

# Detroit Continuum of Care | Board of Directors

Working to Equitably End Homelessness in Detroit, Highland Park, & Hamtramck

## Board Meeting Agenda | July 10<sup>th</sup>, 2023 | 2:00-4:30pm | Webinar: [Registration Link](#)

### CoC Board Norms:

- Start and end on time.
- Come prepared.
- Focus on strategy and high-level goals.
- Be aware of different roles you're playing.
- Be solutions oriented.
- Avoid rabbit holes & use the parking lot.

### CoC Board Draft Values:

- Homelessness should be rare, brief and non-recurring.
- Flexibility to respond to emerging ideas and challenges or try new and innovative ideas and projects.
- Racial equity as demonstrated through equitable outcomes
- Transparent decision that makes the greatest possible use of data.
- Collaboration and a cross-systems approach

Time	Agenda Item	Presenter	Committee <i>(see acronym list below)</i>	Attachment	Priority Assignments
<b>Housekeeping &amp; Agenda Setting</b>					
<b>2:00 PM</b>	Welcome and Introductions	Celia Thomas	EC	--	<b>Priority Code:</b> T1- must discuss; T2- can discuss in email; T3- can move to future meeting
<b>2:05 PM</b> 5 min	Announcements	Celia Thomas	EC	--	
<b>2:10 PM</b> 5 min	Consent Agenda - June Board Meeting Minutes ( <b>Action Item- VOTE</b> )	Celia Thomas	EC	<b># 1</b>	
<a href="#">Additional Information (No Immediate Action)</a> <sup>1</sup>				<b># 2 – 3</b>	
<b>Tier 1 Priorities</b>					
<b>2:15 PM</b> 30 mins	CAM Transition Updates	Terra Linzer, Tasha Gray	CoD, HAND	Tier 1	
<b>2:45 PM</b> 10 mins	Strategic Plan Updates	Safiya Merchant	CoD	Tier 1	
<b>2:55 PM</b> 15 mins	FY2023 Project Priority Ranking and Reallocation Policies ( <b>Action Item- VOTE</b> )	Amanda Sternberg	HAND	Tier 1	
<b>3:10 PM</b> 5 mins	Break (stay on Zoom, please 😊)				
<b>3:15 PM</b> 20 mins	Revised Project Review Conflict of Interest Statement/Policy ( <b>Action Item- VOTE</b> )	Amanda Sternberg	HAND	Tier 1	
<b>3:35 PM</b> 10 mins	Outreach Workgroup report out	Paige Beasley	Outreach WG	Tier 2	

<sup>1</sup> Additional Information from Housekeeping & Agenda – **Attachment 2:** CoC Board Attendance Tracking, **Attachment 3:** July Exec. Com. Minutes

<b>3:45 PM</b> <b>10 mins</b>	Shelter Workgroup	Paige Beasley	Shelter WG	Tier 2	
<b>3:55 PM</b> <b>15 mins</b>	Public Comments	Amy Brown	CoC	--	
<b>4:30 PM</b>	<b>END</b>				

Next Meeting: **October 3, 2022** | 2:00-4:30pm | Webinar (Until In-Person Meeting)

### Key Committee Acronyms:

**EC** – Executive Committee – **Chair:** Celia Thomas | **Vice-Chair:** Candace Morgan | **Secretary:** vacant | **Staff:** Chelsea Johnson  
**DAG** - Detroit Advisor's Group – **Chair:** Donna Price | **Staff:** Kaitie Giza  
**GRC** - Grievance Review Committee – **Chair:** Donna Price | **Staff:** Jeremy Cugliari & Elise Gronstad  
**LIHTC** – Low Income Housing Tax Credit Committee – **Chair:** Vacant | **Staff:** Elise Gronstad  
**VFPC** – Values and Funding Priorities Committee – **Chair:** Amanda Sternberg | **Staff:** Julia Janco  
**GCRC** – Governance Charter Review Committee – Ad hoc | **Staff:** vacant

### System Partner Acronyms:

**CAM** – Coordinated Access Model – Detroit's Coordinated Entry System (Managed by Southwest Solutions)  
**CoD** – City of Detroit  
**HAND** – Homeless Action Network of Detroit – Detroit's Collaborative Applicant, CoC Lead Agency, and HMIS Lead Agency  
**HMIS** – Homeless Management Information System  
**VA** – Veteran's Association

### Additional Acronyms for Reference:

<b>BNL</b> = By-name List	<b>DV</b> = Domestic Violence	<b>HUD</b> = US Department of Housing & Urban Development	<b>SH</b> = Supportive Housing
<b>CoC</b> = Continuum of Care	<b>ESG</b> = Emergency Solutions Grant	<b>MI</b> = Michigan	<b>SPDAT</b> = Service Prioritization Decision Assistance Tool
<b>CE</b> = Coordinated Entry	<b>ESP</b> = Emergency Shelter Partnership	<b>MSHDA</b> = Michigan State Housing Development Authority	<b>SPM</b> = System Performance Measure
<b>CARES</b> = Coronavirus Aid, Relief, and Economic Security Act	<b>FY</b> = Fiscal Year	<b>PIT</b> = Point in Time Count	<b>TA</b> = Technical Assistance
<b>CDBG</b> = Community Development Block Grant	<b>HCV</b> = Housing Choice Voucher	<b>P&amp;P</b> = Policies and Procedures	<b>TH</b> = Transitional Housing
<b>CH</b> = Chronically Homeless	<b>HMIS</b> = Homelessness Management Information System	<b>PSH</b> = Permanent Supportive Housing	<b>QR</b> = Quarterly Report
<b>CSH</b> = Corporation for Supportive Housing		<b>RFP</b> = Request for Proposals	<b>YHDP</b> = Youth Homelessness Demonstration Project
<b>CY</b> = Calendar Year		<b>RRH</b> = Rapid Re-Housing	

## **ATTACHMENT ONE**

# Detroit Continuum of Care | Board of Directors

Working to Equitably End Homelessness in Detroit, Highland Park, & Hamtramck

<u>Present Board Members</u>	<u>Absent Board Members</u>	<u>Excused Board Members</u>	<u>General Public</u>
ReGina Hentz Amy Brown Donna Price Candace Morgan Erica George Chris Harthen Katie Zeiter Julisa Abad Ed Cieslak Tasha Gray Terra Linzner Courtney Smith Kiana Harrison Celia Thomas Desiree' Arcscott Dr. Gerald Curley Erica George Ari Ruttenberg Chioke Mose-Telesford Katie Zeiter	Tania James Taura Brown	Jennifer Tuzinsky Michael Centi	Chelsea Johnson Amanda Sternberg Rachel Szymarek Yvonne Szymczak Jeremy Cugliari Safiya Merchant Elise Grongstad Clay Bell Frank Doria Vicky Parker Garrett Jin Denise Goshton Abigail Perrien matthew niemi Kourtney Clark Torrey Henderson Alan Haras Paige Beasley Julisa Abad Nona Ingram Deloris Cortez Kimberly Benton Shautoya Redding

**Detroit Continuum of Care | Board of Directors**  
Working to Equitably End Homelessness in Detroit, Highland Park, & Hamtramck  
*June 5, 2023 Continuum of Care Board Meeting*

***Welcome and Introductions:***

**Celia T. opened the meeting at 2:00 pm with introductions – utilizing the chat box.**

***Executive Committee Report & Announcements***

***Consent Agenda***

**May 2023 Board Meeting Minutes**

- The floor was open for questions. None were asked.
- Approval of the May 2023 CoC Board Meeting minutes was motioned by Candace M. and seconded by Dr. Gerald Curley . The vote passed.

***CAM Transition Updates***

**Summary –**

- Recap: The General Membership (GM) had an opportunity to vote on the recommendation from the CAM RFQ Review Team to determine the new CAM Lead Agency on May 25<sup>th</sup>. The recommendation was to appoint HAND as the new CAM Lead Agency. Since HAND only applied for the CAM Lead and not the services, there were additional considerations that were presented to the GM. There was a recommendation from the CAM Transition Team (CTT) and RFQ Review Committee to build upon the application that the CoD already submitted and work collaboratively. The GM also authorized the CTT to work with HAND, CoD, And Wayne Metro to develop and finalize the provision of services for access and back office.
- HAND and Cod have been meeting frequently to discuss budget negotiations which are expected to be finalized in the next couple of weeks, a joint implementation plan, and existing CTT subcommittees to be re-launched or if new committees will be formed.
- In conclusion, HAND will serve as the Cam Lead Agency (will not provide services), Wayne Metro will subcontract with HAND to provide call center services, CoD will provide in person services, and Cod will partner with HAND to manage back-office services.
- The CTT is now focusing on In-person access sites (locations, populations, etc.), making sure that we have those identified. There is also going to be discussion on CAM’s phone number and CAM’s brand (name, website).
- Wayne Metro will act as a call center where residents will be able to call for referrals of services and if it is determined that they need emergency shelter then they will be directed to an access point. CoD will operate the in-person access sites designated by population (i.e. families, sign adults) and diversion will be done at these access sites to reduce phone call waits.
  - There will also be a mobile CAM Team for after-hours use.

***Strategic Planning Updates***

**Summary –**

- The CoD Housing and Revitalization Department, HAND, and the CoC have come together to establish shared goals, priorities, and actions to prevent and end homelessness in the City of Detroit and strongly recover from the Covid-19 pandemic.
- The City has engaged Barbara Poppe and Associates (BPA), to provide expert guidance and support for the development of a 5-Year Strategic System Improvement Plan.
- This Plan will serve as a roadmap to support the community in achieving the following objectives:
  - Clear and unified message and plan for how Detroit is working to end homelessness, with a leading focus on equity and justice.
  - Coordinated and improved system response to end homelessness.
  - Streamlined procedures, standards, and expectations between all homelessness funding sources and homelessness service providers.

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- More efficient and better coordinated use of federal and private funds.
- High quality services for those experiencing homelessness as measured by increased exits to permanent housing, shorter time experiencing homelessness, and increased overall household stability.
- The process will feature robust engagement with residents experiencing homelessness, community partners, advocates, and other stakeholders and be implemented in two phases.
  - Phase 1 will be Discovery, Research, and Priority Setting
  - Phase 2 will be Implementation Planning and Support (please visit the slides for more details on each phase).
- The purpose of the Strategic Plan Oversight Commission (SPOC) is to provide a time-limited focused structure and forum to ensure that the Strategic System Improvement Plan (the “Plan”) meets the goals and objectives of the project.
- The Plan will provide guidance, to prioritize uses of key resources, including but not limited to those provided by Federal, State, local and philanthropic sources of funding, to support efforts to prevent and end homelessness within Detroit.

### *FY2023 Continuum of Care New Project Funding Priorities)*

#### Summary –

- There are two branches of the CoC Competition
  - National Competition: A competition that allows all CoC from across the country to apply for funding.
  - Local application: A competition where individual agencies compete locally for funding for their projects (new or renewal projects).
  - The CoC Competition has not been opened yet, so the amount of funding available is unknown. The anticipated release date of the competition is June or July.
- In March HAND staff developed draft renewal project evaluation and scoring criteria; HUD announced the FY2022 Awards
- In April the public comment period was released for renewal project evaluation and scoring criteria
  - The Value and Funding Committee (VFP) and Performance Evaluation Committee met to develop responses to public comments.
- In May, the VFP met weekly to develop new project priority recommendation and evaluation criteria.
- Today, the CoC Board will be asked to approve the FY 2023 CoC new project priorities and evaluation criteria. (Please review the slides for more) details on the timeline.
- The aim of new project recommendations is:
  - Increasing capacity and quality of Permanent Supportive Housing (PSH) projects
  - Increasing capacity of Rapid Rehousing programming.
  - Creating opportunities to fund new projects to meet the needs of people fleeing DV.
  - Creating opportunities to fund new projects to support CoC infrastructure.
- There are 5 recommendations for new project funding priorities and evaluation criteria which will be voted on: (please review June Board Packet for more details)
  - Types of New Projects
  - Supportive Service Costs
  - Order of Fund Allocation for CoC Bonus Projects
  - Order of Fund Allocation for DV Bonus Projects
  - New Project Evaluation Criteria

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- Once the votes are reviewed and all the recommendations are approved, this information will be presented to the CoC, specifically to currently funded agencies, within the next few weeks.

### **Vote Topic**

- The approval of the recommended FY2023 new project funding priorities and evaluation criteria are motioned by Chioke T. and seconded by Regina H. The results of the vote will be communicated within a few weeks.

### **Domestic Violence RRH Grant Transfer Recommendation**

#### Summary –

- The CoC Board is asked to approve the recommendation to transfer the CoC Domestic Violence Rapid Rehousing grant currently held by ACCESS to Neighborhood Legal Services Michigan.
- Background: In early 2023, HAND and ACCESS mutually agreed to transfer ACCESS' CoC Domestic Violence RRH grant to another provider given challenges ACCESS was facing with ramping up the project.
  - NOTE: No clients are currently being served by these funds, nor have staff been hired by these funds, therefore there are no individuals at risk of losing housing or employment with this transfer.
- In April, HAND released a Request for Proposals (RFP) for these funds. An informational webinar was held in May.
- One application was received by Neighborhood Legal Services Michigan (NLSM).
- Their application was reviewed and scored; the application scored 86.6%
- The review committee recommends the grant be transferred to NLSM.
- NLSM has implemented RRH programming for several years.
- The agency currently receives other CoC DV funding and has experience serving the target population.
- The agency has experience implementing a Comparable Database, which is often necessary for agencies receiving funding to serve people fleeing DV.
- Overall, NLSM demonstrated a readiness to “hit the ground running” with getting this programming underway as expediently as possible, which was something the review committee was looking for.
- If the recommendation is approved, HAND will work with ACCESS, NLSM, and HUD on the next steps in the grant transfer.
  - NOTE: HUD has recently communicated a moratorium on grant transfers. If this moratorium is not lifted in the coming weeks, we will need to pursue a different course of action, such as reallocating this project in this year's competition. If this becomes necessary, no final decisions will be made without CoC board approval.
- The approval of the Domestic violence Grant transfer recommendation was motioned by Desiree A. and seconded by Regina H. The vote passed.

### **System Performance Measures (SPM)**

#### Summary –

- The SPM report is a regulatory report that provides a summary and year-to-year comparison of system wide counts, averages, and medians related to seven areas of performance.
- HUD places particular emphasis on three of the measures: length of time persons remains homeless (Measure 1a), successful placement in and retention of housing (Measure 7) and returns to homelessness (Measure 2).
- SPMs provide CoCs with a look at their overall system functioning.
- Used to help both HUD and our CoC gage the progress on measures and the data is used to guide decision-making processes
- FY 2022 (October 2021-September 2022) SPMs Submitted to HUD February 2023

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- There are 7 measures in place to reduce the number of people becoming homeless and to help them become quickly and stably homed. (Please review slides for more details on each measure)
  - Measure #1a: Length of Stay (Days)
  - Measure #1b: Length of Stay (*includes time homeless prior to program entry*)
  - Measure #2: Exits to PH and Returns to Homelessness
  - Measure #3: Changes in Homeless Counts
  - Measure #4: Employment and Income Growth for CoC Programs
  - Measure #5: First Time Homeless
  - *Measure #6: Homeless Prevention and Housing Placement of Persons served in Category 3 (Not Reported On)*
  - Measure #7: Housing Outcomes
- The next steps for the SPM committee is to review SPM dashboard data quarterly, evaluate specific measures at project level during competition, and to complete audits reports quarterly.

### ***FY2022 CoC Application Scoring Debrief***

#### Summary –

- There was an overview on the scoring of the CoC competition last year.
- There was 400+ agencies around the world that competed in the national CoC competition.
- The higher we score on the application, the more likely to receive projects placed into Tier 2.
- The CoC application was submitted in September 2022, and the score was received in April 2023.
- The Continuum of Care Application Scoring is divided up into two Tiers.
  - Tier 1
    - Projects placed into Tier 1 highly likely to be selected by HUD for funding
    - 2022 application: Tier 1 contained only renewal projects
  - Tier 2
    - Projects in Tier 2 are at risk of not being selected by HUD for funding.
    - 2022 application: Tier 2 contained two renewal projects and all new projects.
    - Both renewal projects were funded; 1 of the 4 new projects were funded
- There were 200 points total in the FY2022 CoC Competition which was divided into.
  - Narrative Points: Points associated with application questions requiring a written, narrative response.
  - Data Driven Points: Points awarded based on performance improvement in PIT and SPM measures.
    - \*HUD does not fully disclose details on how the CoC earns (or loses) points. Therefore, the total points earned are our best estimate based on the limited information HUD provides.
- Please review slides on more details of the scores regarding each category below:
  - CoC Coordination and Engagement
  - Project Capacity, Review, and Ranking
  - Homeless Management Information System
  - Point in Time Count



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- Coordination with Housing and Healthcare
- System Performance

## *Public Comments*

### Summary

- The floor was open for public comments. No comments were made.

**Celia T. closed the meeting at 4:30pm. The next CoC Board meeting will be on Monday, July 10, 2023 from 2 – 4:30pm. Location will continue to be virtual.**

## **ATTACHMENT TWO**



## **ATTACHMENT THREE**

# Executive Committee

June 14, 2023 | 4-5 PM |

## MINUTES

### Attendance

**Attendees:** Elise Grongstad, Candace Morgan, Jennifer Tuzinsky, Donna Price, Chelsea Johnson, Tasha Gray, Scott Jackson, Kiana Harrison, Celia Thomas, Erica George

**Excused:**

Time	Agenda Item	Presenter/ Facilitator	Supporting Materials
4:00-4:10pm	<b>Welcome</b>	Celia	
4:10-4:35pm	<b>CAM Transition Updates</b> <ul style="list-style-type: none"><li>HAND is continuing to meet with the CTT to work on the responsibilities that the GM gave them to make sure they have a plan in place for services B-D. Some of the conversation was around access points that were released to identify them. In the city app they have worked with a few agencies, but they wanted to have more opportunities for the community to apply to be some of those access points. Some people from HAND and CoD will review those applications.</li><li>They also talked about the process in general that the city has proposed in their RFQ. The call center is going to be changing a bit and they need to keep PWLEH in mind of how the processes are changing and how that will</li></ul>	Tasha/All	

<p>4:35-4:45pm</p>	<p>affect them. They are also working on how transportation will be like for those who needs to be transported to an access point.</p> <ul style="list-style-type: none"> <li>• The City and HAND have been meeting to try to close the budget gaps. They are close to a final budget.</li> <li>• They are also working on a MOU between the City and HAND.</li> <li>• Recently, HAND had a meeting with SW who shared a lot of questions from their staff regarding structure, training, communication, wages, etc.</li> <li>• HAND, the City, and WM are working on a detailed transition plan, identifying specific items that need to be accomplished on a week-to-week basis to make sure they are on track for 9/1/23.</li> <li>• They also had a meeting with the VA because currently the City application does not include the VA access site. The VA and SW have expressed some concerns about the removal of that piece, so they are currently trying to figure that piece out. The current person they have on site is from CAM who is there 5 days a week.</li> <li>• It was expressed that there are concerns about the spacing in shelters; there needs to be a discussion surrounding that before we can refer people to access points.</li> <li>• It was emphasized that there needs to be clear communication between agencies and shelters.</li> </ul> <p><b>CoC Committees and Workgroups</b></p> <ul style="list-style-type: none"> <li>• There was a discussion surrounding a process that started in 2020, under the leadership of CSH, where a google drive was set up with the intent of storing materials from all the committees, workgroups, and documents that relates to the CoC Board.</li> <li>• There was a document with policies and procedures for committees and workgroups</li> </ul>	<p>Chelsea</p>
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<p>4:45-5:00pm</p>	<p>that also contained the training topics for the chair, co-chair, and staff to be completed.</p> <ul style="list-style-type: none"> <li>• The goal of this project is to have a standardized process on how committees and workgroups would function regarding their workflow and documentation of their materials. Additionally, there is going to be training that each chair, co-chair, and staff will have to complete to ensure everyone understands their roles and expectations.</li> <li>• It was recommended to use simple language when creating the content for the training. All members agree that this process would be helpful for workgroups and committees.</li> </ul> <p><b>Other Items</b></p> <ul style="list-style-type: none"> <li>• Wanted to thank Jennifer T. for holding Dr.G’s Board seat and handling the responsibilities of the CoC as an appointed Board Member.</li> <li>• Jeremy C. is scheduled to come to the 6/28 meeting to discuss items with the grievance committees.</li> <li>• Sarah R. will also attend the 6/28 meeting to discuss more details about the McGregor and CE proposal.</li> <li>• The EC meeting cadence was changed from meeting weekly to meeting biweekly. (2<sup>nd</sup> Wednesday &amp; 4<sup>th</sup> Wednesday.</li> <li>• Amy B., Erica G., and Celia T. are currently working on a process for addressing public comments.</li> <li>• Kiana will share with Celia the former process on how we used to resolve the public comments.</li> <li>• There was a brief discussion surrounding the process of recruitment within committees and workgroups so that existing or new Board members will be able to join. The issue about recruiting members for the committee is that</li> </ul>	<p>All</p>
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	<p>there may not be any vacancies for more people to join. We need to vet committees on their on their capacity and ask the Board members which commitees that they are interested in.</p>		
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# Executive Committee

June 28, 2023 | 4-5 PM |

## MINUTES

### Attendance

**Attendees**

**Excused:**

Time	Agenda Item	Presenter/ Facilitator	Supporting Materials
4:00-4:05pm	<b>Welcome</b>	Celia	
4:05-4:15pm	<b>CAM Transition Updates</b>	Tasha/All	
4:15-4:30pm	<ul style="list-style-type: none"><li>• City and Hand are meeting frequently; they are working on the budget and MOU.</li></ul>		
4:30-4:45pm	<ul style="list-style-type: none"><li>• HAND and the City started to meet with the implementing partners (WM, SW)</li></ul>		
4:45-4:50pm	<ul style="list-style-type: none"><li>• Will start a joint CAM implementing partner meeting as well.</li></ul>		
4:50-5:00pm	<ul style="list-style-type: none"><li>• They are also working on the hiring processes for CAM staff.</li><li>• The plan is to hire prior to 9/1, but it all depends on if we get approval to repurpose the SSO grant funds.</li><li>• They are anticipating an approval to repurpose the SSO grant funds to be able to bring in on staff earlier than 9/1 for back office, call center, and HAND positions.</li><li>• The CTT has raised some concerns about the call center doing triage and placement assessments in person because of the transportation that people would need to get</li></ul>		

to the access points to have the assessments done.

- There was a decision made to port the CAM line to the 866 number.
  - There will be a subsequent decision on whether the 305 number line should get phased out or if they should keep it.
- HAND has access to the CAM website, so they are going to start posting updates to the CAM site.
- HAND is working on the salesforce while WM is working with Vonage for the phone line.
- CTT, HAND, and City have been working on concerns expressed by the VA about their access site and how the positions on CAM staff would be funded in this transition. The VA are working on several methods to continue to fund the accessor role and the BNL coordinator role.

Sarah Rennie

#### **McGregor and CE**

- Sarah Rennie returned to the EC meeting to discuss the McGregor proposal and to ask the CoC for support to be one of the system partners to help implement this plan.
- The plan is to explore and evaluate the VI-SPDAT tool used for coordinated entry to collect data and instead develop a trauma informed tool to ensure that the persons using the tool have deconstructed their own privileges, bias, and oppression.
- The EC thought this was a good idea, but there were concerns about who would be charged to implement this plan.
  - Sarah mentioned that the coalition would take the lead on the training the first year, but then bring in system partners to act as the fiduciary.
- Sarah emphasized that this should involve the community as well to create a shared understanding on the bias, racism, and

discrimination that is happening in housing.

- It was agreed that the EC will discuss it more before deciding and will follow up with Sarah Rennie. The decision needs to be made by August 1<sup>st</sup>, 2023.

Jeremy Cugliari

**Grievance Committee**

- Background: In the February CoC Board meeting, it was asked of the Grievance Review Committee (GRC) to discuss the possibility of sharing agency names that grievances have been filed against in CoC Board meetings.
- This request was brought up as an ask to improve transparency and accountability of the agencies receiving either high volumes of grievances and/or concerning nature of grievances.
- Ultimately, as this committee does not feel they have the authority to make this decision, the GRC believes the final decision to share agency names lies with the CoC Board.
- The committee instead assisted by providing their feedback and thoughts on this request.
- The City have reached out to the legal law department but did not get the proper call that was needed. They will reach out again.
- Everyone had concerns about releasing the name of the agencies because of what the follow up process would be after the grievances have been substantiated. It was suggested that the agencies be held accountable without revealing the names of the agencies.
- The EC recommended the GRC to do more research on any legal ramifications on releasing names of agencies that have grievances filed against them before we move forward.

Chelsea

	<b>July Board Agenda</b>		
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The July Board agenda was sent over email.

## **ATTACHMENT FOUR**



Housing and Revitalization  
Department

Coleman A. Young Municipal Center  
2 Woodward Avenue, Suite 908  
Detroit, Michigan 48226

Phone: 313.224.6380  
Fax: 313.224.1629  
www.detroitmi.gov

June 30, 2023

Tasha Gray  
Homeless Action Network of Detroit  
3701 Miracles Blvd., Ste 101  
Detroit, MI 48201

**RE: City's Role in the Detroit CoC CAM Transition**

Dear Ms. Gray,

CAM (Coordinated Assessment Model) connects households experiencing homelessness with housing partners and their resources. CAM has been operated by Southwest Counseling Solutions (SWCS) since 2015. In August 2022, SWCS announced that they would no longer be continuing this service and a new entity would need to be selected to do this work. Since that time, the Detroit Continuum of Care (CoC) has worked diligently to find a new CAM Lead agency as well as partners to provide call center, access point and back-office operations to support the provision of direct services to residents experiencing homelessness.

On May 25, 2023, the CoC General Membership designated a new CAM Lead, the Homeless Action Network of Detroit (HAND) for the next three years. The General Membership also authorized the CAM Transition Team to work with HAND, the City of Detroit, and Wayne Metropolitan Action Agency to advise the development and finalization, and where needed, direct service provision to provide the essential components of this system.

Over the past month, the City of Detroit's Housing and Revitalization Department (HRD) has worked diligently to align the expectations outlined in the CAM RFQ and the aggressive timeline of September 1, 2023, with the decision-making processes of the Detroit CoC and the City of Detroit. A substantial amount of time and effort has been spent planning the transition of the CAM services which included HRD as the principal employer of access point and back-office staff. During this time, HRD determined it can best serve the community by subcontracting these services to a non-profit partner to streamline this process and ensure a seamless transition. Therefore, HRD is officially informing the Detroit CoC that it will no longer be hiring City staff directly to provide CAM services.

HRD is committed to providing a level of funding outlined in the proposal through contractual relationships. Additionally, the City will support the overall system as an active thought partner alongside HAND in a coordinating, convening and planning role.

HRD is dedicated to working with and within the Detroit CoC to ensure that all services for those experiencing homelessness are rooted in equity and treat all with dignity and respect. The department has been a dedicated partner in the homelessness system and will continue to do so as the CAM transition continues.

Respectfully,

Julie Schneider  
Director

Housing and Revitalization Department  
City of Detroit

➤ ***The Detroit CoC Board is asked to approve the language in this CoC Project Review Conflict of Interest Disclosure statement.***

Historically, the standard Conflict of Interest (COI) form that is signed by board members is the COI form used during a project review process. It has been determined, however, that for a project review process, that COI form was not the most clear or helpful. Therefore, the following disclosure form was developed to be used for project reviews.

Highlights to this form:

- This form has been vetted by the CoC Executive Committee, and includes their edits/inputs
- This form has been vetted by the Detroit Advisors Group, and includes their edits/inputs
- One of the key intents of this form is to more clearly communicate the circumstances under which an individual would need to be recused or not recused from reviewing any particular project application.
- Additionally, this form gives expectations for conduct members of the review committee are expected to adhere to during a project review process.

Rationale and notes are given throughout this document in red text boxes explaining why certain language has been included.

If approved, this form will be used for the FY2023 CoC New Project review process and other CoC project review processes going forward.

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### **Detroit Continuum of Care Project Review Conflict of Interest Disclosure**

My signature below affirms the following:

1. For the purposes of this Conflict of Interest disclosure statement, a Conflict of Interest is defined as follows:

Conflict of Interest - A conflict of interest may exist when the interests or activities of any member, director, or officer may be seen as competing with the interest and activities of the CoC; when the member, director or officer, derives a financial or other material gain as a result of a direct or indirect relationship. Such conflicts are presumed to exist in those circumstances in which a member or director's actions may have a preferential impact upon the agency or entity employing the member or director. Such actions are presumed to include, but are not limited to, the development of policies in which a self-serving bias may be present as well as in decisions affecting the allocation of resources. Members of the Detroit Continuum of Care (Voting Members, Committee Members, and/or Board Members) may not participate in decisions concerning awards of grants, provisions of financial benefits to such member or the member's organization, or implementing corrective actions as a result from CoC Collaborative Applicant monitoring activities of CoC and ESG activities. They must excuse themselves from the decision making process.

*1. This "Conflict of Interest" verbiage is taken from the CoC Governance Charter. No changes are being made.*

2. For the purpose of this Conflict of Interest disclosure statement, a financial interest is defined as:

Financial interest – A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the CoC has a transaction or arrangement;

*2. This "Financial Interest" language is taken from the CoC Governance Charter. No changes are being made.*

- b. A management position in any entity which has a financial interest, such as serving on the Board of an organization with a financial interest in the CoC;
- c. A compensation arrangement with the CoC or with any entity or individual with which the CoC has a transaction or arrangement; or
- d. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the CoC is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Board decides that a conflict of interest exists, in accordance with this policy.

3. I have reviewed the list of applicant agencies given below, and affirm I am not currently an employee, contractor, board member, or have any other financial interest with any of any of the agencies listed. I also affirm I have not been an employee, contractor, board member, or had any other financial interest with any of the agencies listed in the 6 months prior to the date applications were submitted. If this changes and I do become an employee, contractor, board member, or have any other financial interest in of any of the agencies listed, I will inform HAND staff immediately and will be recused from the review process in its entirety.

*3. The Executive Committee felt it was important to include a "look back" period that would recuse someone from a review process if they had been employed by an applicant in the 6 months prior to the application submissions.*

4. For the purposes of the project review process, individuals who are receiving compensation via HAND for their work as a person with lived experience of homelessness, for example as a member of the Youth Action Board (YAB) or the Detroit Advisors Group (DAG), will be able to participate fully in the project review process, which may include reviewing applications for which HAND is the direct recipient.

*4. This point is added so as to not exclude persons with lived experience from reviewing HAND project applications.*

5. If I am actively enrolled in services (which may include housing assistance or other services) or have received services within the 6 months prior to when applications are submitted, provided by any of the applicant agencies listed below during the period of this review process (defined as the time period from when applications are submitted to when final funding decisions are made), I will disclose this below. Upon this disclosure, HAND staff will ensure I am not assigned an application submitted by that agency. I may remain on the project review committee and review applications from other agencies. If, during the review process, I begin to receive services from any of the agencies listed below, I will disclose that to HAND staff so that I may be re-assigned applications to review if necessary.

*5. This point is to clarify the circumstances in which a person receiving services from an agency would need to be recused from reviewing specific project applications.*

6. My signature affirms that I will, to the best of my ability, evaluate the application in a fair and impartial manner using the evaluation rubric provided. My signature further affirms that if, during the review process I realize I am unable to be unbiased in my review, I will disclose this to HAND staff and be reassigned to different project application(s) to review.

7. My signature below affirms that if HAND staff become aware of a conflict of interest I have not disclosed, I will be recused from the review process.

8. I agree to keep confidential all information, materials, and conversations associated with this project review.



9. During the project review process, differences of opinion among the reviewers on the merits or weaknesses of any application may occur. I agree that any differences of opinion I may have during the review process will only be expressed within the confidential meetings of the project review committee until final funding decisions are made by the CoC Board or the CoC General Membership (depending on final decision-making entity). I agree that I will publicly support the recommendations put forth by the project review committee until final funding decisions are made by the CoC Board.

*9. The DAG specifically expressed a desire to include language to this effect. Including this language helps to guard against public divisiveness during the review and recommendation process.*

10. I agree not to accept any gifts, gratuities, meals, or reimbursements in any form or value from any of the applicant agencies listed below or from any other party having a personal, professional, or financial interest in the outcome of this evaluation process. I have not received or been promised any personal benefit for myself or my immediate family by any of the applicant agencies listed below and agree to immediately notify HAND staff should such an offer be made to me or should I become aware of such an offer to a family member.

11. I agree not to participate in any communications with any of the applicant agencies listed below or with any other party having a personal, professional, or financial interest in the outcome of this evaluation process.

*11. To complement this point, we will start including in the signature page of CoC project applications a statement that the applicant agency agrees to not communicate with individuals on the project review committee, or try to otherwise influence, the project review process. That language would not go in this document, but rather that signature page with the project applications. Noting it here as ties in.*

12. I also agree, during the term of my review of applications for Continuum of Care funding, to report promptly to the Homeless Action Network of Detroit (HAND) any situation that involves me or might appear to involve me in any conflict between my outside interests and the best interests of the CoC.

**Disclosure**

From the list of applicant agencies below, I am actively enrolled in services (which may include housing assistance or other services) with the following agency(ies) or have received services at some point in 6 months prior to the submission of these applications.

List:

None of the agencies listed

From the list of applicant agencies below, I am currently an employee, contractor, board member, or have another financial interest with the following agency(ies), or have been any employee, contractor, board member, or had another financial interest in the 6 months prior to the submission of these applications:

List:

None of the agencies listed

**Applicant Agencies Under Consideration for this Review Process**

This form is signed with the understanding that the following agencies have projects being reviewed:  
*(List of applicant agencies to be provided for each review round)*

By signing this statement I agree that the information provided is accurate, to the best of my knowledge. If any changes to this information arise, I will complete a new statement.

Name (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Organization/Affiliation (if any): \_\_\_\_\_

- ***The Detroit CoC Board is asked to approve the below policy that will guide circumstances in which a CoC renewal project may be reallocated.***

This policy is the same as has been implemented in prior competitions. No changes are being recommended.

This policy has been reviewed and is approved by the Values and Funding Priorities Committee.

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### **FY2023 Reallocation Policy**

#### **Reallocation Policy**

Reallocation is the process by which the budget of a CoC funded project is reduced in part or in whole, with those funds used to fund new projects. In the FY2023 competition, projects may be reallocated for the following reasons:

1. An agency voluntarily relinquishes its CoC grant; **OR**
2. Any renewal project failing to meet the 70% scoring threshold and not granted a threshold waiver will be reallocated. Funding from reallocated project(s) will be used to fund new projects via a competitive application process. Agencies should expect the 70% scoring threshold to increase in future competitions; **AND**
3. In addition to #1 and #2 above, the CoC Board may decide to reallocate a renewal project for reasons other than a project falling below the scoring threshold. If such a decision is made, it must be demonstrated this decision is data-driven and furthers the CoC's goals and priorities; the agency in question would have the opportunity to appeal this decision in accordance with the CoC's appeals policy; **AND**
4. This policy be reviewed, and modified if needed, following the release of the FY2023 Notice of Funding Opportunity (NOFO).