

# AGENDA

## SPECIAL MEETING OF THE MIDLAND CITY HOUSING COMMISSION FRIDAY, MAY 1, 2020 11:00 A.M.

*This meeting will be held electronically due to the COVID-19 pandemic.*

The City of Midland will utilize Zoom to conduct this videoconference meeting.

To join via videoconference, go to:

<https://zoom.us/join> | **Webinar ID:** 868 7562 9004 | **Password:** 970584

To join via telephone, dial:

+1 (312) 626-6799 or +1 (646) 558-8656 | **Webinar ID:** 868 7562 9004 | **Password:** 970584

Meeting Agenda:

1. **Roll Call**
2. **Public Hearings**
  - a. [Community Development Block Grant funds Coronavirus \(CDBG-CV\)](#)
3. **Public Comments** (unrelated to items on the agenda)
4. **Communications**
5. **Future Meeting Date**
  - a. May 2020 – Special meeting (if needed)
  - b. June 1, 2020 – Next regular meeting
6. **Adjournment**



**STAFF REPORT TO THE HOUSING COMMISSION  
FOR THE MEETING OF MAY 1, 2020**

DATE: April 29, 2020  
SUBJECT: Proposed 2020-2021 CDBG-CV Budget

Due to the ongoing COVID-19 pandemic, the City of Midland has been awarded a special allocation of \$132,247 to be used to prevent, prepare for, and respond to the coronavirus. This allocation was authorized by the Coronavirus Aid, Relief and Economic Security Act (CARES Act), which was signed into law on March 27, 2020 to respond to the growing effects of this historic public health crisis.

The CARES Act adds additional flexibility for the use of these additional Community Development Block Grant dollars (CDBG-CV). The public comment period is reduced to not less than 5 days and grantees may use virtual public hearings when necessary for public health reasons.

As contained below, awards totaling the full grant are not proposed due to lack of activity proposals, eligible activities and caps on funding certain activities.

**Eligible Activities**

Attached is a [quick guide to eligible activities](#) that CDBG-CV dollars can be used for. Staff will be reviewing this document with the City Housing Commission on during the meeting. This guidance document is continuing to change and further guidance will become available, per the City’s HUD representative.

**GENERAL PROGRAM PLANNING AND ADMINISTRATION**

*The Planning & Administration category is capped at 20% of the CDBG-CV amount. Staff calculates this cap to be \$26,449.40.*

**Staff Recommendation: \$0 (at this time)**

These funds can be used to cover the City’s expenses of administering this program. In the past, CDBG administrative dollars have been used to fund the position of the Community Development Planner within the Planning Department; however, this position is currently vacant and day-to-day administration of the program has move to the Director of Planning & Community Development. The City has the option to charge the time of other personnel who support the City’s CDBG program including members of the Finance Department.

Use of the CDBG-CV dollars will happen in concert with the regular CDBG dollars. At this time, with the grant requests that have been received to date, staff does not anticipate an additional burden that would warrant the need of additional administrative dollars beyond what is already provided for in the current CDBG budget. This may change as time moves and additional activities are added to the CDBG-CV budget.

**PUBLIC SERVICES**

*The public services category is capped at 15% of the CDBG-CV amount. Staff calculates this cap to be \$19,837.05.*

**MidMichigan Health: Midland Drive-thru Testing Sites**

Request: \$6,000

**Staff Recommendation: \$6,000**

MidMichigan Health, a non-profit entity, has requested \$6,000 to cover the expenses of testing tents that were set up outside the Emergency Room and Urgent Care facilities at their Midland campus to serve patients in a drive-thru fashion. This set up reduces illness exposure and supports the increased volume of community members seeking COVID-19 testing and direction. Staff is recommending funding this request in full.

**MidMichigan Health: COVID-Telehub**

Request: \$101,064.72

**Staff Recommendation: \$13,837.05**

MidMichigan Health has also requested \$101,064.72 to support the expenses of the providers who are operating the virtual COVID telehub. This virtual clinic operates Monday-Friday 8:00 AM to 5:00 PM and is staffed by providers within the organization's East End location. In this virtual clinic, community members are able to call the toll-free line and, following receipt of demographic information, connect to one of the providers to assess symptoms, answer questions, and be provided with additional instructions for further treatment if necessary. Patients receive instructions for drive-thru testing is appropriate. Due to the public services cap, staff is recommending partial funding of this request at \$13,837.05.

[A copy of the application by MidMichigan Health is enclosed for review.](#)

A table of the summary above can be found on the next page, labeled Attachment A.

**Housing Commission Action**

Staff currently anticipates that the Housing Commission will first review this information during their meeting on Friday, May 1, 2020. A recommendation during this meeting to award portions of the grant could be rendered. The Housing Commission could also wait for additional requests or more information before formulating a recommendation.

Respectfully Submitted,



Grant Murschel, Director of Planning & Community Development

Attachment A

**CDBG-CV Proposed Budget**

<b><u>Revenues</u></b>	<b><u>Estimated Amount</u></b>
Estimated HUD CDBG-CV Grant	\$ 132,247

  

<b><u>Expenditures</u></b>	<b><u>Proposed Budgeted Amount</u></b>
<b>Planning/Administration</b>	\$ 0
<b>Public Services</b>	
MidMichigan Health – Drive-Thru Testing	\$ 6,000
<u>Legal Services - Fair housing testing</u>	<u>\$ 13,837.05</u>
Public Services	\$ 19,837.05
<b>Total</b>	<b>\$ 19,837.05</b>
<i>Remainder of CDBG-CV Grant</i>	\$ 112,409.95

## Quick Guide to CDBG Eligible Activities to Support Infectious Disease Response

March 19, 2020

Grantees should coordinate with local health authorities before undertaking any activity to support state or local pandemic response. Grantees may use Community Development Block Grant (CDBG) funds for a range of eligible activities that prevent and respond to the spread of infectious diseases such as the coronavirus disease 2019 (COVID-19).

### Examples of Eligible Activities to Support Infectious Disease Response

<i>For more information, refer to applicable sections of the Housing and Community Development Act of 1974 (for State CDBG Grantees) and CDBG regulations (for Entitlement CDBG grantees).</i>	
<b>Buildings and Improvements, Including Public Facilities</b>	
Acquisition, construction, reconstruction, or installation of public works, facilities, and site or other improvements. <i>See section 105(a)(2) (42 U.S.C. 5305(a)(2)); 24 CFR 570.201(c).</i>	Construct a facility for testing, diagnosis, or treatment.
	Rehabilitate a community facility to establish an infectious disease treatment clinic.
	Acquire and rehabilitate, or construct, a group living facility that may be used to centralize patients undergoing treatment.
Rehabilitation of buildings and improvements (including interim assistance). <i>See section 105(a)(4) (42 U.S.C. 5305(a)(4)); 24 CFR 570.201(f); 570.202(b).</i>	Rehabilitate a commercial building or closed school building to establish an infectious disease treatment clinic, e.g., by replacing the HVAC system.
	Acquire, and quickly rehabilitate (if necessary) a motel or hotel building to expand capacity of hospitals to accommodate isolation of patients during recovery.
	Make interim improvements to private properties to enable an individual patient to remain quarantined on a temporary basis.
<b>Assistance to Businesses, including Special Economic Development Assistance</b>	
Provision of assistance to private, for-profit entities, when appropriate to carry out an economic development project. <i>See section 105(a)(17) (42 U.S.C. 5305(a)(17)); 24 CFR 570.203(b).</i>	Provide grants or loans to support new businesses or business expansion to create jobs and manufacture medical supplies necessary to respond to infectious disease.
	Avoid job loss caused by business closures related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low- and moderate-income persons.
Provision of assistance to microenterprises. <i>See section 105(a)(22) (42 U.S.C. 5305(a)(22)); 24 CFR 570.201(o).</i>	Provide technical assistance, grants, loans, and other financial assistance to establish, stabilize, and expand microenterprises that provide medical, food delivery, cleaning, and other services to support home health and quarantine.

<b>Public Services (Capped at 15 Percent of the Grant, With Some Exceptions)<sup>1</sup></b>	
Provision of new or quantifiably increased public services.  <i>See section 105(a)(8) (42 U.S.C. 5305(a)(8)); 24 CFR 570.201(e).</i>	Carry out job training to expand the pool of health care workers and technicians that are available to treat disease within a community.
	Provide testing, diagnosis or other services at a fixed or mobile location.
	Increase the capacity and availability of targeted health services for infectious disease response within existing health facilities.
	Provide equipment, supplies, and materials necessary to carry-out a public service.
	Deliver meals on wheels to quarantined individuals or individuals that need to maintain social distancing due to medical vulnerabilities.
<b>Planning, Capacity Building, and Technical Assistance</b>	
States only: Planning grants and planning only grants.  <i>See section 105(a)(12).</i>	Grant funds to units of general local government may be used for planning activities in conjunction with an activity, they may also be used for planning only as an activity. These activities must meet or demonstrate that they would meet a national objective. These activities are subject to the State’s 20 percent administration, planning and technical assistance cap.
States only: use a part of to support TA and capacity building.  <i>See section 106(d)(5) (42 U.S.C. 5306(d)(5)).</i>	Grant funds to units of general local government to hire technical assistance providers to deliver CDBG training to new subrecipients and local government departments that are administering CDBG funds for the first time to assist with infectious disease response. This activity is subject to the State’s 3 percent administration, planning and technical assistance cap.
Entitlement only. data gathering, studies, analysis, and preparation of plans and the identification of actions that will implement such plans. <i>See 24 CFR 570.205.</i>	Gather data and develop non-project specific emergency infectious disease response plans.

### Planning Considerations

Infectious disease response conditions rapidly evolve and may require changes to the planned use of funds:

- CDBG grantees must amend their Consolidated Annual Action Plan when there is a change to the allocation priorities or method of distribution of funds; an addition of an activity not described in the plan; or a change to the purpose, scope, location, or beneficiaries of an activity (24 CFR 91.505).
- If the changes meet the criteria for a “substantial amendment” in the grantee’s citizen participation plan, the grantee must follow its citizen participation process for amendments (24 CFR 91.105 and 91.115).

### Resources

The Department has technical assistance providers that may be available to assist grantees in their implementation of CDBG Funds for activities to prevent or respond to the spread of infectious disease. Please contact your local CPD Field Office Director to request technical assistance from HUD staff or a TA provider.

- Submit your questions to: [CPDQuestionsAnswered@hud.gov](mailto:CPDQuestionsAnswered@hud.gov)
- COVID-19 (“Coronavirus”) Information and Resources: <https://www.hud.gov/coronavirus>
- CPD Program Guidance and Training: <https://www.hudexchange.info/program-support/>

<sup>1</sup> Section 105(a)(8) of the Housing and Community Development Act of 1974, provides a different percentage cap for some grantees.

**SUBRECIPIENT REQUEST FOR CDBG-CV FUNDING**

Name of Organization MidMichigan Health  
Project Title MidMichigan Medical Center - Midland COVID Testing Sites

**Section One: Organizational Information**

Mailing Address 4000 Wellness Drive, Midland MI 48670  
Main Phone Number 989-839-3000  
Organization Website www.midmichigan.org  
Tax ID # 38-2459948  
DUNS #\* 183354877  
System of Award (SAM) #\* Cage Code 6TW71

\*Note: DUNS Number and SAM Numbers are required for funding through the CDBG Program.

Executive Director Diane Postler-Slattery  
Executive Director Phone (989) 839-3399  
Executive Director Email diane.postler-slattery@midmichigan.org

CDBG Contact Person Denise O'Keefe  
CDBG Contact Phone (989) 839-1620  
CDBG Contact Email denise.okeefe@midmichigan.org

What is your organization's mission statement?

We provide excellent health services to improve the quality of life for people in our communities.

How does this project seek to work toward that mission?

Out of an abundance of caution and due to the increase in volume of community members seeking COVID-19 testing and direction, MidMichigan Health initiated its emergency preparedness protocol on March 12, 2020. Testing Tents were set up outside the Emergency Room and Urgent Care to serve patients in a drive-through fashion to reduce illness exposure and to support the volume of community members seeking COVID-19 testing and direction.

Has this organization previously received CDBG funding for this project/service? unaware of any  
Has this organization previously received **any** CDBG funding? unaware of any

If yes, please list the program year(s) and the project's title(s) below:

\_\_\_\_\_  
\_\_\_\_\_

## Section Two: Project Information

Geographic location(s) Midland County, Midland Michigan

National Objective met Urgent Need (COVID-19)

Need/challenge addressed Providing drive-through COVID-19 testing locations for the community

Is this collaborative project? No

If yes, with what organization? \_\_\_\_\_

Is this project part of a larger initiative? \_\_\_\_\_ \*If yes, please define the CDBG portion of the project, as well as its role in the larger initiative in the project description and purpose sections below.\*

**Project Description:** Out of an abundance of caution and due to the increase in volume of community members seeking testing and direction, MidMichigan health initiated its emergency preparedness protocol on March 12, 2020. Testing tents were set up outside the Emergency Room and Urgent Care to serve patients in a drive-through fashion to reduce illness exposure and to support the volume of community members seeking COVID-19 testing and direction.

**Project Purpose:** Our funding request is to support the rental of two tent structures that serve as COVID drive through testing facilities. We are also seeking funding to support the providers who are operating the virtual COVID telehub. This virtual clinic operates Monday through Friday 8am - 5 pm and is staffed by providers who leave their normal office practices and go to our East End building on Main Street to provide the virtual care. In this virtual clinic, community members are able to call the toll-free line and after demographic information is taken, are connected to one of the providers via a virtual visit either on a smart phone or tablet, usually within five minutes. The provider provides an assessment of symptoms, answers questions and the patients are given instruction for further treatment if necessary. Patients are then given instructions, if appropriate, for drive-through testing.

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

MidMichigan Health employees collect the initial information from the callers and then MidMichigan Health providers, physicians and physician assistants, conduct a real-time virtual video visit with the patient.

**Please describe the work process used to verify low/moderate income level of beneficiaries:**

The majority of MidMichigan Health's patients are low to moderate income. Our current statistics show that the overall population of patients served is 55% Medicare, 15.8% Medicaid, and 1.4% uninsured. Medicare is the federal government program that provides health care coverage if you are over 65, under 65 and receiving Social Security Disability (SSDI) for a certain amount of time, or under 65 with End-Stage Renal Disease. Medicaid is a joint federal and state program that provides free or low-cost health coverage to millions of Americans, including some low-income people, families and children, pregnant women, the elderly and people with disabilities.

**Proposed timeframe for project:** Began on March 12, 2020

**Expected lifetime of project work:** Estimated between 6-12 months in duration

If requested funds involve rehabilitation or construction, please attach up to 5 photos of the project area.     Photos attached   X   No photos attached

**Clientele information**

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

N/A - Households

6,000 - Individuals

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

Very-low income

Low-income

Moderate income

**Section Three: Budget Worksheet**

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

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

**Sources**

Funding Sources	CDBG Funded Project	Larger Initiative (if applicable)	Organization-Wide
CDBG Request	\$107,604.72		
Other Federal			
State of Michigan			
Local Contributions			
Other (please specify below)			
<b>Total</b>	\$107,604.72		

Other fund description: \_\_\_\_\_

Will these funds be utilized to leverage additional funds for this project?

\_\_\_\_\_ No \_\_\_\_\_

If yes, please complete the table below.

<b>Leveraged Funds</b>	
Federal	
State of Michigan	
Local Contributions	
Other (please specify below)	
<b>Total</b>	

## Uses

<b>Funding Uses</b>	<b>This Project</b>	<b>Larger Initiative (if applicable)</b>
Personnel	\$101,064.72 for Covid-telehub	
Contracted Services		
Supplies	\$6,000 (tent rental at \$1,000 per month)	
Total Recurring		
Capital Outlay		
<b>Total</b>	\$107,604.72	

Other uses description: \_\_\_\_\_

Will this project cover contractual expenses for construction? no

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

### **Section Four: Federally required attachments**

Please include federally required attachments listed below:

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

Downloadable Appendices: (visit [www.midland-mi.org/planning](http://www.midland-mi.org/planning) to access)

- CDBG National Objectives & Matrices | **appendix 'a'**
- 24 CFR Section 570.201 Basic eligible activities. | **appendix 'b'**
- Midland County Housing Analysis | **appendix 'c'**
- Maps detailing neighborhood geographic focus | **appendix 'd'**
- Playing by the Rules: A Handbook for CDBG Subrecipients | **appendix 'e'**