

## 2020 FRCoC Cover Letter for VHSP Funding

A separate cover sheet is required for each project application.

### Applicant

Legal Name: Micah Ecumenical Ministries

Type of Applicant (select one):  Non-Profit  Housing Authority  PDC  Unit of Local Government

EIN/TIN: 20-4044884

Address: PO Box 3277 Fredericksburg, VA 22402

### Application Contact

Name: Meghann Cotter

Title: Executive Servant-Leader

Phone: 540-479-4116

Email: meghann@dolovewalk.net

Project Name: Stable Homes Partnership

### Project Type (select one):

- Coordinated Assessment  Outreach  Emergency Shelter Operations  
 Rapid Re-Housing  Targeted Prevention  Housing Location  
 CoC Planning (Only the CoC Lead Agency is eligible to apply for CoC Planning VHSP funding.)

### Type of Application (select one):

- New (requesting funding for new project)  
 Renewal (requesting level or reduced funding for existing project)  
 Renewal with Expansion (requesting increased funding for existing project)

### New Amount Request:

Renewal Amount Requested: \$50,000

Expansion Amount Requested:

Approximate number of people this program will serve: 156

The applicant organization's governing board discussed and/or approved this application for funding at a meeting held on \_\_\_\_\_ (date). If this application has not yet been discussed, it will be discussed at the next meeting of the governing board, which will be held on \_\_\_March 10, 2020\_\_\_ (date).

The applicant organization named above will act as the responsible fiscal agent for any funds received and will comply with applicable tax laws, regulations, and CoC policies. By signing this application, we agree that we have read and approve of the content of this application.

### Board Chair:

Jack M Rankin, IV Feb. 27, 2020  
Signature Date

### Executive Director:

[Signature] 2/27/20  
Signature Date

## 2020 FRCoC Application for VHSP Funding Housing Location

**Project Name: Stable Homes Partnership**

### Line-Item Budget

*Please complete line-item budget below. Budget amounts should reflect the VHSP request only.*

*Note: Renewal projects can apply for renewal HMIS and Administration amounts up to the grantee's total FY20 HMIS and Administration amounts regardless of 5% and 3% caps. HMIS and Administration amounts across all of the CoC's FY21 project applications shall not exceed total allowable HMIS and Administration amounts.*

*Expansion projects can apply for an HMIS expansion up to the amount where the combined renewal/expansion HMIS request is 5% of the combined renewal/expansion project subtotal and an Administration expansion up to the amount where the combined renewal/expansion Administration request is 3% of the combined renewal/expansion project subtotal.*

*New projects can apply for an HMIS amount up to 5% of the project subtotal and an Administration amount up to 3% of the project subtotal.*

	Renewal Amount	Expansion Amount
<b>Housing Location</b>		
Rapid Re-Housing	\$50,000	
Targeted Prevention		
<b>Subtotal</b>	\$50,000	
<b>HMIS (up to 5% of subtotal)</b>		
Computer Costs		
Fees and Licenses		
HMIS Staffing		
Training		
Other (specify)		
<b>Administration (up to 3% of subtotal)</b>		
Administration		
<b>Total</b>		

### Match

*Please indicate sources of match. Match must equal 25% of requested amount and must be used to meet the goals of VHSP, but does not need to be of the same VHSP Category as the request. Match must be from local or private sources, must be received and expended within the grant year, and may not be used to meet multiple match requirements. If the project is requesting partial or full waiver of the match requirement, please explain. (See Pages 18-19 of the Virginia Homeless and Special Needs Housing Funding Guidelines 2020-2022 for full explanation of the match requirement.)*

Type	Source	VHSP Category	Amount
Cash	Mary Washington Hospital	Emergency Shelter Operations	\$12,500
Choose an item.		Choose an item.	
Choose an item.		Choose an item.	

## Narrative Responses

1. **Provide a description that addresses the entire scope of the proposed project.** (Character Limit: 3,000)

The housing location process begins when households (families/individuals) are assigned in the community prioritization process, and staff at participating community agencies makes a referral to a community housing locator. The locator meets with the individual or family to determine their geographic, space and financial needs. She then seeks out landlords with available units that may be willing to rent to them. Building relationships with landlords and identifying new units is an ongoing process of outreach and connection. The locator will take clients to view apartments, negotiate with landlords and lock in leases. After lease signing, the case goes back to the referring agency for ongoing case management. Furniture for newly housed households is available upon request through Micah's furniture bank.

2. **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)

A shared housing locator is crucial to community need, as it is a consolidated way for our COC to connect with landlords and available apartments. Having one locator on behalf of all rapid re-housing agencies allows us to speak with one voice and set of marketing materials. This cuts down on multiple agencies presenting mixed messages to a limited pool of landlords. On average, the locator receives 13 referrals per month, which means approximately 156 households are placed every year.

3. **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

4. **Describe the systems in place to ensure that households experiencing homelessness are moved quickly to permanent housing. Be sure to use data demonstrating the outcomes of these systems.** (Character Limit: 3,000)

The housing locator responds to referrals that come from both the family and individual prioritization process, which identifies the most vulnerable in our community. Following that meeting, referrals are generally sent to the locator within a week's time and housing is identified within a goal timeframe of 30-45 days. To meet this timeline, the locator is constantly networking with local landlords, sharing information about the program and convincing them to offer their units to people being rapidly re-housed. Workflow includes regular check-ins with participating landlords to maintain a pulse on units coming available, challenges that may be occurring with previously placed household and sharing information about placement needs we have. This allows the locator to plug referrals into available units as quickly as possible after receipt.

5. **Describe how the project leverages partnerships within the homelessness response system and with local landlords. Describe the process for engaging and maintaining relationships with landlords.** (Character Limit: 3,000)

All those entering the housing program are screened by the community's coordinated assessment system and prioritized through the local prioritization process. It is determined at prioritization meetings which agency is best suited to work with the individual and what supports will be needed. Referrals by the rapid re-housing agency are then made to the locator. The locator also identifies housing for veterans receiving section 8 vouchers. We would like to explore this year what it might look like for this assistance to also be extended to prevention and self-resolvers. The locator is constantly networking with local landlords, sharing information about the program and convincing them to offer their units to people being rapidly re-housed. Strategies have included outreach events, landlord/property manager meetings and attending eviction court. Workflow for maintaining these relationships includes regular check-ins with participating landlords to maintain a pulse on units coming available, challenges that may be occurring with previously placed household and sharing information about placement needs we have.

6. **Describe how the project receives referrals, determines eligibility, and prioritizes clients, including how the project ensures that potential participants are not screened out based on severity of needs and vulnerabilities (including having too little or little income; active or history of substance abuse; having a criminal record with exceptions for state-mandated restrictions; history of domestic violence, etc.).** (Character Limit: 3,000)

Referrals to the locator are made using a uniform Barrier's Assessment tool, which identifies each household's potential challenges to finding housing (i.e. evictions, income, criminal background, etc.). The locator then works with each household as part of a caseload. Based on severity of barriers, landlord appetite and available unites, some may get housed more quickly while others take longer; but the locator continues to work with all situations until placed. Exceptions may include times when the referring agency may rescind the referral. A client who refuses multiple viable options may also be referred back to the referring agency for additional support or consideration of other options. In all possible cases, however, the locator works with the household through lease signing.

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. Describe any policies in place that ensure this, and describe how staff works with participants to overcome these barriers.** (Character Limit: 3,000)

While the locator does not have control over how case managers and referring agencies choose to manage those they refer, we have made concerted efforts over the years to educate agencies on the role they must play to preserve relationships with landlords. These efforts have included CoC-wide trainings on taking care of landlords and fair housing, as well as one-on-ones with various case managers who face specific challenges with tenant stability and/or landlords. The locator is often one of the first to hear when a landlord is looking at eviction someone or experiences support withdrawn by an agency. When possible, the locator strives to mediate and remedy these concerns to preserve the landlord relationship and support the tenants housing sustainability.

8. **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 Housing Locators Dedicated to Project (could be fraction)	1	
Ideal Caseload for 1 FTE Housing Locator	13	
Average Length of Stay for Project Participants	30-45 days	

9. **Provide a description of project staff capacity to include experience and training. Include a list of the applicable certificates of training for direct program staff. If any staff dedicated to the project are also dedicated to other projects, explain the breakdown of hours by project. If any portion of the funding request is to pay for a new staff position, how will the agency ensure position is filled in a timely manner?** (Character Limit: 3,000)

The Stable Homes Partnership is supported by 1.5 FTE, funded between VHSP and Virginia's Housing Trust grant. Under the Micah umbrella, they function as part of our housing team, which includes a working supervisor, two full-time rapid rehousing case managers and two supportive housing case managers. The location staff serves the entire system of rapid re-housing providers. The position funded by VHSP is the primary "real estate" agent for those being placed, while the part time-position under housing trust is a support role and handles the office work associated with housing location. Qualifications for the team include real estate experiences, technology expertise and familiarity with the MRIS system.

10. **Provide evidence of organizational capacity to administer the requested funding and implement VHSP-funded activities, to include governance, leadership, experience, and financial management. Will project activities be ready to begin on July 1, 2020?** (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 compiled 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 84% decline in community chronic homelessness.

**11. 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 and Procedures -Submitting CoC level, none specific to agency

Project Job Descriptions (must be housing-focused)

MOU(s) (if applicable)

For DV Renewal Projects ONLY: FRCoC Data Sheet (template provided)

### **Attachments (once per agency)**

Board of Director Listing

Organizational Chart

990 (if applicable)

Profit and Loss Statement (prior year and most recent YTD)

Spending Plan (template provided, please submit in Excel format)

Organizational Certification and Assurances (template provided)