



# **WASHTENAW URBAN COUNTY**

**CONSOLIDATED STRATEGY AND PLAN**

**FY 2008 ONE-YEAR ACTION PLAN**

July 1, 2008 through June 30, 2009

## **FINAL DRAFT**

Urban County Executive Committee Approval: 4/22/08  
Washtenaw County Board of Commissioners Approval: 5/7/08



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# First Program Year Action Plan

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**

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

#### **Program Year 1 Action Plan Executive Summary:**

The Washtenaw Urban County Annual Plan summarizes the 2008-09 annual goals and objectives for the Community Development Block Grant (CDBG), Home Investment Partnerships Program (HOME), and American Dream Down Payment Initiative (ADDI) funding that comes to the County from the U.S. Department of Housing & Urban Development for the jurisdictions currently participating in the Urban County. The Washtenaw Urban County is comprised of Ypsilanti Charter Township, Pittsfield Charter Township, Ann Arbor Charter Township, Bridgewater Township, Salem Township, Superior Charter Township, the City of Ypsilanti, 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. 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- and moderate-income households.
- To increase homeownership opportunities for low- and moderate-income households.
- To increase homeowner rehabilitation opportunities for low- and moderate-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- 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- and moderate-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 2007-08 Annual Plan covers the period from July 1, 2008 through June 30, 2009 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, barriers, and information about the American Dream Down Payment Initiative.

### **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.

## **HUD OBJECTIVES AND OUTCOMES**

The specific local objectives for the period July 1, 2008- June 30, 2009 are listed below, and are listed in terms of HUD's new performance measurement system. The number of units, households and individuals served are based on HUD CDBG and HOME-funded activities. Note: All specific objectives 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).

**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 Township Community Center, the Ypsilanti City Pool, 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):** 20 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).

**EVALUATION OF PAST PERFORMANCE**

While most of the Urban County programs are making substantial progress, three project areas are somewhat behind schedule in the expenditure of funding. First, in the process of reorganizing the City of Ann Arbor/ Washtenaw County Office of Community Development, the County has fallen somewhat behind schedule in its completion of the CDBG and HOME owner-occupied rehabilitation projects. Throughout the program year, the Office of Community Development will work to improve its rehabilitation program.

Second, the Community Housing Alternatives, the Homeplace Community Land Trust, and Habitat for Humanity HOME Homeownership Assistance projects are all behind schedule in the acquisition, rehabilitation and resale or new construction of affordable homeownership units to lower-income homebuyers. These three organizations are all relative beginners in the use of HOME funding for housing development, and they will continue to work this year to develop their production capacity.

Last, and also due to the continuing reorganization of the joint City/County programming, the Office of Community Development is somewhat behind in its identification of projects in one of the new Urban County jurisdictions. Therefore, additional activities will take place this year to plan activities in York Township.

## General Questions

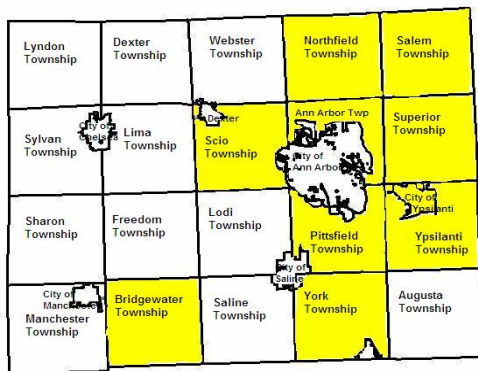
1. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate 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 1 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—and the City of Ypsilanti comprise the Urban County. Together, they accounted for approximately 48% of the total county population (115,711) in 2000.

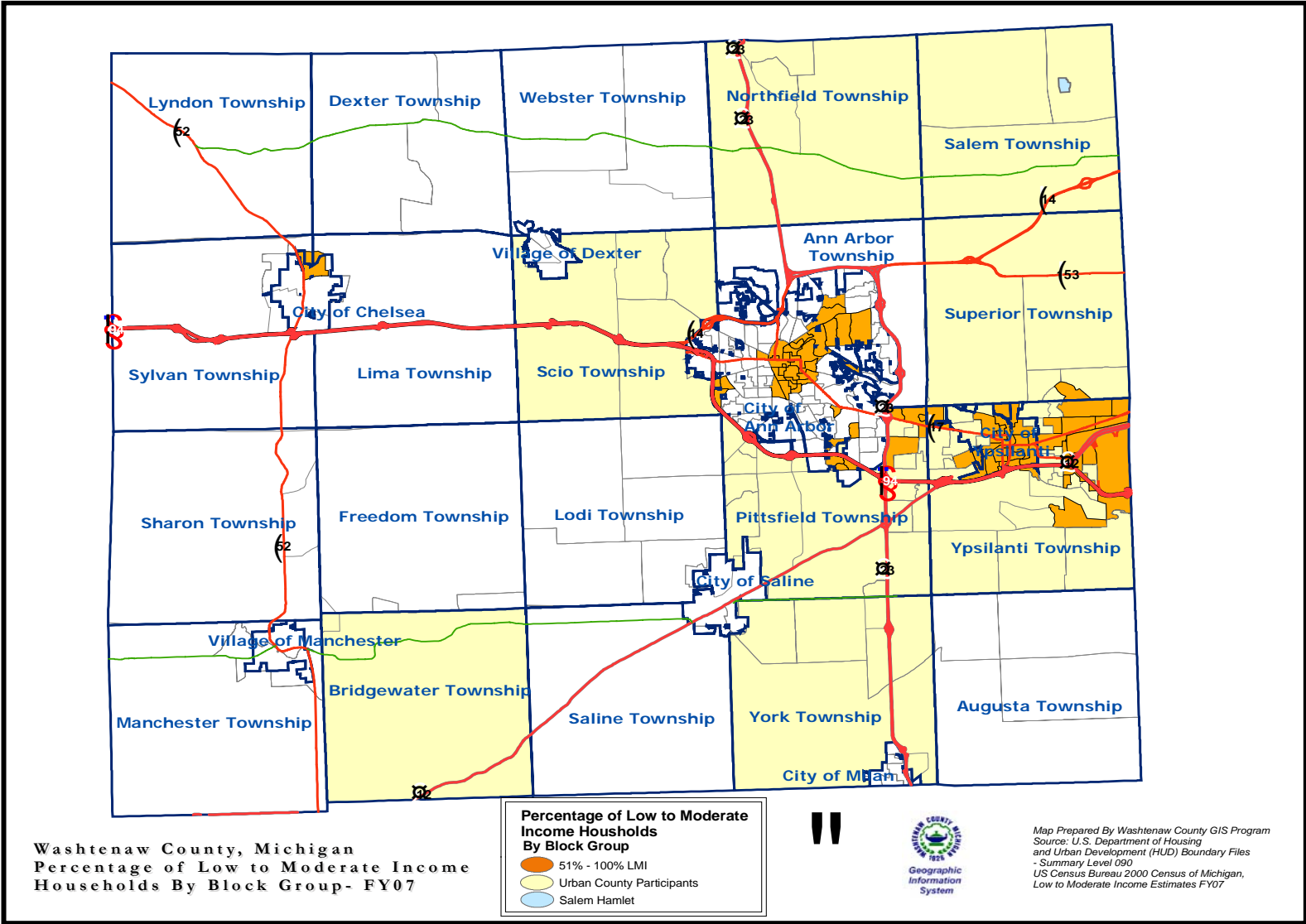


##### ***2008- 2013 Urban County***

The Urban County encompasses both rural and urban areas. The majority of the population for Ann Arbor, Northfield, Pittsfield, Scio, Superior and 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 is entirely urban.

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

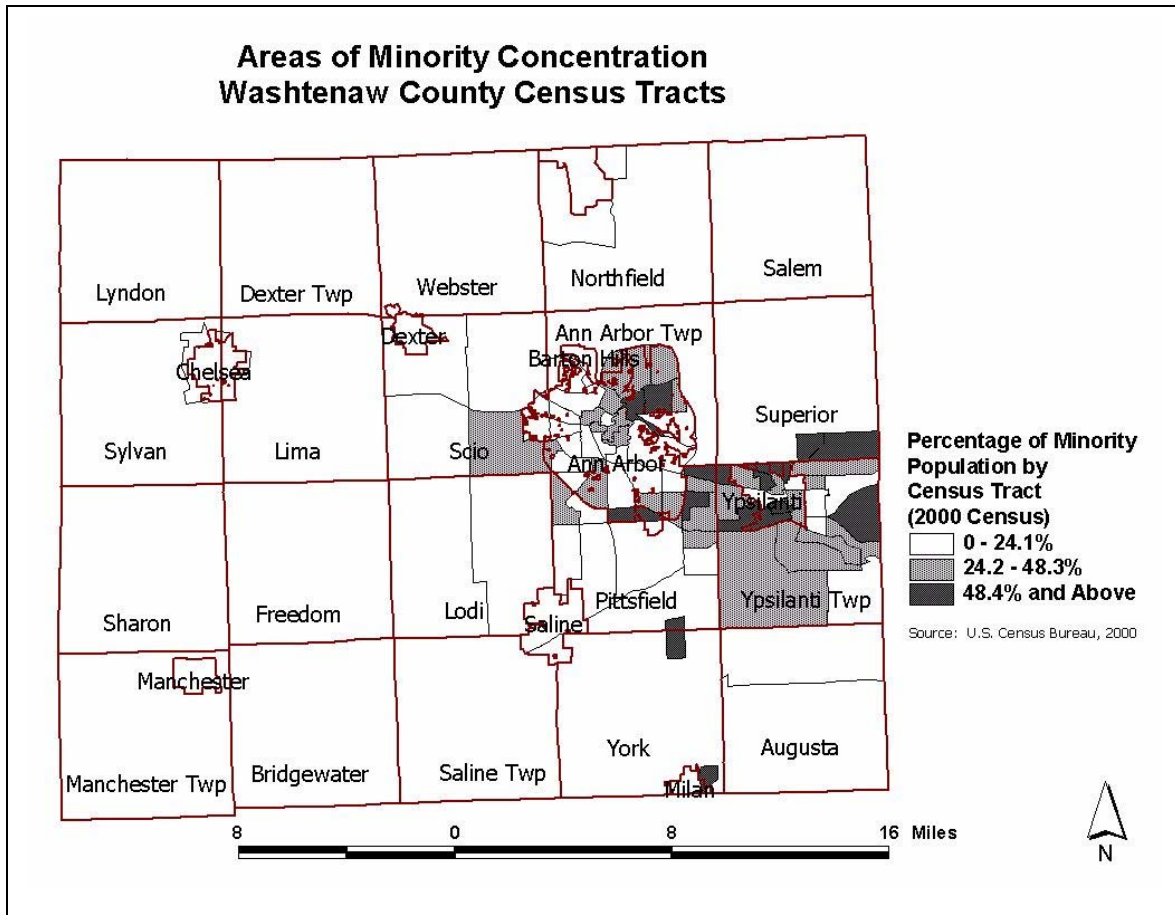
The Urban County housing and community development activities will be conducted throughout the Urban County, and will not generally be restricted to certain areas. However, neighborhoods with high concentrations of low-income households may be prioritized for owner-occupied rehabilitation, public services, public improvement, and/or homeownership assistance projects. These neighborhoods generally include areas with older housing stock and concentrations of rental units. The maps on the following pages show areas within the Urban County that have a higher than 51% concentration of Low-income households. **Note:** Salem 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 countywide average (48.4% minority). Third, the black areas indicate a minority concentration that is at least double the countywide 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, community development, 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 bylaws include a formula that guides the distribution of projects over each three-year qualification period, taking into account such factors as poverty, overcrowding, overall population, etc. 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.

### **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 2008, Washtenaw County will support the federal programs with \$72,000 in general fund support and approximately \$140,000 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. 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.

#### **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 Fair Housing Center of Southeastern Michigan recently completed the first Urban County Analysis of Impediments to Fair Housing Choice, which included only the initial members of the Urban County and the former HOME Consortium areas. The final report is currently available on the Washtenaw County Office of Community Development website at the following link:

[http://www.ewashtenaw.org/government/departments/community\\_development/plans\\_reports\\_data](http://www.ewashtenaw.org/government/departments/community_development/plans_reports_data)

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 Consolidated Strategy and Plan to improve access to fair housing choice within the Urban County boundaries.

In addition to the implementation of these strategies, the County will continue to provide General Funding support 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;
- Washtenaw County's on-going support of housing non-profits that work to add to affordable housing stock;
- Washtenaw County's support of agencies which provide services to low-income households; and
- The County'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 American Dream Down Payment Initiative (ADDI) to accomplish the specific objectives and outcomes in this annual plan. In addition, the County will contribute approximately \$200,000 in general fund and HOME match resources (\$138,272) to meet the HOME program requirements and facilitate the development of affordable housing projects. However, the County<sup>1</sup> and City of Ann Arbor leverage 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, CDBG, and ADDI follow below.

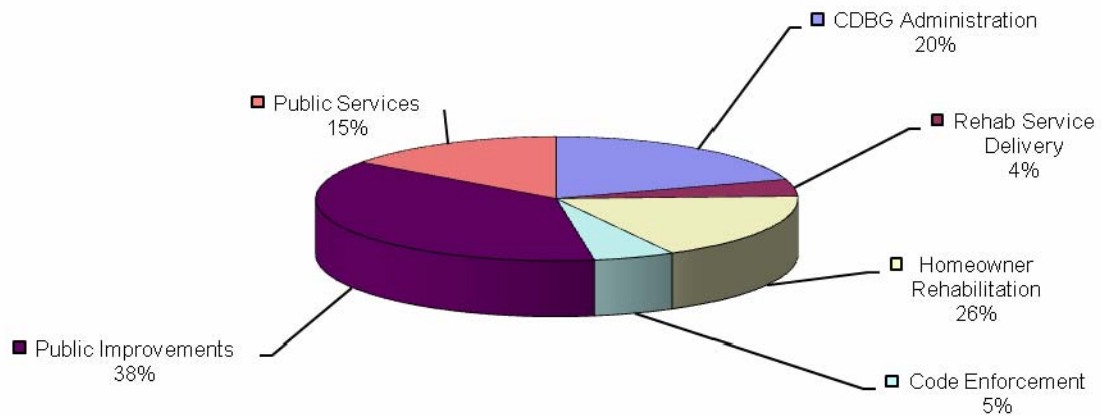
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<sup>1</sup> More information about the wide range of resources and programs available through Washtenaw County can be found in the Washtenaw County Annual Budget here:  
[http://www.ewashtenaw.org/government/administrator/2008\\_2009\\_planning\\_process/recommended\\_budget.html](http://www.ewashtenaw.org/government/administrator/2008_2009_planning_process/recommended_budget.html)

## CDBG BUDGET

Funding Category	FY 2008/09 Allocation	Projected Residuals	Projected Program Income	Totals
CDBG Administration	\$227,226	\$120,000	\$0	\$347,226
Rehab Service Delivery	\$50,000	\$15,000	\$0	\$65,000
Homeowner Rehabilitation	\$200,000	\$30,000	\$10,000	\$240,000
Code Enforcement	\$62,000	\$0	\$0	\$62,000
Public Improvements	\$426,486	\$0	\$0	\$426,486
Public Services	<u>\$170,419</u>	<u>\$0</u>	<u>\$0</u>	<u>\$170,419</u>
<b>CDBG Total</b>	<b><u>\$1,136,131</u></b>	<b><u>\$165,000</u></b>	<b><u>\$10,000</u></b>	<b><u>\$1,311,131</u></b>

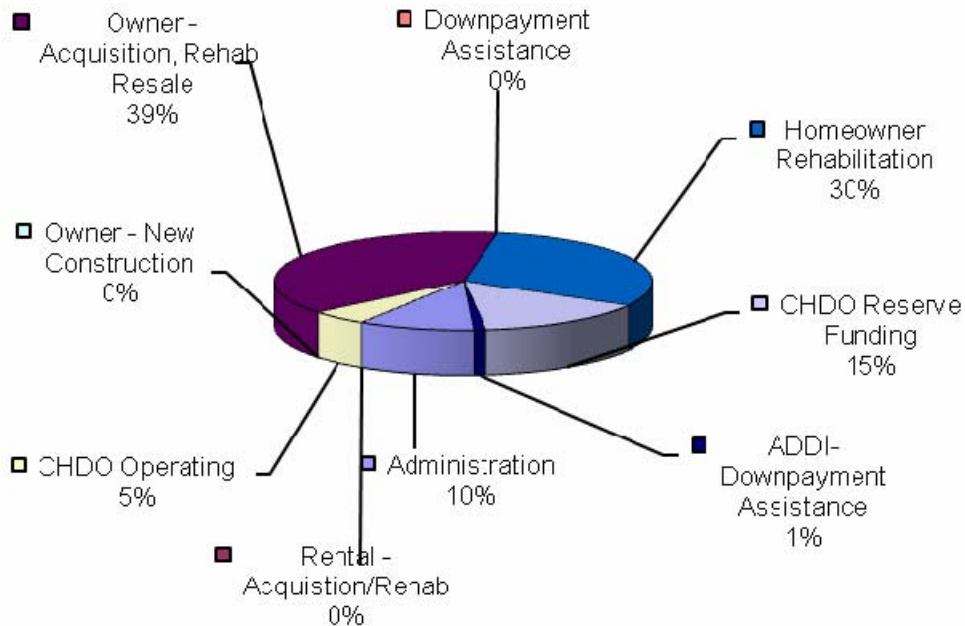
### Proposed Allocations For FY 2008-09 CDBG Budget \$1,136,131



## HOME/ADDI BUDGET

Funding Category	FY 2008/09 Allocation	Projected Residuals	Projected Program Income	Totals
Administration	\$65,068	\$30,000	\$0	\$95,068
Rental - Acquisition/Rehab	\$0	\$63,163	\$0	\$63,163
CHDO Operating	\$32,534	\$0	\$0	\$32,534
Owner - New Construction	\$0	\$50,000	\$0	\$50,000
Owner - Acquisition, Rehab, Resale	\$255,483	\$0	\$0	\$255,483
Downpayment Assistance	\$0	\$200,000	\$0	\$200,000
Homeowner Rehabilitation	\$200,000	\$150,000	\$10,000	\$360,000
CHDO Reserve Funding	\$97,604	\$100,000	\$0	\$197,604
ADDI- Downpayment Assistance	\$6,778	\$0	\$0	\$6,778
<b>HOME Total</b>	<b><u>\$657,467</u></b>	<b><u>\$593,163</u></b>	<b><u>\$10,000</u></b>	<b><u>\$1,260,630</u></b>

**Proposed Allocations For FY 2008-09  
HOME/ADDI Budget \$657,467**



## **Managing the Process**

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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 1 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 joint Washtenaw County/ City of Ann Arbor Office of Community Development (OCD). Washtenaw County includes the City of Ann Arbor, which does not currently participate in the Urban County, since it is already an Entitlement Community and Participating Jurisdiction. 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 eleven 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 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 ADDI projects are implemented successfully. First, since the City of Ann Arbor and Washtenaw County Community Development programs are located together at the OCD, the owner-occupied housing rehabilitation program has been combined. So, as of late 2007, the City of Ann Arbor and County rehabilitation staff have been working together to develop a program that meets the needs of Ann Arbor and Urban County residents. This transition required the development and approval of a new set of program guidelines, which outline the rules and procedures for single-family housing rehabilitation across jurisdictions.

Second, the County works with several Community Housing Development Organizations (CHDOs) to administer projects for the HOME program. Currently, the OCD works with the following CHDOs in the Urban County and City of Ann Arbor: 1) Community Housing Alternatives (special needs rental, down payment assistance, and homeownership assistance); 2) Homeplace Community Land Trust (homeownership assistance); 3) Washtenaw Affordable Housing Corporation (rental housing); 4) Michigan Ability Partners (special needs rental/ permanent supportive housing); and 5) Avalon Housing, Inc. (special needs rental, permanent supportive housing).

Third, the County works with a variety of other nonprofit partners to develop and/or preserve affordable rental and homeownership housing with HOME and/or County Housing Contingency funding, such as the following: 1) Washtenaw Community Health Organization (special needs), 2) Habitat for Humanity (homeownership assistance); 3) Gateway Community & Economic Development Corporation (homeownership); 4) Shelter Association of Washtenaw County (emergency); 5) Alpha House Family Shelter (emergency); 6) SOS Community Services (emergency); 7) Housing Bureau for Seniors (foreclosure prevention); 8) POWER, Inc. (homebuyer education); 9) Rebuilding Together (rehab); etc.

Fourth, the County 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) Neighborhood Senior Services (home maintenance for seniors), 2) Ypsilanti Meals on Wheels (meal delivery); 3) Child Care Network (scholarships); 4) Corner Health Center (youth); 5) Hope Dental Clinic; 6) Housing Bureau for Seniors (outreach); 7) Student Advocacy Center (youth); 8) Northfield's Human Services (door-to-door transportation); and 9) Michigan Ability Partners (payee services).

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

Last, though 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 OCD 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).

## **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 allocation.

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 ADDI 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<sup>nd</sup> 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 member 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.

The OCD sent out an email survey to several hundred local residents, nonprofit representatives, public officials, and other stakeholders on **February 12th, 2008**, in order to collect additional feedback about the strengths and needs of the Urban County Community.

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.

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

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

Washtenaw County 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 County continues to meet on a monthly basis with MSHDA, Local Initiatives Support Corporation (LISC), and the City of Ann Arbor to discuss coordinated plans for technical assistance provision and systems coordination between funding agencies. The goal of these meetings is to communicate better 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 nonprofit housing providers.
- The Office of Community Development plans to negotiate a partnership with the Local Initiatives Support Corporation to provide group technical assistance opportunities and Capacity Mapping for local nonprofit housing providers.

### **Enhancing Intergovernmental Cooperation**

Washtenaw County plans to continue the following seven main initiatives to enhance intergovernmental cooperation during the period July 1, 2008- June 30, 2009:

- In the fall of 2004, Washtenaw County and the City of Ann Arbor combined their community development programs for a new Joint Office of Community Development (OCD). The new Office will continue to work to integrate additional processes, forms, requests for proposals, and their rehabilitation program, with the goal of creating efficiencies and sharing staff expertise across programs.
- The OCD will participate with the Washtenaw County Funding Forum to coordinate & implement a community-wide system of performance measurement/ outcome funding with Pfizer, the Ann Arbor Area Community Foundation, the Knight Foundation, the Washtenaw Community Health Organization, other County departments, and the City of Ann Arbor. This system includes an online application and performance reporting system for human services funding.
- The OCD will partner with the Continuum of Care Board, Human Services Community Collaborative, and Washtenaw Housing Alliance to implement the Washtenaw County Blueprint to End Homelessness.
- Washtenaw County and the City of Ann Arbor will continue to collaborate in program development, CHDO Certification, Monitoring, RFP format, and in funding several housing projects as previously identified.
- The OCD will continue to work with the City and 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 work with the Urban County Executive Committee and the City of Ann Arbor to sign cooperation agreements for the next Urban County qualification period (July 1, 2009- June 30, 2012), so that the City can officially join the Urban County July 1, 2009.

### **Citizen Participation**

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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. \*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

### **Program Year 1 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.

### **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 OCD met with the Urban County member communities to identify potential projects for the 2008 Annual Action Plan.

### **Publication of the Plans**

This year, the consolidated plan update and annual plan were available for public comment beginning on **April 10th, 2008 and ending on May 10th, 2008**. Notice of the availability of the plan was posted in the Ann Arbor News on or before **March 9th, 2008**. The OCD also distributed notice of the availability of this document to Urban County jurisdiction public offices, some Washtenaw County offices, local leaders, the Continuum of Care Board and interested parties, the Ypsilanti Housing Commission, the City of Ann Arbor 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.

### **Public Hearings**

Two public hearings were conducted to produce the Consolidated Plan and the 2008-09 Annual Action Plan. The first was held on **December 18, 2007** from 5:30pm to 6:00pm at the Washtenaw County Library Learning Resource Center, which is centrally located for the Urban County jurisdictions. Notice of this hearing was placed in the Ann Arbor News on or before December 4, 2007. This hearing was titled "The Urban County Needs Assessment 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. However, due to inclement weather, there were no residents in attendance. Therefore, a subsequent email survey was sent out to solicit resident input. The comments from this survey are included below under "Public Comments".

The second public hearing was held on **Thursday, April 10th, 2008** at the same location. Notice of this hearing was posted in the Ann Arbor News on or before March 9<sup>th</sup>, 2008 and sent to several email lists of community members, public officials, and human service providers, and posted on the County's online calendar. This meeting was scheduled to present the draft of the updated consolidated strategy and annual action plan and to obtain public feedback on the plan. However, since no community members were present at this second meeting, the Office of Community Development sent out another email inquiry for comments. Several residents sent email comments or expressed their opinions by telephone over the course of the development of this plan. Those comments will be included with the questions and comments from the public hearings below.

### **Project Selection/ Approvals**

On January 11<sup>th</sup> 2008, the annual CDBG Human Services and HOME CHDO Operating RFPs were released to the public and posted on the Washtenaw County Open Bid website.

On February 12th 2008, 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 **March 25, 2008** the Urban County Executive Committee reviewed the draft Consolidated and 2008 Annual Action Plans at its regular meeting.

On **April 10, 2008**, the OCD released the draft plan to the public for a 30-day public comment period, and presented the plan at a public hearing held from 5:30-7pm at the Washtenaw County Library Learning Resource Center.

On **April 16, 2008** the Washtenaw County Board of Commissioners reviewed the draft Consolidated and 2008 Annual Action Plans at its regular Ways and Means meeting.

On **April 22, 2008** the Urban County Executive Committee reviewed and approved the final version of the 5-year Consolidated Plan and the 2008 Annual Action Plan.

On **May 7, 2008** the Washtenaw County Board of Commissioners approved the final Consolidated and 2008 Annual Action Plans at its regular meeting.

## **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 two public hearings, the email survey, and other miscellaneous comments submitted during the development of the plan.

### **Respondents**

- Superior Township elected officials-- trying to improve quality of life for residents
- A social worker at Washtenaw County Community Support and Treatment Services (CMH) in Ypsilanti and a resident of Ypsilanti Twp.-- Identifies self as a "dual" stakeholder.
- The executive director of Washtenaw Affordable Housing Corporation—responding on behalf of his organization (a local nonprofit community housing development corporation) and board of directors
- A local business owner and executive director of AWUCA (local housing provider)
- Ypsilanti Twp resident in an area with a concentration of section 8 vouchers/ nonprofit employee
- City of Ypsilanti Planning & Development Director who seeks to maintain and enhance the quality of life of residents
- West Willow/ Ypsilanti Twp resident who sees a lot of vacant houses in her neighborhood that could be filled with families to strengthen the community
- Ypsilanti City Mayor seeks to maintain affordable housing and improve the management and sustainability of that housing
- An employee of a nonprofit that provides transportation and food bank services for lower-income people that believes that affordable housing for this population is a necessity, not a choice.
- Employee of Center for Independent Living is concerned about the availability of affordable housing on bus lines for individuals with disabilities in the county.
- An Ypsilanti (city) resident/Planning Commissioner who is also an urban designer and landscape architect advocates for affordable housing
- An employee of MSU Extension who has a commitment to community organizing and development.

## **Best things about community and housing stock that should be preserved**

### **Housing**

- Ensuring economic diversity/ mixed-income/integrated communities/housing development (4)
- Affordable housing located on bus lines and near shopping and other services (4)
- Historic homes and other buildings should be rehabilitated/adapted and preserved (3)
- Continue to provide/ preserve affordable homes that provide livable conditions (3)
- maintain condition/affordability of LIHTC housing, Chidester Apts., and other subsidized housing (2)
- Great human service and affordable housing programs to support residents during difficult economic times (2)
- Subsidized Senior Housing;
- Affordable ADA accessible housing
- The wide range of housing types and values;
- Enforcement of housing and other ordinances to support quality of life and improve housing conditions

### **Community**

- Public spaces/ improvements, such as non-motorized trails and parks in neighborhoods (3)
- Our residents..."The best things about our community are the people." (2)
- Our jobs (2)
- Collaborative efforts, such as the Urban County
- Preserve/revitalize neighborhoods with small affordable homes (such as areas that currently have high concentrations of Section 8 rentals)
- Walkability of city of Ypsilanti
- Long-term residents that want to stay
- Programs that help people become homeowners and productive leaders in the community
- Continue open dialogue between all age groups and levels of economics, both financially and educationally, allowing for everyone's needs to be heard and addressed. This is what community is and should be! Many voices uniting for the good of all!
- Quality Schools
- great public libraries

## **How should our community/housing stock change over the next 5-10 years?**

### **Housing**

- Creating and supporting new homeownership opportunities (5)
- Managed slow growth providing a mix of affordable and market rate housing
- Address the condition and image of the Ypsilanti Housing Commission;
- Provide capital investment to defray debts on aged subsidized housing (LIHTC, HOME-funded, public housing, HUD mortgaged etc., so that rents will not have to be raised a lot to operate properties efficiently.
- Effective use of impact fees for new development which accurately reflect the medium- and long-term costs of development to the community may help moderate growth of housing market as it returns (vs. rapid escalation of values and loss of affordability).
- We need to find solutions for residents of aged manufactured housing parks to help preserve these residents' homeownership investments
- All new housing should be "Universal Design" (accessible)
- Fewer new developments with monstrous homes;
- Decrease number of homes converting from homeownership to rental properties.
- Public housing should be better integrated into surrounding neighborhoods than it is now;
- The city of Ypsilanti should maintain its affordable housing stock,
- Integrate affordable housing into mixed- and higher income neighborhoods/areas of the county, rather than just in the low-income areas
- There needs to be more housing to buy in the lower price ranges (at / under \$150,000).
- Develop a lot more subsidized rental housing, such as site-based section 8.
- Address the needs of the approximately 3,000 homeless residents of the county

## **Community**

- All buildings (not just housing) should be far more energy efficient/green technology (2)
- Cities and Townships need to be educated about ADA accessibility, correct curb cuts, etc. so they do not waste tax payer dollars on incorrect construction. Dangerous and inaccessible curb cuts continue to be constructed throughout the county.
- Better promote connectivity of land uses and of transportation mode choices (especially biking, walking & transit).
- Continue open dialogue between community and local government body.
- Equally address the educational needs of the entire county.
- Improvements in how our schools work with the community, such as by using them for more after school programs
- Develop jobs/employment for residents
- Support/develop better systems of mass transportation
- Increase level of coordinated volunteer effort to fill gaps left by municipal financial troubles.
- Do not allow remaining green spaces in County to be developed.

## **5 things that would bring about the biggest improvements for community**

### **Housing**

- Encourage affordable homeownership/ programs to support & develop (4)
- Develop more affordable, accessible, safe housing across county to prevent a glut of low-income housing in one area and increase integration (4)
- Buy foreclosed houses and set up a program to help residents lease to buy, rent, or purchase these homes (2)
- Develop accessible affordable housing that is near shopping, transportation, services (2)
- Support pre-purchase education and financial to prevent foreclosure and promote successful housing/homeownership
- Better maintenance of HUD funded properties;
- Switch from current RFP system to an open application process for HOME, CDBG, and local affordable housing funding to encourage greater collaboration.
- Establish preference in funding for mixed-income development, which achieves socio-economic integration.
- Restructure real estate tax system, so that real estate taxes were not such a barrier to achieving and sustaining homeownership for low-income households;
- Foster the utilization of sustainable design and construction practices.
- Increase support for Michigan Prisoner Re-entry Initiative, especially housing and employment options and mental health care;
- Provide funding for energy efficiency and rehabilitation of housing
- Increased funding for rental code enforcement in lower-income areas.
- Local government should continue to press for investment and good management of its affordable housing properties.
- Continue encouraging affordable housing through LIHTC development programs;
- Local units of government should offer PILOTS to affordable housing developments to ensure financial sustainability.
- Change priority of rental housing from medium to high, in order to promote the renovation of existing housing and neighborhood revitalization.
- Target the homeownership program for tenant-based section 8 tenants, rather than project-based or public housing residents.

### **Community**

- Expand public transportation, especially to low income areas (4);
- Continue to support parks, community centers, non-motorized trails, libraries and other programs that make our neighborhoods great (4)
- Develop more jobs with living wages/recruit businesses to support tax base (3)
- Develop programs that encourage people to feel like they are a part of the community (2)

- Develop programs and funds to reduce the cost of daily living for lower income households (community sharing of tools, meals on wheels, dial-a-ride, services, etc.) (2)
- Increase availability and access to health care/ Universal Healthcare (2)
- Address problem and blight of vacant properties- housing and commercial- that create blight in our communities.
- Provide on-site assistance and services for low-income housing residents (DHS, County services, non-profit services, direct assistance, etc.)
- Develop/improve nice, accessible community activity center(s) near low income areas with things like exercise equipment, a pool, activities and programs for parents and their children
- Expansion of the urban county to include Ann Arbor, Saline, Chelsea, Dexter, etc.; with the goal of being county wide
- Provide more free family programs and educational fun places for children/teens to go to, recreations, events, etc.
- Partner/ obtain match funding from EMU to stabilize nearby neighborhoods, revitalize nearby commercial areas.
- Greater participation from individuals in the leadership and future direction of the common good, which builds safe, caring and productive communities.
- Accept the fact that we need to open the rigid jurisdiction (boundaries) and work together to get people where they need to go to re-enter the mainstream.
- Provide centralized and personalized phone referral services for residents' housing and human service needs
- Increase education of law enforcement officers on how to recognize (and treat) community calls that involve mentally ill;
- Develop coordinated volunteer effort to fill gaps left by municipal financial troubles
- Hold state government (and big business) accountable for their lack of direction, decision making and true progress towards solving our one state recession.

#### **Concerns about trends in affordable housing and community development**

- NIMBY: The hostility to affordable housing (even homeownership), exhibited by elected officials, residents and other community leaders in many communities (3)
- Need more disperse affordable housing throughout the county, especially more affordable housing in Ann Arbor (2)
- Rampant construction of new housing developments has created an excess of expensive housing, much of which is now going into foreclosure, and bringing down property values throughout the county (2)
- Loss of jobs/increasing unemployment (2) No jobs = no money = more need for affordable housing and special programs.
- Diminishing funding sources
- The increasing costs of energy and inflation
- Becoming more difficult for lower-income families to obtain loans for home purchase
- The racial disparities in homeownership rates, household income levels, and concentration in/dependence upon subsidized housing. Based on the data in recent community housing needs assessment, we can make approximations using census data and we can reasonably conclude that about 1 in 15 African American households in Washtenaw County are on a waiting list for Section 8 or public housing, compared to 1 in 360 White households in Washtenaw County is on the same lists
- The tax rate in the city of Ypsilanti is very high, making home ownership difficult for some and discouraging new businesses to come here.
- The city of Ypsilanti has insufficient revenue to continue to provide adequate basic services, which will begin to lead to a decline in the quality of life in the community. This is true of capital improvements as well as operating funds.
- Landlords not being responsible for the maintenance of their property and disregard for the ordinances of their area.
- The downturn in the housing market is hurting the city of Ypsilanti and the county. We need to continue to support our rental housing inspection programs to keep landlords from renting substandard properties in the name of affordable housing.
- We need to encourage competent and sustainable management of our current and future affordable housing.

- Suburban sprawl is bad for our county and the country. We need to re-use housing and existing housing stock as much as possible, rather than develop green spaces.

### **New or existing affordable housing or community development initiatives**

- Habitat for humanity provides excellent opportunities for low income residents to achieve the dream of home ownership (3)
- Avalon Housing/ Carrot Way (2)- need more housing like that
- The new non-motorized trails are being well used from the first day of completion. Residents are getting out and walking, biking, and enjoying the outdoors.
- There is the potential for recapturing vacant HUD and bank-owned homes and reselling them as affordable homes through the \$1 program.
- The pre- and post-purchase education efforts in our county are really helping homeowners make informed decisions about homeownership—with only 1 foreclosure in over 300 homeowners, we're doing pretty well.
- The collaborative work of the Washtenaw Housing Alliance is exciting, rallying many partners and former competitors to create permanent supportive housing for homeless or those at risk of homelessness.
- Washtenaw Affordable Housing
- The single family rehab program is very positive, It would be nice to have even more funds to be able to do many more homes.
- The County's focus on economic development in the eastern part of the county has strong potential, too, though funding will be challenging.
- The encouragement and help that Washtenaw County extended to West Willow Subdivision to reach for change and set those goals.
- The task force to develop sustainable revenue to support affordable housing residents is a diverse group of experienced individuals from the public and private sector that can make a difference.
- Spirit of volunteerism
- sustainability efforts

### **Other comments**

- Washtenaw County collaborative efforts to achieve better quality of life
- Ypsilanti needs more focus and assistance
- Efforts to create scale within nonprofit organizations should be encouraged. When nonprofits achieve sufficient scale, they are able to more effectively contribute their expertise to solutions which benefit the whole community.
- Washtenaw County said that they would help and support those organizations that need help with community grants, but no one called and there was no follow-up with the program.
- Please be careful when doing presentations about perpetuating negative stigma of lower-income areas by presenting them as "going downhill".
- Should pick two or three major areas to focus on that linked all or most of the jurisdictions, & then channel the funding toward those things that would impact all jurisdictions.
- Must strongly reflect to our young generation those things that unite and make strong communities.
- Need to develop opportunities to bridge the gaps between the past, present and future members and home owners of our county.
- There is a need for mobility options be taken into consideration for the areas that are to be considered low housing project communities. This re-enforces the need to re-cycle, so to say, the abandoned, foreclosed areas as they already proved they were a viable community once.
- We should not build supportive housing on fringes, in areas where there are no supports, no bus service, and nothing within walking distance. INTEGRATION and neighborhood education and support are vital.
- Vacant properties, financial management and housing education, suburban sprawl, and transportation are key to developing a county-wide and REGIONAL community worth investing in.

### **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<sup>2</sup>. The OCD also worked during 2007 with the Ypsilanti Healthy Food Access Initiative, County Public Health, and many other partners to assess the need/demand for healthy food in the City of Ypsilanti. This project yielded a market study and focus group results, which indicated a clear demand that would support a small grocer in the downtown area. The OCD continues to seek such opportunities for collaboration, which reveal the needs and preferences of residents much more clearly than the traditional public hearing.

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

All comments submitted by the public were accepted.

### **Institutional Structure**

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

### **Program Year 1 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** 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 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 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 and CDBG funding is spent to meet the needs of participating jurisdictions.

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<sup>2</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 to the South, and Wiard Road to the East (triangle shape). The NWWNA Plan can be found on their website here: <http://www.nwwna.org>

**Washtenaw County/City of Ann Arbor Office of Community Development (OCD)** administers the HOME, ADDI, and CDBG programs for the County. The OCD administers the owner-occupied housing rehabilitation programs for HOME and CDBG, and contracts with a variety of nonprofit and other organizations to complete the various programs and projects included in its annual plans. In addition, the OCD creates and implements the Consolidated and Annual Plans for the City of Ann Arbor HUD programs; performs resident outreach; completes annual reports; monitors programs for regulatory compliance; and implements the local Homeless Management Information System for the Continuum of Care Board. The OCD works very closely with the Community & Economic Development Departments of 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.

**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 instances 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 the Ypsilanti Housing Commission, and City staff work closely with the Housing Commission on matters of mutual concern.

### **Monitoring and Program Income, Purchase, Rent Limits**

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 1 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 grant funds, the Office of Community Development holds a mandatory bidders conference 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 nonprofit organizations contracting with the City of Ann Arbor and Washtenaw County to provide housing, public services, and public facilities. Instructions relating to reporting requirements, grant draw procedures, applicable Federal regulations, and compliance with the City &/or County Human Rights and Living Wage ordinances are explained with an opportunity to ask questions.

All federally-funded nonprofit 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, are used by staff to monitor contract compliance, program effectiveness, board oversight and administrative controls. Staff also conduct onsite monitoring reviews to ensure systems are in place to verify income eligibility and Ann Arbor/Urban County residency as well as to discuss organizational challenges and general programmatic operations. When appropriate, staff may facilitate relationships among nonprofit 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, 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's Rehabilitation Specialist also provides technical assistance and support to nonprofit housing developers and homeowners who are receiving assistance for repairs to their housing unit. The Rehabilitation Specialist conducts on-site inspections, lead-based paint assessments, and monitors construction and rehabilitation completed by subcontractors. Ongoing 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.

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 nonprofit

developers to create sustainable developments. Local Initiative Support Corporation (LISC) has also provided technical assistance to nonprofit housing developers and has established a part-time local office to increase its ability to provide support. The OCD coordinates with the other funding sources for housing projects to increase efficiencies and increase consistency of monitoring procedures.

### ITEM 1. 2008-09 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.

#### 2008 Income Limits and Affordable Housing Limits (as published by HUD)

##### Ann Arbor PMSA Income Limits<sup>3</sup> - 2008 (includes Washtenaw and Lenawee Counties)

Household Size	1	2	3	4	5	6	7	8
120% Median	\$67,300	\$76,900	\$86,650	\$96,250	\$103,900	\$111,250	\$119,000	\$126,100
Median income	\$56,100	\$64,100	\$72,200	\$80,200	\$86,600	\$92,700	\$99,150	\$105,100
<b>*Low income (80% / 77%)</b>	<b>\$43,050</b>	<b>\$49,200</b>	<b>\$55,350</b>	<b>\$61,500</b>	<b>\$66,400</b>	<b>\$71,350</b>	<b>\$76,250</b>	<b>\$81,200</b>
<b>Low income (60%)</b>	<b>\$34,620</b>	<b>\$39,540</b>	<b>\$44,520</b>	<b>\$49,440</b>	<b>\$53,400</b>	<b>\$57,360</b>	<b>\$61,320</b>	<b>\$65,280</b>
Very low income (50%)	\$28,850	\$32,950	\$37,100	\$41,200	\$44,500	\$47,800	\$51,100	\$54,400
Extremely low income (30%)	\$17,300	\$19,750	\$22,250	\$24,700	\$26,700	\$28,650	\$30,650	\$32,600

##### 2008 Maximum Housing Expense Levels by Household Size<sup>4</sup> (30% of gross monthly income)

	1	2	3	4	5	6	7	8
120% Median Income	\$1,683	\$1,923	\$2,166	\$2,406	\$2,598	\$2,781	\$2,975	\$3,153
Median income	\$1,403	\$1,603	\$1,805	\$2,005	\$2,165	\$2,318	\$2,479	\$2,628
Low income (80% / 74%)	\$1,076	\$1,230	\$1,384	\$1,538	\$1,660	\$1,784	\$1,906	\$2,030
Low income (60%)	\$866	\$989	\$1,113	\$1,236	\$1,335	\$1,434	\$1,533	\$1,632
Very low income (50%)	\$721	\$824	\$928	\$1,030	\$1,113	\$1,195	\$1,278	\$1,360
Extremely low income (30%)	\$433	\$494	\$556	\$618	\$668	\$716	\$766	\$815

##### 2008 Fair Market Rent Levels<sup>5</sup> (includes Washtenaw, and Lenawee Counties)

	FMR (40th percentile)
SRO	\$518
Efficiency	\$690
1 bed	\$774
2 bed	\$942
3 bed	\$1,185

<sup>3</sup> Note: the 80% median income level may not exceed the U.S. median income level, consequently it is actually 77% of median. 2007 median income was based on new income data sets and HUD froze the income limits below 80% AMI at 2006 levels

<sup>4</sup> Includes utilities (except telephone) for rental. Includes taxes, utilities, condo fees, and insurance for homeownership

<sup>5</sup> 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

4 bed	\$1,220
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**2008 HOME program High and Low rent rates<sup>6</sup>**

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

**2007 Maximum Per-Unit Subsidy 221(d)3 (rental and homeowner)**

	0-bdrm	1-bdrm	2-bdrm	3-bdrm	4-bdrm
Maximum	\$119,016	\$136,428	\$165,898	\$214,615	\$235,584

**2008 Maximum Purchase Price or After Resale Value 203(b) limits (homeowner only)**

	1 family	2 family	3 family	4 family
Maximum	\$271,050	\$347,000	\$419,400	\$521,250

**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 1 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 Program. 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 2003, 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

<sup>6</sup> 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 or below the LOW rent rate to families at or below 50% of AMI.

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. To date the Rehabilitation Specialists have successfully trained 40 participants during three sessions, on February 13th, 2004, March 8th, 2004, and August 31, 2004.

Additionally, the Rehabilitation Specialists attended refresher training courses to update their 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 licensed contractor. This regulation's implementation has impacted the cost of housing rehabilitation significantly.

There is currently limited screening underway in the County Department of Public Health for children that may have been exposed to lead in their environments. The County works on a referral basis and does not initiate screening. They will follow-up if either the State of Michigan or a local physician asks for testing and follow-up services. 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.

## HOUSING

### Specific Housing Objectives

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\*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 1 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 OCD **plans to fund** over the 5-year period of the plan. However, OCD 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).

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

During the 2008-09 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 and ADDI funding will be used for the following activities:

- Recoverable grants/ low-interest loans for homeowners to rehabilitate their homes;
- Grants for down payment assistance;

- Grants for nonprofits 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 Fund, 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**

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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 1 Action Plan Public Housing Strategy response:**

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

**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**

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

### **Program Year 1 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/ American Dream Down payment Initiative (ADDI)**

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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 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 1 Action Plan HOME/ADDI 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, The Washtenaw County is required to provide a 25% match to the federal HOME funds. The FY 08/09 HOME allocation is \$650,689, which will require a \$138,272 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/ADDI 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, ADDI, 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<sup>7</sup> buyer. A restriction<sup>7</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.

In addition, a share of the appreciation shall also be repaid to Washtenaw County (as HOME, CDBG, or ADDI 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>8</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.

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<sup>7</sup> The period of affordability on all recapture homeownership assistance acquisition, rehabilitation, and resale or new construction projects will be 15 years.

<sup>8</sup> All resale homeownership assistance acquisition, rehabilitation, and resale or new construction projects will have permanent affordability covenants, working with a land trust model.

**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;
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.

<b>Sample City of Ann Arbor/ Washtenaw County 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	$\$100,000 \text{ (initial)} + \$12,500 = \$112,500$

## ITEM 4. AMERICAN DREAM DOWN PAYMENT INITIATIVE

### **Planned Use of ADDI Funding**

The County will contract with one or more local nonprofit organizations to provide rehabilitation and down payment assistance to first-time low-income homebuyers<sup>9</sup> that reside in or wish to buy homes in the Urban County areas. This assistance will be limited to the greater of \$10,000 or 6% of the purchase price of the unit.

### **Description of Actions to Ensure Suitability of Families for Homeownership**

Washtenaw County contributes a minimum of \$25,000 annually to leverage other state and local resources to support a homebuyer education program that is run by the Washtenaw Housing Education Partners (WHEP). This is a collaborative operation between Community Housing Alternatives, MSU Extension, and POWER, Inc. that provides orientation, pre-purchase education, one-on-one counseling, credit reports, and financial management classes to ensure that the participants of the ADDI and HOME DPA and homeownership programs are financially ready to purchase a home. In addition, the WHEP collaborative has recently finished program guidelines, which require that the total housing cost of participants does not exceed 30% of their income and their total debt-to-income ratio does not exceed 42%.

### **Plan for Outreach to Public & Manufactured Housing Sites**

As required by ADDI regulations, County HOME/ADDI program staff & WHEP will distribute marketing materials to manufactured housing sites, cooperatives, public housing residents, Section 8 agents, and local nonprofit housing providers.

## 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.

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<sup>9</sup> Definition of First-time homebuyer: an individual or household that has not owned home during three year period prior to purchase of HOME-assisted unit; or a “displaced homemaker” or “single parent”, and who, even if while a homemaker or married, owned a home with his or her spouse or resided in a home owned by the spouse. A displaced homemaker is defined by HUD as an individual who: 1) is an adult; 2) has not worked full-time full-year in the labor force for a number of years but has, during such years, worked primarily without remuneration to care for the home and family; and 3) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. A “single parent” is defined by HUD to mean an individual who: 1) is unmarried or legally separated from a spouse; and 2) has one or more minor children for whom the individual has custody or joint custody, or is pregnant.

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 1 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 \$3 million from Supportive Housing Program grants and Shelter Plus Care grants. Washtenaw County provides \$40,000 for payee services. MSHDA has provided approximately 90 new homeless preference vouchers to Washtenaw County under the Homeless Assistance Recovery Program (HARP) and additional vouchers are expected in 2008.

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 2007/08 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 2007 Continuum of Care chart on the following page.

Objectives to End Chronic Homelessness <i>and</i> Move Families and Individuals to Permanent Housing	2007 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 Achievement in 5 years	Numeric Achievement in 10 years
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 1: PSH because Chart 1 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 Beds	100Beds
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%	86.5%	87.5%
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%	80.5%	81.5%
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%	54%
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	100 % Bed Cover- age	100 % Bed Cover-age
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	200	500	

### **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 Washtenaw County/ City of Ann Arbor Continuum of Care Board recently adopted the Discharge policy included below, and will continue to implement this plan during the period July 1, 2008- June 30, 2009.

#### **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. Although these agencies have had an initial discussion, the next step will be a meeting to discuss the development of a protocol for the release of homeless patients from the local hospitals. Recently the Director of St. Joseph Mercy Neighborhood Health Clinic assumed leadership of this effort, and she is working to organize this meeting as a next step.

### **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 hired a community coordinator to develop a community assessment and services that will be funded through grants. The concept is that 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.

The Michigan Prisoner Re-Entry Initiative of Washtenaw County completed a Community Assessment in May 2006 that identified the existing assets, gaps and barriers for people returning from prison to their homes in Washtenaw County. After convening a community-wide Stakeholder meeting, the MPRI community coordinator developed a Comprehensive Plan of Services and submitted it to the Michigan Department of Corrections for funding. Catholic Social Services was selected as the MPRI Fiduciary.

In October 2006, funding was approved and following a competitive bid process, local agencies were selected and began serving MPRI clients effective January 2007. POWER, Inc. provides Family Reunification and Women's Services; Jewish Family Services provides Employment Services; and the Judson Center provides In-Reach Services and assists with communication. Rose's Good Company has helped with volunteer drivers and mentors and, for a limited time, acted as the Relapse Prevention Provider. As of May 1, 2007, there are 44 participants in the Washtenaw MPRI.

## **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

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\*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 1 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 OCD 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, OCD 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>10</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.

## **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 Township Community Center, the Ypsilanti City Pool, 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)**: 20 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).

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<sup>10</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.

## Antipoverty Strategy

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

### Program Year 1 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 in the following main ways.

- 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 \$11.95 or \$10.19 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 \$770,000 in annual general fund expenditures, including permanent supportive housing services, Teen Link, 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, Parents as Teachers, 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 such services as education, homeless prevention, dental, health care, substance abuse treatment, counseling, food delivery, youth programs, tutoring, payee services, meal delivery, senior services, employment services for ex-offenders, shelter, advocacy, etc.
- The Ann Arbor Area Community Foundation will continue to fund a variety of human services in the County.
- The Washtenaw Human Services Community Collaborative (HSCC) recently released a new plan to improve outcomes in Washtenaw County in the areas of safety, economic well-being, health, and intellectual/social development. In addition, the HSCC coordinator manages the Barrier Busters Unmet Needs Fund, which combines emergency funding from a variety of sources, including those from the City of Ann Arbor and Washtenaw County to pay for such things as eviction prevention, prevention of utility shut-off, and car repairs.
- The Ypsilanti DDA<sup>11</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.

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<sup>11</sup> A copy of this draft plan can be found here: <http://ypsilantidda.org/about.html>

## NON-HOMELESS SPECIAL NEEDS HOUSING

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

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\*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 1 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 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- and moderate-income households.
- To increase homeownership opportunities for low- and moderate-income households.
- To increase homeowner rehabilitation opportunities for low- and moderate-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- 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- and moderate-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**

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**

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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 the CDBG Program, the HOME Program, the ADDI Program, plan amendments, and performance reports.

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

The Washtenaw County 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 (2008) and will be available to the public at the Washtenaw County 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 HOME/CDBG/ADDI staff members will provide technical assistance to groups representative of low-income persons that request such assistance in developing proposals for funding assistance under the consolidated plan.

### **Amendments/ Modifications**

The County 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 Washtenaw County 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>12</sup> to any person involuntarily and permanently displaced as a result of the use of HOME or CDBG funds<sup>13</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:

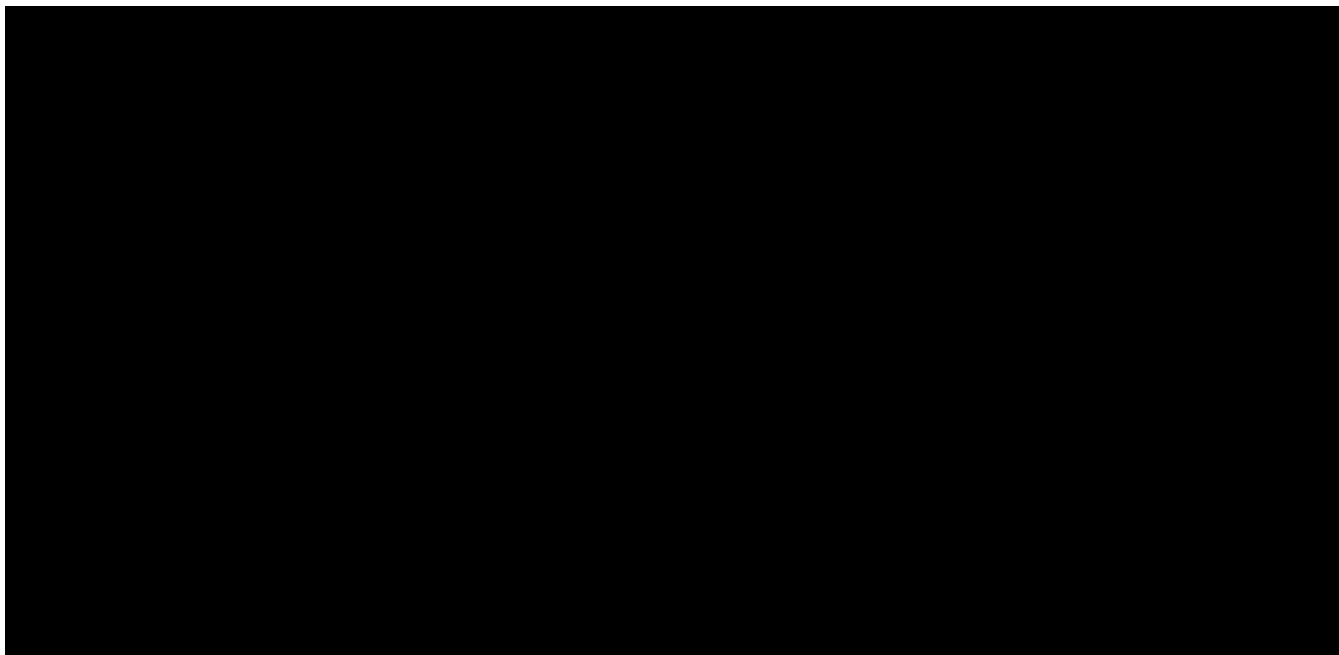
- Attachment A: Housing & Community Development Needs Tables/Market Analysis
- Attachment B: 2008-09 Summary of Annual Objectives & Goals Tables
- Attachment C: 2008-09 Housing & Community Development Project Workbook
- Attachment D: HUD 424/ Certification Forms

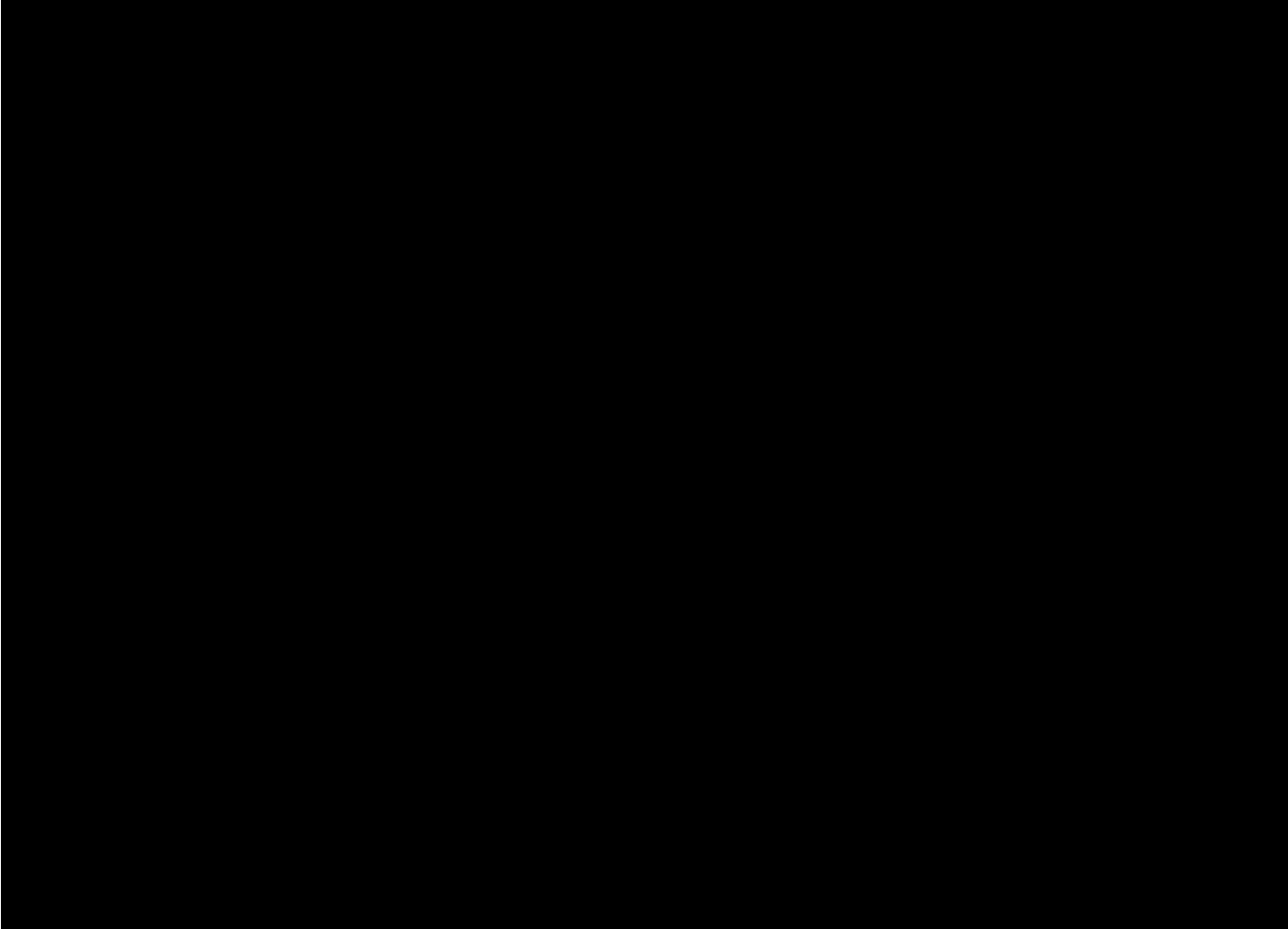
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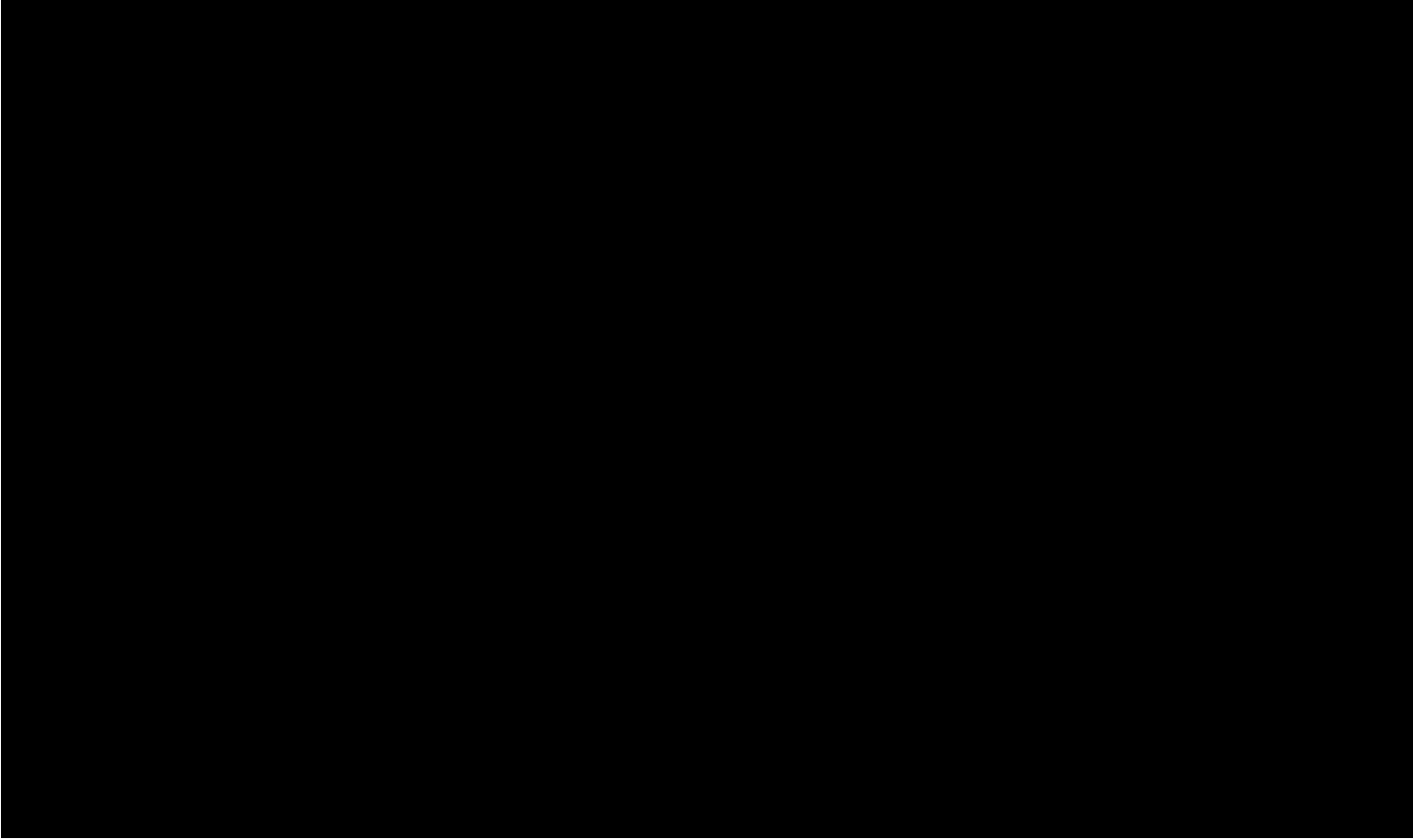
<sup>12</sup> Since no funds are allocated in this year's plan for relocation, all projects involving relocation would be postponed until a program year when such funds are available, or the costs will come out of the project funding.

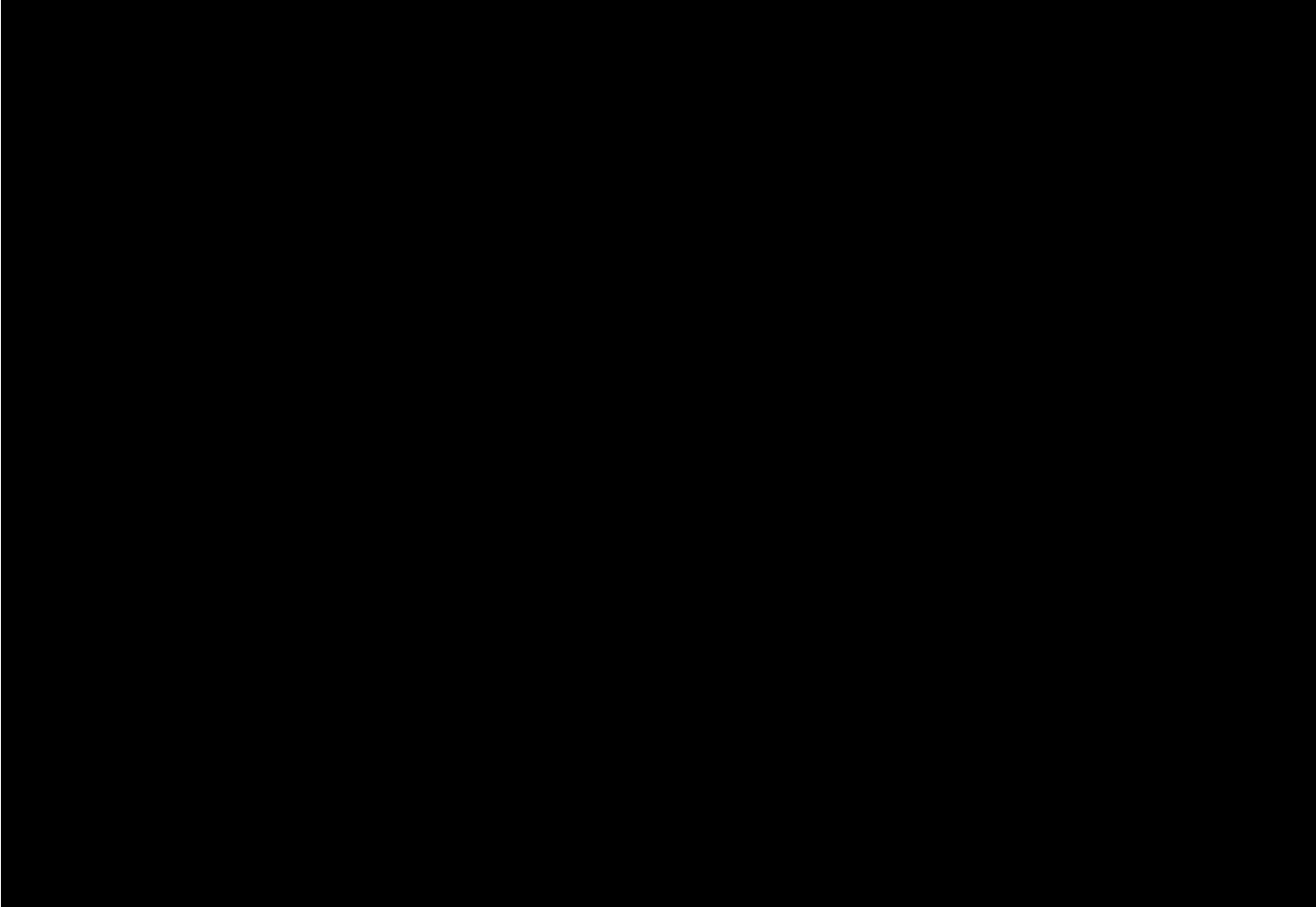
<sup>13</sup> Uniform Relocation Act does not apply to American Dream Down Payment Initiative funding.

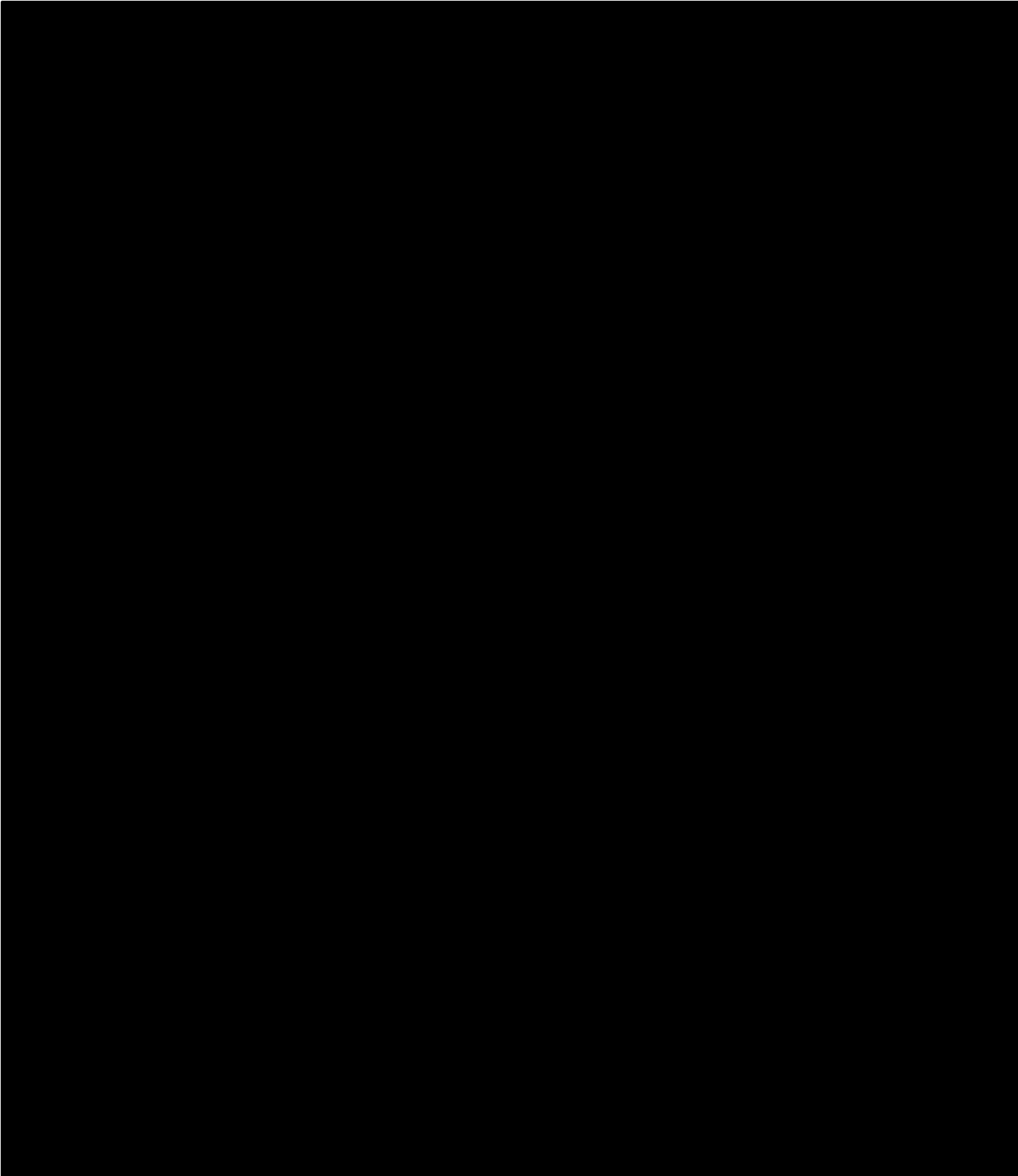
ATTACHMENT A: Housing & Community  
Development Needs Tables/ Housing Market  
Analysis

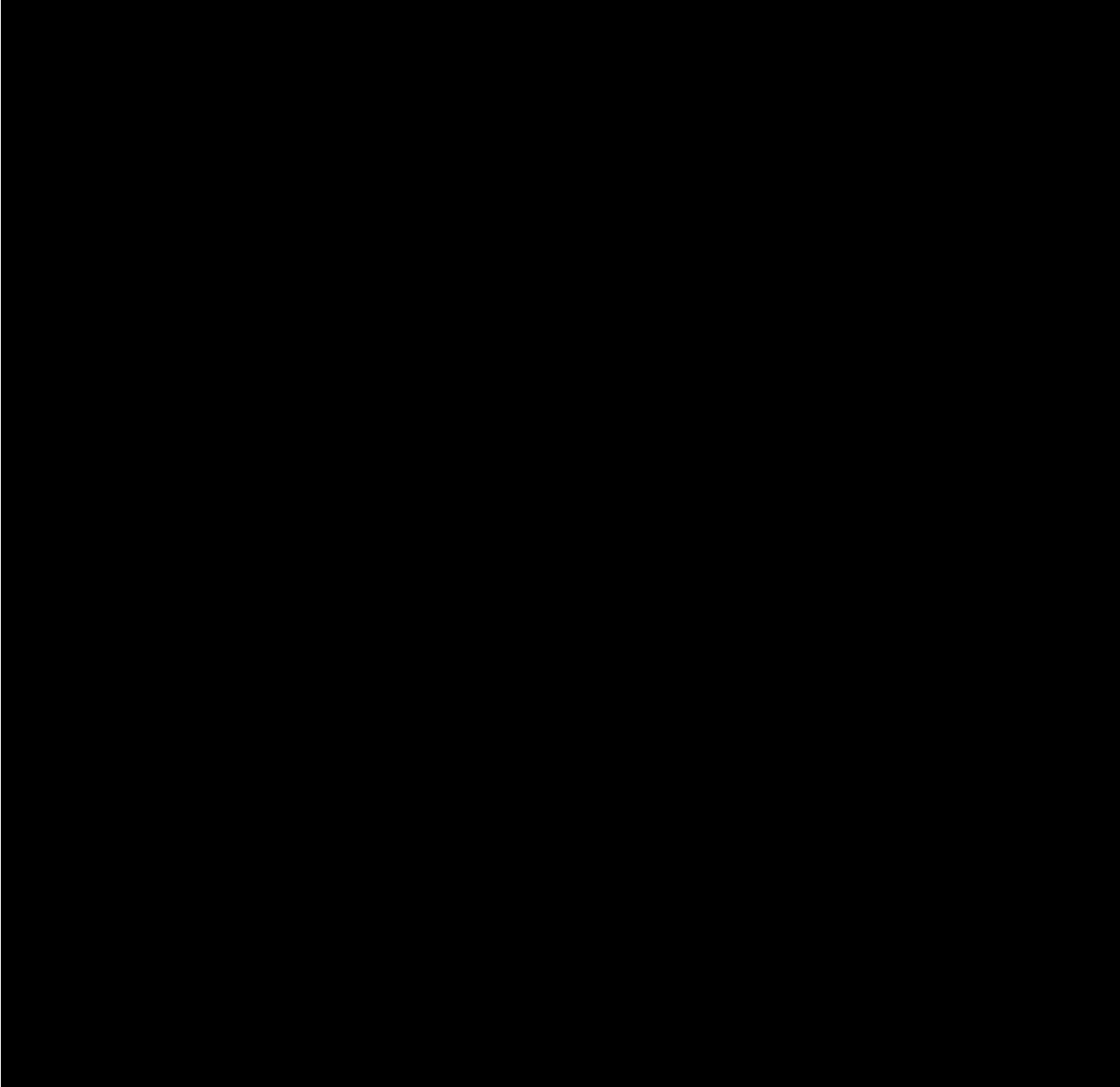


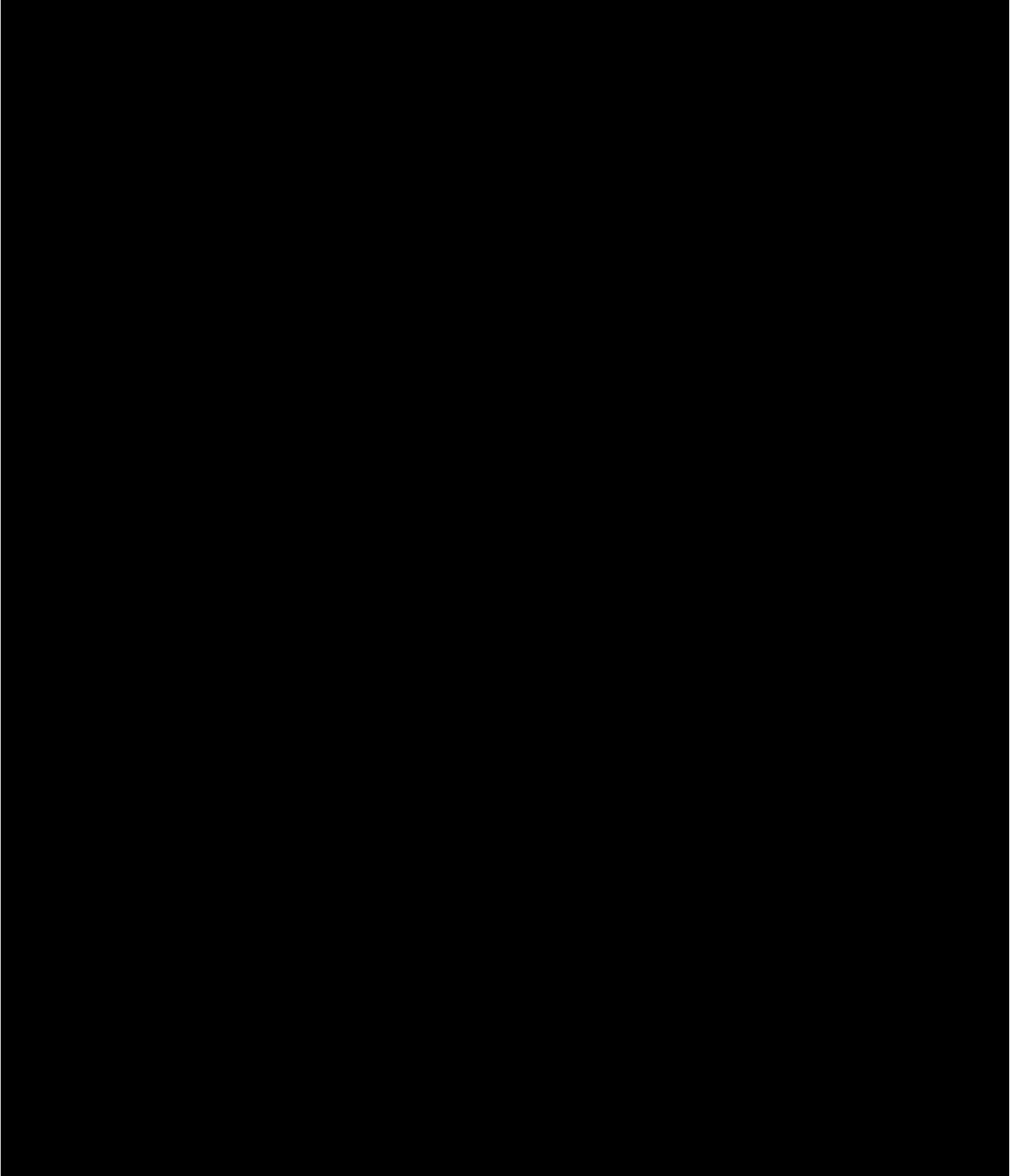




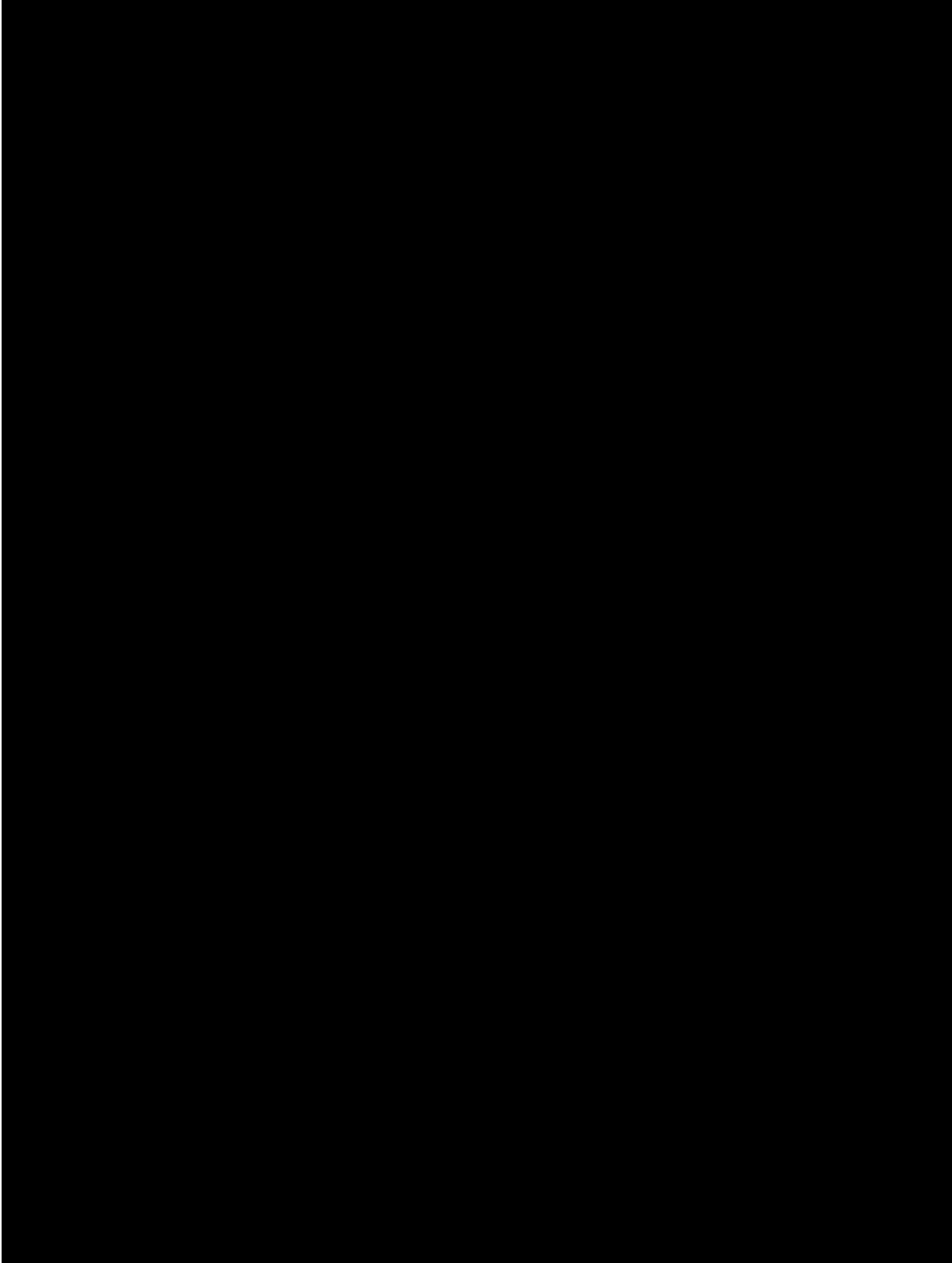


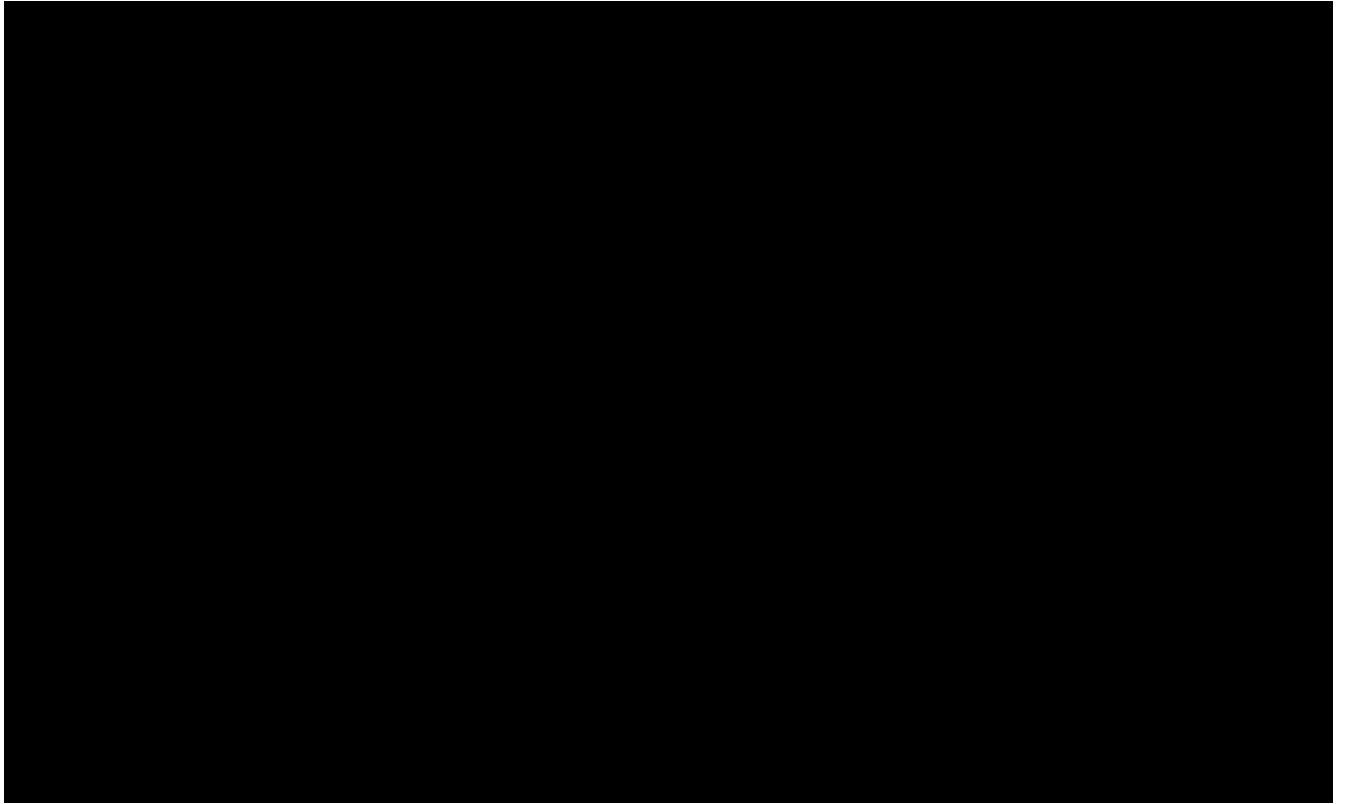
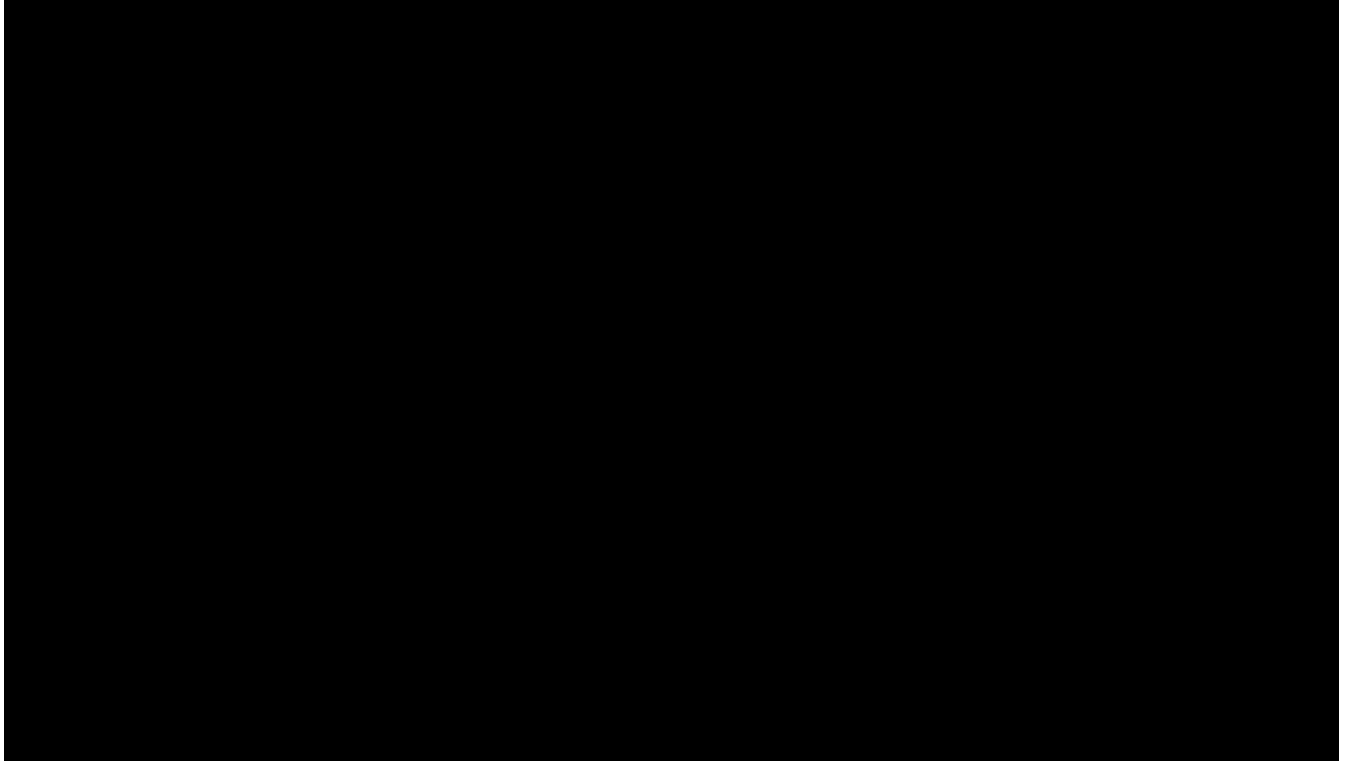


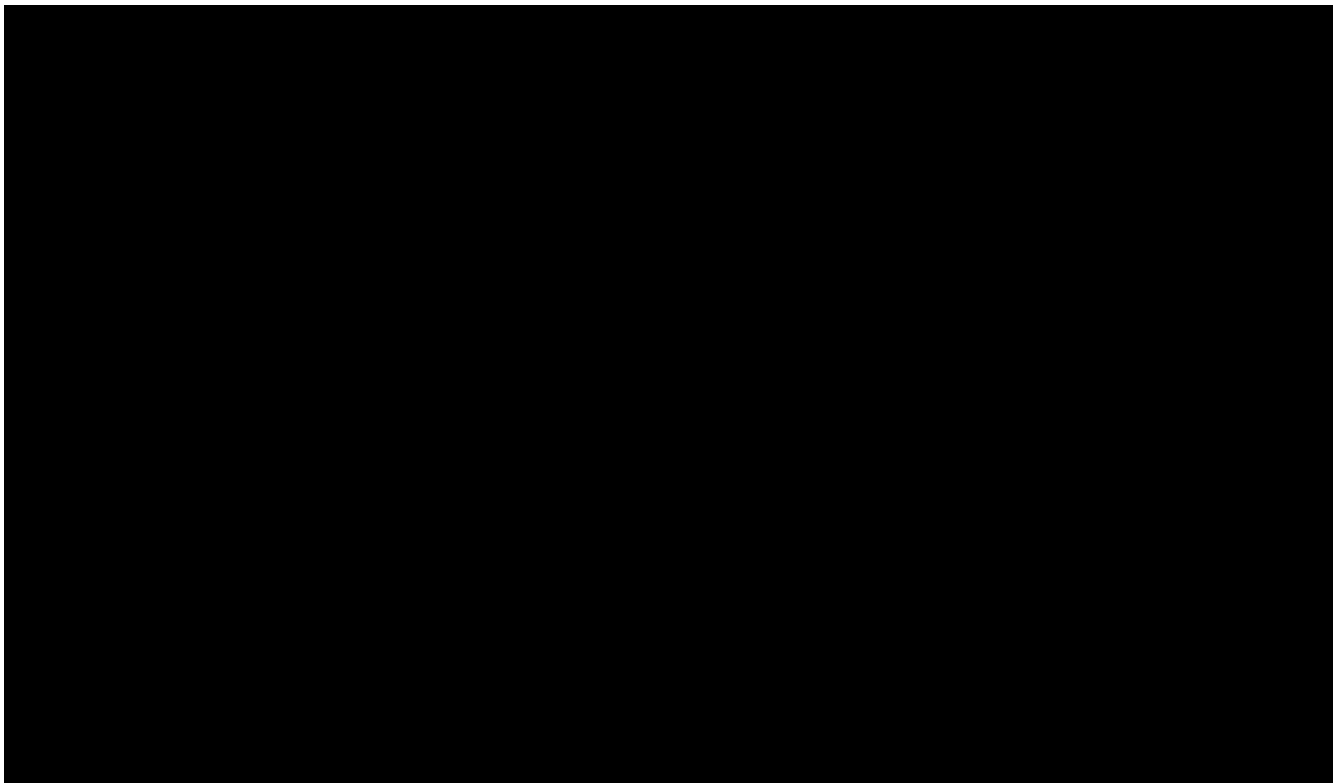
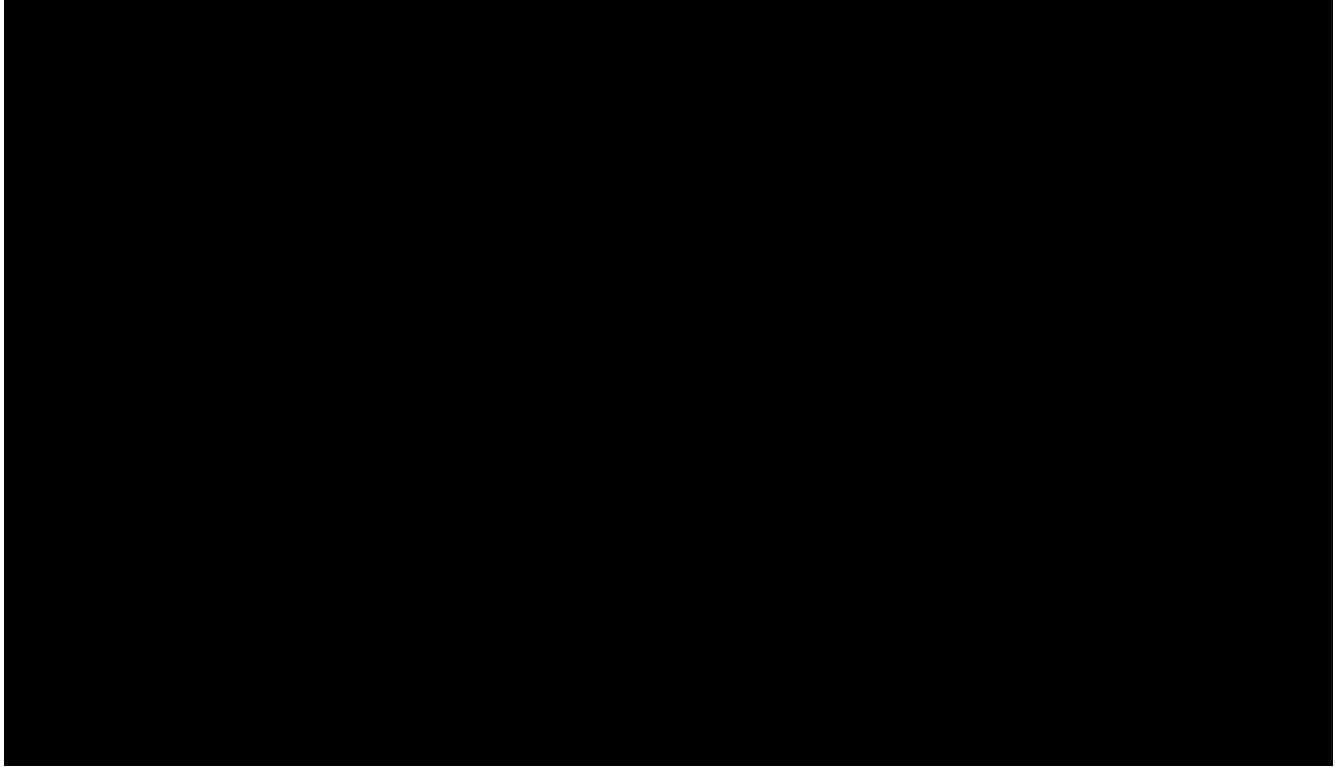


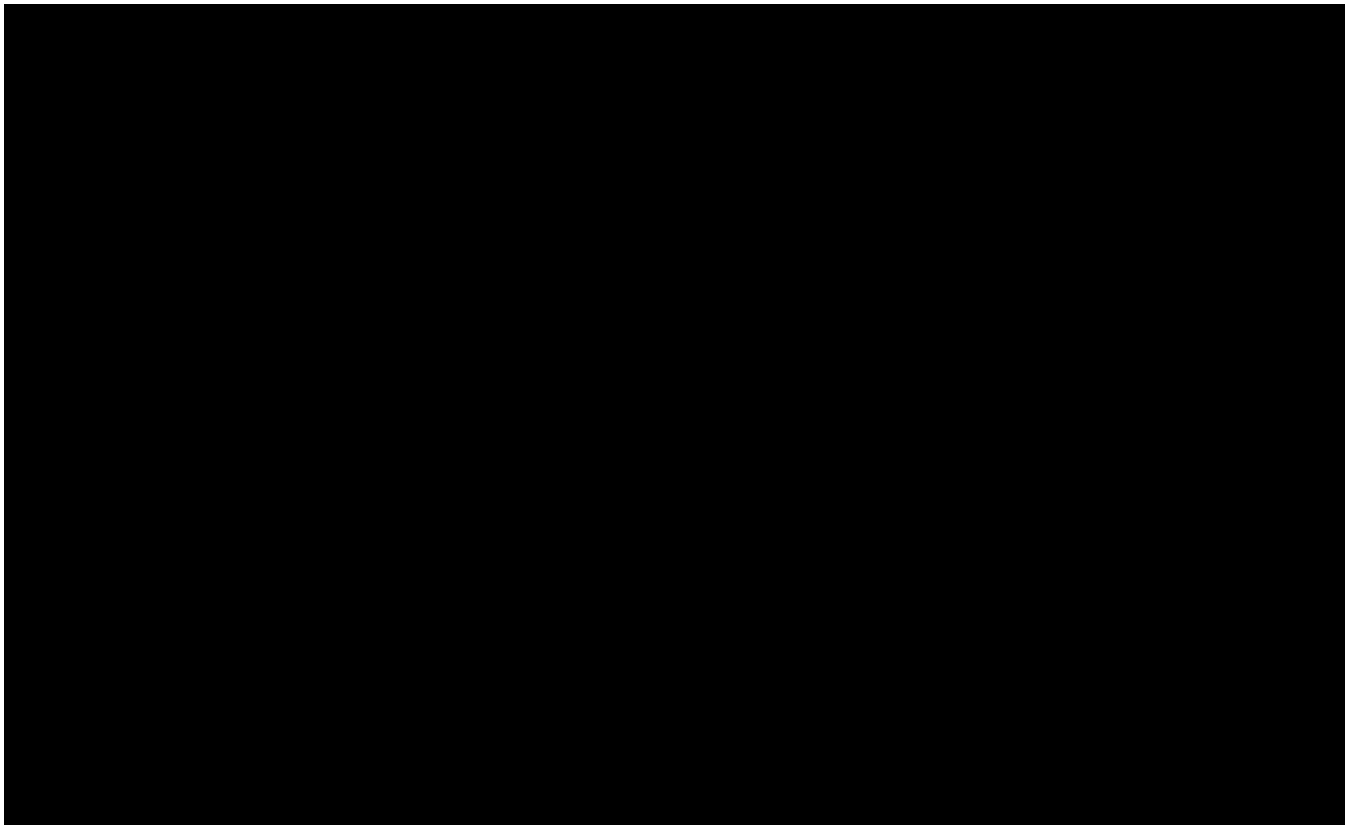


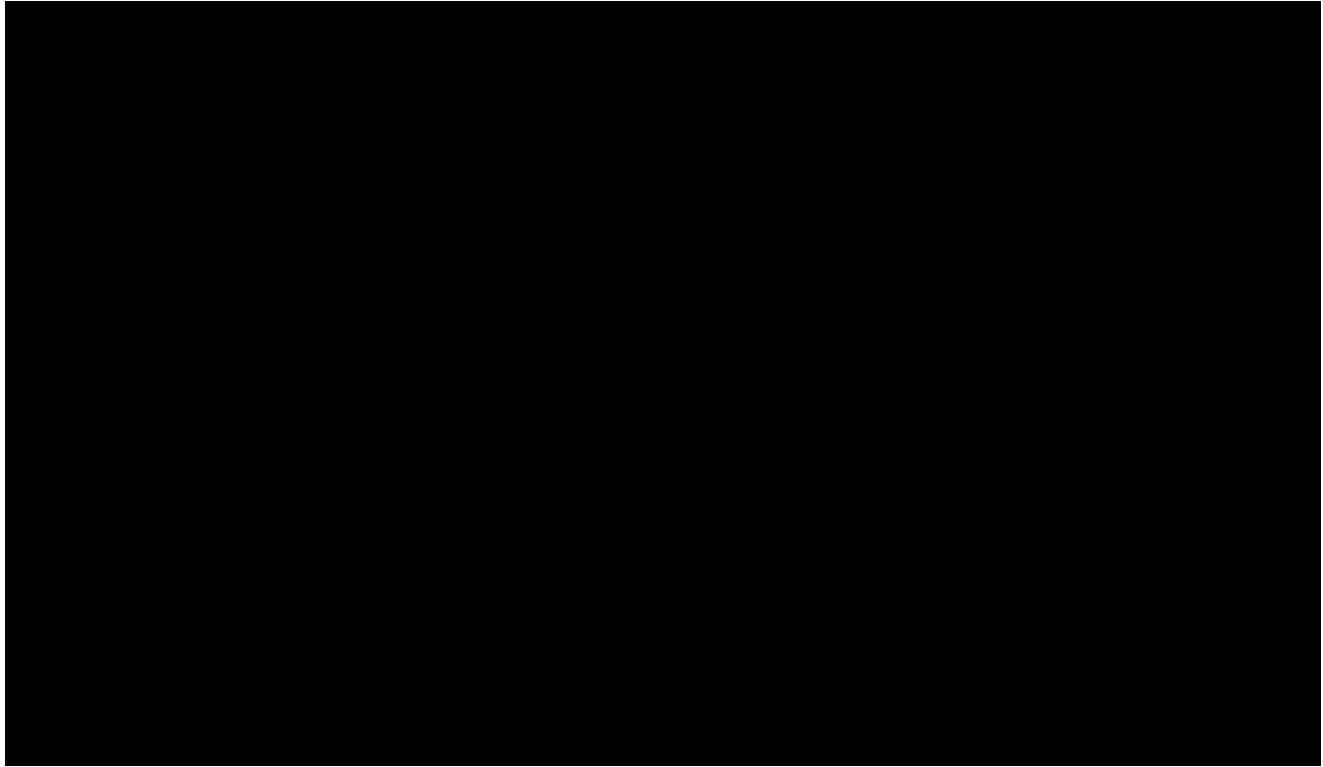
ATTACHMENT B: 2008-09 Summary of Annual Objectives & Goals Tables

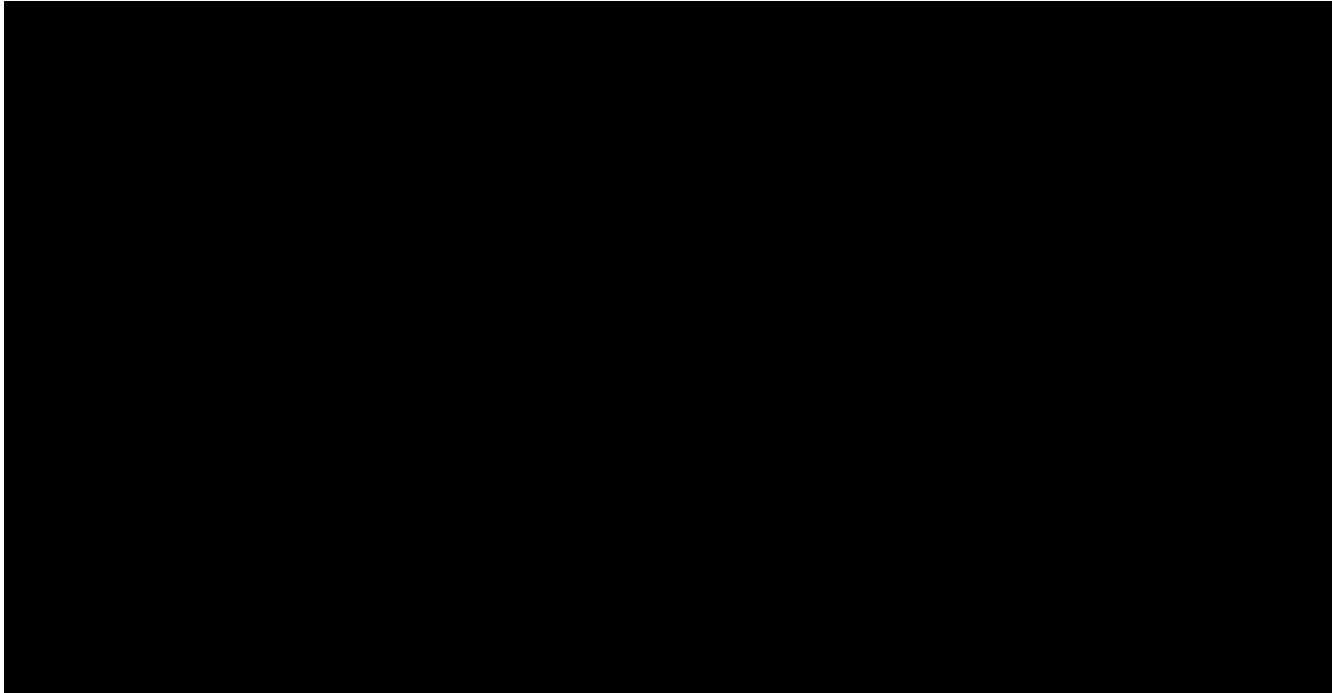


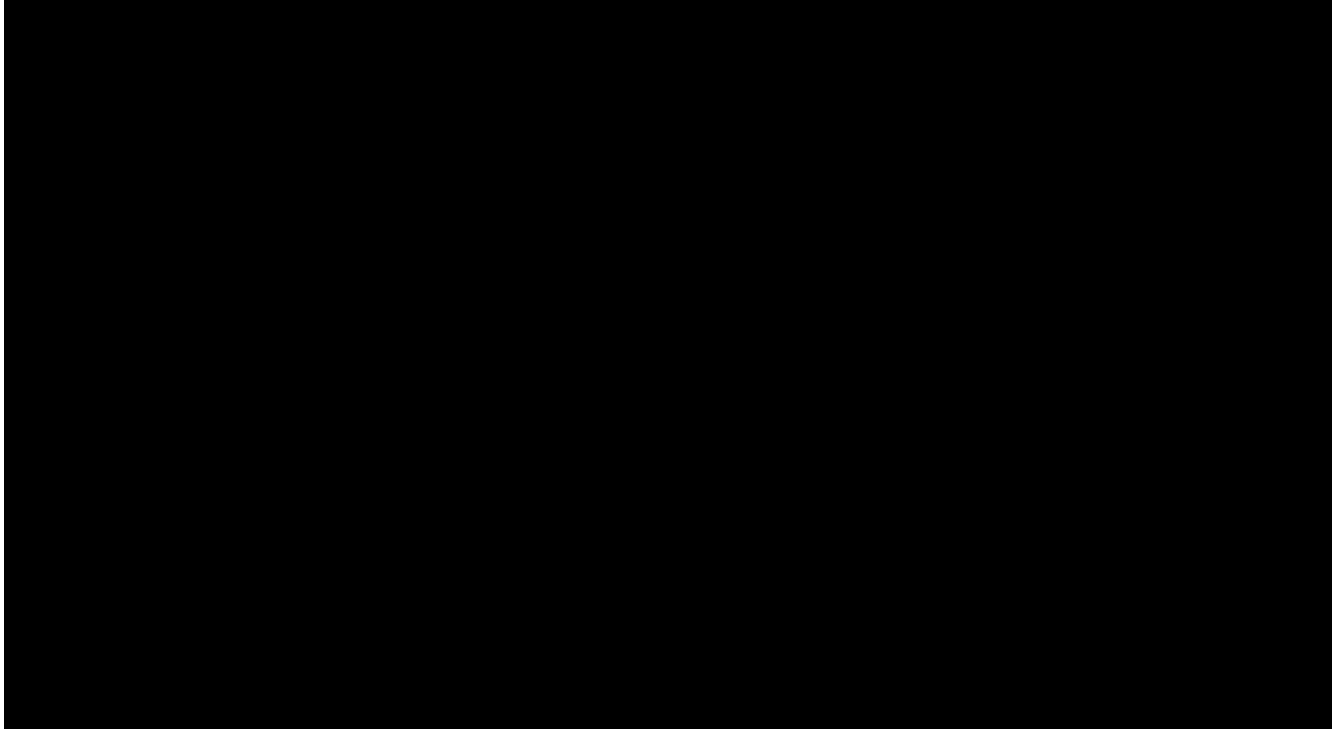




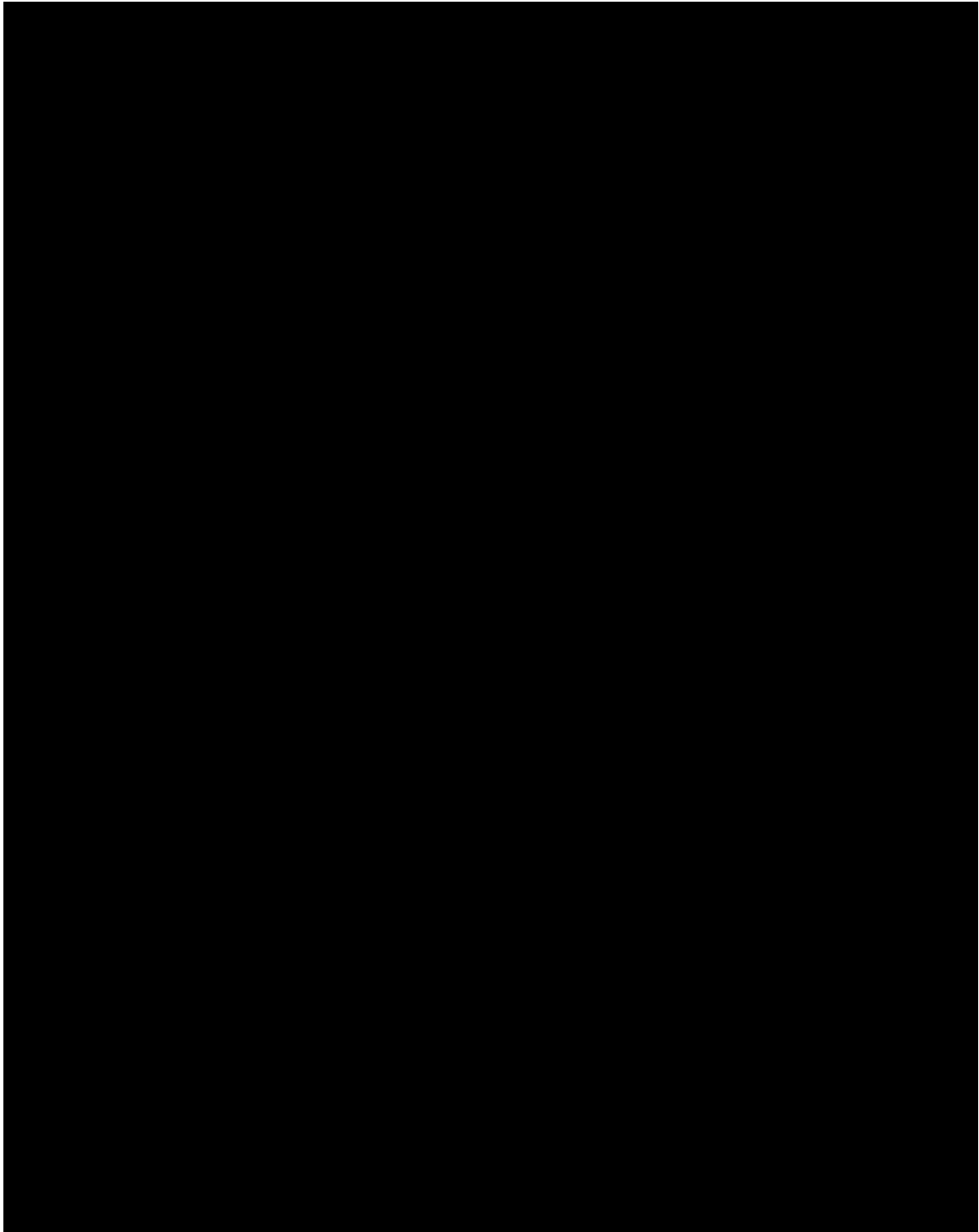


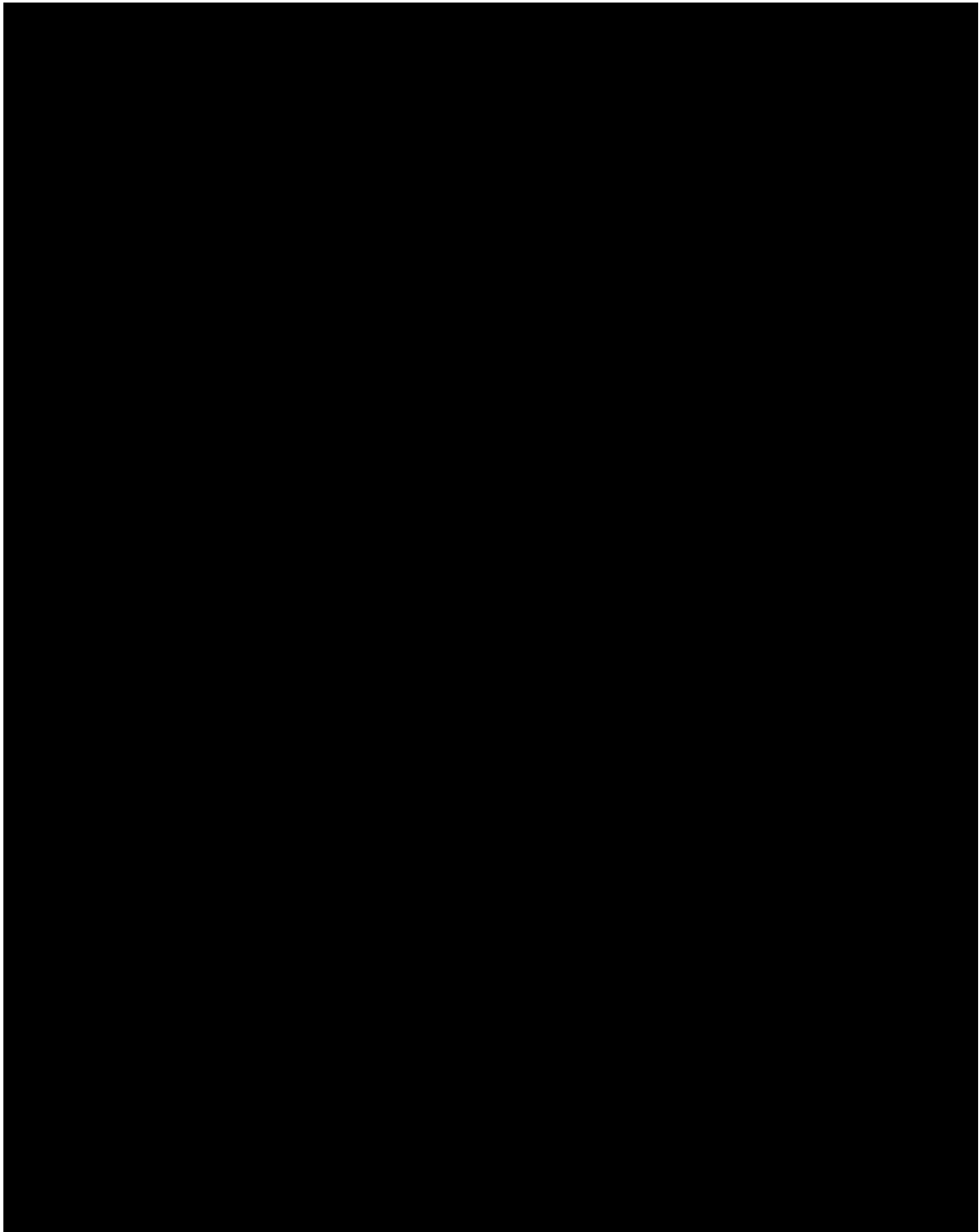


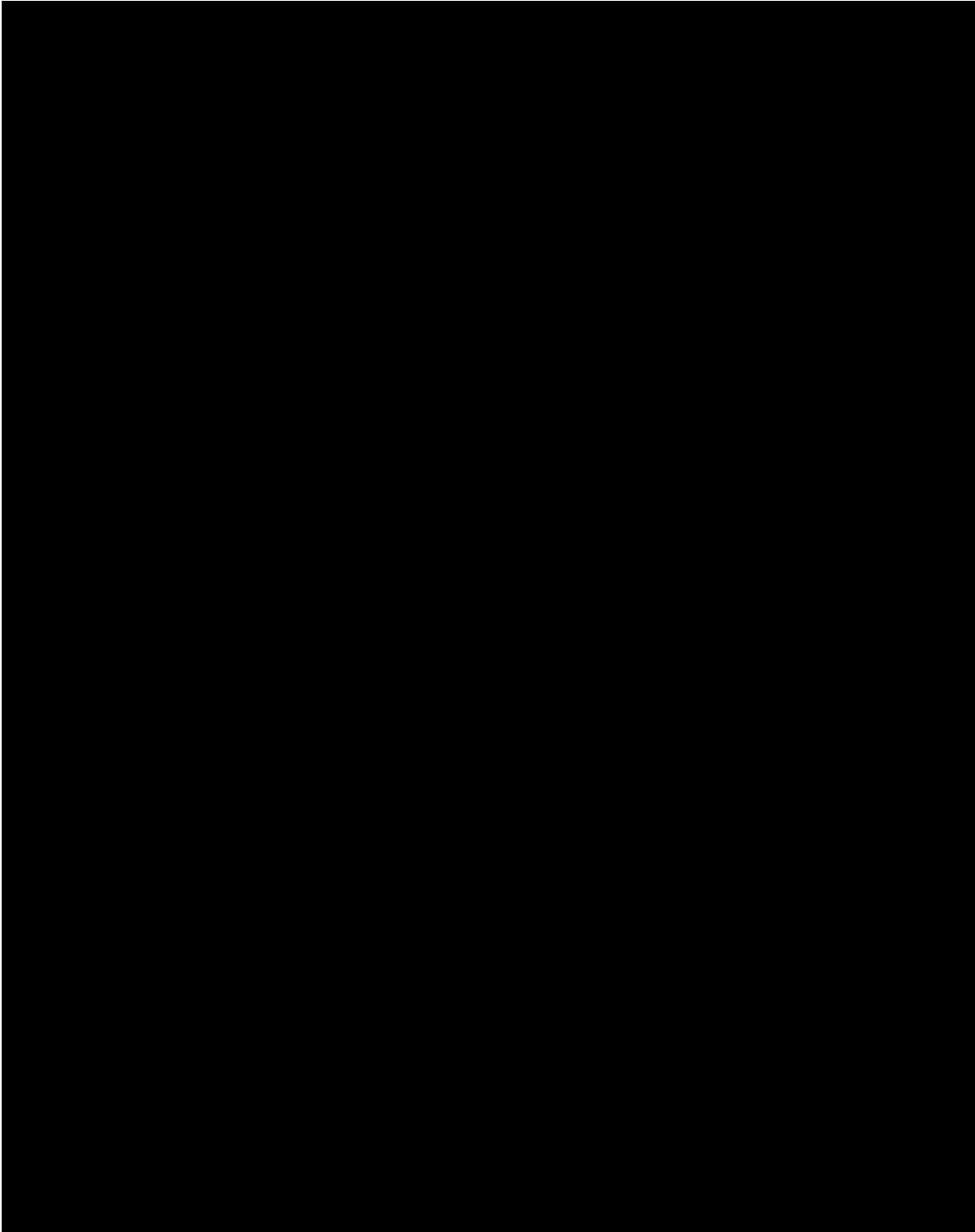


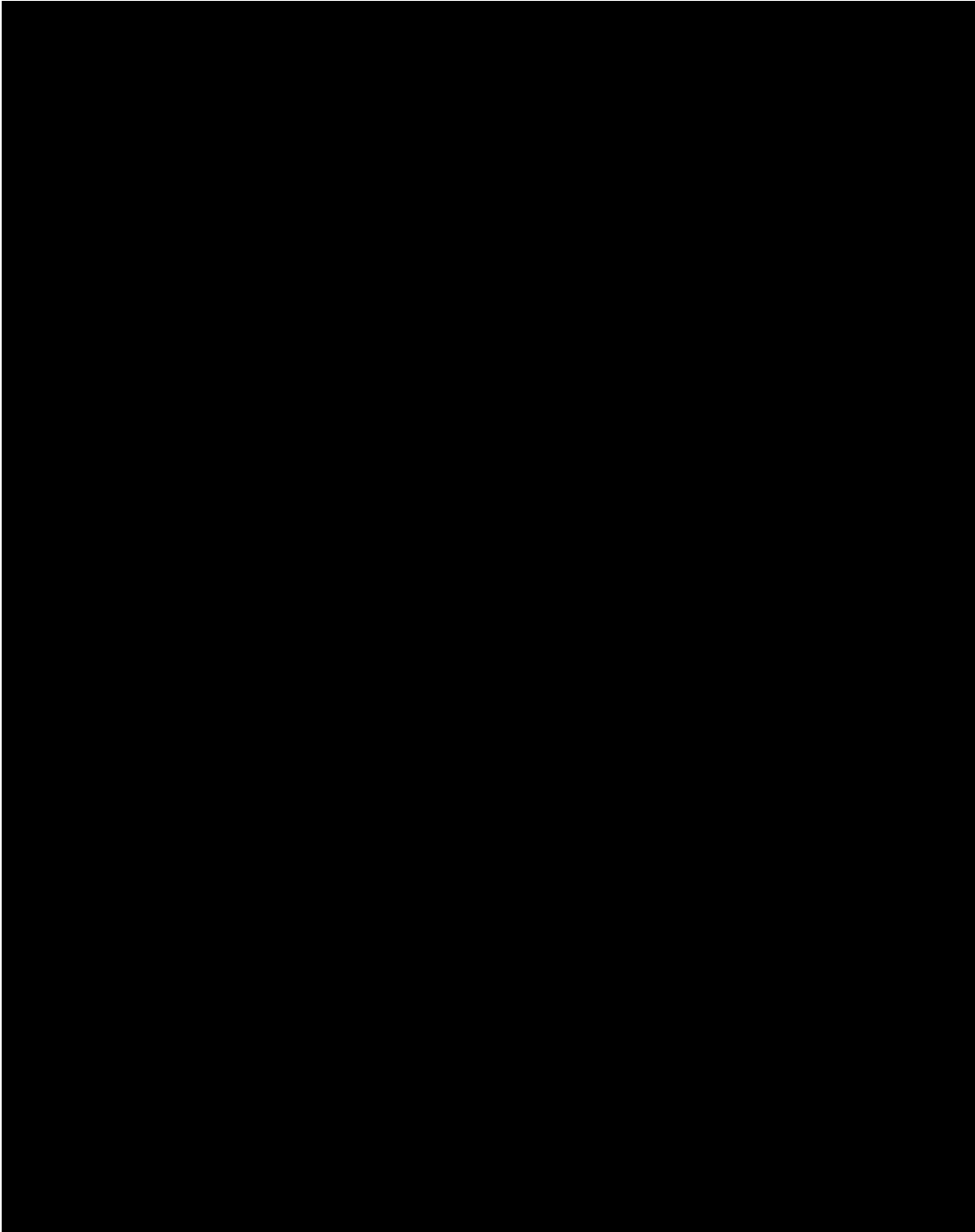


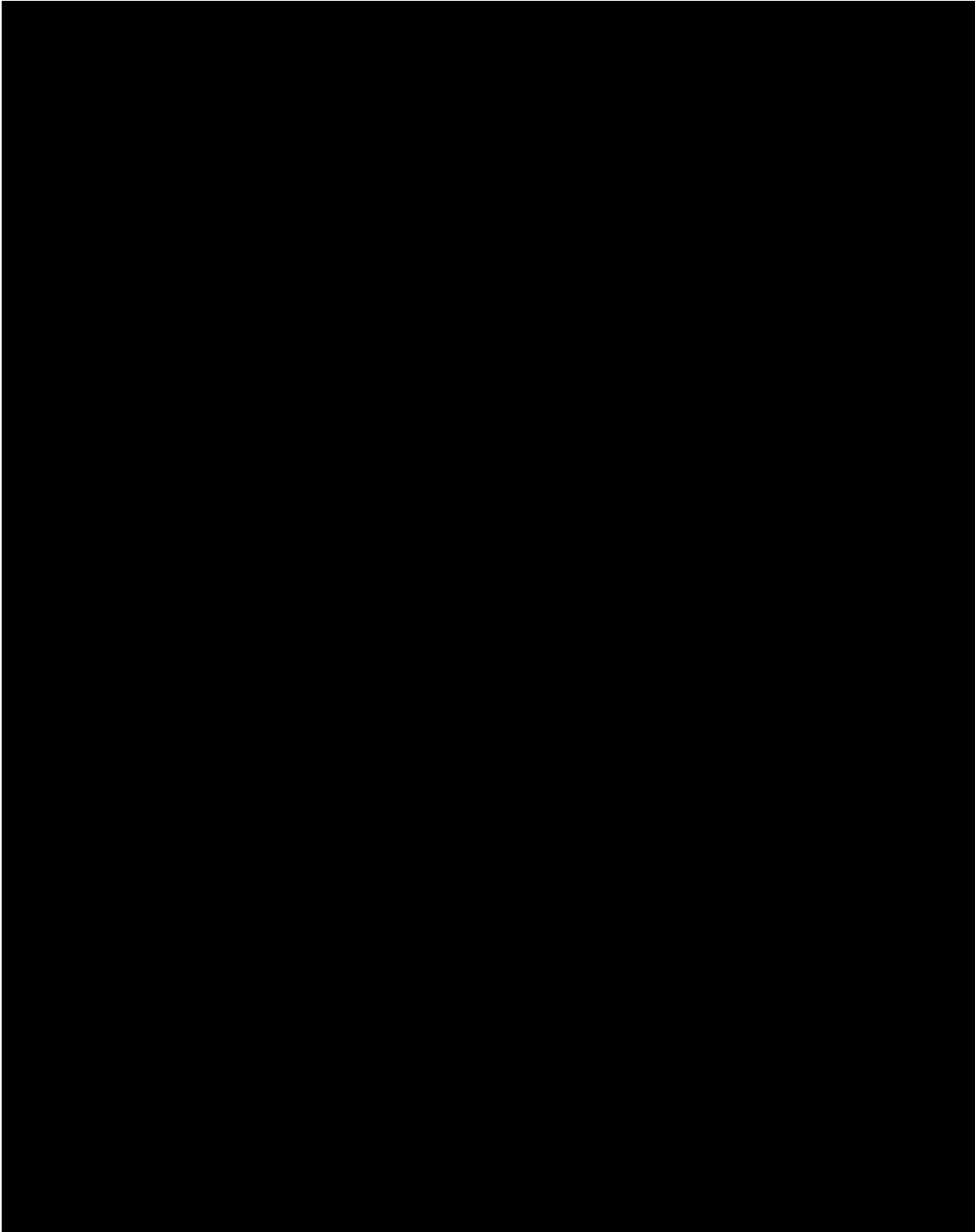
ATTACHMENT C: 2008-09 Housing &  
Community Development Project Workbook

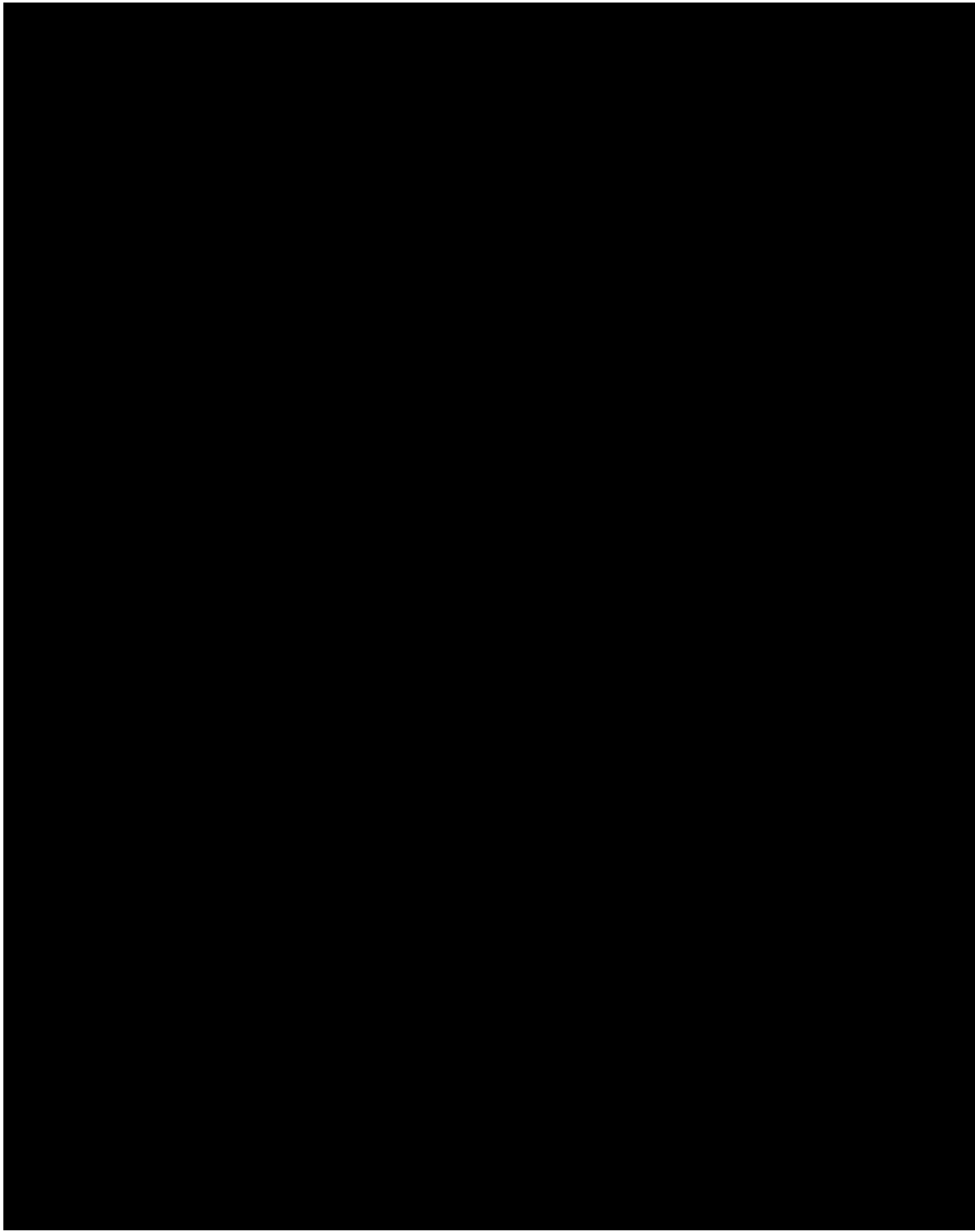


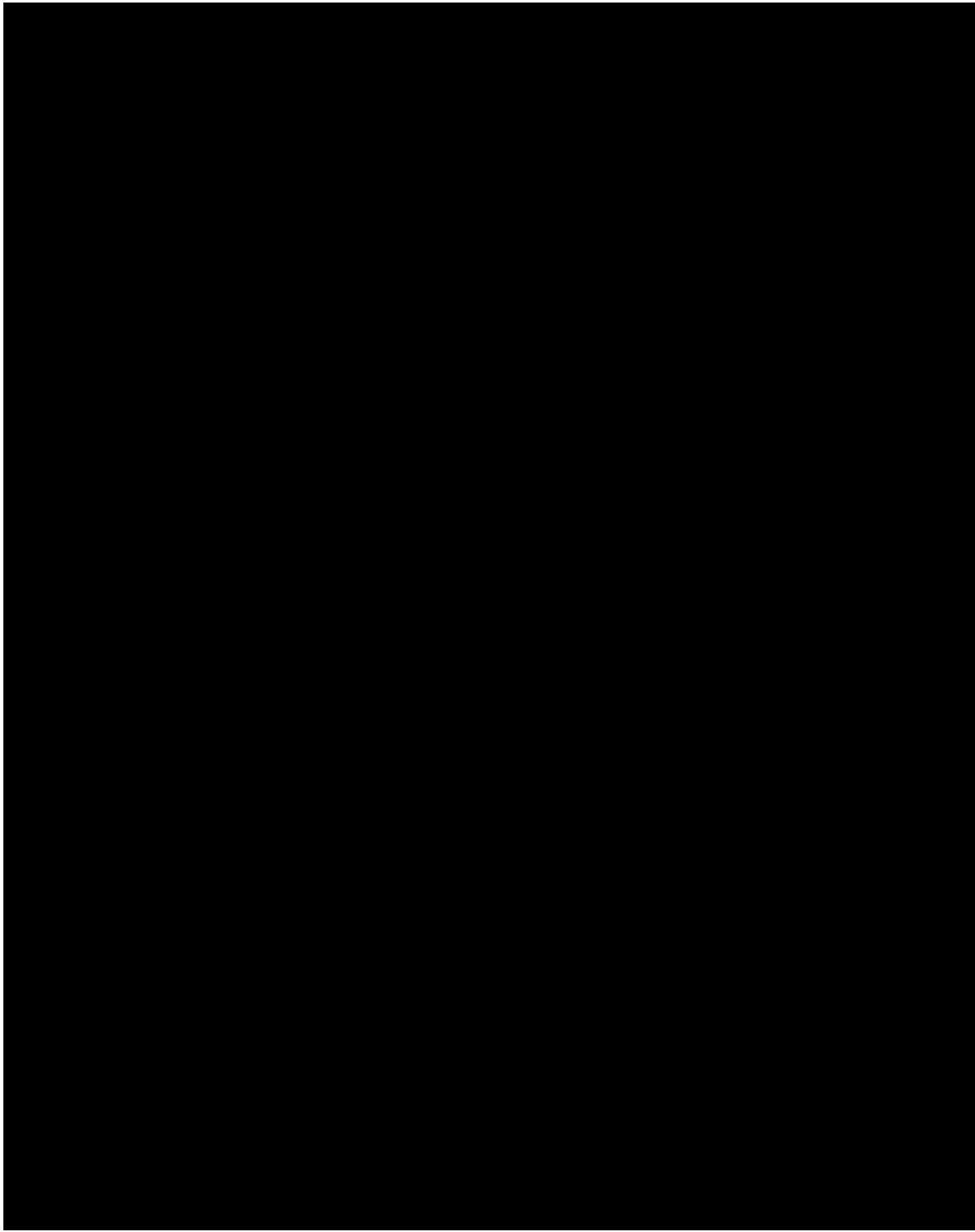


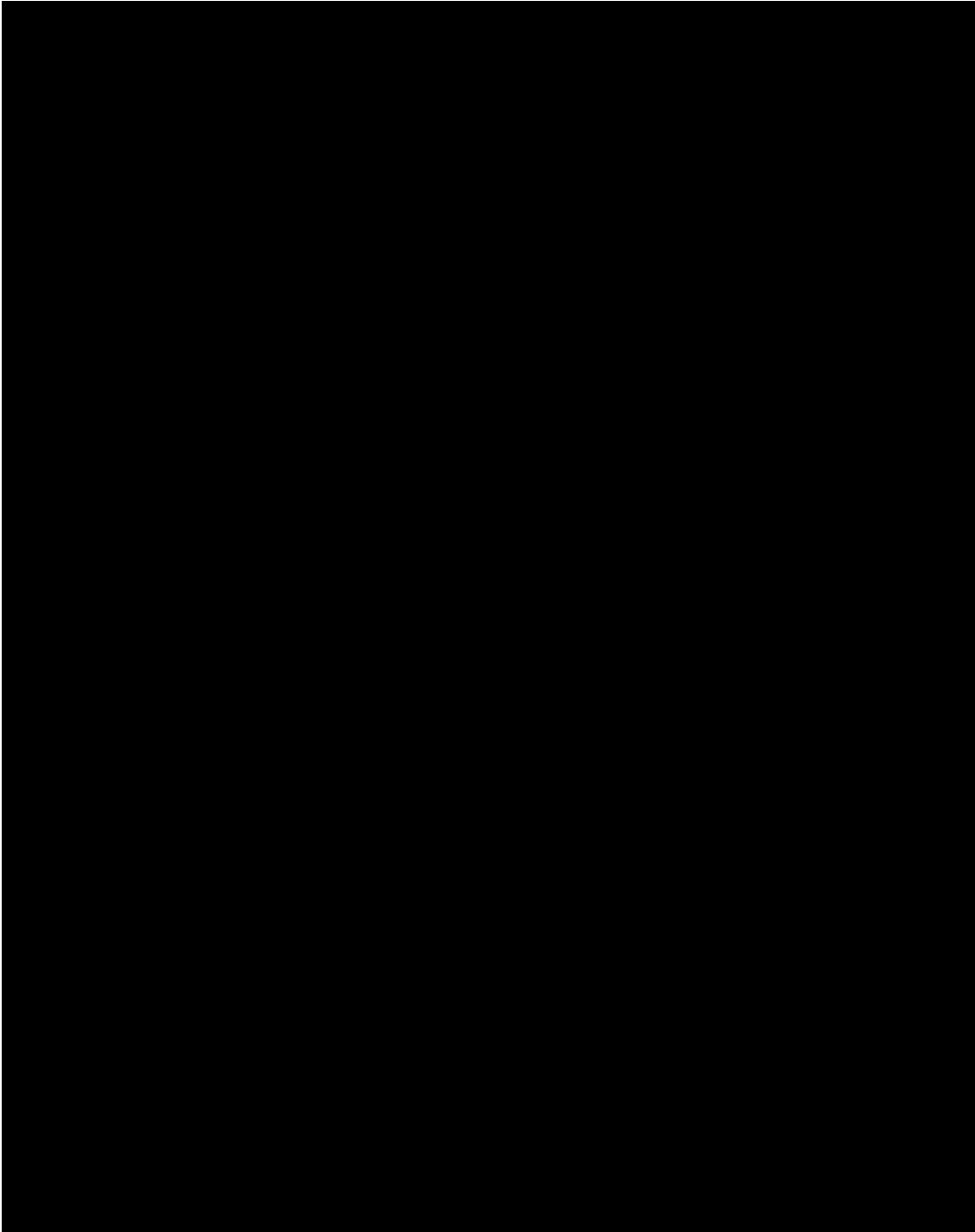


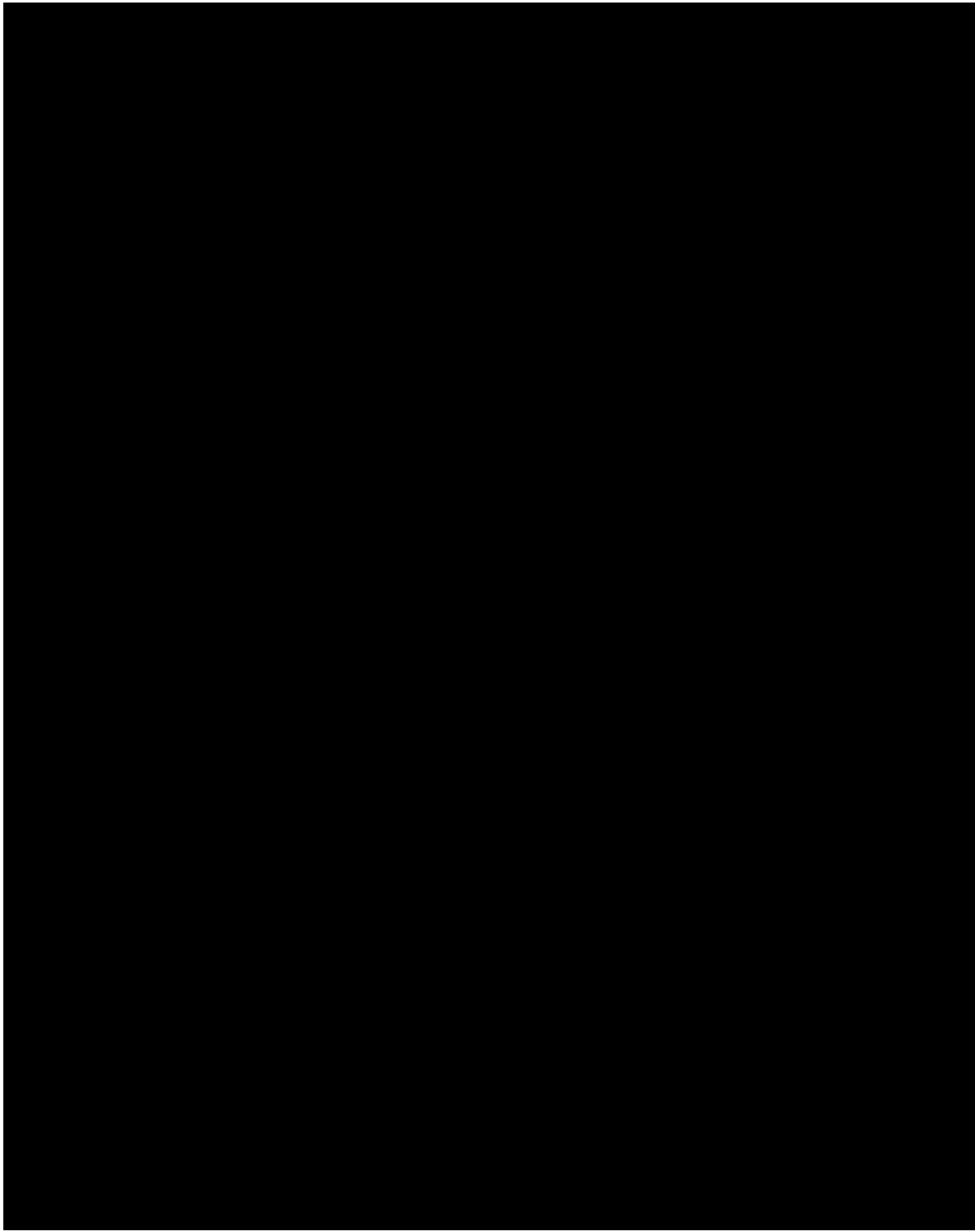


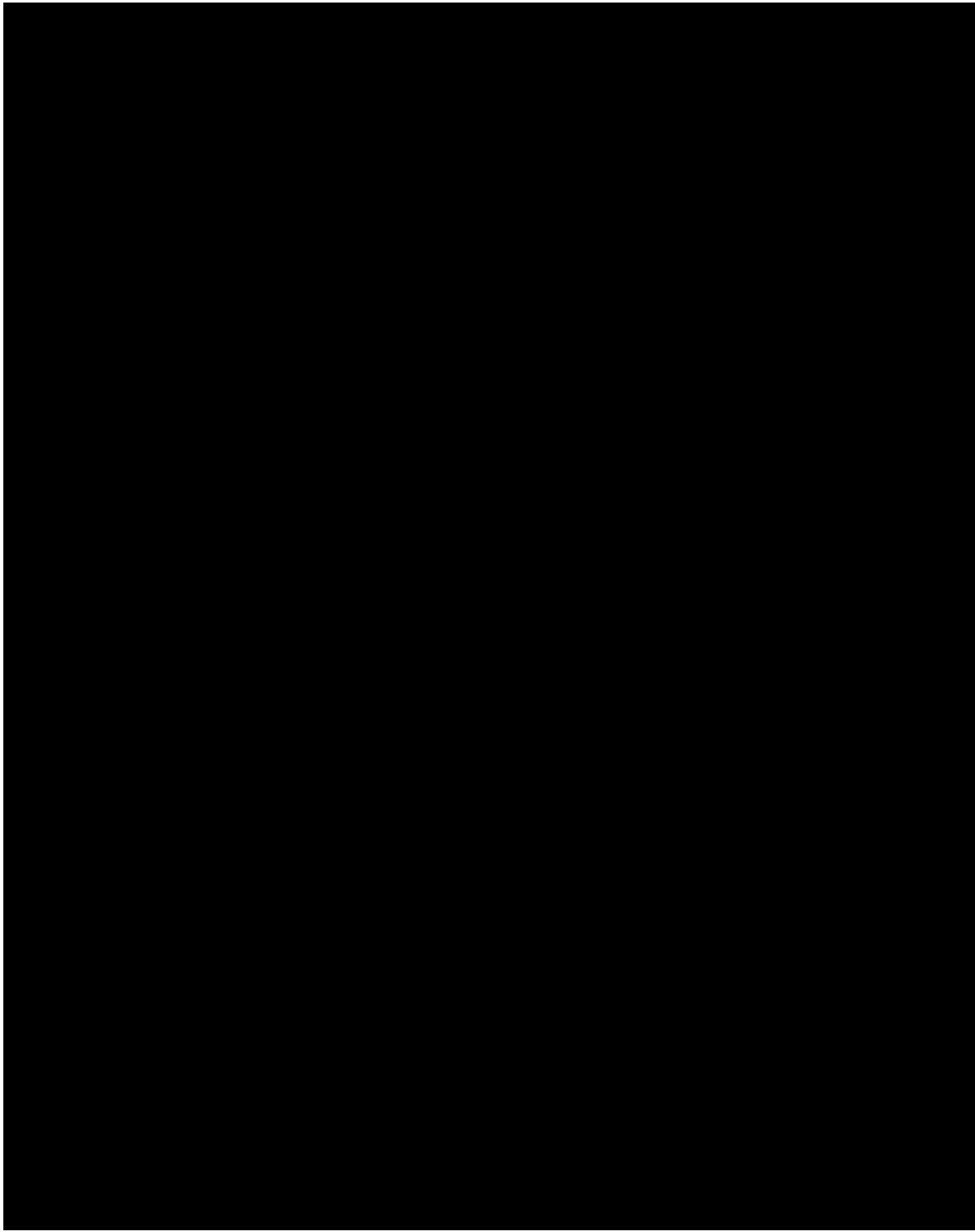


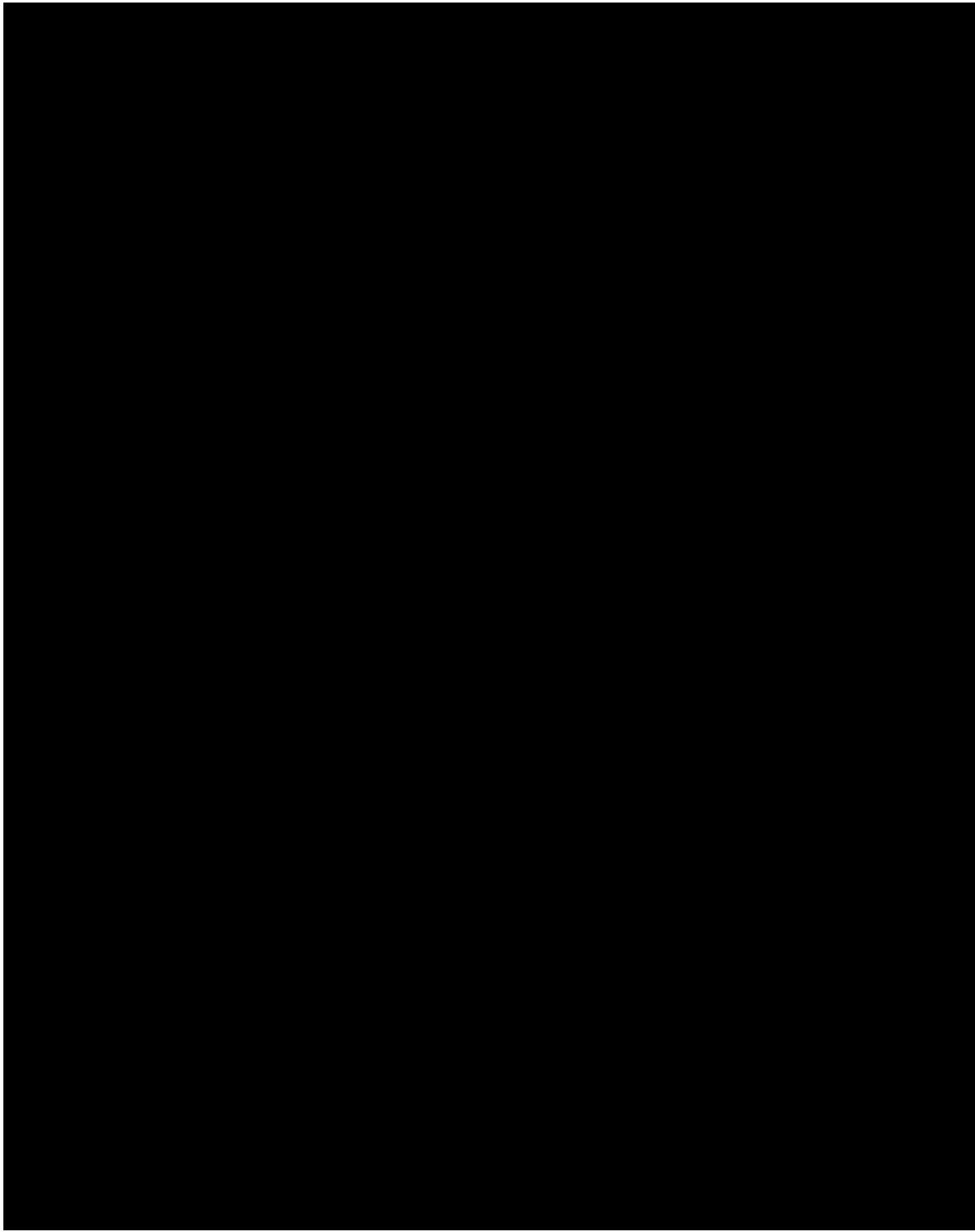


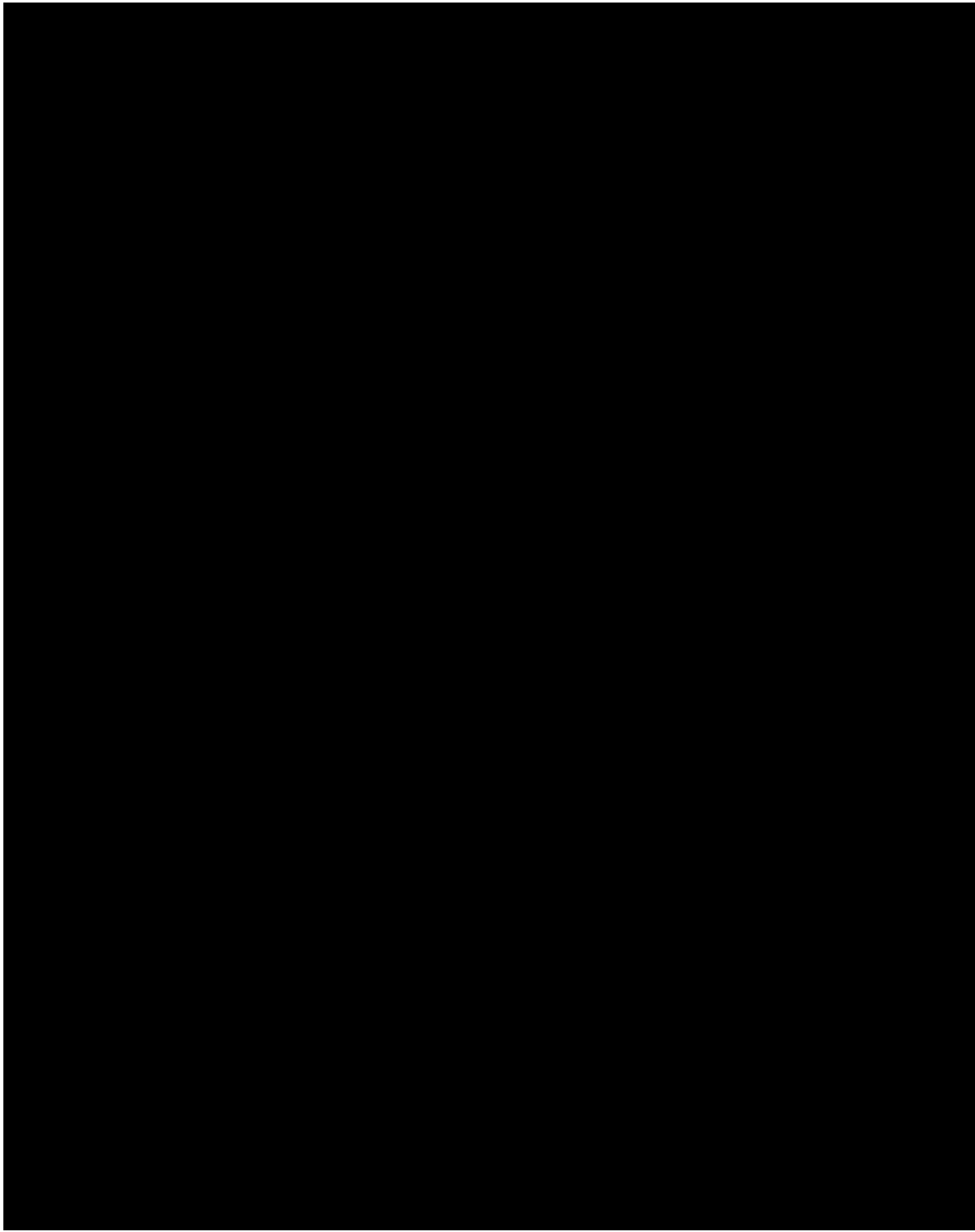












ATTACHMENT D: HUD 424 & Certification  
Forms



# 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 \$1,136,131	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds \$1,458,685		\$Grantee Funds Leveraged	
\$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 \$657,467	\$Additional HUD Grant(s) Leveraged	Describe	

\$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			
Jennifer	L.	Hall	
Housing Manager	734-622-9006	734-622-9022	
hallj@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.

**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.

5/10/08

---

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

- This certification does not apply.  
 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;

**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.

5/10/08

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Signature/Authorized Official

Date

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Ann Arbor, MI 48107-8645

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734-222-6782

Telephone Number

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

**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.

---

Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

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

### 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;

5/10/08

\_\_\_\_\_  
Signature/Authorized Official

Date

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City/State/Zip

734-222-6782

Telephone Number

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

### 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.

---

Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

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

### 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

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.

---

Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

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

## 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
Packard Community Clinic	3174 Packard Road	Ann Arbor	Washtenaw	MI	48108
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
Washtenaw Affordable Housing Corporation	701 Miller Ave. #4	Ann Arbor	Washtenaw	MI	48106

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 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

	5/10/08
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	