



Grand Rapids/Wyoming/Kent County – MI 506  
Continuum of Care Membership Meeting Agenda  
March 23, 2023 □ 9:30-11:00 am □ Zoom Meeting link:  
<https://us02web.zoom.us/j/86380795110?pwd=R1N1eFZpWWFmZWZWN2UDdKWmhsVjZjdz09>  
Or dial +1 929 205 6099 | Meeting ID: 863 8079 5110, Passcode: 326434

1. Call to Order
2. Approval of December 15, 2022 Minutes\*
3. Approval of the Consent Agenda
  - a. MSHDA HCV Homeless Preference List Information
4. Community Housing Connect 2.0
5. Coalition Strategic Plan: 2023 Q1 and Q2 Goals
6. Stella System-Wide Data Walkthrough
7. Preliminary Point-In-Time Count Data
8. Request for Proposals for Shelter Diversion Pilot
9. Community Partner Announcements and Updates
10. Adjournment

Next Meeting: Thursday, April 20th, 2023, 9:30-11:00am

*\*indicates potential action item*



**CoC MEMBER MEETING  
MEETING MINUTES - DRAFT**

December 15, 2022

9:30-11:00am

Facilitator:	Lauren VanKeulen		
Meeting Attendees:	<p>Lauren VanKeulen (AYA Youth Collective), Casey Gordon (Kent ISD), Dave Gantz (Genesis), Tammy Vincent (City of Grand Rapids), Hattie Tinney (Grand Rapids Housing Commission), Allie Whitman (Mel Trotter), Rebecca Rynbrandt (RGM Solutions, Community Member), Eileen McKeever (YWCA), Shelby Lake (Senior Neighbors), Lisa Cruden (Family Promise), Kimberly Seymour (Wyoming Housing Commission), Cathy LaPorte (61st District Court Eviction Diversion Initiative), Socorro Rodriguez (Cherry Health), Gordie Moeller (Double Up Food Bucks), Bill Weld-Wallis (Community Member), Lee Nelson Weber (Community Member), Erin Banchoff (City of Grand Rapids), Julie Kendrick (Degage), Stephanie Brock-Knoper (City of Wyoming), Wende Randall (ENTF), Ryan VerWys (ICCF Community Homes), Fran Dalton (Garfield Park Neighborhoods Assoc.), Wanda Couch (Grand Rapids Housing Commission), Victoria Sluga (Pine Rest), Karen Tjapkes (Legal Aid), Alonda Trammell (Dwelling Place), Elizabeth Stoddard (Fair Housing Center), Holly Wilson (Safe Haven), Tom Cottrell (YWCA), Mateah Schleben (Exodus Place), Melissa Hoezee (Fountain Street Church), Alyssa Anten (The Salvation Army), Niki Perkins (Access of West Michigan), Carolyn Allen (Covenant House), LoRae Robinson (Covenant House), Jen Colby (Exodus Place), Li Kaplan (AYA Youth Collective), Maranda VanZegeren (Community Rebuilders), Cassie Shugart (MCAH), Susan Sheppard (Arbor Circle), Allie Whitman (Mel Trotter Ministries), Zenaida Jimenez (Safe Haven), Michelle Van Dyke (Heart of West Michigan United Way), Lindsey Reames (Grand Rapids Housing Commission), Crystal Kitten (AYA Youth Collective), Matt Perin (61st District Court Eviction Diversion Initiative), Marcelle Marcelletti (Gerald R Ford Job Corps Center), Tanesha Jordan (Safe Haven), Stephanie Gingerich (LINC UP), Alisha Pennington (MDHHS Regional SOAR Navigator), Hilary Ortiz (Health Net of West MI), Marissa Lee (Degage), Monique Carter (Arbor Circle), Bryan Holt (Pine Rest StreetReach), Marcia Patrick (Senior Neighbors), Doug Booth (Health Net of West Michigan)</p> <p><u>Staff:</u> Courtney Myers-Keaton, Brianne Robach</p>		
Time Convened:	9:34	Time Adjourned:	11:00

<b>Approval of Minutes</b>		<b>October 27, 2022</b>	
Motion by:	Ryan VerWys	Support from:	Tom Cottrell
Discussion			
Amendments	None		
Conclusion	All in favor, motion passes.		
<b>Steering Council Election</b>			
Discussion			



**CoC MEMBER MEETING  
MEETING MINUTES - DRAFT**

December 15, 2022  
9:30-11:00am

Hattie Tinney and Alonda Trammell, Nominating Committee members, presented the slate of Steering Council nominees and called for nominations from the floor. Thelma Ensink of Degage Ministries was added to the slate. Members voted via e-ballot.

Congratulation to newly elected/re-elected members:

- Ryan Kilpatrick, Senior Program Officer at Facing Home Initiative – DeVos Family Foundation
- Charisse Mitchell, CEO at YWCA
- Lindsey Reames, Executive Director at Grand Rapids Housing Commission
- Victoria Sluga, Manager of Homeless and Housing Services at Pine Rest
- Lauren VanKeulen, CEO at AYA Youth Collective

**Thank you to our Departing Steering Council Members**

Discussion

There are members of Steering Council who have departed or will be departing at the end of this year. Attendees recognized and thanked these members for their contributions and leadership to the Coalition over the years.

**Youth Homelessness Demonstration Program Funding**

Discussion

Courtney Myers-Keaton, CoC Director, shared important upcoming dates regarding Youth Homelessness Demonstration Program (YHDP) funding. These funds and technical assistance will support the development of a coordinated community approach to youth homelessness based on the expertise of youth with lived experience of homelessness. The CoC will be hiring a YHDP Coordinator to support this work.

**Update on Grand Rapids Chamber Public Health and Safety Letter to City Commission**

Discussion

Courtney Myers-Keaton noted that a letter from the Grand Rapids Chamber of Commerce signed by multiple businesses was submitted as a petition and communication to Grand Rapids City Commission during last week’s meeting. The letter raised concerns regarding public health and safety and included proposed legislation to mitigate these concerns. The matter was referred to the Public Safety Committee; this group noted that there are several existing ordinances addressing concerns. The proposed ordinances are not being considered by City of Grand Rapids at this time.

The increased focus on public health and safety presents an opportunity to discuss viable solutions for vulnerable community members. A group of stakeholders will meet to develop solutions in January. Attendees developed potential short, medium, and long-term solutions in small groups.

**Cold Weather Protocols**

Discussion

Adrienne Goodstal, Mel Trotter Ministries, and Julie Kendrick, Degage Ministries, overviewed code blue policies at each of their respective organizations. Warming center space is available at both locations and curfew rules are relaxed.



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In addition, a flyer and list of local warming centers is available on the Coalition's website.			
<b>Year End Reflection</b>			
Discussion			
In small groups, attendees reflected on what they see as the Coalition's biggest successes of 2022 and shared responses with the full group. Top successes include YHDP, collaboration, flexibility, and resources.			
<b>Community Partner Announcements &amp; Updates</b>			
Discussion			
Cassie Shugart shared upcoming trainings hosted by the Michigan Coalition Against Homelessness.			
Cathy LaPorte, 61 <sup>st</sup> District Court, shared about their eviction prevention initiative. They are trying to reach landlords and tenants; information will be shared in the weekly newsletter.			
Hattie Tinney, Grand Rapids Housing Commission, shared that they will be releasing an RFP for Project-Based Vouchers. Contact her at <a href="mailto:htinney@grhousing.org">htinney@grhousing.org</a> if interested.			
<b>Adjourn</b>			
Motion by:	Tom Cottrell	Support from:	Cathy LaPorte

DRAFT

**Region 4**  
**Number of Homeless on MSHDA HCV WL 1/10/2023**

Please see below the number of individuals on the Homeless Preference Waiting List for your county compared to the number of homeless reported or added to the Homeless Preference Waiting List during December, and the number of individuals the Housing Agent has pulled from the Homeless Preference Waiting List as of January 10, 2023.\*

**\*NOTE: These are ‘moving’ numbers. It may appear a housing voucher is vacant (not leased), however it may be ‘under contract’ – i.e. the household is looking for a rental unit. A household has 60 days to locate housing. The HARA would have to check with the MSHDA Housing Agent for precise information. ALL service providers in the community - this is a great opportunity to focus efforts on helping households in locating housing! You may have access to leads that others are not aware of.**

County	# Added to HP List in December of 2022	# of Homeless on Homeless Preference List	# Pulled by Housing Agent in December	MSHDA Voucher Allocation	MSHDA Voucher Leased-Up
Allegan	2	26	0	187	187
Barry	3	10	0	65	63
Ionia	13	59	0	75	78
Kent	60	574	0	1,272	1,350
Lake	3	11	0	19	20
Mason	12	40	15	48	49
Mecosta	4	15	25	111	122
Montcalm	16	86	0	67	71
Muskegon	44	235	0	463	530
Newaygo	11	54	0	87	95
Oceana	5	36	0	21	29
Osceola	3	16	0	30	36
Ottawa	38	184	0	401	439

**Tips for keeping your waiting list full:**

- Work with/at local shelters so that chronically homeless people are entered onto the waiting list;
- If there are zero shelters in your county, speak to your MSHDA Homeless Assistance Specialist regarding counting doubled-up as homeless (for purpose of placement on the HCV waiting list);
- Work closely with your Housing Agent to know when/where turnover is occurring;
- **Ask your Housing Agent about their pull ratio.** Do they pull two names for every vacant voucher available—or three names, or four? Compare that to your ‘waiting list’ numbers.
- Direct persons who are experiencing homelessness or may qualify for the homeless preference to the HARA agency in your community.

- Work with your Housing Agent to help locate persons or identifying housing options.

## **Housing Agent Contact Information**

### **Allegan, Kent and Ottawa:**

#### **Sandra Burky, Community Housing Advocates**

1362 84 <sup>th</sup> Street, SW Byron Center MI 49315	Ph: (616) 277-1272 Fax: (616) 277-1520	May also contact: Robin Acton <a href="mailto:robin@hcv.comcastbiz.net">robin@hcv.comcastbiz.net</a>	Monday – Thursday 9:00 am – 5:00 pm Friday 9:00 am – 2:00 pm
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### **Lake, Ionia, Mason, Mecosta, Montcalm, Newaygo, Osceola and Oceana:**

#### **Molly Bopp, Community Management Associates**

18051 Northland Drive Big Rapids MI 49307	Ph: (231) 796-8883 (877) 796-8883 Fax: (231) 796-1242	<a href="mailto:Staff@cma-inc.org">Staff@cma-inc.org</a>	Monday – Thursday 9:00 am – 4:00 pm Friday 9:00 am – 12:00 pm
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### **Barry and Muskegon:**

#### **Christina Shepard, Pine Grove Housing Services**

5040 Meredith St Portage, MI 49002	Ph: (269) 343-7230 Fax: (888) 779-8933	<a href="mailto:info@pinegrovehs.com">info@pinegrovehs.com</a>	Tuesday & Thursday 9:00 am – 3:00 pm Wednesday 9:00 am – 5:00 pm
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Grand Rapids/Wyoming/Kent County CoC – MI 506  
Request for Proposals – MSHDA Shelter Diversion Pilot

**INTRODUCTION:**

The Michigan State Housing Development Authority (MSHDA) recently released a Request for Proposals (RFP) from eligible agencies to implement or expand effective shelter diversion models. MSHDA will award Shelter Diversion Pilot funds through a competitive process. Continuums of Care (CoCs) may only support one (1) proposal for submission. As such, the Grand Rapids/Wyoming/Kent County CoC seeks agencies to submit proposals for up to \$500,000 proposing the implementation of a shelter diversion pilot. MSHDA will award funds through Heart of West Michigan United Way as the established Fiduciary for the Grand Rapids/Wyoming/Kent County CoC. The selected Service Provider(s) will be subrecipients. The grant term will be two (2) years, starting June 1, 2023 through May 31, 2025.

**The Coalition encourages that a collaborative community proposal is submitted in response to this RFP. For this RFP, collaborative community proposal means collaboration between two or more Service Provider agencies that includes strategies to provide diversion services to multiple or all subpopulations. Coalition staff will facilitate community meetings to develop such a proposal.** Both meetings will be held virtually using the information below. Contact Brianne ([brobach@hwmuw.org](mailto:brobach@hwmuw.org)) for a calendar invite.

<b><u>Community Meeting Dates</u></b>	<b><u>Virtual Meeting Information</u></b>
Tuesday, March 21, 1:30-2:30pm	Zoom link: <a href="https://us02web.zoom.us/j/4350176715?pwd=bXZ3THM5Mkd6eIJlOE1SK2tmUFZUdz09">https://us02web.zoom.us/j/4350176715?pwd=bXZ3THM5Mkd6eIJlOE1SK2tmUFZUdz09</a>
Tuesday, March 28, 1:30-2:30pm	Meeting ID: 435 017 6715 Passcode: CoC

Please review the documents on the [MSHDA Shelter Diversion Pilot webpage](#) including their [Request for Proposals](#) for a more comprehensive overview of the program.

**LOCAL FUNDING PROCESS:**

The Funding Review Committee of the CoC is responsible for reviewing responses to this Request for Proposals and recommending one project to receive a Letter of Support on behalf of the CoC. Funding Review Committee recommendations will be reviewed and approved by the CoC’s Steering Council.

**ELIGIBLE APPLICANTS:**

All Service Provider(s) applicants included in the proposal must meet the following requirements:

- A 501(c)3 nonprofit agency or local unit of government that operates its principal place of business in the State of Michigan
- Actively involved in the CoC planning process.
- Experienced in serving homeless populations.
- Experienced in providing case management services specifically targeted to people who are experiencing homelessness.
- Experienced with successful HMIS data collection.

- Participation in a QSOBAA to allow sharing within HMIS.
- Exhibits the financial capacity to administer funds as demonstrated through an audited federal financial statement.
- Has financial management systems in place such as cash receipts and disbursement logs, invoices, and cancelled check registers, etc.
- Employs staff who possess bachelor’s degree in accounting or possess experience in accounting along with college accounting credits or a bookkeeper whose work is overseen by an accounting firm.

**ELIGIBLE ACTIVITIES:**

Staffing	<b>At least 40%</b> of total proposed project costs must be allocated for <b>new</b> staffing (Diversion Specialists). Staff costs related to HMIS data entry may also be billed to this budget line.
Flexible Financial Assistance	<b>At least 20%</b> of total project costs must be allocated for flexible financial assistance.
Rental Assistance	<b>At least 10%</b> of total project costs must be allocated for rental assistance.
Administrative Costs	Administrative costs are <b>limited to 10%</b> of total project costs. A portion of administrative funds must be allocated to the Fiduciary (Heart of West Michigan United Way)

*Cost Parameters*

Staffing: Funds budgeted for staffing cannot be used to supplant other program funds for existing staff. Applicants must ensure new positions are posted and hire additional staff as Diversion Specialists for this pilot.

Flexible Financial Assistance: Households can receive up to \$2,500 in assistance. This is capped for the grant term (i.e. households can be assisted with shelter diversion more than once but cannot receive more than \$2,500 in flexible financial assistance). This cap is implemented separately from Rental Assistance.

- General categories for Flexible Financial Assistance
  - Food
  - Contribution to shared housing costs (ex. Utility bills)
  - Transportation
  - Employment
  - Education
  - Childcare

**NOTE:** Awarded projects will not be permitted to provide monetary payments (cash) directly to households. Flexible Financial Assistance can be provided directly to households via gift cards in alignment with the general categories noted in this RFP.

Rental Assistance: Households can receive up to three (3) months of rental assistance. This is capped for the grant term (i.e. households can be assisted with rent payments more than once but cannot receive more than 3 months of rental assistance). This cap is implemented separately from the Flexible Financial Assistance.

Administrative Costs: Cost allocation plans are permitted in lieu of detailed administrative costs but must be provided at the point of proposal submission. A portion of administrative funds must be allocated to the Fiduciary (Heart of West Michigan United Way) for associated responsibilities.



## **EXPECTATIONS:**

The Service Provider(s) agrees to the following responsibilities:

- Collaborate with the CoC to ensure the shelter diversion model is integrated within the Coordinated Entry System and broader homeless crisis response system.
- Provide eligible services as defined within this pilot, MOU, and associated grant documents.
- Hire and train staff as Diversion Specialists, following outlined best practices and required skills.
- Enter client information on HMIS (Domestic Violence Agencies must use a comparable database).
- Coordinate with the HARA to ensure the required assessment tool and/or process is completed for literally homeless households.
- Routinely review and correct HMIS data quality issues and monitor outcome performance.
- Provide routine reports to the CoC on the pilot, including the number of households served and outcomes.
- Maintain financial and client level records to support billings, retaining records for five years.
- Request payment and provide necessary supportive documentation to the Fiduciary on at least a quarterly basis.
- Ensure compliance with grant terms and provide the Fiduciary and MSHDA access to financial and programmatic records when requested.

## **APPLICATION TIMELINE**

Thursday, April 13	RFQ responses due by 4:00pm
Tuesday, April 18	Applicants notified of Funding Review Committee recommendation
Thursday, April 20	Appeals to Funding Review Committee recommendation due by noon
Friday, April 21	Steering Council reviews Funding Review Committee (and Appeals Panel if applicable) recommendation and provides letter of support
Friday, April 21	Selected proposal is submitted to MSHDA by 5:00pm

***Questions regarding the application should be addressed to Courtney Myers-Keaton ([cmyers-keaton@hwmuw.org](mailto:cmyers-keaton@hwmuw.org)) and Brienne Robach ([brobach@hwmuw.org](mailto:brobach@hwmuw.org)) no later than 4pm on Tuesday, April 11.***

## **APPLICATION PROCESS**

Interested agencies shall send a letter of qualifications no later than **4pm on Thursday, April 13, 2023** to Courtney Myers-Keaton at [cmyers-keaton@hwmuw.org](mailto:cmyers-keaton@hwmuw.org) and copy Brienne Robach [brobach@hwmuw.org](mailto:brobach@hwmuw.org) addressing the following:

- **Proposed Model** (2-4 pages)
  - Detailed outline of shelter diversion model, including number of Diversion Specialists, referral process, and how the model will be implemented in the local Coordinated Entry System.
  - Description of inflow/outflow data for the local emergency shelters and Coordinated Entry System. Reports provided via HMIS and/or comparable database.
  - Description of population served by this project (general population, youth, families, adults, domestic violence survivors, human trafficking, etc.)
  - How will the organization measure the outcomes outlined in the RFP
- **Performance Management Outcomes** (1-2 pages)
  - Demonstrated past performance and or other notable accomplishments in serving the target population

- Detail the systems that will be used to track and report outcomes
- Detail how the agency has used data to inform/improve services and practices.
- **Organizational Capacity** (1-2 pages)
  - Overview of agency experience with shelter diversion or, if implementing a new process, experience with serving households experiencing homelessness or at risk of homelessness
- **DEI Self-Assessment** (1-2 pages, can be enhanced or addressed throughout the proposal)
  - Clarify the purpose and target audience
  - How the proposal engages stake holders
  - How will the proposal address Community Based Transparency
  - Identify Success Indicators
- **Reasonable Costs, Budget Justification, and Leveraged Funds** (1-2 pages)
  - Proof of fiscal capacity per audit or other financial documents
  - Agency affirms they can run the pilot on a cost reimbursement basis
  - Demonstrated reasonable implementation costs, appropriate funding requests relative to human and financial resources, budget supports proposed scope of work

The narrative should be formatted in at least 11-point, standard font. Each scored parameter should be identified with the appropriate heading. For example:

**Proposed Model**

Narrative description

**EVALUATION CRITERIA:**

Proposals containing all required items and submitted by the deadline will be reviewed and scored based on the following criteria and scoring categories:

<p><b>Strength of Proposed Model</b></p>	<ul style="list-style-type: none"> <li>● The proposal clearly defines the model and services to be provided. Services are appropriate to addressing the needs of and achieving desired outcomes for the target population.</li> <li>● The proposed model is supported by prior experience, demonstrated expertise, and/or aligns with the best practices and skills relevant to shelter diversion.</li> <li>● The proposal demonstrates a clear understanding of the target population and their needs/challenges.</li> <li>● The proposal provides estimates of deliverables that are in alignment with the proposed model’s scope.</li> <li>● The Service Provider(s) has experience and/or expertise in delivering services in an expedient manner.</li> </ul>	<p>40 points</p>
<p><b>Performance Management and Outcomes</b></p>	<ul style="list-style-type: none"> <li>● The Service Provider(s) demonstrates strong past performance against the desired goals, outcomes, and/or other notable accomplishments in providing services to the target population.</li> <li>● The Service Provider(s) has the required systems and processes to track and report outcomes.</li> <li>● The Service Provider(s) has experience in using data to inform/improve its services and practices.</li> </ul>	<p>20 points</p>

<b>Organizational Capacity</b>	<ul style="list-style-type: none"> <li>• The Fiduciary and/or Service Provider(s) has qualified staff responsible for program oversight and management.</li> <li>• The Fiduciary has adequate systems and processes to support monitoring pilot expenditures and fiscal controls.</li> <li>• The Fiduciary and/or Service Provider(s) has adequate Human Resources capacity to hire and manage staff.</li> <li>• The Fiduciary and/or Service Provider(s)'s organization reflects and engages the diverse people of the communities it serves.</li> </ul>	15 points
<b>DEI Self-Assessment</b>	<ul style="list-style-type: none"> <li>• The proposal sufficiently addresses each aspect of the DEI Self-Assessment: <ul style="list-style-type: none"> <li>○ Clarifying the Purpose and Target Audience</li> <li>○ Engaging Stakeholders</li> <li>○ Community Based Transparency</li> <li>○ Identifying Success Indicators</li> </ul> </li> </ul>	15 points
<b>Reasonable Costs, Budget Justification, and Leverage of Funds</b>	<ul style="list-style-type: none"> <li>• The Fiduciary and/or Service Provider(s) has the fiscal capacity to implement the proposed model as demonstrated by an audit and/or other financial documents.</li> <li>• The Fiduciary and/or Service Provider(s) indicates that they have the capacity to implement this pilot on a reimbursement basis, as necessary.</li> <li>• The Fiduciary and/or Service Provider(s) demonstrates reasonable implementation costs and funding requests relative to its financial and human resources. The proposed budget supports the proposed scope of work.</li> </ul>	10 points
<b>BONUS: Collaboration</b>	<ul style="list-style-type: none"> <li>• The proposal is a collaboration between two or more agencies and includes strategies to provide diversion services to multiple or all subpopulations.</li> </ul>	10 bonus points
<b>TOTAL</b>		<b>100 points</b>

