



Steering Council Meeting Agenda
August 20, 2021 ▫ 8:30 – 10:30 am ▫ Zoom

1. Call to Order/Introductions
2. Approval of the Agenda*
3. Approval of July 16, 2021 Minutes*
4. Public Comment on Agenda Items (Limit 3 minutes ea.)
5. Approval of Consent Agenda*
 - a. Steering Calendar
 - b. Committee and Initiative Updates
 - c. ESG Financial Assistance Report
 - d. Budget Report: Statement of Activity
 - e. Data Reports: Emergency Shelter Counts Before and During COVID-19
6. Petitions and Communications
7. LIHTC Presentation: Woda Cooper* - *5-8 minutes, letter of intent and site plan included with the packet*
8. **City** ESG-CV: Community Rebuilders Overview of Activities - *5-8 minutes*
9. ENTF Relationship Recommendation - *20 minutes*
10. MSHDA ESG 2021-22 Application - *10 minutes*
11. Family Shelter Status - *10 minutes*
12. Emergency Housing Vouchers Update - *5 minutes*
13. Strategic Plan - *20 minutes*
14. QSOBAA Process - *15 minutes*
15. Any other matters by Steering Committee Member(s)
16. Public Comment on Any Matter (Limit 3 minutes ea.)
17. Adjournment

Next meeting: Friday, September 17th, 2021, 8:30 – 10:30am

* denotes potential action item



STEERING COUNCIL MEETING MINUTES - **DRAFT**

July 16, 2021

8:30-10:30

Facilitator:	Karen Tjapkes		
Meeting Attendees:	<u>Steering members present:</u> Tom Cottrell, Erin Banchoff, Susan Cervantes, Elizabeth Stoddard, Adrienne Goodstal, Victoria Sluga, Karen Tjapkes, Dreyson Byker, Heather Bunting, Scott Orr, Susan Cervantes, Alonda Trammell, Pilar Meyer-Dunning, Cheryl Schuch, Amanda Tarantowski, Hattie Tinney <u>Steering members absent with notification:</u> Lauren VanKeulen, Casey Gordon, Rebecca Rynbrandt <u>Steering members absent without notification:</u> none <u>Community Members:</u> Erik Ryder (HOT), Wende Randall (ENTF), Paul Lobsiger (Hope Network) <u>Staff:</u> Courtney Myers-Keaton, Brianne Robach		
Time Convened:	8:34AM	Time Adjourned:	10:08AM

Approval of Agenda			
Motion by:	Cheryl Schuch	Support from:	Adrienne Goodstal
Discussion	Strategic planning topic will begin at 9:25. Items may be shuffled for timing.		
Amendments			
Conclusion	All in favor, motion passes.		
Approval of Minutes		June 18, 2021	
Motion by:	Cheryl Schuch	Support from:	Tom Cottrell
Discussion	None		
Amendments			
Conclusion	All in favor, motion passes.		
Public Comment on Any Agenda Item			
Discussion			
None			
Approval of Consent Agenda			
Motion by:	Dreyson Byker	Support from:	Tom Cottrell
Discussion	none		
Amendments			
Conclusion	All in favor, motion passes.		
Petitions and Communications			
Discussion			
None			
MSHDA ESG-CV			
Discussion			
The MSHDA ESG-CV funds are a portion of the COVID Relief funds allotted to MSHDA. The CoC originally allocated a percentage of these funds to Mel Trotter (MTM) for their Ionia location which provided additional shelter space to the community. There were specific line items in this allocation that now need to be reallocated. Based on recent conversations around family shelter, MTM offered to reallocate the remainder of the funds (\$75,604) to the community to address family shelter needs.			



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Courtney noted that this reallocation would be in line with past ESG-CV priorities as funds were allocated for family shelter in the first CV funding round.

Cheryl provided an update on the status for family shelter. FEMA funds are not yet available to the County and Family Promise has extended their own funds to cover costs. The hotel has been at capacity for the past few weeks with very few openings. They anticipate returning to the model used prior to the pandemic with only 40 units available on October 1. Courtney noted that previous conversations around family shelter settled with the recognition that 80-90 units each night are needed to meet the true need. Conversations are underway to determine how to meet the need moving forward.

Extended eligibility with CERA funds will help fill the gap as those experiencing homelessness are now eligible to apply. MSHDA has indicated that there needs to be a clear process for distributing these funds. Our community will be starting with a small group of families to solidify the process and will be looking to bring MSHDA into the conversation for support. The families will be prioritized by Coordinated Entry (CE) and will be actively engaged in a housing search with the help of a case manager. The expectation is that they will not be staying in a hotel for more than 90 days. Courtney noted concerns with this 90-day timeline as all partners have indicated that they are struggling to find units. Cheryl thanked all partners for engaging in conversations to problem solve and collaboration to use resources strategically.
(Hattie left the meeting)

Karen asked for a motion to approve this reallocation. **Adrienne provided a motion to approve reallocation of the remaining funds from Mel Trotter to support family shelter needs. Victoria second. In favor: 14 Abstentions: 1 (Cheryl Schuch due to conflict of interest.) Motion passes.**

Action Items	Person Responsible	Deadline
MSHDA ESG FY2021-2022		
Discussion		
An RFQ was released for a portion of this funding allocation for Rapid Re-Housing and Emergency Shelter. Applications due next Friday (7/23) and Funding Review Committee (FRC) will review proposals on Wednesday, 7/28. Staff will need a quick turnaround vote from Steering to approve the FRC recommendations as the application needs to be submitted on 7/30. Courtney noted that this timeline is tight, but it was difficult to get the Steering approval to release the RFQ due to many folks being out of the office around July 4 th . Staff may request an extension for the submission to allow for time to gather MOU signatures as MSHDA has been open to small extensions in the past.		
Action Items	Person Responsible	Deadline
Statement on Encampments		
Discussion		
This statement has been in agenda packet for the past few months but had been tabled due to accommodate strategic planning conversations. The statement encompasses how CoC views		



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encampments, the understanding of why they arise, and how the CoC engages with local municipalities to address encampments. A small group developed the statement to ensure it represented that the CoC puts people first, but also partners with municipalities as appropriate.

In the winter when large encampments were developing, Courtney received media requests and could only speak to how partners engaged with encampments. The statement was developed so staff can take a position as well as address how the CoC and partners engaged with encampments. Victoria indicated that she is thankful to have a statement so all partners and staff working on the ground know where the CoC stands collectively.

Tom provided a motion to adopt this statement as the CoC's position in regard to encampments.

Elizabeth second. The statement will be posted on the CoC's website with policies and referenced by staff when questions arise. **All in favor, motion passes.** Thank you to the group who drafted this statement.

(Scott left the meeting)

Action Items	Person Responsible	Deadline

Public Announcements of CoC Initiatives

Discussion

Courtney shared that there has been conversation around all of the initiatives underway within the CoC over the past few months (strategic plan, Built for Zero, Family Functional Zero, YHDP submission). She thinks we are at a good point to host a community event around the different initiatives and how the CoC coordinates to collaboratively address homelessness in the community. Courtney has had a brief conversation with Chamber of Commerce who indicated that they would be willing support planning an event.

Members supported this type of event given the timing and great work this is occurring. This would also be a chance to share the process with community members and provide opportunities for them to connect with the work. Suggestion to use this opportunity to create buy-in from this who are in the position of providing affordable housing. Cheryl suggested that along with this event, Steering discuss investing in PR and marketing to develop and support messaging around the CoC as well as the current state of homelessness and the importance community support. Staff will share updates over the past few months as they become available. They are excited to be at this point and hope that an event will propel the CoC's work.

(Pilar left the meeting)

Action Items	Person Responsible	Deadline

Strategic Planning: Scorecard and Vitals

Discussion

Joe and Shaun from Mission Matter are excited to be in attendance to review the work that has gone into strategic planning over the past 6 months. Today, Steering will be asked to affirm the results of the foundational identify work. Mission Matters and the planning committee are working to finalize



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the report with narrative explanation around the core elements. The final plan will be available early August. A lot of work has gone into building the plan, but now it will be important to maintain effort and focus on implementing the plan. We will begin shifting in the implementation phase by adopting tools and resources (compass, scorecard, meeting/planning rhythms, etc.) which will ensure alignment among leadership and stakeholders.

Compass & Scorecard

The Compass is a 2-3 page strategic orientation tool that defines the CoC's identity (mission, beliefs, values, vitals, capabilities) and include objectives and key results for 2024. Each area has been through multiple rounds of feedback with many groups of stakeholders. The scorecard contains the CoC's 2024 objectives and key results (OKRs), the annual priorities that will help us make meaningful progress towards these OKRs, and vitals. Next steps include identifying leadership for each of the annual priorities.

Karen thanked Mission Matters for all their work in developing these tools based on feedback from the CoC and community. She asked Steering to affirm the work and the Compass and Scorecard as the CoC's strategic plan moving forward. **Cheryl offered a motion to affirm these documents as the Coalition's strategic plan. Tom second.** Tom noted that the vitals do not have a metric around equity and inclusion though equity has been a focus of conversation at the CoC for the past few years, he feels equity should be prominent in the vitals. Shaun noted that one OKR is defining an "equity index" measure and then committing to measuring this regularly. In addition, there is an equity lens beneath the scorecard measures. Cheryl and Alonda agreed with Tom. Cheryl indicated that equity should be spoken to throughout the work. Courtney noted that these are living documents, equity can be elevated so that it is immediately visible as a priority for anyone reading the documents. Equity will be included as a vital on the first page of the compass. Tom thanked the team for this consideration and noted that the compass an education and marketing tool as much as a guiding document.

Courtney indicated that these OKRs and goals will be replacing the strategic priorities and goals which served as the CoC's guide throughout the pandemic. Many of those elements have been incorporated into this plan, though some items were added, removed, or prioritized differently.

All in favor, motion is approved

Implementation

The plan has been affirmed, but it is not final, instead it is alive. Mission Matters shared a few tools that will help support implementation of the plan:

- Meeting rhythm set to monitor, review, refine, and define annual goals and quarterly rocks. Will occur on an annual, quarterly, and bi-weekly basis
- Conceptual tools (frameworks, methodologies, etc.)
- Technological tools (to streamline process, create transparency, track data, etc.)

Quarterly rocks are the things that are most important to achieve each quarter to implement the strategic plan and achieve annual goals. Attendees reviewed the rocks for this quarter and considered how Steering and CoC members support or lead some of these areas as the CoC works to address and increase capacity.



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Next Steps

- Register to attend the kickoff on 7/20 at 3:00 - [click here to register](#)
- Report with narrative around the plan will be shared early August
- Contact Joe or Shaun with any questions or concerns

Joe thanked everyone for all their time, hard work, and feedback throughout this process.

Action Items	Person Responsible	Deadline

Other Matters from Steering Council members

Discussion

Mel Trotter - Adrienne shared that until further notice, all ES units for women will be at Degage. MTM will be providing staff support as well. Programming will continue to be held at MTM during the day. If there are questions, connect with Adrienne. Cheryl thanked MTM for being strategic and collaborative with this new structure which will hopefully increase capacity for family shelter.

KCCA - Susan shared that with their HOME funds, they partnered with LINC UP and have 7 townhomes at 36th and Jefferson available for purchase for families. Families must be at or below 80% AMI and qualify for a mortgage, KCCA then subsidizes the mortgage (15 year, 0% interest). Homes will also be available in Cedar Springs area next month and more will be built next year. KCCA also received HOME funds from ARP. They will be addressing how to allocate this money in a forum, but do not have all the parameters yet, they do know that the focus is homelessness. In addition, they just provided ESG-CV funds to Family Promise to support family shelter.

Erin asked about EHV referrals. The Salvation Army staff are no longer on the call to speak to the MSHDA/Community Housing Advocates allocation. Courtney noted that there have been questions from the Grand Rapids Housing Commission around referrals for their allocation. These vouchers were prioritized for those who were experiencing chronic homelessness. Most of this list went to MSHDA allocation. There have been conversations around expanded prioritization for the next pull for the allocation, possibilities that were discussed include: recommendations for National Alliance to End Homelessness (NAEH) presentations, identifying those in RRH who would be better suited for PSH, and prioritizing families who have used RRH more than once for this resource. A threshold would need to be developed for the last option, but recidivism, length of time and number of times homeless would be key. Victoria attended recent NAEH webinars and finds it exciting and validating to hear that our community is mirroring dialogues at a national level. She also suggested considering housing stock when discussing prioritization. Staff will include recent NAEH resources in the newsletter. Courtney indicated that our community quickly finalized the MOU compared to other communities, but may have been more time to discuss the prioritization process.

Karen shared that the MI legislature recently passed substantial reforms that broadened expungement laws. Legal Aid is hiring an attorney to process expungements and have been focusing on outreach to community members. If agencies are working with folks who have barriers due to older convictions, please contact Legal Aid for support.

Public Comment on Any Item



**STEERING COUNCIL
MEETING MINUTES - DRAFT**

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Discussion			
None			
Adjourn			
Motion by:	Victoria Sluga	Support from:	Tom Cottrell

DRAFT



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



Grand Rapids/Wyoming/Kent County CoC – MI 506 Steering Council Initiative Reporting – August 2021

Coordinated Entry Committee --

The committee recently met and the main topic of conversation was prioritization for the Emergency Housing Vouchers. These vouchers were first prioritized for those experiencing chronic homelessness, but the community is at a point where we need to expand prioritization. Additional specific criteria to include vulnerable families were developed based on National Alliance to End Homelessness (NAEH) recommendations: Families with at least 1 child age 6 and under AND Families with 2 or more episodes of literal homelessness. The group also discussed strategies to increase connection to households and the rate at which households complete an application packet.

A small workgroup continues to meet to discuss the process for updating the design of the Coordinated Entry system. This group will bring a recommendation to the Coordinated Entry Committee and then to Steering Council in the coming months.

Built for Zero –

Planning team members attended the monthly cohort meeting in early August and learned key policies and processes need to be established to ensure a quality by-name list (BNL) process for chronic households. Our community already has some of these policies in place (inactive status and data quality) and others are being discussed by the planning group. The BNL process that is currently being used for families provides a strong starting point for chronic BNL processes.

The Outreach Workgroup recently reviewed the outreach inventory and identified areas where outreach coverage could be strengthened. A policy/process for outreach coordination is being developed and will be reviewed by the workgroup at their August meeting. Staff will also be developing an outreach calendar to help identify any gaps in coverage.

Team members also attended an orientation on Built for Zero's data reporting system and anticipate submitting our first month of data later this month.

CERA (COVID Emergency Rental Assistance) –

As of August 12th in Kent County, 3,661 CERA applications have been received, 2,090 have been processed, and 1,508 households have been served. \$9,632,960.53 in financial assistance has been provided, with a weekly average of \$848,301.18 and an average of \$6,561.91 in assistance per household.

Family Functional Zero –

At their last meeting, the group prioritized 4 primary areas of responsibility and created workgroups around each of those areas. Groups will meet regularly and will first discuss what would be needed for



Grand Rapids/Wyoming/Kent County CoC – MI 506 Steering Council Initiative Reporting – August 2021

the workgroup to be successful. Workgroups are a great space for new community partners to engage in a specific aspect of the family functional zero work. Those interested in engaging with the work should complete a [Partnership Agreement form](#).

- Temporary Housing Accommodations
- Housing Stability & Support Services
- Affordable Housing
- Supported Solutions
- DV Process

By-name list data are tracked on a regular basis and reviewed by the group at each meeting. Data include entries and exits on the BNL, the number of families on the list, and length of stay.

Youth Demonstration Project –

Staff submitted our community's application on July 27th. We have not received word from HUD yet, but are excited at the prospect of being selected as a YHDP community!

ESG Financial Assistance Report - DRAFT REPORT

All data as of 6/30/2021

Recipient/Subrecipient	Grant Term	Total Grant Amount	Direct Financial Assistance Amount	Activities Funded	% of Grant Term Complete	Total Amount Spent	% Spent	Planned # of Households Served	# of Households Served Grant Term to Date	Special Population(s) Served (if applicable)
MSHDA										
ESG - Community Rebuilders	10/1/2020 - 9/30/2021	\$176,000	\$151,360	RRH	75%	\$46,452.12	26%	25+	not currently collected	
ESG - The Salvation Army	10/1/2020 - 9/30/2021	\$170,351	\$26,000	Outreach, Prevention, RRH	75%	\$127,447.76	75%	212	not currently collected	
ESG-CV - Community Rebuilders	1/1/2021 - 9/30/2022	\$181,722	\$128,678	RRH	29%	not available	n/a	15+	not currently collected	
ESG-CV - Family Promise	1/1/2021 - 9/30/2022	\$412,800	\$0	Shelter	29%	not available	n/a	156	not currently collected	Families
ESG-CV Mel Trotter	1/1/2021 - 9/30/2022	\$129,834	\$0	Shelter	29%	not available	n/a	100	not currently collected	
ESG-CV - Pine Rest	1/1/2021 - 9/30/2022	\$103,200	\$0	Outreach	29%	not available	n/a	130-150	not currently collected	
ESG-CV - The Salvation Army	1/1/2021 - 9/30/2022	\$188,688	\$89,927	Prevention, RRH	29%	not available	n/a		not currently collected	
City of Grand Rapids										
ESG - Community Rebuilders	7/1/2020 - 6/30/2021	\$123,960	\$72,000	RRH	100%	\$123,960.00	100%	24	45	
ESG - Grand Rapids Urban League	7/1/2020 - 6/30/2021	\$94,300	\$69,000	Prevention	100%	\$94,300.00	100%	23	37	
ESG - The Salvation Army	7/1/2020 - 6/30/2021	\$82,354	\$57,854	Prevention/ Eviction Diversion	100%	\$82,354.00	100%	28	26	
ESG-CV - Arbor Circle	11/1/2020 - 12/31/2021	\$59,488	\$0	Outreach	64%	\$24,482.00	41%	50	38	
ESG-CV - Community Rebuilders	11/1/2020- 7/31/2022	\$460,302	\$0	Shelter	38%	\$175,364.71	38%	70	28	Geographically Targeted
ESG-CV - Community Rebuilders	11/1/2020- 7/31/2022	\$1,548,000	\$897,840	RRH	38%	\$218,716.79	14%	75	38	Geographically Targeted

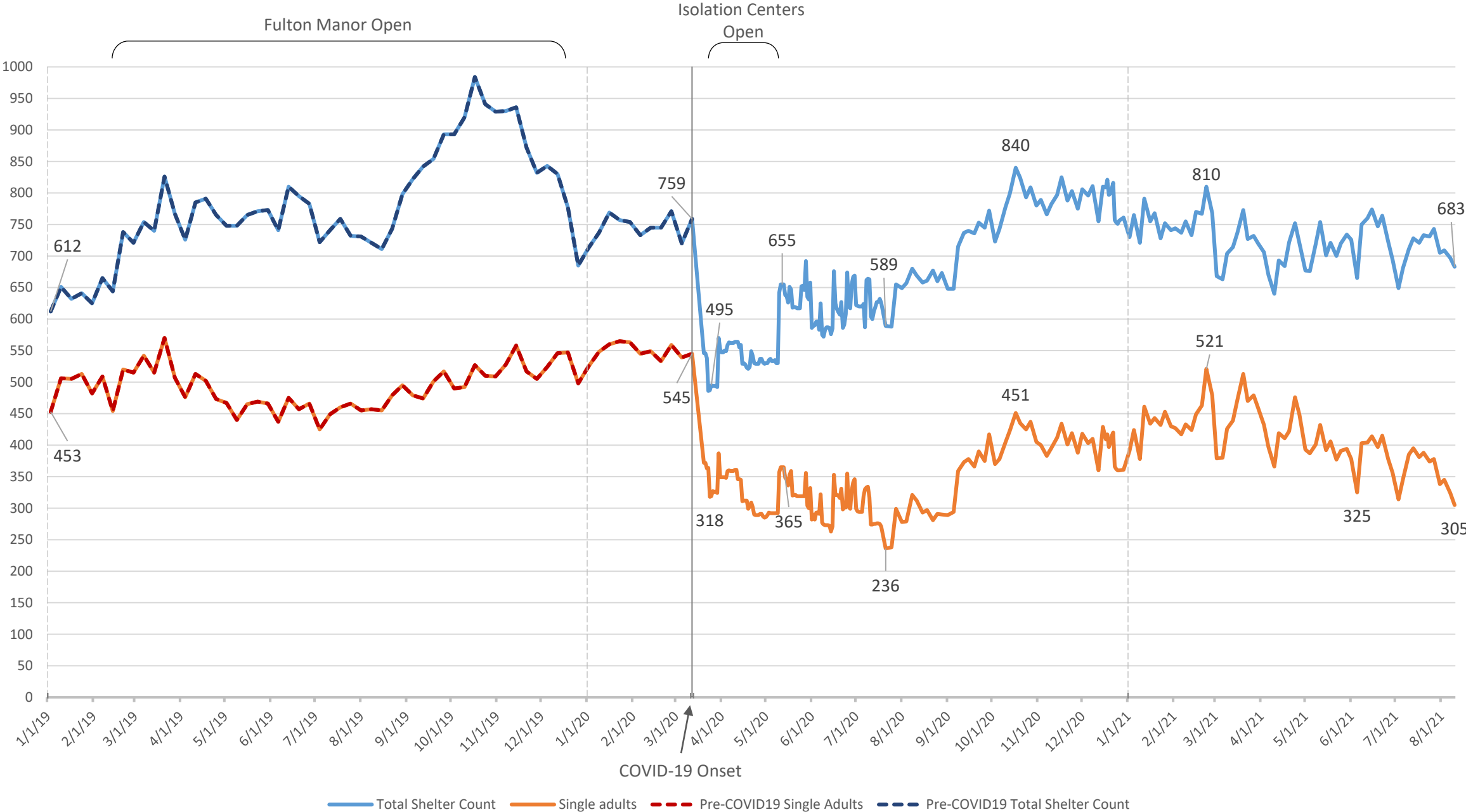
Recipient/Subrecipient	Grant Term	Total Grant Amount	Direct Financial Assistance Amount	Activities Funded	% of Grant Term Complete	Total Amount Spent	% Spent	Planned # of Households Served	# of Households Served Grant Term to Date	Special Population(s) Served (if applicable)
City of Grand Rapids										
ESG-CV - Degage Ministries	11/1/2020 - 12/31/2021	\$65,000	\$0	Shelter	64%	\$65,000.00	100%	390	139	
ESG-CV - Mel Trotter Ministries	11/1/2020 - 12/31/2021	\$200,000	\$0	Shelter	64%	\$200,000.00	100%	3,700	1,994	
ESG-CV - The Salvation Army	1/1/2021 - 12/31/2021	\$511,428	\$358,028	Prevention/ Eviction Diversion	50%	\$218,816.84	43%	115	26	Third Ward
Kent County										
ESG 18	8/10/18-12/31/20	\$136,428	\$126,196	Prevention/ Hotel/Motel Vouchers	100%	\$85,836.00	63%	34	24	
ESG 19	7/01/19 - 6/30/21	\$149,297	\$138,100	Prevention/ Hotel/Motel Vouchers	100%	\$89,758.00	60%	49	32	
ESG 20	7/01/20 - 6/30/22	\$154,368	\$142,790	Prevention/ Hotel/Motel Vouchers	50%	\$0.00	0%	45	0	
ESG-CV	4/01/20 - 9/30/22	\$1,643,522	\$1,479,169	Prevention/ Hotel/Motel Vouchers	48%	\$6,020.05	0.4%	231	1	

Notes
 *MSHDA reports are submitted quarterly
 **City of Grand Rapids payment requests are generally monthly and performance reports quarterly.

May, 2021																			
	MSHDA	HUD	HMIS, TSA	HWMUW (Match)	City of GR CDBG (Match)	City of Wyoming CDBG (Match)	KCUNP	Total CoC	Annual Budget	Budget adjustments for CoC	Updated Annual Budget	Budget Remaining	% Remaining	Notes	Comments on vs budget				
HWMUW (Match)	-	-	-	11,200	-	-	-	11,200	16,885	-	16,885	5,685	34%						
MSHDA	430,927	-	-	-	-	-	-	430,927	244,478	-	244,478	(186,449)	-76%	1					
City of GR CDBG (Match)	-	-	-	-	14,597	-	-	14,597	20,000	(4,000)	16,000	1,403	9%		Reduction in Wende's time				
City of Wyoming CDBG (Match)	-	-	-	-	-	4,535	-	4,535	5,000	-	5,000	465	9%						
HUD	-	175,370	-	-	-	-	-	175,370	175,334	4,000	179,334	3,964	2%						
KCUNP	-	-	-	-	-	-	16,666	16,666	18,224	-	18,224	1,558	9%						
HMIS, TSA	-	-	67,251	-	-	-	-	67,251	78,412	-	78,412	11,161	14%						
TOTAL REVENUE	430,927	175,370	67,251	11,200	14,597	4,535	16,666	720,546	558,333	-	558,333	(162,213)	-29%						
Total Personnel Costs	-	107,661	3,966	2,058	13,298	4,118	7,036	138,139	189,954	-	189,954	51,815	6%	2					
Community Inclusion	-	76	-	-	-	-	-	76	13,322	(8,322)	5,000	4,924	81%						
Professional Fees	-	48,047	60,000	4,300	-	-	4,800	117,147	67,458	10,822	78,280	(38,867)	-112%	3					
Grant Passthrough	415,651	-	-	-	-	-	-	415,651	234,998	-	234,998	(180,653)	-65%	1					
Office Supplies	-	127	-	-	-	-	-	127	600	-	600	473	89%						
Telephone	-	-	-	-	-	-	-	-	-	-	-	-	0%						
Equipment Exp	-	1,061	480	-	-	-	-	1,541	-	-	-	(1,541)	0%						
Printing/Copying	-	6	-	-	-	-	-	6	600	-	600	594	89%						
Postage	-	-	29	-	-	-	-	29	-	-	-	(29)	0%						
Conferences	-	655	-	-	-	-	-	655	5,365	(4,100)	1,265	610	91%	4					
Visitor Parking	-	-	-	-	-	-	-	-	-	-	-	-	0%						
Meetings	-	350	-	-	-	-	-	350	1,200	-	1,200	850	85%						
Mileage	-	-	-	-	-	-	-	-	-	-	-	-	0%						
Parking	-	1,743	75	228	149	-	943	3,137	4,825	-	4,825	1,688	54%	2	Dropped parking passes for all except Wende				
Dues	-	912	-	-	-	-	-	912	1,000	-	1,000	88	19%	5					
Recruiting	-	20	-	-	-	-	216	236	-	-	-	(236)	0%						
Miscellaneous	-	888	-	-	-	-	-	888	-	1,600	1,600	712	68%	6					
Indirect	15,276	13,824	2,701	4,614	1,150	417	3,671	41,652	39,011	-	39,011	(2,641)	23%						
TOTAL EXPENSES	430,927	175,370	67,251	11,200	14,597	4,535	16,666	720,546	558,333	-	558,333	(162,213)	-29%						
Revenue Over(Under) Expenses	-	-	-	-	-	-	-	-	-	-	-	-							
Fund Balance @ 10/31/20	8,000																		
Strategic Planning Costs	-8,000																		
Fund Balance @ 05/31/21	-																		
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)																			
.20 FTE - Wende - Program Director (41% HUD, 16% GR CDBG, 11% Wyoming CDBG, 18% HMIS, 14% HWMUW).																			
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 exper	\$66,000																		
Strategic planning (HUD Planning)	\$9,780																		
4. Conf/Travel budget includes:																			
HMIS travel amd mileage & HUD Planning conference expenses																			
5. Technology budget includes:																			
Meeting service subscription-Go To Webinar																			
6. Misc actual expenses: PIT count expenses																			

Emergency Shelter Counts Comparison: Before and During COVID-19

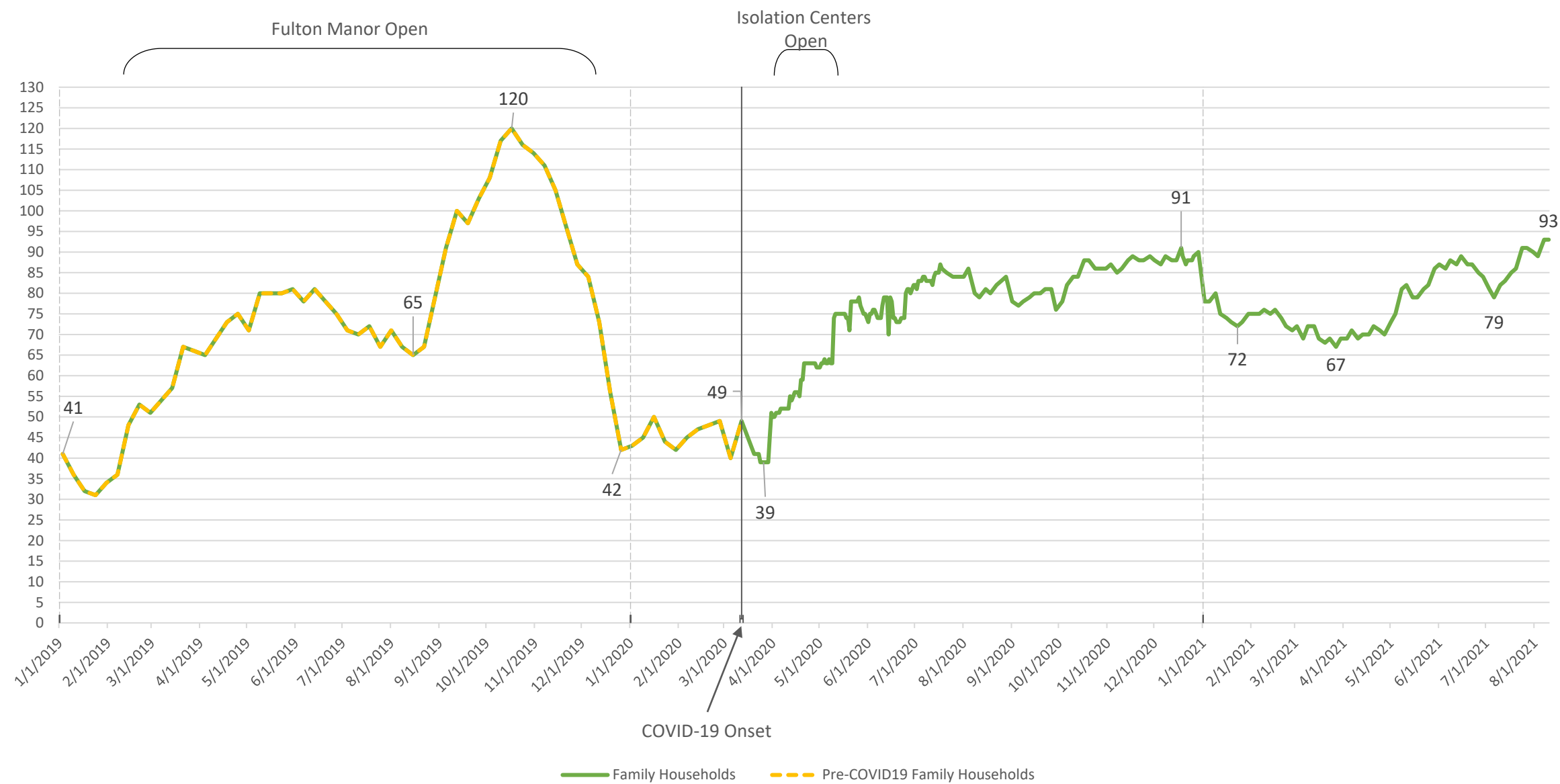
Number of individuals in emergency shelter – 1/1/2019 to 8/10/2021



¹All emergency shelter data pulled from Kent County's Homeless Management Information System (HMIS).
²Data does not include currently information from organizations who do not use HMIS, staff continue to work to include this data.

Emergency Shelter Counts Comparison: Before and During COVID-19

Number of family households in emergency shelter – 1/1/2019 to 8/10/2021



¹All emergency shelter data pulled from Kent County's Homeless Management Information System (HMIS).
²Data does not include currently information from organizations who do not use HMIS, staff continue to work to include this data.



WODA COOPER COMPANIES

614.396.3200
www.wodagroup.com

500 South Front St
10th Floor
Columbus, Ohio 43215

August 13, 2021

Karen Tjapkes
Grand Rapids Area Coalition to End Homelessness
118 Commerce Ave. SW
Grand Rapids, Michigan 49503

Re: Stockbridge Landing
Permanent Supportive Housing CoC Letter of Intent

Dear Ms. Tjapkes:

I am pleased to present this letter of intent (“LOI”) to the Grand Rapids Area Coalition to End Homelessness. Woda Cooper Development, Inc. (“Woda Cooper”) is preparing to submit a Low-Income Housing Tax Credit application to MSHDA for the October 1, 2021 application round. Our company is currently working with Community Rebuilders to provide supportive services for this development. As you may know, Woda Cooper and its affiliates are experienced developers, general contractors, and property managers specializing in the design, construction, and management of affordable multi-family apartments, senior communities, and single-family homes. Considered leading experts in the affordable housing industry, the Woda Cooper team is known for producing and maintaining high quality affordable housing. Woda Cooper has developed and currently manages more than 375 communities and 16,000 units, operating in 16 states.

Woda Cooper is also experienced in developing, owning, and managing permanent supportive housing communities. Currently, Woda Cooper has 21 properties which include 172 permanent supportive housing units. Woda Cooper is also experienced with Section 811 Rental Assistance and has 28 properties and 164 units with Section 811 Rental Assistance. Our company provides residents with supportive services through partnerships with local non-profits and service providers. Most recently in Michigan, Woda Cooper developed two Permanent Supportive Housing communities in Michigan named Brookside Commons and Grand View Place. See the below bullet points with basic information about both projects:

- **Brookside Commons** is located at 4155 Sprucewood Drive, Traverse City, Michigan 49685. The community includes 9 apartment buildings and 72 units of which 26 are designated permanent supportive housing units. Goodwill Industries is the lead agency. The permanent supportive housing units assist victims/families of domestic violence, persons with HIV/Aids, mental health diagnosis and/or young adults who are physically disabled.
- **Grand View Place** is located at 936 Front Ave NW, Grand Rapids, Michigan 49504. The community includes one 4-story building with 68 units of which there are 21 permanent supportive housing units targeted to homeless veterans and the chronically homeless.

OFFICES LOCATED IN GEORGIA, INDIANA, KENTUCKY, MARYLAND, MICHIGAN, NORTH CAROLINA, OHIO, AND VIRGINIA.

WODA COOPER COMPANIES, INC. IS AN ESOP OWNED COMPANY AND PARENT COMPANY OF WODA COOPER DEVELOPMENT, INC., WODA CONSTRUCTION, INC., AND WODA MANAGEMENT & REAL ESTATE, LLC.

According to your Letter of Support Policy, this LOI must: address the MSHDA-identified content, detail how vacancies will be filled, and describe how the project supports the CoC's plan to end homelessness and the current strategic goals. Woda Cooper has addressed each requirement below:

- Project overview
 - Woda Cooper proposes the development of a 58-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 supportive services offices and a property management office. 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 21 MSHDA Project-Based Vouchers. The Owner will pay for all utilities on PSH units per MSHDA guidelines.
- Identification of the development team
 - Project Owner: Stockbridge Landing Limited Dividend Housing Association Limited Partnership
 - Project Sponsor: The Woda Group, Inc.
 - Developer: Woda Cooper Development, Inc.
 - Architect: PCI Design Group, Inc.
 - Contractor: Woda Construction, Inc.
 - Property Manager: Woda Management & Real Estate, LLC
 - Lead Agency: Community Rebuilders
- Total number of units
 - 58 units
- Total number of PSH units
 - 21 units
- Targeted population
 - The 21 PSH units will be set aside for the Top 10% of Continuum of Care's Prioritization List and Households of Chronically Homeless.
- Bedroom mix of the proposed PSH units
 - 10 - 1 Bedroom
 - 11 - 2 Bedroom
- Location of the development
 - Stockbridge Landing will be located at 585 and 601 Stocking Avenue NW and consist of 2 buildings in the West Grand Neighborhood corridor of Grand Rapids, Michigan. This area includes many retail, community and service employment opportunities as well as public transportation options that will connect residents with the wider Grand Rapids metropolitan area.
- Proposed services and amenities
 - The Stockbridge Landing unit amenities will include microwaves, dishwashers, frost-free refrigerators, garbage disposals, central air conditioning, as well as energy efficient

"green" features such as abundant insulation, energy efficient windows and Energy Star appliances (if available). It is expected that the property will qualify for LEED Silver. Stockbridge Landing will have access to a variety of community amenities, including a community space with a kitchenette, sitting areas with a television, a computer work area, a laundry room, a property manager's office, a support-services offices space, and a children's play area.

- The property will provide permanent supportive housing. Community Rebuilders will provide on-site supportive services and coordinate the provision of other supportive services through MOUs with local service agencies. Supportive services will include:
 - Initial assessments
 - Completing Support Service Plans
 - Providing tenants with referrals and linkages to appropriate services
 - Tenant screening and selection
 - Coordinating on-site supportive services
 - Behavioral health services
 - Financial management and budget counseling
 - Linkages to benefits counseling
 - Linkage to employment training and services
 - Job training
 - Linkage to literacy services when necessary
 - Assistance with obtaining transportation and training in use of public transportation
 - Developing relationships with partner service agencies
 - Encouraging positive community interaction between neighbors
 - Fostering a positive relationship between property management and tenants
 - Encouraging resident participation in appropriate services
 - Coordinating onsite activities for tenants in the community/supportive service room
 - Coordinating a Tenant Led Advisory Council for all residents in conjunction with Woda Management and Real Estate, LLC.
 - Health related services
- In addition to the onsite Community Rebuilders staff, Woda Cooper also maintains an onsite community manager to oversee leasing and property management and assist the entire community of residents. The Woda Cooper community manager is available to assist the nonveteran residents in finding supports such as Meals on Wheels, dial a ride, job referrals and medical care, etc.
- Provide details regarding how vacancies will be filled
 - Vacancies will be filled with wait list provided in coordination with HARA (Salvation Army) and Community Rebuilders.
- Provide details on how the project supports the CoC's plan to end homelessness and current strategic plan goals.
 - This project supports current goals of the CoC to develop and provide more permanent support housing units for individuals and families experiencing chronic homelessness in Kent County.

- The leadership of Grand Rapids has identified affordable housing and ending Homelessness as a priority initiative. Woda Cooper will utilize their resources (financial and human) in cooperation with Community Rebuilders and the Woda Cooper management team to help accomplish the CoC and City strategic goals to end homelessness. Woda Cooper already has an existing partner relationship with Community Rebuilders and will rely on their team to advise/aid the Woda Cooper team as needed.

If you require any additional information, please do not hesitate to reach out to me at gmustric@wodagroup.com or 614-396-3222.

Sincerely,

WODA COOPER COMPANIES, INC.



Gregory Mustric
Vice President





LANDSCAPE LEGEND

EXISTING LARGE
CANOPY/SHADE TREE
2.5 IN. CALIPER (MIN.)
45 FT. SPACING ON CENTER

LARGE CANOPY/SHADE TREE
2.5 IN. CALIPER (MIN.)
45 FT. SPACING ON CENTER

EXISTING MEDIUM
CANOPY/SHADE TREE
2.5 IN CALIPER (MIN.)
35 FT. SPACING ON CENTER

MEDIUM CANOPY/SHADE TREE
2.5 IN CALIPER (MIN.)
35 FT. SPACING ON CENTER

EXISTING SMALL
CANOPY/SHADE TREE
1.5 IN CALIPER (MIN.)
25 FT. SPACING ON CENTER

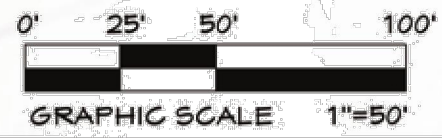
SMALL EXISTING
CANOPY/SHADE TREE
1.5 IN CALIPER (MIN.)
25 FT. SPACING ON CENTER

EXISTING SMALL SHRUB
3.0 FT. HEIGHT (MIN.)
3 FT. SPACING ON CENTER

SMALL SHRUB
3.0 FT. HEIGHT (MIN.)
3 FT. SPACING ON CENTER



LANDSCAPE PLAN



PCI DESIGN GROUP, INC.
1971 E Beltline Ave NE Suite 201,
Grand Rapids, MI 49525

MULTI-FAMILY
HOUSING

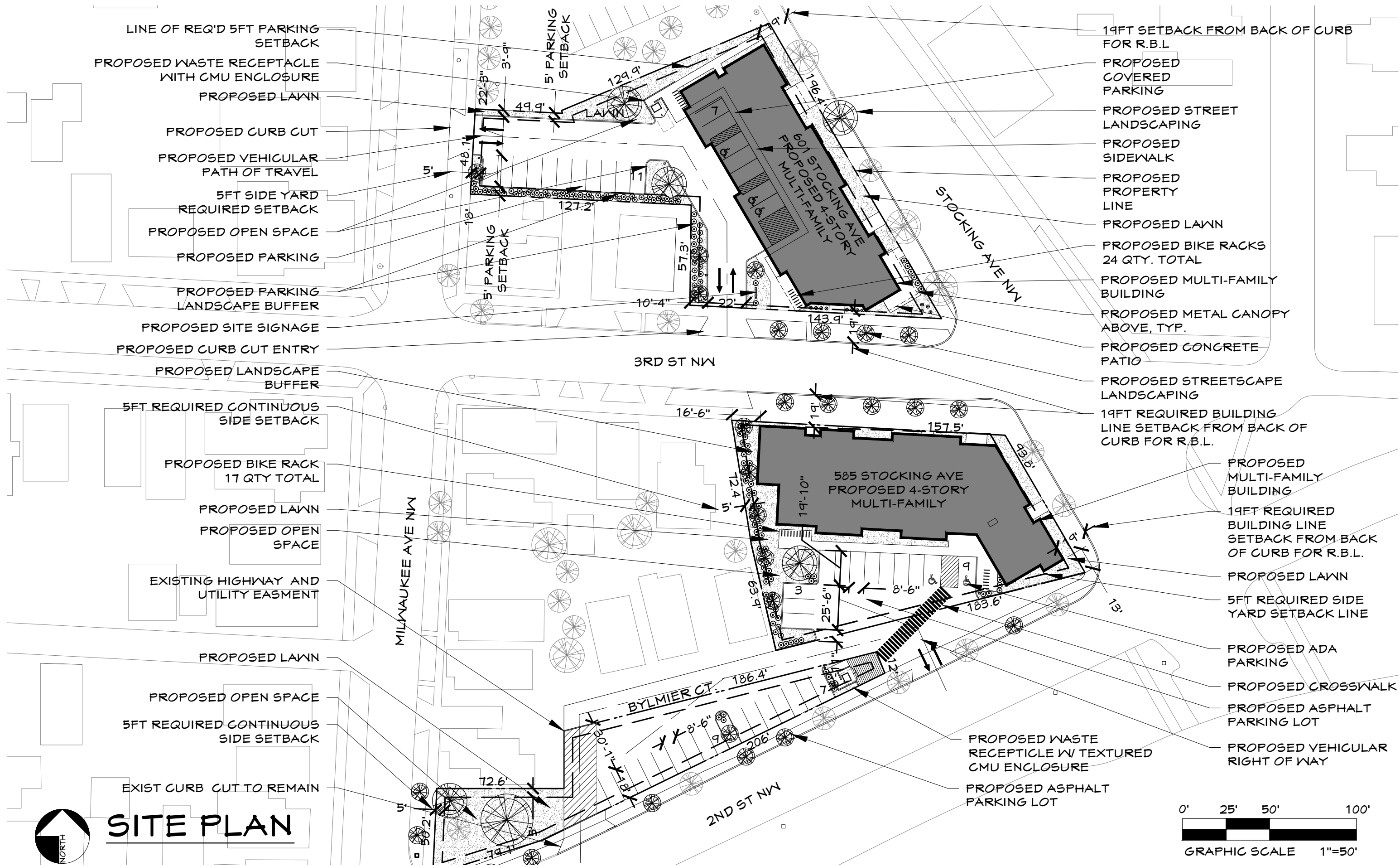
RENDERED SITE PLAN

DATE:
9-3-2020

PROJECT NAME:
585-601 STOCKING AVE NW
GRAND RAPIDS, MICHIGAN 49504

SUBMITTAL:
SPECIAL LAND
USE APPLICATION

SHEET:
A2.6



SITE PLAN

ARCHITECT OF RECORD:

PROJECT TYPE:

SHEET NAME:

DATE:

PROJECT NAME:

SUBMITTAL:

SHEET:



PCI DESIGN GROUP, INC.
1971 E Beltline Ave NE Suite 201,
Grand Rapids, MI 49525

**MULTI-FAMILY
HOUSING**

PROPOSED SITE PLAN

9-3-2020

585-601 STOCKING AVE NW
GRAND RAPIDS, MICHIGAN 49504

**SPECIAL LAND
USE APPLICATION**

A2.4



A

AERIAL VIEW OF SITE



ARCHITECT OF RECORD:
PCI DESIGN GROUP, INC.
1971 E Beltline Ave NE Suite 201,
Grand Rapids, MI 49525

PROJECT TYPE:
**MULTI-FAMILY
HOUSING**

SHEET NAME:
AERIAL VIEW

DATE:
9-3-2020

PROJECT NAME:
**585-601 STOCKING AVE NW
GRAND RAPIDS, MICHIGAN 49504**

SUBMITTAL:
**SPECIAL LAND
USE APPLICATION**

SHEET:
A0.1



A PERSPECTIVE - FROM STOCKING AVE. @ I-196 LOOKING NORTHWEST



ARCHITECT OF RECORD:
PCI DESIGN GROUP, INC.
1971 E Beltline Ave NE Suite 201,
Grand Rapids, MI 49525

PROJECT TYPE:
**MULTI-FAMILY
HOUSING**

SHEET NAME:
PERSPECTIVE

DATE:
9-3-2020

PROJECT NAME:
**585-601 STOCKING AVE NW
GRAND RAPIDS, MICHIGAN 49504**

SUBMITTAL:
**SPECIAL LAND
USE APPLICATION**

SHEET:
A0.2



A

PERSPECTIVE - FROM STOCKING AVE. LOOKING NORTHWEST



ARCHITECT OF RECORD:
PCI DESIGN GROUP, INC.
1971 E Beltline Ave NE Suite 201,
Grand Rapids, MI 49525

PROJECT TYPE:
**MULTI-FAMILY
HOUSING**

SHEET NAME:
PERSPECTIVES

DATE:
9-3-2020

PROJECT NAME:
**585-601 STOCKING AVE NW
GRAND RAPIDS, MICHIGAN 49504**

SUBMITTAL:
**SPECIAL LAND
USE APPLICATION**

SHEET:
A0.3



A

PERSPECTIVE - STOCKING AVE. LOOKING SOUTHEAST



PCI DESIGN GROUP, INC.
1971 E Beltline Ave NE Suite 201,
Grand Rapids, MI 49525

**MULTI-FAMILY
HOUSING**

PERSPECTIVE

9-3-2020

**585-601 STOCKING AVE NW
GRAND RAPIDS, MICHIGAN 49504**

**SPECIAL LAND
USE APPLICATION**

A0.4



A

PERSPECTIVE - FROM STOCKING AVE. LOOKING SOUTH



ARCHITECT OF RECORD:
PCI DESIGN GROUP, INC.
1971 E Beltline Ave NE Suite 201,
Grand Rapids, MI 49525

PROJECT TYPE:
**MULTI-FAMILY
HOUSING**

SHEET NAME:
PERSPECTIVE

DATE:
9-3-2020

PROJECT NAME:
**585-601 STOCKING AVE NW
GRAND RAPIDS, MICHIGAN 49504**

SUBMITTAL:
**SPECIAL LAND
USE APPLICATION**

SHEET:
A0.5



A

PERSPECTIVE- THIRD STREE LOOKING EAST TWORDS STOCKING AVE.



ARCHITECT OF RECORD:
PCI DESIGN GROUP, INC.
1971 E Beltline Ave NE Suite 201,
Grand Rapids, MI 49525

PROJECT TYPE:
**MULTI-FAMILY
HOUSING**

SHEET NAME:
PERSPECTIVE

DATE:
9-3-2020

PROJECT NAME:
**585-601 STOCKING AVE NW
GRAND RAPIDS, MICHIGAN 49504**

SUBMITTAL:
**SPECIAL LAND
USE APPLICATION**

SHEET:
A0.6