



**FY18 HUD COC PROGRAM COMPETITION  
NEW/BONUS PROJECT APPLICATION  
HOUSING PROJECTS**

<b>AGENCY PROFILE</b>	
Legal Name of Agency	Michigan Department of Health and Human Services
Project Name	Consolidated Rapid Re-Housing
Project Start Date	10/1/19-9/30/20
Contact Person	Rebecca Tallarigo
Title	Housing Specialist
Address	235 S Grand Ave. Suite 1110, Lansing, MI 48933
Email	Tallarigor@michigan.gov
Phone	517-242-4308

Check one:

- Permanent Supportive Housing for Chronically Homeless
- DedicatedPLUS Permanent Supportive Housing
- Rapid Re-Housing
- Joint Transitional Housing-Rapid Re-Housing
- Supportive Services Only – Coordinated Entry
- HMIS

Check one:

- New Project Application from Reallocated Funds
- Bonus Project Application
- Domestic Violence Bonus Project Application
- Consolidation (must complete Renewal Project Application in addition)
- Transition (must complete Renewal Project Application in addition)

- Expansion (must complete Renewal 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: Paula Kaiser Van Dam	Title: Bureau Director
Date of Board/Local Planning Body Authorization:	7/30/2018
Date of Anticipated Board/Local Planning Body Authorization:	

## **ELIGIBILITY THRESHOLDS**

Basic HUD Eligibility Thresholds must be satisfied before the CoC may consider a new or bonus project application for funding.

1. Please indicate by checking the boxes if the agency has any of the following:

a. Outstanding obligation to HUD that is in arrears for which a payment schedule has not been agreed upon;

Yes  No If yes, please explain: [Click here to enter text.](#)

b. Debarments and/or Suspensions- In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the federal government;

Yes  No If yes, please explain: [Click here to enter text.](#)

c. Unresolved monitoring findings or outstanding (agency or HUD) audit findings;

Yes  No If yes, please explain: [Click here to enter text.](#)

d. Inadequate financial management or accounting practices within the past three years;

Yes  No If yes, please explain: [Click here to enter text.](#)

e. Evidence of untimely expenditures on prior award;

Yes  No If yes, please explain: Due to an error HUD draws were completed incorrectly for one of the quarters for the Rapid Re-Housing Renewal grant, which is part of this consolidation. This resulted in a correction needing to be made with steps from HUD to complete. This delayed the draws from being completed on a quarterly basis. MDHHS has now created a checks and balances system that requires multiple steps of review prior to the completion of any draws in ELOCCS. MDHHS Housing and Homeless Services financial staff work in tandem with federal reporting staff to ensure that draws are done correctly and timely.

f. Major capacity issues that have significantly impacted the operation of a project and its performance within the past three years;

Yes  No If yes, please explain: [Click here to enter text.](#)

g. Issues impacting the timeliness in reimbursing subrecipients for eligible costs;

Yes  No If yes, please explain: [Click here to enter text.](#)

h. Served ineligible persons, expended funds on ineligible costs, or failed to expend funds within statutorily established timeframes within the past three years;

Yes  No If yes, please explain: [Click here to enter text.](#)

2. Does applicant have a financial management system that meets federal standards as described at 2 CFR 200.302? ;

Yes  No Please describe: [Click here to enter text.](#)

3. Does the agency employ or contract services of an accountant who is familiar with Generally Accepted Accounting Principles (GAAP)?

Yes  No

4. Does the agency obtain an annual audit by an independent certified public accountant?

Yes  No

5. 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.

MDHHS has been monitored by HUD for the Rural PSH (August 2016) and HOPWA (April 2016) grants. MIBOSCoC (formally MHAAB) monitored MDHHS on June 30, 2017 by Jennifer Therrien, the former CoC Coordinator. Documentation of the monitoring is enclosed. Findings and corrective actions taken by MDHHS for the HOPWA grant are enclosed in this application. There were no findings for the RPSH grant by HUD or any of the Balance of State CoC programs by MHAAB.

**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.

**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)



## NEW AND BONUS PROJECT APPLICATION

See scorecard for scoring criteria in each question.

### **PROJECT OVERVIEW**

- 1.a. Provide a description that addresses the entire scope of the proposed project. (Include target population(s), the plan for addressing identified needs/issues of the identified target population, projected outcomes, how the project type, scale and location of housing and support services fit the needs of the identified target population.) *(1,000 word limit)*

The purpose of this project is to provide rental assistance to individuals, families, and unaccompanied youth up to age 24 that are literally homeless; coming directly from the streets or emergency shelter, as well as link participants to supportive services. Program services will be provided to eligible participants with the goal of placing them in permanent housing as quickly as possible and providing housing case management that promotes long-term housing stability. At least 80% of all program participants will reside in a permanent housing destination at program exit or, if they are still on the program, at the end of the operating year. Program services will also link program participants with mainstream resources, including but not limited to applicable entitlement benefits such as MDHHS assistance programs and SSI/SSDI. Participants will be connected to earned income/employment opportunities as appropriate, including but not limited to MIWorks, supported employment programs and Michigan Rehabilitation Services. At least 20% of adult program participants (age 18 and older) will maintain or increase their total income at program exit or, if they are still on the program, at the end of the operating year. Subrecipients will work closely with HARAs to ensure referrals are made appropriately in order to prioritize the target population in the coordinated entry model. The sub-recipients will identify needs/issues of the target population at intake and over the course of project participation through progressive case management and the use of the SPDAT. Participants will be provided services internally, as appropriate, and referrals to external resources, as applicable. Participation in any service - internal or external - will be voluntary and client driven. Case managers utilize the SPDAT to prioritize clients based on need and vulnerability. Case management reviews are conducted in accordance to need to discuss clients on the prioritization list. Cases are then assigned to a case worker for Housing First case management. Additionally some case managers utilize the following Housing Based Case Management Tools as developed by Org Code throughout housing support services. The following tools make up the client's clinical file and support personal growth and development as well as the best practice model for assisting clients in maintaining their housing: SPDAT, Crisis Plan, Honest Budget, Guest Policy, Case Plan, and Exit Plan.

- 1.b. Describe the plan to assist in participants securing and maintaining permanent housing that is safe, affordable, accessible and acceptable to their needs. *(500 word limit)*

Participants will be assessed through the use of the VI-SPDAT or SPDAT to determine their strengths as well as their needs and their barriers to maintaining stable housing. Based upon the results of the SPDAT, the participant will work with their assigned case manager to develop a client-centered housing plan. Case management services will be housing-focused and will take place either in the participant's home or at a mutually-agreed upon location. Through progressive case management, participants will work toward improving their landlord/neighbor relationships, their economic stability, their health and well-being, their interpersonal relationships, and will work on reducing behaviors that may jeopardize their housing stability. Through the comprehensive assessment process, each participant's household is assessed to identify needs and barriers. The Case Manager will assist with the application for applicable benefits and programs. Clients will meet with their case managers regularly to ensure the action steps of the housing plan are being completed. If they are not, the case managers will explore

why they are not being met and change the action steps accordingly to overcome barriers. Incorporating an Individual Service Plan (ISP) emphasizes a strengths-based approach to create goals and objectives for clients to achieve permanent housing and self-sufficiency. Clients will work closely with staff to develop strategies on how they will obtain and maintain permanent housing, increase skills and/or income, and realize greater self-determination. Organizations will address participant needs and barriers through other supportive services. Sub-recipients have identified a variety of ways that this will be accomplished. This will be accomplished through “bundled services”, progressive case management (support services and otherwise), and high degree of client participation, engagement, and investment. Financial literacy classes, physical and/or behavioral health treatments, food/clothing/utility assistance, transportation assistance, legal services, job training/employment services, and moving services. If there are barriers to maintaining housing or other family needs, agencies utilize referral agencies developed through participation in the Local Planning Bodies and/or Human Service Collaborative Bodies. Identifying units may occur through news print, social media, Craigslist, sign postage, landlord contact, referrals from friends and family, PBV Meetings, LPB Meetings and IST Meetings; as well as other community networking opportunities such as Human Services Coordinating Councils and referrals.

- 1.c. Describe how participants will be assisted to rapidly increase employment and/or income to maximize their ability to live independently. (500 word limit)

Each sub-recipient will be required to complete an assessment about employment as well as earned and unearned income. Based on that assessment, they can be referred to local employment programs, or if employment is not an option, they will be referred to the SOAR program or other federal benefits. For those who are not currently enrolled in MDHHS programs (i.e. SNAP, TANF, Medicaid, etc.) they will be assisted through the MIBRIDGES portal – an online application portal that allows individuals to apply for mainstream financial assistance through MDHHS. MIBRIDGES is a strong community partner interface that allows community partners to play a navigator role with clients, assisting them in applying for benefits. In addition it connects clients to local resources that will help meet their immediate needs. In the past, critical time has lapsed waiting for denial letters or requesting copies of denial letters. With the MIBRIDGES portal, all denial letters will be in the system connected to the client’s account and immediately accessible. Navigators if provided access by the client, will have access to key account details to guide and educate clients. Subrecipients will be able to connect clients to the continuum of services needed for them to be successful long-term.

## EXPERIENCE

2. Describe the experience of the applicant and sub-applicants in working with the proposed target population and in providing housing similar to that proposed in the application. (500 word limit)

MDHHS effectively manages an ongoing portfolio of emergency shelter, rapid rehousing and permanent supportive housing programs in both Independent Jurisdictions and the Balance of State. The focus of MDHHS’ rapid rehousing programs has been families and individuals. In addition, MDHHS has successfully applied for and administered permanent supportive housing funding. Subrecipients have extensive experience providing housing and supportive case management to those experiencing or at risk of homelessness and collaborating with providers that offer services to individuals, families and unaccompanied youth. Staff and volunteers implement programs that provide assistance to some of their service area’s most vulnerable constituents, including homeless individuals and families, working poor, persons with disabilities, frail elderly, and others who are in desperate need of housing, stabilization, or support services. Sub-recipients have experience ranging from 12 years to 5 decades. They bring expertise in identifying all supportive and housing needs and link recipients to appropriate resources. They have effectively collected data to evaluate and measure their performance to ensure they are delivering services efficiently. Five of the sub-recipients act in the role of the HARA. Examples

from two sub-recipients demonstrate the breadth of experience addressing needs: Mid-Michigan CAA has participated in MDHHS homeless programs since 2006 beginning with the original SHP program. The agency serves as the HARA for Arenac, Bay, Clare, Gladwin, Mecosta and Osceola Counties, and the lead HARA for the Central Michigan Continuum of Care. In the last two years, the agency has served 2,400 households resulting in 600 literally homeless households receiving case management and/or financial assistance. They also assist with deliverable fuel, metered shut-offs and other emergent household needs. The proposed service area is rural, marked by higher than state average unemployment rates and poverty rates. OHP is a Housing Resource Center that provides and promotes affordable housing opportunities in the West Michigan region, with primary services largely offered in Lake, Mason, Newaygo, and Oceana Counties. OHP has served persons who are experiencing homelessness and persons at-risk of becoming homeless for over 16 years, with interventions including Emergency Shelter, Transitional Housing, Rapid Re-Housing, and Permanent Supportive Housing. They have administered the following programs locally: Emergency Solutions Grant, Michigan Prisoner Re-Entry Initiative, Emergency Food & Shelter Program, Emergency Shelter Program, SHP 09 New Family, SHP PATH, SHP Chronic 07, Shelter Plus Care, Family Re-Housing Program, Rapid Re-Housing Program, Permanent Supporting Housing Program, Homeless Prevention and Rapid Re-Housing Program, Tenant Based Rental Assistance, Veterans Initiative Grant, SPDAT Case Management Grant, and, Stability and Beyond Program. They have assisted more than 6,500 area households experiencing housing difficulties. MDHHS has experience in ensuring that sub-recipients implement relevant program systems including coordinated entry, utilization of SPDAT, and Housing First practices. MDHHS promotes sharing of best practices and provides guidance to ensure fidelity to regulations.

Chronically homeless	<input type="checkbox"/>	Families	<input checked="" type="checkbox"/>
Veterans	<input type="checkbox"/>	Youth (18-25)	<input checked="" type="checkbox"/>
Domestic Violence	<input type="checkbox"/>		

3. Describe the experience of the applicant and sub-applicants with utilizing a Housing First approach. (500 word limit)

MDHHS provides guidance and requirements to all subrecipients through a subrecipient RRH Program Manual. Sub-recipients are responsible to adhere to the Housing First implementation requirements not just for Rapid Re-Housing grants but for all housing grants through the Housing and Homeless Services Division.

Core Components of Housing First :

Few to no programmatic prerequisites to permanent housing entry – Individuals or families experiencing homelessness are offered housing with no programmatic preconditions such as demonstration of sobriety, completion of alcohol or drug treatment, or agreeing to comply with a treatment regimen upon entry into the program. Individuals or families are not required to enter a transitional housing program in order to receive housing.

Low barrier admission policies – admissions policies are designed to “screen-in” rather than screen-out applicants with the greatest barriers to housing, such as having little to no income, poor rental history and past evictions, or criminal histories. Housing programs may have tenant selection policies that prioritize people who have been homeless the longest or who have the highest service needs as evidenced by vulnerability assessments or the high utilization of crisis services.

Rapid and streamlined entry into housing –The goal of the Housing First model is to help people experiencing homelessness move into permanent housing as quickly as possible, streamlining application and approval processes, and reducing wait times.



Supportive services are voluntary - Supportive services are proactively offered to help clients achieve and maintain housing stability. All services must be made available to clients, however, participation in services is not required for program entry.

Tenants have full rights, responsibilities, and legal protections – The ultimate goal of the Housing First approach is to help individuals and families experiencing homelessness achieve long-term housing stability. Tenants must be educated about their lease terms, given access to legal assistance, and encouraged to exercise their full legal rights and responsibilities. Landlords and providers in Housing First models abide by their legally defined roles and obligations. Practices and policies to prevent lease violations and evictions –Housing First housing programs require practices and policies that prevent lease violations and evictions among tenants. For instance, program policies consistent with a Housing First approach do not consider alcohol or drug use in and of itself to be lease violations, unless such use results in disturbances to neighbors or is associated with illegal activity (e.g. selling illegal substances).

4. Describe the experience of the applicant and sub-applicants in utilizing federal funds. (500 word limit)

MDHHS has experience and expertise in managing oversight of grants and is a billion dollar state agency that utilizes all State of Michigan accounting practices and systems as well as adhering to federal grant rules as outlined in 2 CFR 200. The Housing and Homeless Services Division has program manuals for each grant it administers, the vast majority being federal grants, with CoC grants dating back to 2004. MDHHS requires that all sub recipients adhere to federal funding guidelines including the HUD interim rule and 24 CFR 200. Annual monitoring of MDHHS's subrecipients is conducted on HUD funded programs.

5. Describe the process for the determination of the type, amount, and the duration of rental assistance for participants. (500 word limit)

Although HUD Rapid Re-Housing grants set a maximum amount of assistance at 18 months, through progressive case management with program participants, MDHHS will ensure that subrecipients provide the equitable amount of assistance needed for clients to obtain lasting housing stability. Through the use of the VI-SPDAT and SPDAT, subrecipients will be able to assess their clients' needs and develop client-centered supportive services to address their housing barriers. Monthly case management (at a minimum) will be provided to all clients to ensure that their services adapt with their needs as they engage in services within the program as well as referrals to other agencies. Wraparound services including progressive case management, financial literacy classes, physical and/or behavioral health treatments, food/clothing/utility assistance, transportation assistance, legal services, job training/employment services, and moving services. If there are barriers to maintaining housing or other family needs, agencies utilize referral agencies developed through participation in the Local Planning Bodies and/or Human Service Collaborative Bodies. All services are individualized to the specific needs of the client for the duration both needed and allowable through the grant.

6. Does the project commit to taking all referrals through the Local Planning Body's Coordinated Entry process?

Yes      If no, explain: [Click here to enter text.](#)

7. What would be the prioritization process for households referred to this project? How will it be 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)

MDHHS has all subrecipients follow the MIBOSCoC Prioritization Policy that was finalized in 2016. For Rapid Re-Housing clients, they must meet the eligibility of a VI-SPDAT in the RRH range or higher. Subrecipients prioritize occupancy first by the household with the longest history of homelessness and then by the highest SPDAT Score. MDHHS Rapid Re-Housing Programs are not dedicated to chronic homelessness, the subrecipients prioritize occupancy in the following order: 1. Household with the highest SPDAT 2. Household with the longest history of homelessness 3. Housing hold with disabilities coming from the streets or shelter 4. Households with disabilities coming from transitional housing, but previously resided on the streets or in shelter. Subrecipients house clients through the Coordinated Entry System within their Local Planning Body to ensure clients with the highest need are housed first and quickly.

8. Will all participating households served in this project be recorded in HMIS or an equivalent database for Domestic Violence, in accordance with the Balance of State CoC's Data Quality Standards?

Yes      If no, explain: [Click here to enter text.](#)

9. Describe the plan for rapid implementation of the project, documenting how the project will be ready to begin housing the first participant. Provide a detailed schedule of proposed activities for 60 days, 120 days and 180 days after grant award. (500 word limit)

This project is a consolidation of two existing Rapid Re-Housing grants. If accepted, the grants are already providing services to agencies and would continue to do so through this consolidation as though it were a renewal grant as the agencies and funding would be the same but with funding sources combined. Because this is a consolidation, there should be no delay in serving individuals in the communities within the Balance of State CoC. Clients currently housed under the two individual grants that are still in need of assistance and within their 18 month cap of services would continue to be served. Subrecipients would continue to do outreach and receive referrals from their local HARA in order to follow coordinated entry and to ensure that the clients with the highest need are housed first. For new clients, the schedule of activities would be as follows:

1. MDHHS will update its Rapid Rehousing Program Manual to reflect the terms of this new grant and will release it to its subreipients by September 1, 2019, with a grant term start date of 10/1/19.
2. Subrecipients will begin outreach and providing assistance to eligible clients on October 1, 2019.
3. Billing to MDHHS by sub recipients will begin by November 15, 2019.
4. MDHHS will host its first sub recipient roundtable by October 31, 2019 to discuss early progress and any outstanding barriers to utilizing these funds.
5. MDHHS will set expenditure targets of 25% per quarter's end to ensure fully expending this funding (December 31, March 31, June 30, and September 30).
6. MDHHS will provide ongoing technical assistance and trainings throughout the grant term to ensure subrecipients have the resources they necessary to provide clients with all the services they need to sustain housing stability.

## **ORGANIZATIONAL CAPACITY**

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

MDHHS Housing and Homeless Services Division sits within the Bureau of Community Services, Department of Health and Human Services. The Division has 13 staff responsible for managing and overseeing a portfolio of housing and shelter services for Michigan residents. The Division utilizes State of Michigan mandated financial accounting systems and payments are released through the Department of Treasury. The Division works in partnership with MDHHS staff in Accounting, Federal Reporting, Budget, and Grants Management Units to ensure the proper administration of its funding.

All sub-recipients have Boards of Directors who oversee the CEO or Executive Director (E.D.) who, in turn, manages direct operations and staff of the organizations. In addition, SMCAA has a tri-partite Board consisting of Private, Public and Consumer representation. OHP's general daily operations are decided by the Management Team, which consists of the E.D., Admin. Coordinator (who is responsible for financial and business management functions), and the Client Services Coordinator (who is responsible for oversight of client service programs and staff). ESS, in addition, to a Board and E.D. has a Shelter Manager who oversees ESP funding; Grant Manager who oversees The HARA, Outreach Services and PSH programs; a Finance Director, and the 6 Degrees Store Manager. Chippewa-Luce-Mackinac Community Action Human Resource Authority, Inc. has implemented Internal Accounting Procedures that are followed by all staff. All grants are monitored by the funding sources. Midland Area Homes has a flat management structure with the Executive Director overseeing all staff and programs of the agency. TrueNorth's management structure consists of a 12 member Board, President and Chief Executive Officer, Administrative Services Director, Director of Research and Strategic Development, Communications Officers, Heat and Energy Division Director, and Health and Community Solutions Division Director. NMCAA's Program Manager and Clinical Manager check all financial requests (leasing assistance) before submission into the business office. All required information from the client(s) is attained before financial assistance is granted. NMCAA works on a "paperless" system whereby required paperwork is uploaded so a check on a client's eligibility may be attained in a timely manner before financial assistance is provided. Gogebic-Ontonagon has multiple partners in the community such as the local MDHHS office, the local St. Vincent de Paul Society, FEMA, etc. The agency uses an accounting program called Orion Accounting which has the ability to separate funds.

As a consolidation grant, both MDHHS and the subrecipients have experience in administering HUD CoC Rapid Re-Housing grants.

11. 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.

Scope of Proposed Project		Proposed Households Served	
Total units	297	Households with at least one adult and one child	196
Total beds	586	Adult households without children	101

**PROJECT BUDGET**

<b>Activity</b>	<b>Requested Funds</b>	<b>Other Funding</b>	<b>Total Project Cost</b>	<b>% of Total Budget</b>
Acquisition				%
New Construction				%
Rehabilitation				%
Leasing				%
Rental Assistance	\$2,512,584	\$628,146	\$3,140,730	73 %
Supportive Services	\$702,085	\$175,521	\$877,606	20 %
Operating Costs				%
HMIS				%
Project Administration (limited to 7%)	\$226,343	\$56,586	\$282,929	7 %
Total Project Cost	\$3,441,012	\$860,253 (match)	\$4,301,265	

Complete Match and Leveraging worksheet, Attachment A.

See scorecard for scoring criteria based on budget information, questions 12-15

**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)
Program Specialist Salary MDHHS	<b>Cash</b>	<b>Committed</b>	<b>10/19</b>	<b>\$43,264</b>	<b>1.3%</b>	<b>Yes</b>
<b>MDHHS</b>	<b>Cash</b>	<b>Committed</b>	<b>10/19</b>	<b>\$666,989</b>	<b>19.4%</b>	<b>Yes</b>
<b>MSHDA</b>	<b>Cash</b>	<b>Committed</b>	<b>10/19</b>	<b>\$150,000</b>	<b>4.3%</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
<b>Total leveraged from other sources</b>				<b>860,253</b>	<b>25%</b>	

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](https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps) to ensure eligibility.

Agency: Michigan Department of Health and Human Services

Acknowledged By: Paula Kaiser Van Dam

Title: Bureau Director

Date: 7/30/2018