

2A. Project Detail

- 1a. CoC Number and Name:** MI-508 - Lansing, East Lansing/Ingham County CoC
- 1b. Collaborative Applicant Name:** City of Lansing
- 2. Project Name:** MI-508 CoC Planning Application FY2018
- 3. Component Type:** CoC Planning Project Application

2B. Project Description

1. Provide a description that addresses the entire scope of the proposed project and how the Collaborative Applicant will use grant funds to comply with the provisions of 24 CFR 578.7.

Strategic Planning

Needs Gaps Analysis

Analysis on Project cost effectiveness

The MI-508 CoC Planning project's scope is to expand and develop the CoC coordinated housing and service system, including creating capacity and overseeing the coordinated entry and assessment process, actively engaging in the Consolidated Plan and CAPER, expanding collaboration with area PHAs, consulting with ESG recipients in the area regarding allocations, performance, and outcomes, directing the PIT count and annual gaps analysis, executing the CoC's process for HUD CoC and ESG project application evaluation and ranking process, prepare & submitting the CoC Program application, evaluating & monitoring HUD CoC sub-recipient agencies, outcomes and performance measures, and providing support to the CoC Board and Strategic Planning Committee to pursue becoming a designated Unified Funding Agency and a High Performing Community. We plan to create targeted initiatives to collaborate regionally on resources, map participants paths to success with zero recidivism; expand the coordinated entry system to include online applications and a separate but accessible point of entry for DV victims for added security and confidentiality. We will also update and refine the strategic and sustainability plans by including additional governmental, business, foundations and private stakeholders and work to strengthen laws and policies to improve access to Medicaid/health benefits, mental health care, substance abuse treatment and trauma services. Increase the use of marketing via social media, public service announcements, and PR campaign to increase awareness and involvement across the community.

2. Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work.

Some of the goals are part of a multi-year strategies as they involve larger systems changes throughout the community. The management plan for the proposed activities will be regular oversight by the City of Lansing HRCS Department in cooperation with the CoC Board. CoC committees will create goals and plans and carry out activities while the CoC Board and HRCS director will monitor progress on outcomes on a quarterly basis PR & social media campaigns will continue monthly. Quarterly PR initiatives.

The Objectives, Outcomes and timelines for completion, followed by the primary responsible party, are as follows:

A) Oversee implementation, coordination and effectiveness of the coordinated entry (CE) system. Timeline: Document CE improvements including addressing community waitlist consolidation, reducing lengths of time homeless by 10%, reducing recidivism by 20%, bed coverage rate of 80%, and service volume coverage rate of 80% by June 201; [Continuous Quality Improvement

- committee to oversee].
- B) Conduct PIT count in January 2019; Outcome B; time line: Count in January 2019 and data reported to HUD by submission deadline [PIT Ad-Hoc
- C) Conduct annual gaps analysis; Outcome C and timeline - Annual gaps analysis will be conducted through community forums with PND for the consolidated plan and CoC Network meetings; (Nov/Dec 2018, Mar 2019 with 100 attendees) and by GLHRN Human Services Committee (HSC) - report written and completed June 2019.
- D) Implement and improve the local CoC Collaborative Application process and prepare and submit the CoC Application; Outcome D and timeline - process is developed and approved by the CoC Board and CoC application is submitted by HUD deadline; [CoC finance committee & CoC Board]
- E) Contribute to consolidated and the CAPER; Outcome E and timeline - City of Lansing Planning and Neighborhood Development (PND) Department acknowledges receipt of CoC information for Con Plan (May 2019) and CAPER (Sept 2019) narrative and data; [HRCS & HMIS lead]
- F) Oversee and complete applications for the HUD and State ESG funding allocations process; Outcome F and timeline - HUD ESG funding allocations completed and submitted to PND by deadline (tentatively May/June 2019); [CoC Finance Committee, Strategic Planning Committee; CoC Board]
- G) Monitor and evaluate ESG and CoC project agencies and their outcomes; outcome G and timeline - outcomes evaluation done quarterly and annually by HMIS lead and CQI committee; monitoring of all sub-recipients completed by July 2019; information provided to CoC as part of threshold review for CoC application process [HRCS, CoC Board]
- H) Strengthen CoC infrastructure, aligning and updating Strategic Plan, refine CoC Board and system level policies and priorities, increasing membership and collaboration with other funders (Ingham County and adjacent municipalities), seeking funds to support a CoC coordinator; outcome H and timeline - Updated Strategic Plan; # of updated or revised CoC policies; 5 new member agencies; funds secured for coordinator position; [Strategic Planning Committee; membership committee; finance committee]
- I) Work with CoC Board and Strategic Planning Committee to create strategies to become a UFA and HPC; Outcome I and timeline - the strategic planning committee will review November 2018 recommendations and begin implementation in January 2019 with a CoC Board approved timeline and process; [Strategic planning committee; CoC Board; HRCS Staff]

3. How will the requested funds improve or maintain the CoC's ability to evaluate the outcome of CoC and ESG projects?

The geographical area ESG recipients (East Lansing & Ingham County/Michigan and Lansing/Lansing) , need to understand the value of collaboration, we plan to have research and a comprehensive study on the best uses of these resources to come to a consensus on what would be the most efficient plan and how it can be supported by other resources. Efficiency will happen when we create a map of success for this area. We'd like to come to an agreement on moving stabilized PSH participants into other mainstream housing to increase chronic homeless resources. This is part of the path to success for ending homelessness in our area.

The CoC is made up of Directors and staff members of non-profit, member agencies who devote a great deal of time, without compensation, to reviewing our systemic progress in ending homelessness. The Planning funds allow

staffing to help fund a part-time CoC Coordinator and HRCS staff time to carry out CoC activities and functions as HUD priorities shift and change. The City of Lansing HRCS also provides funding for the CoC Coordinator. Planning funds also allow the CoC to come into compliance with 24 CFR 578 and monitor, support and focus the CoC committees on priority work. A review of the CoC Board level policies and procedures is in development but needs more staffing to truly reflect HUDS priorities and requirements and additional NOFA expectations. We hope to increase focus on planning with other state and local entities to enhance collaborative efforts. The next steps for our CoC is to continue work with the volunteer lawyer who is pursuing the 501c3 requirements outlined in the CoC Strategic Plan. We must also continually assess CoC and ESG project outcomes and plan for strategic reallocations to redirect funds to high priority populations such as chronically homeless and youth and families, which may mean consolidating and reallocating RRH & PSH programs.

Lastly, planning funds would allow the CoC to create concrete steps to become a UFA that will allow our CoC to carry out administrative and financial functions as well as an HPC that will bring more prevention funds into our community, which will ultimately end homelessness over the long term. We also want to continue our local prevention, utility payments and shelter diversion efforts to stem the tide of newly homeless people in our region.

4. How will the planning activities continue beyond the expiration of HUD financial assistance?

The City of Lansing devotes an estimated \$671,000 of its general funds dollars to support homeless services and programs in our CoC, supplementing HUD CoC dollars, providing some CoC and all ESG matching funds, and funding related and supportive mainstream programs. The City also helps fund the Project Homeless Connect event, enlisting local businesses and agencies as sponsors to support low income families and individuals who are at-risk of homelessness, including food and utility assistance programs. Our plan is to enlist the added leadership and responsibilities to the County government. Currently their support is segmented and we'd like to partner with them to provide a strong infrastructure for vulnerable targeted populations. We also raise and leverage funds from other local sources to pay for utilities' arrears, rental assistance, food and clothing where mainstream systems are unavailable. The Planning Project will provide technical assistance and funds to the CoC to develop the infrastructure necessary to establish itself as a 501c3, UFA and eventually HPC, thus positioning the CoC to solicit a level of resources that will provide the staffing and supports necessary to continue these activities beyond HUD assistance.

3A. Governance and Operations

1. How often does the CoC conduct meetings of the full CoC membership? Monthly

2. Does the CoC include membership of a homeless or formerly homeless person? Yes

2a. For members who are homeless or formerly homeless, what role do they play in the CoC membership? (Select all that apply)

Participates in CoC meetings:	<input checked="" type="checkbox"/>
Votes, including electing Coc Board:	<input checked="" type="checkbox"/>
Sits on CoC Board:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

3. Does the CoC's governance charter incorporate written policies and procedures for each of the following

a. Written agendas of CoC meetings? Yes

b. Coordinated Entry? (Also known as centralized or coordinated assessment) Yes

c. Process for monitoring outcomes of ESG recipients? Yes

d. CoC policies and procedures? Yes

e. Written process for board selection? Yes

f. Code of Conduct for board members that includes a recusal process? Yes

g. Written standards for administering assistance? Yes

4. Were there any written complaints received by the CoC in relation to project review, project selection, or other items related to 24 CFR 578.7 or 578.9 within the past 12 months? No

3B. Committees

Provide information for up to five of the most active CoC-wide planning committees, subcommittees and/or workgroups, to address homeless needs in the CoC's geographic area that recommend and set policy priorities for the CoC, including a brief description of the role and the frequency of the meetings. Only include committees, subcommittees and/or workgroups, that are directly involved in CoC-wide planning and not the regular delivery of services.

Name of Group	Role of the Group (max 750 characters)	Meeting Frequency	Name of Individuals and/or Organizations Represented
Network Meeting	Front line staff sharing best practices and available resources Provide discussions on CoC values and vote on changes, bd members, Exec Bd, revisions of By Laws, revise Mission statement, CoC strategy	Monthly	Jessica Lamson, MMRS; Julie Shaltry, VOA; Joan Jackson Johnson, OCOF; Rich Howard, Boys and Girls Club; Jenny Leaf, Loaves and Fishes
Finance Committee	Local internal applications for grants; CoC Financial reports; Grant Performance; Project Cost Effectiveness, Review Grant Project performance, Review progress of Corrective Action Plans	Monthly	Katrina Urista, GLHRN; Doris Witherspoon, City of Lansing, Sharon Dade, formerly Homeless; Gabriel Biber, Haven House; Jennifer McMahon, Child and Famil Charities,
CoC Board	Review Committe Reports, Vote on Committee recommendations, Assign tasks to Committees, Review grant performance, review grant financial status as reported by Finance Committee, Review Performance as reported by CQI,	Monthly	Sharon Dade, formerly Homeless, Jessica Lamson, Vice Chair; Liza Rios, Secretary; Katrina Urista, Treasurer; Su'Alyn Hendricks, DHHS; Rose Taphouse, School Districk; Linda Vail, Health Dept; Mark Criss,
Membership Committee	Recruit diverse membership of Human Service providers, Developers, Community Members, Municipalities, Public Safety, First Responders, Hospitals, Health Service Providers, - Member Training Schedule recommendations	Monthly	Susan Cancro, Advent House; Meaghan Redd, GLHRN; Jessica Lamson, MMRS; Matt, website designer-privote citizen- volunteer
CQI Committee	Analysis Continuous Quality Improvement; Data Quality reports, Quarterly Bd recommendations for Performance Corrective Action Plans; HMIS Training schedule recommendations; Performance Monitoring	Monthly	Matt Stevenson, HMIS; Liza Rios, Legal Services; Jenny Leaf, Loaves and Fishes Ministries;

4A. Sources of Match

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

Summary for Match

Total Value of Cash Commitments:	\$18,575
Total Value of In-Kind Commitments:	\$0
Total Value of All Commitments:	\$18,575

1. Does this project generate program income as described in 24 CFR 578.97 that will be used as Match for this grant? No

Match	Type	Source	Contributor	Date of Commitment	Value of Commitments
Yes	Cash	Government	City of Lansing	08/30/2018	\$18,575

Sources of Match Details

- 1. Will this commitment be used towards Match?** Yes
- 2. Type of commitment:** Cash
- 3. Type of source:** Government
- 4. Name the source of the commitment:** City of Lansing
(Be as specific as possible and include the office or grant program as applicable)
- 5. Date of Written Commitment:** 08/30/2018
- 6. Value of Written Commitment:** \$18,575

4B. Funding Request

1. Will it be feasible for the project to be under grant agreement by September 30, 2020? Yes

2. Does this project propose to allocate funds according to an indirect cost rate? No

3. Select a grant term: 1 Year

A description must be entered for Quantity. Any costs without a Quantity description will be removed from the budget.

Eligible Costs:	Quantity AND Description (max 400 characters)	Annual Assistance Requested (Applicant)
1. Coordination Activities	Coordinate meeting schedules and take meeting minutes, Support Executive Board, Support CoC List serve announcing HUD Grant opportunities, Support website, Membership Committee and Training Scheduling, Policy and Procedure Manuel administration, annual changes for ByLaws and other administrative support; Copies, training, for CoC Staff, annual support for meeting, minutes, attendance, survey development	\$12,800
2. Project Evaluation	Monthly Financial reports are analysed and FSR reimbursed by City(recipient); Monthly Continuous Quality Improvement Committee analysis performance data; Quarterly Board reports for both financial and performance performance- Corrective Action Plans are required for financial reports with and 11% or greater variance; Plans are required for under performance on HUD goals	\$8,600
3. Project Monitoring Activities	Annual On-Site monitoring with HMIS analysis and HQS reviews for random selection of participants at least 10% or more of participants. Monthly monitoring of HMIS Data to support data driven decisions, Quarterly ESG monitoring for reporting, Monthly expenditure monitoring to ensure necessary, reasonable, and eligible. Quarterly GLHRN Board presentation to compare project outcomes. Annual Program Cost effectiveness Report compare participant costs per program	\$16,700
4. Participation in the Consolidated Plan	Recipient prepares annual Consolidated Plan, CoC Bd participates in the process to develop the plan and analysis the current progress; Coordination with other partners and regional plans; Community meetings, public postings	\$3,800
5. CoC Application Activities	Ongoing program review for performance, reallocation analysis The annual NOFA opportunity including local announcements, informational meetings, advertisement, recruitment for applicants, application process, Application development, Ranking and review process, administration of the application and schedule, scoring, Community meetings, public postings, notification of results, HUD application in ESNAPS of project applications and also Collaborative NOFA application; Public Posting, area review with partners, Match funding development, CoC board evaluationand approval process; Analysis of impact	\$7,400
6. Determining Geographical Area to Be Served by the CoC	Rergional meetings, MSHDA bi-monthly meetings for Region 7, Development plan and review for area;	\$2,500
7. Developing a CoC System	GLHRN CoC structure development; CoC sustainability strategy; Board development; Committee Training; Coordinatedd Entry, Annual analysis of gaps in system coordination, Supportive Services Planning and reveiw for minimum standards and best practices, Improve lanslord tenant relations with a Rent Smart program for participants	\$11,300
8. HUD Compliance Activities	Training (2) Contract Managers, Financial management, HUD regulations training, Technical Assistance, Program compliance review and subrecipient training;	\$11,196
Total Costs Requested		\$74,296

Cash Match		\$18,575
In-Kind Match		\$0
Total Match		\$18,575
Total Budget		\$92,871

Click the 'Save' button to automatically calculate the Total Assistance

5A. Attachment(s)

Document Type	Required?	Document Description	Date Attached
1. Other Attachment(s)	No		
2. Other Attachment(s)	No		

Attachment Details

Document Description:

Attachment Details

Document Description:

5B. Certification

A. For all projects:

Fair Housing and Equal Opportunity

It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000(d)) and regulations pursuant thereto (Title 24 CFR part I), which state that no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance, and will immediately take any measures necessary to effectuate this agreement. With reference to the real property and structure(s) thereon which are provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer, transferee, for the period during which the real property and structure(s) are used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.

It will comply with the Fair Housing Act (42 U.S.C. 3601-19), as amended, and with implementing regulations at 24 CFR part 100, which prohibit discrimination in housing on the basis of race, color, religion, sex, disability, familial status or national origin.

It will comply with Executive Order 11063 on Equal Opportunity in Housing and with implementing regulations at 24 CFR Part 107 which prohibit discrimination because of race, color, creed, sex or national origin in housing and related facilities provided with Federal financial assistance.

It will comply with Executive Order 11246 and all regulations pursuant thereto (41 CFR Chapter 60-1), which state that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of Federal contracts and shall take affirmative action to ensure equal employment opportunity. The applicant will incorporate, or cause to be incorporated, into any contract for construction work as defined in Section 130.5 of HUD regulations the equal opportunity clause required by Section 130.15(b) of the HUD regulations.

It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701(u)), and regulations pursuant thereto (24 CFR Part 135), which require that to the greatest extent feasible opportunities for training and employment be given to lower-income residents of the project and contracts for work in connection with the project be awarded in substantial part to persons residing in the area of the project.

It will comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, and with implementing regulations at 24 CFR Part 8, which prohibit discrimination based on disability in Federally-assisted and conducted programs and activities.

It will comply with the Age Discrimination Act of 1975 (42 U.S.C. 6101-07), as amended, and implementing regulations at 24 CFR Part 146, which prohibit discrimination because of age in projects and activities receiving Federal financial assistance.

It will comply with Executive Orders 11625, 12432, and 12138, which state that program participants shall take affirmative action to encourage participation by businesses owned and operated by members of minority groups and women.

If persons of any particular race, color, religion, sex, age, national origin, familial status, or

disability who may qualify for assistance are unlikely to be reached, it will establish additional procedures to ensure that interested persons can obtain information concerning the assistance.

It will comply with the reasonable modification and accommodation requirements and, as appropriate, the accessibility requirements of the Fair Housing Act and section 504 of the Rehabilitation Act of 1973, as amended.

1-Year Operation Rule.

For applicants receiving assistance for CoC planning: the project will be operated for the purpose specified in the application for any year for which such assistance is provided.

D. Explanation.

Where the applicant is unable to certify to any of the statements in this certification, such applicant shall attach an explanation behind this page.

Name of Authorized Certifying Official: Andy Schor

Date: 08/29/2018

Title: Mayor

Applicant Organization: City of Lansing

PHA Number (For PHA Applicants Only):

I certify that I have been duly authorized by the applicant to submit this Applicant Certification and to ensure compliance. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties . (U.S. Code, Title 218, Section 1001).

X

6A. Submission Summary

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