MINUTES

1. Introductions / Roll Call
In attendance: Laura Reaume, Tim Ruple, Lynne Punnett, Jill Hicks, Laura Schultz-Pipis, Elizabeth Salerno, Audricka Jacob, Samantha Tubbs, Sande Ratliff, Shaunta Patton, Shannon Lucas, Clint Brugger, Christy Brugger, Ted Crockett, Mick Albig, Amy Luce, Burt Fenby, Chris Howard, Brian Elliott, Jackie Bradley

2. Approve Agenda / Previous Minutes
   a. **Ted made a motion to approve the Agenda and the July Meeting Minutes as presented. Laura supported. The motion carried.**

3. Reminder: MOUs
   a. **Jackie will send out a reminder to those individuals who attend meetings, but whose organization hasn’t submitted an MOU yet.**

4. Submit: Case by Case Proposals
   a. Catherine Cobb Safe House is submitting a proposal for general operating costs. CCSH is a 38-bed shelter that houses women who are survivors of domestic violence and/or sexual assault and their children. It provides shelter and wraparound services including case management, legal services, and children’s programs. CCSH provides residential services to approximately 150 women and 120 children per year and non-residential services to approximately 160 adults and 120 children per year. CCSH has standing partnerships with Legal Services of South Central Michigan, WIC, Housing Help of Lenawee, and MHP Salud.
   b. There were no other proposals submitted.
   c. The proposal will be reviewed at the next meeting of the Public Awareness Sub-Committee.

5. Review: CoC HUD Applications
   a. Lenawee County Continuum of Care 2018 HUD Competition Funding Proposal Review, Ranking, and Project Priority Listing of Renewal, New Project, and New “Bonus” Project Applications (pages 4-7)
   b. Project Descriptions
      i. Housing First – Rapid Re-Housing Project Renewal – LEAHC (page 8)
      ii. Housing First – Legacy Housing Project Renewal – LEAHC (page 9)
      iii. Lenawee DV Rapid Re-Housing Project – CAA (page 10)
   1. Additional Questions:
      a. **Could this grant potentially serve more than 4 families? Yes. HUD requires submissions to be projected over a full 12 months; however, if a family’s need were to decrease within those 12 months, the funds they would have received could be allocated to another family.**
b. Who would be entering data under this grant; aren’t domestic violence shelters exempt from entering information into HMIS? Catherine Cobb is exempt from entering information into HMIS. However, once shelter residents seek housing assistance from an outside organization, the outside organization must enter the resident’s information into HMIS. This is currently happening when shelter residents seek assistance from Housing Help of Lenawee and it is what would happen if Community Action Agency were to receive this grant.

iv. HMIS New Project – LEAHC (page 11)

c. CoC Executive Committee Recommendations (page 12, 13)

d. Audricka made a motion to accept the recommendation of the Executive Committee as presented. Shannon seconded. The motion carried. (Representatives of Housing Help of Lenawee, Community Action Agency, and Catherine Cobb Safe House abstained)

6. Sub-Committee Reports

a. Homeless Youth

i. The First Annual Homeless Youth Music Fest is Saturday 8/18 (page 14; https://www.facebook.com/events/408740912937704/?ti=ia). It was previously reported that there were fees preventing homeless youth from successfully beginning college; proceeds from this event will go towards covering those fees.

ii. Schools supplies are currently being distributed; these are available in any district.

iii. This Sub-Committee is continuing to work on planning their conference in November.

b. Public Awareness

i. Homeless Awareness Month (November)

1. Norma Dell Courage to Care Award nominations packets will be distributed soon.

2. Case by Case proposals will be reviewed at the next Sub-Committee meeting. Once the awardee is determined, marketing will begin.

ii. Project Connect

1. Received Kohl’s Cares grant from 2018 event; these were the last outstanding funds. Under the new system, a processing fee was removed, so we received approximately $450 out of the total $500.

c. Affordable Housing / Short Term Emergency Shelter

i. This group update their purpose for the By-Laws: Our purpose is to provide and develop a continuum of housing spanning from short term, emergency shelter to stable, affordable housing for individuals and families while promoting self-sufficiency through community collaboration.

7. Additions / Comments / Questions

a. Kohl’s Cares Grant

i. Events are eligible for $500, if 5 Kohl’s employees volunteer for 3 hours

b. Community Action Agency

i. The Weatherization Program does not currently have a waitlist. This program is income-based (up to 200% of poverty). Specific weatherization varies from property to property,
but may include adding insulation, caulking, sealant, or new doors. Mobile homes are eligible, as are renters or homeowners. The property must be in decent repair.

c. TII, Inc.
   i. TTI Inc has received the PATH grant that was presented to this group in April 2018.

d. Michigan Works! Southeast
   i. MI Works! would like to coordinate a blood drive, but they would need at least 45 people to donate. They will be sending out an email soon to gauge interest.

e. United Way of Monroe/Lenawee Counties
   i. UWMLC is still seeking volunteers for their Day of Action on 9/21 and 9/22 (page 15)
   ii. A Health Check is scheduled for 10/4 from 8:00 am – noon (page 16)

f. Habitat for Humanity
   i. Habitat has been overwhelmed with people needing wheelchair ramps and there is not enough resources to accommodate the requests. Once Department on Aging fills their current commitments, they will still have a waitlist of more than 15 people. The gap is not in funding for ramps; it is for the labor.
   ii. Suggestions for labor: Tech Center Construction program; Lowe’s
   iii. Clint volunteered to take this need to the next Core meeting.

g. Department of Veterans Services
   i. Funds are available to assist honorably discharged wartime veterans.

h. Housing Help of Lenawee
   i. Two transitional housing units will be open to families with minor children in the next couple of months.
   ii. Emergency Solutions Grant allocation for Lenawee County has decreased from last year. Allocation was approximately $131,000; allocation is now approximately $124000. This is due to a decrease in funding from HUD to MSHDA. We did receive a performance bonus, so our decrease was not as much as it could have been.

8. **Next meeting: September 11th, 2018**
   
   This will begin with a full meeting in the SPARTAN ROOM, followed by Sub-Committee breakout sessions as scheduled.
Introduction
The federal Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act reauthorized the 1987 McKinney-Vento Act with a renewed emphasis on performance and establishing goals and outcomes to end homelessness. To this end, the Housing and Urban Development (HUD) Continuum of Care (CoC) program provides funding to support the efforts of local public and private non-profit agencies providing services for individuals and families experiencing homelessness.

Lenawee Notice
The CoC 2018 Notification of Funding Availability (NOFA) was released on June 20, 2018. This NOFA along with the Lenawee Application process was posted to the Lenawee County Facebook page (https://www.facebook.com/lenawee.county.CoC/) on June 20, 2018 and on the Collective Impact website (http://www.lcmha.org/lenawee-collective-impact/lenawee-essential-needs-council/continuum-of-care) on June 20, 2018. Qualifying organizations interested in applying under the Lenawee County application were to submit a letter of intent including a project description and any project level data to demonstrate the success and need for the project to the CoC Chair - Nancy Bishop, Department of Health and Human Services, by August 6, 2018.

Lenawee Executive Committee Review
Applications submitted by the deadline of August 6th were from the following organizations:
- Lenawee Emergency and Affordable Housing Corporation (LEAHC, dba Housing Help of Lenawee)
  - Continue as the Lenawee Collaborative Applicant
  - Renewal – Housing First – Rapid Re-housing project
  - Renewal – Permanent Housing – Legacy project
  - New – Bonus Project – HMIS
- Community Action Agency (CAA)
  - New – DV Bonus – Rapid Rehousing project
  - New – Bonus Project – Rapid Rehousing project

The Lenawee CoC Executive Committee met and reviewed all above requests utilizing the Lenawee Rating Tool on Wednesday August 8, 2018. Committee members in attendance were: Elizabeth Salerno, Laura Schultz Pipis, Jackie Bradley, Clint Brugger, Jill Hicks, Tim Ruple, and Robin Aldrich.

All Lenawee CoC Executive Committee members except Elizabeth Salerno the Executive Director of LEAHC, Clint Brugger the County Manager of CAA, and Jill Hicks the Interim Director of Catherine Cobb Safe House who abstained from the vote as being part of the applications submitted, voted unanimously to support the requests and projects which are listed in the priority listed below.
- LEAHC shall apply on behalf of the Lenawee CoC as the Collaborative Applicant
- Priority 1 – Renewal – Housing First – Rapid Re-housing project – LEAHC approved as presented
• Priority 2 – Renewal – Permanent Housing – Legacy project – LEAHC approved as presented
• Priority 3 – New – DV Bonus Project – Rapid Re-housing project – CAA approved as presented
• Priority 4 – New – Bonus Project – HMIS – LEAHC approved as presented

Lenawee CoC Review
Lenawee CoC Executive Committee, Lenawee Emergency and Affordable Housing Corporation (LEAHC, dba Housing Help of Lenawee), and Community Action Agency (CAA) present the above priority list and the four attached proposals for approval to the full CoC board.

Lenawee County Final Pro-Rata Need (FPRN): $247,984

The types of eligible projects through reallocation and new bonus projects are:
• New Permanent Supportive Housing (PSH) that meet the Dedicated Plus requirements or where 100% of beds are dedicated for chronic homeless individuals and families
• New Rapid Re-Housing (RRH) for singles and families serving households coming from streets/shelters only, including unaccompanied youth
• New Joint Transitional Housing and Rapid Re-housing (Joint TH and RRH) for serving homeless individuals or families including those fleeing or attempting to flee domestic violence
• New Supportive Services Only (SSO) for coordinated entry only
• New Homelessness Management Information System (HMIS) for HMIS lead agencies
• New DV Bonus Project to serve survivors of DV, dating violence, and stalking.
  o Rapid Re-housing following a housing first approach
  o Joint TH and PH-RRH following a housing first approach
  o SSO Project for Coordinated Entry to implement policies, procedures and practices that equip the CoC to better meet the needs of DV survivors

In addition to instructions about submitting renewal projects, this year’s NOFA provided an opportunity for all communities to submit one or more “bonus” project applications for up to 6% of final pro rata need. Lenawee’s max is $14,879 for bonus projects.

In addition to instructions about submitting renewal projects, this year’s NOFA provided an opportunity for all communities to submit one or more “DV bonus” project applications for up to 10% of the preliminary pro rata need or a minimum of $50,000, whichever is higher. Lenawee’s max is $50,000.

For all renewal project and new project applications, HUD requires that the local CoC ensure the review and ranking/selection of each project is conducted. This process is completed each year by the entire rural Lenawee CoC membership, led by the CoC Executive Committee.

2018 Lenawee CoC Funding and Tier Details
Lenawee County receives approximately $103,011 in CoC funding annually and conducts a review of all CoC funded applicants every year prior to approving the submission of the CoC community & project applications. The CoC Executive Committee conducts the funding review and ranking process along with all members of the CoC. All applicants bring materials (APR’s, etc...) to the CoC for review and approval.
As in past years, HUD requires the renewal and new projects to be ranked in two tiers. This year’s NOFA mandated the first Tier to include 94% of renewal and new funding, and the second Tier the remaining 6%.

HUD will fund all projects in Tier 1 beginning with highest scoring CoC to lowest scoring. HUD will select projects in Tier 2, in order of point value, until there are no more funds available.

**Lenawee CoC Reallocation**
The Lenawee CoC Executive Committee and LEAHC recommend no reallocation process this year.

**CoC Renewal Scoring and Ranking Process**
A total of two projects are up for renewal during this funding competition. The Lenawee CoC Executive Committee recommend applying through its collaborative applicant LEAHC for two renewal grants currently held by LEAHC.
- Housing First – Rapid Re-housing Grant – LEAHC
- Legacy Housing – PH Grant – LEAHC

No HUD audits of Lenawee projects have taken place since 2007. No findings at that time.

**New Bonus Project Scoring and Selection Process**
In addition to renewal projects, this year’s NOFA provided an opportunity for all communities to submit one or more “bonus” project applications for up to 6% of FPRN, which is $247,984 for Lenawee County and up to 10% or $50,000 for DV Bonus projects. Eligible bonus projects could include:
- New PSH for Chronic homeless families and individuals
- New RRH for families/individuals coming from streets/shelters including unaccompanied youth
- New Joint TH and RRH for serving homeless individuals or families including those fleeing or attempting to flee domestic violence
- New HMIS for HMIS activities, must have the HMIS lead as a recipient
- New DV Bonus for Rapid Re-housing activities, Joint TH and RRH activities, or Supportive Services Only Coordinated Entry

Based on the needs of the community and the Lenawee rating tool, the Lenawee CoC Executive Committee recommend applying for a new HMIS project this year in the max amount of $14,879 and a DV Bonus Rapid Re-housing project in the max amount of $50,000.

**CoC Planning and Unified Funding Agency (UFA) Grants**
This year’s NOFA provided an opportunity for all communities to submit a grant to support CoC Planning (3% of FPRN) or a UFA (1.5% FPRN). The FPRN for Lenawee County is $247,984.

No UFA or CoC Planning grants were submitted.
Funding Recommendations & Ranking
Lenawee CoC Executive Committee recommend the below priority listing:

Tier 1
1. Renewal-Housing First-Rapid Re-housing – $90,076 – LEAHC
2. Renewal-Legacy Housing – PH Grant – $6,754 of $12,935 – LEAHC ($6,181 in Tier 2)

Tier 2
3. Renewal-Legacy Housing – PH Grant – $6,181 of $12,935 – LEAHC ($6,754 in Tier 1)
4. New-DV Bonus Rapid Re-housing – $50,000 – CAA
5. New-HMIS – $14,879 – LEAHC

Tier 1 includes one renewal and one partial renewal. Tier 2 includes one partial renewal and one new DV bonus project for Rapid Re-housing and one new bonus project for HMIS.

No other applications were requested and therefore were not considered by the Lenawee CoC. The ranking above is the Lenawee CoC Project Priority Listing.

All projects fall within FPRN. No project applications were rejected. CoC Planning grants are not ranked in the tier system.

Respectfully submitted by the Lenawee CoC Executive Committee on August 14, 2018
Housing First – Rapid Re-housing Project Renewal – LEAHC

Program Description:
The Rapid Re-Housing Project (RRH) serves households coming from the streets/shelters and category 4 homeless households (Fleeing DV) as well as providing support to the coordinated entry process. Through this program eligible participants receive housing case management, referrals, life skills classes, and possibly short term rent assistance. This grant allows us to assist literally homeless and DV households that are ineligible for state ESG funding that has income limits in order to access assistance. The current grant began April 1, 2018 and will run through March 31, 2019.

Data:
FY2016 – 4/1/17 to 4/30/18
- 1214 program participants (adults 698, children 516)
- HMIS data quality and Universal Data Elements (UDE) are excellent
- Clients spent an average of 28 days homeless
  - Last year (2016-2017) clients spent an average of 43 days homeless
- 48% of program participants have exited to permanent housing
  - 28% of RRH program participants exited to permanent housing
- 7% of program participants have increased their total income
- 100% of program participants have received case management
- 45 households (8%) consisting of 50 adults and 36 children received any Housing First-RRH financial assistance to gain access to permanent housing
  - 14 households consisting of 18 adults and 10 children received HUD RRH financial assistance to gain access to permanent housing
- All funds were fully expended

Request: $90,076
- **Assessment of Service Need** – case manager positions to assist with application acceptance and review of applications as part of the coordinated entry process $27,634
- **Case management** – case manager positions for working with homeless households to assist with finding a unit, ongoing case management to assist them with maintaining the new unit once they are housed, and HMIS data entry for each client $28,562
- **Life Skills** – case manager position for working with homeless households with life skills such as budgeting and money management $6,788
- **Rapid Re-Housing Assistance** – funds to support rent and deposit assistance for eligible households $19,476
- **Transportation** – transportation passes for clients to access support services and seek employment, mileage cost to conduct Housing Quality Standards inspections $360
- **HMIS** – a portion of utility and internet costs in order to be able to complete the required data input $1100
- **Administration of the grant** – Accounting staff $6156
Housing First – Legacy Housing Project Renewal

Program Description:
The Legacy Housing Project provides support services for the only Permanent Supportive Housing (PSH) apartments in Lenawee County. Each participant was chronically homeless at entry and receives weekly intensive case management and support services to assist with maintaining housing stability. Most of the participants in this program have now been housed for over 8 years and the rest for over a year.

Data:
FY2016 5/1/17 – 4/30/18
- Program participants (9 adults)
- HMIS data quality and UDE is excellent
- Program participants remaining in permanent housing 89% (goal 86%)
- Program participants maintained or increased income 78% (goal 71%)
- Program participants who received case management 100% (goal 100%)
- All funds were fully expended

Request: $12,935
- Case management – case manager position to work with tenants on a weekly basis and assist with connecting them with all resources to maintain housing stability $9932
- Outreach Services – cost of internet and phone at Legacy Housing Apartments to allow tenants the ability to apply for services and jobs, cost of 24 hour crisis line $1300
- Transportation – cost of transportation passes to assist tenants with getting to work and to apply for support services $100
- Furniture – cost of communal supplies and furnishings for Legacy Housing Apartments $657
- Assessment of Needs – cost to recertify tenant incomes for MSHDA certifications $56
- Administration of the grant – Accounting staff $890
Lenawee DV Rapid Rehousing Project - CAA

Program Description:
This is a Rapid Rehousing Project in partnership between Community Action Agency and the Catherine Cobb Safe House. We anticipate to serve 4 households (both singles and families) over a 12 month time frame. Program Participants will be literally homeless due to fleeing Domestic Violence. Eligible participants will enter the program through the coordinated entry process. They will receive assistance with housing location, HQS inspections on properties, housing focused case management, referrals, life skills, and deposit and rental assistance. All program data will be entered into HMIS and CAA will report through the required system to the funder and CoC as needed. The grant year will be October 1, 2019-September 30, 2020.

Data:
New application, no data to report

Request: $50,000
- **Administration of the grant** – $2,000 for oversite of the grant
- **Rapid Re-Housing Rental Assistance** – $38,472 funds for direct payments for rental assistance for 4 households for 12 months.
- **Transportation** – $741 for transportation related to program participants.
- **Case management** – $8,046 for work related to assisting 4 households obtain and maintain housing.
- **Life Skills** – $741 for monthly supports related to teaching life skills to participants.
HMIS New Project

Program Description:
HUD requires each CoC to report annually through our Housing Inventory Count (HIC) and our Annual Homeless Assessment Report (AHAR) on the homeless programs within the CoC and in turn to report those that are utilizing HMIS. This data as well as reports pulled at the state level is used by HUD as well as state programs to determine community needs and in turn allocations for funding. In order to ensure that we have 100% of all of our homeless data entered into HMIS, we are requesting a dedicated HMIS grant as part of the bonus project process this year. These funds will be used to support Lenawee Emergency and Affordable Housing Corporation (LEAHC, dba Housing Help of Lenawee) as the system administrator for the county as well as support to ensure all data from Share the Warmth, Neighbors of Hope, and LEAHC are all entered in the time frame require by HUD and to ensure all data is accurate and of good quality. These funds will also assist with operational/technology support to ensure there are functioning systems to enter the data.

Request: $14,879

- **Equipment** – Cost to purchase computers with appropriate privacy screens to conduct data input. **$2,400**
- **Software** – Cost to purchase appropriate anti-virus software. **$80**
- **Personnel** – **$9,414**
  - System Administration Activities – provide support and training to all Lenawee County staff entering data into HMIS, lead collecting and submitting all HUD required reports such as PIT, HIC, SPM, AHAR, etc. **$3,268**
  - HMIS Data Entry – Cost to enter at a minimum all HUD Universal Data elements into HMIS for each Homeless program. **$6,146**
- **Space & Operations** – Cost to provide utilities at the location that HMIS data is to be entered in order to ensure HMIS is fully operational at all times. **$2,015**
- **Admin** – Cost to cover administration of the grant. **$970**
EXECUTIVE COMMITTEE MINUTES

1. Introductions / Roll Call
In attendance: Elizabeth Salerno, Jackie Bradley, Clint Brugger, Robin Aldrich, Jill Hicks, Laura Schultz-Pipis, Tim Ruple

2. Lenawee HUD Project Ranking Tool
   a. Detailed ranking tools enclosed.
   b. Laura made a motion to accept the project scores and rankings as listed:

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<th>Organization</th>
<th>Project</th>
<th>Weighted Score</th>
<th>Ranking</th>
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<td>Community Action Agency</td>
<td>DV Rapid Re-Housing (DV Bonus)</td>
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<td>Housing First Legacy Housing</td>
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<td>HMIS Bonus</td>
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Robin supported. The motion carried. (Members of Housing Help of Lenawee, Community Action Agency, and Catherine Cobb Safe House abstained)

3. Meeting adjourned.
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<th>Organization Name</th>
<th>Project Name</th>
<th>Project Type</th>
<th>Amount Requested</th>
<th>Ren/Exp/New</th>
<th>HUD Threshold met</th>
<th>CoC Threshold met</th>
<th>Weighted Score</th>
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<td>$50,000</td>
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<td>Community Action Agency</td>
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<td>PH-RRH</td>
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<td>New Bonus</td>
<td>Yes</td>
<td>Yes</td>
<td>98.9%</td>
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<td>New Bonus</td>
<td>Yes</td>
<td>Yes</td>
<td>100%</td>
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</tbody>
</table>

| PSH | Permanent Supportive Housing |
| RRH | Rapid Re-Housing |
| HMIS | Homeless Management Information System |
| Ren/Exp | Renewal / Expansion |
| DV | Domestic Violence |
WE'RE INVITING YOU TO THE
1ST ANNUAL

HOMELESS YOUTH MUSIC FEST
AUGUST 18TH
THE SEASONS IN DOWNTOWN ADRIAN
SUPPORT THE CAUSE!

FEATURING
AUTUMN RIDGE
FEEDING YOUR FEARS
SHU CHEER AND DANCE TEAM
KEVIN FARRIS
POM POM PRINCESSES

https://www.facebook.com/events/408740912937704/
WE NEED YOU!
FOR THE 2018
Lenawee County
Day of Action

United Way of
Monroe/Lenawee Counties

Volunteers:
PLEASE SIGN UP NOW
Friday, Sept. 21st - 9 a.m. to 4 p.m.
& Saturday, Sept. 22nd - 9 a.m. to 12 noon

You are invited to be an important part of this 2-day community service event in Lenawee County. Join your family, friends and co-workers! Participate and make a huge impact on people’s lives throughout our region.

Lend a hand! Make a difference! Give back!

TO VOLUNTEER, PLEASE CALL: 517.264.6821
OR E-MAIL: lpipis@unitedwaymlc.org
Services Available

- Adult Immunizations
- Blood Pressure Check
- Height/Weight
- Nutrition Counseling
- Medication Counseling

Labs/Screenings:
- Vitamin D Screen $15
- Colorectal Cancer Kit $5
- Hemoglobin A1C $15
- 22 Point Blood Panel* $20

*For accurate results, do not eat or drink for 12 hours before your test. Medications MAY be taken with WATER.

NEED MORE INFORMATION?

Contact: HEALTH CHECK at:
(517) 264-6821

NEED MORE INFORMATION?

Contact: NANCY BISHOP at:
(517) 438-1527

SPONSORED BY: United Way of Monroe/Lenawee Counties, Family Medical Center of Michigan, Michigan Department of Health and Human Services, Lenawee County Health Department, Community Action Agency of Jackson, Lenawee, & Hillsdale, First Presbyterian Church of Tecumseh, First Presbyterian Church of Adrian.

Thursday, October 4th, 2018
8AM-NOON
First United Methodist Church
1245 W Maple Ave
Adrian, MI 49221

United Way
United Way of Monroe/Lenawee Counties