GRAND RAPIDS AREA
COALITION TO END
HOMELESSNESS

Steering Council Meeting Agenda
October 20, 2023 ▫ 8:30 – 10:30am ▫ Zoom

1. Call to Order/Introductions

2. Approval of the Agenda*

3. Approval of September 15, 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. Woda Shea Ravines Apartments Update

7. QSOBAA Process*

8. CHC 2.0 Presentation

9. Winter Shelter Update

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

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

12. Adjournment

Next meeting: Friday, November 17, 8:30 – 10:30am, Zoom

denotes potential action item

STEERING COUNCIL
MEETING MINUTES
September 15, 2023
8:00 – 9:00am

Facilitator:	Elizabeth Stoddard		
Meeting Attendees:	<u>Steering members present</u>: Skyler Boeve, Holly Wilson, Kate Berens, Alonda Trammell, Lauren VanKeulen, Adrienne Goodstal, Charisse Mitchell, Lindsey Reames, Ryan VerWys, Christie White, Mark Contreras, Lisa Cruden, Ryan Kilpatrick, Caity Young <u>Steering members absent with notification</u>: Karen Tjapkes, Jose Salinas <u>Steering members absent without notification</u>: Ryan Kilpatrick <u>Community Members</u>: Wende Randall (ENTF), Anna Diaz (Community Rebuilders) <u>Staff</u>: Courtney Myers-Keaton, Alyssa Anten, Brianne Robach, Evan Hile, Ronan Parmenter, Justin Brownlee		
Time Convened:	8:03 am	Time Adjourned:	9:03 am

Approval of Agenda			
Motion by:	Adrienne Goodstal	Support from:	Ryan VerWys
Discussion			
Amendments			
Conclusion	All in favor, motion passes.		

Approval of Minutes		**August 18, 2023**	
Motion by:	Skyler Boeve	Support from:	Holly Wilson
Discussion			
Amendments	Kate Berens noted her absence with notification at the last meeting.		
Conclusion	All in favor, motion passes.		

Public Comment on Any Agenda Item	
Discussion	
None	

Approval of Consent Agenda			
Motion by:	Charisse Mitchell	Support from:	Holly Wilson
Discussion	None		
Conclusion	All in favor, motion passes.		

Petitions and Communications	
Discussion	

CoC Program Competition – Project Priority Listing Approval		
Discussion		
Courtney gave an overview of the Project Priority Listing, which has been recommended for approval by the Funding Review Committees. An e-vote will go out within the week for Steering Members.		
Action Items	Person Responsible	Deadline
Send e-vote	CoC	

HMIS and QSOBAA Processes	
Discussion	

Alyssa reviewed the edits to the documents, and noted they incorporated feedback from Steering Council and Executive Committee. There was discussion around Housing First principles and data sharing. This item will come back for voting at the next Steering meeting.		
Action Items	Person Responsible	Deadline
Include HMIS and QSOBAA Policy Votes to October Steering meeting	CoC	
Winter Shelter Capacity		
Discussion		
Courtney spoke to data projections indicated a shortage of shelter beds for this coming winter. Factors include staffing capacity and safety ratios as well as physical space capacity. There have been ongoing discussions looking for long-term solutions.		
Action Items	Person Responsible	Deadline
Communicate any potential solutions with Steering via email	CoC Staff	
Steering Council Meeting Format and Locations		
Discussion		
Meetings will continue to be monthly, rotating every other month between virtual and in-person at the Fair Housing Center West Michigan.		
Action Items	Person Responsible	Deadline
Update calendar invitations for meetings	Ronan	
Any Other Matters:		
Discussion		
Skyler: YAB is planning to build their own governance structure based on recommendations from YHDP, and would like to review other governance structures for guidance. Lindsey: The HCV Program is opening soon. Additionally, they will be recruiting during the first part of January for the Americorps Vista program. Skyler indicated interest.		
Action Items	Person Responsible	Deadline
Public Comment on Any Item		
Discussion		
Adjourn		
Motion by: Kate Berens	Support from: Lindsey Reames	

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 - ICCF	10/1/2022-9/30/2023	$133,334	$84,700	RRH	83%	$76,582.39	57%	not currently available	not currently collected		6/30/2023
ESG - Pine Rest	10/1/2022-9/30/2023	$100,409	$0	Outreach	75%	$63,693.00	63%	not currently available	not currently collected		7/31/2023
ESG - The Salvation Army	10/1/2022-9/30/2023	$190,883	$38,000	RRH, Prevention	75%	$50,632.06	27%	not currently available	not currently collected		6/30/2023
City of Grand Rapids**											
ESG - The Salvation Army	7/1/2022 - 6/30/2023	$295,902	$255,069	Rapid Re-housing	100%	$ 295,902.00	100%	40	52		7/30/2023
Kent County*											
ESG-CV	4/01/20 - 9/30/23	$1,511,168	$1,433,517.24	Prevention/Hotel/Motel	92%	$1,388,291.33	92%	231	245		6/30/2023
ESG 21	7/01/21 - 6/30/23	$148,422	$142,291	Prevention	96%	$115,305.99	78%	100	0		6/30/2023
ESG 22	7/01/22 - 6/30/24	$148,716	$137,563	Prevention/HMIS Support	50%	$11,002.00	7%	100	0		6/30/2023

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 programing through subrecipients for all ESG grants, the remaining grant amount has been held for Kent County administrative expenses associated with each grant.

Coordinated Entry –

- Recent Activity and Ongoing Projects
  - o As of September 11, Community Housing Connect is the Coordinated Entry assessment tool for all populations experiencing or at risk of homelessness. The tool can be completed online at any time at communityhousingconnect.org. If households need support completing the tool, agencies can assist by walking the household through the questions or households can contact HAP and staff can complete the tool over the phone. Agencies who complete the CHC assessment with clients should also complete a Coordinated Entry Entry/Exits in HMIS. A training on this process was provided last month and the recording is available upon request. If you have questions about the HMIS workflow, please contact Alyssa (aanten@hwmuw.org). Households who are prioritized for a referral to a housing resource will be contacted at the time a resource becomes available.
  - o This change aligns with the Coalition's decision to shift the Coordinated Entry infrastructure to the system-level at the Coalition, with staff providing management and oversight. Questions related to Coordinated Entry processes should be directed to Brianne (brobach@hwmuw.org), Coordinated Entry Program Manager.

Youth Action Board –

- Recent Activity and Ongoing Projects
  - o Youth Committee has not met in a few months. We are continuing to work with YHDP TA providers to launch projects in October. Save the dates for a 2-day implementation workshop are coming soon.
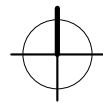
Family Functional Zero –

- No update

ACTIVE MSHDA ESG/EHV/C19 GRANTS

Grant Number	Award Period	Award Amount	Latest FSR In Process/Compl'd	Period	Amount	Paid by MSHDA?	Total Amount Received	Notes
HML-2021-HEART OF-1148-EHV	06/1/21 - 09/30/23	$ 100,000.00	FSR #6	07/01/23-08/31/23	$ 3,003.00	in process	$ 51,113.00	**FSR #6 Submitted for Review/Approval**
HML-2022-HEART OF-1148-ESF	10/1/22 - 09/30/23	$ 226,076.00	FSR #2	07/01/23-07/31/23	$ 20,333.00	YES	$ 83,825.00	**Received Pymt 10/3/23. NCTE will be underway.**
HML-2023-HEART OF-1148-ESM	10/1/22 - 09/30/23	$ 216,292.00	FSR #1	10/1/22 - 6/30/23	$ 114,653.00	YES	In Process; 100%	**Check Cut on 10/4/23; NCTE will be underway.**
HML-2023-HEART OF-1148-ESF	10/1/23 - 09/30/24	$ 212,175.00						
HML-2024-HEART OF-1148-ESM	10/1/23 - 09/30/24	$ 206,292.00						**Just approved 9/11/23**
HML-2023-HEART OF-1148-HPP	6/8/23 - 03/31/24	$ 303,631.00	FSR #1	07/01/23-09/30/23	$ 232,906.53	In process		**FSR Qtr. 2 due 10/14/23**
HML-2023-Heart of-1148-HNP	6/13/23-04/30/25	$ 225,000.00						
Total Active Grant Awards		$ 1,489,466.00						

Woda Cooper Companies

SHEA RAVINES APARTMENTS

Wyoming, Michigan

06.26.2023

CONCEPTUAL SITE PLAN

PHASE 2
PROPOSED 4-STORY
56 UNIT APARTMENT BUILDING

SETBACK

DUMPSTER
ENCLOSURE

SETBACK

EXISTING
CHERRY HEALTH
BUILDING

BURLINGAME AVE

DUMPSTER
ENCLOSURE

FENCED
TOT LOT

GRILL AND
PICNIC AREA

FENCED DOG PARK

WOODED
AREA

BUILDING
SIGNAGE

COVERED
ENTRY

PHASE 2
PROPOSED 4-STORY
56 UNIT APARTMENT BUILDING

PRAIRIE PARKWAY SE

CONCEPTUAL SITE PLAN | 2

HDJ
Hooker DeJong Inc
ARCHITECTS • ENGINEERS • PLANNERS

WODA COOPER
COMPANIES

SHEA RAVINES APARTMENTS
2929 BURLINGAME AVE SW / WYOMING / MI / 49509
HOOKER DEJONG, INC. | DESIGN APPLICATION | 06/26/2023

PHASE 1:

PARCEL SIZE: 149,935 SF +/- (3.442 ACRES)

BUILDING SQUARE FOOTAGE PER BUILDING
1ST FLOOR: 14,064 GSF
2ND FLOOR: 14,064 GSF
3RD FLOOR: 14,064 GSF
4TH FLOOR: 14,064 GSF
TOTAL: 56,256 GSF

UNIT MIX PER BUILDING:
1BD (682 GSF): 40 UNITS (72%)
2BD (912 GSF): 16 UNITS (28%)
TOTAL: 56 UNITS (100%)

PARKING COUNT:
REQUIRED: 2 SPACES PER UNIT (ZONING TABLE 90-600)
56 UNITS X 2 SPACES = 112 SPACES

PROVIDED: 56 SPACES
    - 50% REDUCTION PER FBC 90-1903
       - PER 90-1903A / 90-1903D PARKING CAN BE
         REDUCED AS THERE IS SHARED PARKING
         WITH STAGGERED PEAK HOURS AND MASS
         TRANSIT IS AVAILABLE WITHIN 300' OF SITE.

PHASE 2:

PARCEL SIZE: 57,389 SF +/- (1.317 ACRES)

BUILDING SQUARE FOOTAGE PER BUILDING
1ST FLOOR: 14,064 GSF
2ND FLOOR: 14,064 GSF
3RD FLOOR: 14,064 GSF
4TH FLOOR: 14,064 GSF
TOTAL: 56,256 GSF

UNIT MIX PER BUILDING:
1BD (682 GSF): 40 UNITS (72%)
2BD (912 GSF): 16 UNITS (28%)
TOTAL: 56 UNITS (100%)

PARKING COUNT:
REQUIRED: 2 SPACES PER UNIT (ZONING TABLE 90-600)
56 UNITS X 2 SPACES = 112 SPACES

PROVIDED: 56 SPACES
    - 50% REDUCTION PER FBC 90-1903
       - PER 90-1903A / 90-1903D PARKING CAN BE
         REDUCED AS THERE IS SHARED PARKING
         WITH STAGGERED PEAK HOURS AND MASS
         TRANSIT IS AVAILABLE WITHIN 300' OF SITE.

CHERRY HEALTH FACILITY:

PARCEL SIZE: 63,770 SF +/- (1.464 ACRES)

BUILDING SQUARE FOOTAGE PER BUILDING
1ST FLOOR: 16,100 GSF +/-
TOTAL: 16,100 GSF +/-

PARKING COUNT:
REQUIRED: 1 SPACE PER 200 SF (ZONING TABLE 90-600)
16,100 SF / 200 = 81 SPACES

PROVIDE: 81 SPACES

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COMPANIES

Grand Rapids Area Coalition to End Homelessness

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

Qualified Service Organization Business Associate Agreement (QSOBAA) Policy DRAFT

- **Purpose and Goal**: The purpose of the QSOBAA is for agencies who participate in the Homeless Management Information System (HMIS) to agree to share protected client information between programs for the purpose of effective and efficient service delivery. This agreement governs how providers and project sharing settings are created in HMIS. The purpose of this document is to establish a policy and outline the procedure for approving an agency to sign the sharing agreement while ensuring data quality, privacy and security standards are maintained.
- The goal is for broader coordination across the homeless response system so that the impact on clients is positive and reflects a trauma informed approach to data collection, such as reduction in story sharing, expedient service delivery, and explicit consent.
- Agencies who participate in the QSOBAA must:
  - o Serve households who meet the HUD definition of homelessness (Categories 1, 2, and 4)
  - o Commit to Housing First* principals.
  - o Utilize the Coordinated Entry System for referrals to permanent housing resources.
  - o Become a member of the Continuum of Care to be in alignment with the strategic plan; and participate in committees and/or workgroups.
  - o Agree to the CoC's Service Delivery Standards.
  - o Subscribe to the CoC's Fair Housing and Anti-Discrimination Policy.

Workflow:

- Agencies that wish to sign the QSOBAA for coordination across the homeless response system or for participation in the Coordinated Entry System must complete an online application to describe goals and intended outcomes for the program.
- System Administrator will bring newly interested agencies to the Data Quality Committee (made up of existing QSOBAA agencies) for discussion and feedback. CoC staff will make a recommendation to the Executive Committee with consideration of feedback from Data Quality Committee to add agencies to the QSOBAA.
- Executive Committee will have final approval for adding new agencies upon consideration of input from the Data Quality Committee and CoC staff.
- CoC staff will notify the Steering Committee of agencies requesting to be added, and the outcome.
- **Agencies wishing to appeal Executive Committee's decision may submit written communication to Steering Council within 5 business days. Steering Council shall make the final decision.**
- System Administrator will initiate a new QSOBAA and facilitate the signature process as well as update HMIS and work with the new agency for provider and project set up.

- The QSOBAA will be updated on a bi-annual basis, once in the spring and once in the fall, unless an agency must participate per funding source requirements.

Roles and Responsibilities:

- **System Administrator:** Operate the HMIS system, set up and monitor providers and project level data and outcomes, train new users and provide opportunities for ongoing learning and engagement, manage the QSOBAA.
- **Agency:** Data entry, monitor project level data quality, participate in CoC Committees and workgroups, abide by MSHMIS policies for HMIS use, and QSOBAA policies for data sharing.
- **Data Quality Workgroup:** Participation is expected for all agencies on the QSOBAA. Convene to discuss system level data quality, prepare for federal reports, engage in ongoing learning opportunities, abide by the policies laid out in the QSOBBA and HMIS Sharing Agreement.

* Housing First is a proven model for addressing homelessness by quickly rehousing people experiencing homelessness and ensuring they have access to permanent housing and supportive services. Access does not have service participation requirements or preconditions (such as sobriety, or a minimum income threshold).

Grand Rapids Area Coalition to End Homelessness

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

Homeless Management Information System (HMIS) Agency Access Policy DRAFT

Purpose and Goal:

- The Homeless Management Information System is an information technology system that collects client level data and data on the provision of housing and supportive services for persons experiencing or at risk of homelessness. The purpose of this document is to establish a policy and outline the procedure for agencies to participate in the HMIS to ensure compliance with federal mandates for data collection and reporting, and alignment with values and service delivery standards within the homelessness response system.
    o HMIS participation is a statutory requirement for recipients and subrecipients of the Continuum of Care (CoC) and Emergency Solutions Grants (ESG) Programs. HMIS participation is also required for homeless assistance providers funded by the U.S. Department of Health and Human Services and the U.S. Department of Veterans Affairs and encouraged for other programs that serve persons experiencing homelessness.
- The goal is for broader coordination across the homeless response system so that the impact on clients is positive and reflects a trauma informed approach to data collection, such as reduction in story sharing, expedient service delivery, and explicit consent.
- All data entered into HMIS will impact the Continuum of Care's Annual Renewal Demand for funding and the System Performance Measures required federal reporting.
- Agencies who participate in the HMIS must:
    o Serve households who meet the HUD definitions of homelessness (Categories 1, 2, and 4)
    o Provide permanent housing resources to persons experiencing homelessness using service delivery models as defined by HUD (ie Rapid Rehousing, Transitional Housing, Permanent Supportive Housing)
    o Utilize the Coordinated Entry System for referrals to permanent housing resources.
    o Become a member of the Continuum of Care to be in alignment with the Strategic Plan and participate in committees and/or workgroups.
    o Subscribe to the CoC's Fair Housing and Anti-Discrimination Policy.

Workflow:

- Agencies that wish to use HMIS to contribute to the homelessness response system's data collection and reporting must complete an online application to describe goals and intended outcomes for the program. CoC Staff will bring a recommendation to the Executive Committee to add new agencies into the HMIS. Executive Committee will have final approval for adding new agencies upon consideration of input from staff.
- CoC staff will notify the Steering Committee of agencies requesting to be added, and the outcome. Agencies wishing to appeal the Executive Committee's decision have 5 business days to submit a written appeal to the Steering Committee.
- After approval, agencies will be required to submit the following documents:
  - Signed Participation Agreement between MCAH and Agency
  - Agency Board Approved Confidentiality Policy
  - Agency Grievance Policy including process for external review
  - Privacy Notice for Clients
  - Executed Agency specific MSHMIS Client Release of Information
  - Certificates of Completion from required trainings for all HMIS System Users (found on the HMIS Learning Center)
  - Fully executed User Agreement for all HMIS System Users
  - Any necessary Coordinated Service Agreements between agencies, including the QSOBAA if applicable
- Agencies can initiate this process at any time. The process can take 10-30 business days depending on the agency's ability to execute the required documents.

Roles and Responsibilities:

- **System Administrator:** Operate the HMIS system, maintain participating agency documentation, set up and monitor providers and project level data and outcomes, train new users and provide opportunities for ongoing learning and engagement, manage the QSOBAA.
- **Agency:** Data entry, monitor project level data quality, participate in CoC Committees and workgroups, abide by MSHMIS policies for HMIS use.
- **Data Quality Workgroup:** Participation is recommended for agencies participating in the HMIS. Convene to discuss system level data quality, prepare for federal reports, engage in ongoing learning opportunities, abide by the policies laid out in the QSOBBA and HMIS Sharing Agreement.