Capital Region Housing Collaborative

September 28, 2021 Board Meeting

Zoom

Board Members: Susan Cancro, Chair, Advent House, Mark Criss, Vice Chair, City Rescue Mission, Rawley Van Fossen, Treasurer, Capital Area Housing Partnership, Gabriel Biber, Secretary, 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, 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. August Board meeting minutes
   b. Acceptance of all Meeting updates (see paragraph summary)
      i. Strategic Planning
      ii. Network
      iii. Finance
   c. CERA report update
C. Finance Discussion
   a. MOU with City
   b. NOFO
   c. COC Grant reallocation
   d. Sub recipient reports/required signatures/dates
   e. ESG CV Timeline revision
   f. CAP
   g. COC Budget
D. Chair Report, Susan Cancro
E. Old Business
   a. HUD Audit Report from City of Lansing
      i. Old (waiting on a response)
      ii. New (recent Audit)
   b. CRHC Administrative
      i. Four open seats
         1. Susan Cancro
         2. Rawley Van Fossen
         3. Thomas Woods
         4. Brooke Hall
         5.
F. New Business
   a. October Annual meeting, 10/21/2021
   b. October Board meeting, 10/26/2021
G. Announcements
   a. Salvation Army Christmas Sign up
H. Close of Meeting

Capital Region Housing Collaborative
August 30, 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

Absent: Lucretia Stevenson, Consumer Representative, Su'Alyn Holbrook, MDHHS

Call to Order: Meeting was called to order at 9:03 am

Consent Agenda: *Rawley Van Fossen motions to approve July board minutes. Rich Howard seconds. No Discussion. All in Favor.*

Consent Agenda: *Gabriel Biber motions to accept the consent agenda. Rawley Van Fossen seconds. No Discussion. All in Favor.*

Finance Discussion: MOU from city hoping for rough draft by September meeting. $19,360 City ESG not being used by Haven House. Finance agreed and supported recommendation to see the $19,360 stay in prevention with Legal Services. *Rawley Van Fossen makes motion to keep $19,360 and allocate to Legal Services. Sharon Dade seconds. No Discussion. All in Favor. Veronica Perera, Legal Services abstains.*

Doris will make the change sin the HUD system.

ESG-CV, will the money be spent down in time? 20% by September 2021. 80% spent by March 2022. Agencies are going to review spending and make decisions if they will spend or not. September 16th Finance meeting will be held to further discuss.

NOFO has been released. Formerly known as the NOFA. November 16 deadline. Bonus money is going to RRH & DV.

Strategic Planning: Focus groups are happening regarding gathering data including demographics. September will host various focus groups, 15-20 minutes a piece. Main question asking how are we performing as a CoC? Offered to have agencies participate in the surveys.

Chair Report: BWL is resuming shut offs. They hosted financial relief fairs to assist residents in utilizing CERA. CERA can place a 60 day hold on accounts. Ingham County Health Department is working with Sharon Dade to put together a plan regarding COVID surge and shelters. Advent House day shelter is open on the weekends.

Old Business: Emergency Housing Vouchers – all names were pulled off the list. Discussion on housing for refugees. September speaker will be Refugee Development Center.

New Business: Leadership succession planning. Will need a strong leadership team going forward. We have four open board seats.

Adjournment: Gabriel Biber motions to adjourn at 10:40am. Sharon Dade seconds. All in favor. None opposed.

Strategic Planning Committee
Tuesday, August 17, 2021
Minutes
10:30 AM – 12:30 AM
Zoom call
Neighborhood Empowerment Center, 600 W. Maple St., Lansing, 48906

1) Introductions
2) Review & Approve Agenda
3) Review & Approve 7/20/21 SWOT minutes
4) Discuss recent developments in our CoC –**ESG-CV programs – plan to expend funds; reallocate.)** EHV progress.
5) CoC planning process – Review Action items, who will do what by when?
6) SP Environmental Scan – Matt present current CoC progress on performance measures.
7) Adjournment

Next Meeting: **Tuesday, September 21, 2021, 10:30 AM to 12:30 PM** via Zoom (SP meetings are held the third Tuesday of the month.)

Anessa Kent-Johnson, CEI-CMH; Catrina Bady-Adams & Sharon Dade, HCS; Susan Cancro & Maureen Nagy, AHM; Jennifer McMahon, CFC; Mark Criss, CRM; Matt Stevenson, Toni Young, City HRCS; Doris Witherspoon, City EDP.

Agenda & SWOT minutes were approved. Please add to the notes if you were unable to attend?

Toni discussed the CoC Finance Committee plan to review ESG-CV funding. The four funded agencies are being asked to project expenses and determine if there may be leftover funds. The City will review their projections and then alert agencies to any funds to be redistributed. Agencies will be able to apply and the Finance Committee will review & make recommendations for Board approval.

The CoC plan to create the 22-25 Strategic Plan was reviewed, discussed and updated. Volunteers are needed to carry out some tasks. ***Please review and let Toni know how you can help.*** Next steps are to conduct participant Focus Groups (Planning subgroup to meet on 8/24/21), Service Provider discussion (8/25/21), data review, housing stock, and review of key reports by HUD, MSHDA, and MI Campaign to End Homelessness (MCTEH). If a few people would volunteer to review one of the reports, and bring back what is useful, this would help expedite the process. We also need to do a quarterly update of the Strategic Plan. This would help assess the status of current goals and objectives. Sharon commented that the Strategic Plan presented to the public needs to be "elevated" in terms of its visual appeal. Rather than many words, use graphics, restrict to one page, summary, etc.

Susan stated that COVID has greatly affected our Strategic Plan and will continue to do so for at least another year. How can this be incorporated into our plan/process? Do we need a "COVID addendum?" or a separate plan? Our CoC created a COVID plan in May 2020, but it needs to be updated. Matt thought this ought to be done while reviewing the ESG-CV funding.

Doris reviewed eligible costs for the HOME ARP funds that are being managed by Economic, Development and Planning office, as well as the CAPER report. She will send us the eligible costs summary and keep us posted on developments in this area.

Matt reviewed and discussed System Performance Measures which are being done quarterly on a rotating basis. He will share the graphs so group members can consider their impact on our Strategic Plan. The data is not verified for more recent quarters so should be considered a draft and not shared publicly.

Meeting adjourned at 12:45 p.m.

Submitted by –
Toni Young
8/17/21

Network Meeting Summary

October 2020 – September 2021

Month	Presenter	Attendance
October	Annual Meeting	52
November	Talonda Mulgrew, Habitat for Humanity	48
December	No meeting	-
January	Julie Anderson, Greater Lansing Food Bank	44
February	CACS	59
March	Haven House	53
April	Advent House	49
May	ICHD	47
June	City Rescue Mission	49
July	No meeting	-
August	Joan Nelson, Allen Neighborhood	48
September	Refugee Development Center	51
October	Annual Meeting	

Please submit any speaker ideas to the CRHC Coordinator.

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			
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	7,539.56	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	109,050.22	*628,920.78*	
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	52,280.66	0.00	0.00	0.00	0.00	27,134.36	0.00	0.00	0.00	26,619.42	0.00	0.00	215,856.95	*343,802.05*	
Financial Asst 961748	11,340,678.00		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	8,414,711.66	##########	
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			
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			
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			
TOTAL	**12,638,308.00**		**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**	**8,739,618.83**	##########	12,638,308.00
CAHP	V009456	ADVANCE $425K																										$425,000		
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	136,342.61	##########	
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	260,012.30	*457,310.70*	
Financial Asst 961748	14,551,281.00		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	11,071,866.83	##########	
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			
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			
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			
TOTAL	**16,518,533.00**		**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**	**11,468,221.74**	##########	16,518,533.00
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	10,545.82	*80,454.18*	
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	34,986.99	*505,038.01*	
	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**	**45,532.81**	***585,492.19***	631,025.00
City of Lansing																														
Admin 741600	177,556.50		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		19,641.27	*157,915.23*	
Loan Org. Fees	73,820.50		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		71,510.81	*2,309.69*	
TOTAL	**251,377.00**		**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**	**91,152.08**	***160,224.92***	251,377.00
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	**30,039,243.00**	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**	**20,344,525.46**	***9,694,717.54***	30,039,243.00
																											Expenses including advances	21,344,525.46		

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
	$ 1,610,735.16

Memorandum of Understanding
Between
City of Lansing- Human Relations and Community Services Department

Capital Region Housing Collaborative

The purpose of this Memorandum of Understanding (MOU) is to define roles and expectations: the City of Lansing, Department of Human Relations and Community Services Department (HRCS) and the Capital Region Housing Collaborative (CRHC), which is the Continuum of Care (CoC) or Local Planning Body (LPB) for Ingham County (MI-508).

WHEREAS, the sole purpose of this Memorandum of Understanding is the encourage cooperation between the HRCS and the CRHC, and to further detail and separate the roles and responsibilities of each party; and

WHEREAS, the CRHC has selected the HRCS as the Fiduciary Agency for particular federal and state grants and HRCS has agreed to represent MI-508 as the fiduciary thus providing financial oversight, reporting, distributing funds, applying for funds, providing technical assistance and HMIS services in accordance with regulations and guidance associated with each grant; and

WHEREAS, the HRCS accepts the responsibility of providing data tracking required for support of all applicable state and federal grants, including analysis of gaps in services, quarterly reporting (or other timely reporting, as determined and agreed upon) of progress to the extent that programs should retain grant support or require a corrective action plan, and monitoring services, as required for compliance with regulations and guidance associated with each grant. The HRCS agrees to attend monthly meetings of the CRHC and provide written reports on a quarterly basis, or in other timely manner as agreed upon, and monitoring services, as required for fulfillment of grant regulations; and

WHEREAS, the CRHC, as the representative of member agencies addressing homelessness, housing, and issues of poverty in the Lansing area, accepts the responsibility of community engagement to assist in data collection, gaps analysis, and strategic planning, as well as a community vehicle for publication of grant opportunities, the process of grant application review, and the recommendation of grant recipients. The CRHC agrees to elect members to a governing board and appropriate committees, sub-committees, and workgroups to execute those responsibilities; and

THEREFORE, the CRHC and HRCS agree that it is in the best interest of all concerned to enter into this Memorandum of Understanding.

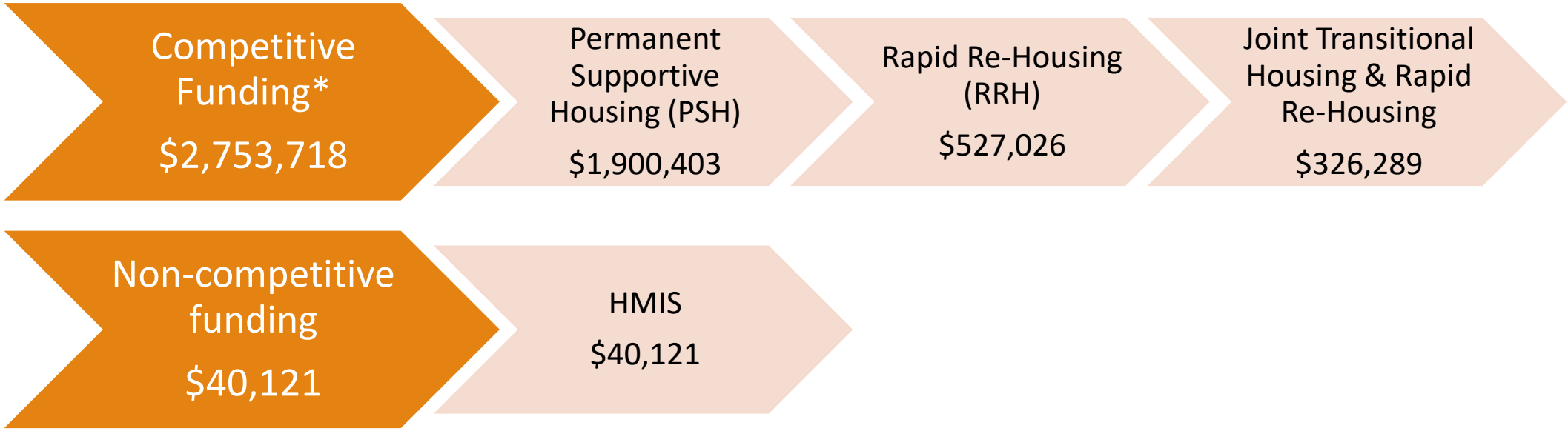
CRHC HUD CoC Program MI-508 Competition Calendar

2021 NOFO Schedule	Date	Time	Location / Notes
2021 NOFO Released by HUD	8/18/21		
Local competition notice out	9/17/21		
2021 CoC Program NOFO review meeting	9/24/21	11AM	Zoom
Notice of Intent to Apply due to CoC	9/24/21	End of Day	email to: glhrncoordinator@gmail.com
Applications sent to agencies with intent to apply & posted to CRHC website	9/27/21	End of Day	
Decision about Project Reallocation (CoC Board meeting)	9/28/21		
New applicant capacity review meeting (required for new applicants)	9/28/21	3PM	Zoom; RSVP to: glhrncoordinator@gmail.com
Applications due to HRCS	**10/15/21**	**noon**	**email to: glhrncoordinator@gmail.com**
Apps sent out to be reviewed & scored (Rankers/Reviewers needed)	10/18/21	End of Day	see Application Announcement
Score sheets due to HRCS	**10/22/21**	**End of Day**	
CoC Project Application ranking meeting	10/26/21	Following Board Mtg	Zoom
Board approval of recommendations	10/26/21		Electronic or following Ranking meeting
Written notifications of application ranking sent by HRCS	10/27/21		
Optional meeting for accepted applications (RSVP to HRCS)	11/1/21	noon	Zoom
Accepted applications due in esnaps	**11/9/21**	**End of Day**	https://esnaps.hud.gov
HUD Collaborative Application Draft to CoC Board	11/9/21	noon	
Deadline for feedback on Collaborative Application	11/11/21	End of Day	email to: katrina.urista@lansingmi.gov
CoC approval of Collaborative Application	11/12/21		
Collaborative Application posted to website for public review	11/12/21	noon	
Collaborative App, Project Apps & Priority List submitted to HUD	11/15/21	End of Day	

FY21 HUD CoC Program
Notice Of Funding Opportunity

HUD HOMELESS ASSISTANCE FUNDING FOR THE CAPITAL REGION HOUSING COLLABORATIVE 2022-2023 COC PROGRAM GRANTS

Funding for Existing/Reallocation Projects



Total = $2,793,839

*Competitive funding amounts represent current project type allocations.

Bonus Funding Opportunities
For new projects or to expand existing projects

Bonus – Up to $139,692

- Permanent Supportive Housing
- Rapid Re-Housing
- Joint Transitional Housing and Rapid Re-housing
- Supportive Services Only – Coordinated Entry

Domestic Violence (DV) Bonus – Up to $329,469; (minimum of $50,000)

- Rapid Re-Housing
- Joint Transitional Housing and Rapid Re-housing
- Supportive Services Only – Coordinated Entry specifically to better meet the needs of survivors experiencing homelessness

Existing Grant Inventory

Project Name	Project Component	Leasing	Rental Assistance	Supportive Services	Operating Costs	HMIS	Admin*	Total Award	Minimum Units
DV RRH	RRH	$0	$137,028	$40,214	$0	$0	$12,795	**$190,037**	12
Ending Family Homelessness through Rapid Rehousing	RRH	$0	$202,632	$52,189	$0	$0	$16,960	**$271,781**	18
Fresh Start RRH	RRH	$0	$48,456	$12,733	$0	$0	$4,019	**$65,208**	5
Hope Housing Expansion	PSH	$0	$179,976	$68,279	$0	$0	$16,247	**$264,502**	19
Ingham County - PSH 1+2	PSH	$222,424	$0	$26,750	$3,534	$0	$17,780	**$270,488**	24
Permanent Housing for Families	PSH	$0	$49,920	$21,605	$0	$0	$3,034	**$74,559**	4
Permanent Supportive Housing 2	PSH	$0	$625,656	$106,417	$0	$0	$32,638	**$764,711**	70
Permanent Supportive Housing Bonus	PSH	$0	$150,960	$27,743	$0	$0	$9,676	**$188,379**	17
Shelter Plus Care	PSH	$0	$319,680	$0	$0	$0	$18,084	**$337,764**	36
Rapid Rehousing for Youth	Joint TH & PH-RRH	$0	$88,032	$79,730	$0	$0	$10,667	**$178,429**	9
Transitions + RRH	Joint TH & PH-RRH	$7,200	$26,640	$100,371	$4,083	$0	$9,566	**$147,860**	3
HMIS 1	HMIS	$0	$0	$0	$0	$39,334	$787	**$40,121**	N/A

*Admin line item is split 50-50 between the City of Lansing and the award sub-recipient.

Changes/Revisions from Previous NOFO's

- Renewals vs. new projects (bonus or reallocations);
- Tribes and TDHEs are eligible to apply for projects in 2021.
- Housing First model prioritizes rapid placement in permanent housing; no preconditions (defined, pg 23).
- Incentives for new projects incorporating healthcare organizations;
- Collaboration with PHAs
- Racial equity – the application will have questions on this issue;

Changes/Revisions from Previous NOFO's

- Involvement of current/former persons with lived experience homeless;
- Address how our CoC/your agency addressed COVID related to homelessness;
- HUD Policy Priorities – priorities for services, Housing First, unsheltered, system performance measures
- Program Implementation – expansion, transition grants, consolidation projects
- DV Bonus projects – types of configurations

Important Dates

- TODAY! – Intents to apply for funding – Email to Meaghan Redd @ glhrncoodinator@gmail.com
  - To let the CoC know who to expect will and will not be applying for funding and for which projects.
  - If you are currently receiving a CoC Program grant and you do not plan to renew PLEASE let us know so we can advertise the opportunity to other interested parties.
- Tuesday, September 28th @ 3pm – New Applicant capacity review meeting via Zoom
  - RSVP is required – email Meaghan to receive an invitation
  - Read the HUD CoC Program eligibility requirements (NOFO pages 28-29,44-45) and bring your questions
- Friday, October 15th by noon – Project applications are due to Meaghan
- Tuesday, October 26th – Project application ranking meeting via Zoom
- Tuesday, November 9th – Accepted applications are due in esnaps (https://esnaps.hud.gov)

Resources and Helpful Information

Capital Region Housing Collaborative CoC website - https://capitalregionhousing.org

General information and resources about the HUD CoC Program - https://www.hudexchange.info/programs/coc/

FY2021 HUD CoC Program Competition Resources - https://www.hud.gov/program_offices/comm_planning/coc/competition

FY2021 HUD CoC Program Competition NOFO https://www.hud.gov/sites/dfiles/SPM/documents/FY21_Continuum_of_Care_Competition.pdf

HUD resources for project applications

FAQs – includes information about consolidation, expansion, and bonus opportunities

- https://www.hud.gov/sites/dfiles/CPD/documents/FY-2021-Project-Application-FAQs_9.2.2021.pdf

Renewal application detailed instructions

- https://www.hud.gov/sites/dfiles/CPD/documents/FY-2021-Renewal-Project-Application-Detailed-Instructions.pdf

New application detailed instructions

- https://www.hud.gov/sites/dfiles/CPD/documents/FY-2021-New-Application-Detailed-Instructions.pdf

Esnaps – HUD application portal for project applications selected for funding by the CoC - https://esnaps.hud.gov/

Memo To: All Interested Organizations

From: Capital Region Housing Collaborative (CRHC), Designated Continuum of Care (CoC) for Lansing/East Lansing/Ingham County

Date: September 17, 2021

RE: **FY 2021 *Program Competition*** - Notification to potential Project Applicants - Please send a **Notice of Intent to apply by Friday, September 24, 2021** to Meaghan Redd, CRHC Coordinator at glhrncoordinator@gmail.com
Application Deadline – Friday, October 15, 2021 at 12 noon (EST) to Meaghan Redd, CRHC Coordinator at glhrncoordinator@gmail.com

The Capital Region Housing Collaborative (CRHC) announces its local competition for HUD homeless assistance services funding available under the CoC Program for FY 2022-23. This announcement provides further information about the local collaborative application process for Project Applicants in the Ingham County geographic area. (See CRHC website at https://capitalregionhousing.org). Look for the Grants tab at the top of the main page.) The HUD Continuum of Care (CoC) Program (24 CFR part 578) is designed to promote a community-wide commitment to the goal of ending homelessness.

Funding Available: An estimated $2,793,839 is available for Renewal and Reallocation Projects. All project grants are for one year of funding with varying start dates. See the Grant Inventory Worksheet (GIW) on CRHC's website for specific projects, grant amounts, and funding cycles. The CoC Board will determine any projects to be reallocated and notice will go out to the CRHC agency network.

Bonus Funding Available: Up to $139,692 CoC Bonus funding will be available for new projects to: 1) create new permanent housing- permanent supportive housing projects (PH-PSH); 2) create new permanent housing-rapid re-housing projects (PH-RRH); 3) create Joint Transitional Housing (TH) and PH-RRH component projects as defined in the 2021 Notice of Funding Opportunity (NOFO); 4) create Supportive services only coordinated entry (SSO-CE) projects to develop or operate a centralized or coordinated assessment system. **New projects must meet the NOFO "rating factors criteria" to be accepted by the CRHC CoC to avoid rejection by HUD.** (see 2021 NOFO, pp 45-47)

HUD will also make available funding for Domestic Violence (DV) Bonus projects at a minimum of $50,000 per project up to $329,469 for: 1) Permanent Housing-Rapid re-housing projects for survivors of DV, dating violence, sexual assault or stalking who are defined as homeless; 2) Joint TH and PH-RRH projects as defined in the 2021 NOFO; or 3) Supportive Services Only-coordinated entry projects to serve DV survivors. See the CRHC website and 2021 NOFO for more details.

Project Application Deadline: Friday, October 15, 2021 at 12:00 noon (EST)
CRHC application forms will be available on the CRHC website (https://capitalregionhousing.org) **on September 27, 2021** and should be submitted to Meaghan Redd, CRHC Coordinator at glhrncoordinator@gmail.com by October 15, 2021. Important informational documents, including the CRHC Application and 2021 NOFO will be available on the CRHC website. **New Applicants** –are invited to all CRHC CoC meetings and especially the 2021 NOFO review meeting on **Friday, September 24 at 11:00** am and the New Applicant Capacity Review meeting on **Tuesday**, **September 28th at 3:00 pm**. **Please RSVP with your name and email address** to Meaghan Redd, CRHC Coordinator at glhrncoordinator@gmail.com .

CoC Program Priorities: The CRHC and HUD have established priorities. **See Application form.**

CoC Program Description: The CoC Program is designed to promote a community-wide commitment to: 1) the goal of ending homelessness; 2) to provide funding for efforts by nonprofit providers, States, Indian Tribes or tribally designated housing entities, and local governments to quickly re-house homeless individuals, families, persons fleeing domestic violence, dating violence, sexual assault, and stalking, and youth while minimizing the trauma and dislocation caused by homelessness; 3) to promote access to and effective utilization of mainstream programs by those who are homeless; and 4) to optimize self-sufficiency among those experiencing homelessness. **The HUD homeless policy priorities may be found in Section II of the 2021 NOFO notice.** In summary, HUD priorities are to end homelessness for all persons, use a Housing First approach, reduce unsheltered homelessness, improve system performance, partner with housing, health, and service agencies, address racial equity, and tap the expertise of persons with "lived experience" defined as those currently or formerly experiencing homelessness. 2021 NOFO CoC Program Components to be funded in this Competition are: Permanent Housing, Transitional Housing, Supportive Services Only, HMIS and Joint TH and PH-RRH Component Projects. See 24 CFR 578.37 through 578.63 for component descriptions and 2021 NOFO Section III. A. and B. for definitions and concepts.

Training and Resources: Project applicants needing assistance in completing applications or understanding program requirements under the CoC program may access the CoC interim regulations (24 CFR part 578), training materials, and program resources via HUD Exchange's web page at https://www.hud.gov/program_offices/comm_planning/coc .

Applicants should review the Notice of Funding Opportunity (NOFO) for the Continuum of Care Program Competition for FY 2021 in its entirety, the CoC Program interim rule (24 CFR part 578 published July 31, 2012 at 77 CFR 45422 ***as amended***), and any related documents and webinars. Questions may be directed to HUD via CoCNOFO@hud.gov or the City of Lansing HRCS Department to Toni.Young@lansingmi.gov . People with hearing or speech impairments may call Michigan Relay Service at 1-800-649-3777 or dial 7-1-1. Those with Limited English Proficiency may contact the Collaborative Applicant (City of Lansing) at Toni.Young@lansingmi.gov for access to local interpreters/translators.

Informational and other meetings: It is recommended for new and returning applicants to attend the 2021 NOFO Review meeting on **September 24th at 11:00 am via Zoom.** Other important details on the CRHC NOFO Process, ***including timelines,*** are listed on the CRHC website. Check this page often for any updates, questions and answers and other information. Applicants will be notified, in writing, of the acceptance or rejection of their application, with an explanation of the decision, **by October 27, 2021** to the email address provided on their CRHC Project Application.

Please note: To be eligible for this funding, organizations must engage in a capacity review process to meet all HUD eligibility requirements and demonstrate experience in managing federal grants, possess a valid DUNS (DATA Universal Numbering System) number, complete or renew their registration in the System for Award Management (SAM) website, and engage as an active collaborative agency with the CRHC. Go to www.SAM.gov for SAM information. Eligible project applicants must be nonprofit organizations in good standing, States, local governments, or instrumentalities of State and local governments, Indian Tribes and TDHE, or public housing agencies. For-profit entities are not eligible.

CRHC Corrective Action Plan

Please submit this CAP for Board approval

Agency Name: Holy Cross Services (HCS)	Grant Name: HCS CoC and General Fund Grants
Grant Months in Operation: N/A	Percentage Spent to Date: N/A
Grant End Date: 2021	Project Percentage Based on Operated Months: N/A

What led to the over/under spending? (Please discuss program changes/issues that caused the deviation in spending.

Beginning January 2021, HCS staff that was primarily responsible for billing grants left the agency for a better opportunity. Although we attempted to hire for the position, it was difficult to find qualified applicants and there was not sufficient internal capacity to cover all of the duties of the position. In addition, February - April 2021, HCS leadership, in an effort to ensure financial tasks were being completed accurately and timely, outsourced accounting tasks to an external agency, RDMA.

Although this was the right decision, the tranisition from an internal finance department to an external accounting firm has required many changes in processes and training leading to a four month transition process.

Additionally, prior to May 2021, when RDMA began to assist with billing, HCS New Hope staff attempted to handle grant billing tasks internally to catch up past due billings, without the capacity to accomplish the task.

(Please answer here)

What is your Corrective Action Plan (CAP) to resolve the issues listed above? (Please provide action, timelines, and person responsible. Will there be any remaining funds? If so, in what budget lines(s)?)

The decision to outsource accounting tasks, including grant billing, accounts payable and accounts receivable tasks, resolved the challenge identified in this corrective action. As stated above, this has proven to be a valuable but challenging tranistion because of the complexity of the agency, including New Hope Community Center.

We are now caught up on billings and anticipate most July billings will be completed by August 20th. The goal is for all billings to be back to a regular rhythm and process for August billings, which are due in September 2021.

Thank you for your patience with our internal changes and decisions to strengthen the foundation of Holy Cross Services. We are already seeing the positive results of this decision. Please let us know if you have any other concerns or questions.

(Please answer here)

08/20/2021

Will the Fiduciary/Grantee need to approve, or apply for, any budget line transfers/revisions or grant extensions/ amendments? If so, please provide specific types and budget amounts and provide rationale.)	(Please answer here)
Will the CoC need to provide any letters of support? By when? (Please list suggested narrative and explanations/reasoning for the necessary changes/revisions.)	(Please answer here)

CITY OF LANSING HUD COC RPT

Agency	Grant	Budget line		Thru July	Target	%Over/Under	CAP? Y/N >11% variance	Performance by Household:	Aug - Jul 2021		
Advent	Fresh Start	Supp. Services		85.37%			11% variance	Total Served	25		
Proj Yr	**Sep-Aug**	Rental Assistance		71.21%				In Housing	9	36%	
		Agency-Admin		75.29%				Avg. Occupancy	100%	5 of 5 units	
			Avg	77.29%	91.67%	under 14.38%	YES	Avg. Days to Housing	165	3 move-in's	
								Discharged	9		
								Discharged to Perm. Housing	5	56%	
				Thru July							
Advent	PSH Fam	Supp. Services		14.30%				Total Served	6		
Proj Yr	**Jun-May**	Rental Assistance		23.92%				In Housing	6	100%	
		Agency-Admin		21.00%				Avg. Occupancy	150%	6 of 4 units	
			Avg	19.74%	16.66%	over 3.08%	NO	Avg. Days to Housing	N/A	No new move-in's	2 families transferred in
Grant Ending May 2021 100% spent								Discharged	0		
								Discharged to Perm. Housing	0	N/A	
				Thru July							
Advent	Hope	Supp. Services		94.65%				Total Served	32		
Proj Yr	**Jul-Jun**	Rental Assistance		93.98%				In Housing	29	91%	
		Agency-Admin		94.17%				Avg. Occupancy	142%	27 of 19 units	
Extended 1 month Thru July			Avg	94.27%	100%	under 5.73%	NO	Avg. Days to Housing	N/A	No new move-in's	
								Discharged	4	*	
								Discharged to Perm. Housing	4	100%	
				Thru July					*one lost housing, but remains enrolled		
CFC	Jt TH-RRH	Supp Services		91.19%				Total Served	26		
Proj Yr	**Sept-Aug 2020-21**	Rental Assistance		95.14%				In Housing	19	73%	
		Agency- Admin		91.67%				Avg. Occupancy	122%	11 of 9 units	some participants are roommates
			Avg	92.67%	92.00%	on target	NO	Avg. Days to Housing	29	8 move-in's	
								Discharged	10		
								Discharged to Perm. Housing	7	70%	
				Thru July							
LHC	PSH2	Supp. Services		61.49%				Total Served	75		
Proj Yr	**Jan - Dec**	Rental Assistance		46.48%				In Housing	73	97%	
		Agency-Admin		54.80%				Avg. Occupancy	101%	71 of 70 units	
			Avg	54.26%	58.33%	over 4.07%	NO	Avg. Days to Housing	90	1 move-in	
								Discharged	5	*2 applicable discharges*	
				thru April				Discharged to Perm. Housing	1	50%	
				Thru July							
LHC	Shel + Care	Rental Assistance		26.41%				Total Served	49		
Proj Yr	**May-Apr**	Agency-Admin		25.00%				In Housing	49	100%	
			Avg	25.71%	25%	On Target	NO	Avg. Occupancy	133%	48 of 36 units	
								Avg. Days to Housing	N/A	No new move-in's	
Grant Ending April 2021 100% spent								Discharged	5	*4 applicable discharges*	
								Discharged to Perm. Housing	2	50%	
				Thru June							
Holy Cross	Joint TH/RRH	Supp. Services		44.41%				Total Served	36		
Proj Yr	**Jul-Jun**	Leased Structure		100.00%				In Housing	18	50%	
		Rental Assistance		100.00%				Avg. Occupancy	333%	10 of 3 units	
		Operating		22.08%				Avg. Days to Housing	89	17 move-in's	
Requested JUNE FSR corrected		Agency-Admin		38.58%				Discharged	6		
FSR outstanding			Avg	61.01%	100.00%	under 38.99%	YES	Discharged to Perm. Housing	5	83%	
							Late Reports				
				Thru June							

Holy Cross	EFHTRR	Supp. Services		100.00%			Total Served	88	
Proj Yr	**Sept-Aug**	Rental Assistance		81.47%			In Housing	39	44%
		Agency-Admin		100.00%			Avg. Occupancy	100%	18 of 18 units
			Avg	93.82%	83.33% over 10.49 %	YES	Avg. Days to Housing	48	39 move-in's
						Late Reports	Discharged	56	
No July Report							Discharged to Perm. Housing	36	64%
				Only July					
Holy Cross	PSH Bon	Supp. Services		3.82%			Total Served	26	
Proj Yr	**Jul-Jun**	Rental Assistance		6.55%			In Housing	25	96%
		Agency-Admin		6.38%			Avg. Occupancy	100%	17 of 17 units
			Avg	5.58%	8.33% Under 2.75%	YES	Avg. Days to Housing	7	3 move-in's
PSH Bonus grant ending June 2021 underspent by 18.30 % Returning $33,216 back						Late Reports	Discharged	7	
							Discharged to Perm. Housing	2	40%
				Thru July					
Holy Cross	ICPSH1&2	Supp. Services		100.00%			Total Served	36	
Proj Yr	**Sept-Aug**	Leasing		100.00%			In Housing	34	94%
		Agency-Admin		44.00%			Avg. Occupancy	129%	31 of 24 units
		Operating		100.00%			Avg. Days to Housing	17	2 move-in's
			Avg	86.00%	83.33%	YES	Discharged	3	**1 applicable discharge*
						Late Reports	Discharged to Perm. Housing	0	0%
				Thru July					
EVE	DV RRH	Supp. Services		75.88%			Total Served	16	no count of discharged
Proj Yr	**Oct-Sept 20-21**	Rental Assistance		**16.90%**			In Housing - households	6	50%
		Agency-Admin		**20.51%**			Avg. Occupancy	50%	6 of 12 units
			Avg	37.76%	83% 45.24% under	YES	Avg. Days to Housing	?	
						Late Reports	Discharged	?	
							Discharged to Housing	?	

2020_2021 Annual Budget (year ending 09/30/21)
Capital Region Housing Collaborative (fomerly: Greater Lansing Homeless Resolution Network)

Revenue		**20-21**
	Membership Revenue	12,950.00
	City of Lansing General Fund Grant	10,000.00
	Total Revenue	22,950.00

Expenses		**19-20**
	Coordinator Services	20,000.00
	Insurance Exp	850.00
	Office Expenses: Website, copies, PO Box Rental, Cell, Postage, E-Voice, etc.	1,400.00
	Banking Exp	30.00
	Filing fees	30.00
	Miscellaneous	75.00
	Total Expenses	22,385.00

Net Gain	565.00

2021 CHRISTMAS SIGN UP

WHO CAN SIGN UP FOR ASSISTANCE:

Clinton, Eaton & Ingham county residents

WHAT YOU ARE APPLYING FOR:

Toys for children 13 & younger and a $25.00 food gift card (one food gift card per household)

WHEN TO APPLY:

October 18-November 14, 2021

(Online sign up will begin at 9am on October 18)

WHERE TO APPLY: Apply online at **www.saangeltree.org**

Clients must have an email address to apply as all correspondence will be done via email.

Please feel free to call The Salvation Army Christmas Clearance Bureau at 517-853-3744 after October 18th if you have any questions.

DRIVE-THROUGH MOBILE FOOD DISTRIBUTION

FOR CITY OF LANSING RESIDENTS

Saturday, October 16

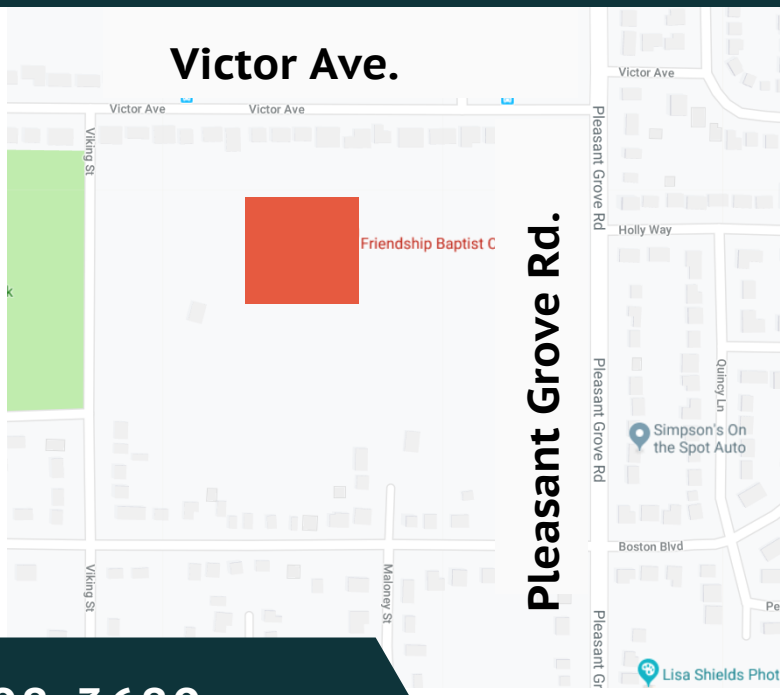
Registration: 7 AM for vehicles to line up

Distribution: 9 AM - 11 AM (or until food is distributed)

Friendship Baptist Church

2912 Pleasant Grove Rd.

Lansing, MI, 48910



QUESTIONS? CALL (517) 908-3680

Details:

- Stay in your vehicle for registration and food distribution
- Food will be placed in your trunk/hatchback, so please make room
- Proof of Residency: Bring either a gov't-issued ID or mail with your address
- Restrooms will NOT be available
- If you have any symptoms of COVID-19 please stay home and arrange for someone to bring your identification and a note allowing them to pick up food for you

Who Can Participate:

- Anyone in financial hardship in need of food, especially due to the pandemic
- Families/individuals who have recently lost jobs
- Senior citizens on fixed incomes
- Residents in The City of Lansing

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

Andy Schor, Mayor

GREATER LANSING foodbank