



TO: Members of the MCHCCN

FROM: Judy Kell, MCHCCN Coordinator

DATE: June 24, 2015

RE: Schedule for 2015-2016 ESG NOFA

Below please find the schedule for the ranking and allocation of ESG funds as a result of an email sent by MSHDA on June 11, 2015 announcing the NOFA. It should be noted that the funding allocation will not be finalized until after June 29, 2015. MSHDA has advised us that the prior year allocation will be the minimal amount allocated but more funds may be available. As soon as that final allocation is determined, it will be sent to you.

1. Jamie Helsen, Communications Coordinator for the MCHCCN Steering Committee, will send this memo to serve as a notice of the availability of ESG funds via email no later than June 29, 2015.
2. This schedule along with the NOFA will be posted on the MCHCCN website: <http://muskegoncoc.weebly.com>. Materials are also available at www.michigan.gov/mshda under Homeless and Special Needs Housing. A webinar will be held on July 13, 2015 from 1:00 pm – 2:30 pm.
3. The Application for sub-grantees and the HARA is attached and can also be found at the MCHCCN website at <http://muskegoncoc.weebly.com>. Information submitted and approved for funding will be entered into one single application completed by the Fiduciary Agency and submitted by the deadline to MSHDA. The deadline is by 5:00 pm on July 31, 2015 using MATT 2.0.
4. Applications from sub-grantee(s) category for ESG funds are due by **3:00 pm** on **Friday July 17, 2015** to Jamie Helsen, Communications Coordinator for the MCHCCN Steering Committee. 31 E. Clay Avenue Muskegon, MI 49442.

The following must be submitted in a sealed envelope:

- a. (2) copies of the MSHDA ESG Application- including all attachments
- 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.**

5. Applications from sub-grantee(s) for ESG funds will be rated by the Review Panel the week of July 20, 2015 with recommendations being sent via email to the Steering Committee after that review. **More detailed information will follow regarding the meeting time and date for the Review**

Committee. Applicants may be present at the Review Committee meeting, but attendance is not required. Attending Applicants will be provided a 15 minute question/answer period with the Review Committee. **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.

6. Approved sub-grantees will be requested to submit additional materials to the Fiduciary Agency within 24 hours of approval. **More guidance to follow.**
7. ESG Application will be submitted via MATT 2.0 to MSHDA by The Fiduciary Agency by **3:00 pm on July 31, 2015.**
8. ESG Exhibit 1 will be completed and submitted to MSHDA by Continuum of Care Coordinator by **September 1, 2015.**