FY2018 HUD COC PROGRAM COMPETITION
RENEWAL PROJECT APPLICATION
HOUSING PROJECTS

MICHIGAN
BALANCE OF STATE
CONTINUUM OF CARE

AGENCY PROFILE	
Legal Name of Agency	Human Development Commission
Project Name	Homeless Rehousing Program
Project Start Date	July 1, 2019
Contact Person	Lori K. Offenbecher
Title	Executive Director
Address	429 Montague Avenue Caro, MI 48723
Email	lorio@hdc-caro.org
Phone	989-673-4121

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: Angila Heinitz	Title: Thumb CoC Chairperson
Date of Board/Local Planning Body Authorization:	7/17/2018
Date of Anticipated Board/Local Planning Body Authorization:	

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: Angela Heinitz	Title: Thumb Area CoC Chair
Date of Board/Local Planning Body Authorization:	7-17-18
Date of Anticipated Board/Local Planning Body Authorization:	

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)*

Locally known as the *Homeless Re-Housing Program* (HRP), the Human Development Commission administers Rapid Re-Housing rental assistance and supportive services for homeless families, individuals, or unaccompanied youth coming from the streets or emergency shelters helping them to access supportive housing solutions to regain their stability. Preference is given to Veterans and women (and their dependent children) fleeing from domestic violence when there is a tie between SPDAT scores. Total project costs for the rural, four-county service area of Huron, Lapeer, Sanilac, and Tuscola counties is $248,797. HRP provides 23 units of rental assistance/supportive services (6, Huron County; 5, Lapeer County; 5, Sanilac County; and 7, Tuscola County) with one- and two-bedroom availability. Outcomes for the HRP include: (1) Homeless clients will move from a place of crisis and vulnerability to becoming stable and/or thriving; (2) Homeless clients will increase personal independence and responsible behavior; and (3) Homeless clients will strive to meet and/or satisfy goals and objectives outlined in their Individual Service Plans. Positive outcomes are achieved by providing "bundled services", intensive case management (support services and otherwise), and a high degree of client participation, engagement, and investment. Clients have mandatory monthly and/or weekly contact (in person or by telephone) with HDC's Advocacy staff, to develop strategies on how they will obtain and maintain permanent housing, increase skills and/or income, and realize greater self-determination.

As a Community Action Agency, HDC administers a wide array of advocacy and other support services that can be accessed for the benefit of homeless clients. Voluntary services are offered by HDC as the umbrella agency, the Thumb Area Assault Crisis Center as the agency's state-recognized domestic violence service provider, or by collaborating with community partners. All of HDC's programs and services emphasize self-sufficiency and agency staff are trained on making appropriate referrals for homeless individuals and families. HDC's Advocacy staff have extensive knowledge about Michigan MDHHS programs including eligibility and enrollment procedures as communication with MDHHS caseworkers is often necessary to move customers from crisis to stability. In addition, HDC Advocacy staff have received training on the Michigan Benefit Access Initiative. Mainstream programs include form DHS-1171 for Michigan Department of Health and Human Services benefit/entitlement programs.

Click or tap here to enter text.

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.*

County	Number of Units	Number of Stayers	Number of Leavers
Huron County	6	6	6
Lapeer County	5	10	9
Sanilac County	5	8	8
Tuscola County	7	12	4

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
☐	Decrease in the number of persons served		
☐	Change in number of units		
☐	Change in project site location		
☐	Change in target population		
☐	Change in component type		
☐	Change in grantee/applicant		
☐	Line item or cost category budget changes more than 10%		
☐	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)			
☐	Attachment: Written communication to HUD requesting the significant change		
☐	Attachment: HUD's written approval of the change requested		
☐	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	0	0	0
Chronically Homeless	0	0	0
Families	0	0	0

Youth	0	0	0
Domestic Violence	0	0	0

HRP's original intended purpose was to serve individuals, families, and unaccompanied youth experiencing homelessness. Therefore, the program, by its original design serves all of the above populations equally. HRP also follows Coordinated Entry. At turnover, a unit is filled by the next highest SPDAT score. Priority is given to Veterans and/or survivors of domestic violence only when there is a tie between qualifying SPDAT scores.

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)*

"As a local planning body granted funding through the BOS the following standards related to the use of the Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) and/or Service

Prioritization Decision Assistance Tool (SPDAT) will be used as part of the TAPB coordinated entry process." For HRP, a Rapid Re-Housing Program, in individual's VI-SPDAT and/or SPDAT score in the RRH or PSH/Housing First intervention range at program entry or within six months before the program entry date is acceptable or for a family, a F-VI-SPDAT and/or F-SPDAT score in the RHH or PSH/Housing First intervention range at program entry or within six months before the program entry date. The local HARA completes the SPDAT or F-SPDAT to prioritize and refer participants for available housing slots. Those households scoring closer to the top of the threshold are the first priority. For example, if two households have undergone an initial SPDAT measurement and one scores a 38 and the other a 41, and there is only one opening on a caseload, the household with the highest score is served first. In case of a tie, veterans get priority. …HUD regulations only allow RRH and PSH programs to serve (1) people who are literally homeless; or, (2) people who are homeless because they are fleeing domestic violence. In addition, HUD mandates that communities prioritize literally homeless households who are chronically homeless for housing and services. To this end, the prioritization groups first prioritize literally homeless households (who meet household size requirements for the available permanent housing unit) based on their VI-SPDAT scores, with chronically homeless household having first priority. If there are no chronically homeless households on the housing prioritization list, households are still prioritized based on their VI-SPDAT scores. This prioritization follows HUD's Order of Priority in CPD-14-012 which states: First Priority – Chronically Homeless Individuals and Families with Longest History of Homelessness and with the Most Severe Service Needs; Second Priority – Chronically Homeless Individuals and Families with the Longest History of Homelessness; Third Priority – Chronically Homeless Individuals and Families with the Most Severe Service Needs; and, Fourth Priority – All Other Chronically Homeless Individuals and Families."

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)*

8. What was the project's utilization rate? *(Average of Quarterly Point- in-Time Counts in APR 9 divided by total contracted units.)* **72.8%**

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

a. Total amount authorized within eLOCCS	$239,521.00
b. Remaining balance in eLOCCS	$39,095.80
c. Percentage recaptured Divide answer b. by answer a. and multiply by 100	$16%

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

Yes

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	3
Total the numbers above, divide by 16, multiply by 100 for a percent: 112.5%			

HUD Monitoring

12. a. Does the recipient have any HUD monitoring findings in any of the agency's projects? No

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.

Click here to enter text.

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

HDC has provided its most recent monitoring report in Attachment #5. There were no findings; therefore, HDC did not have to provide a response.

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?

Click here to enter text.

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)*

15. What percentage of the households served met "hard to serve" criteria defined as having zero income at start/entry? *(APR 23. Add values for No Income and divide by Total in last row)*:

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)*

18. Length of Stay

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

Not applicable

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

68.2%

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.])*

Not applicable

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.])*

91.6%

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*

Not applicable

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

Not applicable

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

0%

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

12%

Financial Information

PROJECT BUDGET

Activity	Requested Funds	% of Requested Funds	Other Funding	Total Project Cost
Acquisition		%		
New Construction		%		
Rehabilitation		%		
Leasing		%		
Rental Assistance	$165,204	66.4 %		$165,204
Supportive Services	$71,856	28.9 %	$62,199	$134,055
Operating Costs		%		
HMIS		%		
Project Administration (limited to 7%)	$11,737	4.7 %		$11,737
Total Project Cost	$248,797		$62,199	$310,996

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)
Huron Behavioral Health	In-Kind	Committed	07/19	$2,030	3.1%	Yes
Human Development Commission – Making Cents	In-Kind	Committed	07/19	$1,300	2.0%	Yes
Human Development Commission – Thumb Area Assault Crisis Center	In-Kind	Committed	07/19	$3,500	5.4%	Yes
Sanilac County Community Mental Health	In-Kind	Committed	07/19	$10,460	16.1%	Yes
Lapeer County Community Mental Health	In Kind	Committed	07/19	$19,100	29.3%	Yes
Lapeer Area Citizens Against	In Kind	Committed	07/19	$3,500	5.4%	Yes

Domestic Violence						
Tuscola Behavioral Health Systems	In Kind	Committed	07/19	$2,473.36	4.0%	Yes
Human Development Commission – The Emergency Food Assistance Program	In Kind	Committed	07/19	$2,000	3.1%	Yes
Sanilac Area Violence Elimination Council – Eva's Place	In Kind	Committed	07/19	$3,500	5.3%	Yes
GST Michigan Works!	In Kind	Committed	07/18	$12,000	18.3%	Yes
Tuscola Intermediate School District	In Kind	Committed	07/19	$2,269	3.4%	Yes
Human Development Commission – Financial Literacy	In Kind	Committed	07/19	$3,000	4.6%	Yes
Total leveraged from other sources	N/A	N/A		$65.132.36	100%	Yes

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.

☒ #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: Human Development Commission

Acknowledged By: Brian Neuville

Title: Deputy Director

Date: 7/26/2018