

Meeting Agenda
City of Wyoming Community Development Committee

November 2, 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 October 5, 2016 meeting
- D. Public Comment on Agenda Items (limit to 3 minutes)
- E. Review of Letters of Intent Applications, Selection of Applicants for Interview
- I. Community Development Operations Calendar Update
- J. Reports Received
 - Coalition to End Homelessness/Continuum of Care 1st Quarter Report
- K. 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: December 7, 2016)

COMMUNITY DEVELOPMENT COMMITTEE
MEETING MINUTES OF OCTOBER 5, 2016
CITY HALL WEST CONFERENCE ROOM
CITY OF WYOMING, MICHIGAN

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

MEMBERS ABSENT: None

STAFF PRESENT: Rebecca Rynbrandt, Director of Community Services
Kimberly Lucar, Community Development Dept.
David Rupert, Inspections Services Supervisor

OTHERS PRESENT: Julian Goodson, Resident

Call to Order

Chair Lopez called the meeting to order at 6:39 p.m.

Hall introduced his guest, Julian Goodson, a Wyoming resident and employee at Bethany Christian Services.

Approval of Agenda

Rynbrandt requested amending the agenda to include item D(2) HOME Funds Grant Review. Motion by DeJager, supported by Hall, to approve the amended agenda. Motion carried unanimously.

Approval of Prior Committee Minutes

Motion by Krenz, supported by Dunklee, to approve the prior meeting minutes of September 7, 2016. Motion carried unanimously.

Public Comment on Agenda Items

There was no public comment.

HOME Funds Grant Review

Rynbrandt explained that the City of Wyoming has a HOME Consortium Agreement with Kent County, who administers Wyoming's HOME grant funds. Wyoming is currently undergoing a more robust process with Kent County in developing a Request for Proposal for tenant based rental assistance. The RFP submittals are due back October 10th. They are looking for a Community Development Committee member to serve on the committee that will review the RFP submittals. The committee will meet the week of October 17th. Lucar will contact Chair Lopez when the dates and times are set.

Code Enforcement Impact Presentation (Dave Rupert, Inspections Services Supervisor)

David Rupert gave a presentation to the Committee on how CDBG funds are used for Code Enforcement activities within qualified low/moderate-income areas. The need for the program is demonstrated by the number of property maintenance related complaints the City receives annually. CDBG funding helps the Inspections Department resolve many of those complaints in lower income qualified areas. The City will use other funding sources to achieve code compliance within the community as a whole. The CDBG Code Enforcement supported program, along with the general Code Enforcement program, are part of a coordinated effort by the City to address blight within neighborhoods. They are requesting continued CDBG funding of \$55,000 for the 2017-2018 program year.

Community Development Rehabilitation Loan Program Impact Presentation (Kim Lucar, Community Development Department)

Kim Lucar gave a presentation on the history, administration, goals and successes of the Housing Rehabilitation Program. CDBG funds have been used for this program since 1976, helping 1,350 homeowners over the past 40 years. Housing Rehabilitation is given high priority within CDBG nationally because it meets all three of HUD's National Objectives: Benefits to low- and moderate-income (LMI) persons; aids in the prevention or elimination of slums or blight; and meets a need having a particular urgency (urgent need). She showed before and after photos of some of the rehabilitation work that has been accomplished. There is a high demand by citizens for this program, with currently 50 people on the waiting list.

Committee

Member Recruitment – Rynbrandt thanked Hall for bringing Julian Goodson as a guest.

Concerns and Suggestions – Hall mentioned Habitat for Humanity is targeting their home repair program north of 28th Street, east of Byron Center Avenue. They would like to repair 15 – 20 homes per year, with minimal cost to the homeowner. Perhaps Habitat could help some of the homeowners on the City's Housing Rehabilitation waiting list. Rynbrandt indicated Habitat was provided with our waiting list last year, so they know it's available. If they have flyers, we can always make them available also.

Rynbrandt mentioned the 2017-2018 Letters of Intent applications are due back by October 20th. Returning applicants will give presentations on November 2nd and new applicants on December 7th. Dinner will be provided for the Committee at these meetings.

Public Comment in General

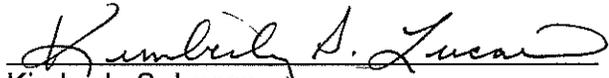
There was no public comment.

Adjournment

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

The meeting was adjourned at 7:55 p.m.

The next meeting of the Committee is November 2, 2016.


Kimberly S. Lucar
Planning & Community Development Dept.

TENTATIVE SCHEDULE
HUD PLAN/REPORT SUBMITTALS
COMMUNITY DEVELOPMENT PROGRAM- 2017

<u>Date</u>	<u>Action</u>
1/12/2017	5:00 PM Deadline to submit CD Committee Public Hearing Notice to be published by the Clerk. (Publish date 1/17/17 Tues.; Hearing date 2/1/2017 Wed.)
1/17/2017	Publish CD Committee Public Hearing Notice (for 2/1/2017).
1/30/2017	SF-425 Federal Cash Transactions Report (Accounting submits)
2/1/2017	Mid-Year Performance Reports due from Subrecipients and Inspections Dept.
2/1/2017	CD Committee Meeting and Approval (15 days from publishing).
2/9/2017	Send Correspondence/Proposed Action Plan to State Historic Preservation Office
2/8/2017	12:00 PM Deadline to submit Council Resolution to set Public Hearing to Clerk. (2/13/2017 Monday)
2/13/2017	City Council to set Public Hearing date (4/3/2017) for citizens' views on Proposed Action Plan.
2/16/2017	5:00 PM Deadline to submit Proposed Action Plan & Public Hearing Notice to be published by the Clerk. (Publish date 2/21/2017 Tues.)
2/16/2017	Send Proposed Action Plan to Interested Parties
2/21/2017	Publish Public Hearing Notice (PH on 4/3/2017)
2/21/2017	Publish Proposed Action Plan. Post at Wyoming Public Library.
3/15/2017	Send Kent County Subrecipient Monitoring information from files by 4/1/17. Include General Ledger Reports 1) Complete prior FY and 2) July 1 – YTD.
3/15/2017	Send City of GR Subrecipient Monitoring information from files by 4/1/17. Send United Way our General Ledger Reports 1) Complete prior FY and 2) July 1 – YTD.
3/23/2017	Complete Environmental Review Record.
3/29/2017	12:00 PM Deadline to submit Council Resolution to approve Proposed FY 2017-2018 Action Plan to Clerk. (4/3/2017 Monday)
3/31/2017	Send Environmental Impact Notice and Intent to Request Release of Funds to Interested Parties, etc.
4/1/2017	Semi-Annual Labor Standards Report (HUD Form 4710) Due
4/1/2017	Draft Subrecipient Agreements/Includes Subrecipients CDFR project funding

4/3/2017	Hold Public Hearing on Proposed Action Plan (2/21/2017 to 4/3/2017 = 35+ days)
4/3/2017	Obtain City Council Approval of Proposed Action Plan
4/6/2017	5:00 PM Deadline to submit Final Action Plan to be published by the Clerk. (Publish date 4/11/2017 Tues.)
4/6/2017	5:00 PM Deadline to submit Environmental Impact Notice and Intent to Request Release of Funds to be published by the Clerk. (Publish date 4/11/2017 Tues)
4/11/2017	Publish Environmental Impact Notice/Intent to Request Release of Funds
4/11/2017	Publish Availability of Final Action Plan
4/27/2017	Submit Request to Release Funds (16 days from publishing)
4/30/2017	SF-425 Federal Cash Transactions Report (Accounting submits)
5/4/2017	Submit Final Action Plan (Kent County to "Submit for Review" in IDIS.)
5/10/2017	Submit to City Council agenda items Subrecipient Agreements
5/15/2017	City Council approval of Subrecipient Agreements
5/17/2017	Action Plan due to HUD (45 days before beginning of program year)
6/1/2017	Update System for Award Management (SAM) Registration
6/30/2017	Run LA Pro Reports for CAPER & Accounting (Outstanding Loans & Deferred Loans)
7/6/2017	Late Loan Reports/Letters Sent
7/7/2017	Send Monitoring Report Result Letters to Subrecipients
7/27/2017	Final Performance Reports due from Subrecipients/Inspections
7/30/2017	SF-425 Federal Cash Transactions Report (Accounting submits)
8/1/2017	Enter Federal Funding Accountability & Transparency Act Subaward Reporting System data in FSRS system (contracts over \$25,000)
8/10/2017	5:00 PM Deadline to submit Public Notice-Federal Funds Awarded (Sec. 3 Labor requirement) (After we receive HUD funding award letter)
8/15/2017	Publish Public Notice-Federal Funds Awarded (Sec. 3 Labor requirement)
8/17/2017	5:00 PM Deadline to submit CAPER Public Hearing Notice to be published by the Clerk. (Publish date 8/22/2017)
8/22/2017	Publish CAPER C.D. Committee Public Hearing Notice (P.H. on 9/6/2017)
8/24/2017	5:00 PM Deadline to submit Notice of Availability of CAPER (Publish date 8/22/2017)

- 8/29/2017 Publish Notice of Availability of CAPER (15 day comment period) (Post at Wyoming Public Library)
- 9/6/2017 Hold C.D. Committee Public Hearing on CAPER
- 9/21/2017 5:00 PM Deadline to submit Public Notice-Request for Letters of Intent for potential subrecipients FY 2018/19 (Publish 9/26/2017)
- 9/26/2017 CAPER Due
- 9/26/2017 Publish Public Notice-Request for Letters of Intent for potential subrecipients FY 2018/19
- 9/30/2017 Section 3 Summary Report (HUD Form 60002) Due (Submit On-Line)
- 10/1/2017 Do new 2018 schedule
- 10/4/2017 Semi-Annual Labor Standards Report (HUD Form 4710) Due
- 10/11/2017 Contractor, Subcontractor Activity Summary Report (HUD Form 2516) Due
- 10/19/2017 Deadline for potential subrecipients FY 2018/19 to submit Letters of Intent
- 10/30/2017 SF-425 Federal Cash Transactions Report (Accounting submits)
- 11/9/2017 Deadline to notify Letters of Intent applicants of presentation status

Color Key:

One Year Action Plan

Semi-Annual Labor Standards Report (HUD Form 4710)

HUD 425 Federal Cash Transactions Report (Accounting submits each quarter)

Contractor, Subcontractor Activity Summary Report (HUD Form 2516)

CAPER

Section 3 Summary Report (HUD Form 60002)

Environmental Review

Grand Rapids Area Coalition to End Homelessness

**CITY OF WYOMING COMMUNITY DEVELOPMENT BLOCK GRANT
ADMINISTRATION OF CONTINUUM OF CARE 2016-2017
Report for July 1, 2016—September 30, 2016**

Beginning the contract year for this grant, the CoC accomplished two of the most significant tasks of the year, applying for the US Department of Housing and Urban Development (HUD) Continuum of Care (CoC) funding of more than \$5.4M by the mid-September deadline, as well as securing the 2016-2017 funds from Michigan State Housing Development Authority (MSHDA) for infrastructure and rental assistance.

Completing these tasks necessitated several meetings, including a special Steering Council session to approve new policies and Funding Review Committee meetings to review and approve applications. Through this process the Coordinator of the CoC reviewed applications closely for accuracy and oversaw the creation of the collaborative application on behalf of the county.

Within this quarter, there was one general CoC meeting, two Coordinated Assessment Committee meetings, 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.

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. This quarter saw the first report of the System Performance Measures, around which the CoC Strategic Plan is based, and a committee was created to set the process by which this data will be analyzed and put into use.

The Coordinator also focused on learning about best and emerging practices this quarter, attending the annual National Alliance to End Homelessness Conference in July and the MSHDA Summit in September. From these events much new information was gathered that staff will use to recommend system improvements.

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.