**MA Community Mediation Center Grant Program**

**GRANT APPLICATION REQUEST (GAR)**

**Fiscal Years 2025-2027**

**FORM #5: Housing Program Grant Application**

**Application Deadline and Delivery: July 15, 2024**

**Electronic Submission only:**

* Submit one (1) copy of the Housing Program Grant Application **FORM #5** with attachments as a single PDF document.
* Email to [CMCGrantProgram@umb.edu](mailto:CMCGrantProgram@umb.edu) with the words “MOPC GAR” in the subject line.

1. **Housing Program Grant Narratives (3-page limit)**

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| **Center Applicant Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Grant Amount Requested (choose one):**  \_\_ $25,000 Part-time Housing Case Coordinator  \_\_ $50,000 Full-time Housing Case Coordinator  \_\_ $75,000Full-time Housing Case Coordinator and Part-time Housing Case Coordinator |

1. **Center Capacity**
2. Please provide the following information:
   1. The name of the center’s **housing program case coordinator(s)** and describe required training this staff member or members have received:
   2. The names of the center’s **housing program mediators** and describe the required training that these mediators have received:
   3. The names of the center’s **housing mediators** that the center intends to contribute to the ***mediator pool*** to share with other housing program grantees under MOPC housing mediator sharing protocols:
   4. The names of the center’s **data management staff** responsible for housing mediation program data entry and reporting:
3. **Center Caseload, Outreach and Partnerships**
4. For the Housing Mediation Program (HMP) caseload data, submit the FY 2024 HMP summary report and FY 2024 HMP closed case detail from MADtrac. Please make sure your information is accurate.
5. Please describe the level of outreach and partnerships with community organizations that the center has developed for housing referrals to HMP. Please include factors that speak to the strength of the partnership, such as the frequency of contact with partners, number of referrals, onsite activity, and the partners’ understanding and promotion of center’s services, etc.
6. Please describe the level of outreach and partnerships with the Trial Court divisions that the center has developed for housing referrals to HMP. Please include factors that speak to the strength of the partnership, such as the frequency of contact with partners, number of referrals, onsite activity, and the court divisions’ understanding and promotion of center’s services, etc.
7. **Center Challenges**
8. Please describe any challenges that the center anticipates during the grant period in performing the required Scope of Services for the Housing Program.
9. Please describe how the center plans to handle these challenges, and what could MOPC do to support the center’s efforts.

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**FORM #5: Housing Program Grant Application**

1. **Housing Program Requirements & Scope of Services Form**

**Center Grant Applicant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of my center, I commit to adhere to Housing Mediation Program scope of services and grant requirements as follows:

1. Maintain ***dedicated staff housing program/case coordinator*** (full-time or part-time) who has completed MOPC housing program training and orientation requirements to serve as the main point of contact and to conduct outreach, triage cases with housing agency and community partners, coordinate the delivery of mediation services (including intake, screening, scheduling, and follow-up), manage data entry, submit reports, administer, and participate in program evaluation surveys, attend case coordinator meetings, and oversee housing mediator training and orientation.
2. Maintain ***at least 2-4 experienced housing mediators*** who have completed MOPC or other summary process mediator training, HMP and TAP orientation and comply with continuing education requirements (4 hours per year). The designated staff member will monitor compliance with continuing education requirements on behalf of the Center and report to MOPC at the end of each fiscal year.
3. Depending on the funding level, contribute at least 2 mediators for the shared mediator pool to be deployed by other center grantees and draw on the mediator pool as needed in coordination with other centers, and in those circumstances, treat the mediator in accordance with the same general practices and procedures as their existing roster members including any liability insurance coverage.
4. Provide free mediation services, remotely and in-person, for upstream and court-connected eviction cases and housing disputes.
5. Build working relationships and attend regular meetings with housing agencies (HCECs, RAAs), local housing authorities (LHAs) managing public housing sites, legal aid organizations and other community-based organizations to assist tenants and landlords in applying for housing stability, legal and other resources to support informed consent in negotiating mediated agreements.
6. Adhere to the ***MOPC case management processes*** and ***evaluation protocols*** for housing mediation program services which will be provided to all center grantees, submit all related documentation and work with the MOPC program manager as needed to support successful performance on the grant.
7. Participate in trainings and continuing education workshops organized by MOPC to ensure and maintain quality of housing mediation services.
8. Collect data through mediation referral and intake/screening forms, enter data into Housing Mediation Program spreadsheets and the MADtrac/RAM databases, and generate periodic data reports to MOPC to monitor caseload and outreach activity.
9. Participate in monthly case coordinator group meetings convened by MOPC to monitor Housing Mediation Program implementation and participate in mediator development through participation of housing mediators in monthly housing happy hours.
10. Respond to MOPC surveys and data requests to collect feedback and data on the program for purposes of program evaluation.
11. Administer Housing Mediation Program participant evaluation surveys, mediator surveys, and case coordinator surveys/interviews.
12. Commitment to support MOPC research, program development, advocacy and fundraising related to the Housing Mediation Program.
13. Provide dispute resolution services (mediation, facilitation, and conflict resolution workshops) for disputes referred by MassHousing involving Tenant Assistance Program (TAP) enrolled sites and follow guidelines provided by MOPC regarding center services and invoicing for these referrals.
14. Have a coverage plan in place in case of transition in housing case coordinator and mediators.

**Signature of Executive Director/Authorized Agent:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name (printed):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ￼**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_