**MCHCCN - ESG-CV APPLICATION**

Please review the MSDHA information for the ESG-CV funds under the CARES Act at: <https://www.michigan.gov/mshda/0,4641,7-141-5515-241719--,00.html> for additional information that you may need to complete the MCHCCN ESG-CV application. Community enCompass is the Fiduciary for the funds as well as the HARA. The duties of the HARA and the Fiduciary are outlined in the MSHDA NOFA for the funds.

The MCHCCN is sending this application to the community to solicit responses from the HARA as to its use of the ESG-CV funds. The MCHCCN sending out this application to solicit responses from community agencies that wish to use the funding as the Sub-Grantees to provide services to the homeless in our community.

The MCHCCN application will be due within 5 business days of notification to the community.

**Directions:**

1. Please provide the following information in a short narrative. The response to all of the questions should be one page in length:

1. Role your agency plays in the Coordinated Entry process

2. Experience in providing housing/rental assistance using Housing First

3. Experience in using the VI-SPADAT in assessing potential tenants

4. Role your agency plays in the Special Needs Sub-Committee

5. Experience in using HMIS

6. Experience in administering HUD/MSDHA funds

1. Please complete the attached budget form
2. Please complete the following chart

If ESG-CV funding will be used to support any portion of the activities in the categories listed below, provide an estimate of the total number of individuals or households that will be served during the grant term in each category funded.

Note: These should reflect unduplicated counts. When administering both financial assistance and services, do not count twice, they are counted only once within the category

|  |  |  |  |
| --- | --- | --- | --- |
| Budget | **Programs Serving Individual Adults and Youth** | **Programs Serving Families** | |
| **Number of Individuals** | **Total Number of Households** | **Total Number of persons in families (including children)** |
| **Street Outreach** |  |  |  |
| **Emergency Shelter** |  |  |  |
| **Homelessness Prevention** |  |  |  |
| **Rapid Re-Housing** |  |  |  |

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| --- |
| **Target Population(s):**  ☐ General Homeless ☐ Chronically Homeless ☐ Single Adults ☐ Families ☐ Domestic Violence Survivors  ☐ Veterans ☐ Youth ☐ Development Disabilities ☐ Serious Mental Illness ☐ Substance Use Disorders  ☐ Co-Occurring Disorders ☐ Persons with HIV/AIDS |
| **Proposed ESG-CV Component(s):** ☐ Street Outreach ☐ Emergency Shelter ☐ Homelessness Prevention  ☐ Rapid Re-Housing ☐ HMIS ☐ Administrative Costs |

2. **Subgrantees will be responsible to**:

• Collaborate and coordinate with Community enCompass and Muskegon County

Homeless Continuum of Care Network to re-align program dollars, where possible, to

fill gaps to end homelessness;

• Administer financial assistance dollars for prevention and rehousing, as identified and

affirmed by the Muskegon County Homeless Continuum of Care Network;

**NOTE: Under CARES Act ESG-CV funding, domestic violence service agencies may be considered as a Rapid Re-Housing (RRH) subgrantee, provided they have experience in RRH services and can meet all outlined requirements – except for the use of HMIS. Data entry must be completed in a comparable database that can complete CAPERs.**

* Practice shelter diversion;
* Embrace rapid re-housing; (Note: people with zero income cannot be denied rapid re-housing.)
* Employ staff to function as a Housing Resource Specialist, a position that works with landlords to house people.
* Practice strength-based case management;
* Practice progressive engagement;
* Work with the Muskegon County Homeless Continuum of Care Network to ensure quality service delivery;
* Provide allowable services as defined within this NOFA and as specified in their contract with the Fiduciary;
* Enter client information as well as VI-SPDAT on HMIS (Domestic Violence Agencies use alternative system);
* Routinely review and correct HMIS data quality issues and monitor outcome performance;
* Maintain financial and client level records to support billings. Retain records for five years;
* Request payment and provide necessary supportive documentation to the Fiduciary;
* Ensure compliance with grant terms and provide the Fiduciary and MSHDA access to financial and programmatic records.

**NOTE: All new subgrantees will be required to participate in training sessions as assigned and/or provided by MSHDA. Additionally, new subgrantees will be subject to enhanced monitoring for at least the first six months of operation with ESG-CV funds.**

**Selection Criteria**

**Subgrantees:**

• Recommended by the Muskegon County Homeless Continuum of Care Network;

• 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.

• Actively involved in the Muskegon County Homeless Continuum of Care Network planning process;

• Willingness to re-align existing program structures and use of funds to fill gaps and end homelessness;

• Willing to use HMIS to collect relevant data. (Domestic Violence Agencies use alternative system);

• Use of the VI-SPDAT;

• 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 disbursement 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;

• Does not require program participants to complete any prerequisites in order to receive services (i.e. religious activities, sobriety treatment, etc.); and

• Displays the ability to collaborate, coordinate and partner with other local organizations.

• **NOTE: Under CARES Act ESG-CV funding, domestic violence service agencies may be considered as a Rapid Re-Housing (RRH) subgrantee, provided they have experience in RRH services and can meet all outlined requirements – except for the use of HMIS. Data entry must be completed in a comparable database that can complete CAPERs.**

**Eligible Program Components for CARES Act ESG Funds**

In addition to previously eligible program components and MSHDA ESG policy, the following activities and costs are eligible for reimbursement under the named categories.

1. **Street Outreach**

* **Engagement:** Hand sanitizer, soap, tissue packets, masks, disposable gloves, other personal protective equipment
* **Case Management:** Coordinating medical care
* **Transportation:** Train or bus tokens, taxi or rideshare for program participant travel to and from medical care
* **Expanded Staffing:** Hiring additional staff to support infectious disease preparedness, providing hazard pay to staff with direct participant contact
* **Expanded Staffing to address the rural areas of Muskegon County and to reach youth ages 18 -**24

1. **Emergency Shelter**

* **Supplies:** Cleaning supplies such as bleach, disinfectant wipes, scrubbers, mops; Protective equipment such as masks, disposable gloves; Program participant needs such as bed linens, towels, hand sanitizer, soap, tissue packets
* **Furnishings:** Cots, room dividers
* **Equipment:** Washers, dryers, portable handwashing stations
* **Transportation:** Train or bus tokens, taxi or rideshare for program participant travel to and from medical care
* **Shelter Operations:** Hotel and motel costs for additional non-congregate shelter space at $85.00 per night (following FEMA and ESP guidance)

1. **Reimbursement for hotel and motel costs is limited to 30 days per household served.** Requests for hotel and motel costs reimbursement for stays longer than 30 days must be reviewed and approved by the assigned MSHDA Homeless Assistance Specialist.

* ESG-CV funds should only be used for non-FEMA eligible households.

1. **Expanded Staffing:** Hiring additional staff to support infectious disease preparedness, providing hazard pay to staff with direct participant contact.
2. **Coordinated Entry Coordinator at 10 – 20 hours per week**

Other needs can be found in the MSHDA NOFA at: <https://www.michigan.gov/mshda/0,4641,7-141-5515-241719--,00.html>.