



Steering Council Meeting Agenda  
December 16, 2022 ▫ 8:30 – 10:30 am ▫ Zoom

1. Call to Order/Introductions
2. Approval of the Agenda\*
3. Approval of November 18, 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. Thank you to Outgoing Steering Council Members and Welcome to New Steering Council Members
8. Update on Grand Rapids Chamber Public Health & Safety Letter to City Commission - *letter and proposed legislation included in the agenda packet*
9. Kent County CoC Grant Transfer Request\* - *request to transfer CoC grants from Kent County to Community Rebuilders, letter included in the agenda packet*
10. MSHDA ESG Funding - Street Outreach Lead Agency Affirmation\*
11. Youth Homelessness Demonstration Program
12. Funding and Infrastructure Updates
13. MSHDA HOME-ARP Funding
14. Year End Reflection
15. Any other matters by Steering Council Member(s)
16. Public Comment on Any Matter (Limit 3 minutes ea.)
17. Adjournment

Next meeting: Friday, January 20th, 8:30 – 10:30am

\* denotes potential action item



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

November 18, 2022

8:30-10:30

Facilitator:	Casey Gordon		
Meeting Attendees:	<u>Steering members present:</u> Casey Gordon, Adrienne Goodstal, Tammy Vincent, Karen Tjapkes, Tom Cottrell, Elizabeth Stoddard, Ryan VerWys, Alonda Trammell, Alyssa Anten, Victoria Sluga, Fran Dalton, Nicole Hofert, Wanda Couch <u>Steering members absent with notification:</u> Lauren VanKeulen, Mark Contreras, Jose Salinas, Holly Wilson, Cheryl Schuch <u>Steering members absent without notification:</u> Jennifer James <u>Community Members:</u> Wende Randall (ENTF), Erin Banchoff (City of Grand Rapids), Gary Mulder (Together West MI) <u>Staff:</u> Courtney Myers-Keaton, Brianne Robach		
Time Convened:	8:33 am	Time Adjourned:	9:16 am

<b>Approval of Agenda</b>			
Motion by:	Tom Cottrell	Support from:	Adrienne Goodstal
Discussion			
Amendments	None		
Conclusion	All in favor, motion passes.		
<b>Approval of Minutes</b>		<b>October 28, 2022</b>	
Motion by:	Ryan VerWys	Support from:	Tom Cottrell
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:	Ryan VerWys
Discussion	None		
Amendments			
Conclusion	All in favor, motion passes.		
<b>Petitions and Communications</b>			
Discussion			
None			
<b>Community Housing Connect 2.0 Next Steps</b>			
Discussion			
Courtney Myers-Keaton noted that there have been discussions and questions about the implementation of Community Housing Connect (CHC) 2.0. She recommends creating an advisory council with diverse representation to provide leadership and oversight of decision-making processes, monitor development, promote broad understanding, and assist with leveraging funds. The Coordinated Entry redesign group would not need to continue to meet as the advisory council work would be similar. The council would inform Steering Council of progress.			



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

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Conversation around CHC 1.0. Courtney noted that 1.0 is currently being used and there are discussions about the future; the success of 2.0 is not contingent on success of 1.0 given their differing purposes.

Vera Beech shared that they are seeking additional funding sources to build CHC 2.0. She indicated that development of CHC 2.0 software infrastructure will continue as the advisory council is being established. She noted that the council and sprint groups will inform decisions around system functionality and user interface, not those around the software infrastructure as this is currently in development.

Action Items	Person Responsible	Deadline

### Youth Homelessness Demonstration Program Funding

#### Discussion

Courtney Myers-Keaton plans to hire a Youth Homelessness Demonstration Program (YHDP) coordinator. She envisions a time-limited position housed at the CoC and is hoping to raise funding to avoid requesting funds for a YHDP planning grant as this would decrease funds available for project applications and reduce the amount that becomes part of the CoC's annual renewal demand. If needed, the CoC can apply for incremental planning grant funds to support a coordinator and compensate youth involved with the planning process.

Action Items	Person Responsible	Deadline

### Funding & Infrastructure Updates

#### Discussion

Courtney Myers-Keaton shared that the Coalition recently received funds to support the transition to additional staff. The CoC Program Manager role will be posted internally. Once this position is filled, the plan is to hire a part-time Administrative Assistant; the job description will be reviewed by Executive Committee prior to posting.

Courtney also provided an update on the HMIS grant which will be transferred to Heart of West Michigan United Way. The cost for licenses was greater than anticipated which decreases the staffing budget; funding support for HMIS functions will need to be discussed further.

Wanda asked if a fund development position should be considered. Courtney does not think this is necessary as YHDP and infrastructure changes are short-term. Fran wondered if there should be conversation about the limitations of HUD funding compared to the needs of the community.

Action Items	Person Responsible	Deadline

### Family Shelter Limitations

#### Discussion



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

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This item was elevated to Steering Council from Coordinated Entry Committee based on a concern that there has been an increase in the number of families unable to access shelter. Courtney has requested data from Family Promise. Conversations may be elevated to funders based off data on unmet needs, capacity, and flow through the system.

The current family shelter capacity is unknown as Cheryl is unable to attend today's meeting. Adrienne Goodstal indicated that Family Promise may have recently secured funding given the cold temperatures. Further, she believes that there will be sufficient family shelter capacity in the future once some current projects are finished.

Fran wondered about the CoC's role in securing funding to address needs. Courtney indicated that the CoC's role is to advocate and organize around service gaps but not to provide funding. Ryan VerWys suggested development of a policy recommendation to HUD regarding emergency shelter and transitional housing.

Action Items	Person Responsible	Deadline
<b>Other Matters from Steering Council members</b>		
Discussion		
Adrienne Goodstal shared that Mel Trotter is in code blue through spring; curfew is lifted and no-service holds may be lifted, depending on circumstances.		
<b>Public Comment on Any Item</b>		
Discussion		
None		
<b>Adjourn</b>		
Motion by:	Adrienne Goodstal	Support from: Tom Cottrell



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
MSHDA*											
ESG - Community Rebuilders	10/1/2021 - 2/28/2023	\$53,290	\$53,290	RRH	53%	\$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	35%	\$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	53%	\$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	35%	\$76,590.36	37%	not currently available	not currently collected		3/31/2022
ESG-CV - Community Rebuilders	1/1/2021 - 12/31/2022	\$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 - 12/31/2022	\$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 - 12/31/2022	\$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 - 12/31/2022	\$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 - 12/31/2022	\$153,044	\$89,927	Prevention, RRH	79%	\$153,043.95	100%	not currently available	not currently collected		8/31/2022
City of Grand Rapids**											
ESG - The Salvation Army	7/1/2022 - 6/30/2023	\$295,901	\$255,069	Rapid Re-housing	42%	23,228	8%	40	10		11/30/2022
Kent County***											
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		\$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

Notes

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

\*Grant amendments are in progress and UW Finance Team is currently short staffed so Q2/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 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 Committee Reporting – December 2022**

**Coordinated Entry Committee –**

- The Coordinated Entry Committee has not met since the last update was provided; however, a subgroup continues to review and revise the Coordinated Entry policy in accordance with the annual Coordinated Entry evaluation.

**Family Functional Zero --**

- No new updates

**Youth Action Board --**

- Update not submitted

**Family Shelter Limitations Update –**

- See following pages for an update provided by Family Promise.





# Family Promise of Grand Rapids

Family Shelter Update  
December 2022

# Family Shelter Snapshot

- Current # families in shelter: # 62
  - # Permanent rooms = 45
  - # Temporary overflow hotel rooms = 17
- Current ave. LOS (leavers) - YTD: 60 days
  - LOS for current shelter HH (stayers): 44 days

# Shelter Assessments and Outreach

- Average # HH on Outreach Page per week: 10

(October 1st - Nov. 16th)

- Current HH on Outreach Page: 0

We have been putting all families directly into hotels since Nov. 16th - This will end starting next week as funding ends. (Only County funds remain for HH coming from Kent County (not GR). GR residents need to wait for a permanent shelter room to open)

- Number of shelter assessment for eligible HH's since Oct. 1: 230
- Number of eligible HH diverted: 167
- Number of HH entered into shelter: 52

## Hotel Use - October/November

- Number put into hotel shelter since storm ( Nov. 16th): 27
- Average per week into hotel (since Oct 1): 3
- Average Cost/ HH/week: \$685 (just hotel)

# Shelter Flow - October 2022

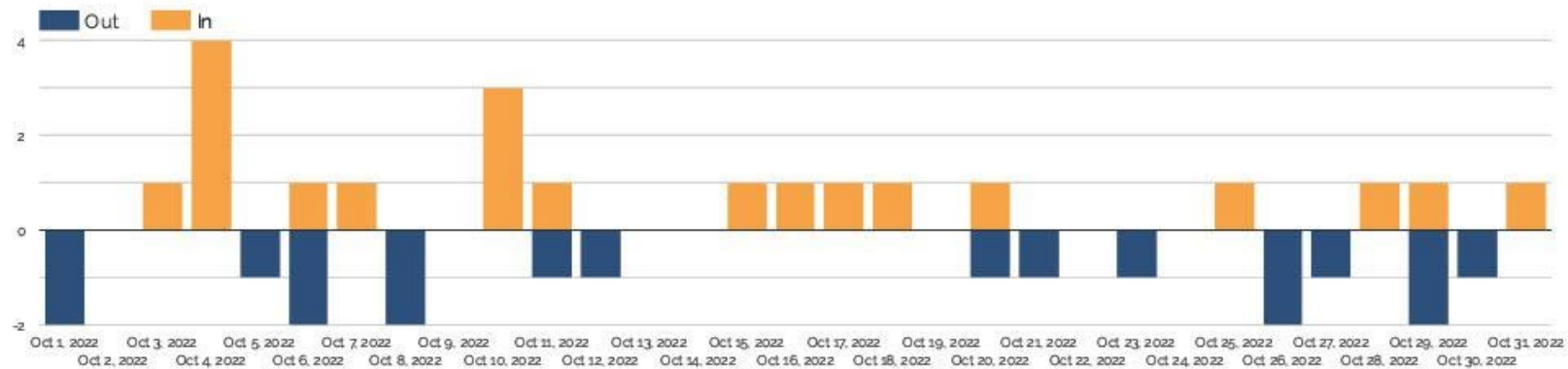
## Family shelter room flow\*

Date range:

Oct 1, 2022 - Oct 31, 2022



## Shelter flow



Totals: Intakes 20 Exits 18

# Shelter Flow - November 2022

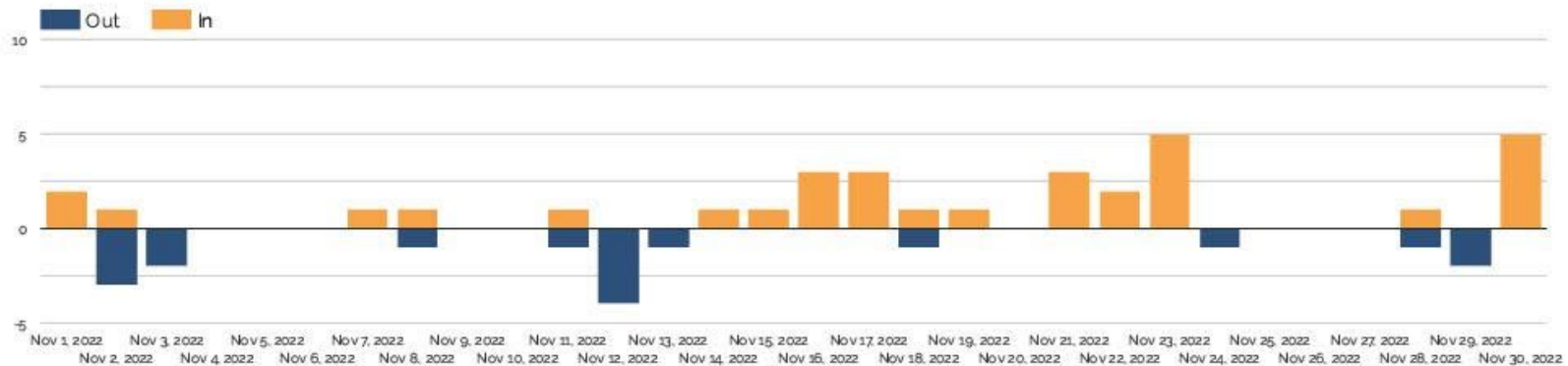
## Family shelter room flow\*

Date range:

Nov 1, 2022 - Nov 30, 2022



## Shelter flow



Totals: Intakes 32 Exits 17

## 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
<b>CoC Fund Balance 6/30/22</b>	<b>\$ 3,600</b>

NPTA remaining

#### CoC Fund Balance 7/30/22

NPTA remaining	100
<b>CoC Fund Balance 7/30/22</b>	<b>\$ 3,700</b>

December 6, 2022

Grand Rapids City Commission  
300 Monroe Ave NW  
Grand Rapids, MI 49503

RE: Request to address public health and safety

Dear Mayor and Commissioners:

We, the undersigned employers and residents of Grand Rapids, urge you to take immediate action to promote the safety, health and well-being of unhoused individuals, residents and all persons working in or visiting the City of Grand Rapids.

We are thankful for the investments already made by the City of Grand Rapids in shelter space, increased outreach, mental health support and storage capacity for personal belongings, and are hopeful Kent County's plan to invest and work with partners will provide new mental health crisis services and outreach.

Despite these important steps, it is clear there are gaps remaining in the effort to create a destination city that is welcoming to all as well as outcomes for those in need of services. The ongoing concerns from residents and employers related to harassment, public defecation, trespassing, assault and other disruptive and disturbing behavior needs to be addressed with an intentional and compassionate focus on improving outcomes for individuals experiencing homelessness or struggling with mental health.

Cities across the country are facing similar circumstances and have adopted measures that have shown to provide significant improvements to safety, cleanliness and enjoyment, while working on the foundational elements to create a thriving and prosperous community for all.

**We request that you adopt an ordinance to regulate appropriate access and use of the public right of way and solicitation.**

The City has a responsibility to protect the health, safety and welfare of its residents. The proposed regulations are narrowly tailored to serve a compelling and substantial governmental interest, while preserving ample alternative areas for the valid exercise of constitutional rights. This action, paired with previous, ongoing and future investments, will contribute greatly to reversing the loss of access to and enjoyment of public places and the sense of fear, intimidation, disorder and actual danger to public health, safety and welfare.

This action is not intended to limit any person from exercising constitutionally protected activity, when conducted in a legal manner. The goal is to promote better outcomes for all through appropriate regulation acting to encourage the use of available services, prevent the incentivization of unsafe activities in public spaces and protect individuals from the fear and intimidation by regulating the time, place, and manner for the use of the public right of way and solicitation.



Combined with other efforts to increase the supply of affordable housing, provide mental health support, improve outcomes amongst service providers, these regulations will encourage greater use of available resources while preventing unsafe and unhealthy conditions for unhoused individuals and all other stakeholders.

In true Grand Rapids fashion, we can be the best practice. We have the capacity, commitment, compassion and community support to move forward. This targeted approach to addressing only the most concerning behavior will serve a compelling public interest, preserve ample alternatives, and reduce the heightened sense of intimidation and disorder.

Again, we urge you to support the requested changes. Thank you for your consideration.

Sincerely,

Mike VanGessel  
CEO & Founder  
Rockford Construction

Richard A. Winn  
President  
AHC Hospitality

Ross Bartlett  
Regional General Manager  
Amway Grand Plaza Hotel

Norina Cadili  
General Manager  
JW Marriott

Sara Jorgensen  
General Manager  
Courtyard by Marriott Downtown

Melissa Stanley  
General Manager  
AC Hotel

Mark Wassink  
Managing Partner  
Warner Norcross + Judd

Doug Small  
President & CEO  
Experience Grand Rapids

Sam Cummings  
Managing Partner  
CWD Real Estate Investment

John Wheeler  
Owner  
Hyatt Place

Johnny Brann Jr  
Owner  
Woodrows Duckpin Bowling

Jeff Connolly  
President, WM Operations  
Blue Cross Blue Shield of Michigan

Greg McNeilly  
CEO  
Windquest

Mike Ellis  
President  
Ellis Parking

Anne Ficeli  
President  
Pure Real Estate Management

Bob Schermer  
CEO  
Meritage Hospitality

Ryan Wheeler  
President  
Wheeler Development Group

Bob Schierbeek  
President & CEO  
RDV

John Meilner  
President  
42 North Partners

Pamela Wright  
Resident  
Board Walk Condos

Mike Sysma  
President West Michigan  
KeyBank

Bill & Tami Coyne  
Residents  
Rowe

Jeff Lobdell  
Owner  
Restaurant Partners

Birgit Klohs  
Resident

Thomas Tooley  
Executive Vice President  
Ghafari Associates

Matt Wikander  
CEO  
Smith Haughey Rice & Roegge

Kay Fiske  
AVP Branch Manager  
West Michigan Community Bank

Randy Phelps  
Principal  
HNI Risk Advisors

Jim McKinley  
Principal  
HNI Risk Advisors

Nate & Nichole Gillespie  
Residents  
Rowe

Amy McCulloch  
Producer/Partner  
Lockton Companies

Dick & Diane Sherlock  
Residents  
Rowe

Rick Baker  
President & CEO  
Grand Rapids Chamber

John Helmholdt  
President  
SeyferthPR

Heather L. Emmons  
General Manager  
Holiday Inn Grand Rapids  
Downtown

Greg Williams  
Co-Founder, Chairman, & CEO  
Acrisure

Dan Meyering  
Principal  
Trillium Investments

Bruce Tuttleman  
Owner  
F David Barney

Bob Hughes  
President  
Advantage Benefits Group

Mark Berkemeier  
Partner  
Strategies Wealth Advisors

William & Bobbi Jo Blanton  
Owners  
Le Macaron French Pastries

David Ferszt  
President  
DTN Management Co

Paulus C. Heule  
CEO  
Eenhorn, LLC

Jean Howard  
Partner  
Howard Law Group

James Bossenbroek  
Chairman  
Northgate Partners, LLC

Don Hunt  
President  
Lambert Global

Raji Uppal  
CEO  
DTN Asset Management &  
Development

Greg Schierbeek  
President & CEO  
Eikenhout Inc.

John O'Neill  
Principal  
Conduit Studio

Amy Skentzos  
Resident  
Downtown

Jason Zylstra  
Vice President of Philanthropy  
DeVos Family Foundation

Judie Malec  
Resident  
Waters Center

Randy Damstra  
CEO  
Ottawa Avenue Private Capital

Valeria Schmieder  
Principal  
Via Design

Brian Barkwell  
Principal  
Via Design

Pete Scudder  
Director  
Impact Credit Partners

Jonathan Jelks  
Serial Entrepreneur

Jamiel Robinson  
Managing Partner  
Isle Construction

Doug DeVos  
Resident

Sam Berry  
Founder  
White Pine Digital

Tom Welch  
Region President  
Fifth Third Bank

Carol Van Andel

Dick DeVos  
Chairman  
Windquest

David Emdin  
SVP of Asset Management  
Krimson, LLC

Walid Jamal  
President  
JHG Management

Caleb Hartung  
President  
MAV Lending Services, Inc.

Michael Balk  
Founder/CEO  
Vivid IV Health

Brad Mugler  
Director of Finance  
TXH Fund I, LLC

Lu Quach  
Principal  
Sunny Boba Tea

Zakry Obrien-Khem  
Owner  
Lake Effect Phone Repair

Josh Traxler  
COO  
Campspot

Dan Bockheim  
Principal  
Dart Frog Creative

Zachary Bossenbroek  
CEO  
Northgate Resorts

Chelsea Bossenbroek  
Chief Legal Officer  
Northgate

Diane Maher  
President/COO  
DP Fox Ventures

Ginny Seyferth  
Chairman & CEO  
SeyferthPR

Sejla Sefer  
Property Manager  
Plaza Towers Apartments

Scott Gorsline  
Executive Vice President of Operations  
DP Fox Ventures

Cory Wickham  
Security Manager  
Plaza Towers

Unity Franko  
President  
Eenhorn, LLC

Lindsay Jonker  
Property Manager  
The Lofts Apartments

Michael Van Hooren  
Property Manager  
234 Market Apartments

Katie Ross  
Resident

Brad Mathis  
CP Community Development  
and Inclusion  
Rockford Construction

Lindsey Langlois Wells  
Business Administrator  
The Intersection

Chad Bassett  
COO  
BAMF Health

Nick Adamy  
President  
Adamy Valuation

Jim & Emily Lynch  
Owners  
House of Wine

Will Payne  
President  
Trellis

Charlie Wondergem  
Director, Mergers & Acquisitions  
Aspen Surgical

Bill Payne  
Principal  
BPV

Greg Gilmore  
CEO  
The Gilmore Collection

Paul W. Boehms  
Executive Director  
Warner Norcross + Judd

Dan DeVos  
CEO  
Grand Rapids Griffins  
West MI Volleyball

Monica App  
Senior Vice President  
Rockford Construction

Dave Shaffer  
President  
Interphase Interiors

Jase & Molly Bolger  
Residents  
Rowe

Donald Bohan  
Resident  
Board Walk Condos

Kris Alan Mauren  
President  
Action Institute

Jason Wheeler  
Partner  
WDG Construction

Bill Mast  
Managing Partner  
Homewood Suites &  
Waters Building, LLC

Christine Carson  
Property Manager  
Live Great Properties  
Resident, Gallery Condo Assoc.

David & Paul Reinert  
Owners  
Butcher's Union  
O'Toole's Pub. House

Angela Mann  
VP of Operation  
Hospitality Specialists

James Berg  
Owner  
Bistro Belle Vita

Brett VanderKamp  
Founder & CEO  
New Holland Brewing

Daniel Van Eerden  
President  
Van Eerden Fd Service

Bill Scanlon  
General Manager  
Homewood Suites – GR Downtown

Brian Elve  
Executive Director  
Guiding Light

Kevin Wood  
Security Specialist  
Founders Brewing Co

Rhonda Huismann  
Partner, Consulting  
Crowe LLP

Jerry Tubergan  
Vice Chairman  
Ottawa Avenue  
Private Capital

Cole Gross  
Resident

Matt Dowdy  
Resident

Tim Hall  
Resident

Alexander Drolett  
Resident

Mackenzie Coristine  
Resident

Trudy McLaughlin  
Resident

Monica R. Sekulich  
EVP/Chief Legal Officer  
Deep Creek Holdings, L  
LC

Charles Van Eerden  
Condo Owner  
Tannery Row

## **New Ordinances for the Health, Safety and Welfare of Grand Rapids**

Best practice ordinances are needed to promote the health, safety and well-being of unhoused individuals, residents, employees and visitors to Grand Rapids.

There are two primary components to this request:

- 1) Prohibit sitting or lying in specific public spaces if there is adequate shelter space available to those in need as well as leaving private goods unattended in the public right of way.
- 2) Regulate solicitation and prohibit aggressive solicitation, harassment, and intimidation.
  - The ordinance can recognize the constitutional right of solicitation, and clearly define where solicitation is allowed (essentially zoning it).
  - Aggressive panhandling and harassment should be defined and prohibited

**Why it is needed:** A key goal of the City is to protect the health, safety and well-being of its citizens.

- Currently, gaps remain in the effort to create a city that is welcoming to all.
- Increased concerns from residents and employers include harassment, public defecation, trespassing, verbal and physical assault and other disruptive and disturbing behavior.
- This needs to be addressed with compassion and focused on improving outcomes for individuals experiencing homelessness or mental health issues.

**What it will do:** Paired with ongoing and future investments, the narrowly tailored ordinances below will support better outcomes, while preserving ample alternatives for the exercise of constitutional rights. These ordinances will:

- Encourage the use of available services, such as available shelter space.
- Compassionately meet the needs of individuals struggling with homelessness, poverty, mental health or substance abuse
- Disincentive unsafe activities in public spaces.
- Support access to and enjoyment of public spaces.
- Reduce disorder and danger to the public health, safety and welfare.
- Protect citizens from intimidation by regulating the public right of way and solicitation.

**Context:** Combined with efforts to increase the supply of affordable housing, provide mental health support, and improve service provider outcomes, these regulations will enhance the use of resources while preventing unsafe and unhealthy conditions for unhoused individuals and other stakeholders.

**What these ordinances will not do:**

- Criminalize homelessness. These ordinances set expectations for public spaces, but the prohibition of sleeping in public spaces is only in effect when adequate housing options exist.
- Ban panhandling. The ordinances recognize the First Amendment right to panhandle. It only prohibits intimidation/harassment and treats solicitation in public spaces like any other use - zoning where these actions can be conducted based on the rights of other businesses and citizens.

**Key Examples:** Colorado Springs Ordinance, City of Wyoming Ordinance, City of Kentwood Ordinance, City of Walker Ordinance, City of Grandville Ordinance, Daytona Beach Ordinance

**Sec. XXXX. Aggressive solicitation and harassment**

- (a) The following words, terms and phrases, when used in this section, shall have the meaning provided below, except where the context clearly indicates a different meaning:

*Accosting* means approaching or speaking to a person in such a manner as would cause a reasonable person to fear imminent bodily harm or the commission of a criminal act upon their person, or upon property in their immediate possession.

*Ask, beg or solicit* means and includes, without limitation, the spoken, written or printed word or such other acts as are conducted in furtherance of the purpose of obtaining donations.

*Forcing oneself upon the company of another* means continuing to ask, beg or solicit from a person after that person has made a negative response, blocking the passage of the individual addressed, or otherwise engaging in conduct which could reasonably be construed as intended to compel or force a person to accede to demands.

- (b) It shall be unlawful for any person to solicit money or other things of value:
- (1) On private property if the owner, tenant or lawful occupant has asked the person not to solicit on the property or has posted a sign clearly indicating that solicitations are not welcome on the property;
  - (2) Within 15 feet of the entrance to or exit from any public toilet facility;
  - (3) Within 15 feet of an automated teller machine,
  - (4) Within any public transportation vehicle, or within 15 feet of any bus stop, taxi stand or rapid transit stop;
  - (5) From any operator of a motor vehicle that is being operated on a public street; provided however, that this subsection shall not apply to services rendered in connection with emergency repairs requested by the owner or passengers of such vehicle;
  - (6) From any person who is waiting in line for entry to any building, public or private, including, but not limited to, any residence, business or athletic facility; or
  - (7) Within 15 feet of the entrance or exit from a building, public or private, including, but not limited to, any residence, business or athletic facility without the knowledge and consent and/or invitation of the owner or party in control of that building.
  - (8) Within 20 feet, in any direction, of any parking lot, parking garage, parking meter or parking pay station owned or operated by the city;
  - (9) Within 20 feet, in any direction, from any entrance or exit of commercially zoned property;
  - (10) Within 150 feet of any signalized intersection
  - (11) While under the influence of alcohol or after having illegally used any controlled substance;

- (12) At any lawfully permitted outdoor dining area, amphitheater seating area, playground or lawfully permitted outdoor merchandise area, provided such areas are in active use at the time;
- (c) It shall be unlawful for any person to solicit money or other things of value by:
  - (1) Accosting another; or
  - (2) Forcing oneself upon the company of another;
  - (3) the use of profane or abusive language during the solicitation or following an unsuccessful solicitation;
  - (4) obstructing, blocking or impeding, either individually or as part of a group of persons, the passage or free movement of a solicited person or a person in the company of a solicited person, including persons on foot, on bicycles, in wheelchairs or operating motor vehicles or persons attempting to enter or exit motor vehicles (for example, walking, standing, sitting, lying, or placing an object in such a manner as to block passage of another person or vehicle, or to require another person or driver of a vehicle to take evasive action to avoid physical contact.
  - (5) touching the person or persons being solicited without that person's consent
- (d). Penalties:
  - 1. Upon conviction for a first offense for violating this section, the court shall impose a fine of not more than one hundred dollars (\$100.00), or a sentence of probation, or both.
  - 2. Upon conviction for a second or subsequent offense for violating this section, the court shall impose a fine of not more than five hundred dollars (\$500.00), or imprisonment in jail for a period of not more than ninety (90) days, or a sentence of probation, or by a combination of fine, imprisonment, and a sentence of probation.

**Sec. XXXX. APPROPRIATE USE OF THE PUBLIC RIGHT-OF-WAY.**

A. Unlawful: It shall be unlawful for any person to sit, kneel, recline or lie down in the public right-of-way upon the surface of any public right of way, or upon any bedding, chair, stool, or any other object placed upon the surface of the public right of way. It shall be unlawful to leave private property unattended in the public right of way.

B. Definitions: For purposes of this section, the terms below shall have the following meanings:

PUBLIC RIGHT OF WAY: Any street, sidewalk, trail, path, alley, parkway, curb, median, traffic island, or any other publicly owned property intended or used for pedestrian, recreational or vehicular travel.

C. Defense: It is an affirmative defense to a violation of this section that a person:

- 1. Sits, kneels, reclines or lies down upon the public right of way due to a medical emergency.
- 2. As a result of a medically confirmable disability, utilizes a wheelchair, walker or other similar mobility supporting device to move about the public right of way.
- 3. Is operating or patronizing a commercial establishment located in the public right of way pursuant to any permit or license issued by the City.

4. Sits or kneels on the public right of way when attending a parade, festival, performance, rally, demonstration, meeting, or similar special event conducted in the public right of way pursuant to any permit or license issued by the City.

5. Sits upon an object intended for sitting in the public right of way furnished by the City or by any other public agency.

6. Sits upon a public sidewalk at or near a transit stop while waiting for public transportation.

7. Is engaged in legitimate busking

D. Notification By Law Enforcement: No law enforcement officer shall issue a citation, make an arrest or otherwise enforce this section against any person unless the person engages in conduct prohibited by this section after having first been notified by a law enforcement officer that the conduct violates this section.

E. Penalties:

1. Upon conviction for a first offense for violating this section, the court shall impose a fine of not more than one hundred dollars (\$100.00), or a sentence of probation, or both.

2. Upon conviction for a second or subsequent offense for violating this section, the court shall impose a fine of not more than five hundred dollars (\$500.00), or imprisonment in jail for a period of not more than ninety (90) days, or a sentence of probation, or by a combination of fine, imprisonment, and a sentence of probation.





December 01, 2022

Courtney Meyers-Keaton, Director  
Grand Rapids Area Coalition to End Homeless  
118 Commerce SW  
Grand Rapids, MI 49503

Re: Request for Local Continuum of Care Support of CoC Grant Transfer

Kent County is a Housing and Urban Development (HUD) grantee for the following Continuum of Care (CoC) grants for the period of July 1, 2022 to June 30, 2023:

- MI0174L5F062114 \$575,217 - Shelter Plus Care Shelter-Based Rental Assistance (SRA)
- MI0173L5F062114 \$1,170,843 - Shelter Plus Care Tenant-Based Rental Assistance (TRA)

Since 1995, Kent County has partnered with Community Rebuilders to administer both CoC grants. During that time Community Rebuilders has successfully administered both grants by providing direct services, coordinating required matching funds, and preparing all annual renewal applications and reports. Community Rebuilders also continues to operate other programs as a direct HUD grantee.

Based on its established history of successful program operations and the capacity Community Rebuilders has demonstrated during nearly three decades as a Kent County Subrecipient, Kent County is seeking the support of the Grand Rapids/Wyoming/Kent County Continuum of Care, our Local CoC, to transfer both CoC grants to Community Rebuilders, Inc. effective January 1, 2023.

Kent County recognizes that this action will allow for a reduction in duplicative administrative tasks being performed by both County and Community Rebuilders staff. Examples of these actions include reconciling monthly invoices and HUD draw request, reviewing and submitting annual renewal applications and reports, and engagement in HUD CoC grantee monitoring. The elimination of these efforts at the County level for the two grants will allow a more efficient use of CoC grant administrative funds that are intended to support the service provider. Further, the removal of the County's duplicative administrative efforts, which are already being performed by Community Rebuilders, means the transfer of the two CoC grants will not result in a disruption of service delivery for clients.

In conversations with HUD, Kent County understands that a transfer to Community Rebuilders will continue to identify both programs in future HUD CoC Applications as "renewal grant request" and not as a new program application. This transfer will also allow the grant funding to align with other local Continuum of Care grants which are awarded to non-profits that are directly operating programs, rather than sub-awarded through a government unit.



Kent County appreciates the long standing support of the Local CoC in renewal of these CoC funding program operated by Community Rebuilders. With ongoing support of this transfer request to Community Rebuilders, the value of providing supportive programs supportive services for those facing homelessness will continue to be served.

To document consideration by the Local CoC of Kent County's request to transfer the two Continuum of Care grants to Community Rebuilders, please provide documentation of a vote by CoC members (meeting minutes) and if the Local CoC supports this request, a written letter of support that Kent County may submit to HUD.

Thank you for your consideration.

Respectfully yours,

A handwritten signature in red ink, appearing to read "Chad Coffman".

Chad Coffman  
Program Manager, Kent County Community Action  
[Chad.Coffman@KentCountyMI.gov](mailto:Chad.Coffman@KentCountyMI.gov)  
Direct Telephone: 616-632-7967

A handwritten signature in blue ink, appearing to read "Gustavo Perez".

Gustavo Perez  
Director, Kent County Community Action  
[Gustavo.Perez@KentCountyMI.gov](mailto:Gustavo.Perez@KentCountyMI.gov)  
Direct Telephone: 616-632-7961



## Office of Rental Assistance and Homeless Solutions

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

2022

HOME American Rescue Plan (HOME-ARP):  
Housing Navigation

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



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## I. Timeline

HOME ARP Supportive Services Funding	
Housing Navigation Timeline	
<b>December 2022</b>	Housing Navigation NOFA draft released
<b>To Be Determined</b>	Housing Navigation NOFA published
<b>To Be Determined</b>	Housing Navigation NOFA webinar
<b>To Be Determined</b>	Housing Navigation Submissions Due
<b>To Be Determined</b>	Project Start: Housing Navigation

## II. General Overview

In March 2021, President Biden signed the American Rescue Plan Act of 2021 (ARP) 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. To specifically address the need for homelessness assistance and supportive services, Congress appropriated \$5 billion in 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. The program described in Notice [CPD-21-10](#) for the use of the \$5 billion in ARP funds is 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 submitted HUD Action Plan. Please see [MSHDA's HOME-ARP Allocation Plan](#) for more information.

MSHDA has allocated \$3 million in HOME-ARP funds to support housing navigation services for qualifying individuals and families that are searching for housing or are newly housed with vouchers and other housing programs. Please review Addendum A for the Continuum of Care (CoC) allocation methodology for this grant.



### III. **Program Description**

HOME-ARP Housing Navigation is a three-year (3) grant that will provide staffing support for the delivery of services to households who qualify per HOME-ARP eligibility criteria. Each Continuum of Care (CoC) has a pre-determined allocation of funds. The CoC will respond to this NOFA with its selected the subgrantee to provide services. This NOFA will provide detail regarding Qualifying Populations, Eligible Activities and Costs, along with the subgrantee requirements.

**NOTE:** The Balance of State CoC has one allocation for these funds and must determine a process by which a geographic area is prioritized to administer Housing Navigation services.

The funds from this program will be awarded by MSHDA to perform services to eligible households that are linked to the Homeless Preference Housing Choice Voucher (HCV) program or other HUD CoC or Emergency Solutions Grant (ESG) housing programs. Services will include but are not limited to the following:

- Robust housing search assistance
- Completion of any required eligibility paperwork in order to access rental assistance
- Completion any required annual recertification paperwork in order to maintain eligibility and rental assistance
- Landlord mediation
- Other services identified in partnership with the household to support housing retention and stabilization

### IV. **Grant Term**

Housing Navigation is a three-year (3) grant. Grants will begin TO BE DETERMINED and end TO BE DETERMINED.

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

The following populations are qualified to receive assistance under Housing Navigation. 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**

CoCs will select the chosen subgrantee(s) agency to administer Housing Navigation in accordance with the requirements noted below.

### **All Housing Navigation Subgrantees must meet the following requirements:**

- Recommended by the CoC;
- 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 planning process;
- Willing to re-align existing program structures and use of 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 cancelled check registers, etc.
- Employs staff person 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;

- Does not require program participants to complete any prerequisites in order 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**

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

**Case Management:** Funding to support local homeless service agencies in providing housing navigation services for qualifying individuals and families that are searching for housing/newly housed with MSHDA's Homeless Preference HCV program or other CoC or ESG funded housing programs. Services will include but not be limited to robust housing search assistance; assistance with eligibility paperwork; assistance with the annual recertification paperwork; landlord mediation; and housing retention and stabilization services. Case management costs can account for no less than 90% of the total grant allocation.

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

## **VIII. Ineligible Costs**

Housing Navigation funds cannot be used for any form of financial assistance to the household or other activities/programs beyond the scope noted above.

## **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 supports.

For use of Housing Navigation 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 prior to 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-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 HOME-ARP, CoCs are required to expand the scope of their Coordinated Entry Systems to include all Qualifying Populations defined in 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 upon 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 arenas:
  - 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 own 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 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 CoC's allocation, including:

- Memorandum of Understanding (MOU) with the CoC and with all Key Partners.
  - Sign contract and applicable documents required by MSHDA;
  - Initiate and execute subgrantee grants as needed.
- Assure use of funds in accordance with the grant agreement, communicating knowledge of any fraudulent activity to MSHDA and the CoC;
- 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 of agencies not using dollars in a timely manner 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;
- Collect and submit quarterly Consolidated Annual Performance and Evaluation Reports (CAPERs) that address specific performance outcomes supported by HMIS data (domestic violence agencies use alternative system). CAPERs are submitted to MSHDA via MATT 2.0 with a copy to the CoC;
- 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 to facilitate services outlined in this NOFA. The Subgrantee(s) agrees to the following responsibilities:

- Employ staff to provide Housing Navigation services;
- Actively participate in the Coordinated Entry System, including acceptance of referred, eligible households and regular communication on available Housing Navigation resources;
- Provide routine reports to the CoC on Housing Navigation performance, including number of households identified and served and status of funding expenditure;
- Maintain knowledge of Housing Navigation and HOME-ARP requirements, regulations, and service standards.

## Addendum A

### Notice of Funding Availability (NOFA) – Housing Navigation HOME-ARP Allocation & Methodology

MSHDA has allocated \$3,000,000 in HOME-ARP funding to support Housing Navigation under the Supportive Services component of HOME-ARP. Each Continuum of Care (CoC) will receive an allocation to support the activities outlined in the NOFA.

In determining the Housing Navigation allocation for each CoC, MSHDA considered the following:

- Housing Choice Voucher (HCV) allocation by CoC
- HUD CoC Program allocation by CoC
- MSHDA Emergency Solutions Grant (ESG) allocation by CoC

All allocations are subject to the following eligible budget lines:

- At least 90% of the total grant must be used for staffing costs to support Housing Navigation services
- Up to 10% of the total grant can be used for administrative costs

The table below represents each CoCs Housing Navigation funding allocation.

CoC Name/Number	HOME-ARP Housing Navigation 3-Year Allocation	Potential Full-Time Equivalency (FTE)
MI-500 (Balance of State CoC)	\$150,000	1 FTE
MI-501 (Detroit CoC)	\$300,000	2 FTE
MI-502 (Out-Wayne County CoC)	\$225,000	1.5 FTE
MI-503 (Macomb County CoC)	\$210,000	1.25 FTE
MI-504 (Oakland County CoC)	\$210,000	1.25 FTE
MI-505 (Genesee County CoC)	\$150,000	1 FTE
MI-506 (Kent County CoC)	\$225,000	1.5 FTE
MI-507 (Kalamazoo County CoC)	\$150,000	1 FTE
MI-508 (Ingham County CoC)	\$150,000	1 FTE
MI-509 (Washtenaw County CoC)	\$150,000	1 FTE
MI-510 (Saginaw County CoC)	\$150,000	1 FTE
MI-511 (Lenawee County CoC)	\$90,000	.5 FTE
MI-512 (Grand Traverse Area CoC)	\$150,000	1 FTE
MI-514 (Calhoun County CoC)	\$150,000	1 FTE
MI-515 (Monroe County CoC)	\$90,000	.5 FTE
MI-516 (Muskegon County CoC)	\$90,000	.5 FTE
MI-517 (Jackson County CoC)	\$90,000	.5 FTE
MI-518 (Livingston County CoC)	\$90,000	.5 FTE
MI-519 (Ottawa County CoC)	\$90,000	.5 FTE
MI-523 (Eaton County CoC)	\$90,000	.5 FTE
<b>TOTAL</b>	<b>\$3,000,000</b>	