



TO: Members of the MCHCCN

FROM: Stacey Vandenberg, WMT
Fiduciary and Single Point of Entry / ESG 2010-2011

DATE: August 13, 2010 (Updated from August 12, 2010)

RE: Schedule for ESG Funds 2010-2011

Below please find the schedule for the ranking and allocation of ESG funds as a result of an email sent by MSHDA on August 4, 2010.

1. Chris Burnaw, Communications Coordinator for the MCHCCN Steering Committee, will send this memo to serve as a notice of the availability of ESG funds via email.
2. This schedule will be posted on the MCHCCN website: www.muskegoncoc.org.
3. ESG applications MUST be submitted in paper form per NOFA. Application for sub-grantees can be found at the MCHCCN website at www.muskegoncoc.org. Information submitted and approved for funding will be entered into one single application completed by the Fiduciary agency, West Michigan Therapy, Inc. and submitted by the deadline to MSHDA.
4. Applications from sub-grantee(s) category for ESG funds are due by **5:00 pm** on **August 18, 2010** to Stacey Vandenberg, COO for West Michigan Therapy, LEAD Agency for ESG Program. Ms. Vandenberg's office is located at the 130 East Apple Ave., Muskegon, MI. Ms. Vandenberg can be reached at svandenberg@wmttlc.com or 231-343-2781 or 231-728-2138. Applicants must provide (14) copies of required parts of application in a sealed envelope for distribution to the Review Committee. Applicant must use application provided, which can be downloaded from the MCHCCN Website at www.muskegoncoc.org. **NO LATE APPLICATIONS WILL BE ACCEPTED.**
5. Applications from sub-grantee(s) for ESG funds will be rated by the Review Panel on **August 19, 2010 from 1:30pm to 3:00pm at the Train Depot. Applicants are asked to arrive no earlier than 2:00 pm** with recommendations being sent via email to the Steering Committee on **August 20, 2010**. Applicants may be present at the Review Panel, but attendance is not required. Attending Applicants will be provided a 15 minute question/answer period with the Panel initiating questions of their review of application to applying agency. **No formal presentation of applicants is requested as application should be relevant information; however, being present will allow for review committee questions to be discussed.**

6. Approved sub-grantees MUST submit signed MOU, Lead Based Paint Policy (if Financial Assistance funds were approved), and Copy of Consumer Satisfaction Survey Policy to Fiduciary Agency by **5:00pm on August 23, 2010. Same address and location as #4 above with same requirements on envelope label.** MOU available on web site by August 20, 2010. www.muskegoncoc.org.

6. Exhibit 1 and ESG Application will be sent to MSHDA by LEAD Agency, WMT, on **August 24, 2010.**

7. Final recommendations will be sent to the County Board of Commissioners via County Liaison and local municipalities including City of Muskegon, City of Muskegon Heights and Norton Shores (Director of Community Planning and Development) on **August 25, 2010.**

AVAILABILITY OF FUNDING
Revised allocation breakout

Muskegon County Allocation per MSHDA for ESG 10-11 Fiscal Year

\$78, 614.00

Funding Distribution Requirements per MSHDA:

- 20% Financial Assistance for Prevention and Rapid Re-Housing Services
 - Funds and Funding Process will be managed, monitored, reported, and responsible to funder and distributed by the Fiduciary Agency, WMT.
 - Request for services will be monitored, responded to and reported weekly. Preference will be given to population falling within prevention and rapid re-housing guidelines per NOFA and then responded to on a first come first serve basis per category. All other callers will be responded to and/or recorded.

-\$15,722.80

- 10% Administration
 - Fiduciary Agency: for managing, monitoring and reporting funds per State, Federal and Financial principles. .10 FTE.

-\$7,861.40

- Sub-Grantee Category
 - Managed, monitored, reported and distributed by Fiduciary Agency.
 - Eligible funding categories: Operating Expenses, Essential Services, Housing Stabilization Services, Financial Assistance and Grandfathered Admin. (5% of total award to individual sub-grantee) (pg. 3 NOFA).
 - 501(c)3 Agency

- Services in accordance with Ten Year Plan
- HMIS Participation including sharing and reporting
- Outcomes meet benchmarks and/or work towards goal for community impact as determined by State and National Standards and Ten Year Plan to End Homelessness – Muskegon Blueprint. (Visit National Alliance to End Homelessness or Corporation for Supporting Housing websites for more information on program effectiveness)
- Program works in accordance with MSHDA Expected Outcomes ESG NOFA page 5.
- Meets Standards for sub-grantee as identified in ESG NOFA page 8, from MSHDA located at www.muskegoncoc.org.

-\$55,029.80

