CALUMET VILLAGE COUNCIL PUBLIC HEARING MEETING AGENDA
TUESDAY, SEPTEMBER 16, 2025 @ 6:00PM
CALUMET VILLAGE TOWNHALL, 340 SIXTH STREET
Public viewing available via ZOOM - Meeting ID: 869 9877 4486 Passcode: 699798
https://us02web.zoom.us/j/86998774486 or via phone: 1-312-626-6799

I. Call to Order

II. Petitions from the Public *(members of the public have 5 minutes to speak)*

III. Approval of Agenda

IV. New Business

1. MI Neighborhood Grant Application: CDBG grant through MSHDA of $400,000 towards the rehabilitation of up to 16 single family owner-occupied, low-moderate income family homes within the boundaries of the Village of Calumet

V. Adjourn

Village of Calumet

Notice of Public Hearing

CDBG MI NIEGHBORHOOD FUNDING

Notice is hereby given that the Village of Calumet is seeking CDBG Funding through the MSHDA MI Neighborhood Program and will conduct a public hearing on sixteen (16) rehabilitation projects on homes on September 16, 2025, at 6:00pm in the Village Hall, 340 6th St, Calumet, MI.

Comments may be submitted in writing to the Village Council, 340 6th St, Calumet, MI prior to the hearing. All interested persons are invited to attend.

Village of Calumet

Megan Haselden, Village Manager

MSHDA
COMMUNITY DEVELOPMENT BLOCK GRANT

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION SUPPLEMENT – HOMEOWNER REHABILITATION

SUBMISSION DEADLINE IS 09/17/2025 at 11:59:59 pm EST

Complete the CDBG Application and applicable Application Supplement(s) in full. Include all required attachments before submitting.

A	APPLICANT INFORMATION	
1	APPLICANT (UGLG) NAME	**Village of Calumet**

B	ACTIVITY SUMMARY
1	**Program Design & Administration** Describe the overall structure of the homeowner rehabilitation program, including: a) Activity-specific roles and responsibilities of staff, contractors, or partnering agencies. b) Program parameters, including maximum assistance amounts, eligible repairs, and any homeowner contribution requirements. c) Targeting strategies, such as income thresholds, geographic focus areas, or outreach methods to ensure equitable access. **The Village of Calumet Manager will oversee the implementation of the Homeowner Rehabilitation Program with the assistance of a Third Party Administrator (TPA) procured through the CDBG and Village process. The Village proposes homeowner rehabilitation of up to sixteen (16) homes, providing up to $25,000 per home for energy efficiency upgrades and essential health and safety repairs. Eligible activities will include replacement of windows, exterior and storm doors, insulation improvements, roof replacement when needed (including insulation upgrades), furnace and water heater replacement, and accessibility modifications such as bathroom upgrades and exterior ramps. The total requested funding for this program is $400,000.** **The program will prioritize very low, extremely low, and low-income households as defined by HUD's FY 2025 Income Limits, with special consideration for seniors and households with accessibility needs. Village staff will market the program widely through application distribution, advertising on the Village website and Facebook page, local media outlets, and direct outreach via municipal utility bills. Applications will be accepted through December 31, 2025. If applications exceed available funding, participants will be selected through a lottery process to ensure fairness and transparency.** **If the cost of a project exceeds the $25,000 allocation and the homeowner wishes to proceed, they will be responsible for covering any costs beyond the grant amount. All projects will adhere to the NHID Residential Housing Rehabilitation Standards, ensuring high-quality work and long-term impact. The Village is committed to fully expending all grant funds within the two-year time frame, contributing to the stabilization and revitalization of Calumet's historic neighborhoods.**
2	**Participant & Site Selection** Explain how program participants and properties will be selected, including: a) Eligibility criteria for homeowners and properties. b) Application process, including required documentation and evaluation methods. c) Prioritization strategies, such as targeting the most urgent rehabilitation needs or specific demographic groups (e.g., seniors, people with disabilities).

	Each applicant will be required to provide proof of income, proof of property ownership, proof of homeowner's insurance, and documentation of rehabilitation needs at the time of application. The Village of Calumet, in partnership with the Third Party Administrator (TPA), will contact any remaining MI-HOPE applicants within the Village who were not previously funded and invite them to reapply under this program. The Village will collect all applications and, if requests exceed available funding, will use a lottery process to fairly select up to sixteen (16) participating households. **Once a property is identified for participation, the TPA will verify applicant and property eligibility. Each eligible recipient will receive a Home Energy Audit and Housing Evaluation Survey (HES) to determine rehabilitation needs and prioritize repairs. The TPA will ensure that all documentation, compliance requirements, loan terms, and applicable Federal and State regulations are met and maintained throughout the project.**
3	**Contractor Selection & Construction Oversight** Describe the process for managing rehabilitation activities, including: a) Contractor procurement and selection criteria (competitive bidding, qualifications, experience requirements). b) Construction oversight, including project timelines, progress monitoring, and compliance checks. c) Inspection procedures, including initial property assessments, progress evaluations, and final project signoffs. **The Third Party Administrator (TPA) will ensure that all contractors engaged in the program are properly licensed, insured, and Lead-Safe Certified (RRP) where applicable, and will verify that these credentials remain current throughout the construction phase of each project. For every rehabilitation project, the TPA will develop work specifications based on the results of the Home Energy Audit and Housing Evaluation Survey (HES). Each project will undergo a competitive bidding process and must receive a minimum of two (2) estimates before contractor selection.** **The TPA will prepare all contract documents using MSHDA-provided templates and will oversee all phases of construction. Responsibilities will include monitoring project progress, coordinating inspections, and processing contractor invoices for payment by the Village. All documentation necessary for Village submission to MSHDA for reimbursement will be maintained by the TPA. Prior to the final payment for any project, the TPA will direct a final inspection to confirm compliance with program standards.** **The TPA will provide written status reports to the Village Manager and Village Council as requested, but no less than quarterly, to ensure ongoing oversight and transparency. All rehabilitation projects will be identified, completed, and monitored within 24 months of the grant execution date. At project completion, the TPA will assist the Village in compiling and submitting the final grant report to MSHDA.**
4	**Leveraged Resources** Identify the amount and source of any leveraged resources and explain how they will be used (Note: this information should correlate with the numbers provided in the Budget Section (E) of the Application) **N/A**
C	**TIMELINE**
	Complete a detailed schedule of the time frame for the grant term with date ranges for each activity.

TIMELINE			
Completed by	**Task**	**Start Date**	**End Date**
UGLG	Grant Agreement Executed	**10/1/25**	**9/30/27**

	UGLG	Procure Third-Party Administrator	**10/15/25**	**11/15/25**
	UGLG	Procure Environmental Review consultant	**11/1/25**	**12/15/25**
	UGLG	Complete Tier 1 Environmental Review	**1/1/26**	**2/28/26**
	UGLG	Sites/Participants Selected	**12/15/25**	**Ongoing**
	UGLG	Construction Period	**6/1/26**	**8/31/27**
	UGLG	Final Inspection(s) Completed	**7/1/26**	**8/31/27**
	UGLG	100% Disbursement of Funds/Final Reports	**8/31/27**	**9/30/27**

Timeline Description:

Following execution of the Grant Agreement and procurement of the Third Party Administrator (TPA), the Village of Calumet will collect homeowner applications through December 15, 2025. The TPA will verify eligibility for each applicant and property, conduct any required environmental reviews, and request Home Energy Audits to identify specific rehabilitation needs.
Based on the audit results, the TPA will prepare detailed work specifications in accordance with MSHDA Housing Rehabilitation Standards and solicit competitive estimates for each project. With support from the Village, contracts will begin to be awarded in April 2026.
If funding remains after the first round of approximately sixteen (16) homeowner projects are under contract, the Village and TPA will select additional households until all grant funds are fully committed. Final inspections will be conducted as each project is completed to authorize final contractor payments.
The TPA will assist the Village with all documentation required for MSHDA fund disbursement, maintain compliance records throughout the program, and compile the final program report. All projects will be completed and closed out no later than September 30, 2027.