

WASHTENAW URBAN COUNTY EXECUTIVE COMMITTEE MEETING
Wednesday, February 16, 2022 - 2:00pm – 3:30pm (Remote)

A link to Urban County Executive Committee roster with members' contact information is available [here](#).

I. Welcome & Introductions

II. Public Comment

- Zoom link:
<https://washtenawcounty.zoom.us/j/81799637267?pwd=ZkF4aTduTHd2YVp0SnRoR1B0ZkhkQT09>
Passcode: 700544
Or Telephone: Dial +1 470 250 9358 or +1 470 381 2552 or +1 267 831 0333 or +1 301 715 8592
Webinar ID: 817 9963 7267

III. Announcements from Members and/or Staff

A. Warming Centers

- Daytime warming shelter: at Ypsilanti Freighthouse, 100 Market Place, Nov. 1 – March 31 Monday through Thurs (8am-6pm)
- Separate daytime warming shelter in Ann Arbor
 - o December Daytime warming shelter is Journey of Faith, 1900 Manchester, Ann Arbor.
 - o Dates and hours will be shared at or prior to UCEC meeting.
- Winter overnight shelter for individuals: Delonis Center and partnering congregations, Nov. 8-March 31

B. CERA spending and application take-up

- More than \$13 million spent in 2021, and remaining funds available in 2022
- Additional funding for CERA II in 2022 will be presented to the Board of Commissioners in February
 - New eligibility standards are expected including resintating more strict income verification and requirement for Michigan state ID.
 - There will no longer be utility assistance available.

IV. Minutes

A. 12-1-21 Meeting Minutes – Review & Approval (ACTION)

V. General Administration

- A.** County Health Department COVID-19 Update (Jimena Loveluck, WCHD)
- B.** Public Hearing: Needs Assessment for 2022-23 Action Plan (Tara Cohen, OCED)
- C.** Public Hearing: Substantial Amendment to the 2019 Action Plan (Teresa Gillotti, OCED)
- Proposed amendment to allocate \$1,000,000 over 3 years in CDBG-CV Round 3 funds to provide business services and support for eligible small businesses impacted by COVID
- D.** Approval of Substantial Amendment to the 2019 Action Plan **(ACTION)** (Tara Cohen, OCED)
- E.** Project Planning for Fiscal Year 2022-23 (Tara Cohen, OCED)
- 1) CDBG Allocation Estimates, Low-Mod Income Maps, and Pre-Application Guide posted online:
www.washtenaw.org/urbancounty (Click *Apply for Funding*)
 - 2) CDBG Project Application forms: Due March 4 by 5:00pm (extended from Feb. 18)
 - 3) Affordable Housing proposals (RFP #8244): Due Feb. 10 by 3:00pm
 - 4) Key Dates

VI. General Updates

- 1) CDBG-CV Round 1 – Additional funding for Homelessness Response (Teresa Gillotti, OCED)
- 2) Member Announcements

VII. Public Comment – See II. above for Zoom details.

VIII. Adjournment

Next Meeting: Wed., March 2, 2022, 2:00 – 3:30pm, Location: Remote (Zoom)

WASHTENAW URBAN COUNTY EXECUTIVE COMMITTEE MEETING
Wednesday, December 1, 2021 - 2:00pm – 3:30pm
Location: Virtual Meeting using Zoom (details below)

Members in Attendance:

Supervisor Brenda Stumbo (Ypsilanti Township); Supervisor Diane O’Connell (Ann Arbor Township); Councilmember Elizabeth Nelson (City of Ann Arbor); Jessica West (Director of Community Development, Pittsfield Township); Supervisor Ken Schwartz (Superior Township); Trustee Linda Adams (Augusta Township); Mayor Lois Richardson (City of Ypsilanti); Michelle Aniol (Community Development Manager, City of Dexter); Mike Greene (Assistant City Manager, City of Saline); Supervisor Will Hathaway (Scio Township).

Members Absent: Supervisor Charles Tellas (York Township); Supervisor Diane Ratkovich (Dexter Township); Supervisor Duane Luick (Lima Township); Supervisor Laurie Fromhart (Bridgewater Township); Supervisor Gary Whittaker (Salem Township); Supervisor Jim Marion (Saline Township); Supervisor John Kingsley (Webster Township); Supervisor Ken Dignan (Northfield Township); Supervisor Ronald Milkey (Manchester Township); Trustee Sandie Schulze (Sylvan Township).

Facilitator: Commissioner Sue Shink

OCED Staff Present: Tara Cohen; Teresa Gillotti.

Guests: Alize Asberry Payne (Washtenaw County Racial Equity Office); Brandyn Walker (Avalon Housing); Jennifer Hall (Ann Arbor Housing Commission); Jimena Loveluck (Washtenaw County Health Department).

Meeting called to order: 2:04 PM

I. Roll Call

Pursuant to [MCL 15.263 Sec.3](#), Cohen took roll call during which each member stated their name and physical location (I.e. City or Township, Washtenaw County, State of Michigan).

Adams: Participating remotely from Augusta Township, Washtenaw County

Nelson: Participating remotely from City of Ann Arbor, Washtenaw County

Hathaway: Participating remotely from Scio Township, Washtenaw County

West: Participating remotely from Pittsfield Township, Washtenaw County

Greene: Participating remotely from City of Saline, Washtenaw County

Richardson: Participating remotely from City of Ypsilanti, Washtenaw County

O’Connell: Participating remotely from Ann Arbor Township, Washtenaw County

Aniol: Participating remotely from City of Dexter, Washtenaw County

Schwartz: Participating remotely from Superior Township, Washtenaw County

One additional member joined the meeting after the initial roll call (approx. 2:18pm)

Stumbo: Participating remotely from Ypsilanti Township, Washtenaw County

II. Public Comment

- Brandyn Walker (Avalon Housing) gave an update, noting that Hickory Way I is fully leased up, and Hickory Way II is now 50% leased up. Additionally, construction of Hilltop View Apartments in Dexter is 90% complete, and they are still awaiting tax credit award for The Grove at Veridian. Walker thanked this group for its support of Avalon’s work.

I. Announcements from Members and/or Staff

- A. Warming Centers** - OCED Director Teresa Gillotti provided a brief update on the following:
- Daytime warming shelter: at Ypsilanti Freighthouse, 100 Market Place, Nov. 1 – March 31 Monday through Thurs (8am-6pm)
 - Separate daytime warming shelter in Ann Arbor
 - December Daytime warming shelter is Journey of Faith, 1900 Manchester, Ann Arbor. Dates and hours will be shared at or prior to UCEC meeting.
 - Winter overnight shelter for individuals: Delonis Center and partnering Congregations, Nov. 8 – March 31. Gillotti mentioned that approximately 70% of the shelter population at Delonis has been vaccinated, which is a significant accomplishment for a transient population such as those experiencing homelessness.
- B. CERA update** – Tara Cohen provided the following updates on the COVID Emergency Rental Assistance program in Washtenaw County:
- 3,755 Applications received to date (increase of 624 since last month's report)
 - 1,549 Applications approved to date (increase of 504 since last month's report)
 - Over \$10mill disbursed to date of \$16m available for direct assistance (increase of \$3mill since last month's report)
 - Gillotti clarified that the gap between the number of approved applications and those received to date is not a reflection of denied applications but points to the time required for applications to be fully processed by the 2 entities processing the applications. She also noted that additional CERA funding is currently stuck in the legislature but will be coming to the County, so she expects no interruption to the CERA program for the coming year.
 - Shink asked if there is enough support in place for processing the CERA applications. Gillotti mentioned Buenos Vecinos was brought under contract to assist with the applications for the Spanish/Latinx population. She also noted monthly calls are still in place with the courts and Legal Services (LSCCSM), and Legal Services is on every single eviction case.
- C. Reminder: In-person Meetings resume January 2022.** Cohen noted that County's IT is still determining logistics for remote participation for the public at various meeting locations such as the Learning Resource Center, and that she will keep this group up to date as they know more.
- D. Michelle Aniol** asked whether other members had any thoughts/opinions regarding House Bill 4722 on short term rentals. There was a brief discussion among members on topics such as regulation, hotel taxes, and more.
- E. Mayor Richardson** raised the topic of Senator Irwin's bill (sitting in Committee) that would extend remote meetings through the end of March 2022, and she offered to share the letter that Ypsilanti recently sent in support of this bill, urging other communities to do the same. (Letter was then emailed out to UCEC during the meeting.)

II. Minutes

A. 11-3-21 Meeting Minutes – Review & Approval (ACTION)

Moved by Stumbo. Support by Aniol.

ROLL CALL:

Adams: Yes

Nelson: Yes

Hathaway: Yes

West: Yes

Greene: Yes

Richardson: Yes

O'Connell: Yes

Aniol: Yes

Schwartz: Yes

Stumbo: Yes

Ayes – 10; Nays – 0; **Motion carried.**

III. General Administration

- A. County Health Officer's COVID-19 Update (Jimena Loveluck, WCHD) - Health Officer Loveluck provided a presentation that can be found in the updated [agenda packet](#) starting on page eight (8). A brief Q & A followed the presentation.
- B. Approval of proposed HOME Rental Policies – **ACTION ITEM** (Teresa Gillotti, OCED)
Gillotti reminded the group from the last meeting's discussion only item on background for creating rental policies for all HOME recipients in the County who operate rental properties. Hathaway and Richardson asked clarifying question about who these policies apply to and how HOME funds are operationalized. Gillotti explained that HOME funds trigger affordability terms for rental properties and are subject to specific HUD regulations. She again thanked Avalon for sharing their rental policies for the County to modify so that they can be utilized more broadly for all HOME grantees with rental housing.

Motion: *The Urban County Executive Committee approves the proposed set of HOME rental policies as written for the Washtenaw Urban County. Further, that all previous HOME grantees who operate rental housing with HOME-assisted units will have until July 1, 2022 to update their policies in accordance with the Washtenaw Urban County HUD HOME rental policies.*

Moved by Richardson. Support by Hathaway.

ROLL CALL:

Adams: Yes

Nelson: Yes

Hathaway: Yes

West: Yes

Greene: Yes

Richardson: Yes

O'Connell: Yes

Aniol: Yes

Schwartz: Yes

[Stumbo absent for roll call]

Ayes – 9; Nays – 0; **Motion carried.**

- C. 2022 Affordable Housing RFP Timeline – Discussion only (Tara Cohen, OCED)
Cohen reviewed key dates included for the RFP soon to be released for affordable housing proposals. See the Agenda Summary in the [agenda packet](#) for more details.
- D. General Updates
- 1) Update: 2020 CDBG Public Services for COVID Response – United Way Year-round VITA
Cohen noted that \$100,000 of the \$136,687 in the 2020 Action Plan for CDBG Public Services for COVID response is being awarded to United Way of Washtenaw County to provide year round free tax preparation/filing services to low and moderate income households (VITA program). Cohen explained that VITA stands for Volunteer Income Tax Assistance Program, and it is an IRS program that IRS subsidizes for communities throughout the United States.
 - 2) Member Announcements – None

IV. Public Comment - None

V. Adjournment

Richardson moved to adjourn. Support from Hathaway.

Motion carried unanimously.

Adjourned: 3:20 PM

Next Meeting: Wed., January 3, 2022, 2:00 – 3:30pm, Location: TBD (In-person)

DRAFT

AGENDA SUMMARY

County Health Department COVID-19 Update (Jimena Loveluck, Washtenaw County Health Department)

Washtenaw County's Health Officer, Jimena Loveluck, will provide a brief update on the state of COVID-19 in Washtenaw County. There will also be an opportunity for Q & A. Please see updated guidance on isolation and quarantine from the WCHD based on the new CDC rules here: <http://bit.ly/COVIDiq>. A flyer is also included in your packet.

Public Hearing: Needs Assessment for 2022 Action Plan (Tara Cohen, OCED)

Prior to the public hearing, OCED's Tara Cohen will provide a brief presentation on the public input process and context for development of the 2022 Annual Action Plan.

Every year, the Washtenaw Urban County submits to the U.S. Department of Housing and Urban Development (HUD) an Annual Action Plan to identify specific projects and programs that the County intends to implement with Community Development Block Grant (CDBG), HOME Investment Partnership (HOME) funds and Emergency Solutions Grant (ESG) funds.

The Urban County Executive Committee and its staff gauge community needs as part of the planning process for the Annual Action Plan every year. We do this in two ways:

1. Holding a 30-day comment period where we solicit citizen input on housing and public infrastructure needs in the Washtenaw Urban County for the 2022 Annual Action Plan. **The public comment period for community needs began January 3rd and ends February 16, 2022.** A Notice was published in the Ann Arbor News as well as Mlive.com on December 16, 2021, and a post went up on the County OCED website (www.washtenaw.com/oced) on December 30, 2021. An additional notice was published in Ann Arbor News and Mlive.com on Feb. 6 and Feb. 8, respectively, and on the OCED website on Feb. 4, to announce the rescheduled hearing date and the extended comment period.
2. Holding a public hearing (today, Feb. 16, 2022) at the Urban County Executive Committee to further provide for citizen input.

CDBG, HOME, and ESG funds will be utilized to address housing and community development needs in the Urban County during the period July 1, 2022 – June 30, 2023 in alignment with the Urban County's 2018-2022 Consolidated Plan. The goals for investment of funds from HUD are to strengthen our local communities, particularly in lower-income areas, with services and projects that include:

- Affordable housing (homeowner and rental);
 - e.g. homeownership assistance, acquisition and rehabilitation
- Community infrastructure and facility improvements;
 - e.g. parks improvements, community center expansions/improvements, non-motorized and accessibility improvements
- Human services provided by local non-profits;
 - e.g. community-based development organizations; local funding for human services through local non-profits
- Assistance for low- and moderate-income homeowners to maintain their homes;
 - e.g. OCED's Housing Improvement Programs

- Services for individuals and families experiencing homelessness.

Any comments or questions should be directed to Tara Cohen at cohent@washtenaw.org or 734-544-3056.

Public Hearing: Substantial Amendment to the 2019 Action Plan (Teresa Gillotti, OCED)

By way of reminder, the Washtenaw Urban County has received a total of \$2,876,311 in CDBG CARES Act funds to prevent, prepare for, and respond to Coronavirus. We received the first CDBG-CV allocation of \$1,267,964 in Round 1, and a second allocation of \$1,608,347 in Round 3. The most recent substantial amendment was approved by UCEC on May 5, 2021 to incorporate the Round 3 CDBG-CV funds (\$1,608,347). The May 2021 substantial amendment noted that specific uses of the Round 3 funds were to be determined at a later time to meet local needs in response to COVID-19. Today's substantial amendment proposes that the Washtenaw Urban County allocates \$1,000,000 in Round 3 CDBG-CV funds over three (3) years to provide business services and support for low-to-moderate income businesses impacted by COVID.

The original public hearing date of Feb. 2 and public comment period of Jan. 27 – Feb. 2 were noticed on Jan. 27, 2022 in the Ann Arbor News print edition and on mlive.com. Today's rescheduled public hearing and the extended public comment period (Jan. 27 – Feb. 16, 2022) were noticed in the Ann Arbor News print edition and on mlive.com on Feb. 6 and Feb. 8, respectively, and on the OCED website on Feb. 4, 2022. The Substantial Amendment was also made available on the OCED website on Jan. 27 under [Urban County Annual Action Plans](#). Please note the amended [Citizen Participation Plan](#) allows for condensed public comment period and noticing timeframes during COVID or other national and local emergencies.

Background on CDBG-CV funding

On March 27, 2020, the United States Congress passed the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), H.R. 748. The bill provided \$5 billion in Community Development Block Grant (CDBG) funds to rapidly respond to COVID-19. Washtenaw County received 2 rounds of funding,

- Round 1 - \$1,267,950 – committed by Urban County and Board of Commissioners to various programs to address homelessness response and eviction prevention as result of the pandemic
- Round 3 - \$1,608,347. Staff is proposing committing \$1 million in funds over 3 years to support small businesses impacted by the pandemic.

We had held off on funding recommendations for Round 3, to get a sense of other state and federal relief programs. We have had in mind, the potential to use the fund to support small businesses that may not have benefitted previously from the federal Payment Protection Programs. As we are seeing renewed impacts on businesses due to the surge in cases, we are recommending that \$1 million of the CDBG-CV funding be allocated to support eligible small businesses with targeted business services to stabilize and potentially grow eligible businesses.

Purpose and approach

National reviews of businesses receiving PPP have found that larger, more established and often white-led businesses received the most benefit from the program. While there were a number of local and state grant programs in the first year of the pandemic, small businesses continue to struggle, and we have seen a dramatic number of business closures during the pandemic.

As we enter the third year of the pandemic, there are new strains on small businesses, including a number of unexpected closures due to the easy spread of Omicron strain of COVID-19. To support these businesses, we are looking to utilize the CDBG-CV funding to partner with newer and existing entrepreneurial and business support organizations to delivery business coaching and other business services to work either one on one with businesses or through a cohort model to provide

services. This may also include identifying needs and areas where the business can pivot to meet the market, and either providing supports and services in-house, or contracting out to provide needed help to business.

CDBG-CV does provide some limits on who can receive supports. Eligible businesses will have to ones that were in operation in March of 2020, be a business of 5 or fewer employees, have been impacted by COVID, and where the business owner's household-income does not exceed 80% of the Area Median Income. Businesses must be located in one of the Urban County participating jurisdictions.

As noted above we hope to work with several local partners to provide various business supports to eligible business. Participating agencies will be required to do extensive outreach to low-moderate income business owners, with a particular focus on reaching underserved areas and populations. We will be releasing a request for proposals for partners and have already reached out to a number to let them know this opportunity will be coming. In addition to outreach and education, we will be requiring:

- All participating agencies will be part of a monthly meeting to share information, refer clients that might fit one program better than another, and to support ongoing outreach efforts
- Provide business services and programming that meet the needs and desires of the business community. For example as part of short survey conducted in the summer of 2021, the top three needs were
 - o Finding access to Capital/Encontrar acceso al capital: 58.75% or 47 respondents
 - o Marketing and branding/Mercadeo y desarrollo de marca 56.25% or 45 respondents
 - o Quickbooks training/Capacitación de Quickbooks 42.50% or 34 respondents

We expect to partner with 4-6 local agencies who will in turn serve 15-30 businesses a year. That will allow us to support between 80-100 businesses a year. Over a 3-year pilot period, the goal will be stabilizing and/or growing 60% of the participating businesses.

Approval of Substantial Amendment to FY2019-20 Annual Action Plan (ACTION) (Tara Cohen, OCED)

Staff requests that the UCEC approve the substantial amendment to the 2019-20 Action Plan as proposed, so that the County can allocation \$1 million in CDBG-CV funds over three (3) years to provide business services and supports to stabilize and potentially grow eligible businesses that have been impacted by the COVID pandemic. Draft language for a motion is as follows:

Motion: The UCEC approves the proposed substantial amendment to the Fiscal Year 2019-20 Action Plan as written for submission to HUD, after which the County will issue a Request for Proposals to result in \$1 million of CDBG-CV funds over three years to provide eligible small businesses impacted by the COVID pandemic with targeted business services aimed at stabilization and growth.

Project Planning for 2022-23 (Tara Cohen, OCED)

Due to the fact that the UCEC has not met since early December, staff has extended the original deadline for [CDBG Local Project Applications](#) to **Friday, March 4, 2022 at 5pm**. This gives an extra two weeks for local units to connect with Tara for any needed assistance in identifying viable projects.

An email was sent on January 7th to all UCEC members with links to the 2022 CDBG Local Project Application, *estimated* CDBG allocations, and the 2022 Pre-Application Packet. The most current Low-Moderate Income Maps for local jurisdictions are also available on the same page:

www.washtenaw.org/urbancounty (Click the dark red button “Apply for Funding”). It is strongly recommended that everyone read the Pre-Application Packet carefully before submitting a project application.

As discussed in previous years, data used to calculate each jurisdiction’s estimated CDBG allocation are from public data sources: [U.S. Census Bureau’s American Community Survey](#) (ACS), and [HUD’s Comprehensive Housing Affordability Strategy data sets](#) (CHAS). The formula is explained in detail on the *Apply for Funding* page mentioned above. Please note that estimates may change with the US Census Bureau’s upcoming release of the next 5-year American Community Survey data (2016 to 2020) on March 17, 2022.

CDBG Local Project Applications

Any local units who do not submit a CDBG project application by the March 4, 2022 deadline, or who submit for an ineligible project, will effectively donate (i.e. forfeit) their 2022 allocation to the fund for the OCED-administered Single Family Rehab Program, which serves low-income homeowners within the 20 Urban County communities. As noted in the 12.15.20 update to the *Policy & Procedures for CDBG Allocations to Local Units (Policies and Procedures)* found on page 5 of your [Pre-Application Packet](#), staff has added a footnote to #8 that staff can re-direct these forfeited CDBG project funds if deemed appropriate. For example, in 2020, in light of the ongoing pandemic, staff made an administrative decision to direct the un-programmed 2020 project funds to public services for COVID-19 response instead of to Single Family Rehab.

As a reminder, last March this Committee amended the *Policies and Procedures*, **allowing jurisdictions to build up their CDBG funds for a maximum reserve period that is based on the jurisdiction’s annual allocation being either above or below the \$20,000 threshold**. For those who wish to reserve their 2022 CDBG funding to build up allocations for use in a later year, please utilize the new [CDBG Short Form Application](#) and submit by February 18th.

Tier	Annual Allocation Range	Maximum Reserve Period
1	Less than \$20,000	Year 5
2	\$20,000 and above	Year 2

If you have questions about potential projects, the application forms, or policies, please contact Tara Cohen at cohent@washtenaw.org or 734.544.3056. You are always welcome to request a meeting with Tara if you’d like to discuss potential projects to determine feasibility, learn more about the process of using CDBG funds, et cetera.

Affordable Housing RFP #8244

OCED staff will score all timely proposals and present proposal summaries, score sheets, and funding recommendations at the March 2nd UCEC meeting. Please note that UCEC does not take a separate vote specifically to approve these recommendations; rather, the Committee will have a chance to discuss the proposals and award recommendations, while formal approval of the awards by the UCEC occurs as part of approving the entire draft Action Plan in May.

Action Plan Overview - Below is a list of updated key dates for the 2022-23 Action Planning process:

- Jan 3 – Feb 16: Public Comment Period on Needs Assessment
- Feb 16: Public Hearing on Needs Assessment (at UCEC meeting)

- Feb 10: Affordable Housing RFP #8244 bid opening
- March 2: OCED share RFP #8244 Affordable Housing/HOME funding recommendations
- March 4: CDBG Project applications/Short Form Applications due
- March 28: Draft 2022 Action Plan available for review
- March 28 – April 29: Public Comment Period on Draft Action Plan
- April 6: 1st Public Hearing (at UCEC meeting)
- April 14: 2nd Public Hearing (at City of Ann Arbor Housing & Human Services Advisory Board)
- April 20: 3rd Public Hearing (at Board of Commissioners meeting)
- May 4: UCEC to approve Final 2022-23 Action Plan
- May 4: Board of Commissioners to approve 2022-23 Action Plan for submission to HUD
- May 15: Final Action Plan due to HUD

Please note the approval and submissions dates are subject to change, based on when HUD sends out the 2022-23 grant awards. Public hearing dates are also tentative for the time being. The latest possible date for Action Plan submission to HUD is typically August 15th, however the Code of Federal Regulations states that the Action Plan is due at least 45 days before the start of the new Program Year – ours starts July 1st therefore 45 days prior give us a deadline of May 15th.

CDBG-CV Round 1 – Additional Funding for Homelessness Response (Teresa Gillotti, OCED)

As part of Urban County housekeeping, it is occasionally necessary for staff to make minor updates to the Planned Activity Tables from prior years as funds are re-programmed by a jurisdiction as project budget needs change. Please note these are different from a substantial amendment, which is defined in the Urban County's [Citizen Participation Plan](#). The updated 2019 table is included in your packet as part of the proposed substantial amendment discussed earlier in the agenda.

At this time, we are re-allocating \$250,000 of the \$507,185 CDBG-CV Round 1 funds from "Rent/Mortgage/Utility Assistance" to "Homelessness Response. When HUD initially directed the Urban County to carry out a substantial amendment to the 2019 Action Plan so that we could incorporate Round 1 CDBG-CV (CARES Act) funds, we did not yet know that millions of dollars would be made available for rental assistance/eviction diversion via the federal COVID Emergency Rental Assistance program (CERA). This has freed up more of the CDBG-CV funding to support urgent needs in the homelessness system.

As you are all aware, the number of COVID positive cases in Michigan has increased due to two new variants. The Delonis Center had an outbreak of positive cases at the end of November/early December. This was the first significant number of cases at any of our shelters since the start of the pandemic. The Shelter Association, Health Department, Packard Health, and other county departments responded quickly to the outbreak and provided safe isolation and quarantine accommodations for positive clients. That said, staffing remains challenging at the Shelter and at other homelessness agencies. To address this challenge, \$250,000 will be moved from the "Rent/Mortgage/Utility Assistance" to "Homelessness Response" to provide for more staffing and planning capacity within our shelters to address the ongoing needs for isolation accommodations and staffing, as well as overall Health and Safety Planning. Funding is intended for Shelter Association of Washtenaw County (SAWC) to increase operational capacity necessitated by the COVID pandemic, including the funding of a new position for COVID-related planning to support the overall shelter system in Washtenaw County. This funding is in addition to the \$293,593 in CDBG-CV previously contracted to SAWC for expanding shelter that was spent in 2020 to provide staffing, food, and other amenities to Delonis clients who sheltered in place in hotel rooms during the Stay Home/Stay Safe state orders.

Additional Information

If you have any questions on any of the information included in this summary, or would like additional information, please contact Tara Cohen at (734) 544-3056 or cohent@washtenaw.org.



COVID-19 Updates Washtenaw County

Washtenaw County Health Department
February 16, 2022



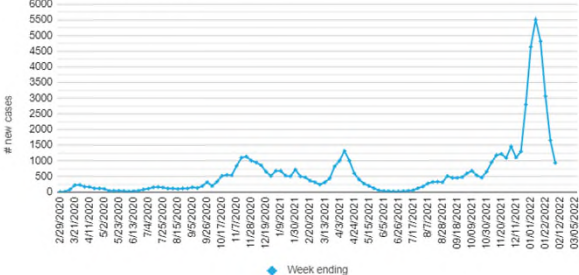
1

COVID-19 Current Situation

- Local transmission at “high,” cases peaked in early Jan and are now declining
- Vaccination continues to protect against severe illness & death
- Masks strongly recommended in indoor, public areas (& outdoor crowded spaces)
- Mask order in K-12 schools ends 2/28/22.

New Confirmed COVID-19 Cases in Washtenaw County Residents (by Symptom Onset Week)* (as of 2/10), updated weekly

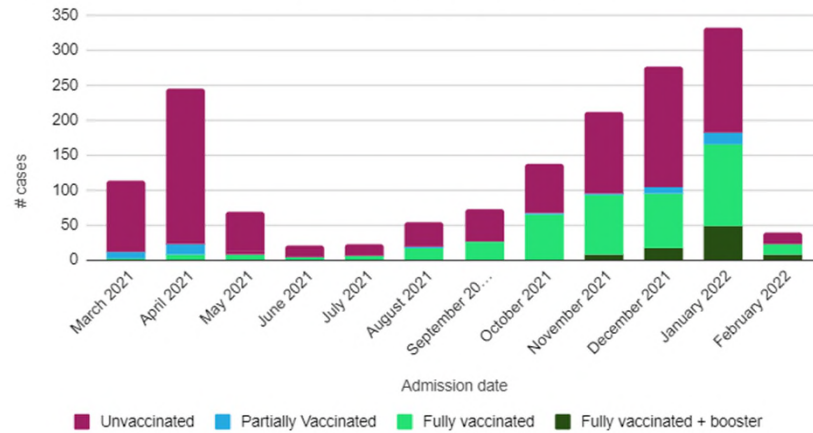
Washtenaw County (total N =62352)



2

COVID Vaccine Status of Washtenaw County Residents with COVID-related Hospitalization (by month of admission)* (3/1/21 to 2/9/22)

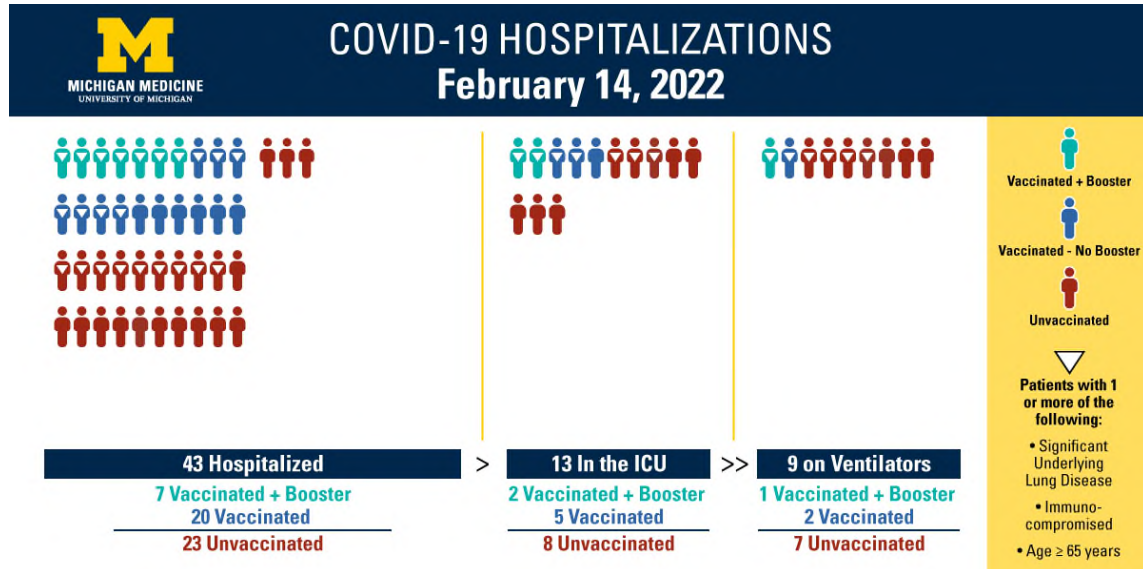
Washtenaw County hospitalized confirmed and probable COVID-19 cases (N=1598)



www.washtenaw.org/health | 734-544-6700 | *healthy together*



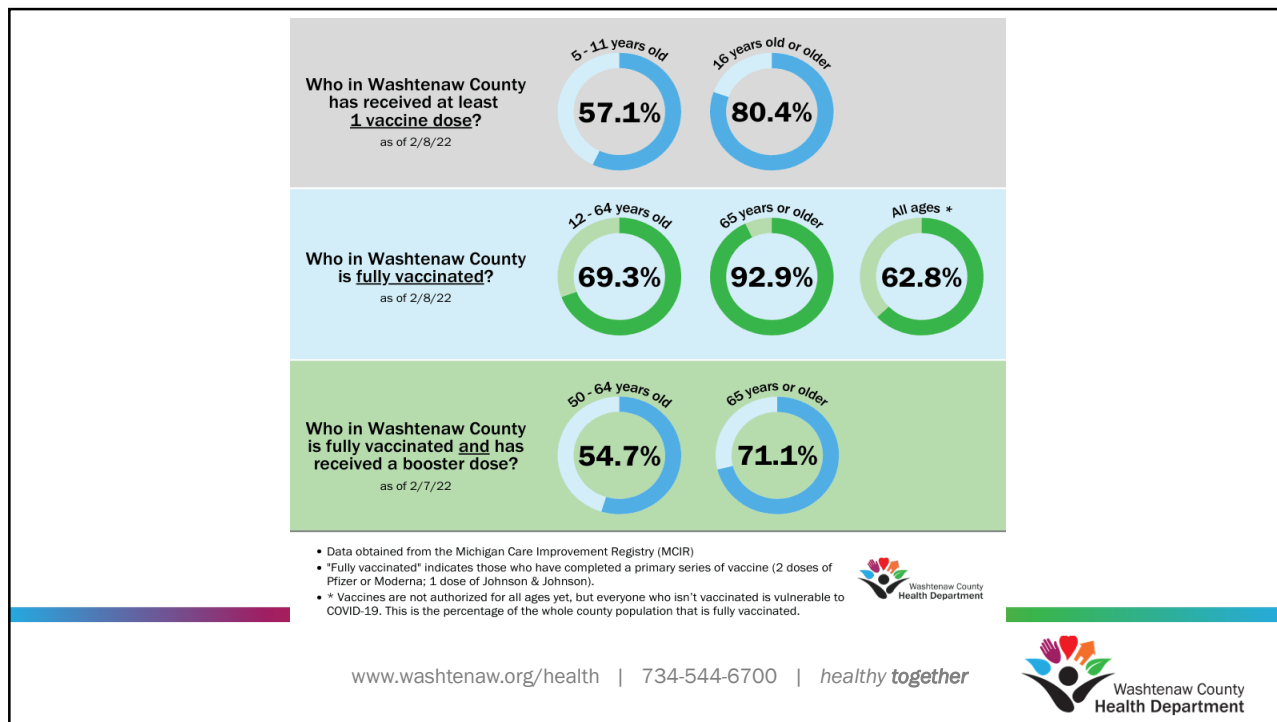
3



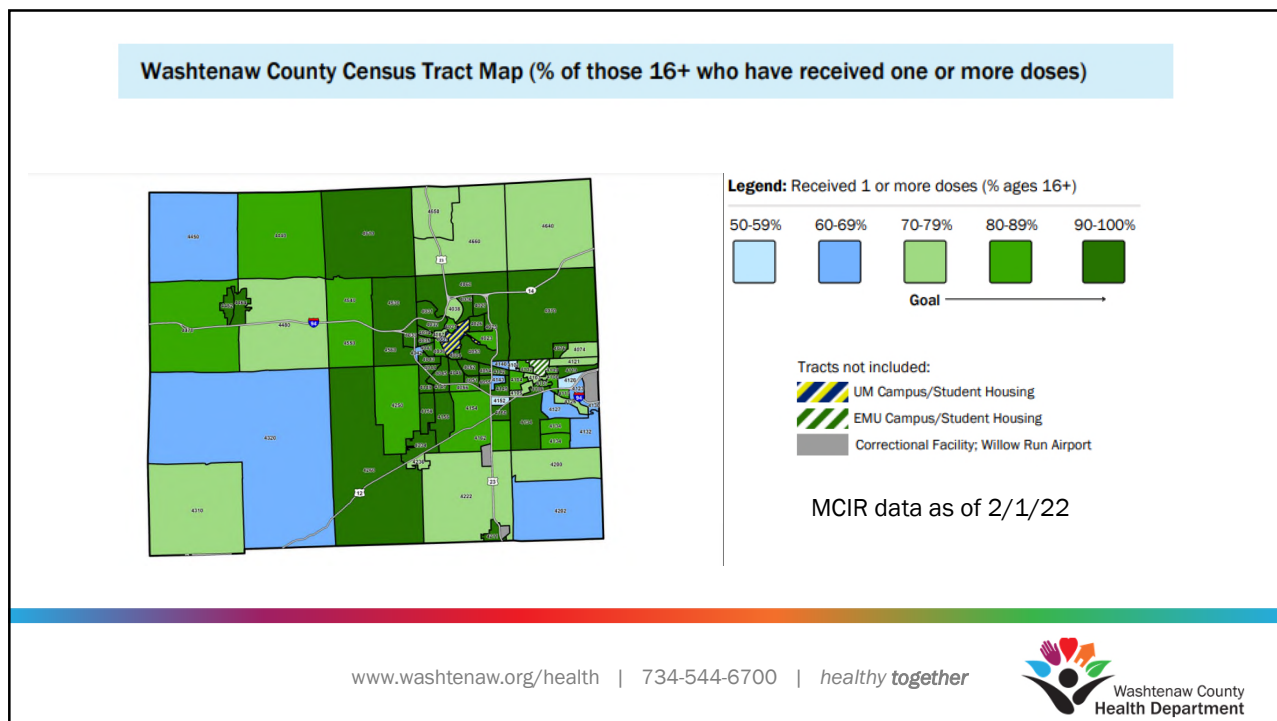
www.washtenaw.org/health | 734-544-6700 | *healthy together*



4



5



6



Weekly Summary of Key COVID-19 Indicators in Washtenaw County – 02/11/2022

Outcomes	Current Data	Timeframe	Trend	Comment
Case Rates				
CDC Transmission Level in Washtenaw County	HIGH	2/2/22 – 2/8/22	■	High Level since 8/21/21
Weekly case rate in Washtenaw County residents (per 100k)	315.8	2/2/22 – 2/8/22	↓	Weekly case rate in MI residents (per 100k): 354.6
Weekly case rate in 5-11 y/o (per 100k)	346.2	2/2/22 – 2/8/22	↓	
Weekly case rate in 12-17 y/o (per 100k)	195.8	2/2/22 – 2/8/22	↓	
Weekly test positivity rate in Washtenaw County from MI Safe Start	10.0%	2/2/22 – 2/8/22	↓	Weekly test positivity rate in MI: 17.2%
Hospitalizations and Deaths				
Number of COVID-related new hospital admissions in Washtenaw County residents	76	1/27/22 – 2/9/22	↓	
Number of COVID-related deaths in Washtenaw County residents	8	1/27/22 – 2/9/22	↓	
Outbreaks – New and/or Ongoing over the past 28 days				
Total Outbreaks Reported	69	1/14/22 – 2/10/22	↑	New outbreaks in the past week: 8
Long-term Care Outbreaks	20	1/14/22 – 2/10/22	↓	New outbreaks in the past week: 0 Number of outbreaks over 10 cases: 17
K-12 Outbreaks* *K-12 Outbreak definition can be found here	17	1/14/22 – 2/10/22	↓	New outbreaks in the past week: 5 Number of outbreaks over 10 cases: 5
Vaccination Rates for Washtenaw County				
Weekly number of vaccine doses given by WCHD	78	2/3/22 – 2/9/22	↓	
Fully vaccinated – whole population	62.8%	As of 2/8/22	■	
5-11 y/o vaccinated with 1+ dose	57.1%	As of 2/8/22	↑	

Legend: Indicator Going in the Right Direction No Change in Direction
 Indicator Going in the Wrong Direction

www.washtenaw.org/health | 734-544-6700 | *healthy together*



7

COVID-19 Vaccines

- It is critically important that those who haven't yet gotten vaccinated do so as soon as possible
- Get vaccinated at local health care providers and pharmacies
- See a list of community clinics at <https://bit.ly/vaxlocations>
- WCHD clinic at 555 Towner in Ypsilanti requiring appointments
 - Schedule kids 5-17: <http://bit.ly/kidvaxwchd>
 - Schedule adults 18+: <http://bit.ly/wchdsched>
 - Those who cannot access online resources can call 734-544-6700

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8

Boosters & Additional Doses

- Boosters now recommended for everyone 12+!
- Boosters significantly increase protection from the Omicron variant. It's important to get boosted **as soon as you're eligible**.
- Additional doses available for immunocompromised people.



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9

COVID-19 Testing

- Order at www.covidtests.gov or by phone: 1-800-232-0233
 - Spread the word! Flyers available in [English](#), [Spanish](#), [Arabic](#), and [Chinese](#)
- If you have health insurance, most plans will cover the cost of some over-the-counter, at-home tests
- www.washtenaw.org/COVID19test



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COVID-19 Testing

- Free at-home COVID tests available to residents in 48197/48198 zip codes.
- <https://www.accesscovidtests.org/>



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11

NO-COST COVID-19 testing clinics



Testing provided by the
Michigan Department of
Health and Human Services




Where:
Ypsilanti Township Community Center
2025 E. Clark Road, Ypsilanti Township, MI 48198
Room 101 - enter building from parking lot door
Sign on door will be posted with directions to testing site

When:
Every Wednesday in February, 2pm - 7pm
Every Friday in February, 10am - 3pm

- Registration not required, walk-ups accepted!
- Visit <https://honumg.info/YTCC> or use this QR code if you would like to pre-register. This is not required.
- Free KN95 masks and at-home tests available at this site, as supplies last.



LET'S GET BETTER TOGETHER

Call 734-544-3800 to learn more

www.washtenaw.org/health | 734-544-6700 | *healthy together*



12

What Mask Should I Wear?

Along with getting vaccinated and boosted, experts recommend upgrading your mask if you want optimal protection.



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13

I tested positive for COVID-19. When can I stop isolating?

Day 0 is the day you test positive or first develop symptoms (the next day is Day 1, and so on).
On Day 5, do you have no symptoms **or** are your symptoms resolving?

If yes:

You can stop isolation on day 6*

- Wear a surgical, KN95, or N95 mask around others (including household members) through day 10.
- Avoid high-risk settings and people who are immunocompromised or at high risk until after at least 10 days.
- Avoid travel and take precautions through day 10.

If no:

You should not stop isolation yet isolate until symptoms resolve or 10 days have gone by since you tested positive or first developed symptoms*.

*No one should leave isolation until they have been fever-free for 24 hours without the use of fever-reducing medication. If symptoms are not resolving or are worsening, seek medical care.
If you develop symptoms after testing positive, your isolation period starts over at Day 0.

Additional recommendations from the Washtenaw County Health Department:

- Take a rapid antigen test on day 5 of isolation if possible.
 - If **negative**, end isolation on day 6, wear a surgical, KN95, or N95 mask around others through day 10.
 - If **positive**, continue to isolate through day 10.
- If you end isolation on day 6, be more cautious through day 10. Limit being around others.
- If you are often around vulnerable populations (e.g., immunocompromised or elderly people):
 - Consider continuing isolation for longer (a full 10 days) if you decide to stop isolation before 10 days, take a rapid antigen test. If positive, consider isolating for the full 10 days.



Last updated 1/13/2022. This guidance is for the general public. Information is subject to change at any time.

Have COVID-19 symptoms? Avoid others and get tested.



If test is positive:
follow isolation guidance

If symptoms are not resolving or are worsening, seek medical care.



If test is negative:
stay home until symptoms resolve

If symptoms worsen or change, follow up with your medical provider and consider getting another COVID-19 test.

Symptoms of COVID-19 include (new/different/worse from baseline of chronic illness):
temperature 100.4+ or signs of fever (chills/sweating), sore throat, new onset of cough, diarrhea, vomiting, abdominal pain, new onset of headache, loss of taste or smell, congestion or runny nose, shortness of breath or difficulty breathing, fatigue, muscle aches



www.washtenaw.org/COVID19whattodo

See more what to do if you're sick, test positive, or have been exposed to COVID-19:

www.washtenaw.org/COVID19whattodo

www.washtenaw.org/health | 734-544-6700 | *healthy together*



14

KN95 Mask Distributions



- One adult size pack per person.
- Monday – Friday 9am to 4pm while supplies last.
- Available at WCHD facilities (555 Towner St. in Ypsilanti and 705 N. Zeeb Rd. in Ann Arbor).

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Outpatient therapy now available for those with COVID-19. Supplies may be limited.

Eligibility guidelines ensure those with the highest risks have priority access to treatments.

Those at highest risk	Treatment window after symptoms appear:	Paxlovid PO	Sotrovimab IV	Remdesivir IV	Molnupiravir PO
		5 days	10 days	7 days	5 days
• 75+ years old and not up to date* • Moderately or severely immunocompromised regardless of vaccine status		✓	✓	✓	✓ If other therapies not available or appropriate
	• 65–74 years old and not up to date* with MI priority risk factor** • Pregnant and not up to date*	✓	✓	✓	✓ If other therapies not available or appropriate
	• 65–74 years old and not up to date* • Under 65 years old and not up to date* with MI priority risk factor**	✓	✓	✓	✓ If other therapies not available or appropriate
	• 75+ years old and up to date* • 65–74 years old and up to date* with MI priority risk factor**	✓	Not currently eligible	Not currently eligible	✓ If other therapies not available or appropriate
• 65–74 years old and up to date* with CDC risk factors • 65–74 years old and up to date* • Younger than 65 years old and up to date* with CDC risk factors		Not currently eligible	Not currently eligible	Not currently eligible	✓
		Not currently eligible	Not currently eligible	Not currently eligible	✓

*Up to date means a person has received all recommended COVID-19 vaccines, including booster dose(s) when eligible (bit.ly/CDCStayUpToDate).

**MI priority risk factors include:

Obesity (Body Mass Index >35), chronic respiratory disease, pregnancy (note: in pregnancy, molnupiravir should not be used and Paxlovid and remdesivir should be used with caution when sotrovimab is unavailable), chronic kidney disease (special considerations with Paxlovid), cardiovascular disease, and diabetes.

Talk to your health care provider or visit Michigan.gov/COVIDtherapy to learn more.



www.washtenaw.org/health | 734-544-6700 | *healthy together*



16

To make things safer...



- Get your COVID-19 vaccine and get boosted when eligible
- Wear a well-fitting face mask in indoor public spaces
 - A multilayer, surgical, KN95, or N95 mask is recommended rather than a cloth mask. A cloth mask is better than no mask.
- Get tested if feeling ill or if you have been exposed
 - If you have been exposed but don't have symptoms, wait 5 days before testing.
 - What to do if you have symptoms, test positive, or are exposed: <http://bit.ly/COVIDiq>
- Stay away from others if you are feeling ill, waiting for test results, or have tested positive
- Avoid crowded areas or events
- Limit gatherings
 - If seeing others, increase ventilation, limit the number of people, encourage everyone to be up to date on vaccinations, keep at least 6 feet apart, and wear a well-fitting mask (especially if indoors)
- Clean hands frequently

www.washtenaw.org/health | 734-544-6700 | *healthy together*



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Where To Find COVID-19 Updates

- www.washtenaw.org/covid19vaccine
- [Facebook](#), [Twitter](#), [Instagram](#), [NextDoor](#) (@wcpublichealth)
- COVID-19 update email list
 - Sign up here: www.bit.ly/WCHD555
- Contact health@washtenaw.org or 734-544-6700

www.washtenaw.org/health | 734-544-6700 | *healthy together*



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Additional COVID-19 Vaccine Resources

- [Vaccine Providers in Washtenaw County](#)
- [Vaccine Data: Who has been vaccinated in Washtenaw County?](#)
- [Michigan COVID-19 Vaccines Frequently Asked Questions](#)
- [Michigan COVID-19 Vaccine Dashboard](#)
- [Michigan COVID-19 Vaccine Website](#)

www.washtenaw.org/health | 734-544-6700 | *healthy together*





WHAT TO DO IF YOU TEST POSITIVE FOR COVID-19

(AKA isolation guidance)

1. Start isolating yourself right away.

- Stay home except to get medical care.
- Stay away from everyone else in your household (stay in a separate room, use separate bathroom if possible, etc.).
- Tell your employer you have COVID-19.

"Resolving symptoms" means your symptoms have gotten noticeably better.

Some symptoms (like fatigue and loss of smell) may last a longer time. If you have questions, please call your medical provider to discuss.

2. Think of the people you were around 48 hours before you developed symptoms or tested positive (whichever came first).

- Tell them you tested positive so they can follow quarantine guidance .

CDC guidelines for the general population, regardless of vaccination status:

3. On Day 5, do you have no symptoms or are your symptoms resolving?



- If yes, you can stop isolation on day 6. Continue to wear a well-fitting mask around others through day 10.
- If no, you should not stop isolation - continue isolating until symptoms resolve or 10 days have gone by since you tested positive or first developed symptoms. If you have a fever, continue to isolate until your fever goes away. If your symptoms are not resolving or are worsening, seek medical care.



See page 3 to see how to count days after testing positive



When we say wear a mask, we mean a surgical, KN95, or N95 mask (not a cloth mask!)

Additional recommendations from the Washtenaw County Health Department:

Taking these extra steps can further reduce your risk of spreading COVID-19 to others.

- **Take a rapid antigen test on day 5 of isolation.**
 - If negative, end isolation on day 6 and wear a mask around others through day 10.
 - If positive, continue to isolate through day 10 or until you get a negative rapid antigen test result, if you wish to continue testing.
- **If you end isolation on day 6, be more cautious through day 10 . Limit being around others as much as you can.**
- **If you are often around vulnerable populations (e.g., immunocompromised or elderly people):**
 - Consider continuing isolation for longer (a full 10 days).
 - If you decide to stop isolation before 10 days, take a rapid antigen test. If positive, consider isolating for the full 10 days or until you test negative if you choose to test again.

If you need an isolation or quarantine letter for your employer,
email L-wchdcontact@washtenaw.org or call 734-544-6700 and leave a message.

*These are guidelines for the general population. Certain settings like schools and health care facilities may have additional guidance.



WHAT TO DO IF YOU'RE EXPOSED TO SOMEONE WITH COVID-19

(AKA quarantine guidance/guidance for close contacts)

CDC guidelines for the general population:

Note: if you have had COVID-19 in the last 90 days, you do not need to quarantine if exposed.



See pages 3-4 to
see how to count
days after being
exposed

If you...

- are fully vaccinated and have gotten a booster, OR
- got your 2nd dose of Pfizer or Moderna vaccine within the last 6 months, OR
- got your initial dose of Johnson & Johnson vaccine within the last 2 months:

Then you should...

- Wear a well-fitting mask around others for 10 days.
- Get tested (PCR or rapid antigen) on day 5, if possible. If positive, follow isolation guidance.

*If you develop symptoms, avoid others and get tested (PCR or rapid antigen). If positive, follow isolation guidance. If negative, stay home until symptoms resolve. If symptoms worsen or change, follow up with your medical provider and consider getting another COVID-19 test.

If you...

- are not vaccinated, OR
- got your 2nd dose of Pfizer or Moderna vaccine more than 6 months ago and have not gotten a booster, OR
- got your initial dose of Johnson & Johnson vaccine more than 2 months ago and have not gotten a booster:

Then you should...

- Stay home (quarantine) for 5 days. Then continue to wear a well-fitting mask around others for 5 more days.
- If you can't quarantine, you must wear a mask around others for 10 days. Keep activities to essential tasks only.
- Get tested (PCR or rapid antigen) on day 5, if possible. If positive, follow isolation guidance.

*If you develop symptoms, avoid others and get tested (PCR or rapid antigen). If positive, follow isolation guidance. If negative, stay home until symptoms resolve. If symptoms worsen or change, follow up with your medical provider and consider getting another COVID-19 test.



**When we say wear a mask, we mean a surgical, KN95, or N95 mask
(not a cloth mask!)**

Additional recommendations from the Washtenaw County Health Department:

Taking these extra steps can further reduce your risk of spreading COVID-19 to others.

- In high-risk, congregate settings (like long-term care facilities, jails, etc.) or if you are often around vulnerable populations (e.g., immunocompromised or elderly people)
 - Consider staying home/quarantining for a full 10 days after exposure

If you need an isolation or quarantine letter for your employer,
email L-wchdcontact@washtenaw.org or call 734-544-6700 and leave a message.

*These are guidelines for the general population. Certain settings like schools and health care facilities may have additional guidance.



How to count days after testing positive or being exposed to COVID-19

IF YOU TEST POSITIVE

SUN	MON	TUE	WED	THU	FRI	SAT
You get a positive test result or start having COVID symptoms. Start isolation. Day 0	Day 1	Day 2	Day 3	Day 4	If you have no symptoms or if symptoms are resolving, this could be last day of isolation + Day 5	If you have no symptoms or if symptoms are resolving, done with isolation* Day 6
Day 7	Day 8	Day 9	Day 10	Day 11	*Continue to wear a well-fitting mask when around others until Day 11 + WCHD recommendation: take a rapid antigen test this day to determine next steps	

WCHD recommendation: if you're often around vulnerable populations (e.g., immunocompromised or elderly people), consider continuing isolation for a full 10 days. If doing this, Day 11 would be when you are done with isolation.

If you are a healthcare worker, see the CDC "Managing Healthcare Personnel" guidelines for details regarding health care workers.

IF YOU'RE EXPOSED TO SOMEONE WITH COVID-19

And you...

- are fully vaccinated and have gotten a booster, OR
- got your 2nd dose of Pfizer or Moderna vaccine within the last 6 months, OR
- got your initial dose of Johnson & Johnson vaccine within the last 2 months:

SUN	MON	TUE	WED	THU	FRI	SAT
You're exposed. Start wearing well-fitting mask around others. Day 0	Day 1	Day 2	Day 3	Day 4	Get tested on this day if possible. Day 5	Day 6
Day 7	Day 8	Day 9	Day 10	Day 11	You may stop wearing a well-fitting mask around others.	

WCHD recommendation: in high-risk, congregate settings (like long-term care facilities, jails, etc.) or if you are often around vulnerable populations (e.g., immunocompromised or elderly people), consider staying home/quarantining for a full 10 days after exposure. If doing this, Day 11 would be when you can stop quarantining.

If you are a healthcare worker, see the CDC "Managing Healthcare Personnel" guidelines for details regarding health care workers.

*These are guidelines for the general population. Certain settings like schools and health care facilities may have additional guidance.

IF YOU'RE EXPOSED TO SOMEONE WITH COVID-19

And you...

- are not vaccinated, OR
- got your 2nd dose of Pfizer or Moderna vaccine more than 6 months ago and have not gotten a booster, OR
- got your initial dose of Johnson & Johnson vaccine more than 2 months ago and have not gotten a booster:

SUN	MON	TUE	WED	THU	FRI	SAT
You're exposed. Stay home (quarantine). Day 0	Day 1	Day 2	Day 3	Day 4	Get tested on this day if possible. Day 5	You can end quarantine. Keep wearing a well-fitting mask around others. Day 6
Day 7	Day 8	Day 9	Day 10	You may stop wearing a well-fitting mask around others. Day 11		

WCHD recommendation: in high-risk, congregate settings (like long-term care facilities, jails, etc.) or if you are often around vulnerable populations (e.g. immunocompromised or elderly people), consider staying home/quarantining for a full 10 days after exposure. If doing this, Day 11 would be when you can stop quarantining.

If you are a healthcare worker, see the CDC "Managing Healthcare Personnel" guidelines for details regarding health care workers.

As of 12/29, Washtenaw County is still at a high level of COVID-19 transmission.
Everyone should wear a well-fitting mask in indoor public spaces.

*These are guidelines for the general population. Certain settings like schools and health care facilities may have additional guidance.

WASHTENAW URBAN COUNTY NEEDS ASSESSMENT PUBLIC HEARING

2022-2023 Annual Action Plan

Presented by Washtenaw County
Office of Community and Economic Development
February 16, 2022

1

Washtenaw Urban County Needs Assessment Presentation & Public Hearing

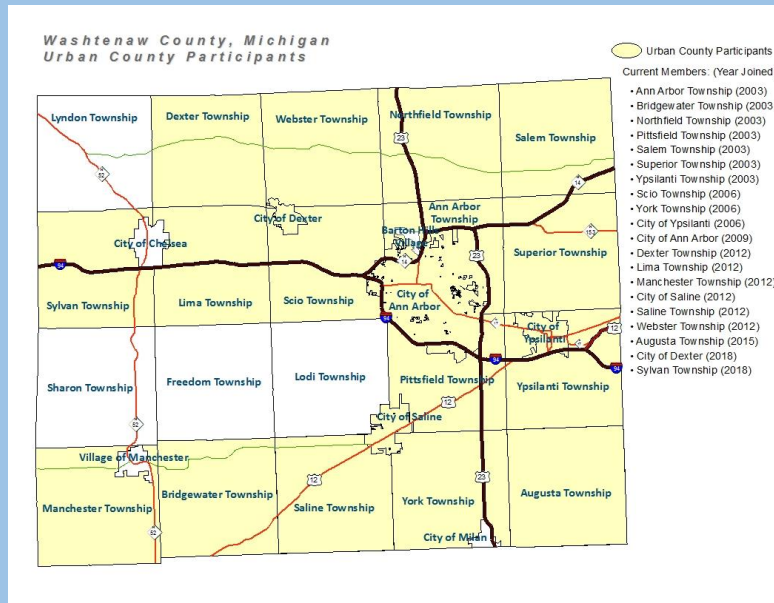
Options for public input on the 2022-23 Annual Action Plan include:

1. Today's Public Hearing
3. Submit written comments or request additional information by contacting Tara Cohen at cohent@washtenaw.org or 734.544.3056.

Public comment period is open until February 16, 2022.

2

Washtenaw Urban County: 20 Local Units of Government (as of 2018)



3

Annual Action Plan: How it Fits in with Other Plans

• 2022 Annual Action Plan

- Will be the 5th and final Action Plan under the current Five-Year Consolidated Plan adopted by Urban County in May 2018
- Will describe projects and activities to be undertaken to meet Five-year Consolidated Plan goals
- Details budget for use of federal funds from U.S. Dept. of Housing & Urban Development (HUD)
- Covers a single fiscal year: July 1, 2022 – June 30, 2023

• 2018-2022 Consolidated Plan

- Adopted by Urban County in May 2018, goals framework came from 2018 Assessment of Fair Housing
- Established goals and strategies for addressing and prioritizing local needs through HUD funding
- Included community input, a needs assessment, housing market analysis, using HUD-mandated data
- Covers five fiscal years: July 1, 2018 – June 30, 2023

4

CDBG Eligible Activities - Examples



*Parkridge Park Playground
(City of Ypsilanti)*



*Bryant Community Center Rehab
(City of Ann Arbor)*



*ADA Sidewalk ramps
(City of Ypsilanti)*

7



*Hickory Way I Apartments (South Maple Road, Ann Arbor)
New Construction by Avalon Housing*

HOME Investment
Partnership Program
(HOME)
Objectives & Eligible
Projects

8



Emergency Solutions Grant (ESG) Objectives & Eligible Projects

9

Focus on Non-Housing Priority Needs

Examples from previous years include:

- Fire Stations/equipment
- Parks, recreation, play structures
- Improved public lake access (i.e. canoe launch, fishing pier)
- Community/neighborhood facilities
- All Purpose Recreation Center
- Health Facilities
- Street improvements (including pedestrian crossings)
- Sidewalk and path improvements
- Water/sewer improvements
- Storm water management improvements
- Bicycle or Non-motorized facilities improvements
- Tree Planting
- Local and regional planning
- Bus shelters and benches
- Senior and youth facilities and services
- Childcare centers
- Facilities for People with Disabilities
- Homeless facilities
- Broadband improvements
- Support for Social service provider facilities

10

Public Hearing & Next Steps

Action Plan Development timeline:

- CDBG Local Projects – projects application due by March 4th
- Affordable Housing RFP (HOME funds/Ann Arbor CDBG funds) – Proposals due Feb. 10th and recommendations to UCEC at March 2nd meeting
- Public Hearings to provide feedback on draft of 2022 Action plan (dates subject to change):
 - April 6, 2022 - Urban County Executive Committee
 - April 14, 2022 - Housing and Human Services Advisory Board
 - April 20, 2022 - Board of Commissioners
- Final 2022 Action Plan due to HUD by May 15, 2022 (subject to HUD award date).



January 27, 2022

To: All interested parties

From: Washtenaw County Office of Community and Economic Development

Teresa Gillotti, Director (gillottitm@washtenaw.org)

Cheranissa Roach, Economic Opportunity Manager (roachc@washtenaw.org)

Morghana Williams Boydston, Human Services Manager (williamsm@washtenaw.org)

Tara Cohen, CDBG Management Analyst (cohent@washtenaw.org)

Re: Draft Amendment to 2019 Annual Action Plan to utilize CDBG-CV funds to support eligible small businesses impacted by COVID-19

This will be the fourth (4th) Substantial Amendment to Washtenaw Urban County's 2019 Annual Action Plan. Previous amendments approved by the Urban County Executive Committee (UCEC) and the Washtenaw County Board of Commissioners can be found at www.washtenaw.org/urbancounty (click on Urban County Plans & Reports).

The total CDBG and ESG CARES Act allocations made to the Washtenaw Urban County are as follows:

Grant Type	Grant 1	Grant 2	Total
CDBG-CV	\$ 1,267,964	\$ 1,608,347	\$ 2,876,311
ESG-CV	\$ 643,403	\$ 1,794,203	\$ 2,437,606

The last substantial amendment was made in April 2021, at which time the Urban County accepted the second CDBG-CV grant ("Grant 2") in the amount of \$1,608,347 into the 2019 Action Plan but did not specify how the funds were to be used to prevent, prepare for, and respond to COVID-19. This fourth amendment is proposing the Urban County commit \$1 million of the CDBG-CV Grant 2 dollars to support small businesses impacted by the pandemic.

The status of CDBG-CV programming is summarized as follows:

- Grant 1 (HUD Round 1) - \$1,267,950 – committed by Urban County and Board of Commissioners to various programs to address homelessness response and eviction prevention as result of the pandemic
- Grant 2 (HUD Round 3) - \$1,608,347 - Staff is proposing committing \$1 million in funds over 3 years to support small businesses impacted by the pandemic.

Additional Background for Proposed Use of CDBG-CV Funds to Support Eligible Small Businesses

We had held off on funding recommendations for Round 3, to get a sense of other state and federal relief programs. We have had in mind, the potential to use the fund to support small businesses that may not have benefitted previously from the federal Payment Protection Programs. As we are seeing renewed impacts on businesses due to the surge in cases, we are recommending that \$1 million of the CDBG-CV funding be allocated

to support eligible small businesses with targeted business services to stabilize and potentially grow eligible businesses.

National reviews of businesses receiving PPP have found that larger, more established and often white-led businesses received the most benefit from the program. While there were a number of local and state grant programs in the first year of the pandemic, small businesses continue to struggle, and we have seen a dramatic number of business closures during the pandemic.

As we enter the third year of the pandemic, there are new strains on small businesses, including a number of unexpected closures due to the easy spread of Omicron strain of COVID-19. To support these businesses, we are looking to utilize the CDBG-CV funding to partner with newer and existing entrepreneurial and business support organizations to delivery business coaching and other business services to work either one-on-one with businesses or through a cohort model to provide services. This may also include identifying needs and areas where the business can pivot to meet the market, and either providing supports and services in-house, or contracting out to provide needed help to the business.

CDBG-CV does provide some limits on who can receive supports. Eligible businesses will have to ones that were in operation in March of 2020, be a business of 5 or fewer employees, have been impacted by COVID, and where the business owner's household-income does not exceed 80% of the Area Median Income. Businesses must be located in one of the Urban County participating jurisdictions.

As noted above we hope to work with several local partners to provide various business supports to eligible business. Participating agencies will be required to do extensive outreach to low-moderate income business owners, with a particular focus on reaching underserved areas and populations. We will be releasing a request for proposals for partners and have already reached out to a number to let them know this opportunity will be coming. In addition to outreach and education, we will be requiring:

- All participating agencies will be part of a monthly meeting to share information, refer clients that might fit one program better than another, and to support ongoing outreach efforts
- Provide business services and programming that meet the needs and desires of the business community. For example, as part of short survey conducted in the summer of 2021, the top three needs were:
 - o Finding access to Capital/Encontrar acceso al capital: 58.75% or 47 respondents
 - o Marketing and branding/Mercadeo y desarrollo de marca 56.25% or 45 respondents
 - o Quickbooks training/Capacitación de Quickbooks 42.50% or 34 respondents

We expect to partner with 4-6 local agencies who will in turn serve 15-30 businesses a year. That will allow us to support between 80-100 businesses a year. Over a 3-year pilot period, the goal will be stabilizing and/or growing 60% of the participating businesses.

Support for businesses impacted by COVID and owned by low-moderate income business owners	\$1,000,000	Program will work with a number of technical assistance providers to support businesses impacted by COVID-19	In approval process – RFP for business service providers expected in summer 2022
COVID response activities	\$308,347	Eligible activities include human services support, affordable housing acquisition, etc.	
Administration	\$300,000	Up to 20% eligible	
Total:	\$1,608,347		

Minor Administrative Update to Re-Allocate a Portion of CDBG-CV funds from Rent/Mortgage/Utility Assistance to Homelessness Response

In addition to the substantial amendment proposed, OCED recently re-allocated \$250,000 of the \$507,185 CDBG-CV Round 1 funds from “Rent/Mortgage/Utility Assistance” to “Homelessness Response”. This does not constitute a substantial amendment under the [Urban County’s Citizen Participation Plan](#), and is reflected on the attached Planned Activities Table (noted in the color key as a minor administrative update made 12/29/21). When HUD initially directed the Urban County to carry out a substantial amendment to the 2019 Action Plan so that we could incorporate Round 1 CDBG-CV (CARES Act) funds, we did not yet know that millions of dollars would be made available for rental assistance/eviction diversion via the federal COVID Emergency Rental Assistance program (CERA). This has freed up more of the CDBG-CV funding to support urgent needs in the homelessness system.

As background, the number of COVID positive cases in Michigan has increased due to two new variants. The Delonis Center had an outbreak of positive cases at the end of November/early December. This was the first significant number of cases at any of our shelters since the start of the pandemic. The Shelter Association, Health Department, Packard Health, and other county departments responded quickly to the outbreak and provided safe isolation and quarantine accommodations for positive clients. That said, staffing remains challenging at the Shelter and at other homelessness agencies. To address this challenge, \$250,000 will be moved from the “Rent/Mortgage/Utility Assistance” to “Homelessness Response” to provide for more staffing and planning capacity within our shelters to address the ongoing needs for isolation accommodations and staffing, as well as overall Health and Safety Planning. Funding is intended for Shelter Association of Washtenaw County (SAWC) to increase operational capacity necessitated by the COVID pandemic, including the funding of a new position for COVID-related planning to support the overall shelter system in Washtenaw County. This funding is in addition to the \$293,593 in CDBG-CV previously contracted to SAWC for expanding shelter that was spent in 2020 to provide staffing, food, and other amenities to Delonis clients who sheltered in place in hotel rooms during the Stay Home/Stay Safe state orders.

Activity	Category	Detail	Status
Rent/mortgage/utility assistance to low-moderate income residents	\$257,185	With ongoing funding for rental assistance, funding has been reduced to support homeless response activities	Two RFPs for support to homeowners received no responses.
Homelessness response activities	\$503,593	These funds were coupled with RFI/RFP funding round. Funds will support Legal Services eviction prevention for those impacted by COVID	Funds contracted Additional \$250,000 to be contracted with SAWC for ongoing planning and support for COVID response in shelter system
Expanded Shelter related to COVID-19 response	\$253,593	Contract with Shelter Association of Washtenaw County to support their staffing and supply costs for expanded staffing at shelter.	Funds spent on expanded shelter in spring/summer of 2020.
Administration	\$253,593	Maximum 20% - OCED staff are responsible for meeting HUD requirements for all, contract management and monitoring.	12.7 % spent by Dec. 3, 2021
Total:	\$1,267,964		

Process and Approval Timelines

The regulatory process for HUD funding is extensive. To move the approval process along, HUD is allowing for a series of waivers including reductions to the public comment period (from 30-day minimum to a 5-day minimum), among other concerns. The timeline for soliciting feedback as well as the approval process is noted below:

- Public comment period will begin on January 27, 2022 and end on February 2, 2022.
- Urban County Executive Committee will hold a public hearing as part of its regular monthly UCEC meeting on **Wednesday, February 2, 2022 at 2:00 PM**. This meeting will be held remotely on Zoom. Participate via Zoom:
<https://washtenawcounty.zoom.us/j/81799637267?pwd=ZkF4aTduTHd2YVp0SnRoR1B0ZkhkQT09>
Passcode: 700544. Or participate via Phone: dial 1 (312) 626 6799, webinar ID: 817 9963 7267, Passcode: 700544. These meeting details can also be found on the OCED event calendar:
www.washtenawcounty.org/oced
- Urban County Executive Committee will vote on the substantial amendment at the Wednesday, February 2, 2022 meeting

Response to public comment and updates to the amendment

Comments and feedback will be reviewed regularly during the public comment period and prior to approval by the Urban County Executive Committee.

Urban County jurisdictions include: City of Ann Arbor, City of Dexter, City of Saline, City of Ypsilanti, Ann Arbor Township, Augusta Township, Bridgewater Township, Dexter Township, Lima Township, Manchester Township, Northfield Township, Pittsfield Township, Salem Township, Saline Township, Scio Township, Superior Township, Sylvan Township, Webster Township, York Township, and Ypsilanti Township.

Washtenaw Urban County 2019-20 Summary of Planned Activities - Proposed Substantial Amendment 2-2-2022

Approved by UCEC 4.28.29, 11.10.20, 5.05.21

Final 2019-20 Allocations & CARES Act funds	
CDBG-CV (COVID CARES Act) - Round 1	\$1,267,964
CDBG-CV (COVID CARES Act) - Round 3	\$1,608,347
ESG-CV (COVID CARES Act) - Round 1	\$643,403
ESG-CV (COVID CARES Act) - Round 2	\$1,794,203
Community Development Block Grant (CDBG)	\$2,123,502
HOME Investment Partnership Program (HOME)	\$1,264,807
Emergency Solutions Grant (ESG)	\$178,973
TOTAL	\$8,881,199

Blue = Funds newly added to 4/28/20 Substantial Amendment Activities Table

Red = Changes to 4/28/20 Substantial Amendment Activities Table

Purple = minor administrative updates made 12/29/20

Green = Funds included in the Substantial Amendment approved by UCEC 5/5/21

Pink = minor administrative updates made 5/20/21

Tangerine = minor administrative updates made 12/29/21

Project	Activity	Agency	CDBG-CV	ESG-CV	CDBG	HOME	HOME Program Income	HOME 2018-19 Carry over	ESG	Goal Outcome Indicator	Quantity	Measure
CDBG-CV Round 1 - Administration	CDBG-CV Administration	OCED - Urban County wide	\$ 253,593							TBD	TBD	TBD
CDBG-CV Round 1 - Public Services	Rent/mortgage/utility assistance to low-moderate income residents	OCED and community partners, Urban County wide	\$ 257,185							TBD	TBD	TBD
CDBG-CV Round 1 - Public Services	Expanded Shelter related to COVID-19 response	Shelter Association of Washtenaw County for Residential and Non-Residential Programs	\$ 253,593							TBD	TBD	TBD
CDBG-CV Round 1 - Public Services	Homelessness Response	Funding round available to Homelessness Service Providers	\$ 503,593							TBD	TBD	TBD
CDBG-CV Round 3 - Administration	Activities to Prevent, Prepare for, and Respond to COVID-19	OCED and community partners, Urban County wide	\$ 300,000							TBD	TBD	TBD
CDBG-CV Round 3 - TBD	Activities to Prevent, Prepare for, and Respond to COVID-19	OCED and community partners, Urban County wide	\$ 308,347							TBD	TBD	TBD
CDBG-CV Round 3 - Economic Development	Business Services and Support for Low-Mod Income Business Owners with Businesses Impacted by COVID-19	Funding will go through RFP process	\$ 1,000,000							TBD	TBD	TBD
ESG-CV Round 1 Administration	ESG-CV Administration	OCED - Urban County wide		\$ 25,736						TBD	TBD	TBD
ESG-CV Round 1 Activities	Shelter expansion, diversion and eviction prevention, rapid rehousing and housing support services	OCED and community partners, Urban County wide		\$ 617,667						TBD	TBD	TBD
ESG-CV Round 2 Administration	ESG-CV Administration	OCED - Urban County wide		\$ 89,710						TBD	TBD	TBD
ESG-CV Round 2 Activities	Shelter expansion, diversion and eviction prevention, rapid rehousing and housing support services	OCED and community partners, Urban County wide		\$ 1,704,493						TBD	TBD	TBD
CDBG Admin	CDBG Administration	OCED - Urban County wide			\$424,700					Other	1	Other
Public Facilities & Infrastructure	Priority Project - Ypsilanti Township Community Center Floor Tiles	Ypsilanti Township/Superior Township			\$61,898 (+ \$60,643 regular CDBG)					Public Facilities & Infrastructure Improvements	7545	Persons Assisted
Public Facilities & Infrastructure	DESIGN/RFP ASSISTANCE for Ypsilanti Township Community Center Floor Tiles	Ypsilanti Township			\$6,000					Public Facilities & Infrastructure Improvements		
Public Facilities & Infrastructure	Schooner Cove - Bus Shelter/Sidewalk Linkages	Ypsilanti Township			\$70,137					Public Facilities & Infrastructure Improvements	1359	Persons Assisted
Public Facilities & Infrastructure	Priority Project - Northfield Township Community Center Improvements	Northfield Township			\$91,286					Public Facilities & Infrastructure Improvements	744	Persons Assisted
Public Facilities & Infrastructure	LED Street Lighting*	Augusta Township			\$8,733					Public Facilities & Infrastructure Improvements	4540	Persons Assisted
Public Facilities & Infrastructure	ADA Curb Cuts	City of Ypsilanti			\$50,000					Public Facilities & Infrastructure Improvements	2867	Persons Assisted
Public Facilities & Infrastructure	Parkridge Park Accessibility Improvements	City of Ypsilanti			\$21,660					Public Facilities & Infrastructure Improvements	TBD	Persons Assisted
Public Facilities & Infrastructure	NE Pittsfield Green Corridors Phase I - Design/Engineering/Construction	Pittsfield Township			\$70,403					Public Facilities & Infrastructure Improvements	1579	Persons Assisted
Public Facilities & Infrastructure	Fireman's Park Playground Improvements	Superior Township			\$29,619					Public Facilities & Infrastructure Improvements	450	Households Assisted
Public Facilities & Infrastructure	Community Park Tennis Court Resurfacing	Superior Township			\$164					Public Facilities & Infrastructure Improvements	600	Households Assisted
TBD	CDBG Program income spent in R/ECAPS - details pending community engagement process	City of Ypsilanti and Ypsilanti Township			\$99,364					TBD	TBD	TBD
Affordable Housing	HQS improvements - MAP (multiple sites)	MAP (City of Ann Arbor)			\$87,193					Rental rehabilitation	TBD	Units
Affordable Housing	HQS & Lead improvements - Avalon (Broadway)	Avalon Housing (City of Ann Arbor)			\$70,000					Rental rehabilitation	TBD	Units
Homeownership Assistance	Voucher-to-Homeownership Assistance Pilot	OCED - Urban County wide			\$105,000					Homeownership Assistance for low/mod income housing benefit	8	Households Assisted
CDBG Single Family Rehab	Single Family Rehabilitation (SFR)	OCED - Urban County wide			\$340,129					Homeowner Housing Rehabilitated	60	Household Housing Unit
CDBG Single Family Rehabilitation Service Delivery	Single Family Rehabilitation Service Delivery	OCED - Urban County wide			\$127,410					Homeowner Housing Rehabilitated	60	Household Housing Unit
CDBG Community Based Development Organizations (CBDO)	Community Based Development Organization	Peace Neighborhood Center (City of Ann Arbor)			\$88,500					Public Service activities for low/mod income housing benefit	70	Persons Assisted
CDBG Community Based Development Organizations (CBDO)	Community Based Development Organization	Community Action Network (City of Ann Arbor)			\$91,500					Public Service activities for low/mod income housing benefit	180	Persons Assisted
CDBG Public Services	Coordinated Funding - Interfaith Hospitality Network of Washtenaw County	Interfaith Hospitality Network of Washtenaw County			\$123,315					Tenant-based rental assistance / Rapid Rehousing	130	Persons Assisted
CDBG Public Services	Coordinated Funding - SafeHouse Center	SafeHouse Center			\$90,801					Emergency housing/Transitional Housing/Homeless Outreach	300	Persons Assisted
CDBG Public Services	Coordinated Funding - Shelter Association of Washtenaw County Residential and Non-Residential Programs	Shelter Association of Washtenaw County Residential and Non-Residential Programs			\$51,414					Homeless Prevention	1,025	Persons Assisted
CDBG Public Services	Coordinated Funding - SOS Family Shelter	SOS Family Shelter			\$28,745					Emergency housing/Transitional Housing/Homeless Outreach	100	Persons Assisted
CDBG Public Services	Coordinated Funding - Unified-HIV Health and Beyond: Mobile Health Program	Unified-HIV Health and Beyond			\$24,250					Homeless Prevention	1,000	Persons Assisted
Home Administration	HOME Administration	OCED				\$126,480				Other	1	Other
HOME Homeownership program	Habitat for Humanity of Huron Valley Acquisition Development Resale (ADR) Program	Habitat for Humanity of Huron Valley				\$437,958	\$12,042.70			Homeowner Housing Rehabilitated	10	Household Housing Unit
HOME CHDO Reserve (15%)	Dan Hoey Acquisition & New Construction	Avalon Housing				\$157,328		\$132,672		New Units Constructed	22	Household Housing Unit
HOME CHDO Reserve (15%)	108/110 Glendale Rehabilitation	Avalon Housing				\$310,000				Rental units rehabilitated	2	Household Housing Unit
HOME CHDO Operating Costs (5%)	HOME CHDO Operating	Avalon Housing				\$63,240				Other	1	Other
Reserved for 2020 Affordable Housing RFP	TBD	TBD				\$169,801				TBD	TBD	TBD
HESG19 Washtenaw County	Homeless Prevention, Shelter & Rapid Re-Housing	Awarded to nonprofit service providers through Funding Review Team (FRT) process in Summer 2019							\$167,340	Tenant-based rental assistance / Rapid Rehousing	TBD	TBD
HESG19 Washtenaw County	ESG Administration								\$11,633	Homelessness Prevention	1	Other

*Subject to demonstrating 51% Low-Mod Income households in target area(s) by way of a HUD-approved household income survey.

Rev. 1.25.22

Community Development Block Grant (CDBG) Estimated Allocations: Fiscal Year 2022

PLACE	Estimated HUD Figures	
	FY 2022-23 % of Allocation	FY 2022-23 CDBG Project Allocation
Ann Arbor City	44.64%	\$ 418,525
Ann Arbor Township	0.86%	\$ 8,040
Bridgewater Township	0.24%	\$ 2,283
Dexter Township	1.19%	\$ 11,187
Lima Township	0.52%	\$ 4,851
Augusta Township	1.13%	\$ 10,562
Manchester Township	0.89%	\$ 8,375
Northfield Township	2.08%	\$ 19,467
Pittsfield Township	8.53%	\$ 79,970
Salem Township	1.01%	\$ 9,500
Saline City	1.65%	\$ 15,472
Saline Township	0.49%	\$ 4,572
Scio Township	2.92%	\$ 27,417
Superior Township	3.67%	\$ 34,436
Webster Township	0.91%	\$ 8,571
York charter Township	1.29%	\$ 12,075
Ypsilanti City	9.44%	\$ 88,510
Ypsilanti Township	17.11%	\$ 160,453
City of Dexter	0.94%	\$ 8,821
Sylvan Township	0.47%	\$ 4,447
TOTAL	100%	\$ 937,535

Allocation Formula: (% Population) + 2(%Poverty) + (% housing problems)

Definitions:

- 1) % Population = City/Township's % of total Urban County population (Source: 2015-2019 American Community Survey, census.gov/programs-surveys/acs/data.html)
- 2) % Poverty = City/Township's % of total people in poverty in Urban County (Source: Source: 2015-2019 American Community Survey, census.gov/programs-surveys/acs/data.html)
- 3) % Housing Problems = % of total households in Urban County with at least 1 of 4 housing problems* (Source: HUD 2014-2018 Comprehensive Housing Affordability Strategy (CHAS) data, huduser.gov/portal/datasets/cp.html)

**The 4 Housing Problems are defined as: incomplete kitchen facilities, incomplete plumbing facilities, more than 1 person per room, and cost burden greater than 30%.*

Washtenaw Urban County

Office of Community & Economic Development

Community Development Block Grant Program

2022-2023

Pre-Application Guide

Applications Due: March 4, 2022

WASHTENAW COUNTY 2022-23 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

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Washtenaw County 2022-23 Community Development Block Grant (CDBG) Program

What is CDBG?

The U.S. Department of Housing and Urban Development (HUD) provides Community Development Block Grant (CDBG) funds to entitlement community grantees, like Washtenaw County, to carry out a wide range of community development activities. These activities are directed primarily toward revitalizing neighborhoods, improving infrastructure and community facilities in low to moderate income areas, providing public/social services, and encouraging economic development.

To determine annual CDBG award amounts, HUD uses a funding formula comprised of several measures of community need. These measures include: the extent of poverty, population, and [housing problems as defined by HUD](#).

CDBG funds must be used for activities that benefit low and moderate-income areas or households (Page 7). In addition, each CDBG-assisted activity must meet at least one (1) of the following National Objectives for the program:

- (1) Provide benefit to low and moderate income persons and households;*
- (2) Aid in the prevention or elimination of slums or blight conditions; or*
- (3) Urgent need*

National Objective #3 is used on extremely rare occasions; it must be an urgent local need with no other funding sources available.

Questions concerning CDBG project applications can be directed to Tara Cohen at (734) 544-3056 or cohent@washtenaw.org.

Washtenaw County 2022-23 Community Development Block Grant (CDBG) Program

What Projects Are Eligible Under CDBG?

Projects that are located in low to moderate income areas (Page 7), or directly benefiting low to moderate income persons or households, and that meet a National Objective, are typically eligible under the CDBG program. The following list can help you identify the types of community needs you may be able to address with a CDBG-funded project. Please keep in mind that this is not an exhaustive list and new project ideas are encouraged.

CONSTRUCTION PROJECTS

- Engineering & Design activities (must result in a construction project)
- Sidewalk Improvements (e.g. Infill/ADA Curb Cuts)
- Street Improvements (including pedestrian safety improvements)
- Bike paths & Non-motorized trails
- Water/Sewer Improvements
- Improvements to lighting in public spaces
- Neighborhood parks/playgrounds improvements
- Community Center/Senior Center improvements
- Acquisition of real property
- Special Assessment Assistance
- Construction/Rehabilitation of publicly owned buildings (not used for general government)
- Streetscape improvements in neighborhoods/commercial districts
- Demolition and site clearance activities
- Removal of architectural barriers (includes buildings for general government)

ECONOMIC DEVELOPMENT

- Job training/Creation of economic opportunities that primarily benefit low- and moderate-income residents.
- Acquisition, construction, rehabilitation, installation of commercial/industrial buildings and other real property equipment and improvements.
- Assistance to private, for-profit businesses.
- Provision of financial and/or technical assistance for microenterprise owners/developers

OTHER ACTIVITIES

- Code enforcement activities
- Purchase of Firefighting equipment

PUBLIC/SOCIAL SERVICES

- Up to 15% of the annual CDBG entitlement grant can be used for public (social) services. Washtenaw Urban County utilizes 100% of its allowable CDBG public services dollars to the new Human Services Partnership that is replacing Coordinated Funding.

**WASHTENAW URBAN COUNTY EXECUTIVE COMMITTEE: POLICY & PROCEDURES
FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ALLOCATIONS TO LOCAL UNITS**

APPROVED BY URBAN COUNTY EXECUTIVE COMMITTEE, JANUARY 8, 2020

AMENDED BY URBAN COUNTY EXECUTIVE COMMITTEE, MARCH 3, 2021

EFFECTIVE JULY 1, 2020

- 1) A Local Unit's allocation must be specifically programmed in the Annual Action Plan for the local unit to receive/utilize CDBG funds;
- 2) Local Units program their annual allocations by completing the CDBG project application form and submitting the completed form to OCED CDBG Management Analyst. Project application must include, at minimum: valid cost estimates, program/project budget, preliminary plans, and a realistic timeline with a target completion date; application must be reviewed and approved by OCED staff.
- 3) Reserving CDBG allocations is permitted for jurisdictions according to their specific tier, as follows:

Tier	Annual Allocation Range	Maximum Reserve Period
1	Less than \$20,000	Year 5
2	\$20,000 and above	Year 2

Maximum Reserve Period in the above table refers to the maximum number of consecutive years' CDBG funds that can be applied toward a local project to be carried out by the Local Unit once the last year of funding becomes available, and after the project has obtained environmental clearance from HUD. Local projects with multi-year funding are still subject to all other guidelines outlined in the *Policy & Procedures for CDBG Allocations to Local Units*.

- 4) CDBG allocations expire¹ 2 years from the date of HUD environmental clearance. OCED is responsible for the environmental review process on all CDBG projects within the Urban County. For projects with multi-year funding, OCED will typically schedule the environmental clearance for the 3 to 9 months prior to the Local Unit's targeted implementation date (e.g. target date for issuing a Request for Bids). Once OCED has informed the Local Unit of environmental clearance on the project, the Local Unit then has 2 years by which they must reach substantial completion on their specified project. Exceptions may be approved on a case-by-case basis.
- 5) When applying for CDBG projects, the Local Unit can request implementation for a specific year, based on the Local Unit's specific tier, as shown below. Typically subrecipient agreement contracts will be issued for 1-year contract terms based on the project timeline and target completion date.

Tier	Annual Allocation Range	Project must be Implemented by:
1	Less than \$20,000	Year 5
2	\$20,000 and above	Year 2

¹*Expiration of CDBG allocation dollars means those particular CDBG funds are no longer available to the Local Unit of Government, and the funds in turn become available for County-wide CDBG programming, e.g. Single Family Rehab Program, COVID response, et cetera.*

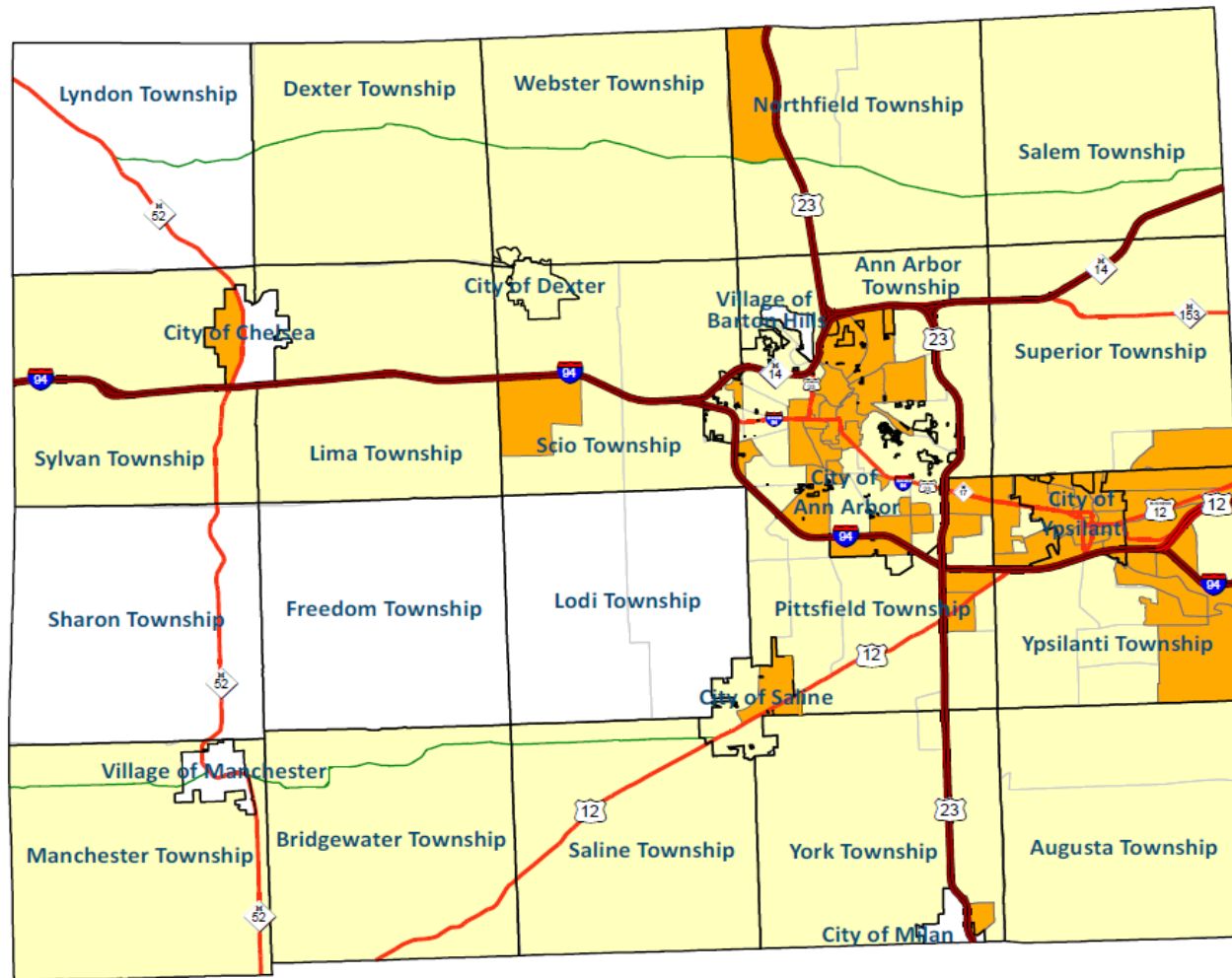
- 6) Local Units that utilize CDBG for planning/engineering/design activities will have 1 year to complete planning/engineering/design activities, and 2 years from the date of environmental clearance from HUD (as communicated by OCED) to achieve substantial completion on the construction project resulting from the CDBG-assisted planning/engineering/design activities. See #4 above for more detail regarding timing for environmental clearance. If the planning grant does not result in a construction project, the Local Unit will be required to pay back the planning grant to OCED.
- 7) Balances on local allocations also expire 2 years from the date of HUD environmental clearance; e.g. \$80,000 is allocated to a City's Project X for 2020 and the City receives notice from OCED of environmental clearance on September 20, 2020. At completion of the project, the City only requests reimbursement for eligible CDBG costs of \$75,000; the City would then have until September 20, 2022 to utilize their \$5,000 balance from their 2020 CDBG allocation.
- 8) During the annual Action Planning process, any Local Units that do not submit an application for an eligible project will effectively "donate" that year's allocation to the County-wide Single Family Rehab Program².
- 9) Local Units with CDBG balances as of June 30, 2020 will have until June 30, 2023 to program those funds for eligible CDBG projects.

Requests for exceptions to these policies and procedures necessitated by extenuating circumstances must be submitted in writing to OCED staff. Staff will make every effort to review and respond to requests within two (2) weeks.

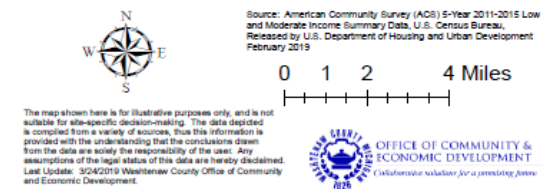
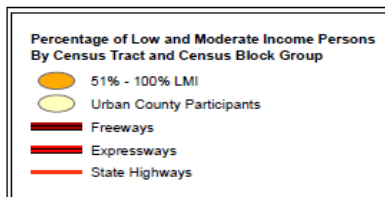
²Exceptions can be made. For example, in 2020 OCED staff made an administrative decision that "donated" allocations would go toward public services for COVID-19 response efforts.

WASHTENAW URBAN COUNTY LOW-MODERATE INCOME (LMI) MAP*

*For more detailed LMI maps for the 20 individual jurisdictions, click on [Urban County Maps](#) on the OCED website.



Washtenaw County, Michigan
 Percentage of Low and Moderate Income
 Persons by Census Tract and
 Census Block Group - Based on 2011-2015
 ACS Data -- Released February 2019,
 Applied April 2019



ADDITIONAL TIPS FOR USING CDBG FUNDS

FOR COMMUNITIES WITH NO OR LIMITED LOW-MOD INCOME (LMI) AREAS: If your community's LMI map does not have any "orange" areas (the orange shading indicates 51% or more Low-moderate income for a specific census tract or block group), you may wish to consider the following types of eligible activities that are **not** dependent on low-moderate income maps:

- 1) Removal of architectural barriers – i.e. ADA-compliant sidewalk ramps, building accessible entrances for public facilities, et cetera.
- 2) Facility/infrastructure construction or improvements that explicitly benefit a category of clientele that is generally *presumed* to be principally LMI group, specifically: seniors/elderly persons, adults with severe disabilities, survivors/victims of domestic violence, homeless persons, child survivors of abuse, persons living with HIV/AIDS, illiterate adults, and migrant farm workers.
- 3) Facility/infrastructure construction or improvements for a service location/facility that can demonstrate 51% or greater of clientele to be LMI through collection of income eligibility data.
- 4) Activity that is of such a nature and in such a location that it can be reasonably concluded that clients are primarily LMI. Example: Improvements to a playground that is designed to serve residents of a public housing complex.
- 5) Spot demolition to eliminate blight. Example: removing a dangerous building, and planting the site with grass. For demolition, keep in mind that:
 - ✓ The City/Township must be able to show legal authority to demolish the subject property.
 - ✓ The end use of the site being demolished can affect whether a project is eligible for CDBG, and/or if funding must be reimbursed to the Urban County.
- 6) Conduct a household income survey to demonstrate 51% or greater of your project's "service area" (as defined by you) is LMI. Please keep in mind that household income surveys involve a high level of effort on the local community's leadership (Urban County representatives, and/or others) and OCED staff must obtain HUD approval of your survey methodology prior to conducting the survey. If you are interested in this option, [please contact OCED's CDBG Management Analyst to find out whether a survey is feasible for your potential project.](#)

OTHER TIPS

- You will want to give consideration to when and where it makes most sense to use your CDBG dollars.
- CDBG-funded projects (with the exception of demolition projects) are subject to the [Davis Bacon Act](#) (prevailing wages) and [Section 3](#), which is a provision of the HUD Act of 1968 to help foster local economic development and individual self-sufficiency. This means that CDBG-funded projects are typically more expensive to carry out than a project funded with local or other non-federal funds – due to the additional paperwork/administrative burden on the part of contractors and subcontractors, as well as the fact that prevailing wages must be paid.
- CDBG funds "taint the pot": This means that, even if you only put \$1 of CDBG funding into a \$500,000 project, the entire project would be subject to all the CDBG-related regulations mentioned above.
- Typically it is more efficient to use CDBG funds for local projects within (or at least close to) your available CDBG budget, rather than offsetting a much more expensive project with a relatively small amount of CDBG funds.

ADDITIONAL TIPS FOR USING CDBG FUNDS (CONTINUED)

- Keep in mind that ALL projects funded by CDBG require environmental clearance, and OCED can only begin the environmental review once the City/Township submits all the required project information and supporting documentation as described in the project application. Depending on the complexity of the project, the environmental clearance process can take up to 6 months from start to finish.
- Most non-residential facility improvement projects (e.g. senior centers, community centers) will require a Phase I Environmental Site Assessment, and in some cases, hazardous material surveys including asbestos, lead, and radon testing (requirements are dependent on the age of the facility). The City/Township would be responsible for contracting environmental firms to conduct any such required tests (Note: There is a separate Environmental Assessment grant program through the [Brownfield Redevelopment Authority](#) to obtain reimbursement for Phase I ESA's and Lead/Asbestos testing.

**Washtenaw Urban County
Community Development Block Grant (CDBG)
Fillable Application**

Application due: March 4, 2022

LOCAL GOVERNMENT UNIT _____

PROJECT NAME _____

APPLICANT (Urban County Representative)	CONTACT PERSON (Project Lead) <i>If Different from Applicant</i>
Name	Name/Title
Phone Number (Work)	Phone Number (Work)
Address (Work)	Address (Work)
E-mail Address	E-mail Address

PROJECT INFORMATION

Location/Address	CDBG Amount requested
	Estimated Total Project Cost
Census Tract Number(s) of project location	
Estimated Project Start date	Block Group(s)

Have you already started the **planning/engineering/design** phase of this project?

- ☐ Yes → You must include a design proposal (with outlined tasks and cost for those services) with this application, or prior to any environmental review associated with this project.
- ☐ No → Do you intend to use a portion of the CDBG amount requested toward planning/engineering/design? ☐ Yes ☐ No
- ☐ Not applicable

PROJECT DESCRIPTION (please attach another page if you need more space)

--

PROJECT BENEFIT – (NATIONAL OBJECTIVE)

To be eligible for CDBG funding, a project must qualify within one of the three following categories. Check the box next to the letter under which the project qualifies:

- ☐ A - Located within low/mod target area
- ☐ B - Presumed benefit clientele*
- ☐ C - Slum/Blight elimination (e.g. spot-basis demolition)

***If you checked “B”, you must answer question 1-2 below:**

1) Is your program/project primarily designed to serve:

Presumed Benefit Clientele	Mark any that apply
Elderly	
Disabled	
Homeless Persons	
Domestic Violence Victims	
Child Survivors of Abuse	
Persons Living with HIV/AIDS	
Illiterate Adults	

2) Does the facility/program have income eligibility requirements? ☐ Yes ☐ No

PROPOSED PROJECT BUDGET

For infrastructure projects, attach any cost estimates from an engineer or otherwise.

ADMINISTRATION	CDBG PORTION	COMMITTED MATCH SUPPORT <i>Identify specific federal/state/local/in- kind sources</i>	TOTAL PROJECT BUDGET (include CDBG)
Professional Services	\$	\$	\$
Construction	\$	\$	\$
Engineering & Design	\$	\$	\$
Supplies	\$	\$	\$
Other	\$	\$	\$
TOTAL PROJECT COST	\$	\$	\$

PROJECT OUTCOMES

Describe specific benefits or improvements to be achieved by participants and/or the community(ies). Discuss how the outcomes above will be measured and assessed. Also note any connection to a Capital Improvement Plan, Master Plan, Parks plan, Regional plans, adopted policies, or other formal community goals:

(Describe outcomes below)

(Describe outcomes below)	
How many low-income persons OR households will benefit from this project?	___ persons OR ___ households
How many linear feet will be built or improved (sidewalk/road projects only)	___ linear feet
How many square feet of blight does the project remove? (demolition only)	___ square feet
How many jobs will the project create?	___ jobs
How many units of affordable housing are created or supported by this project?	___ units

PROJECT TIMELINE

Provide Your Expected Project Timeline from project planning/design/engineering to contracting to implementation, to target completion date. Keep in mind the following:

- ✓ you can opt to carry out your project in a specific Fiscal Year, up to 5 years out for Tier 1 Local Units or up to 2 years out for Tier 2 Local Units.
- ✓ you will have 2 years from the date of your project's environmental clearance, as communicated by OCED, to achieve substantial completion of your project; OCED staff will prioritize environmental reviews based on completeness of application and the specific timeline provided.

[illegible]

Use additional paper if you need more space for your project timeline.

REQUIRED ATTACHMENTS CHECKLIST

- ☐ Engineer's or other formal project cost estimates
- ☐ Map with location of project clearly shown (can use google maps)
- ☐ Preliminary engineering/building plans (**exception: if you indicated that some or all of this CDBG funding request will go toward planning/engineering/design, no plans required at this time – see p.1)**
- ☐ Any applicable Board/Council meeting minutes
- ☐ Proof of any matching fund commitment(s) described above
- ☐ Documentation to demonstrate compliance with zoning regulations, when applicable

SUBMIT COMPLETED APPLICATION WITH REQUIRED ATTACHMENTS

BY EMAIL TO: cohent@washtenaw.org

ACKNOWLEDGEMENTS

- ✓ *I understand that an incomplete application may result in a delay of environmental review process by OCED, and therefore the requested timeline for my project may be delayed.*
_____ (initial)
- ✓ *I understand that my Township/City has 2 years from the date of environmental clearance from HUD (as communicated by OCED) to achieve substantial completion of construction.*
_____ (initial)
- ✓ *I understand that, per the Cooperative Agreement in effect between Washtenaw County and my City or Township, no portion of CDBG funds can be sold, traded, or transferred in exchange for any other funds, credits, or non-Federal considerations.*
_____ (initial)
- ✓ *I understand that it is not permissible to use this CDBG grant to replace local/municipal funding streams.*
_____ (initial)

Signed by: _____
UCEC member or current designee DATE

Washtenaw Urban County Community Development Block Grant (CDBG) SHORT FORM Fillable Application

Application deadline: March 4, 2021

If you wish to reserve your 2022 CDBG allocation to build up funds over multiple years for a specific project or type of project, please use this Short Form instead of the full-length application. Make sure to check which Tier you fall under before making this request.

Tier	Annual Allocation Range	Maximum Reserve Period
1	Less than \$20,000	Year 5
2	\$20,000 and above	Year 2

LOCAL GOVERNMENT UNIT _____

PROJECT NAME OR TYPE OF PROJECT _____

(Note: When reserving funds over multiple years, it is acceptable if location or other details are not yet known, e.g. *Road repairs* or *Playground improvements*.)

APPLICANT (Urban County Representative)	CONTACT PERSON (Project Lead) <i>If Different from Applicant</i>
Name	Name/Title
Telephone Number (Work)	Telephone Number (Work)
Address (Work)	Address (Work)
E-mail Address	E-mail Address

PROJECT INFORMATION

Location/Address (optional)	CDBG Amount requested (For example: If you plan to reserve for 2 years, you should multiply your 2022 allocation x 2)
Census Tract Number(s) of project location (optional)	Estimated Total Project Cost (optional)
Block Group(s) (optional)	Estimated Project Start date (For Tier 1, this can be up to 5 years out. For Tier 2, this can only be 2 years out.)

PROJECT DESCRIPTION *This can be as broad or specific as you need to be, based on where you are in your local planning and decision making process.*

ATTACHMENTS (Optional)

- ☐ Engineer's or other formal project cost estimates
- ☐ Map with location of project clearly shown (can use google maps)
- ☐ Preliminary engineering/building plans
- ☐ Any applicable Board/Council meeting minutes
- ☐ Proof of any matching fund commitment(s) described above
- ☐ Documentation to demonstrate compliance with zoning regulations, when applicable

SUBMIT COMPLETED APPLICATION WITH ANY ATTACHMENTS BY FEB. 18, 2022
BY EMAIL TO: cohent@washtenaw.org

ACKNOWLEDGEMENTS

- ✓ *I understand that I must inform OCED if my Township/City decides to: a) change projects, b) change the number of years over which we plan to reserve CDBG allocations, or c) forfeit these CDBG funds. _____ (initial)*
- ✓ *I understand that future funding from the CDBG program is not a guarantee and is beyond the control of Washtenaw County. _____ (initial)*
- ✓ *I understand that, per the Cooperative Agreement in effect between Washtenaw County and my City or Township, no portion of CDBG funds can be sold, traded, or transferred in exchange for any other funds, credits, or non-Federal considerations. _____ (initial)*
- ✓ *I understand that it is not permissible to use this CDBG grant to replace local/municipal funding streams. _____ (initial)*

Signed by: _____
UCEC member or current designee DATE