EMERGENCY SHELTER

Emergency Shelters provide temporary shelter and/or services for households experiencing homelessness.For more information about eligible services, client populations, and ESG requirements, please see the DOA website.

# Eligible Activities

* **Shelter Services**
* **Shelter Operations**
* **Motel Vouchers**
* **Shelter Rehabilitation**
* A “Shelter Rehabilitation” funding request has significantly different requirements than other types of funding requests; applicants interested in applying under this category are required to contact the City of Madison Community Development Division staff before applying.

# Part 1: Applicant Information

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| --- | --- |
| Agency Name |  |
| Project Name |  |
| Location of Project (city and county) |  |
|  |  |
| Primary Contact Name |  |
| Phone Number |  |
| E-Mail |  |
| Mailing Address |  |
| HMIS Project Name/ID (if available) |  |

# Part 2: Project Information

## Shelter Type

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| --- | --- |
| Project Type | [ ]  Shelter Facility [ ]  Motel Vouchers [ ]  Other (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
| Facility Type | [ ]  All-Day Shelter [ ]  Overnight-Only Shelter [ ]  Day-Only Shelter[ ]  Other (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
| Populations Served | [ ]  Households with children [ ]  Subpopulation[ ]  Households without children |
| *If subpopulation*, type of subpopulation  | [ ]  Single Men [ ]  Single Women [ ]  Victims of Domestic Violence [ ]  Youth [ ]  Veterans [ ]  Other*(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)* |
| Availability | [ ]  Year Round [ ]  Seasonal (*Dates Available\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)* |
| Max Length of Stay |  |

## Description

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| **Describe the project for which funding is being requested. Include project details, the need addressed by the project, and the populations to be served.** |
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## Project Design

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| **Does this project incorporate screening requirements to enter the shelter, such as income eligibility requirements, sobriety, background checks, or credit checks? If so, please describe the screening requirements, and explain why they are necessary.**  |
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| **Describe the provision of case management and homeless and mainstream services to clients.**  |
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| **Describe how the project complies with the Equal Access and Gender Identity Rule. If your program only serves persons of one gender, explain how your project is still compliant with the rule.** |
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# Part 3: Dane CoC EHH Supplemental Questionnaire

1. Describe the agency’s experience in administering this type of program. Describe the qualification of the staff assigned to the proposed program, including their knowledge and experience.
2. Was the program found not in compliance with the written standards for the proposed program by the funding administrator in the between July 1, 2021 and today? If yes, describe the nature of the issue and how the issue has been addressed.
3. Describe your agency’s efforts to improve service qualities and outcomes for the proposed program and other homeless programs. If it is a new program, describe your agency’s overall quality improvement efforts.
4. Is your agency proposing to use Homelessness Prevention Program (HPP) or Housing Assistance Program (HAP) funds to match Emergency Solutions Grant (ESG) funds? If yes, describe how you will meet the ESG match requirement if HPP or HAP funds were not approved for the program.

**ADDITIONAL QUESTIONS FOR EXISTING PROGRAMS CURRENTLY NOT FUNDED WITH EHH FUNDS\***

1. If this is an expansion of an existing program:
	1. What was the programs budget in the past program year?
	2. How many people were served in the past program year?
	3. What were the project outcomes in the past program year?
	4. How would the EHH funds change the program (e.g. number of people served, staff to client ratio, etc.)?

\*Existing programs that are not currently funded with EHH but have performance outcomes reported in HMIS will need to report the performance outcomes. Please contact Sarah Lim ASAP so that the project can be included in the performance reports run by ICA. If reporting outcomes, you do not have to complete the EHH New Project Application.

# Part 4: EHH Funding Request

Instruction: Provide a funding request for a full program year of 12 months.

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| **Eligible Expenses** | **ESG Request** | **Budget Narrative** (e.g. 0.5 FTE case manager, bus tickets for clients) |
| **EMERGENCY SHELTER** |
| **Services** |   |   |
| Case Management |   |   |
| Employment Assistance |   |   |
| Outpatient Health Services |   |   |
| Life Skills Training |   |   |
| Mental Health Services |   |   |
| Substance Abuse Treatment |   |   |
| Transportation |   |   |
| **Operations** |  |   |
| Insurance |   |   |
| Utilities |   |   |
| Food |   |   |
| Furnishings & Supplies |   |   |
| Maintenance |   |   |
| Security |   |   |
| Hotel or Motel Voucher  |  |  |
| **Shelter Rehabilitation\*** |  |  |
| **TOTAL REQUEST** |   |   |

\*An additional form is required for shelter rehabilitation. Contact Sarah Lim at slim@cityofmadison.com.

# Part 5: ESG Match

ESG requires a one hundred percent match commitment ($1 of match for every $1 of ESG funds granted). Documentation of match (e.g. match confirmation letter, copy of the contract, etc.) must be submitted with the application forms. See the EHH Request for Proposal for details.

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| --- | --- |
| **Match Amount** |  |
| **Match Source** (e.g. agency fundraising, City of Madison ESG contract, Dane County purchase of services contract, United Way contract, etc.) |  |