

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
DERRELL SLAUGHTER

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

HUMAN SERVICES COMMITTEE
TODD TENNIS, CHAIR
RYAN SEBOLT
DERRELL SLAUGHTER
CHRIS TRUBAC
ERIN GRAHAM
ROBIN NAEYAERT
RANDY MAIVILLE

INGHAM COUNTY BOARD OF COMMISSIONERS

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THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, MAY 17, 2021 AT 6:30 P.M.
THE MEETING WILL BE HELD VIRTUALLY AT <https://ingham.zoom.us/j/84825600841>.

Agenda

Call to Order

Approval of the [May 3, 2021](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Community Health Center – Interviews
2. Community Mental Health – Resolution to Authorize an Agreement with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties ([CMH](#)) Utilizing American Rescue Plan Act of 2021 Funds to Develop a Community Outreach, Navigation, and Prevention Team Targeting Youth Aged Birth to 21
3. Capital Area Housing Partnership – Resolution to Authorize a Contract with Capital Area Housing Partnership ([CAHP](#)) for an American Rescue Plan Funded Emergency Mortgage and Utility Assistance Program
4. Health Department
 - a. Resolution to Authorize an [Amendment to Resolution #21-037](#)
 - b. Resolution to Authorize [Amendment #4](#) to the 2020 – 2021 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services under the Master Agreement
 - c. Resolution to Authorize an Agreement with [LHD Academy of Science](#)
5. Parks Department
 - a. Resolution to Authorize the Ingham County Parks Department to Accept [Donations](#)
 - b. McNamara Landing and Riverbend Natural Area Vehicle [Entrance Fees](#) (*Discussion*)

Announcements

Public Comment

Adjournment

PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES OR SET TO MUTE OR VIBRATE TO AVOID DISRUPTION DURING THE MEETING

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org.

HUMAN SERVICES COMMITTEE

May 3, 2021
Draft Minutes

The meeting was called to order by Chairperson Tennis at 6:30 p.m. virtually via Zoom in accordance with Public Act 228 of 2020 regarding the Open Meetings Act and State of Emergency declared by the Board of Commissioners for Ingham County. A roll call attendance vote and the present location of the Committee members was taken for the record.

Members Present: Tennis (Ingham County, Michigan), Sebolt (Ingham County, Michigan), Slaughter (Ingham County, Michigan), Trubac (Ingham County, Michigan), Graham (Eaton County, Michigan), Naeyaert (Ingham County, Michigan), and Maiville (Ingham County, Michigan).

Members Absent: None.

Others Present: Commissioner Peña, Jared Cypher, Carolyn Brokob-Bartkowiak, Liz Noel, Lori Noyer, and Michael Tanis.

Approval of the April 19, 2021 Minutes

CHAIRPERSON TENNIS STATED THAT, WITHOUT OBJECTION, THE MINUTES OF THE APRIL 19, 2021 HUMAN SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN.

Additions to the Agenda

None.

Limited Public Comment

None.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. NAEYAERT, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

2. Health Department – Resolution to Authorize the Acceptance of Grant Funds from the National Association of City and County Health Officials and to Authorize Agreements with Voces De La Comunidad, Action of Greater Lansing, the Village Lansing, and Salus Center
3. Controller's Office – Resolution to Authorize Adjustments to the 2021 Ingham County Budget

THE MOTION CARRIED UNANIMOUSLY.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY.

1. Health Services Millage – Ingham Health Plan Corporation 2020 Annual Millage Report
(*Presentation/Discussion*)

Lori Noyer, Ingham Health Plan Corporation (IHP) Executive Director, presented the 2020 Annual Millage Report to the Human Services Committee.

Chairperson Tennis asked when IHP began to offer dental services.

Ms. Noyer stated that dental services had been in place for a while. She further stated that in 2018, IHP added the second subsection of people.

Chairperson Tennis stated that he thought IHP's experience was similar to most other insurers as it related to health providers as the COVID-19 pandemic reduced the number of people who sought out non-critical procedures. He further stated that unlike Ingham Community Health Centers (ICHC) that lost revenue because of the COVID-19 pandemic, IHP saved expenses.

Chairperson Tennis asked if he was correct that IHP spent under \$1,000 per IHP member, per year, but that it was probably less than that amount because of a reduction in usage.

Ms. Noyer stated yes. She further stated that the amount was a variable number based on a number of factors.

Chairperson Tennis stated that IHP was an insurance-type of program. He further stated that while it did not provide medical services, it covered the cost of medical services.

Chairperson Tennis stated that in the past, ICHC enrolled members into IHP, so that ICHC would be paid. He further stated that ICHC had sliding-scale fees based on income, so this helped to shore up the bottom line for ICHC by providing a thin-veneer of coverage for primary care services.

Commissioner Sebolt asked if the number of IHP members was low in 2021 or if it was swinging back upwards.

Ms. Noyer stated that it was low in 2021. She further stated that IHP would continue to experience low numbers since there were a number of factors, including Medicaid would continue not to kick anyone off, the marketplace for the Affordable Care Act (ACA) was open for a special enrollment period, and the ACA subsidies to lower healthcare premiums offered through the American Rescue Plan Act of 2021.

Ms. Noyer stated that IHP continued to reach out to immigrant agencies and small businesses. She further stated that IHP continued to grow their online presence to build public awareness.

Commissioner Naeyaert stated that for the people who paid for the millage, IHP had too few people enrolled to be cost effective. She further stated that if IHP was to continue, she believed the County should look at a reduction in the millage due to the continued low numbers of enrollment.

Chairperson Tennis asked if it was true that the number of enrollments had not increased over the last seven years.

Ms. Noyer stated no. She further stated that IHP usually budgeted for 1,800 members, and in 2019, there were over 2,000 members.

Commissioner Naeyaert stated that 2019 was a high year in the last seven years.

Chairperson Tennis stated that their numbers had trended upward until the COVID-19 pandemic. He further stated that he would not be averse to look at a reduction in the millage, but he thought it was too early to tell based on the COVID-19 pandemic.

Chairperson Tennis stated that the best outcome would be that there would no longer be a need for IHP because everyone in the County had affordable health insurance, but the County was not there yet. He further stated that IHP had always been a stopgap measure for people in the middle.

Commissioner Naeyaert stated that if that was the case, the County might want to look at a millage to cover all uninsured constituents. She further stated that it was a lot of cost for members that would not go without medical or dental care.

Discussion.

Commissioner Sebolt asked if the numbers provided included immigrant and refugee populations.

Ms. Noyer stated yes.

Commissioner Slaughter asked if Ms. Noyer could provide a preview of 2021, in particular, around the initiative to cover mental health services.

Ms. Noyer stated that she learned through working with Sara Lurie, CMH Chief Executive Officer, there was a gap in services for people who experienced mild-to-moderate mental health diagnoses. She further stated that per their mandate, CMH focused on the severe-to-persistent mental health conditions.

Ms. Noyer stated that IHP began to explore if this was a benefit that could be provided to members. She further stated that the Board of Commissioners approved this benefit design as a reimbursable-approved millage expense, and this month, she would be taking this to the IHP Board of Directors to approve adding this benefit.

Announcements

None.

Public Comment

Commissioner Peña stated that the bike co-op had success with their sale on April 15. He further stated that the bike co-op would be repeating their sale on May 15, in case Commissioners had old bikes they would like to donate.

Adjournment

The meeting was adjourned at 7:12 p.m.

MAY 17, 2021 HUMAN SERVICES AGENDA

STAFF REVIEW SUMMARY

ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions

2. Community Mental Health - Resolution to Authorize an Agreement with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) Utilizing American Rescue Plan Act of 2021 Funds to Develop a Community Outreach, Navigation, and Prevention Team Targeting Youth Aged Birth to 21

This resolution approves a draft concept targeting youth aged birth to 21 in Ingham County with the vision of creating a team of Behavioral Health Professionals providing a variety of outreach, engagement, prevention, and direct services in a multitude of community locations. The proposed amount of \$450,000 would fund a team of four Youth Prevention Mental Health Therapists and .25 FTE Coordinator with additional funds leveraged to enhance efforts via existing CMHA-CEI prevention and outreach funds. The time period covered by this request would be June 1, 2021-March 31, 2023.

3. Capital Area Housing Partnership - Resolution to Authorize a Contract with Capital Area Housing Partnership (CAHP) for an American Rescue Plan Funded Emergency Mortgage and Utility Assistance Program

The Ingham County COVID Emergency Mortgage and Utility Assistance Program (Program) is designed to keep Ingham County residents who fell behind on their mortgage and utilities during the COVID-19 pandemic in their homes. The Program utilizes a collaborative community process to expedite mortgage and utility assistance to COVID-19 effected homeowners. Mortgage, utility, and internet assistance in the amount of \$1,000,000 will be distributed through Capital Area Housing Partnership (CAHP).

4. Health Department

- a. Resolution to Authorize an Amendment to Resolution #21-037

This resolution authorizes the amendment of Resolution #21-037 to allow DAP to provide ICHD with nurses to assist with COVID-19 vaccination efforts in long-term care facilities, skilled nursing facilities, and other vaccination efforts in Ingham County for an amount not to exceed \$40,000, bringing the total amount of the agreement to \$60,000, effective upon execution through July 31, 2021. Costs will be covered through the grant authorized in Resolution #21-156.

- b. Resolution to Authorize Amendment #4 to the 2020 – 2021 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services under the Master Agreement

This resolution amends the FY21 Master Agreement by increasing funding for an amount not to exceed \$44,159 effective October 1, 2020 through September 30, 2021. The revised resolution makes the following specific changes to the program budget:

Public Health Emergency Preparedness (7/01 – 9/30): increase of \$37,659 from \$0.00 to \$37,659
Children’s Special Health Care Services Outreach & Advocacy: increase of \$4,370 from \$177,676 to \$182,046
WIC Resident Services: increase of \$11,130 from \$1,392,745 to \$1,403,875
Vector Borne Surveillance & Prevention: decrease of \$9,000 from \$9,000 to \$0.00

- c. Resolution to Authorize an Agreement with LHD Academy of Science

This resolution authorizes an agreement with LHD Academy of Science (AOS) for an amount not to exceed \$2,000 effective upon approval through one year and to be renewed annually thereafter. The agreement will allow for the purchase of survey software that will close the gap in data sharing and measurement and allow for increased collaboration with partners.

5. Parks Department

a. *Resolution to Authorize the Ingham County Parks Department to Accept Donations*

This resolution authorizes the Parks Department to accept monetary and/or material gifts which will assist the Parks with facility improvements, programs, and events.

OTHER ITEMS:

1. Community Health Center – Interviews

5. Parks Department

b. *McNamara Landing and Riverbend Natural Area Vehicle Entrance Fees (Discussion)*

Agenda Item 2

TO: Board of Commissioners Human Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

DATE: May 7, 2021

SUBJECT: Resolution Authorizing an Agreement with CMH Utilizing American Rescue Plan Act of 2021 Funds to Develop a Community Outreach, Navigation, and Prevention Team Targeting Youth Age Birth - 21

For the meeting agendas of May 17 and May 19

BACKGROUND

This resolution approves a draft concept targeting youth aged birth to 21 in Ingham County with the vision of creating a team of Behavioral Health Professionals providing a variety of outreach, engagement, prevention, and direct services in a multitude of community locations. The proposed amount of \$450,000 would fund a team of four Youth Prevention Mental Health Therapists and a .25 FTE Coordinator with additional funds leveraged to enhance efforts via existing CMHA-CEI prevention and outreach funds. The time period covered by this request would be June 1, 2021-March 31, 2023.

ALTERNATIVES

Absent this, or other innovative programs like this during the pandemic, families may continue to wait until youth symptoms escalate in severity prior to accessing services, resulting in higher rates of psychiatric inpatient hospitalization, whereas previously they would bring their youth in much earlier and receive services that would mitigate the need for those hospitalizations.

FINANCIAL IMPACT

- Blended funding between CMHA - CEI Medicaid funding, CMHA-CEI Outreach and Prevention funding, and also requested Mental Health Block Grant Funding
- Requesting \$450,000 in funds to help support 4.25 FTE staff across the county through all the below locations (each staff would have primary locations they would be assigned to and located at for sections of the week). This could be reduced should we be approved for any Mental Health Block Grant Funding to help support the project.
- Time frame for funding request:
 - FY2021: June 1, 2021 – September 30, 2021 \$80,000
 - FY2022: October 1, 2021 – September 30, 2022 \$240,000
 - FY2023: October 1, 2022 – March 31, 2023 \$130,000

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of promoting accessible health care.

OTHER CONSIDERATIONS

The Healthy! Capital Counties 2018 Community Needs Assessment also included youth voice via a youth photo voice project. Participating youth expressed issues and views that they have observed in their schools and communities. Identified in the report as frequently mentioned concerns for them and their peers include anxiety, depression, drugs and alcohol, bullying, negative effects of technology and poor eating habits/poor nutrition.

When looking at community aspects that would help them to be healthier, they mentioned sports inside and outside of schools, more free opportunities for exercise, affordable healthy food, and additional support for mental health problems.

In addition to the data above, CMH has been alarmed by the prevalence of gun violence and suicides completed by youth and young adults in our communities and across the nation.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON, AND INGHAM COUNTIES (CMH) UTILIZING AMERICAN RESCUE PLAN ACT OF 2021 FUNDS TO DEVELOP A COMMUNITY OUTREACH, NAVIGATION, AND PREVENTION TEAM TARGETING YOUTH AGED BIRTH TO 21

WHEREAS, H.R. 1319 of the 117th Congress, also known as the American Rescue Plan Act of 2021 became law on March 11, 2021; and

WHEREAS, *Title IX, Subtitle M – Coronavirus State and Local Fiscal Recovery Funds* of the American Rescue Plan provides funding to metropolitan cities, nonentitlement units of local government, and counties to mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (COVID-19); and

WHEREAS, eligible uses of the American Rescue Plan funds include:

- (A) to respond to the public health emergency with respect to COVID-19 or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- (B) to respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers of the metropolitan city, nonentitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;
- (C) for the provision of government services to the extent of the reduction in revenue of such metropolitan city, nonentitlement unit of local government, or county due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, nonentitlement unit of local government, or county prior to the emergency;
- (D) to make necessary investments in water, sewer, or broadband infrastructure; and

WHEREAS, Ingham County is projected to receive \$56,710,344 in American Rescue Plan funds in two separate tranches of \$28,355,172, the First Tranche Amount to be received within 60 days of bill enactment and the Second Tranche Amount not earlier than 12 months after the first tranche payment is received; and

WHEREAS, the Ingham County Board of Commissioners desires to utilize the First Tranche Amount to swiftly and effectively provide aid to those Ingham County residents and businesses most affected by COVID-19; and

WHEREAS, the impact of the COVID-19 pandemic on the lives of children will not be fully realized for years to come; and

WHEREAS, CMH is already seeing initial disruptions in the provision of services for children with serious emotional disturbances; and

WHEREAS, CMH proposes to address these gaps and needs in the community by drawing upon COVID-19 supplemental funding to serve children with serious emotional disturbance in two main areas; and

WHEREAS, the funds from this request will be blended with additional funding sources to create a CMH Youth Outreach and Prevention team; and

WHEREAS, a team of Behavioral Health Professionals will provide a variety of outreach, engagement, prevention, and direct services in a multitude of community locations (such as community centers, schools, and homeless shelters) to serve the goals outlined in the attached proposal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract not to exceed \$450,000 with CMH for services provided to Ingham County residents for the period of June 1, 2021 through March 31, 2023.

BE IT FURTHER RESOLVED, that funds for this contract with CMH will come from Ingham County's allocation of funds from the American Rescue Plan Act of 2021.

BE IT FURTHER RESOLVED, that the funds will be utilized by CMH for services as provided in the attached proposal.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

Community Mental Health Authority of Clinton, Eaton, and Ingham Counties

Draft Concept Community Outreach, Navigation, and Prevention Team Targeting Youth aged birth to 21.

Summary of proposal: This proposal lays out a draft concept targeting youth aged birth to 21 in Ingham County with the vision of creating a team of Behavioral Health Professionals providing a variety of outreach, engagement, prevention, and direct services in a multitude of community locations. The proposed amount of \$450,000 would fund a team of four Youth Prevention Mental Health Therapists and .25 FTE Coordinator with additional funds leveraged to enhance efforts via existing CMHA-CEI prevention and outreach funds. The time period covered by this request would be June 1, 2021-March 31, 2023

The impact of the COVID-19 pandemic on the lives of children will not be fully realized for years to come; however, CMHA-CEI is already seeing initial disruptions in the provision of services for children with serious emotional disturbances. Families have delayed in accessing services; however, this is not due to a reduced need for behavioral health care. The youth that have come in for services since the pandemic began have presented with significantly more severe symptoms, resulting in much higher hospitalization rates.

These numbers demonstrate that families are waiting until youth symptoms escalate in severity prior to accessing services, resulting in higher rates of psychiatric inpatient hospitalization, whereas previously they would bring their youth in much earlier and receives services that would mitigate the need for those hospitalizations.

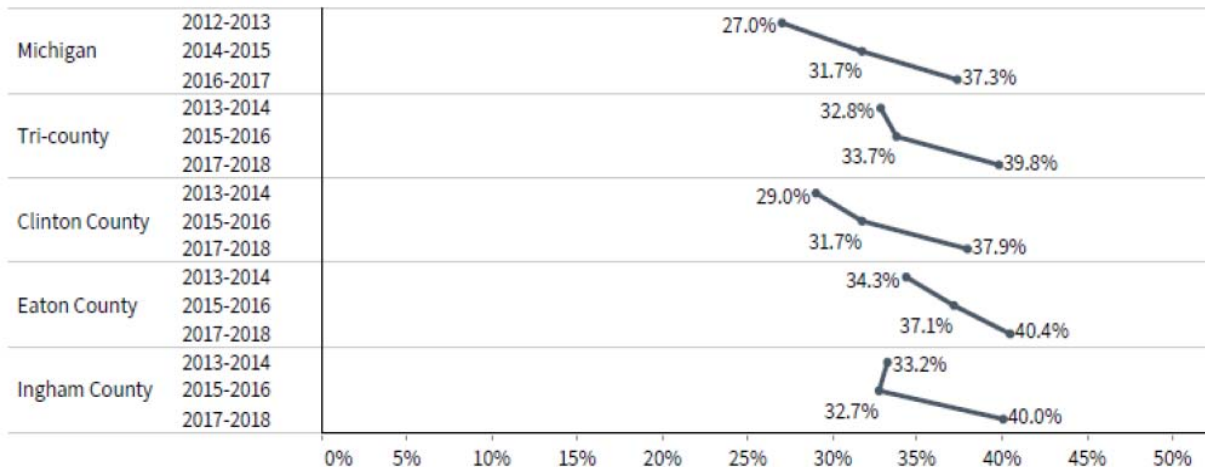
There are a number of reasons youth may not be receiving services, such as:

- At-risk youth with serious emotional disturbances are not being recognized or identified as needing services
- Families and community members are unaware of intensive services which are available to youth
- Barriers to youth and families accessing services
- Barriers to youth and families from participating in on-going services
- Decreased access to community resources
- Limitations on social connectedness

CMHA-CEI proposes to address these gaps and needs in the community by drawing upon COVID supplemental funding to serve children with serious emotional disturbance in two main areas. The funds, should they be granted, would be blended with additional funding sources to create a CMHA-CEI Youth Outreach and Prevention team.

Historical Need: The Healthy! Capital Counties 2018 Community Needs Assessment included results of the 2018 Michigan Profiles of Healthy Youth Data completed every two years by students in 7th, 9th, and 11th grade across the tri-county area. In 2018, over 5,000 Ingham County students participated in the survey. As evidenced by the chart below alarming trends can be seen in this data.

Percent of adolescents who felt so sad or hopeless almost every day for two weeks or more in a row that they stopped doing some usual activities during the past 12 months by geography trends:



The Healthy! Capital Counties 2018 Community Needs Assessment also included youth voice via a youth photo voice project. Participating youth expressed issues and views that they have observed in their schools and communities. Identified in the report as frequently mentioned concerns for them and their peers include anxiety, depression, drugs and alcohol, bullying, negative effects of technology, and poor eating habits/poor nutrition. When looking at community aspects that would help them to be healthier, they mentioned sports inside and outside of schools, more free opportunities for exercise, affordable healthy food, and additional support for mental health problems.

In addition to the data above, we have been alarmed by the prevalence of gun violence and suicides completed by youth and young adults in our communities and across the nation.

This draft concept proposes a vision of reaching youth where they are in our Ingham County schools and communities to engage, educate, support, and connect youth to behavioral health prevention, wellness, and treatment opportunities.

Vision: Team of Behavioral Health Professionals providing a variety of outreach, engagement, prevention, and direct services in a multitude of community locations (such as community centers, schools, homeless shelters) to serve the goals below:

Goals:

- Increased Penetration Rate - Increased Enrollment of youth into Services (including targeting the 18-21 Transition Youth)
- Increased Awareness of Mental Health, Wellness, and Suicide Prevention
- Increased Integration of physical and behavioral health
- Decreased stigma around mental health
- Increased integration of existing consumers into community activities etc.
- Increased integration of healthy copings skills/lifestyle and mental health topics into community activities
- Support youth violence reduction and anti-bullying in schools
- Support trauma informed communities

Activities:

- Provide “office hours” for outreach team members at community centers, homeless shelters, schools, etc. so families and youth can stop by and ask questions, receive assistance, and be linked with services, etc.
- Combining community activities with behavioral health [for example: wellness activities in the context of community center events for youth (ex. A wellness, mindfulness skills walking “trails” group or yoga as a way to cope with anxiety)]
- Provide groups and activities for youth: coping skills groups, life-skills building groups, mindfulness techniques open to youth who may or may not be open consumers.
- Critical Incident Stress Management
- Expand navigation of behavioral health services and support resources in all sites
- Immediate access to care by having the ability to enroll consumers into CMHA-CEI services and complete intake assessment as well as having information on referral services.
- Provide community training opportunities for adults and youth in the identified sites
- Link with related programs in the community: prevention networks, school-based coalitions, anti-trafficking workgroups, etc.
- Participate in activities within community centers to help promote wellness, coping skills, etc.
- Assist staff of community centers in creating programming that is inclusive of youth with mental illness and helping in coping with mental illness.
- Mental Health Crisis Intervention as needed.
- Link with School Wide behavioral health initiatives
- Create resource centers in sites to help with all types of referrals for services, and supports
- Provide case consultation as needed
- Meet with youth and families for crisis intervention and planning to orient to available service options.
- Develop outcomes and evaluation our efforts over time.

Budget and Funding:

- Blended funding between CMHA - CEI Medicaid funding, CMHA-CEI Outreach and Prevention funding, and also requested Mental Health Block Grant Funding
- Requesting \$450,000 in funds to help support 4.25 FTE staff across the county through all the below locations (each staff would have primary locations they would be assigned to and located at for sections of the week). This could be reduced should we be approved for any Mental Health Block Grant Funding to help support the project.
- Time frame for funding request:

FY2021: June 1, 2021 – September 30, 2021 \$80,000

FY2022: October 1, 2021 – September 30, 2022 \$240,000

FY2023: October 1, 2022 – March 31, 2023 \$130,000

Partnerships:

- Parks and Recreation entities: MParks, City and County Park departments
- Community Centers (approximately 12 in this area)
- Ingham County Health Department
- Homeless Shelters (approximately 10 in Ingham County)
- Schools (12 public school districts in Ingham County + others)
- Lansing Community College
- Michigan State University
- Faith based community
- Law Enforcement

Agenda Item 3

TO: Board of Commissioners Human Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

DATE: May 10, 2021

SUBJECT: Resolution to Authorize a Contract with Capital Area Housing Partnership (CAHP) for an American Rescue Plan Funded Emergency Mortgage and Utility Assistance Program

For the meeting agendas of May 17 and May 19

BACKGROUND

The Ingham County COVID Emergency Mortgage and Utility Assistance Program (Program) is designed to keep Ingham County residents who fell behind on their mortgage and utilities during the COVID-19 pandemic in their homes. The Program utilizes a collaborative community process to expedite mortgage and utility assistance to COVID-19 affected homeowners.

ALTERNATIVES

Absent this program, Ingham County homeowners struggling with mortgage and utility payments could struggle to stay in their homes.

FINANCIAL IMPACT

Mortgage, utility and internet assistance in the amount of \$1,000,000 will be distributed through Capital Area Housing Partnership (CAHP).

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of meeting basic needs.

OTHER CONSIDERATIONS

CAHP is a non-profit community housing development organization and local housing counseling agency. Since 1992, CAHP has been working to develop strong, diverse neighborhoods with a focus on affordable housing, homeownership and financial security in mid-Michigan.

CAHP will meet at least bi-weekly with community partners to design program operations, communicate results and other program issues, and discuss changes to improve processes and outcomes. Partners include, but not limited to, Ingham County Board of Commissioners, Ingham County staff, Holy Cross Services, Legal Services of South Central Mid-Michigan, United Way, Capital Area Community Services, Advent House Ministries, Ingham County Continuum of Care, area financial institutions, area utility providers, local governments within Ingham County, and others as deemed necessary.

CAHP will contact utility providers to discuss assistance and determine how to serve homeowners most efficiently in need. When possible, arrangements for batch payments should be made with utility providers along with a plan for handling future utility assistance payments made on behalf of the homeowner.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH CAPITAL AREA HOUSING PARTNERSHIP (CAHP) FOR AN AMERICAN RESCUE PLAN FUNDED EMERGENCY MORTGAGE AND UTILITY ASSISTANCE PROGRAM

WHEREAS, H.R. 1319 of the 117th Congress, also known as the American Rescue Plan Act of 2021 became law on March 11, 2021; and

WHEREAS, *Title IX, Subtitle M – Coronavirus State and Local Fiscal Recovery Funds* of the American Rescue Plan provides funding to metropolitan cities, nonentitlement units of local government, and counties to mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (COVID-19); and

WHEREAS, eligible uses of the American Rescue Plan funds include:

- (A) to respond to the public health emergency with respect to COVID-19 or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- (B) to respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers of the metropolitan city, nonentitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;
- (C) for the provision of government services to the extent of the reduction in revenue of such metropolitan city, nonentitlement unit of local government, or county due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, nonentitlement unit of local government, or county prior to the emergency;
- (D) to make necessary investments in water, sewer, or broadband infrastructure; and

WHEREAS, Ingham County is projected to receive \$56,710,344 in American Rescue Plan funds in two separate tranches of \$28,355,172, the First Tranche Amount to be received within 60 days of bill enactment and the Second Tranche Amount not earlier than 12 months after the first tranche payment is received; and

WHEREAS, the Ingham County Board of Commissioners desires to utilize the First Tranche Amount to swiftly and effectively provide aid to those Ingham County residents and businesses most affected by COVID-19; and

WHEREAS, Capital Area Housing Partnership (CAHP) has submitted a proposal for the Ingham County COVID Emergency Mortgage and Utility Assistance Program; and

WHEREAS, the program is designed to keep Ingham County residents who fell behind on their mortgage and utilities during the COVID-19 pandemic in their homes; and

WHEREAS, the program utilizes a collaborative community process to expedite mortgage and utility assistance to COVID-19 effected homeowners; and

WHEREAS, mortgage, utility, and internet assistance in the amount of \$1,000,000 will be distributed through Capital Area Housing Partnership.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with CAHP to utilize up to \$1,000,000 of the First Tranche Amount for the Ingham County Mortgage and Utility Assistance program as detailed in the attached proposal.

BE IT FURTHER RESOLVED, that the Controller's Office work with CAHP to develop any additional contract parameters, reporting requirements, and to ensure the program is eligible for American Rescue Plan funding.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.



Ingham County COVID Emergency Mortgage and Utility Assistance

Program Guidance

This guidance will be expanded upon or amended as the work continues.

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PROGRAM SUMMARY

The Ingham County COVID Emergency Mortgage and Utility Assistance Program (“the Program”) is designed to keep Ingham County residents who fell behind on their mortgage and utilities during the COVID-19 pandemic in their homes. The program utilizes a collaborative community process to expedite mortgage and utility assistance to COVID-19 affected homeowners.

Mortgage, utility and internet assistance in the amount of \$1,000,000 will be distributed through Capital Area Housing Partnership (“CAHP”).

CAHP is a non-profit community housing development organization and local housing counseling agency. Since 1992, CAHP has been working to develop strong, diverse neighborhoods with a focus on affordable housing, homeownership and financial security in mid-Michigan.

CAHP will meet at least bi-weekly with community partners to design program operations, communicate results and other program issues, and discuss changes to improve processes and outcomes. Partners include, but not limited to, Ingham County Board of Commissioners, Ingham County staff, Holy Cross Services, Legal Services of South Central Mid-Michigan, United Way, Capital Area Community Services, Advent House Ministries, Ingham County Continuum of Care, area financial institutions, area utility providers, local governments within Ingham County, and others as deemed necessary.

CAHP will contact utility providers to discuss assistance and determine how to serve homeowners most efficiently in need. When possible, arrangements for batch payments should be made with utility providers along with a plan for handling future utility assistance payments made on behalf of the homeowner.

Program characteristics and guidance may change at any time based on funding availability, program experience, or revised guidance from Ingham County and/or the federal government

HOW THE PROGRAM WORKS

- Grants will be made from Ingham County to CAHP.
- CAHP will, in collaboration with local stakeholders, design an foreclosure prevention, utility and internet assistance process where homeowners are notified about the program and ideally cases are resolved using a Settlement Statement before a foreclosure procedure is started.
- American Rescue Plan (“ARP”) mortgage and utility assistance funds should be expended on eligible households before accessing any other sources of foreclosure prevention or utility assistance funding (i.e. ESG, CSBG, CDBG, etc.).
- Homeowners with incomes up to 80% of area median income are eligible for the mortgage and utility assistance.

- The Program is not compulsory for mortgage servicers and utility providers. If they refuse to participate, the mortgage and/or utility assistance payment will be made to the homeowner so the homeowner can pay the mortgage servicer and/or utility provider the amount due and any future payments if applicable.
- Financial Status Reports (FSR) are required monthly to document program expenditures. CAHP may submit FSRs more frequently if needed to address cash flow issues.

HOMEOWNER ELIGIBILITY

- Homeowner household income must be no more than 80% of Area Median, and
- One or more individual in the household current or at some point after March 13, 2020,
- qualified for unemployment benefits or
- experienced a reduction in household income or
- incurred significant costs or
- experienced other financial hardship due directly or indirectly to the corona virus outbreak, and
- The household can demonstrate a risk of experiencing homelessness or housing instability which may include a:
 - past due utility notice or
 - past due mortgage notice (including a ledger showing mortgage arrears or a Notice to Foreclose)

REQUIRED DOCUMENTATION

- Proof of Income: The household's 2020 calendar year income or present income (past month) will be used to determine eligibility and assistance amounts. Income verification may be shown through:
 - 2020 calendar year income (first two pages of IRS form 1040) or
 - The Adjusted Gross Income on line 11 of the 1040 is to be used
 - SNAP/Food Assistance Program "Notice of Case Action" letter if it is dated January 2020 or later.
 - Families that have three or less household members and are currently enrolled in the SNAP (Supplemental Nutrition Assistance Program) with income determination/redetermination since January 2020 are categorically eligible per US Treasury.
 - Household with four or more members are not include as categorically eligible because the income limits for FAP are higher than 80% AMI in many counties.
 - The Notice of Case Action letter can be accessed in the applicant's MI Bridges account
 - paystubs for the past month for all income sources, W-2s or other wage statements, bank statements demonstrating regular income, or a statement from an employer.
 - Self-attestation accompanied by agency case notes as proof of income is acceptable only when all other verification options are not reasonably or readily available, not for applicant convenience or agency efficiency.
- ID: Homeowner state ID (or an alternate form of identification, as necessary) is required for only the primary adult household member
 - Expired IDs are acceptable.
 - Alternate identification may include a birth certificate, military ID, student ID, Medicaid or other health coverage card, voter registration card, or any type of official documentation including verification from a DHHS worker.
 - Verification of residency as noted below will be required for any form of identification that does not state the unit address. If the family lacks a current state ID, the case manager should work with the family to set up a plan for the household member to obtain one .

- Applicants cannot be denied Program assistance due to not providing a social security number for any member of the household.
- Assistance to complete paper applications must be provided to homeowners that cannot complete it on their own.
- Proof of Homeowner Supplied Utilities: Copy of current utility bill(s) (gas, electric, water/sewer, trash removal and energy costs such as fuel oil).
- Trash removal will only be paid if it is included within another utility bill such as water or sewer. If trash is billed separately, it will not be paid.
- Utility bills do not need to show an arrearage for the homeowner to be considered for future utility assistance.
- Proof of Address: If the homeowner ID address does not match the address of the unit, the homeowner must provide a recent utility bill, benefit statement, some other official documentation, or other reliable evidence verifying they occupy the unit for which the assistance has been requested. If the homeowner has received any court filings, the court filings may be used as verification of residency.
- Proof of Occupancy: Copy of the most recent mortgage statement . Additional proof may be substantiated by utility bills in the homeowner's name at the primary address, cancelled checks or other proof of prior mortgage payments such as a ledger, or other reliable evidence. Documents need to clearly place the homeowner at the primary address during the time period assistance is being sought.
- Proof of Internet Service: Copy of current internet bill showing service was in place or suspended due to non- payment at the time of program application, if homeowner is requesting assistance with internet payments.
- Proof of Mortgage Arrears: Documentation showing homeowner has mortgage arrears (statement from mortgage servicer, Notice of Foreclosure)
- Mortgage Assistance Calculation Worksheet
- Mortgage Servicer W-9 Form (if mortgage payment is made directly to the mortgage servicer)
- Proof of Agreement: Settlement Statement– All funds must be secured with a Settlement Statement in place before Program funds are dispersed to the mortgage servicer. By signing the application, the mortgage servicer and homeowner are agreeing upfront to the Settlement Statement terms at the time of application.
- Proof of COVID-Related Hardship: Documentation of one COVID hardship based on the chart below. Hardships must have occurred on or after March 13, 2020 and may have since been resolved.

Type of COVID Hardship	Best Documents to Show Proof	Alternate Documents to Show Proof
A member of my household qualified for unemployment after March 13, 2020	Unemployment Monetary Determination Letter OR screen shots from unemployment website showing payments and person's name	Signed letter from applicant stating the time period they received unemployment benefits
A member of my household has had a 10% reduction in income after March 13, 2020	Signed letter from applicant outlining your original hours and pay rate and reduced hours and pay rate during the COVID outbreak	
A member of my household has incurred significant costs (over \$500) after March 13, 2020	Signed letter from applicant stating what type and amounts of increased expenses the household incurred during the COVID outbreak	
A member of my household experienced other financial hardship (over \$500) after March 13, 2020	Signed letter from applicant stating what type of financial hardship they occurred during the COVID outbreak	

SELF-ATTESTATION OF INCOME and OTHER FACTORS

- While the Program seeks to be flexible about documentation requirements and to avoid undue documentation burdens, self-attestation should be used as verification as a last resort under limited circumstances.
- Self-attestation is acceptable only when all other options of verification are not reasonably or readily available, not for applicant convenience or agency efficiency.
- Applicants should be notified that self-attestation may delay the processing of their application because additional information may be required.
- Self-attestation is not acceptable verification of utility or internet bills.
- Agencies may not have more than 25% of their cases use self-attestation to verify income unless additional fraud prevention measures have been implemented by the agency and a description of these measures has been provided to and approved by Ingham County in writing.
- Zero income is considered self-attestation if there is no verification showing the loss of income.
- Situations when self-attestation may be relied upon:
 - To accommodate applicants with a disability
 - Extenuating circumstances related to the pandemic or household circumstances
 - Lack of technological access
 - Imminent foreclosure (within 14 days) and standard verification is not immediately available
 - Various income sources and/or self-employment that are cash payments and/or may not have a standard paystub such as babysitting, lawn care and plasma donations and the income source does not or will not provide written verification of the income.
- Case notes describing why self-attestation was used must be included for all cases with self- attestation. The case notes must include an analysis of why verifications could not be obtained and why it was acceptable to use self-attestation. For example:
 - Applicant babysits for cash and does not have any form of recordkeeping. Applicant states parent of children are not willing to write a statement of the income provided to applicant therefore self-attestation of this income was accepted.
 - Applicant has a disability that impedes ability to obtain verification; has a final court date in 10 days for eviction. Applicant is not able to locate paystubs, does not have a phone with a camera to screenshot electronic paystubs and does not have immediate access to a computer and printer to print paystubs. Employer will not provide another printed copy of paystubs to applicant therefore self-attestation of this income was accepted.

GENERAL INFORMATION

- Mortgage assistance does not need to be provided to assist with utility, energy, or internet costs.
- Mortgage, utility, and internet assistance can only be paid for amounts due on or after March 13, 2020.
- If a homeowner has arrearages from before and after March 13, 2020 and some payments have been made during that time, those payments should be applied to the oldest arrearages, charges and fees regardless of the date the payments were made. For example, if a homeowner did not pay mortgage for March and April and then paid mortgage in May, the homeowner payment made in May should be applied to March mortgage.
- To calculate the number of months in arrears, take the total mortgage arrears (less late or other fees that were applied after March 13, 2020) and divide it by the monthly mortgage due and round that number up. For example, if the household has arrears (without late fees) of \$5,000 and their monthly mortgage is \$800, they are 7 months in arrears because $\$5,000/\$800 = 6.25$ months.
- Homeowners will only be eligible to participate in the program one time unless there are insufficient applications to fully spend down the funding.
- SER applications are not required to qualify for Program assistance.
- For homeowners with variable incomes, the averaged income amount should be used when calculating annual income in the calculation worksheet.

Zero Income

- When interviewing the homeowner it is important to inquire about all types of income, earned and unearned.
- If the household has zero income this must be noted on the homeowner application and the family will be considered below 50% AMI.

Types of Housing

Land Contracts: Persons buying a property on a land contract are eligible for assistance.

Homeowners buying a property from a land contract holder are eligible for assistance. Land contracts must be recorded with the Ingham County Register of Deeds.

Owner Occupied Homes: Homeowners living in single-family, duplex, townhomes, and/or condominiums in which they have purchase through a mortgage and consider it their primary place of residency are eligible for assistance.

Moving Homeowners

- If the homeowner wishes to sell their home at their own volition shortly after the mortgage arrears assistance is provided, that is allowable.

MORTGAGE ASSISTANCE PAYMENT INFORMATION

- Mortgage Assistance will be based on income level with households at lower income levels being offered longer periods of mortgage assistance.
- Homeowner is responsible for arrearages and any other charges from prior to March 13, 2020.
- Homeowner responsibility arrearages may be put into a payment plan agreed upon by the homeowner and mortgage servicer.
- Homeowners at or below 50% AMI can be considered for other funds if these funds are necessary to fully pay the mortgage arrearage.
- For households with more than one person, assistance is based on the total household income of all adults 18 years of age and older.
- The homeowner is not required to accept the future mortgage assistance; however, this decision must be made by the homeowner, not the agency providing Program assistance. If the homeowner declines future mortgage assistance it must be noted on the worksheet that the homeowner has specifically expressed that they do not want future mortgage to be paid.
- The homeowner must be living in the home at the time the Program assistance funds are disbursed. Persons temporarily away from the home (e.g., hospitalization, family visit) are eligible for assistance.
- Agencies must make payments directly to a mortgage servicers and/or utility provider on behalf of the eligible household unless the entity does not agree to accept the payment, in which case the agency may make payments directly to a member of the eligible household. Agencies must make reasonable efforts to obtain the cooperation of mortgage servicer and/or utility provider to accept payments from the Program. The final outreach attempt or notice to the mortgage servicers and/or utility provider must be documented. Outreach will be considered complete if:
 - a request for participation is sent in writing, by mail, to the mortgage servicer and/or utility provider, and the addressee does not respond to the request within 14 calendar days after mailing; or
 - the agency has made at least three attempts by phone, text, or e-mail over a 10 calendar-day period to request the mortgage servicer and/or utility provider; or
- Homeowners living in homes with imminent threats to health and safety due to the unit being in poor repair (no heat, no water, no hot water, raw sewage, black mold and/or significant holes in the roof where there are significant amounts of water in the unit every time it rains or snows, or other conditions that present an immediate and significant threat to household health and safety) may be assisted by the Program but the mortgage payments should be held by the agency or put into escrow until it has been verified in writing (receipts or verification from a contractor or local code compliance) and verified with the homeowner that the repairs have been made.
- If during the course of processing the case the homeowner states one or more of the imminent threats listed above is present in their unit, the homeowner needs to communicate with the mortgage servicer in writing (mail, email, text) to advise the mortgage servicer of the problem.

- Homeowners living in homes without heat, water or hot water due to unpaid utility bills may be assisted because it may be presumed that the payments will allow for the utility arrearages to be paid so the utility services may be reinstated.
- If the household AMI has increased from up to and including 50% AMI to 51-80% AMI by the time the household returns for the additional three months of mortgage assistance, the household will still be eligible for up to 15 months of mortgage assistance if they meet other eligibility requirements.
- Mortgage Assistance

Homeowner AMI	Total Full Months Mortgage Assistance (including up to 3 months future mortgage assistance)
Up to and including 50% AMI	12 months
51-80% AMI	10 months

- An additional three months of mortgage assistance may be provided if necessary, for housing stability, but is subject to availability of funds.
- Mortgage assistance is capped at 15 months total for households up to and including 50% AMI.
- Mortgage assistance is capped at 13 months total for households 51-80% AMI.

Mortgage Assistance Examples Up to and including 50% AMI:

- Example #1
 - 9 months of arrears on or after March 13, 2020
 - Homeowner eligible for 9 months of arrears and 3 months future mortgage (12 months total)
 - Homeowner may be eligible for one additional assistance block of three months future mortgage based on availability of funding and redetermination of eligibility through recertification process
- Example #2
 - 6 months of arrears on or after March 13, 2020
 - Homeowner eligible for 6 months of arrears and 3 months future mortgage (9 months total)
 - Homeowner may be eligible for one additional assistance block of three months future mortgage based on availability of funding and redetermination of eligibility through recertification process
- Example #3
 - 10 months of arrears on or after March 13, 2020
 - Homeowner eligible for 10 months of arrears and 2 months future mortgage (12 months total)
 - Homeowner may be eligible for one additional assistance block of three months future mortgage based on availability of funding and redetermination of eligibility through recertification process

- Example #4
 - 12 months of arrears on or after March 13, 2020 and 4 months of arrears prior to March 13, 2020
 - Homeowner eligible for 12 months of arrears for the arrearage amount from on or after March 13, 2020
 - Refer homeowner to other sources of funding to assist with the 4 months of arrears prior to March 13, 2020
 - Homeowner is immediately eligible for 3 months future mortgage based on availability of funding
- Example #5
 - 16 months of arrears on or after March 13, 2020
 - Homeowner eligible for 12 months of arrears
 - An additional 3 months of arrears may be provided based on the availability of funding
 - Refer homeowner to other sources of funding to assist with the 16th month and any additional months not covered
 - Homeowner is not eligible for any future mortgage assistance
- Example #6
 - No mortgage arrears
 - Past due utility bill
 - Homeowner eligible for 3 months of future mortgage assistance
- Example #7
 - No mortgage arrears
 - No past due utility bill
 - Homeowner is not eligible for any assistance

Mortgage Assistance Examples 51 - 80% AMI%:

- Example #1
 - 5 months of arrears on or after March 13, 2020
 - Homeowner eligible for 5 months of arrears and 3 months future mortgage (8 months total)
 - Homeowner may be eligible for one additional assistance block of three months future mortgage based on availability of funding and redetermination of eligibility through recertification process
- Example #2
 - 14 months of arrears on or after March 13, 2020 and 3 months of arrears prior to March 13, 2020
 - Homeowner eligible for 10 months of arrears from after March 13, 2020
 - An additional 3 months of arrears may be provided based on the availability of funding
 - Refer homeowner to other sources of funding to assist with the 3 months of arrears prior to March 13, 2020, the 14th month of arrears from after March 13, 2020, and any additional months not covered
- Example #3
 - No mortgage arrears
 - Past due utility bill
 - Homeowner eligible for 3 months of future mortgage assistance

- Homeowner may be eligible for one additional assistance block of three months future mortgage based on availability of funding and redetermination of eligibility through recertification process
- Example #4
 - No mortgage arrearages
 - No past due utility bill
 - Homeowner is not eligible for any assistance
 - Additional Three Months of Mortgage Assistance

Homeowners with arrearages on or after March 13, 2020 greater than 12 months (up to and including 50% AMI) or greater than 10 months (51-80% AMI) are immediately eligible for the additional 3 months of assistance based on the availability of funding.

Homeowners that have not reached the mortgage assistance cap may apply for one additional three-month block of assistance up to 45 days before the mortgage payment is due.

Homeowner must complete a recertification application and submit:

- income verification from the past month
- statement of need
- Recertification worksheet must be completed to determine assistance amount
- Future mortgage payments will be made on a monthly basis rather than in one lump sum.

UTILITY ASSISTANCE PAYMENT INFORMATION

- Households under 50% AMI are eligible for an additional \$500 beyond the household size limit if this is necessary to fully pay all utility arrears.
- The homeowner must be living in the unit at the time the Program assistance funds are disbursed. Persons temporarily away from the unit (e.g., hospitalization, family visit) are eligible for assistance.
- Agencies must make payments directly to a utility/home energy provider on behalf of the eligible household unless the utility/home energy provider does not agree to accept the payment, in which case the agency may make payments directly to a member of the eligible household. Agencies must make reasonable efforts to obtain the cooperation of utility providers to accept payments from the Program. The final outreach attempt or notice to the utility provider must be documented. The cost of contacting utility providers would be an eligible administrative cost. Outreach will be considered complete if:
 - a request for participation is sent in writing, by mail, to the utility provider, and the addressee does not respond to the request within 14 calendar days after mailing; or
 - the agency has made at least three attempts by phone, text, or e-mail over a 10 calendar-day period to request the utility provider's participation; or
 - a utility provider confirms in writing that the provider does not wish to participate.
- If the homeowner is eligible for utility assistance but is not behind on the utility bills, and the utility company will accept payment, the payment must go to the utility company and the homeowner will have a credit with the utility company.
- The homeowner is not required to accept the future utility assistance; however, this decision must be made by the homeowner, not the agency providing Program assistance. If the homeowner declines future utility assistance it must be noted on the worksheet that the homeowner has specifically expressed that they do not want future utility payments made on their behalf.
- Late fees charged by utility providers may be included in the utility assistance payment.
- A utility priority list should be developed on the local level to determine how to apply utility payments when homeowners have arrearages with multiple utility providers for a total amount greater than the maximum program utility assistance allowed. For example, it may be determined that gas and electricity will be prioritized over other utility assistance because locally there is another program that assists with water and sewer bills.
- Homeowners with arrearages in amounts greater than the maximum program utility assistance amount should be referred to SER and other resources for possible additional utility assistance payments.

Utility Assistance

Household Size	Maximum Total One Time Utility Payment (Includes Future Payment)	Maximum Future Utility Payment as a Credit
1-2 persons	\$1,500	\$300
3-4 persons	\$2,000	\$500
5+ persons	\$2,500	\$500

Homeowners up to 50% AMI are eligible for an additional \$500 if needed to fully pay utility arrears.

- Utility Assistance Examples
 - Example #1
 - 1 person household under 50% AMI
 - Utility arrears \$750
 - Utility assistance payment \$750 + \$300 future payment = \$1,050
 - Example #2
 - 6-person household 51-80% AMI
 - Utility arrears \$2,200
 - Utility assistance payment \$2,200 + \$300 future payment = \$2,500
 - Example #3
 - 3-person household under 50% AMI
 - Utility arrears \$2,600
 - Utility assistance payment \$2,500
 - Refer household to SER and other resources for possible assistance with the \$100 arrearage not covered by the program
 - No future payment available
 - Example #4
 - 3-person household 51-80% AMI
 - Utility arrears \$2,600
 - Utility assistance payment \$2,000
 - Refer household to SER and other resources for possible assistance with the \$600 arrearage not covered by the program
 - No future payment available
 - Example #5
 - 3-person household, either income category
 - Household has utilities in their name but no utility arrears
 - Household has mortgage arrears
 - Household eligible for \$500 future utility payment
 - Example #6
 - 3-person household, either income category
 - Household has no utility arrears
 - Household has no mortgage arrears
- Household is not eligible for any assistance.

INTERNET ASSISTANCE PAYMENT INFORMATION

- Internet assistance will be structured as follows:
 - Internet assistance may be provided to a residence if it is a service that allows mortgage holders to engage in distance learning, telework, telemedicine and/or to obtain government services, or other significant life activity.
 - Homeowner must have a current internet bill showing service was in place or suspended due to non-payment at the time of program application.
 - Eligible households will receive a one-time payment of \$50/month for internet services for six months (total \$300) paid directly to the applicant household member in one payment at the time eligibility is determined. The assistance is a fixed amount regardless of the actual cost of the internet service.
 - The program will not pay for internet service acquired after the time of program application.

THE ASSISTANCE PROCESS

- Generally, CAHP will be the first point of contact for the homeowner. The homeowner's first contact may also be with legal aid, Ingham County, or 2-1-1, which should refer the client to the HARA.
- Homeowner applications will be completed.
- CAHP will collect the required documentation to determine eligibility.
- Homeowners with a pending foreclosure notice and/or utility shutoff will be prioritized for assistance.

Additional Information

Amounts not covered in a mortgage arrearage payment are considered the homeowner's responsibility.

Homeowners may attempt to secure additional financial assistance from other foreclosure prevention programs to pay for any arrearages not covered by the Program. This may include, but not limited to, forbearance, loan modification and/or housing counseling services.

Ineligible applicants should be referred to other foreclosure prevention resources that may be able to assist, including Legal Services.

Households may be assisted by the Program one time only, except in the case of additional future mortgage payments for which the household may be eligible.

Denials

- Homeowners may be denied Program assistance for four primary reasons:
- Homeowner is over income
- Homeowner does not have past due mortgage or past due utilities
- Homeowner has not experienced a financial impact since March 13, 2020
- Homeowner is facing foreclosure for reasons other than non-payment of mortgage, unless payment of assistance will resolve the foreclosure threat
- Agencies should evaluate the situation to determine if assistance should be considered if the homeowner is not otherwise at fault for the foreclosure.

- Homeowners denied Program assistance should be sent written notice using the agency's standard denial form. The denial form should provide details about the agency's appeal process.
- Homeowners should be referred to other foreclosure prevention resources, including Legal Services.

ELIGIBLE COSTS

- Financial Assistance funds may be used for mortgage, utility and internet assistance.
- Case Management funds may be used for:
 - any staffing costs for staff directly providing service to clients (this includes phone staff giving initial information as well as staffing reviewing client eligibility) and those providing supervision
 - interpretation services – an invoice for services is sufficient for financial reporting
- Administrative costs may be used for:
 - direct costs related to technology purchases, both hardware and software, printing/supply costs, office supplies, telephones, travel or other typical administrative costs.
 - staffing costs that are not directly related to housing stability services (accounting/finance department staff).
 - line of credit interest and fees
 - Indirect administrative costs will not be billed to this program.

TO: Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: April 22, 2021
SUBJECT: Resolution Authorizing an Amendment to Resolution # 21-037
For the meeting agendas of May 17 and May 19, 2021

BACKGROUND

Ingham County Health Department (ICHD) wishes to amend Resolution #21-037 which authorized an agreement with Dignified Aging Project (DAP). This amendment would allow DAP to provide ICHD with nurses to assist with COVID-19 vaccination efforts in long-term care facilities, skilled nursing facilities, and other vaccination efforts in Ingham County. Residents of long-term care facilities and skilled nursing facilities have been disproportionately affected by the COVID-19 pandemic and often face transportation barriers to attend mass vaccination efforts. DAP will provide staff to go into long-term care facilities and skilled nursing facilities to provide COVID-19 vaccinations to residents. DAP has built relationships in many of these facilities by providing COVID-19 infection prevention protocol training to staff, making this a natural transition. Allowing DAP to provide nursing staff for COVID-19 vaccinations will also help increase the number of vaccinators in Ingham County and help get more vaccinations to Ingham County residents faster. The cost of this amendment will be for an amount not to exceed \$40,000.00, bringing the total amount of the agreement to \$60,000.00, effective upon execution through July 31, 2021.

ALTERNATIVES

ICHD could partner with other agencies to fill the need for additional vaccinators, but this would slow down the vaccination process while ICHD searched for other vendors.

FINANCIAL IMPACT

All costs of this amendment, which adds vaccination services to the existing agreement, will be covered in grant funds accepted in Resolution #21-156.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution authorizing the amendment of Resolution #21-156 to allow DAP to provide nursing staff to serve as COVID-19 vaccinators to ICHD for an amount not to exceed \$40,000.00 bringing the total amount of the agreement to \$60,000.00, effective upon execution through July 31, 2021.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO RESOLUTION #21-037

WHEREAS, Ingham County Health Department (ICHD) wishes to amend Resolution #21-037 which authorized an agreement with Dignified Aging Project (DAP); and

WHEREAS, this amendment would allow DAP to provide ICHD with nurses to assist with COVID-19 vaccination efforts in long-term care facilities, skilled nursing facilities, and other vaccination efforts in Ingham County; and

WHEREAS, residents of long-term care facilities and skilled nursing facilities have been disproportionately effected by the COVID-19 pandemic and often face transportation barriers to attend mass vaccination efforts; and

WHEREAS, DAP will provide staff to go into long-term care facilities and skilled nursing facilities to provide COVID-19 vaccinations to residents; and

WHEREAS, DAP has built relationships in many of these facilities by providing COVID-19 infection prevention protocol training to staff, making this a natural transition; and

WHEREAS, allowing DAP to provide nursing staff for COVID-19 vaccinations will also help increase the number of vaccinators in Ingham County and help get more vaccinations to Ingham County residents faster; and

WHEREAS, the cost of this amendment will be for an amount not to exceed \$40,000, bringing the total amount of the agreement to \$60,000, effective upon execution through July 31, 2021; and

WHEREAS, all costs of this amendment, which adds vaccination services to the existing agreement, will be covered in grant funds accepted through Resolution #21-156; and

WHEREAS, the Health Officer recommends the amendment of Resolution #21-037 to allow DAP to provide ICHD with nurses to assist with COVID-19 vaccination efforts in long-term care facilities, skilled nursing facilities, and other vaccination efforts in Ingham County for an amount not to exceed \$40,000, bringing the total amount of the agreement to \$60,000, effective upon execution through July 31, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the amendment of Resolution #21-037 to allow DAP to provide ICHD with nurses to assist with COVID-19 vaccination efforts in long-term care facilities, skilled nursing facilities, and other vaccination efforts in Ingham County for an amount not to exceed \$40,000 bringing the total amount of the agreement to \$60,000, effective upon execution through July 31, 2021.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract agreement upon approval as to form by the County Attorney.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: April 26, 2021
SUBJECT: FY 21 State of Michigan Master Agreement Amendment #4
For the meeting agendas of May 17, 2021 and May 19, 2021

BACKGROUND

Ingham County Health Department (ICHHD) wishes to amend the FY21 Master Agreement by increasing funding for an amount not to exceed \$44,159 effective October 1, 2020 through September 30, 2021. ICHD currently receives funding from the Michigan Department of Health and Human Services (MDHHS) via the Master Agreement. The Master Agreement is the annual process whereby MDHHS transmit State & Federal Funds to Ingham County to support public health programs. The Board of Commissioners (BOC) approved the 2020-2021 Master Agreement through Resolution #20-306 and amended the agreement through Resolutions #20-368 and #20-415, Amendment #1 through Resolution #20-568, Amendment #2 through Resolution #21-079, and Amendment #3 through Resolution #21-156.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The financial impact of this increased support will increase the FY '21 original grant agreement from \$10,671,473 to \$10,715,632 increase of \$44,159. The revised resolution makes the following specific changes to the program budget:

Public Health Emergency Preparedness (7/01 – 9/30): increase of \$37,659 from \$0.00 to \$37,659
Children’s Special Health Care Services Outreach & Advocacy: increase of \$4,370 from \$177,676 to \$182,046
WIC Resident Services: increase of \$11,130 from \$1,392,745 to \$1,403,875
Vector Borne Surveillance & Prevention: decrease of \$9,000 from \$9,000 to \$0.00

STRATEGIC PLANNING IMPACT

This resolution supports the long-term objection of Promoting Accessible Healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support this agreement with Michigan Department of Health & Human Services (MDHSS) effective October 1, 2020 through September 30, 2021.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #4 TO THE 2020 -2021 AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE DELIVERY OF PUBLIC HEALTH SERVICES UNDER THE MASTER AGREEMENT

WHEREAS, Ingham County Health Department (ICHD) wishes to amend the FY21 Master Agreement by increasing funding for an amount not to exceed \$44,159 effective October 1, 2020 through September 30, 2021; and

WHEREAS, the responsibility for protecting the health of the public is a shared responsibility between the State and County governments in Michigan; and

WHEREAS, Michigan Department of Health & Human Services (MDHHS) and local health departments enter into contracts to clarify the role and responsibilities of each party in protecting public health; and

WHEREAS, MDHHS and ICHD have entered into a 2020-2021 Master Agreement authorized in Resolution #20-306 and amended in Resolutions #20-368 and #20-415, Amendment #1 in Resolution #20-568, Amendment #2 in Resolution #21-079, and Amendment #3 in Resolution #21-156; and

WHEREAS, MDHHS has proposed Amendment #4 to adjust grant funding levels and clarify Agreement procedures; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes the revised Agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a revised 2020 – 2021 Agreement with the Michigan Department of Health and Human Services for the delivery of public health services under the Master Agreement Process.

BE IT FURTHER RESOLVED, that the period of the agreement shall be October 1, 2020 through September 30, 2021.

BE IT FURTHER RESOLVED, that the total amount of the Master Agreement funding shall increase from \$10,671,473 to \$10,715,632, for a total increase of \$44,159.

BE IT FURTHER RESOLVED, that the increase consists of the following specific changes to the program budget:

Public Health Emergency Preparedness (7/01 – 9/30): increase of \$37,659 from \$0.00 to \$37,659
Children’s Special Health Care Services Outreach & Advocacy: increase of \$4,370 from \$177,676 to \$182,046
WIC Resident Services: increase of \$11,130 from \$1,392,745 to \$1,403,875
Vector Borne Surveillance & Prevention: decrease of \$9,000 from \$9,000 to \$0.00

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2021 Budget in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, Health Officer, or her designee, is authorized to sign any necessary documents consistent with this resolution electronically through the Mi-E Grants system after approval as to form by the County Attorney.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: April 27, 2021
SUBJECT: Authorization to Enter into Agreement with LHD Academy of Science
For the Meeting Agendas of May 17, 2021 and May 19, 2021

BACKGROUND

Ingham County Health Department (ICHD) wishes to enter into an agreement with LHD Academy of Science (AOS) for an amount not to exceed \$2,000 effective upon approval through one year, and to be renewed annually thereafter. Historically, Local Health Departments (LHD) have individually purchased survey software for data collection and measurement. This is expensive and creates a gap in data sharing and the ability to collaborate and compare due to differing platforms. This also prohibits aggregating data to regional and state levels, as well as weakening our ability to speak as a unified voice regarding the problems we face as Health Departments. AOS offers an efficient option unique to local Health Departments at a bulk rate, and will unify data collection and measurement allowing us to share a common survey library within the software. AOS will position ICHD to reduce survey software costs, be a part of a community equipped to share best practices for survey data collection, share survey templates across LHDs, and collaborate with partners in Michigan as well as at a National level. Within this agreement, AOS partners with Alchemer, formerly known as Survey Gizmo, for the flexible survey software platform used. While multiple states have partnered with AOS, local health departments including Barry Eaton, Bay Mills, Berrien, Livingston, Macomb, Ottawa and Washtenaw County have all begun using this software. In addition to surrounding Health Departments converting to AOS, this platform has been endorsed and advocated for by the National Association of County and City Health Officials (NACCHO).

ALTERNATIVES

The alternative would be to not enter into an agreement with AOS and continuing to experience a gap in data sharing and measurement.

FINANCIAL IMPACT

The total cost of this agreement will be \$2,000, covering two (2) AOS transferrable membership fees and will be included in the FY '21 Community Health Assessment Budget (22160030-815000-01170).

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that Ingham County Board of Commissioners authorizes an agreement with AOS for an amount not to exceed \$2,000, effective upon approval and to be renewed annually thereafter.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH LHD ACADEMY OF SCIENCE

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Local Health Department (LHD) Academy of Science (AOS) for an amount not to exceed \$2,000 effective upon approval through one year and to be renewed annually thereafter; and

WHEREAS, historically, LHDs have individually purchased survey software for data collection and measurement; and

WHEREAS, this is expensive and creates a gap in data sharing and the ability to collaborate and compare due to many differing platforms; and

WHEREAS, this also prohibits aggregating data to regional and state levels, as well as weakening our ability to speak as a unified voice regarding the problems we face as Health Departments; and

WHEREAS, AOS offers an efficient option unique to local Health Departments at a bulk rate and will unify data collection and measurement allowing us to share a common survey library within the software; and

WHEREAS, AOS will position ICHD to reduce survey software costs, be a part of a community equipped to share best practices for survey data collection, share survey templates across LHDs, and collaborate with partners in Michigan as well as at a National level; and

WHEREAS, within this agreement, AOS partners with Alchemer, formerly known as Survey Gizmo, for the flexible survey software platform used; and

WHEREAS, while multiple states have partnered with AOS, local health departments including Barry, Eaton, Bay Mills, Berrien, Livingston, Macomb, Ottawa, and Washtenaw County have all begun using this software; and

WHEREAS, in addition to surrounding Health Departments converting to AOS, this platform has been endorsed and advocated for by the National Association of County and City Health Officials (NACCHO); and

WHEREAS, the total cost of this agreement will be \$2,000, covering two (2) AOS transferrable membership fees and will be included in the FY '21 Community Health Assessment Budget (22160030-815000-01170); and

WHEREAS, the Health Officer recommends entering into an agreement with LHD AOS for an amount not to exceed \$2,000, effective upon approval through one year and to be renewed annually thereafter.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with LHD AOS for an amount not to exceed \$2,000, effective upon approval through one year and to be renewed annually thereafter.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: May 4, 2021
SUBJECT: Authorization of Ingham County Parks Department accepting donations
For the meeting agenda of 5/17/21 Human Services and 5/19/21 Finance

BACKGROUND

Currently, Ingham County Parks Department does not have a resolution in place to accept monetary or material donations. Accepting donations from individuals and organizations would be an additional means to fund and/or provide materials for park facility improvements or to offset the cost of special events or park programs that would benefit the user base at all three County Parks.

ALTERNATIVES

To not accept donations offered to the Ingham County Parks Department.

FINANCIAL IMPACT

There possibly could be a financial impact.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - Maintain and improve existing parkland, facilities, and features.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this Resolution at their April 26, 2021 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached Resolution authorizing the Ingham County Parks Department to accept donations.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE INGHAM COUNTY PARKS DEPARTMENT
TO ACCEPT DONATIONS**

WHEREAS, the Ingham County Parks provides recreational opportunities for constituents; and

WHEREAS, the community may wish to make donations to Ingham County Parks in memory of someone; and

WHEREAS, local businesses and organizations often wish to support the Ingham County Parks and its projects, programs and events; and

WHEREAS, the Ingham County Parks is requesting to accept monetary and/or material donations.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Parks Department to accept monetary and/or material gifts which will assist the Parks with facility improvements, programs and events.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to establish an account for donations and related expenditures.

TO: Board of Commissioners Human Services Committee
FROM: Tim Morgan, Parks Director
DATE: May 4, 2021
SUBJECT: Discussion Item: McNamara Landing and Riverbend Natural Area vehicle entrance fees
For the meeting agenda of 5/17/21 Human Services

BACKGROUND

It was brought to our attention that this item did not need a resolution due to the fact that it fits into our current fee schedule for the Ingham County Parks. Fees are not designated to a specific park, just to the parks as a whole.

Park staff proposed to the Park Commission charging the normal vehicle entrance fee for parking at McNamara Landing and Riverbend Natural Area. There are currently no fees to park at these locations.

Currently fees are collected at Burchfield Park, Hawk Island, Lake Lansing South, Lake Lansing North and at the Lake Lansing Boat Launch for vehicles not launching watercraft. Charging fees at Riverbend and McNamara Landing will provide more staff presence in the park areas at Burchfield Park. In 2020, we saw an additional quarter of a million visitors throughout the entire Ingham County Park system. Burchfield properties saw a high percentage of this increase at McNamara Landing and Riverbend Natural Area. When you have high volumes of unsupervised patrons, this sometimes leads to undesirable activities. We have had staff and neighbors in the area all witness such undesirable activities. Staff has had to reach out to law enforcement to deal with complaints of rule violations. Some examples are: dogs off leash, cars parking in non-designated areas, which leads to safety issues and impacts to the natural resources. Having an employee presence helps with positive patron behaviors which in turn makes our parks safer for all guests. Having staff at a gated entrance will help us monitor volume and types of use. Employees would be staffed weekends and holidays, May through September, 9am – 5:30pm and occasionally weekdays.

The current vehicle entry fees as adopted by the Board of Commissioner’s approved fee schedule are as follows:

- Resident Vehicle Daily - \$3
- Resident Vehicle Annual - \$32
- Non-Resident Vehicle Daily - \$5
- Non-Resident Vehicle Annual - \$42

The Ingham County Parks will continue its policy of waiving the vehicle entrance fee for anyone for whom the fee would be a hardship.

ALTERNATIVES

To continue not charging visitors to use McNamara Landing and Riverbend Natural Area.

FINANCIAL IMPACT

This would increase revenue at Burchfield County Park by charging regular vehicle entrance fees. The Parks Department would then propose funding seasonal staff to collect the fees at each location offset by fees collected in the 2022 budget request.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user- friendly, specifically Section A. 1(f) - Maintain and improve existing parkland, facilities and features.

OTHER CONSIDERATIONS

The Park Commission supports this approach at their April 26, 2021 meeting.

RECOMMENDATION

Based on the information presented, I respectfully support this action.