



Steering Council Meeting Agenda
June 16, 2023 ▫ 8:30 – 10:30am ▫ 821 Division Ave S

1. Call to Order/Introductions
2. Approval of the Agenda*
3. [Approval of May 19, 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: None
6. Petitions and Communications
7. Staffing & Funding Updates
 - a. SSO CE Grant Update
8. CoC Program Competition Reallocation
9. [Youth Homelessness Demonstration Project Selection*](#)
10. MSHDA ESG 2023/2024
 - a. Potential Funding Allocation Priorities
11. Nominating Committee Membership – *Steering Council to select chair and additional member for Nominating Committee; members cannot be current officers. This could wait until July but would need to happen then to give the full CoC time to elect members in August.*
12. [Emergency Shelter Service Standards](#)
13. [Prevention Service Standards](#)
14. Community Engagement/Street Outreach Initiative Update – *Kate Berens*
15. Any other matters by Steering Council Member(s)
16. Public Comment on Any Matter (Limit 3 minutes ea.)
17. Adjournment

Next meeting: Friday, July 21st, 8:30 – 10:30am

* denotes potential action item



**STEERING COUNCIL
MEETING MINUTES - DRAFT**

May 19, 2023
8:30-10:30

Facilitator:	Elizabeth Stoddard		
Meeting Attendees:	<u>Steering members present:</u> Casey Gordon, Holly Wilson, Gustavo Perez, Ryan VerWys, Ryan Kilpatrick, Jose Salinas, Karen Tjapkes, Skyler Boeve, Victoria Arnold, Elizabeth Stoddard, Mark Contreras, Adrienne Goodstal, Victoria Sluga, Fran Dalton, Nicole Hofert, Lindsey Reames, Charisse Mitchell, Lauren VanKeulen <u>Steering members absent with notification:</u> Alonda Trammell, Kate Berens <u>Steering members absent without notification:</u> <u>Community Members:</u> Wende Randall (ENTF), Anna Diaz (Community Rebuilders), Chad Coffman (Kent County), Nicole Beagle (MSHDA), Cheryl Schuch (Family Promise) <u>Staff:</u> Courtney Myers-Keaton, Brianne Robach, Ronan Parmenter		
Time Convened:	8:32 am	Time Adjourned:	10:33 am

Approval of Agenda			
Motion by:	Adrienne Goodstal	Support from:	Lauren VanKeulen
Discussion			
Amendments	Adding 10c: NOFA released from MSHDA Adding 14a: Outreach efforts in coordination with the City of Grand Rapids Adding 14b: Changes to CHC 1.0		
Conclusion	All in favor, motion passes.		
Approval of Minutes		April 21, 2023	
Motion by:	Fran Dalton	Support from:	Lauren VanKeulen
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:	Gustavo Perez
Discussion	None		
Conclusion	All in favor, motion passes.		
Petitions and Communications			
Discussion			
None			
Kent County CoC Grant Transfer Request			
Discussion	Courtney gave context to the Grant Transfer Request: it was approved for the FY2021 grants prior to awards announcement for FY2022 CoC Program competition; grant transfer needs to happen again prior to the next NOFO. Chad shared that the application was submitted under Kent County's name, and HUD advised they are issuing 2022 grants to Kent County. After the transfer of FY2022 grants		



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takes place, Community Rebuilders (CR) can submit applications on their own and county will no longer be the grantee. Courtney noted that that CR has been a subgrantee on applications through the county for 23 years.

Victoria Sluga made the motion to transfer the two Shelter Plus Care grants from Kent County to Community Rebuilders, who has been the subgrantee for 23 years, and for the CoC to provide a letter of support, with support from Lauren VanKeulen. All in favor, motion passes. Abstentions: Gustavo Perez.

Action Items	Person Responsible	Deadline

Staffing and Funding Updates

Discussion

Courtney shared that Alyssa Anten will be joining the CoC as HMIS Administrator. The Data & Analytics Manager role was offered to someone, and they will be onboarding in a month. Coordinated Entry Program Manager position will be posted. The Youth Homelessness Coordinator position is on hold until additional candidates are found. YAB will continue to be involved in the hiring process for that position when it resumes.

Courtney also noted that the CoC is in the process of transferring Supportive Services Only (SSO) grants from The Salvation Army (TSA), and she has been meeting with TSA Leadership to coordinate.

Action Items	Person Responsible	Deadline
Send SSO grant updates for review to Steering Council when available	CoC Staff	

YHDP CCP RFP Update

Discussion

Courtney updated the council on the details of the RFP. Agencies must apply by June 2, and applications will be reviewed the following week by the Funding Committee and YAB. Edits are still being made to the CCP as requested by HUD. Courtney also noted that YAB is starting to determine training for community partners.

Ryan Kilpatrick asked how success is measured over the life of the grant. Courtney shared all selected projects will work directly with YAB, and success will be measured by YAB determinations. Updates will be provided to the Steering Council regularly. Courtney invited anyone interested in engaging in these conversations to the YHDP meetings and noted that when the Youth Homelessness Coordinator is onboarded, they will work to increase community coordination within those meetings.

Action Items	Person Responsible	Deadline
Share the updated CCP after approval by HUD	CoC Staff	

MSHDA ESG 2023/2024

Discussion

Updates: Exhibit One is due at the beginning of June. Workgroups will convene to develop specific service standards. Street Outreach is still a priority; some funding has historically gone to TSA for HAP staff and Courtney recommends continuing to do that to support staff at the intake and access point.



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Prevention funds are also allocated through MSHDA ESG. Brianne noted that the Steering Council does approve Exhibit 1 before sending to MSHDA, and an e-vote will be requested. The ESG NOFA will be released in the summer.

Courtney highlighted details about the MSHDA NOFA: for an HCV Mobility Pilot - applications are due June 30. It was clarified that only MSHDA voucher-holders will be served through this.

Action Items	Person Responsible	Deadline
Send draft of MSHDA ESG for public comment when available	CoC Staff	
Send e-vote with the group to approve Exhibit 1 when available	CoC Staff	

Interim Fair Housing & Anti-Discrimination Policy

Discussion

Brianne shared that an interim policy was adopted last year in conjunction with Exhibit One. Additional information has not been identified to include in interim policy.

Ryan VerWys made the motion to approve the current interim policy as standard, with support from Adrienne Goodstal. All in favor, motion passes.

Action Items	Person Responsible	Deadline

Governance Charter Review

Discussion

Discussion around forming a subcommittee or workgroup to review charter and make changes that reflect current operations. Potential items of consideration have been identified, and the workgroup would review and bring back to the Steering Council and Full CoC meeting. Adrienne Goodstal, Charisse Mitchell, Skyler Boeve, and Ryan Kilpatrick volunteered to be part of the workgroup.

Action Items	Person Responsible	Deadline
Schedule workgroup	CoC Staff	

CoC Program Competition Reallocation Update

Discussion

Courtney shared that the initial provider meeting happened this week to discuss the reallocation process, which is heavily focused on voluntary reallocation. No one has come forward to reallocate funding currently.

Action Items	Person Responsible	Deadline

Community Engagement

Discussion

- a) Street Outreach and City Coordination: Ryan Kilpatrick shared about three pilot initiatives from a project brief by Housing Kent, including Critical Ten, HOT Team Coordination, and identifying gaps in outreach resources. Courtney noted that agencies providing street outreach will work with the HMIS Administrator to create Outreach pages in HMIS.



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<p>b) CHC Program Updates: Courtney shared that CR is focusing efforts on development of 2.0, and TSA has begun managing CHC 1.0. Providers are having conversations about opening supportive solutions appointments. Changes to CHC 1.0 are being identified to better serve the community within current staff capacity. Anna from CR encouraged any organizations interested in the development of service lines to get involved through communitryhousingconnect.org. Council members asked about defining expectations for CHC 2.0 and the role of the CoC.</p>			
Action Items		Person Responsible	Deadline
Add CHC Program Updates as a standing item in the newsletter		CoC Staff	
Hold discussion with CHC Advisory Council around expectations for CHC 2.0 development		CoC Staff	
Other Matters from Steering Council Members			
Discussion			
<p>Skyler asked for clarification around data variations between the City of Grand Rapids, the CoC, and community partners. Ryan VerWys noted interest in discussing housing-first as a priority. Casey expressed concern with the use of the chat for comments not related to the current discussion.</p>			
Public Comment on Any Item			
Discussion			
<p>Wende suggested that CoC leadership consider requesting time on a commission or council agenda to present updates directly to elected officials. Anna briefly spoke to the benefits of the housing-first model and invited further discussion if individuals had questions.</p>			
Adjourn			
Motion by:	Charisse Mitchell	Support from:	Lauren VanKeulen



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

January

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

February

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

March

Data Quality Committee Report
CoC and ESG Mid-Term Monitoring

April

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

May

Nominating Committee forms

June

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

July

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

August

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

September

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

October

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

November

Staff Evaluations Initiated by Fiduciary

December

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

ESG Financial Assistance Report

Recipient/Subrecipient	Grant Term	Total Grant Amount	Direct Financial Assistance Amount	Activities Funded	% of Grant Term Complete	Total Amount Spent	% Spent	Planned # of Households Served	# of Households Served Grant Term to Date	Special Population(s) Served	Data Reported as of
MSHDA*											
ESG - Community Rebuilders	10/1/2021 - 3/31/2023	\$53,290	\$53,290	RRH	100%	\$53,290.00	100%	not currently available	not currently collected		3/31/2023
ESG - ICCF	10/1/2021 - 2/28/2023	\$128,834	\$78,000	RRH	100%	\$128,933.97	100%	not currently available	not currently collected		3/31/2023
ESG - Pine Rest	10/1/2021 - 3/31/2023	\$40,669	\$0	Outreach	100%	\$40,668.89	100%	not currently available	not currently collected		5/31/2023
ESG - The Salvation Army	10/1/2021 - 5/31/2023	\$246,434	\$93,895	Outreach, RRH, Prevention	100%	\$246,434.19	100%	not currently available	not currently collected		5/31/2023
ESG - ICCF	10/1/2022-9/30/2023	\$133,334	\$84,700	RRH			0%	not currently available	not currently collected		no reporting yet
ESG - Pine Rest	10/1/2022-9/30/2023	\$100,409	\$0	Outreach			0%	not currently available	not currently collected		no reporting yet
ESG - The Salvation Army	10/1/2022-9/30/2023	\$190,883	\$38,000	RRH, Prevention			0%	not currently available	not currently collected		no reporting yet
City of Grand Rapids**											
ESG - The Salvation Army	7/1/2022 - 6/30/2023	\$295,902	\$255,069	Rapid Re-housing	83%	\$ 269,115.00	91%	40	39		4/30/2023
Kent County***											
ESG-CV	4/01/20 - 9/30/23	\$1,511,168	\$1,427,182	Prevention/Hotel/Motel	78%	\$1,156,346.41	77%	231	205		4/30/2023
ESG 21	7/01/21 - 6/30/23	\$148,422	\$137,291	Prevention	75%	\$51,547.58	35%	100	0		4/30/2023
ESG 22	7/01/22 - 6/30/24	\$148,716	\$137,563	Prevention/HMIS Support	25%	\$835.00	1%	100	0		4/30/2023

Notes

*MSHDA reports are submitted quarterly. Grant amendments are in progress to add additional awarded funds to The Salvation Army

**City of Grand Rapids payment requests and reports are due monthly.

***Kent County's data reported quarterly. The direct assistance portions have been fully committed to programming through subrecipients for all ESG grants, the remaining grant amount has been held for Kent County administrative expenses associated with each grant.



**Grand Rapids/Wyoming/Kent County CoC – MI 506
Steering Council Committee & Initiative Reporting – June 2023**

Youth Action Board –

- Recent Activity and Ongoing Projects
 - The Youth Action Board currently has 8 active members and is creating an onboarding process with the hopes of recruiting an additional 4 members by the end of July! We are excited to be bringing awareness about our committee and the work we do to the entire community.
 - YAB members also continue to be committed to moving forward with the YHDP Process and recently met with the CoC to review Project Proposals. This is the first opportunity YAB members have had to review proposals of this scale and we look forward to continuing to lift youth voices within the community!

Coordinated Entry Committee –

- Recent Activity and Ongoing Projects
 - The committee has had quorum over the past three months and has approved the agenda, the consent agenda, and the meeting minutes.
 - The Committee has recently approved the Coordinated Entry Policy, a subgroup completed the annual self-evaluation based upon the previous CE policy document and made suggestions and guidelines for the committee to strengthen the newly adopted policy.
 - The Committee has heard reports from other sub-groups on the Emergency Shelter Standards and Homelessness Prevention Service Standards and suggested corrections on language and input from some advisory councils.
 - During this quarter there has been some discussion on the concerns about the PSH referrals and updates provided at following meetings. There have been discussions on Community Housing Connect 1.0 how it works, and how it will be used and how CHC 2.0 will be potentially utilized for multiple populations as the online assessment has changed hands from Community Rebuilders to the CoC and HARA. There has been some equity discussion on the allocation of rapid rehousing program vouchers to families and individuals utilizing the CHC and VI-SPDAT and how to compare the two separate scoring systems.
- Recommendations or Action Items for Steering Council to Consider
 - Please approve the Coordinated Entry Policy.
 - Please review and approve the Emergency Shelter Standards and Prevention Service Standards.

Family Functional Zero --

- No updates as committee has not met recently.

Continuum of Care Grant Financial Status

As of April 30, 2023

Grant	Grant Award Amount	Total Projected Expenses	Overspent or (Underspent)	Grant Year End Date	Notes
MSHDA Pass Thru Grants					
2021 MSHDA ESF	\$ 207,049	\$ 182,720	\$ (24,329)	3/31/2023	Award extended thru 3/31/23. Final FSR submitted 6/1/23. Fully spent.
MSHDA ESM & ESM 02 (2022 ESM)	\$ 258,000	\$ 258,000	\$ 0	3/31/2023	Award extended thru 3/31/23. Will be fully spent.
MSHDA EHV	\$ 174,000	\$ 33,307	\$ (140,693)	9/30/2023	Grant will be reduced to \$100k
MSHDA CV	\$ 1,813,699	\$ 1,813,699	\$ (0)	3/31/2023	Award increased \$50k and extended thru 3/31/23. Final pmt rec'd 5/9/23. Fully spent.
2022 MSHDA ESF	\$ 226,076	\$ 226,076	\$ -	9/30/2023	
2023 MSHDA ESM	\$ 216,292	\$ 216,292	\$ -	9/30/2023	
<hr style="border-top: 1px dashed black;"/>					
HWMUW (Match)	\$ 17,000	\$ 15,873	\$ (1,127)	6/30/2023	
City of GR CDBG (Match)	\$ 20,000	\$ 20,000	\$ (0)	6/30/2023	
City of Wyoming CDBG (Match)	\$ 5,000	\$ 5,000	\$ (0)	6/30/2023	
HUD Planning 11.30.23	\$ 217,358	\$ 217,358	\$ 0	11/30/2023	
Frey Foundation (CoC Transition)	\$ 75,000	\$ 74,322	\$ (678)	10/31/2023	Transitional one-time funding.
DeVos/Trillium Foundation 22.23	\$ 110,000	\$ 62,607	\$ (47,393)	1/31/2026	3 year award to fund Data Analyst. June 2023 start.
Kent County CUNP 12.31.23 (Match)	\$ 14,850	\$ 14,850	\$ 0	12/31/2023	
HMIS, HUD 11.30.23	\$ 100,000	\$ 98,669	\$ (1,331)	11/30/2023	HMIS System Admin est June 2023 start.
Kent County ESG	\$ 10,000	\$ 10,000	\$ -	6/30/2024	HMIS system admin expenses
HUD SSO					Will transfer from TSA. 3 grants; 2 run Jun-May, 1 runs Feb-Jan

Total	\$ 3,464,324	\$ 3,248,772	\$ (215,552)
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CoC Fund Balance

Fund Balance @ 6/30/20

\$ -

Add:

HWMUW grant fye 6.30.21 (not spent)

6,600

Mission Matters - Strategic planning

(4,000)

Comm Solutions Int'l income

1,000

CoC Fund Balance 6/30/22

\$ 3,600

NPTA remaining

100

Kent County ESG (admin)

(909)

CoC Fund Balance 3/31/2023

\$ 2,791

YHDP Project Recommendations

Organization	Project Type	Target Population	Annual Request	Annual Match	Recommendations
AYA Youth Collective	Transitional Housing-Rapid Rehousing: Permanent Housing Projects	Category 1 youth ages 18-24, including: LGBTQIA+, Pregnant and Parenting, Foster Care/Justice Involved, Mental/Behavioral Health, Survivors of Sexual Trafficking and Exploitation, and Youth with Disabling Conditions	\$830,000	\$207,338	YAB recommends funding this project. Looking for clarification on the following: operationalizing positive youth development and trauma-informed care, implementation of DCTs, required staff trainings, grievances process, and parenting youth housing units.
Arbor Circle	Supportive Services Only: Host Home Project	Minors ages 16-17, youth ages 18-24 who are literally homeless or at imminent risk of homelessness, including: BIPOC, Foster Care/Justice Involved, LGBTQ+ Gender Non-Conforming, Victims of Sexual Trafficking, and Pregnant and Parenting	\$125,000	\$31,250	YAB recommends funding this project. Looking for clarification on the following: timeline for youth accessing host homes, ensuring stability of host homes, and host homes screening process.
Arbor Circle	Supportive Services Only: Outreach and Peer Navigation Project	Unaccompanied minors and youth ages 18-24	\$180,000	\$45,000	YAB recommendation is contingent on additional information. Looking for clarification on the following: use of budget, AYA's role in the project, and position qualifications.



Grand Rapids Area Coalition to End Homelessness
Grand Rapids/Wyoming/Kent County Continuum of Care – MI 506
DRAFT Emergency Shelter Service Standards

Definition

Emergency shelter means any program, the primary purpose of which is to provide a temporary shelter for persons experiencing homelessness in general or for specific populations of persons experiencing homelessness and which does not require occupants to sign leases. Victim Service Providers (VSPs) provide shelter to households fleeing intimate partner violence; in some instances, VSPs may follow different guidelines in this policy as indicated by asterisks.

Goals of Emergency Shelter

- Provide safety and shelter to households with no other place to go.
- Limit shelter stays to the shortest time necessary to help participants regain permanent housing.
- Maintain low-barrier admission criteria and high thresholds for expulsion.
- Ensure the coordination and/or provision of services to all persons seeking or utilizing shelter to ensure their housing crises are rare, brief, and one-time.
- Complete appropriate assessment to link household to Coordinated Entry system*
 - VSPs will complete assessment with participant permission
- Create a housing stabilization plan with the participant
- Provide housing case management

Access & Intake

Individuals and families can access shelter at any time based on resource availability. Upon intake at shelter, if not previously completed, staff will administer the appropriate Coordinated Entry assessment to determine prioritization for permanent housing. *

Diversion/Problem-Solving

Diversion is practiced whenever possible, including at intake and throughout shelter stay. Providers will practice diversion/problem-solving to assist clients in identifying alternatives to entering or remaining in the shelter system. This includes, but is not limited to, assisting households to stay with friends or family.

Shelter Provider Expectations

All emergency shelter providers adhere to a standard of ethics and practices that ensure all persons in housing crisis are treated with dignity and respect. All emergency shelter programs shall incorporate the following practices into their policies and procedures:

- All persons in housing crisis shall be treated with dignity and respect.
- All households shall be treated fairly and shall have all rules implemented consistently.
- No persons seeking shelter shall face discrimination, in accordance with Fair Housing Act (42 U.S.C. 3601 et seq.), Section 504 of the Rehabilitation Act, Title II of the American Disabilities Act, and the Elliott-Larsen Civil Right Act (Public Act 453).
- All persons utilizing emergency shelter have the right to safe shelter, adequate food, and sanitary conditions.
- All households utilizing the emergency shelter system have the right to privacy and confidentiality.
- All households utilizing the emergency shelter system have the right to make their own choices, and

those choices should be respected. It is the role of emergency shelter staff to assist households to identify possible consequences of those choices.

- All households in housing crisis shall have access and assistance in obtaining community supports to end their housing crisis, including linkage to mainstream benefits (SSI/SSDI, SNAP, TANF, etc.), vital documents, case management, medical and mental health, financial, legal, education, and employment services as appropriate.
- Low-barrier services, which place a minimum number of expectations on people requesting assistance, shall be provided to all persons:
 - Sobriety is not a condition for entry, stay, or access to services. Rules address behaviors, not the cause of behaviors, to ensure safety and security of guests and the facility
 - Participation in religious-affiliated activities as a condition of entry, stay, or access to emergency shelter is not permitted.
 - Participants will not be denied access due to not having identification documents.
 - Low-barrier facilities follow a harm reduction philosophy.
- Staff shall use de-escalation practices in any tense or escalating situation. Procedures shall outline shelter protocol for both de-escalation practices and for when a situation escalates to an unsafe environment.
- Projects that serve families in housing crisis with children and/or unaccompanied youth must have policies and practices in place that are consistent with laws related to providing education services to children and youth. Households must be informed of their eligibility for McKinney-Vento education services and other available resources.

DRAFT



GRAND RAPIDS AREA
COALITION TO END
HOMELESSNESS

Grand Rapids Area Coalition to End Homelessness
Grand Rapids/Wyoming/Kent County Continuum of Care – MI 506
DRAFT Homelessness Prevention Service Standards

Definition

Homeless Prevention is a program that assists clients with rental arrears and rental assistance in the event that they have fallen behind on their rent and are being evicted from their home. Homeless prevention also provides stabilization services to prevent shelter entrance and promote housing retention. The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in the program participant's current permanent housing or move into other permanent housing and achieve stability in that housing.

Intake & Eligibility

All households must receive an intake screening by a trained assessor to determine the appropriate housing intervention. This includes an initial assessment of homelessness status and income level. Households must meet the below criteria at program intake to be eligible for Homelessness Prevention programs:

- HUD Category 2 Definition of Homeless (At Imminent Risk of Homelessness); OR
- HUD Category 4 Definition of Homeless (Fleeing/Attempting to Flee Domestic Violence); OR
- At Risk of Homelessness, as defined by HUD; AND
- Meet income criteria (household income is below 30 percent AMI)
 - Income verification must be completed at program intake, every 3 months at re-evaluation, and at program exit

Limits to Prevention Assistance

- Homelessness Prevention Rental Assistance funds shall be provided for up to 9 months per grant year, but no more than 24 months during any 3-year period.
- Homelessness Prevention Stabilization Services shall not exceed 30 days during the period the program participant is seeking permanent housing and shall not exceed 9 months during the period the program participant is living in permanent housing.
- As part of the intake process, prevention providers are responsible for determining whether a household has received assistance from another source by utilizing HMIS records.

Goals of Homelessness Prevention

- Provide the minimal amount of assistance needed to resolve a household's crisis within the eligibility criteria above; this helps ensure limited funding is available to as many households as feasible.
- Provide strengths-based case management focusing on long-term stability; on average households should receive case management for up to 90 days after receiving financial assistance.
- Complete an individualized assessment that determines household needs and eligibility for mainstream resources.
- Assist households in obtaining community supports to end their housing crisis, including linkage to mainstream benefits (SSI/SSDI, SNAP, TANF, etc.), vital documents, case management, medical and mental health, financial, legal, education, mediation, utility financial assistance, relocation assistance and employment services as appropriate.
- Create a housing stabilization plan with project participants.
- Provide needed housing stabilization services.

Prevention Provider Expectations

All service providers shall adhere to a standard of ethics and practices that ensure all persons in housing crisis are treated with dignity and respect. All prevention programs shall incorporate the following practices into their policies and procedures:

- All persons in housing crisis shall be treated with dignity and respect.
- All households shall be treated fairly and shall have all rules implemented consistently.
- No persons seeking assistance shall face discrimination, in accordance with Fair Housing Act (42 U.S.C. 3601 et seq.), Section 504 of the Rehabilitation Act, Title II of the American Disabilities Act, and the Elliott-Larsen Civil Right Act (Public Act 453).
- When provided, case management shall emphasize the household's goals, choices, and preferences, an unwavering respect for their strengths, and reinforcement of progress.
- All households in housing crisis shall have access and assistance in obtaining community supports to end their housing crisis, including: linkage to mainstream benefits (SSI/SSDI, SNAP, TANF, etc.), vital documents, case management, medical and mental health, financial, legal, education, and employment services as appropriate.
- Low-barrier services, which place a minimum number of expectations on people requesting assistance, shall be provided to all persons:
 - Program participants are not expected to abstain from using alcohol or other drugs, or from carrying on with street activities while engaging in services
 - If a grantee or subgrantee engages in explicitly religious activities, the explicitly religious activities must be offered separately, in time or location, and participation must be voluntary for the beneficiaries of the programs or activities
- Staff shall use de-escalation practices in any tense or escalating situation. Procedures shall outline protocol for both de-escalation practices and for when a situation escalates to an unsafe environment.
- Assistance shall only be provided in cases where a rental assistance agreement is in place between the recipient/subrecipient and owner, and a lease agreement is in place between the program participant and owner.

ESG Eligible Costs

Eligible costs under the homelessness prevention program component include housing relocation and stabilization services and short- and/or medium-term rental assistance. The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in their current permanent housing or move into other permanent housing and achieve stability in that housing. ESG funds may be used as follows¹:

Housing Relocation and Stabilization Services – Services Costs

- Housing Search and Placement - Services or activities necessary to assist program participants in locating, obtaining, and retaining suitable permanent housing.
- Housing Stability Case Management - funds may be used to pay the cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for a program participant who resides in permanent housing or to assist a program participant in overcoming immediate barriers to obtaining housing. This assistance cannot exceed thirty (30) days during the period the program participant is seeking permanent housing and cannot exceed nine (9) months during

¹ Refer to the appropriate ESG Policy Manual for additional detail

the period the program participant is living in permanent housing.

- Mediation - ESG funds may pay for mediation between the program participant and the owner or person(s) with whom the program participant is living, provided that the mediation is necessary to prevent the program participant from losing permanent housing in which the program participant currently resides.
- Legal Services - ESG funds may pay for legal services for tenant/landlord matters. Services must be necessary to resolve a legal problem that prohibits the program participant from obtaining permanent housing or will likely result in the program participant losing the permanent housing in which the program participant currently resides.
- Credit Repair - ESG funds may pay for credit counseling and other services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems. This assistance does not include the payment or modification of a debt. This item is not eligible under MSHDA ESG

Housing Relocation and Stabilization Services – Financial Assistance

- Rental Application Fees - ESG funds may pay for the rental housing application fee that is charged by the owner to all applicants. CoCs must set caps per household on this item.
- Security Deposits - ESG funds may pay for a security deposit that is equal to no more than one and half months' rent. The security deposit remains with the household, unless the landlord can document repair costs equal to or greater than the deposit amount.
- Last Month's Rent - If necessary to obtain housing for a program participant, the last month's rent may be paid from ESG funds to the owner of that housing at the time the owner is paid the security deposit and the first month's rent. This assistance must not exceed one month's rent and must be included in calculating the program participant's total rental assistance, which cannot exceed 24 months during any 3-year period. This item is not eligible under MSHDA ESG.
- Utility Payments and Deposits - ESG funds may pay for a standard utility deposit required by the utility company for all customers for the utilities listed in this section. ESG funds may pay for up to 24 months of utility payments per program participant, per service, including up to 6 months of utility payments in arrears, per service. This assistance may only be provided for the program participant or a member of the same household who has an account in his or her name with a utility company or proof of responsibility to make utility payments. Eligible utility services are gas, electric, water and sewage. MSHDA ESG funds cannot be used for utility payments but can be used for deposits and arrears.
- Moving Costs - ESG funds may pay for moving costs, such as truck rental or hiring a moving company. This assistance may include payment of temporary storage fees for up to 3 months, provided that the fees are accrued after the date the program participant begins receiving assistance and before the program participant moves into permanent housing. Payment of temporary storage fees in arrears is not eligible.

Short-Term and Medium-Term Rental Assistance

For homelessness prevention and rapid re-housing short-term and medium-term rental assistance, MSHDA ESG funds may provide a program participant with up to nine (9) months of rental assistance per grant year, but no more than 24 months of rental assistance during any 3-year period. This assistance may be short-term rental assistance, medium-term rental assistance, payment of rental arrears, or any combination of this assistance. Note: If more than 9 months of rental assistance is necessary to stabilize the household and prevent a return to homelessness, an extension may be granted.

- Short-Term Rental Assistance - rental assistance for up to 3 months of rent.
- Medium-Term Rental Assistance - rental assistance for more than 3 months but not more than 9 months of rent.

- Rental Arrears – Payment of rental arrears consists of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.

ESG Regulations

Use with Other Subsidies

No ESG financial assistance may be provided to a program participant who is receiving the same type of assistance from other public sources. However, ESG funds may be used to provide different type(s) of assistance from that being provided to the program participant through other public sources (e.g., public housing, Section 8 vouchers, permanent supportive housing or other supportive housing programs, and Supportive Services for Veteran Families (SSVF)) if participant eligibility criteria are met and the costs of ESG assistance are only eligible to the extent that the assistance is necessary to help the program participant regain stability in his/her current permanent housing or move into other permanent housing and achieve stability in that housing.

A household that needs ESG financial assistance (e.g., security deposit, moving expenses, or utilities assistance) to be able to use the rental assistance from another public source may be eligible for such ESG assistance. Also, if a household receives one type of utility assistance (e.g., electric) from another public source, the household may be eligible for ESG assistance for another type of utility (e.g., water). When providing utility assistance, be sure to assess and document that the other public subsidy does not pay for some or all of a particular utility to ensure that this requirement is met.

Late Payments

ESG grantees and subgrantees must make timely payments to each owner in accordance with the rental assistance agreement. MSHDA ESG grantees and subgrantees are solely responsible for paying late payment penalties that it incurs with non-ESG funds.