



Steering Council Meeting Agenda
April 22, 2022 □ 8:30 – 10:30 am □ Zoom

1. Call to Order/Introductions
2. Approval of the Agenda*
3. Approval of March 18, 2022 Minutes*
4. Public Comment on Agenda Items (Limit 3 minutes ea.)
5. Approval of Consent Agenda*
 - a. Steering Calendar
 - b. Committee and Initiative Updates
 - c. ESG Financial Assistance Report - *note: due to reporting timelines, Q1 2022 data will shared next month*
 - d. Budget Report: Statement of Activity
 - e. Strategic Plan: Coalition Scorecard - Quarterly Rocks
 - f. Data Reports: Initial PIT Count Report - *note: shelter utilization and capacity report in progress*
6. Petitions and Communications
7. FY23 Coalition Budget*
8. Strategic Plan: Q2 2022 Rocks - *draft Q2 rocks included in the Coalition Scorecard in the consent agenda (pg.11)*
9. Fiduciary MOU* - *draft document included in the agenda packet (pgs. 14-18)*
10. Funding Appeal Policy*
11. Any other matters by Steering Council Member(s)
12. Public Comment on Any Matter (Limit 3 minutes ea.)
13. Adjournment

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

* denotes potential action item



STEERING COUNCIL MEETING MINUTES - **DRAFT**

March 18, 2022
8:30-10:30

Facilitator:	Lauren VanKeulen		
Meeting Attendees:	<u>Steering members present:</u> Holly Wilson, Tom Cottrell, Casey Gordon, Lauren VanKeulen, Victoria Sluga, Jose Salinas, Karen Tjapkes, Susan Cervantes, Ryan VerWys, Cheryl Schuch, Adrienne Goodstal, Alonda Trammell, Elizabeth Stoddard, Tammy Britton, Fran Dalton, Wanda Couch, Victoria Arnold <u>Steering members absent with notification:</u> Mark Contreras, Rebecca Rynbrandt <u>Steering members absent without notification:</u> <u>Community Members:</u> Wende Randall (Essential Needs Task Force) <u>Staff:</u> Courtney Myers-Keaton, Brianne Robach		
Time Convened:	8:32am	Time Adjourned:	10:43am

Approval of Agenda			
Motion by:	Karen Tjapkes	Support from:	Tom Cottrell
Discussion			
Amendments	None		
Conclusion	All in favor, motion passes.		
Approval of Minutes		February 18, 2022	
Motion by:	Tom Cottrell	Support from:	Ryan VerWys
Discussion			
Amendments	None		
Conclusion	All in favor, motion passes.		
Public Comment on Any Agenda Item			
Discussion			
None			
Approval of Consent Agenda			
Motion by:	Tom Cottrell	Support from:	Holly Wilson
Discussion			
Amendments			
Conclusion	All in favor, motion passes.		
Petitions and Communications			
Discussion			
None			
FY2021 CoC Program Competition Awards			
Discussion	<p>HUD announced awards for the FY2021 CoC Program Competition earlier this week. Our CoC received all renewal funding but did not receive funding for any of the proposed bonus projects. Staff do not anticipate receiving the community's scorecard from HUD for a few more months. Courtney noted that she has heard of other communities who were surprised to not receive bonus funding.</p> <p>Staff have been reviewing program competition processes and identifying areas to improve the process and areas to increase the community's score. These include strategies to address racial</p>		



**STEERING COUNCIL
MEETING MINUTES - DRAFT**

March 18, 2022
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disparities, inclusion of those with lived experience, promoting racial equity in funding review process, HMIS bed coverage, coordination with healthcare, strategies to improve system performance measures, and reallocation.

Conversation around reallocation. Courtney indicated that the community has not reallocated funds recently and one application category is based on the percent of reallocated funds. She thinks there is opportunity to consider reallocation. Staff are working on improving and clarifying the process. Cheryl feels the process should include funding broader than the CoC Program Competition to allow for strategic conversations. Tom advocated for multi-year and strategic reallocation, to allow programs time to adjust. Courtney affirmed that reallocation is not intended to leave projects in the lurch. Fran would like a broader review process that includes community standards as well as HUD standards. Staff hopes to pull the Funding Review Committee together to discuss process changes.

Courtney wondered if the community's focus on responding to COVID over the past few years has led to less attention on other areas in the CoC application. She thinks it would be helpful to develop an application review group to highlight areas in the application to focus on in the upcoming round.

Action Items	Person Responsible	Deadline

MI Racial Equity Strategic Plan Core Team

Discussion

Courtney shared that the State of Michigan has contracted with C4 Innovations to work with CoCs across the state to review data on disparities and develop strategies to increase equity. C4 will review system data, provide coaching, develop plans to address findings, and support implementation and sustainability.

The state has asked CoCs to identify a CoC Equity Results Team (CERT) of 4-6+ members including system-leaders and decision-makers, frontline staff, and individuals with lived experience. The time commitment for team members would be 6-8 hours a month and likely more for CoC staff. CERT will serve as space for shared accountability and members would be expected to meet regularly to review data and discuss plans as well as attend monthly state-wide meetings.

Courtney recognized there are currently many ongoing initiatives that Steering members are involved with and asked the group for creative strategies to engage stakeholders. Courtney can ask if Housing Kent is interested as their focus is on addressing inequities in housing. Members with suggestions for CERT members should connect with staff. Staff can include a call in the weekly newsletter and work to connect with individuals with lived experience.

Action Items	Person Responsible	Deadline

Annual Data Reports

Discussion

Courtney shared that there has been changes in how the Michigan Coalition Against Homelessness (MCAH) does their annual report on the number of individuals experiencing homelessness in a



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community. In the past, there was a specific filter to include anyone who contacted Coordinated Entry (CE) and was identified as experiencing homelessness. However, this did not align with HUD data standards as they do not include CE data. MCAH's newer report aligns with HUD but there are concerns that the numbers are missing folks who enter the system but do not connect with an additional resource. MACH has stated they are working on filter to include for those who contact CE 2+ times, but this would still produce a comparable number.

Courtney recently spoke with Gerry at MCAH who recommended that the Coalition remove past annual count reports from the website to avoid confusion as a comparable report is no longer available. Any published data will have to call out the difference in reporting tool from previous years.

The newer report from MCAH can be used to show year-to-year trends. An Annual Performance Report on CE and the Housing Assessment Program can also help provide a system picture though the reports could not be aggregated.

There are ongoing conversations around ensuring all entering the system are included in system data.

Action Items	Person Responsible	Deadline
Other Matters from Steering Council members		
Discussion		
None.		
Public Comment on Any Item		
Discussion		
None.		
Adjourn		
Motion by:	Victoria Sluga	Support from: Cheryl Schuch



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



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

Coordinated Entry Committee --

The Coordinated Entry Committee, the Redesign group, and Category 4 partners continue to meet regularly. Ongoing work has been done on the Coordinated Entry HUD self-assessment. Highlights of this integrated work include:

- Both the Redesign Team and the CE Committee continue to discuss and review the CHC 2.0 model with associated timelines/phases for implementation as this impacts the functionality of coordinated entry. There will still have to be a designated entity to manage the CHC tool on a long-term basis. The process of establishing this entity has not been determined yet.
- New CE design is continuing to be discussed, with a with a system-level governance model whose work is informed by active population groups being considered. This meshes well with honoring the work of the Built for Zero team and the Family Functional Zero workgroups, as well as all other population teams.
- Moving to a CHC model of engagement emphasized the need for resource tracking and availability. This will be key to a functioning system. We note that a resource pool, contributed to by both funded and unfunded agencies, will be critical to future CE success. There will likely have to be financial incentives to support the participation of non-HUD-funded entities in this system
- There is still not a coordinated plan to integrate emergency DV services into the CHC model of client engagement. These discussions are ongoing. Confidentiality restrictions from VAWA, and the immediate response capacity have to be somehow integrated into the CHC system to adequately respond to victim safety.
- On 3/15 a guest from CSH discussed models of the FUSE programming with the CE Committee, with a follow-up discussing about how elements of various models can be implemented. We note that the existing work surrounding case conferencing done in the BFZ group and the FFO group will complement a FUSE process. The entire team will need to be more familiar with the intricacies of the case-conferencing process (next step) so that it can be more universally applied to all population groups, including FUSE.
- The major work on the HUD self-assessment tool has been completed over a few meetings. As the CE system evolves, we note that there may have to be updates to the formal policy/procedures document to demonstrate specific adherence to HUD standards.

Family Functional Zero --

- The Family Functional Zero group continues to review the active by name list. Currently there are 247 active homeless families on the by name list.
 - Of the 247 families:
 - 144 are connected to a Solution Specialist and are working on a housing plan.
 - 100 are stably housed in permanent housing
 - 3 completed a housing assessment but have not been in contact with their Solution Specialist.



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

- Additional Community level dashboards that include inflow and outflow of families entering the system, as well as exit destination and length of time families are experiencing homelessness can be found [here](#).
- The FFO workgroup continues to develop an inventory of the affordable housing resources available in the community. This inventory includes, rapid rehousing resources, tenant based rental assistance vouchers, project based vouchers, permanent supportive housing, etc. The inventory chart will be discussed at the 4/20/22 FFO committee.
- Smaller workgroups have been established to work on specific goals in order to achieve Functional Zero. The following workgroups are meeting on monthly basis: 1) Project Coordination 2) Affordable Housing 3) Housing Stability and Supports 4) Temporary Housing Accommodations and 5) Solution Specialist. Workgroup project tracking can be found [here](#).

Youth Action Board --

The Youth Action Board (YAB) has officially re-formed with several new youth contributing to our bi-weekly meetings. Much of our efforts in the past few months have been geared towards creating an environment that empowers youth to lead each other towards taking action in our community in working to break the cycle of housing instability. Youth are currently working to create the official "mission and values" of the YAB and working to identify a process for encouraging new youth to become involved. For the remainder of 2022, the youth have identified a desire to bring education to our community as to what youth homelessness looks like and to bring awareness to all community members, that it exists here in Kent County. The YAB has also identified a goal of creating safe community spaces for youth experiencing housing instability, to be able to come together and enjoy recreational activities together, in an effort to encourage more youth to be transparent about their respective housing situations and to provide those residing in sheltered settings with an opportunity to feel less "institutionalized."

Recommendation: Li would love to have the opportunity at the end of 2022 for the Youth Action Board to present to the Steering Council, what their accomplishments were in 2022 and what their goals are moving into 2023. I think it's important for youth to feel heard at this level and for steering council members to hear directly from the youth their actions and advocacy affects.

CERA (COVID Emergency Rental Assistance) –

- As of April 20th, 14,360 applications have been received in Kent County. Of those, 7,614 have been approved and 1,693 are in progress.
- A total of \$41,238,987 has been distributed with an average of \$5,416 per household.

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	10/1/2020 - 9/30/2021	\$176,000	\$151,360	RRH	100%	\$79,007.86	45%	25+	not currently collected		9/30/2021
ESG - The Salvation Army	10/1/2020 - 9/30/2021	\$170,351	\$26,000	Outreach, Prevention, RRH	100%	\$137,834.77	81%	212	not currently collected		9/30/2021
ESG-CV - Community Rebuilders	1/1/2021 - 9/30/2022	\$181,722	\$128,678	RRH	43%	\$18,113.86	10%	15+	not currently collected		9/30/2021
ESG-CV - Family Promise	1/1/2021 - 9/30/2022	\$412,800	\$0	Shelter	43%	\$413,350.70	100%	156	not currently collected	Families	9/30/2021
ESG-CV Mel Trotter	1/1/2021 - 9/30/2022	\$129,834	\$0	Shelter	43%	\$54,220.47	42%	100	not currently collected		9/30/2021
ESG-CV - Pine Rest	1/1/2021 - 9/30/2022	\$103,200	\$0	Outreach	43%	\$43,054.20	42%	130-150	not currently collected		9/30/2021
ESG-CV - The Salvation Army	1/1/2021 - 9/30/2022	\$188,688	\$89,927	Prevention, RRH	43%	\$83,962.72	44%		not currently collected		9/30/2021
City of Grand Rapids**											
ESG - Community Rebuilders	7/1/2021 - 6/30/2022	\$250,818	\$170,900	RRH	67%	\$100,572	40%	36	19		12/31/2021
ESG - The Salvation Army	7/1/2021 - 6/30/2022	\$83,000	\$57,854	Prevention/ Eviction Diversion	67%	\$10,910	13%	25	2		12/31/2021
ESG-CV - Community Rebuilders	11/1/2020-7/31/2022	\$1,185,418	\$597,091	RRH	76%	\$884,800	75%	75	104	Geographically Targeted	2/28/2022
ESG-CV - Community Rebuilders	11/1/2020-7/31/2022	\$555,672	\$0	Shelter	76%	\$464,209	84%	70	52	Geographically Targeted	2/28/2022
ESG-CV - Community Rebuilders	11/1/2020-7/31/2022	\$186,423	\$98,884	Prevention	76%	\$181,000	97%	85	85		2/28/2022
ESG-CV - Community Rebuilders	11/1/2020-7/31/2022	\$22,167	\$0	HMIS	76%	\$15,764	71%	N/A	N/A		2/28/2022

Recipient/Subrecipient	Grant Term	Total Grant Amount	Direct Financial Assistance	Activities Funded	% of Grant Term	Total Amount Spent	% Spent	Planned # of Households	# of Households Served Grant	Special Population(s)	Reporting date
City of Grand Rapids**											
ESG-CV - Community Rebuilders	11/1/2020-7/31/2022	\$58,622	\$0	Outreach	76%	\$58,622	100%	200	200		2/28/2022
ESG-CV - The Salvation Army	1/1/2021 - 1/31/2022	\$511,428	\$408,028	Prevention/ Eviction Diversion	100%	\$511,428	100%	115	179	Third Ward	2/28/2022
Kent County***											
ESG 18	8/10/18-12/31/20	\$136,428	\$126,196	Prevention/ Hotel/Motel	100%	\$85,836.08	63%	34	not currently collected		9/30/2021
ESG 19	7/01/19 - 6/30/21	\$149,297	\$138,100	Prevention/ Hotel/Motel	100%	\$92,886.53	62%	49	not currently collected		9/30/2021
ESG 20	7/01/20 - 6/30/22	\$154,368	\$142,790	Prevention/ Hotel/Motel	63%	\$436.63	0%	45	not currently collected		9/30/2021
ESG-CV	4/01/20 - 9/30/22	\$1,643,522	\$1,479,169	Prevention/ Hotel/Motel	60%	\$114,174.22	6.9%	231	not currently collected		9/30/2021
ESG 21	7/01/21 - 6/30/23	\$148,422	\$137,290	Prevention/ Hotel/Motel Vouchers	13%	\$0.00	0%		not currently collected		9/30/2021

Notes

*MSHDA reports are submitted quarterly

**City of Grand Rapids payment requests are due monthly. ESG-CV performance reports are due monthly, and ESG reports are due quarterly.

***The County did enter into a two subrecipient agreements earlier this year (2021) with Family Promise of Grand Rapids for a portion of its 2018 and 2019 ESG Funds.

More recently the County also entered an agreement last month with Family Promise of Grand Rapids to use its ESG-CV funds to also provide hotel/motel vouchers.

FS CoC
February, 2022

Year to Date

	Total CoC (includes Match Funding)	Annual Budget	Budget Remaining	% Remaining	Notes	Comments
HWMUW (Match)	12,820	17,000	4,180	25%		Strat plan expenses early, forecast w/in budget
MSHDA	1,014,250	595,851	(418,399)	-70%		Managing \$1.6MM
City of GR CDBG (Match)	19,337	20,000	663	3%		Projecting slight overspend in match, underspend in non-match
City of Wyoming CDBG (Match)	3,350	5,000	1,650	33%		On track
HUD Planning	112,804	201,927	89,123	44%		Planning for spend out (grant end: 11/30/22)
Kent County Unmet Needs	10,439	19,593	9,154	47%		Planning for spend out (grant end: 12/31/22)
HMIS - TSA	53,020	82,355	29,335	36%		On track
Kent County CDBG (Match)	4,503	-	(4,503)	0%		Grant \$10k, planning for spend out (grant end: 6/30/22)
Non-profit Technical Assistance (Match)	4,900	-	(4,900)	0%		\$100 left to spend
TOTAL REVENUE	1,235,423	941,726	(293,697)	-31%		
Personnel Costs	115,566	208,228	92,662	45%		1 PT HMIS FTE outsourced; budget assumed this was staff position.
Community Inclusion	370	1,500	1,130	75%		
Professional Fees	76,200	90,250	14,050	16%		\$23.8k on strategic planning, HMIS Help Desk
Grant Passthrough	979,197	573,870	(405,327)	-71%	2	
Office Supplies/Promo Items	153	100	(53)	-53%		
Printing/Copying	0	100	100	100%		
Conferences	1,674	8,190	6,516	80%		
Meetings	-	505	505	100%		
Mileage	-	668	668	100%		
Parking	2,279	3,383	1,104	33%		
Miscellaneous/Technology	911	1,477	566	38%		
Indirect	56,479	53,455	(3,024)	-6%		Driven by MSHDA grant. Total indirect fee is less than 5% YTD.
TOTAL EXPENSES	1,235,423	941,726	(293,697)	-31%		
Revenue Over(Under) Expenses	-	-	-			
	<i>Indirect fee</i>	<i>4.8%</i>				

Fund Balance @ 10/31/20	\$ 8,000
Strategic Planning Costs	(8,000)
Fund Balance @ 05/31/21	-
Add:	
HWMUW Grant Fund	6,600
Less:	6,600
Mission Matters - Strategic planning	(4,000)
CoC Fund Balance 1/31/22	\$ 2,600

1. CoC staff time:

1 FTE - Courtney - CoC Program Manager

(79.9% HUD Planning, 6.7% City of GR CDBG, 4.4% City of Wyoming CDBG, 2.5% HMIS, 1% HWMUW, 5.5% CUNP)

1 FTE - Brianne - Administrative Assistant (CoC- 90% HUD, 10% GR CDBG)

.01 FTE - Wende - Program Director (.4% CUNP, 1% HWMUW).

Staff Total 2.01 FTE

Note: Personnel budget includes 1 PT HMIS Support as well. Currently outsourced.

2. Passthrough grant

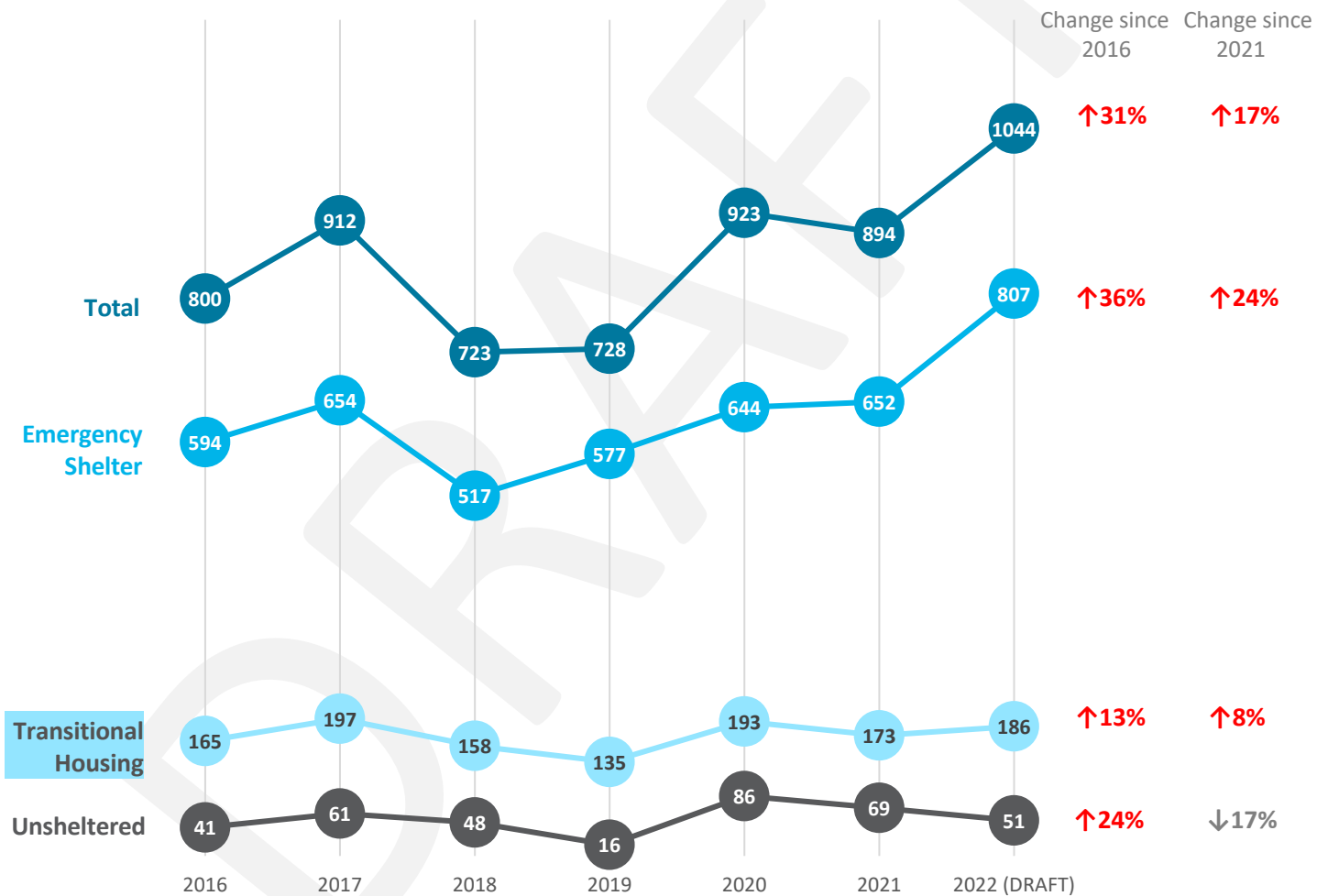


2022 Point-in-Time Count and Comparisons - DRAFT

MI-506 - Grand Rapids/Wyoming/Kent County CoC

The US Department of Housing and Urban Development (HUD) requires each Continuum of Care (CoC) to conduct a count annually of people experiencing homelessness on a single night, known as the Point-in-Time (PIT) Count. The 2022 PIT Count was performed on the night of Wednesday, February 23rd, 2022.

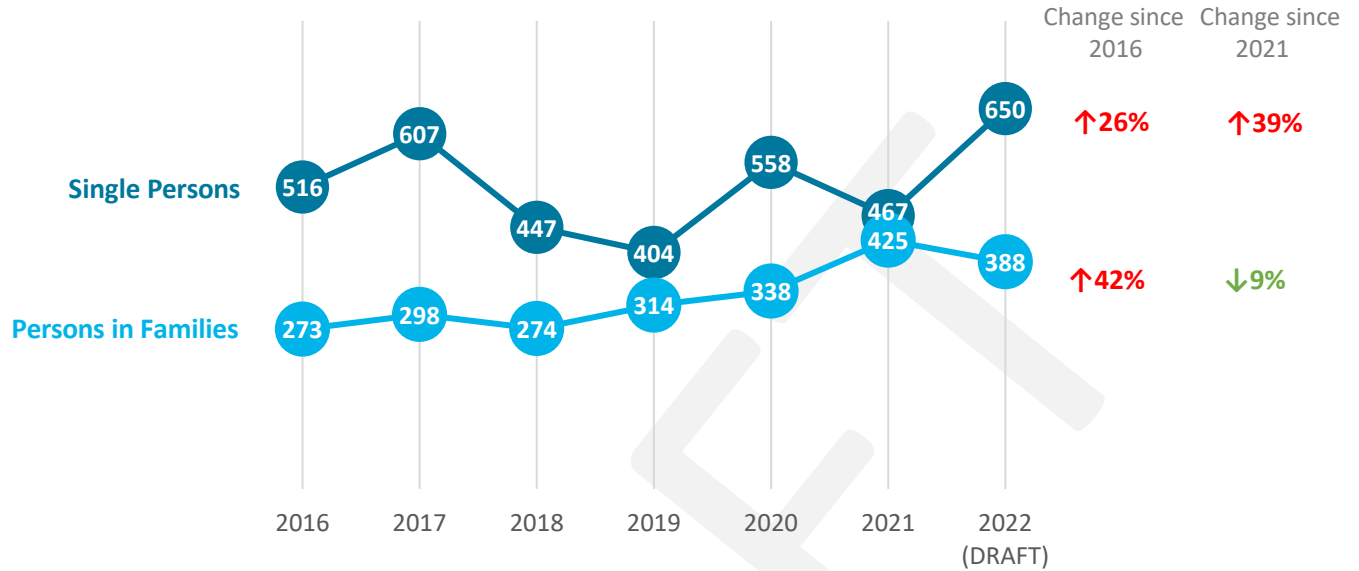
The total number of persons experiencing homelessness increased from last year's count and has increased markedly since 2016. The number of persons in emergency shelter and transitional housing¹ increased from 2021 while unsheltered persons² decreased from the previous year.



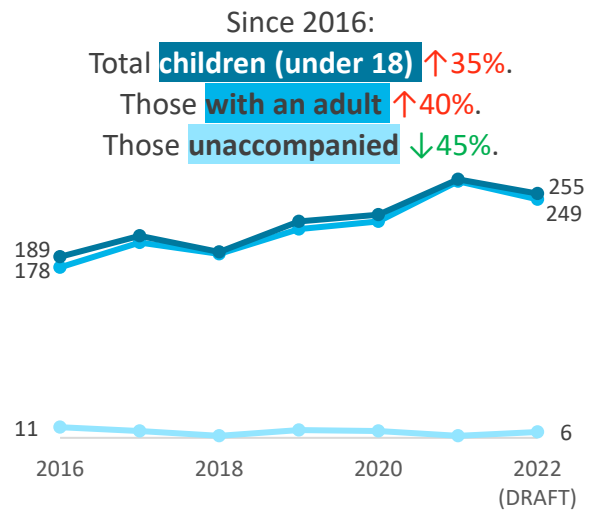
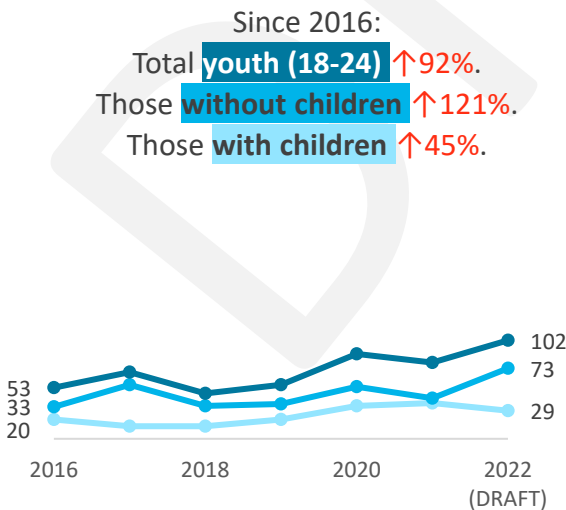
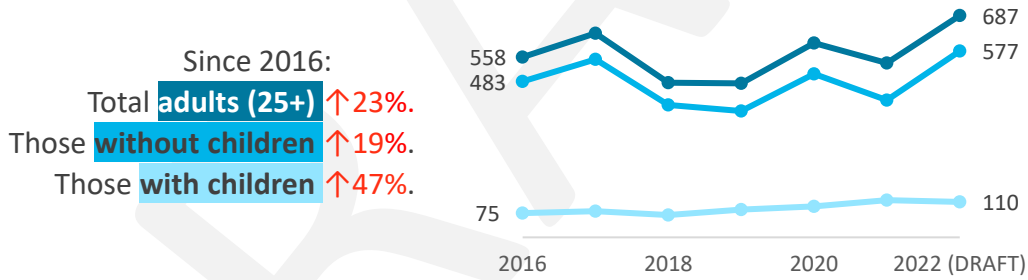
The decrease in unsheltered numbers in 2022 may reflect the absence of external factors which may have led to an increase in the number in 2020 and 2021 (warmer than usual weather and the COVID-19 pandemic, respectively).

Populations

The number of single persons increased in the last year and since 2016. The number of persons in families (at least one adult and one child) decreased since last year but has increased overall since 2016.



When broken down by age, the total number of adults, youth (ages 18-24), and children (under age 18) has risen since 2016. Adults and youth in all categories saw an increase as did children accompanied by an adult. The only group that saw a decrease was children who were not accompanied by an adult.



¹ For a definitions of chronic homelessness and transitional housing, see www.hudexchange.info/resource/4847/hearth-defining-chronically-homeless-final-rule/ and www.hudexchange.info/programs/coc/coc-program-eligibility-requirements/.

² Due to the COVID-19 pandemic, the unsheltered portion of the 2021 count was conducted as an observation-based count likely leading to an undercount of the unsheltered population. This undercount also impacts the chronic homelessness and single adult population.



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

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

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

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

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

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

Acting as *Fiduciary* for the Coalition by:

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

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

Acting as *Employer of Record* by:

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

SECTION II: CoC COLLABORATIVE APPLICANT

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

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

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

- Via this MOU, United Way agrees to support the Coalition by:

Acting as *Collaborative Applicant* for the Coalition by:

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

SECTION III: GRAND RAPIDS AREA COALITION TO END HOMELESSNESS ROLE AND RESPONSIBILITIES

The Grand Rapids Area Coalition to End Homelessness is responsible for ensuring sufficient match funds are available and appropriated in the budget, as well as administrative dollars to cover reasonable, allocable, and allowable costs of fiduciary responsibilities.

SECTION IV: JOINT REVIEW

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

SECTION V: DURATION

This MOU shall begin **December 11, 2020 and end on November 30, 2021**, at which time said contract shall be automatically renewed for successive one (1) year terms, unless a party delivers written notice of non-renewal to the Steering Council not less than sixty (60) days before the expiration of the then current term. A party may revoke this agreement at any time for non-performance, subject to other conditions as listed herein.

SECTION VI: INDEMNIFICATION

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

SECTION VII: ENTIRE AGREEMENT

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

SECTION VIII: MODIFICATION

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

SECTION IX: GOVERNMENTAL IMMUNITY

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

SECTION X: ABSENCE OF WAIVER

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

SECTION XI: ASSIGNMENT OF RIGHTS

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

SECTION XII: CONFLICT OF INTEREST

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

SECTION XIII: APPROVAL

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

By: _____ Date _____
Lauren VanKeulen
Grand Rapids Area Coalition to End Homelessness / *Chairperson*
AYA Youth Collective / *CEO*

By: _____ Date _____
Michelle VanDyke
Heart of West Michigan United Way / *President & CEO*

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