



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

AGENCY PROFILE	
Legal Name of Agency	Michigan State Housing Development Authority
Project Name	MSHDA FY 2018 Coordinated Entry
Contact Person	Jesica Vail
Title	Housing Assistance Specialist
Address	735 E Michigan Ave, Lansing MI 48909
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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: Janet Irrer	Title: Homeless Programs Manager
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 is a first year renewal and has not yet begun operation.

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)*

This funding is sought to strengthen and expand coordinated entry functions in participating coordinated entry entities across the state. These funds are to be used by the CE entities in to carry out activities such as case management, housing search, outreach, and transportation—activities that will result in homeless households being identified, prioritized and connected to housing resources in the community quickly and efficiently, thus bringing an end to their homelessness.

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)

This project set numbers of households to be served across the geographic area covered by this grant. Each of these households would be served according to set standards, using a common assessment tool. The project has not yet begun, so progress cannot yet be measured.

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

MSHDA and the sub-recipients of this grant work closely with partner, Michigan Coalition Against Homelessness (MCAH), the HMIS Lead agency for the state. MCAH has developed a Continual Quality Improvement framework that they offering training and support to groups across the state. All Coordinated Entry entities are required to report performance data to MSHDA for monitoring quarterly and annually.

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

MSHDA monitors changes in requirements and best practice information from HUD and shares this information with the sub-recipients regularly. Most recently, all sub-recipient/Coordinated Entry entities were required to update MSHDA on their CE Policy and its alignment with HUD CE Standards, Equal Access Rule requirements and the HEARTH Act.

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)

As this project becomes operational, it will improve the abilities of Coordinated Entry entities to screen, assess and refer homeless households to permanent housing for which the household is eligible and increase utilization rates within referral receiving housing projects.

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	341,000
b. Total amount spent	NA

c. Percentage spent (answer b. divided by a. multiplied by 100)	NA
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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? **Yes**

If yes, include as attachments: Monitoring report from HUD, your organization’s response to any findings, documentation from HUD that finding or concern has been satisfied, and any other relevant documentation.

If no, 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):

Janet Irrer: MSHDA Homeless Programs Manager, has managed ESG funding dispersal across the state for many years and will oversee the administration of the project.
 Executive Directors or equivalent positions across the sub-recipient agencies will oversee the compliance of expenditures within each organization.

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):

MSHDA is the statewide Public Housing Agency and has been responsible for statewide administration of Emergency Solutions Grant funding since before the HEARTH Act renamed it from Emergency Shelter Grant. The financial controls align with state government policies and requirements to ensure funds are expended in compliance with federal regulation. MSHDA has recordkeeping polices that align with the Code of Federal Regulations (CFR), especially in regard to the HEARTH Act.

PROJECT BUDGET

Activity	Requested Funds	Other Funding	Total Project Cost
Acquisition			
New Construction			
Rehabilitation			
Leasing			
Rental Assistance			
Supportive Services	341,000	85,250	
Operating Costs			
HMIS			
Project Administration (up to 10%, follow GIW for renewal)			
Total Project Cost	341,000	85,250	

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)
Emergency Solutions Grant	Cash	Committed	10/18	\$85,250	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 State Housing Development Authority

Acknowledged By: Janet Irrer

Title: Homeless Programs Manager

Date: 7/30/2018