

Meeting Agenda
City of Wyoming Community Development Committee

December 4, 2013, 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 Agenda
- C. Approval of Wyoming Community Development Committee Minutes of the November 6, 2013 meeting
- D. Public Comment on Agenda Items (limit to 3 minutes)
- E. Status of Dock Ministries Letter of Intent
- F. Letters of Intent Presentations

2014-2015 City of Wyoming Community Development Block Grant Applicant	Project/Program	Presentation Time
Compassion This Way	Taft Adopt A Block	6:45 p.m.
Fair Housing Center of West Michigan	Fair Housing Services	7:15 p.m.
Habitat For Humanity	Homeowner occupied home repair	7:45 p.m.

- G. Discussions of Applications, Presentations to Date
- H. 2013-2014 Action Plan/Grant Update
 - Pinery Park Restroom/Concession Project Update
 - Wyoming Senior Center Project Update
- I. Committee Member Concerns and Suggestions
- J. Public Comment in General (limit to 3 minutes)
- K. Motion to Adjourn the Wyoming Community Development Committee Meeting

(Next meeting: January 15, 2013)

COMMUNITY DEVELOPMENT COMMITTEE
MEETING MINUTES OF NOVEMBER 6, 2013
CITY HALL WEST CONFERENCE ROOM
CITY OF WYOMING, MICHIGAN

MEMBERS PRESENT: Hall, Lopez, Ziemba

MEMBERS ABSENT: Jackson, Krenz

STAFF PRESENT: Rynbrandt, Director of Community Services
Lucar, Administrative Aide
DeLange, Chief Building Official
Carmody, Chief of Police

Call to Order

Chair Hall called the meeting to order at 6:33 p.m. He welcomed new member Tamara Lopez and introductions were made.

Approval of Agenda

The agenda was approved as presented.

Approval of Prior Committee Minutes

Motion by Ziemba, supported by Lopez, to approve the prior meeting minutes of October 2, 2013. Motion carried unanimously.

Public Comment on Agenda Items

There was no public present.

Presentation of 2014-2015 Grant Management Schedule

Rynbrandt went through the 2014-15 grant management schedule which covers all the deadlines and submittal dates for HUD reporting, notifications and public hearings.

Rehabilitation Manual Changes

Rynbrandt noted the proposed revisions to the Rehabilitation Manual changes were in response to the items identified in the recent HUD monitoring report and other housekeeping items. The proposed revisions follow:

Page 15 - *"Each appointed member shall sign a Conflict of Interest Attestation, stating*

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they will agree and will comply with the Conflict of Interest Clause, Part of 24 CFR 570.611."

Page 21 – "A proper insurance certificate showing minimum coverage of workman's compensation protection of \$500,000 per occurrence, bodily injury of \$1,000,000 per person and per occurrence and property damage of \$1,000,000 per occurrence. An Indemnification Agreement must also be signed."

Page 27 – "Contractor application packets will be sent to the Small Business Administration, the West Michigan Minority Contractors Association and Section 3 Certified Contractors in an effort to take necessary steps to assure that minority firms, women's business enterprise, and labor surplus area firms are used when possible."

Page 28 – "Contractor and Subcontractor Verification . . . prior to contract award."

Page 28 – "Permits and Final Permit Inspections: The Building Rehabilitation Specialist shall confirm that the contractor has obtained all required permits prior to commencement of the project."

Page 29 – "Lead-Based Paint Poisoning Prevention in Certain Residential Structures: The Building Rehabilitation Specialist shall perform lead risk assessments and clearances and regularly test to make sure contractors use lead-safe work practices and that occupancy protection are properly carried out."

Motion by Ziemba, supported by Lopez, to approve the revisions to the Wyoming Rehabilitation Manual. Motion carried unanimously.

Letters of Intent

Identification of Applications Received – Rynbrandt mentioned the 2014-15 Letters of Intent applications were sent out to numerous organizations, and ten were received. Staff has done an initial vetting of the applications, checking whether they meet the HUD national objectives and regulations. The Committee would review staff's recommendations following the Code Enforcement and Police Department presentations.

Code Enforcement Presentation – James DeLange, Chief Building Official, gave a presentation on how CDBG monies are used for Code Enforcement activities through the Inspections Department. The City is seeking funding for its Code Enforcement Program to maintain a code compliant community within qualified low-moderate income target areas. This will be accomplished through pro-active code enforcement and response to citizen complaints within these areas. The need for the program is demonstrated by the number of property maintenance related complaints the City receives annually. In 2012 the City received 2,917 complaints, 38 % (1,100) of which

were in CDBG areas. CDBG funding will help 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 request is for \$55,000.

Wyoming Police Department Presentation – Chief Carmody said it is their goal to continue to partner with the neighborhood groups, schools and businesses within the identified CDBG target areas. They currently assist about 19,800 people living within these areas. The Community Services Officer is involved with the five neighborhood watch groups within the target areas and their meetings, business group meetings, monthly crime analysis, school involvement, the crime free multiple housing program, the crime prevention through environmental design program, foot patrols and the Wyoming/Godfrey Lee schools truancy programs. The request is for continued funding of \$55,000 to cover half the cost of a full time equivalent Community Services Officer.

Determine invitees for additional Presentation, Consideration – Rynbrandt went through a spreadsheet summarizing each request. The Committee was in favor of funding, with amounts to be determined later, of the following applicants: Home Repair Services (minor home repair and access modification only), Heart of West Michigan United Way (HUD Continuum of Care & HMIS System Administration), Fair Housing Center of West Michigan, Wyoming Department of Public Safety (Community Services Officer), Wyoming Building Inspections Department (Code Enforcement), and the Wyoming CDBG Rehabilitation Loan Program. The Committee asked the following applicants be brought in at the December meeting to give presentations: Habitat for Humanity (home repair only), Fair Housing Center of West Michigan, The DOCK Ministries (After School Program only) and Compassion This Way (Taft Adopt-a-Block). The other applicants will be notified of denial.

2013-2014 Action Plan/Grant Update

Pinery Park Restroom/Concession Project Update – Rynbrandt noted this project is about 90% complete.

Wyoming Senior Center Project Update – Rynbrandt informed there were eight bids received for this project, with the low bid from VanderKodde Construction of \$181,952.00, which will be presented to the City Council at their next work session. The costs will be paid with \$100,000 in CDBG funds, and the remainder to come out of the Parks and Recreation fund. In addition, the Wyoming Senior Fellowship Club is contributing \$60,000 to the overall project to purchase new tables, chairs and bingo machine.

Community Development Review Focus Group Update

Rynbrandt noted this process is ongoing and in its final stages.

Committee Member Concerns and Suggestions

There were no concerns.

Public Comment in General

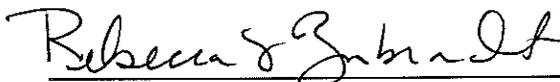
There was no public present.

Adjournment

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

The meeting was adjourned at 8:48 p.m.

(The next meeting is scheduled for December 4, 2013.)



Rebecca L. Rynbrandt
Director of Community Services

Letter of Intent COVER PAGE

AGENCY NAME: Compassion This Way

2014 Letter of Intent

To Provide Services Under The
Community Development Block Grant Program

Administered by

The City of Wyoming

DEADLINE FOR SUBMISSION

5:00 p.m. Tuesday, November 19, 2013

Deliver one (1) signed original and ten (10) three hole punched copies for a total of eleven (11) ***and*** submit an electronic copy to Plan_info@wyomingmi.gov by the deadline to the City of Wyoming, Community Development Office, 1155 – 28th St SW, Wyoming, MI 49509

Hard Copies of Letters of Intent will **not** be accepted after the deadline.

AUTHORIZED SIGNATURE PAGE

I certify that all information contained in this Proposal is accurate and complete to the best of my knowledge.

Signature

11/18/13
Date

Brian Patterson
Printed Name

Executive Director
Title

Must be signature of person authorized to sign contracts*

The City reserves the right to accept or reject any/all funding requests. The City also reserves the right to request additional information, as determined necessary to review any application. All information submitted through this solicitation becomes the property of the City.

**Community Development Block Grant
2014 Letter of Intent
City of Wyoming**

A. General Information

Agency Name: Compassion This Way		Phone: 616-581-6238
Website (if applicable): www.compassionthisway.org		Fax: E-mail: bpatt4him@gmail.com
Address: 2141 Newport SW Wyoming, MI 49519		
Executive Director Name: Brian Patterson	Phone: 616-581-6238	E-mail: Bpatt4him@gmail.com
Letter of Intent Contact Name: Brian Patterson, Executive Director	Phone: 616-581-6238	E-mail: Bpatt4him@gmail.com
Fiscal (Accounting) Contact Name: Bette VanderKolk	Phone: 616-455-1946	E-mail: bettev@grandrapidsfirst.org
Proposing Agency Board Chair Name: Herb Start		Board Chair Mailing Address: 4928 Havava SW
Phone: 538-2177 Email:		City, State, Zip: Wyoming, MI 49509
Board Chair's term expires: 2014		
Tax ID #: 920180436	Year Incorporated: 2005	Is proposing agency a minority agency? ² Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> x
Legal Status of proposing agency: <input checked="" type="checkbox"/> Public Agency <input type="checkbox"/> Private Non-Profit Agency <input type="checkbox"/> For-Profit Agency <input type="checkbox"/> Other (Describe):		

¹ A for-profit agency should list Company President contact information.

² **Minority Agency** is a nonprofit minority organization having a board comprised of at least 51% minority individuals or a business concern that is at least 51% owned by one or more individuals who are either African American, of Hispanic origin, American Indian/Native Alaskan/Native Hawaiian, Asian American/Pacific Islander minority. A minority agency is also a publicly owned business having at least 51 percent of its stock owned by one or more minority individuals and having its management and daily business controlled by one or more minority individuals.

List Each Proposed Service, Activity, or Program you wish to fund with CDBG dollars	CDBG Funding request in Whole Dollars	Is This a New Service, Activity, or Program for the Agency? (Yes or No)	If not new, list number of years provided.
Continuation of the Taft Avenue Neighborhood Adopt-a-Block program. CDBG funds cover rent, utilities, coordinators wage and outreach supplies.	\$15,000.00	No	2 years

B. _____

Complete a copy of this page for every item listed in Section A.

The primary purpose of CDBG funding is to benefit low- and moderate-income persons and to revitalize low- and moderate-income neighborhoods. Types of eligible activities include but are not limited to, housing rehabilitation, public infrastructure and facility improvements, code enforcement, programs that reduce crime and improve neighborhoods, and fair housing.

Please make answers brief and concise with no more than one (1) page total per question.

1. Describe the project, program or service you wish to seek funding for:

Compassion This Way seeks funding to support the continued placement of an office in the Taft Apartments. The office is an apartment converted to provide various services to disadvantaged families and individuals in the Taft Avenue neighborhood. The funds would cover the monthly rental cost of an apartment, staff salary, utilities, office supplies and outreach supplies.

2. How do you know there is a need for this activity in the City of Wyoming? (E.g. census data, your own agency data, etc.)

. Request for funds is a continuation of CDBG funding for two years. As recently as three years ago the City of Wyoming and its police department recognized the need to increase community services in the Taft Avenue neighborhood. In conjunction with the apartment landlords and Compassion This Way, the City of Wyoming set a goal to establish an office to serve the neighborhood with a food pantry, youth tutoring/mentoring, adult education, and health and employment referrals. Anticipated outcomes would include increased communication and cooperation amongst neighbors, academic achievement and reduced crime.

3. Where do you propose to provide this activity? Area wide or CDBG eligible targeted area?

The project boundaries are established by a HUD grant and the City of Wyoming: 28th street to the north, 30th street to the south, Gardentown Avenue to the east, and Taft Avenue to the west.

4. What impact will this service have on its recipients? Include specific, quantifiable outcomes.

This office will provide up to 100 elementary students with school tutoring and mentoring once a week. Ten to fifteen adults will be pre-screened for employment referrals. Ten to fifteen adults will be referred to Wyoming Public Schools for GED testing and high school completion. Up to 100 hundred residents will receive free food twice a month through a food pantry. Up to 150 adults and children will participate in outreach events like block parties. Up to 50 children will participate in structured sports and healthy activities.

5. Briefly describe your agency, including any major changes (negative or positive) over the past year.

Compassion This Way operates three Adopt-A-Block programs: Taft Apartments, Traditions Apartments, and Sunflower Apartments. It will soon launch another program at the York Creek Apartments in Comstock Park. The Adopt-A-Block programs assist in neighborhood restoration by improving the living standards of economically and educationally disadvantaged families residing in the Taft Avenue neighborhood. Using a Community Development Block Grant CDBG from the City of Wyoming and local charities, the project coordinates and delivers educational tutoring for K – 12 children, a food pantry, adult literacy and language support, employment assistance, youth mentoring and recreation, and health and wellness screening. A presence at the Taft Avenue apartments, with the support of the landlord enables Compassion This Way to promote neighborhood communication and cooperation.

Major changes:

At the Taft Adopt-A-Block office, a lab with 4 computers with internet is available to residents for the purpose of employment search and resume writing. This makes it much easier for them to obtain a job, as many residents don't have a computer at their disposal.

6. What are the advantages to the community for your organization to provide this service?

The presence of an office at the Taft Avenue apartments enables Compassion This Way to promote neighborhood communication and cooperation. This is achieved with assistance from other non-profit agencies, schools and ministries. Their efforts benefit residents in educational, tutoring, mentoring and employment services.

7. Do you currently receive CDBG funding from another source? If so, whom and how many years have you been funded?

Compassion This Way does not receive funding from another source.

D. Service Budget Service/Activity/Program: Compassion This Way

Complete a copy of this page for every item listed in Section A. The item budget should include all sources of funding for the activity, program, or service. This helps show the scope of the whole activity, program, or service, not just the portion that may be funded from CDBG.

Budget Period (July 1, 2014 – June 30, 2015)

1. Total CDBG Funds Requested:	\$15,000.00
7. Number of outputs/units to be funded:	We will reach 650 residents in budget period 2013-2014
8. Output/Unit Cost: We reached 600 residents in FY 2012. Based on the \$15,000.00 we received in CDBG funding it breaks down to \$25.00 per unit.	\$15,000/600 is est. \$25.00 receiving CD funding.

A unit is of the total value of an individual we work with.

Define unit: "Each person we work with is a unit. They may receive a service like mentoring/tutoring, food pantry, employment training and employment referral.

Is the funding request for this service (check one)

 One-time? Short-term? (Time frame: X City fiscal year 2014-15 XX Ongoing?

Current or Projected Service Revenue (Include all funding sources)

Grants & Other Revenue	Total Budget	Funding Period Timeframe *
		7/1/2014 - 6/30/2015
CDBG	\$15,000.00	
Community Foundation	\$4,000.00	1/1/14 – 12/31/14
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Program Income(Client Contributions)	\$	
Cost Sharing	\$	
Private Pay	\$	
Other: (List)	\$	
	\$	
Total	\$19,000.00	

* List the timeframe of each particular grant, for example CDBG – City of Wyoming would be July 1, 2014 to 6/30/15.

CDBG Grant City of Wyoming: July 1, 2014 to 6/30/15
Community Grant: January 1, 2014 to 12/31/14