



Steering Council Meeting Agenda
December 11, 2020 □ 8:30 – 10:30 am □ Zoom

1. Call to Order/Introductions
2. Approval of the Agenda*
3. Approval of November 20, 2020 Minutes*
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
6. Petitions and Communications
7. LIHTC Letters of Support
 - a. Woda Cooper: Bradley Commons, Stockbridge Landing, & Breton Grove* - *letters of support requested for projects presented in August and November; descriptions for all projects are in the agenda packet*
 - b. Hope Network: Eastpointe Commons* - *letter of support requested for project presented in August; updated project description is provided in agenda packet*
8. MHSDA ESG-CV2 Prioritization*
9. Strategic Planning: Next Steps
10. General CoC Updates
 - a. Planning for Winter
 - b. Eviction Diversion Program Update
11. Ad-hoc MOU and Staffing Review Committee Update
 - a. Fiduciary MOU* – *document with updated changes included in packet*
 - b. Job Descriptions
12. Community Solutions – Built for Zero
13. Updated Documents*
 - a. LIHTC Letter of Support Policy – *suggested update to include occupancy information in letter of intent*
 - b. Meeting Guidance – *small language changes to clarify when verbal vs. chat voting is required*
 - c. Committee Expectations – *changes were made based on October Steering meeting*
14. Any other matters by Steering Committee Member(s)
15. Public Comment on Any Matter (Limit 3 minutes ea.)
16. Adjournment

Next meeting: Friday, January 15th, 2021, 8:30 – 10:30am

* denotes potential action item



STEERING COUNCIL MEETING MINUTES - DRAFT

November 20, 2020

8:30-10:30

Facilitator:	Casey Gordon		
Meeting Attendees:	<u>Steering members present:</u> Adrienne Goodstal, Scott Orr, Tom Cottrell, Casey Gordon, Alonda Trammell, Cathy LaPorte, Cheryl Schuch, Elizabeth Stoddard, Erin Banchoff, Karen Tjapkes, Lauren VanKeulen, Rebecca Rynbrandt, Susan Cervantes <u>Steering members absent with notification:</u> Victoria Sluga, Amanda Tarantowski <u>Steering members absent without notification:</u> Brianna Lipscomb, Shontaze Jones, Shannon Bass, Kwan McEwen, Thomas Pierce, Hattie Tinney <u>Community Members:</u> John Peterson, Anthony Baker, Wende Randall, Tammy Britton, Craig Patterson, Greg Mustric, Anna Diaz, Sean Lonegran, Tanesha Jordan <u>Staff:</u> Courtney Myers-Keaton, Brianne Czyzio Robach		
Time Convened:	8:34	Time Adjourned:	10:35

Approval of Agenda			
Motion by:	Tom Cottrell	Support from:	Karen Tjapkes
Discussion			
Amendments			
Conclusion	All in favor, motion passes.		
Approval of Minutes		October 16, 2020	
Motion by:	Tom Cottrell	Support from:	Erin Banchoff
Discussion			
Amendments			
Conclusion	All in favor, motion passes.		
Public Comment on Any Agenda Item			
Discussion			
None			
Approval of Consent Agenda			
Motion by:	Cheryl Schuch	Support from:	Karen Tjapkes
Discussion			
Amendments			
Conclusion	All in favor, motion passes.		
Petitions and Communications			
Discussion			
None.			
LIHTC Presentation and Letters of Support			
Discussion			
Crag Patterson and Greg Mustric from Woda Cooper shared updates for their projects first presented at the August Steering Council meeting.			



STEERING COUNCIL MEETING MINUTES - DRAFT

November 20, 2020

8:30-10:30

Stockbridge Landing: This project is located at 585 and 601 Stocking Ave. NW. It will have 57-units divided between general occupancy and PSH. 20 units will have MSHDA Project-Based vouchers. These will serve those who are chronically homeless and/or on the top 10% of HPL. They will be working with Community Rebuilders who is their proposed lead service agency. Unit mix: 22 1-bedrooms, 28 2-bedrooms, 7 3-bedrooms

Bradley Commons: This project is located at 3555 Lake Eastbrook Blvd. SE. They feel this location is walkable and has easy access to public transit. It will be a 54-unit general occupancy building/PSH development with 19 units with MSHDA Project-Based vouchers. These vouchers will serve those who are chronically homeless and/or on the top 10% of HPL. Other units will be affordable for those between 30% and 80% AMI. They will be working with Community Rebuilders who is their proposed lead service agency. Unit mix: 32 1-bedrooms, 19 2-bedrooms, 3 3-bedrooms.

Breton Grove: This proposed development will consist of two buildings at 2400 43rd Street SE. The design team was intentional in seeking out a walkable neighborhood. The project would have 52 units, with 19 with MSHA Project-Based vouchers. These will serve those who are chronically homeless and/or on the top 10% of the HPL. Notice that rental rates are significantly lower than other projects, the team will check this. Community Rebuilders will serve as the lead service agency. Craig will forward a video with veteran experience to share with the group.

Question around whether Woda Cooper has an occupancy policy that would restrict the number of people who could live in each unit. The number of people per unit are based on HUD and MSHDA standards. These are written into the lease and they are aggressive in enforcing.

Adrienne and Scott left the meeting, quorum was lost

Eastpointe Commons: This proposed project from Hope Network is located at 1250 Fulton St E, the former Fulton Manor building. The project would have 118 units. 42 units will be supportive housing, 30 of those are designated for individuals or families who are chronic or within the top 10% of the HPL. In addition, they will be looking to do data matching with community agencies and will accept all referrals through the Coordinated Entry system. They will use only the minimum screening criteria that MSHDA requires for the project-based vouchers. Community Rebuilders has formally joined the project team as the Services Coordination agency. The project is divided into 2 phases with two LIHTC applications with projects running concurrently. They feel that both applications are very competitive going into this LIHTC round.

Discussion around whether Steering Council members could make a motion to these provide letters of support now and then vote via email so organizations can move forward with preparing their applications. There is currently not a policy that specifies how Steering Council handles e-votes. Motions are actions which cannot be taken without quorum per Open Meetings Act guidelines. Agreement to hold off on a vote until the December meeting as LIHTC applications are not due until February. Chair and staff will notify Steering members that quorum will be important at the December meeting.



**STEERING COUNCIL
MEETING MINUTES - DRAFT**

November 20, 2020

8:30-10:30

Action Items	Person Responsible	Deadline
Create policy/guidance for Steering Council e-voting	CoC staff	
MSHDA ESG-CV2 Prioritization		
Discussion		
<p>The CoC has been allocated \$519,335 in MSHDA ESG-CV funds. There are staffing requirements with these funds to hire or expand hours for a Housing Navigators for at least 30 hours a week and a Housing Resource Specialist for at least 40 hours per week.</p> <p>Steering Council will need to decide how to prioritize these funds. The NOFA dictates that some percentage of funds need to go to prevention. The Coordinated Entry report shows that prevention need has been high over the past few months, but the current funding has been able to meet this need. With the end of eviction moratoria, anticipating an increase in prevention need in early 2021. In addition, data shows an increase in the number of folks staying in shelter.</p> <p>Conversation around how to approach the staffing requirements. Suggestions include:</p> <ul style="list-style-type: none"> - Allocate work that is already being done instead of creating positions specifically for this funding opportunity. - Using funds that can be used for cash transfers. This is an emerging model. However, HUD requires that funds go directly to a hotel or landlord. - Focusing additional staffing on those exiting institutions. Lauren noted that case management is a large need for youth who are exiting institution and/or staying unsheltered. <p>CoC staff will review NOFA documents and make a recommendation for prioritization and the process to allocate these funds. Staff will also develop a survey for community partners to provide input into priorities.</p>		
Action Items	Person Responsible	Deadline
Strategic Planning		
Discussion		
<p>An ad-hoc group reviewed all RFQ submissions and met with the 2 finalists, one local and one national. The group recommends that the CoC move forward with Mission Matters. Group members felt that their iterative process of strategic planning, focus on implementation and significant experience in collaborative strategic planning made them the strongest candidate. Steering needs to decide on a consultant soon as we will lose access to some funds if they are not spent by November 30th.</p> <p>This consultant is over the initial budget set aside for strategic planning. CoC staff anticipate asking for support from NPTA and approaching local foundations. If the CoC cannot secure additional funding, the budget can likely be to ensure that funds are available. CoC staff are working to confirm this with United Way Finance staff. Members voiced that if staff can get the budget piece to work, the need for solid strategic planning process is top priority. After confirmation from UW Finance staff, Courtney will reach out to Steering and ask for a commitment to move forward ASAP.</p>		
Action Items	Person Responsible	Deadline



**STEERING COUNCIL
MEETING MINUTES - DRAFT**

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General CoC Updates		
Discussion		
<u>Planning for Winter</u>		
<p>CoC staff and providers have been discussing warming centers. Mel Trotter, Degage, and Heartside Ministries are open but at limited capacity due to distancing requirements. It seems that warming centers will not be widely available for folks who need space to go, especially during the day. Conversations around options will continue with Kent County and the City of Grand Rapids and will be brought to the CoC Provider meeting. Suggest researching if other communities have developed robust plans for warming centers.</p> <p>The CoC is working on ways to ensure what can be done regarding shelter capacity. There are some projects in the works to get folks out of shelter and into housing. Based on data, there could be up to 100 individuals who may need emergency shelter over the winter. Conversations continue with the City of Grand Rapids Community Development and shelter providers; Courtney will keep Steering informed. Karen noted that the housing stability was maintained through the fall due to MSHDA Eviction Prevention Program and the CDC moratorium. Both end December 30. Predictions should include anticipating an increase in January. Continued conversations important as well as elevating concerns to those at leadership levels.</p>		
<u>Coordinated Entry</u>		
<p>Steering adopted Coordinated Entry Policy last month. Since then, the Coordinated Entry Committee has developed action steps around implementation. Dynamic prioritization using the Community Housing Connect tool will be implemented for families first in December and then later for singles. This does not impact the policy. The community has historically used assessment for prioritization, but the committee is learning that an assessment tool should be used to identify needs of households and their risk, but not to prioritize receiving resources. HUD suggests elements that should be used in prioritization, one of which is risk.</p>		
<u>Eviction Diversion Program</u>		
<p>Financial Status Reports show that spending is at about \$500,000 a month. \$2.8 million needs to be spent out by December 30th. Cathy noted that the time to process households has led to a backlog. HAP can process applications past December 30th if they are up to a certain point in process. Payments can be made through February 25th. They are working with landlords to ensure case managers can process applications up to the 12/30 deadline and then transition to making payments. Over the past few weeks, they have seen lower amounts of arrears, but are starting to see recidivism. Coronavirus Relief Funds may allow them to cover arrears after 12/5. Other agencies can assist HAP by helping households in getting the proof documentation ready to submit with the application. A small group of providers meet to discuss how to support this effort.</p>		
Action Items	Person Responsible	Deadline
Discuss process for collecting documentation for HAP	Small Provider Group	
Projected Budget and Match Discussion		



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Discussion		
<p>The projected budget and model for FY2021 was sent in agenda packet. It shows current budget as well as a model with decrease in ENTF director time and increase in FTE for CoC admin. Given the strategic planning conversation, this shift may not take place at this point.</p> <p>Sufficient match funds have been identified through June 30th. However, a shortfall is anticipated starting on July 1. As the HUD allocation for community increases from HUD, match requirement also increases. Staff have discussed action steps to identify additional match with Finance Committee. A few options include tracking Steering members' time or seeking foundation support for community inclusion activities. Rebecca encouraged staff to work on setting up systems to document in-kind sources.</p>		
Action Items	Person Responsible	Deadline
Ad-hoc MOU And Staffing Review Update		
Discussion		
<p>Proposed MOU was provided based on conversations with ad-hoc group and United Way. This will be discussed at next month's meeting.</p>		
Action Items	Person Responsible	Deadline
Updated Documents		
Discussion		
<p>Tabled until next month's meeting.</p>		
Action Items	Person Responsible	Deadline
Other Matters from Steering Council members		
Discussion		
<p>Casey noted that she is frustrated at lack of quorum. Critical to ensure members are meeting attendance requirements and encourage Steering members to understand that hold up community business and initiative when Steering cannot approve things. Cheryl agreed and suggested Casey send a reminder email around the importance of the work.</p> <p>Tom encouraged the group to be cautious and trauma-informed about language that is used. Specifically, to be aware of terms like "targeting" and "bullet points" which tie to combat and violence</p> <p>Susan shared that KCCA is the shelter hub for PPE, please call KCCA with any needs. They also have masks available through Mask Up Michigan. Also have Tyvek suits.</p>		
Public Comment on Any Item		
Discussion		
None.		
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 ENTFF
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

12/10/2020

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	100%	\$22,473	96%	\$22,473	96%	10	8
ESG - MSHDA - The Salvation Army - RRH	\$55,624	10/01/2019-09/30/2020	100%	\$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	01/2020-06/30/21	25%	\$0	0%	\$0	0	0	0

*MOUs were completed in March

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



**Grand Rapids/Wyoming/Kent County CoC – MI 506
Steering Council Committee Reporting – December 2020**

HMIS Data Quality –

The group connected virtually in October. Topics included HMIS updates, reporting deliverables, and data quality issues.

Coordinated Entry Committee –

Coordinated Entry Committee will have met formally 3 times since the last Steering Committee meeting, with the primary focus of solidifying a revised engagement strategy for households. The committee has reviewed the Community Housing Connect (CHC) tool over several meetings to better understand its utility, and also what it does not do. The goal of the tool is to assess household need and prioritize connections to a Housing Solutions Specialist, not to prioritize the allocation of resources. Housing resources will be managed through dynamic prioritization which will connect consumers to available resources based on individual need and community priority. Similar to the process previously used for Veterans and is currently being used for the funds allocated to those encamped in Monroe Center.

This new model hinges on the availability of Solution Specialists, the maintenance of a resource spread sheet and the use of system case conferencing. The solution specialist positions and the CHC tool are developed (by Community Rebuilders), and the CE team is reviewing the structure of a system-wide case conference model. Thus far, Community Rebuilders has had sufficient capacity within the solutions specialist staffing to manage demand, but this new protocol, although available, has not formally been rolled out. Other organizations will have solutions specialists trained by Community Rebuilders as well to meet consumer demand. The current plan is to utilize this process for families experiencing homelessness initially, and then expand to singles. A Veteran's system wide case conference model has previously been used with success and a similar model is being explored for those providing family services. The resource spread sheet is also developed, but will heavily rely on individual organizations to remain accurate and populated.

The CE team also has reviewed the 24 hour responsiveness of the entry system through the "after-hours" plan. Currently the mechanism is in place to conduct the CHC in multiple locations and over the phone and link households in emergent need to the after-hours Solution Specialist. Yet to be established is the staffing for this rotating role. We continue to seek clarity on this and get commitment from organizations.

The CE had hoped that the new protocols would be in place by mid-December. Implementation is always more complex than anticipated, so deadlines are still considered soft.

Youth Action Board –

Not currently meeting due to COVID-19

Family Homelessness Task Force –

Not currently meeting

CoC FYTD November 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	% Remaining	Notes
City of Wyoming CDBG	\$ -	\$ -	\$ -	\$ 2,314	\$ -	\$ -	\$ -	\$ 2,314	\$ 5,000	\$ 2,686	54%	
City of GR CDBG	-	-	9,620	-	-	-	-	9,619.58	20,000	10,380	52%	
HUD Planning	-	-	-	-	73,041	-	-	73,041.31	175,334	102,293	58%	
Salvation Army HMIS	-	-	-	-	-	-	33,399	33,398.58	78,412	45,013	57%	
Kent County CUNP	-	-	-	-	-	4,978	-	4,977.60	18,224	13,246	73%	
MSHDA ESG - Passthrough	-	73,403	-	-	-	-	-	73,403.00	244,478	171,075	70%	1
HWMUW	5,082	-	-	-	-	-	-	5,081.54	16,885	11,803	70%	
TOTAL REVENUE	\$ 5,082	\$ 73,403	\$ 9,620	\$ 2,314	\$ 73,041	\$ 4,978	\$ 33,399	\$ 201,835	\$ 558,333	\$ 356,498	64%	
Personnel Costs	\$ 2,298	\$ -	\$ 8,802	\$ 2,124	\$ 54,784	\$ 3,215	\$ 1,944	\$ 73,168	\$ 189,954	\$ 116,786	61%	2
Professional Fees	1,100	-	-	-	8,000	-	30,000	39,100	75,780	36,680	48%	3
Community Inclusion Activities	-	-	-	-	83	-	-	83	5,000	4,917	98%	
Supplies	-	-	-	-	85	-	509	594	600	6	1%	
Printing/Copying	-	-	-	-	-	-	-	-	600	600	100%	
Conferences/Travel	-	-	-	-	250	-	-	250	5,365	5,115	95%	4
Meetings	-	-	-	-	350	-	-	350	1,200	850	71%	
Technology (meeting service subscription)	-	-	-	-	912	-	-	912	1,000	88	9%	5
Parking/Transportation	-	-	60	-	1,449	72	46	1,626	4,825	3,199	66%	
Grant Passthrough	-	70,285	-	-	-	-	-	70,285	234,998	164,713	70%	1
Miscellaneous	-	-	-	-	858	-	-	858	-	(858)	N/A	6
Indirect	1,684	3,118	758	189	6,270	1,690	900	14,609	39,011	24,402	63%	
TOTAL EXPENSES	\$ 5,082	\$ 73,403	\$ 9,620	\$ 2,314	\$ 73,041	\$ 4,978	\$ 33,399	\$ 201,835	\$ 558,333	\$ 356,498	64%	
Revenue Over(Under) Expenses	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-		

Fund Balance @ 10/31/20	8,000
Strategic Planning Costs	(8,000)
Fund Balance @ 11/30/20	-

Notes:

- Passthrough grant
- 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)
 - .20 FTE - Wende - Program Director (41% HUD, 16% GR CDBG, 11% Wyoming CDBG, 18% HMIS, 14% HWMUW). Note: Nov time was .1199 FTE
 - Staff Total 1.89 FTE

Note: Brianne is a full time employee, who spends 77% of her time on CoC and 23% of her time on ENTF administration.

3. Professional fee budget includes:

HMIS Consultant fee + Travel expenses	\$66,000
Strategic planning (HUD Planning)	\$9,780

4. Conf/Travel budget includes:

HMIS travel and mileage & HUD Planning conference expenses

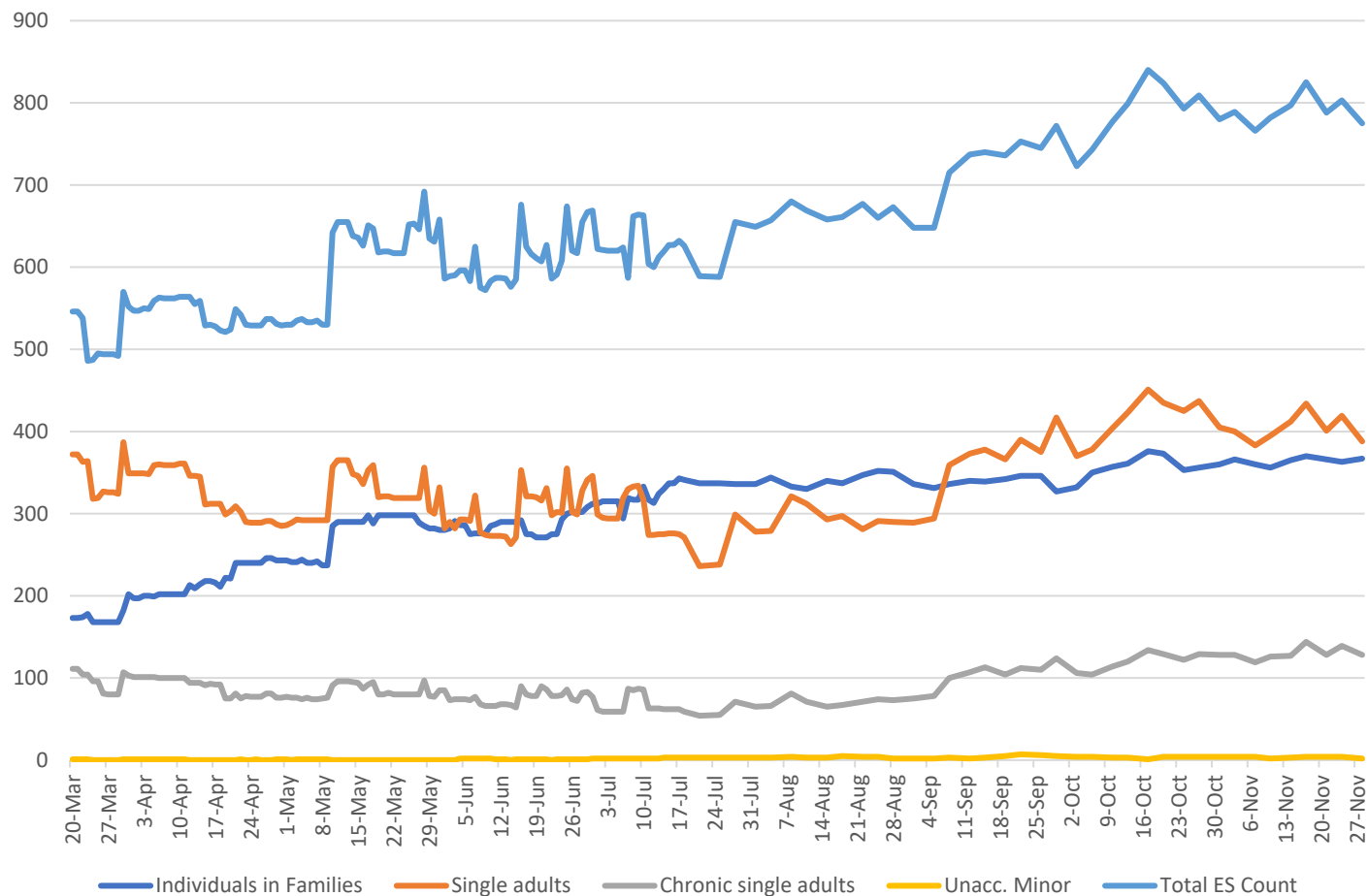
5. Technology budget includes:

Meeting service subscription-Go To Webinar

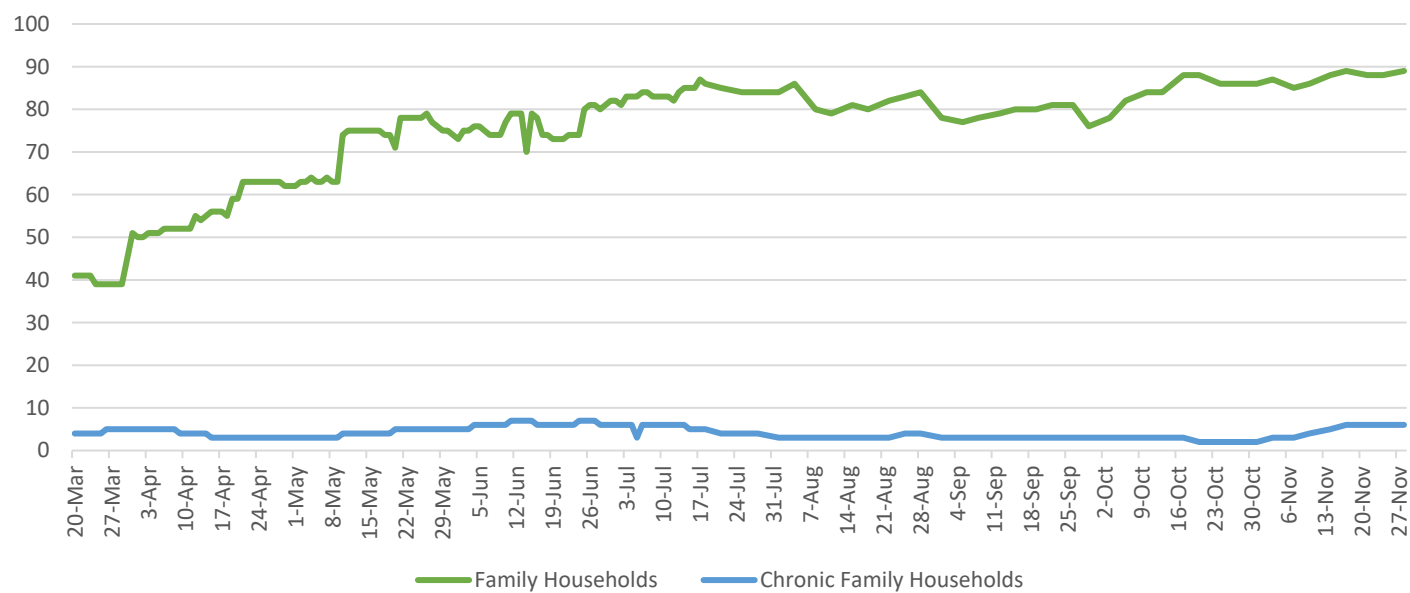
6. Misc actual expenses: PIT count expenses

Emergency Shelter Count during COVID-19

Number of individuals in emergency shelter – March 20 to Nov. 28

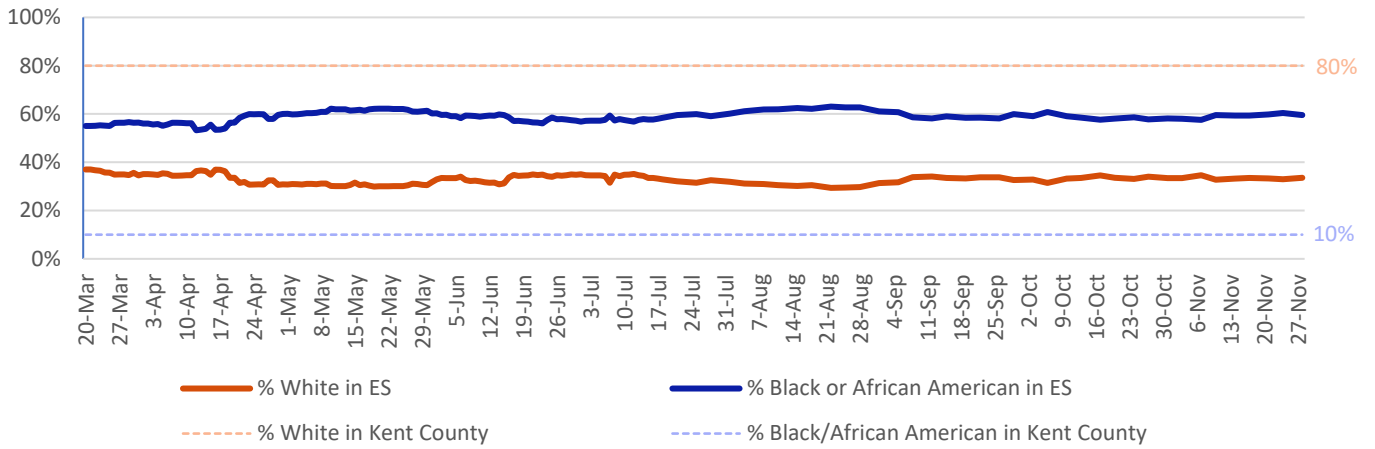


Number of households in emergency shelter – March 20 to Nov. 28

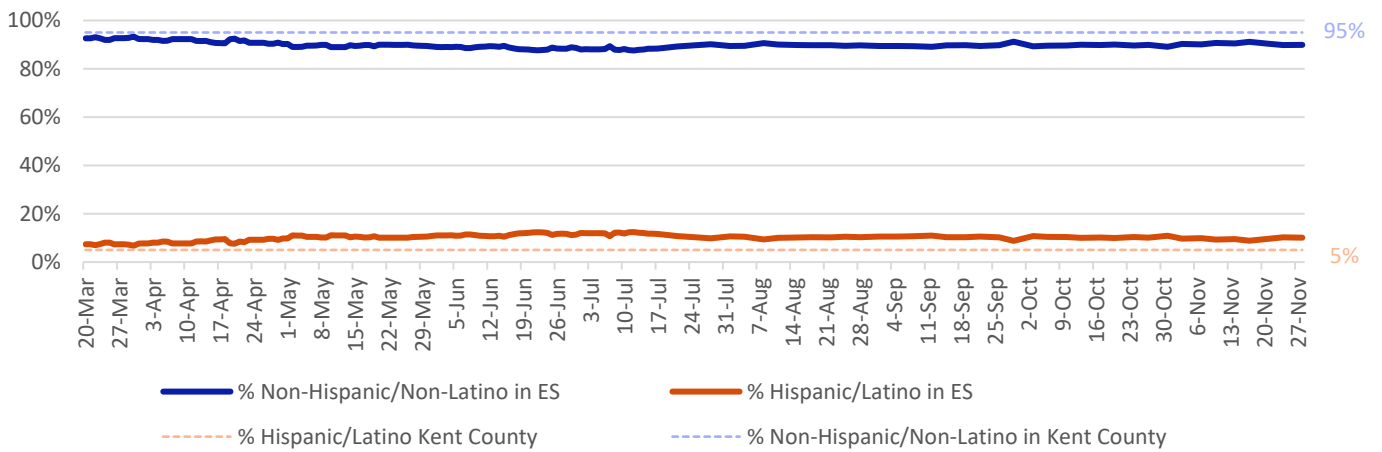


Demographics: Emergency Shelter Count during COVID-19

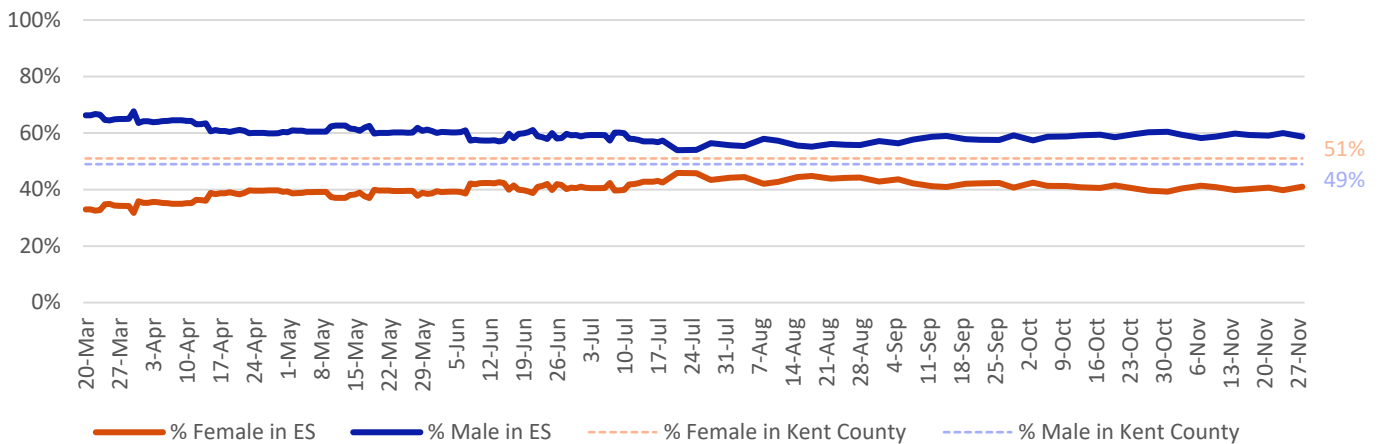
% of emergency shelter count by race – March 20 to November 28¹



% of emergency shelter count by ethnicity – March 20 to November 28



% of emergency shelter count by gender – March 20 to November 28



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



Project Narrative

Bradley Commons Grand Rapids, Michigan

9/1/2020

Woda Cooper Development, Inc. proposes the development of a 54-unit general occupancy and Permanent Supportive Housing development in a walkable area close to jobs, services and lifestyle amenities. The development will consist of one building at 3555 Lake Eastbrook Blvd. SE, Grand Rapids, Michigan 49546. The units will consist of a combination of one, two, and three-bedroom units located on all levels of the midrise four-story building. Community space along with restrooms will be provided along with the management's and supportive services office spaces.

Bradley Commons is located on a former restaurant/furniture store site adjacent to the Shops at Centerpoint mall which includes various restaurants, retail, medical offices, and services all ideal for our residents. The unit mix will be 32 one-bedroom, 19 two-bedroom, and 3 three-bedroom units. One-bedroom units will average 690 gross square feet per unit, the two-bedroom units will average 867 gross square feet per unit, and the three-bedroom units will average 1,120 gross square feet per unit. Each floor will be accessible via elevator and stairs. Parking will be adjacent to the building. A RAPID (Suburban Mobility Authority for Regional Transportation) bus stop is located in front of the property less than 1/10th of a mile from the site and there is also a GO! Bus for residents with disabilities and seniors aged 65 and older.

The location of Bradley Commons is ideal for general occupancy and permanent supportive housing due to the close proximity to supportive service providers, restaurants, retail, medical offices, educational providers, recreational areas, bike lanes. An abundance of employment opportunities surrounds the site with entry level jobs, full and part time retail/service jobs as well as several volunteer opportunities. The walkable and bikeable proximity of amenities, jobs, and life-enriching activities make the site ideal for active residents.

The development plan for Bradley Commons elevator served building is comprehensive and will have 100% visitable units for residents and guests who are mobility impaired. Unit amenities include microwaves, dishwashers, frost-free refrigerators, self-clean oven, central air conditioning, as well as energy efficient "green" features such as abundant insulation, energy efficient windows and Energy Star appliances (as available). It is expected that the property will qualify for LEED Silver.

Initially, the gross rents for one-bedroom LIHTC units will be \$739/\$867/\$1,029. Gross rental rates for two-bedroom LIHTC units will be \$1,058/\$1,255. Gross rental rates for three-bedroom LIHTC units will be \$1,459. The units will be affordable to individuals with an income of 30% to 80% of the area median income. Tenants will pay water, sewer, electric for lighting, cooking, and air conditioning as well as gas for heat and hot water plus any charges for telephone, cable television, or internet. The Owner will pay for trash collection. Gross rents will remain affordable to households for thirty years

beyond the fifteen-year compliance period. The development anticipates 19 MSHDA Project-Based Vouchers and 9 one-bedroom 811 units. The owner pays for all utilities on PSH units per MSHDA.

Community Rebuilders (CR) is the proposed the Lead Service Agency and we are in the process of finalizing fee agreement and MOU draft. CR will coordinate supportive services to help the tenants of the Supportive Housing Units achieve greater levels of self-sufficiency. The need for housing for vulnerable populations, including those with a disability and those experiencing homelessness, continues to outpace the availability of permanent supportive housing in the community, which exemplifies the great need for this development.

The 19 PSH units will serve Chronically Homeless individuals or head of household of a family that has been homeless and living in a place not meant for human habitation, a safe haven, or in emergency shelter for at least 12 months either continuously or on at least four separate occasions in the last three years, where the cumulative total length of the four occasions equals at least 12 months.

Chronically Homeless households will be selected utilizing a by name list prioritized to serve the most vulnerable individuals and families.

If 811 PRA is available and allocated, then the tenants must meet the following criteria to be eligible for the 811 PRA program:

1. Be between the ages of 18 and 62 upon move-in to housing
2. Be extremely low-income (30% Area Median Income)
3. Be eligible for community-based, long-term care services as provided through Medicaid waiver, Medicaid state plan options, comparable state-funded services, or other appropriate services.

Services for tenants of the Section 811 units if received, will be provided under a separate service agreement, with the expectation that all tenants of Bradley Commons will have access to services as needed and as available.

The development team consists of the following members:

Owner: Bradley Commons Limited Dividend Housing Association Limited Partnership

David Cooper, Jr.

614-396-3200

dcooper@wodagroup.com

General Partner: Bradley Commons GP, LLC

David Cooper, Jr.

614-396-3200

dcooper@wodagroup.com

Managing Member of the General Partner: Woda Cooper General Partner, LLC

David Cooper, Jr.

614-396-3200

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Sole Member of the General Partner: Woda Cooper Communities, LLC

David Cooper, Jr.

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Developer: Woda Cooper Development, Inc.

David Cooper, Jr.

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Sponsor: The Woda Group, Inc.

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General Contractor: Woda Construction, Inc.

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Management Agent: Woda Management & Real Estate, LLC

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Architect: PCI Design Group, Inc.

Heather DeKorte

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Accountant: Stemen Mertens Stickler CPAs & Associates

Leo Mertens, CPA

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Lead Agency: Community Rebuilders

Vera Beech, Executive Director

616-458-5102

vbeech1@gmail.com

Woda Cooper Development, Inc. has a diverse portfolio of over 330 housing developments that have ranged from very urban (Baltimore, Maryland) to very rural (Munising, Michigan). These developments have included new construction mid-rise, garden and single-family units, substantial rehabilitations of existing housing, and historic adaptive re-uses of existing structures. Projects have ranged from 16 units to over 200 units. Woda Cooper has developed over 90 projects specifically with housing authorities, non-profit and local government partners. Nearly all of the projects constructed within the past five years incorporate energy efficient building methods and many, if not all, have received a LEED, EarthCraft, Passive House or Enterprise Green Certification.

Woda Management & Real Estate, LLC has a portfolio of over 350 projects and over 13,000 units in 15 states providing access to real-time historic performance data at all times throughout a project. Woda Management maintains oversight and has programming to assure a project is properly marketed, managed, and controlled with all necessary oversight and reporting.





Project Narrative

Stockbridge Landing Grand Rapids, Michigan

9/1/2020

Woda Cooper Development, Inc. proposes the development of a 57-unit general occupancy and Permanent Supportive Housing development in a highly walkable neighborhood. The development will consist of two buildings at 585 and 601 Stocking Ave. NW, Grand Rapids, Michigan 49504. The units will consist of a combination of one, two, and three-bedroom units located on all levels of the midrise four-story buildings. Community space along with restrooms will be provided along with the management's and supportive services office spaces.

Stockbridge Landing will replace the Arsulowicz Brothers Mortuaries building and parking lot across the street. The site is located less than a mile from downtown Grand Rapids and in a neighborhood with a mix of residential and commercial buildings. The exterior design for both buildings integrates well with the surrounding neighborhood. Unit mix will be 22 one-bedroom, 28 two-bedroom, and 7 three-bedroom units. One-bedroom units will average 694 gross square feet per unit, the two-bedroom units will average 870 square feet per unit, and the three-bedroom units will average 1,120 gross square feet per unit. Each floor will be accessible via elevator and stairs. The building will be 100% visitable to aid residents and guests who are mobility impaired. Parking will be adjacent to the building. A RAPID (Suburban Mobility Authority for Regional Transportation) bus stop is located less than 1/10th of a mile from the site and there is also a GO! Bus for residents with disabilities and seniors aged 65 and older.

The location of Stockbridge Landing is ideal for general occupancy and permanent supportive housing due to the close proximity to supportive service providers, restaurants, retail, medical offices, and recreational areas. An abundance of employment opportunities surrounds the site with entry level jobs, full and part time retail/service jobs as well as several volunteer opportunities. The walkable and bikeable immediacy of amenities, jobs, and life-enriching activities make the site ideal for active residents.

The development plan for Stockbridge Landing is comprehensive and appealing for active modern lifestyles. Unit amenities include microwaves, dishwashers, frost-free refrigerators, self-clean oven, central air conditioning, as well as energy efficient "green" features such as abundant insulation, energy efficient windows and Energy Star appliances (as available). It is expected that the property will qualify for LEED Silver.

Initially, the gross rents for one-bedroom LIHTC units will be \$739/\$867/\$979/\$1,029. Gross rental rates for two-bedroom LIHTC units will be \$1,058/\$1,205/\$1,255. Gross rental rates for three-bedroom LIHTC units will be \$1,409/\$1,459. The units will be affordable to individuals with an income of 30% to 80% of the area median income. Tenants will pay water, sewer, electric for lighting,

cooking, and air conditioning as well as gas for heat and hot water plus any charges for telephone, cable television, or internet. The Owner will pay for trash collection. Gross rents will remain affordable to households for thirty years beyond the fifteen-year compliance period. The development anticipates 20 MSHDA Project-Based Vouchers and 9 one-bedroom Section 811 units. The owner will pay for all utilities on PSH units per MSHDA guidelines.

Community Rebuilders (CR) is the proposed Lead Service Agency and we are in the process of finalizing the fee agreement and drafting an MOU. CR will coordinate supportive services and enlist service partners to help the tenants of the Supportive Housing Units achieve greater levels of self-sufficiency. The need for housing for vulnerable populations, including those with a disability and those experiencing homelessness, continues to outpace the availability of permanent supportive housing in the community, which exemplifies the great need for this development.

The 20 PSH units will serve Chronically Homeless individuals or head of household of a family that has been homeless and living in a place not meant for human habitation, a safe haven, or in emergency shelter for at least 12 months either continuously or on at least four separate occasions in the last three years, where the cumulative total length of the four occasions equals at least 12 months.

Chronically Homeless households will be selected utilizing a by name list prioritized to serve the most vulnerable individuals and families.

If 811 PRA is available and allocated, then the tenants must meet the following criteria to be eligible for the 811 PRA program:

1. Be between the ages of 18 and 62 upon move-in to housing
2. Be extremely low-income (30% Area Median Income)
3. Be eligible for community-based, long-term care services as provided through Medicaid waiver, Medicaid state plan options, comparable state-funded services, or other appropriate services.

Services for tenants of the 9 Section 811 units if received, will be provided under a separate service agreement, with the expectation that all tenants of Stockbridge Landing will have access to services as needed and as available.

The development team consists of the following members:

Owner: Stockbridge Landing Limited Dividend Housing Association Limited Partnership
David Cooper, Jr.
614-396-3200
dcooper@wodagroup.com

General Partner: Stockbridge Landing GP, LLC
David Cooper, Jr.
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dcooper@wodagroup.com

Managing Member of the General Partner: Woda Cooper General Partner, LLC

David Cooper, Jr.

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Sole Member of the General Partner: Woda Cooper Communities, LLC

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Developer: Woda Cooper Development, Inc.

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Sponsor: The Woda Group, Inc.

David Cooper, Jr.

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General Contractor: Woda Construction, Inc.

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Management Agent: Woda Management & Real Estate, LLC

David Cooper, Jr.

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Architect: PCI Design Group, Inc.

Heather DeKorte

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Legal: Reno & Cavanaugh PLLC

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elevy@renocavanaugh.com

Accountant: Stemen Mertens Stickler CPAs & Associates

Leo Mertens, CPA

614-224-0955

lmertens@sms-cpas.com

Lead Agency: Community Rebuilders
Vera Beech, Executive Director
616-458-5102
vbeech1@gmail.com

Woda Cooper Development, Inc. has a diverse portfolio of over 350 housing developments that have ranged from very urban (Baltimore, Maryland) to very rural (Munising, Michigan). These developments have included new construction mid-rise, garden and single-family units, substantial rehabilitations of existing housing, and historic adaptive re-uses of existing structures. Projects have ranged from 16 units to over 200 units. Woda Cooper has developed over 90 projects specifically with housing authorities, non-profit and local government partners. Nearly all of the projects constructed within the past five years incorporate energy efficient building methods and many, if not all, have received a LEED, EarthCraft, Passive House or Enterprise Green Certification.

Woda Management & Real Estate, LLC has a portfolio of over 350 projects and over 13,000 units in 15 states providing access to real-time historic performance data at all times throughout a project. Woda Management maintains oversight and has programming to assure a project is properly marketed, managed, and controlled with all necessary oversight and reporting.





Project Narrative

Breton Grove Grand Rapids, Michigan

11/19/2020

Woda Cooper Development, Inc. proposes the development of a 52-unit general occupancy and Permanent Supportive Housing development in a walkable neighborhood. The development will consist of two buildings at 2400 43rd Street SE, Grand Rapids, Michigan 49508. The units will consist of a combination of one, two, and three-bedroom units located on all levels of the midrise three-story buildings. Community space, along with restrooms will be provided along with the management and supportive services office spaces.

Breton Grove is located a vacant site adjacent to a Family Fare and various restaurants, retail, medical offices, and services all ideal for our residents. The unit mix will be 14 one-bedroom, 30 two-bedroom, and 8 three-bedroom units. One-bedroom units will average 700 square feet per unit, the two-bedroom units will average 903 square feet per unit, and the three-bedroom units will average 1,250 per unit. Each floor will be accessible via elevator and stairs. Parking will be adjacent to the building. A RAPID (Suburban Mobility Authority for Regional Transportation) bus stop is located in front of the property less than 1/10th of a mile from the site and there is also a GO! Bus for residents with disabilities and seniors aged 65 and older.

The location of Breton Grove is ideal for general occupancy and permanent supportive housing due to the close proximity to supportive service providers, restaurants, retail, medical offices, recreational areas, bike lanes. An abundance of employment opportunities surrounds the site with entry level jobs, full and part time retail/service jobs as well as several volunteer opportunities. The walkable and bikeable proximity of amenities, jobs, and life-enriching activities make the site ideal for active residents.

The development plan for Breton Grove elevator served building is comprehensive for active modern lifestyles. Unit amenities include microwaves, dishwashers, frost-free refrigerators, self-clean oven, central air conditioning, as well as energy efficient “green” features such as abundant insulation, energy efficient windows and Energy Star appliances (as available). It is expected that the property will qualify for LEED Silver.

Initially, the gross rents for one-bedroom LIHTC units will be \$449 to \$924. Gross rental rates for two-bedroom LIHTC units will be \$540/\$1080. Gross rental rates for three-bedroom LIHTC units will be \$624 to \$1254. The units will be affordable to individuals with an income of 30% to 80% of the area median income. Tenants will pay water, sewer, electric for lighting, cooking, and air conditioning as well as gas for heat and hot water plus any charges for telephone, cable television, or internet. The Owner will pay for trash collection. Gross rents will remain affordable to households for thirty years

beyond the fifteen-year compliance period. The development anticipates 19 MSHDA Project-Based Vouchers. The owner pays for all utilities on PSH units per MSHDA.

Community Rebuilders (CR) is the proposed Lead Service Agency and we are in the process of finalizing the fee agreement and drafting an MOU. CR will coordinate supportive services and enlist service partners to help the tenants of the Supportive Housing Units achieve greater levels of self-sufficiency. The need for housing for vulnerable populations, including those with a disability and those experiencing homelessness, continues to outpace the availability of permanent supportive housing in the community, which exemplifies the great need for this development.

The development team consists of the following members:

Owner: Breton Grove Limited Dividend Housing Association Limited Partnership

David Cooper, Jr.

614-396-3200

dcooper@wodagroup.com

General Partner: Breton Grove GP, LLC

David Cooper, Jr.

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dcooper@wodagroup.com

Managing Member of the General Partner: Woda Cooper General Partner, LLC

David Cooper, Jr.

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dcooper@wodagroup.com

Sole Member of the General Partner: Woda Cooper Communities, LLC

David Cooper, Jr.

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Developer: Woda Cooper Development, Inc.

David Cooper, Jr.

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Sponsor: The Woda Group, Inc.

David Cooper, Jr.

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General Contractor: Woda Construction, Inc.

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Management Agent: Woda Management & Real Estate, LLC

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Hope Network Housing and Community Development

Eastpointe Commons Apartments

November 10, 2020

Project Description for Grand Rapids Area Coalition to End Homelessness



Eastpointe Commons Apartments is a proposed 118-unit affordable and supportive housing (PSH) apartment complex to be located at 1250 Fulton St., Grand Rapids, MI 49503, in a neighborhood business district adjacent to residential neighborhoods, Aquinas College, and St. Thomas Church and school.

The project will renovate the existing Fulton Manor buildings, formerly a nursing home, and more recently a shelter for families experiencing homelessness. The apartment mix will consist of 77 one-bedroom apartments, 36 two-bedroom apartments, and 5 three-bedroom apartments. Amenities will include a washer and dryer in each apartment, microwave, dishwasher, access to high speed internet, a multi-purpose room with a kitchenette, services offices, and a patio area.

The apartment community Hope Network Housing and Community Development (HNHCD) is developing would be funded primarily by 9% LIHTC equity and debt. The LIHTC program is federally funded but administered by MSHDA in the State of Michigan.

Total development costs for the acquisition and rehab of the buildings will be approximately \$39.9 Million. The project will be divided into two phases, with funding applications submitted simultaneously for both. Project team members will be identical for each phase, and the development and operations will be coordinated as a single project.

The development team consists of:

- Anthony Barker, HNHCD Executive Director
- Gary Scheuren, a member of the HNHCD team of consultants, serving as Development Manager

- John L. Peterson, a member of the HNHCD team of consultants, serving as Development Manager for the PSH component
- Alan Fehsenfeld, HNHCD Project Analyst
- Sarah Osborn, HNHCD Housing and Community Program Manager
- Nate Trathen, HNHCD Director of Business and Capital Procurement
- Sheila Campbell, Architect with Destigter Architecture & Planning
- Pioneer Construction, General Contractor
- Anna Diaz, Vice President, Community Rebuilders, serving as the Services Coordination Agency
- KMG Prestige, Property Management Company
- Jordan Carr, Attorney with Barnes & Thornburg

The supportive housing impact will be felt by residents facing a variety of challenges. Housing Resource Specialists will offer on-site housing coordination services intended to help tenants achieve stabilization in their apartments and succeed in obtaining and maintaining their housing long-term. Community Rebuilders and KMG Prestige will work collaboratively to orient permanent housing tenants to their new housing, increase tenant's knowledge of responsibilities and keys to good tenancy, awareness of housing related safety measures and review the expectations set for both themselves, as well as, their landlord and service provider. These measures will positively impact success of housing stability and outcomes. Additionally, Tenants will be assisted in accessing mainstream services through the Gather Resources and Align Community Effort (G.R.A.C.E. Network). Each tenant will have the opportunity to complete a Social Determinant of Health Assessment and screening identify needs related to behavioral health, primary health care, employment, food, transportation, education and others resources, as identified. Referrals will be managed through the Network and success in the Tenant's ability to access and utilize the referrals provided will be measured.

The PSH component will adhere to industry best practices, including a Strengths-Based Housing First approach. Community Rebuilders believes that a first and primary need of households experiencing homelessness is to secure a place to call home. This project is designed around the belief that all persons deserve, safe, decent, and affordable housing. By providing housing assistance, case management, and supportive services responsive to individual or family needs, and after an individual or family is housed, we will significantly reduce the time people experience homelessness and prevent further episodes of homelessness. Support Services provided are voluntary and individualized, based on the tenants self-identified needs. Services will promote increased access to physical and mental health services, access to employment, natural supports and overall connection to community resources.

Housing Resource Specialist will promote collaboration between tenants, property management and services providers to support tenant success. Utilization of Community Housing Connect and the Coordinated Entry system (HARA) for PSH tenant referrals and linkages to Supportive Services through the G.R.A.C.E. Network, will be utilized for all PSH tenants.

Supportive housing apartments will be available to 42 households who meet the following qualifications:

- Households experiencing chronic homelessness AND/OR Households who meet Category 1 homeless definition and have a disability as defined by HUD
AND/OR
Households who meet Category 4 homeless definition and have a disability as defined by HUD
And/OR
Household referred through the self-anchored, self-assessment of risk and identified high risk needs with homeless data.
- Households in the top ten percent on the Kent County Coordinated Entry System list managed by the HAP, a program of The Salvation Army
- Households that are identified by state or local organizations by matching those with a variety of identified high needs with homelessness data



**MEMORANDUM OF UNDERSTANDING
BETWEEN
GRAND RAPIDS AREA COALITION TO END HOMELESSNESS
AND
HEART OF WEST MICHIGAN UNITED WAY**

This Memorandum of Understanding (hereinafter called MOU) sets forth the terms and understanding between the Grand Rapids Area Coalition to End Homelessness, herein after called the Coalition, which is also recognized as the Grand Rapids/Wyoming/Kent County Continuum of Care (CoC – [MI 506](#)), and the Heart of West Michigan United Way (hereinafter called United Way), regarding activities related to assuring necessary legitimacy, structure, and sustainability for an effective Continuum of Care for homelessness [response system](#) activities. The Coalition serves as the primary planning body for federal Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Program funded operations.

**SECTION I: CoC SUPPORTING ORGANIZATION:
FIDUCIARY / EMPLOYER OF RECORD**

The Coalition recognizes that formal management to support operations is necessary to advance the goal of ending homelessness within Kent County. To that end, after assessment of the best combination of willingness and strategic appropriateness to provide supporting organization services, the Coalition will invite that organization to provide supporting organization services. This MOU serves as the Coalition’s formal recognition of the Coalition supporting organization.

The following will serve as the basis for the relationship between the Coalition and the supporting organization:

- As established in the fiscal year beginning July 1, 2013, Heart of West Michigan United Way has agreed to act as supporting organization and has full support of the Coalition
- Via this MOU, United Way agrees to support the Coalition by:

Acting as *Fiduciary* for the Coalition by:

- Providing “back office” functions for Coalition, including but not limited to

- Accounting services: Manage finances (revenues and expenses) for the Coalition separately in an accounting system following generally accepted accounting principles
- Processing Coalition invoices and bills approved and submitted by Coalition staff (or organizational designee)
- Providing Coalition financial statements as requested by the Coalition Steering Council, at least quarterly
- Providing administrative services including:
 - Receiving and disbursing funds, as Payee, on behalf of the Coalition ensuring funds are spent in accordance with specific purpose and budget (*this includes documenting all purchases that will remain the sole property of the Coalition*)
 - Fulfilling all fiduciary responsibilities specified in grant contracts and agreements with government and private entity funding sources for the Coalition
 - Serving as legal signatory on contracts, grants, and other legal agreements in which the Coalition is party

Acting as *Employer of Record* by:

- Providing in consultation with the Coalition Steering Council, ~~in consultation with the Coalition Steering Council~~, Coalition ~~s~~Staff ~~s~~Supervision services, using the following as general parameters:
 - Provide Coalition staff with compensation and benefits per HWMUW-United Way policies
 - Ensure that Coalition staff and operations will be conducted from and within United Way-HWMUW. The Coalition staff, ~~in partnership with the Coalition~~, facilitates CoC operations and is accountable responsible to the Coalition for grant performance of duties, while United Way's President (or alternate designated supervisor) serves as day-to-day supervisor under United Way's personnel policies. Written review of the Coalition staff's performance (no less than annually) will be completed ~~jointly~~ by HWMUW/United Way's President (or designated supervisor) with input from the Chair of the Coalition Steering Council (or designee) and the Chair of the Coalition Steering Council (or designee)
 - United Way shall consult with the Coalition ~~Steering Council Executive Committee~~ Steering Council in the creation or update to any Coalition staff job descriptions

SECTION II: CoC COLLABORATIVE APPLICANT

Specific to the functions as the CoC, pursuant to federal rule 24 CFR Part 578.15, a core function of the Coalition is to submit an annual application for federal funding that conveys the efforts of all homeless service and housing providers across the Coalition's designated geographic service area. This application must include reviewed and ranked applications from all individual provider projects the Coalition requests HUD to fund. The Coalition must select a qualifying organization to act on its behalf as the Collaborative Applicant to carry out these activities for HUD CoC Program funding.

The following will serve as the basis for the relationship between the Coalition and the Collaborative Applicant:

- As established in the fiscal year beginning July 1, 2013, Heart of West Michigan United Way has agreed to act as Collaborative Applicant and has full support of the Coalition
- Via this MOU, United Way agrees to support the Coalition by:

Acting as *Collaborative Applicant* for the Coalition by:

- Providing CoC Program Application functions for the Coalition, including but not limited to:
 - Submission of the Grant Inventory Worksheet, CoC Registration, CoC Collaborative Application, and CoC Planning Grant (pursuant to 24 CFR 578.9)
 - Organizing the completion of the CoC Program funding process
 - Providing Coalition financial statements as requested by the Coalition, at least quarterly
- Providing support to the CoC Planning Responsibilities, pursuant to -24 CFR 578.7, by employing staff to ensure:
 - The development of a plan for a coordinated housing and service system
 - A Point in Time count is conducted as required by HUD guidelines
 - An annual gaps analysis is conducted of the homeless needs and services in the Continuum
 - Coordination with Emergency Solutions Grant recipients and Consolidated Plan jurisdictions within the CoC geographic boundaries
- Providing support to the CoC System Operations Responsibilities, pursuant to -24 CFR 578.7, by employing staff to ensure
 - The establishment of performance targets, monitoring of performance, evaluation of outcomes, and action to improve poor performance
 - Evaluation and reporting of ESG and CoC outcomes
 - The establishment and operation of a coordinated entry system
 - The establishment of written standards for providing assistance
- Fulfilling the roles and responsibilities as the CoC Planning Grant recipient, including
 - Ensuring that all HUD grantee threshold requirements are met
 - Ensuring that all grant reporting and billing is completed in accordance with HUD requirements
 - All Planning and System Operations responsibilities as detailed above

SECTION III: JOINT REVIEW

The Steering Council will review this MOU on an annual basis and reconfirm its effectiveness or make revisions to best meet the current needs and support the goals of the Continuum of Care.

SECTION IV: DURATION

This MOU shall begin ~~July 1, 2017~~ November 16, 2020 and end on ~~June 30, 2018~~ November 30, 2021, at which time said contract shall be automatically renewed for successive one (1) year terms, unless a party delivers written notice of non-renewal to the Steering Council not less than

sixty (60) days before the expiration of the then current term. A party may revoke this agreement at any time for non-performance, subject to other conditions as listed herein.

SECTION V: INDEMNIFICATION

Each party to this MOU shall be responsible for any liability arising from its own conduct. No party agrees to waive, defend or indemnify any other.

SECTION VI: ENTIRE AGREEMENT

This MOU represents the entire agreement among the parties and supersedes all prior negotiations, representations and agreements, whether written or oral.

SECTION VII: MODIFICATION

Any modification of this MOU or additional obligation assumed by any partner in connection with this MOU shall be binding only if evidenced in writing and signed by all parties or their authorized representative.

SECTION VIII: GOVERNMENTAL IMMUNITY

No party waives its governmental immunity by entering into this MOU, and fully retains all immunities and defenses provided by law with respect to any action based upon or occurring as a result of this MOU.

SECTION IX: ABSENCE OF WAIVER

The failure of any of the parties to this MOU to insist on the performance of any of the terms and conditions of this MOU, or the waiver of any breach of such terms and conditions, shall not be construed as thereafter waiving any such terms and conditions, which shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

SECTION X: ASSIGNMENT OF RIGHTS

The rights and obligations of all parties under this MOU are personal to those parties and may not be assigned or transferred to any other person, firm, corporation or other entity without the prior written consent of the other parties.

SECTION XI: CONFLICT OF INTEREST

As any potential conflict is identified, affected ~~Governance Committee~~Steering Council members will recuse themselves from decision making as agreed to by Committee consensus.

SECTION XII: APPROVAL

We, the undersigned have read and agree with this MOU.

By: _____ Date _____
Add Signer's Name
Grand Rapids Area Coalition to End Homelessness
Chairperson / *Title*

By: _____ Date _____
Add Signer's Name
Heart of West Michigan United Way / *Title*

DRAFT



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 MI-506 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 meet with the local Continuum of Care (CoC) housing planning body at least 120 days prior to the LIHTC funding round deadline. The meeting intent is to begin discussions about preliminary project concepts in order to provide notice to the CoC a local project is being pursued and allow opportunity for the CoC to provide input. Continued discussions with the CoC should 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.

The applicant's LIHTC submission to MSHDA must include: 1) a CoC Form, 2) a letter of support from the CoC, and 3) meeting minutes from the initial CoC planning meeting. The CoC letter of support must be dated within one year from the LIHTC funding round deadline and contain the information listed below.

- Identification of the development team
- Total number of units
- 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
- Occupancy standards and any limit on the number of occupants for each dwelling unit
- Location of the development
- Proposed services and amenities



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 Steering Council meeting and present the proposed development including information detailed in the letter of intent. The applicant shall then invite and respond to questions from meeting attendees. A special notice will be sent out to reflect the possibility of a presentation of a LIHTC project on the agenda.
- 3) Steering Council deliberates and can vote to either:
 - a. Approve based on suggested changes to the developer,
 - b. Not approve because it is not a good fit for the community,
 - c. Postpone voting until the developer provides an updated letter of intent with project modifications.
- 4) Following the CoC Steering Council meeting, the applicant shall submit to the CoC a completed letter of support template. This shall be provided electronically to CoC staff as an editable Word document. If applicable, the applicant shall also submit an updated letter of intent that notes any project modifications resulting from discussions with the Steering Council.
- 5) Following an affirmative vote by the Steering Council, the CoC Chairperson will sign the CoC 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.



Grand Rapids/Wyoming/Kent County Continuum of Care – MI 506 DRAFT Online Meeting Guidance

Prior to meetings:

- CoC staff and/or committee chair should log-on 10 minutes prior to the meeting to ensure that presentation materials are ready and to troubleshoot any issues that may arise.
- All pre-read documents should be combined and shared as a single PDF, if possible.

During meetings:

- At the beginning of each meeting, CoC staff will list participants (committee members and members of the public) in attendance. All call-in users will be asked to announce themselves at this time.
- Anyone who joins the meeting late should introduce themselves in the chat. Anyone who joins late and does not announce themselves in the chat may be removed from the meeting.
- All participants should remember to mute themselves when not speaking. If there is feedback or background noise, participants may be muted by staff.
- All meeting participants should remember to announce themselves when speaking to ensure those listening over the phone know who is speaking.
- Anyone disrupting the meeting by using offensive language or actions may be removed from the meeting.
- If you are having trouble connecting or with your technology, please note that CoC staff cannot usually troubleshoot as the issue is likely with the platform or your equipment. Staff recommend contacting your organization's IT department if a problem persists.
- Voting:
 - o Verbal votes are acceptable for the approval of agendas, minutes, and adjournment. All other votes should be conducted using the chat feature, votes can be voiced for attendees who do not have access to the chat feature. If there is not consensus, the committee chair will ask for a vote via roll call.
 - o A poll feature will be used for the approval of **agendas**, minutes, and adjournment during general membership meetings.
 - o E-ballots will be used for issues that require a full membership vote to ensure an accurate vote total.

Timeframe:



- To ensure the health and safety of all participants, the CoC recommends that all committees plan hold virtual meeting through January 2021. This timeline may be adjusted based on the situation and to comply with regulations and guidance from federal, state, and local authorities. Staff will review in-person meeting format for 2021 based on current circumstance at that time.

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COMMITTEE OPERATIONS EXPECTATIONS GUIDANCE

The Grand Rapids Area Coalition to End Homelessness (CTEH) Governance Charter identifies various committees that serve to implement the work of the Continuum of Care (CoC). The Charter details committee roles and responsibilities, participants and terms of service, meeting frequency, and related matters. This document outlines expectations for the manner in which committees carry out their work and seeks to provide structure and accountability.

Committee Roles and Responsibilities

In addition to committee roles and responsibilities identified in the Governance Charter, each committee shall be responsible for:

- Recruiting its members
- Selecting a chairperson, vice-chairperson, and secretary
- Establishing its policies and procedures, consistent with the Charter, and providing them to the Steering Council and CoC staff.
- Recording its minutes and attendance and providing them to CoC staff.
- Ensuring transparency of its process and meetings and reporting regularly to the Steering Council and CoC membership.

Committee Membership

All committees, except those requiring election, may include any CoC member. However, in committees where there may be two or more members from the same agency, voting will be limited to one vote per agency. Whenever possible, at least one (1) Steering Council member shall serve on each committee. Any CoC member can request to join a committee's roster by emailing the committee chairperson and/or CoC staff.

Committee rosters will be confirmed each year in January. In order to maintain an up-to-date roster and quorum, if a member misses more than 2 scheduled meetings without notice within a rolling 6-month period, CoC staff or the Committee Secretary will ~~inform them that they will be removed the roster and can be reinstated per the individual's request~~ request that they remove themselves from the roster or reaffirm their commitment to participation.

Committee Leadership

- Each committee shall choose a chairperson, vice-chairperson, and secretary.
 - The chairperson, and vice-chairperson in the chairperson's absence, shall coordinate each committee.

- The secretary shall record meeting minutes and maintain an up-to-date committee membership and contact list.
- The chairperson, vice-chairperson, and secretary shall retain their position for a 12-month term beginning in January of each year.

Meeting Structure

- An agenda shall be prepared for each committee meeting. Meeting agendas shall be action-oriented and reflect CTEH Strategic Plan actions assigned to the committee.
- A majority of 51% of the membership constitute a quorum at all committee meetings. If 51% of the membership is not in attendance at a meeting, no votes may take place during the meeting.
- Robert's Rules of Order will be followed and a simple majority of the members present is necessary for any vote to pass. All formal decisions must be ratified by the Steering Council.

Reporting

Minutes of all meetings shall be circulated and approved at the subsequent meeting. Once approved, minutes shall be made available on the CTEH website. Meeting minutes shall detail how the committee's work is making progress toward assigned actions identified in the CTEH Strategic Plan.

Committee leadership shall utilize standardized templates provided by CoC staff to prepare meeting agendas, minutes, membership rosters, and other documents as deemed appropriate.