

MINUTES SEPTEMBER 20, 2022

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on September 20, 2022 in the community room of Campau Commons at 821 Division South, Grand Rapids, Michigan. The President called the meeting to order at 6:03 p.m.

Roll Call: Present: Alexander, Bernier, Miles, Steimle-App, Zylstra

Absent: None

The President declared a quorum present.

Also attending: Executive Director Lindsey Reames. Attending remotely was Director of Asset Management Felicia Clay and Human Resource Manager Mia Gutridge

**PUBLIC COMMENTS:**

There were no public comments.

**MINUTES:**

Commissioner Zylstra, supported by Commissioner Bernier, moved to approve the Minutes of the regular meeting of August 16, 2022.

Ayes: Alexander, Bernier, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

**RESOLUTIONS & MOTIONS:**

1. The President presented the Commission with a copy of the resolution approving the financial statements for period ending August 31, 2022.

22-32 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 August 31, 2022 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 August 31, 2022 are in all respects approved.

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

Ayes: Alexander, Bernier, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

2. The President presented the Commission with a copy of the resolution approving FSS grant application.

22-33 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 2022 PH/HCV-FSS Notice of Funding Availability (NOFO); The Family Self-Sufficiency (FSS) program supports the department's strategic goal of increasing economic opportunity for HUD-assisted families. FSS provides grants to Public Housing Authorities (PHAs) to support the salaries and training needs of FSS Program Coordinators who assist participating families receiving housing assistance through the Housing Choice Voucher (HCV/PBV) and Public Housing (PH) programs. FSS Program Coordinators develop 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 clients/residents of the Grand Rapids Housing Commission have need of certain eligible services, and GRHC has received these funds in previous years, and will apply for funds under the NOFA this year; and

**WHEREAS**, GRHC anticipates a grant award in an amount of \$478,324 to fund five (5) FTE service coordinators;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** that the Executive Director is hereby authorized to submit an application for funding and to execute a PH/HCV-FSS grant agreement for funds anticipated to total \$478,324 for five (5) FTE Service coordinators.

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

Ayes: Alexander, Bernier, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

3. The President presented the Commission with a copy of the resolution approving CoC grant application.

22-34 The following resolution was introduced and considered:

**Resolution to Acknowledge Submission of a Renewal Application to  
the Grand Rapids CoC for Case Management Services for the Hope  
Community Rapid Rehousing Program**

**WHEREAS**, the Grand Rapids Area Coalition to End Homelessness (Coalition) invited applications under HUD’s FY 2022 Continuum of Care (CoC) Program Competition for renewal, new, and bonus projects on August 16<sup>th</sup> due by August 30<sup>th</sup>; and

**WHEREAS**, the request for applications required completion and submission outside the August Board window and prior to the September Board meeting; and

**WHEREAS**, this was a renewal application the GRHC has submitted and received funding for multiple previous years that were approved by the Board; and

**WHEREAS**, this year’s application requested funds for continued case management services in the amount of \$159,663, effective 09/01/23 – 08/31/24 to promote the housing first model with rapid rehousing for homeless women and children;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** acknowledgement of submission of this application by the GRHC staff with no objections and that if funded, the Executive Director is authorized to accept the funds and execute grant agreement documents.

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

Ayes: Alexander, Bernier, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

4. The President presented the Commission with a copy of the resolution approving management services for Leased Housing contract award.

22-35 The following resolution was introduced and considered:

**Resolution to Approve a Contract for Management Services for  
Leased Housing at the Grand Rapids Housing Commission**

**WHEREAS**, the Grand Rapids Housing Commission (GRHC) is currently without a Director of Leased Housing and;

**WHEREAS**, new strategies and initiatives need to be implemented to increase utilization and leasing; and;

**WHEREAS**, current policies, procedures and practices need to be assessed for maximum operational efficiencies and minimization of duplication of effort; and

**WHEREAS**, an assessment of expertise and skills sets of the current staff and recommendations for training is needed; and

**WHEREAS**, recruiting and hiring a Director for Leased Housing will need to occur; and

**WHEREAS**, the agency sought proposals for management services for six months to include these multiple needs from four (4) firms with this industry expertise including, CVR

Associates, Nan McKay and Associates, Inc., Nelrod, and Quadel and;

**WHEREAS**, one (1) firm submitted a proposal, CVR Associates, in the amount of \$241,438.00 and was determined to be a responsive and responsible bidder by an evaluation panel based on the request for proposal;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** that the Executive Director is authorized to enter into a contract with CVR Associates for Management Services for Leased Housing to fill

the interim needs outlined above of the Department in an amount not to exceed \$265,580.00. (This includes the base contract amount of \$241,438 plus a 10% contingency to address increased travel costs or unanticipated expenses).

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

Ayes: Alexander, Bernier, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

5. The President presented the Commission with a copy of the resolution approving Fair Market Rent appeal.

22-36 The following resolution was introduced and considered:

**Resolution to Authorize Submission of Appeal of Fair Market Rents  
to HUD**

**WHEREAS**, the Grand Rapids Housing Commission (GRHC) received an expedited waiver from HUD to use 120% of the FY 2022 Fair Market Rents for the Grand Rapids area as the payment standard effective through December 31, 2022; and

**WHEREAS**, HUD recently published the FY 2023 Fair Market Rents that represent an increase from FY 2022; this increase is not sufficient for HCV participants to competitively secure housing in the open market in the GRHC jurisdiction; and

**WHEREAS**, the GRHC procured a market study for rents and a third party is in the process of securing rental data for unassisted household in Kent County that the GRHC will use to submit an appeal to HUD for consideration of more accurate fair market rents; and

**WHEREAS**, this data is compared below and provides potential situations

Bedroom Size	Efficiency	1	2	3	4
FY 2023 FMR	\$ 954	\$ 1,005	\$ 1,211	\$ 1,576	\$ 1,761
FY 2022 FMR	\$ 798	\$ 859	\$ 1,041	\$ 1,356	\$ 1,538
Increase	\$ 156	\$ 146	\$ 170	\$ 220	\$ 223
Increase %	20%	17%	16%	16%	14%
Current Situation					
Bedroom Size	Efficiency	1	2	3	4
FY 2022 VPS (120% of FMR)	\$ 958	\$ 1,031	\$ 1,249	\$ 1,627	\$ 1,846
Potential Situations					
FY 2023 VPS (110% of FMR)	\$ 1,049	\$ 1,106	\$ 1,332	\$ 1,734	\$ 1,937
FY 2023 VPS (105% of FMR)	\$ 1,002	\$ 1,055	\$ 1,272	\$ 1,655	\$ 1,849
FY 2023 VPS (102% of FMR)	\$ 973	\$ 1,025	\$ 1,235	\$ 1,608	\$ 1,796
2% increase to 2023 Potential FMR (Due to Survey)	\$ 973	\$ 1,025	\$ 1,235	\$ 1,608	\$ 1,796
FY 2023 Potential VPS (110%)	\$ 1,070	\$ 1,128	\$ 1,359	\$ 1,768	\$ 1,976
FY 2023 Potential VPS (105%)	\$ 1,022	\$ 1,076	\$ 1,297	\$ 1,688	\$ 1,886
FY 2023 Potential VPS (102%)	\$ 993	\$ 1,046	\$ 1,260	\$ 1,640	\$ 1,832
Current Market Condition					
	Efficiency	1	2	3	4
Grand Rapids Average August Rent Data (Apartment List)		\$ 1,006	\$ 1,273		
ZORI Metric July Average (Zillow) Across All Units		\$1,476			
Rent.com Market Trends (8/31/2022)	\$ 1,095	\$ 1,200	\$ 1,467	\$ 2,100	
HUD 50% Success Rate Rent Projections	\$ 1,015	\$ 1,070	\$ 1,289	\$ 1,678	\$ 1,874

**WHEREAS**, staff are seeking a permanent solution to address current market conditions with a fair market rent that allows voucher holders to compete in the housing market and does not require GRHC to use HAP reserve funding to support payment standards that exceed FMRs; **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** that the Executive Director is authorized submit an appeal to HUD for reconsideration of FY 2023 fair market rents.

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

Ayes: Alexander, Bernier, Miles, Steimle-App, Zylstra

Nays: None

The President declared the motion carried.

6. The President presented the Commission with a copy of the resolution approving application for Stability Vouchers.

22-37 The following resolution was introduced and considered:

**Resolution to Authorize Submission of Stability Voucher Registration  
of Interest**

**WHEREAS**, On August 16, 2022, HUD published Notice PIH 2022-24: Stability Voucher Program and this funding opportunity has been designed to assist communities in their continued efforts to address homelessness. Stability vouchers (SV) will aide PHAs in collaborating with partners to develop a community-wide commitment to the goal of ending homelessness. The SV program will support approximately 4,000 households in securing safe, stable housing. SVs are to assist individuals and families who are:

- Homeless,
- At-risk of homelessness,
- fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, and human trafficking, and
- Veterans and families that include a veteran family member that meets one of the proceeding criteria.

and;

**WHEREAS**, the registration of interest must include partnering with the local Continuum of Care; and;

**WHEREAS**, the Stability Voucher Registration of Interest deadline is October 20, 2022; and



**WHEREAS**, staff will review the Notice requirements and discuss with the CoC to determine if registration is a strategy viable for the community;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** that the Executive Director is authorized to review Notice PIH 2022-24, discuss with the Continuum of Care and partnering agencies and submit a registration of interest by October 20, 2022, if the stability vouchers will provide a viable resource in the community and can be administered within the statutory and regulatory requirements of the program.

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

Ayes: Alexander, Bernier, Miles, Steimle-App, Zylstra

Nays: None

The 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 July 2022. The number of vacancies has decreased to its lowest point since February of 2021.

2. The Executive Director presented the Board with a copy of the Personnel Report for July 2022.

3. The Executive Director shared the results of the survey that was distributed to the residents of the GRHC.

4. The Executive Director informed the Board about the new Wildly Important Goals that will be addressed this year. The focus will continue to be on customer service.

5. The Executive Director informed the Board that new Fair Share vouchers were awarded to every community and the Housing Commission received fourteen of those vouchers.

6. The Executive Director informed the Board that the Housing Commission has requested to move two hundred vouchers to Project Based Vouchers. Some of these vouchers can be used at Mount Mercy and Hope, and others will be for community partners.

7. The Executive Director informed the Board that the Annual Report was sent out, but there were errors in the printing so it will be mailed out again.

8. The Executive Director informed the Board that Doug Gordon from the Detroit field office of HUD made a visit to the Housing Commission on September 16.

9. The Executive Director informed the Board that due to bank and title company issues causing delays the Antoine Court construction loan has been extended to the end of December.

10. The Executive Director informed the Board that Cinnaire has acquired ownership of a mortgage company and will be transferring the mortgages of Creston I and II to CPC Mortgage Company.

11. The Executive Director informed the Board of upcoming commissioner training opportunities.

12. The Executive Director informed the Board that there will be a break in her travel schedule from mid-October until January. She will be travelling this week to receive the Award of Merit for the Antoine Court project at NAHRO's National Conference in San Diego.

13. The Executive Director informed the Board that Michigan NAHRO's Spring Conference will be held in Grand Rapids April 12-14.

The President declared the meeting adjourned at 7:03 pm.

Lindsey S. Reames

Executive Director