



**FY2018 HUD COC PROGRAM COMPETITION  
RENEWAL PROJECT APPLICATION  
HOUSING PROJECTS**

<b>AGENCY PROFILE</b>	
Legal Name of Agency	Allegan County Community Mental Health Services
Project Name	ACCMHS – HUD COC PSH/Dedicated Plus FY18 Renewal
Project Start Date	May 1, 2019
Contact Person	Cara Coleman
Title	Housing Supervisor
Address	3283 122 <sup>nd</sup> Ave, Allegan, MI 49010
Email	CColeman@accmhs.org
Phone	269-673-3384 x2728

Check one:

- Permanent Supportive Housing
- Rapid Re-Housing
- Joint Transitional Housing / Permanent Housing – Rapid Re-Housing

Renewal Application Option (check one):

- Standard Renewal (no change from FY17)
- Consolidation (must complete New Project Application in addition)
- Transition (must complete New Project Application in addition)
- Expansion (must complete New Project Application in addition)

Authorized Representative: *I hereby certify that the information contained in this proposal is true and accurate. Any falsification of information will render the application void, and the application will not be accepted. This application has been reviewed and authorized for submission by the agency's board of directors as of the date indicated.*

Name: Theresa Bray	Title: ACCOC Chair
Date of Board/Local Planning Body Authorization:	
Date of Anticipated Board/Local Planning Body Authorization:	8/9/2018

Authorized Representative: *I hereby certify that the information contained in this proposal is true and accurate. Any falsification of information will render the application void, and the application will not be accepted. This application has been reviewed and authorized for submission by the agency's board of directors as of the date indicated.*

Name: Theresa M. Bray	Title: C.O.C. Chair
Date of Board/Local Planning Body Authorization:	
Date of Anticipated Board/Local Planning Body Authorization:	8.9.18

*All projects requesting renewal must demonstrate they have met minimum project eligibility, capacity, timeliness, and performance standards to be considered for funding.*

### **GENERAL PROJECT INFORMATION**

1a. Provide a narrative describing how the project's performance: met the plans and goals established in the current project's application, the project's performance in assisting program participants to achieve and maintain independent living, and record of success. (Include target populations and preferences as specified and/or allowed by the Notice of Funding Availability (NOFA) under which the project was initially funded.) If the renewing project has not yet started, provide a narrative of anticipated performance in these same areas based on experience with other related projects. (1000 word limit)

The Allegan County Homeless Assistance Programs (AC HAP) at ACCMHS has met the plans and goals in starting up the PSH Dedicated Plus Project. The project start date is 05/01/2018 ahead of our proposed start date of 10/01/2018 in order to rapidly rehouse persons in MDHHS PSH Projects that ended in FY 18. The grant agreement was fully executed on 05/23/2018 with Issues and Conditions satisfied on 05/04/2018. The first units were assisted on 05/01/2018 compared to our target date of 02/01/2018. ACCMHS will now target 02/01/2018 as the date when the program will fill all 14 units and complete the HMIS Sage Annual Progress Report within 90 days of grant end date. ACCMHS is targeting chronic homeless populations who are living with mental illness. It is anticipated that a majority of the target population will also be receiving or eligible to receive Community Mental Health Services. At ACCMHS, the following services and/or programs will be used to assist participants to achieve and maintain housing, recovery goals, and independent living: Assertive Community Treatment, therapy, case management, support coordination, supported employment, treatment groups in Dialectical Behavioral Therapy and co-occurring disorders. ACCMHS will use a combination of Medicaid and General Fund dollars to support these activities to eligible program participants. Participants will also be referred and linked to supportive services and resources outside of ACCMHS that support life skill development, financial management, mentoring, recovery, employment and education, and positive health outcomes. ACCMHS has noticed a significant increase in rent rates in Allegan County with Gardner Group of Michigan and KMG Prestige managed properties maintaining rent rates that conform to Fair Market Rent rates. As a result Housing Resource Specialists have spent additional time advocating and negotiating rent rates compared to previous years. In addition, there has been an influx of renters into the market which has created more competition in the housing market for our most vulnerable populations. These two variables has increased the amount of time a person is homeless from 31 days in FY 2017 to 58 days in FY 2018. To address the current trends in the rental housing market, the Allegan County COC has established a subcommittee, Stable Housing Advocates Promoting Empowerment (SHAPE), of which the HAP supervisor is a member. SHAPE's mission is: 1) Accessible housing for all through education, empowerment and advocacy; 2) Removing housing barriers by engaging community stakeholders; 3) Supporting tenants, landlords, and community stakeholders in Allegan. ACCMHS was awarded a half-time AmeriCorp position as a Housing Information and Resource Specialist whose primary focus will be to strengthen access to housing in Allegan County. This position will be assigned to the SHAPE committee. Through SHAPE and the AmeriCorp work in FY 19, ACCMHS HAP hopes to reduce the length of time a household is homeless from the current 58 days to 45 days. ACCMHS is a part of the Region 4 Prepaid Inpatient Health Plan, Lakeshore Regional Entity, which has experienced a recent

budget crisis in 2018. ACCMHS submitted a balanced budget and had to cut staffing and benefits to staff as a result of the budget crisis. The Department of Homeless Assistance Programs at ACCMHS had one FTE cut supported by Medicaid and General Fund. The funding allocations and budget crises have been addressed at the Regional and State level to ensure longevity and properly supported Community Mental Health programs across the state. Due to funding levels and allocations addressed at the State and Regional level, ACCMHS is looking favorable for FY 2019 and will be hiring a Licensed Bachelor Level Social Worker to provide case management services to participants in the HUD COC Projects at ACCMHS. This position will be funded with a combination of HUD COC dollars (MI500, Dedicated Plus, Rapid Rehousing) and Medicaid funding in FY 19. ACCMHS anticipates that at least 85% of persons housed will maintain permanent housing or exit to a positive/permanent housing destination, at least 20% of persons entering the COC project will increase unearned income, and at least 20% will increase earned income by project exit.

1b. Use the last completed grant year APR for this and all other data/outcome measure questions. If the renewing project has not yet started, indicate the planned number of units per county.\*

This is a first year renewal project. In addition to our number of units, the number of current (as of 7/01/18) stayers and leavers is provided below:

County	Number of Units	Number of Stayers	Number of Leavers
Allegan County	14	2	0

\*Attach additional forms as needed to list all counties.

2. Has the project had any significant changes since the last funding approval?

No If "yes", complete the chart below to indicate the change.

Check change type		Previous	New
<input type="checkbox"/>	Decrease in the number of persons served		
<input type="checkbox"/>	Change in number of units		
<input type="checkbox"/>	Change in project site location		
<input type="checkbox"/>	Change in target population		
<input type="checkbox"/>	Change in component type		
<input type="checkbox"/>	Change in grantee/applicant		
<input type="checkbox"/>	Line item or cost category budget changes more than 10%		
<input type="checkbox"/>	Other: <a href="#">Click here to enter text.</a>		
If change was made, include as many of the following that apply as attachments to your application:			
Attached (check)			
<input type="checkbox"/>	Attachment: Written communication to HUD requesting the significant change		
<input type="checkbox"/>	Attachment: HUD's written approval of the change requested		

<input type="checkbox"/>	N/A: HUD has not yet provided written approval of the requested change
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**SECTION I: Project Effectiveness**

3. Does the project serve priority populations (Veterans, Chronically Homeless, Families, Youth, Domestic Violence Survivors)? Enter the number of units dedicated or prioritized for each population at turnover.

	Number of Units		
	Dedicated	Dedicated Plus	Prioritized
Veterans	Click here to enter text.	Click here to enter text.	Click here to enter text.
Chronically Homeless	Click here to enter text.	14	Click here to enter text.
Families	Click here to enter text.	Click here to enter text.	
Youth	Click here to enter text.	Click here to enter text.	Click here to enter text.
Domestic Violence	Click here to enter text.	Click here to enter text.	Click here to enter text.

4. Low Barrier

To earn points as Low Barrier, the project must answer affirmatively to all the following questions.

<b>Does the project ensure that participants are NOT screened out (or denied project entry) due to the following:</b>	
Having too little or not enough income	Yes
Active substance use or history of substance abuse	Yes
Having a criminal record (other than for state-mandated restrictions)	Yes
Domestic violence (requiring survivor to take specific actions or demonstrate distance from assailant)	Yes

5. Housing First

In addition to the answers above, a project must also answer affirmatively to the following questions to qualify as Housing First.

<b>Does the project work to ensure that participants are NOT terminated from the program due to the following:</b>	
Failure to participate in supportive services	Yes
Failure to make progress on a service plan	Yes
Loss of income or failure to improve income	Yes
Being a victim of domestic violence	Yes
Any other activity not typically covered in a lease agreement but found in the project's geographic area.	Yes
<b>Does the project quickly move participants into permanent housing?</b>	Yes

6. All recipients of HUD CoC Program funding are required to participate in Coordinated Entry. Did the project take 100% of all referrals from Coordinated Entry in the past grant year *or* will it once the grant year begins? **Yes**

7. What is the prioritization process for households referred to this project? How is it determined who is most vulnerable and the best fit for any referrals to this project? Provide detail from policy established by the Local Planning Body. (500 word limit)

ACCMHS uses the MIBOSCOC and ACCOC developed Coordinated Entry Process. ACCMHS is the HARA for Allegan County serving as the central point of intake for homeless services. The Allegan County Homeless Assistance Programs (AC HAP) is the department assigned within ACCMHS to follow through with HARA responsibilities. HAP follows the prioritization policies in the ACCOC Coordinated Entry Policy Manual beginning on page 59. Where the ACCOC policy is not explicit, AC HAP defers to the MIBOSCOC policy for prioritization. As such, ACCMHS utilizes the VI-SPDAT to determine acuity related to vulnerability along with a certified homeless status, including HMIS reports, to verify length of time homeless. Individuals and families will be placed in this PSH project according to unit size available prioritizing persons experiencing chronic homelessness with the highest VI-SPDAT scores. When units are open for which no chronically homeless persons are identified, then AC HAP staff will prioritize based upon the length of time homeless first and then by VI-SPDAT score second.

**Efficient Use of Funding** (If the renewing project has not yet started, share information from the last completed year of another HUD funded project or similarly designed project through this agency)

**This project is a new start up, therefore information pertaining to the HUD funded COC PSH Chronic MI500 Project is shared. Note the MI500 project has only completed one year of funding thus far.**

8. What was the project’s utilization rate? (Average of Quarterly Point- in-Time Counts in APR 9 divided by total contracted units.) 33% however all 3 units are now filled. First lease up was 5/5/2017, second lease up was 12/5/2017, and final lease up was 7/10/2018.

9. Expenditure of Funds: Use last **completed** HUD FY year.

a. Total amount authorized within eLOCCS	\$25,720
b. Remaining balance in eLOCCS	\$21,242.03
c. Percentage recaptured Divide answer b. by answer a. and multiply by 100	82.6%

10. Were drawdowns made to eLOCCS at least quarterly? (Demonstrated in eLOCCS attachment)

No. This was the first year of the grant. We had trouble gaining access to eLOCCS, and as a result, we only made 1 draw for the year 16-17. For FY 17-18, we started out drawing down quarterly and have now started drawing down monthly following the HUD Monitoring visit May 7-9, 2018. In FY18 to date we have exhausted both the admin and supportive services line items with all units now full we project a spend down rate of 83.3% ending 9/30/2018.

**HMIS Participation** (If the renewing project has not yet started, share information from the last completed year of another HUD funded project or similarly designed project through this agency)

11. Indicate how many APR Data Quality Elements (DQE) have 5% or less null or missing values (APR Q06):

As a new project PSH Dedicated Plus application is a first time renewal, therefore the data from our first APR in the HUD Chronic (MI500) grant is listed below.

Data Quality Element APR 6a.-6d.			
Number of elements with 5% or less null or missing values			
DQE 6a.	DQE 6b.	DQE 6c.	DQE 6d.
6	5	4	1
Total the numbers above, divide by 16, multiply by 100 for a percent: 100%			

**HUD Monitoring**

12. a. Does the recipient have any HUD monitoring findings in any of the agency’s projects? **Yes**

If yes, explain below findings in detail for the Funding Review Panel. Include details on the nature of the finding, resolution and corrective actions taken, if any.

ACCMHS completed its first HUD Monitoring for the HUD COC MI500 project May 7-9, 2018. ACCMHS had one finding as a result of not having a completed and executed lease in one tenant file. The lease contained in the tenant file did not have a signature from the landlord. In response and per HUDs recommendation, ACCMHS stopped payment for the unit assisted until the signed lease agreement was submitted. The signed lease was submitted within 2 weeks and rental assistance resumed for the unit. ACCMHS will update the policy manual to refuse rental assistance payments when signed leases are not submitted at initial move-in and stop rental assistance payments when renewed signed leases are not submitted on/before the date of the participants’ annual recertification. When leases are not submitted in a timely manner, ACCMHS will escrow rental assistance payments until the lease is submitted and only release payments when the signed lease is obtained.

b. Has your organization been monitored by HUD in the past three (3) years? **Yes**

**If yes**, include as attachments: Monitoring report from HUD, your organization’s response to any findings, documentation from HUD that finding or concern has been satisfied, and any other relevant documentation.

**If no**, provide most recent monitoring by an entity other than HUD for federal or state funding (ESG, CDBG, etc) and include as attachments: Monitoring report, your organization’s response to any findings, documentation from HUD that finding or concern has been satisfied, and any other relevant documentation.

**Impact on Homelessness**

13. Is this project the only CoC funded project with dedicated beds to a particular target population?  
*Answered by Project Evaluation based on all applications submitted for this NOFA.*

14. Funds that are reallocated may be added to renewal projects to increase the number of households served. If funding is available:

Would this project accept additional funds?  Yes  No

How would additional households be served with these funds?

ACCMHS is in a year of transition due to Medicaid and General Fund cuts that has impacted staffing levels which has impacted the HARA department within ACCMHS. ACCMHS will use time in FY 18-19 to realign staffing, seek community funding resources, and rebuild capacity within the renewal projects awarded for FY 18-19. Additionally, with the harsh rental market conditions, ACCMHS prefers to focus on filling new projects units while collaborating with the ACCOC to address the market conditions and support increased housing accessibility and affordability.

**Serving High Need Populations – PSH PROJECTS ONLY** *(If the renewing project has not yet started, share information from the last completed year of another HUD funded project or similarly designed project through this agency)*

**The PSH Dedicated Plus Project started 05/01/2018, therefore the HUD-Chronic (MI500) Project data is provided as a comparable program.**

15. What percentage of the households served met “hard to serve” criteria defined as having zero income at start/entry? *(APR 18. Value for Adults with No Income at Start divided by Total Adults):*

0%, however only one person was in the program at the time of the APR submission. Currently, all 3 units are filled with 1 person without income from any sources at program entry (33%).

16. What percentage of the households served met “hard to serve” criteria defined as having two (2) or more physical or mental health conditions known at start/entry *(APR 13.a.2. add totals for two and three or more conditions, then divide by total):*

100% of participants met this criteria, however that is only for one person in the program at the time of APR submission. Currently, all 3 units are filled with persons that have two or more disabling conditions (100%).

17. What percentage of the households served were chronically homeless? *(APR Q26a. divide total chronically homeless by total households):*

100% of persons in the project met criteria for chronically homeless with one homeless youth participant.

## Section II. Project Performance

**Performance Data** *(If the renewing project has not yet started, share information from the last completed year of another HUD funded project or similarly designed project through this agency)*

The PSH Dedicated Plus Project started 05/01/2018, therefore the HUD-Chronic (MI500) Project data is provided as a comparable program.

18. Length of Stay



a. Permanent Supportive Housing: Calculate the percentage of leavers that remained in project more than 180 days (*APR 22a.1*)

No leavers for the comparable project. However, the first assisted unit/tenant has remained housed since 05/05/2017 and the second participant since 10/27/2017.

b. Rapid Re-Housing: Calculate the percentage of participants that took 30 days or less from project entry to lease up (*CAPER 22C*)

For the ESG CAPER submitted by ACCMHS to MSDHA, 10.8% of participants took 30 days or less to lease up.

#### 19. Exits to Permanent Housing

a. Permanent Supportive Housing: Calculate the percentage of participants who remained in project, or exited to permanent housing destinations. (*Total Persons Exiting to Positive Housing Destinations APR Q23.a. + Q23b. + Stayers 5.a.8 / [Total Served 5.a.1. – Excluded Q23.a. + Q23.b.]*)

100% of persons remained in MI500 project with no exits.

b. Rapid Re-Housing: Calculate the percentage of participants who exited to permanent housing destinations (*Total Persons Exiting to Positive Housing Destinations APR Q23.a. + Q23b. / [Total Leavers 5.a.5. – Excluded Q23.a. + Q23.b.]*)

There are no program exits in MI500 Chronic for the most recently completed APR, 100% have maintained PH.

#### 20. New or Increased Income and Earned Income

a. PSH Only Project Stayers: What percent of project stayers had new or increased earned income within the project contract year? *APR 19a.1*

0% of project stayers in MI500 had new or increase earned income in the first APR submitted.

b. PSH Only Project Stayers: What percent of project stayers had new or increased other (non-employment) income? *APR 19a.1*

0% of project stayers in MI500 have new or increased unearned income in the most recently completed APR, but no annual recerts were due during the APR timeframe. However, the first annual assessment completed for May shows one participant with an increase in income since program entry.

c. Project Leavers: What percent of project leavers had new or increased earned income? *APR 19a.2*

No project leavers in the MI500 project to date.

d. Project Leavers: What percent of project leavers had new or increased other (non-employment) income? *APR 19a.2*

No project leavers to date in the MI500 project.

**Financial Information****PROJECT BUDGET**

<b>Activity</b>	<b>Requested Funds</b>	<b>% of Requested Funds</b>	<b>Other Funding</b>	<b>Total Project Cost</b>
Acquisition		%		
New Construction		%		
Rehabilitation		%		
Leasing		%		
Rental Assistance	\$108,456	78.6 %		
Supportive Services	\$20,626	14.9 %		
Operating Costs		%		
HMIS		%		
Project Administration (limited to 7%)	\$8,933	6.5 %		
<b>Total Project Cost</b>	<b>\$138,015</b>	<b>100%</b>		

**Attachment A**

Identify all match and leveraging funds. Only those dollars or non-cash contributions (in-kind) that directly support the project should be listed. This may include federal, state, or local government funds, private funds, grants, and/or other sources, including donations. Worksheet should reflect information in eSnaps application.

**Match must be at least 25% of total funding requested. Documentation of match must be provided with the application.**

Resource	Cash or In Kind	Committed or Planned/ Pending	Available (MM/YY)	Amount/ Value	% of HUD Project Award	Serves as CoC Program Match? (Y/N)
<b>ACCMHS</b>	<b>In Kind</b>	<b>Planned/Pending</b>	<b>05/19</b>	<b>\$34,504</b>	<b>25%</b>	<b>Yes</b>
	Cash/Kind	C/PP	MM/YY		%	Yes/No
	Cash/Kind	C/PP	MM/YY		%	Yes/No
	Cash/Kind	C/PP	MM/YY		%	Yes/No
	Cash/Kind	C/PP	MM/YY		%	Yes/No
	Cash/Kind	C/PP	MM/YY		%	Yes/No
	Cash/Kind	C/PP	MM/YY		%	Yes/No
	Cash/Kind	C/PP	MM/YY		%.	Yes/No
<b>Total leveraged from other sources</b>				<b>\$34,503.75</b>	<b>25%</b>	

Attach additional forms as necessary

## Attachment B

Attachments listed below are required but unscored. Failure to include any documentation that is required may result in disqualification of the application. *Please number all attachments in accordance with the list below.*

### **All projects must include:**

#1: Annual Progress Report (APR) for the project's most recent completed contract year, *or* the most recently completed contract year for another HUD-funded project or similar project if the renewing project has not yet started. **ACCMHS HUD Chronic MI500 Project shared as comparable.**

#2: Line of Credit Control System (LOCCS) report showing drawdowns and final balance

#3: Project Application submitted in *e-snaps*

#4: Documentation of all match

### **Each applicant must include one of the following two (#5):**

Monitoring report from US Department of Housing and Urban Development (HUD)

Monitoring report from an entity other than HUD for federal or state funding (ESG, CDBG, etc)

### **If relevant include (#6):**

A: Organization's response to any findings

B: Documentation from HUD (or other entity) that finding or concern has been satisfied

C: Any other relevant documentation

D: Written communication to HUD requesting the significant change indicated in question 2.

E: HUD's written approval of the change requested in question 2.

## Attachment C

### HUD General Section Certificates

The agency certifies to the Balance of State Continuum of Care that it and its principals are in compliance with the following requirements as indicated by checking the box.

- Fair Housing and Equal Opportunity*. See CFR 578.93 for specific requirements related to Fair Housing and Equal Opportunity.
- Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity*. See the Federal Register dated February 1, 2012, Docket No. FR 5359-F-02 and Section V.C.1.f. of the FY 2017 General Section.
- Debarment and Suspension*. See Section III.C.4.c. of the FY 2015 General Section. Additionally, it is the responsibility of the recipient to ensure that all subrecipients are not debarred or suspended. (24 CFR 578.23((3)(c)(4)(v).d. Delinquent Federal Debts. See Section V.B.3. of the FY 2017 General Section.
- Compliance with Fair Housing and Civil Rights*. See Section V.C.1.a. of the FY 2017 General Section.
- Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency (LEP)*. See Section V.C.1.d. of the FY 2017 General Section.
- Economic Opportunities for Low- and Very Low-income Persons (Section 3)*. See Section V.C.1.c. of the FY 2017 General Section.
- Conducting Business in Accordance with Core Values and Ethical Standards/Code of Conduct*. See Section V.C.15. of the FY 2017 General Section.
- Prohibition Against Lobbying Activities*. See Section V.C.15. of the FY 2017 General Section.
- HUD Habitability Standards inspections* on all units, at a minimum.
- Participation in HUD-Sponsored Program Evaluation*. See Section V.C.5. of the FY 2017 General Section.
- Environmental Requirements*. Notwithstanding provisions at 24 CFR 578.31 and 24 CFR 578.99(a) of the CoC Program interim rule, and in accordance with Section 100261(3) of MAP-21 (Pub. L. 112-141, 126 Stat. 405), activities under this NOFA are subject to environmental review by a responsible entity under HUD regulations at 24 CFR part 58.
- Drug-Free Workplace*. See Section VI.B.9. of the FY 2015 General Section. n. Safeguarding Resident/Client Files. See Section V.C.11 of the FY 2017 General Section.
- Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 209-282) (Transparency Act), as amended*. See Section V.C.13. of the FY 2017 General Section.
- Lead-Based Paint Requirements*. For housing constructed before 1978 (with certain statutory and regulatory exceptions), CoC Program recipients must comply with the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801, et seq.), as amended by the Residential Lead-Based

*Paint Hazard Reduction Act of 1992* (42 U.S.C. 4851, et seq.); and implementing regulations of HUD, at 24 CFR part 35; the Environmental Protection Agency (EPA) at 40 CFR part 745, or State/Tribal lead rules implemented under EPA authorization; and the Occupational Safety and Health Administration at 29 CFR 1926.62 and 29 CFR 1910.1025.

Attestation that all attachments as required by HUD are uploaded in *e-snaps*. See Notice of Funding Availability for the 2018 Continuum of Care Program Competition FR-6200-N-25.

This list is not exhaustive of all HUD requirements. Applicants are encouraged to review the 2018 General Section, found at: [https://www.hud.gov/program\\_offices/spm/gmomgmt/grantsinfo/fundingopps](https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps) to ensure eligibility.

Agency: Allegan County Community Mental Health Services

Acknowledged By: Mark A. Witte, MSW, LMSW

Title: Executive Director

Date: 7/27/2018