

*Meeting Agenda*  
**City of Wyoming Community Development Committee**

**February 3, 2016, 6:30 p.m., Wyoming City Hall, West Conference Room**

Agenda Topic

- A. Call to order of the Wyoming Community Development Committee
- B. Approval of the Agenda
- C. Approval of Wyoming Community Development Committee Minutes of the January 6, 2016 meeting
- D. Public Hearing – City of Wyoming Consolidated Housing and Community Development One-Year Action Plan, July 1, 2016 – June 30, 2017
- E. Public Comment on Agenda Items (limit to 3 minutes)
- F. 2016 – 2020 Regional Consolidated Plan Update
- G. 2016-2017 Grant, Action Plan and Budget Process Update
- I. Informational Materials
  - HUD CoC Report
- J. Committee Member Concerns and Suggestions
- K. Public Comment in General (limit to 3 minutes)
- L. Motion to Adjourn the Wyoming Community Development Committee Meeting

(Next meeting: TBD)

COMMUNITY DEVELOPMENT COMMITTEE  
MEETING MINUTES OF JANUARY 6, 2016  
CITY HALL WEST CONFERENCE ROOM  
CITY OF WYOMING, MICHIGAN

MEMBERS PRESENT: DeJager, Dunklee, Hall, Krenz, Lopez, McGlaun, Ziembra

MEMBERS ABSENT: None

STAFF PRESENT: Rebecca Rynbrandt, Director of Community Services  
Kimberly Lucar, Community Development Dept.

OTHERS PRESENT:

Call to Order

Chair Ziembra called the meeting to order at 6:08 p.m.

Approval of Agenda

Motion by DeJager, supported by Lopez, to approve the agenda. Motion carried unanimously.

Public Comment on Agenda Items

There was no public.

Approval of Prior Committee Minutes

Motion by Lopez, supported by DeJager, to approve the prior meeting minutes of December 2, 2015. Motion carried unanimously.

Grant Request Updates

Fair Housing Center of West Michigan – Rynbrandt referred to Executive Director Nancy Haynes’ e-mail. After receiving the e-mail, Rynbrandt and Hall met with both Nancy Haynes and Elizabeth Stoddard. Hall thought the meeting led to a clearer understanding of the type of reporting desired by the Committee. Rynbrandt said the Committee must decide whether they wish to hire them on a professional services contract basis or continue funding them as a sub-recipient, with specified services and itemized costs. Lopez pointed out that the Committee did not have a problem with the services they perform, only with their reporting process. Rynbrandt noted the Fair Housing Center now has a new software system that will help them generate the type of reporting desired by the Committee. They are open to changing their reporting style. Rynbrandt checked with the City of Holland in this regard and their sub-recipient agreement with the Fair Housing Center is broadly defined. Hall noted the Fair Housing Center does want to work with Wyoming in meeting our needs, and they now have a clearer understanding.

Potter's House – Rynbrandt referred to the e-mail from Ed Tolsma, Director of Development and Foundation, addressing some of the additional information requested at last month's meeting. Rynbrandt noted this activity can be categorized as low/mod clientele, which can be done at all their school locations in Wyoming, as long as the students meet the low/moderate income requirements. The literacy program cost is \$3,000/student.

Home Repair Services – Rynbrandt referred to the e-mail from Executive Director Joel Ruitter addressing some of the questions that were brought up during their presentation last month.

### Preliminary Budget 2016-17

Rynbrandt explained the proposed budget spreadsheet and how the funding for projects are tied to particular grant years - 2014-15 / 2015-16 / 2016-17. She noted, for 2015-16, Program Administration Costs are estimated to run higher than the maximum allowed cap, due to extra administrative costs with the development of the Regional Consolidated Plan. The overage will most likely have to be made up with City of Wyoming General Fund dollars via the Planning budget. She projected that \$5,349.00 in 2014-15 Demolition funds will not be spent, so these will be shifted to Rehabilitation Administration in the 2016-17 budget. She also estimated that \$14,770.00 in 2015-16 funds would be unspent and recommended they be shifted to the Rehab Loan Program in the 2016-17 budget. She recommended budgeting \$50,000.00 for Potter's House since youth programs are listed as a high priority in the Regional Consolidated Plan. She also recommended the Fair Housing Center receive \$12,000.00 in funding. The Fair Housing Center allocation is limited due to the HUD restriction of 20% for administration expenses; Fair Housing services are funded out of our administration budget. The Committee will have to decide the projects that would receive a decrease/increase in funding if the 2016-17 final grant award is higher or lower than estimated.

The Committee members proceeded to discuss budgeting options. DeJager suggested increasing the funding for the Salvation Army to \$30,000.00 and decreasing the funding for Potter's House to \$40,000.00, since homelessness is a high HUD priority and the Salvation Army works to prevent homelessness. Lopez suggested the funding be split \$35,000.00/\$35,000.00 between these two organizations. The Committee agreed to recommend that the Salvation Army be funded \$30,000.00 and Potter's House be funded \$40,000.00.

The Committee agreed that any increase to the estimated grant award be applied to the Rehab Loan Program. The Committee also agreed that any decrease to the estimated grant award be applied to Potter's House, and if any further decrease is necessary, that it be equally applied to Home Repair Services and The Salvation Army. The Committee also agreed that The Fair Housing Center remain in a sub-recipient capacity, and recommended staff work with them to establish a better reporting matrix with their new software.

Rynbrandt noted the public hearing and recommendation to City Council on CDBG project funding for 2016/17 will be held at their next meeting on February 3, 2016.

Regional Consolidated Plan Public Review & Approval Process/Timeline Update

Rynbrandt noted the public comment period is currently underway for the Regional Consolidated Plan and will continue through January 14<sup>th</sup>. The City Council public hearing is scheduled for January 18<sup>th</sup>, at which time the City Council will decide whether to approve the plan.

Committee Member Concerns and Suggestions

There were no concerns and/or suggestions.

Public Comment in General

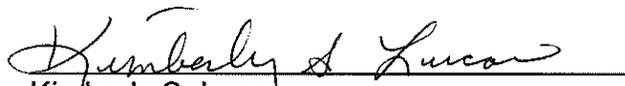
There was no public.

Adjournment

Motion by Hall, supported by Lopez, to adjourn the meeting. Motion carried unanimously.

The meeting was adjourned at 7:25 p.m.

The Committee will meet again on **February 3, 2016 at 6:30 p.m.**

  
Kimberly S. Luca  
Planning & Community Development Dept.

**AVAILABILITY FOR PUBLIC REVIEW**  
**CITY OF WYOMING'S**  
**CONSOLIDATED HOUSING AND COMMUNITY DEVELOPMENT**  
**ONE-YEAR ACTION PLAN**  
**July 1, 2016 - June 30, 2017**

Draft

The City of Wyoming Community Development Committee on February 3, 2016 approved a Consolidated Housing and Community Development One-Year Action Plan. This plan outlines the programs to be initiated in the upcoming fiscal year. A public hearing is set for April 4, 2016, to be held at Wyoming City Hall, at 1155 28<sup>th</sup> St SW Wyoming MI 49509. The City of Wyoming expects to have \$617,869.00 available for the Community Development Program during the period beginning July 1, 2016 through June 30, 2017. This amount consists of \$499,160.00 in an annual entitlement grant from the U.S. Department of Housing and Urban Development, \$5,349.00 in carryover funds from fiscal year 2014-15, \$13,360.00 in carryover funds from fiscal year 2015-16 and \$100,000.00 from anticipated program income. Any decrease in funding to match actual allocation amounts will be applied to The Potter's House Literacy Program, and any further decrease equally applied to Home Repair Services and The Salvation Army Social Services. Any increase in funding will be applied to the Single Unit Residential Rehabilitation program.

Submission of the plan to HUD will be on or about May 1, 2016. The City will certify to HUD that it has developed programs so as to give maximum feasible priority to activities, which benefit low and moderate income families or aid in the prevention of slums and blight.

The following is a summary of the proposed use of funds for fiscal year 2016/2017:

- **Clearance/Demolition:** 2 home owners, with low/moderate-income families, would have free needed dilapidated structure demolition grants, including, but not limited to, garages, porches and fencing, for the purpose of providing a suitable living environment (\$5,000).
- **Public Services – The Potter's House Literacy Program:** 13 low/moderate-income, at-risk children have the benefit of participating in a Literacy Program, administered by The Potter's House, for the purpose of providing a suitable living environment (\$40,000).
- **Public Services – Subsistence Payments:** 8 low/moderate-income persons pending eviction have the benefit of short-term rental assistance, administered by The Salvation Army Social Services, for the purpose of preventing homelessness and providing decent affordable housing (\$16,000).
- **Rehabilitation - Single Unit Residential:** 12 housing units, with low/moderate-income families, have affordable needed housing repair loans and deferred loans for the purpose of providing decent affordable housing (\$248,999).
- **Rehabilitation - Home Repair Services:** 60 low/moderate-income households have affordable services such as minor home repairs and accessibility modifications, for the purpose of providing decent affordable housing (\$60,000).
- **Rehabilitation - Administration:** 12 housing units, with low/moderate-income families, have affordable administration of housing rehabilitation funding, for the purpose of providing decent affordable housing. (\$74,340).
- **Code Enforcement:** 12,379 households, in low and moderate income areas throughout the City, have the benefit of CDBG monies to fund code enforcement activities for the purpose of providing a suitable living environment. (\$55,000).
- **General Administration:** All (72,125) Wyoming residents have affordable administration of HUD programs for the purpose of providing a suitable living environment (\$98,530).
- **Fair Housing Services:** All (72,125) Wyoming residents have access to fair housing complaint investigation services and fair housing training for the purpose of providing decent affordable housing (\$10,000).
- **HUD Continuum of Care - Administration:** All (72,125) Wyoming residents have access to affordable administration through the Heart of West Michigan United Way to support the Coalition to End Homelessness goals for the purpose of preventing homelessness and providing decent affordable housing. (\$10,000)

Draft copies of this proposed plan are now available for public review and comment. Copies of the plan may be viewed during normal business hours at the Community Development Department at Wyoming City Offices, 1155 28th St SW, Wyoming MI 49509, (616) 530-7266 and also at the Wyoming Public Library located at 3350 Michael SW, Wyoming MI 49509, (616) 530-3181.

In keeping with the provisions of federal regulations, public notice of the availability of Wyoming's "One Year Action Plan 2016-2017" will be published on March 1, 2016.

Kelli A. VandenBerg, Wyoming City Clerk

	City FY 2016				City FY 2017			
	Grand Budget 2016	Grand Actual 2016	Program Year End 2016	Program Year End 2016	Grand Budget 2017	Grand Budget 2017	Grand Budget 2017	Grand Budget 2017
Income:								
HUD Grant 2015	\$ 236,099.00	\$ 16,246.31	\$ 236,099.00	\$ 499,160.00	\$ 5,349.00	\$ 13,360.00	\$ 499,160.00	\$ 14,500.00
HUD Grant 2016				\$ 6,302.44				\$ 1,900.00
Interest Income				\$ 30.08				
Interest Income Commercial Loans				\$ 2,500.00				
Interest Income Land Contract				\$ 67.04				
Sales Land								
Sales Gain/loss of FA								
Sales \$1 Home				\$ 3,000.00				\$ 3,500.00
HRS Reimbursements								
Habitat Reimbursements				\$ 1,510.00				
Reimbursements del loans				\$ 17,570.00				\$ 35,000.00
Loan Payments Residential				\$ 46,130.37				\$ 45,000.00
Loan Payments Commercial				\$ 600.00				
Misc. Income				\$ 200.00				\$ 100.00
Sub-Total Non-Grant Income				\$ 89,450.00				\$ 100,000.00
Sub-Total Revenue	\$ 236,099.00	\$ 16,246.31	\$ 236,099.00	\$ 588,610.00	\$ 5,349.00	\$ 13,360.00	\$ 588,610.00	\$ 617,865.00
Program Administration Costs								
Administration - Personal Services				\$ 70,377.39				\$ 83,870.00
Administration - Office Supplies				\$ 400.00				\$ 400.00
Administration - Professional Services				\$ 14,000.00				\$ 9,750.00
Administration - Communications				\$ 70.00				\$ 200.00
Administration - Training				\$ 1,800.00				\$ 1,800.00
Administration - Printing & Advertising				\$ 700.00				\$ 750.00
Administration - Liability				\$ 475.38				\$ 500.00
Administration - Other Services				\$ 950.00				\$ 1,200.00
Update City's Master Plan Documents, Zoning Fair Housing Services HUD Coc Admin.				\$ 4,500.00				\$ 10,000.00
Sub-total				\$ 78,872.75				\$ 118,530.00
Rehabilitation				\$ 68,377.38				\$ 74,340.00
Sub-total				\$ 68,377.38				\$ 74,340.00
Activities								
Demolition of Deteriorated Structures				\$ 8,000.00				\$ 5,000.00
Other Serv. Rehab Loan Program				\$ 48,750.00				\$ 230,290.00
Home Repair Services Access Modification				\$ 8,091.02				\$ 60,000.00
Priory/southlawn Park Improvements				\$ 70,000.00				
Habitat For Humanity Home Repair Code Enforcement Inspection				\$ 15,000.00				
Sub-total				\$ 142,541.02				\$ 248,989.00
Acquisition				\$ 59,687.33				
Public Services								
Taft Neighborhood Rental				\$ 8,000.00				\$ 55,000.00
Taft Neighborhood Programs				\$ 5,000.00				\$ 16,000.00
Salvation Army Rental Assistance Program				\$ 36,000.00				\$ 40,000.00
Potters House								\$ 56,000.00
Sub-total				\$ 61,887.33				\$ 589,160.00
Sub-Total Expense	\$ 236,099.00	\$ 16,246.31	\$ 236,099.00	\$ 617,865.00	\$ 5,349.00	\$ 13,360.00	\$ 617,865.00	\$ 617,865.00
Net				\$ (45,441.02)				\$ -

Minimum Allowed \$ 119,832.00

Minimum Allowed \$ 92,894.00

## Grand Rapids Area Coalition to End Homelessness

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**CITY OF WYOMING COMMUNITY DEVELOPMENT BLOCK GRANT  
ADMINISTRATION OF CONTINUUM OF CARE 2015-2016  
Report for October 1, 2015—December 31, 2015**

This second quarter of this grant, the main funding application was submitted to renew approximately \$5 million in funding to the community's programs to end homelessness. This process required the Coordinator to work with the Funding Review Committee closely, as well as partner organizations to ensure their applications to the US Department of Housing and Urban Development (HUD) were correctly completed and to gather information to answer the questions on the Consolidated Application (formerly Exhibit 1). Funding Review met to review and rank all applications for funding. Their recommendations were reviewed by an Appeals Panel the Coordinator assembled by the Coordinator, and then to the Steering Council for final approval.

Within this quarter, there were two general CoC meetings, two Coordinated Assessment Committee meetings, a System Coordination Committee meeting, and three Steering Council meetings, to which the Coordinator has filled various support and coordination roles. In addition, there have been a number of additional coordination meetings with individual organizations and workgroups. Staff support has been provided to the committees and workgroups by the Coordinator, including furnishing the meeting minutes and agendas.

In addition to these meetings, the Coordinator has attended a Corrections Reentry Steering meeting a SOAR Steering Committee meeting, and two Heartside Neighborhood community meetings.

The Coordinator continues to work closely with the HMIS System Administrator to ensure development is tied to data and objectives can be measured through evidence compiled within the HMIS system. The first of the HMIS Data Quality reports was presented to the Steering Council this quarter.

CoC members and stakeholders are kept informed of the work being done across the CoC through regular reports in meetings, requests for participation, and updates through email. The Coordinator solicits feedback regularly and includes feedback received in future actions with the goal of not only informing CoC members of the progress made, but actively engaging them in that process.