



Steering Council Meeting Agenda
November 20, 2020 ▫ 8:30 – 10:30 am ▫ Zoom

1. Call to Order/Introductions
2. Approval of the Agenda*
3. Approval of October 16, 2020 Minutes*
4. Public Comment on Agenda Items (Limit 3 minutes ea.)
5. Approval of Consent Agenda*
 - a. Steering Calendar
 - b. ESG Financial Assistance Report
 - c. Committee Updates
 - d. Budget Report: Statement of Activity
 - e. Data Reports: COVID-19 Shelter Counts, Coordinated Entry Numbers, 2020 Q3 Coordinated Entry Report
6. Petitions and Communications
7. LIHTC Presentation and Letters of Support
 - a. Woda Cooper: Bradley Commons and Stockbridge Landing* & New PSH Project - *letters of support requested for projects presented in August and a presentation on a new project; descriptions for all projects are forthcoming*
 - b. Hope Network: Eastpointe Commons* - *letter of support requested for project presented in August; updated project description is provided in agenda packet*
8. MHSDA ESG-CV2 Prioritization* – *Steering to discuss how to prioritize these funds*
9. Strategic Planning*
10. General CoC Updates
 - a. Planning for Winter
 - b. Coordinated Entry Policy Implementation
 - c. Eviction Diversion Program Update
11. Projected Budget and Match Discussion – *staff to share documents following 11/18 Finance Committee meeting*
12. Ad-hoc MOU and Staffing Review Committee Update
 - a. Fiduciary MOU* – *staff will share document with updated changes*
13. Updated Documents*
 - a. LIHTC Letter of Support Policy – *suggested update to include occupancy information in letter of intent*
 - b. Meeting Guidance – *small language changes to clarify when verbal vs. chat voting is required*
 - c. Committee Expectations – *changes were made based on October Steering meeting*
14. Any other matters by Steering Committee Member(s)
15. Public Comment on Any Matter (Limit 3 minutes ea.)
16. Adjournment

Next meeting: Friday, December 11th, 2020, 8:30 – 10:30am (*second Friday*)

* denotes potential action item



STEERING COUNCIL MEETING MINUTES - **DRAFT**

October 16, 2020

8:30-10:30

Facilitator:	Casey Gordon		
Meeting Attendees:	<u>Steering members present:</u> Amanda Tarantowski, Adrienne Goodstal, Alonda Trammell, Casey Gordon, Susan Cervantes, Elizabeth Stoddard, Erin Banchoff, Cheryl Schuch, Karen Tjapkes, Rebecca Rynbrandt, Tom Cottrell, Cathy LaPorte, Lauren VanKeulen, Kwan McEwen <u>Steering members absent with notification:</u> Victoria Sluga, Scott Orr <u>Steering members absent without notification:</u> Brianna Lipscomb, Shontaze Jones, Shannon Bass, Kwan McEwen, Thomas Pierce, Hattie Tinney <u>Community Members:</u> Wende Randall, Tammy Britton, Johanna Schulte, Katlin Davis, Connie Bohatch (late), Sandra Ghoston-Jones (late) <u>Staff:</u> Courtney Myers-Keaton, Brianne Czyzio Robach		
Time Convened:	8:36	Time Adjourned:	10:02

Approval of Agenda			
Motion by:	Tom Cottrell	Support from:	Cheryl Schuch
Discussion	Adjust the meeting time to 10:30		
Amendments			
Conclusion	All in favor, motion passes.		
Approval of Minutes		September 18, 2020	
Motion by:	Erin Banchoff	Support from:	Tom Cottrell
Discussion			
Amendments			
Conclusion	All in favor, motion passes.		
Public Comment on Any Agenda Item			
Discussion			
None			
Approval of Consent Agenda			
Motion by:	Lauren VanKeulen	Support from:	Tom Cottrell
Discussion			
Amendments			
Conclusion	All in favor, motion passes.		
Petitions and Communications			
Discussion			
Prioritized Goals and Activities			
Discussion			
Staff provided a draft prioritized goals and activities with the pre-reads. Courtney overviewed the document. Conversations and agreement to add an indicator tied to increased transparency and availability. These goals and activities need a start and end date. Agreement that these goals may tie into the strategic planning process, the timeline will be set for 1 year to check in and re-group around these goals. CoC staff will develop a workplan that ties indicators and outputs to a time frame.			



STEERING COUNCIL MEETING MINUTES - **DRAFT**

October 16, 2020

8:30-10:30

Lauren move to approve the strategic goals and priorities for a 1-year period (through November 1, 2021), Tom second. Conversation around timeline. All in favor, motion passes. Prioritized goals and activities will be taken to the full CoC meeting next week for approval.

Action Items	Person Responsible	Deadline
Develop work plan for Prioritized Goals and Activities	CoC staff	

Coordinated Entry Policies and Procedures

Discussion

CE Committee has discussed updating policies for some time now, and recently approved the draft document to bring to Steering for approval. Since procedures are likely to change on a regular basis, they are not codified in this document. Process and procedures for implementation will be developed by the CE Committee to be implemented in by December or January. Erin encouraged the committee to prioritize in implementing changes.

The proposed policy document does not name a specific assessment tool as the committee has previously discussed options for the best assessment tool for the community. Courtney shared this may lead to a conversation with MSHDA regarding Pay for Performance measures as the current measures are based on the community's use of the VI-SPDAT. There is potential for advocacy around revising the measures, so they are based on a standardized assessment tool.

Cheryl move to approve the Coordinated Entry Policies as presented. Adrienne second.

Conversation around whether Steering Council has the authority to approve these policies. Agreement that this document is under policy decisions which are delegated to Steering Council by the CoC's Governance Charter. The document will be presented to the full CoC at their upcoming meeting. **All in favor, motion passes.**

Action Items	Person Responsible	Deadline
Present CE Policies to CoC membership	CoC staff	

Strategic Plan

Discussion

This conversation has been ongoing over the past few months. Staff provided an updated draft RFQ for a strategic planning process which is comprehensive and focuses on visioning throughout the process. Funds are available for this process, but some will need to be spent down by November 30.

Staff recommended the following timeline: release the RFQ on Monday 10/19 with responses due November 2. And ad-hoc committee will review responses with the goal of having a contract in place by end of November. Erin suggested changes to language in the deliverables, engagement, and foundational elements sections. Changes will be made before distribution. Staff will ensure the RFQ it is shared widely and can connect with other CoCs throughout the state for recommendations. **Lauren moved to move forward with releasing the RFQ for strategic planning with above recommendations. Erin second. All in favor, motion passes.**

Action Items	Person Responsible	Deadline
Release RFQ according to above timeline, convene ad-hoc to review	CoC staff	



STEERING COUNCIL MEETING MINUTES - **DRAFT**

October 16, 2020

8:30-10:30

General CoC Updates		
Discussion		
<p><u>Isolation Update</u></p> <p>Kent County anticipates entering a contract with a local hotel to provide rooms for isolation for 6 months. CARES Act funds will be used through the end of the year. The County will be identifying additional funding to cover costs through March. They are collaborating with MTM who will be providing case management and meals with support from Degage. The processes for transportation, referrals, and discharge are still being discussed. The County has engaged a company to assist with contact tracing and daily wellness check-ins and has a contract with network180 to identify case managers to ensure folks safely able to isolate. Security will be present on evenings and weekends.</p> <p>Kent County has also allocated CARES Act funds to support permanent housing through AYA Youth Collective and ICCF. Access to these units will be available through HAP.</p> <p><u>Homeless Outreach Team</u></p> <p>Discussions with the Outreach Workgroup and Homeless Outreach Team, facilitated by WMCAT, have wrapped up. There has also been conversation around the HOT team accessing HMIS without accessing the QSOBAA. The process has not been clearly defined but will be brought to the HMIS Users group and Data Quality Committee.</p> <p><u>Summer Pilot Count Update</u></p> <p>Staff are working to finalize data from September's pilot count, it should be available by next week. Preliminary data indicates that approximately 160 individuals were sleeping unsheltered within the City of Grand Rapids on the night of the count. The Outreach Workgroup has discussed doing a summer count every other year moving forward. Dynamic Prioritization in Monroe Center area is a project being led by Community Rebuilders and outreach staff to gather by-name list of folks staying in Monroe Center and Rosa Parks Circle within a 60-day timeframe. The City of Grand Rapids is willing to present around this project at an upcoming meeting</p> <p><u>Housing Stability Alliance Update</u></p> <p>Backbone entities was narrowed down to two entities. The HSA Steering Committee will be determining whether a finalist would serve as the backbone entity or whether a new entity should be created.</p> <p><u>Eviction Diversion Program Update</u></p> <p>Funds are being spent on schedule. Direct service funds are also available for households in need who are above the cap set by MSHDA. Contact Cathy (Catherine.laporte@usc.salvationarmy.org) with any questions.</p>		
Action Items	Person Responsible	Deadline
Potential Governance Action Items		
Discussion		



STEERING COUNCIL MEETING MINUTES - **DRAFT**

October 16, 2020

8:30-10:30

Governance Charter review:

Minor changes were made to bring Coordinated Entry language in alignment and to clarify action board representation. **Tom moved to adopt changes as presented and move to the full body for ratification. Cathy second. All in favor, motion passes.**

ENTF Relationship Affirmation

Becky indicated that in the past this body has affirmed that the Coalition as an independent non-incorporated membership organization. This is codified in the Governance Charter which states that the CoC is a collaborative partner which includes participation with ENTf. Previously, the CoC has decided not to enter into an MOU with ENTf as it does not have other MOUs with other partners.

CoC Fiduciary MOU

The MOU with the CoC's fiduciary, Heart of West Michigan United Way, was presented with suggested changes last year, but conversation halted with other topics taking precedence.

Cheryl voiced concern with removing supervision from the MOU in case the fiduciary changes in the future. Changes were made to the employer of record section which states that coalition staff is accountable to the coalition due to lack of structure. Internally, staff discussed that the MOU agreement is in place for the performance of the grant, any concerns with grant performance would be brought to United Way which led to the change in language.

Suggestion to create an ad-hoc committee to look at MOU, job descriptions, and staff time. Erin disagreed with creating an ad-hoc and suggested the topic is addressed during strategic planning, when the CoC can identify needs and determine a staffing model.

Job descriptions were shared with Executive earlier this month as informational items. Rebecca voiced concern that changes to descriptions have been approved by United Way. She noted that in the past, an ad-hoc strategic staffing committee developed descriptions as there are HUD requirements around documenting all role assignments of CoC. The ad-hoc, in consultation with United Way, determined supervisory structure and skill/time requirements, recommended salary ranges, forecasted additional staffing recommendations. HWMUW drafted budget and job descriptions which were then improved. She also noted concern that the ENTf Director role has expanded over time which is a potential for conflict of interest concern.

Susan moved to create ad-hoc to review the fiduciary MOU and its alignment with the Governance Charter, Tom seconded. In favor: 10, Opposed: 1, Motion passes.

Action Items	Person Responsible	Deadline
Convene ad-hoc group to review MOU and staffing	Casey Gordon	
Committee Expectations		
Discussion		



STEERING COUNCIL MEETING MINUTES - **DRAFT**

October 16, 2020

8:30-10:30

CoC staff provided a draft of this *Committee Expectations Guidance* document with updated language around rosters and attendance. Under the changes, a committee member would be removed from the roster if they miss more than 2 meetings without notice in a 6-month period.

Conversation around how to ensure robust representation on all committees. Suggestions include adding language, intentional outreach, or a minimum number for quorum. Staff and Exec will discuss changes to the document to address concerns with representation.

Action Items	Person Responsible	Deadline
Discuss changes to Committee Expectations Guidance	CoC staff & Executive	
Other Matters from Steering Council members		
Discussion		
None		
Public Comment on Any Item		
Discussion		
Sandra Ghoston-Jones, from Kent County, provided an update on isolation plans.		
Adjourn		



GRAND RAPIDS/WYOMING/KENT COUNTY
STEERING COUNCIL ANNUAL CALENDAR
Updated August 2020

January

Steering Committee Orientation
Executive Officer Elections
Point in Time Count
Draft Budget Presentation
Steering Council Annual Conflict of Interest
Forms Completed

February

City of Grand Rapids Emergency Solutions Grant
Application
Strategic Plan Update
Reallocation Discussion
Budget Approval

March

Data Quality Committee Report
Strategic Plan Progress Review
CoC and ESG Mid-Term Monitoring

April

LIHTC Developer Presentations to Steering
(October Round)
Point in Time Count Submitted to HUD
Budget Review

May

Strategic Plan Annual Review
Nomination Committee forms

June

Steering Council Funding Process Review
Governance Charter Recommended Changes to
CoC membership
Open Call for New CoC Members
PIT Data Released

July

NAEH Annual Conference
System Performance Measures Review
Strategic Plan Update

August

HUD CoC Program Funding Vote (Anticipated)
System Performance Measures Reported to CoC
CoC, Fiduciary, HARA MOU for ESG Execution

September

Data Quality Committee Report
MSHDA Emergency Solutions Grant Application
HUD CoC Program Application Due (Anticipated)
PIT Planning Begins

October

LIHTC Developer Presentations to Steering
(April Round)
Governance Charter Review, including ENTF
relationship affirmation & Fiduciary MOU

November

Strategic Plan Progress Review
Staff Evaluations Initiated by Fiduciary
Strategic Plan Update

December

Steering Council elections (at CoC meeting)
Staff Evaluations Concluded by Fiduciary
Budget Preparation Begins



The Salvation Army Social Services, Housing Assessment Program (HAP)

ESG Financial Assistance Report

11/10/2020

Financial assistance funds are paid on an on-going basis as invoices are received from all partners. Staffing funds are invoiced quarterly (April, July, October, January).

Grant Name	Financial Assistance Amount	Grant Term	% of FY Complete	Tentative Amount Spent**	Tentative % Spent	Amount Spent	% Spent	Referred by HAP	Referrals Accepted
ESG - City of Grand Rapids - The Salvation Army - 61st District Court Eviction Prevention Pilot FY19	\$50,000	1/01/2019-12/31/2019	100%	\$50,000	100%	\$50,000	100%	37	37
ESG - City of Grand Rapids - The Salvation Army - 61st District Court Eviction Prevention Pilot FY20	\$61,420	7/1/2019-6/30/2020	100%	\$61,420	100%	\$61,420	100%	35	35
ESG - MSHDA - The Salvation Army - Prevention	\$23,363	10/01/2019-09/30/2020	100%	\$22,473	96%	\$22,473	96%	10	8
ESG - MSHDA - The Salvation Army - RRH	\$55,624	10/01/2019-09/30/2020	100%	\$55,615	100%	\$55,615	100%	43	28
ESG - City of Grand Rapids - The Salvation Army - 61st District Court Eviction Prevention Pilot FY21	\$82,354	01/2020-06/30/21	25%	\$0	0%	\$0	0	0	0

*MOUs were completed in March

**Tentative Amount Spent dependent on participant's continued eligibility in the program.



**Grand Rapids/Wyoming/Kent County CoC – MI 506
Steering Council Committee Reporting – November 2020**

Data Analysis Committee –

Following the recent release of the Bowen housing needs study, the committee has looked at potential ways to estimate homelessness system needs to add to that information. The DA committee met in November to finish its review of system needs projections based on a 2015 model, concluding that the model was largely based on assumptions that are difficult to support, and that it would not be of much help to inform the work. The DA committee also solidified a quarterly and annual data review format involving Coordinated Entry, SPM, HIC (annual), and any other reliably available data. Future meetings will review analysis tools and available data related to diversity, equity and inclusion.

Outreach Workgroup –

The Outreach Workgroup continues to reach out to those in our community most at risk. We completed the Grand Rapids City Count Pilot which help provide valuable info during these unique times. Currently, we have been working Monroe Center Project with Community Rebuilder's and the HOT team. The project has been moving forward for approximately four weeks now.

Youth Committee –

- Youth Homelessness Awareness: This project received a Neighborhood Match Fund grant to do a social media awareness campaign in November to align with Youth Homelessness Awareness Month.
- Homeless Outreach Team: WMCAT completed outreach and collaboration meetings with the GR HOT. Still seeking questions around purpose/roles of GR HOT and other community organizations.
- Youth Functional Zero: As of the end of October there are 21 youth in shelter and 61 youth reporting unsheltered homelessness on the by-name list.

Ending Veterans Homelessness & Veterans Action Board (combined as currently there is quite a bit of overlap) –

- Veteran families are able to access Supported Solutions through Community Housing Connect via communityhousingconnect.org.
- EVHC members were able to commit to serve on workgroups. Workgroups are meeting this month and will report monthly to the larger EVHC committee.
- The Veteran Action Board is accepting applications for new members and will begin interviewing prospective members this quarter.
- A new VA Grant and Per Diem project started on 10/1/2020. Veterans are offered safe and affordable housing units within the community that are immediately ready for occupancy. Veterans will receive an array of supportive services while in the unit aimed at empowering the Veteran to assume the lease and full responsibility for the unit at the end of services. The Veteran remains in place and services end within a 6-12 month timeframe. At that time the lease will transition into the Veteran's name with the full rights and obligations of tenancy.

CoC FYTD October Statement of Activity

	Admin (HWMUW)	MSHDA ESG	GR CDBG	Wyoming CDBG	HUD - CoC Program Funds	Kent County CUNP-HMIS Match	HMIS (Sal. Army)	TOTAL Actual	Annual Budget	Budget Remaining	% Remaining	Notes
City of Wyoming CDBG	\$-	\$-	\$-	\$ 1,788	\$-	\$-	\$-	\$ 1,788	\$ 5,000	\$ 3,212	64%	
City of GR CDBG	-	-	7,909	-	-	-	-	7,909	20,000	12,091	60%	
HUD Planning	-	-	-	-	54,705	-	-	54,705	175,334	120,629	69%	
Salvation Army HMIS	-	-	-	-	-	-	26,626	26,626	78,412	51,786	66%	
Kent County CUNP	-	-	-	-	-	4,640	-	4,640	18,224	13,584	75%	
MSHDA ESG - Passthrough	-	73,403	-	-	-	-	-	73,403	244,478	171,075	70%	1
HWMUW	3,645	-	-	-	-	-	-	3,645	16,885	13,240	78%	
TOTAL REVENUE	\$ 3,645	\$ 73,403	\$ 7,909	\$ 1,788	\$ 54,705	\$ 4,640	\$ 26,626	\$ 172,716	\$ 558,333	\$ 385,617	69%	
Personnel Costs	\$ 2,298	\$-	\$ 7,243	\$ 1,637	\$ 46,046	\$ 3,215	\$ 1,581	\$ 62,021	\$ 189,954	\$ 127,933	67%	2
Professional Fees	-	-	-	-	-	-	23,600	23,600	75,780	52,180	69%	3
Community Inclusion Activities	-	-	-	-	47	-	-	47	5,000	4,953	99%	
Supplies	-	-	-	-	67	-	509	576	600	24	4%	
Printing/Copying	-	-	-	-	-	-	-	-	600	600	100%	
Conferences/Travel	-	-	-	-	250	-	-	250	5,365	5,115	95%	4
Meetings	-	-	-	-	350	-	-	350	1,200	850	71%	
Technology (meeting service subscription)	-	-	-	-	912	-	-	912	1,000	88	9%	5
Parking/Transportation	-	-	60	-	1,159	72	36	1,327	4,825	3,498	73%	
Grant Passthrough	-	70,285	-	-	-	-	-	70,285	234,998	164,713	70%	1
Miscellaneous	-	-	-	-	858	-	-	858	-	(858)	N/M	6
Indirect	1,347	3,118	606	152	5,016	1,352	900	12,491	39,011	26,520	68%	
TOTAL EXPENSES	\$ 3,645	\$ 73,403	\$ 7,909	\$ 1,788	\$ 54,705	\$ 4,640	\$ 26,626	\$ 172,716	\$ 558,333	\$ 385,617	69%	
Revenue Over(Under) Expenses	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-		

Fund Balance @ 10/31/20 8,000

- Notes:
1. Passthrough grant
2. CoC staff time:
- 1 FTE - Courtney - CoC Coordinator/ Program Manager (84% HUD Planning, 11% City of GR CDBG, 3% City of Wyoming CDBG, 2% HMIS)
 - .77 FTE - Brianne - Administrative Assistant (CoC- 74% HUD, 13% GR CDBG, 13% CUNP)
 - .80 FTE- Sierra - HMIS Specialist (20% HWMUW, 30% CUNP, 50% HUD Planning)
 - .20 FTE - Wende - Program Director (41% HUD, 16% GR CDBG, 11% Wyoming CDBG, 18% HMIS, 14% HWMUW). Note: Oct time was .1199 FTE
- Staff Total 2.77 FTE

Note: Brianne is a full time employee, who spends 77% of her time on CoC and 23% of her time on ENTF administration.

Sierra is a .8 FTE, who dedicates 100% of her time to the CoC

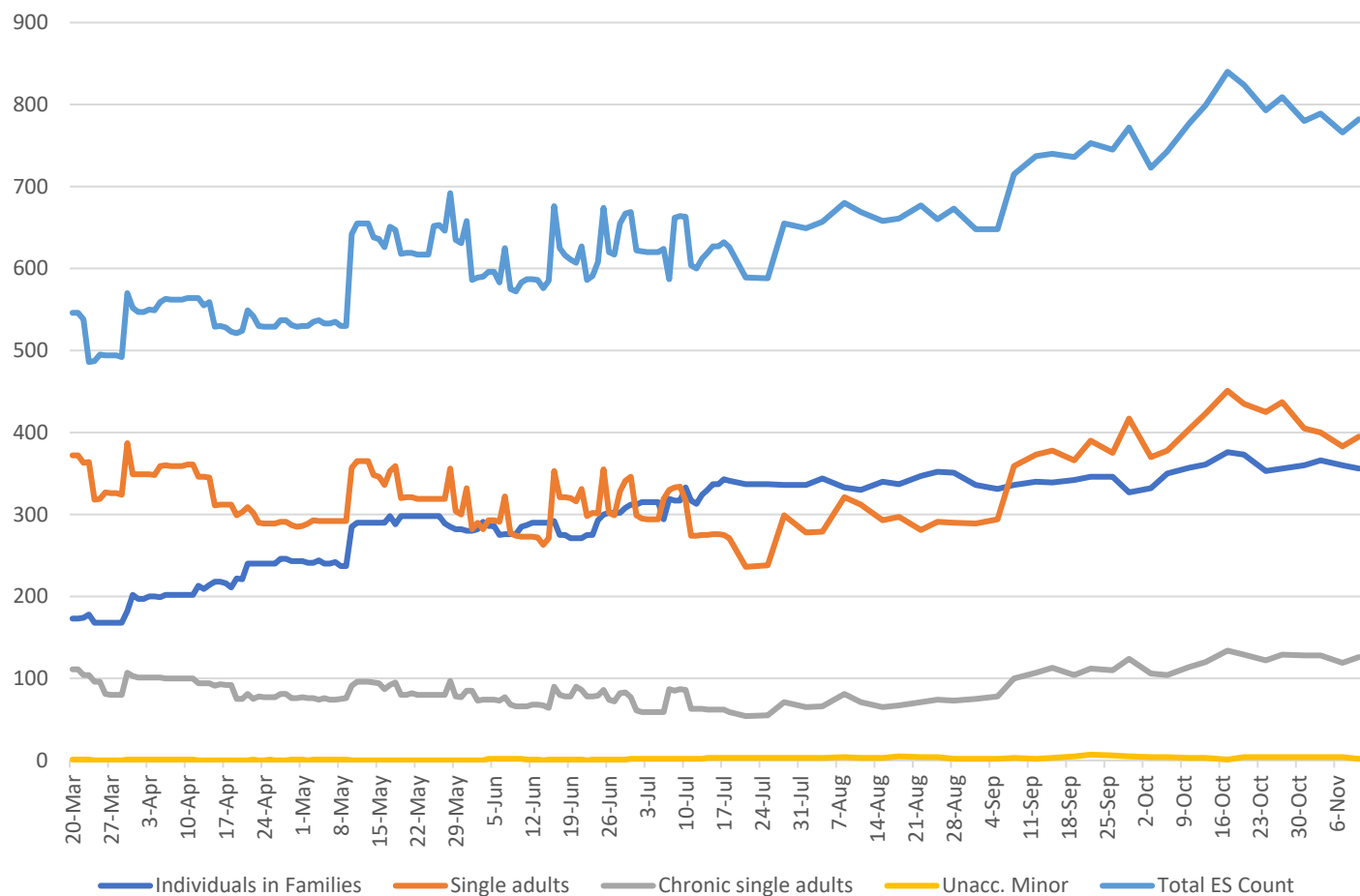
3. Professional fee budget includes:
- | | |
|---------------------------------------|----------|
| HMIS Consultant fee + Travel expenses | \$66,000 |
| Strategic planning (HUD Planning) | \$9,780 |
4. Conf/Travel budget includes:
- HMIS travel amd mileage & HUD Planning conference expenses

5. Technology budget includes:
- Meeting service subscription-Go To Webinar

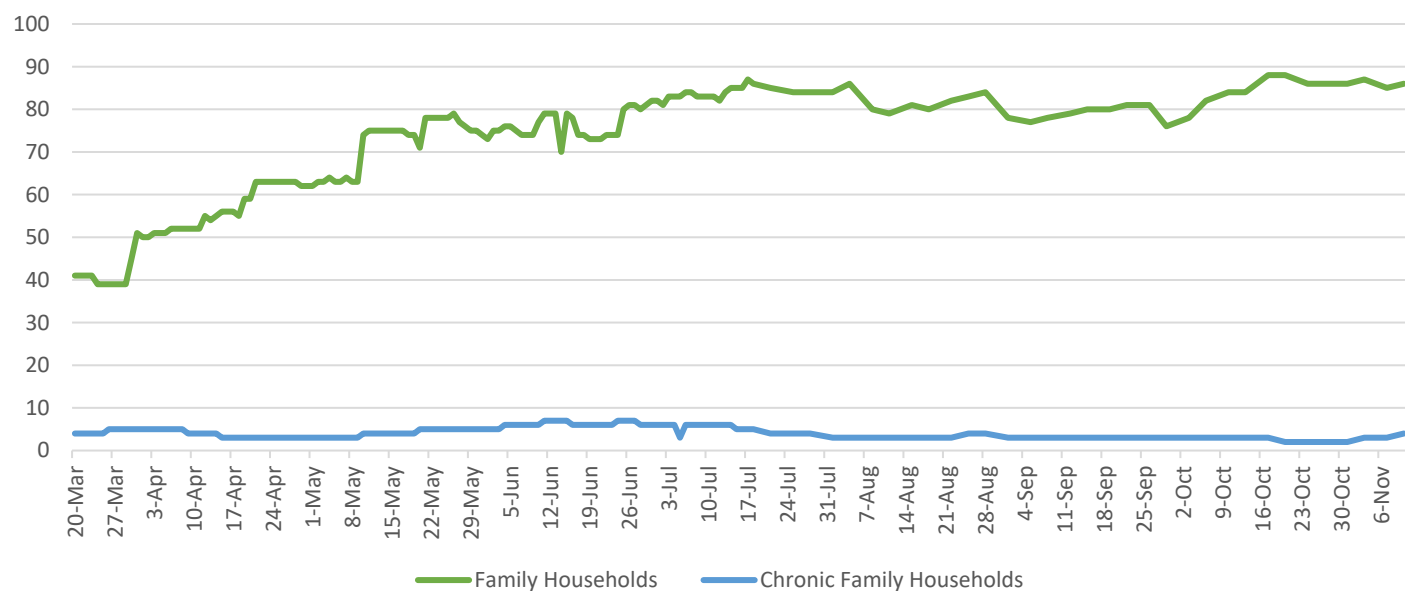
6. Misc actual expenses: PIT count expenses

Emergency Shelter Count during COVID-19

Number of individuals in emergency shelter – March 20 to Nov. 10

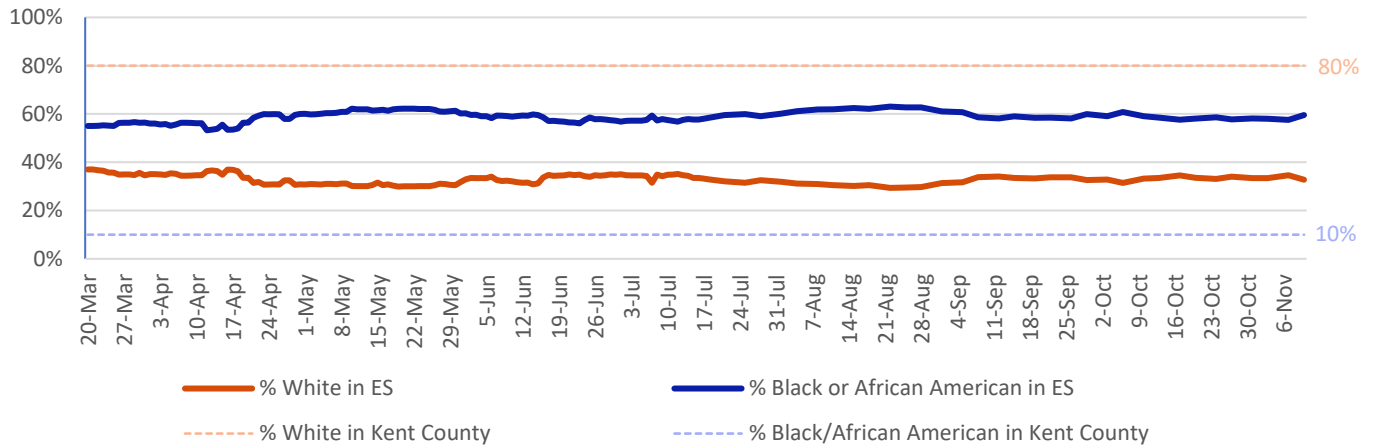


Number of households in emergency shelter – March 20 to Nov. 10

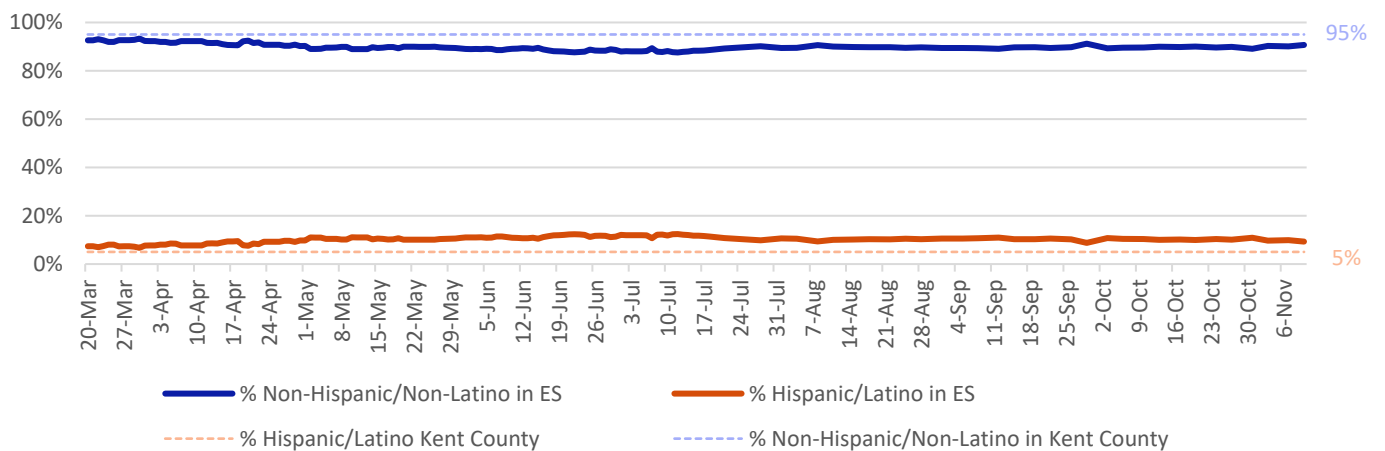


Demographics: Emergency Shelter Count during COVID-19

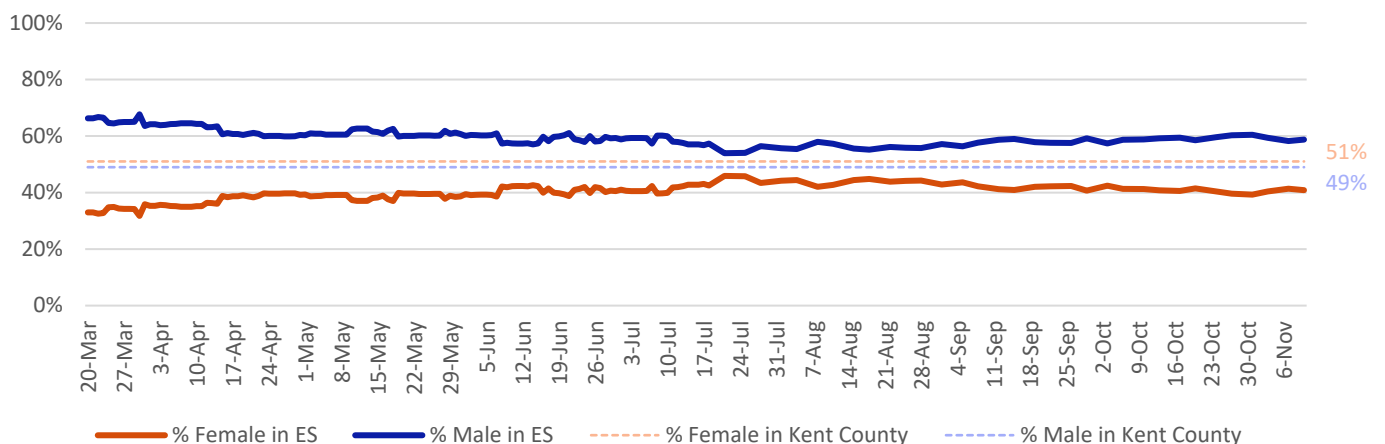
% of emergency shelter count by race – March 20 to November 10¹



% of emergency shelter count by ethnicity – March 20 to November 10



% of emergency shelter count by gender – March 20 to November 10

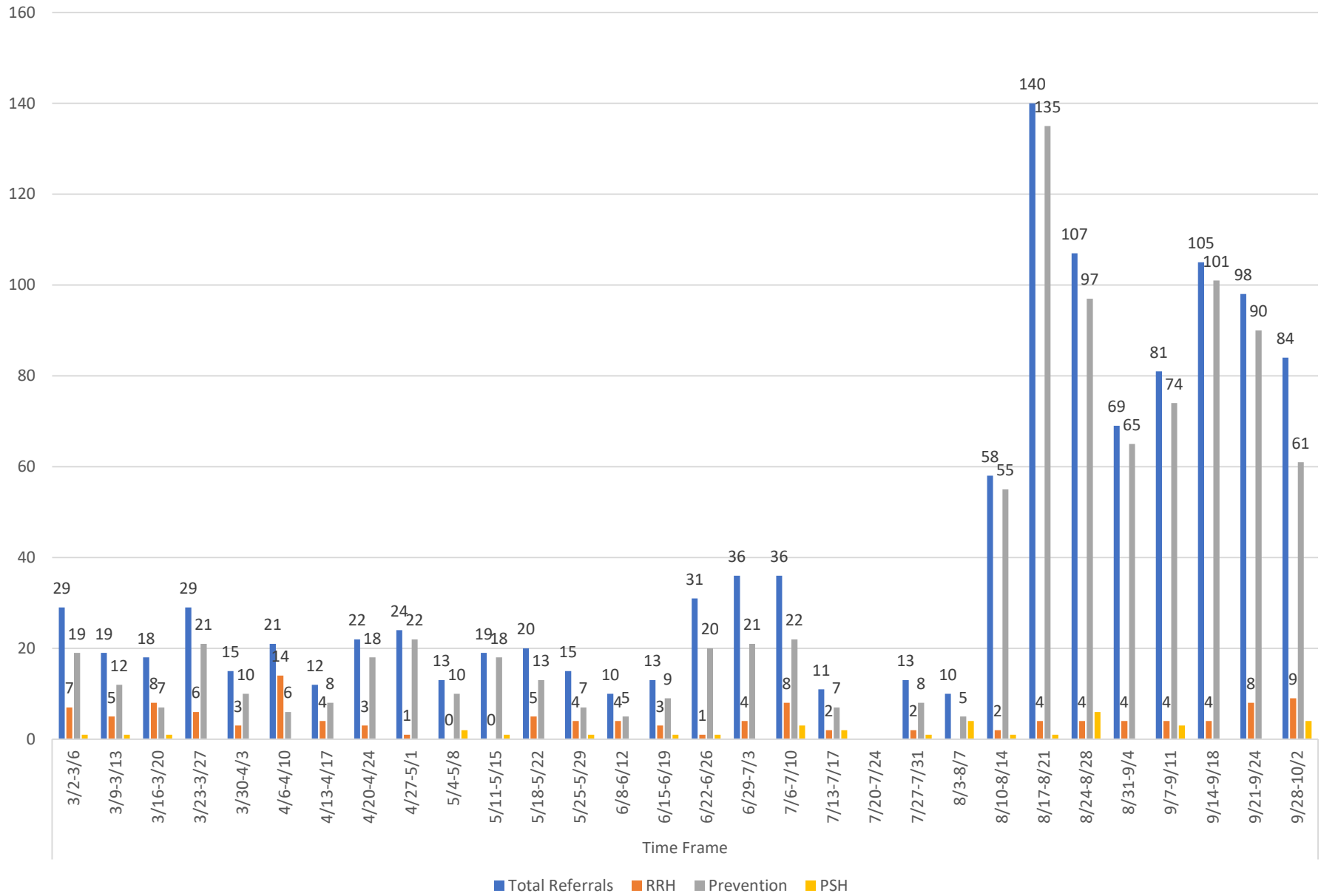


¹Percentages may not total up to 100% as all race categories are not be included.

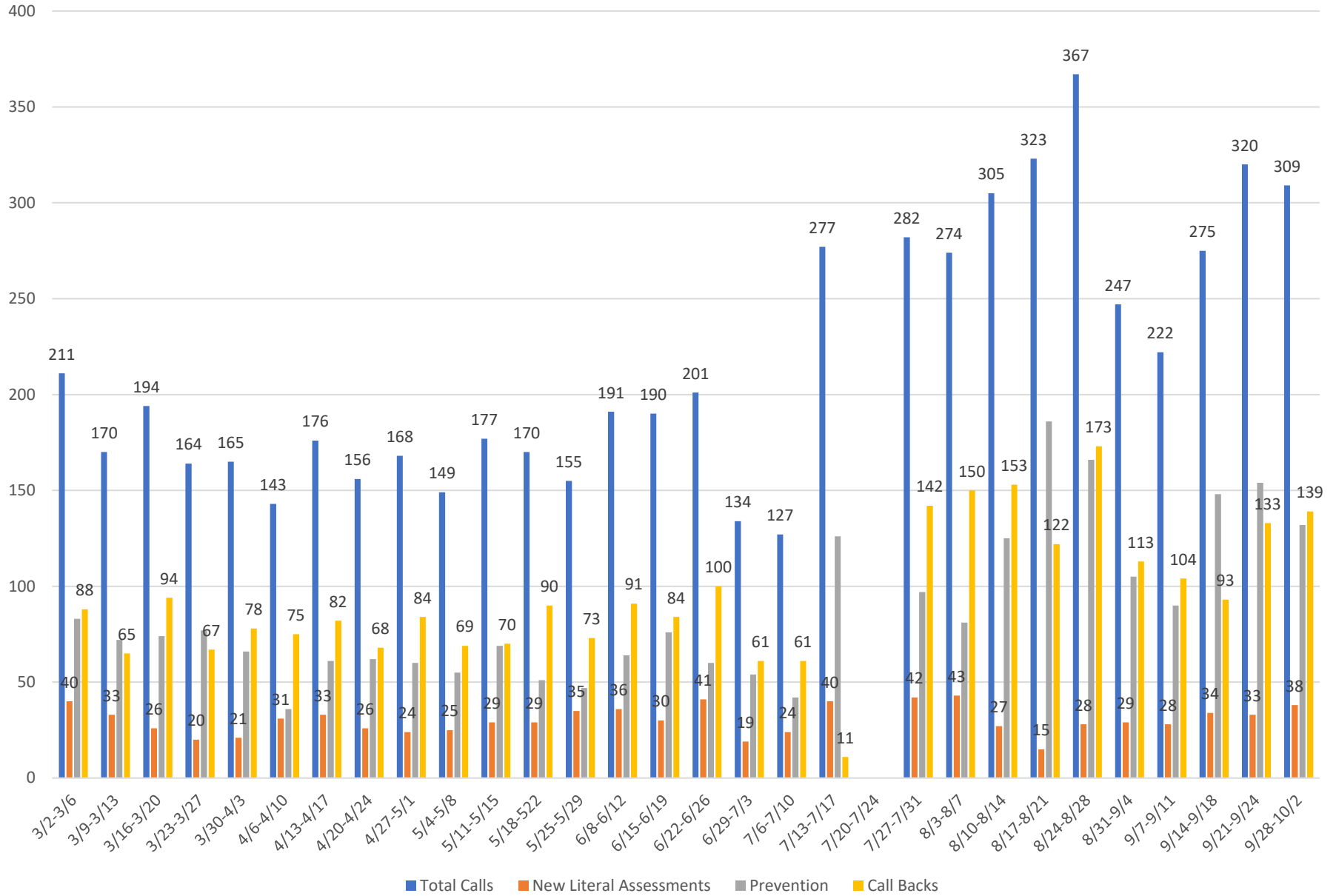
All Kent County demographic data is taken from 2018 America Community Survey data

All emergency shelter data pulled from Kent County's Homeless Management Information System

HAP Referrals



HAP Calls

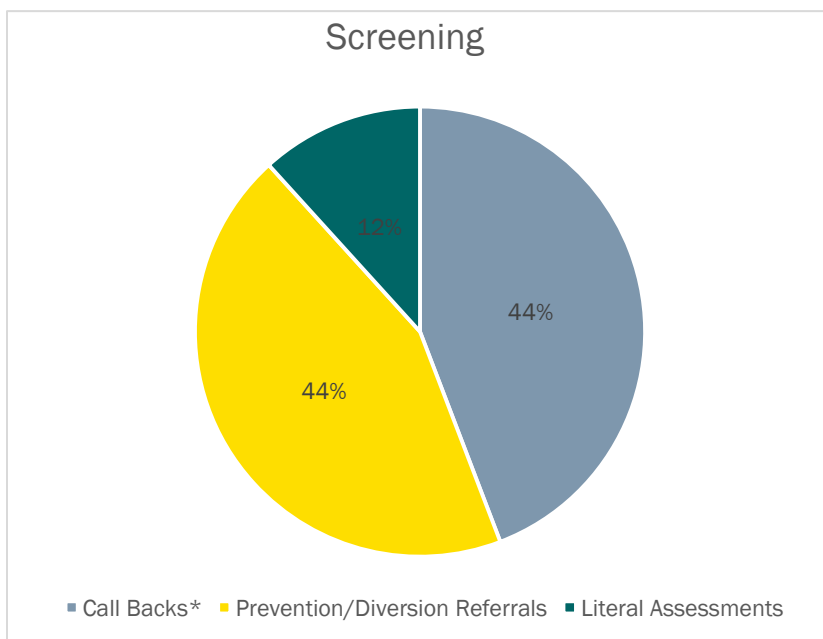




The Salvation Army Social Services
Housing Assessment Program (HAP)

COORDINATED ENTRY SYSTEM REPORT QUARTER 3- JULY, AUGUST, SEPTEMBER 2020

SCREENING



3,623 Total Calls

*follow ups, status inquiries, situation updates

117 referrals
sent for
RRH/PSH
87 Accepted
referrals

ASSESSING HOUSING PRIORITY LIST (HPL)

44 singles added to HPL* **118** families added to the HPL**
29 chronic singles

**Use of the VI-SPADT tool is used to screen for resources*

***Use of COVID Prioritization tool is used to screen for high/low risk*

Hope Network Housing and Community Development

Eastpointe Commons Apartments

November 10, 2020

Project Description for Grand Rapids Area Coalition to End Homelessness



Eastpointe Commons Apartments is a proposed 118-unit affordable and supportive housing (PSH) apartment complex to be located at 1250 Fulton St., Grand Rapids, MI 49503, in a neighborhood business district adjacent to residential neighborhoods, Aquinas College, and St. Thomas Church and school.

The project will renovate the existing Fulton Manor buildings, formerly a nursing home, and more recently a shelter for families experiencing homelessness. The apartment mix will consist of 77 one-bedroom apartments, 36 two-bedroom apartments, and 5 three-bedroom apartments. Amenities will include a washer and dryer in each apartment, microwave, dishwasher, access to high speed internet, a multi-purpose room with a kitchenette, services offices, and a patio area.

The apartment community Hope Network Housing and Community Development (HNHCD) is developing would be funded primarily by 9% LIHTC equity and debt. The LIHTC program is federally funded but administered by MSHDA in the State of Michigan.

Total development costs for the acquisition and rehab of the buildings will be approximately \$39.9 Million. The project will be divided into two phases, with funding applications submitted simultaneously for both. Project team members will be identical for each phase, and the development and operations will be coordinated as a single project.

The development team consists of:

- Anthony Barker, HNHCD Executive Director
- Gary Scheuren, a member of the HNHCD team of consultants, serving as Development Manager

- John L. Peterson, a member of the HNHCD team of consultants, serving as Development Manager for the PSH component
- Alan Fehsenfeld, HNHCD Project Analyst
- Sarah Osborn, HNHCD Housing and Community Program Manager
- Nate Trathen, HNHCD Director of Business and Capital Procurement
- Sheila Campbell, Architect with Destigter Architecture & Planning
- Pioneer Construction, General Contractor
- Anna Diaz, Vice President, Community Rebuilders, serving as the Services Coordination Agency
- KMG Prestige, Property Management Company
- Jordan Carr, Attorney with Barnes & Thornburg

The supportive housing impact will be felt by residents facing a variety of challenges. Housing Resource Specialists will offer on-site housing coordination services intended to help tenants achieve stabilization in their apartments and succeed in obtaining and maintaining their housing long-term. Community Rebuilders and KMG Prestige will work collaboratively to orient permanent housing tenants to their new housing, increase tenant's knowledge of responsibilities and keys to good tenancy, awareness of housing related safety measures and review the expectations set for both themselves, as well as, their landlord and service provider. These measures will positively impact success of housing stability and outcomes. Additionally, Tenants will be assisted in accessing mainstream services through the Gather Resources and Align Community Effort (G.R.A.C.E. Network). Each tenant will have the opportunity to complete a Social Determinant of Health Assessment and screening identify needs related to behavioral health, primary health care, employment, food, transportation, education and others resources, as identified. Referrals will be managed through the Network and success in the Tenant's ability to access and utilize the referrals provided will be measured.

The PSH component will adhere to industry best practices, including a Strengths-Based Housing First approach. Community Rebuilders believes that a first and primary need of households experiencing homelessness is to secure a place to call home. This project is designed around the belief that all persons deserve, safe, decent, and affordable housing. By providing housing assistance, case management, and supportive services responsive to individual or family needs, and after an individual or family is housed, we will significantly reduce the time people experience homelessness and prevent further episodes of homelessness. Support Services provided are voluntary and individualized, based on the tenants self-identified needs. Services will promote increased access to physical and mental health services, access to employment, natural supports and overall connection to community resources.

Housing Resource Specialist will promote collaboration between tenants, property management and services providers to support tenant success. Utilization of Community Housing Connect and the Coordinated Entry system (HARA) for PSH tenant referrals and linkages to Supportive Services through the G.R.A.C.E. Network, will be utilized for all PSH tenants.

Supportive housing apartments will be available to 42 households who meet the following qualifications:

- Households experiencing chronic homelessness AND/OR Households who meet Category 1 homeless definition and have a disability as defined by HUD
AND/OR
Households who meet Category 4 homeless definition and have a disability as defined by HUD
And/OR
Household referred through the self-anchored, self-assessment of risk and identified high risk needs with homeless data.
- Households in the top ten percent on the Kent County Coordinated Entry System list managed by the HAP, a program of The Salvation Army
- Households that are identified by state or local organizations by matching those with a variety of identified high needs with homelessness data

	Current	HWMUW fye 6.30.21	Notes
City of Wyoming CDBG	\$ 5,000	\$ 5,000	
City of GR CDBG	20,000	20,000	
HUD Planning	165,000	175,334	Increased HUD funding
Salvation Army HMIS	77,458	77,458	
Kent County CUNP	20,000	19,000	
HWMUW	17,000	17,000	
TOTAL REVENUE	<u>\$ 304,458</u>	<u>\$ 313,792</u>	
Personnel Costs	\$ 190,000	191,130	What can be afforded
Professional Fees-HMIS	61,166	62,500	Gore consulting + travel
Professional Fees - Strat Plan	8,000	14,000	Strategic planning
Community Inclusion Activities	5,000	5,000	
Supplies	600	700	
Printing/Copying	600	750	
Conferences/Travel	2,865	5,000	Professional development (\$2,500 HMIS, \$2,500 HUD Planning)
Meetings	1,200	625	
Technology	1,000	2,000	Technology for remote environment
Parking/Transportation	4,825	1,960	2 peo @ \$140/month x 7 mos
Miscellaneous (PIT Count)	1,600	1,600	PIT Count Expenses
Indirect	27,602	28,527	
TOTAL EXPENSES	<u>\$ 304,458</u>	<u>\$ 313,792</u>	

Personnel Cost Options			
Personnel Costs	Full Time Cost	Current cost	Proposed Cost
Courtney	87,000	87,000	87,000
HMIS Support	54,500	44,800	44,800
CoC Admin	49,600	38,200	49,600
ENTF Director @ 20%		19,620	9,810
		<u>189,620</u>	<u>191,210</u>

Match Funding New Funding Cycle (HWMUW fye 6.30.21)

City of Wyoming CDBG
City of GR CDBG
HUD Planning
Salvation Army HMIS
Kent County CUNP*
HWMUW
HWMUW Fund Balance

Matching Funds Available	HUD	HMIS	Matching Funds
5,000	5,000		
20,000	17,600	2,400	
19,000	4,000	15,000	
17,000	11,000	6,000	
8,000	8,000		
\$ 69,000	\$ 45,600	\$ 23,400	\$ -

Match Needed	43,800	22,615
Matching Funds Excess/(Shortfall)	<u>\$ 1,800</u>	<u>\$ 785</u>

*Loss of match funding, needed to cover 10% of ENTf Director time and .23 FTE that will be needed for the ENTf Admin

Match Funding New Funding Cycle (Dec 21 to Nov 22)

City of Wyoming CDBG
City of GR CDBG
HUD Planning
Salvation Army HMIS
Kent County CUNP*
HWMUW

Matching Funds Available	HUD	HMIS	Matching Funds Total
5,000	5,000		
20,000	17,600	2,400	
19,000	4,000	15,000	
17,000	11,000	6,000	
\$ 61,000	\$ 37,600	\$ 23,400	\$ -

Match Needed	43,834	22,615
Matching Funds Excess/(Shortfall)	<u>\$ (6,234)</u>	<u>\$ 785</u>



**MEMORANDUM OF UNDERSTANDING
BETWEEN
GRAND RAPIDS AREA COALITION TO END HOMELESSNESS
AND
HEART OF WEST MICHIGAN UNITED WAY**

This Memorandum of Understanding (hereinafter called MOU) sets forth the terms and understanding between the Grand Rapids Area Coalition to End Homelessness, herein after called the Coalition, which is also recognized as the Grand Rapids/Wyoming/Kent County Continuum of Care (CoC – [MI 506](#)), and the Heart of West Michigan United Way (hereinafter called United Way), regarding activities related to assuring necessary legitimacy, structure, and sustainability for an effective Continuum of Care for homelessness [response system](#) activities. The Coalition serves as the primary planning body for federal Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Program funded operations.

**SECTION I: CoC SUPPORTING ORGANIZATION:
FIDUCIARY / EMPLOYER OF RECORD**

The Coalition recognizes that formal management to support operations is necessary to advance the goal of ending homelessness within Kent County. To that end, after assessment of the best combination of willingness and strategic appropriateness to provide supporting organization services, the Coalition will invite that organization to provide supporting organization services. This MOU serves as the Coalition's formal recognition of the Coalition supporting organization.

The following will serve as the basis for the relationship between the Coalition and the supporting organization:

- As established in the fiscal year beginning July 1, 2013, Heart of West Michigan United Way has agreed to act as supporting organization and has full support of the Coalition
- Via this MOU, United Way agrees to support the Coalition by:

Acting as *Fiduciary* for the Coalition by:

- Providing “back office” functions for Coalition, including but not limited to

- Accounting services: Manage finances (revenues and expenses) for the Coalition separately in an accounting system following generally accepted accounting principles
- Processing Coalition invoices and bills approved and submitted by Coalition staff (or organizational designee)
- Providing Coalition financial statements as requested by the Coalition Steering Council, at least quarterly
- Providing administrative services including:
 - Receiving and disbursing funds, as Payee, on behalf of the Coalition ensuring funds are spent in accordance with specific purpose and budget (*this includes documenting all purchases that will remain the sole property of the Coalition*)
 - Fulfilling all fiduciary responsibilities specified in grant contracts and agreements with government and private entity funding sources for the Coalition
 - Serving as legal signatory on contracts, grants, and other legal agreements in which the Coalition is party

Acting as *Employer of Record* by:

- Providing in consultation with the Coalition Steering Council, Coalition ~~s~~Staff ~~s~~Supervision services, using the following as general parameters:
 - Provide Coalition staff with compensation and benefits per HWMUW-United Way policies
 - Ensure that Coalition staff and operations will be conducted from and within United Way-HWMUW. The Coalition staff ~~in partnership with the Coalition~~ facilitates CoC operations and is accountable responsible to the Coalition for grant performance of duties, while United Way's President (or alternate designated supervisor) serves as day-to-day supervisor under United Way's personnel policies. Written review of the Coalition staff's performance (no less than annually) will be completed jointly by HWMUW/United Way's President (or designated supervisor) with input from the Chair of the Coalition Steering Council (or designee) and the Chair of the Coalition Steering Council (or designee)
 - United Way shall consult with the Coalition ~~Steering Council Executive Committee~~ Steering Council in the creation or update to any Coalition staff job descriptions

SECTION II: CoC COLLABORATIVE APPLICANT

Specific to the functions as the CoC, pursuant to federal rule 24 CFR Part 578.15, a core function of the Coalition is to submit an annual application for federal funding that conveys the efforts of all homeless service and housing providers across the Coalition's designated geographic service area. This application must include reviewed and ranked applications from all individual provider projects the Coalition requests HUD to fund. The Coalition must select a qualifying organization to act on its behalf as the Collaborative Applicant to carry out these activities for HUD CoC Program funding.

The following will serve as the basis for the relationship between the Coalition and the Collaborative Applicant:

- As established in the fiscal year beginning July 1, 2013, Heart of West Michigan United Way has agreed to act as Collaborative Applicant and has full support of the Coalition
- Via this MOU, United Way agrees to support the Coalition by:

Acting as *Collaborative Applicant* for the Coalition by:

- Providing CoC Program Application functions for the Coalition, including but not limited to:
 - Submission of the Grant Inventory Worksheet, CoC Registration, CoC Collaborative Application, and CoC Planning Grant (pursuant to 24 CFR 578.9)
 - Organizing the completion of the CoC Program funding process
 - Providing Coalition financial statements as requested by the Coalition, at least quarterly
- Providing support to the CoC Planning Responsibilities, pursuant to 24 CFR 578.7, by employing staff to ensure:
 - The development of a plan for a coordinated housing and service system
 - A Point in Time count is conducted as required by HUD guidelines
 - An annual gaps analysis is conducted of the homeless needs and services in the Continuum
 - Coordination with Emergency Solutions Grant recipients and Consolidated Plan jurisdictions within the CoC geographic boundaries
- Providing support to the CoC System Operations Responsibilities, pursuant to 24 CFR 578.7, by employing staff to ensure
 - The establishment of performance targets, monitoring of performance, evaluation of outcomes, and action to improve poor performance
 - Evaluation and reporting of ESG and CoC outcomes
 - The establishment and operation of a coordinated entry system
 - The establishment of written standards for providing assistance
- Fulfilling the roles and responsibilities as the CoC Planning Grant recipient, including
 - Ensuring that all HUD grantee threshold requirements are met
 - Ensuring that all grant reporting and billing is completed in accordance with HUD requirements
 - All Planning and System Operations responsibilities as detailed above

SECTION III: JOINT REVIEW

The Steering Council will review this MOU on an annual basis and reconfirm its effectiveness or make revisions to best meet the current needs and support the goals of the Continuum of Care.

SECTION IV: DURATION

This MOU shall begin ~~July 1, 2017~~ November 16, 2020 and end on ~~June 30, 2018~~ November 30, 2021, at which time said contract shall be automatically renewed for successive one (1) year terms, unless a party delivers written notice of non-renewal to the Steering Council not less than

sixty (60) days before the expiration of the then current term. A party may revoke this agreement at any time for non-performance, subject to other conditions as listed herein.

SECTION V: INDEMNIFICATION

Each party to this MOU shall be responsible for any liability arising from its own conduct. No party agrees to waive, defend or indemnify any other.

SECTION VI: ENTIRE AGREEMENT

This MOU represents the entire agreement among the parties and supersedes all prior negotiations, representations and agreements, whether written or oral.

SECTION VII: MODIFICATION

Any modification of this MOU or additional obligation assumed by any partner in connection with this MOU shall be binding only if evidenced in writing and signed by all parties or their authorized representative.

SECTION VIII: GOVERNMENTAL IMMUNITY

No party waives its governmental immunity by entering into this MOU, and fully retains all immunities and defenses provided by law with respect to any action based upon or occurring as a result of this MOU.

SECTION IX: ABSENCE OF WAIVER

The failure of any of the parties to this MOU to insist on the performance of any of the terms and conditions of this MOU, or the waiver of any breach of such terms and conditions, shall not be construed as thereafter waiving any such terms and conditions, which shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

SECTION X: ASSIGNMENT OF RIGHTS

The rights and obligations of all parties under this MOU are personal to those parties and may not be assigned or transferred to any other person, firm, corporation or other entity without the prior written consent of the other parties.

SECTION XI: CONFLICT OF INTEREST

As any potential conflict is identified, affected ~~Governance Committee~~ Steering Council members will recuse themselves from decision making as agreed to by Committee consensus.

SECTION XII: APPROVAL

We, the undersigned have read and agree with this MOU.

By: _____ Date _____
Add Signer's Name
Grand Rapids Area Coalition to End Homelessness
Chairperson / *Title*

By: _____ Date _____
Add Signer's Name
Heart of West Michigan United Way / *Title*

DRAFT



LETTER OF SUPPORT POLICY
PERMANENT SUPPORTIVE HOUSING PROJECTS APPLYING FOR
LOW INCOME HOUSING TAX CREDIT

Introduction

The Grand Rapids Area Coalition to End Homelessness, also known as the Grand Rapids/Wyoming/Kent County MI-506 Continuum of Care entity and here forward referenced as the CoC, is committed to ending homelessness across Kent County and supports development that will aid in reaching this goal. Federal Low-Income Housing Tax Credit (LIHTC), administered through the Michigan State Housing Development Authority (MSHDA), is one mechanism used to fund the development of affordable housing, including permanent supportive housing for homeless persons and other vulnerable populations.

MSHDA Requirements

LIHTC applications are due to MSHDA in April and October of each year. MSHDA requires LIHTC applicants submitting a project under the Permanent Supporting Housing (PSH) category meet with the local Continuum of Care (CoC) housing planning body at least 120 days prior to the LIHTC funding round deadline. The meeting intent is to begin discussions about preliminary project concepts in order to provide notice to the CoC a local project is being pursued and allow opportunity for the CoC to provide input. Continued discussions with the CoC should ensure: 1) the stability of tenants, 2) the project is integrated into the community, and 3) there are strong social support networks available to meet the needs of the supportive housing tenants.

The applicant's LIHTC submission to MSHDA must include: 1) a CoC Form, 2) a letter of support from the CoC, and 3) meeting minutes from the initial CoC planning meeting. The CoC letter of support must be dated within one year from the LIHTC funding round deadline and contain the information listed below.

- Identification of the development team
- Total number of units
- Number of PSH units
- Targeted population
- Description of the housing units (i.e. townhouses, apartments, single-family homes)
- Bedroom mix of the proposed PSH units
- Occupancy standards and any limit on the number of occupants for each dwelling unit
- Location of the development
- Proposed services and amenities



Local Process and Timeline

IMPORTANT NOTE

It is the responsibility of the applicant to contact CoC staff regarding process timing to ensure Steering Council consideration can occur and required documentation can be provided prior to MSHDA deadlines. The applicant may request, or CoC Staff or the Steering Council may recommend, conversation between the applicant and the CoC in addition to what is outlined below.

The following process will be used to handle requests for CoC support of PSH projects applying for LIHTC:

- 1) The applicant shall submit to the CoC a letter of intent for the proposed development that includes the MSHDA-identified content (prior page), detail regarding how vacancies will be filled, and how the project supports the CoC's plan to end homelessness and current strategic plan goals.
- 2) The applicant shall attend a regularly scheduled CoC Steering Council meeting and present the proposed development including information detailed in the letter of intent. The applicant shall then invite and respond to questions from meeting attendees. A special notice will be sent out to reflect the possibility of a presentation of a LIHTC project on the agenda.
- 3) Steering Council deliberates and can vote to either:
 - a. Approve based on suggested changes to the developer,
 - b. Not approve because it is not a good fit for the community,
 - c. Postpone voting until the developer provides an updated letter of intent with project modifications.
- 4) Following the CoC Steering Council meeting, the applicant shall submit to the CoC a completed letter of support template. This shall be provided electronically to CoC staff as an editable Word document. If applicable, the applicant shall also submit an updated letter of intent that notes any project modifications resulting from discussions with the Steering Council.
- 5) Following an affirmative vote by the Steering Council, the CoC Chairperson will sign the CoC Form and the letter of support. The applicant may retain the original documents and provide CoC staff with a scanned electronic copy. CoC staff will provide the applicant an electronic copy of the meeting minutes reflecting the Steering Council vote in advance of the MSHDA application deadline.



Grand Rapids/Wyoming/Kent County Continuum of Care – MI 506 DRAFT Online Meeting Guidance

Prior to meetings:

- CoC staff and/or committee chair should log-on 10 minutes prior to the meeting to ensure that presentation materials are ready and to troubleshoot any issues that may arise.
- All pre-read documents should be combined and shared as a single PDF, if possible.

During meetings:

- At the beginning of each meeting, CoC staff will list participants (committee members and members of the public) in attendance. All call-in users will be asked to announce themselves at this time.
- Anyone who joins the meeting late should introduce themselves in the chat. Anyone who joins late and does not announce themselves in the chat may be removed from the meeting.
- All participants should remember to mute themselves when not speaking. If there is feedback or background noise, participants may be muted by staff.
- All meeting participants should remember to announce themselves when speaking to ensure those listening over the phone know who is speaking.
- Anyone disrupting the meeting by using offensive language or actions may be removed from the meeting.
- If you are having trouble connecting or with your technology, please note that CoC staff cannot usually troubleshoot as the issue is likely with the platform or your equipment. Staff recommend contacting your organization's IT department if a problem persists.
- Voting:
 - o Verbal votes are acceptable for the approval of agendas, minutes, and adjournment. All other votes should be conducted using the chat feature, votes can be voiced for attendees who do not have access to the chat feature. If there is not consensus, the committee chair will ask for a vote via roll call.
 - o A poll feature will be used for the approval of ~~agendas,~~ minutes, and adjournment during general membership meetings.
 - o E-ballots will be used for issues that require a full membership vote to ensure an accurate vote total.

Timeframe:



- To ensure the health and safety of all participants, the CoC recommends that all committees plan hold virtual meeting through January 2021. This timeline may be adjusted based on the situation and to comply with regulations and guidance from federal, state, and local authorities. Staff will review in-person meeting format for 2021 based on current circumstance at that time.

DRAFT



COMMITTEE OPERATIONS EXPECTATIONS GUIDANCE

The Grand Rapids Area Coalition to End Homelessness (CTEH) Governance Charter identifies various committees that serve to implement the work of the Continuum of Care (CoC). The Charter details committee roles and responsibilities, participants and terms of service, meeting frequency, and related matters. This document outlines expectations for the manner in which committees carry out their work and seeks to provide structure and accountability.

Committee Roles and Responsibilities

In addition to committee roles and responsibilities identified in the Governance Charter, each committee shall be responsible for:

- Recruiting its members
- Selecting a chairperson, vice-chairperson, and secretary
- Establishing its policies and procedures, consistent with the Charter, and providing them to the Steering Council and CoC staff.
- Recording its minutes and attendance and providing them to CoC staff.
- Ensuring transparency of its process and meetings and reporting regularly to the Steering Council and CoC membership.

Committee Membership

All committees, except those requiring election, may include any CoC member. However, in committees where there may be two or more members from the same agency, voting will be limited to one vote per agency. Whenever possible, at least one (1) Steering Council member shall serve on each committee. Any CoC member can request to join a committee's roster by emailing the committee chairperson and/or CoC staff.

Committee rosters will be confirmed each year in January. In order to maintain an up-to-date roster and quorum, if a member misses more than 2 scheduled meetings without notice within a rolling 6-month period, CoC staff or the Committee Secretary will ~~inform them that they will be removed the roster and can be reinstated per the individual's request~~ request that they remove themselves from the roster or reaffirm their commitment to participation.

Committee Leadership

- Each committee shall choose a chairperson, vice-chairperson, and secretary.
 - The chairperson, and vice-chairperson in the chairperson's absence, shall coordinate each committee.

- The secretary shall record meeting minutes and maintain an up-to-date committee membership and contact list.
- The chairperson, vice-chairperson, and secretary shall retain their position for a 12-month term beginning in January of each year.

Meeting Structure

- An agenda shall be prepared for each committee meeting. Meeting agendas shall be action-oriented and reflect CTEH Strategic Plan actions assigned to the committee.
- A majority of 51% of the membership constitute a quorum at all committee meetings. If 51% of the membership is not in attendance at a meeting, no votes may take place during the meeting.
- Robert's Rules of Order will be followed and a simple majority of the members present is necessary for any vote to pass. All formal decisions must be ratified by the Steering Council.

Reporting

Minutes of all meetings shall be circulated and approved at the subsequent meeting. Once approved, minutes shall be made available on the CTEH website. Meeting minutes shall detail how the committee's work is making progress toward assigned actions identified in the CTEH Strategic Plan.

Committee leadership shall utilize standardized templates provided by CoC staff to prepare meeting agendas, minutes, membership rosters, and other documents as deemed appropriate.