



# **WASHTENAW URBAN COUNTY**

**CONSOLIDATED STRATEGY AND PLAN**

**FY 2009 ONE-YEAR ACTION PLAN**

July 1, 2009 through June 30, 2010

**DRAFT 4.10.09**

**Urban County Executive Committee Approval:  
Washtenaw County Board of Commissioners Approval:**



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# Second Program Year Action Plan

The CPMP Second Annual Action Plan includes the [SF 424](#) and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

## Narrative Responses

### GENERAL

#### **Executive Summary**

The Executive Summary is required. Include the objectives and outcomes identified in the plan and an evaluation of past performance.

Program Year 2 Action Plan Executive Summary:

#### **Program Year 2 Action Plan Executive Summary:**

The Washtenaw Urban County Annual Plan summarizes the 2009-10 annual goals and objectives for the Community Development Block Grant (CDBG), Home Investment Partnerships Program (HOME), and Neighborhood Stabilization (NSP) funding that comes to the County from the U.S. Department of Housing & Urban Development (HUD) for the jurisdictions currently participating in the Urban County. The Washtenaw Urban County is comprised of the City of Ann Arbor, the City of Ypsilanti, Ypsilanti Charter Township, Pittsfield Charter Township, Ann Arbor Charter Township, Bridgewater Township, Salem Township, Superior Charter Township, , York Township, Scio Township, Northfield Township, and Washtenaw County as the lead entity. The Urban County was created through cooperation agreements signed by the participating jurisdictions in 2002 and began operating in July of 2003, with three new jurisdictions joining in 2006, and one new jurisdiction, the City of Ann Arbor joining in 2009. The overall local goals that guide all Office of Community Development activities in the Urban County are listed below.

- To improve the quality, management, and supply of existing rental property available to low-income households.
- To increase homeownership opportunities for low- and moderate-income households.
- To increase homeowner rehabilitation opportunities for low- income households.
- To promote housing and community stability by addressing identified gaps in public/human services.
- To promote access to mainstream resources, improve safety and livability, reduce isolation, encourage employment, and support special populations and people who are homeless.
- To promote community inclusion and accessibility to public transportation, fair housing choice, and economic opportunities for low- and moderate income households.

- To promote community and neighborhood stability through the improvement of existing or the construction of new community facilities, parks, and green spaces in low- and moderate-income neighborhoods.
- To promote the safety and health of residents by providing and/or addressing infrastructure and other public facility needs in low- and moderate-income neighborhoods.
- To encourage the development of jobs and economic opportunities for low- -income populations or areas.
- To create community assessments and plans that identify and address regional and local housing and community development needs.

**Urban County Vision:** The Washtenaw Urban County community is committed to creating housing and economic opportunities to provide a suitable living environment, principally for our low to moderate income residents.

## **COMPONENTS OF WASHTENAW URBAN COUNTY ANNUAL ACTION PLAN**

The 2009-10 Annual Plan covers the period from July 1, 2009 through June 30, 2010 and it is divided up into the following six main sections:

### **Section 1: General Narrative**

This part of the plan lists the resources available to address housing & community development needs in Washtenaw County; provides a summary of the needs identified in the 5-year consolidated plan; and includes maps that demonstrate areas where there are concentrations of lower-income households in the Urban County.

### **Section 2: Housing**

This section includes specific annual housing objectives, Urban County housing priorities, needs of public housing, and housing barriers..

### **Section 3: Homeless**

This narrative includes information about the local strategies and plans to address and prevent homelessness in the coming year.

### **Section 4: Community Development**

This part includes specific annual community development objectives, Urban County community development priorities, and information about local anti-poverty efforts.

### **Section 5: Non-Homeless Special Needs**

This section includes specific annual objectives and priorities for services to the elderly, persons with disabilities, HIV/AIDS, addictions, and public housing residents.

### **Section 6: Attachments**

The attachments include all required market analysis; housing and community development needs tables; summaries of specific goals & projects; and HUD Forms.

## INITIATIVES:

The Office of Community Development (OCD) continues to integrate all of the City and County programs, including Housing Rehabilitation (Single-Family), Multi-Family Development, Public (Human) Services, Public Infrastructure and Facilities and Homeowner Down Payment Assistance. **On December 16, 2008, the Urban County Executive Committee voted to adopt the consolidated 2009-2011 Human Services Priorities and a new decision-making process for awarding general funds and CDBG funds to non-profit service providers.** *The new priorities for 2009-2011 are (1) Housing, (2) Economic Stability, (3) Health, and (4) Youth.* The review committee consists of nine members including three (3) CD staff, three (3) members appointed by the Urban County Executive Committee, and three (3) members appointed by the City of Ann Arbor. In addition, the CD is exploring a new planning and decision-making process to allocate the County's general funds for Children's Well-Being to non-profit service providers. These funds are currently allocated through the County's Juvenile Detention Center. The end goal is to have one application and review process for the distribution of all City and County Human Services funding.

Community Development has changed the focus of the homebuyer program from a speculative purchase and rehabilitation program to a buyer-driven program. Due to the loss of jobs and people in Michigan, the supply of housing far exceeds the demand. Low-income homebuyers are able to purchase new homes that were unaffordable 3 years ago in suburban neighborhoods. With the exception of Habitat for Humanity, which has a pool of pre-approved buyers, the County is no longer providing funds to developers to purchase and rehabilitate a home without a buyer. The developer will work with pre-qualified buyers to find a home and then rehabilitate it. Potential buyers must first attend 8-10 hours of homebuyer education, financial literacy and home maintenance classes before they can access down payment and rehabilitation assistance.

The OCD continues to partner with the City of Ann Arbor's Public Services Area on three initiatives. The OCD is income-qualifying Ann Arbor City residents who are unable to pay for annexation fees, sidewalk repairs (up to 50% AMI) and plumbing repairs associated with the City's conversion to automated water meters. These residents will receive grants or interest-free loans to enable them to comply with City ordinances.

The CD is in Year 2 of implementing the four recommendations from the Housing Needs Assessment completed in 2007/08. The goal is to provide solutions to encourage socio-economic diversity in all the municipalities in Washtenaw County through public/private partnerships and strategic use of resources.

The CD has implemented five recommendations from the Needs Assessment.

1. Mortgage Foreclosure is the most critical problem the County is facing. Ann Arbor had over 170 mortgage foreclosures in 2008.
  - a. Washtenaw County and the City of Ann Arbor contributed \$220,000 toward a Mortgage and Tax Foreclosure Program in collaboration the Washtenaw County Treasurer's Office, MSU Extension, Legal Services of South Central Michigan and the Housing Bureau for Seniors.

- b. In addition, the CD is creating a program to acquire \$1 HUD mortgage foreclosed homes for Habitat to rehab and re-sell to low-income homeowners. The intent is to expand the program to work with private financial institutions and to sell units to non-profits to provide rental properties where appropriate.
2. Regional planning was recommended to coordinate resources and create efficiencies. Urban County jurisdictions participate in many County-wide taskforces and commissions related to planning. In addition, Fourteen Departments from the City of Ann Arbor and Washtenaw County are having discussions on how to collaborate and combine services.
3. Community Development is recommending to each Urban County Jurisdiction that they adopt PA 612 of 2006 which provides up to a 2-year tax abatement to nonprofit housing providers whose mission is homeowner housing to acquire, rehabilitate and resell units or acquire land and build new housing for low-income homebuyers.
4. The Urban County funded 22 additional supportive housing units that were occupied in FY 08/09.
5. The Urban County adopted an accessible ramp program in FY 08/09 to address the needs of elderly and disabled residents to access their homes.

The OCD is in Year 3 of an initiative to adopt energy efficient and green construction standards. The City worked with the Washtenaw Green Building Coalition and other organizations to adopt standards for new affordable housing projects as well as rehabilitation projects. The Urban County adopted an Energy Efficiency Program for low-income homeowners. The program is designed to reduce utility costs through energy improvements and to educate homeowners about energy efficiency. Eligible costs include energy audits, energy star appliances; energy efficient lighting, windows, doors, heating and cooling systems; air sealing; insulation; and water saving devices.

The City of Ann Arbor and Washtenaw County are in Year 3 of an initiative to each contribute \$10,000 per year in mini-grants for non-profit housing providers. The City and County have contracted with the Low Initiatives Support Corporation (LISC) to provide technical assistance to non-profit housing providers and the grants must be used to implement the work plans developed between the non-profit and LISC. Community Housing Alternatives, Avalon Housing, Michigan Ability Partners, Habitat for Humanity of Huron Valley and Pine Lake Cooperative have all received mini-grants.

Washtenaw County contracted with the Washtenaw Housing Alliance (WHA) to develop a 10-year Plan to End Homelessness, following President Bush's national initiative. The WHA has brought together hundreds of community leaders, private and public organizations, for-profit and nonprofit businesses, service providers and service users to develop the "Blueprint to End Homelessness". The Blueprint has been incorporated into this document and the community is now working on implementing the Blueprint. The CD is working with a community taskforce to create a sustainable revenue source for housing support services.

The OCD is working the County Treasurer to create a county-wide land bank in order to acquire, maintain and dispose of vacant and foreclosed residential and commercial foreclosed and vacant properties using NSP funding in the following communities:

the City of Ypsilanti, City of Ann Arbor, Ypsilanti Charter Township, and Superior Charter Township.

The OCD has met with the local officials from the three (3) jurisdictions impacted by the NSP funding to identify current blighted properties in the high priority areas. OCD will work with staff from the County Treasurer's office, code officials, assessors, planners, and financial staff to research the eligibility of properties under the NSP grant. The Urban County was awarded \$3.2 million NSP funds and the City of Ann Arbor was awarded \$850,000 NSP funds. NSP funds will primarily be used to help homebuyers acquire and rehabilitate foreclosed homes. Additional funds will be used to acquire and rehabilitate rental housing, demolish blighted structures and develop a Land Bank. CD will apply for additional NSP funds from round II of NSP, when they become available.

The OCD is partnering with Community Action Network (CAN), City Council representatives, Ann Arbor Police, non-profit providers, and community members on developing a revitalization plan for the Arbor Oaks neighborhood.

The Urban County will issue a Request for Proposal for Community Based Development Organizations (CBDO's) to support neighborhood revitalization efforts.

## **HUD OBJECTIVES AND OUTCOMES**

The following objectives and outcomes for the period July 1, 2009 - June 30, 2010 are listed below, and are based on HUD's new performance measurement system. The number of units, households and individuals served are based on HUD CDBG and HOME-funded activities. City and County General Funds were not included below, but are incorporated into other sections of this Annual Action Plan. Note: All specific objectives are numbered from the Summary of Specific Annual Objectives Worksheet included with this plan.

### **Specific Objective: Decent Housing**

#### **Outcome: Affordability**

- 20 LMI households will become homebuyers by purchasing rehabilitated Habitat homes or acquiring and rehabilitating homes
- 15 households under 50% AMI will acquire Cooperative Housing membership
- 50 units of affordable rental housing will be acquired and/or rehabilitated for special needs, homeless, and/or households with incomes under 50% of AMI
- 40 LMI households will receive low- or no-interest loans/grants to rehabilitate their homes for increased safety and quality

#### **Outcome: Sustainability**

- 432 Rental Housing Units in West Willow & Sugarbrook will be Inspected for Code Compliance

### **Specific Objective: Suitable Living Environment**

#### **Outcome: Availability/Accessibility**

- 222 households will receive health care and mortgage foreclosure prevention services to promote housing and community stability
- 68 individuals with special needs will receive meal delivery and representative payee services to improve safety and livability

- 177 residents will receive transportation and child care subsidies to promote community inclusion and increase economic opportunities
- The Ypsilanti City Senior Center, and the Ypsilanti City Parkridge Community Center will be rehabilitated to improve the functionality of these public facilities

**Outcome: Sustainability**

- 30 ADA Curb cuts will be constructed in the City of Ypsilanti and 3 new public improvements will be identified and completed, in order to increase the safety and sustainability of public infrastructure
- 3 Community Based Development Organizations will be created to revitalize neighborhoods

**Specific Objective: Affordability of Economic Opportunities**

Outcome: Availability/Accessibility

- EO-1 (1): 1 community plan and/or needs assessment will be developed to address the needs in LMI communities.

**EVALUATION OF PAST PERFORMANCE**

While most of the Urban County programs are making substantial progress, three project areas fell somewhat behind schedule in the expenditure of funding in FY 07/08 that are close to completion in FY 08/09. First, in the process of reorganizing the joint Office of Community Development, the County fell behind schedule in its completion of the CDBG and HOME owner-occupied rehabilitation projects. The OCD is now fully staffed and will complete those projects in 2008-09. In addition, new components have been added to the Housing Rehabilitation Program, including Manufactured Housing Repair Program and a 12-month pilot of an Accessibility Ramp Program.

Second, the HOME Homeownership Assistance projects under contract with Community Housing Alternatives (CHA), the Homeplace Community Land Trust, and Habitat for Humanity of Huron Valley (Habitat) fell behind schedule in the acquisition, rehabilitation and resale and new construction of affordable homeownership units to low-income homebuyers. Habitat has completed its contract. CHA has completed the acquisition and rehabilitation of units in the City of Ypsilanti and is having difficulty selling some of the units in the current economic climate. In 2009, Homeplace Community Land Trust officially ceased operations. CD will continue to provide technical assistance this year with the goal of increasing their production capacity to develop both HOME and NSP-funded ownership housing.

Last, some of the CDBG public improvement projects have lagged, due to staffing turnover at the Office of Community Development, and in the local jurisdictions. The projects have been properly bid, approved by the local jurisdictions, and contracts awarded so progress will be made this year in expending the allocated funding.

**General Questions**

1. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.

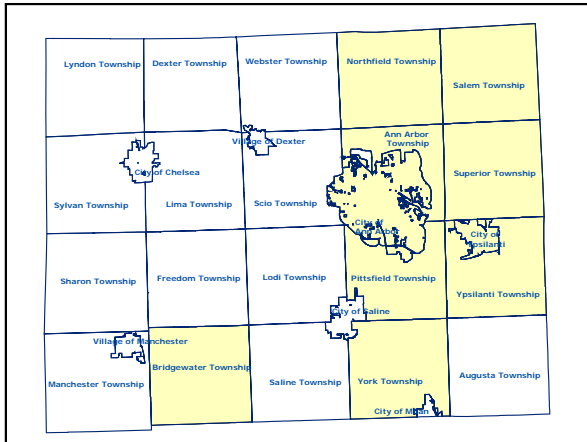
2. Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.
3. Describe actions that will take place during the next year to address obstacles to meeting underserved needs.
4. Identify the federal, state, and local resources expected to be made available to address the needs identified in the plan. Federal resources should include Section 8 funds made available to the jurisdiction, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan.

**Program Year 2 Action Plan General Questions response:**

**ITEM 1. DESCRIBE THE GEOGRAPHIC AREAS OF THE JURISDICTION**

**Washtenaw Urban County Membership**

The Urban County is located in Washtenaw County, which is in the southeastern region of the state of Michigan. A total of nine townships—Ann Arbor, Bridgewater, Northfield, Pittsfield, Salem, Scio, Superior, York, and Ypsilanti—the City of Ypsilanti and the City of Ann Arbor comprise the Urban County. Together, they accounted for approximately 87% of the total county population (280,381) in 2000.

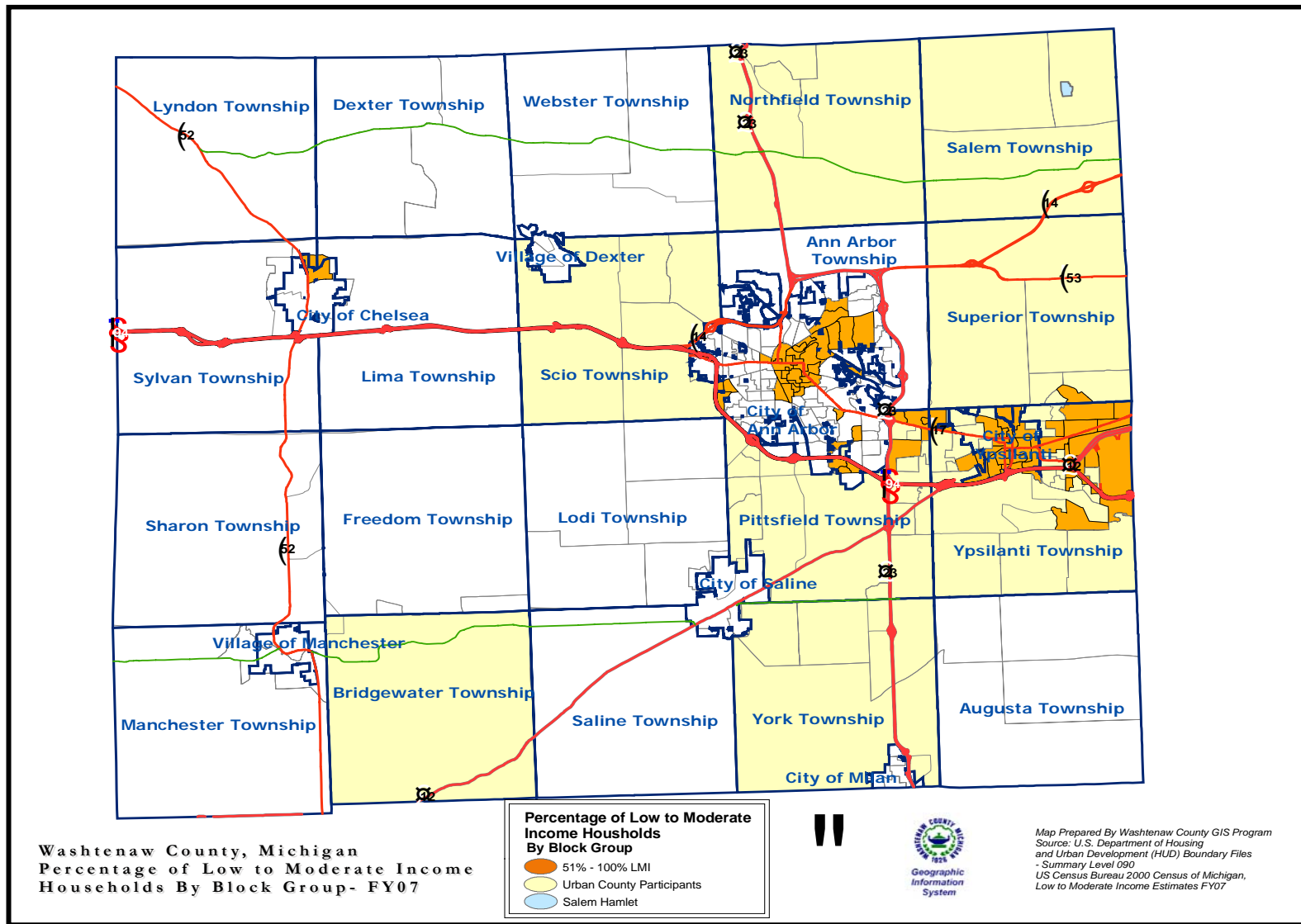


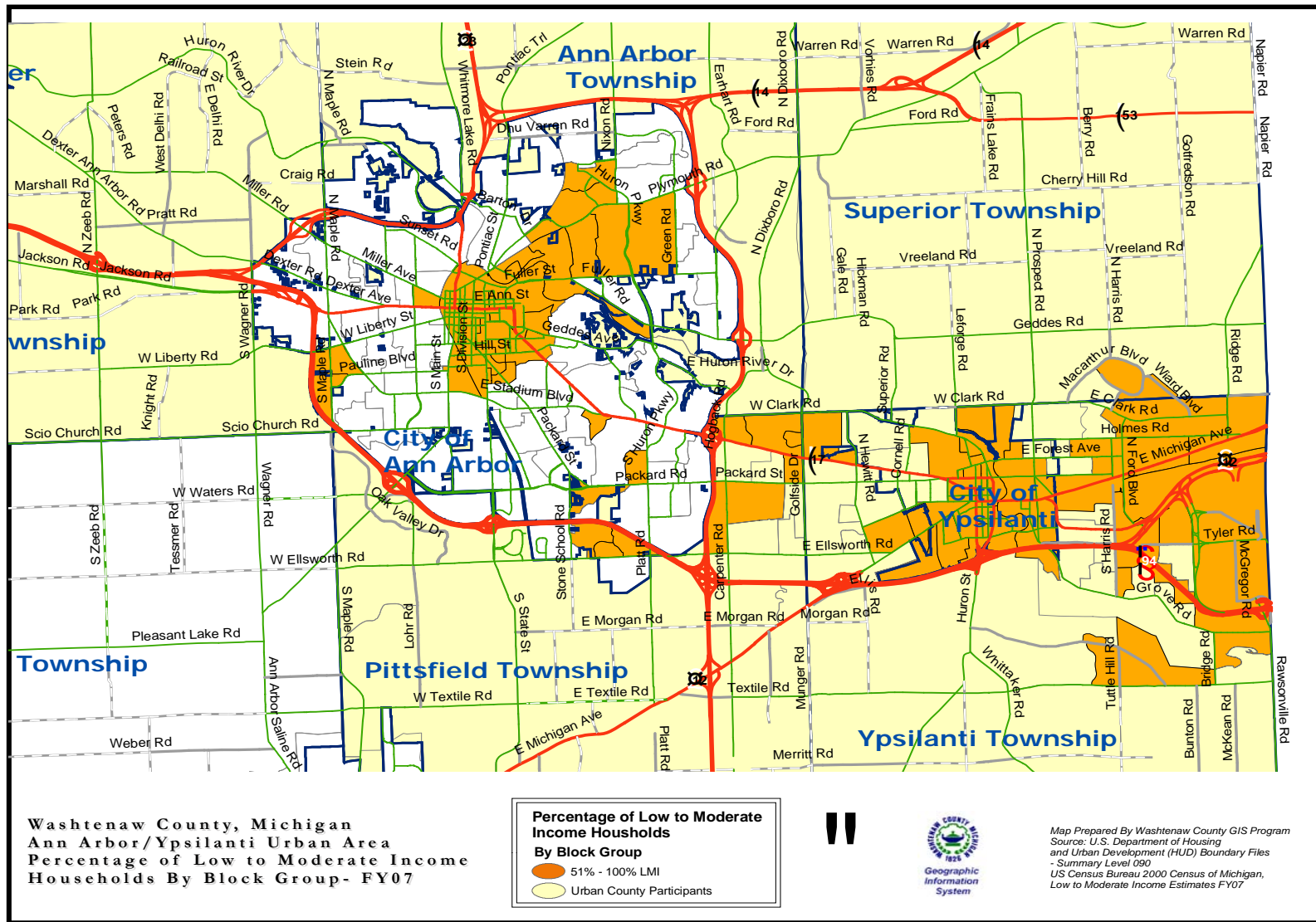
***2008- 2013 Urban County***

The Urban County encompasses both rural and urban areas. The majority of the population for Ann Arbor, Northfield, Pittsfield, Scio, Superior Ypsilanti Townships reside in urban areas. In contrast, Bridgewater, York, and Salem Townships have more people living in rural areas. By contrast, the City of Ypsilanti and the City of Ann Arbor are entirely urban.

**Areas with Concentrations of Low- and Moderate-income Households**

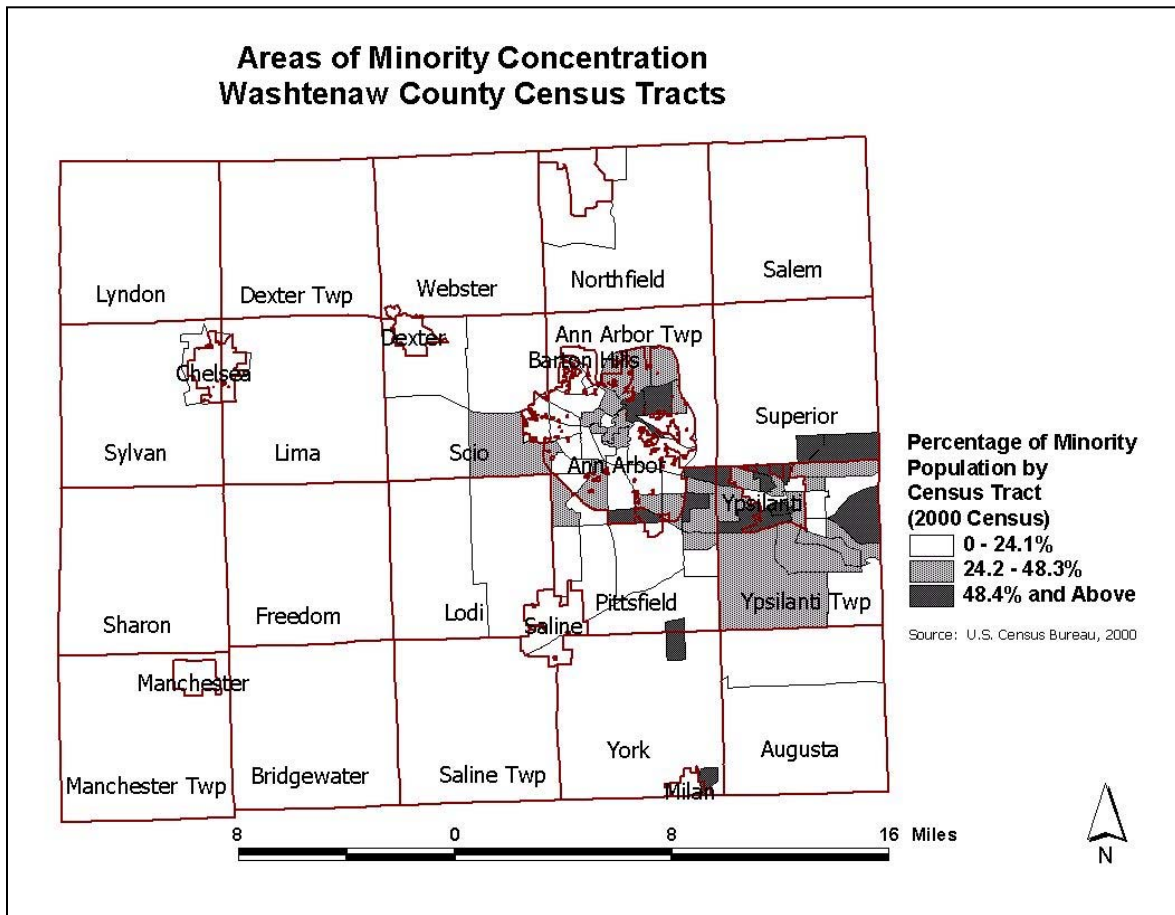
The Urban County housing and community development **goal is to encourage mixed-income neighborhoods and therefore are directing assistance throughout the Urban County.** However, neighborhoods with high concentrations of low-income households will be prioritized for housing rehabilitation, and public improvements. These neighborhoods generally include areas with older housing stock and high concentrations of rental units. The maps on the following pages show areas within the Urban County that have a 51% or higher concentration of low-income households. Note: Salem Township Hamlet, as shaded on the map below was identified by survey to have at least 51% LMI Households.





**Areas with Concentrations of Minority Households**

The map below details three levels of concentration of minority populations within the Urban County. First, the lightest areas of the map signify a concentration that is lower than the Washtenaw County average (24.2% minority). Second, the gray areas indicate a population that is equal or greater than this average, but less than twice the county-wide average (48.4% minority). Third, the black areas indicate a minority concentration that is at least double the county-wide average. From this map, one can observe that large portions of the City of Ypsilanti and the eastern Townships of the Urban County have richer concentrations of minority households. Areas with high minority concentrations that are low-income will also be prioritized for housing rehabilitation, public (human) services, public improvements/facilities, , and homeownership assistance.



**ITEM 2. DESCRIBE BASIS FOR ALLOCATING FUNDING GEOGRAPHICALLY WITHIN THE JURISDICTION**

Decision making regarding the allocation of funding geographically in the Urban County is guided by three main factors. First, projects are generally concentrated in areas where the population and the low-mod population is highest, since those tend to be the areas of greatest need. Second, the Urban County member jurisdictions have committed to working together regionally to develop and implement projects that meet the affordable housing and community development needs of the overall community. Therefore, projects will be funded outside of the areas of concentration

to serve lower-income families in rural areas that also have need. Last, the Urban County Executive Committee by-laws include a formula that guides the distribution of projects over each three-year qualification period, taking into account such factors as total population, number of residents experiencing housing problems, and the number of low to moderate income residents residing in the jurisdiction. To the greatest extent practical, it is the role of the Office of Community Development to balance the projects across jurisdictions according to this formula over a three-year period.

On **March 18, 2008**, the Urban County Executive Committee approved an amendment to the formula allocation used to award funding to Urban County jurisdictions for the 3-year cooperative agreement period effective July 1, 2009. The modified allocation formula will incorporate the number of low to moderate income residents living in poverty as the third criteria.

### **ITEM 3. ACTIONS PLANNED TO ADDRESS OBSTACLES TO MEETING NEEDS OF UNDERSERVED**

#### **Federal Funding Cuts**

While the HUD Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) Program funding continues to decline, federal reporting requirements have become more complex and onerous since the CDBG program's inception in 1975. As the federal allocation shrinks, the administrative cap of 20% for CDBG funds and 10% for HOME funds does not cover the cost of staffing the programs. In 2009, CD will receive a total of approximately \$2.1 million in local general funds to support the federal programs with \$36,000 from Washtenaw County and \$2 million from the City of Ann Arbor, respectively. Approximately \$421,453 in HOME matching resources, but these contributions are not reflected in the CAPER or IDIS for HUD reporting purposes unless the general funds are matching the federal funds.

#### **Cost**

The greatest obstacle to providing additional affordable housing in Washtenaw County is the cost of land, housing and related infrastructure and community development expenses. The housing stock in the lower price ranges tends to be older, in need of rehabilitation, and often has environmental problems such as lead-based paint. Non-profit service providers are also impacted by the high commercial rent and commercial property prices in the area. Furthermore, the high cost of development in certain areas of the County tends to result in a concentration of lower-income housing, Section 8 vouchers, and other community services in low-income communities that are already struggling to provide necessary services. This trend has also concentrated poverty in other municipalities. The challenge is to promote economic diversity and balance throughout the metropolitan area.

### **Affordability Mismatch**

HUD refers to the "Affordability Mismatch" as the mismatch or difference between the supply of housing units available (for-sale and rent) and affordable to each income range and the number of households (owner and renter) in each income range. The Affordable Housing Needs Assessment data found that although it initially appeared that there was more than enough units available for the number of low-income households, the reality is that many of the low-cost housing options were occupied by households that could afford higher cost housing, based on spending 30% of their income or less on housing. People can choose to live wherever they desire and can afford. The private market is not providing enough units for very low-income and extremely low-income households because those units are not income restricted.

### **Infrastructure**

In 2003, the City amended the water and sewer ordinances to increase tap-in fees to over \$15,000 per unit, which added another financial burden to affordable housing developers. The City is also under a federal order to disconnect all of the storm water footing drains from sewer drains costing between \$5,000 and \$10,000 per disconnect. The Office of Community Development is working with the Public Services Area to coordinate the City's footing drain disconnect program to offset the cost for new construction affordable housing units.

### **Property Taxes**

Taxes for Washtenaw County residents particularly those in the City of Ann Arbor are also a barrier to affordable housing. The City has attempted to offer relief from the tax burden by adopting affordable housing covenants in perpetuity, which prevents an affordable housing unit from being sold at fair market value. Consequently, the taxable value is based on the restricted sales price instead of the market value.

### **Nimbyism**

Neighborhood opposition continues to be a problem for new affordable housing developments and in some cases, acquisition and rehabilitation projects. Developers are encouraged to work with neighbors to address concerns when projects are still in the planning process. Opposition can also occur for nonprofits that provide public services.

### **Impediments to Fair Housing Choice**

The Office of Community Development and the Urban County Executive Committee will continue to develop a 5-year work plan to implement the strategies included in the Washtenaw Urban County 5-Year Consolidated Strategy and Plan for 2008-13 to improve access to fair housing choice for residents within the Urban County boundaries.

In addition to the implementation of these strategies, the CD will continue to provide general funding support from the City and County to the Fair Housing Center of Southeastern Michigan during the program year to provide testing and investigation. Impediments to fair housing choice are currently mitigated by the following on-going County efforts:

- The on-going testing work through the Fair Housing Center of Washtenaw County;
- CD's on-going support of housing non-profits that work to add to affordable housing stock;
- CD's support of agencies which provide services to low-income households; and
- The CD's provision of fair housing materials.

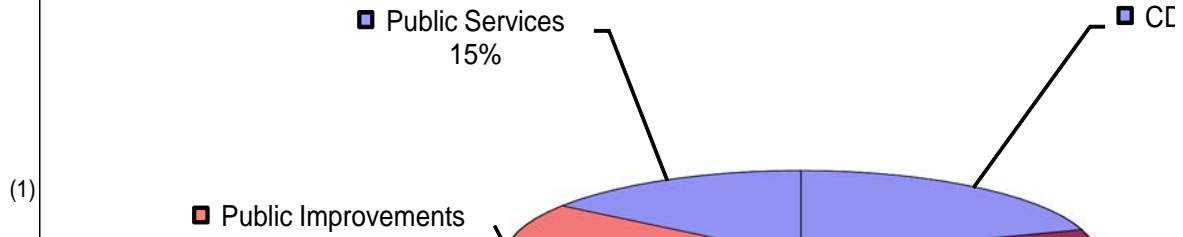
#### **ITEM 4. FEDERAL, STATE, AND LOCAL RESOURCES AVAILABLE TO ADDRESS NEEDS IDENTIFIED IN PLAN**

The Office of Community Development will primarily use Home Investment Partnerships Program (HOME), Community Development Block Grant (CDBG), and Neighborhood Stabilization Program (NSP) - to accomplish the specific objectives and outcomes in this annual plan. **The** City of Ann Arbor will provide \$1,250,000 in General funds for public services and housing in FY 2009-10. The City supports non-profits that apply for funding from local foundations and individuals such as the Knight Foundation, Ann Arbor Community Foundation and United Way. In addition, the County will contribute approximately \$200,000 in general fund and HOME match resources (\$421,253) for public services, to meet the HOME program requirements and facilitate the development of affordable housing projects. However, the OCD leverages resources from a number of federal, state, and local funding agencies to offer complementary affordable housing, community, and economic development programs for lower-income residents of the Urban County. The annual budgets for HOME and CDBG are listed below.

**CDBG BUDGET**

<b>Funding Category</b>	<b>FY 2009/10 Estimated Allocation</b>	<b>Projected Residuals (1)</b>	<b>Projected Program Income</b>	<b>Totals</b>
CDBG Administration	\$416,864	\$283,226	\$0	\$700,090
Rehab Service Delivery	\$275,000	\$8,000	\$0	\$283,000
Homeowner Rehabilitation	\$400,000	\$301,700	\$10,000	\$711,700
Multi-Family Rehab- Accessibility	\$253,247	\$0	\$0	\$253,247
Code Enforcement	\$62,000	\$62,000	\$0	\$124,000
Public Improvements	\$364,561	\$571,594	\$0	\$936,155
Public Services	\$312,648	\$0	\$0	\$312,648
2008.09 Stimulus (unallocated)	\$0	\$308,567	\$0	\$308,567
<b>CDBG Total</b>	<b><u>\$2,084,320</u></b>	<b><u>\$1,535,087</u></b>	<b><u>\$10,000</u></b>	<b><u>\$3,629,407</u></b>
Estimated 09.10 Grant Available to Allocate	\$2,084,320	\$0		

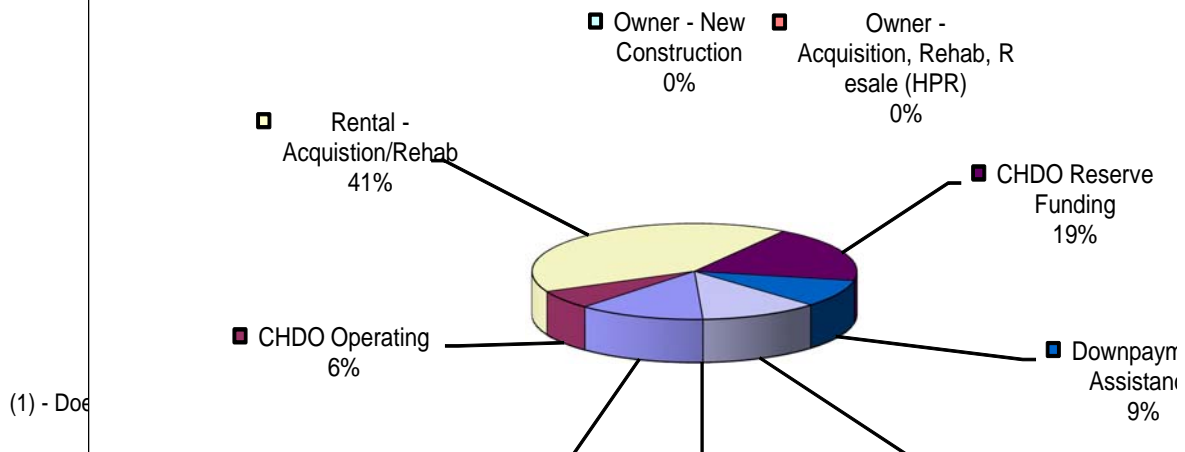
## Proposed Allocations For FY 2009 CDBG Budget \$2,084,320



**HOME BUDGET**

Funding Category	FY 2009/10 Allocation	Projected Residuals (1)	Projected Program Income	Totals
Administration	\$149,705	\$42,000	\$0	\$191,705
CHDO Operating	\$74,852	\$0	\$0	\$74,852
Rental - Acquisition/Rehab	\$490,000	\$0	\$0	\$490,000
Owner - New Construction	\$0	\$0	\$0	\$0
CHDO Reserve Funding	\$224,557	\$123,404	\$0	\$347,961
Owner - Acquisition, Rehab, Resale (HPR)	\$0	\$381,096	\$0	\$381,096
Downpayment Assistance	\$110,000	\$53,500	\$0	\$163,500
Homeowner Rehabilitation	\$140,599	\$289,500	\$10,000	\$440,099
ADDI- Downpayment Assistance	\$0	\$6,778	\$0	\$6,778
HOME Project funds (Unallocated)	<u>\$307,334</u>	<u>\$0</u>	<u>\$0</u>	<u>\$307,334</u>
<b>HOME Total</b>	<b><u>\$1,497,047</u></b>	<b><u>\$896,278</u></b>	<b><u>\$10,000</u></b>	<b><u>\$2,403,325</u></b>
09.10 Grant Estimate Available to Allocate	\$1,497,047	\$0		

**Proposed Allocations For FY 2009-10  
HOME/ADDI Budget \$1,497,047**



The OCD does not apply directly for state and other federal funds. The OCD works with non-profits to apply for state and federal funds from other resources included but not limited to MSHDA funds, Low-Income Housing Tax Credits, Federal Home Loan Bank AHP funds, and McKinney-Vento Homeless Assistance Act funds.

## **Managing the Process**

1. Identify the lead agency, entity, and agencies responsible for administering programs covered by the consolidated plan.
2. Identify the significant aspects of the process by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.
3. Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.

### **Program Year 2 Action Plan Managing the Process response:**

#### **ITEM 1. IDENTIFY LEAD ENTITY OVERSEEING DEVELOPMENT OF PLAN AND OTHER MAJOR ADMINISTRATIVE PARTNERS**

##### **Lead Entity**

The lead entity for the Urban County is Washtenaw County Government, primarily through the Office of Community Development (OCD). Washtenaw County is the lead agency for overseeing the development of the 5-Year Consolidated Strategy and Plan and 1-Year Annual Action Plans. Washtenaw County includes the City of Ann Arbor, which as of July 1, 2009 will participate in the Urban County for FY 09, 10, 11 as a member jurisdiction and has renounced its status as an "Entitlement Community". The Office of Community Development will provide administration of the Urban County, including primary staff support to the Executive Committee, which is comprised of the chief elected officials of each of the twelve units of local government that participate in the Urban County. Currently, this Committee is comprised of the Chair of the Washtenaw County Board of Commissioners, the Mayor of the City of Ann Arbor, the Mayor of the City of Ypsilanti, and the Supervisors of each of the nine participating townships. The Washtenaw County Finance Department will provide support to the Office of Community Development in the administration of the Urban County. In addition, the Office of Community Development will work with the County's Employment Training and Community Services (ETCS) Department to assure that the ETCS weatherization and OCD housing rehabilitation programs complement one another to the greatest extent feasible.

##### **Other Agencies Administering Programs**

The OCD will work with various other organizations and programs to ensure that the CDBG, HOME, and NSP projects are implemented successfully. Other public and private agencies responsible for administering the programs covered in the Annual Plan include Washtenaw County, City of Ann Arbor Housing Commission, City of Ypsilanti Housing Commission, Washtenaw Housing Alliance, and the Community Collaborative of Washtenaw County. First, since the City of Ann Arbor and Washtenaw County Community Development programs are located together at the OCD, the housing rehabilitation program has been combined. So, as of late 2007, the OCD rehabilitation staff have been working together to develop a program that meets the needs of all Urban County residents. This transition required the development and approval of a new set of program guidelines, which outline the rules and procedures for housing rehabilitation across all the jurisdictions of the Urban County. OCD rehabilitation staff has worked to streamline the client intake process and create new contractual agreements and security documents to eliminate the duplication of services. In 2008, further integration lead to the creation of new components to the county-wide housing rehabilitation program including manufactured home repair and accessibility ramps. In

addition, OCD has increased outreach efforts to recruit and approve MBE/WBE general and residential contractors for the housing rehabilitation program.

The OCD works with three Community Housing Development Organizations (CHDOs) to administer projects for the HOME program. Currently, the OCD works with the following CHDOs in the Urban County: 1) Avalon Housing, Inc. (special needs rental, permanent supportive housing); 2) Community Housing Alternatives (special needs rental, down payment assistance, and homeownership assistance); and 3) Michigan Ability Partners (special needs rental/ permanent supportive housing).

The OCD works with a variety of other nonprofit partners to develop and/or preserve affordable rental and homeownership housing with HOME , City Affordable Housing Trust funding, County Housing Contingency funding, such as the following: 1) Washtenaw Community Health Organization (special needs), 2) Habitat for Humanity of Huron Valley (homeownership assistance); 3) Community Housing Alternatives (homeownership assistance); 4) Corner Health Center (youth); 5) Ypsilanti Meals on Wheels (meal delivery); 6) SOS Community Services (emergency); 7) Housing Bureau for Seniors (foreclosure prevention); 8) POWER, Inc. (homebuyer education); 9) Rebuilding Together (rehabilitation); 10) Washtenaw County Treasurer's Office (foreclosure prevention); 11) Student Advocacy Center (youth); 12) Neighborhood Senior Services (home maintenance for seniors); 13) Michigan Ability Partners (payee services); 14) Child Care Network (scholarships); and 15) Hope Dental Clinic; etc.

The OCD works with several nonprofit agencies each year to administer the CDBG human service grants to meet priority public service needs in the Urban County. The programs funded to date follow: 1) Northfield's Human Services (door-to-door transportation); 2) Ozone House, Inc. (youth); and 3) Shelter Association of Washtenaw County (emergency). In addition, the City provides local general funds to over fifty nonprofit agencies to administer human services programs.

The Urban County member communities regularly contract to complete public infrastructure/facility improvement projects within their jurisdiction in partnership with the OCD. In these cases-Ypsilanti Township, the City of Ypsilanti, Pittsfield Township, and Superior Township, the OCD and member communities negotiate the level of assistance needed to comply with CDBG regulations. Then, a contract is written between the County and the member community, which clearly outlines the milestones and expectations of the CDBG public infrastructure/facility improvement project.

Although the County does not administer the HUD Housing Opportunities for People with AIDS (HOPWA) or Emergency Shelter Grant (ESG) funding received in the community, the CD works regularly with the two agencies that coordinate the use of this funding. The ESG funding is administered by the Michigan State Housing Development Authority (MSHDA), and the local application for that funding goes through the Washtenaw Housing Alliance (WHA). The HOPWA funding comes to the area through the HIV/AIDS Resource Center (HARC).

The OCD collaborated with the Continuum of Care Board and the WHA to develop the Consolidated Plan, the Continuum of Care Plan and the Blueprint to End Homelessness, along with over 350 community members that included nonprofit housing and human service providers, government officials, business leaders, and consumers. The Washtenaw Urban County 2008-2013 Strategy and Plan incorporates the needs assessments and strategies from these four community-wide plans.

The following agencies were consulted for the 5 year Consolidated Strategy and Plan about services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons in developing these plans: Avalon Housing, Ann Arbor Center for Independent Living, Community Support and Treatment Services (CSTS), Community Housing Alternatives (CHA), Dawn Farm, Habitat for Humanity, HIV/AIDS Resource Center (HARC), Home of New Vision, Housing Bureau for Seniors, Interfaith Hospitality Network, Michigan Ability Partners (MAP), Neighborhood Senior Services, Ozone House, POWER, Shelter Association of Washtenaw County, and Washtenaw Community Health Organization (WCHO).

The Ann Arbor Housing Commission actively works with nonprofit agencies who advocate for persons with disabilities such as Community Support and Treatment Services, Ann Arbor Center for Independent Living, HARC, the Association for Community Advocacy and others.

During the course of the next year, the OCD will encourage coordination between public and private housing, health, and social service agencies. The Blueprint to End Homelessness participants will continue working on implementing the Blueprint through the coordination of its work groups. The OCD will continue working together to provide coordinated services and to facilitate coordinated services among health and social service providers. The OCD will continue to work with the public and private sector housing providers to encourage partnerships. The OCD will continue working with the County, MSHDA, the Corporation for Supportive Housing (CSH) and LISC to provide technical and financial assistance to nonprofit housing providers. The OCD will continue working with other funders on an integrated funding process for homeless support services.

## **ITEM 2. IDENTIFY SIGNIFICANT ASPECTS OF THE PLAN DEVELOPMENT PROCESS**

In **June 2002**, the Chair of the Washtenaw County Board of Commissioners and the Supervisors of the initial seven participating townships (Ypsilanti, Superior, Northfield, Salem, Pittsfield, Ann Arbor, and Bridgewater) signed Urban County Cooperation Agreements. The County submitted an application including the cooperation agreements to HUD on **June 30, 2002**. In **November 2002**, the county received formal notification that HUD had approved the Washtenaw Urban County and had authorized an initial allocation of CDBG funding.

In **June 2005**, three new Urban County members (City of Ypsilanti, Scio Township, and York Township) signed Cooperation Agreements, and the County submitted an application to HUD to include these additional jurisdictions.

During the first 5 years of the Urban County, the County OCD staff members met individually with each of the jurisdictions (elected officials and staff members) to discuss their participation in the Urban County, identify particular neighborhoods that need assistance, local housing and community development needs, and the prioritization of project types. These meetings have been informative for the purpose of subsequent presentations and discussions that take place in the public hearings and written requests for input into the Plan. In addition, the Urban County Executive Committee has met and continues to meet on a monthly basis to set policy, and review and approve HOME, CDBG, and NSP projects.

In the **fall of 2007**, the OCD released the final version of the Washtenaw County Affordable Housing Needs Assessment, which includes a detailed analysis of the current supply and demand for affordable housing. This assessment also provides specific unit targets and objectives, which will be incorporated into this plan and others, as allowed by regulations and the priorities of the Urban County Executive Committee.

On **January 22 and February 26, 2008** the Urban County Executive Committee reviewed the draft goals, objectives, and priority needs of the consolidated plan. It was the opinion of the OCD staff and the Executive Committee that the priorities and goals would not change much from the 2006 update, since there are no new members and the new Census data will not be available for several years.

During the months of **February and March, 2008**, the OCD consulted with the County Planning & Environment Department, Ypsilanti DDA, the County Employment Training and Community Services Group, MSU Extension, the Ann Arbor Transportation Authority, Washtenaw County Public Health, Ypsilanti Housing Commission, the Washtenaw Housing Alliance (homeless providers), and several special needs service providers (see below) to solicit information about current affordable housing and community development plans.

In **March 2008**, one new Urban County member, City of Ann Arbor, signed a cooperative agreement for the qualification period(s) of FY 09, 10, 11 and the County submitted an application to HUD to include this additional jurisdiction.

### **ITEM 3. ACTIONS PLANNED TO ENHANCE COORDINATION BETWEEN PUBLIC AND PRIVATE HOUSING, HEALTH, AND SOCIAL SERVICE AGENCIES.**

#### **Overcoming Gaps in Institutional Structure**

The institutional structure of the OCD will continue to evolve during FY 2009. The OCD will spend FY 2009 ensuring a smooth transition for the City of Ann Arbor as it becomes the newest member to the Urban County so that contracts and programs are not disrupted. The OCD continues to work on the following activities to overcome gaps in institutional structures and to facilitate partnerships within and between governmental entities:

- In order to disseminate information about County services (including housing and community development) to the community, Washtenaw County will continue the initiative to redevelop itself as an “E-Government”. E-Government can be defined as the services made available via Internet access whereby the business of government is conducted. Technologies now available allow governments to interact in new, more efficient ways with customers, employees, partner and constituents and to create new applications and services that were not previously possible.
- The OCD continues to meet on a monthly basis with MSHDA, Local Initiatives Support Corporation (LISC) to discuss coordinated plans for technical assistance provision and systems coordination between funding agencies. The goal of these meetings is to maintain open lines of communication about current housing development projects, to revise forms and systems for housing development providers, and to develop coordinated plans and funding for technical assistance to local non-profit housing providers.
- The OCD plans to continue the partnership with LISC to provide group technical assistance opportunities and Capacity Mapping for local non-profit housing providers.

#### **Enhancing Intergovernmental Cooperation**

The OCD plans to continue the following six main initiatives to enhance intergovernmental cooperation during the period July 1, 2009- June 30, 2010:

- In October 2004, Washtenaw County and the City of Ann Arbor combined their community development programs for a joint Office of Community Development (OCD). The OCD will continue to work to integrate additional processes, forms, requests for proposals, and the housing rehabilitation program, with the goal of creating efficiencies and sharing staff expertise across programs. This collaboration will continue to focus on the following areas including but not limited to, development of new programs, CHDO certification, monitoring, creating one RFP for affordable housing projects and in leveraging funding for affordable housing projects. An important development that occurred as a result of the 2004 consolidation is the City of Ann Arbor's decision to relinquish its status as an entitlement community in order to join the Urban County.
- The OCD continues its membership in the Washtenaw County *Funders Forum*, meeting with the City of Ann Arbor, the Ann Arbor Area Community Foundation, the Knight Foundation, the Washtenaw United Way, and the Department of Human Services to enhance a systems approach and coordination in funding. This system includes an online application and performance reporting system for human services funding.
- The OCD will partner with the Continuum of Care Board, Community Collaborative, and Washtenaw Housing Alliance to implement the Washtenaw County 10-Year Blueprint to End Homelessness. The OCD will continue collaborating and coordinating with other funders through the Funders Forum for public services, and with MSHDA, Ann Arbor DDA, FHLB, CSH and LISC for housing projects.
- The OCD will continue to work with several homeless service providers to implement a homelessness tracking system, Service Point, in order to provide better statistics related to homelessness and coordinate the delivery of services to this population.
- The OCD will continue to provide technical assistance and staffing support to the Washtenaw Housing Education Partners (WHEP) program to provide homebuyer counseling, financial management, and homeownership counseling to low-income homebuyers in the County.
- The OCD will continue exploring opportunities to combine staff positions and eliminate duplicative processes. In July 2007, the County brought their rehabilitation program in-house instead of contracting with an outside agency and hired a Rehabilitation Inspector and Intake Specialist. By 2008, the following OCD positions had shared City and County responsibilities: Director, Intake Specialist, Housing Manager, Fiscal Analyst, Operations Manager, Human Services Analyst and Compliance Analyst. The Housing Manager oversees community planning processes and programs that the OCD contracts with subgrantees such as public (human) services and multi-family housing. The Operations Manager oversees internal process and programs that the OCD administers such as housing rehabilitation, public facilities and public infrastructure.

## **Citizen Participation**

1. Provide a summary of the citizen participation process.
2. Provide a summary of citizen comments or views on the plan.
3. Provide a summary of efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.
4. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.

## **Program Year 2 Action Plan Citizen Participation response:**

The Office of Community Development sought out participation in the development of this plan by asking citizens at large, nonprofit organizations, human services providers,

government employees, elected officials, neighborhood associations, and business associations to attend public hearings, review the plans and make comments. The plan is available on the Office of Community Development website at [www.ewashtenaw.org](http://www.ewashtenaw.org).

### **Special Outreach**

The FY 2008-2013 planning process began in early 2007 with the beginning of a community planning process in the West Willow area of Ypsilanti Township. It continued with more community outreach in the Sugarbrook neighborhood of Ypsilanti Township and the City of Ypsilanti in the summer of 2007. During the Fall of 2008, the CD met with the Urban County member communities to identify potential projects for the 2009 Annual Action Plan as well as to discuss potential projects for the three jurisdictions (the City of Ypsilanti, Ypsilanti Township, and Superior Township) impacted by the NSP grant.

### **Publication of the Plans**

This year, the Consolidated Plan amendment and Annual Plan were available for public comment beginning on **April 10, 2009 and ending on May 11, 2009**. Notice of the availability of the plan was posted in the Ann Arbor News on or before **April 6, 2009**. The CD also distributed notice of the availability and review of these documents to the public offices of the Urban County jurisdictions, the County and City Clerk's Offices, the Ann Arbor Housing Commission, the Ann Arbor District Library, Bryant Community Center, Peace Neighborhood Center, Northside Community Center, the Office of Community Development, local leaders, the Washtenaw Housing Alliance and interested parties, the Ypsilanti Housing Commission, and to residents of the participating communities. In addition, an electronic copy of the plan was posted on the County website for the duration of the public comment period at [www.ewashtenaw.org](http://www.ewashtenaw.org) under the Office of Community Development page. The City has installed software called "World Lingo" on its website, which allows the user to convert the text from English to another language.

### **Public Hearings**

Four public hearings were conducted to create the 2009-10 Annual Plan. The first hearing was held on **December 11, 2008** from 5:30 pm to 7:00 pm at the Washtenaw County Library Learning Resource Center, which is centrally located for the Urban County jurisdictions. The second public hearing was held from 7:00 pm to 8:00 pm at the Ann Arbor City Council Meeting. Notice of the hearings was placed in the Ann Arbor News on or before December 4, 2008. These hearings were titled "Public Hearing on Housing and Human Services Needs and the Annual Plan" and was held with express purpose of soliciting citizen input on housing and community development needs. At the hearing, staff members were prepared to present information about the City of Ann Arbor and Urban County projects completed to date, spending and commitments, and eligible activity categories. There were ten residents in attendance at the public hearing. Those comments will be included with the questions and comments from the public hearing below.

The third public hearing was held on **Tuesday, April 14, 2009** from 10:00 am to Noon at the Lower Level Conference in 200 N. Main. . Notice of this hearing was sent to several email lists of housing and human service providers on March 31, 2009 and posted on the County's online calendar. This meeting was scheduled to solicit non-profit provider participation on the 2009-11 Washtenaw County and City of Ann Arbor CDBG and General Fund human services recommendations. Those comments will be included with the questions and comments from the public hearings below.

The fourth public hearing was held on Wednesday, May 6, 2009 from 6:30 pm to 7:00 pm at the Washtenaw County Board of Commissioners Meeting. Notice of this hearing was placed in the Ann Arbor News on or before April 13, 2009. This hearing was titled "The Urban County Amended Consolidated Plan and Annual Action Plan Public Hearing" and was held with express purpose of soliciting citizen input on housing and community development needs. At the hearing, staff members were prepared to present information about the Urban County projects completed to date, spending and commitments, and eligible activity categories.

#### **Project Selection/ Approvals**

On **January 2 2009**, the annual HOME CHDO Operating and Affordable Housing RFPs were released to the public and posted on the Washtenaw County Purchasing website.

On **January 9, 2009**, the annual CDBG and GF Human Services RFP was released to the public and posted on the Washtenaw County Purchasing website.

On **January 16, 2009**, the OCD held its annual bidders conference to review the RFP, in order to discuss how Urban County funding differs from other kinds of funding, and to invite human service and housing development organizations to bid on this funding.

On **April 10, 2009**, the OCD released the draft Annual Action Plan to the public for a 30-day public comment period, and presented the plan at a public hearing held from 6:30-7 pm at the Washtenaw County Board of Commissioners Meeting.

On **April 28, 2009** the Urban County Executive Committee reviewed and approved the content included in the draft 2009 Annual Action Plan at its regular meeting with the understanding that the final version of the Annual Action Plan will be presented at the regularly scheduled meeting on **May 19, 2009**

On **May 6, 2009** the Washtenaw County Board of Commissioners reviewed and approved the draft 2009 Annual Action Plan at its regular Ways and Means meeting and Board of Commissioners meetings

#### **ITEM 2. PROVIDE A SUMMARY OF CITIZEN COMMENTS OR VIEW ON THE PLAN**

Office of Community Development Staff members recorded the following comments from the four public hearings, and other miscellaneous comments submitted during the development of the plan.

Please see the executive summary for a list of all Citizen Comments on the plan.

### **ITEM 3. PROVIDE A SUMMARY OF EFFORTS MADE TO BROADEN PUBLIC PARTICIPATION IN THE DEVELOPMENT OF THE STRATEGY AND PLAN**

In addition to outreach efforts described above, the Office of Community Development conducted community planning efforts in the West Willow and Sugarbrook neighborhoods of Ypsilanti Township. As a result, the New West Willow Neighborhood Association developed a needs assessment and strategic plan, which informed the OCD about needs in this underserved area of Ypsilanti Township. The OCD continues to work with the neighborhood association and township officials with implementing the initiatives outlined in the West Willow revitalization plan. This year the OCD is engaging in community planning efforts with the Community Action Network and many other partners to assess the needs of the Arbor Oaks neighborhood of the City of Ann Arbor.

### **ITEM 4. PROVIDE A WRITTEN EXPLANATION OF COMMENTS NOT ACCEPTED AND THE REASONS WHY**

All comments submitted by the public were accepted. Please see the Executive Summary for a list of all of the Citizen Comments on the Plan.

## **Institutional Structure**

1. Describe actions that will take place during the next year to develop institutional structure.

### **Program Year 2 Action Plan Institutional Structure response:**

#### **ITEM 1. EXPLAIN THE INSTITUTIONAL STRUCTURE THROUGH WHICH THE JURISDICTION WILL CARRY OUT ITS STRATEGY AND PLAN**

**Washtenaw County Board of Commissioners (BOC)** approved the establishment of an Urban County and the County's role as administrator of the federal funding. The County BOC approves all funding applications and provides administrative (financial, purchasing, legal) support and capacity for the successful implementation of these federal grants.

The Washtenaw Urban County currently consists of the **City of Ann Arbor** and **City of Ypsilanti** and nine townships: **Ypsilanti Township, Bridgewater Township, Scio Township, York Township, Pittsfield Township, Salem Township, Ann Arbor Township, Northfield Township, and Superior Township**. The Urban County has established the institutional structure and capacity to carry out this Annual Action plan. As a function of its Cooperation Agreement, the Urban County created an Executive Committee, which is comprised of the supervisors of all participating townships, the Mayor of Ann Arbor, the Mayor of Ypsilanti, and the Chairperson of the Washtenaw County Board of Commissioners. The Cooperation Agreement also provides the option of any of these Board members to appoint a designee in her or his place. The **Urban County Executive Committee** meets monthly, sets policy, and determines how the HOME, CDBG, and NSP funding is spent to meet the needs of participating jurisdictions.

**The Office of Community Development (CD)** administers the HOME, CDBG, and NSP programs for the Washtenaw Urban County. The CD administers the housing rehabilitation programs for HOME and CDBG, and contracts with a variety of non-profit and other organizations to complete the various programs and projects included in its annual plan. In addition, the CD creates and implements the Washtenaw Urban County Consolidated and Annual Plans; performs resident outreach; completes annual reports; monitors programs for regulatory compliance; and implements the local Homeless Management Information System for the Washtenaw Housing Alliance (Continuum of Care Board). The Washtenaw Housing Alliance assumed responsibility of the Continuum of Care process, which was previously administered by the OCD. This year, the OCD took over the responsibility of administering the Barrier Buster program. The OCD works very closely with the Community & Economic Development Departments of the City of Ann Arbor, Ypsilanti Charter Township and the City of Ypsilanti, as well as the Supervisors and designated staff members of the remaining townships. In addition, Urban County activities will make use of each unit's Master Plan (as available), to support the intergovernmental cooperation and coordination of multiple efforts and initiatives within the same jurisdictions.

The **City of Ann Arbor** is one of three Urban County jurisdictions that have a Community & Economic Development Department, which also serves as the City's Planning Department. The City of Ann Arbor is the largest community in Washtenaw County with a population of 114,000. The cities of Ann Arbor and Ypsilanti are the cultural, educational and business centers for the County. Ann Arbor is home to the University of Michigan, the largest employer in the City with a 2008 student enrollment of 25,555 undergraduate and 14,470 graduate students. The OCD works in close cooperation with the Downtown Development Authority and the Ann Arbor Area Chamber of Commerce. The Ann Arbor Housing Commission oversees Public Housing and the Section 8 program in the City of Ann Arbor. The Ann Arbor City Council appoints members to the Ann Arbor Housing Commission Board, and OCD staff work closely with the Housing Commission on matters of mutual concern.

**Ypsilanti Charter Township** is one of two Urban County jurisdictions that have a Community & Economic Development Department, which also serves as the Township's Building Department. Ypsilanti Township is the second largest community in Washtenaw County. It is a fast growing community with older sections of single family and multifamily housing in the northern parts of the Township, and a great deal of new single family housing in the southern sections. The Community & Economic Development Department has been very active in identifying instance in which landlords of multifamily housing have been deficient in adhering to building codes and township ordinances. The Township has acquired land and buildings through tax reversions and foreclosures, some of which may be appropriate for redevelopment through non-profit housing developers.

**The City of Ypsilanti** is the third largest community in Washtenaw County. Washtenaw County works closely with the City of Ypsilanti through its Community and Economic Development Department to collaborate on affordable housing projects. The City of Ypsilanti Community and Economic Development Department is responsible for all aspects of urban planning for the city. This includes master planning, zoning and ordinance enforcement (along with the City's Building Department), and community and economic development. Significantly, Ypsilanti has an active Brownfield Redevelopment Authority. The City works in close cooperation with the Downtown Development

Authority and the Ypsilanti Area Chamber of Commerce. More recently, Eastern Michigan University began reaching out to its host community, Ypsilanti and Ypsilanti Township for more active university-community collaboration efforts, including affordable housing.

The Ypsilanti Housing Commission oversees Public Housing and the Section 8 program in the City of Ypsilanti. The Ypsilanti City Council appoints members to the Ypsilanti Housing Commission Board, and CD staff work closely with the Housing Commission on matters of mutual concern.

## **Monitoring**

1. Describe actions that will take place during the next year to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements.

### **Program Year 2 Action Plan Monitoring response:**

#### **ITEM 1. DESCRIBE THE STANDARDS AND PROCEDURES USED TO MONITOR HOUSING AND COMMUNITY DEVELOPMENT PROJECTS**

Prior to issuing Requests for Proposals (RFP) to utilize federal and local general funds, the Office of Community Development held a mandatory bidders conference on January 16, 2009 to review the RFP's and regulatory requirements and provide potential applicants an opportunity to ask questions. Prior to the start of each program year, staff convenes a Contractors Meeting with all non-profit organizations contracting with the Office of Community Development to provide housing, public services, and public facilities. Instructions relating to reporting requirements, grant draw procedures, applicable Federal regulations, and compliance with the City and/or County Human Rights and Living Wage ordinances are explained with an opportunity to ask questions

All federally-funded non-profit organizations are required to provide independent audits and management letters that detail when fiscal and administrative controls are in need of improvement. Board of Director meeting minutes, financial reports and Federal 990 tax forms are also required. This information, along with the semi-annual and year-end performance reports, is used by staff to monitor contract compliance, program effectiveness, board oversight and administrative controls. Staff also conducts on-site annual monitoring reviews to ensure systems are in place to verify income eligibility and Urban County residency as well as to discuss organizational challenges and general programmatic operations. When appropriate, staff may facilitate collaborative relationships among non-profit organizations to fill service gaps, create efficiencies by sharing resources or to respond to customer complaints.

The Office of Community Development monitors multi-family rehabilitation and new housing developments through the coordination with planning, building, engineering, utility and public safety staff from local units of government during the site approval and construction phases. Before funds are committed to a new housing project, environmental reviews are conducted by OCD staff, legal due diligence is performed, the financial capacity of the organization is assessed and the long-term project feasibility is assessed. Affirmative marketing plans, human rights and living wages practices are reviewed for compliance. In addition, the OCD determines whether other federal

regulations such as Davis-Bacon and Section 504 will apply. The OCD Rehabilitation Specialists also provide technical assistance and support to non-profit housing developers and homeowners who are receiving assistance for repairs to their housing unit. The Rehabilitation Specialists conduct on-site inspections, lead-based paint assessments, and monitors the progress of construction and rehabilitation completed by contractors and subcontractors. On-going monitoring occurs through annual Housing Quality Standard (HQS) inspections, income verifications, rent monitoring, financial auditing, and site visits.

The OCD monitors the homeownership program by coordinating with lenders, requiring homeownership education certification, analyzing the debt capacity of potential homeowners, and discouraging buyers from participating with predatory lenders. The Rehabilitation Specialists conduct on-site inspections and lead-based paint assessments before the home is purchased.

Compliance to regulations is also ensured by staff attending HUD-sponsored trainings and conferences, subscribing to several community development publications, regular use of the HUD Office of Community Planning and Development website and consultation with local HUD District representatives. The Michigan State Housing Development Authority (MSHDA) has been instrumental in providing technical assistance to train new staff, develop criteria for reviewing affordable housing proposals and assisting non-profit developers to create sustainable developments. Local Initiative Support Corporation (LISC) has also provided technical assistance to non-profit housing developers and has established a part-time local office to increase its ability to provide support. The CD coordinates with the other funding sources for housing projects to increase efficiencies and increase consistency of monitoring procedures.

#### **ITEM 1. 2009-10 INCOME LIMITS AND AFFORDABLE HOUSING LIMITS**

All Office of Community Development projects and programs that are supported during the program year with federal funding will follow the income, subsidy and purchase limits included below.

## 2009 Income Limits and Affordable Housing Limits (as published by HUD)

### Ann Arbor PMSA Income Limits - 2009 (includes Washtenaw and Lenawee Counties)

Household Size	1	2	3	4	5	6	7	8
120% Median	\$71,600	\$81,800	\$92,000	\$102,200	\$110,400	\$118,600	\$126,800	\$135,000
Median income	\$59,600	\$68,200	\$76,700	\$85,200	\$92,000	\$98,800	\$105,600	\$112,500
<b>*Low income (80% / 75%)</b>	<b>\$44,800</b>	<b>\$51,200</b>	<b>\$57,600</b>	<b>\$64,000</b>	<b>\$69,100</b>	<b>\$74,250</b>	<b>\$79,350</b>	<b>\$84,500</b>
Low income (60%)	\$35,800	\$40,900	\$46,000	\$51,100	\$55,200	\$59,300	\$63,400	\$67,500
Very low income (50%)	\$29,800	\$34,100	\$38,350	\$42,600	\$46,000	\$49,400	\$52,800	\$56,250
Extremely low income (30%)	\$17,900	\$20,450	\$23,000	\$25,550	\$27,600	\$29,650	\$31,700	\$33,750

\*Note: the 80% median income level may not exceed the U.S. median income level, consequently it is actually 77% of median.

Effective March 19, 2009. Data Location: <http://www.huduser.org/datasets/il/il09/index.html>

### 2009 Maximum Housing Expense Levels by Household Size (30% of gross monthly income)

	1	2	3	4	5	6	7	8
120% Median Income	\$1,790	\$2,045	\$2,300	\$2,555	\$2,760	\$2,965	\$3,170	\$3,375
Median income	\$1,490	\$1,705	\$1,918	\$2,130	\$2,300	\$2,470	\$2,640	\$2,813
Low income (80% / 74%)	\$1,120	\$1,280	\$1,440	\$1,600	\$1,728	\$1,856	\$1,984	\$2,113
Low income (60%)	\$895	\$1,023	\$1,150	\$1,278	\$1,380	\$1,483	\$1,585	\$1,688
Very low income (50%)	\$745	\$853	\$959	\$1,065	\$1,150	\$1,235	\$1,320	\$1,406
Extremely low income (30%)	\$448	\$511	\$575	\$639	\$690	\$741	\$793	\$844

\*Note: Includes utilities (except telephone) for rental. Includes taxes, utilities, condo fees, and insurance for homeownership. Effective March 19, 2009.

Derived from 2009 Income Limit Data

### 2009 Fair Market Rent Levels (includes Washtenaw, and Lenawee Counties)

	FMR (40th Percentile)
SRO	\$517
Efficiency	\$689
1 bedroom	\$773
2 bedroom	\$940
3 bedroom	\$1,183
4 bedroom	\$1,217

\*Note: FMR is calculated by HUD as the rental rate in the 40th percentile for units rented in past 15 months not including public housing and units less than 2 years old. Published 10/2008. Data Location: <http://www.huduser.org/dataset/fmr.html>

### 2008 HOME program High and Low rent rates

	HIGH	LOW
SRO*	\$518	\$518
Efficiency	\$690	\$690
1 bedroom	\$774	\$772
2 bedroom	\$942	\$927
3 bedroom	\$1,185	\$1,071
4 bedroom	\$1,220	\$1,195

Note: A HOME-assisted unit's rent and utilities cannot exceed the HIGH rent rate. A project with 5 or more HOME-assisted units must rent 20% of the units at the LOW rent rate or below families with incomes at 50% AMI or below. \*SRO= 75% of Efficiency.

Last Update: 4/2008. Data Location: <http://www.hud.gov/offices/cpd/affordablehousing/programs/home/limits/rent/2008>

### 2008 Maximum Per-Unit Subsidy 221(d)3 (rental and homeowner)

	0-bdrm	1-bdrm	2-bdrm	3-bdrm	4-bdrm
Maximum	\$131,216	\$150,414	\$182,904	\$236,617	\$259,734

Last Update: February 7, 2008.

Data Location: <http://www.hud.gov/offices/cpd/affordablehousing/programs/home/limits/subsidylimits.cfm>

### 2009 Maximum Purchase Price or After Resale Value 203(b) limits (homeowner only)

	1 family	2 family	3 family	4 family
Maximum	\$262,105	\$295,213	\$358,670	\$413,880

## **Lead-based Paint**

1. Describe the actions that will take place during the next year to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available to extremely low-income, low-income, and moderate-income families, and how the plan for the reduction of lead-based hazards is related to the extent of lead poisoning and hazards.

### **Program Year 2 Action Plan Lead-based Paint response:**

The Lead Safe Housing Regulations dictate the procedures which must be followed regarding renovations and who performs the different elements of renovation. The OCD will continue to take action to evaluate and reduce lead-based paint hazards in each housing unit assisted through its Rehabilitation Programs. Lead-based paint hazard reduction is an integral part of the OCD's Housing Rehabilitation efforts.

In accordance with federal regulations, the OCD and all nonprofit contractors distribute the EPA/HUD "Protect Your Family From Lead In Your Home" pamphlet and provides other appropriate information to all housing rehabilitation assistance recipients. The information covers the dangers of lead-based paint, symptoms of lead paint poisoning, and provides instructions on actions to be taken if symptoms of lead-based paint poisoning are present. In November 2008, The Office of Community Development's two Rehabilitation Specialists attended the HUD sponsored "Lead Safe Work Practices Training for Trainers Course" and refresher courses on lead safe work practices. After completion of this course, the Rehabilitation Specialists were qualified to teach a one day course addressing lead-based paint hazards during renovation, remodeling, and rehabilitation in federally owned and assisted housing.

Additionally, the Rehabilitation Specialists attend refresher training courses to maintain updated State certifications; one certified as a lead inspector and risk assessor; and the other certified as a lead abatement contractor/supervisor. The OCD will continue working closely with HUD and other regional agencies to obtain necessary training, information, and funding for these required efforts.

Lead risk assessments will be completed by a licensed company for all housing units receiving assistance. The OCD has created maps with GIS and Census data to indicate the age of construction and prevalence of children in the homes to assist in prioritizing lead abatement efforts. When conditions are found which indicate a potential lead-based paint hazard, appropriate remedial action will be included as a part of the rehabilitation work. All lead work (interim control/abatement) will be conducted in accordance with federal regulations and performed by an appropriately certified and or licensed contractor. This regulation's implementation has impacted the cost of housing rehabilitation significantly.

Due to changes in State of Michigan Law there is currently a screening process underway in every County Department of Public Health for children that may have been exposed to lead in their environments and to families with targeted aged children that receive assistance. They will also provide information to any family who is concerned that they may be at risk. The County also has available two HEPA vacuums for public use.

The Office of Community Development has also encouraged its non-profit housing providers to register their housing units on the State of Michigan's Lead Safe Housing Registry website as well as participate in the observance of Lead Poisoning Prevention Week.

## HOUSING

### Specific Housing Objectives

\*Please also refer to the Housing Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve during the next year.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

### Program Year 2 Action Plan Specific Objectives response:

#### ITEM 1. DESCRIBE THE PRIORITIES AND SPECIFIC HOUSING OBJECTIVES

##### Housing Priorities

The Washtenaw Urban County has assigned a **high priority** for services to the following types of housing projects:

- Homeowners in 0-80% of AMI (housing rehabilitation)
- Homebuyers in 31-80% of AMI (housing rehabilitation & homeownership assistance)
- Older adults in 0-80% of AMI (housing rehabilitation, foreclosure prevention)
- Permanent Supportive Housing for single homeless individuals (housing rehab & development)

The Comprehensive Housing Affordability Strategy (CHAS) data indicates that a large proportion of homeowners in the extremely low-income group have housing problems. Homebuyers in the 31-80% of AMI range are supported to provide homeownership opportunities and improve neighborhood stability through revitalization and homeownership. Permanent supportive Housing for homeless individuals is prioritized because it is the highest priority of the local Continuum of Care and Blueprint to End Homelessness. High priority projects are those that the CD **plans to fund** over the 5-year period of the plan. However, CD may utilize CDBG, HOME, or other sources of funding to support any of these priorities.

In addition to the high priority projects, the Urban County has prioritized the following **medium priority** housing projects, which **may be funded** over the course of the 5-year plan:

- Rental projects in 0-50% AMI (housing rehabilitation)
- Transitional housing for homeless individuals and families (housing rehabilitation and development)
- Housing for all other special populations at 0-80% of AMI (housing rehab and development for persons with disabilities, HIV/AIDS, addictions, & public housing residents)

These projects were given a medium priority because the need for housing for these populations is apparent from the CHAS data. However, given that the Urban County has

emphasized overall community and housing stability, these projects must be coordinated with local units of government and communities to ensure viability and sustainability.

While the estimated housing needs are far greater than the resources available, the specific objectives and goals of the next year are listed below. **Low Priority** categories are those needs that exist but are either not significant or will not be funded. The specific local housing objectives are listed below. Note: All objectives are numbered from the Summary of Specific Annual Objectives Worksheet included with this plan.

### **Specific Objective: Decent Housing**

#### **Outcome: Affordability**

- **DH-2 (1)**: 10 LMI households will become first-time homebuyers by purchasing newly constructed or rehabilitated homes (Affordability of Decent Housing).
- **DH-2 (2)**: 5 units of affordable rental housing will be identified, acquired and/or rehabilitated for special needs, homeless, and/or households with incomes under 50% of AMI (Affordability of Decent Housing).
- **DH-2 (3)**: 14 LMI households will receive low- or no-interest loans/grants to rehabilitate their homes for increased safety and quality (Affordability of Decent Housing).

#### **Outcome: Sustainability**

- **DH-3 (1)**: 432 Rental Housing Units in West Willow & Sugarbrook will be Inspected for Code Compliance (Sustainability of Decent Housing).

The OCD has identified the following priorities and specific objectives for the HOME & CDBG programs.

### **1) ACTIVITY: Acquisition/Rehabilitation/Refinance**

**Objectives:** Eliminate blight, and conditions detrimental to the health, safety, and welfare of citizens by coordinating and supporting housing assistance programs designed to acquire, rehabilitate, and maintain housing stock for extremely low-, very low- and low-income owner and renter households. Improve access to affordable housing for minorities. Eliminate hazards related to lead-based paint and improve energy efficiency. Assist neighborhood preservation by improving the housing for low-income people.

Increase the supply of supportive housing, which includes structural features and services to enable persons with special needs to live in dignity and independence. Improve and focus City initiatives, programs and support toward goals of providing more affordable housing for households identified in the Affordable Housing Needs Assessment and the Consolidated Strategy and Plan. Preserve existing affordable housing stock. Reduce the cost of overall housing costs to make the housing more affordable. Ensure that the rental income is sufficient to build up reserves so that the unit is maintained into the future.

**Projects:** Grants or loans for rental or homeowner acquisition, rehabilitation, and/or refinancing by Community Housing Development Organizations (CHDO's), nonprofits, individuals and for-profit organizations. Technical assistance will be provided by the City, when applicable. The CDBG single-family rehab program targets low-income homeowner's in need of rehabilitation, emergency repairs and lead-based paint removal. The CDBG multi-family rehab program targets rehabilitation of existing nonprofit housing stock.

**ACTIVITY: New Construction**

**Objective:** Increase new affordable housing stock for extremely low-, very low- and low-income owner and renter households. Improve and focus City initiatives, programs and support toward goals of providing more affordable housing for households identified in the Affordable Housing Needs Assessment and the Consolidated Strategy and Plan. Increase the supply of supportive housing, which includes structural features and services to enable persons with special needs to live in dignity and independence.

**Projects:** Grants or loans for rental or homeowner new construction by Community Housing Development Organizations (CHDO's), nonprofits, individuals and for-profit organizations. Technical assistance will be provided by the City, when applicable.

**ACTIVITY: CHDO Reserves**

**Objective:** The OCD currently has three CHDO's: Avalon Housing, Inc., Community Housing Alternatives (CHA), and Michigan Ability Partners (MAP).

**Projects:** Grants and loans to CHDO's for acquisition, rehabilitation, new construction and homeownership. The City will provide technical assistance, as applicable and pre-development loans when needed.

**ACTIVITY: Tenant Based Rental Assistance (TBRA)**

**Objective:** Increase opportunities for extremely low-, very low- and low-income households to acquire and maintain decent, affordable rental housing in the City of Ann Arbor. Provide rental assistance and security deposit payments. The assistance is portable, meaning the tenant can use the assistance at a residence of the tenant's choice.

**Projects:** Community Development staff are exploring the use of HOME funds for Tenant Based Rental Assistance. Funds have not been set-aside in FY 2009-2010 for this activity. Public comment is welcome to help determine if this Plan should be amended to include this activity in FY 2009-2010.

**ACTIVITY: Homeownership**

**Objective:** To provide financial assistance to low-income first-time homebuyers in the form of closing costs, downpayment assistance and financial literacy. To improve access to affordable owner housing for minorities.

**Projects:** Loans to first time homebuyers to acquire housing.

**HOME FUNDS**

<u>Funding Category</u>	<u>FY 2008</u>	<u>Residuals</u>	<u>Prog Income</u>	<u>Totals</u>
Acq/Rehab/Refi	\$130,837	\$0	\$0	\$130,837
New Construction	0	0	0	0
Homeownership	0	0	0	0
CHDO Operating	\$45,858	0	0	\$45,858
CHDO Reserves	\$648,740	0	10,000	\$648,740
Administration	\$91,715	0	0	\$91,715
<b>HOME total</b>	<b>\$917,150</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$927,150</b>

**CDBG FUNDS**

<u>Funding Category</u>	<u>FY 2008</u>	<u>Residuals</u>	<u>Prog Income</u>	<u>Totals</u>
Single Family Rehab	\$232,312	\$0	\$75,000	\$307,312
Multi Family Rehab	\$0	0	0	\$0
Homeownership DPA	\$0	0	0	\$0
Public Facility	\$25,000	0	0	\$25,000
Rehab Service Delivery	\$193,000*	0	0	\$193,000
Public Services	\$396,000	0	0	\$396,000
Administration	\$211,578	0	0	\$211,578
<b>CDBG total</b>	<b>\$1,057,890</b>	<b>0</b>	<b>\$75,000</b>	<b>\$1,132,890</b>

\*Rehab Service Delivery includes CDBG and HOME programs

NOTE: See Appendix D for the budget amendments that occurred during FY 2008

**ITEM 2. DESCRIBE HOW RESOURCES WILL BE USED TO DEVELOP HOUSING**

During the 2009-10 program year, the Office of Community Development intends to use CDBG funding for a grant to Ypsilanti Township for rental code enforcement and for recoverable grants for homeowners to rehabilitate their homes. HOME funding will be used for the following activities:

- Recoverable low-interest loans/grants for homeowners to rehabilitate their homes;
- Grants for down payment assistance;
- Grants for non-profits to acquire, develop, and re-sell affordable homeownership units of housing, with part of the grant recaptured at resale;
- Recoverable grants for nonprofits to develop rental housing.

In addition, the following resources will be utilized when available: federal Low-Income Housing Tax Credits, MSHDA non-competitive housing tax credits, MSHDA HOME funds and MSHDA program funds, federal Emergency Shelter Grants, federal Supportive Housing Program grants, federal Shelter Plus Care vouchers, federal tenant based and project based Section 8 certificates, local Ann Arbor Housing Trust funds, County Housing Contingency funds, local DDA funds, LISC loans, Michigan Interfaith Housing Trust Funds, Federal Home Loan Bank grants, Corporation for Supportive Housing Loans, private lending institution loans, and Religious Action for Affordable Housing donations.

The OCD is establishing relationships with Fannie Mae and local banks for rental and homeownership housing. OCD staff attend HUD, MSHDA, MCDDA, and CEDAM trainings to network with other funders, learn about new products and programs and learn about resources to address the identified needs.

## Needs of Public Housing

1. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.
2. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.

## Program Year 2 Action Plan Public Housing Strategy response:

### ITEM 1. DESCRIBE HOW PLAN WILL HELP ADDRESS NEEDS OF PUBLIC HOUSING

The **Ann Arbor Housing Commission** promotes residents councils at 4 of its largest public housing sites, and holds monthly RAB (Resident Advisory Board) meetings. The Commission is not actively promoting homeownership through its PH program (although it has but one unsold Turnkey III property remaining). It hopes to reactivate its Section 8 homeownership program in FY09, and will coordinate with the OCD for down payment assistance along with outside counseling services.

The Commission is currently designated "troubled" under SEMAP for the FY07, after a year "Standard" FY06 confirmatory review. The commission is already working with the local HUD office on a corrective action plan and anticipates "standard" status for FY08. In Public Housing, the commission was labeled physically substandard and hence "troubled" for FY06; however, achieved "standard" status as of FY07, following UPCS physical inspections in 11/2007.

Last year the OCD supported the Housing Commission with \$60,000 for general administration support and support services. This grant will continue in 2009 as part of the City's 2-year budget cycle.

In addition, the Housing Commission competed in the 2007 Affordable Housing RFP process and was awarded \$135,000 in Ann Arbor Housing Trust Funds for rehab work at the Maple Meadows Public Housing complex, which aided in its improved physical score under PHAS for FY07. This financial assistance offset federal Capital Fund Program (CFP) funding cuts, which has caused deferral of certain capital improvements.

**The Ypsilanti Housing Commission's** jurisdiction is primarily the City of Ypsilanti and Ypsilanti Township, although like most PHAs, some of its Section 8 vouchers are used within a much larger area. The Ypsilanti Housing Commission (YHC) administrative offices are within the southwest portion of Ypsilanti, an area that has recently come to be known as the Gateway area. The YHC currently operates **195 units** of public housing and 197 tenant-based Section 8 vouchers. They will continue to manage those units for the 2008-09 program year, as their budget allows. In addition, the YHC also provides support to the YHC **Resident Advisory Board**, which is composed of several

residents, and meets on a bi-monthly basis to discuss issues of interest to YHC residents.

Since the Ypsilanti Housing sites are located in the City of Ypsilanti, and the City has a large number of high priority projects, the Office of Community Development is still exploring the ways in which County Housing Contingency, HOME, and CDBG funding can be used to assist the Ypsilanti Housing Commission residents.

## **Barriers to Affordable Housing**

1. Describe the actions that will take place during the next year to remove barriers to affordable housing.

### **Program Year 2 Action Plan Barriers to Affordable Housing response:**

#### **ITEM 1. ACTIONS TO REMOVE BARRIERS TO AFFORDABLE HOUSING**

The County will continue to create and improve public policies that will address obstacles, support the development of affordable housing, and eliminate barriers to affordable housing in the following ways:

- Coordination of Human Services Community Collaborative;
- Support and participation with the Washtenaw Housing Alliance and Continuum of Care Board;
- Implementation of the Washtenaw County Comprehensive Plan;
- Coordinate with the City of Ann Arbor on housing projects that meet the needs of low-income residents;
- Encourage participation in preparation of annual plans and decision-making from low-income residents, their representatives, and other stakeholders;
- Utilizing plans, goals, and input from all jurisdictions for the development of a performance measurement system that reflects local goals and outcome measures;
- Implementation of a system of "Communities of Interest" that guide the County's decision-making and development of services.
- Develop partnerships with local jurisdictions and between County departments to encourage regional decision-making on land use, affordable housing, transportation, etc.
- Implement recommendations from the 2005 Analysis of Impediments to Fair Housing Choice. This analysis can be found at [www.ewashtenaw.org](http://www.ewashtenaw.org) under the Community Development Department website.
- Continue regional affordable housing, community, and economic development efforts.

## HOME Investment Partnership Program (HOME)

1. Describe other forms of investment not described in § 92.205(b).
2. If the participating jurisdiction (PJ) will use HOME or ADDI funds for homebuyers, it must state the guidelines for resale or recapture, as required in § 92.254 of the HOME rule.
3. If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under § 92.206(b). The guidelines shall describe the conditions under which the PJ will refinance existing debt. At a minimum these guidelines must:
  - a. Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.
  - b. Require a review of management practices to demonstrate that disinvestments in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.
  - c. State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.
  - d. Specify the required period of affordability, whether it is the minimum 15 years or longer.
  - e. Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a neighborhood identified in a neighborhood revitalization strategy under 24 CFR 91.215(e)(2) or a Federally designated Empowerment Zone or Enterprise Community.
  - f. State that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.
4. If the PJ is going to receive American Dream Down payment Initiative (ADDI) funds, please complete the following narratives:
  - a. Describe the planned use of the ADDI funds.
  - b. Describe the PJ's plan for conducting targeted outreach to residents and tenants of public housing and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide down payment assistance for such residents, tenants, and families.
  - c. Describe the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.

## Program Year 2 Action Plan HOME response:

### **ITEM 1. DESCRIBE OTHER FORMS OF INVESTMENT NOT INCLUDED IN 92.205(B)**

The Urban County will only use the forms of investment described in Section 92.205(b) of the HOME regulations. In addition, Washtenaw County is required to provide a 25% match to the federal HOME funds. The FY 09/10 HOME allocation is \$1,685,812, which will require a \$421,453 match. These matching funds will be in the form of County General Funding, supportive services dollars, donated supplies, donated professional services, and volunteer labor used on HOME-assisted or HOME-eligible projects completed within the Urban County jurisdictions.

### **ITEM 2. HOME RECAPTURE & RESALE PROVISIONS**

#### **Terms of Affordability**

A minimal term of affordability for projects is required by HUD. Beginning with the 2005-2006 funding period for HOME and CDBG, the Washtenaw Urban County's terms of affordability shall be based upon the amount of funds invested per unit, but shall be a minimum of:

- Less than \$15,000 per unit- 5 years
- \$15,000- \$40,000 per unit - 10 years
- Greater than \$40,000 per unit - 15 years
- New construction or acquisition of newly constructed rental housing-20 yrs

#### **Recapture Provisions**

There are two types of financial assistance that are available to homebuyers. The terms of recapture for each are defined below and will be detailed in a mortgage and note, which will be recorded for each instance of property assistance.

**Down Payment Assistance Program – Decreasing Principal Formula:** The homebuyer may sell the property at any time to any willing buyer. A five-year restriction will be placed on the property in the form of a mortgage and note with the following terms: Starting from the time the subsidy is initially provided or from the date of the property closing, the amount of funds provided shall be repaid out of the net proceeds, if the property is sold, using a formula which reduces the amount by one-fifth for each full year that the homeowner occupies the unit. At the end of a five-year period from this initial date, the entire amount shall be forgiven and no further repayment is required and no further restrictions will be in force on the property.

**Homeownership Assistance Program – Decreasing Principal/Shared Appreciation Formula:** The homebuyer may sell the property at any time to any willing buyer. A restriction<sup>1</sup> will be placed on the property in the form of a mortgage and note starting from the time the subsidy is initially provided or from the date of the property closing with the following terms:

- One third of the amount of funds provided shall be forgiven at the time of the closing and shall require no repayment;
- One third of the amount of funds provided shall be repaid out of the net proceeds, if the property is sold, using a formula which reduces the amount by one-fifteenth for each full year that the homeowner occupies the unit. At the end of a fifteen year period, this one third amount shall be forgiven and no further repayment of this amount shall be required;
- One third of the amount of funds provided shall be in the form of a 0% interest, recoverable grant which shall be repaid out of the net proceeds at the time the property is sold.

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<sup>1</sup>The West Willow neighborhood is located on the northeast side of Ypsilanti Township. The boundaries of the neighborhood are Michigan Ave. to the North, I-94

In addition, a share of the appreciation shall also be repaid to Washtenaw County (as HOME or CDBG program income) out of the net proceeds, based upon the proportion of the project subsidy assistance provided to the total purchase price. The net appreciation, after deducting the seller's cost of the sale and any mortgage pay-offs, is to be shared between Washtenaw County and the seller based upon this proportion.

### **Resale Provisions<sup>2</sup>**

**Appraisal-based Formula-** The Washtenaw Urban County plans to utilize resale provisions to preserve the long-term affordability of HOME-assisted homeownership units for particular types of projects, which will generally occur in the higher housing cost areas of the Urban County. The Urban County will work with a local Land Trust to maintain affordability and provide a fair return to the seller. In practice, the formula will operate as follows:

1. An appraisal of the building for the HOME-assisted unit is conducted at the time of the initial purchase;
2. An appraisal is conducted of the building at the time the owner wishes to sell the unit;
3. The difference between the new and the old appraisal determines the increase in appraised value;
4. The seller retains **25%** of the increase in the appraised value (see sample below); and
5. Mortgages and notes will be utilized by the County, on behalf of the Urban County, to protect the affordability of these units over time.
6. Please note that the appraised value and the initial sales price (based on the subsidy required) are determined by two different processes and are not necessarily the same.

**Fair Return to Seller-** The Office of Community Development used historical sales activity and historical HUD income trends to determine that a 25% share in the equity was appropriate for this market and provided a fair return to the seller by looking at the average residential sale prices, specific addresses, taxes, utilities, turnover costs, condominium fees, Land Trust fees, interest rates, inflation, varying degrees of equity-sharing, income targeting, Private Mortgage Insurance, and sale price of assisted units. It was determined that 25% was the minimum equity-sharing for sellers that would provide a fair return on their investment, while still protecting the affordability of the units.

**Future Affordability-** As units are sold, there will be a gap between the appropriate sales price based on the target household size and income, and the sales price based on the seller receiving 25% of the appreciated value in the home. When that gap is positive, the additional funds will be used to close the gap when the gap is negative. The Urban County has a homeownership program that helps pay for closing costs and down payment assistance. This program will also be utilized to close the gap if the unit is unaffordable to the future home buyer.

### **ITEM 3. HOME REFINANCING GUIDELINES**

Multi-family projects developed by housing organizations that receive HOME funds for rehabilitation may utilize HOME to refinance existing debt, consistent with 24 CFR 92.206(b)(2), if they meet the following guidelines:

1. Refinancing is necessary to permit or to continue affordability under 24 CFR 92.252 for HOME funds and if HOME funds are not eligible, then other funds may be used;

<b>Sample Office of Community Development Appraisal-Based Resale Formula</b>	
Initial sales price	\$100,000
Initial appraisal	\$150,000
Resale appraisal	\$200,000
Increase in appraised value	$\$200,000 - \$150,000 = \$50,000$
Resale price increase	$\$50,000 \times 25\% = \$12,500$
Resale price	$\$100,000 \text{ (initial)} + \$12,500 = \$112,500$

2. Rehabilitation is the primary eligible activity. A minimum of \$5,000 of rehabilitation per unit is required;
3. The grantee must demonstrate management capacity and practices that ensure that the long term needs of the project can be met and the targeted population can be served over an extended affordability period;
4. The grantee must demonstrate that the new investment is being made to maintain current affordable units, to create greater affordability in current affordable units; or to create additional affordable units;
5. Refinancing will be limited to projects that have previously received an investment of public funds;
6. The minimum HOME period shall be 15 years;
7. HOME funds may be used for refinancing anywhere in the Urban County;
8. HOME funds cannot be used to refinance multifamily loans of 5 units or more, made or insured by any Federal program, including CDBG.

## HOMELESS

### Specific Homeless Prevention Elements

\*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

1. Sources of Funds—Identify the private and public resources that the jurisdiction expects to receive during the next year to address homeless needs and to prevent homelessness. These include the McKinney-Vento Homeless Assistance Act programs, other special federal, state and local and private funds targeted to homeless individuals and families with children, especially the chronically homeless, the HUD formula programs, and any publicly-owned land or property. Please describe, briefly, the jurisdiction's plan for the investment and use of funds directed toward homelessness.
2. Homelessness—In a narrative, describe how the action plan will address the specific objectives of the Strategic Plan and, ultimately, the priority needs identified. Please also identify potential obstacles to completing these action steps.
3. Chronic homelessness—The jurisdiction must describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness by 2012. Again, please identify barriers to achieving this.
4. Homelessness Prevention—The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.
5. Discharge Coordination Policy—Explain planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how, in the coming year, the community will move toward such a policy.

### Program Year 2 Action Plan Special Needs response:

#### ITEM 1. IDENTIFY SOURCES OF FUNDING FOR HOMELESS ACTIVITIES

The Office of Community Development expects the organizations that participate in the local Continuum of Care process to provide the majority of programs targeting homeless needs and prevention. The local Continuum of Care receives approximately \$4 million from Supportive Housing Program grants and Shelter Plus Care grants. Washtenaw County provides \$40,000 for payee services. MSHDA has provided approximately 200 new homeless preference vouchers to Washtenaw County under the Homeless Assistance Recovery Program (HARP) and a limited number of additional vouchers are expected in 2009.

The Mental Health Block Grant provides \$159,000 for the PATH program. The Substance Abuse Block Grant provides \$555,000 for treatment services and \$226,000 for prevention services. MSHDA awarded \$1,049,000 under the 2008/09 Campaign to End Homelessness Housing Initiative for 24 units of permanent supportive housing in Ann Arbor. The state Department of Human Services provides \$9,600,000 for childcare reimbursement. The Department of Education provides \$26,000 for education for homeless youth. In addition, the Ann Arbor Area Community Foundation provides over \$200,000 for support services for homeless individuals and families, and manages another \$280,000 from private donors, the county, and the state for homeless prevention services.

**ITEMS 2, 3, 4. DESCRIBE THE JURISDICTION'S STRATEGY FOR DEVELOPING A SYSTEM TO ADDRESS HOMELESSNESS/CHRONIC HOMELESSNESS/PREVENTION AND PRIORITY NEEDS OF HOMELESS PERSONS.**

The Washtenaw County/ City of Ann Arbor Blueprint to End Homelessness Objectives & Action Steps are included in the 2008 Continuum of Care chart on the following page.

Objectives to End Chronic Homelessness <i>and</i> Move Families and Individuals to Permanent Housing	2008 Local Action Steps  How are you going to do it? List action steps to be completed within the next 12 months.	Baseline (Current Level)	Numeric Achievement in 12 months	Numeric
1. Create new PH beds for chronically homeless persons.	1. Acquire 6 new units of permanent supportive housing dedicated to the CH population as a part of the 10-year strategic plan to acquire 100 new CH units. *Note: The baseline number does not match the number provided in the Chart I: PSH because Chart I instructions asked for the number of beds designated for <i>or occupied by</i> CH individuals (55). The baseline number includes only the CH-occupied beds that are <i>designated</i> for CH (19).	19 Beds	25 Beds	60
2. Increase percentage of homeless persons staying in PH over 6 months to at least 71%.	1. Finalize and begin implementation of the Action Plan of the Centralized Homeless Response and Prevention Workgroup. 2. Finalize and begin implementation of the Action Plan of the Co-Occurring Disorders and Substance Abuse Workgroup. 3. Increase the community's investment in supportive services for people in supportive housing by raising \$350/year for 2 years for 70 new units of housing.	85.5%	86%	86
3. Increase percentage of homeless persons moving from TH to PH to at least 61.5%.	1. Implement Housing First for Homeless Families. 2. Add 6 units of PH through "Housing NOW", a PSH project for homeless youth . 3. Add 4 units of PSH through a MSHDA-funded project to serve survivors of domestic violence.	79.5%	80%	80
4. Increase percentage of homeless persons employed at exit to at least 18%.	1. Employment Workgroup produces report to identify gaps in the community regarding employment. 2. Hold a Roundtable Discussion with relevant community participants, such as Michigan Works!, to review report.	52%	52.5%	53
5. Ensure that the CoC has a functional HMIS system.	1. Test and implement the advanced reporting tool (ART). Create existing monthly data quality reports and CoC outcome measurement reports in the ART. Train agency administrators and case managers to run reports in ART. 2. Complete formal site visits to monitor compliance with HMIS data and technical standards for 25% of programs each year. Collect self-evaluations for each program/agency annually. 3. Increase HMIS bed coverage to 98%.	94 % Bed Cover-age	98 % Bed Cover-age	10 C a
1. Increase the number of supportive housing units funded with support from the community, as described in WHA Action Plan (Baseline = 47 units).	1. Implement integrated funding plan in support of the Washtenaw Housing Alliance's 500-Unit Action Plan	117		20

### **Barriers**

The greatest barriers are always the economy, capacity, and funding. Washtenaw County struggles with a lack of good paying jobs with benefits, a nation-wide problem. The County has adopted a Living Wage ordinance that requires contractors with the County to provide a living wage for their employees. However, this ordinance impacts a fraction of the employers in the area and local nonprofits are often negatively impacted because they cannot afford to pay living wages to their own employees.

The lack of employment opportunities, which include benefits, is an obstacle because many of the needs would be reduced if households had adequate health care, disability, unemployment, retirement and other benefits through their employer. The needs would still exist but the cost would be borne by the private sector instead of the public sector. The County only has the financial capacity to address a fraction of the need in the community. And finally, service providers are overwhelmed by the need and do not have sufficient staff or the ability to offer attractive financial packages to maintain their staff.

The federal, state and local governments are all experiencing budget cuts. Because community development is not a core service (i.e., police and fire services), this department tends to be a relatively lower funding priority and thus more at-risk for funding cuts.

Additionally, access to transportation is an obstacle to gainful employment and access to services. The City of Ann Arbor has a good public transportation system, but many of the lowest income residents in the Urban County area live outside the more reliable bus routes and do not have access to good public transportation. In addition, the hours of availability severely limit the ability for low-income working households to rely on it completely.

### **ITEM 4. LOCAL DISCHARGE PLAN**

The Continuum of Care Board recently adopted the Discharge policy included below, and will continue to implement this plan during the period July 1, 2009 - June 30, 2010.

#### **Foster Care**

The Michigan Youth Opportunities Initiative (MYOI) is a Casey Foundation-funded local initiative whose mission is to help youth in and exiting foster care make successful transitions to adulthood. Youth served are 14-23 years old. MYOI works to bring together people and resources needed to help youth make the connections they need to education, employment, healthcare, housing, and supportive personal and community relationships. Goals are to:

- Expand access to opportunities in employment, education, housing, and healthcare for youth in foster care.
- Expand significantly the capacity of private and public organizations and communities to support these young people.
- Involve young people themselves in making the important decisions required for a successful national effort.
- Create opportunities for community engagement and encourage young people to help others.
- Provide links to personal networks of caring adults and other young people.

The Initiative supports community-based efforts that create opportunities and build assets for youth leaving foster care. It also supports youth engagement through a local Youth Leadership Board, which serves as a network that connects youth in, or formerly

in, foster care both to resources and to each other. Our community's local group of the MYOI is called Changing Today for the Youth of Tomorrow.

In May 2007, the State of Michigan launched a new website developed by the Michigan Department of Human Services with support from MYOI Youth Leaders. The site, MICHIGAN FOSTER YOUTH IN TRANSITION, is a comprehensive crossroads of information, opportunities and resources for current and former foster youth. The website showcases programs, such as MYOI, for youth who are in transition or have aged out of the foster care system.

Other programs featured on the site include Youth in Transition, a funding source available to cover expenses related to developing independent living skills (e.g., first month's rent and security deposit and transportation), and programs that provide funding for educational expenses for youth in/formerly in foster care. The website is a particularly useful resource for foster care workers, foster parents, and youth in transition.

### **Health Care**

The Washtenaw County Continuum of Care is leading an effort to convene local leadership of health agencies to coordinate a local healthcare discharge policy. Participating organizations include: Chelsea Community Hospital, the Department of Human Services, St. Joseph Mercy Healthcare System, Saline Community Hospital, Select Specialty Hospital, University of Michigan Hospital, Washtenaw County/City of Ann Arbor Office of Community Development, and the Washtenaw County Health Organization. Under the leadership of the Director of the Washtenaw Health Plan, these agencies have been meeting regularly to discuss the development of a protocol for the release of homeless patients from the local hospitals.

### **Mental Health**

Community Support and Treatment Services (CSTS), Washtenaw County's agency serving individuals with mental illness, developmental disabilities, and substance abuse issues, has an official discharge planning policy that initiates discharge planning processes at the earliest feasible point during service delivery based upon the client's level of functioning. Upon discharge or transfer of clients, CSTS case managers and a placement coordinator are responsible for ensuring that the client has a viable housing option available. This process is supported by a full-time housing coordinator. Project Outreach Team (PORT), a division of CSTS, collaborates with the University of Michigan Hospital psychiatric unit to identify housing options for discharged patients. PORT also participates in ongoing work groups to address discharge planning issues.

Additionally, section 330.1209b of the State Mental Health Code, effective March 28, 1996, requires that "the community mental health services program shall produce in writing a plan for community placement and aftercare services that is sufficient to meet the needs of the individual..." In addition, R 330.7199(h) of the Administrative Code says that the written plan must minimally identify "strategies for assuring that recipients have access to needed and available supports identified through a review of their needs." Housing, food, clothing, physical healthcare, employment, education, legal services, and transportation are all included in the list of needs that must be appropriately addressed as a function of mental health discharge planning.

### **Corrections**

*Jail Discharge:* Judges in Washtenaw County commonly use a split sanction (jail followed by probation). Common conditions of probation include services designed to

control issues related to anger management, substance abuse, employment, etc. These services are provided by Community Corrections, a division of Trial Court. Also, a committee of the Washtenaw Criminal Justice Collaborative Council (cjcc.ewashtenaw.org) has identified several barriers that make reintegration difficult. Examples of gaps in our community that hinder successful reintegration include a lack of substance abuse services and employment, a difficult process to obtain identification, etc. The committee has prioritized these issues and is in the process of developing protocols for some of them. In addition, CSTS and PORT are implementing a new Discharge Plan and Procedure based on the recommendations for best practices of the National GAINS Center (a subsidiary of the Substance Abuse and Mental Health Services Administration). PORT also provides pre-jail and post-jail diversion programs that provide advocacy for chronically homeless individuals within the court system. However, jail overcrowding with early release of inmates without support services remains a problem in Washtenaw County.

*Prison Discharge:* The State of Michigan has begun a state-wide effort known as the Michigan Prisoner Re-Entry Initiative (MPRI). Participating in this effort, Washtenaw County has developed and is implementing (under the auspice of Catholic Social Services) a comprehensive community plan and services funded through the Michigan Department of Corrections. Under this concept, all qualifying parolees will have a Transition Accountability Plan (TAP) that will be developed while in prison and identify a prisoner's strengths, needs, and services available in the community. Approximately 250-300 returning citizens benefit from this effort each year.

### **Emergency Shelter Grants (ESG)**

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This section is not applicable to the Washtenaw Urban County, as the ESG grants are administered by the State of Michigan.

## COMMUNITY DEVELOPMENT

### Community Development

\*Please also refer to the Community Development Table in the Needs.xls workbook.

1. Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs Table (formerly Table 2B), public facilities, public improvements, public services and economic development.
2. Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.

\*Note: Each specific objective developed to address a priority need, must be identified by number and contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction.

### Program Year 2 Action Plan Community Development response:

#### ITEM 1. IDENTIFY THE JURISDICTION'S PRIORITY NON-HOUSING COMMUNITY DEVELOPMENT NEEDS ELIGIBLE FOR ASSISTANCE BY CDBG IN THE COMMUNITY DEVELOPMENT NEEDS TABLE

##### Community Development Priorities

The Washtenaw Urban County has assigned a **high priority** for services to the following types of community development projects:

- Senior & Youth Services
- Transportation
- Child Care
- Health Services
- ADA Accessibility
- Energy Improvements
- Legal Services & Tenant/Landlord Counseling (General Fund)
- Fair Housing Activities
- Rental Code Enforcement
- Lead Hazard Remediation
- Sidewalks/Bike Paths

Community planning efforts and interviews with Urban County Executive Committee leadership revealed these highest priority community development needs. In addition, since many of these programs can be offered on a case-by-case basis, the CD is then able to ensure that lower-income households are served from all jurisdictions of the Urban County, rather than in just one concentrated area. High priority projects are those that the community **plans to fund** over the period of the plan. However, CD or other agencies may utilize CDBG, HOME, HOPWA or other sources of funding to support any of these priorities.

In addition to the high priority projects, the Urban County prioritized a wide variety of **medium priority** community development projects<sup>3</sup>, which **may be funded** over the course of the 5-year plan:

- Public Facility/ Infrastructure projects in LMI neighborhoods
- Senior &/or Community Center Improvements
- Park Improvements
- Microenterprise Assistance/Economic Development
- Other Public & Human Services for LMI households and Special Populations

These and other project types were given a medium priority because the Urban County has prioritized projects to address a wide range of needs across diverse communities. In addition, the need for community development activities far exceeds the budget in the CDBG program. Therefore, despite apparent needs, all project types could not be given a high priority.

**ECONOMIC DEVELOPMENT:** CDBG funds are generally not used for economic development activities as those activities are generally funded through other sources such as the SPARK, Community Action Agency, Workforce Development Council, Michigan Economic Development Council, Michigan Works, local Chambers of Commerce, Washtenaw County Planning Department, Brownfield Redevelopment Authority and local Downtown Development Authorities.

**PUBLIC SERVICES (HUMAN SERVICES):** Washtenaw County supports a variety public services with multiple funding sources. These include City of Ann Arbor General Funds, Washtenaw County General Funds, and the maximum allowed (\$396,000) in CDBG funds. The City and the County contract with over 35 nonprofit organizations which in turn leverage a significant amount of other funding to provide a full range of human services to the community. These activities all serve LMI Limited Clientele, as documented by tracking the family size and income of the recipients.

1470 individuals will benefit from the following CDBG funded public service programs and projects:

Northfield Human Services, 9101 Main St, Whitmore Lake, MI, 48189, \$40,885 in CDBG funds to provide low-cost, reliable, safe, flexible, and efficient transportation to Washtenaw County and participating township residents. The "Dollar to Ride" program allows individuals in need of transportation—particularly seniors and disable individuals—access to transportation at an affordable cost. Northfield Human Services passengers are income-verified and nearly all are low-income.

Ozone House, 1705 Washtenaw Ave, Ann Arbor, MI, 48104, was allocated \$51,700 in CDBG funds to provide transitional housing and support services to homeless youth. Ozone House seeks to increase housing stability for homeless youth, ages 16 through 20 by providing them with transitional housing and intensive support services. Services include on-going individual and family counseling, case management and advocacy, life skills training, employment support, opportunities for leadership, financial assistance, health care, and aftercare. Ozone House serves a clientele that are presumed to be statistically low and moderate income persons.

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<sup>3</sup> Included here are the most commonly cited community development projects. However, a more exhaustive list of all possible projects may be found in the community development needs worksheet of this plan.

The Shelter Association of Washtenaw County, 312 W. Huron St., Ann Arbor, MI 48103, was allocated a total of \$241,815 in CDBG funds to provide three homelessness-related programs in Washtenaw County. The Service Center program (\$58,300) provides extreme weather related emergency shelter that addresses the immediate basic needs of individuals who are experiencing homelessness, and supportive services to assist them in finding sustainable permanent housing. The Delonis Center Health Clinic (\$32,500) is designed to educate, diagnose, and treat homeless men and women before their conditions progress to the point of becoming a barrier to stable housing or, worse yet, an emergency situation. The Night Shelter Program (\$151,015) provides temporary shelter (up to 90 days) with intensive case management—addressing barriers to stable income and housing—for homeless adults. The Shelter Association will serve over 1000 homeless individuals per year—a clientele that is presumed to be statistically low and moderate income.

SOS Community Services, 101 South Huron, Ypsilanti, MI, 48197, was allocated \$8,600 CDBG funds (supplementing a \$46,400 award of Washtenaw County General funds) to provide homelessness prevention services and access to shelter and/or housing for at-risk and homeless families and individuals through their “Housing Crisis Services” program. Services include working with the client to identify barriers to housing stability, create action plans to address barriers, and take positive concrete steps toward implementing their plans. SOS Community Services clientele is income-verified (for financial assistance) or statistically presumed low and moderate income (homeless clients).

In addition, the City allocated \$1,275,744 in general funds and the County allocated \$100,000 in general funds to human service activities (see Attachment B). For both the City of Ann Arbor and the Urban County, funding priorities for human services are those services provided to individuals or families experiencing difficulty in meeting their basic human needs. Services shall be targeted to residents the appropriate jurisdiction, depending on funding source, who are low, very low and extremely low-income as defined by the Department of Housing and Urban Development. Services may also be targeted geographically, by age group, or by specific need.

The Urban County & the City of Ann Arbor have approved four main human services priorities, including: Housing Stability, Family Economic Stability, Access to Health & Well-Being & Success of At-Risk Youth. Annual outcomes to support these goals are as follows:

**A) Increase Housing Stability**

- The Barrier Busters Emergency Assistance Fund will provide financial assistance to prevent 60 households from becoming homeless;
- Washtenaw County-CSTS will provide 280 homeless individuals with mental health and employment services.
- Avalon Housing Inc. will assist 243 low-income renters with housing stability;
- Catholic Social Services will provide support services and transitional housing for 10 previously homeless parenting teens and their children through the Father Patrick Jackson House; and will provide housing stability & support services to 20 frail, cognitively impaired, older adults at “The Oaks.”
- Community Action Network will provide eviction prevention services for 50 resident households of public housing sites;
- Community Housing Alternatives will provide support to 15 individuals to maintain housing or increase housing stability;

- The Domestic Violence Project will provide shelter and supportive services for 30 survivors of domestic violence and their children;
- The Fair Housing Center of SE Michigan will respond to 6 new fair housing complaints with investigations;
- HIV/AIDS Resource Center will assist 45 persons with housing stability;
- Home of New Vision will provide transitional and housing support services to 20 women and their children;
- University of Michigan Regents' Housing Bureau for Seniors will assist 225 seniors in maintaining housing stability;
- Interfaith Hospitality Network – Alpha House will assist 15 formerly homeless families with housing stability;
- Legal Services of South Central Michigan will provide eviction prevention legal services for 480 households;
- Michigan Ability Partners will provide support services to 40 low-income individuals to increase housing stability; MAP will also provide 48 residents with payee services to assist with bill payment, managing personal care funds, budgeting, and credit repair, in order to increase their housing stability;
- Ozone House will provide transitional housing and support services for 22 youth;
- Shelter Association of Washtenaw County will provide emergency shelter and/or services for 1000 people;
- SOS will assist 75 people with maintaining housing stability.

#### B) Increase Access to Health and Well-being

- Ann Arbor Meals on Wheels will provide weekday home delivered meals to 140 extremely low-income residents and weekend home delivered meals to 60 extremely low-income residents;
- The University of Michigan Regents' Community Family Health Center will provide healthcare for 225 low-income individuals.
- Community Action Network will provide food and opportunities for healthcare for 52 low-income resident households at a public housing site;
- The Corner Health Center will provide healthcare for 1,100 low-income residents—usually uninsured youth and their children—and assist 175 patients in enrolling in health insurance.
- Catholic Social Services will provide emergency food to 1000 people and will assist 425 seniors with tax forms, healthcare financing counseling, and resources for raising their grandchildren;
- HIV/AIDS Resource Center will provide education, testing and access to health-care services to 200 individuals to reduce Hepatitis-C transmission;
- Food Gatherers will provide food to over 152 programs serving low-income households and 80,000 free meals to Washtenaw County residents;
- Neighborhood Senior Services will provide support services for 450 seniors to maintain housing stability;
- Packard Community Clinic will provide healthcare to 500 very low-income persons;
- Planned Parenthood of Mid-Michigan will assist 171 women with reproductive healthcare;
- Shelter Association of Washtenaw County will serve 300 homeless men and women through the Delonis Center Health Clinic;
- The Women's Center of America will offer support and mental health counseling services to 225 low-income persons and will provide job coaching, financial education, tax-preparation services, legal seminars, or divorce workshops to 40 low-income persons;
- Ypsilanti Meals on Wheels will provide home delivered meals to 50 residents.

C) Increase Long-term Success of At-Risk Youth

- Ann Arbor YMCA will provide job training for 20 youth with special needs through the Chain of Plenty Program;
- Community Action Network will provide after-school enrichment activities and facilitate parent-teacher communication for 65 youth in public housing;
- The Center for Occupational and Personalized Education will provide education and drug- and violence-prevention programs for 70 low-income at-risk youth;
- Family Learning Institute will provide reading and writing skill-building services for 75 low-income youth and math skills for 25 youth;
- Big Brothers/Big Sisters of Washtenaw County will provide adult mentoring for 313 children from low-income and/or single-parent homes;
- SOS Community Services will provide 20 at-risk, homeless youth with after-school and educational enrichment programs;
- Student Advocacy Center will provide support services to assist 60 low-income households to access appropriate education and maintain their child's enrollment in school.

D) Increase Family Economic Stability

- Ann Arbor Center for Independent Living will assist 150 people with disabilities to achieve greater independence and economic stability;
- Catholic Social Services will provide 150 homeless and ex-offenders education about violence/aggression to increase their employment opportunities;
- Child Care Network will provide 110 childcare scholarships for low-income households;
- Jewish Family Services will provide 344 seniors with supportive services to increase economic and housing stability;
- Northfield Human Services will provide 6000 bus rides to low-income residents that will connect them to needed medical appointments, work and more;
- Washtenaw Literacy will provide one-on-one and ESL group literacy training for 296 low-income individuals.

## Attachment B FY 2009-2010 Human Services Investments

City of Ann Arbor General Fund Investment		
Agency Name	Project Name	Recommended Funding 2009-10
Ann Arbor Center for Independent Living, Inc.	<i>Independent Living: People with Disabilities, their Families and Economic Stability</i>	\$25,500
Ann Arbor YMCA	<i>Youth Volunteer Corps-Chain of Plenty</i>	\$5,850
Avalon Housing, Inc.	<i>Avalon Supportive Housing Program</i>	\$80,750
Barrier Busters Action Group	<i>Emergency Financial Assistance</i>	\$20,000
Big Brothers Big Sisters of Washtenaw County	<i>Big Brothers Big Sisters</i>	\$9,000
Catholic Social Services of Washtenaw	<i>Fr. Patrick Jackson House</i>	\$12,100
Catholic Social Services of Washtenaw	<i>The Oaks- Stabilizing Care for Families and Older Adults</i>	\$10,000
Catholic Social Services of Washtenaw	<i>Maximizing the Independence, Resources and Coping Skills of Older Adults</i>	\$22,000
Catholic Social Services of Washtenaw	<i>Emergency Food Program</i>	\$6,300
Catholic Social Services of Washtenaw	<i>Employment Skills/Goal Setting Workshops/Aggression Intervention Workshops</i>	\$17,550
Child Care Network	<i>Family Support Program</i>	\$210,000
Community Action Network	<i>Stabilizing Housing: Preventing Evictions of Hikone &amp; Green Baxter Court Public Housing Families</i>	\$20,400
Community Action Network	<i>School Comes First! at Hikone and Green Baxter Court Public Housing</i>	\$23,800
Community Action Network	<i>Food &amp; Health Care for Hikone and Green Baxter Court Public Housing Families</i>	\$8,500
Community Housing Alternatives	<i>Housing and Tenant Services</i>	\$8,500
COPE	<i>COPE At-Risk Youth Education and Prevention Program</i>	\$19,295
Domestic Violence Project, Inc.	<i>Emergency Shelter Services for Survivors of Domestic Violence</i>	\$38,250
Family Learning Institute	<i>Year Round Academic Intervention to Improve Math and Reading Skills</i>	\$26,076
Food Gatherers	<i>Food Gatherers' Food Distribution Program</i>	\$123,200
HIV/AIDS Resource Center	<i>HIV/AIDS Housing Assistance Program</i>	\$13,200
HIV/AIDS Resource Center	<i>Harm Reduction Program</i>	\$5,000
Home of New Vision	<i>"START" Support, Tools, Advocacy, Resources Together</i>	\$25,000
Interfaith Hospitality Network of Washtenaw Co.	<i>Shelter and Home-Based Support for Families Experiencing Homelessness</i>	\$38,500
Jewish Family Services of Washtenaw County	<i>JFS Senior Stability Program</i>	\$10,000
Legal Services of South Central Michigan	<i>Free legal services in civil cases to achieve housing stability</i>	\$73,000
Michigan Ability Partners	<i>Housing Supports Team-Permanent Supported Housing for High Risk Individuals</i>	\$34,000
Michigan Ability Partners	<i>Representative Payee</i>	\$18,121
Neighborhood Senior Services	<i>Senior Support Services</i>	\$50,000
Packard Health Inc.	<i>Packard Health Care Access Program</i>	\$38,250
Planned Parenthood Mid and South Michigan	<i>Family Planning Services for Low Income Women 2009-2011</i>	\$15,000
The Regents of the University of Michigan - Ann Arbor Meals on Wheels	<i>Meal Delivery to the Under Age 60 Homebound</i>	\$10,000
The Regents of the University of Michigan - Ann Arbor Meals on Wheels	<i>Weekend Meal Delivery</i>	\$16,000
The Regents of the University of Michigan - Nurse Managed Centers	<i>Maple Meadows Outreach Clinic - Primary and Mental Health Care Services</i>	\$16,250
The Regents of the University of Michigan - The Housing Bureau for Seniors	<i>Housing Stability for Older Persons</i>	\$24,000
The Student Advocacy Center of Michigan	<i>The Student Advocacy Program</i>	\$19,500
The Women's Center of Southeastern Michigan	<i>Filling the Gaps in the Mental Health Safety Net</i>	\$30,000
Washtenaw County Community Support and Treatment Services	<i>Project Outreach (PORT)</i>	\$117,700
Washtenaw Literacy	<i>RFP #6437 Adult Literacy Tutoring for Family Economic Stability</i>	\$27,500
<b>Total General Fund Contracts</b>		<b>\$1,268,092</b>
<b>Human Services Contingency</b>		<b>\$7,652</b>
<b>Total General Fund Investment</b>		<b>\$1,275,744</b>

CDBG Public Services Investment		
Agency Name	Project Name	Recommended Funding 2009-10
Northfield Human Services	Dollar to Ride-Moving On	\$40,885
Ozone House, Inc.	Transitional Housing & Support for Homeless Youth	\$51,700
Shelter Association of Washtenaw County	Shelter Association Service Center	\$58,300

Shelter Association of Washtenaw County	Night Shelter Program	\$151,015
Shelter Association of Washtenaw County	Delonis Center Health Clinic	\$32,500
SOS Community Services	SOS Housing Crisis Services 2009/2011 <i>(Partially Funded--See WC General Funds)</i>	\$8,600
<b>Total CDBG Public Services Investment</b>		<b>\$343,000</b>
<b>Washtenaw County General Fund Investment</b>		
<b>Agency Name</b>	<b>Project Name</b>	<b>Recommended Funding 2009-10</b>
SOS Community Services	SOS Homeless School-Aged Children's Program 2009/2011	\$13,200
The Corner Health Center	Health Services for Washtenaw County Adolescents and Their Children	\$20,000
Ypsilanti Meals on Wheels	Home delivered meals	\$20,400
SOS Community Services	SOS Housing Crisis Services 2009/2011 <i>(Partially Funded--See CDBG)</i>	\$46,400
<b>Total CDBG Public Services Contracts</b>		<b>\$100,000</b>

<b>TOTAL HUMAN SERVICES INVESTMENT</b>	<b>\$1,718,744</b>
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**ITEM 2. IDENTIFY LONG-TERM AND SHORT-TERM COMMUNITY DEVELOPMENT OBJECTIVES IN ACCORDANCE WITH THE STATUTORY GOALS IN SECTION 24 CFR 91.1**

The specific local objectives for community development are listed below for the program year. Note: All specific objectives are numbered from the Summary of Specific Annual Objectives Worksheet included with this plan.

**Specific Objective: Suitable Living Environment**

**Outcome: Availability/Accessibility**

- **SL-1 (1)**: 222 households will receive health care and mortgage foreclosure prevention services to promote housing and community stability (Availability/ Accessibility of Suitable Living Environment).
- **SL-1 (2)**: 68 individuals with special needs will receive meal delivery and representative payee services to improve safety and livability (Availability/ Accessibility of Suitable Living Environment).
- **SL-1 (3)**: 177 residents will receive transportation and child care subsidies to promote community inclusion and increase economic opportunities (Availability/ Accessibility of Suitable Living Environment).
- **SL-1 (4)**: The Ypsilanti City Senior Center and the Ypsilanti City Parkridge Community Center will be rehabilitated to improve the functionality of these public facilities (Availability/Accessibility of Suitable Living Environment).

**Outcome: Sustainability**

- **SL-3 (1)**: 30 ADA Curb cuts will be constructed in the City of Ypsilanti and 2 new public improvements will be identified and completed, in order to increase the safety and sustainability of public infrastructure (Sustainability of Suitable Living Environment).

## Antipoverty Strategy

1. Describe the actions that will take place during the next year to reduce the number of poverty level families.

### Program Year 2 Action Plan Antipoverty Strategy response:

#### ITEM 1. ANTI-POVERTY ACTIVITIES

In the coming year, the County and other public and private organizations will work to reduce the number of persons living below the poverty level by enhancing their opportunities for self-sufficiency through the following activities.

- The County will enforce its living wage ordinance that applies to all companies contracting with the County, which requires that all employees of these companies be paid at least \$12.28 or \$10.48 with benefits.
- The County will continue to fund SPARK (Washtenaw Development Council) to support their efforts to encourage the development and maintenance of economic opportunities in the County.
- The County will encourage CHDOs and other nonprofits to hire participants and local contractors for work in CDBG or HOME funded activities. This employment may take the form of property management, landscaping, childcare, elder care, etc.
- The County will continue to fund a variety of outside human service programs that serve residents of the Urban County through \$1,250,000 in annual general fund expenditures, including permanent supportive housing services, , food distribution, health prevention for young mothers and families, medical services, shelter services for families, medical access for older adults, and transportation, youth mentoring, youth volunteering, child care, , early learning & intervention, and prenatal programming. These programs will assist families to reach their full potential, increase self-sufficiency, and work to address gaps in other mainstream programs for individuals below the poverty line.
- The County will make efforts to assist those living below the poverty level by promoting affordable housing and by requiring coordination of services of all sub-recipients of CDBG and HOME funds to lessen the financial burden on this population.
- Low-income housing providers will maintain and increase their current stock of affordable housing that is reserved specifically for low-income households.
- The Washtenaw County Department of Employment Training & Community Services administers Community Services Block Grant dollars specifically on projects that reduce poverty and revitalize neighborhoods.
- The Washtenaw United Way will continue to fund human service organizations that provide in the areas of: Housing and Homelessness; Healthcare Access; Hunger & Food Security; and Senior/Aging in Place.
- The Ann Arbor Area Community Foundation will continue to fund a variety of human services in the County.
- In coordination with the Washtenaw Housing Alliance, the Office of Community Development has facilitated the development of community-wide outcomes for housing & homelessness services. These outcomes will allow the community to improve service delivery and measure impact. Community-wide outcomes for other service areas will be developed in coordination with community stakeholders as well.
- The Office of Community Development has also taken over the administration of the Barrier Busters program for Washtenaw County. This program is a network of over 50 social service provider agencies that agree to “reduce barriers” in the provision of social services to Washtenaw County consumers. This is completed through monthly meetings where program information is shared and difficult cases are discussed and problem-solved. The Community Development Office staffs this program and provides oversight to the Barrier Busters Unmet Needs Fund—a collection of nearly \$300,000 in annual funding that is available to support the one-time, emergency unmet needs of consumers of the

- member agencies.<sup>4</sup>
- The Ypsilanti DDA<sup>5</sup>, in conjunction with the Michigan State Housing Development Authority (MSHDA) and their Blueprints for Michigan's Downtowns program, is working to create a new strategic plan for downtown Ypsilanti.

## NON-HOMELESS SPECIAL NEEDS HOUSING

### Non-homeless Special Needs (91.220 (c) and (e))

\*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve for the period covered by the Action Plan.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

### Program Year 2 Action Plan Specific Objectives response:

#### ITEM 1. DESCRIBE THE PRIORITIES AND SPECIFIC OBJECTIVES THE JURISDICTION HOPES TO ACHIEVE OVER A SPECIFIED TIME PERIOD

The Urban County proposes to serve each of the special needs populations through allocations to nonprofit entities. The Urban County typically does not prioritize based on special needs populations but has established the following overall ten (10) goals for all of its affordable housing and community development activities:

- To improve the quality, management, and supply of existing rental property available to low-income households.
- To increase homeownership opportunities for low-income households.
- To increase homeowner rehabilitation opportunities for low-income households.
- To promote housing and community stability by addressing identified gaps in public/human services.
- To promote access to mainstream resources, improve safety and livability, reduce isolation, encourage employment, and support special populations and the homeless.
- To promote community inclusion and accessibility to public transportation, fair housing choice, and economic opportunities for low-income households.
- To promote community and neighborhood stability through the improvement of existing or the construction of new community facilities, parks, and green spaces in low-income neighborhoods.
- To promote the safety and health of residents by providing and/or addressing infrastructure and other public facility needs in low-income neighborhoods.
- To encourage the development of jobs and economic opportunities for low-income populations or areas.
- To create community assessments and plans that identify and address regional and local housing and community development needs.

#### Persons with Disabilities

<sup>4</sup> More information on the Barrier Busters Action Group can be found here: [www.ewashtenaw.org/barrierbusters](http://www.ewashtenaw.org/barrierbusters)

<sup>5</sup> A copy of this draft plan can be found here: <http://ypsilantidda.org/about.html>

In addition to community efforts to build and sustain permanent supportive housing, there are numerous community organizations that provide support services to individuals with special needs, including the following: Ann Arbor Center for Independent Living, Michigan Ability Partners, Washtenaw Association for Community Advocacy, Avalon Housing, Catholic Social Services, Community Support and Treatment Services (formerly Community Mental Health), Home of New Vision, Dawn Farm, the Shelter Association of Washtenaw County, Synod Residential Services, Community Housing Alternatives, Community Residence Corporation, POWER, Inc., Ozone House, Food Gatherers, Meals on Wheels, Family Independence Agency (home health aides), Family Support Network, and others.

### **Individuals with HIV/AIDS**

Housing Services to persons with HIV/AIDS are provided through the HIV/AIDS Resource Center (HARC) and their Housing Specialist. HARC provides assistance with housing location, eviction prevention, and permanent housing plans. While the HOPWA certificate program is no longer available, HARC continues to provide limited direct financial housing assistance for eligible clients. Through HARC's case management services and collaborative agreements with other service providers, HOPWA clients also receive residential supportive services, including: medication adherence, transportation to medical appointments, financial management, payee services, and in-home assistance when necessary. HARC also provides HIV/AIDS testing, supplemental food, health education and risk reduction, and supportive services for people living with HIV/AIDS. HARC receives a HOPWA grant in the amount of \$97,695 for direct housing assistance, support services, and housing placement assistance.

### **Elderly**

Neighborhood Senior Services, the Housing Bureau for Seniors, Ypsilanti Meals on Wheels, and the County ETCS Department together provide outreach, support services, meal delivery, home repair services, West Nile prevention, ramp building services, foreclosure prevention, and other support services to the elder residents of Washtenaw County to help them stay in their homes and increase the safety of their residences. In addition, over 40 public, public, and nonprofit organizations recently developed a "Blueprint for Aging", in order to more effectively serve the older adult residents of Washtenaw County. In late 2006, they received a Robert Wood Johnson Foundation grant to implement this plan, which will be administered by Catholic Social Services. For more information on these efforts, please see their website:

<http://www.blueprintforaging.org>

## **ITEM 2. DESCRIBE HOW FEDERAL, STATE, AND LOCAL PRIVATE SECTOR RESOURCES WILL BE USED**

The Office of Community Development (OCD) administers and monitors the Community Development Block Grant (CDBG), the HOME Program, the Affordable Housing Trust Fund and City General Fund Human Services allocations. The OCD coordinates funding decisions with Washtenaw County, MSHDA, LISC, FHLB, the City of Ann Arbor DDA and other funders of affordable rental housing. The OCD is establishing relationships with Fannie Mae and local banks for homeownership housing. OCD staff attend HUD, MSHDA, MCDDA, and CEDAM trainings to network with other funders, learn about new products and programs and learn about resources to address the identified needs.

The OCD will maintain regular contact with area services providers and citizen groups through participation in various task forces, and by providing staff assistance to the

Urban County Executive Committee, the City of Ann Arbor Housing and Human Services Advisory Board, and the Washtenaw Housing Alliance (HMIS). The OCD will also continue its cooperation with Washtenaw County, the City of Ann Arbor, the Ypsilanti and Ann Arbor Downtown Development Authorities, the Ann Arbor Area Community Foundation, Washtenaw United Way, the Washtenaw Housing Alliance and other local entities in addressing housing and human service funding needs. This includes participation on the local Continuum of Care Board, the Blueprint on Aging Services Partnership, the Blueprint to End Homelessness, Eviction Reduction Coalition, the Funders Forum, Lead Task Force, Interagency Coordination Meeting, Michigan Housing Rehabilitation Specialists Network, Poverty Task Force, and Mortgage Foreclosure Prevention Committee, Washtenaw County Human Services Community Collaborative, and the Washtenaw Housing Education Partners Collaborative.

## **Housing Opportunities for People with AIDS**

This section is not applicable because the County does not administer HOPWA funding.

## **Other Narrative/Citizen Participation Plan**

### **Introduction**

The purpose of the citizen participation plan is to provide a framework for the Washtenaw Urban County to use in order to assure that community members have an opportunity to provide meaningful input in the design and review of programs and activities addressed in the most current Washtenaw Urban County Consolidated Strategy & Action Plan.

### **Community Outreach Procedures**

In order to assure meaningful community involvement and comply with federal regulations, the Urban County has adopted the following process to ensure maximum community outreach activities in developing and implementing the most current Consolidated Strategy and Annual Action Plan.

- Identify low- and very low-income as well as visibly distressed target areas through the use of Census Block data and windshield surveys.
- Contact community leaders and stakeholders throughout the Urban County areas and particularly in targeted areas. Those community leaders may include: Ministers, Civic Leaders, Block Captains, Leaders of Neighborhood Organizations, School Officials and Local Small Business Owners.
- Urban County representatives will participate in community forums and meetings pertaining to the issue of decent, safe and/or affordable housing.
- Ensure adequate and timely notification of public hearings as to maximize community attendance. A Notice of Public Hearing will be published in the Ann Arbor News. An announcement of the hearing will also be posted on CTN, the local public access television station. Notice of the availability of the draft document and the dates of public hearings will be mailed to the aforementioned community leaders as well as churches and public service agencies in the Urban County areas. The County will include a notice in all postings that assistance will be provided to citizens with special needs at these hearings, given a notice of seven days. In addition, the County has access to interpreter services for a variety of non-English speakers, should those services be required to assist a resident at these hearings.
- Hold at least two public hearings that are conveniently timed and located to provide access for all communities, including minorities and persons with disabilities, especially for those who might or will benefit from program funds.

- Provide citizens a period of not less than 30 days (15 days for performance reports) to review and submit comments on the draft Consolidated Annual Action Plan. A summary of comments will be attached and submitted with the Consolidated Annual Action Plan to the U.S. Department of Housing and Urban Development (HUD). As appropriate, comments and suggestions will be incorporated into the plan. Community input submitted in writing will receive response from the Urban County within 10 working days.
- Urban County Executive Committee meetings are held monthly and meeting notices are posted in the Ann Arbor News and on the County Online Calendar of Events at [www.ewashtenaw.org](http://www.ewashtenaw.org) to invite public participation regarding the use and management of these funds.

### **Publication of Consolidated Plans, Action Plans, and Performance Reports**

The Urban County will distribute its draft Consolidated Plans, Action Plans and Performance Reports so that affected communities will have adequate time and opportunity to review them and participate effectively in developing the final version. Copies of this document will be distributed to Urban County public offices, some Washtenaw County offices, and to some previously identified local leaders. The plan will also be posted on the Washtenaw County Office of Community Development website. Notice of the availability of each plan or report will be posted in the Ann Arbor News at least two weeks before each document is ready for review.

### **Complaints**

The Urban County staff members will provide a timely (10-15 working days) and responsive written reply to every written community complaint regarding the consolidated plans, action plans for the CDBG Program, the HOME Program, the NSP grant, plan amendments, and performance reports.

### **Public Information about Programs and Services in the Plan**

The Office of Community Development will provide interested communities and community groups with information about eligible programs and activities, given due regard to privacy and confidentiality. The Office of Community Development will also keep a list of the names and addresses of interested groups and communities and will use the file to distribute information.

### **Retention of Records**

The following records will be maintained for the duration of the plan (2009) and will be available to the public at the Office of Community Development:

- Records of public hearings
- Mailings and other promotional materials
- Written and other records of the efforts made to involve communities in the development of HOME grant applications
- Copies of all relevant program applications
- Copies of Grantee Performance Reports (Annual Performance Report)
- Copies of prior applications, letters of approval, grant agreements, progress reports, Regulations and other pertinent documents

### **Technical Assistance**

Office of Community Development staff members will provide technical assistance to group representatives of low-income persons that request such assistance in developing proposals for funding assistance under the consolidated plan.

### **Amendments/ Modifications**

The OCD will follow the requirements of 24 CFR 570.305 if there is a substantial modification to this Plan. A substantial amendment is any modification that completely eliminates a project from the Plan or any change that is greater than 10% of the fiscal

year entitlement. If a substantial amendment to the Strategy or Action Plan is proposed, public notice will provide for a 30-day public comment period to allow review and comments on the proposed changes. This public notice will be advertised using the same procedure as a Notice of Public Hearing.

### **Performance Reports**

Every year, the Office of Community Development will produce a Consolidated Annual Performance Evaluation Report (CAPER) for submission to HUD. Notice of the availability of this report will be published in the Ann Arbor News, and the County will notify the public that they have 15 days to comment on the report. In addition, the report will be sent to the Urban County government offices, various human service and housing agencies, the Housing Commissions, and various other interested parties.

### **Relocation/Displacement**

The Urban County intends to cause no displacement to persons receiving assistance from the CDBG, ADDI, or HOME programs. However, the Urban County recognizes that while it intends no displacement, situations may arise wherein displacement and/or relocation or temporary relocation is the only viable method for providing assistance. The Urban County will therefore provide for reasonable benefits<sup>6</sup> to any person involuntarily and permanently displaced as a result of the use of HOME or CDBG funds<sup>7</sup> to acquire or substantially rehabilitate residential and nonresidential property in accordance with the Urban County Relocation Plan, which was developed in accordance with the Uniform Relocation Act. This document may be reviewed at the Washtenaw County Office of Community Development, 110 N. Fourth, Suite 300, Ann Arbor, MI 48107-8645.

## ATTACHMENTS

The following documents are attached to the Annual Plan:

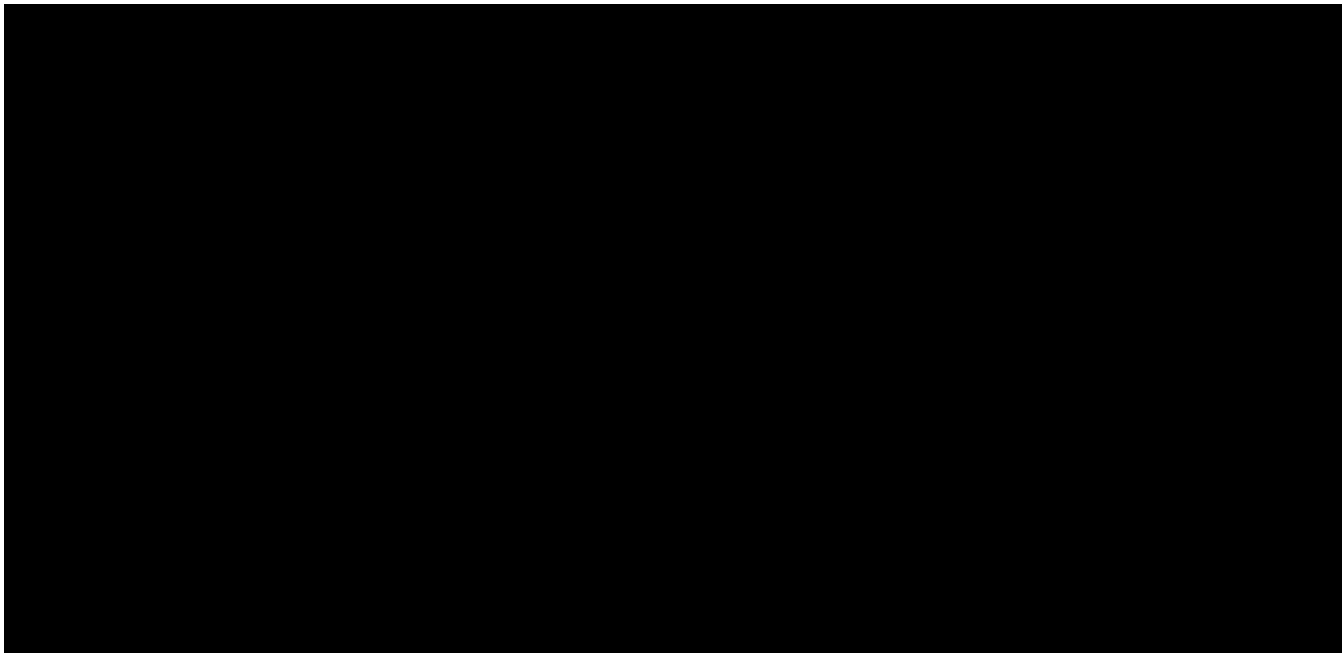
- Attachment A: Housing & Community Development Needs Tables/Market Analysis
- Attachment B: 2009-10 Summary of Annual Objectives & Goals Tables
- Attachment C: 2009-10 Housing & Community Development Project Workbook
- Attachment D: HUD 424/ Certification Forms

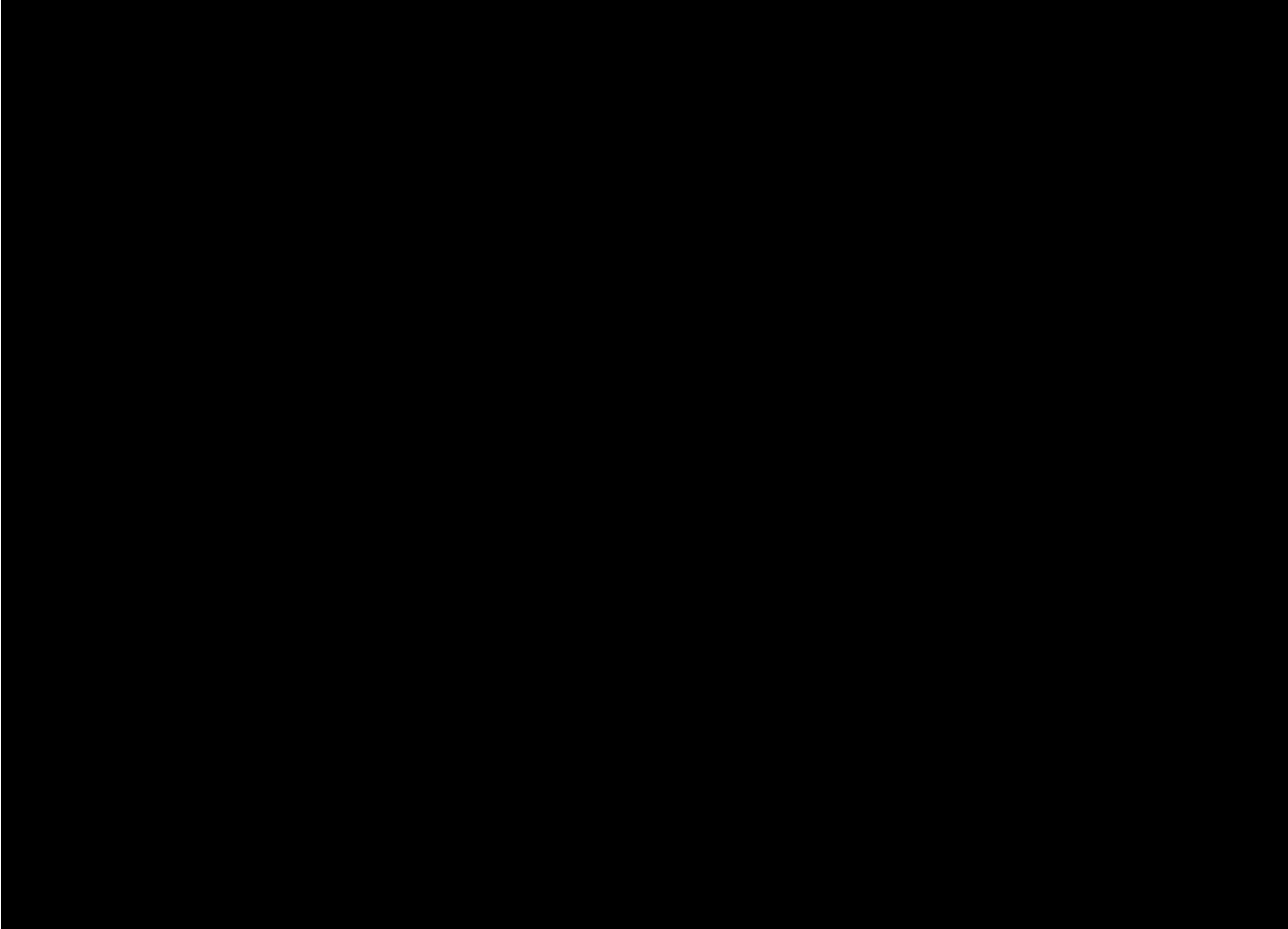
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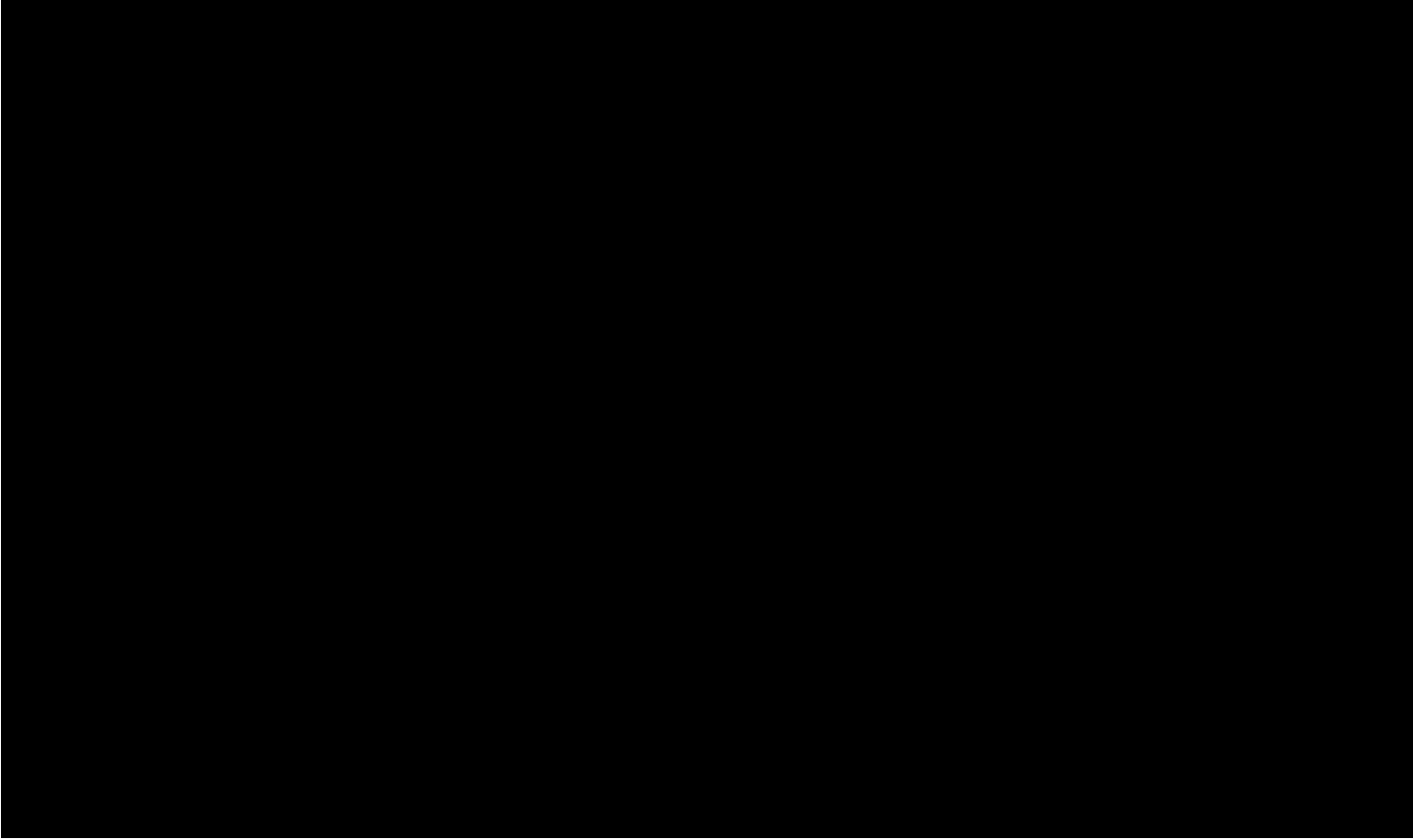
<sup>6</sup> Since no funds are allocated in this year's plan for relocation, all projects involving relocation would be postponed until a program year when such funds are available, or the costs will come out of the project funding.

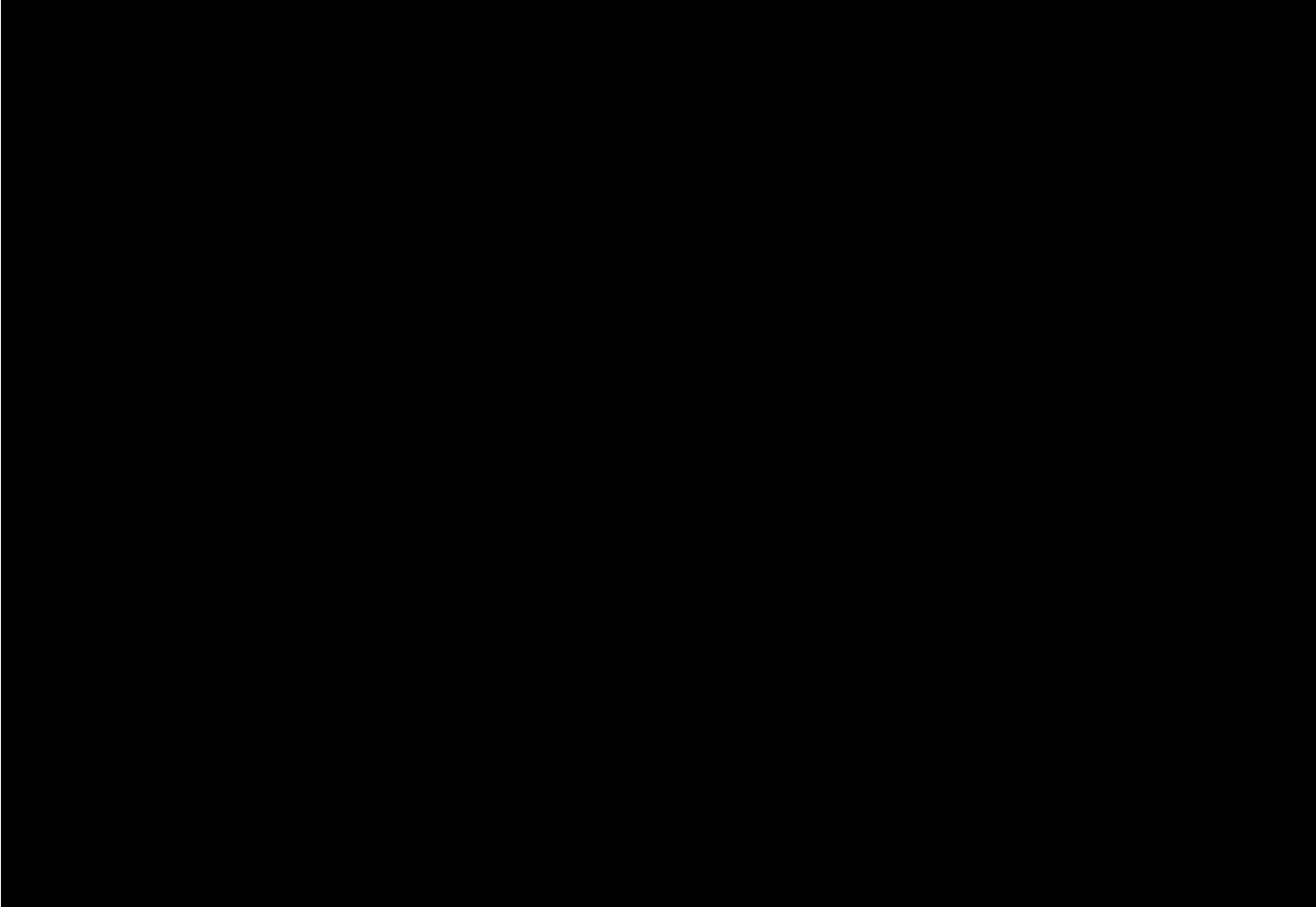
<sup>7</sup> Uniform Relocation Act does not apply to American Dream Down Payment Initiative funding.

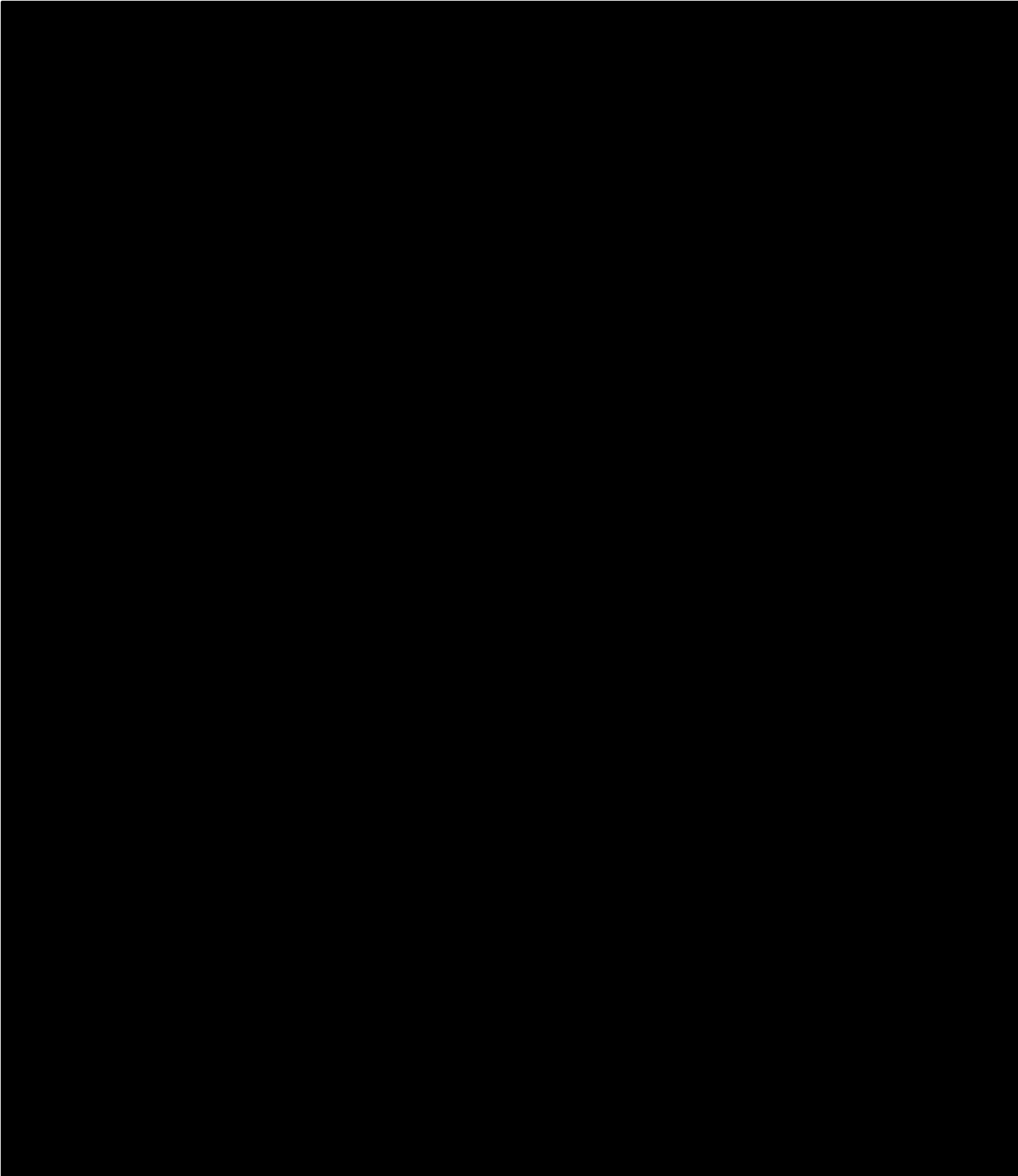
ATTACHMENT A: Housing & Community  
Development Needs Tables/ Housing Market  
Analysis

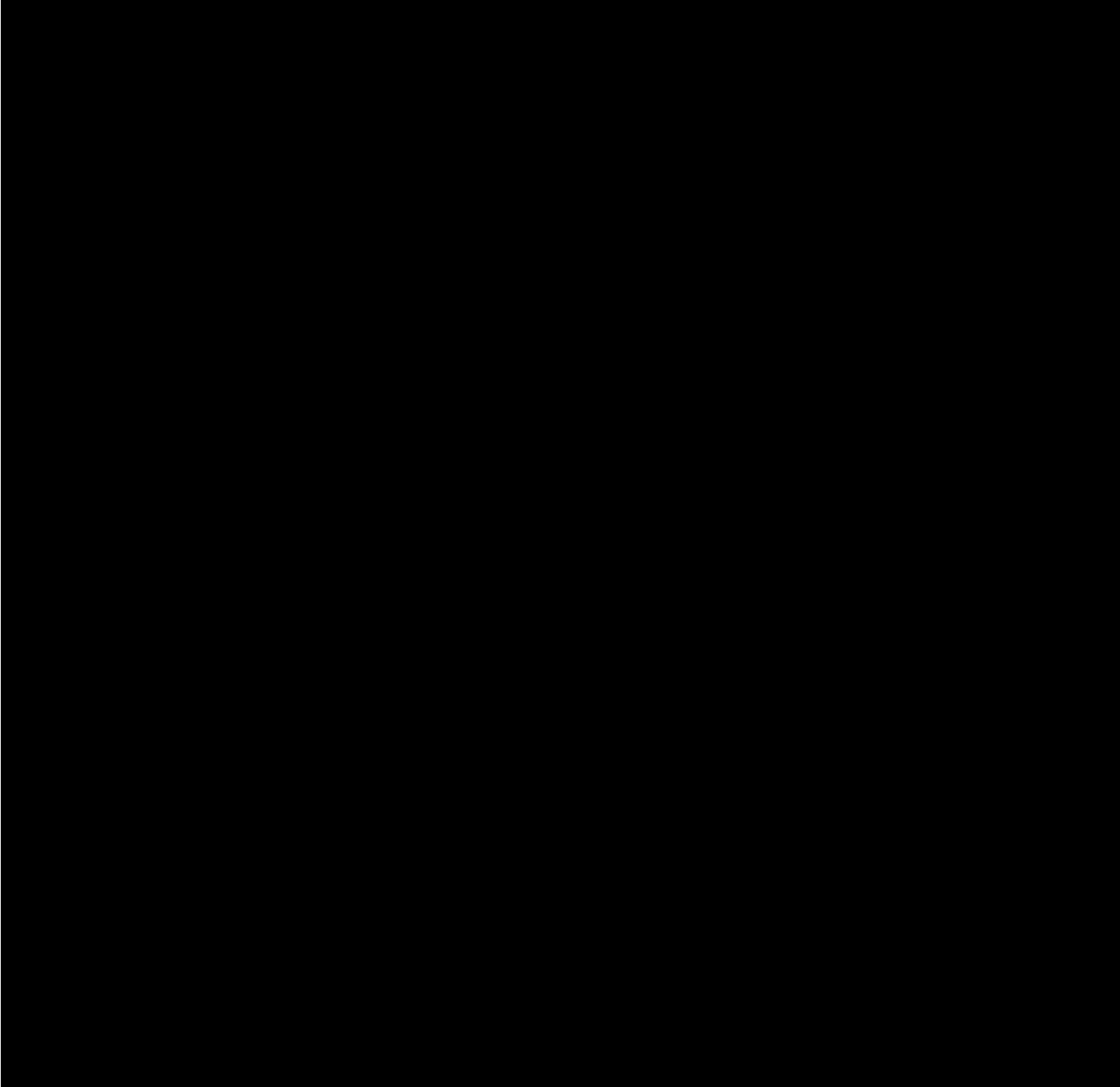


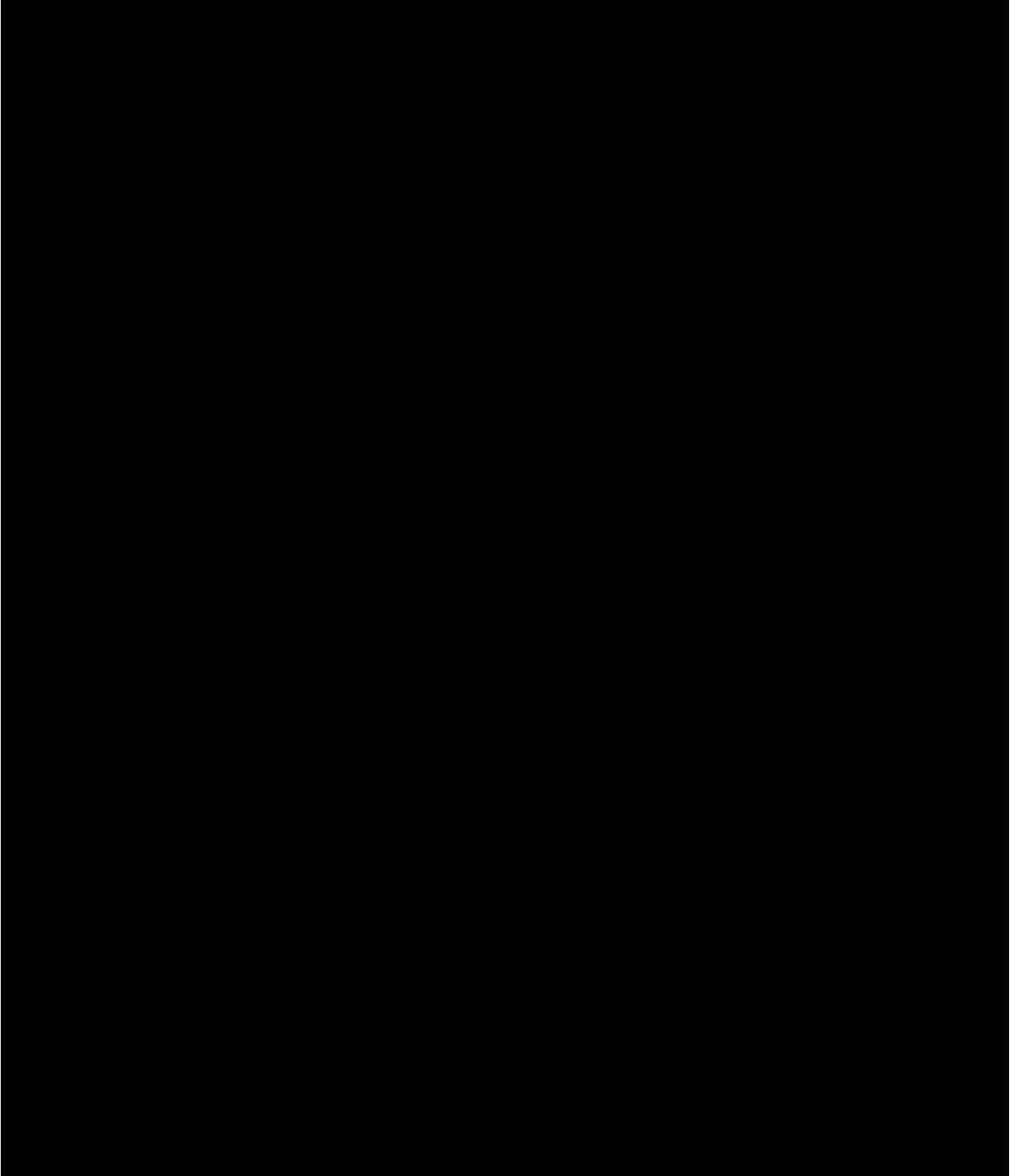




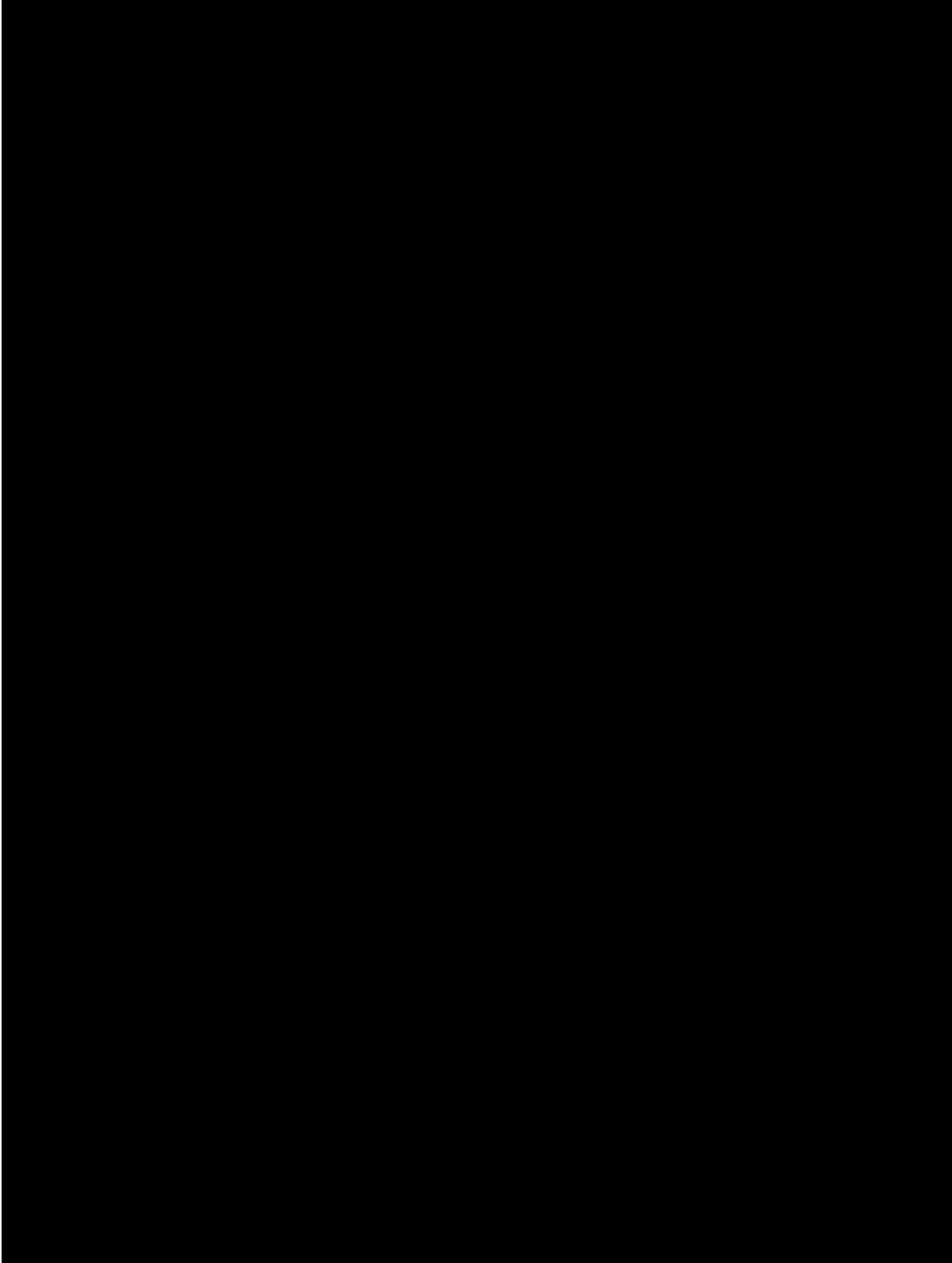


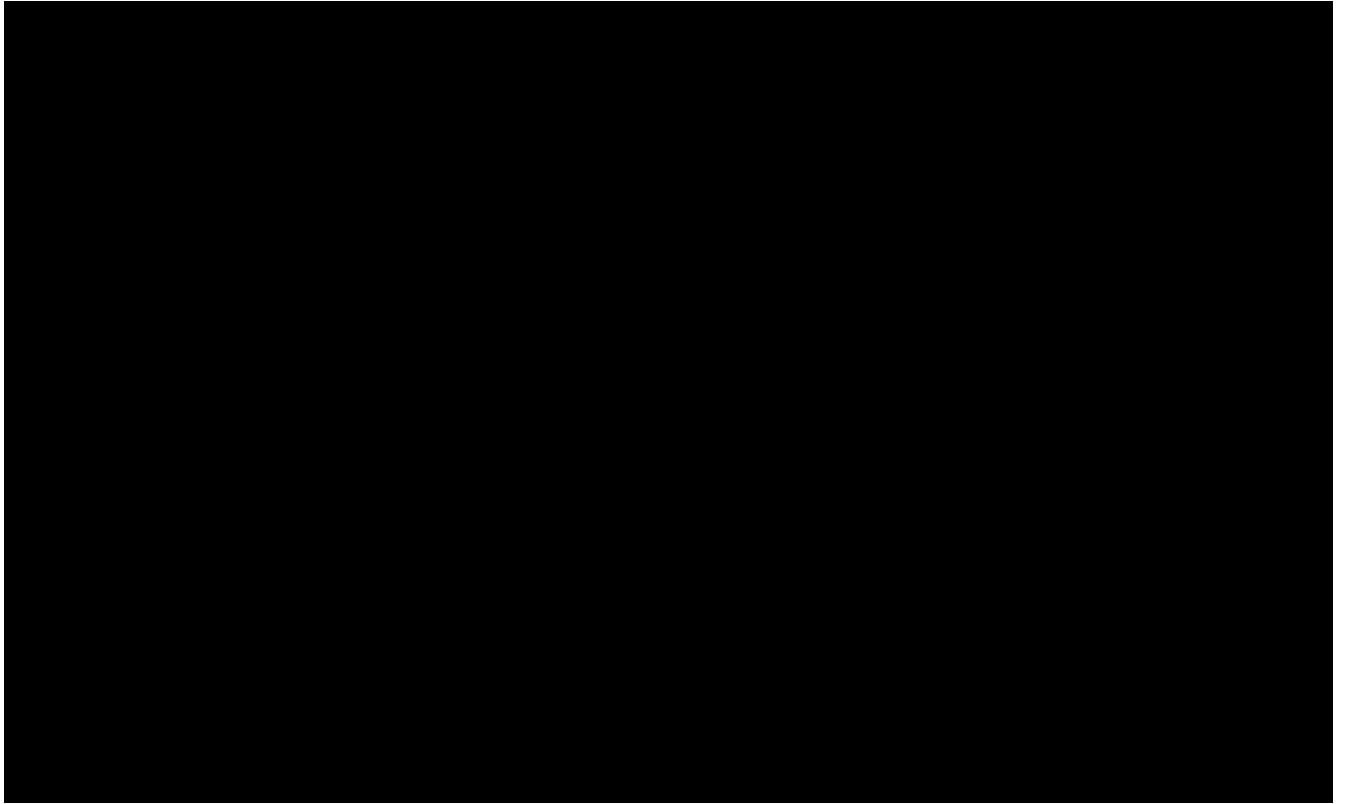
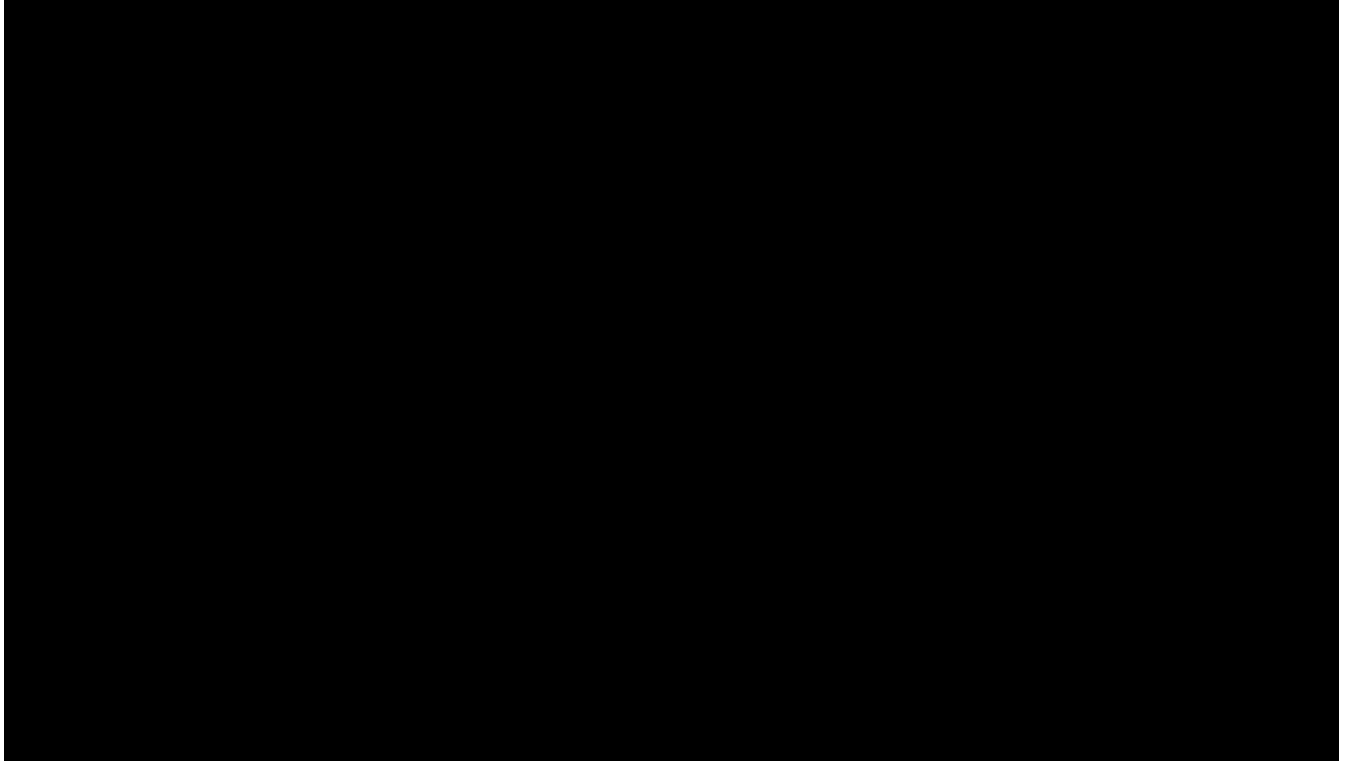


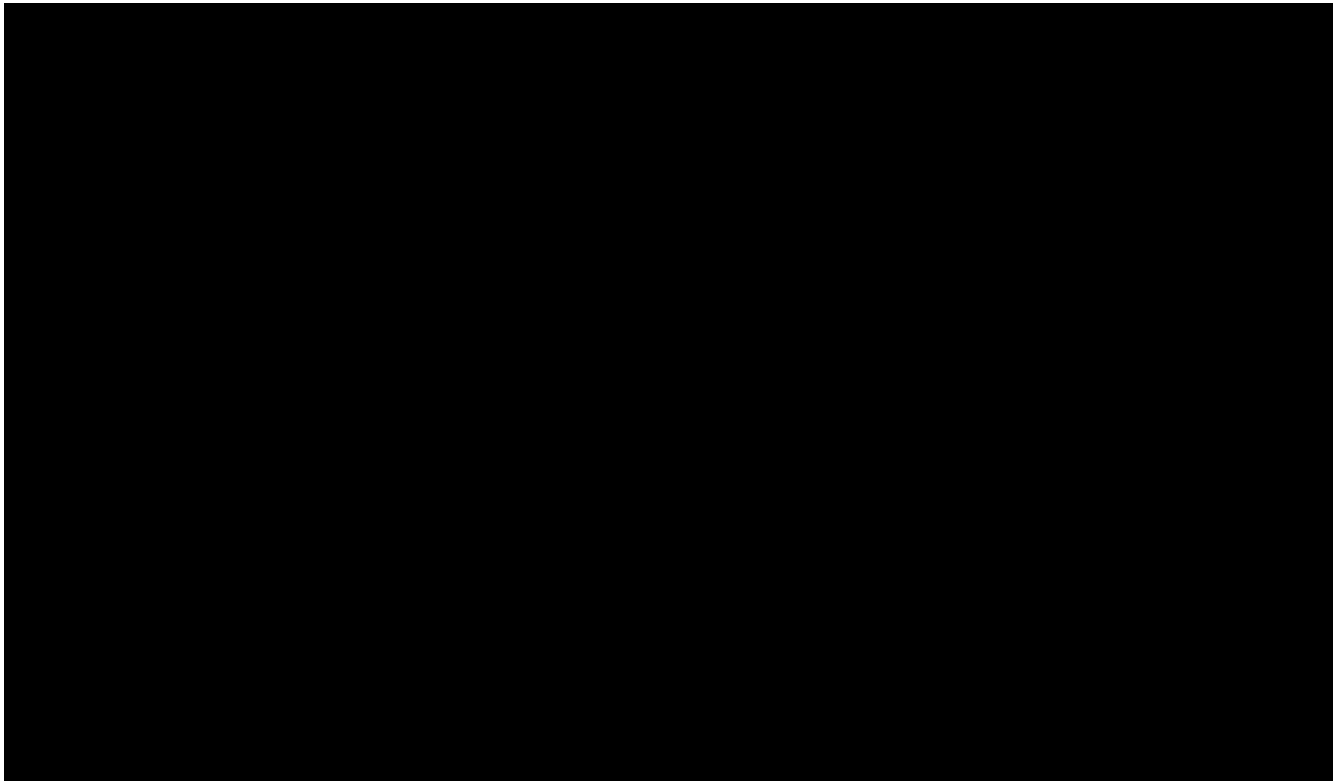
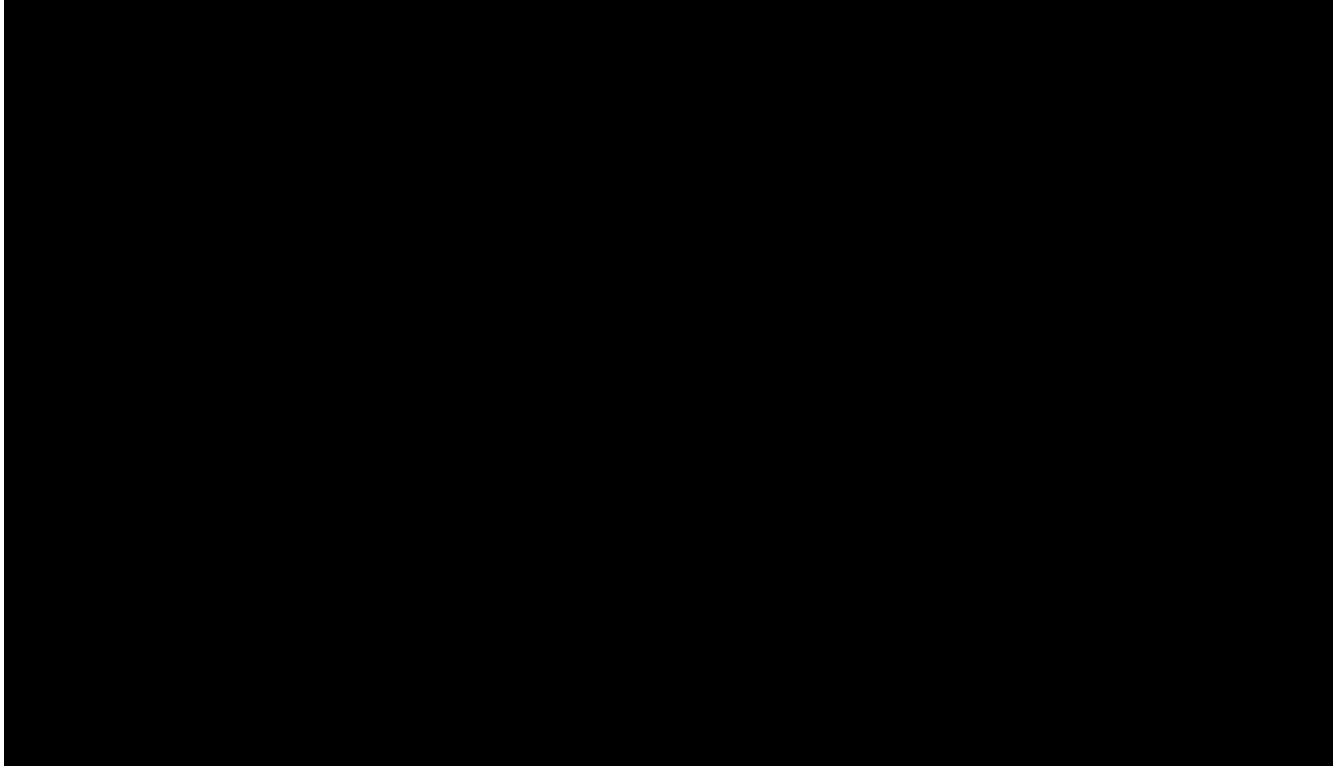


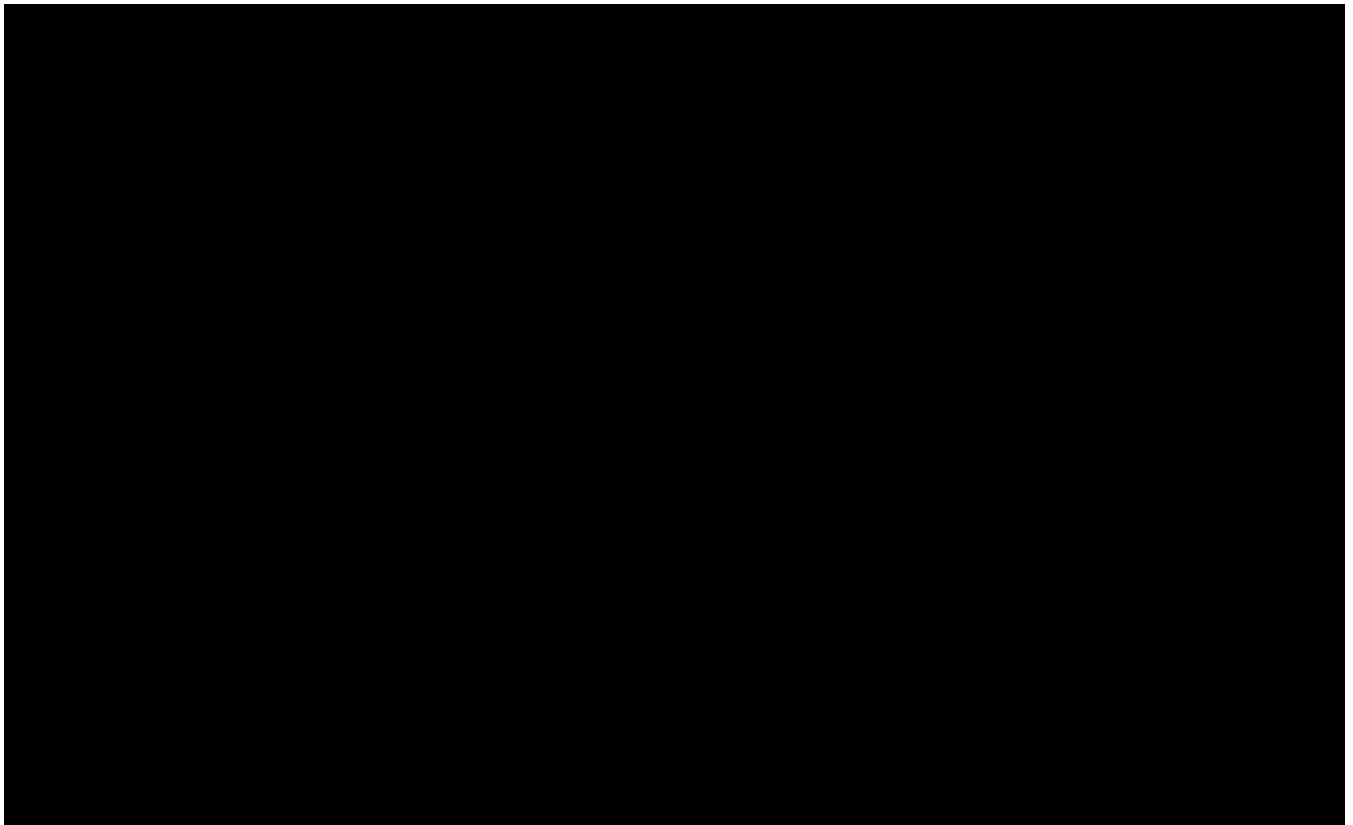


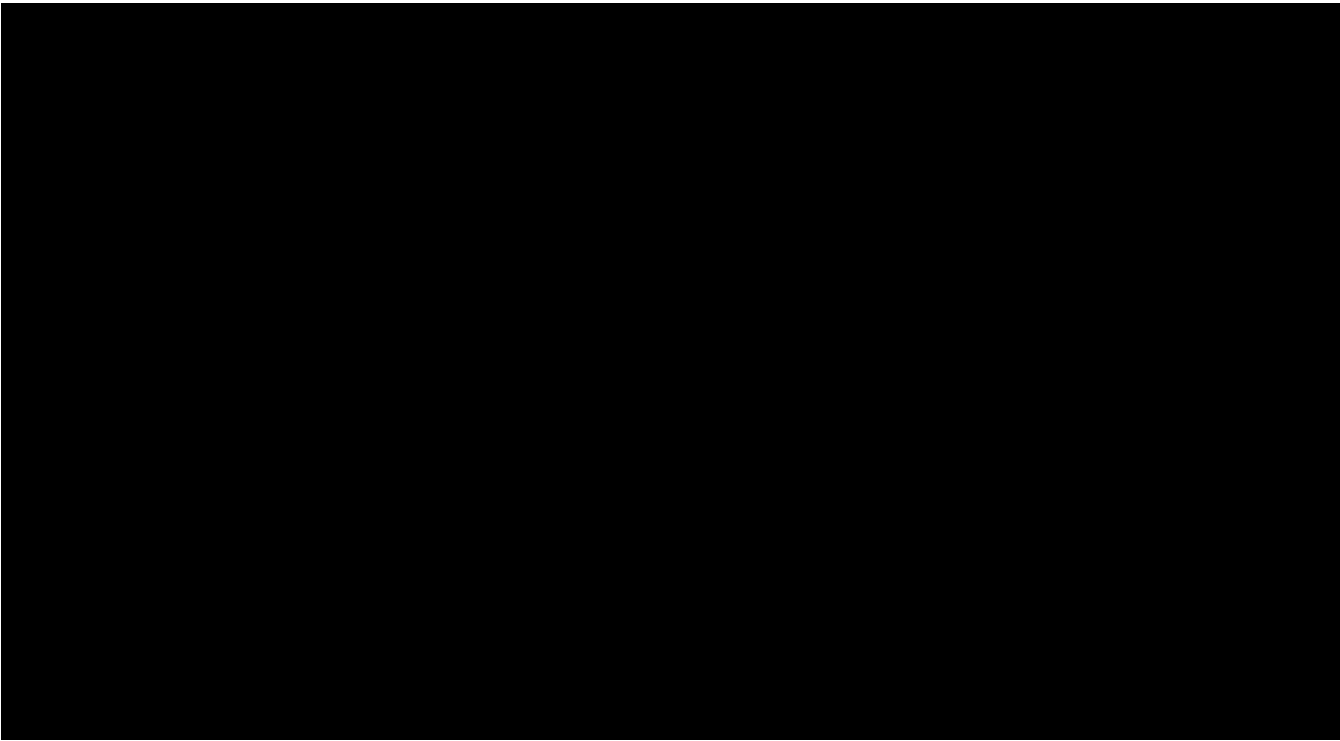
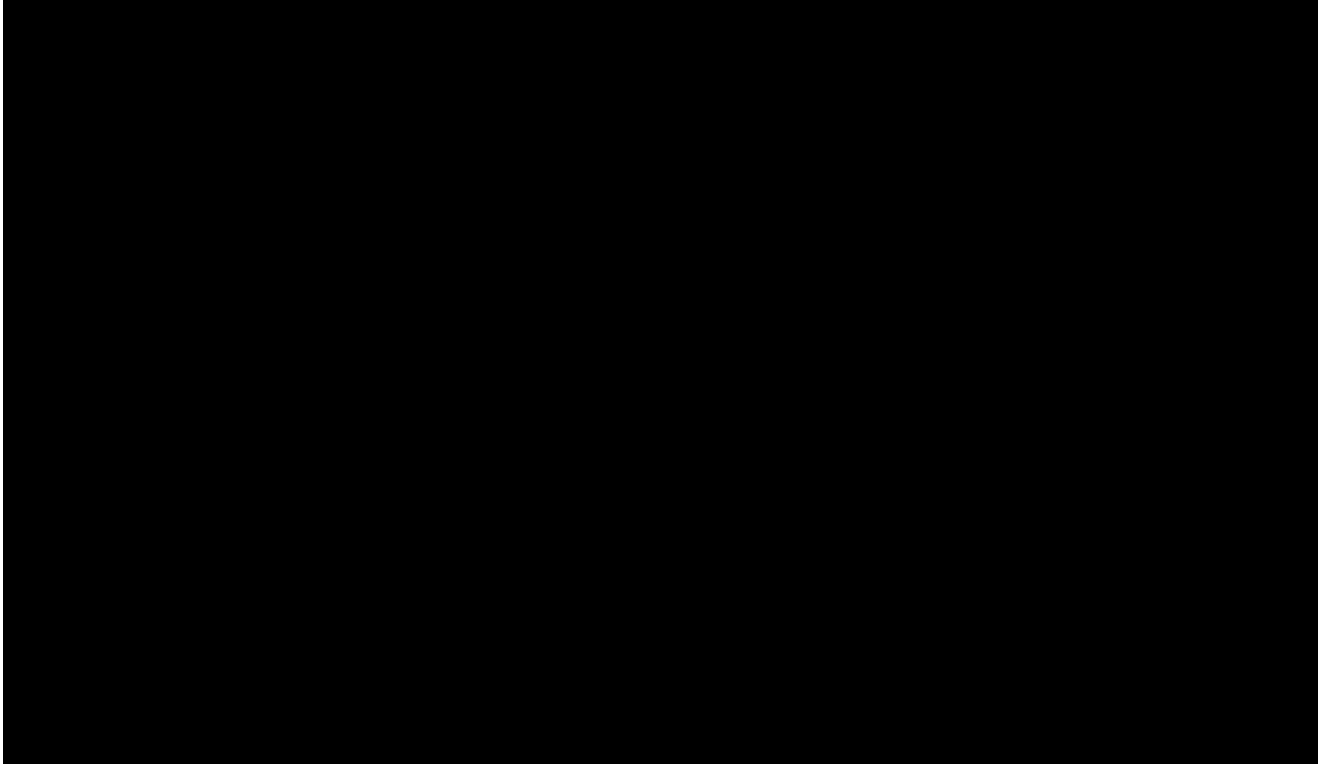
ATTACHMENT B: 2009-10 Summary of Annual Objectives & Goals Tables

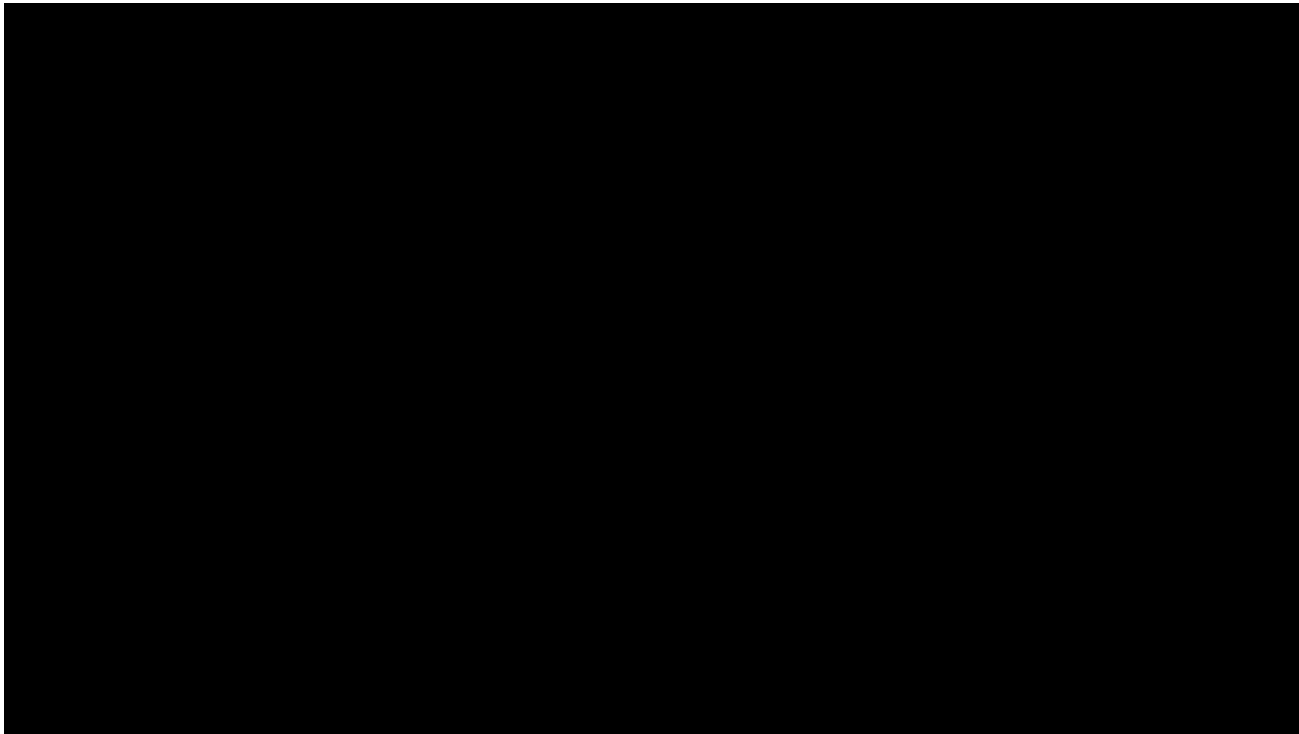
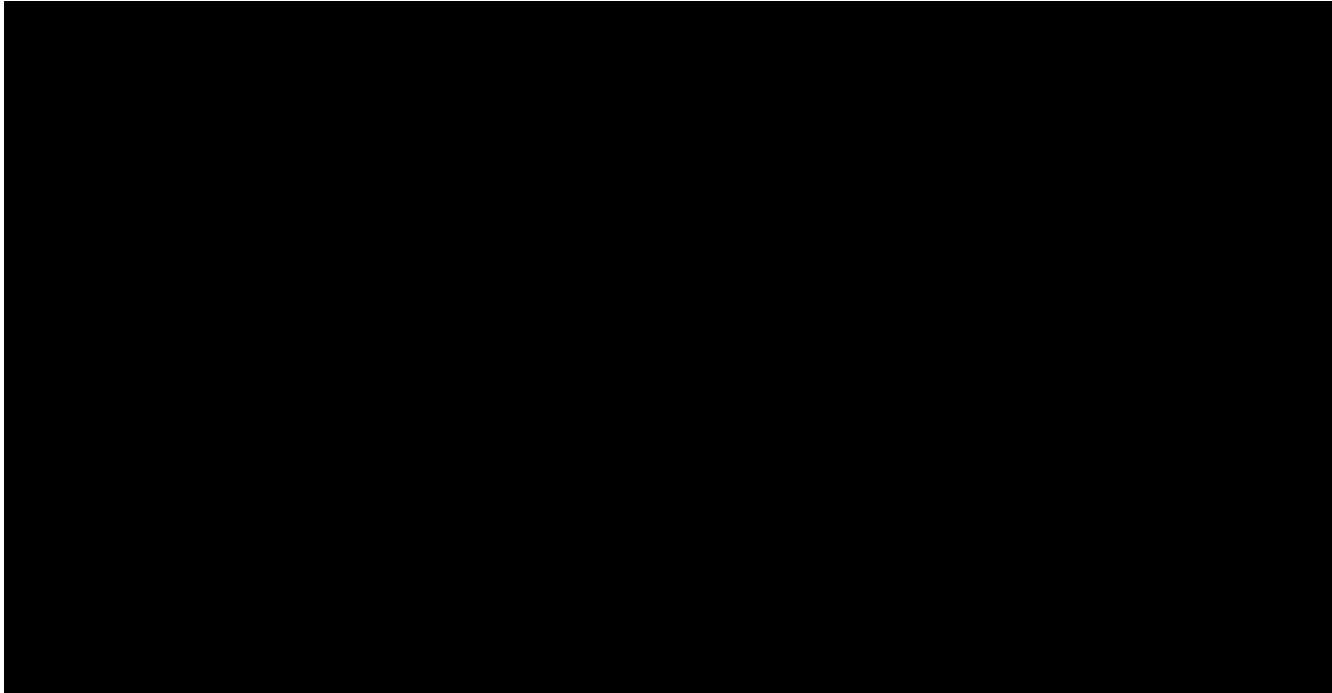


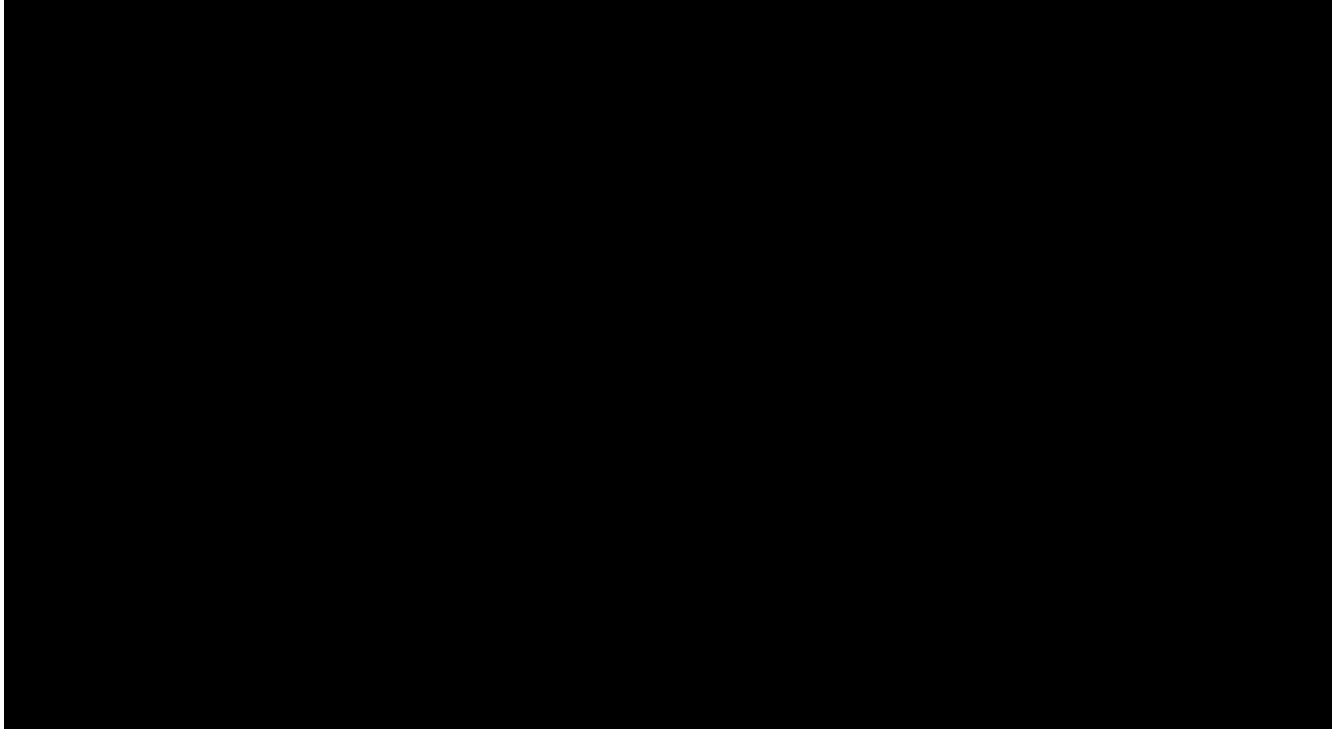




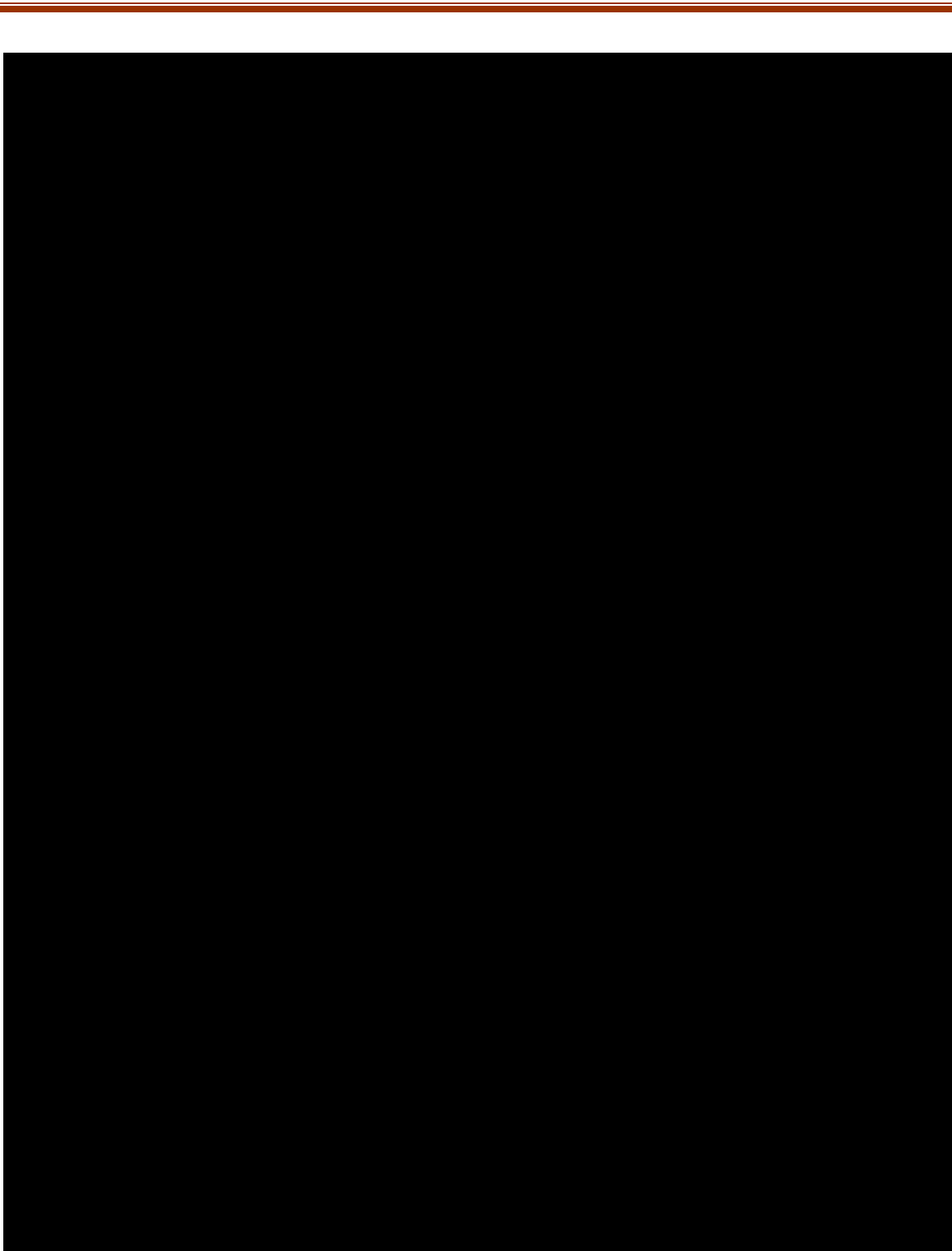


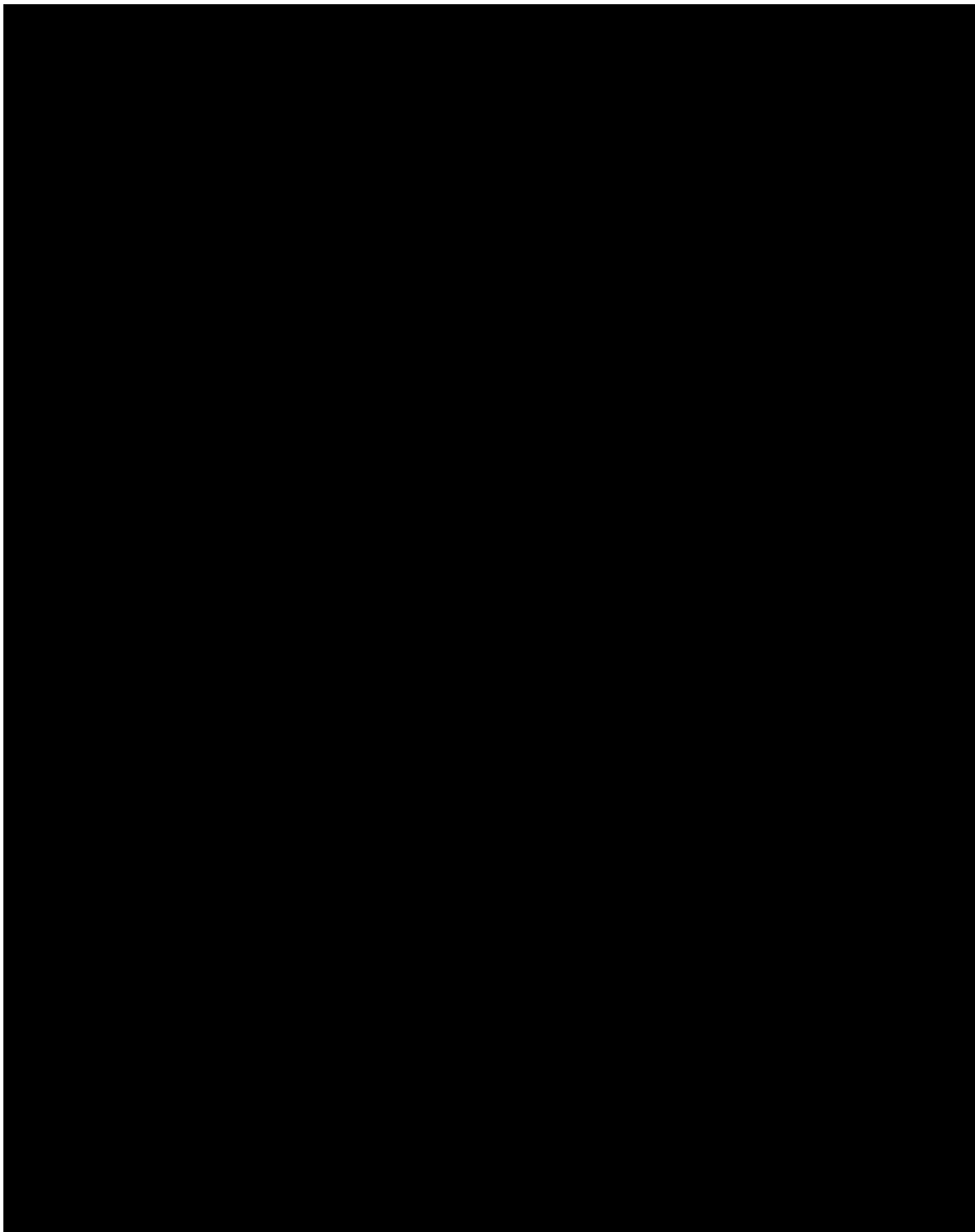


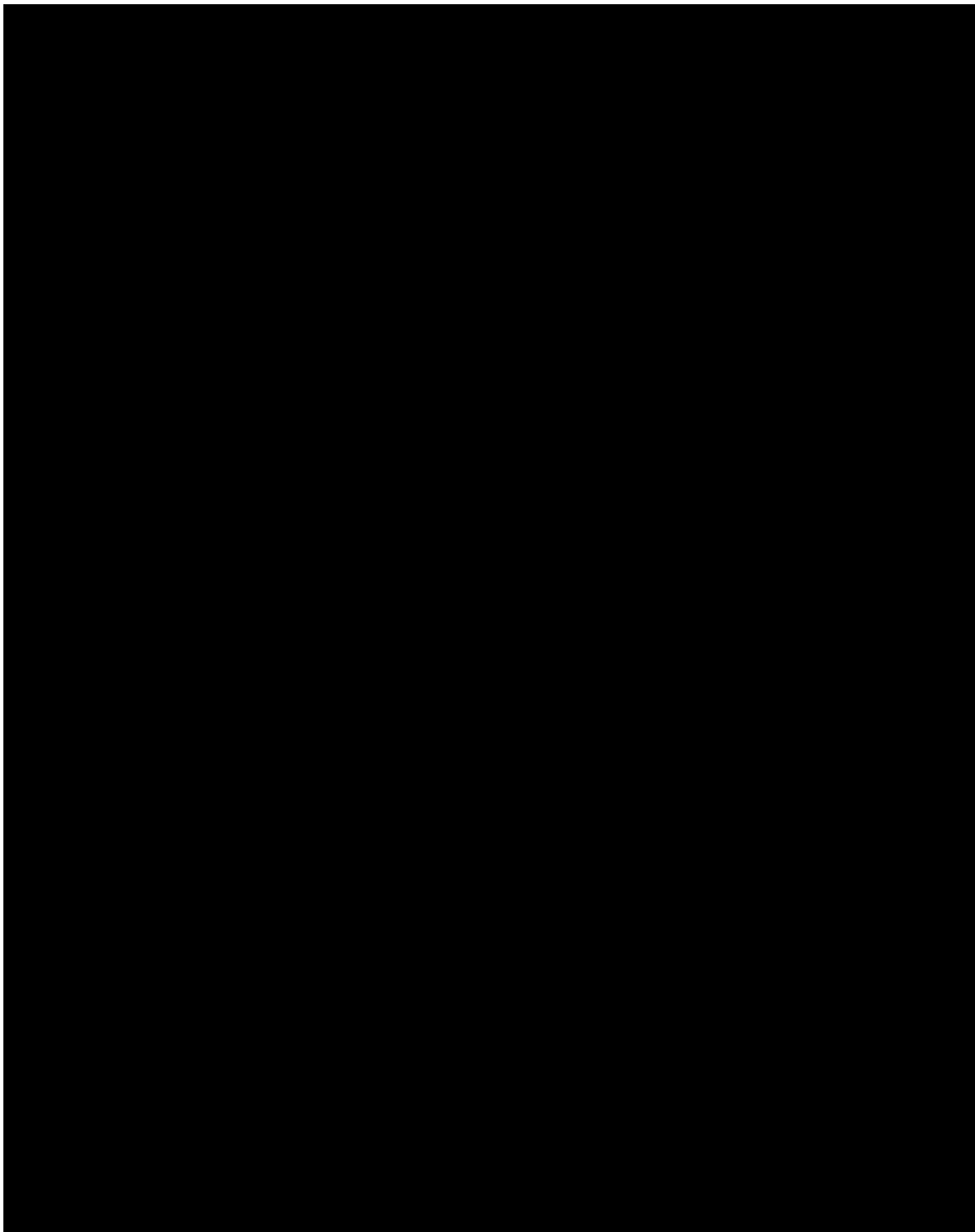


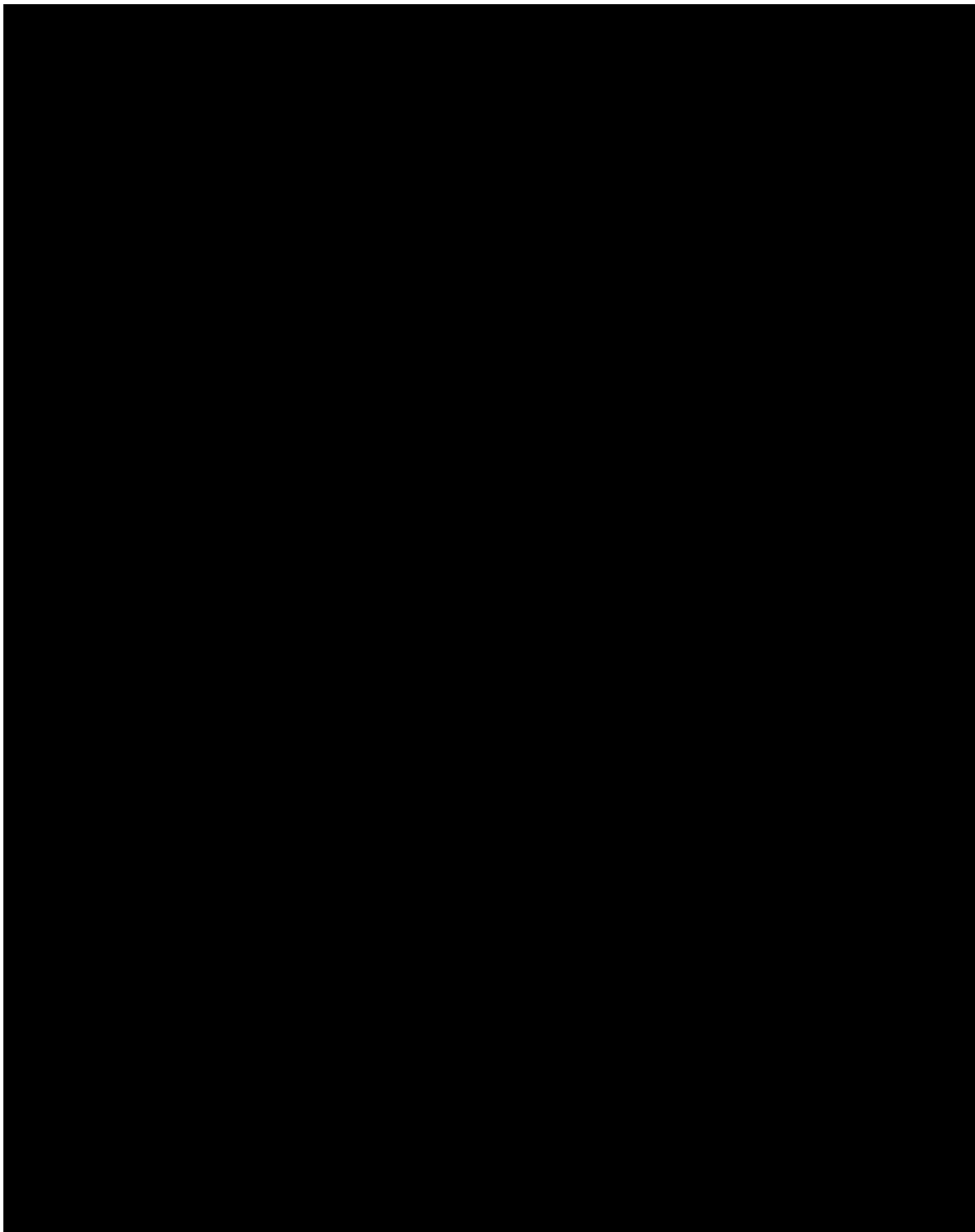


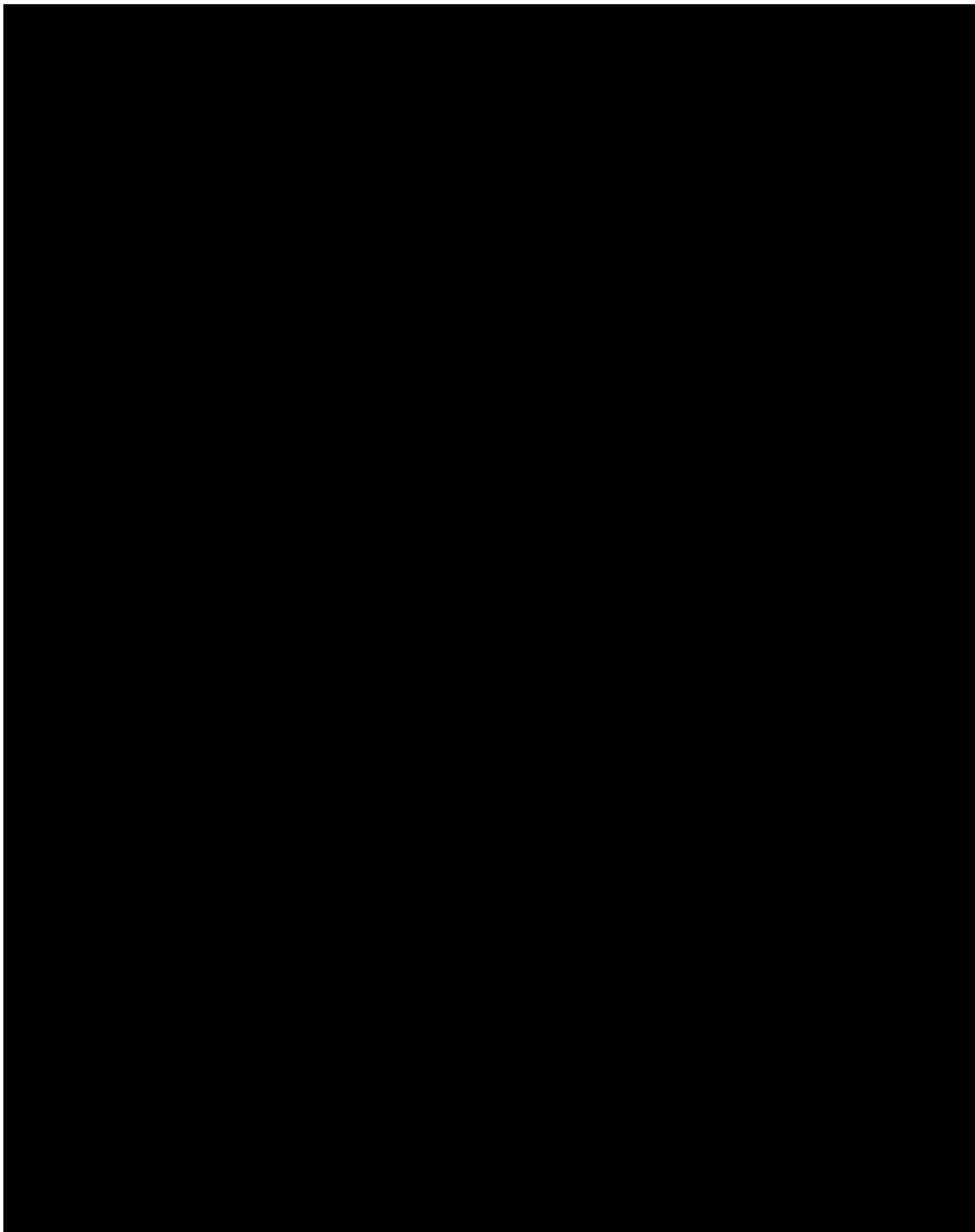
ATTACHMENT C: 2009-10 Housing &  
Community Development Project Workbook

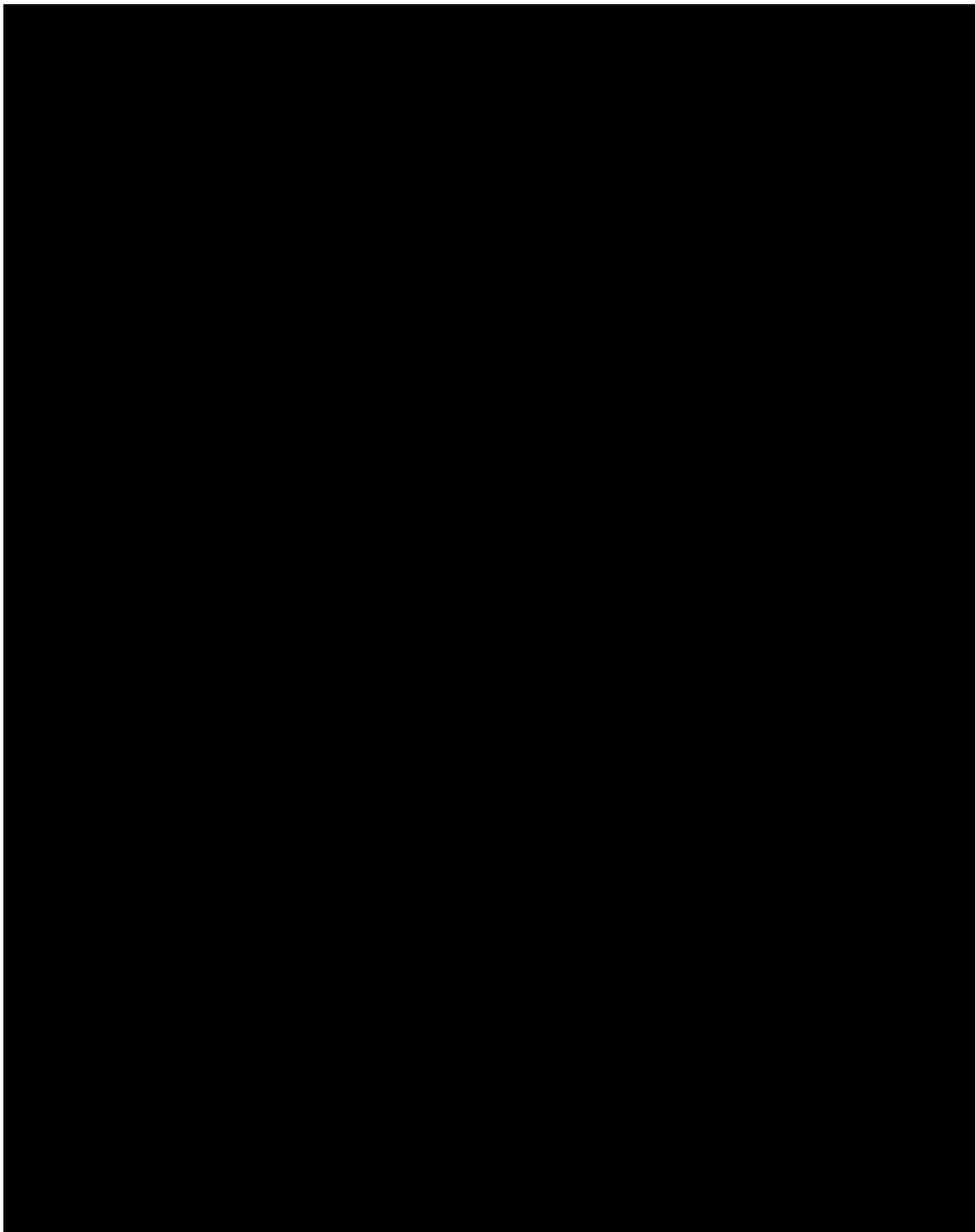


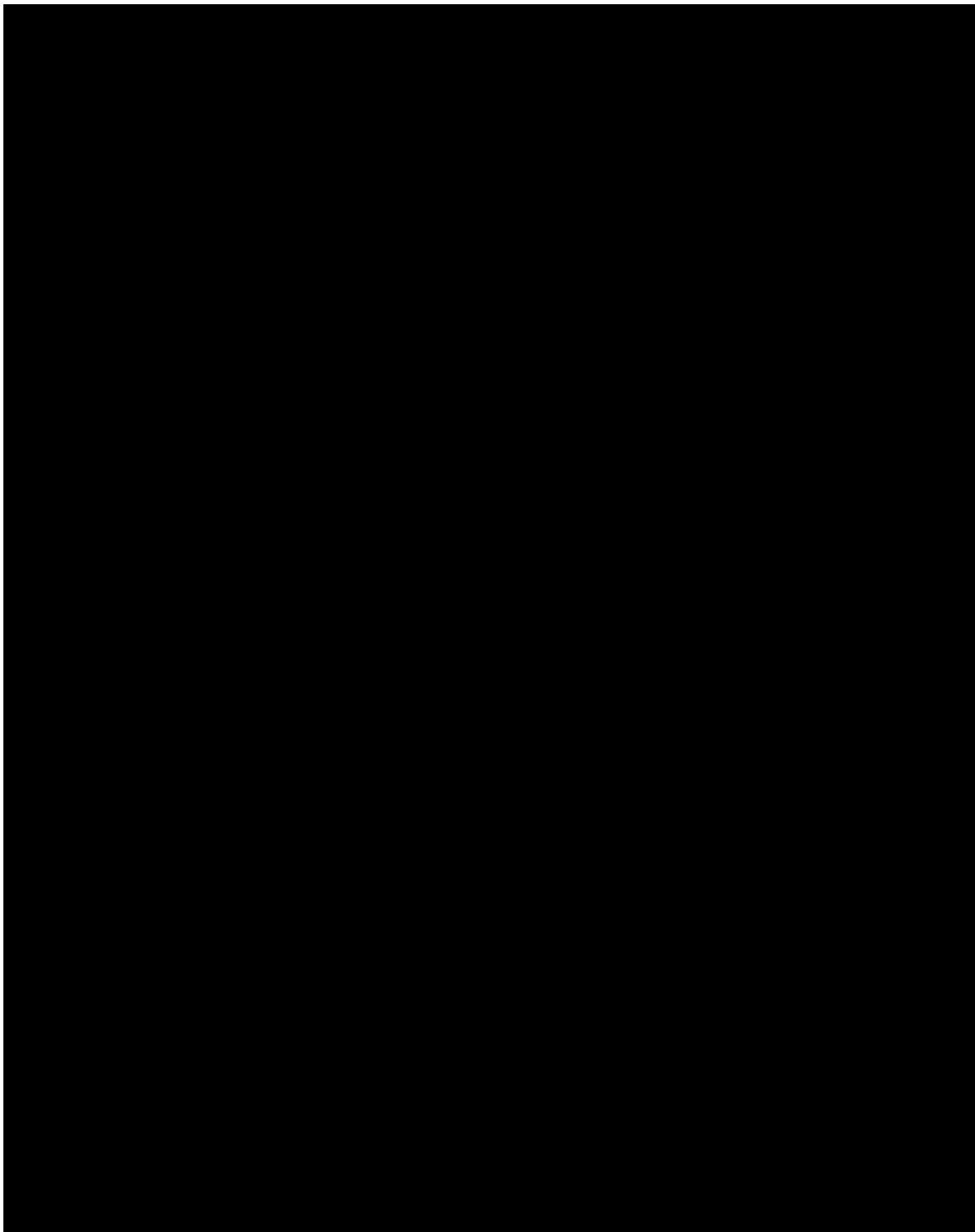


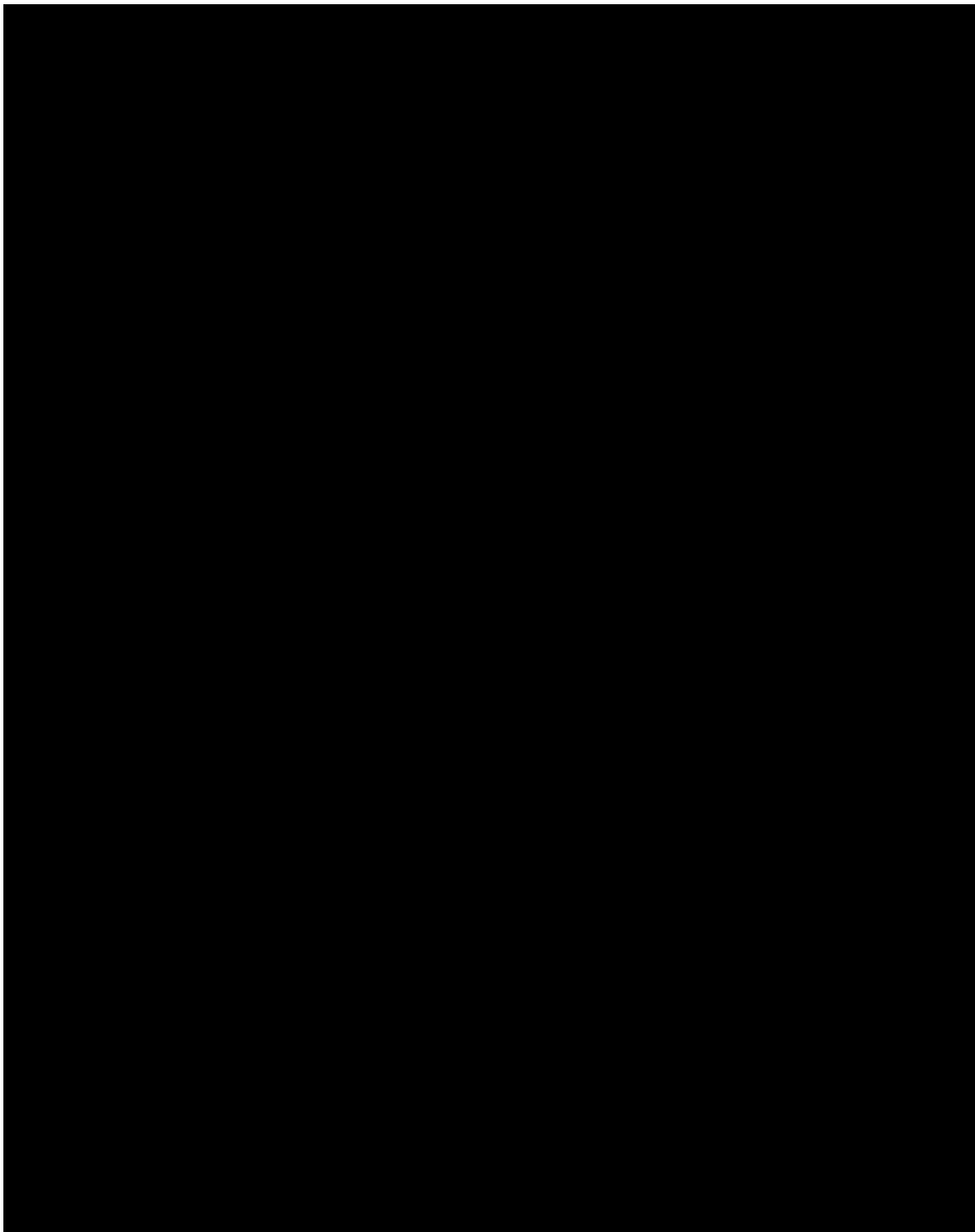


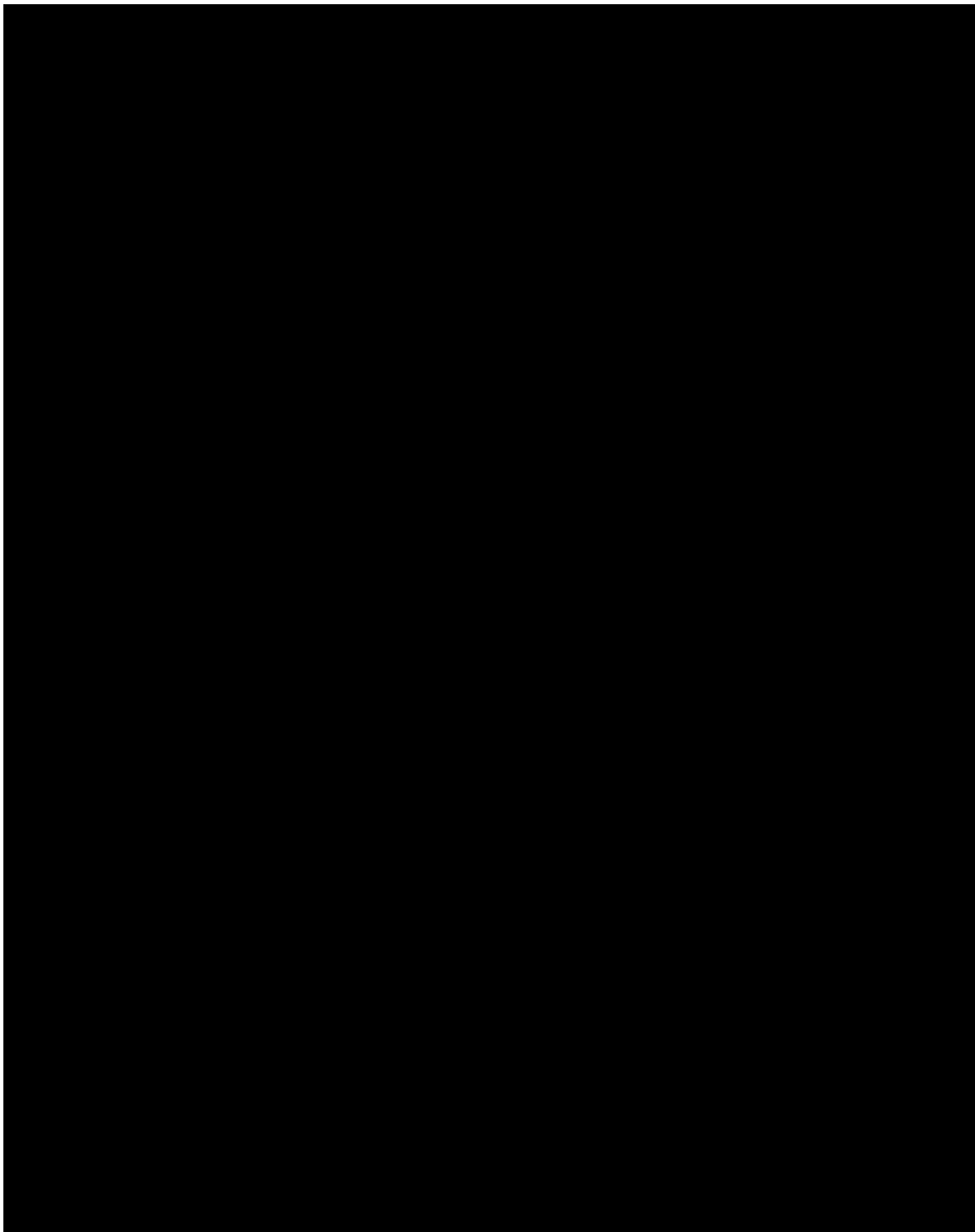


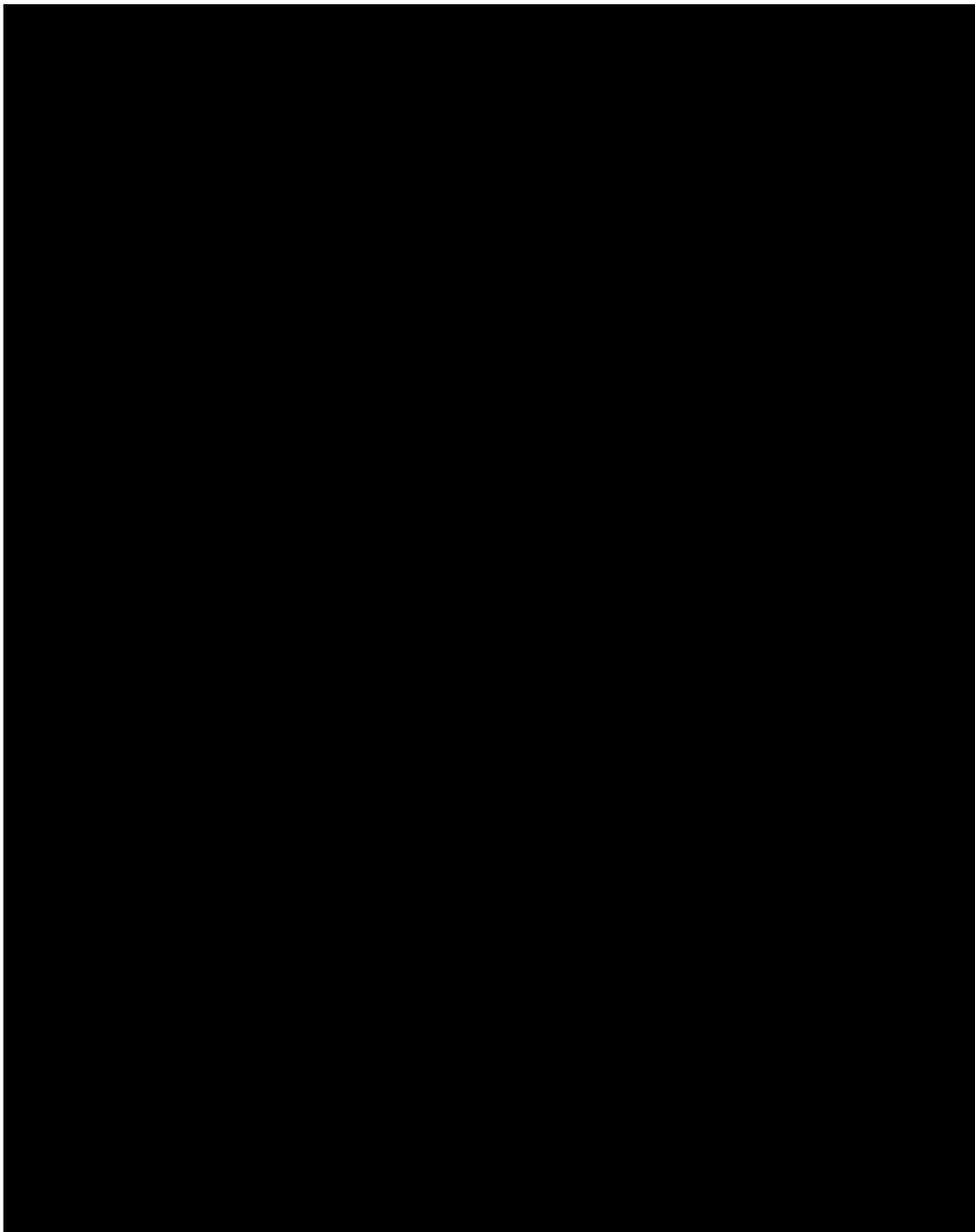


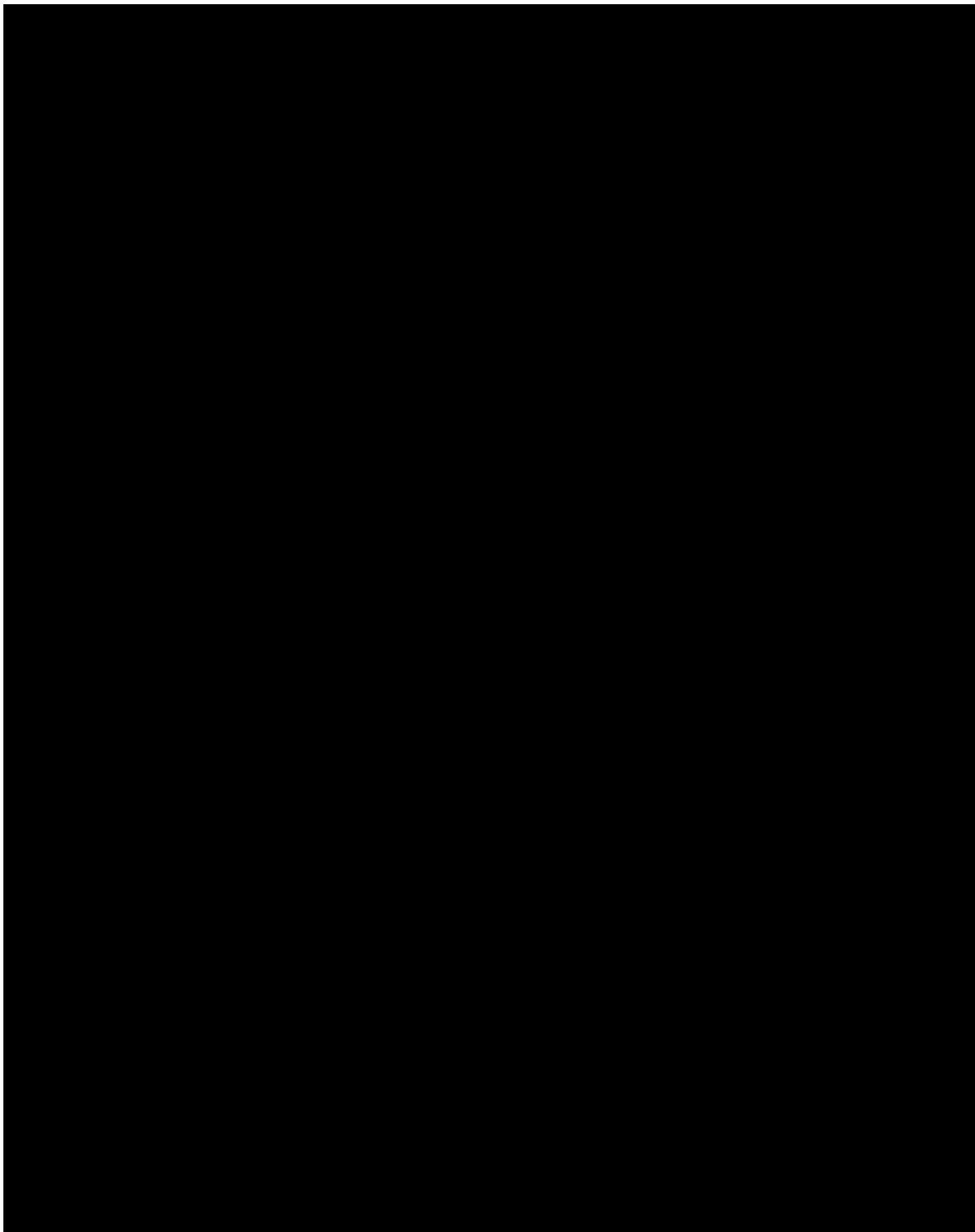


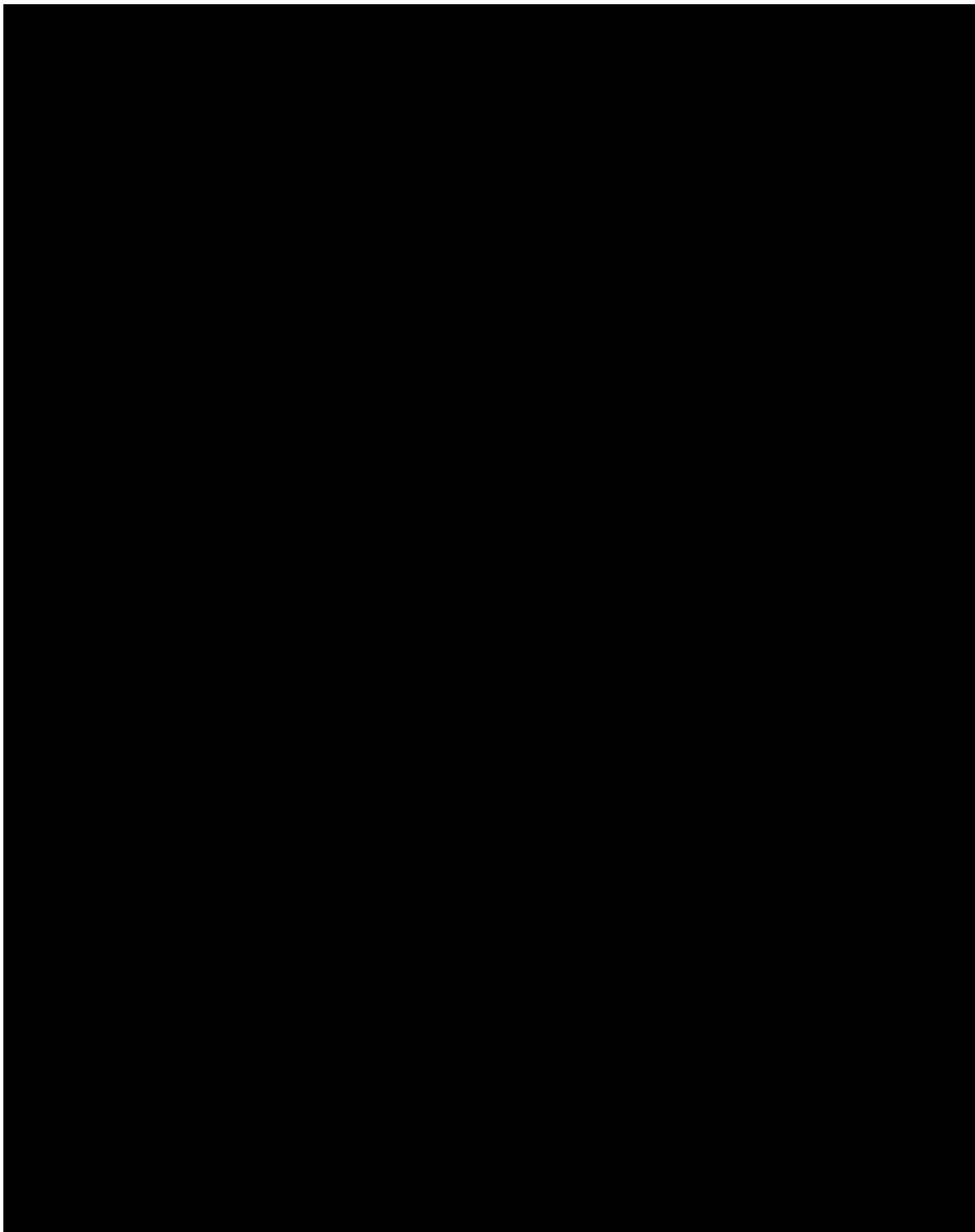












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ATTACHMENT D: HUD 424 & Certification  
Forms



# SF 424

The SF 424 is part of the CPMP Annual Action Plan. SF 424 form fields are included in this document. Grantee information is linked from the 1CPMP.xls document of the CPMP tool.

## SF 424

Complete the fillable fields (blue cells) in the table below. The other items are pre-filled with values from the Grantee Information Worksheet.

Date Submitted	Applicant Identifier	Type of Submission	
Date Received by state	State Identifier	Application	Pre-application
Date Received by HUD	Federal Identifier	<input checked="" type="checkbox"/> Construction	<input type="checkbox"/> Construction
		<input type="checkbox"/> Non Construction	<input type="checkbox"/> Non Construction
<b>Applicant Information</b>			
Jurisdiction		MI269161 WASHTENAW COUNTY	
110 N. Fourth Ave. Suite 300		DUNS: 02-01-11969	
PO Box 8645		Washtenaw County Government	
Ann Arbor	Michigan	Office of Community Development	
48107-8645	U.S.A.	0	
<b>Employer Identification Number (EIN):</b>		Washtenaw County	
38-6004894		Program Year Start Date: 7/1/08	
<b>Applicant Type:</b>		<b>Specify Other Type if necessary:</b>	
Local Government: County		Specify Other Type	
<b>Program Funding</b>		<b>U.S. Department of Housing and Urban Development</b>	
Catalogue of Federal Domestic Assistance Numbers; Descriptive Title of Applicant Project(s); Areas Affected by Project(s) (cities, Counties, localities etc.); Estimated Funding			
<b>Community Development Block Grant</b>		14.218 Entitlement Grant	
CDBG Project Titles OWNER-OCCUPIED HOUSING REHABILITATION PUBLIC/ HUMAN SERVICES RENTAL CODE ENFORCEMENT PUBLIC IMPROVEMENTS ADMINISTRATION		Description of Areas Affected by CDBG Project(s)  WASHTENAW URBAN COUNTY JURISDICTIONS	
\$CDBG Grant Amount	\$Additional HUD Grant(s) Leveraged	Describe	
\$2,220,376			
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$1,458,685			
\$Anticipated Program Income \$10,000		Other (Describe)	
Total Funds Leveraged for CDBG-based Project(s): \$1,468,685			
<b>Home Investment Partnerships Program</b>		14.239 HOME	
HOME Project Titles CHDO RESERVE- HOMEOWNER CHDO OPERATING OWNER-OCCUPIED REHABILITATION DOWN PAYMENT ASSISTANCE HOMEOWNERSHIP ASSISTANCE ADMINISTRATION		Description of Areas Affected by HOME Project(s)  WASHTENAW URBAN COUNTY JURISDICTIONS	
\$HOME Grant Amount	\$Additional HUD Grant(s) Leveraged	Describe	
\$1,685,812			

\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds: \$286,000+ PRIVATE FINANCING TBD		\$Grantee Funds Leveraged	
\$Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for HOME-based Project(s) \$286,000 + PRIVATE FINANCING TBD			
<b>Housing Opportunities for People with AIDS: N/A</b>		14.241 HOPWA	
HOPWA Project Titles N/A		Description of Areas Affected by HOPWA Project(s)	
\$HOPWA Grant Amount	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for HOPWA-based Project(s)			
<b>Emergency Shelter Grants Program N/A</b>		14.231 ESG	
ESG Project Titles		Description of Areas Affected by ESG Project(s)	
\$ESG Grant Amount	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for ESG-based Project(s)			
Congressional Districts of:		Is application subject to review by state Executive Order 12372 Process?	
Applicant Districts: 7 &15 Districts	Project Districts:7&15		
Is the applicant delinquent on any federal debt? If "Yes" please include an additional document explaining the situation.		<input type="checkbox"/> Yes	This application was made available to the state EO 12372 process for review on DATE
		<input checked="" type="checkbox"/> No	Program is not covered by EO 12372
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Program has not been selected by the state for review
Person to be contacted regarding this application			
Damon	E.	Thompson	
Operations Manager	734-622-9015	734-622-9022	
thompsonde@ewashtenaw.org	www.ewashtenaw.org	Mary Jo Callan: 734-622-9005	
Signature of Authorized Representative		Date Signed	



# CPMP Non-State Grantee Certifications

Many elements of this document may be completed electronically, however a signature must be manually applied and the document must be submitted in paper form to the Field Office.

- This certification does not apply.  
 This certification is applicable.

## NON-STATE GOVERNMENT CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

**Drug Free Workplace** -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about –
  - a. The dangers of drug abuse in the workplace;
  - b. The grantee's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will –
  - a. Abide by the terms of the statement; and
  - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted –
  - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

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**Anti-Lobbying** -- To the best of the jurisdiction's knowledge and belief:

8. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
9. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
10. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

5/19/09

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Signature/Authorized Official

Date

Robert E. Guenzel

Name

County Administrator

Title

220 N. Main Street, PO Box 8645

Address

Ann Arbor, MI 48107-8645

City/State/Zip

734-222-6782

Telephone Number

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- |   |
|---|
| <input type="checkbox"/> This certification does not apply.           |
| <input checked="" type="checkbox"/> This certification is applicable. |

### Specific CDBG Certifications

The Entitlement Community certifies that:

**Citizen Participation --** It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan --** Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

**Following a Plan --** It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

**Use of Funds --** It has complied with the following criteria:

11. Maximum Feasible Priority - With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
12. Overall Benefit - The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2008, 2009, 2010, (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
13. Special Assessments - It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force --** It has adopted and is enforcing:

14. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
15. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

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**Compliance With Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of part 35, subparts A, B, J, K and R, of title 24;

**Compliance with Laws** -- It will comply with applicable laws.

5/19/09

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Signature/Authorized Official

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**OPTIONAL CERTIFICATION  
CDBG**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities, which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

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Signature/Authorized Official

Date

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- 
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- This certification does not apply.  
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### Specific HOME Certifications

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

**Eligible Activities and Costs** -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

**Appropriate Financial Assistance** -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

5/19/09

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### HOPWA Certifications

The HOPWA grantee certifies that:

**Activities** -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

**Building** -- Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

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Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

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| <input checked="" type="checkbox"/> This certification does not apply.<br><input type="checkbox"/> This certification is applicable. |
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### ESG Certifications

I, \_\_\_\_\_, Chief Executive Officer of **Error! Not a valid link.**, certify that the local government will ensure the provision of the matching supplemental funds required by the regulation at 24 *CFR* 576.51. I have attached to this certification a description of the sources and amounts of such supplemental funds.

I further certify that the local government will comply with:

1. The requirements of 24 *CFR* 576.53 concerning the continued use of buildings for which Emergency Shelter Grants are used for rehabilitation or conversion of buildings for use as emergency shelters for the homeless; or when funds are used solely for operating costs or essential services.
2. The building standards requirement of 24 *CFR* 576.55.
3. The requirements of 24 *CFR* 576.56, concerning assurances on services and other assistance to the homeless.
4. The requirements of 24 *CFR* 576.57, other appropriate provisions of 24 *CFR* Part 576, and other applicable federal laws concerning nondiscrimination and equal opportunity.
5. The requirements of 24 *CFR* 576.59(b) concerning the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
6. The requirement of 24 *CFR* 576.59 concerning minimizing the displacement of persons as a result of a project assisted with these funds.
7. The requirements of 24 *CFR* Part 24 concerning the Drug Free Workplace Act of 1988.
8. The requirements of 24 *CFR* 576.56(a) and 576.65(b) that grantees develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted with ESG funds and that the address or location of any family violence shelter project will not be made public, except with written authorization of the person or persons responsible for the operation of such shelter.
9. The requirement that recipients involve themselves, to the maximum extent practicable and where appropriate, homeless individuals and families in policymaking, renovating, maintaining, and operating facilities assisted under the ESG program, and in providing services for occupants of these facilities as provided by 24 *CFR* 76.56.
10. The requirements of 24 *CFR* 576.57(e) dealing with the provisions of, and regulations and procedures applicable with respect to the environmental review responsibilities under the National Environmental Policy Act of 1969 and related

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authorities as specified in 24 *CFR* Part 58.

11. The requirements of 24 *CFR* 576.21(a)(4) providing that the funding of homeless prevention activities for families that have received eviction notices or notices of termination of utility services will meet the requirements that: (A) the inability of the family to make the required payments must be the result of a sudden reduction in income; (B) the assistance must be necessary to avoid eviction of the family or termination of the services to the family; (C) there must be a reasonable prospect that the family will be able to resume payments within a reasonable period of time; and (D) the assistance must not supplant funding for preexisting homeless prevention activities from any other source.
12. The new requirement of the McKinney-Vento Act (42 *USC* 11362) to develop and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons. I further understand that state and local governments are primarily responsible for the care of these individuals, and that ESG funds are not to be used to assist such persons in place of state and local resources.
13. HUD's standards for participation in a local Homeless Management Information System (HMIS) and the collection and reporting of client-level information.

I further certify that the submission of a completed and approved Consolidated Plan with its certifications, which act as the application for an Emergency Shelter Grant, is authorized under state and/or local law, and that the local government possesses legal authority to carry out grant activities in accordance with the applicable laws and regulations of the U. S. Department of Housing and Urban Development.

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Signature/Authorized Official

Date

Name

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## APPENDIX TO CERTIFICATIONS

### Instructions Concerning Lobbying and Drug-Free Workplace Requirements

#### Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance (Street address, city, county, state, zip code) Check if there are workplaces on file that are not identified here. The certification with regard to the drug-free workplace is required by 24 CFR part 21.

Place Name	Street	City	County	State	Zip
Washtenaw County Community Development	110 N. Fourth Avenue, Suite 300	Ann Arbor	Washtenaw	MI	48107
Michigan Ability Partners	3810 Packard Rd., Suite 200	Ann Arbor	Washtenaw	MI	48108
Child Care Network	2385 S. Huron Pkwy. Ste 2N	Ann Arbor	Washtenaw	MI	48104
Northfield's Human Services	9191 Main Street	Whitmore Lake	Washtenaw	MI	48189
Housing Bureau for Seniors	2401 Plymouth Rd, C	Ann Arbor	Washtenaw	MI	48105
Ypsilanti Meals on Wheels	1110 W. Cross Street	Ypsilanti	Washtenaw	MI	48197
Ypsilanti Charter Township	7200 S. Huron River Dr.	Ypsilanti	Washtenaw	MI	48197
Community Housing Alternatives	1851 Washtenaw Ave.	Ypsilanti	Washtenaw	MI	48197

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules: "Controlled substance" means a controlled substance in

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Schedules I through V of the Controlled

Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15); "Conviction" means a finding of guilt (including a plea of *nolo contendere*) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes; "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance; "Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including:

- a. All "direct charge" employees;
- b. all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and
- c. temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Note that by signing these certifications, certain documents must be completed, in use, and on file for verification. These documents include:

1. Analysis of Impediments to Fair Housing
2. Citizen Participation Plan
3. Anti-displacement and Relocation Plan

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