

2018/19 ESG Funding -Announcement

The Housing Solutions Board is the HUD recognized “Collaborative Applicant” for the Greater Battle Creek and Calhoun County CoC. In addition to the renewals, agencies that meet the qualifications identified in the MSHDA ESG NOFA are eligible and invited to apply.

Our local timeline was authorized by the Executive Committee of the Housing Solutions Board to create a process to assure that organizations have the capacity to meet performance goals for each Project, and submit proposals that align with both ESG and HSB planning guidelines.

Letters of Intent (LOI) Submission:

Please complete a separate LOI for each renewal project or new project.

The Housing Solutions Board is reviewing its grant making and funding application process using examples of best practice from other Continuums across the state and nationally. MSHDA has made it very clear renewal funding is not guaranteed, and Collaborative Applicants (CAs) must have process in place to ensure the achievement of established performance outcomes as documented by HMIS.

Please Note:

- *For Renewal Projects, complete pages 2-4 and 7-8*
- *For New Project, complete pages 2, and 5-8*

All Letter of Intent Applications must be submitted to the attention of:

Nicole DuPont, HSB Secretary

TCC @ 140 W. Michigan Ave

Battle Creek, MI 49017

nad@summitpointe.org

2018 Letter of Intent Cover Sheet

Please use this page as the cover for your application package

1) Name of Applicant Agency: _____

Name of All Renewal Projects (please list all projects):

Name	Amount
_____	_____
_____	\$_____
_____	\$_____
_____	\$_____
_____	\$_____

Name	Amount
_____	\$_____
_____	\$_____
_____	\$_____
_____	\$_____
_____	\$_____

2) Preparer Information

Name of Executive Director: _____

Email Address: _____

I have reviewed the completed Letter of Intent application(s), and understand that all Letter of Intent(s) and required supporting documentation must be submitted by **June 13, 2018 at 5:00 p.m.** and late submissions will not be considered.

Signature: _____

Date: _____

Letter of Intention (LOI) to Apply for 2018/19 HUD SHP Funding

This Local Application Form is due to the Housing Solutions Board via email by **June 13, 2018/19 at 5 p.m.** in order for your agency to be considered for funding-renewal or permanent housing bonus. Email applications to

Nicole DuPont, HSB Secretary
TCC @ 140 W. Michigan Ave
Battle Creek, MI 49017

nad@summitpointe.org

Please complete one application for each grant requested.

A. General Information

A1. Agency Name:

A2. Contact Person for Grant:

A3. Contact Person's Title:

A4. Contact Person's Email:

A5. Contact Person's Phone Number:

A6. Program Category (Select one)
 Shelter Operations
 Essential services

A7. Is this project a renewal? Select One YES NO

If yes, please note: All renewals are for one year.

A8. Please provide a one to three sentence description of your project.

B. Renewal Program Information

- B1. Program Name:
- B2. Total Funds Requested:
- B3. Grant Term:
- B4. During your most recently completed project year, how much of the annual budgeted ESG grant was expensed? Please check the appropriate box.
- Expended 95%-100% of grant funding.
 - Expended 90%-94% of grant funding.
 - Expended less than 90% of grant funding.

If funds were less than 95% expended, please provide an explanation on why funds were recaptured.

- B5. Proposed number of households to be served in 2018-2019:
- B6. Actual number served:
- B7. Grant consolidation of like projects is a priority activity in the CoC Guiding Principles. Please describe any activity you have initiated in support of the consolidation of grants serving similar target populations. Please also describe any barriers you have encountered.
- B8. Changes are often necessary during the life of a grant. During the past twelve months, have you requested any following changes to the grant? If so please specify

B. New Project Information (if applicable)

- B1. Amount requested: \$
- B2. Please describe the proposed project design, and readiness to proceed.
- B3. Please describe the capacity/experience of the Project Sponsor, Staff, and Key Personnel.
- B4. Please provide a detailed project specific budget as an attachment.
- B5. Please identify the leveraging commitments-source(s) and amounts.
- B6. Please identify leveraging commitments as a comparison to amount of ESG funding requested.
 200% 101%-199% 100% 76%-99% 75% or less
- B7. New projects are evaluated based upon the ratio of dollars in their budget that are for housing-based activities to those that are supportive services. "Housing" activities includes the budget items of acquisition, new construction, rehabilitation, leasing assistance, and operations. "Service activities include the budget item of supportive services. Administrative dollars are excluded from these calculations. Please check the appropriate box:
- 90% or more of budget in housing activities
 80% to 89% of budget in housing activities
 79% or less of budget in housing activities

In addition, the HSB may also take into consideration factors such as:

- Project readiness
- Agency's past performance and capacity in operating HUD grants
- Additional discussions, presentations, or clarification provided by applicant organization, if requested

C. Measurable Performance Outcomes (Renewal)

C1. Please submit your achievement rates for this program on addressing HUD and HSB required goals (Appendix A), for your most recently completed APR.

- Measurement 1: % of exited households with increased incomes
- Measurement 2: % of clients employed at exit
- Measurement 3: % of participants exited to permanent Housing
- Measurement 4: % of participants remaining in PSH at least 6 months (active and exited)

Additional Information may be provided to explain results noted above:
See attached outcomes report

C2. Please provide any other information you feel would be beneficial for the Housing Solutions Board when reviewing applications.
200 word limit.

C. Measurable Performance Outcomes (New PH Bonus)

C1. Please describe how the project design will be responsive in meeting Measurements 1-5 (Appendix A) in your proposed project.

C2. Please highlight your experience in using HMIS or a similar data base.

D. Consumer Satisfaction & Participation (Renewal and New)

D1. Please provide a brief narrative of how the agency collects consumer feedback and satisfaction. Include the agency's frequency, method, and process for obtaining consumer feedback.

D2. Does the organization have a consumer(s) or former consumer(s) of its services involved in any of the following? Check all that apply:

- A position on the organizations Board of Directors
- A peer counselor (or similar role)
- A consumer-led tenant advisory council (or similar role)

F. Certifications

- My organization has adopted the Coordinated Entry System and complies with all policies and procedures.
- I have read the NOFA published by MSHDA and understand that significant changes have been made which could affect current and future funding priorities.
- I have attached the list of my organization's board of directors, an audited financial statement, a copy of the program's **most recently completed program APR**, and resume of the staff person responsible for financial oversight.
- My organization is a 501(c) 3 nonprofit agency or a local unit of government.
- I have attached a copy of my organization's incorporation papers.
(Not needed if on file with the Continuum Coordinator)
- My organization participates in HMIS data entry through Service Point.
- My organization is participating in the community-wide QSOBAA to allow sharing within HMIS. (Domestic Violence providers exempt)
- My organization has designated a Case Manager, who is actively working to eliminate barriers to housing and services by participating in the Workgroups of the Providers' Council.
- I understand that it is my agency's responsibility to submit the **Letter of Interest** to the Housing Solutions Board no later than **12:00 p.m. on June 13, 2018**. Failure to meet the deadline will result in ineligibility for ESG funding.
- My organization understands that it cannot require clients to participate in any religion-based activities. (This is a HUD mandated requirement)
- My organization has spent 95% or more of the funds that it was allocated in the previous grant year.
- Not Applicable (new grantee/program)

Printed Name and Title (serves as an electronic signature)

Date: _____

Appendix A:

Measurement 1: Increased Income – All programs

To increase housing stability, increasing household income is important. The CoC utilizes a measurement of the increase in income from program entry to exit. Source: Employment Income Outcomes Report; Income Sub-Assessment *Income sources include: Earned income, TANF, SSI, Unemployment, Veterans Pension

Measurement 2: Employed at Exit – Transitional and Permanent Supportive

Housing Programs A HUD measurement of success is for at least 20 percent of program participants in TH or PH to exit the program with employment income. Source: Employment Income Outcomes Report; Employment at Discharge Sub-Assessment

Measurement 3: Moving from TH to PH – Transitional Housing Programs

A HUD measurement of success is for at least 65 percent of Transitional Housing program participants to exit the program into Permanent Housing options. Source: Discharge Destination Report

Measurement 4: Staying in PSH Over 6 Months – Permanent Housing Programs

A HUD measurement of success is for at least 77 percent of Permanent Supportive Housing program participants to remain in the program for at least 6 month. Source: Length of Stay Outcomes Report

Measurement 5: Create new permanent housing beds for chronically homeless persons

A HUD Goal for the community is to create new permanent housing beds for the chronically homeless population.

Measurement 6: Decrease the number of homeless households with children.

A HUD Goal for the community is to decrease the number of homeless households with children.