

CONTINUUM OF CARE (CoC) BOARD

SEPTEMBER 18, 2024 | 3:00-5:00PM

VIRTUAL MEETING

TIME	AGENDA ITEM
3:00pm	1. Call to Order
3:03pm	2. Welcome/Introductions
3:18pm	3. Public Comment
3:20pm	4. Approval of Agenda (ACTION)
3:22pm	5. Approval of July Minutes (ACTION)
3:25pm	6. CoC Board Member Nominations (ACTION) – <i>Kristin Kunes, Office of Community & Economic Development (OCED)</i> Vanessa Pankey: Lived Experience Representative Shekinah H. Singletery: Private Funder Neeraja Aravamudan: Institute of Higher Education
3:35pm	7. HUD CoC NOFO Funding and Timeline – <i>Andrew Kraemer, OCED</i> Supplemental CoC Board Meeting October 16 th (ACTION)
3:45pm	8. Winter Shelter Task Force Recommendations for Winter 24-25 (ACTION) – <i>Rhonda Weathers, SOS Community Services and Dan Kelly, SAWC</i>
4:00pm	9. Foster Youth to Independence and Family Unification Program MoU (ACTION) – <i>Weneshia Brand, Ann Arbor Housing Commissioner</i>
4:10pm	10. Woda Cooper Companies Robin Crest Property – <i>Patrick Olding, Harrison LaHaie, and Greg Mustric</i> LIHTC Letter of Support (ACTION) Memorandum of Understanding (ACTION)
4:20pm	11. Overview of HUD HOME ARP Supportive Services Funding – <i>Andrew Kraemer, OCED</i>
4:30pm	12. HUD CoCBuils NOFO Funding and Timeline – <i>Andrew Kraemer and Kristin Kunes, OCED</i>
4:35pm	13. Gap Analysis Budget – <i>Pam Smith, OCED</i>
4:55pm	14. Public Comment
5:00pm	15. Adjournment

Key Terms

MoU: Memorandum of Understanding

LIHTC: Low Income Housing Tax Credits

HUD: U.S. Department of Housing and Urban Development

ARP: American Rescue Plan

NOFO: Notice of Funding Opportunity

Board Position	Board Member
WHA Director	Amanda Carlisle, Director, Washtenaw Housing Alliance (WHA)
CoC At-Large	Aaron Cooper, Avalon Housing
Homeless or Housing Program	Dan Kelly, Shelter Association of Washtenaw County (SAWC)
Homeless or Housing Program	Jan Little, Michigan Ability Partners (MAP)
Faith Community	Jim Mogensen, Religious Action for Affordable Housing (RAAH)
Domestic Violence Provider Representative	Kim Montgomery, SafeHouse Center Services Director
WHA Board Member	Rhonda Weathers, SOS Community Services
Police/Sherriff	Sheriff Jerry Clayton, Washtenaw County Sheriff OR Kathy Wyatt
OCED Director	Toni Kayumi
Housing Commissions	Jennifer Hall, Director of Ann Arbor Housing Commission (AAHC)
Workforce Development	Johnny Epps, Michigan Works Southeast
CMH Director	Katie Hoener, Community Mental Health OR Melisa Tasker, Community Mental Health (CMH)
Housing Access for Washtenaw County	Amanda Guanco, Call Center Supervisor
Substance Abuse Coordinating Agency Director	Nicole Adelman, Community Mental Health Partnership of Southeast Michigan (CMHPSM)
Another Township or City Highest Elected Official	Renee Smith, City of Ypsilanti
Public Health Director	Ruth Kraut, Deputy Health Officer
CoC At-Large	Tish Lee, Legal Services of South Central Michigan (LSSCM)
Housing Commissions	Zachary Fosler, Director of Ypsilanti Housing Commission (YHC)
City of Ann Arbor Mayor	John Hieftje, Former Mayor
McKinney Vento Liaison	Kellie Rutledge, Ozone House Director
Lived Experience Representative	Vacant
Lived Experience Representative	Vacant
Youth Advisory Board Representative	Vacant
Youth Advisory Board Representative	Vacant
Michigan Department of Health and Human Services Director	Renee Adorjan, MDHHS Director OR Alice Seipelt, Community Coordinator
Veterans Administration	Gabriel Parra, Health Care for Homeless Veterans Coordinator
Washtenaw County Board Chair	Greg Dill, County Administrator OR Andrew LaBarre, County Commissioner
Private Funder	Vacant
Police/Sherriff	Vacant
Police/Sherriff	Deputy Chief Jason Forsberg, Ann Arbor Police Department
WHA Board Member	Vacant
CoC Non-Funded Agency	Elizabeth Alpert, Washtenaw Intermediate School District (WISD)
Institute of Higher Education	Vacant

CONTINUUM OF CARE (CoC) BOARD

JULY 17, 2024 | 3:00-5:00PM

VIRTUAL MEETING

TIME	AGENDA ITEM
3:00pm	1. Call to Order J. Hieftje called the meeting to order
3:03pm	2. Welcome/Introductions
3:18pm	3. Public Comment
3:20pm	4. Approval of Agenda (ACTION) LaBarre moves to approve Mogensen seconded Rutledge suggests to change item number 9, Amanda is on sabbatical, there are things to discuss with the youth homelessness project, but it is not a policy decision (change Youth Homelessness Policies to Youth Homelessness Projects) (but do have a voting item - need a vote by August 29 th) Add action item to item number 9 to give executive board the authority to add a virtual vote Approved
3:22pm	5. Approval of June Minutes (ACTION) LaBarre moves to approve Fosler seconded Approved
3:25pm	6. FRT HOME ARP Funding Recommendations Virtual Vote (ACTION) – Kristin Kunes, Office of Community and Economic Development (OCED) Moved by Hoener Seconded by Mogensen Kunes shares: There is new funding coming into the county through the ARP Act. Washtenaw County was dedicated 1.25 million for supportive services for homelessness. Funding Review Team is in charge of reviewing the applications. After CoC board reviews and approves the grantees, the Urban County and the BOC needs to approve as well. There is a request to vote virtually for the CoC board to help the timelines align and move along. Poll would be open from August 26 th to August 30 th .

Approved	
3:30pm	7. FRT's ESG Funding Recommendations (ACTION) – <i>FRT Representative and Kristin Kunes, OCED</i> Rutledge moved Smith seconded Kunes shares: OCED oversees ESG funds in Washtenaw County (supports emergency housing, rapid response, prevention, etc.) Applications were due on June 14th and the funding review team met and made recommendation for who should get funding. FRT is recommending that all applicants move forward with funding. MSHDA: Avalon Housing is asking for the same amount; SOS is asking for the same amount; SAWC is asking for slightly more than in the past; IHN has not received funding in a while, getting a little bit in this recommendation; OCED is getting just admin costs; any excess goes to SOS services for homelessness prevention HUD ESG funds: Ozone House applied for more with the assumption that Washtenaw County is not going to receive more money (FRT is recommending that the excess in ESG go to Ozone House); SafeHouse gets the same amount; SOS gets the same; SAWC is getting the same; OCED gets admin costs Lutomski shares: Need to make a corrective action plan, FRT is looking at this and policies and procedures that can be put in place to have a more objective project when partner agencies do not spend down all of their money. MSHDA has said that when money isn't spent down, it will not be allocated in the same way in the following year, and we will receive 50% of what was returned the coming year. FRT knows we have the ability to use all of the funds; FRT wants OCED to assist with this. Kunes shares: MSHDA pay for performance opportunity for organizations to get more funds based on performances (specific measures: timeliness on financial status reports, system performance measures/benchmarks) possible that Washtenaw County will receive more; communities need to meet at least three performance measures to get extra funds Washtenaw County met three measures (not financial status reports) (did hire someone with lived experience of homelessness) (met two additional performance measures)

	Approved Kelly, Alexander, Rutledge, Cooper, and IHN abstain
3:45pm	8. Letter of Support (ACTION) – <i>Wendy Carty-Saxon, Avalon Housing</i> LIHTC Funding for Hickory Way Phase III Hoener moved Smith seconded Carty-Saxon shares: Development next to current Avalon Development Hickory Way. All units are one-bedroom. Start construction of development August 2025 and finish development in August 2027. Approved Cooper abstains
4:00pm	9. Youth Homelessness Policies – <i>Amanda Carlisle, Washtenaw Housing Alliance (WHA) (ACTION)</i> Rutledge shares: Team has been working on the YHDP application and would like feedback from the board. Ozone House and WHA are working on the Grant Application which is due to HUD on August 26th. If awarded, Washtenaw County would be issued funds to support on addressing youth homelessness Question: if we were selected as a YHDP community, what would stakeholders define and measure success? Discussion: Cooper: graduation rates from high school Pankey: ability to be sustainable and have direction at the end of stay, ability to be independent but also having trusted advisors, education on finances, navigating systems, etc. Kraut: Look into what research driven best practices there are and use those as guiding principles Kelly: Having additional programming in community for young adults (have unique needs), work with McKinney-Vento Mogensen: LGBTQ+ population having (family) support and prevention for younger people going into the adult homeless system, trauma- and mental health-based services for populations Question: how do CoC members involve young people/individuals with lived experience in their organizations (with program design/implementation/etc)? Discussion: Kunes: email listed contacts for any work currently happening with Youth involvement/people with lived experience involvement

	- Sharon Lapides, lapidess@washtenaw.org - Kellie Rutledge, krutledge@ozonehouse.org - Danielle Zochowski, dzochowski@ozonehouse.org (ACTION) Item to be voted on is youth membership on the CoC board and the executive committee (from youth from the Washtenaw Housing Alliance) Kraut moved Seipelt seconded Approved
4:15pm	10. Board of Commissioners CoC Resolution – <i>Andy LaBarre, Washtenaw County</i> LaBarre: Want to get the history of the CoC, policy expertise that it has, collective responsibilities of the CoC, what should future commissioners know about the function of the CoC to make a resolution. Hope to get something in draft form by the end of the month to get into the August agenda, but is flexible. Asking members to email him for information (labarrea@washtenaw.org)
4:30pm	11. Verification of Literal Homelessness: Families – <i>Kristin Kunes, OCED and Pam Smith, OCED</i> Kunes: Category 1 literal homelessness: families that lack a defined structure. HUD and MSHDA allocate ESG funds have policies around how we define literal homelessness and how it is proved. (prefer it is from a provider or third party, not self certification) Have noticed that families rates of experiencing literal homelessness is increasing and using self certification to verify their status. Last week we had 120 families on the CHIP list, 73 were verified using self certification, no supplemental verification. Not verifying during assessment, it is possible that people aren't meeting the definition of literal homelessness. - There are inequities between how families and individuals are being triaged based on staff available to verify literal homelessness - It is making the counties numbers inflated, people aren't in the right place in the system Guanco: Call Center staff can only take word that they are in the county and category 1. Process between getting put on the list and section 8. Section 8 is when they need the homelessness verification. Get letters from McKinney-Vento, shelters, etc. Families must call the center once a week to do a family center check in (again taken on their word that they are still

category 1). Family situations are difficult because they don't want to give too much information based on fear of CPS/losing their children/getting turned into the police making it more difficult to verification

P Smith: We hope to get the board together to get feedback/brainstorming on how to address the self certification issues that the county is experiencing

Kraut: what other types of certifications are there?

P Smith: Shares what kind of certifications are usable

Hoener: This has been a discussion in the past; recently talked about this with other communities in Michigan; a lot of communities are having similar issues (this is a very challenging space/contentious topic). Haven't been able to find a solution. Most communities are heavily reliant on self certification (but some communities refuse to take self certification – turning some families away)

Pankey: How did you verify the locations of the families using PATH

Hoener: Team knows often where families are based on common locations, but must see people sleeping in a place that isn't meant for human habitation, tried many times to verify homelessness

Pankey: Did you go at night to find the families

Hoener: Yes we tried a variety of time frames

Pankey: Where are the 100 families? I don't see them on the sidewalks. What is CPS's position when it comes to homelessness and children in this county?

Smith: Homelessness is not enough to rule a child in an unfit environment

Pankey: Perhaps we need to disclose to families that CPS will not be called/what CPS's role is in the family/dangers

Guanco: Call Center staff do disclose this to families

Taylor (IHN): Some families are in shelters, hotels, etc. the number is probably less than 120. Years ago, interventions used to be face to face, talking to families on the streets/in their cars. Face to face you get a lot more information than talking to someone over the phone. Perhaps worth

looking into getting more funding to support in-person intake and assessment

Kunes: Intake and assessment are two different processes, so where would we need the in-person is something that should be discussed.

Kelly: This conversation has been on going for many years. Oakland county adopted a practice many years ago (balance a process that isn't punitive and meeting people where they are) where you go from gold to silver to bronze documentation

Kraut: Reluctance has to do with the fear that people are lying about their circumstances. If we aren't getting in trouble for it, it may not be a large issue. If other agencies aren't getting in trouble for it, it is fine. It is often noted in ER notes, other documentation that families are homeless – does this count as verification? "Have you ever told any of your doctors that you are homeless?"

Lapides: Yes, letters from doctors do count as verification. HUD does give guidance on this issue. Similar to what Dan said – there is a three step verification process with self certification being a last resort. HUD asks that intake workers do their due diligence at the very least. Also helps saving time of those who are trying to do rapid rehousing and finding verification.

Painter: SOS takes a lot of pride in how they offer customer service over the phone. Staff always offer compassion and empathy to those that they are serving. Have found with experience that it is hard to tell just by in person assessments that they live in their car, etc. There are benefits to doing intake over the phone (no transportation, have to take entire family). Do not see nearly as many no shows over the phone as they have in person in the past. SOS is successful in getting verification letters, but sometimes it takes a really long to get, process can be challenging.

Kunes: Knowing that self certification should be used as a last resort, it is worth asking if it is an equitable approach, if families are treated the same as individuals. It is an ongoing issue and there isn't a clear cut solution right now. In the absence of an immediate solution, does the board have any requests for shifting or maintaining the process to bring to committees?

Hieftje: It is just important that the agencies are doing their best.

Smith: It is important to talk to those with lived experiences to find where change needs to happen. Maybe would be worth making a survey for those with lived experiences.

4:50pm	12. Public Comment Patrick Olding from an affordable housing development company based in Ohio: Share a project that they are working on in Ann Arbor on West Stadium Blvd to submit to MSHDA for low-income tax credits. Plan to have 92 units with 35% being affordable units (PSH units). Hope to get on the agenda at the September meeting and get an official letter of support. Hoping to target the chronically homeless. Gregory Dill: Thank you all for the work that you do. Labarre is always focused on what we can do and how we can approved. Want to let people know that the ARPA funding cliff is before us.
5:00pm	13. Adjournment Hieftje adjourned

Key Terms

FRT: Funding Review Team

ARP: American Rescue Plan

ESG: Emergency Solutions Grant

LIHTC: Low Income Housing Tax Credits

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WHA Director	Amanda Carlisle, Director, Washtenaw Housing Alliance (WHA)
CoC At-Large	Aaron Cooper, Avalon Housing
Homeless or Housing Program	Dan Kelly, Shelter Association of Washtenaw County (SAWC)
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WHA Board Member	Rhonda Weathers, SOS Community Services
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OCED Director	Toni Kayumi
Housing Commissions	Jennifer Hall, Director of Ann Arbor Housing Commission (AAHC)
Workforce Development	Johnny Epps, Michigan Works Southeast
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Veterans Administration	Gabriel Parra, Health Care for Homeless Veterans Coordinator
Washtenaw County Board Chair	Greg Dill, County Administrator OR Andrew LaBarre, County Commissioner
Private Funder	Jillian Rosen, VP for Community Investment for Ann Arbor Area Community Foundation
Police/Sherriff	Vacant
Police/Sherriff	Deputy Chief Jason Forsberg, Ann Arbor Police Department
WHA Board Member	Vacant
CoC Non-Funded Agency	Elizabeth Alpert, Washtenaw Intermediate School District (WISD)
Institute of Higher Education	Neeraja Aravamudan, Director of the Edward Ginsberg Center

ACTION ITEM SUMMARY

CONTINUUM OF CARE (CoC) BOARD | September 18, 2024

New CoC Board Member Nominations

The CoC Board has several vacancies: Lived Experience Representative (2), WHA Board Member, Ypsilanti Chief/Sherriff/Police, Ann Arbor Chief/Sherriff/Police, Private Funder, and Institute of Higher Education. Through targeted recruitment, there are nominations for three of the vacancies. Vanessa was nominated by Amy Atique with the Housing Access for Washtenaw County (HAWC) Call Center for the Lived Experience Representative vacancy. Shekinah H. Singletery was nominated by Amanda Carlisle with the Washtenaw Housing Alliance (WHA) for the Private Funder vacancy. Neeraja Aravamudan was nominated by Toni Kayumi with the Office of Community and Economic Development (OCED) for the Institute of Higher Education vacancy. Virtual meetings were held on July 17th and July 31st with these individuals to provide an overview of the CoC Board which included meeting structure, Board Member roles and responsibilities, and terms. The CoC Board Manual, CoC Governance Charter, and current list of Board Members were also shared. Nominees were invited to attend the July CoC Board Meeting for further context.

Current Action Needed:

Approve the 3 nominations to fill the Private Funder, Lived Experience Representative, and Institute of Higher Education Board Member vacancies.

Motion:

The CoC Board approves the 3 nominations to fill the Private Funder, Lived Experience Representative, and Institute of Higher Education Board Member vacancies.

Supplemental CoC Board Meeting October 16th

The 2024 Continuum of Care (CoC) Program Competition closes on Wednesday, October 30th. Through this program, Washtenaw County has the opportunity to apply for \$7 million in renewal permanent housing projects, and over \$1.2 million in new coordinated entry, permanent supportive housing, and domestic violence bonus projects. A special meeting is needed to allow the Funding Review Team time to review and recommend renewal and bonus project applications as well as time for CoC staff to prepare the application for CoC Board approval. This supplemental meeting is being proposed for Wednesday, October 16th from 4-5pm via Zoom.

Current Action Needed:

Approve the request for a supplemental CoC Board Meeting on October 16th from 4-5pm.

Motion:

The CoC Board approves the request for a supplemental CoC Board Meeting on October 16th from 4-5pm.

Winter Shelter Task Force Recommendations for Winter 24-25

The Winter Shelter Taskforce, formed by the CoC Board in 2023, has been meeting in preparation for Winter 2024-2025. New recommendations have been drafted to support a strong winter shelter response across Washtenaw County for individuals and families in need. These recommendations were created after examining anticipated community need including increased shelter and emergency service needs this winter, especially for families following the closure of the MSHDA Homeless Preference Housing Choice Voucher (HCV) Waitlist. The Winter Shelter Taskforce presented initial recommendations to the Washtenaw County Board of Commissioners (BOC) as part of a funding request. The Taskforce plans to provide a follow-up with the BOC after the CoC Board has an opportunity to review and provide feedback.

Current Action Needed:

Approve the Winter Shelter Task Force's recommendations for Winter 24-25.

Motion:

The CoC Board approves the Winter Shelter Task Force's recommendations for Winter 24-25.

Foster Youth to Independence and Family Unification Program MoU

The Family Unification Program (FUP) Memorandum of Understanding (MoU) established a partnership between the Ann Arbor Housing Commission (AAH), the Office of Community and Economic Development (OCED), the Washtenaw County Continuum of Care (CoC), and the Michigan Department of Health and Human Services (MDHHS) that allocates Housing Choice Vouchers to two different populations. These populations are Families (certified by MDHHS as those whose lack of adequate housing is a primary factor for imminent placement of the family's child/children) and Youth (certified by MDHHS as those between the ages of 18-24 years who have left foster care). The existing MoU is set to expire on September 30, 2024. Since October 2021, this partnership has successfully housed 64 households (39 families and 25 foster youth).

This Action Item seeks to extend the terms of the MoU and thereby the partnership for an additional three years (October 1, 2024, through September 30, 2027) and makes minor changes, specifically pertaining to the eligible youth population. HUD made changes to the assistance provided to youth under the Fostering Stable Housing Opportunities (FSHO) amendments. Throughout the HUD notice, these vouchers are referred to as FYI vouchers and allow youth to receive assistance for an additional 24 months beyond the 36-month time period if the youth participate in the AAHC FSHO program or the youth engaged in at least one of three activities: education, workforce development, or employment for not less than 9 months of the 12-month period preceding each extension. Additional changes to the MoU include added language for the FYI initiative, which allows AAHC to apply for additional vouchers, as needed, to assist eligible youth on a non-competitive basis or on-demand so long as funding is provided by HUD.

Current Action Needed:

Approve the revisions and amendment to the Foster Youth to Independence and Family Unification Program MoU.

Motion:

The CoC Board approves the revised and amended MoU for the Foster Youth to Independence and Family Unification Program.

Woda Cooper Companies Robin Crest LIHTC Letters of Support

Woda Cooper Companies is an affordable housing development company based in Ohio. Woda is seeking two Letters of Support for their Low-Income Housing Tax Credit (LIHTC) Applications for a Permanent Supportive Housing (PSH) development in Ann Arbor named Robin Crest I and Robin Crest II. Woda first introduced this news at the CoC Board Meeting on July 17th, 2024. Robin Crest I and II proposes the development of up to 46-unit general occupancy and PSH development in an amenity-filled area. The development will consist of one building located at 2040-2060 W Stadium Blvd, Ann Arbor, MI containing a combination of one- and two-bedroom units located on all levels of the midrise four-story building. The development anticipates 17 Section 8 Project-Based Vouchers from the Michigan State Housing Development Authority or the Ann Arbor Housing Commission. 17 of the 46-unit Robin Crest Apartments will be set aside for the top 10% of Washtenaw County's Continuum of Care's Prioritized Registry and Chronically Homeless Households.

Current Action Needed:

Approve the Letters of Support for Woda's Robin Crest I and II LIHTC Application.

Motion:

The CoC Board approves the Letters of Support for Woda's Robin Crest I and II LIHTC Application.

Woda Cooper Companies Robin Crest Property MoUs

In connection to Wooda Cooper Companies' Robin Crest I and II PSH development, two Memorandums of Understanding (MoUs) are proposed. These MoUs are an Agreement for services between Robin Crest Limited Dividend Housing Association Limited Partnership ("Robin Crest LDHA LP"), Woda Cooper Development, Inc., Woda Management & Real Estate, LLC, Community Action Network ("CAN"), and Washtenaw County Housing Assessment and Resource Agency (HARA). These MoUs outline that services for tenants of Robin Crest I and II will be provided under a separate service agreement. By approving and signing these MoUs, Washtenaw County agrees to provide referrals to Robin Crest I and II via the Community Housing Prioritization Committee (CHP). CAN will provide housing case management services and coordinate the provision of other support services through partnerships with local service agencies. These MoUs will last 12 months from the start date and be renewed annually.

Current Action Needed:

Approve the MoUs for Woda's Robin Crest I and Robin Crest II Property.

Motion:

The CoC Board approves the MoUs for Woda's Robin Crest I and Robin Crest II Property.

New CoC Board Member Nominations

CONTINUUM OF CARE (CoC) BOARD | September 18, 2024

Bios

Vanessa Pankey

I am a proud mother of ten. Hard working and carry the ethics and morale standards set by the Phi Theta Kappa Honors society to its highest magnitude. My goal is to bring my entire journey and experience from multiple counties and states, to provide my knowledge stemming from other resources and organizations that has maintained compliance throughout the federal guidelines. I would like to also share my own personal strategies that I have written many years ago, when I interned for the Director of Philanthropy at the Kalamazoo Gospel Mission back in 2016. The plan was designed to help the community maintain stability based upon a new routine. Another goal would be to bring new innovative ideas that will not only stimulate the economy, but also eliminate systematic racism. Bringing attention to the reality of how the community is set and setting new standards, that will naturally eradicate any future attempts. Giving the community a voice and bridging the gap; without causing any offence or harm. I would like to be considered as a community liaison because I am not only speaking from my experiences, but also others who may have encountered similar adverse or effective experiences. I have lived among every single class America has ever made today and as far as I can tell we all want the same thing. Peace and prosperity. And that is what I want for every single person that lives in my community and I am more than happy to serve for the people of this great nation.

Shekinah Singletery

Shekinah Singletery is the Trinity Health Ann Arbor Director of Community Health & Well-Being. She partners with hospital leaders, community-based organizations, and other health care stakeholders to address social needs and social influencers of health for those experiencing poverty and other vulnerabilities. She has experience leading initiatives related to process improvement, community coalition building, community health needs assessment, workforce development, Safety Net Health Centers, and Diversity, Equity & Inclusion. For nearly 10 years, Trinity Health Ann Arbor has financially invested in the Washtenaw Housing Alliance including separate contributions to the Sister Yvonne Gellise Fund for Permanent Supportive Housing Services. In addition, Trinity Health Ann Arbor partners with Alpha House and HouseN2Home through in-kind and/or financial support.

Neeraja Aravamudan

Neeraja Aravamudan has spent over 18 years in higher education in a number of programming and leadership roles. Currently, Neeraja is the Director of the Edward Ginsberg Center, a civic & community engagement center at the University of Michigan-Ann Arbor. As Director, Neeraja provides strategic leadership, ensures data-informed alignment between our values and work at the Center and across U-M and works to reduce barriers and challenges to equitable partnerships between students, faculty, and community partners in Southeast Michigan. Community-engaged learning brings together her interests in social justice, teaching and learning, and values-centered practices.

2024 Continuum of Care Competition

Timeline

June: CoC Board approves [2024 Ranking Policies](#)

July 26: US Housing and Urban Development releases [2024 CoC Notice of Funding Opportunity](#)

July-August: Current CoC Providers submit information for local review process

September: CoC accepts applications for new CoC Bonus and DV Bonus Projects

September to October: Funding Review Team meets to make funding recommendations; CoC staff prepare Collaborative Application

October 16: *Proposed CoC Board meeting to approve funding recommendations*

October 30, 8pm: All application materials due to HUD

HIGHLIGHTS

- Washtenaw County CoC is eligible to apply for:
 - **\$7,268,806** in Renewal Project Funding (Annual Renewal Demand, or ARD)
 - **\$363,400** for CoC Planning Grant (non-competitive)
 - **Up to \$872,257** in CoC Bonus Project(s)
 - **Up to \$396,786** in DV Bonus Project(s)
- Under our ranking policies, potential CoC Bonus Projects include new Supportive Services Only-Coordinated Entry Projects (SSO-CE) or new or expansion Permanent Supportive Housing (PSH) Projects.
- Potential DV Bonus Projects include new SSO-CE Projects or new or expansion Rapid Re-Housing (RRH)
- HUD asks communities to rank all new, expansion, and renewal projects using objective criteria and community prioritization, and then divides the ranked projects into two tiers based on cumulative dollar amount:
 - Tier 1, which are the highest ranked projects, is automatically awarded
 - Tier 2, the remaining dollar amount, are awarded based on how a community scores in the collaborative application
- Washtenaw County's ranking policies place existing projects at the top of our rankings, and always place new or expansion projects below those projects. This year, SSO-CE Bonus projects will be ranked first, followed by Bonus PSH projects, followed by DV Bonus projects.
- For 2024, HUD has set Tier 1 at **90% of ARD**
 - For Washtenaw County, that 90% (\$6,541,925) of our renewal funding is guaranteed, and the remaining amount will be ranked in the next tier.
 - Tier 2 will be the remaining 10% of our renewal funding, and bonus projects.
 - The DV Bonus may be funded out of a pool of money for such projects, or considered for CoC Bonus funding through the regular competition.
- All projects will be evaluated and ranked using the established community rubrics by the Funding Review Team, who will then make a final recommendation to the CoC Board
- At the proposed October Meeting, the CoC Board will make the final decision on the FRT's recommendations. Recommendations will be provided to the board by October 9.

TASK FORCE RECOMMENDATIONS

Table 5. Recommendations for Unmet Needs for Programs Serving Individuals and Families

Recommendations below assume that the emergency shelter programs for individuals and families, as listed in Table 1 and Table 2 respectively, will be funded and operate as planned including the expansion of overnight shelter for individuals and families. The recommendations below estimate capacity to serve 224 individuals on a given night this winter and to serve an estimated **100 additional families this winter**, and as cost effectively as possible. Recommendations include assisting individuals and families supportive service needs as well as including on-going case management to help households move into permanent housing.

Program Type	Eligibility / Prioritization	Estimated # of Individual s/ Families Assisted	Estimated Costs	Tiered Level of Assistance*	Notes / Rationale	Recommended Service Providers
Prevention and Diversion						
Eviction Prevention	Individuals and Families that qualify, based on \$3K cap per household	200 households @ \$3,000 = \$600,000	\$700,000	Level 1	Currently there are limited eviction prevention funds available in the community; funding would be for both individuals and families. Most existing funding ceases at the end of 2024. Support current level of eviction prevention assessment staffing at	Barrier Busters (\$590,000 for rental assistance & \$10,000 for OCED BB Staffing) SOS (\$100,000 case management eviction prevention work)
	Eviction prevention assessment staffing	\$100,000				

Program Type	Eligibility / Prioritization	Estimated # of Individuals / Families Assisted	Estimated Costs	Tiered Level of Assistance*	Notes / Rationale	Recommended Service Providers
					SOS.	
Shelter Diversion	Individuals and Families that can be diverted from shelter with/without one-time financial aid.	50-80 households	\$50,000	Level 3	SOS has a 2-year MSHDA grant in partnership with SAWC that covers a portion of this activity for individuals and families.	SOS (\$50,000)
Families Shelter Diversion, with Stipends	Families that can stay where they are or obtain housing with short-term financial assistance.	60 families @ \$1,000 = \$60,000 \$500 for two months per family max	\$60,000	Level 2	Successful diversion is estimated to be with 30% of families. Current direct cash assistance funding available until end of 2024. Model proposed would be similar to one used in 2022-2023 winter going through Coordinated Entry process	OCED (\$60,000)
Emergency Overnight Winter Shelter /Hotel Stays and Family RRH Support						
Overnight Overflow Site for	Families with whom shelter diversion has	12-24 people per night	\$50,000	Level 4	Staffing and supplies for IHN to offer Inclement Weather overnight	IHN/Alpha House (\$50,000)

Program Type	Eligibility / Prioritization	Estimated # of Individual s/ Families Assisted	Estimated Costs	Tiered Level of Assistance*	Notes / Rationale	Recommended Service Providers
Families	been unsuccessful and who need immediate shelter.				housing to assist families without shelter during cold weather months. Program to operate 7 pm to 7 am with limited amenities.	
Short-term Hotel Stays	Reserved for Clients with Complex Medical and/or Behavioral Health Needs and Who Would Struggle Staying in Congregate Settings (i.e. families with newborn, etc).	45-50 households Average length of stay 2-4 weeks	\$110,000	Level 5	Remainder of hotel funds still available from last winter funding allocation until end of 2024. These additional funds (\$150K) would be for approx. 50 households from January - March 2025. Includes housing case management through SOS.	SOS (\$110,000 both hotel costs and case management to house those in hotels)
Family RRH	Families served by the RRH programs at IHN and SOS	143 HH 160 adults 325 kids 485 total	\$212,590	Level 2	Continue support of IHN and SOS in providing staffing and rental assistance for Family RRH program	SOS (\$106,295; direct rental assistance and case management)

Program Type	Eligibility / Prioritization	Estimated # of Individuals / Families Assisted	Estimated Costs	Tiered Level of Assistance*	Notes / Rationale	Recommended Service Providers
						IHN ((\$106,295; direct rental assistance and case management))
Daytime Winter Shelter						
Family Daytime Winter Shelter	Families seeking daytime warming/cooling during inclement weather	36 persons at one time	\$50,000	Level 2	Staffing and supplies for IHN to offer Inclement Weather daytime warming/cooling site to assist families without shelter during extreme cold and heat months. Program to operate 7 am to 7 pm with limited amenities.	IHN/Alpha House (\$50,000)
Daytime Winter Shelter	Anyone seeking relief from cold weather during the day			Level 1	Staffing for for daytime winter shelter included in recommendation below re Site and Staffing Support. Funding support from other municipalities and donation sources being sought from SAWC; support needs may vary	See below

Program Type	Eligibility / Prioritization	Estimated # of Individuals / Families Assisted	Estimated Costs	Tiered Level of Assistance*	Notes / Rationale	Recommended Service Providers
					depending on whether previous year's funding requests are allocated again from other sources.	
Site and Staffing Support for Daytime Winter Shelter and Emergency Overnight Winter Shelter						
			\$100,000	Level 1	Remainder of staffing funds still available from last winter funding allocation until 2025 (approximately \$94,000) for individual shelter support (SAWC was able to braid other funding support to carry this support forward and thus increase ability to meet other needs this winter). Funding includes staffing support/potential site costs (if needed).	SAWC (\$100,000 – staffing and site support)

Total Ask: \$1,332,590

**ATTACHMENT A: MEMORANDUM OF UNDERSTANDING –
WASHTENAW COUNTY CONTINUUM OF CARE (CoC)
FOSTER YOUTH TO INDEPENDENCE AND FAMILY UNIFICATION PROGRAM**

, This Memorandum of Understanding (MOU) has been created and entered into on October 1, 2022 ~~and amended~~ amended on June 11, 2024, by and between the following parties for the purpose described below.

Public Housing Agency (PHA): Ann Arbor Housing Commission (AAHC)

Primary Contact: Weneshia Brand, ~~Deputy~~ Director ~~of Operations~~
wrbrand@a2gov.org

727 Miller Ave. Ann Arbor, MI 48103

Public Child Welfare Agency (PCWA): The State of Michigan Department of Health and Human Services (MDHHS)

Primary Contact: Renee Adorjan, Director-Washtenaw County office
AdorjanR@michigan.gov
22 Center Street
Ypsilanti, MI 48198

Secondary Contact: Jeanette Hensler, Director-Grants Division, Bureau of Grants and Purchasing
Email: HenslerJ1@michigan.gov
235 S. Grand Ave., Suite 1201
Lansing, MI 48933

Washtenaw County Continuum of Care (CoC)

Primary Contact: ~~Anna O'Toole~~ Kristin Kunes, Human Services Policy Specialist
~~otoolea@washtenawba.org~~ kunesk@washtenawba.org
415 W. Michigan Ave. Ypsilanti, MI 48197

< ~~Katie Hoener~~ ~~Renee Smith~~, Washtenaw County CoC Board Chair & Toni Kayumi,
Washtenaw County Office of Community & Economic Development, CoC Collaborative
Applicant Authorized Representative must sign>

I. Introduction and Purpose:

The Family Unification Program (FUP) and Foster Youth to Independence (FYI) is a program under which Housing Choice Vouchers (HCVs) are provided to two different populations:

- **FUP-Eligible Family** is defined as a family that the MDHHS has certified as a family for whom the lack of adequate housing is a primary factor in the imminent placement of the family's child, or children, in/out-of-home care, or in the delay of discharge of a child, or children, to the family from out-of-home care, and that the AAHC has determined is eligible for a Housing Choice Voucher (HCV).
- **FUP and FYI Eligible Youth and FYI Eligible Youth** is defined as a youth that the MDHHS has certified to be at least 18 years old, and not more than 24 years of age

(have not reached their 25th birthday), and who has left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act, and is homeless or is at risk of becoming homeless at age 16 or older.

The Ann Arbor Housing Commission and Michigan Department of Health and Human Services are committed to administering the U.S. Department of Housing and Urban Development (HUD) Family Unification Program (FUP) in accordance with the standards outlined in the HUD Family Unification Program Notice of Funding Availability for Fiscal Years 2017 and 2018 (FR-6100-N-41) and Foster Youth to Independence (FYI) Non-Competitive Notice PIH 2023-04. ~~and Foster Youth to Independence (FYI) Non-Competitive Notice PIH 2023-04.~~ The Washtenaw County Continuum of Care (CoC) is committed to cooperate with and assist the AAHC and MDHHS.

The AAHC will administer FYI and the FUP in partnership with MDHHS, which is responsible for referring FUP families and eligible youths to the AAHC for determination of eligibility for rental assistance. Once MDHHS makes the referral, the AAHC places the FUP/FYI applicant on its waiting list, determines whether the family or youth meets HCV program eligibility requirements, and conducts all other processes relating to voucher issuance and administration.

In addition to rental assistance, supportive services must be provided by the MDHHS to FUP/FYI youths for at least 18 months in which the youth ~~participates~~participate in the program. Youth may receive rental assistance for up to 60 months if enrolled in the AAHC FSS program or is engaged in education, workforce development, or employment activities, as defined by Notice PIH 2023-04.

II. Goals and Program Liaisons:

- a. The AAHC and MDHHS have the following goals and standards of success in administering the program:
 - i. All FUP and FYI partners meet at least once per month to ensure effective communication and implementation of program
 - ii. FUP/FYI voucher applications are completed and approved within 90 days
 - iii. FUP/FYI vouchers are leased up within 90 days of voucher being issued
 - iv. 85% of FUP/FYI participants are still housed after 12 months

- b. The following staff positions will serve as the lead FUP/FYI liaisons:

AAHC FUP/FYI Liaison: Weneshia Brand, Deputy Director

MDHHS FUP/FYI Liaison: Alice Seipelt, Community Resource Coordinator/Contract Administrator

CoC FUP Liaison: ~~Anna O'Toole~~Kristen Kunes, Human Services Policy Specialist

- c. Responsibilities of the FUP/FYI liaisons are as follows:

- i. **AAHC FUP/FYI Liaison:** Will provide training to CoC and MDHHS staff regarding FUP and FYI voucher regulations; will create streamlined processes for referrals and applications; will track the number of FUP and FYI vouchers that are leased up monthly; will notify CoC and MDHHS when a voucher vacancy exists; will problem-solve with MDHHS, landlords and FUP/FYI tenants when a FUP/FYI tenant is out of compliance with the FUP or FYI voucher regulations to ensure continuation of assistance; and will collect data for reporting purposes to CoC, MDHHS and HUD; will coordinate meetings with FUP partners at least quarterly; will ensure attendance at CoC referral and prioritization meetings; will oversee compliance with this MOU.
- ii. **MDHHS FUP/FYI Liaison:** Will establish a system to identify and track families referred from AAHC and CoC; will work to partners to identify and refer youth not on current MDHHS caseload; will provide eligibility certification for FUP/FYI-eligible families and youth; implement a process to ensure active caseloads are reviewed to identify FUP/FYI-eligible family and youth; provide referrals to AAHC within 30 working days of receiving notification of voucher availability; will conduct MDHHS staff meeting to ensure case management and follow-up services are effective; Will provide training to CoC and AAHC staff regarding referral procedures; will problem-solve with AAHC, landlords and FUP/FYI tenants when a FUP/FYI tenant is out of compliance with the FUP/FYI voucher; will coordinate FUP/FYI meetings with FUP/FYI partners at least quarterly; will ensure attendance at CoC referral and prioritization meetings; will oversee compliance with this MOU.
- iii. **CoC FUP Liaison:** As a member of the COC AAHC Wwill coordinate the integration of FUP/FYI -eligible youth and FUP/FYI vouchers into existing prioritization and referral processes; will ensure the addition of a regular agenda item at twice-weekly prioritization and referral meetings to check in on status of completing FUP/FYI documentation and any barriers to leasing up for collective problem solving; will work with CoC partners to identify services to be provided using CoC program funds to families and youth who qualify for CoC program assistance; will attend and participate in regular meetings conducted by the AAHC and MDHHS (at least quarterly); will oversee compliance with this MOU.

Commented [A1]: I believe this should say bi-weekly not twice a week

Has Ozone House reviewed this? The COC turns all youth over to Ozone so we would want them to be ok with the services as outlined as well

III. Statement of Cooperation:

The AAHC and MDHHS agree to cooperate with HUD, provide requested data to HUD or HUD-approved contractor delegated the responsibility of program evaluation, and follow all evaluation protocols established by HUD or HUD-approved contractor, including possible random assignment procedures.

Upon receipt of an award from HUD, the AAHC and MDHHS agree to establish a data sharing agreement, unless a data sharing agreement is deemed unnecessary.

IV. Housing Search Assistance:

FUP-Eligible Families: Direct case management will be provided to assist FUP families and youths in locating units and working with landlords to secure appropriate eligible units. This will include regular contact with the families and provision of resources to assist in locating housing units (unit viewings, neighborhood tours) and transportation to view various units. Financial assistance to secure units can include security deposits, utility deposits/arrears, and moving costs as needed (see section IX (c) for resources available). Further, as the AAHC will help provide information to finding units in low-poverty census tracts during briefings (read below). MDHHS Children's Protective Services and Foster Care staff, or contracted foster care service providers in Washtenaw County, will provide the case management.

FUP/FYI -Eligible Youth: To ensure youth self-sufficiency, case managers will help the youth increase income, transition to safe and stable housing, and ultimately maintain permanent housing. Case managers will assist the youth create and work towards goals in the areas of housing, income, education and employment, as well as other self-sufficiency needs. The duration and frequency of case management depends on the needs of each youth. Case managers will work with youth and landlords to locate and secure appropriate and eligible housing, including unit viewings and neighborhood tours. Financial assistance to secure units can include security deposits, utility deposits/arrears, and moving costs as needed (see section IX. (c) for resources available). Youth are placed in housing as soon as it is available; placement is not contingent upon first receiving substance abuse or psychiatric services, or other shelter or support services aimed at "housing readiness." Further, as the AAHC will help provide information to finding units in low-poverty census tracts during briefings (read below). Ozone House, youth and runaway youth shelter and housing provider, will provide the case management for FUP/FYI -eligible youth.

Housing search assistance in low-poverty census tracts: AAHC service area is Washtenaw and Monroe Counties. The vast majority of voucher tenants live in the urban areas of Washtenaw County. Washtenaw County is one of the highest income counties in Michigan. The Area Median Income is \$92,900 which significantly impacts the affordability of the rental housing market. The biggest challenge for voucher tenants is to find an apartment that is both affordable and that accepts vouchers.

During voucher applicant briefings, the AAHC provides a map of low and high poverty areas in the AAHC's service area and AAHC staff discusses the advantages of living in areas with access to transportation, jobs, health-care, grocery stores, and good schools. AAHC's service area includes 2 universities and several colleges which artificially produce low-income census tracts in and around these institutions of higher education. These student areas are actually in high-rent neighborhoods with many amenities and opportunities for voucher holders, particularly in the City of Ann Arbor. The AAHC increased the payment standard for the City of Ann Arbor to the maximum allowed by HUD, 110% of Fair Market Rent, to enable voucher tenants to live in this higher opportunity community.

The AAHC regularly holds landlord meetings to both recruit new landlords and to provide information to existing landlords about the voucher program and to answer any questions and

concerns. The AAHC provides a resource page on its website specifically for landlords which includes HUD regulations, landlord/tenant laws, and a link to the Michigan Housing Locator website to advertise vacant units. The AAHC also markets private-sector units for landlords to voucher tenants by posting the vacancies in the AAHC's lobby and by providing a list of landlords who accept vouchers to new applicants and existing voucher holders who wish to move. The AAHC does landlord outreach annually to retain existing landlords and to recruit new landlords to accept vouchers. In addition, the AAHC's on-line software, Yardi, includes a landlord portal that allows landlords to track rent payments, track the status of HQS inspections, and to post vacant units.

Due to the difficulty of finding affordable rental housing in the AAHC service area, the AAHC supports project-basing vouchers to ensure dedicated units are available. The AAHC ~~may will~~ issue a Request for Proposals to Project Base Vouchers, including FUP/~~FYI~~ vouchers in high opportunity areas.

V. Services to be provided to FUP/~~FYI~~-eligible youths:

To help youth obtain and maintain safe and stable housing, MDHHS and Ozone House will provide with the following for a period of at least 18 months to FUP/~~FYI~~-eligible youth receiving rental assistance through the use of a FUP voucher, regardless of age:

- a. **Basic life skills:** Case managers will provide basic life skills training, including money management, use of credit, housekeeping, proper nutrition/meal preparation, and access to health care (e.g., doctors, medication, and mental and behavioral health services).
- b. **Lease requirements and HCV program requirements counseling:** Youth will be counseled on compliance with rental agreements, HCV program participant requirements (including assistance/referrals for assistance on security deposits, utility hook-up fees, and utility deposits), as well as general rights and responsibilities as a tenant.
- c. **Landlord-Tenant Liaison:** Case managers work with property owners to provide reasonable assurances necessary to assist FUP/~~FYI~~-eligible youth to rent a unit with a FUP/~~FYI~~ voucher.
- d. **Job skills and employment services:** Youth will be eligible to participate in the Ozone House WorkZone employment training program. This program gives intensive employment training focused on "soft skills" and job readiness (e.g. positive self-concept, communication & customer service, financial literacy, resume writing, conflict resolution, interviewing, & professional workplace behavior). Youth then participate in a 100-hr internship that aligns with their career interest.
- e. **Educational and career advancement counseling:** Assistance will be provided to help the youth reach educational advancement goals, including the attainment of general equivalency diploma (GED), attendance/financing of education at a technical school, trade school or college.

Each youth, with the guidance of their case manager, develops an individualized service plan designed to help them identify and reach their goals in regard to housing stability, self-sufficiency, and increasing their income and life skills. Case managers will also coordinate with community partners to ensure access to mainstream benefits. In accordance with Housing First,

services are individualized based on the needs of participants; housing retention skills and services are all offered in the actual setting where they are to be utilized; and housing and support services are considered two separate domains, such that a young person may refuse support services without consequence for their housing. Ozone House also provides 24/7 crisis intervention to homeless youth and young families.

VI. AAHC Responsibilities:

AAHC will fulfill each of the following responsibilities:

- a. **Acceptance of FUP-eligible families and FUP/FYI youths certified by MDHHS:** Upon receipt of the MDHHS list of families and youths currently in the MDHHS caseload, AAHC will compare the names with those of families and youths already on the AAHC's HCV waiting list. Any family or youth on the AAHC's HCV waiting list that matches with the MDHHS's list must be assisted in order of their position on the waiting list in accordance with PHA admission policies. Any family or youth certified by MDHHS as eligible and not on the HCV waiting list must be placed on the waiting list. If the AAHC has a closed HCV waiting list, it must reopen the waiting list to accept a FUP applicant family or youth who is not currently on the AAHC's HCV waiting list. (The PHA may reopen the waiting list to accept a FUP applicant family or youth without opening the waiting list for other applicants.)
- b. **Referring literally homeless families and youth on HCV waiting list to MDHHS:** In consultation with the Washtenaw County CoC, AAHC will determine if any families with children, or youths age 18 through 24 on its HCV waiting list are living in temporary shelters or on the street and may qualify for FYI and the FUP and refer such applicants to the MDHHS.
- c. **Placing FUP-eligible family and FU/FYI youth on HCV waitlist:** The AAHC FUP FYI Liaison is responsible for managing the HCV waitlist and ensuring that FUP/FYI-eligible tenants are placed on the waitlist.
- d. **Amendments to Administrative Plan:** The AAHC FUP/FYI Liaison will draft a resolution for the AAHC Board to adopt any Administrative Plan amendments that are needed in accordance with applicable program regulations and requirements.
- e. **Administering vouchers:** The AAHC will have a dedicated Occupancy Specialist who will administer all of the FUP/FYI vouchers rather than dispersing the FUP/FYI vouchers among multiple Occupancy Specialists. The dedicated FUP/FYI Occupancy Specialist will work closely with the AAHC FUP/FYI Liaison and MDHHS staff to ensure that income certifications and lease-ups are completed in a timely manner.
- f. **MOU compliance:** The AAHC FUP/FYI Liaison will be responsible for ensuring that the AAHC is in compliance with this MOU.
- g. **Training:** Upon notification that vouchers have been awarded, the AAHC FUP/FYI Liaison will train MDHHS staff on the AAHC's HCV policies and procedures. The AAHC will train the MDHHS staff on what documentation is needed for income and eligibility compliance and identify the documents that are the most difficult for applicants to secure and the process to collect those documents.
- h. **Meetings:** The AAHC will conduct regular meetings (at least quarterly) with MDHHS and the CoC and will also comply with:
 - i. The AAHC will meet at least monthly with MDHHS staff and other relevant partners (e.g. Ozone House) to problem-solve and provide status updates for

- all FUP applicants and tenants to discuss the status of referrals, applicants, voucher searches, landlord issues, and ongoing compliance issues.
- ii. AAHC staff will continue to attend twice-monthly CoC meetings to coordinate referrals and applications.

VII. MDHHS Responsibilities:

MDHHS will fulfill each of the following responsibilities:

- a. **Identification & Referral (Current Caseload):** MDHHS staff will utilize their ~~current Michigan Statewide Automated Child Welfare Information System (MiSACWIS) software system~~ to assist in identifying FUP-eligible families and FUP/~~FYI~~-eligible youths within the agency's caseload, based on available data points within the ~~MiSACWIS software~~ system. A system will be established to identify and track families referred from the AAHC and ~~CoC/Ozone~~. Referrals will be made after obtaining written consent from individuals identified. Families with an open case for substantiated child abuse and/or neglect and/or whose children are already in an out-of-home placement where housing assistance could help the parent(s) to stabilize the family situation and reunification efforts, will be given highest priority. Referral of and assistance for identified families will continue to be a priority independent of provision of other reunification services and will not be contingent upon the successful completion of other aspects of the families' case management plans.
- b. **Identification of FUP-eligible youth (not on current caseload):** MDHHS will work with MDHHS Michigan Youth Opportunity Initiative (MYOI) staff, who are responsible for servicing youth who have been in foster care on or after their 14th birthday, but whose foster care case has since closed, to identify and refer FUP/~~FYI~~-eligible youth to the AAHC who are not currently within the agency's caseload. This will include attending regular meetings to quickly identify and refer the youth. Additionally, Ozone House will identify FUP/~~FYI~~-eligible youth through crisis line screening and through the MORE Program, a program at two local institutions of higher education that provides clinical support and case management for former Foster Care youth. ~~The As a member of the~~ CoC's coordinated entry, ~~AAHC and Ozone~~ will review the CoC's by-name list for any eligible youth and coordinate closely with MDHHS ~~and Ozone~~ for referral if a FUP-eligible youth is identified through this process. Moreover, MDHHS will work ~~with the CoC to leverage partnerships at 5- with~~ local universities and colleges that collect Foster Care information on the FAFSA, as well as with the Washtenaw Intermediate School District to implement processes for youth to be identified in schools and education-related programs
- c. **Certification:** Written certification that a family qualifies as a FUP-eligible family, or that a ~~FUP/FYI~~ youth qualifies as a FUP/~~FYI~~-eligible youth, based upon the criteria established in Section 8(x) of the United States Housing Act of 1937, and the Family Unification Program Notice of Funding Availability for Fiscal Years 2022, and 2023, will be provided to the AAHC by MDHHS staff in Washtenaw County.
- d. **Staff Resource Commitment (identification & referrals):** MDHHS staff in Washtenaw will commit sufficient staff resources to ensure that eligible families and youths are identified and determined eligible in a timely manner. This commitment will include a process to ensure that the MDHHS active caseloads will be reviewed at

least once a month (when the AAHC has FUP and FYI vouchers available) to identify FUP-eligible families and FUP/FYI-eligible youths and refer them to the AAHC. Additionally, the Washtenaw County MDHHS staff will be prepared to provide referrals to the AAHC within 30 working days of receiving notification from the AAHC about voucher availability.

- e. **Staff Resource Commitment (follow-up services):** Washtenaw County MDHHS agrees to commit sufficient staff resources to provide follow-up supportive services after the youth leases a unit, documenting the source for funding for these services, as a part of the already established case work and case documentation.
- f. **MOU compliance:** Washtenaw County MDHHS agrees to comply with the provisions of this MOU.
- g. **Training:** Washtenaw County MDHHS agrees to, upon notification that vouchers have been awarded, train AAHC staff on the MDHHS's referral procedures.
- h. **Meetings:** Washtenaw County MDHHS agrees to conduct regular meetings (at least quarterly) with the AAHC and CoC other relevant partners and will also comply with the following:
 - a) MDHHS will meet at least monthly with AAHC staff and other relevant partners (e.g. Ozone House) to problem-solve and provide status updates for all FUP and FYI applicants and tenants to discuss the status of referrals, applicants, voucher searches, landlord issues, and ongoing compliance issues.
 - ~~MDHHS staff will continue to attend twice monthly CoC meetings to coordinate referrals and applications.~~

VIII. CoC Responsibilities:

The CoC will fulfill the following responsibilities:

- a. **Integrate prioritization and referral processes:** On an as needed basis, the CoC will ~~may~~ integrate FUP/FYI-eligible youth and FUP vouchers into its existing coordinated entry processes to prioritize resources and provide referrals. This is completed through the CoC's Community Housing Prioritization (CHP) Committee that twice-monthly to prioritize households to open permanent housing resources based on acuity and severity of need. A by-name list and a common assessment tool is used for prioritization, and case conferencing and collective problem-solving help to house clients more quickly. ~~MDHHS, AAHC, Ozone House and other relevant partners already participate in this committee and will continue to do so. Partners will be expected to follow the CoC's coordinated entry processes and policies to prioritize and refer FUP/FYI-eligible youth, youth, as available and appropriate into FUP and FYI voucher openings to effectively integrate the FUP resources into existing processes. Policies and processes will be adapted as needed to ensure a smooth implementation. A regular agenda item will be added to check in on status of completing FUP and FYI documentation and any barriers to leasing up for collective problem-solving.~~
- b. **Identify services:** Through CHP case conferencing and regular FUP /FYI partner meetings, the CoC will identify services to ~~be provided available~~ using CoC program funds to families and youth who qualify for CoC program assistance.
- c. **Meetings:** The CoC will attend and participate in regular meetings conducted by the AAHC and MDHHS (at least quarterly). The CoC will also continue to work with CHP

coordinators to coordinate and facilitate twice-monthly CHP meetings as described above.

d. **MOU compliance:** The CoC will comply with the provisions of the MOU.

IX. Rating Factors.

In addition to meeting all the threshold requirements of the Family Unification Program Notice of Funding Availability for Fiscal Years 2022, and 2023 and the Foster Youth of Independence Non-Competitive Notice PIH 2023-04, FUP/**FYI** partners also agree to meet the following:

- a. **PCWA's commitment to FUP/**FYI** -eligible youth** – To identifying and referring FUP/**FYI** -eligible youth in the community to AAHC, who are no longer part of DHHS's active case load, partners will do the following:
 - i. MDHHS will work with MDHHS Michigan Youth Opportunity Initiative (MYOI) staff, who are responsible for servicing youth who have been in foster care on or after their 14th birthday, but whose foster care case has since closed, to identify and refer FUP/**FYI** -eligible youth
 - ii. Ozone House will identify FUP/**FYI** -eligible youth through their regular screening, including crisis line screening, when youth presents for services
 - iii. Eligible youth will be identified through the MORE program, which involves Ozone House providing mental health staffing to programs that serve former Foster Care youth attending Eastern Michigan University and Washtenaw Community College
 - iv. **The CoC and FUP/**FYI** partners will leverage the strong partnerships with 5 local universities and colleges that collect foster care information as part of the annual FAFSA application**
 - v. Partners will work with the Washtenaw County Intermediate School District to implement processes for youth to be identified in schools and education-related programs
 - vi. **AAHC as a member of t**~~The CoC's~~ **coordinated entry will review the CoC's by-name list for any eligible youth and coordinate closely with MDHHS and Ozone for referral if a FUP-eligible youth is identified through this process**
- b. **Housing search assistance in low-poverty census tracts** – AAHC service area is Washtenaw and Monroe Counties. The vast majority of voucher tenants live in the urban areas of Washtenaw County. Washtenaw County is one of the highest income counties in Michigan. The Area Median Income is \$92,900 which significantly impacts the affordability of the rental housing market. The biggest challenge for voucher tenants is to find an apartment that is both affordable and that accepts vouchers.

The following describes the housing search assistance being made available to all FUP eligible families and FUP/**FYI** -eligible youth by the AAHC:

- i. During voucher applicant briefings, the AAHC provides a map of low and high poverty areas in the AAHC's service area and AAHC staff discusses the advantages of living in areas with access to transportation, jobs, health-

care, grocery stores, and good schools. AAHC's service area includes 2 universities and several colleges which artificially produce low-income census tracts in and around these institutions of higher education. These student areas are actually in high-rent neighborhoods with many amenities and opportunities for voucher holders, particularly in the City of Ann Arbor. The AAHC increased the payment standard for the City of Ann Arbor to the maximum allowed by HUD, 110% of Fair Market Rent, to enable voucher tenants to live in this higher opportunity community.

- ii. The AAHC regularly holds landlord meetings to both recruit new landlords and to provide information to existing landlords about the voucher program and to answer any questions and concerns. The AAHC provides a resource page on its website specifically for landlords which includes HUD regulations, land-lord/tenant laws, and a link to the Michigan Housing Locator website to advertise vacant units. The AAHC also markets private-sector units for landlords to voucher tenants by posting the vacancies in the AAHC's lobby and by providing a list of landlords who accept vouchers to new applicants and existing voucher holders who wish to move. The AAHC does landlord outreach annually to retain existing landlords and to recruit new landlords to accept vouchers. In addition, the AAHC's on-line software, Yardi, includes a landlord portal that allows landlords to track rent payments, track the status of HQS inspections, and to post vacant units.
 - iii. Due to the difficulty of finding affordable rental housing in the AAHC service area, the AAHC supports project-basing vouchers to ensure dedicated units are available. The AAHC ~~will~~ may issue a Request for Proposals to Project Base Vouchers, including FUP or FYI vouchers in high opportunity areas.
- c. **Cash assistance** – The following financial assistance resources will be leveraged to assist families and youth successfully lease-up with a FUP or FYI voucher. Financial assistance may include, but is not limited to, moving cost assistance, security deposit assistance, and utility startup (including utility arrears).
- i. Emergency Solutions Grant prevention and Rapid Re-Housing financial assistance
 - ii. Barrier Busters (local blended funds)
 - iii. **Continuum of Care Rapid Re-Housing funds as available**
 - iv. Youth in Transition funds (for foster care-involved youth)
 - v. Family Reunification Program funds (for families in child welfare system)
 - vi. MDHHS State Emergency Relief Program
 - vii. MDHHS Emergency Services Funding
 - viii. Other local funding (e.g. Thrift stores, Religious Action for Affordable Housing)
- d. **Post-move counseling** – MDHHS case managers in Washtenaw County will provide post move counseling via already established case management services to FUP-eligible families and FUP/FYI youth served by the agency. This counseling will include discussion regarding the responsibilities of the family and/or youth, budget

counseling, periodic check-ins, subsequent-move counseling (if family or youth move a second time), and landlord-tenant mediation.

Post move-in, Ozone House will provide FUP/**FYI**-eligible youth with life skills training, budget counseling, periodic check-ins, landlord-tenant mediation, and subsequent-move counseling if the youth decided to move a second time. Ozone House staff will ensure provision of this, while also coordinating with community partners to ensure access to mainstream benefits and providing a wide array of services, such as mental health, employment training, job skills training, and legal services.

- e. **Case management to FUP and FYI families (6-month minimum)** –MDHHS will provide case management to all FUP **and FYI** families that will include a needs assessment to identify housing and non-housing related needs, referrals to needed services (e.g. health, employment, childcare), and regular home visits or contact based on need. Families will receive case management for a minimum of 6 months unless a family declines to participate or receive services.

If a family or youth has an open Children’s Protective Services (CPS) or Foster Care (FC) case, DHHS staff will provide case management for the duration of their open case. If a case is closed prior to the 6-month mark, case management will be provided by the MDHHS Prevention Specialist. Organizations besides MDHHS who will provide these services include those contracted with MDHHS for foster care services (such as Hands Across the Water, Fostering Futures) and other in-home services (such as those provided by Orchards Children’s Services). The typical length of time for CPS cases to remain open is 30 – 90 days, but Prevention Services can be provided following the closure of the CPS case for up to 6 months. The typical length of time for FC cases to remain open is 12 – 18 months, but for youth aging out of foster care, the case can remain open for several years.

X. **Period of Agreement**

This MOU will be effective only if the grant award is received from HUD and will then be in effect from 10/1/2024 to 09/30/2027.

XI. **Termination & Amendments**

This MOU may be terminated by any party at any time by giving 30 days prior written notice to the other parties. This MOU may be amended upon written approval at any time.

This MOU contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this MOU will be deemed to exist or to bind any of the parties.

This MOU may not be amended except by signed agreement between the parties.

Signed By:

Weneshia Brand Deputy Director, Ann Arbor Housing Commission Date

Jeanette Hensler, Director-Grants Division, Bureau of Grants and Purchasing Date
Michigan Department of Health and Human Services

Renee Smith, Washtenaw County Continuum of Care Board Chair Date

Toni Kayumi, CoC Collaborative Applicant Authorized Representative Date



2040 W. STADIUM BLVD - WODA COOPER

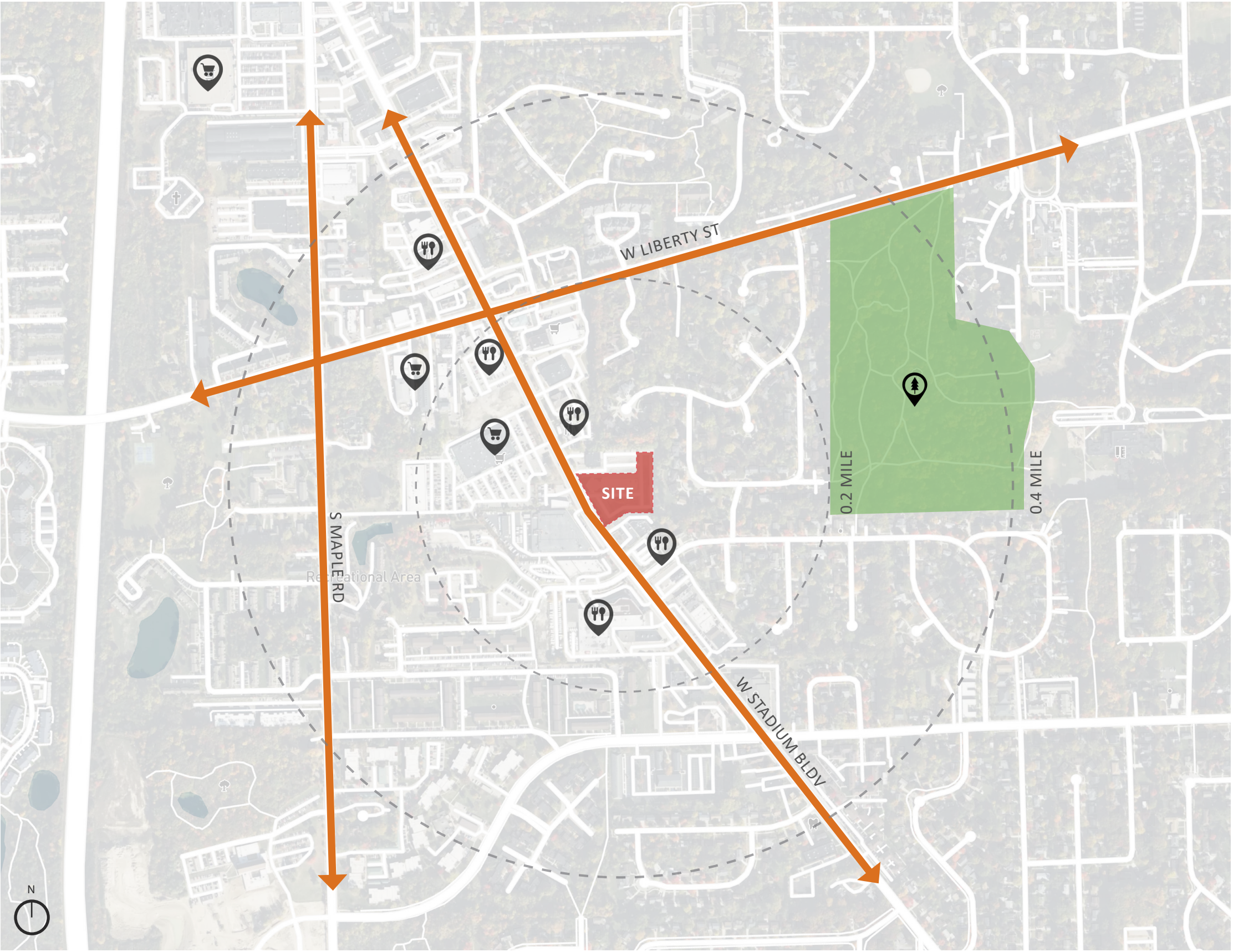
ANN ARBOR, MICHIGAN

CONCEPT DESIGN

AUGUST 23RD, 2024

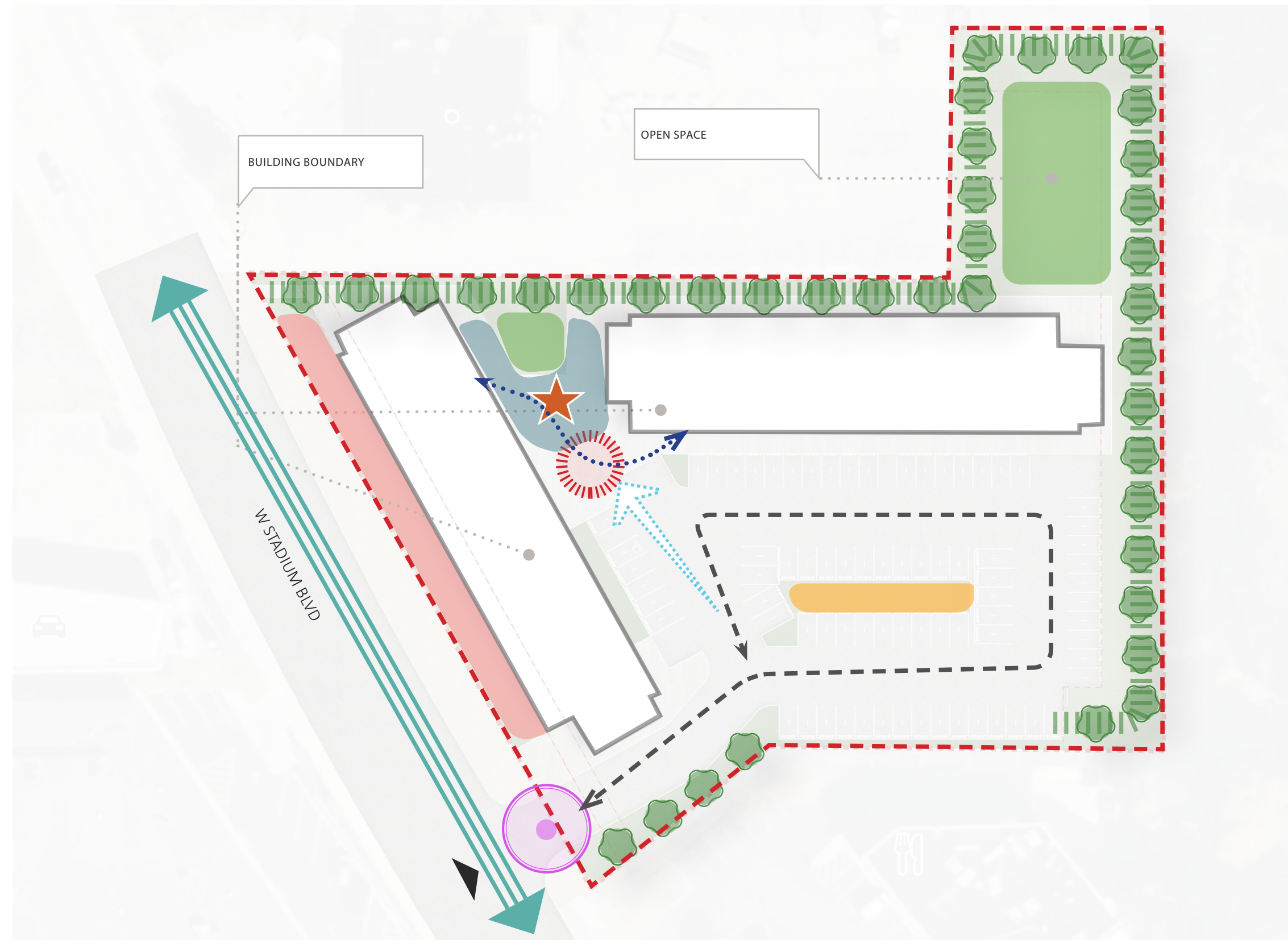
SITE ANALYSIS | LOCAL CONTEXT

- LEGEND
- SITE AREA
 - METRO LINE
 - METRO STATION
 - MAJOR / ARTERIAL ROADWAY
 - SECONDARY ROADWAY
 - PARK & OPEN SPACE (PUBLIC)
 - WALKWAY DISTANCE
 - RETAIL (RESTAURANT, GROCER)



SITE FRAMEWORK PLAN

- LEGEND
- SITE BOUNDARY
 - URBAN RESIDENTIAL FRONT YARD
 - SHARED OUTDOOR AMENITY PLAZA
 - REQUIRED PARKING ISLAND PLANTINGS
 - PLAY GROUND/ GREEN OPEN SPACE
 - ★ FOCAL PIECE / ELEMENT
 - ||| BUFFER / SCREEN
 - VIEW
 - ▲ VEHICLE ENTRANCE
 - ⊙ PEDESTRIAN ENTRANCE
 - ...➔ PEDESTRIAN CIRCULATION
 - ➔ VEHICLE CIRCULATION
 - ⊙ PROPOSED SITE ACCESS POINT



ILLUSTRATIVE SITE PLAN

LANDSCAPE PLAN

GRAPHIC LEGEND:



CAST IN PLACE PLAIN BROOM FINISH CONCRETE



CAST IN PLACE COLORED CONCRETE



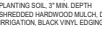
TURFGRASS (SEE SPEC)



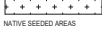
MASS PLANTING BED, 12" MIN. DEPTH PLANTING SOIL, 3" MIN. DEPTH SHREDDED HARDWOOD MULCH, DRIP IRRIGATION, BLACK VINYL EDGING



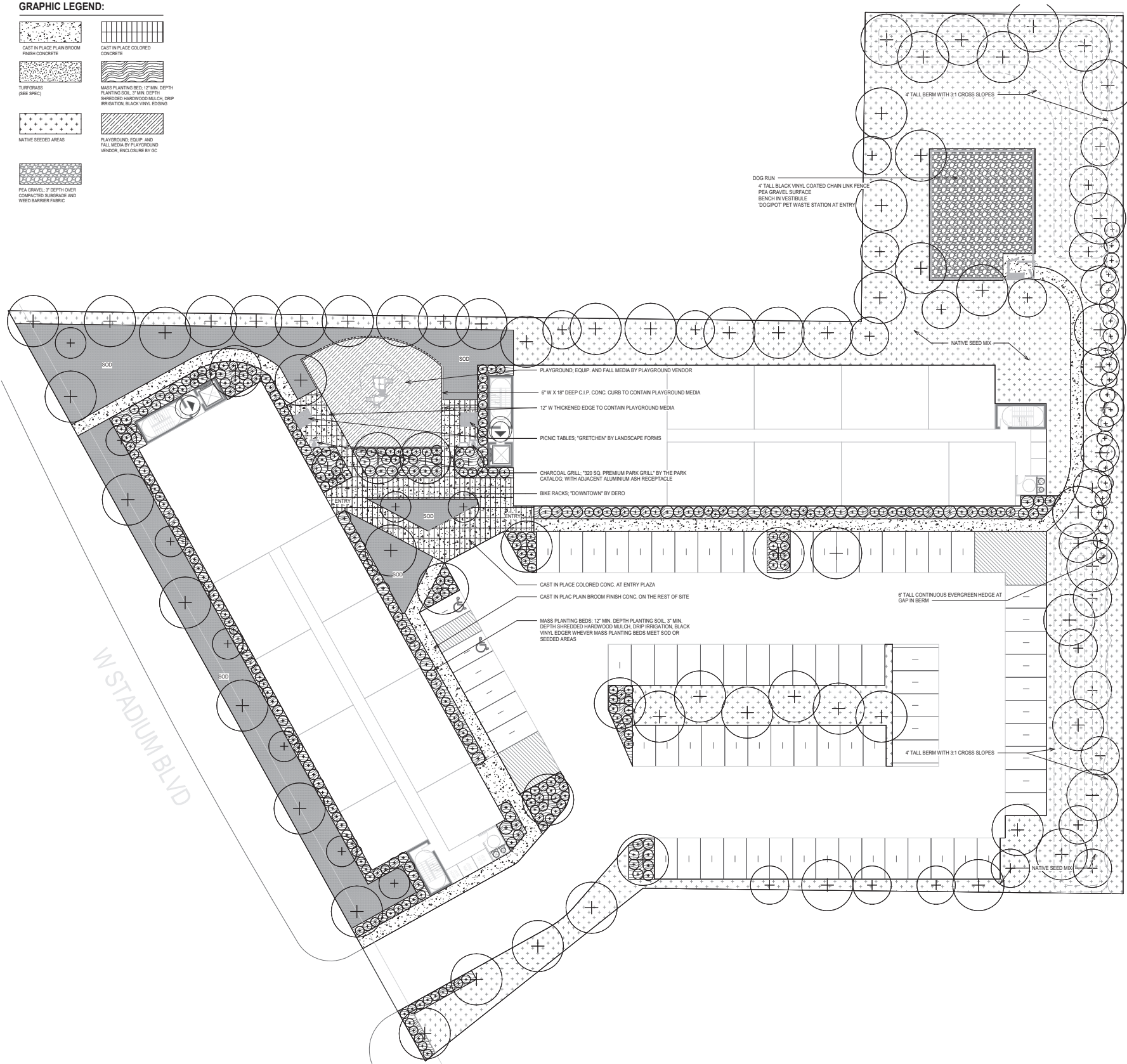
NATIVE SEEDD AREAS



PLAYGROUND EQUIP. AND FALL MEDIA BY PLAYGROUND VENDOR, ENCLOSURE BY GC



PEA GRAVEL, 3" DEPTH OVER COMPACTED SUBGRADE AND WEED BARRIER FABRIC



GENERAL NOTES:

- LANDSCAPE CONTRACTOR SHALL INSPECT THE SITE AND BECOME FAMILIAR WITH EXISTING CONDITIONS RELATING TO THE NATURE AND SCOPE OF WORK.
- LANDSCAPE CONTRACTOR SHALL VERIFY PLAN LAYOUT AND DIMENSIONS SHOWN AND BRING TO THE ATTENTION OF THE LANDSCAPE ARCHITECT DISCREPANCIES WHICH MAY COMPROMISE THE DESIGN AND/OR INTENT OF THE PROJECT'S LAYOUT.
- LANDSCAPE CONTRACTOR SHALL ASSURE COMPLIANCE WITH APPLICABLE CODES AND REGULATIONS GOVERNING THE WORK AND/OR MATERIALS SUPPLIED.
- LANDSCAPE CONTRACTOR SHALL PROTECT EXISTING ROADS, CURBS/GUTTERS, TRAILS, TREES, LAWNS AND SITE ELEMENTS DURING CONSTRUCTION OPERATIONS. DAMAGE TO SAME SHALL BE REPAIRED AT NO ADDITIONAL COST TO THE OWNER.
- LANDSCAPE CONTRACTOR SHALL VERIFY ALIGNMENT AND LOCATION OF UNDERGROUND AND ABOVE GRADE UTILITIES AND PROVIDE THE NECESSARY PROTECTION FOR SAME BEFORE CONSTRUCTION / MATERIAL INSTALLATION BEGINS (MINIMUM 10'-0" CLEARANCE).
- UNDERGROUND UTILITIES SHALL BE INSTALLED SO THAT TRENCHES DO NOT CUT THROUGH ROOT SYSTEMS OF ANY EXISTING TREES TO REMAIN.
- EXISTING CONTOURS, TRAILS, VEGETATION, CURBS/GUTTERS AND OTHER ELEMENTS ARE BASED UPON INFORMATION SUPPLIED TO THE LANDSCAPE ARCHITECT BY OTHERS. LANDSCAPE CONTRACTOR SHALL VERIFY DISCREPANCIES PRIOR TO CONSTRUCTION AND NOTIFY LANDSCAPE ARCHITECT OF SAME.
- ALIGNMENT AND GRADES OF THE PROPOSED WALKS, TRAILS AND/OR ROADWAYS ARE SUBJECT TO FIELD ADJUSTMENT REQUIRED TO CONFORM TO LOCALIZED TOPOGRAPHIC CONDITIONS AND TO MINIMIZE TREE REMOVAL AND GRADING. CHANGES IN THE ALIGNMENT AND GRADES MUST BE APPROVED BY THE LANDSCAPE ARCHITECT.
- LANDSCAPE CONTRACTOR SHALL REVIEW THE SITE FOR DEFICIENCIES IN THE PLANT MATERIAL SELECTIONS AND OTHER SITE CONDITIONS WHICH MIGHT NEGATIVELY AFFECT PLANT ESTABLISHMENT, SURVIVAL OR WARRANTY. UNDESIRABLE PLANT MATERIAL SELECTIONS OR SITE CONDITIONS SHALL BE BROUGHT TO THE ATTENTION OF THE LANDSCAPE ARCHITECT PRIOR TO BEGINNING OF WORK.
- LANDSCAPE CONTRACTOR SHALL PREPARE AND SUBMIT REPRODUCIBLE AS-BUILT DRAWING(S) OF LANDSCAPE INSTALLATION, IRRIGATION AND SITE IMPROVEMENTS UPON COMPLETION OF CONSTRUCTION INSTALLATION AND PRIOR TO PROJECT ACCEPTANCE.
- NO PLANTS WILL BE INSTALLED UNTIL FINAL GRADING AND CONSTRUCTION HAS BEEN COMPLETED IN THE IMMEDIATE AREA.
- SOD AREAS DISTURBED DUE TO GRADING SHALL BE REPLACED, UNLESS NOTED OTHERWISE.
- WHERE SOD ABUTS PAVED SURFACES, FINISHED GRADE OF SOD/SEED SHALL BE HELD 1" BELOW SURFACE ELEVATION OF TRAIL, SLAB, CURB, ETC.
- SOD SHALL BE LAID PARALLEL TO THE CONTOURS AND SHALL HAVE STAGGERED JOINTS. ON SLOPES STEEPER THAN 3:1 OR IN DRAINAGE SWALES, SOD SHALL BE STAKED SECURELY.
- PROPOSED PLANT MATERIAL SHALL COMPLY WITH THE LATEST EDITION OF THE AMERICAN STANDARD FOR NURSERY STOCK, ANSI Z60.1. UNLESS NOTED OTHERWISE, DECIDUOUS SHRUBS SHALL HAVE AT LEAST 5 CANES AT THE SPECIFIED HEIGHT. ORNAMENTAL TREES SHALL HAVE NO Y CROTCHES AND SHALL BEGIN BRANCHING NO LOWER THAN 3 FEET ABOVE THE ROOT BALL. STREET AND BOULEVARD TREES SHALL BEGIN BRANCHING NO LOWER THAN 8' ABOVE FINISHED GRADE.
- LANDSCAPE CONTRACTOR SHALL ASSURE COMPLIANCE WITH APPLICABLE CODES AND REGULATIONS GOVERNING THE WORK AND/OR MATERIALS SUPPLIED.
- LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR ONGOING MAINTENANCE OF NEWLY INSTALLED MATERIALS UNTIL TIME OF OWNER ACCEPTANCE. ACTS OF VANDALISM OR DAMAGE WHICH MAY OCCUR PRIOR TO OWNER ACCEPTANCE SHALL BE THE RESPONSIBILITY OF THE LANDSCAPE CONTRACTOR.
- LANDSCAPE CONTRACTOR SHALL WARRANTY NEW PLANT MATERIAL THROUGH ONE CALENDAR YEARS FROM THE DATE OF THE OWNER ACCEPTANCE. NO PARTIAL ACCEPTANCE WILL BE CONSIDERED.
- PLANTING AREAS (NOT OVER STRUCTURE) RECEIVING GROUND COVER, PERENNIALS, ANNUALS, AND/OR VINES SHALL RECEIVE A MINIMUM OF 12" DEPTH OF PLANTING SOIL, CONSISTING OF AT LEAST 45 PARTS TOPSOIL, 45 PARTS SCREENED COMPOST OR MANURE AND 10 PARTS SAND.
- ANNUAL AND PERENNIAL PLANTING BEDS TO RECEIVE 3" DEEP SHREDDED HARDWOOD MULCH WITH NO WEED BARRIER.
- SHRUB BED MASSINGS TO RECEIVE 4" DEEP SHREDDED HARDWOOD MULCH WITH FIBER MAT WEED BARRIER.
- BLACK VINYL EDGER TO BE USED TO CONTAIN SHRUBS, PERENNIALS AND ANNUALS WHERE PLANTING BED MEETS SOD OR SEEDD AREAS UNLESS OTHERWISE NOTED.
- REFER TO CIVIL FOR SITE DEMOLITION INFORMATION.
- REFER TO CIVIL FOR ADDITIONAL SITE GRADING AND UTILITY INFORMATION.
- IF A DISCREPANCY EXISTS BETWEEN THE NUMBER OF PLANTS SHOWN IN THE PLANT MATERIALS SCHEDULE AND THE PLANS, THE PLANS SHALL GOVERN.
- CONTRACTOR SHALL STAKE OUT LOCATION OF ALL PROPOSED TREES FOR APPROVAL BY LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.

IRRIGATION NOTES:

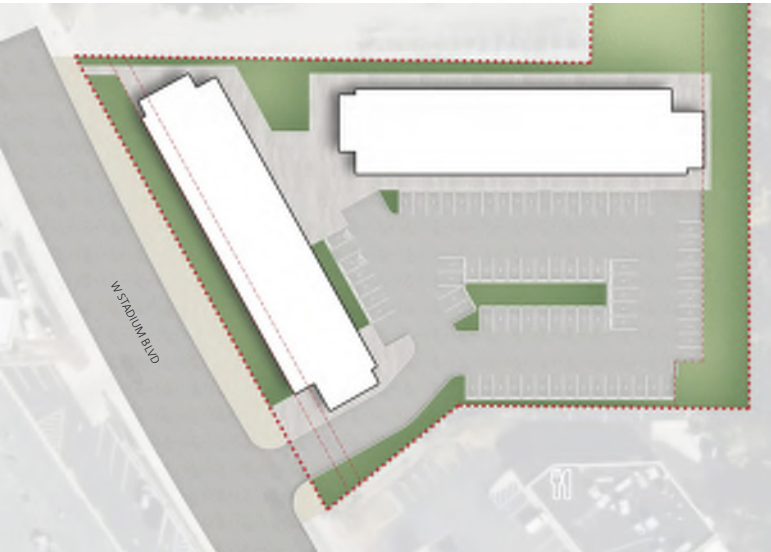
- LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING DESIGN-BUILD IRRIGATION PLAN AND SPECIFICATIONS SUBMITTAL/SHOP DRAWINGS AS PART OF THE SCOPE OF WORK WHEN BIDDING. THESE SHALL BE APPROVED BY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION. IT SHALL BE THE LANDSCAPE CONTRACTOR'S RESPONSIBILITY TO INSURE THAT SOD/SEEDD AND PLANTED AREAS ARE IRRIGATED PROPERLY, INCLUDING THOSE AREAS DIRECTLY AROUND AND ABUTTING BUILDING FOUNDATION.
- SHRUB & PERENNIAL BEDS TO BE IRRIGATED WITH DRIP IRRIGATION. SOD TO BE IRRIGATED WITH SPRAY, ROTATORS OR ROTATOR HEADS AS REQUIRED.
- LANDSCAPE IRRIGATION SYSTEM SHALL BE DESIGNED AND INSTALLED BY A STATE LICENSED IRRIGATOR (OR EQUIVALENT LICENSED PROFESSIONAL).
- LANDSCAPE CONTRACTOR SHALL PROVIDE OWNER WITH AS-BUILT PLANS FOR INSTALLED SYSTEM.
- LANDSCAPE CONTRACTOR SHALL PROVIDE THE OWNER WITH A WATERING/LAWN IRRIGATION SCHEDULE APPROPRIATE TO THE PROJECT SITE CONDITIONS AND TO PLANT MATERIALS GROWTH REQUIREMENTS.
- LANDSCAPE CONTRACTOR SHALL INSURE THAT SOIL CONDITIONS AND COMPACTION ARE ADEQUATE TO ALLOW FOR PROPER DRAINAGE AROUND THE CONSTRUCTION SITE. UNDESIRABLE CONDITIONS SHALL BE BROUGHT TO THE ATTENTION OF THE LANDSCAPE ARCHITECT PRIOR TO BEGINNING OF WORK. IT SHALL BE THE LANDSCAPE CONTRACTOR'S RESPONSIBILITY TO INSURE PROPER SURFACE AND SUBSURFACE DRAINAGE IN ALL PLANTING AREAS.
- COORDINATE IRRIGATION SLEEVING LOCATIONS WITH GENERAL CONTRACTOR.
- RAIN & FREEZE SENSORS TO BE INCLUDED WITHIN THE IRRIGATION DESIGN.
- IRRIGATION LIMITS TO EXTEND TO STREET BACK OF CURB EXCEPT WHERE PROHIBITED BY LOCAL CODE OR ORDINANCE.
- LANDSCAPE IRRIGATION SYSTEM SHALL COMPLY WITH ALL LOCAL, STATE & FEDERAL CODES & ORDINANCES.
- HAND TRENCHING REQUIRED WITHIN ROOT ZONE OF ANY EXISTING TREE.
- CONTRACTOR SHALL CONFIRM MIN. STATIC WATER PRESSURE OF 80psi.

PROPOSED PLANT SCHEDULE:

QTY	SYM	COMMON NAME	SCIENTIFIC NAME	PLANTING SIZE	COMMENTS
DECIDUOUS SHRUBS					
05	Am	GLOSSY BLACK CHOKEBERRY	<i>Aronia melanocarpa 'Fragrans Beauty'</i>	#5 CONT.	
108	Dx	DWARF BUSH HONEYSUCKLE	<i>Dicentra bicolor</i>	#5 CONT.	
108	Sx	SEM FALSE SPIREA	<i>Sorbaria sorbifolia 'Sem'</i> (PP18,336)	#5 CONT.	
DECIDUOUS ORNAMENTAL TREES					
11	PP	GREEN MOUNTAIN SUGAR MAPLE	<i>Acer saccharum 'Green Mountain'</i>	1.5" CAL.	
DECIDUOUS CANOPY TREES					
24	AS	GREEN MOUNTAIN SUGAR MAPLE	<i>Acer saccharum 'Green Mountain'</i>	2.5" CAL.	
20	CO	COMMON HAWKSBERRY	<i>Colinus occidentalis</i>	2.5" CAL.	
24	QB	SWAMP WHITE OAK	<i>Quercus bicolor</i>	2.5" CAL.	
11	QX	KNOXED SPIRIT OAK	<i>Quercus x warei 'Nader'</i>	2.5" CAL.	
CONIFEROUS TREES					
7	PA	NORWAY SPRUCE	<i>Picea abies</i>	8' B&B	
19	PS	EASTERN WHITE PINE	<i>Pinus strobus</i>	8' B&B	
CONIFEROUS SHRUBS					
6	LC	MANEY JUNIPER	<i>Juniperus chinensis 'Maney'</i>	#7 CONT.	
23	To	TECHNY ARBOVITAE	<i>Thuja occidentalis 'Tectny'</i>	4" H B&B	

BUFFER YARD SUMMARY:

LANDSCAPE VISIONING



SHEET

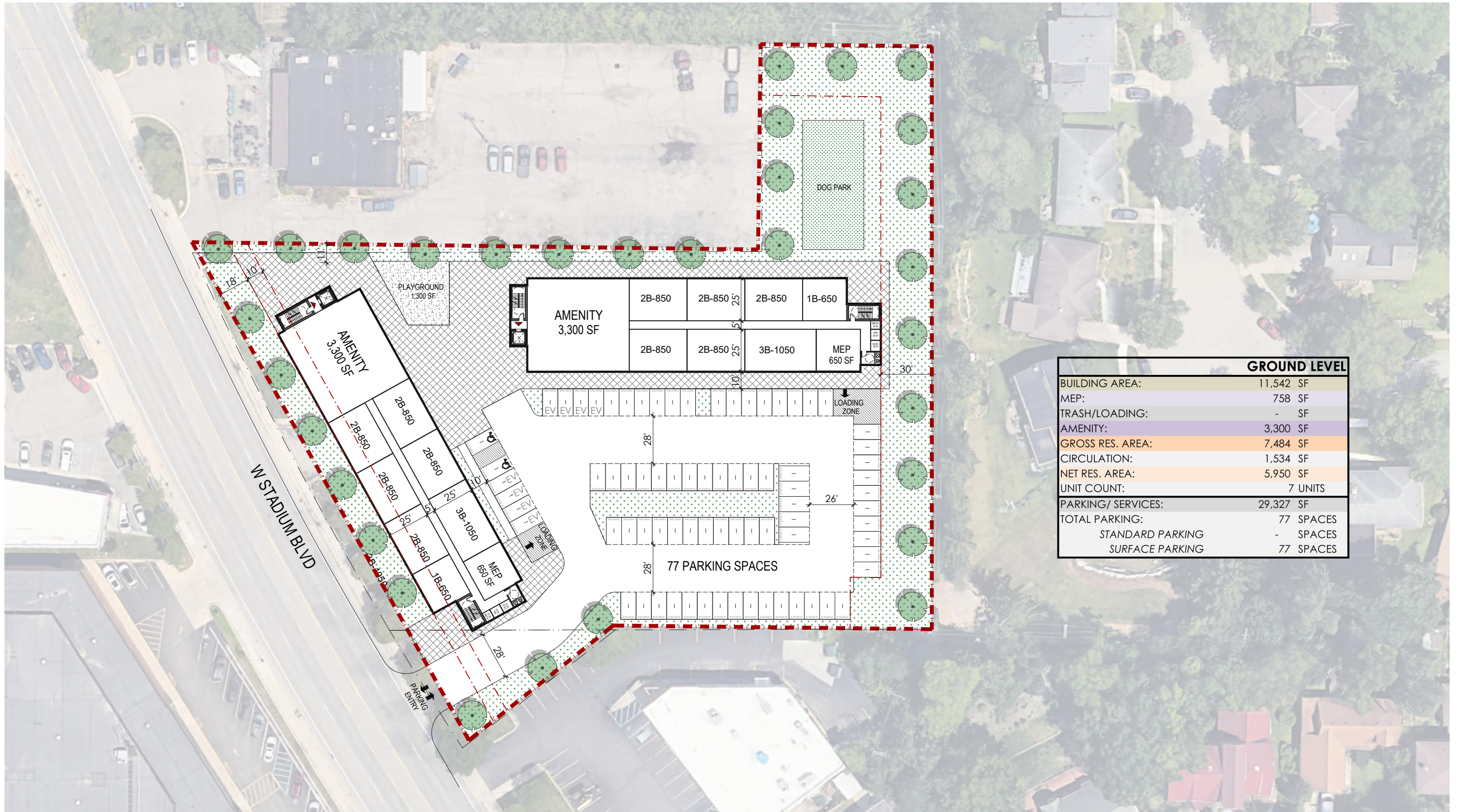
A5

TABULATIONS

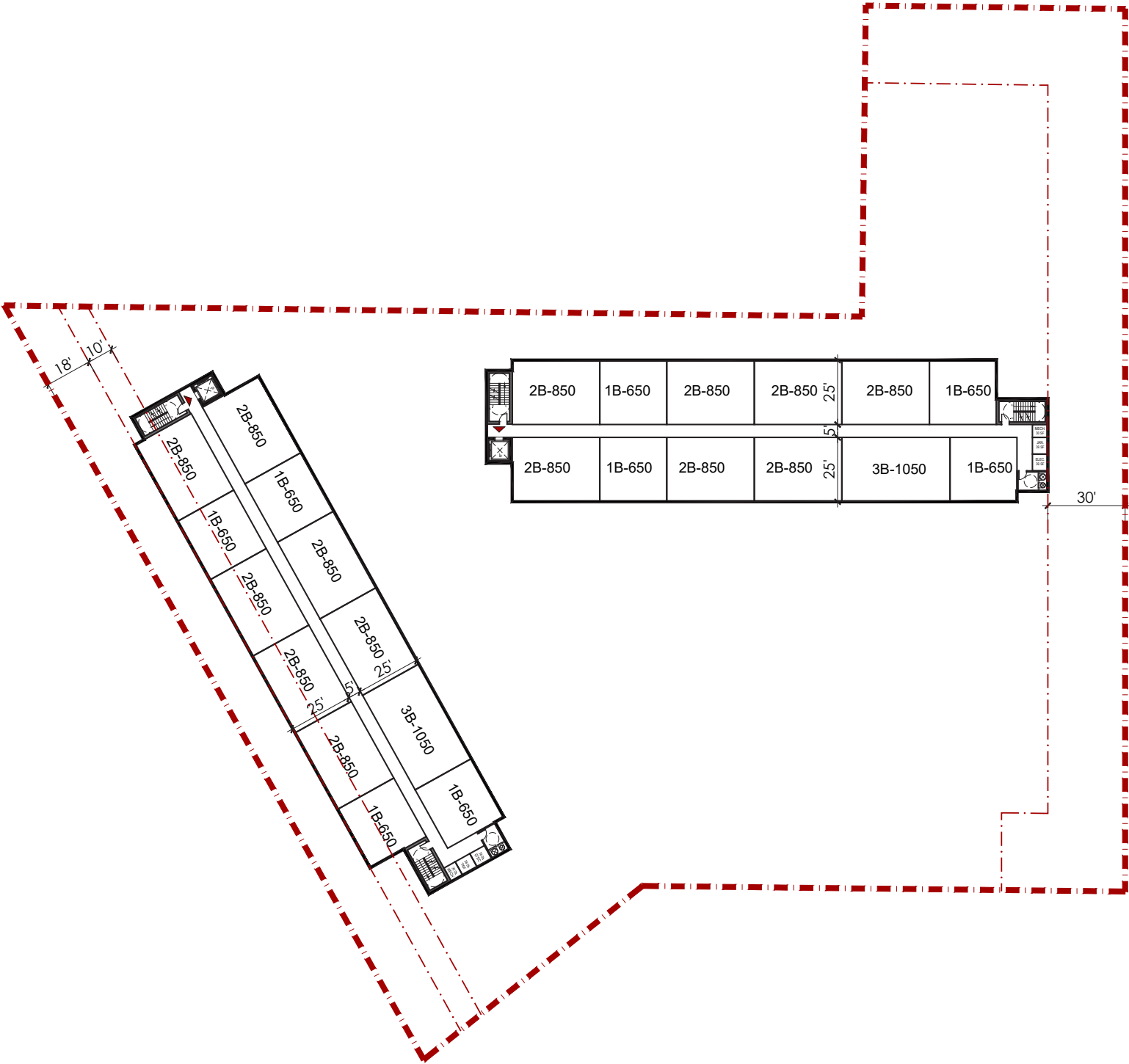
2385.13 - Woda Cooper 2040 W Stadium Blvd - Ann										OVERALL TABULATION					8/15/2024					
Unit Type		Level	1 BEDROOM		2 BEDROOMS		2 BEDROOMS		Total						Tabulations					
			1B		2B		3B			Amenity	MEP & Services	Loading& Trash	Parking Area	Parking Count	Gross Building Area	GRSF	NRSF	Efficiency		
Area (SF)			650		850		1,050								(NRSF / (GROSS BLDG - PARKING))					
									14	6,600	1,516		29,327	77	23,084	14,968	11,900	51.55%		
		1	G						24		216				23,084	22,868	19,200	83.17%		
		2	2, 3						22		216				21,604	21,388	17,900	82.86%		
		1	4																	
Unit per Type								84	6,600	2,164			29,327	77	90,856	82,092	68,200	110.8%		
Parking Ratio			Per Unit		Per Unit		Per Unit							381	Area/space					
Total Parking Required			Stalls		Stalls		Stalls								Parking Ratio					
Total Parking Provided								77							(Per unit)					
Parking Garage																				
Surface parking								77												
Total Unit								84												
Bed Count								152												
NRSF by Type								68,200												
NRSF Ave. unit								812												
Unit Mix																				
															99,371	Site Area	2.28 Acres			
															36.8	Density	= Total units / Acreage			
															0.23	Lot Coverage	= Ground Floor/Site Area			
															61,529	GFA	= Gross Bldg Area - Parking Area			
															0.62	FAR	= GFA / Site Area			

2385.13 - Woda Cooper 2040 W Stadium Blvd - Ann										OVERALL TABULATION - TYPICAL BUILDING										8/15/2024						
Unit Type		Level	1 BEDROOM		2 BEDROOMS		2 BEDROOMS		Total						Tabulations											
			1B		2B		3B			Amenity	MEP & Services		Loading& Trash	Parking Area		Parking Count	Gross Building Area	GRSF		NRSF	Efficiency					
Area (SF)			650		850		1,050														(NRSF / (GROSS BLDG – PARKING))					
		G			5		1		7	3,300	758					77	11,542	7,484		5,950	51.55%					
		2_3		4	7		1		12		108						11,542	11,434		9,600	83.17%					
		4		3	7		1		11		108						10,802	10,694		8,950	82.86%					
Unit per Type			12		26		4		42	3,300	1,082						45,428	41,046		34,100	75.1%					
Parking Ratio			Per Unit		Per Unit		Per Unit									Area/space										
Total Parking Required			Stalls		Stalls		Stalls									Parking Ratio										
Total Parking Provided																(Per unit)										
Parking Garage																										
Surface parking																										
Total Unit			12		26		4		42																	
Bed Count			12		52		12		76																	
NRSF by Type			7,800		22,100		4,200		34,100																	
NRSF Ave. unit									812																	
Unit Mix			28.57%		61.90%		9.52%		100.0%																	

LEVEL 1 FLOOR PLAN

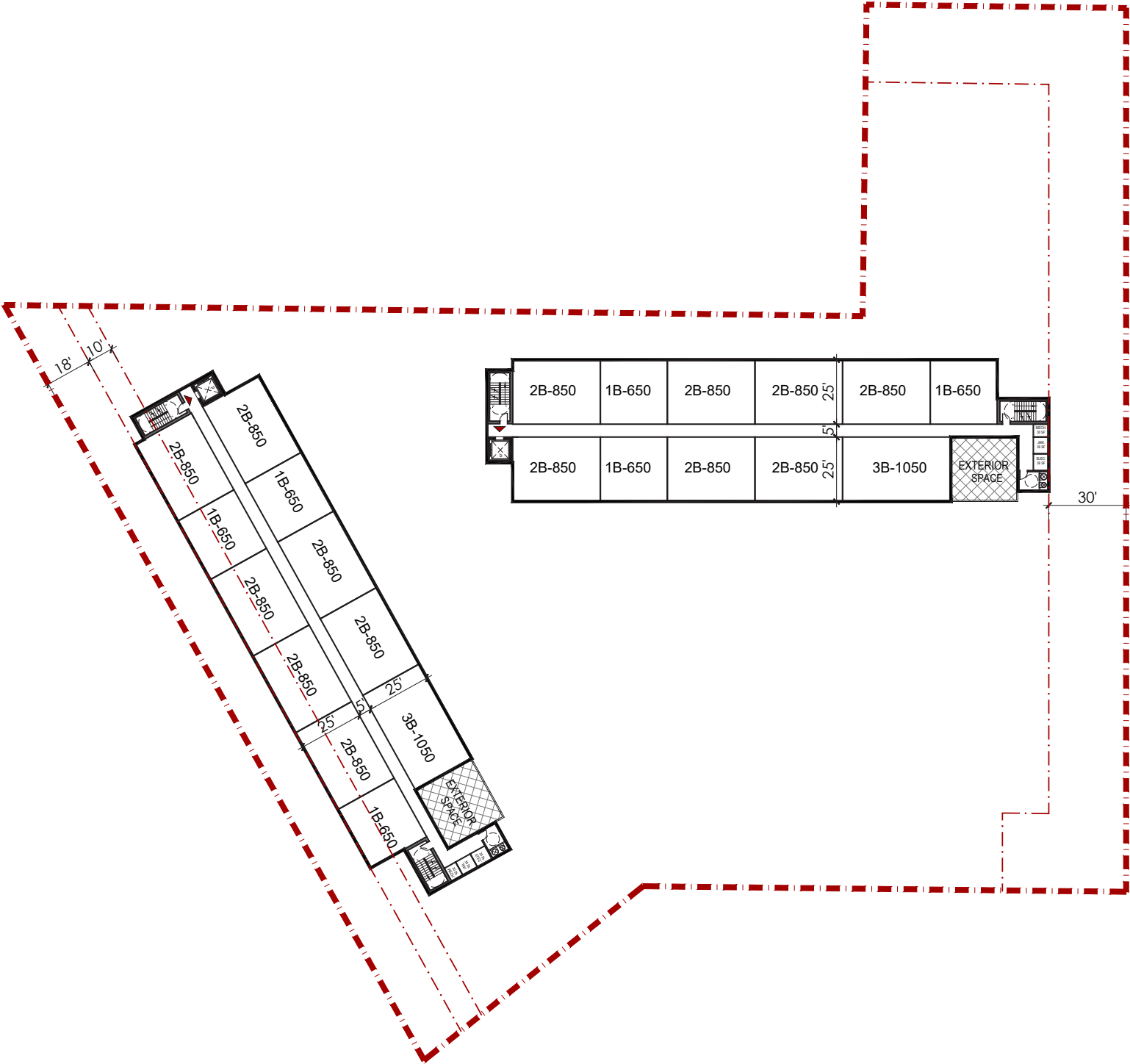


LEVEL 2-3 FLOOR PLAN



LEVELS 2-3 (2 LEVELS)	
BUILDING AREA:	11,542 SF
MEP:	108 SF
GROSS RES. AREA:	11,434 SF
CIRCULATION:	1,834 SF
NET RES. AREA:	9,600 SF
UNIT COUNT:	12 UNITS

LEVEL 4 FLOOR PLAN



LEVEL 4	
BUILDING AREA:	10,802 SF
MEP:	108 SF
GROSS RES. AREA:	10,694 SF
CIRCULATION:	1,744 SF
NET RES. AREA:	8,950 SF
UNIT COUNT:	11 UNITS











September 18, 2024

Michigan State Housing Development Authority
735 E. Michigan Ave.
P.O. Box 30044
Lansing, MI 48909

RE: Developer Letter of Intent and Continuum of Care Support Letter

Dear MSDHA staff,

The Washtenaw County Continuum of Care (“WCCOC”) hereby endorses the proposal that is being submitted by Robin Crest Limited Dividend Housing Association Limited Partnership (“Robin Crest LDHA LP”), The Woda Group, Inc., Woda Cooper Development, Inc., and Community Action Network to build affordable permanent supportive housing for homeless and chronically homeless individuals and their families in Washtenaw County. The project will include up to 46 total units in one building located at 2040-2060 West Stadium Boulevard, Ann Arbor, Michigan. We understand 17 of the 46-unit Robin Crest Apartments will be set aside for the Top 10% of Continuum of Care's Prioritized Registry and Households of Chronically Homeless. There will be 8 one-bedroom units and 9 two-bedroom units available to these populations. Furthermore, we understand there is a possibility for the project to receive up to 17 Section 8 Project-Based Vouchers, if awarded by the Ann Arbor Housing Commission or MSHDA.

We are excited to see such an experienced development team involved with the project. The development team consists of the following entities:

- Woda Cooper Development, Inc. (real estate developer)
- Community Action Network (co-developer, co-owner, and lead agency)
- The Woda Group, Inc. (project sponsor)
- Woda Construction, Inc. (general contractor)
- Woda Management & Real Estate, LLC (property management)
- BKV Group (architect)

The Robin Crest unit amenities will include microwaves, dishwashers, washer/dryer, frost-free refrigerators, self-clean oven, central air conditioning, as well as energy efficient "green" features such as abundant insulation, energy efficient windows and Energy Star appliances (if available). It is expected that the property will qualify for LEED Silver + LEED Zero Energy. Robin Crest will have access to a variety of community amenities, including a community space with a kitchenette, sitting areas with a television, a property manager's office, a support-services offices space, a fenced tot lot and dog park, and a picnic/grill area.

We understand that Community Action Network (“CAN”) is the lead agency and will provide housing case management services and coordinate the provision of other support services through partnerships with local service agencies. CAN will work with The Housing Access for Washtenaw County (“HAWC”), which is the MSHDA Housing Assessment and Resource Agency (“HARA”) for Washtenaw County, and the Office of Community and Economic Development (“OCED”) to provide tenant referrals to Robin Crest and assist in tenant screening and selection. CAN will provide coordination for on-site support services.

Woda Management & Real Estate, LLC and CAN will work with the supportive services coordinators and community partners to bring meaningful activities and services to Robin Crest that improve the quality of life of residents of the development. CAN and the service providers will provide the following proposed supportive services which include, but are not limited to the following:

[INSERT LETTERHEAD HERE]

- Initial assessments
- Completing Support Service Plans
- Providing tenants with referrals and linkages to appropriate services
- Tenant screening and selection
- Coordinating on-site supportive services
- Behavioral health services
- Financial management and budget counseling
- Linkages to benefits counseling
- Linkage to employment training and services
- Job training
- Linkage to literacy services when necessary
- Assistance with obtaining transportation and training in use of public transportation
- Developing relationships with partner service agencies
- Encouraging positive community interaction between neighbors
- Fostering a positive relationship between property management and tenants
- Encouraging resident participation in appropriate services
- Coordinating onsite activities for tenants in the community/supportive service room
- Coordinating a Tenant Led Advisory Council for all residents in conjunction with Woda Management and Real Estate, LLC
- Health related services

This project supports current goals of the WCCOC to develop and provide more permanent support housing units for individuals and families experiencing chronic homelessness in Washtenaw County as well. Recent HMIS reports for Washtenaw County and the Region indicate the need for additional housing that is specifically provided for this population. Our counts from calendar year ____ show ____ individuals experiencing literal homelessness, with ____ experiencing chronic homelessness. This project is a much-needed tool to end homelessness for these households and provide the necessary supportive services.

We support and endorse the proposal by Robin Crest LDHA LP, The Woda Group, Inc, Woda Cooper Development, Inc., and Community Action Network as their development will assist our current WCCOC goals of ending homelessness for individuals and families in Washtenaw County. Woda Cooper Development, Inc. provides similar projects throughout Michigan, and we welcome their newest development to Washtenaw County. Community Action Network, as Lead Agency for the project, is well respected in the WCCOC community providing multiple homeless programs and referrals to organizations for supportive services. We are confident that with Community Action Network as the Lead Agency, the homeless individuals and families who choose Robin Crest for their housing needs will be provided beneficial services that will promote their ongoing stability in permanent housing.

In closing, the Washtenaw County Continuum of Care fully supports this effort and application by Robin Crest LDHA LP, The Woda Group, Inc., Woda Cooper Development, Inc., and Community Action Network.

If you have any questions, please feel free to contact me at _____.

Sincerely,

[NAME]

Chairperson, Washtenaw County Continuum of Care

**OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT
MEMORANDUM OF UNDERSTANDING**

THE OWNER

Robin Crest Limited Dividend Housing Association Limited Partnership
500 S. Front St., 10th Floor
Columbus, OH 43215

AND

THE REAL ESTATE DEVELOPER

Woda Cooper Development, Inc.
500 S. Front St., 10th Floor
Columbus, OH 43215

AND

THE PROPERTY MANAGER

Woda Management & Real Estate, LLC
500 S. Front St., 10th Floor
Columbus, OH 43215

AND

THE LEAD AGENCY

Community Action Network
809 Taylor Street
Ann Arbor, MI 48105

AND

THE HOUSING ASSESSMENT RESOURCE AGENCY (“HARA”)

Office of Community and Economic Development
415 W. Michigan Ave
Ypsilanti, Michigan 48197

I. BACKGROUND AND INTENT

This Agreement for services entered into September __, 2024 is between Robin Crest Limited Dividend Housing Association Limited Partnership (“Robin Crest LDHA LP”), Woda Cooper Development, Inc., Woda Management & Real Estate, LLC, Community Action Network (“CAN”), and Office of Community and Economic Development. The sole purpose of this Memorandum of Understanding is to encourage cooperation between Robin Crest LDHA LP, Woda Cooper Development, Inc., Woda Management & Real Estate, LLC, CAN, and Office of Community and Economic Development and to further detail the separate and distinct roles and responsibilities of each party. Woda Cooper Development, Inc. will develop an affordable housing

project with up to 46 affordable rental units. The development is located at 2040-2060 West Stadium Boulevard, Ann Arbor, Washtenaw County, Michigan 48103 and will service people with special needs and those with a history of homelessness by offering up to 17 units as set aside for supportive housing units. Services for tenants will be provided under a separate service agreement, with the expectation that all tenants of Robin Crest will have access to services as needed and as available.

Office of Community and Economic Development agrees to provide the following services for the tenants of Robin Crest: Provide centralized intake, housing assessment, and referrals to individuals and/or households eligible for the permanent supportive housing units. These supportive services will help promote housing stability over time.

II. ROLES AND RESPONSIBILITIES

Roles of Robin Crest LDHA LP, Woda Cooper Development, Inc., Woda Management & Real Estate, LLC, CAN, and Office of Community and Economic Development

It is understood that Robin Crest LDHA LP, Woda Cooper Development, Inc., Woda Management & Real Estate, LLC, CAN, and Office of Community and Economic Development must work together as a team to effectively meet the needs of the special needs tenants. This level of collaboration will require exceptional, thorough and timely communication between all parties. However, the parties to this agreement understand their separate and distinct responsibilities.

Role and Responsibility of Robin Crest LDHA LP

Robin Crest LDHA LP is the project owner. As such, Robin Crest LDHA LP will make all major decisions relating to the development of the project.

Role and Responsibility of Woda Cooper Development, Inc.

Woda Cooper Development, Inc. is the real estate developer. Woda Cooper Development, Inc. will assemble and submit a Low-Income Housing Tax Credit (“LIHTC”) application to the Michigan State Housing Development Authority (“MSHDA”), secure all local, state, and federal government approvals and the financing necessary to develop the project. The real estate developer is committed to the sustained availability of supportive services.

Role and Responsibility of Woda Management & Real Estate, LLC

Woda Management & Real Estate, LLC is the property manager. Woda Management & Real Estate, LLC will be responsible for the overall operations of Robin Crest which include for managing and maintaining the project, marketing, lease-up, and compliance with local, state, and federal programs. The property manager is committed to the sustained availability of supportive services.

Role and Responsibility of Community Action Network

Community Action Network is the lead agency. CAN will work with all parties and utilize their network of service providers to ensure that tenants at Robin Crest receive the support and referrals they need to be successful.

Role and Responsibility of Office of Community and Economic Development

Office of Community and Economic Development is the Housing Assessment Resource Agency (“HARA”). Office of Community and Economic Development will provide tenants of Robin Crest with the services and referrals specified in this MOU.

The above-mentioned parties agree in the performance of services and Robin Crest LDHA LP agrees as the project owner, that tenant and client rights are respected and complied with not only as a matter of principle, but also as a matter of practice.

Robin Crest LDHA LP, Woda Cooper Development, Inc., Woda Management & Real Estate, LLC, CAN and Office of Community and Economic Development agree to advise one another of highly pertinent matters in the delivery of supportive services and understand that each is bound by confidentiality standards regarding the exchange of client information. Appropriate releases will be secured when confidential client information needs to be shared.

III. SCOPE OF SERVICES

Robin Crest LDHA LP

Robin Crest LDHA LP is the project owner and will be responsible for asset management and will directly:

- a. Ensure that all regulatory and funding requirements are met;
- b. Establishes and maintains an annual budget for service coordination;
- c. Arrange for liability and property insurance for this project; and
- d. Pay all taxes associated with this project.

Woda Cooper Development, Inc.

Woda Cooper Development, Inc. is the real estate developer and will:

- a. Research, analyze, and select the project site;
- b. Research and develop financing sources;
- c. Prepare and submit a LIHTC application to MSHDA;
- d. Prepare and submit financing applications and other requirements of both private and government lenders;
- e. Secure all local, state, and federal government approvals and the financing necessary to develop and construct the project.
- f. Solicit, negotiate, and coordinate the work of all project stakeholders including, but not limited to the following: architect, environmental, general contractor, legal, finance/development, and property management.
- g. Coordinate all activities related to acquisition; and
- h. Manage construction of the project.

Woda Management & Real Estate, LLC

Woda Management & Real Estate, LLC is the property manager and will:

- a. Efficiently manage the operations of the project;
- b. Prepare a management plan and Affirmative Fair Housing Marketing Plan
- c. Hire all on-site staff including the property manager and maintenance technician;

- d. Handle all lease-up efforts and continually market the property for-lease as necessary;
- e. Work with CAN, the service provider, non-profits, and local and state organizations to request referrals for potential tenants and supportive services; and
- f. Ensure compliance with local, state, and federal program guidelines as it pertains to the property operations and leasing efforts;

Community Action Network

Community Action Network is the lead agency. CAN is committed to providing services to tenants for the purpose of enhancing the tenants' abilities to maintain their supported independent living arrangements. The support services will address the special needs of each individual tenant to be served. These services may include, but are not limited to:

- a. Coordination of engagement and outreach activities for individuals and families
- b. Utilization of Coordinated Entry System and Community Housing connect as access points for referrals to PSH units;
- c. Update resource chart to include available units as necessary;
- d. Complete screening for PSH units including review and coordination of vulnerability assessments;
- e. Confirm eligibility determinations of homeless status, disability, and chronic homeless status;
- f. Completion of Social Determinant of Health Assessment and Life works survey that assist with a creation of a long-term housing goal and action plan;
- g. Partner with tenants to provide support with independent living skills, basic life skills, and keys to being a quality tenant;
- h. Referrals to support services.
- i. Provide, coordinate, and/or act as a referral agent to assure that supportive services will be available to the targeted tenants;

These services may be provided directly or through linkages with the service providers.

Office of Community and Economic Development

Office of Community and Economic Development is the HARA for Washtenaw County and their staff members will:

- a. Provide centralized intake, housing assessment, and referrals to individuals and/or households eligible for the permanent supportive housing units;

IV. GENERAL TERMS

Terms. This Agreement will begin effective September __, 2024, and will continue through September __, 2025. This Agreement will be automatically renewed with the same terms and conditions annually thereafter except where either party provides written notice of non-renewal three (3) months before the annual termination date. Otherwise, this Agreement may be terminated in accordance with the section on Termination below.

Termination. Either party may terminate this Agreement by giving the other party ninety (90) days prior written notice. The party wishing to terminate this agreement for cause must provide a written intent to terminate notice to the party in breach or default. The notice will provide thirty

(30) days for the party in breach or default to respond to said notice with an acceptable plan to cure cause for termination.

Confidentiality. Robin Crest LDHA LP, Woda Cooper Development, Inc., Woda Management & Real Estate, LLC, Community Action Network, and Office of Community and Economic Development agree that by virtue of entering into this Agreement they will have access to certain confidential information regarding the other party's operations related to this project. Robin Crest LDHA LP, Woda Cooper Development, Inc., Woda Management & Real Estate, LLC, CAN, and Office of Community and Economic Development agree that they will not at any time disclose confidential information and/or material without the consent of that party unless such disclosure is authorized by this Agreement or required by law. Unauthorized disclosure of confidential information shall be considered a material breach of this Agreement. Where appropriate, client releases will be secured before confidential client information is exchanged. Confidential client information will be handled with the utmost discretion and judgement.

Applicable Law. This Agreement shall be applied, construed, and enforced in accordance with the laws of the State of Michigan, without giving effect to conflicts of laws principles. Venue for any disputes under this Agreement shall lie in Washtenaw County, Michigan.

Nondiscrimination. There shall be no discrimination of any person or group of persons on account of race, color, creed, religion, sex, marital status, sexual orientation, age, handicap, ancestry or national origin in the operations of the project by Robin Crest LDHA LP, Woda Cooper Development, Inc., Woda Management & Real Estate, LLC, CAN, and Office of Community and Economic Development.

Severability. In the event any provision of this Agreement shall be found to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect the validity, legality and enforceability of the remainder of the Agreement.

Amendments. This Agreement may be amended only in writing and authorized by the designated representative of Robin Crest LDHA LP, Woda Cooper Development, Inc., Woda Management & Real Estate, LLC, CAN, and Office of Community and Economic Development.

Counterparts. This Agreement may be signed in multiple counterparts, each of which will be an original, and all of which together shall constitute one and the same document. The parties agree that a signature affixed to any counterpart of this Agreement and delivered by facsimile or email shall be valid, binding and enforceable against such party, it being understood that all parties need not sign the same counterpart.

[END OF DOCUMENT -SIGNATURE PAGE FOLLOWS]

Signature Page

Signed: _____
Authorized Representative
Shea Ravines LDHA LP

Date: _____

Signed: _____
President
Woda Cooper Development, Inc.

Date: _____

Signed: _____
President
Woda Management & Real Estate, LLC

Date: _____

Signature Page Continued

Signed: _____
Executive Director
Community Action Network

Date: _____

Signature Page Continued

Signed: _____
Executive Director
Office of Community and Economic Development

Date: _____

INSERT LETTERHEAD HERE

September __, 2024

Mr. David Cooper
Authorized Representative
Robin Crest LDHA LP
500 S. Front St., 10th Floor
Columbus, OH 43215

Re: Robin Crest Low Income Housing Tax Credit application
2040-2060 West Stadium Boulevard, Ann Arbor, MI 48103
Letter of Support

Dear Mr. Cooper:

On behalf of Office of Community and Economic Development (“OCED”), I am pleased to enter into a Memorandum of Understanding with Community Action Network (“CAN”) and Robin Crest LDHA LP (“Robin Crest”) to make OCED’s referrals available to the Robin Crest development.

Funding for OCED is available subject to legislative appropriation and contractual limitations. These services include providing centralized intake, housing assessment, and referrals to individuals and/or households eligible for the permanent supportive housing units.

OCED receives funding from multiple sources including the following: **Insert funding source name/amount, Insert funding source name/amount, Insert funding source name/amount.** It is anticipated that the levels of support and funding will continue in the future and throughout the compliance period. Support for Robin Crest will be similar to the services already offered by OCED and no new services will be required for this agreement.

I recommend CAN as lead agency, Woda Cooper Development, Inc. as the developer, and Woda Management & Real Estate, LLC as the property manager to support the tenants with special needs at Robin Crest. I look forward to working with you and your staff on this and future projects.

Sincerely,

Executive Director
Office of Community and Economic Development

September 18, 2024

Michigan State Housing Development Authority
735 E. Michigan Ave.
P.O. Box 30044
Lansing, MI 48909

RE: Developer Letter of Intent and Continuum of Care Support Letter

Dear MSDHA staff,

The Washtenaw County Continuum of Care (“WCCOC”) hereby endorses the proposal that is being submitted by Robin Crest II Limited Dividend Housing Association Limited Partnership (“Robin Crest II LDHA LP”), The Woda Group, Inc., Woda Cooper Development, Inc., and Community Action Network to build affordable permanent supportive housing for homeless and chronically homeless individuals and their families in Washtenaw County. The project will include up to 46 total units in one building located at 2040-2060 West Stadium Boulevard, Ann Arbor, Michigan. We understand 17 of the 46-unit Robin Crest II Apartments will be set aside for the Top 10% of Continuum of Care's Prioritized Registry and Households of Chronically Homeless. There will be 8 one-bedroom units and 9 two-bedroom units available to these populations. Furthermore, we understand there is a possibility for the project to receive up to 17 Section 8 Project-Based Vouchers, if awarded by the Ann Arbor Housing Commission or MSHDA.

We are excited to see such an experienced development team involved with the project. The development team consists of the following entities:

- Woda Cooper Development, Inc. (real estate developer)
- Community Action Network (co-developer, co-owner, and lead agency)
- The Woda Group, Inc. (project sponsor)
- Woda Construction, Inc. (general contractor)
- Woda Management & Real Estate, LLC (property management)
- BKV Group (architect)

The Robin Crest II unit amenities will include microwaves, dishwashers, washer/dryer, frost-free refrigerators, self-clean oven, central air conditioning, as well as energy efficient "green" features such as abundant insulation, energy efficient windows and Energy Star appliances (if available). It is expected that the property will qualify for LEED Silver + LEED Zero Energy. Robin Crest II will have access to a variety of community amenities, including a community space with a kitchenette, sitting areas with a television, a property manager's office, a support-services offices space, a fenced tot lot and dog park, and a picnic/grill area.

We understand that Community Action Network (“CAN”) is the lead agency and will provide housing case management services and coordinate the provision of other support services through partnerships with local service agencies. CAN will work with The Housing Access for Washtenaw County (“HAWC”), which is the MSHDA Housing Assessment and Resource Agency (“HARA”) for Washtenaw County, and the Office of Community and Economic Development (“OCED”) to provide tenant referrals to Robin Crest II and assist in tenant screening and selection. CAN will provide coordination for on-site support services.

Woda Management & Real Estate, LLC and CAN will work with the supportive services coordinators and community partners to bring meaningful activities and services to Robin Crest II that improve the quality of life of residents of the development. CAN and the service providers will provide the following proposed supportive services which include, but are not limited to the following:

- Initial assessments
- Completing Support Service Plans
- Providing tenants with referrals and linkages to appropriate services
- Tenant screening and selection
- Coordinating on-site supportive services
- Behavioral health services
- Financial management and budget counseling
- Linkages to benefits counseling
- Linkage to employment training and services
- Job training
- Linkage to literacy services when necessary
- Assistance with obtaining transportation and training in use of public transportation
- Developing relationships with partner service agencies
- Encouraging positive community interaction between neighbors
- Fostering a positive relationship between property management and tenants
- Encouraging resident participation in appropriate services
- Coordinating onsite activities for tenants in the community/supportive service room
- Coordinating a Tenant Led Advisory Council for all residents in conjunction with Woda Management and Real Estate, LLC
- Health related services

This project supports current goals of the WCCOC to develop and provide more permanent support housing units for individuals and families experiencing chronic homelessness in Washtenaw County as well. Recent HMIS reports for Washtenaw County and the Region indicate the need for additional housing that is specifically provided for this population. Our counts from calendar year ____ show ____ individuals experiencing literal homelessness, with ____ experiencing chronic homelessness. This project is a much-needed tool to end homelessness for these households and provide the necessary supportive services.

We support and endorse the proposal by Robin Crest II LDHA LP, The Woda Group, Inc, Woda Cooper Development, Inc., and Community Action Network as their development will assist our current WCCOC goals of ending homelessness for individuals and families in Washtenaw County. Woda Cooper Development, Inc. provides similar projects throughout Michigan, and we welcome their newest development to Washtenaw County. Community Action Network, as Lead Agency for the project, is well respected in the WCCOC community providing multiple homeless programs and referrals to organizations for supportive services. We are confident that with Community Action Network as the Lead Agency, the homeless individuals and families who choose Robin Crest II for their housing needs will be provided beneficial services that will promote their ongoing stability in permanent housing.

In closing, the Washtenaw County Continuum of Care fully supports this effort and application by Robin Crest II LDHA LP, The Woda Group, Inc., Woda Cooper Development, Inc., and Community Action Network.

If you have any questions, please feel free to contact me at _____.

Sincerely,

[NAME]
Chairperson, Washtenaw County Continuum of Care

**OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT
MEMORANDUM OF UNDERSTANDING**

THE OWNER

Robin Crest II Limited Dividend Housing Association Limited Partnership
500 S. Front St., 10th Floor
Columbus, OH 43215

AND

THE REAL ESTATE DEVELOPER

Woda Cooper Development, Inc.
500 S. Front St., 10th Floor
Columbus, OH 43215

AND

THE PROPERTY MANAGER

Woda Management & Real Estate, LLC
500 S. Front St., 10th Floor
Columbus, OH 43215

AND

THE LEAD AGENCY

Community Action Network
809 Taylor Street
Ann Arbor, MI 48105

AND

THE HOUSING ASSESSMENT RESOURCE AGENCY (“HARA”)

Office of Community and Economic Development
415 W. Michigan Ave
Ypsilanti, Michigan 48197

I. BACKGROUND AND INTENT

This Agreement for services entered into September __, 2024 is between Robin Crest II Limited Dividend Housing Association Limited Partnership (“Robin Crest II LDHA LP”), Woda Cooper Development, Inc., Woda Management & Real Estate, LLC, Community Action Network (“CAN”), and Office of Community and Economic Development. The sole purpose of this Memorandum of Understanding is to encourage cooperation between Robin Crest II LDHA LP, Woda Cooper Development, Inc., Woda Management & Real Estate, LLC, CAN, and Office of Community and Economic Development and to further detail the separate and distinct roles and responsibilities of each party. Woda Cooper Development, Inc. will develop an affordable housing

project with up to 46 affordable rental units. The development is located at 2040-2060 West Stadium Boulevard, Ann Arbor, Washtenaw County, Michigan 48103 and will service people with special needs and those with a history of homelessness by offering up to 17 units as set aside for supportive housing units. Services for tenants will be provided under a separate service agreement, with the expectation that all tenants of Robin Crest II will have access to services as needed and as available.

Office of Community and Economic Development agrees to provide the following services for the tenants of Robin Crest II: Provide centralized intake, housing assessment, and referrals to individuals and/or households eligible for the permanent supportive housing units. These supportive services will help promote housing stability over time.

II. ROLES AND RESPONSIBILITIES

Roles of Robin Crest II LDHA LP, Woda Cooper Development, Inc., Woda Management & Real Estate, LLC, CAN, and Office of Community and Economic Development

It is understood that Robin Crest II LDHA LP, Woda Cooper Development, Inc., Woda Management & Real Estate, LLC, CAN, and Office of Community and Economic Development must work together as a team to effectively meet the needs of the special needs tenants. This level of collaboration will require exceptional, thorough and timely communication between all parties. However, the parties to this agreement understand their separate and distinct responsibilities.

Role and Responsibility of Robin Crest II LDHA LP

Robin Crest II LDHA LP is the project owner. As such, Robin Crest II LDHA LP will make all major decisions relating to the development of the project.

Role and Responsibility of Woda Cooper Development, Inc.

Woda Cooper Development, Inc. is the real estate developer. Woda Cooper Development, Inc. will assemble and submit a Low-Income Housing Tax Credit (“LIHTC”) application to the Michigan State Housing Development Authority (“MSHDA”), secure all local, state, and federal government approvals and the financing necessary to develop the project. The real estate developer is committed to the sustained availability of supportive services.

Role and Responsibility of Woda Management & Real Estate, LLC

Woda Management & Real Estate, LLC is the property manager. Woda Management & Real Estate, LLC will be responsible for the overall operations of Robin Crest II which include for managing and maintaining the project, marketing, lease-up, and compliance with local, state, and federal programs. The property manager is committed to the sustained availability of supportive services.

Role and Responsibility of Community Action Network

Community Action Network is the lead agency. CAN will work with all parties and utilize their network of service providers to ensure that tenants at Robin Crest II receive the support and referrals they need to be successful.

Role and Responsibility of Office of Community and Economic Development

Office of Community and Economic Development is the Housing Assessment Resource Agency (“HARA”). Office of Community and Economic Development will provide tenants of Robin Crest II with the services and referrals specified in this MOU.

The above-mentioned parties agree in the performance of services and Robin Crest II LDHA LP agrees as the project owner, that tenant and client rights are respected and complied with not only as a matter of principle, but also as a matter of practice.

Robin Crest II LDHA LP, Woda Cooper Development, Inc., Woda Management & Real Estate, LLC, CAN and Office of Community and Economic Development agree to advise one another of highly pertinent matters in the delivery of supportive services and understand that each is bound by confidentiality standards regarding the exchange of client information. Appropriate releases will be secured when confidential client information needs to be shared.

III. SCOPE OF SERVICES

Robin Crest II LDHA LP

Robin Crest II LDHA LP is the project owner and will be responsible for asset management and will directly:

- a. Ensure that all regulatory and funding requirements are met;
- b. Establishes and maintains an annual budget for service coordination;
- c. Arrange for liability and property insurance for this project; and
- d. Pay all taxes associated with this project.

Woda Cooper Development, Inc.

Woda Cooper Development, Inc. is the real estate developer and will:

- a. Research, analyze, and select the project site;
- b. Research and develop financing sources;
- c. Prepare and submit a LIHTC application to MSHDA;
- d. Prepare and submit financing applications and other requirements of both private and government lenders;
- e. Secure all local, state, and federal government approvals and the financing necessary to develop and construct the project.
- f. Solicit, negotiate, and coordinate the work of all project stakeholders including, but not limited to the following: architect, environmental, general contractor, legal, finance/development, and property management.
- g. Coordinate all activities related to acquisition; and
- h. Manage construction of the project.

Woda Management & Real Estate, LLC

Woda Management & Real Estate, LLC is the property manager and will:

- a. Efficiently manage the operations of the project;
- b. Prepare a management plan and Affirmative Fair Housing Marketing Plan
- c. Hire all on-site staff including the property manager and maintenance technician;

- d. Handle all lease-up efforts and continually market the property for-lease as necessary;
- e. Work with CAN, the service provider, non-profits, and local and state organizations to request referrals for potential tenants and supportive services; and
- f. Ensure compliance with local, state, and federal program guidelines as it pertains to the property operations and leasing efforts;

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Community Action Network is the lead agency. CAN is committed to providing services to tenants for the purpose of enhancing the tenants' abilities to maintain their supported independent living arrangements. The support services will address the special needs of each individual tenant to be served. These services may include, but are not limited to:

- a. Coordination of engagement and outreach activities for individuals and families
- b. Utilization of Coordinated Entry System and Community Housing connect as access points for referrals to PSH units;
- c. Update resource chart to include available units as necessary;
- d. Complete screening for PSH units including review and coordination of vulnerability assessments;
- e. Confirm eligibility determinations of homeless status, disability, and chronic homeless status;
- f. Completion of Social Determinant of Health Assessment and Life works survey that assist with a creation of a long-term housing goal and action plan;
- g. Partner with tenants to provide support with independent living skills, basic life skills, and keys to being a quality tenant;
- h. Referrals to support services.
- i. Provide, coordinate, and/or act as a referral agent to assure that supportive services will be available to the targeted tenants;

These services may be provided directly or through linkages with the service providers.

Office of Community and Economic Development

Office of Community and Economic Development is the HARA for Washtenaw County and their staff members will:

- a. Provide centralized intake, housing assessment, and referrals to individuals and/or households eligible for the permanent supportive housing units;

IV. GENERAL TERMS

Terms. This Agreement will begin effective September __, 2024, and will continue through September __, 2025. This Agreement will be automatically renewed with the same terms and conditions annually thereafter except where either party provides written notice of non-renewal three (3) months before the annual termination date. Otherwise, this Agreement may be terminated in accordance with the section on Termination below.

Termination. Either party may terminate this Agreement by giving the other party ninety (90) days prior written notice. The party wishing to terminate this agreement for cause must provide a written intent to terminate notice to the party in breach or default. The notice will provide thirty

(30) days for the party in breach or default to respond to said notice with an acceptable plan to cure cause for termination.

Confidentiality. Robin Crest II LDHA LP, Woda Cooper Development, Inc., Woda Management & Real Estate, LLC, Community Action Network, and Office of Community and Economic Development agree that by virtue of entering into this Agreement they will have access to certain confidential information regarding the other party's operations related to this project. Robin Crest II LDHA LP, Woda Cooper Development, Inc., Woda Management & Real Estate, LLC, CAN, and Office of Community and Economic Development agree that they will not at any time disclose confidential information and/or material without the consent of that party unless such disclosure is authorized by this Agreement or required by law. Unauthorized disclosure of confidential information shall be considered a material breach of this Agreement. Where appropriate, client releases will be secured before confidential client information is exchanged. Confidential client information will be handled with the utmost discretion and judgement.

Applicable Law. This Agreement shall be applied, construed, and enforced in accordance with the laws of the State of Michigan, without giving effect to conflicts of laws principles. Venue for any disputes under this Agreement shall lie in Washtenaw County, Michigan.

Nondiscrimination. There shall be no discrimination of any person or group of persons on account of race, color, creed, religion, sex, marital status, sexual orientation, age, handicap, ancestry or national origin in the operations of the project by Robin Crest II LDHA LP, Woda Cooper Development, Inc., Woda Management & Real Estate, LLC, CAN, and Office of Community and Economic Development.

Severability. In the event any provision of this Agreement shall be found to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect the validity, legality and enforceability of the remainder of the Agreement.

Amendments. This Agreement may be amended only in writing and authorized by the designated representative of Robin Crest II LDHA LP, Woda Cooper Development, Inc., Woda Management & Real Estate, LLC, CAN, and Office of Community and Economic Development.

Counterparts. This Agreement may be signed in multiple counterparts, each of which will be an original, and all of which together shall constitute one and the same document. The parties agree that a signature affixed to any counterpart of this Agreement and delivered by facsimile or email shall be valid, binding and enforceable against such party, it being understood that all parties need not sign the same counterpart.

[END OF DOCUMENT -SIGNATURE PAGE FOLLOWS]

Signature Page

Signed: _____
Authorized Representative
Shea Ravines LDHA LP

Date: _____

Signed: _____
President
Woda Cooper Development, Inc.

Date: _____

Signed: _____
President
Woda Management & Real Estate, LLC

Date: _____

Signature Page Continued

Signed: _____
Executive Director
Community Action Network

Date: _____

Signature Page Continued

Signed: _____
Executive Director
Office of Community and Economic Development

Date: _____

INSERT LETTERHEAD HERE

September __, 2024

Mr. David Cooper
Authorized Representative
Robin Crest II LDHA LP
500 S. Front St., 10th Floor
Columbus, OH 43215

Re: Robin Crest II Low Income Housing Tax Credit application
2040-2060 West Stadium Boulevard, Ann Arbor, MI 48103
Letter of Support

Dear Mr. Cooper:

On behalf of Office of Community and Economic Development (“OCED”), I am pleased to enter into a Memorandum of Understanding with Community Action Network (“CAN”) and Robin Crest II LDHA LP (“Robin Crest II”) to make OCED’s referrals available to the Robin Crest II development.

Funding for OCED is available subject to legislative appropriation and contractual limitations. These services include providing centralized intake, housing assessment, and referrals to individuals and/or households eligible for the permanent supportive housing units.

OCED receives funding from multiple sources including the following: **Insert funding source name/amount, Insert funding source name/amount, Insert funding source name/amount.** It is anticipated that the levels of support and funding will continue in the future and throughout the compliance period. Support for Robin Crest II will be similar to the services already offered by OCED and no new services will be required for this agreement.

I recommend CAN as lead agency, Woda Cooper Development, Inc. as the developer, and Woda Management & Real Estate, LLC as the property manager to support the tenants with special needs at Robin Crest II. I look forward to working with you and your staff on this and future projects.

Sincerely,

Executive Director
Office of Community and Economic Development

WASHTENAW COUNTY HOME ARP SUPPORTIVE SERVICES RFP



OFFICE OF COMMUNITY &
ECONOMIC DEVELOPMENT

Collaborative solutions for a promising future

WHAT IS HOME ARP?

- The **HOME Investment Partnerships Program (HOME)** provides formula grants to States and localities that communities use – often in partnership with local nonprofit groups – to fund a wide range of activities including building, buying, and/or rehabilitating affordable and attainable housing for rent or homeownership.
- The **American Rescue Plan (ARP)** provided \$5 billion to assist individuals or households who are homeless, at-risk of homelessness, and other vulnerable populations (“Qualifying Populations”) by providing housing, rental assistance, supportive services, and non-congregate shelter, to reduce homelessness and increase housing stability across the country.
- HOME ARP Funds are governed by a [HUD Notice](#). Please refer to this notice for more details about running a program through HOME ARP. Supportive Service details begin on page 42.

HOME ARP IN WASHTENAW COUNTY

AMENDED HOME-ARP BUDGET (Approved 10/4/23)			
Funding Category	Funding Amount	% of Grant	Statutory Limit
Supportive Services	\$1,459,914	32%	--
Non-Profit Operating	\$ 228,112	5%	5%
Administration and Planning	\$ 684,334	15%	15%
Development of Affordable Rental Housing	\$2,189,870	48%	--
Acquisition and Development of Non-Congregate Shelters			--
Tenant Based Rental Assistance (TBRA)			--
Non-Profit Capacity Building			5%
Total HOME ARP Allocation	\$ 4,562,230	100%	

This RFP is for the \$1,459,914 in Supportive Services Funding, plus 40% of the Non-Profit Operating Funding (91,245), for a total of \$1,551,159 for projects serving qualifying residents of Washtenaw County.

RECOMMENDED PROJECTS

Agency	Project Type	Admin	Staffing	Direct assistance	Total HOME ARP Ask
Child Care Network	Family Support Program	\$20,313	\$129,599	\$175,089	\$325,000
SafeHouse	DV Survivor services	\$4,743	\$29,492	\$46,400	\$80,635
Ozone House	Supporting Youth Transition to Home	\$20,057	\$192,886	\$194,462	\$407,405
Friends in Deed	Homelessness Prevention	\$15,625	\$106,272	\$128,103	\$250,000
Jewish Family Services	Refugee hotelling and prevention for older adults	\$18,750	\$108,378	\$172,872	\$300,000
Michigan Ability Partners	PSH Supportive Services	\$11,757	\$128,462	\$47,900	\$188,119

NEXT STEPS

- HOME ARP requires two separate approval tracks: **Local Approval** and **HUD Approval**
- **Locally**, the funding recommendations need to be approved by three boards:
 - Approved by CoC Board on 9/5
 - Approval by Urban County Executive Committee on 9/11
 - Final Approval by the Washtenaw County Board of Commissioners
- **HUD Approval** requires us to submit an amended plan to HUD since we are now prioritizing specific qualifying populations
 - This will require OCED to update the plan, followed by a period for public comment and feedback, including from this body.
 - Once complete and approved by the Board of Commissioners, we will submit the amended plan to HUD
- Once both of these are completed, we will execute contracts and begin projects.



Home (/) / Program Offices
(/program_offices) / Chief Financial
Officer (/program_offices/cfo) / Grants
Management and Oversight Division
(/program_offices/cfo/gmomgmt) /
Grants Information
(/program_offices/cfo/gmomgmt/grantsinfo)
/ Funding Opportunities
(/program_offices/cfo/gmomgmt/grantsinfo/fundingopps)
/ Continuum of Care (CoC) Builds

Continuum of Care (CoC) Builds

Purpose

The Continuum of Care (CoC) Builds (CoCBuilds) NOFO targets efforts within CoC geographic areas to address and reduce persons experiencing homelessness by adding new units of permanent supportive housing (PSH) through new construction, acquisition, or rehabilitation through one-time CoCBuilds awards under the CoC Program. Through the CoCBuilds NOFO, HUD is encouraging CoCs to leverage funds provided for construction, acquisition, or rehabilitation of new PSH units with other funding sources to maximize the amount of housing that can be directed to meeting the needs of

individuals and families experiencing homelessness. PSH is permanent housing in which supportive services are provided to assist individuals with a disability and families where at least one household member has a disability and is experiencing homelessness to live independently. Additionally, no more than 20 percent of each award may be used for other eligible CoC Program activities associated with the PSH project (e.g., supportive services, operating costs (Section IV.G.3 of this NOFO)), and no more than 10 percent of an award may be used for project administration.

Permanent supportive housing is beneficial for several reasons:

- **Stability:** It provides stable housing for individuals who may otherwise be experiencing homelessness or precariously housed, offering a foundation for stability in their lives.
- **Support Services:** It offers on-site or readily accessible, voluntary support services such as counseling, healthcare, substance abuse treatment, and job training, tailored to the individual's needs.
- **Cost-Effectiveness:** It can reduce overall public costs by decreasing the use of emergency services, such as hospitals, shelters, and law enforcement,

which are often utilized at higher rates by individuals experiencing homelessness.

- **Improved Health Outcomes:** Stable housing contributes to better physical and mental health outcomes for residents, as they have a safe and consistent environment in which to address health issues and access regular care.
- **Community Integration:** Permanent supportive housing allows individuals to become integrated into their communities, fostering a sense of belonging and social connection, which are crucial for overall well-being.
- **Prevention of Recidivism:** For individuals who have experienced incarceration or cycles of homelessness, permanent supportive housing can break these cycles by providing a stable environment and support systems to prevent relapse into previous patterns.

Overall, permanent supportive housing addresses both the immediate need for shelter and the underlying factors contributing to homelessness, leading to better outcomes for individuals and communities alike.

HUD has the following six goals for this competition:

1. Increase housing opportunities for people with high risk of levels of need.
2. Increase the supply of permanent supportive housing units within CoC geographic areas to address individuals and families experiencing homelessness where one member of the household has a disability.
3. Encourage coordination between housing providers, health care organizations, and social service providers.
4. Ensure access to resources for projects to expand opportunities for new PSH units in States with populations less than 2.5 million.
5. Ensure new PSH units are conveniently located near local services; e.g., walking distance, near reliable transportation services, provide access to telehealth.
6. Affirmatively further fair housing by addressing barriers which perpetuate segregation, hinder access to areas of opportunity for protected class groups and concentrate affordable housing in under-resourced areas.

Funding of approximately
\$175,000,000 is available through this
NOFO. HUD expects to make
approximately 25 awards from the
funds available under this NOFO.

Program Office: Office of Community
Planning and Development

Funding Opportunity Title:
Continuum of Care (CoC) Builds

Funding Opportunity Number: FR-
6800-N-25A

Assistance Listing Number: 14.267

OMB Approval Number: 2506-0112

Opening Date: July 19, 2024

Deadline Date: November 21, 2024

Program NOFO
(/sites/dfiles/CFO/documents/Foa_Content_of_FR-
6800-N-25A.pdf)

FONSI
(/sites/dfiles/CFO/documents/FONSI_CoCBuilds.pdf)

Agency

Resources

**U.S. Department of
Housing and Urban Development**

451 7th Street, S.W., Washington, DC 20410
T: 202-708-1112
TTY: 202-708-1455

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REQUEST FOR LETTERS OF INTENT: PROJECTS FOR SUPPORTIVE HOUSING DEVELOPMENT

BACKGROUND AND OVERVIEW

The Washtenaw County Continuum of Care (CoC) is accepting Letters of Intent (LOIs) to apply for the CoBuilds Program. The US Department of Housing and Urban Development (HUD) has released the [Notice of Funding Opportunity \(NOFO\) for the CoBuilds program](#) which allocates \$175 million in grants for Permanent Supportive Housing. HUD anticipates awarding 25 projects under this NOFO. These are one-time awards. The minimum grant award is \$1 million and the maximum grant award is \$10 million. Estimated Project Start Date is 10/1/2025 and ending 10/1/2030. Grant terms may be two, three, four, or five years.

CoBuilds targets efforts within CoC geographic areas to address and reduce persons experiencing homelessness by adding new units of supportive housing through new construction, acquisition, or rehabilitation. Through the [CoBuilds NOFO](#), HUD is encouraging CoCs to leverage these funds with other funding sources to maximize the amount of housing for individuals and families experiencing homelessness. No more than 20% of the award can be used for operating and services. No more than 10% of the award can be used for administrative costs.

To ensure your agency's application aligns with federal priorities, please review III. Eligibility Information of the [CoBuilds NOFO](#).

Once LOIs are received, CoC staff may work with interested applicants to either partner with another provider and/or reconsider application submission based upon the requirements and competitiveness of the project according to HUD priorities.

Important: Please see the [CoBuilds NOFO](#) for more details and information. Specifically, please review the V. Application Review Information starting on Page 35.

APPLICATION PROCESS

The Washtenaw County CoC will require applicants to participate in a two-part application process:

Interested parties are first asked to submit a Letter of Intent (LOI) to be considered as an Applicant. Applicants will then be required to submit a full project application and the required forms to CoC staff via e-snaps.

APPLICATION TIMELINE

1. Interested applicants submit LOI by **9/20/2024 at 12pm**
2. Applicants will be required to attend an Applicant Planning Meeting on **9/26/2024 from 1pm-2pm**
3. Project Applicants will enter their application in e-snaps by **10/31/2024 at 5pm**
4. Project Applicants will be given feedback and corrections for final submission by **11/8/2024 at 5pm**
5. CoC Board will vote on the Collaborative Application on **11/20/2024**
6. The Collaborative Application is due **11/21/2024 by 11:59pm**

PROJECT REQUIREMENT

Eligible Applicants:

Eligible project applicants for this CoBuilds NOFO are found at [24 CFR 578.15](#) and include nonprofit organizations, state governments, county governments, local governments, federally recognized Native American tribal governments, public housing agencies, and others.

- Project applicants must meet the threshold eligibility requirements
- Project applicants and potential subrecipients must meet the eligibility requirements of the CoC Program as described in [24 CFR part 578](#) and provide evidence of eligibility required in the application (e.g., nonprofit documentation)
- Project applicants and subrecipients must demonstrate the financial and management capacity and experience to carry out the project as detailed in the project application and the capacity to administer federal funds. Demonstrating capacity may include a description of the applicant/subrecipient experience with similar projects and with successful administration of other funds
- Project applicants must submit the required Certification of Consistency with Consolidated Plan as specified in this NOFO
- Project applicants must complete the required narratives as specified in this NOFO

Eligible Projects/Activities:

1. **Acquisition:** Grant funds may be used to pay up to 100 percent of the cost of acquisition of real property selected by the recipient or subrecipient for use in the provision of housing or supportive services for homeless persons.
2. **Rehabilitation:** Grant funds may be used to pay up to 100 percent of the cost of rehabilitation of structures to provide housing or supportive services to homeless persons. Eligible rehabilitation costs include installing cost-effective energy measures and bringing an existing structure to State and local government health and safety standards. Must include installation of broadband infrastructure.
3. **New Construction:** Grant funds may be used to pay up to 100 percent of the cost of new construction, including the building of a new structure or building an addition to an existing structure that increases the floor area by 100 percent or more, and the cost of land associated with that construction, for use as housing. If grant funds are used for new construction, the applicant must demonstrate that the costs of new construction are substantially less than the costs of rehabilitation or that there is a lack of available appropriate units that could be rehabilitated at a cost less than new construction.
4. **Project-based Rental Assistance:** Grant funds may be used for rental assistance for homeless individuals and families. Rental assistance cannot be provided to a program participant who is already receiving rental assistance or living in a housing unit receiving rental assistance or operating assistance through other federal, State, or local sources. Grant funds may be used for security deposits in an amount not to exceed 2 months of rent. An advance payment of the last month's rent may be provided to the landlord, in addition to the security deposit and payment of first month's rent.
5. **Supportive Services:** Grant funds may be used to pay the eligible costs of supportive services that address the special needs of the program participants. If the supportive services are provided in a supportive service facility not contained in a housing structure, the costs of day-to-day operation of the supportive service facility, including maintenance, repair, building security, furniture, utilities, and equipment are eligible as a supportive service.
6. **Operating Costs:** Grant funds may be used to pay the costs of the day-to-day operation of transitional and permanent housing in a single structure or individual housing units. Eligible costs: maintenance and repair of housing, property taxes and insurance, scheduled payments to a reserve for replacement of systems within housing, building security, utilities, furniture, and equipment.
7. **Admin Costs:** The recipient or subrecipient may use up to 10 percent of any grant awarded for general management, oversight, and coordination; training on CoC requirements, and environmental review.

LETTER OF INTENT:

Projects for Supportive Housing Development

- All information is required to be submitted on **agency letterhead**. The CoC reserves the right to not review incomplete LOIs.
- LOIs are due by **Friday, September 20, 2024 at 12pm** and should be sent to Kristin Kunes at kunesk@washtenaw.org and Andrew Kraemer at kraemera@washtenaw.org
- Please contact kunesk@washtenaw.org and kraemera@washtenaw.org with questions.

GENERAL INFORMATION (not scored)

1. Agency Contact Information:

- Name of Organization: _____
- Organization Type:
☐ Non-profit 501(c)(3) ☐ Public Housing Authority (PHA) ☐ Government
☐ Other (describe): _____
- Unique Entity Identifier (UEI): _____
- Is the agency a current HUD CoC grantee? ☐ Yes ☐ No

2. Sub-Recipient Organization:

- Will your organization be using a subrecipient in the administration of the project?
☐ Yes ☐ No
Subrecipient Organization(s): _____

3. Contact person for this project:

Name: _____ Title: _____
Phone: _____ Email: _____

4. Proposed HUD Request (\$):

5. Proposed Grant Term:

6. Proposed Project Type:

☐ New Construction ☐ Acquisition ☐ Rehabilitation

7. Proposed Project Description:

Provide a description (**limit 2000 characters**) that addresses the entire scope of the proposed project. The project description should be complete and concise. It must address the entire scope of the project, including:

- Program-specific goals and objectives your project addresses that align with [HUD's Strategic Plan](#)
- Development Experience and Leveraging
- Coordination with Partners (if any)
- Experience Managing Homeless Projects
- Proposed Budget
- Implementation Schedule (i.e. Project Timeline)

ATTENTION: New Source of HUD Funding Available for Supportive Housing Development: CoCBuils Program

HUD has announced \$175 million in grants for supportive housing, which can be used for new construction, acquisition, or rehabilitation. These are one-time awards issued through the CoC. Up to 20% of the funds can also be used for other eligible CoC activities associated with supportive housing including operating and services.

Eligible Applicants:

1. State governments,
 2. County governments,
 3. City or township governments,
 4. Special district governments,
 5. Native American tribal governments and organizations
 6. Public housing authorities
 7. Indian housing authorities
 8. 501(c)(3) nonprofits, other than educational institutions
 9. Other
 - Instrumentalities of state and local governments,
 - Tribally Designated Housing Entities (TDHE)
- Applicants must have valid e-snaps registration for the FY24 CoC Program Competition
 - All Collaborative Applicants eligible to submit the application on behalf of the applicant organization are listed on the CoCBuils Final Pro Rata Need Report (link unavailable)
 - HUD will only consider projects proposed in geographic areas included in then FY24 CoC Program Registration (link unavailable), but will make exceptions for Tribal Reservations and trust lands not included if the applicant is a Tribe or TDHE (request must be submitted by Sept 15)
 - Proposed project must align with the Consolidated Plan.
 - Applicants must meet the following threshold requirements
 - Any outstanding civil rights / fair housing matters must be resolved before the submission deadline.
 - Only one project application per CoC may be submitted. Other CoC members may be subrecipients that contribute to the goals.

Minimum and Max Grant Size:

- \$1 million – min
- \$10 million – max

Expected Number of Awards: 25

Award Breakdown/ Set-asides:

1. Three projects located on Tribal reservation of trust lands. Awarded to highest scoring applicants with at least 60 points.
2. \$65 million for states with populations of 2,500,000 or less. Awarded to the highest scoring eligible projects.
3. The remaining balance will be awarded to the highest scoring projects regardless of population of the state. If there are not enough eligible projects submitted under #2, then the remaining balance will be added to this set-aside.

Application Dates:

- Open date: July 19, 2024
- Deadline for submission: Nov 21, 2024

Overview:

CoCBuils targets efforts within CoC geographic areas to address and reduce persons experiencing homelessness by adding new units of supportive housing through new construction, acquisition, or rehabilitation through one-time CoCBuils awards under the CoC Program. Through the CoCBuils NOFO, HUD is encouraging CoCs to leverage these funds with other funding sources to maximize the amount of housing for individuals and families experiencing homelessness. No more than 20% of the award can be used for operating and services. No more than 10% of the award can be used for administrative costs.

Program Goals:

1. Increase housing opportunities for people with high risk of levels of need.
2. Increase the supply of permanent supportive housing units within CoC geographic areas to address individuals and families experiencing homelessness where one member of the household has a disability.
3. Encourage coordination between housing providers, health care organizations, and social service providers.
4. Ensure access to resources for projects to expand opportunities for new PSH units in States with populations less than 2.5 million.
5. Ensure new PSH units are conveniently located near local services; e.g., walking distance, near reliable transportation services, provide access to telehealth.
6. Affirmatively further fair housing by addressing barriers which perpetuate segregation, hinder access to areas of opportunity for protected class groups and concentrate affordable housing in under-resourced areas.

Eligible Activities:

1. New construction, acquisition, or rehabilitation;
 2. *Up to 20% - operating and services; and
 3. Up to 10% - admin
- *The 20% operating and services allowance will be considered part of the annual renewal request for HUD CoC funding, which means it can be an ongoing resource to support the project.

Additional considerations:

- Applicants should consider adaptive reuse and conversions of existing hotels and work with local leaders to mitigate zoning and land use issues.

- Housing, health, and service agencies should partner together and use cost and outcome data to improve how resources across all areas can be used to end homelessness. Partners should include public and private healthcare organizations, PHAs and local housing organizations to maximize voucher use and housing credit programs, and local workforce development centers for employment opportunities.

Matching Requirements:

- No less than 25% of grant funds must be matched with funds or in-kind donations.

Advancing Racial Equity:

- Applications must include the following:
 1. Analysis of racial composition of the persons or households who are expected to benefit, directly or indirectly, from your proposed award activities;
 2. Identified any potential barriers to persons or communities of color equitably benefiting from proposed award activities;
 3. Detailed steps you will take to prevent, reduce, or eliminate these barriers; and
 4. Measures in place to track your progress and evaluate the effectiveness of efforts to advance racial equity.

Resources:

- NOFO: [Continuum of Care \(CoC\) Builds \(hud.gov\)](https://www.hud.gov/nfo)
- Announcement and additional resources - [CoCBuils Notice of Funding Opportunity](#)
 1. FY24 Final Pro Rata Needs Report for CoCBuils – placeholder, but not yet available
 2. FAQs – placeholder, but not yet available

Eligible Use	Detail
Acquisition	Grant funds may be used to pay up to 100 percent of the cost of acquisition of real property selected by the recipient or subrecipient for use in the provision of housing or supportive services for homeless persons.
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Admin Costs	The recipient or subrecipient may use up to 10 percent of any grant awarded for general management, oversight, and coordination; training on CoC requirements, and environmental review.