



## Homeless Action Network of Detroit

### FY2014 HUD Continuum of Care Funding Competition

#### Local Application & Evaluation Process

The Homeless Action Network of Detroit (HAND) is responsible for leading and managing the decision-making and application process for the FY2014 HUD Continuum of Care Homeless Assistance Funding application. HUD requires that the Continuum of Care (CoC) develop a process to determine whether projects up for renewal are (1) performing satisfactorily and (2) effectively addressing the needs for which they were designed.

**This packet contains information about the process that will be used for the FY2014 funding competition.** Currently funded Continuum of Care (CoC) projects that will expire during calendar year 2015 must request renewal funding in the FY2014 funding process.

The information presented here has been developed prior to the release of additional competition information from HUD. Therefore, the information presented here is subject to change depending upon any additional information that may come from HUD.

Applicants must note that all application materials are due to HAND by **4:00 PM on Friday, August 15, 2014.**

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## FY2013 Continuum of Care Application

### Application Score

As of early July 2014 HAND has not yet received its scores for the FY2013 CoC application (formerly called Exhibit 1). Once these scores are received, they will be shared with the CoC.

### FY2013 Renewal & New Projects

HUD has announced funding for renewal projects that were submitted in the FY2013 Continuum of Care NOFA competition. On April 8, 2014, HUD announced funding awards for renewal projects that were included in the CoC's Tier 1 ranking and on June 19, HUD announced funding awards for new projects in Tier 1 and renewal projects placed in Tier 2. HAND is pleased to report that all but one of the Detroit CoC's renewal projects and all of the new projects were funded, for a total of \$24,415,282.

See Appendix A for a complete list of the funded projects.

## FY2014 CoC Application Timeline

The FY2014 CoC competition NOFA was released last fall, as the NOFA released for the FY2013 competition is the same NOFA that will guide the FY2014 competition. Although there is not another NOFA, project applications will still need to be evaluated by HAND, ranked, and eventually submitted into eSNAPS.

At this time HUD has not yet released specific details regarding timeframes for the FY2014 competition. Therefore, the **timeline below is subject to change**. Additional details to this timeline may also be provided in the coming weeks.

Task	
July	
July 15	<ul style="list-style-type: none"> <li>• HAND holds CoC Homeless Assistance Grants Meeting for all project applicants               <ul style="list-style-type: none"> <li>○ Meeting will be held from 1:30 – 3:30 PM at The Salvation Army (16130 Northland Dr, Southfield, 48075)</li> <li>○ <b>Attendance at this meeting is mandatory for projects seeking funding in the FY2014 competition</b></li> </ul> </li> </ul>
August	
Early August ( <i>anticipated</i> )	<ul style="list-style-type: none"> <li>• HUD FY2014 CoC competition notice</li> </ul>
August 15	<ul style="list-style-type: none"> <li>• <b>Renewal Project Applications Due by 4:00 PM</b></li> <li>• Application delivery instructions: <b>Applications must be delivered to the Housing Resource Center (1600 Porter, Detroit) between 12 – 4PM on August 15.</b> HAND staff will be at the HRC at that time to receive them. To make arrangements to submit your application prior to the 15<sup>th</sup>, contact Amanda Sternberg.</li> </ul>
By August 27	<ul style="list-style-type: none"> <li>• Initial review/scoring completed &amp; renewal applicants informed of initial project score, and appeals process</li> </ul>
September	
By September 12	<ul style="list-style-type: none"> <li>• Renewal application appeals due to HAND</li> </ul>
By September 19	<ul style="list-style-type: none"> <li>• Applicants informed of results of appeals (as applicable), final renewal project scores and project ranking</li> </ul>
Late September	<ul style="list-style-type: none"> <li>• Project application (Exhibit 2) submissions in eSNAPS (includes initial submission, HAND review, feedback, amendments, and re-submissions as needed)</li> </ul>
Late September	<ul style="list-style-type: none"> <li>• HAND submits project applications to HUD via eSNAPS</li> </ul>
TBD	
End of FY2014 NOFA Process	<ul style="list-style-type: none"> <li>• HAND solicits and reviews feedback and/or recommended changes based on FY2014 local application process</li> </ul>

## Renewal Application Policies Overview

Currently funded Continuum of Care projects should note that renewal funding is not guaranteed. In the FY2014 competition, HAND anticipates the allocation of funding the Detroit CoC will receive from HUD will not be sufficient to fully renew all projects that are eligible for renewal funding. CoC projects that have current grant terms that will expire in calendar year 2015 are eligible to submit their application to HAND for renewal funding.

As with the FY2013 competition, HAND anticipates that due to a decrease in funding available, the CoC will be required to prioritize and rank renewal projects. The Values and Funding Priorities Task Force has developed these ranking policies, which will be approved by HAND's Board of Directors in the coming weeks. These ranking policies will be made public once they have been approved.

## Changes to Renewal Project Evaluation in FY2014

Due to changes HUD has made to the FY2014 CoC competition including an anticipated shortened timeframe for the competition, HAND has made changes to the renewal project evaluation process for 2014. Most notably, this process will be evaluating projects on only a few key performance factors which will be used to rank projects. Unlike prior competitions, in 2014 projects will *not* be evaluated on any of the following:

- HMIS participation and data quality
- Financial performance
- Consumer participation and satisfaction
- CoC participation

The only items that will be evaluated are the extent to which projects demonstrate that clients are leaving with income (including cash, non-cash, and employment), and project-specific housing performance factors.

Additionally, unlike prior competitions, there is no minimum score that a project must receive in order to be placed on the project priority ranking list. Instead, projects will be ranked according to the project ranking policies. Because there is no minimum score that needs to be earned in the FY2014 competition, there is no need to assign points to various evaluation criteria.

Organizations should note that these changes only apply to the FY2014 competition, and are being put into place due to the unique circumstances surrounding HUD's timeline and process for FY2014. Projects should expect that the FY2015 competition will once again evaluate projects on a full complement of criteria, including HMIS participation and data quality, financial performance, consumer participation, and CoC participation. Organizations should refer to the information provided at the March 18, 2014 HAND meeting for information on what to expect for FY2015.

## Renewal Project Eligibility and Evaluation

### Eligibility

In order to be submitted to HUD for renewal, projects seeking renewal funding must meet the following basic eligibility criteria:

- 1) Have a current project term that is expiring in calendar year 2015.
- 2) A representative from the organization must have been in attendance at the meeting held by HAND on July 15, 2014 at The Salvation Army (16130 Northland Dr, Southfield, MI).
- 3) Be otherwise eligible for renewal per the CoC Program Interim Rule and the FY2013/2014 Notice of Funding Availability (released November 2013).

### Evaluation

All renewal projects will be evaluated on certain performance criteria and ranked according to the project ranking policies. These performance criteria are:

Evaluation Component		Comments
<b>#1</b>	<b>Mainstream Resources &amp; Employment</b>	
	<b>(A)</b> Percent of adults who leave with one or more sources of cash income.	Same question as in 2013
	<b>(B)</b> Percent of adults who leave with one or more sources of non-cash income.	
	<b>(C)</b> Percent of adults who leave with earned (ie, employment) income.	New in FY2014
<b>#2</b>	<b>Housing Performance</b>	
	<b>(A)</b> Project-specific: see below	
	<b>(B)</b> Project-specific: see below	

Evaluation Component #1: Mainstream Resources & Employment		Applies to
<b>(A)</b>	<u>Sources of Cash Income</u> <i>Measure: Percentage of adult leavers with one or more sources of cash income.</i>	PH, TH, SH, SSO
<b>(B)</b>	<u>Sources of Non-cash Income</u> <i>Measure: Percentage of adult leavers with one or more sources of non-cash income.</i>	PH, TH, SH, SSO
<b>(C)</b>	<u>Sources of Earned Income (ie, employment)</u> <i>Measure: Percentage of adult leavers with earned income (ie, employment).</i>	PH, TH, SH, SSO

Evaluation Component #2: Housing Performance		Applies to
<b>(A)</b>	<u>Retention in Permanent Housing</u> <i>Measure: Percentage of participants who either remain in the PH project as of the end of the reporting period, or who have exited that project to another permanent housing destination.</i>	PH
<b>(B)</b>	<u>Occupancy Rates</u> <i>Measure: Overall average project occupancy rates as given in the four PIT dates of most recent AHAR reporting term (10/31/12, 1/30/13, 4/24/13, 7/31/13)</i>	PH

Evaluation Component #2: Housing Performance		Applies to
(A)	<u>Exits to Permanent Housing</u> <i>Measure: Percentage of participants who exit the program to a permanent housing destination.</i>	TH
(B)	<u>Occupancy Rates</u> <i>Measure: Overall average project occupancy rates as given in the four PIT dates of most recent AHAR reporting term (10/31/12, 1/30/13, 4/24/13, 7/31/13).</i>	TH

Evaluation Component #2: Housing Performance		Applies to
(A)	<u>Exits to Positive Housing Destination</u> <i>Measure: Percentage of participants who exit the program to a positive housing destination. "Positive Housing destination" includes any destination except:</i> <ul style="list-style-type: none"> <li>• Emergency shelter</li> <li>• Jail</li> <li>• Hotel/motel paid for by client</li> <li>• Safe Haven</li> <li>• Place not meant for human habitation</li> <li>• Staying with friends/family (temporary tenure)</li> <li>• Don't Know/Other/Refused</li> </ul>	SSO
(B)	<u>Exit to Permanent Housing</u> <i>Measure: Percentage of participants who have exited the project to a <b>permanent</b> housing destination.</i>	SSO

Evaluation Component #2: Housing Performance		Applies to
(A)	<u>Exits to Permanent Housing or Care Setting</u> <i>Measure: Percentage of participants who exit the program to a permanent housing destination or a care setting. "Care settings" are defined as adult foster care, psychiatric facility, substance abuse or detox facility, or hospitalization.</i>	SH
(B)	<u>Occupancy Rates</u> <i>Measure: Overall average project occupancy rates as given in the four PIT dates of most recent AHAR reporting term (10/31/12, 1/30/13, 4/24/13, 7/31/13).</i>	SH

**All Projects (Non-Scored, Optional Question)**

Explanation of Performance Outcomes and Continuous Quality Improvement (optional question, not required)

Agencies may provide, in one-half page or less, an explanation or commentary on the project's performance outcomes for the items in Component #1 or #2 and any steps the agency may be taking to implement a continuous quality improvement program. While this question will NOT be scored, an explanation may be included to help reviewers understand any special circumstances that contributed to the project's performance.

## **Protocol for Components/Subcomponents Unable to be Evaluated**

In instances where a particular component/sub-component is unable to be evaluated, the following protocol will be used:

- Situation: No HMIS data is available because the project is prohibited by law from entering into HMIS
  - Protocol: The value of any scoring components that rely solely on *HMIS* data (such as HMIS data completeness, data quality, etc) will be removed from the total number of points that project may earn. That project will then only be scored on the remaining components/sub-components.
- Situation: The project had no (0) leavers, and the scored component/sub-component is based on a leaver's status
  - Protocol: If the project had no leavers, then the project will be scored for the component/sub-component in question based only on the *stayers* in the program.

## **Project Ranking**

As in previous competitions, projects will be ranked according to the project ranking policies. These policies have been developed by the Values & Funding Priorities Taskforce, and are soon to be adopted by HAND's Board of Directors. They will be distributed to providers once adopted by the Board.

## **Future Changes to Local Evaluation Process**

Starting in 2015, HAND will be conducting the local evaluation process for CoC funding based on a project's performance during the *calendar year (CY)* of 2014. What this means for agencies:

- For the *FY2015* competition, project performance will not be based on the data in the most recently submitted APR. Instead, it will be based on data demonstrating how the project performed during CY2014 (January – December 2014).
- In order to prepare for this, the *FY2014* local evaluation process will be a transition year. During this transition, there will be some changes concerning the project timeframes that will be under review, depending upon the individual project terms.

This change is being made to allow for greater consistency across all projects for timeframes that are under review, and to better inform projects ahead of time of the performance factors they will be reviewed on.

### **Gap and Overlap Months Under Review**

Shifting to reviewing projects on a calendar year (CY) basis will result in some projects having "gap months" and some having "overlap months", depending on their project terms. The "gap months" will be realized during the *FY2014* local evaluation process (this year), and the "overlap months" during the *FY2015* local evaluation process (next year).

#### **Projects with Gap Months (projects ending June – Dec 2013):**

- Projects with a term that ended at some point June – December 2013.
- When *FY2015* local evaluation is conducted using CY2014 data, performance data from months June – December 2013 fall into the gap of time that is not included in the APR reviewed in *FY2014*, nor are they included in the CY2014 data.

- Therefore, the performance data from these months will be factored in to the FY2014 local evaluation process (this year) to ensure the project is also evaluated on these months.

Projects with Overlap Months (projects ending Jan – April 2014):

- Projects with a term that ended at some point January – April 2014.
- When the FY2015 local evaluation is conducted looking at CY2014 data, the performance data from the months of January – April 2014 will be included in the evaluation *again* because these months fall both within the CY2014 and their most recent APR term.

## APRs to Submit

**What APR am I submitting for my project this year?**

All projects will submit their APR that they had submitted to HUD (via eSNAPS) for their most recently completed project term. For most projects, this is the project term that ended either during the latter half of 2013 or during the first half of 2014.

“Gap month” projects will be submitting additional APR data (generated from ART in ServicePoint) for a specific timeframe (ie, that project’s “gap months”). See Appendix B for the specific timeframe for which you will need to submit this ART APR.

“Overlap month” projects do not need to submit any additional data for this year’s competition other than their latest APR submitted to HUD. Reference Appendix B for details on what needs to be submitted.

**Which data from which APR is going to be used to develop my project’s performance rate?**

Data for “overlap month” projects will come from the HUD APR submitted in eSNAPS, just like it has from previous competitions.

Data for “gap month” projects will come from both the HUD APR from eSNAPS, *and* the partial-year APR generated from ART in ServicePoint. The data from these two sources will be combined to generate the project performance rate for the following components:

- #1: A,B, and C
- #2: A

**My project term ends June 30, and the APR isn’t due to HUD until the end of September (before HAND’s due date of August 15). What do I submit?**

Renewal projects with a grant term ending in June 2014, should submit their 2013-2014 grant year APR. Although these projects’ APRs may not be due to HUD until September, HAND is requesting these projects submit their APRs as early as possible to HUD, in order to use the most recent data in the FY2014 renewal application process. If these projects cannot submit their APRs to HUD before the renewal project application is due to HAND (August 15), they will be required to submit an *Unofficial APR* to HAND at the time the FY2014 renewal application is due and then the official APR once it is submitted to HUD.

## Projects Serving Youth Under 18

Organizations that serve as one of their target populations people who are below the age of 18 are required to submit an additional ART APR to HAND. These organizations are required to submit an APR from ART for the same time frame as their most recently completed grant year, however, when running the report the



organization should change the legal age from “18” to “13”. Doing so will allow HAND to have a more accurate picture of the outcomes of the individuals who left the program during the program year.

This requirement applies to the following organizations/programs:

- Alternatives for Girls
- Community (Catholic) Social Services of Wayne County TIPS I and II
- Community (Catholic) Social Services of Wayne County Teen Empowerment Program
- Detroit Rescue Mission Ministries Genesis House I/Teen Mom Program

HAND will use the data from this APR when reviewing program performance. HAND is making this accommodation for these youth-serving organizations in recognition that a number of clients under the age of 18 leave their programs, and the exit information for these individuals is combined with the other information on children who leave the program (ie, the children of the teen mothers), making it difficult to differentiate the resources/status of the young person who leaves and the children who leave. Therefore, changing the legal age to 13 should more accurately reflect the disposition of all people who left the program, not just those ages 18 or older.

NOTE: Running the APR with this modified age is only for the purposes of this application. When submitting the APR to HUD, the legal age should be kept at “18”.

Also note that if your project is a “gap month” project, the APR data that is to be submitted for that gap term should also have the legal age set to 13.

For additional assistance on how to run these APRs, the above mentioned providers are encouraged to contact Andrea Kuhn at [andrea@handetroit.org](mailto:andrea@handetroit.org) or Selwin O’Neal at [selwin@handetroit.org](mailto:selwin@handetroit.org).

## Appeals Policy

The appeals policy is being revised for the FY2014 competition to better align with the changes made to the evaluation and ranking process for 2014. Once approved by HAND’s Board, this policy will be made available to all organizations.

## Self-Scoring Tools

HAND is providing self-scoring tools so that projects may understand how project performance rates are calculated, and to understand what their project performance may be. The completion of these tools is optional. These tools will be provided electronically to project applicants.

## Coordinated Assessment Model (CAM)

The Coordinated Assessment Model (CAM) is the critical next step for Detroit moving forward in professionalizing homeless service delivery. A community-based approach to delivering this service is in the best interest of people in our community experiencing a housing crisis and housing and homeless service providers.

Under the HEARTH Act legislation, all Continuums of Care (CoC) are required to establish a coordinated assessment system which is comprehensive, accessible, and standardized. It is a systemic approach to

homeless programming that focuses on aligning the needs of households that are experiencing homelessness with the best program to address their needs.

Through the common assessment and coordinated access approach, households that are in need of homeless assistance are directed to a common access point where they are assessed using a common tool. Based on the thorough assessment, a coordinated referral is made to the most appropriate service provider.

### **Current Status of CAM Implementation**

Locally, the CAM Lead Agency (also known as the “HARA” – Housing Assessment Resource Agency) is Southwest Counseling Solutions, in partnership with NSO. Over the past year, Southwest Counseling Solutions, NSO, and targeted homeless service providers have been working with HAND to implement the first phase of the CAM. A key part of this implementation has been the roll out of the use of the common assessment tool, the VI-SPDAT and full SPDAT. In the coming months, subsequent phases of CAM will be implemented as resources become available.

### **Impact on HUD CoC Projects**

Eventually, all HUD CoC funded projects will be expected to participate in the CAM process. As further phases of CAM are implemented, the participation requirements for CoC projects will be communicated. HUD CoC projects should note that future evaluation criteria for CoC projects will take into consideration the extent to which a project is participating in CAM.

### **Additional Resources Connected to the CAM**

The CAM process will be used for various funding sources that support programs in the CoC. The funding sources that have currently identified roles and responsibilities for coordinated assessment include:

- *U.S. Department of Housing & Urban Development (HUD):* Continuum of Care funding
- *Michigan State Housing Development Authority (MSHDA):* Emergency Solutions Grant funding (ESG);
- *Michigan Department of Human Services (DHS):* Emergency Shelter Program (ESP); and,
- *City of Detroit:* Emergency Solutions Grant funding (ESG)

## **Redesigned/Reallocated Supportive Services Only (SSO) Projects**

HAND will soon be releasing a Request for Proposals (RFP) for organizations that currently have a Supportive Services Only (SSO) grant and invite them to submit a proposal to either:

- Redesign their project to provide support to the CAM; *or*
- Reallocate their project to become a Rapid ReHousing for Families project

The proposals will be reviewed and decisions will be made based on the strength of the application. Projects that apply to be redesigned or reallocated that are not selected to do so would retain the project in the current form and be placed on the project ranking list in accordance with ranking priorities.

### **Redesigned to Support CAM**

If selected to do so, these SSO projects would undergo a grant amendment process to change the scope and uses of funds in order to support the CAM, specifically by providing staffing support to the CAM. The intent is for the current organization to retain these funds as an SSO; however, the work undertaken by the project would change.

### **Reallocated to Rapid ReHousing for Families**

If selected to do so, these SSO projects would undergo the reallocation process to become a Rapid ReHousing for Families project. In this instance, the SSO project would be ended, and a new Rapid ReHousing for Families projects would take its place. The intent is that the current SSO provider would retain these funds.

Additional details will be provided in the forthcoming RFPs. Organizations that currently receive SSO funding should still plan on submitting all required application materials for their renewal project as given in this document even if they plan on responding to one of these RFPs.

### Contact Information

If you have questions or need further information, please contact Amanda Sternberg at [amanda@handetroit.org](mailto:amanda@handetroit.org) or (313) 964-3666 ext. 104 (note new extension).

### Material Delivery Instructions

All application materials must be delivered to HAND at the Housing Resource Center (HRC) located at:

1600 Porter  
Detroit, MI 48216

***Mailed, emailed or faxed application packets will not be accepted.***

All application material are due by **4:00 PM on August 15**. Please note these delivery instructions: Application materials must be delivered to the HRC **between the hours of 12:00 PM – 4:00 PM on August 15**. HAND staff will be at the HRC during this time to receive your application. If you need to deliver your application(s) prior to this time, please contact Amanda Sternberg ([Amanda@handetroit.org](mailto:Amanda@handetroit.org)) to make other arrangements.

## FY2014 Renewal Project Application Coversheet

*NOTE: This application is to be completed by all projects, including those that may be requesting to be redesigned or reallocated.*

Applicant Organization's Name:
Project Sponsor's Organization Name (If different from Applicant):
Project Name:

Program Component Type	Budget or Unit Request
<input type="checkbox"/> Permanent Housing (PH) <input type="checkbox"/> Formerly SHP <input type="checkbox"/> Formerly S+C  <input type="checkbox"/> Transitional Housing (TH)  <input type="checkbox"/> Supportive Services Only (SSO)  <input type="checkbox"/> Safe Haven (SH)	Total Budget Request  \$ _____
If your program provides <i>rental assistance</i> (ie, was formerly an S+C program), identify the type of rental assistance this program provides:	
<input type="checkbox"/> Tenant-Based (TBRA) <input type="checkbox"/> Sponsor-Based (SBRA) <input type="checkbox"/> Project-Based (PBRA)	

## Submission Checklist

The following items must be submitted to HAND by **4:00 PM on August 15**. Only one copy of each item is needed.

<b>Attachments Required for All Projects</b>	
The following attachments are required for all projects. Only one copy is needed.	
Attached (✓)	
	Renewal project application coversheet
	Completed Renewal Application (beginning on page 14 of this packet)
	Copy of most recent APR submitted to HUD via eSNAPS
	Signature Page

<b>Attachments Required for Some Projects</b>	
Review this list and include the attachments that are pertinent to your project. Only one copy of each is needed. Items marked with an asterisk (*) are new for 2014.	
Attached (✓)	
For Youth Provider Agencies Only	
	HMIS APR for same time frame as that submitted to HUD, but run with “legal age” changed to 13
For “Gap Month” Projects	
	*ART APR from ServicePoint for requested months. Reference Appendix B
	*If a youth provider and a “gap month” project: Include the “gap month” APR with legal age set to 13. Reference Appendix B.
For Projects monitored by HUD within last 3 years (Part D):	
	Monitoring notification letter from HUD
	Monitoring report
	Any monitoring-related correspondence between organization and HUD
For Projects that had a significant change since the last funding approval (Part E):	
	Written communication to HUD requesting the significant change
	HUD’s written approval of the change requested

*HAND reserves the right to request additional project or organizational information at a later date if needed.*

## 2014 Renewal Project Application

### Part A: General Project Information

Value = not scored

Applicant Organization's Name:	
Project Applicant Address: Street:	
City:	State: ZIP:
Contact Person of Project Applicant	
Name:	Phone Number:
Title:	Fax Number:
	Email:
Project Name:	
Project Address: Street:	
City:	State: ZIP:
<input type="checkbox"/> Check if project provides scattered-site leasing or rental assistance	
Project Sub-recipient Organization Name (If different from Applicant):	
Project Sub-recipient's Address Street:	
City:	State: Zip:
Contact Person of Project Sub-recipient	
Name:	Phone Number:
Title:	Email:

## Part B: Project Budgets

*Value = not scored*

The project budget should be the same as the budget that was submitted in eSNAPS for this project in January 2014 (the FY2013 competition). Any changes from this budget need to have been approved by HUD. If such changes have occurred, provide documentation from HUD that these changes were approved.

Select the costs for which renewal funding is being requested and then complete the required chart(s) on the following pages:

Select	Complete budget form...
	Leased Units
	Leased Structures
	Long-Term Rental Assistance (applies to former S+C projects)
	Operations
	Supportive Services

**LEASED UNITS BUDGET**

*Grantee may be either non-profit or unit of government.*

*Details on leasing costs are given in the CoC Program Interim Rule at §578.49.*

<b>Size of Units</b>	<b>Number of Units</b>	<b>Total Request</b>
0 Bedroom		
1 Bedroom		
2 Bedrooms		
3 Bedrooms		
4 Bedrooms		
5 Bedrooms		
6 Bedrooms		
<b>Totals # of Units and Total Request:</b>		<b>\$</b>
		<i>(enter on Line 1 of Summary Budget)</i>

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**LEASED STRUCTURES BUDGET**

*Grantee may be either non-profit or unit of government.*

*Details on leasing costs are given in the CoC Program Interim Rule at §578.49.*

Structure Name:	
Street Address:	
City, State, ZIP:	

	<b>Amount Requested for Leased Structures</b>
HUD Paid Rent (Annual):	<b>\$</b>
<i>(enter on Line 2 of Summary Budget)</i>	

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**LONG-TERM RENTAL ASSISTANCE BUDGET**

*Details on rental assistance costs are given in the CoC Program Interim Rule at §578.51.*

Size of Units	Number of Units		FY2014 FMR <i>(given for reference only)</i>	HUD Paid Rent <i>(may be equal to or less than FMR)</i>		# of Months		Total Request
0 Bdrm		x	\$508		X HUD Paid Rent	12	=	\$
1 Bdrm		x	\$646		X HUD Paid Rent	12	=	\$
2 Bdrms		x	\$843		X HUD Paid Rent	12	=	\$
3 Bdrms		x	\$1,124		X HUD Paid Rent	12	=	\$
4 Bdrms		x	\$1,228		X HUD Paid Rent	12	=	\$
Totals:								\$
								<i>(enter on Line 3 of Summary Budget)</i>

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**SUPPORTIVE SERVICES BUDGET**

Listed below are the only eligible supportive services costs. Details on these costs are given in the CoC Program Interim Rule at §578.53.

<b>Eligible Costs</b>	<b>Quantity Description (limit 400 characters)</b>	<b>Amount Requested</b>
1. Assessment of Service Needs		
2. Assistance with Moving Costs		
3. Case Management		
4. Child Care		
5. Education Services		
6. Employment Assistance		
7. Food		
8. Housing/Counseling Services		
9. Legal Services		
10. Life Skills		
11. Mental Health Services		
12. Outpatient Health Services		
13. Outreach Services		
14. Substance Abuse Treatment Services		
15. Transportation		
16. Utility Deposits		
<b>Total Amount Requested:</b>		
		<i>(enter on Line 4 of Summary Budget)</i>

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**OPERATING BUDGET**

Listed below are the only eligible supportive services costs. Details on these costs are given in the CoC Program Interim Rule at §578.55.

<b>Eligible Costs</b>	<b>Quantity (limit 400 characters)</b>	<b>Amount Requested</b>
1. Maintenance/Repair		
2. Property Taxes & Insurance		
3. Replacement Reserve		
4. Building Security		
5. Electricity, Gas, and Water		
6. Furniture		
7. Equipment (lease, buy)		
<b>Total Amount Requested:</b>		
		<i>(enter on Line 5 of Summary Budget)</i>

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**SUMMARY BUDGET**

Complete this chart using the totals from the budget pages completed on the above pages. Then, following the calculations in the chart to determine totals and match requirements.

Line	Eligible Costs	Amount Requested (all requests are for a 1 year term)
1	<b>Leased Units</b>	
2	<b>Leased Structures</b>	
3	<b>Long-Term Rental Assistance</b>	
4	<b>Supportive Services</b>	
5	<b>Operations</b>	
6	<b>Sub-Total Amount Requested</b> (sum lines 1 through 5)	
7	<b>Administrative Costs</b> (Up to 7% of line 6)	
8	<b>Total Assistance + Admin Requested</b> (sum lines 6 and 7)	
<b>To Calculate Match Requirement</b>		
9	Enter sum of lines 3,4,5, and 7	
10	Multiple line 9 by 25% (.25). This is the match requirement	
<b>Identify Sources of Match</b>		
11	Cash Match Organization is Contributing	
12	In-Kind Match Organization is Contributing	
13	<b>Total Match</b> (sum line 11 and 12; should be greater than or equal to line 10)	

## Part C: Additional Program Support

*Value = not scored*

Using the chart below, please identify all sources of funding used to directly support this program. This will, at a minimum, include the amount of HUD CoC funding received for the program and the required match. It may also include additional sources of funding used to support this program. The purpose of this question is to understand the additional sources of funding used to support this program. This chart should not reflect any in-kind support the program may receive. Please identify the sources by name (ex, "City of Detroit CDBG", "State of Michigan ESG", "Kresge Foundation", etc.).

<b>Total Program Budget:</b>	<b>\$</b>	<b>Source used as match for this program?</b>
<b>Sources of Funding</b>	<b>Amount</b>	
HUD CoC funding (this request)	\$	N/A
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Total All Sources of Funding:</b>	<b>\$</b>	

*(add additional rows as necessary)*

## Part D: HUD Monitoring Findings

*Value = not scored*

*Any findings will require further review*

Has this project been monitored by HUD within the last three years? (Since June 2011)

Yes    No

If "Yes," include the following as an attachment to your application:

- Monitoring notification letter from HUD
- Monitoring report
- Any monitoring-related correspondence between organization and HUD

## Part E: Significant Project Changes

*Value = not scored*  
*Any changes noted may require additional review*

Are there any significant changes in the project since the last funding approval?

Yes     No

If “yes” complete the chart below to describe the change:

	Previous	New
Indicate change in the number of persons served		
Indicate change in the number of units		
Indicate change in project site location		
Indicate change in target population		
Indicate change in the project sponsor		
Indicate change in the component type		
Indicate change in the grantee/applicant		
Indicate change in the number of beds		
Line item or cost category budget changes more than 10%		
Other (explain) _____		

If “yes”, please provide as an attachment the following:

- Written communication to HUD requesting the significant change; AND
- HUD’s written approval of the change requested

## Part F: APR Information

*Value = not scored*  
*Rationale given for late APR submissions to HUD will be reviewed; grantees should note that future funding competitions may deduct points from overall score for untimely submissions to HUD*

**Question #1:**

Complete the box with the information requested. The project under review is the most recently complete project term as of July 1, 2014.

Project Term Under Review:

Operating Year Start Date (DD/MM/YY)	To	Operating Year End Date (DD/MM/YY)*
--	----	--

Date APR submitted to HUD via eSNAPS:

Date (DD/MM/YY)

*\*end of project term should be either 2013 or 2014*

Question #2:

Was your APR submitted via eSNAPS to HUD within 90 days for the end of the project term?

Yes                       No                       Unsure

If “no”, please explain why the APR was not submitted to HUD in a timely fashion, and steps the grantee is taking to ensure timely submission in the future:

**Part G: Continuous Quality Improvement Process (Optional)**

*Value = not scored*

Responding to this question is optional.

Agencies *may* provide, in one-half page or less, an explanation or commentary on the project’s performance for the evaluation criteria under review (clients exiting with income & mainstream resources, or housing performance). Agencies may include a description of any steps being taken to implement a continuous quality improvement program. While this question will NOT be scored, an explanation may be included to help reviewers understand any special circumstances that contributed to the project’s performance.

## Signature Page

This page is to be signed by the applicant organization's Executive Director.

My signature below affirms the following:

- 1) If awarded Continuum of Care funds by the U.S. Department of Housing and Urban Development, this project will comply with all program regulations as found in the Continuum of Care Program Interim Rule 24 CFR Part 578.
- 2) The organization will enter required program and client data into the Homeless Management Information System (HMIS) in accordance with the HMIS Data Standards and HMIS Policies & Procedures.
- 3) The funded program will participate in the Coordinated Assessment Model (CAM), once the phase that relates to the type of program being funded has been implemented.
- 4) The data submitted with this application (in both the APR submitted to HUD via eSNAPS and any data generated from HMIS) is complete, accurate, and correct.
- 5) It is understood that, should this project be eligible for an appeal, no appeal may be made on the basis of having initially submitted incomplete, incorrect, or inaccurate data.
- 6) If the organization has not already remitted payment for its 2014 membership dues and assessment, this payment will be made by the time this application is input into the eSNAPS system, which is anticipated to be later in the summer of 2014.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Executive Director)

Name Printed: \_\_\_\_\_



**APPENDIX A: FY2013 CoC Competition Awards**

<b>GRANTEE</b>	<b>PROJECT</b>	<b>TYPE</b>	<b>AMOUNT</b>
<b>Tier 1 Renewals</b>			
AFG	HOPE Initiative	SSO	\$ 113,854
Cass Community Social Services	Cass Apartments	PH	\$ 324,340
Cass Community Social Services	Bernauer Manor	PH	\$ 95,507
Cass Community Social Services	Mom's Place & Mom's Place II	TH	\$ 262,172
Cass Community Social Services	Safe Haven for Men at Scott	SH	\$ 428,000
Community & Home Supports	Targeted Housing & Homeless Assistance Program	SSO	\$ 693,486
Community (Catholic) Social Services	Teen Empowerment Program	SSO	\$ 184,873
Community (Catholic) Social Services	Teen Infant Parenting Program	TH	\$ 362,392
COTS	Bursemeyer Manor	PH	\$ 140,712
COTS	New Beginnings Domestic Violence TSP	TH	\$ 313,960
COTS	Peggy's Place	TH	\$ 673,271
COTS	West Grand Blvd TSP	TH	\$ 107,556
Covenant House	Rights of Passage	TH	\$ 408,056
Detroit Central City CMH	Permanent Supportive Housing	PH	\$ 1,063,981
Detroit/Wayne CMHA	SHP Southwest Housing Partners	SSO	\$ 114,811
Detroit/Wayne CMHA	SHP Gateway Community Health - New Beginnings	SSO	\$ 130,248
Detroit/Wayne CMHA	SHP Gateway Community Health - Permanent Housing	PH	\$ 421,819
Detroit/Wayne CMHA	SHP - DCI - Omega	PH	\$ 476,340
DRMM	DRM	TH	\$ 434,277
DRMM	Genesis House I/Teen Moms	TH	\$ 414,457
DRMM	Genesis House II	TH	\$ 1,077,868
DRMM	Maranatha	PH	\$ 419,798
DRMM	My Own Place	PH	\$ 232,867
DRMM	Oasis	TH	\$ 354,312
DRMM	Samaritan	TH	\$ 634,527
DRMM	Veterans Independence Program	TH	\$ 456,970

<b>GRANTEE</b>	<b>PROJECT</b>	<b>TYPE</b>	<b>AMOUNT</b>
Freedom House	New Beginnings/New American Homeless	TH	\$ 390,841
HAND	HMIS	HMIS	\$ 194,078
Mariners Inn	Residential Program	SSO	\$ 107,803
Mariners Inn	Transitional Housing	TH	\$ 294,509
MDCH	Development Centers (Consolidated S+C Project)	PH	\$ 2,355,552
MDCH	NSO-COTS (S+C)	PH	\$ 97,596
MDCH	Southwest Solutions Matrix (S+C)	PH	\$ 41,561
MDCH	Gateway Community Health (S+C)	PH	\$ 310,915
MDCH	Southwest Solutions 0110 (S+C)	PH	\$ 230,896
MDCH	SW Chronic (S+C)	PH	\$ 482,112
MDCH	SW Samaritan (S+C)	PH	\$ 389,177
MDCH	SW Springwells (S+C)	PH	\$ 194,489
NLSM	Project Permanency One	SSO	\$ 782,720
NSO	Bell Supportive Housing	PH	\$ 513,207
NSO	Supportive Housing Program	PH	\$ 334,999
Positive Images	Positive Images II	TH	\$ 713,343
The Salvation Army	Target Home Program	SSO	\$ 475,341
Southwest Counseling Solutions	Housing Recovery Project	PH	\$ 490,729
Southwest Counseling Solutions	Intensive Case Chronic Homelessness CAM	PH	\$ 366,340
Southwest Housing Solutions	Springwells SSO	SSO	\$ 206,844
Southwest Housing Solutions	Wilshire	PH	\$ 135,526
TASMD	BEIT	PH	\$ 914,758
TASMD	Infinity	PH	\$ 989,603
TASMD	SHOP I	TH	\$ 227,076
TASMD	SHOP III	SSO	\$ 82,191
UCHC	Permanent Supportive Housing for the Homeless	SSO	\$ 580,310
<b><u>Tier 1 New</u></b>			
COTS	PSH for Chronically Homeless Families	PH	\$ 723,357
DRMM	Douglass Permanent Housing	PH	\$ 553,885

<b>GRANTEE</b>	<b>PROJECT</b>	<b>TYPE</b>	<b>AMOUNT</b>
HAND	CoC Planning Grant	Planning	\$ 150,260
<b><u>Tier 2 Renewals</u></b>			
Cass Community Social Services	TH for Men at Scott	TH	\$ 192,319
COTS	Peterboro TSP	TH	\$ 86,598
Mariners Inn	Extended Residency	PH	\$ 248,527
TASMD	SHOP II	TH	\$ 217,366
		<b>TOTAL AWARDS</b>	<b>\$ 24,415,282</b>

**APPENDIX B: APRs to Submit**

<b>Organization</b>	<b>Project Name</b>	<b>Program Type</b>	<b>Project must submit the HUD APR (which was submitted in eSNAPS) for this term:</b>	<b>"Gap month" projects will also need to submit an ART APR generate from Service Point for the time frame given. These are your project's "gap" months</b>
<b>OVERLAP MONTH PROJECTS</b>				
DRMM	My Own Place	PH	2/1/2013 - 1/31/2014	N/A
DRMM	Maranatha	PH	2/1/2013 - 1/31/2014	N/A
Detroit/Wayne CCMHA	Gateway Community Health PH for People with Disabilities	PH	2/1/2013 - 1/31/2014	N/A
MDCH	SWCS S+C II (Chronic Homeless)	PH (S+C)	2/1/2013 - 1/31/2014	N/A
Cass Community	Cass Apartments	PH	2/1/2013 - 1/31/2014	N/A
Detroit/Wayne CCMHA	Gateway/Detroit East CMH	PH (S+C)	3/1/2013 - 2/28/2014	N/A
Southwest Housing Solutions	Wilshire PSH Project	PH	3/1/2013 - 2/28/2014	N/A
Covenant House	Supportive Housing Program (SHP)	TH	3/1/2013 - 2/28/2014	N/A
Alternatives for Girls	HOPE Initiative	SSO	4/1/2013 - 3/31/2014	N/A
DRMM	Detroit Rescue Mission	TH	4/1/2013 - 3/31/2014	N/A
DRMM	The Douglass Project	TH	4/1/2013 - 3/31/2014	N/A
Freedom House	New American Homeless Network	TH	4/1/2013 - 3/31/2014	N/A
Mariner's Inn	Residential TX Program	SSO	4/1/2013 - 3/31/2014	N/A
Detroit/Wayne CCMHA	Southwest Housing Partners SSO	SSO	4/1/2013 - 3/31/2014	N/A
Community & Home Supports	Targeted Homes & Homeless Assistance	SSO	4/30/2013 - 5/1/2014	N/A
MDCH	Southwest Springwells (S+C)	PH (S+C)	5/1/2013 - 4/30/2014	N/A
MDCH	Consolidated Grant That Includes	PH (S+C)	5/1/2013 - 4/30/2014	N/A

Organization	Project Name	Program Type	Project must submit the HUD APR (which was submitted in eSNAPS) for this term:	"Gap month" projects will also need to submit an ART APR generate from Service Point for the time frame given. These are your project's "gap" months
	<i>Southwest Counseling Solutions</i>			
	<i>Development Centers, Inc.</i>			
	<i>Traveler's Aid Society of Metro Detroit (S+C)</i>			
	<i>Detroit East, Inc. CMH (S+C)</i>			
	NSO			
	COTS			
Community (Catholic) Social Services	Teen Empowerment Program	SSO	5/1/2013 - 4/30/2014	N/A
Community (Catholic) Social Services	Teen & Infant Parenting Services (TIPS)	TH	5/1/2013 - 4/30/2014	N/A
Detroit/Wayne CCMHA	Detroit East New Beginnings ACT	SSO	5/1/2013 - 4/30/2014	N/A
Cass Community Social Services	Bernauer Manor	PH	5/1/2013 - 4/30/2014	N/A
Southwest Housing Solutions	Springwells SSO	SSO	5/1/2013 - 4/30/2014	N/A
TASMD	Shop III	SSO	5/1/2013 - 4/30/2014	N/A
NSO	SHP Leasing	PH	5/1/2013 - 4/30/2014	N/A
MDCH	COTS S+C (NSO)	PH (S+C)	6/24/2013 - 4/30/2014	N/A
MDCH	SWCS S+C Samaritan Chronic Homeless III	PH (S+C)	7/1/2013 - 6/30/2014	N/A

Organization	Project Name	Program Type	Project must submit the HUD APR (which was submitted in eSNAPS) for this term:	"Gap month" projects will also need to submit an ART APR generate from Service Point for the time frame given. These are your project's "gap" months
<b>GAP PROJECTS</b>				
Cass Community Social Services	Mom's Place I & II	TH	7/1/2012 - 6/30/2013	7/1/2013 - 12/31/2013
COTS	New Beginnings	TH	7/1/2012 - 6/30/2013	7/1/2013 - 12/31/2013
COTS	Buersmeyer Manor	PH	7/1/2012 - 6/30/2013	7/1/2013 - 12/31/2013
COTS	Peggy's Place	TH	7/1/2012 - 6/30/2013	7/1/2013 - 12/31/2013
COTS	W. Grand Blvd. Transitional Services Program	TH	7/1/2012 - 6/30/2013	7/1/2013 - 12/31/2013
DRMM	Veteran's Independence Project (VIP)	TH	7/1/2012 - 6/30/2013	7/1/2013 - 12/31/2013
DRMM	Samaritan Center	TH	7/1/2012 - 6/30/2013	7/1/2013 - 12/31/2013
DRMM	Oasis	TH	7/1/2012 - 6/30/2013	7/1/2013 - 12/31/2013
Positive Images	Positive Images	TH	7/1/2012 - 6/30/2013	7/1/2013 - 12/31/2013
Salvation Army -	Target Home	SSO	7/1/2012 - 6/30/2013	7/1/2013 - 12/31/2013
TASMD	Shop I	TH	7/1/2012 - 6/30/2013	7/1/2013 - 12/31/2013
Cass Community Social Services	Transitional Housing at Scott	TH	8/1/2012 - 7/31/2013	8/1/2013 - 12/31/2013
Cass Community Social Services	Safe Haven	TH	8/1/2012 - 7/31/2013	8/1/2013 - 12/31/2013
DRMM	Genesis House I (Teen Moms)	TH	8/1/2012 - 7/31/2013	8/1/2013 - 12/31/2013
DRMM	Genesis House II	TH	8/1/2012 - 7/31/2013	8/1/2013 - 12/31/2013
TASMD	BEIT	PH	8/1/2012 - 7/31/2013	8/1/2013 - 12/31/2013
TASMD	Infinity	PH	8/1/2012 - 7/31/2013	8/1/2013 - 12/31/2013
TASMD	Shop II	TH	8/1/2012 - 7/31/2013	8/1/2013 - 12/31/2013

Organization	Project Name	Program Type	Project must submit the HUD APR (which was submitted in eSNAPS) for this term:	"Gap month" projects will also need to submit an ART APR generate from Service Point for the time frame given. These are your project's "gap" months
United Community Housing Coalition	PSH for the Homeless	SSO	9/1/2012 - 8/30/2013	9/1/2013 - 12/31/2013
Detroit Central City CMH	Supportive Housing Program	PH	10/1/2012 - 9/30/2013	10/1/2013 - 12/31/2013
Neighborhood Legal Services - Michigan	Project Permanency One	SSO	10/1/2012 - 9/30/2013	10/1/2013 - 12/31/2013
Detroit/Wayne	Southwest Solutions (Matrix)	PH (S+C)	11/1/2012 - 10/31/2013	11/1/2013 - 12/31/2013
COTS	Peterboro Transitional Services Program (TSP)	TH	11/1/2012 - 10/31/2013	11/1/2013 - 12/31/2013
Detroit/Wayne CCMHA	Omega Project (DCI, COTS)	PH	11/1/2012 - 10/31/2013	11/1/2013 - 12/31/2013
Mariner's Inn	Extended Residency	PH	12/1/2012 - 11/30/2013	12/1/2013 - 12/31/2013
Mariner's Inn	Transitional Housing Program	TH	12/1/2012 - 11/30/2013	12/1/2013 - 12/31/2013
<b>NEITHER GAP NOR OVERLAP</b>				
Detroit/Wayne CCMHA	Southwest Solutions (0110)	PH (S+C)	12/20/2012 - 12/19/2013	N/A
NSO	Bell Building	PH	1/1/2013 - 12/31/2013	N/A