



Kent County Community Action

Advisory Governing Board

Virtual Meeting

Thursday, March 18, 2021

Pursuant to MCL 15.263a(1)(a), the Kent County Community Action Advisory Governing Board of the Kent County Board of Commissioners will conduct its meeting via electronic communications to protect the Public Health. Any member of the public wishing to listen to the proceedings or provide public comment may do so by using the following internet connection or phone numbers and pass code below. Closed Captioning is available via an internet connection. Those wishing to provide input or ask questions in advance of the meeting regarding business to come before the committee may submit the input or questions to susan.cervantes@kentcountymi.gov.

Join Zoom Meeting

<https://kentcountymi.zoom.us/j/92541367944>

Meeting ID: 925 4136 7944

AGENDA

1. Call to order – Chairperson, Tom Oosterbaan
2. Welcome and Roll Call for Quorum
3. January 21, 2021 Minutes Action Item
4. Strategic Planning - Information Item
Susan Cervantes, Director
5. Director's Report Information Item
 - a. Staff Updates
 - b. Assistance Activities
 - c. Monitoring
 - d. Orientation
6. Coronavirus Emergency Rental Assistance Program Information Item
Susan Cervantes, Director

We work to eliminate the causes and circumstances of poverty by investing in individuals and families with lower incomes. Through dedicated staff and community partnerships we provide services, resources, education and advocacy to improve the quality of life for all residents of Kent County.



7. Fiscal Report: *Org. Standard 8.7 - The tripartite board/advisory body receives financial reports at each regular meeting, for those program(s) the body advises, as allowed by local government procedure.*

Brenna Kotchka, Financial Analyst

Information Item

8. Programmatic Report: *Org. Standard 5.9 - The department's tripartite board/advisory body receives programmatic reports at each regular board meeting.*

Chad Coffman, Rachel Kunnath, Sherrie Gillespie- Programs Managers

Information Item

9. Other Business

10. Public Comment

11. Adjournment

**Next Scheduled Advisory Governing Board Meeting
May 20, 2021**

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Kent County Community Action (KCCA) Advisory Governing Board

Virtual Meeting via ZOOM Meeting ID# 927 1126 8570 Passcode: 923233

12:00 p.m., Thursday, January 21, 2021

Meeting Minutes

Present: Jessica White-Hatinger; Carol Glanville; Christopher Smith; Samarhia Giffel; Daniel VanderMolen; Wende Randall; Christina Swiney; Tricia VanderHaar; Tom Oosterbaan; Reyna Quintino; James Geisen, and Kendrick Heinlein

Absent: Judy Knapp; Catherine Aldridge; and Hattie Patterson

Staff: Susan Cervantes, Director; Sherrie Gillespie, Program Manager; Amanda Leija, Clerk III; Brenna Kotchka, Financial Analyst; Rachel Kunnath, Program Manager; Chad Coffman, Program Manager; and Rachel Ahee, Community Resource Specialist.

Guests: Jenny James; Nancy Haynes; Elissa Soto; and Pamela Lovell

1. Call to Order

Tom Oosterbaan called meeting to order 12:04pm

2. Public Hearing and Comment on the FFY 2021-2025 Consolidated Housing and Community Development Plan

Public notice was provided to all board members and presented on the screen to review. Kent County and the City of Grand Rapids will run their programs separately. No written comments were emailed as of today.

Nancy Haynes from Fair Housing Center of West Michigan commented the Fair Housing Center of West Michigan has been a recipient for several years and is pleased that the Consolidated Plan continues to make fair housing a priority.

The question was asked regarding the cut off between low and moderate income. Chad Coffman responded stating that 80% AMI is used for providing funding to local government to do large projects in housing rehabilitation, fair housing enforcements, affordable housing development, etc. While 60% AMI is used for rental assistance, Emergency Solutions Grant, or shelter assistance. AMI is area medium income. KCCA also operates grants using the federal poverty guidelines which are different.

The question was asked regarding if this money is to be used internally. Chad Coffman responded stating that the County has the option to use subrecipients to operate programs and has done that historically by putting out an application for funding to run a program annually for the CDBG programs. Funding could be used internally to supplement other programs county wide outside of the City of Grand Rapids and the City of Wyoming. Subrecipients could also be used for the HOME program to operate programs for things such as new housing development or down payment assistance.

The question was asked regarding if there are timelines posted for when you can apply. Chad Coffman responded stating there are no timelines posted currently. The 5-year plan is a few months behind in this process due to COVID. February or March is the target for non-profits to apply for 2021 funding.

The question was asked regarding how the posting dates and applications are communicated to different agencies. Chad Coffman responded stating that in the past it was an email to previously used agencies but will be changing to attract a broader array of non-profits. It has not previously been posted on the county website, but processes are being updated.

The use of Federal Poverty Guidelines or Area Median Income is dictated by the grant funding that is received. Most CSBG, state grants, Weatherization dollars, and CFR grants are all Federal Poverty Guidelines while most of the HUD grants such as CDBG and HOME are Area Median Income. It depends on funding source and regulations. AMI v FPG chart will be sent out to board members for viewing. All comments will be recorded formally with the submission of the Consolidated Plan.

3. Welcome and Roll Call for Quorum

Quorum Obtained

4. Approval of Meeting Minutes – November 18, 2020.....Action Item

No minutes were provided due to an error with closed captioning. The recorded minutes will be reviewed, and minutes created for approval during the next meeting.

5. Strategic Planning.....Information Item

Process of wrapping everything up. Motion to approve the strategic plan.

Motion to Approve: Wende Randall

Support: Jessica White-Hattinger

Approved by vote: Motion carried.

6. Director's Report.....Information Item

Susan Cervantes, Director

- a. Staff Updates – Currently in the process of hiring a few part-time drivers, otherwise, fully staffed to date.
- b. COVID-19 Update – A report was provided to board members showing all activities through November. COVID Relief Funds were spent out to be on track for the December end date but then it was extended to February 2021. Some have money left over and will be spent once amendments are received. After using the CSBG CARES dollars the County asked to reimburse those costs which put that grant at zero expenditures. This resulted in more money to spend after Treasury and other COVID dollars are gone. Due to continuance of COVID funding with the act signed on December 27, 2020, there may be more funding in the future. In this act, there is a designated stream of rental assistance that KCCA may be assisting with. Most KCCA employees are still working remotely.
- c. Assistance Activities – KCCA assisted the son of an employee with rental assistance
- d. Monitoring – Currently responding to requests for desk reviews of the Weatherization Program and Senior Services Programs as well as financial and programmatic monitoring.

7. **Donation, Cost Share, and Repayment Policy.....Action Item**
Rachel Kunnath, Senior Services Program Manager

This policy was previously approved by this board and the Governing Board but was updated to broaden the scope of the policy to include the cost share through Weatherization and repayments to HCV, include required language by grantors, and included reference to the appropriate code of ethics. There are also minor adjustments in procedural processes.

Motion to Approve: Kendrick Heinlein
Support: Christina Swiney
Approved by vote: Motion carried.

8. **Community Development Block Grant (CDBG) Moderate Homeowner Rehabilitation Financing Limits Policy.....Action Item**
Chad Coffman, Community Development Program Manager

Community Development is seeking permission to change the financing limit of Housing Rehab Program from \$25,000 to \$40, 000. The County has provided housing rehabilitation loans at 0% interest which are fully forgivable to low/mod income level households since 1983. Since the start of the program there has been a limit of \$25,000. Due to increased costs over the years a dollar limit increase is needed to be able to assist with more rehabilitation issues within the home and households that were previously unable to be assisted due to the current limit set.

Motion to approve: Carol Glanville
Support: Tricia VanderHaar
Approved by vote: Motion carried.

9. **Fiscal Reports.....Information Item**
Brenna Kotchka, Financial Analyst

Org. Standard 8.7 – The tripartite board/advisory body receives financial reports at each regular meeting, for those program(s) the body advises, as allowed by local government procedure.

A report was provided in the packet for board members to review. The Housing Commission has approved the Family Self Sufficiency Grant and Budget for 2021. The Corona Relief Funds were extended to February 15, 2021. KCCA also received a Community Services Block Grant(CSBG) Discretionary for \$18,000 and CSBG Cares has increased about \$20,000. There was also an increase of \$36,000 for regular CDBG grants. The County received a CARES grant from the Treasury that KCCA was awarded approximately \$675,000 to replenish CSBG CARES funding.

10. **Programmatic Reports.....Information Item**
Sherrie Gillespie, Chad Coffman, Rachel Kunnath – Program Managers

Org. Standard 5.9 – The department’s tripartite board/advisory body receives programmatic reports at each regular board meeting.

A chart has been provided to board members for review through November. Due to COVID funds being given some grants were utilized and then stopped in order to spend out grants that had earlier ending dates first. The chart shows 0 units in MEAP units due to clients needing to go through MDHHS first in order to spend those funds and using CARES funds first in order to spend those out.

11. Other Business

No other business

12. Public Comments

No public present

13. Adjournment.....Action Item

Motion to approve: Jessica White-Hatinger

Support: Wende Randall

Approved by vote: Motion carried. Meeting adjourned at 12:59pm

Next Scheduled Advisory Governing Board Meeting
Thursday, March 18, 2021

We work to eliminate the causes and circumstances of poverty by investing in individuals and families with lower incomes. Through dedicated staff and community partnerships we provide services, resources, education and advocacy to improve the quality of life for all residents of Kent County.



*Coronavirus Emergency Rental Assistance Program
(CERA)*

IMPLEMENTATION PLAN

February 9, 2021



1 Introduction

1.1 Purpose

The purpose of this Plan is to organize the facets of implementing the Coronavirus Emergency Rental Assistance Program (CERA) at Kent County Community Action (KCCA).

1.2 Project Overview

The CERA program will provide emergency rent and utility assistance to prevent eviction and utility shut off during the ongoing response to the pandemic. The program will begin when the funding is appropriated by the State Legislature (estimated by 2/15/2021) through 12/30/2021. Homeless shelters, long-term rental assistance and supportive housing are not eligible for funds through this CERA program.

The information provided in the Plan is preliminary. Without formal guidance and a grant agreement from MSDHA, the details of this effort are not clearly defined. To date, MSHDA has shared the following program requirements:

- Program up and running with 75% of staff hired by March 15, 2021
- 65% of grant funds spent by Sept. 30, 2021
- All grant funds spent by Dec. 30, 2021

1.3 Project Description

The funding is part of the \$25 billion federal Emergency Rental Assistance Program in the Consolidated Appropriations Act of 2021, signed into law on December 27, 2020. It provides the State of Michigan with federal funding to assist households that are unable to pay rent and utilities due to the COVID-19 pandemic. Governor Whitmer's Michigan COVID Recovery Plan, released on Jan. 19, allocated this federal funding to help more Michiganders stay in their homes.

MSHDA reports that Kent County will receive approximately \$38.5 million, with ten percent for operational expenses and 90% for direct services. The Kent County program will be administered through a partnership with KCCA and The Salvation Army.

CERA will help eligible renters with their past due rent and utility payments (electricity, home heating, water and sewer). Eligible renter households have incomes less than 80% of Area Median Income and meet the following conditions:

- Individual(s) in the household has qualified for unemployment benefits or has experienced a reduction in household income, incurred significant costs, or has experienced other financial hardship due directly or indirectly to the coronavirus outbreak; and
- Individual(s) in the household can demonstrate a risk of experiencing homelessness or housing instability evidenced by a past due utility or rent notice.



Renters will apply for assistance online. KCCA is expected to support approximately half of the applicants, with The Salvation Army (TSA) supporting the other half. KCCA and TSA will case workers will:

- do intake and case management,
- collect required documentation from clients,
- determine eligibility,
- communicate with the clients, landlords and utility companies to coordinate assistance,
- input data into the statewide CERA online portal (MSHDA is creating a new system for CERA data management. They estimate it will be available in mid-March and all participating agencies will need to be trained to use it).

MSHDA will approve an entity in each county to serve as the fiduciary to receive the grant dollars and allocate them to the landlords and utility companies. ***As of February 5, The Salvation Army and the Continuum of Care/Heart of West Michigan United Way reported they do not have the capacity to serve as the fiduciary. This is a critical decision point for discussion.***

2 Implementation Overview

Due to the expeditious nature of this project, the organization and implementation of this project needs to be done quickly. This may mean calling for special meetings to discuss the essential details, especially the staffing of the project. There must be flexibility available in making decisions that allow for the project to be swiftly realized. Any delays will jeopardize the funding for Kent County and will negatively affect Kent County residents needing assistance with rent and utility arrearages.

2.1 Points-of-Contact

The primary organization of this project will be completed by Susan Cervantes, Director, KCCA with the assistance of the Deputy County Administrator, Department Directors and/or their designated staff from Human Resources, Purchasing, Fiscal Services, Facilities and Information Technology. The key internal and external partners are defined in the following table.



Role	Name	Notes
MSHDA	Peggy Pernter, COVID Emergency Rental Assistance	Funding source and statewide leadership of CERA
Heart of West Michigan – United Way	Courtney Meyers-Keaton; Gail Montgomery	Lead Fiduciary agency for CoC. Involved in set up and oversight of program. 2/10/2021 met to discuss possibility of cutting checks etc.
The Salvation Army	Mary Wilkins, Social Services Director	Partner agency to KCCA providing case management and other services to approximately one half of the CERA clients in Kent County. Two meetings have been held to discuss the project during Week of 1/28/2021 with The Salvation Army and COC Coordinator Courtney Meyers-Keaton. Additional meeting was held on 2/2/2021 to address strategies.
KCCA Project/Program Manager	Susan Cervantes	Provides overall planning and coordination for the implementation within KCCA as the partner agency serving the other half of the CERA clients.
KCCA Project Supervisor	To be determined	Tentatively assigned to provide day to day supervision of the CERA implementation and staff members
Administrative Supervisor	Jenny James	Two meetings were held; one with HR representative. Tasks assigned. Will support internal communication and necessary approvals by the Board of Commissioners/ Standing Committees. Met on 2/2 to discuss implementation plan and details.
Human Resources	Amy Rollston Stephanie Hernandez	Meeting held on 1/29/2021 to discuss initial staffing needs. Tasks assigned for clarification of needs. 2/3 – received follow up email from S. Hernandez assigning David Seymor to project. Met on 2/9 to discuss the logistics for the pending UAW meeting in the afternoon.



Information Technology	Tim Beck Cynthia Robinson	Emails have been exchanged to obtain information. Prices have been obtained for technology and phones. 2/3 – sent clarifying email regarding IT issues that were identified.
Facilities	Al Jano Mark Rauch	Discussions regarding the possibility of inhabiting 82 Ionia as the work center and furniture. Will obtain the square footage for Occupancy charges. 2/2 conducted a walk thru of 82 Ionia to visualize set up and ascertain technology needs. 2/9 discussed with Mark the drawings rendered for the suite. Also discussed possibility of purchasing refurbished furniture versus leasing. Received specs for furniture rental 2/8/2021.
Fiscal Services	Brenna Kotchka	Assistance in putting together the budget. Some details are still needed but a draft budget was created.
Purchasing	Cal Brinks	Will be contacted regarding necessary mass purchases such as technology equipment and furniture.
Legal	Linda Howell	Review of grant agreement
Risk Management	Stephanie Lee	Once agreement is reviewed, will send to Stephanie required insurances, liabilities, etc. for compliance

2.2 KCCA Staffing

Processing and case management for the number of County residents served by a grant of this size cannot be absorbed by the current KCCA staff. Anticipated staffing needs based on initial meetings with MSHDA –

- 17 additional full-time temporary case workers/community services assistants (2-3 multilingual), made up of 22 positions
- 2 additional full-time temporary clerks.
- 1 project supervisor from the existing KCCA staff

A staffing and recruitment plan is attached to this Implementation Plan.

The additional temporary staff will need office space, furniture and technology tools (outlined in the budget table in Section 2.5).



2.3 Major Tasks

KCCA

- Oversee the implementation of the project and monitor operations
- Collaborate with MSHDA and The Salvation Army to meet the program objectives and requirements
- Provide training and supervision for personnel
- Monitor spending of the administration portion of the grant
- Ensure that all prerequisites have been fulfilled
- Acquire necessary supplies, technology, licenses, and other items prior to implementation

Board of Commissioners

- Approve grant agreement and authorize execution
- Appropriate the funds

Administrative

- Assist with the communication of the project/facilitate meetings with the appropriate personnel
- Assist with the Board of Commissioners tasks (perhaps allowing for emergency agenda items)
- Collaborate with KCCA to promote the program in the community
- Develop Implementation Plan – requested of Susan 1/29/2021

Human Resources

- Meet with Susan and Jenny to discuss staffing needs and possibilities – 1/29/2021 with Stephanie Hernandez
- Discuss with UAW how the positions can be posted in order to be hired for the project
- Job description comparison of Community Resource Specialist vs. Project Supervisor – Susan
- Recruitment Plan – Susan
- Develop recruitment messaging once decision has been made – Susan and Stephanie

Counsel

- Review and approval of the grant agreement from MSHDA

Fiscal Services

- Collaborate with KCCA to establish budget for project; identify items necessary for charges
- Create codes for staff to utilize in A360
- Assist in preparing Action Request for appropriations
- Review contract regarding Risk Management
- Create/print necessary items?

Purchasing

- Support the purchase of necessary supplies, technology



Information Technology

- Assist with the installation of a phone system and assign telephone numbers accordingly (IT has phones available for use)
- Prepare 82 Ionia facility for technological needs (prepare and set up desk top computers and monitors,
- Facilitate internet access and wiring
- Provide all technical assistance
- Ensure that all technological prerequisites are completed prior to start date, including the ability to interact with the software and encryption of the data

Facilities

- Prepare 82 Ionia, Floor 3 for occupancy
- Coordinate with IT to ensure appropriate wiring for phones and desk tops
- Ascertain square footage
- Inventory furniture
- Help in leasing/purchasing furniture, if necessary
- Set up suite for social distancing work areas
- Prepare entry cards

**lists may not include everything and may be increased as necessary*

2.4 Implementation Schedule

MSHDA's current Project Implementation and spending requirement requires expeditious implementation for this project to be successful. Everything will be done to secure necessary approvals and the needed staff, items and space as soon as possible.



2.5 Estimate Budget (as of 1/31/21)

CERA FUNDS

Estimate Budget

Coronavirus Rental Assistance Program

Version 1

1/31/2021

Items	#	Cost/per	Total
Project Supervisor (1FTE) <i>temporary for duration of grant</i>	1	\$ 87,954	\$ 87,954
Clerk II (2FTE) <i>*temporary without benefits</i>	2	\$ 34,028	\$ 68,056
Community Services Asst. (17FTE) <i>*22 temporary positions equaling 17 FTE</i>	17	\$ 39,936	\$ 678,912
Computers, Monitors, Scanners, Dock	22	\$ 2,305	\$ 50,710
Adobe Pro Licenses	22	\$ 461	\$ 10,142
Occupancy (sq.ft) <i>*month</i>	5000		\$ -
Travel (mileage)	4000	\$ 0.585	\$ 2,340
Furniture			\$ -
Internet/Technology <i>*month</i>	10	\$ 400	\$ 4,000
Supplies <i>* month</i>	10	\$ 500	\$ 5,000
Parking spaces <i>*month</i>	22		\$ -
Cost Allocation <i>*month</i>	10		\$ -
Printer Rental <i>*month</i>	10	\$ 1,000	\$ 10,000
Postage <i>*month</i>	10	\$ 750	\$ 7,500
Software License	22		\$ -
Phones (only service) <i>*month</i>	10		\$ -
Total			\$ 924,614

equals unknown data at this point

Agency-wide Budget

Grant Acronym	Grant Name	Grant Term	% of Time In Grant Term (thru Dec 2020)	Grant Total
Operational				
CGR ADMIN	City of Grand Rapids (Admin)	7/1/20 -6/30/21	50%	\$ 15,000
CGR SUP	City of Grand Rapids (Support)	7/1/20 -6/30/21	50%	\$ 115,000
CSBG	Community Services Block Grant	10/1/19 - 9/30/21	63%	\$ 1,318,366
KC SUP	Kent County (Support)	1/1/20 - 12/31/20	100%	\$ 44,474
KCADMIN	Kent County (Admin)	1/1/20 - 12/31/20	100%	\$ 19,173
Emergency Services (Utility Assistance/Homelessness Prevention)				
GRICB	Grand Rapids Individual Circuit Breaker Program	1/1/20 - 12/31/20	100%	\$ 195,992
MEAP	MEAP	10/1/20 - 9/30/21	25%	\$ 62,000
W4W	Walk for Warmth	Life to Date	N/A	\$ 38,934
Comp Care	Compassionate Care	Life to Date	N/A	\$ 64,890
Housing Services				
CDBG 16-17	Community Development Block Grant	7/1/20 -6/30/21	50%	\$ 39,953
CDBG 17-18	Community Development Block Grant	7/1/20 -6/30/21	50%	\$ 110,818
CDBG 18-19	Community Development Block Grant	7/1/20 -6/30/21	50%	\$ 141,751
CDBG 19-20	Community Development Block Grant	7/1/20 -6/30/21	50%	\$ 921,340
CDBG 20-21	Community Development Block Grant	7/1/20 -6/30/21	50%	\$ 1,750,350
CDBG	CDBG Lead Hazard Control (CHIP)	10/1/20 - 9/30/21	25%	\$ 5,000
COC SRA	Continuum of Care Shelter Rental Assistance	7/1/20 -6/30/21	50%	\$ 497,445
COC TRA	Continuum of Care Tenant Rental Assistance	7/1/20 -6/30/21	50%	\$ 1,030,191
DOE	Department of Energy	7/1/20 -6/30/21	50%	\$ 1,485,029
ESG 18-19	Emergency Solutions Grant PPC 18-19	7/1/18 - 12/31/20	100%	\$ 136,428
ESG 19-20	Emergency Solutions Grant PPC 19-20	7/1/19 - 6/30/21	75%	\$ 149,297
ESG 20-21	Emergency Solutions Grant PPC 20-21	7/1/20 - 6/30/22	25%	\$ 154,368
FSS	Family Self-Sufficiency	1/1/20 - 12/31/20	100%	\$ 133,806
HCV	Housing Choice Voucher	1/1/20 - 12/31/20	100%	\$ 4,572,589
HOME 14-15	HOME	7/1/20 -6/30/21	50%	\$ 63,189
HOME 15-16	HOME	7/1/20 -6/30/21	50%	\$ 22,861
HOME 16-17	HOME	7/1/20 -6/30/21	50%	\$ 216,181
HOME 17-18	HOME	7/1/20 -6/30/21	50%	\$ 607,167
HOME 18-19	HOME	7/1/20 -6/30/21	50%	\$ 603,767
HOME 19-20	HOME	7/1/20 -6/30/21	50%	\$ 900,567
HOME 20-21	HOME	7/1/20 -6/30/21	50%	\$ 967,021
LIHEAP	LIHEAP Weatherization	10/1/20 - 9/30/21	25%	\$ 202,021
Senior Services				
HSA	Hispanic Senior Activities	Life to Date	N/A	\$ 6,268
ITP	Interurban Transportation Program	10/1/20 - 9/30/21	25%	\$ 20,856
KCSM - MEALS	Sr. Millage - Meals	1/1/20 - 12/31/20	100%	\$ 83,395
KCSM -O&A	Sr. Millage -Outreach	1/1/20 - 12/31/20	100%	\$ 76,445
KCSM -TRANS	Sr. Millage -Transportation	1/1/20 - 12/31/20	100%	\$ 156,959
KCSM - WX	Sr. Millage -WX	1/1/20 - 12/31/20	100%	\$ 49,536
NSIP	Nutrition Services Incentive Program	10/1/20 - 9/30/21	25%	\$ 12,592
OAA O&A	Older Americans Outreach & Assistance	10/1/20 - 9/30/21	25%	\$ 42,318
MDOTEM	MDOT Enhanced Mobility	1/1/20 - 12/31/20	100%	\$ 199,185
Specialized Services				
TEFAP	The Emergency Food Assistance Program	10/1/20 - 9/30/21	25%	\$ 377,124
CSFP	Commodity Supplemental Food Program	10/1/20 - 9/30/21	25%	\$ 102,782
Coronavirus Relief Grants				
CAPFFCRA	Commodity Assistance Program Families First	5/1/20 - 9/30/20	100%	\$ 31,616
CDBG Covid	Community Development Block Grant CV-1	4/1/20 - 9/30/22	30%	\$ 1,023,791
CSBG Covid	Community Services Block Grant	4/1/20 - 9/30/22	30%	\$ 1,606,792
ESG Covid	Emergency Solutions Grant Round 1	4/1/20 - 9/30/22	30%	\$ 532,303
HCVAF	HCV Cares Act Round 1	5/1/20 - 12/31/20	100%	\$ 61,716
HCVAF	HCV Cares Act Round 2	8/1/20 - 6/30/21	45%	\$ 74,396
CRFFES	Emergency Services	8/1/20 - 12/30/20	100%	\$ 138,988
CRFDD	Digital Divide	8/1/20 - 2/15/21	67%	\$ 238,108
Water Asst	Water Assistance Program	8/1/20 - 12/30/20	100%	\$ 476,927
QCARE	Quarantine Box	8/1/20 - 2/15/21	67%	\$ 50,000
Water-Plumb	Water - Plumbing Repair	8/1/20 - 2/15/21	67%	\$ 345,000
Migrant	Migrant Farmworker	8/1/20 - 2/15/21	67%	\$ 200,000
GRAND TOTALS				\$ 22,492,066

Operating Budget Synopsis

Grant Acronym	% of Time in Grant Term (thru Dec 2020)	Grant Total	Total Expenditures to Date	% of Total
Operational				
CGR ADMIN	50%	\$ 15,000	\$ 3,085	21%
CGR SUP	50%	\$ 115,000	\$ 34,554	30%
CSBG	63%	\$ 1,318,366	\$ 753,726	57%
KC SUP	100%	\$ 44,474	\$ 44,474	100%
KCADMIN	100%	\$ 19,173	\$ 19,173	100%
Emergency Services (Utility Assitance/Homelessness Prevention)				
GRICB	100%	\$ 195,992	\$ 106,909	55%
MEAP	25%	\$ 62,000	\$ 3,640	6%
W4W	N/A	\$ 38,934	\$ 3,191	8%
Comp Care	N/A	\$ 64,890	\$ 6,404	10%
Housing Services				
CDBG 16-17	50%	\$ 39,953	\$ 39,953	100%
CDBG 17-18	50%	\$ 110,818	\$ 110,818	100%
CDBG 18-19	50%	\$ 141,751	\$ 709,781	501%
CDBG 19-20	50%	\$ 921,340	\$ 799,312	87%
CDBG 20-21	50%	\$ 1,750,350	\$ 307,929	18%
CDBG	25%	\$ 5,000	-	0%
COC SRA	50%	\$ 497,445	\$ 256,349	52%
COC TRA	50%	\$ 1,030,191	\$ 472,183	46%
DOE	50%	\$ 1,485,029	\$ 234,731	16%
ESG 18-19	100%	\$ 136,428	\$ 85,836	63%
ESG 19-20	75%	\$ 149,297	-	0%
ESG 20-21	25%	\$ 154,368	-	0%
FSS	100%	\$ 133,806	\$ 95,260	71%
HCV	100%	\$ 4,572,589	\$ 4,343,464	95%
HOME 14-15	50%	\$ 63,189	\$ 63,189	100%
HOME 15-16	50%	\$ 22,861	\$ 7,639	33%
HOME 16-17	50%	\$ 216,181	\$ 198,591	92%
HOME 17-18	50%	\$ 607,167	\$ 243,723	40%
HOME 18-19	50%	\$ 603,767	\$ 603,767	100%
HOME 19-20	50%	\$ 900,567	\$ 45,182	5%
HOME 20-21	50%	\$ 967,021	\$ 36,297	4%
LIHEAP	25%	\$ 202,021	\$ 28,169	14%
Senior Services				
HSA	N/A	\$ 6,268	\$ 233	4%
ITP	25%	\$ 20,856	-	0%
KCSM - MEALS	100%	\$ 83,395	\$ 76,757	92%
KCSM-O&A	100%	\$ 76,445	\$ 76,033	99%
KCSM -TRANS	100%	\$ 156,959	\$ 136,872	87%
KCSM - WX	100%	\$ 49,536	\$ 21,199	43%
NSIP	25%	\$ 12,592	\$ 2,495	20%
OAA O&A	25%	\$ 42,318	\$ 13,531	32%
MDOTEM	100%	\$ 199,185	\$ 199,185	100%
Specialized Services				
TEFAP	25%	\$ 377,124	\$ 90,028	24%
CSFP	25%	\$ 102,782	\$ 41,501	40%
Coronavirus Relief Grants				
CAPFFCRA	100%	\$ 31,616	\$ 31,616	100%
CDBG Covid	30%	\$ 1,023,791	\$ 6,691	1%
CSBG Covid	30%	\$ 1,606,792	\$ 49,332	3%
ESG Covid	30%	\$ 532,303	\$ 295	0%
HCVAF	100%	\$ 61,716	\$ 61,716	100%
HCVAF	45%	\$ 74,396	\$ 44,477	60%
CRFFES	100%	\$ 138,988	\$ 137,978	99%
CRFDD	67%	\$ 238,108	\$ 76,345	32%
Water Asst	100%	\$ 476,927	\$ 439,048	92%
QCARE	67%	\$ 50,000	\$ 27,234	54%
Water-Plumb	67%	\$ 345,000	\$ 131,453	38%
Migrant	67%	\$ 200,000	\$ 19,354	10%
GRAND TOTALS		\$ 22,492,066	\$ 11,340,702	

Administrative Funds

Grant Acronym	% of Time in Grant Term (thru Dec 2020)	Administrative Funds Initial Allocation	Administrative Funds Amount Expended	% Administrative Funds Expended
Operational				
CGR ADMIN	50%	\$ 15,000	\$ 3,085	21%
CGR SUP	50%			
CSBG	63%	\$ 201,221	\$ 42,598	21%
KC SUP	100%			
KCADMIN	100%	\$ 19,173	\$ 19,173	100%
Emergency Services (Utility Assistance/Homelessness Prevention)				
GRICB	100%	\$ 15,554	\$ 15,554	100%
MEAP	25%	\$ 13,456	\$ 1,391	10%
W4W	N/A			
Comp Care	N/A			
Housing Services				
CDBG 16-17	50%	\$ -	\$ -	
CDBG 17-18	50%	\$ -	\$ -	
CDBG 18-19	50%	\$ -	\$ -	
CDBG 19-20	50%	\$ 89,531	\$ 89,531	100%
CDBG 20-21	50%	\$ 350,070	\$ 133,031	38%
CDBG	25%			
COC SRA	50%	\$ 27,369	\$ 21,151	77%
COC TRA	50%	\$ 55,623	\$ 29,594	53%
DOE	50%	\$ 94,606	\$ 9,231	10%
ESG 18-19	100%	\$ 10,232	\$ 3,855	38%
ESG 19-20	75%	\$ 11,197	\$ -	0%
ESG 20-21	25%	\$ 11,577	\$ -	0%
FSS	100%	\$ 133,806	\$ 95,260	71%
HCV	100%	\$ 305,385	\$ 123,725	41%
HOME 14-15	50%	\$ -	\$ -	0%
HOME 15-16	50%	\$ -	\$ -	0%
HOME 16-17	50%	\$ -	\$ -	0%
HOME 17-18	50%	\$ -	\$ -	0%
HOME 18-19	50%	\$ -	\$ -	0%
HOME 19-20	50%	\$ 15,634	\$ 11,731	75%
HOME 20-21	50%	\$ 94,882	\$ 18,096	19%
LIHEAP	25%	\$ 21,130	\$ 2,002	9%
Senior Services				
HSA	N/A			
ITP	25%			
KCSM - MEALS	100%			
KCSM-O&A	100%			
KCSM -TRANS	100%			
KCSM - WX	100%			
NSIP	25%			
OAA O&A	25%			
MDOTEM	100%			
Specialized Services				
TEFAP	25%			
CSFP	25%			
Coronavirus Relief Grants				
CAPFFCRA	100%			
CDBG Covid	30%	\$ 204,758	\$ 6,691	3%
CSBG Covid	30%	\$ 257,085	\$ -	0%
ESG Covid	30%	\$ 53,230	\$ 295	1%
HCVAF	100%	\$ 61,716	\$ 61,716	100%
HCVAF	45%	\$ 74,396	\$ 44,477	60%
CRFFES	100%			
CRFDD	67%	\$ 11,905	\$ 7,284	61%
Water Asst	100%	\$ 19,077	\$ 1,249	7%
QCARE	67%	\$ 5,000	\$ 2,056	41%
Water-Plumb	67%	\$ 34,500	\$ 12,955	38%
Migrant	67%	\$ 20,000	\$ 4,054	20%
GRAND TOTALS		\$ 2,227,112	\$ 759,784	

Support Funding Information

Grant Acronym	% of Time in Grant Term (thru Dec 2020)	Support Funds Initial Allocation	Support Funds Amount Expended	% Support Funds Expended
Operational				
CGR ADMIN	50%			
CGR SUP	50%	\$ 115,000	\$ 34,554	30%
CSBG	63%	\$ 1,012,145	\$ 663,453	66%
KC SUP	100%	\$ 44,474	\$ 44,474	100%
KCADMIN	100%			
Emergency Services (Utility Assistance/Homelessness Prevention)				
GRICB	100%			
MEAP	25%			
W4W	N/A			
Comp Care	N/A			
Housing Services				
CDBG 16-17	50%			
CDBG 17-18	50%			
CDBG 18-19	50%			
CDBG 19-20	50%			
CDBG 20-21	50%	\$ 1,137	\$ 1,137	100%
CDBG	25%	\$ 5,000	-	0%
COCSRA	50%			
COCTRA	50%			
DOE	50%	\$ 553,818	\$ 129,459	23%
ESG 18-19	100%			
ESG 19-20	75%			
ESG 20-21	25%			
FSS	100%			
HCV	100%			
HOME 14-15	50%			
HOME 15-16	50%			
HOME 16-17	50%			
HOME 17-18	50%			
HOME 18-19	50%			
HOME 19-20	50%			
HOME 20-21	50%			
LIHEAP	25%	\$ 82,113	\$ 18,565	23%
Senior Services				
HSA	N/A			
ITP	25%	\$ 20,856	-	0%
KCSM - MEALS	100%	\$ 83,395	\$ 76,757	92%
KCSM-O&A	100%	\$ 76,445	\$ 56,257	74%
KCSM -TRANS	100%	\$ 156,959	\$ 136,872	87%
KCSM - WX	100%	\$ 9,020	\$ 1,663	18%
NSIP	25%			
OAA O&A	25%	\$ 42,318	\$ 13,531	32%
MDOTEM	100%			
Specialized Services				
TEFAP	25%	\$ 377,124	\$ 90,028	24%
CSFP	25%	\$ 102,782	\$ 41,501	40%
Coronavirus Relief Grants				
CAPFFCRA	100%	\$ 31,616	\$ 31,616	100%
CDBG Covid	30%			
CSBG Covid	30%	\$ 482,037	\$ 3,068	1%
ESG Covid	30%			
HCVAF	100%			
HCVAF	45%			
CRFFES	100%			
CRFDD	67%			
Water Asst	100%			
QCARE	67%			
Water-Plumb	67%			
Migrant	67%			
GRAND TOTALS		\$ 3,196,239	\$ 1,342,935	

Direct Assistance Overview

Grant Acronym	% of Time in Grant Term (thru Dec 2020)	Direct Assistance Intital Allocation	Direct Assistance Amount Expended	% Direct Assistance Expended
Operational				
CGR ADMIN	50%			
CGR SUP	50%			
CSBG	63%	\$ 105,000	\$ 47,675	45%
KC SUP	100%			
KCADMIN	100%			
Emergency Services (Utility Assistance/Homelessness Prevention)				
GRICB	100%	\$ 180,438	\$ 91,355	51%
MEAP	25%	\$ 48,544	\$ 2,249	5%
W4W	N/A	\$ 38,934	\$ 3,191	8%
Comp Care	N/A	\$ 64,890	\$ 6,404	10%
Housing Services				
CDBG 16-17	50%	\$ 39,953	\$ 39,953	100%
CDBG 17-18	50%	\$ 110,818	\$ 110,818	100%
CDBG 18-19	50%	\$ 141,751	\$ 128,707	91%
CDBG 19-20	50%	\$ 831,809	\$ 709,781	85%
CDBG 20-21	50%	\$ 1,399,143	\$ 173,760	12%
CDBG	25%			
COC SRA	50%	\$ 470,076	\$ 235,198	50%
COC TRA	50%	\$ 974,568	\$ 442,589	45%
DOE	50%	\$ 836,605	\$ 96,040	11%
ESG 18-19	100%	\$ 126,196	\$ 81,981	65%
ESG 19-20	75%	\$ 138,100	-	0%
ESG 20-21	25%	\$ 142,791	-	0%
FSS	100%			
HCV	100%	\$ 4,267,204	\$ 4,219,740	99%
HOME 14-15	50%	\$ 63,189	\$ 63,189	100%
HOME 15-16	50%	\$ 22,861	\$ 7,639	33%
HOME 16-17	50%	\$ 216,181	\$ 198,591	92%
HOME 17-18	50%	\$ 607,167	\$ 243,723	40%
HOME 18-19	50%	\$ 603,767	\$ 603,767	100%
HOME 19-20	50%	\$ 884,933	\$ 33,451	4%
HOME 20-21	50%	\$ 872,139	\$ 18,201	2%
LIHEAP	25%	\$ 98,778	\$ 7,602	8%
Senior Services				
HSA	N/A	\$ 6,268	\$ 233	4%
ITP	25%			
KCSM - MEALS	100%			
KCSM - O&A	100%			
KCSM - TRANS	100%			
KCSM - WX	100%	\$ 40,516	\$ 19,536	48%
NSIP	25%	\$ 12,592	\$ 2,495	20%
OAA O&A	25%			
MDOTEM	100%	\$ 199,185	\$ 199,185	100%
Specialized Services				
TEFAP	25%			
CSFP	25%			
Coronavirus Relief Grants				
CAPFFCRA	100%			
CDBG Covid	30%	\$ 819,033	-	0%
CSBG Covid	30%	\$ 867,670	\$ 46,263	5%
ESG Covid	30%	\$ 479,073	-	0%
HCVAF	100%			
HCVAF	45%			
CRFFES	100%	\$ 138,988	\$ 137,978	99%
CRFDD	67%	\$ 226,203	\$ 69,061	31%
Water Asst	100%	\$ 457,850	\$ 437,799	96%
QCARE	67%	\$ 45,000	\$ 25,178	56%
Water-Plumb	67%	\$ 310,500	\$ 118,498	38%
Migrant	67%	\$ 180,000	\$ 15,300	9%
GRAND TOTALS		\$ 17,068,715	\$ 8,637,132	

Additional Monetary Items

Grant Acronym	% of Time in Grant Term (thru Dec 2020)	Resource Item	Grant Term-to-Date Received	Grant Year Projection	Received vs. Projected %
Senior Services					
HSA	N/A	Donations	\$ -	\$ 200	0%
ITP	25%	Donations	\$ 30	\$ 600	5%
KCSM - MEALS	100%	Donations	\$ 790	\$ 3,000	26%
KCSM - TRANS	100%	Donations	\$ 1,262	\$ 1,000	126%
KCSM - WX	100%	Cost Share	\$ 980	\$ 250	392%
Specialized Services					
TEFAP	25%	Net Value of Food	\$ 295,662	\$ 1,423,370	21%
CSFP	25%	Net Value of Food	\$ 89,091	\$ 322,600	28%
GRAND TOTALS			\$ 387,815	\$ 1,751,020	

KCCA Programmatic Report

Statistics of direct assistance activities through December 31, 2020

	Grant Name	Primary Service	Dates	Unit Type	Contracted Units	Units YTD as of 12/31/2020	% of units as of 12/31/2020	Time Remaining as of 12/31/2020
Emergency Services	GRICBAP Grand Rapids Individual Circuit Breaker Program	Water Assistance	1/1/2020-12/31/2020	Households	360	283	79%	0%
	MEAP Michigan Energy Assistance Program	Gas and Electric Assistance	10/1/20-9/30/2021	Households	35	5	14%	75%
	MEAP- APP Michigan Energy Assistance Program	Assistance Payment Plans	10/1/20-9/30/2021	Payment Plans	216	1	0%	75%
	CSBG Community Services Block Grant	Rent/Mortgage Assistance	10/1/20-9/30/2021	Households	80	5	6%	75%
	ESG-18 Emergency Solutions Grant	Rental Assistance / Hotel Vouchers	10/01/19-12/31/2020	Households	5	0	0%	0%
Housing Services	DOE Department of Energy	Weatherization	7/1/19-6/30/2021	Homes	146	60	41%	25%
	FSS Family Self Sufficiency	Case Management	2/19/2020-2/18/2021	Participants	124	82	66%	10%
	HCV Housing Choice Voucher	Subsidized Housing	1/1/2020-12/31/2020	Utilized Vouchers	529	506	96%	0%
	CHIP Children's Health Insurance Program	Lead Based Paint Abatement	10/1/20-9/30/2021	Homes	6	0	0%	75%
	LIHEAP Low Income Home Energy Program	Weatherization	10/1/20-9/30/2021	Homes	29	1	3%	75%
Senior Services	ITP/MDOT Interurban Transit Partnership Michigan Department of Transportation	Transportation	10/1/20-9/30/2021	Miles	9,881	3,915	40%	75%
	KCSM Kent County Senior Millage	KCSM Meals- Congregate	1/1/2020-12/31/2020	Meals	4,860	4,093	84%	0%
		KCSM Meals- Home Delivered		Meals	13,425	13,360	100%	
		KCSM Transportation		Rides	13,665	6,668	49%	
		KCSM Weatherization		Homes	12	7	58%	
	KCSM Outreach and Assistance	Contact Hours	1,813	1,635	90%			
OAA Older American's Act	Outreach and Assistance	10/1/20-9/30/2021	Contact Hours	830	199	24%	75%	
Food	CSFP Commodity Supplemental Food Program	Monthly Senior Food Box	10/1/20-9/30/2021	Food Boxes	15,900	3,790	24%	75%
	TEFAP The Emergency Food Assistance Program	Quarterly Food Box for KC Residents	10/1/20-9/30/2021	Food Allotments	41,872	19,461	46%	75%
Community Development	CDBG- Public Services Community Development Block Grant	Housing Counseling Senior Neighbors	7/1/20-6/30/2021	Services	30	46	153%	58%
		Transportation Hope Network		Trips	7,871	3,190	41%	
		Fair Housing Services Fair Housing Center of West Michigan		Service Hours	400	151	38%	
	CDBG- Housing Services Community Development Block Grant	Moderate Rehab	7/1/20-6/30/2021		4	8	200%	58%
		Minor Home Repairs Home Repair Services		Households	90	53	59%	
		Access Modifications Home Repair Services			11	2	18%	
	HOME Investment Partnership	Tenant Based Rental Assistance Community Rebuilders and Salvation Army	1/1/2020-6/30/21	Households	219	117	53%	33%
COC Continuum of Care	Tenant-Based Rental Assistance (TRA) Community Rebuilders	7/1/20-6/30/2021	Households	93	93	100%	58%	
	Sponsor-Based Rental Assist. (SRA) Community Rebuilders		Households	50	50	100%		

KCCA Programmatic Report

	Grant Name	Primary Service	Dates	Unit Type	Contracted Units	Units YTD as of 12/31/2020	% of units as of 12/31/2020	Time Remaining as of 12/31/2020
COVID	CSBG- CARES ACT Community Services Block Grant	Rental Assistance	4/1/2020-9/30/2022	Households	24	54	225%	70%
		Utility Assistance			60	63	105%	
		Special Needs			50	16	32%	
	ESG- COVID Emergency Solutions Grant	Rental Assistance / Hotel Vouchers	4/1/2020-9/30/2022	Households	18	0	0%	70%
	CDBG- COVID Community Development Block Grant	TBD	4/1/2020-9/30/2022	TBD	TBD	TBD	TBD	70%
	BCAEO-CRFMW Coronavirus Relief Fund-Migrant Workers	Wage Stipends	8/1/2020 - 12/30/2020	Households	180	19	11%	0%
	Q-Cares Community Services Block Grant	Quarantine Boxes	8/1/2020-12/30/2020	Boxes	500	107	21%	0%
	Digital Divide	Internet and Electronic Equipment	10/1/2020-12/30/2020	Internet Access		26	112%	0%
				Equipment (Ipads / Chromebooks)	100	86 (46 / 40)		
	WCARE	Water/Sewer Arrearages	8/1/2020-12/30/2020	Households	1,110	1,394	80%	0%
BCAEO- CRFWA Coronavirus Relief Fund- Water and Plumbing Repair	Water and Plumbing Repairs	10/1/2020-12/30/2020	Households	24	23	96%	0%	