



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

AGENCY PROFILE	
Legal Name of Agency	Allegan County Community Mental Health Services
Project Name	ACCMHS – RRH FY 18 Renewal
Project Start Date	May 1, 2019
Contact Person	Cara Coleman
Title	Housing Supervisor
Address	3283 122 nd 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 Bray		Title: ACCOC 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)

This is a first time renewal. The ACCMHS RRH FY 17 Project started on May 23, 2018. ACCMHS is ahead of our projected initial application implementation timeline by six months. ACCMHS will provide rental assistance up to 24 months, prioritizing persons with the longest homeless histories and highest acuity scores on the VI-SPDAT. This project targets the following specific populations: veterans, families, domestic violence, and those with mental illness. ACCMHS initiated rental assistance for the first unit on 6/1/18. 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. Using a collaboration of HUD COC grant dollars, ACCMHS will hire bachelors level staff person to provide case management services focused on achieving and maintaining permanent housing through income and employment supports, linkages to community resources, and recovery services. 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 will target all 9 units to be assisted by the end of the 2nd quarter and complete the HMIS Sage Annual Progress Report within 90 days of grant end date. ACCMHS will 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.*

Current progress since start date 5/23/2018.

County	Planned Number of Units	Number of Stayers	Number of Leavers
Allegan County	9	1	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: Click here to enter text.		
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		

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.	1
Chronically Homeless	Click here to enter text.	Click here to enter text.	Click here to enter text.
Families	Click here to enter text.	Click here to enter text.	5
Youth	Click here to enter text.	Click here to enter text.	1
Domestic Violence	Click here to enter text.	Click here to enter text.	2

4. Low Barrier

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

Does the project ensure that participants are NOT screened out (or denied project entry) due to the following:	
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.

Does the project work to ensure that participants are NOT terminated from the program due to the following:	
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
Does the project quickly move participants into permanent housing?	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. As such, ACCMHS utilizes the VI-SPDAT to determine acuity related to vulnerability and uses certified homeless status, including

HMIS reports, to verify length of time homeless. Individuals and families will be assisted according to unit size available first by length of time homeless and then by VI-PSDAT score.

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 is a 1st year renewal therefore the HUD MI500 Project data is shared.

8. What was the project’s utilization rate? (Average of Quarterly Point- in-Time Counts in APR 9 divided by total contracted units.)

In the FY 15 HUD COC MI 500 Project APR is 33%; however it should be noted that the MI500 has only completed one year. 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. **Comparable Project MI500 Shared**

a. Total amount authorized within eLOCCS	\$25,720.00
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. 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.

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):

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 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 signature from the landlord. ACCMHS stopped payment for the unit assisted until the 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 for a unit until fully signed leases are in the tenant file at initial and annual recertification. When leases are not submitted in a timely manner, ACCMHS will escrow rent until the lease is submitted and only release the check 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? No
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

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.

How would additional households be served with these funds?

Not Applicable

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)*

Not Applicable for this Project

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):*

Not Applicable

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):

Not Applicable

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

Not Applicable

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)

It should be noted that ACCMHS is a new HUD direct grantee with few outcomes to show. ACCMHS is utilizing its FY 15 funded COC MI500 Project to show performance data. Please note that this program is only in its 2nd year renewal for FY18-19 and only one APR has been completed.

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 has been housed since 12/5/2017.

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.]

No one left the project in FY 17-18.

20. New or Increased Income and Earned Income

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

No one had new or increased earned income to report in our first APR.

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

No one had new or increased income to report in the first APR, but no annual recerts were due during the APR timeframe. However, the first annual assessment completed for May-18 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 one left the project in FY 17-18.

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

No one has left the project in FY 17-18.

Financial Information

PROJECT BUDGET

Activity	Requested Funds	% of Requested Funds	Other Funding	Total Project Cost
Acquisition		%		
New Construction		%		
Rehabilitation		%		
Leasing		%		
Rental Assistance	\$82,020	81.4 %		
Supportive Services	\$12,166	12.1 %		
Operating Costs		%		
HMIS		%		
Project Administration (limited to 7%)	\$6,576	6.5 %		
Total Project Cost	\$100,762	100%		

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)
ACCMHS	In Kind	Planned/Pending	05/19	\$25,191	25%	Yes
	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
Total leveraged from other sources				\$25,191	25%	

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 to ensure eligibility.

Agency: Allegan County Community Mental Health Services

Acknowledged By: Mark A. Witte, MSW, LMSW

Title: Executive Director

Date: 7/27/2018