

Updated FAQ highlighted in yellow

### **Applicants**

1. Should Continuums of Care (CoCs) be applying for this, or should emergency shelters apply for themselves?
  - a. Each CoC can only support one application for this RFP. Any agency that meets the funding eligibility can apply, but the application must receive support from the CoC as part of the application submission.
2. Can recipients not currently funded by MSHDA apply?
  - a. The fiduciary **MUST** be a current ESG participant. Other agencies can be involved with the project, including those not historically/currently funded under ESG or other MSHDA resources.
3. As a current awardee of a supplemental grant through 2023, is my organization considered a sub-grantee of MSHDA as this grant is partially supported with ESG funds?
  - a. Applicant agencies do not have to be a current or former MSHDA subgrantee. Please see question 2
4. Since Balance of State CoC (BoS CoC) can only submit one application, could an existing MSHDA grantee in BoS CoC serve a larger area than their current service area under their ESG grant?
  - a. Any proposals submitted can include one or multiple organizations that plan to partner in service to a larger geographic area. These arrangements should be outlined in the proposal and will require a Memorandum of Understanding (MOU) between all participating organizations and the fiduciary.
5. The RFP states that the Shelter Diversion Pilot will leverage the established ESG fiduciary for the selected proposals. What if our CoC or LPB want to select a different fiduciary agency? Please contact MSHDA if the ESG fiduciary is not the fiduciary you wish to utilize for this grant. ([mcneelyj2@michigan.gov](mailto:mcneelyj2@michigan.gov)) Changes in fiduciaries will be done on a case-by-case basis.

### **Use of Funds**

6. Are short-term motel stays appropriate for shelter diversion?
  - a. The goal is to make flexible financial assistance funds available and that those funds are utilized based on specific household needs. Because hotel or motel stays are generally considered emergency shelter and the intent of this pilot is diversion, applications should concentrate flexible financial assistance toward identifying safe alternatives to shelter that can lead to housing stability.
7. Can this funding be used for people who have been evicted with a money judgement in the past? This is preventing them from being approved for housing.
  - a. As a part of the flexible financial assistance, funds should be utilized for addressing and/or removing any barriers to stabilized housing. This is a highly individualized process, and many different types of expenses will be eligible and should be funded as deemed necessary for the household, including prior money judgements.
8. If I heard right, we could pay rent funds to a friend to allow the client to stay there. Does the friend need to provide a sublease to the client or is nothing like that going to be required?
  - a. As a part of the flexible financial assistance, funds should be utilized for addressing and/or removing any barriers to stabilized housing. This is a highly individualized process, and many different types of expenses will be eligible and should be funded as deemed necessary for the household. MSHDA will provide further guidance on how funds could be utilized in scenarios like this which help support a temporary stable housing option.
9. Can flexible financial assistance be used for storage units?

- a. As a part of the flexible financial assistance, funds should be utilized for addressing and/or removing any barriers to stabilized housing. This is a highly individualized process, and many different types of expenses will be eligible and should be funded as deemed necessary for the household. MSHDA will provide further guidance on how funds could be utilized in scenarios like this which help support a temporary stable housing option.
10. Is a referral needed for the shelter diversion program to obtain services?
- a. Referral processes for shelter diversion will be dependent on the models proposed. As with any resources, households should be considered for any eligible housing resources. In a shelter diversion model, all housing options should be considered, and the Diversion Specialist should be working with and knowledgeable of all available community resources to expedite a household's entry into stabilized housing.
11. Can unfunded portions of an employee's salary be funded with funds from this grant?
- a. At least 40% of total proposed project costs must be allocated for new staffing (Diversion Specialists). Staff costs related to HMIS data entry may also be billed to this budget line. Funds budgeted for staffing cannot be used to supplant other program funds for existing staff. *Applicants must ensure new positions are posted and hire additional staff as Diversion Specialists for this pilot. The goal is to increase capacity for the grantee.*
  - b. *Example: The organization has a current part time employee and the organization posts for a part time diversion specialist. The part time employee may be elevated to full time by being hired as the part time diversion specialist.*
  - c. *Example: The organization has a full-time employee whose total income is not funded by another grant program. This would not align with increasing capacity or hiring of new staff. The current full time employee's salary would not be allowed to be funded through this grant.*
  - d. *Example: The organization posts a full-time diversion specialist position and hires a person to be a full-time diversion specialist. This would increase the capacity of the organization and the employee's salary is fully funded through this grant.*

## The RFP

12. The Request for Proposals (RFP) says that a shelter diversion intervention should generally not take more than fourteen (14) days. What are the expectations if the 14-day requirement is not met?
- a. The timeframe noted for a shelter diversion intervention is not a requirement, but an estimation of engagement based on other evidence-based shelter diversion programs. Diversion activities lasting longer than 14 days may require a change in the type of engagement. There is no punitive action if the diversion activity is longer or shorter than 14 days. Per the RFP, organizations will be tracking number of days a household is engaged in a diversion effort.
13. When does the money get dispersed to the CoC?
- a. The anticipated project start is 6/1/2023. Awarded projects may begin drawing funds as soon as the grant agreement is signed.
14. The RFP describes cost parameters that only add up to 80% (cost categories list 40%, 20%, 10% and 10%). What are the possibilities with the other 20%?
- a. Except for a 10% cap on administration, every cost category is noted as greater than or equal to the identified percentages. The remaining 20% percentage of the grant budget can be applied to staffing, flexible financial assistance, and/or rental assistance in a way that best serves the community.
15. Is there a specific budget form to be submitted with the application? I see that the RFP has a section on "budget justification", but it's not clear if there's a specific budget form that needs to be submitted. Or do we create our own budget form?
- a. At the request of those participating in the webinar, MSHDA will offer an optional budget form that can be utilized in the proposal submission process.

## **Reporting**

16. How is the information from this pilot going to be used moving forward? Presumably longer-term and more sustainable funding, but curious if that is already mapped out.
  - a. This pilot and the developed outcomes will be leveraged for further consideration of funding, both at MSHDA and beyond. Successful models will be reviewed for replication and expansion, with consideration to resource access statewide.
17. What are the reporting requirements for this pilot?
  - a. While the RFP contains a list of proposed reporting requirements, these are subject to ongoing review and be influenced or expanded based on approved proposals. Additionally, MSHDA is partnering with MCAH to develop the reporting inputs for HMIS.
18. It is helpful to know the HMIS requirements (new provider page) that are still being worked through with MCAH. Do you have a sense of the submission requirements of the Financial Status Reports (FSRs)? Are there expenditure goals or benchmarks prior to the project end date (May 2025)?
  - a. MSHDA is still developing FSR guidance and any other benchmarks. Some of this discussion may occur with successful applicants and determined during the pilot. FSRs, utilization of HMIS, and other state mandated reporting will be communicated thoroughly to pilot participants.