



**2017 COC PROGRAM COMPETITION
RENEWAL PROJECT APPLICATION
HOUSING PROJECTS**

AGENCY PROFILE	
Legal Name of Agency	Heartside Nonprofit Housing Corporation
Project Name	Commerce Apartments
Contact Person	Rebecca Long
Title	Director of Asset Management
Address	101 Sheldon Blvd. SE, Ste. 2 Grand Rapids, MI 49503
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Check one:

- Permanent Supportive Housing
- Rapid Re-Housing
- Transitional Housing

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: Dennis Sturtevant	Title: President
Date of Board Authorization:	
Date of Anticipated Board Authorization:	10/4/2017

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.)

Commerce Apartments provides 42 units of permanent supportive housing, 100% of which are dedicated to housing chronically homeless individuals. Commerce Apartments operates as a true low barrier, Housing First project, whereby it does not deny an individual entry into the program based on income, substance use, credit, domestic violence, or criminal history (other than for state-mandated restrictions), nor does it mandate that a resident must meet with the available on-site support services, or terminate their housing for failure to increase/obtain their income, abide by a service plan, or for being a victim of domestic violence. In addition, Commerce Apartments receives 100% of its referrals from Coordinated Entry. There are two Pine Rest Christian Mental Health Services on-site case managers available on an as needed basis to better connect residents with mainstream services. Our case managers provide and/or facilitate on-site life skills training in various fields including but not limited to, employment, health care awareness, nutrition, women's groups, and social activities. In addition, Pine Rest operates their Community Services Clinic out of Commerce Apartment's commercial space, thus making the availability of mental health and substance abuse outpatient services more accessible for the project's vulnerable population. In addition to the ongoing services listed above 2016 Commerce Apartments began to offer new Community Building and Engagement programs in such arenas as community gardening, visual and performing arts, and peer support. It is our goal to give our residents both on-site and off-site outlets and opportunities for engagement not only in their own building community but also in the neighborhood and community as a whole, as an opportunity to not only foster socialization but also overall life enrichment and to increase housing stability. This project which is in its fourth year of operation, is remaining consistent as it relates to HUD performance measures. As of the last Annual Performance Report, Commerce Apartments met its HUD Housing Stability Measure goal of 79% for the first time, whereby 83% of its residents remained in the project as of the end of the operating year or exited to permanent housing during the operating year. It exceeded the HUD Total Income Measure goal of 57% with 68% of its residents who maintained or increased their total income (from all sources) as of the end of the operating year or program exit. Lastly, the project had 4% of its residents accomplish the Earned Income Measure whereby they maintained or increased their earned income (i.e., employment income) as of the end of the operating year or program exit. As noted in our APR's Accomplishments section, we are particularly proud of the number of residents that remained in the project or exited to permanent housing destinations, 83%, as this represents a 8% increase from the previous year – a marked improvement that is a testament to the efforts of our staff and agency as a whole to improve the stability and self-sufficiency of our residents at all of our projects, but particularly those who represent our most vulnerable, such as those at Commerce Apartments.

1b. Use the last completed grant year APR for this and all other data/outcome measure questions.

Number of Units	Number of Stayers	Number of Leavers
42	42	12

2. Has the project had any significant changes since the last funding approval
 Yes 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 checked="" type="checkbox"/>	Line item or cost category budget changes more than 10%	Supportive Services, Case Management: \$36,414; Operating, Building Security: \$0	Supportive Services, Case Management: \$0; Operating, Building Security: \$36,414
<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 checked="" type="checkbox"/>	Attachment: Written communication to HUD requesting the significant change
<input checked="" 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

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	42	0	0
Families	0	0	0
Youth	0	0	0
Domestic Violence	0	0	0

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 typically found in the project's geographic area.	Yes
Does the project quickly move participants into permanent housing?	Yes

6. Did the project take 100% of all referrals from Coordinated Entry in the past grant year? (Or community process if Category 4 homelessness) (Verified by HMIS Staff, next year verified by HMIS Reports) Yes

Efficient Use of Funding

7. What was the project's utilization rate? (Average of Quarterly Point- in-Time Counts in APR 9 divided by total contracted units. New Projects will only use average of last two quarters in the operating year.)
93%

8. Expenditure of Funds: Use last **completed** HUD FY year. Projects that have not completed a grant year should not answer.

a. Total amount authorized within eLOCCS	212,104
b. Remaining balance in eLOCCS	0
c. Percentage recaptured Divide answer b. by answer a. and multiply by 100	0%

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

Yes

HMIS Participation

10. 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	1
Total the numbers above, divide by 16, multiply by 100 for a percent: 100%			

HUD Monitoring

11. 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? **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, 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.

Impact on Homelessness

12. Please evaluate how the project would impact homelessness in the CoC if it were not awarded funding through this competition.

<input type="checkbox"/>	The project would close and ____ individuals would immediately become homeless if it were to not be funded.
<input checked="" type="checkbox"/>	Loss of funding would result in loss of housing options and could mean eventual displacement or increase in homelessness.
<input type="checkbox"/>	Loss of funding would negatively impact services and resources but not a clear loss of housing options.
<input type="checkbox"/>	Loss of funding would minimally impact the number of housing options or resources available.

13. Is this project the only CoC funded project with dedicated beds to a particular target population?
Answered by Funding Review based on all submitted applications

14. This year, funds that are reallocated may be added to renewal projects to increase the number of households served. If funding is available, would this project be a good candidate to add additional funding to and how might it be used?

No.

Serving High Need Populations

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):

44% 24 of 54

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 one, two and three or more conditions, then divide by total):

76% 41 of 54

17. What percentage of the households served were chronically homeless? (APR Q26a. divide total chronically homeless by total households):

100% The one individual who shows up as not chronic was chronically homeless at the time of program entry, but qualified as such under the definition of chronically homeless in place at their time of entry whereby an individual had to have four episodes of homelessness over a three year time period, but those episodes DID NOT have to add up to 12 months. This is explained in the Additional Comments section of the attached APR.

Section II. Project Performance

Performance Data

18. Length of Stay

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

92% 11 of 12

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

[Click here to enter text.](#)

c. Transitional Housing: Calculate the average length of project stay in days (*APR 22b*)

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.]*)

85% 45 of 53

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.]*)

[Click here to enter text.](#)

c. Transitional 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.]*)

[Click here to enter text.](#)

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*

4%

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

68%

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*

33%

Financial Information

PROJECT BUDGET

Activity	Requested Funds	% of Requested Funds	Other Funding	Total Project Cost
Acquisition		0 %		
New Construction	0	0 %		
Rehabilitation	0	%		
Leasing	0	%		
Rental Assistance	0	%		
Supportive Services	0	%		
Operating Costs	\$198,734	93.6 %	\$49,684	\$248,418
HMIS	0	%		
Project Administration (limited to 7%)	\$13,370	6.3 %	\$3,343	\$16,713
Total Project Cost	\$212,104		\$53,027	\$265,131

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.

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)
Program Income	Cash	Planned/Pending	12/18	\$53,027	25%	Yes
Program Income	Cash	Planned/Pending	01/19	\$17,183	8%	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				\$70,210	33%	

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 application being out of the competition.

All projects must include:

Annual Progress Report (APR) for the project's most recent completed contract year. (If a full year has not yet been completed for the project, attach an APR with an end date of 6/25/2015) Other structured outcome report for non-HMIS participating agencies are allowed (i.e. domestic violence agencies).

Line of Credit Control System (LOCCS) report showing drawdowns and final balance

Project Application submitted in *e-snaps*

Each applicant must include one of the following two:

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:

Organization's response to any findings

Documentation from HUD (or other entity) that finding or concern has been satisfied

Any other relevant documentation

Written communication to HUD requesting the significant change indicated in question 2.

HUD's written approval of the change requested in question 2.

Attachment C

HUD General Section Certificates

The agency certifies to the Grand Rapids Area Coalition to End Homelessness 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 VI.B.2. of the 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 III.C.4.a. of the FY 2013 General Section.
- Compliance with Fair Housing and Civil Rights*. See Section III.C.3.a. of the FY 2015 General Section.
- Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency (LEP)*. See Section III.C.3.d. of the FY 2015 General Section.
- Economic Opportunities for Low- and Very Low-income Persons (Section 3)*. See Section III.C.3.c. of the FY 2015 General Section.
- Real Property Acquisition and Relocation*. See Section VI.B.4. of the FY 2015 General Section.
- Conducting Business in Accordance with Core Values and Ethical Standards/Code of Conduct*. See Section III.C.3.f. of the FY 2015 General Section.
- Prohibition Against Lobbying Activities*. See Section III.C.3.h. of the FY 2015 General Section.
- Participation in HUD-Sponsored Program Evaluation*. See Section VI.B.6. of the FY 2015 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 VI.B.10 of the FY 2015 General Section.
- Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 209-282) (Transparency Act), as amended*. See Section VI.B.11. of the FY 2015 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 2015 Continuum of Care Program Competition FR-5900-N-25; Section VI. C. 2.

This list is not exhaustive of all HUD requirements. Applicants are encouraged to review the 2015 General Section, found at:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/fundsavail/2015gen_sec to ensure eligibility.

Agency: Heartside Nonprofit Housing Corporation

Acknowledged By: Dennis Sturtevant

Title: President

Date: 8/18/2017