LENAWEE CONTINUUM OF CARE GRANTS COMMITTEE

Committee Chair, LenaweeCoCGrants@gmail.com

**Steps 2 Stability (S2S) Program
for
Homeless Service Providers**

Administrative Costs

Fiduciary

Flexible Financial Assistance and Rental Assistance

Homeless Management Information System (HMIS)

Staffing Costs: Housing Navigation & Shelter Diversion

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GENERAL OVERVIEW

The Lenawee Continuum of Care (CoC) announces the availability of funds for Steps 2 Stability projects. The funds are from the Housing and Community Develop Fund (HCDF) and are received from the [Michigan State Housing Development Authority (MSHDA)](). The Steps 2 Stability (S2S) Program is funded by MSHDA. The Lenawee CoC is notified by MSHDA of eligible S2S funding for Lenawee County and in turn must oversee the application, review, and ranking process to receive funding.

S2S combines MSHDA's shelter diversion and housing navigation programs. The purpose of the S2S program is to assist households experiencing a housing crisis to quickly identify and access safe alternatives to shelter when possible and building relationships with landlords and rental community to facilitate timely housing outcomes. S2S funds provide for a variety of services, including *Flexible Financial and Rental Assistance, Case Management, Housing Navigation, Diversion Intake and Screening*. The funds under this program are intended to assist individuals and families to safely avoid entering or quickly exit shelters through stabilized housing.

This application provides information and instructions for organizations and agencies interested in applying for S2S funds.

Eligible Applicants

Units of general-purpose local government, private non-profit organizations that have received 501(c)(3) federal tax-exempt status from the U.S. Internal Revenue Service (IRS). Faith-based organizations may not restrict client participation based on required religious affiliation or services. **The CoC will not accept applications from individuals.**

The CoC does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, familial status, military status or disability in the admission, access, or appointment to, or treatment or employment in its programs.

Timeline

1. **Application Materials and Training:** To apply for funding, applicants must have attend the mandatory in-person application training:

    Thursday, April 17, 2025
    2:00 p.m. – 4:30 p.m.
    Goodwill Industries
    1357 Division St.
    Adrian, MI 49221

2. **Technical Assistance:**
    *   If you have questions about any part of this application, contact the Grants Committee Chair by email to: LenaweeCoCGrants@gmail.com and indicate that this is a **S2S application question** in the subject line and identify the agency/organization for which the question is being asked.

3. **Application Deadline:** The deadline for submitting S2S applications is **Tuesday, May 13, 2025, at 5:00 p.m. (EST).**

    LATE APPLICATIONS will _NOT_ be accepted.

4. **Applicant Interviews with Grants Committee:**
    *   Applicants will have an opportunity to be interviewed by the Grants Committee on **Friday, May 30, 2025.**
    *   The Grants Committee is charged with reviewing, scoring, and ranking applications to determine funding decisions. Interview times will be determined at a later date.

5. **Grants Committee Scoring and Ranking:**
    The Grants Committee will review and score all applications. On **Friday, May 30, 2025,** the Grants Committee will meet to discuss scoring outcomes and rank the projects based on that criteria to determine funding decisions.

ADA Notice

The CoC supports the provisions of the Americans with Disabilities Act. If you would like to request a reasonable accommodation, please submit your request to the Grants Committee Chair via email LenaweeCoCGrants@gmail.com

Application Instructions and Details

*   Applicants requesting Steps 2 Stability (**S2S**) funding (**for Homeless Services**) from the

CoC must use the Lenawee CoC Funding application and submit via upload to the Grants Committee Google Classroom by the deadline.

- The agency's executive director **MUST** be the primary contact for this application. The Executive Director **MUST** be listed as the applicant and the CEO/Executive Director.

- Applicants must propose an activity under a project component based on a one-year funding period September 1st – August 31st.

- Failure to submit all required **ATTACHMENTS** and **DOCUMENTS** may result in rejection of the application.

- All activities submitted for funding consideration **MUST** be an eligible activity, and **MUST** comply with the Lenawee CoC Coordinated Entry Process.

- Agency **MUST** attend all mandatory meetings, training sessions, and be a Lenawee CoC member in good standing per Lenawee CoC by-laws. If the Agency is funded and fails to attend a mandatory meeting or training session this may result in a reduction of funding.

- The Lenawee CoC may recommend MSHDA S2S funding to successful applicants for the **Program Year (September 1st – August 31st)**. Funding is contingent upon the availability of dollars, Third- Party Partner capacity to perform, measurable work plan outcome indicators and outcomes, as well as receipt of match dollars.

- All agencies are required to submit at least one (1) request for reimbursement each quarter. Failure to regularly complete quarterly drawdowns may result in a reallocation of funds.

- **Funding Period:**
  Applicants must propose a project component or activity that fits within the one-year funding period, specifically from **September 1st – August 31st**. This is the duration for which the S2S grant award has been approved.

- **Contract Period:**
  The 12-month contract period is based on MSHDA's S2S Program Year. For this application, the relevant contract period is **from September 1st – August 31st.**

- **Budget Period:**
  Applicants need to provide a budget for the project based on the approved funding period. The budget must be reasonable and aligned with the scope of the proposed activity.

- Organizations whose applications are selected for funding will be required to respond in a satisfactory manner to conditions placed on their award before funding can proceed.

ELIGIBILITY THRESHOLD CRITERIA

Project applicants must:
1. Agency **MUST** have been in operation as a 501(c)(3) non-profit for at least two (2) years.
2. Agency **MUST** submit an application for this funding via Grants Committee Google Classroom.
3. Agency **MUST** answer **ALL** questions in order to submit this application.
4. Agency **MUST** have a 1:1 match in dollars (cash match).
5. Agency **MUST** be a member of Lenawee CoC in good standing.
6. Agency **MUST** have a current audit or financial review.
7. Agency **MUST** comply with the Lenawee CoC Coordinated Entry Process.

OVERVIEW OF ELIGIBLE PROJECT COMPONENTS

Eligible Project Components

1. **Administrative Costs:** A percentage of the total grant allocation can be used for general management, oversight, and coordination of S2S services, as well as for HMIS costs.

2. **Fiduciary:** The Fiduciary is an agency selected and affirmed by the CoC or LPB to receive and distribute S2S funding as allocated by the approved budget.

3. **Flexible Financial Assistance (FFA) and Rental Assistance:** Funding to support rent and/or security deposits or other general categories of needs to ensure stability such as food, transportation, childcare and more. This activity cannot exceed 30% of grant budget.

   Note: See NOFA for full list of FFA categories.

4. **Homeless Management Information System:** A percentage of the total grant allocation can be used for the costs of participating in HMIS and equipment. (Domestic violence service providers must use a comparable database.)

5. **Staffing Costs: Sheler Diversion & Housing Navigation:** These activities must be at least 50% of the total grant budget. These activities are designed to prevent an individual or family from moving into an emergency shelter or living in a public or private place not meant for human habitation or to quickly exit the shelter through housing relocation and stabilization services.

   Note: See NOFA for full list of staffing costs. All applicants must comply with the Coordinated Entry Policy.

SCORING CRITERIA AND POINTS AVAILABLE

Maximum Points	Scoring Section
	Background Information
Not Scored	1. Agency Background
P/F	2. Debarments and Violations of Criminal Law
P/F	3. Unresolved Monitoring and/or Audit Findings
P/F	4. Homeless Management Information System (HMIS)
P/F	5. Timely Submission of Financial Reports
5	6. Organization and Management Structure
	Experience of Applicant
5	7. Experience Utilizing Funds
5	8. Experience with Leveraging Funds
P/F	9. Match
	Project Detail
Not Scored	10. Project Component
10	11. Project Description
10	12. Housing Navigation and Case Management
Not Scored	13. Proposed Number of Persons and Households Served
5	14. Low Barriers – Mainstream Resources
10	15. Prioritization and Rapid Housing
	Supportive Services for Participants
10	16. Intake Process
Not Scored	17. SSI/SSDI Outreach, Access, and Recovery (SOAR)
5	18. Performance Evaluation
	Project Component – Performance Measures
10	19. Exits to Permanent Housing
10	20. Length of Time Homeless
10	21. Participant Income
	CoC Priorities and Standards
5	22. Disparities in Services
	Budget
5	23. Budget Summary
	Attachment Review
0	All Required Attachments Fully Completed & Submitted

APPLICATION QUESTIONS

Background Information – Threshold Criteria

1. Agency Background

Required Attachments:

- **Active SAM Registration** screenshot from SAM showing up to date registration with current information including Unique Entity Identifier number
- **Financial Audit** – most recent completed organizational financial audit

Briefly describe the work of the agency. Include population(s) served, overview of services provided, funding sources and additional programming and key leadership and project staff qualifications.

2. Debarments and Violations of Criminal Law

Question:

Has the applicant received a suspension or debarment from working with the federal government or have any violations of federal criminal law? If yes, please explain the debarment and/or criminal law violations.

Scoring Criteria/Points Available:

- **PASS** – Clearly meets expectations shown by having no debarment nor violations of federal criminal law
- **FAIL** – Does not meet criteria, has debarment and/or violations of federal criminal law

3. Unresolved Monitoring and/or Audit Findings

Question:

Are there any unresolved monitoring or audit findings for any HUD, state or local grants (including S2S) operated by the applicant or potential subrecipients?

Scoring Criteria/Points Available:

- **PASS** – Clearly meets expectations shown by having no unresolved monitoring or audit findings. Applicant has NO unresolved monitoring or audit finding.
- **PASS W/ FINDINGS** – Adequately meets expectations based on narrative describing Corrective Action Plan.
- **FAIL** – Does not meet criteria with unresolved findings that have not been addressed and results in the risk of losing other funding sources.

4. Homeless Management Information System (HMIS)

Question:

Does the applicant enter data into HMIS or if Domestic Violence provider another comparable system? If no, please provide detailed timeline to implement utilization by October 1st. (Utilizing HMIS or other approved comparable system for DV providers is required to receive funding.)

Scoring Criteria/Points Available:
- **PASS** – Clearly meets expectations shown by having utilizing HMIS/DV provider approved comparable system
- **PASS W/ FINDINGS** – Adequately meets expectations based on narrative describing Implementation Plan.
- **FAIL** – Does not meet criteria – not entering data into HMIS/DV provider approved comparable system, nor can utilization by implemented by October 1st.

5. (Currently Funded Applicants ONLY) Timely Submission of all Financial Reports

Question:

Complete the provided Financial Report Chart to show status of all requests to drawdown funds.

Scoring Criteria/Points Available:
- **PASS** – Clearly meets expectations shown by submitting drawdowns at least quarterly and applicant is on track with spending to fully expend funds by end date
- **FAIL** – Does not meet criteria – has not been submitting drawdowns at least quarterly and is behind on expending funds

6. Organization and Management Structure

Required Attachments:

- **Board List** detailing names, term limits, occupation, etc. (Note for each member if they are a Person With Lived Experience of homelessness or not.)
- **Organizational Chart** detailing all staff positions related to program implementation including management and Management Breakdown

Question:

Describe the basic organization and management structure of the applicant and subrecipients (if any).

Scoring Criteria:
- Includes clear evidence that the project applicant and/or its subrecipient(s) have the organizational and management structure to implement the project with clear roles and responsibilities of staff.

Points Available:
- **5 points -** Exceeds Criteria
- **3 points -** Meets Criteria
- **0 points -** Does Not Meet Criteria

Experience of Applicant

7. Experience Utilizing Funds

Question:

Describe the experience of the applicant and potential subrecipients (if any) in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations.

Scoring Criteria:

- Proposal indicates:
    - experience supporting households experiencing homelessness or housing instability,
    - experience operating and efficiently utilizing other federal grants,
    - experience operating other projects of the same component type,
    - experience with self-monitoring and evaluation methods to ensure compliance and fidelity to program component.
    - Example of how agency addresses potential challenges or barriers to fidelity and program delivery.

Points Available:

- **5 points -** Exceeds Criteria
- **3 points -** Meets Criteria
- **0 Points -** Does Not Meet Criteria

8. Experience w/ Leveraging Funds

HUD Exchange FAQ 1556

Q: What is Leverage?
A: Leverage is the non-match cash or non-match in-kind resources committed to making a CoC Program project fully operational. For example, TANF, FEMA, ODD-HCRP/SHP, Medicare billing and private funding.

Leverage funds may be used for any program related costs, even if the costs are not budgeted or not eligible in the S2S Program(s). Leverage may be used to support any activity within the project provided by the recipient or subrecipient.

Question:

Describe the experience of the Applicant and potential subrecipients (if any) in leveraging other Federal, State, local, and private sector funds. Provide a comprehensive budget with all local, state and federal funding to support the work of the project.

Scoring Criteria:

- The proposal indicates the applicant has experience utilizing other funding sources to

ensure efficiency and feasibility of program operations.

Points Available:
- **5 points -** Exceeds Criteria
- **3 points –** Meets Criteria
- **0 points –** Does Not Meet Criteria

9. <u>Match</u>

Applicant has the ability to provide 1:1 matching funds. If recommended for funding, the Applicant agrees to provide written documentation of 100% Match commitment.

Scoring Criteria:
- **PASS** – Yes.
- **FAIL** – No.

Project Detail

10. <u>Check appropriate Project Component that applies to your application</u>
(for information only)
- ☐ Administrative Costs
- ☐ Fiduciary
- ☐ Homeless Management Information System (HMIS)
- ☐ Staffing Costs: Shelter Diversion & Housing Navigation
- ☐ Flexible Financial and Rental Assistance

11. <u>Project Description</u>

Question: Provide a detailed description of the scope of the project including the target population(s) to be served, project plan for addressing the identified housing and supportive service needs, and the reason funding is required. Define/Describe what services will be provided by this project (i.e. how they will be implemented, who will implement them, frequency and duration of services) and your agency's experience in serving the target population with the proposed services.

Scoring Criteria:
- Rationale for funding and service design explain program strengths.
- Clear explanation of all activities with specific details. Narrative corroborates with the other components of the application.

Points Available:
- **10 points-** Exceeds Criteria
- **5 points**- Meets Criteria
- **0 points**- Does Not Meet Criteria

12. Housing Navigation and Case Management

Describe how program participants will be assisted to obtain and remain in permanent housing.

Scoring Criteria
- Narrative must also indicate how appropriate units will be identified and how the project applicant or subrecipient will ensure that rents are reasonable.
- Established arrangements and coordination with landlords and other homeless services providers should be detailed in the narrative.
- Housing stability services through specialized case management or landlord engagement.
- Level of coordination with By Name list and engagement in meetings.

Points Available:
- **10 points** – Exceeds Criteria
- **5 points** – Meets Criteria
- **0 points** – Does Not Meet Criteria

13. Proposed Number of Persons and Households Served

Question:

Complete the provided Proposed Participants Served Chart. Indicate the number of unduplicated persons and households to be assisted in total for the program year of funding requested. Unduplicated means that each person served by the project is counted only once during the program year.

Scoring Criteria/Points Available: *For Information Only.*

14. Low Barriers – Mainstream Resources
Individuals experiencing homelessness face significant barriers in accessing services and housing, including substance use, history of domestic violence, criminal records, chronic homelessness, mental illness and/or trauma, and records of evictions.

Question:
What services, policies, partnerships/collaborations and practices do your agency have in place to support program participants with severe barriers in quickly attaining and maintaining housing? Describe what specific plan the project has to coordinate and integrate with other mainstream health, social services, educational, and employment programs for which program participants may be eligible for. How does your organization provide up-to-date information on mainstream resources available for program participants (e.g., Food Stamps, SSI, SSDI, TANF, substance abuse programs)?

Scoring Criteria:
- The plan clearly considers and addresses the needs of the target population.
- Narrative describes how service delivery directly leads to program participant employment; how service delivery leads directly to program participants accessing SSI, SSDI, unemployment or other mainstream services; and how the requested funds contribute to program participants becoming more independent.

- Project provides a timeline detailing the process by which program participants will access supportive services and mainstream resources, including SSI/SSDI, SNAP, education and employment services, and other services identified as needed by the program participant.

Points Available:
- **5 points** – The project has the necessary services, partnerships, policies, or practices currently in place to support participants with severe housing barriers.
- **3 points** – The project has some services, partnerships, policies, or practices currently in place to support participants with severe housing barriers; *and* has a clear plan for having the necessary services, partnerships, policies, or practices in place if awarded.
- **1 point** – The project, if awarded, will have the necessary services, partnerships, policies, or practices to support participants with severe housing barriers.
- **0 points** – The project, if awarded, will not have the necessary services, partnerships, policies, or practices to support participants with severe housing barriers.

Supportive Services	Provided by Applicant	Provided by Collaborative Partner
Assessment of Service Needs		
Assistance with Moving Costs		
Case Management		
Child Care		
Education Services		
Employment Assistance and Job Training		
Food		
Housing Search and Counseling Services		
Legal Services		
Mental Health Services		
Outpatient Health Services		
Outreach Services		
Substance Abuse Treatment Services		
Transportation		
Utility Deposits		
TANF		
Food Stamps		

15. Prioritization & Rapid Housing

Question:
Please describe how the Agency is identifying the most vulnerable participants and providing support for their success. What strategy are you utilizing to ensure participants are stably housed as quickly as possible.

Scoring Criteria:

Points Available:
- **10 points** – Exceeds Criteria
- **5 points** – Meets Criteria
- **0 points** – Does Not Meet Criteria

Supportive Services for Participants

16. Intake Process

Describe your strategy to reduce the length of time individuals and people in families remain homeless. Specifically, detail the proposed intake process for all project clients. How does the project progressively assess and engage with clients throughout the first 30 days after enrollment into the project?

Scoring Criteria:
- Describe how and when you schedule intake of new clients. How does the agency overcome challenges during intake? (Client no-show, lack of documentation). Include number of average weekly intakes, average amount of time spent on intake.
- Project provides a timeline indicating that all persons are assessed using a standardized assessment (SPDAT, Strength Based Assessment, etc.) utilized by the local CoC within the first 30 days.

Points Available:
- **10 points –** Exceeds Criteria
- **6 points –** Meets Criteria
- **3 points –** Sufficiently Meets Criteria With Some Concerns
- **0 points –** Does Not Meet Criteria

17. SSI/SSDI Outreach, Access, and Recovery (SOAR)

Does your organization promote SSI/SSDI Outreach, Access, and Recovery (SOAR) certification of program staff? If yes, please provide the names of the individuals.

Scoring Criteria/Points Available:
Not Scored. For Information Only.

18. Performance Evaluation

Question:
Describe how you will use data to implement a system of performance evaluation and improvement.

Scoring Criteria:
- Different types of data collection are described (e.g., project performance, client feedback, employee evaluations, third-party evaluations, continuous quality improvement

(CQI, etc.).

- Clear description of data-informed performance evaluation including outcome metrics for proposed projects. (System Performance Measures)
- Client feedback is specifically mentioned as a mechanism for performance evaluation and decision-making.

Points Available:
- **5 points –** Exceeds Criteria
- **3 points –** Meets Criteria
- **0 points** – Does Not Meet Criteria

Project Component Performance Measures

Required Attachments:

- Currently funded Applicant – Most recent report(s) submitted to MSHDA **AND MUST** complete provided Project Performance Measures Chart

- New Applicant – Most recent Annual Agency Program level Data **AND MUST** complete provided Project Performance Measures Chart

19. Exits to Permanent Housing

Question:

What percentage of exits are to permanent housing?

Points Available:
- **10 points –** 30% or more
- **8 points –** 20% - 29%
- **5 points –** 10% - 19%
- **0 points** – Below 10%

20. Length of Time Homeless

Question:

What is the Average Length of Time Homeless for participants who have exited the program? (NOTE: This is the average of how long it took your participants to move into permanent housing.)

Points Available:
- **10 points –** 30 days or less
- **8 points –** 31 days – 90 days
- **5 points –** 91 days – 120 days
- **0 points** – 121+ days

21. Participant Income

Question:

How many adults had no income at entry? What percentage of adults increased or maintained their income at exit? (NOTE: Maintained Income is referencing individuals that had income at entry and exit. If an individual entered with no income and still had no income at exit, they are NOT counted as having Maintained/Increased Income.)

Points Available:
- **10 points –** 5% or more
- **5 points –** 2.5% - 4%
- **0 points** – Below 2.5%

CoC Standards and Policies

22. Disparities in Services
Question:
Describe the steps your organization is taking to address the disparities identified and the measures your organization has in place to track progress on preventing or eliminating disparities in the provision or outcomes of service delivery.

Scoring Criteria:
- Evaluation process is in place to determine effectiveness of strategies at addressing disparities, trainings, identifying barriers.
- All disparities must be addressed in the narrative with an explanation of the situation and a corrective action plan.

Points Available:
- **5 points** – Agency clearly demonstrates an evaluation process is in place, has regularly scheduled trainings, and are actively working identifying and removing barriers to services
- **3 points** – Agency demonstrates some efforts to identify and remove barriers to services and description does not include evaluation strategies.
- **1 point** - Agency demonstrates minimal efforts to identify and remove barriers to services
- **0 points** – Agency demonstrates no efforts.

Budget

23. Budget Summary

The budget is reasonable for the work proposed. All budget items listed are eligible under S2S Program rules.

Required Attachment:

Program Budget - must include all grant funded expenses and note percentage of total program budget. (Example: S2S funding accounts for 30% of the total Case Management Budget) Refer to [MSHDA NOFA for guidance on approved expenses](#).

Scoring Criteria:

- The budget clearly outlines cost projections that are needed for the project type and outcomes.
- The budget is easy to understand and provides sufficient detail for clarity about how funds will be used and when expenses will be incurred.
- The budget is completely reasonable for the work proposed.

Points Available:

- **5 points** – Meets Criteria
- **3 points** – Sufficiently Meets Criteria With Some Concerns
- **0 points** – Does Not Meet Criteria

Attachment Review

24. Attachments

Question:

Were all required attachments fully completed and provided?

Points Available:

- **0 points** – Yes
- **- 5 points** – No

Reference

If you have questions about any part of this application, contact the Grants Committee Chair by email to: LenaweeCoCGrants@gmail.com and indicate that this is a **S2S application question** in the subject line and identify the agency/organization for which the question is being asked.