



City of Fenton

301 South Leroy Street • Fenton, Michigan 48430-2196 • (810) 629-2261 • FAX (810) 629-2004

COUNCIL WORK SESSION AGENDA

Monday, January 7, 2013

City Hall Conference Room

301 South Leroy Street

7:30 PM

1. Call to Order.
2. Roll Call.
3. Citizen Comments: Request by citizens to speak on specific agenda items.
4. Presentation of the 2012 Financial Audit of the City of Fenton.
5. Update on the findings for Phase I of the City's search for alternate groundwater sources.
6. Discussion on a property for the Genesee County HOME Program project.
7. Council Member Comments.
8. Call to the Audience.
9. Adjournment.

IF ACCOMMODATIONS ARE NEEDED DUE TO A DISABILITY, PLEASE CONTACT THE CITY CLERK'S OFFICE.

Principals

Dale J. Abraham, CPA
Michael T. Gaffney, CPA
Steven R. Kirinovic, CPA
Aaron M. Stevens, CPA
Eric J. Glashouwer, CPA
Alan D. Panter, CPA
William I. Tucker IV, CPA



3511 Coolidge Road
Suite 100
East Lansing, MI 48823
(517) 351-6836
FAX: (517) 351-6837

To the Honorable Mayor and
Members of the City Council
City of Fenton, Michigan

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Fenton for the year ended June 30, 2012. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 18, 2012. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City of Fenton are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2012. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the governmental and business-type activities financial statements were:

Management's estimate of the percentages for current and noncurrent compensated absence payments is based on an estimate of the percentage of employees' use of compensated absences. We evaluated the key factors and assumptions used to develop the historical percentages for current and noncurrent compensated absence payments in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of depreciation expense for the current period is based on an estimate of the useful lives of the capital assets. We evaluated the key factors and assumptions used to develop the useful lives for the capital assets in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the net postemployment and pension benefit obligations are calculated based on actuarial studies which utilized certain actuarial assumptions. We evaluated the key factors and assumptions used to develop the calculations of the net postemployment and pension benefit obligations in determining that they are reasonable in relation to the financial statements taken as a whole.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 10, 2012.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of management, the Honorable Mayor and Members of the City Council of the City of Fenton and is not intended to be and should not be used by anyone other than these specified parties.

ABRAHAM & GAFFNEY, P.C.
Certified Public Accountants

December 10, 2012

Principals

Dale J. Abraham, CPA
Michael T. Gaffney, CPA
Steven R. Kirinovic, CPA
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REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE
AND OTHER MATTERS BASED ON AN AUDIT OF THE FINANCIAL STATEMENTS

To the Honorable Mayor and
Members of the City Council
City of Fenton, Michigan

In planning and performing our audit of the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Fenton as of and for the year ended June 30, 2012, in accordance with auditing standards generally accepted in the United States of America, we considered the City of Fenton's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City of Fenton's internal control. Accordingly, we do not express an opinion on the effectiveness of the City of Fenton's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. However, as discussed below, we identified a certain deficiency in internal control that we consider to be a significant deficiency.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiency in the City of Fenton's internal control to be a significant deficiency.

APPROVAL OF JOURNAL ENTRIES

During our consideration of internal controls over financial reporting, we noted that there is no process currently in place to document management's approval of journal entries being posted to the City's general ledger. Without a documented review and approval of all journal entries, the City may incur a higher risk of fraudulent transactions occurring and not being detected. This issue was noted and reported in our prior year audit comments.

We recommend that the City implement a process that will ensure all journal entries are reviewed and that review is documented and retained for audit.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City of Fenton's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, and noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed the following instance of noncompliance or other matters.

BUDGETS

As noted in the required supplementary information, some of the activities of the City exceeded the amounts appropriated for the General Fund, Parks and Recreation Fund, Garbage Collection Fund, Narcotics Enforcement Fund, and the Emergency 911 Fund. A similar issue was noted and reported in the prior year audit comments.

Michigan Public Act 621 of 1978, as amended, provides that the City adopt formal budgets for all applicable General and Special Revenue Funds, and shall not incur expenditures in excess of the amounts appropriated. Also, the Public Act requires amendments to be performed prior to incurring additional expenditures.

We recommend the City monitor expenditures against adopted budgets and make appropriate budget amendments as needed.

This report is intended solely for the information and use of management, the Honorable Mayor and Members of the City Council of the City of Fenton, others within the City, and applicable departments of the State of Michigan and is not intended to be and should not be used by anyone other than these specified parties.

ABRAHAM & GAFFNEY, P.C.
Certified Public Accountants

December 10, 2012

Memorandum



THE CITY OF
FENTON

PUBLIC WORKS

DATE: January 4, 2013

TO: Lynn Markland, City Manager

FROM: Daniel Czarnecki, Public Works Director

RE: Groundwater Well Investigation

In early 2012 the City hired AMEC Engineers and Scientists to perform a hydrogeologic groundwater study to help locate additional municipal water supply wells. The background for this study was to search for a better quality raw water source at an acceptable location to provide the drinking water to our community. It has been suggested a different raw water source might have less hardness in the water and require less treatment which may lead to lower overall treatment costs. Our current raw water source is capable of supplying all the needed water quantity to meet our demands today and well into the future.

The first phase of the study is complete. I have a presentation available to share with you and City Council, with the assistance of Steve Guy and the AMEC engineers, to show the results and lay out the next steps to the process.

Attachment "A"

RESOLUTION

A Resolution Supporting a Genesee County HOME Program Project

WHEREAS, Genesee County has applied for and received funds from the U.S. Department of Housing and Urban Development (HUD) under Title II of the Cranston – Gonzales National Affordable Housing Act of 1990, as amended, for the purpose of providing affordable housing services in accordance with requirements of the HOME Investment Partnership Program; and,

WHEREAS, Genesee County by Resolution, pursuant to provisions of the Housing and Community Development Act of 1974, as amended; the McKinney Act of 1987; and the National Affordable Housing Act of 1990, has adopted a Consolidated Plan to implement and fund housing activities eligible under the HOME Program; and,

WHEREAS, Genesee County recognizes the purpose and goals of the HOME Program are to increase the supply of decent, safe, sanitary, and affordable housing for low and moderate income households; and,

WHEREAS, Genesee County has requested HOME Program project applications be submitted that meet the purpose and goals of the HOME Program; and,

WHEREAS, Genesee County requires support of local communities for proposed HOME Program projects; and,

The Genesee County Habitat for Humanity is proposing a HOME Program
(Name of Housing Organization)

Project described as: Rehabilitation of five foreclosed homes in Burton, Flint Twp, Flushing Twp, Davison and Fenton.
(Project Details: Construction, Rehabilitation, Total Number of Housing Units, Total HOME funded, etc.)

To be located at: 1242 Adams Burton, 1331 Trotwood Flint Twp, 9362 Potter Flushing, 745 Moore Davison, 577 Shawwassee Fenton.
(Address(es), Community name, etc.)

NOW, THEREFORE , BE IT RESOLVED, That the Governing Body of the

(Local Unit of Government)

Does hereby endorse and support aforesaid HOME Program Project application to be submitted to the Genesee County Community Development Program for consideration for HOME Investment Partnership Program funding.

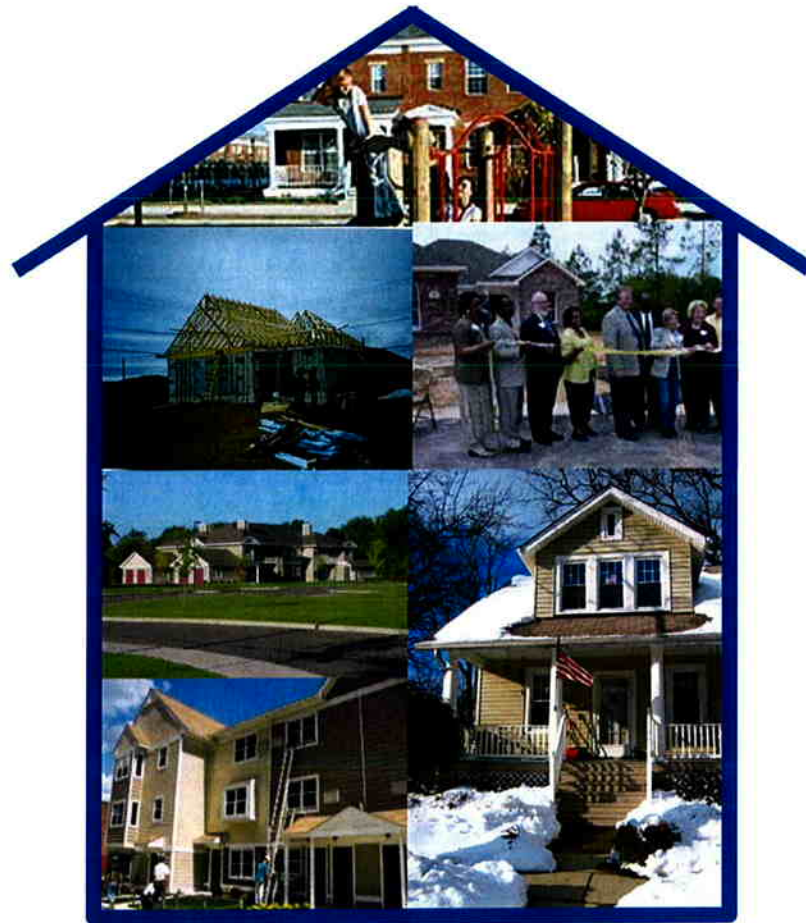
Signature

Date



HOME Investment Partnerships Program (HOME) Application

**Genesee County Metropolitan Planning Commission
Community Development Program**



2012



**GENESEE COUNTY METROPOLITAN PLANNING COMMISSION
COMMUNITY DEVELOPMENT PROGRAM
HOME INVESTMENT PARTNERSHIPS (HOME) PROGRAM
APPLICATION
2012**

Package Contents

- Introduction
- HOME Program Requirements
- Proposal Application
- Required Organizational Forms
- Evaluation Criteria
- Genesee County HOME Program Requirements
- Resolution of Support
- Proposed Development Budget
- Median Family Income Information
- Maximum Genesee County HOME Maximum Per-Unit Subsidy
- Fair Market Rents
- Genesee County Bidding & Labor Standards Guidelines

***** SEND APPLICATION PACKAGES**

to the

**GENESEE COUNTY METROPOLITAN PLANNING COMMISSION
COMMUNITY DEVELOPMENT PROGRAM
ROOM 223, 1101 BEACH STREET
FLINT, MICHIGAN 48502-1470**

CONTACT PERSON:

**MR. TERRY THOMAS, ASSOCIATE PLANNER
(810) 257-3010**

DUE DATE: October 16, 2012

**GENESEE COUNTY METROPOLITAN PLANNING COMMISSION
REQUEST FOR PROPOSALS PY 2012-2013
HOME INVESTMENT PARTNERSHIP PROGRAM (HOME)**

The Genesee County Metropolitan Planning Commission is now accepting applications from interested for-profit and non-profit organizations to participate in our 2012-2013 HOME Program. The Request for Proposal (RFP) process will commence on September 17, 2012 and end on October 16, 2012. Proposals must be postmarked or hand-delivered no later than Friday, October 16, 2012 by 5:00 p.m. to the Genesee County Metropolitan Planning Commission, County Administration Building, 1101 Beach Street, Room 223, Flint, MI.

The Genesee County Metropolitan Planning Commission (GCMPC) is the receiving office for all proposal submissions. GCMPC program staff will determine whether or not a proposal is eligible for the HOME Investment Partnership Program (HOME) and meets national program objectives under federal regulations. The Genesee County Community Development Program will form a review committee to evaluate eligible proposals in terms of federal and local program priorities, quality, and cost effectiveness.

The highest rated proposals will be considered and funded under 2012-2013 HOME Program funds. This Request for Proposal (RFP) solicits proposals from organizations to deliver projects, services, or activities that are consistent with the HOME priorities and objectives identified in the Genesee County 2012 Annual Action Plan.

HOME PROGRAM REQUIREMENTS

Eligible Activities:

Each one of the following activities must meet one of the HOME Program Objectives:

- A. Acquisition of Real Property – The purchase of property for the rehabilitation or new construction of housing.
- B. Rehabilitation – The rehabilitation of existing single family, multi-family housing units, or converted buildings for housing for low-to-moderate income households.
- C. New Construction – The construction of housing units for persons with low-to-moderate incomes.

Income Targeting

In general, for homeownership activities, annual household income cannot exceed 80% of area median income, adjusted for family size. For rental projects, virtually all HOME-assisted units will be occupied by households at 50% or less of median income, adjusted for family size. Fiscal year (FY) 2012 income levels are specified on page 14.

Minimum and Maximum Per Unit Funding Limits

The minimum amount of HOME funds that must be invested in a Genesee County activity must \$1,000.00, times the number of HOME-assisted units in the project. U.S. Department of Housing and Urban Development (HUD) annually establishes and publishes a maximum per-unit subsidy for HOME Program funded projects. The 2012 maximum subsidy limits for Genesee County are:

0-bedroom \$145,542
1-bedroom \$166,842
2-bedroom \$202,878
3-bedroom \$262,458
4-bedroom \$288,098

Rent Limits

The HOME Program places long-term limits on rents that may be charged for HOME-assisted units. The 2012 Fair Market Rents range from \$510/month for an efficiency unit to \$826/month for a four-bedroom unit.

Layering Analysis

A fund layering analysis must be conducted by the Genesee County Metropolitan Planning Commission, Community Development Program to ensure that HOME funds are reasonable and necessary for all HOME assisted activities project and are a high priority versus a low priority need. Please provide detailed information regarding other proposed project funding from private, state, of federal sources. (ie. Funding applications, Letters of Commitment, Sources and Uses Statements, etc.) **This information must be provided with the application.**

PROPOSAL APPLICATION

Please complete and submit all items discussed below. If the Application submission is incomplete, it will not be reviewed. An Application will not be considered complete until all applicable items are submitted.

A. APPLICANT IDENTIFICATION

Entity's Legal Name: Genesee County Habitat for Humanity
Contact Person's Name: Margaret Kato
Title: Executive Director
Daytime Telephone #: 810-766-9089 ext 3 Fax #: 810-766-9094
Email: mkato@geneseehabitat.org
Mailing Address: 101 Burton Street
City: Flint State: MI Zip: 48503

Type of Entity: 501c3 Non-Profit
Tax Exempt ID #: 38-2899387
Number of Years in Operation: 22
DUNS Number: 878159326
Women owned: Yes No
Minority owned: Yes No
Section 3 organization: Yes No
Number of Minority Staff: 2 of 7 FTE Total Staff

B. PROPOSED ACTIVITY: (Please Check One)

Increase affordable rental housing opportunities for low-income households
 Create affordable housing for the special needs population
 Acquisition/Rehabilitation of housing to increase homeownership for low-income households

Provide a complete description of the proposed HOME activity, (Location, Scope of Work, Number of units, etc.). Attach additional sheets if necessary
GCHFH will rehab 5 foreclosed homes in Genesee County, specifically
in Burton, Flint Township, Flushing Twp, Davison and Fenton. (see attached)
Homeowners have been selected for these projects which meet income guidelines.

C. HOUSING PRIORITY TO BE ADDRESSED: (Please Check One)

- Rental Housing for Small Families/Individuals
 Single Family Housing
 Special Needs Housing

D. PROJECT DETAILS

1. Number of Housing Units to be Completed Five
2. Project Location: Indicate below the status of the proposed project site location and attach any documentation: *(lease agreement, purchase option, or property deed)*
- Status of the proposed site.**
- *Applicant owns property?: Date acquired: yes complete by December 2012
 - Lease? Expiration Date: N/A
 - Option to purchase? Expiration Date: N/A
 - Provide Documentation that property taxes payments are up to date
 - *If proposed activity includes land acquisition, please provide a geographic location for the proposed acquisition
 - Letter(s) of Commitment from Financial Lending Institution(s), all other funding sources
 - Other Sources of Permanent Financing (LIHTC, Bonds, Conventional Lender, Other)
 - If a rehabilitation activity, provide an appraisal by a licensed Appraiser : In process
 - Costs and scope of architectural work to be performed on activity (if applicable)
3. Environmental Review
- New construction - has Phase I Environmental Review been completed? no
- Rehabilitation - has Lead Inspection or Risk Assessment been conducted? no
4. Timeline
- Provide Timeline that indicates Key Project Milestones, to include:
- Estimated start date 1/7/2013
(must begin within 12 months of HOME funding commitment)
- Estimated completion date 6/30/2013
(must be completed within 24 months of funding commitment)
5. Amenities
- Is there access to infrastructure? yes
- Is there access to local amenities? yes

6. **Affordable Housing Development Experience** (Please describe your organization's experience with affordable housing.) If your agency is a Community Housing Development Organization (CHDO), please submit your most recent certification.

Genesee County Habitat for Humanity has built or renovated 90 homes in partnership with Genesee County residents earning 25-60% AMI since our founding in 1990 including 4 homes built in Gaines Township with GCMPC HOME funds. Our projects have been completed on time including title transfers and we are recognized as a high functioning organization by GCLBA, our foundation funders, HFHI and the City of Flint.

7. **Relationship to Other Proposed/Existing Housing**

Is this project related to or coordinated with other projects/activities in the County? no
(If yes, provide project name(s) and description of the Relationship in the space below)

8. **Please attach the following items:**

Attachment A: Resolution of Support (from the Local Unit of Government in which the activity will take place. (Attach minutes and agenda from the meeting) *Applicant please note: GCMPC is aware there may be time constraints for submitting this required item. Please provide verification with your Application, that your Agency has requested the Resolution of Support be placed on the applicable Local Unit of Government's voting body's meeting, as an "Action" item.* The Resolution of Support, minutes and agenda may be submitted to GCMPC once Action has been taken.

Attachment B:

- a. Proposed Development Budget
- b. Project Pro Forma
- c. Sources of Funds and their respective Amounts and Uses

Attachment C: A copy of your organization's current Fiscal Year Operating Budget.

REQUIRED ORGANIZATIONAL FORMS

- Articles of Incorporation: Documents should include names of board members, officers, signatory officials, and date agency was incorporated.
- Audit Report and IRS Form 990: Applicants are required to submit a 2011 Financial Audit or 2011 IRS Form 990 (if applicable). Note: the 2011 Audit may not have an end date prior to December 31, 2011. If the 2011 Financial Audit is unavailable, please submit most current Financial Audit along with an official letter stating when the 2011 Financial Audit will be complete.
- Certified Financial Statement: Applicants are required to submit a Certified Financial Statement for 2011. NOTE: The 2011 Financial statement may not have an end date prior to December 31, 2011.
- Proof of Non-profit Status/IRS 501 (c) (3) Determination: Legal documentation listing firm or agency as non-profit organization.

EVALUATION CRITERIA

The process for reviewing HOME proposals is designed to increase efficiency and standardize the evaluation of proposals. The Genesee County Community Development Program intends to ensure transparency and the delivery of unbiased recommendations to our governing body for approval to award HOME funds to for-profit and Community Housing Development Organizations. New applicants and those organizations that have been previously funded are encouraged to apply.

In evaluating proposals, Genesee County will consider the following:

- Organization's capacity to complete the requested forms and submit the required documentation by the October 16, 2012 deadline;
- Organization's capacity to deliver proposed services and meet and expected program outcomes;
- Organization's ability to comply with the county and federal standards related to the HOME Investment Partnership Program (HOME) program; and
- Organization's current standing with the Genesee County Community Development Program, including performance on grants from previous years or unpaid taxes, etc. as well as performance related to prior HOME funds that were committed.

Before applications are considered, they must be complete and submitted to the Genesee County Community Development Program by the October 16, 2012 deadline. A complete application includes ALL requested forms and documentation.

All complete and timely applications that are determined eligible for HOME funding and that meet national program objectives under federal regulations will be evaluated using the following criteria:

- Project Readiness – The ability of the applicant to obligate and spend funds within the deadlines required by HOME guidelines (20 points)

2012 HOME Application
Genesee County Community Development Program

- Affordability – Extent to which HOME funds will serve extremely low and very low income residents, especially with units set aside for special needs households (20 points)
- Leveraging of other funds – Extent to which HOME funds will serve as “gap” financing used to leverage private or non-county funds (15 points)
- Past experience – applicant’s past experience with federally-funded programs as well as experience managing affordable housing programs of the type proposed here (20 points)
- Policy contribution – Extent to which proposals support the priorities included in the County’s Consolidated Plan and other County policy goals including employment opportunities for low-income residents, Section 3 Certification, participation of Local Small Disadvantaged Business Enterprises and sustainable development/green building practices (10 points)
- Points by Population Type (separate scoring for: special needs housing, single family housing, and rental housing) (15 points)

Please be advised that ALL housing development proposals must meet local building codes standards.

1. Submit one (1) original, two (2) copies, and one scanned electronic copy of the entire application package. The original and copies of the original must be TYPED and UNBOUND on 8.5’ x 11’ standard paper and the scanned electronic copy must be submitted via email to tthomas@co.genesee.mi.us . Do not submit any document that is handwritten, bound (including staples, folders, spiral, or flat spines), on glossy, colored, heavy grade, or legal paper.
2. Proposals must address the items specified in the Proposal Narrative section and must be organized exactly as specified in the Application Package Contents section. Proposals that have incomplete responses to questions or which are improperly organized will lose points in the evaluation process in accordance with the corresponding Evaluation Considerations.
3. Submit only the documents specified in the Required Organizational Forms section. Additional materials will not contribute to the evaluation process and will be discarded.
4. Submit all DOCUMENTATION requested. Before applications are considered, they must be complete. A complete application includes ALL requested forms and documentation. Applications that are missing any required documentation will be deemed incomplete and will not be reviewed.
5. Submit one (1) complete proposal for each funding request. Organizations applying for funding in more than one priority area should submit a separate application for each project.
6. Submit proposals to the Genesee County Community Development Program located in the County Administration Building, 1101 Beach Street, Room 223, Flint, Michigan 48502. Proposals will only be accepted if postmarked or received at the above address before 5:00 p.m. on Friday, October 16, 2012.

2012 HOME Application
Genesee County Community Development Program

Proposals submitted after the deadline and/or delivered to any office other than the Genesee County Community Development Program will not be accepted or reviewed.

Genesee County reserves the right to request additional information or documentation not specified in this Request for Proposal at any stage during the process. Applicants will be expected to respond and comply with any additional requests in a timely manner.

GENERAL HOME PROGRAM REQUIREMENTS

GENESEE COUNTY COMMUNITY DEVELOPMENT PROGRAM REQUIREMENTS

The following provisions highlight the requirements of the HOME Program regulations, OMB Circulars, and other Federal, State and Local laws and regulations that apply to the HOME application process. This information is not intended to fully describe all the requirements a Subrecipient must comply with, but rather provides an outline of the applicable requirements. Once funding is allocated and an Agreement signed, each Subrecipient agrees to comply with all requirements and assurances. Below is a listing of conditions to be complied with. Complete references and detailed requirements are available from the Genesee County Metropolitan Planning Commission, Community Development Program, upon request.

1. Compliance with Federal Requirements
2. Access to Records/Records Retention
3. Modification or Termination of the Agreement
4. Audit Requirements
5. Lead Based Paint
6. Maintenance and Retention of Records
7. Failure to Perform
8. Fund Disbursement Requirements
9. Procurement Procedures
10. Property Management
11. Affirmative Marketing
12. Progress Reports
13. Homeowner/Renter Income Eligibility
14. Lien/Promissory Note
15. Property Standards
16. Equal Opportunity
17. Nondiscrimination
18. Displacement/Relocation/Acquisition Requirements
19. Davis-Bacon Act Requirements
20. Open Bidding
21. Market Analysis
22. HUD Model Energy Code

Attachment "A"

RESOLUTION

A Resolution Supporting a Genesee County HOME Program Project

WHEREAS, Genesee County has applied for and received funds from the U.S. Department of Housing and Urban Development (HUD) under Title II of the Cranston – Gonzales National Affordable Housing Act of 1990, as amended, for the purpose of providing affordable housing services in accordance with requirements of the HOME Investment Partnership Program; and,

WHEREAS, Genesee County by Resolution, pursuant to provisions of the Housing and Community Development Act of 1974, as amended; the McKinney Act of 1987; and the National Affordable Housing Act of 1990, has adopted a Consolidated Plan to implement and fund housing activities eligible under the HOME Program; and,

WHEREAS, Genesee County recognizes the purpose and goals of the HOME Program are to increase the supply of decent, safe, sanitary, and affordable housing for low and moderate income households; and,

WHEREAS, Genesee County has requested HOME Program project applications be submitted that meet the purpose and goals of the HOME Program; and,

WHEREAS, Genesee County requires support of local communities for proposed HOME Program projects; and,

The Genesee County Habitat for Humanity is proposing a HOME Program
(Name of Housing Organization)

Project described as: Rehabilitation of five foreclosed homes in Burton, Flint
Twp, Flushing Twp, Davison and Fenton.
(Project Details: Construction, Rehabilitation, Total Number of Housing Units, Total HOME funded, etc.)

To be located at: 1242 Adams Burton, 1331 Trotwood Flint Twp, 9362 Potter Flushing, 745 Moore
Davison, 917 Shawwassee Fenton.
(Address(es), Community name, etc.)

NOW, THEREFORE , BE IT RESOLVED, That the Governing Body of the

(Local Unit of Government)

Does hereby endorse and support aforesaid HOME Program Project application to be submitted to the Genesee County Community Development Program for consideration for HOME Investment Partnership Program funding.

Signature

Date

2012 HOME Application
Genesee County Community Development Program

Attachment "B" - Genesee County - 2012 HOME Investment Partnerships (HOME) Program

PROPOSED DEVELOPMENT BUDGET

Please note: Any numerical figures are provided as examples only, and are not intended to reflect true project costs

PROJECT DEVELOPMENT COSTS		New Construction Rehabilitation Units: 3 ^{X FIVE}		Sq. ft per unit: 1500	
USES					
PREDEVELOPMENT			PROJECT TOTALS	Per Unit	
1	Appraiser	\$80 /house	3000	600	
2	Architect	3.75% /hard cost	2500	500	
3	Asbestos Testing	\$0 /house			
4	Phase I Environmental Inspections	/house			
5	Market Analysis		2000 XXXX	400	
6	Survey	\$400 /unit	9000	1100	
7	Total Predevelopment:		5500		
BUILDING AND PROPERTY ACQUISITION					
8	Land & Building	\$1,500 /per unit	35,000	7000	
9					
10	Total Acquisition:		35,000	7000	
CONSTRUCTION COSTS					
11	City / Township Impact Fees & Building Permits	\$0.67 /per unit			
12	Environmental Clearance				
13	On-Site Improvements	\$6,000 /per unit			
14	Residential Structures	\$80.00 per sq. ft.	190,000	38,000	
15	Landscaping	\$900 /per unit	10,000	2000	
16	Appliance Allowance	\$500 /per unit	15,000	3000	
17	Security				
17	CONTRACTOR FEE	4.00% /hard cost	20,000	4000	
18	Contractor Overhead	2.00% /hard cost			
19	General Requirements	4.00% /hard cost			
20	CONSTRUCTION CONTINGENCY	7.00% /hard cost			
21	Total Construction:		235,000	47,000	
PROFESSIONAL SERVICES					
22	Legal	\$500 /house			
23	Marketing /Advertising	\$2,500 /house			
24	Seller's Settlement Costs	<input type="text"/> / sale price of \$	10,000	2000	
25	Title Insurance and Recording	\$500 /house	2500	500	
26	Total Professional Fees:		12,500	2500	
CARRYING AND FINANCING COSTS					
27	Inspection & Draw Fees	<input type="text"/> /inspect.	Draws		
28	Points & Bank Fees	<input type="text"/>	/loan amt		
29	Utilities During Construction		/house	2500	500
30	Builder's Risk Insurance				
31	Property Insurance		/house	10,000	2000
32	Real Estate Taxes		/house	5000	1000
33	Total Carrying Costs:		17,500	3500	
CONSTRUCTION LOAN INTEREST					
34	Hard & Soft Costs		<input type="text"/>		
35	DEVELOPER FEE		<input type="text"/>		
36	TOTAL DEVELOPMENT COSTS (TDC):		305,500	61,100	