



Manistee County Board of Commissioners

Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

CHAIRPERSON
Jeffrey Dontz
VICE-CHAIRPERSON
Brook Shafer

Mark Bergstrom
Karen Goodman
Ken Hilliard
Alan Marshall
Richard Schmidt

CLERK
Jill Nowak
(231) 723-3331
CONTROLLER/ADMINISTRATOR
Thomas Kaminski
(231)398-3504

MANISTEE COUNTY HOUSING REVIEW BOARD

Thursday, November 17, 2016
2:30 P.M.

Manistee County Courthouse & Government Center
Board of Commissioners Meeting Room

AGENDA

1. Site Monitoring Visit (APPENDIX A)
2. Update on Future of Housing Program
3. Program Income
4. Miscellaneous Board Member Comment
5. Adjournment

[Privacy Policy – Reminder to all Board members that client identification and project information is highly confidential and is never to be discussed outside the Board meeting.]

[r:\h\Housing\Agendas\111716]

MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION

November 1, 2016

Mr. Jeff Dontz, Chairperson Via e-mail
Manistee County
415 Third Street
Manistee, MI 49660-1624

RE: Monitoring Review of Community Development Block Grant (CDBG) # MSC-2014-0563-HO

Dear Mr. Hilliard:

This letter serves as a follow-up to the October 26, 2016 on-site monitoring review of Manistee County's Community Development Block Grant (#MSC-2014-0563-HO). I met with Rachel Nelson, Finance Assistant and Housing Program Administrator and Russ Pomeroy, Manistee County CFO and Treasurer.

The program areas reviewed included: Grant Management, Environmental Review, Fair Housing and Equal Opportunity, Affirmative Marketing and Outreach, Record Keeping, Financial Management, and CDBG National Objective. One project site was inspected for compliance with relevant rehab standards and customer satisfaction.

Grant Management Performance. The amount of this grant award is \$169,331 with a grant term of March 1, 2015 through February 28, 2017. Seventy-five percent of this grant has been expended through September 28, 2016 which is in compliance with the minimum expenditure rate for the end of the 6th quarter of the grant term (Grant Agreement, II. Grant Terms). It is expected that the grant will be fully expended before the end of the grant term.

Funding was approved for the rehabilitation of 7 single family owner-occupied homes in the City of Manistee, Bear Lake Village and Eastlake Village and 5 emergency repairs in Manistee County. Eligible homeowner applicants must be at or below 80% Area Median Income (AMI) for Manistee County.

Grant files are well organized and documentation exists to back up all rehabilitation and administrative activities.

Environmental Review. The Environmental Review Record (ERR) is maintained by the County and should contain all checklists, supporting documentation, correspondence, and forms documenting the environmental review process that was undertaken for this grant. All reviewed environmental documents are complete and accurate. The Notice of Intent to Request Release of Funds was published on April 23, 2015 and Authority to Use Grant Funds was dated as June 1, 2015.

Fair Housing and Equal Opportunity. The County appears to have implemented adequate fair housing and equal opportunity processes and procedures, to have ensured adequate accessibility, affirmative marketing, and applicant selection guidelines and to have utilized a structured non-discriminating contractor selection/participation process.

Financial Management. A review of project files and financial spreadsheets shows that adequate tracking of receipts and expenditures is occurring and the amounts identified on our On-line Project Administration Link (OPAL) accurately reflect obligated dollars and actual project costs.

PURE MICHIGAN®

National Objective. The County has met national objective requirements by implementing activities benefitting low/moderate income persons. Every assisted household was verified for income eligibility at or below 80% AMI for Manistee County.

Project Site Inspection. The homeowner repair project at [REDACTED] was inspected for code compliance and customer satisfaction. Substantial repairs were undertaken which included electrical repairs, a new roof, siding and windows. The home is in compliance with HUD's Housing Quality Standards and Uniform Physical Condition Standards. The homeowner was very satisfied with the completed rehabilitation and very appreciative of the assistance provided by the County. She often commented on the superb service provided by Ms. Nelson.

In summary, Manistee County's 2014 CDBG Grant is exemplary in its efficient and well-documented expenditure of federal funds. There are no comments or findings resulting from the monitoring review of this grant.

Ms. Nelson is commended for her excellence in administering this grant. The hospitality extended during this visit is appreciated.

And finally, Manistee County and all its administrators over the years is applauded for having maintained a long history (over 15 years!) of providing a much needed rehabilitation program for low-moderate income homeowners.

If you have any questions, you may contact me at 517-420-5182 or cunninghamc5@michigan.org.

Sincerely,



Carolyn Cunningham, Manager
CDBG Housing Portfolio
Community Development Division

cc: Thomas D. Kaminski, Controller/Administrator
Rachel Nelson, Finance Assistance and Housing Administrator
Russ Pomeroy, Treasurer
Emanuel Odom, MEDC Housing Specialist