

AGENDA

DOWNTOWN DEVELOPMENT AUTHORITY



DDA

Board Members:

Luis Avila • Mayor Rosalynn Bliss • Kayem Dunn • Jermale Eddie • Brian Harris • Jen Schottke • Diana Sieger • Jim Talen
Rick Winn

Wednesday, November 13, 2019

8:00 a.m. Meeting

29 Pearl Street, NW Suite #1

- | | | |
|--|-----------|-----------|
| 1. Call to Order | | |
| 2. Approve Meeting Minutes from October 9, 2019 (8:01)
(enclosure) | Motion | Harris |
| 3. Accept October 31, 2019 Financial Statements (8:05)
(enclosure) | Motion | Wallace |
| 4. Development Area Liquor License Request (8:10)
(enclosure) | Motion | Kitavi |
| 5. North Monroe Banner Funding (8:20)
(enclosure) | Motion | Eledge |
| 6. YMCA Parking Agreement (8:30)
(enclosure) | Motion | Kelly |
| 7. Vandenberg Center Development Support Request (8:40)
(enclosure) | Motion | Kelly |
| 8. Retail Retention and Attraction Initiative (8:50)
(enclosure) | Motion | Kelly |
| 9. Dwelling Place Affordable Housing Funding Request (9:00)
(enclosure) | Motion | Buller |
| 10. Heartside Restroom Funding Authorization (9:10)
(enclosure) | Motion | Buller |
| 11. Latino Community Coalition Partnership Report (9:20) | Info Item | Van Driel |
| 12. Public Comment (9:30) | | |
| 13. Board Member Discussion (9:40) | | |
| 14. Adjournment | | |



DOWNTOWN
GRAND RAPIDS INC.



MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY

October 9, 2019

1. Call to Order – The meeting was called to order at 8:05 a.m. by Chair Brian Harris

2. Attendance

Present: Rick Winn, Kayem Dunn, Jermale Eddie, Brian Harris, Diana Sieger, Luis Avila, Jen Schottke, Jim Talen.

Absent: Mayor Rosalynn Bliss

Others Present: Tim Kelly (DDA Executive Director), Flor Valera, (DDA Recording Secretary) Jana Wallace (DDA Treasurer), Dick Wendt (Legal Counsel), Annamarie Buller, Melvin Eledge, Megan Catcho, Mark Miller, Marion Bonneaux (DGRI Staff) Davis Davis, Josh Naramore, Alexandra Harris, Jennifer Kasper, Jerry Powell and others.

3. Approve Meeting Minutes from September 11, 2019

Motion: Kayem Dunn, supported by Jim Talen moved approval of the minutes from the September 11, 2019 meeting as presented. Motion carried unanimously.

4. Accept September 30, 2019 Financial Statements

Jana Wallace introduced the financial statements for the first three months of the fiscal year ending June 30, 2020. Ms. Wallace said in September the City treasurer distributed the Authority's summer tax increment revenues. A smaller contribution for tax increment revenues for the winter levy tax will be distributed to the Authority in February of 2020. Ms. Wallace said little FY20 financial activity was recorded through August 31 since July and August transactions were charged to FY19. She concluded by stating that September activity and expenditures were closer to the norm and since its early in the fiscal year, there are no concerns of exceeding the appropriation authority.

Motion. Rick Winn, supported by Kayem Dunn, moved to accept Statement D: Schedule of September 30, 2019 expenditures as recommended. Motion carried unanimously.

5. Winter Lighting Authorization

Annamarie Buller, Manager of Neighbor Experience for DGRI, introduced the request to authorized funding to support the 2019/2020 winter lighting display initiative. Ms. Buller said this lighting display

involves the planning, installation, management, and maintenance during the duration of the holiday season as well as de-installation and storage when the holiday comes to close. DGRI works with a contractor to oversee lighting and décor in ten (10) downtown areas these include Rosa Parks Circle, Monroe Center, Louis Campau Square, Monroe North, Monument Park, Division Avenue, Ionia Street, Gillette Bridge, Pearl Street, and MSU. Ms. Buller gave an overview of the ornamental pieces displayed at each of these locations. She said DGRI is hopeful we will have lights left over to add lighting to Sheldon between Weston and Fulton where we recently had power installed as part of the new construction of the road and sidewalk as well as for the newly built crosswalk median at Bridge Street between DeVos and the United States Post Office. Ms. Buller said DGRI received competitive bids from three (3) local firms. Based on the previous expertise and affordability, Holiday Décor by DeVries is the recommended contractor to do this work. The request is for the amount not to exceed \$32,000 to cover the installation, removal, and storage of the holiday décor. Luis Avila asked if DeVries owns the ornamental lights. Ms. Buller said no, they are owned by DGRI, DeVries is only responsible for installing, maintaining and storing the lights for DGRI.

Kayem Dunn asked about the lighting display timeframe for Rosa Parks Circle. Ms. Buller said these lights will remain on throughout the World of Winter festivities and will be taken down on February 1st. The rest of the displays will be taken down on January 1st. Jim Talen asked how the current request in the amount of \$32,000 compares to previous years. Ms. Buller said the requested amount has remained consistent for quite some time since DGRI is not purchasing additional lighting décor but merely paying for labor and storage. Mr. Kelly said this year we budgeted \$60,000 to support the holiday décor initiative. Ms. Buller added that since the City is taking over the tree lighting event this year, DGRI will be utilizing the lighting décor that was used at the Ah-Nab-Awen Park to decorate the new locations. Brian Harris asked for clarification on who would be responsible for paying the electrical fees associated with the lighting display. Ms. Buller affirmed that the City would be responsible for these fees.

Motion: Kayem Dunn and Rick Winn, authorized the expenditure not to exceed \$32,000 to Christmas Décor by DeVries for the provision, installation, de-installation, and storage of holiday decorations. Motion carried unanimously.

6. Retail Innovation Support Program

Kyama Kitavi introduced a Retail Innovation/Incubation grant request to support Mel Styles LLC. Mr. Kitavi reminded the Board that this tool originated to advance the GR Forward goal to support and diversify the mix of Downtown retail offerings. Under this grant program, the DDA has been able to support three businesses, Tamales Mary, AmbianceGR, and Mosby's Popcorn. Mr. Kitavi said Mel Styles, LLC, was founded by Archie Sudue in September of 2016. Mr. Sudue is a suit tailor entrepreneur; he gained much of his tailoring skills while in his home country of Liberia. Upon moving to the United States, he continued with his education and gained more sales and management experience while working for Men's Warehouse and Macy's. In 2017, Mr. Sudue formalized his business fulltime, and since then, he has been able to support numerous fashion shows, including an open house show to promote community engagement around S. Division Area Specific Plan, A Glimpse of Africa Festival and his annual Passion for Fashion charity event. In addition, Mr. Sudue has successfully completed the Spring GR course and recently won Start Garden 5x5 pitch competition. This has placed him in a position to continuously receive mentorship, education, and assistance as he grows his business. Mr. Kitavi said as a homebased business, Mr. Sudue has outgrown his current space and is looking to relocate to 315 S. Division Ave. This space will provide him with the opportunity to produce more suits but also increase the visibility of his business. Mr. Kitavi said the proposal was

vetted and affirmed by Goal 4 Alliance, if approved the DDA retail innovation funds of \$10,908 will help underwrite a portion of Mel Styles' lease fees. Mr. Sudue will be investing about \$26,000 of his funds for the buildout, which includes creating fitting rooms, shelving, furniture, and signage. Mr. Kitavi said as a client himself, he can attest to the high quality and affordability of the suits that Mr. Sudue creates. The Board invited Mr. Sudue to the front of the room. Mr. Harris asked if he is the sole proprietor of this business. Mr. Sudue answered, yes. Mr. Talen said he is excited about the retail aspect for the activation of this location but noted that timing is a big concern due to all the construction happening in that area. He inquired whether additional support should be provided to ensure consumers are aware that businesses are still operating in that corridor. Mr. Kitavi said Goal 4 Alliance, along with the Heartside Association, have been engaging in conversations to evaluate a marketing campaign initiative to promote businesses' operating hours. Mr. Winn asked what the average price of a suit is. Mr. Sudue stated a standard suit ranges from \$250-\$450 per suit. Mr. Harris requested Mr. Kitavi to explain his evaluation assessment of this tool thus far. Mr. Kitavi said it is essential to understand that nobody is moving to Downtown simply because of this grant; this innovation/incubation grant serves as a reinforcement tool to the overall business ecosystem. He said there is a lot of work that needs to happen before DGRI can review any proposals. Mr. Sudue's proposal serves as a great example as we want to make sure businesses are seeking mentorship and guidance from multiple organizations. Mr. Eddie said diversifying and activating vacant spaces is essential, but we should also be analyzing retention strategies to make sure businesses remain successful. Mr. Kelly noted DGRI, in partnership with City and Chamber, are working on finalizing the Business Liaison position. Mr. Kelly said this dedicated Business Liaison Specialist (Chamber employee) would work specifically on retention and attraction for ground-floor businesses in Downtown and City Business Districts. The Liaison will also be responsible for connecting business to the available resources. Mr. Eddie asked if businesses need to be members of the Chamber to utilize this resource. Mr. Kelly said they do not need to be. In addition, Mr. Kitavi shared that DGRI has been hosting engagement conversations with Monroe business owners to understand their needs and identify opportunities for further collaboration. He added that essentially, DGRI is seeking the inclusion of business owners as members of our Goal Alliances to further assist with shaping the future and vision for Downtown. Mr. Eddie inquired about the total FY20 funds to support this retail/incubation grant program. Mr. Kelly said for FY20, the DDA budgeted \$200,000 and noted that expenditure of these funds must and will occur per the DDA's enabling statute PA 197 of 1975. Mr. Eddie asked if the remainder of the funds could rollover to the next fiscal year. Mr. Kelly said we do not have a rollover format in our budget process, but we can always allocate more funds if needed.

Motion: Kayem Dunn, supported by Diana Sieger, moved to approve the resolution authorizing the DDA Executive Director to prepare a written contract with the applicant for an amount not to exceed \$10,908 and a period of time not to exceed 18 months. Motion carried unanimously.

7. President & CEO Report
DDA (9/11/19)

- Approved funding for River Governance consultant
- Approved change order to provide additional funding for Grand River trail crossing
- Approved funding for FY20 tree plantings

DID (9/23/19)

- Adopted FY20 budget
- Approved funding for Block By Block contract

Downtown Development Authority
October 9, 2019
Meeting Minutes

- Authorized funding for reauthorization consultant

MNTIFA (9/11/19)

- Approved funding for River Governance consultant

DGRI (9/17/19)

- Approved Block by Block contract
- Adopted FY20 Performance Measures

Goal 1 – Reestablish the Grand River as the draw to the City and Region

- Riverfront Governance Organizing
 - Contract executed with HRA
 - River Leadership Committee meeting 10/24
 - Dates for GR Forward Thinking Series:
 - River LA: 9/4-5
 - High Line Network/Detroit Riverfront Conservancy: 11/20
 - Final recommendations delivered Q1 2020
- Lyon Square Opportunity Site
 - Finalizing Phase 1 design
 - Design underway for Phase 2 (Plaza)
 - MOU drafted and in process of being finalized
 - Phase 1 and 2 will be bid as one project in November 2019

Goal 2 - Develop a true Downtown neighborhood home to a diverse population

- Downtown Neighbor Network
 - Network Advisory Committee met October 3
 - Marketing materials distributed to Downtown property managers
 - Finalizing resident survey for distribution in November
- Downtown Affordable Housing
 - RFP released May 2019
 - Proposals to be reviewed with Goal 2 Alliance in October
 - Recommendation to DDA Board in November
- Development News
 - Studio Park
 - Ottawa extension summer 2019
 - Parking ramp September 2019
 - Theater and residential buildings summer/fall 2019
 - Accrisure groundbreaking in 2019
 - Hotel January 2020
 - 12 Weston
 - Construction finalized November 2019
 - Tenants moving in by end of the year

Downtown Development Authority
October 9, 2019
Meeting Minutes

- 449 Bridge Street
 - Construction ongoing
 - Target completion December 2019
- 10 Ionia
 - Brownfield approvals received in 2018
 - Groundbreaking in January 2019
 - 18-month construction schedule
- MSU GR Research Center Phase II
 - Long-term ground lease executed for Public Private Partnership
 - Development will include a 200,000 sq. ft. medical innovation building office and a 600-car parking structure
 - Construction anticipated to begin fall 2019 with substantial completion in late 2021
- 158 Oakes
 - DDA approved negotiating LOU with Olsen Loeks for new office development
 - LOU executed week of September 9, 2019 for 12 months
 - Development Agreement outlining terms of development to be brought for DDA consideration

Goal 3 – Implement a 21st century mobility strategy

- Bus Shelter Enhancements
 - Held Meeting with Mobile GR and Rapid staff to outline project funding and schedule
 - Final install complete before end of FY 2020
- Pedestrian Safety Enhancements
 - Improvements complete on Division Avenue north of Lyon
 - Keeler Building areaway reinforcement complete
 - Michigan Street crossings under construction to be complete October 2019

Goal 4 – Grow more & better jobs & ensure continued vitality of the local economy

- Working with City, Chamber and Right Place to develop a more concerted and intentional recruitment strategy to attract and retain businesses Downtown
- Hosting Chris Leinberger 10/24-25
- Partnering with City and Chamber to finalize the scope for a retail retention and attraction program

Goal 5 – Reinvest in public space, culture & inclusive programming

- VandenBerg Plaza/Calder Plaza Improvements
 - Design of Phase 1 improvements ongoing
 - Designs complete spring 2020
 - Summer 2020 is target to commence construction
- Public Realm Improvements

Downtown Development Authority
October 9, 2019
Meeting Minutes

- Streetspace Design Guidelines receiving Michigan APA urban design award in Sept
- Tree plantings with FOGRP scheduled for fall 2019 and spring 2020
- Downtown Dog Park open
- Fitness equipment installation underway in North Monroe. Complete in May.
- Explore opportunities to beautify public plaza at Van Andel Arena
 - Designs complete summer 2019
 - Drawings submitted to City of GR for LUDS review in September
 - Project completion before Griffin's season begins October 2020
- Division Avenue Safety and Cleanliness Improvements
 - Lighting
 - Fulton to Cherry construction complete
 - Public Restrooms
 - City and DGRI working with committee to finalize recommendation of new public facilities for spring 2020 deployment
 - City and DGRI partnering to develop a sustainable facility management protocol for the new facilities.
- Public Art
 - 27 Rad Women murals complete May 2019
 - "Rainbow Road" complete at Sheldon
 - Collaborating with UICA Exit Space on Richmond Stamp building

8. Public Comment
None

9. Board Member Discussion
Mr. Talen said he recently attended a meeting at the Garfield Park Neighborhood Association. He said representatives from the Fire Department, GRPD, MobileGR, and the Rapid were present at this meeting to address concerns regarding loitering, public intoxication, urination, and defecation at the Silver Line stop at Burton and Division. As he listened to these concerns, he realized that these exact same issues were previously affecting the Division and Heartside area. He said when Lucky's store lost its liquor license, a lot of these negative activity happening in the Heartside area declined. He said attending this meeting made him realized that as a community, we are not doing enough to address these core issues but instead moving problems out of our focus into some other neighborhoods. The same issues our downtown was facing—are now affecting business and transit riders in the Burton Heights and Garfield Park area. He said although there are no concrete solutions or answers, it is important to recognize this as we continue to do this work of developing safe and inclusive neighborhoods.

Mr. Harris asked about the live stream engagement statistics. Mr. Kelly said he would be happy to report on that. Mr. Harris also took a moment to introduce his daughter Alexandria Harris to the board.

10. Adjournment
The meeting adjourned at 8:59 a.m.

MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

**Agenda Item 3.
November 13, 2019
DDA Meeting**

DATE: November 12, 2019

TO: Brian Harris
Chairman

FROM: Jana M. Wallace
Downtown Development Authority Treasurer

SUBJECT: FY2020 Interim Financial Statements as of October 31, 2019

Attached are the Authority's interim financial statements for the first four months of the fiscal year ending June 30, 2020. The attached statements include:

- Statement A: Balance Sheet
- Statement B: Comparison of FY2020 Budget vs Actual Results
- Statement C: Statement of FY2020 Project Expenditures
- Statement D: Schedule of October, 2019 Expenditures

In October, development project reimbursements totalling \$1,039,585 were issued to fifteen developers. Otherwise, there is no unusual activity to report.

Please contact me at 616-456-4514 or at jwallace@grcity.us if you have any questions.

Attachments

STATEMENT A**DOWNTOWN DEVELOPMENT AUTHORITY****Balance Sheet****As of October 31, 2019**

	Non-Tax Funds	Debt Increment	Local Tax Increment	TOTAL
ASSETS				
Pooled Cash and Investments	\$ 5,027,286	\$ 10,043,051	\$ 10,950,879	\$ 26,021,216
Petty Cash	-	-	500	500
Loan Receivable - Project Developer	388,848	-	-	388,848
General Fixed Assets	-	-	87,946,535	87,946,535
Accumulated Depreciation on Fixed Assets	-	-	(57,452,061)	(57,452,061)
Future Tax Increment Revenues Anticipated	-	19,110,000	15,500	19,125,500
TOTAL ASSETS	\$ 5,416,134	\$ 29,153,051	\$ 41,461,353	\$ 76,030,538
LIABILITIES AND FUND EQUITY				
Liabilities				
Current Liabilities	\$ -	\$ -	\$ 556	\$ 556
Parking Revenue Payable	59,069	-	-	59,069
Current Year Estimated Excess Capture	-	4,236,018	-	4,236,018
Deposit - Area 4 Developer Damage	1,000	-	-	1,000
Prior Year Property Tax Appeals	-	14,347	33,320	47,667
Deferred Revenue - 158 Oakes SW LOU	75,000	-	-	75,000
Deferred Revenue - Developer Loan	388,848	-	-	388,848
Contract Payable	-	-	15,500	15,500
Bonds Payable	-	19,110,000	-	19,110,000
TOTAL LIABILITIES	523,917	23,360,365	49,376	23,933,658
Fund Balance / Equity:				
Investments in General Fixed Assets, net of Accumulated Depreciation	-	-	30,494,474	30,494,474
Non-Tax Increment Reserve	4,345,796	-	-	4,345,796
Reserve for Authorized Projects	-	-	10,890,989	10,890,989
Reserve for Brownfield Series 2012A Bonds	530,998	-	-	530,998
Reserve for Compensated Absences	-	-	10,000	10,000
Reserve for Eligible Obligations	-	5,792,686	-	5,792,686
Reserve for Encumbrances	15,423	-	16,514	31,937
TOTAL FUND EQUITY	4,892,217	5,792,686	41,411,977	52,096,880
TOTAL LIABILITIES & FUND EQUITY	\$ 5,416,134	\$ 29,153,051	\$ 41,461,353	\$ 76,030,538

STATEMENT B

DOWNTOWN DEVELOPMENT AUTHORITY Comparison of FY2020 Budget vs Actual Results July 1, 2019 - October 31, 2019

	Non-Tax Funds		Debt Tax Increment		Local Tax Increment	
	Budget	Actual	Budget	Actual	Budget	Actual
REVENUES						
Property Tax Increment - General	\$ -	\$ -	\$ 11,778,166	\$ 11,466,518	\$ 5,738,550	\$ 5,785,107
Property Tax Increment - Transit Millage	-	-	-	-	524,663	583,933
Property Tax Increment - Prior Year Appeals	-	-	(25,000)	-	(75,000)	-
Property Tax Increment - County/GRCC/City/ITP Rebates	-	-	-	-	(618,821)	-
Special Assessments - Areaway	15,000	-	-	-	-	-
Earnings from Investments - General	108,466	29,238	60,252	19,365	142,199	47,593
Earnings from Investments - Prior Year Accrual Reversal	-	(43,290)	-	(40,447)	-	(60,438)
Interest Paid by Developer - The Gallery on Fulton Note	17,498	-	-	-	-	-
Property Rental - DASH Parking Lots	950,000	207,702	-	-	-	-
Property Rentals - YMCA Customer Parking	51,207	16,900	-	-	-	-
Event Sponsorships and Fees	50,000	9,680	-	-	-	-
Valent-ICE Sculpture Reimbursements	15,000	-	-	-	-	-
Contributions - Lyon Square Reconstruction	-	-	-	-	900,000	-
Contributions - Arena Plaza Reconstruction	-	-	-	-	440,000	440,148
Principal Repayments - The Gallery on Fulton Note	100,000	-	-	-	-	-
Reimbursements and Miscellaneous Revenues	2,000	-	-	-	5,000	-
From / (To) Fund Balance	1,810,129	-	(60,252)	-	3,060,084	-
TOTAL REVENUES	\$ 3,119,300	\$ 220,230	\$ 11,753,166	\$ 11,445,436	\$ 10,116,675	\$ 6,796,343
EXPENDITURES						
<u>GR Forward Projects:</u>						
Goal #1: Restore the River as the Draw and Create a Connected and Equitable River Corridor	\$ 30,000	\$ 7,366	\$ -	\$ -	\$ 1,500,000	\$ 15,843
Goal #2: Create a True Downtown Neighborhood Which is Home to a Diverse Population	165,000	146	-	-	1,965,000	1,067,822
Goal #3: Implement a 21st Century Mobility Strategy	200,000	-	-	-	1,715,000	218,049
Goal #4: Expand Job Opportunities and Ensure Continued Vitality of the Local Economy	50,000	8,585	-	-	450,000	52,049
Goal #5: Reinvest in Public Space, Culture, and Inclusive Programming	2,669,000	306,266	-	-	2,460,000	183,846
Total GR Forward Projects	\$ 3,114,000	\$ 322,363	\$ -	\$ -	\$ 8,090,000	\$ 1,537,609
Administration	5,300	507	-	-	1,250,000	452,863
Debt Service for Bond Issues	-	-	7,230,500	477,750	776,675	90,373
Estimated Capture to be Returned	-	-	4,522,666	-	-	-
TOTAL EXPENDITURES	\$ 3,119,300	\$ 322,870	\$ 11,753,166	\$ 477,750	\$ 10,116,675	\$ 2,080,845
EXCESS / (DEFICIT)	\$ -	\$ (102,640)	\$ -	\$ 10,967,686	\$ -	\$ 4,715,498

STATEMENT C

DOWNTOWN DEVELOPMENT AUTHORITY
Statement of FY2020 Project Expenditures
As of October 31, 2019

Project Name	FY2020 Project Budgets		Expenditures		Remaining
	%	Amount	Month	Fiscal Year	FY2020 Budgets
Arena South Implementation		\$ 50,000	\$ 1,020	\$ 1,020	\$ 48,980
Downtown Plan		250,000	517	1,132	248,868
Grand River Activation		-	-	1,056	(1,056)
Lyon Square Improvements		900,000	-	242	899,758
Parks Design		300,000	-	11,420	288,580
River Trail Improvements		-	973	973	(973)
GRForward Goal # 1 - Local Tax Increment	13.39%	\$ 1,500,000	\$ 2,510	\$ 15,843	\$ 1,484,157
Downtown Speakers Series		15,000	3,646	3,646	11,354
Riverwalk Maintenance		15,000	-	-	15,000
Stakeholder Engagement Programs		40,000	940	3,720	36,280
GRForward Goal # 1 - Non-Tax Increment	0.62%	\$ 70,000	\$ 4,586	\$ 7,366	\$ 62,634
Affordable Housing Support		250,000	-	-	250,000
Development Project Guidance		50,000	-	1,848	48,152
Development Project Reimbursements		1,400,000	1,039,585	1,039,585	360,415
Downtown Census		15,000	-	-	15,000
Downtown Enhancement Grants		250,000	-	20,360	229,640
Weston Street - Sheldon to LaGrave Ave		-	6,029	6,029	(6,029)
GRForward Goal # 2 - Local Tax Increment	17.54%	\$ 1,965,000	\$ 1,045,614	\$ 1,067,822	\$ 897,178
Heartside Quality of Life Implementation		125,000	146	146	124,854
GRForward Goal # 2 - Non-Tax Increment	1.12%	\$ 125,000	\$ 146	\$ 146	\$ 124,854
Accessibility and Mobility Repairs		75,000	450	30,281	44,719
Bicycle Friendly Improvements		125,000	-	-	125,000
CBD/Heartside/Arena S Streetscape Improvs		360,000	16,812	86,857	273,143
DASH North Shuttle Services		120,000	45,000	90,000	30,000
Division Ave - Fulton to Wealthy Streetscape Improvs		310,000	10,271	10,271	299,729
Michigan / Ottawa Gateway		50,000	-	-	50,000
New Downtown Circulator Infrastructure		475,000	-	-	475,000
Wayfinding System Improvements		200,000	-	640	199,360
GRForward Goal # 3 - Local Tax Increment	15.31%	\$ 1,715,000	\$ 72,533	\$ 218,049	\$ 1,496,951
Transportation Demand Mnmt Program		200,000	-	-	200,000
GRForward Goal # 3 - Non-Tax Increment	1.79%	\$ 200,000	\$ -	\$ -	\$ 200,000
Economic Development and Innovation		450,000	1,466	52,049	397,951
GRForward Goal # 4 - Local Tax Increment	4.02%	\$ 450,000	\$ 1,466	\$ 52,049	\$ 397,951
Downtown Workforce Programs		50,000	2,876	8,585	41,415
GRForward Goal # 4 - Non-Tax Increment	0.45%	\$ 50,000	\$ 2,876	\$ 8,585	\$ 41,415
Arena Plaza Improvements: Local Tax Increment		672,000	-	-	672,000
Calder Plaza Improvements: Local Tax Increment		672,000	5,000	9,000	663,000
Downtown Marketing and Inclusion Efforts		416,000	18,438	54,795	361,205
Downtown Tree Plantings		100,000	74,954	74,954	25,046
Heartside Public Restroom Facilities Construction		50,000	-	-	50,000
Public Realm Improvements: Local Tax Increment		200,000	2,080	9,453	190,547
Sheldon Blvd - Weston to Cherry Street		200,000	-	2,868	197,132
Snowmelt System Repairs / Investigation		25,000	-	-	25,000
State of Downtown Event & Annual Report		25,000	2,912	22,851	2,149
Urban Recreation Improvements		100,000	62	9,925	90,075
GRForward Goal # 5 - Local Tax Increment	21.96%	\$ 2,460,000	\$ 103,446	\$ 183,846	\$ 2,276,154
Arena Plaza Improvements: Non-Tax Increment		600,000	-	-	600,000
Bridge Lighting Operations		10,000	-	-	10,000
Calder Plaza Improvements: Non-Tax Increment		600,000	-	-	600,000
DGRI Event Production		270,000	8,965	111,527	158,473
Diversity / Inclusion Programming		50,000	11,652	33,152	16,848
Downtown Ambassadors		222,000	209	26,902	195,098
Experience - Miscellaneous		50,000	-	15,409	34,591
Holiday Décor Program		60,000	-	-	60,000
Major Event Sponsorship		70,000	-	-	70,000
Police Foot Patrols		35,000	35,000	35,000	-
Project and Fixed Asset Maintenance		25,000	-	204	24,796
Public Realm Improvements: Non-Tax Increment		200,000	-	-	200,000
Public Space Activation		250,000	278	47,008	202,992
Rosa Parks Circle Skating Operations		40,000	-	-	40,000
Special Events - Grants		25,000	-	-	25,000
Special Events - Office of		75,000	25,000	25,000	50,000
Special Events - Training Program		5,000	1,523	1,523	3,477
Ticketed Events - Police Services		80,000	4,028	10,541	69,459
Winter Avenue Building Lease		2,000	-	-	2,000
GRForward Goal # 5 - Non-Tax Increment	23.82%	\$ 2,669,000	\$ 86,655	\$ 306,266	\$ 2,362,734
TOTAL	100.00%	\$ 11,204,000	\$ 1,319,832	\$ 1,859,972	\$ 9,344,028

STATEMENT D
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of FY2020 Expenditures
October, 2019

Source	Date Posted	Vendor	Purpose / Project	Description	Amount
Debt	10/25/2019	U.S. Bank Corporate Trust N.A.	DDA 2017 LTGO Bonds - Van Andel Arena	Semi-annual interest payment due Nov 1, 2019	\$ 477,750.00
Local	10/25/2019	HP3 LLC	Developer Project Reimbursements	Developer Reimbursement FY20 Summer	283,783.51
Local	10/25/2019	150 Ottawa Development, LLC	Developer Project Reimbursements	Developer Reimbursement FY20 Summer	156,658.01
Local	10/25/2019	Mercantile Bank of Michigan	Developer Project Reimbursements	Developer Reimbursement FY20 Summer	146,061.21
Local	10/25/2019	55 Ionia Partners LLC	Developer Project Reimbursements	Developer Reimbursement FY20 Summer	95,427.31
Local	10/25/2019	Waters Building LLC	Developer Project Reimbursements	Developer Reimbursement FY20 Summer	75,586.92
Local	10/25/2019	Venue Tower, LLC	Developer Project Reimbursements	Developer Reimbursement FY20 Summer	63,864.38
Local	10/25/2019	38 Commerce LLC	Developer Project Reimbursements	Developer Reimbursement FY20 Summer	61,665.98
Local	10/22/2019	Friends of Grd Rapids Parks	Downtown Tree Plantings	Plantings, GIS & Maint. - final pmt on 2018 contract	44,730.00
Local	10/30/2019	20 Monroe Bldg Comp Ltd Ptnrshp	Developer Project Reimbursements	Developer Reimbursement FY20 Summer	42,827.39
Local	10/30/2019	20 FULTON STREET EAST LLC	Developer Project Reimbursements	Developer Reimbursement FY20 Summer	36,413.23
Non-Tax	10/8/2019	City Treasurer - Police Dept	Police Foot Patrols	GRPD foot patrol & mounted units July/Aug/Sept 19	35,000.00
Local	10/23/2019	Friends of Grd Rapids Parks	Downtown Tree Plantings	Fall Tree Planting 2019	30,224.00
Non-Tax	10/18/2019	City Treasurer - Office of Special Events	Special Events - Office of	FY20 Special Events Billing - 1 of 3 installments	25,000.00
Local	10/17/2019	City Treasurer - MobileGR/Parking Svcs	DASH North Shuttle Services	SEPT 2019 DDA SHARE OF DASH NORTH SVC	22,500.00
Local	10/18/2019	City Treasurer - MobileGR/Parking Svcs	DASH North Shuttle Services	OCT 2019 DDA SHARE OF DASH NORTH SVC	22,500.00
Local	10/25/2019	35 Oakes Associates, L.L.C.	Developer Project Reimbursements	Developer Reimbursement FY20 Summer	22,287.08
Local	10/25/2019	DBD Properties, LLC	Developer Project Reimbursements	Developer Reimbursement FY20 Summer	21,544.37
Local	10/1/2019	Priority Health	Administration	Health Insurance Oct-Nov-Dec 2019	15,924.29
Local	10/25/2019	County of Kent	KCDC Series 2008 Floodwalls	Annual principal payment due 11/01/2019	14,750.00
Local	10/25/2019	CWD Urban Fund LLC	Developer Project Reimbursements	Developer Reimbursement FY20 Summer	12,021.91
Local	10/2/2019	City Treasurer - Budget Office	Administration	IET - Operating Transfer A-87	10,722.08
Local	10/25/2019	Health Park Central LP	Developer Project Reimbursements	Developer Reimbursement FY20 Summer	8,889.14
Local	10/17/2019	Eco-Compteur Inc	CBD/Heartside/Arena S Streetscape Improvs	Pedestrian Counters 08/2019	8,075.00
Local	10/13/2019	Kamminga & Roodvoets Inc	CBD/Heartside/Arena S Streetscape Improvs	16065-Newberry-Monroe/Division (#1606518)-DDA	7,328.89
Local	10/25/2019	100 Commerce Development LLC	Developer Project Reimbursements	Developer Reimbursement FY20 Summer	6,054.97
Local	10/28/2019	State of Michigan	Weston Street - Sheldon to LaGrave Ave	14056-Weston-Sheldon/LaGrave (#10061914056)-DDA	6,029.35
Local	10/28/2019	MOORE & BRUGGINK INC	Division - Fulton/Wealthy Streetscape Improvs	17109-Reconst. Division Ave (#180137.1-11)-DDA	5,696.98
Local	10/9/2019	Josh Leffingwell, LLC	Downtown Marketing and Inclusion Efforts	Research: Graphic Design Backend 09/2019	5,000.00
Local	10/9/2019	The Parrish Group, Inc.	Calder Plaza Improvements	Calder Plaza fundraising feasibility assessmnt 10/19	5,000.00
Local	10/10/2019	Fifth Third Bank P-Card - 09/2019	Administration	Staff Travel & Training 09/2019	4,783.52
Local	10/3/2019	Moore & Bruggink Inc	Division - Fulton/Wealthy Streetscape Improvs	17109-Reconst. Division Ave (#180137.1-10)-DDA	4,574.40
Local	10/9/2019	McAlvey Merchant & Associates	Administration	Governmental Consulting Sept 2019	4,500.00
Local	10/25/2019	Owen-Ames-Kimball Co	Developer Project Reimbursements	Developer Reimbursement FY20 Summer	3,856.09
Non-Tax	10/1/2019	Grand Rapids Event Mnmt LLC	Downtown Speakers Series	River LA Events Management Fees 9/2019	3,639.07
Non-Tax	10/9/2019	Matrix Edutainment, Inc.	DGRI Event Production	Event Supplies: Movies on Monroe 08/2019	3,500.00
Non-Tax	10/9/2019	Adrian Butler	DGRI Event Production	DJ Services: Movies on Monroe 2019	3,400.00
Local	10/20/2019	Adtegrity.com, Inc.	Downtown Marketing and Inclusion Efforts	Advertising: Relax at Rosa 9/2019	3,091.06
Non-Tax	10/15/2019	City Treasurer - Police Dept	Ticketed Events - Police Services	VANANDEL GRPD OVERTIME September 2019	3,017.42
Local	10/29/2019	Erika Townsley	Downtown Marketing and Inclusion Efforts	Photography Services at various locations 10/2019	3,000.00
Non-Tax	10/9/2019	Jameli Robinson	Diversity / Inclusion Programming	The Shift Summit GRABB Sponsorship 2019	3,000.00
Local	10/14/2019	Hotel Holdings Monroe	State of Downtown Event & Annual Report	State of Our Downtown Banquet Food 09/2019	2,875.74
Local	10/25/2019	68 Commerce, LLC	Developer Project Reimbursements	Developer Reimbursement FY20 Summer	2,643.30
Non-Tax	10/1/2019	GR Student Advancement Fndtn	Diversity / Inclusion Programming	Special Event Sponsorship: 2019 GR Turkey Trot	2,500.00
Non-Tax	10/24/2019	Richard App	Diversity / Inclusion Programming	GVSU VMA Sponsorship 2019	2,500.00
Local	10/1/2019	Blue Cross Blue Shield of Mich	Administration	Dental Insurance Premium 10/2019-12/2019	1,693.97
Non-Tax	10/8/2019	Mercedes Lopez-Duran	Diversity / Inclusion Programming	Latino Comm Coalition placemaking luncheon 9/24/19	1,680.00
Local	10/5/2019	City of Grand Rapids	Administration	Staff services - payroll period ended 10/05/2019	1,657.63
Local	10/20/2019	The KR Group, Inc.	Administration	Server Migration Implementation Services 9/2019	1,633.29
Local	10/19/2019	City of Grand Rapids	Administration	Staff services - payroll period ended 10/14/2019	1,629.35
Non-Tax	10/9/2019	Grand Rapids Event Mnmt LLC	Special Events - Training Program	Event Mgnmt Program 08/19	1,500.00
Local	10/29/2019	Mighty Co.	Downtown Marketing and Inclusion Efforts	Website support: 9/30-10/7/2019	1,318.75
Local	10/20/2019	Eco-Compteur Inc	CBD/Heartside/Arena S Streetscape Improvs	Pedestrian Counter Repairs 10/2019	1,156.00
Local	10/1/2019	Mighty Co.	Downtown Marketing and Inclusion Efforts	Website: Middleware Update 9/2, 9/9/19	1,112.50
Local	10/1/2019	Mighty Co.	Downtown Marketing and Inclusion Efforts	Website: Aug/Sept 2019	1,087.50
Local	10/18/2019	City Treasurer - MobileGR/Parking Svcs	Public Realm Improvements	Meter Hooding August 2019	1,080.00
Local	10/2/2019	City Treasurer - Risk Management	Administration	Monthly General Insurance Allocation	1,047.00
Local	10/20/2019	Williams & Works Inc	Arena South Implementation	Professional Services: Ionia St Festoon Lighting	1,020.00
Non-Tax	10/15/2019	City Treasurer - Police Dept	Ticketed Events - Police Services	DEVOS GRPD OVERTIME September 2019	1,010.90
Local	10/10/2019	City Treasurer - MobileGR/Parking Svcs	Public Realm Improvements	Meter Hooding: Calder Parklet	1,000.00
Local	10/10/2019	Fifth Third Bank P-Card - 09/2019	Administration	DGRI Survey Monkey Account 09/2019	973.64
Local	10/18/2019	City Treasurer - MobileGR/Parking Svcs	River Trail Improvements	HRC Engineering and Design Charges Inv 0172608	973.35
Local	10/9/2019	HR Collaborative LLC	Administration	HR Consultant services 09/2019	966.12
Local	10/22/2019	TGG, Inc.	Administration	Life & S/T & L/T disability ins - 11/01/19-11/30/19	942.87
Non-Tax	10/22/2019	Thomas Reifel	Downtown Workforce Programs	Relax @ Rosa Performer 10/19	900.00
Local	10/1/2019	The KR Group, Inc.	Administration	IT Services 10/2019	880.99
Local	10/6/2019	The Hartford	Administration	Workers Compensation renewal 10/2019	865.55
Local	10/20/2019	Mighty Co.	Downtown Marketing and Inclusion Efforts	Website: middleware update 9/2019	762.50
Local	10/29/2019	The KR Group, Inc.	Administration	IT Services 10/2019	762.20
Non-Tax	10/9/2019	Jacob Bullard	Downtown Workforce Programs	Relax @ Rosa Performer 6/6/19	750.00
Non-Tax	10/29/2019	Ricky Clarkson	DGRI Event Production	Performer at MOM 6/7-8/9 2019	750.00

continued on the next page

STATEMENT D - continued
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of Expenditures - FY2020
October, 2019

Page 2

Source	Date Posted	Vendor	Activity # Purpose / Project	Description	Amount
<i>Continued from previous page</i>					
Local	10/22/2019	Perrigo Printing Inc	Economic Development and Innovation	Small Business Expo Programs 08/2019	\$ 746.25
Local	10/29/2019	GRCAC	Downtown Marketing and Inclusion Efforts	Radio Advertising: RAD Women Project 2019	700.00
Non-Tax	10/10/2019	Fifth Third Bank P-Card - 09/2019	Diversity / Inclusion Programming	Room Rental for Latino Placemaking Initiative 09/19	675.00
Local	10/20/2019	The KR Group, Inc.	Administration	IT System Engineer 08/2019	641.44
Non-Tax	10/10/2019	Fifth Third Bank P-Card - 09/2019	DGRI Event Production	Event Supplies Rental Storage	635.84
Local	10/1/2019	HR Collaborative LLC	Administration	HR Consultant services 07/2019	629.56
Local	10/25/2019	County of Kent	KCDC Series 2008 Floodwalls	Semi-annual interest payment due 11/01/2019	623.43
Non-Tax	10/9/2019	Abram Sudan	Downtown Workforce Programs	Relax @ Rosa Performer 9/19	600.00
Local	10/31/2019	City Treasurer - MobileGR/Parking Svcs	Administration	OCTOBER 2019 CITY PARKING VALIDATION	573.00
Local	10/22/2019	Swift Printing & Communications	Economic Development and Innovation	Small Business Expo palm cards 2019	563.87
Local	10/1/2019	GreatAmerica Financial Svcs Corp	Administration	Copier Lease 09/2019	538.85
Local	10/10/2019	Fifth Third Bank P-Card - 09/2019	Downtown Marketing and Inclusion Efforts	Social Media Marketing 09/2019	523.74
Non-Tax	10/9/2019	Endless Opportunities	Diversity / Inclusion Programming	Youth career devel - etiquette dinner sponsor 2019	500.00
Non-Tax	10/15/2019	Yolonda Lavender	Downtown Workforce Programs	Relax @ Rosa Performer 9/19	500.00
Local	10/9/2019	Professional Maint of Michigan Inc.	Administration	Janitorial services September 2019	451.38
Local	10/20/2019	Disability Advocates of Kent County	Accessibility and Mobility Repairs	Disability Advocates Hours Sept 2019	450.00
Local	10/9/2019	Swift Printing & Communications	Downtown Marketing and Inclusion Efforts	Alley Activation Signs 09/2019	376.90
Local	10/20/2019	The KR Group, Inc.	Administration	IT System Engineer 08/2019	374.17
Local	10/29/2019	GreatAmerica Financial Svcs Corp	Administration	Copier Lease 10/2019	367.26
Local	10/10/2019	Fifth Third Bank P-Card - 09/2019	Downtown Plan	River LA guest speaker & partners lunch meeting	354.95
Local	10/20/2019	The KR Group, Inc.	Administration	Laptop Docking Stations	351.37
Local	10/1/2019	Z2 Systems Inc	Downtown Marketing and Inclusion Efforts	NeonCRM Monthly cloud-based software 08/2019	350.00
Local	10/1/2019	Z2 Systems Inc	Downtown Marketing and Inclusion Efforts	NeonCRM Monthly cloud-based software 09/2019	350.00
Local	10/10/2019	Fifth Third Bank P-Card - 09/2019	Administration	T Kelly - hotel lodging for APA event sessions	318.59
Local	10/1/2019	The KR Group, Inc.	Administration	IT services 09/2019	296.96
Non-Tax	10/10/2019	Fifth Third Bank P-Card - 09/2019	Diversity / Inclusion Programming	Lunch Latino Comm Coalition & Gil Penalosa 09/2019	291.33
Local	10/24/2019	Andy Guy	Administration	High Line Network Symposium - 10/15-10/19/2019	290.81
Non-Tax	10/10/2019	Fifth Third Bank P-Card - 09/2019	DGRI Event Production	Supplies for Various DGRI Events 09/2019	289.02
Non-Tax	10/2/2019	West Bend Mutual Insurance Company	Stakeholder Engagement Programs	Ins for comm conversations/fresh food access 09/19	278.00
Local	10/9/2019	Curtis Laundry and Dry Cleaners, Inc.	Administration	Table cloth cleaning services 09/10/2019	266.08
Non-Tax	10/29/2019	West Bend Mutual Insurance Company	Diversity / Inclusion Programming	LCC Placemaking Event Insurance 9/24/2019	266.00
Local	10/9/2019	Mighty Co.	Downtown Marketing and Inclusion Efforts	Website: SEO Image Issues & config 09/09-09/12	262.50
Non-Tax	10/29/2019	Swift Printing & Communications	Stakeholder Engagement Programs	Survey Palm cards 2019	253.82
Local	10/20/2019	Eco-Compteur Inc	CBD/Heartside/Arena S Streetscape Improvs	Pedestrian Counter Repairs 10/2019	252.00
Local	10/20/2019	TDS Metrocom, LLC	Administration	Phone Service 10/2019	249.21
Local	10/9/2019	The KR Group, Inc.	Administration	IT Office 365 Software Agreement 09/2019	243.90
Non-Tax	10/10/2019	Kimberly Van Driel	Administration	Reimb: PPS Conf, Chattanooga w/Friends of GR Pks	241.27
Non-Tax	10/10/2019	Fifth Third Bank P-Card - 09/2019	Diversity / Inclusion Programming	Latino Network Fundraiser event tickets	240.00
Local	10/1/2019	Megan Catcho	Administration	IFEA Conference- travel reimb 09/24-09/28/2019	232.71
Non-Tax	10/14/2019	Rafael De Jesus Cornejo	DGRI Event Production	Labor svcs: Movies on Monroe Tunnel & Lawn 09/19	230.00
Local	10/22/2019	Federal Square Bldg Co. #1, LLC	Administration	Utility Service: Electric Sept 2019	206.10
Local	10/1/2019	Federal Square Bldg Co. #1, LLC	Administration	Utility Service: Electricity Aug 2019	202.12
Local	10/11/2019	Tim Kelly	Administration	Reimb: lunch meeting & APA Conf San Francisco	198.44
Non-Tax	10/29/2019	Swift Printing & Communications	Stakeholder Engagement Programs	DNN Holiday Happy Hour Handbill 2019	198.31
Local	10/1/2019	The KR Group, Inc.	Administration	IT Services 9/2019	176.57
Non-Tax	10/10/2019	Fifth Third Bank P-Card - 09/2019	Stakeholder Engagement Programs	Downtown Neighbor Network Lunch Exp. 09/2019	173.65
Local	10/10/2019	Fifth Third Bank P-Card - 09/2019	Administration	Office Supplies 09/2019	170.11
Local	10/9/2019	MVP Sportsplex - GR, LLC	Administration	Paid via Payroll Deductions 10/2019	160.75
Local	10/31/2019	Baker Tent Rental	Downtown Marketing and Inclusion Efforts	Supplies: Gil Penalosa event 9/24/2019	157.50
Local	10/20/2019	Swift Printing & Communications	Economic Development and Innovation	Marketing Supplies: Small Business Expo 2019	156.25
Local	10/2/2019	Andy Guy	Administration	SB309 Mileage Reimbursement 5/23-6/5/19	154.00
Non-Tax	10/9/2019	Dale Wicks	Public Space Activation	Pop Up Performer Calder Plaza 7/31, 8/7, 8/27/19	150.00
Non-Tax	10/29/2019	Swift Printing & Communications	Heartside Quality of Life Implementation	Veggie Van A-frame sign	146.00
Local	10/22/2019	Professional Maint of Michigan Inc.	Administration	Window Cleaning Services 09/2019	138.58
Local	10/1/2019	The KR Group, Inc.	Administration	IT services 09/2019	133.63
Local	10/20/2019	Cellco Partnerships dba Verizon	Administration	Cell Phone Service 09/2019	132.39
Non-Tax	10/10/2019	City Treasurer - MobileGR/Parking Svcs	DGRI Event Production	Meter Hooding: events, Creative Cube @ RP Circle	130.00
Non-Tax	10/10/2019	Fifth Third Bank P-Card - 09/2019	Public Space Activation	Supplies for Space Activation 09/2019	127.45
Local	10/20/2019	Staples Contract and Commercial Inc.	Administration	Office supplies 09/2019	123.70
Non-Tax	10/20/2019	Bryan Esler Photo, Inc.	Downtown Workforce Programs	Photographer: Relax at Rosa 10/3/2019	120.00
Local	10/11/2019	Mark Miller	Administration	Mileage - APA Conference Kalamazoo 2019	116.00
Local	10/6/2019	Cellco Partnerships dba Verizon	Administration	Cell Phone Service 08/2019	108.89
Local	10/9/2019	Mighty Co.	Downtown Marketing and Inclusion Efforts	Website hosting and web fonts 10/19	105.00
Local	10/29/2019	Vias, LLC	Downtown Marketing and Inclusion Efforts	Translation Services - Fall 2019	100.00
Local	10/20/2019	Littlefoot Coffee Roasters	Administration	Meeting Supplies 10/2019	91.86
Local	10/9/2019	Swift Printing & Communications	Downtown Plan	Marketing Supplies: Sponsor Award 2019	86.50
Local	10/24/2019	Mark Miller	Administration	Austin Exchange Conference Staff exp.reimb. 10/2019	81.28
Local	10/1/2019	Metro FiberNet, LLC	Administration	Internet at 29 Pearl St NW 09/2019	79.15
Local	10/29/2019	Metro FiberNet, LLC	Administration	Internet at 29 Pearl St NW 10/2019	79.15
Local	10/2/2019	Andy Guy	Downtown Plan	Downtown Plan lunch meeting w/ Tim Wondergem	75.60

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STATEMENT D - continued
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of Expenditures - FY2020
October, 2019

Page 3

Source	Date Posted	Vendor	Activity # Purpose / Project	Description	Amount
<i>Continued from previous page</i>					
Local	10/9/2019	Perrigo Printing Inc	Downtown Marketing and Inclusion Efforts	Latino Community Coalition postcards 9/19	\$ 75.00
Local	10/20/2019	Staples Contract and Commercial Inc.	Administration	Office supplies 09/2019	73.50
Local	10/20/2019	Engineered Protection Sys Inc	Administration	Office Security System 11/1/2019 - 1/31/2020	73.41
Local	10/9/2019	Comcast Cable Communications, Inc.	Administration	Internet at 29 Pearl St NW 10/07/2019 to 11/06/2019	68.82
Local	10/10/2019	Fifth Third Bank P-Card - 09/2019	Urban Recreation Improvements	Supplies for Downtown Dog Park 09/2019	61.95
Non-Tax	10/10/2019	Fifth Third Bank P-Card - 09/2019	Administration	Lunch Meeting Expenses 09/2019	58.23
Non-Tax	10/8/2019	Consumers Energy 1	Downtown Ambassadors	351 Winter Ave NW - 09/2019 DDA's share	51.61
Local	10/10/2019	City Treasurer - MobileGR/Parking Svcs	Downtown Marketing and Inclusion Efforts	Meter Hooding: Latino Comm Coalition Lecture Series	50.00
Local	10/1/2019	Gordon Water Systems	Administration	Water Cooler Lease 08/2019	49.49
Non-Tax	10/28/2019	Consumers Energy 1	Downtown Ambassadors	351 Winter Ave NW - 10/2019 DDA's share	49.07
Non-Tax	10/2/2019	City Treasurer - MobileGR/Parking Svcs	Downtown Ambassadors	SEPTEMBER 2019 MONTHLY PARKING	48.00
Non-Tax	10/28/2019	City Treasurer - MobileGR/Parking Svcs	Downtown Ambassadors	OCTOBER 2019 MONTHLY PARKING BILLING	48.00
Local	10/29/2019	Breck Graphics Inc dba Allegra	Administration	Business Cards: K. Kitavi 10/2019	44.71
Local	10/22/2019	Gordon Water Systems	Administration	Water Cooler Lease 09/2019	42.05
Local	10/1/2019	Baker Tent Rental	State of Downtown Event & Annual Report	Supplies: SOODT 09/05/19	36.23
Non-Tax	10/10/2019	Fifth Third Bank P-Card - 09/2019	Stakeholder Engagement Programs	DNN supplies for Studio Park sneak peak 09/2019	36.04
Local	10/1/2019	Model Coverall Service Inc	Administration	Floor Mat Rental 09/2019	35.31
Local	10/29/2019	Model Coverall Service Inc	Administration	Floor Mat Rental 10/2019	35.31
Local	10/20/2019	Staples Contract and Commercial Inc.	Administration	Office supplies 09/2019	34.44
Non-Tax	10/10/2019	Kimberly Van Driel	Administration	Reimb: lunch meeting 09/06/2019	32.54
Non-Tax	10/24/2019	Megan Catcho	DGRI Event Production	Mileage Reimb. DGRI Events 10/2019	29.58
Non-Tax	10/10/2019	Fifth Third Bank P-Card - 09/2019	Special Events - Training Program	Postage for EMT Certificates	23.40
Local	10/20/2019	Staples Contract and Commercial Inc.	Administration	Office supplies 09/2019	22.95
Local	10/20/2019	Staples Contract and Commercial Inc.	Administration	Office supplies 09/2019	20.30
Local	10/10/2019	Fifth Third Bank P-Card - 09/2019	Administration	Filing fee for LARA 2019 Annual Report	20.00
Local	10/2/2019	Andy Guy	Downtown Marketing and Inclusion Efforts	Gil Penalosa travel costs 09/23/19	14.50
Non-Tax	10/25/2019	DTE Energy	Downtown Ambassadors	351 Winter Ave NW - 10/2019 DDA's share	12.21
Local	10/1/2019	Fusion IT LLC	Administration	Network Management 10/01/2019	9.50
Non-Tax	10/2/2019	Andy Guy	Downtown Speakers Series	Daniel Tellalian transportation 09/05/2019	7.30
Local	10/31/2019	City Treasurer - MobileGR/Parking Svcs	Administration	OCTOBER 2019 CITY PARKING VALIDATION	6.25
Local	10/31/2019	City Treasurer - MobileGR/Parking Svcs	Administration	OCTOBER 2019 CITY PARKING VALIDATION	6.25
Non-Tax	10/10/2019	Fifth Third Bank P-Card - 09/2019	Downtown Workforce Programs	Supplies for Relax at Rosa 09/2019	5.98
OCTOBER, 2019 EXPENDITURES					\$1,870,990.83

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: November 13, 2019

TO: Downtown Development Authority

FROM: Tim Kelly, AICP
President & CEO

Agenda Item #4
November 13, 2019
DDA Meeting

SUBJECT: Development Area Liquor License Request – Gita Pita

The City Commission policy establishing procedures for the review and approval of development area liquor licenses requires the City Clerk to forward any such requests in the DDA district to the DDA Board for review and recommendation. In evaluating a proposal, the DDA Board may consider how the issuance of a license would promote economic growth in a manner consistent with adopted goals, plans or policies of the district.

Gita Pita is requesting DDA Board consent to the issuance of a new Class C development area liquor license for their business location at 2 and 4 Jefferson Ave. SE. The liquor license will be used for guests and patrons of the restaurant.

Staff has reviewed the applicant's request and is recommending approval of the application. If approved by the DDA Board, the request will proceed to the City Commission for consideration.

Recommendation:

Approve the resolution for the issuance of a development area liquor license for Gita Pita.



MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: November 8, 2019

TO: Downtown Development Authority

FROM: Melvin Eledge Jr.
Operations Manager

Agenda Item #5
November 13, 2019
DDA Meeting

SUBJECT: Authorization for FY20 Banner Installation

This project is to install banners along the North Monroe corridor extending North from I-196 to Leonard street. Banners have long been a priority of the Monroe North Business Association and in recent years the banner program has been wrought with challenges including sub-par hanging brackets, poorly designed banners as well as improper installation. This resulted in many banners falling due to hardware and banner failure which created an inconsistent look throughout the corridor, and it was difficult to mitigate the issues due to funding constraints presented by replacement costs.

We're working to alleviate these issues this year by working with new contractors which will provide better hardware as well as better banner design. They are the same contractors that installed the banners on Bridge Street which have been installed for over a year and have little issues. In addition, we have replacement warranties on both the hardware and banners for 12 and 7 years respectively.

Currently the DDA has \$19,516.90 budgeted for this project through Goal 2 and the MNTIFA has budgeted \$5,000 through goal 5; both Alliances recommended advancing this project on to the DDA board for final approval.

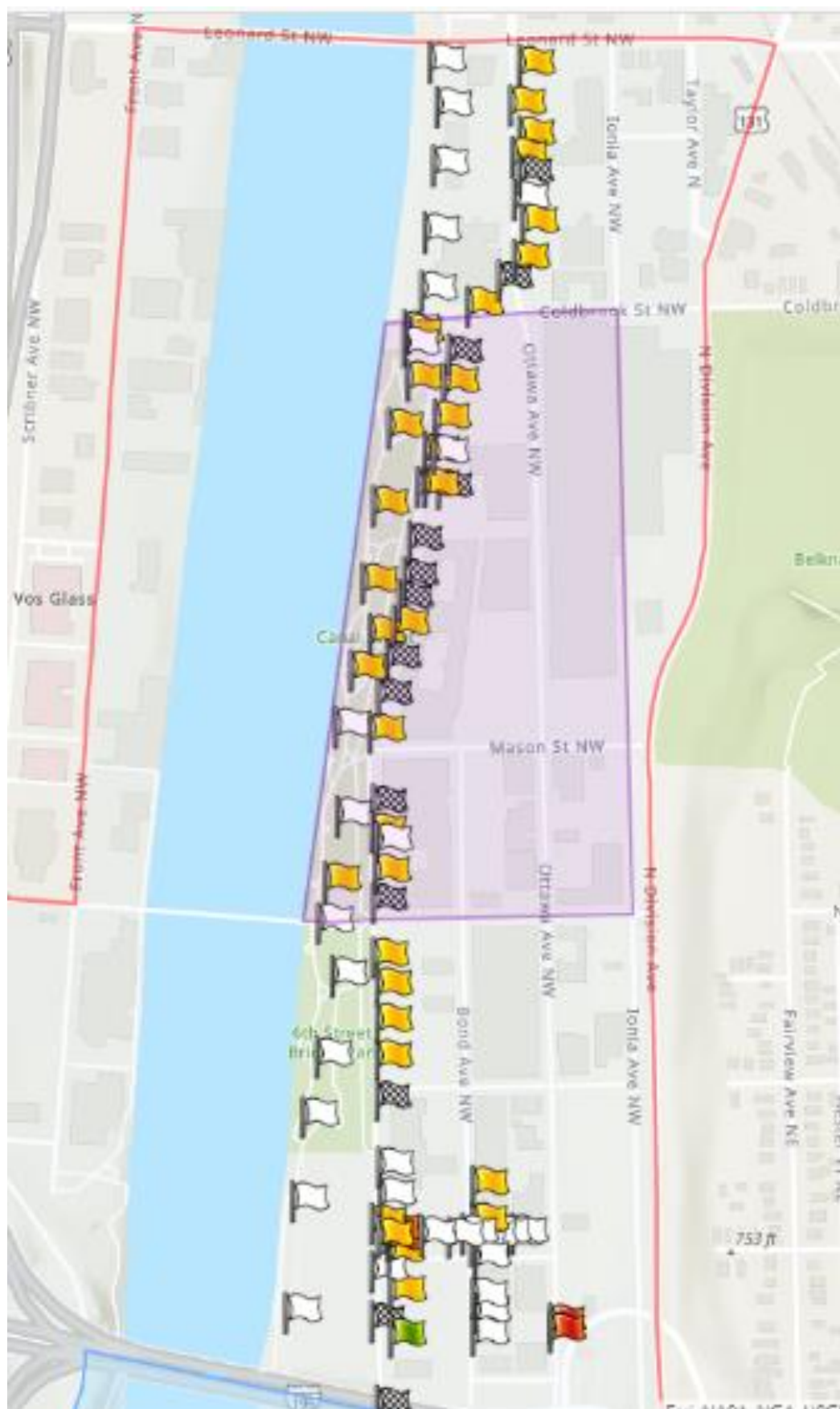
Cost Breakdown:

Item	Quantity	Cost Per Item	Total Cost
Banners	89	\$87.10 ea.	\$7,751.90
Hardware	89	\$123 ea.	\$10,947
Installation	89	\$62	\$5,518
Banner Permit	1	\$300	\$300
Total Cost			\$24,516.90

Recommendation:

Authorize the expenditure not to exceed \$19,516.90 to Vizcom for the creation and installation of the Monroe North Banners and accompanying hardware.





MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: November 8, 2019

TO: Downtown Development Authority

FROM: Tim Kelly, AICP
Executive Director

Agenda Item #6
November 13, 2019
DDA Meeting

SUBJECT: Parking Lease Agreement with the YMCA

Since June 2005, the Downtown Development Authority has leased 125 parking spaces in DASH Lot Area 8 to the YMCA. The spaces provide convenient access for YMCA guests and visitors to its David D. Hunting Downtown location.

While the YMCA and DGRI have maintained a strong relationship, the agreement has been on a month to month term since it expired in 2006. Further, recognizing the development interests on the Westside, it is understood those lots and other publicly owned parcels in the area will eventually be redeveloped. Considering this, and to provide clarity to both parties going forward, a revised Agreement is proposed that includes the following terms:

- The cost for parking will be based on the surrounding market rate used Areas 7 and 9, which is currently set at \$48 / space a month. During the term, the rate will automatically adjust with any changes to the rates at Areas 7 and 9. The current rate identified in the agreement is \$29.50 / space a month.
- The term of the lease shall run for 3 years, with an option for either party to terminate upon 60 days' notice
- The YMCA will partner with GVSU to identify shared parking opportunities for its employee parking, opening additional capacity in the Downtown system. Currently the YMCA uses spaces in Area 9.
- The YMCA shall be responsible for the ongoing maintenance of the lot during the term of the lease.
- The YMCA will continue to pay the Downtown Improvement District special assessment.

In addition to the terms outlined above, the YMCA, along with other area stakeholders, will participate in the visioning and planning process to be initiated in early 2020 for Area 8 and the other publicly owned lots in the near Westside. That process will help solidify the long-term development priorities and goals for the area, and will build upon the conceptual plans developed as part of GR Forward.



Recommendation:

Authorize the DDA Executive Director along with DDA legal counsel, to finalize and execute a new parking lease agreement with the YMCA for DASH Area 8.

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: November 8, 2019

TO: Downtown Development Authority

FROM: Tim Kelly, AICP
Executive Director

Agenda Item #7
November 13, 2019
DDA Meeting

SUBJECT: Development Support Request – Vanden Berg Center

CWD 111 Lyon, L.L.C (Developer) is requesting utilization of the Downtown Development Authority's (DDA) Development Support Program (Program) to reimburse eligible expenses associated with the rehabilitation of the properties at 111 Lyon Street NW and 200 Monroe Avenue NW (Project).

The Developer established a condominium for the 200 Monroe building and has retained the first floor as a unit for redevelopment into commercial retail spaces that will likely include restaurant uses. In addition, the Developer is completing the demolition activities (i.e. interior, structural, site), and streetscape improvements (i.e. landscaping, snowmelt) associated with the 200 Monroe building. The remaining floors of 200 Monroe were sold and are being redeveloped into commercial office space where RDV Corp will consolidate its headquarters and allow for additional company growth.

The 111 Lyon redevelopment will be completed in two phases and will include interior and exterior demolition and interior rehabilitation to create approximately 206,200 sf of commercial space above ground floor retail improvements totaling approximately 44,000 sf. The first phase of the Project will activate the ground floor retail space on Lyon Street and the second phase would include interior rehabilitation to attract a new anchor tenant to occupy the building. The redevelopment of both buildings is anticipated to generate new retail and office jobs and pave the way for future job growth. The Project will also include streetscape improvements and infrastructure improvements that will consist of new sidewalks, landscaping, stairs, furniture and snow melt.

Total capital investment for the Project is estimated at approximately \$139 million with estimated hard costs of approximately \$94.7 million. The requested Downtown Development Support will be used to support the cost to replace one elevator in 111 Lyon, install snow melt in the adjacent sidewalks, and provide landscaping and infrastructure improvements in the right of way.



As proposed, the Project provides an opportunity to redevelop an underutilized but vital employment center for Downtown, an important element in growing the City's tax base and in generating greater vibrancy. It will also further activate Lyon Street with ground floor commercial space, and create an attraction for residents, employees and visitors.

Recommendation:

Approve and authorize the execution of a development and reimbursement agreement pursuant to the DDA Development Support Program approved as to content by the Executive Director and as to form by legal counsel for reimbursement of DDA eligible expenses of an amount not to exceed \$950,000 from non-school tax increment revenues for a period of 7 years.

111 Lyon Retail

Grand Rapids, Michigan



111 Lyon Retail

Grand Rapids, Michigan



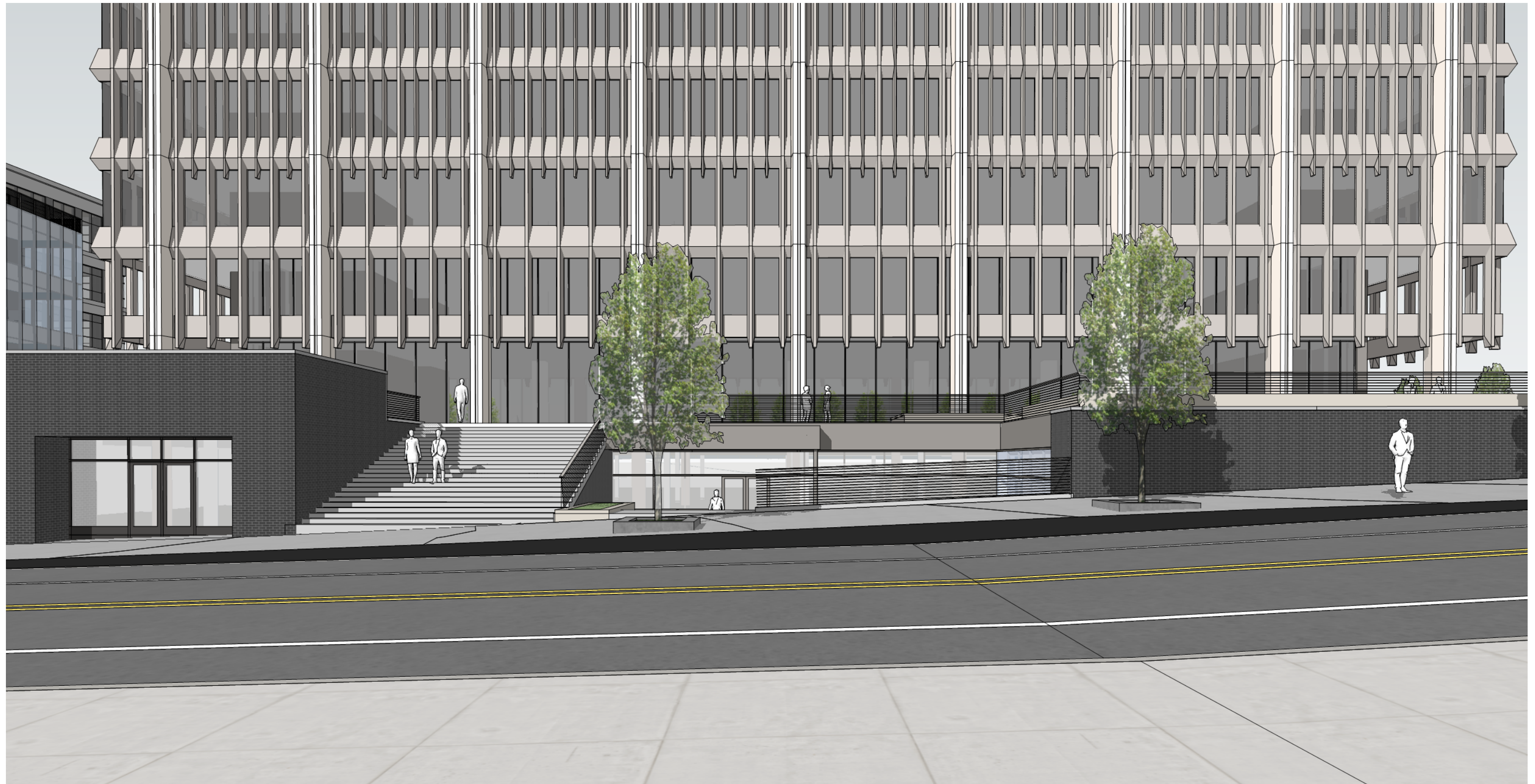
111 Lyon Retail

Grand Rapids, Michigan



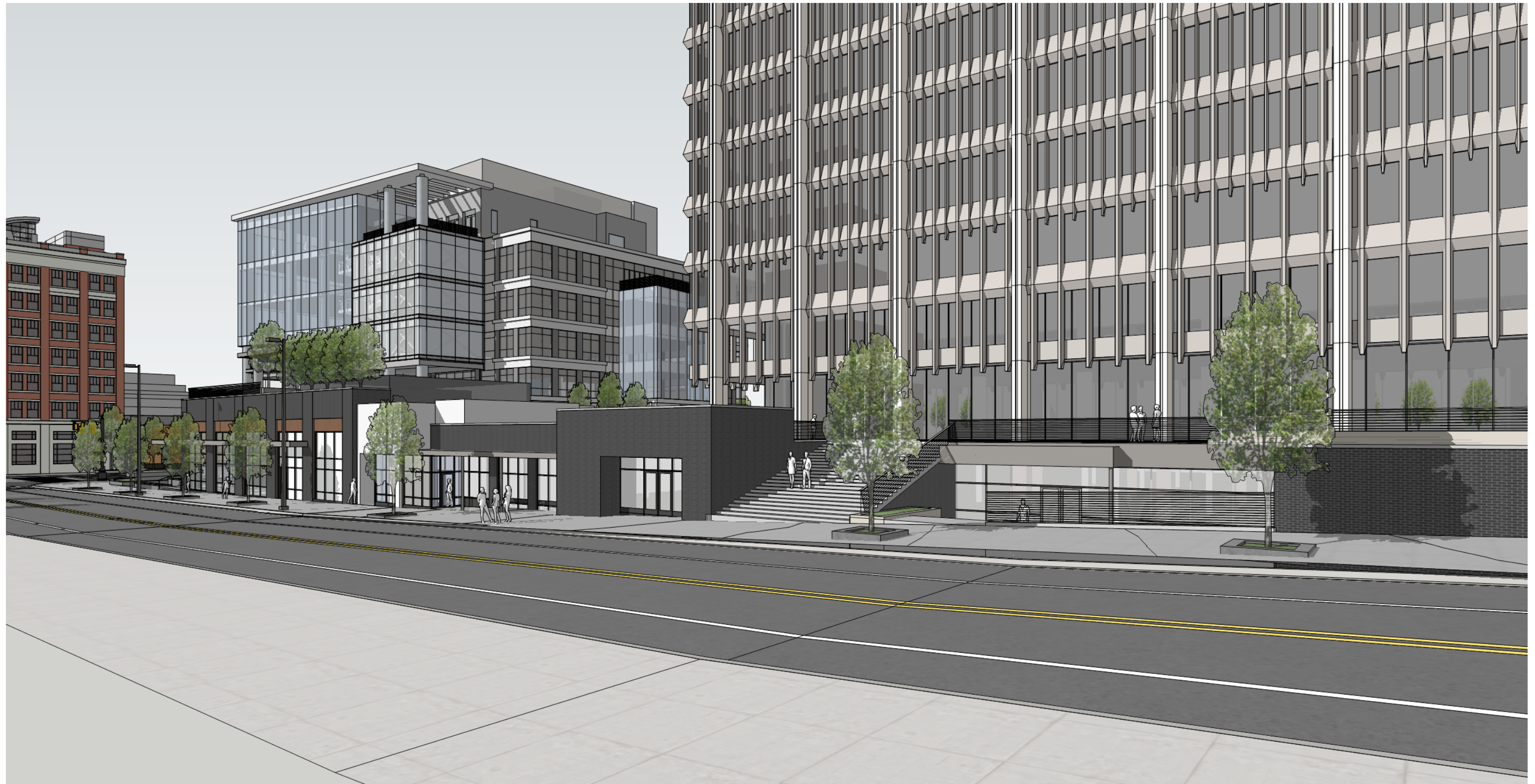
111 Lyon Retail

Grand Rapids, Michigan



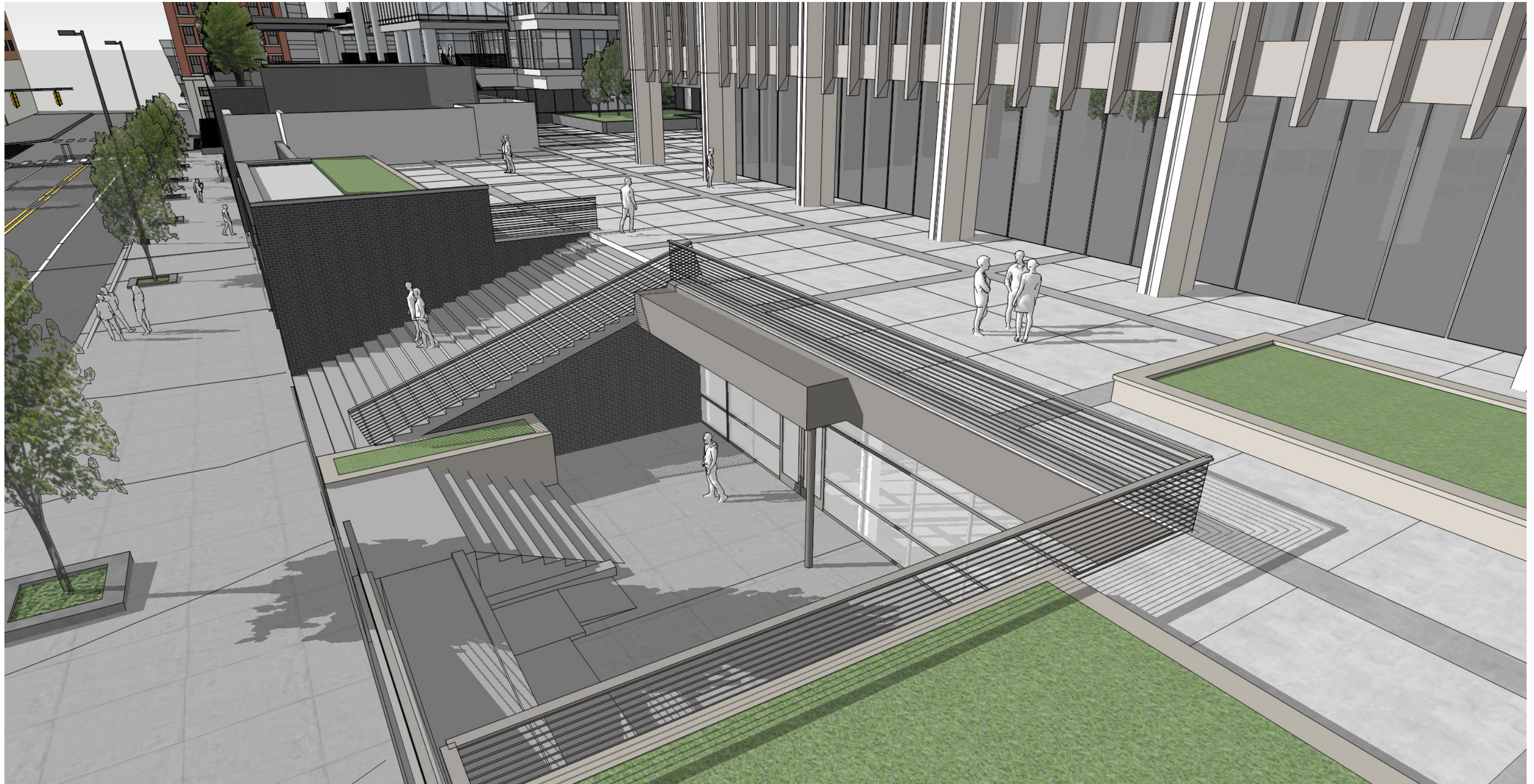
111 Lyon Retail

Grand Rapids, Michigan



111 Lyon Retail

Grand Rapids, Michigan



MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: November 8, 2019

TO: Downtown Development Authority

FROM: Tim Kelly, AICP
Executive Director

Agenda Item #8
November 13, 2019
DDA Meeting

SUBJECT: Retail Retention and Attraction Initiative

Among the top priorities identified for Downtown by community participants during the GR Forward process was a vibrant and sustainable retail environment – one that creates a destination to attract visitors, create jobs, and can provide the unique experiences that customers increasingly seek out as part of their shopping habits.

To that end, both the City of Grand Rapids and Downtown Grand Rapids Inc. have taken strides to develop and sustain a healthy retail environment. Those include administration of the DDA and Brownfield tax increment tools to spur development, making modifications to the zoning code to target retail on key corridors, and engaging with neighborhood business districts to deploy strategies to support existing businesses. Further, in 2018 DGRI created the Retail Innovation Program to provide rent support for new businesses locating in ground floor spaces in Downtown.

While there are several successful operators in Downtown, some that have been in business for over a decade, there is also broad recognition that a more intentional and focused strategy could help support existing businesses and could also attract new businesses to the neighborhood.

As a result, and as an outcome of the shared priorities for DGRI, the City and the Grand Rapids Area Chamber of Commerce (GRACC), a Retail Retention and Attraction Initiative (Initiative) is proposed to develop a more proactive strategy to support and attract retail Downtown and throughout the City. The Initiative is intended to support current retail businesses by providing information and access to existing resources and will aim to increase the number of new retail business recruitments resulting in reduced first floor vacancy rates.

To facilitate this work, a new Retail Recruitment and Retention Specialist position will be created and staffed at GRACC. The position will be filled by the end of 2019, following a recruitment process agreed to in collaboration between GRACC, DGRI and the City. The Specialist will be tasked with identifying, attracting, and retaining businesses by leveraging the expertise of local brokers, developers, real estate



professionals, partner organizations and entrepreneur service organizations. In addition, the Specialist will help manage, develop and maintain various databases and plans related to the retail market in the City and Downtown. Additional work to be completed via Initiative includes:

- The creation of a Retail Market Study for Downtown and the City's neighborhood business corridors. The study will include an inventory of available space, examination of the current retail market, a retail leakage analysis, growth projections, and other relevant metrics.
- The creation and implementation of an Action Plan to define and deploy strategies.
- Completion of a Sustainability of Initiative Plan to identify ongoing funding to ensure the work can continue into the future.
- Presentations from the Retail Specialist to present information related to the performance of the Initiative toward identified metrics.
- Evaluation of the work to be based on:
 - # of existing retail businesses "assisted"
 - # of new retail businesses recruited
 - Reduction in first floor vacancy rates

The total budget for this work is \$173,846, with DGRI requested to contribute \$60,000. The City Commission approved their contribution of \$100,000 on October 22, 2019. The remaining \$14,616 is to be provided as an in-kind contribution of workspace, technology, and other necessary data and support resources to facilitate the Initiative. Expenditures are estimated as follows:

Retail Market Study and Action Plan	\$50,000.00
Retail Specialist (1 yr & fringe benefits)	\$94,230.00
Marketing	\$10,000.00
Mileage/Travel/Training	\$5,000.00
Workspace/Data/Support Services	\$14,616.00
	\$173,846.00

The DDA, DID and the Alliances, in addition to the City's Corridor Improvement Authorities will have a roll in developing the Action Plan, and will benefit from the information to be developed in the Market Study. In addition, recently completed planning efforts will be used to inform the scope of the work for the Retail Market Study and Action Plan.

The recommendations from the Action Plan will be presented in the first half of 2020, with the outcomes reported after 12 months. Funding for the initiative is provided for in the FY20 DDA LTI budget in the Goal 4 Economic Development line item.

Recommendation:

Authorize funding for the Retail Retention and Attraction Initiative in an amount not to exceed \$60,000.

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: November 13, 2019

TO: Downtown Development Authority

FROM: Annamarie Buller, Manager of Neighbor Experience

Agenda Item #9
November 13, 2019
DDA Meeting

SUBJECT: Two Dwelling Place Affordable Housing Solutions: CLT& FUSE

The GR Forward community planning process revealed considerable demand for growing and securing the neighborhood's overall supply of "affordable" housing. The City of Grand Rapids and the Downtown community are deeply committed to maintaining and expanding a broad range of housing choices, with an emphasis on "affordable" housing for low-wage earners. The GR Forward established the goal of maintaining 30% of the Downtown housing supply for those earning below 120% of area median income [AMI].

Downtown is currently on track with this housing goal. Currently 30% of housing units are "income-restricted" which help low income renters obtain affordable housing. These units were developed with funds that protect affordability, typically for families earning up to 60% of the Area Median Income [AMI]. The Downtown neighborhood today enjoys the highest concentration of "affordable" housing stock in the greater Grand Rapids area. The challenge is maintaining and growing this supply.

In May of 2019, the GR Forward Goal 2 Alliance and Downtown Grand Rapids Inc. staff released a Request for Proposals [RFP] to solicit creative solutions that advance Downtown's "affordable" housing goal. DGRI received several initial calls of interest and in August of 2019 Dwelling Place Nonprofit Housing Corporation submitted a request for funding with two distinctly different and unique approaches to address affordable housing issues in the Downtown area. In September of 2019, the Goal 2 Alliance reviewed the pair of proposals and recommended both approaches receive approval from the Downtown Development Authority.

This pair of approaches affirmed by a working group of the GR Forward Goal 2 Alliance, advances on numerous Downtown goals, including:

- Protect affordable housing stock.
- Diversify types of housing available Downtown.
- Provide housing opportunities to the "missing middle".
- Explore ways of expanding homeownership.



The first approach: CLT

Dwelling Place proposes to form a Community Land Trust [CLT], another unique model for affordable housing focused on long-term, affordable home ownership for the “missing middle” demographic (50% - 110% of the area median income) in the downtown area. “Missing middle” are described as those that are not low-income enough to qualify for a subsidy but also do not earn enough to afford market rate units downtown. While the CLT model for affordable home ownership has been around for many years, it has not been widely implemented in Michigan and does not currently exist in Downtown.

Dwelling Place has contracted with Burlington Associates, national experts on the CLT model, to provide planning assistance in the development of a business plan to convert several rental apartment communities into home ownership opportunities. The largest of these apartment communities is located on South Division Avenue is called Martineau Apartments. This 23-unit apartment community was established in 2004 as an artist, live/work community, the first of any scale in Grand Rapids.

A community land trust is able to ensure long term affordable home ownership for two reasons:

- The community land trust owns the land under the improvements, which eliminates the cost of land from the transaction.
- The buyers are allowed to purchase their homes/apartments, significantly below the appraised value, usually 65%-75% of the appraised value of the improvements, in return for entering into a land lease that restricts the amount of equity from appreciation, an owner can take from a future sale of the property in order to ensure the affordability for the next buyer.

A low or moderate- income buyer will have an opportunity to own their own home in way that would be otherwise impossible in a conventional market. CLT owners would receive ongoing support before and during the purchase process and throughout the period of time that they remain as owners of these unit to insure their success as a homeowner. Please note, no renters will be displaced if they are unable or not interested in owning their units.

CLT Funds will be used to defray costs for the \$25,000 consulting contract with Burlington Associates, for some of the estimated \$112,000 of soft costs associated with creating the CLT ownership structure, including legal, survey work and a portion of the costs for DDA eligible façade improvements and/or ADA accessibility accommodations. The entire budget for acquisition, hard and soft costs associated with the Martineau project alone will exceed \$3.8 million, most of which will be financed with anticipated mortgage proceeds from CLT buyers. A portion of the existing equity in the property will be contributed back to the CLT by Dwelling Place, including 100% of the land and the portion of the fully renovated appraised value being contributed by Dwelling Place as a reduction in the sale price.

Recommendation: Approve the request for funding not to exceed \$100,000 for Dwelling Place to create a CLT and to assist in the rehabilitation of Martineau Apartments.

The second approach: FUSE

Dwelling Place proposes a pilot project called FUSE (Frequent User Systems Engagement) that is modeled after similar efforts in 20 + other cities. FUSE is a multi-faceted housing model that focuses on the provision of supportive

housing for individuals who are the hardest to maintain in housing. The FUSE model incorporates a local commitment for wrap around services which will accompany a housing placement to increase the likelihood for housing stability and reductions in use of expensive private and public services from law enforcement, first responders, emergency room providers, judicial and social service providers.

After 9 months of engagement with representatives of more than 30 separate public and private organizations regarding the intersection of behavior health and economic development, FUSE was identified a viable strategy in this process to identify and focus on housing a finite and specific demographic of homeless individuals in the downtown area who most frequently utilize police, fire, EMS, hospital, judicial and social services programs. Untreated physical and behavioral health needs are often observed as significant barriers for stability in the lives of these individuals. Housing is seen as a critical component for changing this pattern of instability, especially if the housing is accompanied with other services and treatment programming designed to meet the unique needs of each individual. The Corporation for Supportive Housing (CSH), is a national intermediary that works with local communities to create permanent supportive housing strategies in their community. They are also a recognized expert in the provision of planning assistance to communities creating and implementing the FUSE model. CSH submitted a proposal to provide planning assistance in Grand Rapids to facilitate the creation of a Heartside-Downtown FUSE Plan in conjunction with the Michigan Department of Health and Human Services, local police, fire, health care, judiciary and social service organizations.

Partners engaged with Dwelling Place in the creation of a FUSE project also expect improved economic development outcomes in neighborhoods where public inebriation, public urination, untreated mental illness and substance abuse problems are prevalent. Dwelling Place will hold the planning assistance contract with the Corporation for Supportive Housing [CSH] for the FUSE program but form a Steering Committee comprised of major health care entities, social service agencies and local governmental entities to provide oversight for this initiative.

Dwelling Place, as the owner of more than 300 permanent supportive housing units in the Heartside Neighborhood would work closely with the Steering Committee, the local Continuum of Care and others to prioritize some of the existing supportive housing owned by Dwelling Place and others to shelter up to 50 FUSE clients with improved coordination for on-site service integration from local social service and health care institutions. The entire \$33,425 grant will be used to defray a portion of the \$42,500 planning assistance contract with CSH to plan and implement the FUSE initiative.

Recommendation: Approve the request for funding to cover planning assistance to support FUSE in the amount not to exceed \$33,425.00.



AFFORDABLE HOUSING SUPPORT FOR DOWNTOWN GRAND RAPIDS, MI

Business/ Organization: Dwelling Place of Grand Rapids Nonprofit Housing Corporation

Business/ Organization Point of Contact: Dennis Sturtevant

Business/ Organization Address: 101 Sheldon SE, Suite 2, Grand Rapids, Michigan 49503

Business/ Organization Email: dsturtevant@dwellingplacegr.org **Business Phone:** 616-855-0410

1. Description of Approach (A summary of your venture, strategy, partnerships and/or distinguishing points of the proposed action to achieve community goals):

Dwelling Place is excited to present this dual-faceted housing proposal, piloting two distinctively different housing initiatives to improve quality of life in the Heartside and Downtown area.

FUSE (Funding Request \$33,425)

Frequent Systems User Engagement or FUSE, is a specialized housing program, focused on moving the most frequent users of public services (emergency rooms, law enforcement, ambulance services, judicial and social services) into supportive housing with wraparound services to help ensure that the majority of these individuals will remain housed, thereby improving their well-being while reducing costs to the community. A secondary benefit from the FUSE program may also include improvements in neighborhood economies resulting from reduced problems associated with public inebriation, loitering, untreated mental illness and substance abuse since many of the individuals associated with these behaviors are now in permanent supportive housing.

During 2018 and 2019, Dwelling Place contracted with Public Sector Consultants to facilitate a community conversation regarding the intersection of behavioral health and economic development issues within the Heartside-Downtown area. Over nine months, representatives from more than 30 separate public and private organizations participated in these meetings, finally creating a plan to focus on several local initiatives, FUSE being one of them. More than 20 cities across the United States are using the FUSE model to reduce the public costs of addressing problems in this homeless population. The Corporation for Supportive Housing (CSH), another national intermediary in community development <https://www.csh.org/fuse/>, has led this effort across the United States. After accepting an invitation to meet with the Heartside Planning Group, CSH was invited to submit a proposal to provide technical assistance in

Downtown Grand Rapids, Inc.

Grand Rapids to facilitate the creation of a Heartside-Downtown FUSE plan in conjunction with the Michigan Department of Health and Human Services, local police, fire, health care, judiciary and social service organizations.

If this initiative moves forward, Dwelling Place will agree to prioritize some of our existing supportive housing, in conjunction with several other community housing programs, to shelter up to fifty (50) FUSE clients with pledges for on-site service integration from local social service and health care institutions. Information about FUSE is attached along with the CSH proposal for the provision of technical assistance.

The housing that Dwelling Place is proposing to prioritize for this FUSE initiative includes three large permanent supportive housing communities it owns and manages in the Heartside-Downtown Neighborhood. These include Verne Barry Place (116 apartments), Ferguson Apartments (119 apartments) and Commerce Courtyard Apartments (67 apartments). We are proposing to prioritize these housing projects for individuals identified by the police and fire departments, health care institutions and local social service providers as frequent users of public and private services. In conjunction with our commitment to prioritize this population for housing, a FUSE model assumes a commensurate prioritization from the health care and social service systems for on-site and off-site wrap around services to increase the likelihood for these residents to sustain their housing over time. The Corporation for Supportive Housing would be contracted to provide the technical assistance needed to work with these systems, creating a framework for success of this model in Grand Rapids.

The Martineau Community Land Trust (Funding Request \$100,000)

Dwelling Place has operated Martineau Apartments as a "live/work" residential, rental community since 2004, introducing Grand Rapids to its first, large scale, live/work community. This 23 unit "live/work" initiative eventually led to adaptation in the City's zoning ordinance to create a category of residential living called "live/work", that is presently being used across the City. Dwelling Place used Creative Places, a consulting division of Art Space, based in Minneapolis, Minnesota to design the residential spaces with artists in mind. A preference for leasing to artists remains in place.

Initial financing for the project came from New Markets Tax Credits, federal and state Historic Tax Credits, state brownfield tax credits, philanthropy and HOME funds from MSHDA and the City of Grand Rapids. One of the two commercial spaces in this project is presently leased to the Taste Buds/Kitchen Connects, while the larger, commercial space, was recently activated by Dwelling Place as a hub for neighborhood arts programs and its Community Building and Engagement programs. Calvin College leased this space for 10 years for faculty art spaces and gallery space for Calvin College's Art Department.

Martineau Apartments has frequently received state and national attention, winning two statewide awards including the Best Historic Rehabilitation of a Commercial Building in 2007 and the prestigious "Guvvy Award", as the Best Business Enterprise in Support of the Arts in Michigan, also in 2007.

Our plan to convert this apartment community from an affordable rental project into an affordable home ownership project comes after several years of analysis. The Community Land Trust (CLT) model has documented success throughout the United States for many years, but its use in Michigan has been limited to several rural areas on a very small scale. Dwelling Place has decided to convert this rental project and two others it owns on the southwest side of the City into CLTs, including New Hope Homes (6 duplexes) and Grandville Homes (10 single family homes). The budget and plan submitted to DGRI is for Martineau Apartments only.

A power point summary describing this model of affordable home ownership is attached as well as a research paper authored by Local Initiatives Corporation, a national community development intermediary. Simply stated, a community land trust is able to ensure long-term affordable home ownership for two reasons:

- The first is that the Community Land Trust owns the land under the improvements, which eliminates the cost of land from the transaction.
- Secondly, buyers are allowed to purchase their homes/apartments, significantly below the appraised market value in return for a pledge to leave 75% of any appreciation in the property, upon sale, in order to ensure affordability for the next buyer.

All other of the bundle of rights that come with home ownership are retained, providing a low or moderate-income buyer with an opportunity to own their home in a way that would otherwise be impossible in the conventional market. Further, all CLT owners receive ongoing support from the CLT, before their purchase to prepare them for owning a home and throughout their ownership of a CLT unit, to ensure their success as a homeowner. As the owner of the land beneath the buildings, the CLT holds a land-lease with each owner, which dictates conditions for the purchase and sale of the property but little else except for prohibiting units from being leased to others or used as second homes.

Dwelling Place proposes to use this innovative national model for homeownership, in downtown Grand Rapids to create opportunities for the "missing middle" households with incomes under 110% of the area median income. Funding from DGRI will be used exclusively for costs in the redevelopment plan that are deemed eligible for use with DGRI funding. These may include renovations to the facades of the buildings, improved handicapped accessibility, technical assistance contracts and/or certain soft costs deemed as eligible under state rules and regulations that govern use of DGRI funding.

Because of the peculiar ownership structure of a community land trust with the land lease, conventional mortgage financing is not available through every lender. Fannie Mae has created a means through which these mortgages can be bundled and sold in the secondary markets and a number of banks and CDFIs across the country are participating in support of community land trusts. Locally, Huntington Bank and Opportunity Resource Fund, a CDFI, have been active in this market. Dwelling Place expects to refer interested residents to these institutions to determine their eligibility for financing.

2. Relevant Experience (A description of your previous experience and qualifications on similar or related types of ventures or initiatives proposed):

Formed in 1980, Dwelling Place is one of the largest affordable housing providers in the state of Michigan with more than 1,400 housing units owned and/or managed across four West Michigan counties. Within the DDA boundaries, Dwelling Place owns and manages nearly 700 housing units, including a mix of affordable housing units, supportive housing units and market rate units. With nearly 80 employees, Dwelling Place acts as developer, owner and property manager in all of its properties. Beyond our housing experience, Dwelling Place has extensive experience in the provision of support services through its Support Services Department as well as neighborhood organizing and revitalization services through its Community Building and Engagement Department.

3. Team (A description of the individuals, business, organizations and or partners involved and their role in the work. Key personnel will be an important factor considered by the review committee):

Developer:	Dwelling Place of Grand Rapids Nonprofit Housing Corporation
Development Staff:	Chris Bennett, Director of Housing Development Stephen Wooden, Asst. Director of Housing Development Dennis Sturtevant, CEO Scott Page, Facilities Director
Property Management Staff:	Kim Cross, Chief Operating Officer Rachel Osbon, Senior Property Manager
Construction Company:	To be determined
Legal Counsel:	Tim Orlebeke, Orlebeke-Mackraz PC
Real Estate Consultant:	George Larimore, CPA, Colliers International
CLT Mortgage Financing:	Huntington Bank Opportunity Resource Fund
CLT Appraiser:	Jeff Genzink, Genzik Appraisal Company
CLT Consultant:	Michael Brown, Burlington Associates
FUSE Lead Consultant:	Mercedes Brown, Corporation for Supportive Housing

Beyond the Development Team, Dwelling Place has engaged numerous community partners in planning to introduce the FUSE initiative into downtown Grand Rapids including Spectrum Health, Mercy Health, Cherry Health, Network 180, the Grand Rapids Police and Fire Departments, the City of Grand Rapids Planning Department, DGRI and most of the Heartside Neighborhood social service agencies. A second group is working with Dwelling Place that will be focused on economic development initiatives to reframe the Heartside narrative as one that is open and supportive of incubator space, pop up stores and other innovation strategies.

4. Schedule (An overview of timeline and important project milestones to ensure measurable movement toward the community goal):

THE FUSE INITIATIVE

September 2019

- Fundraising for FUSE and CLT initiatives is secured.

October 2019

- FUSE contract with Corporation for Supportive Housing is implemented providing technical support to Heartside-Downtown FUSE Steering Committee.

December 2019

- The top 50 FUSE Clients in Heartside-Downtown area are identified by the Heartside-Downtown Steering Committee in conjunction with the Michigan Department of Health and Human Services and the local Continuum of Care for the Coalition to End Homelessness.

January 2020

- FUSE housing and services plan finalized by the Heartside-Downtown FUSE Steering Committee.

March 2020

- Referral process for FUSE clients into permanent supportive housing is initiated.

July 2020

- Interim report on FUSE placement success is prepared and disseminated.

THE COMMUNITY LAND TRUST (CLT) INITIATIVE**September 2019**

- CLT Appraisals of 23 Martineau Apartment Units completed.

October 2019

- CLT Business Plan for feasibility is complete with consulting support from Burlington Associates.

December 2019

- Regional CLT 501c3 entity is formed to own CLT land with board comprised of one-third buyers, one-third Dwelling Place appointees and one-third at-large community representatives.
- Martineau CLT Condominium Association is formed
- Interested/Eligible buyers from current residents are pre-qualified for mortgage financing through Huntington Bank or Opportunity Resource Fund.
- CLT Homeownership training is contracted with ICCF.

January 2020

- Eligible CLT buyers participate in home ownership training.

March 2020

- Scope of renovation for Martineau CLT Condominium Association common areas and for each of the "For Sale" units is determined.
- Individual CLT buyers receive approval for mortgage financing.

April 2020

- Martineau CLT renovation is initiated.

August 2020

- Martineau CLT renovation is completed.

September 2020

- Real estate and mortgage closings occur with qualified CLT buyers.
- CLT buyers move into their renovated units.

5. Measurability (Description of how the project process and results will be measured and documented to rate success and establish potential further replication and adaptation):

FUSE

1. The number of fire, police and ambulance pickups in the Heartside-Downtown area will be reduced by at least 30% within 12 months of full implementation as measured by City of Grand Rapids statistics.
2. Emergency room visits by identified FUSE clients will be reduced by at least 30% within 12 months of full implementation as documented by Mercy Health and Spectrum Health.
3. Within 6 months of implementation, housing and services plans will be created for a minimum of 80% of the identified FUSE clients for up to 50 FUSE identified clients.

CLT

1. Dwelling Place will create a regional Community Land Trust by March 31, 2020 which will include a minimum of 23 CLT housing units within the Heartside-Downtown area serving "missing middle" households with incomes between 50% and 110% of the area median income.
2. The development process for the CLT will be documented and disseminated publicly as a new housing model in Grand Rapids for creating long-term affordable home ownership serving a "missing middle" population.
3. Within 24 months of implementation, the 23 units located in Heartside-Downtown will be converted to CLT home ownership units. (Current rental residents who do not qualify for mortgage financing or who are otherwise not interested in purchasing their apartments will not be displaced which could extend the full implementation period.)

6. Project Costs (An outline of proposed costs, professional fees, or other expenses required to complete the proposed approach):

FUSE (12 months)

Expenses:	Technical Assistance Contract with CSH (one-time only)	\$ 42,500
	FUSE Implementation Coordinator Contract	\$ 15,200
	Mileage and Conference	\$ 2,600
	Phone	\$ 135
	Supplies	\$ 1,000
	TOTAL	\$ 61,435

Sources:	Mercy Health (pending)	\$ 5,000
	Cherry Health (committed)	\$ 5,000
	Network 180 (committed)	\$ 5,000
	Dwelling Place (committed)	\$ 5,000
	Kent County Medical Society Alliance (pending)	\$ 3,000
	Spectrum Health (pending)	\$ 5,000
	DGRI Request (pending)	\$ 33,435
	TOTAL	\$ 61,435

NOTE: In addition to the \$5,000 cash commitment from Dwelling Place, we are also contributing the services of a full-time VISTA Volunteer, who will be assigned to support the FUSE Initiative as well as Economic Development Initiatives in the Heartside Neighborhood. We are also providing office and small group meeting space all as in-kind support.

Community Land Trust:

Expenses:

Technical Assistance Contract Burlington Associates	\$ 25,000
Project Renovations for CLT sales	\$ 497,000
Construction Contingency	\$ 49,700
Appraisal Fees	\$ 8,750
Legal	\$ 20,000
Architectural/Engineering	\$ 40,000
TOTAL	\$ 640,450

Sources:

Dwelling Place (to be financed with a portion of unit sales proceeds)	\$ 490,450
NeighborWorks (pending)	\$ 50,000
DGRI	\$ 100,000
TOTAL	\$640,450

NOTE: DGRI funds will only be used for expenses eligible under DGRI rules and regulations including but not necessarily limited to such things as façade and sidewalk repairs and improvements, repairs and improvements that ensure barrier free accessibility and technical assistance contracts.

Submittals and questions can be directed to Annamarie Buller and Tim Kelly at Downtown Grand Rapids Inc. at abuller@downtowngr.org and tkelly@downtowngr.org

CONTRACT FOR SERVICES
Between
Dwelling Place
and
Burlington Associates in Community Development, LLC

This AGREEMENT is made as of the 1st day of May 2019 by and between the **Dwelling Place** whose principal office is presently located at 101 Sheldon Boulevard SE, Suite 2, Grand Rapids Michigan 49503 **Burlington Associates in Community Development, LLC**, a limited liability company, organized in the State of Vermont (hereinafter referred to as "Burlington Associates") with a mailing address at P.O. Box 994, Burlington, Vermont, 05402.

Witnesseth:

Whereas, Dwelling Place desires to engage Burlington Associates to assist it and its community partners to assess the feasibility of establishing and operating a community land trust (CLT) operation within its service area; to determine the critical business planning assumptions on which a this CLT program or organization would be established and operated to permanently preserve the affordability single-family and multi-family homes and other community uses; and to assist in building the capacity of the CLT and to design and implement the CLT homeownership and mixed-use stewardship programs;

Now, therefore, Dwelling Place and Burlington Associates do mutually agree to the terms and conditions of this Contract for Services.

Section 1. Scope of Work

Burlington Associates shall perform the following tasks while coordinating the execution of such tasks with Dwelling Place, as appropriate:

1.1 Assist Dwelling Place and key community stakeholders to develop a business plan that articulates the critical assumptions on which a Dwelling Place-sponsored community land trust would be established and operated – Specific tasks to be completed include:

- Consider and determine the critical business planning assumptions for the CLT – including: organizational structure and governance; service area; target clientele and affordability requirements; housing and mixed-use priorities; critical organizational functions to be managed; staffing capacity requirements; anticipated pace and scale of CLT's portfolio growth; etc.
- Develop annual operating budget requirements (expenses and revenue) for the first five (5) years of the CLT's operations, were one to be established.
- Draft a written summary of critical business plan assumptions and including multi-year operating budget projections for a Dwelling Place-sponsored community land trust.

1.2 If a decision is made at the end of the initial business planning phase to proceed with establishing a CLT organization or program, assist Dwelling Place and the initial

directors designated for the CLT governing board to establish the CLT initiative and its operations and design and implement its residential (and non-residential, if appropriate) stewardship programs. Specific tasks to be completed include:

- Introduce and explain the CLT concept to local audiences and stakeholders to build a base of awareness and support for the CLT.
- Establish the CLT organization or program and to build its capacity to operate and manage its core functions successfully over time.
- Design the CLT homeownership program, including:
 - Develop the ground lease agreement and resale formula for use in the sale of the CLT's first homes.
 - Orient local lenders in order to begin securing leasehold mortgage financing commitments for qualified buyers of the CLT's homes.
- If mixed-use or commercial properties are to be part of the CLT's portfolio, develop a model commercial lease instrument to adapt for specific projects.
- Develop a range of policies and procedures needed in order for the CLT to operate successfully including: stewardship policies and procedures; CLT-specific homebuyer orientation plans and materials; homebuyer selection policies; etc.

The specific scope of services is outlined more fully in the Proposal for Services from Burlington Associates, dated March 13, 2019, attached below as Exhibit A.

Section 2. Responsibilities of Dwelling Place

In addition to compensating Burlington Associates for services performed and reimbursing Burlington Associates for expenses incurred in carrying out the Scope of Work, Dwelling Place shall be responsible for completing the following tasks, all of which are necessary and essential for Burlington Associates to complete its tasks in a successful and timely fashion:

- 2.1** – Assemble and convene the CLT planning committee and any other community stakeholders who will participate in meetings (remote and on-site) with Burlington Associates and deliberate the critical decisions required to complete scope of services outlined above. Cover any costs associated with these meetings (such as meeting space, publicity, photocopying and the like).
- 2.2** - Arrange for and schedule any meetings with public officials, local lenders, funders, non-profit organizations and other local resources that may be required.

Section 3. Limitations

Both parties acknowledge that the information provided and the services rendered under the Scope of Work by Burlington Associates will be **advisory** to Dwelling Place, which will assume sole and complete responsibility for making final decisions related to the services provided.

Section 4. Personnel

- 4.1 Burlington Associates.** Michael Brown is the principal of Burlington Associates who shall play the leading roles in carrying out the Scope of Work specified in Section 1 of this Contract for Services.
- 4.2 Dwelling Place.** Dennis Sturtevant, CEO of Dwelling Place, shall oversee this Contract for Services and shall be the primary point of contact for Burlington Associates in responding to any requests for payment, information, or staff support.

Section 5. Scheduling of Work

The sequencing and scheduling of all services will be specified through periodic consultation and mutual agreement between Mr. Sturtevant and Mr. Brown.

Section 6. Term

Work under this contract shall be retroactive to March 1, 2019 and shall be completed no later than December 31, 2019, unless extended by the written mutual consent of both parties.

Section 7. Compensation

- 7.1** Compensation for professional services provided by Burlington Associates shall be paid by Dwelling Place at a reduced rate of one hundred sixty-five dollars (\$165.00) per hour. Travel time is included in the professional hours billed, up to but not exceeding a **maximum** of eight (8) hours per day for each day spent on-site, including travel between Bozeman MT or Burlington VT and Grand Rapids MI. Total compensation for professional services is a not-to-exceed amount of twenty-five thousand nine hundred dollars (\$25,000.00). In addition to compensation for professional services, Burlington Associates will be reimbursed by Dwelling Place for documented travel expenses paid by Burlington Associates in carrying out the Scope of Work specified in Section 1 herein, including transportation costs, lodging and meals – estimated to be no more than three thousand dollars (\$3,000.00).
- 7.2** If additional time and professional services are requested by Dwelling Place or the CLT above the tasks and products identified in the Scope of Work, Burlington Associates will bill for these services at its current rate of one hundred sixty-five dollars (\$165.00) per hour.
- 7.3** Burlington Associates will submit monthly invoices to Dwelling Place, identifying the time worked by date, the general service(s) that were performed, the reimbursable expenses incurred and the total compensation (and any expense reimbursement) that is due and payable.
- 7.4** Dwelling Place will pay all invoices from Burlington Associates within twenty-one (21) days of receipt. A late fee of five percent (5%) per month may be added to the balance of

invoices that remain unpaid for longer than thirty (30) days and Burlington Associates may terminate this Contract for Services if an invoice remains wholly or partially unpaid for longer than forty-five (45) days.

Section 8. Termination

- 8.1** **TERMINATION FOR CONVENIENCE.** This Contract for Services may be terminated by mutual agreement of both parties. In the event of termination not the fault of Burlington Associates or Dwelling Place, Burlington Associates shall be compensated for all services rendered and reimbursed for all expenses incurred up to and including the termination date.
- 8.2** **TERMINATION FOR CAUSE.** This Contract for Services may be terminated by either party upon fourteen (14) days written notice should either party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. In the event of termination through the fault of Burlington Associates, Burlington Associates shall not be due compensation for services rendered after the last billing immediately preceding the termination. In the event of termination through the fault of Dwelling Place, including nonpayment as described in Section 7.4, above, Burlington Associates shall be due compensation for all services rendered and shall be reimbursed for all expenses incurred up to and including the termination date.
- 8.3** Within 30 days of termination of this contract, Dwelling Place shall be entitled to receive copies of all finished reports prepared by Burlington Associates under this Contract for Services.

Section 9. Employment Status

For purposes of performing the services specified in this contract, the parties agree that Burlington Associates is an independent contractor. Burlington Associates is not an employee of Dwelling Place. Burlington Associates is responsible for all withholding and other tax liabilities resulting from this contract.

Section 10. Miscellaneous

10.1 *Nondiscrimination*

Burlington Associates shall not discriminate against any employee, applicant for employment, or applicant for services because of race, color, religion, sex, disability, age, sexual or affectional orientation, or national origin.

10.2 *Translations*

Services provided by Burlington Associates will be conducted in the English language. Should Dwelling Place determine that verbal or written information provided by Burlington Associates must be translated into a language or languages other than English, Dwelling Place shall bear the responsibility and the cost of performing such translations.

10.3 *Assignments and Subcontracts*

Burlington Associates shall not assign the performance of this Contract or any portion thereof to any principal of Burlington Associates other than Mr. Brown or fellow Burlington Associates Partner, John Emmeus Davis, without the prior knowledge and verbal approval of Dwelling Place. Nor shall Burlington Associates subcontract the performance of this Contract or any portion thereof to any person who is **not** a principal of Burlington Associates without the prior written approval of Dwelling Place.

10.4 *Agreement and Amendment*

This Contract represents the entire agreement between Dwelling Place and Burlington Associates. No changes, modifications, or amendments in the terms or conditions of this Contract shall be effective unless reduced to writing, numbered and signed by duly authorized representatives of Dwelling Place and Burlington Associates.

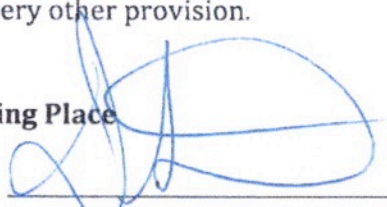
10.5 *Severability*

If any provision of this Contract for Services is found to be illegal or unenforceable, this Contract nevertheless shall remain in full force and effect and the provision shall be stricken.

This contract shall be governed by applicable federal and state law. Each provision is separate so to the extent that any provision is rendered invalid by any act of the U.S. Congress, the Michigan Legislature Assembly or the Vermont State Assembly, it shall have no effect on the validity of each and every other provision.

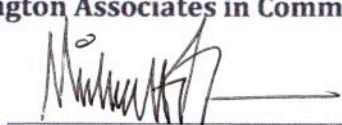
Dwelling Place

By:


Dennis Sturtevant, Chief Operating Officer

Burlington Associates in Community Development, LLC:

By:


Michael Brown, Partner



Burlington Associates
in Community Development

Exhibit A

13 March 2019

To: Denny Sturtevant, Dwelling Place
From: Michael Brown
Re: **Community Land Trust Technical Assistance**

Thank you for inviting Burlington Associates to provide you with a proposal for services to assist Dwelling Place to establish and operate a community land trust (CLT) to preserve permanently the affordability of housing developed and made available by Dwelling Place. Here is our proposal for services, outlining the work to be completed and the professional services we prepared to provide to your organization to (a) determine the critical business planning assumptions on which the CLT would be established and operated – and (b) assist with establishing and building the capacity of the CLT and designing its permanently affordable homeownership program.

Community Land Trust Technical Assistance

We suggest a two-part, sequential approach to the work to be completed:

1. *Business planning* – Determine the anticipated range and scope of the CLT's activities; how best to structure and govern the CLT's operations; and what kind of capacity – and what level of resources – will be required to help ensure that the CLT will be successful over time.
2. *Implementation* – Establish the CLT and its operations and design its homeownership program

Phase One: CLT Business Planning

To better ensure the CLT's long-term success, a number of critical operating assumptions merit careful consideration and deliberation and resolution before proceeding with creating the CLT. These include:

CLT Mission

- + *Portfolio* – Will the CLT's focus be solely on providing and preserving affordable owner-occupied homes – either single-family or multi-family homes, such as townhomes and condominiums? Or might the CLT, at some point in its operations, also preserve affordable rental housing? Might commercial or mixed-use properties ever become a part of its portfolio?
- + *Service area* – Will the CLT prioritize its activities within certain neighborhoods in Grand Rapids or will it be designed and structured from the outset to operate throughout the entire city? Might the CLT one day expand to include other communities and municipalities in western Michigan?

CLT Corporate Structure and Governance

- + *Organization* – What organizational entity will own and lease CLT parcels and carry final responsibility for its ongoing operations of the CLT and the management of its critical stewardship functions? Will the CLT be operated (at least initially) under the corporate structure and governance of Dwelling Place? Or ought the CLT be incorporated as a new (standalone or affiliated) nonprofit organization? How best to address issues that include: mission fit; cost-effective and economies of scale; risk management; community optics and perceptions; and long-term goals?

- + **Governance** – For whichever corporate structure is determined, how will the CLT be governed? What will be the designated composition of the CLT’s board of directors? How many directors? And how will these directors be selected?

CLT Organizational Capacity

- + **Core functions to be managed** – What, specifically, are the critical tasks to be managed by on a day-to-day, month-to-month basis by the CLT entity? And what are the ongoing stewardship obligations the CLT must manage on a month-to-month and year-to-year basis for a very long time?
- + **Scale** – Will the CLT’s portfolio be comprised solely of the 45 units in the three identified apartment communities (Martineau Apartments, New Hope Homes, and Grandville Homes)? Or might additional homes be added to the CLT’s portfolio? And, if so, how many homes can reasonably be expected to be added each year over the course of the next five (5) years – i.e., 2020-2024?
- + **CLT staffing requirements** – Based on this assessment of the critical functions to be managed and the anticipated pace and scale of the growth of its portfolio of permanently affordable homes, what will be the staffing – and administration and overhead – requirements for the CLT?
- + **Operating budget projections** – What are the budgetary requirements to cover CLT start-up costs, including legal costs (e.g., 501(c)(3) application, documents review, etc.), meeting expenses and community outreach and education? What would be the projected annual operating costs for the first five (5) years of the CLT’s operations? And how much revenue will be needed to cover these operations and administrative costs – and what are likely sources for this revenue?
- + **Partnerships and competition** – What are the key partnerships that will need to be forged and maintained in order for the CLT to be successful? Are there other programs, municipal initiatives, or organizations that could compete with, complicate or impede the CLT’s operations?
- + **Stewardship sustainability** – At what point might it be possible for the CLT to become self-sustaining, at least insofar as its stewardship functions are concerned?

Phase Two: CLT Implementation

Assuming that Dwelling Place determines to proceed with creating the CLT, as determined in the initial business planning phase, the second phase would focus on establishing the CLT and designing its permanently affordable homeownership program.

Establish CLT’s Organizational Capacity – Assist Dwelling Place to:

1. Establish CLT’s corporate structure, based on Phase 1 business planning assumptions regarding mission, operations, program priorities, and governance.
 - a. If it is decided to establish the CLT as a program of Dwelling Place, review its Articles of Incorporation and bylaws, to recommend amendments (e.g., mission, powers and duties and governance) that are advisable, as well as review its 501(c)(3) charitable designation to determine if additional information may need to be provided to the IRS.
 - b. If the decision is to establish the CLT as a separate – or as a separate-but-affiliated – non-profit corporation, assist with developing Articles of Incorporation and bylaws (based on model CLT documents) for the new CLT entity and provide narrative for use in the CLT’s application to IRS for 501(c)(3) tax-exempt designation.
2. Introduce the community land trust concept, by making presentations, as and where needed, to explain the planned CLT initiative and to build awareness and support for its mission, its plans and its community goals.
3. Orient, advise and assist in building the capacity of paid staff that is designated (or hired) to manage the CLT’s operations.

Design CLT Homeownership Program – Assist Dwelling Place to:

1. Develop a ground lease agreement, including resale formula, to be used for affordable owner-occupied homes to be added to the CLT's portfolio.
2. Develop a master ground lease agreement to be used for multi-family (e.g., condo) properties
3. Orient local mortgage lenders in order to secure a commitment to originated leasehold mortgage home purchase financing for qualified CLT homebuyer households.
4. Develop a homebuyer selection policy that includes:
 - a. income targeting for CLT homebuyers
 - b. eligibility and selection criteria
 - c. application and selection process
5. Develop an orientation process to be used to educate potential homebuyers about benefits and responsibilities of buying, owning and selling a CLT home.
6. Develop a framework for the CLT's stewardship policies and procedures.
7. Educate key professionals in the community development, real estate, appraisal, and housing development sectors in the region regarding the benefits and requirements of community land trusts.

Proposed Process and Timeline

In my experience, it is most effective for a small working committee to commit to the deliberation and decision-making process throughout both phases of this process. This committee, of course, ought to include Dwelling Place staff and/or directors but could also include key public sector and private sectors from Grand Rapids (or beyond).

Phase One

I think most of the Phase 1 business planning process can be managed virtually – i.e., with me (or, perhaps occasionally, my colleague, John Davis, also a Burlington Associates Partner) participating remotely via web conferences, working through the critical, foundational issues outlined above. I anticipate that we would need to schedule 3-4 virtual committee meetings that I would facilitate over a 4-6-month timeframe. In between, we would swap written drafts and financial modeling, iteratively, to make sure these summaries and their assumptions are accurate. Then, towards the end of Phase 1, I would make a multi-day on-site visit with three objectives: (1) to finalize the business plan with the CLT planning committee and Dwelling Place; (2) to the extent you wish, accompany Dwelling Place staff to share the plans for the CLT's implementation with key stakeholders and policy makers; and (3) to meet with the planning committee to begin discussing key issues to be addressed in the second, implementation phase.

Following this site visit, I would draft and forward to you draft a final summary of the preliminary business planning assumptions for a to-be-established CLT for its first five years of operations, including a narrative that outlines these assumptions and multi-year operating budget projections. This document will provide Dwelling Place with a framework to use (1) to evaluate and determine how to proceed with the implementation and launch of the CLT; and (2) to build political, financial, and community support for the CLT and its mission and operations

Phase Two

As with the first phase, I would facilitate a series of meetings (participating remotely) with the CLT planning committee (which could, potentially, be the CLT's board of directors by this time) to work through the critical decisions (outlined above) to be made to establish the CLT and design its homeownership program. The exact number of meetings, as well as the frequency and timing of these meetings, will need to be negotiated but I expect that 3-4 monthly meetings would be warranted over timeframe of six months or so.

Sometime in the middle – or towards the end – of this process, I would make a second (and final) on-site visit. Again, the purpose of this visit would be to finalize the decision-making required for starting up and operating the CLT and its permanently affordable homeownership program and, to the extent helpful, to

help you all build local awareness and support for this CLT initiative. During this visit, I would likely also meet with local lenders, appraisers and others who will need to know about the benefits and requirements of CLT homeownership.

By the time this implementation phase is complete, all of the deliverables outlined above for Phase 2 will be in place.

Technical Assistance Budget

Burlington Associates' current billing rate is \$165.00/hour (up to maximum of 8 hours per day for on-site work including travel time). We also require reimbursement for travel expenses incurred for on-site work

The total cost for Burlington Associates' professional services to complete both the initial business-plan-ning phase and the follow-up implementation phases, as outlined above, is a not-to-exceed amount of **\$25,000**. Additionally, the *estimated* cost for travel expenses (airfare; overnight lodging; ground transportation; and meals) for the two, multi-day on-site visits is **\$3,000**.

Should Dwelling Place request additional services beyond the scope of work outlined above, this work would be billed at a rate of \$165/hour and would be in addition to the budget outlined above.

It is my hope that this memo provides you with the information that you need to determine whether Dwelling Place would like Burlington Associates to provide this assistance. Should you require additional information or clarification regarding this proposal – or you wish to discuss modifying the proposed scope – please do not hesitate to contact me at your convenience. Otherwise, we look forward to your response

Thank you for your consideration.



Michael Brown
320.363.0912
mbrown@burlingtonassociates.com



Purpose of Consulting Services

A cross-sector stakeholder group in the City of Grand Rapids is seeking technical assistance to establish a system for identifying people who are in need of supportive housing who are frequent users of the Kent County Jail, local emergency shelters, and hospital emergency departments for supportive housing. CSH created the Frequent Users Systems Engagement (FUSE) approach to help communities across the country use data and align systems to identify people with the highest costs and greatest needs for permanent supportive housing. The Grand Rapids Community is seeking CSH's consulting services to develop a local FUSE Initiative in the Heartside Neighborhood of downtown Grand Rapids.

Menu of Services

1. Cross-Systems Data Matching and Landscape Assessment (July-October 2019)

An essential component of the FUSE initiative is data-driven targeting. CSH has significant experience supporting communities nationally with overcoming barriers to cross-sector data sharing and arriving at a shared, community definition of frequent users. Assistance in this area will include:

- Identification of key systems to include and contacts at relevant agencies such as homeless systems, HMIS data administrators, jail system administrators, hospital stakeholders, as well as State-level Department of Health and Human Services (HHS) and other agency stakeholders
- Assistance with outreach and engagement to key stakeholder partners (i.e. CoC/HMIS lead agency and jails, state partners, etc.) that may contribute data, including presentations
- An assessment of data matching capacity at each stakeholder agency/organization
- Samples of data use agreements needed to execute the data match/analysis and help facilitate development MOUs/Business Associate Agreements to share data, including field selection, analytical plan, and security/privacy considerations
- Elevating best practices in planning for data sharing for FUSE populations– including how far back to look at data, fields useful to share for FUSE, frequency of use, data sharing flow, and planning for future matching/data integration
- Technical assistance on frequent user list development with available data

- Support framing and shaping the analysis of frequent user data for presentation to stakeholders to achieve consensus around targeted population and eligibility factors

Budget: Estimated cost for this task is \$11,375.00.

2. Stakeholder Engagement and Cross-System Resource Alignment Support (July – December 2019)

CSH will work with the Grand Rapids Community to establish an interagency, multi-sector FUSE stakeholder Workgroup that will design and implement a FUSE initiative in Heartside Neighborhood of downtown Grand Rapids. CSH will:

- Provide assistance with identifying and structuring the FUSE stakeholder workgroup (including, but not limited to providing guidance on composition/membership, scope, purpose, FUSE project champion, project manager, etc.)
- Facilitate one on-site multi-stakeholder FUSE kick-off meeting and participate in scheduled meetings with project partners to occur in the first two months of the contract
- Provide facilitation support of FUSE Workgroup meetings; manage agenda and ensure that project is hitting clear goals and milestones with input from local project point person
- Provide assistance with cultivating interagency collaboration and ongoing engagement with an eye towards identifying, aligning and repositioning necessary housing and services resources to implement a successful FUSE initiative, including assistance with identification of short- and long-term housing and supports
- Provide coordination support with leadership for the local Coordinated Entry System to educate on FUSE and using matched administrative data to enhance prioritization of housing resources
- Provide strategic guidance to the FUSE Workgroup in connecting its work to the creation of new supportive housing units underway in Grand Rapids
- Provide support and best practices around evaluation planning (provide support cultivating relationships with local and statewide evaluation and research partners)

Budget: Estimated cost for this task is \$12,250.00.

3. FUSE Implementation Assistance and Support (January 2019- June 2020)

CSH will work with the FUSE Workgroup in the development of an implementation framework clearly outlining the timeline and process for implementing FUSE in Grand Rapids. CSH will:

- Provide strategic guidance to the FUSE Workgroup to create the implementation framework that outlines program eligibility, service delivery, and monitoring tools
- Provide strategic guidance to the FUSE Workgroup in creating a mechanism to track implementation progress and provide sample tracking tools
- Connect to peers in Michigan and other states/localities that have successfully implemented FUSE
- Help the FUSE Workgroup to develop an assertive, targeted outreach and client recruitment plan
- Assist stakeholders in assessing the need to implement or alter a release of information for the project
- Remotely lead and develop the agendas for implementation meetings to assist Action Team and stakeholders in executing the plan

Budget: Estimated cost for this task is \$11,375.00.

Scope Budget Information:

Task Area	Timeline	Amount
Task 1 - Cross-Systems Data Matching and Landscape Assessment	July- October 2019	\$11,375.00
Task 2 - Stakeholder Engagement and Cross-System Resource Alignment Support	July- December 2019	\$12,250.00
Task 3 - FUSE Implementation Assistance and Support	January 2019- June 2020	\$11,375.00
<i>Travel</i>		\$7,500.00
Total		\$42,500.00

Next Steps

Thank you for the opportunity to submit this proposal. We would be happy to modify the scope of work with your feedback to best meet your needs. Please contact Mercedes Brown at mercedes.brown@csh.org or 810-357-6096 to discuss next steps.

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: November 13, 2019

TO: Downtown Development Authority

FROM: Annamarie Buller, Manager of Neighbor Experience

SUBJECT: **Heartside Public Restroom Funding**

Agenda Item #10
November 13, 2019
DDA Meeting

The Heartside Neighborhood generally, and Division Avenue South specifically, lacks publicly available and accessible bathroom facilities. This has raised quality of life and public health issues for many years. The 2018 [Heartside Quality of Life Final Report](#) clearly identifies “provid(ing) additional restrooms available to the general public and expand public restroom options within Heartside” as a key recommendation.

The Portland Loo is a stand-alone public restroom facility that is highly durable and easy to maintain. The Loo design prioritizes safety and has proven successful in similar climates. The open bottom and top of the restroom allow people to see if the Loo is in use all while maintaining the privacy of the user. The Loo has extensive field testing with installations in dozens of communities in North America, including Portland, Cincinnati, Austin and Vancouver. Kalamazoo is scheduled to have one installed in the spring of 2020.

After extensive community conversation, Downtown Grand Rapids Inc. (DGRI) identified the Loo as the solution to public restroom facilities in the Heartside area. The community conversations included the Heartside Public Restroom Working Group, the GR Forward Goal 2 Citizen Alliance and numerous conversations with neighborhood businesses, residents, organizations and property owners. Data was collected from GRPD, Downtown Ambassadors and Mobile GR monthly since July of 2018 on urination and defecation incidents to help inform where the greatest activity was being reported.

The location for the placement of the Heartside Public Restroom is at the intersection of South Division Ave and Weston (southeast corner), which provides ample space and lighting in a priority area lacking public bathroom facilities. This location also offers clear sightlines that make the service visible to a wide variety of people utilizing the sidewalk, including bar/restaurant goers, transit commuters, homeless, residents, tourists, etc. This location is in the target area where the greatest urination and defecation are indicated in the neighborhood.

Pekich Park was also considered but required extensive renovations to create a highly visible restroom space in the park. In addition, Grand Rapids Parks hours limit use of parks from dawn until dusk.

Downtown Ambassadors will regularly check in on the Loo and clean it 3 times a day, consistent with best practices in other communities. There will also be contact information (phone / email / text) to request cleaning service as needed.



The Loo is one element of a multi-faceted strategy, consistent with extensive community engagement and numerous community planning initiatives in recent years, to steadily grow vibrancy in this important business corridor.

Other efforts include:

- 1) Installing additional lights on Division Avenue, Fulton to Wealthy.
- 2) Reconstructing South Division Avenue, Cherry to Wealthy.
- 3) Supporting several economic development initiatives and development projects with our incentive programs including the Weston/Division development, One South.
 - a. In July, the DDA approved funding for helping to establish Mosby's Popcorn on Ionia Street.
 - b. In October, the DDA approved funding for a new retail business Mel Styles in a previously vacant storefront on Division.
 - c. Staff reviewing a funding proposal for a series of vacant window activations along South Division.
- 3) Funding to support the continued operation of the public inebriate center run at Mel Trotter.
- 4) Proposed affordable housing related initiatives from Dwelling Place, including the formation of a Community Land Trust to promote home ownership, and conducting research into using a FUSE (Frequent User System Engagement) model to help stabilize homeless frequent users of criminal justice and health services.
- 5) Expanded fresh food access by supporting the Heartside Gleaning Initiative and YMCA Veggie Van Mobile Farmers Market.
- 6) Continued support from the Downtown Ambassadors, Clean Team and additional police foot patrols.
- 7) Establishment of the Downtown Neighbor Network in collaboration with the near neighborhood associations to foster a community of neighbors that are connected, informed and empowered to improve downtown living.
- 8) Promoted and funded regular community gardening in Pekich Park throughout the summer months.

In response to the community's call for action, the City and DDA both budgeted funds to expand public restroom options in the neighborhood. The City and DGRI will partner to purchase and install the Loo. The DDA budgeted \$150,000 while the City has budgeted \$50,000 for this purpose.

There is some urgency for approval of this concept as the Portland Loo takes 6-9 months to design and fabricate after its purchase and we hope to have this installed by June or July of 2020.

In addition, we have solicited 3 quotes for the engineering work required to prepare the site and have selected Moore & Bruggink (M & B) who have provided a preliminary construction estimate.

Therefore, current estimates to implement the Heartside Public Restroom are:

- Engineering Design: \$15,500
- Portland Loo: \$105, 770

At this time, we request funding for the engineering design and Portland Loo purchase and will return to the DDA when construction costs are finalized after bidding.

We plan to present to the City Commission to request their \$50,000 investment when construction costs are finalized.

Recommendation: Authorize the purchase of the Portland Loo and Design Engineering from Moore & Bruggink for a total not to exceed \$121,270.

Confirmed Public Restrooms in Downtown Grand Rapids as of April 2019

1. **Brassworks Building**, 68 Monroe Ave NW, building hours
2. **Degage Ministries**, 144 Division Avenue, dining hall- 7:00am-11:30am, 4:30-7:30pm, Second floor is open 1:00pm-3:00pm, accessible on main floor, near entrance
3. **Downtown Grand Rapids Inc**, 29 Pearl Street NW, 8:30am-5:00pm Monday- Friday
4. Accessible on the main floor, near the entrance
5. **Dwelling Place**, 101 Sheldon Blvd, second floor AND 106 South Division Avenue, hours primarily 9:00am-5:00pm Monday- Friday.
6. **First United Methodist Church**, 227 Fulton St- Mon, Tues and Thurs 9:00am-9:00pm, Friday's 9:00-4:00pm
7. **Fountain Street Church**, 24 Fountain St NE, Mon-Fri 8:30am-9:00pm, 8:30am-4:00p Sunday
8. **God's Kitchen**, 303 South Division Ave, Mon- Fri 10am-6pm, Sat 10:00am-5:00pm
9. **Grand Rapids Police Department**, 1 Monroe Center- Monday- Friday 8:00am-5:00pm
10. **Grand Rapids Public Library**, 111 Library- Mon- Thursday 9am-9pm, Friday and Saturday 9:00am-6:00pm, Sunday 1:00pm-5:00pm, accessible by elevator, family bathroom
11. **Grand Valley State University**, 401 Fulton St. W, All buildings have restrooms, when building is unlocked.
 - a. GVSU L. William Seidman Center (50 Front Ave. SW)
 - b. GVSU L.V. Eberhard Center (301 W Fulton)
12. **Heartside Ministries**, 54 Division Avenue, Mon- Fri 9-Noon and, 1-4, Sunday's 10-12pm, accessible on the main floor, near entrance
13. **Rapid Central Station**, 250 Grandville Ave SW, Mon- Fri 6:30am-6:30pm
14. **Westminster Presbyterian Church**, 47 Jefferson, Monday- Thursday 9-4pm
15. **Lantern Coffee**, 100 Commerce, Mon-Fri 6am-8pm, Sat and Sun 8am-8pm, restroom downstairs

Downtown Parks restrooms are open from dawn until dusk daily, closed in winter months.

- Ah-Nab-Awen Park
- Heartside Park
- Rosa Parks (Winterized) also open during ice skating hours during the winter
- Canal Park



LOCATION MAP



GOAL 2: PORTLAND LOO PUBLIC RESTROOM
EXISTING CONDITIONS

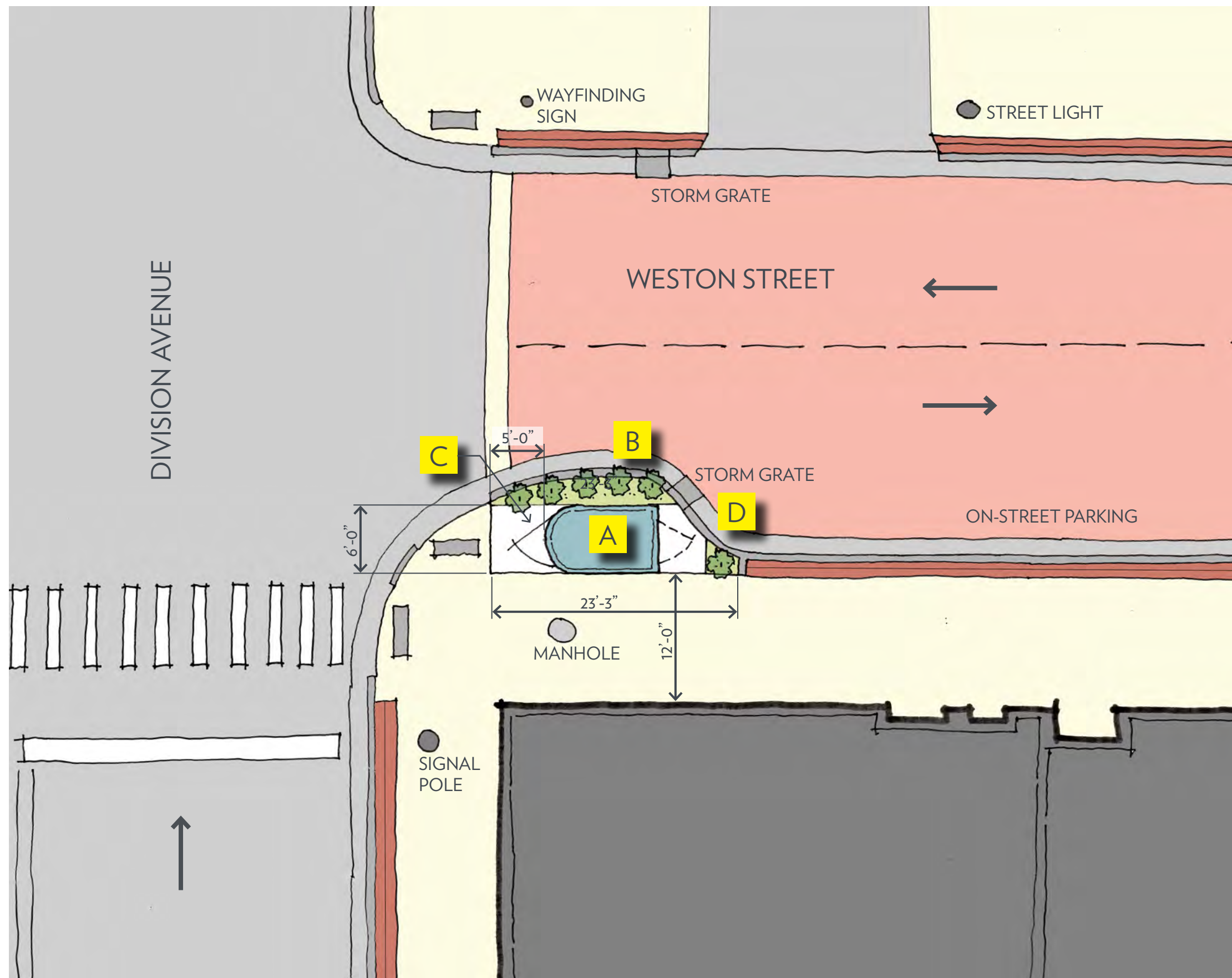


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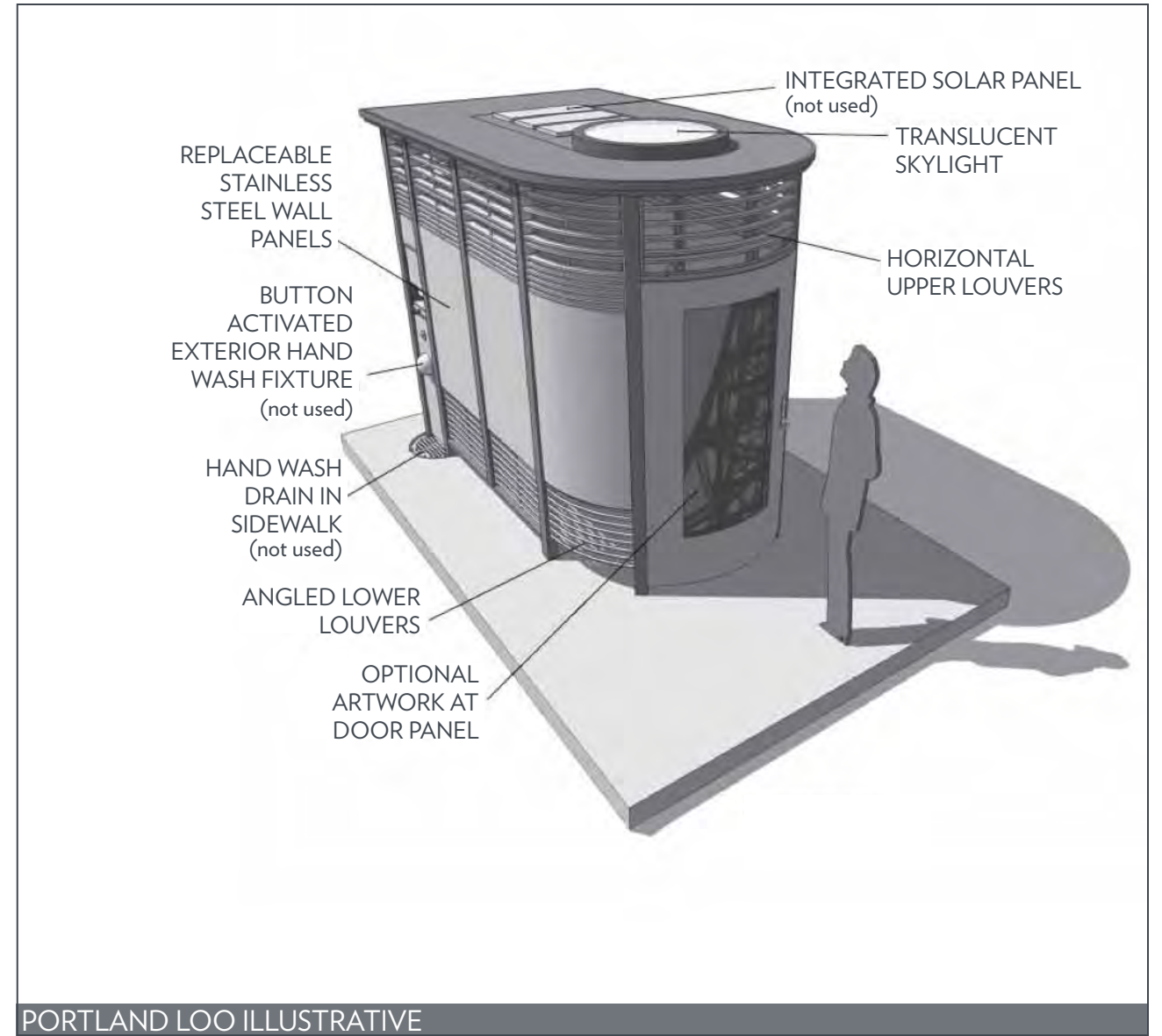
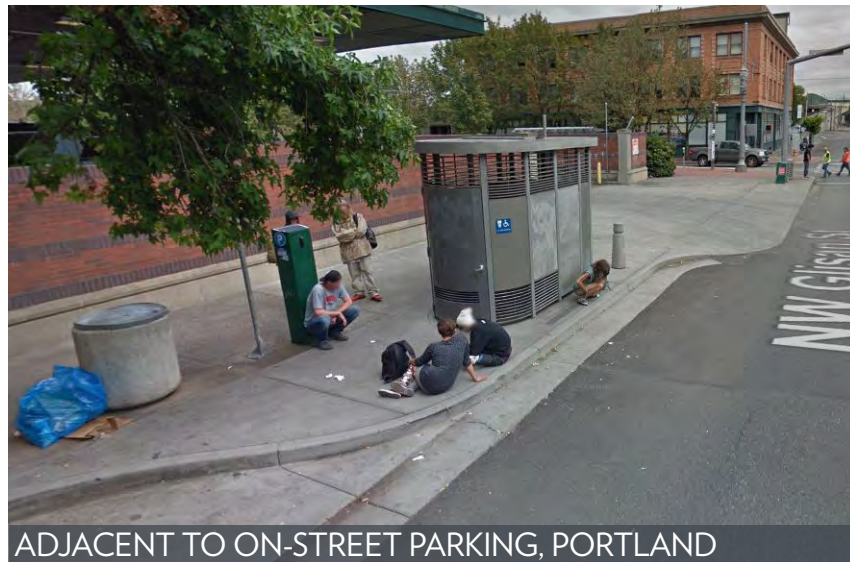
DOWNTOWN
GRAND RAPIDS INC.

October 11, 2019



- A** **PORTLAND LOO: 10'-7" X 6'-0" PUBLIC SPACE RESTROOM.** UNIT INCLUDES:
 MAINTENANCE BY DGRI
 BARRIER FREE ACCESSIBILITY
 24/7 AVAILABILITY
 PRIVACY
 ROOM FOR A BIKE OR STROLLER
 PRE-FABRICATED CONSTRUCTION
 HIGHLY DURABLE & EASY TO CLEAN DESIGN
 SECURE MECHANICALS AND PLUMBING
 INTERIOR HAND-SANITIZER
 NATURAL LIGHT
- B** **LANDSCAPE PLANTER:** INSTALLED AND MAINTAINED BY DGRI
- C** **NEW CONCRETE PAD AND FOUNDATION** INSTALLED IN EXISTING BULB-OUT
- D** **EXISTING CURB AND BULB-OUT TO REMAIN AS** PART OF PORTLAND LOO INSTALLATION





GOAL 2: PORTLAND LOO PUBLIC RESTROOM

LOO IN CONTEXT

DOWNTOWN
GRAND RAPIDS INC

October 11, 2019



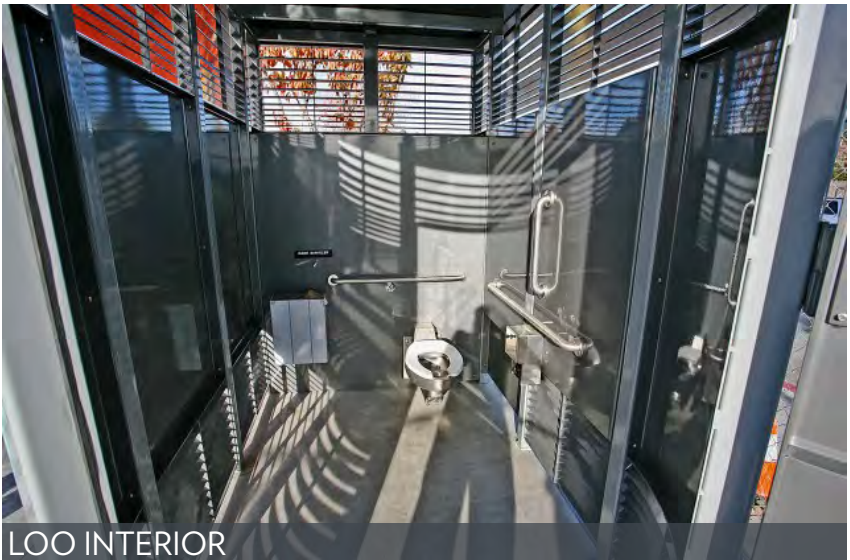
CAN WITHSTAND WINTER CONDITIONS
(Ambassadors will maintain better than this)



INSTALLATION



INSTALLATION



LOO INTERIOR





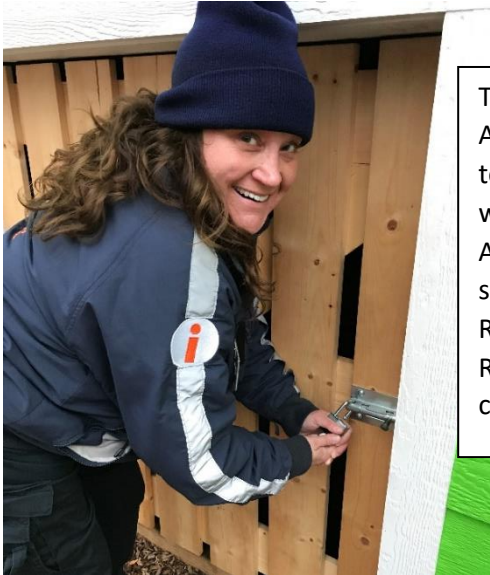
Graffiti removal from an empty storefront on Division and Cherry

Downtown Grand Rapids Ambassador Program

October 2019 Report



Highlights

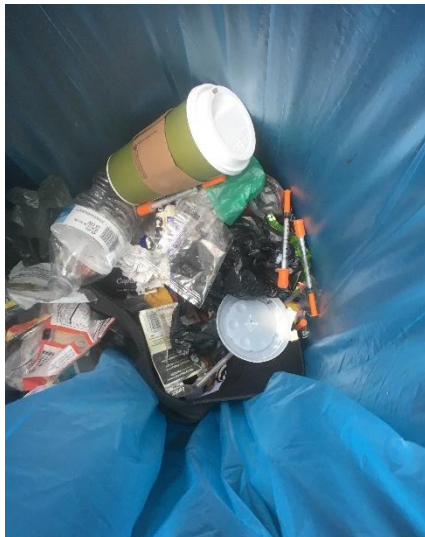


The Ambassadors teamed up with Parks & ArtPrize to secure the Rooftop at Rosa Parks circle.

Team leader Tyteonna trains Briana on tabling at the YMCA Veggie Van happening every Wednesday in the Harris Building.



Safety hazard in our trash can! Thankfully our team is trained on proper disposal of needles & other hazardous waste.



October's end is the last we see of sidewalk pressure washing. But don't worry, we'll be back in the spring! One last picture before we go.



The leadership staff attended a First Time Supervisor training through the city to help us be the best leaders we can be!

Highlights



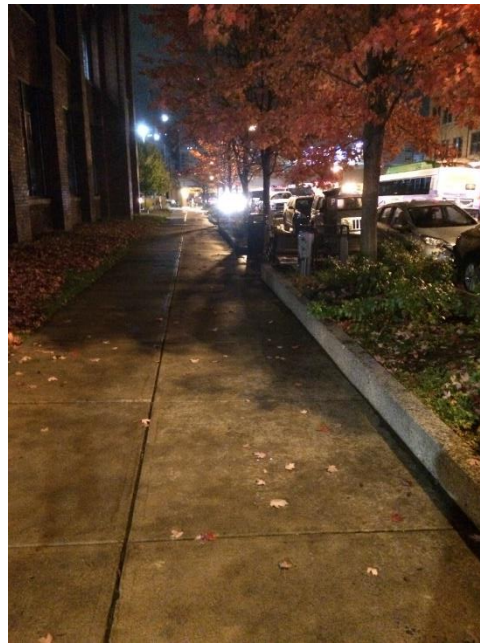
Our Ambassadors work hard to maintain public art and other forms of place enhancement. These pictures show the work the special projects team have done to touch up paint and remove graffiti from the RAD Women boxes.



Someone had fun with the magazine stands on Monroe Center. The Ambassadors were there to provide some order.



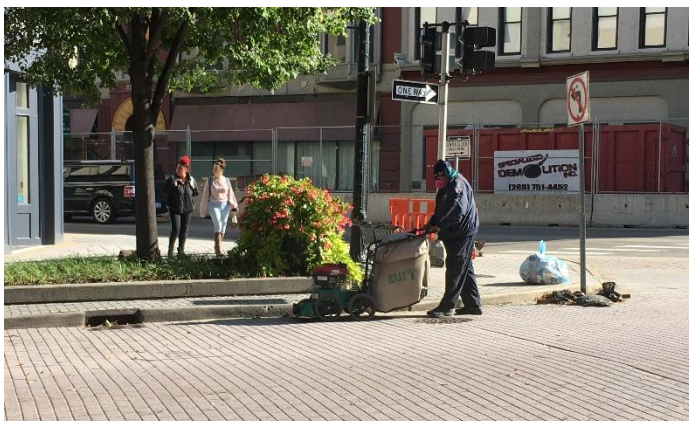
Highlights



It's that time of year! Autumn brings gorgeous colors and never-ending piles of leaves! The team clears leaves from sidewalks, curb lines and catch basins in preparation for snow. We use mechanical equipment, brooms and dustpans and even snow shovels and trash cans to maintain clear paths and water drainage.



Clockwise: ATLV (All-Terrain Litter Vacuum), Leaf Blower, Billy Goat



Statistics

October		2019	2018	2017	2019 YTD
Equipment Usage	ATLV Hours	3	8	15	59
	Bicycle (miles)	2	3	159	61
	Segway (Hours)		73	134	140.5
	Small Equipment (Hours)	37	6	43	171
	Total Equipment Usage	42	90	351	431.5
Beautification	Biohazard Clean Up	124	105	299	1,498
	Biohazard - Human	31	78	NA	486
	Infrastructure Management	2,085	2,156	NA	20,687
	Graffiti - Removed	249	270	309	1,671
	Planters Watered	45	828	1,015	5,446
	Power Washing (block faces)	21	58	44	428
	Snow Removal	NA	NA	NA	8,038
	Trash (Bags collected)	1,788	2,987	2,384	18,111
	Weed Abatement	4,788	6,073	1,061	128,232
	Total Beautification Activity	9,131	12,555	5,112	184,597
Hospitality & Engagement	Business Contact	87	75	190	1,622
	Mobility Assist	16	71	134	1,079
	Observation - Fighting	19	61	11	145
	PA - Directions	181	750	1,542	4,633
	PA - Information	1,796	2,831	6,269	29,511
	PA - Other	5,720	8,067	13,595	114,696
	Panhandling - Aggressive	25	30	153	720
	Panhandling - Passive	16	43	121	468
	Request for Emergency Services	4	3	5	35
	Sidewalk Violation	1,349	809	1,324	5,408
	Social Services Assist	87	101	827	1,157
	Suspicious Package	4	1	1	16
	Suspicious Activity	0	1	16	72
	Total Hospitality & Engagement Activity	9,304	12,843	24,188	159,562
Total Ambassador Activity		18,435	25,398	29,300	344,159