

Appendix 4.3

Sample Grant Application (ESP funds)

This sample grant application is a simplified survey style grant application developed to get COVID funds distributed quickly

Survey Questions (highlighted in yellow):

Funding Needs (Section 7)

14. Does your funding request fall under SHELTER CAPACITY? * Yes

Shelter Capacity (Section 9)

(If yes) **SHELTER CAPACITY:** Resources needed for purchasing vouchers for the cost of a motel or hotel room; or for funding other housing/shelter options, in order to provide shelter that promotes health and safety, or so individuals exposed to the COVID-19 virus or who are experiencing symptoms can quarantine.

15. Amount (in \$) requested for SHELTER CAPACITY. *
\$217,100

16. Brief budget narrative describing request amount. For example: \$10,500 for motel vouchers (\$150/night for 5 hotel rooms., 14 days each), \$3,100 for 1-month master lease (duplex for quarantine), etc. *

Rooms - For medically vulnerable and expansion beds for individuals/families – [Hotel name]/Bloomington

50 rooms x \$37 per night x 30 days (\$55,500);

Meals: 100 people (average of 2 people per room) x \$25 per day for 3 meals x 30 days (\$75,000)

Rooms – For quarantine, breakfast included – [Hotel name]/Eagan

30 rooms x \$54 per night x 30 days (\$48,600)

Meals: 60 people (average of 2 people per room) x \$20 per day for 2 meals x 30 days (\$36,000)

Cleaning - 20 hours a month x \$50 per hour (\$1,000)

Total Expenses: \$217,100

17. How much funding (in \$) have you received for this specific activity from non-

state sources? *

None

18. Please select the service(s) these funds would support: *

Overnight Shelter-Motel Voucher and Day-time Center with Support

19. Primary target population(s) for this funding request? *

Single Adults or Couples w/out Children (25 and older) Households with Children

20. Describe how this funding will provide increased safety from the COVID-19 virus for people experiencing homelessness: *

This will be done in three distinct ways:

- First, this request will allow homeless domestic violence victims and their children additional safe housing, through offering hotel stays, during this COVID-19 crisis. Currently, domestic violence programs across Hennepin, Ramsey, and Dakota Counties are typically full. Some of the need is due to less space available within existing domestic violence shelters, as a result of implementing physical distancing in compliance with public health recommendations. This has resulted in fewer victims accessing safety and serving fewer than shelter programs typically would be able to do previously.
- Second, in addition to increased expansion space, this funding request would also allow us to create a vulnerable population space. We know that shelters with current COVID vulnerable people residing in their programs (pregnant women, adults and children with underlying medical issues) are more at risk when residing in congregate living spaces. This funding would allow optional transfers of medically vulnerable residents to hotel space, allowing them to increase their safety, as well as open up bed space for new homeless residents.
- Third, funding would allow us to provide an isolation/quarantine space for those in need to be in isolation or quarantine due to COVID. This would allow shelters to assist families with providing their own separate unit and bath through hotel room availability. We currently have one hotel that will allow us to dedicate one full floor for those families that may need quarantine.

We are already seeing an increase in demand for shelter space. Beyond meeting these three specific needs, this approach should provide some level of increased shelter bed space during the COVID-19 emergency.

20. Number of households who will be supported with this request: *

80

22. Describe how these funds help you MAINTAIN or INCREASE capacity of homeless services during the COVID-19 crisis. *

For this funding request, domestic violence emergency shelter programs have joined together and identified three primary shelter needs: expansion space, vulnerable population space, and quarantine space. Shelter programs participating in this collaboration include: 360 Communities (2 shelter sites), Asian Women United Minnesota, Casa de Esperanza, Cornerstone, Home Free, Sojourner, Tubman, Women's Advocates, Women of Nations. All are members of Violence Free Minnesota who is providing project support.

This request is to support temporary hotel housing to meet COVID specific needs of domestic violence survivors and their families in Hennepin, Ramsey, & Dakota Counties. Across these counties, domestic violence emergency shelters provide shelter and advocacy services to victims/survivors and their families. Typical shelter stays range between 14 days – 3 months, with an average 30 day stay. Advocacy services are provided to address immediate crisis needs and to assist in making longer term stability plans for the individual survivor and their family.

We are experiencing a 25% increase in calls to [program name] crisis hotline since the Governor's order to stay at home. The majority of those calls are victims seeking safe shelter. Since March 23rd, there have been only 3 days where there were 5 or more open beds. The rest had 5 or fewer beds, and 25 days where no beds were available in the metro area.

Staffing (Section 12)

STAFFING: Resources needed for hiring staff necessary to protect the health and wellness of program participants, for increasing the number of persons served, or for providing staffing when workers are quarantined or cannot work because they are caring for someone with COVID-19

26. Does your funding request fall under STAFFING? *

Yes

27. Amount (in \$) requested for SHELTER CAPACITY. *

\$34,127.50

28. Brief budget narrative describing request amount

Staffing:

Project Coordinator - 3 weeks x 32 hours a week x \$81.25 per hour) + (1 week x 16 hours a week x \$81.25 per hour – (\$9,100)

Hazard Pay

14 hours a day x 3 advocates x 30 days x \$15 per hour (\$18,900)

Gant Administration

Fiscal Management and Oversight – 2.5% of grant - \$245,100 x .025 (\$6,127.50)

21. How much funding (in \$) have you received for this specific activity from non-state sources? *

None

22. Please select the service(s) these funds would support: *

Overnight Shelter-Motel Voucher and Day-time Center with Support

23. Primary target population(s) for this funding request? *

Single Adults or Couples w/out Children (25 and older) Households with Children

20. Describe how this funding will provide increased safety from the COVID-19 virus for people experiencing homelessness:*

Same narrative as above on Vouchers:

This will be done in three distinct ways:

- First, this request will allow homeless domestic violence victims and their children additional safe housing, through offering hotel stays, during this COVID-19 crisis. Currently, domestic violence programs across Hennepin, Ramsey, and Dakota Counties are typically full. Some of less space, as a result of implementing physical distancing in compliance with public health recommendations. This has resulted in fewer victims accessing safety and serving fewer than shelter programs typically would be able to do previously.

- Second, in addition to increased expansion space, this funding request would also allow us to create a vulnerable population space. We know that shelters with current COVID vulnerable people residing in their programs (pregnant women, adults and children with underlying medical issues) are more at risk when residing in congregate living spaces. This funding would allow optional transfers of medically vulnerable residents to hotel space, allowing them to increase their safety, as well as open up bed space for new homeless residents.
- Third, funding would allow us to provide an isolation/quarantine space for those in need to be in isolation or quarantine due to COVID. This would allow shelters to assist families with providing their own separate unit and bath through hotel room availability. We currently have one hotel that will allow us to dedicate one full floor for those families that may need quarantine.

24. Number of households who will be supported with this request: *

80

Optional Additional Questions (Section 14)

37. If this project is coordinated with local efforts (e.g. work of non-profits, cities/counties, Tribal governments, public health departments, etc.) to respond to COVID-19, please describe (optional):

For this funding request, domestic violence emergency shelter programs have joined together and identified three primary shelter needs: expansion space, vulnerable population space, and quarantine space. Shelter programs participating in this collaboration include: [list]. All are members of [state coalition] who is providing project support.

Through this collaborative work, the following summarizes program components that would be involved:

1. We have identified two hotels that would be willing to provide dedicated spaces for referral through a coordinated system: the [Hotel name] in Eagan and [Hotel name], in Bloomington. The [Bloomington hotel] has 50 rooms available for expansion space and to house medically vulnerable individuals and families. A second hotel, the [hotel] in Eagan, has 30 rooms available to house individuals and families who need to be in quarantine. Each hotel is

able to provide sufficient security for domestic violence victims. [Cleaning service] cleaning service will provide cleaning service to quarantine rooms when the Hampton Inn cleaning staff are unable to enter the rooms.

2. A part time Project Coordinator would be hired through [agency name] to assist with all aspects of project implementation: The project coordinator will execute necessary MOUs with partnering shelter, set up hotel protocols working with local public health officials, and establish a referral process working with [shelter crisis line]. The project coordinator will set up and coordinating schedules of at-hotel advocates, filling in with back-up advocates, handle immediate on-site issues, coordinate back with the partnering shelter programs.
3. Each participating shelter will identify the advocacy staff they have available to work as at-hotel-advocates. (The quarantine hotel will have one advocate on site from 7am – 9pm and the non-quarantine hotel will have two advocates on site from 7am – 9pm) The coordinator will set up the daily schedules for each hotel. If there are supervision issues with the at-hotel advocate, the coordinator will refer the issue back to the at-hotel's shelter supervisor to handle.
4. Each participating shelter can refer individuals into these hotel spaces. The referring shelter will provide primary advocacy to the individuals/families in the hotel spaces. This is a co-advocacy model with the at-hotel advocate and primary shelter-based advocacy working together.
5. Logistical/funding issues like food provision, technology needs for at-hotel advocate and families staying in hotel, etc. will be worked out once funding is secured.

38. It would be helpful for us to understand your comprehensive needs in responding to COVID-19-- including needs ineligible for these funds or otherwise unable to be met. This information will be shared with other entities supporting this work (optional):