

The Kalamazoo County CoC Emergency Solutions Grant Information Guide

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Emergency Solutions Grant Overview:

- The Emergency Solutions Grant (ESG) is intended to help households quickly regain permanent housing after experiencing a housing crisis or homelessness. Funds can be used for homelessness prevention, street outreach, emergency shelter, rapid-rehousing, and Homeless Management Information System (HMIS).
- ESG is a federal entitlement-based program; funds are provided by the U.S. Department of Housing and Urban Development (HUD) to the Michigan State Housing Development Authority (MSHDA), and then awarded to the Continuum of Care based on a formula.
- During the local funding process, the Continuum of Care collaborates with local partners to determine funding priorities and select sub-grantees to receive the funds.
- The funding stream is open to all eligible applicants.

Eligibility:

- Recommended by the CoC/LPB.
- A 501(c)3 nonprofit agency or a local unit of government that operates its principal place of business in the State of Michigan.
- A local unit of government can subgrant the funds to a PHA.
- Actively involved in the CoC/LPB planning process.
- Willing to re-align existing program structures and use of funds to fill gaps and end homelessness.
- Willing to use HMIS to collect relevant data (Domestic violence service agencies use a comparable database);
- Capacity to use a standardized assessment tool or process.
- Participation in a QSOBAA to allow sharing within HMIS.
- Exhibits the financial capacity to administer funds as demonstrated through an audited financial statement.
- Has financial management systems in place such as cash receipts and disbursement logs, invoices, and cancelled check registers, etc.
- Employs staff person who possess bachelor's degree in accounting or possess experience in accounting along with college accounting credits or a bookkeeper whose work is overseen by an accounting firm.
- Does not require program participants to complete any prerequisites in order to receive services (i.e., religious activities, sobriety treatment, etc.).
- Displays the ability to collaborate, coordinate and partner with other local organizations.

Note: For a complete list of eligibility requirements and responsibilities of applicants/grantees, please review the Notice of Funding Availability (NOFA) document that is shared within the applicant packet. You may also view the [ESG Policy Manual](#) by clicking on the hyperlink.

If an organization finds that they are ineligible due to documentation, the CoC team may be able to offer funding support throughout the year to help perspective applicants ready themselves for the following fiscal year.

Use of Funds

Additional information and details for each component can be found in the [MSHDA ESG Policy Manual](#).

1. Street Outreach

- **Essential Services:** Services necessary to reach out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care. Eligible costs include engagement, case management, and transportation.

2. Emergency Shelter

- **Essential Services:** Eligible costs include case management, childcare, education services, employment assistance and job training, transportation, and services for special populations.
- **Shelter Operations:** Eligible costs include maintenance, rent, security, fuel, food for shelter guests, furnishings, equipment, insurance, utilities, and supplies necessary for the operations of emergency shelter. These funds cannot be used for construction or rehabilitation of shelters.

3. Homelessness Prevention: To serve those certified as Homeless, Categories 2-4; certified At Risk of Becoming Homeless

Housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to prevent the individual or family from becoming homeless if:

- Annual income of the individual or family is below **30 percent of median family income**
- Assistance is necessary to help program participants regain stability in their current permanent housing or move into other permanent housing and achieve stability in that housing.

Beyond rental assistance and rental arrears, the eligible service costs and financial assistance for housing relocation and stabilization services include housing search and placement, case management, mediation, legal services, rental application fees, security deposits, utility deposits and arrears, and moving costs.

4. Rapid Re-Housing: To serve those certified as HUD Category 1 Homeless (*This also includes households fleeing domestic violence through use of emergency shelter or living in places not meant for human habitation.*)

Housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to help individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing.

- Annual income of the individual or family is below **30 percent of median family income**.

Beyond rental assistance, the eligible service costs and financial assistance for housing relocation and stabilization services include housing search and placement, case management, mediation, legal services, rental application fees, security deposits, utility deposits and arrears, and moving costs.

5. HMIS Data Entry: Up to **ten percent (10%)** of the total grant allocation can be used for the costs of participating in HMIS and equipment. (Domestic violence service agencies must use a comparable database.)

6. Administrative: Up to **seven and a half percent (7.5%)** of the total grant allocation can be used for general management, oversight, and coordination of MSHDA ESG services, as well as for training on ESG requirements

Additional Funding Parameters

A **minimum** of forty percent (40%) of the **total grant** allocation **must be** awarded to the HARA.

- Of the funds awarded to the HARA, at least 20% of all rental assistance must be allocated to Rapid Re-Housing

Any agency that is **affirmed** by the CoC **and** meets the criteria outlined in section VII of the NOFA can be awarded Rapid Re-Housing and Homelessness Prevention services and rental assistance.

Emergency shelter funding (both essential services and shelter operations) **cannot exceed** 30% of the total grant allocation.

No grant to an ESG subgrantee shall be **less than** \$10,000.

For more information, please refer to the NOFA included in the application packet.

Eligible Homeless Definitions

Per [24 CFR 576.2](#), Table 1 and Table 2 below summarize the homeless definitions able to be used by the MSHDA ESG program, to determine MSHDA ESG program participant eligibility.

Table 1 HUD Definition for Homeless

Category 1: Literally Homeless Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: <ul style="list-style-type: none">▪ Has a primary nighttime residence that is a public or private place not meant for human habitation; or▪ Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, and local government programs); or▪ Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
Category 2: Imminent Risk of Homelessness Individual or family who will imminently lose their primary nighttime residence, provided that: <ul style="list-style-type: none">▪ Residence will be lost within 14 days of the date of application for homeless assistance;▪ No subsequent residence has been identified; and▪ The individual or family lacks the resources or support networks needed to obtain other permanent housing
Category 4: Fleeing/Attempting to Flee Domestic Violence Any individual or family who: <ul style="list-style-type: none">▪ Is fleeing, or is attempting to flee, domestic violence;▪ Has no other residence; and▪ Lacks the resources or support networks to obtain other permanent housing

Table 2 HUD Definition for At Risk of Homelessness

Category 1: Individuals and Families An individual or family who: <ul style="list-style-type: none">▪ Has an annual income below 30% of the median family income for the area; and▪ Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place described in Category 1 of the “homeless” definition; and▪ Meets one or more of the following conditions (risk factors):<ul style="list-style-type: none">○ Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; or○ Is living in the home of another because of economic hardship; or○ Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; or○ Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; or○ Lives in severely overcrowded (SRO) housing or efficiency apartment unit in which more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room.○ Is exiting a publicly funded institution or system of care; or○ Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness (use the characteristics described in your jurisdictions Consolidated Plan)
Category 2: Unaccompanied Children and Youth A child or youth who does not qualify as homeless under the “homeless” definition but qualifies as “homeless” under another Federal Statute.
Category 3: Families with Children and Youth An unaccompanied youth who does not qualify as “homeless” under the homeless definition but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardians(s) or that child or youth if living with him or her.

Applicant Huddle

An Applicant Huddle will be held on Wednesday, July 6th, 2022, from 2:00pm-3:30pm. This meeting is intended to provide interested agencies the opportunity to review the application, requirements, CoC priorities, and discuss budget intentions with the CoC Team. This meeting will be held virtually; Please use the zoom information below to access the meeting.

Topic: Emergency Solutions Grant Applicant Huddle

Time: Jul 6, 2022 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89812517957?pwd=recg5CD5hNAFqCMuTYevLSijrzjUM.1>

Meeting ID: 898 1251 7957 Passcode: 146705

One tap mobile

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