

MINUTES NOVEMBER 19, 2024

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on November 19, 2024 in the community room of Campau Commons at 821 Division South, Grand Rapids, Michigan. The Vice President called the meeting to order at 6:00 p.m.

Roll Call: Present: Alexander, Bernier, Miles, Zylstra

Absent: Steimle-App

The Vice President declared a quorum present.

Also attending: Executive Director Lindsey Reames, Policy and Program Planning and Implementation Manager Jose Capeles, Finance Manager Kris Endres, and Rehabilitation and Maintenance Manager Ufoma Johnson.

**PUBLIC COMMENTS:**

There were no public comments.

**MINUTES:**

Commissioner Alexander, supported by Commissioner Miles, moved to approve the Minutes of the regular meeting of October 15, 2024.

Ayes: Alexander, Bernier, Miles, Zylstra

Nays: None

The Vice President declared the motion carried.

**RESOLUTIONS & MOTIONS:**

1. The Vice President presented the Commission with a copy of the resolution approving the financial statements for period ending October 31, 2024.

24-41 The following resolution was introduced and considered:

**Resolution to Approve Financial Dashboard Reports that reflect the  
Operating Statement of Income and Expenditures**

**WHEREAS**, the Operating Statement of Income and Expenditures for the period ended October 31, 2024 has been prepared for and reviewed by Executive Staff at the Grand Rapids Housing Commission; and

**WHEREAS**, this information has been prepared for the Housing Commission Board in a financial dashboard format, and

**WHEREAS**, the Housing Commission staff and Board, in its review, has determined that the expenditures are appropriate for the efficient and economical operation of the Housing Commission for the purpose of serving low income families.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION**, that the Operating Statement of Income and Expenditures as represented in the dashboards for the period ended October 31, 2024 are in all respects approved.

Commissioner Bernier, supported by Commissioner Alexander, moved adoption of the foregoing resolution.

Ayes: Alexander, Bernier, Miles, Zylstra

Nays: None

The Vice President declared the motion carried.

2. The Vice President presented the Commission with a copy of the resolution approving 2025 Operating Budget for Partnership entities.

24-42 The following resolution was introduced and considered:

**Resolution to Approve Operating Budget for Calendar Year 2025 for Partnership Entities**

**WHEREAS**, an operating budget for the fiscal year ending December 31, 2025 been prepared for and submitted to the Grand Rapids Housing Commission for Antoine Court, Creston I and Creston II; and

**WHEREAS**, the Housing Commission, in its review, has determined that the proposed expenditures are necessary in the efficient and economical operation of the Housing Commission for the purpose of serving low-income families.

**WHEREAS**, the GRHC staff will bring mid-year budget revisions, other monthly budget line-item revisions may need to be made. Staff are recommending that monthly budget line-item revisions be permitted if the revision does not result in a ten percent (10%) or more change in overall profit/loss.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION**, that the proposed operating budget for the fiscal year end December 31, 2025, for the partnership entities (Antoine Court, Creston I and Creston II) are approved. Further, staff are authorized to modify budget line items throughout the year if the revisions result in no more than a ten percent (10%) change in overall profit/loss with mid-year budget revisions still presented to the Board.

Commissioner Bernier, supported by Commissioner Miles, moved adoption of the foregoing resolution.

Ayes: Alexander, Bernier, Miles, Zylstra

Nays: None

The Vice President declared the motion carried.

3. The Vice President presented the Commission with a copy of the resolution approving awards for painting services.

24-43 The following resolution was introduced and considered:

## Resolution to Award Contract for Painting Services

**WHEREAS**, The Grand Rapids Housing Commission (GRHC) has requested bids for painting services for nine (9) properties; and

**WHEREAS**, Proposals were received from Four (4) contractors by the deadline of October 12<sup>th</sup>, 2024 at 1:00 p.m.; and

**WHEREAS**, the following is a summary of proposal submissions:

Painters									
<b>JP Painting</b>	<b>Antoine Court</b>	<b>Campau Commons</b>	<b>Hope Community</b>	<b>Mount Mercy</b>	<b>Leonard Terrace</b>	<b>Ransom Tower</b>	<b>Sheldon Apts</b>	<b>Adams Park Apts</b>	<b>Creston Plaza</b>
1 Bedroom	\$800	\$625	\$300	\$350	\$370	\$370	\$425	\$300	\$600(TownHome)
2 Bedroom (2B Duplex)		\$675	(\$700)				\$475	\$300	\$750(TownHome)
3 Three Bedroom		\$725							
3 Bedroom Duplex		\$900	\$750						\$875
4 Bedroom Duplex		\$1,000							\$1000 (Duplex+ TownHome)
Cottages							\$525		
<b>Titoo Painting</b>									
1 Bedroom	\$621	\$773	\$545	425(s) \$475(L)	\$450	\$440	\$589.00	\$450	\$660.00(TownHome)
2 Bedroom (2B Duplex)		\$764-\$905	(\$527)				\$704	\$475	\$993(TownHome)
3 Three Bedroom		\$966							
3 Bedroom Duplex		\$986	\$959						\$1,156.00
4 Bedroom Duplex		\$981-\$1,082							\$1,157
Cottages							\$750		\$1,208(Duplex+TownHome)
<b>M&amp;I Interiors</b>									
1 Bedroom	\$1,345.50	\$1,675.05	\$1,345.50		\$877.50	\$858	\$1,443	\$649.35	\$1287(TownHome)
2 Bedroom (2B Duplex)		\$2,234.70	\$1,413.75	(Price Varies on size)			\$1,372.80	\$926.25	\$2,451.15(TownHome)
3 Three Bedroom		\$2,384.85							
3 Bedroom Duplex		\$2,435.55	\$2,369.25						\$2,854.00
4 Bedroom Duplex		\$2,811.90							\$2,983.50(Duplex+TownHome)
Cottages							\$1,462.50		
<b>United Freedom paint</b>									
1 Bedroom	\$2,070	\$2,577	\$2,070	\$1,950	\$1,350	\$1,320	\$2,220	\$999	\$2,640(TownHouse)
2 Bedroom (2B Duplex)		\$2,547	2,175				\$2,112	\$1,425	\$3771(TownHouse)
3 Three Bedroom		\$3,669							
3 Bedroom Duplex		\$3,747	\$3,645						\$4,312 (Duplex+ TownHome)
4 Bedroom Duplex		\$3,326							\$4590 (Duplex+ TownHome)
Cottages							\$2,250		

**WHEREAS**, JP PAINTING and TITOS PAINTING (highlighted in green) is recommended as the most responsible and responsive respondent for the nine (9) properties (Adams Park, Leonard Terrace, Hope Community, Sheldon Apartments, Antoine Court, Mount Mercy, Ransom Towers, Creston Plaza and Campau Commons; and

**WHEREAS**, other services are on an “as authorized” basis and will be paid at the proposal rate amounts; and

**WHEREAS**, the contract will be for a period of one (1) year beginning December 1, 2024.

An option year may be executed with an increase not to exceed CPI if agreed by both parties.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** the Executive Director is hereby authorized to execute a contract for painting and other services as outlined by the respondents in their proposals. Contracts will be executed for one year with an option year at an increase not to exceed CPI.

Commissioner Bernier, supported by Commissioner Alexander, moved adoption of the foregoing resolution.

Ayes: Alexander, Bernier, Miles, Zylstra

Nays: None

The Vice President declared the motion carried.

4. The Vice President presented the Commission with a copy of the resolution approving changes in the Admin Plan for Mainstream and VASH.

24-44 The following resolution was introduced and considered:

**Resolution for Approval of Amendments to Chapter 19 of the HCV Administrative Plan for Mainstream and VASH Programs**

**WHEREAS**, the Grand Rapids Housing Commission (GRHC) is committed to effectively administering the Housing Choice Voucher (HCV) Program to support vulnerable populations, including non-elderly persons with disabilities and homeless veterans; and

**WHEREAS**, HUD has issued new regulatory guidance in PIH Notice 2024-30, which requires changes to the administration of the Mainstream Voucher Program, including extending the initial search period to 120 days, providing flexible extensions of voucher terms, and opening a separate waiting list for Mainstream Vouchers; and

**WHEREAS**, HUD has provided additional rules and flexibilities for the HUD-Veterans Affairs Supportive Housing (VASH) Program as described in the August 13, 2024, Federal Register notice, including changes to family eligibility, income verification, portability, and case management requirements to better serve homeless veterans and ensure compliance with federal standards; and

**WHEREAS**, the GRHC recognizes the need to adopt these changes to improve service delivery, ensure compliance, and promote program effectiveness.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION:**

1. The GRHC approves the amendments to Chapter 19 of the HCV Administrative Plan to incorporate the new requirements and flexibilities outlined in PIH Notice 2024-30 for the Mainstream Voucher Program and in the HUD-VASH guidance published on August 13, 2024.
2. The Executive Director or designee is authorized to take all necessary actions to ensure the timely and effective implementation of these amendments, with compliance and monitoring measures to be in place to track progress and address any challenges.

Commissioner Bernier, supported by Commissioner Alexander, moved adoption of the foregoing resolution.

Ayes: Alexander, Bernier, Miles, Zylstra

Nays: None

The Vice President declared the motion carried.

5. The Vice President presented the Commission with a copy of the resolution approving Section 3 policy.

24-45 The following resolution was introduced and considered:

**Resolution approving the Section 3 Policy**

**WHEREAS**, the Grand Rapids Housing Commission (GRHC) is committed to promoting economic opportunities for low- and very low-income residents in accordance with Section 3 of the Housing and Urban Development Act of 1968, as amended, and ensuring compliance with HUD regulations under 24 CFR Part 75; and

**WHEREAS**, as a Public Housing Agency (PHA) with fewer than 250 public housing units, GRHC will implement and prioritize qualitative measures to ensure compliance with HUD's Section 3 requirements, as outlined in 24 CFR Part 75. This policy integrates safe harbor measures to provide assurance of compliance in the administration of HUD-funded projects and activities; and

**WHEREAS**, the Section 3 Policy is designed to provide employment, training, and contracting opportunities to Section 3 workers and business concerns and includes provisions for community outreach, engagement, and contractor support; and

**WHEREAS**, the Section 3 Policy also incorporates the Section 3 Program Manual as an attachment, which provides additional guidelines and resources for implementing Section 3 requirements;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Grand Rapids Housing Commission that:

1. The Section 3 Policy, as presented and attached hereto, is hereby approved and adopted.
2. The Executive Director, or their designee, is authorized and directed to implement the Section 3 Policy and ensure compliance with HUD requirements.

3. The Executive Director is further authorized to make administrative adjustments to the policy as needed to remain compliant with federal regulations, provided that any substantive changes are brought back to the Board for approval.
4. The Section 3 Policy shall be reviewed annually or as required by regulatory changes.

Commissioner Miles, supported by Commissioner Bernier, moved adoption of the foregoing resolution.

Ayes: Alexander, Bernier, Miles, Zylstra

Nays: None

The Vice President declared the motion carried.

6. The Vice President presented the Commission with a copy of the resolution approving authorization of collection losses.

24-46 The following resolution was introduced and considered:

**Resolution to approve authorization of collection losses**

**WHEREAS, the** Grand Rapids Housing Commission (GRHC) has certain former tenants no longer occupying a dwelling unit under the jurisdiction of GRHC that have past due accounts; and

**WHEREAS, all** reasonable means of collection of the past due accounts have been exhausted; and

**WHEREAS, the** Board of Commissioners has reviewed the proposed collection losses through July 2024 in the amount of \$80,363.39.

**WHEREAS, HUD** best practices recommend that this process be completed, at a minimum, annually, GRHC is reviewing and processing write-offs bi-annually.



**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** that the Executive Director is hereby authorized to remove the past due amounts totaling \$80,363.39 from the accounts receivable ledger and charge them to collection losses as noted in attachment “Collection Losses.”

Commissioner Bernier, supported by Commissioner Alexander, moved adoption of the foregoing resolution.

Ayes: Alexander, Bernier, Miles, Zylstra

Nays: None

The Vice President declared the motion carried.

7. The Vice President presented the Commission with a copy of the resolution approving flat rate rents for Low Income Public Housing.

24-47 The following resolution was introduced and considered:

**Resolution to Approve the Flat Rents for Low Income Public Housing**

**WHEREAS**, the Grand Rapids Housing Commission (GRHC) utilizes the Fair Market Rents (FMR) annually published by the U.S. Department of Housing and Urban Development (HUD) for the Grand Rapids-Wyoming, MI HUD Metro FMR Area (Local Area) to determine Flat Rents for its Low-Income Public Housing (LIPH) Programs; and

**WHEREAS**, HUD published the FY 2025 Fair Market Rents, and flat rents must be implemented by the GRHC within 3 months following the October 1<sup>st</sup>, 2024, effective date; and

**WHEREAS**, the Consolidated Appropriations Act of 2014, required PHAs to establish flat rents at no less than 80 percent of the applicable Fair Market Rent (FMR), and established rent increase phase-in requirements to prevent family rental payments from increasing by more than

35 percent; and.

**WHEREAS**, GRHC staff has determined that it will need to implement a Flat Rent amount to 80% of the 2025 Fair Market Rents for residents residing at Adams Park and Scattered Sites (LIPH) in the Kent County area to meet regulatory obligations.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** authorizes the approval of the FY 2025 Flat Rent at 80% of the Fair Market Rent for LIPH units, as outlined in the attached chart, effective January 1<sup>st</sup>, 2025.

<u>All unit types</u>	<u>1BR</u>	<u>2BR</u>	<u>3BR</u>	<u>4BR</u>
2024 FMRs	1,209	1,443	1,880	2,057
<u>Flat Rent</u>	<u>1BR</u>	<u>2BR</u>	<u>3BR</u>	<u>4BR</u>
NEW FLAT RENT	967	1,154	1,504	1,646

Commissioner Bernier, supported by Commissioner Miles, moved adoption of the foregoing resolution.

Ayes: Alexander, Bernier, Miles, Zylstra

Nays: None

The Vice President declared the motion carried.

8. The Vice President presented the Commission with a copy of the resolution approving amending PBV awards for Mel Trotter and AYA.

24-48 The following resolution was introduced and considered:

**Resolution Amending Resolution No. 2024-23 Regarding the Award of Project-Based Vouchers (PBVs) Following the Request for Proposals (RFP) Process**

**WHEREAS**, the Grand Rapids Housing Commission ("GRHC") previously adopted Resolution No. 2024-23 on August 20, 2024, authorizing the award of Project-Based Vouchers (PBVs)

following a comprehensive Request for Proposals (RFP) process conducted in compliance with U.S. Department of Housing and Urban Development (HUD) regulations codified in 24 CFR Part 983; and

**WHEREAS**, the GRHC is committed to ensuring the effectiveness and impact of PBV allocations to address critical affordable housing needs in Kent and Ottawa Counties, and, following technical assistance provided to two of the awarded projects, adjustments are necessary to better align with program goals and project needs; and

**WHEREAS**, the specific changes required are as follows:

- **Hope Village (Mel Trotter)**: Changing the project type from New Construction to Existing Housing to align with actual project type; and
- **AYA Youth Collective Housing**: Increasing the number of awarded PBVs from one (1) voucher to seven (7) vouchers to accurately reflect the project scope of the proposal, specifically the utilization of shared housing.

**NOW, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION THAT** these amendments are approved, and the Executive Director, or their designee, is authorized to take necessary actions to implement these changes and ensure compliance with HUD regulations and GRHC policies.

Commissioner Bernier, supported by Commissioner Alexander, moved adoption of the foregoing resolution.

Ayes: Alexander, Bernier, Miles, Zylstra

Nays: None

The Vice President declared the motion carried.

9. The Vice President presented the Commission with a copy of the resolution approving implementation of NSPIRE inspection standards.

24-49 The following resolution was introduced and considered:

**Approval of the Implementation of the NSPIRE Inspection Standards**

**WHEREAS**, the Grand Rapids Housing Commission (GRHC) is committed to providing safe, decent, and sanitary housing for its residents; and

**WHEREAS**, the U.S. Department of Housing and Urban Development (HUD) has introduced the National Standards for the Physical Inspection of Real Estate (NSPIRE) to enhance the assessment of housing quality across HUD-assisted properties; and

**WHEREAS**, HUD has extended the compliance date for NSPIRE implementation for the Housing Choice Voucher (HCV) and Project-Based Voucher (PBV) programs to October 1, 2025, allowing Public Housing Agencies (PHAs) additional time to adopt the new standards; and

**WHEREAS**, the GRHC recognizes the importance of aligning with HUD's NSPIRE standards to improve housing quality and ensure compliance with federal regulations; and

**WHEREAS**, the GRHC plans to commence the implementation of the NSPIRE Inspection Standard immediately upon approval, with full implementation targeted by March 1, 2025, ahead of the HUD-mandated compliance date, to enhance the quality of housing provided to its residents; and

**WHEREAS**, the GRHC has amended Chapter 8 of the Housing Choice Voucher (HCV) Administrative Plan to incorporate the NSPIRE Inspection Standard, ensuring that all policies and procedures are updated to reflect this change; and

**WHEREAS**, the GRHC plans to provide necessary training and resources to staff, landlords, and residents to facilitate a smooth transition to the NSPIRE standards, ensuring all stakeholders are informed and prepared for the changes; and

**WHEREAS**, the GRHC will engage in effective communication with all stakeholders, including residents, landlords, and community partners, to inform them of the upcoming changes and the

benefits associated with the NSPIRE standards.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION:**

1. The GRHC approves the commencement of the NSPIRE Inspection Standard implementation immediately upon this approval, with full implementation targeted by March 1, 2025.
2. The Executive Director or designee is authorized to take all necessary actions to implement this resolution, including but not limited to, executing documents, allocating resources, and coordinating with HUD and other relevant entities to ensure successful adoption of the NSPIRE Inspection Standard.

Commissioner Bernier, supported by Commissioner Alexander, moved adoption of the foregoing resolution.

Ayes: Alexander, Bernier, Miles, Zylstra

Nays: None

The Vice President declared the motion carried.

10. The Vice President presented the Commission with a copy of the resolution approving execution of FSS grant renewal.

24-50 The following resolution was introduced and considered:

**Resolution to Approve and Execute**

**Family Self-Sufficiency Grant Renewal**

**WHEREAS**, HUD has published and made available the FY 2024 PH/HCV-FSS Notice of Funding Availability (NOFO); and

**WHEREAS**, the Family Self-Sufficiency (FSS) program supports the department's strategic goal of increasing economic opportunity for HUD-assisted families and the grants support the

salaries and training needs of the GRHC FSS Program Coordinators who assist participating families receiving housing assistance through the Housing Choice Voucher (HCV/PBV) and Public Housing (PH) programs by developing local strategies to connect participating families to public and private resources to increase their earned income and financial empowerment, reduce or eliminate the need for welfare assistance, and make progress toward economic independence and self-sufficiency; and

**WHEREAS**, the renewal application was due before the November board meeting, the Housing Commission exercised the opportunity to submit an application by the deadline; and

**WHEREAS**, the GRHC has received these funds in previous years to empower families to strive towards achieving self-sufficiency the GRHC anticipates a grant award in an amount of \$626,790 to fund six (6) FTE service coordinators under this NOF;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** that the Board acknowledges the submission of the Family Self-Sufficiency renewal application and authorizes the Executive Director to accept any funds awarded under this grant application submission and enter into a grant agreement for these funds.

Commissioner Bernier, supported by Commissioner Alexander, moved adoption of the foregoing resolution.

Ayes: Alexander, Bernier, Miles, Zylstra

Nays: None

The Vice President declared the motion carried.

11. The Vice President presented the Commission with a copy of the resolution approving purchase and financing of Madison/Hall homes.

24-51 The following resolution was introduced and considered:

**Resolution Authorizing Execution of a Purchase Agreement Upon Completion of Due Diligence for the Madison/Hall Browning Claytor Homes and Financing Documents**

**WHEREAS**, the Grand Rapids Housing Commission ("GRHC") board approved Resolution 2024-14 on May 21, 2024 authorizing pursuit of redevelopment options for the Choice Neighborhood Initiative (CNI), including acquisition opportunities; and

**WHEREAS**, the GRHC Executive Director and staff have negotiated a Letter of Intent (LOI) for the purchase of twelve (12) residential family units at Madison and Hall for \$1,250,000 that is contingent on Buyers due diligence including capital needs assessment, an appraisal, financial review, environmental considerations, title work and survey, etc.; and

**WHEREAS**, upon completion of due diligence and any necessary negotiations, the entities plan to execute a purchase agreement by December 13, 2024, with closing anticipated by March 30, 2025; and

**WHEREAS**, the GRHC and its development partners, Brinshore and Amplify, are securing favorable funding for this purchase with Cinnaire not to exceed \$1,500,000 to include acquisition, some rehabilitation and interest holdback. It is anticipated that this transaction will be incorporated into the CNI grant and any other funding stacks for the entire Adams Park Redevelopment initiative; and

**WHEREAS**, the acquisition of this property will be a key component for eligibility for the CNI grant as it adds the required assisted family unit component to the neighborhood redevelopment.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** that the Executive Director is authorized to execute a purchase agreement for the acquisition of the Madison/Hall twelve (12) residential family units after due diligence is completed and favorable financing has been secured.

Furthermore, the Executive Director is authorized to execute the financing documents to finalize the purchase.

Commissioner Bernier, supported by Commissioner Alexander, moved adoption of the foregoing resolution.

Ayes: Alexander, Bernier, Miles, Zylstra

Nays: None

The Vice President declared the motion carried.

### **DIRECTOR'S REPORT**

1. The Executive Director presented the Board with a copy of the Vacancy and Voucher dashboard reports for October 2024.
2. The Executive Director presented the Board with a copy of the Personnel Report for November 2024.
3. The Executive Director presented the Board with the final travel and training schedule for 2024 and noted some conferences coming up in January.
4. The Executive Director invited the Board to the staff end-of-year celebratory lunch on December 10 at Sheldon apartments.
5. The Executive Director gave the Board a pdf version of the AMA's Beyond Housing 101 Guidebook that was written for PHA commissioners.
6. The Executive Director updated the Board that after the committee working on the mission statement met to discuss suggestions for changing the original proposal they made a decision to keep it as it was presented to the Board last month.

The Vice President declared the meeting adjourned at 6:41 pm.

Lindsey S. Reames

Executive Director