



## **Kent County Community Action Governing Board**

April 26, 2021; 10:30 am

### **NOTICE REGARDING ELECTRONIC PARTICIPATION:**

Pursuant to MCL 15.263a(1)(b) and Kent County Board of Commissioners Resolution 3-25-21-32 the Kent County Community Action Governing Board 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 internet link 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 Kent County Community Action Governing Board may submit the input or questions to [susan.cervantes@kentcountymi.gov](mailto:susan.cervantes@kentcountymi.gov).

Anyone disrupting the meeting by using offensive language or actions may be removed.

### **Join Zoom Meeting:**

<https://kentcountymi.zoom.us/j/97564412158>

Meeting ID: 975 6441 2158

Passcode: None

*Through responsible budgeting and thoughtful planning, Kent County government is committed to providing resources and services that promote a high quality of life for the entire community.*

[www.accesskent.com](http://www.accesskent.com)



Kent County Community Action  
Governing Board  
121 Franklin SE, Suite 110, Grand Rapids, MI 49507  
Monday April 26, 2021

Pursuant to MCL 15.263a(1)(b) and Kent County Board of Commissioners Resolution 3-25-21-32 the Kent County Community Action Governing Board 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 internet link 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 Kent County Community Action Governing Board may submit the input or questions to [susan.cervantes@kentcountymi.gov](mailto:susan.cervantes@kentcountymi.gov).

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One tap mobile  
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+(Washington DC)

- |   |                  |
|---|------------------|
| 1. Call to Order – Chairperson Commissioner Stek  |                  |
| 2. Welcome and Introductions                      |                  |
| 3. Approval of February 22, 2021 Meeting Minutes  | Action Item      |
| 4. Director’s Report                              | Information Item |
| a. Staff Updates                                  |                  |
| b. Assistance Activities                          |                  |
| c. Community Action Month                         |                  |
| 5. CERA – Coronavirus Emergency Rental Assistance | Information Item |
| <i>Susan Cervantes, Director</i>                  |                  |





- 6. Strategic Planning  
*Susan Cervantes, Director*

Action Item

- 7. Financial Reports: *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. Bobby O'Connor, 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. Sherrie Gillespie/Rachel Kunnath/Chad Coffman*

Information Item

- 9. Information items
- 10. Other Business
- 11. Public Comment
- 12. Adjournment

### **Next Scheduled Governing Board Meeting**

**June 28, 2021 at 10:30 am**





**Kent County Community Action (KCCA)  
Governing Board**

Virtual Conference Meeting ID #998 2675 9404  
10:30 a.m., Monday, February 22, 2021 via Zoom

**Meeting Minutes**

**Present:** Commissioner Senita Lenear; Commissioner Stephen Wooden; Commissioner Stanley Stek; Commissioner Kurt Reppart; Commissioner Robert Womack

**Absent:** None.

**Staff:** Susan Cervantes, Rachel Ahee, Chad Coffman, Sherrie Gillespie, Rachel Kunnath, Amanda Leija, and Robert O'Conner.

**Guests:** Jenny James, Deputy County Administrator

- 1. Election of Chairperson from County Commissioners.....Action Item**  
A new chairperson needs to be nominated, this year it needs to be a representative from Kent County.

Stanley Stek was nominated.

Motion to approve: Commissioner Senita Lenear

Support: Commissioner Stephen Wooden

**Approved by vote: Motion carried.**

- 2. Call to Order**

Meeting began at 10:34 a.m. Quorum obtained.

- 3. Welcome and Introductions**

- 4. Meeting Minutes Approval – October 26, 2020.....Action Item**

Motion to approve: Commissioner Stephen Wooden

Support: Commissioner Senita Lenear

**Approved by vote: Motion carried.**

- 5. Meeting Minutes – December 22, 2020.....Information Item**

Meeting was scheduled but there was no quorum. No minutes to approve.

- 6. Directors Report.....Information Item**

*Susan Cervantes, Director*

(a) **Staff Updates:** KCCA is fully staffed and only looking for temp drivers to participate in vaccine and TB clinics and Veterans Services.

(b) **Assistance Activities:** One son of an employee applied and received assistance.

7. **KCCA Governing Board Annual Meeting Schedule.....Action Item**  
Request to move the December meeting earlier in the month to coordinate with ACSET December meeting. Susan Cervantes will reach out and coordinate. Kurt Reppart will not be available on June 28, 2021.

Motion to approve: Commissioner Kurt Reppart

Support: Commissioner Stephen Wooden

**Approved by vote: Motion carried.**

8. **COVID 19 Operations and Funding Update.....Information Item**  
*Susan Cervantes, Director*

There has been a lot of funds received through the state Coronavirus Cares and Relief Funds. Some activities provided with these funds were emergency services, wage stipends for seasonal and migrant farm workers who tested positive, water and sewer repairs, digital divide to purchase tablets and/or broadband for clients who did not have access to those items in order to meet with doctors and schools, water arrearages with the City of Grand Rapids, hygiene kits and cleaning kits with QCares funds, hotel/motel vouchers for the shelters, and homeless prevention with the ESG grant. An additional \$7 million dollars was spent. The grants were extended to Feb 15, 2021 with the original end date of December 30, 2020. A report was requested to be provided at the next meeting showing how the additional \$7 million dollars was disbursed, what tools were used to advertise the funding, and the location of those who it served.

There is a program in the planning stages funded through the CDBG grant that will provide foreclosure prevention counseling and assistance with paying delinquent property taxes as well as delinquent mortgage payments. Currently, the CSBG grant can and has been used for delinquent mortgage and property taxes.

Kent County Community Action is a part of the \$25 billion-dollar rental program and will be working alongside Salvation Army, United Way, and MSHDA to bring an estimated \$38.5 million dollars to the community, out of the \$622 million the state is receiving. The state has not appropriated the dollars yet, but locally Kent Count is working to get everything operational by March 15. There is not a contract to date and are also unsure about the database that MSDHA will be using. This program will occupy 82 Ionia and will hire 22 staff to operate this program for utility and rental assistance. Kent County will be calling it CERA: Coronavirus Emergency Relief Assistance grant. This program will run through December 30<sup>th</sup>, 2021.

9. **Strategic Planning.....Action Item**  
*Susan Cervantes, Director*

A PowerPoint was presented and explained by Susan Cervantes. This process started in February 2020 and included a task force compiled of Advisory Board members and KCCA staff members. Schilling Consultant Services was hired to assist with this plan. Surveys and assessments were completed by business partners, customers, and employees.

The hard copy of this strategic plan is approximately 80% completed. The board would like to wait for the full report before approving or adopting. The board was encouraged to provide any additional direction and thoughts to be considered into the final report.

Motion to approve: None

Support: None

**Motion tabled until next meeting pending additional information.**

**10. Donation, Cost Share, and Repayment Policy.....Action Item**  
*Rachel Kunnath, Program Manager*

A memo was provided and presented to all board members in their packets. Final approval is needed to make amendments to the current policy that was initially approved by this board in 2018. The amended policy will help bring KCCA into compliance with grant funders. The changes are bulleted in the included Memo. Nothing was eliminated from the current policy; these are all additions. The Advisory Governing Board approved these changes on January 21, 2021.

Motion to approve: Commissioner Senita Linear  
Support: Commissioner Stephen Wooden  
**Approved by vote: Motion carried.**

**11. CDBG Assistance Limits Policy.....Action Item**  
*Chad Coffman, Program Manager*

A request to address a funding issue for the Moderate Rehabilitation Program was provided to board members in their packets. Since the 1980s this program assists income eligible clients with moderate home repair needs up to \$25,000, but there is a need to increase that limit to \$40,000. The objective for the increase is to help address more repairs at a single property and not have to turn down a project that has lead issues. The City of Wyoming and The City of Grand Rapids have not yet moved to increase their program funding. HUD does not have a maximum limit of funding per household.

Motion to approve: Commissioner Stephen Wooden  
Support: Commissioner Kurt Reppart  
**Approved by vote: Motion carried.**

**12. Financial Reports.....Information Item**  
*Robert O’Conner, Financial Analyst*

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

A report was provided to board members in their packets. There are many new grants that have increased funding since last year. There has been a \$5.1 million dollar increase from last year. There is a difference in the budget remaining then normal due to the increases. Priority is given to grants ending the soonest. A joint decision was made between County Fiscal Services, County Administration, and Susan Cervantes to transfer approximately \$592,000 from CSBG Cares to County Cares due to the allowed extended timeframe that CSBG cares has and County Cares does not have.

An overview of the 6/30 grants was presented to the board. Operating expenditures and total program expenses are up in comparison to last year but are not a main focus at this time due to ending date. The CDBG, HOME, and ESG grants are still being spent down but will show actual expenditures increase after 12/30. The CGRS funds are unrestricted and reserved to spend until the second half of the year. The DOEWX are lower than expected due to COVID restrictions, once spring comes the numbers are expected to increase. Continuum of Care is operating as normal with 50% remaining halfway through the grant.

An overview of the 9/30 grants was presented to the board. There has been \$587,000 of revenue received with \$307,000 billing and process. Operating expenditures are slightly up in comparison to last year while program expenditures are down due to focus on spending down the 12/30 grants as well as the transfer of the CSBG Cares to County cares which is to be expected with the current situation. Distributed food value was increased by \$167,000 from last year. The CSBG grants are support grants and are on track. The CSBG-D grants are currently on hold due to utilizing laptops from central services. The CSBG-CAS grant is the grant that transferred a large sum to the County Cares grant and is expected to go up and continue to be expended through September 30, 2022. The MEAP, Older Americans, NSIP, TEFAP, CSFP, and the ITP grants are all right on track. The LIHEAP is down due to COVID and season restrictions.

An overview of the 12/31 grants was presented to the board. A couple of vehicles were purchased. Direct client expenses have increased the most over the last year but are able to be spent through February 15. Kent County Operations grant rolls over into the next budget year. Circuit breaker program is in the process of paying a final bill. The Senior Programs are higher than normal for some grants due to COVID restrictions. The MDOT grant was fully expended. The FSS grant was not fully expended. The HCV funds had \$315,000 remaining due to HUD requesting to use the CARES related funding in place of the traditional HCV funding. The additional dollars given for HCV Cares was for administrative expenses, but there was not additional funding for the HAP expenses.

- 13. Programmatic Reports.....Information Item**  
*Rachel Kunnath, Chad Coffman, Sherrie Gillespie, Program Managers*  
*Org. Standard 5.9 – The Department’s tripartite board/advisory body receives programmatic reports at each regular board meeting.*

This item has been tabled for the next meeting.

- 14. Information Items.....Information Item**  
a. **Walk for Warmth** – This item has been postponed as of now due to COVID with hopes to do it in the summer of 2021. A virtual Walk for Warmth was suggested and will be considered.

- 15. Other Business.....Information Item**  
No other business

- 16. Public Comments.....Action Item**  
No Public present and no emails have been received.

**17. Adjournment**

**Next KCCA Governing Board Meeting:  
Monday, April 26, 2021; 10:30 a.m.**

*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.*

COMMUNITY ACTION MONTH

# BOARD ENGAGEMENT GUIDE



## Showing Your Community Action Pride on Social Media

Let your friends and followers on social media know how much your service to your Community Action Agency means to you by sharing our "[Proud Board Member](#)" Huggy Heart design!

## Advocate for Community Action

There are lots of ways to advocate for your CAA, from sharing an agency success story on social media, to inviting an elected official to visit your agency, or writing an op-ed for your local newspaper. Our "[Advocacy for CAA Boards](#)" webinar discusses additional ideas and necessary skills for engaging in advocacy work.



## Recite the Community Action Promise on Video or Facebook Live

On Saturday, May 1st join CAAs across the country in reciting the Community Action Promise on social media via Facebook Live, a recorded Zoom meeting, or however you shoot video.



**TO:** KCCA Governing Board  
**FROM:** Susan Cervantes, Director  
**DATE:** April 19, 2021  
**RE:** Strategic Plan

KCCA, with the help of Schilling Consultants, Inc., created a five year Strategic Plan as required by Community Service Block Grant (CSBG) funds, the CSBG Act, and as a requirement of the Organizational Standards bestowed on Community Action Agencies (CAA) in order to provide a standard foundation of organizational capacity. The strategic plan sets broad goals that will guide the agency's programs and operations to meet the needs of the customers and the Kent County community. The plan will also serve to improve the implementation of Next Generation ROMA, and connect the strategies with the Community Needs Assessment and the Community Action Plan. The Strategic Plan strengthens the agency in terms of monitoring and evaluating progress, and additionally integrate the strategies into operational enhancements for KCCA.

As part of the Strategic Planning process, a new mission statement was proposed for KCCA as well as tag lines. Additional, activities were conducted after the February Governing Board meeting. The results are attached on the next page.

The proposed mission statement and tag lines read as:

***Mission Statement:***

We work to eliminate poverty by investing in communities, individuals and families.

***Tag Lines:***

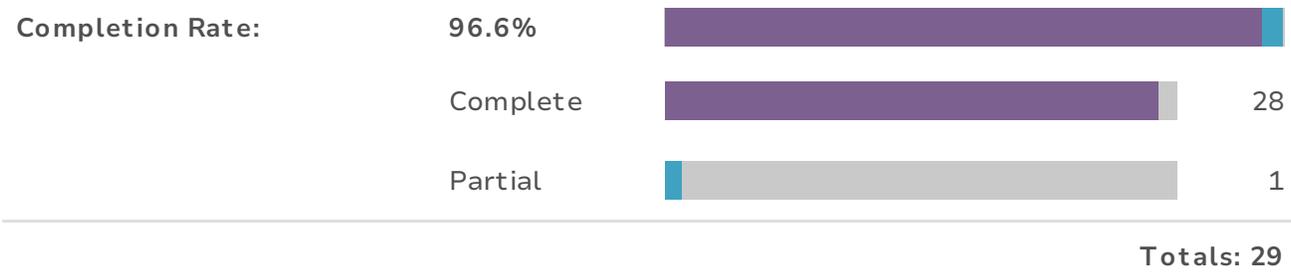
- \* Developing Community
- \* Expanding Opportunity
- \* Improving Lives

The Advisory Governing Board reviewed the Plan in both November 2020 and January 2021. They voted to present the Plan for approval to the KCCA Governing Board. Therefore, KCCA staff is requesting your approval of the Strategic Plan for 2021 through 2026.

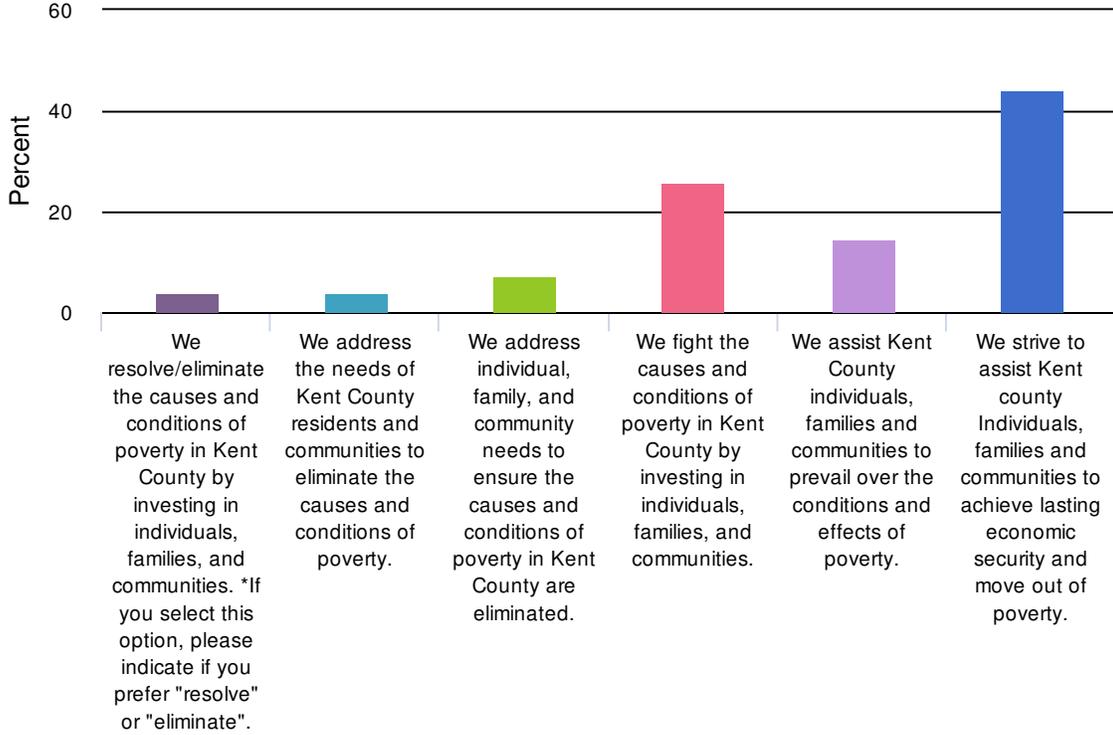
*We work to eliminate the causes and circumstances of poverty by investing in individuals and families with lower incomes. Through dedicated staff and community partnerships we provide services, resources, education and advocacy to improve the quality of life for all residents of Kent County.*

# Report for KCCA Mission

## Response Counts



1. Which of the following mission statements do you feel best represents KCCA?



Value		Percent	Responses
We resolve/eliminate the causes and conditions of poverty in Kent County by investing in individuals, families, and communities. *If you select this option, please indicate if you prefer "resolve" or "eliminate".		3.7%	1
We address the needs of Kent County residents and communities to eliminate the causes and conditions of poverty.		3.7%	1
We address individual, family, and community needs to ensure the causes and conditions of poverty in Kent County are eliminated.		7.4%	2
We fight the causes and conditions of poverty in Kent County by investing in individuals, families, and communities.		25.9%	7
We assist Kent County individuals, families and communities to prevail over the conditions and effects of poverty.		14.8%	4
We strive to assist Kent county Individuals, families and communities to achieve lasting economic security and move out of poverty.		44.4%	12

Totals: 27

### Q1 2021 6/30 Ending Grants

**CDBG 20-21** – Total grant \$1,750,085 current expenditures \$348,352, unspent \$1,401,733. For CDBG older dollars from prior years are spent first which is why the current year expenses appear low. The CDBG Program earmarks future project expenses and will spend these unspent funds in the coming months. Staff have been working on the REHAB program and there should be a lot more expenses coming through soon.

**CDBG 19-20** - Total grant \$1,856,819, current expenditures \$448,149, unspent \$1,408,670.

CDBG CARES – Total grant \$2,460,662, current expenditures \$7,711, unspent \$1,016,080. Projects are being lined up for these funds.

HOME 20-21 – Total grant \$948,578, current expenditures \$51,934, unspent \$896,644. Older dollar are used first. Projects are being lined up for these funds.

Home 19-20 - Total grant \$916,592, current expenditures \$116,409, unspent \$800,183.

CGRS – Total grant \$130,000, current expenditures \$57,124, unspent \$72,876. This grant is one of KCCA's few unrestricted grants. KCCA usually saves these funds until the last few months and will spend them down as they are needed.

COC – Total grant \$1,544,548, current expenditures \$1,073,481, unspent \$471,607. This grant averages about \$118,000 per month. The last three months are January \$117,078, February \$119,684, March \$116,272. Community Rebuilders has historically spent this grant out they have indicated that they will again.

**DOEWX** – Total grant \$814,335, current expenditures \$361,736, unspent \$452,599. The last three months of expenditures are averaging \$40,259. January \$35,657, February \$43,380, March \$41,740. These expenses are expected to increase in April, May and June. As the weather gets nicer and as COVID restrictions are lifted more of the high cost weatherization projects can begin. Also, the inflated cost of materials will help with spending in this grant. An average of \$124,047 per month will need to be spent for the remainder of the grant to spend it out before the grant ends. Staff is working on a plan and communicating with MDHHS on how best to expend these funds. One item to note is that BCAEO and DOE have been lenient in allowing extra time to spend these funds due to the COVID19 pandemic and the inability to weatherize houses for a prolonged period.

ESG 20-21 - Total grant \$154,368, current expenditures \$0.00, unspent \$154,368. Older ESG dollars are utilized first before spending out the current grant. Staff are working with Family Promise to meet community needs for hotel and motel vouchers.

ESG 19-20 - Total grant \$149,297, current expenditures \$502, unspent \$148,795

ESGCARES - Total grant \$1,694,114, current expenditures \$1,942, unspent \$1,692,172. KCCA received this grant earlier this year and it runs through June 30<sup>th</sup>, 2022 so there is plenty of time to spend this grant.

### Q1 2021 9/30 Ending Grants

**CSBG** – Total Grant \$1,160,370, current expenditures \$969,941, unspent \$190,429. CSBG 19-21 will be spent out by the end of July, two months ahead of the September 30<sup>th</sup>, 2021 final grant date. Once it is expended staff will start utilizing CSBG 20-22 which has a total grant amount of \$1,161,730.

CSBGD – Total Grant \$18,000. No recent activity. Plan is to spend \$9,500 on training and consultants, \$5,000 on necessary expenditures to run the VITA program, and \$3,500 on grant software.

**CSBGCARES** – Total Grant \$1,606,792, current expenditures \$465,907 unspent expenditures \$1,136,185. In December KCCA transferred \$592,787 of CSBGCARES expenditures to County CARES. The last three months have seen a steady increase in month to month expenditures. January \$27,006, February \$79,900, and March \$252,817. Depending on client needs we expect monthly expenditures to remain in the \$150,000 to \$250,000-dollar range which puts us on track to expend all CARES dollars by mid-August of 2021 at the earliest and December of 2021 at the latest.

MEAP – Total Grant \$62,000, current expenditures \$35,085, unspent \$26,915. On its current track MEAP will be spent out by the September 30<sup>th</sup>, 2021 grant end date.

LIHEAPWAP – Total grant \$264,345, current expenditures \$75,449, unspent \$188,896. The last three months expenditures have averaged \$16,116. January \$15,474, February \$12,090, March \$20,785. As the weather gets nicer and as COVID restrictions are lifted more of the high cost weatherization projects can begin. Also, the inflated cost of materials will help with spending down this grant. Expenditures should steadily increase to a rate that will allow us to spend out this grant by the end date of September 30<sup>th</sup>, 2021.

OAA – Total grant \$35,000, current expenditures \$26,901, unspent \$8,099. OAA is on track to be spent out prior to the September 30<sup>th</sup>, 2021 grant end.

NSIP – Total grant \$12,592, current expenditures \$6,819, unspent \$5,773. NSIP is on track to be spent out prior to the September 30<sup>th</sup>, 2021 grant end.

**TEFAP** – Total grant \$219,732, current expenditures \$166,604, unspent \$53,128. The administrative cost to run this grant averages a steady \$27,000 per month. On its current TEFAP will be spent out by the September 30<sup>th</sup>, 2021 grant end date.

CSFP – Total grant \$107,445, current expenditures \$73,799, unspent \$33,646. CSFP is on track to be spent out by the September 30<sup>th</sup>, 2021 grant end date. CSFP's total grant allocation recently increased by \$4,663 from \$102,782 to \$107,445.

**ITP** – Total grant \$23,713, current expenditures \$539, unspent \$23,174. The ITP contract was not signed until the middle of March due to delayed contracts to the Rapids from MDOT which delayed KCCA's contract. Now that the contract is signed expenditures will begin. In the past we have not had an issue spending out ITP prior to the September grant end.

### Q1 2021 12/30 Ending Grants

**CERA** – Approximately \$1,174,000 Admin & \$7,335,071 Programmatic. We recently received these funds and Susan has been working on this non-stop the last few months to hire 20+ employees to help expend the funds.

WCARES- Total grant \$476,927, total expenditures \$439,048, balance \$37,879. This grant ended on 2/15/2021.

CRMW - Total grant \$200,000, total expenditures \$23,868, balance \$176,132. This grant ended on 2/15/2021.

CRFWA - Total grant \$345,000, total expenditures \$188,252, balance \$149,509. This grant ended on 2/15/2021. Contract was delayed for both the initial start of the program and for the extension.

QCARE - Total grant \$50,000, total expenditures \$27,314, balance \$22,686. This grant ended on 2/15/2021.

CRFDD - Total grant \$238,108, total expenditures \$90,806, balance \$147,302. This grant ended on 2/15/2021. Contract was delayed for both the initial start of the program and for the extension.

KCS - Total grant \$64,375, current expenditures \$9,897, unspent \$54,478. This grant is unrestricted, and KCCA saves these funds for expenditures disallowed by other grants.

GRICB - Total grant \$158,732, current expenditures \$6,350, unspent \$152,382. The start of the grant was delayed due to contract revisions.

SRMM - Total grant \$95,385, current expenditures \$31,920, unspent \$63,465. SRMM is on track to be spent out.

SROUT - Total grant \$81,988, current expenditures \$21,767, unspent \$60,222. SROUT is on track to be spent out.

SRWTHR - Total grant \$53,887, current expenditures \$5,437, unspent \$48,450. As the weather gets nicer and COVID19 restrictions are lifted this grant's expenditures will increase. SRWTHR is on track to be spent out.

SRTRANS - Total grant \$256,177, current expenditures \$80,775, unspent \$174,524. SRTRANS is on track to be spent out.

MDOTEM - Total grant \$170,662, current expenditures \$676, unspent \$169,986. Plans to buy buses are in process.

FSS - Total grant \$133,806, current expenditures \$18,310, unspent \$115,496.

HCV - Total grant \$4,500,000, current expenditures \$1,406,630, unspent \$3,090,670. HCV is on track to be spent out.

HCVCAS1 - Total grant \$61,716, total expenditures \$61,716, balance \$0.00.

HCVCAS2 - Total grant \$74,396, total expenditures \$74,396, balance \$0.00.



**To:** Governing Board Members  
**FROM:** KCCA Staff Members  
**DATE:** April 26, 2021  
**RE:** Programmatic Report

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### **Senior Services**

#### Meals

Congregate Meals site remains closed due to COVID-19, but KCCA has have continued delivering meals to Congregate and Home Delivered Meals program participants. While Congregate sites were recently approved by the State to open with additional safety measures in place, Kent County is currently at a Risk Level E and are not authorized to reopen until local conditions improve. KCCA hopes to reopen early summer if it is safe to do so. Many seniors continue to ask when they can come back, so they will be thrilled when we can finally give them a date!

#### Outreach and Assistance

We were able to purchase 40 iPads for our seniors using our Digital Divide grant funds before they expired. The Outreach workers have been working to identify the best candidates for these iPads and will be distributing them. The tablets will help keep the seniors connected to their family and friends, will enable them to participate in telehealth appointments, and will provide opportunities for them to participate in in remote programming.

#### Transportation

We are working with AAAWM and other transportation partners to implement a new software program called Ecolane. Ecolane will help increase efficiency, improve communication, and improve reporting and monitoring capabilities among all Ridelink providers. We anticipate that the improvements will be seen with the implementation of this program will allow us to serve more community members and will be a more efficient use of funds.

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## **Emergency Services**

### **Mask Up Michigan**

KCCA continue to be one of the Mask- UP Michigan distribution sites for individuals and community members. Currently we have a limited supply of KN95, surgical and cloth masks. In addition, KCCA received 91,200 (500 cases) of disposable face masks packaged in packs of 120 individual masks to distribute to the community homeless shelters.

### **CSBG CARES Act**

**Homelessness Prevention:** For the program duration, 93 payments have been made for the total expenditures of \$303,427.39. This averages \$3,262.66 per payment. The households received homelessness prevention assistance with rental arrears, first month rent and mortgage arrears/foreclosure prevention.

**Special Needs:** Since the beginning of the program, 20 payments have been made on behalf of 20 households. Expenditures total \$40,023.91 for an average award of \$2,001.20. Some of the special needs were delinquent property taxes, car payment and car insurance

**Utility Assistance:** 125 payments totaling \$62,655.80 in expenditures were paid for utility arrearages. Utilities included natural gas, electricity, deliverable fuels (propane, fuel oil, wood, coal, pellets) and water.

**BCAEO MEAP:** YTD, 51 one -time assistance, emergency gas and/or electric payments have been made for 44 households through March 2021. Total expenditure YTD is \$19,787.55. YTD 13 monthly affordable payment plan payments have been made totaling \$641.61 for 3 participants with Consumers Energy CARE program. 1 participant received a monthly payment through the DTE LSP program in the amount of \$25.33. Currently there are 2 participants participating in the Consumers Energy CARES program and on one participating in the DTE LSP program.

### **Individual Circuit Breaker Assistance Program:**

The ICBPA program has begun taking application for assistance for customers receiving their water/sewer service billed through the City of Grand Rapids. The outcomes will be reported on the next program summary. Prior to the start of the ICBAP program, customers requesting assistance with a past due water/sewer bill were assisted using CSBG CARES Act funding if they qualified.

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## **Food Distribution**

TEFAP-The Emergency Food Assistance Program: Cumulatively, 35,691 bags/boxes, 686,670 pounds of food have been distributed to residents of Kent County. (10,468 slots available on average per distribution month)

CSFP- Commodity Supplemental Food Program: As of March 2021, there have been 7,478 boxes distributed. Currently KCCA has been approved for 1,325 allotments with 2,110 persons registered.

## **WAP- Weatherization (WX) Assistance Program**

The WX continues to produce units as possible. The program has gotten back on track after being shut down due to COVID and interacting with vulnerable populations. At a national level, we have been forewarned that there will be a considerable increase to the funding soon.

## **Community Development**

- The *Five-Year Community Development Consolidated Plan (ConPlan)* development process that began in early 2020 is scheduled to be submitted to HUD in May/June 2021. The plan identifies the strategic goals and budgets that will be used to address identified community development needs over July 2021 to June 2026 time period. The Con Plan was done in partnership with the City of Grand Rapids.
- The 2021 Annual Action Plan (2021 AAP) is in development with applications for proposed CDBG activities that address the new five-year goals due from area non-profits and local governments in April 2021. The 2021 AAP is considered as Year 1 of the Five-Year ConPlan and will be submitted with the ConPlan in May/June 2021 to HUD.

## **CDBG**

Kent County was approved by HUD in March 2021 to receive HUD provided Technical Assistance to develop an economic development program with its CDBG-CV funds. This TA was recommended by HUD because economic development programs have not been developed by many Grantees and HUD would like to assist the County in development of this activity. The timeline provided is 6-12 months before a program would be functional. In its planned use of CDBG-CV funds, Kent County allocated \$800,000 for this purpose.

Annual CDBG Open Application Process (March-April 2021). Annually the Kent County seeks proposals from local governments and non-profits to present projects that help the County meet its Five-Year Consolidated Plan goals. Projects will be selected at the end of April 2021.

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- 5 local government applications were received requesting a total of \$982,584.00 in CDBG project assistance.
- 12 non-profits applications were received requesting a total of \$2,167,448.00 in CDBG project assistance.

#### Public Infrastructure Projects:

*13 CDBG Public Infrastructure Projects* are underway in various stages of completion.

- Environmental Reviews: three constructions projects are still in the process of completing environmental reviews, final permit was received in April 2021 and required public notice is active. (Sparta Playground & Pavilion, Sparta Multi-Use Ball Field, Sparta Nature Trail)
- Procurement: Project went out for bidding in April 2021 with work to take place in Summer 2021. (Lowell Street reconstruction)
- Construction: Three construction projects have work actively taking place in Spring 2021 (Kentwood Jaycee Park Renovations, Casnovia Storm Sewer Repairs, Gaines Township Sidewalks)
- Pending Closeout: Six construction projects are pending final walk through items and invoicing in Spring 2021. (Kentwood Veterans Park Renovations, Walker Sidewalks, Rockford Sidewalks, Sparta Sidewalks, Alpine Sidewalks, Casnovia Community Foundation Boiler Replacement)

#### Home Rehabilitation Projects:

*36 CDBG Minor Rehabilitation Projects* have been completed through December 2020 in the County's minor repair program provided by Home Repair Services since July 2020.

*27 CDBG Moderate Rehabilitation Projects* are currently being managed or have been completed by the internal Housing Rehab program.

#### Public Services

In 2020, CDBG funds have been provided to support the Fair Housing Center of West Michigan to provide fair housing advocacy and enforcement work, Hope Network to provide senior and specialize transportation services, and Senior Neighbors to provide housing coordination services to seniors.

#### HOME

HUD announced on April 12, 2021 that Kent County will receive approximately \$3 million in additional HOME funds to develop additional affordable housing. The County is currently awaiting more details.

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Kent County will be releasing another open application for HOME project funding request for development of additional affordable housing in the Spring 2021.

#### Tenant Based Rental Assistance Projects

- Community Rebuilders: Contract from 01/01/2020-06/30/2021 to provide security deposits and 12 to 24-month rental assistance to households at or below 60% AMI. To date, 98 of the contracted 200 households have been assisted. (Q5 report pending receipt in April 2021) This contract is in the process of being extended to 12/31/2021 to allow more time to fully expend funds.
- Salvation Army: Contract from 01/01/2020-06/30/2021 to provide security deposits and 12 to 24-month rental assistance to households at or below 60% AMI. This contract was amended in Feb 2021 to provide additional funding to assist existing program households through June 2021. To date, 19 of the contracted 19 households have been assisted.

#### Affordable Housing Development Projects

- 1 Four Unit Building: Hope Network is to complete substantial rehabilitation project of a supportive living apartment building in the City of Wyoming. Contract is to be executed in March 2021 with construction beginning in Spring 2021.
- 1 Four Unit Building: Hope Network is to complete substantial rehabilitation project of a supportive living apartment building in the Gaines Township. Contract is to be executed in March 2021 with construction beginning in Spring 2021.
- 3 Single Family Homes: ICCF to substantially rehabilitate three single family homes in the City of Wyoming. One will be completed and for sale in 2020, the other two will have contracts ready for execution in March/April 2021 with construction beginning in Spring/Summer 2021.
- 4 Single Family Homes: ICCF is/has built 4 homes in the City of Cedar Springs. Construction on three started in the Fall of 2020 and scheduled to be completed in 2021, one home was completed and sold in Fall 2020.
- 6 Single Family Homes: Linc Up to build six single family townhomes in the City of Wyoming. Construction on all six started in the Fall of 2020 and scheduled to be completed in 2021.

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