

**City of Grand Rapids**  
**Affordable Housing Fund Board Meeting Minutes**  
Wednesday, November 16, 2022 10:00am-Noon  
City Hall, 300 Monroe Ave NW, 49503, Commission Chambers

- I. Call to Order at 10:02am by Washington
- II. Roll Call-Drent, Oracz, Williams absent
- III. Approval of Minutes from October 24, 2022, approved
- IV. Discussion and possible Action on Board Chair and Vice Chair

Berens explained the process of voting per bylaws.

Washington asked for interested parties to nominate themselves or others and reviewed the expectations/roles for the Chair. Staff will help to establish protocol and create agendas. Townsend nominated himself. Romero nominated Talen. Brown expressed interest. Washington said nominations will remain open until voting. Washington opened nominations for Vice Chair. Brown, Talen and Townsend are open to position of Vice Chair. Nominations closed. Washington questioned how votes would establish Chair and Vice Chair. Luptowski said board can decide. Term is one year with voting each December. Further nominations can be collected at next meeting, per Luptowski.

- V. Review Draft of RFP and Scoring Rubric

Ryan Kilpatrick-Qualifying Thresholds

Serving the greatest number of households earning at or below 80% AMI; Creating the greatest number of new homes and apartments for households at or below 80% AMI; Enhance opportunities for wealth creation among new and existing homeowners and developers through the creation of new housing; Progress toward county-wide goals to address homelessness; Satisfies all ARPA requirements.

Reviewed scoring rubric and explained each metric; financial considerations; community engagement. Discussed internal audit process. Talen asked question of internal liability of developer and their project. Kilpatrick explained that developer might set aside a portion of units for low-income families and partner with non-profit for income certification. App asked about a grade scale and prioritizing one aspect over another in the evaluation process. Kilpatrick explained that there will be guidelines based on the project and will rely on the RFP committee for evaluation. Brown remarked that he liked the Community Engagement piece of the process. Washington asked if we're expecting applicants to engage in pre-engagement with the community before applying for funding. Washington suggested that we stay within our own procurement process and scoring matrix to maintain consistency since the City Commission will be voting to approve all Board recommendations.

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Talen suggested that some wording in the presentation sounds like the board is eliminating a new or emerging developer. Brown suggested increasing the 30% MLBE contractors to 50% MLBE or higher or considering developers who utilize higher numbers. Talen said that he understood that all these numbers were aspirational. Kilpatrick stated that maximum points would be awarded at 50%. The question is how do we want to value these things when it's time to evaluate? Reames commented that it's difficult to for first time developer to qualify for tax credits. Talen commented that Qualifying Thresholds should be changed to Qualifying Factors. There was discussion about developers who might incorporate transportation into their housing plans could potentially earn bonus points. IE. A developer could offer a family a monthly bus pass so a family could become a one-car household, thus saving the family money that they could use for housing. Reames asked about thresholds of submissions of the RFP and the maximum dollar amount an applicant could request. There was discussion about the RFP subcommittee and if they would become the committee that scores the RFP applications. Washington engaged the Board in discussion about the funding threshold, creating more affordable housing vs. creating new housing and timeline of RFP release. He reviewed App's comments from the last meeting. He suggested that someone should give the City Commission an update. He thanked the staff.

- VI. Public Comment-None
- VII. Meeting adjourned at 11:24pm