I. Consent Agenda Items
   1. Board of Directors minutes (06/05/19)
   2. Committee minutes
      a. Executive Committee minutes (05/14/19)
      b. Executive Committee minutes (06/11/19)
      c. Finance Committee minutes (04/24/19)
      d. Finance Committee minutes (05/29/19)
      e. Governance Sub-committee minutes (05/21/19)
      f. Governance Sub-committee minutes (06/18/19)
      g. Marketing & Development Committee minutes (04/30/19)
      h. Marketing & Development Committee minutes (05/28/19)
      i. RED & Asset Management Committee minutes (05/13/19)
      j. Resident Engagement Committee minutes (05/14/19)
      k. Resident Engagement Committee minutes (06/18/19)

II. Other Meeting Materials
   1. 2019-2022 Strategic Plan
   2. Corporate Subsidiary Board Memo and Resolutions
   3. Resolutions
      a. Ferguson
      b. Plaza Franklin
      c. Plaza Grandville
   4. Our Westside Story Donor Registration Form & Outreach List
   5. Volunteer Appreciation Event Information
   6. Capital Campaign Summary
   7. Year-to-Date Donation Charts & Graphs
   8. Year-to-Date Donor List
   9. Board Recruitment & Retention Plan with Appendices (Draft)

III. Supplemental Materials
   1. MLive Article: Bike & Build
   2. Board Information List (Updated)
   3. Capital Campaign Information
   4. Unapproved Committee Minutes
      a. Executive Committee minutes (07/09/19)
      b. Finance Committee minutes (06/26/19)
      c. Marketing & Development Committee minutes (06/25/19)
      d. RED & Asset Management Committee minutes (06/10/19)
      e. Resident Engagement Committee minutes (07/16/19)
GRAND RAPIDS, MI – A group of 26 young bicyclists is currently riding across the United States to advocate for affordable housing, and helped a local housing organization in Grand Rapids along the way.

Based in Philadelphia, Bike and Build is a nonprofit advocacy group that bikes across the country, stopping at dozens of cities to volunteer at local affordable housing organizations.

The group stopped in Grand Rapids on Wednesday, July 3, to lend a hand at Dwelling Place, a local organization founded in the Heartside neighborhood.

Dwelling Place works to provide affordable housing support services around the area to revitalize neighborhoods.

Bike and Build volunteers spent most of Wednesday removing old furniture from Ferguson Apartments at 52 Sheldon Blvd., which is run by Dwelling Place.
The furniture removal help was much needed by Dwelling Place, as they will soon begin renovations to the apartment complex at the end of the summer.

“Right now, our biggest need has been moving all this old furniture out of this building because it's a ton of manual labor,” said Amy Henderson, Dwelling Place volunteer coordinator.

The 26 volunteers went through each of the 100 rooms in the complex and removed the furniture. The work took a lot of heavy lifting as the group carried furniture out of the building’s six floors in hot and humid weather.

The Ferguson Apartments complex was constructed by Dwelling Place in 2002, and before that the building served as a hospital.

The renovations to Ferguson Apartments will cost about $20 million, which will be financed by low income and historic tax credits, said Stephen Wooden, Dwelling Place housing and community development associate.

The renovation project will include repairing the flooring, putting in new cabinetry and appliances, and upgrading a rooftop deck to add more green space to the development.

“We firmly believe that everybody deserves a quality dwelling place to call home,” Wooden said. “That means we need to make the necessary renovations to ensure that our residents have a quality affordable place to call home.”
“Bike and Build was great to come in and facilitate with this first step in our renovations.”

Founded in New York, Bike and Build has been pedaling for affordable housing since 2003. Last month, the group embarked on a northern U.S. tour which will take them from Portsmouth, New Hampshire to Bellingham, Washington.

With each stop, one thing becomes abundantly clear, volunteers said: There is an affordable housing crisis in the United States.

“Clearly there’s 100 units in this complex, so that’s at least 100 people who need housing in Grand Rapids,” said Meghan Higgins, 23, one of Bike and Build’s riders from Cheshire, New York. “Helping out with organizations like (Dwelling Place) has really shown me how much of an affordable housing crisis there is in this country.”

For volunteer Julie Maloney, Bike and Build is an important organization because it helps bring national awareness to the housing problem.

“It needs to be dealt with,” said Maloney, 24, of Breezy Point, New Jersey. “I think everyone needs to know about this issue, because sometimes it’s not always out there in the public eye.”

Wooden believes it will require help from the entire West Michigan community to address the crisis.
"We cannot deny that we're reaching a critical level in our community and it's going to require everyone – nonprofits, local government and everyday people – to come together to tackle this crisis," he said. "The fact of the matter is, we have a shortage of affordable homes for folks here in West Michigan."
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<tr>
<td>Annamarie Buller (Chairperson)</td>
<td>DEI* Executive* Governance Resident Engagement*</td>
<td>Cell: 616-240-4752</td>
<td>1445 4th St. NW Grand Rapids, MI 49504 <a href="mailto:annamariebuller@gmail.com">annamariebuller@gmail.com</a></td>
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<td>08/2008</td>
<td>06/2020</td>
<td>Downtown Grand Rapids Inc. – Manager of Resident Experience</td>
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<tr>
<td>Juan Daniel Castro (Vice Chairperson)</td>
<td>CLT Executive Governance RED*</td>
<td>Home: 334-1000</td>
<td>3755 Old Elm Dr. SE Kentwood, MI 49512 <a href="mailto:juandaniel.castro@spectrumhealth.org">juandaniel.castro@spectrumhealth.org</a></td>
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<td>Spectrum Health Healthier Communities – Community Programs Specialist</td>
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<tr>
<td>David A. Byers (Treasurer)</td>
<td>Executive Finance* Governance</td>
<td>Cell: 616-363-0428 Work: 612-201-4372</td>
<td>P.O. Box 587 Douglas, MI 49406 <a href="mailto:dbyers@byerslawoffice.com">dbyers@byerslawoffice.com</a></td>
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<td>Byers Law – Owner Attorney at Law</td>
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<tr>
<td>Francine Gaston (Secretary)</td>
<td>Executive</td>
<td>Home: 247-7558 Cell: 485-7211</td>
<td>515 Storrs SE Grand Rapids, MI 49507 <a href="mailto:francine.gaston@att.net">francine.gaston@att.net</a></td>
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<td>Sadie Erickson</td>
<td>Finance</td>
<td>Cell: 616-485-1337</td>
<td>639 Bayberry Pointe Dr. Apt E Grand Rapids, MI 49534 <a href="mailto:serickson@insitecapital.com">serickson@insitecapital.com</a></td>
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<td>Kyle Irwin</td>
<td>Marketing &amp; Development</td>
<td>Home: 454-2425</td>
<td>1860 Lake Drive SE Grand Rapids, MI 49506 <a href="mailto:ksirwin73@aol.com">ksirwin73@aol.com</a></td>
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<td>Rich Kogelschatz</td>
<td>CLT RED*</td>
<td>Cell: 293-5120 Work: 205-5430</td>
<td>3206 Riverwoods Dr. Rockford, MI 49341 <a href="mailto:rich@heartlandbuilders.com">rich@heartlandbuilders.com</a></td>
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<tr>
<td>Gil Segovia</td>
<td>Finance</td>
<td>Cell: 616-822-2384</td>
<td>17507 N Fruitport Road Spring Lake, MI 49546 <a href="mailto:gs110@ntrs.com">gs110@ntrs.com</a></td>
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<td>Rick Stevens</td>
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<td>Home: 956-9570</td>
<td><a href="mailto:rstevens@abvimichigan.org">rstevens@abvimichigan.org</a></td>
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<td>Marvin Thomas</td>
<td>DEI, Resident Engagement</td>
<td>Cell: 264-2076</td>
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<td>Larry Titley</td>
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<td>Home: 682-4681</td>
<td>897 Reeds Hollow Dr SE</td>
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<td>Tommie Wallace</td>
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<td>Cell: 329-2213</td>
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<td>Renee Williams</td>
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**STANDING COMMITTEES:**
- Executive
- Finance
- Governance Sub-committee
- Marketing & Development
- Real Estate Development & Asset Management (RED)
- Resident Engagement

**AD HOC COMMITTEES:**
- Appeals
- Community Land Trust (CLT)
- Diversity, Equity & Inclusion (DEI)
- Human Resources

**CHDO QUALIFYING CATEGORIES**
- Category 1 - Low-income community resident
- Category 2 - Resident of low-income neighborhood
- Category 3 - Elected representative of low-income neighborhood organization

* Denotes Committee Chair
"Everyone Deserves a Dwelling Place"
Campaign to Increase Affordable Housing in Grand Rapids

To: Potential Donors and Grant Makers
From: Dennis Sturtevant, CEO
Re: Philanthropic Request for Support
Date: July 25, 2019

Dwelling Place is seeking support from the community to raise just over $3.4 million in capital that will leverage more than $60 million in affordable housing development activity in the City of Grand Rapids in 2019 and 2020. This capital request represents our present gap in financing for five housing development projects (238 apartments), including 119 new two and three bedroom apartments on Grand Rapids west side and rehabilitation of an additional 119 permanent supportive housing apartments in the Heartside Neighborhood. Our fundraising goal translates into just over $14,400 per unit, guaranteeing that these housing units will remain affordable in perpetuity.

Attached you will find a summary for each of the five projects, describing the unique characteristics of each of these apartment communities and our present financing gap. All of the new apartments (119 units) are two and three bedroom units designed to serve families with children in the West Grand Neighborhood and the Roosevelt Park Neighborhood of Grand Rapids. All 68 apartments in the West Grand Neighborhood will be preferred for Challenge Scholars families and 18 of those apartments will receive referrals directly from the YWCA for homeless families who are domestic violence survivors. The 48 units in the Roosevelt Park Neighborhood are part of a much larger collaboration with numerous partners, being created for families to buffer against gentrifying trends in this predominantly Latinx neighborhood.

The rehabilitation initiative in the Heartside Neighborhood is focused on Ferguson Apartments, which includes 119 studio apartments. It was opened in 2002 as the “first of its kind”, large scale, permanent supportive housing program in Grand Rapids, meeting the needs of single individuals who were both homeless and disabled.

Affordable housing has been identified as a high priority need in Grand Rapids in virtually every social needs assessment that has been conducted in the previous five years. Dwelling Place has stepped up to this challenge, having secured nearly 95% of the funding needed to complete $60 million in development that will serve 238 low-income households over many years into the future. We are looking to the

101 Sheldon Blvd. SE, Suite 2 - Grand Rapids, Michigan 49503 - Ph (616) 454-0928 - Fax (616) 454-5249-TDD: 800 649-3777 -
www.dwellingplacegr.org
philanthropic community in Grand Rapids to invest in this future by helping us to cross the finish line in this capital campaign. Please let us know if you are willing to have a conversation with us about this campaign. We are anxious to explore the potential with you for a grant to defray some portion of the community investment needed. We are very grateful for your consideration.
# Everyone Deserves a Dwelling Place

**Campaign to Increase Affordable Housing in Grand Rapids**

<table>
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<th>Project</th>
<th>Apartment Total</th>
<th>Neighborhood</th>
<th>Total Development Costs</th>
<th>Sponsor Loan and GP Capital Contribution</th>
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<th>Philanthropy To Date</th>
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As of 7/25/19

**NOTE 1:** Any gap not funded from philanthropy or other sources must be paid for by Dwelling Place.

**NOTE 2:** Ferris State University anticipates board review and approval in October 2019.
Harrison Park Apartments
City of Grand Rapids West Side

Project Narrative

Background

In 2015 Dwelling Place and other nonprofit developers were invited by several community organizations from Grand Rapids' West Side neighborhood to assist in efforts to increase the availability of affordable rental housing for families. The west side is of special concern because of unprecedented development activity that is placing upward pressure on real estate values, reducing the availability of affordable housing for families under 80% of the area median income.

A collateral impact of this trend may include the loss of opportunities for lower income families to access an exciting new educational innovation called the “Challenge Scholars” program. This program is a unique scholarship resource for college education available to families with children who reside in specific neighborhood areas on the west side. The scholarship program is a significant collaboration involving the Grand Rapids Community Foundation in conjunction with the Grand Rapids Public Schools (GRPS) and numerous other organizations.

Student enrollees in the Challenge Scholars program from Harrison Park Elementary School and Westwood Middle School who ultimately graduate from Union High School with a certain GPA become eligible for scholarship assistance at several private and public colleges and universities. This very special opportunity is threatened by the fact that many low and moderate income families may no longer be able to afford to live on the city’s west side.

Current rental housing in many west side neighborhoods has become costly and much of what remains affordable is considered sub-standard in quality. A market study conducted by Zimmerman-Volk on behalf of the City’s Community Development Department has also documented a need for affordable housing on the west side.

The Housing Plan

Unit Total: 48 units including 3 market rate live/work spaces. The affordable units include 19 two-bedroom and 26 three-bedroom apartments in a mix of townhomes and flats.

Occupancy: Households with incomes at or below 60% of the area median income.
- Twelve (12) of the units will be leased to homeless households with children who are domestic violence survivors in a partnership with the YWCA.

Rent Vouchers: - Twelve (12) rent assistance vouchers from MSHDA for domestic violence survivor households with incomes at or below 30% of the area median income.  
- Eleven (11) rent assistance vouchers from the Grand Rapids Housing Commission serving households with incomes under 50% of the area median income.

Project Development Team:
- Developer: Dwelling Place of Grand Rapids Nonprofit Housing Corporation
- Investor/Syndicator: Cinnaire
- Contractor: Wolverine Building Group
- Architect: Progressive A & E
- Legal Counsel: Orlebeke Mackraz, PC
- Tax Consultant: Colliers International

Collaborative Partners:
- Kent County Land Bank
- Challenge Scholars Program
- Grand Rapids Public Schools
- West Grand Neighborhood Association
- West Side Collaborative

Construction Start Date: Fall 2018

Anticipated Completion Date: Spring 2020

**Site:** 1400 Alpine

The site consists of multiple parcels adjacent to Harrison Park Elementary School along Alpine Avenue. The building design includes a four-story building with a “stepped back” design for the fourth floor from...
Alpine Avenue to achieve appropriate massing for the street frontage. The first floor space along Alpine Avenue is designed to accommodate 3 commercial spaces that will be master leased from the partnership by Dwelling Place and used as live/work spaces. Community space for the residents and collaborative events with the adjacent elementary school is located within the building but along Myrtle Street on the first floor. Five 2-bedroom apartments, nine 3-bedroom apartments, fourteen 2-bedroom townhouses and seventeen three-bedroom townhouses will be located within the overall building layout to provide a variety of housing options for families. The overall site design will include a mix of green space, community gathering space, and connections to the Harrison Park Elementary School. All design elements include visibility, safety and security principals. Further, the site design incorporates nationally researched place-making principles to ensure that all exterior public spaces are fully activated for use by our residents, our commercial tenants, Harrison Park Elementary School and the surrounding neighborhood.

**Site Design and Neighborhood Planning** – In May of 2016, Progressive A&E, in partnership with the West Grand Neighborhood Organization and the West Side Collaborative, facilitated a rigorous neighborhood design and planning process in conjunction with Dwelling Place to seek community input for this development site. Dwelling Place invited the Grand Rapids Public Schools, neighborhood residents, neighborhood community organizations, school parents and nearby businesses to participate in this process. More than 200 individuals living or working in the neighborhood were involved in various stages of this process over many months.

A special focus for this project by Dwelling Place will be on innovation and collaboration with the schools, health care providers and social service providers to more fully integrate our housing resources with other community resources for the benefit of residents. Parents and students associated with Harrison Park Elementary School are expected to play a major role in oversight for this initiative. A Community Beneficiary Committee has been formed that is inclusive of these groups to work with Dwelling Place and our other partners to ensure this project can have a significant impact as a hedge against gentrification and in support the Challenge Scholars program for lower income families.

**Financing** – The total development costs for this project is $13,367,527. Sources of financing secured to date are listed below:

- Cinnaire (Investor/Syndicator): $11,836,358
- Grand Rapids Community Foundation: $464,000
- Dyer-Ives Foundation: $50,000
- MSHDA: $15,000
- Sebastian Foundation: $150,000
- Wege Foundation: $200,000
- Frey Foundation: $100,000
- Anonymous Gift: $100,000

**Remaining Gap:** $452,169

Long-term affordability will be ensured by Dwelling Place’s control of the project during a minimum 45-year affordability period. The City of Grand Rapids has agreed to support the long-term affordability of this project through the use of a tax abatement called a “Payment in lieu of Taxes” or PILOT. This form of
abatement allows an owner of affordable housing to make tax payments based on 4% of rental income so long as the rents and incomes of residents remain restricted. The City Commission approved the PILOT for this project on September 13, 2016.

**Connecting with the Community**

Dwelling Place has an excellent reputation for the quality and expertise in managing its apartment communities serving 8 neighborhoods within the city of Grand Rapids and 8 other communities in 4 counties across West Michigan. Dwelling Place also manages affordable housing for Genesis Nonprofit Housing Corporation in Grand Rapids, Walker, Grandville and Kentwood. The total number of apartment units under Dwelling Place management now exceeds 1,400 units.

As part of our commitment to resident engagement, we expect to work closely with parents in our housing, the Grand Rapids Public Schools and our other community partners taking advantage of existing programs, experimenting with new ideas and searching for best practice approaches that will leverage the stabilizing impact that high quality affordable housing can offer to families. The YWCA and Dwelling Place will serve as co-Lead Agents offering social services support and coordination for residents in this apartment community. The YWCA will also act as the referral agent for the 12 apartments serving domestic violence survivors. Dwelling Place will employ an on-site Resident Services Coordinator (social worker) assigned to this apartment community for at least 16 hours a week.

Finally, Dwelling Place will seek to engage in periodic assessments with school and neighborhood officials to review how well our management services and program related integration are being implemented for the benefit of families from the apartment community.

Increasingly, within the community development field, the integration of affordable housing with other community resources is seen as a “win – win” for families struggling with the many dimensions of poverty. There is much to be hopeful for on Grand Rapid’s west Side. Our intention is to add our efforts to the efforts of others to ensure that all families, regardless of their income, can share in that hope and realize the full benefit of the positive changes that are taking place.
Pine Avenue Apartments

City of Grand Rapids West Side

Project Narrative

Background

In 2015 Dwelling Place and other nonprofit developers were invited by several community organizations from Grand Rapids’ West Side neighborhood to assist in efforts to increase the availability of affordable rental housing for families. The west side is of special concern because of unprecedented development activity that is placing upward pressure on real estate values, reducing the availability of affordable housing for families under 80% of the area median income.

A collateral impact of this trend may include the loss of opportunities for lower income families to access an exciting new educational innovation called the “Challenge Scholars” program. This program is a unique scholarship resource for college education available to families with children who reside in specific neighborhood areas on the west side. The scholarship program is a significant collaboration involving the Grand Rapids Community Foundation in conjunction with the Grand Rapids Public Schools (GRPS) and numerous other organizations.

Student enrollees in the Challenge Scholars program from Harrison Park Elementary School and Westwood Middle School who ultimately graduate from Union High School with a certain GPA become eligible for scholarship assistance at several private and public colleges and universities. This very special opportunity is threatened by the fact that many low and moderate income families may no longer be able to afford to live on the city’s west side.

Current rental housing in many west side neighborhoods has become costly and much of what remains affordable is considered sub-standard in quality. A market study conducted by Zimmerman-Volk on behalf of the City’s Community Development Department has also documented a need for affordable housing on the west side.

The Housing Plan

Unit Total: 23 affordable units that include 16 three bedroom apartments and 7 three-bedroom townhomes.

Occupancy: - Households with incomes at or below 60% of the area median income.
- Six (6) of the units will be leased to homeless households with children who are domestic violence survivors in a partnership with the YWCA.

Rent Vouchers: - Six (6) rent assistance vouchers from MSHDA for domestic violence survivor households with incomes at or below 30% of the area median income.
- Five (5) rent assistance vouchers from the Grand Rapids Housing Commission serving households with incomes under 50% of the area median income.

Project Development Team:
Developer: Dwelling Place of Grand Rapids Nonprofit Housing Corporation  
Investor/Syndicator: National Equity Fund  
Contractor: Wolverine Building Group  
Architect: Progressive A & E  
Legal Counsel: Orlebeke Mackraz, PC  
Tax Consultant: Colliers International

Collaborative Partners:
Kent County Land Bank  
Challenge Scholars Program  
Grand Rapids Public Schools  
West Grand Neighborhood Association  
West Side Collaborative

Construction Start Date: Spring of 2019

Anticipated Completion Date: Winter 2020

Site: 1138 Pine Avenue
Site Design and Neighborhood Planning – The project site is the former Pine Academy School which was owned by the Grand Rapids Public Schools (GRPS). Prior to ownership by GRPS the school operated as West Side Christian Elementary School for many decades. It was purchased by Dwelling Place late in 2018 and was demolished in 2019 following a final open house and tour attended by more than 200 neighbors and former students. The overall site will also include a large amount of green space for families including some land that will be converted into community garden space.

In May of 2016, Progressive A&E, in partnership with the West Grand Neighborhood Organization and the West Side Collaborative, facilitated a rigorous neighborhood design and planning process in conjunction with Dwelling Place to seek community input for this development site. Dwelling Place invited the Grand Rapids Public Schools, neighborhood residents, neighborhood community organizations, school parents and nearby businesses to participate in this process. More than 200 individuals living or working in the neighborhood were involved in various stages of this process over many months.

A special focus for this project by Dwelling Place will be on innovation and collaboration with the schools, health care providers and social service providers to more fully integrate our housing resources with other community resources for the benefit of residents. Parents and students associated with Harrison Park Elementary School are expected to play a major role in oversight for this initiative. A Community Beneficiary Committee has been formed that is inclusive of these groups to work with Dwelling Place and our other partners to ensure this project can have a significant impact as a hedge against gentrification and in support the Challenge Scholars program for lower income families.

Financing – The total development costs for this project is $7,484,859. Sources of financing secured to date are listed below:

- National Equity Fund (Investor/Syndicator): $6,521,036
- Grand Rapids Community Foundation: $36,000
- City of Grand Rapids: $300,000

Remaining Gap: $663,823

Long-term affordability will be ensured by Dwelling Place’s control of the project during a minimum 45-year affordability period. The City of Grand Rapids has agreed to support the long-term affordability of
this project through the use of a tax abatement called a “Payment in lieu of Taxes” or PILOT. This form of abatement allows an owner of affordable housing to make tax payments based on 4% of rental income so long as the rents and incomes of residents remain restricted. The City Commission approved the PILOT for this project on September 13, 2016.

Connecting with the Community

Dwelling Place has an excellent reputation for the quality and expertise in managing its apartment communities serving 8 neighborhoods within the city of Grand Rapids and 8 other communities in 4 counties across West Michigan. Dwelling Place also manages affordable housing for Genesis Nonprofit Housing Corporation in Grand Rapids, Walker, Grandville and Kentwood. The total number of apartment units under Dwelling Place management now exceeds 1,400 units.

As part of our commitment to resident engagement, we expect to work closely with parents in our housing, the Grand Rapids Public Schools and our other community partners taking advantage of existing programs, experimenting with new ideas and searching for best practice approaches that will leverage the stabilizing impact that high quality affordable housing can offer to families. The YWCA and Dwelling Place will serve as co-Lead Agents offering social services support and coordination for residents in this apartment community. The YWCA will also act as the referral agent for the 6 apartments serving domestic violence survivors. Dwelling Place will employ an on-site Resident Services Coordinator (social worker) assigned to this apartment community for at least 8 hours a week.

Finally, Dwelling Place will seek to engage in periodic assessments with school and neighborhood officials to review how well our management services and program related integration are being implemented for the benefit of families from the apartment community.

Increasingly, within the community development field, the integration of affordable housing with other community resources is seen as a “win – win” for families struggling with the many dimensions of poverty. There is much to be hopeful for on Grand Rapid’s west Side. Our intention is to add our efforts to the efforts of others to ensure that all families, regardless of their income, can share in that hope and realize the full benefit of the positive changes that are taking place.
Ferguson Apartments

Project Narrative

Background

The Ferguson Apartments, located at 72 Sheldon Boulevard SE in Grand Rapids, opened their doors in 2002 as a 101 unit housing community with 100 of those units subsidized through a HUD McKinney-Vento rental assistance contract. Prior to its renovation and conversion to affordable housing, the building was the Hotel Browning and then the Ferguson Health Clinic. During the merger between Butterworth and Blodgett health systems to form Spectrum Health, the Ferguson building was donated to Dwelling Place.

With Low Income Housing Tax Credits, Historic Tax Credits, HOME loans from MSHDA and the City of Grand Rapids, and philanthropy, Dwelling Place established this apartment community intended for those struggling with homelessness or living with disabilities. Ferguson currently takes all referrals through the coordinated entry system with the Continuum of Care, a part of the Kent County Coalition to End Homelessness. In addition to the housing, commercial spaces were created to house several community health services. In 2015, the second floor commercial space was converted into 18 market rate apartments including 15 studios and 3 one-bedroom apartments. These apartments are presently leased to homeless households using portable rent assistance vouchers including tenant-based Veterans VASH vouchers.

It has been more than 17 years since Ferguson opened in 2002 as the “first of its kind”, large scale, permanent supportive housing project in Grand Rapids to serve homeless individuals with disabilities. In 2017 the project completed its initial 15-year Low Income Housing Tax Credit compliance period, making it eligible to consider re-syndication as a tax credit project to address significant renovation needs and to restructure the financing in the project to ensure long-term sustainability.

The Housing Plan

Unit Total: 119 affordable units including 116 studios and 3 one bedroom units.

Occupancy:
- 18 units for households with incomes at or below 80% of the area median income.
- 18 units for households with incomes at or below 40% of the area median income.
- 82 units for households with incomes at or below 60% of the area median income.

Rent Assistance Vouchers: 100

Project Development Team:
Developer: Dwelling Place of Grand Rapids Nonprofit Housing Corporation
Investor/Syndicator: Insite (affiliated with Chemical Bank)
Contractor: Wolverine Building Group
Architect: Hooker DeJong Architects
Legal Counsel: Orlebeke Mackraz, PC
Tax Consultant: Colliers International
Permanent Lender: Michigan State Housing Development Authority

Collaborative Partners:
Grand Valley State University Kirkof College of Nursing
Spectrum Health

Construction Start Date: Estimated Fall 2019

Anticipated Completion Date: Estimated Fall 2020

**Site: 72 Sheldon SE**
Renovation costs are projected at $12,000,000 to address the many capital needs and to improve amenities for the residents. While not changing the residential unit configuration, reconfiguring the management office and commercial spaces will improve safety and efficiency. In addition, the original hospital cafeteria on the 6th floor will be converted to a large community room with a warming kitchen, and a rooftop garden that can safely be used by residents. The major renovations will be for internal capital needs within the building. The water/sewer pipes are from the original development and now over 100 years old and need full replacement. Additionally, new heating and HVAC will be installed. Windows need to be, and existing building envelope needs repair.

The 77 units in the historic section of Ferguson Apartments have been vacated to accommodate construction activities. Residents in those units were relocated in the community. Most are temporary relocations and Dwelling Place has assisted all residents with relocation services. The 42 units within the 2001 addition to the building will remain occupied during construction, with residents moving between floors within the building to accommodate the construction work on each floor.

**Financing** – Dwelling Place expects to finance the majority of $21,243,196 of costs for this development using Low Income Housing Tax Credits (LIHTC) and Historic Preservation Tax Credits. A LIHTC reservation for the project was awarded in October 2018. Project financing also includes a Housing Trust Fund (HTF) loan from the Michigan State Housing Development Authority (MSDHA). The City of Grand Rapids has agreed to forgive an outstanding $500,000, City HOME loan from 2002.

Dwelling Place holds a $2.6 million sponsor note, the result of philanthropic donations from the 2002 development, and other payables of almost $286,000, both of which we intend to forgive at the time of closing on project financing. There are two commercial spaces remaining in this property, one of which is leased to Grand Valley State University for their Nurse Managed Clinic. The second space is presently vacant but is expected to be leased to another nonprofit service provider at some time in the future. Renovation of the commercial spaces will be minimal and financed directly through Dwelling Place.

**Remaining Gap:** $215,574
Long-term affordability will be ensured by Dwelling Place’s control of the project during a minimum 45-year affordability period. The City of Grand Rapids has agreed to support the long-term affordability of this project through the use of a tax abatement called a “Payment in lieu of Taxes” or PILOT. This form of abatement allows an owner of affordable housing to make tax payments based on 3% of rental income so long as the rents and incomes of residents remain restricted. The City Commission approved the PILOT for this project on September 18, 2018.

Connecting with the Community

Dwelling Place will continue in its role as an owner and general partner following the restructuring of this project. It will also continue in its role as the manager of the project on a day to day basis. Dwelling Place has an excellent reputation for the quality and expertise in managing and owning 27 apartment communities serving 8 neighborhoods within the city of Grand Rapids and 8 other communities in 4 counties across West Michigan. Dwelling Place also manages affordable housing for Genesis Nonprofit Housing Corporation in Grand Rapids, Walker, Grandville and Kentwood. The total number of apartment units under Dwelling Place management now exceeds 1,400 units.

The future for this project as an integral partner in community efforts to address homelessness will continue into the foreseeable future because of this restructuring. The Kent County Coalition to End Homelessness, the City of Grand Rapids, MSHDA and a myriad of health and social service organizations will continue to play a major role as partners in the success of this initiative as we increasingly focus on the integration of affordable housing with other community resources as the only viable means to address homelessness in Kent County.
Grandville Avenue Apartments

Plaza Roosevelt Initiative

Project Narrative

Background

Grandville Apartments will be a 24-unit Low Income Housing Tax Credit (LIHTC) development located on Grandville Ave in Grand Rapids, south of the Cook Arts Center. This proposed development complements a second, planned housing initiative by Dwelling Place, located nearby called Franklin Apartments, which is located on Franklin Street. This is a major part of an area-wide, neighborhood-driven redevelopment initiative with eight partners, working to strengthen the health, education and economic outcomes for residents of the Roosevelt Park Neighborhood.

In 2015, Dwelling Place was approached by Habitat for Humanity of Kent County to join in a collaborative that would redevelop a key area in the burgeoning Grandville Avenue business corridor. Since 2013, Habitat Kent began acquiring what would eventually add up to more than 5.5-acres of land along Grandville Avenue with the vision that it would be a catalyst for neighborhood-driven revitalization.

After a series of neighborhood engagement and coalition building sessions, the Plaza Roosevelt redevelopment initiative was announced in November of 2016. Dwelling Place, Habitat for Humanity, Grand Rapids Public Schools, the City of Grand Rapids, Mercy Health and Ferris State University entered into a partnership to redevelop the site. Though all six of these organizations are partners with the entire redevelopment of the area, Dwelling Place is the only member of the development team for the Grandville Apartments.

The entire redevelopment initiative will consist of the following:

- 48 new units of affordable rental housing, 24 of them at this proposed development, an estimated $17 million investment (Dwelling Place)
- 16 new affordable residences for homeownership, an estimated $3 million investment (Habitat Kent)
- An expansion of the existing Clínica Santa María (Mercy Health), and estimated $3 million investment
- Educational programs and services through Ferris State University with office and classroom presence in this initiative.
- A new Spanish immersion high school facility to accommodate the expansion of the Southwest Community Campus (SWCC) from PK-8 to PK-12, an estimated $20 million investment (GRPS)
- Nearly an acre of “plaza” greenspace planned to be owned and maintained by the City of Grand Rapids
- Shared community spaces and out of school time programming for teens
Neighborhood Background

Plaza Roosevelt is a part of the Roosevelt Park Neighborhood and the Grandville Avenue business corridor. It abuts the 131 Highway and the Grand River. The area is 73% Hispanic/Latino, and despite a history of disinvestment, has recently experiencing a resurgence of development, including Founders Brewery’s expansion, the renovation of the former Steelcase Factory into a commercial building and innovation space, and a burgeoning small business community. Additionally, new development is being considered just a half mile away, as the city plans to sell the former 201 Market property to a selected developer. The current proposal includes 700 units of housing, commercial space and grocery store space.

In light of the recent changes, and due in part because of the Plaza Roosevelt development, the City of Grand Rapids passed an Area Specific Plan (ASP) that encompasses the entire Roosevelt Park neighborhood and much of the Grandville Avenue corridor. The ASP specifically calls for affordable rental housing at the site we are proposing.

Resident Engagement

The amenities developed and site plan was a response to intensive neighborhood engagement by all of the partners in this initiative. This involved multiple public engagement sessions, design charrettes and a standing committee of a dozen residents offering regular feedback. The Plaza Roosevelt partners contracted with Nederveld Associates and Williams and Works for site surveying, planning and facilitation of the community engagement process.

The Housing Plan

Unit Total: 24 affordable units that include 10 two bedroom and 14 three bedroom apartments.

Occupancy: - 6 units for households with incomes at or below 40% of the area median income.
- 6 units for households with incomes at or below 80% of the area median income.
- 12 units for households with incomes at or below 60% of the area median income.

Rent Vouchers: 0

Project Development Team:

Developer: Dwelling Place of Grand Rapids Nonprofit Housing Corporation
Investor/Syndicator: Cinnaire
Contractor: Wolverine Building Group
Architect: Progressive A & E
Legal Counsel: Orlebeke Mackraz, PC
Tax Consultant: Colliers International
Bridge Loan Lender: Huntington Bank

Collaborative Partners:
Habitat for Humanity
Roosevelt Park Neighborhood Association
Grand Rapids Public Schools
Neighborhood Partners Group
Mercy Health (Clinica Santa Maria)
Grandville Avenue Arts and Humanities
Ferris State University
City of Grand Rapids
Hispanic Center of West Michigan

Construction Start Date: Estimated Fall 2019

Anticipated Completion Date: Estimated Fall 2020

Site: 625 Grandville Avenue SW
Site Design and Neighborhood Planning

A new, three story building will be constructed on the site, with 24 two and three bedroom units. The third floor shall be “stepped back” from the street. The building will be narrow along Grandville Avenue, and run parallel to the proposed community park/plaza. Due to the grading of the site, we will be able to do cantilevered parking that will be concealed by the building frontage, allowing residents to drive in from the Graham Street.

Commercial space will be built on the first floor of the Grandville Avenue building and financed without LIHTC in a condominium structure to be owned by either Dwelling Place or Ferris State University. Presently, Ferris State University is planning to acquire the commercial space but they cannot act on that plan until their October 2019 Board meeting. The purchase price would equal the total development costs for this space. They have an interest in utilizing the space for classrooms and administrative offices for their Latino Business and Economic Development Center as well as their Center for Community Engagement. Ferris State University is also coordinating plans with Mercy Health to offer pharmacy services in this initiative.

Acquisition: Dwelling Place has purchase options and will own the sites for their multifamily contributions to the area, gaining ownership through a site condominium structure. The entire 5.5 acre site, excluding the existing Cook Arts Center and Clinica Santa María structures, were acquired by Habitat for Humanity through a program related investment (PRI) loan from the Grand Rapids Community Foundation. The partners will pay the PRI loan back with the acquisition of the units of the new condominium structure.
Financing – The total development costs for this project is $8,594,513. Sources of financing secured to date are listed below:

- Cinnaire (Investor/Syndicator): $7,334,391

Remaining Gap: $1,094,032

Long-term affordability will be ensured by Dwelling Place’s control of the project during a minimum 45-year affordability period. The City of Grand Rapids has agreed to support the long-term affordability of this project through the use of a tax abatement called a “Payment in lieu of Taxes” or PILOT. This form of abatement allows an owner of affordable housing to make tax payments based on 3% of rental income so long as the rents and incomes of residents remain restricted. The City Commission approved the PILOT for this project on March 6, 2018.

Connecting with the Community

Dwelling Place has an excellent reputation for the quality and expertise in managing its apartment communities serving 8 neighborhoods within the city of Grand Rapids and 8 other communities in 4 counties across West Michigan. Dwelling Place also manages affordable housing for Genesis Nonprofit Housing Corporation in Grand Rapids, Walker, Grandville and Kentwood. The total number of apartment units under Dwelling Place management now exceeds 1,400 units.

As part of our commitment to resident engagement, we expect to work closely with parents in our housing, the Grand Rapids Public Schools and our other community partners taking advantage of existing programs, experimenting with new ideas and searching for best practice approaches that will leverage the stabilizing impact that high quality affordable housing can offer to families.

Finally, Dwelling Place will seek to engage in periodic assessments with school and neighborhood officials to review how well our management services and program related integration are being implemented for the benefit of families from the apartment community.

Increasingly, within the community development field, the integration of affordable housing with other community resources is seen as a “win – win” for families struggling with the many dimensions of poverty. Our intention is to add our efforts to the efforts of others to ensure that all families, regardless of their income, can share in that hope and realize the full benefit of the positive changes that are taking place in the Roosevelt Park Neighborhood.
Franklin Street Apartments

Plaza Roosevelt Initiative

Project Narrative

Background

Franklin Street Apartments will be a 24-unit Low Income Housing Tax Credit (LIHTC) development located on Franklin Street in Grand Rapids, adjacent to and just east of Mercy Health’s Clinica Santa Maria. This proposed development complements a second, planned housing initiative by Dwelling Place, located nearby called Grandville Avenue Apartments, which is located on Grandville Avenue. This is a major part of an area-wide, neighborhood-driven redevelopment initiative with eight partners, working to strengthen the health, education and economic outcomes for residents of the Roosevelt Park Neighborhood.

In 2015, Dwelling Place was approached by Habitat for Humanity of Kent County to join in a collaborative that would redevelop a key area in the burgeoning Grandville Avenue business corridor. Since 2013, Habitat Kent began acquiring what would eventually add up to more than 5.5-acres of land along Grandville Avenue with the vision that it would be a catalyst for neighborhood-driven revitalization.

After a series of neighborhood engagement and coalition building sessions, the Plaza Roosevelt redevelopment initiative was announced in November of 2016. Dwelling Place, Habitat for Humanity, Grand Rapids Public Schools, the City of Grand Rapids, Mercy Health and Ferris State University entered into a partnership to redevelop the site. Though all six of these organizations are partners with the entire redevelopment of the area, Dwelling Place is the only member of the development team for the Grandville Apartments.

The entire redevelopment initiative will consist of the following:

- 48 new units of affordable rental housing, 24 of them at this proposed development, an estimated $17 million investment (Dwelling Place)
- 16 new affordable residences for homeownership, an estimated $3 million investment (Habitat Kent)
- An expansion of the existing Clinica Santa Maria (Mercy Health), and estimated $3 million investment
- Educational programs and services through Ferris State University with office and classroom presence in this initiative.
- A new Spanish immersion high school facility to accommodate the expansion of the Southwest Community Campus (SWCC) from PK-8 to PK-12, an estimated $20 million investment (GRPS)
- Nearly an acre of “plaza” greenspace planned to be owned and maintained by the City of Grand Rapids
- Shared community spaces and out of school time programming for te
Neighborhood Background

Plaza Roosevelt is a part of the Roosevelt Park Neighborhood and the Grandville Avenue business corridor. It abuts the 131 Highway and the Grand River. The area is 73% Hispanic/Latino, and despite a history of disinvestment, has recently experiencing a resurgence of development, including Founders Brewery's expansion, the renovation of the former Steelcase Factory into a commercial building and innovation space, and a burgeoning small business community. Additionally, new development is being considered just a half mile away, as the city plans to sell the former 201 Market property to a selected developer. The current proposal includes 700 units of housing, commercial space and grocery store space.

In light of the recent changes, and due in part because of the Plaza Roosevelt development, the City of Grand Rapids passed an Area Specific Plan (ASP) that encompasses the entire Roosevelt Park neighborhood and much of the Grandville Avenue corridor. The ASP specifically calls for affordable rental housing at the site we are proposing.

Resident Engagement

The amenities developed and site plan was a response to intensive neighborhood engagement by all of the partners in this initiative. This involved multiple public engagement sessions, design charrettes and a standing committee of a dozen residents offering regular feedback. The Plaza Roosevelt partners contracted with Nederveld Associates and Williams and Works for site surveying, planning and facilitation of the community engagement process.

The Housing Plan

Unit Total: 24 affordable units that include 11 two bedroom and 13 three bedroom apartments.

Occupancy: - 6 units for households with incomes at or below 40% of the area median income.
- 6 units for households with incomes at or below 80% of the area median income.
- 12 units for households with incomes at or below 60% of the area median income.

Rent Vouchers: 0

Project Development Team:

Developer: Dwelling Place of Grand Rapids Nonprofit Housing Corporation
Investor/Syndicator: Cinaire
Contractor: Wolverine Building Group
Architect: Progressive A & E
Legal Counsel: Orlebeke Mackraz, PC
Tax Consultant: Colliers International
Bridge Loan Lender: Huntington Bank

Collaborative Partners:

Habitat for Humanity
Roosevelt Park Neighborhood Association
Grand Rapids Public Schools
Neighborhood Partners Group
Mercy Health (Clinica Santa Maria)
Grandville Avenue Arts and Humanities
Ferris State University
City of Grand Rapids
Hispanic Center of West Michigan

Construction Start Date: Estimated Fall 2019

Anticipated Completion Date: Estimated Fall 2020

Site: 347 Franklin Street SW
Site Design and Neighborhood Planning

A new, three story building will be constructed on the site, with 24 two and three bedroom units. The building will have frontage along Franklin Street and include a 1500 square foot community room and on-site management office. Due to the grading of the site, parking will be cantilevered under the building and accessible from the eastern side of the building.

Acquisition: Dwelling Place has purchase options and will own the sites for their multifamily contributions to the area, gaining ownership through a site condominium structure. The entire 5.5 acre site, excluding the existing Cook Arts Center and Clínica Santa María structures, were acquired by Habitat for Humanity through a program related investment (PRI) loan from the Grand Rapids Community Foundation. The partners will pay the PRI loan back with the acquisition of the units of the new condominium structure.

Financing – The total development costs for this project is $8,693,962. Sources of financing secured to date are listed below:
- Cinnaire (Investor/Syndicator): $7,494,196

Remaining Gap: $1,103,612

Long-term affordability will be ensured by Dwelling Place’s control of the project during a minimum 45-year affordability period. The City of Grand Rapids has agreed to support the long-term affordability of this project through the use of a tax abatement called a “Payment in lieu of Taxes” or PILOT. This form of abatement allows an owner of affordable housing to make tax payments based on 3% of rental income so long as the rents and incomes of residents remain restricted. The City Commission approved the PILOT for this project on March 6, 2018.

Connecting with the Community

Dwelling Place has an excellent reputation for the quality and expertise in managing its apartment communities serving 8 neighborhoods within the city of Grand Rapids and 8 other communities in 4 counties across West Michigan. Dwelling Place also manages affordable housing for Genesis Nonprofit Housing Corporation in Grand Rapids, Walker, Grandville and Kentwood. The total number of apartment units under Dwelling Place management now exceeds 1,400 units.

As part of our commitment to resident engagement, we expect to work closely with parents in our housing, the Grand Rapids Public Schools and our other community partners taking advantage of existing programs, experimenting with new ideas and searching for best practice approaches that will leverage the stabilizing impact that high quality affordable housing can offer to families.

Finally, Dwelling Place will seek to engage in periodic assessments with school and neighborhood officials to review how well our management services and program related integration are being implemented for the benefit of families from the apartment community.
Increasingly, within the community development field, the integration of affordable housing with other community resources is seen as a “win – win” for families struggling with the many dimensions of poverty. Our intention is to add our efforts to the efforts of others to ensure that all families, regardless of their income, can share in that hope and realize the full benefit of the positive changes that are taking place in the Roosevelt Park Neighborhood.
MEMBERS PRESENT  
David Byers, Juan Daniel Castro, Francine Gaston, Rick Stevens, Larry Titley

MEMBERS ABSENT  
Annamarie Buller, Renee Williams

STAFF & GUESTS PRESENT  
Zoe Post, Dennis Sturtevant
Gil Segovia, Northern Trust

The meeting was convened at 7:59 AM by Mr. Castro.

INTRODUCTION OF MR. SEGOVIA  
Mr. Segovia introduced himself to the Committee, mentioning his background in banking and his appreciation of Dwelling Place’s business model. The Committee and CEO shared their expectations of a Board member: passion for the Dwelling Place mission, willingness to engage and ask questions, and contributing one’s unique talents to the Board.

APPROVAL OF MINUTES  
Minutes of the Dwelling Place Executive Committee meeting of June 11, 2019 were approved by motion of Larry Titley, supported by Francine Gaston and carried unanimously.

STATUS FOR ORIENTATION OF NEW BOARD MEMBERS  
Recommendation of Chelsea Sheafor, Gil Segovia, and Sadie Erickson to the Board of Directors was approved by motion of Rick Stevens, supported by David Byers and carried unanimously.

STRATEGIC PLANNING PROGRESS REVIEW/DISCUSSION  
Steve Crandall drafted a concise strategic plan based on the planning sessions in May and June. The Committee suggested adding specific metrics and timelines to the document and clarifying that the Board will consider the creation of a CLT. Mr. Crandall will review these edits and present the revised strategic plan to the full Board at the August meeting.

NEIGHBORWORKS GRANT REQUESTS STATUS  
Supplemental Grant: The regional $25,000 grant has been tentatively approved, pending completion of an online application by Friday, July 12th.

Strategic Investment Fund: Application for up to $50,000 of this national, points-based grant was completed to gain funding for CLT initiatives.

Real Estate Growth Cohort: Awaiting an award letter from NeighborWorks for this portfolio-strengthening grant.

PREPARATION FOR AUGUST 2019 BOARD MEETING  
Diversity, Equity, and Inclusion Plan Review

Though the completed plan may not be ready by the August Board meeting, a draft of the DEI Plan will be included on the agenda. Committee members suggested a staff person—perhaps Justin Rhodes, HR Director—should chair the committee. Though the cost of hiring Steve Robbins for continued consulting is out of reach, the Committee will consider hearing a pitch
about inclusion from him or another qualified consultant. The Committee also suggested including staff specializing in I&D at other agencies in the DEI Committee to help build off this framework.

**PROJECT UPDATES**

- **Harrison Park**: Completion projected for November/December 2019; an open house will likely occur after the September Westside event.

- **Pine Avenue**: About 40% complete; funding gap covered by developer fee.

- **Ferguson**: All necessary relocation move-outs are scheduled; planning to close in August with Insite (Chemical Bank affiliate); meeting scheduled with GVSU to decide whether they want to expand their lease space.

- **Plaza Roosevelt**: Large funding gap of about $1.5 million; anticipating a significant portion of the gap will be covered by various foundations.

- **Garfield Lofts**: The joint venture with LINC UP is under budget and likely to be completed early.

Mr. Sturtevant intends to combine these projects into one proposal and ask local philanthropies for participation in one or more development projects.

**ADJOURNMENT**

The Executive Committee was adjourned at 9:08 AM by Juan Daniel Castro.
MEMBERS PRESENT: David Byers, Michael McDaniels, Angela Sanborn, Chelsea Schaefer

MEMBERS ABSENT: Holly Jacoby, Sadie Erickson

GUEST PRESENT: Larissa Van Putten, Beene Garter LLP

STAFF PRESENT: Karen Monroe, Steve Recker, Scott Page, Laurie Mullennix, Grace Thuo, Jessica Johnson, Dennis Sturtevant, Justin Rhodes, Brandon Watson, Rebecca Long, Jessica Beeby, Liz Mui

The meeting was convened at 12:00 pm by David Byers.

APPROVAL OF MAY MINUTES

There was a change that included a request for an updated rate summary and claims history. Minutes of the Finance Committee meeting of May 29, 2019 were approved with changes pertaining to the request by motion of David Byers, supported by Michael McDaniels and carried unanimously.

990 Draft Review

Mr. Recker presented a page by page review of the Dwelling Place 990. Additional financial information, including the balance sheet and income statement were also references. The Dwelling Place 990 is available upon request and is not published on the website. A request was made to have the 990 email to all Board Members.

Page 6 - 16a - Mr. McDaniels questioned whether Dwelling Place had an arrangement with John Wheeler Construction as a taxable entity. Mr. Recker confirmed he had already sent a message to Carol Hubbard, Beene Garter, to clarify the question.

Page 38 to 39 - A request was made to revise the wording of FORM 990, PART XI, LINE 2C to read: “OVERSIGHT OF THE AUDIT FINANCE COMMITTEE RECOMMENDS PRESENTATION OF THE AUDITED FINANCIAL STATEMENTS TO THE BOARD”.

Mr. Recker also presented a page by page review of the following forms:

Heartside Nonprofit Housing Corporation 990

Dwelling Place Foundation 990

Elmdale Apartments 990

SAWKAW Inc. 990
A motion was made by Mr. McDaniels that the Finance Committee recommends presentation of the 990 to the board with the changes discussed, supported by Ms. Sanborn and carried unanimously.

**UPDATES / ANNOUNCEMENTS**

A proposal to add up to five new positions within the organization will be presented at the next meeting in July, which may include a three year projection of growth and sustainability. There is a need to evaluate available space, parking issues, and costs of relocation.

Dwelling Place recently applied to become a part of a Neighborworks Real Estate Growth Cohort to further explore different ways to grow the organization.

**PROPOSED AGENDA AND NEXT MEETING DATE**

The next Finance Committee meeting will be held on Wednesday, July 31, 2019 at 12:00 pm.

**ADJOURNMENT**

The Finance Committee meeting was adjourned at 12:48 pm by Chelsea Schaefor, who had taken over the meeting when Mr. Byers had to leave.
MEMBERS PRESENT  Thomas Carpenter, Kyle Irwin, Richard Stevens, Tommie Wallace

MEMBERS ABSENT  Leah Carpenter

STAFF/GUESTS PRESENT  Amy Henderson, Zoe Post, Jenn Schaub, LaTrisha Sosebee, Dennis Sturtevant

The meeting was convened at 10:05 AM by Rick Stevens.

APPROVAL OF MINUTES  Minutes of the Dwelling Place Marketing & Development Committee meeting of May 28, 2019 were approved by consensus of the Committee.

DONATIONS SINCE LAST MEETING  Donations since the last meeting included a donation from the Bethlehem Neighborhood Park Association that was given following a cleanup/picnic event at Roosevelt, and a grant from Huntington for CB&E programs at Plaza Roosevelt.

The Committee decided to provide the donation charts and a list of donors to the Board for feedback at the August meeting.

VIDEO ADAPTATIONS  Ms. Sosebee described subtitling services (English and Spanish) from Scott Allen for the new Dwelling Place videos viewed at the last meeting. The cost for all 12 videos in both languages would total $3000 ($1845 for subtitles, $1200 for translation), plus a possible $75/hour cost. The Committee decided to investigate whether Scott Allen uses a subcontractor for translation service and if so, for Mr. Sturtevant and Mr. Castro to vet them before continuing with the subtitles. Assuming a satisfactory result, the Committee reached consensus to proceed with the subtitles and translations.

FUNDRAISER UPDATE  Design Planning

The small event committee is comprised of staff, Board, and West side community members. Outreach will include sponsorship letters signed by Board members and the creation of a sub-committee to sell 70 event tickets. Rather than donating to neighborhood associations, Dwelling Place will use money from ticket sales to sponsor West side neighborhood programs. Well Design Studio was selected to create event invitations, programs, and signs featuring a logo based on the West Side Story playbill.

Event Video

The Committee discussed a list potential interviewees to highlight community partnerships in the event video to be created by resident videographer Mallory Patterson.

Event Program

The Committee suggested identifying specific needs that the silent auction will fund, setting a cap (10-20) on the amount of auction items, adding tiered price points, and allowing adequate time for donors to collect auction items before the conclusion of the event. The program will include a progression of
events throughout the night to keep guests engaged, including cocktails, music, a video presentation, and an interactive map where guests can add pins to mark their favorite West side places.

REVIEW COMMITTEE DESCRIPTION & CRITERIA

The Committee made the following edits:
- Remove language surrounding “fund development.”
- Add reference to mission and strategic plan.
- Edit description to read, “All staff will be assigned by the CEO...” and ensure all other committee descriptions are consistent with this change.
- Remove “review and approval of annual United Way funding requests” from committee responsibilities.

The Committee will review this document annually. The Committee reached consensus to recommend these changes to the Board for approval.

COMMITTEE RECRUITMENT

Committee members will recommend organizations to which they have a personal connection and compile a list of these groups to contact for committee recruitment.

ADJOURNMENT

The Marketing & Development Committee meeting was adjourned at 11:17 PM by Rick Stevens.
MEMBERS PRESENT  Juan Daniel Castro, Mike DeVries, Rich Kogelschatz, George Larimore, Mike McDaniels, Pete VanderVeen

STAFF PRESENT  Jessica Beeby, Chris Bennett, Kim Cross, Scott Page, Zoe Post, Steve Recker, Dennis Sturtevant, Stephen Wooden

Brad Gruizinga, Nick Lovelace, and Tom Ralston, 200 Madison
Kara Harrison, Colliers International

The meeting was convened at 11:31 AM by Mr. Kogelschatz.

THANK YOU TO RETIRING BOARD MEMBER  Mr. Sturtevant thanked Mr. McDaniels for his years of service on the Board of Directors. Though retired from the Board, Mr. McDaniels will continue to serve on the RED & Asset Management Committee.

APPROVAL OF MINUTES  Minutes of the Dwelling Place RED & Asset Management Committee meeting of May 13, 2019 were approved by motion of Mike McDaniels, supported by George Larimore and carried unanimously.

200 MADISON  Guests from 200 Madison presented a 22-unit adaptive reuse development of a former church building in Heritage Hill. With strong community support, experienced partners, and substantial completed legwork, the group believes the project could be a success with support from Dwelling Place to acquire necessary LIHTC points (alone, their score is 121). The Committee inquired about several aspects of the project, and discussed details and financing.

Contingent upon 1) satisfactory review of financials, 2) 200 Madison’s willingness to proceed with the LINC UP agreement template, and 3) provision of personal guarantees of any shortfalls that might prevent Dwelling Place from receiving its full developer fee, a motion to authorize staff to proceed with the project was made by Mike McDaniels, supported by Juan Daniel Castro, and carried unanimously, George Larimore abstaining due to a conflict of interest.

COMMUNITY LAND TRUST DISCUSSION  Dwelling Place has submitted a grant request to NeighborWorks for $50,000 to cover costs associated with the CLT, including Michael Brown consulting and other pre-development costs. A preliminary budget was created for this project and distributed to the Committee; more specific numbers will follow appraisals and capital needs assessments. This will inform the structure of the CLT and direct further conversations with Michael Brown.
NeighborWorks has encouraged network organizations with 500 or more housing units to join a cohort aimed at supporting portfolio and production growth. (The associated $50,000 grant is separate from the Strategic Investment Fund and Supplemental Fund grants that Dwelling Place is currently pursuing for strategic planning and CLT work.) Mr. Sturtevant will submit an application for the cohort by Friday, June 14th.

Project Updates/Other Business

Harrison Park: Progressing well; about 40% completion. Neighborhood meeting was well-attended and community involvement is high.

Pine Ave: 10-15% completion.

Garfield Lofts: A month ahead of schedule and under budget.

Ferguson: Number of residents needing to be placed in the community during renovation has been reduced to about 30. Two weekend volunteer events have been scheduled to help residents move out. RAD Section 8 conversion application is being finalized.

Bethlehem Park (Muskegon Heights): Nearing end of neighborhood enhancement program and construction of a new shed in the park.

Plaza Roosevelt: Numbers are still up in the air due to underground parking and other unexpected costs.

Adjournment

The meeting was adjourned at 1:20 PM by Mr. Kogelschatz.
MEMBERS PRESENT  Annamarie Buller, Leah Carpenter, Thomas Carpenter, Tommie Wallace

MEMBERS ABSENT  Marvin Thomas

STAFF PRESENT  Jessica Beeby, Kim Cross, Heather Ibrahim, Zoe Post, Jenn Schaub, Latrisha Sosebee, Dennis Sturtevant, Alonda Trammell

The meeting was convened at 12:02 AM by Ms. Buller.

APPROVAL OF MINUTES  Minutes of the Resident Engagement Committee meeting of June 18, 2019 were approved by motion of Tommie Wallace, supported by Thomas Carpenter and carried unanimously.

REVIEW OF UPDATED COMMITTEE DOCUMENTS RECOMMENDED FOR BOARD APPROVAL  The Committee made some final changes—largely wording and punctuation—to the revised documents. Discussion about the Resident Engagement Budget Request made apparent the need for more substantial edits, particularly surrounding documentation of grants and how to include both narrative descriptions and specific, financial data in the budget request.

The Resident Governance Procedures and sample organizational structure also required updates, such as outlining diversity and inclusion initiatives. Since the programs described within these documents are necessary for grant compliance, Mr. Sturtevant and Ms. Schaub will review those requirements and ensure they are adequately addressed in both written and implemented procedures.

The Committee decided to suspend its recommendation of all documents to the Board until all edits have been finalized.

FORMING A FUTURE AGENDA AND WORK PLAN  The Committee will use the results of the resident survey to form future meeting agendas. This may include overall impressions, as well as exploring what factors affected especially high- or low-scoring properties.

NEXT MEETING  The next meeting of the Resident Engagement Committee is scheduled for Tuesday, August 13, 2019 at 12:00PM.

ADJOURNMENT  The Resident Engagement Committee was adjourned at 12:22 PM by Annamarie Buller.