



Office of Rental Assistance and Homeless Solutions

ESG Notice of Funding Availability (NOFA)

October 1, 2021 to September 30, 2022

Emergency Solutions Grant (ESG)

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I. Timeline

ESG FY 2021-2022 Funding	
October 1, 2021 to September 30, 2022	
June 15, 2021	NOFA and Abridged Exhibit 1 released and posted (6/15/21) at www.michigan.gov/mshda , click on Homeless and Special Needs. Contact your Homeless Assistance Specialist if you have any questions.
June 22, 2021 3:00 p.m.	ESG NOFA webinar – REGISTER HERE
July 30, 2021 <u>No later than 5:00 p.m.</u>	ESG application is due on MATT 2.0. Abridged Exhibit 1 due. Email Exhibit 1 and all attachments to your Homeless Assistance Specialist. No faxes will be accepted.
August 20, 2021	Grant documents mailed to the Fiduciary (No funds can be incurred until the grant has been signed by the grantee and MSHDA.)
September 17, 2021	Grant documents due to MSHDA
October 1, 2021	Grant start date

II. General Overview

The Emergency Solutions Grant (ESG) is a Housing and Urban Development (HUD) federal entitlement-based program that serves households experiencing homelessness or who are at risk. In the 2021-2022 grant year, MSHDA will receive funds from HUD and will provide a 1:1 match to make an estimated \$10 million available across the State of Michigan. ESG requires the use of a Coordinated Entry System as an important process through which people experiencing homelessness or at risk of experiencing homelessness can access the housing crisis response system in a streamlined way. This Coordinated Entry System is created by all homeless service providers working together in a synchronized fashion in conjunction with an agency known as the Housing Assessment and Resource Agency (HARA).

The Continuum of Care (CoC) or Local Planning Body (LPB) operates a Coordinated Entry System by mapping out the resources and delivery process used to prevent homelessness and rapidly re-house people living in homelessness. As a result, duplication of services is reduced and gaps within the community's system are identified. In addition, the CoC/LPB's Coordinated Entry system overcomes barriers that individual programs cannot address, allowing communication, coordination, and collaboration to be brought to scale on a community-wide level.

The use of a standardized assessment tool within local coordinated assessment processes considers the unique needs of the household, assesses vulnerability, and prioritizes households to gain access to the best options to address their needs. Historically, the most intensive interventions are prioritized for those with the highest needs, rather than being evaluated for a single program within the homeless response system. As communities continue to experience impacts from the coronavirus pandemic (COVID-19), HUD supports communities considering other prioritization elements as necessary to prevent the spread of COVID-19 among those who are homeless or at risk of homelessness and to respond to those already impacted by the pandemic.

Through the Michigan Interagency Council on Homelessness, partners are working together to establish and provide ongoing support to communities carrying out the mission of preventing and ending homelessness in Michigan.

III. Pay for Performance

In light of ongoing efforts to address COVID-19, MSHDA will not implement Pay for Performance measures under this NOFA. However, each CoC/LPB is encouraged to review the following measures as part of an ongoing assessment of overall system performance.

1. CoC/LPBs have greater than 90% of Rapid Re-housing clients entering from streets, shelter, transitional housing or safe haven. ***MSHDA_CoC Outcomes Report (Measure 1)***
2. CoCs/LPBs have a minimum of 90% of Homeless Prevention clients discharged into permanent housing. ***MSHDA_CoC Outcomes Report (Measure 3)***
3. CoCs/LPBs have a minimum of 90% of Rapid Re-Housing clients discharged into permanent housing. ***MSHDA_CoC Outcomes Report (Measure 4)***
4. CoCs/LPBs have completed a VI-SPDAT for greater than 90% of clients receiving Rapid Re-housing services (SSVF/RHY projects excluded). ***MSHDA_CoC Outcomes Report (Measure 5)***
5. CoCs/LPBs have completed a VI-SPDAT for greater than 90% of clients receiving Emergency Shelter services for a period of 15 days or longer (SSVF/RHY projects excluded). ***MSHDA_CoC Outcomes Report (Measure 6)***
6. CoCs/LPBs achieve the following related to length of time households have experienced homelessness:
 - Decreased the average length of time (LOT) individuals remain homeless by more than 5% (>5%) from the previous year if their LOT homeless is less than 100 days;
 - Decreased by more than 10% (>10%) from the previous year if LOT homelessness is greater than 100 days; or
 - Kept LOT homeless below 40 days in both report timeframes. ***MSHDA_Length of Time Homeless Report (Measure 7)***
7. CoCs/LPBs have spent a minimum of 93% of their HUD CoC Program funds.

IV. Program Description

The Emergency Solutions Grant (ESG) offers funding assistance to public and non-profit organizations that are responding to the needs of homeless populations through a comprehensive community wide planning process and implementation strategy known as the Plan to End Homelessness. Note that the HEARTH Act clarifies that local public housing agencies and state housing finance agencies are not eligible recipients of these ESG funds. MSHDA is eligible for these dollars as a pass-through entity to subgrantees.

A performing HARA shall remain the same year after year to ensure capacity and housing knowledge are developed, funding is appropriately directed, and community recognition is maintained. If the current HARA determines it can no longer perform the required functions, the CoC/LPB must recommend a new agency. If the CoC/LPB determines the HARA is having difficulties functioning as intended, please contact the assigned MSHDA Homeless Assistance Specialist for technical assistance.

Core Strategies for ESG:

- **Ensure emergency housing needs are met.**
- **Adoption of proven tools to prevent and end homelessness:** Use of a comprehensive community-based prevention and rapid re-housing system that embraces Progressive Engagement, VI-SPDAT, and Housing First activities. Promote program models with successful measurable outcomes that are supported by data.
- **Break-down silos:** Collaborate and coordinate across the CoC/LPB to ensure that local, state, and federal resources are used effectively and efficiently to end homelessness.

- **Re-align Programs:** Work as a community to re-align program dollars to keep people housed or to rapidly re-house them.
- **Build public support and political will for ending homelessness:** Share data and best practices with mayors, county officials, schools, and other interested parties;
- **Create a Communications Plan:** Key partners in the community, including MSHDA Housing Agents, mainstream service partners, government officials, consumers, and the general public will need to be notified about how coordinated intake works. Social media, brochures, and informational meetings are just some of the venue's communities could use.
- **Data collection, analysis, and reporting:** Collect and analyze data via the Homeless Management Information System (HMIS). (Domestic violence service agencies use a comparable database.) Staff should be trained on when to start entering data, what data must be entered, and how to share data with referral organizations.
- **Map out the Community Intake Process:** Meet with local agencies to create a map of intake using VI-SPDAT as an assessment and referral process, how people move through the system, and where flaws exist. Modify how the HARA can assist in a more coordinated approach.
- **Evaluate the HARA's Coordinated Entry policies and implementation** to ensure all HUD requirements are met and the system is equitable for all applicants.
- **Implement Continuous Quality Improvement** and at a minimum the performance measure outcomes as required by MSHDA and outlined in quarterly Consolidated Annual Performance and Evaluation Report (CAPER);
- **Alignment with and support of the local Plan to End Homelessness;**
- **Use of shelter beds and transitional housing only when necessary and with a Housing First approach, i.e. shelter diversion;**
- **Collaborate within the Interagency Service Teams (IST) to assist the hardest to serve.**

V. Grant Term

Grants will begin on October 1, 2021 and end September 30, 2022.

VI. Homeless Definitions for ESG Funding

Following is HUD's definition of homelessness. The applicant and its proposed programs or services must serve individuals and families who are homeless as defined below. Households can also be eligible for Homelessness Prevention using HUD's At Risk of Homelessness criteria. MSHDA is requiring file documentation to verify need and homelessness.

Homeless means:

Category (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
- An individual or family living in a supervised publicly or privately-operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
- An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

Category (2) An individual or family who will imminently lose their primary nighttime residence provided that:

- The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;

- ii. No subsequent residence has been identified; and
- iii. The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing.

Category (3) MSHDA has removed Category (3) Homeless under other federal statute as MSHDA is required to apply for a waiver from HUD to be able to use this category.

Category (4) Any individual or family who:

- i. **Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member**, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
- ii. Has no other residence; and
- iii. Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

VII. Collaboration

By collaborating, local partners will work to leverage and coordinate community resources. Although the HARA may provide many services, it is beneficial to partner with other local organizations to assure a cadre of available supports.

For use of ESG funds, a community Memorandum of Understanding (MOU) must be developed between the CoC/LPB, Fiduciary, HARA, and Subgrantees, hereafter referred to as “key partners”. The MOU identifies what services will be provided, how services will be coordinated, and how monitoring will be conducted to assure all HUD and MSHDA requirements are met. (A sample template is available at www.michigan.gov/mshda.)

MSHDA will have one grant with the designated Fiduciary and the Fiduciary will be responsible for grant distribution of funds, compliance and monitoring with community subgrantees.

VIII. Defining Roles

Following is an explanation of the minimum duties performed by the CoC/LPB, Fiduciary, HARA, and subgrantee agencies. As in previous ESG NOFAs, the CoC/LPB recommends to MSHDA, via completion of the Exhibit 1 – CoC/LPB Update, the agencies that will receive funding in line with ESG NOFA parameters and other community identified resources. The CoC/LPB-recommended Fiduciary will be awarded the funds; therefore, the Fiduciary is the only agency billing MSHDA for reimbursement.

MSHDA reserves the right to alter any/all recommendations based on issues of prior applicant performance, applicant capacity, eligibility of project activities, and consistency with the criteria and standards discussed in this NOFA.

Continuum of Care (CoC) or Local Planning Body (LPB)

Continuum of Care (CoC) and a Local Planning Body (LPB) are similar structures under MSHDA ESG funding. A CoC is a HUD-recognized independent jurisdiction and can apply directly to HUD for its CoC Program funds. A LPB is considered an equivalent to CoC under MSHDA ESG funding but is in fact part of the larger, HUD-recognized Michigan Balance of State CoC. Despite this distinction, both CoCs and LPBs share the same responsibilities under the MSHDA ESG program:

- Implement and maintain a homeless crisis response system that is routinely monitored and evaluated based on HUD’s System Performance Measures and MSHDA ESG’s Pay for Performance.
- Develop a culture that teaches and makes decisions based upon outcomes.
- Analyze the local portfolio of grants to determine if the right mix of housing and services is available to meet the needs of the homeless households that present for assistance. Determine whether funding for some projects, in whole or in part, should be reallocated to make resources available for new efforts.

- Prioritize the use of MSHDA ESG funds for proven strategies.
- Solidify and enhance partnerships within the following arenas:
 - Behavioral health
 - Domestic violence and human trafficking
 - Education and employment
 - Healthcare
 - Law enforcement
 - Veteran and youth services
- Further the application and implementation of best practices and ESG guiding principles among grantees and subgrantees.
- Confirm and support the identified agency(s) that will function as ESG Fiduciary and Housing Assessment and Resource Agency (HARA), and other subgrantees.
- Monitor services provided by the Fiduciary, HARA, and subgrantees to ensure they meet the needs of the local community and that any critical issues are addressed.
- Provide MSHDA with annual Point in Time (PIT) Count report.
- Provide meeting minutes, notices, and agendas to the designated MSHDA Homeless Assistance Specialist.
- Ensure that all MSHDA ESG funded agencies – including domestic violence service providers – participate in CoC or LPB meetings.
- Ensure completion of HMIS sharing agreement between all relevant CoC/LPB agencies.

Fiduciary

The Fiduciary is an agency selected and affirmed by the CoC or LPB to receive and distribute MSHDA ESG funding as allocated by the approved budget. The Fiduciary agrees to the following responsibilities:

- Execute grant documents for the community's allocation, including:
 - Memorandum of Understanding (MOU) with the CoC or LPB and with all Key Partners.
 - Sign contract and applicable documents required by MSHDA.
 - Initiate and execute subgrantee grants as needed.
- Assure use of funds in accordance with the grant agreement, communicating knowledge of any fraudulent activity to MSHDA and the CoC or LPB.
- Submit quarterly Financial Status Reports (FSRs) in the MATT 2.0 system.
- Submit quarterly 7001.b HMIS data reports as part of the quarterly FSR submission.
- Advise the CoC or LPB of agencies not using dollars in a timely manner to avoid loss of funds to the community and possible recapture by MSHDA.
- Evaluate the quality of services and provide oversight to funding subgrantees based upon documented outcomes and in partnership with the CoC or LPB.
- Collect and submit quarterly Consolidated Annual Performance and Evaluation Reports (CAPERs) that address specific performance outcomes supported by HMIS data (domestic violence agencies use alternative system). CAPERs are submitted to MSHDA via MATT 2.0 with a copy to the CoC or LPB.
- Monitor ten percent (10%) of all participant files, as well as the financial records, of all subgrantees except for emergency shelters.

Housing Assessment Resource Agency (HARA)

The Housing Assessment and Resource Agency (HARA) is an agency selected and affirmed by the CoC or LPB to facilitate the prioritization and referral of households within the homeless crisis response system or Coordinated Entry System. CoCs or LPBs may also support the HARA to complete primary entry functions such as access and assessment. Other agencies may also be identified by the CoC or LPB to provide access and assessment but MSHDA ESG funding requires recognition of one HARA per CoC or LPB. The HARA agrees to the following responsibilities:

- Implement the prioritization process for literally homeless households as developed by the CoC or LPB.
- Complete referrals based on prioritization, eligibility, and participant choice to all CoC- or LPB-identified housing resources within the geographic area of the CoC or LPB.
- Provide routine reports to the CoC or LPB on the prioritization and referral processes, including number of households identified and served by the CoC or LPB.
- Employ staff as Housing Resource Specialists to provide Housing Relocation and Stabilization Services and Rental Assistance dollars for Homelessness Prevention and Rapid Re-Housing.
- Employ staff to oversee the Housing Choice Voucher Homeless Preference waiting list.

- Maintain knowledge of MSHDA housing developments within the CoC or LPB, the availability of Project Based Vouchers within any developments, and at least quarterly contact with each development regarding availability of units.
- Assist developers to ensure that case management services are available to new units made available through the Low-Income Housing Tax Credit (LIHTC) Program, and if applicable, refer applicants to the Project Based Voucher waiting list.
- Ensure accessibility in each county served through established office hours.

All MSHDA ESG Funded Grantees and subgrantees

All MSHDA ESG funded grantees and subgrantees are selected and affirmed by the CoC or LPB. All MSHDA ESG funded ESG grantees and subgrantees agree to the following responsibilities:

- Collaborate with the CoC or LPB to align funding and address any gaps in system design to end homelessness.
- Provide eligible services as defined within this policy and as specified in their grant agreement with the Fiduciary.
- Enter client information on HMIS (Domestic Violence Agencies must use a comparable database).
- Coordinate with the HARA to ensure the required assessment tool and/or process is completed for literally homeless households.
- Routinely review and correct HMIS data quality issues and monitor outcome performance.
- Maintain financial and client level records to support billings, retaining records for five years.
- Request payment and provide necessary supportive documentation to the Fiduciary on at least a quarterly basis.
- Submit quarterly CAPERs that address specific performance outcomes supported by HMIS data to the Fiduciary as outlined in the grant agreement.
- Ensure compliance with grant terms and provide the Fiduciary and MSHDA access to financial and programmatic records when requested.

IX. Selection Criteria

Fiduciary:

- Recommended by the local CoC/LPB;
- A 501(c)3 nonprofit agency or local unit of government that operates its principle place of business in the State of Michigan (CoC/LPB, if incorporated as a 501(c)3 Entity, is eligible);
- Actively involved in the CoC/LPB planning process;
- Uses HMIS to produce quarterly reports (Domestic violence service agencies use a comparable database);
- Participation in a Qualified Service Organization Business Associate Agreement (QSOBAA) to allow sharing within HMIS;
- Exhibits the financial capacity to administer funds as demonstrated through an audited federal financial statement;
- Has financial management systems in place such as cash receipts and disbursement logs, invoices and cancelled check registers, etc.;
- Employs staff who possess Bachelor's degree in accounting, or possess experience in accounting along with college accounting credits, or a bookkeeper whose work is overseen by an accounting firm; and
- Considered a leader in the community with the ability to collaborate, coordinate, and partner with other local organizations.

Housing Assessment and Resource Agency:

- A 501(c)3 nonprofit agency or local unit of government that operates its principle place of business in the State of Michigan (CoC/LPB, if incorporated as a 501(c)3 Entity, is eligible);
- Actively involved in the CoC/LPB planning process;
- Experienced in serving homeless populations;
- Experienced in providing assessments, referrals, and case management services specifically targeted to people who are homeless;
- Experienced with successful HMIS data collection;

- Ability to complete standardized assessments to help ensure that the right individual/family is getting to the right program to end their homelessness;
- Participation in a QSOBAA to allow sharing within HMIS;
- Exhibits the financial capacity to administer funds as demonstrated through an audited federal financial statement;
- Has financial management systems in place such as cash receipts and disbursement logs, invoices and cancelled check registers, etc.;
- Employs staff who possess Bachelor's degree in accounting, or possess experience in accounting along with college accounting credits, or a bookkeeper whose work is overseen by an accounting firm;
- Capacity to place households on the MSHDA HCV Homeless Preference Waitlist and refer applicants for the PBV Program;
- Have established office hours Monday through Friday, sometime between 8:00 a.m. to 6:00 p.m., in the geographic area being served, i.e. a rural HARA may have office hours between 8:00 a.m. to 2:00 p.m. Monday through Friday (no phone only system); and
- Considered a leader in the community with the ability to collaborate, coordinate and partner with other local organizations.
- **Note:** Agencies currently designated as the HARA for the 2020-2021 ESG Program will continue their role as the HARA for the 2021-2022 ESG fiscal year unless there is documented evidence of poor performance or extenuating circumstances. CoCs/LPBs that decide to designate a new HARA for 2021-2022 ESG fiscal year must obtain approval from MSHDA prior to the submission of the ESG application. This policy supports capacity building within system change and fosters community partners to have a vested interest in the success of their designated HARA. The HARA must be an agency that serves **all** populations.

All MSHDA ESG Funded Grantees and Subgrantees:

- Recommended by the CoC/LPB;
- A 501(c)3 nonprofit agency or a local unit of government that operates its principle place of business in the State of Michigan;
- A local unit of government can subgrant the funds to a PHA;
- Actively involved in the CoC/LPB planning process;
- Willing to re-align existing program structures and use of funds to fill gaps and end homelessness;
- Willing to use HMIS to collect relevant data (Domestic violence service agencies use a comparable database);
- Capacity to use a standardized assessment tool or process;
- Participation in a QSOBAA to allow sharing within HMIS;
- Exhibits the financial capacity to administer funds as demonstrated through an audited financial statement;
- Has financial management systems in place such as cash receipts and disbursement logs, invoices and cancelled check registers, etc;
- Employs staff person who possess Bachelor's degree in accounting, or possess experience in accounting along with college accounting credits, or a bookkeeper whose work is overseen by an accounting firm;
- Does not require program participants to complete any prerequisites in order to receive services (i.e. religious activities, sobriety treatment, etc.); and
- Displays the ability to collaborate, coordinate and partner with other local organizations.

MSHDA reserves the right to evaluate the past performance of all recommended agencies and to approve or deny their participation.

X. Use of Funds

Additional information and details for each component can be found in the Eligible Expense Guide.

1. Street Outreach

- **Essential Services** related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care. Eligible costs include case management and transportation.

2. Emergency Shelter

- **Essential Services:** Case management related to emergency shelter, referrals to employment, health care, 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.)
- **Shelter Operations:** including maintenance, rent, repair, security, fuel, equipment, insurance, and utilities. These funds cannot be used for construction or rehabilitation of shelters.

3. Homelessness Prevention: To serve those certified as Homeless, Categories 2-4; certified At Risk of Becoming Homeless

Housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to prevent the individual or family from becoming homeless if:

- Annual income of the individual or family is below **30 percent of median family income**
- Assistance is necessary to help program participants regain stability in their current permanent housing or move into other permanent housing and achieve stability in that housing.

Eligible costs include security deposits, rent arrearages, leasing assistance, utility deposits/arrearages, housing search and placement, housing stability case management, and mediation.

4. Rapid Re-Housing: To serve those certified as Homeless, Category 1; certified as Literally Homeless (*This also includes households fleeing domestic violence through use of emergency shelter or living in places not meant for human habitation.*)

- Annual income of the individual or family is below **30 percent of median family income.**

Housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to help individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing. Eligible costs also include security deposits, 1st month's rent, utility deposits/arrearages, housing stability case management, landlord-tenant mediation, tenant legal services, and credit repair.

5. HMIS Data Entry: Up to **ten percent (10%)** for the costs of participating in HMIS and equipment. Domestic violence service agencies are required to use a comparable database.

6. Administrative: Up to **seven and a half percent (7.5%)** of the recipient's allocation can be used for general management, oversight, coordination, and reporting on the program. (**Note:** MSHDA passes 100% of the available administrative funds to its subgrantees and does not keep any funds for its role in applying for and administering these grant funds.)

Additional Parameters for CoC/LPB Budget Allocation of MSHDA ESG Funds:

- A minimum of forty percent (40%) of the total grant amount must be awarded to the HARA, and funding to the HARA cannot be reduced from last year's level. In addition, if the CoC/LPB receives an increased allocation, **funding to the HARA must increase equal to or higher than the highest percent increase provided to a subgrantee.**
 - Example one: A CoC's total allocation increases \$30,000, and a subgrantee requests a 55% percent increase or \$16,500. Note that a 55% increase would **not** be allowed because the HARA must receive **a percent equal to or higher than the highest percent increase to a subgrantee.**

- **Example two:** A CoC's total allocation increases by \$30,000 and there are four subgrantees; this includes the HARA. Subgrantee One is requesting a 25% increase or \$7,500. Subgrantees Two and Three are each requesting a 15% increase or \$4,500, totaling \$9,000. The remaining 45% or \$13,500 would go to the HARA. This is acceptable because the HARA is receiving an increase equal to or higher than any other subgrantee.
 - **Of the funds awarded to the HARA, 20% of all financial assistance must be allocated to rapid re-housing rental assistance.**
- Shelter funding includes shelter operations and shelter essential services, i.e., case management, and funding to shelters is **capped at 30% of the total grant amount**. Shelters are required to submit quarterly CAPERs to the Fiduciary.
 - MSHDA provides a portion of the State of Michigan's ESG funds directly to MDHHS to support Domestic violence service agencies as they provide emergency shelter services. Because of this, **CoCs/LPBs cannot allocate any additional portion of their awarded funds to Domestic Violence service agencies**. However, the HARA must still provide homelessness prevention and rapid re-housing assistance to domestic violence survivors. The HARA is also responsible for entering homeless survivors onto the Homeless Preference Housing Choice Voucher Waiting List.
 - **No grant to an ESG subgrantee shall be less than \$10,000.**

XI. ESG Funds for MDHHS for Domestic Violence Service Providers

ESG funds directly granted to MDHHS cannot be used to supplant existing mainstream resources and services, i.e., ESG funds can only be used when mainstream funding has been denied or exhausted. MDHHS should be mindful of positive outcomes, based on the Domestic Violence Agencies computer system and other data, before selecting agencies for funding. Agencies must be mindful that these ESG funds are used for services that are directly related to obtaining or sustaining housing. (See eligible activities/uses below.)

ESG policy and use of ESG forms applies to these grant dollars unless so stated.

MDHHS DV funds can only be used for the following:

- **The funds will be used for shelter operations and housing case management services;**
 - Shelter repairs over \$500 must be approved by the MSHDA Homeless Assistance Specialist.
- **Grant administration is limited to seven and a half percent (7.5%) of the total grant amount. (Note: MSHDA passes 100% of the available administrative funds to its subgrantees and does not keep any funds for its role in applying for and administering these grant funds.)**
- **Data Entry – Inputting homeless data into a computer system is required and is limited to ten percent (10%) of the total grant amount.**

These MDHHS DV funds cannot be used for:

- Construction or rehabilitation of existing shelters.
- Financial assistance in the form of homelessness prevention and rapid re-housing dollars.
- Entering names on the Homeless Preference Waiting List. This activity is completed by the HARA.

No grant to a DV ESG sub-grantee can be less than \$10,000. (This rule applies to all ESG subgrantees.)