



Steering Council Meeting Agenda  
December 17, 2021 ▫ 8:30 – 10:30 am ▫ Zoom

1. Call to Order/Introductions
2. Approval of the Agenda\*
3. Approval of November 19, 2021 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
  - e. Strategic Plan: CoC Scorecard
  - f. Data Reports: Emergency Shelter Counts Before and During COVID-19
6. Petitions and Communications
7. Fiduciary MOU Recommendation - *5-10 minutes*
8. 2022 Executive Committee Elections Reminder - *5 minutes*
9. Funding Decision Appeal Policy - *10 minutes - for discussion; draft policy with potential updates included in the agenda packet*
10. 2021 Reflection - *15-20 minutes*
11. Any other matters by Steering Council Member(s)
12. Public Comment on Any Matter (Limit 3 minutes ea.)
13. Adjournment

Next meeting: Friday, January 21<sup>st</sup>, 2021, 8:30 – 10:30am

\* denotes potential action item



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

November 19, 2021

8:30-10:30

Facilitator:	Karen Tjapkes		
Meeting Attendees:	<u>Steering members present:</u> Karen Tjapkes, Holly Wilson, Tom Cottrell, Scott Orr, Rebecca Rynbrandt, Dreyson Byker, Susan Cervantes, Elizabeth Stoddard, Victoria Arnold, Casey Gordon, Adrienne Goodstal, Hattie Tinney, Jose Salinas, Scott Orr, Lauren VanKeulen, Mark Contreras, Alonda Trammell, Cheryl Schuch, Erin Banchoff, Victoria Sluga <u>Steering members absent with notification:</u> none <u>Steering members absent without notification:</u> none <u>Community Members:</u> Wende Randall (Essential Needs Task Force), Tammy Britton (City of Grand Rapids), Pavneet Banga (CoC Intern) <u>Staff:</u> Courtney Myers-Keaton		
Time Convened:	8:32am	Time Adjourned:	10:43am

Approval of Agenda			
Motion by:	Tom Cottrell	Support from:	Adrienne Goodstal
Discussion	<ul style="list-style-type: none"><li>- Casey asked to discuss Committee Updates in the consent agenda</li><li>- Courtney asked to move the Advisory Council update to the beginning</li><li>- Tom noted that the budget document is not in the packet</li></ul>		
Amendments	<ul style="list-style-type: none"><li>- Committee Updates will be item 13</li><li>- Advisory Council will be item 7, all items will move down by one</li><li>- Staff will send budget report via email; it will not be approved with the consent agenda</li></ul>		
Conclusion	All in favor, motion passes.		
Approval of Minutes		October 15, 2021	
Motion by:		Support from:	
Discussion			
Amendments	None		
Conclusion	All in favor, motion passes.		
Public Comment on Any Agenda Item			
Discussion			
None			
Approval of Consent Agenda			
Motion by:	Rebecca Rynbrandt	Support from:	Tom Cottrell
Discussion			
Amendments	Budget report will not be approved as it was not included. Neither will the committee updates as they are pulled for discussion.		
Conclusion	All in favor, motion passes.		
Petitions and Communications			
Discussion-			
None.			



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

November 19, 2021

8:30-10:30

Advisory Council Update		
Discussion		
<p>Courtney shared that the creation of the Advisory Council (AC) is part of the strategic planning process. In the past, action boards had indicated interest in involvement with the decision-making process but did not always feel comfortable engaging at Steering Council. It was decided that an AC may be better space for engagement.</p> <p>Dreyson has been discussing ideas for the AC with DL from AYA and Joe from Mission Matters and presented a draft of their design. The AC will be an inclusive space for anyone with lived experience to engage and will ensure that CoC decisions are informed by those with lived experience. The team envisions a ladder type structure with differing levels of involvement. They plan to recruit members in Q1 of 2022 and begin meetings in Q2. In the longer-term, they hope to have opportunities for focus groups and townhalls.</p> <p>Courtney noted that there will be a connection with AC and action boards but this structure has not been flushed out yet. Action boards will likely still exist in the structure but would have the ability to pursue actionable items outside of the scope of CoC planning. The vision is that AC would be open to those groups and that action boards would be a connection as AC is working on initiatives and seeking feedback. Courtney noted that like action boards, AC members will receive a stipend for their time. She anticipates the CoC's community engagement budget line will need to increase.</p> <p>Cheryl noted that the current governance structure has held seats for action boards. She urged the group to consider the need for population specific feedback and suggested connecting with agencies who currently have action boards/advisory groups. Her suggestion is to formally tie action boards to the AC to ensure that population-specific groups are included in opportunities. There may need to be changes to the Governance Charter to include the AC and identify their relationship with Steering, but are not needed prior to launching.</p> <p>Victoria Sluga supported the creation of the AC. She feels it would be important for a clear understanding of the time commitment at different levels. Courtney noted that AC may have a structure like the CoC with a larger membership with additional groups for more engagement and some type of leadership structure.</p>		
Action Items	Person Responsible	Deadline
Family Shelter Status		
Discussion		
<p>Courtney noted that this topic has been discussed at length in the past. Funding for COVID mitigation allowed shelters to increase capacity over the past 18 months, but now family shelter space is extremely limited due to limited funds. While there have been many conversations around addressing long-term needs in the past, short-term/immediate needs need to be discussed.</p>		



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Cheryl shared that current family shelter capacity lower than the past few years. In the past, shelters have received private funding to meet emergency needs. This year, local funders have been reluctant to fund shelter as it is an allowable use under current federal funds. She feels the CoC should formally engage to meet the immediate need and asked the group to discuss the best course of action.

Lauren stated that AYA is also seeing an increase youth and parenting youth experiencing homelessness. There are about 100 youth on the by-name list (BNL) who are unsheltered, 50 of these are families. The largest problem for the AYA team is lack of available resources for youth. Casey is also hearing about families staying in cars and outside from school liaisons. She expressed concerns with the Coordinated Entry design approved a few months ago as schools are seeing vulnerable families not being connected to a resource. The by-name list shared at the last Family Functional Zero meeting had no chronic or unsheltered families on this list indicating that vulnerable families are not being connected leading to an inaccurate count of families experiencing homelessness. It is important to track and know the community need, especially if seeking resources.

Courtney highlighted that Community Housing Connect (CHC) was designed with a focus on housing and works well for this purpose. She was surprised to learn the platform was not tracking unsheltered families and shared that solutions are being discussed for gathering this data and connecting families to safety planning. Even with sufficient resources, a safe space is needed while households work to lease up. Lauren noted that limited funding is the reason for limited shelter rooms.

Rebecca noted that updated guidance for HOME-ARP funds was just released. She sees this as an opportunity for municipalities to collaboratively discuss how to use funds. Cheryl supported this idea and is willing to provide data and information on successful models. Erin indicated a planning process must be followed for HOME-ARP, so the funding it is not available to meet immediate needs. However, they are working with Community Rebuilders to explore supporting family shelter through a current contract. Cheryl suggested a formal communication from those receiving ARP funds that acknowledge this gap and need for support.

Susan asked for any data to be separated by families within and outside of the City of Grand Rapids. This is possible. About 22% of families served by Family Promise are out-county. Rebecca indicated that the City of Wyoming provides support to agencies for families originating within the City and in need of shelter. As some zip codes are split between municipalities, she suggested agencies geocode address to determine eligibility.

Conversation about the current family BNL dashboard as it is not capturing information on those in need of shelter. This could be added as a disclaimer or data could be included from other sources. Casey feels that the switch to CHC has made it difficult for vulnerable families to connect to resources and is not meeting the community's needs in its current form.

Rebecca Rynbrandt offered to coordinate a conversation with local municipalities around coordination of HOME-ARP funds and how to communicate the lack of immediate funds.

Action Items	Person Responsible	Deadline
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## STEERING COUNCIL MEETING MINUTES - **DRAFT**

November 19, 2021

8:30-10:30

Coordinate meeting with municipalities re: HOME-ARP funds	Rebecca Rynbrandt	
<b>Refugee Resettlement Update</b>		
Discussion		
<p>Courtney indicated that a process has been outlined between partners. Currently, 15 households are staying in hotels. Refugee agencies are providing case management and Family Promise has taken on the payee role for hotels. CoC and HWMUW staff are handling payments, reauthorizations, and reporting. Funding is available through MSHDA ESG-CV funds. Around 45 additional households are expected which will deplete funds quickly. Additional funds have not been awarded, but the allocation amount should be shared in the coming weeks. Most of the administrative funds from this upcoming allocation will be allocated to Family Promise for HMIS data entry.</p> <p>MSHDA is asking agencies to reallocate funds without an amendment. Courtney acknowledged that this is risky as it would put MSHDA and the CoC out of compliance with agencies currently under contract if funds are not provided in a timely manner. HWMUW and agencies are moving forward with good faith but feel as though they were not given a choice as refusing funds could be seen as refusing to help families in need.</p> <p>Cheryl noted that this topic goes back to the desire for a conversation with MSHDA around lack of dialogue with local entities. As the Program Competition has ended, CoC staff can re-engage.</p>		
Action Items	Person Responsible	Deadline
<b>Governance Charter Changes</b>		
Discussion		
<p>Courtney shared that there is a desire to ensure that recommended changes to the Governance Charter are done in an intentional and inclusive manner. She proposed a timeline and process for a group of stakeholders to review the charter and suggest changes. Erin supported this process and feels an ad-hoc group would result in a robust product. She suggested a concerted focus on aligning the charter with the updated strategic plan. Lauren feels the intentional timeline is beneficial.</p> <p><u>Fiduciary MOU</u></p> <p>Last year's MOU was included in the packet. Courtney shared that United Way (HWMUW) has asked whether specific CoC responsibilities around the budget should be included. Rebecca wondered whether the CoC is at a point where a fiduciary agreement would be more appropriate than a MOU. She also suggested some sections of the MOU could be updated to highlight mutual responsibilities (Conflict of Interest section, others). Karen indicated that entering a fiduciary agreement may be difficult as the CoC is not a separate entity.</p> <p>Finance Committee is meeting in December. They will review the MOU and discuss where changes should be made. An updated MOU will be brought back to Steering Council.</p>		
Action Items	Person Responsible	Deadline
Review fiduciary MOU and suggest changes	Finance Committee	



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

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8:30-10:30

<b>Welcoming Committee/New Member Orientation</b>		
Discussion		
Courtney reflected that recent CoC membership meetings have been challenging as some attendees do not have much context on CoC functions and operations. This leads to side conversations which are important but may not be appropriate when specific agenda items need to be discussed. She suggested a mentor-type opportunity for Steering members to connect with new members, help introduce people to the space, and answer questions. It would be important to ensure the group feels inclusive and is a space for everyone to ask questions. Other ideas from members include having space on the website for overview and orientation videos and slide decks, developing an FAQ, and quarterly orientations. Adrienne and Lauren supported the creation of the group and are willing to participate.		
Action Items	Person Responsible	Deadline
<b>CoC Program Competition: Update &amp; Learnings</b>		
Discussion:		
Staff submitted the CoC Application by the Program Competition deadline of 11/16. Courtney shared that it was a large undertaking for all everyone involved. She noted that one area that will likely receive a low score is the HIC (Housing Inventory Count) coverage. This is now disaggregated by project type and our community has a lower PSH coverage rate as VASH vouchers are not required to be entered into HMIS. She will work with Daniel and VA staff to ensure they are entered for the next HIC. There is also low coverage with youth transitional housing as Covenant House is not entering into HMIS. This has been discussed in the past, and Covenant House has expressed interested in entering data. Staff will continue to monitor these data elements.		
Staff have identified areas to improve future competitions and feel increased staff capacity will help. Opportunities include offering provider trainings on how to increase system performance measures, offering diversity trainings and ensuring equity is woven throughout the CoC process, and improving funding process. Staff also plan to engage with community members for input.		
Action Items	Person Responsible	Deadline
<b>Committee Updates</b>		
Discussion		
Casey highlighted high numbers of unsheltered youth, many who were previously stably housed during the family shelter conversation. Cheryl asked whether the CoC should analyze data on recidivism as part of Data Analysis conversations to discuss which interventions are working and how to ensure households receive the right intervention when first entering the system. Courtney indicated that this analysis may be a role of the Data Analyst once hired.		
Lauren shared that AYA has some internal and anecdotal data around youth returning to the system. Lack of supportive services once youth are housed seems to be a leading cause for returns.		
Action Items	Person Responsible	Deadline



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Other Matters from Steering Council members			
Discussion			
<p>Adrienne shared that Mel Trotter signed a lease in partnership with the City of Grand Rapids for 200 Division (old Goodwill building). They are working to open it as a day center and overnight shelter starting in early December. Capacity will be 75. It will be available 24/7 for all populations, including couples. Organizations that served as warming centers prior to COVID are not back online yet, limiting space. Also, the opening of a new isolation location was delayed until the end of the year. The current contract was extended, but they space is at capacity and they are working to identify an overflow location.</p> <p>Alonda shared that Dwelling Place has 18 open units at Ferguson that they are struggling to fill. She is concerned with the low number of referrals they have received. Dwelling Place will be penalized if they are not leased up soon. She asked anyone working with someone who is chronically homeless with a disability to send that information to her and HAP. Households need to have a birth certificate to lease up. Courtney has been working with partners to help support this push for referrals. A list of those who may be eligible has been shared so outreach and shelter providers can make connections and ensure proper Releases of Information are in place. Alonda voiced concern with the process and length of time as Dwelling Place has committed to use centralized intake and will have to respond funders if the deadline is not met. Victoria Arnold is asked to look into ensuring referrals are being sent over. Residents in other developments can be transferred to open units if they choose to do so. They have also been working with Community Rebuilders and HAP to identify households in other projects who may be better suited for PSH.</p> <p>(Karen, Adrienne, Mark, and Elizabeth left the meeting)</p> <p>Hattie shared that Grand Rapids Housing Commission has the same deadline. They also have 18 units open and are having a hard time filling units. They think one reason is that folks are choosing portable vouchers, which have increased due to Emergency Housing Vouchers. She will reconnect with Dwelling Place and see how both agencies can help one another.</p>			
Public Comment on Any Item			
Discussion			
None			
Adjourn			
Motion by:	Hattie Tinney	Support from:	Alonda Trammell



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

**January**

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

**February**

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

**March**

Data Quality Committee Report  
CoC and ESG Mid-Term Monitoring

**April**

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

**May**

Nominating Committee forms

**June**

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

**July**

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

**August**

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

**September**

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

**October**

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

**November**

Staff Evaluations Initiated by Fiduciary

**December**

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





## Grand Rapids/Wyoming/Kent County CoC – MI 506 Steering Council Initiative Reporting – December 2021

### **Coordinated Entry Committee --**

The Coordinated Entry Committee has met twice since the last report, needing to cancel the November meeting due to conflicting CoC committee meeting schedules. The CE subgroup, Coordinated Entry Redesign, has been able to meet once. Much of the CE activities are occurring through robust coordination by partners outside of the meeting schedule. The issues of literally homeless families, not having access to immediate supports through the CHC was identified and a pilot work-around put in place that allows for crisis contacts with a live person. It was identified that some families experiencing homelessness were not being included on the by-name list. Input from a variety of sources will be gathered to ensure that the list is comprehensive. PSH providers were struggling to find eligible candidates for their resources. It was discovered that ROI expirations within HMIS were restricting access to eligible individuals. Longer-term ROIs are being considered to avoid this issue in the future. The Data Analysis Committee requested information on “demand” for services. In discussion, the CE team recognizes that the integrity of by-name lists or any other data, will have to be closely monitored and may be labor intensive. In the CE Redesign meeting, the team reviewed the structure of the CHC tool and discussed its potential and how it will contribute to workflow. Future meetings will address more specifically the design of CE, particularly as it relates to various functional zero committees.

### **Family Functional Zero Committee --**

We are reviewing data from the FFO BNL (system inflow, outflow, LOS, exit destinations, connections to resources) on a regular basis and have been tracking system inflow and outflow. We are now focusing on resource availability in our community and compiling this information to make connections for eligible households (think resource chart). At this same time, we want to address emergency shelter needs and will be using Community Housing Connect to track this need and more immediate connection to a Solution Specialist if a family identifies as literally homeless in need of emergency shelter.

Approved positions statement on homeless and child welfare involvement. This paper is the committee’s stance if/when we report a family to CPS. Homelessness alone is not a reason to report.

#### *Position Statement on Homelessness and Child Welfare Involvement*

*Nov. 2021*

*Homelessness by itself is not necessarily a safety issue nor should it be a reason to make a child welfare report. Most states do not allow for child removal solely because of housing issues. In Michigan, MDHHS describes that negligent treatment may include “failure to provide or attempt to provide the child with food, clothing, or shelter necessary to sustain the life or health of the child, excluding those situations solely attributable to poverty”. When families experience homelessness and seek shelter and housing resources their situation is due to poverty and lack of financial resources.*



**Grand Rapids/Wyoming/Kent County CoC – MI 506  
Steering Council Initiative Reporting – December 2021**

*It is important for community response systems to cultivate public trust and respond with resources, support, and assistance. Inappropriate referrals to child welfare based upon housing issues or experiencing homelessness prevent the public from seeking help and utilizing the very response system designed to assist them.*

*It is possible that prolonged homelessness may lead to physical neglect (lack of food, safety, shelter), at which point it would be appropriate for mandated reporters to contact child welfare.*

**Youth Committee --**

- Discussion continues to happen regarding the Youth BNL. Youth Committee members want to assure accuracy as this is the starting point for the YFO project.
- Discussion has occurred at several meetings about a noted increase in young families who are homeless reaching out to youth providers in Grand Rapids.
- There are leadership elections for chair, vice chair, and secretary coming up. The youth committee was recently reminded to nominate themselves or others as voting will take place early in the new year.

**CERA (COVID Emergency Rental Assistance) –**

As of December 7<sup>th</sup>, 9,854 applications have been received in Kent County. Of those, 4,606 have been approved and 3,706 are in progress. A total of \$26,748,010 has been distributed with an average of \$5,807 per household. Additional data can be found in the following charts.

## CERA Program

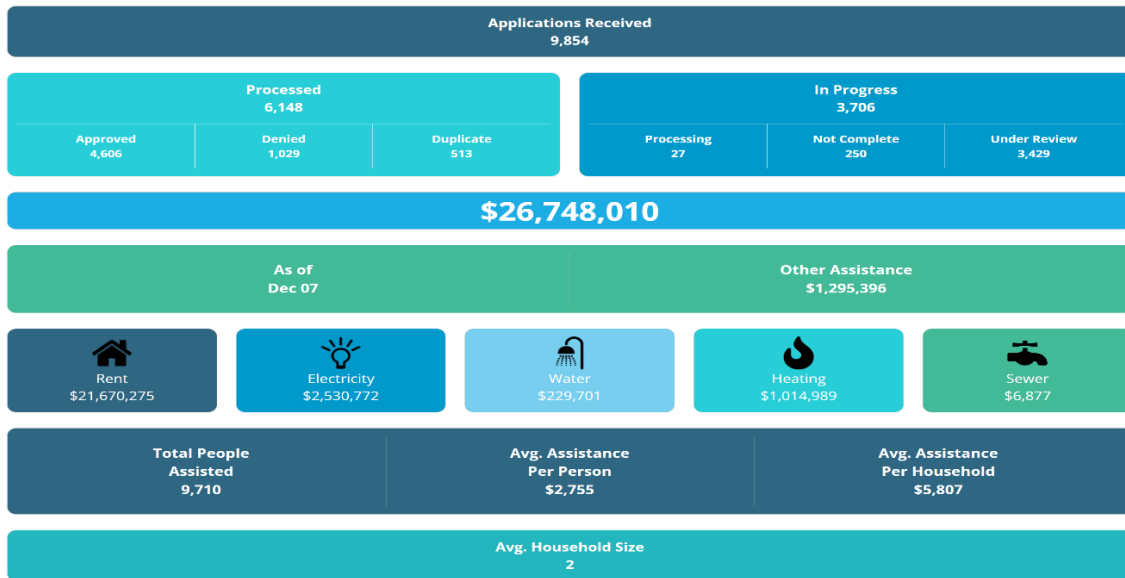
### Kent County

12.7.2021

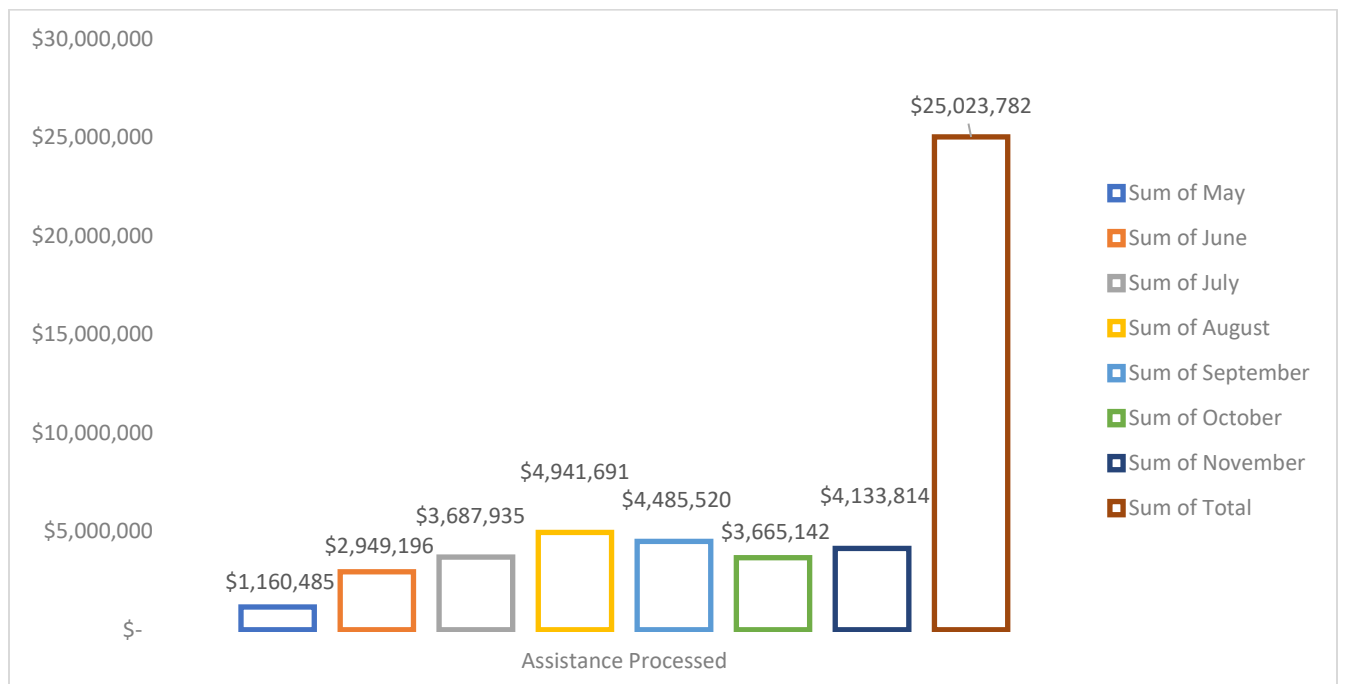
#### Dashboard as of 12.7.21

(Includes Assistance Pending)

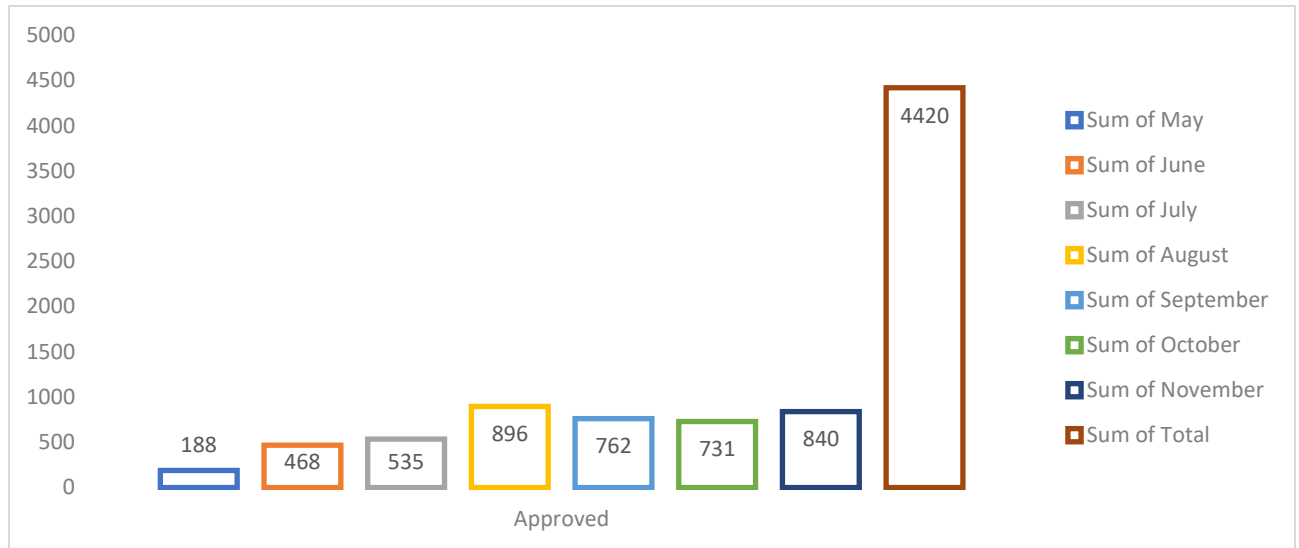
County: KENT



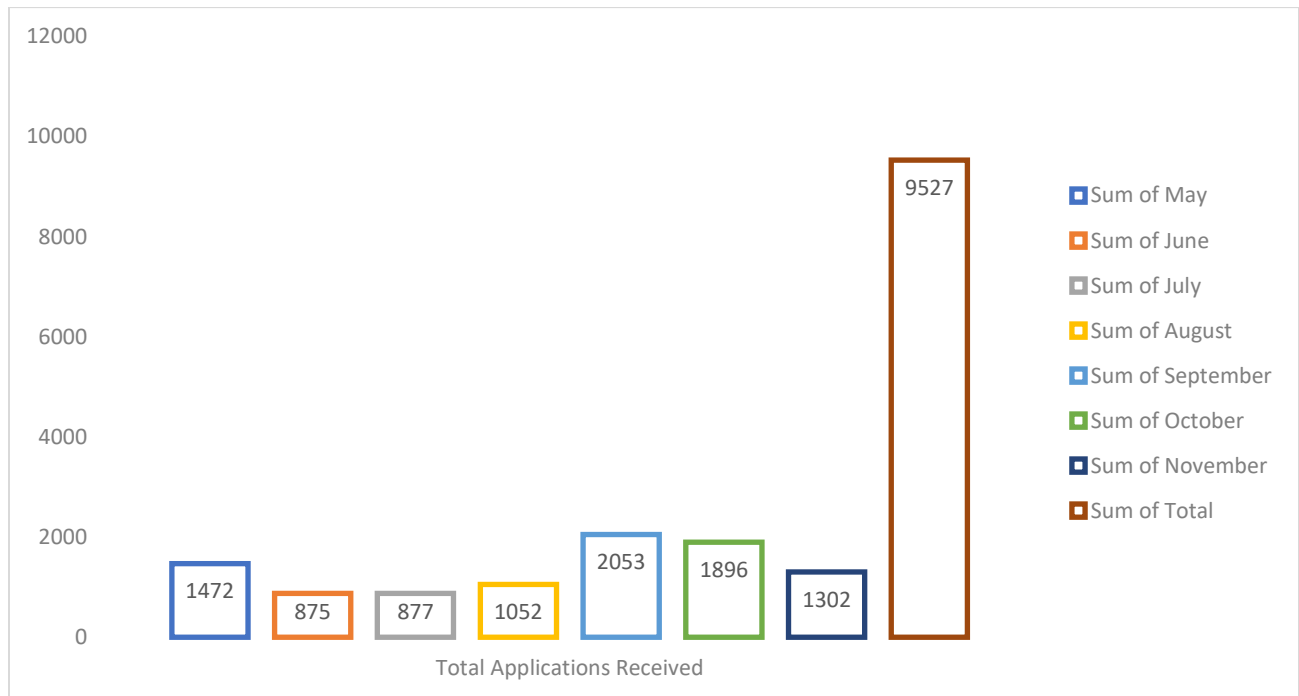
#### Assistance Provided as of 11.30.21



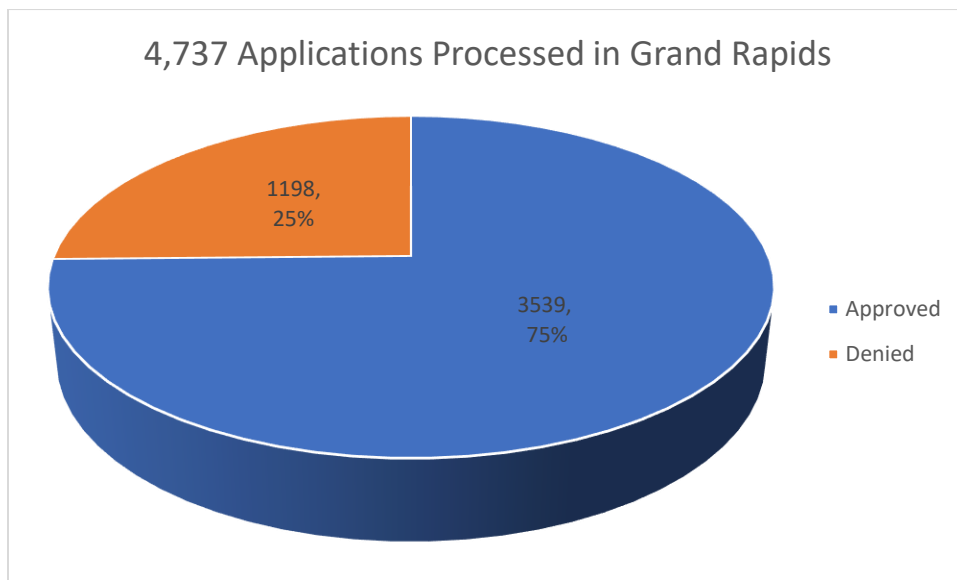
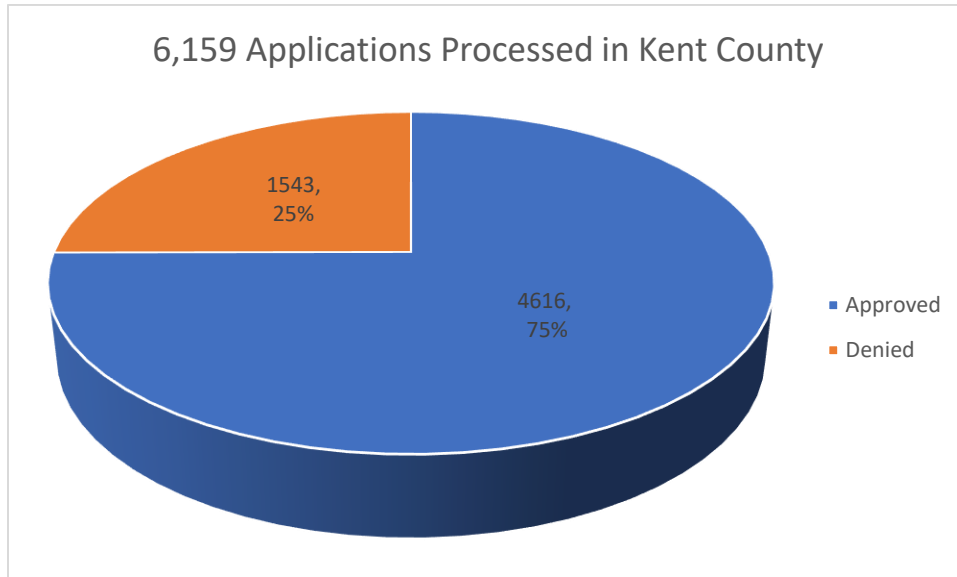
### Applications Approved as of 11.30.21



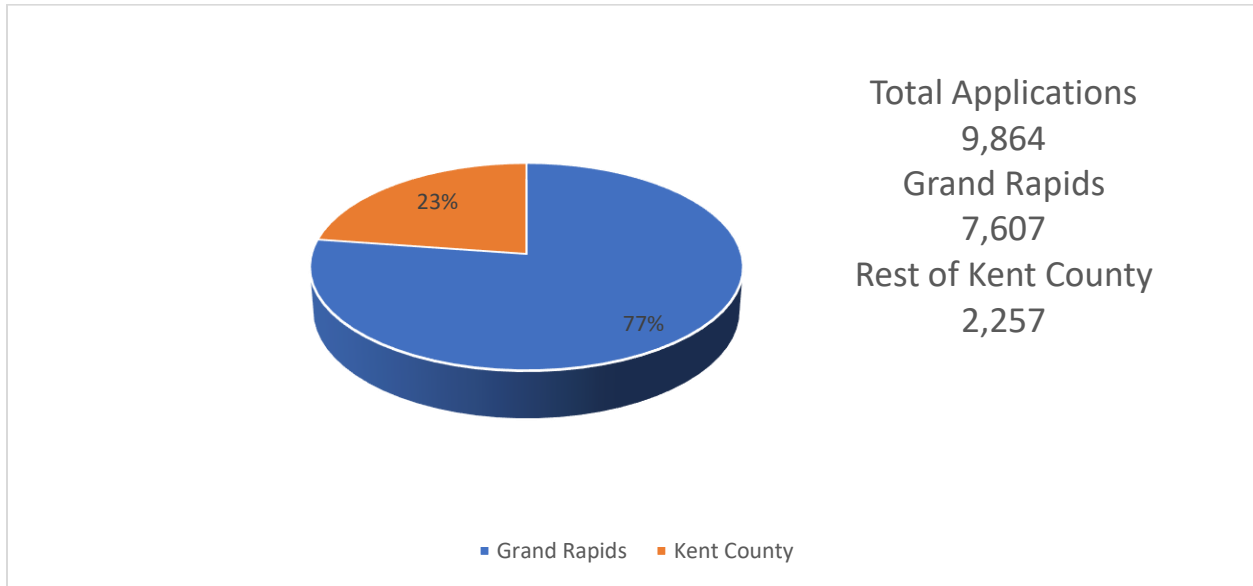
### Applications Received as of 11.30.21



**Application Approval Rate as of 12.07.21**



### Total Applications Received as of 12.07.21



### Demographics: Race and Ethnicity as of 12.7.21

(Data is collected by the MSHDA Portal)

Ethnicity	Race	Number of Applications	Grand Rapids	Number of Applications	Kent County
Hispanic / Latino	American Indian / Alaska Native / Black-African American	6	0.7%	6	0.5%
	American Indian / Alaska Native / White	6	0.7%	7	0.6%
	American Indian / Alaskan Native	6	0.7%	12	1.0%
	Asian	5	0.6%	5	0.4%
	Asian / White	-	0.0%	1	0.1%
	Black / African American / White	16	1.9%	21	1.8%
	Black-African American	124	14.6%	157	13.2%
	Native Hawaiian / Pacific Islander	6	0.7%	10	0.8%
	Other / Multi-Race	432	50.8%	595	50.0%
	White	249	29.3%	375	31.5%
<b>Hispanic / Latino Total</b>		<b>850</b>	<b>11.2%</b>	<b>1,189</b>	<b>12.1%</b>
Non Hispanic/ Latino	American Indian / Alaska Native / Black-African American	28	0.4%	38	0.4%
	American Indian / Alaska Native / White	15	0.2%	20	0.2%
	American Indian / Alaskan Native	29	0.4%	35	0.4%
	Asian	22	0.3%	31	0.4%
	Asian / White	22	3.9%	31	3.7%
	Black / African American / White	264	3.9%	321	3.7%
	Black-African American	4,207	62.3%	5,050	58.2%
	Native Hawaiian / Pacific Islander	9	0.1%	11	0.1%
	Other / Multi-Race	415	6.1%	513	5.9%
	White	1,745	25.8%	2,624	30.3%
<b>Non Hispanic/ Latino Total</b>		<b>6,756</b>	<b>88.8%</b>	<b>8,674</b>	<b>87.9%</b>
<b>No Response</b>		<b>1</b>		<b>1</b>	
<b>No Response Total</b>		<b>1</b>		<b>1</b>	
<b>Grand Total</b>		<b>7,607</b>		<b>9,864</b>	

# 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	Reporting Date
MSHDA*											
ESG - Community Rebuilders	10/1/2020 - 9/30/2021	\$176,000	\$151,360	RRH	100%	\$79,007.86	45%	25+	not currently collected		9/30/2021
ESG - The Salvation Army	10/1/2020 - 9/30/2021	\$170,351	\$26,000	Outreach, Prevention, RRH	100%	\$137,834.77	81%	212	not currently collected		9/30/2021
ESG-CV - Community Rebuilders	1/1/2021 - 9/30/2022	\$181,722	\$128,678	RRH	43%	\$18,113.86	10%	15+	not currently collected		9/30/2021
ESG-CV - Family Promise	1/1/2021 - 9/30/2022	\$412,800	\$0	Shelter	43%	\$413,350.70	100%	156	not currently collected	Families	9/30/2021
ESG-CV Mel Trotter	1/1/2021 - 9/30/2022	\$129,834	\$0	Shelter	43%	\$54,220.47	42%	100	not currently collected		9/30/2021
ESG-CV - Pine Rest	1/1/2021 - 9/30/2022	\$103,200	\$0	Outreach	43%	\$43,054.20	42%	130-150	not currently collected		9/30/2021
ESG-CV - The Salvation Army	1/1/2021 - 9/30/2022	\$188,688	\$89,927	Prevention, RRH	43%	\$83,962.72	44%	?	not currently collected		9/30/2021
City of Grand Rapids**											
ESG - Community Rebuilders	7/1/2020 - 6/30/2021	\$123,960	\$72,000	RRH	100%	\$123,960.00	100%	24	45		6/30/2021
ESG - Grand Rapids Urban League	7/1/2020 - 6/30/2021	\$94,300	\$69,000	Prevention	100%	\$94,300.00	100%	23	35		7/1/2021
ESG - The Salvation Army	7/1/2020 - 6/30/2021	\$82,354	\$57,854	Prevention/ Eviction Diversion	100%	\$82,354.00	100%	28	26		7/2/2021
ESG - The Salvation Army	7/1/2021 - 6/30/2022	\$83,000	\$57,854	Prevention/ Eviction Diversion	33%	\$3,962.00	5%	25	0		10/31/2021
ESG - Community Rebuilders	7/1/2021 - 6/30/2022	\$250,818	\$170,900	RRH	25%	\$42,220	17%	36	8		9/30/2021
ESG-CV - Arbor Circle	11/1/2020 - 12/31/2021	\$59,488	\$0	Outreach	86%	\$48,249.00	81%	50	49		10/31/2021

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	Reporting date
<b>City of Grand Rapids</b>											
ESG-CV - Community Rebuilders	11/1/2020-7/31/2022	\$460,302	\$0	Shelter	52%	\$231,949.00	50%	70	30	Geographically Targeted	9/30/2021
ESG-CV - Community Rebuilders	11/1/2020-7/31/2022	\$1,548,000	\$897,840	RRH	52%	\$394,646.00	25%	75	82	Geographically Targeted	9/30/2021
ESG-CV - Degage Ministries	11/1/2020 - 12/31/2021	\$65,000	\$0	Shelter	79%	\$65,000.00	100%	390	838		10/31/2021
ESG-CV - Mel Trotter Ministries	11/1/2020 - 12/31/2021	\$200,000	\$0	Shelter	79%	\$200,000.00	100%	3,700	4,733		10/31/2021
ESG-CV - The Salvation Army	1/1/2021 - 12/31/2021	\$511,428	\$358,028	Prevention/ Eviction Diversion	83%	\$297,682.00	58%	115	87	Third Ward	10/31/2021
<b>Kent County***</b>											
ESG 18	8/10/18-12/31/20	\$136,428	\$126,196	Prevention/ Hotel/Motel	100%	\$85,836.08	63%	34	not currently collected		9/30/2021
ESG 19	7/01/19 - 6/30/21	\$149,297	\$138,100	Prevention/ Hotel/Motel	100%	\$92,886.53	62%	49	not currently collected		9/30/2021
ESG 20	7/01/20 - 6/30/22	\$154,368	\$142,790	Prevention/ Hotel/Motel	63%	\$436.63	0%	45	not currently collected		9/30/2021
ESG-CV	4/01/20 - 9/30/22	\$1,643,522	\$1,479,169	Prevention/ Hotel/Motel	60%	\$114,174.22	6.9%	231	not currently collected		9/30/2021
ESG 21	7/01/21 - 6/30/23	\$148,422	\$137,290	Prevention/ Hotel/Motel Vouchers	13%	\$0.00	0%		not currently collected		9/30/2021

**Notes**

- \*MSHDA reports are submitted quarterly
- \*\*City of Grand Rapids payment requests are generally monthly and performance reports quarterly.
- \*\*\*The County did enter into a two subrecipient agreements earlier this year (2021) with Family Promise of Grand Rapids for a portion of its 2018 and 2019 ESG Funds.  
More recently the County also entered an agreement last month with Family Promise of Grand Rapids to use its ESG-CV funds to also provide hotel/motel vouchers.



**FS CoC**
**November, 2021**

Year to Date

	Total CoC (includes Match Funding)	Annual Budget	Budget Remaining	% Remaining	Notes
HWMUW (Match)	8,266	17,000	8,734	51%	
MSHDA	433,698	595,851	162,153	27%	
City of GR CDBG (Match)	13,019	20,000	6,981	35%	
City of Wyoming CDBG (Match)	2,179	5,000	2,821	56%	
HUD Planning	68,590	201,927	133,337	66%	
Kent County Unmet Needs	7,903	19,593	11,690	60%	
HMIS - TSA	35,485	82,355	46,870	57%	
Kent County CDBG	4,200	-	(4,200)	0%	
Non-profit Technical Assistance	3,800	-	(3,800)	0%	
<b>TOTAL REVENUE</b>	<b>577,140</b>	<b>941,726</b>	<b>364,586</b>	<b>39%</b>	
Personnel Costs	74,549	208,228	133,679	64%	1
Community Inclusion	160	1,500	1,340	89%	
Professional Fees	53,100	90,250	37,150	41%	
Grant Passthrough	424,126	573,870	149,744	26%	2
Office Supplies/Promo Items	106	100	(6)	-6%	
Printing/Copying	0	100	100	100%	
Conferences	800	8,190	7,390	90%	
Meetings	-	505	505	100%	
Mileage	-	668	668	100%	
Parking	1,394	3,383	1,989	59%	
Miscellaneous/Technology	911	1,477	566	38%	
Indirect	21,881	53,455	31,574	59%	
<b>TOTAL EXPENSES</b>	<b>577,140</b>	<b>941,726</b>	<b>364,586</b>	<b>39%</b>	
<b>Revenue Over(Under) Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>		

**Fund Balance @ 10/31/20**
**8,000**

Strategic Planning Costs

(8,000)

**Fund Balance @ 05/31/21**
**-**

Add:

HWMUW Grant Fund

6,600

**0** **6,600**
**Notes:**

1. CoC staff time:

1 FTE - Courtney - CoC Program Manager

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

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

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

Staff Total 2.1 FTE

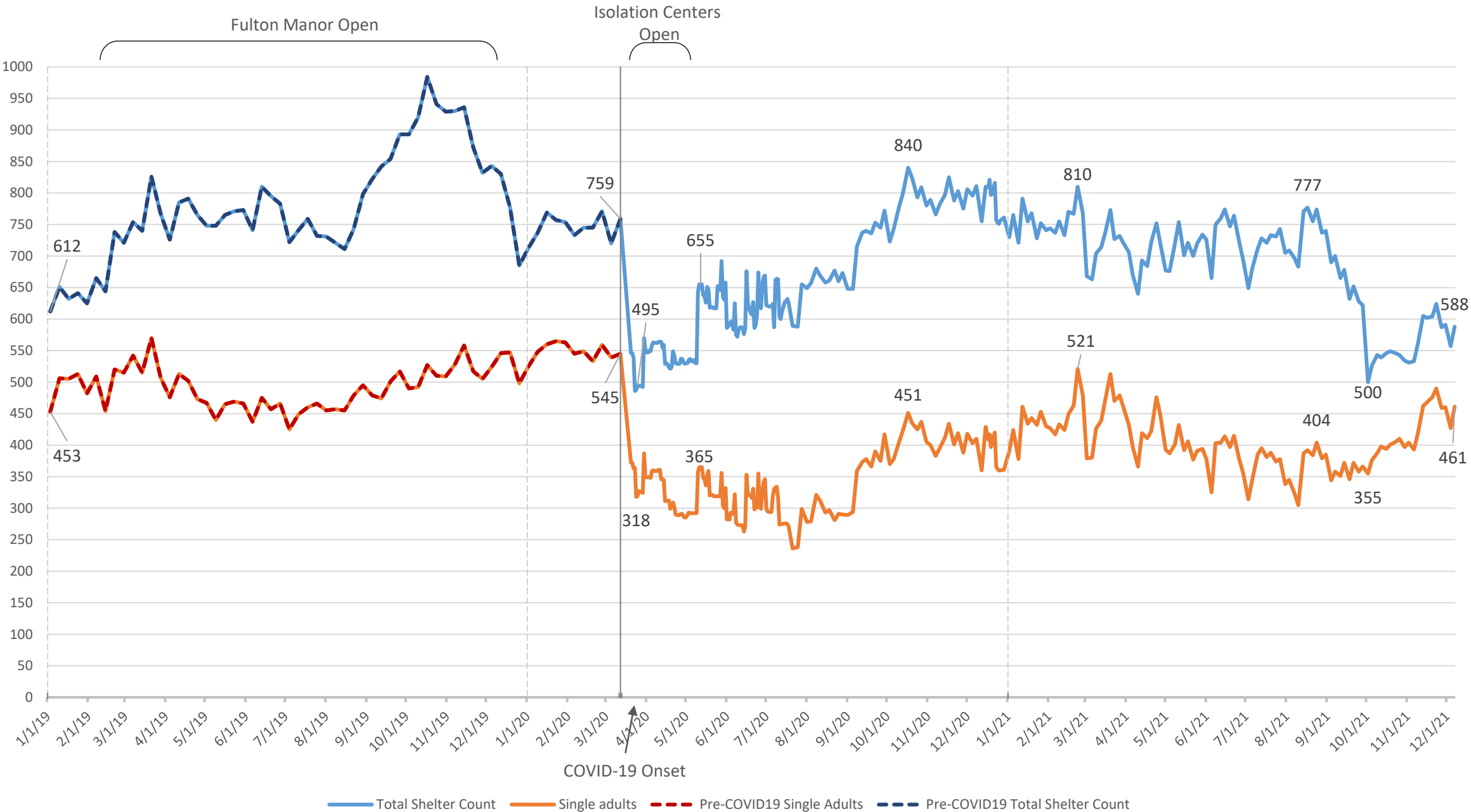
Note: Personnel budget includes 1 PT HMIS Support as well. Currently outsourced.

2. Passthrough grant

[illegible]

# Emergency Shelter Counts Comparison: Before and During COVID-19

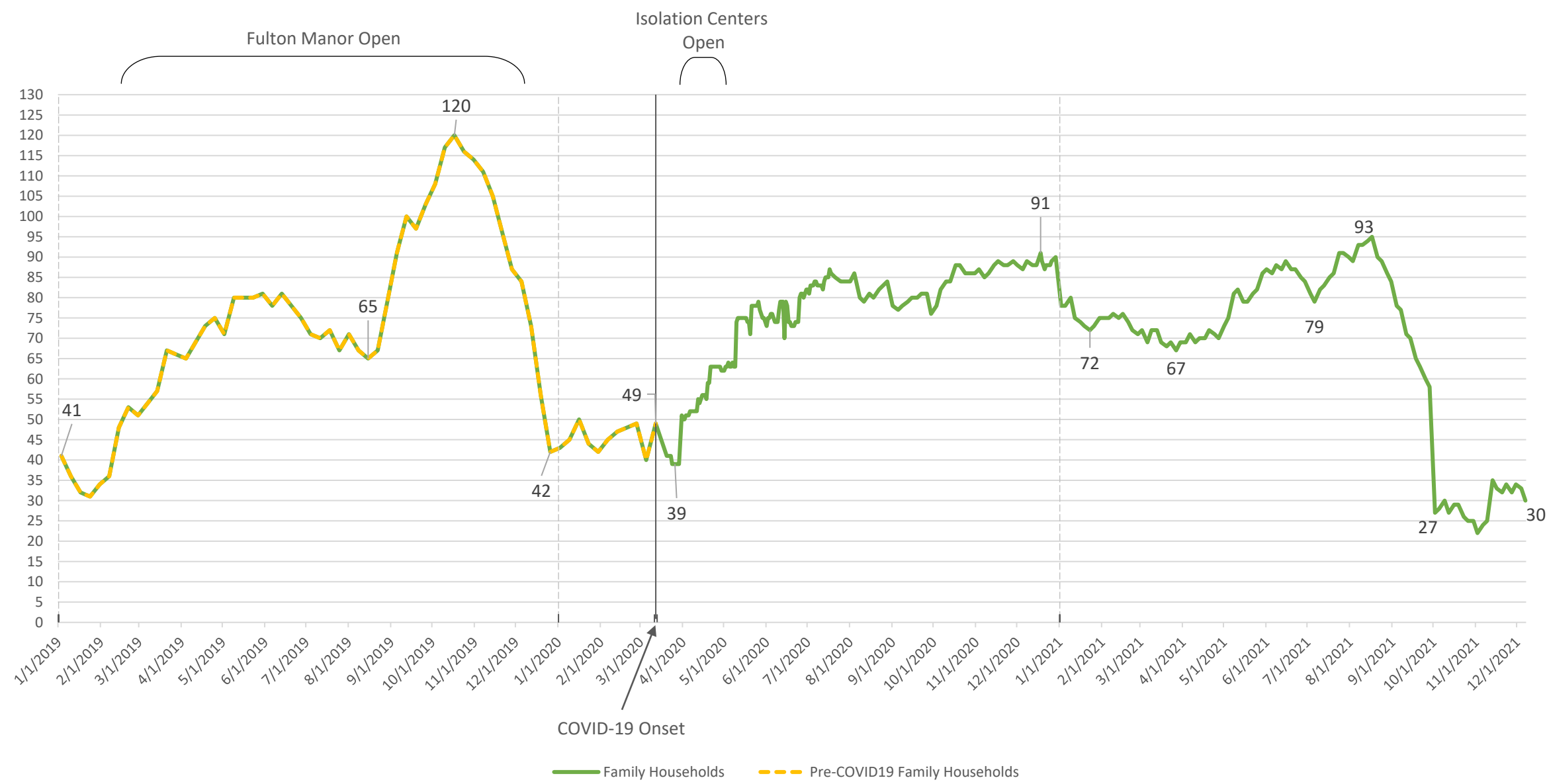
Number of individuals in emergency shelter – 1/1/2019 to 12/7/2021



<sup>1</sup>All emergency shelter data pulled from Kent County's Homeless Management Information System (HMIS).  
<sup>2</sup>Data does not include currently information from organizations who do not use HMIS, staff continue to work to include this data.

# Emergency Shelter Counts Comparison: Before and During COVID-19

Number of family households in emergency shelter – 1/1/2019 to 12/7/2021



<sup>1</sup>All emergency shelter data pulled from Kent County's Homeless Management Information System (HMIS).  
<sup>2</sup>Data does not include currently information from organizations who do not use HMIS, staff continue to work to include this data.

**ENTF and CoC Support Costs**

**Costs:**

Total UWW Finance and Administrative Support\*

HR time, Payroll costs (4.5 FTE @ \$3,650)

IT Support (4.5 FTE @ \$2,375)

Occupancy (1,800 SF)

Commercial Insurance

Estimated direct HWMUW costs to support:

Indirect fee budget 21.22

Costs in excess of indirect fee (reimbursement)

In addition, HWMUW provides an additional \$20,000 in funding for ENTf and the CoC.

*\* Includes Finance, Accounts Payable, Grant Mangement, Subrecipient Risk Assessments and Monitoring, Governance and Finance Committee Meetings, Audit and Tax Filing, Reporting, CEO Supervision*

	Total	ENTF	CoC
	70,595.31	18,563.03	52,032.28
4.5	16,425.00	9,125.00	7,300.00
4.5	10,687.50	5,937.50	4,750.00
\$12/sq ft	21,600.00	12,000.00	9,600.00
	1,500.00	750.00	750.00
	120,807.81	46,375.53	74,432.28
	\$ 83,000.00	30,000.00	53,000.00
	\$ (37,807.81)	\$ (16,375.53)	\$ (21,432.28)



## FUNDING DECISION APPEAL POLICY

### INTERIM

The Grand Rapids Area Coalition to End Homelessness, also known as the Grand Rapids/Wyoming/Kent County Continuum of Care entity and here forward referenced as the CoC, is committed to ending homelessness across Kent County. A powerful tool for this is the appropriation of public funds to permanent housing and infrastructure projects.

The Funding Review Committee of the CoC is comprised of individuals with knowledge of the system for providing homelessness services. (A list of current Funding Review members is provided in the FRC Members and Process document.) This committee makes funding recommendations to the Steering Council of the CoC and the Steering Council votes on the recommendation.

Appeals may be made for the following reasons:

- 1) Scoring Error: The application was incorrectly scored and should have received a higher score that would change their funding award;
- 2) Additional Criteria to Consider: The applicant believes the score does not reflect the importance of the project to the community and ending homelessness or the decision to deny funding will adversely affect the community's work to end homelessness.

Appeals must be returned to CoC staff by the deadline stated on the funding application timeline provided with the initial application. Timelines will vary by funding source and overall application timeframe, but staff will work to secure a minimum of one week after funding awards are announced.

An Appeals Panel will be assembled, consisting of one of the Funding Review Committee members, one of the Steering Council members, CoC staff, and recruited members (minimum of three) from Continuums of Care outside of Kent County. All members of the Appeals Panel will have a vote, except CoC staff who will lead and inform the discussion. All members must declare any potential conflict of interest to the committee for consideration.

~~Decisions of the Appeals Panel will be sent as recommendations to the Steering Council. Following the Steering Council vote to accept or overturn the recommendations, t~~he appeal decisions will be sent to applicants in writing, by CoC staff, within 3 business days.

Appeals will not be considered if:

- The organization or project failed to meet the US Department of Housing and Urban Development (HUD) thresholds

If the applicant's appeal is denied ~~(following the Steering Council vote)~~ and they wish to pursue the appeal further, they may appeal to the local granting agency or directly to HUD in the case of CoC Program

funding. 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 Priority Listing submitted by the CoC to HUD in the consolidated application. To appeal to HUD, applicants must submit their project application in *e-snaps*, the online application site of HUD, by the deadline listed on the Notice of Funding Availability (NOFA) pertaining to that application year.

It should be noted that while HUD reviews the appeal, the amount of funding requested by the appealing applicant will be withheld from the funding allocated to the rest of the community. In the event that the applicant does not receive a funding for its project application by HUD, the funds will be released back to the community, but will likely have caused a delay in new contracts being awarded to the project(s) on the bottom of the Priority Listing.