

General Instructions

- All proposed Emergency Solutions Grant (ESG) applications must be part of an approved local Continuum of Care funding strategy in order to be eligible to apply.
- Funds requested in this *Program Application* must be specifically recommended in the *ESG Funding Recommendations* submitted by your local Continuum of Care Coordinating Body (Exhibit 1).
- *For further information, contact your Homeless Assistance Specialist.*
 - Region 1 - Connie Hackney, hackneyc@michigan.gov, (517) 241-3049
 - Region 2 - Connie Hackney, hackneyc@michigan.gov, (517) 241-3049
 - Region 3 – Stephanie Oles, oles@michigan.gov, (517) 241-8591
 - Region 4 – Michelle Edwards, edwardsm6@michigan.gov. (517-241-1156)
 - Region 5 - Michelle Edwards, edwardsm6@michigan.gov. (517-241-1156)
 - Region 6 - Connie Hackney, hackneyc@michigan.gov, (517) 241-3049
 - Region 7 - Stephanie Oles, oles@michigan.gov, (517) 241-8591
 - Region 8 - Paulette Smith, smithp6@michigan.gov, (313) 456-3558

ELIGIBLE USES FOR ESG FUNDS

I. Operating Expenses

Operating costs include all expenses associated with the operation of a shelter, units used for emergency shelter, transitional housing, or related services facility, including (but not limited) to:

- Insurance
- Rent
- Food
- Utilities
- Telephone/cell phone service
- Internet expense
- Furnishings
- Office Supplies
- Agency Vehicles (limited to gas and oil changes only)
- Staff transportation (reimbursable at the allowable standard State rate*)
- Maintenance and repair of facilities
- Security

* See MSHDA's WebSite for State allowable rates

II. Essential Services

Case Management related to emergency shelter, street outreach or referrals to:

- Employment
- Health
- Substance abuse
- Related services within the community

NOTE: Referrals can be provided, however, direct case management for employment, health, substance abuse and other related services cannot be provided with these funds.

III. Housing Stabilization Services

Funds must be used to create and implement a comprehensive, easily accessible service and housing response system that addresses the needs of those who are homeless or at risk of homelessness through a Housing Resource Specialist (HRS). The salary/fringes of the HRS would be covered under this category.

Eligible activities include duties of the Housing Resource Specialist;

- Housing Case Management & follow-up services including follow-up with other support service agencies when applicable;
- Housing stabilization services including arranging, coordination, linking and monitoring the delivery services that assist participants to obtain and sustain housing stability;
- Assuring that the rights of participants are protected;
- Completion of individualized Housing Plans accessible on HMIS for each program participant. DV Providers need to upload the Housing Plan on MSHDA's Web site and keep in client file;
- Housing search and placement activities designed to assist participants in locating, obtaining and retaining housing which may include discussing housing budgeting and credit counseling, when needed;
- Delivery of financial assistance; and
- Transportation expenses for the HRS (reimbursable at the allowable standard State rate).

IV. Financial Assistance

Financial Assistance expenses under ESG refer to direct financial assistance to prevent the occurrence/recurrence of homelessness, including (but not limited to) providing short-term housing assistance to the homeless or those at risk of homelessness. All other resources must have been exhausted.

Eligible expenses are limited to the following:

D. Financial Assistance – Includes activities detailed in the chart below:

	PREVENTION	RAPID RE-HOUSING	GUIDANCE (Payment always goes to a third party.)
Short Term Leasing Assistance 1-3 Months	Not Available. (See category directly below for Short Term Leasing Assistance within prevention.)	Available Household must be street homeless, living in a shelter, or doubled-up. Capped at 3 months rent per household/per year. This is the only type of rental assistance that can be counted to meet the 15% of 40% described in Section VII, Use of Funds, in the NOFA.	<ul style="list-style-type: none"> • Units cannot exceed MSHDA Payment Standards; • Leasing payments must be made directly to landlords; • Grantees must maintain verification of need, income, and all other pertinent information as required by HUD and MSHDA in the participant's file; • Grantees must create a housing stabilization plan accessible on HMIS, if the recipient is receiving leasing assistance. DV agencies that do not have access to HMIS will be able to upload a housing plan to the MSHDA Web site; • Participants must be assisted to apply for resources available through the SER Program administered by DHS, or the participants file must be documented showing them not qualified for SER • Lead Based Paint requirements apply per ESG PB #3.
Rental Arrearages &/or Short Term Leasing Assistance 1-3 Months	Available Only if it prevents an eviction, see guidance. Capped at 3 months rent per household/per year; NOTE: Total per household/per year is capped at 3 months of rental assistance for the <u>combination</u> of rental arrearages and short term leasing – NOT 3 months for each category.	Not Available	<ul style="list-style-type: none"> • Units cannot exceed MSHDA Payment Standards; • Leasing payments must be made directly to landlords; • Grantees must maintain verification of need, income, and all other pertinent information as required by HUD and MSHDA in the participant's file; • Grantees must create a housing stabilization plan accessible on HMIS, if the recipient is receiving leasing assistance. DV agencies that do not have access to HMIS will be able to upload a housing plan to the MSHDA Web site; • Participants must be assisted to apply for resources available through the SER Program administered by DHS, or the participants file must be documented showing them not qualified for SER • Lead Based Paint requirements apply per ESG PB #3. <p>Documentation may be either a copy of a Notice to Quit, Demand for Possession or Summons & Complaint.</p>

	PREVENTION	RAPID RE-HOUSING	GUIDANCE (Payment always goes to a third party.)
Security Deposits	Available Cannot exceed one month's rent.	Available Cannot exceed one month's rent.	<ul style="list-style-type: none"> Participants must be assisted to apply for resources available through the SER Program administered by DHS, or the participants file must be documented showing them not qualified for SER; Lead Based Paint requirement applies per ESG PB #3.
Utility Arrearages	Available <ul style="list-style-type: none"> For utility arrearages only if they have shut off notice. Capped at \$1,500 per household/per year; NOTE: Total per household/per year is \$1,500 for the combination of prevention and re-housing. Not \$1,500 for each category. 	Available only if it enables utilities to be turned on at a new address. <ul style="list-style-type: none"> Capped at \$1,500 per household/per year; Note: Total per household/per year is \$1,500 for the combination of prevention and re-housing. Not \$1,500 for each category. 	<ul style="list-style-type: none"> Participants must be assisted to apply for resources available through the SER Program administered by DHS, or the participants file must be documented showing them not qualified for SER.
Legal Assistance	Available <ul style="list-style-type: none"> Capped at \$100 	Available <ul style="list-style-type: none"> Capped at \$100 	<ul style="list-style-type: none"> Mediation or attorney for landlord/tenant disputes
Identification (ID)	Available <ul style="list-style-type: none"> Obtain IDs 	Available <ul style="list-style-type: none"> Obtain IDs 	<ul style="list-style-type: none"> Eligible expenses include: birth certificates, social security cards, and driver's license.
Lead-Based Paint Inspection	<ul style="list-style-type: none"> Required if the household has a child under the age of 6 and if the property was built prior to 1978. 	<ul style="list-style-type: none"> Required if the household has a child under the age of 6 and if the property was built prior to 1978. 	<ul style="list-style-type: none"> Lead Based Paint requirement apply to both prevention and rapid re-housing; see Lead Based Paint Policy ESG PB #3.
Housing Quality Standards (HQS) Requirement	N/A However, a home visit to assure the property is safe and sanitary is recommended.	N/A However, a home visit to assure the property is safe and sanitary is recommended.	N/A
Mortgage Arrearages Including Land Contracts	Not Available	Not Available	No longer an eligible use of these dollars.

V. Continuum of Care Coordinating Expenses

MSHDA allows a portion of its MSHDA funding to be used for expenses associated with the Continuum of Care coordinating activities.

Eligible costs include:

- Coordinator salary
- Costs of copying
- Postage
- Office supplies
- Consumer Involvement costs
- Travel-related expenses (mileage reimbursed at the allowable standard State rate; meals reimbursed at the State rate)
- Regional Council Representatives expenses (mileage reimbursed at the allowable standard State rate; meals reimbursed at the State rate)

Communities are encouraged to be thoughtful in their consideration of funding for this component. One Continuum Coordinating grant per Continuum of Care body will be considered. The application agency can be any public or private non-profit agency participating in the Continuum of Care planning process and designated by the Continuum as the applicant for these purposes. Position description for coordinator position must be provided with Exhibit 1.

VI. Administrative Expenses

Administrative expenses are limited to ten percent (10%) of the total community (CoC) allocation. The distribution of administrative fees must be negotiated locally. Audit expenses are NOT allowed.

Eligible expenses include:

- Staff to operate the program (e.g. accounting, HMIS/Access data entry, clerical, bookkeeping, and monitoring recipients)

EMERGENCY SOLUTIONS GRANT PROGRAM APPLICATION

Grant Fiduciary		
Name of Application Agency:		
Address:		
City/State/Zip:		
County(ies) Served:	Continuum of Care Area:	MSHDA Organization #:
Federal Employer ID #:		
Agency Authorized Official:		
Email:		
Phone:		
Main Contact Person:		
Email:		
Phone:		

What agency staff and/or board members should have access to this grant in addition to the Authorized Official and Main Contact Person?

These persons must be on your Agency Contact Lists under the Agency Information in order to be added to the specific grant. If a board member is an authorized signer, they need to be added to your agency contact list to be added to the grant.

- * Did the Fiduciary receive gross income (from all sources) of \$300,000 or more in the previous tax year?
- * I certify that our Agency is registered with the Central Contractor Registration (CCR).
- * I verify that all of our agency information (hyperlink as it is now) on HALO is current. Please update changes if necessary. (Please make sure contacts are active and those who have left your agency are inactive).

EMERGENCY SOLUTIONS GRANT
PRINCIPLE PLACE OF PERFORMANCE

If the Fiduciary Agency is providing direct services, please complete.

The primary site where the work is performed.

City: <i>required field</i>	MI	Zip + four: <i>required field</i>

Save: Click to add an additional site:

Save: Click to add an additional site:

**EMERGENCY SOLUTIONS GRANT
APPLICATION BUDGET**

Component Activity	Amount Requested from MSHDA
Operating	
Essential Services	
Housing Stabilization Services	
Financial Assistance	
Continuum of Care Coordination	
Administrative Costs (not to exceed 10% of Total Allocation)	
Total	

EMERGENCY SOLUTIONS GRANT FUNDING ALLOCATIONS

ESG components are:

- Operating
- Essential Services
- Housing Stabilization Services
- Financial Assistance
- CoC Expenses
- Administrative Expenses

ESG target populations are: Refer to definitions in NOFA

- Seriously Mentally Ill (SMI)
- Single Adults (S)
- Domestic Violence Survivors (DV)
- Substance Abusers (SA)
- Persons with HIV/AIDS (HIV/AIDS)
- Dual Diagnosis (DD)
- Veterans (VA)
- Families (F)
- General Homeless Prevention (G)
- Youth (Y)

List the Fiduciary agency, Housing Assessment and Resource Agency (HARA) and any sub-grantees in the table below.

If the Fiduciary agency is also a sub-grantee, please note.

Example

AGENCY Name Address	AGENCY CONTACT Name E-mail Phone No.	TOTAL GRANT AMOUNT	GRANT ACTIVITIES	GRANT AMOUNT AWARDED TO EACH ACTIVITY	% OF FUNDING PER COMPONENT	TARGET POPULATION(S) <small>List all that apply</small>
YMCA 23 N Calumet Houghton, MI 49101	Beth Smith smithb@vmca.com 555-456-7890	\$25,000	Operating Expense	\$5,000	20%	G
			Essential Services	\$2,500	10%	G
			Housing Stabilization Services	\$5,000	20%	G
			Financial Assistance	\$5,000	20%	G
			CoC Coordinator	\$5,000	20%	
			Administrative Costs	\$2,500	10%	

**Administrative Costs cannot exceed 10%.

AGENCY Name Address	AGENCY CONTACT Name E-mail Phone No.	TOTAL GRANT AMOUNT	GRANT ACTIVITIES	GRANT AMOUNT AWARDED TO EACH ACTIVITY	% OF FUNDING PER COMPONENT	TARGET POPULATION(S) List all that apply
Fiduciary						
			Operating Expense			
			Essential Services			
			Housing Stabilization Services			
			Financial Assistance			
			CoC Coordinator			
			**Administrative Costs			
Housing Assessment and Resource Agency (HARA)						
			Operating Expense			
			Essential Services			
			Housing Stabilization Services			
			Financial Assistance			
			CoC Coordinator			
			Administrative Cost			

AGENCY Name Address	AGENCY CONTACT Name E-mail Phone No.	TOTAL GRANT AMOUNT	GRANT ACTIVITIES	GRANT AMOUNT AWARDED TO EACH ACTIVITY	% OF FUNDING PER COMPONENT	TARGET POPULATION(S) List all that apply
Sub-Grantee 1						
			Operating Expense			
			Essential Services			
			Housing Stabilization Services			
			Financial Assistance			
			CoC Coordinator			
			Administrative Costs			
Sub-Grantee 2						
			Operating Expense			
			Essential Services			
			Housing Stabilization Services			
			Financial Assistance			
			CoC Coordinator			
			Administrative Costs			
Sub-Grantee 3						
			Operating Expense			
			Essential Services			
			Housing Stabilization Services			
			Financial Assistance			
			CoC Coordinator			
			Administrative Costs			

AGENCY Name Address	AGENCY CONTACT Name E-mail Phone No.	TOTAL GRANT AMOUNT	GRANT ACTIVITIES	GRANT AMOUNT AWARDED TO EACH ACTIVITY	% OF FUNDING PER COMPONENT	TARGET POPULATION(S) List all that apply
Sub-Grantee 4						
			Operating Expense			
			Essential Services			
			Housing Stabilization Services			
			Financial Assistance			
			CoC Coordinator			
			Administrative Costs			
Sub-Grantee 5						
			Operating Expense			
			Essential Services			
			Housing Stabilization Services			
			Financial Assistance			
			CoC Coordinator			
			Administrative Costs			
Sub-Grantee 6						
			Operating Expense			
			Essential Services			
			Housing Stabilization Services			
			Financial Assistance			
			CoC Coordinator			
			Administrative Costs			

AGENCY Name Address	AGENCY CONTACT Name E-mail Phone No.	TOTAL GRANT AMOUNT	GRANT ACTIVITIES	GRANT AMOUNT AWARDED TO EACH ACTIVITY	% OF FUNDING PER COMPONENT	TARGET POPULATION(S) List all that apply
Sub-Grantee 7						
			Operating Expense			
			Essential Services			
			Housing Stabilization Services			
			Financial Assistance			
			CoC Coordinator			
			Administrative Costs			
Sub-Grantee 8						
			Operating Expense			
			Essential Services			
			Housing Stabilization Services			
			Financial Assistance			
			CoC Coordinator			
			Administrative Costs			
Sub-Grantee 9						
			Operating Expense			
			Essential Services			
			Housing Stabilization Services			
			Financial Assistance			
			CoC Coordinator			
			Administrative Costs			

**Administrative Costs cannot exceed 10%.

EMERGENCY SOLUTIONS GRANT ESTIMATED ANNUAL NUMBERS

List the Estimated Annual Numbers to be served from all funded agencies with ESG funds ONLY.

	Programs Serving Single Adults & Youth	Programs Serving Families	
	Number of Single Individuals	Number of Families (Households)	Total Number of Persons in Families (including children)
Operating Expenses			
Essential Services			
Housing Stabilization Services			
Financial Assistance			

EMERGENCY SOLUTIONS GRANT OPERATING EXPENSES

Description of Operating Funds

Operating costs include all expenses associated with the operation of a shelter, transitional housing or related service facility.

A. Operating Expense (Fill in only those categories that apply)

Operations Sub-Category	Dollar Amount	Brief Description of How Funds Will Be Used
Lease/Rent		
Maintenance/Repair/Janitorial Services & Costs		
Utilities/Fuel		
Furnishing/Equipment		

Food		
Insurance		
Telephone/Internet Access		
Copying		
Office Supplies		
Security		

Other		
Sub-Total		
Sub-grantee and HARA Amount		
TOTAL		

EMERGENCY SOLUTIONS GRANT ESSENTIAL SERVICES

Description of Essential Services

- B. Case Management related to emergency shelter, street outreach or *referrals* to employment, health, substance abuse and related services within the community. (Note that *referrals* can be provided, however, direct case management for employment, health, substance abuse and other related services **cannot** be provided with these funds.)

Essential Services Sub-Category	Dollar Amount	Brief Description of How Funds Will Be Used
Case Management Street Outreach <i>Referrals and Follow-Up</i>		
Transportation Assistance		
Other		
Sub-Total		
Sub-grantee and HARA Amount		Insert SubGrantee information (Drew has diagram)
TOTAL		

EMERGENCY SOLUTIONS GRANT HOUSING STABILIZATION SERVICES

Description of Housing Stabilization Services

Funds must be used to create and implement a comprehensive, easily accessible service and housing response system that addresses the needs of those who are homeless or at risk of homelessness through a HRS. The salary/fringes of the HRS would be covered under this category.

NOTE: The Housing Resource Specialist sub-category includes all of the following activities:

- Housing Case Management & follow-up services including follow-up with other support service agencies when applicable;
- Housing stabilization services including arranging, coordination, linking and monitoring the delivery services that assist participants to obtain and sustain housing stability;
- Assuring that the rights of participants are protected;
- Completion of individualized Housing Plans accessible on HMIS for each program participant. DV Providers need to upload the Housing Plan on MSHDA's Web site and keep in client file;
- Housing search and placement activities designed to assist participants in locating, obtaining and retaining housing which may include discussing housing budgeting and credit counseling, when needed;
- Delivery of financial assistance; and
- Transportation expenses for the HRS (reimbursable at the allowable standard State rate).

Housing Stabilization Services Sub-Category	Dollar Amount	Brief Description of How Funds Will Be Used
Housing Resource Specialist (include salary and fringes)		
Transportation Expenses		

Other		
Sub-Total		
Sub-grantee and HARA Amount		
TOTAL		

EMERGENCY SOLUTIONS GRANT FINANCIAL ASSISTANCE

Description of Financial Assistance

Financial Assistance expenses under ESG refer to direct financial assistance to prevent the occurrence/recurrence of homelessness, including and providing short-term (one to three months) leasing assistance to homeless or those at risk of homelessness. All households must be at or below 40% AMI to be eligible for financial assistance. Refer to Financial Assistance Chart released 6/29/11; posted to MSHDA's WebSite.

Financial assistance **must have written** community approved **guidelines** for prevention and leasing assistance for their program outlined in the ESG NOFA, Homeless Prevention Activities Certification, and local guidelines (template provided on MSHDA's WebSite). These written guidelines will be submitted as a required document under Attachment II D and/or Attachment II E.

Financial Assistance	Maximum per Household	Dollar Amount	Estimated # of Households to be served with these grant funds
Utility Arrearage and/or Deposit	Cap - \$1,500 per household per year		
Rent Arrearages and/or Short-term Leasing	Only if it prevents eviction; Cap - 3 months		
Security Deposit	Cannot exceed one month's rent		
Leasing Assistance (Rapid Re-housing)	Up to 3 months per household per year		
Identification Documentation			
Legal Assistance	Cap - \$100		
LBP Inspections			
Sub-Total			
Sub-grantee and HARA Amount			
TOTAL			

HOMELESS PREVENTION ACTIVITY CERTIFICATION

If your Emergency Solutions Grant award includes funds for financial assistance activities the following certification is required.

In accord with federal rules and regulations, we understand and certify that:

- a) MSHDA Emergency Solutions Grant (ESG) funds will not be used to supplant homeless prevention funding already being provided from any other source, and
- b) Families/individuals that benefit from ESG homeless prevention will have received notice indicating imminent eviction or notification of termination of utility services, and will meet the following conditions:
 - The inability of the family to make the required payments is due to a sudden reduction in income
 - The assistance is necessary to avoid eviction of the family/individual or termination of services to the family/individual, and
 - There is a reasonable prospect that the family/individual will be able to resume payment within a reasonable period of time

EMERGENCY SOLUTIONS GRANT CONTINUUM OF CARE COORDINATION

Description for Coordination of Continuum of Care Coordination

Continuum of Care (CoC) Coordination expenses can be used for expenses associated with the coordination of Continuum of Care activities and expenses related to the Continuum of Care and Regional Representatives.

CoC Coordination Sub-category	Dollar Amount	Brief Description of How Funds Will Be Used
Coordinator Salary		
Regional Council Representative Expenses		
Postage		
Telephone/Internet		

Copying		
Office Supplies		
Consumer Involvement		
Travel-Related Expenses (reimbursed at the allowable standard State rate)		
Other		
Sub-Total		

Sub-grantee and HARA Amount		
TOTAL		

EMERGENCY SOLUTIONS GRANT ADMINISTRATIVE COSTS

Description of Administrative Costs

Administrative Expenses are limited to ten percent (10%) of the total community CoC allocation. Eligible expenses include staff to operate the program (e.g. accounting, HMIS/Access data entry, clerical, bookkeeping, and monitoring recipients). Audit expenses are **not** allowed. The distribution of administrative fees must be negotiated locally.

Administrative Costs Sub-Category	Dollar Amount	Brief Description of How Funds Will Be Used
Accounting Staff		
Clerical Support		
HMIS/Access Data Entry		
Other		
Sub-Total		

Sub-grantee and HARA Amount		
TOTAL		

**EMERGENCY SOLUTIONS GRANTS
OTHER FUNDING SOURCES**

Other Funding Sources

Please estimate the total ANNUAL funding received from **ALL** sources (Fiduciary, HARA, SubGrantees) for the programs or activities that your ESG grant supports.

Funding Source	Amount Received
MSHDA/ESG Funds	
Other Federal Funds	
Local Government Funds	
Private Funds	
Other: (brief explanation) BWL, and walk for walk	
*Total Funding	
*IF the amount received from MSHDA/ESG Funds changes after saving this form, please save again to calculate total.	

EMERGENCY SOLUTIONS GRANT OFFICER COMPENSATION GUIDANCE

In accordance with the Federal Funding Accountability and Transparency Act, (FFATA) of 2006, as amended, Subawardees must enter “Yes” or “No” to indicate whether it is required to report its top five most highly compensated officers. Recipient reports “Yes” if:

- (i) In the recipient’s fiscal year immediately preceding the year in which the federal award was awarded, the recipient received:
 - a. 80% or more of its annual gross revenues from federal contracts (and subcontracts), loans, grants (and sub grants) and cooperative agreements; **and**
 - b. \$25 million or more in annual gross revenues from federal contracts (and subcontracts), loans, grants (and sub grants) and cooperative agreements; **and**

- (ii) The public does not have access to information about the compensation of the senior executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

If “No”, there is no officer compensation information requirement.

If “Yes”, sub-recipient must provide the names and “total compensation” of the top five most highly compensated officers for the calendar year in which the award is awarded.

Total compensation means the cash and non-cash dollar value earned by the executive during the sub recipient’s past fiscal year of the following (for more information see 17 CFR 229.402(c)(2)):

- (i) Salary and bonus
- (ii) Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with FAS 123R.
- (iii) Earnings for services under non-equity incentive plans. Does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- (iv) Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
- (v) Above-market earnings on deferred compensation which are not tax-qualified.
- (vi) Other compensation. For example, severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property if the value for the executive exceeds \$10,000.

**EMERGENCY SOLUTIONS GRANT
OFFICER COMPENSATION GUIDANCE**

This form must be completed by Subawardees receiving funding for the Emergency Solutions Grant. Subawardees must enter "Yes" or "No" to indicate whether it is required to report its top five most highly compensated officers.

Answer the Following:

In your business or organization's previous fiscal year, did your business or organization (including parent organization, all branches, and all affiliates worldwide) receive:

1. 80% or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **AND**
2. \$25 million or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants and/or cooperative agreements; **AND**
3. The public **does not** have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

Check One: Yes – the above does apply to my agency.

No – the above does not apply to my agency.

If you checked yes above, please complete the following for the top five most highly compensated officers in 2010:

Name	Total Compensation
	\$
	\$
	\$
	\$
	\$

ATTACHMENT II-B

**CERTIFICATION OF BASIC STANDARDS
FOR EMERGENCY HOMELESS SHELTERS AND TRANSITIONAL HOUSING PROGRAMS**

INSTRUCTIONS: The following checklist outlines the minimum requirements for shelters or transitional housing programs requesting Emergency Solutions Grant (ESG) funds through MSHDA. Please check the appropriate box for each question. If you answer 'No' to any of these questions, please add a brief narrative explanation at the end of Attachment II-B.

Yes **No**

A. GENERAL

- | | | | |
|--------------------------|--------------------------|----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | The agency assures non-discrimination on the basis of race, color, religion, gender, national origin, age of children or family size, disability, except where limited by the facility. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. | Client records are secured in a locked area or locked filing cabinet. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. | There are written policies for intake procedures and criteria for shelter admission. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. | Alcohol, drugs, and weapons are prohibited in and around the premises. Persons who refuse to relinquish any of these are refused admittance to the shelter. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. | Clients are allowed to use the shelter as a legal residence for the purpose of voter registration and the receipt of public benefits. |

B. PERSONNEL

- | | | | |
|--------------------------|--------------------------|----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | There is adequate on-site staff coverage during all hours the shelter is open. (During awake hours, there should be 1 staff person to 30 residents for an adults-only facility, and 1 staff person to 20 residents for a facility housing children). |
| | | 2. | All shelter staff, including volunteers, have received at a minimum, training and orientation regarding: |
| <input type="checkbox"/> | <input type="checkbox"/> | a. | Fire and emergency evacuation procedures for the facility; |
| <input type="checkbox"/> | <input type="checkbox"/> | b. | Emergency procedures for medical, psychiatric, or other crisis situations; |
| <input type="checkbox"/> | <input type="checkbox"/> | c. | Special needs of homeless persons; |
| <input type="checkbox"/> | <input type="checkbox"/> | d. | Client confidentiality requirements; |
| <input type="checkbox"/> | <input type="checkbox"/> | e. | Appropriate chains of authority or command within the shelter. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. | There is a written position description for each type of position which includes, at a minimum, job responsibilities, qualifications and salary range. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. | There are written personnel policies in affect which also include a Code of Ethics for all shelter personnel. |

C. FACILITY

- | | | | |
|--------------------------|--------------------------|----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | The agency complies with all state and local zoning, health, safety and fire codes and regulations that apply to the safe operation of the shelter. |
|--------------------------|--------------------------|----|---|

- 2. Cooking or heating appliances in any room used for sleeping are prohibited.
- 3. The physical plant, premises and equipment are maintained in a clean and sanitary condition, free of hazards and in good repair. Corrections are made within 30 days of notification of a problem.
- 4. A bed or crib is provided for each guest except in extenuating overflow conditions. Provisions for clean linen for each tenant are made. Procedures to provide for the sanitizing of all linens and sleeping surfaces are in place.
- 5. Sufficient showers/baths, wash basins and toilets are provided for personal Hygiene and are in proper operating condition. Towels, soap and toilet tissues are available to each client.
- 6. There is a fire safety plan which includes at least the following:
 - a. A posted evacuation plan;
 - b. Fire drills, conducted at least quarterly;
 - c. Operating fire detection systems which are tested at least quarterly;
 - d. Battery operated alarms which are functional at all times; and
 - e. Adequate fire exits.
- 7. Provisions have been made for the following services:
 - a. Pest control services
 - b. Removal of garbage from interior premises;
 - c. Properly functioning ventilation and heating systems; and
 - d. Heat, electricity and water 24-hours a day.
- 8. Entrances, exits, steps, and walkways are kept clear of garbage, debris, and other hazards such as ice and snow.
- 9. Adequate natural or artificial illumination is provided to permit normal indoor activities and to support the health and safety of occupants.

D. FOOD SERVICES (For shelters providing prepared meals for residents)

- 1. Adequate provisions for the sanitary storage and preparation of food are made. Meals are nutritionally balanced, when provided.
- 2. Requirements of a licensed food service establishment under Public Health Code MCL 333.12901 et. seq. are met.

E. HEALTH

- 1. First aid equipment and emergency medical supplies are available at all times.
- 2. Staff has access to a telephone while on duty. Emergency telephone numbers are posted conspicuously near the telephone.

F. OPERATIONS

- 1. Daily attendance logs are maintained and include, at a minimum, the name, age, sex, social security number (if known by the client) and signature of each person residing in the shelter.

- 2. Residents are furnished information about available services in the community.
- 3. The shelter holds money or food stamps, if requested, by a resident and also keep adequate records of the residents' money and food stamps. The money and food stamps are available to the residents on request without unreasonable delay.
- 4. The following are posted and distributed to residents in appropriate language:
 - a. Rules of the shelter;
 - b. Shelter residents' rights and responsibilities;
 - c. A list of standards for conditions in shelters; and
 - d. The shelter's internal grievance procedures.

If you have answered 'No' to any of the above questions, please explain what actions you are taking in order to meet these shelter standards.

ATTACHMENT II-C

Administrative Compliance

INSTRUCTIONS: Review the MSHDA and/or HUD requirements listed below and respond by checking the appropriate boxes. **These guidelines will be incorporated in any grant agreement executed pursuant to this grant. Failure to adhere to these guidelines may result in findings, disallowed costs, and/or withdrawal of funding.** If you do not understand any of these provisions, contact your Homeless Assistance Specialist.

Fair Housing (Check all the following)

- The applicant will maintain and continuously update a listing of Fair Housing Resources.
- The applicant will use the fair housing logo on all materials relating to their housing programs distributed to the general public.
- The individual (staff person or contractor) appointed as the fair housing contact person, who will be available during business hours:

Name: _____

Phone: _____

- The fair housing contact person indicated above will maintain a running log to record fair housing issues, complaints, and distribution of fair housing materials according to the MSHDA Office of Rental Development and Homeless Initiatives Division (RD&HI) Policy Bulletin #2.
- The fair housing contact person indicated above will respond to all fair housing issues and/or complaints, in accord with the MSHDA RD&HI Policy Bulletin #2.
- The applicant will conduct business and provide emergency housing from a barrier-free facility, or make a reasonable accommodation for persons with impaired mobility.

Assurance of Equal Access to Program Benefits

- The applicant will assure equal access to program benefits through effective outreach and assessment.

Assurance of Fair Selection of Participating Households

- The applicant will assure that all eligible households will have fair and equal access to services and opportunities provided by the program.

Lead-Based Paint Requirements

- The grantee is aware of and will abide by lead-based paint requirements that are applicable to Emergency Shelter Grand funding, as specified in MSHDA RD & HI Policy Bulletin #3.

Audit (Check all that apply; NOTE: only check one of the first two below)

If an agency received money for CoC Coordination only, no audit documents are required.

- The grantee is a local government or nonprofit expected to expend more than \$500,000 annually in combined federal funds during the fiscal years covered by the grant, and will have an audit conducted by an eligible CPA firm or local government audit organization in accordance with OMB Circular A-133 pursuant to the Single Audit Act Amendments of 1996.
- The grantee is a local government or nonprofit expected to expend less than \$500,000 annually in combined federal funds and is exempt from federal audit requirements for the fiscal years included in the grant period.
- Records will be available for review or audit by appropriate officials of HUD, MSDHA, and/or the General Accounting Office (GAO).
- The applicant recognizes that this provision does not limit the authority of federal agencies or MSHDA to conduct or arrange for an audit (e.g., financial audit, performance audit, evaluation, inspection, and review).
- The grantee understands that costs of audits are not allowable.
- The grantee has a budget of less than \$25,000 and is not required to submit an IRS 990.

Participation in Homeless Management Information System

- The applicant understands that, as a recipient of Emergency Solutions Grant fund, our organization is obligated to maintain both client services activity records and performance outcome measures utilizing the Michigan Statewide Homeless Management Information System (MSHMIS) and the “ESG for Domestic Violence” ACCESS database system, in accord with standards published by MSHDA.

ATTACHMENT II-D

**(Non-Profits Only)
REQUIRED ORGANIZATIONAL DOCUMENTS**

Fiduciary: Submit one copy of the following document to **MSHDA** by the due date of the application.

All other funded agencies: Submit one copy of the following document to **the Fiduciary** by the due date of the application.

1. Most Recent IRS-990 (Corporate Tax Return)
 - I will/have mailed this attachment
2. Fiscal Year Operating Budget for 2010
 - I will/have mailed this attachment
3. Certificate of Good Standing (date within the last 12 months)
 - I will/have mailed this attachment
4. IRS-501 (c) 3 Designation
 - I will/have mailed this attachment
 - Copy on file with MSHDA is current
5. Articles of Incorporation
 - I will/have mailed this attachment
 - Copy on file with MSHDA is current
6. Organizational Bylaws
 - I will/have mailed this attachment
 - Copy on file with MSHDA is current
7. List of Board of Directors & Officers
 - I will/have mailed this attachment
 - Copy on file with MSHDA is current
8. Current Organizational Chart
 - I will/have mailed this attachment
 - Copy on file with MSHDA is current
9. Most recent available Fiscal Year Audit
 - I will/have mailed this attachment
 - Copy on file with MSHDA is current
10. Community Financial Assistance Guidelines for Homeless Prevention and Leasing Assistance i.e., Homeless Prevention Guidelines
(This must have the CoC Chair or Coordinator's signature.)
 - I will/have mailed this attachment
11. Cost Allocation Plan
 - I will/have mailed this attachment
 - Not applicable (CoC Coordination and Financial Assistance funding only)
12. Fair Housing Policy
 - I will/have mailed this attachment

ATTACHMENT II-E

(Local Units of Government Only)

REQUIRED ORGANIZATIONAL DOCUMENTS

Fiduciary: Submit one copy of the following document **to MSHDA** by the due date of the application.

All other funded agencies: Submit one copy of the following document **to the Fiduciary** by the due date of the application.

1. Most recent available Fiscal Year Audit
 I will/have mailed this attachment
2. Current Fiscal year Operating Budget for 2010
 I will/have mailed this attachment
3. Accounting Certification (Annual)
 I will/have mailed this attachment
4. Roster of Members of Governing Board
 I will/have mailed this attachment
 Copy on file with MSHDA is current
5. Current Organizational Chart
 I will/have mailed this attachment
 Copy on file with MSHDA is current
6. Community Financial Assistance Guidelines for Homeless Prevention and Leasing Assistance
i.e., Homeless Prevention Guidelines
(This must have the CoC Chair or Coordinator's signature.)
 I will/have mailed this attachment
7. Cost Allocation Plan
 Not applicable (if only funded for CoC Coordination and Financial Assistance)
 I will/have mailed this attachment
8. Fair Housing Policy
 I will/have mailed this attachment