

**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 GENESEEE 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