

**COMMUNITY DEVELOPMENT PROGRAM
ALLOCATION COMMITTEE MEETING
August 22, 2019 11:00 a.m.**

MINUTES

The Allocation Committee met at 11:00 a.m. on Thursday, August 22, 2019, in the Conference Room of the Genesee County Metropolitan Planning Commission (GCMPC), 1101 Beach Street, Room 223, Flint, Michigan.

 **I. CALL TO ORDER**

Christine Durgan called the meeting to order at 11:00 a.m.

 **II. ROLL CALL**

Present: Christine Durgan, David Martin, Ellen Ellenburg, Kim Courts, Paula Zelenko, Sheila Taylor, Stephen Fuhr, and Terry Peck.

Absent: Brad Dick, Jeff Lutze, and Mark Emmendorfer.

Others Present: Damon Fortney, Katelyn Mehl, and Nichole Odette.

 **III. MINUTES OF THE MAY 23, 2019 MEETING**

 **Motion: Action:** Approve, **Moved by** Paula Zelenko, **Seconded by** Steven Fuhr, to approve the minutes of the May 23, 2019 meeting as presented.

Motion passed unanimously.

 **IV. BUDGET TRANSFER REQUEST – VIENNA TOWNSHIP**

Damon Fortney explained that Vienna Township has two Public Facilities Improvement projects for 2018, one to pave municipal parking lots and the other to replace the existing floor tile at the Clio Area Senior Center. The pavement project was completed under budget with \$19,584 remaining. The Township is requesting to transfer the \$19,584 into the floor replacement project, as bids to replace the floor came in higher than expected. If there are remaining funds once the floor project is complete, the Township can request to amend the project contract to include other improvements at the Clio Area Senior Center or move the funds to another existing project, otherwise the funds would be recaptured. Contract amendments that include a monetary change go through this committee first and then to the County Board for approval.

 **Motion: Action:** Approve, **Moved by** Stephen Fuhr, **Seconded by** Ellen Ellenburg, to approve the transfer of \$19,584 from Vienna Township's 2018 Public Facilities Improvement project to Vienna Township's 2018 Public Facilities Improvement project for Senior Center Floor Replacement.

Motion passed unanimously.

V. VIENNA TOWNSHIP 2019-2021 CDBG PROJECT REQUEST

Damon Fortney explained that Vienna Township has an Infrastructure Improvement project for sidewalk replacement scheduled for 2019 and a Public Facilities Improvement project to purchase a van for the Clio Area Senior Center scheduled for 2021. The Township is requesting to switch the project funding years because the new passenger van is needed more urgently at this time. Both projects are funded at \$43,648 and the switch will not impact any other CDBG projects.

 **Motion: Action:** Approve, **Moved by** Terry Peck, **Seconded by** Kim Courts, to approve switching the Vienna Township Public Facilities Improvement project to 2019 and the Vienna Township Infrastructure Improvement project to 2021.

Motion passed unanimously.

VI. REQUEST FOR ADDITIONAL FUNDING – TENANT BASED RENTAL ASSISTANCE

Damon Fortney stated that Metro Community Development (MCD) annually receives \$33,000 in HOME funding to administer the Tenant Based Rental Assistance (TBRA) program. The TBRA Program provides low-income residents with rent, security deposits, and utilities for up to two years. Due to an increased demand for assistance and a waiting list of clients, MCD is requesting additional funding for both 2018 and 2019. Staff proposes moving \$9,864.77 in unspent 2017 TBRA funds into MCD's 2018 project, for a total of \$42,864. Staff also proposes increasing MCD's 2019 contract by \$10,000, for a total of \$43,000. Discussion ensued.

 **Motion: Action:** Approve, **Moved by** Steven Fuhr, **Seconded by** Paula Zelenko, to approve the transfer of \$9,864.77 in unspent 2017 HOME funds to Metro Community Development's 2018 TBRA Program contract and to increase Metro Community Development's 2019 TBRA Program contract by \$10,000, for a total of \$43,000.

Motion passed unanimously.

VII. 2018 COMMUNITY DEVELOPMENT ACCOMPLISHMENTS SUMMARY

Damon Fortney explained that each year staff prepares a Consolidated Annual Performance Report (CAPER) for HUD. The CAPER details accomplishments and how funding was spent during the previous program year. Last year, \$1,528,495 in CDBG funding was spent on 50 projects, including pre-demolition activities and demolitions, senior center operations, and the rehabilitation of single-family homes. HOME funding, in the amount of \$602,984, was spent on senior citizens' home repairs, Tennant Based Rental Assistance, and the construction of 4 new homes. Emergency Solutions Grant funds, in the amount of \$138,161, provided shelter operations, food assistance, and help with rent and utility bills for 1,555 people.

VIII. GENESSEE: OUR COUNTY, OUR FUTURE PRESENTATION

Katie Mehl gave an overview of staff's progress on the Genessee: Our County, Our Future planning document, including a look at the plan's website and timeline. Once complete,

the plan will incorporate GCMPC's Community Development and Housing, Transportation, and Solid Waste planning into one comprehensive document that will serve as a guiding tool for local units as they make decisions for their community's future needs. The final plan will be presented for committee and Board approval in January.

IX. HUD UPDATE

Sheila Taylor explained that our 2019 Action Plan has been approved, but HUD has not released the grant agreements or funding yet.

Cheryl Mathis, our HUD representative, was on-site to monitor the HOME and ESG programs in mid-July. She also reviewed the files and operations at two emergency shelters and Habitat for Humanity. The exit interview with staff went well, but a formal letter hasn't been received yet.

Staff is working with the local units on spending their CDBG funding. HUD will check our account on March 1st and no more than 1.5 times an annual allocation can be left unspent. Many local units have requested extensions to their contracts because they cannot get Contractors to bid on their projects. In October, staff will begin on-site monitoring of local units and agencies that receive CDBG funding.

Community Development staff will attend a HUD all grantee meeting in Farmington next week, which will feature various speakers and informational sessions.

X. OTHER BUSINESS

The next Recycle Day event is Tuesday, September 10th at Mott Community College from 2:00 p.m. to 6:00 p.m. and the next Saturday Recycle event is October 12th at Clio High School from 10:00 a.m. to 2:00 p.m.

XI. ADJOURNMENT

Ms. Durgan adjourned the meeting at 11:35 a.m.

Respectfully submitted,
Nichole Odette, Secretary
Genesee County Metropolitan Planning Commission