



GENESEE COUNTY METROPOLITAN
PLANNING COMMISSION

GENESEE COUNTY METROPOLITAN PLANNING COMMISSION COMMUNITY DEVELOPMENT PROGRAM

1101 Beach Street – Room 111, Flint, Michigan 48502-1470 • (810) 257-3010 • www.gcmnpc.org



DEREK BRADSHAW
DIRECTOR-COORDINATOR

CHRISTINE A. DURGAN
ASSISTANT DIRECTOR

COMMUNITY DEVELOPMENT PROGRAM ALLOCATION COMMITTEE MEETING

Thursday, January 28, 2021

11:00 A.M.

Zoom Conference Call Meeting

Dial-In Number: (312) 626-6799

Access Code: 975 7562 1898

AGENDA

- I. Call to Order
- II. Roll Call
- ***III. Minutes of the November 12, 2020 Meeting (attached)
- ***IV. Budget Transfer Request – City of Grand Blanc (attached)
- ***V. Budget Transfer Request – Flushing Township (attached)
- ***VI. Budget Transfer Request – Tenant Based Rental Assistance (TBRA) Program (attached)
- VII. 2021 Action Plan Update (attached)
- VIII. CARES Act Update (attached)
- IX. HUD Update
- X. Other Business
- XI. Adjournment

***Indicates Action Item



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**COMMUNITY DEVELOPMENT PROGRAM
ALLOCATION COMMITTEE MEETING
November 12, 2020 11:00 a.m.**

MINUTES

The Allocation Committee met at 11:00 a.m. on Thursday, November 12, 2020 via a Zoom Conference Call format.

I. CALL TO ORDER

Christine Durgan called the meeting to order at 11:03 a.m.

II. ROLL CALL

Present: Brad Dick, Christine Durgan, David Martin, Ellen Ellenburg, Kim Courts, Sheila Taylor, and Terry Peck.

Absent: Colleen Brown, Jeff Lutze, Mark Emmendorfer, and Steven Fuhr.

Others Present: Katie Mehl and Nichole Odette.

There were no members of the public in attendance on the conference call, nor were any comments received from the public regarding the Allocation Committee meeting or the agenda items.

III. MINUTES OF THE SEPTEMBER 24, 2020 MEETING

Motion: Action: Approve, **Moved by** Kim Courts, **Seconded by** Ellen Ellenburg, to approve the minutes of the September 24, 2020 meeting as presented.

Motion passed unanimously.

IV. TRANSFER OF COMMUNITY DEVELOPMENT PROGRAM FUNDS

Katie Mehl explained that all five projects have been completed and need to be closed out in both the County and HUD's financial systems. Two of the projects were not able to expend all funding due to COVID-19 concerns and the three road projects came in under budget.

Motion: Action: Approve, **Moved by** Ellen Ellenburg, **Seconded by** Brad Dick, to approve the transfer of Community Development Program Funds as presented.

Motion passed unanimously.

V. AMENDMENT #2 TO THE 2020-2024 GENESEE COUNTY CONSOLIDATED PLAN AND 2020 ACTION PLAN

Sheila Taylor explained that a second amendment to the 2020-2024 Consolidate Plan and 2020 Action Plan is necessary because Genesee County was awarded an additional \$1.2 million in CDBG CARES Act funding. This second round of funding must be amended

into the 2020 Action Plan in order for HUD to release the funds to the County. Staff is proposing to distribute the funding between the same CARES Act project categories that are currently open for applications, Rental/Mortgage/Utility Assistance, Business Assistance, Senior Housing COVID Response, and Basic Needs. Public comment for this amendment will take place from November 30th through December 4th, with a public hearing on December 2nd at the Community and Economic Development Committee meeting.

Ellen Ellenburg requested an update on the response to the Business Assistance grant. Ms. Taylor stated that the Business Assistance applications are due tomorrow and 34 applications have been received; however, only one application is completed and scored, and 33 are pending completion. Staff has contacted these applicants regarding their incomplete applications. The Small Business grant announcement was viewed 4,800 times on Facebook and shared 5,200 times. Postcards were delivered and emailed to the local units of government, chambers of commerce, all Boards and Commissions, and Damon Fortney was interviewed by Channel 12 News. Discussion ensued.

Motion: Action: Approve, **Moved by** David Martin, **Seconded by** Brad Dick, to approve Amendment #2 to the 2020-2024 Genesee County Consolidated Plan and 2020 Action Plan.

Motion passed unanimously.

VI. 2021 MEETING DATES

Christine Durgan stated that staff is proposing to continue holding the meetings on the fourth Thursday of each month at 11:00 a.m., except for the November and December meetings which are moved up a week due to holidays.

Motion: Action: Approve, **Moved by** Ellen Ellenburg, **Seconded by** Terry Peck, to approve the 2021 Allocation Committee Meeting Dates.

Motion passed unanimously.

VII. RESOLUTION TO AFFIRM ACTIONS, DECISIONS, AND RESOLUTIONS OF THE GENESSEE COUNTY ALLOCATION COMMITTEE SINCE MARCH 10, 2020 TO PRESENT

Christine Durgan explained that the Michigan Legislature passed a bill to amend the Open Meetings Act last month, which validates the virtual meetings that have taken place since March. This Resolution will affirm and ratify all actions taken by the Allocation Committee since March 10th.

Motion: Action: Approve, **Moved by** Ellen Ellenburg, **Seconded by** Kim Courts, to approve the Resolution to Affirm Actions, Decisions, and Resolutions of the Genesee County Allocation Committee since March 10, 2020 to Present.

Motion passed unanimously.

VIII. HUD UPDATE

Sheila Taylor stated that the Senior Housing grant application for senior living facilities has been released and applications are due November 20th. Eligible applicants may be awarded up to \$10,000. So far, one application has been received. Notice of the grant was emailed to senior living facilities throughout the County, local units of government,

all Boards and Commissions, and was posted on Facebook. The Basic Needs grant application for food pantries has also been released and applications are due on November 25th. Food pantries may receive up to \$10,000 in grant funding but must serve residents in CDBG participating communities. So far, two applications have been received. Applications for the Mortgage/Rent/Utility Assistance are available through the three local agencies administering the program, GCCARD, Metro Community Development, and Catholic Charities. Notice of the Mortgage/Rent/Utility Assistance Program received over 7,200 views on Facebook.

The Call for CDBG Projects for program years 2022-2024 has been released and pre-applications are due on December 4th. Staff is working with the local units on project selection and public hearing requirements. Applications for the 2021 HOME Program and ESG Program are also due by December 4th.

HUD has notified staff of a funding miscalculation that will decrease Genesee County's 2020 CDBG allocation by \$281.00 and HOME allocation by \$196.00. Adjustments will be made to administration and Home Improvement Program funding, instead of reducing the subrecipient contracts already in place.

IX. OTHER BUSINESS

Christine Durgan stated that staff will be contacting the Genesee County Chapter of the Michigan Townships Association to request an appointment to the Allocation Committee to replace Steven Fuhr. Ms. Durgan thanked Commissioner Courts and Commissioner Martin for their dedicated service to the Allocation Committee.

X. ADJOURNMENT

Ms. Durgan adjourned the meeting at 11:24 a.m.

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



DEREK BRADSHAW
DIRECTOR-COORDINATOR

CHRISTINE A. DURGAN
ASSISTANT DIRECTOR

MEMORANDUM

TO: Members of the Genesee County Allocation Committee

FROM: Sheila Taylor, Division Manager
Genesee County Metropolitan Planning Commission

DATE: January 28, 2021

SUBJECT: Budget Transfer Request – City of Grand Blanc

The City of Grand Blanc completed their 2019 Public Facility Improvements project, which funded improvements to bathroom facilities at Physician's Park including retrofitting the bathrooms for heating so that they can be utilized year-round by residents, as well as ADA improvements.

The City also has a 2020 Public Facility Improvements project. The City of Grand Blanc has requested that the remaining funds from the 2019 Public Facility Improvement project be transferred to the 2020 Public Facility Improvements project. City of Grand Blanc intends to spend the remaining money by the end of July 2021, when the 2020 contract is set to expire.

Amount	From Project	To Project	Comments
\$3,755.00	2019 City of Grand Blanc Public Facility Improvements Project (Physician's Park Improvements) IDIS#: 2415 Acct#: 319.4016.55675	2020 City of Grand Blanc Public Facility Improvements (Senior Center Improvements) IDIS#: 2489 Acct#: 2340-704.16-899.000	Transfer unused funds from the 2019 Public Facility Improvements project to the 2020 Public Facility Improvements project.

At this time, staff is requesting approval by the Allocation Committee to transfer \$3,755.00 from the City of Grand Blanc's 2019 Public Facility Improvements project to the City of Grand Blanc's 2020 Public Facility Improvements project, for a new total of \$14,297.10. This recommendation will go to the Community and Economic Development Committee for action on February 10, 2021.



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MEMORANDUM

TO: Members of the Genesee County Allocation Committee

FROM: Sheila Taylor, Division Manager
Genesee County Metropolitan Planning Commission

DATE: January 28, 2021

SUBJECT: Budget Transfer Request – Flushing Township

Flushing Township has requested to cancel their 2020 Removal of Architectural Barriers project, which had proposed to improve accessibility at the Township Hall and transfer the funding to their 2020 Public Facility Improvements project. Public Facility Improvement funds will be used towards the purchase of a new shuttle bus for the Flushing Area Senior Center.

Amount	From Project	To Project	Comments
\$6,419.00	2020 Flushing Township Removal of Architectural Barriers IDIS #2505 Account#: 2340-704.16-899.000	2020 Flushing Township Public Facility Improvements IDIS #2504 Account#: 2340-704.16-899.000	Cancel Removal of Architectural Barriers project and transfer funds to Public Facility Improvements.

At this time, staff is requesting approval by the Allocation Committee to transfer \$6,419.00 from Flushing Township's 2020 Removal of Architectural Barriers project to Flushing Township's 2020 Public Facility Improvements project, for a new total of \$51,354.00. This recommendation will go to the Community and Economic Development Committee for action on February 10, 2021.



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MEMORANDUM

TO: Members of the Genesee County Allocation Committee

FROM: Sheila Taylor, Division Manager
Genesee County Metropolitan Planning Commission

DATE: January 28, 2021

SUBJECT: Budget Transfer Request – Tenant Based Rental Assistance (TBRA) Program

Metro Community Development (MCD) currently administers the HOME Tenant Based Rental Assistance (TBRA) program throughout Genesee County. This program provides low-income residents assistance with rent, security deposits, and utilities so that families can maintain stable housing.

For Program Year 2019, Metro Community Development was awarded \$43,000 in HOME funds to administer the TBRA Program. The contract was effective from October 15, 2019 through September 30, 2020. Due to the Coronavirus pandemic and staff changes, Metro Community Development was unable to spend the entire award and the contract expired with \$4,438.51 in funding remaining. MCD has requested that the remaining funds are transferred to their 2020 TBRA contract, for a new total of \$47,438.51.

Amount	From Project	To Project	Comments
\$4,438.51	2019 HOME Funds – Metro Community Development TBRA Program IDIS #2468 Account#: 2369-704.22-899.000	2020 HOME Funds – Metro Community Development TBRA Program IDIS #2536 Account#: 2360-704.22-899.000	Move unspent TBRA funds from 2019 to 2020.

At this time, staff is requesting approval by the Allocation Committee to transfer \$4,438.51 in unspent 2019 HOME funds from Metro Community Development's 2019 TBRA Program contract to Metro Community Development's 2020 TBRA Program contract, for a total of 47,438.51. This recommendation will go to the Community and Economic Development Committee for action on February 10, 2021.



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MEMORANDUM

TO: Members of the Genesee County Allocation Committee

FROM: Sheila Taylor, Division Manager
Genesee County Metropolitan Planning Commission

DATE: January 28, 2021

SUBJECT: **2021 Action Plan Update**

Staff is currently drafting the 2021 Action Plan which includes CDBG, ESG, and HOME projects and activities for program year 2021, and an explanation of how those activities will help achieve goals of the 2020-2024 Consolidated Plan. Environmental reviews are underway for proposed projects received during the 2021 ESG and HOME calls for projects. The 2021 CDBG projects were previously reviewed and approved as part of the 2019-2021 CDBG Application process.

The draft Action Plan will be presented to the Allocation Committee at the February meeting. A public hearing and 30-day comment period will be held during March and April. Following incorporation of any public comments received, the final Action Plan will be brought back to this committee for approval. The final Action Plan will then be provided to the Board of Commissioners for final approval, followed by submission to HUD.



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MEMORANDUM

TO: Members of the Genesee County Allocation Committee

FROM: Sheila Taylor, Division Manager
Genesee County Metropolitan Planning Commission

DATE: January 28, 2021

SUBJECT: CARES Act Update

In November, staff prepared an amendment to the 2020-2024 Consolidated Plan to include an additional allocation of funding through the CARES Act, which was approved by the Board of Commissioners in December. Staff has submitted this amendment to HUD for final review and approval. This latest allocation of funding will bring the total CARES Act funding expected through HUD to \$3,772,727 (includes \$2,305,622 in CDBG-CV funds and \$1,467,105 in ESG-CV funds).

Emergency Shelter and Rental/Mortgage/Utility Assistance programs through the CARES Act are now underway and being utilized. Emergency Shelters are using funding on essential supplies and building improvements that will help reduce the spread of COVID-19. Rental Assistance funds are being distributed through three agencies: GCCARD, Catholic Charities and Metro Community Development.

Applications for Small Business Assistance, Senior Housing Assistance and Basic Needs Assistance were due during November and staff began signing contracts with subrecipients of these programs in December. Recipients may use funds to reimburse supplies/inventory, staff wages/payroll, and rent/utility expenses beginning with the start of the pandemic in March 2020. To date, Genesee County has awarded a total of \$134,974 to 14 recipients through these three programs (see attached chart).

GCMPC also released a business assistance grant focusing on restaurants in December. This program will provide up to \$10,000 in assistance to local restaurants impacted by COVID-19 shutdowns. Applications for restaurant assistance were due by January 15th. Staff received and is reviewing applications from 31 eligible restaurants. Eligible recipients will begin receiving funds in February.



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CARES Act CDBG-CV Applications as of 1/21/21

Funding Category	Applications Received	Applications Ineligible/Incomplete	Applications Funded	Amount Funded
Small Business Assistance	41	36	5	\$49,990
Senior Housing Assistance	5	2	3	\$29,994
Basic Needs Assistance	11	5	6	\$54,990
Business Assistance, Restaurants	61	31	TBD	TBD