

WASHTENAW URBAN COUNTY EXECUTIVE COMMITTEE MEETING

Tuesday, June 24, 2014 1:00pm- 3:00pm
Washtenaw County Learning Resource Center (LRC)

Meeting Minutes

Members in Attendance: Mike Moran, Ann Arbor Township; Margie Teall, City of Ann Arbor; Paul Schreiber, City of Ypsilanti; Ron Smith, Bridgewater Township; Mandy Grewal, Pittsfield Township; Ken Schwartz, Superior Township; John Stanowski, York Township; Karen Lovejoy Roe, Ypsilanti Township

Communities Absent: Dexter Township, Lima Township, Manchester Township, Northfield Township, Salem Township, City of Saline, Saline Township, Scio Township, Webster Township, Village of Manchester

Staff Present: Brett Lenart, Andrea Plevak

Meeting called to order: 1:07pm

I. Public Comments

There were no public comments.

II. Announcements

Brett Lenart made the following announcements:

- That the next Urban County cooperative period will begin on July 1, 2015, and that the Office of Community and Economic Development was actively contacting all existing members of their ability to remain or opt out, as well as other communities that may want to join.
- The Village of Manchester has elected to exit the Urban County for the next cooperative period.
- That two waivers/exceptions have been granted to the Housing Program Guidelines:
 - Approval of a subordination of past assistance totaling \$39,000. Our subordination requires the household be at or below 80% of Area Median Income. This homeowner at 670 Bellwood in Ann Arbor is at 85% of AMI.
 - Allowing reapplication more quickly than program guidelines for a single, disabled woman at 6655 Jackson Road, Lot 735 in Scio Township. The household is at 35% of AMI. We replaced the roof several years ago, and reapplication would not be eligible this quickly. Catholic Social Services is assisting with some water damage, and we are going to replace a damaged furnace.

III. Minutes

A. 3/25/14 Meeting Minutes

Mike Moran pointed out an error in the personal title of Karen Lovejoy Roe under adjournment. *Karen Lovejoy Roe moved (support: Paul Schreiber) to approve the March, 25 2014 meeting minutes as amended and the motion carried unanimously.*

Mandy Grewal arrived at the meeting.

IV. General Administration

A. FY 2014-15 Coordinated Funding Recommendations

Lenart introduced the item and indicated action was requested to approve the recommendations for the Coordinated Funding process to allocate CDBG Human Service Funds. He indicated a proposed

change in the motion included in the packet that eliminates Urban County Executive Committee approval of County general funds, as this is the sole discretion of the County Board of Commissioners. Lenart introduced Andrea Plevak, the Office of Community and Economic Development Human Services Manager.

Plevak provided an overview of the process, and structure. The Coordinated Funding process considers involves coordination of the Urban County Executive Committee, the Washtenaw County Board of Commissioners, the Ann Arbor City Council, the United Way of Washtenaw County, the Ann Arbor Area Community Foundation, and the RNR Foundation. This coordinated funding process includes a Coordination/Planning component (United Way, Ann Arbor Area Community Foundation, and RNR Foundation funding), a Capacity Building component (United Way, Ann Arbor Area Community Foundation, and RNR Foundation funding), and a Program Operations component (City of Ann Arbor, Washtenaw County, Washtenaw Urban County, United Way, and Ann Arbor Area Community Foundation funding) in which each process is informed by the others and funders collaborate to ensure efficient and effective investment of both public and private human services funding. The final allocation of resources and approval of funding recommended in each of these processes, however, remains under the authority of each partner's governing board.

The Urban County's FY 14 and FY 15 CDBG investments in non-profit entities for human services are included in the Program Operations component of this coordinated funding process. Implementation of this process began with a Request for Information (RFI), issued in November 2013, which determined an agency's financial, governance, and organizational capability to manage funding and program delivery. Seventy-six (76) agencies responded to the RFI and after thorough review, 61 of those agencies were approved to move forward in the application process.

The 61 agencies that demonstrated foundational financial, governance, and organizational capacity were invited to apply to the Request for Proposals (RFP), released in January 2014, for human services program operations funding in five priority areas: Aging, Early Childhood, Housing and Homelessness, Safety Net Health and Nutrition, and School-Aged Youth. The RFP responses, submitted via Community Grants by March 7, 2014, included 105 applications submitted by 50 agencies totaling \$8,732,389 in requested funding.

The Coordinated Funding Review Committee (comprised of members appointed by Washtenaw County, the City of Ann Arbor, the Urban County, the United Way of Washtenaw County, and the Ann Arbor Area Community Foundation) reviewed the applications and met throughout April 2014 to make recommendations on these human services funding allocations.

In addition to the standard scoring criteria included with the RFP, the Coordinated Funding Leadership Team indicated its desire to employ additional conditions through which funding recommendations would be made to ensure the limited Program Operations funding would be targeting the most vulnerable residents in our community. Utilizing this model, the funding recommendation process was a multi-step process:

- Step 1: Rank according to score within each priority area & determine which programs should be considered for funding at some level and which should not be funded.
- Step 2: Allocate at least \$400,000 per priority area, where applicable/appropriate as baseline funding.
- Step 3: After baseline allocation, remaining funds will be allocated to proposals using the following priorities.
 - Prioritize service area coverage of geographic regions most acutely in need (specifically 48197 & 48198 zip codes)
 - Maximize county-wide coverage of services as appropriate

Based on the Coordinated Funding model approved by the Urban County Executive Committee on October 22, 2013, the Coordinated Funding Review Committee is recommending that a total of \$4,321,494 be allocated to fifty-seven programs (55 awarded competitively and 2 awarded through sole-source) in the following manner:

Funding Source	FY 14 Amount
Washtenaw Urban County CDBG funds	\$274,907
Washtenaw County General Fund	\$1,015,000
City of Ann Arbor General Fund	\$1,244,629
United Way of Washtenaw County	\$1,760,708
Ann Arbor Area Community Foundation funds	<u>\$26,250</u>
TOTAL	\$4,321,494

The recommendation for \$274,907 in CDBG Human Services Funds is based on the allowed 15% of the Urban County's FY 2014 CDBG allocation from HUD.

The Urban County had some discussion around the inclusion of University of Michigan-affiliated agencies. Plevak indicated that the proposals were reviewed on an agency basis, and no review was conducted of the University of Michigan more generally. She indicated that these agencies were affiliated with the University through their corresponding histories of development.

Mandy Grewal moved (support: Margie Teall) to approve the Coordinated Funding amounts for CDBG as recommended and outlined in the attachment; and to support the funding partners' approval of the remaining Coordinated Funding recommended funding amounts as outlined in the attachment, and the motion carried unanimously.

Plevak thanked the Urban County Executive Committee for their support, as this was the last approval of applicable boards for the 2014-15 Coordinated Funding Recommendations.

B. 2013 Action Plan Substantial Amendment

Lenart reiterated that, as part of the 2014 HOME Affordable Housing RFP, funds that needed to be reallocated from the 2013 HOME award were also included and that the incorporation of these recommendations requires a Substantial Amendment to the 2013 Action Plan. He explained that the substantial amendment included transferring the withdrawn request for funding from Oakridge Apartments to Habitat for Humanity, as well as allocating \$135,500 of 2013 CHDO funding to Avalon Housing. Additionally, he noted two other minor changes: 1) reallocation of \$25,000 from 2013 Single Family Rehabilitation to the Pittsfield Township Mid-Block Crossing project, which is being "borrowed" from the Township's future allocation and 2) the shifting of \$916 from ESG Administration to ESG homelessness prevention, shelter and rapid re-housing activities.

Lenart further indicated that this Substantial Amendment had been available to the public for a 30 day comment period, and was now recommended for approval by the Committee.

John Stankowski moved (support: Mike Moran) moved to approve the Substantial Amendmnet to the 2013 Action Plan as presented, and the motion carried unanimously.

C. A-133 Audit Requests

Lenart presented the Washtenaw Urban County OMB Circular A-133 Compliance Monitoring. He indicated that it was important for us to meet this requirement of CDBG regulations in reviewing Urban County member communities.

The presented form should be completed at the end of each community's fiscal year by a qualified individual to indicate whether \$500,000 or more of federal funds were expended by the community. If this threshold is reached, an A-133 audit is required.

To comply with CDBG regulations, the Office of Community and Economic Development must maintain information on if an A-133 audit is required, and if so, must review the audit.

D. Meeting Time Adjustment

Lenart presented that the Washtenaw County Board Chair, Yousef Rabhi is very committed to this board and the work conducted. However, he recently has developed a conflict and is no longer able to meet at this time.

Lenart asked the group if other meeting dates could work to accommodate Commissioner Rabhi, including alternative Tuesdays at the same time, or early morning meetings on the first Tuesday of each month. None of the proposed times worked for attendees better than the current date and time.

V. Adjournment

Mandy Grewal moved (support: Margie Teall) to adjourn the meeting, and the motion carried unanimously.

Meeting adjourned: 1:45 p.m.