



Steering Council Meeting Agenda
February 18, 2022 ▫ 8:30 – 10:30 am ▫ Zoom

1. Call to Order/Introductions
2. Approval of the Agenda*
3. Approval of January 21, 2022 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. Strategic Plan: Coalition Scorecard - Quarterly Rocks
 - f. Data Reports: Emergency Shelter Counts Before and During COVID-19; CERA Status
6. Petitions and Communications
7. LIHTC Presentation: Woda Cooper Breton Grove Development* - 5 minutes - *letter of intent and site plan included with the packet*
8. FY2021 (Current) Coalition Budget - 10 minutes
9. Fiduciary MOU Update - 5 minutes
10. Annual Data Reports - 5-10 minutes
11. PIT (Point-In-Time) Count Update - 5 minutes
12. MSHDA ESG-CV Allocation Update - 2 minutes
13. Any other matters by Steering Council Member(s)
14. Public Comment on Any Matter (Limit 3 minutes ea.)
15. Adjournment

Next meeting: Friday, March 18th, 8:30 – 10:30am

* denotes potential action item



STEERING COUNCIL MEETING MINUTES - **DRAFT**

January 21, 2022

8:30-10:30

Facilitator:	Karen Tjapkes		
Meeting Attendees:	<p><u>Steering members present:</u> Karen Tjapkes, Holly Wilson, Tom Cottrell, Susan Cervantes, Casey Gordon, Lauren VanKeulen, Rebecca Rynbrandt, Elizabeth Stoddard, Erin Banchoff, Wanda Couch, Ryan VerWys, Adrienne Goodstal, Victoria Arnold, Fran Dalton, Jose Salinas, Cheryl Schuch, Victoria Sluga, Alonda Trammell</p> <p><u>Steering members absent with notification:</u> Mark Contreras</p> <p><u>Steering members absent without notification:</u> none</p> <p><u>Community Members:</u> Gustavo Perez (HWMUW), Wende Randall (Essential Needs Task Force), Stephanie Brock-Knoper (City of Wyoming/Nominating Committee), Emily Schichtel (HWMUW/Nominating Committee), Tammy Britton (City of Grand Rapids), Nadya Widjanarko (Calvin University), Siqing Li (Calvin University), Hattie Tinney (Grand Rapids Housing Commission)</p> <p><u>Staff:</u> Courtney Myers-Keaton, Brianne Robach</p>		
Time Convened:	8:33am	Time Adjourned:	10:43am

Approval of Agenda			
Motion by:	Tom Cottrell	Support from:	Adrienne Goodstal
Discussion	<ul style="list-style-type: none">- #13: the Fiduciary MOU needs to be discussed with fiduciary staff; this should be tabled until next meeting- #12: Job descriptions are not ready to share; Courtney will present a proposed staffing plan- #14: a draft Funding Appeal Policy is not ready; this should be tabled- #11: Courtney will provide CoC updates under this topic		
Amendments	Remove Fiduciary MOU (#13) and Funding Appeal Policy (#14)		
Conclusion	All in favor, motion passes.		
Approval of Minutes		December 17, 2021	
Motion by:	Rebecca Rynbrandt	Support from:	Cheryl Schuch
Discussion			
Amendments	None		
Conclusion	All in favor, motion passes.		
Public Comment on Any Agenda Item			
Discussion			
None			
Approval of Consent Agenda			
Motion by:	Tom Cottrell	Support from:	Holly Wilson
Discussion	A consent agenda contains reports for Steering to review, but they are not discussed. Steering members can ask to pull any document for discussion.		
Amendments	None		
Conclusion	All in favor, motion passes.		
Petitions and Communications			
Discussion			



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None.		
Executive Committee Elections		
Discussion		
<p>Stephanie, Nominating Committee member, announced nominees for the 2022 Executive Committee. She called for additional nominations from the floor. 2022 Executive Committee Nominees:</p> <ul style="list-style-type: none"> - Chair: Lauren VanKeulen - Vice Chair: Casey Gordon - Secretary: Adrienne Goodstal - Treasurer: Erin Banchoff & Rebecca Rynbrandt - Member at Large: Elizabeth Stoddard <p>Steering Council members voted using an e-ballot. Emily, Nominating Committee member, presented the results: Lauren was elected as chair, Casey as vice chair, Adrienne as secretary, Rebecca as treasurer, and Elizabeth as member at large.</p>		
Action Items	Person Responsible	Deadline
CERA Update		Gustavo Perez
Discussion		
<p>Gustavo Perez, Director of Programs and Services at Heart of West Michigan United Way (HWMUW) attended to share an update on the CERA (COVID Emergency Rental Assistance) Program. He shared that additional funding has been received for CERA 1 (\$4.1M) and CERA 2 (\$10M).</p> <p>Since the program began, over 5,000 households received assistance and 74% of all applications have been approved. The team has averaged \$1M in payments per week with just under \$30M distributed as of early January. There was an increase in volume in fall 2021 with recertifications; volume has since dropped. They anticipate 1000 applications per month until the application portal is closed. MSHDA indicated they will provide a 2-week notice before closing. A surge is anticipated at that time.</p> <p>Demographically, Black and African American households are the largest population served in Grand Rapids and Kent County. The percentage of Hispanic households served is in line with the percent of Hispanic households in Kent County.</p> <p>CERA 2 allows for 3 additional months of assistance but has tighter requirements, including requiring a state ID and arrears prior to 12/20/21. \$8.8M of CERA 2 funds need to be allotted by 3/31. Additional funds may be available after that point. With the difference in requirements, the team has been able to refer folks back to CERA 1 as appropriate. CERA 2 changes will be added to the KentRentHelp.org website; partners should continue to encourage households to apply.</p> <p>Rebecca asked for CERA data by zip code to better understand impacts. Gustavo will share this data.</p> <p>Fran asked about the timeline on expenditures and to receive funding. Gustavo noted that they hope to expend \$10M in the first quarter. There is an average of 60 days from application to case</p>		



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assignment. Cases are processed within 10 days once assigned. Recertifications are taking longer as new applications are prioritized. Eviction cases are also prioritized.

Ryan asked if there has been proactive conversation about how to support households when this funding is no longer available. Combined with the end of the child tax credit, household income for some households will decrease substantially. Gustavo indicated that there have been conversations with partners and staff have been working with clients to connect them to other sources of support. Cheryl added that average rental rate for a 2-bedroom space has increased \$300 in last 6 months.

Courtney asked to discuss ways the community can be strategically plan for this loss of funding. Members suggested that food partners and DHHS are included in these conversations. Other suggestions include the Coalition informing the Rental Property Owners Association that CERA is winding down and sharing information through the City of Wyoming's community forum in May.

Action Items	Person Responsible	Deadline

Steering Council 1-Year & 2-Year Terms

Discussion

Brianne indicated Steering members are elected to 3-year terms. Since some members were appointed mid-term by Executive Committee, there is an uneven number of members with a 3-year term. To even this out, 2 newly elected members are asked to take a 1-year term and 2 are asked to take a 2-year term. There are not term-limits and members may be re-elected at the end of their term.

Tom volunteered to take a 1-year term as did Wanda & Ryan. Tom and Wanda accepted 1-year terms. Jose and Holly volunteered to accept 2-year terms. Brianne will share an updated roster following the meeting.

Action Items	Person Responsible	Deadline

MSHDA ESG-CV Allocation

Discussion

Courtney shared that the Coalition received an additional allocation of \$200,000 in MSHDA ESG-CV funds. She recommends it is split between rapid re-housing (RRH) and shelter (ES) based on previous conversations when ESG-CV2 funding was received. She does not recommend allocating the funds for prevention as they must be used in the same timeframe as CERA funds which already provide a significant amount of prevention. She recommends an even split minus admin funds. This body could choose to allocate funds to agencies who have previously applied through an RFQ and are currently expending funds (Family Promise for ES and Community Rebuilders for RRH). The other option is to initiate an RFQ process to choose subrecipients, though a quick turnaround is needed to meet MSHDA's threshold of 80% of all ESG-CV funds expended by the end of March. Courtney indicated that spenddown was on track due to quick ES expenditures prior to this additional allocation. Outreach expenditures will not be at 80% as planned as the position goes through 9/30.



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Cheryl shared that Family Promise has been seeing a high need for shelter, especially for residents of Grand Rapids. She anticipates demand will rise in the spring as it has in past years.

Ryan noted the demand and limited timeframe and moved to that the allocation is split evenly between Family Promise and Community Rebuilders. Adrienne second. Ryan feels the RFQ process does not make sense for the given timeframe. Victoria Sluga agreed. Fran asked about innovation in how the funds will be spent. Courtney noted that these funds must go to specific activities and overviewed ES and RRH activities. Outreach is allowable but is not recommended as it would be difficult to hire one position for 6 months. Prevention is not recommended due to the amount of prevention funds available through CERA; current providers are seeing lower spenddown rates. Shelter spaces were reduced due to the pandemic. Karen noted that it is often difficult to innovate with these funds due to strict federal regulations.

Erin noted that RRH assistance often has longer spenddown times and asked if it is realistic for a certain amount to be spent by 3/31. Courtney appreciated the comment and indicated that the March of 80% threshold would be met given that ES funding is spent rapidly. However, she can ask Community Rebuilders how and if they can expend all funds within the timeframe. The RRH amount could be reduced to meet the timeframe.

It was suggested to also use data on the length of time to lease up for RRH households to estimate when funds would be spent. Courtney noted that Q3 2021 data shows about 60 days to move-in for those who receive RRH.

Ryan amended his motion. Motion to award additional MSHDA ESG-CV funds to existing partners for ES and RRH based on expenditure rates and staff recommendation, with approval by Executive Committee. Adrienne second. In favor: 16. Abstentions: Cheryl Schuch and Victoria Sluga. Motion passes.

Action Items	Person Responsible	Deadline
Strategic Plan: Review of Q4 Progress and Q1 Rocks		
Discussion		
<p>Courtney overviewed the rocks that were set for this quarter.</p> <ul style="list-style-type: none"> - CE redesign: a comprehensive implementation plan will be shared with Coordinated Entry (CE) Committee for review and then with Steering. - Additional position: a funder has committed to funding the data analyst position. This rock is for one additional position. - Refined data protocol: Data Analysis Committee has reviewed scorecard metrics but has briefly paused to understand changes in reporting tools used by MCAH (Michigan Coalition to End Homelessness). There was concern as annual count data has been used in the annual report over past few years, but MCAH is moving away from this report. 		



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- Stakeholder representation: Understanding membership demographics will inform a recruitment strategy. Stakeholder diversity includes race, ethnicity, subpopulations, and HUD stakeholder groups.
- Advisory Council: goal is to have their first meeting scheduled by the end of this quarter.
- Framework for resource capacity analysis: This has been discussed with multiple groups and may include community mapping of the system.
- Info sessions: a joint meeting with Dwelling Place and the CoC will be held on 2/2 around reconvening FUSE; staff plan to hold other meetings with community organizations.
- Annual brief and report: funding may be available for a consultant to develop this report. If funding is limited to an annual report, and RFQ would not be required. If a larger contract is an option, the Coalition would need to consider an RFQ. Courtney asked that Steering consider having staff select a consultant for the annual brief portion, with Executive approval.
- ART report: Daniel has shared a report which incorporates all required BNL requirements and automates some previously manual tasks. Staff will explore the report with Daniel.
- CE eval: a workgroup was formed by CE Committee and will use the HUD tool
- Data sharing: staff are exploring systems and will draft protocols for sharing

Rocks are set by the strategic plan implementation team based on annual priorities. Fran suggested changing language around representation. Courtney noted that stakeholder refers to the community as well as group identified in the HUD application. She asked Fran to consider working on this goal.

Tom noted that the difference between annual report and core demo report data was considerable. Courtney affirmed this and is working to understand the reason for the differences.

Action Items	Person Responsible	Deadline
Review of Staffing Plan		
Discussion		
Courtney shared a proposed org chart. The chart includes a Data Analyst which will be hired along with HMIS Administration and Support which are currently contracted. Courtney's recommendation is to continue this contract for now as additional staff are added.		
The chart also delineates the Associate position to a communication and administration role plus a project management role. Project Manager would be a new position which would assist with grant administration, support grant applications, coordinate special projects, and support meeting facilitation. A title for the associate role has not been selected yet. It may become an administrative or communications title or both.		
Cheryl reflected that in her experience the CoC is extremely understaffed. Victoria Sluga agreed. Cheryl noted that other CoCs with more staff take on more of a leadership role in the system. As more community initiatives come online, she feels capacity to coordinate these initiatives is important.		



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Rebecca concurred with Cheryl. She wants to ensure the chart aligns with resources and noted a multi-phased plan may be appropriate. She also cautioned that advocacy activities must be specific and narrow in staff positions supported by federal funds.		
Action Items	Person Responsible	Deadline
Governance Charter Changes		
Discussion		
Asking to appoint members to ad-hoc to review charter and suggest changes. Updates will then go to go to the Advisory Council for additional feedback. Fran, Erin, and Tom volunteered to participate, and staff will seek additional membership. Victoria Sluga motioned to appoint an ad-hoc committee to review the Governance Charter and suggest changes. Tom seconded. Erin asked about the timeframe. Changes will go to Advisory Council for review before Steering and the full membership so a final vote may occur in April. All in favor, motion passes.		
Action Items	Person Responsible	Deadline
Other Matters from Steering Council members		
Discussion		
Adrienne provided an update on isolation. Kent County, Degage, and Mel Trotter have secured another isolation location for families and singles experiencing homelessness who tests positive and need a safe place to isolate. It is open and has capacity for up to 90. She thanked the county for financial support and all partners supporting operations. Referrals follow the same process.		
Elizabeth shared that the Fair Housing Center's annual conference will take place on April 28.		
Erin shared that the City of Grand Rapids released a Notice of Intent to Apply for Neighborhood Investment Plan and ARPA funding. Info can be found at grcd.info. The deadline for letters of intent is February 2.		
Public Comment on Any Item		
Discussion		
None.		
Adjourn		
Motion by:	Tom Cottrell	Support from: Adrienne Goodstal



GRAND RAPIDS/WYOMING/KENT COUNTY
STEERING COUNCIL ANNUAL CALENDAR
Updated November 2021

January

Steering Council Orientation
Executive Officer Elections
Point in Time Count
Draft Budget Presentation
Steering Council Annual Conflict of Interest
Forms Completed
Strategic Plan: Review of Q4 Rocks and
Introduction of Q1 Rocks

February

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

March

Data Quality Committee Report
CoC and ESG Mid-Term Monitoring

April

LIHTC Developer Presentations to Steering
(October Round)
Point in Time Count Submitted to HUD
Budget Review
Strategic Plan: Review of Q1 Rocks and
Introduction of Q2 Rocks

May

Nominating 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
Strategic Plan: Review of Q2 Rocks and
Introduction of Q3 Rocks

August

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

September

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 Fiduciary
MOU
Strategic Plan: Review of Q3 Rocks and
Introduction of Q4 Rocks

November

Staff Evaluations Initiated by Fiduciary

December

Steering Council elections (at CoC meeting)
Staff Evaluations Concluded by Fiduciary
Budget Preparation Begins
Strategic Plan: Review & Update Annual
Priorities



Grand Rapids/Wyoming/Kent County CoC – MI 506 Steering Council Initiative Reporting – February 2022

Coordinated Entry Committee --

The Coordinated Entry Committee has met only once since the last report in December. The January 18th meeting confirmed a slate of officers, keeping in place Tom Cottrell as chair, Tammy Britton as vice-chair and Brian Bruce as secretary. The team also discussed:

- A possible redesign model that eliminates meetings with overlapping agendas and participants, limiting the scope of the CE team to oversight and coordination of the various population teams and initiatives, but leaving the bulk of the work to those teams with the active engagement with persons served. This will be further reviewed at the next CE Redesign meeting. In many ways this codifies what is already evolving organically among the population teams.
- A subcommittee was formed to conduct the Coordinated Entry evaluation that is required by HUD. The plan is to utilize the same tool employed previously, and present the findings to the group. It is noted that this review meets HUD's basic standards, but the methodology might be reconsidered once the redesign is implemented.
- The previously identified issue of escalating after hours call was revisited. A more immediate response is being orchestrated by Family Promise to provide safety planning for families. With this warm connection there are fewer demands that linger into the evening and stress overnight capacity.
- Presented as a concern is our inability to accurately track shelter demand and unmet needs on a system-wide basis in real time. A workgroup is proposed to examine workflow. This understanding will aid in advocacy and resource distribution.

The CE Redesign team met on 2/15 to review the potential of the Community Housing Connect 2.0 tool and strategy and discuss how adopting this model will very likely reshape resource management in the community and, consequently, the functionality and purpose of Coordinated Entry. There are still many unknowns regarding the design, and its impact, but the team is enthusiastic about the possibilities.

Youth Action Board --

The Youth Action Board is assisting in providing feedback for the PIT Count, during these conversations the YAB suggested that a second PIT Count take place in the Summer Months.

Funding Review Committee --

The committee recently discussed changes to the reallocation process for CoC Program funds. The goal is to develop an objective process for voluntary and performance-based reallocation. Once finalized, a draft process will be brought to Steering Council for review and approval.

ESG Financial Assistance Report

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	Data Reported as of
MSHDA*											
ESG - Community Rebuilders	10/1/2020 - 9/30/2021	\$176,000	\$151,360	RRH	100%	\$79,007.86	45%	25+	not currently collected		9/30/2021
ESG - The Salvation Army	10/1/2020 - 9/30/2021	\$170,351	\$26,000	Outreach, Prevention, RRH	100%	\$137,834.77	81%	212	not currently collected		9/30/2021
ESG-CV - Community Rebuilders	1/1/2021 - 9/30/2022	\$181,722	\$128,678	RRH	43%	\$18,113.86	10%	15+	not currently collected		9/30/2021
ESG-CV - Family Promise	1/1/2021 - 9/30/2022	\$412,800	\$0	Shelter	43%	\$413,350.70	100%	156	not currently collected	Families	9/30/2021
ESG-CV Mel Trotter	1/1/2021 - 9/30/2022	\$129,834	\$0	Shelter	43%	\$54,220.47	42%	100	not currently collected		9/30/2021
ESG-CV - Pine Rest	1/1/2021 - 9/30/2022	\$103,200	\$0	Outreach	43%	\$43,054.20	42%	130-150	not currently collected		9/30/2021
ESG-CV - The Salvation Army	1/1/2021 - 9/30/2022	\$188,688	\$89,927	Prevention, RRH	43%	\$83,962.72	44%	?	not currently collected		9/30/2021
City of Grand Rapids**											
ESG - The Salvation Army	7/1/2021 - 6/30/2022	\$83,000	\$57,854	Prevention/ Eviction Diversion	50%	6,753	8%	25	2		12/31/2021
ESG - Community Rebuilders	7/1/2021 - 6/30/2022	\$250,818	\$170,900	RRH	50%	77,206	31%	36	19		12/31/2021
ESG-CV - Arbor Circle	11/1/2020 - 12/31/2021	\$59,488	\$0	Outreach	100%	59,488	100%	50	59		12/31/2021
ESG-CV - Community Rebuilders	11/1/2020- 7/31/2022	\$1,185,418	\$597,091	RRH	67%	725,734	61%	75	87	Geographically Targeted	12/31/2021
ESG-CV - Community Rebuilders	11/1/2020- 7/31/2022	\$555,672	\$0	Shelter	67%	329,639	59%	70	49	Geographically Targeted	12/31/2021
ESG-CV - Community Rebuilders	11/1/2020- 7/31/2022	\$186,423	\$98,884	Prevention	67%	153,286	82%	85	Pending		12/31/2021

Recipient/Subrecipient	Grant Term	Total Grant Amount	Direct Financial Assistance	Activities Funded	% of Grant Term	Total Amount Spent	% Spent	Planned # of Households	# of Households Served Grant	Special Population(s)	Reporting date
City of Grand Rapids**											
ESG-CV - Community Rebuilders	11/1/2020-7/31/2022	\$22,167	\$0	HMIS	67%	8,739	39%	N/A	N/A		12/31/2021
ESG-CV - Community Rebuilders	11/1/2020-7/31/2022	\$58,622	\$0	Outreach	67%	58,622	100%	200	Pending		12/31/2021
ESG-CV - Degage Ministries	11/1/2020 - 12/31/2021	\$65,000	\$0	Shelter	100%	\$65,000.00	100%	390	370		12/31/2021
ESG-CV - Mel Trotter Ministries	11/1/2020 - 12/31/2021	\$200,000	\$0	Shelter	100%	\$200,000.00	100%	3,700	3,661		12/31/2021
ESG-CV - The Salvation Army	1/1/2021 - 12/31/2021	\$511,428	\$408,028	Prevention/ Eviction Diversion	92%	424,957	83%	115	179	Third Ward	12/31/2021
Kent County***											
ESG 18	8/10/18-12/31/20	\$136,428	\$126,196	Prevention/ Hotel/Motel	100%	\$85,836.08	63%	34	not currently collected		9/30/2021
ESG 19	7/01/19 - 6/30/21	\$149,297	\$138,100	Prevention/ Hotel/Motel	100%	\$92,886.53	62%	49	not currently collected		9/30/2021
ESG 20	7/01/20 - 6/30/22	\$154,368	\$142,790	Prevention/ Hotel/Motel	63%	\$436.63	0%	45	not currently collected		9/30/2021
ESG-CV	4/01/20 - 9/30/22	\$1,643,522	\$1,479,169	Prevention/ Hotel/Motel	60%	\$114,174.22	6.9%	231	not currently collected		9/30/2021
ESG 21	7/01/21 - 6/30/23	\$148,422	\$137,290	Prevention/ Hotel/Motel Vouchers	13%	\$0.00	0%		not currently collected		9/30/2021

Notes

- *MSHDA reports are submitted quarterly
- **City of Grand Rapids payment requests are due monthly. ESG-CV performance reports are due monthly, and ESG reports are due quarterly.
- ***The County did enter into a two subrecipient agreements earlier this year (2021) with Family Promise of Grand Rapids for a portion of its 2018 and 2019 ESG Funds. More recently the County also entered an agreement last month with Family Promise of Grand Rapids to use its ESG-CV funds to also provide hotel/motel vouchers.

CoC Financial Results

January, 2022

Year to Date

	Total CoC	Total CoC Match	Total CoC (includes Match Funding)	Annual Budget	Budget Remaining	% Remaining	Notes
HWMUW (Match)	-	12,033	12,033	17,000	4,967	29%	
MSHDA	1,014,250	-	1,014,250	595,851	(418,399)	-70%	
City of GR CDBG (Match)	-	17,317	17,317	20,000	2,683	13%	
City of Wyoming CDBG (Match)	29,666	2,979	2,979	5,000	2,021	40%	
HUD Planning	68,590	-	98,255	201,927	103,672	51%	
Kent County Unmet Needs	-	9,146	9,818	19,593	9,775	50%	
HMIS - TSA	47,022	-	47,022	82,355	35,333	43%	
Kent County CDBG (Match)	-	4,352	4,352	-	(4,352)	0%	
Non-profit Technical Assistance (Match)	-	4,900	4,900	-	(4,900)	0%	
TOTAL REVENUE	1,159,528	50,727	1,210,927	941,726	(269,201)	-29%	
Personnel Costs	78,502	24,192	102,694	208,228	105,534	51%	1
Community Inclusion	370	-	370	1,500	1,130	75%	
Professional Fees	51,725	16,975	68,700	90,250	21,550	24%	
Grant Passthrough	979,197	-	979,197	573,870	(405,327)	-71%	2
Office Supplies/Promo Items	121	-	121	100	(21)	-21%	
Printing/Copying	0	-	0	100	100	100%	
Conferences	800	-	800	8,190	7,390	90%	
Meetings	-	-	-	505	505	100%	
Mileage	-	-	-	668	668	100%	
Parking	1,296	738	1,984	3,383	1,399	41%	
Miscellaneous/Technology	911	-	911	1,477	566	38%	
Indirect	46,655	6,901	53,556	53,455	(101)	0%	
TOTAL EXPENSES	1,159,528	51,399	1,210,927	941,726	(269,201)	-29%	
Revenue Over(Under) Expenses	-	(672)	-	-	-		
<i>Indirect fee</i>			<i>4%</i>				

Fund Balance @ 10/31/20

Strategic Planning Costs

\$ 8,000
(8,000)

Fund Balance @ 05/31/21

Add:

HWMUW Grant Fund

6,600

Less:

Mission Matters - Strategic planning

6,600

(4,000)

CoC Fund Balance 1/31/22

\$ 2,600

1. CoC staff time:

1 FTE - Courtney - CoC Program Manager

'(79.9% HUD Planning, 6.7% City of GR CDBG, 4.4% City of Wyoming CDBG, 2.5% HMIS, 1% HWMUW, 5.5% CUNP)

1 FTE - Brianne - Administrative Assistant (CoC- 80% HUD, 12% HMIS, 8% GR CDBG)

.01 FTE - Wende - Program Director (1% HWMUW).

Staff Total 2.01 FTE

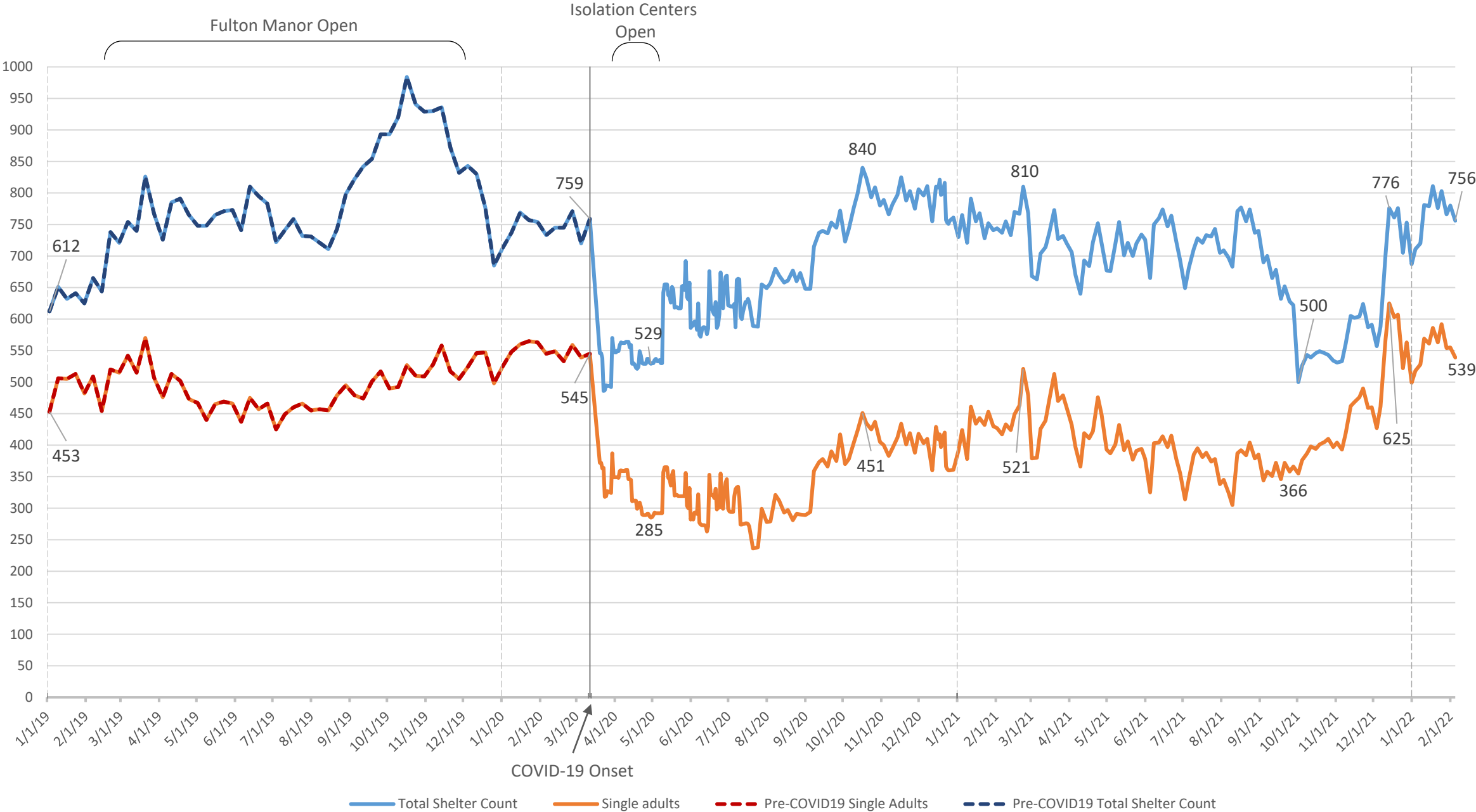
Note: Personnel budget includes 1 PT HMIS Support as well. Currently outsourced.

2. Passthrough grant

Quarter	Rocks by Jan. 15	Lead	Review			
			Measure	Result	2/16	1/19
Q1 - FY22	Complete and share Implementation Plan for CE Redesign	Tom	Share		On track	On track
Q1 - FY22	Funding secured for 1 additional position	Courtney	Funding Secured		On track	On track
Q1 - FY22	Communicate refined quarterly Data protocol - include process for reporting out to other stakeholders, ie Steering Calendar	Lee	Communicate		On track	On track
Q1 - FY22	Identify stakeholder representation within the CoC	Courtney/Brianne	Research		On track	On track
Q1 - FY22	Develop CoC recruitment strategy to increase stakeholder representation	Courtney and Brianne Identify	Communicate		On track	On track
Q1 - FY22	Schedule 1st Advisory Council membership meeting	DL/CoC Staff	Meeting occurs		On track	On track
Q1 - FY22	Identify framework for resource capacity analysis - include identification of prevention services and baseline	Courtney/Lee	Research		Off track	On track
Q1 - FY22	Hold 2-3 CoC info sessions re:strategic plan and CoC initiatives	Courtney	Communicate		On track	On track
Q1 - FY22	Develop annual brief and report	Courtney/Consultant	Communicate		On track	On track
Q1 - FY22	Develop ART report that incorporates required BNL elements	Daniel/Courtney/Consultant	Communicate		On track	On track
Q1 - FY22	Complete CE Evaluation using HUD tool	Courtney/HAP Staff	Communicate		On track	On track
Q1 - FY22	Identify which 3 major systems for data sharing and draft sharing protocols	Courtney	Communicate		Off track	On track

Emergency Shelter Counts Comparison: Before and During COVID-19

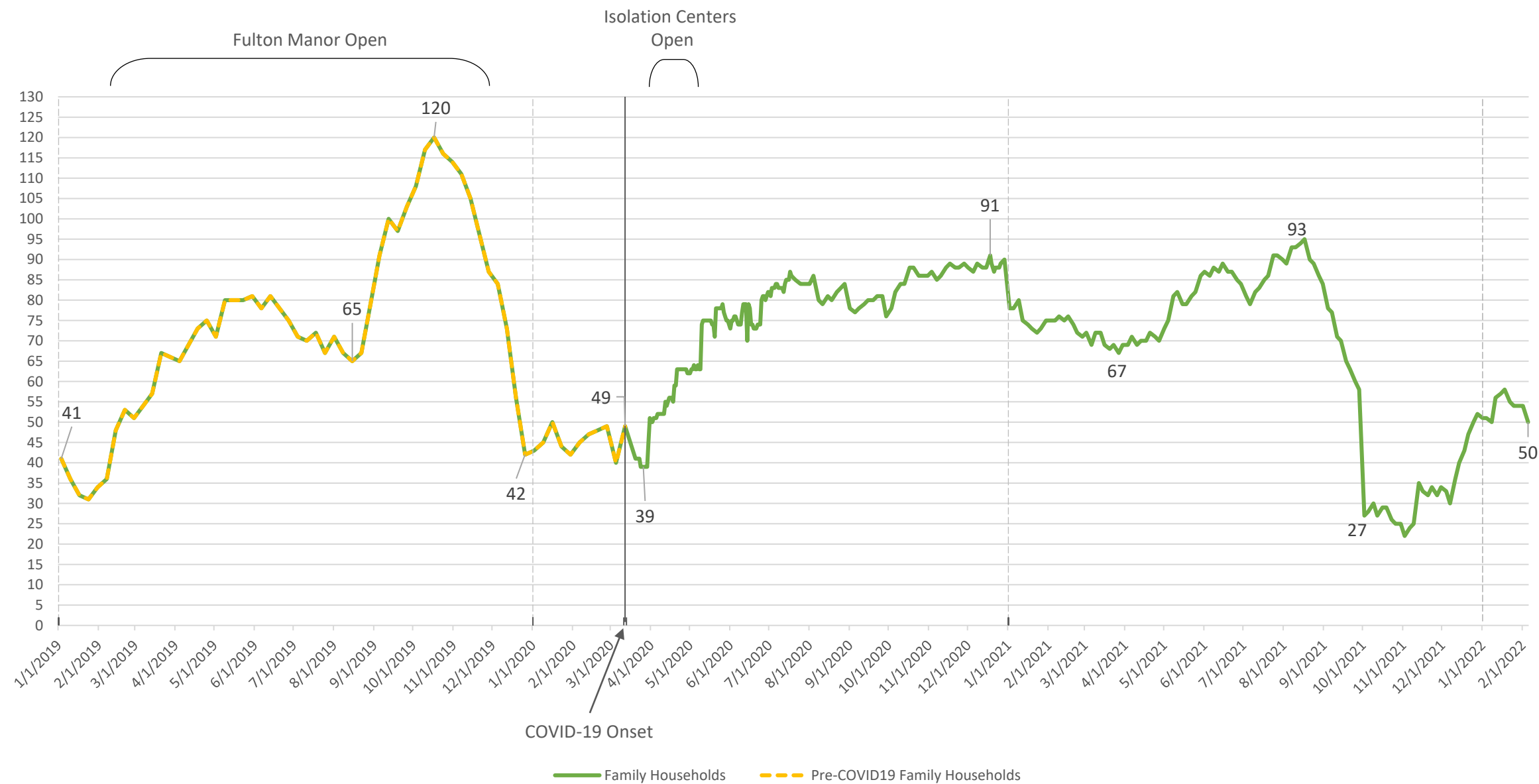
Number of individuals in emergency shelter – 1/1/2019 to 2/5/2022



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 2/5/2022

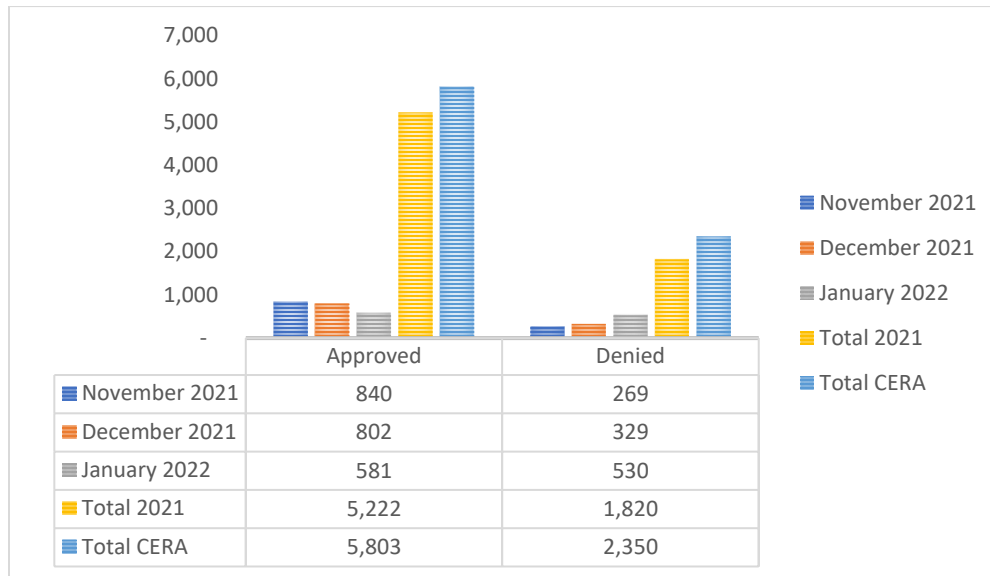


¹All emergency shelter data pulled from Kent County's Homeless Management Information System (HMIS).
²Data does not include currently information from organizations who do not use HMIS, staff continue to work to include this data.

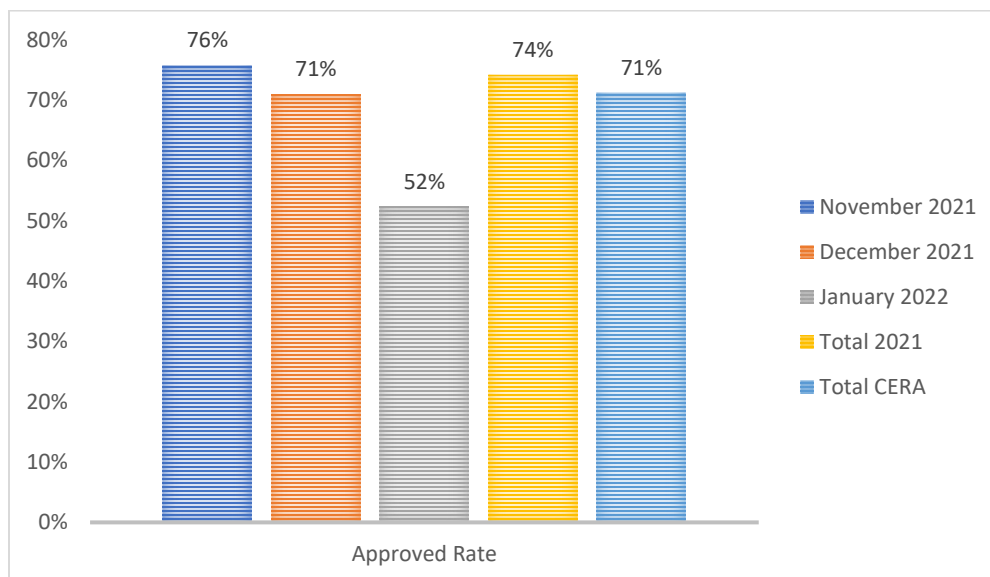
**CERA Program
Kent County
January 31, 2022**

Total Applications Processed: Approved-581, Denied: 530

Summary: We are seeing a decline in approved applications and an increase in denied applications because of the new more restrictive guidelines for the CERA 2 Funding that kicked off on January 1, 2022. We normally process over 1,100 applications every month but usually average above 800 approved.

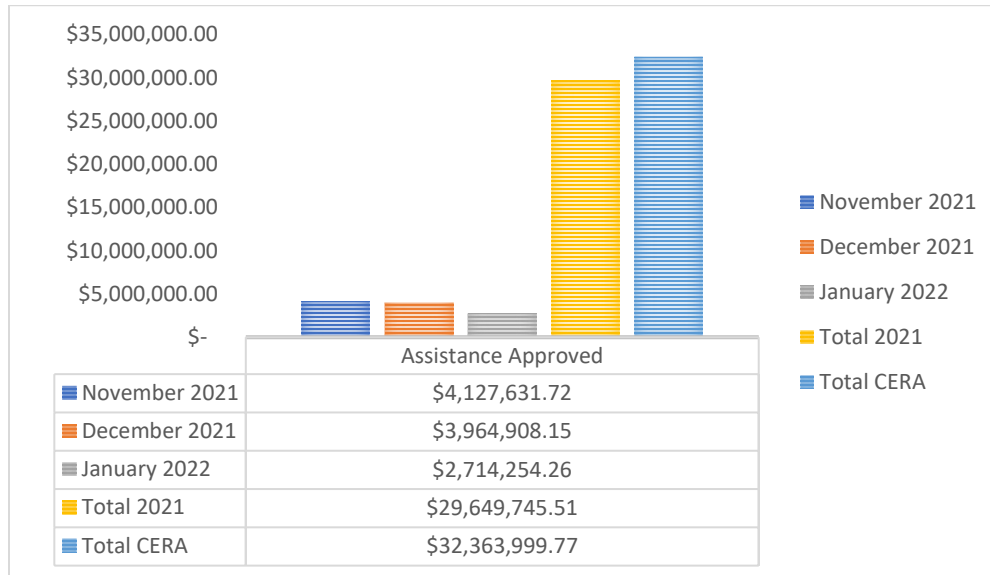


Approval Rate dropped from 74% for the overall program to 71% by the end of January 31, 2022. In the month of January only 52% of applications were approved with the more restrictive guidelines of CERA 2.



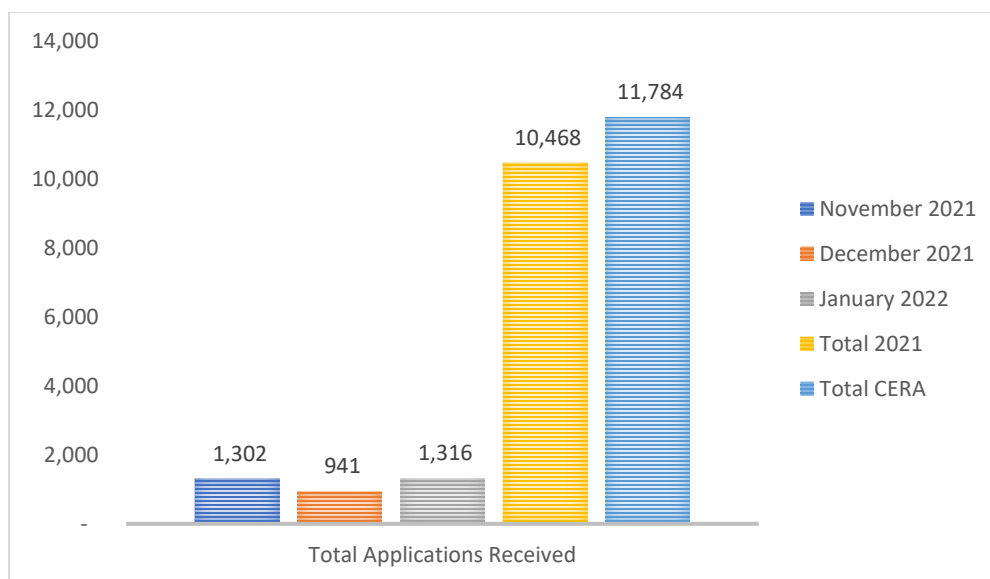
Total Financial Assistance: January 2022: \$2,714,254.26; Total CERA: \$32,363,999.77

Summary: We have also seen a decline in financial assistance provided in January, again, a result of the decrease in approved applications. We also lost a few days from the holiday, but the numbers still would not have been near what our average has been in 2021.



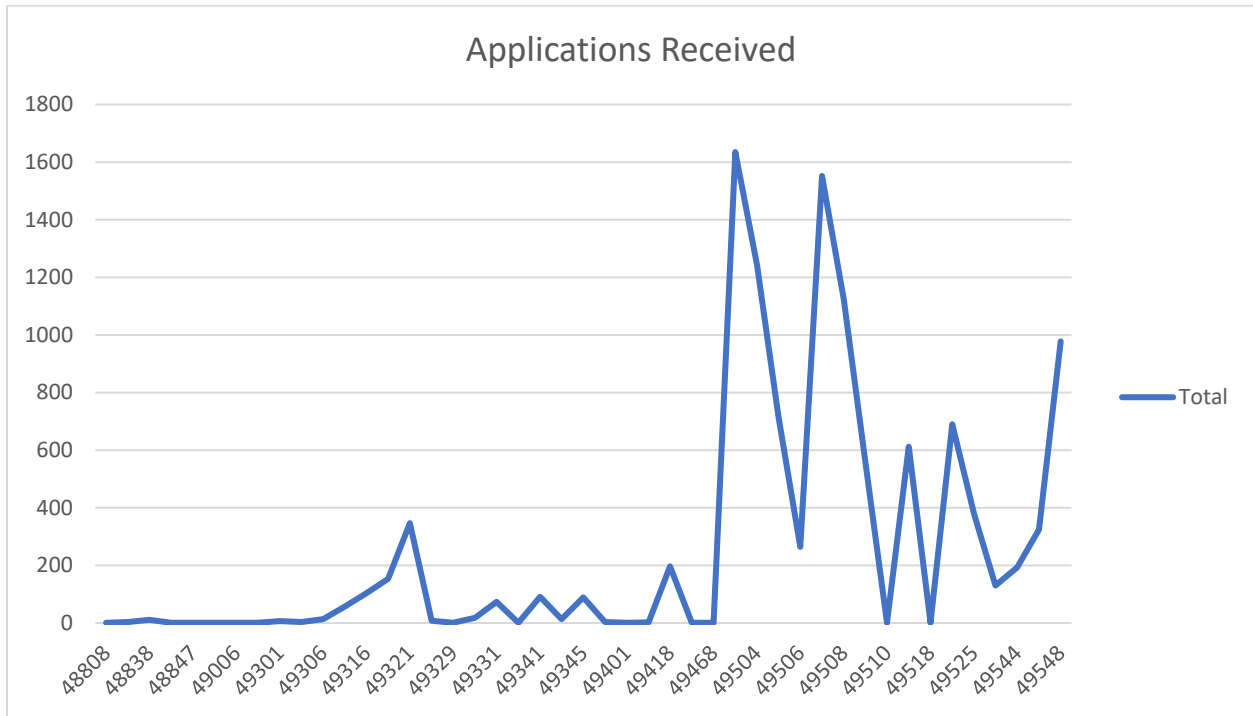
Total Applications Received: January 2022: 1,316; TOTAL CERA: 11,784

Summary: We saw a drop in December of 2021 but January picked right back up again and gave us just over the number we saw in November of 2021.



Demographics: Applications Received by Zip Code

Summary: The most applications are coming from 49503,07,04,08,48,05,19,12,09, and 25. Please note, Zip Codes with less than 25 applications received are not depicted in the graph below.



49503	1635		49546	324
49507	1552		49506	265
49504	1242		49418	197
49508	1123		49544	194
49548	978		49319	154
49505	715		49534	130
49519	690		49316	103
49512	612		49341	91
49509	554		49345	89
49525	379		49331	74
49321	347		49315	57

Demographics: Race

Summary: We were able to breakdown the percentage of applications received by each race, then compared the applications approved and applications denied. We found that the percentages by race were on par in each applications status. We did notice that the highest need is still with our Black-African, White, and Other/Multi-Race populations in our community. We also compared the percentages in Kent County with the City of Grand Rapids and found no major disparities.

Race	Applications Received	Applications Approved	Applications Denied
American Indian / Alaska Native / Black-African American	0.46%	0.43%	0.64%
American Indian / Alaska Native / White	0.26%	0.22%	0.47%
American Indian / Alaskan Native	0.49%	0.43%	0.55%
Asian	0.33%	0.28%	0.47%
Asian / White	0.36%	0.16%	0.60%
Black / African American / White	3.60%	3.33%	3.02%
Black-African American	52.39%	54.82%	49.28%
Native Hawaiian / Pacific Islander	0.20%	0.21%	0.21%
Other / Multi-Race	11.29%	11.36%	11.45%
White	30.60%	28.76%	33.32%
No Response	0.02%	0.02%	0.00%
Grand Total	100.00%	100.00%	100.00%

Race	Applications Received	Grand Rapids	Applications Received	Kent County
American Indian / Alaska Native / Black-African American	41	0.46%	54	0.46%
American Indian / Alaska Native / White	23	0.26%	31	0.26%
American Indian / Alaskan Native	43	0.48%	58	0.49%
Asian	29	0.33%	39	0.33%
Asian / White	27	0.30%	42	0.36%
Black / African American / White	332	3.74%	424	3.60%
Black-African American	5030	56.71%	6174	52.39%
Native Hawaiian / Pacific Islander	14	0.16%	23	0.20%
Other / Multi-Race	986	11.12%	1331	11.29%
White	2343	26.41%	3606	30.60%
No Response	2	0.02%	2	0.02%
Grand Total	8870	100.00%	11784	100.00%

Demographics: Ethnicity

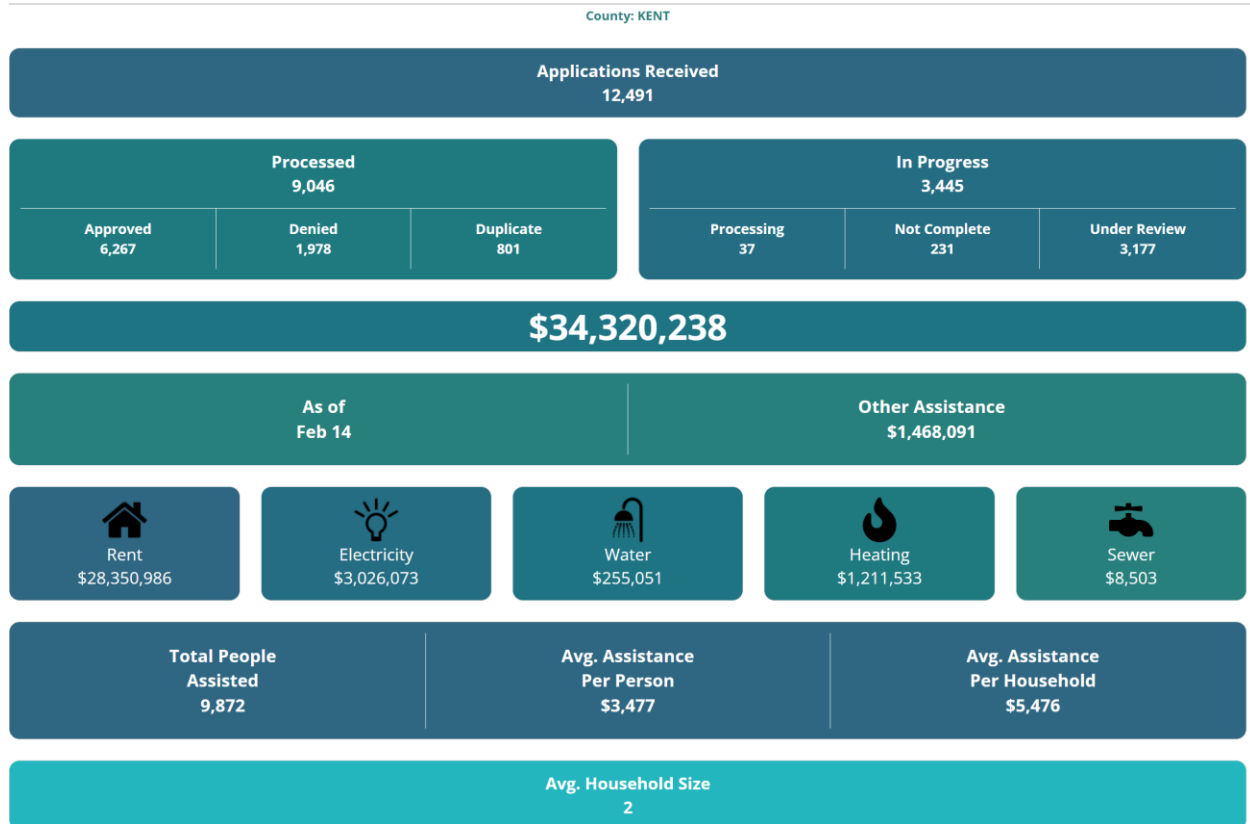
Summary: We measured the percentages of applications received, approved, and denied and found no disparities. We compared the City of Grand Rapids and Kent County and found the same.

Ethnicity	Applications Received	Applications Approved	Application Denied
Hispanic / Latino	12.40%	12.32%	12.38%
Non-Hispanic/ Latino	87.58%	87.66%	87.62%
No Response	0.02%	0.02%	0%
Grand Total	100.00%	100.00%	100.00%

Ethnicity	Applications Received	Grand Rapids	Applications Received	Kent County
Hispanic / Latino	1010	11.39%	1461	12.40%
Non-Hispanic/ Latino	7858	88.59%	10321	87.58%
Grand Total	2	0.02%	2	0.02%
	8870	100.00%	11784	100.00%

Please note that all data above was exported on February 2, 2022, from the MSHDA Portal

Portal Dashboard as of February 14, 2022





WODA COOPER COMPANIES

614.396.3200
www.wodagroup.com

500 South Front St
10th Floor
Columbus, Ohio 43215

February 11, 2022

Lauren VanKeulen
Grand Rapids Area Coalition to End Homelessness
118 Commerce Ave. SW
Grand Rapids, Michigan 49503

Re: Breton Grove
Permanent Supportive Housing CoC Letter of Intent

Dear Ms. VanKeulen:

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 April 1, 2022 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. A third project, named Edison Crossing is under construction. See the below bullet points with basic information about the 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.
- **Edison Crossing** is located at 110 Northbound Gratiot Ave., Mount Clemens, Michigan 48043. The community includes 1 apartment building and 30 units of which 11 are designated permanent supportive housing units. Macomb County Homeless Coalition is the lead agency.

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

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The permanent supportive housing units assist the Top 10% of Continuum of Care's Prioritization List and Households of Chronically Homeless.

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 55-unit general occupancy and Permanent Supportive Housing development in a highly walkable neighborhood. The development will consist of one building at 2400 43rd Street SE, Grand Rapids, Michigan 49508. The units will consist of a combination of one and two-bedroom units located on all levels of the midrise four-story building. 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 20 MSHDA Project-Based Vouchers. The Owner will pay for all utilities on PSH units per MSHDA guidelines.
- Identification of the development team
 - Project Owner: Breton Grove Limited Dividend Housing Association Limited Partnership
 - Project Sponsor: The Woda Group, Inc.
 - Developer: Woda Cooper Development, Inc.
 - Architect: Hooker DeJong, Inc.
 - Contractor: Woda Construction, Inc.
 - Property Manager: Woda Management & Real Estate, LLC
 - Lead Agency: Community Rebuilders
- Total number of units
 - 55 units
- Total number of PSH units
 - 20 units
- Targeted population
 - The 20 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
 - 11 - 1 Bedroom
 - 9 - 2 Bedroom
- Location of the development
 - Breton Grove will be located at 2400 43rd Street SE, Grand Rapids, Michigan 49508 and consist of 1 building in the Breton Road SE and 43rd Street SE 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 Breton Grove 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 Enterprise Green Communities Plus or similar certification. Breton Grove will have access to a variety of community amenities, including a community space with a kitchenette, sitting areas with a television, a laundry room, a property manager's office, support-services offices, 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

