



**Office of Rental Development and Homeless Initiatives**

**NOTICE OF FUNDING AVAILABILITY**

**And  
General Guidelines  
For**

**Emergency Solutions Grant Program**

**October 1, 2010 – September 30, 2011**

**DUE DATE: August 25, 2010**

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# 2010-2011 Emergency Solutions Grant October 1, 2010 to September 30, 2011

## Timeline

<b>August 6, 2010</b>	Release of Final NOFA
<b>August 18, 2010</b>	An e-mail must be sent by August 18, 2010 to your Homeless Assistance Specialist identifying your Fiduciary Agency and/or your Single Point of Entry Agency. <a href="mailto:edwardsm6@michigan.gov">edwardsm6@michigan.gov</a> ; Regions 5 and 8; <a href="mailto:gibbsi@michigan.gov">gibbsi@michigan.gov</a> Regions 3, 4, and 7; and <a href="mailto:hackneyc@michigan.gov">hackneyc@michigan.gov</a> Regions 1, 2, and 6.
<b>August 25, 2010</b> <b>No later than 5:00 p.m.</b>	ESG paper application due in MSHDA's Office CoC Planning Update (Exhibit 1) due in MSHDA's Office
<b>September 10, 2010</b>	Grants mailed (Grant documents must be signed and returned within 45 days.)
<b>October 1, 2010</b>	Grant start date
<b>September 30, 2011</b>	Grant end date

## Webinars

Webinars will include:

- Review of the ESG grant application process;
- Overview of roles/responsibilities and of participating agencies;
- Opportunity for participants to discuss application process;
- Review of Final NOFA, Q&A, Exhibit 1, Last printed 8/12/2010 8:55:00 AM & Application.

Intended Audience:

- CoC Coordinators/Chairs
- Fiduciary Agency
- Single Point of Entry Agency
- Sub-grantees
- Any other CoC participating partners

Date	Time
Wednesday, August 11, 2010	10:00 – 12:00
Wednesday, August 11, 2010	2:00 – 4:00
Tuesday, August 17, 2010	10:00 – 12:00
Tuesday, August 17, 2010	2:00 – 4:00
Wednesday, August 18, 2010	10:00 – 12:00
Thursday, August 19, 2010	2:00 – 4:00
Monday, August 23, 2010	2:00 – 4:00

Sign Up for Webinars at: [www.michigan.gov/mshda](http://www.michigan.gov/mshda), from the menu select Homeless and Special Housing Needs – in the middle of the page select ESG Webinars for a drop down menu of scheduled dates.

# Emergency Solutions Grant Program

## NOTICE OF FUNDING AVAILABILITY 2010-2011

### GENERAL OVERVIEW

#### **I. Program Description**

In support of the Campaign to End Homelessness in Michigan, changes to the Emergency Solutions Grant (ESG) program promote Housing First through prevention and rapid re-housing activities. Therefore, at a regional and community level it is essential for all working with those in poverty and homelessness to recognize the proven need to move from a shelter based program to a Housing First program where prevention and rapid re-housing are key.

This Notice of Funding Availability (NOFA) describes the allocation process through which these funds will be awarded. All 60 of Michigan's Continuum of Care Bodies (CoC's) will be eligible for funding under this program, but only those that submit an acceptable Exhibit 1, Continuum of Care Update, will be awarded funds.

This program offers financial 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 a 10-Year Plan to End Homelessness.

#### **CORE STRATEGIES**

- Develop comprehensive community-based prevention and rapid re-housing systems;
- Embrace Housing First Activities;
- Creation of Single Points of Entry thereby creating easier access for consumers seeking assistance;
- Creation of one Grant Fiduciary per Continuum of Care to streamline and better coordinate MSHDA ESG resources, in partnership with the CoC;
- Collect and analyze data via the Homeless Management Information System (HMIS); (Domestic Violence agencies use Access);
- Strategize how to best align federal, state, and local dollars to end homelessness;
- Promote programs with successful outcomes that are supported by data;
- Build public support and political will for ending homelessness by sharing data and best practices with mayors, county officials, schools, and other interested parties;
- Transition to The HEARTH Act's Emergency *Solutions* Grant;
- Ensure emergency housing needs are met.

#### **EXPECTED OUTCOMES**

- Alignment with and support of local 10-Year Plan to End Homelessness;
- Creation of a centralized system with a Single Point of Entry that promotes responsiveness, aligns funding requirements, resources, and reporting;
- Systems in place in every community that provide successful prevention and re-housing;
- Increased housing stability/sustainability for those living in poverty;
- **Utilization of shelter beds and transitional housing only when necessary and with a Housing First approach;**
- Compliance with HMIS Data entry and the ability to use the data for strategic planning (Domestic Violence agencies use Access);
- Measurable decrease in the net costs of homelessness to public systems through shelter diversion while improving positive outcomes for those we serve;

- Better coordination within the Interagency Service Teams (IST);
- Easier access to services through local Single Points of Entry;
- Better coordination and alignment of resources at the local, state, and federal level;
- Sharing and aligning best practices across the regions and statewide;
- Creation a Fiduciary Agency capable of receiving, distributing and tracking ESG funds.

## **II. Grant Terms**

Grants will begin on October 1, 2010 and end September 30, 2011. No matching funds are required to receive these funds.

MSHDA funds can be used as a cash match for HUD/Supportive Housing Program (SHP). Therefore, communities seeking to help local projects address HUD's requirement for matching funds for supportive services, transitional housing operations, permanent supportive housing operations, and HMIS (Domestic Violence agencies use Access) implementation under the McKinney-Vento Supportive Housing Program (SHP) may utilize MSHDA ESG funds to help fulfill these obligations.

## **III. Defining Homeless Persons for Emergency Solutions Grant Funding**

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, even if it is self-declaration by the head of household.

To be eligible, individuals must:

- lack a fixed, regular, and adequate nighttime residence; and
- have a primary nighttime residence that is –
  - a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing);
  - an institution that provides a temporary residence for individuals intended to be institutionalized; or
  - a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

To be eligible for prevention assistance through ESG, individuals must have:

- Received eviction notices or notices of termination of utility services and
  - are unable to make the required payments due to a sudden reduction in income;
  - the assistance is necessary to avoid the eviction or termination of services;
  - there is a reasonable prospect that the family will be able to resume payments within a reasonable period of time;
  - the assistance will not supplant funding for preexisting homelessness prevention activities from other sources.

## **IV. Collaboration**

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

For use of ESG funds, a Memorandum of Understanding (MOU) must be developed between the CoC Body, Fiduciary Agency, Single Point of Entry Agency, and Sub-grantees, hereafter referred to as key partners, that 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 will be provided.)

MSHDA will have one grant with the designated Fiduciary and the Fiduciary will issue a grant with local sub-grantee(s).

Following is an explanation of the duties performed by the CoC, Fiduciary, Single Point of Entry, and sub-grantee agencies.

#### **V. Defining Roles:**

As in previous ESG NOFA's, the CoC Body will recommend to MSHDA, via completion of Exhibit 1 - CoC Update, agencies that will receive funding. However, new to this NOFA is the requirement that CoC Bodies recommend a Grant Fiduciary and a Single Point of Entry Agency. The CoC recommended Grant Fiduciary will be awarded the CoC's entire allocation of funds and will be the only agency billing MSHDA for reimbursement.

Also new to this NOFA is the requirement of a Single Point of Entry Agency that will serve as the central intake and housing assessment for all individuals that are to be assisted through this program. (MSHDA recommends that CoC Body's look to existing Lead Agency's and/or Housing Resource Center's (HRC) to act as the Single Point of Entry Agency.)

**Continuum of Care (CoC) Body:** The CoC will:

- Recommend an agency to function as Fiduciary for these funds;
- Recommend an agency to serve as a Single Point of Entry for the community;
- Recommend Sub-grantees, if applicable;
- Based upon documented outcomes evaluate the quality of services and provide oversight of the sub-grantees;
- Track services provided by the sub-grantees to ensure the quality of the services and accountability of the funds;
- Assure that services provided by the Fiduciary, Single Point of Entry, and Sub-grantees are meeting the needs of the local community and that critical issues are addressed;
- Receive quarterly updates at CoC meetings and provide feedback;
- Complete an annual consumer satisfaction developed by the CoC, sample attached;
- Provide MSHDA with annual Point in Time (PIT) Charts;
- Identify critical services (gaps in service) that need to be addressed;
- Develop short- and long-term goals to accomplish your 10-Year Plan to end homelessness;
- Develop strategies and action steps to accomplish your goals based upon HMIS data (Domestic Violence agencies use Access);
- Re-assess goal accomplishments on an annual basis;
- Work with communities in your **region** to communicate and understand federal and state regulations related to ending homelessness;
- Share ideas and best practices within your **region** and across the state;
- CoC Body's are required to send all meeting minutes, notices, and agendas to your MSHDA Homeless Assistant Specialist.

**The CoC may elect to recommend a single agency to serve as Grant Fiduciary and Single Point of Entry Agency or these roles may be performed by two separate agencies. In either case, the agency(s) must meet selection criteria.**

*The Grant Fiduciary and Single Point of Entry may be the same agency.*

**Grant Fiduciary:** The Grant Fiduciary will be responsible for:

- Execution of grant documents for the community's allocation, including:
  - Memorandum of Understanding with the 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;
- HALO billing;
- Based upon documented outcomes and in partnership with the CoC, evaluate the quality of services and provide oversight of the sub-grantees;
- Consolidate and submit quarterly Progress Reports that address specific performance outcomes supported by HMIS data (Domestic Violence agencies use Access). The original to be submitted to MSHDA with a copy to the CoC.
- Review 10 percent of all tenant files, as well as the financial records of sub-grantees, annually;
- Maintain financial and client level records to support billings. The information must be retained for four years.

(MSHDA recommends that CoC Body's look to existing Lead Agency's and/or HRC's to act as the Single Point of Entry Agency.)

**Single Point of Entry Agency:** The Single Point of Entry Agency will be responsible for:

- Assuring a centralized intake and assessment process is in place within the community, thereby assuring a comprehensive communitywide service and housing delivery system;
- Employs a staff member to function as a Housing Resource Specialist, see definition below;
- Work with the CoC Body to ensure quality service delivery;
- Entering client information on HMIS;
- Providing services and/or make referrals to appropriate service agencies as needed;
- Submitting quarterly Progress Reports that address specific performance outcomes supported by HMIS data to the Grant Fiduciary as outlined in their contract.

**Sub-grantee:** Sub-grantees will be responsible for:

- Providing allowable services as defined within this NOFA and as specified in their contract with the Grant Fiduciary;
- Entering client information on HMIS (Domestic Violence agencies use Access);
- Maintain financial and client level records to support billings. Retain records for five years;
- Request payment and provide necessary supportive documentation to the grant fiduciary;
- Submission of quarterly Progress Reports that address specific performance outcomes supported by HMIS data to the Grant Fiduciary as outlined in the grant contract;
- Ensure compliance with grant terms and provide the grant fiduciary and MSHDA access to financial and programmatic records.

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.

## **VI. Selection Criteria**

### **Grant Fiduciary:**

- Recommended by the local Continuum of Care;
- 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 CoC Body, if incorporated as a 501(c)3 Entity, is eligible);
- Actively involved in the Continuum of Care planning process;
- Willing to use HMIS to produce quarterly reports. (Domestic Violence agencies use Access);
- 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 disbursements 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;
- Considered a *Leader* in the community with the ability to collaborate, coordinate and partner with other local organizations.

### **Single Point of Entry Agency:**

- Recommended by the local Continuum of Care;
- 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 CoC Body, if incorporated as a 501(c)3 Entity, is eligible);
- Actively involved in the Continuum of Care planning process;
- Experienced in serving homeless populations;
- Experienced in providing assessment referrals/case management services specifically targeted to people who are homeless;
- Experienced with HMIS data collection.
- 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 disbursements 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 financial audit;
- Has established office hours in the county being served;
- Considered a *Leader* in the community with the ability to collaborate, coordinate and partner with other local organizations.

### **Sub-grantees:**

- Recommended by the local Continuum of Care;
- 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. (A CoC Body, if incorporated as a 501(c)3 Entity, is eligible.)
- Actively involved in the Continuum of Care planning process;
- Willing to use HMIS to collect relevant data. (Domestic Violence agencies use Access);

- 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 disbursements 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 the Funds**

These funds cannot be used to supplant existing mainstream services. CoC Bodies should be mindful of positive outcomes, based on HMIS (Domestic Violence agencies use Access) 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, CoC Body's 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.)

MSHDA will allow 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. No grant can be less than \$10,000 with the exception of CoC Coordination.

This NOFA requires CoC Body's to award a minimum of 20% of their allocation to provide prevention, rapid re-housing activities, and housing stabilization services. The remaining 80% of the funds can be used for Essential Services, Operating Expenses, Administration Expenses, and Continuum Expenses. In addition, CoC Body's should be aware that MSHDA anticipates that the **October 2011** ESG NOFA will increase the required percent of funds allocated to prevention and/or rapid re-housing activities to **40%** of a CoC's allocation.

There is no income limit to receive Prevention and Rapid Re-housing funds; however, a CoC is allowed to restrict funds to households at or below an income percent if they so chose. For example, a CoC Body may decide not to assist households with income over 40% AMI. Although third party income verification is not required, the household file must be documented. For example, if a household has rental arrearages and is working, a copy of a pay check stub showing weekly income would be sufficient.

The following are allowable uses for ESG funds:

**A. Operating Expenses** are expenses associated with the operation of a shelter, transitional housing, or related service facility, including (but not limited to):

- Insurance
- Rent
- Food
- Utilities
- Telephone/cell phone service
- Internet expense
- Furnishings
- Office/computer equipment

- Agency vehicles
- Staff transportation
- Maintenance and repair of facilities
- Security

**B. Essential Services** - Case management related to emergency shelter, street outreach or *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.)

**C. Housing Stabilization Services** - Funds must be used to create and implement a comprehensive, easily accessible service and housing response system that addresses the needs of those who are homeless or at serious risk of homelessness.

Eligible activities include:

- Housing stabilization services include arranging, coordinating, linking and monitoring the delivery services that assist participants to obtain and sustain housing stability; this includes the salary of the Housing Resource Specialist(s);
- Monitoring program participant progress;
- Assuring that the rights of participants are protected;
- Development of individualized Housing Plans for each program participant;
- Housing search and placement activities designed to assist participants in locating, obtaining and retaining housing which may include credit counseling, when needed;

**D. Financial Assistance – previously known as Homelessness Prevention – includes activities detailed in the chart below:**

**Financial assistance is limited to the following:**

	<u>Prevention</u> <u>Rapid Re-housing</u>	<u>GUIDANCE</u>  (Payment always goes to a third party)
<b>Short Term Leasing Assistance 1-3 Months</b>	Available	<ul style="list-style-type: none"> <li>• Units cannot exceed MSHDA Payment Standards;</li> <li>• Leasing payments must be made directly to landlords;</li> <li>• Grantees must maintain verification of need, income, and all other pertinent information as required by HUD and MSHDA in the participant's file;</li> <li>• Grantees must create a housing stabilization plan accessible on HMIS, if the recipient is receiving leasing assistance. DV agencies that do not have access to HMIS will be able to upload a housing plan to the MSHDA Web site;</li> <li>• Lead Based Paint requirements</li> </ul>

		apply.
<b>Rental Arrearages</b>	Available only if it prevents an eviction. <ul style="list-style-type: none"> <li>Documentation may be either a copy of a Notice to Quit, Demand for Possession or Summons &amp; Complaint.</li> <li>3 months rent maximum.</li> <li>Capped at \$1,500 per household.</li> </ul>	<ul style="list-style-type: none"> <li>Participants must be assisted to apply for resources available through the State Emergency Relief (SER) Program administered by DHS, or the participants file must be documented showing them not qualified for SER;</li> <li>Lead Based Paint requirements apply.</li> </ul>
<b>Mortgage Arrearages</b>	Available only if it will prevent foreclosure. <ul style="list-style-type: none"> <li>Capped at \$1,500 per household.</li> <li>Income limit up to 50% AMI.</li> </ul>	<ul style="list-style-type: none"> <li>Participants must demonstrate that they can make future payments on their own.</li> </ul>
<b>Security Deposits</b>	Available <ul style="list-style-type: none"> <li>Cannot exceed one month's rent.</li> </ul>	<ul style="list-style-type: none"> <li>Participants must be assisted to apply for resources available through the SER Program administered by DHS, or the participants file must be documented showing them not qualified for SER;</li> <li>Lead Based Paint requirement applies.</li> </ul>
<b>Utility Payments &amp; Utility Arrearages</b>	Available <ul style="list-style-type: none"> <li>For utility arrearages only if they have shut off notice.</li> <li>Capped at \$1,500 per household.</li> </ul>	<ul style="list-style-type: none"> <li>Participants must be assisted to apply for resources available through the SER Program administered by DHS, or the participants file must be documented showing them not qualified for SER.</li> </ul>
<b>Housing Quality Standards (HQS) Requirement</b>	N/A However, a home visit to assure the property is safe and sanitary is recommended	N/A
<b>Lead-Based Paint Inspection</b>	Available <ul style="list-style-type: none"> <li>Required if the household has a child under the age of 6 and if the property was built prior to 1978.</li> </ul>	<ul style="list-style-type: none"> <li>Lead Based Paint requirement apply to <b>both</b> prevention and rapid re-housing; see Lead Based Paint Policy.</li> </ul>
<b>Identification (ID)</b>	Available <ul style="list-style-type: none"> <li>Obtain IDs</li> </ul>	<ul style="list-style-type: none"> <li>Eligible expenses include: birth certificates, social security cards, and driver's license.</li> </ul>
<b>Legal Assistance</b>	Available <ul style="list-style-type: none"> <li>Capped at \$100</li> </ul>	<ul style="list-style-type: none"> <li>Mediation for landlord/tenant disputes, not the hiring of an attorney</li> </ul>

**E. Administrative Expenses** - limited to 10% of the total CoC grant amount. Eligible expenses include accounting for use of grant funds. The distribution of administrative fees must be negotiated locally. Examples of administrative expenses include HMIS data entry, monitoring recipients, and staff to operate the program, such as bookkeepers, accountants, and support staff.

**F. Continuum of Care Coordinating Expenses** - Only one Continuum Coordinating grant per CoC body will be considered. Funding for this activity will flow through the Grant Fiduciary.

Funds can be used for expenses associated with Continuum of Care coordinating activities, for example:

- Coordination salary;
- Costs of printing, postage, and office supplies;
- Consumer involvement costs;
- Travel related expenses;
- Regional council representatives expenses (travel and meals).

**G. Ineligible Activities** - ESG funds cannot be used to expand the number of shelter beds in an existing shelter or supplant existing mainstream resources. Payments can only be made to third parties, such as landlords or utility companies; payments cannot be made to program participants. In addition, an assisted property may **not** be owned by the grantee, sub-grantee, or the parent subsidiary or affiliated organization of the sub-grantee.

Other ineligible activities include:

- Hotel/Motel Vouchers;
- Rental assistance payments cannot be made on behalf of eligible individuals or families for the same period of time and for the same cost types that are being provided through another federal, state, or local housing subsidy program;
- Moving Expenses (Funding for this activity is available through State Emergency Relief - SER);
- Furniture (Grantees are encouraged to use existing community sources);
- Pet Care and/or Pet Deposits;
- Credit card bills or other consumer debt;
- Car repair;
- Medical or dental care and medicines;
- Clothing and grooming;
- Entertainment activities ;
- Work or education related materials, including literacy classes;
- Cash assistance to program participants;
- Development of discharge planning programs in mainstream institutions such as hospitals, nursing homes, jails, or prisons. (However, persons who are being imminently discharged into homelessness from such public funded institutions are eligible to receive financial assistance through ESG);
- Payment of licenses, certifications, and general classes.

## **VIII. Central Intake and Housing Assessment Process**

The Central Intake and Housing Assessment process is comprised of two parts:

1) *Intake* - The initial point of contact includes an intake in order to prioritize households based on the severity of their housing crisis and targets the most appropriate response with the situation presented. The intent is to discern *primary* need and the *urgency* of the need.

- All households will be screened either by phone or in person.
- Protocol must be developed between the Single Point of Entry Agency and a crisis line, e.g. 211, taking calls during non-traditional work hours. The crisis line, e.g. 211, must make callers aware that he/she should contact the Single Point of Entry Agency when their office reopens.
- Households who are presented with immediate safety issues will be re-directed appropriately (Domestic Violence or 911).
- Intakes are required to determine primary issues.
- If the intake concludes there is **not an immediate housing** need (but other needs are present), households will be referred to the appropriate resource to address the need (Food assistance through DHS, mental health through CMH, etc).
- If the intake concludes there **is an immediate housing need**, households will proceed to a full housing assessment or be scheduled for a housing assessment within two business days.
- Sharing of client information – an executed sharing QSOBAA to allow sharing within HMIS between agencies.

2) *Housing Assessments* – Depending on the urgency and priority identified in the intake, the Single Point of Entry agency will conduct a comprehensive housing assessment with the household. The assessment, at a minimum, will identify the housing needs of the household. The assessment will function as the basis for creating the “Housing Plan” (HP) which serves as the foundation for resource coordination and resolution of the housing crisis. Housing assessments will be done through HMIS. MSHDA will provide domestic violence agencies with a paper version of the HP done on HMIS.

- The Housing Resource Specialist (see definition below) will utilize an assessment tool within HMIS (Domestic Violence agencies use Access), focusing on issues related to obtaining and maintaining housing. Assessments will be conducted in person.
- The Housing Resource Specialist will identify the most appropriate resources for which the household may be eligible and provide this information to the household both verbally and in a written form as part of the “Housing Plan.”
- Households will be offered case management to assist them with accessing the appropriate resources/support.

**August 18, 2010**

#### **IX. Identification of Single Point of Entry Agency and Fiduciary Agency**

The CoC Chairperson or Coordinator must e-mail their Homeless Assistance Specialist via e-mail by **August 18, 2010 to advise them of their selection of the Fiduciary Agency and/or the Single Point of Entry Agency.**

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

**August 25, 2010**

#### **X. Exhibit 1: CoC Update**

Exhibit 1: CoC Update must be received by **5:00 p.m. on August 25, 2010**. The application should be mailed in **ONE envelope**. Faxed or e-mail copies will **NOT** be accepted.

**Mail to:**  
**Juliann Kline**  
**MSHDA, Rental Development & Homeless Initiatives**  
**735 E. Michigan Avenue**  
**Lansing, MI 48912**

## **XI. Grant Fiduciary Application Process**

### **Application (paper application) due by August 25, 2010**

In accordance with recommendations determined by the local Continuum of Care, the fiduciary agency applies for ESG funding directly to MSHDA. One paper application will be submitted by the fiduciary agency for each Continuum of Care.

The other funded agencies in a CoC will submit a paper application (provided by MSHDA) to the fiduciary agency.

**Mail all fiduciary agency application documents in one envelope. The due date is August 25, 2010 at 5:00 p.m. Faxed or e-mail copies will NOT be accepted.**

- **All organizational documents are required to be submitted and they cannot be uploaded and sent electronically.**

**Mail To:**  
**Juliann Kline**  
**MSHDA, Rental Development & Homeless Initiatives**  
**735 E. Michigan Avenue**  
**Lansing, MI 48912**

## **XII. Definitions**

**Area Median Income:** The area median divides the household income distribution into two equal parts: one-half of the cases falling below the median household income and one-half above the median. (Attached to this NOFA)

**Central Intake and Housing Assessment:** The Central Intake and Housing Assessment process consists of two parts. The intent of the intake is to discern *primary* need and the *urgency* of the need. The intent of the assessment is to identify barriers to housing to be addressed in the Housing Plan.

**Client Releases:** Releases that reflect the MOU's to assure all parties charged with caring for clients may share information. A single "Community Release" may be appropriate. (See HMIS for QSOBAA.) This agreement/MOU defines the local sharing practice and is required to allow interagency sharing through HMIS (Domestic Violence agencies use Access). Signatories on

the agreement include those agencies who are working collaboratively with the person(s) receiving assistance.

**Housing Resource Center (HRC):** A physical location with consolidated services in a community for homeless individuals/families. The center is the one recognized central point of entry/intake and assessment to ease the process of applying for resources. A HRC often has consolidated human services, housing assistance and other related services as available. This agency may also serve as the Single Point of Entry for ESG where the Housing Resource Specialist is located.

**Housing Locator:** the Michigan Housing Locator identifies affordable housing and can be found at [www.michiganhousinglocator.com](http://www.michiganhousinglocator.com). The Housing Locator may be helpful in rapidly re-housing people.

**Housing Plan (HP):** A Housing Plan (HP) must be completed for all individuals that receive an assessment. The Housing Plan is intended to be a guide for both the household and the service agencies.

**Housing Resource Specialist:** The Housing Resource Specialist knows the local rental housing stock and its turnover rate, area landlords, and the condition of their property.

Housing Resource Specialists must receive training to make the centralized intake and housing assessment process effective. Activities performed by a Housing Specialist include: intake; assessment; creation of a Housing Plan that includes a path to permanent housing stability subsequent to these funds; arrangement, coordination, monitoring, and delivery of services to assist participants to obtain housing stability. Component activities may include: housing counseling, developing, securing, and coordinating services, monitoring and evaluation of program participant progress, and assuring that the program participants' rights are protected. The Specialist has a basic understanding of other rental assistance programs, such as HARP, TBRA, Shelter plus Care.

**Key Partners:** For purposes of the NOFA Key Partners include: CoC Body, Single Point of Entry Agency, Grant Fiduciary, and Sub-grantee(s).

**Partners:** include organizations, agencies and members of the public who fund programs or interact regularly with people in crisis, poverty, or at risk of homelessness. These may include the following:

- Head Start and Early Head Start Agencies;
- Department of Human Services; Child Welfare Agencies; Unemployment Offices;
- WIC Agencies; Hospitals and Health Clinics; Mental Health Agencies;
- Public Housing Agencies; Public Housing Tenant Associations; Property Mangers/Landlords;
- Utility Companies;
- Substance Abuse Treatment Programs; Domestic Violence Programs;
- Food Banks; Community Action Agencies; Help Lines (and 211 lines);
- Police; Jails; Prisons; and Probation Offices; Courts;
- Culturally Specific Organizations; Shelters and Homeless Assistance Providers; Veterans Services Organizations; Legal Aid Agencies; School Homeless Liaisons; Community Resource Centers;
- Family Support Centers; Businesses; Workforce Centers;
- Churches and other Faith-Based Organizations

**Leasing Assistance:** Units can not exceed MSHDA's payment standards. Leasing payments must be made directly to the Landlord.

**Memorandum of Understanding (MOU):** One (1) MOU must be created between the CoC, Fiduciary/Single Point of Entry Agency and Sub-Grantees, clearly defining the relationship between all parties. Sharing of information is required. (See Client Releases definition above.)

**Michigan Statewide Homeless Management Information System (MSHMIS):** This system details the homeless demographics in Michigan including the problems they face, the resources used, and where current services are falling short. (Domestic Violence agencies use Access.)

**Payment Standards:** Attached to this NOFA.

**Single Point of Entry Agency:** A central point of intake and assessment in a community for homeless individuals/families. The Single Point of Entry Agency employs a Housing Resource Specialist(s) who serves the CoC area.

**QSOBAA (Qualified Services Organization Business Associates Agreement):** This agreement/MOU defines the local sharing practice and is required to allow interagency sharing through HMIS. (Domestic Violence agencies use Access.) Signatories on the agreement include those agencies who are working collaboratively with the person(s) receiving assistance.

**Uniform Administrative Requirements (UAR):** Local governments: see OMB Circular A-87; and non-profits: see OMB Circular A-122. These circulars establish principles and standards to provide a uniform approach for determining allowable costs when working with federal grants. Go to [www.hud.gov](http://www.hud.gov).