



MSHDATM

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

Office of Rental Assistance and Homeless Solutions

NOTICE OF FUNDING AVAILABILITY (NOFA)

Emergency Solutions Grant (ESG) Program

October 1, 2018 – September 30, 2019

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**2018-2019 FY Emergency Solutions Grant Timeline
October 1, 2018 to September 30, 2019**

April 5, 2018	NOFA released and posted (4-6-2018) at www.michigan.gov/mshda , click on Homeless and Special Needs. Phone your Homeless Assistance Specialist if you have any questions.	
July 17, 2018 No later than 5:00 p.m.	ESG application is due on MATT 2.0 Late applications will not be accepted.	
August 24, 2018	Grants mailed to the Fiduciary (No funds can be incurred until the grant has been signed by the grantee and MSHDA.)	
October 1, 2018	Grant start date	
Webinar Dates & Times	Date	Time
	April 17, 2018	10:00 a.m. to 11:30 a.m.
	April 18, 2018	1:00 p.m. to 2:30 p.m.
September 1, 2018	Exhibit 1 due Mail to Juliann Kline, MSHDA, PO Box 30044, Lansing, MI 48909 No faxes or email submissions will be accepted.	

Please register for Emergency Solutions Grant - NOFA on Apr 17, 2018 10:00 AM EDT at:
<https://attendee.gotowebinar.com/register/7990464749601072899>
after registering, you will receive a confirmation email containing information about joining the webinar.

Please register for Emergency Solutions Grant - NOFA on Apr 18, 2018 1:00 PM EDT at:
<https://attendee.gotowebinar.com/register/537648381581928195>
after registering, you will receive a confirmation email containing information about joining the webinar.

Emergency Solutions Grant Program

NOTICE OF FUNDING AVAILABILITY (NOFA) 2018-2019

GENERAL OVERVIEW

The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 broadens existing emergency shelter and homelessness prevention activities and emphasizes rapid re-housing. This assists people to quickly regain stability in permanent housing after experiencing a housing crisis, and supports centralized intake and effective data collection, performance measurement, and program evaluation systems.

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. By requiring communities to embrace a centralized intake system, capacity for providing housing assistance to all those within the community with a housing need will be improved. This centralized intake system is created through an agency known as the Housing Assessment and Resource Agency (HARA).

With Local Planning Body oversight, (often referred to as Planning/CoC Bodies) the HARA operates a centralized intake 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 HARA's centralized intake system overcomes barriers that individual programs cannot address, allowing communication, coordination, and collaboration to be brought to scale on a community-wide level. Moreover, the HARA's centralized intake system challenges CoC communities to do business differently, direct resources in new, innovative ways, and allows for investment in a Planning Body/CoC's infrastructure.

Outcome goals of the HARA's centralized intake system include: diverting entry into shelter by finding alternative housing or sustaining existing housing, decreasing the average length of a homeless episode, aligning scarce community resources through the use of the Service Prioritization Decision Assistance Tool (SPDAT).

Clarifications on HUD Funding and CoC Bodies:

- **HUD and Planning Bodies vs. CoC Bodies:** Homeless Assistance Program funding includes two pots of money: the Continuum of Care (CoC) Program and the Emergency Solutions Grant (ESG) Program. HUD only views Planning Bodies as **CoC Bodies** if they **apply for and receive Homeless Assistance Program funding directly from HUD.**

Counties that do not go directly to HUD for the CoC and ESG Programs are part of the Michigan Balance of State Continuum of Care (MI BOSCO) Body, and they are referred to by HUD/MSHDA as Balance of State Communities (BOS). In summary, MI

BOSCOG is the HUD recognized CoC Body for the BOS counties. The BOS geographic areas are organized by region following the [State of Michigan Prosperity Regions Map](#). BOS counties (counties that do not apply directly to HUD for funding) are shown below:

Region 1 Counties

Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Luce, Mackinac, Menominee, Keweenaw Ontonagon, Schoolcraft

Region 2 Counties

Charlevoix, Emmet, Manistee County, Missaukee, Wexford

Region 3 Counties

Alcona, Alpena, Cheboygan, Crawford, Iosco, Montmorency, Ogemaw, Oscoda, Otsego, Presque Isle, Roscommon

Region 4 Counties

Allegan, Barry, Ionia, Lake, Mason, Mecosta, Montcalm, Newaygo, Oceana, Osceola

Region 5 Cities & Counties

Arenac, Bay City, Bay Clare Gladwin Gratiot, Isabella, Midland,

Region 6 Counties

Huron, Lapeer, Sanilac, Shiawassee, St. Clair, Tuscola

Region 7/8/9 Counties

Berrien, Branch, Cass, Clinton, Hillsdale, Niles, St. Joseph, Van Buren

Region 10

N/A

Counties that do go directly to HUD for the CoC and ESG Programs include:

Region 1 Counties:

Marquette/Alger CoC (Apply together)

Region 2 Counties:

Antrim, Benzie, Grand Traverse, Kalkaska, Leelanau CoC (Apply directly for the CoC Program but **not** for ESG.)

Region 3 Counties:

N/A

Region 4 Counties:

Kent CoC
Muskegon CoC
Ottawa CoC

Region 5 Counties:

Saginaw CoC

Region 6 Counties:

Genesee CoC

Region 7 Counties:

Eaton CoC

Ingham CoC

Region 8 Counties:

Calhoun CoC

Kalamazoo CoC

Region 9 Counties:

Jackson CoC

Lenawee CoC

Livingston CoC

Monroe CoC

Washtenaw CoC

Region 10 City and Counties:

Detroit (City of) CoC

Macomb CoC

Oakland CoC

Wayne County CoC

- HUD views Michigan as having 21 Continuum of Care Bodies. Twenty (20) are the CoC Bodies shown above that apply directly to HUD for money and cannot compete for Balance of State funding; the remaining one CoC is MI BOSCO and because MSHDA makes application for the Local Planning Bodies that do not apply directly to HUD. Generally, both a Planning Body and a CoC Body perform the same tasks and the terms are used interchangeably. Therefore, throughout this NOFA you will see Planning/CoC Body. (Again, if you apply directly to HUD for money, you are a CoC. If you do not apply directly to HUD, you are a Planning Body.)
- The **Emergency Solutions Grant (ESG)** is a U.S. Department of Housing and Urban Development (HUD) **entitlement-based program**. In 2018 MSHDA will receive \$ from HUD and MSHDA plans to provide the 1:1 match required by HUD, thereby making an estimated \$8-9 million available to local Planning Body and CoC Bodies, with the remainder going to MDHHS for DV shelters.
- In addition to the ESG money, MSHDA annually makes application for the Continuum of Care Program for the Balance of State. It is often referred to as the State of Michigan CoC BOS because the money is for **Planning Bodies that do not apply directly to HUD for funding**.

2018 Pay for Performance Measures

MSHDA provides a 1:1 match to HUD ESG funding. For 2018-19 ESG MSHDA will use 10% to 20% of the MSHDA matching funds and allocate it within a "Pay for Performance" model to CoC's that meet five out of the eight. Items below that are HMIS measurements will be for the period 10-1-17 to 5-31-18 and communities will be asked to submit their reports in early July 2018.

1. CoCs that have greater than 80% (>80%) of Rapid Re-housing clients that entered from streets, shelter, transitional housing or safe haven. ***MSHDA_CoC Outcomes Report (Measure 1)***
2. CoCs where a minimum of 85% of literally homeless Veterans have been discharged into housing (permanent or staying friends/family temporarily). ***MSHDA_CoC Outcomes Report (Measure 2)***
3. CoCs where a minimum of 85% of Homeless Prevention clients have been discharged into permanent housing. ***MSHDA_CoC Outcomes Report (Measure 3)***
4. CoCs where a minimum of 85% of Rapid Re-Housing clients have been discharged into permanent housing. ***MSHDA_CoC Outcomes Report (Measure 4)***
5. CoCs that have done a VI-SPDAT on greater than 85% of clients receiving Rapid Re-housing services (SSVF/RHY projects excluded) ***MSHDA_CoC Outcomes Report (Measure 5)***
6. CoCs that have done a VI-SPDAT on greater than 85% of clients receiving Emergency Shelter services for a period of 15 days or longer (SSVF/RHY projects excluded) ***MSHDA_CoC Outcomes Report (Measure 6)***
7. CoCs that have decreased the average length of time individuals remain homeless by more than 5% (>5%) from the previous year (10/1/16 to 5/31/17). ***MSHDA_Length of Time Homeless Report (Measure 7)***
8. CoCs that have spent a minimum of 93% of their HUD CoC Program funds. Documented by providing a letter from your local HUD representative that you spent 93% of your CoC Program funds from last year's funding. A signed letter from the CoC/LPB Chair verifying the grant amount and the amount spent can be used as documentation. (Available to Independent Jurisdictions and MSHDA Balance of State CoCs that are recipients of HUD CoC Program funds. Within the BOS CoC, only LPB that received HUD CoC Program funds are eligible).

I. 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 communitywide 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 because they are passed through to sub-grantees.

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 they can no longer perform the required functions, the Planning/CoC Body shall recommend a new agency. If the Planning/CoC Body determines the HARA is having difficulties functioning as intended, please contact your 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, 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 Planning/CoC Body 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 venues communities could use.
- **Data collection, analysis, and reporting:** Collect and analyze data via the Homeless Management Information System (HMIS) (Domestic Violence Agencies use alternative system.) 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 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.
- **Identify a Process for Evaluating the Centralized Entry Process:** This may involve having a committee that oversees the centralized intake process;
- **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.**

II. Grant Term

Grants will begin on October 1, 2018 and end September 30, 2019.

III. Defining Homeless Persons for Emergency Solutions Grant 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. 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:

- (i) 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;
- (ii) 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
- (iii) 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:

- (i) 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.**

IV. Collaboration

By collaborating together, 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 Planning/CoC Body, Fiduciary Agency, HARA, and Sub-grantees, 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 sub-grantees.

Following is an explanation of the minimum duties performed by the Planning/CoC Body, Fiduciary, HARA, and sub-grantee agencies.

V. Defining Roles:

As in previous ESG NOFA’s, the Planning/CoC Body recommends to MSHDA, via completion of the Exhibit 1 – Planning/CoC Body Update, the agencies that will receive funding in line with ESG NOFA parameters and other community identified resources. The Planning Body/CoC Body recommended Grant 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.

The Planning/CoC Body will:

- Regarding the HARA - Agencies currently designated as the HARA for the 2017-2018 ESG Program will continue their role as the HARA for the 2018-2019 ESG Program, unless there is documented evidence of poor performance or extenuating circumstances. Planning/CoC Bodies that decide to designate a new HARA for 2018-2019 ESG 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. Note: the HARA must be an agency that serves **all** populations.
- Planning/CoC Bodies must have three standing agenda items for each meeting: 1. the adequacy of Homeless Preference names on the Housing Choice Voucher (HCV) waiting list; and 2. Adequacy of names on the Project Based Voucher (PBV) waiting lists for MSHDA developments within the Planning Body; and 3. Does the local by-name number of Veterans living in homelessness match the HMIS list and how do we reach functional zero for Veterans?

Prior to the Planning/CoC Body meeting, communication with the MSHDA Housing Agent regarding lease-up of the vouchers and discussing the status of the Homeless Preference waiting list at the Planning meetings is required. For PBV maintaining an adequate

supply of names will require communication with the management company prior to Planning Body meetings and discussing the status of the available units at the Planning Body meetings.

- Work with the PBV management agent, developer, and service agencies to assist with the development in and annual updating of a Memorandum of Understanding (MOU) to provide case management services to supportive housing units as they are made available in the community via the Low Income Housing Tax Credit Program.
- Develop a Planning/CoC Body culture that teaches and makes decisions based upon outcomes.
- Analyze your Planning/CoC Body's portfolio of grants to determine if you have the right mix of housing and services 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 ESG funds for proven strategies, especially rapid re-housing for those experiencing chronic homelessness. Note: people **cannot** be denied rapid re-housing because of zero income.
- Explore partnerships with mental health or substance abuse providers to provide the "support" for permanent supportive housing.
- Partner with programs that serve veterans in your community; link them to VA services and supports.
- Require ESG grantees to embrace strength-based case management.
- Identify an agency to function as Fiduciary for these funds.
- Develop a system of care plan that specifically addresses assisting individuals and families living in chronic homelessness, how the plan will be monitored, and what the outcomes are.
- Assure that services provided by the Fiduciary, HARA, and Sub-grantees are meeting the needs of the local community and that critical issues are addressed.
- Provide MSHDA with annual Point in Time (PIT) Chart.
- Provide meeting minutes and e-mail minutes, notices, and agendas to your MSHDA Homeless Assistance Specialist.
- Note: Agencies funded through DHHS/MSHDA ESG funds must participate in Planning/CoC Body meetings.

The Grant Fiduciary will be responsible for:

- Execution of grant documents for the community's allocation, including:
 - Memorandum of Understanding (MOU) with the Planning/CoC Body and with all Key Partners,
 - Sign contract and applicable documents required by MSHDA,
 - Initiate and execute sub-grants as needed.
- Assuring use of funds in accordance with the grant agreement, communicate knowledge of fraudulent activities to MSHDA and the Planning Body;
- MATT 2.0 billing;
- Advise the Planning/CoC Body of agencies not using dollars in a timely manner to avoid loss of funds to the community/recapture by MSHDA;
- Evaluate the quality of services and provide oversight of the sub-grantees based upon documented outcomes and in partnership with the Planning Body/CoC Body.
- Collect and submit quarterly CAPER that address specific performance outcomes supported by HMIS data (Domestic Violence Agencies use alternative system). The CAPER reports are submitted to MSHDA via MATT 2.0 with a copy provided to the Planning Body.

- Monitor ten percent (10%) of all tenant files, as well as the financial records of sub-grantees, and provide a copy of your findings report to your MSHDA Homeless Assistance Specialist;
- Maintain financial and client level records to support billings. The information must be retained for five years.

Housing Assessment and Resource Agency will be responsible for:

- Administering **all** financial assistance dollars for prevention and rehousing;
- Practicing shelter diversion;
- Embracing rapid re-housing; (Note: people with zero income cannot be denied rapid re-housing.)
- Employing staff to function as a Housing Resource Specialist, a position that works landlords to house people.
- Employing a staff person to oversee the HCV Homeless Preference waiting list. This position ensures that people living in homelessness within the Planning/CoC Body are entered on the HCV Homeless Preference waiting list; 2. Re-verifies homelessness every 120 days; 3. Is knowledgeable of MSHDA developments within the Planning Body that have Project Based Vouchers (PBV), refer applicants to the PBV waiting list, and have quarterly contact with the management company at the development regarding availability of the units. (Payment of this employee's salary is an eligible ESG expense as part of housing stabilization, and MSHDA's grant management system, Matt 2.0, has a budget line where the cost/salary of this employee will be entered.)
- Practicing strength-based case management;
- Practicing Progressive Engagement;
- Working with the Planning/CoC Body to ensure quality service delivery;
- Entering client information as well as doing SPDAT on HMIS;
- Routinely review and correct HMIS data quality issues and monitor outcome performance;
- Providing services and/or make referrals to other service agencies as needed;
- Submitting quarterly CAPER Reports that address specific performance outcomes supported by HMIS data to the Grant Fiduciary as outlined in their contract.

Sub-grantees will be responsible for:

- Working with the HARA and Planning/CoC Body to re-align program dollars, where possible, to fill gaps to end homelessness;
- Embracing strength-based case management;
- Providing allowable services as defined within this NOFA and as specified in their contract with the Grant Fiduciary;
- Entering client information as well as SPDAT on HMIS (Domestic Violence Agencies use alternative system);
- Routinely review and correct HMIS data quality issues and monitor outcome performance;
- Maintaining financial and client level records to support billings. Retain records for five years;
- Requesting payment and provide necessary supportive documentation to the grant fiduciary;
- Submission of quarterly CAPER Reports that address specific performance outcomes supported by HMIS data to the Grant Fiduciary as outlined in the grant contract;
- Ensuring compliance with grant terms and provide the grant fiduciary and MSHDA access to financial and programmatic records.

VI. Selection Criteria

Grant Fiduciary:

- Recommended by the local Planning/CoC Body;

- Be a 501(c)3 nonprofit agency or local unit of government that operates its principle place of business in the State of Michigan (A Planning/CoC Body, if incorporated as a 501(c)3 Entity, is eligible);
- Actively involved in the Continuum of Care planning process;
- Using HMIS to produce quarterly reports. (Domestic Violence Agencies use alternative system);
- Willing to execute 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;
- Employing a staff person who possesses a bachelor's degree in accounting, or possesses experience in accounting along with college accounting credits, or a bookkeeper whose work is overseen by an accounting firm;
- Considered a *Leader* in the community with the ability to collaborate, coordinate and partner with other local organizations.

Housing Assessment and Resource Agency (HARA): Agencies currently designated as the HARA for the 2017-2018 ESG Program shall continue their role as the HARA for the 2018-2019 ESG Program, unless there is documented evidence of poor performance or extenuating circumstances. Local communities that need to designate a new HARA for 2018-2019 ESG 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. HARA's must be:

- **The agency that enters homeless people on the MSHDA HCV** are available to new units made available through the Low Income Housing Tax Credit (LIHTC) Program and refers or enters applicants for the PBV Program;
- Be a 501(c)3 nonprofit agency or local unit of government that operates its principle place of business in the State of Michigan. (A Planning/CoC Body, if incorporated as a 501(c)3 Entity, is eligible);
- Actively involved in the Planning/CoC planning process;
- Experienced in serving homeless populations;
- Experienced in providing assessment referrals/case management services specifically targeted to people who are homeless;
- Experienced with successful HMIS data collection;
- Enter SPDAT into HMIS and uses SPDAT as a tool to help ensure that the right individual/family is getting to the right program to end their homelessness.
- Willing to execute 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 a staff person who possesses a bachelor's degree in accounting, or possesses experience in accounting along with college accounting credits, or a bookkeeper whose work is overseen by an accounting firm;
- Have established office hours **Monday through Friday, sometime** between 8:00 a.m. to 6:00 p.m., in the county 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.
- Considered a *Leader* in the community with the ability to collaborate, coordinate and partner with other local organizations.

Sub-grantees:

- Recommended by the local Planning/CoC Body;
- Be a 501(c)3 nonprofit agency or a local unit of government that operates its principle place of business in the State of Michigan.

- New for 2018: A local unit of government can sub-grant the funds to a PHA.
- Actively involved in the Planning/CoC planning process;
- Willingness 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 Agencies use alternative system);
- Use of the SPDAT;
- Willing to execute a QSOBAA to allow sharing within HMIS;
- Exhibit 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 a staff person who possesses a 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;
- 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.

VII. Use of Funds

These funds cannot be used to supplant existing mainstream resources and services. Planning/CoC Bodies should be mindful of positive outcomes, based on HMIS (Domestic Violence Agencies use alternative system) and other data, before selecting agencies for funding. Individuals eligible for services through domestic violence, mental health, and substance abuse delivery systems must have services funded through existing budgets. In addition, Planning/CoC Body's must be mindful that these ESG funds are used for services that are directly related to obtaining or sustaining housing.

For prevention, assistance should target based upon HUD's definition of "At Risk of Homelessness", using a combination of characteristics (outlined in ESG Policy) as a guide, to prioritize the families and individuals who would become homeless "but for" this assistance.

Agency staff that travel and are reimbursed with MSHDA ESG funds cannot exceed the state standard rate for mileage (\$.36).

MSHDA will allow Planning/CoC Bodies to more narrowly define the scope of services provided; however, funding categories cannot be broadened. These funds cannot be used for construction or rehabilitation of shelters.

Parameters for spending these dollars:

- 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 receives an increased allocation, **funding to the HARA must increase equal to or higher than the highest percent increase provided to a sub-grantee.** For example, a CoC's total allocation increases \$30,000, and a sub-grantee 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 sub-grantee.** Example two: A CoC's total allocation increases by \$30,000 and there are a total of four sub-grantees; this includes the HARA. Sub-grantee One is requesting a 25% increase or \$7,500. Sub-grantees 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 sub-grantee.

- 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**. If a Planning/CoC Body has a shelter receiving over 30% of the total grant amount, this amount must be reduced 5% annually until shelter operations/essential cap of 30% is reached. Shelters will be required to submit Quarterly CAPER reports to the Fiduciary.
- Funds to the HARA must be used for **financial assistance (prevention and re-housing) and case management, with 20% of the financial assistance going directly to rehousing leasing assistance, i.e. paying a landlord. The HARA is the only sub-grantee eligible for financial assistance. Grant administration is limited to seven and one-half percent (7.5%) of the total grant amount. (Note: MSHDA passes 100% of the administrative fees to its sub-grantees, keeping zero money to apply for and administer these grant dollars.)**
- HMIS Entry – Input into **HMIS is limited to ten percent (10%) of the total grant amount and DV is required to use an alternate system;**

To receive Prevention and Rapid Re-housing funds a household's income must be **below 30 percent of AMI at intake**. A Planning/CoC Body is allowed to restrict funds to households below 30 percent if they so choose. Note that **zero income households do qualify for ESG and must be assisted**.

Planning/CoC bodies cannot allocate any of their award money to DV agencies to administer as these funds are provided through DHHS. However, the HARA must still provide prevention and rapid-rehousing dollars to survivors, and the HARA will also be responsible for entering homeless survivors onto the Homeless Preference Waiting List.

No grant to an ESG sub-grantee shall be less than \$10,000.

Eligible Program Components

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.

3. Prevention: To serve those certified as Homeless, Categories 2-4; certified At Risk of Becoming Homeless, Categories 1

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 - only

- 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.

6. Administrative – Up to seven and one half percent (7.5%) of the recipient's allocation can be used for general management, oversight, coordination, and reporting on the program. Note: MSHDA keeps zero admin and passes it all to our sub-grantees.

7. Continuum of Care Costs: Available only to those Planning Bodies/CoC Bodies approved to merge under the 2013 Merger grant application, and limited to 5% of the grant amount, capped at \$10,000.

ESG Funds for DHHS DV

These funds 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. DHHS 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 dollar unless so stated.

Parameters for spending these dollars:

- The funds will be used for **shelter operations and housing case management services;**
- **Grant administration is limited to seven and one-half percent (7.5%)** of the total grant amount. (Note: MSHDA passes 100% of the administrative fees to its sub-grantees, keeping zero money to apply for and administer these grant dollars.)
- **Data Entry** – Inputting homeless data into a computer system **is required and is limited to ten percent (10%) of the total grant amount.**

These funds cannot be used for:

- Funding new shelters, i.e., DHHS will not fund any new shelters, only DV shelters MSHDA funded during the 2013-2014 funding round. (This is HUD policy.)
- Construction or rehabilitation of existing shelters.
- Shelter repairs over \$500 must be approved by the MSHDA Homeless Assistance Specialist.
- Financial assistance in the form of homelessness prevention and rapid re-housing dollars. These funds are administered by the HARA.
- 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 all ESG sub-recipients.)

New for October 1, 2018 - Income and Rapid Re-Housing

Effective October 1, 2018, participants are required to pay 1% of their gross *annual* projected income toward monthly rent either directly to the HARA or to the landlord. Therefore, the HARA can pay the entire rent to the landlord and have the tenant reimburse the HARA the 1%. The CoC/LPB will decide whether the 1% is paid to the landlord or to the HARA.

Households with zero income do qualify and have zero rental contribution. For example: a household has an *annual* income of \$10,000; this household would pay \$100.00 **monthly** to the HARA for their portion of the rent (\$10,000 x 1% = \$100.00). Deductions for children, medical, utilities, etc. do not apply/are **not** factored in. Income must be re-verified after three months of rental assistance, i.e. prior to paying fourth months rent.

If the participant does not pay their 1% monthly, the HARA case manager must work with the participant to collect payment. However, HARA's are **not required to cancel** ESG rapid re-housing participants that do not make their monthly payment, **but meeting monthly with all rapid re-housing participants is required**, and if a participant is not paying their rent, it is at the HARA's discretion whether or not to cancel their rapid re-housing assistance.

HARAs collecting rental payments from participants can use the money for ESG related activities, such as: prevention, rapid re-housing, case management, transportation, assistance with lost identification, establish a unit damage fund or other innovative ideas other than what is listed here. Other use of these funds must be approved by your MSHDA Homeless Assistance Specialist.

Calculating Income:

Verification of Income (ESG Form No.9)

This form is to verify all sources of the applicant's income. This form must be filled out by the employer and/or the agency providing payments and benefit income, and mailed or faxed directly to the requesting agency. This form should not be hand carried by the applicant.

Although the Verification of Income Form is the preferred method of verifying income, if there is no response within ten business days, the Self-Declaration of Income form also serves as an authorization to release information.

The following are acceptable forms of third-party verification for Social Security, Child Support, and Unemployment:

- Social Security: yearly letter from Social Security;
- Child Support: original court documents if the payments are current and not in arrears;
- Unemployment: official letter to the client announcing their actual unemployment award.

Self-Declaration of Income (ESG Form No. 5)

This form may be used only if the Verification of Income Form is not applicable and/or not returned within ten business days. If the Self-Declaration of Income Form is used, HARA staff must document in the individual's file their attempt for third-party verification, i.e., their attempt in completing Form No. 5. **Individuals/families completing the Self-Declaration of Income Form must always document with check stubs, SSI statements, etc. In addition, an individual/family must complete this form if they have no source of income.**

Calculation Worksheet (ESG Form No. 10)

The Calculation Worksheet is completed to determine gross annual household income and the amount of rent the household is required to pay each month. Households are required to pay 1% of their gross annual projected income toward their monthly rent. Income verified at the time of application is annualized to project gross annual income; there are no allowance/deductions from the household's gross income.

Convert all income to an annual figure by multiplying the pay rate by the frequency of payment.

- Multiply hourly wages by the number of hours worked per year. Full-time employment (40 hours a week and no overtime) is 2,080 hours (40 hrs. X 52 weeks = 2080 hours). (10 hours a week X 52 weeks = 520 hrs. per year).
- Multiply weekly wages by 52.
- Multiply bi-weekly wages by 26.
- Multiply semi-monthly wages by 24.
- Multiply monthly wages by 12.
- Multiply daily wages by 260 (full time/no overtime).
- To convert monthly amount to weekly, divide by 4.3.
- Round up the nearest dollar at .50 and above (except SS payments, which are always rounded down.)
- Unemployment compensation should be calculated assuming current circumstances will last a full 12 monthly. If changes occurs, an interim recertification can be conducted to change the family's rent.

Verification of Income/Quarterly Review (Form No. 9)

Income verification/program eligibility must be verified at least quarterly for individuals(s) receiving rental/leasing assistance. Verification of income must be conducted face-to-face with the head of household and documented using ESG Form No. 9. If at three month review a household's income **in not less than 30% of the AMI**, the household is no longer eligible for assistance. Assistance must be terminated the monthly immediately following the review. Also, if the household's income increases, the household's new payment amount is effective the month immediately following the review. Households are not required to disclose an increase in income between quarterly reviews; however, if they do disclose, an interim verification review must be completed.

Household income must first be attempted by third-party verification (ESG Forms No. 5, 8, & 9); if this is not possible, individuals must use the Self-Declaration of Income Form (ESG Form No. 5).

Adjustment Notification to landlord (ESG Form No. 21)

Both the owner and tenant must be notified using ESG Form No. 21 if there is a change in the payment structure (household contribution versus assistance payment amount).