessions that may be made to reduce the barrier of stated limitation?
 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.
 - a. Are cultural and considerations to barriers, such as work flexibility accommodations, made when creating universal rules for the Shelter? If so, share two specific considerations that were used to create your shelter rules.
 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. Explain any experience the organization has in implementing a Homelessness Prevention program.
2. Of the eligible Homeless Categories for Homelessness Prevention services, please share which categories your program services.
3. Describe in detail the specific services to be provided. i.e., housing relocation and stabilization services and short- and/or medium- term rental assistance (Please refer to [24 CFR, 576.103](#) for Homelessness Prevention).
 - a. Please describe how the elements of services account for and serve the unique needs of various racial and ethnic groups within the community.
 - b. Describe how your services specifically considers barriers to positive outcomes for Black Indigenous People of Color (BIPOC) and how the organization reduces these barriers to increase the success of historically marginalized individuals.

- c. Describe how your services specifically considers barriers to positive outcomes for Black Indigenous People of Color (BIPOC) and how the organization reduces these barriers to increase the success of historically marginalized households.
4. List objectives, outcomes, and performance indicators (if applicable).
 - a. Are there any specific objectives, outcomes, and performance indicators to promote racial equity in programming? If yes, please describe.
 - b. If no, please share reasoning. Are there any supports your organization needs to have specific racial equity programming indicators?
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?
 - a. Does your organization use a strengths-based case management approach in developing housing-oriented goals?
 - b. Does your organization provide training in strengths-based case management for all direct service providers? If so, describe the elements of the training, when it is implemented and how often refresher trainings are provided, if any.
 - c. If there is currently no strengths-based case management training and curriculum, do you plan to implement such trainings in the immediate future? Please share estimated date of implementation.
 - d. Are there barriers your organization faces in implementing such trainings? Please list them as well as ways to possibly overcome them.
6. As case managers work with diverse groups of individuals with varying racial and ethnic backgrounds, does your organization participate in antiracist and diversity, equity, and inclusion work to help bring awareness to service plans that consider the various plights that have historically and persistently impacted mobility within housing for BIPOC individuals?
 - a. If so, please share the specific training and training schedules.
 - b. Are there any metrics used to inform how well the trainings translate into implementation?
7. Under what circumstances would you provide a reevaluation of a participant prior to the 3-month requirement established by HUD and MSHDA?
8. 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?
 - a. With either approach, what barriers does your agency face in recruiting landlords, and what steps have you taken to overcome these barriers?
9. Describe your strategy for marketing the program to participants.
 - a. Does your strategy consider accessibility of program information to a myriad of individuals and households? I.e., what marketing considerations are made for individuals living in hotel settings?
10. Are you providing services directly or subcontracting the services to another provider? E.g., inspections
11. What is your process for linking program participants with the mainstream resources in your community?
12. Describe the process for determining program eligibility to receive Homelessness Prevention.
 - a. In instances where documents are lacking, how does your organization accommodate the individual or household seeking services?
13. How does your organization ensure you are not providing more than 24 months of assistance to a household within a three-year period?

14. 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? E.g., inspections
15. How does your program coordinate with other community service providers?
- Does your program coordinate with BIPOC-led and grassroots organizations within neighborhoods with high concentrations of homelessness and poverty? If yes, please list and briefly describe the partnership.
 - If no, please share with us the reason. If there are barriers that your organization faces when forging partnerships with BIPOC-led and grassroots organizations, please list.
16. What percentage of entries into this program are or will be referred from Coordinated Entry?

Rapid-Rehousing

Target Populations:

- Homeless Category 1: Literally Homeless
- Homeless Category 4: Fleeing/Attempting to Flee DV (if the individual or family is also literally homeless)

- Explain any experience the organization has in implementing a Rapid Re-Housing program.
- Of the eligible Homeless Categories for Rapid-Rehousing services, please share which categories your program services.
- Describe in detail the specific services to be provided. i.e., housing relocation and stabilization services and short- and/or medium- term rental assistance (Please refer to [24 CFR, 576.104](#) for Rapid Re-Housing).
 - Please describe how the elements of services account for and serve the unique needs of various racial and ethnic groups within the community.
 - Describe how your services specifically considers barriers to positive outcomes for Black Indigenous People of Color (BIPOC) and how the organization reduces these barriers to increase the success of historically marginalized individuals.
 - Describe how your services specifically considers barriers to positive outcomes for Black Indigenous People of Color (BIPOC) and how the organization reduces these barriers to increase the success of the historically marginalized individuals?
- List objectives, outcomes, and performance indicators (if applicable).
 - Are there any specific objectives, outcomes, and performance indicators to promote racial equity in programming? If yes, please describe.
 - If no, please share reasoning. Are there any supports your organization needs to have specific racial equity programming indicators?
- 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?
 - Does your organization use a strengths-based case management approach in developing housing-oriented goals?

- b. Does your organization provide training in strength-based case management for all direct service providers? If so, describe the elements of the training, when it is implemented and how often refresher trainings are provided, if any.
 - c. If there is currently no strengths-based case management training and curriculum, do you plan to implement such trainings in the immediate future? Please share estimated date of implementation.
 - d. Are there barriers your organization faces in implementing such trainings? Please list them as well as ways to possibly overcome them.
6. As case managers work with diverse groups of individuals with varying racial and ethnic backgrounds, does your organization participate in antiracist and diversity, equity, and inclusion work to help bring awareness to service plans that consider the various plights that have historically and persistently impacted mobility within housing for BIPOC individuals?
 - a. If so, please share the specific training and training schedules.
 - b. Are there any metrics used to inform how well the trainings translate into implementation?
7. Rapid Re-Housing: Under what circumstances would you provide a reevaluation of a participant prior to the 6-month requirement established by MSHDA?
8. 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?
 - a. With either approach, what barriers does your agency face in recruiting landlords, and what steps have you taken to overcome these barriers?
9. Describe your strategy for marketing the program to participants.
 - a. Does your strategy consider accessibility of program information to a myriad of individuals and households? I.e., what marketing considerations are made for individuals living in hotel settings?
10. What is your process for linking program participants with the mainstream resources in the community?
11. Describe the process for determining program eligibility to receive Homelessness Prevention or Rapid Re-Housing services.
12. How does your organization ensure you are not providing more than 24 months of assistance to a household within a three-year period?
13. Describe your experience in inspecting housing units for both habitability and lead based paint compliance.
 - a. Are you providing services directly or subcontracting the services to another provider? i.e. inspections
14. How does your program coordinate with other community service providers?
 - a. Does your program coordinate with BIPOC-led and grassroots organizations within neighborhoods with high concentrations of homelessness and poverty? If yes, please list and briefly describe the partnership.
 - b. If no, please share with us the reason. If there are barriers that your organization faces when forging partnerships with BIPOC-led and grassroots organizations, please list.
15. What percentage of entries into this program are or will be referred from Coordinated Entry?

For returning applicants of existing programs only: please include copies of the Michigan HMIS Data Warehouse *Core Demographics* report for each separate existing project for which you are seeking funding. Please also include one copy of the Michigan HMIS Data Warehouse *System Performance Measures by Sub-Population* report covering all emergency shelter, street outreach, safe haven, transitional housing, and permanent housing (including rapid rehousing, permanent supportive housing, and other permanent housing) projects at your agency, including projects not funded through ESG. All reports should use the 10/1/2020 – 9/30/2021 report period.

Note: Because this is the first time this requirement is included in the local application, the CoC’s HMIS System Administrator will run these reports on behalf of your agency. In future years, agencies will be responsible for running these reports and may be asked narrative questions about how this data is used internally. The HMIS Systems Administrator will provide training and support to HMIS agency administrators on how to run and interpret these reports.

Agency Administrators without access to the Michigan HMIS Data Warehouse can work with the HMIS Systems Administrator to gain access.

To run the *Core Demographics* reports:

1. After logging into the Michigan HMIS Data Warehouse, (<https://michigan-warehouse.openpath.host>) go to Reports > Operational > Core Demographics
2. Select Edit on the left-hand screen to select the universe.
 - a. Under General, set “Population by Project Type” to include the project type of the project for which you are running the report (ES, SO, RRH, or Homelessness Prevention).
 - b. Under Reporting Period, select the Start date as Oct 1, 2020. Set the End date as Sep 30, 2021.
 - c. Under CoC Codes and Funding, set the “CoC Code” to MI-507.
 - d. Under Projects, select the specific project for which you are running the report.
 - e. Select Save & Update
1. When the report finished building, select the Download button and download as a PDF.
2. When the report build is complete, there will be a link to download the PDF to a local computer.
3. Repeat this process for all existing projects for which you are seeking funding.

To run the *System Performance Measures by Sub-Population* report:

1. After logging into the Michigan HMIS Data Warehouse, (<https://michigan-warehouse.openpath.host>) go to Reports > Operational > System Performance Measures by Sub-Population
2. Select the Start date as Oct 1, 2020. Set the End date as Sep 30, 2021.
3. Make sure the CoC Code is set as MI-507
4. Under Projects in the Projects to include section, select all emergency shelter, street outreach, safe haven, transitional housing, and permanent housing (including rapid rehousing, permanent supportive housing, and other permanent housing) projects at your agency, including projects not funded through ESG.
5. Select the Queue Report button to run the report. This may take several minutes. You can exit the Data Warehouse webpage or continue to work on other reports while the report runs, and you will receive an email notification when the report is finished.
6. To view and download the report, return to the System Performance Measures by Sub-Population page and scroll down to display requested reports. You can select the Status of the completed report to view it.
 - a. *For your own internal review, consider toggling demographics or viewing details for each measure to break down the data in order to better understand disparities in our service system.*
1. Select Download report and download as a PDF. This download may take several minutes. You will receive an email notification when the report is finished and can access the PDF of all downloaded reports by selecting the Messages icon on the top right-hand screen.

