# Capital Region Housing Collaborative

# July 26, 2022 Board Meeting

# Zoom

**Board Members**: Rawley Van Fossen, Chair, Capital Area Housing Partnership, Veronica (Nickie) Perera, Vice Chair, Legal Services of South Central Michigan, Mark Criss, Treasurer, City Rescue Mission, Gabriel Biber, Secretary, Haven House, Susan Cancro, Advent House, Rich Howard, The Davies Project, Rose Taphouse, Lansing School District, Jennifer McMahon, Child & Family Charities, Su'Alyn Holbrook, MDHHS, Katrina Urista, City of Lansing, Lucretia Stevenson, Consumer Representative, Brooke Hall, CMH, 3 vacant seats

## Agenda:

A. Call Meeting to Order
B. Recommended Actions/Routine Matters
   All Matters listed under the Consent Agenda are considered routine in nature and will be approved by one blanket motion. Prior to approval, if there is discussion or needed clarification, item will be moved out to Business section to be discussed.
   a. June Board meeting minutes
   b. HUD Grant inventory Worksheet
   c. MSUFCU Account balance
C. Old Business
   a. Transition Update
   b. HARA/Community Update letter
D. Chair Report, Rawley Van Fossen
E. New Business
   a. Membership/Annual Meeting Discussion
   b. Exhibit 1 Approval
   c. By Names List action items
   d. Outreach schedule
   e. Wait List Opening
F. Announcements
   a. Open Board Seats
   b. Membership Invoices
G. Close of Meeting

# Capital Region Housing Collaborative
# June 28, 2022
# Board Meeting Minutes

**Board Members**: Rawley Van Fossen, Chair, Capital Area Housing Partnership, Veronica (Nickie) Perera, Vice-Chair, Legal Services of South Central Michigan, Mark Criss, Treasurer, City Rescue Mission, Gabriel Biber, Secretary, Haven House, Susan Cancro, Advent House, Rich Howard, The Davies Project, Rose Taphouse, Lansing School District, Jennifer McMahon, Child & Family Charities, Su'Alyn Holbrook, MDHHS, Vacant, ICHD, Toni Young, City of Lansing, Lucretia Stevenson, Consumer Representative, Brooke Hall, Community Mental Health, Sharon Dade, S&D Associates

**Attendance:** Rawley Van Fossen, Capital Area Housing Partnership, Barb Kimmel, City of Lansing, Doris Witherspoon, City of Lansing, Susan Cancro, Advent House, Rich Howard, Davies Project, Gabriel Biber, Haven House, Brooke Hall, CMH, Sharon Dade, S&D Associates, DJ Knox, Advancement Corporation, Veronica Perera, Legal Services, Doris Witherspoon, City of Lansing, Rebecca Mezaros MDHHS, Kim Coleman, City of Lansing, Maureen Nagy, Advent House, Nancy Oliver, Holy Cross, Thomas Woods, Loaves & Fishes, Kiondra Grace, EVE, Mark Criss, City Rescue Mission

**Absent**: Lucretia Stevenson, Holy Cross, Rose Taphouse, Lansing School District, Jennifer McMahon, Child & Family,

**Call to Order:** Meeting was called to order at 9:05 am. Quorum Established at 9:20 am.

**Transition Update:** Sharon Dade provided updates including the Fiduciary, HMIS lead Agency, and HUD grants. HRCS is suggesting a transfer of HMIS in September not immediately. Sharon has met with Jen Leaf, MSHDA representative and is working thru MSHDA requirements. HRCS will pay thru April for HUD grants. All sub grantees are able to hold their own HUD grants. Sharon is busy with Exhibit 1 development. Sharon has requested a monthly report from HRCS to share with the Board and continues to meet with Toni on Thursdays. Sharon has requested a monthly report from the COC MSHDA Fiduciary. The Board affirms Sharon in this ask for regular monthly reports. Sharon has asked that the Board form an Ad hoc ESG Exhibit 1 committee to work together and meet regularly with the intent of collaborating on an Exhibit 1.

*Susan Cancro motions to form an ad hoc ESG Committee to meet regularly to develop the COC MSHDA Exhibit 1 as a community. Gabriel Biber Seconds. All in favor, none opposed.*

**Consent Agenda**: *Veronica Perera motions to approve consent agenda with noted correction. Susan Cancro seconds. No Discussion. All in Favor.*

**Chair Report:** Rawley Van Fossen, CRHC Chair In light of today's discussion, does not offer a report, but gives the time to continued transition planning discussion.

**New Business:** HARA update, very busy with CERA ending, HARA is maxed out on referrals. Over 100 active referrals. Regular ESG allocation will be spent by end of September, ESG CV spent down by end of June. Team is working on messaging for the community. Team is waiting on the City of Lansing, HRCS for City ESG spending extension.

COC Supplemental NOFO Unsheltered opens June 2022, closes October 20, 2022. Susan Cancro is leading the discovery phase to see if this is something the CoC would be eligible for and interested in. She has requested reports form HMIS lead to review. By July Susan will have more answers and will inform the Board of the recommendation.

There was discussion about rent FMR's and how we accept the HUD waivers. Doris Witherspoon recommends that the CoC applies for all the waiver which allows for decisions to be made at a later date. Susan Cancro will summarize the waivers and get information to Board for review.

Nancy Oliver shared regarding a new policy regarding enhanced security measures for participants and staff at Holy Cross. It will be a soft roll out. There have been multiple incidents that left staff and participants not feeling safe. They will be using metal detectors. They still consider themselves low barrier.

**Announcement:** City of Lansing Development office has ARP HOME funds and is hiring a consultant to produce the allocation plan. The MSHDA allocation plan is out for comment, please take the time to comment.

**Adjournment:** Rich Howard motions to adjourn the meeting. Mark Criss seconds. All in favor. None opposed.

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|---|---|
| **Field Office:** | Detroit |
| **CoC Number:** | MI-508 |
| **CoC Name:** | Lansing, East Lansing/Ingham County CoC |
| **CA Name:** | City of Lansing |
| **CoC's ARD (Estimated):** | **$2,958,969** |

7/19/22

| Applicant and Project Information | | | | | Current Budget Line Item Amounts | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Applicant Name** | **Project Name** | **Grant Number** | **Expiration Year** | **Project Component** | **Leasing** | **Rental Assistance** | **Supportive Services** | **Operating Costs** | **HMIS** | **Admin** |
| City of Lansing | HMIS 1 | MI0194L5F082114 | 2023 | HMIS | $0 | $0 | $0 | $0 | $39,334 | $787 |
| City of Lansing | Shelter Plus Care | MI0195L5F082114 | 2023 | PH | $0 | $331,344 | $0 | $0 | $0 | $18,084 |
| City of Lansing | Permanent Supportive Housi | MI0196L5F082114 | 2023 | PH | $0 | $648,336 | $106,417 | $0 | $0 | $32,638 |
| City of Lansing | Permanent Housing for Famil | MI0199L5F082114 | 2023 | PH | $0 | $51,336 | $21,605 | $0 | $0 | $3,034 |
| City of Lansing | Permanent Supportive Housi | MI0376L5F082110 | 2023 | PH | $0 | $156,468 | $27,743 | $0 | $0 | $9,676 |
| City of Lansing | Ingham County - PSH 1+2 | MI0409L5F082108 | 2023 | PH | $229,097 | $0 | $26,750 | $3,640 | $0 | $17,780 |
| City of Lansing | Ending Family Homelessness | MI0417L5F082108 | 2023 | PH | $0 | $208,584 | $52,189 | $0 | $0 | $16,960 |
| City of Lansing | Hope Housing Expansion | MI0483L5F082106 | 2023 | PH | $0 | $186,192 | $68,279 | $0 | $0 | $16,247 |
| City of Lansing | Fresh Start RRH | MI0581L5F082104 | 2023 | PH | $0 | $50,076 | $12,733 | $0 | $0 | $4,019 |
| City of Lansing | Rapid Rehousing for Youth | MI0582L5F082104 | 2023 | Joint TH & PH-RRH | $0 | $90,948 | $79,730 | $0 | $0 | $10,667 |
| City of Lansing | DV RRH | MI0654D5F082102 | 2023 | PH | $0 | $210,444 | $57,355 | $0 | $0 | $20,624 |
| City of Lansing | Transitions PSH | MI0715L5F082100 | 2023 | PH | $63,283 | $0 | $71,854 | $5,150 | $0 | $9,566 |
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7/19/22

| Unit Configuration | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| FMR or Actual Rent | SRO Units | 0 BR Units | 1 BR Units | 2 BR Units | 3 BR Units | 4 BR Units | 5 BR Units | 6+ BR Units | Total Units | Total ARA | Comments |
| | | | | | | | | | 0 | $40,121 | |
| FMR | 0 | 0 | 36 | 0 | 0 | 0 | 0 | 0 | 36 | $349,428 | |
| FMR | 0 | 0 | 68 | 2 | 0 | 0 | 0 | 0 | 70 | $787,391 | |
| FMR | 0 | 0 | 0 | 2 | 2 | 0 | 0 | 0 | 4 | $75,975 | |
| FMR | 0 | 0 | 17 | 0 | 0 | 0 | 0 | 0 | 17 | $193,887 | |
| | | | | | | | | | 0 | $277,267 | |
| FMR | 0 | 0 | 0 | 16 | 2 | 0 | 0 | 0 | 18 | $277,733 | |
| FMR | 0 | 0 | 15 | 3 | 1 | 0 | 0 | 0 | 19 | $270,718 | |
| FMR | 0 | 0 | 3 | 2 | 0 | 0 | 0 | 0 | 5 | $66,828 | |
| FMR | 0 | 0 | 5 | 4 | 0 | 0 | 0 | 0 | 9 | $181,345 | |
| FMR | 0 | 2 | 3 | 7 | 6 | 0 | 0 | 0 | 18 | $288,423 | Expansion |
| | | | | | | | | | 0 | $149,853 | |
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| FMR | 0 | 0 | 5 | 4 | 0 | 0 | 0 | 0 | **9** | **$181,345** | |
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msufcu MSU FEDERAL CREDIT UNION ComputerLine

Hi Rawley, you last signed in on 7/14/2022.

Overview | Messages | MoveMoney℠ | Apply for a Loan | eDeposit | Manage | Chat Offline | Ask Fran | Sign Out

Account Summary | My Profile | My eStatements | Sign Up Now! My eAlerts | ComputerLine Enhancements | Member Referral | My Credit Score

# ACCOUNT SUMMARY

| ID | Savings & Checking Summary | Available ? | Balance |
|---|---|---|---|
| + | 06 - Business Spartan Saver | $0.00 | $5.00 |
| + | 86 - Small Business Checking | $31,255.38 | $31,255.38 |
| | **Savings & Checking Totals** | **$31,255.38** | **$31,260.38** |

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## Your Latest News

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## Exclusive Member Offers

**CRHC BOARD OF DIRECTORS WEEKLY REPORT**
**Project Name: Ingham County Transition and Projects**
**Report Date:** 19-Jul-22

For Period: May 14, 2022 through July 31, 2022
Submitted by: Sharon Dade, S & D Consultants LLC

| | |
|---|---|
| Green | Strong probability the task/project will complete on time |
| Yellow | Good probability the task/project will complete on time |
| Orange | Reasonable probability the task/project will be delayed due to external factors |
| Red | Probable that task/project will NOT complete on time |

**Report Background: (Undated)**

1. Wednesday May, 11, 2022 the CRHC voted to extend a contract to S & D Consultants to assist with managing critical projects related to the transition of key roles, responsibilities and programs in Ingham County. As part of the agreement, S & D Consultants will provide project management services to assist with the transition of the MSHDA fiduciary role and HUD fiduciary roles.

2. In addition the Consultant, assisted with the facilitation and compilation of the MSHDA Exhibit 1. To complete the MSHDA grant application work, the contract will need to be extended into August.

**Historical Overview & Updates: (Unchanged from prior report)**

**Achievements and Updates**

1. MSHDA Fiduciary: ESG and ESG CV grants financial status reports through June 30th were due into the new MSHDA fiduciary (City of Lansing - Planning Office, by Friday, July 15, 2022 for processing.

2. MSHDA Exhibit 1 (due July 31, 2022): The final meeting for collaboration of the Exhibit 1 occurred today. The Exhibit 1 application and attachments will need to be submitted to MSHDA by July 31st. The CRHC Board will need to approve the application at the July Board Meeting. It will be included in the Board Packet. **Included with this report are two draft documents for review, namely the Exhibit 1 application and the Written Standards.**

3. HUD Collaborative Application: In anticipation of the CoC Program NOFA, HUD issued our Grant Inventory Worksheet (GIW) which was missing an awarded increase in the DV Bonus Grant. The CoL - HRCS worked with HUD to get this corrected. The corrections are completed.

4. HMIS Transition:An initial HMIS transition meeting Is tenatively scheduled for the last week in July between the City of Lansing and Haven House.

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| 5. HUD Supplienctal NOFO to Address Unsheltered: Prioities are being set by HUD, for communities with unsheltered populations of 10,000+ people, as documented by the last Point In Time Count. Advent House Ministries anticipates reviewing the NOFO to determine if it is worthwhile to apply energy toward this NOFO. |
| |
| **Anticipated Decisions** |
| 1. Approval of the MSHDA Exhibit 1 application and attachments for submission. |
| 2. Acceptance of draft Prioritization policies, operations plan, and updated recommendations for By-Name-List in anticipation of scheduling a Prioiritzation Group operations meeting. |
| |
| |
| **Overdue Tasks** |
| 1. CoL HRCS Report of Expenditures for HUD CoC Programs, as of the final paid FSRs. |
| 2. Per MSHDA, CoL HRCS still needs to complete their final draw fo MSHDA for MSHDA ESG CV grants; before the new fiduciary can process existing FSRs with MSHDA. |

Dear CoC Partners,

Please see below an important update regarding emergency financial housing assistance for our community, including the COVID Emergency Rent Assistance (CERA) and the Housing Assessment Resource Agency (HARA) Rapid Re-Housing (RRH) and Prevention programs.

The application portal for CERA closed on Thursday, June 30th at 9:00pm. A renter was only eligible to apply if they had an outstanding arrearage as of March 31, 2022. CAHP and Advent House have 2,500+ applications still to process. We anticipate all outstanding applications will be processed by early September. This collaboration has served over 12,000 Ingham County households with over $45million in rent, utility, and internet assistance over the past two years.

As of now, MSHDA (the CERA funding agency) is not allowing any additional applications unless the renter is in the eviction process with an active court case. Those households are likely working with Legal Services. Applications for households with active eviction cases in court must be received through an invitation to apply until at least July 31, 2022. Renters with active eviction cases in court should reach out to CAHP and/or Advent House to obtain an invitation to apply.

Regarding the HARA's Rapid Re-Housing and Prevention programs, they are currently not accepting any new referrals. Due to the limited budget given to the HARA, they have already spent and allocated forward the remaining funding for the households already enrolled in RRH/Prevention and the pending 178 referrals. Recent referrals sent will need to be denied and new referrals will not be accepted. If additional funding is received, the HARA will notify the CoC when new referrals can be accepted. However, please note that the HARA will continue add eligible referrals to the MSHDA Housing Choice Voucher waitlist.

It has become clear that post-CERA, financial assistance for past and future rent is limited at best. Our community, like many, are in a housing affordability crisis. Listed on page 2 are other community resources that may be able to assist. These programs will have their own eligibility criteria, and not all may have financial assistance available. If you know of another community resource that is not listed on page 2, please let me know.

We will continue to update this group monthly at the CoC Board of Directors meeting and Network meeting.

Best,

Rawley Van Fossen,
*Chair, Ingham County Continuum of Care (CoC)*
*Executive Director, Capital Area Housing Partnership (Ingham County designated HARA)*
*rawley@capitalareahousing.org*
*517-575-7646*

# COMMUNITY RESOURCES

| Agency | Service | Website | Phone Number |
|---|---|---|---|
| Advent House | Street Outreach; FEMA assistance | www.adventhouse.com | 517-485-4722 |
| CAHP (East Lansing CDBG-CV) | East Lansing only. Rent, Mortgage, Utility assistance | www.capitalareahousing.org | 517-657-8145 |
| Child & Family Charities | Youth Shelter | www.childandfamily.org | 517-882-4000 |
| City Rescue Mission | Shelter | www.bearescuer.org | 517-485-0145 |
| Cristo Rey Financial Empowerment Center | Financial Counseling | www.cristoreycommunity.org | 517-483-4550 |
| EVE | DV Shelter | www.eveinc.com | 517-372-5572 |
| Haven House | Family Shelter | www.havenhouseel.org | 517-337-2731 |
| Holy Cross Services | Shelter | www.holycrossservices.org | 517-484-4414 |
| Homeless Angels | Shelter | www.homelessangels.org | 517-487-9119 |
| Legal Services | Legal Support | www.lsscm.org | 888-783-8190 |
| Loaves & Fishes | Shelter | www.loavesandfisheslansing.org | 517-482-2099 |
| MDHHS State Emergency Relief (SER) | Financial Assistance | www.michigan.gov/mdhhs | 517-887-9400 |
| Michigan Housing Assistance Fund (MIHAF) | Mortgage Assistance | www.mihaf.michigan.gov | 844-756-4423 |
| Michigan Works | Employment Support | www.camw.org | 517-492-5500 |
| MSU Safe Place | DV Shelter | www.safeplace.msu.edu | 517-355-1100 |
| Salvation Army | Financial Assistance | www.salvationarmyusa.org | 517-484-4424 |

# BNL Policy and Procedural Guidelines

## A. Introduction

The Capital Region Housing Collaborative (CRHC) By-Names Prioritized List, hereinafter referred to as the BNPL, is the CRHC's centralized list to prioritize supports and services for people experiencing chronic homelessness, episodic homelessness and/or have high acuity.

The BNPL is a real-time tracking tool, with a single entry point, maintained by the Coordinated Entry Committee, for all persons in Ingham County experiencing homelessness. The community uses it to access supports and services provided by a variety of community stakeholders to effectively respond to people experiencing homelessness in CoC MI-508.

Prioritization is established through a series of triaging factors based on evidence-based research and tools, including but not limited to OrgCode's Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT). The VI-SPAT will be utilized until the CRHC replaces it with a different assessment tool. The VI-SPDAT determines the level of vulnerability as low, mid, or high. Other prioritizing factors taken into consideration, but not limited to, include length and history of homelessness, current sleeping arrangements, health status, vulnerability to victimization, household type, number of children and/or pregnancy, youth and seniors, and veteran status. Community stakeholders are responsible to respond appropriately to people experiencing homelessness.

## B. Purpose and Principles of the BNPL

Information collected in the BNPL serves six main purposes:

1) To know people experiencing homelessness by name and understand their housing and support needs;
2) To prioritize offers of supports and services based on depth of need through the BNPL.
3) To monitor progress toward functionally ending homelessness.
4) To inform continuous improvement, and to understand gaps and system pressure points.
5) To ensure accountability of program outcomes to funders; and

Draft

6) To demonstrate clearly what resources are needed in order to functionally end homelessness in our community

Housing First, a recovery-oriented approach to ending homelessness, involves moving people experiencing homelessness, particularly people experiencing chronic homelessness – rapidly from the street or emergency shelters into stable and long-term housing, with supports. The goal is to encourage housing stability and improved quality of life for persons served by Housing First and, to the extent possible, foster self-sufficiency.

The six (6) core principles are as follows:

1) Rapid housing with supports.
2) Offering people, a choice in housing;
3) Separating housing provision from other services.
4) Providing tenancy rights and responsibilities.
5) Integrating housing into the community.
6) Strength-based and promoting self-sufficiency.

The purpose of creating the BNPL is to end chronic, episodic and high acuity homelessness and to reach "functional zero," ending chronic and episodic homelessness in CoC 508. Functional Zero is a relative measurement of the state of homelessness in a community, which works to ensure that episodes of homelessness are Rare, Brief, Non recurring, and Equitable. Functional Zero recognizes that homelessness and risk cannot be completely eradicated, nor can efforts undermine personal choice in some instances. The BNPL will support reaching a Functional Zero by tracking the inflow into and outflow out of homelessness and matching the most vulnerable people in our community with supports and services that are most appropriate for that person, at that time. The BNPL will give community agencies the ability to provide supports and services more effectively and efficiently by:

- Implementing a system-wide entry point through coordinated access and common assessment for people experiencing homelessness with triaging to appropriate supports and services
- Offering appropriate supports and services based on prioritizing factors; and
- Developing greater coordination within the sector

C. Access to the BNL

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The following section describes how people are added to the BNPL. Addition and prioritization for services through the BNPL will take place after the following steps have been completed:

1) Basic diversion and prevention questions are asked to determine if the person can be diverted from homelessness.
2) Eligibility to be added to the BNPL is determined.
3) BNPL Additions/Update and Consent Form completed, if required.
4) VI-SPDAT.
5) Desire to participate is demonstrated; and
6) Imminently House-able (documentation to enter a program has been completed for people who are matched to a specific program through the BNPL).

Individuals added successfully to the BNPL are not guaranteed any specific support, program, or service. This means that service providers in the community, despite the level of support they provide, will continue housing support coordination, case management and engagement with individuals added to the BNPL and/or until they are matched with appropriate supports and services (e.g. housing or income referrals, assistance obtaining identifications etc.).

Individuals who are ineligible for the BNPL or those waiting to receive supports and services through the BNPL are able to receive housing support from other agencies and/or programs. This may include but is not limited to shelters, drop-in centers, transitional housing, or other community agencies.

CRHC will strive to be divert or prevent households from homelessness wherever possible. Successful diversion uses the first point of contact as an opportunity to problem solve the current housing situation. Diversion is a tool used to prevent the use of emergency shelter by helping people to identify safe and appropriate alternatives. Diversion is not saying "no" to providing service but instead working to prevent people from entering shelter when other housing options can be explored. Homelessness prevention is sustaining an existing safe and appropriate tenancy when a person presents for service.

People who are newly homeless or at-risk of homelessness are to be added to the BNPL only after basic homelessness prevention and diversion questions have been asked by staff at the agency where the person has presented. If diversion or homelessness prevention attempts are unsuccessful, referring agencies are to then assess BNPL eligibility.

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a. ELIGIBILITY

Eligibility to access the BNPL will be determined after confirming that referrals are currently experiencing literally homelessness.

b. BNPL ADDITION/UPDATE AND CONSENT FORM

The CRHC Sharing Agreement will need to have been signed and entered into HMIS to participate in the BNLP.

c. VI-SPDAT

The VI-SPDAT will continue to be utilized as the vulnerability assessment tool until the CRHC replaces it with another.

VI-SPDATs can be updated when a significant life change has occurred (e.g. change in current sleeping arrangements, household type, or household composition).

d. IMMINENTLY HOUSEABLE-DOCUMENT READY

Imminently houseable is a term that signifies that the required documentation has been completed and/or obtained for people who are matched to a specific program through the BNPL. People need to be "Imminently Houseable" to receive supports and services from specific agencies which are identified as most appropriate for their identified needs. People who are successfully added to the BNPL are not guaranteed any specific agency, support, program, or service. This means that community partners, despite the level of support they provide, will continue housing support coordination, case management and engagement with people added to the BNPL and/or they are matched with appropriate supports and services (e.g. housing or income referrals, assistance obtaining identification, etc.).

D. Assignments

Once a person is added to the BNPL, they are prioritized to be considered for available program spaces. This section provides further information about prioritization and program matching processes.

a. BNPL Committee

The BNPL Committee is a community group comprised of community stakeholders that meet on a regular ongoing basis to assess available supports and services, problem-

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solve systemic barriers to accessing supports and services, and determine when a support and/or service is available for a program match. The BNPL Committee meetings foster collaboration and improve communication. Housing First and its principles should be the guiding philosophy for all participating community stakeholders and their programs.

In order to participate on the BNPL Committee, each member will be required to sign the BNPL Committee (Look into whether or not the CRHC ROI is sufficient) as well as each participating agency will be required to sign a Memorandum of Understanding.

The BNPL Committee will meet on an ongoing basis in order to complete the following tasks:

1) Participate to identify known persons to be added to the BNPL.
2) Participate to identify who has available program spaces and are able to offer supports and services to those with the highest prioritization.
3) Problem-solve how to reduce systemic barriers for supports and services.
4) Identify people on the BNPL who are considered the most vulnerable and develop safety plans in regards to temporary shelter options until their vulnerability decreases or they are safely housed; and
5) Provide suggestions, feedback and recommendations to the CRHC for the BNPL process and the BNPL Process Guide, as required.

BNPL Committee members, in addition to referring agencies and community partners, will coordinate and strategize outreach and safety plans with people on the BNPL who are most at risk.

Updates regarding engagement through outreach will be provided during the BNPL Committee meetings using non-identifying information.

b. PROGRAM AVAILABILITY

BNPL Committee members will report available program spaces at BNPL Committee meetings. Program matches will be determined by individual BNPL Committee members based on their program's specific eligibility criteria. The person with the highest prioritization that meets the agency's eligibility criteria will be matched with the available program space. Community partners will continue to be responsible to provide housing support and service coordination, case management and engagement with people added to the BNPL until such time as an alternate community partner assumes that responsibility.

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### c. PROCESS FOR PRIORITIZATION

For the purposes of the BNPL, prioritization is determined based on the following criteria in no particular order:

1. VI-SPDAT score.
2. Chronic Homelessness.
3. Episodic Homelessness.
4. Current sleeping arrangements.
5. Household type.
6. Health status.
7. Vulnerability to victimization.
8. Age.
9. Children in household.
10. Pregnancy; and
11. Veteran status.

The BNPL Committee will prioritize program offers based on overall prioritization score in addition to specific program eligibility criteria. In instances where 2 or more people have the same scores, the following considerations will be used where a tiebreaker is needed:

1. VI-SPDAT Score.
2. Current Sleeping Arrangements.
3. Length of Time of Homelessness.
4. Age; and
5. Household Type (adult, youth, family).

### d. PROGRAM MATCHING

Program matching is the process and action of formally connecting a person or family with an open spot on a case management caseload, a housing subsidy, and/or a vacant unit. This process is essentially a match that coordinated access makes between the needs and prioritization of the individual or family experiencing homelessness and available supports and services. In the program matching process, the individual with the highest priority is offered housing and support services first.

#### i. New BNPL Offers

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A New BNPL Offer occurs when a new person waiting on the BNPL has been prioritized for the next available program space. The BNPL Committee will review prioritized persons identified on the BNPL and discuss which programs have the identified capacity/space for New BNPL Offers and are best matched for the person at that time.

ii. Rejecting a Match

Service providers participating in the BNPL Community Table under rare circumstances may reject a match made to their program. Decisions to reject a match should respect collaboration across providers, participants of the BNPL Community Table and/or any other community stakeholders. Providers are to work together to problem-solve and identify solutions to support those who have been prioritized for housing resources if a particular program wishes to reject their referral. These decisions must be made in alignment with a Housing First approach while adhering to the criteria and process outlined below:

<u>Process for Rejecting a Match</u>

1. Participating programs are to indicate when staff wish to reject a match during the BNPL Committee program matching process or directly to the Program Development Officer.
2. The BNPL Committee will discuss and consider the following to collaboratively determine whether the match can be rejected, and how to best support the participant and the program staff that wish to reject the match:
    i. Is the participant eligible to be supported by a different program?
    ii. Does the participant have a program preference? Is the participant interested in receiving support from a different program?
    iii. If the rejection is due to a poor relationship with a staff person, is the program able to accept the participant by providing supports through alternate staff?
3. Participants are provided with transparent and timely reasoning for a discontinuation of service if a program has already notified the participant of an offer of support or has begun providing support to the participant before an official program match has been recorded on the BNPL.
4. Participants rejected by a program are to remain on the BNPL and the number of program matches a participant is offered is recorded on the BNPL, in accordance with the BNPL Process Guide.

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Criteria for Rejecting a Match

The following criteria are not meant to be exhaustive but rather serve as key examples. Other reasons for rejecting a referral at the BNPL Committee meetings may be considered, in so far as the program rejecting the referral adheres to the processes and principles outlined in this section.

Rejection due to Service Restriction

Providers may put forward a potential rejection to the BNPL Committee for consideration and discussion if they have been program matched with a participant where there is a current service restriction in place barring or limiting access to their specific program. In the incident where an imminent resolution to the service restrictions or barring is not possible.

Other Considerations

These grounds are not meant to be exhaustive. Other reasons for rejecting a match at the BNPL Committee meetings may be considered, in consultation with BNPL Committee members to ensure the program rejecting the match adheres to the processes and principles outlined in this section.

Appeals of Decisions to Reject a Match

All decisions to reject a match are appealable to the Committee.

e. NOTIFICATION OF PROGRAM MATCH

All new program matches are recorded at the BNPL Committee meetings. Once a program match has been identified, the referring agency will conduct a warm transfer to the new agency offering the new program space within two business days, contacting the person waiting on the BNPL to arrange the initial meeting and providing the person with specific program information. This meeting creates an opportunity to further discuss the program with the person who has been identified to receive an offer, explain what services/supports may be expected, gauge their interest in the program, and determine next steps.

All attempts the staff person makes to notify the person of their offer will be recorded by the program offering support. If the person on the BNPL declines a program offer, they will remain on the BNPL and the program/worker offering support will notify the BNPL Committee at the next meeting of the declined offer. The number of service provisions a person is offered and receives will also be documented in the BNPL. If a

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person cannot be found within two weeks to offer supports and services, the next person who matches the program will be contacted. Referring agencies and BNPL Committee members will continue to attempt to engage in outreach based on best practices which are at least once in a two-week period for 90 days, starting from the date of the initial program offer.

In order to receive supports and services, the person must agree to complete the intake and adhere to the program requirements of the accepting agency which may include but is not limited to home visits.

At no particular time shall a person be screened out of the BNPL due to perceived barriers related to supports and services, including but not limited to, too little or no income, active or a history of substance use disorder, mental wellness, domestic violence history, resistance to receiving services, the type or extent of disability – related services or supports that are needed, history of evictions or poor credit, lease violations or history of not being a leaseholder, indigenous status, sexual orientation, or criminal record.

## E. ACCOUNTABILITY

### a. DATABASE MANAGEMENT

The BNPL is maintained in a secure Excel database managed by the BNPL Committee and CRHC HMIS Data Lead. The BNPL workbook is the working document that generates a person's prioritization score based on the factors listed previously, and assigns the person a prioritized ranking which includes but is not limited to "Actively Homeless", "Housed", "Inactive". "Actively Homeless" reflects the information of people who are currently homeless. "Housed" reflects the information of people who are currently permanently housed. "Inactive" reflects the information of people who move to another community, have passed away or could not be found or engaged with homelessness service providers for more than 90 days. A person who has been out of contact will only be placed as "Inactive" after engagement attempts have been conducted which includes a minimum of 6 attempts, occurring once every two weeks over 90 days. A person who has accepted a program offer will remain on the BNPL "Actively Homeless" until they are permanently housed, at which point they would move to the "Housed". A person does not need to be permanently housed by a program offered through the BNPL in order to be transferred to "Housed". The information within the BNPL is updated in real time

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b. VIEWING THE BNPL

The BNPL Committee meetings will occur on an ongoing basis, where copies of the BNPL will be viewed electronically for discussion. All BNPL information accessed or viewed is to be treated as confidential in written, electronic, printed, and all other forms. The BNPL Committee will designate who will have access to modify and share the BNPL workbook.

c. VOLUNTARY WITHDRAWAL FROM THE BNPL

A person can voluntarily withdraw their name from the BNPL at any time by contacting the referring agency. The contacted staff will complete the a BNPL Addition/Update and Consent Form including the persons' first and last name, unique identifier, and date that consent was withdrawn and submit to the BNPL. The Program Development Officer will change the status to "No Consent - Inactive" within the BNPL database.

d. UPDATING AND MAINTAINING THE BNPL

The BNLP HMIS Data Lead will be responsible for updating information in the BNPL in real time. BNPL Community Table members and/or community partners can provide updated information by completing the BNPL Addition/Update and Consent Form

e. REMAINING ON THE BNPL

The BNPL is a prioritized list for supports and services. People on the BNPL may remain in "Actively Homeless" for some time based on their prioritization; however, it is expected that people on the list will continue to access resources and supports within the community including, but not limited to shelters, drop-ins, and other community agencies. The purpose of creating the BNPL is to ensure people experiencing homelessness are connected to supports and services through a coordinated yet accessible process, meeting each person's needs with the supports and services that are most appropriate and demonstrating unmet need. In conjunction, this will allow for strategic community wide planning so that the most vulnerable people in our community obtain the services needed and will assist Windsor Essex to end chronic homelessness and reach "functional zero".

f. CONCERNS RELATED TO THE BNPL

Any concerns regarding the BNPL, can be submitted in writing to the BNPL Committee or CRHC.

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## July 2022 CoC Board Recommendations to Support a Functional BNL:

1. The CQI Committee must reconvene as soon as possible to support a functional HMIS data system within our CoC. This is crucial to an accurate and timely BNL. Any agency who receives ESG or CoC funding should be mandated to send a representative to this committee.
2. The Coordinated Entry Committee should immediately reconvene. Any agency who receives ESG or CoC funding should be mandated to send a representative to this committee. Shelters, regardless of their funding source, should be encouraged by the CoC Board to send a representative to this committee.
3. The BNL Process Guide draft has been distributed, but it is the belief of the committee that we do not feel comfortable proceeding with further steps until outside Technical Assistance is accessed. We would recommend that the board immediately seek out TA through either the HUD exchange, or that they request individual quotes from Technical Assistance Collaborative (TAC) or Community Solutions.

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# Monthly Outreach Schedule

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|---|
| 1st Week of the Month | | **Eaton**: LL/LH | **Follow Up/Night Verifications:** CJL/BK | **Greater Lansing**: LL/KS | **Rural Ingham:** BK/KS | | Street Med Every other Saturday: BK |
| 2nd Week of the Month | | **Eaton**: CJL/LL | **Follow Up/Night Verifications:** CJL/BK | **Greater Lansing:** BK/KS | **All Staff Advent House Meeting and In-office Day** | **Clinton**: LL/CJL | Street Med Every other Saturday: BK |
| 3rd Week of the Month | | **Eaton**: LL/LH | **Follow Up/Night Verifications:** CJL/BK | **Greater Lansing:** LL/KS | **Rural Ingham:** BK/KS | | Street Med Every other Saturday: BK |
| 4th Week of the Month | | **Eaton**: CJL/LL | **Follow Up/Night Verifications:** CJL/BK | **Greater Lansing:** BK/KS | **All Staff Advent House Meeting and In-office Day** | **Clinton**: LL/LH | Street Med Every other Saturday: BK |
| Extra Days of the Month | | Community Engagement: ALL STAFF | Community Engagement: ALL STAFF | Community Engagement: ALL STAFF | Community Engagement: ALL STAFF | Community Engagement: ALL STAFF | Street Med and Spill Over: BK |

## NOTES

BK - Brittany - (517)989-1989

KS - Katie - (517)331-0756

CJL - Christi/Jack - (616)765-8881

LL - Leesa - (269)908-5642

LH - LeShelle - (616)537-8193

## TO DO

Lansing Housing COMMISSION

419 Cherry St., Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

**HOUSING CHOICE VOUCHER WAITLIST OPENING ANNOUNCEMENT**

Pursuant to 24 CFR 982.206, Public Housing Commissions must provide public notice to open their waiting list.

## July 25, 2022 12:01 AM THROUGH July 31, 2022 11:59 PM

## HOUSING CHOICE VOUCHER (HCV)

**Preliminary Waitlist** applications will be accepted

## ONLINE ONLY

**Preliminary applications can only Be Submitted** at www.lanshc.org click the link that says "Apply here"

## ABSOLUTELY NO APPLICATIONS WILL BE TAKEN AT LHC OFFICES.

- Preference will be given to applicants who live in Lansing, East Lansing, Haslett, Dewitt, Okemos, Holt, Grand Ledge, Williamston, Charlotte or Potterville. Proof of residency at the time of application may be required if selected.
- Do NOT submit more than one application for any members of your household. Duplicate applications will disqualify your household.
- Anyone who applies AT ANY TIME during the electronic preliminary application period has an equal chance to be randomly selected based on time/date of application for the **500 waiting list slots**.

Lansing Housing Commission is a federally funded Public Housing Agency which provides housing opportunities for low-income families. Prior to admission, LHC verifies household income, family composition and other circumstances, including criminal history, for all adults in the household. Households deemed both eligible and suitable for admission will be offered an opportunity to receive a voucher.

Lansing Housing COMMISSION
419 Cherry St., Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

**You can check your status**
**to see if you were randomly selected for the waitlist at**
www.waitlistcheck.com
**after August 15, 2022**
**No Phone Calls will be accepted regarding the waiting list selection.**

**NOTICE OF NON-DISCRIMINATION:** The Lansing Housing Commission does not discriminate on the basis of race, color creed, national origin, age, handicap, sex or sexual orientation.

****Please note ~ to qualify for the local preference you must live or have accepted work in the Lansing Housing Commission's jurisdiction (Lansing, East Lansing, Haslett, Dewitt, Okemos, Holt, Williamston, Grand Ledge, Bath, Mason, Dimondale, Charlotte, Potterville)**