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:
EIN/TIN:

Type of Supplemental Application (select one):
☐ X 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: FY19 Journey Supportive Housing (FISH)
Name of New or Expansion Project in e-snaps:

Type of Project (select one):
☐ X 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)

Renewal funding for the FISH arm of Micah's permanent supportive housing program includes 1 FTE case manager. The remaining renewal balance is for leasing and operations. The program is crucial to community need, as it is currently the only opportunity for high acuity individuals to access long-term rental subsidy and wrap-around support. It often serves those who could not maintain stable housing without a frequent home visits, deep financial support and significant commitment to landlords.

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

☐ X Follow the Housing First model

☐ X 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)

☐ X Adhere to established project standards (including *FRCoC Rapid Re-Housing Policies & Procedures*)

☐ X 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)

A significant number of the 700 people who access Micah's services in a given year are only on the street for short periods before they either get into shelter or otherwise resolve. Therefore, Micah focuses its housing efforts primarily on those who remain homeless for some time. These individuals are identified in monthly meetings between Micah's housing, mental health outreach and street case management team. At this time, their homelessness, including chronicity, is documented and they are then set up with a targeted case manager who offers preliminary support necessary for housing stabilization. Enrollment in street case management also means the individual appears on the community's prioritization list where they can be ranked and assigned to a case manager based on the COC's definition of vulnerability. In this process, it is determined which housing intervention—rapid re-housing, permanent supportive housing or otherwise—is the most appropriate for the person's need. To qualify for permanent supportive housing, they must meet HUD's definition for chronic homelessness, there must be an identified need for long-term support and a bed/resources must be available. Once assigned to the permanent supportive housing program, they are either placed in an existing unit or referred to the community's shared housing locator for an apartment to be identified as quickly as possible. A housing case manager starts to offer wrap around support services during the placement process. Once a lease is signed, they conduct home visits at a frequency deemed necessary by the person's needs and support the connections that will help them remain stably housed.

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)

Micah operates a holistic income development program, called Step Forward, alongside each of its programs. Step Forward takes particular interest in helping those in Micah's housing and street outreach programs to overcome barriers to employment and access public benefits that provide a sustainable income. The program offers both technical support and intensive case management. A job help center is available on site in Micah's Hospitality Center for anyone in the community who needs a job, including those whose lack of employment has caused them to need homeless assistance from Micah's other programs. Those identified with significant barriers may access one-on-one assistance, up to and including placement in the mainstream market, job coaching and application for public benefits. At the basic level, staff supports guests by answering questions, making general service referrals, offering job leads, helping on the computer and even supporting them to complete their own applications for public entitlements, such as disability or veteran's benefits. People qualify for more comprehensive services when they are assessed to have more significant needs. At this level, staff reviews a participant's interests, skills and abilities related to obtaining and maintaining an income and work with them to identify the best path to achieving it. Once a plan is in place, staff directly connects the participant to related supports, such as helping them register for GED or higher education, engaging in trial work experiences, placing them in a job with a partner employer, coordinating transportation to and from work, or hand-carrying a disability application through the social security system. Once employed, program staff supports both employer and employee for 90 to 180 days to make the sure the hire is sustainable. If

public benefits are obtained, staff will work with the participant to access incentives, such as ticket-to-work or the agency on aging job program, which can then supplement their fixed income. Step Forward is managed by a full-time income navigator, who supports the development of individual income plans and administers the SSI/SSDI application process for eligible participants. She supports Goodwill in operating the on-site job help center and supervises a full-time employment specialist. The employment specialist is a Goodwill employee who handles much of the technical support, soft skills training and supportive employment activities. Step Forward staff also work alongside other program managers who provide trial work opportunities in the day center, furniture bank and other Micah Ministries, which bridge people to permanent employment.

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)

All of Micah's programs are heavily-rooted in a wrap-around support system, which depends on co-locating key community services in the spaces most convenient and comfortable to those needing assistance. This means offering space for community services to be provided directly from the day center at 1013 Princess Anne St., encouraging home visits of any resource that is willing and encouraging direct connection within our shelters. Examples of how these mainstream resources have been incorporated into our daily operations include:

- RACSB's mental health outreach worker (PATH) who works full-time from the day center. They also provide partial funding for the Micah staff person who completes disability applications using the SOAR method.
- Our partnership with Rappahannock Goodwill Industries, which operates an on-site job help center and provides a full-time employment specialist to our team.
- Department of Social Services sends an eligibility worker three days each week to enroll people in food stamps and Medicaid
- The Veteran's Administration comes weekly to connect eligible veterans with homeless assistance and VA benefits.
- Moss Free Clinic maintains a partnership that allows our onsite volunteers to complete eligibility applications for clinic enrollment.
- Germanna's nursing students come with a local doctor weekly to conduct wellness screenings
- Virginia Cares and probation offers on site ex-offender support on a weekly basis.
- The Lion's club conducts monthly on site vision and hearing screenings. Local eye doctor also helps with glasses and vision screenings as needed.
- DMV brings a mobile van every other month to support people needing identification.
- Virginia Cooperative Extension office comes on site weekly to provide training in healthy eating.

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

All those entering the housing program are screened by the community's coordinated assessment. This may happen at the time of their first encounter with Micah, but at a minimum prior to their enrollment in street case management. Once in street case management, they are evaluated for vulnerability, chronic homelessness and other programs for which they may qualify. Cases are not assigned to the housing program until they have been discussed at the community prioritization meeting, which involves all other partners in the local system. It is determined at those meetings which agency is best

suited to work with the individual and what supports will be needed.

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)

All of Micah's programs have been historically low barrier. For example, the program does not breathalyze, drug test or have other limitations that prevent people from entering. The agency has preference for higher needs and more vulnerabilities. Although the program does not serve families, it is prepared to address the Equal Access and Prohibited Inquiries Rule when it comes to transgender individuals who may require gender specific arrangements. This could include allowing the person to consider a housing match with a person of their preferred gender. Unless the information is offered by the program participant, sexual orientation is not a question that is asked as part of the eligibility process for any of Micah's programs.

8. **<u>For DV projects only:</u>**

Rate of Housing Placement of DV Survivors (percentage)	
Rate of Housing Retention of DV Survivors (percentage)	

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)

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

8c. Describe how the project ensures the safety of DV survivors experiencing homelessness by:
(a) training staff on safety planning;
(b) adjusting intake space to better ensure a private conversation;
(c) conducting separate interviews/intake with each member of a couple;
(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;
(f) keeping the location confidential for dedicated units and/or congregate living spaces set-aside solely for use by survivors (Character Limit: 2,000)

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;

(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;

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

(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;

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

(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)

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)

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)	.75 FTE	

Ideal Caseload for 1 FTE Case Manager	15-20 participants
Average Length of Stay for Project Participants	1-2 years
Average Financial Assistance Cost per Household (RRH/PSH Only)	$6,300 per participant
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)

The team includes a working supervisor, two full-time rapid rehousing case managers and two supportive housing case managers. Each case manager typically manages a caseload of approximately 15 to 20 people. The supervisor's time is split between permanent supportive housing and rapid re-housing, which is not funded by this grant. A full-time and part-time housing locator , who serves the entire system of housing providers, also works closely with this program. Qualifications for the team include psychology, social work and sociology degrees, and a registered nurse. The only position that works on multiple projects is the housing supervisor who oversees both the rapid rehousing and

permanent supportive housing part of the program. Her salary is not funded by this grant. The two rapid-rehousing case managers are funded by the state's VHSP and Housing Trust programs. One case manager who works on supportive housing is funded by resources from HUD's CoC grant and private dollars. The other is funded by the state housing trust.

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

Micah was founded in 2005 by a group of churches whose history with the homeless population extends back to the 1980s. It is governed by a twelve-member board of directors, comprised of appointees of each of the nine founding churches. It has a full-time staff of 15, four part-time and three seasonal for cold weather shelter purposes. Finances are managed by a fulltime bookkeeper/administrative position and supported by an Executive Director. Between these two positions, checks are cut on an at least weekly basis, remittances are submitted for grant reimbursement monthly and quarterly reports are complied as requested. Financial and risk management policies govern financial practices. Micah's housing program has existed in an official capacity since at least 2010. In that time, its targeted efforts for housing and supporting the most vulnerable has resulted in an 53% decline in community chronic homelessness.

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 X 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)