

MINUTES APRIL 16, 2024

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on April 16, 2024 in the community room of Campau Commons at 821 Division South, Grand Rapids, Michigan. The President called the meeting to order at 6:07 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, Policy and Program Planning and Implementation Manager Jose Capeles, Financial Manager Kris Endres, Asset Manager Lynn Simone, Deputy Executive Director Hattie Tinney, HCV Coordinator Mallory Connor, Erica Larson from the DTE Multifamily program, Craig Endres, Evelyn Connor, and Jianna Capeles. John Cedar and Laura Anne Pray from the auditing firm Berman Hopkins joined remotely.

The President designated the Executive Director Chair for the purpose of election of officers.

The Chair announced that nominations for the office of President and Vice President were in order.

Commissioner Miles, supported by Commissioner Zylstra, placed the name of Commissioner Steimle-App in nomination for the office of President. Commissioner Steimle-App accepted the nomination.

The Chair called for a vote.

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

Nays: None

The Chair declared the motion carried and Commissioner Steimle-App was elected President.

The President resumed her role as Chair.

Commissioner Bernier, supported by Commissioner Alexander, placed the name of Commissioner Zylstra in nomination for the office of Vice President. Commissioner Zylstra accepted the nomination.

The Chair called for a vote.

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

Nays: None

The Chair declared the motion carried and Commissioner Zylstra was elected Vice President.

### **PUBLIC COMMENTS:**

There were no public comments.

### **MINUTES:**

Commissioner Bernier, supported by Commissioner Zylstra, moved to approve the Minutes of the regular meeting of March 26, 2024.

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 March 31, 2024.

24-01 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 March 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 March 31, 2024 are in all respects approved.

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.

2. The President presented the Commission with a copy of the resolution approving GRHC audit. Sean Cedar and Laura Anne Pray from Berman Hopkins provided comments on the results of the audit.

24-02 The following resolution was introduced and considered:

**Resolution to Approve Audited Financial Statements  
for Fiscal Year Ended June 30, 2023**

WHEREAS, the Grand Rapids Housing Commission contracted with the audit firm Berman Hopkins CPAs & Associates LLP to prepare audited financial statements for the year ended June 30, 2023; and

WHEREAS, Berman Hopkins CPAs & Associates LLP has completed their audit and issued statements for the Grand Rapids Housing Commission for the year ended June 30, 2023; and

WHEREAS, the Housing Commission, has reviewed the statements and has determined that the report fairly presents the financial conditions of the Grand Rapids Housing Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION, that the audited financial statements for the Grand Rapids Housing Commission for the year ended June 30, 2023 is in all respects approved.

Commissioner Bernier, supported by Commissioner Miles, 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 Ransom audit. Sean Cedar and Laura Anne Pray from Berman Hopkins provided comments on the results of the audit.

24-03 The following resolution was introduced and considered:

**Resolution to Approve Audited Financial Statements  
for Ransom Avenue Development Corporation  
for Fiscal Year Ended June 30, 2023**

WHEREAS, the Grand Rapids Housing Commission contracted with the audit firm Berman Hopkins CPAs & Associates LLP to prepare audited financial statements for the year ended June 30, 2023; and

WHEREAS, Berman Hopkins CPAs & Associates LLP has completed their audit and issued statements for the Ransom Avenue Development Corporation for the year ended June 30, 2023; and

WHEREAS, the Housing Commission, has reviewed the statements and has determined that the report fairly presents the financial conditions of the Ransom Avenue Development Corporation.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION, that the audited financial statements for Ransom Avenue Development Corporation for the year ended June 30, 2023 is in all respects approved.

Commissioner Zylstra, supported by Commissioner Alexander, 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 PBV HAP contract for Hope Community.

24-04 The following resolution was introduced and considered:

**Resolution to Authorize the Execution of a Project Based Voucher  
(PBV) Housing Assistance Payment (HAP) Contract for Hope  
Community**

**WHEREAS**, the Grand Rapids Housing Commission (GRHC) has been approved by the U.S. Department of Housing and Urban Development (HUD) to operate a project-based voucher program utilizing a portion of its Housing Choice Voucher funding; and

**WHEREAS**, under the Housing Opportunities through Modernization Act of 2016 and Moving to Work (MTW) flexibilities as approved in the Supplement to the Annual Plan, the GRHC is able to project-base vouchers to projects in which GRHC has ownership interest without a competitive process; and

**WHEREAS**, GRHC has an ownership interest in the Hope Community Nonprofit Housing Corporation, owner of Hope Community; and

**WHEREAS**, Hope Community is an existing affordable housing project consisting of 24 units whose low-income housing tax credit (LIHTC) restrictions have expired; and

**WHEREAS**, a PBV HAP contract for the 24 units at Hope Community is an appropriate option to ensure the project remains affordable housing for low-income families for an additional 20 years and creates operational efficiencies (i.e., rent increases).

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION THAT** the Executive Director is authorized to enter a 20-year project-based voucher Housing Assistance Payment contract with Hope Community Nonprofit Housing Corporation for the existing 24 units at Hope Community. The Executive Director is authorized to execute all documents and take any actions necessary to implement this resolution.

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 MSHDA grant application for Hope Community.

24-05 The following resolution was introduced and considered:

**Resolution to Authorize the Submission of an Application to  
MSHDA's Michigan Neighborhood Grant Program for Hope  
Community**

**WHEREAS**, the Grand Rapids Housing Commission (GRHC) continues to seek resources for capital and operational needs including rehabilitation at Hope Community; and

**WHEREAS**, the Michigan State Housing Development Authority (MSHDA) has announced the Michigan Neighborhood Program that is a blend of \$60 million in funding in response to regional action plans strategic alignment with the Statewide Housing Plan in which over \$12 million in funding for the Grand Rapids region (Region F) will be available; and

**WHEREAS**, the new application streamlines access to three main housing activity components including rehabilitation, new unit and/or public amenities; and

**WHEREAS**, there will be six rounds of funding in two-week application periods from April 1 – July 1; and

**WHEREAS**, the GRHC staff are reviewing eligibility and eligible activities to determine feasibility of an application and if determined feasible plan to submit an application for funding; and

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION THAT** the Executive Director is authorized to complete and apply to MSHDA's Michigan Neighborhood Program for Hope Community if upon review of the grant criteria submission is deemed feasible. The Executive

Director is further authorized to execute all documents and take any actions necessary to complete the grant submission and award process if funded.

Commissioner Bernier, supported by Commissioner Alexander, 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 award of Project Based Vouchers to Heron Manor.

24-06 The following resolution was introduced and considered:

**Resolution to Approve Award of Project-Based Vouchers**

**WHEREAS**, in an effort to expand the inventory of affordable housing for lower-income households, the U.S. Department of Housing and Urban Development (HUD) permits public housing agencies to use its tenant-based voucher funding to allocate project-based vouchers to stimulate new construction, substantial rehabilitation and; in some cases, long-term conversion of existing housing.

Additionally, PIH Notice 2017-21 permits housing agencies to expand the number of units under existing HAP contracts without being subject to a competitive selection process.

**WHEREAS**, this community has substantial need of additional decent, safe, and affordable housing; and

**WHEREAS**, the Grand Rapids Housing Commission has the desire and experience to work with local non-profits in their efforts to expand affordable housing; and

**WHEREAS**, Genesis Non-Profit Housing Corporation (NPHC) currently has an existing HAP contract covering 22 units at the Heron Manor Apartments, 2106 Leonard NE, Grand Rapids.



Heron Manor provides housing with support services for 55 low-income elderly households and is requesting to expand its current HAP contract by 20 units.

**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 various contract and program documents as required by the Project-Based Voucher program for the Heron Manor Apartments.

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

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

Nays: None

The President declared the motion carried.

7. The President presented the Commission with a copy of the resolution approving issuance of RFP for PBVs.

24-07 The following resolution was introduced and considered:

**Resolution to Approving Issuance of  
Request for Proposals of Project-Based Vouchers**

**WHEREAS**, the Housing Commission works with housing developers and owners to assist in the community's efforts to serve low-income households, special needs populations, and/or underserved areas by providing affordable housing opportunities through the utilization of project-based vouchers; and

**WHEREAS**, staff requests approval to draft and circulate a Request for Proposals for the purpose of awarding up to one hundred (100) project-based vouchers to aid in the affordability and financing of existing, rehabilitated, and new construction, housing projects.

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION** that the Executive Director is authorized to draft and circulate a Request for Proposals for the purpose of awarding PBVs and further be authorized to execute Housing Assistance Payment contracts with those entities awarded PBVs.

Commissioner Bernier, supported by Commissioner Alexander, 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 March 2024 which showed better occupancy numbers at both with the sites and HCV compared to last year.

2. The Executive Director presented the Board with a copy of the Personnel Report for April 2024.

3. The Executive Director presented the Board with the upcoming travel and training schedule.

4. The Executive Director updated the Board on the plans for the fund-raising luncheon on May 16. Commissioners are invited to attend.

### **OTHER BUSINESS**

1. The Executive Director informed the Board that a resident from Campau Commons won a college scholarship from PHADA and will travel to New Orleans to receive her award at the PHADA convention in June.

2. The Executive Director informed the Board that there is a Community Cleanup day on Saturday, April 20 and some employees will be volunteering to help clean up at Campau and Creston.

The President declared the meeting adjourned at 6:51 pm.

Lindsey S. Reames

Executive Director