**GRAND RAPIDS AREA
COALITION TO END
HOMELESSNESS**

Steering Council Meeting Agenda
May 20, 2022 ▫ 8:30 – 10:30 am ▫ Zoom

1. Call to Order/Introductions

2. Approval of the Agenda*

3. Approval of April 22, 2022 Minutes*

4. Public Comment on Agenda Items (Limit 3 minutes ea.)

5. Approval of Consent Agenda*
   a. Steering Calendar
   b. Committee and Initiative Updates
   c. ESG Financial Assistance Report
   d. Budget Report: Statement of Activity - *please note this report format has been updated*
   e. Strategic Plan: Coalition Scorecard - Quarterly Rocks
   f. Data Reports: Draft PIT Count Report, CERA Status Update

6. Petitions and Communications

7. FY23 Coalition Budget - *informational item; the budget presented to the HWMUW board is included in the agenda packet (pgs. 21-23)*

8. 2022-2023 MSHDA ESG Funding

9. Funding Appeal Policy* - *final draft policy included in the agenda packet (pgs. 23-26)*

10. Funding Process Review Update

11. CoC Application Review Update

12. YHDP (Youth Homelessness Demonstration Project) Update

13. Draft CoC Infrastructure & Staffing Plan

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

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

16. Adjournment

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

* denotes potential action item

STEERING COUNCIL
MEETING MINUTES - DRAFT
April 22, 2022
8:30-10:30

Facilitator:	Casey Gordon
Meeting Attendees:	<u>Steering members present</u>: Casey Gordon, Cheryl Schuch, Karen Tjapkes, Jose Salinas, Holly Wilson, Tom Cottrell, Karen Tjapkes, Susan Cervantes, Ryan VerWys, Adrienne Goodstal, Alonda Trammell, Elizabeth Stoddard, Wanda Couch, Tammy Britton, Fran Dalton, Victoria Arnold, Nelson Soto, Stephanie Brock-Knoper (for Rebecca Rynbrandt) <u>Steering members absent with notification</u>: Lauren VanKeulen, Victoria Sluga, Mark Contreras <u>Steering members absent without notification</u>: <u>Community Members</u>: Wende Randall (Essential Needs Task Force), Vera Beech (Community Rebuilders), Samuel Kallen (Housing Next) <u>Staff</u>: Courtney Myers-Keaton, Brianne Robach
Time Convened:	8:32am	Time Adjourned:	9:38am

Approval of Agenda			
Motion by:	Karen Tjapkes	Support from:	Adrienne Goodstal
Discussion	Courtney indicated that the budget is not ready for approval; she offered to provide an update under this agenda item instead.		
Amendments	None		
Conclusion	All in favor, motion passes.		
Approval of Minutes		**March 18, 2022**	
Motion by:	Tom Cottrell	Support from:	Alonda Trammell
Discussion			
Amendments	None		
Conclusion	All in favor, motion passes.		
Public Comment on Any Agenda Item			
Discussion			
None			
Approval of Consent Agenda			
Motion by:	Adrienne	Support from:	Tom Cottrell
Discussion	None		
Amendments			
Conclusion	All in favor, motion passes.		
Petitions and Communications			
Discussion			
None			
FY23 Coalition Budget			
Discussion			
Courtney shared that she met with United Way's (HWMUW) Finance team earlier this week to review the FY23 Coalition/CoC budget. HWMUW is finalizing a budget based on current fund amounts with the ability for the Coalition to make changes, if desired. There are no major changes, but funds would			

cover separate Program Manager and Administrative Assistant positions which has been established as a need. This change would eliminate the current CoC Associate position.

This budget will be presented to the HWMUW board for approval. Courtney will send the final version to Finance Committee, once available. They will meet, if needed, and a final budget will be brought to Steering Council for approval.

Action Items	Person Responsible	Deadline
Provide finalized budget to Finance Committee	Courtney	
Strategic Plan: Q2 2022 Rocks		
Discussion		

Courtney indicated that an implementation team (ITM) has been meeting regularly to track progress on Q1 rocks. She shared an update on each of the rocks. Highlights:
- One Q1 rock was to secure funding for one position. Conversations with a prospective funder for the Data Analyst position are ongoing.
- Identifying systems for data sharing is a rock and ITM recently discussed the need to tie this rock to annual priorities. Potential systems include health, criminal justice, and education. Fran noted that much of the data the Coalition reviews is reported to HUD. She wondered if this rock could lead to tracking additional community data points. Courtney noted there may be different ways of getting community data; this ties into the Coalition's desire to hire a Data Analyst to use community data for storytelling and in developing strategies to reach functional zero.
- Tom asked if data-sharing for the FUSE initiative connects with the data sharing rock. Courtney noted that this may have been the intent when the goal was developed, though she hopes to identify systems that will engage with two-way data sharing to benefit multiple systems. Cheryl wondered if Data Analysis Committee could determine additional data points for focus. Courtney noted that staff capacity is limited as has been discussed. She feels this is important and requires investment. Cheryl agreed and hopes efforts to build staff capacity will help bring the goal forward.
- Progress was made towards several Q1 rocks which were shifted or updated as Q2 rocks:
  o Development of a recruitment strategy was moved into Q2 as it is contingent on survey results which are forthcoming
  o There were staff changes with partners leading the Advisory Council work so progress was paused; scheduling the first meeting is carried over as a goal for Q2
  o Courtney is working with a consultant to develop an annual brief and plans for it to be finalized and published in Q2
  o An implementation plan for Coordinated Entry (CE) redesign is in progress; the hope is to have a final plan next month or two.
  o There was a Q1 rock around resource capacity. ITM discussed the need for capacity to fulfill this rock. It was reframed to identify a framework for a coordinated community response for prevention which aligns with ongoing discussions around the end of CERA.

Courtney presented additional draft rocks that were developed for Q2. These include:
- Establishing a process timeline and milestones to reach functional zero for families, chronic, and youth. This is mostly in place for families through the family functional zero work and an upcoming Built for Zero convening should help finalize a timeline for those experiencing chronic homelessness. Both processes will then serve as a basis for a youth process/timeline.
- The Michigan Racial Equity Strategic Plan work will help meet some of the Coalition's goals around race and equity. The guiding team (CERT) will be meeting soon. If someone who is part of CERT wants to be involved with ITM, let staff know

Staff will bring final rocks back next month and update Steering if any rocks are added. Annual priorities and progress can be discussed in May as well.

Ryan asked for background on the CE redesign process. Courtney suggested relying on minutes from past minutes when the Council asked CE Committee to develop a proposal. Staff can share the presentation document from that meeting which provides historical context.

Fran asked about the role of Steering Council in assessing CoC programming efficacy related to community need. Courtney indicated that this is part of the funding review process which is being updated. A draft will be brought to Steering Council. Courtney reviewed how community need is identified for different funding sources. Casey noted that this topic also may connect to prevention services and developing a baseline which may help reveal needs and other sources.

Action Items	Person Responsible	Deadline

Fiduciary MOU		
Discussion		

The Coalition enters into an MOU with Heart of West Michigan United Way (HWMUW) for fiduciary services. An updated draft of the MOU was included in the agenda packet. The section around Coalition role and responsibilities was added upon request from HWMUW. Additional minor changes were recommended by Executive Committee.

Tom asked how changes impact responsibilities of Steering Council members. Courtney indicated that the need for match funds has increased over years. Previously, before match funds were covered by HWMUW. This update puts the responsibility on the Coalition and Steering could help identify sources that could be used as match (in-kind and cash). In addition, HWMUW administrative responsibilities increased due to COVID funding. HWMUW has indicated they will provide services but need to support staff time spent on required responsibilities.

Staff will change the date range to the appropriate to 1 year time frame. **Tom motioned to adopt the MOU as written with the date change as discussed. Elizabeth seconded. All in favor, motion passes.**

Action Items	Person Responsible	Deadline

Funding Appeal Policy		
Discussion		

Brianne indicated that staff hoped to have a final draft ready for Steering to approve during this meeting, but this is not ready yet. She overviewed the purpose of the policy. An Appeals Panel may form in response to Funding Review Committee recommendations, if requested by an applicant, to determine if appeal is valid and if the committee's recommendation should be changed. The policy, which is currently interim, details the composition of an appeals panel and timeline for appeals. Courtney indicated that the update is not seeking major changes to policy, is codifying policy that has been interim for several years. The updated policy will also incorporate other funding source as well as the CoC Program Competition. The timeline will differ between the two as will the composition of the panel.

Fran asked if the policy has been used historically. Courtney indicated that a policy is required by funding sources and the interim policy has been used in the past, so a robust policy is important. Brianne will send the older policy to the Council for reference. A final draft will be brought for approval next meeting.

Action Items	Person Responsible	Deadline
Send Funding Appeal Policy for reference	Brianne	
Other Matters from Steering Council members		
Discussion		
None.		
Public Comment on Any Item		
Discussion		
None.		
Adjourn		
Motion by:	Cheryl Schuch	Support from:	Tom Cottrell

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

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

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

March
Data Quality Committee Report
CoC and ESG Mid-Term Monitoring

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

May
Nominating Committee forms

June
Steering Council Funding Process Review
Governance Charter Recommended Changes to
    CoC membership
Open Call for New CoC Members
PIT Data Released

July
NAEH Annual Conference
Strategic Plan: Review of Q2 Rocks and
    Introduction of Q3 Rocks

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

September
MSHDA Emergency Solutions Grant Application
HUD CoC Program Application Due (Anticipated)
PIT Planning Begins

October
LIHTC Developer Presentations to Steering
    (April Round)
Governance Charter Review, including Fiduciary
    MOU
Strategic Plan: Review of Q3 Rocks and
    Introduction of Q4 Rocks

November
Staff Evaluations Initiated by Fiduciary

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

Data Analysis Committee --

Summarizing the April Data Analysis meeting:
1) No luck so far in accessing data regarding outcomes by race, ethnicity, and/or program type.
2) The committee noted differences in LOT (length of time) data among three sources: Stella (49 days), SPM (70 days), and Core Demo (62 days), and asked for clarification as explanations offered failed to identify a meaningful number.
3) DA Committee requested updates from MCAH's Racial Equity work group.
4) DA Committee noted that SPM5 data received for the one-year period Oct 2020 through September 2021 was strongly affected by COVID/CERA as well as variances in data collection.
5) No data was/is available regarding prevention and diversion.
6) Committee review of HIC data raised questions about temporary versus year-round data and was advised that HIC is a point-in-time number rather than an annual count.
7) DA Committee requested the full PIT count data set in order to develop a draft, public-facing report.
8) There is no progress regarding the data protocol worksheet developed earlier this year.

Youth Committee --

- The application for YHDP Funding was the main focus at the April Youth Committee meeting. Tiffany brought up best practices regarding wire transfers for youth. Members asked about connecting with Detroit who was previously awarded a YHDP grant.
- Another point of concern was the number of youth on the youth functional zero list in shelter or outside - 135 total, 21 of which are in emergency shelter and the remaining 114 are unsheltered. Conversation regarding reasons for such a high number.
- The Youth Action Board is meeting regularly. Li Kaplan (AYA Youth Collective) is facilitating.

Outreach Workgroup --

- The Outreach Workgroup reviewed the data from the PIT Count. We were updated about the Built for Zero By-Name List and informed about how the Outreach Workgroup will fit into the process. The Outreach Workgroup again wants to thank all agencies for their assistance with both initiatives.

Ending Veterans Homelessness Committee & Veterans Action Board --

- The Ending Veteran Homelessness Committee work groups continue to meet monthly and the EVHC larger committee meets quarterly.
- The Maintaining Functional Zero workgroup continues to review the USICH Benchmarks & Criteria for maintaining functional zero.
- Public facing dashboards on community level data and the USICH criteria and benchmarks remain available and updated monthly. These are reviewed regularly by the Maintaining Functional Zero workgroup.

- Members from the Engagement & Resource workgroup met with Mel Trotter staff to coordinate on increased Veteran outreach.
- The national VA office has issued a new permanent housing challenge to house 38,000 Veterans experiencing homelessness by the end of 2022. The local VA is in the process of developing an action plan to address this new goal and this will be discussed at the next quarterly EVHC meeting.

CERA (COVID Emergency Rental Assistance) –

- As of May 17th, 15,194 applications have been received in Kent County. Of those, 7,991 have been approved and 1,533 are in progress.
- A total of $43,071,368 has been distributed with an average of $5,390 per household.
- Additional data from May 1st can be found in the charts in the data reports section of the consent agenda.

Continuum of Care Grant Financial Status

As of **April 30, 2022**

Grant	Grant Award Amount	Total Projected Expenses	Over Spent or **Need to Spend**	Grant Year End Date
HWMUW (Match)	$ 17,000.00	20,924.77	3,924.77	6/30/2022
MSHDA ESG 21.22	$ 456,049.00	-	(456,049.00)	9/30/2022
MSHDA ESG 20.21	$ 369,419.00	361,386.00	(8,033.00)	12/31/2021
MSHDA EHV	$ 174,000.00	174,000.00	0.00	9/30/2023
MSHDA CV	$ 1,258,866.00	1,121,378.60	(137,487.40)	9/30/2022
CITY OF GR CDBG (MATCH)	$ 20,050.00	25,861.50	5,811.50	6/30/2022
CITY OF WYOMING CDBG (MATCH)	$ 5,000.00	4,901.18	(98.82)	6/30/2022
HUD PLANNING 11.30.22	$ 206,850.00	189,497.69	(17,352.31)	11/30/2022
KENT COUNTY CUNP 12.31.22 (MATCH)	$ 20,000.00	7,927.26	(12,072.74)	12/31/2022
HMIS SALVATION ARMY 11.30.22	$ 77,458.00	72,515.08	(4,942.92)	11/30/2022
NPTA	$ 5,000.00	4,900.00	(100.00)	12/31/2022
KENT COUNTY CDBG	$ 10,000.00	10,000.00	0.00	6/30/2022
Total	$ 2,619,692.00	$ 1,993,292.08	(626,399.92)	

Notes

$4,000 Mission Matters Strategic Planning

Waiting on budget amendment approval to submit last expenses

Submitted Q1 2022 FSR

Waiting on budget amendment

Projected overspend offset by underspend in ENTF

Quarter	Rocks by 15th following each quarter	Lead
Q2 - FY22	Complete and share Implementation Plan for CE Redesign	
Q2 - FY22	**Develop CoC recruitment strategy to increase stakeholder representation**	
Q2 - FY22	**Schedule 1st Advisory Council membership meeting**	
Q2 - FY22	Identify framework for coordinated community response for prevention (action item: total 2020 prevention funding in Kent County)	
Q2 - FY22	Hold 2-3 CoC info sessions re:strategic plan and CoC initiatives with community leaders	
Q2 - FY22	**Publish annual brief and report**	
Q2 - FY22	Define functional zero for families, chronic, and youth in our community and what it looks like to work towards functional zero	
Q2 - FY22	**Through MI Racial Equity Strategic Planning, assess the current status of equity objectives and available data**	**Reliant on MCAH process**
Q2 - FY22	Communicate a quarterly data sharing protocol - include process for reporting out to other stakeholders, ie quarterly report highlighting strengths and oppurtuntites; Steering Calendar	

2022 Point-in-Time Count and Comparisons - DRAFT

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

The US Department of Housing and Urban Development (HUD) requires each Continuum of Care (CoC) to conduct a count annually of people experiencing homelessness on a single night, known as the Point-in-Time (PIT) Count. The 2022 PIT Count was performed on the night of Wednesday, February 23rd, 2022.
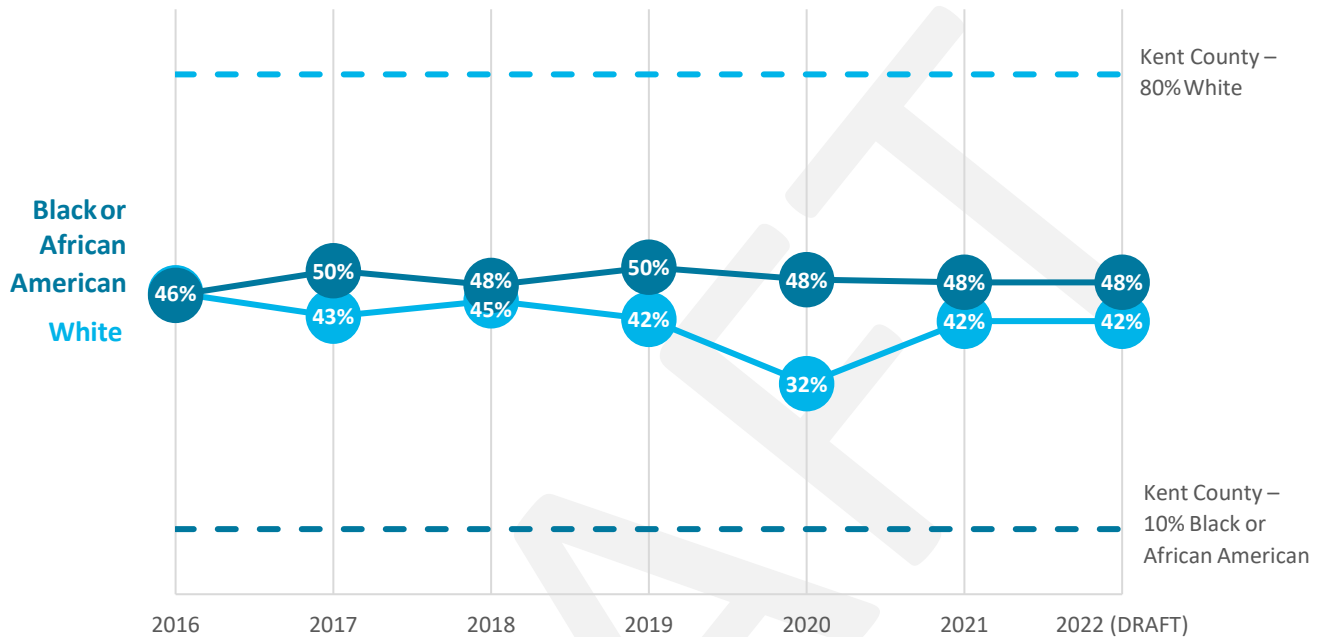
The total number of persons experiencing homelessness on one night increased from last year's count and has increased markedly since 2016. The number of persons in emergency shelter and transitional housing[1] increased from 2021 while unsheltered persons[2] decreased.

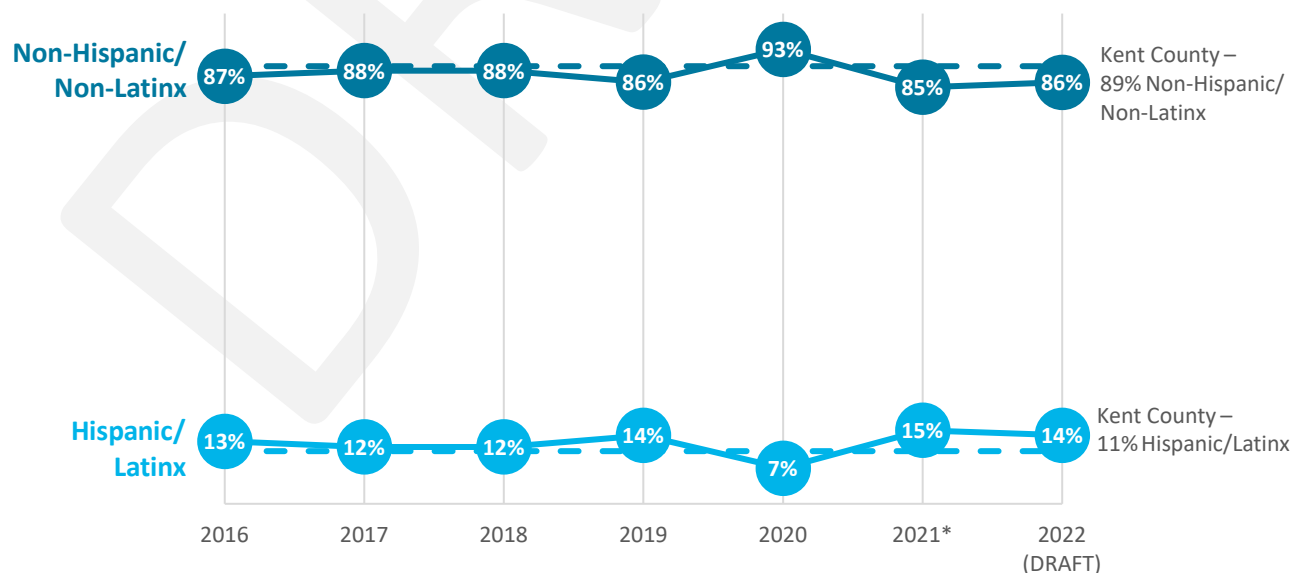|	Change since 2016	Change since 2021
Total	↑31%	↑17%
Emergency Shelter	↑36%	↑24%
Transitional Housing	↑13%	↑8%
Unsheltered	↑24%	↓17%
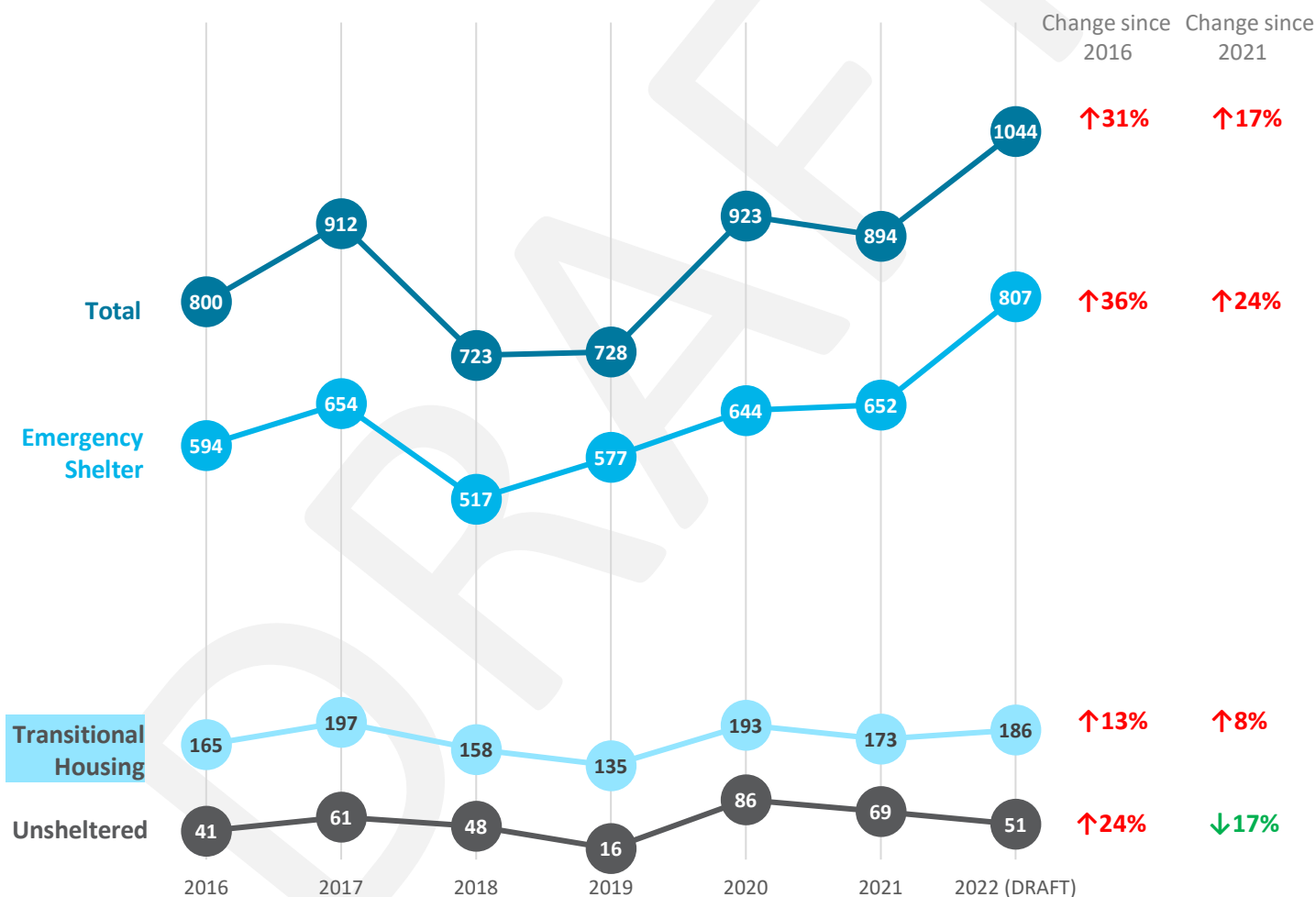
Please note that 2021 data were affected by COVID-19 as the January 2021 count was performed during a peak in the pandemic. Due to COVID-19, the unsheltered portion of the count was conducted as an observation-based count in which demographic and population data was not collected from all individuals. This also may have led to an undercount of the unsheltered population.

Demographics

White individuals experiencing homelessness were underrepresented when compared to Kent County (80%). Black or African American individuals were over-represented when compared to Kent County (10%), revealing a **racial disparity**. Although data for remaining races is not shown here, "American Indian or Alaskan Native" and "Two or more races" were slightly overrepresented at 1.9% and 7.8%, compared to 0.4% and 4.1% in Kent County, respectively. [3, 4]

Hispanic/Latinx individuals experiencing homelessness on one night were fairly represented when compared to Kent County. The proportion of Hispanic/Latinx individuals experiencing homelessness remained steady over time. [3, 4]
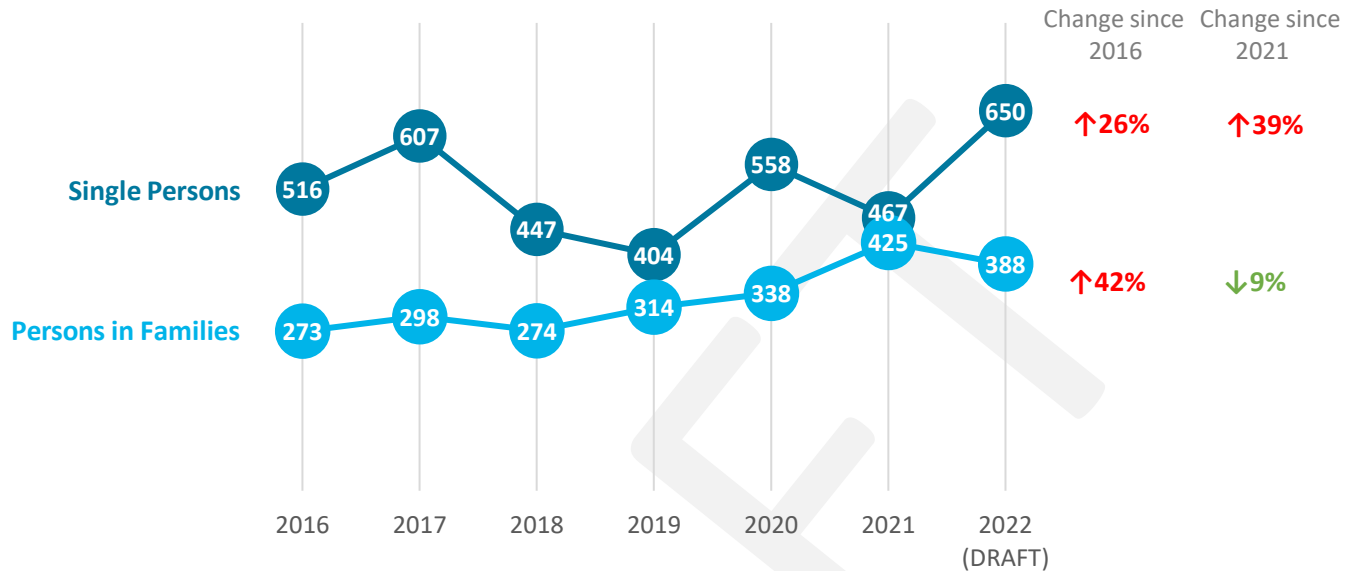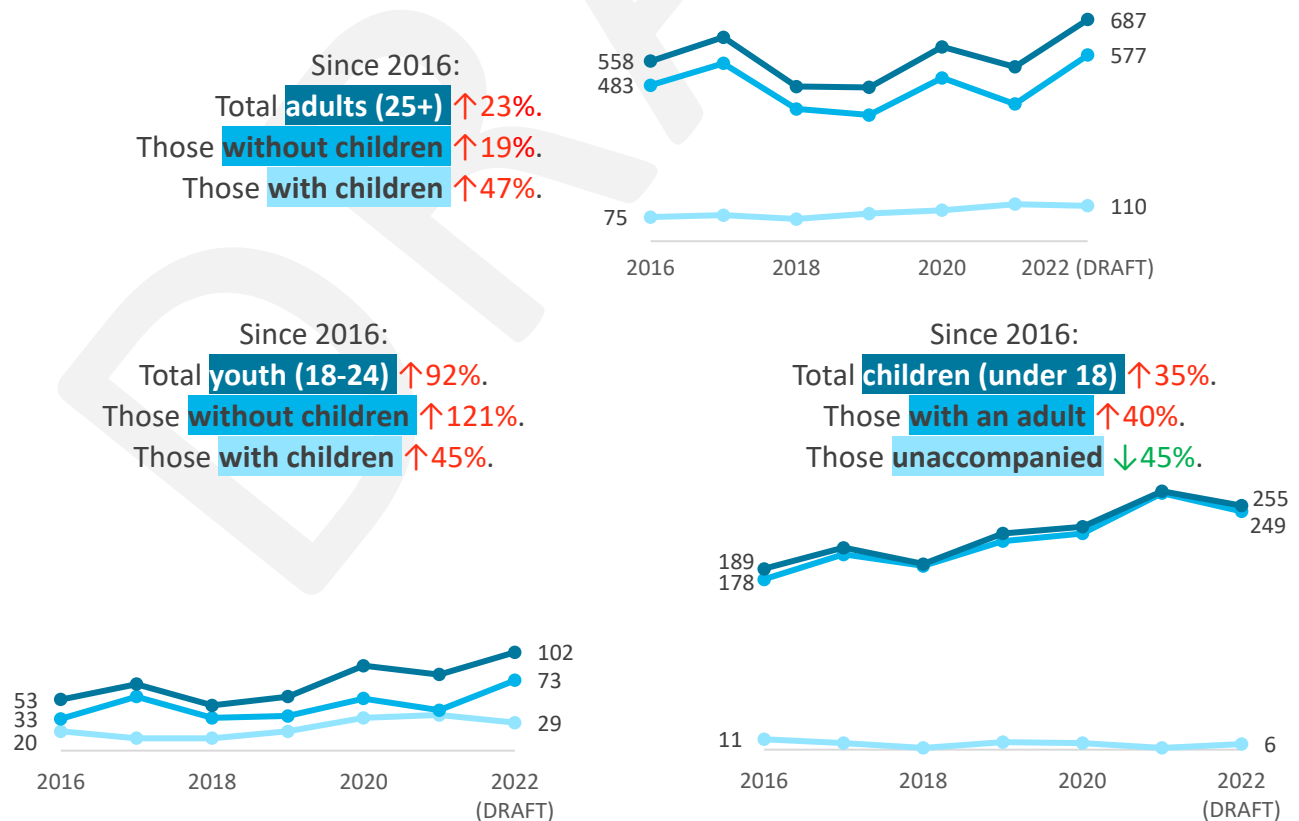
Populations

The number of single persons experiencing homelessness on one night increased in the last year and since 2016. The number of persons in families (at least one adult and one child) decreased slightly since last year but has increased overall since 2016. [4]

Change since 2016   Change since 2021

Single Persons
516   607   447   404   558   467   650
                                   425   388

↑26%   ↑39%

Persons in Families
273   298   274   314   338

↑42%   ↓9%

2016   2017   2018   2019   2020   2021   2022 (DRAFT)

When broken down by age, the total number of adults (ages 25 and older), youth (ages 18-24), and children (under age 18) has risen since 2016. Adults and youth in all categories saw an increase as did children accompanied by an adult. The only group that saw a decrease since 2016 was children who were not accompanied by an adult. [4]

Since 2016:
Total **adults (25+)** ↑23%.
Those **without children** ↑19%.
Those **with children** ↑47%.

558   687
483   577
75   110

2016   2018   2020   2022 (DRAFT)

Since 2016:
Total **youth (18-24)** ↑92%.
Those **without children** ↑121%.
Those **with children** ↑45%.

53   102
33   73
20   29

2016   2018   2020   2022 (DRAFT)

Since 2016:
Total **children (under 18)** ↑35%.
Those **with an adult** ↑40%.
Those **unaccompanied** ↓45%.

189   255
178   249
11   6

2016   2018   2020   2022 (DRAFT)

Populations

The number of persons experiencing chronic homelessness has increased substantially since 2016 whereas the number of veterans experiencing homelessness decreased. [2,4,5]
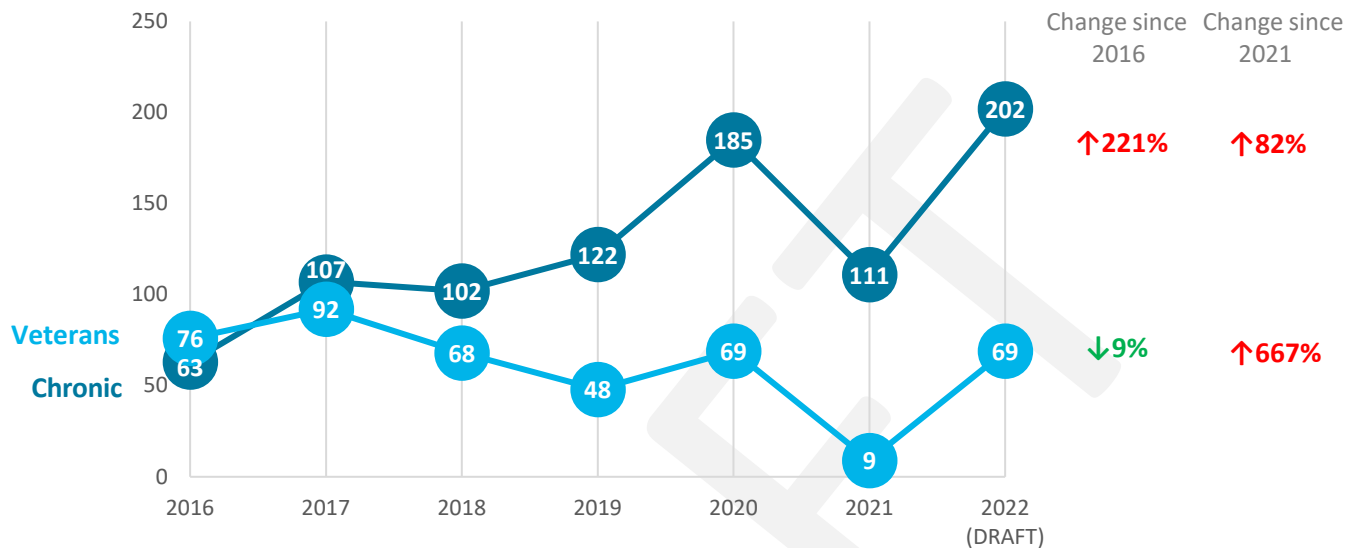
Note: 2021 data were affected by COVID-19 as the January 2021 count was performed during a peak in the pandemic.

In 2022, **males (M)** made up more than half of those experiencing homelessness (total) and in emergency shelter and unsheltered. **Females (F)** were a majority in transitional housing. *Due to low number "Transgender", "Questioning" and "a gender not singularly male or female" (13 or <2%), responses were combined into one category. However, we know that historically marginalized populations may under-report due to real or perceived stigma.
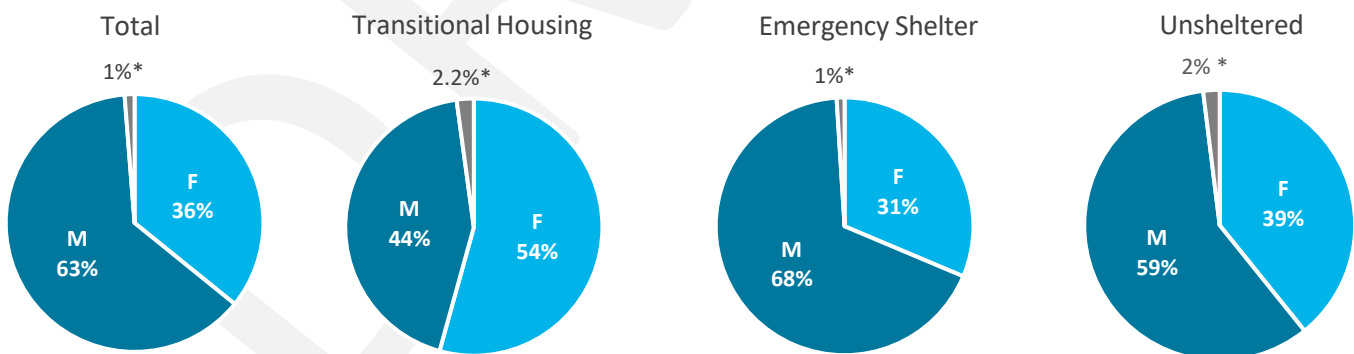
[1] For a definition of transitional housing, see www.hudexchange.info/programs/coc/coc-program-eligibility-requirements/.

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

[3] Kent County data is from the 2019 American Community Survey 5-Year Estimates Table S0101 - Age and Sex and Table B02001 – Race and Table B02001 - Race and Table B03003 - Hispanic or Latino Origin.

[4] In 2021, unsheltered data was collected on an observational basis and as such accuracy is limited. 2021 demographic calculations include only data from those staying in emergency shelter or transitional housing. Population data from unsheltered individuals is included where available.
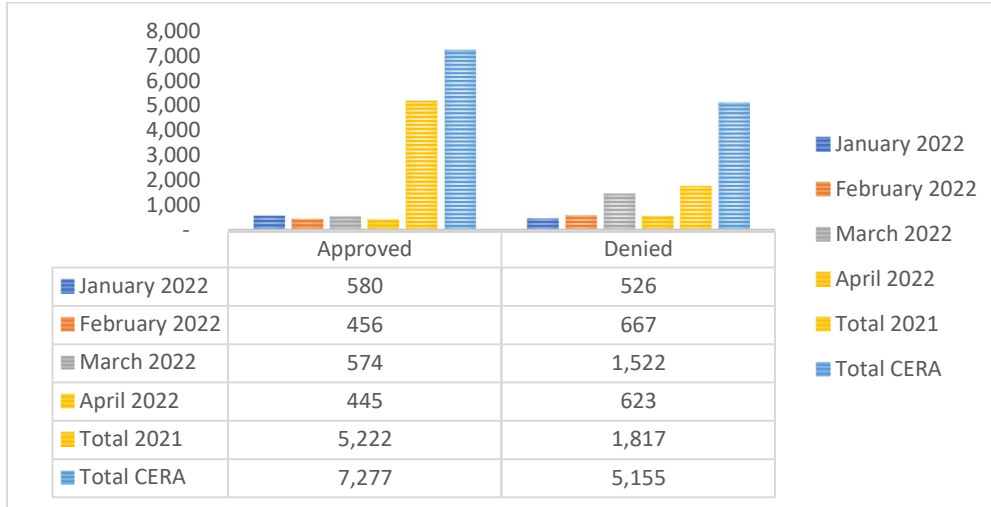
[5] For a definition of chronic homelessness, see www.hudexchange.info/resource/4847/hearth-defining-chronically-homeless-final-rule/.

KENT COUNTY CERA STATUS

5.1. 2022

Applications Approved vs Denied:

Summary: Over 7,200 applications have been approved, the number of denials has come back down as the guidelines have now been relaxed by MSHDA after seeing a huge spike in denials in March.

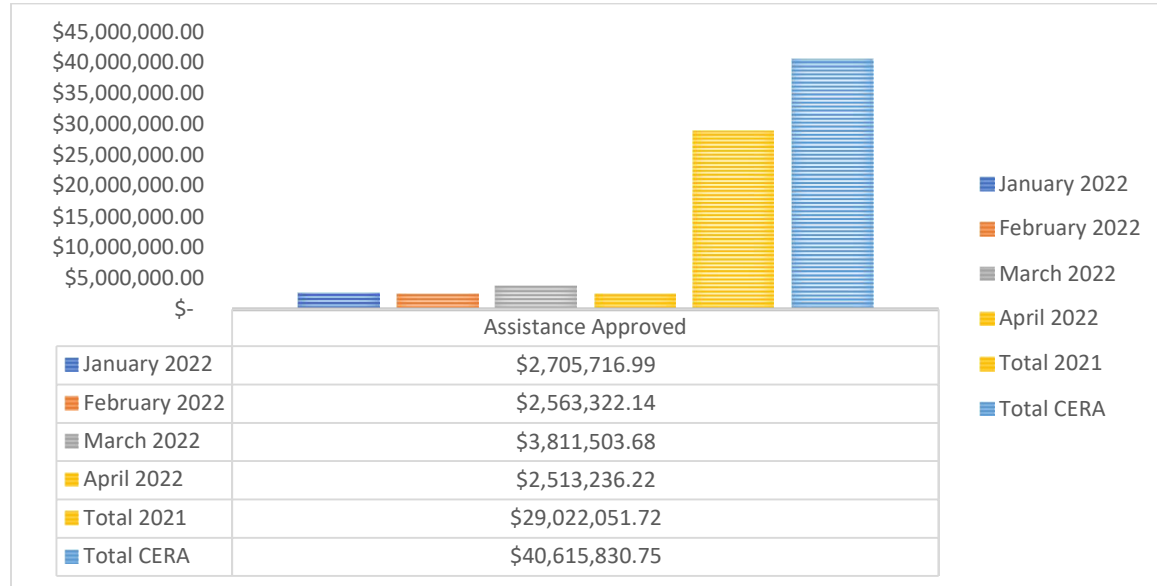|	Approved	Denied
January 2022	580	526
February 2022	456	667
March 2022	574	1,522
April 2022	445	623
Total 2021	5,222	1,817
Total CERA	7,277	5,155

Application Approval Rate

Summary: Approval rate is dropped because of the more restrictive guidelines from CERA 2, since the restrictions have been slightly relaxed, we are back up to 42% approval rate.
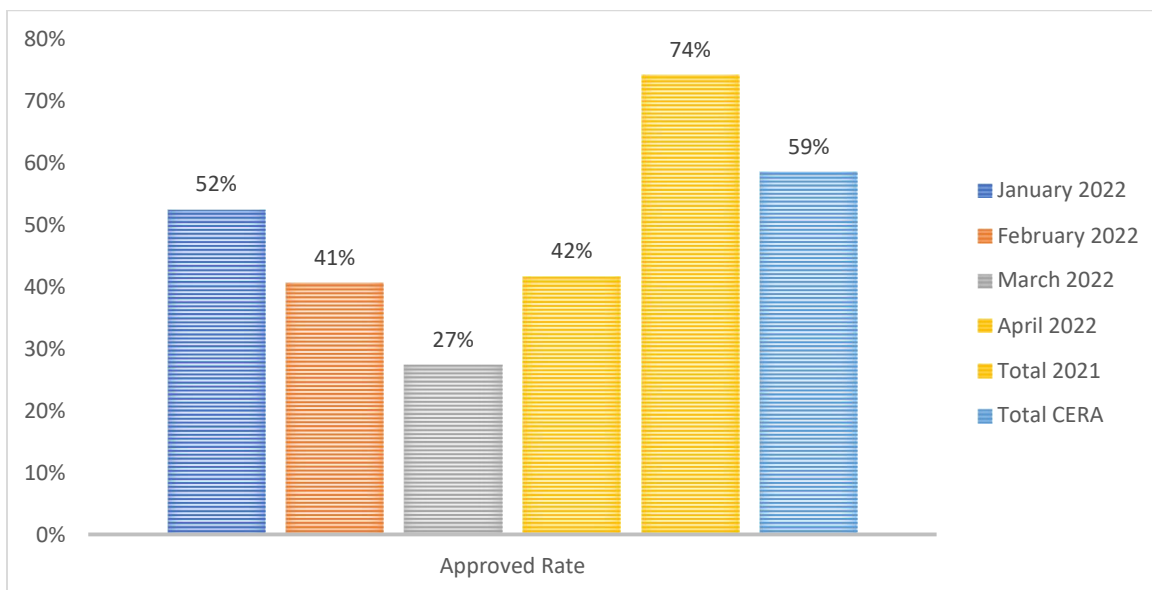
Financial Assistance Approved: $40,615,830.75

Summary: Total assistance approved is over 40 million in Kent County through April, we have spent down 40% of CERA 2 and 84% of CERA 1. We have approximately $20 million left to spend in CERA 1 and CERA 2 as of March 1, 2022.

Assistance Approved	
■ January 2022	$2,705,716.99
■ February 2022	$2,563,322.14
■ March 2022	$3,811,503.68
■ April 2022	$2,513,236.22
■ Total 2021	$29,022,051.72
■ Total CERA	$40,615,830.75

Total Received Applications: 14,389

Summary: After seeing a steady decline since January, we saw a slight uptick in April
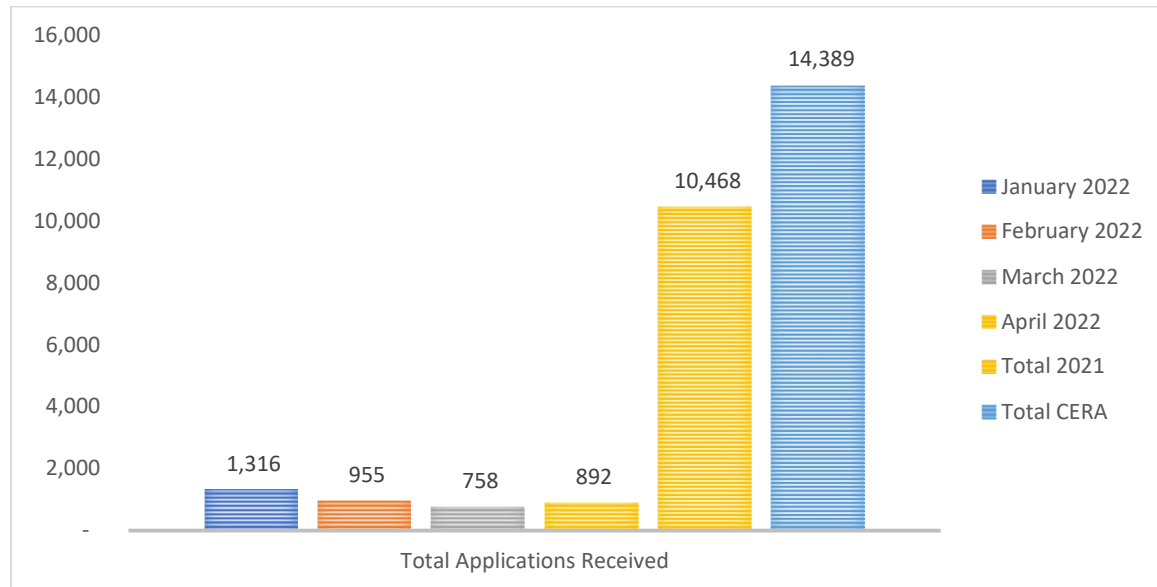
Demographics: Applications Received by Zip Code

Summary: The same zip codes are in the top 5, the only zip codes illustrated are those with 25 or more applications received.
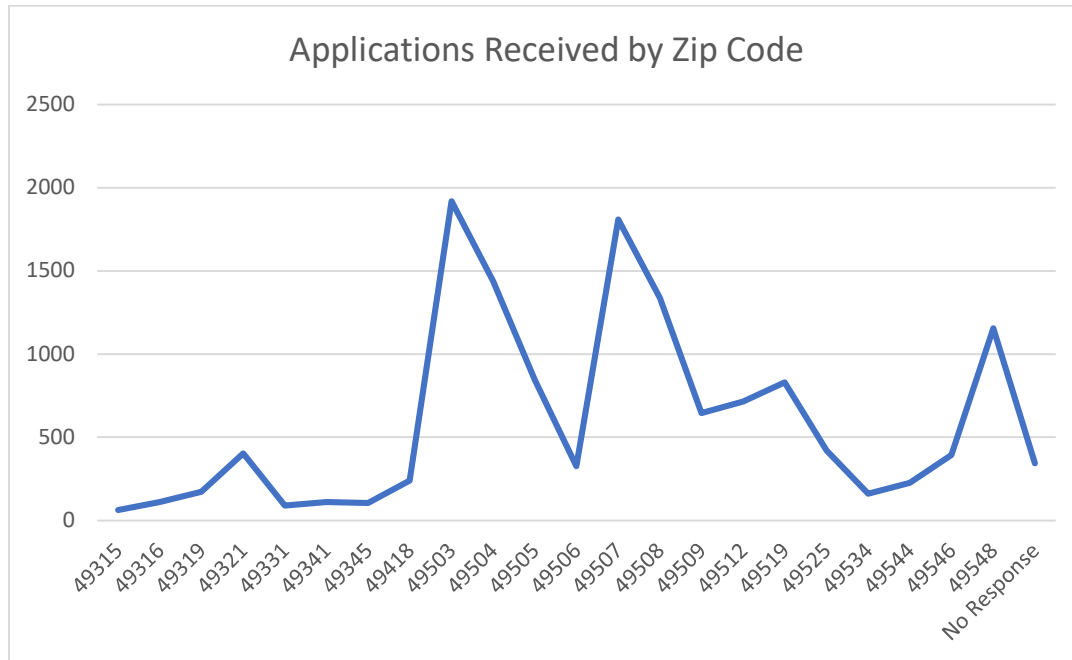
49503	1919	No Response	343
49507	1809	49506	326
49504	1437	49418	239
49508	1338	49544	226
49548	1155	49319	171
49505	845	49534	161
49519	829	49316	111
49512	715	49341	111
49509	646	49345	104
49525	420	49331	89
49321	403	49315	64
49546	394		

Demographics: Race and Ethnicity based on Applications Received, Denied and Approved.

Summary: The largest groups showing the greatest need are still Black-African, White and Other/Multi-Race. The percentage of applications approved or denied between each race group are in line with the percentage of those received. With Ethnicity, the percentages remain very similar form the previous month.
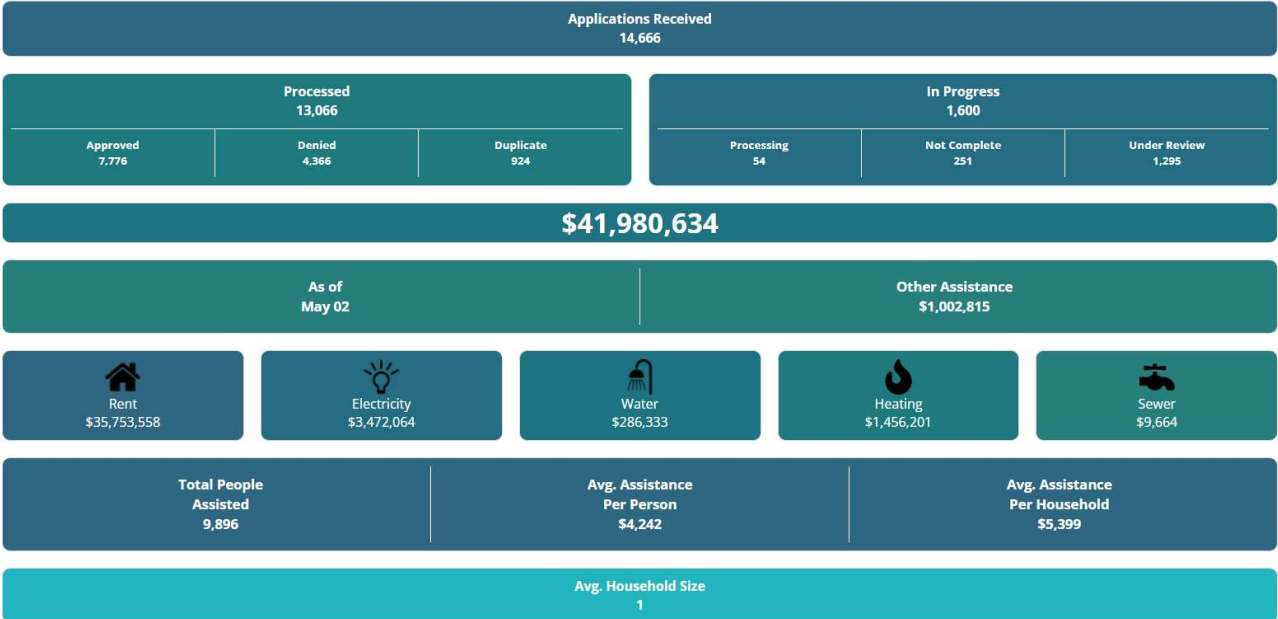
Race	Applications Approved	Applications Denied	Applications Received
American Indian / Alaska Native / Black-African American	0.40%	0.49%	0.47%
American Indian / Alaska Native / White	0.22%	0.33%	0.24%
American Indian / Alaskan Native	0.45%	0.64%	0.52%
Asian	0.30%	0.41%	0.36%
Asian / White	0.26%	0.70%	0.42%
Black / African American / White	3.45%	4.23%	3.76%
Black-African American	53.59%	49.50%	52.20%
Native Hawaiian / Pacific Islander	0.19%	0.21%	0.20%
Other / Multi-Race	11.02%	10.88%	10.99%
White	30.09%	32.59%	30.81%
No Response	0.01%	0.02%	0.02%
Grand Total	100.00%	100.00%	100.00%

Ethnicity	Applications Approved	Applications Denied	Applications Received
Hispanic / Latino	12.35%	12.39%	12.38%
Non-Hispanic/ Latino	87.63%	87.59%	87.60%
No Response	0.01%	0.02%	0.02%
Grand Total	100.00%	70.76%	100.00%

CERA Portal Dashboard as of 5.2.22

Advisory: The numbers reflected in the dashboard included figures that are not final as they factor applications that are still pending final approval or denial

Applications Received
14,666

Processed			In Progress		
13,066			1,600		
Approved 7,776	**Denied** 4,366	**Duplicate** 924	**Processing** 54	**Not Complete** 251	**Under Review** 1,295

$41,980,634

As of May 02	Other Assistance $1,002,815

Rent $35,753,558	Electricity $3,472,064	Water $286,333	Heating $1,456,201	Sewer $9,664

Total People Assisted 9,896	Avg. Assistance Per Person $4,242	Avg. Assistance Per Household $5,399

Avg. Household Size
1

Grant	Total Grant '23	Total Grant '24	Total Grant '25
HWMUW (Match)	$ 17,000	$ 10,000	$ 5,000
MSHDA	$ 350,000	$ 350,000	$ 350,000
City of GR CDBG (Match)	$ 20,000	$ 20,000	$ 20,000
City of Wyoming CDBG (Match)	$ 5,000	$ 5,000	$ 5,000
HUD Planning	$ 217,358	$ 228,226	$ 239,637
Kent County CUNP	$ 20,000	$ 20,000	$ 20,000
HMIS - TSA	$ 77,458	$ 77,458	$ 77,458
Kent County CDBG (Match)	$ 10,000	$ 10,000	$ 10,000
TOTAL REVENUE	$ 716,816	$ 720,684	$ 727,095
Personnel Costs	$ 171,000	$ 176,130	$ 181,414
Admin. Asst. w/ benefits	$ 25,000	$ 25,750	$ 26,523
Community Inclusion	$ 10,000	$ 10,000	$ 10,000
Professional Fees	$ 90,000	$ 90,000	$ 90,000
Grant Passthrough	$ 336,000	$ 336,000	$ 336,000
Office Supplies/Printing	$ 509	$ 495	$ 495
Computer Software/Website Support	$ 7,400	$ 7,400	$ 7,400
Equipment Exp	$ 1,700		
Conferences & Professional Development	$ 14,000	$ 13,350	$ 13,122
Community Training	$ 10,000	$ 10,000	$ 10,000
Meetings	$ 500	$ 500	$ 500
Parking	$ 3,360	$ 3,360	$ 3,360
Indirect	$ 47,347	$ 47,699	$ 48,281
TOTAL EXPENSES	$ 716,816	$ 720,684	$ 727,095
Revenue/Expenses	$ 0	$ 0	$ 0

Assumptions:

Assumes $350,000 in ESG funding w/ 4% administrative fee

Personnel costs consist of: Director + Program Manager (2 FTE)

HUD Planning grant increases each year

Matching funds will be met with HWMUW In-kind time

2023	HUD	HMIS
Matching Funds Provided:		
City of Wyoming CDBG	5,000	
City of GR CDBG	20,000	
Kent County CDBG		10,000
Kent County CUNP		20,000
HWMUW	17,000	
Total Match Provided	42,000	30,000
Match required:		
HUD Planning	54,340	
HMIS		22,615
Over/(under)	(12,340)	7,385
HWMUW In Kind services will cover shortfall, if any	23,000	

2024	HUD	HMIS
Matching Funds Provided:		
City of Wyoming CDBG	5,000	
City of GR CDBG	20,000	
Kent County CDBG		10,000
Kent County CUNP		20,000
HWMUW	10,000	
Total Match Provided	35,000	30,000
Match required:		
HUD Planning	57,056	
HMIS		22,615
Over/(under)	(22,056)	7,385
HWMUW In Kind services will cover shortfall	25,000	

2025	HUD	HMIS
Matching Funds Provided:		
City of Wyoming CDBG	5,000	
City of GR CDBG	20,000	
Kent County CDBG		10,000
Kent County CUNP		20,000
HWMUW	5,000	
Total Match Provided	30,000	30,000
Match required:		
HUD Planning	59,909	
HMIS		22,615
Over/(under)	(29,909)	7,385
HWMUW In Kind services will cover shortfall, if any	27,000	

GRAND RAPIDS/WYOMING/KENT COUNTY CONTINUUM OF CARE - MI 506

DRAFT Funding Appeal Policy and Process

BACKGROUND

The Grand Rapids Area Coalition to End Homelessness, also known as the Grand Rapids/Wyoming/Kent County Continuum of Care (CoC) – MI 506 entity and here forward referenced as the Coalition, is committed to ensuring homelessness is rare, brief, and non-recurring across Kent County. A powerful tool for this is the appropriation of public funds to permanent housing and homeless response system projects. One such tool is the Continuum of Care Program Competition of the U.S. Department of Housing and Urban Development (HUD).

Each year, the Coalition and its partner agencies must apply to HUD for CoC Program funding to support our area's homeless response system. Through this process, known as the CoC Program Competition, local applications are solicited, evaluated, and recommended for inclusion in the Coalition's application to HUD. Additional funding opportunities include the appropriation of Michigan State Housing Development Authority (MSHDA) Emergency Solutions Grant (ESG) funds.

FUNDING REVIEW

The Coalition's Funding Review Committee is comprised of community members who represent systems that fund or interface with the homeless response system, are knowledgeable about homelessness and housing, and are without conflicts of interest. The Coalition Funding Review Committee is charged with preparing funding recommendations for Steering Council consideration.

ELIGIBLE APPEALS

An appeal can only be made by an applicant regarding its own application. If the applicant organization or their project fail to meet funder thresholds, appeals will not be considered. All notices of appeal must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed. Appeals may be made for the following reasons:

1) The applicant believes their application was incorrectly scored (scoring error or oversight of information within the application) and should have received a higher score that would change the funding recommendation for their project; and/or

2) The applicant believes there may be an improper application or interpretation of HUD or CoC rules and regulations concerning participation of the appellant in the application process.

APPEALS PANEL COMPOSITION

CoC Program Competition

The Appeals Panel will consist of one Funding Review Committee member, one Steering Council member, and recruited members (minimum of three) from Continuums of Care outside of Kent County. Appeals Panel members shall have one vote. The meeting of the Panel will be facilitated by Coalition staff. All members of the Appeals Panel will be required to sign the same Conflict of Interest Disclosure Statement as Steering Council and Funding Review Committee members. In accordance with standards set by the CoC Program Interim Rule 578.95(b) and the US Code of Federal Regulations, Title 24-Housing and Urban Development 583.330 (e), Appeals Panel members will not be permitted to have real or perceived conflicts of interest with any agencies applying in the current round of funding. Appeals Panel members will disclose any potential conflict of interest and the remaining Appeals Panel members will vote to confirm if a conflict of interest is present. If, by majority vote, it is determined a conflict is present, the Panel member will remove themselves from the meeting.

Other Funding Sources

Unless otherwise specified by the funding regulations, the Appeals Panel for non-HUD affiliated applications will consist of a minimum of two Funding Review Committee members and three Steering Council members. At least one member should have lived experience of homelessness. Appeals Panel members shall have one vote. The meeting of the Panel will be facilitated by Coalition staff. All members of the Appeals Panel will be required to sign the same Conflict of Interest Disclosure Statement as Steering Council and Funding Review Committee members. In accordance with standards set by the CoC Program Interim Rule 578.95(b) and the US Code of Federal Regulations, Title 24-Housing and Urban Development 583.330 (e), Appeals Panel members will not be permitted to have real or perceived conflicts of interest with any agencies applying in the current round of funding. Appeals Panel members will disclose any potential conflict of interest and the remaining Appeals Panel members will vote to confirm if a conflict of interest is present. If, by majority vote, it is determined a conflict is present, the Panel member will remove themselves from the meeting.

APPEALS PROCESS AND TIMELINE

CoC Program Competition
- All applicants will be notified in writing via email outside of *e-snaps,* HUD's online application site, of Funding Review Committee recommendations. This will include whether and how their project(s) is recommended to be placed in the Project Priority Listing submitted to HUD.
- Appeals shall be submitted in writing via email to Coalition staff within five business days following the announcement of funding recommendations. The date will be stated on the funding application timeline provided with the initial funding application.
- The Appeals Panel will convene within ten days following the deadline for filing appeals, subject to Notice of Funding Opportunity (NOFO) timeline constraints, to review written appeals and all pertinent application materials.
- Coalition staff will notify applicants of Appeals Panel decisions in writing via email within two business days.
- If an applicant's appeal is denied by the Appeals Panel and they wish to pursue the appeal further, the appeal may be advanced to the Steering Council. Applicants wishing to further pursue an appeal shall notify Coalition staff in writing via email within two business days of receiving the Appeals Panel's decision.

- The final recommended Project Priority Listing will be submitted to Steering Council for consideration and approval prior to submission of the CoC Consolidated Application. Any appeals submitted for further consideration will be reviewed at this time. The decision made by Steering Council shall be final.

Other Funding Sources

Unless otherwise specified by the funding regulations, the below timeline will be utilized.

- All applicants will be notified in writing via email of Funding Review Committee recommendations.
- Appeals shall be submitted in writing via email to Coalition staff within two business days following the announcement of funding recommendations. The date will be stated on the funding application timeline provided with the initial funding application.
- The Appeals Panel will convene within five days following the deadline for filing appeals, subject to funding timeline constraints, to review written appeals and all pertinent application materials.
- Coalition staff will notify applicants of Appeals Panel decisions in writing via email within two business days.
- If an applicant's appeal is denied by the Appeals Panel and they wish to pursue the appeal further, the appeal may be advanced to the Steering Council. Applicants wishing to further pursue an appeal shall notify Coalition staff in writing via email within two business day of receiving the Appeals Panel's decision.
- The final funding recommendation will be submitted to Steering Council for consideration and approval. Any appeals submitted for further consideration will be reviewed at this time. The decision made by Steering Council shall be final.

APPEALS TO HUD (CoC Program Competition Only)

Once Steering Council approves funding recommendations, appeals may be made directly to HUD. Appeals to HUD may be made by solo applicants who, "…were denied the right to participate in a reasonable manner" (Notice CPD-14-01, 24 CFR Part 578) and their project is not included in the Project Priority Listing submitted by the Coalition to HUD in the CoC Consolidated Application. To appeal to HUD, applicants must submit their project application in *e-snaps* by the deadline listed in HUD's NOFO for the respective application round.

Approved by Steering Council: _____