



**2016 COC PROGRAM COMPETITION
RENEWAL PROJECT APPLICATION
HOUSING PROJECTS**

AGENCY PROFILE	
Legal Name of Agency	County of Kent
Project Name	TRA Community Rebuilders
Contact Person	Darrell Singleton II
Title	Community Development Manager
Address	82 Ionia Avenue NW Suite 390 – Grand Rapids, MI 49503-3036
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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: James Saalfield	Title: Chairperson – Board of Commissioners
Date of Board Authorization:	6/28/2016
Date of Anticipated Board Authorization:	

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

1. 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.)

Shelter Plus Care TRA is a project that serves homeless individuals and families with a documented disability of long and continued duration, that significantly impedes their ability to obtain and sustain housing. Households are assisted to secure housing utilizing the private rental market. Participants are provided with rental assistance and comprehensive support services to help them to sustain housing permanently. Program participants contribute 30% of their adjusted income towards rent. Participants receive comprehensive supportive services from mental health providers throughout the community and from Housing Resource Specialists from Community Rebuilders. Shelter Plus Care SRA for the 15-16 grant year were contracted to serve 100 households but actually served 104 households (APR 9). 69% (91/132 Total Income Measure APR 36a.2a.) of adults in the project maintained or increased their total income. 94% (189/202 Housing Stability Measure APR 36.a1) of program participants either maintained or exited into permanent housing during this grant year. HUD has consistently acknowledged that Community Rebuilders operation of this program is exemplary. This project is highly cost effective due to its reliance on mainstream resources for supportive services and the use of HUD funds allocated only to rental assistance.

2. Has the project had any significant changes since the last funding approval (HUD FY 2015),

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

SECTION I: CoC Priority Populations

3. What percentage of the households served were chronically homeless? (HMIS Report)

Single (8/15) 53% and Family (6/10) 60% of the households entering this grant year were chronically homeless. Entry/Exit report pulled 15 total singles, however three of those adults are household members of another adult that pulled into the count. Correct count for number of households entering this grant year (8/12) 67%.

4. What percentage of the households included at least one Veteran? (APR 21)

15% (21 Veterans/132 Total Adults) of the households included at least one Veteran.

5. What percentage of the households were headed by a youth aged 18-24? (APR 16)

This is not a project where 100% of the households served are headed by a youth aged 18-24. 2% (4 Youths aged 18-24/202 Households)

6. What percentage of the households served were families with children? (APR 9)

29% (30 HH with Children and Adults/104 Households) of the households served were families with children.

7. What percentage of the households served had experienced domestic violence? (APR 19.a.)

14% (19 experienced domestic violence/132 Households) of the households served had experienced domestic violence.

Low Barrier and Housing First

8. Low Barrier

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

9. 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

Section II: HUD Priorities

Permanent Housing

10. Is this a permanent housing (PH) project that is requesting funds for housing (i.e. rental assistance or leasing funds)? **Yes**

11. a. Total request for housing activities (leased units, leased structures, and/or rental assistance):
\$838,740 Requested Rental Assistance

b. Total award (support services, operating cost, etc) plus administrative costs requested (not including match): \$894,363 Total Requested Budget

c. Percentage of total budget devoted to housing activities (10.a. ÷ 10.b.): 94% of the total budget is devoted to housing activities. (\$838,740 Rental Assistance/\$894,363 Total Budget)

Prioritization of Chronic Homelessness in PSH—Questions 10 and 11 are for Permanent Supportive Housing Projects Only

12. Will the organization adopt the HUD CPD Notice on Prioritization? **Yes**

13. a. Is the project dedicated to chronic homelessness in 100% of its units? **No**

b. What percentage of the project's non-dedicated beds are prioritized for chronically homeless participants?

This project will prioritize 85% of its non-dedicated beds for chronically homeless participants as units turn over.

Targeting Hard to Serve Populations

14. What percentage of participants had:

a. One(1) or more physical or mental health conditions known at entry (*APR 18.b. add totals for one, two and three or more conditions then divide by total*):

58% (65+31+21/202) had one or more physical or mental health conditions known at entry.

b. Two (2) or more physical or mental health conditions known at entry (*APR 18.b. add totals in two and three or more conditions divided by total*):

26% (31+21/202) had two or more physical or mental health conditions known at entry.

c. Three (3) or more physical or mental health conditions known at entry (*APR 18.b. total in three or more conditions divided by total*):

10% (21/202) had three or more physical or mental health conditions known at entry.

15. What percentage of the adults served had less than \$500 income a month at entry? (*APR 23. Add values for No Income through \$251-\$500 and divide by Total in last row*):

42% (38+2+3+13/132) of adults served had less than \$500 income a month at entry.

Impact on Homelessness

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

<input checked="" type="checkbox"/>	The project would close and 202 individuals would immediately become homeless if it were to not be funded.
<input 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.

Section IV. Project Performance

Performance Data

17. What is the project's utilization rate? (*Quarterly Point- in-Time Counts in APR 9. New Projects will only use average of last two quarters in the operating year.*)

88% (90+90+84+86=350, 350/4=87.5, 87.5/100) utilization rate.

18. Did 100% of project head of households enter from an eligible homeless situation? (*APR 20.a.1-3*)

100% of project head of households entered from an eligible homeless situation.

19. What percentage of project Leavers exited to a known destination? (*APR 29.a.1-2 ÷ Total Leavers APR 7.*)

100% (29 known exit destinations/29 leavers) exited to a known destination.

20. What percentage of program participants exited to a permanent housing destination?

76% (16 permanent housing destinations/29 leavers – 5 institutional settings – 3 deceased) of program participants exited to a permanent housing destination.

21. All Projects: What percentage of project leavers had increased earned income at project exit? (*APR 24.b.2.total / 7. Total Leavers*)

48% (10 project leavers had increased total income/21 Total Adult Leavers) of project leavers had increased total income at project exit.

22. All Projects: What percentage of project leavers were receiving mainstream benefits at project exit? (APR 26.a.2. total / 7. Total Leavers)

95% (20 project leavers received non-cash benefits at exit/21 Total Adult Leavers) of project leavers were receiving non-cash benefits at project exit.

23. PSH Projects Only: What percentage of participants leaving project remained in the project 6 months or longer? (APR 27)

97% (28 leavers remained in project for 180+ days/29 Total Leavers) of project leavers remained in the project for 6 months or longer.

HMIS Participation

24. Within HMIS, what is the number of Universal Data Elements (UDE) with 5% or more null or missing values?

There are no UDEs with 5% or more null or missing values

Efficient Use of Funding

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

a. Total amount awarded	\$846,135
b. Total amount spent	\$846,135
c. Percentage spent Divide answer b. by answer a.	100%

HUD Monitoring

26. a. Is the recipient free of HUD monitoring findings for all the agency's projects? **No**

If no, 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.

Monitoring of the 3 CoC Contracts took place April 19 – April 22, 2016. The Monitoring review resulted in 2 findings for contract # MI0174L5F061407 (Community Rebuilders SRA) and # MI0175L5F061407 (Dwelling Place SRA). The Findings were as follows: Finding #1 – Failure to secure required 25% Cash Match for each award. Finding #2 – (Which consists of 4 parts) a. Lack of Internal Controls. b. Failure to follow Federal Cost Principles. c. Failure to Follow CoC Timeliness Standards. d. Failure to follow Fiscal controls and Accounting procedures. As outlined in the correspondence, Kent County has the right to question the validity of any comment or conclusion reached. We are utilizing this right, and providing HUD with the following information and requesting reconsideration. Attachments are included indicating Kent County's response to the alleged findings.

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.

Financial Information

27. What is the percent of leveraging funds of the total requested funds? 34%
Complete Leveraging worksheet, Attachment A.

PROJECT BUDGET

Activity	Requested Funds	% of Requested Funds	Other Funding	Total Project Cost
Acquisition		%		
New Construction		%		
Rehabilitation		%		
Leasing		%		
Rental Assistance	\$838,740	94 %		\$838,740
Supportive Services		%		
Operating Costs		%		
HMIS		%		
Project Administration (limited to 7%)	\$55,623	6 %		\$55,623
Total Project Cost	\$894,363			\$894,363

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.

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)
Multiple Community Mental Health	In Kind	Committed	10/14	\$223,591	25%	Yes
Multiple Community Mental Health	In Kind	Committed	10/14	\$300,000	34%	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				\$300,000	34%	

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/2015general to ensure eligibility.

Agency: **Community Rebuildres**

Acknowledged By: **Vera Beech**

Title: Executive Director

Date: 7/5/2015