



Alpena County Home Improvement Program

719 W. Chisholm Street, Ste. 5
Alpena, MI 49707
www.alpenacounty.org

Telephone (989) 354-9664
Fax (989) 354-9783
Email: homeimprovement@alpenacounty.org

MEMORANDUM

DATE: December 11, 2024

TO: Alpena County Facilities, Capital and Strategic Planning Committee

FROM: Nicki Janish, Housing Director

SUBJECT: 2024 Update to Procedural Guidelines – CDBG Emergency Repair and HPG Program

The Home Improvement Program must submit current Procedural Guidelines to MSHDA for its CDBG Program Income Emergency Repair Program. The most recent guidelines were adopted in October 2022 when administration of CDBG funding fell under the MEDC, and therefore require updating.

The Procedural Guidelines that we've had in place include both the CDBG Program Income Emergency Repair and Housing Preservation Grant (HPG) Programs, since those two sources of funding are often used simultaneously on home improvement projects. While operating under these guidelines for the past two years, room for improvement in various sections of the guidelines have been noted by me, and I believe this is an appropriate time to request those improvements to be included in this necessary update.

Attached is a draft of the proposed updated Procedural Guidelines for 2024 which shows all edits made within the document. I've also attached for your reference the clean 2022 Final Draft along with a clean draft of the updated version that I am proposing with no edits visible.

I will highlight the edits/updates that I have made:

- Replaced any reference to MEDC in the old guidelines with MSHDA.
- Updated dollar amounts for the Program's Housing Inspector's compensation to be consistent with the new contract entered into this year.
- Added language that is consistent with the current CDBG Policy Manual for Program Income Emergency Repair.
- Eliminated and added forms and documents requiring contractor and homeowner signatures at the time of contract execution for work to be performed. (No new requirements developed; the previous guidelines contained errors.)



This Institution is an Equal Opportunity Provider
Hearing Impaired and/or Disabled Applicants Can Call
Michigan Relay System Text Telephone
1-800-649-3777



- Updated Appendix A – Income Guidelines with current 2024 income limits set by HUD.
- All other modifications simply improve wording and keep the guidelines consistent with the real-life operation of the program.

I hereby request that the new Procedural Guidelines as presented be approved.

Respectfully Submitted,

Neel J. Jamise



This Institution is an Equal Opportunity Provider
Hearing Impaired and/or Disabled Applicants Can Call
Michigan Relay System Text Telephone
1-800-649-3777

