

Detroit Continuum of Care | Board of Directors

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

Board Meeting Agenda | February 1, 2021 | 2:00-4:30pm | Webinar: [Registration Link](#)

| | |
|---|--|
| <p><u>CoC Board Norms:</u></p> <ul style="list-style-type: none"> 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. | <p><u>CoC Board Draft Values:</u></p> <ul style="list-style-type: none"> 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 <small>(see acronym list below)</small> | Attachment |
|---|--|------------------------------|---|----------------|
| Housekeeping & Agenda Setting | | | | |
| 2:00 pm | Welcome and Introductions | Amy Brown | EC | -- |
| 2:05 pm | Executive Committee Report & Announcements <ul style="list-style-type: none"> - Reminder that COI Forms and Board Agreements Due TODAY - EDP/CERA Update - Vaccine Update - CoC Planning Grant | Amy Brown | EC | -- |
| 2:15 pm | Consent Agenda <ul style="list-style-type: none"> - January 2021 Board Minutes (ACTION ITEM – VOTE) | Amy Brown | EC | # 1 |
| Additional Information (No Immediate Action)¹ | | | | # 2 – 3 |
| Applications and Funding | | | | |
| 2:20 pm | FY2020 CoC Competition Update | Amanda Sternberg | HAND | # 4 |
| 2:25 pm | Overview of ESG-CV Funding Allocation & Projected Impact <ul style="list-style-type: none"> - Family Housing Accelerator Initiative | Terra Linzner | ESP Planning, CoD | -- |
| Advancing Equity | | | | |
| 2:35 pm | Update on NIS' Housing Justice Initiative | Vanessa Samuelson & NIS Team | EC | -- |
| Data & Reporting | | | | |
| 3:25 pm | Systems Performance Measures Submission (ACTION ITEM – VOTE) | Denise Goshton | PEC, HAND | # 5 |
| Additional Information (No Immediate Action)² | | | | # 6 |

¹ Additional Information from Housekeeping and Agenda – **Attachment 2:** CoC Board Attendance Tracking and **Attachment 3:** Jan. Exec. Com. Minutes

² Additional Information from Data & Reporting –, **Attachment 6:** LOS Quarterly Report

| Committees | | | | |
|---|---|----------------------------------|----------|----------|
| 3:55 pm | Committee Recruitment & Reporting Schedule | Kaitie Giza | HAND, EC | # 7a & b |
| 4:00 pm | Executive Committee Elections (ACTION ITEM – VOTE) | Amy Brown | EC | -- |
| 4:05 pm | Chronic Leadership Committee – Data & Workplan Update | Catherine Distelrath & Amy Brown | CLC | # 8 |
| Additional Information (No Immediate Action) ³ | | | | # 9 |
| 4:30pm – Adjourn | | | | |

NEXT MEETING: MARCH 1, 2021 | 2:00-4:30PM | WEBINAR (UNTIL IN-PERSON MEETINGS RESUME)

Key Committee and System Partner Acronyms:

CGC – CAM Governance Committee – **Co-Chairs:** Celia Thomas & Charles Pearson | **Staff:** Catherine Distelrath & Scott Jackson

EC – Executive Committee – **Chair:** Amy Brown | **Vice-Chair:** Alicia Ramon | **Secretary:** DaJuan Smith

CAM – Coordinated Assessment 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

Additional Acronyms for Reference:

BNL = By-name List

CoC = Continuum of Care

CE = Coordinated Entry

CARES = Coronavirus Aid, Relief, and Economic Security Act

CDBG = Community Development Block Grant

CH = Chronically Homeless

DV = Domestic Violence

ESG = Emergency Solutions Grant

ESP = Emergency Shelter Partnership

FY = Fiscal Year

HIC = Housing Inventory Count

HMIS = Homelessness Management Information System

HUD = US Department of Housing & Urban Development

MI = Michigan

MSHDA = Michigan State Housing Development Authority

PIT = Point in Time Count

P&P = Policies and Procedures

PSH = Permanent Supportive Housing

RFP = Request for Proposals

RRH = Rapid Re-Housing

SH = Supportive Housing

SPDAT = Service Prioritization Decision Assistance Tool

SPM = System Performance Measure

TA = Technical Assistance

TH = Transitional Housing

QR = Quarterly Report

³ Additional Information from Committees – **Attachment 9:** Grievance Quarterly Report

ATTACHMENT ONE

Detroit Continuum of Care | Board of Directors

Working to Equitably End Homelessness in Detroit, Highland Park, & Hamtramck
January 11, 2021 Board Meeting Minutes

(Agenda can be accessed by [clicking here](#); Supporting Materials by [clicking here](#))

Board Members Present

Amy Brown
Anne Blake
Ari Ruttenberg
Ashlee Cunningham
Catherine Distelrath
Celia Thomas
Chioke Mose-Telesford
DaJuan Smith
Deloris Cortez
Donna Price
Eleanor Costa
Eleanor Bradford
Erica George
Gerald Curley
Joy Flood
June White
Katie Zeiter
Ray Shipman
Sharyn Johnson
Shawntae Harris-Mintline
Tasha Gray
Ted Phillips
Terra Linzner
Vanessa Samuelson

Absent Board Members

Elizabeth Vasquez

Excused Board Members

General Public

April Dryden
Amanda Sternberg
Beatrice Pack
Candace Morgan
Courtney Smith
Curtis Smith
Cynthia Elmore-Lejeune
Denise Goshton
Donna Lyons
Emily Foreman
Greg McPherson
Gregory Harris
India Jones
Jane Scarlett
John Stoyka
Kaitie Giza
Kathleen Noel
Kiana Harrison
Kiel Opperman
Kimberly Benton
Laura Urteaga-Fuentes
Len Sanchez
Lindsey Bishop-Gilmore
Olivia Carter
ReGina Hentz
Sade Beck
Shadonna Mix
Shani Campbell
Tarra Hicks

Amy B. opened the meeting at 2:02pm with introductions and a brief ice breaker – utilizing the chat box.

Executive Committee Report & Announcements:

Summary –

- Amy B. took some time to go over the webinar logistics: including the agenda, breakout rooms, and the presentations.
- Amy and Kaitie G. led the CoC Board in an introductory activity to introduce and help integrate the new CoC Board Members.
- Amy reminded Board members that the Conflict of Interest (COI) and Board Member Agreement forms are due by February 1st.
- Amy announced that the Vice Chair position on the Executive Committee is vacant. Those considering running for this seat should contact Amy. Voting will be conducted in February.

Detroit Continuum of Care | Board of Directors

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

- Kaitie G. provided a brief update on the unsheltered PIT Count. HAND submitted an exception request on behalf of the Detroit CoC in December. This request was granted. Recent guidance was released from HUD last week which informed CoC that formal waivers were available to forgo the 2021 Unsheltered Count. HAND has submitted notice that the Detroit CoC would be utilizing this waiver. As a reminder, the sheltered PIT and the HIC will continue in 2021 as usual.

Consent Agenda:

December Board Meeting Minutes

- The floor was opened for questions. None were asked.
- Gerald motioned to approve the December 2020 Board Minutes. Sharyn seconded the motion. Of the 20 voting members present, 17 voted in favor. 0 were opposed. 3 abstained. The motion passed.

Solidifying CoC Board Values:

Summary –

- Vanessa S. briefly revisited the Board Values creation and modification process to date – explaining that progress on this was somewhat derailed in 2020 due to the CoC needing to shift it's focus to COVID-19. Recently, these efforts have been resumed and the CoC Board has focused on incorporating a racial equity focus into the values and how they drive the CoC. There is also a general desire to ensure that the values are connected to the action of the CoC and it is clear how they drive the work.
- The Executive Committee is continuing to work to incorporate the Board's feedback into a new iteration of the values. They hope to develop a small working group to collect and interpret feedback with the hope of bringing the results of this to the Board in March or April. If you are interested in providing feedback during this process, you can email vanessa@mcgregorfund.org.

Next Steps –

- The Executive Committee will report back as progress is made.

FY2020 CoC Competition Update:

Summary –

- Amanda S. provided an update on recent developments for the FY 2020 HUD Competition. The legislation in the most recently passed COVID-19 relief bill automatically renews competition funding for CoC renewal projects. This means the CoC will not have to complete the application this year.
- For new projects, there is likely funding that will be available, but HUD has not released information about the amount, timeline, or process.
- The CoC sent out an RFP for new project funding which closed January 8th. They are now in the review process. However, they are waiting from HUD to know how much funding will be available for allocation.

Next Steps –

- Amanda will update everyone as more information is released from HUD.

Analysis of Renewal Project Performance in FY2020 – PSH Projects:

Summary –

- Amanda S. presented an analysis of CoC performance based upon the data collected during the local CoC Competition. Every fiscal year (FY), the CoC reviews project performance for CoC-funded programs. Each program is scored on several metrics. Over the course of the spring and the summer, the renewal projects receive scores based upon their performance on these various metrics. The majority of measures that are assessed annually relate to client access to mainstream resources, housing outcomes, and spending rates since those are tied directly to client outcomes. Today's analysis is part of a series and will focus

Detroit Continuum of Care | Board of Directors

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

on PSH performance specifically. For the purpose of the presentation, Amanda reviewed CoC performance for two different years: FY2019 as compared to FY2018

- Amanda went on to highlight some findings from the analysis:
 - Mainstream Resources and Employment: PSH performance improved in general from 2018 to 2019. Those exiting with income increased by 11% which is notable due to the high acuity of needs for persons being served in PSH.
 - Housing Performance and Quality: performance has remained consistently high from 2018 to 2019 with 98% of people served by PSH providers were either moved into or able to maintain their housing.
 - Length of Time (LOT) to Housing: LOT to Housing is how long it takes to move someone from homelessness to housing. Single Room Occupancy (SRO) projects have a quick LOT to Housing; The majority of projects in Detroit are Scattered Site which take an average of 34.2 days LOT. Project-Based (non-SRO) projects take the longest. These are typically LITHC projects and come with additional requirements that must be met before a client can move in.
 - 100% of programs have a way of tracking referrals.
 - Tenant Satisfaction: The vast majority of agencies reported that 75% of clients reported satisfaction in their programs. This is a self-reported measure based upon their own internal feedback gathering methods. Some PSH providers expressed interest in better incorporating client voices.
 - Spending Rates: These help us understand the extent programs are fully utilizing CoC resources to help clients. Combined PSH programs spending rates improved from 2019 to 2020. CoC project performance typically ranges from 90-95% expended.

Next Steps –

- Amanda will provide the performance analysis for RRH and TH programs at a future board meeting.

CAM Prioritization – Transitioning to Full Implementation:

Summary –

- Catherine briefly reviewed the history surrounding the updated CAM prioritization – a process which started in 2019 when the CoC Board approved a trial run of partial implementation of the new prioritization. The time has now come for the CoC Board to vote on whether the CoC will transition from partial to full implementation. In December, Catherine refamiliarized the Board with the changes made in the updated prioritization, reviewed the findings from the partial implementation phase, and took time to answer Board Member questions and gather feedback on any lingering concerns that Board Members had before being asked to vote to move to full implementation.
- Catherine acknowledged that there are a few lingering concerns that CoC will need to continue to work through over the coming months (some of which extend beyond the purview of CAM or the CAM Governance Committee to address). Some of these points of concern include: the potential decline in referrals to housing resources for families, ensuring that equity of resource allocation and implementation, and addressing the CoC’s general deficit of housing resources to meet the scope of need in Detroit.

Decision –

- Celia motioned to move the CoC from “partial implementation” of the new CAM prioritization process to “full implementation” effective April 1, 2021. DaJuan seconded the motion. Of the 22 voting members present, 19 voted in favor. 1 was opposed. 2 abstained. The motion passed.

Next Steps –

- The CoC will move to full implementation of the new prioritization on April 1, 2021. CAM Governance will be monitoring data from the transition and will report outcomes to the CoC Board periodically.

Detroit Continuum of Care | Board of Directors

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

Eviction Diversion Program Updates:

Summary –

- Tasha briefly reminded the CoC Board what the Eviction Diversion Program (EDP) was. Some highlights are as follows:
 - The program was funded through MSHDA to provide eviction diversion and rental assistance locally to enable people to stay in their homes and not be displaced due to financial hardships caused by the pandemic. MSHDA received \$60 million from CARES Act funding which they subcontracted out to the various Michigan CoCs. The Detroit CoC was awarded \$7 million in July with HAND as the fiduciary of this funding.
 - Lakeshore Legal, UCHC, and Michigan Legal Services were the legal arm of the program. Wayne Metro and UCHC worked to provide funding to the landlords to cover their missed rental payments. MSHDA worked to process the cases with landlords who received Project Based Vouchers (PBV) and LITHC (Low Income Tax Housing Credit) programs.
 - The City of Detroit, HAND, and the 36th District Court coordinated planning and oversight of the the program funds.
 - The funding was initially required to be spent by December 31, 2020. MSHDA later extended the deadline to allow for agencies to move any remaining funds that had been committed but not administered by December 31. The preliminary numbers in Detroit show that 3.6 Million dollars have been spent and 3.4 million dollars have been committed. The term “committed funds” indicates that the letters have been signed with landlord and the checks are going out. This money has been reported to have impacted over 1000 households. This, however, is somewhat of an undercount because it only captures those who received rental assistance. More households were served which received mediation and legal assistance.
- Tasha then informed the CoC Board that more funding will be coming to Detroit in the near future to continue this work. Some highlights are as follows:
 - The new funding source will be renamed from EDP to COVID Emergency Relief Assistance (CERA). Detroit will receive significantly more funding in the next allocation – upwards of 90 million dollars.
 - Area Median Income (AMI) qualifications have reduced slightly from 100% (EDP) to 80% (CERA). The grant has also been expanded to cover more than rental arrears. New allowable expenses under CERA include: utility and rental assistance. Folks who received assistance through EDP are not disqualified from receiving assistance through CERA.
 - MSHDA is hoping to ramp this funding up by mid-February with expectations that it is expended by December 31, 2021. MSHDA has also designated expectations around staffing threshold. MSHDA has also indicated that they would like for Detroit to identify a minimum of 3 providers to implement this grant.
 - Tasha explained that she is seeking CoC Board input on which 3 providers Detroit should subgrant out to for the CERA funding. Tasha outline a shortlist of providers that have been identified by the planning partners and gave brief rationale behind each entity. Tasha asked that the CoC Board approve the short list and grant HAND the authority to make the final decision on who the recipients will ultimately be.

Decisions –

- Eleanor motioned to approve the shortlist of providers to dispense emergency rental and utility assistance funding from CERA and to grant HAND the authority to make the final decision on subrecipients. Of the 19 voting members present who did not possess a conflict of interest, 17 voted in favor. 0 were opposed. 2 abstained. The motion passed.

Amy B. closed the meeting at 4:25pm. *The next meeting will be on Monday, February 1, from 2 – 4:30pm. Location will continue to be virtual due to COVID-19.*

ATTACHMENT TWO

2021 Detroit CoC Board Meeting Attendance

| Board Member | January | February | March | April | May | June | July | August | September | October | November | December | Total Present | Total Excused Absence | Total Unexcused Absence |
|---------------------------------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|---------------|-----------------------|-------------------------|
| Anne Blake | P | | | | | | | | | | | | 1 | 0 | 0 |
| Amy Brown - Chair | P | | | | | | | | | | | | 1 | 0 | 0 |
| Deloris Cortez | P | | | | | | | | | | | | 1 | 0 | 0 |
| Eleanor Costa | P | | | | | | | | | | | | 1 | 0 | 0 |
| Ashlee Cunningham | P | | | | | | | | | | | | 1 | 0 | 0 |
| Gerald Curley | P | | | | | | | | | | | | 1 | 0 | 0 |
| Catherine Distelrath | P | | | | | | | | | | | | 1 | 0 | 0 |
| Joy Flood | P | | | | | | | | | | | | 1 | 0 | 0 |
| Erica George | P | | | | | | | | | | | | 1 | 0 | 0 |
| Tasha Gray | P | | | | | | | | | | | | 1 | 0 | 0 |
| Shawntae Harris-Mintline | P | | | | | | | | | | | | 1 | 0 | 0 |
| Sharyn Johnson | P | | | | | | | | | | | | 1 | 0 | 0 |
| Terra Linzner | P | | | | | | | | | | | | 1 | 0 | 0 |
| Chioke Mose-Telesford | P | | | | | | | | | | | | 1 | 0 | 0 |
| Ted Phillips | P | | | | | | | | | | | | 1 | 0 | 0 |
| Donna Price | P | | | | | | | | | | | | 1 | 0 | 0 |
| Vanessa Samuelson | P | | | | | | | | | | | | 1 | 0 | 0 |
| Mary Sheffield (Ari Rettenburg) | P | | | | | | | | | | | | 1 | 0 | 0 |
| Ray Shipman | P | | | | | | | | | | | | 1 | 0 | 0 |
| DaJuan Smith | P | | | | | | | | | | | | 1 | 0 | 0 |
| Celia Thomas | P | | | | | | | | | | | | 1 | 0 | 0 |
| Elizabeth Vasquez | U | | | | | | | | | | | | 0 | 0 | 1 |
| June White | P | | | | | | | | | | | | 1 | 0 | 0 |
| Katie Zieter | P | | | | | | | | | | | | 1 | 0 | 0 |

Codes:
P = Present
E = Excused Absence
U = Unexcused Absence

Board member attendance and timely notification of absences is vital in ensuring that we are able to reach quorum at our meetings. Per the governance charter, our attendance policy is as follows: *“Members of the Detroit CoC Board may remove a Board member (elected or appointed) who is absent for two (2) Board regularly scheduled meetings in any twelvemonth period. Unexcused absences from special meetings will generally not be considered in this calculation but may be included as appropriate. Absences are considered excused if the CoC Board Chair is notified within 8 hours of the meeting via phone, e-mail, or letter.”*

In order to be considered excused, please send written notice to the Board Chair (abrown@noahprojectdetroit.org), Secretary (jebaugh@swsol.org), and the CoC Coordinator (kaitie@handetroit.org) at least 8 hours before the meeting commences. After one unexcused absence, the board member will be sent a warning

notification. If during that calendar year, the board member has an additional unexcused absence, they will be removed.

ATTACHMENT THREE

Executive Committee

JANUARY 6, 2021 | 3-4PM | WEBINAR

MINUTES

Attendance

Executive Committee Members: Amy Brown, Celia Thomas, Vanessa Samuelson

System Partners: Laura Urteaga-Fuentes, Tasha Gray, Kaitie Giza, Catherine Distelrath, Lindsey Bishop-Gilmore

| Time | Agenda Item & Notes | Presenter/ Facilitator | Supporting Materials |
|---------|---|---------------------------|--|
| 3:00 pm | <p>1. January Board Meeting Finalization</p> <p>Summary: The Executive Committee reviewed final logistics in preparation for the CoC Board Meeting on Monday. They moved on to discuss necessary preparations for the General Membership Meeting on the 19th.</p> <p>Next Steps: The Board Packet will go out today. Slides are due to Kaitie by COB tomorrow.</p> | Kaitie Giza | January Board & General Membership Agendas |
| 3:26 pm | <p>2. Eviction Diversion Program Update</p> <p>Summary: Mid-summer 2019, Detroit received roughly 7 million dollars from MSHDA to provide eviction diversion assistance to residents in the Detroit CoC. The money was able to be utilized to pay rental arrears and sometimes rental assistance for one month moving forward. There was some initial difficulty in achieving the necessary staffing capacity. However, this was remedied and all the funding was able to be spent by the states December 31 deadline. With the newly approved HEROES Funding, MSHDA intends to roll out an EDP round 2 which will likely begin in February. Detroit is slated to receive roughly 90 million dollars to be spent by the end of 2021. This funding adds utility assistance as an allowable expense. MSHDA is requesting that Detroit assign 3 different providers to administer the program. UCHC and Wayne Metro administered round 1. HAND has been brainstorming with the City of Detroit to locate a 3rd provider. The City of Detroit intends to use some of their CDBG-CV Funding to help fund services in the interim period from January-February until the new EDP funding arrives.</p> <p>Next Steps: This information will be presented to the CoC Board on Monday. The Board will vote to determine which 3 agencies Detroit will utilize.</p> | Tasha Gray | |

Executive Committee

JANUARY 13, 2021 | 3-4PM | WEBINAR

MINUTES

Attendance

Executive Committee Members: Amy Brown, Vanessa Samuelson

System Partners: Kaitie Giza, Lindsey Bishop-Gilmore, Tasha Gray, Catherine Distelrath, Laura Urteaga-Fuentes, Terra Linzner

| Time | Agenda Item & Notes | Presenter/ Facilitator | Supporting Materials |
|---------|---|---------------------------|-------------------------------|
| 3:00 pm | <p>1. January Board Meeting Debrief</p> <p>Summary: The Executive Committee debriefed the January Board Meeting. The get-to-know-you activity went well. There was a general desire to consider ways to move the break-out rooms into the middle of the meeting to break up the content. This will also ensure that content is addressed prior to the meeting. Folks enjoyed having groups where guests and board members were mixed. There was a high guest turnout which was exciting to see.</p> <p>Next Steps: The Executive Committee should consider the value of continuing virtual meetings beyond the pandemic if it allows for larger guest participation.</p> | Amy Brown | None |
| 3:05 pm | <p>1. February Board Meeting</p> <p>Summary: The Executive Committee discussed the agenda for the January Board Meeting, reviewing potential content and providing feedback/recommendations.</p> <p>Next Steps: Amy and Kaitie will meet to finish working through things and formalize the agenda.</p> | Kaitie Giza | February Content Running List |
| 3:32 pm | <p>1. Future EC Meeting Planning</p> <p>Summary: Amy re-shared the spreadsheet that she developed. The various partners spent some time independently updating the sheet and filling in the gaps.</p> <p>Next Steps: Amy will take this information and work to develop a schedule for when these items will return to the Executive Committee.</p> | Amy Brown | Linked |

Executive Committee

JANUARY 20, 2021 | 3-4PM | WEBINAR

MINUTES

Attendance

Executive Committee Members: Amy Brown, Vanessa Samuelson, DaJuan Smith, Celia Thomas

System Partners: Kaitie Giza, Lindsey Bishop-Gilmore, Tasha Gray, Catherine Distelrath, Laura Urteaga-Fuentes, Terra Linzner

| Time | Agenda Item & Notes | Presenter/ Facilitator | Supporting Materials |
|---------|---|---------------------------|-------------------------|
| 3:05 pm | <p>1. February Board Meeting</p> <p>Summary: Kaitie reviewed the drafted agenda for the February Board Meeting, highlighting areas that needed input. The Executive Committee provided input to help finalize the agenda. Kaitie also shared a tentative timeline for committee reporting with the Executive Committee and garnered feedback.</p> <p>Next Steps: Kaitie will incorporate the feedback and finalize the agenda and the Committee Reporting Roadmap. Board Docs are due to Kaitie on Mon 1/25 and slides are due on Wed 1/27.</p> | Kaitie Giza | February Agenda |
| 3:20 pm | <p>1. NIS Follow Up</p> <p>Summary: Vanessa shared some reflections from the relationship building meeting that NIS helped to facilitate. In recent discussions with NIS, the center of gravity for moving the NIS work forward. To help facilitate this, Vanessa shared a potential agenda for the next NIS planning meeting. The Executive Committee echoed the desire to begin practicing moving the work forward locally and provided feedback on the potential agenda items. Vanessa announced that she, Tasha, Amy, and NIS met with leadership at the City of Detroit to give them a preview of the results of the NIS work. The City was asked if they would be willing to help co-lead the next phase of the work with the CoC. They affirmed their willingness. Terra also reported on some recent changes in City of Detroit leadership.</p> <p>Next Steps: The next NIS Planning session is on the 28th – Vanessa will share the drafted agenda with NIS.</p> | Vanessa Samuelson | |
| 3:45 pm | <p>1. CERA Update</p> <p>Summary: Tasha updated the Executive Committee on the progress of finalizing the agencies that will be administering the CERA funding. In a recent meeting with the City of Detroit, the City expressed a desire to refrain from adding any additional implementing partners in order. Their rationale was a desire to reduce the potential of duplicative efforts. The Executive Committee discussed this update and gave Tasha authority to either accept the proposal or push back based upon how compelling she finds the argument.</p> | Tasha Gray | None |

| | | |
|---|--|--|
| Next Steps: Tasha will continue deliberative conversations with the planning team, make a decision, and report back at the next Board Meeting. | | |
|---|--|--|

Executive Committee

JANUARY 27, 2021 | 3-4PM | WEBINAR

MINUTES

Attendance

Executive Committee Members: Amy Brown, Vanessa Samuelson, DaJuan Smith, Celia Thomas

System Partners: Kaitie Giza, Lindsey Bishop-Gilmore, Tasha Gray, Gerald Curley, Catherine Distelrath, Terra Linzner

| Time | Agenda Item & Notes | Presenter/ Facilitator | Supporting Materials |
|---------|--|---------------------------|-------------------------|
| 3:00 pm | <p>1. NIS Follow-Up</p> <p>Summary: Vanessa worked to create a space for the Executive Committee to reflect on the progress of the work with NIS, take stock of satisfaction with the progress to-date, and prepare for future work. The Executive Committee took time to weigh in about their satisfaction to-date. There was concern raised that the work currently feels somewhat isolated from the CoC providers and the importance of making sure that they are integrated in the process to ensure buy-in and the ability to move the recommendations from NIS forward as a system. It was acknowledged that this lack of connection mirrors a similar struggle that the CoC has in connecting the work of the CoC Board and General Membership in a meaningful way. Tasha recommended that the Executive Committee consider implementing some of the strategies that were utilized when bringing coordinated entry online into the foundation that is laid for the system shift that'll be required to incorporate the recommendations from NIS. The group spent some time discussing the different levels of provider buy-in are necessary and what is needed to accomplish that.</p> <p>Next Steps: This conversation will be continued at a future meeting.</p> | Vanessa Samuelson | None |
| 3:55 pm | <p>1. Moving EC Work Forward</p> <p>Next Steps: This item will be prioritized on the next agenda</p> | Amy Brown | |

ATTACHMENT FOUR

FY2020 CoC Competition Update

February 1, 2021

The Current Knowns

- **NEW information since last board meeting:** There will be no new project funding for the FY2020 competition. This was announced verbally by HUD staff on a webinar on January 15.
- Projects that received funding in the FY2019 competition (ie, all our current projects) will be renewed non-competitively for FY2020.

The Current Unknowns

Until further guidance is provided from HUD, the following remain unknown:

- When the Notice of Funding Availability (NOFA) or additional information or guidance from HUD will be released.
- How the delay in the FY2020 competition will impact the FY2021 competition.
- How much new funding may be available for the FY2021 competition and timelines for the FY2021 competition.

Local Competition

- **Renewal Projects:**
 - At this point, we are awaiting information from HUD on any next steps needed for renewal projects.
- **New Project Request for Proposals:**
 - We received seven (7) applications requesting a total of \$3 million.
 - Although there is no new funding for FY20, we are moving forward with the review and evaluation of these applications. Reviewing these applications will help us understand the quality of projects being proposed and the capacity of the agency's applying for funding to implement the project. This information will help to inform decisions that will need to be made for the FY201 competition.
 - Note: the RFP for new projects included language on this: *"Prospective applicants should note that as of the release of this RFP, there is no guarantee there will be any new project funding available for the CoC to fund new or expansion projects in the FY2020 CoC Competition. Prospective applicants are still encouraged to respond to this RFP, as the responses to the RFP will assist the CoC in understanding provider interest and capacity in receiving CoC funding and will help inform future planning."*
 - Once more information is received from HUD, additional timelines and decision-making points will be developed.
 - All agencies that applied for new funding have been informed of this update.

| TIMELINE AND ACTIVITIES TO DATE | |
|---------------------------------|--|
| February 3 | Board approved renewal project evaluation criteria |
| March 20 | Webinar for renewal grantees (in lieu of in-person meeting) |
| April 22 | Board approved modified renewal project criteria to reduce application burden in light of COVID-19 pandemic. |
| April 24 | Modified renewal application material distributed and posted |
| May 4 | CoC Board approved new project priorities and evaluation criteria |
| May 29 | Renewal application materials submitted |
| June 1 | CoC Board approved recommended preliminary reallocation policies |
| August 14 | Renewal project scores provided to agencies |
| August – September | Renewal appeals process |
| November 10 | New Project RFP released |
| January 8, 2021 | New project applications due to HAND |
| January – March | Review of new project applications |
| Spring TBD | New project funding decisions made (pending additional information from HUD) |

ATTACHMENT FIVE

Draft FY2020 Detroit CoC System Performance Measures

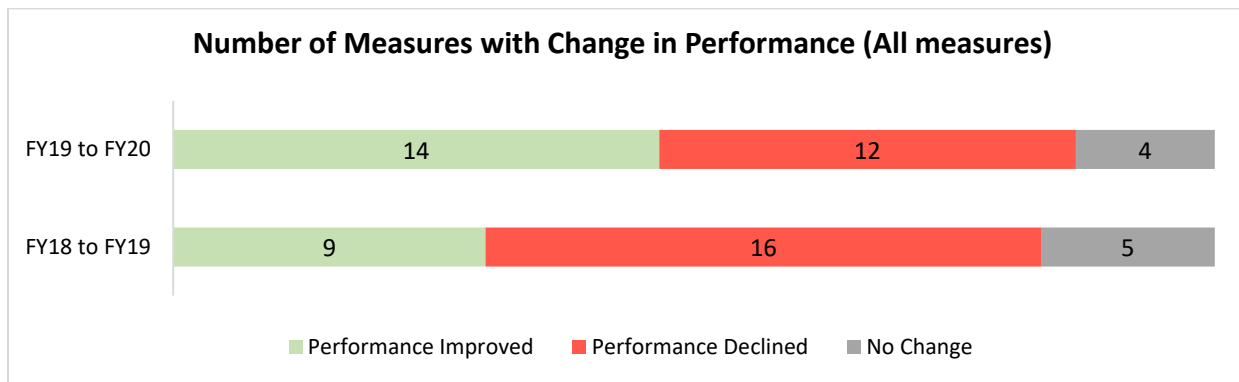
February 1, 2021

The Detroit CoC board is asked to approve the draft FY2020 System Performance Measures (SPMs) to be submitted to HUD.

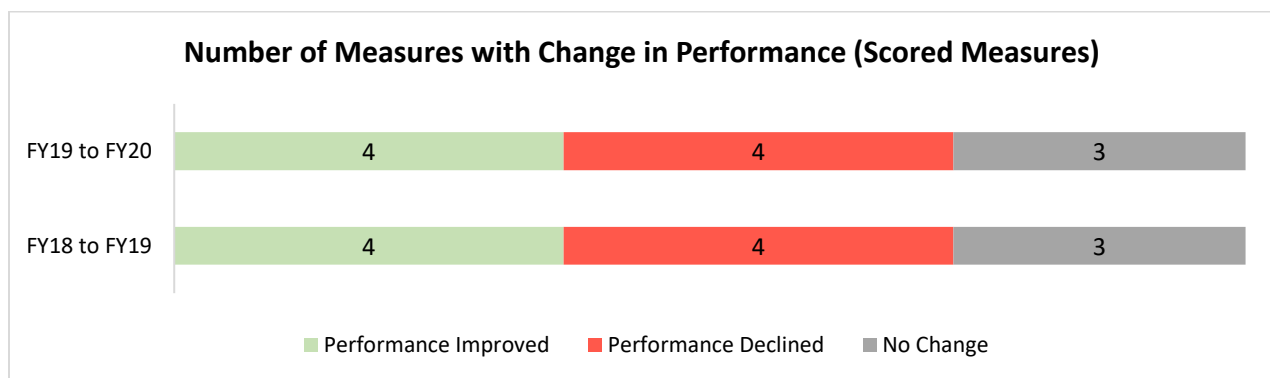
The FY2019 System Performance Measures (SPMs) are due to HUD by March 1, 2021. Following is draft data the CoC Board is asked to approve, with the understanding that the final data to be submitted may differ from what is given here. The Performance & Evaluation Committee has reviewed this draft data and has approved its submission to the Board.

Summary of FY2020 Draft System Performance Measures

A factor that should be considered in the review of this year's SPM's is that COVID-19 may have played a huge factor in all of the metrics more specifically, First Time Homeless, Returns to Homelessness, and Length of Stay. The table on page two provides at-a-glance data on our SPM trends over the past three years. When considering the entire picture of how our CoC's performance has changed, the following charts show that based on the draft FY20 data performance, on the whole, has improved.



HUD scores CoCs on their performance on select SPMs. The extent to which the CoC's performance has changed on only these measures is given in the chart below. Overall performance has stayed the same as FY19.



Next Steps

Further data analysis will be provided to identify where specific project types, funding sources, or populations may be impacting these measures. To make movement on improving our system’s performance, the CoC Board must continue discussions and planning on how to move our system forward to end homelessness.

FY2020 System Performance Measures At-A-Glance

- With trends data from FY2018
- A green-shaded cell in the “change” column denotes improved performance from the prior year; a red-shaded cell denotes declining performance.
- Yellow cells denotes metrics that were historically scored in the CoC competition.

Data the board is asked to approve



| | FY18 | FY19 | Draft FY20 | Goal | Change FY18 to FY19 | Change FY19 to FY20 |
|--|----------|----------|------------|------|---------------------|---------------------|
| Measure #1a: Length of Stay (Days) - This measures the number of clients active in the report date range across ES, SH and then ES, SH and TH along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October 1, 2012. | | | | | | |
| Average LOS ES & Safe Haven | 69 | 67 | 70 | ↓ | -3% | 4% |
| Median LOS ES & Safe Haven | 45 | 40 | 36 | ↓ | -11% | -10% |
| Average LOS ES & Safe Haven & TH | 93 | 93 | 99 | ↓ | -- | 6% |
| Median LOS ES & Safe Haven & TH | 61 | 55 | 52 | ↓ | -10% | -5% |
| Measure #1b: Length of Stay (includes time homeless prior to program entry) - This measure includes data from each client’s Living Situation response as well as time spent in permanent housing projects between Project Start and Housing Move-In . This information is added to the client’s entry date, effectively extending the client’s entry date backward in time. This “adjusted entry date” is then used in the calculations just as if it were the client’s actual entry date. | | | | | | |
| Average LOS ES, Safe Haven, and PH | 380 | 424 | 413 | ↓ | 12% | -3% |
| Median LOS ES, Safe Haven, and PH | 126 | 146 | 135 | ↓ | 16% | -8% |
| Average LOS ES, Safe Haven, TH, and PH | 386 | 434 | 441 | ↓ | 12% | 2% |
| Median LOS ES, Safe Haven, TH, and PH | 153 | 171 | 186 | ↓ | 12% | 9% |
| Measure #2: Exits to PH and Returns to Homelessness - This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit. | | | | | | |
| Return to Homelessness <6 months | 11% | 11% | 12% | ↓ | --- | 1% |
| Return to Homelessness in 6 - 12 months | 4% | 4% | 5% | ↓ | --- | 1% |
| Return to Homelessness in 13 - 24 months | 5% | 5% | 6% | ↓ | --- | 1% |
| Cumulative Percent Return with 2 years | 20% | 20% | 22% | ↓ | --- | 2% |
| Measure #3: Changes In Homeless Counts - PIT: This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS). If a CoC did not conduct an unsheltered count in a particular FY, | 2018 PIT | 2019 PIT | 2020 PIT | | | |

| | | | | | | |
|--|------|------|------|---|------|------|
| then the next-most recent unsheltered data are used. | | | | | | |
| Total Unduplicated Annual Count: This measures the change in annual counts of sheltered homeless persons in HMIS. | | | | | | |
| Total PIT Count | 1769 | 1965 | 1503 | ↓ | 11% | -24% |
| Total Sheltered PIT | 1611 | 1879 | 1503 | ↓ | 17% | -20% |
| Total unsheltered PIT Count | 158 | 86 | -- | ↓ | -46% | --- |
| Total Unduplicated Annual Count | 6689 | 7099 | 5909 | ↓ | 6% | -17% |
| Annual ES Total | 5740 | 6113 | 5162 | ↓ | 6% | -16% |
| Annual Safe Haven total | 84 | 71 | 55 | ↓ | -15% | -23% |
| Annual TH total | 1260 | 1282 | 1048 | ↓ | 2% | -18% |
| Measure #4: Employment and Income Growth for CoC Programs - This measure is divided into six tables capturing employment and non-employment income changes for system leavers and stayers. The project types reported in these metrics are the same for each metric, but the type of income and universe of clients differs. In addition, the projects reported within these tables are limited to CoC-funded projects. | | | | | | |
| Stayers Increasing Earned Income | 11% | 7% | 7% | ↑ | -4% | --- |
| Stayers Increasing Non-Employment Income | 29% | 25% | 24% | ↑ | -4% | -1% |
| Stayers Increasing Any Income | 35% | 29% | 27% | ↑ | -6% | -2% |
| Leavers Increasing Earned Income | 11% | 14% | 12% | ↑ | 3% | -2% |
| Leavers Increasing Non-Employment Income | 22% | 25% | 31% | ↑ | 3% | 6% |
| Leavers Increasing Any Income | 31% | 35% | 41% | ↑ | 4% | 6% |
| Measure #5: First Time Homeless - This measures the number of people entering the homeless system through ES, SH, or TH or ES, SH, TH, or PH and determines whether they have any prior enrollments in the HMIS over the past two years. Those with no prior enrollments are considered to be experiencing homelessness for the first time. | | | | | | |
| First Time Homeless in ES-SH-TH | 4088 | 4506 | 3389 | ↓ | 10% | -25% |
| First Time Homeless in ES-SH-TH-PH | 4836 | 5070 | 3655 | ↓ | 5% | -28% |
| Measure #7: Housing Outcomes - This measures positive movement out of the homeless system and is divided into three tables: movement off the streets from Street Outreach; movement into permanent housing situations from ES, SH, TH, and RRH; and retention or exits to permanent housing situations from PH (other than PH-RRH). | | | | | | |
| Exiting St Outreach to Positive Destination | 58% | 53% | 52% | ↑ | -5% | -1% |
| Exiting ES, TH, RRH, or SH to Perm. Dest. | 49% | 46% | 46% | ↑ | -3% | -- |
| Remaining in, or exiting to other PH Housing | 98% | 99% | 99% | ↑ | 1% | --- |

ATTACHMENT SIX



January 22, 2021

2020 Quarter 4 Letter of Support Request Summary

Purpose:

Each year, the Detroit CoC receives numerous requests for letters of support from agencies that provide housing and/or services to people experiencing homelessness in the cities of Detroit, Highland Park, and Hamtramck. The CoC also receives numerous requests for those who are seeking to apply for tax credits (LIHTC).

Non-LIHTC Review Process:

As the CoC Lead Agency, the Homeless Action Network of Detroit (HAND) has been authorized by the Detroit CoC to carry out the following:

- Receive the requested letter of support
- Review submitted materials for letter of support
- Produce the letter of support on the CoC Lead Agency letterhead, signed by the CoC Lead Agency Executive Director

Non-LIHTC Requests for Quarter 4 (Oct-Dec):

No requests were received during Q4 of 2020.

LIHTC Review Process:

Requests for Letters of Support are assessed by the LIHTC Review Committee. The review process is two-fold. First, the LIHTC committee holds a webinar at least 120 days prior to the funding submission date. Then, closer to project submission, the interested agencies give a presentation on their project to the review committee for careful consideration.

LIHTC Requests for Quarter 4 (Oct-Dec):

The threshold webinar for the (formerly) October funding round was held on June 25th, 2020. One interested agency participated. The funding round has since been postponed to February 2021 due to the pandemic. To facilitate the ability for further applications, the webinar was posted with the option to fill out a certification form to verify interest and meet the threshold requirements. Two additional agencies participated this way. In depth project presentations were held on December 8th. 3 agencies participated. One agency expressed interest in submitting an application to LIHTC, but ultimately did not submit their certification or participate in the project presentations. Details of the projects are provided below:

| Agency | Date Initiated | Project Overview | Decision |
|---|----------------|--|---------------------------|
| Catholic Charities of Southeast MI & Ethos Development Partners | 6/17/2020 | - Approximately 25 1bd units of PSH - Anticipated 30 hours/wk of onsite and off-site supportive services available to each tenant (voluntary) | LOS issued on 12/21/2020. |

| | | | |
|---|------------|---|--|
| Alternatives for Girls, Southwest Counseling Solutions, and Full Circle Communities | 6/18/2020 | <ul style="list-style-type: none"> - Approximately 24 units of PSH (1 3bd, 2 2bd, and 21 1bd) - Community amenities, child care and a minimum of 20 hours of on-site supportive services will be available to each tenant (voluntary) | LOS issued on 12/21/2020. |
| Wayne Metro Community Action Agency and Development Finance Associates, Inc | 10/08/2020 | <ul style="list-style-type: none"> - Approximately 37 units of PSH - The campus will have a supportive services office (voluntary), early head start program, community education programs, and other community resources | LOS issued on 12/21/2020. |
| Southwest Solutions | 7/18/2020 | <ul style="list-style-type: none"> - Desire to increase existing PSH units at Cole, Harrington, and Harwill Apartment Building from 24 to 29 (5 new). | Did not complete CoC process. No letter of support was issued. |

ATTACHMENT SEVEN (A)

Detroit CoC Board
Committee Workgroup Purpose, Chair, Staff and Meeting Frequency

| | NAME | PURPOSE | CHAIR(S) | STAFF | Meeting Frequency | Vacancies | Next Mtg Date |
|------------|--|--|---|---|--|--|---------------|
| CoC Board | Executive Committee (EC) | Plan board and CoC General Membership meetings, act on behalf of the board when necessary. All decisions made by the EC are brought to the next board meeting. | Amy Brown* | Kaitie Giza, HAND | every Wednesday, 3:00pm-4:00pm | Vice Chair Position (elected by CoC Board) | 02.03.2021 |
| CoC Board | Low Income Housing Tax Review (LIHTC) | Review and determine Letters of Support for LIHTC projects submitting applications to MSHDA. | <i>vacant</i> | Jasmine Morgan, HAND | TBD - based upon LIHTC funding round | open to interested CoC Board members | TBD |
| CoC Board | Grievance Review | Grievance committee acts on behalf of the CoC Board to resolve grievances and determine course of action to be taken. Reports to the Board quarterly. | Joy Flood* | Kaitie Giza; Veroncia Daffin, CoD | 3rd Friday of month, 2:30 - 4:30pm | open to interested CoC Board members | 02.19.2021 |
| CoC Board | Values & Funding Priorities (VFP) | Establish our community values and priorities that drive decisions on how community resources are utilized. Create policies to rank HUD CoC programs for the annual competition. | Joy Flood* | Amanda Sternberg, HAND | 1st Tuesday of month, 2:00-3:30pm | 1 govt. entity 1 at-large member 1 person with lived expertise | 02.02.2021 |
| Population | Committee on Youth Homelessness (CYH) | Lead a responsive system of care in Detroit to meet the needs of youth experiencing and at-risk of homelessness and make youth homelessness rare, brief and one-time. | <i>vacant</i> | Scott Jackson, CAM | 1st Tuesday of month, 4:30pm-6:00pm | none | 02.02.2021 |
| Population | Chronic Leadership Committee (CLC) | To build and champion the strategies to end chronic homelessness in Detroit | Amy Brown* | Catherine Distelrath, CAM | 2nd Friday of month, 10:30am-12:00pm | none | 02.12.2021 |
| Population | Veteran Leadership Committee (VLC) | Set course for coordinated assessment implementation with respect to veterans; serves as “barrier busters”; implements policies and protocols; and communicating key decisions. | Gerald Curley*; Jamie Ebaugh | Jennifer Tuzinsky, VA; Catherine Distelrath | everyother Thursday, 12:00pm-1:00pm | none | 02.11.2021 |
| CoC | CAM Governance Committee (CGC) | Oversee the implementation of coordinated entry, consult with ESG Grantees and other stakeholders. | Celia Thomas;* Charles Pearson | Catherine Distelrath | everyother Wednesday 9:00am-10:30am | none | 02.03.2021 |
| CoC | Performance & Evaluation (PE) | Scan the environment for best practices and innovations and evaluate outcomes of the Continuum overall and projects funded under HUD (CoC and ESG programs). | Catherine Distelrath*; Amanda Sternberg | Amanda Sternberg | 4th Tuesday everyother Month, 9:00am-10:30am | shelter workgroup liason (no board openings) | 02.23.2021 |

Detroit CoC Board
Committee Workgroup Purpose, Chair, Staff and Meeting Frequency

| | NAME | PURPOSE | CHAIR(S) | STAFF | Meeting Frequency | Vacancies | Next Mtg Date |
|------------------|--|---|----------|-----------------------------|-------------------|-----------|---------------|
| Workgroup | Outreach, Shelter, Transitional Housing, Rapid Re-Housing, Supportive Housing | Peer discussions; capacity building; policy feedback; review data/outcomes; information dissemination; provide feedback to other CoC Committees; elect representatives to sit on Committees | None | HAND, CAM, CoD, & NSO staff | | | |

*CoC Board Member

ATTACHMENT SEVEN (B)

Detroit Continuum of Care | Board of Directors

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

Committee Presentation Map

Below you will find a schedule outlining when CoC Committees are expected to present an update on their work to the CoC Board. In the month preceding your presentation, the CoC Coordinator will reach out to you to coordinate the steps necessary to finalize your presentation. **Committees should structure their presentations to last about 10-15 minutes** (however, you may request longer if needed).

In your presentation, you should remind the board of your committee purpose and update on the progress of your workplan, using the time to highlight any successes and challenges you have had in accomplishing your goals throughout the year. You can also use this time as an opportunity to seek guidance/input from the CoC Board. **Note: Some committees have specific information called out below that the Board is requesting also be incorporated into your presentation.**

Board Meeting Date:

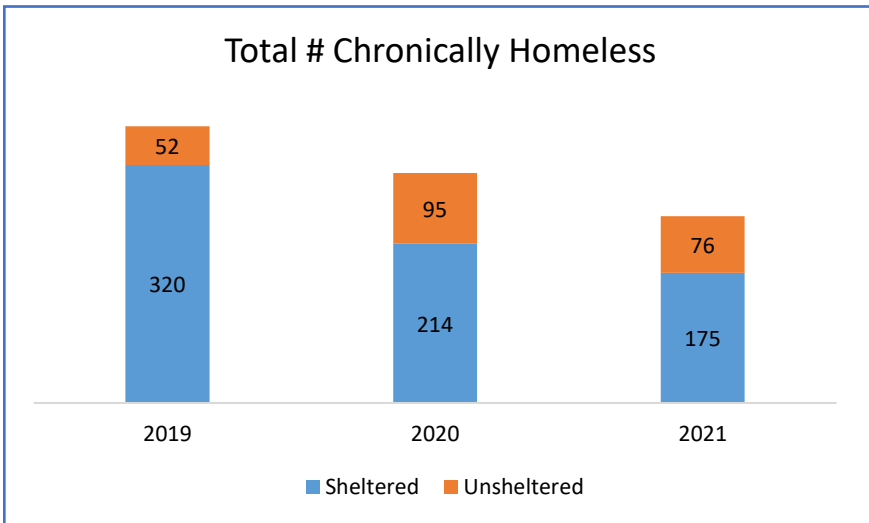
Committee Assignment:

| | |
|----------------------------------|--|
| JANUARY 14TH | No Committee Assigned |
| FEBRUARY 1ST | Chronic Leadership Committee |
| MARCH 1ST | Veteran Leadership Committee (Incorporate Vet CE merge with CAM into discussion) |
| APRIL 5TH | Committee on Youth Homelessness (Incorporate YHDP update into discussion) |
| MAY 3RD | Family Housing Accelerator Group |
| JUNE 7TH | No Committee Assigned |
| JULY 5TH | LIHTC Committee (Incorporate Feb 1st Funding Round update into discussion) |
| AUGUST 2ND | CAM Governance Committee (Incorporate update on full prioritization into discussion) |
| SEPTEMBER 13TH | Performance & Evaluation Committee (Incorporate update on PSH quality into discussion) |
| OCTOBER 4TH | Grievance Review Committee |
| NOVEMBER 1ST | Values & Funding Committee (Incorporate debrief from CoC competition & plans for following months into discussion) |
| DECEMBER 6TH | No Committee Assigned |

ATTACHMENT EIGHT

Chronic Leadership Committee

Report to CoC Board – February 1, 2021



Note: 2019 marked early phases of the CBNL, so there are some limitations with that data such as challenges with correctly identifying people as chronically homeless and with identifying unsheltered households and adding them to the CBNL.

2020 Committee Accomplishments

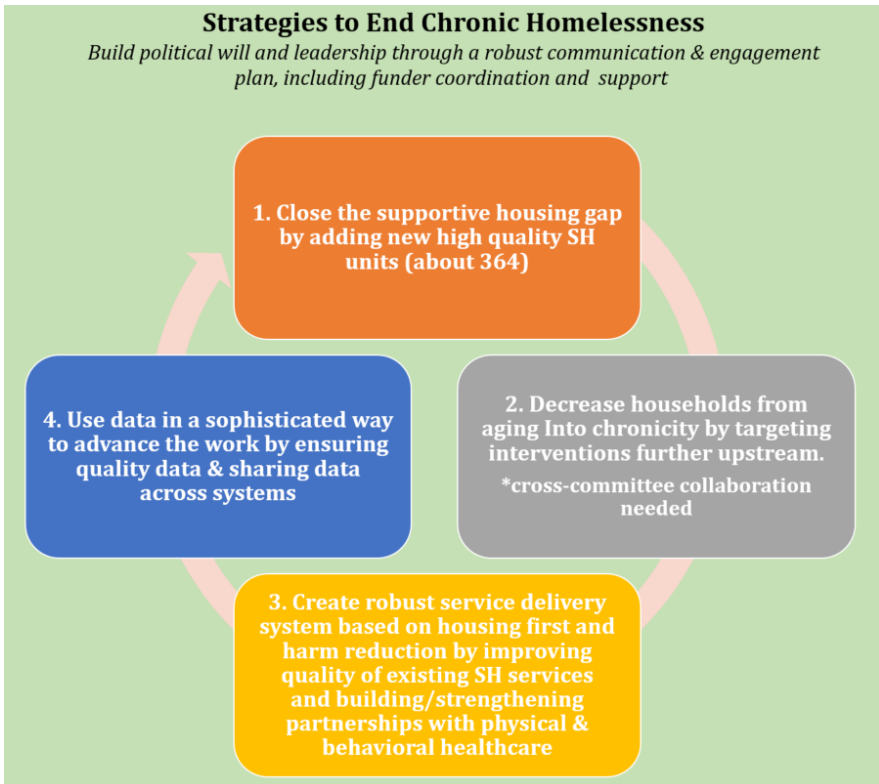
-Developed supportive housing projections based on chronic homelessness data.

-Advocated and engaged with leadership from City of Detroit’s Housing & Revitalization Department to build a partnership in developing supportive housing units for households experiencing chronic homelessness.

-Submitted comments to MSHDA’s draft Qualified Allocation Plan and Administrative Plan to advocate for supportive housing targeting chronically homeless households.

Worked across three committees to improve quality of CoC supportive housing (SH), including significant engagement with PSH provider community, creation of definition of quality SH, building additional quality metrics into funding application, and kicking off personalized TA with PSH providers.

Established plan for consistent management of the Chronic By-Name-List (BNL), including quarterly reporting from the CBNL.



ATTACHMENT NINE



January 22, 2021

2020 Q4 Detroit CoC Grievance Record Summary

Purpose:

The Detroit homeless system has a client grievance procedure to ensure that clients' complaints are dealt with quickly and fairly. All households served by the Detroit CoC have the right to file a complaint or grievance if they feel they have been treated unjustly by the Coordinated Entry System (CAM) or by any program or agency within the Detroit CoC.

Grievance Review Committee Structure:

The review committee is facilitated by the Detroit CoC Coordinator and a representative from the City of Detroit's Housing and Revitalization Department. The Grievance Review Committee is comprised of CoC Board Members only. Names of both the complainant and accused are redacted from information provided in the summary below.

Summary of Quarter 4:

During Quarter 4 of 2020 (Oct - Dec), the Detroit CoC received 2 grievances at the very end of the quarter. These grievances were both shelter-related and are currently under investigation.

Updates:

- *While the number of formal grievances that have been filed in this quarter is low, some shelters in the system have continue to struggle to keep shelters low-barrier during the pandemic (not discharging clients except for extreme circumstances; not placing pre-conditions upon clients prior to entry; admitting new clients after hours; etc.) The city of Detroit has been working with those providers directly to resolve. There are also conversations among CoC leadership about how to facilitate a culture shift within certain shelters to prevent these issues from recurring.*
- *The Grievance Review Committee continues to discuss ways to streamline and improve processes. The Committee is working to better formalize timelines and ensure that expectations are clear for all parties so that greater accountability can be upheld.*

Recommendations:

- *The Grievance Committee does not believe that the lack of grievances filed signifies the absence of problems within our system. Many clients were assisted with filing grievances through CAM when they presented at an access point. It is possible that the decline in grievances being filed is due to the shift to phone access rather than in-person. This highlights the need to ensure that clients are educated on their rights to file a grievance and offered assistance with the process at multiple levels of engagement with our system to ensure their voices do not fall through the cracks.*
- *Many clients have expressed concerns about utilizing the grievance process due to fear of retaliation. While clients can file a grievance anonymously, there is no way to prevent their identity being deduced by the agency based upon the content of their complaint. The Committee is open to suggestions for how to improve client anonymity and mitigate fear of retaliation.*