



## **AGENDA - SPECIAL CITY COUNCIL MEETING**

December 20, 2022

6:30 p.m.

1. **CALL TO ORDER.**
2. **PLEDGE OF ALLEGIANCE - Invocation will be given by Third Ward Councilmember Angelita Gunn**
3. **ROLL CALL.**
4. **ADOPTION OF AGENDA.**
5. **CITIZEN COMMENTS (3 minute limit)**
6. **NEW BUSINESS.**
  - A. **Review proposals from local organizations on how the City can combat homelessness in Jackson.**
7. **CITY COUNCILMEMBER'S COMMENTS.**
8. **MANAGER'S COMMENTS.**
9. **ADJOURNMENT.**

**MEMO TO:** Honorable Mayor and City Council Members, City of Jackson; Jonathan Greene,  
City of Jackson City Manager

**FROM:** Cory Mays, City of Jackson Grant Coordinator

**DATE:** December 20, 2022

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## DISCUSSION OF THE ISSUE

At their December 13<sup>th</sup>, 2022 meeting, the Jackson City Council authorized the release of a RFP (request for proposals) to address homelessness in the City of Jackson. In consultation with City Manager Jonathan Greene, said RFP was released on December 15<sup>th</sup>, 2022. The RFP was sent via email to various local social service agencies, with a proposal due date of December 19<sup>th</sup>, 2022. A copy of the RFP is attached to this memo. Three (3) proposals were received by the due date, and you will find a summary of these proposals below. All proposals are also attached to this memo.

## SUMMARY

### **Community Action Agency & Jackson Housing Commission Proposal**

Contact: Laura Reaume, Director of Community Programs, CAA

Inclusions: Hotel costs, administration fees, transportation, food

*Total Cost: \$55,812.75*

### **Wanda Beavers (Mama Tutu's House) Proposal**

Contact: Wanda Beavers

Inclusions: Hotel costs, rent assistance, bus passes

*Total Cost: \$57,250.00*

### **Residents in Action Proposal**

Contact: Tashia M. Carter

Inclusions: Hotel costs, administration fees, food, misc. supplies, office/rent expenses, fiduciary support

*Total Cost: \$198,720.00*

## ATTACHMENTS

1. Request for Proposals
2. Proposals:
  - a. The Community Action Agency/Jackson Housing Commission
  - b. Wanda Beavers (Mama Tutu's House)
  - c. Residents in Action

## **REQUEST FOR PROPOSALS**

### **Homeless Hotel Room Assistance**

The City of Jackson does hereby request the submission of proposals for the administration of hotel room assistance for homeless individuals/families inside the city limits. All proposals should address the requirements below. Incomplete proposals will not be considered.

**Dates for Assistance:**

January 1 – March 31, 2023

**Expenses to be Included:**

1. Hotel Room Costs (room cost + occupancy tax)
2. Administration of program

**Additional Required Inclusions:**

1. 30 hotel nights per household
2. 25 unique households served
3. Please include all relevant contact information for submitting agency.
4. Proposal should include a BRIEF explanation of program details.
5. Proposals should also include a BRIEF explanation of an agency's plan for next-step assistance after March 31, 2023.

**Submission Details:**

1. All proposals must be submitted via email (in .pdf format) to Cory Mays, City of Jackson Grant Coordinator: [cmays@cityofjackson.org](mailto:cmays@cityofjackson.org)
2. Proposals must be submitted by Monday, December 19 (12 pm) eastern time. Late submissions will NOT be considered.
3. Proposals should be concise, 1-2 pages in length total
4. Questions can be directed to Cory Mays via email or phone (517-768-6461)

*Please note: all City of Jackson requirements regarding contracts, insurance, independent contractor status, indemnification, etc. will apply for any selected proposal.*

COMMUNITY ACTION AGENCY & JACKSON HOUSING COMMISSION  
 JOINT RESPONSE TO  
 REQUEST FOR PROPOSALS  
 HOMELESS HOTEL ROOM ASSISTANCE

DATES FOR ASSISTANCE: January 1 – March 31, 2023

EXPENSES:

Hotel Costs (room costs & occupancy tax) 25 households for 30 days	\$40,000
Sub total	\$40,000
Administration	
Salary – 40 hr JHC staff 520hrs	\$10,030
Fringe	\$3,210
Data Entry and reporting (25 hrs salary/fringe)	\$854
Mileage - 750 miles @ \$0.625	\$468.75
Client transportation	\$250
Food	\$500
Sub total	\$14,458.75
<b>TOTAL</b>	<b>\$55,812.75</b>

CONTACT INFORMATION:

- Laura Reaume, Director of Community Programs CAA – [lreaume@caajlh.org](mailto:lreaume@caajlh.org) 517-539-8319
- JHC Staff TBD

PROGRAM DETAILS:

- Our intent would be to first carry over any people who were housed by the City of Jackson at the Travelodge from December 14<sup>th</sup> through December 24<sup>th</sup>, 2022.
- When possible, clients will be screened prior to stay to ensure all adequate housing options have been exhausted.
- Post screening, clients who need hotel assistance will be provided transportation to shelter if necessary and food and basic needs items.
- JHC staff member will meet with all hotel clients to assess potential housing options and establish housing plan for post 30 days.
- JHC staff member will connect clients to mainstream benefits and provide assistance to access all available permanent housing options.
- Staff will coordinate exit from hotel if no permanent housing solutions have been established on day 30

NEXT STEP ASSISTANCE:

- All clients will be added to the Section 8 waitlist
- If clients have not obtained permanent housing in 25 days an emergency housing plan will be established – potential shelter stay, seeking alternate funding source to maintain hotel stay

Mama Tutu's House

Proposal for Homeless Hotel Assistance

Dates for Assistance


December 21, 2022 through March 31, 2023

Details of Proposal

Mama Tutu's House has many requests for help with housing for homeless people. In the past, Mama Tutu has helped people with motel stays when funds are available. She has a reduced rate of \$55 per night with America's Best and may also use Travel Lodge when needed. The plan is to serve 25 unique households for up to 30 nights per household which would cost \$41,250. We would also like to supply 1<sup>st</sup> month rent and deposit for an apartment for as many households as possible which could cost up. For 10 families, that would be an additional \$1600. We would also like to provide bus Passes for family members who need to work, shop or have appointments. Children also need to get from the motel to their bus stop for school.

Mama Tutu's will continue to search for grants and funding from local businesses to continue this mission which she has been working on for years. There is a bigger homelessness problem this year than previously with rent going up and fewer rentals available. The need is especially acute now with the severe cold weather beginning. We are requesting \$20,00 towards the goals we have set out. If there is more available, we have detailed above how we would spend it.

Contact information

Wanda Beavers 

Mama Tutu's House

122 W Biddle

Jackson Michigan 49203

Cell phone 517 414 0932

## **Residents in Action, Jackson Michigan**

### **Homelessness Project Proposal for City of Jackson RFP – December 2022**

#### **RESIDENTS IN ACTION**

Residents in Action (RIA) is a Black-led, grassroots network of Jackson residents with a mission to advance racial equity for better health and well-being in the Jackson community. Our focus has been specifically on those who have historically experienced inequity; the Black and poor community and the issues that come with those experiences. RIA acts as a central hub that supports individual members as well as Black-led organizations, such as Partial to Girls (PTG), Young People of Purpose (YPOP), etc. RIA convened initially in March 2020 to address the impact of Covid-19 on the Black community and due to its success with addressing other emerging and immediate needs in Jackson. RIA is currently pursuing 501c3 status to support continued efforts longer term. RIA leverages positive relationships, social networks, and the generational wisdom and skillsets of Black residents as well as those with lived experience particularly to address the needs and priorities in the community through resident-led improvement efforts.

#### **SELECTED RIA PROJECTS AND SYSTEMS CHANGE EFFORTS**

RIA has had notable success in effectively and efficiently responding to the health and social needs of the Black community and those experiencing economic hardship in Jackson. RIA shared a list of the various projects that RIA has completed and/or are actively working on during the City Council presentation on 12/13/22.

#### **RIA'S IMPROVEMENT APPROACH**

RIA's members are trained in improvement methodology, framing analytics, systems thinking, and human-centered design techniques. Our population focus is on maternal and child health, the homeless population, and elderly. We move upstream to address the socio-economic factors that impact health and well-being by listening to the *voice of the people (especially Black residents)* through authentic engagement practices. We are intentional about strengthening positive relationships, building trust, and working in the community without causing harm/trauma as we connect with the community and collect stories and meaningful data to improve the lives of residents of Jackson.

#### **PROBLEM STATEMENT**

Homelessness, a matter of survival with serious health consequences and psychological impact, is a significant problem in Jackson, Michigan. Homelessness is the result of, and contributes to, problems with physical and mental health, economic instability, and social isolation. It also increases exposure to violence and human trafficking. At the community-level homelessness contributes to higher health care costs, crime, and the disruption of social fabric. The problem makes visible deep structural disadvantage and racism in our community with drivers of poverty, unstable employment, the built environment, lack of transportation, and disinvestment in people in need. Young families with children, Teens, Elderly individuals with low fixed incomes, Veterans, Individuals who have experienced pivotal life events and Returning citizens are all of special concern.

In June, RIA completed the *Homelessness Project Part 1*, providing food, clothing, and emergency shelter to homeless individuals using Covid-safe practices. In addition, RIA gathered demographic data, and worked toward identifying barriers to stable housing through a trusted community-based workforce that meets the needs of the homeless community whenever the need arises (24/7). Data were collected from 125 homeless adults, representing a total of 279 homeless individuals including 154 children. Additional demographics was recently shared with City Council regarding what we identified for gender, race, family/single status, employment, veteran status, and living conditions.

The professional organizations and government agencies tasked with addressing housing needs have struggled

to identify and address the needs of those who are homeless. This is also the case with the Jackson Care Hub (community-clinical linkages system) and the social determinants of health (SDoH) screening processes in the health care delivery system. SDoH screening processes are routine in the delivery system, however, many individuals do not trust and do not feel comfortable divulging their personal and social care needs to professionals. As a trusted resource in the community, the resident-led community-based workforce can partner with the health system, government agencies, and professional systems of care to assure that homeless individuals are accurately identified, and the homeless population needs are met.

**PROPOSED PILOT**

The *Homelessness Project Part 2* is designed to continue addressing immediate needs. PTG is deeply connected to the community and can quickly and efficiently identify the needs of the homeless population through its extensive social networks and communication channels. People in Jackson trust and reach out to PTG in real-time for their basic needs, especially during the pandemic. More importantly, PTG seeks out homeless individuals by understanding their day-to-day living circumstances; for example, going to specific locations when it is raining because that is where the homeless take shelter or driving around in the early morning hours (2-4 am) because that is when it is obvious who does not have a home. With the support of RIA, PTG not only assures that needs are met, but also collects data to track progress and inform policy and funding decisions. Utilizing up-to-date, accurate information, PTG can stratify the population to identify and meet urgent needs that must take priority; for example, prioritizing who needs lodging on an emergency basis, or identifying who may be eligible for additional services. Because of the trusted relationship in the community, PTG is positioned to have the raw discussions that are needed to help with compliancy and can quickly adapt to working with other grassroots activities. Additionally, PTG uses its trusted relationships to gather input from homeless individuals, whose voices have not been heard and can bridge the gaps with the organizations and agencies to help coordinate and navigate paperwork and application processes as well as follow-up with the organizations and agencies to hold them accountable for follow through to minimize the cliff and help develop homeless plans after March 31, 2023

**BUDGET (Jan 1, 2022 – March 31, 2022), 13 weeks**

Budget Item	Hours	Rate	Total
<i>Homelessness Support Specialists (@44 hours per week)</i> (Community-Based Workers for Basic Needs, Coordination and Navigation w/Organizations/Agencies).	572	\$25.00	\$14,300.00
Operational/Data Lead	50	\$125.00	\$6,250.00
Performance Advisor	20	\$150.00	\$3,000.00
Hotel Room Costs (room cost + occupancy tax for 30 nights/budgeted for 23 unique families/individuals)		\$125.00	\$86,250.00
Food/food cards (\$100.00 per wk for lodged + community funds)		\$40,000.00	\$40,000.00
Clothing and warming supplies, basic needs, household supplies, Covid needs, & transportation (gas cards and bus cards), application and legal document fees, etc.		\$20,000.00	\$20,000.00
Office supplies and technology		\$1,000.00	\$1,000.00
Rent, Utilities, Storage, etc.		\$2,000.00	\$2,000.00
<b>Total</b>			<b>\$172,800.00</b>
<b>Fiduciary and RIA Backbone Support</b>		<b>15%</b>	<b>\$25,920.00</b>
<b>Final Total</b>			<b>\$198,720.00</b>

**End Note** – Any City funds received will be coordinated with State funding that is anticipated to be received.