

S T A T E O F M I C H I G A N

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**ADMINISTRATION—CDBG/CARES AND OTHER FUNDS FOR REIMBURSEMENT
COVID EXPENDITURES**

WHEREAS, the U.S. Department of Housing & Urban Development (HUD) has awarded MI Economic Development Corp (MEDC) funds to reimburse COVID related expenditures through the Community Development Block Grant (CDBG) from January 21, 2020 to December 31, 2020; and

WHEREAS, Allegan County wishes to continue the Community Development Block (CDBG) Housing Program funded through the Michigan State Housing Development Authority (MSHDA); and

WHEREAS, numerous COVID related funding opportunities continue to become available, often with short timeframes for response.

THEREFORE BE IT RESOLVED that the Allegan County Board of Commissioners hereby approves the application for and acceptance of CARES reimbursement for COVID expenditures for a total of \$320,354 or greater if permitted by the program from January 21, 2020 through December 31, 2020; and

BE IT FURTHER RESOLVED that the County Administrator is authorized through March 31, 2021, to apply for any accept any COVID related funding opportunities to reimburse County expenditures or to provide funding for direct services to eligible populations (e.g. veterans, low to moderate income, seniors, etc.) during the pandemic; and

BE IT FURTHER RESOLVED updates on funding sources pursued will be provided through the Administrator's Report, Quarterly Performance Reports and/or Request for Action Reports

BE IT FINALLY RESOLVED that the Board Chairperson and/or the County Administrator are authorized to sign the necessary documents on behalf of the County and that the Executive Director of Finance is authorized to make the necessary budget adjustments to complete this action.



ALLEGAN COUNTY
REQUEST FOR ACTION FORM

Completed RFA form must be attached to a work order request through the Track-It System. If you have any questions regarding this process, please contact Administration @ ext. 2633.

RFA#: 193668

Date: 08/03/2020

Request Type Grant Select a Request Type to reveal and complete required form.
Department Requesting Finance
Submitted By Kriss Kraker on behalf of Finance and Lorna Nenciarini
Contact Information Kriss cell 616-566-4112 or kkraker@allegancounty.org or Finance@allegancounty.org

Name of Grant:

CDBG - CARES Reimbursement of COVID Expenditures

Summary of Grant:

US Department of Housing & Urban Development (HUD) has awarded Mi Economic Development Corp (MEDC) funds to reimburse COVID related expenditures through Community Development Block Grant (CDBG) from Jan. 21, 2020 to Dec. 31, 2020.

Grant Submission Deadline Date Aug 14, 2020

- APPLICATION
- ACCEPTANCE
- New
- Renewal
- Continuation

Amount (Not including local match) \$320,354.00

Source of Grant Funds (% of allocation) _____

Type of Match

- Cash
- Inkind

Amount / Description / Source of Match:

Term of Grant January 21, 2020 to December 31, 2020

Does it involve personnel?

- No
- Yes

Does it involve ongoing Operational Activities (recoverable?)

- No
- Yes

COVID expenditures related to areas that have direct public service interaction.

Admin Fees \$0.00

Equipment / Ongoing Costs _____

Does it effect other operations?

- Yes
- No

If requested, smaller governmental units in Allegan County can request funds to be passed through the County.

Disposition:



MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION

July 31, 2020

Re: CDBG Reimbursement of COVID Expenditures Letter of Interest

Dear County Official:

The State of Michigan continues to respond to the needs of our cities and counties across the state that have been negatively impacted by the COVID-19 virus. We are writing to you today to make you aware of funding support available to the county through the State of Michigan's Community Development Block Grant (CDBG) Program to assist you in your COVID-19 related recovery efforts in the amount up to the allocation listed in Attachment A.

Please note that the funding is identified as an allocation to the county and is not a grant award until the potential grant offer has been approved by the Michigan Strategic Fund (MSF).

CDBG funding is awarded to the State by the U.S. Department of Housing and Urban Development (HUD) and administered by the Michigan Economic Development Corporation (MEDC), through the MSF. Expenditures must be made for a previously COVID related eligible expense that benefited low- and moderate-income people, removed blight, or met needs having a particular urgency that posed a serious and immediate threat to the health or welfare of the community and be eligible under the Housing Community Development Act (HCDA).

The counties that are allocated funds will be required to comply with all CDBG Program requirements as stated in the CDBG Grant Administration Manual ([Link](#)). To assist the county with making a decision on continuing with the process, the CDBG program requirements are summarized below. These requirements include, but are not limited to:



- **National Objective**
 - Ensuring that the project activities benefited low- and moderate-income people, removed blight, or met needs having a particular urgency that posed a serious and immediate threat to the health or welfare of the community.
- **Environmental Review**
 - Ensuring that the correct level of environmental review will be completed.
- **Financial Management**
 - Ensuring that the community has a sound financial management system.
 - Ensuring that costs are reasonable.
 - Ensuring that the correct procurement process will be followed when engaging consultants and contractors.
 - Ensuring that contractors are properly licensed, bonded, and insured.
- **Reporting requirements**
 - Single Audit Requirement due once per year.
 - Section 3 Summary Report due once per year. (depending on activities funded)
 - MEDC Payables due once per year.
 - Contract and Subcontract Activity Report once per year. (depending on activities funded)
- **Plan and Policy Requirements**
 - Procurement Policy
 - Public Participation Plan
 - Residential Anti-Displacement and Relocation Plan
 - Section 3 Policy
 - Section 3 Plan
 - Fair Housing Ordinance/Plan
 - Excessive Force Policy

The allocation to the county is contingent upon several factors, including (i) submission by the county of completed documentation required under the CDBG Program, (ii) satisfactory county support, (iii) available funding, (iv) the project activities occurring within the geographic boundary of the county, (v) approval of an award by the MSF, (vi) execution of a final grant agreement between the county and the MSF containing pre-disbursement, compliance and reporting requirements, and (vii) execution and certification of the Applicant section of the grant agreement, and all other detailed terms and conditions, required by the MSF.

A CDBG Specialist will be assigned after the return of Attachment B and will be available to assist you through the process.

This letter of interest is subject to the county's ability to receive approval from the MSF and execute a grant agreement with the MSF.

Due no later than **midnight, August 14, 2020**. Return to CDBG@michigan.org one of the following:

- a. This Letter of Interest, Attachment B, signed by the Authorized Elected Official, **accepting** the offer to continue in the CDBG COVID-19 allocation process.

OR;

- b. This Letter of Interest, Attachment B, signed by the Authorized Elected Official, **declining** the offer to continue in the CDBG COVID-19 allocation process. By electing to decline the offer to continue in the allocation process or by electing not to sign and return this Letter of Interest to CDBG@michigan.org no later than **midnight, August 14, 2020** the county is choosing not to pursue the proposed CDBG funding.

As indicated above, please return, Attachment B to CDBG@michigan.org no later than **midnight, August 14, 2020**, this Letter of Interest signed on Attachment B by the county's authorized elected official indicating whether this offer to continue in the process is being accepted or declined.

Submit the documents and/or questions to the State of Michigan CDBG Program via email at CDBG@michigan.org

We look forward to receiving your response and working with you to assist with your county's COVID-19 response efforts.

Sincerely,



Christine Whitz
Director, Community Development Block Grant Program

Attachment A – CDBG CARES Funding County Allocations
Attachment B – Letter of Interest Response