



Steering Council Meeting Agenda
September 18, 2020 ▫ 8:30 – 10:00 am ▫ Zoom

1. Call to Order/Introductions
2. Approval of the Agenda*
3. Approval of Minutes*
 - a. August 21, 2020
4. Public Comment on Agenda Items (Limit 3 minutes ea.)
5. Approval of Consent Agenda*
 - a. Steering Calendar
 - b. ESG Financial Assistance Report
 - c. Committee Updates
 - d. Budget Report: Statement of Activity
 - e. Data Reports: COVID-19 Shelter Counts, Coordinated Entry Numbers
6. Petitions and Communications
7. LIHTC Presentations
 - a. Genesis Non-Profit Housing Corporation
8. Nominating Committee Formation* – *Steering to nominate 1 or 2 members to serve on this committee*
9. Prioritized Goals and Activities* – *CoC staff to bring prioritized goals and activities with the ask for Steering review and approve to go to full CoC for approval in October*
10. Strategic Visioning Discussion – *Executive recommendation to release an RFP to pursue a full strategic planning process*
11. Any other matters by Steering Committee Member(s)
12. Public Comment on Any Matter (Limit 3 minutes ea.)
13. Adjournment

Next meeting: Friday, October 16th, 2020, 8:30 – 10:30am



STEERING COUNCIL MEETING MINUTES - **DRAFT**

August 21, 2020

8:30-10:30

Facilitator:	Casey Gordon		
Meeting Attendees:	<u>Steering members present:</u> Amanda Tarantowski, Casey Gordon, Kwan McEwen, Susan Cervantes, Elizabeth Stoddard, Erin Banchoff, Cheryl Schuch, Karen Tjapkes, Victoria Sluga, Rebecca Rynbrandt, Thomas Pierce, Cathy LaPorte, Scott Orr <u>Steering members absent with notification:</u> Adrienne Goodstal, Alonda Trammell, Lauren VanKeulen, Tom Cottrell <u>Steering members absent without notification:</u> Brianna Lipscomb, Hattie Tinney, Shontaze Jones, Shannon Bass <u>Community Members:</u> Anthony Barker, Eunice Link, John Peterson, Craig Patterson, Laura St. Louis, Sara Osborn, Greg Mustric, Heather DeKorte, Sara Osborn, Wende Randall <u>Staff:</u> Courtney Myers-Keaton, Brianne Czyzio Robach		
Time Convened:	8:35	Time Adjourned:	10:33

Approval of Agenda		August 21, 2020	
Motion by:	Elizabeth Stoddard	Support from:	Erin Banchoff
Discussion	The City of Grand Rapids was not able to identify a presenter for the Homeless Outreach Team, this item will be a discussion not a presentation.		
Amendments	Include Eviction Diversion funding (item c under General CoC updates)		
Conclusion	All in favor, motion passes.		
Approval of Minutes		June 19, 2020	
Motion by:	Cathy LaPorte	Support from:	Erin Banchoff
Discussion			
Amendments	Reference the City of Grand Rapids Homeless Outreach <i>Team</i> , not <i>Taskforce</i> . In MSHMIS Governance ensure acronyms are spelled correctly and include the draft letter for MCAH and MSHDA as an action item for Daniel Gore.		
Conclusion	All in favor, motion passes.		
Public Comment on Any Agenda Item			
Discussion			
None			
Approval of Consent Agenda		August 21, 2020	
Motion by:	Cathy LaPorte	Support from:	Cheryl Schuch
Discussion			
Amendments			
Conclusion	All in favor, motion passes.		
Petitions and Communications			
Discussion			
None.			
City of Grand Rapids: Homeless Outreach Team			
Discussion			



STEERING COUNCIL MEETING MINUTES - **DRAFT**

August 21, 2020

8:30-10:30

The City of Grand Rapids has created a Homeless Outreach Team, comprised of fire and police department personnel. Courtney has been in conversation with City staff to ensure there is coordination with this team and the outreach workgroup. The primary purpose of this team seems to be engagement, but they are also filling an enforcement role. Victoria noted that from Pine Rest Street Reach, the concern is that outreach staff may be perceived as enforcement, potentially damaging trust and relationships built over time. Members affirmed the importance of increasing housing resources in the community for successful exits from homelessness.

Action Items	Person Responsible	Deadline

LIHTC Presentations

Discussion

Woda Cooper

Craig Patterson, Heather DeKorte, and Greg Mustric were in attendance to share information around 2 potential LIHTC projects. The first is on the Westside in Grand Rapids. They are looking at 2 sites on Stocking for 2 4-story buildings under the same management for a total of 57 or 58 units combined. Both would have on-site parking. They anticipate requesting 20 HCV units set aside for PSH and will be targeting those who are chronically homeless. The support services lead agency will be Community Rebuilders. Property management will be by Woda Management and Real Estate. They do not currently have an estimate in the occupancy number for each unit, they can provide these figures to the group. Cathy asked how they anticipate working with tenants to prevent evictions. They indicated that they have been working on eviction prevention measures and aids to tenants, particularly during this time.

The second project is on the southeast side of Grand Rapids at 3555 Lake Eastbrook Blvd. This project, known as Bradley Commons, will have 54 units on 4-stories with parking available on site and is adjacent to business area and public transit. They anticipate 19 units would be PSH with a target of those experiencing chronic homelessness, working with the coordinated entry system for referrals. Case management would be available onsite. Community Rebuilders would be the lead agency for supportive services and property management would be through Woda Management and Real Estate.

Woda Cooper will provide a written project summary for both projects.

Hope Network: Eastpointe Commons

Tony Barker, John Peterson, and Sara Osborn attended to share more about Hope Network's project, Eastpointe Commons. This project would be a renovation of the existing Fulton Manor buildings for 129 units. KMG Prestige would serve as the property management company and conversations are currently underway to determine lead agency. They anticipate 36 PSH units with best practices in place including housing first and a harm-reduction approach. They plan to screening tenants in through the CE system with target populations of chronic individuals or families within the top 10% of the Housing Priority List. They are also interested in exploring options for data matching with state



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and local priorities. The team anticipates asking for a letter of support from this body in the upcoming months.

Action Items	Person Responsible	Deadline
Provide project description for the Woda Cooper projects presented today.	Craig Patterson and team	

Anticipated Upcoming Funding

Discussion

CoC Program Competition

Staff are still awaiting an update from HUD on this year's program competition. The Grant Inventory Worksheet was recently released and the full amount for the consolidated CE grant at HAP was included, indicating that the Annual Renewal Demand will likely not be impacted.

MSHDA ESG-CV2

No timeline has been announced but anticipate an announcement in September or October. Staff asked Steering to discuss priority areas to so an RFQ can be released, if applicable, after funds are released. Recognition there is not an understanding of all funds coming into the community and what the need may be this fall and winter. Currently there is reduced capacity in shelters. During winter, Mel Trotter typically increases their capacity and to ensure no one is staying outside, but they have indicated previously that this winter be difficult given distancing requirements.

Cheryl noted it would be important to consider capacity for administering the funds and flexibility in funding based on need. She also noted the importance of ensuring housing resources are available for households. Karen noted that rental assistance for security deposits, application fees, and moving costs would be important, if costs are allowable. Multiple members reported hearing of landlords, particularly large management companies, who are seeking to terminate leases instead of working with funding options available. Given this, funds to cover arrears to help households get into housing have been important and would continue to be important. Cheryl suggested strategic conversations with RPOA and landlords.

****Quorum was lost at the end of this discussion item. Members in attendance agreed to discuss the remaining agenda items, but not move forward with votes or decisions.****

Action Items	Person Responsible	Deadline

General CoC Updates

Discussion

Isolation Update

Kent County is developing plans for isolation. A few units are available through Community Rebuilders. Longer-term conversations are still underway, but no plan has been established. Continuous testing among shelter guests has halted as there is no isolation location identified in case of a positive test result. Cheryl noted that communities throughout the state have isolation plans developed and feels this should be a priority for Steering.



STEERING COUNCIL MEETING MINUTES - DRAFT

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Meeting Guidance

Draft virtual guidance was shared in packet. Given current situation, staff and Executive are recommending that all committees hold virtual meetings through January 2021 with re-evaluation at that time. Steering members should send any feedback on the document to CoC staff.

MSHDA Eviction Diversion

Salvation Army is working to help expend these funds. The initial intake will be switching to 2-1-1 to help clients complete the application over the phone. TSA is maintaining communication with landlords and coordinating with KCCA. \$3000 cap on these funds is in place for most households. Staff have been seeing households with high arrears. With questions, reach out to Cathy (Catherine.laporte@usc.salvationarmy.org)

Action Items	Person Responsible	Deadline

Strategic Visioning Discussion

Discussion

This topic will require a vote. Executive has discussed what this could look like moving forward given the desire consultant who can work through process facilitation. Staff recommend not move forward with any consultant at this point, which leads to the group needing to determine whether to re-issue an RFQ during a time when many have very limited capacity. Casey recognized concerns with lack of forward progress but noted that ensuring Steering's commitment to the process would be important. This topic will be discussed at the September Steering Council meeting.

Action Items	Person Responsible	Deadline

Current Strategic Plan

Discussion

A [rough draft of priorities is available here](#), Steering members can provide input on priorities or actions directly to Courtney. Staff will also gather input from the full CoC during next week's meeting.

Action Items	Person Responsible	Deadline

Governance Charter Changes

Discussion

Tabled due to time.

Action Items	Person Responsible	Deadline

Budget/Local Match

Discussion

Tabled due to time.

Action Items	Person Responsible	Deadline

Updates from Steering Council members

Discussion



**STEERING COUNCIL
MEETING MINUTES - DRAFT**

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Public Comment on Any Item	
Discussion	
ENTF is in the midst of a strategic design and implementation process. Wende requested time to present on the plan during the September Steering or October full CoC meeting.	
Legal Aid – they have increased staff dedicated to unemployment matters, please send community members who have unemployment hold-ups to Legal Aid.	
KCCA – recognized the City of Holland for passing LGBTQ+ protections in housing policies.	
Adjourn	



GRAND RAPIDS/WYOMING/KENT COUNTY
STEERING COUNCIL ANNUAL CALENDAR
Updated August 2020

January

Steering Committee Orientation
Executive Officer Elections
Point in Time Count
Draft Budget Presentation
Steering Council Annual Conflict of Interest
Forms Completed

February

City of Grand Rapids Emergency Solutions Grant
Application
Strategic Plan Update
Reallocation Discussion
Budget Approval

March

Data Quality Committee Report
Strategic Plan Progress Review
CoC and ESG Mid-Term Monitoring

April

LIHTC Developer Presentations to Steering
(October Round)
Point in Time Count Submitted to HUD
Budget Review

May

Strategic Plan Annual Review
Nomination Committee forms

June

Steering Council Funding Process Review
Governance Charter Recommended Changes to
CoC membership
Open Call for New CoC Members
PIT Data Released

July

NAEH Annual Conference
System Performance Measures Review
Strategic Plan Update

August

HUD CoC Program Funding Vote (Anticipated)
System Performance Measures Reported to CoC
CoC, Fiduciary, HARA MOU for ESG Execution

September

Data Quality Committee Report
MSHDA Emergency Solutions Grant Application
HUD CoC Program Application Due (Anticipated)
PIT Planning Begins

October

LIHTC Developer Presentations to Steering
(April Round)
Governance Charter Review, including ENTF
relationship affirmation & Fiduciary MOU

November

Strategic Plan Progress Review
Staff Evaluations Initiated by Fiduciary
Strategic Plan Update

December

Steering Council elections (at CoC meeting)
Staff Evaluations Concluded by Fiduciary
Budget Preparation Begins



The Salvation Army Social Services, Housing Assessment Program (HAP)

ESG Financial Assistance Report

9/10/2020

Financial assistance funds are paid on an on-going basis as invoices are received from all partners. Staffing funds are invoiced quarterly (April, July, October, January).

Grant Name	Financial Assistance Amount	Grant Term	% of FY Complete	Tentative Amount Spent**	Tentative % Spent	Amount Spent	% Spent	Referred by HAP	Referrals Accepted
ESG - City of Grand Rapids - The Salvation Army - 61st District Court Eviction Prevention Pilot FY19	\$50,000	1/01/2019-12/31/2019	100%	\$50,000	100%	\$50,000	100%	37	37
ESG - City of Grand Rapids - The Salvation Army - 61st District Court Eviction Prevention Pilot FY20	\$61,420	7/1/2019-6/30/2020	100%	\$61,420	100%	\$61,420	100%	35	35
ESG - MSHDA - The Salvation Army - Prevention	\$23,363	10/01/2019-09/30/2020	95%	\$12,611	54%	\$12,611	54%	7	5
ESG - MSHDA - The Salvation Army - RRH	\$55,624	10/01/2019-09/30/2020	95%	\$55,615	100%	\$55,615	100%	43	28
ESG - City of Grand Rapids - The Salvation Army - 61st District Court Eviction Prevention Pilot FY21	\$82,354	07/01/2020-06/30/2021	8%	\$0	0%	\$0	0	0	0

*MOUs were completed in March

**Tentative Amount Spent dependent on participant's continued eligibility in the program.

CoC FYTD August Statement of Activity

	Admin (HWMUW)	MSHDA ESG	GR CDBG	Wyoming CDBG	HUD - CoC Program Funds	Kent County CUNP-HMIS Match	HMIS (Sal. Army)	TOTAL Actual	Annual Budget	Budget Remaining	% Variance	Notes
City of Wyoming CDBG	\$ -	\$ -	\$ -	\$ 859	\$ -	\$ -	\$ -	\$ 859	\$ 5,000	\$ (4,141)	-83%	
City of GR CDBG	-	-	3,858	-	-	-	-	3,858	20,000	(16,142)	-81%	
HUD Planning	-	-	-	-	31,096	-	-	31,096	175,334	(144,238)	-82%	
Salvation Army HMIS	-	-	-	-	-	-	11,644	11,644	78,412	(66,768)	-85%	
Kent County CUNP	-	-	-	-	-	3,963	-	3,963	18,224	(14,260)	-78%	
MSHDA ESG - Passthrough	-	-	-	-	-	-	-	-	244,478	(244,478)	-100%	
HWMUW	2,971	-	-	-	-	-	-	2,971	16,885	(13,914)	-82%	1
TOTAL REVENUE	2,971	-	3,858	859	31,096	3,963	11,644	54,392	558,333	(503,941)	-90%	
Personnel Costs	\$ 2,298	\$ -	\$ 3,555	\$ 783	\$ 27,018	\$ 3,215	\$ 1,007	\$ 37,876	\$ 187,482	\$ (149,606)	-80%	2
Professional Fees	-	-	-	-	-	-	10,000	10,000	78,252	(68,252)	-87%	
Community Inclusion Activities	-	-	-	-	47	-	-	47	5,000	(4,953)	-99%	
Supplies	-	-	-	-	32	-	19	51	600	(549)	-91%	
Printing/Copying	-	-	-	-	-	-	-	-	600	(600)	-100%	
Conferences/Travel	-	-	-	-	-	-	-	-	5,365	(5,365)	-100%	
Meetings	-	-	-	-	-	-	-	-	1,200	(1,200)	-100%	
Technology (meeting service subscription)	-	-	-	-	912	-	-	912	1,000	(88)	-9%	
Parking/Transportation	-	-	-	-	580	72	18	669	4,825	(4,156)	-86%	
Grant Passthrough	-	-	-	-	-	-	-	-	234,998	(234,998)	-100%	1
Miscellaneous	-	-	-	-	-	-	-	-	-	-		
Indirect	674	-	303	76	2,508	676	600	4,836	39,011	(34,174)	-88%	
TOTAL EXPENSES	2,971	-	3,858	859	31,096	3,963	11,644	54,392	558,333	(503,941)	-90%	
Revenue Over(Under) Expenses	-	-	-	-	-	-	-	-	-	-	0%	

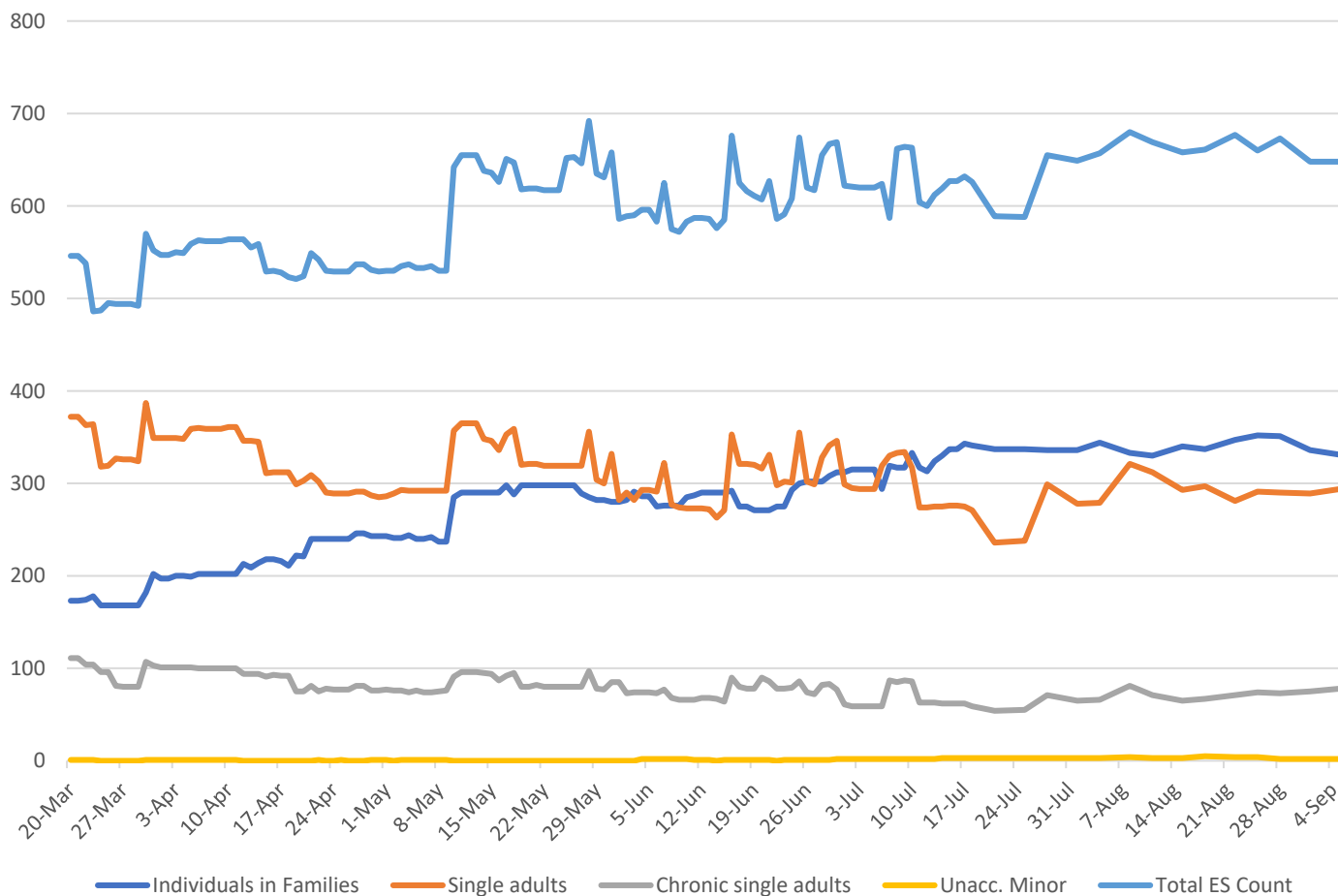
Fund Balance @ 8/31/20 8,000.00

- Notes:
- 1. Passthrough grant
 - 2. CoC staff time:
 - 1 FTE - Courtney - CoC Coordinator/ Program Manager (84% HUD Planning, 11% City of GR CDBG, 3% City of Wyoming CDBG, 2% HMIS)
 - .77 FTE - Brianne - Administrative Assistant (CoC- 74% HUD, 13% GR CDBG, 13% CUNP)
 - .80 FTE- Sierra - HMIS Specialist (20% HWMUW, 30% CUNP, 50% HUD Planning)
 - .20 FTE - Wende - Program Director (41% HUD, 16% GR CDBG, 11% Wyoming CDBG, 18% HMIS, 14% HWMUW)
 - Staff Total 2.77 FTE

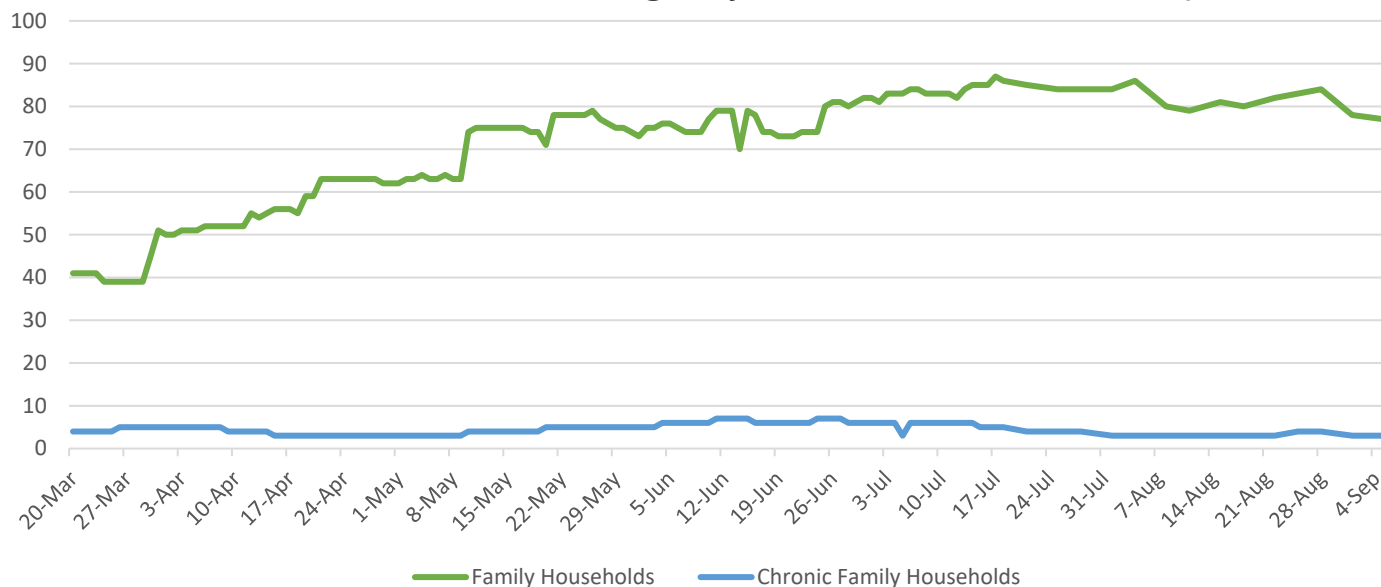
Note: Brianne is a full time employee, who spends 77% of her time on CoC and 23% of her time on ENTf administration.
Sierra is a .8 FTE, who dedicates 100% of her time to the CoC

Emergency Shelter Count during COVID-19

Number of individuals in emergency shelter – March 20 to Sept. 5

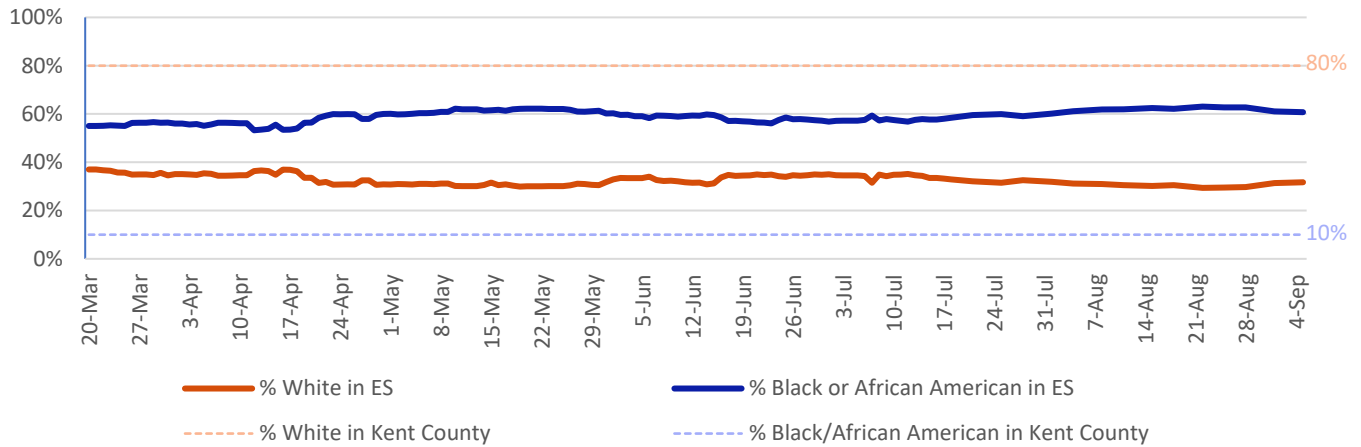


Number of households in emergency shelter – March 20 to Sept. 5

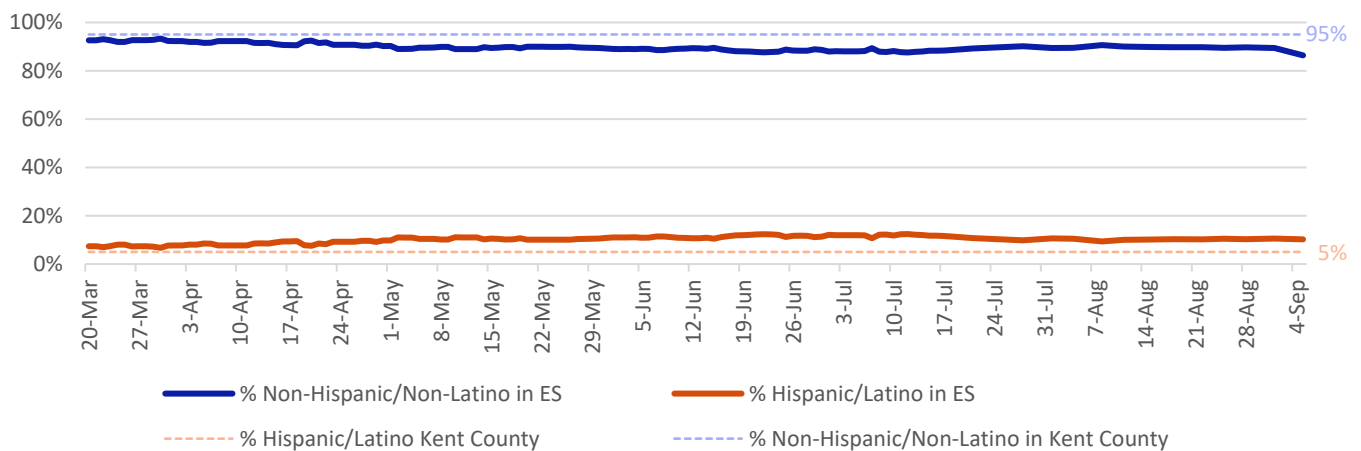


Demographics: Emergency Shelter Count during COVID-19

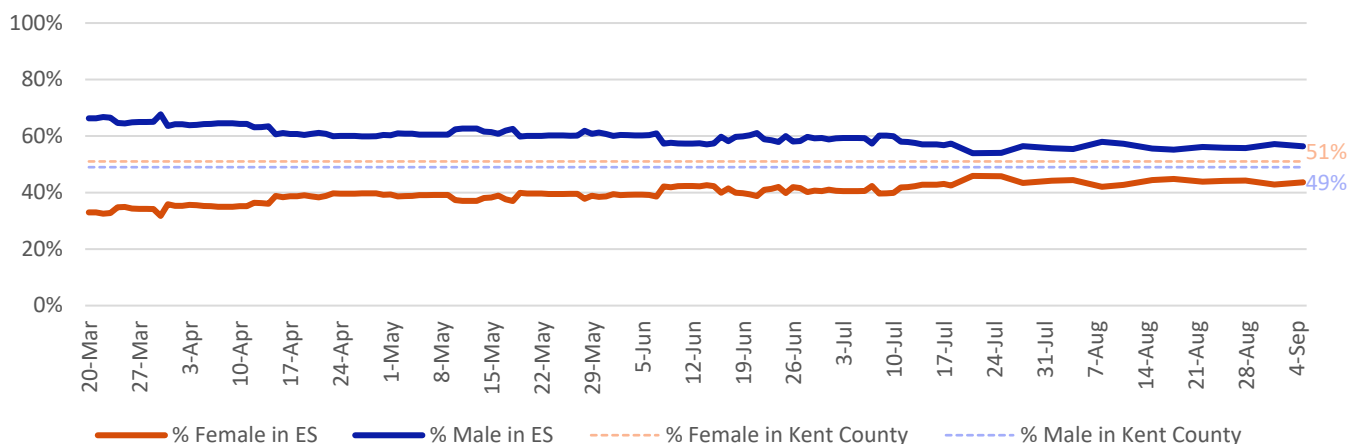
% of emergency shelter count by race – March 20 to September 5¹



% of emergency shelter count by ethnicity – March 20 to September 5



% of emergency shelter count by gender – March 20 to September 5

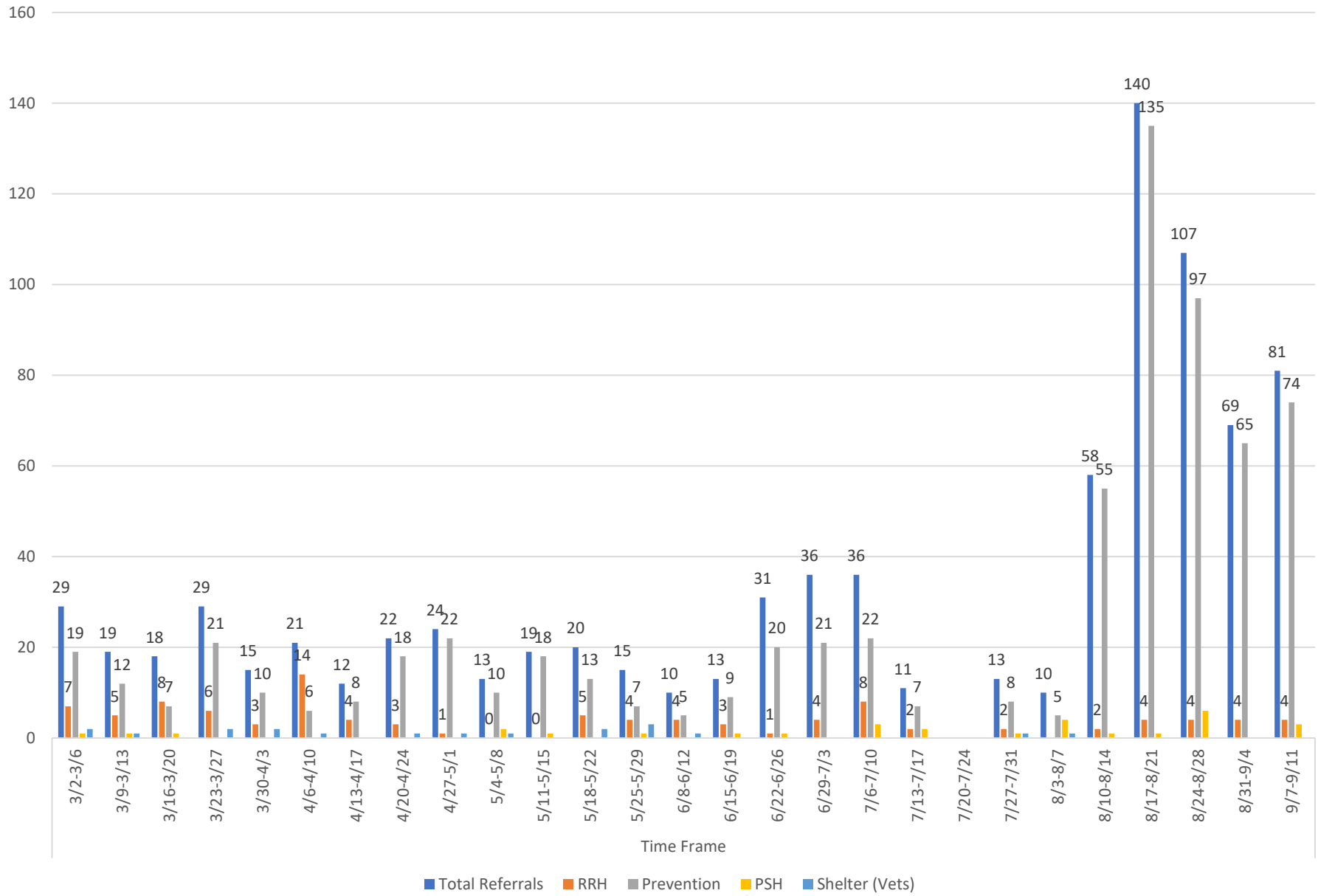


¹Percentages may not total up to 100% as all race categories are not be included..

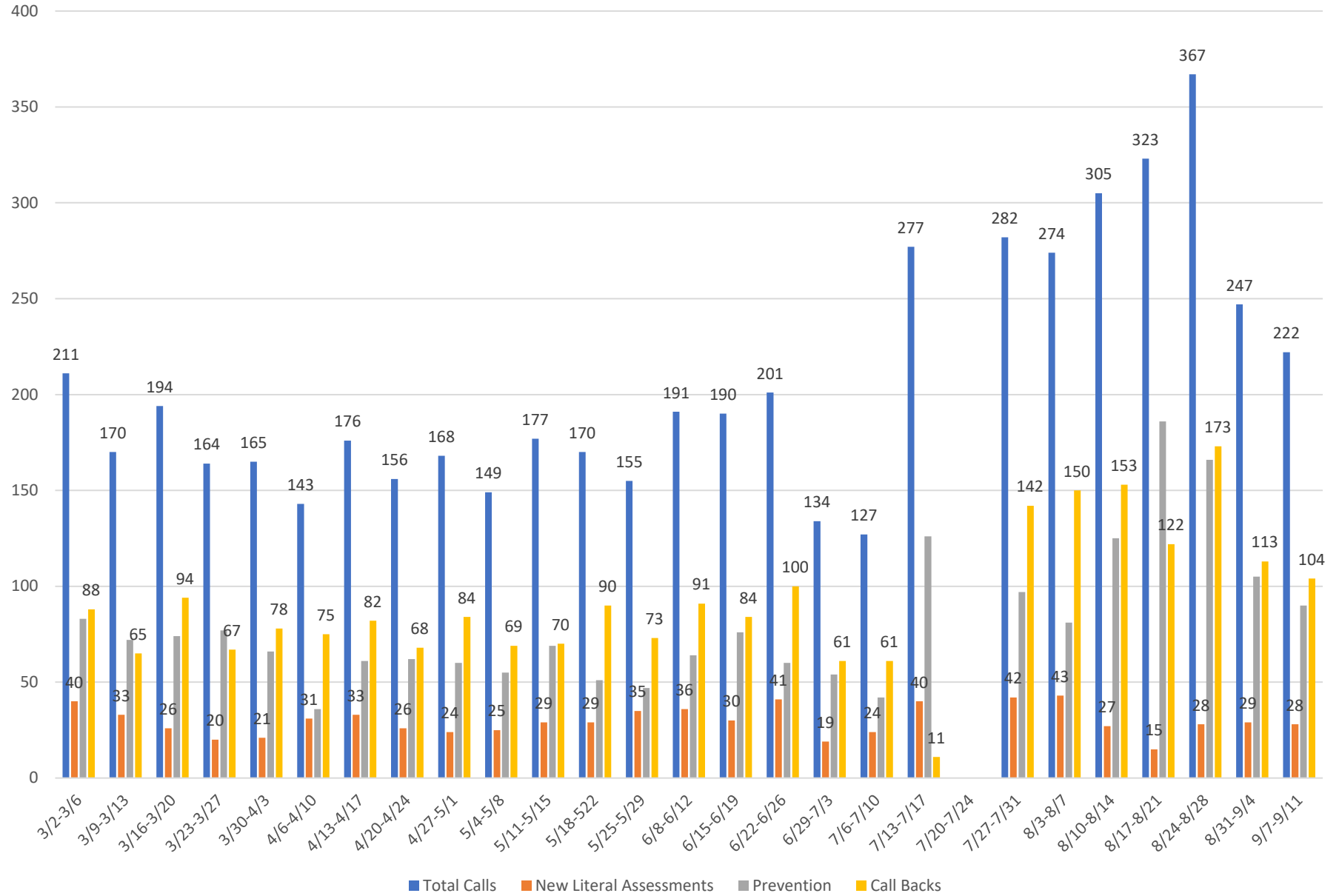
All Kent County demographic data is taken from 2018 America Community Survey data

All emergency shelter data pulled from Kent County's Homeless Management Information System

HAP Referrals



HAP Calls



DATE: September 18, 2020

TO: Grand Rapids Coalition to End Homelessness Steering Council

FROM: John Wynbeek, Executive Director – Genesis Non Profit Housing Corporation

REGARDING: Leonard Apartments 851 Leonard NW Grand Rapids

Genesis Non Profit Housing Corporation is in the process of preparing a tax credit application for submission to MSHDA in the next funding round. MSHDA has indicated that the next submission date will be late January or early February, 2021.

Leonard Apartments is a 38 unit adaptive reuse project located at the current site of the Genesis office. Fifteen of the apartments will be designated for Permanent Supportive Housing, 14 one bedroom and 1 two bedroom apartments.

Network 180 has committed to providing funding for a half time (.5 FTE) Resident Support Coordinator who will be located on site. Pine Rest will employ the RSC and act as the Lead Agent for the development. Dwelling Place will provide property management and may be a co-developer. Colliers International will also participate as a real estate consultant. As with our other developments we will utilize a blended management model, coordinating property management and resident support services.

The target population for Permanent Supportive Housing will include referrals from Network 180. We will be working with Network 180, Pine Rest, Dwelling Place and the CoC to further define the target population. We will be working with Network 180 to identify potential referrals from a data match of users of Medicaid resources.

The first floor of the former funeral home will be repurposed for a community room, offices for the resident support coordinator, property manager and conference and meeting space. An office for telehealth will be available on site. Space on the second floor will be available for individual and group meetings and activities in a multipurpose room.

The following pages include a project overview, rendering of the development and site plan.

Genesis Nonprofit Housing Corporation Leonard Apartments – 851 Leonard NW

Project Overview

Leonard Apartments is a 38-unit adaptive reuse project located at 851 Leonard NW in Grand Rapids, Michigan. The original two-story former funeral home building, built in 1931, will remain and the first floor will be repurposed for a community room, offices for the resident support coordinator, property manager and a conference / meeting space. The second-floor former living quarters will be updated to a two-bedroom apartment and multipurpose room.

The Area Specific Plan for the West Side (adopted in 2015) recommends the retrofitting of existing older, structurally sound buildings as well as redevelopment of underutilized properties, the subject property has both conditions. The additions constructed in 1952, 1981, 1991 and the 1500 square foot garage constructed in 1949 will be removed and three stories of new construction with (37) apartments will be built to the east, west and north of the original structure.

An application will be submitted to MSHDA for Low Income Housing Tax Credits (LIHTC). Fifteen apartments will be reserved for Permanent Supportive Housing for persons with special needs. These units will be restricted to those at or below 30% AMI and have Project Based Vouchers with rents variable based on income. The additional twenty-three apartments will be restricted to persons earning 40% to 60% of Area Medium Income. Four will be at 40% AMI with rents at \$595 for a one bedroom, four at 50% AMI with rents and \$740 for a one bedroom and \$890 for a two bedroom. 15 of the apartments at 60% AMI will have rents of \$825 for a one bedroom and \$1,000 for a two bedroom. Utilities are included in rents.

When complete the complex will be a combination of adaptive re-use and new construction, measuring approximately 43,276 square feet in total. The apartment mix includes (32) one-bedroom apartments, and (6) two-bedroom apartments measuring approximately 664 sq. ft., and 950 sq. ft. respectively.

Through discussions with the planning department it was recommended that we rezone the property to Planned Residential Development (PRD) The subject project falls in two zone districts, the lot configuration is irregular, and we are preserving the most historically significant portion of the historic structure in the development.

Project Schedule

This project will be completed in one phase. MSHDA funding award notices will be given approx. 90-days after submission. Should this project receive an award, construction documentation and financial closing would occur 6 to 8 months post award date. We anticipate construction to start Oct/Nov 2021. The construction schedule is estimated at 12-months, making the end date Oct/Nov 2022.

