



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

AGENCY PROFILE	
Legal Name of Agency	Michigan Coalition Against Homelessness
Project Name	Michigan Statewide Homeless Management Information System
Contact Person	Gerald Leslie
Title	MSHMIS Project Director
Address	15851 S.Old U.S. 27, Building 30, Suite 315 Lansing, MI 48906
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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:	8/8/2018

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 (If available)
- #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)*

The Michigan Statewide HMIS System continues to be one of the nation's leading statewide HMIS implementations, collecting data to help the CoC, state and federal partners understand the scope, extent and nature of homelessness. As it exists, an HMIS project is designed to facilitate better measurement and understanding of homelessness so that decision makers can use accurate and valid data for purposes of improving program performance. During the past year, the MSHMIS project has continued to support CoC and statewide efforts to prevent and end homelessness through activities such as the following:

- MSHMIS has ensured that the standardized statewide assessments remain compliant with current HUD Data Standards. MCAH regularly works with Medidata to ensure all standard federal reports are compliant with HUD requirements. We work with a number of the statewide partners to develop funder specific reports such as youth HYR reports and MSHDA Pay for Performance reports.
- MCAH staff, in partnership with HPAT and other state and local partners created the 2016 Report on the State of Homelessness in Michigan. MCAH staff work to pull, validate and analyze data, prior to presenting it to the writing committee which is responsible for assembling the final report. This publication is used to educate local, state and national stakeholders on the efficacy of Michigan's work to prevent and end homelessness. Additionally, MCAH made reports available to all local planning jurisdictions in the Balance of State, Independent Jurisdictions, and Michigan Regions so this data could inform local policy decisions and initiatives.
- The MSHMIS project has released statewide benchmarking documents on HUD's System Performance Measures to assist communities with evaluating their performance against statewide averages. Additionally, MCAH has produced BoS trending information on System Performance and is working in conjunction with the BoS Performance and Outcomes Committee to develop process improvement strategies for evaluating continued performance improvement. This has been combined with a number of trainings designed to teach communities how to use their performance data in developing a comprehensive process improvement plan. These efforts advance a continuous quality improvement agenda as many Balance of State communities are using four key homeless measures as central evaluation tools in their efforts to prevent and end homelessness.
- The MSHMIS Project continues to develop tools to assist communities with coordinated entry and evaluation work around systems of care. MCAH is currently working with national partners to develop the next generation of by-name list reports to be used by CoCs locally.

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)

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		

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)

As the MSHMIS project is an evaluation project, its goals reflect those of the agencies, planning jurisdictions, and the CoC as a whole around utilization, performance and outcomes. However, there are a number of focus areas that the project looks at in evaluating project performance:

1. Data Quality/Completeness: MSHMIS sets a goal to see less than 5% missing or null values within the core HUD Universal Data Elements. MSHMIS performance consistently runs well underneath this 5% cutoff, with most elements running in the 1%-2% range.
2. During the 2018 HIC, the MI BoS reported that HMIS participation rates among (non-DV) project types are:
ES: 69%, TH: 56%, PSH: 79%, RRH: 100%
Drops in ES are due to a number of faith-based rotating emergency shelters which have come on-line in the past year which are not participating on HMIS. We are working with local planning bodies to provide incentives to encourage them to join, and would encourage the Balance of State to engage in a greater outreach strategy to get these providers on-board.

The lower TH numbers are due to the reduction in funded TH projects as they have transitioned to RRH beds. Most of the TH remaining are privately funded, largely faith-based projects operating outside of a housing first strategy. Due to the limited number of these resources, this is not a significant concern.

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

The MSHMIS project has several continual quality improvement processes the project is part of. We also train agencies, state partners, and take a prominent role in educating communities on how to implement their own CQI processes.

The MSHMIS team has the following CQI activities it regularly engages in:

- The MSHMIS team conducts quarterly data quality exercises looking for areas needing improvement. When targeted areas are identified, the MCAH team works directly with the agencies and planning bodies to implement corrective processes and continues monitoring the data subsequently to evaluate whether changes have taken hold. This work will begin transitioning to the Performance and Outcomes subcommittee in the future to continue further implementation.
- During Q4 of each year and Q1/Q2, MCAH staff conduct more thorough project evaluations in alignment with utilization and data quality for the AHAR/LSA and utilization, project setup and performance and outcomes around the PIT/HIC, Annual Report and System Performance Measures. MCAH staff work closely with local agencies and CoCs to correct issues, and to better understand changes in outcomes and client behavior as a result of factors within the past year. These often drive further initiatives around CQI based on identified focus areas.

Additionally, MCAH staff have conducted six different large scale trainings regarding CQI and using data to drive process improvement and decision making within the past year. This will continue into this fall as a number of other sessions have been scheduled.

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

First, the MSHMIS project works closely with agencies participating on the system to ensure they are compliant with the HUD Data Standards. This comes through regular trainings for both System Administrators and Agency Administrators on compliance, standards changes, and review of agency compliance. MCAH staff members also work closely with the Balance of State leadership and CoC membership to ensure they are aware of HUD requirements and guidance regarding program development, and that when new programs are brought onboard, or existing programs changed, that these programs will align with federal guidelines.

Staff members from MCAH, including direct HMIS System Administrators for the Balance of State, and MSHMIS leadership also work very closely with the CoC to systematize BoS priorities when implementing them in HMIS. We work to develop strategies around data collection and usage which will ensure compliance, and provide critical data needed for program evaluation. Staff routinely do site visits to various local planning bodies, particularly ones with identified needs, to assist them in improving their compliance and data quality.

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)

The MSHMIS Project works closely with both the Balance of State and Statewide Partners to identify performance successes and issues, and look for strategies to continue work around process improvement. Much of this work has focused specifically on permanent housing in the past six months, and MCAH continues to work closely with MDHHS, along with other funded agencies to address barriers to successful permanent housing outcomes.

Specifically, we have worked closely with Permanent Supportive Housing funded projects in the past year to address performance drops in positive discharges to or retention in permanent housing. Also identified were low and decreasing rates of both employment income and non-employment income among HUD funded projects, which can significantly affect the ability of a household to retain or maintain housing after subsidies end in RRH. We have developed trainings on how to read reports and evaluate data to identify areas for improvement. These trainings have been shared with funded agencies who continue to work on making progress in these areas.

As the Performance and Outcomes Committee within the Balance of State becomes functional and fully staffed, this evaluation work will fall under it's per-view, and the MSHMIS project and MCAH staff will work closely with the committee to implement process improvement initiatives throughout our permanent housing projects, leading to better client 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	652,700
b. Total amount spent	652,700
c. Percentage spent (answer b. divided by a. multiplied by 100)	100%

HUD Monitoring

8. a. Does the recipient have any HUD monitoring findings for any the agency's projects? **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? **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):

MSHMIS Project Director: Gerry Leslie

Mr. Leslie oversees the administrative side of the project as well as working with communities and state partners on program design and systems of care, particularly where they relate to privacy and systems integration. With over a decade of experience in HMIS, Mr. Leslie came to MCAH after serving as a local system administrator for Flint/Genesee County. He has expertise in privacy, continuous quality improvement, mapping business practices onto HMIS systems, and program evaluation.

Project Lead Analyst/Co-Team Lead: Shanna Cherubini

Ms. Cherubini is responsible for building and maintaining MCAH developed reports in the HMIS system, supporting youth providers, and supporting evaluation and statewide reporting activities for the Campaign to End Homelessness. Ms. Cherubini came out of a background of working in youth services, and has over six years of experience developing reports in Business Objects.

Project Lead System Administrator/Co-Team Lead: Jill Shoemaker

Ms. Shoemaker oversees system administrative support for communities in the southern half of the Lower Peninsula for the Michigan Balance of State CoC. She also coordinates the Technical Support

work for the MCAH HMIS TA team. Ms. Shoemaker came to MCAH after over a decade of work as the local system administrator for the Oakland CoC.

Project Assistant: *Christine Corbett*

Ms. Corbett develops HMIS trainings and oversees the administrative portions of the HMIS grants. She has over 15 years of experience working with the MSHMIS project.

System Administrator I: *Kaity Hemgesberg*

Ms. Hemgesberg provides system administrative support for the HMIS implementation, and supports data integration work as well as technical and website work.

System Administrator I/Training Coordinator: *Grace Ronkaitis*

Ms. Ronkaitis supports the upper half of the lower peninsula in the BoS, in addition to supporting Veterans Programs within the project, and working with issues of privacy and visibility.

System Administrator I/Federal Reporting TA: *Elizabeth Graham-Hurkman*

Ms. Graham-Hurkman provides system administrative support for the Upper Peninsula in the Balance of State in addition to being MCAH's lead for all Federal Reporting requirements, such as the PIT/HIC, AHAR/LSA, and support for the SPMs.

HMIS Project Support/Special Projects: *Jesse Sanderson*

Mr. Sanderson assists the team with document development and web resources, as well as provides Tier I help desk support, serving as the initial point of contact for end users with the help desk.

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):

MCAH uses QuickBooks online to enter expenses and issue payments to vendors. MCAH utilizes an outside accounting firm to process bank reconciliations and prepare monthly financial statements. Revenues and expenses are internally coded to the appropriate grant source and the executive director reviews/approves expenses, with the board directed Finance Committee having ultimate oversight. MCAH's cost allocation plan is based on the Direct Allocation method described in the OMB Circular A-122 "Cost Principles for Non-Profit Organizations". Only costs that are allowable, in accordance with cost principles, will be allocated to the grant.

Contracts for work or services over \$1000 will require a written estimate. Contracts for work or services over \$3000 require at least two separate estimates. Any expenditures for the purchase of fixed assets over \$3000 requires at least two separate bids/quotes. All estimates, bids or quotes are reviewed and approved by the Executive Director. MCAH conforms to federal procurement policies (CFR Sections 200.317 through 200.326). This includes verification that an intended contractor (individual or entity) is not currently excluded or disqualified (debarred). Steps shall include: a) checking the SAM status tracker; or b) collecting a certificate of good standing from that individual or entity; or c) adding a clause or condition to the covered transaction with that individual or entity.

HUD HMIS expenses and Administrative costs are entered into MSHDA's MATT reporting tool and backup documentation is provided to MSHDA. MSHDA staff reviews/approves monthly expenses along with request for reimbursement/advance. Payments in the form of a check are mailed to MCAH. MCAH's annual audit is conducted by an outside vendor, consisting of the A-133 Single Audit and general agency audit which is provided to the board of directors for review. MCAH's accounting practices follows the Generally Accepted Accounting Principles and standards set forth by Title 2 US CFR Part 200, Uniform Administrative requirements, Cost Principles and Audit requirements for Federal Awards.

PROJECT BUDGET

Activity	Requested Funds	Other Funding	Total Project Cost
Acquisition			
New Construction			
Rehabilitation			
Leasing			
Rental Assistance			
Supportive Services			
Operating Costs			
HMIS	610,008	163,175	773,183
Project Administration (limited to 7%)	42,692		42,692
Total Project Cost	652,700	163,175	815,875

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)
Michigan State Housing Development Authority (State)	Cash	Committed	02/19	163,175	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					%	

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: Michigan Coalition Against Homelessness

Acknowledged By: Gerry Leslie

Title: Project Director

Date: 7/27/2018