



Office of Rental Assistance and Homeless Solutions

Policy Guide

Updated 1/13/2025

Housing and Community Development Fund:

Shelter Diversion

2 Year Pilot Program

And FY 24 Expansion

735 E Michigan Ave
P.O. Box 30044
Lansing, MI 48909



CONTENTS

Page 4 Program Description

Page 5 Grant Term and Award Parameters

Page 6 Eligible Costs and Cost Parameters

Page 9 Client Eligibility

Page 9 Performance Measures

Page 10 HMIS

Page 16 HCDF Diversity, Equity, and Inclusion Requirements

Page 16 Fiscal Reporting

Page 16 Grant Amendments

Page 16 Additional Support

Page 18 Required Client Document

Page 19 Required Organization Reporting Document

In 2022, MSHDA received a state budget allocation of \$50 million for the Housing and Community Development Fund (HCDF). These funds are intended to expand housing supports for the State of Michigan through a variety of projects and services based on identified needs. Through stakeholder engagement and listening sessions, MSHDA identified shelter diversion as a priority demonstration project to test, expand, and implement shelter diversion practices and models in select homeless crisis response systems. Under this allocation, MSHDA is investing \$3 million for a 2-year Shelter Diversion Program pilot through a competitive Requests for Proposals (RFP) process.

In 2024, It was determined that the success of the initial pilot warranted an expansion and an additional \$1 million was allocated for 6 additional grants. Those were granted through a competitive RFP process and 6 projects were chosen to begin on February 1, 2025.

Shelter diversion is a strategy that helps people experiencing a housing crisis to quickly identify and access safe alternatives to shelter where possible. Shelter diversion is most effective when implemented collaboratively at the community-level, with shared knowledge and understanding of diversion practices and goals. Through the Shelter Diversion Pilot RFP, MSHDA is seeking proposals from eligible agencies to implement or expand effective shelter diversion models. This pilot will demonstrate the impact of effective shelter diversion on homeless crisis response systems and, more importantly, the impact on households at risk of or experiencing homelessness. All selected agencies will be part of a learning cohort for this project and will engage regularly with their peers, MSHDA project staff, and selected training and technical assistance throughout the course of the project.

1. Program Description

The goal of shelter diversion is to end an individual or family's experience of homelessness as quickly as possible while empowering them to regain control over their situation. The emphasis is on securing safe, appropriate options in community – even temporary options – rather than an emergency shelter stay, whenever possible. This limits the trauma of homelessness while supporting the availability of limited shelter beds for those most in need.

Shelter diversion is an intensive, short-term intervention narrowly focused on families and individuals at the point they have lost access to their housing option but prior to or shortly following entry in emergency shelter. A shelter diversion intervention should generally take no more than fourteen days. Clients may stay in shelter or in other housing during this time. Shelter diversion elevates creative problem solving and conflict resolution to empower people experiencing a housing crisis to find an immediate alternative to shelter and return to more stable housing. Through a strengths-based conversation, facilitated by a Diversion Specialist, individuals and families seeking shelter are supported in identifying immediate alternate housing arrangements and, if necessary, connections with services and financial assistance. **Most importantly, shelter diversion does not act as a barrier to shelter.**

Projects awarded under this competitive RFP will demonstrate how these funds will implement or expand an evidenced model of shelter diversion for a defined population and geographic area of service. Effective shelter diversion includes staff with trained expertise in the following skills and practices:

- A trauma-informed approach to engagement focused on creating safety, transparency, and an overview of the Specialist/household partnership.
- Incorporation of motivational interviewing skills throughout the partnership, in particular active listening, open-ended questions, empathy, and a focus on goals.
- Exploration of strengths, opportunities, and resources to move from crisis to empowerment to regain confidence and identify options in addressing the housing issue.
- Collaborative identification of safe, appropriate options and next steps that can be reality-tested and validated as SMART (Specific, Measurable, Actionable, Realistic & Timed).
- Connections to other community resources will be essential. Mediation is valued as a worthwhile endeavor to improve relationships between households, landlords, and/or potential host households.
- Effective and timely communication that summarizes the action steps and follow-up with specifics including activities, persons responsible, timelines, and communication expectations.

Flexible financial assistance also plays a critical role by allowing Diversion Specialists the ability to provide unique supports for each household based on individually identified needs. Areas of unique support include transportation, food, education, employment, childcare, and household bill contribution, among others. Traditional financial and rental assistance, like housing application fees, mediation, and monthly rental payments, are also available through this pilot. However, households served through shelter diversion should still be considered for other housing resources as eligible, necessary, and available through the Coordinated Entry System (ex. HUD CoC Programs, ESG). All flexible financial assistance should take into consideration as to how the funds will help in the stabilization of the current living situation, how it will help divert from shelter use and, contribution to the long-term housing plan for the household.

The Shelter Diversion Pilot will require HMIS data entry to track household demographics, services provided, and housing outcomes. Awarded agencies will be responsible to complete regular reporting throughout the course of the project.

2. Grant Term and Award Parameters

The grant term will be approximately two (2) years, starting when the grant is fully executed, through May 31, 2025. This may be extended depending on the date of grant execution and expenditures.

The maximum grant award is \$500,000 (up to \$250,000 per year of the grant term).

For FY 24, the grant term will be 1 year, starting February 1, 2025 through January 31, 2025.

The maximum grant award is \$166,667.

3. Eligible Costs and Cost Parameters

The following cost categories are eligible for the Shelter Diversion Pilot:

Staffing	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.
Flexible Financial Assistance	At least 20% of total project costs must be allocated for flexible financial assistance.
Rental Assistance	At least 10% of total project costs must be allocated for rental assistance.
Administrative Costs	Administrative costs are limited to 10% of total project costs.

The following cost categories are eligible for FY 24 Shelter Diversion Grant:

Staffing	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
Flexible Financial Assistance	At least 10% of total project costs must be allocated for flexible financial assistance.
Rental assistance	At least 20% of total project costs must be allocated for rental assistance.
Administrative Cost	Administrative costs are limited to 10% of total project costs.

Cost Parameters

Staffing: Funds budgeted for staffing cannot be used to supplant other program funds for existing staff. Staffing includes salary, benefits, fringe, training, costs associated with training, and ancillary expenses such as cell phones. Applicants must ensure new positions are posted and hire additional staff as Diversion Specialists for this pilot.

Flexible Financial Assistance (FFA): Households can receive up to \$2,500 in assistance. This is capped for the grant term (i.e. households can be assisted with shelter diversion more than once but cannot receive more than \$2,500 in flexible financial assistance). This cap is implemented separately from Rental Assistance.

- General categories for Flexible Financial Assistance
 - Food
 - Contribution to shared housing costs (ex. Utility bills)
 - Transportation
 - Employment
 - Education
 - Childcare
 - Deposits

FFA Frequently Asked Questions:

Where do security deposits get billed to

Security deposits should be billed to flexible. Rent is Rent. If the client owes first months plus 1.5 times the rent upon move in – the amount of rent is charged to rent, and the 1.5 times (the deposit) should be billed to flexible.

We have utilized FFA for car repair to enable a client to get to a permanent and positive destination. What about campers or RV's?

Campers and RV's are a very specific and viable housing choice. FFA could be utilized for a repair when/if the habitability of the camper/rv is in question. If the client has been permanently utilizing their rv or camper as their residence, but it has become uninhabitable, the client must show proof of payment to a campground or other semi-permanent location for at least the last 30 days, they must be located on a site with the appropriate electric hookup for their RV or camper. The initial inspection and estimate must be facilitated by a technician with the appropriate certifications for RV repair. FFA cannot be utilized to purchase or rent a vehicle or RV/Camper. It may be beneficial to explore other housing alternatives with your client in lieu of utilizing their RV or camper as permanent housing.

How can we utilize flexible financial assistance for hotels?

Hotels can be an approved use of funding when then following conditions exist: The client has no other options but to enter shelter, the client has a housing voucher, the client has a move in date and a signed lease. Hotelling should only be utilized when there is a positive and permanent exit destination. Flexible Financial Assistance is not to be used for hotels as an alternative to entering shelter when there is not a positive and permanent exit destination. Hoteling can quickly deplete your opportunity to assist a family in other ways with flexible funding.

If we enter into services with a business as a part of shelter diversion, are we required to submit any documentation?

All organizations should have systems in place to ensure that the business that you are working with carry the appropriate certifications for the services sought, they should have a current LARA certificate. <https://cofs.lara.state.mi.us/SearchApi/Search/Search> MSHDA is not asking for proof of any of these items in order to be reimbursed for expenses, please consult with your organization for policy regarding engagement in services on behalf of clients.

NOTE: Awarded projects will not be permitted to provide monetary payments (cash) directly to households. Flexible Financial Assistance can be provided directly to households via gift cards in alignment with the general categories noted in this policy guidance. .

Rental Assistance: Households can receive up to three (3) months of rental assistance. This is capped for the grant term (i.e. households can be assisted with rent payments more than once but cannot receive more than 3 months of rental assistance). **This cap is implemented separately from the Flexible Financial Assistance.** Shelter Diversion is not Eviction Diversion. Rental

assistance is for forward rent not back rent or rent owed to prevent eviction. All other funding sources related to eviction diversion should be utilized.

In specific instances, it might make sense to utilize diversion funds for back rent. This is assessed case by case and approved by MSHDA before application of funds for back rent. To avoid always being in consultation with MSHDA regarding use of the rent assistance for back rent, this option should only be used in specific cases:

Example: A client is referred through legal services for Diversion Assistance. Through the Legal Services process, the client's Housing Voucher is renewed, and their portion of the rent is 0 due to family circumstances. There is no future rent to be assisted with, however, **working in conjunction with other funding sources, MSHDA approves Diversion funds to assist in paying the back rent to stabilize their housing and prevent entry into shelter.**

A note about FMR: While MSHDA is not specifically calling out FMR as a restriction of these funds, the clients being served are to be at or below 40% AMI. The income to rent payment should be taken into consideration when obligating rental assistance for the purposes of Diversion and alternative housing options should be sought if the established rent is not sustainable for the income of the client being served.

Scenario: Client A's rent is not a sustainable amount for the household income, and they are at risk of eviction. However, the diversion specialist sees a way to pay this rent for a limited period for the client to finish applications for subsidized housing. The result is that the housing is stabilized during the application period and a permanent housing solution is achieved once the client has moved through the housing subsidy process and has secured that subsidy.

This would be considered a success in pairing SD rental assistance – stabilized housing while moving toward a permanent housing solution and thus avoiding entry into shelter.

A long-term budget plan should be a component of all Shelter Diversion interactions to ensure that the client does not end up back in the homeless response system.

Administrative Costs: Cost allocation plans are permitted in lieu of detailed administrative costs but must be provided at the point of proposal submission. Similar to other grants through MSHDA and HUD, administrative allocation is determined by the CoC or applying entity in response to the funding opportunity. MSHDA continues to encourage CoCs to consider allocation of administration funds that demonstrates equitable access for both fiduciaries and subgrantees in support of the activities they undertake. There is no written requirement by MSHDA or HUD as to who must receive administrative funds, other than administrative funds must be utilized in support of and proportion to the project's total budget.

4. Client Eligibility

Clients served by Shelter Diversion must be at or below 40% Area Median Income for their household size. And meet the HUD Definitions of Homeless Categories [CoC and ESG Homeless Eligibility - Four Categories in the Homeless Definition - HUD Exchange](#)

MSHDA has created an income eligibility spreadsheet for easy assessment of client eligibility.

Clients who are already in shelter may be eligible for Shelter Diversion Services. “Always be Diverting”. When clients settle in and become more comfortable in the space, opportunities to discuss resources, and options tend to open. When an opportunity arises to divert a client out of shelter, it should be taken. 14 days for a diversion activity is a recommendation and not a rule.

Regarding undocumented persons presenting for Shelter Diversion Services: A lack of identification/documentation will not exclude a household from Diversion Services. Please proceed as you would with other programs in your organization regarding households with no identification. With in the scope of Diversion, FFA may be used to aid persons in getting identification cards or working with Legal Aid.

All clients that fall with in the HUD definitions of homelessness may be assisted by a diversion activity.

As your organization provides Diversion Services, it should always be with an eye toward stabilizing housing. If the diversion interaction will not stabilize housing or not ultimately lead to a transition from temporary to permanent housing, the Specialist should reconsider utilizing Shelter Diversion funds and seek alternative funding for the client need.

5. Performance Measures

Initially, the Key Performance Indicator is a running total of number of households served. Those numbers will be reported on a quarterly basis. The performance monitoring report should be uploaded with your FSR on a quarterly basis.

- As the cohort works through establishing their Shelter Diversion programs, other Key Performance Indicators may be added to the quarterly report. Including those performance indicators listed in the original RFP.
- FY 24 has an updated Quarterly Report Form available at the Shelter Diversion Web Page and sent to those grantees.

Year	Quarter	Period Covered	Authority's Due Date	Treasury's Due Date
2023	3	July 1 – September 30	October 14, 2023	October 31, 2023

2023	4	October 1 – December 31	January 14, 2024	January 31, 2024
2024	1	January 1 – March 31	April 14, 2024	April 30, 2024
2024	2	April 1 – June 30	July 14, 2024	July 31, 2024
2024	3	July 1 – September 30	October 14, 2024	October 31, 2024
2024	4	October 1 – December 31	January 14, 2025	January 31, 2025
2025	1	January 1 – March 31	April 14, 2025	April 30, 2025
2025	2	April 1 – June 30	July 14, 2025	July 31, 2025

FY 24 Grant Reporting Timeline

2025	1	January 1 – March 31	April 14, 2025	April 30, 2025
2025	2	April 1 – June 30	July 14, 2025	July 31, 2025
2025	3	July 1 – September 30	October 14, 2025	October 31, 2025
2025	4	October 1 – December 31	January 14, 2026	January 31, 2026
2026	1	January 1 – March 31	April 14, 2026	April 30, 2026

6. HMIS

MCAH has created program pages in HMIS for all of the organizations that are participating in the Shelter Diversion Pilot and FY 24 Grants. Please contact Lyn Raymond (lraymond@mihomeless.org) or Jill Shoemaker (jshoemaker@mihomeless.org) for issues with HMIS. Organizations will see much of the same information collection that happens with Coordinated Entry. We have added a list of service transactions with the understanding that each organization may run into a service transaction that may not fit into the line item. As a cohort, we will be able to make ongoing adjustments to the HMIS project page.

Data Quality Issues:

Data quality is very important to the success of this pilot. Data Quality errors must be below 5%. Please refer to the Instructional Guide from the HMIS Learning Center entitled “Finding and Fixing Data Quality Errors: CoC Annual Performance Report (APR) and ESG Consolidated Annual Performance and Evaluation Report (CAPER) for guidance.”

1. Universal Identifier Elements (One and Only One per Client Record)

- 3.01 Name
- 3.02 Social Security Number
- 3.03 Date of Birth
- 3.04 Race
- 3.05 Ethnicity

- 3.06 Gender
- 3.07 Veteran Status

2. Universal Project Stay Elements (One or More Value(s) Per Client or Household Project Stay)

- 3.08 Disabling Condition
- 3.10 Project Start Date
- 3.11 Project Exit Date
- 3.12 Destination
- 3.15 Relationship to Head of Household
- 3.16 Client Location
- 3.20 Housing Move-In Date – For the purposes of this grant, this date will indicate when a client utilizing Shelter Diversion Funds moves from temporary housing to permanent housing.
- 3.917 Prior Living Situation

3. Common Program-Specific Data Elements

- 4.02 Income and Sources – Income will have to be verified utilizing a short form found in the appendix of this document
- 4.03 Non-Cash Benefits
- 4.04 Health Insurance
- 4.05 Physical Disability
- 4.06 Developmental Disability
- 4.07 Chronic Health Condition
- 4.08 HIV/AIDS
- 4.09 Mental Health Disorder
- 4.10 Substance Use Disorder
- 4.11 Domestic Violence
- 4.12 Current Living Situation
- 4.13 Date of Engagement - For the purposes of this grant, this date is the engagement date of SD services
- 4.14 Bed-Night Date – For the purposes of this grant, this date is to track shelter entry while involved with SD services. This is also a key success indicator as organizations are also tasked with tracking status 30, 60 and 90 days following SD interaction.
- 4.19 Coordinated Entry Assessment
- 4.20 Coordinated Entry Event

C. Service Transactions

- Food – store food only gift cards
- Housing Expense Assistance – IE: a client is doubled up, and this is unsustainable for the co-habitant, the specialist may offer to pay a utility, part of the rent, or

offer other reasonable assistance to the co-habitant. No direct cash disbursements

- Rent Payment Assistance
- Relocation Assistance
- Relocation Services
- Moving Services
- Household good Storage
- Material Goods IE: Clothes, shoes, grooming needs, and vital documents
- Specifics of the transaction must be noted in the transaction notes
- Transportation IE: Bus passes, Uber, train, greyhound, etc. Specifics of the transaction must be noted in the transaction notes.
- Utility Assistance IE: Water, Sewer, Gas, Electric Specifics of the transaction must be noted in the transaction notes.
- Mediation - For the purposes of this grant this would be specific to situations where the client is doubled up with a friend or family member and needs the assistance of the Diversion Specialist to help navigate their stay or extension of their stay.
- Landlord/Tenant assistance - For the purposes of this grant this is defined as providing mediation between the LL and tenant for the purposes of stabilizing housing.
- General Legal Aid – may not be an actual monetary transaction. But a referral for the purposes of stabilizing housing
- Child Care Expense Assistance
- Temporary Financial Assistance - Financial assistance given via flexible financial assistance to maintain housing that does not apply to a defined transaction category.
- Information and Referral – referral catch all for those referrals that are not already on the list
- Education - Covers costs related to education for a child or adult. Specifics must be in the transaction notes.
- Income Support and Employment – Related to assistance with governmental benefits and employment resources and referrals.

** This list is just to get us started. We will add and/or subtract over the course of the pilot.

MSHDA HOME ARP Shelter Diversion

HMIS Basic Workflow

!!!IMPORTANT PREREQUISITE NOTICE!!!

*This workflow requires that users have a FIRM understanding of the ClientPoint Module as well as basic ServicePoint functionality. Individuals who are either new to the system or are unfamiliar with any aspect of those things mentioned above **MUST** complete the appropriate prerequisite training before continuing. Please see www.hmislearningcenter.org for more information.*

MSHMIS HOME ARP Shelter Diversion Project Assessment – Complete on HOME ARP Shelter Diversion Project Page

*REMEMBER **BACK DATE** AND **ENTER DATA AS MODE** (IF NECESSARY)

1. **Search** for client in **ClientPoint** (Create **Household** if not already done)
2. Add **ROI**

Program Entry

3. Add a **HUD type Program Entry** (spread to all HH members).
 - **Entry Date** = Intake date
 - **Complete assessment questions on entry** for **ALL** HH members up to the section labeled “Answer for Head of Household Only”.
 - **Return to HoH Record** before proceeding.
4. Add **Service Transactions** (spread to all HH members) –See [‘Service Transaction Addendum’](#) for more information.
 - **Start Date** = Start of Service. **End Date** = Same as Start Date.
 - **Status of Need, Outcome of Need & If Need is Not Met, Reason** = Responses will vary

Services may include:

 - **Food**
 - **Housing Expense Assistance**
 - **Rent Payment Assistance**
 - **Relocation Assistance**
 - **Relocation Services**
 - **Moving Services**
 - **Household Goods Storage**
 - **Material Goods**
 - **Transportation**
 - **Utility Assistance**
 - **Mediation**

- **Landlord/Tenant Assistance**
- **General Legal Aid**
- **Child Care Expense Assistance**
- **Temporary Financial Assistance**
- **Information and Referral**
- **Education**
- **Income Support and Employment**

NOTE: You must cost out services where dollars are appropriated. You will use the MSHDA Shelter Diversion funding source.

****Important – Continue to update services while client is still in the program**

Program Exit

1. Update **Service Transactions** (if applicable)
2. Add a **Program Exit** (spread to all HH members)
 - **Exit Date = Date client leaves project**
 - **Reason for Leaving and Destination** must be completed.
 - Unknown/Disappeared – Even if your last interaction indicated some sort of +/- destination or living arrangement, if the data was not collected upon exit of the project or an exit interview was not completed, we cannot make assumptions that the last known destination is the same location the client went back to.
 - i. No exit interview completed
 - Completed Program
 - i. Rental by client, with ongoing housing subsidy (HUD)
 - ii. Staying or living with family, permanent tenure (HUD)
 - iii. Staying or living with family, temporary tenure (e.g., room, apartment, or house) (HUD) *
 - iv. Residential project or halfway house with no homeless criteria (HUD)
 - v. Staying or living with friends, temporary tenure (e.g., room, apartment, or house) (HUD) *
 - vi. Staying or living with friends, permanent tenure (HUD)
 - vii. SUD or Detox Facility (when assisted by SD)
 - viii. Safe Haven
 - Needs Could Not Be Met
 - i. Jail, prison, or juvenile detention facility (HUD)
 - ii. Emergency shelter, including hotel or motel paid for with emergency shelter voucher, Host Home shelter (HUD)
 - iii. Client prefers not to answer (HUD)
 - iv. Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside) (HUD)

- Non-Compliance with the Program
 - i. Not a viable option for Shelter Diversion. Please select Unknown/Disappeared or Needs Could Not Be Met
- Other
 - i. Not a viable option for Shelter Diversion. Please select Unknown/Disappeared or Needs could not be met
- Reached Maximum Time Allowed or Time Allowed Expired
 - i. Projects utilizing this currently may continue to do so. All other projects should utilize Needs Could Not be Met. Reached Maximum Time Allowed or Time Allowed Expired is generally reserved for projects that are time limited.

In Shelter Diversion, temporary tenure and entry into SUD and detox facilities are regarded as a positive exit destination. Thank you to Lyn Raymond, Jayce Ashwill, Goodwill of Northern Michigan, and Northwest Michigan Community Action Agency for their contributions to this guidance.

7. HCDF Diversity, Equity, and Inclusion Requirements

The following requirements begin during the program planning phase and will continue throughout the duration of the program.

Fair Housing Training: HCDF program administrative staff and community partners will participate in one Fair Housing training approved by the MSHDA Office of Equity and Engagement within the first 60 days of working directly within an HCDF program and annually for the duration of the program. Approved trainings found on the [MSHDA Fair Housing webpage](#) include virtual and recorded trainings.

Program Accessibility: All program documents, trainings, webinars, and services must be ADA accessible and translation services must be provided. Key program documents must (to the extent possible) be published in English, Spanish, and Arabic and any other language/dialect based on local community needs. Below are ***technical assistance tools*** from the US General Services Administration Section 508.gov ADA Accessible Guides and Video Trainings: [Word Document](#), [PowerPoint](#), [Excel Worksheet](#), [PDF](#), [Meeting/Webinar](#)

Affirmative Marketing: All program materials must include the Fair Housing logo, the ADA Accessible logo, and the Michigan Statewide Housing Plan Affirmative Statement:

Michigan State Housing Development Authority is committed to providing meaningful access. For accommodations, modifications, translation, interpretation, or other services, please contact (grantee program email, phone number, mailing address).

8. Fiscal Reporting

Reporting will be done via Financial Status Reports which will be uploaded to IGX. FSR's for each organization will be provided by MSHDA. This will follow the same schedule as the quarterly State Report timeline. FSR's for this program may be submitted more often than quarterly to initiate more frequent reimbursement for expenditures.

FSR's ****MUST**** include the following items

- General Ledgers for the months of the FSR that include all of the expenditures for the listed expenses
- Scan of original receipts for non-invoiced items – ie: Wal-mart receipts, hotel payment receipts
- Detailed invoices for services rendered such as vehicle repair
- Employee timecards designating time spent on Shelter Diversion if the employee is splitting time between projects
- Screen shots of utilities bills being paid, cancelled checks with the service address and client name would also be acceptable.

9. Grant Amendments

Grant amendments will be evaluated on a case-by-case basis. Grant amendment requests can be sent to Jennifer McNeely, Program Specialist mcneelyj2@michigan.gov

Subject Line: SDP Grant Amendment Request

10. Additional Support

MSHDA will provide ongoing technical assistance, peer to peer meetings, Shelter Diversion Trainings and additional resources to ensure program success.

For Shelter Diversion Support [Shelter Diversion Pilot \(michigan.gov\)](#)

For Fair Housing Training and Support [MSHDA Fair Housing webpage](#)

For Program Accessibility Support [Word Document](#), [PowerPoint](#), [Excel Worksheet](#), [PDF](#), [Meeting/Webinar](#)

11. Required Client Document



SHELTER DIVERSION PILOT (SDP) Self-Certification of Income

Participant Information	
Participant Name:	HMIS #:

Instructions: Income must be self-certified for all household members age 18 or older. This form must be completed by the Diversion Specialist for each household member age 18 or older and kept in each program participant's file. Information collected here must match income data collected and entered into the Homeless Management Information System (HMIS). To be eligible for shelter diversion services, households must self-certify income at or below 30% of area median income (AMI).

Note: ALL household members age 18 or older with zero income must complete Step 2.

Step 1. Self-Certification of Income		
<input type="checkbox"/> I certify, under penalty of perjury, that I currently receive the following income:		
Source:	Amount: \$	Frequency:
Source:	Amount: \$	Frequency:
Source:	Amount: \$	Frequency:
Participant Signature:		Date:
Step 2. Self-Certification of Zero Income		
<input type="checkbox"/> I certify, under penalty of perjury, that I do not have income from any source at this time.		
Participant Signature:		Date:
Agency/Staff Certification		
Staff Signature:		Date:
Staff Name:		





**SHELTER DIVERSION PILOT (SDP)
Performance Monitoring Report**

Grantee Information	
Fiduciary Agency:	
Staff Reporting: Click or tap here to enter text.	Staff Email: Click or tap here to enter text.
Subgrantee Agency (if applicable):	
Subgrantee Agency (if applicable):	
Performance Period: Click or tap to enter a date. to Click or tap to enter a date. <i>(Should reflect 3-month quarter)</i>	
Is this the annual report? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, complete Annual section below.)</i>	

Instructions: Complete the information below based on the households served by the Shelter Diversion Pilot (SDP) during the indicated Performance Period. Reports are due quarterly and must be submitted by the fiduciary as part of the Financial Status Report (FSR) via MSHDA's grant management system. An annual Performance Report is required for each 12 months of the Pilot and must reflect both the Performance Period and the annual cumulative information as detailed in the Annual section below.

Key Performance Indicator: Households Served
Number of households served during the Performance Period: Click or tap here to enter text.
Number of households assisted with eviction prevention during the Performance Period: Click or tap here to enter text.

Narrative Responses:

1. How did the use of Shelter Diversion Pilot (SDP) funds in this performance period align with the goals and strategies of the pilot overall?
 - a. [Click or tap here to enter text.](#)
2. Please detail at least one specific success and one specific challenge encountered in SDP in this performance period.
 - a. [Click or tap here to enter text.](#)

Attachment:

Attach the HMIS report that corresponds to the performance period.

ANNUAL Performance: Households Served
Number of households served during the Annual period: Click or tap here to enter text.
Number of households assisted with eviction prevention during the Annual period: Click or tap here to enter text.

Narrative Responses:

1. How did the use of Shelter Diversion Pilot (SDP) funds in the annual performance period align with the goals and strategies of the pilot overall?
 - a. [Click or tap here to enter text.](#)
2. Please detail successes and challenges encountered in SDP in the annual performance period.
 - a. [Click or tap here to enter text.](#)

Attachment:

Attach the HMIS report that corresponds to the annual performance period.

Grantee Information	
Fiduciary Agency:	
Staff Reporting: Click or tap here to enter text.	Staff Email: Click or tap here to enter text.
Subgrantee Agency (if applicable):	
Subgrantee Agency (if applicable):	
Performance Period: Click or tap to enter a date. to Click or tap to enter a date. <i>(Should reflect 3-month quarter)</i>	
Is this the annual report? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, complete Annual section below.)</i>	

Instructions: Complete the information below based on the households served by the Shelter Diversion Pilot (SDP) during the indicated Performance Period. Reports are due quarterly and must be submitted by the fiduciary as part of the Financial Status Report (FSR) via MSHDA's grant management system. An annual Performance Report is required for each 12 months of the Pilot and must reflect both the Performance Period and the annual cumulative information as detailed in the Annual section below.

Key Performance Indicator: Households Served		
Number of households served during the Performance Period: Click or tap here to enter text.		
Number of positive exits:		
Recidivism rate: 30 days	60 days	90 Days

Narrative Responses:

1. How did the use of Shelter Diversion Pilot (SDP) funds in this performance period align with the goals and strategies of the pilot overall?
 - a. [Click or tap here to enter text.](#)
2. Please detail at least one specific success and one specific challenge encountered in SDP in this performance period.
 - a. [Click or tap here to enter text.](#)

Attachment:

Attach the HMIS report that corresponds to the performance period.

ANNUAL Performance: Households Served
Number of households served during the Annual period: Click or tap here to enter text.
Cumulative Recidivism – How many households returned to homelessness after being served by Shelter Diversion

Narrative Responses:

1. How did the use of Shelter Diversion Pilot (SDP) funds in the annual performance period align with the goals and strategies of the pilot overall?
 - a. [Click or tap here to enter text.](#)
2. Please detail successes and challenges encountered in SDP in the annual performance period.
 - a. [Click or tap here to enter text.](#)

Attachment:

Attach the HMIS report that corresponds to the annual performance period.