



Steering Council Meeting Agenda  
November 18, 2022 □ 8:30 – 10:30 am □ Zoom

1. Call to Order/Introductions
2. Approval of the Agenda\*
3. Approval of October 28, 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. Strategic Plan: Coalition Scorecard - Quarterly Rocks
  - f. Data Reports: CERA Status Update
6. Petitions and Communications
7. Community Housing Connect 2.0 Next Steps
8. Youth Homelessness Demonstration Project Funding
9. Funding and Infrastructure Update
10. Family Shelter Limitations
11. Any other matters by Steering Council Member(s)
12. Public Comment on Any Matter (Limit 3 minutes ea.)
13. Adjournment

Next meeting: Friday, December 16th, 8:30 – 10:30am

\* denotes potential action item



**STEERING COUNCIL  
MEETING MINUTES - DRAFT**

October 28, 2022

8:30-10:30

Facilitator:	Casey Gordon		
Meeting Attendees:	<u>Steering members present:</u> Casey Gordon, Holly Wilson, Adrienne Goodstal, Cheryl Schuch, Mark Contreras, Tammy Vincent, Karen Tjapkes (join at 8:42), Tom Cottrell, Elizabeth Stoddard, Ryan VerWys, Alonda Trammell, Alyssa Anten, Nicole Hofert, Mark Contreras <u>Steering members absent with notification:</u> Lauren VanKeulen, Victoria Sluga, Fran Dalton, Jose Salinas, Wanda Couch <u>Steering members absent without notification:</u> <u>Community Members:</u> Wende Randall (ENTF), Erin Banchoff (City of Grand Rapids) <u>Staff:</u> Courtney Myers-Keaton, Brianne Robach		
Time Convened:	8:32 am	Time Adjourned:	9:16 am

<b>Approval of Agenda</b>			
Motion by:	Ryan VerWys	Support from:	Adrienne Goodstal
Discussion			
Amendments	None		
Conclusion	All in favor, motion passes.		
<b>Approval of Minutes</b>		<b>September 16, 2022</b>	
Motion by:	Tom Cottrell	Support from:	Alonda Trammell
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:	Tom Cottrell	Support from:	Cheryl Schuch
Discussion	None		
Amendments			
Conclusion	All in favor, motion passes.		
<b>Petitions and Communications</b>			
Discussion			
None			
<b>Youth Homelessness Demonstration Program Funding</b>			
Discussion			
<p>Courtney Myers-Keaton shared that the CoC is recipient of a Youth Homelessness Demonstration Program (YHDP) award and will receive \$2.47 million to develop coordinated community plan to address youth homelessness in Kent County. The plan will center the voices of youth with lived experience and provide an opportunity for the community to create innovative projects. She plans to discuss funding for coordination and compensation with local funders. (Karen joined the meeting)</p>			



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Cheryl asked about the status of funding for additional staffing. Courtney indicated that coordination and data will be essential to the YHDP; conversations with funders continue. She has also considered contracting to help with hiring and manuals for onboarding.

YHDP funds will be allocated in a manner similar to the CoC Program Competition once the community plan is completed and project applications are submitted. The first grant agreements will cover 2 years and then half of the \$2.47M will be included in the CoC's Annual Renewal Demand.

Action Items	Person Responsible	Deadline

**Executive Committee Election**

Discussion

Rebecca Rynbrandt recently retired leaving a vacant treasurer seat on Executive Committee. Steering Council needs to elect a member to fill the seat for the remainder of the term in January. Tammy Vincent was nominated following email nominations and three calls for nominations from the floor.

**Karen moved to elect Tammy Vincent to the vacant treasurer seat for the remainder of its term. Tom seconded. In favor: 12 Abstentions: Tammy Vincent. Motion passes.**

Action Items	Person Responsible	Deadline

**Family Shelter Access**

Discussion

An update was shared in the consent agenda under the Coordinated Entry (CE) Committee update and included a proposed flow chart which will be presented to the CE Committee. Prior to presentation, a small group will follow up on key questions.

Action Items	Person Responsible	Deadline

**Committee Membership**

Discussion

Members were reminded that all Steering members must participate on a committee. Ryan and Tammy expressed interest in Finance Committee.

Steering needs to appoint one member to Nominating Committee. Alonda Trammell was nominated following three calls for nominations from the floor. **Cheryl Schuch motioned for Alonda Trammell to serve on Nominating Committee. Ryan VerWys seconded. In favor: 12. Abstentions: Alonda Trammell. Motion passes.**

Action Items	Person Responsible	Deadline

**Future Meeting Format**

Discussion



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Attendees completed a poll to indicate their preferred format of future meetings. Top choices were rotating between virtual and in-person and virtual as requested meetings. Meeting in person once a quarter was also suggested.

Action Items	Person Responsible	Deadline
<b>Other Matters from Steering Council members</b>		
Discussion		
Brianna reminded attendees that CoC membership applications need to be updated once a year to remain an active voting member. She shared the form for attendees to complete and return.		
<b>Public Comment on Any Item</b>		
Discussion		
None		
<b>Adjourn</b>		
Motion by:	Tom Cottrell	Support from: Tammy Vincent

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	50%	\$8,831.00	17%	not currently available	not currently collected		6/30/2022
ESG - ICCF	10/1/2021 - 2/28/2023	\$128,834	\$78,000	RRH	50%	\$20,210.01	16%	not currently available	not currently collected		3/31/2022
ESG - Pine Rest	10/1/2021 - 2/28/2023	\$48,600	\$0	Outreach	50%	\$27,594.04	57%	not currently available	not currently collected		6/30/2022
ESG - The Salvation Army	10/1/2021 - 2/28/2023	\$209,365	\$37,990	Outreach, RRH, Prevention	50%	\$76,590.36	37%	not currently available	not currently collected		3/31/2022
ESG-CV - Community Rebuilders	1/1/2021 - 9/30/2022	\$233,182	\$164,088	RRH	76%	\$176,971.16	76%	not currently available	not currently collected		6/30/2022
ESG-CV - Family Promise	1/1/2021 - 9/30/2022	\$1,136,148	\$0	Shelter	76%	\$1,133,899.05	100%	not currently available	not currently collected	Families	6/30/2022
ESG-CV Mel Trotter	1/1/2021 - 9/30/2022	\$54,200	\$0	Shelter	76%	\$54,200.47	100%	not currently available	not currently collected		6/30/2022
ESG-CV - Pine Rest	1/1/2021 - 9/30/2022	\$56,700	\$0	Outreach	76%	\$54,093.97	95%	not currently available	not currently collected		6/30/2022
ESG-CV - The Salvation Army	1/1/2021 - 9/30/2022	\$153,057	\$89,927	Prevention, RRH	76%	\$152,303.06	100%	not currently available	not currently collected		6/30/2022
<b>City of Grand Rapids**</b>											
ESG - The Salvation Army	7/1/2022 - 6/30/2023	\$295,901	\$255,069	Rapid Re-housing	33%	7,331	2%	40	1		10/31/2022
<b>Kent County***</b>											
ESG 20	7/01/20 - 6/30/22	\$154,368	\$142,790	Prevention/Hotel/Motel	100%	\$154,368.00	100%	45	not currently collected		7/31/2022

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>Kent County***</b>											
ESG-CV	4/01/20 - 9/30/22	\$1,643,522	\$1,479,169	Prevention/Hotel/Motel	93%	\$898,640.64	55%	231	88		7/31/2022
ESG 21	7/01/21 - 6/30/23	\$148,422	\$137,290	Prevention/Hotel/Motel Vouchers		\$0.00	0%		not currently collected		3/31/2022

**Notes**

\*MSHDA reports are submitted quarterly

\*Some MSHDA ESG-CV amounts are anticipated to change in the coming months

\*Grant amendments are in progress so Q2 numbers are not yet available.

\*\*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* ).

\*\*\*The County entered into an agreement with Family Promise recently to expended the full amount of the 2020 ESG.

\*\*\*Kent County also expanded its funding amount to Family Promise for the ESG-CV program to \$910,000 and is anticipating a full payout of that amount prior to 09/30/2022.

\*\*\*Kent County's remaining amounts for 2021 ESG, 2022 ESG and ESG CV will be put forward for area non-profits to apply for in early September 2022.

They anticipate fully awarding those dollar amounts, less any funds reserved for a County operated program.



## Grand Rapids/Wyoming/Kent County CoC – MI 506 Steering Council Initiative Reporting – November 2022

### **Data Analysis Committee –**

- The DA Committee did not meet in September or October due to scheduling conflicts. Next meeting is Thursday Nov 10, 2022.

### **Youth Committee --**

- November 4th: Youth Homelessness Demonstration Program Kick Off included an introduction to the YHDP implementation timeline, high level overview of the Coordinated Community Plan and a general introduction to opportunities, along with detailing some requirements for using the \$2.47 million that has been awarded to Kent County to address youth homelessness in Kent County.

### **Outreach Workgroup --**

- Update not submitted

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

- Update not submitted

### **Built for Zero –**

- A new Built for Zero cohort cycle, Foundations for Results, began in September. The planning team continues to focus on achieving quality by-name list data. In addition, a recent session included presentations around assessment tools developed by other BFZ communities to supplement or replace the VI-SPDAT.
- A group of service providers continues to meet bi-weekly to review the chronic by-name list (BNL) and verify the chronic status of those on the list.



## Continuum of Care Grant Financial Status

As of October 31, 2022

Grant	Grant Award Amount	Total Projected Expenses	Overspent or (Underspent)	Grant Year End Date	Notes
HWMUW (Match)	\$ 17,000	\$ 2,511	\$ (14,489)	6/30/2023	Non-personnel expenses have not yet been fully forecasted to make up this difference.
MSHDA ESF 2021	\$ 207,049	\$ 90,242	\$ (116,807)	9/30/2022	Grant to be extended, per MSHDA.
MSHDA ESM & ESM 02	\$ 258,000	\$ 38,910	\$ (219,090)	2/28/2023	MSHDA has extended due date to Feb 2023
MSHDA EHV	\$ 174,000	\$ -	\$ (174,000)	9/30/2023	Working with MSHDA on approval status.
MSHDA CV	\$ 1,763,699	\$ 1,733,375	\$ (30,324)	12/31/2022	Expenses incurred through Aug 2022 have been submitted.
CITY OF GR CDBG (MATCH)	\$ 20,000	\$ 11,771	\$ (8,229)	6/30/2023	Non-personnel expenses have not yet been fully forecasted to make up this difference.
CITY OF WYOMING CDBG (MATCH)	\$ 5,000	\$ 4,459	\$ (541)	6/30/2023	
HUD PLANNING 11.30.22	\$ 206,850	\$ 206,692	\$ (158)	11/30/2022	
KENT COUNTY CUNP 12.31.22 (MATCH)	\$ 20,000	\$ 16,845	\$ (3,155)	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	\$ 77,134	\$ (324)	11/30/2022	
Frey Foundation (CoC Transition)	\$ 75,000	\$ -	\$ (75,000)		One time award for CoC transition costs

Total	\$ 2,824,056	\$ 2,181,938	\$ (642,118)
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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

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

\$ 3,600

NPTA remaining

100

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

\$ 3,700

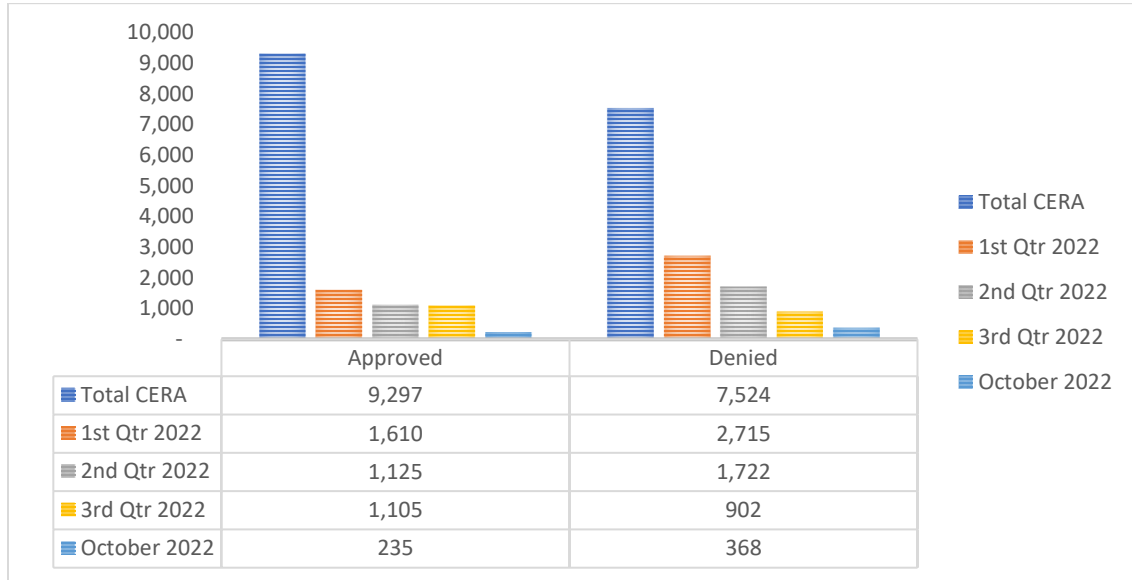
Quarter	Rocks by 15th following each quarter	Lead	Review			
			Measure	Result	6/22	6/1
Q2 - FY22	Complete and share Implementation Plan for CE Redesign				In process	In process
Q2 - FY22	<b>Develop CoC recruitment strategy to increase stakeholder representation</b>				In process	In process
Q2 - FY22	<b>Engage with consultant around Advisory Council recruitment (updated)</b>				In process	Updated goal
Q2 - FY22	Identify framework for coordinated community response for prevention (action item: total 2020 prevention funding in Kent County)				In process; meetings underway	In process
Q2 - FY22	Hold 2-3 CoC info sessions re:strategic plan and CoC initiatives with community leaders					In process
Q2 - FY22	<b>Publish annual brief and report</b>				In process	in process
Q2 - FY22	Communicate plan for reaching functional zero for families and chronic (updated)		Communicate		Updated goal	in process
Q2 - FY22	<b>Through MI Racial Equity Strategic Planning, assess the current status of equity objectives and available data</b>	<b>Reliant on MCAH process</b>			In process	In process
Q2 - FY22	Communicate a quarterly data sharing protocol - include process for reporting out to other stakeholders, ie quarterly report highlighting strengths and oppurtuntites; Steering Calendar				In process	In process

## KENT COUNTY CERA STATUS

11.1. 2022

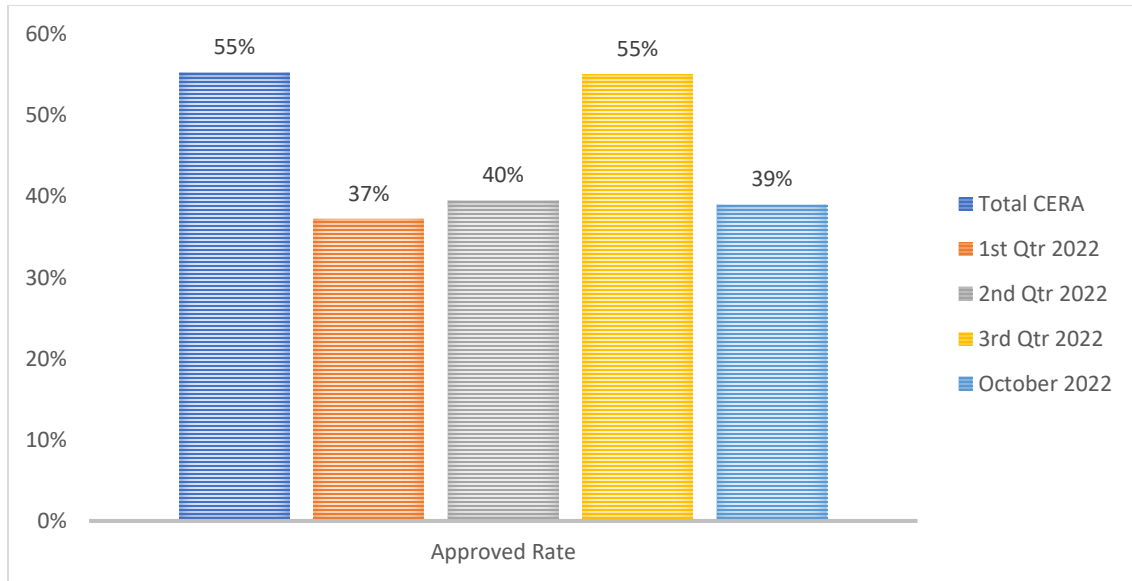
### Applications Approved vs Denied:

Summary: 9,297 applications have been approved in the program; 3<sup>rd</sup> Quarter figures below include September 2022. Over 10,000 applications have been approved in Kent County, counting those approved directly by MSHDA, over 16,400 people have been assisted to date.



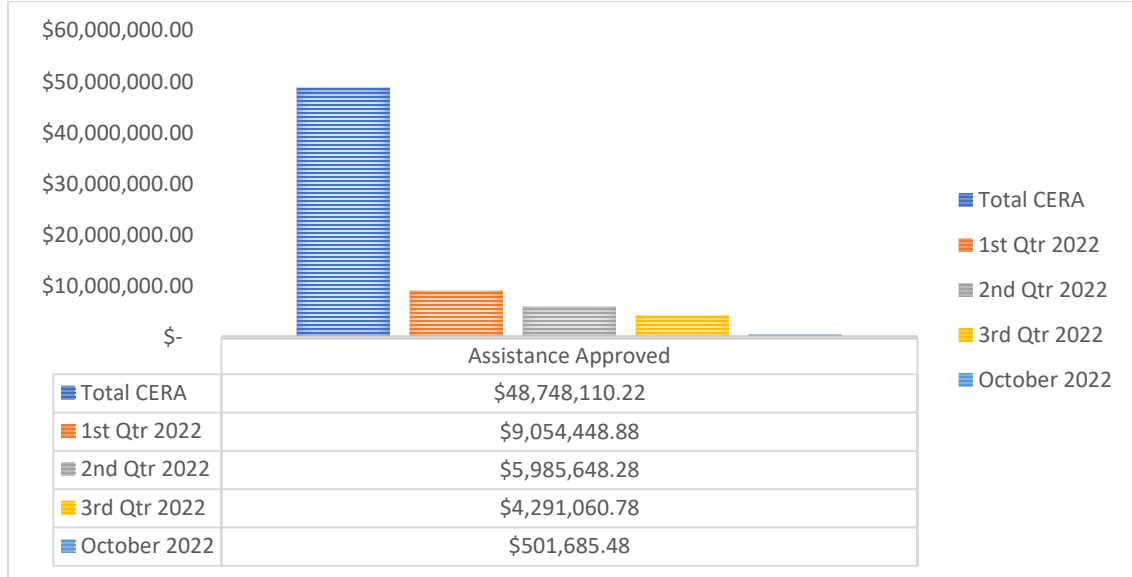
### Application Approval Rate: 39%

Summary: In October, the Approval Rate took a major decrease from 56% to 39% from the previous month. We are processing less applications, but the overall approval rate remains at 55%



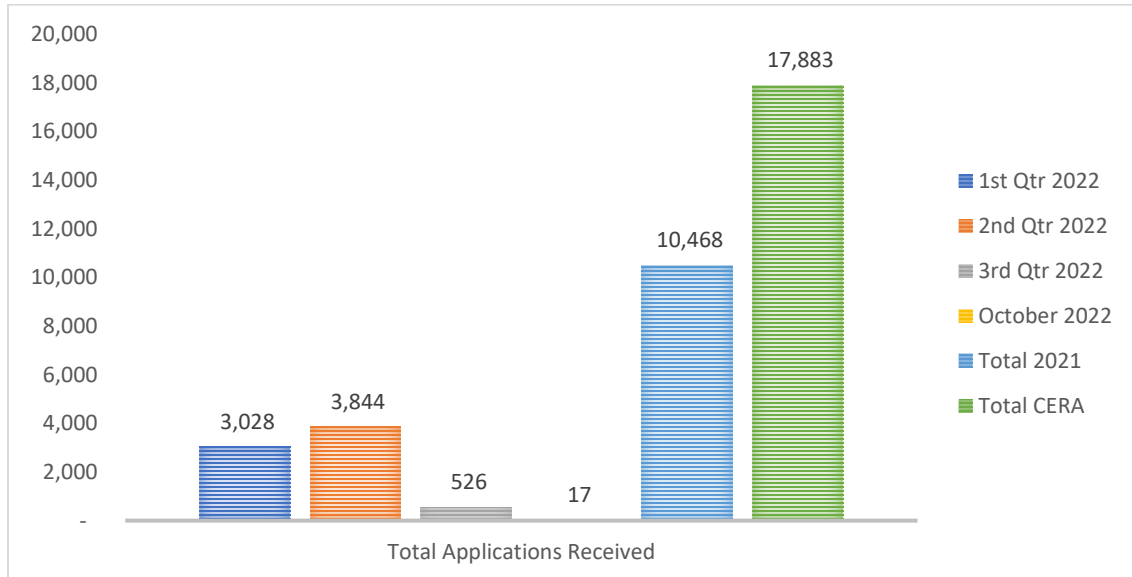
**Financial Assistance Approved: \$48,748,110.22**

Summary: Total assistance approved and paid is over 48 million in Kent County through October, we have spent down 56% of CERA 2 and 95% of CERA 1. CERA 1 funds are no longer available, we have just over 10 million left in CERA 2.



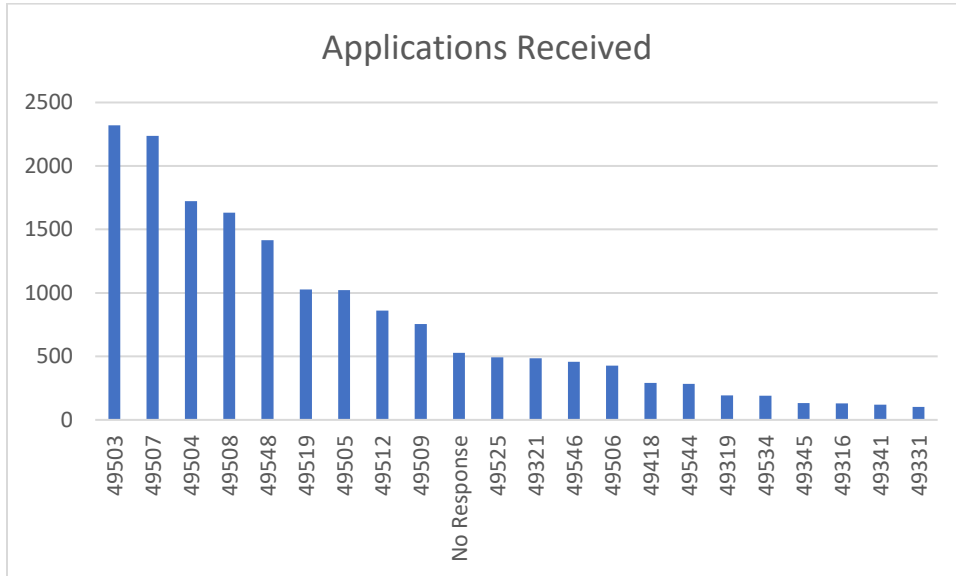
**Total Received Applications: 17,883**

Summary: Invitations to apply were extended to October 14, 2022, for those with a summons and complaint or further eviction status. We saw a dramatic decrease in September and October. The portal no longer accepts open applications as of June 30, 2022.



### Demographics: Applications Received by Zip Code

Summary: The same zip codes are in the top 5, the only zip codes illustrated are those with or 100 more applications received.

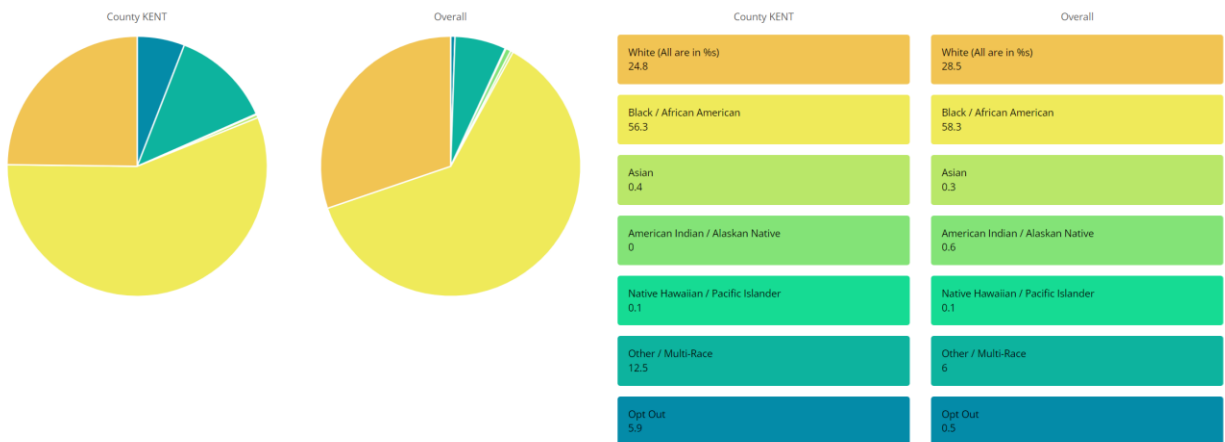


49503	2,320	49321	486
49507	2,237	49546	458
49504	1,724	49506	428
49508	1,631	49418	291
49548	1,416	49544	283
49519	1,028	49319	192
49505	1,021	49534	190
49512	862	49345	132
49509	754	49316	129
(blank)	527	49341	119
49525	492	49331	103

## Demographics: Race and Ethnicity based on Applications Denied and Approved.

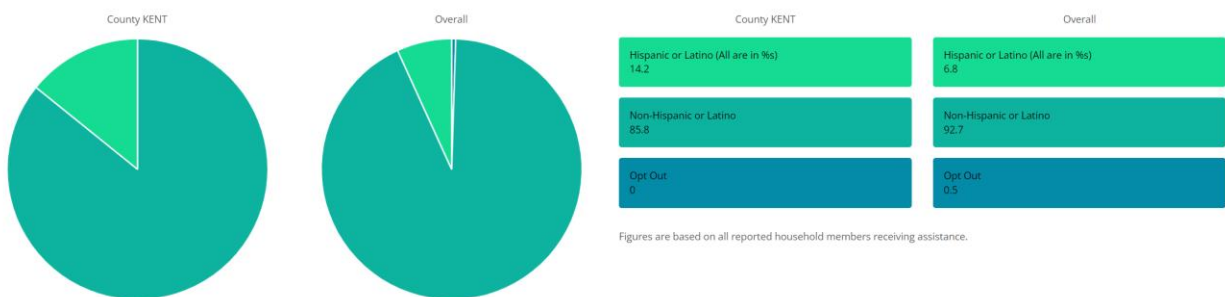
Summary: The largest groups showing the greatest need are still Black-African, White and Other/Multi-Race. Below is a comparison of Kent County vs the total numbers in Michigan. We are on par with the rest of the state except in the categories of Opt-Out or Other/Multi-Race where we are above the average. We are also serving more than twice the percentage of Hispanic or Latino populations compared to the rest of the state.

### Race:



Figures are based on all reported household members receiving assistance.

### Ethnicity:



Figures are based on all reported household members receiving assistance.

## CERA Dashboard as of 11.3.2022

\*Approved Cases include those that were processed by MSHDA directly

\* Total assistance includes funds that are still in processing or have been processed by MSHDA

County: KENT

**Applications Received**  
18,479

Processed 17,078			In Progress 233		
Approved 10,410	Denied 6,668	Duplicate 1,168	Processing 47	Not Complete 94	Under Review 92

**\$51,897,804**

As of Nov 03	Other Assistance \$1,091,124
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 Rent \$45,227,760	 Electricity \$3,704,310	 Water \$306,811	 Heating \$1,556,182	 Sewer \$11,617
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<b>Total People Assisted</b> 16,469	<b>Avg. Assistance Per Person</b> \$3,151	<b>Avg. Assistance Per Household</b> \$7,738
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**Avg. Household Size**  
2.5