

CONTINUUM OF CARE (CoC) BOARD

MAY 19, 2021 | 3:00-5:00PM

ZOOM MEETING (LINK WILL BE SHARED VIA EMAIL)

TIME	AGENDA ITEM
3:00pm	1. Call to Order
3:01pm	2. Welcome/Introductions
3:05pm	3. Public Comment
3:10pm	4. Approval of Agenda (ACTION)
3:12pm	5. Approval of Minutes (ACTION)
3:15pm	6. Emergency Housing Voucher Program & Memorandum of Understanding with CoC (ACTION) – <i>Jennifer Hall, Ann Arbor Housing Commission & Anna O’Toole, Office of Community and Economic Development (OCED)</i>
3:30pm	7. ESG-CV Housing Choice Voucher Program & Coordinated Entry Policies & Procedures Addendum (ACTION) – <i>Rhonda Weathers, SOS Community Services & Anna O’Toole, OCED</i>
3:40pm	8. Corporation for Supportive Housing (CSH) Board Strategic Planning – <i>Mercedes Brown & Lindsey Bishop-Gilmore, CSH</i>
4:40pm	9. CoC Diversion Pilot Data & Outcomes – <i>Andrew Kraemer, OCED</i>
4:45pm	10. Washtenaw Housing Alliance (WHA) Letter and Survey on Impact of Coordinated Funding Transitions - <i>Amanda Carlisle, WHA</i>
4:55p	11. Public Comment
5:00p	12. Adjournment

ACTION ITEM SUMMARY

CONTINUUM OF CARE (CoC) BOARD | May 19, 2021

Emergency Housing Voucher Program Memorandum of Understanding with the Continuum of Care

As part of the American Rescue Plan, Congress allocated \$5 billion in funding for Emergency Housing Vouchers to be allocated to public housing authorities (PHAs). To date, the Ann Arbor Housing Commission (AAHC) has been allocated 29 vouchers. The vouchers are intended to assist families who are: experiencing homelessness; at risk of homelessness; attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking; or were recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability. Administration of the program requires a close partnership between PHAs, CoCs, and victim service providers to identify and make referrals. The U.S. Department of Housing and Urban Development requires this partnership to be formalized through a Memorandum of Understanding.

Current Action Needed:

Approval of the Memorandum of Understanding between AAHC, the CoC, and SafeHouse Center.

Motion:

The CoC Board approves the signing of the Memorandum of Understanding between AAHC, the CoC, and SafeHouse Center.

Amendment to the Addendum to the Coordinated Entry Policies & Procedures to Address the COVID-19 Public Health Crisis

In June 2020, the CoC Board approved an Addendum to the CoC's Coordinated Entry Policies & Procedures to modify prioritization of resources in light of the COVID-19 pandemic. The proposed amendment to that Addendum incorporates eligibility and prioritization criteria for a new housing program that was awarded Emergency Solutions Grant funding authorized under the CARES Act (ESG-CV). This new program—ESG-CV Housing Choice Voucher Program—will assist clients with the voucher application and lease up process.

Current Action Needed:

Approval of the Amendment to the Addendum to the Coordinated Entry Policies & Procedures to Address the COVID-19 Public Health Crisis.

Motion:

The CoC Board approves the amendment to the Coordinated Entry Policies & Procedures Addendum.

CONTINUUM OF CARE (CoC) BOARD

MARCH 17, 2021 | 3:00-5:00PM

ZOOM MEETING (LINK WILL BE SHARED VIA EMAIL)

Board Members present: J. Little, K. Girty, R. Weathers, R. Kraut, J. Mogensen, J. Epps, J. Hieftje, D. Heidt, J. Monahan, M. Conkin, S. Dowling, N. Adelman, J. Rosen, A. Patino, T. Lee, A. Carlisle, K. Montgomery, R. Smith, A. Seipelt, T. Gillotti, M. Tasker, K. Wyatt, D. Kelly, Z. Fosler, T. DeGiusti, J. Hall

Staff: M. Boydston, A. O'Toole, A. Kraemer, L. Grant

Members of the public: M. Brown, A. Asberry Payne, A. Scanlon, A. Lieto, B. Niess-May, H. Brown, M. Creekmore, M. Hammond, S. Collins

TIME	AGENDA ITEM
3:00pm	1. Call to Order J. Hieftje called the meeting to order at 3:03pm.
3:01pm	2. Welcome/Introductions
3:05pm	3. Public Comment No public comment.
3:10pm	4. Approval of Agenda (ACTION) M. Conkin moved to approve the agenda. D. Heidt seconded. The motion carried with no opposition.
3:12pm	5. Approval of Minutes (ACTION) J. Monahan moved to approve the minutes. D. Heidt seconded. The motion carried with no opposition.
3:15pm	6. Corporation for Supportive Housing (CSH) Technical Assistance & Workplan for Washtenaw County – Mercedes Brown, CSH CSH is a national nonprofit headquartered in New York, intended to provide housing supports, technical assistance, and advocacy for high quality supportive housing and services. CSH has been engaged with Washtenaw County for many years, working with Avalon Housing and the Continuum of Care, especially recently in response to the COVID-19 pandemic. CSH has been contracted with Washtenaw County for the explicit purpose of assisting with the pandemic response. CSH kicked off their work with Washtenaw County in Fall of 2020 to identify the most strategic opportunities where CSH could support the CoC. Initially, CSH spent a significant amount of time in 2020 assisting with the Eviction Diversion Program (EDP). CSH supported with standing that program up and ensuring it was implemented as effectively as possible under the timeline provided by the state.

Our focus beyond EDP was to do a few things: build out a strategy for deeper CoC Board engagement around long-term community priorities, especially as it relates to other sectors (health, justice, etc.). CSH has experience assisting with Board engagement, including in Detroit. CSH's intent is to figure out how to get the most out of the stakeholders on the CoC Board, All-Membership, and Committees.

CSH is in the process of planning with OCED on what Board engagement efforts will involve. It won't be focused on CoC strategic planning but instead focus on Board strategies and priorities. This will be an interactive process and will rely on the Board for feedback and will include both group engagement and one-on-one engagement. Lindsey Bishop-Gilmore of CSH will assist with this work as well.

T. Gillotti: our intent with this work is to make space for Board members to voice their opinions and thoughts and provide continuous feedback on the CoC's work and priorities.

A. Carlisle: Washtenaw CoC Board is large in comparison to other Boards, so having smaller breakout conversations would allow for more discussion than might happen in larger, traditional CoC Board meetings.

J. Mogensen: It would be helpful to provide learning opportunities as well for those who are not fully immersed in the work.

3:35pm

7. Homelessness System Modeling Report – *Amanda Carlisle, Washtenaw Housing Alliance (WHA)*

The report is not quite ready to share, but it is coming soon. The report came as a result of funding from MDHHS under the State Innovation Model program. That program allowed the CoC to partner with CSH to undertake a study of our community-wide data and meetings with stakeholders for input and feedback. Currently, WHA and CSH are working on finishing up the report as soon as possible.

The report includes a Needs Assessment and Gaps Analysis of the homelessness system of care. The needs assessment reflects who has previously accessed our system and what kinds of support they need. In addition, the report outlines the types of resources are available in our community, what is needed, and how much it would cost to fill the gaps. The report includes a look at several of our housing programs and various subpopulations.

In general, the report finds deficits in nearly every program area for our system of care. The report will get into the details about the number of units that are needed for each program type.

	Report will be finalized soon and will include both system and policy recommendations. The report will go to the CoC Board and other stakeholders and will likely also involve a broader rollout, including a community event and engagement with elected officials.
3:55pm	8. Systems Mapping for Aging and Older Adults – <i>Jillian Rosen, Ann Arbor Area Community Foundation</i> AAACF had the opportunity a few years ago to deeply engage with work related to Aging and Older Adults and partnered with Root Cause out of Boston, MA. This issue is critical currently given the heavy impact the pandemic has had on older adults. Healthy aging includes promoting health, maintaining physical and mental functioning, and civic and social engagement. Study included an approach of tracing seniors lives to see what systems promoted healthy aging and which hindered them. The project used community researchers, focus groups, and virtual meetings. The project engaged a total of 70 older adults. The aging period can last 20 to 40 years, often understood as beginning at age 55, though we are all constantly aging. This period includes momentum building and changes and shifts in how people connect with community. The study developed a new definition of healthy and fulfilling aging in recognition of these facts and emphasizes aging justice that ensures healthy and fulfilling aging. Aging involves many transitions for all older adults; however, geography, race, gender, and income exacerbates the impact of these transitions for some populations. Aging justice seeks to close those gaps. AAACF's study identified key investment goals: solidifying more robust fields around healthy and fulfilling aging and aging justice; championing older adult capacity to influence systems change; shifting mindsets to prioritize aging, older adults, and systems change; advancing targeted solutions in priority aging areas. For the fourth goal, CoC has an opportunity to assist with current gaps in the community, including transportation, community and connection spaces, affordable housing, and equitable access. A Patino: the homeless population is aging exponentially fast and models for 2030 are startling, so this work is directly applicable to the CoC. D. Kelly: Recuperative Care program has seen an increase of 40% of people 50 and up seeking shelter. Homelessness exacerbates medical issues as

well. There are many opportunities for our system and the shelter to be involved in this work.

J. Mogensen: as the pandemic comes to a close and society goes back to normal, seniors are still isolated. Transportation is a huge issue.

A Carlisle: Chicago did a report on the aging homeless population, many of whom were becoming homeless for the first time. The report found a gap in the 50-64 age range where there are not a ton of resources available.

4:10pm

9. COVID Emergency Rental Assistance (CERA) Program Updates – *Morghan Williams Boydston (OCED), Marla Conkin (Salvation Army), and Rhonda Weathers (SOS Community Services)*

M. Williams: OCED received notice of the funding in January. On March 3, the Board of Commissioners approved the funding. There were some hold ups on the state level with appropriations. We have received the contract for the funding from the state. OCED is partnering with HAWC and SOS to implement the program.

MSHDA's program requirements outline a four-step process. This will include an online application that should streamline the process – landlords and tenants will have access to the application. The online application will hopefully be launched by the end of the month, and currently we have hard copies of the applications that can be used. We are working with Man Power to assist with staffing up the program (21 new staff are required). The application process is four steps, defined by MSHDA and executed through the online application. Rental assistance, utility assistance, and internet assistance is available. CERA can provide up to 15 months of assistance but is dependent on income.

M. Conkin: there are some staff currently onboard that will also assist with CERA. There are some open prevention cases that will be switched to CERA, which will be processed once funds are in hand. HAWC Court Liaison is present in all three County courts assisting with eviction prevention.

M. Boydston: once the program is live, we will share the link to the application and promotional materials.

T. Lee: if landlord is not responsive or cooperative, financial assistance can go directly to the tenant.

J. Hall: AAHC will also be administering two programs for vouchers that will result in similar problems with staffing. Vouchers can be in place through 2023. CoC and stakeholders should be strategic with how these programs can/should work together.

4:25pm	10. Winter Shelter Response Update – <i>Dan Kelly (Shelter Association of Washtenaw County), Marla Conkin (Salvation Army), and Krista Girty (Ozone House)</i> D. Kelly: winter shelter still in place and SAWC has been working closely with community partners for ongoing shelter. Currently averaging 135 people per night across all sites, which is an 8% decrease from last year. Current sites include the LRC, SAWC, rotational shelter, and a hotel. In addition, currently operating a day shelter sight that averages about 65 people per day. Successes throughout the winter include housing many individuals and families as quickly as possible. COVID-19 case counts remain fairly low. The Health Department has been critical in that effort. Vaccinations started as of last week. Moving forward, Packard will have a vaccination clinic every Monday and Wednesday. We applied for hotel funding that will allow hotel operations to be extended through September. Current funding available will allow hotel to continue through April 30. Shelter will continue to operate a day shelter at the LRC; capacity at Delonis Center will increase by 18 beds. M. Conkin: ESG-CV funds allowed for 15 COVID At-Risk families to be housed in the hotel. To date, 14 families have been served in the hotel and 10 have been referred to rapid re-housing with SOS Community Services. HAWC is working to create a plan for those who do not have housing lined up for when the hotel closes at the end of April. D. Heidt: the community effort behind the shelter response was critical; thank you to the SAWC team, Health Department, OCED, community advocates, and all who have been involved. D. Kelly: we are not able to tap into the FEMA money due to the initial process of attempting to access the money. It was a convoluted process that we were unable to tap into after months of effort. A Carlisle: there have been issues with other communities with FEMA money as well. T. Gillotti: we are still working to identify other funding sources that can be used to extend the hotel.
4:35pm	11. Recent Letters of Support Approved by the Executive Committee – <i>Anna O’Toole, OCED</i> Between the January and March Board Meeting, the CoC Executive Committee approved three letters of support on behalf of the CoC Board. Those included two letters of support for applicants to the Michigan

	Homeless Policy Council. One of those was for Morghan Williams Boydston, whose application was successful. The third letter was a public comment on MSHDA's FY21-22 Public Housing Administrative Plan, which outlines the policies and procedures MSHDA follows for their voucher programs. Our community has struggled with the barriers posed by the state's voucher policies in the past, and many community partners submitted letters regarding MSHDA's voucher screening policies.
4:40pm	12. Washtenaw Housing Alliance Update – <i>Amanda Carlisle, WHA</i> WHA has been working over the past year or so to launch a Landlord Guarantee Fund with a few different funding sources. This funding is now available for housing providers to tap into. In addition, the Sister Yvonne Geliese fund now has approximately \$5.9 million dollars in it. The fund is used to assist with supportive housing services. WHA has an Advocacy and Communications Committee that anyone can join. Please let Amanda know if you would like to attend. Currently the Committee is closely following the City of AA's budgeting process, accessory dwelling unit ordinance proposals, and the Ann Arbor Planning Commissions efforts to increase density along high-transit corridors. In the City of Ypsilanti, the Committee is following the report recently provided to the City Council. At the state level, there is a survey opportunity related to the state's housing plan.
4:50pm	13. Board Member Updates/Issues J. Mogensen: congregations are getting inquiries from people on accessing resources and there may need to be some follow up and meetings as things continue to move forward to keep congregations in the loop of programs and resources available. Comment period for AAATA plan ends in April – some routes are changing, and it might have an impact on system clients.
4:55pm	14. Public Comment No public comment.
5:00pm	15. Adjournment J. Hieftje adjourned the meeting at 4:33pm.



Emergency Housing Vouchers

May 11, 2021



What are Emergency Housing Vouchers?

- The American Rescue Plan (ARP) of 2021, Section 3202, appropriated \$5 billion for:
 - New incremental HCVs to administered by public housing agencies (PHAs)
 - Targeted population that will allow individuals and families to choose and lease safe, decent, and affordable housing;
 - Renewal costs of EHV; and
 - Admin fees for administrative costs and other eligible expenses defined by notice to facilitate leasing of EHV.
- HUD issued PIH Notice 2021-15 Emergency Housing Vouchers- Operating Requirements on May 5, 2021.



What are Emergency Housing Vouchers?

- **EHV eligibility is limited to individuals and families who are:**
 - Homeless;
 - At-risk of homelessness;
 - Fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking; and
 - Recently homeless, as determined by the Secretary, and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability.



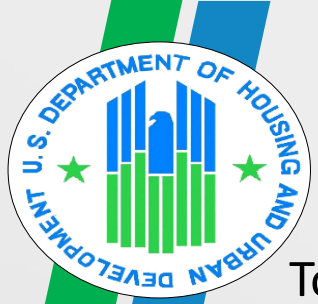
EHV Partnerships and Referrals

- **Required partnerships with the Continuum of Care (CoC) and other organizations for direct referrals and services (Pgs. 22-24)**
 - PHAs must work with community partners to determine the best use and targeting for EHV along with other resources available in the community.
 - PHAs must enter into a Memorandum of Understanding (MOU) with their community's CoC to establish a partnership for the administration of the EHV.
 - All referrals for EHV must come through the CoC's Coordinated Entry (CE) System or from a Victims Services Provider
 - CoCs are responsible for determining whether the family qualifies under one of the four eligibility categories for EHV.



EHV Partnerships & Referrals

- **Admissions process - Direct referrals from the CoC and other partnering organizations (Pg. 24-27)**
 - PHAs must accept referrals for EHV directly from the Coordinated Entry System or from a Victim Service Provider (VSP) (Page 21)
 - EHV may additionally be utilized to facilitate an emergency transfer in accordance with the Violence Against Women Act (VAWA) as outlined in the PHA's Emergency Transfer Plan.
- **Required housing search assistance (Pg. 27)**
 - PHAs must ensure housing search assistance is made available to EHV families during their initial housing search.
 - May be provided directly by the PHA, CoC, or another partnering agency or entity.



Eligible Fees & Activities

To facilitate and expedite leasing, PHAs that accept an allocation of EHV's will receive fees in addition to the on-going administrative fees.

Eligible Administrative Fees	Fee Type	Calculation
	Preliminary Fee	PHAs will be awarded \$400 per allocated EHV (Page 8).
	Issuing Action Fee	PHA will earn \$100 once the voucher is initially leased, if the PHA reported the voucher issuance date in the Public Housing Information Center-Next Generation (PIC-NG) system within 14 days of the later of the effective date of the family's voucher or when the system becomes available for reporting (Pgs. 8-9).
	Placement Fees	• \$500 for each EHV family placed under a HAP contract within 4 months of effective date of the ACC funding (beginning on 7/1/2021). • \$250 for each EHV family placed under a HAP within 6 months after the effective date of the ACC funding (beginning on 7/1/2021) (Pgs. 9-10).
	Ongoing Administrative Fees	Full Column A Admin Fee Amount (Pg. 10).
	Service Fees	\$3,500 per allocate EHV (Page 10-14).



Service Fees

- **Housing Search Assistance** (Pgs. 11-12)
- **Security/Utility Deposit/Rental Application/Holding Fee Expense Uses** (Pgs. 12-13)
 - Application Fees
 - Holding Fee
 - Security Deposit Assistance Fee
 - Utility Deposit Assistance/Utility Arrears
- **Owner Related Uses** (Pg. 13)
 - Owner Recruitment and Outreach
 - Owner incentive and/or retention payments
- **Other Eligible Uses** (Pg. 13-14)
 - Moving Expenses
 - Renter's insurance, if required by the lease
 - Tenant Readiness Services
 - Household Items



Summary of Waivers & Alternative Requirements

The following waivers and alternative requirements are available in the administration of EHV-

- Covid-19 Waivers (Pg. 22)
- Separate waiting list for EHV referrals/applicants (Pg. 27)
- Local Preferences established by the PHA for HCV admissions do not apply to EHV (Pg. 28-29)
- Restrictions on PHA denial of assistance to an EHV applicant (Pgs. 29-32)
- Income Verifications at admission (Pgs. 33-34)
- Eligibility Determination: Social Security Number and Citizenship Verification (Pgs. 34-35)



Summary of Waivers & Alternative Requirements

The following waivers and alternative requirements are available in the administration of EHV's (cont.)-

- Inapplicability of Income Targeting Requirements (Pg. 34)
- Use of recently conducted initial income determinations and verification at admissions (Pg. 34-35)
- Pre-inspection of HQS units (Pg. 35)
- Initial Search Term (Pg. 35)
- Initial Lease Term (Pg. 35-36)
- Portability (Pgs. 36-38)
- Payment Standard Amount (Pgs. 38-39)



HAP Funding

- Initial funding term runs to 7/1/2021 to the end of Calendar Year (CY) 2022.
- Renewal funding term is on a CY basis.
- Renewal funding based on actual costs, similar to HCV, but renewal funding may be adjusted during the CY for increased costs, etc.
- HAP and Admin fee funding is restricted to EHV's (similar to Mainstream).



Voucher Turnover

- After 9/30/23, PHAs may not reissue EHV's when assistance ends. (Section 13)
- An EHV that has never been issued to a family may be initially issued and leased after 9/30/23.

the funds appropriated for the EHV program are available for obligation by HUD only until September 30, 2030 and will be cancelled as a matter of law on September 30, 2035.



MOU Requirement

- Notice states that PHAs that agree to accept an allocation must enter into an MOU with a partnering CoC within 30 days of the effective date of the ACC funding increment for EHV's (beginning on 7/1/2021).
- An MOU must be established no later than 7/31/2021.



Upcoming TA Webinars

Date/Time	TA Topic
May 11 3-4pm EDT	EHV Program Overview
May 12 2:30pm - 4pm EDT	EHVs for CoCs
May 13 3pm - 4:30pm EDT	Partnerships for EHVs
May 18 3pm – 4:30pm EDT	Strategy for Targeting EHVs and Related Resources
May 20 3pm – 4:30pm EDT	Pairing Services and EHVs
May 25 3pm – 4:30pm EDT	Coordinated Entry and EHVs
June 1 3pm – 4:30pm EDT	Making the Most of EHV Waivers



Questions, Comments, Concerns, Suggestions?

Refer to:

www.hud.gov/ehv

or

Email questions to:

EHV@hud.gov

Memorandum of Understanding

This Memorandum of Understanding (MOU) has been created and entered into on
May 19, 2021

By

*Ann Arbor Housing Commission
2000 S. Industrial Hwy, Ann Arbor MI 48104*

And

*Washtenaw County Continuum of Care
415 W Michigan Ave, Ypsilanti MI 48197*

And

*Safe House Center
4099 Clark Road, Ann Arbor MI 48197*

I. Introduction and Goals (the following elements, listed in a. – c., are required elements of the MOU):

- a. The AAHC, CoC and Safe House are committed to administering the EHV's in accordance with all program requirements.
- b. AAHC goals and standards of success in administering the program.
 - Lease up 20 of 29 EHV by November 1, 2021
 - Lease up 9 EHV by January 1, 2022
- c. Identification of staff position who will serve as the lead EHV liaisons:
 - o Lead AAHC Liaison: Weneshia Brand, Director of Operations
 - o Lead CoC Liaison: Morghan Williams Boydston, Human Services Manager, Washtenaw County Office of Community and Economic Development
 - o Lead Safe House Liaison: Kim Montgomery, Services Director

II. Define the populations eligible for EHV assistance to be referred by CoC.

- a) Homeless
- b) At risk of homelessness
- c) Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking
- d) Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability.

a. Individuals and families who are homeless

The meaning of "homeless" is as such term is defined in section 103(a) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302(a)), which is codified in HUD's Continuum of Care Program regulations at 24 CFR 578.3 and reads as follows:

Homeless means:

- (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low-income individuals); or
 - (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.
- (2) An individual or family who will imminently lose their primary nighttime residence, provided that:
 - (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - (ii) No subsequent residence has been identified; and
 - (iii) The individual or family lacks the resources or support networks, *e.g.*, family, friends, faith-based or other social networks, needed to obtain other permanent housing.
- (3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

- (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
- (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
- (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
- (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment.

b. Individuals or families who are at-risk of homelessness

The meaning of “at-risk of homelessness” is as such term is defined in section 401(1) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(1)), which is codified in HUD’s Continuum of Care Program regulations at 24 CFR 578.3 and reads as follows:

At risk of homelessness. (1) An individual or family who:

- (i) Has an annual income below 30 percent of median family income for the area, as determined by HUD;
- (ii) Does not have sufficient resources or support networks, *e.g.*, family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “Homeless” definition above; and
- (iii) Meets one of the following conditions:
 - (A) Has moved because of economic reasons two or more times

during the 60 days immediately preceding the application for homelessness prevention assistance;

- (B) Is living in the home of another because of economic hardship;
- (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days of the date of application for assistance;
- (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals;
- (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons, or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;
- (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
- (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan.

(2) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or

(3) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

c. Individuals or families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking

This category is composed of any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking. This includes cases where a HUD-assisted tenant reasonably believes that there is a threat of imminent harm from further violence if they remain within the same dwelling unit, or

in the case of sexual assault, the HUD-assisted tenant reasonably believes there is a threat of imminent harm from further violence if they remain within the same dwelling unit that they are currently occupying, or the sexual assault occurred on the premise during the 90-day period preceding the date of the request for transfer.

Domestic violence includes felony or misdemeanor crimes of violence committed by:

- a. a current or former spouse or intimate partner of the victim (the term “spouse or intimate partner of the victim” includes a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship),
- b. a person with whom the victim shares a child in common,
- c. a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- d. a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or
- e. any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating violence means violence committed by a person:

- a. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- b. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 1. The length of the relationship;
 2. The type of relationship; and
 3. The frequency of interaction between the persons involved in the relationship.

Sexual assault means any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- (1) Fear for the person’s individual safety or the safety of others; or
- (2) Suffer substantial emotional distress.

Human trafficking includes both sex and labor trafficking, as outlined in the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. § 7102). These are defined as:

Sex trafficking means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act, in which the commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; (and)

Labor trafficking means the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

d. Individuals or families who are recently homeless

This category is composed of individuals and families determined by the CoC or its designee to meet the following definition.

Recently homeless is defined as individuals and families who have previously been classified by a member agency of the CoC as homeless but are not currently homeless as a result of homeless assistance (financial assistance or services), temporary rental assistance or some type of other assistance, and where the CoC or its designee determines that the loss of such assistance would result in a return to homelessness or the family having a high risk of housing instability. Examples of households that may be defined as recently homeless by the CoC include, but are not limited to, participants in rapid rehousing, and permanent supportive housing.

Individuals and families classified as recently homeless must be referred by the CoC or its designee.

III. Services to be provided to eligible EHV families

1. Partnering service providers will support individuals and families in completing applications and obtaining necessary supporting documentation to support referrals and applications for assistance; while aiding households in addressing barriers.
2. Partnering service providers will support PHAs in ensuring eligible individuals and families are notified of meetings with the AAHC and will assist eligible households in getting to meetings with the AAHC and completing EHV applications.
3. Partnering service providers will provide housing search assistance for eligible individuals and families.
4. Partnering service providers will provide counseling on compliance with rental lease requirements.
5. Partnering service providers will assess individuals and families who may require referrals for assistance on security deposits, utility hook-up fees, and utility deposits

and assist the AAHC in processing those payments.

6. Partnering service providers will assess and refer individuals and families to benefits and supportive services, where applicable.
7. Support eligible individuals and households in completing and applying for supportive documentation to accompany admissions application to the AAHC (i.e. self-certifications, birth certificate, social security card, etc.).
8. Attend EHV participant briefings when needed.
9. Assess all households referred for EHV for mainstream benefits and supportive services available to support eligible individuals and families through their transition.
10. Identify and provide supportive services to EHV families. (While EHV participants are not required to participate in services, the CoC partnering service provider should assure that services are available and accessible.)

IV. AAHC Roles and Responsibilities

1. Coordinate and consult with the CoC in developing the services and assistance to be offered under the EHV services fee.
2. Accept direct referrals for eligible individuals and families through the CoC Coordinated Entry System and from Safe House.
3. Commit a sufficient number of staff and necessary resources to ensure that the application, certification, and voucher issuance processes are completed in a timely manner.
4. Commit a sufficient number of staff and resources to ensure that inspections of units are completed in a timely manner.
5. Timely processing of financial payments
6. Comply with the provisions of this MOU.

V. CoC Roles and Responsibilities

1. Designate and maintain a lead EHV liaison to communicate with the PHA.
2. Refer eligible individuals and families to AAHC using the community's coordinated entry system.
3. Comply with the provisions of this MOU.

VI. Third Party Entity Roles Responsibilities

1. Safe House:

- a. Refer eligible individuals and families to AAHC who meet the definition of fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking and who are not participating in Housing Access of Washtenaw County
- b. Provide services as defined in Section III above
- c. Comply with the provisions of this MOU.

VII. Program Evaluation

The PHA, Safe House and CoC agree to cooperate with HUD, provide requested data to HUD or a HUD-approved contractor that is delegated the responsibility of program evaluation protocols established by HUD or HUD-approved contractor, including possible random assignment procedures.

Signed by

_____	_____
Jennifer Hall, Executive Director	Date
Ann Arbor Housing Commission	

_____	_____
Renee Smith, Board Chair	Date
Washtenaw County Continuum of Care	

_____	_____
Barbara Niess, Executive Director	Date
Safe House Center	

Emergency Housing Voucher (EHV)

HOMELESS CERTIFICATION

EHV Applicant Name: _____

☐ Household without dependent children (complete one form for each adult in the household)

☐ Household with dependent children (complete one form for household)

Number of persons in the household: _____

This is to certify that the above named individual or household meets the following criteria based on the check mark, other indicated information, and signature indicating their current living situation-

Check only one box and complete only that section

Living Situation: place not meant for human habitation (e.g., cars, parks, abandoned buildings, streets/sidewalks)

☐ The person(s) named above is/are currently living in (or, if currently in hospital or other institution, was living in immediately prior to hospital/institution admission) a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus station, airport, or camp ground.

Description of current living situation:

Homeless Street Outreach Program

Name: _____

This certifying agency must be recognized by the local Continuum of Care (CoC) as an agency that has a program designed to serve persons living on the street or other places not meant for human habitation. Examples may be street outreach workers, day shelters, soup kitchens, Health Care for the Homeless sites, etc.

Authorized Agency Representative Signature: _____

Date: _____

Living Situation: Emergency Shelter

☐ The person(s) named above is/are currently living in (or, if currently in hospital or other institution, was living in immediately prior to hospital/institution admission) a supervised publicly or privately operated shelter as follows:

Emergency Shelter Program Name: _____

This emergency shelter must appear on the CoC's Housing Inventory Chart submitted as part of the most recent CoC Homeless Assistance application to HUD or otherwise be recognized by the CoC as part of the CoC inventory (e.g., newly established Emergency Shelter).

Authorized Agency Representative Signature: _____
Date: _____

Living Situation: Recently Homeless

☐ The person(s) named above is/are currently receiving financial and supportive services for persons who are homeless. Loss of such assistance would result in a return to homelessness (ex. Households in Rapid Rehousing Programs, residents of Permanent Supportive Housing Programs participating in Moving On, etc.)

Authorized Agency Representative Signature: _____

This referring agency must appear on the CoC's Housing Inventory Chart submitted as part of the most recent CoC Homeless Assistance application to HUD or otherwise be recognized by the CoC as part of the CoC inventory.

Immediately prior to entering the household's current living situation, the person(s) named above was/were residing in:

☐ emergency shelter OR ☐ a place unfit for human habitation

Authorized Agency Representative Signature: _____
Date: _____

Emergency Housing Voucher (EHV)

SAMPLE HUMAN TRAFFICKING CERTIFICATION

Purpose of Form:

The Victims of Trafficking and Violence Protection Act of 2000 provides assistance to victims of trafficking making housing, educational health care, job training and other Federally-funded social service programs available to assist victims in rebuilding their lives.

Use of This Optional Form:

In response to this request, the service provider may complete this form and submit it to the Public Housing Agency (PHA) to certify eligibility for EHV assistance.

Confidentiality: All information provided to the service provider concerning the incident(s) of human trafficking shall be kept confidential and such details shall not be entered into any shared database. Employees of the AAHC will not have access to these details, and such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.

TO BE COMPLETED ON BEHALF OF HUMAN TRAFFICKING SURVIVOR

EHV Applicant Name: _____

This is to certify that the above-named individual or household meets the definition for persons who are fleeing or attempting to flee human trafficking under section 107(b) of the Trafficking Victims Protection Act of 2000.

Immediately prior to entering the household's current living situation, the person(s) named above was/were residing in:

This is to certify that the information provided on this form is true and correct to the best of my knowledge and recollection, and that the individual(s) named above is/has been a victim of human trafficking. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

Authorized Agency Representative Signature: _____ **Date:** _____

1. Administrative Fees and Funding for Other Eligible Expenses

- a. **Services Fee.** A PHA will be allocated a one-time services fee to support its efforts in implementing and operating an effective EHV services program that will best address the needs of EHV eligible individuals and families in its jurisdiction. The amount allocated to each PHA will be equal to \$3,500 for each EHV allocated to the PHA. Note that the services fee amount is not tied to each voucher, but instead is the combined total of the services fees are available to the PHA to design a menu of services that will best address the leasing challenges faced by the EHV eligible families in the PHA's community. The PHA may use the services fee to provide any or all of the defined eligible uses to assist families to successfully lease units with the EHV's.

The PHA is strongly encouraged to consult with its CoC and its other homeless services/victim services referral partners in establishing which activities it will undertake in support of EHV's and any parameters or requirements regarding the application of those activities. For example, if the PHA is working with several direct referral partners and one partner is able to provide security deposit assistance and the other is not, the PHA may provide security deposit assistance for direct referral families from the latter agency but not for families who are already eligible for and receiving security deposit assistance from the partnering agency. The PHA may limit the amount of assistance that it provides for any of the eligible uses and place other restrictions on those uses. However, the services fee funding must be initially used for these defined eligible uses and not for other administrative expenses of the EHV.

Any services fee assistance that is returned to the PHA after its initial or subsequent use (such as security deposits/utility deposits/other assistance that may be wholly or partly returned to the PHA by the owner/utility supplier/family) may only be applied to the eligible services fee uses defined by this notice (or subsequent notice) or other EHV administrative costs. Any amounts not expended for these eligible uses when the PHA's EHV program ends must be remitted to HUD.

The eligible uses are designed to prevent and respond to coronavirus by facilitating the leasing of the EHV's, which will provide vulnerable individuals and families a much safer housing environment to minimize the risk of coronavirus exposure or spread. Individuals and families who are homeless or at-risk of homelessness are often living in conditions that significantly increase the risk of exposure to coronavirus in addition to other health risks. The services fees fall into four main components comprised of specific activities:

i. Housing Search Assistance.

As discussed in section 9.d below, the PHA is required to ensure housing search assistance is made available to EHV families during their initial housing search. The PHA may use the services fee funding to provide this required housing search assistance to EHV families during their initial housing search. Housing search assistance is a broad term which may include many activities such as but not limited

to helping a family identify and visit potentially available units during their housing search, helping to find a unit that meets the household's disability-related needs, providing transportation and directions, assisting with the completion of rental applications and PHA forms, and helping to expedite the EHV leasing process for the family.

ii. Security Deposit/Utility Deposit/Rental Application/Holding Fee Uses.

- A. Application fees/non-refundable administrative or processing fees¹⁰/refundable application deposit assistance.** The PHA may choose to assist the family with some or all these expenses.
- B. Holding fees.** In some markets, it is not uncommon for an owner to request a holding fee that is rolled into the security deposit after an application is accepted but before a lease is signed. The PHA may cover part or all of the holding fee for units where the fee is required by the owner after a tenant's application has been accepted but before the lease signing. The PHA and owner must agree how the holding fee gets rolled into the deposit, and under what conditions the fee will be returned. In general, owners need to accept responsibility for making needed repairs to a unit required by the initial housing quality standards (HQS) inspections and can only keep the holding fee if the client is at fault for not entering into a lease.
- C. Security deposit assistance.** The PHA may provide security deposit assistance for the family. The amount of the security deposit assistance may not exceed the lesser of two months' rent to owner, the maximum security deposit allowed under applicable state and/or local law, or the actual security deposit required by the owner. The PHA may choose to pay the security deposit assistance directly to the owner or may pay the assistance to the family, provided the PHA verifies the family paid the security deposit. The PHA may place conditions on the security deposit assistance, such as requiring the owner or family to return the security deposit assistance to the PHA at the end of the family's tenancy (less any amounts retained by the owner in accordance with the lease). Security deposit assistance returned to the PHA must be used for either services fee eligible uses or other EHV administrative costs.
- D. Utility deposit assistance/utility arrears.** The PHA may provide utility deposit assistance for some or all of the family's utility deposit expenses. Assistance can be provided for deposits (including connection fees) required for the utilities to be supplied by the tenant under the lease. The PHA may choose to pay the utility deposit assistance directly to the utility company or may pay the assistance to the family, provided the PHA verifies the family paid the utility deposit. The PHA may place conditions on the utility deposit assistance, such as requiring the utility supplier or family to return the utility

¹⁰ In some markets, non-refundable administrative fees are becoming more common

deposit assistance to the PHA at such time the deposit is returned by the utility supplier (less any amounts retained by the utility supplier). In addition, some families may have large balances with gas, electric, water, sewer, or trash companies that will make it difficult if not impossible to establish services for tenant-supplied utilities. The PHA may also provide the family with assistance to help address these utility arrears to facilitate leasing. Utility deposit assistance that is returned to the PHA must be used for either services fee eligible uses or other EHV administrative costs.

iii. Owner-related uses.

A. Owner recruitment and outreach. The PHA may use the service fee funding to conduct owner recruitment and outreach specifically for EHV. In addition to traditional owner recruitment and outreach, activities may include conducting pre-inspections or otherwise expediting the inspection process, providing enhanced customer service, and offering owner incentive and/or retention payments (see paragraph B that follows below).

B. Owner incentive and/or retention payments. The PHA may make incentive or retention payments to owners that agree to initially lease their unit to an EHV family and/or renew the lease of an EHV family. The PHA may design the owner incentive payment to meet its specific needs (such as, for example, limiting the incentive payments to new owners or owners in high opportunity neighborhoods, or structuring all or part of the payment as a damages or unpaid rent mitigation fund, where the owner receives the mitigation payment only if the security deposit is insufficient to cover damages and other amounts owed under the lease). The PHA may condition the offer of the owner incentive payment on the owner's agreement to abide by certain terms and conditions. For example, the PHA could require the owner to agree to contact and work with the family's CoC case manager or other intervention services (assuming such services are available) should lease violations or other tenant-related issues arise during the assisted tenancy before taking action to evict the tenant.

HUD anticipates that owner incentive/retention payments would typically be made as a single payment at the beginning of the assisted lease term (or lease renewal if a retention payment). However, regardless of the frequency that the PHA chooses to make such payments, owner incentive/retentions payments are not housing assistance payments and are not part of the rent to owner. Owner incentive/retention payments are not taken into consideration when determining whether the rent for the unit is reasonable.

iv. Other eligible uses.

A. Moving expenses (including move-in fees and deposits). The PHA may provide assistance for some or all of the family's reasonable moving expenses

when they initially lease a unit with the EHV. The PHA may not provide moving expenses assistance for subsequent moves unless the family is required to move for reasons other than something the family did or failed to do (e.g., the PHA is terminating the HAP contract because the owner did not fulfill the owner responsibilities under the HAP contract or the owner is refusing to offer the family the opportunity to enter a new lease after the initial lease term, as opposed to the family choosing to terminate the tenancy in order to move to another unit), or a family has to move due to domestic violence, dating violence, sexual assault, or stalking, for example.

- B. Tenant-readiness services.** The PHA may use the services fee funding to help create customized plans to address or mitigate barriers that individual families may face in renting a unit with an EHV, such as negative credit, lack of credit, negative rental or utility history, or to connect the family to other community resources (including COVID-related resources) that can assist with rental arrears.
- C. Essential household items.** The PHA may use the services fee funding to assist the family with some or all of the costs of acquiring essential household items as defined by the PHA (e.g., tableware, bedding, etc.).
- D. Renter's insurance if required by the lease.** The PHA may use the services fee funding to assist the family with some or all of the cost of renter's insurance, but only in cases where the purchase of renter's insurance is a condition of the lease.

Washtenaw County Continuum of Care

Addendum to Coordinated Entry Policies and Procedures to Address COVID-19 Public Health Crisis

In response to the COVID-19 pandemic and new public health needs, temporary changes to the Washtenaw County Continuum of Care (CoC)'s Coordinated Entry Policies and Procedures are necessary to mitigate the virus' impact on those experiencing homelessness. These adjustments are made in light of vast new resources available through the Coronavirus Aid, Relief, and Economic Security (CARES) Act and are informed by federal, state, and local public health and housing guidance.

The U.S. Department of Housing and Urban Development has [advised](#) CoCs to make sure their "prioritization criteria efficiently and accurately targets resources to families and individuals impacted by or at high risk of being impacted by COVID-19." According to [the Centers for Disease Control and Prevention](#), those ages 65 and older and people of all ages with underlying medical conditions are at higher risk than most others living unsheltered or in congregate settings.

To address evolving threats to public health due to COVID-19, the Washtenaw County Continuum of Care will adhere to the following prioritization criteria:

PSH Prioritization (Individuals)

1. CH status
2. COVID-19 at-risk
3. VI-SPDAT Score (highest to lowest): 8+
4. Mental health vulnerability: mental health status (including substance use) makes it impossible for them to stay safely outside or in a shelter
5. Length of time homeless: priority to those experiencing the longest histories of homelessness, based on the date of the VI-SPDAT and/or additional homelessness history present within HMIS will also be utilized to document this length of time

PSH Prioritization (Families)*

1. CH status
2. Families currently receiving RRH and have been identified for PSH**
3. VI-SPDAT Score (highest to lowest): 9+
4. Medical/physical vulnerability
5. Mental health vulnerability: mental health status (including substance use) makes it impossible for them to stay safely outside or in a shelter
6. Length of time homeless: priority to those experiencing the longest histories of homelessness, based on the date of the VI-SPDAT and/or additional homelessness history present within HMIS will also be utilized to document this length of time

*Existence of a COVID-19 risk factor among any member of the household will be used as a tiebreaker when necessary.

Due to the PSH resource constraints for families, RRH is used for many families that score in the PSH VI-SPDAT range. These households **will receive priority for PSH openings BEFORE new clients (regardless of VI-SPDAT assessment scores) as stated in the CHP FAQs.

RRH Prioritization (Families)

1. COVID-19 at-risk (any member of the household)
2. VI-SPDAT Score (highest to lowest) (based on the quantity of available units, RRH will be targeted through an equal distribution of VI-SPDAT scores)*

3. Unsheltered status^{**}: unsheltered sleeping location prioritized over a household in emergency shelter
4. Mental health vulnerability: mental health status (including substance use) makes it impossible for them to stay safely outside or in a shelter
5. Length of time homeless: priority to those experiencing the longest histories of homelessness, based on the date of the VI-SPDAT and/or additional homelessness history present within HMIS will also be utilized to document this length of time

*Based on the quantity of available units, RRH will be targeted through an equal distribution of VI-SPDAT scores. Total family RRH opening search fiscal year will be referred for placement in the following way:

- 1/3 of total openings will be filled by households scoring in the 14-22 range
- 1/3 of total openings will be filled by households scoring in the 9-13 range
- 1/3 of total openings will be filled by households scoring in the 4-8 range

^{**}Families in emergency shelter will get priority for RRH openings over families with a higher VI-SPDAT score who have no connection to an agency – and whose literal homeless status cannot be verified. This does not mean sheltered families always get priority for RRH; it is only for cases where an unsheltered family's homeless status (and eligibility for RRH) cannot be verified.

RRH Prioritization (Individuals)

1. COVID-19 at-risk
2. VI-SPDAT Score (highest to lowest) (based on the quantity of available units, RRH will be targeted through an equal distribution of VI-SPDAT scores)*
3. Length of time homeless

*Based on the quantity of available units, RRH will be targeted through an equal distribution of VI-SPDAT scores. Total individual RRH openings each fiscal year will be referred for placement in the following way:

- 1/3 of total openings will be filled by individuals scoring in the 13-17 range
- 1/3 of total openings will be filled by individuals scoring in the 8-12 range
- 1/3 of total openings will be filled by individuals scoring in the 4-7 range

Rapid Exit Prioritization (Individuals & Families)

1. COVID-19 at-risk (any member of the household)
2. VI-SPDAT Score
3. Length of time homeless

Housing Choice Voucher (HCV) Retention Program

Eligibility:

1. Has an active MSHDA Housing Choice Voucher, and
2. Meets Category 1 Literally Homeless Definition

Prioritization:

1. Households not connected to a housing case manager
2. Households with the soonest documentation deadline

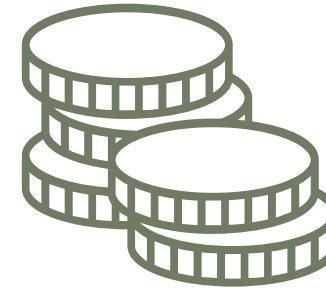
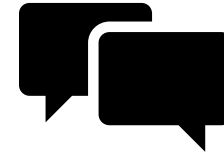
In order to stay informed of best practices and public health risks, the Washtenaw County Office of Community and Economic Development and CoC agencies will continue to partner closely with the Washtenaw County Health Department and follow guidance from the Michigan Department of Health and Human Services and the Center for Disease Control and Prevention. The Washtenaw County Health Department will determine the end of the COVID-19 crisis for the purposes of this addendum.

Washtenaw CoC Diversion

JANUARY TO APRIL 2021

Families

44 Diversion Conversations

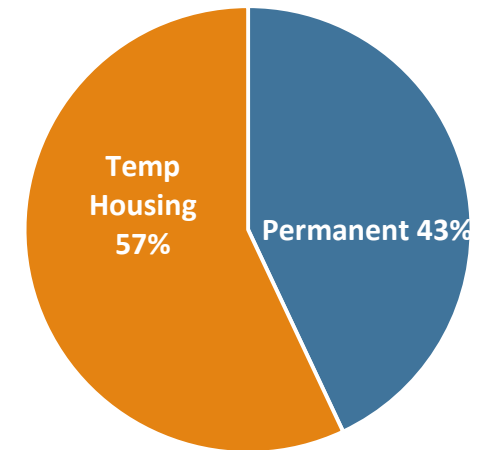
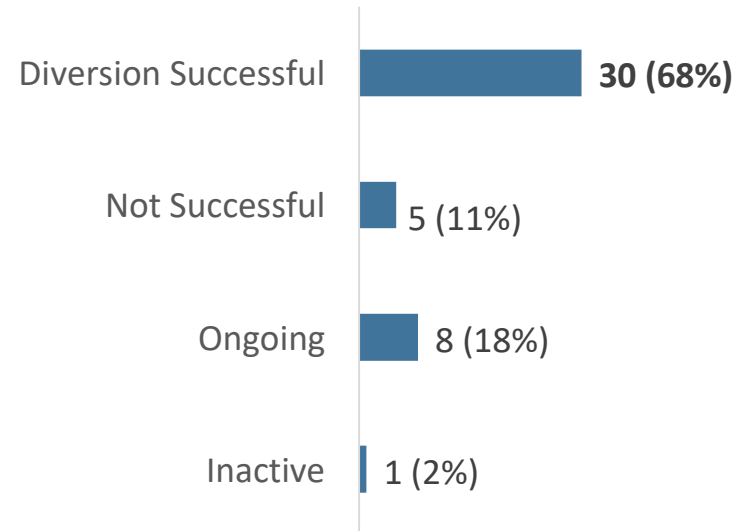


Total need:
\$8,002

Average Need:
\$182

153 Persons

Outcomes

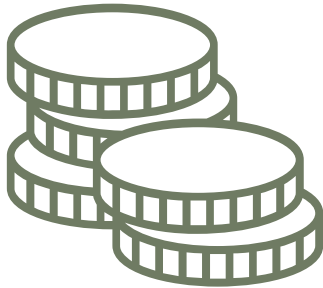


62% Exited to Family/Friends

1 Return
to shelter (3%)

Single Adults

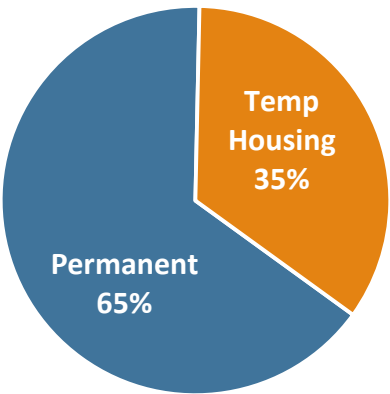
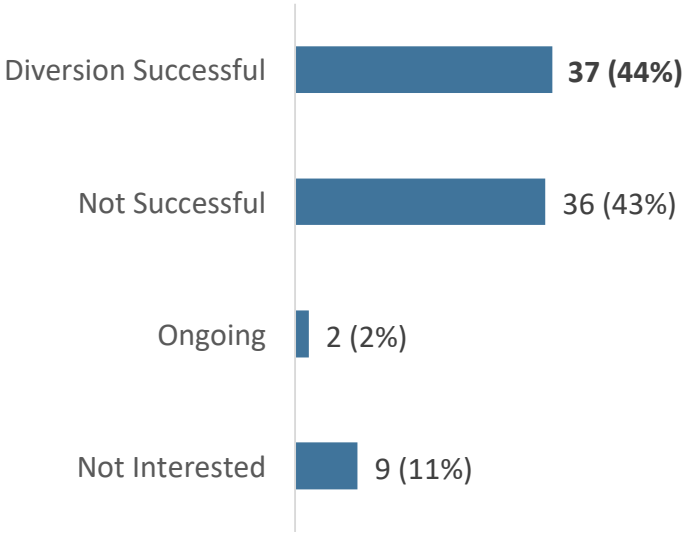
84
Diversion
Conversations



Total need:
\$7,434

Average Need:
\$88.50

Outcomes



78% Exited to Family/Friends

7 Returns
to shelter
(19%) 43



May 5, 2021

Dear Washtenaw Coordinated Funders Leadership:

The Washtenaw Housing Alliance (WHA) is a unique coalition of nonprofit and government entities that serve people experiencing homelessness or who are at-risk of homelessness in Washtenaw County. Our member agencies include housing and homeless service providers, as well as human services organizations that support individuals who are housing insecure and in need of other resources such as food assistance, physical and behavioral healthcare, and youth support. Many of the WHA member agencies currently receive funding from the Washtenaw Coordinated Funders (CoFu) for critical safety net services that support our most vulnerable community members in Washtenaw County. As the CoFu partners cease operations as a funding collaborative on June 30, 2021, there is great concern among our member agencies that they will not be able to provide the critical services and programs to Washtenaw County's neediest community members due to lack of funding.

WHA recently conducted a survey about Coordinated Funding with our member agencies, and the survey results – along with recommendations for next steps – are attached to this letter for your review. On behalf of our member agencies, and all agencies that receive funding from Washtenaw Coordinated Funders, the WHA requests the following:

- **Continued Funding for One Year through June 30, 2022 at 100%**, for all agencies that currently receive CoFu funding
- **Community Input and a Transparent Design Process** about the future of human services investments in Washtenaw County
- **Washtenaw County Board of Commissioners Working Session** to provide meaningful engagement with service providers about critical safety net services
- **Commitment to On-going and Increased Investment in Safety Net Services and Investment in the Operations of Service Providers** by all CoFu partners

We are still in the middle of a public health crisis with the COVID-19 pandemic. Now more than ever, we need to approach the end of CoFu- and beginning of a new funding model - in a coordinated and strategic way. Please let us schedule a meeting as soon as possible to discuss the survey results and urgent requests we have made as part of this letter and on behalf of our member agencies that receive Coordinated Funding dollars. Please contact Amanda Carlisle at (734) 222-3575 or carlislea@washtenaw.org by May 12, 2021 in order to schedule a time to meet with the WHA and representatives from our member agencies.

Sincerely,

Amanda Carlisle
WHA Executive Director

Sandi Smith
WHA Board President



WHA Member Agencies – Coordinated Funding Survey Report May 2021

Introduction

The [Washtenaw Housing Alliance](#) (WHA) is a unique coalition of nonprofit and government entities that serve people experiencing homelessness or who are at-risk of homelessness in Washtenaw County. Our member agencies include housing and homeless service providers, as well as human services organizations that support individuals who are housing insecure and in need of other resources such as food assistance, physical and behavioral healthcare, and youth support.

Many of the WHA member agencies currently receive funding from the [Washtenaw Coordinated Funders](#) (CoFu) for critical safety net services that support our most vulnerable community members in Washtenaw County. Last fall, CoFu partners announced they had reached a decision, based on community feedback, independent evaluation and the current state of the community, to cease operations as a funding collaborative at the end of the fiscal year, June 30, 2021. Following this announcement, the WHA heard from many of our member agencies with great concern that they will not be able to provide the critical services and programs to Washtenaw County's neediest community members due to lack of future funding. This concern also comes at a time when these agencies have responded to increased needs due to the COVID-19 pandemic; many people have completely lost their traditional support networks and have reached out to our member agencies for the first time ever, and these agencies have responded.

In April 2021, the WHA conducted a survey of our member agencies about the impact of Coordinated Funding on their operations, and the survey results are below. A total of **14 agencies completed the survey**, with one member from each agency completing the survey to avoid duplicate responses. Note that while most member-agencies that completed the Coordinated Funding survey are primarily funded under the "Housing and Homelessness" category, not all agencies' programs are funded in this category. **Following the survey results, the report also includes a section with requests WHA is making to the Coordinated Funders, on behalf of our member agencies and all agencies that receive Coordinated Funding grants.**

Survey Results

Average # of CoFu Grants: 2.29 Grants per Agency	Total Annual CoFu Funding: \$2.26M
Average Grant Sizes Varied: Less than \$100K - \$300K+	Amount of Funding Leveraged from CoFu Grants: \$5.4M+

- **Types of Programming that Coordinated Funding Grants Support:**

Agencies reported a range of critical safety net programming that the Coordinated Funding grants support, including: homeless system coordinated entry call center; eviction prevention; street outreach; emergency shelter; transitional housing; permanent housing; food assistance; early childhood and youth programming; health-related services, including mental healthcare and physical healthcare; and, housing supports and other case management services (transportation; caregiver support; child abuse prevention services; and, senior services).

- **Concern about Program Funding once Annual Coordinated Funding Grants End:**

When asked the question, “Are you concerned about what will happen to your program’s funded by Coordinated Funding, once annual Coordinated Funding grants end this June?”, **every agency indicated they are concerned** about what will happen to their program’s funding once annual Coordinated Funding grants end in June 2021.

- **Several agencies indicated they will end the program** that is currently funded by Coordinated Funding.
- Other agencies indicated it is **very difficult to secure on-going program operations funding** from foundations and private philanthropy for these critical safety net services supported through Coordinated Funding. One agency responded, “...*The concern is many grants are one time only and therefore not permanent, which means the application process is ongoing to maintain [these] program[s].*”

“At this time, we are experiencing great uncertainty. We are hoping to obtain program funding from the United Way of Washtenaw County and Washtenaw County’s OCED through the human services grants they are currently developing. We do not have a solid plan. At this time, we do not know if there will be funding caps or what any other eligibility criteria will be determined. We are also unsure about the timeline that these grants will follow.” – Survey Respondent

- **Open-ended Responses Provide Highlight of Stress Agencies are Experiencing:**

Agencies were invited to share any additional thoughts, questions or concerns about Coordinated Funding grants and the vital services provided through the programs funded. Here is a sample of the responses received:

- **“COFU model not only provided much needed resources; as a system, it fostered a culture of collaboration, accountability, and productive communication.** It was a true partnership between community organizations and funders. The system was far from perfect and certainly needed improvements. However, it was a much better option than having no system and no funding. During these difficult times with the COVID-19 pandemic and economic downturn, the work of the nonprofits is not only important, it’s absolutely imperative. Therefore, **more than ever we need our funders to show leadership and “seize the opportunity” to support the safety net services...**”
- **“We appreciated the lead time on the dissolution of the partnership and look forward to seeing if we can continue to work with the individual members. Washtenaw United Way did an excellent job of informing grantees of what is ahead to the best of their ability and held a meeting to let people know what to expect and where they stand in the change process. It would be helpful to know where other [funder] agencies are in the process.** It would be especially helpful to know what the public sector funders are planning.”

“It’s concerning to have safety net services unfunded during a pandemic particularly food, shelter, and health care. We are all expanding services and facing more costs as a result.” - Survey Respondent



- “The notification, including **lack of clarity in the messaging** on where this \$4 million annually is going for support after ceasing operations is shocking. Further, not all funders reached out, therefore, grass roots intel occurred between nonprofit leaders to put the pieces together...**The decision and entire process is exquisitely disappointing during a pandemic** and for Safety Net organizations that still need to take care of the most vulnerable in our catchment and **ALREADY** have funding gaps that require administrative time and costs to write grants and solicit donors...”

Transitional Funding Announcements in Mid-April

In mid-April, shortly after the WHA conducted its Coordinated Funding survey, agencies received letters from Washtenaw County Office of Community and Economic Development (OCED) and the United Way of Washtenaw County about transitional funding grants that will be made available after Coordinated Funding ends on June 30, 2021. OCED indicated agencies may receive continued funding for 6-months, at a reduced rate of 75%, in the form of transition grants. OCED also clarified there is approximately \$750,000 total for this support. United Way indicated transition grants would be available to agencies but did not provide further details. Some agencies also previously received notification from the Ann Arbor Area Community Foundation (AAACF) that they will receive 50% of their grant award for 6-months.

WHA Requests

The original purpose of Coordinated Funding was to provide *reliable, multi-year funding grants* to nonprofits that provide critical safety net services in Washtenaw County. Since 2018, when the last CoFu funding competition was conducted ([see 2018-2020 grants awards here](#)), agencies have been in limbo as to the future of Coordinated Funding. On behalf of our member agencies, and all agencies that receive funding from Washtenaw Coordinated Funders, the WHA requests the following:

- **Continued Funding for One Year at 100%, for all agencies that currently receive CoFu funding:**
While decisions are being made about the on-going investment in human services in Washtenaw County, we ask for a funding commitment of 12-months, beginning July 1, 2021, for the full amount (100%) of grant funding currently provided to CoFu-funded agencies.
 - As stated in the section above, agencies recently received letters from some Coordinated Funders about possible transitional funding. The CoFu model allowed grants to be funded from one or several funders; the piecemeal approach to transition funding, however, is causing great uncertainty for grantees. For example, while 75% of funding from OCED may not seem like a massive cut, for some grants this does not represent the full amount covered by CoFu, and thus, overall funding levels for some programs will be cut at greater percentages than others.
 - Agencies have patiently waited for a response from Coordinated Funders, since letters were sent out in November 2020 indicating the dissolution of the partnership, but a long-term plan has not been formulated or communicated. Many agencies have July to June fiscal years, or October to September fiscal years, and they have not been provided ample time to plan for and adjust their programming, and agency budgets, for such massive cuts to critical program funding.
- **Community Input and a Transparent Design Process:** We request that providers be included in a community input and transparent design process about the future of human services investments in Washtenaw County.



- While Coordinated Funding has not been perfect, the benefit of Coordinated Funding is that it provides partnership and accountability between multiple funder agencies and nonprofits in order to deliver critical services to the lowest-income and most marginalized community members in Washtenaw County. Providers have been completely removed from the conversation about what is next after Coordinated Funding. Providers would have expected some level of engagement in these conversations, whether it was through listening sessions; surveying of providers; focus groups; or, other avenues.
- We know funders have spent significant time processing the end of Coordinated Funding, and what may come next but this work has all been internal to the funders. As the funders' partners in the creation and execution of the CoFu model over the past 10 years, we feel strongly that the conversation should be much more inclusive and open, and we request you include service providers in future discussions.
- **Washtenaw County Board of Commissioners Working Session:** It is particularly critical that the government partners in Coordinated Funding, who are overseeing public dollars and investments, provide meaningful engagement with nonprofits about the future use of public resources for critical safety net services.
 - If these conversations are happening in other venues, government partners should openly provide the meeting times and dates, and locations, so that service providers can attend.
 - Furthermore, we request that the Washtenaw County Board of Commissioners, in partnership with other government parties that contribute to Coordinated Funding, conduct a *Working Session about the future of safety net services in Washtenaw County*. This would provide an opportunity for agencies to share with decision-makers, and the public, the struggles they are facing - and important decisions they must make to their operations - because of CoFu funding cuts. These agencies miss the partnership that has been part of the Coordinated Funding model and they ask that government partners worry together with them about what will happen to critical safety net services in the community.
- **Commitment to On-going and Increased Investment in Safety Net Services and Investment in the Operations of Service Providers:** Our member agencies have great concern for the clients they serve and for the community. We ask that all CoFu partners commit to providing on-going and increased investments in critical safety net services.
 - During the 2018-2020 Coordinated Funding cycle, Coordinated Funders received \$8M in requests for funding, and funded \$4M in requests. We know, given that we are still experiencing the COVID-19 pandemic, that agency needs are much greater than even the \$8M requested several years ago. We need a commitment for increased investments in human services.

Conclusion

Our member agencies provide critical safety net services to those who are most in need in Washtenaw County but they cannot do it without program funding, especially as client needs continue to grow during the COVID-19 pandemic. As these agencies face Coordinated Funding cuts, they feel a great responsibility to explain the consequences of these funding cuts, in order to prepare the community that services that so many community members rely on will not be available in the future without funding. Now more than ever, we need to approach the end of CoFu- and beginning of a new funding model - in a coordinated and strategic way.