



**FY18 HUD COC PROGRAM
COMPETITION
NEW, RENEWAL, or BONUS PROJECTS -
INFRASTRUCTURE PROJECT APPLICATION**

AGENCY PROFILE	
Legal Name of Agency	Michigan Department of Health and Human Services
Project Name	HMIS Renewal
Contact Person	Lynn Hedges
Title	Manager of Housing and Homeless Services
Address	333 S Grand Ave, Lansing, MI 48909
Email	Hedgesl2@michigan.gov
Phone	

Check one:

- Coordinated Entry System - Supportive Services Only (SSO)
- Homeless Management Information System

Check one:

- New Project Application from Reallocated Funds
- Renewal Application
- Bonus Project Application
- Domestic Violence Bonus Project Application

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:	Title:
Date of Board/Local Planning Body Authorization:	
Date of Anticipated Board/Local Planning Body Authorization:	

All projects must include as attachments (please number each attachment as follows):

- #1: Proof of 501(c)3 status from the IRS
- #2: Financial statements, including cash flow statement
- #3: Non-profit Corporation Update (2013) or equivalent
- #4: DUNS number and Standard Form 424 (SF-424)
- #5: Active registration in SAM
- #6: Most recent audit by an independent certified public accountant
- #7: Monitoring report by HUD or other federal or state funding entity, including any responses if there were findings noted in the report
- #8: Documentation of all match
- #9 Project Application in e-Snaps
- #10 Preliminary Rendering and Site Plan (if applicable)

INFRASTRUCTURE FUNDING PROJECT APPLICATION

See scorecard for scoring criteria in each question.

PROJECT OVERVIEW

1.a. Renewal Projects: Provide a narrative describing how the project’s performance met the met the plans and goals established in the current project’s application (as specified and/or allowed by the Notice of Funding Availability (NOFA) under which the project was originally funded), the project’s performance in assisting communities to bring an effective end to homelessness, and record of success. *(1,000 word limit)*

This project provided technical assistance, facilitation and training to staff at participating agencies receiving funds from the Balance of State CoC in order to successfully utilize HMIS in recording and reporting data. This project also managed and supported core system requirements to ensure local users were accessing current system requirements. This project worked with Mediware (HMIS vendor) and MCAH as it continued its migration from ART to Qlik Sense reporting tools to develop the tools needed by the end user to successfully use the new system tools. This project procured and distributed ServicePoint licenses to 138 appropriate MDHHS/HMIS users and paid the necessary monthly maintenance fees. 39 new users were trained in the 2017-2018 grant year.

1.b. New Projects: Provide a narrative describing the project generally, the geographic coverage of the projects, and what plans and goals will be set for the project to assist communities in bringing an effective end to homelessness (including targeted outcomes that fit within the Balance of State CoC’s current strategic plan). *(1,000 word limit)*

[Click here to enter text.](#)

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

Yes/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

PERFORMANCE AND IMPROVEMENT

3. List the outcomes reported to HUD for this project and describe the project's progress in reaching those outcomes. (500 word limit)

Item #8 on the HUD APR evaluates system coverage for this project. MDHHS has the highest possible score of 100%.

4. Does the project have a continual quality improvement plan or process? If yes, describe. (500 word limit)

All data from Balance of State CoC grants administered by MDHHS is reviewed monthly and any data quality issues are addressed regularly by MDHHS with specific providers. MDHHS provides routine training webinars by program to ensure providers are receiving the most current HMIS and HUD data collection and reporting guidelines.

5. How does the project ensure alignment in practices with both HUD and CoC priorities? (500 word limit)

MDHHS, through its subcontractor CIHHS, ensures that HMIS and HUD data and reporting requirements are continuously communicated to providers and updated in the system. CIHHS serves as an HMIS systems administrator for all MDHHS HUD grants through the Balance of State CoC.

6. How does (How will, for New or Bonus Project applications) the project's progress toward outcomes support the efforts of permanent housing projects throughout the CoC? (500 word limit)

This project ensures that data collected and reported meet HUD guidelines and can be used by local providers to drive positive permanent housing outcomes.

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)

7. Expenditure of Funds: Use last completed HUD FY.

a. Total amount awarded	\$147,764
b. Total amount spent	\$147,013

c. Percentage spent (answer b. divided by a. multiplied by 100)	99.49%
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HUD Monitoring

8. a. Does the recipient have any HUD monitoring findings for any the agency’s projects? **Yes/No**
 If yes, explain below in detail for the Funding Review Panel. Include details on the nature of the finding, along with the resolutions and corrective actions taken, if any.
[Click here to enter text.](#)

b. Has your organization been monitored by HUD in the past three (3) years? **Yes/No**

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, reference 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.

Organizational Capacity

9. Describe agency key staff positions and qualifications of individuals who will carry out the project (500 word limit):

MDHHS subcontracts with the Center for Innovation in Health and Human Services (<https://www.cihhs.org>) to complete the activities of the project. MDHHS has had a contractual relationship with CIHHS to carry out these responsibilities for several years and has relied on their expertise and relationships with MCAH, Medware, and others to ensure MDHHS’ provider agencies are getting the training, information and support needed to competently use HMIS in their daily work. MDHHS will continue to contract with CIHHS for these services.

10. Describe the agency’s financial management system, including financial reporting, record keeping, accounting systems, payment procedures, procurement processes, and audit requirements (500 word limit):

All costs incurred by the MDHHS are assigned to a cost center (a Program Code and a Task Order). The majority of costs are charged directly to a specific source of funding (i.e. HUD grant). MDHHS utilizes the Statewide Integrated Governmental Management Application (SIGMA) to account for financial activity. All costs incurred by the MDHHS are entered into SIGMA. Accounting events entered into SIGMA, such as the payment of vouchers, contracts, or the disbursement of funds, must be assigned a series of classification elements to completely identify the accounting impact of each transaction. Overall, the classification structure defined by the account coding block provides the ability to separate and summarize SIGMA accounting

information to meet a broad variety of financial management and reporting requirements including tracking actual expenditures and outlays with budgeted amounts for a grant. MDHHS maintains a system of internal controls to safeguard grant assets and to ensure they are only used for authorized purposes. Each financial transaction is documented and approved based on MDHHS payment authorization or journal voucher lists of authorized approvers. In addition, payments can only be entered into systems where there are only authorized users who review the documentation for appropriateness and approvals (pre-audit/approve). MDHHS also maintains a quarterly certification process where the program manager (or designee) certifies the expenditures are documented with appropriate substantiating documentation and the coding is correct, and the expenditures are appropriate and necessary for the operation of the programs. MDHHS maintains a record retention policy that is reviewed and approved by the State of Michigan Department of Management and Budget. MDHHS maintains financial records for at least seven years. MDHHS manages grant funding through a team approach, with multiple checks and balances to ensure conformance to federal regulations including the new Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR part 200). MDHHS is audited annually.

PROJECT BUDGET

Activity	Requested Funds	Other Funding	Total Project Cost
Acquisition			
New Construction			
Rehabilitation			
Leasing			
Rental Assistance			
Supportive Services			
Operating Costs			
HMIS	\$132,264	\$11,00	\$143,264
Project Administration (up to 10%, follow GIW for renewal)	\$4,500		\$4,500
Total Project Cost	\$136,764	\$11,000	\$147,764

Complete Match and Leveraging worksheet, Attachment A.

Attachment A

Identify all HUD and non-HUD funding that comprises the project budget. 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.

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 Total Budget	Serves as CoC Program Match? (Y/N)
HUD CoC	Cash	Committed	05/19	\$136,764	74%	No
HUD HOPWA	Cash	Committed	10/18	\$11,000	6%	No
State of Michigan staff	In Kind	Committed	10/18	\$36,941	20%	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
Total leveraged from other sources					%	

Attach additional forms as necessary

Attachment B

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:

Acknowledged By:

Title:

Date: