



**GENESEE COUNTY**  
**METROPOLITAN PLANNING**  
**COMMISSION**

**GENESEE COUNTY**  
**ALLOCATION COMMITTEE MEETING**

**Genesee County Administration Building**  
**1101 Beach Street, Room 301**

**Thursday, June 27, 2024**  
**11:00 A.M.**

**AGENDA**

- I. Call to Order
- II. Roll Call
- \*\*\*III. Minutes of the April 25, 2024 Meeting (attached)
- \*\*\*IV. Rosewood Park HOME Investment Partnerships Loan (attached)
- \*\*\*V. Neighborhood Stabilization Program (NSP), Neighborhood Purchase Rehab and Resale Program (NPRR) and HOME Program Participating Lender Agreements (attached)
- \*\*\*VI. Recapture of CDBG Funds (attached)
- \*\*\*VII. Genesee Township Transfer Request (attached)
- \*\*\*VIII. Forest Township Transfer Request (attached)
- \*\*\*IX. GCCARD Transfer Request (attached)
- X. 2023 CAPER (presentation)
- XI. HUD Updates
- XII. Other Business
- XIII. Adjournment

Derek Bradshaw, Director    Christine Durgan, Assistant Director  
**COMMUNITY DEVELOPMENT PROGRAM**

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*\*\*\*Indicates Action Item*

NEXT MEETING – July 25, 2024 at 11:00 A.M.

**COMMUNITY DEVELOPMENT PROGRAM  
ALLOCATION COMMITTEE MEETING  
April 25, 2024 11:00 a.m.**

**MINUTES**

The Allocation Committee met at 11:00 a.m. on Thursday, April 25, 2024, in conference room 301 of the Genesee County Administration Building, 1101 Beach Street, Flint, MI 48502.

**I. Call to Order**

Ms. Sheila Taylor called the meeting to order at 11:01 a.m.

**II. Roll Call**

**Present:**

Jeff Lutze, Dr. Beverly Brown, Martin Cousineau, Ellen Ellenburg, Brad Dick and Sheila Taylor

**Absent:**

Coetta Adams, Shelley Thompson, Terry Peck, Christine Durgan and Colleen Brown

**Others Present:** Damon Fortney and Anthony Kelly

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

**\*\*\*III. Minutes of the March 28, 2024 Meeting**

**Motion: Action:** Approve, **Moved by** Martin Cousineau, **Seconded by** Ellen Ellenburg to approve the minutes of the March 28, 2024 meeting as presented.

**Motion passed unanimously.**

**\*\*\*IV. Approval of the 2024 Genesee County Action Plan**

Mr. Damon Fortney stated that staff has completed the draft 2024 Genesee County Action Plan for the Community Development Program. The Action Plan provides a detailed view of the proposed projects for Program Year 2024, with a total of over \$2.8 million in projects. The Action Plan has been made available to all participating local units of government in Genesee County during the public comment period between March 18<sup>th</sup> and April 19<sup>th</sup>, 2024. Comments received have been included in the final plan.

Mr. Fortney stated that staff is recommending approval of the 2024 Action Plan and approval for Board of Commissioners Chairperson, James Avery, to sign the HUD grant submittal and acceptance forms (including SF 424 forms, Certifications, grant agreements, requests for release of funds (RROF) and budget setup).

**Motion: Action:** Approve, **Moved by** Martin Cousineau, **Seconded by** Ellen Ellenburg to approve the 2024 Action Plan pending receipt of actual allocation amounts and review by Corporation Counsel.

**Motion passed unanimously.**

Discussion ensued.

### **\*\*\*V. Recapture of CDBG Funds**

Mr. Fortney stated that City of Mt. Morris Crime Prevention project was completed with \$51.50 in CDBG funding remaining. Staff is recommending approval to recapture the funds and place them into the Available CDBG funds account.

**Motion: Action:** Approve, **Moved by** Dr. Beverly Brown, **Seconded by** Martin Cousineau to approve the Community Development Program fund transfers.

**Motion passed unanimously.**

Discussion ensued.

### **VI. CDBG Project Updates (Presentation)**

Mr. Fortney reviewed a Powerpoint presentation with updates regarding current CDBG projects around Genesee County. Discussion ensued.

### **VII. HUD Updates**

Ms. Sheila Taylor stated that in the beginning of March, HUD completed a virtual HOME program audit (monitoring). The results were zero findings. HUD did verbally recommend that all procedural documents be combined into one complete document.

Ms. Taylor stated that she sent out a Housing Needs survey to all Local Units of Government. The survey asks what types of housing are needed and what current developments are underway. Ms. Taylor reminded committee members to encourage their constituents to complete the survey by May 3<sup>rd</sup>. The survey will help staff structure future HOME funding applications based on community needs.

### **VIII. Other Business**

Ms. Taylor stated that today is Take Your Child to Work Day, and many county employees are participating. Many county departments will have games and learning activities for children throughout the day.

Ms. Taylor reminded Committee members that we will be hosting our annual Recycle Days that will be held, May 21, June 18, July 16, and August 20. The events will be by appointment only and registration will begin 2 weeks prior to each event. Appointments can be made on our website or through the link on the flyers provided at the meeting.

### **IX. Adjournment**

Ms. Taylor adjourned the meeting at 11:40 am.

Respectfully submitted,  
Damon Fortney, Lead Planner  
Genesee County Metropolitan Planning Commission



**GENESEE COUNTY**  
**METROPOLITAN PLANNING  
COMMISSION**

**MEMORANDUM**

**TO:** Members of the Genesee County Allocation Committee

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

**DATE:** June 27, 2024

**SUBJECT:** **Rosewood Park HOME Investment Partnerships Loan**

Rosewood Park Limited Dividend Housing Association Limited Partnership, owned by the Shelter of Flint, received \$850,000 of Genesee County HOME Investment Partnerships funding in 2001 to assist with the construction of Rosewood Park Apartments. This property has 120 units of affordable housing located at 7028 Rosewood Drive, Mt Morris, Michigan.

Currently, Rosewood Park has a Genesee County HOME Assistance Program Mortgage for which the payment of \$850,000 is due in full this year, 21 years after the loan was granted. Shelter of Flint has an additional mortgage on the property with another lender. The Shelter of Flint would like to refinance the property and keep the property as affordable housing.

Shelter of Flint is requesting that Genesee County agree to repayment of 50% of the HOME mortgage plus ½% interest accrued to date (\$470,274.31). The balance of the mortgage will be forgiven to utilize funding for needed repairs at Shelter of Flint affordable housing properties. Payments of the balance of the loan will begin immediately to the County on an annual basis. Payments of the loan will be at a 20-year amortization and a 5-year term at which point the loan will be refinanced. The current lien on the property will be released when loan is paid in full. As the stability of affordable housing in Genesee County is a great need, and the partial repayment of the loan does not hinder the HOME program, staff recommends the refinance of the Rosewood Park property.

At this time, Genesee County Metropolitan Planning Commission staff is requesting a recommendation of approval to the Community and Economic Development Committee to amend the contract for Rosewood Park with the Shelter of Flint at the terms stated above.

Derek Bradshaw, Director    Christine Durgan, Assistant Director

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**AMENDMENT to Rosewood Senior Housing Project Contract Between  
The County of Genesee  
And  
Shelter of Flint**

**THIS AGREEMENT**, made as of the \_\_\_\_\_ day of \_\_\_\_\_, 2024 between the County of Genesee, acting by and through the:

Genesee County Metropolitan Planning Commission  
Community Development Program  
Room 111, 1101 Beach Street, Genesee County Administration Building  
Flint, Michigan 48502

Hereinafter referred to as the "Grantee", and

Shelter of Flint  
944 Cedar Street  
Flint, Michigan 48503

Hereinafter referred to as the "Subrecipient", and

**WHEREAS**, the Grantee has applied for and received \$850,000 of funding from the United States Department of Housing and Urban Development (HUD) under the HOME Investment Partnership program; and

**WHEREAS**, the Grantee has met HUD's 20-year period of affordability and is working to keep the property sustainable, the Subrecipient wishes to amend the 2001 Subrecipient Agreement;

**NOW, THEREFORE**, it is agreed between the parties hereto that;

**I. SCOPE OF SERVICE**

A. Period of Affordability

*The period of affordability for Cedarwood Apartments will be complete at the time of loan repayment and release of lien.*

**II. PAYMENT**

*Cedarwood will pay Genesee County 50% of the total loan and interest (\$470,274.31) for repayment of the loan with the balance of the loan forgiven. Repayment to begin immediately at a 20-year amortization and 5-year term, at which point the property will be refinanced. Payments of \$11,756.86 will be made annually. Property lien to be released upon receipt of payment in full.*

**CERTIFICATION**

In witness whereof, the foregoing provisions to this Agreement have been examined by the undersigned and the parties have caused this Contract to be executed by their duly authorized agents.

\_\_\_\_\_  
County's Authorized Representative

\_\_\_\_\_  
Subrecipient's Authorized Representative

\_\_\_\_\_  
County's Witness

\_\_\_\_\_  
Subrecipient's Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**GENESEE COUNTY**  
**METROPOLITAN PLANNING  
COMMISSION**

**MEMORANDUM**

**TO:** Members of the Genesee County Allocation Committee

**FROM:** Anthony Kelly, Planning Specialist  
Genesee County Metropolitan Planning Commission

**DATE:** June 27, 2024

**SUBJECT:** **Neighborhood Stabilization Program, Neighborhood Purchase Rehab and Resale Program and HOME Down Payment Assistance Program Participating Lender Agreements**

Under the Neighborhood Stabilization Program 1 and 3 (NSP 1 and NSP3) funding, and the Neighborhood Purchase Rehab and Resale Program (NPRR), newly rehabilitated homes are sold to eligible households. Genesee County's NSP and NPRR programs allow down payment assistance as well as gap financing assistance to eligible buyers.

The HOME Down Payment Assistance (DPA) Program's goal is to assist very low, low-and moderate-income families achieve homeownership. Home DPA provides up to \$10,000 in down payment and closing cost assistance to each eligible homebuyer.

Genesee County Metropolitan Planning Commission staff works with local lenders to provide financial assistance to qualified HOME homebuyers. Staff asks that all lending institutions who wish to participate in the program be approved by the County Board and have a formal agreement with Genesee County. This ensures that local lenders are aware of, and in compliance with rules and regulations and that Genesee County's assistance program is approved by the lender's underwriters. Icon Mortgage has applied to be an approved lender. Staff has reviewed all documentation and they meet all requirements.

At this time, staff is requesting approval from the Allocation Committee to enter into agreements with Icon Mortgage for the purpose of providing financial assistance to NSP, NPRR and HOME DPA Program homebuyers. This approval will be forwarded to the Genesee County Community and Economic Development Committee for a recommendation of approval at their July 17, 2024, meeting.

Derek Bradshaw, Director    Christine Durgan, Assistant Director

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**GENESEE COUNTY**  
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**MEMORANDUM**

**TO:** Members of the Genesee County Allocation Committee

**FROM:** Damon Fortney, Lead Planner  
 Genesee County Metropolitan Planning Commission

**DATE:** June 27, 2024

**SUBJECT: Recapture of CDBG Funds**

The following projects have been completed with funds remaining.

Amount	From Project	To Project	Comments
\$5.00	2023 Mt. Morris Township Infrastructure Improvements  IDIS#: 2786  Acct#: 2340-704.17-899.000	Available CDBG funds  Acct#: 2340-704.03-899.000	Project completed, recapture remaining balance.
\$1,171.27	City of Grand Blanc – CDBG-CV Public Improvements  IDIS#: 2737  Acct#: 2336-704.16-899.000	Genesee County Home Improvement Program – Urgent Repairs  Acct#: 2336-731.00-866.239	Project completed, recapture remaining balance.

At this time, staff is recommending approval of the Community Development Program fund transfers by the Allocation Committee.

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**MEMORANDUM**

**TO:** Members of the Genesee County Allocation Committee

**FROM:** Damon Fortney, Lead Planner  
 Genesee County Metropolitan Planning Commission

**DATE:** June 27, 2024

**SUBJECT: Genesee Township Transfer Request**

Genesee Township is requesting to transfer the remaining funds from its 2023 Public Facility Improvements project to the 2023 Senior Center Operations project. Public Facility Improvements were completed under budget at the Eastside Senior Center, including electrical installation to a newly installed sign outside the center. The Public Facility Improvements project will closed out with HUD.

<b>Amount</b>	<b>From Project</b>	<b>To Project</b>
\$2,438.35	2023 Genesee Township Public Facility Improvements  IDIS#: 2778  Acct#: 2340-704.16-899.000	2023 Genesee Township Senior Center Operations  IDIS#: 2777  Acct#: 2340-704.17-899.000

At this time, staff is recommending approval from the Allocation Committee for the Community Development Program fund transfer as shown above. This request will go to the Community & Economic Development Committee in July.





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**MEMORANDUM**

**TO:** Members of the Genesee County Allocation Committee

**FROM:** Damon Fortney, Lead Planner  
 Genesee County Metropolitan Planning Commission

**DATE:** June 27, 2024

**SUBJECT: Forest Township Transfer Request**

Forest Township is requesting to transfer all funds from its 2023 Infrastructure Improvements project to the 2023 Public Facility Improvements project. The Infrastructure project includes asphalt resurfacing of Wilson Road, while the Public Facility project intends to rehabilitate a pavilion located in Pettit Park. The estimated cost of the pavilion has increased greatly since originally applied for in late 2020, so additional funds will be needed to successfully complete the project. The Infrastructure Improvements project will be cancelled and closed out with HUD.

Amount	From Project	To Project
\$13,811	2023 Forest Township Infrastructure Improvements  IDIS#: 2775  Acct#: 2340-704.16-899.000	2023 Forest Township Public Facility Improvements  IDIS#: 2774  Acct#: 2340-704.16-899.000

At this time, staff is recommending approval from the Allocation Committee for the Community Development Program fund transfer as shown above. This request will go to the Community & Economic Development Committee in July.

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**MEMORANDUM**

**TO:** Members of the Genesee County Allocation Committee

**FROM:** Anthony Kelly, Planning Specialist  
 Genesee County Metropolitan Planning Commission

**DATE:** June 27, 2024

**SUBJECT: ESG Transfer of Funds**

For Program Year 2023, Family Promise of Mid-Michigan was awarded \$23,401 in ESG funds for Homelessness Prevention activities. This contract is effective through September 2, 2024. Family Promise of Mid-Michigan determined that they would not be able to spend the Homelessness Prevention funding due to conflicts with one of their private funders, Family Promise International, and the income limits tied to the program. Staff proposes to transfer these funds to GCCARD, the only other subrecipient with a Homelessness Prevention program for the 2023 program year. GCCARD has agreed to take on the additional funds and has sufficient matching funds available.

Amount	From Project	To Project
\$23,401	2023 Family Promise Homeless Prevention  IDIS#: 2805  Acct#: 2350-704.15-899.000	2023 GCCARD Homeless Prevention  IDIS#: 2805  Acct#: 2350-704.15-899.000

At this time, staff is requesting approval from the Allocation Committee to transfer \$23,401 in 2023 ESG funds from Family Promise of Mid-Michigan to GCCARD to be used for Homelessness Prevention activities. This recommendation and contract will go to the Community and Economic Development Committee for action on July 17, 2024.

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