

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

December 7, 2016, **6:00 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 November 2, 2016 meeting
- D. Public Comment on Agenda Items (limit to 3 minutes)
- E. Grant Request Presentations Scheduled

<b>2017-2018 City of Wyoming Community Development Block Grant</b>		
<b>Presentation Time</b>	<b>Applicant</b>	<b>Project/Program(s)</b>
6:15 p.m.	ICCF	One Time Assistance, Case Management Services for Families who are Homeless
6:45 p.m.	Community Christian Reformed Church (Godwin Neighbors)	Food Pantry/Food Truck, ESL Classes
7:15 p.m.	Family Promise of Grand Rapids	Case Management, Housing Financial Assistance, Home Ownership Training, Employment Training/Placement, Financial Counseling/Coaching/Budgeting/Financial Literacy, Connection to Mainstream Assistance, Connection to Mental and Physical Health Services
7:45 p.m.	Home Repair Services of Kent County	Minor Home Repair, Access Modification

- I. Committee Discussion of Presentations
- J. Committee
  - Member Recruitment
  - Concerns and Suggestions

- L. Public Comment in General (limit to 3 minutes)
- M. Motion to Adjourn the Wyoming Community Development Committee Meeting

(Next meeting: January 4, 2017)

COMMUNITY DEVELOPMENT COMMITTEE  
MEETING MINUTES OF NOVEMBER 2, 2016  
CITY HALL WEST CONFERENCE ROOM  
CITY OF WYOMING, MICHIGAN

MEMBERS PRESENT: DeJager, Dunklee, Hall, Krenz

MEMBERS ABSENT: Lopez

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

Call to Order

The meeting was called to order at 6:35 p.m.

Approval of Agenda

The agenda was approved as presented.

Public Comment on Agenda Items

There was no public.

Review of Letters of Intent Applications, Selection of Applicants for Interview

Rynbrandt noted there were ten Letters of Intent applications received. Six are from returning applicants - City of Wyoming Building Inspections (Code Enforcement), Fair Housing Center of West Michigan, Home Repair Services of Kent County, Heart of West Michigan United Way, The Salvation Army Social Services of Kent County and The Potter's House. There were four new applicants – Inner City Christian Federation, Community Christian Reformed Church (Godwin Neighbors), Cherry Street Services, Inc. and Family Promise of Grand Rapids. The Committee needed to decide which applicants would move further in the application process and which of those would give presentations at the December 7<sup>th</sup> meeting. The Committee first discussed the applications from new agencies.

*Inner City Christian Federation* – They have applied for One Time Assistance and Case Management for homeless families. The One Time Assistance component could fall under the 05Q Subsistence Payments activity, which covers such items as rental assistance, security deposits and utility arrearages. The Case Management component may fall under the 05 Other Public Services activity which covers such uses as referrals to social service agencies. Both activities would have to follow Low Mod Clientele criteria and would be subject to the 15% Public Services cap. Homelessness prevention is a high HUD priority. They are asking for a total of \$20,000.00 for these activities. If considered for funding, a more detailed budget breakdown for each activity should be requested.

DeJager asked if either of these activities were high priorities in our Analysis of Impediments and Regional Consolidated Plan. Rynbrandt replied yes, addressing the goals of homelessness prevention and affordable housing. DeJager was concerned this use may be duplicative of the rental assistance services already provided by the Salvation Army, although she would like them to give a presentation and provide a detailed budget for each activity. The Committee agreed. The following questions could be addressed: How much would they budget for direct assistance and how much for case management? Do they require funding for both? Do they prefer one over the other? Can other resources be used to supplement one of these activities?

*Community Christian Reformed Church (Godwin Neighbors)* – Rynbrandt noted they are asking for a total of \$23,600.00 in funding for five different activities: Food Pantry/Food Truck (\$6,500.00), Internet Café (\$7,000.00), Food Truck 'Days' (\$1,600.00), ESL Classes (\$3,000.00) and Neighborhood Assessment/Connection (\$5,500.00). Rynbrandt noted all services would have to be done at the Community CRC, which is in a Low Mod Area. Also, there can be no church activities going on at the same time as these community development activities. One concern, as expressed in their cover letter, is that they currently do not have funding in place to supplement the CDBG funding they may receive. The proposed activities follow:

Food Pantry/Food Truck – The Committee agreed to have them present on this activity. They will need to confirm whether they are a registered Access site. They should also confirm whether there is a need in this area. ENTF and Access have maps with this data. Also, it would have to be clear that the funding would not be ongoing but most likely over a three-year startup period.

Internet Café – The Committee did not wish them to give a presentation on this item because there are other similar resources in the area for the internet, such as libraries, the school district, etc. Also, it has not been the Committee's desire to fund equipment due to the extensive HUD requirements.

Food Truck 'Days' – The Committee did not wish them to give a presentation on this activity because DHHS and Cherry Street Services have their own funding for health services outreach.

ESL Classes – The Committee agreed to have them present on this activity, with the focus on adults. There should also be a more detailed budget provided for this activity.

Neighborhood Assessment & Connections – The Committee did not wish them to give a presentation on this activity because it is more administrative rather than service related, and the budget for administrative activities is currently tight. Hall also pointed out this work should be done by a professional consultant.

*Cherry Street Services, Inc.* – They are asking for a total of \$50,000.00 for their Dental Outreach Program. The dental services activity can be classified under 05M Health Services, and can be administered under Low Mod Area since the Wyoming Community Health Center at 2929 Burlingame is located in a Low Mod Area. Any program income listed (estimated at \$18,000.00) would need to come back to the City if generated with CDBG dollars. They are proposing to provide actual dental services, but also provide

outreach activities with this program. Hall did not see the need to fund outreach activities when they already have a waiting list for dental services. The Committee did not see a need for a presentation, only a detailed budget for the actual dental services.

*Family Promise of Grand Rapids* – They are seeking a total of \$50,000.00 to fund Aftercare Services for families exiting emergency shelter programs into permanent housing. They provided a list of nine different activities they wish to accomplish with this program. Referrals to social services are allowed under the 05 Other Services category, but some of the other activities would have to be classified under different categories. The Committee agreed to have them give a presentation explaining each of the activities in more detail, providing a more detailed budget, and prioritizing and ranking each activity.

The Committee next discussed the applications received by returning agencies:

*The Potter's House* – They are seeking a total of \$50,000.00 to fund their Literacy Program. The Committee has already expressed a willingness to give three years of support for this program, and did not see a need for them to give a presentation until performance reports are received for the current program year.

*The Salvation Army Social Services of Kent County* – They are requesting a total of \$16,000.00 to fund rental assistance and supportive services to assist in the prevention of homelessness. The Committee did not see a need for them to give a presentation at this time, as long as it is confirmed that the funding is for rental assistance payments and not for administration.

*Heart of West Michigan United Way* – This agency is seeking continued funding of \$10,000.00 to support HUD Continuum of Care and HMIS System Administration. The Committee did not see a need for a presentation.

*Home Repair Services of Kent County* – Since this agency has had a new Director for the past year, the Committee wished to hear an update from them. Hall would like to see them do more work in Wyoming. The Committee requested a presentation from them.

*Fair Housing Center of West Michigan* – They are requesting \$10,750.00 in funds, \$10,000.00 for Enforcement Services and \$750.00 for Training. The Committee did not see a need for a presentation.

*City of Wyoming Building Inspections Department* – They are requesting \$55,000.00 for Code Enforcement in Low Mod Areas. Inspections Supervisor David Rupert had given a presentation last month.

#### Community Development Operations Calendar Update

Rynbrandt referred to this item in the agenda packet. There were no questions.

Reports Received

Coalition to End Homelessness/Continuum of Care 1<sup>st</sup> Quarter Report – There were no concerns with the report.

Approval of Prior Committee Minutes

Motion by Hall, supported by DeJager, to approve the prior meeting minutes of October 5, 2016. Motion carried unanimously.

Committee

Member Recruitment – Hall indicated that Julian Goodson is interested in becoming a member of the Committee. Lucar would send him an application.

Concerns and Suggestions – Hall noted that Elevation Church has launched their leadership development program for grades 5 – 12. The program is from 3 – 6 p.m. after school. They work with them on basketball skills, homework, etc. They would like to become a community development corporation to officially house the program and be able to provide food.

Public Comment in General

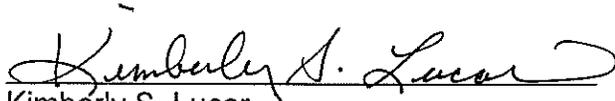
There was no public.

Adjournment

The meeting was adjourned at 8:00 p.m.

The next meeting of the Committee is December 7, 2016, and dinner will be provided. The following agencies will be invited to give presentations:

Home Repair Services of Kent County  
Inner City Christian Federation  
Community Christian Reformed Church (Godwin Neighbors)  
Family Promise of Grand Rapids



Kimberly S. Lucar  
Planning & Community Development Dept.

**Inner City Christian Federation**  
**RESPONSE TO APPLICATION QUESTIONS**  
**November 29, 2016**

1. How does your one time assistance differentiate from other similar programs offered by other agencies? (e.g. Salvation Army rental assistance)

The primary difference between the proposed One Time Assistance (OTA) service is its geographic specificity to the City of Wyoming. Although other service providers are able to serve Wyoming residents or those who wish to obtain housing in Wyoming, need and demand far outstrip available resources as evidenced by the fact that the Salvation Army registry for housing assistance services consists of a waiting list of many hundreds of households. ICCF does have OTA funds available through the Coalition to End Homelessness combined HUD application; however, these funds are typically exhausted before new funds become available leaving many households without access to resources. ICCF's program will provide services according to a Housing First model supported by the Coalition to End Homelessness and demonstrated to be effective in stabilizing housing for low-income people.

2. Which service do you prioritize for funding?

ICCF's program will consist of two discrete but inextricably related service components, viz. direct assistance to renters and casework/support services to assist in locating housing, removing barriers, expediting access to mainstream resources, advocacy with landlords, and follow up after housing is located to promote stability. Both components are essential to people's success and in the event that our request is not fully funded we would reduce the number of households to be served.

3. If these are current programs, are you expanding the program or supplanting current funds?

The proposed OTA program would be an expansion of our current program that is funded through the Housing Continuum of Care combined application. For the current year ICCF was awarded \$55,872 for rental assistance. The \$20,000 requested from CDBG funding will be in addition to these funds and will enable ICCF to serve an additional 10 households assuming the request is fully funded.

**Lucar, Kim**

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**From:** David H. Klooster <dave@sbaprofessionals.com> *Community CRC*  
**Sent:** Wednesday, November 30, 2016 12:53 PM  
**To:** Rynbrandt, Becky  
**Cc:** Lucar, Kim  
**Subject:** RE: TO MAINTAIN FUNDING CONSIDERATION - RE: Your Presentation Time for Funding Hearing (City of Wyoming CDBG Funds)  
**Attachments:** esl budget year 1.xlsx; food truck days budget year 1.xlsx; food pantry budget year 1.xlsx

Becky, attached find the budgets for the 3 programs we'll present on for the December 7 meeting.

I have spoken with various groups about the food need in the immediate area of our program (east side of Godwin School District). Tracie from ENTF told me there were no good resources for determining food 'need' at the scale we are looking at in the area. According to her, the best way to determine need may be to look at poverty statistics. According to the New America Foundation (and other sources), the Godwin School district is the 2<sup>nd</sup> neediest district in Kent County behind Godfrey-Lee. Approximately 81% of students in the district receive food assistance, whereas the state-wide average is about 45%. At N. Godwin Elementary, in 2015 over 92% of students received food assistance from the school. These statistics and others do paint a picture of significant food need in the Godwin area. We will continue to seek resources to paint out the full picture of the need before our meeting in December. We are waiting on Access Food Network to give us data on food demand in their system from families living in the Godwin area.

We also are compiling information on the ESL Class need, which seems significant as well. I look forward to speaking with you soon!

David H. Klooster  
 SBA Professionals, LLC  
 Guaranteed Lenders  
 616-885-1063 (phone)  
 616-818-1932 (fax)

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**From:** Rynbrandt, Becky [mailto:RynbranB@wyomingmi.gov]  
**Sent:** Monday, November 28, 2016 5:19 PM  
**To:** 'David H. Klooster' <dave@sbaprofessionals.com>  
**Cc:** Lucar, Kim <LucarK@wyomingmi.gov>  
**Subject:** TO MAINTAIN FUNDING CONSIDERATION - RE: Your Presentation Time for Funding Hearing (City of Wyoming CDBG Funds)  
**Importance:** High

Hello David,

Thank you for the clarifications. In addition, the committee requested that you "please provide a detailed budgets for the Food Pantry, Food Truck and ESL classes."

Please provide the additional information as soon as possible. In order for us to include the additional information requested in the CDBG Committee's (aka Funding Review Committee) agenda packet, we would need the information by 2:00 p.m. Wednesday, November 30. I will be traveling again this week. Please be sure to copy Kim Lucar (address above) on your reply and submittal so that we can ensure receipt and she can include it in the agenda packet being prepared this week.

Thank you.

**Rebecca L. Rynbrandt**  
Director of Community Services  
City of Wyoming

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Desk: (616) 261-3520  
Cell: (616) 893-8334

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**From:** David H. Klooster [<mailto:dave@sbaprofessionals.com>]  
**Sent:** Wednesday, November 23, 2016 5:11 PM  
**To:** Rynbrandt, Becky  
**Subject:** RE: Your Presentation Time for Funding Hearing (City of Wyoming CDBG Funds)

Becky, we actually just had a meeting on these issues this afternoon, so I can report back on the questions you had below.

1. Do we use the Access program or do we plan to in the future? You'll hear this over and over again when we present on Dec. 7<sup>th</sup>, but our focus has always been, and will continue to be meeting the needs of our immediate community in Godwin Heights. Since we have no desire or ability to meet the needs of other communities with our food program, we choose to not participate in the Access program accordingly. We have good relationships with bulk food providers in the area and regularly use those services, and feel we can run our pantry well without being a part of Access. Also, we've set up systems that are somewhat similar to those used by Access to limit the amount of times individuals can use the service within a period of time. We'll talk more about this on Dec. 7.
2. Provide data on the need for the food pantry in our immediate area. At this point we are still assembling that data, but have some anecdotal evidence that I can share. Even though we're not likely to use the Access services as explained above, we have been in contact with Access about our food pantry ideas. They have verbally shared with us that they feel this is a higher need area for food resources. Also, in the recent past, we had substantial communications with the larger food pantry at John Knox Presbyterian in Kentwood (44<sup>th</sup> and Kalalamzoo). They were attempting to purchase a building along Division in the Godwin area because they told us that nearly all of their food pantry patrons were from the Division corridor from Burton or so to about 60<sup>th</sup>. They looked at various buildings and were even considering partnering with us as we built our addition, but decided that we could not spare them enough room for their endeavor. I don't believe they ever ended up moving to Division, but nonetheless they had data showing the need in the area. I hope to put some actual data together to share on Dec. 7 proving this, but from what we have been told recently and in the past, the Godwin area should easily be seen as a high needs area for a food pantry.
3. How does ESL provide services for adults? The ESL model is generally a program that provides English language learners with a small group setting in which to develop their language skills, which of course can lead to getting better jobs and a whole host of benefits in American society. Specifically learners work at their own pace through workbooks, newspapers, online resources and many other common items in American culture to grow their English skills. Classes can meet every evening (as they do at North Godwin School), but ours will meet once or twice a week, dependent upon how many volunteer teachers we can recruit. The ESL program will then take participants through a tiered system and eventually 'graduate' them with adequate skills for daily living. ESL is essentially an adult focused program, as children often learn English in school. In fact, children are often the 'crutch' families use to not have to learn English in a more determined way when they arrive in this country, since the children operate as the interpreters. ESL will teach adults very common English usage materials to assist in daily life at work, in the community (shopping or getting other services) and elsewhere. Coincidentally, the Godwin ESL program is usually full to overflowing in their evening classes, which run M-Th and have 25 participants. We are told these classes are largely only for Godwin school parents and family, so the need is there for the service, and the area itself has this unique need. Again, we'll talk more about this on Dec. 7.

Please let me know if you need more information from me on these issues. We continue to compile information and data to support our grant requests and look forward to presenting to you in December. Thanks!

David H. Klooster  
SBA Professionals, LLC  
Guaranteed Lenders  
616-885-1063 (phone)  
616-818-1932 (fax)

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**From:** Rynbrandt, Becky [<mailto:RynbranB@wyomingmi.gov>]  
**Sent:** Tuesday, November 8, 2016 9:51 AM  
**To:** 'David H. Klooster' <[dave@sbaprofessionals.com](mailto:dave@sbaprofessionals.com)>  
**Cc:** Lucar, Kim <[LucarK@wyomingmi.gov](mailto:LucarK@wyomingmi.gov)>  
**Subject:** RE: Your Presentation Time for Funding Hearing (City of Wyoming CDBG Funds)

Hi David,

First I must apologize that I referenced ICCF in your email notice. Thank you for not calling that out; truly I'm working hard to expedite the notices and lacked a bit of attention to detail. My apologies.

You will have a total 15 minutes to present. I don't believe it was clear that the Food Pantry and Food Truck were separate programs. You'll need to explain that in more detail. Note that our program does not provide funding for capital purchases. In light of this information, please provide a detailed budget for the Food Pantry, Food Truck and ESL classes.

I hope this is helpful.

Becky

**Rebecca L. Rynbrandt**  
Director of Community Services  
City of Wyoming

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Cell: (616) 893-8334

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**From:** David H. Klooster [<mailto:dave@sbaprofessionals.com>]  
**Sent:** Tuesday, November 08, 2016 9:28 AM  
**To:** Rynbrandt, Becky  
**Subject:** RE: Your Presentation Time for Funding Hearing (City of Wyoming CDBG Funds)

Becky – thanks so much for this opportunity!

Just to clarify, we had separate requests for the food pantry (which is a new program for us), and for the food truck days (our food truck is largely funded by another source, at least this year) which is an expansion of an existing program. Are you lumping those 2 together for purposes of our presentation or did you pick one or the other? They are obviously closely tied to each other, so I wanted to be sure as we prepare our presentation to your group in early December.

Thanks again!

David H. Klooster  
 SBA Professionals, LLC  
 Guaranteed Lenders  
 616-885-1063 (phone)  
 616-818-1932 (fax)

**From:** Rynbrandt, Becky [<mailto:RynbranB@wyomingmi.gov>]  
**Sent:** Tuesday, November 8, 2016 8:32 AM  
**To:** 'David H. Klooster ([dave@sbaprofessionals.com](mailto:dave@sbaprofessionals.com))' <[dave@sbaprofessionals.com](mailto:dave@sbaprofessionals.com)>  
**Cc:** Lucar, Kim <[LucarK@wyomingmi.gov](mailto:LucarK@wyomingmi.gov)>  
**Subject:** Your Presentation Time for Funding Hearing (City of Wyoming CDBG Funds)

Congratulations! The City of Wyoming Community Development Committee has selected Inner City Christian Federation application for further investigation in their consideration of recommending funding from the City of Wyoming's Community Development Block Grant fund.

Your presentation has been scheduled for the evening of **Wednesday, December 7, 2016**. All presentations will occur in the West Conference Room at the Wyoming City Hall located at 1155 28<sup>th</sup> St SW, Wyoming, MI 49509. The room is located on the first floor at the end of the west wing hallway. Please arrive 10 minutes prior to your assigned presentation time. We kindly ask that you wait in the hallway until called. **Presentation time is limited to 15 minutes (FIRM)**. PowerPoint is an option if you bring a compatible jump drive for a Windows based system. Mac will not be supported. Handouts are acceptable. **Please confirm receipt of this email by return email. Please review this entire email as additional information is requested and a deadline is noted.**

2017-2018 City of Wyoming Community Development Block Grant		
Presentation Time	Applicant	Project/Program(s)
6:15 p.m.	ICCF	One Time Assistance, Case Management Services for Families who are Homeless
6:45 p.m.	Community Christian Reformed Church (Godwin Neighbors)	Food Pantry/Food Truck, ESL Classes
7:15 p.m.	Family Promise of Grand Rapids	Case Management, Housing Financial Assistance, Home Ownership Training, Employment Training/Placement, Financial Counseling/Coaching/Budgeting/Financial Literacy, Connection to Mainstream Assistance, Connection to Mental and Physical Health Services
7:45 p.m.	Home Repair Services of Kent County	Minor Home Repair, Access Modification

Please note that the Committee is further considering applications from the following agencies:

- Fair Housing Center of West Michigan (Enforcement Services, Training)
- Salvation Army (Eviction Prevention via Rental Assistance)
- Heart of West Michigan United Way (Grand Rapids Coalition to End Homelessness/HUD Continuum of Care)
- The Potter's House (Literacy)
- City of Wyoming (Code Enforcement)

Community CRC  
**Project Budget (REQUIRED)**

**This format is required.** Feel free to attach a budget narrative explaining your numbers if necessary.

**Food Pantry budget**

**Revenue**

<u>Source:</u>	<u>Total Project Budget (All Sources)</u>	<u>CDBG Funds Only</u>
CDBG Requested Amount	\$ 6,500.00	\$ 6,500.00
Foundations	\$	\$
Corporations	\$	\$
Individual Contributions	\$	\$
Fundraising Events and Projects	\$ 2,400.00	\$
Membership Income	\$	\$
In-kind Support	\$	\$
Investment Income	\$	\$
Other (Specify)	\$	\$
<b>Total Revenue</b>	<b>\$ 8,900.00</b>	<b>\$ 6,500.00</b>

**Expenses**

<u>Item:</u>		
Salaries	\$ 2,340.00	\$ 1,300.00
Insurance, Benefits, and Other Related Taxes	\$	\$
Consultants and Professional Fees	\$	\$
Travel	\$ 160.00	\$
Equipment	\$	\$
Supplies	\$ 5,200.00	\$ 5,200.00
Printing and Copying	\$	\$
Telephone and Fax	\$	\$
Postage and Delivery	\$	\$
Rent and Utilities	\$ 900.00	\$
Maintenance	\$ 300.00	\$
Marketing	\$	\$
Depreciation	\$	\$
Other (Specify)	\$	\$
<b>Total Expenses</b>	<b>\$ 8,900.00</b>	<b>\$ 6,500.00</b>
<b>Difference (Income less Expenses)</b>	<b>\$</b>	<b>\$</b>

*Community CRC*  
**Project Budget (REQUIRED)**

**This format is required.** Feel free to attach a budget narrative explaining your numbers if necessary.

**Food Truck Days**

**Revenue**

<u>Source:</u>	<u>Total Project Budget (All Sources)</u>	<u>CDBG Funds Only</u>
CDBG Requested Amount	\$ 1,600.00	\$ 1,600.00
Foundations	\$	\$
Corporations	\$	\$
Individual Contributions (to be received)	\$ 400.00	\$
Fundraising Events and Projects	\$	\$
Membership Income	\$	\$
In-kind Support	\$	\$
Investment Income	\$	\$
Other (Specify)	\$	\$
 Total Revenue	 \$ 2,000.00	 \$ 1,600.00

**Expenses**

<u>Item:</u>		
Salaries	\$ 1,170.00	\$ 1,170.00
Insurance, Benefits, and Other Related Taxes	\$	\$
Consultants and Professional Fees	\$ 500.00	\$ 430.00
Travel	\$	\$
Equipment	\$	\$
Supplies	\$ 80.00	\$
Printing and Copying	\$	\$
Telephone and Fax	\$	\$
Postage and Delivery	\$	\$
Rent and Utilities	\$ 250.00	\$
Maintenance	\$	\$
Marketing	\$	\$
Depreciation	\$	\$
Other (Specify)	\$	\$
 Total Expenses	 \$ 2,000.00	 \$ 1,600.00
 Difference (Income less Expenses)	 \$ -	 \$ -

*Community CRC*  
**Project Budget (REQUIRED)**

**This format is required.** Feel free to attach a budget narrative explaining your numbers if necessary.

**ESL Classes**

**Revenue**

<b><u>Source:</u></b>	<b>Total Project Budget (All Sources)</b>	<b>CDBG Funds Only</b>
CDBG Requested Amount	\$ 3,000.00	\$ 3,000.00
Foundations	\$	\$
Corporations	\$	\$
Individual Contributions (to be received)	\$ 1,000.00	\$
Fundraising Events and Projects	\$	\$
Membership Income	\$	\$
In-kind Support	\$	\$
Investment Income	\$	\$
Other (Specify)	\$	\$
<b>Total Revenue</b>	<b>\$ 4,000.00</b>	<b>\$ 3,000.00</b>

**Expenses**

<b><u>Item:</u></b>		
Salaries	\$ 1,560.00	\$ 1,560.00
Insurance, Benefits, and Other Related Taxes	\$	\$
Consultants and Professional Fees	\$ 300.00	\$
Travel	\$ 120.00	\$
Equipment	\$	\$
Supplies	\$ 1,500.00	\$ 1,440.00
Printing and Copying	\$	\$
Telephone and Fax	\$	\$
Postage and Delivery	\$	\$
Rent and Utilities	\$ 520.00	\$
Maintenance	\$	\$
Marketing	\$	\$
Depreciation	\$	\$
Other (Specify)	\$	\$
<b>Total Expenses</b>	<b>\$ 4,000.00</b>	<b>\$ 3,000.00</b>
<b>Difference (Income less Expenses)</b>	<b>\$</b>	<b>\$</b>

**Rynbrandt, Becky**

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**From:** Lisa Valk <lisav@familypromisegr.org>  
**Sent:** Wednesday, November 23, 2016 3:04 PM  
**To:** Rynbrandt, Becky  
**Subject:** CDBG Clarifying Items  
**Attachments:** Family Promise Program Desc 11.2016.docx; Family Promise Project Budget Form Nov. 2016.xlsx

Good Afternoon Rebecca,

I have attached the program descriptions and project budgets you have requested.

We have put our programs into 2 services. I hope I have provided you enough detail about these two programs that it makes sense to you why we have grouped them in this way.

In terms of the prioritization of funding our first priority would be Aftercare Rapids Re-Housing Financial Assistance and second would be Aftercare Rapid Re-Housing Stabilization Services.

Please let me know if you have any other questions or need more information.

Thank you, Lisa

--  
Lisa Valk  
Director of Housing & Business Development  
Family Promise of Grand Rapids  
516 Cherry SE  
Grand Rapids, MI 49503  
(616) 475-5220 (office)  
(616) 608-8918 (direct line)  
(616) 560-3831 (cell)  
[lisav@familypromisegr.org](mailto:lisav@familypromisegr.org)  
[www.familypromisegr.org](http://www.familypromisegr.org)  
<https://www.facebook.com/FamilyPromiseGR>

Our Aftercare Services provide our families with 1) Rapid Re-Housing Financial Assistance and 2) Housing Stabilization Services.

1) Aftercare Rapid Re-Housing Financial Assistance:

Our Housing Advocate's assist families in finding and securing appropriate rental housing by recruiting landlords to provide housing opportunities for families experiencing homelessness. They, also, help families negotiate manageable and appropriate lease agreements with landlords. They assist in addressing potential barriers with landlord such as tenant qualifications. Our Housing Advocates assist families with tenant rights education. We provide assistance to cover move-in costs, security deposits, and assistance in obtaining utilities necessary to allow families to move immediately out of homelessness and into stabilized housing. These funds are paid directly to the provider of the services.

2) Aftercare Rapid Re-Housing Stabilization Services:

We utilize a Critical Time Intervention Model (CTI) best practice in providing Aftercare Rapid Re-Housing Stabilization Services to our families. This is evidenced based, goal oriented, and builds on the strengths of the individual family while also increasing their access to supporters in the community. Our Housing Advocate team works directly with our families to help the family maintain permanent housing and build assets to support self-sufficiency. A plan is designed based on the CTI Model for each family based on their competencies and resources. The Housing Advocate Team implements and executes the families' stabilization plan based on the following services:

- Home ownership training (if applicable) includes home care education and home maintenance budgeting.
- Employment planning and skill assessment assistance.
- Budgeting coaching and financial literacy.
- Credit report counselling.
- Connection to mainstream assistance.
- Connect to mental and physical health service.

Families meet with their Housing Advocate team member regularly to monitor their housing stability plan and resolve crises quickly. Our Housing Advocate team provides these services to our families or uses existing community resources. We do not offer these as separate standalone services. Each are a component of the Aftercare Rapid Re-Housing Stabilization Services provided by our Housing Advocate team members. Each family voluntarily participates in the program and it is client-directed and respectful of the individual families' right to self-determination.

### Project Budget (REQUIRED)

This format is required. Feel free to attach a budget narrative explaining your numbers if necessary.

Family Promise of Grand Rapids: Aftercare -  
Housing Financial Assistance

#### Revenue

<u>Source:</u>	Total Project Budget (All Sources)	CDBG Funds Only
CDBG Requested Amount	\$ 50,000.00	\$ 30,000.00
Foundations	\$ 66,100.00	
Corporations	\$	
Individual Contributions	\$ 10,900.00	
Fundraising Events and Projects	\$	
Membership Income	\$	
In-kind Support	\$	
Investment Income	\$	
Other (Specify) United Way	\$ 20,000.00	
Total Revenue	\$ 147,000.00	\$ 30,000.00

#### Expenses

<u>Item:</u>		
Salaries	\$ 57,900.00	
Insurance, Benefits, and Other Related Taxes	\$ 2,292.00	
Consultants and Professional Fees	\$ 4,336.00	
Travel	\$ 2,109.00	
Equipment	\$ 770.00	
Supplies	\$ 538.00	
Printing and Copying	\$ 1,163.00	
Telephone and Fax	\$ 1,320.00	
Postage and Delivery	\$ 224.00	
Rent and Utilities	\$ 2,545.00	
Maintenance	\$ 3,471.00	
Marketing	\$	\$
Depreciation	\$	\$
Other (Specify) Rehousing Financial Assistance	\$ 70,332.00	\$ 30,000.00

Total Expenses	\$		\$	
	\$	147,000.00	\$	30,000.00
Difference (Income less Expenses)	\$	-	\$	-