Capital Region Housing Collaborative
November 28, 2022 Board Meeting
Via Zoom

Agenda: * (asterisk) indicates a vote is required.

A. Call Meeting to Order

B. Meeting Minutes
   a. October 2022 meeting minutes*

C. Chair Report (Rawley Van Fossen)

D. Treasurer Report (Rich Howard)
   a. FY23 Budget*

E. Committee & Ad Hoc Workgroup updates
   a. Executive Committee (Rawley Van Fossen)
      i. Meeting notes
      ii. S&D Consultants Report

   b. Finance Committee (Rich Howard)
      i. Fiduciary Updates
         1. City of Lansing HRCS: City ESG/CV; CERA
            a. CERA Housing Stability
         2. City of Lansing Dev & Planning: MSHDA ESG/CV
            a. Amendment Request:
               - CAHP Re: MSHDA ESG-CV Budget*
               - Loaves & Fishes Re: MSHD ESG '22 Budget*
         3. Direct Sub-Recipients: HUD CoC
            a. HMIS Administrator Report

   b. Network Committee (Veronica Perera)
      i. Vacant Board Seats
         - New Member (Voted by General Membership)
         - Appointed Ingham County Seat*
         - Appointed Consumer Seat
      ii. December 2022: No meeting

   c. CQI Committee/Strategic Planning Committee (No Chair)

   d. Membership Committee (No Chair)

   e. By Names/Coordinated Entry System Committee Ad-Hoc (Maureen Nagy & Brooke Hall)
      i. Meeting notes

   f. Shelter Ad-Hoc (Nancy Oliver)

   g. Diversity Equity/MICAH Ad-Hoc (Jennifer McMahon)

   h. Veterans Ad-Hoc (Rose Taphouse)

F. Critical Partner Reports

a. Street Outreach (Advent House)
b. HARA (Capital Area Housing Partnership)
c. Other Prevention Resources

G. Old & New Business

H. Adjourn

CRHC Meeting Minutes

October 25, 2022

Meeting Called to order at 9:05

Board Members Attended: Rawley Van Fossen, Rose Taphouse, Rich Howard, Nancy Oliver, Gabriel Biber, Veronica Perera, Sualyn Holbrook, Maureen Nagy (proxy for Susan Cancro), Anessa Kent-Johnson (proxy for Brooke Hall), Jennifer McMahon, Susan Cancro (joined late due to scheduling conflict) Kim Shirey

Other Attendees: Diane Singleton, Doris Witherspoon, Barb Kimmel, Sharon Dade

Meeting Minutes: Minutes are approved unanimously, motion by Rose T. and seconded by Veronica P. with the following edit:

1. Minutes to clarify that Barb Kimmel, Sharon Dade and Diane Singleton should be listed as guests rather than a Board member.
2. Commentary by D. Witherspoon to section E.a. related to complexity of required zoning procedures for the City.

Chair Report:

1. What brings you to the table and why? What are you as a Board member contributing outside of the Board meeting? At minimum, all Board members should contribute an hour a week toward the mission of CRHC.
2. Reports should be included at the Board meeting to ensure Board members are informed, notified and are able to create solutions. By next meeting each person should have a chair report submitted to include in the Board packet. Working with consultant to consider a dashboard to assist in the area.
3. The only report received was for the Shelter Coordination/

Treasure & Finance Report

1. Completing procedurally the tasks that need to be completed to install the new treasurer and secretary including the signatory responsibilities.
2. Discussion at the EC included the needs, timeline, and responsibilities for a staff position for CRHC to replace the vacant Coordinator position. A budget discussion will occur to include the collaborative applicant. A job description is being re-written,
3. An ask with to the consultant to work with CRHC Board in the absence of a staff position. Suggestions under consideration by the consultant are:
    a. Website re-tooling
    b. Dashboard for CRHC Board
    c. Representation to re-tool the coordinated entry
4. Fiduciaries
    a. City HRCS (City ESG/CV/CERA) – no report
    b. City EDP (MSHDA ESG/CV) – Doris W. reported

c. Direct Sub-Recipients (HUD COC)

Network

1. Had a great training with EVE.
2. Announce 2 vacant Board seats for CRHC. Nominations are due by Nov 14th to the CRHC Board. There are two nominations currently.
3. The December meeting is cancelled for holidays.
4. Rose T. offered 2 physical locations for future in-person Network meetings.

CQI Committee/Strategic Planning Committee

1. No meeting occurred. The meeting was yielded to the HUD NOFO and MSHDA Exhibit 1 work. November 1st will be the 1st day that Haven House will serve as the HMIS Lead Agency. Staff contracts with HMIS staff have been executed.

Membership Committee

1. No meeting occurred. The committee needs a chair for this year. The past committee chair (Rich H.) is preparing a final report.

By Names/Coordinated Entry System Committee (Ad-Hoc)

1. The committee is working with the HUD TA (Dusty) to review and create as tailored CES system. The HUD TA has designated 5 hours/month and has escalated to add additional hours.
2. An interim plan will be developed to ensure compliance with CRHC policies, while work on the long-term plan is being done.
3. Request from the committed
    a. submit the list of who is on the steering committee for EC approval
        i. Brooke, Maureen, Dale, Brittany, Magok, C & F staff, Kiondra,
        ii. Stated shelter doesn't have to be represented – the model will be presented to the shelters, request Sharon D be part for purpose of historical knowledge for CoC, CE, and HARA information
    b. an estimated timeline for completion of the task
    c. frequency of meetings
    d. estimated hours for ppl with lived experience to consider for budgeting purposes.

Shelter Coordination (Ad Hoc)

1. Complete discussion from last weeks meeting this Thursday at 1pm. All are welcome to attend and participate in the discussion.
    a. Extreme Weather Plan
        i. Coordination of City of Lansing Emergency Management Plan and CoC Plan
    b. Shelter Capacity Communication Plan
        i. Dale and Matt will present a template

Diversity Equity/MICAH (Ad-Hoc)

1. Meetings were paused during the NOFO. The meetings are reconvening now. CATA representative is reaching out to the consultant and an update will be prepared for next month.

Veterans (Ad Hoc)

1. Meetings have not occurred due to lack of participation.

Critical Partners

1. Street Outreach: (AHM) – increased people are unsheltered. Seeing an increase in families and elderly adults. They are working with Frandor and has a contract with Gillespie to address unsheltered homelessness in particular areas. The school district is experiencing extreme family situations that are more complex with greater levels of trauma. Outreach is seeing 100+ youth seeking food at the CATA bus station
    a. Suggested presentation before City Council and Ingham County Commissioners
    b. An updated report for next month
2. HARA & Prevention Resources – All resources are in use. No new dollars have been allocated. We are attempting to free up some dollars for more direct services funds in November. Getting

Old and New Business

1. City of Lansing HOME ARP Public Hearing
    a. Public comment October 27th through November 14th
    b. Encourage to attend the public hearing or send public comments and copy Doris W.
    c. Comments can be sent to Chris Swope, Lansing City Clerk, MMC/MiPMC
        i. www.lansingmi.gov/Clerk or www.facebook.com/LansingClerkSwope
        ii. doris.witherspoon@lansingmi.gov (517) 483-4063

2. Environmental Review (Required for Federal funds). It is prepared every five years. The last one was completed in 2019 and we need to update current review.

Meeting adjourned at 10:37 unanimously approved. Motion by Veronica P and seconded by Kim Shirey

Respectfully submitted,

Sharon Dade

Lansing - Ingham CoC Budget FY23				
SOURCE/DETAIL:		**Budget ($)**	**YTD**	**COMMENT**
INCOME				
	Membership Dues	$ 15,000.00		Reoccuring.
	HUD Planning Grant	$ 60,000.00		Reoccuring. (Coordinator & Consumer Participation)
	Other Income	$ 25,000.00		One time Community Foundation grant.
	TOTAL INCOME	**$ 100,000.00**		
EXPENSE				
	Website Domain Fee	$ 100.00		
	PO Box	$ 100.00		
	Coordinator	$ 50,000.00		Goal to hire by Feb/Mar 2023. Avg. $30/hr for 128hr/mo.
	Insurance (D&O)	$ 1,200.00		
	E-Voice (Phone)	$ 200.00		
	Consumer Participation	$ 10,000.00		4 Consumer's @ $200/mo & Focus Group.
	Zoom	$ 200.00		
	Membership Event	$ 1,000.00		
	Adobe	$ 200.00		
	Consulting Services	$ 25,000.00		One time Community Foundation grant.
	Website Update	$ 5,000.00		
	TOTAL EXPENSE	**$ 93,000.00**		
NET INCOME (NOI)		**$ 7,000.00**		

CRHC_FY2022_Income_v_Expenses

	Amount
Income	**$59,766.71**
Expenses	**$45,063.86**

Capital Area Regional Housing Collaborative
Executive Committee Minutes
Monday November, 21, 2022
3:00 p.m. – 5:00 p.m. via Zoom

Present: Mark Criss, Sharon Dade, Nickie Perera, Brooke Hall, Rich Howard, Kim Shirey

ExCom Administrative Transition

- MSUFCU bank account
    - Authorized Signers resolution updating ExCom/Officers needs to be approved at November board meeting.
    - Question raised to consider holding an electronic vote if need to expedite the process; Rich reports this is not necessary
    - After resolution is approved, Rawley to circulate MSUFCU form.
- Rawley to handoff PO Box Key to Nickie

Vacant Board Seats

- Matt Apostle elected to last open seat
- ICHD appointed seat to be affirmed at November Board meeting for Dana Watson
- Consumer seat needed
    - Kim Shirey has a potential candidate
    - Payment for seat to be discussed at Planning committee
    - Rich reports about $34,000 in checking account
- Discussion about orienting/onboarding new board members
    - Include expectations, bylaws, role description, what the different grants are, etc.

HUD Technical Assistance

- Coordinated Entry/By-Names List update
    - First steering committee is scheduled for 11/22/22; will schedule ongoing meeting dates/times at that meeting
    - Kim noted that she requested the waiver as suggested by Dusty and received confirmation of the request, but not a decision
    a. Interim plan discussion
        i. Kim has an electronic system that she plans to test out for the housing stability vouchers; if this is workable, she will share system with the CoC
    b. If successful, who would manage the system?
        i. Suggestion of a Systems Administrator, but how would that be funded?
            1. Brooke to ask Dusty
            2. Kim to take to Planning committee
- Other needs?

- Updating CoC policies w/Sharon; Brooke to email Rawley to make a formal request

Membership

- Rich to present list of members at November Board meeting
  - Rawley likely has a list as he used something to get votes for recent Board seat
  - List will help Sharon with the website updates
- Need to identify someone who can take on the chair of the membership committee

Upcoming Network Meetings

- Need to schedule these
- Hybrid/in-person/Zoom
- REC: continue via Zoom and reassess in March or April

S& D Consultants Scope of Work

- Reviewed Sharon's timelines for associated work; will share this info with the Board
- FY23 Budget
  - Meeting with Rich (Treasurer), Rawley (Chair), Kim (Collaborative Applicant) on Tuesday, November 22nd.
- Would like to request HUD TA from Dusty re: CoC policy updates

Misc

- Question about who appoints committee chairs?
  - The CoC Chair?
  - The CoC Board?
  - Volunteer?
- Question about funding for a staff member to complete case management function in shelter system
  - Does the City of Lansing have funds?
  - Look for grants?

CRHC BOARD OF DIRECTORS REPORT
Project Name: MI-508, CRHC Ingham County Transition and Projects
Report Date: 28-Nov-22

For Period: May 14, 2022 through April 30, 2023; extended through April 2023.
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: (Unchanged from Last Report)

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.

3. CRHC Board voted to allow EC to extend consulting contract with S & D Consultants on a month by month basis, not to exceed the existing rate without prior approval.

4. EC amended contract through April 2023 on identified tasks and projects to included a report to the Board twice monthly.

Historical Overview & Updates: (Upchanged from Last Report)

1. March 2022, the City of Lansing relinquished their role as the HUD Collaborative applicant and HUD Fiduciary. The City had held the role, receiving direct assistance from HUD since about .

2. April 2022, the CRHC Board decided to search for a new partner to deliver MSHDA fiduciary and HMIS services.

3. May 2022, the City announced they would cease the work of fiduciary effective date of June 1, 2022, they had informed HUD and HUD agreed with the decision. The CRHC was not informed prior to the April vote that this was the plan. Until then, it was the understanding of CRHC that there would be a "warm hand-off" of the responsibilities.

4. May 12,2022, MSHDA informed the CRHC that they had a June 1, 2021 date to select a new fiduciary. This also was the first time the Board knew of this external deadline. MSHDA indicated on May 23rd that the deadline was May 30, 2022 to select a new MSHDA fiduciary. Following a 3rd conversation, MSHDA indicated that the community would lose funds after June 30th. As such, it is recommended that CRHC have a MSHDA fiduciary in place no later than June 10th.

5. Friday, May 13, 2022, the Executive Committee of the CRHC Board decided to issue a Request for Letters of Interest from the CRHC membership and community partners. The Request was to be released no later than Tuesday, May 17, 2022, with a due date of Monday, May 23, 2022 at noon. Please note, per MSHDA, Federal regulations do not allow for public housing authorities to be subgrantees, only first receivers from HUD directly. Entities eligible to be the MSHDA fiduciary must be non-profits, foundations or local governments.

6. CRHC voted to extend the due date for the Letter of Interest to June 3, 2022 due to a lack of response. A special board meeting is scheduled for June 7th, in response to the LOI.

7. CRHC Board voted on the ROI as follosws: Lansing Housing Commission will become the HUD CoC Collaborative Applicant; City of Lansing, Planning Office is the MSHDA Fiduciary; and Haven House is the Lead HMIS Agency.

8. CoL - Planning Dept. (New MSHDA Fiduciary) submitted the completed Exhibit 1 to MSHDA, Wednesday, July 27th, prior to the due date of July 31, 2022.

9. CoL, EDC Dept submitted theFY22 MSHDA ESG Application and required documents to HUD via MATT 2.0, on August 19, 2022.

10. CRHC letter sent to HUD to communicate Board agreement with the plan to transfer the HUD CoC HMIS grantfrom the City of Lansing, HRCS Dept. to Haven House effective 11-1-22, in accordance with the schedule agreed upon by all relevant parties, inclduding the CRHC.

11. Collaborative Applicant (LHC) submitted the HUD NOFO on September 29th, one day prior to the due date.

12. HMIS Lead Agency transition occurred November 1, 2022, from the City of Lansing to Haven House.

Achievements and Current Updates

Tasks Going Forward	Tasks Timeline
1. Annual CRHC Calendar	Jan-23
2. Dashboards for Board Reports	Mar-23
Fiduciaries	
Grantees	
Lead HMIS Agency	
Shelter and Outreach	
CoC staff position job description/posting/process development/hiring	Feb-22
MOU between CRHC, Fiduciaries, Lead HMIS agency, and Grantees	Jan-23
Website changes and updates	Mar-23
Process for reviewing, editing and approving CoC policies & procedures	Apr-23

Assistance with establishing required trainings list and identifying trainers	December 2023; Ongoing

Overdue Tasks

None

Housing Stability Services
Frequently Asked Questions
10-21-22

What is the purpose of Housing Stability Services?
To continue to assist renter households at risk of eviction and homeless/doubled up households after CERA financial assistance has ended. Housing Stability Services will provide case management services to assist eligible households obtain or maintain housing. Housing Stability Services is intended to be added capacity to provide more in-depth case management services allowing for additional time to be spent assisting households.

How long will Housing Stability Services funding be available?
Through 12-31-23.

What services must be included in Housing Stability Services?
Housing Stability Services **must** include:

- Agency presence in the local district court
- Ongoing partnership and coordination of services with the local district court and Legal Services
- Connecting households to Legal Services
- Case management related to housing stability
- Activities related to assisting tenants in applying for financial assistance through other programs
- Case management and housing navigation services for households needing new rental units
- Case management and referrals to additional agency services that will promote housing stability
- Housing-related services for survivors of domestic abuse or human trafficking
- Specialized services for individuals with disabilities or seniors that support their ability to access or maintain housing
- Landlord engagement/negotiation
- Mediation between landlords and tenants
- Housing counseling
- Community outreach to increase Housing Stability Services program awareness and reach underserved populations
- Interpretation services

What services may be included in Housing Stability Services?
Housing Stability Services **may** include:

- Financial counseling
- Employment counseling
- Fair housing counseling

What is the start date of the Housing Stability Services?
There is not a specific start date across the state for Housing Stability Services. Housing Stability Services will be a continuation of the case management services provided through CERA after agencies are finished processing CERA financial assistance applications. The start date will vary across the state.

Agencies will need to determine which staff will continue with the program after they are done processing CERA applications. Staff time will also include follow up on CERA Demands for Repayment.

How does an agency determine their start date for Housing Stability Services?
When CERA case managers are no longer busy processing CERA financial assistance applications, the agency should begin transitioning to Housing Stability Services. This transition should begin in 2022. In December 2022 MSHDA will right size each agency budget via a grant amendment. Once an agency is done with CERA financial assistance case processing, the agency should only bill for case management and admin expenses that align with the Housing Stability Services budget. Ideally all agencies are already providing some Housing Stability Services now, especially for households with active evictions.

Will Housing Stability Services be an extension of CERA 1 or CERA 2?
CERA 2

Will Housing Stability Services include financial assistance dollars?
No. After CERA financial assistance is depleted, agencies will be providing case management and connecting households with financial assistance programs such as ESG and SER.

Will there be financial assistance prevention dollars or just staffing to help households navigate without additional COVID funds?
The immediate resources will be ESG and SER. Once HUD approves MSHDA's HOME-ARP Allocation Plan, $5 million will be granted out to provide up to six-months of rental arrears assistance. CERA funds will pay for the case management.

Who is eligible to receive Housing Stability Services?
Renter households under 80% AMI experiencing housing instability are eligible to receive Housing Stability Services. This includes renter households that are currently (but unstably) housed, homeless households and households that are doubled up.

Who will be helped with Housing Stability Services?
Any eligible household in need of Housing Stability Services may be assisted, but for the most part the services will be provided to households with active eviction cases or households soon to be in the eviction process. Agencies serving areas with exceptionally high needs may prioritize helping households most at risk of displacement. Priority may also be given based on factors such as likelihood of assistance being available to stabilize the household's housing situation and staff time availability.

Can homeowners at risk of losing their home be assisted with Housing Stability Services?
No.

What verification is required to determine eligibility for Housing Stability Services?
There are no written verification requirements to determine eligibility for Housing Stability Services. Eligibility is determined based on household self-disclosure of household income and housing instability.

Is an active court eviction case or verification of homelessness an eligibility requirement for Housing Stability Services?
No.

Is being a prior recipient or applicant of CERA financial assistance an eligibility requirement for Housing Stability Services?
No. Households may (but are not required to) come through the Coordinated Entry System.

For communities with multiple CERA partner agencies, can each agency provide support in different ways and/or can this all be done by the HARA?
Either option is allowable.

What are the record keeping requirements?
A limited amount of record keeping in the CERA portal will be required. FSRs will need to include staff timesheets. Agencies will need to follow their normal procedure for entering information in HMIS.

If I am working with someone that needs eviction diversion services, they would be assisted through other grants that have financial assistance. Why would I bill to the Housing Stability Services grant, or can I bill to both?
Agencies should bill time involved with case management to Housing Stability Services and charge financial assistance to ESG or other programs that can provide financial assistance. Eventually the agency may want to talk with their homeless assistance specialist about converting some ESG case management funding to ESG financial assistance. The intent of Housing Stability Services is to have additional capacity to assist more people and provide more in-depth services, not to replace other staff.

Will the CERA portal remain open to keep track of case management loads in the community, across multiple agencies working on the project?
Yes, the CERA portal will remain open and a limited amount of recordkeeping in the CERA portal will be required for Housing Stability Services.

How will the CERA portal be updated to use as a case management tool to keep track of those we are working with?
The portal will be set up to capture basic information and will include an audit log, entry and exit dates, reporting of why services were needed, and the outcome of services provided. Portal recordkeeping requirements will not be designed to take a long time. Agencies may enter more detailed information in HMIS.

If our agency uses HMIS to track Housing Stability Services assistance provided, are we required to enter Housing Stability Services information in the CERA portal?
Yes. Entry into the CERA portal is required for all agencies and must be consistent with the case management expenses noted on the FSR.

Is there a screening tool to determine the pathway for housing stability services?
No. Agency staff should use their professional judgment and knowledge of resources available to determine household needs and what level of resources may be available to help. This should include a review of household employment and benefits including DHHS assistance.

Are there specific meeting requirements for each household assisted?
No. Assistance should be tailored to meet the needs of the household. Some households will require more in-depth assistance than others.

At what point do we determine a household is a recipient of Housing Stability Services and must have data entered in the CERA portal?
A household is considered a recipient of Housing Stability Services and must have data entered in the portal if the household has had one meeting with the case manager and has committed to following up/meeting on a regular basis with the Housing Stability Services staff. Households only seeking one-time information and referral are not considered recipients of the program and should not be entered in the portal.

At what point should an unresponsive household be exited from Housing Stability Services?
A household may be exited from the program if they are unresponsive for 30 days. If the household re-establishes contact with the program, the case may be re-opened at any time.

Current Budget

	MSHDA ('21-'22)	MSHDA ('22-'23)	City ESG-CV	City ESG ('22-'23)	CoL CDBG-CV	Sub-Total	Addtl Need	Total	CERA Stability
Expenditure Timining	Sep '22 - Feb '23	Mar '23 - Sep '23	Jul '22 - Jun '23	Nov '22 - June '23	Nov '22 - Sep '23				Dec '22 - Dec '23
Case Management	$ 214,401.00	$ 199,304.00	$ 46,000.00		$ 25,000.00	$ 484,705.00	$ 154,955.00	$ 639,660.00	$ 648,000.00
Prevention	$ 26,000.00	$ 23,947.00	$ 24,626.00	$ 25,000.00	$ 200,000.00	$ 299,573.00			
Rapid Re-Housing	$ 51,752.00	$ 69,554.00	$ 161,664.00			$ 282,970.00			
Admin	$ -	$ -	$ -	$ -	$ -	$ -	$ 75,000.00		$ 129,600.00
Remaining Budget Total	$ 292,153.00	$ 292,805.00	$ 232,290.00	$ 25,000.00	$ 225,000.00	$ 1,067,248.00			$ 777,600.00
Already Spent Total	$ 22,440.00	$ -	$ 169,710.00	$ -	$ 975,000.00	$ 1,167,150.00			
Original Budget Total	$ 314,593.00	$ 292,805.00	$ 402,000.00	$ 25,000.00	$ 1,200,000.00	$ 2,234,398.00			

Prevention Households Served	10	9	9	9	74	111
	Avg $900/mo x 3/mo.	Avg $900/mo x 3/mo.	Avg $900/mo x 3/mo.	Avg $900/mo x 3/mo.	Avg $900/mo x 3/mo.	
	30% AMI or below.	30% AMI or below.	50% AMI or below	30% AMI or below.	80% AMI or below.	
	Court referral	Court referral	Court referral	Court referral	Court referral	
RHH Served	8	11	26	0	0	45
	Avg $900/mo x 6/mo+SD	Avg $900/mo x 6/mo+SD	Avg $900/mo x 6/mo+SD			
	30% AMI or below.	30% AMI or below.	50% AMI or below			
	CE referral	CE referral	CE referral			

Budget Amendment

	MSHDA ('21-'22)	MSHDA ('22-'23)	City ESG-CV	City ESG ('22-'23)	CoL CDBG-CV	Sub-Total	Addtl Need	Total	CERA Stability
Expenditure Timining	Sep '22 - Feb '23	Mar '23 - Sep '23	Jul '22 - Jun '23	Nov '22 - June '23	Nov '22 - Sep '23				Dec '22 - Dec '23
Case Management	$ -	$ -	$ -	$ -	$ -	$ -		$ 639,660.00	$ 648,000.00
Prevention	$ 111,760.40	$ 103,668.60	$ 43,026.00	$ 25,000.00	$ 225,000.00	$ 508,455.00			
Rapid Re-Housing	$ 180,392.60	$ 189,136.40	$ 189,264.00			$ 558,793.00			
Admin	-	-	-	-	-		$ 75,000.00	$ 75,000.00	$ 129,600.00
Total	$ 292,153.00	$ 292,805.00	$ 232,290.00	$ 25,000.00	$ 225,000.00	$ 1,067,248.00	$ -		

Prevention Households Served	41	38	15	9	83	186
	Avg $900/mo x 3/mo.	Avg $900/mo x 3/mo.	Avg $900/mo x 3/mo.	Avg $900/mo x 3/mo.	Avg $900/mo x 3/mo.	
	30% AMI or below.	30% AMI or below.	50% AMI or below	30% AMI or below.	80% AMI or below.	
	Court referral	Court referral	Court referral	Court referral	Court referral	
RRH Served	29	30	30	0	0	89
	Avg $900/mo x 6/mo+SD	Avg $900/mo x 6/mo+SD	Avg $900/mo x 6/mo+SD			
	30% AMI or below.	30% AMI or below.	50% AMI or below			
	CE referral	CE referral	CE referral			

For CRHC Board Approval:

FINAL BUDGET AMENDMENT FOR MSHDA ESG CV FOR HARA

Final Grant Spend Down as of September 2022

Budget Component	CRHC Approved Prelim. Budget for CAHP February 2022	HARA (CAHP) Approved Amendment - FSR9 Budget June 2022	HARA (CAHP) Final Budget Amendment
Emegency Shelter	$0.00	**$0.00**	**$0.00**
Prevention	**$219,043.00**	**$73,500.00**	**$97,089.80**
Rapid ReHousing	**$237,106.00**	**$429,991.00**	**$419,555.37**
Administration	**$38,773.00**	**$38,773.00**	**$25,618.83**
Totals	**$494,922.00**	**$542,264.00**	**$542,264.00**

1. Due to the transition of the program and the fact that a budget could not yet be establshed for the agency assuming HARA services; the CRHC Board, in an effort to ensure persons were recieving services, approved a conservative budget based on an estimate of what was expected for the beginning budget. This totaled $494,922.

2. By June 2022, expenses for the prior agency was settled and a budget amendment was submitted to MSHDA to establish the true beginning budget for the HARA (CAHP) program, totalling $542,264. At the request of the agency, $145,543 was transferred from Prevention to Rapid Rehousing because CERA was still operational, and the greatest anticipated need was for Rapid Rehousing services.

3. Presented for approval today, the final amendment, will zero out the MSHDA ESG CV grant. The agency has requested to move $23,590 back to Prevention to cover final expended prevention costs. Additionally, the agency requested to move $13,154 from Admin to Rapid Rehousing to cover expended Rapid Rehousing costs for the HARA.

4. These changes will complete spending of the MSHDA ESG CV grant.

Gmail CRHC Coordinator <glhrncoordinator@gmail.com>

Loaves & Fishes - budget amendment

1 message

Kendra Basiga <kendrambasiga@gmail.com> Fri, Nov 18, 2022 at 2:08 PM
To: rawley@capitalareahousing.org, glhrncoordinator@gmail.com, "Witherspoon, Doris" <Doris.Witherspoon@lansingmi.gov>, "Leaf, Jenny (MSHDA)" <LeafJ@michigan.gov>, "Garver, Jami" <jami.garver@lansingmi.gov>, Sallie Campbell <director@loavesandfisheslansing.org>, Angie Qawwee <bookkeeper@loavesandfisheslansing.org>

Hi Rawley -

I am the Board President for Loaves & Fishes Ministries. As I'm sure you are aware, Dr. Woods is no longer with the organization. We have an Interim Executive Director, Sallie Campbell, who is cc'd on this email.

After Dr. Woods' departure, Angie, our bookkeeper, and I have been working with Doris, Jami and Jenny, regarding our City of Lansing MSHDA grant. All of them are also cc'd to this email.

For the current FY23 application, we are respectfully requesting that grant funds be shifted from the amount awarded to the following operations line items which were part of our FY22 request and award:

MSHDA 21-22 (#HML-2022-Cityof-384-ESM)
EMERGENCY SHELTER -Operations
Loaves & Fishes-Maintenance/Repairs
Loaves & Fishes-Utilities
Loaves & Fishes-insurance (West Bend)
Loaves & Fishes -Supplies
Loaves & Fishes- Telephone/Internet
Loaves & Fishes-Security
Total MSHDA

Jenny has advised us that the CoC board will need to vote on this requested amendment. It is my understanding that there is a board meeting in the last week of November. We are asking that this request be added to the meeting agenda.

If you have any questions or wish to discuss this, we are available and happy to talk with you by phone or meet virtually or in person.

Thank you,

Kendra Basiga

LOAVES AND FISHES MINISTRIES
10.1.22-9.30.23

	Annual	Monthly
Maintenance/Repairs	$14,286.00	$1,190.50
Utilities	$10,980.00	$915.00
Insurance	$5,712.00	$476.00
Supplies	$5,472.00	$456.00
Telephone/Internet	$4,392.00	$366.00
Security	$3,078.00	$256.50
TOTAL	**$43,920.00**	**$3,660.00**

HMIS Lead Agency Report to CRHC November 2022

1. Haven House assumed HMIS Lead Agency role on 11/1/2022.
2. All CoC agencies participating in HMIS must be aware of their agency responsibilities in entering their HMIS data. Agencies also must be aware if they are direct subrecipients of funding that they are required to manage the submission of SAGE reporting.
3. Discussion of responsibility of cost for CRM Data entry may necessary.
4. HMIS Lead agency and service agencies' roles/responsibilities may need to clarified
    i. System Admin capacity, work scope boundaries vs. Agency admin
    ii. Agency data (training, quality control provided, agencies' responsibilities)
5. Current HMIS system admin staffing is slightly less than 1FTE.

Capital Area Regional Housing Collaborative
Coordinated Entry/By Names List
Ad-Hoc Committee
Nov 2022 Update

Steering Committee

Dusty Olson, Maureen Nagy, Brooke Hall, Dale Williams, Keiondra Grace, Brittany Kelly, Sharon Dade, Diane Singleton, Caroline Croom, Jennifer McMahon, Adrienne Ruggerio, Nancy Oliver, Michael Hays, Magok Riak Dud

CE TA Proposal

1. Develop a CE Policy Advisory Committee that will serve as the process planning and development body and the on-going policy support
2. Conduct an inclusive community process involving PLE and multiple stakeholders to provide input into the development of CE
3. Develop prioritization scheme and process
4. Develop referral and case conferencing process using By Names List
5. Develop policies and procedures for newly designed CE system
6. Conduct training for staff
7. Develop an evaluation process to ensure on-going continuous improvement

Next Steps

- System mapping
- SWOT analysis
- Development of a temporary solution; the need for this was emphasized
- Planning for community engagement

Schedule

The Steering Committee will meet bi-weekly for 60 minute meetings, occasionally longer; Dusty will reach out to members outside of meeting times to collected needed information ongoing.