Muskegon County Homeless Continuum of Care Network

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**Memorandum**

**TO:** Members of the MCHCCN

**FROM:** Miranda Paggeot, MCHCCN Coordinator

**DATE:** January 16, 2023

**RE:** Schedule for HOME-ARP (HPP) AMENDED

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Below please find the schedule for the ranking and allocation of the HOME ARP (HPP) funds.

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

www. muskegoncoc.org. All the materials related to the HOME ARP (HPP) are located on the MSHDA website: <https://www.michigan.gov/mshda/rental/home-arp>

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 February 10, 2023.**

3. Applications from sub-grantee(s), the Fiduciary and HARA for HOME ARP (HPP) funds are due by **3:00 pm** on **January 27, 2023,** to Miranda Paggeot, CoC Coordinator via email to: [miranda@unitedwaylakeshore.org](mailto:miranda@unitedwaylakeshore.org).

4. Applicants are strongly encouraged to review all available resources listed on both the Muskegon CoC website as well as the MSHDA website. Also, be sure to register for the MSHDA HOME ARP Non-Congregate Shelter RFP on *Thursday, January 19th @ 2:30 pm.*

Webinar registration link: [https://us06web.zoom.us/webinar/register/WN\_ROIQpBEsSF2DStJ4R9XBqA](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fus06web.zoom.us%2Fwebinar%2Fregister%2FWN_ROIQpBEsSF2DStJ4R9XBqA&data=05%7C01%7Cmiranda%40unitedwaylakeshore.org%7C1646dd00473e4f6145eb08daf57ed815%7Ca19accbe23f648ceb9f2c06ebb097342%7C0%7C0%7C638092222435341005%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=pUhc%2FXup9%2FPZma%2BwwF1DUEepi2Ed2MtiQbUcgEbLOqw%3D&reserved=0)

The following must be submitted:

a. A copy of the MSHDA HOME ARP Application. The application 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 need the funds and how you will utilize funds, if awarded. Also describe previous experience and any funders you have previously worked with. Please provide a copy of the last financial audit that was conducted.

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 HOME ARP (HPP) funds will be rated by the Review Committee on **February 3rd** at **9:30 am** at United Way of the Lakeshore, 31 E Clay Ave. Muskegon MI 49442.Applicants will be provided a 15-minute question/answer period at the Review Committee 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 Committee members to ask questions**.**

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