

# 2015/2016 Muskegon ESG Application

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Award not announced by MSHDA, expecting an increase from 14/15 allocation of \$235,610

**From 2014/2015 Allocation:**

**Total to be allocated:** \$235,610

**Minimum required for rapid rehousing services:** \$14,136

**Maximum allowable for HMIS service (max 3% of total):** \$7068

**Maximum allowable for administration (max 7% of total):** \$16,492

**Mandatory minimum allocation to HARA:** \$194,918

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

**In addition, 50% of any additional funding MUST be allocated to the HARA**

## **ESG Roles, Responsibilities and Eligible Program Components Per the NOFA:**

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

- Execution of grant documents for the community's allocation, including:
  - Memorandum of Understanding (MOU) 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, communicate knowledge of fraudulent activities to MSHDA and the CoC Body;
- MATT 2.0 billing;
- Advise the 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 CoC.
- Collect and submit quarterly Progress Reports that address specific performance outcomes supported by HMIS data (Domestic Violence Agencies use alternative system). The progress reports are submitted to MSHDA via MATT 2.0 with a copy to the CoC 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 Housing Choice Voucher Homeless Preference waiting list. This position ensures that people living in homelessness within the CoC are entered on the HCV Homeless Preference waiting list; 2. Re-verifies homelessness every 120 days; 3. Is knowledgeable of MSHDA developments within the CoC that have Project Based Vouchers (PBV), refer applicants to the Project Based Voucher 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, will have a budget line where the cost/salary of this employee will be entered.)
- Practicing strength-based case management;
- Working with the 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 Progress 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 CoC to re-align program dollars, where possible, to fill gaps to end homelessness;
- Embrace 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 four years;
- Requesting 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;
- Ensuring compliance with grant terms and provide the grant fiduciary and MSHDA access to financial and programmatic records.

**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 1-3

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 three percent (3%) for the costs of participating in HMIS.

**6. Administrative** – Up to seven percent (7%) 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.

## Application

**Please indicate which role you are applying for (check all that apply):**

- Grant Fiduciary  
 HARA  
 Subgrantee

Agency Information
Name of Agency:
City/State/Zip
Address:
Federal Employer ID #:
Name of Agency Executive Officer:
Email:
Phone
Name of Main Contact Person:
Email:
Phone:

**Please indicate which program component you are applying for (check all that apply):**

- |  |  |
|--|--|
| <input type="checkbox"/> Street Outreach | <input type="checkbox"/> Emergency Shelter |
| <input type="checkbox"/> Re-Housing      | <input type="checkbox"/> Prevention        |
| <input type="checkbox"/> HMIS            | <input type="checkbox"/> Admin             |

**Funding Requested:**

Budget Line	Current Amount Received (if applicable)	2015/2016 Amount Requested
<b>Street Outreach</b>		
<b>Emergency Shelter</b>		
<b>Re-Housing</b>		
<b>Prevention</b>		
<b>HMIS</b>		
<b>Admin</b>		

**Please complete the following Chart for the amounts requested by your agency:**

**Street Outreach Component**

Complete for each case worker

Case Management					
Name of Case Worker	Total Weekly Hours Worked	Hourly Rate of Pay	Amount of Yearly Fringe Benefits	% of Weekly Hours that will be billed to ESG	Total Dollar Amount Requested

	Total Dollar Amount Requested
Transportation (assistance for emergency Healthcare, mental health services) reimbursed at state allowable rate	

**Emergency Shelter Component**

Complete for each case worker

Case Management					
Name of Case Worker	Total Weekly Hours Worked	Hourly Rate of Pay	Amount of Yearly Fringe Benefits	% of Weekly Hours that will be billed to ESG	Total Dollar Amount Requested

Shelter Operations/Financial Assistance	Total Dollar Amount Requested
Shelter Operations: Maintenance (Items over \$500 must have Homeless Assistance Specialist approval)	
Shelter Operations: Repairs (items over \$500 must have Homeless Assistance Specialist approval)	
Utilities/Fuel	
Insurance	
Telephone/Internet Services	
Security	
Lease/Rent	

**Prevention and Rapid Re-Housing**

Complete for each case worker

Case Management					
Name of Case Worker	Total Weekly Hours Worked	Hourly Rate of Pay	Amount of Yearly Fringe Benefits	% of Weekly Hours that will be billed to ESC	Total Dollar Amount Requested

Prevention Financial Assistance	Total Dollar Amount Requested
Utility Arrearage and/or Deposit (Cap \$1,500 per household per year)	
Rent Arrearages and/or Short term Leasing (only if it prevents an eviction Cap – 6 months)	
Security Deposit (Cannot exceed on month’s rent)	
Identification Documentation	
Mediation (Cap - \$100)	
LBP and Habitability Inspections (for contractors only)	
Rapid Re- Housing Financial Assistance	Total Dollar Amount Requested
Utility Arrearage and/or Deposit (Cap \$1,500 per household per year)	
Security Deposit (Cannot exceed one month’s rent)	
Leasing Assistance – up to 6 months per household	
Identification Documentation	
Mediation (Cap - \$100)	
LBP and Habitability Inspections (for contractors only) *insert name only if subcontracting	

**HMIS COSTS-** HMIS data entry will be conducted via the Homeless Management Information System (HMIS). Cost associated with data collection is limited to three percent (3%) of the total grant amount.

HMIS Costs	Total Dollar Amount Requested
HMIS (capped at 3%)	

**ADMINISTRATIVE COSTS -** Up to seven percent (7%) of the total grant amount may be used for activities linked directly to the grant including general management to oversee staff, accounting, or clerical support staff, office operations (i.e. HARA general office expenses).

Administrative Costs	Total Dollar Amount Requested
HARA Operations	
Accounting Staff	
Clerical Staff	
Management Oversight	

1. Please give a brief description of the services that will be provided by the requested funding:

**Number of clients served in the 2014/2015 grant (if applicable).**

Budget Line	Programs Serving Individual Adults and Youth	<u>Programs Serving</u>	<u>Families</u>
	Number of Individuals	Total Number of Households	Total Number of person in Families (including children)
Street Outreach			
Emergency Shelter			
Re-Housing			
Prevention			

**ESTIMATE OF NUMBER TO BE SERVED**

**Estimated Number Served:** If MSHDA ESG funds will be used to support any portion of the activities in the categories listed, please estimate the total number of individuals or households that will be served during the year in each category funded.

Budget Line	Programs Serving Individual Adults and Youth	<u>Programs Serving</u>	<u>Families</u>
	Number of Individuals	Total Number of Households	Total Number of person in Families (including children)
Street Outreach			
Emergency Shelter			
Re-Housing			
Prevention			

2. Please provide a brief overview of the outcomes for the programs for which you are requesting funding. This should include Length of Stay, Positive Discharges and Engagement along with any other items you feel are prevalent to the application.

3. Please provide a brief overview of how the sub-grantee plans to coordinate services with the Hara, with other sub-grantees, and appropriate members of the Continuum of Care with the goal of creating a system-wide approach to the issues of homelessness.



4. Please summarize your successes, failures and lessons learned from the previous year.

**OTHER FUNDING SOURCES**

Please estimate the total ANNUAL funding received from **ALL** sources (Fiduciary, HARA, Sub grantees) for the programs or activities that your ESG grant supports.

Funding Source	Amount Received
MSHDA/ESG Funds	
Other Federal Funds	
Local Government Funds	
Private Funds	
Other: (explanation)	
*Total Funding	