Steering Council Meeting Agenda
May 19, 2023 ▢ 8:30 – 10:30am ▢ Zoom

1. Call to Order/Introductions

2. Approval of the Agenda*

3. Approval of April 21, 2023 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: Final Point-in-Time and Housing Inventory Count

6. Petitions and Communications

7. Kent County CoC Grant Transfer Request *

8. Staffing & Funding Updates

9. Youth Homelessness Demonstration Project Request for Proposals Update

10. MSHDA ESG 2023/2024
    a. Exhibit 1
    b. Funding allocation

11. Interim Fair Housing & Anti-Discrimination Policy*

12. Governance Charter Review*

13. CoC Program Competition Reallocation Update

14. Community Engagement

15. Any other matters by Steering Council Member(s)

16. Public Comment on Any Matter (Limit 3 minutes ea.)

17. Adjournment

Next meeting: Friday, May 19th, 8:30 – 10:30am

denotes potential action item

STEERING COUNCIL
MEETING MINUTES - DRAFT
April 21, 2023
8:30-10:30

Facilitator:	Elizabeth Stoddard		
Meeting Attendees:	<u>Steering members present</u>: Elizabeth Stoddard, Skyler Boeve, Ryan VerWys, Adrienne Goodstal, Gustavo Perez, Ryan Kilpatrick, Fran Dalton, Charisse Mitchell, Lauren VanKeulen, Lindsey Reames, Karen Tjapkes, Victoria Arnold, Alonda Trammell, Kate Berens, Paul Smith (sitting in for Nicole Hofert) <u>Steering members absent with notification</u>: Casey Gordon, Victoria Sluga <u>Steering members absent without notification</u>: Holly Wilson, Mark Contreras, Jose Salinas <u>Community Members</u>: Chris Bennett (Dwelling Place), Rebecca Long (Dwelling Place), Stephen Wooden (Dwelling Place), Caity Young (Family Promise), Jeremy DeRoo (Dwelling Place) <u>Staff</u>: Courtney Myers-Keaton, Brianne Robach, Ronan Parmenter		
Time Convened:	8:32 am	Time Adjourned:	10:34 am

Approval of Agenda			
Motion by:	Ryan VerWys	Support from:	Adrienne Goodstal
Discussion			
Amendments	None		
Conclusion	All in favor, motion passes.		
Approval of Minutes		**March 17, 2023**	
Motion by:	Kate Berens	Support from:	Ryan Kilpatrick
Discussion			
Amendments	None		
Conclusion	All in favor, motion passes.		
Public Comment on Any Agenda Item			
Discussion			
None			
Approval of Consent Agenda			
Motion by:	Adrienne Goodstal	Support from:	Alonda Trammel
Discussion	None		
Conclusion	All in favor, motion passes.		
Petitions and Communications			
Discussion			
None			
Dwelling Place Presentation			
Discussion			

Stephen Wooden of Dwelling Place presented on the PSH properties Verne Barry Place and 21 Weston. They plan to apply for PSH gap financing funding through MSHDA to support renovations and are requesting letters of support on behalf of the CoC. They plan to fill vacancies via Coordinated Entry referrals for both projects. Verne Barry Place will remain prioritized for individuals experiencing chronic homelessness and 21 Weston will be designated for all eligible categories. They plan to work with the CoC to determine the best process for prioritization and referrals. Discussion included long-

term plans to provide PSH across the city rather than in one concentrated geographic area, prioritization of households, and stability of funding. Kate Berens thanked Dwelling Place for their diligence in maintaining and adding PSH in our community.

Ryan VerWys made the motion to provide a letter of support for the Dwelling Place projects at Verne Barry Place and 21 Weston, with Charisse Mitchell supporting. All in favor, motion passes.

Action Items	Person Responsible	Deadline

Staffing and Funding Updates		
Discussion		

Courtney gave an update that CoC hired an administrative coordinator and is beginning to interview for a Data & Analytics Manager, HMIS Administrator, and Youth Homelessness Coordinator.

There is the potential that the percentage of the Annual Renewal Demand (ARD) that goes to CoC Planning grant will increase in future years, but HUD has not identified funding to implement the change which would improve sustainability of positions the CoC is adding. As the CoC continues to support the Youth Action Board and considers building out other action boards in a similar way, additional funding may be necessary.

Elizabeth noted that the Youth Homelessness Demonstration Program funds will eventually increase the ARD, and Courtney confirmed it would add to the ARD by approximately 1.15 million dollars. She also noted that the CoC received a DV bonus project in the FY22 CoC Program Competition which will increase the ARD.

Action Items	Person Responsible	Deadline

YHDP Coordinated Community Plan		
Discussion		

Courtney spoke to the work done on the Coordinated Community Plan (CCP) and emphasized that this is not a conversation for potential edits, as the governance structure of the YHDP puts youth front and center and no edits are done without approval of youth. She noted that the action items, beginning with the RFP process, are being actively worked toward. Conversation around plans to use model for all subpopulations to ensure involvement of individuals with lived experience. Courtney suggested starting with the Built for Zero (BFZ) group may be a starting point for further conversation.

Ryan VerWys expressed concern with having enough time to endorse the CCP today, and noted responsibility to the community around outcomes. There was discussion acknowledging the work of the YAB members, the HUD timeline, and supporting youth-led projects. Fran asked about the process of making changes to the document and Courtney confirmed that final decisions would be up to YAB to make.

Ryan Kilpatrick motioned to endorse the Coordinated Community Plan that youth have created to end youth homelessness, with support from Charisse Mitchell. In favor: 14, Opposed: 1 – Ryan VerWys, Abstentions: None. Motion passes.

Action Items	Person Responsible	Deadline

MSHDA Funding Opportunities		
Discussion		

Courtney shared that only one collaborative proposal was submitted in response to the Coalition's RFP for Shelter Diversion projects. It did not have to go through Funding Review Committee and was provided a letter of support. She noted that the local HOME-ARP/Non Congregate RFP responses are due Monday, to be submitted to MSHDA in early May.

Action Items	Person Responsible	Deadline

Draft PIT and Housing Inventory Count Reports		
Discussion		

Courtney noted that there is some clean-up work being done to the draft Housing Inventory Count and Point in Time Count reports which were sent with the agenda.

Action Items	Person Responsible	Deadline
Add as an agenda item to discuss at the next Steering Council meeting.	CoC Staff	

Community Engagement		
Discussion		

Courtney spoke to the conversations that have been happening around coordinating or aligning street outreach efforts to be housing-focused. Updates will be provided as they are available.

Action Items	Person Responsible	Deadline

Other Matters from Steering Council Members		
Discussion		

Kate Berens indicated that FY2024 budget will be presented to the City Commission on 4/25 along with the Affordable Housing Fund Board recommendations. She noted that the upcoming Public Safety Committee meeting will include discussion of initiatives underway (including CoC work) to continue to improve the homelessness response system. She reminded the group that Grow 1000 Youth Employment Program is accepting applications through 4/28.

Skyler Boeve asked for clarification around a seat on the Steering Council for a YAB member; Courtney confirmed that they do have a seat.

Alonda Trammell gave an update to the work on centralized intake that 23 people were referred for PSH.

Karen Tjapkes noted that the automatic expungement of certain categories of older felonies went into effect last week at the state level. Some technological issues that are being worked through.

Organizations that work with individuals with criminal histories can refer people to Legal Aid for additional support with expungement. Gustavo Perez shared that over $100,000 in rental assistant is available, and more will be available through ARPA funding.	
Public Comment on Any Item	
Discussion	
None	
Adjourn	
Motion by:	Adrienne Goodstal	Support from:	Alonda Trammell

HIC Total Summary for MI-506 - Grand Rapids, Wyoming/Kent County CoC

Total Year-Round Beds - Household without Children

1. Current Year-Round Beds for Households without Children	**1,443**
1A. Current Year Round ES Beds for Households without Children	**520**
1B. Current Year Round TH Beds for Households without Children	**65**
1C. Current Year Round Safe Haven Beds for Households without Children	**0**
1D. Current Year Round RRH Beds for Households without Children	**38**
1E. Current Year Round PSH Beds for Households without Children	**737**
2. Total Year-Round Beds for Households without Children	**1,443**
2A. Number of DV Year-Round Beds for Households without Children	**9**
2B. Subtotal, non-DV Year-Round Beds for Households without Children	**1,434**
3. Total Year Round HMIS Beds for Households without Children	**1,246**
3A. Total Year Round ES HMIS Beds for Households without Children	**515**
3B. Total Year Round TH HMIS Beds for Households without Children	**61**
3C. Total Year Round Safe Haven HMIS Beds for Households without Children	**0**
3D. Total Year Round RRH HMIS Beds for Households without Children	**38**
3E. Total Year Round PSH HMIS Beds for Households without Children	**565**
4. Total Year Round HMIS Beds for Households without Children	**1,246**
5. HMIS Bed Coverage: Beds for Households without Children	**86.89%**

Total Year-Round Beds - Households with Children

1. Current Year Round Beds for Households with Children	**1,285**
1A. Current Year Round ES Beds for Households with Children	**405**
1B. Current Year Round TH Beds for Households with Children	**152**
1C. Current Year Round Safe Haven Beds for Households with Children	**0**

1D. Current Year Round RRH Beds for Households with Children	**252**
1E. Current Year Round PSH Beds for Households with Children	**339**
2. Total Year Round Beds for Households with Children	**1,285**
2A. Number of DV Year-Round Beds for Households with Children	**169**
2B. Subtotal, non-DV Year-Round Beds for Households with Children	**1,116**
3. Total Year Round HMIS Beds for Households with Children	**911**
3A. Total Year Round ES HMIS Beds for Households with Children	**329**
3B. Total Year Round TH HMIS Beds for Households with Children	**45**
3C. Total Year Round Safe Haven HMIS Beds for Households with Children	**0**
3D. Total Year Round RRH HMIS Beds for Households with Children	**252**
3E. Total Year Round PSH HMIS Beds for Households with Children	**251**
4. Total Year Round HMIS Beds for Households with Children	**911**
5. HMIS Bed Coverage: Beds for Households with Children	**81.63%**

Total Year-Round Beds - Households with only Children

1. Current Year Round Beds for Households with only Children	**7**
1A. Current Year Round ES Beds for Households with only Children	**7**
1B. Current Year Round TH Beds for Households with only Children	**0**
1C. Current Year Round Safe Haven Beds for Households with only Children	**0**
1D. Current Year Round RRH Beds for Households with only Children	**0**
1E. Current Year Round PSH Beds for Households with only Children	**0**
2. Total Year Round Beds for Households with only Children	**7**
2A. Number of DV Year-Round Beds for Households with only Children	**0**
2B. Subtotal, non-DV Year-Round Beds for Households with only Children	**7**
3. Total Year Round HMIS Beds for Households with only Children	**7**
3A. Total Year Round ES HMIS Beds for Households with only Children	**7**

Total Summary for MI-506 - Grand Rapids, Wyoming/Kent County CoC

3B. Total Year Round TH HMIS Beds for Households with only Children	**0**
3C. Total Year Round Safe Haven HMIS Beds for Households with only Children	**0**
3D. Total Year Round RRH HMIS Beds for Households with only Children	**0**
3E. Total Year Round PSH HMIS Beds for Households with only Children	**0**
4. Total Year Round HMIS Beds for Households with only Children	**7**
5. HMIS Bed Coverage: Beds for Households with only Children	**100.00%**

2023 Point-in-Time Count MI-506 Grand Rapids, Wyoming/Kent County CoC

Population: Sheltered and Unsheltered Count

Persons in Households with at least one Adult and one Child

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total Number of Households	95	45	2	142
Total Number of persons (Adults & Children)	**353**	**142**	**6**	175
Number of Persons (under age 18)	233	89	4	**326**
Number of Persons (18 - 24)	23	8	0	**31**
Number of Persons (25 - 34)	59	40	2	**101**
Number of Persons (35 - 44)	30	2	0	**32**
Number of Persons (45 - 54)	8	2	0	**10**
Number of Persons (55 - 64)	0	1	0	**1**
Number of Persons (over age 64)	0	0	0	**0**

Gender (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Female	212	92	2	**306**
Male	141	49	4	**194**
Gender that is not singularly 'Female' or 'Male'	0	0	0	**0**
Questioning	0	0	0	**0**
Transgender	0	1	0	**1**

2023 Point-in-Time Count MI-506 Grand Rapids, Wyoming/Kent County CoC

Ethnicity (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Non-Hispanic/Non-Latin(a)(o)(x)	289	111	6	406
Hispanic/Latin(a)(o)(x)	64	31	0	95

Race (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
American Indian, Alaska Native, or Indigenous	1	2	0	3
Asian or Asian American	1	0	0	1
Black, African American, or African	213	60	5	278
Native Hawaiian or Pacific Islander	0	1	0	1
White	81	59	1	141
Multiple Races	57	20	0	77

Chronically Homeless (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total number of households	0		0	0
Total number of persons	0		0	0

Population: Sheltered and Unsheltered Count

Persons in Households with only Children

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	2	0	0	0	2
Total Number of children (under age 18)	2	0	0	0	2

Gender (only children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	0	0	0	0	0
Male	1	0	0	0	1
Gender that is not singularly 'Female' or 'Male'	0	0	0	0	0
Questioning	0	0	0	0	0
Transgender	1	0	0	0	1

Ethnicity (only children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latin(a)(o)(x)	2	0	0	0	2
Hispanic/Latin(a)(o)(x)	0	0	0	0	0

Race (only children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
American Indian, Alaska Native, or Indigenous	0	0	0	0	0
Asian or Asian American	0	0	0	0	0
Black, African American, or African	1	0	0	0	1
Native Hawaiian or Pacific Islander	0	0	0	0	0
White	0	0	0	0	0
Multiple Races	1	0	0	0	1

Chronically Homeless (only children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	0		0	0	0

2023 Point-in-Time Count MI-506 Grand Rapids, Wyoming/Kent County CoC

Population: Sheltered and Unsheltered Count

Persons in Households without Children

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	561	60	0	104	**725**
Total Number of persons (Adults)	**563**	**66**	**0**	**107**	736
Number of Persons (18 - 24)	61	17	0	10	**88**
Number of Persons (25 - 34)	80	13	0	39	**132**
Number of Persons (35 - 44)	105	9	0	26	**140**
Number of Persons (45 - 54)	108	9	0	14	**131**
Number of Persons (55 - 64)	149	15	0	14	**178**
Number of Persons (over age 24)	60	3	0	4	**67**

Gender (adults)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	118	25	0	32	**175**
Male	439	34	0	71	**544**
Gender that is not singularly 'Female' or 'Male'	0	2	0	3	**5**
Questioning	0	0	0	0	**0**
Transgender	6	5	0	1	**12**

2023 Point-in-Time Count MI-506 Grand Rapids, Wyoming/Kent County CoC

Ethnicity (adults)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latin(a)(o)(x)	507	59	0	94	**660**
Hispanic/Latin(a)(o)(x)	56	7	0	13	**76**

Race (adults)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
American Indian, Alaska Native, or Indigenous	6	0	0	1	**7**
Asian or Asian American	3	1	0	0	**4**
Black, African American, or African	237	30	0	22	**289**
Native Hawaiian or Pacific Islander	0	0	0	0	**0**
White	278	30	0	69	**377**
Multiple Races	39	5	0	15	**59**

Chronically Homeless (adults)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	97		0	42	**139**

Date of PIT Count: 1/25/2023
Population: Sheltered and Unsheltered Count

Total Households and Persons

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	658	105	0	106	**869**
Total Number of Persons	918	208	0	113	**1,239**
Number of Children (under age 18)	235	89	0	4	**328**
Number of Persons (18 to 24)	84	25	0	10	**119**
Number of Persons (25 to 34)	139	53	0	41	**233**
Number of Persons (35 to 44)	135	11	0	26	**172**
Number of Persons (45 to 54)	116	11	0	14	**141**
Number of Persons (55 to 64)	149	16	0	14	**179**
Number of Persons (over age 64)	60	3	0	4	**67**

Gender

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	330	117	0	34	**481**
Male	581	83	0	75	**739**
Gender that is not singularly 'Female' or 'Male'	0	2	0	3	**5**
Questioning	0	0	0	0	**0**
Transgender	7	6	0	1	**14**

Ethnicity

Point In Time Summary for MI-506 - Grand Rapids, Wyoming/Kent County CoC

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latin (a)(o)(x)	798	170	0	100	**1,068**
Hispanic/Latin(a)(o)(x)	120	38	0	13	**171**

Race

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
American Indian, Alaska Native, or Indigenous	7	2	0	1	**10**
Asian or Asian American	4	1	0	0	**5**
Black, African American, or African	451	90	0	27	**568**
Native Hawaiian or Pacific Islander	0	1	0	0	**1**
White	359	89	0	70	**518**
Multiple Races	97	25	0	15	**137**

Chronically Homeless

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	97		0	42	**139**

Thursday, May 4, 2023

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

Re: Request for continued support from Local Continuum of Care of CoC Grant Transfer

In December 2022, the Grand Rapids/Wyoming/Kent County Continuum of Care, our Local CoC, provide support for Kent County's request to transfer both FY 2021 CoC grants to Community Rebuilders. This transfer was approved by HUD and the transfer effective February 01, 2023.

HUD recently announced "Kent County" as the awardee for the FY 2022 CoC grants for the period of July 1, 2023 to June 30, 2024. HUD advised that Kent County is listed as the awardee, because the applications for the FY 2022 grants were submitted to HUD in September 2022 while Kent County was still the active CoC Grantee.

- MI0173L5F062215. $575,217 - Shelter Plus Care Shelter-Based Rental Assistance (SRA)
- MI0173L5F062215 $1,170,843 - Shelter Plus Care Tenant-Based Rental Assistance (TRA)

To finalize the transfer process, Kent County and Community Rebuilders respectfully ask once again that the Local CoC provide support for the transfer of the CoC grants.   It is understood that this action will then allow Community Rebuilders to submit the renewal application directly to HUD for the FY 2023 CoC grants.

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 a written letter of support that Kent County may submit to HUD to transfer the grants listed above.

Thank you for your consideration.
Respectfully yours,

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

We work to eliminate the causes and circumstances of poverty by investing in individuals and families with lower incomes. Through dedicated staff and community partnerships we provide services, resources, education and advocacy to improve the quality of life for all residents of Kent County.

121 Franklin Street SE • Suite 110 • Grand Rapids, MI 49507 • Phone: (616) 632-7950 • Fax: (616) 632-7955

MI-506 Grand Rapids/Wyoming/Kent County Continuum of Care

REQUEST FOR PROPOSALS (RFP)

Youth Homelessness Demonstration Program

The Grand Rapids Area Coalition to End Homelessness is accepting applications for the MI-506 CoC Youth Homelessness Demonstration Program (YHDP). Applications will be accepted for four different youth-dedicated project types:

1. Joint Transitional Housing - Rapid Rehousing (TH-RRH)
2. Host Homes (Supportive Services Only)
3. Street Outreach (Supportive Services Only)
4. Peer Navigator (Supportive Services Only)

RFP ISSUE DATE: May 10, 2023
PROPOSAL DEADLINE: 11:59pm, June 2, 2023
ESTIMATED FUNDS AVAILABLE: $2,377,852
Submit applications to: Courtney Myers-Keaton, cmyers-keaton@hwmuw.org and cc Ronan Parmenter, rparmenter@hwmuw.org.

This RFP was last updated on 5/10/2023

Table of Contents

Definitions and Commonly Used Acronyms

CCP (Coordinated Community Plan): A community's blueprint that lays the groundwork for implementation of a community's vision for preventing and ending youth homelessness.

CoC (Continuum of Care): a community-based homeless assistance program planning network.

Collaborative Applicant: Grand Rapids Area Coalition to End Homelessness

CE (Coordinated Entry): A standardized method for connecting individuals and families experiencing homelessness to the resources available in a geographic area.

LGBTQIA+: Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual.

HMIS (Homeless Management Information System): an information technology system used to collect client-level data and data on the provision of housing and services to homeless individuals and families and people at risk of homelessness.

HUD Homelessness Categories:

▪ Category 1 (Literal Homelessness): Individuals and families who live in a place not meant for human habitation (including the streets or in their car), emergency shelter, transitional housing, and hotels paid for by a government or charitable organization.

▪ Category 2 (Imminent Risk of Homelessness): Individuals or families who will lose their primary nighttime residence within 14 days and have no other resources or support networks to obtain other permanent housing.

▪ Category 3 (Homeless Under Other Statutes): Unaccompanied youth under 25 years of age, or families with children and youth, who do not meet any of the other categories but are homeless under other federal statutes, have not had a lease and have moved two or more times in the past 60 days and can be expected to remain unstable due to special needs or barriers.

▪ Category 4 (Fleeing Domestic Violence): Individuals or families who are fleeing or attempting to flee their housing or the place they are staying because of domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions related to violence that has taken place in the house or has made them afraid to return to the house, including trading sex for housing, trafficking, physical abuse, violence (or perceived threat of violence) because of the youth's sexual orientation, and who lack resources or support networks to maintain or obtain permanent housing.

Pregnant or Parenting Youth: Individuals who are age 24 years or younger who are pregnant or who are the parents or legal guardians of one or more children who are present with or sleeping in the same place as that youth parent, and where there is no person over age 24 years in the household.

RRH (Rapid Re-housing): A program model that assists individuals or families who are experiencing homelessness to move as quickly as possible into permanent housing and to achieve stability in that housing through a combination of rental assistance, housing search and supportive services.

Trauma-Informed Care: An approach to engaging people with histories of trauma that recognizes the presence of trauma symptoms and acknowledges the role that trauma has played in their lives.

Unaccompanied Youth: Persons who are age 24 years or younger, who are not part of a family with children and who are not accompanied by their parent or guardian during their episode of homelessness. This also includes two or more youth aged 24 years or younger who are presenting together as a family without children.

YAB (Youth Action Board): a group of youth included in CoC decisions, particularly on policies that relate to preventing and ending youth homelessness. Each YAB member is age 24 years or younger and all have lived experience of homelessness.

YHDP (Youth Homelessness Demonstration Program): a HUD initiative to help communities end youth homelessness through innovative strategies.

YYA (Youth and Young Adult): In this document, YYA is used to describe a person who is between the ages of 18-24 years and unaccompanied minors.

Purpose

The purpose of this document is to provide information on the MI-506 Grand Rapids/Wyoming/Kent County CoC's Youth Homelessness Demonstration Program (YHDP) Request for Proposals.

MI-506 CoC YHDP Mission/Vision Statement

We are committed to youth-led solutions to end homelessness. We envision a collaborative network of providers and services to increase viable housing options, eliminate barriers, apply equitable standards of care and make homelessness scarce among youth. Honoring the time it takes for relationships to be built, we trust youth to be the experts of their own experience.

We aim to bring together multiple disciplines and youth leadership to dismantle barriers that contribute to the cycle of homelessness. We believe housing is a basic human right and that every youth deserves access to safe, stable and affordable housing. We recognize that homelessness in our community is compounded by multiple factors including systems of oppression that have disproportionately affected marginalized youth including LGBTQIA+, Black Indigenous People of Color, Pregnant and Parenting Youth, those Fleeing Violence and Survivors of Violence, Refugees, Youth in the criminal justice system and those aging out of foster care.

We believe in gathering behind youth and young people to foster a homeless system that:

- Has a centralized resource chart.

- Prioritizes trust building, transparency and has accountability measures in place for when trust is violated.

- Provides equal access to resources equivalent to housed peers.

- Offers programs, each of which centers around the emotional needs of its participants and has staff that is equipped with emotional intelligence to serve young people in crisis.

- Prioritizes organizations that are youth-centered.

- Ends the stigma that education is superior to lived experience.

- Prioritizes awareness-building around the issue of youth homelessness.

- Assesses gaps and creates resources to fill them.

- Works alongside youth to build trust and foster relationships rooted in healthy power dynamics and equity.

Kent County Youth Homelessness Committee believes in a world where every youth has stable housing. We will accomplish this using a community-based, trauma- informed approach led by youth and young adults.

Request for Proposal Description

On behalf of the MI-506 Grand Rapids/Wyoming/Kent County Youth Homelessness Demonstration Program (YHDP), the Grand Rapids Area Coalition to End Homelessness requests for proposals from service provider(s) to implement programs as defined by the Grand Rapids/Wyoming/Kent County YHDP CCP. The CoC is seeking applications from eligible organizations to implement four projects approved by the local Youth Action Board, CoC Funding Review Committee, and CoC Steering Council. Applicants are allowed and encouraged (if there is organizational capacity) to apply for more than one project type. If an applicant decides to apply for more than one project, the applicant will need to submit separate applications for each project they are applying for. Applicants are encouraged to collaborate with other providers in the community. Under a collaborative model, one organization would apply as the lead applicant and the other organization(s) would be considered a sub-recipient. Agencies will be required to submit their RFP application for projects directly to Courtney Myers-Keaton, cmyers-keaton@hwmuw.org and Ronan Parmenter, rparmenter@hwmuw.org

After agencies are recommended for funds through the local ranking process, awarded agencies will enter their application into eSNAPS. If you do not have an eSNAPS account (The electronic grants management system managed by HUD's Office of Special Needs Assistance Programs (SNAPS), create an account immediately.

Applicants are encouraged to consider how their project designs will address the unique needs of youth and young adults who are often at a greater risk of experiencing homelessness. These populations are:

• Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual young people

• Pregnant and Parenting Youth and Young Adults

• Youth and Young Adults involved in the Juvenile Justice System

• Youth involved in the Foster Care System

• Survivors of Trafficking and Exploitation

• BIPOC Youth and Young Adults

• Youth and Young Adults with Disabling Conditions

All YHDP projects funded through this RFP are required to align project design and implementation with the guiding principles outlined below. For more detailed information on the Guiding Principles, please refer to the Coordinated Community Plan.

YHDP Guiding Principles

• The United States Interagency Council on Homelessness Youth Framework and the Four Core Outcomes.

• Responding to the needs of special populations

• Positive Youth Development and Trauma-informed Care

• Family engagement

• Immediate access to housing with no preconditions

• Youth choice

• Individualized and client-driven supports

• Social and community integration

• Coordinated Entry

Background

The Grand Rapids Area Coalition to End Homelessness (Coalition) invites applications under HUD's Youth Homelessness Demonstration Program. [The U.S. Department of Housing and Urban Development (HUD) awarded $2,477,852 for the Grand Rapids/Wyoming/Kent County CoC to help end youth homelessness](). The funding was awarded through HUD's Youth Homelessness Demonstration Program (YHDP). The grant allows for homeless service providers in Kent County to develop a community plan and pilot innovative approaches to end homelessness for youth and young adults.

The YHDP is a federal initiative designed to reduce the number of young adults experiencing homelessness. Its goal is to support selected communities, including rural, suburban, and urban areas across the United States, in the development and implementation of a coordinated community approach to preventing and ending youth homelessness.

The planning process for YHDP began with the development of a CCP (Coordinated Community Plan). The CCP identifies needs within the community and details how YHDP funding will be utilized to end instances of youth homelessness. During the development of the CCP, the CoC brought together the YAB (Youth Action Board) and a variety of community partners to ensure the CCP was driven by youth voice and evidence-based practices. The project types in this RFP were identified by the YAB and community partners as needed housing interventions in Kent County.

The $2.47 million YHDP award includes project and planning funding for two years. If selected, each project would be awarded with the possibility of renewal annually in the HUD Continuum of Care competition. The total community $2.47 million in YHDP will continue to be available in our community to serve only youth experiencing homelessness for the foreseeable future.

Eligibility

Eligible project applicants are, under 24 CFR 578.15, nonprofit organizations, States, local governments, and instrumentalities of State and local governments. Public housing agencies, as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion. For-profit entities are not eligible to apply for grants or to be subrecipients of grant funds.

Proposal Timeline

A Bidder's Conference will be held May 16, 2023 at 10am. The Bidder's Conference is open to any interested applicant, as well as to members of the public. More information regarding the YHDP Bidder's Conference can be found at **bit.ly/3NUcclw**. To be considered for this opportunity, the YHDP Application must be submitted to cmyers-keaton@hmwuw.org and rparmenter@hwmuw.org by June 2, 2023 at 11:59 pm. No late applications will be accepted.

Any questions regarding this RFP should be emailed to cmyers-keaton@hwmuw.org and rparmenter@hwmuw.org by May 31st at 12pm.

- May 10- RFP is released
- May 16- Bidders Conference
- May 10- Written Questions from interested agencies due by 5pm.
- June 2- RFP response due by 11:59pm to cmyers-keaton@hwmuw.org and rparmenter@hwmuw.org
- June 6-7- Projects rated and ranked by the YHDP Ranking Committee and agencies informed of project selection.
- June 12 – Appeals Due by 9am
- June 16 – Steering Council votes on recommended applications
- June 19 - Recommended applicants must enter their application for review in eSNAPS by this deadline.
- June 26 - Recommended applicants must submit any CoC requested changes to their application in eSNAPS by this deadline.

Minimum Requirements

To be considered for funding through this RFP, projects must meet or be prepared to meet the following requirements by July 2023.

- Be located and/or able to provide services to youth and young adults who are experiencing homelessness in MI-506 CoC geographic area (Kent County).
- If awarded funding, agree to utilize any recommendations of the YHDP Planning Committee, YAB, Sub-committees and CoC YHDP staff on program design, including assessment tools, and implementation.
- Not be debarred from receiving federal funds and in good standing with all government and funding contracts.
- Participate in the Homeless Management Information System (HMIS).
- Adhere to Housing First practices while serving households experiencing homelessness.
- Incorporate all YHDP values outlined in this document and the CCP into projects being implemented.
- Participate in, and accept, all new program participants referrals from the MI-506 Coordinated Entry System as outlined in the CES Policy and Procedures Manual.
- Have a process to link YYA to certified mental health professionals.
- Provide services or case management to support stable housing, permanent connections, education/employment, and social emotional well-being.
- Incorporate Positive Youth Development (PYD) into their program design and implementation.

Project Types

The Coordinated Community Plan proposes the following four project types for funding using YHDP funds. For more details about each category, refer to the Grand Rapids/Wyoming/Kent County CCP.

Permanent Housing Projects	
HUD CoC Project Type	Transitional Housing - Rapid Rehousing Joint Component Type- short to medium term assistance (up to 36 months)
Summary of Project and Supportive Services Description	This project prioritizes a quick transition out of homelessness and into permanent housing by providing up to 36 months (with a special YHDP activity) of housing and supportive services. Our CoC anticipates funding multiple TH-RRH programs through the NOFO process. These programs may vary on design but will follow the key principles described in this project description. TH- RRH will offer housing either with the young person as the leaseholder or with the agency as the lease holder in a master lease. TH-RRH services can be project-based or scattered site housing. Projects can also incorporate shared housing to help youth sustain housing after assistance ends or according to each individual youth's needs. Assistance for youth households (individuals and families) will be provided by helping them locate and move into permanent housing using financial assistance and housing focused services. While youth are in TH-RRH, they receive supportive services, including: • Assistance addressing or clearing criminal background • Connection to education and training resources, including connection to financial assistance • Connection to employment • Connection to community activities or groups
Target population and number served	Youth between the ages of 18-24. Projected to serve approximately 50 youth households annually.
Target number of housing units	Approximately 50 1–2-bedroom units. Rental assistance will last between 12-36 months, depending on the needs of the youth.
Staffing	Projects should have adequate staffing, including case management and peer navigation. Staff to client ratio should be a maximum of 1:20
Projected Cost	$1,660,000 for 2-year grant.

Outreach and Peer Navigator Supportive Services	
HUD CoC Project Type	Supportive Services Only
Project summary	The YHDP has created an opportunity for communities to develop new Supportive Services Only (SSO) projects dedicated to meeting the needs of youth and young adults experiencing homelessness. SSO projects provide critical support within the homeless response system. These services should be closely connected with the youth specific coordinated entry system. Projects would provide street outreach to unsheltered YYA and peer housing navigation with the goals of connecting YYA with community supports and identifying YYA not connected to the homeless response system. Innovative strategies to be built into implementation include: peer support, youth led development of programs, paid YYA with lived experience staffing, culturally responsive service providers.
Needs met	Increase the amount available and geographic distribution throughout the CoC of supportive services for youth.
Target Population	Youth 18 to 24 years of age and unaccompanied minors
Target number of youth served	Based on needs identified through the CCP process, projects should serve at least 75 youth annually. This number can be distributed to multiple project recipients if no applicant has the ability to serve the entire geographic area. Ideal project will have CoC wide coverage to serve regardless of youth location
Staffing	Projects will include adult and peer outreach staff and housing navigators who will directly assist youth and make connections with the homeless response system and other resources in the community. At least 1 FTE for outreach and 1 FTE for a peer navigator.
Projected cost	Approximately $360,000 for 2-year grant for both projects

Host Homes	
HUD CoC Project Type	Supportive Services Only
Project summary	Host homes are a growing, global, short-term housing intervention for young people experiencing homelessness. Host homes provide young people experiencing housing instability with affirming, stable, short-term housing for 1-6 months, wrap-around case management services, and peer support. The goal of short-term host homes is to provide a safe, temporary, welcoming space for up to six months where young people have time to repair their relationships with self-identified and chosen family and/or make decisions about other housing options with the support of a caring housing case manager and affirming adult mentor. Youth will receive support to remain stabilized in housing through: • Short-term placements for that provide time and space apart from families • Family mediation (referrals) • Family or individualized counseling • Youth will receive supports to stabilize and build skills to smoothly transition into other long-term housing options through: • Access to resource referrals to meet immediate, basic needs ● Individualized counseling ● Strong connection to education and employment supports ● Prioritized referrals to child care for pregnant and parenting YYA ● Peer support services ● Social engagement opportunities with peers in other Host Homes
Needs met	Increase the amount available and geographic distribution throughout the CoC of supportive services for youth.
Target Population	Minors ages 11-17 who are literally homeless or at imminent risk of homelessness; and youth ages 18-24, including all special populations
Target number of youth served	Approximately 10 YYA annually.
Projected cost	Approximately $250,000 for 2-year grant

As described in the CCP, specific identities and experiences can shape the unique institutional and societal obstacles to housing stability and wellbeing that YYA face. The YAB and the YHDP Planning Group have identified the following identities and experiences as being underserved within the current system and/or as benefitting from targeted or explicitly affirming project design:

▪ Black, Indigenous, and other youth of color

- LGBTQIA+ YYA

- Pregnant and parenting YYA

- YYA with disabilities

- YYA with experience in foster care

- YYA with experience in the juvenile legal system

- YYA with experience of fleeing or attempting to flee their housing or the place they are staying because of domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions related to violence that has taken place in the house or has made them afraid to return to the house, including trading sex for housing, trafficking, physical abuse, violence

- YYA who are undocumented or refugees

YHDP-funded projects must be prepared and equipped to assist all YYA with respect, cultural humility, and appropriate resources. YHDP projects that are targeted to or explicitly affirming of a specific subpopulation must reflect that capacity in the design and implementation of the project. Examples of targeted design include:

- Staff with lived experience of homelessness that reflects the subpopulation, including both peer support and other staff roles;

- Staff training specific to the barriers, experiences, and potential unique challenges faced by the subpopulation;

- Specific language capacity;

- Internal capacity or partnerships to provide population-specific services (e.g. gender-affirming medical care, targeted legal services, trauma recovery, etc.)

Narrative Questions for Projects

Project Overview (all projects)

1. Provide a description that addresses the entire scope of the proposed project. *Please address: type of project, target population, number of units, specific services to be provided, projected outcomes, coordination with partners, how project meets community needs in its service area, and organization capacity.*

2. Provide a description that addresses how this project will follow Positive Youth Development and Trauma Informed Care.

3. How does this project help the community meet the shared vision, goals and objectives of the coordinated community plan?

4. Describe your estimated project implementation timeline; including the schedule for proposed activities, management plan and method for ensuring effective and timely completion of all work. Provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.

5. How will the project ensure youth have choice between the component type of TH-RRH? Describe the proposed service model for the joint TH-RRH project. *(TH-RRH projects only.)*

6. How will the project help youth move quickly into housing upon referral? *(TH-RRH projects only.)*

7. How will the project enroll program participants with the following? (*TH-RH projects only.)*
   a. Having too little or little income
   b. Active or history of substance use
   c. Having a criminal record with exceptions for state-mandated restrictions
   d. History of victimization (e.g. domestic violence, sexual assault, childhood abuse)

8. How will the project prevent program participant termination from the project for the following reasons?
   a. Failure to participate in supportive services
   b. Failure to make progress on a service plan
   c. Loss of income or failure to improve income
   d. Any other activity not covered in a lease agreement typically found for unassisted persons in the project's geographic area

9. How will the organization prioritize youth choice in services offered?

10. Describe what support for YYA looks like once participants have moved into permanent housing? How will the project help to ensure with long-term housing stability?

11. Describe the intervention strategy to engage families and how community partnerships such as child welfare agencies, schools, youth providers, and other community service and homeless providers are incorporated into the intervention strategy?

12. Please identify the specific populations addressed in this project:
    a. BIPOC
    b. Foster care/justice involved youth
    c. LGBTQ+ Gender Non-Conforming
    d. Victims of Sexual Trafficking
    e. Pregnant and Parenting YYA
    f. None of the above
13. How will the project continue to involve the Youth Action Board (YAB) in the development and implementation of YHDP projects, including how YYA will be involved in the hiring plans for projects?
14. How will you help participants: 1) obtain permanent housing, 2) remain in permanent housing or exit to a stable permanent situation, and 3) access mainstream health, social, and employment resources according to their individual needs? (Examples include transportation, case management, safety plans.)
15. How will the project allow youth the ability to choose the providers and interventions that fit their needs?
16. How will the project respond to the different needs for service type, intensity, and length of supports for youth?
17. How will the project ensure YYA move to stable and safe permanent housing?
18. Describe what it means to your organization to be low barrier and housing first.
19. Does the agency commit to: using HMIS or a comparable database for this project; requiring staff to attend HMIS training annually; require staff to maintain timely data entry and excellent data quality?
20. Will the new project participate in the local Coordinated Entry Process?

Host Homes Only Project Questions

1. Describe your model for Host Homes.
2. What will your recruitment strategy be for the project?
3. What is the project's plan to identify best fit between program participants and hosts? How will the organization address conflict if it arises?
4. Describe the training model the project proposes for hosts.
5. Please describe the plan to address the sustainability of the program and the relationship between the host and participant.
6. Will the project have a plan to address guardianship/parental involvement with minors? Is so, please describe.

Street Outreach and Peer Navigation Only Project Questions

1. How will you hire YYA. Describe the recruitment strategy. (If applicable)

2. Describe the project's housing-focused street outreach strategy. (If applicable)
3. Provide the compensation plan/salary range for new hires on the project.
4. What is the project's plan for professional development opportunities?
5. How will caseloads be managed?
6. Describe the Peer Navigation model. (If applicable)

Organizational Experience and Capacity

1. Describe the experience of the applicant and any sub-applicants in working with YYA and in providing housing similar to that proposed in the application. List all sub-applicants and explain why they were selected.
2. Describe your organization's (and subrecipient(s) if applicable) experience in effectively utilizing federal funds and performing the activities proposed in the application.
   a. Describe your organization's (and subrecipient(s) if applicable) experience in leveraging Federal, State, local and private sector funds.
   b. Describe your organization's (and subrecipient(s) if applicable) financial management structure.
   c. Are there any unresolved HUD monitoring or OIG audit findings for any HUD grants (including ESG) under your organization?

3. Describe agency key staff positions and qualifications of individuals who will carry out the project.

Organizational DEI

1. Describe the type and number of annual trainings applicant and sub-applicant staff have undergone or will undergo related to diversity, equity, and inclusion **as it pertains to service provision.**
2. Describe whether and how the agency has implemented clear strategies for advancing racial equity in the following areas or the agency's plan to do so:
   a. Agency has underrepresented individuals in managerial and leadership positions.
   b. Ensuring the ability to meet language needs of the community.
   c. Demographics of front-line staff reflect the participants served.
   d. Review of internal policies and procedures with an equity lens and taken or will take steps to eliminate the identified barriers.
   e. Agency has reviewed or has a plan to review program participant outcomes with an equity lens, including the disaggregation of data by race, ethnicity, gender, and/or age. If already implemented, describe findings from outcome review and steps the agency plans to take to eliminate disparities.
3. Describe the extent to which the agency incorporates participation of YYA with lived experience on the agency's Board of Directors or equivalent policymaking entity.

4. Describe whether and how the agency has implemented clear strategies to ensure the meaningful participation of YYA with lived experience within homelessness programming or the agency's plan to do so.

Budget

Awarded applicants will receive YHDP funding for two years.

When completing the budget of this RFP, please input the **ANNUAL** amount requested. Please also include a budget narrative.

Budget Line Item	Annual Funding Request	Annual Match Requirement (25%) if applicable
Leased Units		
Leased Structures		
Rental Assistance		
Supportive Services		
Operating Costs		
Project Administration (up to 10%)		
HMIS		
Total		

Resources

Grand Rapids Area Coalition to End Homelessness: www.endhomelessnesskent.org

USICH: https://www.usich.gov/all-in/goals/youth

HUD Exchange: https://www.hudexchange.info/programs/yhdp/

eSNAPS Log In: www.esnaps.hud.gov

eSNAPS Resources: https://www.hudexchange.info/programs/e-snaps/

Office of Rental Assistance and Homeless Solutions

ESG FY2023-2024 Exhibit 1

October 1, 2023, to September 30, 2024

Due: Friday, June 2, 2023

Emergency Solutions Grant (ESG)

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

Purpose and General Instructions

Purpose
Per federal HUD (Housing and Urban Development) regulations, ESG (Emergency Solutions Grant) funding must be considered in coordination with HUD CoC (Continuum of Care) Program funding and all other sources of funding which provide for similar component services. This Exhibit 1 ensures that MSHDA ESG funding supports this requirement for each CoC and enhances the strategic use of funding for identified needs and priorities. Each CoC will detail its approach to service and funding coordination, partner collaboration, and effective referral processes as a strategic response to identified needs within each homeless crisis response system.

Instructions
Each CoC must work collaboratively to complete this document in its entirety. Please submit the document and the required attachments to the assigned Homeless Assistance Specialist by the deadline. Submissions will be accepted via email only. The Homeless Assistance Specialist will provide email confirmation of receipt by the stated deadline. Email confirmation only confirms receipt of the sent documents; it does not indicate a thorough review has been completed. Following review of the submitted Exhibit 1, Homeless Assistance Specialists will provide individualized feedback and/or technical assistance as needed.

Due Date
The Exhibit 1 and all required attachments are due to MSHDA by 5:00 PM Eastern time, Friday, June 2, 2023.

For Further Information
Please direct any questions to the CoC's assigned Homeless Assistance Specialist, as indicated below:

Zienab Fahs (interim) – fahsz@michigan.gov – 517-241-3372 – Regions 1, 2, and 3

Nicole Beagle – beaglen1@michigan.gov – 517-335-1852 – Regions 4 and 9

Jen Leaf – leafj@michigan.gov – 517-241-0099 – Regions 5, 7, and 8

Zienab Fahs – fahsz@michigan.gov – Regions 6 and 10

Questions received after 5:00 PM Eastern time on Wednesday, May 31, 2023, are not guaranteed a response.

Exhibit 1 Attachment Listing

Required:

☐ CoC (Continuum of Care) Written Service Standards:
- o Street Outreach
- o Emergency Shelter
- o Rapid Re-Housing
- o Homeless Prevention

☐ Racial Demographics Report *(See question 13)*

☐ System Performance Measures *(See question 13)*

☐ VAWA Emergency Transfer Plan (as required in the Final Rule)

Conditionally Required: *(Required if updated or changed from previous year's submission)*

☐ CoC Anti-Discrimination Policy

☐ CoC Fair Housing Policy

☐ CoC By-Laws or Operating Principles

☐ CoC Coordinated Entry Policy and Procedures *(Must include information regarding HUD's Equal Access Rule)*

Certifications:

By checking the boxes below, the Chairperson certifies that the statements are true.

☐ I, _____, attest that a copy of Exhibit 1 has been made available to participating CoC members.

☐ I, _____, attest that a copy of Exhibit 1 has been made available to community leaders that include the county/counties Director(s) of Health and Human Services, Director(s) of Mental Health, and the Chairperson(s) of the Community Collaborative, regardless of their regular participation in the CoC.

1. **CoC (Continuum of Care) Contacts and Attestation**

Name of CoC: _____

Counties Included in CoC: _____

By signing below, each individual attests to the following:
1. They have reviewed the completed Exhibit 1 document and to the best of their knowledge all information provided is true and correct; and
2. Operation of MSHDA ESG funding and services is in alignment with MSHDA ESG policy.

Electronic signatures will be accepted.

Note: The Balance of State CoC must provide signed acknowledgements from each Local Planning Body, attaching additional pages as needed.

CoC Coordinator:		
Agency:	Title:	
Phone:	E-mail:	
Address:		
City:	Zip:	
Signature:	Date:	

CoC (Co-)Chair:		
Agency:	Title:	
Phone:	E-mail:	
Address:		
City:	Zip:	
Signature:	Date:	

CoC (Co-)Chair:		
Agency:	Title:	
Phone:	E-mail:	
Address:		
City:	Zip:	
Signature:	Date:	

2. **CoC Leadership**

  a. Complete the information below for each representative of the specified entities.

Note: The Balance of State CoC must provide a table of representative participating within each Local Planning Body, attaching additional pages as needed.

Name of CoC Member Agency/Organization	CoC Leadership Committee Member Name	Geographic Area Represented	Sub-populations Represented (if applicable)
Local Government Agencies:			
Public Housing Authorities (PHA):			
McKinney Vento School Liaisons:			
Nonprofit Organizations (Includes Faith-Based Organizations):			
Persons with Lived Experience of Homelessness:			
Business/Business Associations:			

  Subpopulation Abbreviations:

  1. General – G
  2. Chronic Homelessness – CH
  3. Veterans – V
  4. Survivors of Domestic Violence – DV
  5. Youth – Y
  6. Families – F
  7. Persons Living with HIV/AIDS - HA

b. How does the CoC ensure persons with lived experience of homelessness are compensated for their time engaged with CoC meetings, subcommittees, etc.?

3. CoC Meeting Schedule

   a. Complete the chart below for any planned meetings for the full CoC membership body for the FY2023-2024 (10/1/2023-9/30/2024) MSHDA ESG funding period.

   Note: Each CoC (and Local Planning Body within the Balance of State CoC) must provide meeting agendas, minutes, and other pertinent events and information to the assigned MSHDA Homeless Assistance Specialist.

Meeting Date	Time	Location & Address	Remote Option Available?

   b. Complete the chart below for any planned meetings for the CoC executive leadership or steering body for the FY2023-2024 (10/1/2023-9/30/2024) MSHDA ESG funding period.

   Note: The Balance of State CoC must provide a table of meeting dates for each Local Planning Body, attaching additional pages as needed.

Meeting Date	Time	Location & Address	Remote Option Available?

c. At which meeting(s) was the FY2023-2024 MSHDA ESG Exhibit 1 reviewed?

4. **Actionable CoC Priorities**

CoCs are responsible to identify and implement actionable priorities that align with state and federal strategic plans for ending homelessness. This includes the current State Action Plan for Michigan and the USICH (United States Interagency Council on Homelessness) federal strategic plan.

    a. Which actionable priorities from the State Action Plan and the USICH federal strategic plan has the CoC targeted during FY2022-2023 (10/1/2022-9/30/2023)? Please detail at least one accomplishment during this time period.

b. Which actionable priorities from the State Action Plan and the USICH federal strategic plan will the CoC target during FY2023-2024 (10/1/2023-9/30/2024)? Why are these priorities important to the CoC and how will success be measured?

5. Coordination of Available Funds

CoCs are responsible to ensure the coordination and strategic implementation of all available, relevant funding sources to support homeless and housing activities. MSHDA ESG is just one critical resource in this process and these funds cannot supplant existing resources. Using the tables below, list available funding sources by component (ex. HUD CoC programs, other state sources, local sources, philanthropic).

    a. Detail any funding available within the CoC by component within the tables below. Please attach more pages as needed:

Component: Street Outreach

Funding Source (i.e. HUD, state agency, etc.)	Administering Agency	Total Annual Award

Component: Emergency Shelter

Funding Source (i.e. HUD, state agency, etc.)	Administering Agency	Total Annual Award

Component: Rapid Re-Housing

Funding Source (i.e. HUD, state agency, etc.)	Administering Agency	Total Annual Award

Component: Homelessness Prevention

Funding Source (i.e. HUD, state agency, etc.)	Administering Agency	Total Annual Award

b. For any source of funding that is not currently participating in HMIS and is not a victim service provider, explain why and the plan to have it included in the next year's report.

c. What is the CoC's overall strategy for maintaining services when financial assistance is no longer available for a given component (i.e. rapid re-housing, homelessness prevention)?

6. Tracking CoC Expenditure Performance:

a. Explain how the CoC tracks expenditure rates of MSHDA ESG funding:

b. Explain how the CoC tracks expenditure rates of HUD CoC Program funding:

c. In the last completed federal fiscal year, what was the CoC's full federal award (i.e., Annual Renewal Demand) and how much was expended?

7. **Fairness of Funding**

a. How is the CoC marketing MSHDA ESG funding opportunities to local organizations? What is the application process for local organizations to be considered for this funding through the CoC (or Local Planning Body for the Balance of State CoC)?

b. What criteria is used to locally determine MSHDA ESG funded organizations? How are funding decisions aligned with the CoC's actionable priorities?

c. How does the application and selection process ensure fairness of funding and avoidance of conflicts of interest?

8. Coordination of Emergency Service Access

a. Emergencies often arise outside business hours. What is the CoC's plan for responding to after-hours requests for assistance? Which partners play a significant role in addressing these needs and how are referrals supported for continued assistance when business hours resume?

b. What is the CoC's plan for responding to requests for assistance during business hours if the agency must close due to an emergency such as inclement weather, illness, etc.? Which partners play a significant role in addressing these needs and how are referrals supported for continued assistance?

c. Describe the CoC's plan and practice for warming and cooling needs during times of extreme weather conditions.

9. <u>System of Care</u>

a. How does the CoC ensure collaboration within its membership to address overlapping needs? Please include examples from education, employment, health care, criminal justice, etc. What shared learning takes place regarding the Coordinated Entry System and best practices, like trauma-informed care?

b. Each ESG-funded agency is responsible to have a grievance and appeals policy that is documented and available to any program participant. What is the CoC's current process for fielding concerns from community members and program participants regarding service delivery?

10. **Approach to Prioritization and Service Referral**

a. Which process(es) is utilized by the CoC to support referrals from the Coordinated Entry System to available permanent housing resources? Processes can include By Name Lists, case conferencing groups, assessment tools, etc.

b. Indicate if the CoC has a By Name List created for any of the following target populations:

☐ Veterans	☐ Youth
☐ Chronically Homeless	☐ Families
☐ Other:	☐ Other:

c. How is the CoC tracking progress for the By Name List populations indicated?

11. SSI/SSDI Outreach, Access, and Recovery (SOAR)

    a. Name the SOAR case managers serving your CoC geographic area.

    b. What efforts are being made to grow the number of SOAR applications completed?

12. <u>Grant Compliance and Performance Review</u>

    a. How does the CoC ensure compliance with MSHDA ESG requirements, including expenditures, timely FSR submissions, reporting, etc.?

    b. How does the CoC address performance concerns with a MSHDA ESG subgrantee (both financial and outcome performance)?

c. Does the CoC have a committee or subgroup dedicated to performance review? Which are the indicators for performance that are reviewed regularly? Please include reports leveraged from HMIS (Homeless Management Information System) and other identified data sources for performance.

13. Racial Demographics and System Performance Measures

Ensuring system outcomes that are effective and racially equitable within homeless services starts with establishing a basic understanding of the CoC's racial demographics and overall System Performance Measures, as defined by HUD. Inclusion of the following reports within the Exhibit 1 is intended to prioritize their review and discussion by the membership of each CoC.

    a. What does the CoC's ongoing commitment to supporting CERT (CoC Equity Results Team) look like? Provide a few examples of outcomes/results of the team's work.

    b. Core demographics report: CoCs need to have access to the Michigan HMIS Data Warehouse (https://michigan-warehouse.openpath.host) to complete this requirement. If there is no user in the CoC with access, submit a ticket to the HMIS Help Desk (mihelp@mihomeless.org) to request access.
- After logging into the Michigan HMIS Data Warehouse, (https://michigan-warehouse.openpath.host) go to Reports > Operational > Core Demographics (There is a heart icon to "favorite" this report for pulling in the future.)
- In the report universe selection menu (left-hand side), click the "Edit" button. Under General, set "Population by Project Type" to include: "PH, PSH & RRH", "ES", "TH", "SH", "SO" and "Homeless Prevention".
- Under Reporting Period, select the Start date as October 1, 2021. Set the End date as September 30, 2022.
- Under CoC Codes and Funding, set the "CoC Code" to match that of your CoC.
- Click the 'Save and Update' button to see results. When the report finishes building, select the **Download Report** button **> PDF** and when the report build is complete, there will be a link to download the PDF file to the local computer. (Generating the PDF can take a few minutes.)

    c. System Performance Measures (SPM): Each CoC must submit the exported summary file of its most recent SPM submission to HUD (FY2022). This is available through www.hudhdx.info.
- Users need to go to **SysPM > Reporting Status** and click on the PDF icon to download the file. (Before downloading, check to make sure that FY 2022 (10/1/2021 – 9/30/2022) is selected in the dropdown list for reporting years.)

14. Homeless Status for Housing Choice Vouchers

HARAs (Housing Assessment and Resource Agencies) can add households with Homeless Preference to the HCV (Housing Choice Voucher) waitlist. In counties that lack an established emergency shelter serving the general homeless population, CoCs can request approval to add households that are temporarily sheltered with other households (see Homeless Preference Policy and Procedures). Please list any counties for which the CoC is requesting approval for the FY2023-2024 grant period (10/1/2023-9/30/2024).

INTERIM FAIR HOUSING AND ANTI-DISCRIMINATION POLICY

Introduction

The Grand Rapids Area Coalition to End Homelessness, also known as the Grand Rapids/Wyoming/Kent County Continuum of Care and here forward referenced as the "Coalition", is committed to making homelessness rare, brief, and non-recurring throughout Kent County. In its approach to ending homelessness, the Coalition is committed to ensuring the safety, dignity, and well-being of all individuals and families in services and programs associated with the Coalition. The following sections outline ways in which Coalition member agencies can ensure any person seeking services is treated fairly and respectfully.

It is the policy and practice of the Coalition that no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to unlawful discrimination under any of its projects, services, or activities.

Applicability

All projects, services or activities funded through HUD Continuum of Care (CoC) Program or Emergency Solutions Grant (ESG) Program grants or receiving other funds from the Coalition as "the recipient", including "subrecipient" organizations selected by the Coalition to administer CoC and ESG projects, shall operate in accordance with this policy, following all applicable law. Programs must affirmatively provide equal access to their housing and supportive services in a nondiscriminatory manner that ensures that all persons are afforded equal opportunities. All Coalition member agencies are encouraged to be in compliance with this policy, regardless of whether or not they receive CoC or ESG funds. All agencies should be aware of applicable nondiscrimination laws that relate to their programs and services.

As part of the local funding process, applicants for CoC and ESG funds will be asked to demonstrate how they ensure clients are provided information on their Fair Housing rights through the intake process and applicable Fair Housing policy(ies). Agencies will also be asked to annually report the number of grievances levied for Funding Review Committee consideration.

Applicable Laws & Regulations

CoC and ESG projects must operate in compliance with federal nondiscrimination and equal opportunity requirements, including the Fair Housing Act, Title VI of the Civil Rights Act, the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act, and the Americans with

Disabilities Act. The requirements of the HUD's Equal Access to Housing Final Rule and Equal Access in Accordance with Gender Identity Final Rule, 24 CFR 5.100, 5.105(a)(2) and 5.106(b), and the requirements of Executive Orders regarding equal employment opportunity and opportunities for minority and female owned businesses also apply. Please see 24 CFR 5.105 for a full list of applicable federal laws, regulations, and Executive Orders.

(1) (a) Fair Housing Act
The Fair Housing Act prohibits discrimination on the basis of race, color, religion, sex, disability, familial status, and national origin (protected classes). It applies to housing, regardless of the type of funding or ownership, including housing operated by private individuals, organizations that receive federal financial assistance, housing owned or operated by state and local governments, shelters that house persons for more than a few days, transitional housing facilities, and permanent housing facilities. The Fair Housing Act also prohibits harassment on the basis of a protected class and protects against retaliation for exercising fair housing rights.

> (1) While people with limited English proficiency are not a protected class, national origin is a protected class and it may be closely linked to the ability to communicate proficiently in English. Housing providers therefore are prohibited from using limited English proficiency selectively or as an excuse for intentional housing discrimination.

(b) Affirmatively Furthering Fair Housing. Recipients and subrecipients must implement the CoC and ESG programs in a manner that affirmatively furthers Fair Housing, which means the recipient must:

> (1) Affirmatively market their housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, age, familial status, or handicap who are least likely to apply in the absence of special outreach, and maintain records of those marketing activities;
> (2) Where a recipient encounters a condition or action that impedes fair housing choice for current or prospective program participants, provide such information to the jurisdiction that provided the certification of consistency with the Consolidated Plan; and
> (3) Provide program participants with information on rights and remedies available under applicable federal, State and local fair housing and civil rights laws.

(2) (a) Nondiscrimination and equal opportunity requirements. The nondiscrimination and equal opportunity requirements set forth in 24 CFR 5.105(a) are applicable.
(b) Housing for specific subpopulations. Recipients and subrecipients may exclusively serve a particular homeless subpopulation in transitional or permanent housing if the housing addresses a need identified by the Continuum of Care for the geographic area and meets one of the following:

(1) The housing may be limited to one sex where such housing consists of a single structure with shared bedrooms or bathing facilities such that the considerations of personal privacy and the physical limitations of the configuration of the housing make it appropriate for the housing to be limited to one sex.

(2) The housing may be limited to a specific subpopulation, so long as admission does not discriminate against any protected class under federal nondiscrimination laws in 24 CFR 5.105 (e.g., the housing may be limited to homeless veterans, victims of domestic violence and their children, or chronically homeless persons and families).

(3) The housing may be limited to families with children.

(4) If the housing has in residence at least one family with a child under the age of 18, the housing may exclude registered sex offenders and persons with a criminal record that includes a violent crime from the project so long as the child resides in the housing.

(5) Sober housing may exclude persons who refuse to sign an occupancy agreement or lease that prohibits program participants from possessing, using, or being under the influence of illegal substances and/or alcohol on the premises.

(6) If the housing is assisted with funds under a federal program that is limited by federal statute or Executive Order to a specific subpopulation, the housing may be limited to that subpopulation (e.g., housing also assisted with funding from the Housing Opportunities for Persons with AIDS program under 24 CFR part 574 may be limited to persons with acquired immunodeficiency syndrome or related diseases).

(7) Recipients may limit admission to or provide a preference for the housing to subpopulations of homeless persons and families who need the specialized supportive services that are provided in the housing (e.g., substance abuse addiction treatment, domestic violence services, or a high intensity package designed to meet the needs of hard-to-reach homeless persons). While the housing may offer services for a particular type of disability, no otherwise eligible individuals with disabilities or families including an individual with a disability, who may benefit from the services provided may be excluded on the grounds that they do not have a particular disability.

(c) Faith-Based Activities

Recipient and subrecipient staff, volunteers, or contractors shall not, in providing program assistance, discriminate against a program participant or prospective participant on the basis of religion or religious belief. In providing services supported in whole or part with federal financial assistance and in outreach activities related to such services, programs shall not discriminate against current or prospective program beneficiaries on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

(d) Accessibility and integrative housing and services for persons with disabilities. Recipients and subrecipients must comply with the accessibility requirements of the Fair Housing Act (24

CFR part 100), Section 504 of the Rehabilitation Act of 1973 (24 CFR part 8), and Titles II and III of the Americans with Disabilities Act, as applicable (28 CFR parts 35 and 36). In accordance with the requirements of 24 CFR 8.4(d), recipients must ensure that their program's housing and supportive services are provided in the most integrated setting appropriate to the needs of persons with disabilities.

(e) Prohibition against involuntary family separation. The age and gender of a child under age 18 must not be used as a basis for denying any family's admission to a project that receives funds under this part. In compliance with CoC Program Interim Rule 24 CFR 578.93(e), involuntary separation is prohibited in projects funded through CoC and ESG dollars. CoC- and ESG-funded projects may not deny admission to any household on the basis of:

- Age and gender of a child under 18, or
- Gender or marital status of a parent or parents.

(3) (a) Reasonable accommodations and modifications

Recipients and subrecipients will make reasonable accommodations and modifications in policies and programs to afford qualified residents and applicants with disabilities an equal opportunity to participate in its programs, services, or activities. A reasonable accommodation is a change, exception, or adjustment to a rule, policy, practice, or service that allows a person with a disability to use and enjoy housing, including public and common use areas. CoC and ESG programs will, upon request, grant reasonable accommodations to provide appropriate aids and services leading to effective communication for qualified residents and applicants with disabilities so they can participate equally in programs, services, or activities, including qualified sign language interpreters, documents in Braille, or other ways of making information and communications accessible to people who have speech, hearing, or vision impairments. Subrecipients must comply with requirements to make reasonable accommodations and modifications.

(4) (a) Equal Access in Housing

The Equal Access in Housing Final Rule (the Rule) published in 2012 ensures HUD's programs serve participants, regardless of sexual orientation, gender identity, family composition, or marital status. CoC and ESG programs cannot discriminate based on the composition of the family (e.g., adults and children or just adults), the age of any members of the family, the disability status of any members of the family, marital status, actual or perceived sexual orientation, or gender identity. The Rule also set a standard definition of family:

- Includes, but is not limited to, regardless of marital status, actual or perceived sexual orientation, or gender identity, persons presenting for assistance together with or

without children and irrespective of age, relationship, or whether or not a member of the household has a disability.

- A child temporarily away from the home because of placement in foster care is considered a member of the family.
- CoC-funded programs:
  - Must have updated policies and procedures that reflect the requirements.
  - May exclude families without minor children if the project was funded solely to serve families with children. However, the project must serve all types of families with children that are otherwise eligible for assistance, including families with children headed by a single adult or consisting of multiple adults (with at least one child) who reside together.
  - May serve a single sex only if the project: 1) serves adults only (no minors), and 2) has a physical configuration such that privacy is a concern, specifically shared bathing areas or shared sleeping areas.

(b) Equal Access in Accordance with Gender Identity

Further, the Equal Access in Accordance with Gender Identity Final Rule published in 2016 ensures equal access to assistance in accordance with gender identity in HUD's Community Planning and Development (CPD) programs, including, but not limited to, the ESG (24 CFR part 576) and CoC (24 CFR part 578) programs. The requirements of this section apply to recipients and subrecipients, as well as to owners, operators, and managers of shelters and other buildings and facilities and providers of services funded in whole or in part by any CPD program.

- Admissions, occupancy, and operating policies and procedures, including policies and procedures to protect privacy, health, safety, and security, shall be established or amended, as necessary, and administered in a nondiscriminatory manner to ensure that:
  - Equal access to CPD programs, shelters, other buildings and facilities, benefits, services, and accommodations is provided to an individual in accordance with the individual's gender identity, and in a manner that affords equal access to the individual's family;
  - An individual is placed, served, and accommodated in accordance with the gender identity of the individual;
  - An individual is not subjected to intrusive questioning or asked to provide anatomical information or documentary, physical, or medical evidence of the individual's gender identity; and
  - Eligibility determinations are made and assisted housing is made available in CPD programs as required by § 5.105(a)(2).

- Placement and accommodation of an individual in temporary, emergency shelters and other buildings and facilities with physical limitations or configurations that require and are permitted to have shared sleeping quarters or shared bathing facilities shall be made in accordance with the individual's gender identity.
- Post-admission accommodations: A recipient, subrecipient, owner, operator, manager, or provider must take nondiscriminatory steps that may be necessary and appropriate to address privacy concerns raised by residents or occupants and, as needed, update its admissions, occupancy, and operating policies and procedures in accordance with this section.

Approved by Steering Council as interim: 6/17/2022

Appendix A: Guidance for Subrecipient Creation of Nondiscrimination and Fair Housing Policies

- Policy should state that agency does not discriminate and complies with all nondiscrimination, fair housing, and equal opportunity laws.
- Policy should indicate the availability of aids and services, upon request, to ensure effective communication, such as the availability of qualified sign language interpreters, documents in Braille, or other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.
- Policy should state that the agency will make reasonable accommodations in rules, policies, and services to give a person with a disability equal opportunity to occupy and enjoy the full use of a housing unit.
- If the agency acts as a landlord, the policy should state that the agency will permit reasonable modification to the premises if the modification is necessary to allow full use of the premises.
- Policy should provide contact information for submitting a complaint or reporting discrimination.

Appendix B: Strategies to Implement the Equal Access to Housing Rule

Programs must develop, in writing, implement and document procedures to ensure implementation of the Equal Access Rule. Specific strategies or procedures may include but are not limited:

1) Inclusive Policy Standards
2) Anti-discrimination policies and procedures that:
- Ensure placement and accommodation are made in accordance with an individual's gender identity.
- Ensure agency uses appropriate, inclusive language in communications, publications, trainings, personnel handbooks and other policy documents that affirms the agency's commitment to serving all eligible clients in adherence with the Equal Access Rule.
- Have an anti-harassment policy that includes transgender and non-gender conforming in the list of groups vulnerable to harassment and/or list of protected groups.
- Have a formal grievance process that is prompt, transparent and consistent in managing and resolving violations.
- Include confidentiality practices that keep's a client transgender status confidential, unless the client gives permission to share this information.
- Allows for clients to request a private space for intake and data collection.

- Outlines safety practices including respecting the client's evaluation of their own safety practice with regard to proposed housing options and accommodating reasonable clients request regarding safety.

Grand Rapids Area Coalition to End Homelessness[1]
Governance Charter

The Grand Rapids Area Coalition to End Homelessness is a community collaborative that is actively working on systems change in the area of homelessness. The goal of the Coalition is to prevent and end systemic homelessness in Kent County, guided by the values and philosophy set forth in the original 10-year community developed plan, the *Vision to End Homelessness*.

The Grand Rapids Area Coalition to End Homelessness, also known as the Kent County Continuum of Care (CoC), is an independent, non-incorporated membership entity comprised of numerous organizations and individuals. It was formed in response to federal requirements in the McKinney-Vento Homeless Assistance Act of 1987 reauthorization in 1994 and amended in the Homeless Emergency Assistance and Rapid Transition (HEARTH) Act of 2009 for administration of US Department of Housing and Urban Development (HUD) funding to address homelessness as described in 24 CFR Part 578.5. The CoC Governance Charter and subsequent amendments are approved, consistent with 24 CFR Part 578.5, by the CoC membership. Governance decisions on behalf of the CoC are made by a Steering Council elected from the membership, in accordance with the CoC Governance charter. Annually the Continuum of Care applies to the HUD Continuum of Care (CoC) Program for funding to address homelessness.

The CoC is committed to collaboration where ever possible to accomplish its stated goals to end homelessness. The Essential Needs Task Force (ENTF), a broader community effort to coordinate the response to basic needs and strengthen communications across systems in Kent County is one such effort that the CoC is committed to participation in. (To learn more about ENTF, see entfkent.org). The ENTF functions with subcommittees that include Housing, Energy Efficiency, Economic & Workforce Development, Transportation, Food & Nutrition.

I. <u>Continuum of Care (CoC)</u>

A. Role

The Continuum of Care champions the *Vision to End Homelessness*, convening to determine local priorities, strengthen communication, encourage best practices, and promote collaboration to achieve goals.

As a community collaborative, the Continuum of Care:
- Promotes community commitment to the goal of ending homelessness,
- Gathers and analyzes information to determine local needs of individuals experiencing homelessness,
- Provides a comprehensive, well-coordinated, and clear planning process,
- Promotes access to and effective use of existing programs,
- Implements strategic responses and measures results,
- Applies for funding from the U.S. Department of Housing and Urban Development (HUD) and other funding sources based on local priorities.

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[1] Resource documents: Coalition Structure, March 2010; *Establishing and Operating a Continuum of Care*, 2012, US Department of Housing and Urban Development

B. Responsibilities

The major responsibilities that must be carried out by the CoC to comply with HUD expectations are as follows:

1. Convene regular meetings of the full membership, with published agendas, at least semi-annually
2. Issue a public invitation for new members within Kent County at least annually
3. Adopt and follow a written process to select a board to act on behalf of the CoC (identified as the Steering Council for Continuum of Care) and review that process at least once every 5 years
4. Appoint additional committees, subcommittees, or work groups comprised of provider representatives and community advocates; and action boards comprised of consumers, as needed.

5. Designate the Homeless Management Information System (HMIS) lead for the CoC
6. In consultation with the collaborative applicant for HUD funds and the HMIS lead, develop, follow and update annually:
    a. A governance charter
    b. A code of conduct and recusal process for the board, its chairperson and any person acting on behalf of the board
7. Establish and operate a centralized or coordinated entry system
8. Develop a plan for a coordinated housing and service system that meets the needs of individuals, unaccompanied youth, and families experiencing homelessness
9. Plan and conduct an annual Point-in-Time count of sheltered and unsheltered persons that meets HUD guidelines
10. Establish performance targets appropriate for population and program type in consultation with recipients and sub-recipients
11. Monitor recipient and sub-recipient performance and address concerns of poor performance
12. Work with Emergency Solutions Grants recipients and Consolidated Plan jurisdictions within the geographic boundaries of the CoC to allocate, report and evaluate use of funds, and inform the plan
13. In consultation with recipients of Emergency Solutions Grants program funds, establish and consistently follow written standards for providing CoC assistance with those funds

The CoC is responsible for carrying out all activities listed above. In Kent County, the CoC delegates these responsibilities to its Steering Council which may, in turn, delegate some of these responsibilities to other organizations. Because the Kent County CoC is not incorporated, Memorandums of Understanding (MOU)s rather than contracts are used whenever any of these responsibilities are delegated to other entities. These MOUs are reviewed on an annual basis by the CoC Steering Council against performance expectations outlined in the MOU. Under the current Governance Charter three particular tasks are delegated to other entities through MOUs. These include:
   o   Fiscal Agent (Entity that provides paid staff support for the CoC)
   o   HMIS Lead Agency (entity holding responsibility for Homeless Management Information System (HMIS) management and maintenance)
   o   Collaborative Applicant (entity formally completing the HUD CoC Competition application)

C. Members & Term of Service

The Continuum of Care is comprised of agencies and organizations that provide direct services to households experiencing a housing crisis, other related service organizations that engage directly or indirectly with households that experience a housing crisis, and homeless or formerly homeless individuals, and is open to:

1. nonprofit homelessness assistance providers,
2. victim services providers,
3. faith-based organizations,
4. government entities,
5. businesses,

6. advocates,
7. public housing authorities,
8. school districts,
9. social services providers,
10. mental health agencies,
11. hospitals,
12. universities,
13. affordable housing developers,
14. law enforcement,
15. organizations serving veterans,
16. homeless or formerly homeless individuals.

A public invitation must be issued for new members from Kent County a minimum of once each year. While membership is voluntary, organizations and homeless or formerly homeless individuals are required to formally sign-up as members and affirm their commitment to the mission of the Coalition to End Homelessness in order to have voting and other privileges with the group. Member organizations or entities must designate one person to serve as the voting representative. Annually, members of the Continuum of Care must renew their membership and confirm the designation of their voting representative.

A roster of voting representatives is maintained and updated at least annually. A voting representative from an organization or agency may assign their proxy to another individual from their organization; however, at no time will any organization be provided with multiple votes. The voting representative must provide a 24 hour notice to CoC staff via email indicating which pre-registered alternate voter (of which there can be no more than two) will be voting for their organization. Additionally, any voting representative can only vote once and cannot represent more than one organization or person.

Continuum of Care members may continue to participate indefinitely. Members are expected to attend CoC meetings a minimum of twice a year and are strongly encouraged to participate in committees and work groups.

D. Meetings

The Continuum of Care must meet a minimum of twice a year although more meetings may be held as needed.
1. Steering Council Chairperson presides at Continuum of Care meetings.
2. Meeting agenda are developed by the Steering Council and published in advance of the Continuum of Care meeting.
3. Continuum of Care members have the right to suggest additional agenda items for a Continuum of Care meeting, but additional agenda items must be approved by a majority vote of those in attendance at that Continuum of Care meeting.
4. Meetings may include opportunities to share information about local partners, best practices from the field, progress toward achieving the goals of the Coalition, and Coalition activities.
5. Attendance records must be maintained, and the records must include the names of all individuals, with organizations noted as appropriate.

II. Steering Council

A. Role

The Coalition Continuum of Care represents many community stakeholders in carrying out the mission of leading the community in finding solutions for preventing and ending homelessness. To facilitate effective execution of Coalition goals, a Steering Council performs the functions of a CoC board, with certain specific responsibilities assigned by the Continuum of Care through this Governance Charter.

B. Responsibilities

The Steering Council is responsible for ensuring that the seven major HUD defined responsibilities in Section I.B. are carried out. In addition, the Steering Council is authorized by the Continuum of Care to:

1. Serve as the primary decision-making entity for the Continuum of Care according to the approved governance structure,
2. Set the agenda for the Continuum of Care meetings,
3. Establish policies, principles and priorities and select the Collaborative Applicant for the HUD NOFA process,
4. Determine project priorities and monitor the outcomes of those projects,
5. Oversee the competitive process for annual CoC application submissions to HUD and other funding sources and provide final approval for those application submissions,
6. Establish policies for data release and monitor HMIS Standard Operating Procedures either through direct administration of or designation of an HMIS implementing agency,
7. Direct system planning activities that engage CoC members,
8. Direct analysis of system-wide data to identify community needs and gaps and report to the CoC

C. Participants and Terms of Service

The Steering Council is comprised of up to twenty-one (21) seats representing the broad array of interests within the Coalition and must:

1. Include at least **two homeless or formerly homeless individuals**
2. At a minimum, represent the relevant organizations and projects serving homeless subpopulations, such as persons with substance use disorders; persons with HIV/AIDS; veterans; the chronically homeless; facilities with children; unaccompanied youth; the seriously mentally ill; formerly incarcerated; and victims of domestic violence, dating violence, sexual assault, and stalking. One member may represent the interest of more than one homeless subpopulation, and the Steering Council must represent all subpopulations within the Coalition to the extent that someone is available and willing to represent the subpopulation.

The seats referenced above are rotating seats with alternating, three-year terms, elected by the Continuum of Care annually. Steering Council members whose terms are expiring are allowed to campaign for re-election for continuing terms.

Six seats are considered permanent, non-rotating seats assigned to the following entities:
   a. Units of local government that are HUD Grantees:
      1. City of Grand Rapids
      2. City of Wyoming
      3. Kent County
   b. HARA (Housing Assessment and Resource Agency)/Central Intake
   c. Action Boards
      1. Youth Action Board
      2. Veteran Action Board

These entities are responsible for designating their representative to the Coalition Steering Council.

Steering Council members must serve on committees and work groups, including those organized by the CoC, those organized by external groups, or other existing community forums with relevant objectives. Service on committees and work groups is critical to ensuring effective liaison and coordination of activities.

Steering Council members serve for three-year terms, staggered so that approximately one-third of all terms end in any given year. The Continuum of Care shall determine the specific fiscal year period for terms on the Steering Council.

The selection process for Steering Council members is described under the Nominating Committee. This process is subject to review and alteration on an annual basis by Continuum of Care but no less frequently than every five years.

D.   Meetings and Attendance

The Steering Council meets a minimum of six times annually.

The Steering Council responsibilities are such that at each meeting the group should be capable of voting on an issue. This requires members to be present for the vote and involved to make an informed decision. Therefore, Steering Council members should maintain a minimum attendance rate of 75% of all Steering Council meetings. If any member falls below this amount, they will be asked to re-evaluate and ensure they are able to maintain their commitment. If at least 50% of meetings have been missed in the twelve-month period of October –September, the seat will be considered open in the next Steering Council election.

E.   Officers

1. Chairperson, vice chairperson, secretary, and treasurer;
2. Elected by the Steering Council annually during a specific month as determined by the Steering Council but no longer than 60 days following the annual election by the Continuum of Care of new members to that Council;
3. Officer terms are one year and can be renewed;
4. Steering Council chairperson, or vice-chairperson in the absence of the chairperson, presides at meetings of the Steering Council, the Executive Committee, and CoC Continuum of Care;
5. In absence of a sitting Chairperson, ENTF staff will Chair the Steering Council meeting with the sole purpose of executing officer elections;
6. All Steering Council members are expected to observe the Code of Conduct and the Conflict of Interest Policy.

F.   Decision Making

The presence of a majority of Steering Council members then holding office shall constitute a quorum at all meetings. If a quorum is not present, no voting will occur. A simple majority of those in attendance and eligible to vote is necessary for any resolution to be passed.

Within elected seats of the Steering Council, no alternate representative will be given a proxy vote. For appointed seats, those six held by the HUD Participating Jurisdictions, the HARA, and action boards an alternate representative is able to vote. Advance notice of which member will be attending and voting should be provided in writing to CoC staff.

In the matter of approving funding recommendations made by the Funding Review Committee, the Steering Council will give final approval. Once approval is secured, CoC staff shall inform applicants of the outcome of their application in writing. Included in this notice should be the Funding Decision Appeal policy of the CoC, informing applicants of their right to appeal and the process in which to do so.

There may be instances when a decision is needed by the Steering Council between regularly scheduled meetings. When this happens, electronic voting may be completed. A simple majority of current Steering Council members is necessary for any resolution to be passed. Members who do not subscribe to an email service must have contact attempted to allow them to vote verbally.

III. <u>Committees</u>

In the interest of transparency and community involvement, all committees except those requiring election, shall be open to all CoC members.

A. Executive Committee

Role and Responsibilities

In accordance with resolutions passed from time to time by the Steering Council delegating specific tasks to the committee, the Executive Committee may meet as needed to:
1. Consider and recommend the annual budget,
2. Consider staffing needs and make recommendations on fulfilling necessary functions,
3. Review financial reports and present them to the Steering Council,
4. Consider and recommend policy,
5. Prepare annual work plan and calendar including required CoC functions,
6. Plan Steering Council meeting agenda,
7. Plan Continuum of Care meeting agenda,
8. Appoint members to serve in the case of a vacancy to the Steering Council or nominating committee,
9. Make recommendations on committees, task forces, or work groups and recommend members,
10. Lead the process to create a strategic plan that advances the goal of ending homelessness.

Limitations

Unless otherwise specifically delegated by Steering Council resolution for Executive Committee action, all Executive Committee determinations are presented to the Steering Council for final review and/or decision-making.

Participants and Terms of Service

The executive committee of the Steering Council is made up of the four officers plus a minimum of one other Steering Council member.

Meetings

The executive committee meets as needed between meetings of the Steering Council.

In the event of a resignation from the Steering Council, the Executive Committee shall appoint a member to serve on the Council until the next election. Priority for the appointment shall be given to the organization or population area the resigning member had represented, with consideration given to any population areas unrepresented in the current Steering Council membership.

B. Nominating Committee

Role and Responsibilities

The Nominating Committee is responsible for proposing election or re-election of the **fifteen rotating seats** of Steering Council members whose terms are coming to an end or to fill positions that have been vacated. Nominating Committee members serve staggered two-year terms.

Members of the Nominating Committee must:
1. Review the current composition of the Steering Council to determine satisfactory systemic representation in accordance with the approved policy of the Continuum of Care;
2. Evaluate attendance of members who are completing a term and, if eligible for reappointment, determine their willingness to continue;
3. Seek recommendations from the Continuum of Care membership for qualified candidates;
4. Deliberate and compile a list of eligible candidates to present to the Continuum of Care for election;
5. Provide for an open process allowing nominations from the floor at the Continuum of Care meeting convened for the annual election.

Officers

The Nominating Committee also is responsible for preparing a slate of officers for presentation to the Steering Council for annual election to take place no later than 60 days after the beginning of the annual term for Steering Council members. To carry out this responsibility, the Nominating Committee will review officers' participation and term end dates, recruit candidates, and prepare a slate to present to the Steering Council for election.

Participants and Terms of Service

The Nominating Committee is comprised of five individuals, including three CoC members and two members of the Steering Council who are not currently serving as officers. Nominating Committee members must have a working knowledge of CoC responsibilities and structure, the Coalition, and the *Vision to End Homelessness*.

The Nominating Committee is formed to serve for two years.
1. The Steering Council selects a Steering Council member to chair the Nominating Committee and selects one additional Steering Council member to serve on the committee
2. The Continuum of Care members elect Nominating Committee members by the following process:
   a. A minimum of three weeks in advance of a scheduled Continuum of Care meeting, candidates to serve on the Nominating Committee are sought through distribution of a message to all Continuum of Care' voting representatives of record;
   b. A written ballot is distributed to voting representatives at the Continuum of Care meeting; each qualified voting representative can vote for three candidates;
   c. Votes are tallied and the three candidates receiving the highest number of votes serve on the Nominating Committee;
   d. In the event of a resignation from the committee, the Executive Committee shall appoint a member to serve until the next election.

Meetings

Six months prior to the end of the fiscal year: Nominating Committee formed based on process above
Four/five months prior to the end of the fiscal year: Nominating Committee meets
One month prior to the end of the fiscal year: Continuum of Care elects new or renewing Steering members
First month of the fiscal year: New Steering Council members join and within sixty days the Steering Council elects officers from a slate prepared by the Nominating Committee

C. Funding Review Committee

Role and Responsibilities

The Funding Review Committee is responsible for reviewing applications and making prioritized project funding recommendations to the Steering Council for action. Funding sources include the Homeless Emergency Assistance

and Rapid Transition to Housing (HEARTH Act) grant funds under the Continuum of Care Program administered by HUD.

The Funding Review Committee develops the scoring criteria for rating and ranking applications based on local needs and priorities and HUD priorities for program services as outlined in the Notice of Funding Availability (NOFA). The committee is responsible for understanding the NOFA, considering local priorities, and evaluating applicant agencies' program performance based on evidence and data.

Participants and Terms of Service

The Funding Review Committee is comprised of community members who represent systems that fund or interface with the homeless system, are knowledgeable about homelessness and housing, but are not applicants. This includes individuals from the various homeless sub-populations; homeless service providers (e.g., prevention, emergency housing, transitional housing, permanent and permanent supportive housing); municipalities and governmental units that fund the Coalition; and community representatives (e.g., business, foundations, United Way). Members of the Funding Review Committee need not be Coalition members.

The Steering Council is responsible for appointing the Funding Review Committee members. In selecting committee members, the Steering Council will attempt to avoid even the appearance of impropriety. All committee members will review the Conflict of Interest policy and complete the disclosure form prior to beginning their service on the committee. Potential conflicts of interest could include: participation in the planning of a project or providing technical assistance in the preparation of a project application in either a paid or volunteer capacity or active involvement as a board or staff member of any agency that has a proposal for funding pending. Perceived advocacy for a project can also disqualify an individual from serving on the committee.

Meetings

The Funding Review Committee meets as needed to carry out its duties. Typically, this includes an orientation session, a meeting to consider priorities, one or more meetings to evaluate applications, and one or more meetings to score and rank applications. New members will also be required to meet as necessary to complete the committee training curriculum as approved by the Steering Council. Meetings are scheduled to provide sufficient time to complete the work, forward recommendations for Steering Council action, and submit the completed application to meet HUD deadlines.

Appeals

An Appeals Panel shall be assembled for each funding round consistent with the Appeals Policy for funding recommendations that is adopted and updated by the Steering Council.

D. HMIS Data Quality Committee

Role and Responsibilities

The Homeless Management Information System (HMIS) is a tool for the community and HUD to develop better information on the nature of homelessness, the number of people experiencing homelessness, the existing patterns in housing programs and services, and the effectiveness of programs and services in addressing homelessness. HMIS must be used by the CoC and all recipients of HUD program funds.

The HMIS Data Quality Committee performs several important functions: insuring that the HMIS is administered in compliance with requirements prescribed by HUD, reviewing, revising, and recommending adoption of an HMIS privacy plan, security plan, and data quality plan, and ensuring the consistent participation of recipients and sub recipients in the HMIS.

The HMIS Data Quality Committee is responsible for on-going system wide analysis to identify strengths and gaps in the data system and for preparing and/or updating data quality standards for consideration by the Steering Council.

A subcommittee, the HMIS Users Group, is responsible for ensuring that all agency and program staff with responsibility for data entry are appropriately trained on system use and for assisting with formulation and periodic review of policy and procedures, such as the privacy plan.

Participants and Terms of Service

Members of the HMIS Data Quality Committee are selected based on their knowledge of data systems, standards for data quality, and relevant policy and procedures, for example, policy related to data privacy. Members must commit to understanding basic HUD requirements in relation to data collection and reporting.

Committee members are drawn from Coalition CoC member agencies and include representation from HUD-funded agencies and non-HUD-funded agencies. Other individuals may be appointed to the committee based on specific expertise.

The HMIS Users Group, a subcommittee of the Data Quality Committee, is open to all member agency staff members with direct, hands-on, responsibility for entering data and using the data system.

E. Coordinated Entry Committee

Role and Responsibilities

The primary role of the Coordinated Entry Committee is to provide oversight and review to the Coordinated Entry system for households experiencing homelessness to be served by both temporary and permanent housing, according to eligibility and service standards of the community.

Participants and Terms of Service

The Coordinated Assessment Entry is made up of representatives of those Coalition CoC member agencies that participate in the Coordinated Entry system. Coordinated Entry Committee should likewise include representation from community systems level and other CoC members not directly participating in the Coordinated Entry system.

F. Data Analysis Committee

Role and Responsibilities

The Data Analysis committee is responsible for regular review of multi-level data to evaluate system level progress toward ending homelessness. The work of this committee shall inform the work of other committees to ensure activities are contributing to improved system level outcomes. This committee is specifically charged with preparation and review of annual HUD System Performance Measures reports, Point-in-Time and Housing Inventory reports. The committee is responsible for reporting to the Steering Council on a regular basis regarding the effectiveness of the comprehensive system to address homelessness. This should include specific attention to system level performance measures established by the CoC (see Sec I. A, Continuum of Care: Implements strategic responses and measures results).

Participation and Terms of Service

Members of the Data Analysis Committee are drawn from the Coalition CoC membership and wider community and should have a basic understanding of data and its use in evaluation.

G. Ad-Hoc Workgroups

Workgroups are time-limited, task-oriented groups that are recruited and assigned responsibility for addressing a specific issue or challenge, including achieving the strategic plan objectives.   Such groups will be formed as need is determined by Steering Council, or upon recommendation of one of the standing committees. A representative of each workgroup shall be appointed to report to one of the standing committees to ensure communication and coordination of work. Workgroups also may form organically as a result of individuals coming together around a shared concern or interest. When such work groups form organically, there should be brief written statement of purpose, focus, including expected time span of work and expected outcome. Such statement is to be submitted to Steering Council for reference.

H. Action Boards

Action Boards are established to ensure that the effort to end homelessness in Kent County incorporates the expertise of those experiencing homelessness or who are formerly homeless. The Action Boards shall have voting representation on the CoC's Steering Council and as necessary shall independently advise the CoC.

Designees, elected by a majority of the Action Board, shall serve as a single voting member of the Steering Council. Action Board members are also encouraged to serve on subcommittees and workgroups.

Role and Responsibilities
1. Provide feedback to the CoC on prevention, crisis response, and housing solutions to end homelessness
2. Recommend policies and practices to prevent and respond to homelessness
3. Assist in project development and funding decisions
    o Action Boards shall inform planning efforts
    o To review and recommend funding priorities and applications in addressing homelessness for specific applications as required by funding application.
4. Advise on and support education and advocacy efforts for systems reform on the local, state and federal levels to support the plans to end homelessness.

Participation and Terms of Service
Action Boards shall consist of no fewer than three (3) members and no more than eight (8) members of the designated population group. Members must have experienced homelessness previously or currently be experiencing homelessness. The Action Board shall meet a minimum of quarterly. The Action Boards will seek to ensure cross-representation among over-represented sub-populations. Individuals may fulfill cross-representation of categories.

Current Action Boards
1. Youth Action Board
2. Veteran Action Board

IV. Conflict of Interest

No Steering Council member may vote on matters concerning the award of a grant or other financial benefits if it might affect the organization that member represents. In addition, members will avoid conflicts of interest between the Coalition and any personal, professional, and business interests.

In any vote that might create a conflict of interest for the voting member, it is their responsibility to state that they recuse themselves from the vote. In written records of the vote, these members should be noted as having abstained.

At the beginning of each fiscal year, Steering Council members are expected to sign the Conflict of Interest policy document and to abide by the provisions regarding disclosure at all meetings. The signed policy documents are kept on file with meeting minutes and other records.

V. <u>Code of Conduct</u>

The Coalition prohibits the solicitation and acceptance of gifts or gratuities (anything of monetary value) by officers, employees and agents for their personal benefit.

The Coalition promotes impartiality in performing official duties and prohibits any activity representing a conflict of interest. Individual members should not act on a matter if a reasonable person who knew the circumstances of the situation could legitimately question that individual's fairness.

The Coalition prohibits the misuse of position for personal gain or for the benefit of family or friends.

Officers and employees shall put forth honest effort in the performance of their duties. They shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Coalition without previous Steering Council approval.

Officers and employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.

VI. <u>Schedule of Review</u>

This Governance Charter for the Grand Rapids Area Coalition to End Homelessness CoC is subject to annual review. All responsibilities required of a Continuum of Care must be thoroughly documented in the CoC's governance charter.

Specifically, the Continuum of Care "in consultation with the collaborative applicant and the Homeless Management Information System (HMIS) lead, must develop, follow, and update annually (1) a governance charter that includes all procedures and policies needed to comply with 24 CFR Part 578.5(b) and with HMIS requirements as prescribed by HUD and (2) a code of conduct and recusal process for the board, its chair(s), and any person acting on behalf of the board." (2012, *Establishing and Operating a Continuum of Care*, US Department of Housing and Urban Development, page 4)

ADOPTED: June 27, 2013

AMENDED: August 22, 2013
October 23, 2014
October 22, 2015
December 15, 2016
September 22, 2017
October 25, 2018
October 22, 2020

Youth Committee –

- The Youth Committee has prioritized YHDP planning. We submitted the Coordinated Community Plan to HUD on April 24. RFP's for YHDP funding were released to the community on Wednesday May 10, 2023. There is a bidders conference Q&A on May 16 from 10a-1pm at the United way for any agency/organization interested in applying.

Data Analysis Committee –

- Planned activities for May include reviewing Point-in-Time (PIT) and Housing Inventory Count (HIC) data, discussing System Performance Measures, and future planning around accessible data dashboards for community use

Ending Veterans Homelessness Committee & Veterans Action Board --

- The Ending Veteran Homelessness Committee work groups continue to meet to focus on maintaining USICH benchmarks and outreach, as well as Veteran outreach efforts.
- The Maintaining Functional Zero workgroup continues to review the USICH Benchmarks & Criteria for maintaining functional zero and update public facing dashboards on community level data.
- Staff members from Community Rebuilders, VOA, and the local VA have been meeting biweekly at MTM to outreach to self-reported Veterans utilizing emergency shelter. The VF0 workgroup has requested that MTM staff resume sending automatic email notifications when someone signs in and self-reports as a Veteran so outreach staff can immediately verify Veteran status and engage in outreach. MTM is reviewing the request to determine how to implement this with their new sign-in system.
- The Veteran Action Board updated its outreach flyers for ongoing recruitment efforts.
- The VF0 workgroup discussed TSA outreach with HAP staff. HAP indicated that they did not have staff that could participate in Veteran outreach. The VF0 workgroup is working with HAP and the CoC to update the outreach workflow to ensure Veterans are assessed through CE immediately during outreach.

Outreach Workgroup

- No major updates. The Outreach workgroup continues to work towards making the Built for Zero by name list is and remains accurate. The group was informed of the upcoming clearing of the Kent Trails/Butterworth Landfill encampments.

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