|  |
| --- |
| **AGENCY PROFILE** |
| Legal Name of Agency | YWCA West Central Michigan |
| Project Name | Project HEAL TH-RRH |
| Contact Person | Tom Cottrell  |
| Title | Chief Programming Officer |
| Address | 25 Sheldon Blvd. SE, Grand Rapids, MI 49503 |
| Email | tcottrell@ywcawcmi.org |
| Phone | (616) 426-3750 |

Check one:

[ ]  Permanent Supportive Housing for Chronically Homeless

[ ]  DedicatedPLUS Permanent Supportive Housing

[ ]  Rapid Re-Housing

[x]  Joint Transitional Housing / Rapid Re-Housing

Check one:

[ ]  New Project Application from Reallocated Funds

[ ]  Permanent Housing Bonus Project

[x]  Domestic Violence Bonus Project

[ ]  Consolidation (must additionally complete Renewal Project Application for each project)

[ ]  Transition

[ ]  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:  | Title:  |
| Date of Board/Local Planning Body Authorization: |   |
| Date of Anticipated Board/Local Planning Body Authorization: | 9/25/2018 |

**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 [x]  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 [x]  No If yes, please explain: Click here to enter text.

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

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

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

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

e. Evidence of untimely expenditures on prior award;

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

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

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

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

[ ]  Yes [x]  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 [x]  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?

[x]  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)?

[x]  Yes [ ]  No

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

[x]  Yes [ ]  No

5. 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 entity that finding or concern has been satisfied, and any other relevant documentation.

**All projects must include as attachments (please number each attachment as follows):**

[x]  #1: Proof of 501(c)3 status from the IRS

[x]  #2: Financial statements, including cash flow statement

[x]  #3: Non-profit Corporation Update (2013) or equivalent

[x]  #4: DUNS number and Standard Form 424 (SF-424)

[x]  #5: Active registration in SAM

[x]  #6: Most recent audit by an independent certified public accountant

[x]  #7: Monitoring report by HUD or other federal or state funding entity, including any responses if there were findings noted in the report

[x]  #8: Documentation of all match

[x]  #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, and how the project type, scale and location of housing and support services fit the needs of the identified target population.) *(1,000 word limit)*

 This project is designed to address the increasing concern that victims of domestic and sexual violence, who face homelessness when they flee abuse, need a safe place to stay while they seek permanent housing, but do not need the structure and security of a domestic violence shelter, which has been the singular solution in Kent County. The applicants recognizes that not all survivors of domestic violence have the same needs; some may benefit from both Transitional Housing and Rapid Rehousing in order to resolve their housing crisis and solve their immediate need for a safe place to stay, some may need only one of the components to achieve the same end. In this project, both components will be made available to all program participants. Survivors often identify that they would be better able to engage in their housing search for permanent housing if they had a safe and stable place to stay while they were doing so. The TH component of this project, facilitated by the YWCA, will provide four safe units at the ready for survivors to access, when the survivor identifies transitional housing is a need. Survivors will then be able to either transition into housing of their own choosing utilizing their own resources or utilize the rapid rehousing component of the program to support their move to permanent housing. Project HEAL advocates will ensure that critical DV services are available to all participants. YWCA advocates will work in tandem with Community Rebuilder’s Housing Resource Specialist to ensure that desired services are coordinated. The rapids rehousing component of the project allows for short or medium term financial assistance and survivor appropriate individualized case management services that meet the needs of households with and without children. Consistent with Housing First philosophy, this project will have a low barrier intake process and accept survivors with a variety of backgrounds and barriers to housing stability including substance abuse and criminal histories and zero income. Screening and assessment for entry into this project will be conducted by our community’s coordinated entry The Salvation Army’ Housing Assessment Program. Project resources will be targeted and prioritized based upon community priorities and in alignment with the community’s CoC plan to end homelessness. Survivors without a safe place to stay, or who are living on the streets or in shelters and lack the financial resources and support networks to obtain housing on their own shall be prioritized for this project. (Note that an available resource through Kent County’s coordinate entry also involves availability of emergency domestic violence shelter through the YWCA and Safe Haven Ministries, when pursuit by an assailant, stalking behavior or physical injury result in a household being in ongoing danger or a survivor needing intensive supports to manage daily tasks. Emergency shelter is not a component of this proposal, but it is a part of the comprehensive safety strategy built into our community’s coordinated entry process.) All participating households will be assisted to obtain housing in the private rental market and be assisted to secure a lease in the neighborhood of their choice. All units will meet HUD Housing Quality Standards and rent reasonableness will be the applicable rent standard. All participants will receive services from a trained Housing Resource Specialist (HRS) and linkage to specialized domestic violence services as desired by the survivor, including but not limited to connection to mainstream benefits, mental health services, employment, income and educational assistance, safety planning, counseling, legal advocacy and service linkage assistance. Services are voluntary but there will be a minimum requirement of monthly contact with the HRS to ensure specific steps to achieve housing goals are outlined and strengths and resources are identified and rallied to address any barriers that might interfere the housing stability. Housing services are provided throughout program participation and for 6 months post exit from rental assistance services. Domestic violence services through the YWCA are available prior to program entry and on an ongoing basis as needed for as long as a survivor identifies and desires to participate in services.

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

 Housing Resource Specialists (HRS) will assist households by completing an assessment to identify housing history, past strengths and barriers to housing. An action plan is developed with survivors to meet their goals of increased income and housing stability. Households are assisted in securing a lease in the private rental market utilizing Community Rebuilders long standing relationships with local landlords. Rent reasonableness evaluation is conducted on each dwelling considered for occupancy by a household as well as HQS. Advocacy and assistance is provided to negotiate the lease provisions. HRS engage with the participant and ensure understanding of the obligations of their lease. Supportive services strengthen the participant's ability to abide by the terms of the lease. Domestic violence specific supports are available to address (and assess) potential safety concerns regarding new permanent housing locations. Safety plans can be developed with the survivor to minimize sabotage of permanent housing by the assailant, which includes accessing legal supports when needed to acquire personal protection orders, establish child custody/visitation schedules and ensuring that workplace and school setting are safe and survivor rights are known and in place. Additionally, mental health concerns associated with trauma, which may impede the housing search can also be addressed. The HRS and the YWCA advocates will coordinate their supports for the survivor.

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)*

 Participants will be assisted to identify mainstream resources and entitlement benefits for which they are eligible. In addition linkages will be made to community employment services. A comprehensive individualized plan that considers all life domains is developed with participants that includes ongoing budget and financial planning as needed. Participants are encouraged to identify goals and objectives that meet their personal needs to increase their income and ability to live independently and are supported in achieving their goals. The continuum of services available in our community will be made available, for example: The YWCA works directly with the Women’s Resource Center for job/interview training for participants. Staff of the WRC have extensive training and experience in working with survivors of domestic violence. Grand Rapids Opportunities for Women (GROW), located inside the YWCA main building, supports clients with training and guidance in developing small businesses. Urban League also supports survivors in job placement. Client assistance funds can be used to support education and training, which better positions survivors to enter the job market with employable skills. Survivors of domestic violence and sexual assault, who have been traumatized by their assault, may struggle with gaining and maintaining employment or engaging in education. Children who have witnessed violence, may also be symptomatic, with behaviors that place high demands on parents which can interfere with employment. Additionally, abusers may continue to stalk survivors or act in ways that may sabotage employment, or triangulate children into conflict, so that survivors are pulled from work to protect children or manage acting-out behaviors. The YWCA and Community Rebuilders recognize that the impact of domestic violence may not end when someone flees to physical safety. For some survivor households, additional mental health and legal supports may be needed to fully maximize a survivor’s ability to increase income and live independently. YWCA clinicians, and legal advocates are adept at facilitating recovery from trauma and assisting with legal advocacy when assailant behavior becomes a barrier to success. The YWCA is able to leverage non-grant funds to ensure that wrap-around mental health and advocacy services can be available to a household indefinitely, if desired.

**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)*

 The YWCA West Central Michigan and Community Rebuilders are applying for the TH and PH-RRH Joint Component DV Bonus funding together, with the YWCA as the Lead agency and Community Rebuilders as the Sub-recipient. This partnership combines the expertise of the YWCA in serving survivors of domestic violence, sexual assault and sex trafficking in emergency shelter, transitional housing and wrap around advocacy, medical services and counseling with the expertise and skills of Community Rebuilders in helping households access and maintain permanent housing through a rapid rehousing model of support. The YWCA West Central Michigan has been providing services to victims of domestic violence and sexual assault since 1977 and utilizing HUD funds since 1997, through Project HEAL, to provide transitional housing services to survivors and their dependent children. To date, with blended funding through HUD, the Department of Justice and the Michigan Department of Health and Human services, utilizing TANF funding, Project HEAL has served 634 survivors and their children. In addition to CoC funding for TH, the YWCA leverages other Federal (DOJ, TANF, VOCA, EFSP) and local funds (United Way, Department of Health and Human Services, Kent County) to provide emergency shelter and comprehensive non-residential services to victims of domestic violence, with a focus on immediate safety, individual and legal advocacy, counseling and prevention. Annually the YWCA provides emergency shelter to between 140 and 150 families and maintain permanent housing for 6 families and non-residential support services and counseling to well over 2000 survivors. Community Rebuilders has 25 years of experience effectively using federal funds and performing the types of activities proposed in this application. The lengthy track record of Community Rebuilders managing all aspects and phases of project administration from planning to deliverables has been evidenced in the success of all projects initiated. CRs’ early success with rapid rehousing resulted in all rapid rehousing services funded by HPRP for Kent County being delivered by Community Rebuilders Housing Resource Specialist. Within HPRP programming alone, 712 households were provided rapid rehousing assistance and 95% of the households served exited with permanent housing. In this highly audited project CR was praised by HUD for its implementation, and project design to verify eligibility and conduct re-certifications. In an average year, Community Rebuilders rapidly rehoused approximately 400 households, while producing outcomes that exceed national benchmarks.

 Please check the proposed target population from the options below.

|  |  |
| --- | --- |
| Chronically homeless |[ ]  Families |[ ]
| Veterans |[ ]  Youth (18-25) |[ ]
| Domestic Violence |[x]

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

Although Housing First is not a definition that Project HEAL’s Transition Housing can formally claim because it is not a permanent housing program, the program has built into it a solid alliance with the consturcts of Housing First. Project HEAL is low barrier, in fact, it prioritizes entry based on high need and limited resources and the existence of danger to the participant due to domestic violence. Because of family vulnerability, service plans are highly encouraged, but no survivor is excluded for not engaging available supports. Project HEAL’s participants generally have very low to no income and may have limited education and limited earning potential. Many survivors are suffering the impact of trauma, including substance use, which confounds hopefulness and motivation to move forward. Despite the availability of two years of housing through TH grants, on average, exits into permanent housing are between 9 and 11 months in the program.

A Housing First orientation is foundational to the concept of Rapid Rehousing and is at the core of the work that Community Rebuilders does. Community Rebuilders has been a leader both nationally and locally designing and implementing RRH programs since 2007 The National Alliance to End Homelessness has enlisted Community Rebuilders to train others across the county on our model of rapid rehousing. Community Rebuilders is currently highlighted on webinars and within annual conference materials on the National Alliance to End Homelessness website. Community Rebuilders developed and implemented the first rapid rehousing programs in Kent County and developed the strengths based Housing Resource Specialist model that is used by the National Alliance to End Homelessness as an example of how to effectively provide home based voluntary services in rapid rehousing programs.

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

 The YWCA is exclusively focused on services to individuals and families experiencing, or at risk of experiencing, sexual assault or domestic violence. Of the 4.8 million dollar budget of the organization, 54% of revenue is comprised of Federal funds (Housing and Urban Development, Temporary Assistance for Needy Families, Department of Justice/Office on Violence Against Women, Emergency Food and Shelter Program, STOP, Victims of Crime Act, US Department of Health and Human Services), 7% of State and Local contracts and 39% from program fees, donations and the private sector contributions. Over 12,000 hours of community volunteer time, is also foundational to programming success. The YWCA blends multiple funding streams to provide holistic care, including emergency shelter, transitional housing and permanent housing to victims of intimate partner violence, as well as the voluntary social work supports needed to facilitate safety and recovery. Over its tenure, the YWCA has amended our Transitional Housing HUD award twice, both times increasing the funds toward Leasing, and reducing Supportive and Operational funds; increasing available units and maintaining service delivery. Our ability to leverage other funding to support survivor need has made this possible. This practice of successfully blending funding, while tracking funded services independently for reporting purposes, has enabled the YWCA to provide consistent, comprehensive and seamless services to survivors for the last 40 years. Community Rebuilders' solid history of experience administering programs is due in part to its ability to leverage federal, state, local, and private sector funds. A great example of their success leveraging funds has been their ability over the past 8-10 years to work with HUD to amend some of their renewal contracts. Several amendments were made at our request to shift dollars from Supportive Services to Leasing Assistance. These amendments were possible because of the linkages and leveraging of federal, state, local and private sector funds to pay for supportive service costs. Another example of our commitment and ability to leverage funds is evidenced in our Shelter Plus Care Project. Each year in this project alone Community Rebuilders' partner agencies provide between $700,000.00 and one million dollars in services as matching funds to Community Rebuilders each year. This also demonstrates a solid history of quality communication and coordination with other providers within Kent County.

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

Determination of the type, amount and duration of rental assistance for participants is determined using a progressive engagement model. Progressive engagement is an approach to helping households end their homelessness as rapidly as possible, despite barriers, with minimal financial resources. There are no dependable predictors of what each household will need therefore participants are initially offered a light-touch and a short-term plan to stabilize housing. The plan is then assessed and updated monthly in partnership with the program participant and the Housing Resource Specialist. Each plan is individualized and agreed upon by the project participant and the Housing Resource Specialist. As a team, the HRS and participant set short term actionable goals to increase income and housing stability.  Participants and Housing Resource Specialist start with the end goal in mind and identify a proposed date for exit from the project based on the goals they have developed. As housing barriers are resolved and income increases a plan can be set to disengage from project financial assistance. Program expectations are clearly framed for participants, specific plans are designed to address concrete issues and the Housing Resource Specialist makes it clear that the consumer will not be abandoned.  The project will assist until housing is stabilized and permanent.  It is also reinforced that the project intends to provide only the limited amount of assistance needed to stabilize housing. This sets consumers up to succeed. Linkages to services in the community and flexibility is key as Housing Resource Specialist listen to consumers to learn what they want and need. HUD requires that each participant pay 30% of their adjusted income towards rent. This rule provides the foundation for consumers to begin to discuss their role in paying for their housing and their financial partnership with the project. HUD regulations and local rapid rehousing standards serve as maximum limits for assistance.

6. Does the project commit to taking all referrals through the community’s Coordinated Entity 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 CoC. *(500 word limit)*

The CoC’s current coordinated entry plan has survivors who approach DV programming for housing assistance being assessed by the DV shelter and housed if at high risk, and later referred to HAP for a housing assessment, or referred directly to HAP if immediate risk is assessed to be low. Conversely, survivors approaching HAP with a DV presentation, are offered a referral to the DV shelter for the lethality assessment with the option of returning if the assessment shows limited risk. This process has evolved over the last few years and is still in a process of refinement. When at HAP, the standard prioritization tool is used to determine level of housing need. The CoC has agreed to use the VI SPDAT as the assessment tool to discern need for those seeking housing resources. Given the immediate stressors on families experiencing domestic violence, this particular tool is determined to not be particularly predictive of need for DV households. MSHDA staff have indicated that this tool should not be used for households fleeing violence. Survivors often score quite high due to the current violence and chaos present in their lives, indicating a level of need that might not be present once they have exited a violent relationship. Additionally, DV providers conclude that the tool is relatively intrusive for victims and not trauma-informed. A critical component of this project will be collaborating with HAP on criteria to establish prioritization of need. Between conditional acceptance and award execution by HUD, DV providers, HAP staff, 211 and Community Rebuilders must make a recommendation for a local protocol for assessing need of survivors seeking housing resources when they are fleeing violence. Ongoing meetings have been occurring around this topic for about two years, with a protocol and standard that are still evolving. The availability of this TH-RRH resource should have an impact on how our system responds to survivors, in that it is a new option that has previously not been available.

8. Will all participating households served in this project be recorded in HMIS or an equivalent database for Domestic Violence, in accordance with the community’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)*

In that this project will provide Transitional Housing using some units to be made available at the Housing Connection Center and through the use of an additional rental unit from local rental stock, full availability of transitional housing can be on-line within 30 days for grant execution, and partially available almost immediately. The Rapid Rehousing component of the program will follow well established protocols between Community Rebuilders and the Housing Assessment Program and will be available immediately.

Between conditional acceptance and actual execution of the award the applicants will engage staff at HAP in the development of criteria to identify eligible households for this service and establish a means through which these eligible households will be identified on the roster for assignment to the program when the DV-specific housing resource becomes available. In this time frame, as well, the rental TH unit will be identified, and any additional staffing needed will be planned. It is the expectation of the applicants that the program will be fully operational within 30 days of grant execution. A start date of June 1, 2019 is planned, but can be adjusted to meet the HUD timetable

**ORGANIZATIONAL CAPACITY**

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

Agency expertise in DV Transitional Housing and advocacy with Rapid Rehousing already exists between the two applicants. Trained Housing Resource Specialist, Housing Connection Specialist as well as Housing Counseling Services are already providing rapid rehousing services to over 400 households annually. Family advocates from Project HEAL support the needs of over 70 families every year in current transitional housing. Currently, both Community Rebuilders and the YWCA plan to us**e** veteran staff for this new project. Chief Programming Officers from both Community Rebuilders will have ultimate oversight of the project and implementation of services to survivors. Both Tom Cottrell and Anna Diaz have experience in domestic violence programs and in housing.

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)*:

The Executive Director and COO, and CFO and four managers make up the management team of Community Rebuilders. Community Rebuilders has a 25 year history as a successful not for profit organization that places a heavy emphasis on accountability and transparency including reporting requirements related to the use of funds and maintenance of client level and program services and expense data. Community Rebuilders follows Generally Accepted Accounting Principles (GAAP). The financial records of the agency are audited by a Certified Public Accounting firm annually. Agency has a robust system of controls in place and has demonstrated a history of integrity in financial records and reports. The system of controls assures appropriate authorization, recording and accountability of assets. Employees share the responsibility for maintaining and complying with these controls and internal compliance controls to ensure they are not circumvented. The organization has clearly stated procedures for handling each area, including a system of checks and balances in which no financial transaction is handled by only one-person form beginning to end. The Board and Executive Director share responsibility for setting a tone and standard of accountability and conscientiousness regarding the organizations assets and responsibilities. There is a developed system and infrastructure of collecting and reporting the required information to funding sources. This project will duplicate our fiscal control systems that work to track and evaluate program compliance and spending goals in similar HUD funded CoC projects. Specifically, we utilize service tracking in HMIS, monthly activity logs that are compared to financial records and then approved by the project manager and CFO. This process promotes the maintenance of adequate program and fiscal records and files. Source document for project activities and all expenditures made under the term of the grant agreement are reconciled as required. Agency has solid experience and demonstrates success in complying with HUD procurement and auditing requirements.

The administrative team of the YWCA is comprised of the Chief Executive Officer (CEO), the Chief Operating Officer (COO) and the Chief Programming Officer (CPO), the Director of Finance, and five Program Directors. The YWCA is accredited by the Council on Accreditation, last renewed in 2017, successfully meeting all Administrative and Service Delivery Standards. The YWCA also meets or exceeds all Best Practice Standards for organizations serving domestic and sexual violence victims, as audited (2017) by the Michigan Department of Health and Human Services’ Domestic and Sexual Violence Prevention and Treatment Board. Financial documentation follows Generally Accepted Accounting Principles, with an external Accounting Firm conducting a Financial Statement Audit and an A-133 Single Audit annually. The YWCA has other sub-recipient relationships utilizing a Federal award and has appropriate controls in place to ensure appropriate/eligible use of funds. The YWCA’s automated accounting system is capable of tracking expenditures to grants by cost categories individually as well as documentation of match. The YWCA has a procurement policies and procedures for transactions that are designed to avoid unnecessary or duplicative purchases, that evaluates lease over purchase alternatives, has a process for soliciting goods and services prioritizing small and women/minority owned businesses and has standards for conduct that address conflicts of interest. Procurement policies ensure that procurements are conducted in a fair, open and transparent fashion, with rationale for selection or rejection documented. The YWCA has written policy that prohibits entering into contracts under any federal award with any entity or individual that is suspended or disbarred from such contracts or sub-awards. The accounting system has capability of accurately tracking actual employee time spent performing work for each Federal/State grant awarded, and accurately allocate salary and wages to the appropriate award, with retained back-up documentation.

|  |  |
| --- | --- |
| Scope of Proposed Project | Proposed Households Served |
| Total units | 21 | Households with at least one adult and one child | 18 |
| Total beds | 53 | Adult households without children | 3 |

**PROJECT BUDGET**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Requested Funds** | **Other Funding** | **Total Project Cost** | **% of Total Budget** |
| Acquisition |   |   |   |  % |
| New Construction |   |   |   |  % |
| Rehabilitation |   |   |   |  % |
| Leasing | 31,392 |   | 31,392 | 6 % |
| Rental Assistance | 219,456 | 5,000 | 224,456 | 44 % |
| Supportive Services | 99,405 | 68,000 | 167,405 | 33 % |
| Operating Costs | 21,000 | 21,000 | 42,000 | 8 % |
| HMIS  | 5,700 |   | 5,700 | 1 % |
| Project Administration (limited to 7%) | 35,165 | 1,182 | 36,347 | 7 % |
| Total Project Cost | 412,118 | 95,182 | 507,300 |  |

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)** |
| MDSVPTB – multi-year contract | **Cash** | **Planned/Pending** | **10/18** | **50,000** | **10%** | **Yes** |
| **DOJ/OWV mulit-year contract** | **Cash** | **Committed** | **08/18** | **40,182** | **8%** | **Yes** |
| **Client rent** | **Cash** | **Planned/Pending** | **06/19** | **5000** | **1%** | **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 |
| **Total leveraged from other sources** |   | % |  |

**Attach additional forms as necessary**

**Attachment B**

**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.

[x]  *Fair Housing and Equal Opportunity*. See CFR 578.93 for specific requirements related to Fair Housing and Equal Opportunity.

[x]  *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.

[x]  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.

[x]  Compliance with Fair Housing and Civil Rights. See Section V.C.1.a. of the FY 2017 General Section.

[x]  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.

[x]  Economic Opportunities for Low- and Very Low-income Persons (Section 3). See Section V.C.1.c. of the FY 2017 General Section.

[x]  Conducting Business in Accordance with Core Values and Ethical Standards/Code of Conduct. See Section V.C.15. of the FY 2017 General Section.

[x]  Prohibition Against Lobbying Activities. See Section V.C.15. of the FY 2017 General Section.

[x]  HUD Habitability Standards inspections on all units, at a minimum.

[x]  Participation in HUD-Sponsored Program Evaluation. See Section V.C.5. of the FY 2017 General Section.

[x]  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.

[x]  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.

[x]  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.

[x]  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

[x]  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.

[x]  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: YWCA West Central Michigan

Acknowledged By: Tom Cottrell

Title: Chief Programming Officer

Date: 8/9/2018