Before Starting the CoC Application

The CoC Consolidated Application consists of three parts, the CoC Application, the CoC Priority Listing, and all the CoC's project applications that were either approved and ranked, or rejected. All three must be submitted for the CoC Consolidated Application to be considered complete.

 The Collaborative Applicant is responsible for reviewing the following:

 1. The FY 2018 CoC Program Competition Notice of Funding Available (NOFA) for specific application and program requirements.
 2. The FY 2018 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
 3. All information provided to ensure it is correct and current.
 4. Responses provided by project applicants in their Project Applications.
 5. The application to ensure all documentation, including attachment are provided.
 6. Questions marked with an asterisk (*), which are mandatory and require a response.

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this application, please reference the   FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA.   Please submit technical questions to the   HUD Exchange Ask A Question.

1A-1. CoC Name and Number: MI-519 - Holland/Ottawa County CoC

1A-2. Collaborative Applicant Name: Greater Ottawa County United Way

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Greater Ottawa County United Way

1B. Continuum of Care (CoC) Engagement

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1B-1. CoC Meeting Participants. For the period from May 1, 2017 to April 30, 2018, using the list below, applicant must: (1) select organizations and persons that participate in CoC meetings; and (2) indicate whether the organizations and persons vote, including selecting CoC Board members.

Organization/Person Categories	Participates in CoC Meetings	Votes, including selecting CoC Board Members
Local Government Staff/Officials	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes
Law Enforcement	No	No
Local Jail(s)	No	No
Hospital(s)	No	No
EMS/Crisis Response Team(s)	Yes	No
Mental Health Service Organizations	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes
Disability Service Organizations	Yes	Yes
Disability Advocates	Yes	Yes
Public Housing Authorities	Yes	No
CoC Funded Youth Homeless Organizations	Yes	Yes
Non-CoC Funded Youth Homeless Organizations	Yes	Yes
Youth Advocates	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes
CoC Funded Victim Service Providers	Yes	Yes
Non-CoC Funded Victim Service Providers	Not Applicable	No
Domestic Violence Advocates	Yes	Yes
Street Outreach Team(s)	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	No	No
LGBT Service Organizations	No	No
Agencies that serve survivors of human trafficking	Yes	No
Other homeless subpopulation advocates	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	No
Mental Illness Advocates	Yes	Yes
Substance Abuse Advocates	Yes	Yes

Other:(limit 50 characters)		
Fair Housing	Yes	Yes
Community Collaborative	Yes	Yes
Veteran Organizations	Yes	Yes

1B-1a. Applicants must describe the specific strategy the CoC uses to solicit and consider opinions from organizations and/or persons that have an interest in preventing or ending homelessness.
(limit 2,000 characters)

1. The CoC Director, Executive Committee and member agencies attend local community collaboratives (including county legislative decision-makers) in order to solicit opinions from groups not present on CoC. These groups, such as the Food Policy Council, SPOKE (cross sector collaborative), and two Case Coordinators collaboratives offer unique perspectives on meeting the needs of persons experiencing homelessness. Information is shared by all collaboratives regarding gaps in services. The CoC, including 27 member agencies and individuals, holds bi-monthly meetings and annually updates the strategic plan utilizing input from a variety of sources.
2. The CoC provides updates at all public meetings about progress and strategies and asks for input to be used when creating action steps. Information about the CoC is shared via the CoC's facebook page and United Way facebook page and website. The CoC utilizes press releases, radio interviews and newspaper articles to inform the public about CoC activities.
3. Input from public meetings is brought to the Executive Committee for review, shared with the membership and when appropriate incorporated into the strategic planning process.

1B-2.Open Invitation for New Members. Applicants must describe:
(1) the invitation process;
(2) how the CoC communicates the invitation process to solicit new members;
(3) how often the CoC solicits new members; and
(4) any special outreach the CoC conducted to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join the CoC.
(limit 2,000 characters)

1. The CoC is open to any community organization, individual or business interested in membership. The Annual meeting is publicly advertised through social media (facebook) and other networks (email and website) encouraging the broader community to attend and join the CoC. 2/3. Annually, the Director and Executive Committee review the membership list to identify sectors of the community who do not attend CoC meetings. Agencies or individuals representing missing sectors are contacted via phone or e-mail in order to gauge interest in becoming a member of the CoC. 4. CoC member agencies are asked to recommend homeless or formerly homeless persons to join the CoC. These individuals are given the opportunity to attend regular bi-monthly

meetings and invited to participate in CoC-led committees and task forces. The CoC Director will also meet regularly with the individual to provide guidance about CoC activities and structure.

**1B-3.Public Notification for Proposals from Organizations Not Previously Funded. Applicants must describe how the CoC notified the public that it will accept and consider proposals from organizations that have not previously received CoC Program funding, even if the CoC is not applying for new projects in FY 2018, and the response must include the date(s) the CoC publicly announced it was open to proposals.
(limit 2,000 characters)**

1.On July 6, 2018 all CoC member organizations, including those not previously funded, were contacted via e-mail about the availability of funds. Information provided in the message includes the local application, score-sheet and instructions on how to apply. Applications are accepted electronically. The CoC is open to receiving applications from any agency that meets HUD's eligibility criteria. 2. The Allocation and Accountability Committee (AAC) is the group charged with determining which project will be accepted or rejected. The AAC is made up of only CoC agencies not currently requesting funding. Once local applications are submitted, the members of AAC reviews and scores the local applications. The AAC meets to hear presentations from each applicant/project submitted in order to ask clarifying questions. The presentations are not included in the scoring or taken into consideration when prioritizing projects. The AAC determines priority listing based on objective scoring. If a project falls below the locally determined funding threshold the project is rejected. 3. The CoC publicly announced the opening of the local competition on July 6, 2018. 4. N/A

1C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. CoCs Coordination, Planning, and Operation of Projects. Applicants must use the chart below to identify the federal, state, local, private, and other organizations that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness that are included in the CoCs coordination, planning, and operation of projects.

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Not Applicable
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	Yes
Funding Collaboratives	Yes
Private Foundations	Yes
Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs	Yes
Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and services programs funded through State Government	Yes
Housing and services programs funded through Local Government	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	
Housing Next (Public/Private partnership)	Yes

1C-2. CoC Consultation with ESG Program Recipients. Applicants must describe how the CoC:
(1) consulted with ESG Program recipients in planning and allocating ESG funds; and
(2) participated in the evaluating and reporting performance of ESG Program recipients and subrecipients.
(limit 2,000 characters)

1) The CoC makes local funding recommendations based on the Notice of Funding Availability issued annually by the ESG recipient, Michigan State Housing Development Authority (MSHDA). The CoC participates in regional meetings where input is given re: funding decisions, target populations and

performance goals. The CoC's main contact with the ESG recipient is a Homeless Program Specialist who has been assigned to the CoC. This liaison maintains regular communication with CoC staff, ESG local fiduciary and the lead agency for coordinated entry. The liaison also attends the CoC bi-monthly meetings as able.
2) The CoC submits quarterly reports to MSHDA, the ESG recipient, which includes tracking households entering rapid re-housing from the streets or emergency shelter, veterans exiting to housing, prevention and rapid re-housing clients exiting to housing, completion rate of the standardized assessment and decrease in the average length of time homeless. The CoC also monitors the ESG sub-recipients on an annual basis by reviewing project level documentation and HMIS data entry. The CoC participates in regional meetings where input is given re: funding decisions, target populations and performance goals.

1C-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions. Did the CoC provide Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area?

Yes to both

1C-2b. Providing Other Data to Consolidated Plan Jurisdictions. Did the CoC provide local homelessness information other than PIT and HIC data to the jurisdiction(s) Consolidated Plan(s)?

Yes

1C-3. Addressing the Safety Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors. Applicants must describe:
(1) the CoC's protocols, including the existence of the CoC's emergency transfer plan, that prioritizes safety and trauma-informed, victim-centered services to prioritize safety; and
(2) how the CoC maximizes client choice for housing and services while ensuring safety and confidentiality.
(limit 2,000 characters)

1.The CoC supports safety protocols put in place by the Center for Women in Transition (CWIT), the primary victim services provider. All service delivery is guided by an empowerment philosophy whereby each individual is presented with options and resources to make informed choices about their own lives. Treating individuals with respect and dignity, honoring background and culture, and helping to increase their social and emotional well-being is central to all interactions and program planning. Evidence-based approaches (trauma-informed care, harm reduction, motivational interviewing) are used by staff, interns, and volunteers to build trust and to address safety issues and unique barriers of individuals who have experienced emotional, physical, and/or sexual violence. The emergency transfer plan moves program participants to shelter until safe housing can be identified. For households not yet in programming, the

CoC encourages advocacy with landlords to break the lease so households can move to another unit.

2.CWIT follows VAWA confidentiality guidelines. Once a written release is in place, CWIT staff advocates directly with outside entities on behalf of survivors including working closely with Coordinated Entry. Crisis services are available around the clock and CWIT offers walk-in services 40 hours a week. No appointment is needed to meet face-to-face with a trained Advocate. Domestic and Sexual Violence Victim Advocates are available for off-site emergency response as well, ensuring that services are available where and when survivors need them based on their unique safety needs. All CWIT services are voluntary and goals are determined by each survivor. CWIT's RRH program for domestic violence survivors and their children uses a scattered site model, ensuing that clients have options about where they live, taking into account proximity of school and work, physical safety of the building and the likelihood of the perpetrator to stalk and harass the victim.

1C-3a. Applicants must describe how the CoC coordinates with victim services providers to provide annual training to CoC area projects and Coordinated Entry staff that addresses best practices in serving survivors of domestic violence, dating violence, sexual assault, and stalking. (limit 2,000 characters)

1. The primary victim services provider, CWIT, hosts a comprehensive training for community members, staff, and volunteers three times a year. CoC area project staff is encouraged to attend. Training topics and format are approved by the Michigan Domestic and Sexual Violence Prevention and Treatment Board. Topics include: Best practices in empowerment and trauma-informed approaches, assessing for lethality, safety planning, the effects of domestic violence on children, power and control and roots of domestic violence, serving under-served victims/survivors, legal issues, and sexual assault.
2. Coordinated entry staff annually accesses specialized training offered through HUD (for example: Safety Planning with Survivors of Domestic and Sexual Violence: A Guide for Homeless/Housing Programs Webinar) and utilizes the packet of information provided by the primary victim service provider. Coordinated Entry staff has adopted the best practice of utilizing the packet which includes, power and control wheel, myths and fact about domestic violence, local resources for survivors and a safety planning tool.

1C-3b. Applicants must describe the data the CoC uses to assess the scope of community needs related to domestic violence, dating violence, sexual assault, and stalking, including data from a comparable database. (limit 2,000 characters)

Information is gathered through screening and assessment processes that take place during client contact or through the coordinated entry process, primarily in person and over the phone. Data about law enforcement is collected from Michigan Incident Crime Report on the Michigan.gov website. Client information was captured in Apricot for Victim Services by the primary victim service provider, CWIT, and in HMIS by the lead agency for coordinated entry. Results from a 2010 study by the CDC indicated 1 in 10 women and nearly 1 in 25 men have experienced rape, physical violence, or stalking by an intimate partner and

missed at least one day of work or school as a result of these or other forms of intimate partner violence.

In 2017, there were 2,644 domestic violence reports to law enforcement in Ottawa County. During fiscal year 2017 (10/1/2016- 9/30/2017), CWIT responded to 2,199 helpline calls and assisted 668 walk-in clients in its Holland program office. 75 adults and their 90 children who were fleeing domestic violence stayed at CWIT's safe shelter for a total of 4,845 nights. 38 adults and their 73 children participated in domestic violence supportive housing for a total of 20,293 nights. 165 adults and 38 children participated in trauma therapy to cope with the emotional aftermath of domestic and/or sexual violence. Additionally, 201 victims were referred from the prosecutor's office to domestic violence services following an arrest and 263 individuals engaged in domestic violence case management or other supportive services. Ottawa County has a total population of 263,801. Of those, 114,171 are between the ages of 18 and 59. Based on what is known about domestic and sexual violence from national research studies, we can estimate that at least 5,708 women and 2,283 men in Ottawa County have missed at least one day of school or work due to rape, physical violence, or stalking by an intimate partner.

**1C-4. DV Bonus Projects. Is your CoC   Yes
applying for DV Bonus Projects?**

1C-4a. From the list, applicants must indicate the type(s) of DV Bonus project(s) that project applicants are applying for which the CoC is including in its Priority Listing.

SSO Coordinated Entry	
RRH	X
Joint TH/RRH	

**1C-4b. Applicants must describe:
(1) how many domestic violence survivors the CoC is currently serving in the CoC's geographic area;
(2) the data source the CoC used for the calculations; and
(3) how the CoC collected the data.
(limit 2,000 characters)**

1.CWIT, the primary victim services provider, provided 912 services in July 2018 alone. In fiscal year 2017, more than 100 unduplicated persons received housing services. The lead agency for the coordinated entry served 40 households with a history of domestic violence. Between 10/1/2016- 9/30/2017, CWIT responded to 2,199 helpline calls, assisted 668 walk-in clients, and provided shelter beds for 75 adults and their 90 children who were fleeing domestic violence for a total of 4,845 nights. 38 adults and their 73 children participated in domestic violence supportive housing for a total of 20,293 nights. 165 adults and 38 children participated in trauma therapy to cope with the emotional aftermath of domestic and/or sexual violence. 201 victims were referred from the prosecutor's office to domestic violence services following an

arrest and 263 individuals engaged in domestic violence case management or other supportive services.
2.CWIT maintains electronic client files in a client database called Apricot for Victim Services. The lead agency for coordinated entry utilizes a standardized vulnerability index and HMIS which tracks history of domestic violence.
3.Information is gathered through screening and assessment processes that take place during client contact or through the coordinated entry, primarily in person and over the phone. In compliance with VAWA, Center for Women in Transition only shares aggregate demographic information with the broader CoC. No identifying information about victims/survivors is shared with any partner agency without a signed, time-limited release from the client.

1C-4c. Applicants must describe:
(1) how many domestic violence survivors need housing or services in the CoC's geographic area;
(2) data source the CoC used for the calculations; and
(3) how the CoC collected the data.
(limit 2,000 characters)

1. Based on data from 2017,there were 2,644 domestic violence reports to law enforcement in Ottawa County. From 10/1/16-9/30/17, CWIT responded to 2,199 helpline calls and assisted 668 walk-in clients in the primary victim services provider's main program office. 75 adults and their 90 children who were fleeing domestic violence stayed at CWIT's safe shelter for a total of 4,845 nights. 38 adults and their 73 children participated in domestic violence supportive housing for a total of 20,293 nights. 165 adults and 38 children participated in trauma therapy to cope with the emotional aftermath of domestic and/or sexual violence. Additionally, 201 victims were referred from the prosecutor's office to domestic violence services following an arrest and 263 individuals engaged in domestic violence case management or other supportive services. Ottawa County has a total population of 263,801. Of those, 114,171 are between the ages of 18 and 59. Based on what is known about domestic and sexual violence from national research studies, we can estimate that at least 5,708 women and 2,283 men in Ottawa County have missed at least one day of school or work due to rape, physical violence, or stalking by an intimate partner.
2. Data about law enforcement was collected from Michigan Incident Crime Report on the Michigan.gov website. Client information was captured in Apricot for Victim Services. The last data point above was determined using census information and results from a 2010 study by the Centers for Disease Control and Prevention that indicated 1 in 10 women and nearly 1 in 25 men have experienced rape, physical violence, or stalking by an intimate partner and missed at least one day of work or school as a result of these or other forms of intimate partner violence.
3. Information is gathered through screening and assessment processes, law enforcement the Michigan Incident Crime Report on the Michigan.gov website. CWIT shares de-identified data to the CoC.

1C-4d. Based on questions 1C-4b. and 1C-4c., applicant must:
(1) describe the unmet need for housing and services for DV survivors,

or if the CoC is applying for an SSO-CE project, describe how the current Coordinated Entry is inadequate to address the needs of DV survivors;
(2) quantify the unmet need for housing and services for DV survivors;
(3) describe the data source the CoC used to quantify the unmet need for housing and services for DV survivors; and
(4) describe how the CoC determined the unmet need for housing and services for DV survivors.
(limit 3,000 characters)

1. In order to gather information on housing barriers and unmet need, the primary victim service provider, CWIT, developed a Survivor's Advisory Council. According to survivors themselves there is a gap in housing services for victims of domestic violence in our community. Housing barriers include: high rent, too many fees charged at move in, a lack of available housing overall, landlords who do not understand domestic violence and/or do not want to rent to survivors, landlords who use credit checks to determine eligibility for housing, limited landlord references or landlords using domestic violence as a way to screen out applicants for apartments. Additionally, having to escape a violent situation means the survivor and their children must start over, don't have access to important papers and documents. This slows down their ability to move into stable housing. Other issues survivors face include not enough shelter beds for those who are between living situations and safety concerns that come up while the family must move from place to place, still attempting to hide from their abuser. These were all comments made in a focus group with the Survivor Advisory Council.
2.From 10/17–6/18, CWIT denied 156 requests for shelter due to capacity. CWIT's shelter provides services to households in immediate physical danger due to domestic violence and is the only shelter of its kind in our service area. The shelter is at capacity most of the time and stays at shelter have to be extended because there is a lack of safe and affordable housing options. In 2017/2018 the CoC noted no vacancies in housing dedicated to victim services.
3.Apricot for Victim Services, CWIT's client database tracks each shelter request and has the functionality to run reports on service denials.
4. The CoC accessed information about unmet need from direct client engagement, the database utilized by the primary victim service provider which tracks unmet need,law enforcement,the Michigan Incident Crime Report on the Michigan.gov website and HMIS data.

1C-4e. Applicants must describe how the DV Bonus project(s) being applied for will address the unmet needs of domestic violence survivors. (limit 2,000 characters)

The DV Bonus Project will enable CWIT to expand its current menu of housing services designed to meet the specific needs of domestic violence survivors and their children. Following a Housing First approach, eligibility requirements will be minimal. The intent will be to focus on those hardest to serve-screening in, rather than out-individuals with multiple barriers to housing, including lack of income and access to resources and support. Full rental assistance will be available for six months. Advocates will assist participants with locating rental units that meet the unique housing and safety needs of their family. Participants will sign their own leases and the agency will pay monthly rent directly to landlords/management companies based on Fair Market Guidelines and Rent Reasonableness. Successful exits to permanent housing will be the primary end goal, with voluntary supportive services available to assist with ongoing safety

planning, emotional support, and advocacy based on each survivor's self-identified goals related to safety, budgeting, education, employment, health, self-sufficiency and long-term housing stability. Advocates will provide domestic violence education, transportation, and connections to mainstream services. Housing stability and progress toward goals will be reviewed on a regular basis. Home visits and contact over the phone will be the most common settings for service delivery. Internal and external referrals help each participant eliminate short and long term barriers and increase the retention of permanent housing.

Because the agency will not operate the units, participants can "transition in place," a key aspect of best practices in Rapid Re-Housing program models. Voluntary supportive services/advocacy will be offered for 6-12 months or longer based on individual need. Services are empowerment-based and trauma-informed. Advocates use motivational interviewing techniques and principles of harm reduction in service delivery.

1C-4f. Applicants must address the capacity of each project applicant applying for DV bonus projects to implement a DV Bonus project by describing:
(1) rate of housing placement of DV survivors;
(2) rate of housing retention of DV survivors;
(3) improvements in safety of DV survivors; and
(4) how the project applicant addresses multiple barriers faced by DV survivors.
(limit 4,000 characters)

1.The rate of housing placement for domestic violence survivors in our supportive housing program is calculated by determining the length of time between the day the family was approved for program participation until rental assistance began on a unit. The average length of time for placement was 42 days for the last year (7-1-17 to 6-30-18). The median length of time was 33 days.
2.100% of Ottawa County Rapid Re-housing clients (8/8) remained in permanent housing at of the end of the operating year or exited to permanent housing (subsidized or unsubsidized) during the operating year.
3.100% of Rapid Re-housing program participants reported feeling safe after 6 months of participation in the program according to their answers on the client satisfaction survey.
4.Advocates meet one-on-one with clients during home visits, at agency offices, or via phone or email for ongoing case management. Each participant sets their own service goals. Goals commonly address safety, housing, vocational needs, legal issues, parenting support, and healthy ways to cope with stressful life changes. Each program participant is assisted in completing a budget. Additional services such as transportation to and from appointments, bus passes, car repairs, participation in the agency's Adopt-a-Family holiday gift program, and provision of basic needs like diapers and food are provided to help eliminate common barriers. Safety and client satisfaction are continuously reassessed.

1C-5. PHAs within CoC. Applicants must use the chart to provide information about each Public Housing Agency (PHA) in the CoC's geographic areas:
(1) Identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA who were experiencing homelessness at the time of admission;
(2) Indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV Program; and
(3) Indicate whether the CoC has a move on strategy. The information should be for Federal Fiscal Year 2017.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2017 who were experiencing homelessness at entry	PHA has General or Limited Homeless Preference	PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g. move on?
Michigan State Housing Development Authority	100.00%	Yes-HCV	No

If you select "Yes--Public Housing," "Yes--HCV," or "Yes--Both" for "PHA has general or limited homeless preference," you must attach documentation of the preference from the PHA in order to receive credit.

1C-5a. For each PHA where there is not a homeless admission preference in their written policy, applicants must identify the steps the CoC has taken to encourage the PHA to adopt such a policy.
(limit 2,000 characters)

N/A

1C-5b. Move On Strategy with Affordable Housing Providers. Does the CoC have a Move On strategy with affordable housing providers in its jurisdiction (e.g., multifamily assisted housing owners, PHAs, Low Income Tax Credit (LIHTC) developments, or local low-income housing programs)?   No

1C-6. Addressing the Needs of Lesbian, Gay, Bisexual, Transgender (LGBT). Applicants must describe the actions the CoC has taken to address the needs of Lesbian, Gay, Bisexual, and Transgender individuals and their families experiencing homelessness.
(limit 2,000 characters)

The CoC has implmented a CoC-wide anti-discrimination policy in accordance with the HUD Equal Access rule. Individual agencies have acted to ensure the needs of the LGBTQ population are addressed. The lead agency for

coordinated entry has incorporated inclusive language into its intake and procedures. The lead DV provider partners with Out on the Lakeshore(OOTL), an organization whose mission it is to provide support to the LGBTQ community. OOTL has assisted with conducting an internal needs assessment and form audit to ensure comprehensive, trauma-informed services sensitive to the needs of the LGBTQ population. The lead DV provider completed a four part series on providing services to LGBTQ victims of domestic violence and sexual assault. The main youth provider hires staff reflective of the population, and through specific outreach, case management, and counseling services offered through area LGBTQ drop-in/service centers. They have partnered with the True Colors Fund to facilitate strategic planning improving the competency of providers and to increase resource allocation for LGBTQ runaway/homeless youth. The Street Outreach team has a presence during open hours at OOTL to build relationships with homeless LGBTQ youth and adults. CoC sponsored training is conducted annually. Individual CoC member agencies conduct internal trainings to ensure equal access.

1C-6a. Anti-Discrimination Policy and Training. Applicants must indicate if the CoC implemented a CoC-wide anti-discrimination policy and conducted CoC-wide anti-discrimination training on the Equal Access Final Rule and the Gender Identity Final Rule.

1. Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source?	Yes
2. Did the CoC conduct annual CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (Equal Access Final Rule)?	Yes
3. Did the CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access to Housing in HUD Programs in Accordance with an Individual's Gender Identity (Gender Identity Final Rule)?	Yes

1C-7. Criminalization of Homelessness. Applicants must select the specific strategies the CoC implemented to prevent the criminalization of homelessness in the CoC's geographic area. Select all that apply.

Engaged/educated local policymakers:	X
Engaged/educated law enforcement:	X
Engaged/educated local business leaders:	
Implemented communitywide plans:	
No strategies have been implemented:	
Other:(limit 50 characters)	

	☐

1C-8. Centralized or Coordinated Assessment System. Applicants must:
(1) demonstrate the coordinated entry system covers the entire CoC geographic area;
(2) demonstrate the coordinated entry system reaches people who are least likely to apply homelessness assistance in the absence of special outreach;
(3) demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner; and
(4) attach CoC's standard assessment tool.
(limit 2,000 characters)

1. Per the Ottawa CoC Coordinated Entry (CE) Policies and Procedures, the lead agency for CE is responsible for assessing housing needs of the entire geographic area claimed by CoC which is the whole of Ottawa County. The CE is accessible by all in housing need by providing walk-in services as well as phone screenings. Households seeking housing resources outside of open hours can be screened at the Emergency Shelters. The CoC will ensure CE resources are publicized throughout the geographic area by promoting services through partner agencies.
2. Agencies participating in CE are accessible, and are committed to providing reasonable accommodations (translation services, sign language interpreters) to lessen barriers, and to provide for individuals who may need to enter the process at a different access point. CoC has a designated street outreach team that provides further flexibility in reaching homeless persons who are least likely to apply for homelessness assistance, and which utilizes the same assessment tool and referral process to ensure that persons encountered through Street Outreach are prioritized in same manner as persons who access services directly.
3. The CE process uses a client-centered/housing first approach where all households are screened using the Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT). The CoC has adopted Order of Priority which directs housing services to the most in need (chronically homeless). Households with the greatest needs are prioritized for financial assistance. For eligible households, the goal of assessment to move-in is 30 days. Information is tracked in HMIS, and there are written policies and procedures in place that ensure that households are not screened out due to perceived barriers and privacy is maintained. The County has implemented an Interagency Service Team to help address the needs of chronic households.

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA.   Please submit technical questions to the   HUD Exchange Ask A Question.

1D-1. Discharge Planning–State and Local. Applicants must indicate whether the CoC has a discharge policy to ensure persons discharged from the systems of care listed are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

Foster Care:	
Health Care:	
Mental Health Care:	
Correctional Facilities:	
None:	X

1D-2. Discharge Planning Coordination. Applicants must indicate whether the CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

Foster Care:	X
Health Care:	X
Mental Health Care:	X
Correctional Facilities:	X
None:	

1E. Continuum of Care (CoC) Project Review, Ranking, and Selection

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1E-1. Project Ranking and Selection. Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2018 CoC Program Competition:
(1) objective criteria;
(2) at least one factor related to achieving positive housing outcomes;
(3) a specific method for evaluating projects submitted by victim services providers; and
(4) attach evidence that supports the process selected.

Used Objective Criteria for Review, Rating, Ranking and Section	Yes
Included at least one factor related to achieving positive housing outcomes	Yes
Included a specific method for evaluating projects submitted by victim service providers	Yes

1E-2. Severity of Needs and Vulnerabilities. Applicants must describe:
(1) the specific severity of needs and vulnerabilities the CoC considered when reviewing, ranking, and rating projects; and
(2) how the CoC takes severity of needs and vulnerabilities into account during the review, rating, and ranking process.
(limit 2,000 characters)

1.The review and ranking process requires applicants to indicate whether the project will serve a vulnerable population including victims of domestic violence, chronically homeless, homeless youth and veterans. Projects serving vulnerable populations are given priority when determining funding distribution. 2.The local application specifically asks if the project will be serving a vulnerable population(s) and if the applicant has experience serving that population(s). The applicant receives additional points on the score-sheet.

1E-3. Public Postings. Applicants must indicate how the CoC made public:
(1) objective ranking and selection process the CoC used for all projects (new and renewal);
(2) CoC Consolidated Application–including the CoC Application, Priority Listings, and all projects accepted and ranked or rejected, which HUD

required CoCs to post to their websites, or partners websites, at least 2 days before the CoC Program Competition application submission deadline; and
(3) attach documentation demonstrating the objective ranking, rating, and selections process and the final version of the completed CoC Consolidated Application, including the CoC Application with attachments, Priority Listing with reallocation forms and all project applications that were accepted and ranked, or rejected (new and renewal) was made publicly available, that legibly displays the date the CoC publicly posted the documents.

Public Posting of Objective Ranking and Selection Process		Public Posting of CoC Consolidated Application including: CoC Application, Priority Listings, Project Listings	
CoC or other Website	☐	**CoC or other Website**	✖
Email	✖	**Email**	✖
Mail	☐	**Mail**	☐
Advertising in Local Newspaper(s)	☐	**Advertising in Local Newspaper(s)**	☐
Advertising on Radio or Television	☐	**Advertising on Radio or Television**	☐
Social Media (Twitter, Facebook, etc.)	☐	**Social Media (Twitter, Facebook, etc.)**	✖

1E-4. Reallocation. Applicants must indicate whether the CoC has cumulatively reallocated at least 20 percent of the CoC's ARD between the FY 2014 and FY 2018 CoC Program Competitions.

Reallocation: Yes

1E-5. Local CoC Competition. Applicants must indicate whether the CoC:
(1) established a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline–attachment required;
(2) rejected or reduced project application(s)–attachment required; and
(3) notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline–attachment required. :

(1) Did the CoC establish a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline? Attachment required.	Yes
(2) If the CoC rejected or reduced project application(s), did the CoC notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline? Attachment required.	Did not reject or reduce any project
(3) Did the CoC notify applicants that their applications were accepted and ranked on the Priority Listing in writing outside of e-snaps, at least 15 before days of the FY 2018 CoC Program Competition Application deadline?	Yes

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2A-1. Roles and Responsibilities of the CoC and HMIS Lead. Does your CoC have in place a Governance Charter or other written documentation (e.g., MOU/MOA) that outlines the roles and responsibilities of the CoC and HMIS Lead? Attachment Required.

Yes

2A-1a. Applicants must: (1) provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1, and (2) indicate the document type attached for question 2A-1 that includes roles and responsibilities of the CoC and HMIS Lead (e.g., Governance Charter, MOU/MOA).

Page 5 Governance Charter

2A-2. HMIS Policy and Procedures Manual. Does your CoC have a HMIS Policy and Procedures Manual? Attachment Required.

Yes

2A-3. HMIS Vender. What is the name of the HMIS software vendor?

Mediware

2A-4. HMIS Implementation Coverage Area. Using the drop-down boxes, applicants must select the HMIS implementation Coverage area.

Single CoC

2A-5. Bed Coverage Rate. Using 2018 HIC and HMIS data, applicants must report by project type: (1) total number of beds in 2018 HIC; (2) total beds dedicated for DV in the 2018 HIC; and

(3) total number of beds in HMIS.

Project Type	Total Beds in 2018 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) beds	141	16	125	100.00%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	125	9	116	100.00%
Rapid Re-Housing (RRH) beds	122	29	93	100.00%
Permanent Supportive Housing (PSH) beds	127	0	127	100.00%
Other Permanent Housing (OPH) beds	0	0	0	

2A-5a. To receive partial credit, if the bed coverage rate is 84.99 percent or lower for any of the project types in question 2A-5., applicants must provide clear steps on how the CoC intends to increase this percentage for each project type over the next 12 months.
(limit 2,000 characters)

N/A

2A-6. AHAR Shells Submission: How many 2017 Annual Housing Assessment Report (AHAR) tables shells did HUD accept?   12

2A-7. CoC Data Submission in HDX. Applicants must enter the date the CoC submitted the 2018 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). (mm/dd/yyyy)   04/24/2018

2B. Continuum of Care (CoC) Point-in-Time Count

Instructions:

For guidance on completing this application, please reference the   FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA.   Please submit technical questions to the   HUD Exchange Ask A Question.

2B-1. PIT Count Date. Applicants must enter the date the CoC conducted its 2018 PIT count (mm/dd/yyyy).   01/31/2018

2B-2. HDX Submission Date. Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy).   04/24/2018

2C. Continuum of Care (CoC) Point-in-Time (PIT) Count: Methodologies

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2C-1. Change in Sheltered PIT Count Implementation. Applicants must describe any change in the CoC's sheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018. Specifically, how those changes impacted the CoC's sheltered PIT count results.
(limit 2,000 characters)

N/A

2C-2. Did your CoC change its provider coverage in the 2018 sheltered count?   Yes

2C-2a. If "Yes" was selected in 2C-2, applicants must enter the number of beds that were added or removed in the 2018 sheltered PIT count.

Beds Added:	0
Beds Removed:	96
Total:	-96

2C-3. Presidentially Declared Disaster Changes to Sheltered PIT Count. Did your CoC add or remove emergency shelter, transitional housing, or Safe Haven inventory because of funding specific to a Presidentially declared disaster, resulting in a change to the CoC's 2018 sheltered PIT count?   No

2C-3a. If "Yes" was selected for question 2C-3, applicants must enter the number of beds that were added or removed in 2018 because of a Presidentially declared disaster.

Beds Added:	0
Beds Removed:	0
Total:	0

2C-4. Changes in Unsheltered PIT Count Implementation. Did your CoC change its unsheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018? If your CoC did not conduct and unsheltered PIT count in 2018, select Not Applicable.   No

2C-5. Identifying Youth Experiencing Homelessness in 2018 PIT Count. Did your CoC implement specific measures to identify youth experiencing homelessness in its 2018 PIT count?   Yes

2C-5a. If "Yes" was selected for question 2C-5., applicants must describe:
(1) how stakeholders serving youth experiencing homelessness were engaged during the planning process;
(2) how the CoC worked with stakeholders to select locations where youth experiencing homelessness are most likely to be identified; and
(3) how the CoC involved youth experiencing homelessness in counting during the 2018 PIT count.
(limit 2,000 characters)

1. Homeless youth providers and homeless liaisons are recruited to help identify homeless youth during the PIT. Training is provided on the purpose of the PIT and a youth-focused survey is utilized. 2. The CoC engages these providers because of their knowledge of homeless youth and where they might be located. Stakeholders participate in the training and provide input on the standardized survey. 3. The Ending Youth Homelessness work group of the CoC is working on a centralized intake for homeless youth which will increase engagement. There is new agency, LYNC, participating in the CoC is acting as an informal central intake for youth.

2C-6. 2018 PIT Implementation. Applicants must describe actions the CoC implemented in its 2018 PIT count to better count:
(1) individuals and families experiencing chronic homelessness;
(2) families with children experiencing homelessness; and
(3) Veterans experiencing homelessness.
(limit 2,000 characters)

1. CoC participating agencies have been trained on the definition of and how to document chronic homelessness. This has resulted in a more accurate count of this population during the PIT. The new Street Outreach program was involved in PIT planning and helped identify chronically, unsheltered homeless persons.
2. No new implementation needed as current strategy is effective is identifying homeless families with children.
3. With the implementation of a Veteran focused release of information there is better communication between veteran serving agencies. This has improved the identification of veterans at all times throughout the year. The CoC has included more volunteers and new agencies to assist in the counting of above-mentioned populations.

3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3A-1. First Time Homeless as Reported in HDX. In the box below, applicants must report the number of first-time homeless as reported in HDX.

Number of First Time Homeless as Reported in HDX.	757

3A-1a. Applicants must:
(1) describe how the CoC determined which risk factors the CoC uses to identify persons becoming homeless for the first time;
(2) describe the CoC's strategy to address individuals and families at risk of becoming homeless; and
(3) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the number of individuals and families experiencing homelessness for the first time. (limit 2,000 characters)

1. Data gathered across the County via HMIS, CALL-211, FMR tables, countywide assessments, discussions at collaborative meetings, the lead agency for Coordinated Entry, and from agencies of the CoC that provide basic services such as food and clothing, identified the following factors for first time homelessness: rent increases, reduction in income, eviction history,incarceration of family members and/or criminal history, medical emergencies and domestic violence.
2. The CoC offers a variety of prevention services to ensure households do not become homeless including financial empowerment training, financial assistance for back rent and utilities and advocacy with landlords. All households in housing crisis are directed to the Coordinated Entry (CE) for assessment which includes a determination of eligibility for ESG funded homelessness prevention services. The CoC encourages all non-ESG funded agencies to refer persons experiencing homelessness to the CE. In addition, the lead agency for CE maintains a referral relationship with the district court. CE Staff provides in-person screenings directly at the District Eviction Courts at least once a month. The court refers households facing eviction to the CE for intake and assessment for services. Eligible households are referred directly to MDHHS for State Emergency Relief which provides financial assistance for eviction prevention and relocation.
3. The lead agency for Coordinated Entry, along with the CoC Director, is responsible for overseeing the CoC's work to reduce first time homelessness.

3A-2. Length-of-Time Homeless as Reported in HDX. Applicants must:
(1) provide the average length of time individuals and persons in families

remained homeless (i.e., the number);
(2) describe the CoC's strategy to reduce the length-of-time individuals and persons in families remain homeless;
(3) describe how the CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and
(4) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the length of time individuals and families remain homeless.
(limit 2,000 characters)

1. Persons in Emergency Shelter remained homeless, on average, 43 days; those in Emergency Shelter and Transitional Housing averaged 81 days homeless.
2. The CoC's development of a coordinated entry and the use of standardized assessment tool has helped in making right-sized housing referrals and diverting people from emergency shelter. The CoC has increased resources for rapid re-housing. The CoC has adopted an order of priority for beds dedicated to chronically homeless persons as well as those not dedicated. Shelters are required to refer all clients to the coordinated entry provider within 48 hours. The CoC has implemented an Interagency Services Team which will use a by-name list generated through the HMIS to identify the hardest to house and work collaboratively to locate housing and supportive services for those households.
3. The CoC has adopted the VI- SPDAT, a standardized assessment which identifies those households with the greatest barriers. Housing agencies work to identify, recruit and educate local landlords who provide secure, safe, affordable housing to create greater opportunities for success for households that would usually be screened out during the initial rental application/screening process.
4. The Coordinated Entry Agency has implemented a policy of housing people within 24 days. The HMIS System Administrator is responsible for tracking and reporting data and the Data Committee recommends strategies for improving outcomes.

3A-3. Successful Permanent Housing Placement and Retention as Reported in HDX. Applicants must:
(1) provide the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations; and
(2) provide the percentage of individuals and persons in families in permanent housing projects, other than rapid rehousing, that retain their permanent housing or exit to permanent housing destinations.

	Percentage
Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid re-housing that exit to permanent housing destinations as reported in HDX.	47%
Report the percentage of individuals and persons in families in permanent housing projects, other than rapid re-housing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX.	98%

3A-3a. Applicants must:
(1) describe the CoC's strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations; and
(2) describe the CoC's strategy to increase the rate at which individuals

and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations.
(limit 2,000 characters)

1. The CoC's development of a coordinated entry system, the use of the vulnerability index (SPDAT) and increasing resources for RRH has helped the CoC to make appropriate housing referrals, often diverting people from emergency shelter and moving households directly to permanent housing. The CoC will also be implementing an Interagency Services Team to address the needs of specific hard to house individuals and families which will increase collaboration between homeless services providers. 2. All CoC member agencies that provide permanent housing offer high quality strength-based case management and landlord engagement. Home maintenance and tenant education are also offered to ensure long term housing stability. 3/4. The CoC funded agencies, Good Samaritan Ministries, Community Mental Health of Ottawa County and Center for Women in Transition are responsible for ensuring placement and retention; the HMIS administrator will provide data. On-going monitoring of programming and data quality by the CoC ensures long-term effectiveness.

3A-4. Returns to Homelessness as Reported in HDX. Applicants must report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX.

	Percentage
Report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX	31%

3A-4a. Applicants must:
(1) describe how the CoC identifies common factors of individuals and persons in families who return to homelessness;
(2) describe the CoC's strategy to reduce the rate of additional returns to homelessness; and
(3) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the rate individuals and persons in families returns to homelessness.
(limit 2,000 characters)

1.Data gathered across the County via HMIS, CALL-211, FMR tables, countywide assessments, discussion at collaborative meetings, the Coordinated Entry (CE) lead agency, and from agencies providing basic services like food and clothing, identified the following factors that may result in returns to homelessness: rent increases, reduction in income, evictions and/or landlord tenant issues, incarceration of family members and/or criminal activity, medical emergencies and domestic violence.
2. The CoC uses a standardized vulnerability index (VI-SPDAT) and case management best practices (including regular follow-ups) to ensure appropriate referrals are made based on the needs of the household. The CoC offers a variety of prevention services to ensure households do not return to homelessness including financial empowerment training, financial assistance for back rent and utilities and advocacy with landlords. All households in housing crisis are directed to the CE for assessment which includes a determination of

eligibility for ESG funded homelessness prevention services. In addition, the lead agency for CE maintains a referral relationship with the district court. CE Staff provides in-person screenings directly at the District Eviction Courts at least once a month. The court refers households facing eviction to the CE for intake and assessment for services. Eligible households are referred directly to MDHHS for State Emergency Relief which provides financial assistance for eviction prevention and relocation. The primary victim service provider explores stable housing options, safety planning, and strengthening social supports. The CoC has implemented an Interagency Services Team to address the needs of hard to house people thus increasing agency collaboration.
3. The HMIS System Administrator is responsible for reviewing system performance measures and sharing the information with the CoC.

3A-5. Job and Income Growth. Applicants must:
(1) describe the CoC's strategy to increase access to employment and non-employment cash sources;
(2) describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income; and
(3) provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase job and income growth from employment.
(limit 2,000 characters)

1/2. The CoC has a strong relationship with the primary employment organization, Michigan Works!, and with Michigan Rehabilitation Services. All CoC funded organizations regularly refer project participants to one or both of these organizations. Participants create strength-based plans to increase income. SOAR is available for CoC-funded project participants. Agencies receive job notifications from temp agencies as well as hiring information from several local companies. Advocates assist clients in gaining access to child care and transportation services. To remove barriers to employment, clients receive help with education, training enrollment, program fees and assistance with securing documentation. 3. CoC funded programs, Good Samaritan Ministries, Community Mental Health of Ottawa County and Center for Women in Transition are responsible for increasing income and employment of the program participants.

3A-6. System Performance Measures Data Submission in HDX. Applicants must enter the date the CoC submitted the System Performance Measures data in HDX, which included the data quality section for FY 2017 (mm/dd/yyyy)   05/29/2018

3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3B-1. DedicatedPLUS and Chronically Homeless Beds. In the boxes below, applicants must enter:
(1) total number of beds in the Project Application(s) that are designated as DedicatedPLUS beds; and
(2) total number of beds in the Project Application(s) that are designated for the chronically homeless, which does not include those that were identified in (1) above as DedicatedPLUS Beds.

Total number of beds dedicated as DedicatedPLUS	6
Total number of beds dedicated to individuals and families experiencing chronic homelessness	54
Total	60

3B-2. Orders of Priority. Did the CoC adopt the Orders of Priority into their written standards for all CoC Program-funded PSH projects as described in Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing? Attachment Required.   Yes

3B-2.1. Prioritizing Households with Children. Using the following chart, applicants must check all that apply to indicate the factor(s) the CoC currently uses to prioritize households with children during FY 2018.

History of or Vulnerability to Victimization (e.g. domestic violence, sexual assault, childhood abuse)	X
Number of previous homeless episodes	X
Unsheltered homelessness	X
Criminal History	X
Bad credit or rental history	X
Head of Household with Mental/Physical Disability	X

3B-2.2. Applicants must:
(1) describe the CoC's current strategy to rapidly rehouse every household of families with children within 30 days of becoming homeless;
(2) describe how the CoC addresses both housing and service needs to ensure families successfully maintain their housing once assistance ends; and
(3) provide the organization name or position title responsible for overseeing the CoCs strategy to rapidly rehouse families with children within 30 days of becoming homeless.
(limit 2,000 characters)

1.The CoC's primary strategy to rapidly re-housing households with children is the VI-SPDAT, a standardized vulnerability index. The SPDAT allows the staff of the Coordinated Entry (CE) to right size the assistance. Day 2-10 includes initial intake, eligibility determination for RRH or PSH, and finalization of motel voucher if applicable. Day 11-30 staff secures documentation, assists in locating housing unit, and engages a case manager, volunteer coordinator and home maintenance educator to coordinate move-in. Day 16-30: finalize housing requirements. Other strategies include: reimbursement to shelters for bed nights and the requirement that shelter staff refer all new shelter residents to the CE within 48 hours. The victim service provider uses intensive case management to connect survivors of domestic violence with housing needs to local housing providers.
2. CoC member agencies that provide permanent housing offer strength-based case management and landlord engagement. Home maintenance and tenant education are offered to ensure long term housing stability. Aftercare services which provides links to mediation services for landlord tenant disputes, trained home-visiting volunteer support that strengthens families and positively impacts stability in the home, and linkage to case managers who provide quick referrals to mainstream benefits and employment resources as well as connections to faith-based and non-profit agencies that offer food distribution, car repair services, child respite options, and other supportive services that promotes home stability. Eligible families who would benefit from transitioning onto a longer-term voucher program are assisted with navigating the process with their landlords to help ensure permanency.
3.The lead agency for coordinated entry, Good Samaritan Ministries, is responsible for the largest rapid-re-housing program and the CoC Director ensures the other programs make referrals and rehouse families as quickly as possible.

3B-2.3. Antidiscrimination Policies. Applicants must check all that apply that describe actions the CoC is taking to ensure providers (including emergency shelter, transitional housing, and permanent supportive housing (PSH and RRH) within the CoC adhere to antidiscrimination policies by not denying admission to or separating any family members from other members of their family or caregivers based on age, sex, gender, LGBT status, marital status, or disability when entering a shelter or housing.

CoC conducts mandatory training for all CoC and ESG funded service providers on these topics.	☐
CoC conducts optional training for all CoC and ESG funded service providers on these topics.	✖
CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	☐
CoC has worked with ESG recipient(s) to identify both CoC and ESG funded facilities within the CoC geographic area that may be out of compliance, and taken steps to work directly with those facilities to come into compliance.	☐

CoC has sought assistance from HUD through submitting AAQs or requesting TA to resolve non-compliance of service providers.	☐

3B-2.4. Strategy for Addressing Needs of Unaccompanied Youth Experiencing Homelessness. Applicants must indicate whether the CoC's strategy to address the unique needs of unaccompanied homeless youth includes the following:

Human trafficking and other forms of exploitation	Yes
LGBT youth homelessness	Yes
Exits from foster care into homelessness	Yes
Family reunification and community engagement	Yes
Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs	Yes

3B-2.5. Prioritizing Unaccompanied Youth Experiencing Homelessness Based on Needs. Applicants must check all that apply from the list below that describes the CoC's current strategy to prioritize unaccompanied youth based on their needs.

History or Vulnerability to Victimization (e.g., domestic violence, sexual assault, childhood abuse)	X
Number of Previous Homeless Episodes	X
Unsheltered Homelessness	X
Criminal History	X
Bad Credit or Rental History	X

3B-2.6. Applicants must describe the CoC's strategy to increase:
 (1) housing and services for all youth experiencing homelessness by providing new resources or more effectively using existing resources, including securing additional funding; and
 (2) availability of housing and services for youth experiencing unsheltered homelessness by providing new resources or more effectively using existing resources.
(limit 3,000 characters)

1. Host Homes: Arbor Circle, a youth serving agency and member of the CoC provides emergency shelter to minors, a critical support for minor youth. As an extension, Arbor Circle will also be providing host home transitional housing through the Family Youth Services Bureau. Street Outreach: The CoC was able to secure additional funding through the ESG program for Street Outreach and will coordinate outreach efforts with a neighboring county using both federal and state funds to provide increased canvassing and coverage for youth experiencing homelessness. This braided team will increase access to services and housing for homeless youth including the LGBTQ+ population. Data Collection: With the implementation of a Youth Action Board providing consumer input, improved data collection through expanded agency coordination and the implementation of a Youth Count utilizing the Voices of

Youth Count Toolkit, the CoC can make better informed decisions about the possibility of reallocating HUD Program dollars to youth services.

2. Coordinated Entry: The CoC has created a new relationship with a local agency which serves at-risk youth. The Agency has implemented a screening intake and now makes regular referrals to the lead agency for coordinated entry. The CoC is in the process of implementing a component of coordinated entry for homeless youth which will increase referrals of eligible youth to existing rapid re-housing and permanent supportive housing programs. Family Unification Program: The Ottawa County CoC was one of just two counties chosen to apply, via the Michigan State Housing Development Authority, for Family Unification Program funding. If approved, the FUP will provide short term housing vouchers for youth experiencing homelessness. The CoC will refer all eligible youth in order to fill 90% of the vouchers within 3 months of program start date. The CoC, along with MDHHS, will educate the community about the FUP and meet regularly with to discuss program progress. The CoC is also responsible for ensuring access to coordinated entry.

3B-2.6a. Applicants must:
(1) provide evidence the CoC uses to measure both strategies in question 3B-2.6. to increase the availability of housing and services for youth experiencing homelessness;
(2) describe the measure(s) the CoC uses to calculate the effectiveness of the strategies; and
(3) describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of the CoC's strategies.
(limit 3,000 characters)

Host Homes: 1/2/3 The development of host homes was planned due to qualitative data collected through the True Colors research project. A cross sector of community leaders conducted a six month study about ensuring a safe, secure community exists for homeless LGBTQ youth. The group conducted listening sessions with affected populations, administered surveys, spoke with key stakeholders like law enforcement and reviewed existing data. The result was a series of recommendations grounded in the needs of the community.
Street Outreach: 1/2/3 The development of the Street Outreach program was a result of several years of examining the CoC's unmet need. During the PIT, the CoC consistently counted unsheltered individuals and families unconnected to services.The lead agency for coordinated entry identified more persons living unsheltered as access improved. The CoC has been using an HMIS system for more than a decade and has reached a high level of accuracy. This data is utilized to identify and track homeless youth ages 18-24 as well.
Coordinated Entry: 1/2/3 The CoC has implemented a standardized vulnerability index (SPDAT) to better assess households in housing crisis and to right size assistance. Review of the positive housing outcome data reveals that the SPDAT is an effective tool.

3B-2.7. Collaboration–Education Services. Applicants must describe how the CoC collaborates with:
(1) youth education providers;
(2) McKinney-Vento State Education Agency (SEA) and Local Education

Agency (LEA);
(3) school districts; and
(4) the formal partnerships with (1) through (3) above.
(limit 2,000 characters)

1/2/3. The McKinney-Vento grant coordinator is a member of the CoC and is the contact person between the state coordinator and the districts as well as local agencies. The Grant Coordinator is a member of the Ending Youth Homelessness strategic work group. The grant coordinator holds quarterly meetings for the district homeless liaisons and invites at least one local agency to attend/present about homeless services. The grant coordinator speaks with local liaisons on a daily basis. A web site was developed to disseminate information to liaisons, community partners and parents.: http://www.livebinders.com/play/play?id=1490432
4. The CoC has a Collaborative Community Partner Agreement in place establishing a commitment to address the needs of children experiencing homelessness.

3B-2.7a. Applicants must describe the policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility for education services.
(limit 2,000 characters)

The CoC has incorporated questions on the local application for HUD funding to ensure the educational needs of children are met. The CoC asks if proposed project policies and practices are consistent with the laws related to providing education services to individuals and families and if the proposed projects have a designated staff person to ensure that the children are enrolled in school and receive educational services.

3B-2.8. Does the CoC have written formal agreements, MOU/MOAs or partnerships with one or more providers of early childhood services and supports? Select "Yes" or "No". Applicants must select "Yes" or "No", from the list below, if the CoC has written formal agreements, MOU/MOA's or partnerships with providers of early childhood services and support.

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	Yes	No
Head Start	No	No
Early Head Start	No	No
Child Care and Development Fund	No	No
Federal Home Visiting Program	No	No
Healthy Start	No	No
Public Pre-K	No	No
Birth to 3 years	Yes	No
Tribal Home Visiting Program	No	No
Other: (limit 50 characters)		
Ottawa Area Independent School District	Yes	No

3B-3.1. Veterans Experiencing Homelessness. Applicants must describe the actions the CoC has taken to identify, assess, and refer Veterans experiencing homelessness, who are eligible for U.S. Department of Veterans Affairs (VA) housing and services, to appropriate resources such as HUD-VASH, Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD). (limit 2,000 characters)

1. All CoC –funded member agencies as well as other housing service providers and programs gather the HUD universal data elements which identify veterans at intake. Trained CALL-211 intake workers request military service status and make referrals based on housing needs to veteran specific resources. The SSVF provider is an active member of the CoC and other housing service providers refer veterans to those services. The VA Trust Fund has representatives in the county and the VA services officers have office hours. Representatives are available to CoC member agencies interested in learning more about available services.
2. The SPDAT is used at intake to identify appropriate resources and services. The CoC also manages a by-name list of veterans experiencing homelessness and reports on successful housing placements on a monthly basis.
3. A veteran specific release of information allows for direct referrals within 48 hours to the SSVF provider, Coordinated Entry and the Department of Veterans Affairs.

3B-3.2. Does the CoC use an active list or by name list to identify all Veterans experiencing homelessness in the CoC?   Yes

3B-3.3. Is the CoC actively working with the VA and VA-funded programs to achieve the benchmarks and criteria for ending Veteran homelessness?   Yes

3B-3.4. Does the CoC have sufficient resources to ensure each Veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach?   Yes

3B-5. Racial Disparity. Applicants must: (1) indicate whether the CoC assessed whether there are racial disparities in the provision or outcome of homeless assistance; (2) if the CoC conducted an assessment, attach a copy of the summary.   Yes

3B-5a. Applicants must select from the options below the results of the CoC's assessment.

People of different races or ethnicities are more or less likely to receive homeless assistance.	
People of different races or ethnicities are more or less likely to receive a positive outcome from homeless assistance.	X
There are no racial disparities in the provision or outcome of homeless assistance.	
The results are inconclusive for racial disparities in the provision or outcome of homeless assistance.	

3B-5b. Applicants must select from the options below the strategies the CoC is using to address any racial disparities.

The CoC's board and decisionmaking bodies are representative of the population served in the CoC.	☐
The CoC has identified steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC.	☐
The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups.	☐
The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups	☒
The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.	☐
The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector.	☐
The CoC has staff, committees or other resources charged with analyzing and addressing racial disparities related to homelessness.	☒
The CoC is educating organizations, stakeholders, boards of directors for local and national non-profit organizations working on homelessness on the topic of creating greater racial and ethnic diversity.	☐
The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness.	☐
The CoC is collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system.	☒
The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness.	☒
Other:	☐

4A. Continuum of Care (CoC) Accessing Mainstream Benefits and Additional Policies

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4A-1. Healthcare. Applicants must indicate, for each type of healthcare listed below, whether the CoC:
(1) assists persons experiencing homelessness with enrolling in health insurance; and
(2) assists persons experiencing homelessness with effectively utilizing Medicaid and other benefits.

Type of Health Care	Assist with Enrollment	Assist with Utilization of Benefits?
Public Health Care Benefits (State or Federal benefits, Medicaid, Indian Health Services)	Yes	Yes
Private Insurers:	Yes	Yes
Non-Profit, Philanthropic:	Yes	Yes
Other: (limit 50 characters)		

4A-1a. Mainstream Benefits. Applicants must:
(1) describe how the CoC works with mainstream programs that assist persons experiencing homelessness to apply for and receive mainstream benefits;
(2) describe how the CoC systematically keeps program staff up-to-date regarding mainstream resources available for persons experiencing homelessness (e.g., Food Stamps, SSI, TANF, substance abuse programs); and
(3) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy for mainstream benefits. (limit 2,000 characters)

1. The county office of the Michigan Department of Health and Human Services (MDHHS) is an integral part of the CoC as a member of the primary decision-making body. MDHHS has incorporated staff in the schools, within key local businesses and non-profit agencies to ensure easy access to mainstream benefits. For example, Community Mental Health of Ottawa County has a 1.0 FTE MDHHS Eligibility Specialist at their office monitoring benefit applications and coordinates annual applications. MDHHS also offers resources and access online for eligible households. 2. There is an opportunity during each bi-monthly CoC meetings for announcements and updates from member agencies. Case Coordinator meetings are held in different parts of the county and are also an opportunity for providing updates on available resources. The

lead agency for coordinated entry publishes an index of community resources in Ottawa/Allegan Counties, Michigan, that serves as a tool for connection and collaboration that can be used to best serve our community. Housing Specialists and key staff are trained in resource referral and attend regularly scheduled collaborative meetings of area agencies to keep up to date on programming and services. MDHHS offers training to agency staff on how to apply online for mainstream resources as well as an regular listserv for updates on programming. 3. The HMIS System Administrator is responsible for tracking performance measures.

4A-2.Housing First: Applicants must report:
(1) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition; and
(2) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach–meaning that the project quickly houses clients without preconditions or service participation requirements.

Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition.	7
Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach–meaning that the project quickly houses clients without preconditions or service participation requirements.	7
Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects in the FY 2018 CoC Program Competition that will be designated as Housing First.	100%

4A-3. Street Outreach. Applicants must:
(1) describe the CoC's outreach;
(2) state whether the CoC's Street Outreach covers 100 percent of the CoC's geographic area;
(3) describe how often the CoC conducts street outreach; and
(4) describe how the CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance. (limit 2,000 characters)

1.The CoC is providing street outreach services to all residents of Ottawa County. Street outreach services include: engagement-establishing rapport and building relationships with individuals experiencing homelessness; case management-providing assistance in obtaining affordable housing; and working with local housing and housing-related service providers to both identify and address the needs of individuals experiencing homelessness.
2. There is now 1.5 FTE's dedicated to daily street outreach services that covers 100% CoC's geographic area. Street Outreach workers will begin "mapping" the county to show where individuals and families experiencing homelessness are known to be living.
3. Best practices show that consistently visiting locations where known individuals/families struggling with homelessness tend to gather is key to reaching most people. Therefore, visits to known locations are scheduled several times each week/month.

4. Staff will utilize technology as appropriate when engaging clientele. One staff member is bi-lingual in the Spanish language. There is one male and one female outreach worker; they will collaborate with local agencies such as those focusing on vulnerable sub-populations to meet other special needs. Additionally, building relationships and trust with clientele of this population has shown to be the most effective tool in locating/assisting other individuals or families experiencing homelessness. There is a strong "homeless network" in the community. The trust built with one client can help us gain access to other clients, particularly those that are not accessing mainstream resources. Trust and rapport built within the "network" between outreach workers and clientele will encourage more in-depth and accurate "mapping" of the county, and aid in connecting with clientele who are least likely to access community resources.

4A-4. Affirmative Outreach. Applicants must describe:
(1) the specific strategy the CoC implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identify, sexual orientation, age, familial status or disability; and
(2) how the CoC communicated effectively with persons with disabilities and limited English proficiency fair housing strategy in (1) above.
(limit 2,000 characters)

1. The CoC affirmatively markets housing and supportive services by posting links to the coordinated entry process on their websites and social media. CALL-211 is updated on a regular basis to include the most current information about the assessment process and program eligibility. Other methods utilized include but are not limited to: press releases, Case Coordinator meetings, community presentations, bathroom stall advertising, and community events.
2. The CoC requires equal access for all households and individuals in housing crisis which includes providing materials in languages other than English and as able agencies will engage staff and volunteers fluent in languages other than English. CoC funded agencies must provide auxiliary aids (such as Braille) to ensure effective communication. If any condition impeding access to fair housing is encountered CoC members contact the local fair housing agency and the jurisdiction in which the impediment was identified.

4A-5. RRH Beds as Reported in the HIC. Applicants must report the total number of rapid rehousing beds available to serve all household types as reported in the Housing Inventory Count (HIC) for 2017 and 2018.

	2017	2018	Difference
RRH beds available to serve all populations in the HIC	23	122	99

4A-6. Rehabilitation or New Construction Costs. Are new proposed project applications requesting $200,000 or more in funding for housing rehabilitation or new construction?   No

4A-7. Homeless under Other Federal Statutes. No
**Is the CoC requesting to designate one or
more of its SSO or TH projects to serve
families with children or youth defined as
homeless under other Federal statutes?**

4B. Attachments

Instructions:

Multiple files may be attached as a single .zip file. For instructions on how to use .zip files, a reference document is available on the e-snaps training site: https://www.hudexchange.info/resource/3118/creating-a-zip-file-and-capturing-a-screenshot-resource

Document Type	Required?	Document Description	Date Attached
1C-5. PHA Administration Plan–Homeless Preference	No	Michigan Homeless...	08/27/2018
1C-5. PHA Administration Plan–Move-on Multifamily Assisted Housing Owners' Preference	No		
1C-8. Centralized or Coordinated Assessment Tool	Yes	Standard Assessme...	08/27/2018
1E-1. Objective Critiera–Rate, Rank, Review, and Selection Criteria (e.g., scoring tool, matrix)	Yes	Scoring Tools	08/27/2018
1E-3. Public Posting CoC-Approved Consolidated Application	Yes		
1E-3. Public Posting–Local Competition Rate, Rank, Review, and Selection Criteria (e.g., RFP)	Yes	RFP	08/27/2018
1E-4. CoC's Reallocation Process	Yes	Reallocation Process	08/27/2018
1E-5. Notifications Outside e-snaps–Projects Accepted	Yes	Accepted Projects	08/27/2018
1E-5. Notifications Outside e-snaps–Projects Rejected or Reduced	Yes	Rejected Projects	08/27/2018
1E-5. Public Posting–Local Competition Deadline	Yes	Local Deadline	08/27/2018
2A-1. CoC and HMIS Lead Governance (e.g., section of Governance Charter, MOU, MOA)	Yes	HMIS Section Gove...	08/27/2018
2A-2. HMIS–Policies and Procedures Manual	Yes	HMIS Policies and...	08/27/2018
3A-6. HDX–2018 Competition Report	Yes	HDX 2018 Report	08/27/2018
3B-2. Order of Priority–Written Standards	No	Order of Priority	08/27/2018

3B-5. Racial Disparities Summary	No	Racial Disparitie...	09/11/2018
4A-7.a. Project List–Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
Other	No		
Other	No		
Other	No		

Attachment Details

Document Description: Michigan Homeless Preference

Attachment Details

Document Description:

Attachment Details

Document Description: Standard Assessment Tools (Single and Family)

Attachment Details

Document Description: Scoring Tools

Attachment Details

Document Description:

Attachment Details

Document Description: RFP

Attachment Details

Document Description: Reallocation Process

Attachment Details

Document Description: Accepted Projects

Attachment Details

Document Description: Rejected Projects

Attachment Details

Document Description: Local Deadline

Attachment Details

Document Description: HMIS Section Governance Charter

Attachment Details

Document Description: HMIS Policies and Procedures

Attachment Details

Document Description: HDX 2018 Report

Attachment Details

Document Description: Order of Priority

Attachment Details

Document Description: Racial Disparities Assessment

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

Ensure that the Project Priority List is complete prior to submitting.

Page	Last Updated
1A. Identification	09/11/2018
1B. Engagement	09/13/2018
1C. Coordination	09/14/2018
1D. Discharge Planning	09/13/2018
1E. Project Review	09/11/2018
2A. HMIS Implementation	09/14/2018
2B. PIT Count	09/14/2018
2C. Sheltered Data - Methods	09/14/2018
3A. System Performance	09/14/2018
3B. Performance and Strategic Planning	09/14/2018
4A. Mainstream Benefits and Additional Policies	09/14/2018
4B. Attachments	Please Complete

Submission Summary   No Input Required

ATTACHMENT A
FY 2017-18 ANNUAL PHA PLAN FOR HCV ONLY PHAs
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
(MSHDA) (MI-901)

B. Annual Plan

B.1 Revision of PHA Plan Elements:

Statement of Housing Needs and Strategy for Addressing Housing Needs

MSHDA is dedicated to serving the needs of the homeless and very-low and extremely low income Michigan residents. This is demonstrated in its administration of the Housing Choice Voucher Program via the following:

- designating a homeless preference
- commitment to the Michigan Campaign to End Homelessness,
- working with partner agencies serving the elderly, families with disabilities, households of various races and ethnic groups,
- working with Continuum of Care groups across the State of Michigan
- policy of exceeding federal income targeting requirements by establishing that 80% of new admissions must be extremely low-income families and up to 20% of new admissions must be very low-income families.
- administration of the HCV VASH Program at three VA medical facility sites across the State of Michigan (presently Detroit, Saginaw, and Iron Mountain)
- administration of Mainstream 1 (now called Non-Elderly Disabled or NED) and Mainstream 5 (MS5) vouchers
- administration of MSHDA's pilot program, Affordable Assisted Housing Program (AAHP), in Macomb and Oakland Counties; which combines a HCV voucher with the Michigan Medicaid Waiver to provide housing as an alternative to nursing home care
- creation of a Moving-Up Pilot program that partners with the Michigan Department of Community Health (MDCH) and provides a resource for previously homeless populations utilizing Permanent Supportive Housing; MSHDA commits 370 of its HCV vouchers to this pilot program
- commitment of 100 HCV vouchers to the Section 811 Project Rental Assistance Program
- creation of a Super Utilizers of Medicaid Pilot Program that partners with the Michigan Department of Health and Human Services (DHHS) to provide housing and supportive services to super utilizers of the Medicaid Program that are experiencing homelessness. MSHDA will commit up to 200 vouchers for this pilot program.
- creation of a Fitzgerald Project Special Program that partners with the city of Detroit to provide rental assistance to very-low income households currently occupying foreclosed homes in the Fitzgerald project area. MSHDA will match the Detroit Housing Commission's commitment of up to 20 HCVs for this special program.
- administration of more than 2,200 Project Based Vouchers across the state
- administration of more than 1,600 vouchers at 22 RAD Projects across the state which converts tenant based RAP and Rent Supplement Assistance to tenants in HUD 236 properties to project based vouchers
- continuation of outreach efforts to find affordable and good quality units for its voucher holders
- identification of when to open and close county waiting lists as needed across the state to maintain up-to-date lists
- continuing discussions with the Michigan Department of Corrections to design a program to enhance the Michigan Prisoner Re-entry Program. This new program may involve using a small portion of MSHDA's Housing Choice Vouchers for returning citizens that need long-term rental assistance. MSHDA may allocate up to 200 Housing Choice Vouchers to be used in conjunction with this program. It is projected that these Housing Choice Vouchers would be contracted between 2016-2018.

Deconcentration and Other policies that Govern Eligibility, Selection and Admissions

MSHDA promotes deconcentration of poverty and promotes income mixing in all areas by educating applicants at the time of their briefing on these issues.

Waiting lists exist for all 83 Michigan counties and are opened or closed as necessary. Applications are taken electronically. As of December 15, 2016 there are 40,046 applicants on the waiting list; 36,410 are extremely low income; 2,587 are very low income; and 1,049 are low income. Families with children make up 32% of waiting list applicants; 8% are elderly and 12% are disabled.

MSHDA has a homeless preference and applications are taken from homeless families and added to the homeless preference waiting list when certified.

A residency preference is given for those residents who either live or work in the county and can prove residency through a verified current address or verification from an employer.

All PBV Waiting Lists are open. PBV applicants must apply through the Lead Agency/HARA or PBV development referrals will be sent directly to the MSHDA contracted Housing Agents.

Financial Resources

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. **Federal Grants (FY 2015 grants)**		
a) Public Housing Operating Fund	Not applicable	
b) Public Housing Capital Fund	Not applicable	
c) Annual Contributions for Section 8 Tenant-Based Assistance	$173,000,000	Section 8 Eligible expenses
d) Community Development Block Grant (CDBG)	Not applicable	
e) HOME	Not applicable	
Other Federal Grants (list below)		
FSS Program	$ 966,000	FSS Program
Sec 811 Program	$ 5,516,950	Sec 811 PRA Program
2. **Prior Year Federal Grants (unobligated funds only)** (list below)	None	
3. **Public Housing Dwelling Rental Income**	Not applicable	
4. **Other income** (list below)	None	
5. **Non-federal sources** (list below)	None	
Total resources	$179,482,950	

Rent Determination:

MSHDA will continue to have a $50 Minimum Total Tenant Payment (TTP). If the MSHDA HCV budget is significantly increased, the minimum TTP amount may be adjusted downward.

Payment standards will be maintained at 110% of FMR for fiscal year 2016-17. MSHDA will conduct an annual review to determine FY 2017-18 levels and if necessary may request an exception payment standard of between 111-120% of FMR for one or more counties if appropriate.

Homeownership:

MSHDA will continue administering its Section 8 Homeownership Program entitled the *Key to Own* Homeownership Program which has been operating since March 2004. The MSHDA *Key to Own* Homeownership Program has no set limits on the maximum number of participants. At this time, MSHDA has 951 participants in the *Key to Own* Homeownership Program who are working on program requirements; i.e. credit scores, finding employment, debt reduction, etc. Since the program's inception, 405 MSHDA HCV participants have become homeowners.

Safety and Crime Prevention:
The MSHDA Office of Rental Assistance and Homeless Solutions (RAHS) is committed to the implementation of the VAWA of 2013. MSHDA will continue to undertake actions to meet this requirement in the administration of the Housing Choice Voucher (HCV) Program.

MSHDA's contracted Housing Agents participate in local Continuum of Care meetings and use those contacts and others known to them through the Family Self-Sufficiency Program to assist survivors of domestic violence (including dating violence, sexual assault, or stalking) and their children when cases are made known to them.

Many of the agencies participating in the Continuum of Care groups provide temporary housing/shelter to survivors of domestic violence and their children. MSHDA staff and Housing Agents work with the partnering Continuum of Care service agencies and partnering Housing Assessment and Resource Agencies (HARAs) to find resources for domestic violence survivors, and children and adult victims of dating violence, sexual assault, or stalking to make sure the family is able to maintain their housing assistance.

All new admissions to the MSHDA HCV Program are being notified of their rights under VAWA at the time they are put on Contract. All participants of the HCV Program are being notified of their rights under VAWA by inclusion of information with their annual recertification paperwork and at time of termination.

A copy of the Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking (HUD 5382) is provided to each family at the time they are admitted to the program, at annual re-examination, and at termination.

2018 Renewal Application Score Card

Agency _____ Program _____

Goals	Performance Standard	Data	Points Available	Points
Recipient Performance	On time submission of the Annual Performance Report.	Question 1	Yes: 4 No: 0	
	Percent of funding expended for the most recent completed operating year. • *Three points available for reasonable explanation*	LOCCS Report Question 5	95-100%: 5 points 90-94%: 4 points 85-89%: 3 points > 84%: 2 pts	
Project Description	Demonstration that the housing proposed will be able to fit the desires and needs of the target population.	Question 6	Yes: 5 points Partially: 3 Points No: 0 Points	
	Commitment that all referrals will be coordinated through central intake/coordinated assessment system	Question 7	Yes: 4 points No with cause: 3 points No: 0 points	
	Does your project have a specific population focus? Circle all that apply	Question 8	CH: 2 pts DV: 1 pts Veteran: 1 pts Youth: 1 pts	
Implementation of Housing First	Project implements the Housing First philosophy into project design	Question 10,11,12	Yes: 5 Partially : 3 No: 0	
Supportive Services	Project ensures households are connected to educational resources for children?	Questions 13, 14	Yes: 5 Partially: 3 NA: 5	
	Project ensures access to mainstream benefits?	Question 16 (a,b)	1 point for each	
Performance Standards	**Increase project participant's income**	Measure 1	90% or higher: 4 points 80% - 89%: 3 points 70% - 79%: 2 Points Below 70% : 1 Point	
	Increase Housing Stability (RRH Projects Only): Percent of adults who exited to PH during the project's operating year	Measure 2a	90% or higher: 4 points 80% - 89%: 3 points 70% - 79%: 2 Points Below 70% : 1 Point	
	Increase Housing Stability (PSH Projects Only): Percent of adults who remained in or exited to PH during the operating year.	Measure 2b.1	90% or higher: 4 points 80% - 89%: 3 points 70% - 79%: 2 Points Below 70% : 1 Point	
	Increase Housing Stability (PSH Projects Only): Length of stay of more than 6 months.	Measure 2b.2	90% or higher: 4 points 80% - 89%: 3 points 70% - 79%: 2 Points Below 70% : 1 Point	
HMIS Data Quality	Number of Universal Data Elements with 10% or more null or missing values	UDE Report	0: 2 points 1: 1 point 2 or more: 0 points	
Leveraging	Project leverages additional resources as part of overall project budget.	Question 26	200% or more: 5 points 150-199%: 3 points 100-149%: 1 points	
		Total Score	*50 pts possible*	

2018 New/Bonus Application Score Card

Agency _____ Program _____

Goals	Performance Standard	Data	Points Available	Points
Project Description	Previous experience providing service requested.	Question 1	> 3 years: 3 points 1-2 years: 2 points None: 0 point	
	New: Demonstration that the housing proposed will be able to fit the desires and needs of the target population. Expansion: Justification for expansion is demonstrated.	Question 2	Yes: 5 points Partially: 3 Points No: 0 Points	
	Commitment that all referrals will be coordinated through central intake/coordinated assessment system	Question 3	Yes: 4 points No with cause: 3 points No: 0 points	
	Does your project have a specific population focus? **Circle all that apply**	Question 4	CH: 2 pts DV: 1 pts Veteran: 1 pts Youth: 1 pts	
Housing First	Demonstrates a commitment to secure housing within 30 days of project acceptance	Question 5	Yes: 4 points No with cause: 3 points No: 0 points	
	Limits barriers to housing, preconditions or additional screenings	Question 6,7,8	No barriers: 5 points Barriers only as required by other law: 2 points Added barriers: 0 points	
Supportive Services	Project ensures households are connected to educational resources for children?	Questions 9,10	Yes: 5 Partially: 3 NA: 5	
	Demonstration that the supportive services proposed will be able to fit the desires and needs of the target population	Question 12	Yes: 5 points Partially: 3 Points No: 0 Points	
	Project includes plan to assist participants obtain mainstream resources.	Question 13	1 point for each answer yes (a-b)	
Performance Measures	Clearly articulated plan to assist participants in obtaining employment and increasing income.	Question 17	1 point for each strategy clearly articulated (3 possible)	
	Clearly articulated plan to assist participants in obtaining and remaining in permanent housing of their choice.	Question 18	1 point for each strategy clearly articulated (3 possible)	
	Clearly articulated plan to assist participants in maintaining or exiting to permanent housing.	Question 19/20	1 point for each strategy clearly articulated (3 possible)	
Leverage	Project leverages additional resources as part of overall project budget.	Question 24	200% or more: 5 points 150-199%: 3 points 100-149%: 1 points	
		Total Score	50 points available	

From:	Lyn Raymond
Sent:	Friday, July 06, 2018 10:47 AM
To:	Allise Wilkerson; Amber Troupe; Andrea Thomas; Anna Bednarek (abednarek@miottawa.org); Anna Wehrmeyer (awehrmeyer@arborcircle.org); Beth Larsen - Center for Women in Tranistion (bethl@cwitmi.org); Cheri Ruiz (carsweet7 @gmail.com); Dolores Trese; Don Wilkinson (exdir@lakeshorehabitat.org); Elizabeth Vezino Stoddard; Emily O'Brien; Jennifer Boerman (jdboerman@communityactionhouse.org); Jodi Heneveld; Jody Immink; Judi Hill; Julie Cnossen (jcnossen@arborcircle.org); Karen Reenders (thepeoplecenter@chartermi.net); Keith Walters (keithwalters4@gmail.com); Kendra Spanjer (spanjerk@michigan.gov); Korstange, Christen (DHHS) KorstangeC@michigan.gov; Laura Driscoll; Linda Bazan (lindab@hollandrescue.org); Lindsey Ajega (lindsey.ajega@heritagehomesinc.org); Lisa Mathis; Liz Delaluz (ldelaluz@ottawaunitedway.org); Liz Keegan (lkeegan@fhcwm.org); LoriJo Schepers (lorijo@barnabasmin.org); Lyn Raymond (lraymond@ottawaunitedway.org); Lynne Balkema; Matt Lehr (matt@loveinctricities.org); Melanie Sportell; Melanie Weaver (Melanie_Weaver@usc.salvationarmy.org); Michelle Bechler (michelle@barnabasmin.org); Nancy Haynes (nhaynes@fhcwm.org); Nicole Schalow; Nicole Shosten (nicoles@cwitmi.org); Patrick Cisler (patrick.cisler@gmail.com); Paula Huyser (phuyser@miottawa.org); Randy Brouwer (handyrandyb1@sbcglobal.net); Rebecca Friede (Rebecca_Friede@usc.salvationarmy.org); Rhonda Umstead (rumstead@grandhaven.org); Robin Hendrick-Lane (robin@lakeshorenonprofits.org); Rosa Hernandez (bhernandez2@telamon.org); Sally Davis (Sally_Davis@usc.salvationarmy.org); Sandy Burky (sandy@hcv.comcastbiz.net); Sara Johnson (sara@call-211.org); Sarah Osborn; Stacey Gomez (Stacey@call-211.org); Stacey Sills (ssills@oaisd.org); Stacy Pacanowski (stacy.pacanowski@heritagehomesinc.org); Sue Harder (s.harder@cityofholland.com); Tim Beimers (Timothy_Beimers@usc.salvationarmy.org); Willie Watt
Subject:	CoC Program Grant Details
Attachments:	2018 CoC_Prog. New_First_Time Renewal_Application.docx; 2018 Renewal Project Application.docx; 2018 ReveiwTimeline.docx; 2018 SSO Project Local Application.docx; 2018 CoC_Prog_New_First_Time_Renewa_lApp_ScoreCard.docx; 2018 CoC_Prog_Renew_App_ScoreCard.docx; 2018 CoC_Prog_SSO_App_ScoreCard.docx

Greetings!

THE FY 2018 COC FUNDING COMPETITION IS NOW OPEN.

On Wednesday, June 20, the HUD FY2018 HUD Continuum of Care (CoC) Notice of Funding Availability (NOFA) was released (https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/#nofa-and-notices) and the Ottawa County CoC Program Competition is now open. The Lakeshore Housing Alliance, as the Continuum of Care of Ottawa County, is responsible for ensuring the transparency and fairness in the allocation of these HUD funds.

Please review the attached timeline for relevant dates. Highlights include:

- Local applications are due to electronically to lraymond@ottawaunitedway.org end of business, Friday, August 3rd. To be eligible to apply, an agency must have been active in the CoC for 1 year. Other eligibility guidelines

can be found in the NOFA (https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/#nofa-and-notices).

- Applicants will be expected to present to the Allocation and Accountability Committee (AAC) **on August 9 between 9 AM and 12 PM**.
- Anyone NOT applying is asked to be part of the AAC to determine funding distribution and priorities. An orientation to the process will be conducted at the bi-monthly LHA meeting on August 3, 12:00 PM at the Fillmore Complex, Main Conference Room.

Available Funds and Eligible Projects
- *The estimated Annual Renewal Demand is $1,017,000*
- *Renewal and New Projects*
  - Permanent Supportive Housing
  - Rapid Re-Housing
  - Transition Grant - Project applicants can transition their project(s) from one CoC Program Component to another during the CoC Program Competition using the funds to wind down the previous project while ramping up the new project. (Section II.B.2).
  - Supportive Services Only for Coordinated Entry
  - HMIS Administration

- *Permanent Housing Bonus*
  - Domestic Violence Bonus - CoCs can apply for up to 10 percent of their PPRN (exact amount to be determined) or a minimum of $50,000, whichever is greater, or a maximum of $5 million, whichever is less, to create up to three DV Bonus Projects to serve survivors of domestic violence, dating violence, and stalking. (Section II.B.3). CoC's may create up to one of each of the following project types:
    - Permanent Housing-Rapid Rehousing (PH-RRH);
    - Joint Transitional Housing (TH) and Permanent Housing-Rapid Rehousing (PH-RRH) component project; and
    - Supportive Services Only-Coordinated Entry (SSO-CE).

Attached
- Timeline
- Renewal Project Application
- Renewal Project Application Scorecard
- New and First Time Renewal Project Application
- New and First Time Renewal Project Application Scorecard
- Supportive Services Only for Coordinated Entry
- Supportive Services Only for Coordinated Entry Scorecard

Lyn Raymond
Director of the Lakeshore Housing Alliance

Greater Ottawa County United Way
115 Clover St. Suite 300
Holland, MI 49423
Ph: (616) 396-7811 x213
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HUD 2018
CoC Project Application and Review Timeline

Monday, July 2:   *Save the Date* to LHA

Friday, July 6:   Request for **Local Applications**.

Friday, August 3   LHA Director conducts Allocation and Accountability Committee (AAC) orientation at LHA Bi-Monthly meeting

Friday, August 3:   **Local Applications** due electronically to lraymond@ottawaunitedway.org by 5 PM

Monday, August 6:   **Local Applications** forwarded to the AAC

Thursday, August 9:   Meeting of the AAC
9 AM – 12 PM

****

Friday, August 17:   Project Applications due on e-SNAPS

Tuesday, Sept. 18:   Collaborative Application due on e-SNAPS

August 10, 2018

Anna Bednarek
Ottawa County Community Mental Health
12265 James Street
Holland, MI 49424

Dear Anna,

On behalf of the Lakeshore Housing Alliance, I am pleased to inform you that the following projects have been reviewed and approved by the Allocation and Accountability Committee. The projects will be ranked on the Priority Listing (see enclosed).

Renewal

Permanent Housing Assistance for Homeless Persons with Disabilities
Grant # MI0270L5F191710
Approved Amount: $513,799
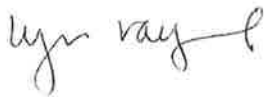
Permanent Housing Assistance for Chronically Homeless Individuals:
Grant # MI0269L5F191710
Approved Amount: $20,528

As per HUD regulations, Project Applications must be submitted to eSNAPS no later than 30 days prior to the CoC Collaborative Application submission. **Please submit your project applications on e-SNAPS no later than end of business Monday, August 18.**

Lyn Raymond
Director
Lakeshore Housing Alliance

mailing address:
P.O. Box 1349
Holland, MI 49422-1349
www.lakeshorehousingalliance.org

physical address:
115 Clover Street, Suite 300
Holland, MI 49423
616.396.7811 *tel*
616.396.5140 *fax*

August 10, 2018

Beth Larsen
Center for Women in Transition
411 Butternut
Holland, MI 49424

Dear Beth,

On behalf of the Lakeshore Housing Alliance, I am pleased to inform you that the following projects have been reviewed and approved by the Allocation and Accountability Committee. The projects will be ranked on the Priority Listing (see enclosed).

Renewal
Rapid Re-Housing for Victims of Domestic Violence
Grant # MI0494L5F191702
Approved Amount: $111,064
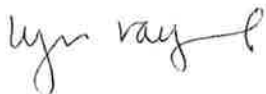
DV Bonus
Rapid Re – Housing
Approved Amount: $53,617

As per HUD regulations, Project Applications must be submitted to eSNAPS no later than 30 days prior to the CoC Collaborative Application submission. **Please submit your project applications on e-SNAPS no later than end of business Monday, August 18.**

Lyn Raymond
Director
Lakeshore Housing Alliance

mailing address:
P.O. Box 1349
Holland, MI 49422-1349
www.lakeshorehousingalliance.org

physical address:
115 Clover Street, Suite 300
Holland, MI 49423
616.396.7811 *tel*
616.396.5140 *fax*

August 10, 2018

Laura Driscoll
Good Samaritan Ministries
513 E. 8th Street
Holland, MI 49423

Dear Laura,

On behalf of the Lakeshore Housing Alliance, I am pleased to inform you that the following projects have been reviewed and approved by the Allocation and Accountability Committee. The projects will be ranked on the Priority Listing (see enclosed).

Renewal
Permanent Supportive Housing for Chronically Homeless Individuals
Grant # MI0458L5F191703
Approved Amount: $35,056

Rapid Re-Housing for Homeless Families
Grant # MI0548L5F191701
Approved Amount: $336,804
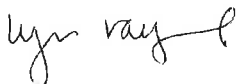
Bonus Project
PSH for Chronically Homeless Expansion
Approved Amount: $61,035
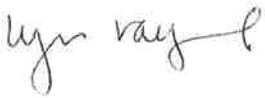
As per HUD regulations, Project Applications must be submitted to eSNAPS no later than 30 days prior to the CoC Collaborative Application submission. **Please submit your approved project applications on e-SNAPS no later than end of business Monday, August 18.**

Lyn Raymond
Director
Lakeshore Housing Alliance

mailing address:
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Holland, MI 49422-1349
www.lakeshorehousingalliance.org

physical address:
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616.396.7811 *tel*
616.396.5140 *fax*

No projects were rejected during the 2018 CoC Program Competition.

[signature]

Lyn Raymond
Director
Lakeshore Housing Alliance

From:	Lyn Raymond
Sent:	Friday, July 06, 2018 10:47 AM
To:	Allise Wilkerson; Amber Troupe; Andrea Thomas; Anna Bednarek (abednarek@miottawa.org); Anna Wehrmeyer (awehrmeyer@arborcircle.org); Beth Larsen - Center for Women in Tranistion (bethl@cwitmi.org); Cheri Ruiz (carsweet7 @gmail.com); Dolores Trese; Don Wilkinson (exdir@lakeshorehabitat.org); Elizabeth Vezino Stoddard; Emily O'Brien; Jennifer Boerman (jdboerman@communityactionhouse.org); Jodi Heneveld; Jody Immink; Judi Hill; Julie Cnossen (jcnossen@arborcircle.org); Karen Reenders (thepeoplecenter@chartermi.net); Keith Walters (keithwalters4@gmail.com); Kendra Spanjer (spanjerk@michigan.gov); Korstange, Christen (DHHS) KorstangeC@michigan.gov; Laura Driscoll; Linda Bazan (lindab@hollandrescue.org); Lindsey Ajega (lindsey.ajega@heritagehomesinc.org); Lisa Mathis; Liz Delaluz (ldelaluz@ottawaunitedway.org); Liz Keegan (lkeegan@fhcwm.org); LoriJo Schepers (lorijo@barnabasmin.org); Lyn Raymond (lraymond@ottawaunitedway.org); Lynne Balkema; Matt Lehr (matt@loveinctricities.org); Melanie Sportell; Melanie Weaver (Melanie_Weaver@usc.salvationarmy.org); Michelle Bechler (michelle@barnabasmin.org); Nancy Haynes (nhaynes@fhcwm.org); Nicole Schalow; Nicole Shosten (nicoles@cwitmi.org); Patrick Cisler (patrick.cisler@gmail.com); Paula Huyser (phuyser@miottawa.org); Randy Brouwer (handyrandyb1@sbcglobal.net); Rebecca Friede (Rebecca_Friede@usc.salvationarmy.org); Rhonda Umstead (rumstead@grandhaven.org); Robin Hendrick-Lane (robin@lakeshorenonprofits.org); Rosa Hernandez (bhernandez2@telamon.org); Sally Davis (Sally_Davis@usc.salvationarmy.org); Sandy Burky (sandy@hcv.comcastbiz.net); Sara Johnson (sara@call-211.org); Sarah Osborn; Stacey Gomez (Stacey@call-211.org); Stacey Sills (ssills@oaisd.org); Stacy Pacanowski (stacy.pacanowski@heritagehomesinc.org); Sue Harder (s.harder@cityofholland.com); Tim Beimers (Timothy_Beimers@usc.salvationarmy.org); Willie Watt
Subject:	CoC Program Grant Details
Attachments:	2018 CoC_Prog. New_First_Time Renewal_Application.docx; 2018 Renewal Project Application.docx; 2018 ReveiwTimeline.docx; 2018 SSO Project Local Application.docx; 2018 CoC_Prog_New_First_Time_Renewa_lApp_ScoreCard.docx; 2018 CoC_Prog_Renew_App_ScoreCard.docx; 2018 CoC_Prog_SSO_App_ScoreCard.docx

Greetings!

THE FY 2018 COC FUNDING COMPETITION IS NOW OPEN.

On Wednesday, June 20, the HUD FY2018 HUD Continuum of Care (CoC) Notice of Funding Availability (NOFA) was released (https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/#nofa-and-notices) and the Ottawa County CoC Program Competition is now open. The Lakeshore Housing Alliance, as the Continuum of Care of Ottawa County, is responsible for ensuring the transparency and fairness in the allocation of these HUD funds.

Please review the attached timeline for relevant dates. Highlights include:
- Local applications are due to electronically to lraymond@ottawaunitedway.org end of business, Friday, August 3rd. To be eligible to apply, an agency must have been active in the CoC for 1 year. Other eligibility guidelines

can be found in the NOFA (https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/#nofa-and-notices).

- Applicants will be expected to present to the Allocation and Accountability Committee (AAC) **on August 9 between 9 AM and 12 PM**.
- Anyone NOT applying is asked to be part of the AAC to determine funding distribution and priorities. An orientation to the process will be conducted at the bi-monthly LHA meeting on August 3, 12:00 PM at the Fillmore Complex, Main Conference Room.

Available Funds and Eligible Projects
- *The estimated Annual Renewal Demand is $1,017,000*
- *Renewal and New Projects*
  - Permanent Supportive Housing
  - Rapid Re-Housing
  - Transition Grant - Project applicants can transition their project(s) from one CoC Program Component to another during the CoC Program Competition using the funds to wind down the previous project while ramping up the new project. (Section II.B.2).
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HUD 2018
CoC Project Application and Review Timeline

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LAKESHORE HOUSING ALLIANCE

United Way

Governance Charter of the
Lakeshore Housing Alliance (LHA),
a program of **Greater Ottawa County United Way** (GOCUW)

The Lakeshore Housing Alliance is commissioned by Greater Ottawa County United Way to address the needs of persons experiencing homelessness.

Table of Contents

- All formal decisions made during a scheduled meeting shall require the presence of a quorum, defined as at least 50% of members being present.
- When formal votes are needed, each member organization or individual shall be granted a single vote.
- For a formal motion to be adopted, it must be approved by at least 51% of those present, with the exception of Governance Charter amendments, which shall require approval by at least two-thirds of those present.
- Proposed Governance Charter amendments will be submitted in writing to all members at least 30 days prior to the meeting upon which the revisions will be voted.
- Any action, with the exception of Governance Charter amendments, may be taken without a meeting if the majority of the membership consents to the action in writing, including electronic correspondence. Consent of this nature has the force and effect of a meeting vote.

VIII. Executive Committee and Staff

The primary responsibility of the Executive Committee is to provide direction, feedback and support to the LHA Director. The EC There will be a range of five to nine members elected to serve staggered two year terms. Nominations for vacant Executive Committee members will be solicited from members of the LHA and provided to the Director of the LHA. Those nominated will be contacted by the Director and will have the opportunity to accept or reject his/her nomination. The Key Partner, United Way, will have non-voting membership on the Executive Committee.

The Executive Committee
- Will meet at least bi-monthly.
- will engage in planning and make recommendations pertaining to a variety of housing/LHA-related issues, including formation of ad hoc committees, requests for endorsements, and strategic planning
- Elect co-chair persons each year at the Executive Committee meeting immediately following the Annual Meeting, or other such date as designated by the membership.
- Efforts shall be made to recruit officers representing diverse geographical and service areas.
- Will present a slate of eligible and willing candidates at the LHA's annual meeting. Member organizations and individuals will vote to fill committee member vacancies (See Section 7 on Voting procedures)

Co-chair persons shall serve staggered two-year terms.
- With assistance from the coordinator, respond to LHA matters that require more immediate attention including grant compliance issues.
- Establish along with Coordinator meeting schedules and agendas for Executive Committee and bi-monthly meetings.
- Co-chair persons shall chair the bi-monthly meetings,
- ensure that the committees and/or ad-hoc committees make reports, and generally coordinate the yearly activities of the LHA.
- Co-chairs may be re-elected at the discretion of the membership.

Lakeshore Housing Alliance Director
- Facilitates, with LHA Co-Chairs, the creation of agendas for bi-monthly meetings of the membership and bi-monthly meetings of the Executive Committee. Complete and distribute minutes.

- Facilitate communication within the LHA; distribute/disseminate all pertinent information sent by MSHDA, HUD, etc., to LHA members..
- Work with the LHA Executive Team to create an annual LHA work plan designed to achieve goals established by the Michigan State Housing Development Authority (MSHDA) and U.S. Department of Housing and Urban Development (HUD) grants.
- Participate in relevant trainings and informational meetings offered by HUD, MSHDA, etc.; disseminate information to LHA members as applicable.
- Represent the LHA at appropriate community meetings and events.
- Facilitate communication at the regional level.
- Write and submit the Emergency Solutions Grant Exhibit 1 document with assistance from other LHA members.
- Write and submit the HUD CoC Program Collaborative Application document with assistance from other LHA members.
- Provide advisory support to the application process for the Community Foundations homelessness prevention endowment funds.
- Provide oversight and monitoring of ESG and CoC Program grantees.

And in the absence of a dedicated HMIS Lead:
- Develop strategies and actions steps to accomplish countywide goals by using HMIS data.
- Work in collaboration with HMIS implementation to complete Point in Time, Housing Inventory Chart, Annual Homeless Assessment Report, System Performance Measures and other grant requirements.

VIIII. Committees

The following are standing committees of the LHA:

1. The members of the LHA Executive Committee are elected and the committee is responsible for
   a. providing direction, feedback and support to the LHA Coordinator
   b. planning and making recommendations pertaining to a variety of housing/LHA-related issues, including formation of ad hoc committees, requests for endorsements, and strategic planning and
   c. annually reviewing (July) the Governance Charter and recommending changes to the LHA membership.
2. The Allocation and Accountability Committee facilitates the distribution of grants funds including CoC Program Grant, Emergency Solutions Grant and the Homelessness Prevention Endowment grant by:
   a. following a strict procedure for receiving local grant applications including
      i. establishing a timeline for each grant,
      ii. providing updated local grant applications,
      iii. scheduling applicant presentations and,
      iv. taking into consideration local priorities established by the CoC membership to make final distribution decisions.
   b. Including in the decision-making process only CoC members not applying for the specific grant funding.
3. The Homeless Management Information System Agency Administrators are responsible for

FY2017 - Performance Measurement Module (Sys PM)

Summary Report for MI-519 - Holland/Ottawa County CoC

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.
Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2016	FY 2017	Submitted FY 2016	FY 2017	Difference	Submitted FY 2016	FY 2017	Difference
1.1 Persons in ES and SH	990	1079	47	43	-4	24	26	2
1.2 Persons in ES, SH, and TH	1124	1189	89	81	-8	34	34	0

b. This measure is based on data element 3.17.

This measure includes data from each client's Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added to the client's entry date, effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

The construction of this measure changed, per HUD's specifications, between FY 2016 and FY 2017. HUD is aware that this may impact the change between these two years.

FY2017 - Performance Measurement Module (Sys PM)

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2016	FY 2017	Submitted FY 2016	FY 2017	Difference	Submitted FY 2016	FY 2017	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	976	1068	66	76	10	30	33	3
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	1107	1196	117	123	6	46	45	-1

FY2017 - Performance Measurement Module (Sys PM)

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range.Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

 After entering data, please review and confirm your entries and totals. Some HMIS reports may not list the project types in exactly the same order as they are displayed below.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
		FY 2017	% of Returns	FY 2017	% of Returns	FY 2017	% of Returns	FY 2017	% of Returns
Exit was from SO	0	0		0		0		0	
Exit was from ES	539	79	15%	43	8%	64	12%	186	35%
Exit was from TH	95	11	12%	3	3%	11	12%	25	26%
Exit was from SH	0	0		0		0		0	
Exit was from PH	102	9	9%	5	5%	6	6%	20	20%
TOTAL Returns to Homelessness	736	99	13%	51	7%	81	11%	231	31%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

FY2017 - Performance Measurement Module (Sys PM)

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	January 2016 PIT Count	January 2017 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	261	258	-3
Emergency Shelter Total	117	103	-14
Safe Haven Total	0	0	0
Transitional Housing Total	140	147	7
Total Sheltered Count	257	250	-7
Unsheltered Count	4	8	4

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Submitted FY 2016	FY 2017	Difference
Universe: Unduplicated Total sheltered homeless persons	1148	1200	52
Emergency Shelter Total	990	1072	82
Safe Haven Total	0	0	0
Transitional Housing Total	250	220	-30

FY2017 - Performance Measurement Module (Sys PM)

Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	36	47	11
Number of adults with increased earned income	1	1	0
Percentage of adults who increased earned income	3%	2%	-1%

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	36	47	11
Number of adults with increased non-employment cash income	8	21	13
Percentage of adults who increased non-employment cash income	22%	45%	23%

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	36	47	11
Number of adults with increased total income	8	22	14
Percentage of adults who increased total income	22%	47%	25%

FY2017 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	12	15	3
Number of adults who exited with increased earned income	1	1	0
Percentage of adults who increased earned income	8%	7%	-1%

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	12	15	3
Number of adults who exited with increased non-employment cash income	0	1	1
Percentage of adults who increased non-employment cash income	0%	7%	7%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	12	15	3
Number of adults who exited with increased total income	1	1	0
Percentage of adults who increased total income	8%	7%	-1%

FY2017 - Performance Measurement Module (Sys PM)

Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Submitted FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	1047	1052	5
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	277	295	18
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	770	757	-13

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	1090	1141	51
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	302	323	21
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	788	818	30

FY2017 - Performance Measurement Module (Sys PM)

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in FY2017 (Oct 1, 2016 - Sept 30, 2017) reporting period.

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

	Submitted FY 2016	FY 2017	Difference
Universe: Persons who exit Street Outreach	0	0	0
Of persons above, those who exited to temporary & some institutional destinations	0	0	0
Of the persons above, those who exited to permanent housing destinations	0	0	0
% Successful exits			

Metric 7b.1 – Change in exits to permanent housing destinations

FY2017 - Performance Measurement Module (Sys PM)

	Submitted FY 2016	FY 2017	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	919	1071	152
Of the persons above, those who exited to permanent housing destinations	462	501	39
% Successful exits	50%	47%	-3%

Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2016	FY 2017	Difference
Universe: Persons in all PH projects except PH-RRH	124	140	16
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	119	137	18
% Successful exits/retention	96%	98%	2%

FY2017 - SysPM Data Quality

MI-519 - Holland/Ottawa County CoC

This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports into order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.

FY2017 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017
1. Number of non-DV Beds on HIC	140	142	127	127	145	173	170	195	106	276	220	507	5		25	5				
2. Number of HMIS Beds	140	142	127	127	145	173	160	195	106	273	215	109	5		25	5				
3. HMIS Participation Rate from HIC (%)	100.00	100.00	100.00	100.00	100.00	100.00	94.12	100.00	100.00	98.91	97.73	21.50	100.00		100.00	100.00				
4. Unduplicated Persons Served (HMIS)	1117	988	973	1016	231	268	247	151	122	107	130	23	18	91	48	63	0	0	0	0
5. Total Leavers (HMIS)	1015	894	846	1006	124	174	137	149	35	18	27	21	18	91	48	63	0	0	0	0
6. Destination of Don't Know, Refused, or Missing (HMIS)	150	102	82	86	13	10	9	23	3	0	3	0	0	0	0	1	0	0	0	0
7. Destination Error Rate (%)	14.78	11.41	9.69	8.55	10.48	5.75	6.57	15.44	8.57	0.00	11.11	0.00	0.00	0.00	0.00	1.59				