



DEHCR APPLICATION TRAINING

Presented: March 8, 2023



AGENDA

- Welcome
- Purpose
- Tips and tricks
- Sam.Gov
- Questions



PROGRAM APPLICATIONS

- Critical Assistance
- Emergency Solutions, Housing Assistance, and Homeless Prevention (EHH)
- Employment Grant
- HOME-ARP
- Homeless Case Management Services
- HOPWA
- Recovery Voucher Grant
- State Shelter Subsidy Grant
- Tenant-Based Rental Assistance

PURPOSE OF TRAINING

- Competitive
 - Increase in the number of agencies
 - Limited funding; no more COVID \$
- Opportunity to submit the best application
- Score on strength of the project



TIPS AND TRICKS

- **Completing the Application**
 - Read the question carefully and answer all parts of the question
 - Don't just copy and paste
 - Be concise
 - Use data to support your argument
 - Make sure you are staying within word/length limits
 - Make sure math is correct throughout the application



TIPS AND TRICKS – EXAMPLE 1

Application Question:

The agency's history of successfully exiting individuals and families experiencing homelessness to permanent housing. Provide the number and percentage of exits to permanent housing destinations for the period of XX through YY as well as a narrative that supports/explains the data.



TIPS AND TRICKS – EXAMPLE 1

Great Answer:

Based on the ESG Caper Report, from XX-YY, ABC Agency provided shelter to 45 households. This consisted of 10 families and 35 singles which totaled 71 individuals. Of the 45 households that exited the shelter during this time, 58%, or 26 households, exited into permanent housing. The permanent housing consisted of rentals with or without assistance, permanent housing with family or friends, rapid rehousing, tenant-based rent assistance, and EHV Vouchers. There were also 14 households, or 32%, that moved into temporary housing. Nine of these households moved in with family or friends until permanent housing could be secured. The other 5 households could not secure permanent housing during their time in the shelter due to many barriers. Shelter staff worked with them to secure shelter in another program until permanent housing could be secured. These households had barriers, such as prior evictions, bankruptcies, criminal history, and lack of income. Another reason for not securing housing was the lack of housing availability in CC County. Staff continued to work with these individuals in collaboration with other shelter staff to assist them in securing permanent housing, and 3 of these households obtained permanent housing. There were also 10% or 4 households that left the shelter without notifying staff of their destination.



TIPS AND TRICKS – EXAMPLE 1

Not So Great Answer:

In all of DEF's housing programs, we served 1680 during this time frame. This included our motel voucher programs which may not end in a permanent housing destination, because a shelter opening is a positive outcome for that program. Of the leavers in all programs, which was 1178, 407 of them went to permanent housing destinations, a percentage of 35%. While we realize that this percentage isn't very high, we have to factor in that we are working with the most vulnerable populations in all our homeless programs.



TIPS AND TRICKS – EXAMPLE 2

Application Question:

What is your agency's capability to be a centralized resource (administrator) for your CoC/LC partners and other organizations to refer clients to for recovery voucher access? How will your agency increase awareness of the program?



TIPS AND TRICKS – EXAMPLE 2

Great Answer:

LMN Coalition serves JKL, MNO, and PQR Counties and is a member of SS CoC. Our organization is an active member of the QRS Consortium in PQR County, MNO Coalition in MNO County, and runs the JKL Coalition in JKL County. Several LMN staff regularly attend meetings in all through coalitions and has an active member on the SS COC Board of Directors.

LMN Coalition has established a robust centralized intake system for partners and clients throughout all three counties. Our organization also runs the veteran hotline in all three counties for veterans and their family's experiencing homelessness. LMN Coalition will increase awareness of the program through our extensive networks in those counties, relying on outreach to community partners, social media, newsletter, website, and other promotional materials.



TIPS AND TRICKS – EXAMPLE 2

Not So Great Answer:

We are uniquely positioned as both a housing provider and a mental health and substance abuse provider. Hence we collaborate with agencies and are well known by constituents



TIPS AND TRICKS – EXAMPLE 3

Application Question:

What strategies does your agency employ to ensure services are racially equitable for your region?



TIPS AND TRICKS – EXAMPLE 3

Great Answer:

The primary means by which ABC Agency ensures that its services are racially equitable is through the development and implementation of a State of Wisconsin Department of Health Services and Department of Children and Families Civil Rights Compliance Plan. This plan is ABC Agency's tool for ensuring and making it publicly known that it abides by Federal civil rights laws, which prohibit discrimination of recipients of agency programs and services. In the plan are a Customer Service Population Analysis and Limited English Proficiency Analysis. These analyses ensure that ABC Agency's programs are serving equitable distributions of racial/ethnic groups relative to the eligible populations for services and that the agency is appropriately and equitably serving individuals who have limited English proficiency capabilities. Correspondingly, ABC Agency files an annual Equal Opportunity (EEO-1) Form with the State of Wisconsin, which shows how ABC Agency's workforce is representative of its service populations via race, ethnicity, and gender. The composition of the ABC Agency staff is representative of the ethnic and cultural composition of client populations in order to provide for culturally sensitive case management practices and to allow staff to effectively respond to the unique needs of particular client groups. This diversity enables the agency to offer clients translation services in needed languages and most prominently, Spanish. ABC Agency seeks to hire staff and engage volunteers who have experience serving identified target populations and exhibit a high level of cultural competency.



TIPS AND TRICKS – EXAMPLE 3

Great Answer, Continued:

A second means by which ABC Agency ensures that its services are racially equitable is through its full implementation of Coordinated Entry into shelter operations. The Coordinated Entry System run by DEF Agency serves as the central access point for individuals and families seeking housing and services for these programs, and utilizes a needs-based service access approach so that individuals and families experiencing homelessness or potential homelessness can connect with each other in a systematic and efficient manner. All Emergency Shelter families are referred through the System, which utilizes comprehensive, and uniform assessment tools and practices to immediately respond to all client needs for housing services across the community.

Lastly, ABC Agency is currently participating in a Learning Community sponsored by XYZ Foundation in partnership with Consulting, Inc. and Conversations Agency. The overall goal is to access emergent equity-focused content to support high potential nonprofits advance their organizational practice. The Learning Community has four phases including an organizational equity assessment, technical assistance, equity-focused community of practice and post-learning technical assistance.



TIPS AND TRICKS – EXAMPLE 3

Not So Great Answer:

We will be doing an annual review to make sure that our policies and practices are not inherently biased, allowing other agencies to come in and review us for an outside perspective. Any form of discrimination will not be tolerated and dealt with immediately. We are very open about our inclusivity, and it is written into our policies. Our entire mission is about helping the underserved, and our board and staff are as diverse as it gets, focusing on getting underserved populations on the board moving forward. There is also a space on the board for any individual we serve as a guest, who wished to hold the seat for 3-month commitment. Bringing a voice from those we serve.



SUBMITTING THE APPLICATION

- You can ask clarifying questions before submitting the application
- Include any required attachments, not submitting will disqualify the application
- Sign and date the application
- Make sure it is in the correct format
- Late submissions will be disqualified, no exceptions
- Feedback on scoring can be requested



SAM.GOV

Sign in to Sam.gov and view the entity's registration record

In the entity record, select "Exclusions" in the left navigation. Any active or inactive exclusions will display. If there are no exclusions, a message reading, "There are no active/inactive exclusion records associated to this entity by its Unique Entity ID," is displayed. Provide a printout or screenshot.



Download | Bill Feltow

Entity Registration

Exclusions

Active Exclusions

Inactive Exclusions

Responsibility / Qualification

METRO

DUNS Unique Entity ID: [REDACTED] Expiration Date: Dec 13, 2021 Registration Status: Active

SAM Unique Entity ID: [REDACTED]

CAGE/NCAGE: [REDACTED]

Physical Address: [REDACTED] **Mailing Address**: [REDACTED]

Purpose of Registration: **Federal Assistance Awards Only**

*The DUNS number is currently the official Unique Entity ID

Version: Current Record

There may be instances when an individual or firm has the same or similar name as your search criteria, but is actually a different party. Therefore, it is important that you verify a potential match with the excluding agency identified in the exclusion's details. To confirm or obtain additional information, contact the federal agency that took the action against the listed party. Agency points of contact, including name and telephone number, may be found by navigating to the Agency Exclusion POCs page within Help.

ACTIVE EXCLUSIONS

There are no active exclusion records associated to this entity by its Unique Entity ID.

INACTIVE EXCLUSIONS

There are no inactive exclusion records associated to this entity by its Unique Entity ID.



SAM.GOV

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- Search for active exclusions (no login required)
 - On Sam.gov, select Search from the top banner.
 - Click the plus sign next to “Select Domain”. Select “Entity Information” and then “Exclusions”.
 - Enter the entity’s name or Entity ID.
 - If no exclusion record is found, there are no active exclusions. If an exclusion record exists, it will appear in the search results.
 - Provide a printout or screenshot of the search results. Make sure the search criteria are visible.

SAM.GOV

The screenshot displays the SAM.GOV website interface. At the top left is the SAM.GOV logo. A navigation menu includes Home, Search, Data Bank, Data Services, and Help. The Search section features a dropdown menu set to 'All Words' and a search input field containing 'e.g. 1606N020Q02'. On the left, a 'Select Domain' sidebar is open to 'Entity Information', with sub-options for 'All Entity Information', 'Entities', 'Disaster Response Registry', and 'Exclusions'. The main content area shows a magnifying glass icon and the message: 'No matches found. We couldn't find a match for your search criteria. Please try another search or go back to previous results.' A 'Go Back' button is located below the message.





QUESTIONS?



THANK YOU

