

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of Flint in Genesee County, Michigan, has completed the five-year planning process for the Program Years 2017/2018 - 2021/2022 Consolidated Plan. The purpose of the Five-Year Consolidated Plan is to identify strategies for affordable housing, prevent homelessness, ensure fair housing, expand economic opportunities, improve neighborhoods, and more. The Consolidated Plan provides the vision that guides policies and the use of City resources to address these important issues over a five-year period.

Of the priority needs identified in the Consolidated Plan, the City will focus on the following in its 2019-20 Annual Action Plan:

- Affordable Housing: Multi-Family Rehabilitation, Multi-Family New Construction, Homeowner Housing Rehabilitation
- Economic Development: Façade Improvements, Micro-enterprise Assistance
- Elimination of Slum and Blight: Code Enforcement, Demolition and Clearance, Neighborhood Cleanups
- Fair Housing: Discrimination Testing
- Homelessness Prevention and Services: Veteran Housing, Homeowner Assistance
- Job Training/Workforce Development: Financial Opportunity Center
- Public Safety/Crime Prevention: Community Policing
- Rapid Rehousing
- Recreational Opportunities: Park Facility Improvements
- Senior Services: Senior Center Operations, Home Delivered Meals
- Sidewalk Improvements
- Special Needs Services: Special Services Advocacy, Sexual Assault Center, Adult Education and Training
- Transitional and Emergency Shelters
- Youth Programs and Services: Afterschool Programs, Youth Recreation, Youth Counseling

The City receives an annual allocation of approximately \$3.8 million in Community Development Block Grant (CDBG) funds, \$840,000 in HOME Investment Partnerships Program (HOME) funds, approximately \$328,000 in Emergency Shelter Grant (ESG) funds. The City anticipates receiving about \$24 million in total funding over a period of five years from the U.S. Department of Housing and Urban Development (HUD).

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The City of Flint's Housing goals include creating desirable, stable, and inclusive neighborhood, with a range of affordable and attractive housing options available to a diverse population. There are six objectives the city is addressing by funding activities to support and improve partnerships and programs to reduce vacancies; to promote equity and social justice, to diversify housing stock, to ensure responsible and sustainable housing development, to expand affordable homeownership opportunities for all households and to support city-wide emergency repairs. objectives of supporting and improving partnerships and programs that reduce housing vacancies and strengthen neighborhoods. The city is supporting its goal to prevent and reduce homelessness by funding activities that increase affordable housing stock and housing options, by expanding affordable homeownership opportunities and access to low income and at-risk persons, by developing an inventory of interim housing units for those which a "housing First" stratgy is inappropriate, by increasing permanent supportive housing with appropriate and available services and supports and by linking interim housing consumers to placement in permanent housing. To support its non-homeless special needs goal, the City continues to fund activities providing decent, affordable rental housing choices for low-income persons with special needs with or without supportive services. The city continues to fund activities to support its eight Non-Housing Community Development objectives including eliminating blight and urban decay, strenghtening the educational attainment of youth, promoting neighborhood revitalization through mini-grants to neighborhood associations (implemented through the Planning Division), providing services to residents to improve skills and increase access to employment opportunities, ensuring viable business ventures have access to capital and coaching, developing a well maintained and efficient network of roads and streets to facilitate the safe and efficient movement of vehicles and increase resident safety, quality of life and efficiency providing parks, open space and recreation infrastructure that both meets the needs of the community and are sustainably maintained; providing parks, open space and recreational infrastructure to meet the needs of the community and leveraging green technology to reduce energy costs, improve air quality and increase long-term sustainability.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

In the past, the City had an informal review committee to assist in assessing and determining allocations. In 2018 the City of Flint adopted an ordinance reinstating the Citywide Advisory Committee (CWAC). In this way, the City is held more accountable, transparent and responsive to the public. The CWAC utilizes an evaluation and risk assessment process to make recommendations on funding. The risk assessment

addresses such items as slow spending, agency capacity, and issues with eligibility. The Division also continues to take a proactive approach in connecting residents with existing programs elsewhere in the community.

Flint continues to update its internal controls and procedures by mirroring best practices from other jurisdictions in order to deliver housing and community development services in an efficient manner.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The City took several steps to make the community aware of upcoming opportunities through the Action Plan process. In addition to posting on City website and facebook pages, staff attended and made announcements at a variety of neighborhood meetings to inform the community about specific deadlines and processes. Applications were released December 10, 2018. A Town Hall meeting was held December 18, 2018 to inform of the Annual Action Plan timeline, help interested parties learn the requirements of entitlement grants and the procedure for applying. On January 9, 2019, the City hosted a mandatory ESG pre-proposal meeting as well as an agency workshop meeting. The required public needs hearing was held January 10, 2019. Applications were due to the City on January 31, 2019. Staff reviewed and conducted a risk assessment in February 2019.

The CWAC met several times to deliberate and rank applications to formulate recommendations. CED published a notice of availability of the draft Action Plan on June 28, 2019 and held a public hearing on July 8, 2019. The resolution to act on the funding recommendations will go before Flint City Council on July 22, 2019.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Public comments were made regarding the need for youth services, senior services, affordable housing and support for neighborhood groups. Notes from meetings and hearings are included in the attachment in the section "Public Participation".

6. Summary of comments or views not accepted and the reasons for not accepting them

All comments were accepted.

7. Summary

The City of Flint has experienced several transitions in its administration and implementation of its entitlement programs. Recent experiences have reinforced the need to have concrete processes and procedures in place and prepare far enough in advance to allow for delays due to situations out of staff control. To that end, a CWAC ordinance to replace one eliminated under the emergency manager has been adopted, and a review process was adopted for the last three years. The Committee reviewed and evaluated all applications using a risk assessment process, and that process informed the funding decisions that were made.

The City was awarded \$30 million for Choice Neighborhood Implementation, which is a comprehensive demolition, relocation and redevelopment of the distressed Flint Housing Complex, Atherton East. The City has committed CDBG funding for public safety and blight remediation activities connected with that project. The City's Master Plan, and neighborhood planning initiatives related to the Master Plan are also important funding priorities for CDBG funds, as well as ongoing attempts to determine how best to assist with the Flint Water Crisis.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	FLINT	Planning & Development
HOME Administrator	FLINT	Planning & Development
ESG Administrator	FLINT	Planning & Development

Table 1 – Responsible Agencies

Narrative (optional)

The City of Flint Department of Planning and Development – Division of Community and Economic Development (CED) is the lead agency responsible for overseeing the development of the Consolidated Plan and Annual Action Plan. This Division is responsible for the day-to-day administration of CDBG, HOME, and ESG funding. However, CED worked with a number of entities, including neighborhood associations, an Advisory Committee, the Flint-Genesee Continuum of Care (CoC), residents, sub-recipients and other divisions within the City of Flint municipal structure in order to develop a meaningful document.

To maximize citizen participation, staff conducted outreach through a series of public notices, surveys, meetings, and hearings. As part of these efforts, low- and moderate-income residents, as well as service providers, were encouraged to provide input on the Consolidated Plan and Annual Action Plan. These survey responses, as well as the input provided during public hearings and community meetings were incorporated into this document. In addition, through its Planning Division, neighborhood meetings have been held throughout the year to collect information on the City's needs in specific areas. Below is the list of meetings attended by Planning staff:

- 1/14 - Stevenson Block Club- Neighborhood Planning Overview
- 1/28 - Ballenger Highway Neighborhood-Strategy and Project Planning Development Workshop

- 2/7 - Final Celebration / Housing development update
- 2/25 - Ballenger Highway Neighborhood-Project Prioritization Workshop
- 3/8 - Eastside Franklin Neighborhood Association- Neighborhood Planning & Neighborhood

Profile Overview

- 3/25 - Ballenger Highway Neighborhood- Neighborhood Plan Review
- 4/4 - Eastside Franklin Neighborhood Association-Asset and Problem Mapping Workshop4/7 - Stevenson Block Club- Asset and Problem Mapping Workshop/Neighborhood Profile Review4/20 - Flint Neighborhood Coalition (North Central Flint Neighborhood)- Neighborhood Planning Overview5/2 - Eastside Franklin Neighborhood Association- Strategy and Project Planning Development Workshop5/8 - Ballenger Highway Neighborhood-Park Planning Overview5/18 - BNCP (Brownell Holmes Neighborhood Association)-Neighborhood Plan Review6/6 - Eastside Franklin Neighborhood Association- Strategy and Project Planning Development Workshop6/21 - Choice Neighborhood project implementation update and partner gathering6/29 - Flint Neighborhood Coalition (North Central Flint Neighborhood)- Neighborhood Planning Neighborhood Discussion7/11 - Eastside Franklin Neighborhood Association- Neighborhood Plan Review7/13 - Atherton East Resident Housing update meeting

Consolidated Plan Public Contact Information

Inquiries, comments or complaints concerning the Plan, any amendments, or performance reports, can be conveyed by contacting City staff at:

City of Flint Planning and Development Department

Community and Economic Development Division

1101 S Saginaw St – South Building

Flint, MI 48502

Telephone: (810) 766-7426

ksturdivant@cityofflint.com

Business hours: 9:00 a.m. to 5:00 p.m., Monday through Friday

Written complaints may also be made to the Detroit Field Office of the U.S. Department of Housing and Urban Development (HUD) at the following address:

U.S. Department of Housing and Urban Development

Community Planning and Development Division

Detroit Field Office

Patrick V. McNamara Federal Building

477 Michigan Avenue, 16th Floor

Detroit, MI 48226

Phone: (313) 234-7335

Fax: (313) 226-6689

Business hours: 8:00 a.m. to 4:30 p.m., Monday through Friday

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

The City uses a collaborative process to shape various programs into effective, coordinated strategies. This process also facilitates the opportunity for planning and citizen participation to take place in a comprehensive context, attempting to reduce duplication of effort at the local level.

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

The City will implement this Action Plan in coordination with public, private, and nonprofit agencies. Nonprofit agencies may include, but are not limited to, service providers and Community Housing Development Organizations (CHDOs). Additionally, the local County Health Department is a partner and the City has hired a Chief Public Health Officer to increase coordination and response to community needs. Private sector partners may include, but are not limited to, local financial institutions, developers and local businesses. The City works closely with its partners to design programs that address identified needs.

The below table outlines the types of agencies and organizations consulted throughout the program year and during the development of the City of Flint Consolidated Plan and Annual Action Plan. Organizations consulted included various service providers, CHDOs, Flint Housing Commission (FHC), the Flint/Genesee Continuum of Care, and the Genesee County Health Department, among others.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City coordinated with the Flint/Genesee Continuum of Care through its most recent PIT and Homeless Assessment reports and with residents through community meetings. This consultation was pivotal in preparing the Needs Assessment and Strategic Plan components of the Consolidated Plan. In addition, through consultation and review of the most recent Flint Housing Commission Strategic Plan and the South Flint Community Plan, many FHC residents provided pivotal input for the Consolidated Plan. The City attends monthly Continuum of Care meetings and provides input and technical assistance on programs and policies.

Through the public participation process the City conducted several meetings to gain input from the public. Invitations were sent to the CoC in addition to several agencies that provide services to the homeless population.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City of Flint receives an Emergency Solutions Grant (ESG) which it subgrants to CoC agencies to provide services to individuals and families facing homelessness. Metro Community Development is the lead agency for the Flint/Genesee Continuum of Care (CoC). The CoC works in partnership with the Michigan State Housing Development Authority (MSHDA) and the United States Department of Housing and Urban Development (HUD) towards the common goal to end homelessness in the United States within 10 years. Each year the Flint/Genesee County CoC applies for funding to support local efforts to prevent and end homelessness.

Metro Community Development is the coordinating agency, and the other CoC agencies include: the Genesee County Metropolitan Planning Commission, City of Flint, Catholic Charities of Shiawassee and Genesee Counties, Flint Odyssey House, Genesee County Community Action Resource Department (GCCARD), Genesee County Youth Corporation, Genesee Health Systems (formally Genesee County Community Mental Health), My Brothers' Keeper, Shelter of Flint and the One Stop Housing Resource Center, YWCA Safehouse, and many others.

The City of Flint consulted with the lead agency for the Flint/Genesee CoC, the Flint Housing Commission, affordable housing providers, various social service providers, County departments, and civic leaders. Additionally, the public, including but not limited to low- and moderate-income residents and other entities impacted by housing and community development activities, were noticed of community meetings by email, website, and posters, and public hearings by newspaper advertisements.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	GENESEE COUNTY
	Agency/Group/Organization Type	Services-Health Health Agency Other government - County
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Stakeholder interview with agency leadership of Genesee County Health Department. Outcome will be on-going coordination to improve public health within the City of Flint.
2	Agency/Group/Organization	FLINT HOUSING COMMISSION
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Stakeholder interview with agency leadership. Outcome will be on-going coordination to improve public housing and economic opportunities for low-income residents and households within the City of Flint.
3	Agency/Group/Organization	Crim Fitness Foundation
	Agency/Group/Organization Type	Services-Children Services-Health Services-Education
	What section of the Plan was addressed by Consultation?	Market Analysis

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Stakeholder interview with Agency Leadership. Outcome will be on-going coordination to improve public health and educational opportunities for low-income residents, specifically children, within the City of Flint.
4	Agency/Group/Organization	City of Flint
	Agency/Group/Organization Type	Services-Health Other government - Local
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Stakeholder interview with the City of Flint Chief Public Health Officer and the Flint ReCAST Coalition. Outcome will be on-going coordination to improve public health for low-income residents, specifically those most impacted by the Flint Water Emergency within the City of Flint.
5	Agency/Group/Organization	SHELTER OF FLINT
	Agency/Group/Organization Type	Services-homeless Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Stakeholder interview with Agency Leadership. Outcome will be on-going coordination to improve homelessness prevention services, MSHDA-mandated HARA capacity and emergency shelter services for the City of Flint.

6	Agency/Group/Organization	MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless Other government - State Planning organization
	What section of the Plan was addressed by Consultation?	Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Stakeholder interview with Agency leadership. Outcome will be on-going coordination to provide affordable housing for low-income residents and households in the City of Flint, which a deliberate effort in very low income (under 50% AMI), youth,veterans, seniors, and special needs
7	Agency/Group/Organization	COMMUNITIES FIRST INC
	Agency/Group/Organization Type	Housing Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Stakeholder interview with Agency Leadership. Outcome will be on-going coordination or the development of affordable rental housing, small businesses, and job training.
8	Agency/Group/Organization	METRO COMMUNITY DEVELOPMENT
	Agency/Group/Organization Type	Housing Regional organization Community Development Financial Institution

	What section of the Plan was addressed by Consultation?	Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Stakeholder interview with Agency Leadership. Outcome will be on-going coordination for the development of affordable rental housing and small business lending as well as coordination of the flint Genesee Continuum of Care.
9	Agency/Group/Organization	C.S. Mott Foundation
	Agency/Group/Organization Type	Civic Leaders Foundation
	What section of the Plan was addressed by Consultation?	Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Interview with foundation leadership. Outcome will be on-going coordination for health and education investment to mitigate the impact of the Flint Water Crisis, as well as coordination on the development of affordable housing and fostering and entrepreneurial environment in Flint to encourage small business investment.
10	Agency/Group/Organization	Genesee County Metro Planning Commission
	Agency/Group/Organization Type	Regional organization Planning organization

	What section of the Plan was addressed by Consultation?	Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	On-going consultation and coordination

Identify any Agency Types not consulted and provide rationale for not consulting

Elected officials representing the City of Flint at the state level were not consulted during Plan development due to the political nature of the Flint Water Crisis and the crucial need for input from those directly impacted. Other agencies and organizations not directly consulted were consulted indirectly by research of published plans and reports.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Shelter of Flint	Shelter of Flint is the HARA for the State of Michigan ESG program and the HMIS Administrator for the Flint/Genesee Continuum of Care. Shelter of Flint serves as the local coordinated entry access point.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The City provided multiple opportunities for agencies, stakeholders and citizens to provide input on the application process and the types of programs desired to support the community and its residents. Through neighborhood meetings, agency workshops, the required public hearing and the application process, Flint recognized that the comments were consistent in supporting the goals determined in the Consolidated Plan process.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Non-targeted/broad community Agency Workshop	An advertisement was placed in the Flint Journal 12/13/18 notifying of upcoming meetings and the availability of Requests for Proposals	Does not apply	Does not apply	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Town Hall Meeting	Non-targeted/broad community	A meeting was held at Berston Fieldhouse to notify residents and prospective subrecipients of expected resources and their ability to ask questions, comment and participate.	Prospective applicants were provided guidance relative to program requirements.	All comments accepted	
3	ESG Pre-proposal meeting	Prospective ESG Applicants	14 representatives of prospective sub-recipient agencies attended the meeting	Staff provided guidance relative to ESG requirements	all comments accepted	
4	Newspaper Ad	Agency Application Workshop	Approximately 20 people attended the agency workshop intended to address questions prospective applicants may have	questions related to application process and requirements	All comments accepted	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Public Hearing	Non-targeted/broad community	The mandatory Public Needs Hearing was attended by approximately 6 people	Requests to expand LISC, to fund Microfinance and crowd funding; more collaboration between organizations to spread services throughout the City; East Side demolition and beautification is needed; Need for outside investors to combine CDBG and HOME and make a greater impact and more quickly	All comments accepted	
6	Newspaper Ad	Non-targeted/broad community	Comments on the Annual Action Plan will be heard Monday, July 8, 2019 at 5:30pm		All comments accepted	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
7	Neighborhood Meeting	Flint Neighborhoods United Assn	Approximately 35 citizens attended the Flint Neighborhoods United meeting held 12/1/18. CED representatives were allowed to speak to provide information on the Annual Action Plan.	Informational meeting	All comments accepted	
8	Neighborhood Meeting	Brownell Neighborhood Association	Approximately 36 citizens attended the Brownell Neighborhood Association Meeting. CED representatives were allowed to speak to provide information on the Annual Action Plan.	Informational meeting	All comments accepted	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The Five-Year Consolidated Plan must identify the federal, state, local and private resources expected to be available to the City to address priority needs and specific objectives identified in the Strategic Plan. These resources are summarized in **Table 52**.

The City of Flint anticipates a total allocation of \$3,872,807 in CDBG funding, \$909,367 in HOME funding, and \$320,815 in ESG funding for the 2018/2019 program year. Program income may be realized over the course of the 2018/2019 program year and subsequent program years. These funds will be used for CDBG and HOME eligible activities consistent with the current goals and objectives identified in the Five-Year Consolidated Plan. CDBG funds will be used for housing and community development activities including, but not limited to, increasing homeownership, providing existing homeownership assistance (e.g. housing rehabilitation), public services, code enforcement/blight removal, public improvements and administration of the City's CDBG program.

Other resources, such as private and non-Federal public sources may become available to the City of Flint during the program year. For CDBG leveraging, these include funding from State and Federal grant sources, City Departments (e.g. Public Works, Parks and Recreation), public or social service providers, or other sources. The City will also look to leverage funds, if available, from Community Housing Development Organizations (CHDOs), Public Housing Authority (PHA), or other agencies and programs against CDBG, HOME, and ESG dollars.

The Annual Action Plan must summarize the City's priorities and the specific goals it intends to initiate and/or complete within the first-year of the Strategic Plan. These goals must be described in quantitative terms. The City of Flint has selected goal outcome indicators and quantities based on the anticipated performance measures of the 2018/19 Annual Action Plan. See **Table 57**.

In addition, the City has received several grant applications and other funding requests for a number of activities that ultimately will assist the

City address the infrastructure, health, and safety issues created by the Flint water crisis. Some of these include:

- CDBG Supplemental Appropriation
- Drinking Water Revolving Loan Fund
- ReCAST grant
- EDA
- TIGER grant
- FAST START grants and assistance
- Multiple DNR grants

The City has also considered submitting a Section 108 Loan application to provide additional assistance to support the business community and improve the ability of the city to generate economic growth. Options are currently being considered, and once determined, will be presented to

the Flint community for input prior to submission to HUD.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	3,889,542	0	0	3,889,542	7,600,000	Additional resources for leveraging may include other State and Federal grant sources, City Departments, public service providers or other sources of funding
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	840,005	0	0	840,005	1,680,000	Additional resources for leveraging may include other State and Federal grant sources (CDBG)

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	328,616	0	0	328,616	657,000	Funding to assist with homeless prevention and homeless services. May leverage resources from non-profit services providers.
Other	public - federal	Admin and Planning Conversion and rehab for transitional housing Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Other	2,441,943	0	0	2,441,943	0	To prevent, prepare or respond to Coronavirus sheltering solutions

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - federal	Other	2,830,392	0	0	2,830,392	0	To Prevent, Prepare or Respond to the Corona Virus using CARES Act Funding

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

To address the need of blight elimination, the City has a strategic approach to blight elimination through the “Blight Elimination Framework”. The Blight Elimination Framework promotes collaborative, complementary, and effective blight elimination by directing blight elimination activities according to the City of Flint Master Plan. The framework specifically seeks to:

- Provide a clear direction for blight removal that can be applied by all partners
- Identify opportunities for improving current blight removal practices to be more cost- effective, sustainable, and complementary.
- Recommend new efforts for blight elimination based upon unmet needs.
- Share information regarding the state of blight and blight elimination in Flint to create common understanding.
- Demonstrate the prioritization of neighborhood stabilization and social equity throughout the framework.
- Set benchmarks necessary for blight elimination over the next five years.
- The City of Flint is supporting the blight elimination focus of the master plan through funding of several activities, including demolition, neighborhood cleanups, neighborhood beautification/tool shed, neighborhood mini grants, and code enforcement.

In addition, publicly owned land in the Choice Neighborhood is being utilized to develop 300 plus units of housing to relocate residents in the distressed Atherton East Flint Housing complex. Land is owned by the City of Flint or the Genesee County Land Bank, and is located in the Choice Neighborhood geographic area, which stretches up Saginaw Street, between Atherton Rd. on the south, and Wood St. on the north.

Discussion

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Housing	2017	2021	Affordable Housing Public Housing	Full Choice Area	Homeowner Housing Rehabilitation Affordable Housing (Rental and Owner Occupied) Fair Housing Financial Literacy/Credit Repair	CDBG: \$550,000 HOME: \$818,431 ESG: \$0	Public service activities for Low/Moderate Income Housing Benefit: 78 Households Assisted Rental units constructed: 103 Household Housing Unit Homeowner Housing Rehabilitated: 80 Household Housing Unit
2	Homelessness	2017	2021	Homeless		Special Needs Services Rapid Rehousing Homeless Prevention and Services Transitional and Emergency Shelters	CDBG: \$0 HOME: \$0 ESG: \$303,970	Tenant-based rental assistance / Rapid Rehousing: 30 Households Assisted Overnight/Emergency Shelter/Transitional Housing Beds added: 1805 Beds Homelessness Prevention: 45 Persons Assisted
3	Non-Homeless Special Needs	2017	2021	Non-Homeless Special Needs		Special Needs Services Senior Services	CDBG: \$181,500	Public service activities other than Low/Moderate Income Housing Benefit: 550 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Non-Housing Community Development	2017	2021	Non-Housing Community Development		Elimination of Slum and Blight Youth Programs and Services Code Enforcement Job Training/Workforce Development Financial Literacy/Credit Repair Special Needs Services Public Safety/Crime Prevention Recreational Opportunities Energy Efficiency Improvements Neighborhood Improvements	CDBG: \$2,380,134 HOME: \$0 ESG: \$0	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 0 Persons Assisted Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 7800 Households Assisted Public service activities other than Low/Moderate Income Housing Benefit: 2660 Persons Assisted Public service activities for Low/Moderate Income Housing Benefit: 11174 Households Assisted Facade treatment/business building rehabilitation: 2 Business Jobs created/retained: 0 Jobs Businesses assisted: 98 Businesses Assisted Buildings Demolished: 5 Buildings Housing Code Enforcement/Foreclosed Property Care: 600 Household Housing Unit Other: 100 Other

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Program Administration	2017	2021	Program Administration			CDBG: \$777,908 HOME: \$84,001 ESG: \$24,646	Other: 0 Other

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Housing
	Goal Description	The city plans to address affordable housing, financial literacy and credit repair as well as owner occupied rehab by funding subrecipients Habitat for Humanity, Legal Services or Eastern Michigan, and developers. The city will continue to work to support these efforts.
2	Goal Name	Homelessness
	Goal Description	The City will use its funding to continue to help to prevent and reduce homelessness in the City of Flint.
3	Goal Name	Non-Homeless Special Needs
	Goal Description	The City will coordinate with non-profit agencies to provide services that address the mentally ill, developmentatllly disabled, elderly and other non-homeless special needs populations.

4	Goal Name	Non-Housing Community Development
	Goal Description	Year two Non-Housing Community Development projects will include activities that focus on the elimination of slum and blight, public safety and crime prevention, community center efficiency upgrades, youth programs to enrich and provide recreational opportunities, economic development opportunities as well as comprehensive code enforcement. The City will continue to strive to be a proactive environmental leader with a clean, healthy and equitable system of parks, waterways and open spaces.
5	Goal Name	Program Administration
	Goal Description	Administration and Planning for CDBG, HOME and ESG grants.

Projects

AP-35 Projects – 91.220(d)

Introduction

This section of the Annual Action Plan includes project information for each of the City's CDBG, HOME, and ESG-funded projects. Project information includes title, funding source, amount allocated, goal the project relates to in the 5-year Consolidated Plan, and project description.

Projects

#	Project Name
1	Administration
2	Blight Elimination
3	Economic Development Activities
4	Housing Rehab and Construction
5	Youth Services and Recreation
6	Special Needs Population Services
7	Fair Housing
8	Public Safety
9	Financial Literacy Including Workforce Development
10	Facility Improvements
11	ESG19 FLINT
12	CDBG-CV Administration FHUD-CDBGCA
13	CDBG-CV Economic Development
14	CDBG-CV Facility/Recreation Repair and Access
15	CDBG-CV Housing
16	CDBG-CV Public Service
17	ESG 20FLINT

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

AP-38 Project Summary
Project Summary Information

1	Project Name	Administration
	Target Area	
	Goals Supported	Program Administration
	Needs Addressed	
	Funding	CDBG: \$777,908 HOME: \$84,000
	Description	The City of Flint will allocate 20% of it's CDBG allocation for the purposes of administering its CDBG projects and activities
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Administration of CDBG and HOME activities
2	Project Name	Blight Elimination
	Target Area	
	Goals Supported	Non-Housing Community Development
	Needs Addressed	Elimination of Slum and Blight Code Enforcement
	Funding	CDBG: \$1,360,000
	Description	The City of Flint will address blight with demolition, code enforcement, neighborhood cleanups and the community tool shed.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	

	Planned Activities	Demolition of priority Commercial and/or residential properties within the City of Flint; Provide comprehensive code enforcement services in the City of Flint to arrest the decline of those areas outlined in the City's Code Enforcement Service Area; Blight elimination will provide large roll-off dumpsters and neighborhood cleanup support crews through subcontracts with additional agencies. They will also fund staff to oversee neighborhood cleanup programming and to physically address targeted garbage, trash and debris issues through the time of the blight elimination Coordinator, blight management analyst and the dumpster & support crew contracts; The community toolshed program will fill gaps in public service capacity, provide community-based knowledge, and access to equipment regarding maintenance of vacant and blighted lots in Flint communities.
3	Project Name	Economic Development Activities
	Target Area	
	Goals Supported	Non-Housing Community Development
	Needs Addressed	Job Training/Workforce Development Economic Development
	Funding	CDBG: \$450,000
	Description	Economic development activities including facade improvement, acquisition and rehabilitation and microenterprise assistance
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Provide facade improvements to the Flint Masonic Temple and Greater Flint Health Coalition, including replacing old and worn out windows, doors and entryway, and facade cleaning and tuck pointing; Business training, networking, marketing, legal assistance and other business related items will be addressed through workshops and roundtables.
4	Project Name	Housing Rehab and Construction
	Target Area	
	Goals Supported	Housing

	Needs Addressed	Homeowner Housing Rehabilitation Affordable Housing (Rental and Owner Occupied)
	Funding	CDBG: \$550,000 HOME: \$756,004
	Description	Rehabilitation, Emergency repairs, multi-family housing rehab and construction
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Owner Occupied Rehabilitation including emergency repairs and Rehab of vacant multi-family apartment building; Construction of multi-family housing (HOME)
5	Project Name	Youth Services and Recreation
	Target Area	
	Goals Supported	Non-Housing Community Development
	Needs Addressed	Youth Programs and Services
	Funding	CDBG: \$180,000
	Description	Youth Programs and Services
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	A variety of afterschool and summer programs including theater, dance, sports and tutoring, mentorship, health and wellness education, decision making and more
6	Project Name	Special Needs Population Services
	Target Area	

	Goals Supported	Homelessness Non-Homeless Special Needs
	Needs Addressed	Special Needs Services Veterans Services Senior Services Homeless Prevention and Services
	Funding	CDBG: \$257,202
	Description	Senior services and operations; Adult and Post-Incarcerated education and training, sexual assault victim services; legal services for water-affected youth; Counseling services
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Senior center operations and program equipment; Adult and Post-Incarcerated education and training; Legal services and counseling for lead-affected youth; Sexual Assault Treatment facility and veterans shelter
7	Project Name	Fair Housing
	Target Area	
	Goals Supported	Non-Homeless Special Needs
	Needs Addressed	Fair Housing
	Funding	CDBG: \$22,500
	Description	Testing and enforcement services for Fair Housing
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	

	Planned Activities	Testing and enforcement services to help ensure that the City of Flint is affirmatively furthering fair housing practices and complying with fair housing law
8	Project Name	Public Safety
	Target Area	Full Choice Area
	Goals Supported	Non-Housing Community Development
	Needs Addressed	Public Safety/Crime Prevention
	Funding	CDBG: \$41,931
	Description	Designated community policing effort
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	In collaboration with the City of Flint's Planning Division, the City of Flint Police Department will use CDBG funding to address housing inequality, specifically public service with improved public safety. A police officer will be located within the Choice Neighborhoods Implementation area. This allocation would supplement approximately \$30 million in funding from other sources, and aims to reduce crime by 25% in the service area, as well as decrease response time by 25%.
9	Project Name	Financial Literacy Including Workforce Development
	Target Area	
	Goals Supported	Non-Housing Community Development
	Needs Addressed	Job Training/Workforce Development Financial Literacy/Credit Repair
	Funding	CDBG: \$50,000
	Description	Career and personal financial service center and employment training
	Target Date	

	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	LISC's Flint Financial Opportunity Center is a career and personal financial service center focusing on financial coaching, benefits coaching, and employment/education coaching services in collaboration with Mott Community College's Workforce and Economic Development and Genesee County Habitat for Humanity.
10	Project Name	Facility Improvements
	Target Area	
	Goals Supported	Non-Housing Community Development
	Needs Addressed	Sidewalk Improvements Neighborhood Improvements
	Funding	CDBG: \$200,000
	Description	Park Facility improvements at Basset Park and sidewalk improvements along the MLK Corridor
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Improvements will include replacing deteriorated and dangerous sidewalk squares, fixing tree problems that cause sidewalks to buckle, and bringing crosswalks into ADA-compliance by installing curb cuts and tactile paving; Improvements will include a new multi-sport court at Bassett Park and CPTED improvements around the playground being built in 2019.
11	Project Name	ESG19 FLINT
	Target Area	

	Goals Supported	Homelessness Program Administration
	Needs Addressed	Special Needs Services Rapid Rehousing Homeless Prevention and Services Transitional and Emergency Shelters
	Funding	ESG: \$328,616
	Description	ESG Allocation oversight and Shelter Essential Services and Operations, Homelessness prevention, Rapid Rehousing and HMIS Data Collection
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Transitional and Emergency Shelters, Homelessness Prevention and Services, Rapid Rehousing and Data Collection
12	Project Name	CDBG-CV Administration FHUD-CDBGCA
	Target Area	
	Goals Supported	Program Administration
	Needs Addressed	
	Funding	CDBG-CV: \$289,930
	Description	The City of Flint will use its administration dollars to oversee activities associated with prevention, preparation or response to the Coronavirus.
	Target Date	12/31/2022
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	

13	Project Name	CDBG-CV Economic Development
	Target Area	
	Goals Supported	Non-Housing Community Development
	Needs Addressed	Economic Development
	Funding	CDBG-CV: \$785,000
	Description	Funds will be used to implement a grant program for small businesses in the Flint area with the intention of offsetting some of the burden brought on by COVID-19. The NFRC will use funds to cover increased costs to rehabilitate its grocery coop.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
14	Project Name	CDBG-CV Facility/Recreation Repair and Access
	Target Area	
	Goals Supported	Non-Housing Community Development
	Needs Addressed	Recreational Opportunities
	Funding	ESG-CV: \$242,232
	Description	Funds will be used to create recreational opportunities and to repair facilities to allow for better ventilation and space.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
	Project Name	CDBG-CV Housing

15	Target Area	
	Goals Supported	Housing
	Needs Addressed	Homeowner Housing Rehabilitation Affordable Housing (Rental and Owner Occupied)
	Funding	CDBG-CV: \$500,000
	Description	Funding will be used to provide for owner-occupied rehabilitation of LMI families impacted by COVID-19. The Owner Occupied Rehab program specifically alleviating housing concerns for families affected by the COVID-19 pandemic.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
16	Project Name	CDBG-CV Public Service
	Target Area	
	Goals Supported	Non-Homeless Special Needs
	Needs Addressed	Financial Literacy/Credit Repair Special Needs Services Senior Services
	Funding	CDBG-CV: \$1,013,230
	Description	Funds will be used to respond to the pandemic by funding a mobile food truck to address residents who have suffered losses as a result of the pandemic, a financial opportunity center to help people recover from the pandemic and a partnership between the Health Department and the Mass Transit Authority to help underserved residents gain access to vaccination.
	Target Date	12/30/2022

	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
17	Project Name	ESG 20FLINT
	Target Area	
	Goals Supported	
	Needs Addressed	
	Funding	ESG-CV: \$2,441,943
	Description	Provide services, counseling, and shelter to homeless persons, persons transitioning out of the prison system, and those at-risk for homelessness
	Target Date	12/31/2022
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	Citywide
	Planned Activities	ESG-CV funds will be used to expand shelter services, including shelter rehabilitation, and to increase staffing capacity to prevent, prepare for, and respond to the COVID-19 pandemic, including for future potential increases in cases.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Three (3) areas have been designated as Local Target Areas within the City of Flint. These areas are designated Neighborhood Revitalization Strategy Areas (NRSA). The premise of a NRSA is that a concentrated investment of resources in a limited impact area can have a substantial impact for targeted revitalization.

While Local Target Areas allow the City to plan and invest in a coordinated manner, they do not limit the City from expending funds in other areas of Flint that also meet the eligibility requirements for low- and moderate-income benefit. Most projects funded through 2018-19 entitlement funds are city-wide.

Geographic Distribution

Target Area	Percentage of Funds
North Saginaw Area	0
Full Choice Area	0
Pierson Road Corridor Sub-Area	0

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The Local Target Areas are the North Saginaw Area, the Full Choice Area, and the Pierson Road Corridor. These sub-areas were created as a complementary component to the Imagine Flint Master Plan. Community engagement was the cornerstone of Imagine Flint, and more than 5,000 people participated in nearly 300 outreach events throughout the planning process. The sub-area plan represents a clear and detailed listing of needs identified by the residents of these sub-areas. The areas selected for the 2017/2018-2021/2022 Plan were identified through data collection and analysis and the citizen participation process, and well as meetings with the City Council. Each of these areas meets the eligibility requirements for low- and moderate-income benefit.

Discussion

The majority of the City of Flint population (65.7%) is eligible to receive assistance (at or below 80% of the AMI) and the majority of census tracts are eligible for area benefit (51% or more living at or below 80% AMI). The need for investment is citywide and for that reason the entire city is designated as the geographic target. Most CDBG activities have an area that is designated as citywide, although there are three local target areas that have been identified. In the 2019-20 Action Plan, although there is significant investment in the CHOICE Implementation area, the local target areas as delineated in the

Consolidated Plan do not have projects recommended for funding at this time.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The City of Flint will utilize its CDBG and HOME funds to rehabilitate exiting housing units, as well as to support the construction of new affordable housing units. The one-year goals for affordable housing in the City of Flint for FY 2019 are listed in the section below. The city's Housing Investment Strategy guides how the City of Flint intends to invest its housing funds in order to maximize the return on investment, as well as provide the greatest benefit to the low- and moderate-income population.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	43
Special-Needs	0
Total	43

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	6
Rehab of Existing Units	37
Acquisition of Existing Units	0
Total	43

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

Although the primary means to achieving its housing goals are through CDBG-funded city-wide emergency repair, owner-occupied housing rehabilitation, and new HOME-assisted multi-family rental construction, the City also supports its affordable housing needs through projects such as the Community Tool Shed, neighborhood cleanups, and its comprehensive code enforcement program. While not specifically providing housing rehab or adding to the housing inventory, these programs help preserve the housing stock through the provision of assistance to low- and moderate-income residents access to equipment to maintain their homes, as well as enforcing existing codes, helping to preserve existing neighborhoods

AP-60 Public Housing – 91.220(h)

Introduction

The Flint Housing Commission (FHC) provides housing assistance for eligible low-income families. A total of 1,183 conventional public housing units of various types are available to income qualifying families, seniors and persons with disabilities.

The Flint Housing Commission administers approximately 963 Section 8 Housing Choice Vouchers (HCV). These Vouchers allow a participant to live in a privately owned rental unit with the Flint Housing Commission subsidizing their rent for the difference between 30% of their income and the monthly rent charged.

These units/vouchers are in constant demand. The current waiting list for both one and two-bedroom HCV units are closed as of September 11, 2017. It should be noted, however, that there are exceptions to this for the following: Working for 6 months consistently without interruption; Elderly; Disabled; Victim of Domestic Violence; Involuntarily Displaced due to disaster (fire, flood, earthquake etc.), Federal, state, or local government; Action related to code enforcement, public improvement or development, or HUD disposition; Veteran of any declared United States war or conflict

Actions planned during the next year to address the needs to public housing

The City of Flint, in conjunction with its community partners, have begun implementing the plan to relocate FHC residents of Atherton East Apartments to new construction housing within the identified Choice Neighborhoods area. Through the Choice Neighborhoods (CN) program, the City will continue to support the Flint Housing Commission in developing a demolition strategy, leading to available land for utilization by a developer in tandem with the Choice Neighborhoods Implementation grant as the program phase's move forward. As a part of the commitment to the implementation of the Choice Neighborhoods Program, the City has demonstrated its support financially through an award of HOME funds to the Phase I Multi-Family Development, as well as to Phase II of additional Multi-Family construction in the 2019-20 Annual Action Plan process. An annual award of CDBG funds in support of the implementation of the CN program continues to be a priority funding in the 2019-20 Annual Action Plan as well to address high priority needs impact the low-to moderate income families not only residing in FHC properties, but within the City as a whole.

All current housing programs are available to residents of public housing and are designed to address the common needs experienced by low-income persons, including public housing residents. All residents, including those residing in public housing, are encouraged to participate in the Consolidated Plan, which included an onsite meeting with residents of Atherton East, as well as the Annual Action Plan Process, which includes open community meetings, comment periods, and the public hearing on

the final funding recommendations.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The City of Flint continues to work cooperatively with the Flint Housing Commission. The CN planning grant awarded in January 2015 allows the two entities (FHC & COF) to work together to create a plan for improved services and housing in South Flint. The target public housing development in Flint is Atherton East. The CN team has been working over the past two years with residents of Atherton East and the broader South Flint community, crafting a vision by choosing immediate and long-term projects to improve the overall quality of life within the project area. The plan was submitted to HUD in July of 2016, and HUD has approved the transformation plan. The City submitted a Choice Neighborhood Implementation Grant application in November 2017, which was subsequently awarded. The \$30 million dollars will be used to continue work in partnership with Atherton East staff, residents, and the identified developer, Norstar Development, USA. Phase I of the housing plan is to begin in the late spring of 2019. An informed draft relocation plan has been established with input of the 100 residents and families residing in Atherton East, with outreach being an ongoing effort as the project continues to move forward.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

The Flint Housing Commission (FHC) was previously designated as a Troubled Performer by the U. S. Department of Housing and Urban Development based upon indicator scores of less than 60 percent as determined by HUD's Public Housing Assessment System (PHAS). The Public Housing Assessment System evaluates performance in four major operational areas - physical, financial, management and resident satisfaction.

Most recently, based on the HUD Housing Authority Profile, the FHC was assessed a score of 75 on the HA Performance. FHC designation is currently listed as "substandard physical".

Discussion

Over the course of the year, the City intends to continue its support of the Flint Housing Commission, particularly through the Choice Neighborhoods Program, but also when opportunities become available to coordinate resources, enhance neighborhood safety, and provide technical assistance.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

This section of the Annual Action Plan describes the City of Flint's one-year goal and the specific action steps it will undertake in the program year to carry out the homeless strategy identified in the Strategic Plan. Additionally, this section addresses any activities related to the supportive housing needs of non-homeless populations.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Meeting homelessness challenges in the City of Flint is a County-wide collaborative effort among Flint/Genesee County Continuum of Care, composed of numerous individuals, agencies and organizations. However, the lead agency for the Flint/Genesee Continuum of Care is Metro Community Development.

The Genesee Homeless Awareness Task Force is responsible for collecting homeless data, conducting homeless needs assessments, Point in Time Counts, and developing community supported homeless strategies to end homelessness in the Flint/Genesee County area. The most recent Point in Time Count occurred in January of 2019.

The Continuum of Care has several Committees that work together on projects designed to end homelessness in Flint/Genesee County. These committees include the *Genesee County Homeless Awareness Task Force*, the *Committee Concerned with Housing*, and the *Project Homeless Connect Planning Committee*. These committees are more fully described in the Strategic Plan section of this document.

Addressing the emergency shelter and transitional housing needs of homeless persons

One of Flint's strategies for preventing and reducing homelessness is to assist non-profit service providers in obtaining additional funding sources for shelter services. Many of these non-profit service providers are CoC partnering agencies.

The Flint/Genesee County Continuum of Care has identified a number of sources of emergency shelter placement for the homeless in the Flint/Genesee County area. Emergency shelters offer a safe, secure, temporary place for individuals and households to reside while they seek more permanent housing or supportive services to facilitate access to permanent housing options.

Emergency shelters often are the point of entry into the homeless system, assisting those confronted

with an immediate loss of housing or those who are already homeless. Emergency shelters generally have a length of stay ranging from 1 to 90 days, depending on the individual program.

The type of facilities used includes congregate building for households with children or for homeless single adults, as well as hotel and motel vouchers. The following organizations offer emergency shelter in the Flint/Genesee areas:

- Carriage Town Ministries
- Catholic Charities of Shiawassee and Genesee Counties
- Genesee County Youth Corporation
- My Brother's Keeper of Genesee County
- Shelter of Flint, Inc.
- YWCA of Greater Flint, Inc.

The Flint/Genesee County Continuum of Care has identified nine sources of transitional housing placement for the homeless in the Flint/Genesee County area. Transitional housing offers housing and supportive services to special needs homeless populations comprised of persons with a history of mental illness, substance abuse, victims of domestic violence, HIV infection or AIDS, physical and developmental disabilities, as well as other homeless individuals and families. The purpose of transitional housing is to assist persons make the transition from homelessness to independent living or permanent supported housing. Transitional housing provides interim placement for persons or households who do not have immediate access to permanent housing or have multiple barriers impeding their access.

Transitional housing is limited to a length of stay of up to 24 months and provides an opportunity for persons to gain the personal and financial stability needed to transition to and maintain permanent housing. Required supportive services, which help promote residential stability, increase skill level/income, and greater self-determination, may be provided by the organization managing the housing or coordinated by that organization but provided by other public or private agencies. Supportive services may be provided on or off-site and include, but are not limited to, case management, recovery services, life skills training, mental health counseling, health care, and treatment for substance abuse. Services may continue up to six months after persons move from transitional to permanent housing. Transitional housing can be provided in a congregate setting or individual housing units at a single location or using scattered sites. The following organizations offer transitional housing in the

Flint/Genesee County area:

- Genesee Health Systems
- Genesee County Youth Corporation
- My Brother's Keeper of Genesee County
- Shelter of Flint, Inc

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The Flint/Genesee County Continuum of Care has a number of sources of permanent housing placement for the homeless in the Flint/Genesee County area. Permanent Housing for homeless persons or families is long-term and safe, decent, and affordable. It is generally community based, private market housing designed to enable the homeless person or family to live as independently as possible in a permanent setting. However, it may include projects specifically developed for homeless individuals and families. This includes housing units available to the broader community and may or may not be subsidized. Such housing may be combined with the provision of supportive services provided by the organization managing the housing or coordinated by the applicant and provided by other public or private service agencies.

When services are combined with housing, the project is referred to as permanent supportive housing, which is generally provided to homeless persons with disabilities, primarily serving individuals and members of their household who have serious mental illnesses, chronic substance abuse problems, physical disabilities, or AIDS and related diseases. Supportive services are provided on site or coordinated through partnering agencies. Rental subsidies are encouraged but are not always available.

Rent is generally based on a percentage of the household income. Permanent supportive housing enables special needs populations to live as independently as possible in a permanent setting and can be provided in multi-family structures or scattered site apartments.

When possible, the City of Flint will continue to support organizations that provide permanent housing.

The following organizations offer permanent supportive housing in the Flint/Genesee County area:

- Flint Odyssey House
- Genesee County Community Action Resource Department
- Genesee Health Systems
- Metro Community Development
- Shelter of Flint, Inc.
- Communities First

The Flint/Genesee County Continuum of Care has adopted the “housing first” model. This model aims to assist homeless people (with an emphasis placed on chronically homeless people) to minimize the amount of time that the person experiences homelessness before being placed into permanent housing. The Continuum of Care makes every effort to not only assist the client with housing, but to also provide support services to address client needs and reduce the risk of the client re-entering homelessness.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

According to the 2013-2017 American Community Survey (ACS), the percentage of individuals in poverty within the City of Flint is 41.2%. Earning a living wage is instrumental in preventing homelessness. This coupled with a lack of affordable permanent housing and discrimination in rent and lending practices puts the minority population in a particularly precarious situation with regard to the threat of becoming homeless.

For extremely low-income renters with children, supportive services such as quality affordable housing, funds for rent/utility arrearages, life skills, employment training and placement services, childcare, and transportation are critical to their ability to stay in permanent housing and to avoid becoming homeless.

The City of Flint will support the CoC in homeless prevention through Asset Building. The CoC aims to empower and encourage families to acquire and preserve assets, including a safe, decent, and

affordable home, and achieve long-term financial success. This will be done through three specific goals:

- Educate families about housing choices.
- Empower families to access their housing choices.
- Preserve and expand quality, affordable housing opportunities.

A number of programs have been developed to assist in achieving the mission and goals that the CoC has developed:

- Financial Capability: Financial Literacy is designed to provide budgeting, savings, credit, and banking information to households.
- Foreclosure Intervention: Foreclosure Intervention Counseling provides struggling and delinquent homeowners assistance to stop foreclosure by developing insight into the causes of their financial issues and to determine foreclosure alternatives.
- Homebuyer Education: Designed to help homebuyers access the tools they need to be successful in the home purchase process and beyond.

Rental Assistance: Provides rental assistance to homeless families, youth, survivors of domestic violence, and individuals who are chronically homeless.

Discussion

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again as well as helping individuals and families avoid homelessness is a priority in the City of Flint. The City prioritizes its ESG funding to assist extremely low-income individuals and families. It has worked with the CoC members to develop a coordinated entry system (CES), ensuring that individuals and families can access the system easily and that available assistance is allocated as effectively as possible. The City's goal is to reduce waiting times, ensure assistance is provided when eligible, and to continue to protect some of our most vulnerable population.

The City of Flint will continue to work with stakeholders and homeless individuals to ensure that their needs are being met to the greatest extent possible.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

Affordable housing is defined by HUD as the lack of affordable housing available for rental or purchase to low-and moderate-income families in which the families pay no more than 30 percent of their income for total housing costs, including utilities. For the City of Flint, barriers to affordable housing are: political, regulatory, development and financial barriers.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The City's strategies to remove barriers to affordable housing are outlined below:

- Assist with the implementation of the Housing and Neighborhoods Implementation Matrix located within the City of Flint Master Plan.
- Collaborate with internal city departments to re-establish the enforcement of substandard rental housing stock in the city through examining legal avenues to do so
- Establish a Landlord Rental Rehab Program that would encourage investment and improvement to the aging single and multi-family rental housing stock that exists
- Continue its partnership with the Genesee County Lank Bank to assemble properties for development similar to the assembly of sites for the Smith Village redevelopment project
- Work to build capacity of, and encourage partnerships between, non-profit organizations and for-profit builders developing affordable housing development projects
- Expand the use of subsidy programs by allocating more federal resources for affordable housing development and for programs that support residents remaining in their homes
- Seek other grant resources to address the need for additional subsidies to help finance the cost of construction as building costs continue to rise
- Finance public improvements to reduce the cost to build affordable housing
- Work with lenders and housing counseling organizations in order to address mortgage products that can increase the production of affordable housing and reduce the number of foreclosure actions within the Flint community
- Continue to coordinate and streamline internal systems in the areas of inspections, allocation of adequate financial resources for housing, plan review and zoning processes, disbursements and other identified areas that impact the delivery of affordable housing
- Address any policy and/or procedural changes required to ensure that the City of Flint incorporates energy efficiency standards into its building/rehab codes and all federally - funded projects.
- Work with developers to apply for PILOT, LIHTC and other available credits to increase the

supply of affordable housing for low-income families in the City of Flint.

- Partnerships with local non-profit affordable housing agencies should be pursued by the City to establish an affordable housing revolving loan fund.
- Bolster partnerships with State and Federal agencies.

Work with public transit providers, like the MTA, to ensure routes connect multi-family housing developments to employment centers, schools, commercial nodes, and other important locations within Flint.

Discussion:

The opportunity exists for Flint to be at the forefront of sustainable housing development. This vision would integrate green space for recreation and gardening into the urban fabric, create equitable policies that encourage economic and racial integration, and create 21st century infrastructure whose lessons are not forgotten by future politicians' fiscal planning.

In 2016, with these things in mind, the City of Flint's Community and Economic Development division created and adopted a housing investment strategy meant to guide the investment of the City of Flint's limited funds for housing to incentivize projects that meet these criteria, creating an ecosystem for other similar investments both by nonprofit and for-profit developers. Updated in May of 2018, the investment strategy will continue to guide and inform the sustainable housing development in the city. This housing investment strategy encompasses many of the goals listed in the Housing and Neighborhoods Implementation Matrix located within the City of Flint Master Plan. A focus on utilizing federal resources to support programs that will stabilize neighborhoods, ensuring that developments are in line with the land use plan, and to diversify the housing stock available, allowing anyone to make Flint their home.

While these strategies will never fully eliminate the political, regulatory, development, and financial barriers to affordable housing, they are deliberate steps toward increasing the opportunities and improving the city's ability to leverage funds and energy to maximize impact on affordable housing.

AP-85 Other Actions – 91.220(k)

Introduction:

This section of the Annual Action Plan describes the City of Flint's planned actions to carry out the following strategies outlined in the Strategic Plan.

- Foster and maintain affordable housing;
- Evaluate and reduce lead-based paint hazards;
- Reduce the number of poverty-level families;
- Develop institutional structure; and
- Enhance coordination.

In addition, the City has identified obstacles to meeting underserved needs and proposed actions to overcome those obstacles.

Actions planned to address obstacles to meeting underserved needs

Despite efforts made by the City and stakeholders, a number of significant obstacles to meeting underserved needs remain. Scarce resources are the the greatest obstacle for the City of Flint to meet its underserved needs. Insufficient funding lessens the ability to fund many worthwhile public service programs, activities, and agencies. The City through its planning efforts, focusing resources, leveraging funds, will maximize the use of its limited resources to address the its greatest needs and improve the quality of life for its residents.

The following obstacles need to be overcome in order to meet underserved needs:

- Lack of decent, safe, sound, and affordable owner and renter housing
- Low literacy rate
- Lack of economic opportunities
- Large number of vacant and abandoned properties
- High unemployment rate and loss of household income
- Difficulty in obtaining bank loans and mortgages

Actions planned to foster and maintain affordable housing

The City of Flint is taking several actions to foster and maintain affordable housing:

- Assist with the implementation of the Housing and Neighborhoods Implementation Matrix located within the City of Flint Master Plan.
- Initiate and implement a housing investment strategy that supports the City's Master Plan
- Continue its partnership with the Genesee County Lank Bank to assemble properties for

development similar to the assembly of sites for the Smith Village redevelopment project

- Continue emphasis on neighborhood preservation of existing affordable housing stock
- Work to build capacity of and encourage partnerships with non-profit organizations and for-profit builders for affordable housing development projects
- Expand the use of subsidy programs by allocating more federal resources for affordable housing development and for programs that support residents remaining in their homes
- Seek other grant resources to address the need for additional subsidies to help finance the cost of construction as building costs continue to rise
- Finance public improvements to reduce the cost to build affordable housing
- Work with lenders and housing counseling organizations in order to address mortgage products that can increase the production of affordable housing and reduce the number of foreclosure actions within the Flint community
- Continue to coordinate internal systems within City government in the areas of inspections, allocation of adequate financial resources for housing, plan review and zoning processes, disbursements and other identified areas that impact the delivery of affordable housing
- Address any policy and/or procedural changes required to ensure that the City of Flint incorporates energy efficiency standards into its building/rehab codes and all federally - funded projects.
- To help serve first time home buyers, the Flint Housing Commission (FHC) provides homeownership assistance through its Housing Choice Voucher Program.
- Partnerships with local non-profit affordable housing agencies should be pursued by the City to establish an affordable housing revolving loan fund.
- The City should also continue to encourage developers and community development organizations to apply for Low-Income Housing Tax Credits (LIHTC) to increase the supply of housing for low-income families in Flint.
- Bolster partnerships with State and Federal agencies.
- Work with public transit providers, to ensure routes connect multi-family housing developments to employment centers, schools, commercial nodes, and other important locations within Flint.

In general, Flint will continue to work with non-profit housing developers and providers to increase the amount of affordable housing. The City will do this primarily through neighborhood planning efforts, code enforcement and blight reduction campaigns, and economic development initiatives consistent with the *Imagine Flint Master Plan* and those spearheaded by the City of Flint Economic Development Corporation.

Actions planned to reduce lead-based paint hazards

Lead was used as a pigment and drying agent in "alkyd" oil based paint in most homes built before 1978. Lead may be present on any interior or exterior surface, particularly on woodwork, doors, and windows. In 1978, the US Consumer Product Safety Commission lowered the legal maximum lead content in most

kinds of paint to a trace amount of 0.06%.

The City of Flint has older housing stock compared to many other urban regions in the United States. The 2011-2015 ACS indicates the total percentage of housing units in the City of Flint constructed before 1980 to be 90.3% and only 9.7% of homes were constructed after 1980.

The City's homeownership and rehabilitation activities target low to moderate income households. The City will ensure that all of its federally funded housing programs are in full compliance with the lead-based paint hazard regulations (24CFR Part 35). This includes assisting households with the appropriate lead inspection, testing and abatement of hazards. Funding will be used to provide lead abatement and mitigation services to help eliminate exposure to lead poisoning. Further there is an increased focus and effort from the Michigan Department of Health and Human Services (MDHHS) on the Flint area as part of the MDHHS Lead Safe Homes Program by providing funds to remove lead paint hazards from the home and has identified over 100 homes to assist in the initial stages.

In 2014 the City used the Flint River as a water source causing elevated lead levels prompting both the City and the County to issue health advisories. The City switched back to the Detroit water system in October 2015 and began chemically treating the water without good result. In December of 2015, Mayor Karen Weaver declared a State of Emergency in response to a man-made disaster caused by the City switching to the Flint River as a water source in 2014. Genesee County supported the call to action and the State followed suit in January 2016.

Actions have been and continue to be taken to respond to this crisis including:

- Removal and replacement of lead and galvanized service lines
- Water and water filter distribution to Flint residents through Water Resource Centers and through the Community Outreach Resident Education Program (C.O.R.E.). All CORE members are local residents hired and trained for this project
- Implementation of an online system called the "Flint Action Tracker" to allow residents to track the progress of resolving the water crisis

On April 7, 2018, the State of Michigan announced the closure of the water distribution centers based on promising water test sample results; any bottled water available at this point is through community donations.

Actions planned to reduce the number of poverty-level families

The City of Flint acknowledges the need to address poverty throughout the community. According to the 2012-2016 American Community Survey (ACS), the percentage of individuals in poverty within the City of Flint is 41.9%.

The City will seek to reduce the number of families that are below the poverty line. Flint will pursue the

following strategies to reduce the number of poverty level families:

- Provide financial support to organizations offering necessary services, such as food, senior services, and counseling programs for extremely low-income persons.
- Continue to provide assistance to extremely low-income households in the improvement of their residences through the City's CDBG-funded Housing Rehabilitation.
- Provide homeownership programs to support homeownership and the accumulation of equity.
- Lead-based paint abatement to address child lead poisoning, which can affect future employment and earning capabilities.
- Fund infrastructure improvements (street, water main, sidewalk, etc.) to enhance neighborhoods and increase property values, while raising the pride of the residents as well as encouraging the introduction of economic development into distressed and impoverished areas.
- Provide financial support to organizations, which provide referrals to special needs persons, such as the Community Action Agency.
- Continue to fund agencies that provide financial counseling to allow residents to establish/repair credit, empowering those residents to gain a better financial future for themselves and their families
- Continue to work with the State of Michigan in the replacement of lead water leads that have caused a higher level of lead within drinking water.
- Economic development programs aimed at developing job training and employability skills.
- Support youth and childcare programs, which provide mentoring and role models for children, and additionally helps parents secure and keep employment.

Through HUD's Section 3 program, the City of Flint and the FHC can also facilitate local economic development in concert with implementation of various public and affordable housing initiatives. Under Section 3, recipients of certain HUD financial assistance must provide job training, employment, and contract opportunities for low- or very low-income residents to the greatest extent possible, in connection with projects and activities in their neighborhoods.

The City of Flint will coordinate this strategies with organizations providing affordable housing programs and other services through regular communication with other public agencies and non-profit organizations. The objective of this communication is to facilitate the coordination of policies and programs, which will lead to the reduction in the number of poverty-level families in Flint.

Actions planned to develop institutional structure

The City of Flint has a fairly well developed institutional structure. The structure includes organizations from several backgrounds and represent private firms, local, nonprofit agencies and local and state agencies.

The support of public, private and non-profit organizations is particularly important, and collaborating

with them continues to be the focus of the institutional approach to meeting the needs identified in this plan. A list of such organizations is provided in **Table 53** of this document.

The Flint Housing Commission, the local Public Housing Authority, the Flint Housing Commission will continue to provide assistance to renter households through its public housing and Section 8 programs. Additionally, the Housing Commission provides necessary support services to renters including elderly renters, when available.

The lead agency for institutional delivery is the City of Flint Planning and Development Department, along with other City divisions and departments. These divisions and departments carryout objectives related to housing and community development. Furthermore, there are multiple nonprofit organizations that provide a range of public services, from programs to reduce homelessness to programs for non-homeless special needs populations. The Flint/Genesee County Continuum of Care (COC) is a federally mandated body of homeless service providers. The COC works in partnership with the Michigan State Housing Development Authority (MSHDA) and the United States Department of Housing and Urban Development (HUD) towards the common goal to end homelessness in the United States within 10 years. Each year the Flint/Genesee County COC applies for funding to support local efforts to prevent and end homelessness.

Local public institutions of special importance include the State of Michigan, particularly the Michigan State Housing Development Agency (MSHDA). MSHDA provides an important support vehicle through both funding and direct technical assistance. In addition, coordination with Genesee County Government is important on a number of levels. The County provides a number of services through the Genesee County Metropolitan Planning Commission, Genesee County Land Bank, Genesee County Department of Human Services, Genesee County Community Mental Health Department, and Genesee County Youth Corporation. Continued coordination with Genesee County and these departments will be important through the Consolidated Plan term through the leveraging of resources, ideas, and services. An area which will be particularly important for coordination in the upcoming years is the requirement to partner with both the County and the Flint Housing Commission on a regional Assessment of Fair Housing (AFH). Genesee County ranks as the fifth most segr

The City of Flint has a strong Institutional delivery system. A wide range of services are available in the community, including homelessness prevention services, supportive services, and other services such as nutrition programs and youth programs (see **Table 54**). These programs are provided by nonprofit organizations and the Continuum of Care (CoC).

Actions planned to enhance coordination between public and private housing and social service agencies

Each year, as a part of the CDBG application planning process, local agencies and organizations are invited to submit proposals for CDBG eligible activities. These groups participate in the consultation

process by attending the public hearings, informational meetings, and completing survey forms. A complete list of these groups is included in the Exhibit Section of the Plan. The City of Flint works with many agencies to enhance coordination, including local, state, and federal stakeholders. The City continues to expand its outreach efforts to ensure that non-traditional applicants are aware of, and involved in, the process. The City works closely with the Flint Housing Commission and has secured the HUD Implementation Grant for the Choice Neighborhoods program. As the Choice Neighborhoods program moves forward, continued partnership efforts initiated with the Choice program planning process will be carried forward.

Discussion:

The City of Flint has many initiatives underway to continue the positive momentum gained with the adoption of the long overdue *Imagine Flint Master Plan*. The plan calls for action on many levels, and the Department of Planning and Development is organized so that those efforts can be seamlessly achieved. Over the course of the next year, the Department will continue to work with our residents, as well as other local, state, and federal partners to maximize efforts towards inclusion, equity, justice, and transparency.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

This section of the Action Plan contains information on funding for the City's CDBG program, including program income, proceeds from Section 108 loans, and other revenue anticipated to be received by the City (\$20,000)

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	50,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	50,000

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	70.00%

HOME Investment Partnership Program (HOME)

Reference 24 CFR 91.220(I)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is

as follows:

The HOME program dictates that projects financed using Home Investment Partnership Funds comply with the HOME Final Rule. These forms of investments are equity investments, interest and non-interest bearing loans or advances, interest subsidies, deferred payment loans and/or grants. The City of Flint does not intend to finance projects using any other forms of investment during the FY 2019-20 program year.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

All City of Flint housing programs that involve acquisition are modest single-family houses that do not exceed 95% of the area median purchase price. In the case of acquiring and rehabbing, the house has an estimated after rehab value that does not exceed 95% of the area median purchase price. Section 92.203(b) limits are used for homebuyer assistance or rehab of owner occupied single-family housing. All homebuyers are low-income who reside in the home. The City uses the recapture provision as stated in 92.254(a)(5) and uses the affordability standard stated in 92.254(a)(4). Recapture provisions apply to those programs, projects, and/or activities that may be ran by CHDO organizations and sub-recipients as well.

Specifically, as a condition of the provisions of the Deferred Loan, the Buyer agrees to repay the City the outstanding balance of the Loan upon the earliest to occur, within the applicable Recapture Period:

- A sale, refinance, conveyance, or other transfer of the Residence for consideration, excluding any sale, conveyance, or transfer (i) to a spouse upon a dissolution of a marriage; (ii) to the surviving spouse upon the death of a joint tenant Homeowner; (iii) by will, by foreclosure, or deed in lieu of foreclosure, or otherwise by operation of law; or (iv) as may be accepted by the City in writing; or
- The Residence is no longer the Buyer's principal place of residence or is converted in whole or in part to a rental unit; or
- There exists a default by the Buyer, beyond any applicable cure period, under the Promissory Note and Open-End Mortgage by and between the Buyers and the City or any other document evidencing the Loan.

For the purpose of this section, "Recapture Period" shall mean the applicable period based on affordability standards. In the case of sale, refinance, conveyance, or other transfer, the amount of repayment shall be the initial principal balance of the Loan or net proceeds of sale if full amount of outstanding assistance is not available. If none of these events described in clauses above occurs prior to the expiration of the "Recapture Period", the Loan shall be forgiven in its entirety at the end

of the affordability period.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

All projects financed using HOME funds will comply with the HOME Period of Affordability as identified below:

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

For the fiscal year 2019-20, the City does not intend to refinance any existing debt concerning multi-family projects.

Emergency Solutions Grant (ESG) Reference 91.220(l)(4)

1. Include written standards for providing ESG assistance (may include as attachment)

The City of Flint has an ESG Manual (Primer) that is attached to each contract with subrecipients. This Primer includes definitions of ESG terms and activities, general ESG requirements including eligible services and activities and system wide program standards, descriptions of program activities and all forms necessary for program implementation. A copy of the primer is attached to this document.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The City of Flint is well on its way to meeting the coordinated access system HUD is requiring be in place.

CES covers the entire geographic area claimed by the CoC.

CES is easily accessed by individuals and families seeking housing or services.

CES is well-advertised.

CES includes a comprehensive and standardized assessment tool(s).

CES provides an initial, comprehensive assessment of individuals and families for housing and services.

CES includes a specific policy to guide the operation of the centralized or coordinated assessment system to address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from non-victim specific providers.

The Shelter of Flint operates the One Stop Housing Resource Center, which is a collaborative program among non-profit organizations that provide comprehensive housing placement services for people who are homeless, at risk of becoming homeless, or have special needs in Genesee County. One Stop strives to eliminate barriers for those served by providing services that meet the needs of the individual and family and enhances the community safety-net by placing homeless service providers in one, easily accessible location.

One Stop Housing Resource Center serves as the Housing Assessment & Resource Agency (HARA) for Genesee County. As the HARA, One Stop Genesee offers many different opportunities for individuals and families to receive vital services that meet their varying needs: central intake and assessment; referrals; screenings and inspections; Housing Choice Voucher assessments; and direct client assistance.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

The City of Flint solicits applications for its ESG funding through a process that typically begins in November/December of each year. Organizations that are voting members of the CoC (for at least one year) are invited to apply for programs they are implementing which meet the ESG eligibility criteria. Applications are usually due in February, and a review/evaluation process begins then to assess organizational capacity, leveraging, application responsiveness, need addressed, matching funds and leveraging resources and more. The review committee makes recommendations to the CoC, who finalizes those recommendations, which are then forwarded to the Mayor. The Mayor considers input received, and formalizes recommendations in the form of a resolution to the Flint City Council, who then acts to approve the recommendations. This approval authorizes entering into contracts with each agency. Once contracts are executed, the organizations may begin implementing their respective programs.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

All subrecipients are required to provide for the participation of at least one homeless or formerly homeless individual on the board of directors or other equivalent policy-making entity of the subrecipient regarding facilities, services, and assistance receiving funding under ESG.

Homeless and formerly homeless individuals are also invited to attend monthly Continuum of Care

meetings to ensure their input is heard.

5. Describe performance standards for evaluating ESG.

The City's contracts with organizations include performance benchmarks that identify when services will be provided, where they will be provided and how many individuals/families will be assisted. These are broken down into quarterly measurements. Contract performance is assessed monthly during desk monitoring to determine if the agency is performing satisfactorily towards meeting their performance benchmarks. Staff provide ongoing technical assistance to agencies to help them meet these goals.

The City of Flint works jointly with the Genesee County Metropolitan Planning Commission, and the State of Michigan to support the Flint-Genesee Continuum of Care. In recent months, areas needing improvement have been identified and the City will be working with the agencies in the Continuum, as well as the State and County, and HUD to improve upon administration and implementation of homeless activities.

Attachments

Citizen Participation Comments

**CITY OF
FLINT
MICHIGAN**



**CITIZEN PARTICIPATION
PLAN**

**(Amended April 2020)
CITY OF FLINT
CITIZEN PARTICIPATION PLAN**

I. INTRODUCTION

Purpose

Citizen Participation is a valuable and essential component of Community and Economic Development (CED) programs. The knowledge and motivation of the community aids in the development, implementation, and evaluation of programs that are responsive to community needs. The City is committed to full and meaningful citizen participation. This Citizen Participation Plan describes the means by which the City of Flint will provide for citizen participation for Community and Economic Development programs.

A Consolidated Plan which includes a Community and Economic Development Five-Year Strategy and Annual Plan guides the delivery of consolidated programs. The Consolidated Plan currently incorporates the federal Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), Emergency Solutions Grant (ESG), Section 108 Loan Guarantee, BDI Grant, and all federal recovery programs, the CARES Act. The Consolidated Plan and Citizen Participation Plan are established according to requirements of the U.S. Department of Housing and Urban Development, and may be revised to comply with any future amended requirements.

The purpose of this Citizen Participation Plan is to:

- Gather, analyze, and consider all citizen input when creating or amending documents that impact the community; such as the Consolidated Plan, CAPER, and the Annual Action Plan.
- Encourage citizens, especially persons and families of low- to moderate-income, to have a voice in deciding how these federal funds, targeted to aid them the most, are spent.
- Get a better understanding of the areas in which the City of Flint should focus on when deciding where federal funds should go.
- Obtain the views of agencies (public and private) and public service providers (assisted living, counseling, health services, etc.) during the Consolidated Plan process.

The City of Flint will make an effort to encourage the participation of individuals of low- to moderate-income, persons living in assisted living housing, persons within the areas in which federal funding will be spent, and minorities within the community.

Background

Citizen participation has been incorporated into Community Development (CD) programs since the inception of the Community Development Block Grant program in Flint in 1974. A Mayor's City-Wide Advisory Committee (CWAC) was established in the City Code of Ordinances. This policy established the CWAC with forty-five citizen representatives appointed by the Mayor and Flint City Council, to act in an advisory capacity to the City of Flint in connection with all community and economic development programs.

Citizen participation has been incorporated into Community Development (CD) programs since the inception of the Community Development Block Grant program in Flint in 1974. A Mayor's City-Wide Advisory Committee (CWAC) was established in the City Code of Ordinances. This policy originally established the CWAC with forty-five citizen representatives appointed by the Mayor and Flint City Council, to act in an advisory capacity to the City of Flint in connection with all community and economic development programs. While under the Emergency Manager, the CWAC was discontinued. In 2020, the CWAC was reinstated by ordinance with 11 representatives;

one from each of the 9 wards of the city and two mayoral appointments.

Through official public hearings, community meetings, and agency forums, City staff joins with officials of other governmental bodies and with citizen representatives, to seek public comment on community needs. At several stages of the development process, notices are e-mailed to an extensive list of individuals and organizations, as well as published in a broad array of community publications, including publications serving minority communities and Spanish speaking residents.

II. GENERAL PROVISIONS OF THE CITIZEN PARTICIPATION PLAN

Citizen Input

This Plan provides for citizen input on the Consolidated Plan, on any substantial amendments to the Consolidated Plan, and on the performance of programs described in the Consolidated Plan. The Consolidated Plan currently incorporates the federal Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), Emergency Solutions Grant (ESG), Section 108 Loan Guarantee and BEDI programs, as well as other federal recovery programs, including the CARES Act.

The following general provisions apply to the Consolidated Plan and activities incorporated in the Consolidated Planning process. Individual programs may have additional provisions and procedures for citizen participation.

Public Comment Opportunity

Opportunity will be provided for public comment on the Consolidated Plan, on any substantial amendments to the Consolidated Plan, on performance of incorporated programs, and substantial amendments to the Citizen Participation Plan. The City will consider any comments or views of citizens received in writing, or orally at public hearings. A summary of written public comments and a summary of comments or views not accepted and the reasons therefore will be included with the submission to the U.S. Department of Housing and Urban Development (HUD) of the Consolidated Plan, substantial amendments to the Consolidated Plan, substantial amendments to the Citizens Participation Plan, and the Performance Report under the Plan.

The City will publish a notice of opportunity to comment on the Consolidated Plan, substantial amendments to the Consolidated Plan, substantial amendments to the Citizens Participation Plan, and Performance Report in a newspaper of general circulation with adequate advance. Notices will provide sufficient information about the subject of the comment period to permit informed citizen comment. In cases for which summaries or description of documents are published, citizens will also be provided the opportunity to review the full document(s) at our website, at the Community and Economic Development Office in Flint City Hall, and the Flint Public Library.

City of Flint Website: www.cityofflint.com

Flint City Hall, Community and Economic Development
1101 S. Saginaw Street - South Building
Flint, MI 48502

Flint Public Library
5190 E. Court Street
Burton, MI 48509

An effort will be made to publish notices in publications serving minority communities and foreign language-speaking residents, dependent upon availability and publication deadlines. The City will also make an effort to mail notices to affected organizations funded under the Consolidated Plan, to local media and to major community service providers, including those serving minority communities and special needs populations. Notices will include information on assistance requests for accessibility for persons with physical disabilities or language barriers.

Public Comment Period	
Consolidated Plan	30 days
Annual Action Plan	30 days
CAPER	30 days
Substantial Amendments to the CPP	15 days
During Emergency and Disaster Declarations	5 days

The City will publish a notice of opportunity to comment on such Plans in a newspaper of general circulation. Notice of comment period can also include social media posts and website publications, including the City of Flint's website.

Please also note, any action required to authorize entering into contracts as a result of the proposed Consolidated Plan or Consolidated Plan substantial amendment, will not be taken until the end of the 5-day comment period.

Public Hearings

- At least one public hearing will be held prior to the submission of the Consolidated Plan to obtain citizen input on the proposed Plan and funding amounts
- At least one hearing regarding community needs will be held prior to publication for comment on the proposed Consolidated Plan
- At least one hearing will be held prior to the submission of Section 108 Loan
- At least one hearing will be held prior to the submission of the Annual Report to obtain citizen review and comment on program performance

For all hearings, the City will aim to provide balanced accessibility as regards to location, time, and format, particularly over the course of a several year period. Coordination will be encouraged with other communities involved with community development programs. All hearings will be held in locations accessible to persons with mobility impairments. Assistance will also be made

available upon request for accessibility for sensory limitations or language barriers such as sign language interpreters or language translators for hearings for which a significant number of non-English speaking persons are expected to participate.

Special topic meetings may be held to discuss the impact of a significant new project. Examples might be a neighborhood meeting or meeting with community representatives regarding a major public construction project or housing development, or workshops convened by the Department to provide technical assistance or discuss new policies or procedures.

Public Information and Access to Records

The City has adopted Standard Operating Procedures for document management that is included in the current Policies and Procedures Manual.

In general, the Consolidated Plan and significant related documents for incorporated programs will be available for public review at the main office of the City of Flint Department of Community and Economic Development during normal business hours. The draft and final Consolidated Plan and annual Performance Report will be made available for review at additional accessible public locations, including the Flint City Clerk's office, main branch of the Flint Public Library, office of the Genesee County Metropolitan Planning Commission, and the Flint Housing Commission- as well as online at www.cityofflint.com.

In addition to the Consolidated Plan and Amendments, other documents that may be available for review include the Citizen Participation Plan, amendments to the Consolidated Plan and Citizens Participation Plan, neighborhood redevelopment plans, proposed brownfield plans, and pending Section 108 applications. These materials will be made available in a form accessible to persons with disabilities upon request.

Many other records are available for review upon advance request, such as prior year program applications and performance reports, copies of applicable federal regulations and laws, copies of funding proposals and contracts for incorporated Consolidated Plan programs, and environmental reviews and audits.

Summary documents for incorporated Consolidated Plan programs may also be maintained and provided to the public, free of charge, upon advance request. Such documents include project descriptions and funding; a fact sheet of cumulative CDBG program accomplishments; a Consolidated Target Area map; and income eligibility guidelines.

Copies of relevant summary documents will also be made available at public hearings and meetings. Citizen questions or requests for information recorded at public hearings will be responded to within 15 working days whenever practical.

Technical Assistance and City Staff Support

The Department of Community and Economic Development will endeavor to respond to all reasonable requests for technical assistance or information for community groups, applicants for funding and citizen advisory boards for Consolidated Plan incorporated programs.

III. REPRESENTATIVE CITIZEN PARTICIPATION

Citizen Representation

In addition to the many opportunities for citizens at large to provide input for housing and community development programs, citizen representatives considerably bolster citizen participation. Citizen advisory committees, client representation on organizational boards, and the advocacy roles of organizations serving program clients, all provide important representation of citizen views to housing and community development programs.

Organizational Advocacy

The City of Flint is fortunate to possess a strong network of community organizations and agencies that actively advocate for the needs of their clients. The City of Flint will make every effort to engage in continuing communication with organizations that serve persons who potentially may benefit from housing and community development programs. Notices of housing and community development public comment opportunities will be sent to organizations such as the Flint Housing Commission, community-based social service complexes in CDBG target areas, multi-service community agencies serving minority populations, and representative agencies serving persons who are homeless, who have disabilities, or who are elderly. City staff will encourage cooperation with such organizations through such means as sharing of information; service on community committees and task forces that address community and economic development issues; and special issue forums to solicit agency input.

Citizen Representation on Organizational Boards

The representation of actual or potential program beneficiaries on boards of organizations implementing housing and community development programs serves to strengthen citizen input to housing and community development programs. Federal requirements for certain of the Consolidated Incorporated programs ensure such representation in specific areas. In particular, the HOME program requires that low/moderate income persons serve on the boards of funded Community Housing Development Organizations (CHDO's). Additionally, the Emergency Solutions Grants program requires that homeless persons serve on the boards of funded provider organizations or in other decision-making capacities.

IV. SPECIAL ISSUES

CARES Act Funding

The Coronavirus Aid, Relief, and Economic Security Act (CARES Act) (Public Law 116-136) has made available supplemental CDBG-CV and ESG-CV funding, as well as issued special guidance on the use of HOME funds in response to COVID-19, to include memoranda in flexibilities related to the use of funds. These flexibilities related to the Citizens Participation are notated in the applicable sections above under "COVID-19".

Complaints

Every effort will be made to consider complaints as potentially informative responses to programs. Any written complaints will be maintained on file and responded to in a substantive manner within 15 working days whenever practicable.

Generally, unresolved complaints may be pursued sequentially by citizens to the Director of Community and Economic Development, then City Administrator. Citizens may also file complaints directly with the U.S. Department of Housing and Urban Development. Service providers may have additional specific procedures for citizen complaints or grievances.

Substantial Amendments

Consolidated Plan Substantial Amendments

The City of Flint will amend its approved Consolidated Plan whenever it makes substantial amendments to the Plan. Substantial amendments are defined as follows:

1. A change in allocation priorities.
2. A major change in the method of distributing funds.
3. The addition or deletion of a Priority Objective from the Consolidated Plan Five Year Strategy, unless due the circumstances not under the control of the City of Flint.
4. A significant reorientation of program funding priorities in the Consolidated Plan Five Year Strategy due to a major change in local economic conditions or population characteristics.
5. New activities exceeding 15% of the federal program grant (CDBG, HOME, or ESG) year from which the funding is derived, unless arising from state or federal declarations of emergencies or disasters and activities occur with City Council review and approval.

These substantial amendments are subject to a 30-day public comment period through published notice in a newspaper of general circulation.

Citizens Participation Plan Substantial Amendments

The City of Flint will amend its approved Citizens Participation Plan whenever it makes substantial amendments to the Plan. Substantial amendments are defined as follows:

1. Changes in times required for comment periods or notice publications.
2. Changes to the City Wide Advisory Committee Structure
3. Changes to the Consolidated Plan Substantial amendment policy

Minor Amendments

Consolidated Plan Minor Amendments

Minor amendments to the Consolidated Plan are defined as follows:

1. Change in scope, location, or intended beneficiaries of a CDBG, ESG, or HOME activity described in the Consolidate Annual Action Plan such that:
 - a. The activity's planned units of service are reduced
 - b. The activity's service area or boundaries change
 - c. The activity's intended beneficiaries change yet still meet regulatory guidelines
2. A change in vendor, but the activity remains substantially the same
3. Deletion of an activity described in the Annual Action Plan
4. Budget increase of an already approved activity which does not exceed 15% of the federal program grant amount for the fiscal year from which it is funded.

These are not subject to a public comment period, but will be incorporated and submitted annually to HUD.

Citizens Participation Plan Minor Amendments

1. Any modifications to the Citizens Participation Plan not described above as a substantial amendment will be considered a minor amendment. These are not subject to a public comment period, but will be incorporated and submitted annually to HUD.

Meetings

Citizens may attend any official meeting of the full committees of the City Council. Meeting schedules and agendas are available upon request.

Anti-Displacement Policy

The City is committed to minimizing the involuntary and permanent displacement of residents as a result of federally assisted projects. The City's CDBG, HOME and ESG programs are operated under a Residential Anti-Displacement and Relocation Assistance Plan as required by HUD. A copy of this plan is available upon request. While no displacement is expected as a result of proposed Community Development activities, the City is prepared to similarly assist any resident found to be so displaced. Relocation benefits, including payment for replacement housing and reasonable moving expenses, will be offered to residents who are displaced. Benefits and procedures for displacement would be carried out in Performance with the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1987, as amended.

Additional Information

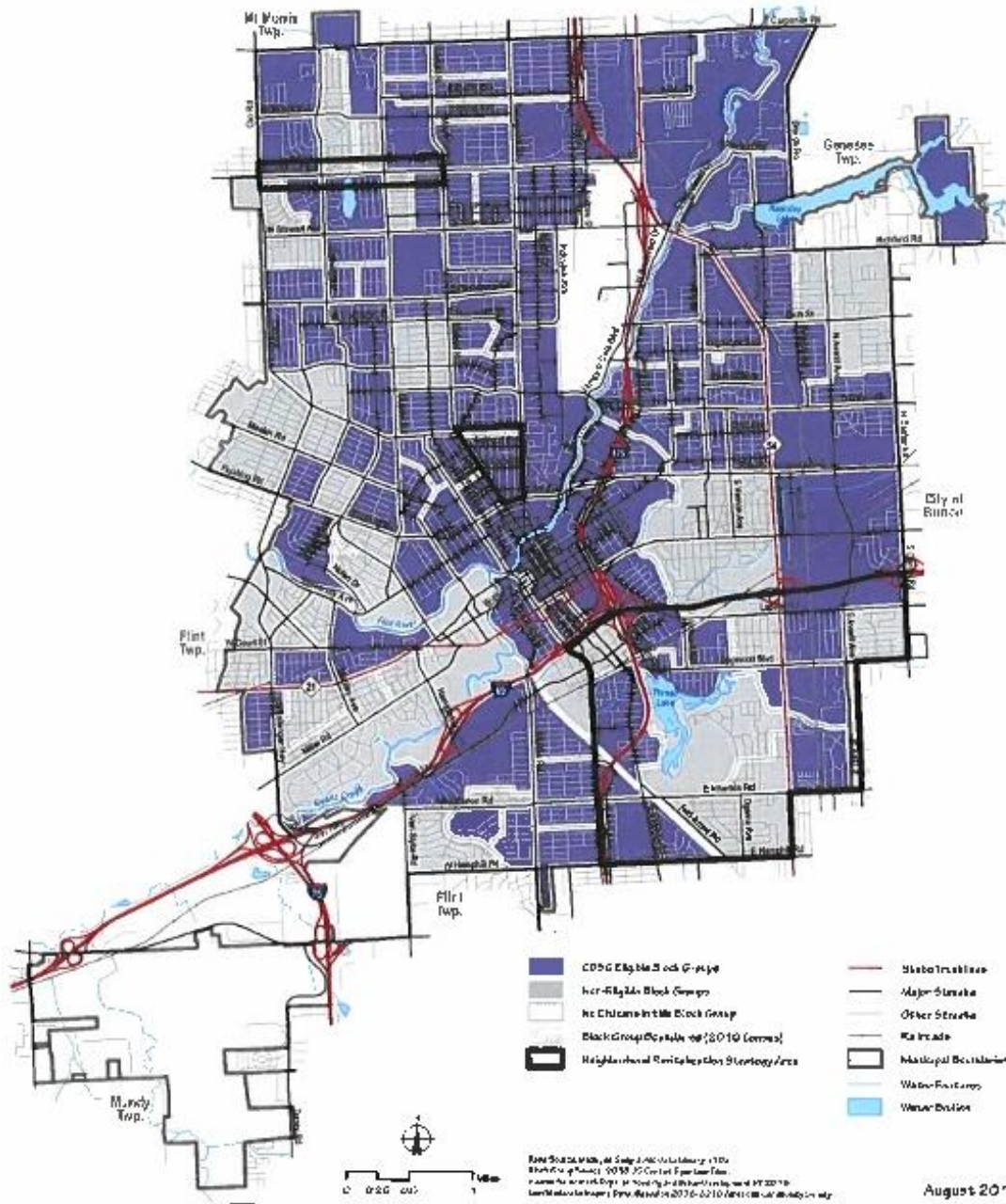
Any question not covered here should be brought to the attention of the Department of Community and Economic Development staff person assigned to the Citizens' Participation Plan. Department of Community and Economic Development staff will address the item of concern in writing within fifteen (15) working days.

The public is urged to use this plan, attend the meetings and public hearings and to become involved.

Citizens are advised to call the Department of Community and Economic Development to verify dates prior to meetings.

The Department of Community and Economic Development
Flint City Hall, South Building, Room S8
1101 S. Saginaw Street, Flint, Michigan 48502
Telephone 810.766.7426
communitydevelopment@cityofflint.com
<https://www.cityofflint.com/planning-and-development-2/community-and-economic-development/>

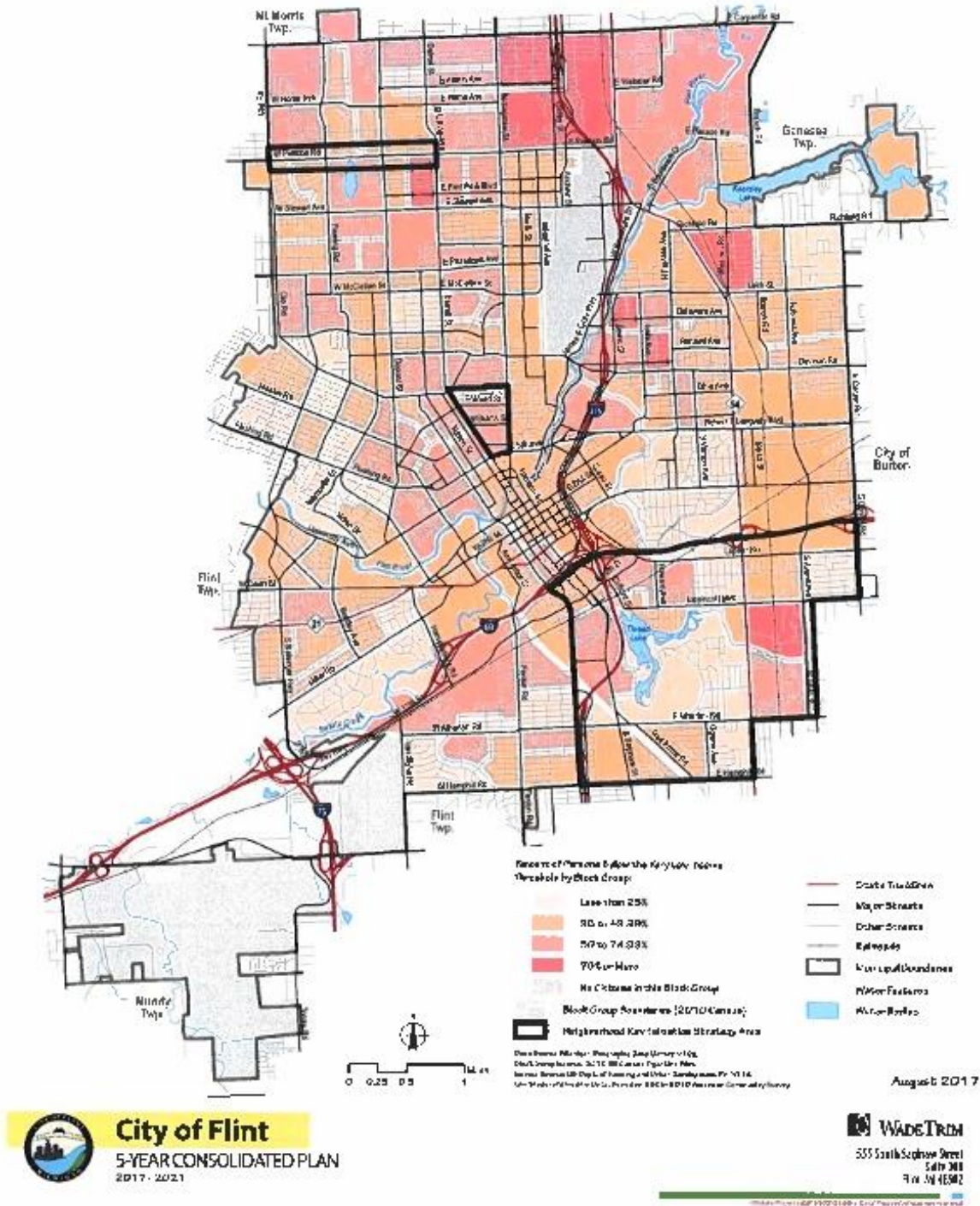
CDBG Eligible Areas



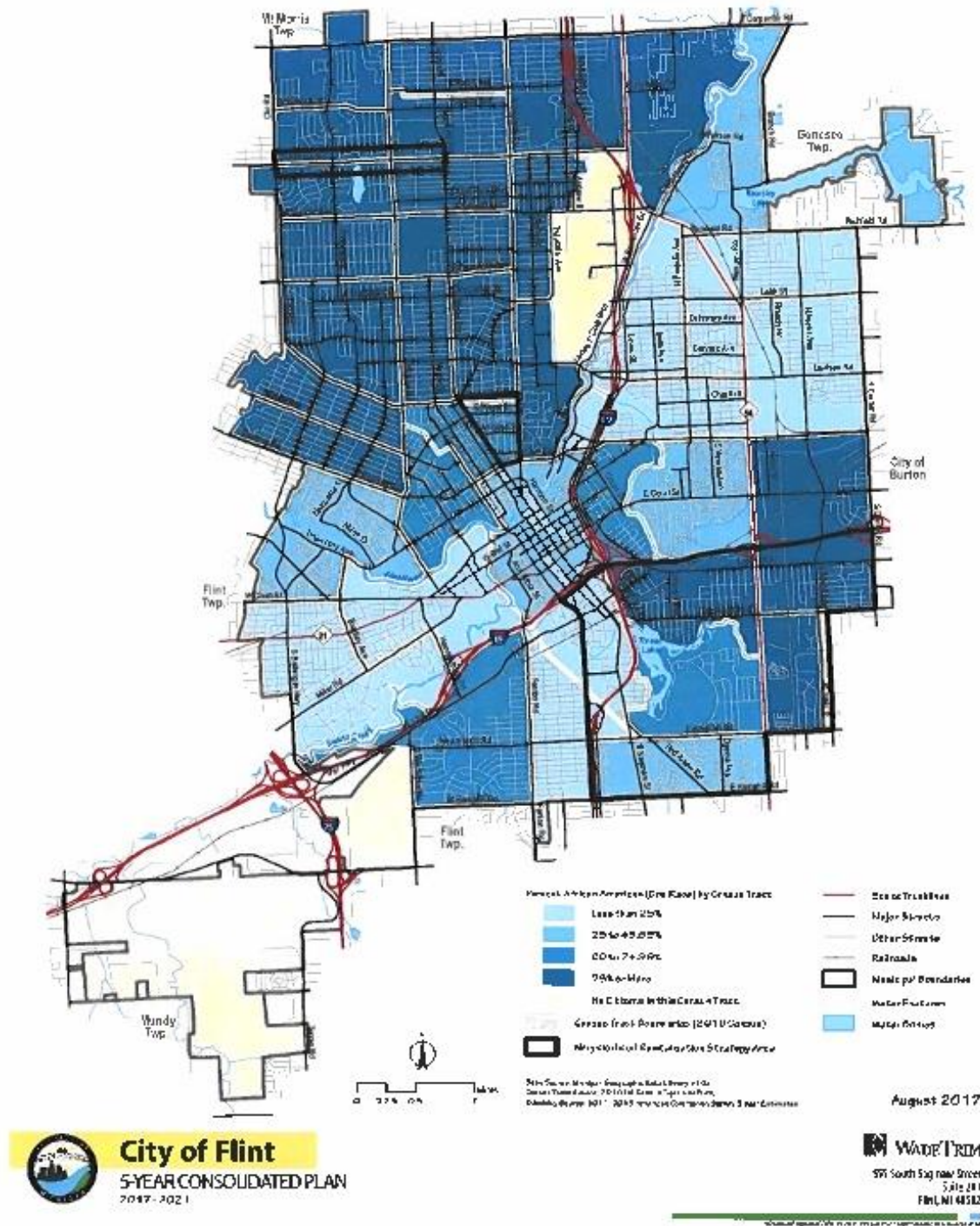
City of Flint
 5-YEAR CONSOLIDATED PLAN
 2017-2021

WADETRIM
 555 North Saginaw Street
 Suite 111
 Flint, MI 48512

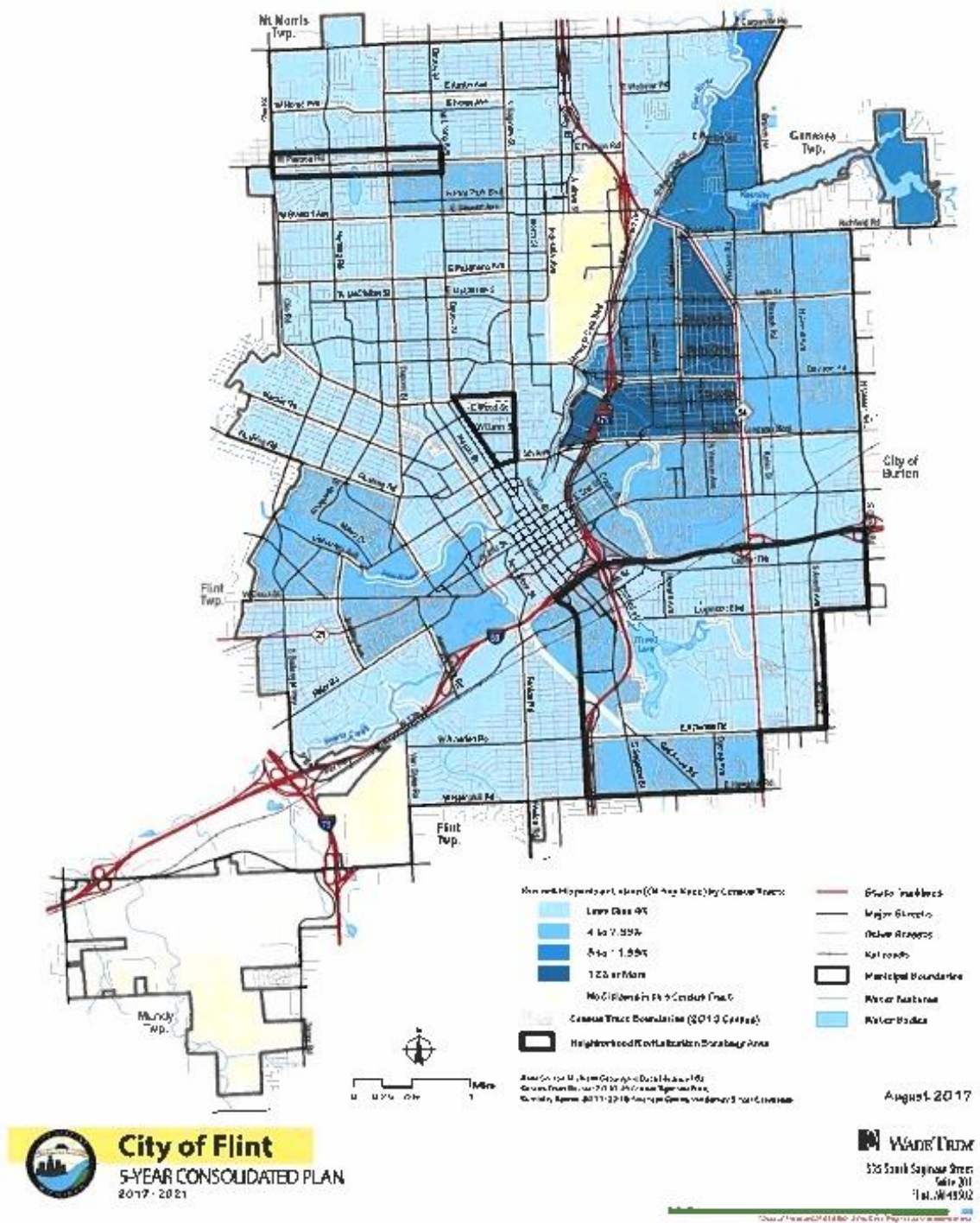
OMB Control No: 2506-0117 (exp. 09/30/2021)



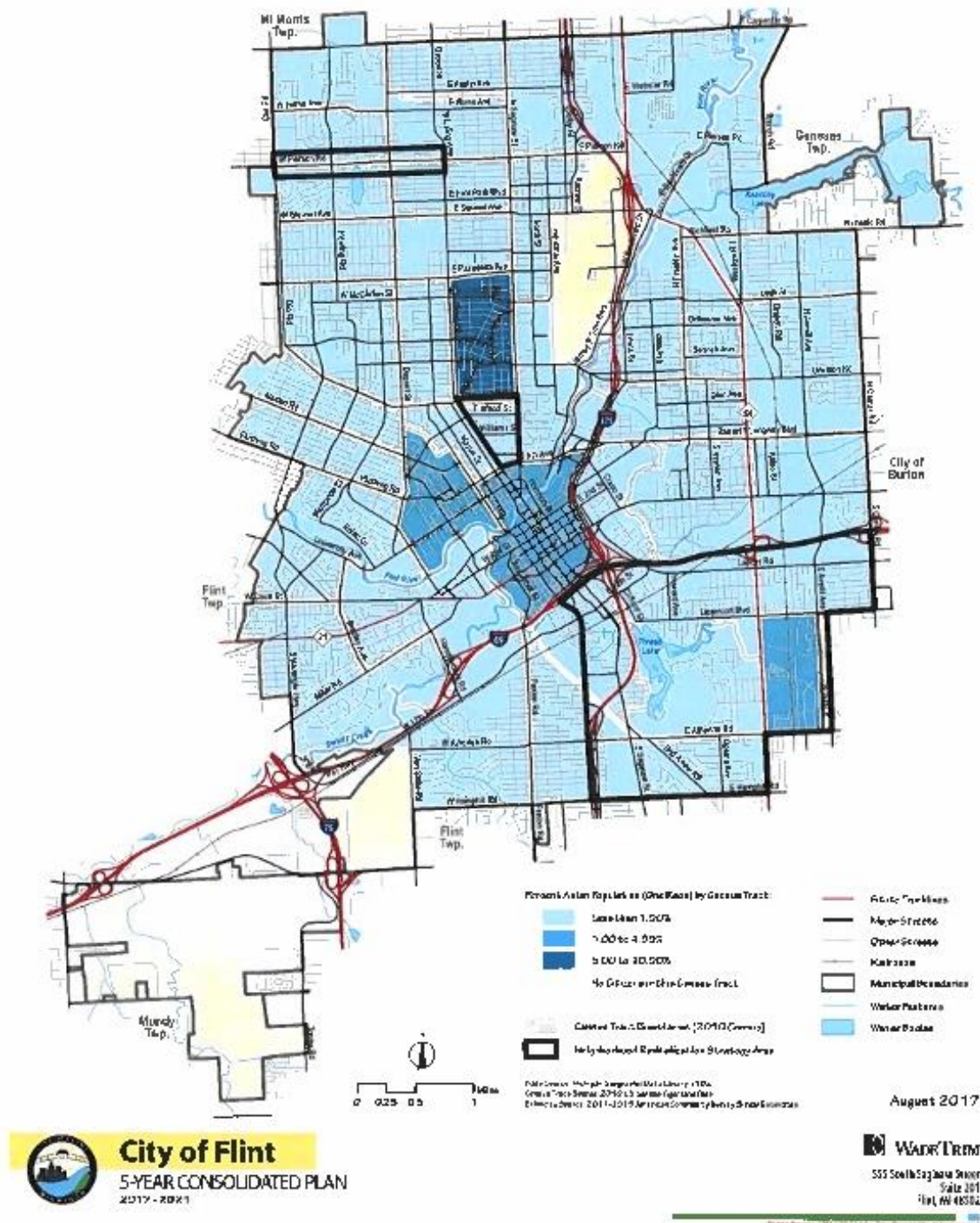
African American Population



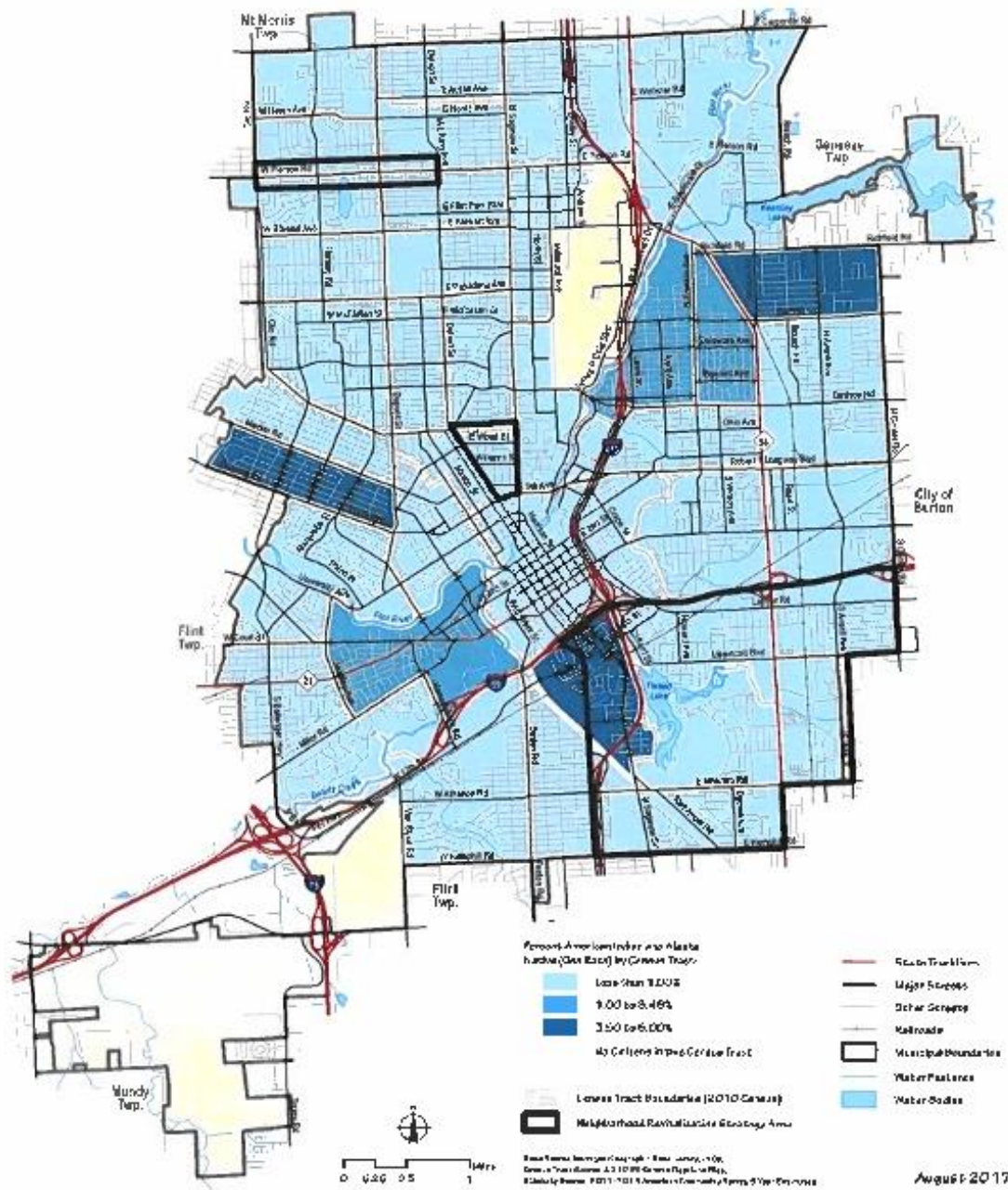
Hispanic or Latino Population



Asian Population



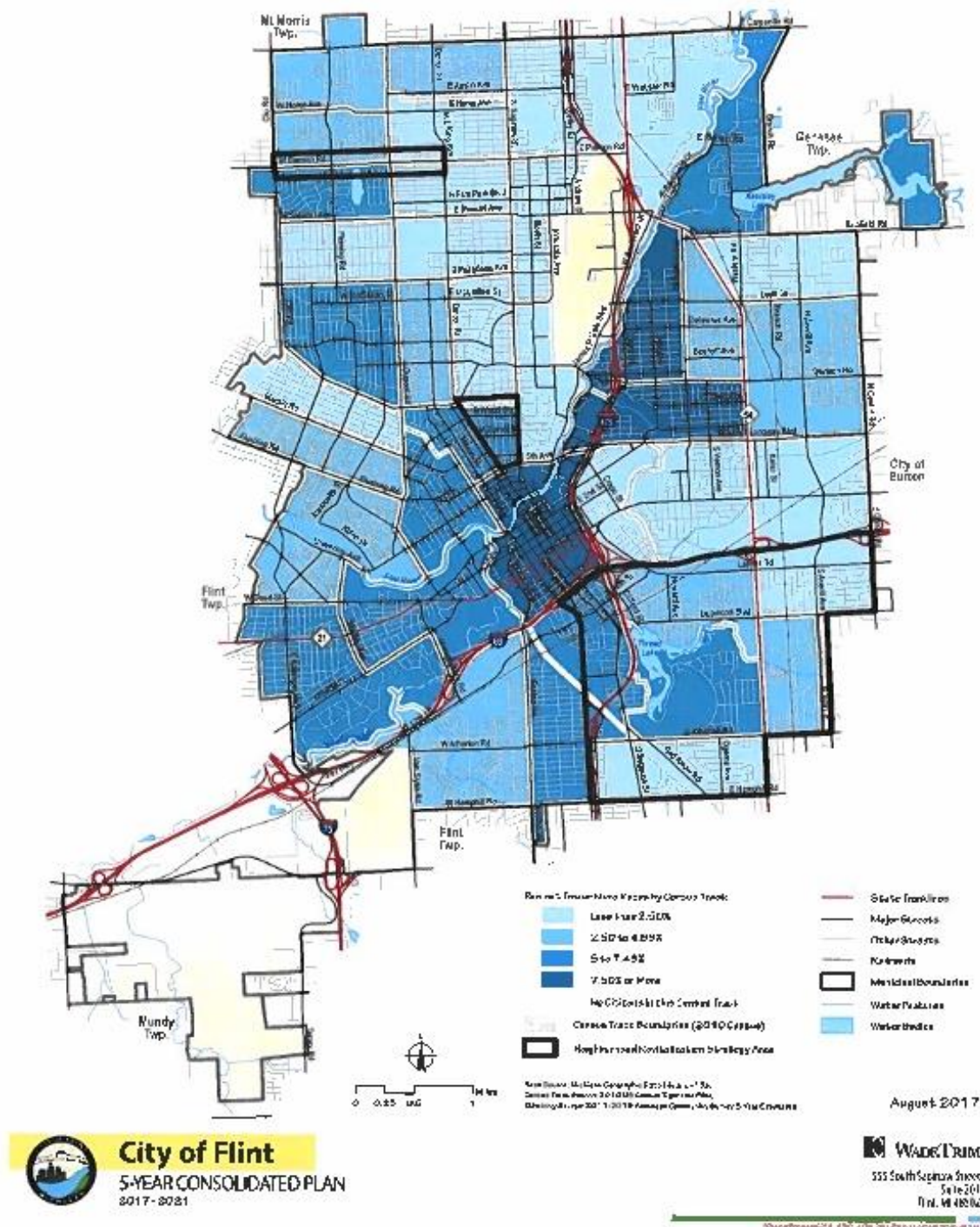
American Indian and Alaska Native Population



City of Flint
5-YEAR CONSOLIDATED PLAN
2017-2021

WadeTrum
300 South Saginaw Street
Flint, MI 48902
Tel: 313-465-9200

Two or More Races



Public Participation



Carissa Dotson <cdotson@cityofflint.com>

2018-19 Action Plan process

1 message

Suzanne Wilcox <swilcox@cityofflint.com>

Wed, Dec 13, 2017 at 9:55 AM

To: abron@vetbizcentral.org, Anne Grantner <agrantner@shelterofflint.org>, ahood@metroflint.org, Amy Hovey <ahovey@molt.org>, Amber McDonald <ambercvnp@yahoo.com>, amw@projectthehealthycommunity.org, Adam Moore <amoores@cityofflint.com>, amycunee@ywcflint.org, andy.leavitt@mail.house.gov, "Marlin, Anthony P" <anthony.p.marlin@hud.gov>, Andrew Brown <asbrown@cityofflint.com>, Angela Wheeler <awheeler@cityofflint.com>, Brian Bailey <bbaileyccard@yahoo.com>, Benson Ekong <bekong@universalsams.net>, bmorgan@flintendgenesees.org, "Nolden, Bryant" <BNolden@co.genesees.mi.us>, bob.ennis@enniscenter.org, Daryl Brooks <brooksdaryl@comcast.net>, Betty Wideman <bwideman@cityofflint.com>, Brian Willingham <bwillingham@cityofflint.com>, Channelle Diamond <cdiamond@metroflint.org>, "CHEA Adult Ed Center" <centerforhighered@yahoocom>, Christina Kelly <ckelly@thelandbank.org>, Carma Lewis <clewisneh@gmail.com>, Cheryl McHallam <cmchallam@lisc.org>, CS-Julie Lopez <csjuliopez@gmail.com>, "Christopher J. Stallworth (CStallworth@molt.org)" <CStallworth@molt.org>, Norma Sain <csvnp@sboglobal.net>, Devon Bernitter <dbernitter@cityofflint.com>, "Darryl B." <dbuchanan@universalsams.net>, Dwyne Dunlap <ddunlap@cityofflint.com>, derrick_mathis@stabenow.senate.gov, David Leclerc <dlederc@metroflint.org>, "Newcombe, Dan" <dnewcombe@co.genesees.mi.us>, Deyhana Thompson <dthompson@cityofflint.com>, Dawn Wisner <dwisner@whaleychildren.org>, ethrash-sall@pwm.org, Essence Wilson <ewilson@communitiesfirstinc.org>, Faith Finholm <finholm@thelandbank.org>, Jesse Carpenter <jncps@aol.com>, lantwafer@miaracumc.org, Gary Kidd <garykidd@disnetwork.org>, Glenn Wilson <gwilson@communitiesfirstinc.org>, Harmony Langford <harmony@ywcflint.org>, "Dr. Herbert Miller II" <hm2@earthlink.net>, Hughay Newsome <hnewsome@cityofflint.com>, lamher.lamthachange@gmail.com, JoNel Jamerson <janel.jamerson@mcc.edu>, Jan Worth-Nelson <janworth111@gmail.com>, Jason@slpl.solutions, jcdones@unitedwaygenesees.org, Jamie Gaskin <jgaskin@unitedwaygenesees.org>, "Joseph Martin (jmartin@molt.org)" <jmartin@molt.org>, Jameca Patrick-Singleton <jpatrick-singleton@cityofflint.com>, "Jvenable@unitedwaygenesees.org" <jvenable@unitedwaygenesees.org>, Jami Winfrey-Carter <jwinfrey-carter@cityofflint.com>, James Yeke <jyake@geneseesd.org>, Juan Zuniga <jzuniga@geneseeshabitat.org>, Kathy Boles <kboles@valleysas.org>, Ken Kuna <ken.kuna@gmail.com>, kentakee <kentakee@gmail.com>, Kevin Miller <KLMiller@cityofflint.com>, Kevin Schronce <kschronce@cityofflint.com>, Kristin Stevenson <kstevenson@cityofflint.com>, Laura Sigmon <laura.sigmon@yourpracticescoach.com>, Leanne Barkus <leanne.barkus@mcc.edu>, Latrelle Holmes <lholmes@bbbsflint.org>, Lidi E.Armenta@hud.gov, lindat@disnetwork.org, Liz Ruediger <lizruediger@shelterofflint.org>, Lynn Williams <llwilliams@cfgr.org>, Lynne Peterson <lynnepeterson@berston.org>, maryum.rasool@empowermentvillageflint.org, Mary Jarvis <mjarvis@cityofflint.com>, Margaret Kato <mkgato@geneseeshabitat.org>, Mary Loraah-Hammond <mlorahammond@ggsmiworks.org>, "Purcell, Matthew" <mpurcell@co.genesees.mi.us>, Michele Wildman <mwildman@thelandbank.org>, Natalie Pruett <natalie.k.pruett@gmail.com>, "pastorreggieflynn@yahoo.com" <pastorreggieflynn@yahoo.com>, Patrick Brady <pbrady@cityofflint.com>, Pamela Pugh <ppugh@cityofflint.com>, Ravi Yalamanchi <ravi@metroflint.org>, Raymond Barton <rbarton@cityofflint.com>, Robert Bincsik <rbincsik@cityofflint.com>, Reggie Flynn <reggieflynn45@gmail.com>, Tommy McDaniel <tomdaniel@gmail.com>, Raul Garcia <rgarcia@cityofflint.com>, Rick Johnson <rjohnson@cityofflint.com>, Roy Lash <rlash@cityofflint.com>, Rita Stanley <rstanley@bbbsflint.org>, Steve Branch <sbranch@cityofflint.com>, Sean Croudy <scroudy@cityofflint.com>, Sheery Houston <sheery.houston@enniscenter.org>, shellysparks22@yahoo.com, Sue Peters <speters@cfgr.org>, Sarah Quellmalz <squellmalz@cityofflint.com>, tamsden@theladershipgroup.biz, "tolarke@nuthmolt.org", Timothy Johnson <tjohnson@cityofflint.com>, trachelleyoung@gmail.com, troach@crin.org, trobinson@bgclubflint.org, tishshen@loanlongway.org, TTRANHAM@lsem-mi.org, twyatt@kattaring.edu, Victoria Cooper <vcooper@cityofflint.com>, Vincent Stocum <vstocum@geneseeshabitat.org>, Yolanda Gray <ygray@cityofflint.com>, yjmrpenton@gmail.com, Emily Doerr <edoerr@cityofflint.com>, Glenda Dunlap <GDunlap@cityofflint.com>, Carissa Dotson <cdotson@cityofflint.com>, Gloria Shavers <gshavers@cityofflint.com>, Jesse Buchanan <jbuchanan@cityofflint.com>, bnelson@bgclubflint.org

Good morning all:

You are receiving this email because you are a recipient of current CDBG/HOME/ESG funds, or have expressed an interest in applying for these funds. Attached please find a copy of the 2018 Action Plan timeline for CDBG, HOME, and ESG funding. Please note that RFP's are being released on Thursday, 21, 2017. They are being emailed to current and past ESG, CDBG and HOME subrecipients, and upon request by those receiving this email. Please feel free to forward this email to any organization you feel may be interested.

A Public Needs hearing will be held on Tuesday, January 9, 2017 from 4:30 to 6:30pm at Berston Fieldhouse (tentative location), located at 3300 Saginaw Street. This public hearing is an opportunity for Flint stakeholders to make their

<https://mail.google.com/mail/u/0/?ik=14ba84f63&view=pt&search=aj&aspmthid=thread-%5A158868108017305676%3A15886810801733...> 1/2

8/7/2018

City of Flint Mail - 2018-19 Action Plan process

community needs known with respect to the City's entitlement grants.

Please note the following important dates

- **December 18, 2017 – Agency Workshop to discuss Action Plan process (Dome Auditorium)**
- **Thursday, December 21, 2017 – Applications released (via email and pickup in CED)**
- **Thursday, January 4, 2018 – Agency Application Workshop (Dome Auditorium)**
- **Thursday, January 4, 2018 – ESG Mandatory Pre-Proposal Workshop (Dome Auditorium)**
- **Tuesday, January 9, 2018 – Public Needs Hearing (Berston Fieldhouse - tentative)**

Please note that the City will be holding two workshops this year for the purpose of expanding outreach and providing information on the City's entitlement programs, requirements for application, compliance requirements, and an overview of the application and changes in 2018.

We will be releasing requests for proposals for CDBG, HOME, and ESG. Attached is the proposed timeline for 2018-19. I am also attaching a handout on eligible CDBG activities.

We encourage you to bring your questions regarding proposed eligible projects to the workshops.


Responses are due back to the DCED by 5:00 on Wednesday, January 31, 2018. Please call the Division of Community and Economic Development or email me or other CED staff with questions.

Thank you all for your work!

Suzanne

--
Suzanne Wilcox
Interim Director
Department of Planning and Development
1101 S Saginaw St.
Flint, MI 48502
(810) 768-7426 x 3001
Please note that my extension has changed (3001)

2 attachments

 **Eligible Activities.pdf**
35K

 **Action Plan Timeline External.doc**
34K

<https://mail.google.com/mail/u/0/?ik=14b39411d3&asw=pl&search=all&siml=thread-1%3A1588861080175306678%7Cmsg-F%3A1588861080175306678%7C> 2/2



Carissa Dotson <cdotson@cityofflint.com>

Fwd: 2018-19 Action Plan process - email#2

1 message

Roy Lash <rflash@cityofflint.com>
 To: Carissa Dotson <cdotson@cityofflint.com>

Mon, Jul 23, 2018 at 5:00 PM

Roy Lash

Community Development Grant Coordinator
 City of Flint Department of Planning and Development
 P 810.766.7428 x3003
 Fx 810.766.7358

rflash@cityofflint.com

----- Forwarded message -----

From: Suzanne Wilcox <swilcox@cityofflint.com>

Date: Thu, Dec 14, 2017 at 9:38 AM

Subject: Fwd: 2018-19 Action Plan process - email#2

To: <abron@vetbizcentral.org>, Anne Grantner <agrantner@shelterofflint.org>, <ahood@metroflint.org>, Amy Hovey <ahovey@molt.org>, Amber McDonald <ambercswnp@yahoo.com>, <amlna@projecthealthcommunity.org>, Adam Moore <amoure@cityofflint.com>, Amy Cuneaz <amycuneaz@ywcflint.org>, <andy.leavitt@mail.house.gov>, Martin, Anthony P. <anthony.p.marlin@hud.gov>, Andrew Brown <abrown@cityofflint.com>, Angela Wheeler <awheeler@cityofflint.com>, Brian Bailey <bbaileygc@card@yahoo.com>, Benson Ekong <bekong@universalems.net>, <conporgan@flintandgenesee.org>, <bncolson@bgclubflint.org>, Nolden, Bryant <BNolden@co.genesee.mi.us>, <rob.ennis@enniscenter.org>, Bobby Jackson <bobby@hops4flint.org>, Daryl Brooks <brooksdayl@comcast.net>, Betty Wideman <bwideman@cityofflint.com>, Brian Willingham <bwillingham@cityofflint.com>, Channelle Diamond <cdiamond@metroflint.org>, CHEA Adult Ed. Center <center@higher@yahoo.com>, <cfarris@icrim.org>, Christina Kelly <ckelly@thelandbank.org>, Carma Lewis <clewisneh@gmail.com>, Cheryl McHollam <cmchollam@isc.org>, CS-Julie Lopez <csjulielopez@gmail.com>, Christopher J. Stallworth (CS:stallworth@molt.org) <CStallworth@molt.org>, Norma Sain <cswnp@shngnbal.net>, Devon Bernitter <dbernitter@cityofflint.com>, Darryl B. <dbuchanan@universalems.net>, Dwyne Dunlap <ddunlap@cityofflint.com>, <drick_mahlis@stabenow.senate.gov>, David Lederc <dlederc@metroflint.org>, Newcombe, Dan <dnewcombe@co.genesee.mi.us>, Dayhana Thompson <dthompson@cityofflint.com>, Dawn Wisner <dwisner@whaleychildren.org>, <edna.sabucco@att.net>, <eldersanders@att.net>, <ethrash-aal@pvm.org>, Essence Wilson <ewilson@communitiesfirstinc.org>, Faith Finholm <finholm@thelandbank.org>, Jesse Carpenter <jlintpal@aol.com>, <liniwater@mlareauinc.org>, Gary Kidd <garyk@disnetwork.org>, gtdne flint <gtdne.flintmi@gmail.com>, Glenn Wilson <gwilson@communitiesfirstinc.org>, Harmony Langford <harmony@ywcflint.org>, Dr. Herbert Miller II <hm2@earthlink.net>, Hughey Newsome <hnewsome@cityofflint.com>, <lamheriamthechange@gmail.com>, Flint River Watershed Coalition <info@flintriver.org>, JaNel Jamerson <janel.jamerson@mcc.edu>, Jan Worth-Nelson <janworth1118@gmail.com>, <jason@sipl.solutions>, Jesse Buchanan <jbuchanan@cityofflint.com>, <jjones@unitedwaygenesee.org>, Jamie Gaskin <jgaskin@unitedwaygenesee.org>, Joseph Martin <jmmartin@molt.org>, <jmmartin@molt.org>, <jon@factorytwo.org>, Jamaica Patrick-Singleton <jpatrick-singleton@cityofflint.com>, <jvenable@unitedwaygenesee.org>, <quahle@unitedwaygenesee.org>, Jemi Winfrey-Carter <jwinfrey-carter@cityofflint.com>, James Yake <jyake@geneseeisd.org>, Juan Zuniga <jzuniga@geneseehabitat.org>, <kaybrown40@hotmail.com>, Kathy Boles <kboles@valleyaaa.org>, Ken Kuna <ken.kuna@gmail.com>, kentaksee <kentaksee@gmail.com>, Kevin Miller <KLMiller@cityofflint.com>, Kevin Schwone <kschwone@cityofflint.com>, Kristin Stevenson <kstevenson@cityofflint.com>, Laura Sigman <laura.sigman@yourpracticescoach.com>, Leanne Barkus <leanne.barkus@mcc.edu>, Latrelle Holmes <holmes@bubsflint.org>, <Lidi.E.Amonta@hud.gov>, <lindaf@disnetwork.org>, Liz Ruediger <lizruediger@shelterofflint.org>, Lynn Williams <llwilliams@clgl.org>, Lynne Peterson <lynn.peterson@barston.org>, <madedinstituteffint@gmail.com>, <manyum.rasool@empowermentvillageflint.org>, Mary Jarvis <mjarvis@cityofflint.com>, Margaret Kato <mkato@geneseehabitat.org>, Mary Lorah-Hammond <mlorahhammond@gstniworks.org>, Purcell, Matthew <mpurcell@co.genesee.mi.us>, Michele Wildman <miwilman@thelandbank.org>, Natalie Pruett <natalie.k.pruett@gmail.com>, <pastoreggiaflint@yahoo.com>, Patrick Brady <pbrady@cityofflint.com>, Pamela Pugh <ppugh@cityofflint.com>, Ravi Yalamanchi <ravi@metroflint.org>, Raymond Barton <rbaron@cityofflint.com>, Robert Blonsk <rblonsk@cityofflint.com>, Reggie Flynn

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City of Flint Mail - Ford 2018-19 Action Plan process - email#2

Hello all -

Thanks
Suzanne

Good afternoon all:

A Public Needs hearing will be held on Tuesday, January 9, 2017 from 4:30 to 6:30pm at Beraton Fieldhouse (tentative location), located at 3300 Saginaw Street. This public hearing is an opportunity for Flint stakeholders to make their community needs known with respect to the City's entitlement grants.

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- **Thursday, January 4, 2018 – ESG Mandatory Pre-Proposal Workshop (Dome Auditorium)**
- **Tuesday, January 9, 2018 – Public Needs Hearing (Berston Fieldhouse - tentative)**

We encourage you to bring your questions regarding proposed eligible projects to the workshops.

OMB Control No: 2506-0117 (exp. 09/30/2021)

8/7/2018

City of Flint Mail - Fwd: 2018-18 Action Plan process - email#2

Responses are due back to the DCED by 5:00 on Wednesday, January 31, 2018. Please call the Division of Community and Economic Development or email me or other CED staff with questions.

Thank you all for your work!

--

Suzanne Wilcox
Interim Director
Department of Planning and Development
1101 S Saginaw St.
Flint, MI 48502
(810) 766-7426 x 3001
Please note that my extension has changed (3001)

--

Suzanne Wilcox
Interim Director
Department of Planning and Development
1101 S Saginaw St.
Flint, MI 48502
(810) 766-7426 x 3001
Please note that my extension has changed (3001)

2 attachments

 **Action Plan Timeline External.doc**
34K

 **Eligible Activities.pdf**
35K

<https://mail.google.com/mail/u/0/?ik=14be94f1d3&view=pt&search=mail&permthid=thread-P%3A160680B0N7523823R21%7Cmsg-P%3A160680B0B75238...> 3/3



Carissa Dotson <cdotson@cityofflnt.com>

Fwd: Meeting times

1 message

Roy Laah <rlaah@cityofflnt.com>
 To: Carissa Dotson <cdotson@cityofflnt.com>

Mon, Jul 23, 2018 at 3:00 PM

Roy Laah

Community Development Grant Coordinator
 City of Flint Department of Planning and Development
 P: 810.766.7426 x3029
 Fx: 810.766.7358

rlaah@cityofflnt.com

----- Forwarded message -----

From: Suzanne Wilcox <swilcox@cityofflnt.com>

Date: Thu, Dec 14, 2017 at 9:50 AM

Subject: Meeting times

To: <abron@votblzcentral.org>, Anne Grantner <sgrantner@shakerofflnt.org>, <ahood@metroflnt.org>, Amy Hovey <ahovey@imvll.org>, Amber McDonald <ambersvnp@yahoo.com>, <amina@projecthealthycommunity.org>, Adam Moore <amoore@cityofflnt.com>, Amy Cuneaz <amycuneaz@ywcflnt.org>, <andy.leavitt@mai.housa.gov>, Martin, Anthony P <anthony.p.martin@hud.gov>, Andrew Brown <astbrown@cityofflnt.com>, Angela Wheeler <awheeler@cityofflnt.com>, Brian Bailey <bbaileyccant@yahoo.com>, Benson Ekong <bekong@universalems.net>, <bmorgan@flintandgenesee.org>, <bntason@bgclubflnt.org>, Nolden, Bryant <BNolden@co.genesee.mi.us>, <bob.ennis@enniscantar.org>, Bobby Jackson <bobby@nopaflnt.org>, Daryl Brooks <dbrooksdaryl@universa.net>, Betty Wideman <bwideman@cityofflnt.com>, Brian Willingham <bwillingham@cityofflnt.com>, Chennelle Diamond <cdiamond@metroflnt.org>, CHEA Adult Ed. Center <centerforhigher@yahoo.com>, <cfarris@crim.org>, Christina Kelly <ckelly@thelandbank.org>, Camia Lewis <cdewisneh@gmail.com>, Cheryl McHallam <cmchallam@isc.org>, CS-Julie Lopez <celulopez@gmail.com>, Christopher J. Stallworth <CStallworth@mott.org>, <CStallworth@mott.org>, Norma Sein <csvnp@sbglobal.net>, Devon Barnittier <dbarnittier@cityofflnt.com>, Darryl B. <dbuchanan@universalems.net>, Dwyana Dunlap <ddunlap@cityofflnt.com>, <derrick_mathis@sabennow.senate.gov>, David Leclerc <dleclerc@metroflnt.org>, Newcombe, Dan <dnewcombe@co.genesee.mi.us>, Dayhana Thompson <dthompson@cityofflnt.com>, Dawn Wisner <dwisner@whaleychildren.org>, <edna.sabuco@att.net>, <eldersanders@att.net>, <elliraph-sell@pvm.org>, Essence Wilson <ewilson@communitiesfirstnc.org>, Faith Flrholm <flrholm@thelandbank.org>, Jesse Carpenter <jcarpenter@aol.com>, <flintwater@miareaumc.org>, Gary Kidd <garyk@disnetwork.org>, gtdna flnt <gtdna.flntm@gmail.com>, Glenn Wilson <gwilson@communitiesfirstnc.org>, Harmony Langford <harmony@ywcflnt.org>, Dr. Herbert Miller II <hml2@earthlink.net>, Hughcy Newsome <hnewsome@cityofflnt.com>, <iamheriamthechange@gmail.com>, Flint River Watershed Coalition <info@flntriver.org>, JaNel Jamerson <janel.jamerson@mcc.edu>, Jan Worth-Nelson <janworth1118@gmail.com>, <jason@sipi.solutions>, Jesse Buchanan <jbuchanan@cityofflnt.com>, <jdonas@unitedwaygenesee.org>, Jamie Gaskin <jgaskin@unitedwaygenesee.org>, Joseph Martin <jmmartin@mott.org>, <jmmartin@mott.org>, <jon@factorytwo.org>, Jamaica Patrick-Singleton <jpatrick-singleton@cityofflnt.com>, <jvenable@unitedwaygenesee.org>, <jvenable@unitedwaygenesee.org>, Jerm Winfrey-Carter <jwinfrey-carter@cityofflnt.com>, James Yake <jyake@geneseeisd.org>, Juan Zuniga <jzuniga@geneseehospital.org>, <kaybrown40@hotmail.com>, Kathy Boles <kboles@valleyaaa.org>, Ken Kuna <ken.kuna@gmail.com>, kentakee <kentakee@ymail.com>, Kevin Miller <KLMiller@cityofflnt.com>, Kevin Schronce <kschronce@cityofflnt.com>, Kristin Stevenson <kstevenson@cityofflnt.com>, Laura Sigmon <laura.sigmon@yourpracticescoach.com>, Leanne Barkus <leanne.barkus@mcc.edu>, Latrelle Holmes <holmes@bbbsflnt.org>, <Ldi.E.Amanza@hud.gov>, <lindaf@disnetwork.org>, Liz Ruediger <lizruediger@shellofflnt.org>, Lynn Williams <lwilliams@cfqf.org>, Lynne Peterson <lynn.peterson@berston.org>, <madelinsbluteflnt@gmail.com>, <maryum.rasool@empowermentvillageflnt.org>, Mary Jarvis <mjarvis@cityofflnt.com>, Margaret Kato <mkato@geneseehospital.org>, Mary Lorah-Hammond <mlorahhammond@gatmiworks.org>, Purcell, Matthew <mpurcell@co.genesee.mi.us>, Michale Wildman <mwildman@thelandbank.org>, Natalie Pruett <natalie.k.pruett@gmail.com>, <pastorreggieflynn@yahoo.com>, Patrick Brady <pbrady@cityofflnt.com>, Pamela Pugh <ppugh@cityofflnt.com>, Ravi Yalamanchi <ravi@metroflnt.org>, Raymond Barton <rbarton@cityofflnt.com>, Robert Bincsik <rbincsik@cityofflnt.com>, Reggie Flynn

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8/7/2018

City of Flint Mail - Fwd: Meeting times

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Hello again!

The times for the workshops are as follows:

Monday December 18 CDBG Workshop - 12:00 -2:00 (City of Flint Dome Auditorium)
Thursday, January 4 ESG mandatory Pre-Proposal meeting - 10:00 - 11:00 (City of Flint Dome Auditorium)
Thursday, January 4 Agency Application Workshop - 1:00 - 3:00 (City of Flint Dome Auditorium)
Tuesday, January 9 Public Needs Hearing - 4:30 - 6:30 (Berston)

Parking for the Dome Auditorium is available in the employee parking lot accessible off 7th Street behind City Hall.

See you there!
Thanks
Suzanne

..
Suzanne Wilcox
Interim Director
Department of Planning and Development
1161 S Saginaw St.
Flint, MI 48502
(810) 766-7426 x 3001
Please note that my extension has changed (3001)

<https://mail.google.com/mail/u/0/?ik=14baB4f1d3&view=al&search=all&permthid=thread-f1%3A16068091262860262827%7Cmsg-f%3A16068091262860262828> 2/2

County of Genesee

ss. Julie Branch

Being duly sworn deposes and say he/she is Principal Clerk of



THE FLINT JOURNAL

DAILY EDITION

a newspaper published and circulated in the County of Genesee and otherwise qualified according to Supreme Court Rule; and that the annexed notice, taken from said paper, has been duly published in said paper on the following day(day(s))

December 28

A.D. 20 17

Sworn to and subscribed before me this

28th

day of

December

20 17

James M. Deetling
JAMES M. DEETLING
NOTARY PUBLIC, STATE OF MI
COUNTY OF GEN
MY COMMISSION EXPIRES OCTO 2020
NOTARY PUBLIC OF
Genesee

**CITY OF FLINT
NOTICE OF PUBLIC HEARING
CONCERNING HIRING
Tuesday, January 9, 2018
Regatta Field House
3900 Regatta Dr.
Flint, MI 48909
6:30 to 8:30 p.m.**

The City of Flint, in order to meet federal Consolidated Planning requirements under 24 CFR (Code of Federal Regulations) Part 91, will hold a public hearing on Tuesday, January 9, 2018, at the Regatta Field House located at 3900 Regatta Dr., Flint, MI 48909. The hearing will be held from 6:30 to 8:30 p.m.

The Consolidated Plan consists of a 5-year strategy and an annual plan that bring needs and resources together in a coordinated housing and community development strategy with the goal of providing better housing, creating jobs, and improving services and supporting economic opportunities. Every year, communities are required to submit an update to the Consolidated Plan in the form of an annual Action Plan.

The purpose of this hearing is to solicit the views of citizens, public agencies, nonprofit organizations, and other interested parties on housing, emergency shelter, economic development, and supportive services needs of the City of Flint. Written public comments will also be accepted at the City of Flint Housing and Development Department, Division of Community and Economic Development (DCED), 4101 S. Saginaw Street, Suite Building, Flint, Michigan 48902.

Approval of the Consolidated Plan and each subsequent Action Plan update by the U.S. Department of Housing and Urban Development (HUD) is required for groups to obtain funding from HUD funded programs. Applicants for HUD programs must comply with the Consolidated Plan requirements.

DCED will furnish reasonable auxiliary aids to the disabled or non-English speaking individuals upon 48 hours notice. Those requesting such services should contact DCED at (919) 360-7236.

A Public Hearing Survey will be held on Tuesday, January 9, 2018 from 4:30 to 6:00 p.m. at the Regatta Field House located at 3900 Regatta Dr. This public hearing is an opportunity for Flint residents to make their comments and be heard with regard to the City's development goals.

PLEASE ALSO NOTE THE FOLLOWING IMPORTANT DATES:

- Monday, December 18, 2017 - Agency Workshop to discuss Action Plan process
- Public Application - public hearing, Flint City Hall, 12-18 pm
- Tuesday, December 27, 2017 - Applications released
- Public hearing and plan for City
- Thursday, January 4, 2018 - HUD Mandatory Pre-Proposal Workshop
- Public Application, 12-11 am
- Thursday, January 4, 2018 - Agency Application Workshop
- Public Application, 1-4 pm
- Tuesday, January 9, 2018 - Public Hearing Survey
- Regatta Field House, 3900 Regatta Dr., Flint, 48909 - 6:30 pm
- Wednesday, January 24, 2018 - CDD, HCD, and applicants
- DCED, Suite Building, Flint City Hall - 5:00 pm

Please contact the Division of Community and Economic Development at (919) 360-7236 with any questions.



Dr. Karen W. Weaver
Mayor

**CITY OF FLINT
DEPARTMENT OF PLANNING AND DEVELOPMENT**



Stephen Branch
Interim City Administrator

CDBG 101 Workshop – What, Why, and When?

City Hall Dome – 12pm
Monday, December 18, 2017

1) Crucial items to consider

- a. Must be a 501(c)3 with proven financial capacity to be eligible to apply that is in "Good Standing" with the city – no taxes owed or unpaid water bills
- b. It is a 100% reimbursement program with documentation required to show every cent was spent on an eligible cost
- c. Funds must be spent and billed for in a consistent timely manner
- d. All payment requests must have accompanying benefit data to show that the residents who received the services met program eligibility requirements
- e. Documentation, documentation, documentation
 - i. If federal monitoring requirements are not met, agency repays the funds to city
 - ii. Hard copy retention policy is 7 years

2) Eligible Activities

- a. Must run a program – general agency operations or building maintenance not eligible
- b. Public Services
 - i. Youth Services
 - ii. Senior Services
 - iii. Health Care
 - iv. Public Safety
 - v. Fair Housing
 - vi. Literacy
 - vii. Other
- c. Public Infrastructure
 - i. Community Centers
 - ii. Parks
 - iii. Streets, sidewalks, and bridges
- d. Blight Elimination
 - i. Code enforcement
 - ii. Neighborhood Clean-ups
 - iii. Neighborhood Toolshed
- e. Housing Rehabilitation
 - i. Owner-occupied emergency repair and other rehabilitation – if owners in good standing
- f. Economic Development
 - i. Job Training
 - ii. Façade Improvement
 - iii. Microenterprise Development

Factors to consider in your proposal

(RFP released this Thursday the 21st and due by 5pm on Wednesday, January 21, 2018)

- 1) Consolidated Plan and Master Plan compliance
- 2) Health and Safety priorities (Flint Water Crisis)
- 3) Cap on Public Services, slum/blight activities
- 4) Project-ready status
- 5) Agency/Staff Capacity and Experience
- 6) Low/Mod Service Area Map
- 7) Section 3 compliance
- 8) Davis Bacon compliance
- 9) Review by both CED Staff and community members
- 10) YOU SHOULD BE ABLE TO SUMMARIZE IN A SENTENCE – what program, serving how many people, and exactly how are CDBG funds being used?

CITY OF FLINT 1101 SOUTH SAGINAW ST. SOUTH BUILDING FLINT, MICHIGAN 48502
Community and Economic Development Office: 810.766.7436 WEBSITE: cityofflint.com

SIGN-IN SHEET

Agency COBG Workshop / Dome Auditorium / 12.18.17 from 12-2pm

Name	Organization	Email Address
Mark Evans	Metco Comm Dev	MarkEvans@metcoflint.com
Kristin Gentry	LHM	KstacyGentry@cityofflint.com
Matthew Odette	GCCARD	matthew.odette@5500@yahoo.com
FAT BRADY	FPD	FBRADY@CITYOFFLINT.COM
Kathy Barton Brown	Ennis	Kathy.Barton-Brown@enniscenter.org
Rick Johnson	FPD	RJohnson@cityofflint.com
Amber McDonald	CSMP	ambersmcdonald@yahoo.com
CARIE EDWARDS	FPD	cariedwards@cityofflint.com
ALAN 2nd	GCHFH	alan2nd@cityofflint.com
Arma Lewis	FNLI/FACT	CLLX@hotmail.com
Mel Schinker	Wholistic Children	CSchinker@wholisticchildren.org
Mary Jarvis	City of Flint	mjarvis@cityofflint.com
Theresa Rouch	Crim Fitness Foundation	trouch@crim.org
Clayna Dunlap	Fire Department	cdunlap@cityofflint.com
Christina Kelly	GLBA	CKelly@flintlandbank.org
David Leclerc	MCD	dleclerc@metroflint.com
Maryann Rouse	SBEV	Rouse@empowermentflint.com
Wanda Donald	Ennis Ctr Children	WANDA.DONALD@enniscenter.org
Jenna Patrick-Singleton	CDF	JPatrick-Singleton@cityofflint.com
Shelly Sparks	ECOT	shellysparks22@yahoo.com
Sean Crandall	City of Flint	Scrandall@cityofflint.com
Anne Wheeler	COF	awheeler@cityofflint.com
Johnnie Delaney	CoF	jdelaney@cityofflint.com
Ashley Everhart	Neigh. Engage. Hub	director@neighborhoodengagementhub.org
Beta Stanley	Big Brothers Big Sisters	bstanley@bbsflint.com
Spoke S Jones	Rt. Jones LLC & brotherly	Temple-sandrajones@comcast

SIGN-IN SHEET

Agency CDBG Workshop / Dome Auditorium / 12.18.17 from 12-2pm

Name	Organization	Email Address
Benson E. King	U.S. Kidney Foundation	bensonking@uskidney.org
Ken Kane	New Life Center	ken.kane@gmail.com
Dorothy E. Buchanan	U.S. Kidney Foundation	dbuchanan@uskidney.org
Harry Bledsoe	Security House	hbledsoe@gmail.com
Rich Fritzer	Legal Soc. of Eastern MI	rfritzer@lsem-mi.org
Essence Wilson	Communities First	ewilson@communitiesfirst.org
DARYL Brooks	Sitting Bull Building & Care (VAAA)	BrooksDaryl@ccmcc.org
Youshica Aubert	Valley Area Agency on Aging	auberty@valleyaaa.org
Michael Miller II	Metropolitan Housing	mm2@cmhlink.net
Sheery Houston	Ennis Center	sheery.houston@enniscenter.org
Angela Hopp	Metro Comm. Dev.	ahopp@metroinf.org
Theresa Hopp	Metro Comm. Dev.	thopp@metroinf.org
DeWelle Strozier	CHCA	centerforhigher@jhu.edu
Andrew Brown	City of Flint	abrown@cityofflint.org
Don Newcombe	GCCARD	dnewcombe@gccard.org
Lynn Williams	CFGE	lwilliams@cfge.org
Kathy McLaughlin	BMNA	KGaughey@bmcglobal.net
Mark Humphrey	Ennis Center for Children	mark-humphrey@enniscenter.org
Ryanne Barton	FLINT FIRE DEPT	rbarton@cityofflint.com
Jason Smith	GCHFH	jsmith@genevseehabitat.org
Pastor Reggie Flynn	NERC	pastorreggieflynn@yahoo.com
Patricia Kendall	RL Jones CDC	patricia.kendall@rljones.net
Isabel Jackson	FGLN	isabel.jackson@flynnschools.org
Isabel Jackson	"	"
Janice Rankin	GFHC	jrankin@flint.org

SIGN-IN SHEET

ESG Mandatory Pre-Proposal Meeting / Dome Auditorium / 01.04.18 from 10-11am

Name	Organization	Email Address
Tracy Harz	Metros Community Development	tharz@metrosd.org
Elisey Keweenaw	SPREV (Proud)	Susane.Keweenaw@metrosd.org
Bob Edgar	GCYC	gcyc@metrosd.org
Esra Wilson	(FI)	wilson@communitydevelopment.org
Dan Macomber	GCARL	
Patrick Julian	Flint Housing Commission	Julian@fhc.org

SIGN-IN SHEET

ESG Mandatory Pre-Proposal Meeting / Dome Auditorium / 01.04.18 from 10-11am

[illegible]

Agency Application Workshop / Dome Auditorium / 01.04.18 from 1-3pm

LAURA.SIGMON@YOURPRACTICESCOACH.COM

SIGN-IN SHEET

Agency Application Workshop / Dome Auditorium / 01.04.18 from 1-3pm

Name	Organization	Email Address
Danny L. Bulman	Universal K. Ineq F.	bulman@universalineq.org
Debra Brooks	STELLA SU. 13 MS. T. 1000 SE	Brooks@stella.comcast.net
De West - Stronel	CHFA	centerforhighland@yahoo.com
Kathy Barton Brown	Ennis	Kathy.Barton-Brown@engis.org
Tom Hickner	RAB Development Strategies	THICKNER@
Debbie Blake	Metro Community Dev	HISTORIC.COM
Israel Unger	Asbury CDC	dblake@outlook.org
JIM PERLAKI	TRAVERSE PLACE	Israel.Unger@ymail.com
Amber McDonald	CSVPD	JIMPERLAKI@TRAVERSEPLACE.ORG
Quincy Murphy	Urban Transformation Dev.	AmberCSVPD@yahoo.com
Andrew Brown	Lits + Hist	MurphyQuincy78@yahoo.com
Pastor Flynn	NFRC	abrown@cityofill.com
Richard Fritzel	Legal Services of Pitt M.	PASTORADAM FLYNN@CHURCH.EDU
Rick Johnson	Cal Police	r.fritzel@pca-mi.org
Pat Brady	PD	RJohnson@CityofEvanston
Kristin Stevenson	CPD	PBRADY@CITYOFFLINT
Adam Moore	CPD	KStevenson@City...
Theresa Rauch	Crim	AdamMoore
Berwyn Elery	Universal K. Ineq F.	trrauch@Crim.org
		Berwyn@Universalineq.org



Dr. Karen W. Weaver
Mayor

CITY OF FLINT
DEPARTMENT OF PLANNING AND DEVELOPMENT



Stephen Branch
Interim City Administrator

2018-2019 Action Plan Public Needs Hearing 1/9/18

Sign-in Sheet: Berston Fieldhouse 4:30-6:30pm

NAME	ADDRESS
Shady A. Graham	3713 European Hwy 48503
John McGary	111 ECT ST 3A, University - Flint MI
Theresa Roach	1614 S Franklin Ave 48503
Jack Brock	3702 Greenbrook Ln 48507
May! Christoff	1721 Chelsea Cir Flint 48503
Linnell Jones McKenry	4089 Square Lane Flint 48503
Juan Zunga	101 Burton St Flint MI 48503
DONNA CALVIN	1856 HOSLER ST 03
Tim Richardson	2020 E 2nd St FLA 48503
Angela Lots	347 Partridge Drive
Mark Baldwin	501 E. Gillespie 48505
SANDRA HODGES	2027 Lincoln Drive Flint 48503
Lynn Williams	722 W. Hamilton Flint MI
Carma Lewis	3214 W. King Ave '05
Edger Clarke	1190 E ALMA AVE '05
Norma Sain	121 East St

CITY OF FLINT 1101 SOUTH SAGINAW ST. SOUTH BUILDING FLINT, MICHIGAN 48502
OFFICE: 810.766.7426 WEBSITE: cityofflint.com



Dr. Karen W. Weaver
Mayor

CITY OF FLINT
DEPARTMENT OF PLANNING AND DEVELOPMENT



Stephen Branch
Interim City Administrator

2018-2019 Action Plan Public Needs Hearing 1/9/18

Sign-in Sheet: Berston Fieldhouse 4:30-6:30pm

NAME	ADDRESS
Jesus Martinez	4050 Rensdorph St. Burton, MI 48509
Janella Reid	225 E. Fifth St Ste 200 Flint, MI 48502
Leslie Phillips	3031 W Rattalee Ln Rd Holly MI 48442
K.D. Yarber	5283 Clio Rd Flint 48504
Emily Myers	432 W Saginaw St, Suite 222 Flint MI 48503
Nancy Edwards	5045 Stanley Rd. Flint 48506
Mike Wright	413 W Court St Flint MI
Quincy Murphy	322 E Myrtle Flint MI 48505
Latrelle Holmes	410 E Seawis St. Flint 48503
TERRY Bankert	1000 Berston 48503
Patrick Julian	Flint Housing Commission
Joyce Piert	New Evolution Educational Center Flint MI 48502
Angela Lots	Angela lots 702 Att.net
Ernest Stevenson	
Bonnie Grits	2035 O'Brien Rd. Mt. Morris Mich. 48458

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Dr. Karen W. Weaver
Mayor

CITY OF FLINT
DEPARTMENT OF PLANNING AND DEVELOPMENT



Stephen Branch
Interim City Administrator

2018-2019 Action Plan Public Needs Hearing 1/9/18

Sign-in Sheet: Berston Fieldhouse 4:30-6:30pm

NAME	ADDRESS
Susanne Brewer	4119 N. Saginaw St. 48505
Angela Warren	1513 Ridgeland Ave. Flint 03
Rico L. Phillips	4134 Charter Oak Dr Flint 48507
Givny BRAUN	2737 Thomas, Flint 48504
Beta Stanley	410 E. Second St. 48503
Jeneé Price	423 423 Northwell Center
MARY VIZCARRA	436 S. Saginaw St ^{Gate 400} 48502
Nancy Switzer	916 Bradley 48503
ADAM MOORE	434 Anson St 48503
Brian Larkin	2521 2521 Creek Dr. 48507
Sandra S Jones	16702 N. Dort Hwy 48508

CITY OF FLINT 1101 SOUTH SAGINAW ST. SOUTH BUILDING FLINT, MICHIGAN 48502
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Dr. Karen W. Weaver
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DEPARTMENT OF PLANNING AND DEVELOPMENT



Stephen Branch
Interim City Administrator

2018-2019 Action Plan Public Needs Hearing 1/9/18

Sign-in Sheet: Berston Fieldhouse 4:30-6:30pm

NAME	ADDRESS
Nic Custer	428 Crab St.
Jeanette Edwards	1705 Russet Place
Nancy Kimble	6205 Allison Pl 48504
Deborah Dorsey	2803 Wilton Pl 48506
Sheryl Thompson	4709 Crestbrook 48507
Joe Walby	428 Tuckers St 48532
James Stevens	3101 Dupont St 48501
Kimberly Rethman	209 W. Dewey Flint MI 48505
Phillip Thompson	321 Mayerdale Pl Flint MI 48503
Heidi Phaneuf	403 W. 6th St, Flint, MI 48503
Charles Tuff	2301 Sloan St Flint 48504
Rich Jones	906 E Dewey

CITY OF FLINT 1301 SOUTH SAGINAW ST. SOUTH BUILDING FLINT, MICHIGAN 48502
OFFICE: 810.766.7426 WEBSITE: cityofflint.com

Public Needs Hearing

9-Jan-18

4:30 p.m. – 6:30 p.m.

The meeting was called to order at 4:38 p.m. at the Berston Field House by Planning and Development Director, Suzanne Wilcox for the purposes of the public needs hearing for the 18-19 CDF Action Plan

Suzanne Wilcox inquired if all present could hear and encouraged comments so that the needs of the community can be identified.

There was a CDBG workshop December 18, 2017 held in the Flint Dome. The RFPs were released December 21, 2017 and, the ESG mandatory pre-proposal meeting, as well as another CDBG / HOME workshop were both held January 4, 2018.

January 31, 2018 is deadline for agencies to submit responses to the RFPs. They can still attain applications by leaving their email address on the sign-in-sheet. WORD versions will be sent tonight or earlier

Period of review and compilation will happen, and be reviewed by a committee of community residents. There will be a 30 day comment period and the goal is to publish on March 30, 2018.

April 9, 2018 is the City Council public hearing. The comment period ends 4/27 and CED is hoping to submit no later than May 7, 2018.

Suzanne and Emily said agencies can submit in writing, or by email their public hearing comments.

PUBLIC COMMENTS:

Carma Lewis - Flint Neighborhoods United

Demolition of burned out commercial buildings had made the community safe and residents feel more comfortable in their neighborhood. When the City starts demolishing commercial building on main streets the city will look better.

Terry Bankert - Property Owner and Business Owner

His recollection is there is a number of community development sites, but there is nothing done for downtown. He hopes the Ethics and Accountability board wants to spend correctly.

Jim Richardson - MEH, 3216 Martin Luther King Ave.

Blight conditions remain an impediment in the city. The toolshed has a significant role in maintaining lots. The volunteers and groups have made 1200 plus checkouts. It's a strategy to control neighborhood blight. Neighborhood organizations provided plans, objectives, and strategies. Consideration should be made available for the neighborhood plans. Provided written comments to staff.

Theresa Roach - Crim Fitness Foundation

CDBG funds should support sidewalk improvements, street lighting and repair streets to make more bikeable and walkable and allow access to get to jobs in the community. She'd like to bring in a professional to help neighborhood groups implement safe routes to school and make it safer for kids that are walking in the neighborhood. She would like support. Ms. Roach would also like to see more help in getting more to come to the hearings, implementation of the neighborhood plans. Would like to see safe biking and walking programs. Groups and residents have heart but need support to get it done.

Quincy Murphy - Urban Transportation Development

Focus on the target area where real people live. The city needs to leverage more dollars in the planning department rather than agencies or organizations applying for individual funds. Put the funds into the planning and development department to improve the neglected parks like Eagle Park. Find funding to hire the youth to work in communities and get kids off the street.

John McGary - United Way

The United Way Youth Recreation issues small grants to grassroots neighborhoods communities for equipment, travel, leasing, tournament fees, etc. Youth within the City of Flint can take advantage of recreation. Mr. McGary introduced Lynell Jones McKinney and Jesse Martinez to talk about how important youth recreation is and how all money has been exhausted. Lynell Jones McKinney talked about the importance of learning instructions and mastering a sport and how kids connected to mentors will be provided an opportunity to learn and then hopefully they'll come back and invest in the City. Jesse Martinez spoke about how the Flint Area United Soccer Club is interested in providing an opportunity to inspire kids to become tapped into their full potential. They need funding, goals, equipment and a place to play. Martinez stated they can only help Flint kids but they would like to help Genesee County kids, too.

Mark Baldwin - 505 E Gillespie

If you are afraid to board up the houses that are in the neighborhoods, what can we expect from the police? Perhaps we can get funding to take reports. Perhaps we can get funds to train individuals to do citizen safety.

Jack Stock - Kettering

Come to listen to find opportunities where Kettering can collaborate to be good corporate citizens. Would like to emphasize that organizations that are able to leverage and partner are rewarded in the spirit of collaborating.

Ed Clark - North Flint Reinvestment

The mission of the Reinvestment Corporation is to reinvest in the community. Sees need for healthy food to mitigate lead and fresh access points for affected citizens. Wants there to be owners in the community of the grocery store (cooperative).

Jeannette Edwards - Holmes Neighborhood Association North Flint Action Committee

Educate kids and have a training center. The skill center is closed. Flint needs a training center so they can be trained to make a decent living and to be able to invest in community. Need reading programs, computer programs, and auto mechanic programs.

Susaye - Broome Center Empowerment Village

Flint needs a community youth hub and partners like PAL. Flint needs to continue to reach out to other partners in the community.

Angela Lyze - Faith Foundation Resources

Would like quality job training programs for youth. Unemployment is high, the city needs to reinvest in grass root organizations by giving the funding to the smaller businesses and not always the larger businesses because they can't do it all. Spreading funding throughout the community where residents see action.

Nancy Sweitzer - West Flint Community Watch

See more commercial demolition being done.

Shella Graham - Resident / Educator/Dance Studio

More funding should go toward youth programs to provide youth pride and jobs. There's a need for centers that train both parents and children. Reading is an issue for kids in the community. Kids need a safe place to go. Provide places with people who care to see our youth and give programs to be sure that these parents are educated, too.

Sandra Hodges - Resident

The Miller Road area needs the sidewalks and curbs done to make kids and the crossing guard less fearful. Ms. Hodges proposes a third lane from Ballenger to Hammerberg like Corunna road. Build greenspaces in communities. Create a demolition program that teaches people how to renew, reuse and rebuild. We need to rebuild areas like the Longfellow area and the area by the hospital to bring back our community. We need to create summer programs and outdoor activities to keep kids more active. Need for school kids to run programs – expose them to become leaders.

Nick Ester - Resident

Most of the community doesn't have access to vehicles but the whole city is built for cars. It would be great to focus on sidewalks (oak trees are pushing the sidewalk upward) and restoration would show that we value people that live in our neighborhood. We need streetlights and sidewalks, especially on high traffic roads.

Chris Frye - Flint Neighborhoods United

The city needs to invite people to live here on our land and in our empty houses that are still livable. Proposed low cost housing and a graduated tax schedule.

Pamela Reed – VAAA

We are losing elderly residents and need to make it so people want to stay and give back to the community. Need access to food, bus stops, lit streets. We need people to feel safe.

Latrelle Holmes – Big Brothers Big Sisters

We need youth mentoring for adults and high school seniors to mentor youth that signs up - community based mentoring to provide positive outcomes.

Kristin Stevenson – Resident

Need a community meeting to see where the funds are being allocated showing the community this is what's been done. Even if not applying for funding.

Thomas Hutchinson – Habitat for Humanity of Genesee County

Need more funding for critical home repair including furnaces and emergency repairs.

Adam Moore - Resident

The Planning Department is hearing what you're saying about public facilities. There will be additional outreach and a new plan. In order to meet the minimum recommended national and statewide goals, Flint would need just under eight million dollars. The need is great and we are committed to working with you in a strategic way and leveraging wherever possible. Thank you to the partners that are here.

Sandra Jones – Resident

Would like to see us spend money so HUD can see we need it. Would like someone to show funded organizations how to partner with other organizations to maximize resources.

Lisa Ray - Resident

Need summer programs for kids.

Joyce Peer – Resident

Need education center to focus on literacy, robotics chess, etc. Need beautification on Saginaw Street.

Heldi Phaneuf – Grand Traverse District Neighborhood

509 and 513 W. 7th Street. Were on funded demo list until the cost went up to high. Asking for CDBG to match the hardest hit funds, only to be turned down. Other blocks have built beautiful homes but without funds it will sit there indefinitely.

Rico Phillips – Resident

Appreciate listening - as a firefighter tearing down buildings has positively impacted the fire department. If money is available, commercial structures are more dangerous to firefighters. As a

mentor, ask about kid's goals when they get older - In suburbia, they have an idea. In Flint, there's no goal or dream. The reality is most don't have the educational level to achieve their college/professional dreams. We need to help with education and programs to build these kids pride up. Youth Hockey is a nontraditional highly skilled sport with ice rinks all over. Cooperatives and partnerships help. Funds are important to the youth and the mentoring of the youth. Volunteers needed for helping so invite them to adopt the program for a week. Enrich our kids culturally.

Frasier Walker – Resident

Positive things happening but not on Ballenger Hwy and Court St, with the abandoned apartments not boarded up. No answer from Blight, on it more to get answers about what they're going to do. Need to start with our little kids and be involved in teaching them - positive people need to help them and be there. Need jobs. Only difference is abandoned buildings need changes. A clean positive area. GET MORE JOBS then we can get people move in.

Connie Edwards – Resident

Martin Luther King Street group and NEH at McClellan and Pasadena are trying to build MLK up. There are only 8 members (all over 60) but they will take any volunteers. They are trying to get youth to partner

Bryant Nolden - Executive Director Friends of Berston

Creative Expression Dance Studio, safe places, FWC Berston boxing, next Wednesday going to open up the Berston success center. A room in the basement with 14 computers to help those who work on the literacy skills. A homework room after 4pm and a quiet area to study. Exciting things coming up and at Berston. Thanks for coming.

Suzanne Wilcox – City of Flint

Suzanne Wilcox heard powerful things and everyone wants the best for Flint. Resources are limited and it's important to be aware that we are only dealing with 3.5 million and a little over 2 million is available to the community. We look for common themes of what needs are and build our funding on the consolidated plan and the action plan. In the 20 years of employment, it is good to see so many speakers. There is a public hearing for April 9 and all are encouraged to come. It's also your opportunity to come and get your message out. A lot of the programs we fund I don't think that people are aware of - and of the projects you speak of and want to see funded, some are being funded right now and you may not even know it. There are a lot of areas of investment in Flint and FLINT is making a great effort to get into the community and hear what it wants to be funded.

Meeting adjourned at 628pm.

Community Needs Hearing
January 9, 2018
Berston Field House

Comments made by:
Jim Richardson
Neighborhood Engagement Hub
3216 M L King Ave
Flint MI 48505
810-348-5331

1. Blight conditions remain an impediment for blocks and neighborhoods. The Community Tool Shed lending program provided a significant role with cleaning the debris and weeds and with the maintenance of residential lots. During the growing season neighborhood residents, community and volunteer work teams made better than 1,200 check-outs of tools. While limited in scope, the tool lending program had a significant impact with controlling the blight.

The need remains for residential lot maintained and neighborhood residents continue to be willing to provide the work. Supporting community tool shed lending programs is a proven strategy toward controlling neighborhood blight and I encourage the program as a high priority for use of CDBG funds.

2. In 2017 several Neighborhood Organizations prepared Neighborhood Plans either threw the City of Flint Planning division or on their own. These Neighborhood Plans identify specific neighborhood building objectives and strategies.

Consideration should be given to making available federal program resources administered by the City of Flint Department of Community and Economic Development for the implementation of objectives and strategies identified in neighborhood plans.

City of Flint Mail - Fed. public hearing



1 message

Thu, Jan 11, 2018 at 10:40 AM

FYI

----- Forwarded message -----

From: **Rals Stanley** <rstanley@bbbflint.org>

Date: Wed, Jan 10, 2018 at 10:13 PM

Subject: public hearing

To: Kevin Miller <kmiller@cityoffhnt.com>

Dear Kevin,

I would like to submit the following comments related to yesterday's public hearing:

There is consensus among the majority of community members who attended that youth programming with emphasis on mentoring opportunities is critical to the success of young people and should be given priority for funding. With more than 25 years in the field of youth mentoring, I believe the unique one to one model of Big Brothers Big Sisters deserves full consideration. There are several important factors to consider when allocating dollars including but not limited to programs that have:

- Evidence Based/Promising Practices
- Capacity to implement
- Child Safety Practices
- Ability to leverage other funding
- Trained, Culturally Competent Staff
- Results /Outcome measurements
- Ability to attract mentors and/or volunteers
- Commitment to diversity

Thank you for allowing the public to voice their concerns, ideas

Sincerely,

Reta Stanley

President/CEO

Big Brothers Big Sisters of Illinois and Geneseo County

[https://mail.google.com/mail/u/0/?ui=2&ik=57654c7d538j9v9r=pkO7biCEwPU.en&view=pt&search=inbox&hl=160a5e15c2408be6f6akn\]=160a5e15c24...](https://mail.google.com/mail/u/0/?ui=2&ik=57654c7d538j9v9r=pkO7biCEwPU.en&view=pt&search=inbox&hl=160a5e15c2408be6f6akn]=160a5e15c24...) 1/2

1/11/2018

City of Flint Mail - First public hearing

410 E. Second Street
Flint, Michigan 48903
(810) 235-0617 work (810) 235-0689
www.boboflint.org

Start Something...

--
Kevin



City of Flint, CEO
Kevin L. Miller
Community Development Grant Coordinator
☎::810.766.7426 ext. 3023 office | 810.766.7351 fax
✉:: kmliller@cityofflint.com
📍::1101 South Saginaw Street, RM 5-8 | Flint, MI | 48902
www.cityofflint.com

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CITY OF FLINT
PROPOSED ANNUAL ACTION PLAN
 (Federal Fiscal Year 2018-19 CDBG, HOME, and ESG Grants)

Department of Planning and Development
 Division of Community and Economic Development
 Notice of 30 Day Public Comment Period & Public Hearing

COMMENT PERIOD: The 30 day comment period for the City of Flint's 1-year Annual Action Plan will begin Sunday, June 24, 2018. The draft Annual Action Plan will be also be made available for review on-line at www.cityofflint.com/deed.

PUBLIC HEARING: The City of Flint will hold a public hearing on July 18, 2018 at 6:00 p.m. in the Flint City Council Chambers, located at 7101 S. Saginaw Street, Flint, Michigan. This hearing is being held to provide for the opportunity for public comment on the City of Flint's proposed Annual Action Plan. Upon forty-eight hours notice, the City of Flint will furnish reasonable auxiliary aids and services to non-English speaking persons or persons with disabilities. Persons requiring auxiliary aids or services should contact Suzanne Wilcox, Division of Community and Economic Development (DCEd), City of Flint, 7101 S. Saginaw Street, Flint, Michigan 48902, (810) 766-7426. Comments other than at the public hearing must be in writing and will be accepted by DCEd to the attention of Suzanne Wilcox.

Pursuant to provisions of the Housing and Community Development Act of 1974, as amended, the McKinney Act of 1987 and the National Affordable Housing Act of 1990, the City of Flint is publishing its proposed Annual Action Plan relative to Flint's 2018-19 Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), and Emergency Solutions Grant (ESG) entitlement programs.

The public is advised that on or before August 16, 2018, Flint will submit to the U.S. Department of Housing and Urban Development (HUD) the 2018-19 Annual Action Plan. Prior to said submission, public comments are welcome on the proposed Annual Action Plan of the City of Flint in carrying out Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), and HOME Investment Partnership (HOME) program activities. The proposed Annual Action Plan contains recommendations for funding for CDBG, HOME and ESG activities. These recommendations are listed in the sections that follow:

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG): The Housing and Community Development Act of 1974, as amended, enables the City of Flint to carry out a CDBG program. The primary objectives of the program are to give maximum feasible priority to activities which (1) benefit low and moderate income families and individuals or aid in the prevention or elimination of blight; (2) improve the quality of housing and neighborhood environment in targeted neighborhoods; (3) explore economic opportunities for new and existing businesses; and (4) alleviate other community needs posing serious threats to health and welfare. Pursuant to these objectives and incorporating any changes that might be made as a result of the public hearing, the City of Flint proposes to use approximately \$3,872,607 in CDBG funds made available with the 2018-19 program year entitlement allocation for the following activities:

ADMINISTRATION/PLANNING	\$774,561.40
ACTIVITY DELIVERY	\$117,302
PUBLIC SERVICES	
Sustainable Mentoring - Big Brothers/Big Sisters	\$40,908
Academic Training Adult Skill Center - CHEA	\$22,500
Academic Training Post Incar. Make - CHEA	\$17,500
Choice Neighborhood Safety - COF Police Dpt	\$323,118 (NRS)
PAU - COF Police Department	\$35,000
Community Counseling - Ennis Center for Children	\$50,000
REACH - Genesee County Youth Corporation	\$35,000
Traverse Place - Genesee County Youth Corporation	\$35,000
Homeownership Counseling - Habitat for Humanity	\$40,000
Advocacy Program - LSEM	\$20,000
Fair Housing - LSEM	\$20,000
Financial Opportunity Center - LSC	\$40,000
After-school/Summer Camp - McGree Theater	\$35,000
Youth Leadership Collab. - Matt Literacy Network	\$50,000
After-school Program - Sylvester Broome Emp. Center	\$20,000
Youth Recreation - United Way	\$30,000
Home Delivered Meals - VAAA	\$40,000
Safe Center - YWCA of Greater Flint	\$20,340
TOTAL PUBLIC SERVICE	\$893,458

ECONOMIC DEVELOPMENT	
Microenterprise Assistance - Best Practices Consulting	\$50,000
Culinary Job Training - Communities First	\$70,000
HYPER - Faith Foundation Resources	\$25,000
TOTAL ECONOMIC DEVELOPMENT	\$145,000
HOUSING	
Owner Occupied Rehab - Habitat for Humanity	\$233,244
TOTAL HOUSING	\$233,244
BLIGHT EXMINATION ACTIVITIES	
Residential and Commercial Demolition - GOCBA/City	\$575,000
Code Enforcement - DPD	\$430,000
Community Toolshed(s) - Genesee County Land Bank	\$74,242
Neighborhood Cleanups - DPD	\$50,000
TOTAL BLIGHT ACTIVITIES	\$1,129,242
PUBLIC INFRASTRUCTURE	
Personal Protective Equipment - Flint Fire Department	\$55,000
Neighborhood Enhancements Program - DPD	\$50,000
Community Center Improvements - DPD	\$30,000
Community Enrichment Center - Communities First	\$75,000
Brick Facility Improvements - DPD	\$50,000
TOTAL PUBLIC/FACILITY IMPROVEMENTS	\$260,000
TOTAL CDBG USES	\$3,872,807
HOME INVESTMENT PARTNERSHIP PROGRAM (HOME)	
The City of Flint as a Participating Jurisdiction is entitled to receive an estimated \$909,367 in 2018-19 HOME Investment Partnership funds from the U.S. Department of HUD under the National Affordable Housing Act of 1990. The primary purpose of the funds is to expand and maintain the stock of affordable housing. Pursuant to this purpose, and incorporating any changes that might be made as a result of the public hearing, the City of Flint proposes to use approximately \$465,936 in HOME funds made available with the 2018-19 program year, for the following activities:	
City of Flint - Administration	\$90,936
Multi-Family Rental Development - Communities First, Inc.	\$350,000
CHRC Operating	\$25,000
TOTAL HOME USES:	\$465,936
EMERGENCY SOLUTIONS GRANT (ESG)	
The City of Flint anticipates receipt of approximately \$320,815 in 2018-19 Emergency Solutions Grant funds under subtitle B of Title IV of the Stewart B. McKinney Homeless Assistance Act, as amended by the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HeARTH Act). These funds are to be used to provide shelter, services and homeless prevention, rapid re-housing assistance to families and individuals, as well as to support the required data collection and administrative activities. Pursuant to this purpose, the City of Flint proposes to use \$320,815 in ESG funds in the following manner:	
ADMINISTRATION	\$24,061.12
SHELTER (OPERATIONS AND ESSENTIAL SERVICES)	
Genesee County Youth Corporation - REACH	\$35,000
My Brother's Keeper	\$35,000
Shelter of Flint	\$100,280.38
YWCA	\$25,000
TOTAL SHELTER	\$195,280.38
HOMELESSNESS PREVENTION	
IED	\$25,000
Shelter of Flint	\$25,000
TOTAL HOMELESSNESS PREVENTION	\$50,000
RAPID RE-HOUSING	
Shelter of Flint	\$30,000
TOTAL RAPID RE-HOUSING	\$30,000
DATA COLLECTION	
Metra Community Development	\$21,473.50
TOTAL DATA COLLECTION	\$21,473.50
TOTAL ESG USES	\$330,815.00

59



1834 574

A.D. 2018

Sworn to and subscribed before me this 5th day of July 2018

WILLIAM J. JOHNSON
NOTARY PUBLIC, STATE OF MO
COUNTY OF DEWITT
MY COMMISSION EXPIRES ON 1, AND
I AM IN THE COUNTY OF

CITY OF FOUNT
PROPOSED ANNUAL ACTION PLAN
Fiscal Year 2018-2019 HOME, HOME and SOG Grants

Department of Planning and Development
Division of Community and Economic Development
Office of Strategic Risk Management and Public Safety

The City of Fount has a proposed Annual Action Plan for the fiscal year of 2018-2019. The plan is available for public review and comment. The plan is available for public review and comment. The plan is available for public review and comment.

Time change for the Public Hearing Wednesday, July 18, 2018 at 5pm.

Home Investment Partnership Program (HOME)
The City of Fount is a participating jurisdiction in the HOME Investment Partnership Program (HOME). The City of Fount is a participating jurisdiction in the HOME Investment Partnership Program (HOME). The City of Fount is a participating jurisdiction in the HOME Investment Partnership Program (HOME).

City of Fount - Public Hearing
Multi-Family Rental Development - Community Fund
Multi-Family Rental Development - Community Fund
City of Fount - Public Hearing
TOTAL HOME USE

\$20,000
\$100,000
\$100,000
\$20,000
\$250,000



City of Flint
Action Plan Public Hearing
Wednesday, July 18, 2018, 5:00 p.m.
Flint City Council Chambers

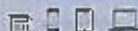
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307-414-2725
ATTENTION: A Public Hearing
 to certify an official plat
 of the "Birmingham-Central
 City" (CITY) and "Central
 City" (CITY) is being held on
 the 10th day of May, 2011, at
 the Birmingham-Central City
 Public Hearing, 1000
 1000

If there are any questions
 please call 307-414-2725
 or 307-414-2725

1000 M. Brown
 1000 M. Brown
 (307) 414-2725

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RESOLUTION NUMBER: 180340.1

PRESENTED: 6-25-2018

ADOPTED: 6-25-2018

Resolution to Set a Public Hearing on July 18, 2018 in the City of Flint Council Chambers, 1101 S. Saginaw Street, Flint, Michigan, to Allow Review and Receive Public Comment on the Annual Action Plan.

BY THE MAYOR:


The City of Flint receives Community Development Block Grant (CDBG); HOME Investment Partnerships Program funds (HOME), and Emergency Solutions Grant (ESG) from the U.S. Department of Housing and Urban Development and is required to report on the use of such CDBG, HOME, and ESG funds each year. The City is also required to provide interested citizens the opportunity to examine the Annual Action Plan and to make comments on the use of these funds.

The City of Flint will make copies of the report available to the public in the main branch of the Flint Public Library, Flint Housing Commission, Genesee County Metropolitan Planning Commission, the Division of Community and Economic Development, and the Office of the City Clerk.

A public hearing will be held on the 18th day of July 2018 at 5:00 p.m. in the City of Flint Council Chambers, 1101 S. Saginaw Street, Flint, Michigan, to allow review and receive public comment on the Annual Action Plan.

IT IS RESOLVED, that the Department of Planning and Development, Division of Community and Economic Development, will hold a Public Hearing on July 18, 2018 for the purposes of allowing review of the Annual Action Plan and to receive public comment.

APPROVED AS TO FORM:



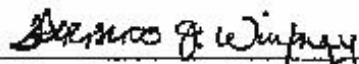
Angela Wheeler, City Attorney

ADMINISTRATION:



Dr. Karen W. Weaver, Mayor

CITY COUNCIL:



Dennis J. Wainwright
Flint City Council

CITY OF FLINT, MICHIGAN
FLINT CITY COUNCIL
SPECIAL CITY COUNCIL MEETING
Wednesday, July 18, 2018 – 5:08 p.m.

ROLL CALL: Council President Herbert J. Winfrey, Councilperson Eric Mays, Councilperson Maurice D. Davis, Councilperson Santino J. Guerra, Councilperson Jerri Winfrey-Carter, Councilperson Allan Griggs, Councilperson Eva Worthing

Absent: Council Vice President Monica Galloway, Councilperson Kate Fields

Also: City Clerk Inez Brown

PUBLIC HEARING NO. 180340.6 – A Public Hearing for the purpose of receiving citizens' comments on the Proposed Annual Action Plan (Federal Fiscal Year 2018-19 CDBG, HOME and ESG Grants)

Suzanne Wilcox, Planning and Development Director, opened the public hearing by introducing her staff. She then gave a brief introduction of the Action Plan.

"Tonight's public hearing is really the opportunity for citizens to comment on the recommendations and on the draft Action Plan, which was made available on June 24th. We've been going through this process really since last December and it culminated in the review and evaluation of several applications for Community Development Block Grant, for HOME Investment Partnership, and for Emergency Solutions Grant. So, what has been published, and what is available to the public, are the recommendations that were developed through the evaluation process, the CWAC members that all of you appointed participated with us in that process, culminating in these recommendations that are in front of you tonight. We are in the midst of a 30-day comment period as you know. Tonight the public hearing will be held and we are looking to bring a resolution to you on Monday for approval as we talked about in the timeline with Council President Winfrey, Councilman Mays, on the timeline to submit our Action Plan to HUD by next Friday.

"So, what you have in front of you are the recommendations. Our allocation this year is for the three different programs: for CDBG, we're being allocated \$3,872,807.00; for HOME, we're being allocated \$909,367.00; and for ESG, we're being allocated \$320,815.00. So the recommendations total those amounts. You'll see there's two categories, as we discussed with Council President Winfrey and Councilman Mays, there's two categories that are to be determined: One is HOME.

"We had some excess funding in terms of the amount of applications that we received – we didn't receive enough requests for applications so we will actually be doing an RFP for that, and then in ESG, we have about \$25,000 that we are also looking to do another RFP for rapid rehousing purposes. So, those are the only two funding sources that are not entirely allocated. CDBG is fully allocated. So, with that I'd like to stop and give members of the public an opportunity to comment. All comments will be assembled and compiled into the actual Action Plan, which will be finalized, and again, as I said, submitted to HUD next week. So everyone that submits a comment tonight or if we receive written comments those are all incorporated into the document and we will respond to them."

1. Quincy Murphy, 322 E. Myrtle Ave., and a representative of Urban Transformation Development, stated:

"We applied for some funding. We didn't get a interview, didn't know the recommendations were until tonight. I met with Councilman Guerra. We went through what we do in the community. We been doing this work for over 25 years, dealing with blight. It's not working. In this application, up under the No. 5 Summary of Public Comment, regarding community needs – elimination of slum and blight. That's mainly a lot of the work that I do in the community. It's a struggle to be out there volunteering for 20 years without the necessary resources to be able to do what we trying to do. Everybody don't have the vision that we have when dealing with blight. Some concern that applicants that didn't apply – that applied – didn't get the – didn't even get interviewed. Usually, well probably about 5 or 6 years ago, when we used to apply we got interviewed and still got denied. I haven't received any money since City Administrator Gregory Eason was the City Administrator. They gave us \$60,000.00 up under Salem Housing and we executed that very well. This time we went up under Habitat to try to apply for some funding. No interview whatsoever.

"My other concern is housing – housing rehab. When I looked at Objective to Promote Equity and Social Justice in Housing, Councilman Mays, I can recall you bringing up a statement of houses need to be demolished in your area. And one of the things that the staff stated was 'in order to use Community Development Block Grant dollars to demolish houses, you gotta have some kind of housing development plan over there in that area.' So down there where my mother live on Marengo in between Industrial and Solby, there is houses down there been vacant since Johnny Tucker was the Councilman. Johnny Coleman, Bryant Nolden, Kerry Nelson, and it's still abandoned. And when you go to the Land Bank (and ask) can we get some demo dollars, they don't have it.

"The Hardest Hit funds stopped at North Street, from North to Saginaw. So when you go and ask can I get a new roof put on my house, we don't do homes in that particular area. It's a problem, my time is up. I'll be following up with a letter."

He was told he still has seven minutes.

"My issue is when it comes down to Community Development Block Grant dollars over the past years, people like Quincy Murphy that's been out there in the trenches working outta have a seat at the table to figure out what really need to happen. Cause everybody don't have our vision – especially those who don't live in our community. And I'm not saying I have the answer, but being denied 99 percent of the time, I should have got something right by now. I feel like the process as far as when people put in applications, at least we outta get a interview. And plead our case. One of the issues that I met with my Councilman was to let you see the behind the scenes of what it takes for us to do what we do in the community to function and you know the struggle is real, cause you saw it firsthand.

"There is masses amounts of blight in the blight elimination plan with the blight department downstairs or the blight court is not going to address the issues of Land Bank-owned properties – that's the major issue in the community dealing with blight. The Hardest Hit funds does not address neighborhoods that's underserved.

"Community Development Block Grant dollars does not allow for funds to demolish homes in areas that don't have housing development. Housing rehab dollars does not target the whole City of Flint – it only target a certain area. You have two CHODOS- Habitat for Humanity and Communities First. If you go and call and ask somebody 'I need to get my house rehabbed' or 'I need a new roof' they gonna say 'call Habitat' or it was 'call Flint NIPP.' That don't exist no more. The people in my neighborhood is struggling to try to find housing rehab dollars – it may not be no emergency. So, in the summary when they talk about emergency housing and – it won't address that area. Because you can't find a agency that's working in the area to help a young lady down the street from my mother, 84 years old, living with barely plumbing in her home. Barely a roof over her head. Barely windows in her house. So who's gonna help her? But you talking about it in this five-year plan housing. If we don't look at the underserved areas when it comes down to Community Development Block Grant dollars, in this five-year summary and you all submit this five-year summary to the state we locked in. So because you all may approve this, or hopefully you all may reconsider, those people that's in that gray area – that house been sitting for over 30 years and all kind of raccoons and rats and all kind of animals coming out of there, gonna continue to be there.

"Because when you call Michele Weiler (Wildman) at Land Bank, they don't have the funds and the only funds they working with is Hardest Hit funds. Eighteen hundred houses demolished out of Hardest Hit funds and none of em hit down there where my mother live at. The whole industrial area, houses, one after the next, abandoned, open, cross the street, abandon, open, no-no-no-no funds to demolish em. So, here we gonna submit a five-year plan that will not address that, will not address those people that wanna stay, that don't wanna move, that need to have some kind of help to rehab their house, don't have it, no agencies out there helping. If you call GCARD you gonna be on the waiting list forever. And they only doing weatherization, and when they come in and replace the window, the window gotta be hanging out in order for them to replace it, other than that they gonna put some plastic up.

"I think what's happening, these elderly people that's living in these neighborhoods, they gonna wait it out. They gonna move, they kids ain't gonna want the houses because the houses is toxic if you read the I-475 history, when the St. John area was around before they knew that I-475 was coming in they wouldn't let those people over there get permits or nothing. They let that neighborhood go down so bad to about time they came in to buy out them people – they houses was worth some crumbs.

"My mother don't plan on moving. My sister don't plan on moving. Ms. Williams that live down the street, she don't plan on moving. Them people been over there—they comfortable over there. They love they—they pay taxes and they deserve the same housing, social justice, objectives to promote equity and social justice in housing, as anybody that live on a street with 40 or 50 or 60 houses. It's not happening; it's unfortunate. I thought I was coming for a committee meeting today, but thank God I came cause this is happening. I wanted to speak on it. I'm not trying to throw nobody under the bus. It ain't targeted at anybody. It's reality. It's the issue. If you read the Civil Rights report from the Water Crisis, it was some injustice done and been going on for a whole bunch of years and we need to change this dynamic.

"When they make a announcement tomorrow, they announcing that 30 million is coming into the City of Flint for the south side to do some housing development. And as a result of 30 million dollars coming to the south side of Flint, or the borderline of the north end a little bit off of Fifth Street, ain't none coming down there over there by where my mom been faithfully paying her taxes for years. Ain't no money coming down there on Russell Street. No rehab dollars is coming over there. For those whose left down there in that area to have to—that don't wanna move, that wanna see they house improved. I'm gonna close by saying this: We voted for you all to do the right thing. Enough is enough. I respect the administration and the work that they put in this five-year plan but it's not getting the job done. Thank you."

President Winfrey closed Public Hearing No. 180340.6 at 5:27 p.m.

180340.2

RESOLUTION NUMBER: _____

PRESENTED: 7-23-2018

ADOPTED: 7-23-2018

**Resolution Authorizing Submission of the
2018-19 Annual Action Plan of the Consolidated Plan
to the U.S. Department of Housing and Urban Development,
and Approval of the Proposed Uses and Funding Recommendations
for Community Development Block Grant, HOME Investment Partnerships
and Emergency Solutions Grant Funds for the 2018-19 Program Year**

BY THE MAYOR:

The City of Flint anticipates it will receive Title I Community Development Block Grant (CDBG) entitlement funds in the amount of \$3,872,807, HOME Investment Partnerships (HOME) entitlement funds in the amount of \$909,367, and Emergency Solutions Grant (ESG) in the amount of \$320,815 for federal fiscal year 2018-19, covering the period of July 1, 2018, through June 30, 2019, as well as any subsequent years that HUD continues to make any balances available to the City; pursuant to submission of an application to the U.S. Department of Housing and Urban Development (HUD).

The City of Flint anticipates receipt of program income in an amount of approximately \$30,000 from CDBG and HOME repayments of rehabilitation and economic development loans.

In order to receive this funding, the U.S. Department of Housing and Urban Development requires the City of Flint to submit an annual Action Plan of the Consolidated Plan as a component of the 5-year Consolidated Plan. This plan includes the annual Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and Emergency Solutions Grant (ESG) application.

City Administration finalized funding recommendations to for the proposed Action Plan in June 2018.

It is resolved, that City Officials approve the funding amounts and projects and authorize entering into contracts for the agencies listed below for the City's FY 2018-19 Community Development Block Grant program in the amount of \$3,872,807, FY 2018-19 HOME Investment Partnerships program in the amount of \$909,367, and FY 2018-19 Emergency

Solutions Grant program in the amount of \$320,815, and include any program income which might become available as a result of receipt of these funds.

CDBG USES	
ADMINISTRATION/PLANNING	\$774,561.40
ACTIVITY DELIVERY	\$117,302
PUBLIC SERVICES	
Sustainable Mentoring - Big Brothers/Big Sisters	\$40,000
Academic Training Adult Skill Center - CHEA	\$22,500
Academic Training Post Incar. Males - CHEA	\$17,500
Choice Neighborhood Safety - COF Police Dpt.	\$323,118 *NRSA
PAL - COF Police Department	\$35,000
Community Counseling - Ennis Center for Children	\$50,000
REACH - Genesee County Youth Corporation	\$35,000
Traverse Place - Genesee County Youth Corporation	\$35,000
Homeownership Counseling - Habitat for Humanity	\$40,000
Advocacy Program - LSEM	\$20,000
Fair Housing - LSEM	\$20,000
Financial Opportunity Center - LISC	\$40,000
Afterschool/Summer Camp - McCree Theater	\$35,000
Youth Leadership Collab. - Mott Literacy Network	\$50,000
Afterschool Program - Sylvester Grooms Emp. Center	\$20,000
Youth Recreation - United Way	\$50,000
Home Delivered Meals - VAAA	\$40,000
Safe Center - YWCA of Greater Flint	\$20,340
TOTAL PUBLIC SERVICE	\$893,458
ECONOMIC DEVELOPMENT	
Microenterprise Assistance - Best Practices Consulting	\$50,000
Culinary Job Training - Communities First	\$70,000
HYPE - Faith Foundation Resources	\$25,000
TOTAL ECONOMIC DEVELOPMENT	\$145,000
HOUSING	
Owner Occupied Rehab - Habitat for Humanity	\$233,244
TOTAL HOUSING	\$233,244
BLIGHT ELIMINATION ACTIVITIES	
Residential and Commercial Demolition - GC:BA/City	\$675,000
Code Enforcement - DPD	\$630,000
Community Toolshed(s) - Genesee County Land Bank	\$74,242
Neighborhood Cleanups - DPD	\$50,000

TOTAL BLIGHT ACTIVITIES	\$1,429,242
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PUBLIC INFRASTRUCTURE

Personal Protective Equipment – Flint Fire Department	\$55,000
Neighborhood Enhancements Program – DPD	\$50,000
Community Center Improvements – DPD	\$50,000
Community Enrichment Center – Communities First	\$75,000
Park Facility Improvements – DPD	\$50,000
TOTAL PUBLIC/FACILITY IMPROVEMENTS	\$280,000

TOTAL CDBG USES	\$3,872,807
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HOME USES

City of Flint – Administration	\$90,936
Multi-Family Rental Development – Communities First, Inc.	\$350,000
Multi-Family Rental Development – Norstar Development	\$259,175
CHDO Operating	\$25,000
TBD	\$184,256
TOTAL HOME USES:	\$909,367

ESG USES

ADMINISTRATION	\$24,061.12
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SHELTER (OPERATIONS AND ESSENTIAL SERVICES)

Genesee County Youth Corporation – REACH	\$35,000.00
My Brother's Keeper	\$35,000.00
Shelter of Flint	\$97,250.00
YWCA	\$25,000.00
TOTAL SHELTER	\$192,250.00

HOMELESSNESS PREVENTION

TBD	\$25,000.00
Shelter of Flint	\$28,030.38
TOTAL HOMELESSNESS PREVENTION	\$53,030.38

RAPID RE-HOUSING

Shelter of Flint	\$30,000.00
TOTAL RAPID RE-HOUSING	\$30,000.00

DATA COLLECTION	
Shelter of Flint	\$21,473.50
TOTAL DATA COLLECTION	\$21,473.50
 TOTAL ESG USES	 \$320,815.00

Further resolved, that funds in an estimated amount of up to \$20,000 in CDBG program income received from loan repayments, shall be made available for use as part of the FY 2018-19 Community Development Block Grant program and the budget amended as received;

Further resolved, that funds in an estimated amount of up to \$10,000 in HOME program income received from loan repayments, shall be made available for use as part of the FY 2018-19 HOME Investment Partnerships program and the budget amended as received;

Further resolved, that all subrecipient agencies shall conform to the standards and bidding procedures maintained by the City of Flint and such bid processes shall be approved as to form by the Chief Legal Officer of the City of Flint. Subrecipients may not obligate any funds, incur any costs, nor implement any physical activities until the Division of Community and Economic Development has completed the Environmental Review Record and/or received a release of funds from the U.S. Department of HUD and has issued a written notice to proceed to the subrecipient.

Further resolved, following notification that HUD has approved the 2018-19 Annual Action Plan through execution of a Grant Agreement with the City of Flint, the appropriate City Officials are authorized to do all things necessary to enter into sub-grantee agreements with the various agencies listed above.

Further resolved, upon receipt of the official award document from HUD, CDBG funds, the estimated revenues shall be increased to recognize receipt of such funds and an appropriation in the amount of \$3,872,807 shall be made to the Division of Community and Economic Development to fund the FY 2018-19 Community Development Block Grant program;

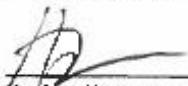
Further resolved, upon receipt of the official award document from HUD, HOME funds, the estimated revenues shall be increased to recognize receipt of such funds and an appropriation in the amount of \$909,367 shall be made to the Division of Community and Economic Development to fund the FY 2018-19 HOME Investment Partnerships program;

Further resolved, upon receipt of the official award document from HUD, ESG funds, the estimated revenues shall be increased to recognize receipt of such funds and an appropriation in the amount of \$320,815 shall be made to the Division of Community and Economic Development to fund the FY 2018-19 Emergency Solutions Grant program;

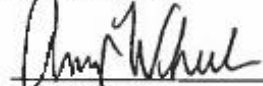
Further resolved, that the appropriate officials are hereby authorized to do all things necessary to set up the appropriate accounts in the 274 Fund.

Further resolved, that the appropriate city officials are hereby authorized to do all things necessary to move remaining unspent and available CDBG, HOML and ESG funds to fiscal year 2019.

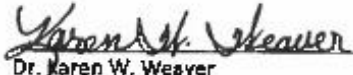
APPROVED AS TO FINANCE:


Hughey Newsome
Chief Financial Officer

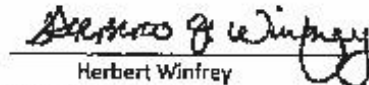
APPROVED AS TO FORM:


Angela Wheeler
Chief Legal Officer

ADMINISTRATION:


Dr. Karen W. Weaver
Mayor

CITY COUNCIL:


Herbert Winfrey
Council President

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

ESG Primer Document

**CITY OF FLINT
EMERGENCY SOLUTIONS GRANT
(ESG) PRIMER**

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CITY OF FLINT – EMERGENCY SOLUTIONS GRANT PROGRAM STANDARDS

Emergency Solutions Grant Services – Program Summary

This document identifies all of the Emergency Solutions Grant (ESG) Eligible Services, Financial Assistance and Activities allowable under HUD's ESG Interim Rule.

Use of this document and the City of Flint ESG Primer document does not change any sub-recipient's responsibility to read and understand with the ESG Interim Rule.

This document does not address HMIS Costs or Administrative Costs. It is intended to assist program staff by consolidating the information currently available through an array of different resources.

Eligible Services, Activities, and Financial Assistance:

- ❖ Street Outreach
- ❖ Shelter Rehabilitation, Renovation and Conversion
- ❖ Emergency Shelter Essential Services
- ❖ Emergency Shelter Operations
- ❖ Homelessness Prevention Services Component
- ❖ Rapid Re-housing Component
 - 1. Housing Relocation and Stabilization Services
 - 2. Short-term and medium-term rental assistance

Street Outreach

Eligible Program Participants are individuals and families who are homeless and living in a place not meant for human habitation.

Street Outreach services are provided on the street or in parks, abandoned buildings, bus stations, campgrounds, and in other such settings where unsheltered persons are staying. Staff salaries related to carrying out street outreach activities are also eligible costs.

Street Outreach services must be included under the Street Outreach component in the Interim rule to be eligible costs with ESG funds.

1. Engagement
2. Case Management
3. Emergency Health Services
4. Emergency Mental Health Services
5. Transportation
6. Services to Special Populations

CITY OF FLINT – EMERGENCY SOLUTIONS GRANT PROGRAM STANDARDS

Emergency Shelter Essential Services

Eligible ESG Program participants are individuals and families who are homeless and residing in emergency shelter.

Eligible Activities

Eligible activities are the following essential services and staff costs related to carrying out these activities. Services must be included under the emergency shelter component in the interim rule to be eligible costs with ESG funds.

Shelter essential services:

1. Case Management
2. Life Skills
3. Child Care
4. Mental Health Services
5. Education Services
6. Employment Assistance and Job Training
7. Outpatient Health Services
8. Legal Services
9. Substance Abuse Treatment Services
10. Transportation
11. Services for Special Populations

Emergency Shelter: Operations

Shelter Operations

Costs to operate and maintain emergency shelters and also provide other emergency lodging when appropriate

Shelter Operations costs:

1. Maintenance (including minor or routine repairs)
2. Food
3. Furnishings
4. Rent
5. Equipment
6. Security
7. Fuel
8. Insurance
9. Utilities
10. Supplies necessary for the operation of the emergency shelter
11. Hotel or motel voucher for family or individual*

*Hotel or motel vouchers are only eligible when an appropriate emergency shelter is available.

CITY OF FLINT – EMERGENCY SOLUTIONS GRANT PROGRAM STANDARDS

Homelessness Prevention and Rapid Re-Housing Services

Eligible Financial Assistance and Services and Activities:

Within the Homelessness Prevention Component ESG funds may be used to provide:

- ✓ **Housing Relocation and Stabilization Services; and**
- ✓ **Short- and/or Medium-Term Rental Assistance** as necessary to prevent an individual or family from moving into an emergency shelter or another place not meant for human habitation. This assistance, referred to as homelessness prevention, may be provided to individuals and families who meet the criteria under the "at risk of homelessness" definition, or who meet the criteria in paragraph (2), (3), or (4) of the "homeless" definition and have an annual income below 30 percent of median family income for the area, as determined by HUD.

The costs of homelessness prevention and rapid re-housing are only eligible to the extent that the assistance is necessary to help the program participant regain stability in the program participant's current permanent housing or move into other permanent housing and achieve stability in that housing. Homelessness prevention must be provided in accordance with the housing relocation and stabilization services requirements, the short-term and medium-term rental assistance requirements and the Program Requirements.

These types of assistance together are Homeless Prevention Component of ESG and may be provided to program participants who meet the At-Risk of homelessness criteria.

Housing Relocation and Stabilization Services

Financial Assistance:

ESG funds may be used to pay housing owners, utility companies, and other third parties for the following costs:

1. Rental application fees
2. Security deposits equal to no more than 2 months' rent
3. Last month's rent
4. Utility deposits
5. Utility payments: Up to 24 months of utility payments per program participant, per service, including up to 8 months of utility payments in arrears, per service. A partial payment of a utility bill counts as one month.
6. Moving costs

Services or activities necessary to assist participants in locating, obtaining, and retaining suitable permanent housing, include the following:

1. Assessment of housing barriers, needs, and preferences
2. Development of an action plan for locating housing
3. Housing search
4. Outreach to and negotiation with owners
5. Assistance with submitting rental applications and understanding leases
6. Assessment of housing for compliance with Emergency Solutions Grant (ESG) requirements for habitability, lead-based paint, and rent reasonableness
7. Assistance with obtaining utilities and making moving arrangements
8. Tenant counseling
9. Housing stability case management

CITY OF FLINT – EMERGENCY SOLUTIONS GRANT PROGRAM STANDARDS

Short-term and Medium-term Rental Assistance

An ESG recipient or sub-recipient recipient may provide a program participant with up to 24 months of rental assistance during any 3-year period. This assistance may be short-term rental assistance, medium-term rental assistance, payment of rental arrears, or any combination of this assistance.

Eligible Costs

The following are eligible rental assistance costs subject to the rent restrictions identified below

- ✓ Short-term rental assistance: up to 3 months of rent.
- ✓ Medium-term rental assistance: more than 3 months but not more than 24 months rent
- ✓ Payment of rental arrears consists of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.
- ✓ Rental assistance may be tenant-based or project-based.

System-Wide ESG Program Standards

The City of Flint ESG Rapid Re-Housing Grantees, sub-recipients and sub-recipient subcontractors must comply with the following requirements and procedures to ensure compliance with the homeless definition set forth by HUD and the Request for Responses issued by the City of Flint. Both sets of requirements are incorporated into all ESG contracts. The City of Flint requires all sub-recipients to adhere to the reporting guidelines below. Prior to authorizing services or financial assistance, the documentation listed in the following sections must be obtained and upheld for the case record. HUD requires the order of priority be:

- (1) First, third-party documentation, signed and dated, on the documenting organization's official letterhead*
- (2) Intake worker observations; and
- (3) Certification from the person seeking assistance

***While third-party documentation is preferred, lack of this documentation must not prevent a household from being immediately admitted to emergency shelter, receiving street outreach services, or receiving services provided by a victim service provider.**

Note: According to the ESG Interim Rule records contained in an HMIS or comparable database used by victim service providers are acceptable evidence of third-party documentation in conjunction with intake worker observations if the HMIS retains an auditable history of all entries, including the person who entered the data, the date of entry, and the change made; and if the HMIS prevents overrides any changes of the dates on which entries are made.

Topic	Standard
ESG Program Description	<p>The purpose of the ESG program is to assist individuals and families quickly regain stability in permanent housing after experiencing a housing crisis or homelessness.</p> <p>ESG funds are available for five program components: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and data collection through the Homeless Management Information System or HMIS. Recipients also receive administration funds with a statutory cap of 7.5 percent. Below is a summary of the components and related eligible costs:</p> <ul style="list-style-type: none"> • Street Outreach: funds may cover costs related to essential services for unsheltered persons (including emergency health or mental health care, engagement, case management, and services for special populations). • Emergency Shelter: funds may be used for renovation of emergency shelter facilities and the operation of those facilities, as well as services for the residents (including case management, child care, education, employment assistance and job training, legal, mental health, substance abuse treatment, transportation, and services for special populations).

CITY OF FLINT ESG PROGRAM STANDARDS

	<ul style="list-style-type: none"> • Homelessness Prevention and Rapid Re-Housing: both components fund housing relocation and stabilization services (including rental application fees, security deposits, utility deposits or payments, last month's rent and housing search and placement activities). Funds may also be used for short- or medium-term rental assistance for those who are at-risk of becoming homeless or transitioning to stable housing. • HMIS: funds may be used to pay the costs for contributing data to the HMIS designated by the Continuum of Care for the area. Eligible activities include (computer hardware, software, or equipment, technical support, office space, salaries of operators, staff training costs, and participation fees).
Coordination with Continuum(s) of Care and other programs	<p>The recipient and its sub-recipients must document their compliance with the requirement for consulting with the Continuum(s) of Care and coordinating and integrating ESG assistance with programs targeted toward homeless people and mainstream service and assistance programs.</p>
Centralized or coordinated assessment systems and procedures	<p>An ESG recipient and its sub-recipients must keep documentation evidencing the use of, and written intake procedures for the centralized or coordinated assessment system(s) developed by the Continuum of Care(s) in accordance with the requirements established by HUD.</p> <p>Note: This requirement does not go into effect until the CoC establishes the centralized or coordinated assessment system(s).</p>
Matching	<p>ESG Sub-recipients and sub-subrecipients must make matching contributions to supplement the recipient's ESG program in an amount that equals the amount of ESG funds provided by the City of Flint.</p> <p><i>Eligible sources of matching contributions:</i> Matching contributions may be obtained from any source, including any Federal source other than the ESG program, as well as state, local, and private sources. However, the following requirements apply to matching contributions from a Federal source of funds:</p> <ol style="list-style-type: none"> 1) The recipient must ensure the laws governing any funds to be used as matching contributions do not prohibit these funds from being used to match Emergency Solutions Grant (ESG) funds. 2) If ESG funds are used to satisfy the matching requirements of another Federal program, then funding from that program may not be used to satisfy the matching requirements under this section. <p>To count toward the required match for the recipient's fiscal year grant, cash</p>

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	<p>contributions must be expended within the expenditure deadline in § 576.203, and non-cash contributions must be made within the expenditure deadline in § 576.203. Contributions used to match a previous ESG grant may not be used to match a subsequent ESG grant. Contributions that have been or will be counted as satisfying a matching requirement of another Federal grant or award may not count as satisfying the matching requirement of this section.</p> <p><i>Eligible types of matching contributions.</i> The matching requirement may be met by one or both of the following:</p> <p>(1) <i>Cash contributions.</i> Cash expended for allowable costs, as defined in OMB Circulars A-87 (2 CFR part 225) and A-122 (2 CFR part 230), of the recipient or subrecipient.</p> <p>(2) <i>Non-cash contributions.</i> The value of any real property, equipment, goods, or services contributed to the recipient's or subrecipient's ESG program, provided that if the recipient or subrecipient had to pay for them with grant funds, the costs would have been allowable. Non-cash contributions may also include the purchase value of any donated building.</p> <p><i>Calculating the amount of non-cash contributions.</i> (1) To determine the value of any donated material or building, or of any lease, the recipient must use a method reasonably calculated to establish the fair market value.</p> <p>Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the recipient's or subrecipient's organization. If the recipient or subrecipient does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market.</p> <p>The recipient and where applicable, its sub-recipients must keep records of the source and use of contributions made to satisfy the ESG matching requirement. The records must indicate the particular fiscal year grant for which each matching contribution is counted. The records must show how the value placed on third-party, non-cash contributions was derived. To the extent feasible, volunteer services must be supported by the same methods that the organization uses to support the allocation of regular personnel costs.</p>
Confidentiality	<p>(f) Recipient and its sub-recipients must develop and implement written procedures to ensure:</p> <p>(i) All records containing personally identifying information (as defined in HUD's standards for participation, data collection, and reporting in a local HMIS) of any individual or family who applies for and/or receives ESG assistance will be kept secure and confidential;</p> <p>(ii) The address or location of any domestic violence, dating violence, sexual assault, or stalking shelter project assisted under the ESG will not be made public, except with written authorization of the person responsible for the operation of the shelter; and</p>

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	<p>(iii) The address or location of any housing of a program participant will not be made public, except as provided under a preexisting privacy policy of the recipient or sub-recipient and consistent with state and local laws regarding privacy and obligations of confidentiality</p> <p>(2) The confidentiality procedures of the recipient and its sub-recipients must be in writing and must be maintained in accordance with this section.</p>
Termination Policies	<p>Each ESG sub-recipient must have a termination policy in place that meets the following specifications:</p> <ul style="list-style-type: none"> • Written notice to the household containing clear a statement defining the reason for termination • An appeal process, in which the household is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision • Prompt written notice of the final decision to the household <p><u>Termination of ESG services does not bar the program participant from receiving further assistance at a later date if they again meet all ESG eligibility requirements.</u></p>
Case Management	<p>Case management services must be offered to every ESG household with the intention of assisting the household in obtaining housing and maintaining long term housing stability. A plan must be developed to assist the household with retaining permanent housing after ESG assistance ends, taking into account the household's current and/or expected income and expenses, and other public or private assistance for which the household may be eligible. The following documentation shall be recorded in each household's case record to document case management services offered through ESG:</p> <ul style="list-style-type: none"> • creation of a Housing Stability Plan • creation of a personalized budget, taking into consideration the participants current and expected income and all expenses • documentation of monthly meetings with the case manager* • notes and/or copies of referrals to mainstream benefits and other resources and follow up notes on whether the household was able to access the service/benefit <p>*A sub-recipient may be exempt from the monthly meeting requirement if the Violence Against Women Act of 1994 or the Family Violence Prevention and</p>

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	Services Act prohibits the sub-recipient from making its shelter or housing conditional on the participant's acceptance of services.
Ineligible Applicants	<p>Sub-recipients are required to keep a case record for each household that applies for and is determined ineligible for ESG Homelessness Prevention services by the sub-recipient. The case record must include documentation of the reason for that determination.</p> <p>If a household successfully completes an intake and application for eligibility and is determined ineligible for assistance, they have the right to receive in writing a notice of ineligibility* and the right to request a review of the decision. If a review of the decision is requested, the review must be performed by a staff member who is familiar with the ESG program, but unfamiliar with the household requesting the review. It must be made clear to the household requesting the review, that the review process is different than a hearing, therefore no testimony will be taken, and that any additional documentation that they would like to be considered must be included in their request for a review. The review process should be completed within 15 days of the request for review. At the end of the review, the sub-recipient should notify the household of the final decision in writing at the address provided by the applicant.</p> <p>*The City of Flint has provided a sample notice of ineligibility that may be used and adapted by sub-recipients to meet this requirement.</p>
Documentation of Services and Assistance Provided	The sub-recipient must keep records of the types of essential services, rental assistance, and housing stabilization and relocation services provided under the sub-recipient's program and the amounts spent on these services and assistance and whether they are costs charged to match or against the ESG grant.
Period of Record Retention	Documentation of each household's qualification for ESG Rapid Re-Housing assistance must be retained for 5 years after the expenditure of all funds from the grant under which the household was served. Copies made by scanning, photocopying, or similar methods may be substituted for the original records.
HMIS	<p>ESG sub-recipients must document participation in HMIS (or a comparable database by sub-recipients with a primary mission of serving victims of domestic violence or providing legal services.) The City of Flint requires that sub-recipients gather both "universal" data elements and "program" level data elements in order to successfully complete an entry assessment, quarterly assessments, and an exit assessment into the HMIS system for each eligible household.</p> <p>The City of Flint requires that all sub-recipients submit a Quarterly Performance Report (QPR) for their program on a quarterly basis. The QPR report should be pulled from your HMIS system, converted to a .pdf and emailed to Metro Community Development, with copies to the City of Flint. Submission deadlines are:</p>

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	<ul style="list-style-type: none"> • October 15th, 2012 • January 15, 2012 • April 15th, 2012 • July 15th, 2012 (Final QPR) <p>City of Flint sub-recipients are responsible for monitoring the accuracy and quality of their data and working with their HMIS lead agency if any problems arise. Sub-recipients are also responsible for any data collected by organizations they may have sub-contracts with.</p>
Conflicts of Interest/Codes of Conduct	<p>The recipient and its sub-recipients must keep records to show compliance with HUD's organizational conflicts-of interest requirements, a copy of the personal conflicts of interest policy or codes of conduct, and records supporting exceptions to the personal conflicts of interest prohibitions.</p>
Faith-based activities	<p>The recipient and its sub-recipients must document their compliance with the faith-based activities requirements as listed below:</p> <ul style="list-style-type: none"> • Organizations that are directly funded under the City of Flint's ESG program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization as part of the programs or services funded under ESG. If an organization conducts these activities, the activities must be offered separately, in time or location, from the programs or services funded under ESG, and participation must be voluntary for households. • Any religious organization that receives City of Flint ESG funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs, provided that the religious organization does not use ESG funds to directly support any inherently religious activities, such as worship, religious instruction, or proselytization. Among other things, faith-based organizations may use space in their facilities to provide ESG-funded services, without removing religious art, icons, scriptures, or other religious symbols. An ESG sub-recipient retains its authority over its internal governance, and the organization may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents. • A sub-recipient that receives ESG funds shall not, in providing ESG assistance, discriminate against an eligible household on the basis of religion or religious belief.

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Other Federal Requirements	<p>The recipient and its sub-recipients must document their compliance with the Federal requirements, as applicable, including:</p> <ol style="list-style-type: none"> (1) Records demonstrating compliance with the nondiscrimination and equal opportunity requirements under Other Federal Requirements, including data concerning race, ethnicity, disability status, sex, and family characteristics of persons and households who are applicants for, or program participants in, any program or activity funded in whole or in part with ESG funds and the affirmative outreach requirements. (2) Records demonstrating compliance with the uniform administrative requirements in 24 CFR part 85 (for governments) and 24 CFR part 84 (for nonprofit organizations). (3) Records demonstrating compliance with the environmental review requirements, including flood insurance requirements. (4) Certifications and disclosure forms required under the lobbying and disclosure requirements in 24 CFR part 87.
Written Policies and Procedures	<p>The recipients and its sub-recipients shall all compile and have available for client and City of Flint review policies and procedures detailing at least the following:</p> <ul style="list-style-type: none"> ▪ Description of services provided ▪ Description of eligibility standards and required documentation (as appropriate) ▪ Evaluation and documentation of participant needs ▪ Housing stability planning ▪ Due Process and Termination <p>Emergency shelters will also have policies and procedures describing:</p> <ul style="list-style-type: none"> • Admissions procedure • Length of stay • Other shelter requirements

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Adapted from Commonwealth of Massachusetts Dept of Housing and Community Development ESG Materials
2/7/13

Street Outreach Program Standards

The City of Flint ESG Street Outreach Grantees, sub-recipients and sub-recipient subcontractors must comply with the following requirements and procedures to ensure compliance with the homeless definition set forth by HUD and the Request for Responses issued by the City of Flint. Both sets of requirements are incorporated into all City of Flint ESG contracts. The City of Flint requires all sub-recipients to adhere to the reporting guidelines below. Prior to authorizing services or financial assistance, the documentation listed in the following sections must be obtained and copied for the case record. HUD requires the order of priority be:

- (1) First, third-party documentation, signed and dated, on the documenting organization's official letterhead*
- (2) Intake worker observations; and
- (3) Certification from the person seeking assistance

***While third-party documentation is preferred, lack of this documentation must not prevent a household from being immediately admitted to emergency shelter, receiving street outreach services, or receiving services provided by a victim service provider.**

Note: According to the ESG Interim Rule records contained in an HMIS or comparable database used by victim service providers are acceptable evidence of third-party documentation in conjunction with intake worker observations if the HMIS retains an auditable history of all entries, including the person who entered the data, the date of entry, and the change made; and if the HMIS prevents overrides any changes of the dates on which entries are made.

Topic	Standards for Street Outreach
Documentation of Homeless Eligibility	<p>ESG funds may be used to provide street outreach services to eligible homeless individuals and families.</p> <p>To be eligible the household must meet <u>the criteria</u> for Category 1. (Households who meet the criteria for Category 4 must also meet the criteria for Category 1.) The following documentation must be obtained and copied into each household's case record accordingly:</p> <p>Category 1. Literally Homeless:</p> <p>(1) If the household qualifies as literally homeless because they are residing in a place not meant for human habitation, acceptable documentation is a description by an outreach worker of the conditions where the household was living and the dates observed; a written referral by another housing or service provider describing the situation and dates, or a certification by the head of household seeking assistance stating that (s)he resided in an emergency shelter or place not</p>

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<p>Documentation of Homeless Eligibility (Continued)</p>	<p>meant for human habitation. The certification should describe the living situation and include the dates the household resided there.</p> <p>(2) If the household qualifies as literally homeless because he or she resided in an emergency shelter or place not meant for human habitation and is exiting an institution where he or she resided for 90 days or less, acceptable evidence includes the evidence described in paragraph in (1) above of this section</p> <p>AND one of the following:</p> <p>(i) Discharge paperwork or a written or oral referral from a social worker, case manager, or other appropriate official of the institution, stating the name and location of the institution, beginning and end dates of the time residing in the institution. All oral statements must be recorded by the intake worker; or</p> <p>(ii) Where the evidence in paragraph (2)(i) of this section is not obtainable, a written record of the intake worker's due diligence in attempting to obtain the evidence described in paragraph (2)(i) AND a certification by the individual seeking assistance that states he or she is exiting or has just exited an institution where he or she resided for 90 days or less.</p> <p><i>Street Outreach participants also have the following additional limitations on eligibility within Category 1:</i></p> <ul style="list-style-type: none"> • Individuals and families must be living on the streets (or other places not meant for human habitation) and be unwilling to unable to access services in emergency shelter <p>Category 4. Fleeing/Attempting to Flee Domestic Violence:</p> <p><u>Households that meet the criteria for Category 4 must also meet the criteria for Category 1 to qualify for Rapid Re-Housing services under ESG programs.</u></p> <p>For a household fleeing domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions related to violence, acceptable evidence includes:</p> <p>(1) An oral statement by the household seeking assistance that he/she is fleeing that situation, that no subsequent residence has been identified, and that the household lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other housing.</p> <p>(2) If the individual or family is receiving shelter or services provided by a victim service provider, the oral statement must be documented by either a certification by the head of household, or a certification by the intake worker.</p>
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Documentation of Homeless Eligibility (Continued)	<p>OTHERWISE, the oral statement that the individual or head of household seeking assistance has not identified a subsequent residence and lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain housing must be documented by a certification by the individual or head of household that the oral statement is true and complete.</p> <p>(3) AND, where the safety of the individual or family would not be jeopardized, the domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening condition must be verified by a written observation by the intake worker or a written referral by a housing or service provider, social worker, legal assistance provider, health-care provider, law enforcement agency, legal assistance provider, pastoral counselor, or any other organization from whom the individual or head of household has sought assistance for domestic violence, dating violence, sexual assault, or stalking. The written referral or observation need only include the minimum amount of information necessary to document that the individual or family is fleeing, or attempting to flee domestic violence, dating violence, sexual assault, and stalking.</p>
Eligible Activities and Costs	<p>Eligible costs for ESG Street Outreach activities include essential services to eligible participants provided on the street and in other places not meant for human habitation to individuals and families who are unable or unwilling to enter emergency shelter.</p> <p>Eligible Activities and Costs include:</p> <ol style="list-style-type: none"> 1. Engagement: Activities to locate, identify and build relationships with unsheltered homeless people for purpose of providing immediate support, intervention, and connections to services <ol style="list-style-type: none"> a. Initial assessment of needs and eligibility b. Crisis counseling c. Addressing urgent physical needs d. Connecting to and providing info and referral e. Cell phone costs of outreach workers 2. Case Management: Assessing housing and service needs, and arranging/coordinating/monitoring the delivery of individualized services <ol style="list-style-type: none"> a. Using centralized/coordinated assessment system b. Evaluating and documenting eligibility c. Counseling d. Developing/securing/coordinating services e. Helping obtain Federal, state, and local benefits f. Monitoring/evaluating participant progress g. Providing information and referral to other providers h. Developing and individualized housing/service plan 3. Emergency Health Services: Outpatient treatment of urgent medical conditions by licensed medical professionals <ol style="list-style-type: none"> a. Assessing participants' health needs and developing treatment

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<p>Eligible Activities and Costs (cont.)</p>	<p>plans</p> <ul style="list-style-type: none"> b. Assisting participants to understand their health needs c. Providing or helping participants obtain appropriate emergency medical treatment d. Providing medication and follow-up services <p>4. <u>Emergency Mental Health Services:</u> Outpatient treatment of urgent mental health conditions by licensed professionals in community-based settings</p> <ul style="list-style-type: none"> a. Crisis interventions b. Prescription of psychotropic medications c. Medication management d. Combinations of therapeutic approaches to address multiple problems <p>5. <u>Transportation:</u> Travel by outreach workers, social workers, medical professionals or other service providers during the provision of eligible street outreach services</p> <ul style="list-style-type: none"> a. Transporting unsheltered people to emergency shelters or other service facilities b. Cost of participant's travel on public transit c. Mileage allowance for outreach workers to visit participants d. Purchasing or leasing a vehicle for use in conducting outreach activities, including the cost of gas, insurance, taxes and maintenance for the vehicle. <p>6. <u>Services to Special Populations:</u> Otherwise eligible essential services that have been tailored to address the special needs of homeless youth, victims of domestic violence and/or people living with HIV/AIDS who are literally homeless</p>
<p>Evaluation of Eligibility and Needs</p>	<p>The recipient or its subrecipient must conduct an initial evaluation to determine the eligibility of each individual or family's eligibility for ESG assistance and the amount and types of assistance the individual or family needs to regain stability in permanent housing. These evaluations must be conducted in accordance with the centralized or coordinated assessment requirements.</p>

Shelter Operations and Essential Services Program Standards

The City of Flint ESG Shelter Operations sub-recipients and sub-recipient subcontractors must comply with the following requirements and procedures to ensure compliance with the homeless definition set forth by HUD and the Request for Responses issued by the City of Flint. Both sets of requirements are incorporated into all City of Flint ESG contracts. The City of Flint requires all sub-recipients to adhere to the reporting guidelines below. Prior to authorizing services or financial assistance, the documentation listed in the following sections must be obtained and copied for the case record. HUD requires the order of priority be:

- (1) First, third-party documentation, signed and dated, on the documenting organization's official letterhead*
- (2) Intake worker observations; and
- (3) Certification from the person seeking assistance

***While third-party documentation is preferred, lack of this documentation must not prevent a household from being immediately admitted to emergency shelter, receiving street outreach services, or receiving services provided by a victim service provider.**

Note: According to the ESG Interim Rule records contained in an HMIS or comparable database used by victim service providers are acceptable evidence of third-party documentation in conjunction with intake worker observations if the HMIS retains an auditable history of all entries, including the person who entered the data, the date of entry, and the change made; and if the HMIS prevents overrides any changes of the dates on which entries are made.

Topic	Standards for Shelter Operations
Documentation of Homeless Eligibility	<p>ESG funds may be used to provide essential services to eligible homeless individuals and families.</p> <p>To be eligible the household must meet the criteria for Category 1. (Households who meet the criteria for Category 4 must also meet the criteria for Category 1.) The following documentation must be obtained and copied into each household's case record accordingly:</p> <p>Category 1. Literally Homeless:</p> <p>(1) If the household qualifies as literally homeless because they are residing in a place not meant for human habitation, acceptable documentation is a description by an outreach worker of the conditions where the household was living and the dates observed; a written referral by another housing or service provider describing the situation and dates, or a certification by the head of household seeking assistance stating that (s)he resided in an emergency shelter or place not meant for human habitation. The certification should describe the living situation</p>

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Documentation of Homeless Eligibility (Continued)	<p>and include the dates the household resided there.</p> <p>(2) If the household qualifies as literally homeless because he or she resided in an emergency shelter or place not meant for human habitation and is exiting an institution where he or she resided for 90 days or less, acceptable evidence includes the evidence described in paragraph in (1) above of this section</p> <p>AND one of the following:</p> <p>(i) Discharge paperwork or a written or oral referral from a social worker, case manager, or other appropriate official of the institution, stating the name and location of the institution, beginning and end dates of the time residing in the institution. All oral statements must be recorded by the intake worker; or</p> <p>(ii) Where the evidence in paragraph (2)(i) of this section is not obtainable, a written record of the intake worker's due diligence in attempting to obtain the evidence described in paragraph (2)(i) AND a certification by the individual seeking assistance that states he or she is exiting or has just exited an institution where he or she resided for 90 days or less.</p> <p><i>Street Outreach participants also have the following additional limitations on eligibility within Category 1:</i></p> <ul style="list-style-type: none"> • Individuals and families must be living on the streets (or other places not meant for human habitation) and be unwilling or unable to access services in emergency shelter <p><u>Documentation includes:</u></p> <ul style="list-style-type: none"> • Written observation by the outreach worker; or • Written referral by another housing or service provider; or • Certification by the individual or head of household seeking assistance stating that (s)he was living on the street or in shelter; • For individuals exiting an institution—use one of the forms of evidence above and: <ul style="list-style-type: none"> o Discharge paperwork or written/oral referral; or o Written record of intake worker's due diligence to obtain above evidence and certification by individual that they exited institution. <p>Category 2. Imminent Risk of Homeless</p> <p>Definition 1 – Individuals and Families:</p> <p>An individual or family who:</p> <p>(i) Has an annual income below 30% of median family income for the area (see below for detail); AND</p>
Documentation	

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CITY OF FLINT ESG PROGRAM STANDARDS

<p>of Homeless Eligibility (Continued)</p>	<p>(ii) Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the "homeless" definition [see below for detail]. AND</p> <p>(iii) Meets one of the following conditions:</p> <p>(A) Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; OR</p> <p>(B) Is living in the home of another because of economic hardship; OR</p> <p>(C) Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; OR</p> <p>(D) Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; OR</p> <p>(E) Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; OR</p> <p>(F) Is exiting a publicly funded institution or system of care; OR</p> <p>(G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved Con Plan.</p> <p>Definition 2 – Unaccompanied Children and Youth:</p> <p>A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute</p> <p>Definition 3 – Families with Children and Youth:</p> <p>An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her.</p> <p>Category 3. Homeless under other Federal Statutes:</p> <p>Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <ul style="list-style-type: none"> • Are defined as homeless under the other listed federal statutes; • Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless
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Documentation of Homeless Eligibility (Continued)	<p>assistance application; Have experienced persistent instability as measured by two moves or more during the preceding 60 days; <u>and</u></p> <ul style="list-style-type: none"> • Can be expected to continue in such status for an extended period of time due to special needs or barriers <p><u>Documentation includes:</u></p> <ul style="list-style-type: none"> • Certification by the nonprofit or state/local government that the individual or head of household seeking assistance meet the criteria of homelessness under another federal statute; <u>and</u> • Certification of no permanent housing in the preceding 60 days; <u>and</u> • Certification by the individual or head of household, and any available supporting documentation, that (s)he has moved two or more times in the past 60 days; <u>and</u> • Documentation of special needs <u>or</u> 2 or more barriers. <p>Category 4. Fleeing/Attempting to Flee Domestic Violence:</p> <p>For a household fleeing domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions related to violence, acceptable evidence includes:</p> <p>(1) An oral statement by the household seeking assistance that he/she is fleeing that situation, that no subsequent residence has been identified, <u>and</u> that the household lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other housing.</p> <p>(2) If the individual or family is receiving shelter or services provided by a victim service provider, the oral statement must be documented by either a certification by the head of household, or a certification by the intake worker. OTHERWISE, the oral statement that the individual or head of household seeking assistance has not identified a subsequent residence and lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain housing must be documented by a certification by the individual or head of household that the oral statement is true and complete,</p> <p>(3) AND, where the safety of the individual or family would not be jeopardized, the domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening condition must be verified by a written observation by the intake worker or a written referral by a housing or service provider, social worker, legal assistance provider, health-care provider, law enforcement agency, legal assistance provider, pastoral</p>
Documentation of Homeless	

CITY OF FLINT ESG PROGRAM STANDARDS

<p>Eligibility (Continued)</p>	<p>counselor, or any other organization from whom the individual or head of household has sought assistance for domestic violence, dating violence, sexual assault, or stalking. The written referral or observation need only include the minimum amount of information necessary to document that the individual or family is fleeing, or attempting to flee domestic violence, dating violence, sexual assault, and stalking.</p> <p><u>Documentation includes:</u></p> <p><i>For Victim Service Providers:</i></p> <ul style="list-style-type: none"> An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self-certification or a certification by the intake worker. <p><i>For Non-Victim Service Providers:</i></p> <ul style="list-style-type: none"> Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification or by the caseworker. Where the safety of the individual/family is not jeopardized, the oral statement must be verified; <u>and</u> Certification by the individual or head of household that no subsequent residence has been identified; <u>and</u> Self-certification or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.
<p>Eligible Activities and Costs</p>	<p>Eligible costs for ESG Emergency Shelter activities include essential services to persons in emergency shelters and the operation of emergency shelters. Staff costs related to carrying out emergency shelter activities are also eligible.</p> <p>Eligible Essential Services Activities and Costs include:</p> <ol style="list-style-type: none"> Care Management: Assessing housing and service needs, and arranging/coordinating/monitoring the delivery of individualized services <ol style="list-style-type: none"> Using centralized/coordinated assessment system Evaluating and documenting eligibility Counseling Developing/securing/coordinating services Helping obtain Federal, state, and local benefits Monitoring/evaluating participant progress Providing information and referral to other providers Developing and individualized housing/service plan Child Care: Licensed child care for program participants with children under the age of 13, or disabled children under the age of 18

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Eligible Activities and Costs (cont.)	<ul style="list-style-type: none"> a. Child care costs b. Meals and snacks c. Comprehensive and coordinated sets of appropriate developmental activities
	<ul style="list-style-type: none"> 3. <u>Education Services:</u> Instruction or training to enhance participants' ability to obtain and maintain housing: literacy, English literacy, GED, consumer education, health education, and substance abuse prevention <ul style="list-style-type: none"> a. Educational services/skill-building b. Screening, assessment and testing c. Individual or group instruction d. Tutoring e. Provision of books, supplies and instructional material f. Counseling g. Referral to community resources 4. <u>Employment Assistance and Job Training:</u> Services assisting participants secure employment and job training programs <ul style="list-style-type: none"> a. Classroom, online and/or computer instruction b. On-the-job instruction c. Job finding, skill-building d. Reasonable stipends in employment assistance and job training programs e. Books and instructional material f. Employment screening, assessment, or testing g. Structured job-seeking support h. Special training and tutoring, including literacy training and pre-vocational training i. Counseling or job coaching j. Referral to community resources. 5. <u>Outpatient Health Services:</u> Direct outpatient treatment of medical conditions provided by licensed medical professionals <ul style="list-style-type: none"> a. Assessing health problems and developing a treatment plan b. Assisting program participants to understand their health needs c. Providing or helping participants obtain appropriate medical treatment, preventive medical care, and health maintenance services, including emergency medical services d. Providing medication and follow-up services e. Providing preventive and non-cosmetic dental care 6. <u>Legal Services:</u> Necessary legal services regarding matters that interfere with the program participant's ability to obtain and retain housing <ul style="list-style-type: none"> a. Hourly fees for legal advice and representation by licensed attorneys and certain other fees-for-service b. Client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling c. Filing fees and other necessary court costs d. Legal representation and advice to resolve legal problems that prevent participants from obtaining or retaining permanent housing: <ul style="list-style-type: none"> i. Child support ii. Guardianship

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Eligible Activities and Costs (cont.)	<ul style="list-style-type: none"> iii. Paternity iv. Emancipation v. Legal separation vi. Resolution of outstanding criminal warrants vii. Appeal of veterans and public benefit claim denials viii. Orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking <p>7. <u>Life Skills Training:</u> Critical life management skills necessary to assist the program participant to function independently in the community</p> <ul style="list-style-type: none"> a. Budgeting resources b. Managing money c. Managing a household d. Resolving conflict e. Shopping for food and needed items f. Improving nutrition g. Using public transportation h. Parenting <p>8. <u>Mental Health Services:</u> Direct outpatient treatment of mental health conditions by licensed professionals in community-based settings</p> <ul style="list-style-type: none"> a. Crisis interventions b. Individual, family or group therapy sessions c. Prescription of psychotropic medications or explanations about the use and management of medications d. Combinations of therapeutic approaches to address multiple problems <p>9. <u>Substance Abuse Treatment Services:</u> Substance abuse treatment services provided by licensed or certified professionals, designed to prevent, reduce, eliminate or deter relapse of substance abuse or addictive behaviors</p> <ul style="list-style-type: none"> a. Client intake and assessment b. Outpatient treatment for up to thirty days c. Group and individual counseling d. Drug testing <p>10. <u>Transportation:</u> Travel by outreach workers, social workers, medical professionals or other service providers during the provision of eligible street outreach services</p> <ul style="list-style-type: none"> a. Transporting unsheltered people to emergency shelters or other service facilities b. Cost of participant's travel on public transit c. Mileage allowance for outreach workers to visit participants d. Purchasing or leasing a vehicle for use in conducting outreach activities, including the cost of gas, insurance, taxes and maintenance for the vehicle. <p>11. <u>Services to Special Populations:</u> Otherwise eligible essential services that have been tailored to address the special needs of homeless youth, victims of domestic violence and/or people living with HIV/AIDS who are literally homeless</p>
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<p>Eligible Activities and Costs (cont.)</p>	<p>Shelter Operations Activities and Eligible Costs include:</p> <ol style="list-style-type: none"> 1. Shelter Operations: Costs to operate and maintain emergency shelters and also provide other emergency lodging when appropriate <ol style="list-style-type: none"> a. Maintenance (including minor or routine repairs) b. Rent c. Security d. Fuel e. Insurance f. Utilities g. Food h. Furnishings i. Equipment j. Supplies necessary for the operation of the emergency shelter k. Hotel or motel voucher for family or individual (<i>only</i> if no appropriate emergency shelter is available)
<p>Shelter Standards Checklist</p>	<p>The records must include documentation of compliance with HUD's shelter and housing standards, as described in 24 CFR 576.403.</p> <p>Any emergency shelter that receives assistance for shelter operations must also meet the following minimum safety, sanitation, and privacy standards. The recipient may also establish standards that exceed or add to these minimum standards.</p> <ol style="list-style-type: none"> 1. <i>Structure and materials.</i> The shelter building must be structurally sound to protect residents from the elements and not pose any threat to health and safety of the residents. Any renovation (including major rehabilitation and conversion) carried out with ESG assistance must use Energy Star and Water Sense products and appliances. 2. <i>Access.</i> The shelter must be accessible in accordance with Section 504 of the Rehabilitation Act (29 U.S.C. 794) and implementing regulations at 24 CFR part 8; the Fair Housing Act (42 U.S.C. 3601 <i>et seq.</i>) and implementing regulations at 24 CFR part 100; and Title II of the Americans with Disabilities Act (42 U.S.C. 12131 <i>et seq.</i>) and 28 CFR part 35; where applicable. 3. <i>Space and security.</i> Except where the shelter is intended for day use only, the shelter must provide each program participant in the shelter with an acceptable place to sleep and adequate space and security for themselves and their belongings. 4. <i>Interior air quality.</i> Each room or space within the shelter must have a natural or mechanical means of ventilation. The interior air must be free of pollutants at a level that might threaten or harm the health of residents. 5. <i>Water supply.</i> The shelter's water supply must be free of contamination. 6. <i>Sanitary facilities.</i> Each program participant in the shelter must have access to sanitary facilities that are in proper operating condition, are private, and are adequate for personal cleanliness and the disposal of human waste. 7. <i>Thermal environment.</i> The shelter must have any necessary heating/cooling facilities in proper operating condition.

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Shelter Standards Checklist (cont.)	<p>8. <i>Illumination and electricity.</i> The shelter must have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There must be sufficient electrical sources to permit the safe use of electrical appliances in the shelter.</p> <p>9. <i>Food preparation.</i> Food preparation areas, if any, must contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner.</p> <p>10. <i>Sanitary conditions.</i> The shelter must be maintained in a sanitary condition.</p> <p>11. <i>Fire safety.</i> There must be at least one working smoke detector in each occupied unit of the shelter. Where possible, smoke detectors must be located near sleeping areas. The fire alarm system must be designed for hearing-impaired residents. All public areas of the shelter must have at least one working smoke detector. There must also be a second means of exiting the building in the event of fire or other emergency.</p>
Evaluation of Eligibility and Needs	<p>The subrecipient must conduct an initial evaluation to determine the eligibility of each individual or family's eligibility for ESG assistance and the amount and types of assistance the individual or family needs to regain stability in permanent housing. These evaluations must be conducted in accordance with the centralized or coordinated assessment requirements.</p>



**CITY OF FLINT
EMERGENCY SOLUTIONS GRANT
AT RISK OF HOMELESSNESS CERTIFICATION**

ESG Household Name: _____ Date: _____

This is to certify the above individual or household is currently at risk of homelessness based on the category checked and required documentation.

Check only one Category and complete only that section

CATEGORY 1: An Individual or family: (must have income 30% below AMI, lack sufficient resources & meets 1 of the following risk factors)

- ☐ Has an annual income below 30% of AMI (must have documentation of income eligibility: AND)
- ☐ Lacks sufficient resources or support networks immediately available to prevent homelessness (must complete Self-Certification Form No. 4) supported by other documentation when practical such as termination notice, unemployment compensation statement, bank statement, healthcare/utility bill showing arrears)

AND meets 1 of the following risk factors with acceptable documentation

- ☐ Risk 1: Persistent housing instability - has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance (must document the following 2 criteria):
- ☐ Housing history must demonstrate 2 or more moves within 60 days; documentation may include 311/5 records, referral from housing/service provider, letter from tenant/owner (*intake observation not appropriate*); and
 - ☐ Economic reasons may include termination from employment, unexpected medical costs, inability to maintain housing including utilities, etc.; documentation may include notice of termination, healthcare bills indicating arrears, utility bills indicating arrears (*intake observation not appropriate*).

- ☐ Risk 2: Living in the home of another because of economic hardship (must document the following 2 criteria):
- ☐ Housing must be in the home of another (i.e., doubled up); documentation may include letter from tenant/homeowner (*intake observation may be appropriate*); and
 - ☐ Economic reasons may include termination from employment, unexpected medical costs, inability to maintain housing including utilities, etc.; documentation may include notice of termination, healthcare bills indicating arrears, utility bills indicating arrears (*intake observation not appropriate*).

- ☐ Risk 3: Housing loss within 21 days - has been notified their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; notification to leave within 21 days must be written and only third party source/written is appropriate (must document 1 of the following criteria):
- ☐ If tenant/homeowner: eviction notice, court order to leave within 21 days; or
 - ☐ If living with another (doubled up): eviction letter from tenant/homeowner.

- ☐ Risk 4: Living in a rented hotel or motel and cost is not paid for by charitable organization or by Federal, State, or local government programs for low-income individuals (must document the following 2 criteria):
- ☐ Housing must be in a hotel/motel; documentation may include either letter from hotel/motel manager or intake observation; and
 - ☐ Costs have not been covered by charitable organization or government program; documentation - cancelled check.

- ☐ Risk 5: Living in a severely over-crowded unit as defined by US Census Bureau: lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than 1½ persons per room (must document the following):
- ☐ Number of rooms in unit AND number of individuals living in unit; documentation may include lease, unit details from Tax Assessor's Office, intake observation.

AT RISK OF HOMELESSNESS CERTIFICATION

Category 1: An Individual or family (continued):

- ☐ **Risk 6: Exiting publicly funded institution or system of care (must document the following):**
- ☐ Discharge from healthcare facility, mental health facility, foster care or other youth facility or correction program; documentation – discharge paperwork or referral letter.
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- ☐ **Risk 7: Living in housing associated with instability and an increased risk of homelessness. For example: being a young household with a young child, lacking transportation to work, or other circumstances or barriers as identified in your community.**
(documentation must include):
- ☐ Self-certification (Form No. 5) or other written documentation describing the circumstances and that the individual or family lacks financial resources and support networks to obtain other permanent housing.

CATEGORY 2: Unaccompanied Children and Youth

- ☐ A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute (must document the following):
- ☐ Verification of Homeless Status must be provided by agency administering applicable Federal program; documentation must be *Third Party – Written ONLY*; Certification of homeless status (letter or standardized form).

CATEGORY 3: Families with Children and Youth

- ☐ An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her (must document the following):
- ☐ *Third Party – Written ONLY*; must have documentation of homeless status, which may be letter or referral provided by agency administering the Federal Program; AND must confirm family/guardian is residing with children/youth.

Intake Staff Signature: _____

Date: _____

Homelessness Prevention Program Standards

The City of Flint ESG Homelessness Prevention sub-recipients and any subcontractors must comply with the following requirements and procedures to ensure compliance with the homeless definition set forth by HUD and the Request for Responses issued by the City of Flint. Both sets of requirements are incorporated into all City ESG contracts. The City requires all sub-recipients to adhere to the reporting guidelines below. Prior to authorizing services or financial assistance, the documentation listed in the following sections must be obtained and copied for the case record. HUD requires the order of priority be:

- (1) First, third-party documentation, signed and dated, on the documenting organization's official letterhead*
- (2) Intake worker observations
- (3) Certification from the person seeking assistance

***While third-party documentation is preferred, lack of this documentation must not prevent a household from being immediately admitted to emergency shelter, receiving street outreach services, or receiving services provided by a victim service provider.**

Note: According to the ESG Interim Rule records contained in an HMIS or comparable database used by victim service providers are acceptable evidence of third-party documentation in conjunction with intake worker observations if the HMIS retains an auditable history of all entries, including the person who entered the data, the date of entry, and the change made; and if the HMIS prevents overrides or changes of the dates on which entries are made.

Topic	Standards for Homelessness Prevention
Documentation of At-Risk of Homelessness Eligibility Status	<p>ESG funds may be used to provide housing relocation and stabilization services and short and/or medium term rental assistance, as necessary, to prevent a household from moving into an emergency shelter or another place that would render them homeless according to HUD criteria.</p> <p>To be eligible for ESG homelessness prevention assistance the household must meet one of the three definitions below:</p> <p>Definition 1 – Individuals and Families.</p> <p>An individual or family who:</p> <ol style="list-style-type: none"> (i) Has an annual income below 30% of median family income for the area [see below for detail]; AND (ii) Does not have sufficient resources or support networks immediately

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Documentation of At-Risk of Homelessness Eligibility Status (Continued)	<p>available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the "homeless" definition [see below for detail]; AND</p> <p>(iii) Meets one of the following conditions:</p> <p>(A) Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; OR</p> <p>(B) Is living in the home of another because of economic hardship; OR</p> <p>(C) Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; OR</p> <p>(D) Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; OR</p> <p>(E) Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; OR</p> <p>(F) Is exiting a publicly funded institution or system of care; OR</p> <p>(G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved Con Plan.</p> <p>Definition 2 – Unaccompanied Children and Youth:</p> <p>A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute</p> <p>Definition 3 – Families with Children and Youth:</p> <p>An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her.</p> <p><u>Documentation of imminent risk of homelessness includes:</u></p> <ul style="list-style-type: none"> • A court order resulting from an eviction action notifying the individual or family that they must leave; <u>or</u> • For individuals and families leaving a hotel or motel—evidence that they lack the financial resources to stay; <u>or</u> • A documented and verified oral statement; <u>and</u>
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Documentation of At-Risk of Homelessness Eligibility Status (Continued)	<ul style="list-style-type: none"> • Certification that no subsequent residence has been identified; <u>and</u> • Self-certification or other written documentation that the individual or family lacks the financial resources and support necessary to obtain permanent housing.
Eligible Activities and Costs	<p>The purpose of homeless prevention assistance is to prevent persons from becoming homeless in a shelter or an unsheltered situation and to help such persons regain stability in their current housing or other permanent housing.</p> <p>Eligible activities include:</p> <ol style="list-style-type: none"> 1. Housing Relocation and Stabilization Services 2. Short- and Medium-Term Rental Assistance <p>Eligible Housing Relocation and Stabilization Services costs include:</p> <p><u>Housing Relocation Financial Assistance:</u></p> <ol style="list-style-type: none"> 1. Rental application fees: Application fee that is charged by the owner to all applicants 2. Security Deposits: Equal to no more than 2 months' rent 3. Last Month's Rent: Paid to the owner of housing at the time security deposit and first month's rent are paid 4. Moving Costs: Moving costs, such as truck rental or hiring a moving company, including certain temporary storage fees 5. Utility Deposits: Standard Utility deposit required by the utility company for all customers (i.e. gas, electric, water, sewage) 6. Utility Payments: Up to 24 months of utility payments per participant, per service (i.e. gas, electric, water/sewage), including up to 6 months of arrearages, per service <p><u>Housing Stabilization Services:</u></p> <ol style="list-style-type: none"> 1. Housing Search and Placement: <ol style="list-style-type: none"> a. Assessment of housing barriers, needs and preferences b. Development of an action plan for locating housing c. Housing search and outreach to and negotiation with owner d. Assistance with submitting rental applications and understanding leases e. Assessment of housing for compliance with ESG requirements for habitability, lead based paint, and rent reasonableness f. Assistance with obtaining utilities and making moving arrangements g. Tenant counseling

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CITY OF FLINT ESG PROGRAM STANDARDS

Eligible Activities and Costs (cont.)	<ol style="list-style-type: none"> 2. <u>Housing Stability Case Management:</u> Assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability <ol style="list-style-type: none"> a. <u>Using the centralized or coordinated assessment system to conduct the initial evaluation and re-evaluation</u> b. <u>Counseling</u> c. <u>Developing, securing and coordinating services including Federal, state, and local benefits</u> d. <u>Monitoring and evaluating program participant progress</u> e. <u>Providing information and referrals to other providers</u> f. <u>Developing an individualized housing and service plans</u> 3. <u>Mediation:</u> Mediation between the program participant and the owner or persons with whom the program participant is living, to prevent the program participant from losing permanent housing in which they currently reside <ol style="list-style-type: none"> a. Time and/or services associated with mediation activities 4. <u>Legal Services:</u> Legal services that are necessary to resolve a legal problem that prohibits the program participant from obtaining or maintaining permanent housing <ol style="list-style-type: none"> a. Hourly fees for legal advice and presentation b. Fees based on the actual service performed c. Client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling d. Filing fees and other necessary court costs e. Sub-recipient's employees' salaries and other costs necessary to perform the services, if the sub-recipient is a legal services provider and performs the services itself f. Legal representation and advice to resolve legal problems that prevent participants from obtaining or retaining permanent housing: <ol style="list-style-type: none"> i. Child support ii. Guardianship iii. Paternity iv. Emancipation v. Legal separation vi. Resolution of outstanding criminal warrants vii. Appeal of veterans and public benefit claim denials viii. Orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking 5. <u>Credit Repair:</u> Services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems <ol style="list-style-type: none"> a. Credit counseling b. Other related services
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Eligible Activities and Costs (cont.)	<p>Short- and Medium-Term Rental Assistance Costs include:</p> <ol style="list-style-type: none"> 1. Short-Term Rental Assistance: Up to 3 months 2. Medium-Term Rental Assistance: 4 – 24 months 3. Payment of Rental Arrears: One-time payment up to 6 months, including any late fees on those arrears* <p>Combination of Three Types of Rental Assistance: Total not to exceed 24 months, during any 3 year period, including any payment for last month's rent</p>
Documentation of Insufficient Financial Resources and Support Networks	<p>All ESG case records must include the most reliable evidence available to show that the household does not have sufficient resources or support networks; e.g., family, friends, faith-based or other social networks, immediately available to attain housing stability and that 'but for' the ESG assistance the household would become literally homeless. A "But For" Certification must be placed in each households file both at intake and at each quarterly re-certification.</p> <p>See "But For" Certification form.</p>
Income Verification	<p>To meet income eligibility guidelines for ESG homelessness prevention services, households must have an annual income less than 30 percent of median family income for the area, as determined by HUD. To comply with HUD standards, the City expects complete income information to be gathered at intake and included in the ESG assessment information in HMIS at intake and at each subsequent re-certification.</p> <p><u>A written income calculation that demonstrates the household's annual income is below 30% of the median income for the corresponding household size in the area must be included in each participants file at intake and at each re-certification.</u></p> <p>For each household that receives ESG Homelessness Prevention assistance, the following documentation of annual income must be gathered at intake and updated on a quarterly basis:</p> <ol style="list-style-type: none"> (1) Income evaluation form containing the minimum requirements specified by HUD and completed by the ESG provider at intake and each subsequent recertification; AND (2) Source documents for the assets held by the household and income received over the most recent period for which representative data is available before the date of the evaluation (e.g., wage stubs, unemployment comp. statement, public benefits statement, bank statement).

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CITY OF FLINT ESG PROGRAM STANDARDS

Income Verification (cont.)	<p>(3) To the extent that source documents are unobtainable, a written statement by the relevant third party on the company or organization's letterhead (e.g., employer, government benefits administrator) or the written certification by the recipient's or sub-recipient's intake staff of the oral verification by the relevant third party of the income the household received over the most recent period for which representative data is available; OR</p> <p>(4) To the extent that source documents and third party verification are unobtainable, a self-declaration of income completed by each adult in the household stating the amount of income the household received for the most recent period AND a written certification from the intake worker or other staff member at re-certification documenting the efforts made to obtain third party verification of income.</p>
Financial Payments (Rental Assistance, Move In Assistance, Utility Assistance)	<p>Case records for each ESG household must clearly document any financial payments made on behalf of the participant as an ESG service, including:</p> <ul style="list-style-type: none"> • copies of any and all utility statements, clearly documenting the amount of arrears owed by the program participant and the amount paid by the ESG sub-recipient • copies of any and all utility statements, clearly documenting the amount of utility deposit assistance necessary in order to turn the utilities on and any amount paid by the ESG sub-recipient • clear documentation of moving costs, such as truck rental or a moving company, including clear documentation of the amount paid by the ESG sub-recipient • in the case of storage fees, documentation must clearly provide that the fees were accrued after the date the program participant began receiving ESG assistance and before the participant moved into permanent housing. Clear documentation of the amount of assistance (up to 3 months storage) paid by the ESG sub-recipient • case records must include clear documentation of payments made to property owners for the provision of rental assistance or move in assistance, and supporting documentation for these payments, including dates of occupancy by program participants. See <u>Lease Documentation, Ownership and Rental Agreement between Sub-recipient and Property Owner</u> sections below.
Serving	Households in housing with publicly assisted rental assistance may only receive assistance with the following activities:

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Households with a Housing Voucher or other form of Housing Assistance paid with Public Funds	<ol style="list-style-type: none"> 1. Payment for up to six months in rent arrearages for the participant's portion of the rent or up to six months in utility arrearages. 2. Mediation or legal services to resolve a landlord/tenant dispute. <p>Sub-recipients are responsible for documenting in the case file that the eligible household was a recipient of publicly assisted rental assistance and the case record must clearly document the months of rental arrearage assistance and that the assistance offered was for the tenant portion of the rent only. All mediation and legal services offered to resolve a landlord/tenant dispute must be recorded in the household's case record according to the documentation requirements for legal services.</p>
Relocating a Homelessness Prevention Eligible Household	<p>If an eligible household cannot demonstrate that they will be able to maintain the cost of the unit after ESG assistance ends, sub-recipients may use ESG funds to assist with re-locating the household rather than using prevention services to help them remain in their current housing, provided that the financial services are not available to the household through other programs and that the household is not moving into housing with publicly assisted rental assistance. Eligible re-location costs may include:</p> <ul style="list-style-type: none"> • Rental application fees (if applied to all applicants) • Utility deposits • Security deposit up to 2 full month's rent • First month's rent • Moving costs (truck rental or hiring a moving company, including certain temporary storage fees) <p>Sub-recipients must obtain documentation that the household is not able to remain in their current unit and/or document that the household will not be able to maintain rent in their current unit and must move.</p>
Lease Documentation	<p>A legally binding, <u>written</u> lease for the unit between the owner and the household is required prior to a sub-recipient authorizing any payment to the property owner (including first, last, or security deposit payments.) Only when the assistance is solely for rental arrears may an oral agreement be accepted in place of a written lease and only if the oral agreement gives the household an enforceable leasehold interest under state law and the agreement and rent owed are sufficiently documented by the property owner's financial records, rent ledgers or cancelled checks. The oral agreement must then be documented by the sub-recipient on the organization or property owner's official letterhead detailing the address of the unit, the rent amount, move in date, and the term of tenant occupancy.</p> <p>If a sub-recipient is only offering non-financial services, such as housing</p>

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	stability case management or legal services, then a written lease is not necessary.
Ownership	Proof of current ownership of the unit must be obtained prior to any financial payments made to the property owner. Documentation of ownership may include a copy of a deed, water bill, mortgage payment, or tax bill.
Rental Agreement between Sub-recipient and Property Owner	<p>An agreement between the property owner and the ESG sub-recipient must be obtained and placed in the case record for every household that receives rental assistance, and/or move-in assistance paid to the property owner, including first month's rent. Per HUD requirements, this agreement must set forth the terms under which assistance will be provided. The agreement must provide that, during the term of the agreement, the property owner must give the ESG sub-recipient a copy of any notice given to the household to vacate the unit used under state or local law to commence an eviction action against the household, including a notice to quit.</p> <p>A rental agreement between the sub-recipient and the property owner is not necessary if the sub-recipient is not offering payment to the property owner.</p>
Housing Standards Checklist	<p>Habitability standards apply for all households receiving Homelessness Prevention services under ESG, including rental arrears only, or legal assistance only.* The case record for the eligible household must include a completed ESG Housing Shelter & Housing Standards Inspection Checklist or a copy of the inspection report completed by a HUD certified inspector.</p> <p>Lead Based Paint standards also apply for all households receiving homelessness prevention services under ESG. Visual assessments must be completed on all units receiving assistance if constructed before 1978 AND a child under 6 or a pregnant woman will live there. Documentation of the visual inspection completed by qualified staff must be kept in the case record. All staff members that will be responsible for completing visual assessments must have documentation that they are qualified to do so. HUD offers an online visual assessment training that should be completed by all staff members conducting inspections. The certification of completion by staff members should be kept with the sub-recipients ESG administrative records.</p> <p>The training can be found at: http://www.hud.gov/offices/lead/training/visualassessment/h00101.htm</p>
Fair Market Rent (FMR) and Rent Reasonableness	<p>ESG requires housing units to meet BOTH rent reasonableness standards AND HUD's published Fair Market Rent standards.</p> <p>Fair Market Rent established by HUD may be found at: http://www.huduser.org/portal/datasets/fmr/fmrs/FY2013code/selectGeography.cfm</p>

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CITY OF FLINT ESG PROGRAM STANDARDS

	0 Bdr	1 Bdr	2 Bdr	3 Bdr	4 Bdr
FLINT 2013	423	547	711	928	1048

For purposes of calculating rent under rent reasonableness standards, the rent shall not equal more than the total monthly rent for the unit, any fees required for occupancy (excluding late fees and pet fees) and, if the tenant pays utilities, the monthly allowance for utilities (excluding telephone) established by the public housing authority for the area in which the housing is located.

Case Management	<p>Case management services must be offered to every ESG household with the intention of assisting the household in obtaining housing and maintaining long term housing stability. A plan must be developed to assist the household with retaining permanent housing after ESG assistance ends, taking into account the household's current and/or expected income and expenses, and other public or private assistance for which the household may be eligible. The following documentation shall be recorded in each household's case record to document case management services offered through ESG:</p> <ul style="list-style-type: none"> • creation of a Housing Stability Plan • creation of a personalized budget, taking into consideration the participants current income and all expenses • documentation of monthly meetings with the case manager.* (monthly case management meetings may be completed over the phone or in person. Quarterly re-certification must be completed in person.) • Notes and/or copies of referrals to mainstream benefits and other resources and follow up notes on whether the household was able to access the service/benefit. Case notes may be completed electronically. However, case notes must be kept in the case record for easy access and review. <p>*A sub-recipient may be exempt from the monthly meeting requirement if the Violence Against Women Act of 1994 or the Family Violence Prevention and Services Act prohibit the sub-recipient from making its shelter or housing conditional on the participant's acceptance of services.</p>
Legal Services	<p>Sub recipients may use ESG funds to pay for legal services to resolve landlord/tenant disputes, if the services are necessary to resolve a legal problem that prohibits the household from obtaining permanent housing or will likely result in the participant losing permanent housing in which they currently reside. <u>HUD habitability standards must be met, even if Legal Services are the only service an eligible household may receive.</u></p>

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CITY OF FLINT ESG PROGRAM STANDARDS

	Documentation of all legal services provided and the amounts spent on such services must be recorded in each household's case record.
Re-certification	<p>Quarterly re-certifications are required for each household receiving homelessness prevention services through City of Flint ESG. The quarterly re-certification must be completed through a face to face meeting, recorded in HMIS and must be documented in the case record by</p> <ul style="list-style-type: none"> • a new ESG income evaluation form, including updated income and assets documentation • a new "But For" certification • clear case notes documenting any changes in household composition <p>The quarterly re-certification must include a review of all financial documents and a certification that the household still lacks the resources and support networks necessary to remain housing without ESG funding. A new quarterly assessment must be completed in HMIS at each re-certification.</p>



ESG Form No. 14 – Prevention & Re-housing

**CITY OF FLINT
EMERGENCY SOLUTIONS GRANT
Housing Habitability Standards Inspection Checklist**

Instructions: Please check if the property meets the criteria. The property must meet all standards in order to be approved. A copy of this checklist should be placed in the client file.

Approved	Element
	1. Structure and materials: The structures must be structurally sound so as not to pose any threat to the health and safety of the occupants and so as to protect the residents from hazards.
	2. Access: The housing must be accessible and capable of being utilized without unauthorized use of other private properties. Structures must provide alternate means of egress in case of fire.
	3. Space and security: Each resident must be afforded adequate space and security for themselves and their belongings. Each resident must be provided with an acceptable place to sleep.
	4. Interior air quality: Every room or space must be provided with natural or mechanical ventilation. Structures must be free of pollutants in the air at levels that threaten the health of residents.
	5. Water Supply: The water supply must be free from contamination.
	6. Sanitary facilities: Residents must have access to sufficient sanitary facilities that are in proper operating condition, may be used in privacy, and are adequate for personal cleanliness and the disposal of human waste.
	7. Thermal environment: The housing must have adequate heating and/or cooling facilities in proper operating condition.
	8. Illumination and electricity: The housing must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of residents. Sufficient electrical sources must be provided to permit use of essential electrical appliances while assuring safety from fire.
	9. Food preparation and refuse disposal: All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a sanitary manner.
	10. Sanitary condition: The housing and any equipment must be maintained in sanitary condition.
	11. Lead-based paint: If the structure was built prior to 1978, and a child under the age of six or a pregnant woman will reside in the property, and the property has a defective paint surface inside or outside the structure, the property cannot be approved until the defective surface is repaired by at least scraping and painting the surface with two coats of non-lead based paint. Defective paint surface means: applicable surface on which paint is cracking, scaling, chipping, peeling or loose. If a child under age six residing in the property has an Elevated Blood Level, paint surfaces must be tested for lead-based paint.

PAGE 1 of 2

	<p>12. Fire safety: Both conditions below must be met to meet this standard.</p> <p>a. Each unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing-impaired persons, smoke detectors must have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person.</p> <p>b. The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, day care centers, hallways, stairwells, and other common areas.</p>
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CERTIFICATION STATEMENT

I certify that I am not a HUD certified Inspector and I have evaluated the property located at the address below to the best of my ability and find the following:

- ☐ The property meets all of the above standards.
- ☐ The property does not meet all of the above standards. *List inspection deficiencies on ESG Form No. 14.*
- ☐ The property is Rent Reasonable.
- ☐ The property is not Rent Reasonable.

Therefore, I make the following determination:

- ☐ The property is approved.
- ☐ The property is not approved.

Household Name: _____

Street Address: _____

Apartment # City State Zip

Evaluator's Signature: _____ Date: _____

Print Name: _____

PAGE 2 of 2

Adapted from Michigan State Housing Development Authority ESG Materials



CITY OF FLINT
EMERGENCY SOLUTIONS GRANT
HOMELESS CERTIFICATION

ESG Household Name: _____ Date: _____

This is to certify the above individual or household is currently homeless based on the category checked and required documentation. **** THE GENERAL HOMELESS CERTIFICATION MUST BE COMPLETED FOR EACH HOUSEHOLD.**

****GENERAL HOMELESS CERTIFICATION***This category is eligible for Rapid Re-housing Assistance***CATEGORY 1: Literally Homeless**

- ☐ Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
- (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; or
 - (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs).
- To certify homeless status for the above, must provide documentation of 1 of the following:
- ☐ Written observation by the outreach worker; or
 - ☐ Written referral by another housing or service provider; or
 - ☐ Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter (Form No. 5).
- ☐ Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
- (i) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution (documentation must include one of the above forms of evidence **AND** 1 of the following):
 - ☐ Discharge paperwork or written/oral referral; or
 - ☐ Written record of intake worker's due diligence to obtain above evidence and certification by individual that they exited institution (Form No. 5).

*Please note categories 2 thru 4 are considered "homeless" but receive assistance under Prevention***CATEGORY 2: Imminent Risk of Homelessness**

- ☐ Individual or family who will imminently lose their primary nighttime residence, provided that:
- (i) Residence will be lost within 14 days of the date of application for homeless assistance;
 - (ii) No subsequent residence has been identified; and
 - (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing.

HOMELESS CERTIFICATION**CATEGORY 2: Imminent Risk of Homelessness (cont.)**

Documentation must include 1 of the following:

- ☐ A court order resulting from an eviction action notifying the individual or family that they must leave; or
- ☐ For individual and families leaving a hotel or motel—evidence that they lack the financial resources to stay (Form No. 5); or
- ☐ A documented and verified oral statement.

In addition to 1 of the above, documentation must include **BOTH** of the following:

- ☐ Certification that no subsequent residence has been identified (Form No. 5); **AND**

- ☐ Self-certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing (Form No. 5).

CATEGORY 3: Homeless under Other Federal Statutes

- ☐ Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
- (i) Are defined as homeless under the other listed federal statutes;
 - (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;
 - (iii) Have experienced persistent instability as measured by 2 moves or more during the preceding 60 days; and
 - (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers.
- Documentation must include all of the following:
- ☐ Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute; and
 - ☐ Certification of no public housing in the last 60 days; and
 - ☐ Certification by the individual or head of household, and any available supporting documentation, that (s)he has moved 2 or more times in the past 60 days; and
 - ☐ Documentation of special needs or 2 or more barriers.

CATEGORY 4: Fleeing/Attempting to Flee Domestic Violence

- ☐ Any individual or family who:
- (i) Is fleeing, or is attempting to flee, domestic violence;
 - (ii) Has no other residence; and
 - (iii) Lacks the resources or support networks to obtain other permanent housing
- Documentation required:
- For victim service providers:*
- ☐ An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self-certification (Form No. 5) or a certification by the intake worker.
- For non-victim service provider (must document all of the following):*
- ☐ Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification (Form No. 5) or by the caseworker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; and
 - ☐ Certification by the individual or head of household that no subsequent residence has been identified (Form No. 5); and
 - ☐ Self-certification, or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing (Form No. 5).

Intake Staff Signature: _____

Date: _____



**CITY OF FLINT
EMERGENCY SOLUTIONS GRANT
OWNER CERTIFICATION - LEAD PAINT**

****Only to be used for units that failed Housing Habitability Standards Inspection and had repairs that involved deteriorated paint.**

The undersigned hereby certifies that the property located at (full address):

is in compliance with the Housing Habitability Standards requirements related to lead-based paint as indicated below (Check ALL appropriate boxes):

- ☐ The described property, including dwelling units, common areas, and exterior painted surfaces, has been found to be free of lead-based paint by a certified lead-based paint inspector. The lead-based paint inspector's report is either attached or has already been provided to the ESG Program Administrator.
- ☐ The described property was inspected by a certified lead-based paint inspector and lead-based paint was identified. All identified lead-based paint has been removed from the property, and the reports of the lead-based paint inspector and the certified lead-based paint abatement supervisor, are attached or have already been provided to ESG Program Administrator.
- ☐ Because the described property was constructed prior to January 1, 1978 and there is a child under 6 years of age in residence ongoing lead-based paint maintenance activities have been incorporated into regular building operations in accordance with 24 CFR 35.1355(a).
- ☐ Corrective action to address lead-based paint hazards at the described property that were required by MSHDA to meet Housing Habitability Standards, have been completed in accordance with all requirements established by 24 CFR Part 35, including (The boxes below do not apply when paint stabilization is below "De Minimis" levels):
 - ☐ The work was completed by persons trained to conduct lead-hazard reduction activities or was supervised by a certified lead-based paint abatement supervisor.
 - ☐ Occupants of the dwelling unit(s) and their belongings were protected during the course of the work.
 - ☐ The lead hazard work site was properly prepared and maintained during the course of the work.
 - ☐ A person certified to conduct clearance examinations performed a clearance test and the result indicated that clearance was achieved.
 - ☐ Occupants have been properly notified of the results of any lead-based paint hazard evaluation and reduction, including the results of the clearance examination.

Owner's
Signature: _____

Printed Name: _____ Date: _____

Local Office: _____

ESG ADMINISTRATOR USE ONLY	
Tenant Name:	_____
ESG Admin:	_____

Distribution: standard, ESG Admin.

Adapted from Michigan State Housing Development Authority ESG Materials



CITY OF FLINT
EMERGENCY SOLUTIONS GRANT
RENT REASONABLENESS CHECKLIST AND CERTIFICATION

To verify that the rent for the unit you have selected is reasonable, find the address of another unit in the neighborhood that is similar to the unit you have chosen. It must be the same type of unit and have the same number of bedrooms. The rent must be the same or more than the rent for the unit you have selected. Some ideas for places to look for comparable units include the local paper, the owner, your friends, local real estate agents and the Michigan Housing Locator at www.MichiganHousingLocator.com. Printouts (of 3 comparable units) from the Michigan Housing Locator may be placed in the official file in lieu of Form No. 12 to document rent reasonableness.

	Selected Unit	Unit #1	Unit #2	Unit #3
Address of Unit:				
Type of Unit/Construction: (Circle applicable type)	Apt. 1-4 Floors Apt. 5+ Floors Duplex/Townhouse Manufactured Home Single Family Other _____	Apt. 1-4 Floors Apt. 5+ Floors Duplex/Townhouse Manufactured Home Single Family Other _____	Apt. 1-4 Floors Apt. 5+ Floors Duplex/Townhouse Manufactured Home Single Family Other _____	Apt. 1-4 Floors Apt. 5+ Floors Duplex/Townhouse Manufactured Home Single Family Other _____
Number of Bedrooms:				
Approximate Square Footage:				
General Housing Condition:				
Location/ Accessibility (i.e., near schools, bus, park, etc.):				
Amenities: Circle <u>all</u> that apply	Air Conditioner Garbage Disposal Dishwasher Washer/Dryer Carpel Recreational Facilities Storage Areas Parking Maintenance Service Housing Services Other _____	Air Conditioner Garbage Disposal Dishwasher Washer/Dryer Carpel Recreational Facilities Storage Areas Parking Maintenance Service Housing Services Other _____	Air Conditioner Garbage Disposal Dishwasher Washer/Dryer Carpel Recreational Facilities Storage Areas Parking Maintenance Service Housing Services Other _____	Air Conditioner Garbage Disposal Dishwasher Washer/Dryer Carpel Recreational Facilities Storage Areas Parking Maintenance Service Housing Services Other _____
Approximate year built:				

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Highest Cost Utility Included in rent:	Yes No	Yes No	Yes No	Yes No
Monthly Rental Rate:				
Handicap Accessible:	Yes No	Yes No	Yes No	Yes No

CERTIFICATION:

A. Comparison with Fair Market Rent

Proposed Contract Rent _____

Applicable Fair Market Rent (For Comparison Only) \$ _____

B. Rent Reasonableness

Based upon a comparison with rents for comparable units, I have determined that the proposed rent for the unit [] is [] is not reasonable.

Name: _____	
Signature: _____	Date: _____
Title: _____	
Agency: _____	



**CITY OF FLINT
EMERGENCY SOLUTIONS GRANT**

STAFF AFFIDAVIT OF ELIGIBILITY FOR ESG

Purpose: This form serves as documentation that:

1. The program participant(s) named below meets all eligibility criteria for ESG assistance;
2. This eligibility determination is based on true and complete information;
3. Neither the staff member making this determination nor his or her supervisor are related to the program participant through family, business or other personal ties; and
4. This eligibility has not resulted from, nor will result in, any financial benefit to the staff member making this determination, his or her supervisor, or anyone related to them.

Instruction: This form must be completed for each program participant upon the determination of his or her eligibility for ESG assistance. This form must be signed and dated by the ESG staff person who makes this determination and that person's supervisor and kept in the program participant's case file. *This form will remain valid, unless a different staff person re-determines the program participant's eligibility, at which time a new affidavit is required.*

Head of Household Name:
**Names of Other Household Members:

****All members in the household that will benefit from ESG assistance should be listed.**

Required Certifications: Each person signing below certifies to the following:

1. To the best of my knowledge, the program participant named above meets all requirements to receive assistance under the ESG program;
2. To the best of my knowledge and ability, all of the information used in making this eligibility determination is true and complete;
3. I am not related to the program participant through family, business or other personal ties;
4. To the best of my knowledge, neither I nor anyone related to me has received or will receive any financial benefit for this eligibility determination;
5. I understand that fraud is investigated by the Department of Housing and Urban Development, Office of Inspector General, and may be punished under Federal laws to include, but not limited to 18 U.S.C. 1001 and 18 U.S.C. 641;
6. I understand that if any of these certifications is found to be false, I will be subject to criminal, civil and administrative penalties and sanctions.

ESG Staff Signature: _____ Date: _____

ESG Supervisor Signature: _____ Date: _____

Adapted from Michigan State Housing Development Authority ESG Materials



ESG Form No. 8 – Prevention & Re-housing

**CITY OF FLINT
EMERGENCY SOLUTIONS GRANT
VERIFICATION TRACKING OF INCOME**

Head of Household: _____ Date: _____

☐ Intake/Screening

☐ 3-month Certification

Agencies must record all attempts to obtain required verifications in the order specified:

Step 1. Third Party Source: Were verification documents provided by the client?

☐ Yes – Complete calculation worksheet (Form No. 10 to determine eligibility).

☐ No – Proceed to Third Party Written. (Provide explanation). **Go to Step 2 if income could not be verified in Step 1.**

Step 2. Third Party Written: Send ESG Form No. 9, Verification of Income, to Income Source(s).

Date Form(s) sent/faxed: _____ (Retain copy of form(s) in client file)

☐ Documents received within 10 business days – Complete calculation worksheet (Form No. 10).

☐ Documents not received within 10 business days – Proceed to Third Party Oral. **Go to Step 3 if income could not be verified in Step 2.**

Step 3. Third Party Oral: Intake staff contacts third-party sources identified by the household.

Record date, source(s) contacted and income information or reason(s) for not obtaining information:

If sufficient income information is provided, complete Calculation Worksheet (Form No. 10) to determine eligibility; otherwise, **proceed to Step 4, Self-Certification.**

☐ I certify, under penalty of perjury, this information is true and correct to the best of my knowledge.

Intake Staff Signature: _____ Date: _____

Step 4. Self-Certification: **ONLY** use Step 4 to verify income after attempting and documenting Steps 1, 2 & 3.

☐ I certify, under penalty of perjury, that the information I have provided on this form is true and correct, to the best of my knowledge.

Source: _____	Amt. _____	Frequency: _____
Source: _____	Amt. _____	Frequency: _____
Source: _____	Amt. _____	Frequency: _____

ESG Form No. 3 – Prevention & Re-housing

☐ I certify, under penalty of perjury, that I do not have income from any source at this time. This is true and correct to the best of my knowledge.

Client Signature: _____ **Date:** _____

Adapted from Michigan State Housing Development Authority ESG Materials

Rapid Re-Housing Program Standards

The City of Flint ESG Rapid Re-Housing Grantees, sub-recipients and sub-recipient subcontractors must comply with the following requirements and procedures to ensure compliance with the homeless definition set forth by HUD and the Request for Responses issued by the City of Flint. Both sets of requirements are incorporated into all City of Flint ESG contracts. The City of Flint requires all sub-recipients to adhere to the reporting guidelines below. Prior to authorizing services or financial assistance, the documentation listed in the following sections must be obtained and copied for the case record. HUD requires the order of priority be:

- (1) First, third-party documentation, signed and dated, on the documenting organization's official letterhead*
- (2) Intake worker observations; and
- (3) Certification from the person seeking assistance

***While third-party documentation is preferred, lack of this documentation must not prevent a household from being immediately admitted to emergency shelter, receiving street outreach services, or receiving services provided by a victim service provider**

Note: According to the ESG Interim Rule records contained in an HMIS or comparable database used by victim service providers are acceptable evidence of third-party documentation in conjunction with intake worker observations if the HMIS retains an auditable history of all entries, including the person who entered the data, the date of entry, and the change made; and if the HMIS prevents overrides any changes of the dates on which entries are made.

Topic	Standards for Rapid Re-Housing
Documentation of Homeless Eligibility	<p>ESG funds may be used to provide housing relocation and stabilization services and short and/or medium-term rental assistance as necessary to help a homeless household move as quickly as possible into permanent housing.</p> <p>To be eligible the household must meet <u>the criteria</u> for Category 1. (Households who meet the criteria for Category 4 must also meet the criteria for Category 1.) The following documentation must be obtained and copied into each household's case record accordingly:</p>

CITY OF FLINT ESC PROGRAM STANDARDS

Documentation of Homeless Eligibility (Continued)	<p>Category 1. Literally Homeless:</p> <p>(1) If the household qualifies as literally homeless because they are residing in a place not meant for human habitation, acceptable documentation is a description by an outreach worker of the conditions where the household was living and the dates observed; a written referral by another housing or service provider describing the situation and dates, or a certification by the head of household seeking assistance stating that (s)he resided in an emergency shelter or place not meant for human habitation. The certification should describe the living situation and include the dates the household resided there.</p> <p>(2) If the household qualifies as literally homeless because he or she resided in an emergency shelter or place not meant for human habitation and is exiting an institution where he or she resided for 90 days or less, acceptable evidence includes the evidence described in paragraph (1) above of this section</p> <p>AND one of the following:</p> <p>(i) Discharge paperwork or a written or oral referral from a social worker, case manager, or other appropriate official of the institution, stating the name and location of the institution, beginning and end dates of the time residing in the institution. All oral statements must be recorded by the intake worker; or</p> <p>(ii) Where the evidence in paragraph (2)(i) of this section is not obtainable, a written record of the intake worker's due diligence in attempting to obtain the evidence described in paragraph (2)(i) AND a certification by the individual seeking assistance that states he or she is exiting or has just exited an institution where he or she resided for 90 days or less.</p> <p><u>Documentation includes:</u></p> <ul style="list-style-type: none"> • Written observation by the outreach worker; or • Written referral by another housing or service provider; or • Certification by the individual or head of household seeking assistance stating that (s)he was living on the street or in shelter; • For individuals exiting an institution—use one of the forms of evidence above <u>and</u>: <ul style="list-style-type: none"> o Discharge paperwork <u>or</u> written/oral referral; <u>or</u> o Written record of intake worker's due diligence to obtain above evidence <u>and</u> certification by individual that they exited institution. <p>Category 4. Fleeing/Attempting to Flee Domestic Violence:</p> <p><u>Households that meet the criteria for Category 4 must also meet the criteria for Category 1 to qualify for Rapid Re-Housing services under ESC programs.</u></p>
Documentation	

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CITY OF FLINT ESF PROGRAM STANDARDS

of Homeless Eligibility (Continued)	<p>For a household fleeing domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions related to violence, acceptable evidence includes:</p> <p>(1) An oral statement by the household seeking assistance that he/she is fleeing that situation, that no subsequent residence has been identified, and that the household lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other housing.</p> <p>(2) If the individual or family is receiving shelter or services provided by a victim service provider, the oral statement must be documented by either a certification by the head of household, or a certification by the intake worker.</p> <p>OTHERWISE, the oral statement that the individual or head of household seeking assistance has not identified a subsequent residence and lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain housing must be documented by a certification by the individual or head of household that the oral statement is true and complete.</p> <p>(3) AND, where the safety of the individual or family would not be jeopardized, the domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening condition must be verified by a written observation by the intake worker or a written referral by a housing or service provider, social worker, legal assistance provider, health-care provider, law enforcement agency, legal assistance provider, pastoral counselor, or any other organization from whom the individual or head of household has sought assistance for domestic violence, dating violence, sexual assault, or stalking. The written referral or observation need only include the minimum amount of information necessary to document that the individual or family is fleeing, or attempting to flee domestic violence, dating violence, sexual assault, and stalking.</p> <p><u>Documentation includes:</u></p> <p><i>For Victim Service Providers:</i></p> <ul style="list-style-type: none"> An oral statement by the individual or head of household seeking assistance which states they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self-certification or a certification by the intake worker. <p><i>For Non-Victim Service Providers:</i></p> <ul style="list-style-type: none"> Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification or by the caseworker. Where the safety of the individual/family is
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CITY OF PLINT ESG PROGRAM STANDARDS

	<p>not jeopardized, the oral statement must be verified; and</p> <ul style="list-style-type: none"> • Certification by the individual or head of household that no subsequent residence has been identified; and <p>Self-certification or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.</p>
Eligible Activities and Costs	<p>The purpose of rapid re-housing assistance is to help homeless individuals and families living on the streets or in an emergency shelter transition as quickly as possible into permanent housing and then, to help such persons <i>achieve stability</i> in that housing.</p> <p>Eligible activities include:</p> <ol style="list-style-type: none"> 1. Housing Relocation and Stabilization Services 2. Short- and Medium-Term Rental Assistance <p>Eligible Housing Relocation and Stabilization Services costs include:</p> <p><u>Housing Relocation Financial Assistance:</u></p> <ol style="list-style-type: none"> 1. Rental application fees: Application fee that is charged by the owner to all applicants 2. Security Deposits: Equal to no more than 2 months' rent 3. Last Month's Rent: Paid to the owner of housing at the time security deposit and first month's rent are paid 4. Moving Costs: Moving costs, such as truck rental or hiring a moving company, including certain temporary storage fees 5. Utility Deposits: Standard Utility deposit required by the utility company for all customers (i.e. gas, electric, water, sewage) 6. Utility Payments: Up to 24 months of utility payments per participant, per service (i.e. gas, electric, water/sewage), including up to 6 months of arrearages, per service <p><u>Housing Stabilization Services:</u></p> <ol style="list-style-type: none"> 1. Housing Search and Placement: <ol style="list-style-type: none"> a. Assessment of housing barriers, needs and preferences b. Development of an action plan for locating housing c. Housing search and outreach to and negotiation with owner d. Assistance with submitting rental applications and understanding leases e. Assessment of housing for compliance with ESG requirements for habitability, lead based paint, and rent reasonableness f. Assistance with obtaining utilities and making moving arrangements g. Tenant counseling 2. Housing Stability Case Management: Assessing, arranging,

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CITY OF FLINT ESG PROGRAM STANDARDS

<p>Eligible Activities and Costs (cont.)</p>	<p>coordinating, and monitoring the delivery of individualized services to facilitate housing stability</p> <ol style="list-style-type: none"> Using the centralized or coordinated assessment system to conduct the initial evaluation and re-evaluation Counseling Developing, securing and coordinating services including Federal, state, and local benefits Monitoring and evaluating program participant progress Providing information and referrals to other providers Developing an individualized housing and service plan <p>3. <u>Mediation</u>: Mediation between the program participant and the owner or persons with whom the program participant is living, to prevent the program participant from losing permanent housing in which they currently reside</p> <ol style="list-style-type: none"> Time and/or services associated with mediation activities <p>4. <u>Legal Services</u>: Legal services that are necessary to resolve a legal problem that prohibits the program participant from obtaining or maintaining permanent housing</p> <ol style="list-style-type: none"> Hourly fees for legal advice and presentation Fees based on the actual service performed Client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling Filing fees and other necessary court costs Sub-recipient's employees' salaries and other costs necessary to perform the services, if the sub-recipient is a legal services provider and performs the services itself Legal representation and advice to resolve legal problems that prevent participants from obtaining or retaining permanent housing: <ol style="list-style-type: none"> Child support Guardianship Paternity Emancipation Legal separation Resolution of outstanding criminal warrants Appeal of veterans and public benefit claim denials Orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking <p>5. <u>Credit Repair</u>: Services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems</p> <ol style="list-style-type: none"> Credit counseling Other related services <p>Short- and Medium-Term Rental Assistance Costs include:</p> <ol style="list-style-type: none"> Short-Term Rental Assistance: Up to 3 months Medium-Term Rental Assistance: 4 – 24 months
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CITY OF FLINT ESG PROGRAM STANDARDS

	<p>3. Payment of Rental Arrears: One-time payment up to 6 months, including any late fees on those arrears*</p> <p>4. Combination of Three Types of Rental Assistance: Total not to exceed 24 months, during any 3 year period, including any payment for last month's rent</p>
<p>Serving Households with a Housing Voucher or other form of Housing Assistance paid with Public Funds</p>	<p>Households in housing with publicly assisted rental assistance may only receive assistance with the following activities:</p> <ol style="list-style-type: none"> 1. Payment for up to six months in rent arrearages for the participant's portion of the rent or up to six months in utility arrearages. 2. Mediation or legal services to resolve a landlord/tenant dispute. <p>Sub-recipients are responsible for documenting in the case file that the eligible household was a recipient of publicly assisted rental assistance and the case record must clearly document the months of rental arrearage assistance and that the assistance offered was for the tenant portion of the rent only. All mediation and legal services offered to resolve a landlord/tenant dispute must be recorded in the household's case record according to the documentation requirements for legal services.</p>
<p>Documentation of Insufficient Financial Resources and Support Networks</p>	<p>All sub-recipient ESG case records must clearly document that the participant lacks any and all alternative options that could lead to permanent housing and 'but for' the ESG assistance the household would become literally homeless. A "But For" Certification must be placed in each households file both at intake and at each quarterly assessment or re-certification.</p> <p>See "But For" Certification form.</p>
<p>Income Eligibility Documentation at Intake and during Quarterly Assessment's</p>	<p>A household that has been documented as meeting the homeless eligibility criteria for Rapid Re-Housing does not have to meet the requirement of having income less than 30% of AMI either at intake or during quarterly assessments. However, <u>the City of Flint expects complete income information to be gathered at intake and included in the ESG Assessment information in HMIS at intake and during each subsequent quarterly assessment.</u> If during the ESG intake staff learns that a household has income above 30% of the AMI this will have no impact on the household's Rapid Re-Housing eligibility until the 12 month re-certification. <u>Income documents are expected to be collected and maintained on a quarterly basis and kept in the case record to assist the household with creating a Housing Stability Plan, locating housing and maintaining it.</u> The City will monitor case records to verify that the client's income was considered when developing the Housing Stability Plan and placing a client into housing.</p> <p>For each household that receives City of Flint ESG Rapid Re-Housing assistance, the following documentation of annual income must be gathered at intake and updated on</p>

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CITY OF FLINT ESG PROGRAM STANDARDS

<p align="center">Income Eligibility Documentation at Intake and during Quarterly Assessment's (Continued)</p>	<p>a quarterly basis:</p> <p>(1) Income evaluation form containing the minimum requirements specified by HUD and completed by the ESG provider at intake and each subsequent quarterly assessment; AND</p> <p>(2) Source documents for the assets held by the household and income received over the most recent period for which representative data is available before the date of the evaluation (e.g., wage statement, unemployment compensation statement, public benefits statement, bank statement);</p> <p>(3) To the extent that source documents are unobtainable, a written statement by the relevant third party (e.g., employer, government benefits administrator) or the written certification by the recipient's or sub-recipient's intake staff, on the documenting organizations official letterhead, of the oral verification by the relevant third party of the income the household received over the most recent period for which representative data is available; OR</p> <p>(4) To the extent that source documents and third party verification are unobtainable, a Self-declaration of income form completed by each adult in the household stating the amount of income the household received for the most recent period is representative of the amount of income that the household is reasonably expected to receive over the 3-month period following the assessment.</p>
<p align="center">Financial Payments (Rental Assistance, Move In Assistance, Utility Assistance)</p>	<p>Case records for each ESG household must clearly document any financial payments made on behalf of the participant as an ESG service, including</p> <ul style="list-style-type: none"> • copies of any and all utility statements, clearly documenting the amount of arrears owed by the program participant and the amount paid by the ESG sub-recipient • copies of any and all utility statements, clearly documenting the amount of utility deposit assistance necessary in order to turn the utilities on and any amount paid by the ESG sub-recipient • clear documentation of moving costs, such as truck rental or a moving company, including clear documentation of the amount paid by the ESG sub-recipient • in the case of storage fees, documentation must clearly provide that the fees were accrued after the date the program participant began receiving ESG assistance and before the participant moved into permanent housing. Clear documentation of the amount of assistance (up to 3 months storage) paid by the ESG sub-recipient • case records must include clear documentation of payments made to property owners for the provision of rental assistance or move in assistance.

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	and supporting documentation for these payments, including dates of occupancy by program participants. See <u>Lease Documentation, Ownership and Rental Agreement between Sub-recipient and Property Owner</u> sections below.												
Lease Documentation	A legally binding, <u>written</u> lease for the unit between the owner and the household is required prior to a sub-recipient authorizing any payment to the property owner (including first, last, or security deposit payments.) Only when the assistance is solely for rental arrears may an oral agreement be accepted in place of a written lease and only if the oral agreement gives the household an enforceable leasehold interest under state law and the agreement and rent owed are sufficiently documented by the property owner's financial records, rent ledgers or cancelled checks. The oral agreement must be documented by the sub-recipient on the organization or property owner's official letterhead detailing the address of the unit, the rent amount, the move in date, and the term of tenant occupancy.												
Ownership	Proof of ownership of the unit must be obtained prior to any financial payments made to the property owner. Documentation of ownership may include a copy of a deed, water bill, mortgage payment, or tax bill.												
Rental Agreement between Sub-recipient and Property Owner	For each household eligible to receive financial assistance to be paid to a property owner, including move in assistance, an agreement between the property owner and the ESG sub-recipient must be obtained and placed in the case record. Per HUD requirements, this agreement must set forth the terms under which assistance will be provided. The agreement must provide that, during the term of the agreement, the property owner must give the ESG sub-recipient a copy of any notice given to the household to vacate the unit used under state or local law to commence an eviction action against the household, including a 14 day notice to quit.												
Housing Standards Checklist	The records must include documentation of compliance with HUD's shelter and housing standards. Completion of a Shelter & Housing Standards Inspection Checklist or a copy of the inspection report completed by a HUD certified inspector must be in the case record for all clients receiving financial assistance (security deposit, first and last month, rental assistance, moving or storage fees, or utility assistance.)												
Fair Market Rent (FMR) and Rent Reasonableness	<p>ESG requires housing units to meet BOTH rent reasonableness standards AND HUD's published Fair Market Rent standards.</p> <p>Fair Market Rent established by HUD may be found at: http://www.huduser.org/portal/datasets/fmr/fmr/FY2013code/selectGeography.cdm</p> <table><tr><td></td><td>0 Bdr</td><td>1 Bdr</td><td>2 Bdr</td><td>3 Bdr</td><td>4 Bdr</td></tr><tr><td>FLINT 2013</td><td>423</td><td>547</td><td>711</td><td>928</td><td>1048</td></tr></table>		0 Bdr	1 Bdr	2 Bdr	3 Bdr	4 Bdr	FLINT 2013	423	547	711	928	1048
	0 Bdr	1 Bdr	2 Bdr	3 Bdr	4 Bdr								
FLINT 2013	423	547	711	928	1048								

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CITY OF FLINT ESG PROGRAM STANDARDS

	<p>For purposes of calculating rent under rent reasonableness standards, the rent shall not equal more than the total monthly rent for the unit, any fees required for occupancy (excluding late fees and pet fees) and, if the tenant pays utilities, the monthly allowance for utilities (excluding telephone) established by the public housing authority for the area in which the housing is located.</p>
Case Management	<p>Case management services must be offered to every ESG household with the intention of assisting the household in obtaining housing and maintaining long term housing stability. A plan must be developed to assist the household with retaining permanent housing after ESG assistance ends, taking into account the household's current and/or expected income and expenses, and other public or private assistance for which the household may be eligible. The following documentation shall be recorded in each household's case record to document case management services offered through ESG:</p> <ul style="list-style-type: none"> ▪ creation of a Housing Stability Plan ▪ creation of a personalized budget, taking into consideration the participants current and expected income and all expenses ▪ documentation of monthly meetings with the case manager* ▪ notes and/or copies of referrals to mainstream benefits and other resources and follow up notes on whether the household was able to access the service/benefit <p>*A sub-recipient may be exempt from the monthly meeting requirement if the Violence Against Women Act of 1994 or the Family Violence Prevention and Services Act prohibits the sub-recipient from making its shelter or housing conditional on the participant's acceptance of services.</p>
Quarterly Assessments	<p>On a quarterly basis, all Rapid Re-Housing households must be re-assessed and updated information entered into HMIS. The quarterly assessment should be documented in the case record, as well, by</p> <ul style="list-style-type: none"> ▪ a new ESG income evaluation form, including updated income and assets documentation ▪ a new "But For" certification, ▪ clear case notes documenting any changes in household composition <p>The quarterly assessment process shall include a review of all financial documents and a certification that the household still lacks the resources and support networks necessary to retain housing without ESG funding.</p> <p>An increase in a household's income to over 20% of Area Median Income (AMI) at a</p>

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CITY OF FLINT ESG PROGRAM STANDARDS

	quarterly assessment does not make the household ineligible for continued assistance.
Re-Certification Documentation	<p>Re-certifications are required for every household who receives rapid re-housing assistance longer than one year.</p> <p>For further guidance on re-certifications, please see the ESG Interim Rule 24 CFR Part 576.500. http://www.hudhre.info/documents/HEARTH_ESGInterimRule&ConPlanConformingAmendments.pdf</p>



**CITY OF FLINT
EMERGENCY SOLUTIONS GRANT
Housing Habitability Standards Inspection Checklist**

Instructions: Please check if the property meets the criteria. The property must meet all standards in order to be approved. A copy of this checklist should be placed in the client file.

Approved	Element
	1. Structure and materials: The structures must be structurally sound so as not to pose any threat to the health and safety of the occupants and so as to protect the residents from hazards.
	2. Access: The housing must be accessible and capable of being utilized without unauthorized use of other private properties. Structures must provide alternate means of egress in case of fire.
	3. Space and security: Each resident must be afforded adequate space and security for themselves and their belongings. Each resident must be provided with an acceptable place to sleep.
	4. Interior air quality: Every room or space must be provided with natural or mechanical ventilation. Structures must be free of pollutants in the air at levels that threaten the health of residents.
	5. Water Supply: The water supply must be free from contamination.
	6. Sanitary Facilities: Residents must have access to sufficient sanitary facilities that are in proper operating condition, may be used in privacy, and are adequate for personal cleanliness and the disposal of human waste.
	7. Thermal environment: The housing must have adequate heating and/or cooling facilities in proper operating condition.
	8. Illumination and electricity: The housing must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of residents. Sufficient electrical sources must be provided to permit use of essential electrical appliances while assuring safety from fire.
	9. Food preparation and refuse disposal: All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a sanitary manner.
	10. Sanitary condition: The housing and any equipment must be maintained in sanitary condition.
	11. <u>Lead-based paint</u> : If the structure was built prior to 1978, and a child under the age of six or a pregnant woman will reside in the property, and the property has a defective paint surface inside or outside the structure, the property cannot be approved until the defective surface is repaired by at least scraping and painting the surface with two coats of non-lead based paint. Defective paint surface means: applicable surface on which paint is cracking, scaling, chipping, peeling or loose. If a child under age six residing in the property has an Elevated Blood Level, paint surfaces must be tested for lead-based paint.

	<p>12. Fire safety: Both conditions below must be met to meet this standard.</p> <p>a. Each unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing-impaired persons, smoke detectors must have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person.</p> <p>b. The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, day care centers, hallways, stairwells, and other common areas.</p>
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CERTIFICATION STATEMENT

I certify that I am not a HUD certified inspector and I have evaluated the property located at the address below to the best of my ability and find the following:

☐ The property meets all of the above standards

☐ The property does not meet all of the above standards. *List inspection deficiencies on ESG Form No. 14.*

☐ The property is Rent Reasonable

☐ The property is not Rent Reasonable

Therefore, I make the following determination:

☐ The property is approved.

☐ The property is not approved.

Household Name: _____

Street Address: _____

Apartment # City State Zip

Evaluator's Signature: _____ Date: _____

Print Name: _____

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Adapted From Michigan State Housing Development Authority ESG Materials



CITY OF FLINT
EMERGENCY SOLUTIONS GRANT
HOMELESS CERTIFICATION

ESG Household Name: _____ Date: _____

This is to certify the above individual or household is currently homeless based on the category checked and required documentation. **** THE GENERAL HOMELESS CERTIFICATION MUST BE COMPLETED FOR EACH HOUSEHOLD.**

****GENERAL HOMELESS CERTIFICATION***This category is eligible for Rapid Re-housing Assistance***CATEGORY 1: Literally Homeless**

- ☐ Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
- (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; or
 - (ii) Is living in a publicly or privately operated shelter designed to provide temporary living arrangements (including congregative shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs).
- To certify homeless status for the above, must provide documentation of 1 of the following:
- ☐ Written observation by the outreach worker; or
 - ☐ Written referral by another housing or service provider; or
 - ☐ Certification by the individual or head of household seeking assistance stating that (s)/he was living on the streets or in shelter (Form No. 5).
- ☐ Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
- (i) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution (documentation must include one of the above forms of evidence **AND** 1 of the following):
- ☐ Discharge paperwork or written/oral referral; or
 - ☐ Written record of intake worker's due diligence to obtain above evidence and certification by individual that they exited institution (Form No. 5).

*Please note categories 2 thru 4 are considered "homeless" but receive assistance under Prevention***CATEGORY 2: Imminent Risk of Homelessness**

- ☐ Individual or family who will imminently lose their primary nighttime residence, provided that:
- (i) Residence will be lost within 14 days of the date of application for homeless assistance;
 - (ii) No subsequent residence has been identified; and
 - (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing.

HOMELESS CERTIFICATION**CATEGORY 2: Imminent Risk of Homelessness (cont.)**

Documentation must include 1 of the following:

- ☐ A court order resulting from an eviction action notifying the individual or family that they must leave; or
- ☐ For individual and families leaving a hotel or motel—evidence that they lack the financial resources to stay (Form No. 5); or
- ☐ A documented and verified oral statement.

In addition to 1 of the above, documentation must include **BOTH** of the following:

- ☐ Certification that no subsequent residence has been identified (Form No. 5); **AND**

- ☐ Self-certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing (Form No. 5).

CATEGORY 3: Homeless under Other Federal Statutes

- ☐ Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
- (i) Are defined as homeless under the other listed federal statutes;
 - (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;
 - (iii) Have experienced persistent instability as measured by 2 moves or more during the preceding 60 days; and
 - (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers.
- Documentation must include all of the following:
- ☐ Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute; and
 - ☐ Certification of no public housing in the last 60 days; and
 - ☐ Certification by the individual or head of household, and any available supporting documentation, that (s)he has moved 2 or more times in the past 60 days; and
 - ☐ Documentation of special needs or 2 or more barriers.

CATEGORY 4: Fleeing/Attempting to Flee Domestic Violence

- ☐ Any individual or family who:
- (i) Is fleeing, or is attempting to flee, domestic violence;
 - (ii) Has no other residence; and
 - (iii) Lacks the resources or support networks to obtain other permanent housing
- Documentation required:
- For victim service providers:*
- ☐ An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self-certification (Form No. 5) or a certification by the intake worker.
- For non-victim service provider (must document all of the following):*
- ☐ Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification (Form No. 5) or by the caseworker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; and
 - ☐ Certification by the individual or head of household that no subsequent residence has been identified (Form No. 5); and
 - ☐ Self-certification, or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing (Form No. 5).

Intake Staff Signature: _____

Date: _____



**CITY OF FLINT
EMERGENCY SOLUTIONS GRANT
OWNER CERTIFICATION - LEAD PAINT**

****Only to be used for units that failed Housing Habitability Standards Inspection and had repairs that involved deteriorated paint.**

The undersigned hereby certifies that the property located at (full address):

is in compliance with the Housing Habitability Standards requirements related to lead-based paint as indicated below (Check ALL appropriate boxes):

- ☐ The described property, including dwelling units, common areas, and exterior painted surfaces, has been found to be free of lead-based paint by a certified lead-based paint inspector. The lead-based paint inspector's report is either attached or has already been provided to the ESG Program Administrator.
- ☐ The described property was inspected by a certified lead-based paint inspector and lead-based paint was identified. All identified lead-based paint has been removed from the property, and the reports of the lead-based paint inspector and the certified lead-based paint abatement supervisor, are attached or have already been provided to ESG Program Administrator.
- ☐ Because the described property was constructed prior to January 1, 1978 and there is a child under 6 years of age in residence ongoing lead-based paint maintenance activities have been incorporated into regular building operations in accordance with 24 CFR 35.1555(a).
- ☐ Corrective action to address lead-based paint hazards at the described property that were required by HUD to meet Housing Habitability Standards, have been completed in accordance with all requirements established by 24 CFR Part 35, including (The boxes below do not apply when paint stabilization is below "De Minimis" levels):
 - ☐ The work was completed by persons trained to conduct lead-hazard reduction activities or was supervised by a certified lead-based paint abatement supervisor.
 - ☐ Occupants of the dwelling unit(s) and their belongings were protected during the course of the work.
 - ☐ The lead hazard work site was properly prepared and maintained during the course of the work.
 - ☐ A person certified to conduct clearance examinations performed a clearance test and the result indicated that clearance was achieved.
 - ☐ Occupants have been properly notified of the results of any lead-based paint hazard evaluation and reduction, including the results of the clearance examination.

Owner's
Signature: _____

Printed Name: _____ Date: _____

Local Office:

ESG ADMINISTRATOR USE ONLY	
Funding Name:	_____
ESG Admin:	_____

Childsullen, Landlord, ESG Admin.

Adapted from Michigan State Housing Development Authority ESG Materials



**CITY OF FLINT
EMERGENCY SOLUTIONS GRANT
RENT REASONABLENESS CHECKLIST AND CERTIFICATION**

To verify that the rent for the unit you have selected is reasonable, find the address of another unit in the neighborhood that is similar to the unit you have chosen. It must be the same type of unit and have the same number of bedrooms. The rent must be the same or more than the rent for the unit you have selected. Some ideas for places to look for comparable units include the local paper, the owner, your friends, local real estate agents and the Michigan Housing Locator at www.MichiganHousingLocator.com. Printouts (of 3 comparable units) from the Michigan Housing Locator may be placed in the client file in lieu of Form No. 12 to document rent reasonableness.

	Selected Unit	Unit #1	Unit #2	Unit #3
Address of Unit:				
Type of Unit/Construction: (Circle applicable type)	Apt. 1-4 Floors Apt. 5+ Floors Duplex/Townhouse Manufactured Home Single Family Other _____	Apt. 1-4 Floors Apt. 5+ Floors Duplex/Townhouse Manufactured Home Single Family Other _____	Apt. 1-4 Floors Apt. 5+ Floors Duplex/Townhouse Manufactured Home Single Family Other _____	Apt. 1-4 Floors Apt. 5+ Floors Duplex/Townhouse Manufactured Home Single Family Other _____
Number of Bedrooms:				
Approximate Square Footage:				
General Housing Conditions:				
Location/ Accessibility (i.e., near schools, bus, park, etc.):				
Amenities: Circle all that apply	Air Conditioner Garbage Disposal Dishwasher Washer/Dryer Carpet Recreational Facilities Storage Areas Parking Maintenance Service Housing Services Other _____	Air Conditioner Garbage Disposal Dishwasher Washer/Dryer Carpet Recreational Facilities Storage Areas Parking Maintenance Service Housing Services Other _____	Air Conditioner Garbage Disposal Dishwasher Washer/Dryer Carpet Recreational Facilities Storage Areas Parking Maintenance Service Housing Services Other _____	Air Conditioner Garbage Disposal Dishwasher Washer/Dryer Carpet Recreational Facilities Storage Areas Parking Maintenance Service Housing Services Other _____
Approximate year built:				

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Highest Cost Utility Included in rent:	Yes No	Yes No	Yes No	Yes No
Monthly Rental Rate:				
Handicap Accessible:	Yes No	Yes No	Yes No	Yes No

CERTIFICATION:

A. Comparison with Fair Market Rent

Proposed Contract Rent _____

Applicable Fair Market Rent (For Comparison Only) \$_____

B. Rent Reasonableness

Based upon a comparison with rents for comparable units, I have determined that the proposed rent for the unit [] is [] is not reasonable.

Name: _____	
Signature: _____	Date: _____
Title: _____	
Agency: _____	



**CITY OF FLINT
EMERGENCY SOLUTIONS GRANT**

STAFF AFFIDAVIT OF ELIGIBILITY FOR ESG

Purpose: This form serves as documentation that:

1. The program participant(s) named below meets all eligibility criteria for ESG assistance;
2. This eligibility determination is based on true and complete information;
3. Neither the staff member making this determination nor his or her supervisor are related to the program participant through family, business or other personal ties; and
4. This eligibility has not resulted from, nor will result in, any financial benefit to the staff member making this determination, his or her supervisor, or anyone related to them.

Instruction: This form must be completed for each program participant upon the determination of his or eligibility for ESG assistance. This form must be signed and dated by the ESG staff person who makes this determination and that person's supervisor and kept in the program participant's case file. *This form will remain valid, unless a different staff person re-determines the program participant's eligibility, at which time a new affidavit is required.*

Head of Household Name:
**Names of Other Household Members:

****All members in the household that will benefit from ESG assistance should be listed.**

Required Certifications: Each person signing below certifies to the following:

1. To the best of my knowledge, the program participant named above meets all requirements to receive assistance under the ESG program;
2. To the best of my knowledge and ability, all of the information used in making this eligibility determination is true and complete;
3. I am not related to the program participant through family, business or other personal ties;
4. To the best of my knowledge, neither I nor anyone related to me has received or will receive any financial benefit for this eligibility determination;
5. I understand that fraud is investigated by the Department of Housing and Urban Development, Office of Inspector General, and may be punished under Federal laws to include, but not limited to 18 U.S.C. 1001 and 18 U.S.C. 641;
6. I understand that if any of these certifications is found to be false, I will be subject to criminal, civil and administrative penalties and sanctions.

ESG Staff Signature: _____ Date: _____

ESG Supervisor Signature: _____ Date: _____

Adapted from Michigan State Housing Development Authority ESG Materials



ESG Form No. 8 - Prevention & Re-housing

**CITY OF FLINT
EMERGENCY SOLUTIONS GRANT
VERIFICATION TRACKING OF INCOME**

Head of Household: _____ Date: _____

☐ Intake/Screening

☐ 3-month Certification

Agencies must record all attempts to obtain required verifications in the order specified:

Step 1. Third Party Source: Were verification documents provided by the client?

☐ Yes – Complete calculation worksheet (Form No. 10 to determine eligibility).

☐ No – Proceed to Third Party Written. (Provide explanation). Go to Step 2 if income could not be verified in Step 1.

Step 2. Third Party Written: Send ESG Form No. 9, Verification of Income, to Income Source(s).

Date Form(s) sent/faxed: _____ (Retain copy of form(s) in client file)

☐ Documents received within 10 business days – Complete calculation worksheet (Form No. 10).

☐ Documents not received within 10 business days – Proceed to Third Party Oral. Go to Step 3 if income could not be verified in Step 2.

Step 3. Third Party Oral: Intake staff contacts third-party sources identified by the household.

Record date, source(s) contacted and income information or reason(s) for not obtaining information:

If sufficient income information is provided, complete Calculation Worksheet (Form No. 10) to determine eligibility; otherwise, proceed to Step 4, Self-Certification.

☐ I certify, under penalty of perjury, this information is true and correct to the best of my knowledge.

Intake Staff Signature: _____ Date: _____

Step 4. Self-Certification: ONLY use Step 4 to verify income after attempting and documenting Steps 1, 2 & 3.

☐ I certify, under penalty of perjury, that the information I have provided on this form is true and correct to the best of my knowledge.

Source: _____	Amt. _____	Frequency: _____
Source: _____	Amt. _____	Frequency: _____
Source: _____	Amt. _____	Frequency: _____

ESG Form No. 8 – Prevention & Re-housing

☐ I certify, under penalty of perjury, that I do not have income from any source at this time. This is true and correct to the best of my knowledge.

Client Signature: _____ Date: _____

Adapted from Michigan State Housing Development Authority ESG Materials

ESG Housing Options and Resources Eligibility “But For” Certification

Applicant Name: _____

This document is to certify that the above named applicant or household has explored all re-housing options and all available resources. The case manager also certifies that a comprehensive assessment was completed and that the findings are such that the above named applicant or household would remain homeless but for ESG RRH assistance. (see attached assessment)

Client Certification

Under penalty of perjury I, _____ affirm the following statements to be true.

- a. I affirm that I have explored all housing options, (family, friends, public housing, and private housing), and that I have not been able to secure housing.
- b. I affirm that I have accurately reported my family composition and total family income.
- c. I affirm that my household lacks the financial resources and support networks needed to obtain immediate housing (i.e. start up costs, etc.) .
- d. I affirm that I am not receiving financial assistance for the same reason that I am applying for ESG funds.
- e. I affirm that I would re-main homeless but for ESG assistance.

Applicant's Signature

Date:

Case Manager Certification

Under penalty of perjury I, _____ affirm the following statements to be true.

- a. Upon completion of assessment, I affirm that the above named applicant has proven that they have explored all housing options and have not been successful with securing housing .
- b. Upon completion of assessment, I affirm that the above named applicant/household lacks the financial resources and support networks needed to obtain immediate housing.
- c. I certify that I have completed a thorough assessment, including alternative housing options, income and asset verifications and homeless verifications, and believe that the above named applicant or household would re-main homeless but the ESG assistance.

Case Manager's Signature

Date:

Adapted from Commonwealth of Massachusetts Dept of Housing and Community Development ESG Materials
2/7/13



CITY OF FLINT
EMERGENCY SOLUTIONS GRANT
HOMELESS CERTIFICATION

ESG Household Name: _____ Date: _____

This is to certify the above individual or household is currently homeless based on the category checked and required documentation. **** THE GENERAL HOMELESS CERTIFICATION MUST BE COMPLETED FOR EACH HOUSEHOLD.**

****GENERAL HOMELESS CERTIFICATION***This category is eligible for Rapid Re-housing Assistance***CATEGORY 1: Literally Homeless**☐ Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; or
- (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregateshelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs).

To certify homeless status for the above, must provide documentation of 1 of the following:

- ☐ Written observation by the outreach worker; or
- ☐ Written referral by another housing or service provider; or
- ☐ Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter (Form No. 5).

☐ Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- (iii) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution (documentation must include one of the above forms of evidence **AND** 1 of the following).

- ☐ Discharge paperwork or written/oral referral; or
- ☐ Written record of intake worker's due diligence to obtain above evidence and certification by individual that they exited institution (Form No. 5)

*Please note categories 2 thru 4 are considered "homeless" but receive assistance under Prevention***CATEGORY 2: Imminent Risk of Homelessness**☐ Individual or family who will imminently lose their primary nighttime residence, provided that:

- (i) Residence will be lost within 14 days of the date of application for homeless assistance;
- (ii) No subsequent residence has been identified; and
- (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing.

HOMELESS CERTIFICATION**CATEGORY 2: Imminent Risk of Homelessness (cont.)**

Documentation must include 1 of the following:

- ☐ A court order resulting from an eviction action notifying the individual or family that they must leave; or
- ☐ For individual and families leaving a hotel or motel—evidence that they lack the financial resources to stay (Form No. 5); or
- ☐ A documented and verified oral statement.

In addition to 1 of the above, documentation must include **BOTH** of the following:

- ☐ Certification that no subsequent residence has been identified (Form No. 5); **AND**

- ☐ Self-certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing (Form No. 5).

CATEGORY 3: Homeless under Other Federal Statutes

- ☐ Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
- (i) Are defined as homeless under the other listed federal statutes;
 - (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;
 - (iii) Have experienced persistent instability as measured by 2 moves or more during the preceding 60 days; and
 - (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers.
- Documentation must include all of the following:
- ☐ Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute; and
 - ☐ Certification of no public housing in the last 60 days; and
 - ☐ Certification by the individual or head of household, and any available supporting documentation, that s/he has moved 2 or more times in the past 60 days; and
 - ☐ Documentation of special needs or 2 or more barriers.

CATEGORY 4: Fleeing/Attempting to Flee Domestic Violence

- ☐ Any individual or family who:
- (i) Is fleeing, or is attempting to flee, domestic violence;
 - (ii) Has no other residence; and
 - (iii) Lacks the resources or support networks to obtain other permanent housing
- Documentation required:
- For victim service providers:
- ☐ An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self-certification (Form No. 5) or a certification by the intake worker.
- For non-victim service provider (must document all of the following):
- ☐ Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification (Form No. 5) or by the caseworker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; and
 - ☐ Certification by the individual or head of household that no subsequent residence has been identified (Form No. 5); and
 - ☐ Self-certification, or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing (Form No. 5).

Intake Staff Signature: _____

Date: _____



CITY OF FLINT
EMERGENCY SOLUTIONS GRANT
AT RISK OF HOMELESSNESS CERTIFICATION

ESG Household Name: _____ Date: _____

This is to certify the above individual or household is currently at risk of homelessness based on the category checked and required documentation.

Check only one Category and complete only that section

CATEGORY 1: An individual or family: (must have income 30% below AMI, lack sufficient resources & meets 1 of the following risk factors)

- ☐ Has an annual income below 30% of AMI (must have documentation of income eligibility; **AND**)
- ☐ Lacks sufficient resources or support networks immediately available to prevent homelessness (must complete Self-Certification Form No. 4) supported by other documentation when practical such as termination notice, unemployment compensation statement, bank statement, healthcare/utility bill showing arrears)

AND meets 1 of the following risk factors with acceptable documentation

- ☐ **Risk 1:** Persistent housing instability - has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance (must document the following 2 criteria):
- ☐ Housing history must demonstrate 2 or more moves within 60 days; documentation may include HMIS records, referral from housing/service provider, letter from tenant/owner (intake observation not appropriate); and
 - ☐ Economic reasons may include termination from employment, unexpected medical costs, inability to maintain housing including utilities, etc.; documentation may include notice of termination, healthcare bills indicating arrears, utility bills indicating arrears (intake observation not appropriate).
- ☐ **Risk 2:** Living in the home of another because of economic hardship (must document the following 2 criteria):
- ☐ Housing must be in the home of another (i.e., doubled up); documentation may include letter from tenant/homeowner (intake observation may be appropriate); and
 - ☐ Economic reasons may include termination from employment, unexpected medical costs, inability to maintain housing including utilities, etc.; documentation may include notice of termination, healthcare bills indicating arrears, utility bills indicating arrears (intake observation not appropriate).
- ☐ **Risk 3:** Housing loss within 21 days - has been notified their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; notification to leave within 21 days must be written and only third party source/written is appropriate (must document 1 of the following criteria):
- ☐ If tenant/homeowner: eviction notice, court order to leave within 21 days; or
 - ☐ If living with another (doubled up): eviction letter from tenant/homeowner
- ☐ **Risk 4:** Living in a rented hotel or motel and cost is not paid for by charitable organization or by Federal, State, or local government programs for low income individuals (must document the following 2 criteria):
- ☐ Housing must be in a hotel/motel; documentation may include letter from hotel/motel manager or intake observation; and
 - ☐ Costs have not been covered by charitable organization or government program; documentation - cancelled check.
- ☐ **Risk 5:** Living in a severely over-crowded unit as defined by US Census Bureau: lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than 3½ persons per room (must document the following):
- ☐ Number of rooms in unit **AND** number of individuals living in unit; documentation may include lease, unit details from Tax Assessor's Office, intake observation.

AT RISK OF HOMELESSNESS CERTIFICATION

Category 1: An Individual or family (continued):

- ☐ **Risk 6:** Exiting publicly funded institution or system of care (must document the following):
- ☐ Discharge from healthcare facility, mental health facility, foster care or other youth facility or correction program: documentation – discharge paperwork or referral letter.
-
- ☐ **Risk 7:** Living in housing associated with instability and an increased risk of homelessness. For example: being a young household with a young child, lacking transportation to work, or other circumstances or barriers as identified in your community.
- (documentation must include):
- ☐ Self-certification (Form No. 5) or other written documentation describing the circumstances and that the individual or family lacks financial resources and support networks to obtain other permanent housing.

CATEGORY 2: Unaccompanied Children and Youth

- ☐ A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute (must document the following):
- ☐ Verification of Homeless Status must be provided by agency administering applicable Federal program: *documentation must be Third Party – Written ONLY*; Certification of homeless status (letter or standardized form).

CATEGORY 3: Families with Children and Youth

- ☐ An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her (must document the following):
- ☐ *Third Party – Written ONLY*; must have documentation of homeless status, which may be letter or referral provided by agency administering the Federal Program AND must confirm family/guardian is residing with children/youth.

Intake Staff Signature: _____

Date: _____



**CITY OF FLINT
EMERGENCY SOLUTIONS GRANT**

STAFF AFFIDAVIT OF ELIGIBILITY FOR ESG

Purpose: This form serves as documentation that:

1. The program participant(s) named below meets all eligibility criteria for ESG assistance;
2. This eligibility determination is based on true and complete information;
3. Neither the staff member making this determination nor his or her supervisor are related to the program participant through family, business or other personal ties; and
4. This eligibility has not resulted from, nor will result in, any financial benefit to the staff member making this determination, his or her supervisor, or anyone related to them.

Instruction: This form must be completed for each program participant upon the determination of his or eligibility for ESG assistance. This form must be signed and dated by the ESG staff person who makes this determination and that person's supervisor and kept in the program participant's case file. *This form will remain valid, unless a different staff person re-determines the program participant's eligibility, at which time a new affidavit is required.*

Head of Household Name:
**Names of Other Household Members:

****All members in the household that will benefit from ESG assistance should be listed.**

Required Certifications: Each person signing below certifies to the following:

1. To the best of my knowledge, the program participant named above meets all requirements to receive assistance under the ESG program;
2. To the best of my knowledge and ability, all of the information used in making this eligibility determination is true and complete;
3. I am not related to the program participant through family, business or other personal ties;
4. To the best of my knowledge, neither I nor anyone related to me has received or will receive any financial benefit for this eligibility determination;
5. I understand that fraud is investigated by the Department of Housing and Urban Development, Office of Inspector General, and may be punished under Federal laws to include, but not limited to 18 U.S.C. 1001 and 18 U.S.C. 641;
6. I understand that if any of these certifications is found to be false, I will be subject to criminal, civil and administrative penalties and sanctions.

ESG Staff Signature: _____ Date: _____

ESG Supervisor Signature: _____ Date: _____

Adapted from Michigan State Housing Development Authority ESG Materials



ESG Form No. 5—Prevention & Re-housing

**CITY OF FLINT
EMERGENCY SOLUTIONS GRANT
VERIFICATION TRACKING OF INCOME**

Head of Household: _____ Date: _____

☐ Intake/Screening

☐ 3-month Certification

Agencies must record all attempts to obtain required verifications in the order specified:

Step 1. Third Party Source: Were verification documents provided by the client?

☐ Yes – Complete calculation worksheet (Form No. 10 to determine eligibility).

☐ No – Proceed to Third Party Written. (Provide explanation). **Go to Step 2 if income could not be verified in Step 1.** _____

Step 2. Third Party Written: Send ESG Form No. 9, Verification of Income, to Income Source(s).

Date Form(s) sent/faxed: _____ (Retain copy of form(s) in client file)

☐ Documents received within 10 business days – Complete calculation worksheet (Form No. 10)

☐ Documents not received within 10 business days – Proceed to Third Party Oral. **Go to Step 3 if income could not be verified in Step 2.**

Step 3. Third Party Oral: Intake staff contacts third-party sources identified by the household.

Record date, source(s) contacted and income information or reason(s) for not obtaining information:

If sufficient income information is provided, complete Calculation Worksheet (Form No. 10) to determine eligibility; otherwise, **proceed to Step 4, Self-Certification.**

☐ I certify, under penalty of perjury, this information is true and correct to the best of my knowledge.

Intake Staff Signature: _____ Date: _____

Step 4. Self-Certification: ONLY use Step 4 to verify income after attempting and documenting Steps 1, 2 & 3.

☐ I certify, under penalty of perjury, that the information I have provided on this form is true and correct, to the best of my knowledge.

Source: _____	Amt. _____	Frequency: _____
Source: _____	Amt. _____	Frequency: _____
Source: _____	Amt. _____	Frequency: _____

ESG Form No. 5 – Prevention & Re-housing

☐ I certify, under penalty of perjury, that I do not have income from any source at this time. This is true and correct to the best of my knowledge.

Client Signature: _____ Date: _____

Adapted from Michigan State Housing Development Authority ESG Materials



**CITY OF FLINT
EMERGENCY SOLUTIONS GRANT
RENT REASONABLENESS CHECKLIST AND CERTIFICATION**

To verify that the rent for the unit you have selected is reasonable, find the address of another unit in the neighborhood that is similar to the unit you have chosen. It must be the same type of unit and have the same number of bedrooms. The rent must be the same or more than the rent for the unit you have selected. Some ideas for places to look for comparable units include the local paper, the owner, your friends, local real estate agents and the Michigan Housing Locator at www.MichiganHousingLocator.com. Printouts (of 3 comparable units) from the Michigan Housing Locator may be placed in the client file in Item of Form No. 12 to document rent reasonableness.

	Selected Unit	Unit #1	Unit #2	Unit #3
Address of Unit:				
Type of Unit/Construction: (Circle applicable type)	Apt. 1-4 Floors Apt. 5+ Floors Duplex/Townhouse Manufactured Home Single Family Other _____	Apt. 1-4 Floors Apt. 5+ Floors Duplex/Townhouse Manufactured Home Single Family Other _____	Apt. 1-4 Floors Apt. 5+ Floors Duplex/Townhouse Manufactured Home Single Family Other _____	Apt. 1-4 Floors Apt. 5+ Floors Duplex/Townhouse Manufactured Home Single Family Other _____
Number of Bedrooms:				
Approximate Square Footage:				
General Housing Condition:				
Location/ Accessibility (i.e., near schools, bus, park, etc.):				
Amenities: Circle all that apply	Air Conditioning Garbage Disposal Dishwasher Washer/Dryer Carpet Recreational Facilities Storage Areas Parking Maintenance Service Housing Services Other _____	Air Conditioning Garbage Disposal Dishwasher Washer/Dryer Carpet Recreational Facilities Storage Areas Parking Maintenance Service Housing Services Other _____	Air Conditioning Garbage Disposal Dishwasher Washer/Dryer Carpet Recreational Facilities Storage Areas Parking Maintenance Service Housing Services Other _____	Air Conditioning Garbage Disposal Dishwasher Washer/Dryer Carpet Recreational Facilities Storage Areas Parking Maintenance Service Housing Services Other _____
Approximate year built:				

Page 1 of 2

Highest Cost Utility Included in rent:	Yes No	Yes No	Yes No	Yes No
Monthly Rental Rate:				
Handicap Accessible:	Yes No	Yes No	Yes No	Yes No

CERTIFICATION:

A. Comparison with Fair Market Rent

Proposed Contract Rent _____

Applicable Fair Market Rent (For Comparison Only) \$ _____

B. Rent Reasonableness

Based upon a comparison with rents for comparable units, I have determined that the proposed rent for the unit [] is [] is not reasonable.

Name:	
Signature:	Date:
Title:	
Agency:	



**CITY OF FLINT
EMERGENCY SOLUTIONS GRANT
CALCULATION WORKSHEET**

Head of Household Name					
Assets (listed on ESG Screening Intake)					
Family Member	C or I*	Type	Cash Value	Dividend/ Interest Rate	Actual Income
Totals					
<small>If total cash value of assets exceeds \$5,000, multiply total times HUD paperwork rate (2%) (Add greater of Actual Income from Assets or Imputed Income to non-asset income below) </small>					(A)
<small>*C = Current family owned assets, list cash value *I = Imputed, family disposed of assets, include only the difference between market value and the gross amount </small>					
Annual Income (listed on ESG Screening Intake)					
Family Member	Wages/ Salary	Benefits/Pensions	Public Assistance	Other Income	Total
Total Anticipated Income (except assets)					(B)
(A + B) TOTAL Gross Annual Income (Total Income + Assets)					
% AMI					
Must be below 30% AMI to be Eligible:				YES	NO
Monthly Subsidy is same amount as the Contract Rent (cannot exceed FMR)					
Contract Rent					

Eligibility

Prevention and Re-housing: Gross Annual Household Income at admission and recertification must be below 30% of the AMI.

Yes ☐ No ☐

Household income must be verified and documented every 3 months.

Verified By: _____ Date: _____

Adapted from: Michigan State Housing Development Authority ESG Materials



CITY OF FLINT

**EMERGENCY SOLUTIONS
GRANT**

Local Office:

SUMMARY NOTICE OF LEAD-BASED PAINT RISK ASSESSMENT

** (for pre-1978 housing with a child age 6 or under who has an identified Environmental Intervention Blood Lead Level)

Address/location of property or structure(s) this summary notice applies to:

Lead-based paint risk assessment description:

Date(s) of risk assessment:

Summary of risk assessment results (check all that apply):

- ☐ No lead-based paint hazards were found.
☐ Lead-based paint hazards were found.
☐ A brief summary of the findings of the risk assessment is provided below (required if lead-based paint hazards were found).

Summary of types and location of lead-based paint hazards. List the housing unit numbers and common areas (for multifamily housing), bare soil locations, dust-lead locations, and/or building components (including type of room or space, and the material underneath the paint), and types of lead-based paint hazards found:

Contact person for more information about the risk assessment:

Printed

Name: _____ Organization: _____

Address: _____ Telephone: _____

Person who prepared this summary notice:

Printed Name: _____ Signature: _____

Organization: _____ Date: _____

Address: _____ Telephone: _____

Distribution:
Tenant, Landlord, ESG Administrator

ESG Use Only:
Tenant Name _____
ESG Administrator _____

Adapted from Michigan State Housing Development Authority ESG Materials

EMERGENCY SOLUTIONS GRANT		
ESG Pay Request Information		
Agency Name: _____	Date of Receipt: _____	<div>Return pay request to agency if contract is expired</div> <div>Return pay request to agency if no funds are available</div>
Program: _____	Expiration Date: _____	
Contract #: _____		
Payment Req #: _____ Amount \$: _____		
Fiscal Year: _____		
Assigned Program Specialist: _____		
Balance on contract: _____		
Pay Request Eligibility		Yes No
Are there any items in pay requests that required procurement?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, was evidence of procurement provided	<input type="checkbox"/>	<input type="checkbox"/> Return to agency
Are there any items in pay request that required compliance with Section 3?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, was evidence of Section 3 compliance provided?	<input type="checkbox"/>	<input type="checkbox"/> Return to agency
Pay Request Checklist		Yes No
Payment request is signed and dated	<input type="checkbox"/>	<input type="checkbox"/>
All pages of financial and activity reports are submitted	<input type="checkbox"/>	<input type="checkbox"/>
Performance reports is included(ttd)	<input type="checkbox"/>	<input type="checkbox"/> Return to agency
Math accuracy double checked	<input type="checkbox"/>	<input type="checkbox"/>
Agency balances match Internal records	<input type="checkbox"/>	<input type="checkbox"/>
Monthly expenditure amounts match cover sheet	<input type="checkbox"/>	<input type="checkbox"/>
Expenditures occurred within budgeted categories	<input type="checkbox"/>	<input type="checkbox"/> Return to agency
Expenditure Detail Form completed by agency. For payroll, expenditure detail should identify individual staff names, wage amounts charged, fringe methodology	<input type="checkbox"/>	<input type="checkbox"/>
Expenditure detail agrees with approved budget	<input type="checkbox"/>	<input type="checkbox"/>

EMERGENCY SOLUTIONS GRANT			
Pay Request Documentation			
(Agency must provide all documentation to support evidence of expenditures. Payment request should not be signed until all required documentation is attached).			
	Yes	No	n/a
Backup exists and corresponds with expenditure detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For wages -- pay request includes evidence of hourly amount and number of hours that comprise request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For wages -- pay request includes evidence of hourly amount and number of hours that comprise request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For wages -- timesheets and daily activity logs are included	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For wages, timesheets and daily activity logs include total hours worked (for all funding sources), total amount charged to grant, distribution if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For wages -- daily activity logs are complete, thorough, and reflect eligible work performed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For fringes, pay request includes evidence of fringes paid, amount, formula used to calculate amounts, and distribution/allocation to staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supporting documentation for all expenditures is included. Examples of documentation include invoices, receipts, timesheets, daily activity logs, vendor information, procurement/bid documentation, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of payment is included for all expenditures (canceled check, bank statement, general ledger report, receipt)	<input type="checkbox"/>	<input type="checkbox"/>	

Page 3

**Documentation Requirements for
CITY ESG Invoices**

ORDER OF INVOICE

1. Payment Request Checklist
Financial and Activity Report
Expenditure Detail

2. All supporting documentation

- Supporting documentation must be in order of the City's Payment Request Checklist.
- Each line item should have the supporting documentation stapled together.

For example, documentation for salaries should be a stapled packet of time sheets (collated by staff member, then by date), salary and benefits break out chart/explanation, evidence of payment

- Financial assistance documentation should be separated by client and all client expenses should be stapled together in one packet.

For example if you are paying rent for a client and have also paid utilities for a client with a different check, you should include all this information in one packet and using one client file checklist.

Examples of how financial assistance documents should be compiled:

Rent/Deposit Payment
Copy of Check and...

FIRST TIME PAYMENT:
Copy of full lease, be sure lease includes:
Amount of deposit, pro-rated rent, rent amount
Landlord and Client signatures
Client's name on lease
Landlord's name on lease
Dates that lease starts and ends (include month-to-month agreement form if lease is still in use, but expired)
Verification of homelessness or risk of homelessness

SECOND, THIRD, etc PAYMENT:
Copy of first and last page of lease

As long as first page shows rental amount and last page shows client and landlord signatures

Utility Payment
Copy of Check
Copy of Full Lease and...

UTILITY DISCONNECT:
Copy of disconnection notice and documentation from Consumers stating how it was determined that the amount is NOT more than 6 months of utility arrears.

UTILITY PAYMENT:
Copy of utility bill stating reason why agency had to pay client's utilities

Storage/Moving Services
Copy of Check

Copy of invoice from storage unit company or moving service
NOTE: these payments must be in accordance with the Cost Comparison Chart.

Staff Salaries

Payroll Journal

Complete Staff and Benefits Chart

Time Sheets for ALL staff paid with ESG Funds

Time sheet signed by staff and supervisor

Documentation of ALL Fringes

including: Invoice from health insurance company, copy of corresponding check, invoice from retirement company, copy of corresponding check, etc

Mileage Expenses

Mileage Log must document "to" and "from" destination

Mileage Log must document "start" and "stop" times

Mileage Log must be signed off by supervisor and employee

Administrative Expenses

RENT FOR OFFICE SPACE

Copy of rent invoice/agreement

Copy of check

NOTE: Rent must be in compliance with the City's Rent Cost Allocation Form

OFFICE SUPPLY/EQUIPMENT

Evidence of Procurement (see Procurement Guidance below):

Purchases must be made in compliance with City's Standard Operating Procedures.

Copy of receipts for supplies

Copy of check or other evidence of payment

PROCUREMENT FILE DOCUMENTATION

The following documents must be maintained for all procurements required for the purchase of goods/services. Documents must be submitted collectively as part of the first request for reimbursement for goods/services subject to procurement.

1. Narrative statement describing how firm was selected, including all components listed below
2. Ad(s) published in Flint Journal and any other newspaper of general circulation or trade magazines
3. Request for Proposals/Bid Documents
4. Bid Tabulation Document, including
 - a. Date of bid opening
 - b. Signatures of all employees/staff present at bid opening
 - c. Summary list of Proposals/Bids Received
 - d. Price quoted for good/service
5. Copies of actual Proposals/Bids Received
6. Evaluation Tool Criteria
7. Evaluation committee (if applicable)
 - a. List of evaluation committee members
 - b. copies of evaluation summaries
 - c. evaluation committee recommendation
 - d. cost analysis
8. List of firms not selected
9. Copies of Approval/Denial Letters sent to all firms
10. Notice to Proceed
11. Copy of Contract

Sample Procurement Narrative Statement:

Agency X is seeking case management services. On September 10, 2010, Agency X published a notice in the Flint Journal requesting proposals from qualified case managers. A copy of the RFP was made available to the public online, and at the Agency X headquarters. RFPs were available for twenty-one (21 days), from September 10– October 1, 2010. On October 1, 2010, at 4:30 p.m., proposals were opened at the Agency X headquarters. Staff present included Jane Doe and Bill Nye. Four (4) proposals were received from the following firms: Org 1, Org 2, Org 3, and Org 4.

An evaluation committee of five individuals was established. The five individuals reviewed the proposals, completed a written evaluation of each proposal, and met on October 7, 2010 to finalize their recommendations. Based on price, qualifications, experience, and capacity, Org 2 was selected to provide case management services and was sent an award letter on October 8, 2010. Denial letters to the other three organizations were mailed on October 8, 2010 also. A resolution authorizing services was prepared and a contract was approved on October 20, 2010.

Copies of all documents referenced above are attached.

Fair Housing Recommendations

Fair Housing Recommendations for the City of Flint – Fair Housing Center and LSEM

Patricia Baird, Program Manager, Fair Housing Center

Jill Nylander, Executive Director, Legal Services of Eastern Michigan

The obligation to Affirmatively Further Fair Housing (AFFH) has been in the Fair Housing Act since 1968. It is a legal condition regulated by the federal government requiring those receiving federal funds to take meaningful actions to overcome historic patterns of segregation, promote fair housing choice, and encourage inclusive communities; free from discrimination. Its purpose is to address significant disparities in housing needs, replacing segregated living patterns with integrated living patterns, changing racially and ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws. The following are actions to Affirmatively Further Fair Housing in the City of Flint:

- Continue supporting the Fair Housing Center's testing program, testing apartments, real estate, mobile home communities, and lending institutions.
- Provide community awareness regarding fair housing laws, where to report, how to file a housing discrimination complaint, and that filing a fair housing complaint has no cost regardless of income.
- Provide incentives to public housing and other subsidized housing communities regarding the legal obligation to include the correct percentage of barrier free housing.
- Provide incentives to public housing and other subsidized housing communities regarding the need for additional family housing with two or more bedrooms.
- Bring government parking lots, buildings, and web pages into compliance with ADA regulations.
- Have available/displayed fair housing flyers, brochures, and posters.
- Include/amend language in zoning ordinances regarding service animals.
- Include a grievance procedure in zoning ordinances for people with disabilities regarding service animals, modifications, and accommodation requests.
- Provide incentives for builders to include a certain percentage of the units for low income families.
- Provide a three hour fair housing training to all municipalities receiving federal funds.
- Have a representative designated as a fair housing advocate to answer fair housing questions and/or refer people to the Fair Housing Center of Eastern Michigan.
- Have a designated person participate in the Flint Area Community Housing Resource Board (CHRB) meetings.
- Provide financing support or host the April Fair Housing Month Conference or other outreach projects.
- Provide incentives or preferences to developers who locate multifamily and individual scattered low income sites in racially integrated neighborhoods.
- The City should inform the Fair Housing Center all of the new builds for multi-family housing in the area to ensure that the structures are in compliance with ADA regulations.
- The City should update their zoning Ordinances to allow group homes for disabled in single family zoned areas.