

**2019 FRCoC Supplemental Application for CoC Program Funding
Permanent Supportive Housing; Rapid Re-Housing;
Joint Transitional Housing & Rapid Re-Housing**

Please complete a separate application form for each permanent supportive housing, rapid re-housing, and joint transitional housing & rapid re-housing project.

Application Information

Applicant

Legal Name: **Empowerhouse**

EIN/TIN: 52-1142547

Type of Supplemental Application (select one):

- Renewal (supplemental application for renewal project)
- Renewal and Expansion (supplemental application for both renewal and expansion projects)
- New (supplemental application for new project)

Note: While the supplemental application for renewal and expansion funding can be submitted on one form, the amounts will be ranked separately by the Funding & Performance Committee.

Name of Renewal Project in e-snaps:

Name of New not Expansion Project in e-snaps: PH-RRH Domestic Violence FY 19

Type of Project (select one):

- Permanent Supportive Housing
- Rapid Re-Housing
- Joint Transitional Housing & Rapid Re-Housing

Narrative Responses

- 1. If renewal funding is being requested, explain how the project continues to meet a community need. If new/expansion funding is being requested, explain how the additional funds will increase system capacity and justify the community need for additional capacity. Be sure to use data to support the demonstrated need. (Character Limit: 3,000)**

The **PH-RRH Domestic Violence FY 19** program will increase the community's ability to provide housing support to homeless domestic violence (DV) victims by 5 households. Research indicates that 1 in 4 women experience severe physical violence at the hands of an intimate partner in a lifetime. With over 133,000 estimated women 18 years and older residing in PD16, this statistic indicates the true need for DV services is staggering. Local law enforcement respond to over 6,500 DV calls annually. We served over 3,000 people last year in PD16 with 283 victims and their children in our DV shelter. Fleeing DV exposes victims to escalated safety risks and can result in great loss and instability, leaving them without a home, vehicle, finances, clothing, status, or routines. Lack of work history and education become obstacles to employment which make achieving housing difficult. Thus DV victims and their families have a great need for housing services.

When DV victims first contact us, immediate safety concerns are assessed including emergency DV shelter if applicable. Some feel that shelter is not a viable option for their situations. They may fear losing custody by taking their children to a shelter; have children with disabilities (e.g., autism) accompanied by severe behavioral challenges and do not feel it is appropriate space; they want to stay in their home while their abuser is temporarily in jail; or have an opportunity to stay with family for a limited time. Our only housing option in such situations is to refer to Prevention and try to support them through Empowerhouse non-housing program related DV advocacy services. We referred 57 victims to Prevention over a recent 18 months. Although some DV victims connected with prevention/diversion, others tried to self-resolve their situations without receiving valuable supportive services specializing in DV to address their safety and enhance their chance of achieving and maintaining permanent housing. This funding will enable these survivors, directly fleeing DV, to receive both rental assistance and DV housing supportive services from staff experienced in providing victim centered trauma-informed services and housing location. This funding will also increase the number of victims rapidly re-housed directly from DV shelter.

The **PH-RRH DV** case management and financial subsidies will help at least 5 households with 9 children initially. Safety planning and connection to partner and non-partner mainstream services will increase income and address other struggles as needed. The anticipated number of households is higher than the projected 2 identified in the e-snaps program application. New project submissions pre-calculate budgets based on the FMR value for the local area which is DC-NOVA and auto-calculates 12 months of rental assistance. Thus the available funding of \$50K caps at serving 2 families. We expect to provide services to more victims based on past experience providing support in other projects.

2. Certify that the project will adhere to the *FRCoC Coordinated Entry Policies & Procedures*, including the following requirements of the document:

- Follow the Housing First model
- Participate in the FRCoC Coordinated Entry Process and/or the Victim Service Coordinated Entry Process (including coordinated assessment for shelter/prevention and prioritization for rapid re-housing)
- Adhere to established project standards (including *FRCoC Rapid Re-Housing Policies & Procedures*)
- Collect data through HMIS or a comparable database

3. Renewal Projects Only: Describe the systems in place to ensure that households experiencing homelessness are moved quickly to permanent housing and remain stably housed. Be sure to include data demonstrating the outcomes of these systems. (Character Limit: 3,000)

N/A not renewal. However:

Empowerhouse is aiming to expand its DV housing activities to assist homeless victims of domestic violence (DV) in attaining permanent housing quickly and increasing self-sufficiency. The proposed new **PH-RRH DV** services offer financial assistance and supportive case management to individuals and families homeless from DV in PD 16. They may be referred through the FRCoC Coordinated Entry or reach out directly to the Victim Service Coordinated Entry Process through the Empowerhouse 24 hour hotline (FY18-1,550 calls; 1,210 in-person). **PH-RRH DV** will provide rental,

deposit, and utilities housing assistance subsidies at participant chosen and rental lease with landlord scattered site apartments and homes.

Empowerhouse was able to place almost twice the number of DV households in permanent housing this year (21 in FY19 compared to 11 in FY18) thanks to a renewal Federal grant that came to an end in FY18 but increased funding in FY 19. We provided 86 individuals with case management and financial assistance in apartments that we helped them enter, stabilize, and sustain. Of the 56 survey responses to these two questions this past year for shelter and housing DV survivors, 96% indicated they feel more hopeful about their lives because of the services they received and 96% reported knowing more ways to plan for their safety.

4. **Renewal Projects Only: Describe specifically the strategies used to assist participants with both increasing their employment and/or income and maximizing their ability to live independently. Be sure to include data demonstrating the outcomes of these strategies.** (Character Limit: 3,000)

N/A not renewal. However:

80% of shelter and housing survey respondents indicated they received the help they wanted meeting basic financial needs. 90% of community based DV victims indicated they received the help they wanted meeting basic financial needs. In FY 15, Empowerhouse sheltered 24% (272) of PD16 sheltered people. 57% of households were unaccompanied individuals. With these DV victims' unique needs, rapid re-housing case management and financial assistance support their quick journey to housing annually for approximately 20 households with a trauma informed approach despite their many barriers. For these 20 most unlikely to self resolve, we use case management and financial assistance to help them re-house quickly. Barriers include lack of employment and work history, substance use, health challenges, criminal records, bad credit, many of which are outcomes of abuse experienced at the hands of their intimate partners. Of 37 households assisted in a recent 18 months, most were moms with 2 or more children; 8% were ages 18-24; 20% were Hispanic with limited English proficiency (LEP). For those with many children, they lack income, daycare, family supports; and have LEP.

DV Survivors experience their own barriers to re-housing as well as those experienced within the general homeless population, sometimes compounded. Many DV survivors in housing experienced victimization by multiple relationships with violence and exploitation. For some this has lead to substance use to cope with pain and for others, forced substance use was part of the abuse and coercion used by their abusive partners to control them. Once housed, many are coping with mental health needs, other chronic health conditions, and disabilities as they gain stability in their housing. Most of them are voluntarily working on GEDs or certificate programs, employability skill building, transportation, and continued legal matters related to DV, custody, and support as part of their self driven goals. This subset of homeless individuals and families receive the support to enter housing quickly while receiving critical DV trauma informed services combined with other voluntary supports for their eventual success in housing stability. The DV dedicated employment specialist (ES) from MOU partner Rappahannock Goodwill Industries assists with voluntary services of employment search, employability skill building, applications to certificate programs, higher education scholarships that additionally support living expenses while enrolled and participating in higher education classes. 80% of employed DV victims housed and working with the DV employment specialist maintained employment. 91% of the 11 unemployed DV victims housed gained employment. The DV Housing Case Manager, Housing Advocate, and Employment Specialist celebrate successes like promotions, applications, interviews, or encourage perseverance when it feels as if circumstances appear to be insurmountable.

5. Describe how the project leverages mainstream resources to support clients as they prepare to move-on from project involvement. Provide project and community level examples. (Character Limit: 3,000)

Once the RRH housing team works with each client to assess their individual barriers to housing and identify their needs, available community resources will be discussed. Empowerhouse has established strong relationships with community organizations and agencies throughout Planning District 16 and will be able to quickly connect RRH participants as their needs are identified. The DV Housing Advocate (HA) and DV Housing Case Manager (HCM) will provide referrals, accompaniment and advocacy as needed (and as allowed by confidentiality rules and client's written permission). The DV RGI Employment Specialist works with all housing clients on their education, job skills and employment needs. Eastern Virginia Career College provides, at times, free certificate courses to some survivors and other free services of support such as massage, beauty, pampering, and professional clothing closet. Local Departments of Social Services (DSS) will coordinate benefits (e.g., Temporary Assistance for Needy Families (TANF), Childcare subsidies) for DV victims and facilitate services and support for children and families impacted by abuse. DV housing team staff will also assist clients in getting benefits reinstated. The project will utilize the SSI/SSDI, Outreach, Access, and Recovery (SOAR) program to assist clients with disability benefits through a new employee at Empowerhouse. Through the CoC Partnership, the project will utilize the CoC housing locator employed by Micah who we trained in DV. Micah will pick up donated furniture and deliver it to newly set up households. Mobility Option provides Empowerhouse with four bus passes per month that may be used by clients in the CoC DV RRH program.

Many victims of DV have barriers related to mental health and substance abuse concerns. Instead of coming from a place of judgment, the housing team understands that this may be a coping strategy related to trauma experienced and staff let victims know that they are there to help them get the services that they need when they are ready. The housing team has developed relationships with local counseling providers (e.g., local community services board, The National Counseling Group, the Sunshine Lady House, Snowden) and will provide referrals when appropriate and requested.

Additionally, the following resource information will be regularly shared with clients. SERVE operates a food pantry accessible to our Stafford clients. Legal Aid Works prioritizes assisting DV victims with representation or advice in civil proceedings such as POs, custody and divorce and has developed a procedure to expedite intake when we have an undocumented victim. Tahirih, a nonprofit based in NoVA, provides pro bono attorneys for DV immigration cases. RUW provides free tax preparation.

6. Describe how the project leverages partnerships within the homelessness response system to limit duplication. (Character Limit: 3,000)

The **PH-RRH Domestic Violence FY 19** program will utilize the partner implementing the FRCoC coordinated entry system for referrals to its housing services for DV victims. The prioritization list for DV victims is currently maintained by the DV shelter director (SD) who connects the participants seeking support to DV RRH services. If they have interest and are not concerned about their confidentiality protections, they will be connected to the community's individual, family, or veteran's prioritization list. They may be connected to the Salvation Army (SA), CVHC, or subsidized housing lists as part of their housing plan and effort to self-resolve without the DV RRH services and financial assistance. Participants in the new **PH-RRH DV** program do not have to be residing in shelter when they are fleeing DV and may

be referred directly to the DV Housing Advocate (HA) who will coordinate with the SD to add those with the highest barriers to the prioritization list. Lower barrier victims still needing to flee who do not enter shelter can be referred to prevention to maintain their homes or relocate. Victims of DV are in the highest priority category of the CoC Prevention program.

Once accepted, the DV housing team will support efforts to obtaining leases and permanent housing by connecting them with voluntary services of the community's housing locator (HL). If a rental is selected, the DV housing case manager (HCM) will accompany the HL and participant to the lease signing. The HCM will connect the participant to the furniture bank if they are in need and they will deliver community donated furniture if requested. Continued HCM and financial assistance will be needs based. The HCM and participant will determine the minimum amount of assistance needed to maintain housing stability.

The DV dedicated employment specialist (ES) from RGI provides voluntary services of employment search, employability skill building, applications to certificate programs, higher education scholarships that also support living expenses while enrolled and participating in higher education classes. The HCM and participant will meet at least monthly to discuss participant driven goals focused on housing stability to continue to support the tapering off of assistance and achieving their housing stabilization goals. The DV HA and HCM will record all data and services in the DV HMIS comparable database to support the continued documentation of participants and services. The grants manager will support the team to pull data for required reporting. The HCM will connect participants to area mental health and substance use treatment services if the participant wants this support as part of their stabilization goals. Any continued support to achieve social services benefits, disability benefits, child and spousal support will be explored and provided to help participants connect to qualifying services.

7. Describe how the project ensures that participants are not terminated from the project for the following reasons: failure to participate in supportive services; failure to make progress on a service plan; loss of income or failure to improve income; being a victim of domestic violence; any other activity not covered in a lease agreement typically found in the project's geographic area. Provide specific policies or examples to demonstrate these strategies. (Character Limit: 3,000)

As a low barrier program, entrance to Empowerhouse's CoC RRH program will increase participation of domestic violence survivors with many barriers to access permanent housing by providing the case management and financial assistance to help them overcome the initial barriers to becoming housed such as no income combined with a disability, criminal background, no employment history, eviction history, or bad credit. Whether the participant has limited English proficiency (LEP) or a large family, these barriers are overcome by the rapid re-housing case management, other supports, and the financial assistance. Some participants may enter directly from one of Empowerhouse's domestic violence (DV) shelters a ADA compliant low barrier shelter that supports homeless survivors of DV and their children which it owns and operates and a house where families temporarily reside independently if their domestic violence safety risks are reduced such as the abuser is in jail. Empowerhouse operates the congregate facility with 9 suites, 15 bedrooms, and do not exceed census of 30.

Participants will not be screened for PH-RRH services based on gender, gender identity or expression, race, ethnicity, color, disability, sexual orientation, national origin, immigration status, or religious or educational background. Access to case management and other services will not be limited by barriers to participation that may include substance use, LEP, lack of employment, etc. In fact these barriers will help prioritize them for the highest level of assistance. Every effort will be made to support a participant

in determining their own goals and overcoming barriers to housing stabilization once in housing. All barriers may not be addressed if the participant chooses not to set goals or include the issue they are facing in their goals. The housing advocate and case manager will use creative strategies and motivational interviewing to help participants move toward identifying and prioritizing overcoming their housing stabilization barriers. The participant may have an extended family member in the household upon entering housing. Any adults and children of all ages that are in the household at entry will be included and adults will participate in the lease and may remain a part of the original household except an abusive partner.

Financial subsidy rental payments are stepped back while a victim makes progress in increasing income. Conversely subsidies will increase if there is an emergency set back in income such as loss of job. Empowerhouse provides opportunities to work on goals but all services are voluntary and participants are not dropped from the program for lack of participation in voluntary services.

8. For DV projects only:

Rate of Housing Placement of DV Survivors (percentage)	61%
Rate of Housing Retention of DV Survivors (percentage)	91%

8a. Describe how the rate of housing placement and housing retention was calculated and the data source (e.g., HMIS, comparable database, other administrative data, external data source). (Character Limit: 500)

The rates for housing placement and retention were calculated using both shelter and housing data maintained in internal Empowerhouse excel spreadsheets. Using the same logic as System Performance Measure 7 (metric 7b.1), Empowerhouse calculated the rate of housing placement for leavers in FY17. The rate of housing retention is based on those who exited to permanent housing and did not become homeless again within in a 2-year period (did not re-enter the EH DV shelter).

8b. Describe how the project ensures DV survivors experiencing homelessness are assisted to quickly move into permanent housing. (Character Limit: 2,000)

As part of the mainstream and a separate Victim services coordinated entry process, individuals and their families in PD 16 who are homeless due to domestic violence (DV) should be referred to Empowerhouse via the 24-hour hotline. If DV victims cannot be prevented from becoming homeless, they are assessed for shelter. Victims are usually assessed for DV shelter and enter first but may be connected directly with our RRH services if they are homeless and cannot go into shelter for some reason. Once safely in shelter and immediate physical and emotional crisis needs are met, the Shelter staff work with the victim to complete a housing plan. Victims without alternative housing options and interested in RRH can choose to complete the internal DV victim prioritization tool (adapted from the VI-SPADT). The completed prioritization tool is forwarded to the Housing Advocate (HA). Those entering directly from the community meet with the HA to complete the prioritization tool. Priority is given to those victims in the DV shelter, and who do not have somewhere else to go, or cannot enter the shelter for some reason, are not financially stable, and have multiple barriers to securing a lease.

The HA meets with applicants wanting housing assistance to review forms and help them understand the program and available services. Once a victim agrees to the program, they complete a RRH application that contains contact information and children, basic DV information, and housing

situation. If funding is available, applicants are immediately accepted in the program, begin necessary paperwork, and are referred to the CoC Housing Locator (HL), usually the same day. The HL uses the referral information to understand the participant's potential housing barriers and works with area landlords to negotiate housing placements. They place the victim and their family in permanent housing as quickly as possible. Placement varies based on the HL's case load, available units, and barriers present.

8c. Describe how the project ensures the safety of DV survivors experiencing homelessness by:

(a) training staff on safety planning;

Staff attends the Empowerhouse DV 40 hour new volunteer and employee training before assisting survivors. Risk assessment and safety planning are taught in dedicated sessions and throughout. Continued tools are provided and skills taught on the job while shadowing and beginning work with DV survivors to increase their training and skills. Team meetings and supervision help to staff high risk safety situations.

(b) adjusting intake space to better ensure a private conversation;

Empowerhouse staff vacated one staff office at the outreach office to dedicate a third private meeting space behind a door with windows to usher in clients waiting to meet with an advocate rather than waiting in the lobby for more privacy and to ensure a private meeting space for the DV victim and advocate. The new DV shelter opened in 2016 includes at least 8 areas that are used for private conversations where doors close and windows have blinds for additional privacy. Victims' children may play in adjacent enclosed areas with glass separation where a victim is able to have a frank discussion about their situation without re-traumatizing their children. Partnering professionals meet privately with DV victims residing at the shelter or at the outreach office. This has included attorneys, paralegals, social workers, law enforcement, therapists, and housing partners among others.

(c) conducting separate interviews/intake with each member of a couple;

Empowerhouse trained advocates, as a rule, practice individual intake/assessment/services to support confidentiality needs of DV survivors. Court advocates more than other Empowerhouse staff employ skills in communicating to victims and their partners the mandate we practice of private confidential discussions.

(d) working with survivors to have them identify what is safe for them as it relates to scattered site units and/or rental assistance; (e) maintaining bars on windows, fixing lights in the hallways, etc. for congregate living spaces operated by the applicant;

Safety planning is uniquely crafted for each housed survivor and interview strategies and forms support efforts to select housing with DV and other safety features addressed. A safety walk-through occurs with each rental unit and DV survivor with the housing case manager once leased. Many safety features were addressed in the design of the new shelter and are communicated to and practiced with DV shelter residents.

(f) keeping the location confidential for dedicated units and/or congregate living spaces set-aside solely for use by survivors (Character Limit: 2,000)

DV addresses used for sheltering and housing are not published or shared publicly. Great lengths are used to keep addresses, names, and other identifying information confidential; and forms, training and practices prohibit the release of any of this information even to inquiring law enforcement (attorneys, social workers, etc.) When the shelter address is shared, visitors sign agreements communicating their understanding of the safety needs of victims using the facilities and visitors promise to keep the location and the observed residents confidential.

8d. Describe the organization's experience in utilizing trauma-informed, victim-centered approaches to meet needs of DV survivors and how, if funded, the project will utilize trauma-informed, victim-centered approaches to meet needs of DV survivors by:

(a) prioritizing participant choice and rapid placement and stabilization in permanent housing consistent with participants' preferences;

Empowerhouse provides DV victims trauma informed support by addressing safety and basic needs first. We approach survivors sensitively and offer support while respecting boundaries and their need for privacy, confidentiality, and trust building. Domestic violence risk assessment and safety planning is first and support with identifying next steps, including housing, is part of that planning. As survivors open up and plan with the shelter director, shelter services coordinator, and housing advocate, housing options are presented and if rapid re-housing is the next step, they are connected with the housing locator. All housing options are presented and housing type is participant chosen. Once in housing, the DV Housing Advocate, DV Case Manager, and DV Employment Specialist continue offering voluntary victim services at participant chosen locations including their homes while other services are put in place as needed and desired.

(b) establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;

DV shelter and housing participants rate Empowerhouse DV shelter and housing providers as welcoming. In administered FY 2019 surveys, the highest response rate was for this very question indicating that 96% felt welcomed and respected by Empowerhouse service providers. 72 answered this question. 49 indicated they were from an underserved population and 98% of them reported feeling welcomed and respected. Empowerhouse training and supervision emphasize trauma informed victim centered approaches that offer services and welcome participants rather than dictate services and further promote controlling relationships which is the dynamic in the type of relationship DV victims have left. The shelter is designed for lots of privacy and staff check ins. Once in housing, victims sign their leases and their housing is in their name and they dictate who comes and goes and how they elect to engage DV housing team staff.

(c) providing program participants access to information on trauma, e.g., training staff on providing program participant with information on trauma;

Staff just finished providing an advanced training on trauma informed, ACES, and resiliency for children. The summer project engaged children and their mothers at shelter in activities designed to address trauma and their domestic violence exposure. Staff was provided with tools to engage participants ongoing related to traumatic experiences exposure and activities that help promote resiliency.

(d) placing emphasis on the participant's strengths, strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations;

Empowerhouse continues to provide advocacy that is strength based constantly recognizing the strength and bravery for disclosing and trusting others with their privacy and engaging with us as partners in their path forward. As participants choose to do so, the DV Case Manager and the DV Employment Specialist consistently work with participants on their dreams and aspirations and engage in goal planning to the extent that we are invited to do so as we offer this process. Many participants choose to engage in this process and set goals and work toward them with our support. Rappahannock Goodwill Industries, as the DV Employment Specialist supervisor,

has extensive career and employment assessment tools that enhance the ability to support DV victims in their offerings of assessing strengths and opening them to opportunities of growth.

(e) centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination;

All volunteers and employees of Empowerhouse receive minimum 6 hour training on cultural responsiveness, cultural competence, inclusivity, racism, and other forms of discrimination. Supervisors continue to monitor this expectation and necessity in our work with DV victims who require support from their advocates. As stated earlier, the highest shelter and housing survey participant percentage rating came from people who identify from an underserved population: 49 indicated they were from an underserved population and 98% of them reported feeling welcomed and respected.

(f) delivering opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and (g) offering support for parenting, e.g., parenting classes, childcare. (Character limit: 4,000)

Empowerhouse provides weekly support groups in our community and weekly shelter groups, all with voluntary participation. At shelter the congregate spaces, away from the private spaces of bedrooms and suites, allow participants to engage when they are feeling the need for connection, at their own pace and on their own terms. Many shelter residents form friendships and expand their support system. Weekly support groups provide the same opportunity for peer connection. The Latina women's group just held an annual retreat at the lake focused on spirituality and connection. This summer a parent and children activities group was provided at shelter. A spirituality focused domestic violence support group is offered on occasion. Staff is working on offering a parenting group. Housing participants are encouraged to attend the community based groups and sometimes attend a seminar organized at the outreach office.

8e. Describe how the project meets the services needs and ensures DV survivors experiencing homelessness were assisted to quickly move into permanent housing while addressing their safety needs, including child custody, legal services, criminal history, bad credit history, education, job training, employment, physical/mental healthcare, drug and alcohol treatment, and childcare. (Character limit: 2,000)

All DV survivors are provided safety planning as part of the core services of our Virginia Accredited domestic violence program, the sole mission of Empowerhouse, a domestic violence agency. As part of safety planning, protective orders and other legal matters such as child custody and child and spousal support all are included in the physical safety needs as well as the emotional and social needs of DV survivors. DV survivors are connected to Empowerhouse domestic violence court advocates, the court system offices, and attorneys. Free legal assistance is available to some income qualifying DV victims and every attempt is made to link survivors with attorneys when civil and criminal legal help is needed. Empowerhouse hosts office hours for the DV dedicated Para-legal from Legal Aid Works weekly making appointments for survivors who wish to meet with her. New Legal Aid attorneys attend the 40 hour Empowerhouse DV training held quarterly. Empowerhouse has applied for and received funds for attorneys for limited supports for their domestic violence related civil needs. As part of the employment and education supports provided by the DV housing team, efforts are made to explore criminal history with the voluntary participation of survivor participants. Together they will work on whether there is ability to expunge a record or at least look at how to address this up front with employers to maximize communication and elicit support. Expertise on the team will also help participants to see which careers are more viable if a conviction is a barrier in employment. The employment supports, work on bad credit, pursuing educational

opportunities and scholarship applications, and mental health and alcohol treatment are typically pursued by participant choice after permanent housing is established which helps remove the crisis of homelessness as one additional barrier to pursuing goals established by the survivor.

9. Provide the following data. These numbers will be used to calculate anticipated number of households served by the project.

	Renewal	New/Expansion
Number of FTE Case Managers Dedicated to Project (could be fraction)		.15
Ideal Caseload for 1 FTE Case Manager	14	
Average Length of Stay for Project Participants	13.7 months	
Average Financial Assistance Cost per Household (RRH/PSH Only)	\$5850	
Shelter Beds for Households without Children (Joint TH/RRH Only)		
Shelter Beds for Households with Children (Joint TH/RRH Only)		
Shelter Units for Households with Children (Joint TH/RRH Only)		

10. Provide a description of project staff capacity to include experience and training. If any staff dedicated to the project are also dedicated to other projects, explain the breakdown of hours by project. (Character Limit: 3,000)

PH-RRH Domestic Violence FY 19 program will provide support for a .15 Housing Case Manager which will be new dedicated hours. Monica is dedicated .75 to the part-time position of DV Housing Case Manager with DOJ OVW TH funding. Although she recently joined the housing team, Monica has been with Empowerhouse for 5 years starting in 2014 as a Healthcare Advocate. She has also been a Support Group Facilitator for the Spanish language group. Monica is bilingual and bilingual and has experience as a nurse. Monica’s knowledge of healthcare services and systems is invaluable in helping our clients maneuver the complexity of obtaining healthcare which enable them to access mental health, substance abuse, free healthcare, benefits, and to prioritize their health.

Monica is led by a full-time Housing Advocate (HA), Daphne McIntosh who is currently dedicated .95 FTE to VHSP RRH. She has been the Empowerhouse HA since 2010. In this role, Daphne helps prepare clients for housing, introduces them to the housing locator and other team members, prepares internal invoices to pay rent subsidies and other financial support and continues to work with clients on setting and moving forward with their goals. She came to Empowerhouse in 2007 to work as an intern from a Para-professional counseling certificate program. Becoming an EH support services worker in 2008, she demonstrated excellent skills on the hotline, facilitated weekly support groups, helped obtain financial and educational resources for survivors, inspires volunteerism, and has continued to excel in the housing services. She has received DHCD, CoC, CVHC, VHA, OVW, National Alliance to End Homelessness (NAEH), National Network to End Domestic Violence (NNEDV) and National Center on Domestic Violence trainings (NCDV) trainings.

The RGI Employment Specialist, Paola, is a dedicated full time member of the DV housing team through OVW TH that will supervise volunteers supporting clients in the program. Although she recently joined the housing team, she has had multiple trainings on domestic violence and trauma-informed care. Paola worked in another state as a domestic violence advocate.

11. Provide evidence of organizational capacity to include governance, leadership, experience, and financial management. (Character Limit: 3,000)

Empowerhouse has provided DV services including shelter for the past 41 years as a 501(C)3 nonprofit since 1978. Supporting victims of DV to obtain permanent housing with case management and rental assistance has been in place with grant funding starting in 2009. We currently manage 7 grants from the Federal and State governments. This includes DHCD VHSP, originally granted in the 1980s. The Federal grants are from the US Department of Justice, Office on Violence Against Women Transitional Housing Assistance for Victims of DV and Improved Criminal Justice Response to DV Victims. The other competitive grants and contracts are with the Virginia Department of Criminal Justice Services and the VDSS. Some State funding sources includes Federal funds flowing through Virginia. Empowerhouse began employing a grants manager 2.5 years ago to support data collection and reporting requirements. The executive director and assistant director are charged with financial management and overseeing administration and have led the organization for over 14 years. The executive director led another nonprofit for 5 years and worked for Empowerhouse for an 8 year period in other capacities in the past.

Empowerhouse has written financial procedures and internal controls to account for grant funding that support the tracking of program budgets by revenue and expenses. Treasurer reports are routinely provided to the Finance Committee and the Board. The Executive Director reviews finances monthly and supervises grant expense reports and invoicing via reviewing reports and signing invoices. The budgets and spending are carefully monitored and grant funds are expended as budgeted and tracked in accounting software in an electronic ledger and additionally in an excel grant tracking spreadsheet. When available, leftover unspent VHSP funds from around the state are requested and additionally spent on housing DV households by Empowerhouse. Cash flow and reserves are sufficient to meet monthly budgeted spending. Multiple individuals are involved in the receipt and handling of funds in order to provide a separation of duties across the staff using best practices to eliminate or minimize any risks associated with handling funds. There is no experience of legal proceedings or suspension of funds for any reasons by any authority. There are strong policies and procedures including personnel policies manual, ethical responsibilities statement, and robust training for all staff. The board by-laws and responsibilities are routinely evaluated for updates and the board members update their conflict of interest policy annually. The Board recently adopted a new 2018-2021 strategic plan after the Governance Committee led a planning process including a 2 day retreat and grant funded contract with a consulting firm. A reputable external accounting firm provides an annual audit. Empowerhouse receives routine monitoring visits from state funders and the Federal government with positive feedback.

12. Are there any unresolved monitoring or audit findings for any grants operated by the applicant or potential subrecipients? If yes, please explain. (Character Limit: 1,000)

Yes No

Attachments (each project)

Project Policies & Procedures
Project Job Descriptions (must be housing-focused)
For DV Renewal Projects: FRCoC Data Sheet

Attachments (once per agency)

Spending Plan
Board of Director Listing(s)
Org Chart
990 (if applicable)
Profit and Loss Statement (prior year and most recent YTD)