



Steering Council Meeting Agenda  
September 19, 2025 ▫ 8:30 – 10:30 am  
Virtual - Zoom

1. Call to Order/Introductions
2. Approval of the Agenda
3. Approval of August 15, 2025 Meeting Minutes\*
4. Public Comment on Agenda Items (Limit 3 minutes ea.)
5. Approval of Consent Agenda\*
  - a. Committee & Initiatives Updates
  - b. Budget Report: Statement of Activity
  - c. Data Reports: None
6. Director's Report – *standing item*
7. Woda Cooper LIHTC Presentation – Greg Mustric – *Request for letter of support\**
8. Steering Council Attendance and Participation
9. MSHDA ESG Funding Review Committee Recommendation\*
10. Federal Updates
11. October Steering Council Date – *Courtney is traveling during October's meeting time. Requesting change to 24<sup>th</sup>.*
12. Presentation on Outreach Process Report – *Courtney will present on the findings from M&C consultants about Outreach coordination and processes*
13. Any other matters by Steering Committee Member(s)
14. Public Comment on Any Matter (Limit 3 minutes ea.)
15. Adjournment



## STEERING COUNCIL MEETING MINUTES

September 19, 2025

8:30am - 10:30am

Facilitator:	Elizabeth Stoddard		
Meeting Attendees:	Lauren VanKeulen, Christina White, Tenisa Frye, Wende Randall, Lindsey Reames, Mark Contreras, Greg Mustric, Ryan VerWys, Casey Gordon, Thelma Ensink, Adrienne Goodstal, Ray King, Samantha Westhouse, Karen Merrill (Tjapkes), Kate Berens, Monique Carter, Alonda Trammell, Miranda VanZegeren, Paul Smith,  Staff: Alyssa Anten, Courtney Myers-Keaton, Brianne Robach, Robyn Van Dyke, Ronan Parmenter		
Time Convened:	8:33 am	Time Adjourned:	10:01

<b>Approval of Agenda</b>			
Motion by:	Karen Merrill	Support from:	Support Ensink
Discussion			
Amendments			
Conclusion	All in favor, motion passes		
<b>Approval of Minutes</b>		<b>8/15/2025</b>	
Motion by:	Adrienne Goodstal	Support from:	Lindsey Reames
Discussion			
Amendments	- Replace Lauren with Elizabeth as facilitator		
Conclusion	All in favor, motion passes		
<b>Public Comment on Any Agenda Item</b>			
Discussion			
Action Items		Person Responsible	Deadline
<b>Approval of Consent Agenda</b>			
Motion by:	Ryan VerWys	Support from:	Tenisa Frye
Discussion			
Amendments			
Conclusion	All in favor, motion passes		
<b>Director's Report</b>			
Discussion			
<ul style="list-style-type: none"><li>- Staff change and next steps to keep data transparency since Evan's gone. Alyssa will help to fill gaps</li><li>- Shortfall in HUD spending and not enough match for this upcoming grant. Will send out an MOU with the Chamber to count hours on 100 in 100. Came up with some ideas to address ideas.</li><li>- Website revamp and rebranding the CoC<ul style="list-style-type: none"><li>o Bringing attention to awards</li></ul></li></ul>			



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<ul style="list-style-type: none"><li>- RFP for YAB facilitation</li><li>- C. Myers-Keaton is out of office next week for NAHRO conference</li><li>- Selected as a finalist for US Citizens award</li></ul>			
Action Items		Person Responsible	Deadline
Woda Cooper LIHTC Presentation			
Discussion			
<ul style="list-style-type: none"><li>- Greg Mustric from Woda Cooper Development, Inc. shared a summary of their work.</li><li>- He presented an overview of the Bradley Commons development at 3801 Lake Eastbrook Blvd SE with 50 units and 18 PSH units. There will also be local service providers on-site.</li><li>- Shared that Community Rebuilders has been assisting in this development.</li><li>- Letter of intent and visuals were included in agenda packet.</li><li>- Greg requested feedback from the CoC regarding the development and letter of support to include with his application to MSHDA.</li><li>- Opened up to member questions</li></ul>			
Woda Group Bradley Commons project			
Motion by:	Paul Smith	Supported by:	Kate Berens
Discussion			
Amendments			
Conclusion		Motion to provide letter of support approved	
Steering Council Attendance and Participation			
Discussion			
<ul style="list-style-type: none"><li>- Went over Steering Council attendance and requirements<ul style="list-style-type: none"><li>o 75% attendance in Steering Council meetings with participation in at least 1 committee</li></ul></li></ul>			
Action Items		Person Responsible	Deadline
Making the roster public		CoC Staff	
MSHDA ESG Funding Review Committee Recommendation			
Discussion			
<ul style="list-style-type: none"><li>- Funds are available, just above 90k. RFP has been released to utilize the funding.</li><li>- Pine Rest is still being covered for street outreach, and allocated 40% to The Salvation Army and an additional 40% to RRH</li><li>- Mel Trotter Ministries will be receiving funding – adding a full-time employee to outreach team</li></ul>			
Support for Funding Review’s Recommendation for MTM to Receive Funding			
Motion by:	Thelma Ensink	Supported by:	Sam Westhouse
Discussion			
Amendments			
Conclusion		All in favor, project is approved	
Federal Updates			
Discussion			



## STEERING COUNCIL MEETING MINUTES

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- Courtney gave context behind the re-issued CoC Builds NOFO by the SNAPS office two weeks ago (originally posted summer of 2024, then the administration decided all CoC Builds applications be resubmitted, and then two weeks ago another notification went out about re-releasing the NOFO).
- She informed the council of significant and concerning changes like recently not meeting the criteria due to yes/no language and law enforcement compliance, tent bans, and a focus on faith-based organizations.
  - o May be an indicator of the new CoC program competition. Anticipate releasing the NOFO which was initially unexpected. Unprecedented changes regarding HUD's misalignment with advocacy work.
  - o There is a lawsuit against HUD, but unsure if there are long-term solutions in motion.
- **E. Stoddard:** Federal Updates will be a standing item for a hot minute. Encouraging us to stay on top of things to avoid gaps.

Action Items	Person Responsible	Deadline
<b>October Steering Council Date</b>		
Discussion		
- Courtney has a scheduling conflict, moving next Steering to October 24 <sup>th</sup>		
Action Items	Person Responsible	Deadline
Move October Steering meeting to 10/24	Robyn Van Dyke	Completed
<b>Presentation on Outreach Process Report</b>		
Discussion		
<ul style="list-style-type: none"> <li>- Courtney shared pain points and data from the Outreach Process Report               <ul style="list-style-type: none"> <li>o Overview of prioritized pain points: Capabilities, Workflow, Strategy, and Requirements</li> </ul> </li> <li>- Intent is to create standards across all providers for baseline consistency</li> </ul>		
Action Items	Person Responsible	Deadline
<b>Any other matters by Steering Committee Member(s)</b>		
Discussion		
<ul style="list-style-type: none"> <li>- <b>T. Ensink:</b> Community/Service center opening soon with meals provided.</li> <li>- <b>R. VerWys:</b> Asked about the CHC 2.0 budget</li> </ul>		
Action Items	Person Responsible	Deadline
Sending info about the new center to CoC Newsletter	Thelma Ensink	
<b>Public Comment on Any Item</b>		
Discussion		
<ul style="list-style-type: none"> <li>- <b>W. Randall:</b> Expressed gratitude for those who are actively advocating for funding and policies that support our community members.</li> <li>- <b>C. White:</b> StreetReach at Pine Rest is SAMHSA funded and are unsure how to approach this work with half of the outreach team.</li> </ul>		



## STEERING COUNCIL MEETING MINUTES

September 19, 2025

8:30am - 10:30am

<b>Adjourn</b>	
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September 8, 2025

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

Re: Bradley Commons  
Permanent Supportive Housing CoC Letter of Intent

To Whom it May Concern:

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, 2025 application round. Our company is also 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 18 states.

Woda Cooper is also experienced in developing, owning, and managing permanent supportive housing communities. Woda Cooper has developed 31 properties which include 313 permanent supportive housing units. Woda Cooper is also experienced with Section 811 Rental Assistance and has 29 properties and 166 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 five Permanent Supportive Housing communities in Michigan named Brookside Commons, Grand View Place, Edison Crossing, Breton Grove, and Breton Grove II. Three additional PSH communities (Annika Place II, Shea Ravines, and Shea Ravines II) are either under construction or in the pre-construction phases. 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. The permanent supportive housing units assist the Top 10% of Continuum of Care's Prioritization List and Households of Chronically Homeless.
- **Breton Grove** is located at 2400 43<sup>rd</sup> Street SE in Grand Rapids, Michigan 49508. The community includes 1 four-story apartment building with 55 LIHTC units of which 20 are designated PSH units. Community Rebuilders is the lead agency. The PSH housing units assist the Top 10% of Continuum of Care's Prioritization List and Households of Chronically Homeless.
- **Breton Grove II** is located at 2450 43<sup>rd</sup> Street SE in Grand Rapids, Michigan 49508. The community includes 1 four-story apartment building with 35 LIHTC units of which 13 are designated PSH units. Community Rebuilders is the lead agency. The PSH housing units assist the Top 10% of Continuum of Care's Prioritization List and Households of Chronically Homeless.
- **Shea Ravines** is located at 2929 Burlingame Ave. SW in Wyoming, Michigan 49509. The community includes 1 four-story apartment building with 56 LIHTC units of which 20 are designated PSH units. Community Rebuilders is the lead agency. The PSH housing units assist the Top 10% of Continuum of Care's Prioritization List and Households of Chronically Homeless.
- **Shea Ravines II** is located at 2929 Burlingame Ave. SW in Wyoming, Michigan 49509. The community includes 1 four-story apartment building with 56 LIHTC units of which 20 are designated PSH units. Community Rebuilders is the lead agency. The PSH 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 50-unit general occupancy and Permanent Supportive Housing development in a highly walkable neighborhood. The development will consist of one elevator served building located at 3801 Lake Eastbrook Blvd. SE, Grand Rapids, Michigan 49546. 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 receiving 18 Section 8 Project-Based Vouchers. The Owner will pay for all utilities on PSH units per MSHDA guidelines.
- Identification of the development team

- Project Owner: Bradley Commons 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, Inc.
- Total number of units
  - 50 units
- Total number of PSH units
  - 18 units
- Targeted population
  - The 18 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
  - 24 - 1 Bedroom/1bath
  - 26 - 2 Bedroom/1bath
- Location of the development
  - Bradley Commons will be located at 3801 Lake Eastbrook Blvd. SE, Grand Rapids, Michigan 49546 and consist of 1 building in the southeast side of Grand Rapids. This area includes many retail, community and service employment opportunities as well as public transportation options that will connect residents with the wider metropolitan area.
- Proposed services and amenities
  - The Bradley Commons 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 Zero Energy or similar certification. Bradley Commons will have access to a variety of community amenities, including a community space with a kitchenette, a laundry room, a property manager's office, support-services office, fitness center, bike rack, 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 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 a 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](mailto:gmustric@wodagroup.com) or 614-396-3222.

Sincerely,

WODA COOPER DEVELOPMENT, INC.

*Gregory Mustric*

Gregory Mustric  
Vice President





**BUILDING INFORMATION**

OVERALL BUILDING SQUARE FOOTAGE  
1ST FLOOR:  
2ND FLOOR:  
3RD FLOOR:  
TOTAL:

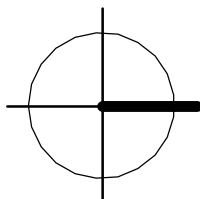
UNIT MIX

**PARKING CALCULATIONS**

PER ZONING 5.10.04.E:  
RESIDENTIAL, MULTIPLE-FAMILY, REQUIRES  
1.25 SPACES FOR EACH UNITS

REQUIRED:  
50 UNITS x 1.25 SPACES PER UNIT = 63  
63 SPACES REQUIRED

PROVIDED:  
64 SPACE





## Site Map





**GRAND RAPIDS/WYOMING/KENT COUNTY  
STEERING COUNCIL ANTICIPATED TOPICS FOR DISCUSSION 2024**  
Updated annually. These are subject to change.

**JANUARY**

- Executive Officer Elections
- Point in Time Count
- Steering Council Annual Conflict of Interest Forms Completed
- Strategic Plan: Review and Update

**FEBRUARY**

- Steering Council Annual Membership Meeting
- City of Grand Rapids Emergency Solutions Grant Application\*
- Data Review

**MARCH**

- Project Performance Discussion
- Data Quality Committee Report
- CoC and ESG Mid-Term Monitoring
- Budget Presentation and Approval – *dependent upon fiduciary's timeline*

**APRIL**

- Point in Time Count Submitted to HUD\*
- Strategic Plan Review

**MAY**

- Governance Charter Recommended Changes to CoC Membership
- Director Evaluation Initiated by Fiduciary

**JUNE**

- CoC Program Funding Process Review
- Budget Review
- Open Call for New CoC Members
- Anticipated MSHDA ESG Funding Discussion\*
- PIT Data Released\*

**JULY**

- NAEH Annual Conference
- Strategic Plan Review

**AUGUST**

- Anticipated HUD CoC Program Funding Vote\*
- System Performance Measures Reported to CoC
- MSHDA Emergency Solutions Grant Application\*

**SEPTEMBER**

- Anticipated HUD CoC Program Application Due\*
- PIT Planning Begins

**OCTOBER**

- Governance Charter Review
- Fiduciary MOU and HMIS Lead Agency Review
- Strategic Plan Review

**NOVEMBER**

**DECEMBER**

- Steering Council elections (*at CoC meeting*)
- Director Mid-Year Evaluation Initiated by Fiduciary
- Budget Preparation Begins
- Strategic Plan: Review & Update Annual Priorities

**AS NEEDED**

- LIHTC Developer Presentations to Steering
- Formation of Nominating Committee

\*dependent on funder (federal, state, city) timelines

## Monthly Committee Updates for Steering

### September 2025

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#### **DATA ANALYSIS**

- Group currently on hold

#### **OUTREACH**

- They are beginning to utilize HMIS in a new way

#### **YOUTH COMMITTEE**

- Will start up again around November

#### **VETERANS ACTION BOARD/ENDING VETERANS HOMELESSNESS COMMITTEE**

- Preparing for Kent County Veteran Services Stand Down Event on September 11
- Conducting a Focus Group on September 16 for VA funded housing projects
- Participating in Beta testing for CHC 2.0
- Participating in the 2025 VA Surge Event in August
- Continuing recruitment and community engagement

## Continuum of Care Grant Financial Status

As of 7/31/2025

Grant	Grant Award Amount	Grant Spend To Date	% Spent	Total Projected Expenses	Overspent or (Underspent)	Grant Year End Date	Notes
MSHDA Pass Thru Grants							
MSHDA 2025 ESM	\$ 245,000	\$ 160,023	65%	\$ 161,096	\$ (83,904)	9/30/2025	Next FSR due Oct 2025
MSHDA 2024 ESF-02	\$ 172,185	\$ 114,928	67%	\$ 115,541	\$ (56,644)	9/30/2025	Next FSR due Oct 2025
MSHDA 2024 ESM-02	\$ 221,386	\$ -	0%	\$ -	\$ (221,386)	9/30/2026	
MSHDA Steps to Stability	\$ 150,000	\$ -	0%	\$ -	\$ (150,000)	9/30/2026	Will be P/T with The Salvation Army
HWMUW (Match)	\$ 7,000	\$ -	0%	\$ 2,146	\$ (4,854)	6/30/2026	Underspend needed to cover admin on DeVos Family Foundation grant
City of GR CDBG (Match)	\$ 20,000	\$ 1,692	8%	\$ 20,000	\$ 0	6/30/2026	
HUD Planning 11.30.25	\$ 395,557	\$ 157,143	40%	\$ 365,685	\$ (29,872)	11/30/2025	
HUD Planning 11.30.26	\$ 467,490	\$ -	0%	\$ 421,074	\$ (46,416)	11/30/2026	
HUD SSO 5.31.2026 #1	\$ 239,368	\$ 16,216	7%	\$ 236,091	\$ (3,277)	5/31/2026	
HUD SSO 5.31.2026 #2	\$ 68,953	\$ -	0%	\$ 68,953	\$ -	5/31/2026	
HUD SSO 1.31.2026 #3	\$ 219,696	\$ 27,223	12%	\$ 219,696	\$ (0)	1/31/2026	
Kent County CUNP 9.30.26 (Match)	\$ 20,000	\$ -	0%	\$ 14,580	\$ (5,420)	9/30/2026	
Kent County CUNP 9.30.25 (Match)	\$ 24,000	\$ 17,435	73%	\$ 24,000	\$ (0)	9/30/2025	
DeVos Family Foundation	\$ 26,000	\$ 19,500	75%	\$ 26,000	\$ -	12/31/2025	
DeVos/Trillium Foundation 22.23	\$ 330,000	\$ 270,966	82%	\$ 327,986	\$ (2,014)	1/31/2026	Will be asking for extension. Needed for match funding.
HMIS, HUD 11.30.25	\$ 138,304	\$ 89,727	65%	\$ 138,304	\$ (0)	11/30/2025	
HMIS, HUD 11.30.26	\$ 144,594	\$ -	0%	\$ 143,838	\$ (756)	11/30/2026	
DeVos Outreach Coordination Ph I	\$ 16,420	\$ -	0%	\$ 16,420	\$ -	12/31/2025	
Housing Navigation Pgm 23.25	\$ 240,000	\$ 235,729	98%	\$ 235,729	\$ (4,271)	8/31/2025	TSA still tracking for complete spend down.
Total	\$ 3,145,953	\$ 1,110,582	#DIV/0!	\$ 2,537,138	\$ (608,815)		

### CoC Fund Balance

Fund Balance @ 6/30/20

\$ -

Add:

HWMUW grant fye 6.30.21 (not spent)	6,600
Mission Matters - Strategic planning	(4,000)
Comm Solutions Int'l income	1,000

CoC Fund Balance 6/30/22

\$ 3,600

NPTA remaining

100

Kent County ESG (admin)

(909)

Misc small grant closeout adj

(591)

CoC Fund Balance 6/30/23

\$ 2,200

Misc small grant closeout adj

(1,705)

CoC Fund Balance 1/31/2025

\$ 495

Misc small grant closeout adj's

(495)

CoC Fund Balance 2/28/2025

\$ (0)

### 100 in 100 Summary

	Cash Donations	Expenses
July	\$ 102.50	
August	5,157.60	
Sept	599.33	
Oct	552.07	\$ 970.36
Nov	1,376.51	958.94
Dec	9,094.34	42.61
Jan		4.10
Feb		195.22
May	2,000.00	10,000.00
Total	<u>\$ 18,882.35</u>	<u>\$ 12,171.23</u>