

# CRHC CoC Grant Application

(One project per application)

FUNDING 2019 HUD NOFA  
CoC Program interim rule at 24 CFR 578

GRANT PERIOD 20-21

Application due to [matt.stevenson@lansingmi.gov](mailto:matt.stevenson@lansingmi.gov) by noon Thursday, August 22, 2019

**Application organization must have tax-exempt status under 501(c) of the IRS, DUNS Number and an active registration in SAMS**

Date of Application: \_\_\_\_\_

## PART I: Program Information

Renewal  Reallocation Project  Non-DV Bonus Project  DV Bonus Project   
Consolidation  Transition  Expansion

Organization: Advent House Ministries

Contact Person: Susan Cancro Title: Executive Director

Telephone: (517) 485-4722 Email: secancro@adventhouse.com

Project Grant Name: PSH for Families Minimum # Units (see table): 4

**Renewal only:** Previous Year Award Amount: \$ 72,615 Amount Requesting: \$ 72,615

Circle the Program Component for Which You Are Requesting Funds:

\*Permanent Supportive Housing\*  Transitional Housing \*  Rapid Rehousing \*  Joint TH-RRH  
\*  DV-RRH \*  DV-Joint TH-RRH \*  DV-Coordinated Entry \*  HMIS \*  Coordinated Entry

A. Are other funds leveraged with the requested funds?

Yes:  No:  If yes, please identify the amounts and sources for all leveraged funds.

Amount \$10000.00 Source: City of Lansing General Fund Grant

Amount \$6400.00 Source: North Westminster Presbyterian Church

Amount \$1754.00 Source: Advent House Ministries, Inc.

B. This grant requires a 25% cash or in-kind match. Please describe in detail:

a) type (cash or in-kind); b) Source of match; c) Amount, and how it will be documented.

Cash match includes eligible program costs exceeding the grant amount up to \$10000, provided through a General Fund grant from the City of Lansing. In-kind match will include the allocated value of office and meeting space donated by North Westminster Presbyterian Church, in which Advent House Ministries is housed, documented with a Memorandum of Understanding. In-kind match will also include the allocated value of any admin and supportive services not covered

with grant funds, as well as the use of utilities paid by Advent House Ministries for the office and meeting space.

C. Does/Will the agency follow the Orders of Priority as defined in CPD-16-11 (See Exhibit A of this application)? Yes: X No:     

D. How many households will be housed during the funding year?   4

## Part II: Narrative

Please be concise. Use bullets where possible.

1. Describe the **target population** for the Project. Specifically identify who the project will serve. i.e. individuals; families; chronic; Special populations. What is the **average acuity** level?

If the Project has admission preferences for different sub-populations, please explain.

The PSH for Families Program target population is high acuity and chronically homeless families. If the by-names list of chronically homeless individuals has been exhausted at a point in time, this program may also serve families whose SPDAT scores are 9 and higher. The priority among those needing this service are those who are determined to be chronically homeless; all referrals are processed through the Coordinated Entry Agency. Through on-going partnerships with Domestic Violence services, Veteran' agencies, Lansing Area Aids Network, Community Mental Health CEA, and Child and Family Charities, we will ensure that vulnerable populations who meet the chronically homeless definition and/or have a high SPDAT score are effectively prioritized and engaged in the PSH for Families Program, as appropriate to meet their needs and adhere to program requirements.

2. Provide examples of how the **Project outcomes** will contribute to improving the CoC's system-wide performance, as measured by HUD's system performance measures below:
  - Reducing the length of time people are homeless
    - o By utilizing a Housing First approach with the most vulnerable clients, we reduce the wait time for housing by first prioritizing housing placement before working to address the factors that originally led to their homelessness.
    - o After receiving a referral from the CEA, each household is contacted by staff, and a housing related needs assessment is administered to facilitate an effective reduction of time in shelter or on the street. Households are next supplied with landlord resources, and this is coupled with active assistance in locating viable permanent housing that falls at or below the FMR and meets HQS standards.
    - o Advent House represents Ingham County in the tri-county PATH outreach initiative. This puts us on the front line of addressing street homelessness, and assists us with working side by side with the CEA which is beneficial in accessing housing services including our other PSH and RRH programs.
  - Increasing discharges to permanent housing
    - o The progressive case management that every client receives employs client-centered and strength-based approaches. The ultimate end goal for each client is achieving housing stability through their unique and individualized service plans. This results in a successful discharge to PH.
    - o Prior to discharging, case managers and clients work together to make connections for a warm handoff to mainstream community resources. This assists the clients meet their goals while enrolled in PSH, and ensures a successful transition to PH.
    - o Advent House programs work closely with CoC partners to ensure clients have access to all possible permanent voucher options, including Move Up vouchers, and HCV opportunities offered through area HCV administrators.
  - Preventing returns to homelessness (reducing recidivism)
    - o Through the intensive Step-Down case management clients receive, clients can identify their strengths and build upon them to address barriers to table housing. By setting and achieving goals, clients can learn how to better advocate for themselves, as well as sustain their housing.
  - Increasing client income

- All clients participate in creating a service plan to help guide the progressive case management that they receive. Financial stability is a key factor in that service plan to ensure that they can meet their permanent housing needs.
  - A large majority of PSH participants are strong SSI candidates, and if they have not already applied for it will receive help in getting a referral to one of the following related entities: SOAR Specialists, Disability Appeals Advocates, or the Holy Cross Ability Law Clinic. Other clients may have an interest in gaining employment, and will receive resume development and job skills training through referrals to places like PAR Rehab, or Michigan Works. Advent House Ministries has maintained resources and employment connections from our time with the Good Works Employment Program and Offender Success program.
  - The households we serve through our housing programs at Advent House have sometimes fallen prey to predatory payday loans, may have found they are unable to pay medical bills and/or high utility bills, or may have rental payment judgements on their records. In these scenarios case managers will make referrals to Legal Services of South Central Michigan for action against predatory loan lenders, or the Financial Empowerment Center for help with outstanding credit issues.
3. Using Exhibit B-Describe the Project’s implementation of the **Housing First** approach. Include 1) eligibility criteria; 2) process for accepting new clients; 3) process and criteria for exiting clients as it pertains to substance use, income, criminal records (with exceptions for restrictions imposed by federal, state, or local law or ordinance), marital status, familial status, actual or perceived sexual orientation, gender identity. Include descriptions of program policies and procedures to address situations that may lead to termination. How will the project assist clients in finding decent housing?
- 1) Eligibility Criteria: Eligibility will be solely determined by what is defined as appropriate under HUD guidelines for PSH enrollment. Clients will not have preconditions or barriers to entry based on things like sobriety, criminal history, or service participation requirements.
  - 2) Process for Accepting New Clients: After receiving an eligible referral from the CEA, the program supervisor will review to ensure the client/household meets the minimum eligibility criteria. If the CoC By-Name-List has determined that all chronic clients have been assisted, eligibility will revert to a “most vulnerable” prioritization.
  - 3) Process and Criteria for Exiting Clients: Exits can be self-directed by the client when their service goals are met, or suggested through a service plan review initiated by case manager. If there is a compliance concern, case managers will make every effort possible to address the matter before an outcome will result in having to discharge a client.
4. Explain how the **needs assessment** process ensures that participants are directed to appropriate services. How are participants connected to **mainstream resources**? Are there **MOUs or letters of commitment**? (These must be dated between May 1, 2019 and September 30, 2019.) Include collaborations with other programs or agencies. For renewals, how successful have these collaborations been?  
(See Mainstream Resources definition in glossary)

Advent House works together with CEA staff to ensure all PSH referrals meet the minimum program eligibility criteria. Attention is paid to the SPDAT score of the referral which has a likely correlation between vulnerability and need. Once enrolled clients receive the following services: (1) comprehensive assessment, (2) individualized case planning, (3) linking/referrals to appropriate community supports, and (4) monitoring (for up to six months after finding permanent housing).

Advent House regularly collaborates with the following: the Department of Health and Human Services, the Financial Empowerment Center, family and parenting resources, the Volunteers of America Medical and Dental Clinics, Community Mental Health, Mid-Michigan Recovery Services, Michigan Rehabilitation Services, Sparrow Health Systems, Child & Family Charities, local Veterans Affairs resources, local Domestic Violence resources, Lansing Area Aids Network, and other area resources. These partnerships have been vital to the success of our program participants.

5. How will clients be assisted in maximizing their ability to live independently? What **criteria** are used to evaluate participants' readiness to "graduate" or **transition** from the project to other permanent housing?

An important part of successful case management is the individualized evaluation of which skills and tools are necessary for long-term housing stability. Whether it is learning housekeeping tips, receiving budgeting assistance, or addressing mental health concerns, Advent House Ministries utilizes harm reduction and trauma-informed-care models to best assist clients.

Advent House Ministries participates with the CoC Move Up Voucher Committee, and completes an assessment on any current PSH client who is identified as being a potential referral for that voucher. In addition to this, Advent House Ministries has had success with transitioning clients to a Lansing Housing Commission HCVs or project based voucher opportunities. Additionally, clients have the choice to transition to whichever next housing opportunity they feel is the best fit for them with the skills they've acquired.

6. CoC policies require that participants be **referred from the Coordinated Entry Agency** (CEA). What is your estimate of the % of referrals you accept from the CEA? Please explain how you track/verify this information.

The PSH for Families Program receives 100% of its referrals from the CEA. In the coming grant year the PSH for Families Program will continue our collaboration with the CEA and area agencies, as described above, to ensure that we are reaching out to the most at-risk among those who are in shelter. This program will remain in regular contact with Coordinated Entry Agency staff both by phone and email for individual client needs; Coordinated Entry Agency staff is on-site at Advent House Ministries, Inc. on a weekly basis, as Advent House Ministries is a contact location for Coordinated Entry Agency in the community at large.

7. How will the project **engage those with the most severe needs or vulnerabilities, disabilities or limited English proficiency** per the CRHC CoC/HUD prioritization policy?

Describe any Outreach efforts. Reaching participants throughout the County that may not otherwise have known of the Project?

At present clients are only eligible for AHM PSH entry if they're referred by the CEA. Anyone who meets the minimum HUD PSH program criteria is eligible, and AHM is committed to serving those most vulnerable in our community. Occasionally staff will receive a call, or a walk-in self-referral. Staff makes time to assess the need, and refer back to the CEA as appropriate. Accommodations are met whenever necessary, as client needs vary depending on disability severity. In instances where English proficiency is an issue, translator services are engaged to ensure all clients are able to receive the same level of care.

- 8. Are there any **outstanding Civil Rights matters**, delinquent Federal debts, debarment or suspensions from doing business with the federal government? Yes \_\_\_\_\_ No **X**  
 Approved Code of Conduct is on file with HUD? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Please explain your response. (50 words or less)

Advent House Ministries, Inc. has been managing federal grants for Housing and Supportive Services programs for over 20 years and consistently has met or exceeded grant management and outcome expectations.

- 9. Who is the agency contact person knowledgeable about **Fair Housing** and HUD priorities?  
 Name: Susan Cancro Contact # (517) 485-4722

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**ONLY Renewal Projects, complete questions 10-12**

- 10. Are the agency **reports turned in on time (%)**? Is the agency **HMIS data error free (%)**?  
 Are the agency monthly Financial Status Reports correct (%)?

All reports are turned in on time and our HMIS data often has had few errors. When errors are noted by HMIS administrators, AHM staff works to correct them, and reaches out for assistance as needed.

- 11. **Project cost-effectiveness** – what was the average cost per person or family served in your project? (Take the cost to run the project including match divided by the actual number of households served per project year).

The average cost per person is \$4399, based on our past year program enrollment and the total cost of the program, including total administrative funding and match.

- 12. Attach the agency's response letter to **any findings or concerns** identified by the City during the **last monitoring/site visit** of the agency. Please provide any CAP (Corrective Action Plan) requested by the City or CoC if applicable.

See attached.

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**ONLY Reallocation, New Bonus and DV Bonus Projects, complete questions 13-17**

- 13. Attach (one page or less) the general Objectives/Mission of the Organization and the Organization's **experience in providing the services** for which funding is being requested, including populations served.
- 14. Describe the plan to assist clients with **barriers to housing** (poor rental history, criminal history, bad credit, etc.) to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.
- 15. Describe how the **project design** will fit the needs of project participants: 1) to help maintain housing; 2) to meet other client needs that contribute to instability and homelessness; 3) to **establish performance measures** for housing and income that are objective, measurable, trackable, and meet or exceed any established HUD, HEARTH or CoC benchmarks.
- 16. Describe a plan for **rapid implementation of the project** documenting how and when the project will be ready to house the first project participant. Provide a detailed schedule of proposed activities for 30 days, 60 days, 120 days, and 180 days, if applicable, after grant award.
- 17. My agency is **willing to be trained** in processes and programs used by the CoC to manage and administer the HUD grant including but not limited to Homeless Management Information System (HMIS), the Coordinated Entry Agency (CEA) and the assessment tool (SPDAT). Agree: \_\_\_\_\_ Disagree: \_\_\_\_\_

**DV-Bonus applicants only (18 – 20):**

- 18. Do you have a **client-level database** that is capable of meeting HUD's Annual Performance Reporting requirements? (see document on GLHRN website for clarification)  
Yes \_\_\_\_\_ No \_\_\_\_\_
- 19. What are the **issues facing DV survivors in accessing local CoC** permanent housing assistance programs? Support your response with local data.
- 20. How do you **address/improve safety for the DV populations** you serve?

**For further information, please see the HUD Notice of Funding Availability at:**  
<https://www.hudexchange.info/resource/5842/fy-2019-coc-program-nofa/>

**Part III: Budget**

**Budget may also be submitted in an Excel Spreadsheet – contact HRCS for document.**

	HUD CoC Expenses					
	PH: PSH	PH:RRH	TH	SSO	HMIS	
Rental Assistance	47976.00					
Leasing						
Supportive Services*	21605.00					
Operating Costs						
HMIS						
Total Admin	3034.00					
Sub Total	72615.00					
Cash Match (all line items except Leasing)	10000.00					
Program Income if used as Match (if applicable)						
In-Kind Match (all line items except for Leasing)	8154.00					
<b>Grand Total</b>	<b>90769.00</b>					
<i>Shaded areas not eligible for funding in designated categories. Match must total 25%, excluding Leasing costs.</i>						

	*Supportive Service breakdown
Salaries	19267.00
Fringe Benefits	1474.00
Contractual services	
Travel	
Client Bus Passes	864.00
Utilities	
Repairs/Maintenance	
Financial assistance to clients	
<b>Total</b>	<b>21605.00</b>

Program Income*	
Source	Amount
<b>Total</b>	

\*Program Income is funds generated by project activities such as participant contributions toward their rent.



**Authorized Representative: (Please print or type)**

Name: Susan Cancro

Title: Executive Director

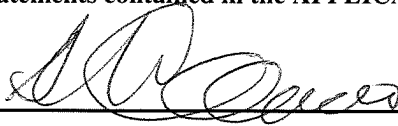
Telephone Number: (517) 485-4722

Email: secancro@adventhouse.com

Fax Number: (517) 485-2837

By signing this application, I certify the statements contained in the APPLICATION herein are true, complete, and accurate to the best of my knowledge.

Signature of Authorized Official



Date

08/22/2019