

**COMMUNITY DEVELOPMENT PROGRAM
ALLOCATION COMMITTEE MEETING
January 28, 2021 11:00 a.m.**

MINUTES

The Allocation Committee met at 11:00 a.m. on Thursday, January 28, 2021 in a Zoom conference call format.

I. CALL TO ORDER

Christine Durgan called the meeting to order at 11:02 a.m.

II. ROLL CALL

Present:

Brad Dick (Linden, Genesee County), Christine Durgan (Flint, Genesee County), Coleen Brown (Montrose, Genesee County), Debra Newman (Flint, Genesee County), Ellen Ellenburg (Burton, Genesee County), Mark Emmendorfer (Montrose Township, Genesee County), Meredith Davis (Grand Blanc, Genesee County), Sheila Taylor (Mundy Township, Genesee County), Shelley Thompson (Clayton Township, Genesee County), and Terry Peck (Flushing Township, Genesee County).

Absent: Jeff Lutze.

Others Present: Damon Fortney (Flint, Genesee County) and Nichole Odette (Flint, Genesee County).

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.

Christine Durgan welcomed and introduced the three new Allocation Committee members. Commissioner Debra Newman represents District 8 and is the Chairperson of the Community and Economic Development Committee (C&ED). Commissioner Meredith Davis represents District 7 and is the Vice Chairperson of the C&ED Committee. Shelley Thompson was appointed by the Townships Association and is a Clayton Township Trustee.

III. MINUTES OF THE NOVEMBER 12, 2020 MEETING

Motion: Action: Approve, **Moved by** Ellen Ellenburg, **Seconded by** Terry Peck, to approve the minutes of the November 12, 2020 meeting as presented.

Motion passed unanimously.

IV. BUDGET TRANSFER REQUEST – CITY OF GRAND BLANC

Damon Fortney explained that the City of Grand Blanc completed their 2019 Public Facility Improvements project, which funded improvements to the bathroom facilities at Physician's Park, with \$3,755 in funds remaining. The City has requested to transfer the remaining funds to their 2020 Public Facility Improvements project, which will help fund drainage repairs at the Grand Blanc Senior Center.

Motion: Action: Approve, **Moved by** Mark Emmendorfer, **Seconded by** Ellen Ellenburg, to approve the transfer of \$3,755 from the City of Grand Blanc's 2019 Public Facility Improvements project to the City of Grand Blanc's 2020 Public Facility Improvements project.

Motion passed unanimously.

V. BUDGET TRANSFER REQUEST – FLUSHING TOWNSHIP

Damon Fortney explained that Flushing Township has requested to cancel and move \$6,419 in funding allocated to their 2020 Removal of Architectural Barriers project to their 2020 Public Facility Improvements project. The Township determined that additional funding towards the purchase of a new shuttle bus for the Flushing Area Senior Center was a higher priority at this time and will re-apply in the future to make accessibility updates to the entryway at the Township Hall. Sheila Taylor stated that requests to transfer funds must be approved by the municipality's board prior to being submitted to this Committee for approval.

Motion: Action: Approve, **Moved by** Terry Peck, **Seconded by** Mark Emmendorfer, to approve the transfer of \$6,419 from Flushing Township's 2020 Removal of Architectural Barriers project to Flushing Township's 2020 Public Facility Improvements project.

Motion passed unanimously.

VI. BUDGET TRANSFER REQUEST – TENANT BASED RENTAL ASSISTANCE (TBRA)

Damon Fortney explained that Metro Community Development (MCD) receives approximately \$45,000 in funding annually to administer the Tenant Based Rental Assistance Program (TBRA). The Program assists low to moderate income residents attain stable housing by providing rent, security deposits, and utility assistance. Due to the pandemic and staff changes, Metro Community Development was unable to spend the entire 2019 award by September 30th, the contract end date. MCD has requested to transfer the remaining \$4,438.51 to their 2020 TBRA contract. Sheila Taylor stated that the TBRA clients did not experience a lapse in coverage; however, no new clients were added to the Program.

Motion: Action: Approve, **Moved by** Mark Emmendorfer, **Seconded by** Terry Peck, to approve the transfer of \$4,438.51 of HOME Program funds from Metro Community Development's 2019 TBRA Program contract to Metro Community Development's 2020 TBRA Program contract.

VII. 2021 ACTION PLAN UPDATE

Damon Fortney explained that the Action Plan is our annual funding submission to HUD that lists the year's expected projects and activities and how those activities will address the goals of the 2020-2024 Consolidated Plan. The 2021 Emergency Solutions Grant and HOME Program applications were accepted in December and have been reviewed by

staff. The 2021 CDBG projects were previously approved during the last call for projects for funding years 2019-2021. Staff is currently drafting the 2021 Action Plan and will present it to this Committee for review and comment prior to releasing the draft Plan for public comment. Any comments received will be incorporated into the Plan before staff requests final approval by the Allocation Committee, the Board of Commissioners, and HUD. Upon final approval, HUD will release the County's 2021 funding allocation.

VIII. CARES ACT UPDATE

Damon Fortney explained that the County has now been awarded three rounds of CDBG and ESG CARES Act funding totaling \$3,772,727. The Emergency Shelter and Rental/Mortgage/Utility Assistance Programs have been underway since the fall. Shelters are using the funds for building improvements, such as upgrading HVAC systems and renovating bathroom facilities, to mitigate the spread of Covid-19. Metro Community Development, GCCARD, and Catholic Charities have been successful in administering the Rental/Mortgage/Utility Assistance Program. To date, 14 businesses have received grants through the Small Business Assistance, Senior Housing Assistance, and the Basic Needs Assistance programs to be used for supplies, wages, payroll, rent or utilities. Small Business grant applications for restaurants were released in December. Staff is the process of reviewing the applications; so far, 31 restaurants appear to be eligible for funding. Once the restaurant funding is awarded, staff will reassess areas of need throughout the County to determine how to spend the remaining funds, as well as the latest round of CARES Act funding. Discussion ensued.

IX. HUD UPDATE

Sheila Taylor stated that our Community Development program year begins on May 1st. HUD checks our bank account each year on March 1st to ensure that we are spending our CDBG allocation in a timely manner and no more than 1.5 times our annual allocation is left unspent. According HUD's most recent report, \$43,300 must be spent to meet the March 1st timeliness deadline.

X. OTHER BUSINESS

There was no Other Business.

XI. ADJOURNMENT

Ms. Durgan adjourned the meeting at 11: 30 a.m.

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