



**Spotsylvania County**  
 Partner Agency Application for Funding FY 2015  
**FACE SHEET**

<b>Agency Name:</b> Micah Ecumenical Ministries	
<i>Has Spotsylvania County Funded This Agency in Previous Years?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Physical Address:	748 Kings Highway
Mailing Address/PO Box:	P.O. Box 3277
City:	Fredericksburg
State:	VA
Zip:	22401
Telephone Number:	540-479-4116
Fax Number:	540-479-4121
Federal Tax ID #:	20-4044884
Web Address:	www.dolovewalk.net
General Email Address:	meghann@dolovewalk.net
<b>Agency Main Contact:</b>	Meghann Cotter
<b>Title:</b>	Executive Servant-Leader
Telephone Number:	540-479-4116
E-Mail Address:	meghann@dolovewalk.net

**Agency General Information**

**Agency Mission:**  
 Micah, a Christ-inspired community, is helping homeless people reach their greatest potential

**Number of years agency has been in operation:** 8

**Localities Served:** Planning District 16

**Agency Financial Information**

List Programs	Personnel Expenses	Benefits	Operating Expenses	Total Program Budget	Requested from Spotsylvania
1. Cold Weather Shelter	37,800	0	23,700	61,500	20,000
2. Hospitality Center	37660	7,100	78,044	122,804	
3. Respite House	160,071	7,931	95,771	263,773	
4. Step Forward	37,562	0	20,088	57,650	
5. Journey Supportive Housing	94,921	20,592	184,747	300,260	
<b>Agency Administration:</b>	90,296	13,654	93,483	197,433	
<b>Capital Outlay:</b>					
<b>Total Agency Budget:</b>	<b>458,310</b>	<b>49,277</b>	<b>494,833</b>	<b>1,002,420</b>	

*If your application includes funding increases for personnel (to include new positions or merit / COLA increases), please check here and explain in detail the need for this type of increase under each program budget.*

<b>Attachment Checklist:</b> <i>(include ONE copy of each)</i>	<input checked="" type="checkbox"/> IRS 501(c)(3) Letter	<input checked="" type="checkbox"/> Audit Report <i>(with Audit Management Letter)</i>	<input checked="" type="checkbox"/> Current Financial statement	<input checked="" type="checkbox"/> IRS 990
<input checked="" type="checkbox"/> Accountant Contact Information	<input checked="" type="checkbox"/> Organizational Chart	<input checked="" type="checkbox"/> Current Board Roster <i>(with contact information)</i>	<input checked="" type="checkbox"/> Agency's Current Strategic Plan	
<b>Agency Director's Signature:</b>			<b>Date:</b>	10/11/13

**Spotsylvania County**

**Partner Agency Funding Application FY 2015**

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Micah Ministries

If your agency is requesting an increase or decrease in funding as shown on the Agency Financial Information Chart included on the Face Sheet, please describe, in detail, the reasons for these changes, in each category below for the Agency as a whole. Program specific increases can be given under the program descriptions in the next section. (The individual descriptions should not exceed 20 lines of text.)

Agency Administrative Expenses (to include funding increases for personnel (new positions, merit and/or COLA increases):

N/A

Capital Outlay:

N/A

**Spotsylvania County**  
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Micah Ministries

**Historical Budget Information**

Please complete the following chart with the financial information for the agency as a whole. In each area include the revenue specifically allocated to your agency from each locality/entity listed below.

	FY 2013 Actual	FY 2014 Budgeted	FY 2015 Projected
Caroline	0	0	2,500
Fredericksburg	20,000	20,000	20,000
King George	0	0	2,500
Spotsylvania	8,000	12,000	20,000
Stafford	11,875	15,000	20,000
United Way	3363	100,000	100,000
Grants	670,267	579,514	650,000
Client Fees	0	0	
Fundraising	101,813	65,080	100,000
Other (explain below)	88,047	81,785	90,000
<b>Total Agency Revenue</b>	<b>903,365</b>	<b>868,299</b>	<b>1,005,000</b>

**Detail below what revenue is included in the category 'Other':**

The "other" category above includes annual pledges from Micah's governing and partnering churches. Micah currently maintains nine governing churches, each of which gives a minimum of \$5,000 per year and appoints a member on our board of directors. We also maintain a growing group of partnering churches who give at least \$1,000 a year and meet a variety of mission, financial and marketing requirements.

Note: 2014 was the first year that Micah received grant funding through the United Way. As a young agency under the United Way's past policies we had not been invited to participate as a partner agency until this year. Two of our programs were funded at \$50,000 each.

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**Application Checklist**

Items to be completed		Comments:
<input type="checkbox"/>	Face Sheet	
<input type="checkbox"/>	Program Name	
<input type="checkbox"/>	Program Purpose/Description	
<input type="checkbox"/>	Justification of Need	
<input type="checkbox"/>	Target Audience	
<input type="checkbox"/>	Service Area	
<input type="checkbox"/>	Service Delivery	
<input type="checkbox"/>	Client Fees	
<input type="checkbox"/>	Budget Information	
<input type="checkbox"/>	Goals and Objectives	
<input type="checkbox"/>	Program Goal	
<input type="checkbox"/>	Most Recent Data Chart	

**Spotsylvania County**  
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Program Name:

Micah Ministries

**Each agency submitting a funding request must fill out the following pages for each program serving Spotsylvania County Citizens and for which funding is requested. Any incomplete applications or programs that do not have a full application will not be considered for funding. PLEASE do not include any unrequested information. Spotsylvania County reserves the right to request additional information once the application has been submitted.**

Program Name:	Cold Weather Shelter	Is this a new program?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Program Contact:	Meghann Cotter	Title:	Executive Servant-Leader
Telephone Number:	540-479-4116 x13		
E-Mail Address:	meghann@dolovewalk.net		

**1. Program Purpose/Description:** *(the following description should not exceed 10 lines of text)*

The Cold Weather Shelter has historically kept the residents of Planning District 16 from freezing to death during the winter. But the program's purpose has extended well beyond a bed for the night and meeting basic needs. Under the direction of state and national goals to limit the time people are homeless, reduce returns to homelessness and prevent unnecessary homelessness, all of Micah's programs are now implementing a more housing-focused approach. This means that those who come to the cold weather shelter are fully assessed for housing barriers at intake and assisted with a success plan. Each plan connects program participants with various case managers who focus on stabilization services, such as employment, disability and mental health, while they await placement into permanent housing. Once in housing, each person receives a one on one housing case manager to assist in the transition. The cold weather shelter is supported in these activities by a daytime basic needs and case management operation called the Hospitality Center, and a Residential Recovery Program for homeless leaving the hospital in need of temporary or terminal care.

**2. Justification of Need:** *(Please state clearly why this service should be provided to the citizens of Spotsylvania County and why the Board of Supervisors should consider this funding request. If this is a new program, be sure to include the benefit to the County for funding a new request. The following should not exceed 10 lines of text, and should include the most recent data available.)*

At the most basic level, the need for the cold weather shelter is justified as a core safety net for those who might otherwise freeze to death during the winter. In more complex terms, the shelter has become an opportunity to provide intensive case management to the true street homeless, whose circumstances make them some of the hardest to stabilize. Based on the area's annual homeless census conducted by the continuum of care, approximately 29% of the area's homeless originated from Spotsylvania, 19% Fredericksburg, 14% Stafford, 2% Caroline and .5% King George. Micah's combination of services has resulted in a 33% decline in the community's street homeless population in the last three years. State and federal funding sources, however, are shifting their priorities away from emergency shelter and toward permanent housing. If Micah is to sustain winter shelter operations at the same service levels and shift resources to permanent housing, we need local government funding to compensate.

**3. Target Audience:** *(The following should describe the specific population targeted by the program and should not exceed 5 lines of text.)*

Most shelter residents are ineligible to stay at other area shelters because of un-medicated mental illness, disabilities that leave them unable to work, certain criminal histories or substance abuse issues. Without a place to stay these individuals sleep outside at night, at risk of hypothermia and sickness. Some have only sleeping bags and possibly a tent to keep them warm. Many end up seeking refuge in 24-hour public places, such as the post office or the waiting area at Mary Washington Hospital's Emergency Room. Without a bed and wrap around case management, these individuals face significant struggles in growing their resources, identifying housing and stabilizing. While our more vulnerable street homeless numbers are declining, Micah is seeing an increase in 18-25 year olds who are hitting the street when they enter adulthood. Early intervention with this population is critical in keeping this group from adopting chronic homeless trends.

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**4. Service Area:** (Please describe the program's intended geographic service area. This may include entire regions, localities, or specific schools, neighborhoods, etc.)

Most Micah guests come from places throughout Planning District 16 or rural areas nearby. Some use Micah services as they pass through the area, but the organization works diligently to move the come here homeless on to other locations where family or better social supports exist. Every year, we spend over \$5,000 on relocation costs of people who were either stuck here and homeless, released from jail to the street or finding better opportunities for success in other communities.

**5. Service Delivery:** (Please state the geographic location of the service, the duration and frequency offered to the clients.)

The shelter operates from Stafford County's 748 Kings Highway. Guests attend various community dinners, located at churches throughout the downtown area. A bus then picks them up at the dinners at 6:30 p.m. to take them to the shelter. They are checked in, get a cot to sleep on for the night and then bussed back to Fredericksburg in the morning to be dropped off at a community breakfast. Shelter guests are asked to follow up at Micah's Hospitality Center to complete a barriers assessment and be triaged to the most appropriate case manager.

**6. Client Fees:** (Please describe the fees clients must pay for the services provided in this program, and how those fees are determined.)

All Micah services are free. However, anyone receiving services through a Micah program is invited to give back to the organization in the form of cleaning, general chores and community improvement projects. Many have been active in community service, such as trash cleanup, tree planting and other efforts that reduce costs on local governments.

**7. Budget Information:** (Please complete the following chart with the financial information for this program. In each area include the dollars specifically allocated/requested for this program.)

	FY 2013 Actual	FY 2014 Budgeted	FY 2015 Projected
Caroline	0	0	0
Fredericksburg	20,000	20,000	20,000
King George	0	0	0
Spotsylvania	8,000	12,000	20,000
Stafford	11,875	15,000	20,000
United Way	0	0	0
Grants	44,637	12,000	0
Client Fees	0	0	0
Fundraising	1,500	1,500	1,500
Other	0	0	0
<b>Total Program Budget</b>	<b>86,012</b>	<b>60,500</b>	<b>61,500</b>

**Please indicate, in detail, reasons for increases or decreases in the amounts requested for FY 2015. Include whether these changes come from increases in personnel, benefits, or operating expenses. If an increase is being requested, please describe the impact not receiving an increase would have on the program. In particular, please note if any increase is sought for new positions or personnel, please explain in detail.**

While we maintain our original mission of keeping the street population from freezing to death, we are having to aggressively implement case management components that rapidly re-house and sustain those staying at the shelter and keep up with new state and federal program responsibilities. If we can depend on local governments to balance out our shelter budget:

- We will be able to present a much more competitive application for state and federal grants.
- We will have a healthy source of matching dollars for the state and federal grants, which require a dollar for dollar match.
- We can make sure the shelter includes more housing focused case management components, which put our shelter closer in line with federal goals.

**8. Goals, Objectives, & Evaluation:** *(Please provide the following information regarding the goals and objectives for your program. Space has been provided for two goals, with two objectives per goal. If your agency is funded by the United Way, please include a copy of your Logic Model for this program as a supplemental attachment. Individual descriptions should not exceed 5 lines of text.)*

**Program Goal 1:**

Reduce the length of time people experiencing homelessness must access the cold weather shelter

**Objectives:**

1a.	People staying at the cold weather shelter for one week or more will complete a barrier's assessment
1b.	Each participant completing a barriers assessment will be assisted in developing a plan to access assistance that will move them toward permanent housing.

**Program Goal 2:**

Reduce the number of people needing to stay at the cold weather shelter and preventing returns to the cold weather shelter.

**Objectives:**

2a.	Re-house 25% of people who stay at the cold weather shelter in 2014-15, prior to the start of the 2015-16 season.
2b.	A minimum 75% of shelter participants who are re-housed in FY2014 will not return to the cold weather shelter in FY2015

**Evaluation Method:** *(Please describe the method used to measure the above goals/objectives. Please do not exceed 10 lines of text.)*

Paid staff facilitates intakes through volunteers each night the shelter opens. Intake includes documenting personal and statistic information. Similar intakes are conducted at other Micah programs. Micah also participates in a regional database (HMIS), used by other service providers in the planning district. It enables us to better track how well services and referrals work. Case notes track contacts with clients and related resources. And progress reports document how quickly a client is progressing toward their individual goals. A housing barriers assessment tool is used for all those entering the shelter as a way to understand each guest's needs and triage them to appropriate services.

**9. Outcome Data:** *(Please give the most recent outcome data for the objectives above. Indicate below what time period the data covers.)*

**Data Collection Period:** June 2012 – July 2013

**Objective 1a.**

The cold weather shelter provided 3,601 bed nights to 192 unduplicated people, an average of 33 to 40 people per night. This was the first season Micah opened the shelter every night November through the end of February, rather than based on temperature. Thus, the bed nights and total number of people served was higher than previous seasons. Approximately 75% of participants completed barrier assessments during or immediately following the cold weather season.

**Objective 1b.**

Micah's mental health case manager successfully enrolled 130 seriously mentally ill homeless people in services last year, an average of 24 engaging in treatment per quarter Our disability case worker succeeded with over 25 SSI/SSDI applications. Our employment case manager placed 63 in sustainable jobs, with 55 retaining their employment.

**Objective 2a.**

In 2013, staff devoted extensive effort to targeting shelter recipients for housing services. Every shelter participant completed a barriers assessment and was presented with options for how they could begin their path to housing. With this shift in priorities, 75 people were housed last year.

**Objective 2b.**

To date, at least 40 of last year's cold weather shelter participants have entered permanent housing and will not be returning to the cold weather shelter this year.

**10. Program Goal Updates:** *(Please provide a brief description of the current status of your program goal(s), given your outcome data. For example, if reported data was well below the stated outcome measure, please indicate why you feel that is the case. Also, include how your outcome data will influence or modify the program for the upcoming fiscal year. These descriptions should not exceed 20 lines of text.)*

**Program Goal 1:**

In the FY13 season, Micah will open the shelter every night for the second year in a row. Given the decrease in state and federal support for shelter operations, local government funding in Planning District 16 has made this possible. Being open all winter allows Micah the opportunity to be more consistent and effective in its efforts to move clients quickly out of shelter and into permanent housing. The challenge remains in moving people quickly enough that we maintain an adequate amount of bed space. Dedicated housing staff were strategically connected to shelter operations this year to add special emphasis on rapid exits from shelter.

Funding for the cold weather shelter is all the more important this year as state and federal grants will continue to decline in their focus on shelter operations. We already experienced the loss of \$10,000 for shelter operations in 2012 when the State Shelter Grant changed over to the Homeless Solutions Grant. Another \$30,000 shifted to permanent housing activities out of the much larger Emergency Solutions Grant in the current year. Shelters that are not keeping up with these requirements are losing support and, in some cases, shutting down.

**Program Goal 2:**

At least 81% of those using the cold weather shelter last year are known to have been connected with a mainstream service--housing, mental health treatment, employment, social security, primary care.

Of the 190 households staying at the shelter last year, 172 had exited by the end of the season. That typically means the individual has either resolved their circumstances or secured an alternative place to live, at least temporarily. Of those whose whereabouts were made known to Micah staff, 35 left the shelter into permanent housing. Overall impact of the most recent shelter season will not be realized until the start of winter 2013-14.

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Program Service Data: Service Period: Nov 2012 to March 2013

Locality Served	Total Served		Gender		Race					
	FY 2013	FY 2015*	Male	Female	Caucasian	African American	Asian	Hispanic	American Indian	Other
Fredericksburg	77									
Caroline	4									
King George	1									
Spotsylvania	55									
Stafford	27									
Other	28									
<b>Total</b>	<b>192</b>	<b>150</b>	<b>144</b>	<b>48</b>	<b>104</b>	<b>72</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>14</b>

\*Please include the projected number to be served in each locality for the upcoming fiscal year.

Locality Served	Age Groups								Income Levels				
	0-4	5-10	11-13	14-18	18-25	25-40	40-60	60 +	Under \$10,000	\$10,000 - \$19,000	\$20,000 - \$39,000	\$40,000 - \$59,000	Over \$60,000
Fredericksburg													
Caroline													
King George													
Spotsylvania													
Stafford													
Other													
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>30</b>	<b>37</b>	<b>114</b>	<b>8</b>	<b>131</b>	<b>28</b>	<b>0</b>	<b>0</b>	<b>0</b>

If any of the above information is not available, please indicate why:

Our data system is able to track locality served for the total number, but it does not break down the locality by demographics.