

Muskegon County Homeless Continuum of Care Network



Memorandum

TO: Members of the MCHCCN
FROM: Madison Butler, MCHCCN Coordinator
DATE: June 12, 2024
RE: Schedule for 2024-2025 ESG NOFA-

Below, please find the schedule for the ranking and allocation of ESG funds. MSDHA provides a 1:1 match to HUD ESG funding. For 2024-2025 ESG, MSHDA will determine Pay for Performance through CoC demonstration of achievement in three (3) of the four (4) benchmarks, OR two (2) benchmarks and the bonus to receive the Pay for Performance increase to their FY2024-2025 allocation. Demonstration of achievement is proven through HMIS Data Warehouse reports for the last two completed grant cycle (10/1/2021-9/30/2022 and 10/1/2022-9/30/2023).

1. All application materials including local application memo, local application questionnaire, MSHDA Application, and MSHDA ESG NOFA are posted on the MCHCCN website: www.muskegoncoc.org. Materials are also available on the MSHDA website: [Funding Opportunities \(michigan.gov\)](https://www.michigan.gov/funding-opportunities)
2. All Local applications for ESG funds are due by **5:00 pm** on **July 3rd, 2023**, to Madison Butler, CoC Coordinator at The United Way of the Lakeshore, 31 E Clay Ave. Muskegon, MI 49442. **NO LATE APPLICATIONS WILL BE ACCEPTED. Applications with errors will not be considered for funding.**
3. The following must be submitted in a PDF version to madison@unitedwaylakeshore.org. Applicant must use the attached provided application and questionnaire. Please include "2024-2025 ESG (*Your Agency*) Local Application" in the subject line (example. 2024-2025 ESG United Way Local Application):
 - a. One (1) completed copy of the MSHDA ESG Application
 - i. Include the following as attachments from the *MSHDA Application Checklist*:
 - 1) Organizational Mission Statement and Target/Service Area Map
 - 2) Organizational Chart – including a staff roster with relevant program staff
 - 3) Most Recent Completed Financial Audit
 - 4) Proof of SAM.gov UEI Active Status

Non-profit Applicants Only

 - 5) Most recent 990 (Corporate Tax Return)
 - 6) Current Fiscal Year Operating Budget
 - b. Completed Local Application Questionnaire
4. Local applications for ESG funds will be rated by the Review Committee on **Wednesday July 10th, 2024 at 9:30 am** at The United Way of the Lakeshore, 31 E Clay Ave, Muskegon MI 49442. 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.
5. The Review committee will submit its recommendation to the Steering Council following the meeting. Steering Council will review and confirm the Review Committee recommendation on Thursday July 11th, 2024. Applicants will be notified of approval that day.
6. If a project is rejected, there is an appeal process. Any appeal of the decisions of the Review or Steering Committees must be filed by Monday, July 15th, 5:00 pm with Madison Butler at: madison@unitedwaylakeshore.org. If required, the Appeals meeting will be held on Thursday, July 18th, 11:00 am.

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7. Approved sub-grantees will be requested to submit additional materials to the Fiduciary Agency within 24 hours of approval. **More guidance to follow from the Fiduciary, if necessary.**
8. Information submitted and approved for funding will be entered into one single application completed by the Fiduciary Agency and submitted via IGX System to MSHDA by the Fiduciary Agency by **3:00 pm on August 2nd, 2024**