

AGENDA

Committee on Ways and Means AGENDA FOR JUNE 27, 2022 AT 4:30 PM



Lansing City Hall, City Council Conference Room
124 W. Michigan Avenue, 10th Floor

To provide input or ask questions on any item that is listed on the agenda,
members of the public may contact the City Council at city.council@lansingmi.gov or (517) 483-4177 prior to the meeting.

Council Member Spadafore, Chairperson
Council Member Garza, Vice Chairperson
Council Member Wood, Member

1. **Call to Order**
2. **Roll Call**
3. **Minutes**
 - A. June 13, 2022
4. **Public Comment on Agenda Items**
5. **Discussion/Action:**
 - B. RESOLUTION - Appointment; Robert Emerson; At-Large member -Income Tax Board of Review; Term to expire June 30, 2026
 - C. RESOLUTION - Appointment; Peter Jones; At-Large member -Income Tax Board of Review; Term to expire June 30, 2026
 - D. RESOLUTION - Offender Success Contract Bonus
 - E. RESOLUTION - Grant Application; Ingham County/City of Lansing Community Corrections Program Subcontracts for Fiscal Year 2022-2023
 - F. RESOLUTION - Grant; Michigan Economic Development Center (MEDC) Support Grant
 - G. RESOLUTION - Amended Community Development Block Grant for the 5-Year Consolidated Plan 2022-2026 and Annual Action Plan for Fiscal Year 2022-2023
6. **Other**
7. **Adjourn**

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Council Office at 517-483-4177 (TTY 711) 24 hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation requests.



MINUTES
Committee on Ways and Means
Monday, June 13, 2022 @ 4:30 p.m.
City Council Conference Room

CALL TO ORDER

Council Member Spadafore called the meeting was called to order at 4:30 p.m.

PRESENT

Council Member Peter Spadafore, Chair
Council Member Jeremy Garza, Vice Chair- excused
Council Member Carol Wood, Member

OTHERS PRESENT

Sherrie Boak, Council Office Manager
Lisa Hagen, OCA
Jim Smiertka, OCA
Council Member Daniels
Emily Linden, Finance
Mark Lawrence, Mayors Office
Jane Bias DiSessa, Mayors Office
Desiree Kirkland, Finance Director
Joan Nelson, Allen Neighborhood Center
Chris Medler, Capital City BMX
Lucianna Solis, Mayor's Office
Amy Geyer, Capital City BMX
Wes Shineval, Friends of Ingham Park
Zoe Ahlstrom, Parks Board Member

Minutes

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE MINUTES FROM JUNE 6, 2022 AS PRESENTED. MOTION CARRIED 2-0.

Public Comment

Mr. Medler, volunteer with Capital City BMX at Gier Park, spoke in support of the potential funding for a paved track at Gier Park.

Ms. Geyer spoke in support of the new track at Gier Park.

Ms. Nelson spoke in support of ARPA funds for park improvements through out the City.

Mr. Shineval spoke in support of disc golf and foot golf in the parks with ARPA funds.

Ms. Olstrum spoke in support of the ARPA funds for the parks.

Discussion/Action:

Council Member Spadafore explained to the public that the two action items are intended to be sent out of Committee to Council and Committee of the Whole.

Regarding the ARPA 2nd Traunch Resolution, he noted that the Mayor presented Council with his proposal, and now Council has taken that proposal into consideration and will act today on their intentions.

RESOLUTION – Fiscal Year 2021-2022 Budget Amendment

Ms. Linden confirmed the resolution did reflect the premium pay removal and the community fund for the homeless shelter removal that Council took action earlier in the earlier. The resolution also reflects carry forwards from previous fiscal years for HRCS. Once this makes it to Council they intend to have an amendment to reflect the vacancy factor.

Council Member Wood asked which FY the HRCS items addressed. Ms. Linden stated they were carry forwards from the FY 2020/2021 because it was initially submitted midyear. Council Member Wood asked if those were ones not signed contracts or not paid out and Ms. Linden stated they were not paid out.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION FOR THE FY 2021-2022 BUDGET AMENDMENT, AND MOVE IT OUT TO THE FULL COUNCIL. MOTION CARRIED 2-0.

RESOLUTION – Resolution on American Rescue Plan Act (ARPA) 2nd Traunch Budget Appropriation

Council Member Spadafore went through a substitute resolution outlining the items in the “Be It Resolved”.

\$200,000 premium pay to eligible employees

\$2,218,000 is being appropriated for the administration and hopefully the help of the Park Board for their projects. He noted no project has been recommended or not recommended but left to the Mayor’s office to determine the spending. Inclusive of \$118,000 to develop plans for the restoration of equitable access to outdoors recreational activities at Moores Park Natatorium.

\$100,000 for the Financial Empowerment Offices

\$102,000 for Driving While License Suspended balances through the Financial Empowerment

\$2,000,000 LEDC economic impact expenditures related to Lansing Equitable Economic Development

\$200,000 LEDC for Lansing Corridor Improvement Authorities

\$100,000 LEDC for LEDC Start Up Costs

\$600,000 LEPFA economic impact expenditures

\$400,000 HRCS for graduation assistants to serve students disproportionately affected by COVID

\$300,000 LFD Turnout gear

\$1,700,000 LFD critical fleet purchases

\$780,000 LFD Emergency Medical Services durable goods

\$50,000 LPD digitization of public safety records

\$25,000 LPD laptop computers for public safety training

\$175,000 LPD public safety barriers for large events

\$1,450,000 LPD public safety records management system

DRAFT

\$40,000 LPD Police Athletic League

\$30,000 for funding public health expenditures related to gun violence prevention through Neighborhoods, Arts and Citizen Engagement

\$1,000,000 Finance Department to upgrade the general ledger software

\$200,000 Finance Department to contract with a contract manager for the American Rescue Plan Act

\$600,000 to assist small businesses in the Principal Shopping District

\$30,000 to 54-A District Court for Resolution Service of Central Michigan

\$7,218,000 to critical fleet purchases

With all these the funds are for fiscal year 2023 and any of these funds not uses are reserved for use in fiscal year 2024 for those expenditures.

Council Member Spadafore concluded that will leave \$2.6 million for the Mayor's Administration to spend as they see fit.

MOTION BY COUNCIL MEMBER WOOD TO MOVE THE RECENT JUNE 13, 2022 COMMITTEE RESOLUTION TO THE COMMITTEE OF THE WHOLE. MOTION CARRIED 2-0.

Council Member Wood asked the OCA if there were any concerns with the resolution as it was moved and Mr. Smiertka confirmed they had no issues.

Other

No further discussion items.

ADJOURN

Adjourned at 4:55 p.m.

Submitted by,

Sherrie Boak, Council Office Manager

Lansing City Council

Approved by the Committee _____

Application for Appointment to Board or Commission

Thank you for your interest in serving on a Lansing Board, Commission, or Committee.

Certain boards, commissions, or committees require appointees to be a registered elector in the City of Lansing (Charter Section 2-102) and be a resident of Lansing for one year prior to taking office (Charter Section 2-102).

Appointees to every board, commission, or committee must not be in default to the City at the time of taking office (Charter Section 2-103.2) and not have been convicted, within 20 years of taking office, of a violation of the election laws of the City of Lansing, State of Michigan, or the United States; a violation of public trust; or any felony (Charter Section 2-103.1).

Lansing City Charter, Section 5-104, Ineligibility For Boards, restricts certain City employee activities on some boards: "No person holding another City office or activity employed by the City shall be eligible to be a voting member on any board."

Date	05/12/2022
First Name	Robert
Middle	Larmer
Last Name	Emerson
Other name(s) by which you have been known, including maiden names	Bob Emerson
Date of Birth	
Address	524 Nantucket Dr
City	Lansing
State	MI.
Zip Code	48906
Email	dinodaddy@aol.com
Gender	Male

If you don't know which ward you live in, visit the [Lansing Neighborhoods Ward Map](#) and type in your address to find out!

Ward	Ward 1
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Best Phone Number to Contact You	8109383536
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In what year did you move to Lansing?	2010
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Additional Information Regarding Experience and Credentials	26 years as a State Legislator 4 years as Director of State Budget Office
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Occupational Background	See previous answer
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Educational Background	High school: the St Paul Seminary of Saginaw Attended (no degree)Wayne State University and UofM-Flint
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Current Appointments	None
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First Choice for Board to Serve on	Income Tax Board of Review
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Please comment briefly on why you wish to serve on a particular board or commission. Please be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission.	To ensure the fair application and integrity of the city income tax.
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Qualifications and Eligibility – At this time, if you do not meet one or more of the qualifications or eligibility requirements listed at the top, please state here the requirement to be met and explain how you will be qualified or eligible before you would be sworn in to an appointed office.	MI.
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This certification is not required but may impact potential consideration of the appointment being sought. I authorize the use of the information provided above to conduct a background search, including but not limited to criminal history, residency, and indebtedness to the City of Lansing. If selected to serve, I further authorize additional background checks during the term of my service to ensure the required criteria continue to be met. I also acknowledge that I have the affirmative duty to inform the City if I become aware of any change or condition in my status that fails to meet the required criteria.

Agreement to Background Check Authorization	I agree
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Please type your name in this box to signify that you can serve on a board or commission and the information in this application is accurate to the best of your knowledge.

Robert Emerson

Date & Time 05/12/2022 4:14 PM (EDT)

Receive an email copy of this form. Yes

BY THE COMMITTEE ON WAYS AND MEANS
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the Mayor has made the appointment of Robert Emerson as an At-Large member of the Income Tax Board of Review for a term to expire June 30, 2026; and

WHEREAS, the nominee has been vetted by the Mayor's Office and meets the qualifications as required by the City Charter; and

WHEREAS, the Committee on Ways and Means met on June 27, 2022 and took affirmative action.

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council, hereby, confirms the appointment of Robert Emerson as an At-Large member of the Income Tax Board of Review for a term to expire June 30, 2026.

Application for Appointment to Board or Commission

Thank you for your interest in serving on a Lansing Board, Commission, or Committee.

Certain boards, commissions, or committees require appointees to be a registered elector in the City of Lansing (Charter Section 2-102) and be a resident of Lansing for one year prior to taking office (Charter Section 2-102).

Appointees to every board, commission, or committee must not be in default to the City at the time of taking office (Charter Section 2-103.2) and not have been convicted, within 20 years of taking office, of a violation of the election laws of the City of Lansing, State of Michigan, or the United States; a violation of public trust; or any felony (Charter Section 2-103.1).

Lansing City Charter, Section 5-104, Ineligibility For Boards, restricts certain City employee activities on some boards: "No person holding another City office or activity employed by the City shall be eligible to be a voting member on any board."

Date	12/17/2021
First Name	Peter
Last Name	Jones
Date of Birth	
Address	322 N Fairview Ave
City	Lansing
State	MI
Zip Code	48912
Email	jonespeterj1972@gmail.com
Gender	M

If you don't know which ward you live in, visit the [Lansing Neighborhoods Ward Map](#) and type in your address to find out!

Ward	Ward 1
Precinct	005

Best Phone Number to Contact You	517-410-3904
In what year did you move to Lansing?	1998
Additional Information Regarding Experience and Credentials	Current business owner and property manager in the City of Lansing. 30 Years of private sector management experience
Occupational Background	Retail Manager Property Manager Business Owner
Educational Background	High School Grad Some college
Previous Appointments	N/A
Current Appointments	N/A
First Choice for Board to Serve on	Income Tax Board of Review
Please comment briefly on why you wish to serve on a particular board or commission. Please be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission.	I have completed the City of Lansing Citizens Academy and have an interest in serving my community. My volunteer service for the past several years has been in the Lansing School District Athletic programs and serving as the Lansing Eastern PTA Vice President. Now that my son has graduated, I am shifting my focus to serving on city boards and commissions. I am aware of the time commitment of this board and am available for those required times.
Qualifications and Eligibility – At this time, if you do not meet one or more of the qualifications or eligibility requirements listed at the top, please state here the requirement to be met and explain how you will be qualified or eligible before you would be sworn in to an appointed office.	I meet all of the requirements.
This certification is not required but may impact potential consideration of the appointment being sought. I authorize the use of the information provided above to conduct a background search, including but not limited to criminal history, residency, and indebtedness to the City of Lansing. If selected to serve, I further authorize additional background checks during the term of my service to ensure the required criteria continue to be met. I also acknowledge that I have the affirmative duty to inform the City if I become aware of any change or condition in my status that fails to meet the required criteria.	
Agreement to Background Check Authorization	• I agree
Please type your name in this box to signify that you can serve on a board or commission and the information in this application is accurate to the best of your knowledge.	Peter Jones

Date & Time	12/17/2021 12:00 PM (EST)
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Receive an email copy of this form.	Yes
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BY THE COMMITTEE ON WAYS AND MEANS
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the Mayor has made the appointment of Peter Jones as an At-Large member of the Income Tax Board of Review for a term to expire June 30, 2026; and

WHEREAS, the nominee has been vetted by the Mayor's Office and meets the qualifications as required by the City Charter; and

WHEREAS, the Committee on Ways and Means met on June 27, 2022 and took affirmative action.

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council, hereby, confirms the appointment of Peter Jones as an At-Large member of the Income Tax Board of Review for a term to expire June 30, 2026.



Key Performance Measurements (KPM) – BONUS / CREDIT

DO# 21*15012

Report Date: September 9, 2021			
Agency/Vendor: City of Lansing (Region 7)			
Contract #: 071B7700202			
Agency Director: Amber Paxton			
Financial Specialist: Deb Conine (PMCD)			
KPM Evaluation Year (YR): 4 (e.g., YR 3)			
Program Manager Approved:		Crissa Blankenburg	Date: July 29, 2021
PMCD Manager Approved:		Destinie Shipman	Date: July 28, 2021

SECTION 1:

CONTRACT STATEMENT OF WORK:

Standard 1.3 A, B, C

Key Performance Measures (KPMs)

A: Job Placement (JP) Rate
Bonus Qualification: To meet or exceed the determined baseline. The regional job placement baseline rate will be evaluated each Contract year based on the data provided by Offender Success Contractors. For every 3% increase or decrease in a Contractor region's baseline job placement rate, their KPM is proportionally increased or decreased by 1%. For example, first year baseline employment rate of 25%, the Contractor achieves a 29% for that year; the following year's KPM will be 26%. Percentages rounded up/down to the nearest decile percentage point (0.0%).
Bonus/Credit Eligibility: Must have minimum of 10% of all enrollments for the Contract year for employment services (as the bonus/credit incentive is derived from identifying 10% of the Administration Costs for this KPM). Offender enrollments for Work Supplies (only) are excluded from the JP KPM.

B: Job Retention Rate
Bonus Qualification: The regional job retention baseline rate will be evaluated annually based on analysis of Contractor-reported employment data. For every 3% increase or decrease in a Contractor region's baseline employment retention rate, their employment retention KPM is proportionally increased or decreased by 1%. For example, first year baseline employment retention rate of 25%, the Contractor achieves a 29% for that year; the following year's KPM will be 26%. Percentages rounded up/down to the nearest decile percentage point (0.0%).

C: Return to Prison (RTP) Rate
Bonus Qualification: The RTP rate is to be less than or meet the determined baseline. Baseline will be evaluated annually after the first 36 months. Bonus/Credit to be paid/assessed on an annual basis after the first 36 months. The yearly measurement will look at those offenders that achieve the 36-month requirement. Percentages rounded up/down to the nearest decile percentage point (0.0%). The RTP will only apply to enrollments into:
 All Residential Stability Services except enrollments which received Housing Supplies only
 All Job Placement Services except enrollments which received Work Supplies only.
 Only Social Support Services for Mentoring only
 All Health and Behavioral Health Services except enrollments for Psychiatric Evaluation, Prescription Medications and Medication Reviews

Bonus/Credit Application on Contract year basis: Year 4 and beyond will apply the KPM for Contractors who are less than or meet the established percentage by region with the first bonus or credit to be applied after April 1, 2021 to evaluate the Year

1 enrollees (considered as one cohort) against the three-year RTP rate for that region. Credit is applied for being above the established baseline rate by 20% or more.

Standard 6.2 A

Bonus and Credits

Bonus payments and credit costs (to the State) for achieving or underperforming on Key Performance Measures will be completed annually on a Contract year basis with Contractors receiving payments or withholdings by July 31 following the close of the Contract year (March 31).

These payments/withholdings will be against Contractors Total billable Administration Costs for the Contract year achieving/underperforming on KPMs.

Key Performance Measure	Year 1 April 1, 2018 – March 31, 2019	Year 2 April 1, 2019 – March 31, 2020	Year 3 April 1, 2020 – March 31, 2021	Year 4 April 1, 2021 – March 31, 2022	Year 5 April 1, 2022 – March 31, 2023 and beyond
Date*	June 30, 2019	June 30, 2020	June 30, 2021	June 30, 2022	June 30, 2023
Initial Job Placement Rate (1)	Baseline Established	-10% Credit +10% Credit	-10% Credit +10% Credit	-10% Credit +10% Credit	-10% Credit +10% Credit
12 Month Job Retention Rate (2)		Baseline Established	-10% Credit +10% Credit	-10% Credit +10% Credit	-10% Credit +10% Credit
36 Month Return to Prison (3)	1 st Cohort	12 months	24 months	-20% Credit +20% Credit	-20% Credit +20% Credit

*Date – Target date for determining Baselines and applying KPM bonuses or credits.

(1) – Using Year 1 of job placement data to establish initial job placement rates for each region.

(2) – Using Year 2 of job retention data to establish 12-month job retention rates for each region.

(3) – Using Year 3 return to prison data as the entire first cohort enrolled in Year 1 will have been out 36 months by the end Year 4 of the Contract. These rates will be compared to existing regional return to prison rates for each region.

SECTION 2:

BONUS PAYMENT/CREDIT OUTCOMES:

Standard 1.3 A: Job Placement

Baseline Rate (YR1): 51.9%	Adj. Baseline Rate (YR2): 48.5%	Adj. Baseline Rate (YR3): 50.9%	Adj. Baseline Rate (YR4):	Adj. Baseline Rate (YR5):
Placement Rate (YR1): 41.7%	Placement Rate (YR2): 55.7%	Placement Rate (YR3):	Placement Rate (YR4):	Placement Rate (YR5):

Result: ☒ Bonus ☐ Credit ☐ NA

Financial Specialist Comments:

JP base line was 51.9% in the first year of this metric. The second year the JP performance rate it was 41.7%, which resulted in a decreased base line rate of 3.4% since it decreased by 1 percentage point for every 3 points of decrease over the base line (3.4% decrease from 51.9% equals 48.5% new adjusted baseline rate). The JP performance rate for year 2 of the metric was 55.7%, which resulted in an increase to the baseline rate for the next performance year of 2.4% and a new rate of 50.9%. (48.5% + 2.4% = 50.9%). This resulted in a bonus payment for this metric of \$11,128.75 per the contract.

Standard 1.3 B: Job Retention		
Baseline Rate: 25.3%	Performance Year Rate: 48.0%	Adjusted JR Rate for the next contract year: 32.9%
Result: ☒ Bonus ☐ Credit ☐ NA		
Financial Specialist Comments: JR baseline was 25.3% in the first year of this metric (contract year 2). The second year for this metric, the JR performance rate was 48.0% which was an increase of 7.6% resulting in an increase for the base line for performance year 2 (year 3 of the contract) broken down as follows: (25.3% + 7.6% = 32.9%) JR adjusted baseline for performance year 3 retention rate goal. This resulted in a bonus payment per the contract of \$11,128.75 for this year's results.		
Standard 1.3 C: Return to Prison		
Baseline Rate: 24.4%	Performance Year Rate:	Adjusted RTP Rate for the next contract year:
Result: ☐ Bonus ☐ Credit ☒ NA		
Financial Specialist Comments: No payment due this fiscal year for this metric.		

SECTION 3: TOTAL KPM BONUS/CREDIT SUMMARY	
Bonus Total: \$11,128.75 + \$11,128.75	Credit Total: \$ 0
Net Bonus/Credit: \$22,257.50	
Summary: The KPM determination for JP was a bonus of \$11,128.75 and the KPM determination for JR was a bonus of \$11,128.75. The KPM determination for RTP is not applicable until the next year of the contract. This resulted in a net payment of \$22,257.50 for this year's results.	

CC: Destinie Shipman, Contract Manager
 Crissa Blankenburg, Program Manager
 Nick Kissane, Contract Monitor
 Mariam Deland, Community Liaison

BY THE COMMITTEE ON WAYS AND MEANS
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the City of Lansing's Office of Financial Empowerment, which is part of the Department of Neighborhoods Arts & Citizen Engagement, has been contracted by the State of Michigan / Michigan Department of Corrections to deliver the Offender Success program since October 1, 2017 under contract 071B7700202; and

WHEREAS, the contract includes bonuses and credits for key performance measures, and the City was awarded a bonus of \$22,257.50 on September 9, 2021; and

WHEREAS, there are no requirements or guidelines to how the dollars may be spent.

NOW, THEREFORE, BE IT RESOLVED, the Lansing City Council approves acceptance of the Offender Success Contract Bonus in the total amount of \$22,257.50;

BE IT FINALLY RESOLVED, the Administration is authorized to create appropriate accounts and to make the necessary operating transfers for the expenditure and control of the balance of the funds.



INGHAM COUNTY/CITY OF LANSING COMMUNITY CORRECTIONS ADVISORY BOARD

NICHOLAS J. HEFTY
CCAB Manager

HON. LISA MCCORMICK
30TH Circuit Court Family Div.
CHAIRPERSON

VACANT
VICE CHAIRPERSON

BRYAN CRENSHAW
Ingham County Chair
Board of Commissioners
FINANCIAL OFFICER

JACQUELINE STRAUB
Adult Probation Supervisor
SECRETARY

HON. CLINTON CANADY
30th Judicial Circuit
Criminal Division

HON. STACIA BUCHANAN
54-A District Court

MICHAEL CHELTENHAM
Ingham County
Prosecutor's Office

BRIAN JACKSON
Lansing City Council

AYANNA NEAL
Criminal Defense Attorney

CAPT. ROBERT EARLE
Ingham Co. Sheriff's Office

CAPTAIN RODNEY ANDERSON
Lansing Police Department

VACANT
Business Community

VACANT
Communications
Media

MONICA JAHNER
Community Alternative Program

VACANT
Workforce Development

June 6, 2022

Chris Swope
City Clerk
9th Floor
124 W. Michigan Ave.
Lansing, MI 48933

Dear Mr. Swope,

On behalf of the Ingham County/City of Lansing Community Corrections Advisory Board (CCAB), I respectfully request that the Lansing City Council consider and approve the 2022-2023 State of Michigan - Office of Community Corrections Funding Application. This application provides State funding for administration, community treatment and services programming for local Circuit Court probationers.

The Application was approved by the Ingham County Board of Commissioners on May 24, 2022. I have included Resolution #22-271 for your reference.

Thank you.

Nicholas J. Hefty, MPA
CCAB Manager

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE SUBMISSION OF A GRANT APPLICATION AND TO
CONTRACT WITH THE MICHIGAN DEPARTMENT OF CORRECTIONS FOR
INGHAM COUNTY/CITY OF LANSING COMMUNITY CORRECTIONS AND
PROGRAM SUBCONTRACTS FOR FY 2022-2023**

RESOLUTION #22 – 271

WHEREAS, the State Community Corrections Advisory Board, the Ingham County Board of Commissioners, and the City of Lansing approved the original Ingham County/City of Lansing Community Corrections Comprehensive Plan in 1991; and

WHEREAS, the Community Corrections Advisory Board approved the Funding Application and Plan for FY 2022-2023; and

WHEREAS, the FY 2022-2023 Application provides for the following CCAB Plans and Service programming: Relapse Prevention and Recovery (\$71,918) to be provided by C-E-I CMH; MRT Cognitive Change Groups (\$22,000) to be provided by Prevention and Training Services; Domestic Violence Intervention Groups (\$31,903) to be provided by Prevention and Training Services; Opioid Specific Program services (\$30,000) to be provided by Tri County Community Adjudication Program (TRI-CAP); CHOICES programming (\$40,000) to be provided by Northwest Initiative — ARRO; and, Electronic Monitoring Services for Pretrial defendants (\$9,317) to be provided by Judicial Services Group, Ltd., for a subcontracted program total of \$205,138 for the time period of October 1, 2021 through September 30, 2022; and

WHEREAS, the FY 2022-2023 Application also provides funding for a special part-time Pretrial Services Investigator (\$26,197) to enhance the community supervision capacity of 30th Circuit Court Pretrial Services and for CCAB Administration in the amount of \$95,125, for a Plans and Services total of \$326,460 for the time period of October 1, 2022 through September 30, 2023; and

WHEREAS, pursuant to the FY 2022-2023 Application, the County may enter into subcontracts for the purpose of implementing Plans and Services programs and services identified in the Community Corrections Plan and Application; and

WHEREAS, the Subcontractors for Plans and Services programming are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes submission of the Grant Application and, upon State approval, entering into an Agreement with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections for FY 2022-2023 in the amount of \$326,460 in CCAB Plans and Services and Administration funds for the time period of October 1, 2022 through September 30, 2023.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into subcontracts for CCAB Plans and Services programming from October 1, 2022 through September 30, 2023 with Prevention and Training Services for the cost of MRT Change Groups for a cost not to exceed \$22,000;

with Prevention and Training Services for the cost of Domestic Violence Intervention Groups for a cost not to exceed \$31,903; with Tri County Community Adjudication Program (TRI-CAP) for the cost of Opioid Specific Program services not to exceed \$30,000; with CEI Community Mental Health for the cost of Relapse Prevention and Recovery services not to exceed \$71,918; with Northwest Initiative - ARRO for the cost of CHOICES program services not to exceed \$40,000; and with Judicial Services Group. Ltd. for the cost of electronic monitoring services for Pretrial defendants not to exceed \$9,317.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the continued funding of a special part-time (19 hours per week) Pretrial Services Investigator position at the ICEA PR006 salary grade not to exceed \$26,197.

BE IT FURTHER RESOLVED, that entering into the subcontracts and maintaining the Pretrial Services Investigator position are contingent upon entering into the Agreement with the State.

BE IT FURTHER RESOLVED, that the subcontracts and Pretrial Services Investigator position are contingent throughout the subcontract period on the availability of grant funds from the State of Michigan for these purposes.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts\subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

LAW & COURTS: Yeas: Slaughter, Polsdofer, Celentino, Trubac, Cahill, Schafer, Maiville
Nays: None **Absent:** None **Approved 05/12/2022**

FINANCE: Yeas: Grebner, Crenshaw, Polsdofer, Stivers, Peña, Schafer
Nays: None **Absent:** Tennis **Approved 05/18/2022**

BY THE COMMITTEE ON WAYS AND MEANS
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the State Community Corrections Advisory Board, the Ingham County Board of Commissioners, and the City of Lansing approved the original Ingham County/City of Lansing Community Corrections Comprehensive Plan in 1991; and

WHEREAS, the Community Corrections Advisory Board approved the Funding Application and Plan for FY 2022-2023; and

WHEREAS, the FY 2022-2023 Application provides for the following CCAB Plans and Service programming: Relapse Prevention and Recovery (\$71,918) to be provided by C-E-I CMH; MRT Cognitive Change Groups (\$22,000) to be provided by Prevention and Training Services; Domestic Violence Intervention Groups (\$31,903) to be provided by Prevention and Training Services; Opioid Specific Program services (\$30,000) to be provided by Tri County Community Adjudication Program (TRI-CAP); CHOICES programming (\$40,000) to be provided by Northwest Initiative — ARRO; and, Electronic Monitoring Services for Pretrial defendants (\$9,317) to be provided by Judicial Services Group, Ltd., for a subcontracted program total of \$205,138 for the time period of October 1, 2021 through September 30, 2022; and

WHEREAS, the FY 2022-2023 Application also provides funding for a special part-time Pretrial Services Investigator (\$26,197) to enhance the community supervision capacity of 30th Circuit Court Pretrial Services and for CCAB Administration in the amount of \$95,125, for a Plans and Services total of \$326,460 for the time period of October 1, 2022 through September 30, 2023; and

WHEREAS, pursuant to the FY 2022-2023 Application, the County may enter into subcontracts for the purpose of implementing Plans and Services programs and services identified in the Community Corrections Plan and Application; and

WHEREAS, the Subcontractors for Plans and Services programming are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that the Lansing City Council authorizes submission of the Grant Application and, upon State approval, entering into an Agreement with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections for FY 2022-2023 in the amount of \$326,460 in CCAB Plans and Services and Administration funds for the time period of October 1, 2022 through September 30, 2023.

BE IT FURTHER RESOLVED, that the Lansing City Council authorizes entering into subcontracts for CCAB Plans and Services programming from October 1, 2022 through September 30, 2023 with Prevention and Training Services for the cost of MRT Change Groups for a cost not to exceed \$22,000; with Prevention and Training Services for the cost of Domestic Violence Intervention Groups for a cost not to exceed

\$31,903; with Tri County Community Adjudication Program (TRI-CAP) for the cost of Opioid Specific Program services not to exceed \$30,000; with CEI Community Mental Health for the cost of Relapse Prevention and Recovery services not to exceed \$71,918; with Northwest Initiative - ARRO for the cost of CHOICES program services not to exceed \$40,000; and with Judicial Services Group. Ltd. for the cost of electronic monitoring services for Pretrial defendants not to exceed \$9,317.

BE IT FURTHER RESOLVED, that the Lansing City Council authorizes the continued funding of a special part-time (19 hours per week) Pretrial Services Investigator position at the ICEA PR006 salary grade not to exceed \$26,197.

BE IT FURTHER RESOLVED, that entering into the subcontracts and maintaining the Pretrial Services Investigator position are contingent upon entering into the Agreement with the State.

BE IT FURTHER RESOLVED, that the subcontracts and Pretrial Services Investigator position are contingent throughout the subcontract period on the availability of grant funds from the State of Michigan for these purposes.



LANSING CITY COUNCIL

GRANT INFORMATION FORM

(Required for all grant applications and acceptances)

REFERRAL DATE: 6.9.22

GRANT NAME: Michigan Economic Development Corporation Small Business Support Grant (CDBG-CV Funds)

DEPARTMENT: Development Office

CONTACT PERSON (INCLUDE EMAIL AND PHONE): Barbara Kimmel barb.kimmel@lansingmi.gov 517-483-4053

APPLICATION DATE: 6.9.22

AWARD DATE: Pending Council approval

GRANT CYCLE: Award Date through May 31, 2023

Check One: ☐ Annual ☒ One-Time

FUND AMOUNT: \$1,000,000 (Breakdown below should total this amount)

GOODS & SERVICES	\$0
PERSONNEL	\$150,000
CONSTRUCTION	<u>\$0.00</u>
LAND	\$0
OTHER (Small Business Support)	<u>\$ 850,000</u>

CITY MATCH (IF APPLICABLE): None required.

GRANT PAYS FOR: Administrative costs for City of Lansing Development Office, Administrative and personnel costs for Downtown Lansing Inc for Program Delivery, and grants to small businesses.

FUND ALLOCATIONS (Please describe the purpose of the grant and allowable uses):

The purpose of the Small Business Assistance CARES program is to provide vital funding assistance, in the form of grants, in amounts ranging from \$10,000 to \$50,000 to support small businesses located within the Principal Shopping District A central business district that were greatly impacted by the COVID-19 pandemic. If awarded, selected businesses will receive reimbursement-based grant funds within 30 days of receiving copies of all receipts and a line-item budget breakdown of what eligible expenses were incurred.

Boundaries are:

North: Shiawassee Street

South: Lenawee Street

East: Pere Marquette (Including old Clara's site and the Courtyard Marriott)

West: East side of Capitol Avenue.

Eligible uses for grant funds will include

- payroll and other operating costs
- equipment and inventory costs
- expenses for technical assistance items for design and layout of interior and exterior space such as conceptual renderings of floor plans, merchandise layout, other interior and exterior design concepts
- training for business planning, accounting practices and systems, online sales, succession planning
- Expenses for outdoor and patio or retail pop-up sales space including seating, palates, hostess stands, outdoor signage, display racks, mobile point-of-sale systems, beer garden or other place-based outdoor activation that meet all requirements of the City of Lansing and are deemed acceptable by the MEDC
- Expenses for marketing, technology, operational changes such as shifting from dine-in to carry out, and point-of sale system, or inventory expenses for retail goods.

**Department of Economic
Development and Planning**
Brian McGrain, Director



Development Office
316 N. Capitol Avenue, Suite D-1
Lansing, Michigan 48933
PH: 517.483.4040 – FAX: 517.483.6036
www.lansingmi.gov/development

MEMORANDUM

TO: Mayor Schor

FROM: Barbara Kimmel, Development Manager

DATE: June 9, 2022

SUBJECT: Resolution for MEDC Small Business Support Grant

Attached please find the Resolution to accept the MEDC Small Business Support Grant of \$1,000,000 along with the Grant Information Form required by Council.

ED&P STAFF RECOMMEND FORWARDING THE RESOLUTION AND GRANT INFORMATION FORM TO THE CLERK FOR INCLUSION IN THE AGENDA FOR THE CITY COUNCIL MEETING SCHEDULED FOR MONDAY, JUNE 13, 2022.

BY THE COMMITTEE ON WAYS AND MEANS
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

Approval to Accept MEDC \$1,000,000 CDBG-CV Small Business Support Grant (CDBG-CV Funds)

WHEREAS, the Michigan Economic Development Corporation (MEDC) has awarded the City of Lansing \$1,000,000 in grant funds to be used over a 12-month period from July 1, 2022 through May 31, 2023 to assist small businesses within the Principal Shopping District A Central Business District that have been negatively impacted by the effects of COVID-19; and

WHEREAS, the MEDC desires timely implementation of grant activities and has requested the City to sign the grant agreement as soon as is practical; and

WHEREAS, there is no required match amount for this grant; and

WHEREAS, the MEDC Grant will provide funds for grants from \$10,000 to \$50,000 to approximately 20 qualifying businesses within the Principal Shopping District A who apply for funding and are approved to receive funding on a first-come, first-served basis while funding is available; and

WHEREAS, the City of Lansing will enter into a written agreement with Downtown Lansing Inc. to provide all services related to delivery of this program.

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council approves the acceptance of the \$1,000,000 grant award by MEDC for the purpose of completing the activities funded through the FY23 MEDC Small Business Support Grant.

BE IT FINALLY RESOLVED that Andy Schor, Mayor of the City of Lansing, is authorized to accept the above-described award, and that upon receipt of the final grant agreement from MEDC, he shall be authorized to sign the contract and any necessary amendments or ancillary documents, and to establish new and separate accounts as required by HUD for this grant.

**Department of Economic
Development and Planning**
Brian McGrain, Director



Development Office
316 N. Capitol Avenue, Suite D-1
Lansing, Michigan 48933
PH: 517.483.4040 – FAX: 517.483.6036
www.lansingmi.gov/development

MEMORANDUM

TO: Mayor Schor

FROM: Barbara Kimmel, Development Manager

DATE: 5.25.22

SUBJECT: 2022-2026 Consolidated Plan and Action Plan

The Department of Economic Development & Planning requests that the Mayor refer the attached resolution to the City Council for adoption of the 2022-2026 Consolidated Plan and Action Plan at the June 27, 2022 meeting. This resolution contains the *actual FY22 Federal CDBG, HOME and ESG grant allocations*. Note that a previous resolution, Resolution 2022-128 that contained estimated allocations for CDBG, HOME and ESG is rescinded within the attached Resolution.

The Public Hearing for the Consolidated Plan FY22-26 and Action Plan FY22-23 was held on April, 25, 2022.

DED&P Staff recommend scheduling of the Resolution to adopt the 5-Year Consolidated Plan FY22-26 and Action Plan FY22-23 for June 27th, 2022.

**FUNDING ALLOCATIONS
PROGRAM ACTIVITIES AND USE OF FUNDS
ANNUAL ACTION PLAN 2022 (7/1/22– 6/30/23)
CITY OF LANSING COMMUNITY DEVELOPMENT OBJECTIVES**

The primary objective of Lansing's Housing and Community Development Program is the development of a viable community which will provide standard housing in a suitable living environment, principally to benefit low- and moderate-income persons, preserve and expand existing businesses and industries, and create an atmosphere conducive to stability in neighborhoods.

- a. Provide standard housing in a suitable living environment through rehabilitation, new construction and improvement of the housing stock primarily in CDBG eligible neighborhoods and in specifically designated housing target areas.
- b. Provide housing counseling and assistance that will benefit low and moderate-income households.
- c. Promote home ownership for low and moderate-income households and promote deconcentrating poverty.
- d. Maintain at current levels the number of public and assisted housing units available to low and moderate-income households.
- e. Provide homeless prevention assistance, emergency shelter, street outreach and supportive human services for people with special needs, people who are homeless and those at risk of becoming homeless.
- f. Provide assistance for permanent supportive housing and human services for low- and moderate-income households with a history of chronic homelessness, including those with special needs.
- g. Promote economic opportunity for low and moderate-income individuals by facilitating economic development, providing employment opportunity, sponsoring job training, supporting business development, micro-enterprise lending and business or financial educational programs and initiatives.
- h. Promote economic development to provide jobs, business services and shopping opportunities for residents located in CDBG eligible areas.
- i. Provide community and neighborhood services, recreational opportunities and public facilities and promote neighborhood social cohesion to improve the quality of life in CDBG eligible neighborhoods.
- j. Increase security and safety in neighborhoods by supporting public safety and crime prevention initiatives, public educational programs and citizens' awareness in CDBG eligible areas.
- k. Improve the city's transportation, public facilities and infrastructure systems in CDBG eligible areas.

- l. Protect and improve the city's physical environment, including preventing or eliminating blight, removing lead or other safety hazards, preserving historic resources, mitigating flood hazards, promoting healthy housing and improving energy fitness in housing occupied by low and moderate-income households.
- m. Promote fair housing objectives.
- n. Provide affordable housing and economic development that benefits low- and moderate-income people in the context of mixed use development along transit corridors.

COMMUNITY DEVELOPMENT BLOCK GRANT

CDBG Single-family, Owner-Occupied Rehab Program/Public Improvements

Includes loans and grants for rehabilitation of owner-occupied housing units through city sponsored programs, and in conjunction with affordable housing efforts sponsored by nonprofit housing corporations, public and private developers, and other state and federal agencies. Includes funds to meet lead hazard reduction regulations in rehabilitated structures, funds to assist in emergency housing rehabilitation, market analysis activities and technical assistance to nonprofit housing corporations, contractors, and low- and moderate-income households. Includes loans and grants for owner-occupied single-family units through city sponsored programs, loans to rehabilitate historic homes in conjunction with rehabilitation of the unit, and loans or grants for ramps, hazard remediation or weatherization. Includes staff, office space, technical assistance, training and other direct project costs associated with delivery of Community Development Block Grant, HOME, Emergency Solutions Grant and other State and Federal Programs.

General street, sidewalk, water/sewer improvements, including assistance to income eligible owner-occupants or those in CDBG-eligible areas for special assessments related to new improvements. Includes improvements to neighborhood parks, recreational facilities; public neighborhood, medical and community facilities in CDBG priority areas.

Proposed funding amount: \$1102,026

CDBG Rental Rehab Program

Includes loans and grants for rehabilitation of rental housing units through city sponsored programs. Includes funds to meet healthy housing standards and/or lead hazard reduction regulations in rehabilitated structures.

Proposed funding amount: \$225,974

Clearance

Includes acquisition, maintenance and security of properties acquired through programs, and activities related to acquisition, disposition, relocation and clearance of dilapidated and blighted structures. Funds may also be used to acquire and clear properties in the flood plain. Includes staff time associated with this activity.

Proposed funding amount: \$100,000

Public Services (limited to 15%)

Includes services for low- and moderate-income individuals such as: homeownership counseling, education, neighborhood counseling, youth and senior programs, neighborhood clean-ups, community gardens, home repair classes. Services are for low- and moderate-income individuals and/or those in CDBG-eligible areas located within the Lansing city limits.

Proposed funding amount: \$ 309,923 (15% of CDBG)

Economic Development

Loans, technical assistance and training to low- and moderate-income owners of and persons developing micro-enterprises within or planning to locate within the Lansing city limits. Technical assistance to individuals and for-profit businesses including workshops, technology assistance, and façade improvement loans/grants. Creation of jobs to benefit low and moderate-income city of Lansing residents.

Technical assistance to individuals and for-profit businesses including workshops, technology assistance, façade improvement loans/grants, market analysis, business promotion, referrals for the attraction of new business and expansion of existing business within CDBG-eligible areas of Lansing.

Proposed funding amount: \$ 30,000

CDBG General Administration (limited to 20%)

Includes staff and other costs associated with preparation of required Consolidated Planning documents, environmental clearances, fair housing activities and citizen participation activities associated with the delivery of CDBG, HOME and other state and federal programs.

Includes planning and general administration costs associated with delivery of CDBG and other state and federal programs. Includes indirect administrative costs and building rent paid to the city.

Proposed funding amount: \$413,231

TOTAL CDBG = \$2,066,154 + PI \$75,000 + Prv Yr \$40,000 = \$2,181,154

HOME**Down Payment Assistance**

Funds provided to homebuyers for down payment and closing costs for purchase of a single-family home located within the Lansing city limits. Up to \$10,000 will be available as a 0% interest second mortgage for homebuyers with income at or below 80% of median income. Assistance limited to first-time homebuyers. May include staff time and/or homeownership counseling fees associated with this activity.

Proposed funding amount: \$100,000

New Construction/HOME Rehab/Development Program

Includes funds for loans and grants for housing construction and rehabilitation with non-profit and for-profit developers, including CHDOs.

HOME funds allocated for housing developed in partnership with the city, including Supportive Housing Program (SHP) and Acquisition, Development and Resale (ADR) activities. Projects may include new construction and rehabilitation activities with non-profit and for-profit developers, including CHDOs. Funds may be used for staff time associated with these activities.

Proposed funding amount: \$608,808

CHDO Set-aside (15% minimum required)

Reserved for housing developed, sponsored or owned by CHDOs in partnership with the City.

Proposed funding amount: \$ 125,529

Community Housing Development Organization (CHDO) Operating (limited to 5%)

Funds reserved at option of the City to provide operating funds to CHDO's utilizing the City's HOME funds to produce affordable housing in the community.

Proposed funding amount: \$41,843

HOME General Administration (limited to 10%)

Includes staff and general administration costs to deliver the HOME program.

Proposed funding amount: \$83,686

TOTAL HOME = \$836,866 + PI \$85,000 + Prv Yrs \$38,000 = \$959,866

EMERGENCY SOLUTIONS GRANT (ESG)**Street Outreach**

Street Outreach activities.

Proposed funding amount: \$ 5,264

Homeless Prevention

Homeless Prevention activities.

Proposed funding amount: \$77,793

Administrative Activities (limited to 7.5%)

Funds provided to offset the cost of administering emergency solutions

program.

Proposed funding amount: \$ 12,284

Homeless Management Information System (HMIS)

Funds will be provided for HMIS and comparable database costs.

Proposed funding amount: \$ 5,264

Shelter Operation

Funds provided to shelter providers to cover cost of maintenance, operations, insurance, utilities and furnishings in shelter facilities.

Proposed funding amount: \$ 74,874

TOTAL ESG: \$175,479

SUMMARY

Forty –Eighth Year Community Development Resources

Program	Annual Action Plan
CDBG Entitlement Grant:	\$2,066,154
Program Income (est.)	\$75,000
Previous yr funds (est.)	\$40,000
HOME Program Funds	\$836,866
Program Income (est.)	\$85,000
Previous yr funds (est.)	\$38,000
ESG Program Funds:	\$175,479
TOTAL	\$3,316,499

Administrative, management and operation costs for the above programs include the administration, management and operations of the eligible activities, **as well as other federal and state community development programs in which the city is now or may be participating.**

Resolution #2022-###

By the Committee on Development and Planning
Resolved by the City Council of the City of Lansing

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires that the City of Lansing submits a Consolidated Plan every five years and an Annual Action Plan yearly in order to receive Community Development fund resources, including Community Development Block Grant (CDBG), HOME and Emergency Solutions Grant (ESG) program funds; and

WHEREAS, the City of Lansing has prepared its Five-Year Consolidated Plan, 2022-2026 and its Annual Action Plan, 2022-2023 for the upcoming fiscal year; and

WHEREAS, the CDBG (\$2,066,154), HOME (\$836,866) and ESG (\$175,479) entitlement amounts allocated to Lansing for the upcoming fiscal year beginning July 1, 2022-June 30, 2023 is \$3,078,499; and

WHEREAS, the City of Lansing estimated amounts of program income (PI) and previous year's (PY) annual funding available for CDBG are \$115,000 (\$75,000 PI, \$40,000 PY21) and HOME \$123,000 (\$85,000 PI, \$38,000 PY21); and

WHEREAS, the total amount of federal funding allocations, program income and previous year's funding equal \$3,316,499; and

WHEREAS, pursuant to program requirements, the city has conducted a citizen participation and open review process which has included planning consultations and virtual meetings with neighborhood groups, housing and supportive service providers, the State and neighboring local governments; and

WHEREAS, the City has further promoted participation, input and review in the process by conducting four (4) community forums each in the wards as well as specific target groups to gather information on community needs, an on-line survey, two (2) separate advertised public hearings before the Lansing Planning Board, the first one was held virtually on December 7, 2021 regarding housing and community development needs and the second was held on January 4, 2022 regarding proposed program objectives and projected use of Federal entitlement and formula program funds; and

WHEREAS, the City did also initiate and carry out the required thirty (30) day public comment period on the proposed Consolidated Plan, 2022-2026 and 2022-2023 Annual Action Plan by publishing a summary of the plan in the Lansing City Pulse March 9, 2022; and

WHEREAS, a public hearing was held by the Lansing City Council on April 25, 2022 to again receive citizen comments and recommendations and to give final review to the Consolidated Plan and Annual Action Plan; and

WHEREAS, Federal regulations require the City to make certain certifications and assurances to HUD as a part of the City's application,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lansing adopts the Five-Year Consolidated Plan, 2022-2026 and the Annual Action Plan, 2022-2023 for the City of Lansing that includes housing and community development goals, objectives and strategies, and the budget for the use of community development fund resources as proposed by the Committee on Development and Planning; and

BE IT FURTHER RESOLVED that the Mayor, as the City's Chief Executive Officer, is hereby authorized to sign the Five-Year Consolidated Plan and Annual Action Plan application for FY 2022-2026 and 2022-2023 respectively, including all understandings, assurances and certifications contained therein, and to submit the grant application to the Department of Housing and Urban Development; and

BE IT FINALLY RESOLVED that the Mayor is authorized, as the official representative of the City of Lansing, to set-up budget line items, provide all information, to act in connection with the Consolidated Plan and Annual Action Plan application and to execute all agreements, contracts, and legal documents, including the agreement between the City and the Department of Housing and Urban Development, to secure CDBG, HOME and ESG funding and implement the Five-Year Consolidated Plan, FY 2022-2026 and Annual Action Plan, FY 2022-2023 programs.

BE IT FINALLY RESOLVED that Resolution #2022-128 is hereby rescinded and replaced.

Resolution #2022-128

By the Committee on Development and Planning
Resolved by the City Council of the City of Lansing

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires that the City of Lansing submits a Consolidated Plan every five years and an Annual Action Plan yearly in order to receive Community Development fund resources, including Community Development Block Grant (CDBG), HOME and Emergency Solutions Grant (ESG) program funds; and

WHEREAS, the City of Lansing has prepared its Five-Year Consolidated Plan, 2022-2026 and its Annual Action Plan, 2022-2023 for the upcoming fiscal year; and

WHEREAS, the CDBG (\$2,087,537), HOME (\$768,361) and ESG (\$174,439) entitlement amounts allocated to Lansing for the upcoming fiscal year beginning July 1, 2022-June 30, 2023 is \$3,030,337; and

WHEREAS, the City of Lansing estimated amounts of program income (PI) and previous year's (PY) annual funding available for CDBG are \$115,000 (\$75,000 PI, \$40,000 PY21) and HOME \$123,000 (\$85,000 PI, \$38,000 PY21); and

WHEREAS, the total amount of federal funding allocations, program income and previous year's funding equal \$3,268,337; and

WHEREAS, pursuant to program requirements, the city has conducted a citizen participation and open review process which has included planning consultations and virtual meetings with neighborhood groups, housing and supportive service providers, the State and neighboring local governments; and

WHEREAS, the City has further promoted participation, input and review in the process by conducting four (4) community forums in each of Lansing's 4 Wards, as well as specific target groups to gather information on community needs, an on-line survey, two (2) separate advertised public hearings before the Lansing Planning Board, the first one held virtually on December 7, 2021 regarding housing and community development needs and the second held on January 4, 2022 regarding proposed program objectives and projected use of Federal entitlement and formula program funds; and

WHEREAS, the City did also initiate and carry out the required thirty (30) day public comment period on the proposed Consolidated Plan, 2022-2026 and 2022-2023 Annual Action Plan by publishing a summary of the plan in the Lansing City Pulse March 9, 2022; and

WHEREAS, a public hearing was held by the Lansing City Council on April 25, 2022 to again receive citizen comments and recommendations and to give final review to the Consolidated Plan and Annual Action Plan; and

WHEREAS, Federal regulations require the City to make certain certifications and assurances to HUD as a part of the City's application,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lansing adopts the Five-Year Consolidated Plan, 2022-2026 and the Annual Action Plan, 2022-2023 for the City of Lansing that includes housing and community development goals, objectives and strategies, and the budget for the use of community development fund resources as proposed by the Committee on Development and Planning; and

BE IT FURTHER RESOLVED that the Mayor, as the City's Chief Executive Officer, is hereby authorized to sign the Five-Year Consolidated Plan and Annual Action Plan application for FY 2022-2026 and 2022-2023 respectively, including all understandings, assurances and certifications contained therein, and to submit the grant application to the Department of Housing and Urban Development; and

BE IT FINALLY RESOLVED that the Mayor is authorized, as the official representative of the City of Lansing, to set-up budget line items, provide all information, to act in connection with the Consolidated Plan and Annual Action Plan application and to execute all agreements, contracts, and legal documents, including the agreement between the City and the Department of Housing and Urban Development, to secure CDBG, HOME and ESG funding and implement the Five-Year Consolidated Plan, FY 2022-2026 and Annual Action Plan, FY 2022-2023 programs.



November 12, 2021

Brian McGrain
Director
Economic Development and Planning
City of Lansing
316 N. Capitol Ave Ste. D-1
Lansing, MI 48933

Dear Brian McGrain:

SUBJECT: Non-Compliance with CDBG Housing Rehabilitation Requirements
Community Development Block Grant (CDBG) Program

In reviewing the City of Lansing's rehabilitation processes and responsiveness to program complaints, this Office has determined that the City has failed to comply with the requirements contained in 2 CFR Part 200 Subpart D (Post Federal Award Requirements). Therefore, we are issuing four Findings which requires your immediate attention.

FINDING #1: Rehabilitation written policies and procedures.

Condition

The grantee's policies for procurement, contractor selection, and dispute resolution were not encompassing of the requirements and necessities of the program. Additionally, the City does not have a policy nor practice for contractors that fail to perform or receive legitimate complaints.

1. The review exposed relaxed contractor oversight as well. Regarding the complaints reviewed, the Rehabilitation Specialist agreed with the homeowners about substandard work in an area of the roofs. Interviews with the CDBG Coordinator and Development Manager revealed that Fredrickson—the contractor involved in both complaints—was not cautioned concerning workmanship nor unprofessional behavior. Further, the grantee is not tracking complaints in general.
2. Evaluating the quality of work should be conducted prior to considering the work "complete" and contractor payment. Tracking poor performance and misconduct is simply good business sense. Appropriate contractor oversight will not only improve performance and conduct, but health and safety practices as well.
3. The management of the grantee's Single Family Owner Occupied Rehab Program should be structured in a manner to show capable staff completing tasks proficiently. Interviews concluded there are no routine staff meetings and currently the data entered into the Community Development Manager (CDM)— software application —by the Rehabilitation

Specialist is not verified for accuracy or timely entry. CDM is designed to manage community development, construction projects, housing rehabilitation, weatherization programs, affordable housing development and provide asset building services to tenants. The software manages everything in one place and in real time. It also has built in reports and the flexibility to develop custom reports. Nonetheless, when HUD asked for inventory related and contractor history related reports, the grantee had to reach out to CDM technical support to create the spreadsheets. The City should ask for training from CDM in efforts of getting the potential from the software that it can provide.

Criteria

24 CFR 570.501(b); 2 CFR Part 200.303. the program participant is responsible to maintain systems and written procedures for ensuring that CDBG funds are used in accordance with program requirements. Such as, maintain written procedures describe its management of the CDBG program.

The Department's policy on housing rehabilitation emphasizes, as a priority, increasing the efficiency and effectiveness of local rehabilitation programs.

Cause

The grantee's policies for procurement, contractor selection, and dispute resolution are lacking conclusiveness and do not cover various circumstances that are foreseen. The City does not have a policy nor practice for contractors that fail to perform or receive legitimate complaints.

Effect

The grantee does not have sufficient policies and procedures to manage the program efficiently, effectively, and economically.

Corrective Actions

Grantee should have policies and procedures to carry out each requirement applicable to the rehabilitation program. The Policies and Procedures for the CDBG requirements above should be updated or developed and adopted to include procedures for foreseen situations. Additionally, the procedures should include annual staff training, contractor/subrecipient training, frequency of the solicitation for pre-qualifying contractors, and tracking poor performers with clear resolutions or penalties. Notify this office of completion within 30 days of the date of this report.

FINDING #2: Failure to monitor rental projects.

Condition

HUD interviewed the Community Development Coordinator and the Development Manager which revealed the grantee does not monitor rental projects to determine if the benefit of Low- and Moderate-income (LMI) persons requirements are met.

Criteria

570.208(a)(3). CDBG National Objective for housing rehabilitation activities is to benefit LMI persons.

Cause

The rehabilitation team was not mindful they should income certify new and on-going occupants of rental unit enforce affordability requirements.

Effect

HUD is not able to determine compliance as it is possible that the intended low/mod income persons are not the current beneficiaries of the rental units and/or landlords are not charging affordable rents.

Corrective Actions

The grantee should monitor all rental units that are under the affordability requirements within 30 days of the date of this letter. A copy of the monitoring schedule is due to this office within 7 days of the date of this letter to close this finding, which is subject to future verification.

FINDING #3: Failure to follow Dispute Resolution Procedures.

Condition

The Grantee's "General Complaint and Appeal Process" includes two steps categorized as Informal and Formal. The Informal Process is the written grievance between the complainant and the development staff involved in the complaint. The Formal Process involves the written appeal of the Informal process results and is between the complainant and the Department of Economic Development and Planning Development Director. The written process then calls for the Director to review and respond to the complaint in writing within 10 business days, which was not provided with the complaint regarding IDIS #1915.

Criteria

1. 2 CFR 200.303 Internal controls. The non-Federal entity must:
 - (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award.
2. City of Lansing Office of Planning and Development General Complaint and Appeal Process.

Cause

The grantee did not follow its dispute resolution procedures.

Effect

The complainant for IDIS #1915 did not receive due process as written in the City's General Complaint and Appeal Process. It is possible the dispute could have been resolved in a timely manner.

Corrective Actions

Within 30 days of the date of this letter, the dispute policy should be updated with contributions and input from the current contractors and should include the departments' up-to-date organizational chart showing lines of responsibility. The grantee should retrain all pre-qualified

contractors as well as the rehabilitation staff on their dispute procedures and ensure that all future beneficiaries are informed of the dispute resolution process. Notify this office once complete.

FINDING #4: Bids not solicited from an adequate number of qualified sources.

Condition

Interviews with the rehabilitation staff determined the grantee maintains a pre-qualified list of contractors. The staff did not note the date of the last solicitation for contractors or how many contractors responded. Currently there are seven contractors on the list, however many from the list is not responding to bids on a routine basis and the grantee is not soliciting from contractors outside of the pre-qualified list.

Criteria

2 CFR 200.319(e) Competition. All procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of this section and 2 CFR 200.320 Methods of Procurement.

Cause

The grantee presumed solicitation from the pre-qualified list was sufficient to meet the requirement.

Effect

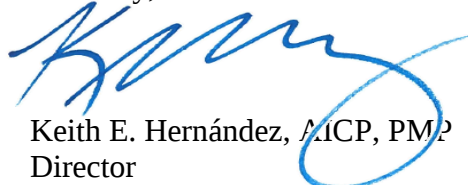
Procurement of construction related projects was not in a manner that encouraged adequate competition.

Corrective actions

The City should aggressively promote and use broader outreach measures to encourage additional contractor participation. Pre-qualified lists of vendors/contractors, if used, must be current, developed through open solicitation, include adequate numbers of qualified sources, and must allow entry of other firms to qualify at any time during the solicitation period. Correspondingly, if an adequate number of responders (three or more) is not routinely received, the grantee should try additional promotion and outreach strategies.

Thank you for your prompt attention to this letter. If you have any questions, please contact CPD Representative Portia D. McGoy at portia.d.mcgoy@hud.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Keith E. Hernández", with a large circular flourish at the end.

Keith E. Hernández, AICP, PM/P
Director
Office of Community Planning and Development