

WAUKESHA COUNTY HAS BEEN AWARDED FEDERAL FUNDS MADE AVAILABLE THROUGH THE DEPARTMENT OF HOMELAND SECURITY (DHS)/FEDERAL EMERGENCY MANAGEMENT AGENCY UNDER THE EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM (EFSP).

Waukesha County has been chosen to receive \$27,776 to supplement emergency food and shelter programs in the county through Phase 39 and an additional \$126,607 for Phase ARPA-R of the EFSP.

The selection was made by a National Board that is chaired by the U.S. Department of Homeland Security's Federal Emergency Management Agency and consists of representatives from American Red Cross; Catholic Charities, USA; National Council of the Churches of Christ in the USA; the Jewish Federations of North America; The Salvation Army; and, United Way Worldwide. The local Board was charged to distribute funds appropriated by congress to help expand the capacity of food and shelter programs in high-need areas around the country.

A Local Board spearheaded by United Way will determine how the funds awarded to Waukesha County are to be distributed among the emergency food and shelter programs run by local service agencies in the area. The Local Board is responsible for recommending agencies to receive these funds and any additional fund made available under the phase of the program.

Applications are being accepted for EFSP funding from agencies that provide shelter, food, and supportive services for homeless individuals in Waukesha County. Under the terms of the grant from the National EFSP Board, local government or private voluntary organizations chosen to receive funds must: 1) be private voluntary non-profits or units of government; 2) be eligible to receive Federal funds; 3) have an accounting system and conduct an annual audit; 4) practice non-discrimination; 5) have demonstrated the capacity to deliver emergency food and/or shelter programs, and; 6) if they are a private voluntary organization, they must have a voluntary board. Qualifying organizations are urged to apply.

To apply for funding, please submit an email to kkohler@unitedwaygmwc.org including: 1) a description of the applying organization including its EIN and DUNS number 2) a narrative with statistics that demonstrate the need of service and the organization's ability to deliver emergency food or shelter; 3) amount of funding requested for Phase 39 and Phase ARPA-R; 4) a description of the on-going services that will be funded if the organization is awarded EFSP funds.

Deadline for application is 12:00 pm, Noon, April 13, 2022. Emails should be submitted electronically to kkohler@unitedwaygmwc.org.

EFSP

Quick Reference Guide for OTHER SHELTER Emergency Food and Shelter National Board Program

Description: The Other Shelter category is intended to allow agencies to provide off-site emergency housing for clients. Agencies may not operate as vendors for themselves or other LROs; self-billing is not eligible with EFSP funding.

This Quick Reference Guide is provided to assist in the understanding of allowable costs and documentation requirements at a glance; it is not a substitute for the **EFSP Responsibilities and Requirements Manual (EFSP Manual)**. For more complete information on this category, please reference the **EFSP Manual**.

OTHER SHELTER

Eligible Items:

- Lodging charges from a hotel or motel
- Lodging charges from a non-profit facility acting as a vendor (cannot be from your own agency or another LRO funded by EFSP)
- LROs may cover stays up to a total of 30 days (see the EFSP Manual for more information)
- Local taxes added to the bill are allowable
- Transportation costs:
Certain transportation costs related to the sheltering of a client are eligible, such as bus tokens needed to get to a facility. See the **EFSP Manual** for additional information.

Ineligible Items:

- Any stays dated outside of the spending period
- All payments made in advance; all payments must be dated after the end of the client's stay.
- Any stays exceeding 30 days
- Telephone calls
- Deposits for keys, damage and other deposits
- Transportation costs unrelated to sheltering a client, such as bus tickets, car repairs, gasoline or any client-owned transportation expenses
- Per diem schedules are not allowable in this category

Documentation Required:

- Hotel or motel invoices:
Receipts must be vendor-generated, have vendor's name and address, must be dated and must list client's name, the dates of stay and cost per night. Non-profit agencies acting as vendors must also generate invoices. Payment receipts and vouchers are not sufficient unless all of the above information is on the documentation and must be signed by a vendor representative.

NOTE: If your agency is required by statute to keep client's names confidential, you must submit a copy of the state- authorized statute and assign unique identifiers to all clients served. Please reference the **EFSP Manual**.

■ Proof of Payment:

Proof of payment must be attached to all receipts and invoices.

- Copy of canceled checks (front and back), or copy of uncanceled fronts of checks and bank statements.
- Check images included in bank statements are accepted.
- Debit card or electronic payments require bank statement that identifies the vendor by name.
- Credit card payments require canceled check payable to the credit card company.
- Debit and credit cards must be in agency's name.

NOTE: All cash payments, advance payments and payments that are reimbursements to individuals (staff or volunteers) are INELIGIBLE.

Spreadsheet for expenditures in this category:

A summary spreadsheet of all expenditures in this category must be provided. The spreadsheet must indicate specific criteria such as check number, check amount, EFSP amount, etc. Sample spreadsheets and instructions for all program categories are available on the EFSP website, efsp.unitedway.org.

Waukesha County Emergency Food & Shelter Program Funding Request

<p>Agency Requesting Grant Funds: City of Waukesha Police Department EIN: 39-6005642 and DUNS:073850166 130 Delafield Street Waukesha, WI 53188 262-524-3831</p>	<p>EFSP grant funding is being researched and requested by Specialists Jason Fink (jfink@waukesha-wi.gov) and Sunny Schneider (sschneider@waukesha-wi.gov) from WKPD's Neighborhood Engagement Unit (NEU).</p>
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Statement of Need for Service

It has been determined by The Waukesha Police Department (WKPD) that since the beginning of 2022 there is **no longer any Immediate Emergency Shelter (IES) intake availability** for our citizens in need outside of regular business daytime hours, Monday through Friday. This leaves Monday through Friday (80) after-hours and (48) after-hours on the weekend (128 hours per week) that our first responders are in dire need to find a remedy for.

Current shelter availability includes:

- *Women's Center*: Only for domestic violence situation.
- *Family Promise*: Very limited services available to WKPD.
- *Hebron Umbrella (Jeremy, Juno, Siena)*: Very limited after-hours intake.
- *Salvation Army*: 44 beds currently, always full.
- *Impact 211*: Only serves Milwaukee County residents and refers WKPD to above.
- *Housing Action Coalition (HAC) Overflow Shelter*: Warming only shelter, closing April 15th until next fall. Only accepts case managed referrals (no WKPD access).

WKPD in 2022 has increased attempts to partner with local shelters and has become a due paying member of the HAC. We have been attending meetings regularly and have been expressing our concerns and needs in open forums, as well as, in person and via email to the managers and directors of the above listed resources. A common response is that meetings are being held and discussions are being had to find solutions. It did not become clear until mid-February of 2022 that there is no solution in sight, and WKPD needs to look for new resources to address citizen needs.

WKPD HAS EXHAUSTED ALL RESOURCES FOR IMMEDIATE IES NEEDS.

Statistics & Examples

WKPD currently utilizes the Phoenix system to track data. Until 2022 there has been no need to track specific data as to how many citizens in need of IES have not been able to find a shelter with the assistance of WKPD. Moving forward a new tracking method to obtain statistics and data on how many times a shelter placement was sought out and how many times it was approved or denied shall be implemented. Disposition codes of (SL) "Shelter located" and (SN) "Shelter Not Located" have been created. (SH) "Shelter Hotel" could be created to allow for an easy way to track data and provide funding records for accounting purposes.

Data regarding people suffering from chronic homelessness shows that from January 1, 2022 through April 1, 2022 there have been 49 dispositions specifically noted as "Homeless Advised" (HA). Most often this disposition involves people suffering from chronic homeless and has been a method to track frequent contact with subjects who do not wish to participate in a shelter program. Out of these 49 calls, 5 attempts to locate a shelter were made after hours with no success. Many calls for service after hours have not had an HA disposition, but unsuccessful attempts were made by dispatch to locate an IES placement for a *non-chronic* homeless citizen in need.

Phoenix data searching the keyword "SHELTER" shows that **over the past 6 months there has been about a 450% increase in times when an IES has not been available.** In October, November, and December of 2021 there were 4 instances noted of no IES available. In January, February, and March 2022 there were 18 instances noted.

Since determining that there have been several instances where dispatch could not find an available placement for *non-chronic* homeless citizens requesting shelter services, a request was made for our dispatch center to notify NEU every time a shelter was sought out and they were advised "no beds available."

The following is sample information: Between the dates of March 6, 2022 and March 19, 2022 (only a 13-day period), 7 instances were documented in which dispatch was not able to locate a shelter bed for a citizen in need.

1. **12:36 a.m.** Female was kicked out of house, no shelters available, she ended up at George Webb.
2. **1:19 p.m** Male kicked out of house, no shelters available.
3. **10:34 p.m.** Male sleeping in shopping cart corral to stay out of weather, no shelters available, he was taken to the bus station to wait until buses started running to warm up.
4. **10:42 p.m.** Female in business to stay warm, no shelters available, she left frustrated.
5. **4:57 p.m.** Female at ER kicked out, no shelters available, her friend took her in for one night.
6. **6:51 p.m.** Female at bus station, no shelters available.
7. **10:48 p.m.** Male agitated and intoxicated, no shelters available, he was moved along.

Project Design & Implementation

WKPD is requesting funding to offer IES for citizens in need.

Since there is currently extremely limited availability for after-hours shelter intake, we are requesting funds to be able to offer an overnight stay at one of our local hotels. Appropriate circumstances would need to be determined and a short questionnaire/contract would be required to be completed with the citizen in need to be offered this service. See proposed form attached. Citizen identification and information would be run to make sure there are no warrants on the subject, and they would need to be in a reasonable condition to not violate terms of the contract (i.e. not disorderly, or predisposed to cause damage, be willing to seek permanent shelter options or support services the following morning, etc.).

Three hotels have been identified as possible partners in housing. The Baymont Inn expressed support for this program and has provided voucher-based services in the past and would offer a discounted rate of \$95 per night. The Best Western expressed interest in offering similar services to specific individuals and would offer a corporate rate of \$75 per night. The Comfort Inn has also worked with shelters in the past offering services and has expressed interest in doing so again at a rate yet to be determined. All three hotels offer continental breakfasts and are near a bus line.

Waukesha Metro Transit has 10 packs of 901 tickets each for \$35 that would offer transportation into the city to local shelter or service organizations. It would also make available a transfer option that would allow for travel east to Milwaukee or west to Madison if that would better serve the citizen's needs.

Example:

A male or female citizen is displaced at midnight with no financial means or ability to travel. No shelters available. The citizen is transported to one of Waukesha's local hotels and provided a **grant funded** room by law enforcement. Contract and information form completed. The citizen would have access to a telephone in their room with a resource list (shelters/programs) provided to locate appropriate services. In the morning the citizen would have access to a continental breakfast. A bus pass would be provided to the citizen to travel to one of the resources available to them during regular business hours for intake or travel out of the city to a location of their choice to stay with available family or friend support.

Budget & Funding Request

By going off of the 13 days in March where dispatch was unable to find a bed for 7 individuals and calculating $365/13=28.076 \times 7=196.538$, a starting point round number should be 200 night stays and bus passes.

Average night in hotel (\$100 per stay)	= \$20,000 per year
Bus passes (20 10-packs \$35 each)	= \$700 per year
Total request for funding	= \$20,700

This funding is being requested to serve a **one year period** beginning from the date that funds are approved and become available for program implementation.

Tracking & Future Data

WKPD is a government agency with the ability to accept federal funds. We have agents with the ability to complete accounting functions and conduct annual audits. We will be able to create a format to track every time that a citizen in need is provided immediate transportation, IES, availability of food, and future transportation to next step resources.

The Phoenix system can create spreadsheets based on specific data set and date requests. This program will be able to be tracked weekly, monthly, quarterly, or annually depending on needs or requests.

WKPD will provide all invoices from hotels and Metro Transit to document all spending that directly serves citizens in need though this program.

WKPD Community Responsibilities & Duties

WKPD leads with the ethos: Mission Driven, Vision Focused, People Always, and Be Engaged. We offer 24/7/365 service no matter the conditions. We are highly trained in emergency services and first responder needs. When the call comes in we respond and **provide supportive services** to citizens in need. We problem solve in high stress critical incidents, render aid, de-escalate situations, and transport citizens in need to locations that provide shelter, food, and other services.

Our department diligently sends Officers through Crisis Intervention Training (CIT) and has Officers train a CIT course at in-service to keep our skills sharpened. This helps improve our knowledge and capabilities in serving our citizens when they need us the most. We also regularly collaborate with the National Alliance on Mental Illness (NAMI) and understand that often homelessness and mental health conditions can go together.

WKPD understand that suffering from homelessness is not a crime. We understand that if the situation continues as is without IES availability, homeless individuals will have a much higher propensity for participating in activities that may promote criminal behavior. This includes abusing substances and/or drugs. There is also a higher propensity for committing crimes based on basic survival needs, such as trespassing (shelter), theft, robbery, disorderly conduct, public urination/defecation, or worse. People who continue to suffer from homelessness are at a greater risk to have continued negative law enforcement contact, which routinely leads to criminal arrests. Based on the harm reduction model it would be significantly more beneficial for people suffering from homelessness to have readily available access to IES and public health services. This goal is consistent with the vision of our police department.

We must meet the needs of our homeless citizens. The EFSP grant can make IES a reality.

Waukesha Police Department Immediate Emergency Shelter Form

Name of person in need of Immediate Emergency Shelter (IES): _____

Date of Birth: _____ NCIC Check Completed: Yes___ No___

Reason for need of IES?

Next day plan for stabilization process? (i.e. Impact 211 Referral / Family / Friend / etc.)

Additional Notes:

Due Process & Contract

Definition of Disorderly Conduct: Whoever, in a public or private place, engages in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance is guilty of a Class B misdemeanor. **WI State Statute 947.01(1) bond amount \$150.00**

Definition of Criminal Damage to Property: Whoever intentionally causes damage to any physical property of another without the person's consent is guilty of a Class A misdemeanor. **WI State Statute 943.01(1) bond amount \$300.00**

I, the citizen in need of IES, understand that the room being provided is solely my responsibility to maintain and am the only party permitted to stay in the provided room unless there are specific "Additional Notes" that are signed off on by an officer and manager that there is an exception. **Initials:** _____

I, the citizen in need of IES, understand the above WI State Statutes and agree to not violate those, or act in any other criminal manner, while staying at the Hotel or be subject to law enforcement action and/or removal. **Initials:** _____

I, the citizen in need of IES, understand that smoking in any non-designated area creating an extra damage charge by the Hotel, or intentionally causing any damage to hotel property creating a damage fee will result in law enforcement action to include referral of charges and request for restitution forms be completed.

Initials: _____

I, the citizen in need of IES, understand and agree to all of the above information, and will follow through on my stabilization plan.

Signature of IES: _____

Date/Time: _____