FY25 City of Lansing and MSHDA Emergency Solutions Grant (ESG)
Applicant Informational Meeting

HOMELESS ASSISTANCE FUNDING FOR THE CAPITAL REGION HOUSING COLLABORATIVE 2024-2025 ESG PROGRAM GRANTS

What is ESG funding?

The Emergency Solutions Grant (ESG) program is a HUD federal entitlement-based program that serves households experiencing homelessness or who are at risk of homelessness.

The Ingham County CoC receives ESG funding from both the City of Lansing and MSHDA.

Funding can support the following program components:

- Emergency Shelter Operations & Essential Services
- Street Outreach
- Homelessness Prevention
- Rapid Rehousing
- HMIS Homeless Management Information System (funds go to the HMIS Lead Agency)
- Administration of the ESG grant (City and MSHDA administration funds may go to the HUD Recipient or Fiduciary or sub-recipients as determined by the Funders)

How much funding is available?

Actual funding allocations have not been announced by HUD/MSHDA and the amounts listed below are estimates based on funding received last year.

City of Lansing Funding

Operating Year: July 1, 2024 – June 30, 2025

Estimated funds available: $181,593 minus $18,159 for HMIS & Administration. $163,434 is available for application, within parameters below:

Conditions:

◦ Funding available for Emergency Shelter (54%) & Outreach is (3%) totaling $103,508. (DV shelters may be funded.)

◦ Prevention funding is available at (33%) or $59,926.

MSHDA Funding

Operating Year: Oct 1, 2024 – Sep 30, 2025
Approximate funds available: $541,250 less $64,950 for HMIS & Administration or $476,300.

Conditions:

◦ Funding for Emergency Shelter is limited to 30% of the total or $162,375.

  ◦ MSHDA funds cannot support DV shelters.

  ◦ A minimum of 40% of funds are reserved for the Housing Assessment and Resource Agency (HARA) or at least $216,500 (for Prevention and Rapid Rehousing.)

  ◦ For 23-24, another 14% or $75,775 went to the HARA for Prevention and Rapid Rehousing.

Eligible Activities

Emergency Shelter – Operations

- Maintenance
- Rent
- Security
- Fuel (heating)
- Food (for shelter guests)

- Furnishings
- Equipment
- Insurance
- Utilities
- Supplies

- <u>NOT</u> for shelter renovations or construction

Emergency Shelter – Essential Services

- Case Management
- Child Care
- Educational Services

- Employment Assistance and Job Training
- Transportation
- Services for Special Populations

Eligible Activities

Street Outreach

- Essential services necessary to reach out to unsheltered individuals and families and connect them with shelter, services, and housing, as well as address immediate needs.
  - Engagement
  - Case Management
  - Transportation
  - Services for Special Populations

Eligible Activities

Homelessness Prevention (for at risk of becoming homeless)

- Housing relocation and stabilization services, including rental assistance, necessary to prevent a household from becoming homeless. Eligible households must have income below 30% Area Median Income (AMI).
  - Rental arrears and rental assistance
  - Relocation assistance includes: application fees, security deposits, utility payments and deposits, moving costs
  - Services include: housing search, case management, mediation and legal services

Rapid Re-Housing (for literally homeless)

- Housing relocation and stabilization services, including rental assistance, necessary to help a household move out of homelessness and into permanent housing. Eligible households must have income below 30% AMI.
  - Rental Assistance
  - Relocation assistance includes: application fees, security deposits, utility payments and deposits, moving costs
  - Services include: housing search, case management, mediation and legal services

Estimated Funding Allocation

City of Lansing

Emergency Shelter	$98,060
Homeless Prevention	$59,926
Street Outreach	$ 5,448
Total available	**$163,434**

Earmarked for City & Haven House, HMIS lead

HMIS	$5,448
Admin	$12,711

MSHDA

Emergency Shelter	$162,375
Street Outreach	$ 21,650
Prev/Rapid Rehousing*	$292,275
Total available	**$476,300**

$216,500 Prev/RRH for HARA; $75,775 for any applicant.

Earmarked for fiduciary & HMIS Lead

HMIS	$27,063
Admin	$37,887

Application Process

- Complete one application per component type
  - If applying for more than one component type, for example street outreach and emergency shelter, a separate application needs to be completed for each one.

- To complete the budget, note there are separate tables for MSHDA and City funding. Fill out the appropriate table ONLY for the grant for which you are applying.
  - Use the dropdown lists in the spreadsheet to select eligible activities in the budget.

- Answer application questions with responses specific to your organizational experience and plans. Use data and evidence where applicable.
  - Data about clients served and outcomes should come from your HMIS, when possible

- Be mindful that ESG funding is one of the few sources of HUD funding to support emergency shelter operations. Grantees must abide by all HUD ESG regulations, including the Violence Against Women Act of 2022.

- Proposals that request funds for ineligible uses will not be considered.

Important Dates

- Friday, March 29th – Funding availability announcement and applications distributed to Network. Website postings to follow.

- Wednesday, April 10th by 5pm – Letters of Intent from Applicants are due to the CRHC @ glhrncoordinator@gmail.com

- Wednesday, April 17th by Noon – Project applications are due to the CRHC @ glhrncoordinator@gmail.com

- Friday, May 5th – Awardees will be notified of ESG grant awards.

- Note that awards may be estimated until final award amounts are available from State and Federal funders.

Eligibility Requirements for Applicants of ESG Grants

- Eligible applicants must:
  - Be a 501(c)(3) in good standing

  - Demonstrate the capacity to manage federal HUD funds
    - Such as experience with operating another federal or state grant

  - Be required to use the Homeless Management Information System (HMIS) database or an HMIS-comparable database (for DV or Legal providers only) for record keeping and reporting

  - Submit all the Checklist documents in the ESG application that meet acceptable business standards for a capacity review

Eligibility Requirements for Applicants of HUD's Grant Programs

- Mandatory Disclosure Requirement
  - Must disclose in writing all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award.

- Prohibition Against Lobbying Activities
  - Recipients are prohibited from using appropriated funds for lobbying the executive or legislative branches of the Federal government in connection with a Federal award.
  - Standard Form LLL (SF-LLL) – Certification Regarding Lobbying

- Equal Participation of Faith-Based Organizations in HUD Programs and Activities

- Conducting Business in Accordance with Ethical Standards/Code of Conduct
  - See https://www.hud.gov/sites/documents/2CFR200.PDF for Uniform Administrative Requirements

Fair Housing and Equal Opportunity

- All applicants must attest to and certify that they will comply with:
  - Title VI of the Civil Rights Act of 1964
  - Fair Housing Act
  - Executive Order 11063 on Equal Opportunity in Housing
  - Executive Order 11246 (discrimination of employment during performance of Federal contracts)
  - Section 3 of the Housing and Urban Development Act of 1968
  - Section 504 of the Rehabilitation Act of 1973
  - Age Discrimination Act of 1975
  - Executive Orders 11625, 12432, and 12138 (to encourage participation by businesses owned and operated by members of minority groups and women)
  - If establishing a preference for target populations of disabled persons, it will comply with nondiscrimination requirements within the designated population.

Threshold Factors

- Policies Are Compliant – (see HUD ESG links on last slide)
  - Must have HUD compliant policies and procedures that comply with:
    - ✓Maintaining adequate internal financial controls, record maintenance and management, and confidentiality
    - ✓The Americans with Disabilities Act, VAWA Act protections, and Fair Housing requirements
    - ✓CoC-required policies for termination of assistance and appeals processes

- Practice Housing First
  - Policies and practices are aligned with Housing First principles including:
    - ✓Commitment to identify and lower barriers to housing
    - ✓No service participation requirements
    - ✓No overly punitive policies

Threshold Factors

- Coordinated Entry
  - Must participate in the CoC's Coordinated Entry process by notifying the Coordinated Entry Agency (CEA) of program openings and accepting CEA referrals to fill openings for Homeless Prevention and Rapid Re-Housing.
    - ✓ Advent House Ministries is the acting Coordinated Entry Agency in Ingham County.
    - ✓ Shelters and Street Outreach providers must participate in the CE process by completing housing assessments and attending Case Conferencing meetings.

- Homeless Management Information System (HMIS) Participation
  - Commitment to be trained on and utilize the HMIS for maintaining client information related to required grant reporting and evaluation of program performance.
  - Organizations receiving **DV-specific funds** are prohibited from using HMIS and must have a comparable database that meets all HUD HMIS standards and reporting requirements.
  - Must complete accurate quarterly reports based on HMIS data within 30 days of the end of a quarter.

Threshold Factors

- Eligible Participants
  - Programs will only accept new participants if they can be documented as eligible for the applicable program type based on their housing and income status.

- Consumer Input Expectation
  - Recipients should engage homeless and formerly homeless clients in program design and policy making. Examples of this include:
    - ✓ Including homeless or formerly homeless clients on its board of directors or staff
    - ✓ Having a consumer advisory board
    - ✓ Administering consumer satisfaction surveys
    - ✓ Convening client focus groups to improve their operations

Threshold Factors

- Equal Access
  - Projects must provide equal access and fair housing without regard to sexual orientation, gender identity, local residency status, or any other protected category.

Matching Funds

- Matching funds are covered for both funding sources
  - No matching funds from the applying agency are required for either grant.

Checklist of Documents for Capacity Review

- Most recent 990 (corporate tax return)

- 501(c)(3)

- Current board roster

- General Liability insurance (including copy of Crime & Dishonesty insurance)

- Most recent audit

- Single Audit (if applicable)

- Conflict of Interest Policy & Code of Conduct (for board and staff)

- By-laws

- Chart of Accounts

- Lobbying policy

- Drug Free Workforce policy

- Confidentiality Policy

- All Shelter inspections, Code Compliance certification

- Personnel, Financial, Procurement policies, Program manuals, Fraud policy, Balance sheet

- Grievance or Complaint Procedure (for clients & staff)

- Non-discrimination policies (clients & staff)

Checklist of Documents for Capacity Review

- Organizational chart with job descriptions

- Cost allocation plan/current agency budget

- Certification of staff time allocation to grants

- Case managers training received in past year

- Client Termination policy

- Explanation of any pending lawsuits (if applicable)

- LARA Certificate of good standing (shows date not to expire by 8/31/24)

- Plans to use ESG funds for equipment (not recommended)

- VAWA Policies and Procedures

- **Note:** if recently submitted these documents for monitoring purposes, please note date sent and to whom on Checklist

Items to submit with Application 4/17/24

- City ESG/MSHDA Application for EACH component

- City ESG/MSHDA Budget(s) Template AND Sources of Funds page in the Application (pg 5) for EACH component

- All Checklist Documents (see list in Application, pg 6)

- Conflict of Interest form signed and dated by BOTH parties as listed (on CRHC website)

Resources and Helpful Information

Capital Region Housing Collaborative CoC website - https://capitalregionhousing.org for application information

General information and resources about the HUD ESG Program - https://www.hudexchange.info/programs/esg/

HUD ESG virtual binder about program components - https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/esg-program-components/overview/

Federal ESG Regulations - https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-576

OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200

FY2023-24 MSHDA ESG Program Competition NOFO (last year's program information to be updated for 24-25) - https://www.michigan.gov/mshda/homeless/homeless-and-special-housing-needs-programs/emergency-solutions-grant-esg-program/funding-opportunities

For Income limits for Homeless Prevention and Rapid Re-Housing assistance:

30% Area Median Income is the overarching rule for HP or RRH assistance and can be found on the HUD website.

https://www.hudexchange.info/resource/5079/esg-income-limits/

*Note: the income limits will likely be updated before the FY25 grants start date.