

MINUTES JUNE 20, 2023

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on June 20, 2023 in the community room of Campau Commons at 821 Division South, Grand Rapids, Michigan. The Vice President called the meeting to order at 6:00 p.m.

Roll Call: Present: Bernier, Miles, Zylstra

Absent: Alexander, Steimle-App

The Vice President declared a quorum present.

Also attending: Executive Director Lindsey Reames, Business Intelligence Analyst Jose Capeles, Deputy Executive Director Hattie Tinney, Communication and Program Coordinator Joyce Smith, Michelle Johnson, Sarah Dorris, Sarah Turner, Loriann Dorris-Carter, De'Andre Cavelle Winston, Jr., Deonte Jackson, Tonya Green, Keasha Fowler, and Armanie Fowler.

Recipients of the Jean McKee Scholarship Award, Michelle Johnson and Sarah Dorris, came forward to be recognized for their accomplishments and were presented with their award certificates and checks.

PUBLIC COMMENTS:

There were no public comments.

MINUTES:

Commissioner Bernier, supported by Commissioner Miles, moved to approve the Minutes of the regular meeting of May 16, 2023.

Ayes: Bernier, Miles, Zylstra

Nays: None

The Vice President declared the motion carried.

RESOLUTIONS & MOTIONS:

1. The Vice President presented the Commission with a copy of the resolution approving the financial statements for period ending May 31, 2023.

23-17 The following resolution was introduced and considered:

**Resolution to Approve Financial Dashboard Reports that reflect the
Operating Statement of Income and Expenditures**

WHEREAS, the Operating Statement of Income and Expenditures for the period ended May 31, 2023 has been prepared for and reviewed by Executive Staff at the Grand Rapids Housing Commission; and

WHEREAS, this information has been prepared for the Housing Commission Board in a financial dashboard format; and

WHEREAS, the Housing Commission staff and Board, in its review, has determined that the expenditures are appropriate for the efficient and economical operation of the Housing Commission for the purpose of serving low income families.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION, that the Operating Statement of Income and Expenditures as represented in the dashboards for the period ended May 31, 2023 are in all respects approved.

Commissioner Bernier, supported by Commissioner Miles, moved adoption of the foregoing resolution.

Ayes: Bernier, Miles, Zylstra

Nays: None

The Vice President declared the motion carried.

2. The Vice President presented the Commission with a copy of the resolution approving award of project-based vouchers to Samaritas.

23-18 The following resolution was introduced and considered:

Resolution to Approve Award of Project-Based Vouchers

WHEREAS, in an effort to expand the inventory of affordable housing for lower-income households, the U.S. Department of Housing and Urban Development (HUD) permits public housing authorities to use its tenant-based voucher funding to allocate project-based vouchers to stimulate new construction, substantial rehabilitation and; in some cases, long-term conversion of existing housing.

WHEREAS, this community has substantial need of additional decent, safe, and affordable housing; and

WHEREAS, the Grand Rapids Housing Commission has the desire and experience to work with local non-profits in their efforts to develop affordable housing and has received a non-competitive request from Samaritas Affordable Living of Spring Lake for eight (8) Project-Based Vouchers; and

WHEREAS, under federal statute 24 CFR, Subpart B, Section 983.51 and the Grand Rapids Housing Commission's HCV Administrative Plan, vouchers may be awarded without competition where the proposal has been selected in accordance with such program's competitive selection requirements; and

WHEREAS, Samaritas has been awarded Low-Income Housing Tax Credits from MSHDA in a competitive selection process and has requested from the Housing Commission eight (8) project-based vouchers to assist applicants to more fully access affordable housing.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Executive Director is authorized to non-competitively award eight (8) project-based vouchers and enter into various contract and

program documents as required by the Project-Based Voucher program for the Samaritas Affordable Living of Spring Lake.

Commissioner Bernier, supported by Commissioner Miles, moved adoption of the foregoing resolution.

Ayes: Bernier, Miles, Zylstra

Nays: None

The Vice President declared the motion carried.

3. The Vice President presented the Commission with a copy of the resolution approving award of award of project-based vouchers to LINC Up.

23-19 The following resolution was introduced and considered:

Resolution to Approve Award of Project-Based Vouchers

WHEREAS, in an effort to expand the inventory of affordable housing for lower-income households, the U.S. Department of Housing and Urban Development (HUD) permits public housing authorities to use its tenant-based voucher funding to allocate project-based vouchers to stimulate new construction, substantial rehabilitation and; in some cases, long-term conversion of existing housing.

WHEREAS, this community has substantial need of additional decent, safe, and affordable housing; and

WHEREAS, the Grand Rapids Housing Commission has the desire and experience to work with local non-profits in their efforts to develop affordable housing and has completed a competitive process to award project-based vouchers; and

WHEREAS, relative to the 2021 Request for Proposals for Project-Based Vouchers to award 50 vouchers, Commissioners have to date approved the awarding of thirty-eight (38) Project-

Based Vouchers for four (4) developments. The award of the remaining 12 project-based vouchers of the 2021 RFP was delayed due to litigation to resolve pending claims on real property necessary to gain site control and meet the federal definition of a “project”.

WHEREAS, staff has received additional information sufficient to now recommend award of twelve (12) project-based vouchers to LINC Up for the development of the MoTown Square project. Scoring matrix attached. This voucher award is authorized by the project-based program regulations, the GRHC Administrative Plan, and approval by HUD on April 15, 2022.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Executive Director is authorized to enter into various contract and program documents as required by the Project-Based Voucher program for LINC Up/MoTown Square for twelve (12) project-based vouchers.

Commissioner Bernier, supported by Commissioner Miles, moved adoption of the foregoing resolution.

Ayes: Bernier, Miles, Zylstra

Nays: None

The Vice President declared the motion carried.

4. The Vice President presented the Commission with a copy of the resolution approving appliance purchase and maintenance software RFP.

23-20 The following resolution was introduced and considered:

**Resolution to Approve Award of Appliance Purchase and
Maintenance Software RFP**

WHEREAS, the GRHC wants to ensure an energy efficient and well-functioning inventory of appliances for the households living in GRHC owned and managed properties, a request for proposals (RFP) was issued requesting respondents for the immediate replacement of aged and

obsolete refrigerators (517) currently in use as well as commercial washers and dryers (29 of each) (Part A) and software to manage the maintenance and inventory of all appliances in the GRHC portfolio (Part B). Part A also requested information on warranties, best price options for the purchase of other appliances during the term of the contract and types and costs of service contracts; and

WHEREAS, GRHC solicited six (6) vendors who could provide the requested services and received three (3) responses; and

WHEREAS, two (2) of the requested respondents, Synergy Appliance and Decker and Sons, submitted a proposal by the May 26th, 2023 deadline, and one respondent indicated they provided service contracts and would not be responsive the RFP (APEX); and

WHEREAS, the proposals were reviewed and scored by an evaluation team to determine if the proposal was responsive and responsible based on the evaluation criteria outlined in the RFP; and

WHEREAS, Synergy in their response provided a proposal for both (Part A) and (Part B) while Decker chose to only submit a proposal for (Part A); and

WHEREAS, the evaluation team scored the proposals and made their recommendation based on (Part A) and (Part B) independently and in both cases Synergy was the proposal rated the highest and determined to be responsible and responsive to the RFP; and

Evaluator	Proposers					
	Still Waters Software Solutions LLC (Synergy Appliances)		Decker & Sons Appliance		Apex Appliance*	
	(Part A)	(Part B)	(Part A)	(Part B)	(Part A)	(Part B)
Team Member 1	60/60	75/75	52.5/60	0/75	NR	NR
Team Member 2	59/60	73/75	56/60	0/75	NR	NR
Team Member 3	59/60	70/75	52/60	0/75	NR	NR

*verbally indicated they would be non-responsive

WHEREAS, the cost for the immediate purchase of 517 refrigerators, 29 commercial washers and dryers and the inventory/maintenance software of the selected proposal is below the independent cost estimate (ICE):

Proposers					
Still Waters Software Solutions LLC (Synergy Appliances)		Decker & Sons Appliance		Independent Cost Estimate*	
(Part A)	(Part B)	(Part A)	(Part B)	(Part A)	(Part B)
\$407,140	\$35,568 annually	\$424,245	NR*	\$458,000	\$45,920

Also under Part A, the discounts offered for future purchase of other/additional appliances was landed costs + 20-25% (depending on the number purchased) and care plan costs and offered repair services were reasonable; and

WHEREAS, the contract costs will be funded in the respective property appliance budget lines items with operational revenue or reserve accounts and the term of the contract is an initial two-year (2) period with three (3) one year extension options; and

WHEREAS, GRHC desires approval to proceed in awarding the contract to Synergy Appliance\Still Waters Software Solutions, LLC;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Executive Director is authorized to execute a contract with Synergy Appliance/Still Water Software Solutions for the purchase of immediate need appliances in an amount not to exceed \$407,140 + 10% contingency and inventory and maintenance software not to exceed \$35,568/annually. Further, repair and service contracts and future need appliances may be purchased as outlined in the response documents.

Commissioner Bernier, supported by Commissioner Miles, moved adoption of the foregoing resolution.

Ayes: Bernier, Miles, Zylstra

Nays: None

The Vice President declared the motion carried.

5. The Vice President presented the Commission with a copy of the resolution approving signature authority for 2024 HOME_ARP funding.

23-21 The following resolution was introduced and considered:

**Resolution for Signature Authorization for the City of Grand Rapids
for the 2024 HOME-ARP funding award for Hope Community**

WHEREAS, on December 20, 2022, the Board acknowledged submission of a Notice of Intent to the City of Grand Rapids for funding under the Neighborhood Investment Plan and authorized the Executive Director to submit a response to a Request for Proposal if invited; and

WHEREAS, on April 26, 2023, GRHC received notice from city staff that the City Commission approved a FY 2024 Neighborhood Investment Plan and HOME-ARP funding award for the Grand Rapids Housing Commission in the amount of \$500,000 for rehabilitation at Hope Community; and

WHEREAS, on May 12, 2023, city staff requested the completion of a Pre-Agreement Certification form (attached) that requires a signature authorization form identifying persons authorized on behalf of the Grand Rapids Housing Commission to execute and deliver to the City of Grand Rapids contractual agreements, mortgages, promissory notes and any other documentation as may be required related to the Hope Community HOME-ARP award; and

WHEREAS, the Board does authorize the following persons to execute and deliver without further action or authority or direction from the Board of Commissioners required documents:

Lindsey S. Reames, Executive Director

Hattie Tinney, Deputy Executive Director

Kris Endres, Finance Manager

WHEREAS, the city is authorized to rely on the continuing force and effect of this resolution until receipt by the City at its principal office of notice in writing from GRHC of any of notice from GRHC of any amendments or alterations to this resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Board does authorize Lindsey S. Reames, Hattie Tinney and Kris Endres to execute and deliver without further action or authority or direction from the Board of Commissioners required documents related to the FY 2024 HOME-ARP funding. Further, the city is authorized to rely on the continuing force and effect of this resolution until receipt by the City at its principal office of notice in writing from GRHC of notice from GRHC of any amendments or alterations to this resolution.

Commissioner Bernier, supported by Commissioner Alexander, moved adoption of the foregoing resolution.

Ayes: Bernier, Miles, Zylstra

Nays: None

The Vice President declared the motion carried.

6. The Vice President presented the Commission with a copy of the resolution approving award of contract for Family Self-Sufficiency management.

23-22 The following resolution was introduced and considered:

**Resolution to Award a Contract for Family Self-Sufficiency (FSS) Program
Management**

WHEREAS, the Housing Commission is required to seek competitive bids to ensure that products and services are procured and awarded to the most responsible and responsible bidder based on the evaluation criteria; and

WHEREAS, the GRHC has had extensive staff turnover for FSS Coordinators in the past 24 months and has not maximized the HUD funded grant for this program for the past two grant awards; and

WHEREAS, some deficiencies with the FSS program have recently been identified with annual and interim recertifications, escrow deposits, and terminations that need to be addressed as soon as possible and;

WHEREAS, the Housing Commission Board does not meet in the month of July but staff anticipate a competitive contract award can be made prior to the August meeting to begin to address the deficiencies as soon as possible, and

WHEREAS, staff recommends approval of a contract in an amount not exceed the available annual grant amount immediately upon completion of the competitive proposal evaluations; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRAND RAPIDS HOUSING COMMISSION that the Executive Director is authorized to award a contract for program management for the Family Self-Sufficiency program in an amount not to exceed the grant funding provided by HUD following the competitive procurement process.

Commissioner Bernier, supported by Commissioner Miles, moved adoption of the foregoing resolution.

Ayes: Bernier, Miles, Zylstra

Nays: None

The Vice President declared the motion carried.

DIRECTOR'S REPORT

1. The Executive Director presented the Board with a copy of the Vacancy and Voucher dashboard reports for May 2023. Vacancies are currently higher due to the waitlist purge but the waitlists are now up to date so filling units will be more timely now. Housing Choice Voucher utilization has increased.

2. The Executive Director presented the Board with a copy of the Personnel Report for June 2023.

3. The Executive Director presented the Board with the travel and training schedule. Several upcoming conferences will offer commissioner training, but the final agendas have not been published yet.

4. The Executive Director updated the Board on the waitlist purge that was accomplished during the last month. The number of names on the waitlists decreased from around 110,000 to 13,476. The family sites still have lengthy waitlists.

5. The Executive Director informed the Board that allocations for two AmeriCorps workers were received. One person will be working on housing navigation and the other will be getting the EnVision Center up and running. Both positions will start in the fall and will be funded for twelve months.

6. The Executive Director updated the Board on the Section 18 application. There are fifteen remaining Scattered Site properties. Property rehabilitation is being completed on the vacant units and progressing on the occupied units. The appraisals have expired so are being redone. Talks with ICCF are happening to determine if there is a way that the agencies can work together to keep the families housed in the units that they now occupy.

The Vice President declared the meeting adjourned at 6:35 pm.

Lindsey S. Reames

Executive Director