



FY2018 HUD COC PROGRAM COMPETITION RENEWAL PROJECT APPLICATION

AGENCY PROFILE	
Legal Name of Agency	Community Rebuilders
Project Name	LOFT
Project Start Date	02/01/2020
Contact Person	Anna Diaz
Title	Chief Operating Officer
Address	1120 Monroe Avenue NW, Grand Rapids, MI 49503
Email	adiaz@communityrebuilders.org
Phone	616-458-5102

Check one:

- ☒ Permanent Supportive Housing
- ☐ Rapid Re-Housing
- ☐ Transitional Housing
- ☐ Joint Transitional Housing / Rapid Re-Housing

Renewal Application Option (check one):

- ☒ Standard Renewal (no change from FY17)
- ☐ Consolidation (must complete Renewal applications for each project and New Project Application for consolidated project)
- ☐ Expansion (must complete New 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: Anna Diaz	Title: Chief Operating Officer
Date of Board/Local Planning Body Authorization:	8/2/2018
Date of Anticipated Board/Local Planning Body 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

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.) If the renewing project has not yet started, provide a narrative of anticipated performance in these same areas based on experience with other related projects. (1000 word limit)

LOFT (Long-Term Opportunities for Tenancy) is a permanent supportive housing project designed to provide scattered site leasing assistance and supportive services for those individuals who are chronically homeless as defined by HUD. This project was first funded by HUD as a bonus project to help accomplish the goal of addressing chronic homelessness in Kent County. Services are provided using a strengths-based, housing first perspective with the goal of assisting project participants to maintain permanent housing and increase their self-sufficiency. Participants who enter this project must have a permanent disability of long and continued duration. In addition, they must have been continuously homeless for a year or more or have had four or more episodes of homelessness within the last 3 years. Most enter the program after living on the streets and other places unfit for human habitation. The project has the benefit of offering leasing assistance vs. rental assistance. This can be particularly helpful in a community allowing for the organization, Community Rebuilders, to hold the lease and allow the program participant to have a sublease. This is sometime necessary when seeking out a rental unit for persons who have been chronically homeless as local landlords can be reluctant to offer a lease to persons who have histories common within this population. HUD Leasing dollars differ from Rental assistance dollars in that with rental assistance dollars the program participant must execute the lease directly with the landlord. Outreach for eligible participants is conducted throughout the community utilizing the communities coordinated entry system and outreach teams. A core component to LOFT is the community-based Housing Resource Specialist (HRS) support services model. These HRS staff engage eligible participants through outreach activities on the streets and in the local missions, further promoting access to the LOFT program for those who are difficult to reach and have minimal contact with homeless service providers. Through use of the strengths-based housing- first HRS model this project ensures that this most vulnerable population receives the most cost-effective intervention by immediately linking the participant to stable housing of their choice within the private rental market. HRS work with each participant to identify rental housing of their liking. Participants benefit from the opportunity to engage in pre-tenancy planning to select housing in the areas that are most convenient for them and near areas they frequent. The foundation of the strengths-based approach and the role of the HRS is a strong, trusting and respectful

relationship with participants. This approach promotes service engagement and results in participants having greater ability to adhere to lease requirements and accomplish their goals for improved self-sufficiency. Community Rebuilders has long-standing relationships with private landlords in the local area that make it possible for participants to have choices in the private rental market. Housing resource specialist assist households by completing an assessment to identify housing history, past strengths and barriers to housing. The assessment includes information such as patterns and risk, what worked well in previous housing situations and what hindered their ability to maintain housing. HUD required Housing Quality Inspections are completed by the HRS and serve as a great learning opportunity for participants to learn the legal obligations of their landlord and understand their right to have safe and decent housing. On- going supportive services are provided as needed and a housing goal and action plan is reviewed regularly to promote long-term housing sustainability. The philosophy of this project relies on the belief that people experiencing homelessness have the right to self-determination and should be treated with dignity and respect and as such the housing and services provided depend on the needs and preferences of each household served. The success of this program is evidenced by the housing stability obtained by program participants and its ability to prevent returns to homelessness by its participants. Participants are assisted to identify mainstream resources and entitlements benefits for which they are eligible. In addition, linkages are made to community employment services when appropriate and desired. Individualized plans are created with participants based on the HRS standards of care. As partners, participant and HRS create a comprehensive housing plan that includes on-going 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 connection to the communities coordinated entry as well as comprehensive outreach efforts combined with the housing first approach results in a low-demand model that make access to housing simplified for the persons experiencing chronic homelessness and a complicating disability. LOFT participants are asked to complete a confidential survey about their HRS. In 2017 survey results showed 98% of survey respondents reported they felt supported by their HRS. 99% of survey respondents reported that Community Rebuilders helped them to obtain decent, safe and sanitary housing of their choosing. 99% of survey respondents reported their HRS helped them identify other community resources. 100% of survey respondents reported they were satisfied with the services they received at Community Rebuilders. In addition to surveys, focus groups and data analysis is used to validate and improve the work of all Community Rebuilders projects. This includes an effort to identify and address racial inequalities in our community and continually monitor demographics to ensure that we are serving all groups fairly and equitably. In 2016-17, LOFT served the following demographics: 54% Black or African American, 31% White, 15% Two or more races, 0% Hispanic. This program met and exceeded all program outcomes. However, the real success of the program can be seen in comments from participant feedback surveys such as these, " Being housed for over a year has given me the opportunity to address issues other than housing." Another comment, "My worker has helped me get through the program by setting goals,

creating a budget plan and also guided me to the community for other resources available, and “I have a home, I didn’t think it was possible, Thank you.”

1b. Use the last completed grant year APR for this and all other data/outcome measure questions. If the renewing project has not yet started, indicate the planned number of units per county.*

County	Number of Units	Number of Stayers	Number of Leavers
Kent	13	11	2
Click or tap here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click or tap here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click or tap here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click or tap here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

**Attach additional forms as needed to list all counties.*

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

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	Click here to enter text.	Click here to enter text.	Click here to enter text.
Chronically Homeless	11	Click here to enter text.	Click here to enter text.
Families	Click here to enter text.	Click here to enter text.	Click here to enter text.
Youth	Click here to enter text.	Click here to enter text.	Click here to enter text.
Domestic Violence	Click here to enter text.	Click here to enter text.	Click here to enter text.

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: (Table Continues on Following Page)	
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 but found in the project's geographic area.	Yes
Does the project quickly move participants into permanent housing?	Yes

6. All recipients of HUD CoC Program funding are required to participate in Coordinated Entry. Did the project take 100% of all referrals from Coordinated Entry (or community process if Category 4 homeless) in the past grant year or will it once the grant year begins? (Verified by HMIS reports) Yes

7. What is the prioritization process for households referred to this project? How is it determined who is most vulnerable and the best fit for any referrals to this project? Provide detail from policy established by the Local Planning Body. (500 word limit)

LOFT utilizes coordinated entry through Salvation Army's Housing Assessment Program (HAP). HAP follows the HUD PSH Prioritization process that our CoC adopted. When LOFT informs HAP of program openings, HAP utilizes the VI spadat to measure vulnerability, assesses the length of time homeless, and reviews basic eligibility requirements for LOFT. These measures are used to prioritize and refer.

Efficient Use of Funding (If the renewing project has not completed a full year, share information from the last completed year of another HUD funded project or similarly designed project through this agency)

8. What was the project's utilization rate? (Average of Quarterly Point-in-Time Counts in APR 9 divided by total contracted units.) 91%

9. Expenditure of Funds: Use last completed HUD FY year.

a. Total amount authorized within eLOCCS	118,824
b. Remaining balance in eLOCCS	0
c. Percentage recaptured Divide answer b. by answer a. and multiply by 100	0

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

Yes

HMIS Participation (If the renewing project has not completed a full year, share information from the last completed year of another HUD funded project or similarly designed project through this agency)

11. Indicate how many APR Data Quality Elements (DQE) have 5% or less null or missing values (APR Q06; use data from alternative system if DV program):

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	3
Total the numbers above, divide by 16, multiply by 100 for a percent: 100%			

HUD Monitoring

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

Impact on Homelessness

13. 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 13 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.

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

15. Funds that are reallocated may be added to renewal projects to increase the number of households served. If funding is available:

Would this project accept additional funds? ☒ Yes ☐ No

How would additional households be served with these funds?

There have been many people who inquire about our services and express need for LOFT services. In addition, there are families on our community's prioritization list that could be referred to us if we had additional funding to assist them. This project is in high demand in our community. Additional funding could be used to serve more chronically homeless households.

Serving High Need Populations *(If the renewing project has not completed a full year, share information from the last completed year of another HUD funded project or similarly designed project through this agency)*

16. What percentage of the households served met "hard to serve" criteria defined as having zero income at start/entry? (APR 18. Add values for No Income and divide by Total in last row):

31%

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

69%

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

100%

Section II. Project Performance

Performance Data (If the renewing project has not completed a full year, share information from the last completed year of another HUD funded project or similarly designed project through this agency)

19. Length of Stay (Joint TH/RRH projects – complete either option B or C below)

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

100%

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

N/A

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

N/A

20. Exits to Permanent Housing (Joint TH/RRH projects – complete either option B or C below)

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.]

100%

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.]

N/A

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.]

N/A

21. 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*

0% PSH Participants in the project have had new or increased income within the project year. Participants in the project all have a disability and may be unable to work. Participants are assisted to increase total income which includes connecting to mainstream benefits. Understanding that this is a psh project it is not unlikely to see low number of participants that increase earned income in a project year.

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

78%

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*

100%

Financial Information

PROJECT BUDGET

Activity	Requested Funds	% of Requested Funds	Other Funding	Total Project Cost
Acquisition		%		
New Construction		%		
Rehabilitation		%		
Leasing	85,359	65 %		85359
Rental Assistance		%		
Supportive Services	12,578	10 %		12,578
Operating Costs	24,242	19 %		24,242
HMIS		%		
Project Administration (limited to 7%)	7,773	6 %		7,773
Total Project Cost	129,952			129,952

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. Documentation of match must be provided with the 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)
Program Income	Cash	Committed	08/18	\$11,148	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

Attachments listed below are required but unscored. Failure to include any documentation that is required may result in disqualification of the application. *Please number all attachments in accordance with the list below.*

All projects must include:

- ☒ #1: Annual Progress Report (APR) for the project's most recent completed contract year, *or* the most recently completed contract year for another HUD-funded project or similar project if the renewing project has not yet completed a full year. Other structured outcome report for non-HMIS participating agencies are allowed (i.e. domestic violence agencies).
- ☒ #2: Line of Credit Control System (LOCCS) report showing drawdowns and final balance
- ☒ #3: Project Application submitted in *e-snaps*
- ☒ #4: Documentation of all match

Each applicant must include one of the following two (#5):

- ☐ 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 (#6):

- ☐ A: Organization's response to any findings
- ☐ B: Documentation from HUD (or other entity) that finding or concern has been satisfied
- ☐ C: Any other relevant documentation
- ☐ D: Written communication to HUD requesting the significant change indicated in question 2.
- ☐ E: 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 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: **Community Rebuilders**

Acknowledged By: **Anna Diaz**

Title: Chief Operating Officer

Date: 8/7/2018

COMMUNITY REBUILDERS

PROJECT: LOFT 2/1/2020 THRU 1/31/2021

CONTRACT: MI0315L5F061808

Attachment B1: Annual Progress Report

Report Options

Provider Type ☒ Provider ☐ Reporting Group

Provider * Community Rebuilders -
Kent/Grand Rapids CoC -
LOFT (8770)
☐ This provider AND its subordinates ☒ This provider ONLY

Program Date Range * 02/01/2017 to 01/31/2018

Entry/Exit Types * ☐ Basic ☐ Basic Center Program ☒ HUD ☐ PATH ☐ Quick Call ☐ RHY ☐ Standard ☐ Transitional Living Program Entry/Exit ☒ VA ☐ HPRP (Retired)

CoC-APR Report Results

4a - Project Identifiers in HMIS

Organization Name	Community Rebuilders - Kent/Grand Rapids CoC
Organization ID	2154
Project Name	Community Rebuilders - Kent/Grand Rapids CoC - LOFT
Project ID	8770
HMIS Project Type	PH - Permanent Supportive Housing (disability required for entry) (HUD)
Method of Tracking ES	
If HMIS Project ID = 6 (S Only)	
Is the Services Only (HMIS Project Type 6) affiliated with a residential project?	
If 2.4, Dependent A = 1	
Identify the Project ID's of the housing projects this project is affiliated with	

5a - Report Validations Table

Report Validations Table	
1. Total Number of Persons Served	13
2. Number of Adults (age 18 or over)	13
3. Number of Children (under age 18)	0
4. Number of Persons with Unknown Age	0
5. Number of Leavers	2
6. Number of Adult Leavers	2
7. Number of Adult and Head of Household Leavers	2
8. Number of Stayers	11
9. Number of Adult Stayers	11
10. Number of Veterans	1
11. Number of Chronically Homeless Persons	13
12. Number of Youth Under Age 25	0
13. Number of Parenting Youth Under Age 25 with Children	0
14. Number of Adult Heads of Household	13
15. Number of Child and Unknown-Age Heads of Household	0
16. Heads of Households and Adult Stayers in the Project 365 Days or More	9

5a - Data Quality: Personally Identifiable Information

Data Element	Client Doesn't Know/Client Refused	Information Missing	Data Issues	% of Error Rate
Name (3.1)	0	0	0	0%
SSN (3.2)	0	0	0	0%
Date of Birth (3.3)	0	0	0	0%
Race (3.4)	0	0		0%
Ethnicity (3.5)	0	0		0%
Gender (3.6)	0	0		0%
Overall Score				0%

5b - Data Quality: Universal Data Elements

Data Element	Error Count	% of Error Rate
Veteran Status (3.7)	0	0%

Project Start Date (3.10)	0	0%
Relationship to Head of Household (3.15)	0	0%
Client Location (3.16)	0	0%
Disabling Condition (3.8)	0	0%

6c - Data Quality: Income and Housing Data Quality

Data Element	Error Count	% of Error Rate
Destination (3.12)	0	0%
Income and Sources (4.2) at Start	0	0%
Income and Sources (4.2) at Annual Assessment	0	0%
Income and Sources (4.2) at Exit	0	0%

6d - Data Quality: Chronic Homelessness

Entering into project type	Count of total records	Missing time in institution (3.917.2)	Missing time in housing (3.917.2)	Approximate Date started (3.917.3) DK/R/missing	Number of times (3.917.4) DK/R/missing	Number of months (3.917.5) DK/R/missing	% of records unable to calculate
ES, SH, Street Outreach	0			0	0	0	0%
TH	0	0	0	0	0	0	0%
PH(all)	2	0	0	0	0	0	0%
Total	2						0%

6e - Data Quality: Timeliness

Time For Record Entry	Number of Project Start Records	Number of Project Exit Records
0 days	0	1
1 - 3 days	0	0
4 - 6 days	0	0
7 - 10 days	0	0
11+ days	2	1

6f - Data Quality: Inactive Records: Street Outreach and Emergency Shelter

	# of Records	# of Inactive Records	% of Inactive Records
Contact (Adults and Heads of Household in Street Outreach or ES - NBN)	0	0	0%
Bed Night (All clients in ES - NBN)	0	0	0%

7a - Number of Persons Served

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults	13	13	0	0	0
Children	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	13	13	0	0	0

7b - Point-in-Time Count of Persons on the Last Wednesday

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January	11	11	0	0	0
April	10	10	0	0	0
July	9	9	0	0	0
October	10	10	0	0	0

8a - Number of Households Served

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Total Households	13	13	0	0	0

8b - Point-in-Time Count of Households on the Last Wednesday

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January	11	11	0	0	0
April	10	10	0	0	0
July	9	9	0	0	0
October	10	10	0	0	0

9a - Number of Persons Contacted

	All Persons Contacted	First Contact - NOT staying on the Streets, ES, or SH	First contact - WAS staying on Streets, ES, or SH	First contact - Worker unable to determine
Once	0	0	0	0
2-5 Times	0	0	0	0
6-9 Times	0	0	0	0

10+ Times	0	0	0	0	
Total Persons Contacted	0	0	0	0	
9b - Number of Persons Engaged					
	All Persons Contacted	First Contact - NOT staying on the Streets, ES, or SH	First contact - WAS staying on Streets, ES, or SH	First contact - Worker unable to determine	
Once	0	0	0	0	
2-5 Times	0	0	0	0	
6-9 Times	0	0	0	0	
10+ Times	0	0	0	0	
Total Persons Engaged	0	0	0	0	
Rate of Engagement	0%	0%	0%	0%	
10a - Gender of Adults					
	Total	Without Children	With Children and Adults	Unknown Household Type	
Male	7	7	0	0	
Female	6	6	0	0	
Trans Female (MTF or Male to Female)	0	0	0	0	
Trans Male (FTM or Female to Male)	0	0	0	0	
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	
Client Doesn't Know/Client Refused	0	0	0	0	
Data not collected	0	0	0	0	
Subtotal	13	13	0	0	
10b - Gender of Children					
	Total	With Children and Adults	With Only Children	Unknown Household Type	
Male	0	0	0	0	
Female	0	0	0	0	
Trans Female (MTF or Male to Female)	0	0	0	0	
Trans Male (FTM or Female to Male)	0	0	0	0	
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	
Client Doesn't Know/Client Refused	0	0	0	0	
Data not collected	0	0	0	0	
Subtotal	0	0	0	0	
10c - Gender of Persons Missing Age Information					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male	0	0	0	0	0
Female	0	0	0	0	0
Trans Female (MTF or Male to Female)	0	0	0	0	0
Trans Male (FTM or Female to Male)	0	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Subtotal	0	0	0	0	0
11 - Age					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Under 5	0		0	0	0
5 - 12	0		0	0	0
13 - 17	0		0	0	0
18 - 24	0	0	0		0
25 - 34	3	3	0		0
35 - 44	0	0	0		0
45 - 54	2	2	0		0
55 - 61	5	5	0		0
62 +	3	3	0		0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	13	13	0	0	0
12a - Race					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
White	4	4	0	0	0
Black or African American	7	7	0	0	0
Asian	0	0	0	0	0

American Indian or Alaska Native	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
Multiple races	2	2	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	13	13	0	0	0

12b - Ethnicity

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Non-Hispanic/Non-Latino	13	13	0	0	0
Hispanic/Latino	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	13	13	0	0	0

13a1 - Physical and Mental Health Conditions at Start

	Total Persons	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Mental Health Problem	10	10	0	0	0
Alcohol Abuse	1	1	0	0	0
Drug Abuse	0	0	0	0	0
Both Alcohol and Drug Abuse	4	4	0	0	0
Chronic Health Condition	5	5	0	0	0
HIV/AIDS	1	1	0	0	0
Development Disability	2	2	0	0	0
Physical Disability	5	5	0	0	0

13a1 - Physical and Mental Health Conditions at Exit

	Total Persons	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Mental Health Problem	2	2	0	0	0
Alcohol Abuse	0	0	0	0	0
Drug Abuse	0	0	0	0	0
Both Alcohol and Drug Abuse	1	1	0	0	0
Chronic Health Condition	0	0	0	0	0
HIV/AIDS	0	0	0	0	0
Development Disability	1	1	0	0	0
Physical Disability	0	0	0	0	0

13a1 - Physical and Mental Health Conditions of Stayers

	Total Persons	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Mental Health Problem	9	9	0	0	0
Alcohol Abuse	1	1	0	0	0
Drug Abuse	0	0	0	0	0
Both Alcohol and Drug Abuse	3	3	0	0	0
Chronic Health Condition	8	8	0	0	0
HIV/AIDS	1	1	0	0	0
Development Disability	3	3	0	0	0
Physical Disability	7	7	0	0	0

13a2 - Number of Conditions at Start

	Total Persons	Without Children	With Children and Adults	With Only Children	Unknown Household Type
None	0	0	0	0	0
1 Condition	4	4	0	0	0
2 Conditions	3	3	0	0	0
3+ Conditions	6	6	0	0	0
Condition Unknown	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	13	13	0	0	0

13a2 - Number of Conditions at Exit

	Total Persons	Without Children	With Children and Adults	With Only Children	Unknown Household Type
None	0	0	0	0	0
1 Condition	0	0	0	0	0
2 Conditions	1	1	0	0	0
3+ Conditions	1	1	0	0	0
Condition Unknown	0	0	0	0	0

Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	2	2	0	0	0
13c2 - Number of Conditions for Stayers					
	Total Persons	Without Children	With Children and Adults	With Only Children	Unknown Household Type
None	0	0	0	0	0
1 Condition	0	0	0	0	0
2 Conditions	5	5	0	0	0
3+ Conditions	6	6	0	0	0
Condition Unknown	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	11	11	0	0	0
14a - Domestic Violence History					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes	4	4	0	0	0
No	8	8	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	1	1	0	0	0
Total	13	13	0	0	0
14b - Persons Fleeing Domestic Violence					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes	1	1	0	0	0
No	1	1	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	2	2	0	0	0
Total	4	4	0	0	0
15 - Living Situation					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Homeless Situations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	6	6	0	0	0
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Place not meant for habitation	7	7	0	0	0
Safe Haven	0	0	0	0	0
Interim Housing	0	0	0	0	0
Subtotal	13	13	0	0	0
Institutional Settings					
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Foster care home or foster care group home	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Subtotal	0	0	0	0	0
Other Locations					
Permanent Housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Rental by client, no ongoing housing subsidy	0	0	0	0	0
Rental by client, with VASH housing subsidy	0	0	0	0	0
Rental by client, with GPD TIP housing subsidy	0	0	0	0	0
Rental by client, with other housing subsidy (including RRH)	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Staying or living in a friend's room, apartment or house	0	0	0	0	0
Staying or living in a family member's room, apartment or house	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Subtotal	0	0	0	0	0
Total	13	13	0	0	0
16 - Cash Income - Ranges					
			Income at Start	Income at	Income at Exit

		Latest Annual Assessment for Stayers	for Leavers
No Income	3	1	0
\$1 - 150	0	0	0
\$151 - \$250	0	0	0
\$251 - \$500	0	0	0
\$501 - \$1000	10	6	2
\$1001 - \$1500	0	1	0
\$1501 - \$2000	0	1	0
\$2001 +	0	0	0
Client Doesn't Know/Client Refused	0	0	0
Data not collected	0	0	0
Number of adult stayers not yet required to have an annual assessment		2	
Number of adult stayers without required annual assessment		0	
Total Adults	13	11	2

17 - Cash Income - Sources

	Income at Start	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
Earned Income	1	0	0
Unemployment Insurance	0	0	0
Supplemental Security Income (SSI)	8	8	2
Social Security Disability Insurance (SSDI)	1	3	0
VA Service - Connected Disability Compensation	0	0	0
VA Non-Service Connected Disability Pension	0	0	0
Private Disability Insurance	0	0	0
Worker's Compensation	0	0	0
Temporary Assistance for Needy Families (TANF)	0	0	0
General Assistance (GA)	0	0	0
Retirement Income from Social Security	0	0	0
Pension or retirement income from a former job	0	0	0
Child Support	0	0	0
Alimony and other spousal support	0	0	0
Other Source	0	0	0
Adults with Income Information at Start and Annual Assessment/Exit		6	2

18 - Client Cash Income Category - Earned/Other Income Category - by Start and Annual Assessment/Exit Status

	Number of Adults at Start	Number of Adults at Annual Assessment (Stayers)	Number of Adults at Exit (Leavers)
Number of Adults by Income Category			
Adults with Only Earned Income (i.e., Employment Income)	1	0	0
Adults with Only Other Income	9	8	2
Adults with Both Earned and Other Income	0	0	0
Adults with No Income	3	1	0
Adults with Client Doesn't Know/Client Refused Income Information	0	0	0
Adults with Missing Income Information	0	0	0
Number of adult stayers not yet required to have an annual assessment		2	
Number of adult stayers without required annual assessment		0	
Total Adults	13	11	2
1 or More Source of Income	10	8	2
Adults with Income Information at Start and Annual Assessment/Exit		6	2

19a1 - Client Cash Income Change - Income Source - by Start and Latest Status

Income Change by Income Category (Universe: Adult Stayers with Income Information at Start and Annual Assessment)	Had Income Category at Start and Did Not Have It at Annual Assessment	Retained Income Category But Had Less \$ at Annual Assessment Than at Start	Retained Income Category and Same \$ at Annual Assessment as at Start	Retained Income Category and Increased \$ at Annual Assessment	Did Not Have the Income Category at Start and Gained the Income Category at Annual Assessment	Did Not Have the Income Category at Start or at Annual Assessment	Total Adults (including those with No Income)	Performance Measure: Adults who Gained or Increased Income from Start to Annual Assessment, Average Gain	Performance Measure: Percent of Persons who Accomplished this Measure
Number of Adults with Earned Income (i.e., Employment Income)	1	0	0	0	0	8	9	0	0%
Average Change in Earned Income	-800	0		0	0			0	
Number of Adults with Other	0	1	0	5	2	1	9	7	78%

Income									
Average Change in Other Income	0	-67		352.8	734			461.71	
Number of Adults with Any Income (i.e., Total Income)	1	1	0	5	2	0	9	7	78%
Average Change in Overall Income	-800	-67		352.8	734			461.71	

19a2 - Client Cash Income Change - Income Source - by Start and Exit

Income Change by Income Category (Universe: Adult Leavers with Income Information at Start and Exit)	Had Income Category at Start and Did Not Have It at Exit	Retained Income Category But Had Less \$ at Exit Than at Start	Retained Income Category and Same \$ at Exit as at Start	Retained Income Category and Increased \$ at Exit	Did Not Have the Income Category at Start and Gained the Income Category at Exit	Did Not Have the Income Category at Start or at Exit	Total Adults (including those with No Income)	Performance Measure: Adults who Gained or Increased Income from Start to Exit, Average Gain	Performance Measure: Percent of Persons who Accomplished this Measure
Number of Adults with Earned Income (i.e., Employment Income)	0	0	0	0	0	2	2	0	0%
Average Change in Earned Income	0	0		0	0			0	
Number of Adults with Other Income	0	0	0	2	0	0	2	2	100%
Average Change in Other Income	0	0		36.5	0			36.5	
Number of Adults with Any Income (i.e., Total Income)	0	0	0	2	0	0	2	2	100%
Average Change in Overall Income	0	0		36.5	0			36.5	

19a3 - Client Cash Income Change - Income Source - by Start and Latest Status/Exit

Income Change by Income Category (Universe: Adult Stayers/Leavers with Income Information at Start and Annual Assessment/Exit)	Had Income Category at Start and Did Not Have It at Annual Assessment/Exit	Retained Income Category But Had Less \$ at Annual Assessment/Exit Than at Start	Retained Income Category and Same \$ at Annual Assessment/Exit as at Start	Retained Income Category and Increased \$ at Annual Assessment/Exit	Did Not Have the Income Category at Start and Gained the Income Category at Annual Assessment/Exit	Did Not Have the Income Category at Start or at Annual Assessment/Exit	Total Adults (including those with No Income)	Performance Measure: Adults who Gained or Increased Income from Start to Annual Assessment/Exit, Average Gain	Performance Measure: Percent of Persons who Accomplished this Measure
Number of Adults with Earned Income (i.e., Employment Income)	1	0	0	0	0	10	11	0	0%
Average Change in Earned Income	-800	0		0	0			0	
Number of Adults with Other Income	0	1	0	7	2	1	11	9	82%
Average Change in Other Income	0	-67		262.43	734			367.22	
Number of Adults with Any Income (i.e., Total Income)	1	1	0	7	2	0	11	9	82%
Average Change in Overall Income	-800	-67		262.43	734			367.22	

20a - Type of Non-Cash Benefit Source

	Benefit at Start	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers
Supplemental Nutrition Assistance Program (SNAP) (Previously known as Food Stamps)	10	8	2
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	0	0	0
TANF Child Care Services	0	0	0
TANF Transportation Services	0	0	0
Other TANF-Funded Services	0	0	0
Other Source	0	0	0

20b - Number of Non-Cash Benefit Sources

	Benefit at Start	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers
No Sources	1	1	0
1 + Source(s)	10	8	2
Client Doesn't Know/Client Refused	0	0	0
Data not collected	2	2	0
Total	13	11	2

21 - Health Insurance

	At Start	At Annual Assessment for Stayers	At Exit for Leavers
MEDICAID	5	7	2
MEDICARE	1	2	1
State Children's Health Insurance Program	0	0	0
Veteran's Administration (VA) Medical Services	0	0	0
Employer-Provided Health Insurance	0	0	0
Health Insurance obtained through COBRA	0	0	0
Private Pay Health Insurance	0	0	0
State Health Insurance for Adults	0	1	0
Indian Health Services Program	0	0	0
Other	0	0	0
No Health Insurance	7	1	0
Client Doesn't Know/Client Refused	0	0	0
Data not collected	0	0	0
Number of stayers not yet required to have an annual assessment		2	
1 Source of Health Insurance	6	6	1
More than 1 Source of Health Insurance	0	2	1

22a1 - Length of Participation - CoC Projects

	Total	Leavers	Stayers
30 days or less	0	0	0
31 to 60 days	0	0	0
61 to 90 days	1	0	1
91 to 180 days	1	0	1
181 to 365 days	0	0	0
366 to 730 Days (1-2 Yrs)	1	1	0
731 to 1,095 Days (2-3 Yrs)	2	0	2
1,096 to 1,460 Days (3-4 Yrs)	0	0	0
1,461 to 1,825 Days (4-5 Yrs)	0	0	0
More than 1,825 Days (>5 Yrs)	8	1	7
Data not collected	0	0	0
Total	13	2	11

22b - Average and Median Length of Participation in Days

	Leavers	Stayers
Average Length	1196	1719
Median Length	522	2222

22c - RRH Length of Time between Project Start Date and Housing Move-In Date

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less	0	0	0	0	0
8 to 14 days	0	0	0	0	0
15 to 21 days	0	0	0	0	0
22 to 30 days	0	0	0	0	0
31 to 60 days	0	0	0	0	0
61 to 180 days	0	0	0	0	0
181 to 365 days	0	0	0	0	0
366 to 730 Days (1-2 Yrs)	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	0	0	0	0	0

23a - Exit Destination - More than 90 days

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Permanent Destinations					
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Rental by client, no ongoing housing subsidy	0	0	0	0	0
Rental by client, with VASH housing subsidy	0	0	0	0	0
Rental by client, with GPD TIP housing subsidy	0	0	0	0	0
Rental by client, with other ongoing housing subsidy	0	0	0	0	0
Permanent Housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Staying or living with family, permanent tenure	1	1	0	0	0
Staying or living with friends, permanent tenure	1	1	0	0	0
Rental by client, with RRH or equivalent subsidy	0	0	0	0	0
Subtotal	2	2	0	0	0

Temporary Destinations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Staying or living with family, temporary tenure (e.g., room, apartment or house)	0	0	0	0	0
Staying or living with friends, temporary tenure (e.g., room apartment or house)	0	0	0	0	0
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	0	0	0	0	0
Safe Haven	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Subtotal	0	0	0	0	0
Institutional Settings					
Foster care home or foster care group home	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Subtotal	0	0	0	0	0
Other Destinations					
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Deceased	0	0	0	0	0
Other	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected (no exit interview completed)	0	0	0	0	0
Subtotal	0	0	0	0	0
Total	2	2	0	0	0
Total persons exiting to positive housing destinations	2	2	0	0	0
Total persons whose destinations excluded them from the calculation	0	0	0	0	0
Percentage	100%	100%	0%	0%	0%

23b - Exit Destination - 90 Days or Less

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Permanent Destinations					
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Rental by client, no ongoing housing subsidy	0	0	0	0	0
Rental by client, with VASH housing subsidy	0	0	0	0	0
Rental by client, with GPD TIP housing subsidy	0	0	0	0	0
Rental by client, with other ongoing housing subsidy	0	0	0	0	0
Permanent Housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Staying or living with family, permanent tenure	0	0	0	0	0
Staying or living with friends, permanent tenure	0	0	0	0	0
Rental by client, with RRH or equivalent subsidy	0	0	0	0	0
Subtotal	0	0	0	0	0
Temporary Destinations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Staying or living with family, temporary tenure (e.g., room, apartment or house)	0	0	0	0	0
Staying or living with friends, temporary tenure (e.g., room apartment or house)	0	0	0	0	0
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	0	0	0	0	0
Safe Haven	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Subtotal	0	0	0	0	0
Institutional Settings					
Foster care home or foster care group home	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Subtotal	0	0	0	0	0

Other Destinations					
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Deceased	0	0	0	0	0
Other	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected (no exit interview completed)	0	0	0	0	0
Subtotal	0	0	0	0	0
Total	0	0	0	0	0
Total persons exiting to positive housing destinations	0	0	0	0	0
Total persons whose destinations excluded them from the calculation	0	0	0	0	0
Percentage	0%	0%	0%	0%	0%

25a - Number of Veterans

	Total	Without Children	With Children and Adults	Unknown Household Type
Chronically Homeless Veteran	1	1	0	0
Non-Chronically Homeless Veteran	0	0	0	0
Not a veteran	12	12	0	0
Client Doesn't Know/Client Refused	0	0	0	0
Data not collected	0	0	0	0
Total	13	13	0	0

25b - Number of Veteran Households

	Total	Without Children	With Children and Adults	Unknown Household Type
Chronically Homeless Veteran	1	1	0	0
Non-Chronically Homeless Veteran	0	0	0	0
Not a veteran	12	12	0	0
Client Doesn't Know/Client Refused	0	0	0	0
Data not collected	0	0	0	0
Total	13	13	0	0

25c - Gender - Veterans

	Total	Without Children	With Children and Adults	Unknown Household Type
Male	0	0	0	0
Female	1	1	0	0
Trans Female (MTF or Male to Female)	0	0	0	0
Trans Male (FTM or Female to Male)	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0
Data not collected	0	0	0	0
Total	1	1	0	0

25d - Age - Veterans

	Total	Without Children	With Children and Adults	Unknown Household Type
18 - 24	0	0	0	0
25 - 34	1	1	0	0
35 - 44	0	0	0	0
45 - 54	0	0	0	0
55 - 61	0	0	0	0
62 +	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0
Data not collected	0	0	0	0
Total	1	1	0	0

25e - Physical and Mental Health Conditions - Veterans

	Conditions at Start	Conditions at Latest Assessment for Stayers	Conditions at Exit for Leavers
Mental Health Problem	1	1	0
Alcohol Abuse	0	0	0
Drug Abuse	0	0	0
Both Alcohol and Drug Abuse	0	0	0
Chronic Health Condition	1	1	0
HIV/AIDS	0	0	0
Development Disability	0	0	0
Physical Disability	0	0	0

25f - Cash Income Category - Income Category - by Starband Annual/Exit Status - Veterans

Number of Veterans by Income Category	Number of Veterans at Start	Number of Veterans at Annual Assessment (Stayers)	Number of Veterans at Exit (Leavers)
Veterans with Only Earned Income (i.e., Employment Income)	1	0	0
Veterans with Only Other Income	0	0	0
Veterans with Both Earned and Other Income	0	0	0
Veterans with No Income	0	1	0
Veterans with Client Doesn't Know/Client Refused Income Information	0	0	0
Veterans with Missing Income Information	0	0	0
Number of veterans not yet required to have an annual assessment		0	
Number of veterans without required annual assessment		0	
Total Veterans	1	1	0

25g - Type of Cash Income Sources - Veterans

	Income at Start	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
Earned Income	1	0	0
Unemployment Insurance	0	0	0
Supplemental Security Income (SSI)	0	0	0
Social Security Disability Insurance (SSDI)	0	0	0
VA Service - Connected Disability Compensation	0	0	0
VA Non-Service Connected Disability Pension	0	0	0
Private Disability Insurance	0	0	0
Worker's Compensation	0	0	0
Temporary Assistance for Needy Families (TANF)	0	0	0
General Assistance (GA)	0	0	0
Retirement Income from Social Security	0	0	0
Pension or retirement income from a former job	0	0	0
Child Support	0	0	0
Alimony and other spousal support	0	0	0
Other Source	0	0	0
Veterans with Income Information at Start and Annual Assessment/Exit		0	0

25h - Type of Non-Cash Benefit Sources - Veterans

	Benefit at Start	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers
Supplemental Nutrition Assistance Program (SNAP) (Previously known as Food Stamps)	0	0	0
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	0	0	0
TANF Child Care Services	0	0	0
TANF Transportation Services	0	0	0
Other TANF-Funded Services	0	0	0
Other Source	0	0	0

25i - Exit Destination - Veterans

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Permanent Destinations					
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Rental by client, no ongoing housing subsidy	0	0	0	0	0
Rental by client, with VASH housing subsidy	0	0	0	0	0
Rental by client, with GPD TIP housing subsidy	0	0	0	0	0
Rental by client, with other ongoing housing subsidy	0	0	0	0	0
Permanent Housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Staying or living with family, permanent tenure	0	0	0	0	0
Staying or living with friends, permanent tenure	0	0	0	0	0
Rental by client, with RRH or equivalent subsidy	0	0	0	0	0
Subtotal	0	0	0	0	0
Temporary Destinations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Staying or living with family, temporary tenure (e.g., room, apartment or house)	0	0	0	0	0
Staying or living with friends, temporary tenure (e.g., room apartment or house)	0	0	0	0	0
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway)	0	0	0	0	0

station/airport or anywhere outside)					
Safe Haven	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Subtotal	0	0	0	0	0
Institutional Settings					
Foster care home or foster care group home	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Subtotal	0	0	0	0	0
Other Destinations					
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Deceased	0	0	0	0	0
Other	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected (no exit interview completed)	0	0	0	0	0
Subtotal	0	0	0	0	0
Total	0	0	0	0	0
Total persons exiting to positive housing destinations	0	0	0	0	0
Total persons whose destinations excluded them from the calculation	0	0	0	0	0
Percentage	0%	0%	0%	0%	0%

25a - Chronic Homeless Status - Number of Households w/at least one or more CH person

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Chronically Homeless	13	13	0	0	0
Not Chronically Homeless	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	13	13	0	0	0

26b - Number of Chronically Homeless Persons by Household

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Chronically Homeless	13	13	0	0	0
Not Chronically Homeless	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	13	13	0	0	0

26c - Gender of Chronically Homeless Persons

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male	7	7	0	0	0
Female	6	6	0	0	0
Trans Female (MTF or Male to Female)	0	0	0	0	0
Trans Male (FTM or Female to Male)	0	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	13	13	0	0	0

26d - Age of Chronically Homeless Persons

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
0 - 17	0		0	0	0
18 - 24	0	0	0		0
25 - 34	3	3	0		0
35 - 44	0	0	0		0
45 - 54	2	2	0		0
55 - 61	5	5	0		0
62 +	3	3	0		0
Client Doesn't Know/Client Refused	0	0	0		0
Data not collected	0	0	0		0
Total	13	13	0	0	0

26e - Physical and Mental Health Conditions - Chronically Homeless Persons

	Conditions at	Conditions at	Conditions at
--	---------------	---------------	---------------

	Start	Latest Assessment for Stayers	Exit for Leavers
Mental Health Problem	10	9	2
Alcohol Abuse	1	1	0
Drug Abuse	0	0	0
Both Alcohol and Drug Abuse	4	3	1
Chronic Health Condition	5	8	0
HIV/AIDS	1	1	0
Development Disability	2	3	1
Physical Disability	5	7	0

26f - Client Cash Income - Chronically Homeless Persons

	Number of Chronically Homeless Persons at Start	Number of Chronically Homeless Persons at Annual Assessment (Stayers)	Number of Chronically Homeless Persons at Exit (Leavers)
Number of Chronically Homeless Persons by Income Category			
Chronically Homeless Persons with Only Earned Income (i.e., Employment Income)	1	0	0
Chronically Homeless Persons with Only Other Income	9	8	2
Chronically Homeless Persons with Both Earned and Other Income	0	0	0
Chronically Homeless Persons with No Income	3	1	0
Chronically Homeless Persons with Client Doesn't Know/Client Refused Income Information	0	0	0
Chronically Homeless Persons with Missing Income Information	0	0	0
Number of Chronically Homeless Persons not yet required to have an annual assessment		2	
Number of Chronically Homeless Persons without required annual assessment		0	
Total Chronically Homeless Persons	13	11	2

26g - Type of Cash Income Sources - Chronically Homeless Persons

	Income at Start	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
Earned Income	1	0	0
Unemployment Insurance	0	0	0
Supplemental Security Income (SSI)	8	8	2
Social Security Disability Insurance (SSDI)	1	3	0
VA Service - Connected Disability Compensation	0	0	0
VA Non-Service Connected Disability Pension	0	0	0
Private Disability Insurance	0	0	0
Worker's Compensation	0	0	0
Temporary Assistance for Needy Families (TANF)	0	0	0
General Assistance (GA)	0	0	0
Retirement Income from Social Security	0	0	0
Pension or retirement income from a former job	0	0	0
Child Support	0	0	0
Alimony and other spousal support	0	0	0
Other Source	0	0	0
Chronically Homeless Persons with Income Information at Start and Annual Assessment/Exit		6	2

26h - Type of Non-Cash Income Sources - Chronically Homeless Persons

	Benefit at Start	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers
Supplemental Nutrition Assistance Program (SNAP) (Previously known as Food Stamps)	10	8	2
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	0	0	0
TANF Child Care Services	0	0	0
TANF Transportation Services	0	0	0
Other TANF-Funded Services	0	0	0
Other Source	0	0	0

27a - Age of Youth

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
12 - 17	0	0	0	0	0
18 - 24	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	0	0	0	0	0

27b - Parenting Youth

Total Parenting Youth	Total Children of Parenting	Total Persons	Total Households
-----------------------	-----------------------------	---------------	------------------

		Youth			
Parenting youth < 18		0	0	0	0
Parenting youth 18 to 24		0	0	0	0
27c - Gender - Youth					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male	0	0	0	0	0
Female	0	0	0	0	0
Trans Female (MTF or Male to Female)	0	0	0	0	0
Trans Male (FTM or Female to Male)	0	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	0	0	0	0	0
27d - Living Situation - Youth					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Homeless Situations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	0	0	0	0	0
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Place not meant for habitation	0	0	0	0	0
Safe Haven	0	0	0	0	0
Interim Housing	0	0	0	0	0
Subtotal	0	0	0	0	0
Institutional Settings					
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Foster care home or foster care group home	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Subtotal	0	0	0	0	0
Other Locations					
Permanent Housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Rental by client, no ongoing housing subsidy	0	0	0	0	0
Rental by client, with VASH housing subsidy	0	0	0	0	0
Rental by client, with GPD TIP housing subsidy	0	0	0	0	0
Rental by client, with other housing subsidy (Including RRH)	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Staying or living in a friend's room, apartment or house	0	0	0	0	0
Staying or living in a family member's room, apartment or house	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Subtotal	0	0	0	0	0
Total	0	0	0	0	0
27e - Length of Participation - Youth					
	Total	Leavers	Stayers		
30 days or less	0	0	0		
31 to 60 days	0	0	0		
61 to 90 days	0	0	0		
91 to 180 days	0	0	0		
181 to 365 days	0	0	0		
366 to 730 Days (1-2 Yrs)	0	0	0		
731 to 1,095 Days (2-3 Yrs)	0	0	0		
1,096 to 1,460 Days (3-4 Yrs)	0	0	0		
1,461 to 1,825 Days (4-5 Yrs)	0	0	0		
More than 1,825 Days (>5 Yrs)	0	0	0		
Data not collected	0	0	0		
Total	0	0	0		
27f - Exit Destination - Youth					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type

Permanent Destinations					
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Rental by client, no ongoing housing subsidy	0	0	0	0	0
Rental by client, with VASH housing subsidy	0	0	0	0	0
Rental by client, with GPD TIP housing subsidy	0	0	0	0	0
Rental by client, with other ongoing housing subsidy	0	0	0	0	0
Permanent Housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Staying or living with family, permanent tenure	0	0	0	0	0
Staying or living with friends, permanent tenure	0	0	0	0	0
Rental by client, with RRH or equivalent subsidy	0	0	0	0	0
Subtotal	0	0	0	0	0
Temporary Destinations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Staying or living with family, temporary tenure (e.g., room, apartment or house)	0	0	0	0	0
Staying or living with friends, temporary tenure (e.g., room apartment or house)	0	0	0	0	0
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	0	0	0	0	0
Safe Haven	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Subtotal	0	0	0	0	0
Institutional Settings					
Foster care home or foster care group home	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Subtotal	0	0	0	0	0
Other Destinations					
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Deceased	0	0	0	0	0
Other	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected (no exit interview completed)	0	0	0	0	0
Subtotal	0	0	0	0	0
Total	0	0	0	0	0
Total persons exiting to positive housing destinations	0	0	0	0	0
Total persons whose destinations excluded them from the calculation	0	0	0	0	0
Percentage	0%	0%	0%	0%	0%

COMMUNITY REBUILDERS

PROJECT: LOFT 2/1/2020 THRU 1/31/2021

CONTRACT: MI0315L5F061808

Attachment B2: LOCCS Report



COMMUNITY REBUILDERS, INC.

Grant Information

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[Menu](#)[Portfolio](#)[Grant Information](#)
Grant: MI0315L5F061505 (SNAP) Special Needs Assistance
[General](#)[Budget](#)[Vouchers](#)

Contractual Organization		DUNS Organization	Contract Dates	HUD Funding
		DUNS: 948960398	Renewal Date: 02-19-2019	Obligated: 123,748.00
Tax ID: 38-3094108	Tax ID: 38-3094108	✓ Matches contractual org.		Contracted: 123,748.00
COMMUNITY REBUILDERS, INC.	COMMUNITY REBUILDERS		LOCCS Created: 08-23-2016	LOCCS Authorized
1136 Wealthy St SE	1120 MONROE AVE NW STE 220		Effective Date: 08-04-2016	Authorized: 123,748.00
Grand Rapids, MI 49506-1543	GRAND RAPIDS, MI 49503-1038		Expiration Date: 01-31-2018	Disbursed: 123,748.00
Payee Organization:			Term (months): 12	In process: 0.00
- same as contractual-	Region: 05 - MID WEST		Operating Start: 02-01-2017	Balance: 0.00
	Office: 28 - MICHIGAN STATE OFC.			

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COMMUNITY REBUILDERS

PROJECT: LOFT 2/1/2020 THRU 1/31/2021

CONTRACT: MI0315L5F061808

Attachment B4: Match Documentation

TOTAL MATCH REQUIRED: \$11,148

SOURCE DOCUMENTATION: CASH, Program Income, Private: \$11,148

6D. Sources of Match

The following list summarizes the funds that will be used as Match for the project. To add a Matching source to the list, select the  icon. To view or update a Matching source already listed, select the  icon.

Summary for Match

Total Value of Cash Commitments:	\$11,148
Total Value of In-Kind Commitments:	\$0
Total Value of All Commitments:	\$11,148

1. Does this project generate program income ☒ Yes
as described in 24 CFR 578.97 that will be
used as Match for this grant?

1a. Briefly describe the source of the program income:

Program income is generated from the tenants contribution toward rent

- 1b. Estimate the amount of program income \$11,148
that will be used as Match for this project:

Match	Type	Source	Contributor	Date of Commitment	Value of Commitments
Yes	Cash	Private	Program Income	08/01/2018	\$11,148

Sources of Match Detail

1. Will this commitment be used towards Match? Yes
2. Type of Commitment: Cash
3. Type of Source: Private
4. Name the Source of the Commitment: Program Income
(Be as specific as possible and include the office or grant program as applicable)
5. Date of Written Commitment: 08/01/2018
6. Value of Written Commitment: \$11,148

COMMUNITY REBUILDERS

PROJECT: LOFT 2/1/2020 THRU 1/31/2021

CONTRACT: MI0315L5F061808

Attachment B5: Monitoring Report

**Kent County Community Development
Monitoring Checklist for Sub-Recipients**

Subrecipient: Community Rebuilders

Project Name/Agreement: Subcontract for the Administration of Rental Assistance for the Recipient of the Continuum of Care-Permanent Housing; Permanent Supportive Housing/Sponsor-Based Rental Assistance (SRA) and Housing/Tentnat Based Rental Assistance (TRA) for Homeless Persons

Project Director: Vera Beech, Executive Director

In-house review held on: _____

Monitoring phone call made: _____

Monitoring letter sent: 7/28/2017

Person/s interviewed: Anna Diaz, Director of Program & Vicki Squires, PSH Supervisor

Follow-up monitoring letter sent: n/a

Follow-up visit conducted: n/a

DUNS #: 948960398

A. National Objective and Eligibility

1. National Objective is being met? (570.208)

Benefit to Low-and Moderate-Income Persons

 Low/Mod Area Benefit

 X Limited Clientele Benefit

 Low/Mod Housing Benefit

 Job Creation or Retention

Aid in the Prevention or Elimination of Slums or Blight

 on an Area Basis

 on an Spot Basis

An Urgent Need

 Needs having a Particular Urgency

2. Which eligibility category does the project meet?

24 CFR 582.105 (a) (e2)

B. Conformance to the Subrecipient Agreement

1. Contract Scope of Services - Is the full scope of services listed in the Agreement being undertaken? Describe scope:

The Shelter Plus Care program supports chronically or currently homeless persons. Beds are prioritized for the chronically homeless to easily link them to community resources. Program participants contribute 30% of their adjusted income toward rent. The SRA and TRA programs are designed to provide sustainable housing to homeless persons. Therefore, participants are not easily terminated. In addition, all program participants have a verifiable disability. In the TRA program participants hold the lease and are responsible for full compliance to the lease requirements. Community Rebuilders assumes full responsibility for the lease requirements for participants in the SRA program.

How many households or units to be served: 143 (93 TRA and 50 SRA)

How many served up to this point: 143 (93 TRA and 50 SRA)

2. Levels of Accomplishments - Is the project achieving the expected levels of performance (number of persons served, number of units rehabbed, etc.) and reaching the intended client group? yes

The program is achieving its expected levels of accomplishment. The demand is high and all openings are filled immediately. More funding needed.

Explain any problem the subrecipient may be experiencing.

List/acknowledge major accomplishments.

There has not been any notable problems in carrying out the SRA or the TRA program. Many program participants are thankful for the assistance. There are participants who have income out of the program. Some participants have also established trusting relationships with landlords. In addition, some of these tenant landlord relationships have led to tenants becoming employed by their landlord.

3. Time of Performance - Is the work being performed in a timely manner?

Yes

Explain any problem the subrecipient may be experiencing.

No problems were identified during the monitoring visit.

4. Budget - Compare actual expenditures versus planned expenditures?

Note any discrepancies or possible deviations.

Currently, expenditures are as planned. There were no discrepancies or deviations identified during the monitoring visit.

5. Requests for Payment - Are requests for payments being submitted in a timely manner and are they consistent with the level of work? Is program income properly accounted for and recorded? Explain.

and rental adjustment notifications support expenses on invoices that were submitted to the County for payment.

6. Progress Reports - Have progress reports been submitted on time and were they complete and accurate? Yes
-

7. Special Conditions - Does the project conform to any special terms and conditions included in the agreement? Explain.

NAP

C. Record-Keeping Systems (570.506)

1. Filing System - Are the subrecipient's files orderly, comprehensive, secured for confidentiality when necessary, and up-to-date?

Yes

Note any areas of deficiency, discrepancies or possible deviations.

During the monitoring visit there were no deficiencies, discrepancies nor deviations identified.

2. Documentation - Do the HUD project file and subrecipient records have necessary documentation supporting the National Objective (570.208) being met, eligibility (582.105(a)(e2), and program costs (582.105(c) (e1)

Yes, a review of participant files evidence that the SRA and TRA program supports the National Objective.

Do the project files support the data for the CAPER?

At the time of the monitoring visit the CAPER had not been completed.

Note any areas of deficiency, discrepancies or possible deviations.

NAP

3. Record Retention - Is there a process for determining which records need to be retained and for how long?

Records are maintained for an indefinite period of time.

Note any discrepancies or possible deviations.

NAP

4. Site Visit - Is the information revealed at the site visit consistent with the records maintained by the subrecipient and with the data previously provided to Kent County Community Development Department?

Yes

Note any discrepancies or possible deviations.

There were no discrepancies or deviations identified during the monitoring review process.

- a. Who is running the day-to-day operations? Does the staff seem informed about the program requirements and expectations?

Vera Beech runs the day to day operations of the program. Staff that were interviewed during the review seemed well informed.

- b. Is the project accomplishing what it was designed to do?

Yes

Note any discrepancies or possible deviations.

There were no discrepancies nor deviations identified during the monitoring visit.

D. Financial Management Systems

1. Systems for Internal Control - Are systems in compliance with accounting policies and procedures for cash, real and personal property, equipment and other assets (85.20(b)(3) and 84.20(b)(3))?

Yes.

A system is in place for separation of duties as it pertains to handling cash, checks, and other assets.

Note any discrepancies or possible deviations.

There were no discrepancies nor deviations identified during the monitoring visit.

2. Components of Financial Management System - Review the chart of accounts, journals, ledgers, reconciliation, data processing and reporting system.

The chart of accounts, invoices and bank statements correlate.

Note any discrepancies.

There were no discrepancies identified during the monitoring process.

3. Accounting - Compare the latest performance report, drawdown requests, bank records, payroll records, receipts/disbursements, etc.
Drawdown requests are supported by rent payments made on behalf of program participants.

Note any discrepancies.

There were no discrepancies identified during the monitoring visit.

4. Eligible, Allowable and Reasonable Costs - See OMB Circulars A-87, A-122. View time distribution records where the subrecipient has employees who work on funded activities.

A review of invoices show that charges were eligible and reasonable.

Note any discrepancies.

There were no discrepancies identified during the review process.

5. Cash Management/Drawdown Procedures - See Treasury Circular 1075, 85.20(b)(7), and 84.20. Has all cash been drawn down and deposited? All drawdowns of Federal funds properly recorded?

Note any discrepancies.

Draw down procedures were not tested during this monitoring process.

2. Conflict of Interest - How does the subrecipient assure there was no conflict of interest, real or apparent? Review the process and comment.

During the monitoring process the Conflict of Interest Policy was reviewed and found to be in compliance with 24 CFR § 583.330 (e)

G. Equipment and Real Property

1. Has the subrecipient acquired or improved any property it owns in whole or in part with CDBG funds in excess of \$25,000? If yes, review 570.503(b)(7).

NAP

2. Has the subrecipient purchased equipment with CDBG funds in excess of \$1,000? Does the subrecipient maintain the records required in 84.34?

NAP

3. Has a physical inventory taken place and the results reconciled with property records within the last two years?

NAP

4. If the subrecipient disposed of equipment/property that was purchased with Federal funds with the last five years:

- a. Were proceeds from the sale reported as program income?

NAP

- b. Did Kent County Community Development approve expenditure of the program income?

NAP

- c. Was program income returned to Kent County Community Development?

NAP

H. Non-Discrimination and Actions to Further Fair Housing

1. Equal Employment Opportunity - Refer to 570.506, 601 and 602.

Note any discrepancies.

Community Rebuilders has an Equal Opportunity Policy. During the monitoring visit compliance was not tested.

2. Section 3 - Opportunities for Training and Employment for Local Residents
Refer to 570.506(g)(5) and 570.607(a)(affirmative action).

NAP

Note any discrepancies.

3. Fair Housing Compliance - Refer to 570.904 and 570.601(b).

Note any discrepancies.

There were no discrepancies identified during the monitoring visit.

4. Requirements for Disabled Persons - Refer to 8.6.

Note any concerns.

During the monitoring process there were no concerns as it pertains to treatment of, or housing for, disabled persons.

5. Women and Minority Business Enterprises - Refer to 570.506(g), 85.36(e) and 84.44, affirmative steps documentation.

Note any concerns.

Women and Minority Business Enterprise compliance was not tested.

I. Conclusion and Follow-Up

1. Is the subrecipient meeting the terms of the contract and HUD regulations?
Discuss both positive conclusions and concerns/weaknesses identified.

This program is designed to provide housing and supportive services on a long term basis for homeless persons with disabilities. During the monitoring visit, it was determined that Community Rebuilders is reaching all of its contracted units of service and that some participants have successfully income out of the program. In conclusion there were no findings or concerns identified during this monitoring visit.

2. Identify any follow-measures to be taken by Kent County Community Development and/or the subrecipient as a result of this monitoring review.

- a. List the required schedule for implementing corrective actions (CAs) or making improvements.

NAP

- b. List the schedule for any needed technical assistance or training and identify who will provide the training.

NAP

Project Monitor: Darrell Singleton II

Date: 7/28/2017

Kent County Community
Development Manager:

Date: 7/28/2017

Monitoring Close out date:

7/28/2017