

AGENDA
MEETING OF THE
MIDLAND CITY HOUSING COMMISSION
MONDAY, MARCH 7, 2022
3:00 P.M.
CITY HALL - COUNCIL CHAMBERS
333 W. ELLSWORTH STREET
MIDLAND, MI 48640

Meeting Agenda:

- 1. Roll Call**
- 2. Public Hearing**
 - a. Community Development Block Grant CDBG sub recipient applicant presentations
- 3. Future Meeting Date**
 - a. March 14, 2022 – Special Meeting (*formulation/recommendation of the CDBG budget for 2022-23*)
- 4. Adjournment**

Presentation Schedule

- 3:15 p.m. Habitat for Humanity – Jennifer Chappel
- 3:30 p.m. Home to Stay – Donna St. John
- 3:45 p.m. Cleveland Manor – Trudy Laufer/Ben Griffiths
- 4:00 p.m. Washington Woods – Lori Jung
- 4:15 p.m. Legal Services Eastern Michigan



**STAFF REPORT TO THE HOUSING COMMISSION
FOR THE MEETING OF March 7, 2022**

DATE: February 23, 2022

SUBJECT: Overview & Summary Information – 2022-2023 CDBG Applications Received

Based on the 2022-2023 Areas of Focus identified for the City of Midland's Community Development Block Grant Program, 8 applications (5 applicants) have been received, totaling \$ 256,500.00. CDBG expected revenue includes carry over and mortgage discharges that will put the CDBG 22-23 budget at approximately \$275,000.00.

Cleveland Manor	Gutter and downspout installation	\$ 40,000
Habitat for Humanity	Purchase of Property	\$ 30,000
Habitat for Humanity	Critical Home Repairs	\$ 60,000
Home to Stay	Accessibility Repairs	\$ 20,000
Home to Stay	Critical Home Repairs	\$ 20,000
Legal Services of Eastern MI	Fair Housing Testing	\$ 4,500
Washington Woods	Steam Table	\$ 10,000
Washington Woods	Range Replacement	\$ 15,000
Washington Woods	Lock Replacement	\$ 57,000

For your reference, the 2022-2023 Areas of Focus, City of Midland CDBG Goals and the United States Department of Housing & Urban Development's National Objectives are included on the following pages to assist in the review and evaluation of funding proposals.

Respectfully Submitted,

Beth A. Robb
Community Development Grant Administrator



Dear Community Partner:

Thank you for your interest in the City of Midland's Community Development Block Grant program. There is a short Table of Contents that details the contents of this packet. Downloadable documents that provide further detail or guidance. Due to the covid19 pandemic and remote work conditions, staff will offer virtual technical assistance for application preparation. Contact Beth Robb to set up a Zoom meeting before the February 9, 2022 deadline.

CDBG Packet Contents:

- City of Midland CDBG Funding Request Submittal Instructions & Staff Contacts
- CDBG Overview, National Objectives, City of Midland Goals & Areas of Focus
- Timeline for 2022-2023 CDBG Award Process
- Sub recipient Application Form
 - Section One: Organizational Information
 - Section Two: Project Information
 - Section Three: Budget Worksheet
 - Section Four: Federally Required Attachments

Again, thank you for your interest in the program and in bettering our community!

Respectfully,

Beth Robb

Community Development Grant Administrator
City of Midland, Michigan

CDBG Funding Request Submittal Instructions

Applications are due by **Wednesday, February 9, 2022, by 5 p.m.** Via email or hand delivered.

brobb@midland-mi.org

Planning & Community Development Department
City Hall – 2nd floor
333 W. Ellsworth Street
Midland, MI 48640

Staff Contacts

City of Midland

Planning & Community Development

<https://www.cityofmidlandmi.gov/438/planning>

Beth Robb

Community Development Grant
Administrator

(989) 837-3382

brobb@midland-mi.org

Grant Murschel

Director of Planning & Community Development

(989) 837-3381

gmurschel@midland-mi.org

Community Development Block Grant Program Overview

The City of Midland, MI anticipates receiving Community Development Block Grant funds from the US Department of Housing & Urban Development as an entitlement community. Formula-based entitlement grants are made on an annual basis with the ultimate goal of developing viable urban communities by providing decent housing and a suitable living environment and by expanding economic opportunities, principally for low- and moderate-income persons.

Essentially, the CDBG program provides communities with funding to meet community needs while simultaneously meeting federally established objectives.

The program is authorized under Title 1 of the Housing and Community Development Act of 1974, Public Law 93-383, as amended; 42 U.S.C.-530.1 et seq.

US Department of Housing & Urban Development National Objectives

- A benefit to low and moderate-income persons or households (Limited area, clientele, housing activities, or job creation or retention)
- Elimination of slums and blight (area basis, spot basis, or urban renewal)
- Urgent need (rare; only for activities that alleviate emergency conditions)

City of Midland overarching CDBG goals:

- Maintaining the current housing stock in a standard and code-compliant form through housing rehabilitation assistance provided through loans and grants;
- Providing decent, affordable housing to low-income families and nonprofit housing service providers through new construction and existing housing;
- Providing quality public and community facilities which meet the needs of low and moderate-income individuals and those with special needs and disabilities
- Assisting low-income residents in need of work, housing, transportation, or other support services
- Providing accessibility improvements to meet the needs of elderly persons and persons with disabilities
- Providing ongoing fair housing activities to promote non-discriminatory practices throughout the community.

City of Midland - CDBG Areas of Focus

In the framework of those goals, the City of Midland's Housing Commission has identified focus areas for the 2022-2023 CDBG Program Year. This process is informed by citizen input on community needs via public input sessions, and on the findings of the 2018 Midland County Housing Analysis.

These areas of focus are listed below:

- Geographic Focus (maps to follow Appendix One)
 - Functionally obsolete neighborhoods
 - Bay City Road
 - Grove Park/Central Park (Midtown)
 - Near Downtown
 - Transitional Neighborhoods
 - Wallen Park
 - Vulnerable Neighborhoods
 - Long Acres Park
 - Chestnut Hill Park
 - Plymouth Park
- Public Facility Improvements
 - Within neighborhoods identified above
 - Senior-Citizen serving facilities
 - (Washington Woods, Riverside Place, and Cleveland Manor)
- Housing Rehabilitation
 - Owner-occupied rehabilitation
 - Rental rehabilitation
 - Separation of sanitary sewer from the roof and/or footing drains.

Timeline
CDBG 2022-2023 Program Year

January 19, 2022	CDBG Public Input Session – 5:30 pm - City Hall
January 20, 2022	CDBG Public Input Session – 2:00 pm - City Hall
January 21, 2022	Request for Proposals Packet Complete Available via City of Midland Website – Planning Page Emailed to community agencies
January 24 to February 9	Sub-recipient technical assistance days (As needed. Call or email brobb@midland-mi.org (to make a virtual appt.)
February 9, 2022	Sub-recipient funding requests due to the City of Midland Planning & Community Development by 5:00 pm
March 7, 2022	Regular Meeting of the City Housing Commission (Proposal evaluation, recommendation formulated for City Council)
March 14, 2022	Special Meeting of the City Housing Commission 3:00 pm (Potential sub-recipient presentations)
March 21, 2021	City Council to set Public Hearing on CDBG Budget (30 day required waiting period)
March 24-April 22	CDBG Budget 30-day public review and comment period.
April 25, 2022	City Council to hold public hearing, and act on CDBG Budget (Local approval of Funding Requests)
May 13, 2022	Annual Action Plan sent to the U.S. Department of Housing & Urban Development for approval
July 1, 2022	Grant Year Begins
September 2022	Anticipated Congressional release of CDBG funds for the 2022-2023 Program Year

City of Midland Sub Recipient Request

CDBG Funding 2022-2023 CDBG Program Year

Name of Organization

Project Title

Section One: Organizational Information

Mailing Address:

Main Phone Number:

Organization Website:

Tax ID #:

DUNS #:

System of Award (SAM) #:

Executive Director:

Executive Director Phone:

Executive Director Email:

CDBG Contact Person:

CDBG Contact Phone:

CDBG Contact Email:

What is your organization's mission statement?

How does this project seek to work toward that mission?

Has this organization received CDBG funding for this project/service? YES NO

Has this organization received any CDBG funding? YES NO

If yes, please list the program years and project title(s) below.

Section Two: Project Information

Geographic Location

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City Area of Focus met

Need/Challenge met

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of Individuals

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Very-low income

Low-income

Moderate income

Section Three: Budget Worksheet

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State of Michigan			
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Total			

Other fund description

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YES NO

Leveraged Funds

Dollar Amount

Federal

State of Michigan

Local Contributions

Other (please specify below)

Total

Funding Uses

This Project

Larger Initiative

Personnel

Contracted Services

Supplies

Total Reoccurring

Capital Outlay

Total

Other uses description:

Will this project cover contractual expenses for construction?

YES NO

If yes, has the project budget been formulated using Davis-Bacon prevailing wage rates?

YES NO

Section Four: Federally Required Attachments

Please include federally required attachments listed below:

- Organizational nonprofit status documentation
- Liability insurance statement (current)
- Financial audit summary (most recent)

Downloadable Appendices:

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- Playing by the Rules: [A Handbook for CDBG Subrecipients](#)

City of Midland Sub Recipient Request

CDBG Funding 2022-2023 CDBG Program Year

Name of Organization

Project Title

Section One: Organizational Information

Mailing Address:

Main Phone Number:

Organization Website:

Tax ID #:

DUNS #:

System of Award (SAM) #:

Executive Director:

Executive Director Phone:

Executive Director Email:

CDBG Contact Person:

CDBG Contact Phone:

CDBG Contact Email:

What is your organization's mission statement?

How does this project seek to work toward that mission?

Has this organization received CDBG funding for this project/service? YES NO

Has this organization received any CDBG funding? YES NO

If yes, please list the program years and project title(s) below.

Section Two: Project Information

Geographic Location

National Objective met

City Area of Focus met

Need/Challenge met

Is this a collaborative project? YES NO

If yes, with what organization?

Is this project part of a larger initiative? YES NO

If yes, please define the CDBG portion of the project, as well as its role in the larger initiative in the project description and purpose sections below.

Project Description

Project Purpose

Who will evaluate the eligibility of clientele to receive services, and who will carry out the project (staff, contractors, etc.)?

Please describe the work process used to verify the low/moderate-income level of beneficiaries.

Proposed timeframe for the project

Expected lifetime of project work

If requested funds involve rehabilitation or construction, please attach (email or print) up to 5 photos of the project area.

Photos attached

No photos attached

Clientele Information

Estimated number of people or Households will benefit from this project /service (not from your entire organization, unless this project will impact all clientele).

of Households

of Individuals

Please estimate the anticipated demographic profile of the beneficiaries (% or #).

Very-low income

Low-income

Moderate income

Section Three: Budget Worksheet

Please complete the table below or attach a self-prepared budget that contains these elements. Include all expenditures and funding for the total project/service budget.

Please note: CDBG is intended as start-up capital, not intended to fund ongoing program expenses.

Sources	CDBG Funded Project	Larger Initiative (if applicable)	Organization-Wide
CDBG Request			
Other Federal			
State of Michigan			
Local Contributions			
Other (please specify below)			
Total			

Other fund description

Will these funds be utilized to leverage additional funds for this project? If yes, please complete the table below.

YES NO

Leveraged Funds	Dollar Amount
Federal	
State of Michigan	
Local Contributions	
Other (please specify below)	
Total	

Funding Uses	This Project	Larger Initiative
Personnel		
Contracted Services		
Supplies		
Total Reoccurring		
Capital Outlay		
Total		

Other uses description:

Will this project cover contractual expenses for construction?

YES NO

If yes, has the project budget been formulated using Davis-Bacon prevailing wage rates?

YES NO

Section Four: Federally Required Attachments

Please include federally required attachments listed below:

- Organizational nonprofit status documentation
- Liability insurance statement (current)
- Financial audit summary (most recent)

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City of Midland Sub Recipient Request

CDBG Funding 2022-2023 CDBG Program Year

Name of Organization

Legal Services of Eastern Michigan (LSEM)

Project Title

LSEM Fair Housing Project

Section One: Organizational Information

Mailing Address

436 South Saginaw Street, Suit 101, Flint, Michigan 48502

Main Phone Number

(810) 407-5940

Organizational Website

www.lsem-mi.org

Tax ID #

38-1958131

DUNS #

021843792

System of Award (SAM) #

3VCS0

Executive Director

Jill L. Nylander

Executive Director Phone

(810) 234-2621 x126

Executive Director Email

jnylander@lsem-mi.org

CDBG Contact Person

Brian B. Smith

CDBG Contact Phone

(810) 407-5940

CDBG Contact Email

bsmith@lsem-mi.org

What is your organization's mission statement?

Legal Services of Eastern Michigan makes its mission to use legal skills and advocacy to address the causes and effects of poverty.

How does this project seek to work toward that mission?

The Fair Housing Project furthers the LSEM mission by ensuring equal housing opportunities for all people regardless of race, sex, age, color, religion, sexual orientation, ethnicity, familial, marital, or disability status.

Has this organization received CDBG funding for this project/service?

X Yes

_____ No

Has this organization received any CDBG funding?

X Yes

_____ No

If yes, please list the program years and project title(s) below.

Fair Housing projects: 2017-2018 (City of Bay City); 2018-2019, 2020-2022 (City of Midland); 2006-2008, 2011-2015, 2017-2022 (City of Flint); 2017-2022 (City of Saginaw); 2012-2021 (Genesee County); 2021-2022 (Genesee County Metro Planning Commission). Children's Advocacy Project: 2017-2021 (City of Flint); 2019-2020 (City of Saginaw).

Section Two: Project Information

Geographic Location

City of Midland

National Objective met

To benefit low and moderate income persons or households

City Area of Focus met

Geographic + Improvements

Is this a collaborative project?

 X Yes

 No

If yes, with what organization?

Examples: Midland COC, Disability Network, CAC, MCFOAR

Is this project part of a larger initiative?

 X Yes

 No

If yes, please define the CDBG portion of the project, as well as its role in the larger initiative in the project description and purposes section below.

Project Description

A City of Midland award to the Fair Housing Project covers the staff and operational costs to screen City of Midland residents for potential fair housing issues and to deliver dedicated fair housing testing and enforcement. With respect to its testing program, LSEM attempts to recruit testers from the City of Midland, schedules and conducts fair housing tests, and validates and records outcomes. When evidence of fair housing discrimination is found, whether it be through the client-screening or testing process, LSEM endeavors to file a complaint with HUD, DOJ or MDCR, or, in egregious situations and/or cases with far-reaching implications, commence litigation in the appropriate federal or state court. These cases necessitate representation by LSEM advocates in order to conciliate/resolve. When feasible, LSEM shall seek to co-counsel with attorneys whose practices are located in the City of Midland.

Project Purpose

The Fair Housing Center is operating under a 3-year HUD Private Enforcement Initiative grant (2021-2024). Local communities leverage the award with CDBG funds to allow the Fair Housing Center to concentrate on priorities and areas of focus designated by each local community. Current CDBG leverages include: City of Flint and Genesee County Metro Planning Commission.

Who will evaluate the eligibility of clientele to receive services, and who will carry out the project (staff, contractors, etc.)?

LSEM determines client eligibility during the intake process. Legal Services Corporation, the governmental agency who oversees legal services providers through the nation, dictates that most LSEM clients fall at or below 125% of the federal poverty limit. LSEM fair housing administrative staff oversee the project and trained testers (contracted individuals – 2 per test) perform the tests. LSEM advocates review the information provided by each tester to determine whether further action is warranted.

Please describe the work process to verify the low/moderate-income level of beneficiaries.

LSEM collects housing income/expense/asset data during the intake process. Intake software calculates household poverty levels and flags those who are over income. However, HUD forbids income limits for fair housing services.

Proposed timeframe for the project

2022-2023

Expected lifetime of project work

Indefinitely or until housing violations are eradicated

If requested funds involve rehabilitation or construction, please attach (email or print) up to 5 of the project area.

n/a Photos attached

n/a No photos attached

Clientele information

Estimated number of people or Households will benefit from this project/service (not from your entire organization, unless this project will impact all clientele).

of Households

Screen 50

of Individuals

At least 75

Please estimate the anticipated demographic profile of the beneficiaries (% or #).

Very-low income

79%

Low-income

20%

Moderate income

1%

Section Three: Budget Worksheet

Please complete the table below or attach a self-prepared budget that contains these elements. Include all expenditures and funding for the total project/service budget.

Please note: CDBG is intended as start-up capital, not intended to fund ongoing program expenses.

Sources

	CDBG Funded Project	Larger Initiative (if applicable)	Organization-Wide
CDBG Request	\$4,500.00	\$4,500.00	\$4,500.00
Other Federal	\$0	\$5,867.36	\$5,867.36
State of Michigan	\$0	\$0	\$0
Local Contributions	\$0	\$0	\$0
Other (please specify below)	\$0	\$0	\$0
Total	\$4,500.00	\$10,367.36	\$10,367.36

Other fund descriptionHUD Private Enforcement Initiative 2021-2024

Will these funds be utilized to leverage additional funds for this project? If yes, please complete the table below.

Yes

No

Leveraged Funds

	Dollar Amount
Federal	\$5,867.36
State of Michigan	\$0
Local Contributions	\$0
Other (please specify below)	\$0
Total	\$5,867.36

Funding Uses

	This Project	Larger Initiative (if applicable)
Personnel	\$3,110.00	\$7,962.42
Contracted Services	\$1,080.00	\$1,080.00
Supplies	\$310.00	\$1,324.94
Total Reoccurring	\$0	\$0
Capital Outlay	\$0	\$0
Total	\$4,500.00	\$10,367.36

Other uses description:HUD Private Enforcement Initiative 2021-2024

Will this project cover contractual expenses for construction?

Yes

No

If yes, has the project budget been formulated using Davis-Bacon prevailing wage rate?

Yes

No

N/A

Section Four: Federally Required Attachments

Please include federally required attachments listed below:

Organizational nonprofit status documentation

Liability insurance statement (current)

Financial audit summary (most recent)

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