



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

Approved by CoC Steering Council 2-19-2016
Update 6-16-2017
Update 6-21-2019
Updated 11-20-2020



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.

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