Capital Region Housing Collaborative

November 30, 2021 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, Sharon Dade, Holy Cross, Tedda Hughes, EVE Inc., Rich Howard, The Davies Project, Rose Taphouse, Lansing School District, Jennifer McMahon, Child & Family Charities, Su'Alyn Holbrook, MDHHS, Vacant, ICHD, Katrina Urista, City of Lansing, Lucretia Stevenson, Consumer Representative, Brooke Hall, CMH

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. September Board meeting minutes
   b. Acceptance of all Meeting updates (see paragraph summary)
   c. CERA report update
C. Chair Report, Rawley Van Fossen
D. Old Business
E. New Business
   a. CRHC Administrative
      i. Authorized Signer Resolution
      ii. Committee Chairs
F. Announcements
G. Close of Meeting

Capital Region Housing Collaborative
October 26, 2021
Board Meeting Minutes

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

Attendance: Rose Taphouse, Lansing School District, Mark Criss, City Rescue Mission, Rawley Van Fossen, Capital Area Housing Partnership, Susan Cancro, Chair, Advent House, Rich Howard, Davies Project, Rebecca Meszaros, MDHHS, Veronica Perrera, Legal Services of South Central Michigan, Sharon Dade, Holy Cross, Gabriel Biber, Haven House, Maureen Nagy, Advent House, Toni Young, City of Lansing, Katrina Urista, City of Lansing, Thomas Woods, Loaves & Fishes, Catrina Bady Adams, Holy Cross, Jonquil Bertschi, EVE, Jennifer McMahon, Child & Family Charities, Anita Kent Johnson, CMH, Joel Murr, ICHD, David Rais, St. Vincent De Paul,

Sharon Dade offered an invocation to the meeting to give thanks and acknowledge the last two years.

Call to Order: Meeting was called to order at 9:02 am

Consent Agenda: *Rawley Van Fossen motions to approve consent agenda. Sharon Dade seconds. No Discussion. All in Favor.*

Chair Report: Susan Cancro asked Sharon Dade to please provide an update on shelters and COVID. Any pressing issues, how they are handling the recent outbreaks. Mark Criss added that the health Department did a great job early on, but would prefer they get back to making this issue a priority. They are currently not requiring vaccinations as it would turn too many away. Joel Murr reminded and encouraged the participation in the upcoming vaccination clinics. Discussion regarding incentives for vaccines. The Shelter providers are meeting on Wednesday to further discuss.

Old Business: Regarding the HUD monitoring, the City still has no comment as it is wrapping up.

Susan Cancro, Rawley Van Fossen, Brooke Hall and Tedda Hughes of Eve are our newest Board members serving until October 2023.

Executive Committee Nominations: Sharon Dade emailed a nomination of the following slate: Chair, Rawley Van Fossen, Vice Chair, Nickie Perera, Treasurer, Mark Criss, Secretary, Gabriel Biber.

Katrina Urista motions for Mark Criss as Chair. Mark does not accept.

Discussion regarding more clear nomination process. It was explained that these discussions have been taking place since August and this is how we do it every year. Discussion to clarify in the governance what an election and the nomination process looks like.

Rich Howard supports the Executive Committee as put together. Katrina Urista seconds. All in Favor. None opposed.

Finance Discussion: MOU, still working to formalize relationship with HRCS as fiduciary. Katrina Urista is working to create a draft to share with the Board.

New Business: The City of Lansing is working on the five year consolidated plan. At the November Network meeting they will be presenting and then gathering input. They will also release a survey to the network and Board.

Announcement: Homeless Awareness Month, Homeless Memorial Day, December 16

Adjournment: Sharon Dade made a motion to adjourn at 10:25 am. Katrina Urista seconds. All in Favor, None opposed.

CERA Grant Acct# 8.671E+09

January 1, 2021 thru December 31, 2021	BUDGET	Week of:	CERA Expenses Reported Weekly																															EXPENDED	AVAILABLE BALANCE	
			5-Apr-21	12-Apr-21	19-Apr-21	26-Apr-21	3-May-21	10-May-21	17-May-21	24-May-21	1-Jun-21	7-Jun-21	14-Jun-21	21-Jun-21	28-Jun-21	6-Jul-21	12-Jul-21	19-Jul-21	26-Jul-21	2-Aug-21	9-Aug-21	16-Aug-21	23-Aug-21	30-Aug-21	7-Sep-21	13-Sep-21	20-Sep-21	27-Sep-21	4-Oct-21	11-Oct-21	18-Oct-21	25-Oct-21	1-Nov-21	8-Nov-21	15-Nov-21			
Advent House	V012086	ADVANCE $425K																																$425,000		
Admin 961600	737,971.00		0.00	6,976.06	0.00	0.00	0.00	0.00	2,595.30	0.00	3,175.82	0.00	0.00	0.00	0.00	33,679.89	0.00	8,041.67	0.00	0.00	34,581.93	0.00	0.00	0.00	46,139.88	0.00	0.00	0.00	0.00	44,687.96	0.00	0.00	0.00	41,810.34	0.00	221,688.85	*516,282.15*	
Supportive Svs/Case Mgt 961744	559,659.00		0.00	24,840.14	0.00	0.00	0.00	0.00	38,336.21	0.00	46,646.16	0.00	0.00	0.00	0.00	26,140.33	0.00	0.00	0.00	0.00	27,134.36	0.00	0.00	0.00	26,619.42	0.00	0.00	0.00	0.00	31,190.12	0.00	0.00	0.00	33,012.58	0.00	253,919.32	*305,739.68*	
Financial Asst 961748	14,017,322.00		0.00	195,201.81	138,561.48	214,460.59	230,319.69	0.00	412,202.98	425,988.82	313,448.82	177,473.29	359,971.36	480,148.76	552,214.80	311,956.02	362,160.76	400,254.55	291,670.11	536,846.70	488,618.94	402,796.37	430,161.41	486,525.21	366,085.24	467,400.00	370,243.95	320,547.07	452,337.11	472,222.68	486,233.86	571,763.62	496,882.03	483,307.70	455,833.03	##########	*1,863,483.24*	
Rental Assist				170,073.36	118,015.04	181,675.31	187,933.27	0.00	336,833.03	338,887.25	250,584.66	144,921.66	297,108.76	388,419.55	440,484.20	249,796.01	296,849.30	317,251.92	232,408.40	431,881.45	404,702.25	329,050.25	347,686.48	397,080.06	301,358.56	386,799.04	306,942.38	245,032.84	373,703.34	388,075.68	398,727.71	458,373.61	410,903.76	419,112.98	395,647.77			
Utilities				22,428.45	19,046.44	29,485.28	39,386.42	0.00	67,569.95	78,701.57	56,264.16	28,351.63	57,462.60	83,029.21	98,830.60	57,660.01	58,111.46	75,802.63	52,661.71	94,765.25	76,116.69	66,846.12	72,274.93	80,145.15	55,126.68	70,400.96	56,401.57	65,314.23	69,033.77	73,347.00	81,206.15	101,390.01	74,278.27	54,294.72	53,585.26			
Internet				2,700.00	1,500.00	3,300.00	3,000.00	0.00	7,800.00	8,400.00	6,600.00	4,200.00	5,400.00	8,700.00	12,900.00	4,500.00	7,200.00	7,200.00	6,600.00	10,200.00	7,800.00	6,900.00	10,200.00	9,300.00	9,600.00	10,200.00	6,900.00	10,200.00	9,600.00	10,800.00	6,300.00	12,000.00	11,700.00	9,900.00	6,600.00			
TOTAL	**15,314,952.00**		**0.00**	**227,018.01**	**138,561.48**	**214,460.59**	**230,319.69**	**0.00**	**453,134.49**	**425,988.82**	**363,270.80**	**177,473.29**	**359,971.36**	**480,148.76**	**552,214.80**	**371,776.24**	**362,160.76**	**408,296.22**	**291,670.11**	**536,846.70**	**550,335.23**	**402,796.37**	**430,161.41**	**486,525.21**	**438,844.54**	**467,400.00**	**370,243.95**	**320,547.07**	**452,337.11**	**548,100.76**	**486,233.86**	**571,763.62**	**496,882.03**	**558,130.62**	**455,833.03**	##########	***2,685,505.07***	15,314,952.00
CAHP	V009456	ADVANCE $825																																$825,000		
Admin 961600	1,249,929.00		0.00	30,436.14	3,239.51	739.89	1,430.25	1,353.15	564.13	437.91	2,982.35	4,794.43	580.50	0.00	2,262.17	1,000.00	9,065.48	1,836.99	9,471.37	250.00	11,716.11	2,600.50	11,184.51	5,228.23	0.00	26,462.88	8,706.11	3,797.78	15,223.97	1,906.32	15,314.71	1,979.95	16,325.60	3,133.28	13,167.71	207,191.93	*1,042,737.07*	
Supportive Svs/Case Mgt 961744	717,323.00		0.00	10,640.83	17,081.28	0.00	18,242.59	1,597.00	19,773.86	878.71	21,169.39	609.11	25,611.23	2,003.47	25,391.91	0.00	24,751.01	0.00	15,895.87	1,705.17	17,822.21	0.00	19,010.81	749.02	0.00	18,447.39	18,631.44	1,571.69	13,807.99	0.00	14,431.17	0.00	16,177.99	0.00	17,215.42	323,216.56	*394,106.44*	
Financial Asst 961748	27,874,638.00		0.00	513,575.76	380,249.10	343,660.43	258,451.46	116,750.94	496,788.82	406,449.97	241,480.98	340,225.47	435,031.56	502,081.17	483,541.81	456,010.59	461,969.44	426,753.96	385,496.61	482,444.26	544,837.94	588,839.02	466,923.54	840,603.71	614,982.08	659,580.35	625,137.86	1,152,243.65	307,979.30	853,369.16	1,091,858.53	1,109,784.47	348,171.75	1,874,634.14	769,268.99	##########	*9,295,461.18*	
Rental Assist				428,828.14	317,904.10	275,309.38	190,409.74	89,671.65	395,872.31	313,325.96	194,029.83	268,226.87	352,876.96	386,433.29	376,024.06	368,718.12	366,242.27	320,350.70	304,833.33	389,241.14	429,163.66	481,686.66	364,889.35	697,173.37	492,290.76	535,712.77	490,501.48	939,219.62	246,021.65	697,973.05	867,846.28	877,917.03	305,569.43	1,482,263.88	639,283.85			
Utilities				78,147.62	57,545.00	62,051.05	60,241.72	23,479.29	88,016.51	83,224.01	42,651.15	64,798.60	72,254.60	102,147.88	95,817.75	74,392.47	83,727.17	93,503.26	68,963.28	79,403.12	15,000.00	88,552.36	86,734.19	123,630.34	103,791.32	105,267.58	114,836.38	183,324.03	52,657.65	130,496.11	188,012.25	193,167.44	36,902.32	327,270.26	108,685.14			
Internet				6,600.00	4,800.00	6,300.00	7,800.00	3,600.00	12,900.00	9,900.00	4,800.00	7,200.00	9,900.00	13,500.00	11,700.00	12,900.00	12,000.00	12,900.00	11,700.00	13,800.00	100,674.28	18,600.00	15,300.00	19,800.00	18,900.00	18,600.00	19,800.00	29,700.00	9,300.00	24,900.00	36,000.00	38,700.00	5,700.00	65,100.00	21,300.00			
TOTAL	**29,841,890.00**		**0.00**	**554,652.73**	**400,569.89**	**344,400.32**	**278,124.30**	**119,701.09**	**517,126.81**	**407,766.59**	**265,632.72**	**345,629.01**	**461,223.29**	**504,084.64**	**511,195.89**	**457,010.59**	**495,785.93**	**428,590.95**	**410,863.85**	**484,399.43**	**574,376.26**	**591,439.52**	**497,118.86**	**846,580.96**	**614,982.08**	**704,490.62**	**652,475.41**	**1,157,613.12**	**337,011.26**	**855,275.48**	**1,121,604.41**	**1,111,764.42**	**380,675.34**	**1,877,767.42**	**799,652.12**	##########	***10,732,304.69***	29,841,890.00
Holy Cross Services	V010583	ADVANCE $150K																																$150,000		
Admin 961600	91,000.00		0.00	0.00	0.00	905.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,338.69	0.00	0.00	0.00	0.00	0.00	0.00	5,301.24	0.00	0.00	7,606.85	0.00	0.00	0.00	6,100.70	0.00	0.00	7,961.85	32,215.22	*58,784.78*	
Supportive Svs/Case Mgt 961744	540,025.00		0.00	0.00	0.00	7,914.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,849.24	0.00	0.00	0.00	0.00	0.00	0.00	10,223.24	0.00	0.00	9,980.31	0.00	0.00	0.00	14,574.67	0.00	0.00	10,271.34	69,813.31	*470,211.69*	
	631,025.00		**0.00**	**0.00**	**0.00**	**8,820.40**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**21,187.93**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**15,524.48**	**0.00**	**0.00**	**17,587.16**	**0.00**	**0.00**	**0.00**	**20,675.37**	**0.00**	**0.00**	**18,233.19**	**102,028.53**	***528,996.47***	631,025.00
City of Lansing																																				
Admin 741600	177,556.00		1,005.00		1,425.00	0.00	1,350.00	0.00	1,200.00	0.00	540.00	0.00	900.00	0.00	1,320.00	0.00	1,050.00	0.00	1,400.00	0.00	6,691.27	0.00	1,190.00	0.00	1,570.00	0.00	0.00	0.00	0.00	0.00	0.00	10,053.88	0.00	0.00	0.00	29,695.15	*147,860.85*	
Loan Org. Fees	73,820.00		68,820.50	0.00	0.00	0.00	1,075.58	0.00	0.00	1,614.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	71,510.81	*2,309.19*	
TOTAL	**251,376.00**		**69,825.50**	**0.00**	**1,425.00**	**0.00**	**2,425.58**	**0.00**	**1,200.00**	**1,614.73**	**540.00**	**0.00**	**900.00**	**0.00**	**1,320.00**	**0.00**	**1,050.00**	**0.00**	**1,400.00**	**0.00**	**6,691.27**	**0.00**	**1,190.00**	**0.00**	**1,570.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**10,053.88**	**0.00**	**0.00**	**0.00**	**101,205.96**	***150,170.04***	251,376.00
Reserve Admin	0.00	Using Reserve $ requires budget change																																		
Reserve Supportive Svs/Case Mgt	0.00	Using Reserve $ requires budget change																																		
Cumulative Budget-Mod #1	**46,039,243.00**	MSHDA Contract	**69,825.50**	**781,670.74**	**540,556.37**	**567,681.31**	**510,869.57**	**119,701.09**	**971,461.30**	**835,370.14**	**629,443.52**	**523,102.30**	**822,094.65**	**984,233.40**	**1,064,730.69**	**828,786.83**	**858,996.69**	**858,075.10**	**703,933.96**	**1,021,246.13**	**1,131,402.76**	**994,235.89**	**928,470.27**	**1,333,106.17**	**1,070,921.10**	**1,171,890.62**	**1,022,719.36**	**1,495,747.35**	**789,348.37**	**1,403,376.24**	**1,607,838.27**	**1,714,257.29**	**877,557.37**	**2,435,898.04**	**1,273,718.34**	**31,942,266.73**	***14,096,976.27***	46,039,243.00
																					Expenses including advances														33,342,266.73		

Note: This is a confidential document to be used for informational purposes. The values listed are subject to change.

AHM 9/8/21 $ 438,844.54
AHM 9/13/21 $ 467,400.00
CAHP 9/13/21 $ 704,490.62
##########

CAPITAL REGION HOUSING COLLABORATIVE

RESOLUTION

Authorized Signers

A vote of the Board of Directors (the "***Board***") of Capital Region Housing Collaborative, Inc., (the "***Corporation***") was held virtually through e-Mail within the County of Ingham, Michigan on Tuesday, November, 30, 2021 at 9:30 am Michigan time.

RESOLVED, that the following elected officers of the Corporation, Chair, Vice Chair, Treasurer, and Secretary, as directed by the Board, is hereby authorized and directed, in the name of and on-behalf of the Corporation, to take such action as such Officer deems necessary or desirable to complete Grant Application and/or Agreements, Loan Documents, Banking/Funding Documents, including, but not limited to, the execution and delivery of Transaction Documents and instruments to be executed by the Corporation, described in or contemplated by each Transaction and any and all other agreements, documents or instruments required or desirable in connection with or incidental to the transactions contemplated by each of the foregoing, all in such form and containing such terms as the officer executing the same shall determine, such determination to be conclusively evidenced by such Officer's execution and delivery of such agreements, documents, and instruments.

FURTHER RESOLVED, that any Officer are authorized and directed to execute and deliver such other agreements, certificates, instruments, notices, filings, and additional documents, and to take such other steps, and to do such other acts and things, as in their judgment may be necessary, appropriate or desirable to carry out the Corporations business and to execute from time to time such agreements amending, supplementing, restating or replacing any of the documents contemplated by the foregoing recitals and resolutions as such Officer may approve and to execute and deliver to the applicable parties such documents as may be required by such applicable parties to give effect thereto.

FURTHER RESOLVED, that all actions taken in connection with and in furtherance of the matters referred to in any of the foregoing resolutions are hereby ratified, confirmed, approved, and adopted in all respects.

YEAS:

NAYS:

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
) SS
COUNTY OF INGHAM)

The undersigned duly qualified and acting as Secretary of Capital Region Housing Collaborative, Inc., (the "Corporation") does hereby certify that the foregoing is a true and complete copy of the resolution adopted by the Board of Directors of the Corporation at a meeting held on the 30th day of November 2021, an original of which is part of the records of the Corporation. Said meeting was held in full compliance with the Corporations Articles of Incorporation and Bylaws, as amended.

IN WITNESS WHEREOF, I have hereto affixed my official signature this Tuesday, the 30th day of November 2021.

_____

Gabriel Biber, Secretary

Capital Region Housing Collaborative

Standing Committees and Workgroups

Meeting	Chair	Date/Time
COMMITTEES		
Board Meeting	CRHC Chair	Last Tuesday/9 am
Network Meeting	CRHC Vice Chair	Third Thursday/9:30 am
CQI Committee		2nd Thursday/1pm
Strategic Planning Committee		Third Tuesday/10:30 am
Exec. Committee	Chair	2nd Monday/2pm
Membership Committee		First Friday/9am
Finance Committee	Treasurer	As Needed
WORK GROUPS		
Emergency Shelter		Last Wednesday/3pm
Move Up/PSH		2nd Wednesday/2pm
Rapid Re-housing		
Coordinated Entry		
By Names List		
Governance	Chair	
Veterans		First Friday/9am

From: MSHDA-HS <MSHDA-HS@michigan.gov>
Sent: Tuesday, November 23, 2021 9:17 AM
Subject: [EXTERNAL] ESG-CV Expenditure Deadline: Urgent Actions
Importance: High

Good morning:

There are just over 4 months remaining to meet HUD's 80% expenditure requirement for ESG-CV funding (Emergency Solutions Grant – CARES Act) by March 31, 2022. Collectively, we are less than halfway to meeting this expenditure. We must meet this benchmark to avoid recapture of essential funding. MSHDA has identified necessary steps that ESG-CV fiduciaries and subgrantees must commit to implement in order to meet this deadline:

- **Effective December 1, any ESG-eligible costs must be paid with ESG-CV funds.** This shift will significantly slow any expenditures under annual ESG grants. MSHDA requires this change due to the time-sensitive nature of ESG-CV requirements. Annual ESG grant agreements will be extended as needed, without punitive action on future grants.
- **ESG-CV will require monthly Financial Status Report (FSR) submissions starting December 15th.** Monthly submissions allow Continuums of Care (CoCs), Local Planning Bodies (LPBs), and MSHDA to closely track expenditure and respond quickly when adjustments are needed. The updated FSR schedule is attached and will be updated on the MSHDA ESG website.
- **ESG-CV budget lines must be amended to meet community needs.** MSHDA waives all previously established thresholds for each budget line, expect for administration (8.5%) and HMIS (10%). Fiduciaries can work with their assigned Homeless Assistance Specialist to expedite this process.
- **MSHDA-identified communities with high levels of COVID Emergency Rental Assistance (CERA) processing completed must consider shifting some staff to ESG-CV activities to help enable spenddown of ESG-CV. All hotel costs for households that will be receiving CERA rental assistance must have hotel costs billed to ESG-CV.** Eligible fiduciaries will be notified by MSHDA directly and receive additional guidance.
- **CoCs and LPBs must review EHV agreements and move any case management costs to ESG-CV, supporting the creation of new subgrantees under ESG-CV as needed.** This will extend the use of EHV funding for activities not supported under other funding sources.
- **Grantees must review all available waivers and enhanced guidance on eligible expenses to ensure funding is fully leveraged.** ESG-CV has significant opportunities to assist households in new ways, such as incentives, expanded supportive services, and no cap on the number of months for rental assistance. Additionally, MSHDA has provided additional guidance for eligible emergency shelter (congregate) repair and maintenance costs. All of these must be considered to help leverage ESG-CV funding for the benefit of the community and for the preservation of funding.

In addition to these steps, MSHDA will reallocate ESG-CV funds between communities to help meet the expenditure deadline and provide additional funding to areas with fewer funds remaining. Impacted fiduciaries will be notified directly of the reallocation.

As you map out needed amendments, please send any questions to your assigned Homeless Assistance Specialist. We are grateful for the continued support and service you all provide to your neighbors and communities.

Thank you for all you do,

Christina Soulard
Homeless Solutions Program Manager, RAHS
Michigan State Housing Development Authority
Ph 517.241.0876 Fx 517.241.3372
Pronouns: she, her, hers