



Steering Council Meeting Agenda  
January 20, 2023 □ 8:30 – 10:30am □ Zoom

1. Call to Order/Introductions - Welcome to New Steering Council Members
2. Approval of the Agenda\*
3. Approval of December 16, 2022 Meeting 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 & Initiatives Updates
  - d. Budget Report: Statement of Activity
  - e. Data Reports: none
6. Petitions and Communications
7. Executive Committee Election\* - *slate of nominees included in the agenda packet*
8. Woda Cooper: Low-Income Housing Tax Credit (LIHTC) Project Overview – *overview of proposed LIHTC project. Woda Cooper anticipates requesting a letter of support in February.*
9. Funding and Infrastructure: Proposed Budget\* - *proposed budget recommended by Finance Committee will be shared ahead of the meeting*
10. MSHDA HOME-ARP Funding – *the NOFA and MOU are included with the agenda packet*
11. Update on Grand Rapids Chamber Public Health & Safety Letter to City Commission
12. Strategic Plan: 2023 Goals
13. Youth Homelessness Demonstration Program Update
14. Point In Time (PIT) Count Update
15. Any other matters by Steering Council Member(s)
16. Public Comment on Any Matter (Limit 3 minutes ea.)
17. Adjournment

Next meeting: Friday, February 17th, 8:30 – 10:30am

\* denotes potential action item



## STEERING COUNCIL MEETING MINUTES - **DRAFT**

December 16, 2022

8:30-10:30

Facilitator:	Lauren VanKeulen		
Meeting Attendees:	<p><u>Steering members present:</u> Tom Cottrell, Lauren VanKeulen, Casey Gordon, Cheryl Schuch, Adrienne Goodstal, Elizabeth Stoddard, Tammy Vincent, Holly Wilson (left at 10:00), Victoria Sluga, Victoria Arnold, Mark Contreras (left at 10:00), Wanda Couch, Ryan VerWys (left at 10:00), Alonda Trammell, Jose Salinas (left at 10:00), Gustavo Perez, Karen Tjapkes (joined at 8:40), Fran Dalton (joined at 8:45)</p> <p><u>Steering members absent with notification:</u> Nicole Hofert</p> <p><u>Steering members absent without notification:</u></p> <p><u>Community Members:</u> Anna Diaz (Community Rebuilders), Erin Banchoff (City of Grand Rapids), Chad Coffman (Kent County)</p> <p><u>Staff:</u> Courtney Myers-Keaton, Brianne Robach</p>		
Time Convened:	8:33 am	Time Adjourned:	10:30 am

<b>Approval of Agenda</b>			
Motion by:	Adrienne Goodstal	Support from:	Cheryl Schuch
Discussion			
Amendments	None		
Conclusion	All in favor, motion passes.		
<b>Approval of Minutes</b>		<b>November 18, 2022</b>	
Motion by:	Tom Cottrell	Support from:	Adrienne Goodstal
Discussion			
Amendments	None		
Conclusion	All in favor, motion passes.		
<b>Public Comment on Any Agenda Item</b>			
Discussion			
None			
<b>Approval of Consent Agenda</b>			
Motion by:	Adrienne Goodstal	Support from:	Tom Cottrell
Discussion	Karen Tjapkes joined the meeting		
Amendments			
Conclusion	All in favor, motion passes.		
<b>Petitions and Communications</b>			
Discussion			
None			
<b>Thank you to Outgoing Steering Council Members and Welcome to New Steering Council Members</b>			
Discussion			
Attendees thanked Steering Council members who will leave the board and welcomed members who will be joining the board in 2023.			



**STEERING COUNCIL  
MEETING MINUTES - DRAFT**

December 16, 2022  
8:30-10:30

Fran Dalton joined the meeting.		
Action Items	Person Responsible	Deadline
<b>Update on Grand Rapids Chamber Public Health &amp; Safety Letter to City Commission</b>		
Discussion		
<p>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 their meeting last week. 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.</p> <p>The increased focus on public health and safety presents an opportunity to continue educating community members and to discuss viable solutions for vulnerable community members including those experiencing homelessness. A group of stakeholders facilitated by Housing Kent and hosted at United Way will meet to develop solutions in January.</p>		
Action Items	Person Responsible	Deadline
<b>Kent County CoC Grant Transfer Request</b>		
Discussion		
<p>Chad Coffman from Kent County Community Action indicated that Kent County is requesting to transfer their CoC program grants to Community Rebuilders who currently operates the grants as a subrecipient. HUD has indicated that the transfer process will allow awards to continue as renewal grants; a vote and letter of support from CoC is needed to conclude the process.</p> <p>Cheryl Schuch motioned to approve Kent County's request to transfer CoC Program grants to Community Rebuilders. Tammy Vincent seconded. Chad provided history on the projects and indicated HUD advised against making changes to the project, including the subrecipient, as this could put the project at risk for losing funding. Courtney noted that these are high performing projects that typically score well and are listed high on Project Priority Listing. Cheryl indicated support for the transfer and thinks the Coalition should build strong HUD competency with many providers to make the community more competitive. Ryan agreed with the value of diversification. 16 in favor, 1 abstention (Gustavo Perez as his agency is named in motion). Motion passes.</p>		
Action Items	Person Responsible	Deadline
<b>MSHDA ESG Funding – Street Outreach Lead Agency Affirmation</b>		
Discussion		
<p>Courtney noted that Steering Council decided to use MSHDA ESG funds to support a Street Outreach lead agency in the summer but did not develop a plan to ensure continuation of the role. Executive Committee has discussed 2-3 year grant terms for the lead agency followed by an evaluation period.</p>		



**STEERING COUNCIL  
MEETING MINUTES - DRAFT**

December 16, 2022  
8:30-10:30

Victoria Sluga shared that the funding will support a full-time bachelors-level outreach position within Pine Rest’s broader outreach programs.

Conversation around coordination among outreach staff and data collection methods for students experiencing homelessness.

Cheryl Schuch motioned to affirm that Pine Rest continues in role of Street Outreach lead agency for Coalition and to commit MSHDA ESG funding to support activities for the next 3 years. Ryan VerWys seconded. Cheryl suggested beginning evaluation at the end of 2 years. 16 in favor, 1 abstention (Victoria Sluga as her agency is named in the motion). Motion passes.

Action Items	Person Responsible	Deadline

**Youth Homelessness Demonstration Program**

Discussion

Courtney indicated that a YHDP Coordinator will be hired to support implementation of this funding. She plans to apply for a small amount YHDP planning grant funds to support the position and stipends for youth and hopes to fundraise the remainder of funds to maximize the amount of funding available for projects. The position will last for 2 years with the potential to continue if funding is identified. Youth Action Board will review the job description and be involved with the hiring process. In the past Executive Committee has reviewed job descriptions. In all instances, United Way approves all job descriptions as the employer of record.

Action Items	Person Responsible	Deadline

**Funding and Infrastructure Updates**

Discussion

Courtney shared updated regarding the desired Coalition staffing infrastructure. The CoC Program Manager position will be offered to a candidate soon. The receipt of transition funding positions the Coalition to post for an Administrative Assistant and full-time HMIS System Administrator. Discussion will continue around the HMIS Support position and Coordinated Entry Program Manager roles. A grant agreement regarding the Data Analyst position has not been received. The Coalition did receive funding from Kent County ESG for HMIS expenses support the cost of licenses and staff time.

Action Items	Person Responsible	Deadline

**MSHDA HOME-ARP Funding**

Discussion

Courtney shared that MSHDA released a draft Notice of Funding Availability (NOFA) which suggests the community will receive about \$300k for housing navigation case management for 1.5 to 2.0 FTE staff. United Way will serve as the fiduciary and the community will likely need to select agencies to provide housing navigation services. Details may change as the NOFA is finalized.

Ryan, Jose, Holly, and Mark left the meeting.

Action Items	Person Responsible	Deadline



**STEERING COUNCIL  
MEETING MINUTES - DRAFT**

December 16, 2022

8:30-10:30

<b>Year End Reflection</b>			
Discussion			
Attendees participated in an activity modified from a recent Built for Zero convening. This began with a reflection of what brought everyone to the work of ending homelessness. In small groups, attendees then discussed shared values and experiences.			
Courtney thanked attendees for their continued commitment to ending homelessness.			
Action Items		Person Responsible	Deadline
<b>Other Matters from Steering Council members</b>			
Discussion			
Casey Gordon noted that some committees have not provided recent updates and would like to see more regular updates in 2023.			
<b>Public Comment on Any Item</b>			
Discussion			
None			
<b>Adjourn</b>			
Motion by:	Tom Cottrell	Support from:	Victoria Sluga

DRAFT



GRAND RAPIDS/WYOMING/KENT COUNTY  
STEERING COUNCIL ANNUAL CALENDAR  
Updated November 2021

**January**

Steering Council Orientation  
Executive Officer Elections  
Point in Time Count  
Draft Budget Presentation  
Steering Council Annual Conflict of Interest  
Forms Completed  
Strategic Plan: Review of Q4 Rocks and  
Introduction of Q1 Rocks

**February**

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

**March**

Data Quality Committee Report  
CoC and ESG Mid-Term Monitoring

**April**

LIHTC Developer Presentations to Steering  
(October Round)  
Point in Time Count Submitted to HUD  
Budget Review  
Strategic Plan: Review of Q1 Rocks and  
Introduction of Q2 Rocks

**May**

Nominating 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  
Strategic Plan: Review of Q2 Rocks and  
Introduction of Q3 Rocks

**August**

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

**September**

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 Fiduciary  
MOU  
Strategic Plan: Review of Q3 Rocks and  
Introduction of Q4 Rocks

**November**

Staff Evaluations Initiated by Fiduciary

**December**

Steering Council elections (at CoC meeting)  
Staff Evaluations Concluded by Fiduciary  
Budget Preparation Begins  
Strategic Plan: Review & Update Annual  
Priorities

## ESG Financial Assistance Report

Recipient/Subrecipient	Grant Term	Total Grant Amount	Direct Financial Assistance Amount	Activities Funded	% of Grant Term Complete	Total Amount Spent	% Spent	Planned # of Households Served	# of Households Served Grant Term to Date	Special Population(s) Served	Data Reported as of
<b>MSHDA*</b>											
ESG - Community Rebuilders	10/1/2021 - 2/28/2023	\$53,290	\$53,290	RRH	75%	\$53,290.00	100%	not currently available	not currently collected		9/30/2022
ESG - ICCF	10/1/2021 - 2/28/2023	\$128,834	\$78,000	RRH	56%	\$73,528.32	57%	not currently available	not currently collected		6/30/2022
ESG - Pine Rest	10/1/2021 - 2/28/2023	\$48,600	\$0	Outreach	75%	\$40,668.89	84%	not currently available	not currently collected		9/30/2022
ESG - The Salvation Army	10/1/2021 - 2/28/2023	\$209,365	\$37,990	Outreach, RRH, Prevention	56%	\$81,394.82	39%	not currently available	not currently collected		6/30/2022
ESG-CV - Community Rebuilders	1/1/2021 - 2/28/2023	\$234,532	\$149,156	RRH	79%	\$204,208	87%	not currently available	not currently collected		8/31/2022
ESG-CV - Family Promise	1/1/2021 - 2/28/2023	\$1,215,131	\$0	Shelter	79%	\$1,215,131	100%	not currently available	not currently collected	Families	8/31/2022
ESG-CV Mel Trotter	1/1/2021 - 2/28/2023	\$54,200	\$0	Shelter	79%	\$54,200.47	100%	not currently available	not currently collected		8/31/2022
ESG-CV - Pine Rest	1/1/2021 - 2/28/2023	\$56,700	\$0	Outreach	79%	\$56,700.00	100%	not currently available	not currently collected		8/31/2022
ESG-CV - The Salvation Army	1/1/2021 - 2/28/2023	\$153,044	\$89,927	Prevention, RRH	79%	\$153,043.95	100%	not currently available	not currently collected		8/31/2022
<b>City of Grand Rapids**</b>											
ESG - The Salvation Army	7/1/2022 - 6/30/2023	\$295,901	\$255,069	Rapid Re-housing	50%	\$ 117,501.00	40%	40	26		12/31/2022
<b>Kent County***</b>											
ESG-CV	4/01/20 - 9/30/22\3	\$1,643,522	\$1,479,169	Prevention/Hotel/Motel		\$947,695.45	58%	231	156		9/30/2022
ESG 21	7/01/21 - 6/30/23	\$148,422	\$137,290	Prevention/Hotel/Motel Vouchers	DRAFT	\$2,291.04	2%	unknown, awaiting contract	0		9/30/2022

ESG 22	7/01/22 - 6/30/24	\$148,716	\$137,563	Prevention/Hotel/Motel Vouchers		\$876.00	0.60%	unknown, awaiting contract	0		9/30/2022
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**Notes**

\*MSHDA reports are submitted quarterly.

\*Some MSHDA ESG-CV amounts are anticipated to change in the coming months. Additional \$50k awarded but not yet shown here.

\*Grant amendments are in progress and UW Finance Team is currently short staffed so Q3 numbers are not yet available. Team is working to get reporting up to date.

\*\*City of Grand Rapids payment requests are due monthly. ESG-CV performance reports are due monthly, and ESG reports are due quarterly (\*\**monthly for FY23 ESG agreement* ).

\*\*\*Kent County's data reported quarterly. Remaining amounts for 2021 ESG, 2022 ESG and ESG CV were put forward for area non-profits to apply for in early September 2022. In Dec 2022, Kent County will be awarding out the remainder of these grants to local subrecipients, less funds expended since Sept 2022 on internal programing and sufficient administrative dollars for county staff.





## Grand Rapids/Wyoming/Kent County CoC – MI 506 Steering Council Initiative Reporting – January 2023

### Data Analysis Committee –

- The Data Analysis Committee met on November 10, 2022. Our conversation included the potential to meet on a less-than-monthly basis going forward, due to the frequent lack of reliable data in formats able to be analyzed. We recognize this as a capacity issue, and look forward to the addition of staff devoted to data provision, quality, and analysis. The committee also discussed the need to review reports prior to submission, citing issues with the HIC and other metrics included in prior reports that will undermine community scores in the future.
- The committee did not meet in December.
- Along with leadership, this committee recognizes the critical need for reliable data to inform CTEH/CoC planning and performance, and encourages implementation of the plan adopted in 2021, especially regarding increases in capacity.

### Youth Committee --

- The Youth Committee has been working alongside YHDP Technical Assistants: Discussing YHDP planning team composition, purpose, and roles & responsibilities,
- Provide support for ensuring accountability of planning team members to each other and to the principles of equity and authentic youth collaboration
- Address key considerations for authentic youth collaboration in YHDP planning and leadership. We hope to ensure the planning team members represent the young people who YHDP will serve. Actively recruiting and considering: homeless system, other systems, and groups/geographic areas most impacted.

### Outreach Workgroup --

- The Outreach workgroup have been actively creating a PIT count list of locations. We have been going to past locations to check to see if they're any signs individuals came back and are currently residing. Also, we are in the process of determining how many people will be needed for the actual night of the PIT count.
- Note: Thank you to all Outreach Workers who are helping plan this year's PIT count and those that were out in and before warning unsheltered individuals during the blizzard conditions we experienced on the week of Christmas Eve.

### Ending Veterans Homelessness Committee & Veterans Action Board --

- The Ending Veteran Homelessness Committee work groups continue to meet to focus on maintaining USICH benchmarks and outreach, as well as Veteran outreach efforts.
- The Maintaining Functional Zero workgroup continues to review the USICH Benchmarks & Criteria for maintaining functional zero and update public facing dashboards on community level data.
- Monthly outreach efforts are coordinated with the Veteran specific outreach team, including SSVF grantee staff and the local VA.
- SSVF grantees are able to provide enhanced services to Veterans, including legal services, shallow subsidy, and health care navigation.

## Continuum of Care Grant Financial Status

As of November 30, 2022

Grant	Grant Award Amount	Total Projected Expenses	Overspent or (Underspent)	Grant Year End Date	Notes
HWMUW (Match)	\$ 17,000	\$ 13,569	\$ (3,431)	6/30/2023	Non-personnel expenses have not yet been fully forecasted
MSHDA ESF 2021	\$ 207,049	\$ 182,720	\$ (24,329)	4/30/2023	MSHA extended due date
MSHDA ESM & ESM 02	\$ 258,000	\$ 115,903	\$ (142,097)	2/28/2023	MSHDA extended due date
MSHDA EHV	\$ 174,000	\$ 33,645	\$ (140,355)	9/30/2023	Partners challenged with spending grant out
MSHDA CV	\$ 1,763,699	\$ 1,763,699	\$ (0)	12/31/2022	Recently awarded another \$50,000 not yet reflected here
City of GR CDBG (Match)	\$ 20,000	\$ 12,906	\$ (7,094)	6/30/2023	Non-personnel expenses have not yet been fully forecasted
City of Wyoming CDBG (Match)	\$ 5,000	\$ 4,643	\$ (357)	6/30/2023	
HUD Planning 11.30.22	\$ 206,850	\$ 206,850	\$ 0	11/30/2022	
Kent County CUNP 12.31.23 (Match)	\$ 20,000	\$ 14,921	\$ (5,079)	12/31/22	Underspend here offset with overspend in City of GR CDBG grant ended 6.30.22
HMIS, Salvation Army 11.30.22	\$ 77,458	\$ 77,458	\$ -	11/30/2022	
Frey Foundation (CoC Transition)	\$ 75,000	\$ -	\$ (75,000)		One time award for CoC transition costs

Total	\$ 2,824,056	\$ 2,426,313	\$ (397,743)
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**CoC Fund Balance**

**Fund Balance @ 6/30/20**

\$ -

Add:

HWMUW grant fye 6.30.21 (not spent) 6,600  
 Mission Matters - Strategic planning (4,000)  
 Comm Solutions Int'l income 1,000

\$ 3,600

**CoC Fund Balance 6/30/22**

NPTA remaining

100

**CoC Fund Balance 7/30/22**

\$ 3,700



## Grand Rapids/Wyoming/Kent County CoC - MI506 2023 Executive Committee Nominations Slate

### **Chair:**

#### Casey Gordon Supervisor of Special Populations at Kent Intermediate School District

Casey has served on the Steering Committee for multiple terms and would be honored to continue doing so. She is a past Chair of our CoC and an active member of both the Youth Committee and Finance Committee. Casey works with families and youth experiencing homelessness and supports the School Homeless Liaisons within Kent and Allegan counties as the Regional McKinney-Vento Grant Coordinator.

### **Vice Chair:**

#### Elizabeth Stoddard, Director of Advocacy at Fair Housing Center of West Michigan

Elizabeth has been a great addition to the Executive Committee over the past year. She brings her fair housing and analytical lens to the conversation, which furthers dialogue and sound decision making.

### **Secretary:**

#### (I) Adrienne Goodstal, Chief Engagement and Advocacy Officer at Mel Trotter Ministries

Adrienne is a dedicated and knowledgeable professional who has successfully served on the Executive Committee. Her experience and leadership skills add both value and collective wisdom to the group. Adrienne's understanding of our CoC and its impact on singles, families, and youth is essential as Executive Committee works with CoC staff to improve systems and services for our community.

I'm nominating myself for another year as Secretary. I have been an active member of the COC, Steering and Executive for many years. The experience and knowledge that I bring represents all populations that are experiencing homelessness or at risk of homelessness. I played a role in the strategic planning process and believe that this will lend well to future topics and decisions made at executive.

#### Gustavo Perez, Director at Kent County Community Action

Gustavo Perez leads the Kent County Community Action Department, responsible for assisting individuals, families and communities by providing food, housing and utility assistance. The department also helps with home repair, weatherization services, community development projects and other support services. Gustavo holds a master's degree in public administration from Southern New Hampshire University and a bachelor's degree of business administration in marketing from the University of Texas at San Antonio.



## Grand Rapids/Wyoming/Kent County CoC - MI506 2023 Executive Committee Nominations Slate

### **Treasurer:**

#### Lauren VanKeulen, CEO at AYA Youth Collective

Lauren VanKeulen is the CEO at AYA Youth Collective and has been an active participant in the Coalition to End Homelessness since 2013. In 2022, she has been the Chair of the Steering Committee, offering strong leadership and strategic direction to the CoC as a whole. Over the past 9 years, she has served on, or is currently on the following committees: Executive Committee, Youth Committee, Coordinated Entry Committee, and youth functional zero workgroup. Lauren played a large role in bringing Youth Homelessness Demonstration Program (YHDP) funding to Kent County through advocacy and leadership support. AYA is highly involved throughout the CoC, including through facilitation of the Youth Advisory Board.

While Lauren's focus area is around youth homelessness, she understands that ending homelessness for all populations is essential to solving our community crisis. Lauren believes that when our community comes together around a common goal, we are better able to address our most pressing issues in an effective and cohesive way.

#### (I) Tammy Vincent, Homelessness Coordinator at City of Grand Rapids

Tammy is the Homelessness Coordinator with the City of Grand Rapids. Tammy supports and collaborates with the CoC by representing Grand Rapids on Executive Committee, Steering Council, and the Coordinated Entry Committee. She also assists with planning and implementation for FUSE, Built for Zero, and many other collaborative efforts to impact homelessness.

In her role as Homelessness Coordinator, Tammy administers funding agreements with nonprofits that meet the City of Grand Rapids' Neighborhood Investment Plan outcome to prevent and resolve episodes of homelessness. She works closely with the Homeless Outreach Team to coordinate their role in the homeless response system, to meet the needs of unhoused residents, and problem-solve solutions to meet the immediate needs of businesses, residents, and other stakeholders. She also supports external partnerships in addressing both immediate and long-term issues related to homelessness.

### **Member at Large:**

#### Ryan Kilpatrick, Senior Program Officer Facing Home Initiative - DeVos Family Foundation

Ryan has been working to solve for the general lack of housing supply in West Michigan for the last 9 years and has a broader background in development finance, community development, public meeting facilitation, and economic development. Ryan has BA in Community Development from GVSU, and an MA in Design Thinking for Social Innovation from KCAD/FSU. The work of the DeVos Family Foundation's Facing Home Initiative is designed to support a multi-year, multi-million investment to solve homelessness in Kent County. The CoC's adoption of the Built for Zero model is imperative to this work and Ryan would like to better understand and support the highest leverage opportunities to make a significant difference for the unhoused in Kent County as well as those at-risk of losing housing.

Ryan has nearly 20 years of experience working in housing, development finance, strategic planning, and municipal governance. He has a BA in Community Development and a MA in



## Grand Rapids/Wyoming/Kent County CoC - MI506 2023 Executive Committee Nominations Slate

Design Thinking for Social Innovation. Ryan is currently leading the Facing Home Initiative on behalf of the DeVos Family Foundation. Facing Home is a strategic and initiated response to the homelessness crisis in Kent County that has been designed as a mechanism to leverage public, private, and philanthropic investments where they can be most impactful in the effort to solve for homelessness. Ryan's role is to deeply understand the barriers and limitations that have historically undermined the community response to homelessness and be a collaborative partner to area nonprofits in addressing those barriers. Ryan's most recent background was leading Housing Next in an effort to clearly define the regional housing shortage and the opportunities for the community to work together to provide adequate housing at all price points and for every household.



## Office of Rental Assistance and Homeless Solutions

# **HOME-ARP Notice of Funding Availability (NOFA)**

HOME American Rescue Plan (HOME-ARP):  
Homelessness Prevention Program (HPP)

735 E Michigan Ave  
P.O. Box 30044  
Lansing, MI 48909



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I. **Timeline**

<b>HOME ARP Supportive Services Funding</b>	
<b>Homelessness Prevention Program Timeline</b>	
<b>November 2022</b>	Homelessness Prevention Program (HPP) NOFA draft released
<b>December 2022</b>	HPP NOFA webinar
<b>January 2023</b>	HPP NOFA and application published
<b>February 10, 2023</b>	HPP application submissions due
<b>March 1, 2023</b>	HPP Project Start

II. **General Overview**

In March 2021, President Biden signed the American Rescue Plan Act (ARP) of 2021 into law, which provides over \$1.9 trillion in relief to address the continued impact of the COVID-19 pandemic on the economy, public health, state and local governments, individuals, and businesses. Congress appropriated \$5 billion in ARP funds to be administered through HUD's HOME Investment Partnerships Program to specifically address the need for homelessness assistance and supportive services and perform four activities that must primarily benefit qualifying individuals and families who are homeless, at risk of homelessness, or in other vulnerable populations; including (1) the development of affordable rental housing, (2) tenant-based rental assistance (TBRA), (3) the provision of supportive services; (4) the acquisition and development of non-congregate shelter units and (5) non-profit building and capacity building assistance. The complete program is described in Notice [CPD-21-10](#) and is formally known as the HOME-American Rescue Plan (HOME-ARP).

HOME-ARP funds were allocated to 19 different cities and counties across the state for a total of \$89,849,402. MSHDA received Michigan's non-entitlement portion of \$63,793,681. To achieve an equitable distribution of funds statewide, MSHDA considered these local funding amounts when determining regional allocations for MSHDA HOME-ARP. MSHDA used a formula-based calculation that included the percentage of the population at 30% Area Median Income to establish the regional need. MSHDA allocated 85% of its HOME-ARP, less MSHDA Administrative costs, to regions across the state and maintains 15% of the total award as a statewide pool for additional regional allocation as needed.

MSHDA published its HOME-ARP Allocation Plan for public comment and hosted multiple virtual public comment sessions to solicit feedback and questions regarding the plan. All feedback was reviewed, and any necessary changes were incorporated into the submitted HUD Action Plan. Please see [MSHDA's HOME-ARP Allocation Plan](#) for more information.

As a means of continued support for homelessness prevention activities implemented under other federal efforts in response to the COVID-19 pandemic, MSHDA has allocated \$5 million in HOME-ARP funds to aid households at risk of homelessness through the Homelessness Prevention Program (HPP). Please review Addendum A for the allocation methodology and individual Continuum of Care (CoC) or Local Planning Bodies (LPB) of the Balance of State Continuum of Care (BOSOC) allocations.



### III. Program Description

The HOME-ARP Homelessness Prevention Program (HPP) will provide rent and financial assistance for households who qualify per HOME-ARP eligibility criteria. This NOFA will provide detail regarding Qualifying Populations, Eligible Activities, and Costs, along with the subgrantee requirements needed for Continuums of Care (CoC) and Local Planning Bodies (LPBs) of the Balance of State CoC to receive MSHDA HOME-ARP funding.

The funds from this program will be awarded by MSHDA to existing COVID Emergency Rental Assistance (CERA) fiduciaries for the following purposes:

- Rent arrears assistance
- Utility arrears assistance (as it relates to maintaining or obtaining housing)
- Administrative costs

Case management costs are not eligible through HPP and must be reimbursed through CERA Housing Stability grants, awarded to the local Housing Assessment Resource Agency (HARA) as a subgrantee. Please contact MSHDA if the CoC or LPB wishes to select a different subgrantee for this program.

### IV. Grant Term

Grants will begin March 1, 2023, and end February 28, 2024.

### V. Qualifying Populations as Defined by HOME-ARP

The following populations are qualified to receive assistance from the Homelessness Prevention Program. Please review the [HOME-ARP Notice](#) for more detailed information.

Homeless, as defined in [24 CFR 91.5](#):

- An individual or family who lacks a fixed, regular, and adequate nighttime residence.
- An individual or family who will imminently lose their primary nighttime residence.
- Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
  - Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
  - Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
  - Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance: **and**
  - Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two

or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment.

**At risk of Homelessness**, as defined in [24 CFR 91.5](#):

- An individual or family who:
  - Has an annual income below 30 percent of median family income for the area, as determined by HUD;
  - Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “Homeless” definition; **and**
  - Meets one of the following conditions:
    - Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
    - Is living in the home of another because of economic hardship;
    - Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
    - Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low- income individuals;
    - Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;
    - Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); *or*
    - Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient’s approved consolidated plan.
  - A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(l) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(l)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); *or*
  - A child or youth who does not qualify as “homeless” under this section but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a (2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

**Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, or Human Trafficking**

- **Domestic violence**, which is defined in [24 CFR 5.2003](#) includes felony or misdemeanor crimes of violence committed by:

- A current or former spouse or intimate partner of the victim (the term “spouse or intimate partner of the victim” includes a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship);
- A person with whom the victim shares a child in common;
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving HOME-ARP funds; *or*
- Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- **Dating violence**, which is defined in [24 CFR 5.2003](#) means violence committed by a person:
  - Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - Where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - The length of the relationship.
    - The type of relationship
    - The frequency of interaction between the persons involved in the relationship.
- **Sexual assault**, which is defined in [24 CFR 5.2003](#) means any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent.
- **Stalking**, which is defined in [24 CFR 5.2003](#) means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - Fear for the person’s individual safety or the safety of others; or
  - Suffer substantial emotional distress.
- **Human Trafficking**, includes both sex and labor trafficking, as outlined in the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7102). These are defined as:
  - *Sex trafficking* means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act, in which the commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or
  - *Labor trafficking means* the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

**Other Populations**, where providing supportive services or assistance under section 212(a) of NAHA ([42 U.S.C. 12742\(a\)](#)) would prevent the family’s homelessness or would serve those with the greatest risk of housing instability. HUD defines these populations as individuals and households who do not qualify under any of the populations above but meet one of the following criteria:

- **Other Families Requiring Services or Housing Assistance to Prevent Homelessness** is defined as households (i.e., individuals and families) who have previously been qualified as “homeless” as defined in [24 CFR 91.5](#), are currently

housed due to temporary or emergency assistance, including financial assistance, services, temporary rental assistance or some type of other assistance to allow the household to be housed, and who need additional housing assistance or supportive services to avoid a return to homelessness.

- **At Greatest Risk of Housing Instability** is defined as household who meets either option below:
  - Has annual income that is less than or equal to 30% of the area median income, as determined by HUD and is experiencing severe cost burden (i.e., is paying more than 50% of monthly household income toward housing costs), *or*
  - Has annual income that is less than or equal to 50% of the area median income, as determined by HUD, **AND** meets one of the following conditions from paragraph (iii) of the “At risk of homelessness” definition noted above.

**Veterans and Families that include a Veteran Family Member** that meet the criteria for one of the qualifying populations described above are eligible to receive HOME-ARP assistance.

## **VI. Selection Criteria for Eligible Subgrantees**

Housing Assessment and Resources Agencies (HARAs) are pre-determined as subgrantees for this Program, based on the awarded CERA Housing Stability grants. Please contact MSHDA if the CoC or LPB wishes to select a different subgrantee for this program.

### **All HPP Subgrantees must meet the following requirements:**

- Recommended by the CoC/LPB; (Continuum of Care or Local Planning Body)
- A 501(c)3 nonprofit agency or a local unit of government that operates its principal place of business in the State of Michigan.
- A local unit of government can subgrant the funds to a PHA; (Public Housing Authority)
- Actively involved in the CoC/LPB planning process;
- Willing to re-align existing program structures and use funds to fill gaps and end homelessness;
- Willing to use HMIS (Homeless Management Information System) to collect relevant data (Domestic violence service agencies use a comparable database);
- Capacity to use a standardized assessment tool or process;
- Participation in a QSOBAA (Qualified Services Organization Business Associates Agreement) to allow sharing within HMIS;
- Exhibits the financial capacity to administer funds as demonstrated through an audited financial statement;
- Has financial management systems in place such as cash receipts and disbursement logs, invoices and canceled check registers, etc.
- Employs staff person who possesses a bachelor’s degree in accounting, or possesses experience in accounting along with college accounting credits, or a bookkeeper whose work is overseen by an accounting firm;
- Does not require program participants to complete any prerequisites to receive services (i.e., religious activities, sobriety treatment, etc.); and
- Displays the ability to collaborate, coordinate, and partner with other local organizations.

*MSHDA reserves the right to evaluate the past performance of all recommended agencies and to approve or deny their participation.*

## VII. Eligible Costs

HPP funds may be used to pay eligible costs associated with the HOME-ARP supportive services by the requirements in this NOFA.

**Rental Arrears:** Payments may be used for a one-time payment for up to six (6) months of rent in arrears, including any late fees or charges on those arrears, if necessary for the household to maintain their existing housing or, for those without housing, if necessary to remove a demonstrated barrier to obtaining housing. Fair Market Rates (FMR) will apply, as defined in MSHDA HOME-ARP policy. Rental arrears account for 70% of the total grant allocation.

**Utility Arrears:** Utility arrears can be paid if it is necessary to remove a barrier to obtaining housing or necessary to maintain their existing housing. This program must be considered the funding of last resort and individual payments will be capped as defined in MSHDA HOME-ARP policy. Utility arrears account for 20% of the total grant allocation.

**Administrative Costs:** Expenses associated with fiduciary and/or subgrantee administrative support during the grant period. Administrative costs account for 10% of the total grant allocation.

## VIII. Ineligible Costs

Case management costs are not eligible through HPP and must be reimbursed through CERA Housing Stability Services grants, awarded to the local HARA as a subgrantee. Please contact MSHDA if the CoC or LPB wishes to select a different subgrantee for this Program.

## IX. Collaboration

By collaborating, local partners will work to leverage and coordinate community resources. Although the selected subgrantee may provide many services, it is beneficial to partner with other local organizations to assure a cadre of available support.

For use of HPP funds, a Memorandum of Understanding (MOU) must be completed between each CoC and MSHDA to ensure all HOME-ARP Qualifying Populations can be served by the local Coordinated Entry System. The MOU must be completed before the release of funds and can be found on [MSHDA's HOME-ARP webpage](#). MSHDA will have one grant with the designated Fiduciary and the Fiduciary will be responsible for grant distribution of funds, compliance, and monitoring with community subgrantees.

## X. Defining Roles

Following is an explanation of the minimum duties performed by the CoC, Fiduciary, and subgrantee (s). The CoC/LPB-recommended Fiduciary will be awarded the funds; therefore, the Fiduciary is the only agency billing MSHDA for reimbursement.

***MSHDA reserves the right to alter any/all recommendations based on issues of prior applicant performance, applicant capacity, eligibility of project activities, and consistency with the criteria and standards discussed in this NOFA.***

## **Continuum of Care (CoC)**

Each CoC operates a Coordinated Entry System by mapping out the resources and delivery process used to prevent homelessness and rapidly re-house people living in homelessness. As a result, duplication of services is reduced and gaps within the community's system are identified. In addition, the CoC's Coordinated Entry System overcomes barriers that individual programs cannot address, allowing communication, coordination, and collaboration to be brought to scale on a community-wide level.

Under HPP, CoCs are required to expand the scope of their Coordinated Entry Systems to include all Qualifying Populations defined with the HOME-ARP notice. This expansion relates only to the assessment of eligibility for and referral to HOME-ARP resources. Coordinated Entry Systems are responsible to perform the following functions:

- Implement and maintain a homeless crisis response system that is routinely monitored and evaluated based on HUD's System Performance Measures.
- Develop a culture that teaches and makes decisions based on outcomes.
- Analyze the local portfolio of grants to determine if the right mix of housing and services is available to meet the needs of the homeless households that present for assistance. Determine whether funding for some projects, in whole or in part, should be reallocated to make resources available for new efforts.
- Prioritize the use of MSHDA grant funds for proven strategies.
- Solidify and enhance partnerships within the following areas:
  - Behavioral Health
  - Domestic violence and human trafficking
  - Education and employment
  - Healthcare
  - Law enforcement
  - Veteran and youth services
- Further the application and implementation of best practices and HOME-ARP guiding principles.
- Confirm and support the identified agency(s) that will function as HPP Fiduciary and Subgrantee(s).
- Monitor services provided by the Fiduciary and Subgrantee(s) to ensure they meet the needs of the local community and that any critical issues are addressed.
- Provide meeting minutes, notices, and agendas to the designated MSHDA Homeless Assistance Specialist.
- Ensure that all MSHDA HOME-ARP-funded agencies participate in CoC or local planning body (LPB) meetings.
- Ensure completion of HMIS sharing agreement between all relevant CoC/LPB agencies.

**Note:** LPBs are subsets of the Balance of State CoC. While each LPB operates its Coordinated Entry System, they are all responsible to follow the overarching guidance and instruction of the Balance of State CoC.

## **Fiduciary**

The Fiduciary is an agency selected and affirmed by the CoC or LPB to receive and distribute MSHDA HOME-ARP funding as allocated by the approved budget. The Fiduciary agrees to the following responsibilities:

- Execute grant documents for the community's allocation, including:
  - Memorandum of Understanding (MOU) with the CoC or LPB and with all Key Partners.
  - Sign the contract and applicable documents required by MSHDA;
  - Initiate and execute subgrantee grants as needed.

- Assure use of funds by the grant agreement, communicating knowledge of any fraudulent activity to MSHDA and the CoC or LPB;
- Submit quarterly Financial Status Reports (FSRs) in the MATT 2.0 system;
- Submit quarterly 7001.b HMIS data reports as part of the quarterly FSR submission;
- Advise the CoC or LPB of agencies not using dollars promptly to avoid loss of funds to the community and possible recapture by MSHDA;
- Evaluate the quality of services and provide oversight to funding subgrantees based upon documented outcomes and in partnership with the CoC or LPB;
- Collect and submit quarterly Consolidated Annual Performance and Evaluation Reports (CAPERs) that address specific performance outcomes supported by HMIS data (domestic violence agencies use the alternative system). CAPERs are submitted to MSHDA via MATT 2.0 with a copy to the CoC or LPB;
- Monitor ten percent (10%) of all participant files, as well as the financial records, of all subgrantees except for emergency shelters.

### **Subgrantee(s)**

The Subgrantee(s) is an agency selected and affirmed by the CoC or LPB to facilitate services outlined in this NOFA. The Subgrantee(s) agrees to the following responsibilities:

- Employ staff as Homeless Prevention Specialists to provide case management and financial assistance;
- Actively participate in the Coordinated Entry System, including acceptance of referred, eligible households and regular communication on available HPP resources;
- Provide routine reports to the CoC or LPB on HPP performance, including the number of households identified and served and the status of funding expenditure;
- Maintain knowledge of HPP and HOME-ARP requirements, regulations, and service standards.

## **Addendum A**

### **Notice of Funding Availability (NOFA) – HOME-ARP Homelessness Prevention Program - Allocation & Methodology**

MSHDA has allocated \$5,000,000 in HOME-ARP funding to support a Homelessness Prevention Program under the Supportive Services component of HOME-ARP. Each CoC and LPB will receive an allocation to support the activities outlined in the NOFA.

In determining the HOME-ARP allocation breakdown for each CoC and LPB, MSHDA utilized data from the CERA Program as follows:

- First, MSHDA determined the total number of approved unique applications for each county. NOTE: for counties with CERA applications still in progress, MSHDA assumed that one-third (1/3) of those applications would be approved for payment;
- Second, MSHDA determined the percentage each county represented for total CERA applications approved statewide;
- Last, MSHDA applied the county percentage to the overall HOME-ARP funding to determine the county's allocation.

Once the county allocations were established, MSHDA combined the CoC and LPB service areas (counties) to create an overall funding allocation for each CoC and LPB. MSHDA then created a funding breakdown for each eligible activity as follows:

- Rental Arrears Assistance (70%)
- Utility Arrears (20%)
- Admin (10%)

The table on the next page represents each CoC and LPBs overall funding allocation.



KEY									
Region	Central UP	Region	Northwest	Region	NE Michigan	Region	West MI HN	Region	Mid-Michigan
1	Alger	2	Antrim	3	Alcona	4	Lake	4	Mecosta
1	Baraga	2	Benzie	3	Alpena	4	Mason	4	Osceola
1	Delta	2	Charlevoix	3	Cheboygan	4	Newaygo	5	Arenac
1	Dickinson	2	Emmet	3	Crawford	4	Oceana	5	Bay
1	Houghton	2	Grand Traverse	3	Iosco			5	Clare
1	Iron	2	Kalkaska	3	Montmorency	Region	Central MI	5	Gladwin
1	Keweenaw	2	Leelanau	3	Ogemaw	4	Ionia	Region	Thumb Area
1	Marquette	2	Manistee	3	Oscoda	4	Montcalm	6	Huron
1	Menominee	2	Missaukee	3	Otsego	5	Gratiot	6	Lapeer
1	Schoolcraft	2	Wexford	3	Presque Isle	5	Isabella	6	Sanilac
				3	Roscommon			6	Tuscola

Region	CoC/LPB	County Allocation	Rental Assistance 70%	Utility Assistance 20%	Admin 10%
1	Central UP LPB*	\$ 37,613	\$ 26,329	\$ 7,523	\$ 3,761
1	Chippewa - Luce - Mackinac	\$ 9,347	\$ 6,543	\$ 1,869	\$ 935
1	Gogebic - Ontonagon	\$ 9,258	\$ 6,481	\$ 1,852	\$ 926
2	Northwest CoC***	\$ 58,812	\$ 41,168	\$ 11,762	\$ 5,881
3	NE Michigan **	\$ 39,044	\$ 27,331	\$ 7,809	\$ 3,904
4	Allegan	\$ 24,822	\$ 17,375	\$ 4,964	\$ 2,482
4	Barry	\$ 10,465	\$ 7,326	\$ 2,093	\$ 1,047
4	Kent	\$ 303,631	\$ 212,542	\$ 60,726	\$ 30,363
4	Muskegon	\$ 137,213	\$ 96,049	\$ 27,443	\$ 13,721
4	Ottawa	\$ 68,562	\$ 47,993	\$ 13,712	\$ 6,856
4	West MI HN*****	\$ 37,166	\$ 26,016	\$ 7,433	\$ 3,717
4   5	Central MI LPB	\$ 55,100	\$ 38,570	\$ 11,020	\$ 5,510
4   5	Mid-Michigan LPB	\$ 63,374	\$ 44,362	\$ 12,675	\$ 6,337
5	Midland	\$ 26,521	\$ 18,565	\$ 5,304	\$ 2,652
5	Saginaw	\$ 136,542	\$ 95,579	\$ 27,308	\$ 13,654
6	Genesee (Flint)	\$ 277,333	\$ 194,133	\$ 55,467	\$ 27,733
6	Shiawassee	\$ 21,691	\$ 15,184	\$ 4,338	\$ 2,169
6	St. Clair	\$ 31,709	\$ 22,196	\$ 6,342	\$ 3,171
6	Thumb Area****	\$ 23,435	\$ 16,405	\$ 4,687	\$ 2,344
7	Clinton	\$ 19,634	\$ 13,744	\$ 3,927	\$ 1,963
7	Eaton	\$ 63,508	\$ 44,456	\$ 12,702	\$ 6,351
7	Ingham (Lansing)	\$ 349,383	\$ 244,568	\$ 69,877	\$ 34,938
8	Berrien	\$ 97,498	\$ 68,249	\$ 19,500	\$ 9,750
8	Branch	\$ 6,172	\$ 4,320	\$ 1,234	\$ 617
8	Calhoun (Battle Creek)	\$ 99,377	\$ 69,564	\$ 19,875	\$ 9,938
8	Cass - St. Joseph	\$ 29,384	\$ 20,569	\$ 5,877	\$ 2,938
8	Kalamazoo	\$ 231,133	\$ 161,793	\$ 46,227	\$ 23,113
8	Van Buren	\$ 19,365	\$ 13,556	\$ 3,873	\$ 1,937
9	Hillsdale	\$ 7,424	\$ 5,197	\$ 1,485	\$ 742
9	Jackson	\$ 53,221	\$ 37,255	\$ 10,644	\$ 5,322
9	Lenawee	\$ 37,255	\$ 26,079	\$ 7,451	\$ 3,726
9	Livingston	\$ 26,342	\$ 18,439	\$ 5,268	\$ 2,634
9	Monroe	\$ 65,744	\$ 46,021	\$ 13,149	\$ 6,574
9	Washtenaw	\$ 139,673	\$ 97,771	\$ 27,935	\$ 13,967
10	Detroit (City of)	\$ 1,199,060	\$ 839,342	\$ 239,812	\$ 119,906
10	Macomb	\$ 343,882	\$ 240,717	\$ 68,776	\$ 34,388
10	Oakland	\$ 440,620	\$ 308,434	\$ 88,124	\$ 44,062
10	Wayne	\$ 399,687	\$ 279,781	\$ 79,937	\$ 39,969
<b>TOTAL</b>		<b>\$ 5,000,000</b>	<b>\$ 3,500,000</b>	<b>\$ 1,000,000</b>	<b>\$ 500,000</b>

## Memorandum of Understanding

This Memorandum of Understanding (MOU) has been created and entered on.

(Insert Execution Date)

between

*Michigan State Housing Development Authority (MSHDA)*  
*735 E. Michigan Avenue, Lansing, MI 48912*

and

(Insert Execution Date)

### A. Introduction and Goals

In March 2021, President Biden signed the American Rescue Plan Act of 2021 (ARP) into law, which provided financial relief to address the continued impact of the COVID-19 pandemic on the economy, public health, State and local governments, individuals, and businesses. To specifically address the need for homelessness assistance and supportive services, Congress appropriated ARP funds to be administered through HUD's HOME Investment Partnerships Program to perform four activities that must primarily benefit qualifying individuals and families who are homeless, at risk of homelessness, or in other vulnerable populations. These activities include: (1) development of affordable rental housing, (2) tenant-based rental assistance (TBRA), (3) provision of supportive services; (4) acquisition and development of non-congregate shelter units and (5) non-profit building and capacity building assistance.

HOME-ARP funds were allocated to 19 different cities and counties across the state of Michigan, of which MSHDA received Michigan's non-entitlement portion. To achieve an equitable distribution of funds statewide, MSHDA considered local funding amounts when determining regional allocations for MSHDA HOME-ARP funds and its Allocation Plan. As part of its HOME-ARP Allocation Plan, this MOU is attended to services related to the provision of supportive services and the acquisition and development of non-congregate shelter units. The use of HUD HOME-ARP funds is governed by the terms of HUD Notice [CPD-21-10](#), as amended or superseded (sometimes referred to as the "HOME-ARP Notice").

**WHEREAS**, the purpose of this Memorandum of Understanding (MOU) is to memorialize the parties' commitment to administering the HOME-ARP activities in accordance with Notice [CPD-21-10](#).

**WHEREAS**, the COC agrees to give access, assessment, prioritization, and referrals to the qualifying populations as detailed in this MOU, HOME-ARP Notice, and MSHDA HOME-ARP policy guidelines for the HOME-ARP activities outlined in this MOU.

**THEREFORE**, MSHDA and the CoC agree that it is in the best interests of all concerned to enter into this MOU. This MOU will be effective (Insert Execution Date) and shall automatically renew for each successive one-year period until funding for activities has expired.

## B. HOME-ARP Activities:

1. Supportive Services – Homeless Prevention Program
2. Supportive Services – Housing Navigation
3. Acquisition and Development of Non-Congregate Shelter

Supportive Services: HOME-ARP funds may be used to provide a broad range of supportive services to qualifying individuals or families as a separate activity or in combination with other HOME-ARP activities.

**Supportive services include:** a) services listed in section 401(29) of the McKinney-Vento Homeless Assistance Act (“**McKinney-Vento Supportive Services**”)<sup>1</sup> (42 U.S.C. 11360(29)); b) homelessness prevention services, as described in the HOME-ARP Notice, and c) housing counseling services.

**Acquisition and Development of Non-Congregate Shelter:** A non-congregate shelter (NCS) is one or more buildings that provide private units or rooms as temporary shelter to individuals and families and does not require occupants to sign a lease or occupancy agreement. HOME-ARP funds may be used to acquire and develop HOME-ARP NCS for individuals and families in qualifying populations. This activity may include but is not limited to the acquisition of land and construction of HOME-ARP NCS or acquisition and/or rehabilitation of existing structures such as motels, hotels, or other facilities to be used for HOME-ARP NCS. HOME-ARP funds may not be used to pay the operating costs of HOME-ARP NCS. Consequently, MSHDA and the CoC must consider the availability of ongoing operating funds for the HOME-ARP NCS so that the HOME-ARP NCS can remain viable through the restricted use period specified in the HOME-ARP Notice.

## C. Definitions of HOME-ARP Qualifying Populations

HOME-ARP requires that funds be used to primarily benefit individuals and families in certain “qualifying populations.” These eligible populations include the following, as defined in HUD Notice [CPD-21-10](#).

1. Homeless, as defined in [24 CFR 91.5](#)

2. At risk of Homelessness, as defined in [24 CFR 91.5](#)

3. Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, as defined by HUD:

**Domestic violence**, which is defined in [24 CFR 5.2003](#) includes felony or misdemeanor crimes of violence

**Dating violence** which is defined in [24 CFR 5.2003](#) means violence committed by a person:

**Sexual assault** which is defined in [24 CFR 5.2003](#) means any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent.

**Stalking** which is defined in [24 CFR 5.2003](#) means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

**Human Trafficking** includes both sex and labor trafficking, as outlined in the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7102). These are defined as:

**4. Other Populations where providing supportive services or assistance under section 212(a) of NAHA (42 U.S.C. 12742(a))** would prevent the family's homelessness or would serve those with the greatest risk of housing instability. HUD defines these populations as individuals and households who do not qualify under any of the populations above but meet one of the following criteria:

(1) **Other Families Requiring Services or Housing Assistance to Prevent Homelessness** is defined as households (i.e., individuals and families) who have previously been qualified as "homeless" as defined in [24 CFR 91.5](#), are currently housed due to temporary or emergency assistance, including financial assistance, services, temporary rental assistance or some type of other assistance to allow the household to be housed, and who need additional housing assistance or supportive services to avoid a return to homelessness.

(2) **At Greatest Risk of Housing Instability** is defined as household who meets either paragraph (i) or (ii) below:

(i) has annual income that is less than or equal to 30% of the area median income, as determined by HUD and is experiencing severe cost burden (i.e., is paying more than 50% of monthly household income toward housing costs);

(ii) has annual income that is less than or equal to 50% of the area median income, as determined by HUD, AND meets one of the following conditions from paragraph (iii) of the "At risk of homelessness" definition established at [24 CFR 91.5](#):

(A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;

(B) Is living in the home of another because of economic hardship;

(C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;

(D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;

(E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau;

(F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or

(G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan

- 5. Veterans and Families that include a Veteran Family Member** that meet the criteria for one of the qualifying populations described above are eligible to receive HOME-ARP assistance.

Executed by:

\_\_\_\_\_  
Lisa Kemmis, Rental Assistance & Homeless  
Solutions Director, MSHDA

\_\_\_\_\_  
Date

\_\_\_\_\_  
CoC Coordinator/Chair

\_\_\_\_\_  
Date