

Guidelines for Grant Transfers

1) Notification of Grant Transfer

The agency seeking to transfer the grant will notify the Collaborative Applicant of its intent to transfer the grant to another agency within St. Clair County.

2) Discussion Between Agency and Collaborative Applicant

The Collaborative Applicant will engage in discussions with the transferring agency and HUD to review the transfer process and ensure all necessary steps are understood.

3) Notification to Executive Committee and Board

The Collaborative Applicant will notify the Executive Committee and the Board of the proposed grant transfer, outlining the relevant details.

4) Notification to HAC Membership

The Collaborative Applicant will notify the Homeless Advisory Committee (HAC) membership and invite agencies within the region to submit a letter of interest if they wish to accept the grant transfer. The timeline for submitting letters of interest will typically be 2 to 3 weeks from the notification.

5) Evaluation of Responses

If multiple agencies express interest, they will be required to submit additional documentation to assess their capacity to manage the grant. This will assist in determining the most suitable recipient for the transfer.

6) Review and Recommendation

Letters of interest, along with any supplementary documentation, will be reviewed by the Executive Committee and Board. A recommendation will be made, and the final decision will be subject to a vote by the Board.

7) Approval and Notification

Once the transfer is approved by the Board, the Collaborative Applicant will notify both the transferring and receiving agencies, as well as HUD, of the decision.

8) Meeting to Discuss Project Requirements

The Collaborative Applicant will schedule a meeting with both the transferring and receiving agencies to review the specific project requirements and expectations for the successful management of the grant.

9) Coordination with HUD

The Collaborative Applicant will work closely with HUD to ensure the successful completion of the grant transfer process, ensuring all compliance and documentation requirements are met.