Muskegon County Homeless Continuum of Care Network

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**Memorandum**

**TO:** Members of the MCHCCN

**FROM:** Judy Kell, MCHCCN Coordinator

**DATE:** June 3, 2020

**RE:** Schedule for ESG-COV NOFA

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Below please find the schedule for the ranking and allocation of the ESG-COV funds.

1. This schedule and ESG application along with the NOFA are posted on the MCHCCN website:

www. muskegoncoc.org. All the materials related to the ESG-COV NOFA are located on the MSHDA website: https://www.michigan.gov/documents/mshda/ESG-CV\_NOFA\_689109\_7.pdf.

2. The Application for sub-grantees and the HARA 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 and the MCHCCN and submitted by the deadline to MSHDA. The deadline is by **5:00 pm on June 19, 2020.**

3. Applications from sub-grantee(s), the Fiduciary and HARA for ESG funds are due by **3:00 pm** on **June 9, 2019** to Judy Kell, CoC Coordinator via email to: Judith.Kell@mercyhealth.com.

The following must be submitted:

a. A copy of the MSHDA ESG Application and the completed Budget Form. Both of which can be found on the MCHCCN website at [www.muskegoncoc.org](http://www.muskegoncoc.org).

b. A program summary letter- **maximum of 1 page** letting the Review Committee know who you are, what funds you are requesting, where the program will be located, when the grant funds will be used, why you are in need of them and how you will utilize funds.

Applicant must use the application provided which is attached. **NO LATE APPLICATIONS WILL BE ACCEPTED. Applications with errors will not be considered for funding.**

4. Applications from grantee(s) for ESG-COV funds will be rated by the Review Panel and Executive Committee on **Thursday, June 11, 2019 at 9:00 am** via webex.Applicants will be provided a 15 minute question/answer period at that meeting. **No formal presentation about your specific program (s) is required as the application should provide all relevant information.** However, being present will allow for Review and Executive Committee members to ask questions**.**

5. The application will be submitted by the MCHCCN CoC Coordinator in conjunction with the HARA.