


Category:	Housing	INCA Community Services ESG Program Standards 
Sub Category:	Emergency Shelter Grant	
Effective Date:	4/16	
Revised Date:	4/18, 5/19, 4/20,	
Forms:		
Responsible:	ESG Staff, Directors, Fiscal	
Homeless Participation in Program		
Policy		
INCA Community Services as an Emergency Solution Grant (ESG) sub grantee will provide a formal process for homeless or formerly homeless individuals to advise INCA on the design, location, development, and policies concerning homeless services provided.		
Input Sessions		
<ul style="list-style-type: none">• INCA will conduct an input session in conjunction with INCA’s annual Tenant Participation Plan Meeting to collect feedback from those who are homeless or formerly homeless.<ul style="list-style-type: none">○ Meetings will be held in each county of INCA’s service area consisting of Atoka, Johnston, Marshall and Murray County.○ Input sessions/focus groups will be held during the program year.• INCA will post a public notices<ul style="list-style-type: none">○ In the local newspapers covering the service area which will run for two consecutive weeks start 21 days prior to the meeting.○ At each county INCA Office and the post offices, City and Town Halls.○ On public groups on social media.		
Input Feedback		
Feedback collected from Input session and focus groups is given in written form to *** who uses it in the analysis of the program’s effectiveness and the creation/improvement of policy.		
Dissemination of Policy		
The policy will be made available to all employees through the agency’s website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.		