



**LETTER OF SUPPORT POLICY**  
**PERMANENT SUPPORTIVE HOUSING PROJECTS APPLYING FOR**  
**LOW INCOME HOUSING TAX CREDIT**

**Introduction**

The Grand Rapids Area Coalition to End Homelessness, also known as the Grand Rapids/Wyoming/Kent County Continuum of Care entity and here forward referenced as the CoC, is committed to ending homelessness across Kent County and supports development that will aid in reaching this goal. Federal Low Income Housing Tax Credit (LIHTC), administered through the Michigan State Housing Development Authority (MSHDA), is one mechanism used to fund the development of affordable housing, including permanent supportive housing for homeless persons and other vulnerable populations.

**MSHDA Requirements**

LIHTC applications are due to MSHDA in April and October of each year. MSHDA requires LIHTC applicants submitting a project under the Permanent Supporting Housing (PSH) category to meet with the local Continuum of Care (CoC) housing planning body at least 120 days prior to the LIHTC funding round deadline. The purpose of the meeting is to begin preliminary discussions in order to ensure: 1) the stability of tenants, 2) the project is integrated into the community, and 3) there are strong social support networks available to meet the needs of the supportive housing tenants.

MSHDA encourages applicants to submit a “concept letter of intent” to the CoC describing the proposed PSH development. At a minimum, the letter should include:

- The total number of units
- The number of PSH units
- Targeted population
- Description of the housing units (i.e. townhouses, apartments, single-family homes)
- Bedroom mix of the proposed PSH units
- Location of the development
- Proposed services and amenities

The applicant must attend a CoC meeting to discuss the proposed development outlined in the concept letter.

The applicant's LIHTC submission to MSHDA must include: 1) a CoC Support Form, 2) a letter of support from the CoC, and 3) meeting minutes from the CoC planning meeting. The CoC letter of support should include identification of the development team and summarize the MSHDA-identified content listed above. The CoC letter of support must be dated within one year from the LIHTC funding round deadline.

### **Local Process and Timeline**

#### **IMPORTANT NOTE**

It is the responsibility of the applicant to contact CoC staff regarding process timing to ensure Steering Council consideration can occur and required documentation can be provided prior to MSHDA deadlines. The applicant may request, or CoC Staff or the Steering Council may recommend, conversation between the applicant and the CoC in addition to what is outlined below.

The following process will be used to handle requests for CoC support of PSH projects applying for LIHTC:

- 1) The applicant shall submit to the CoC a letter of intent for the proposed development that includes the MSHDA-identified content (prior page), detail regarding how vacancies will be filled, and how the project supports the CoC's plan to end homelessness and current strategic plan goals.
- 2) The applicant shall attend a regularly scheduled CoC general membership meeting and present a brief (5 minutes or less) presentation about the proposed development that covers information detailed in the letter of intent. The applicant shall then invite and respond to questions from meeting attendees.
- 3) Following the CoC membership meeting, the applicant shall submit to the CoC an updated letter of intent that notes any project modifications resulting from discussions with CoC membership. The applicant shall also submit to the CoC a completed letter of support template. This shall be provided electronically to CoC staff as an editable Word document.
- 4) Once CoC staff receives the information identified in Step 3 above, the CoC Steering Council will consider approval of CoC support for the project at its next regularly scheduled monthly meeting.
- 5) Following an affirmative vote by the Steering Council, the CoC Chairperson will sign the CoC Support Form and the letter of support. The applicant may retain the original documents and provide CoC staff with a scanned electronic copy. CoC staff will provide the applicant an electronic copy of the meeting minutes reflecting the Steering Council vote in advance of the MSHDA application deadline.