

WASHTENAW URBAN COUNTY EXECUTIVE COMMITTEE MEETING
Wednesday, April 5, 2023 - 2:00pm – 3:30pm (Remote)

This meeting is being held remotely in compliance with *the Michigan Open Meetings Act* and *Washtenaw County Board of Commissioners Resolution 22-007*. A link to Urban County Executive Committee roster with members' contact information is available [here](#).

I. Welcome & Introductions

- Roll Call – members shall state their physical location from which they are attending the meeting remotely.

II. Public Comment

Zoom link:

<https://washtenawcounty.zoom.us/j/87514148686?pwd=QTFndWV6TkphL3g0R3hnV2FSVXpEdz09>

Passcode: 036269

Telephone: US: +1 470 381 2552 or +1 267 831 0333 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 875 1414 8686

III. Announcements from Members and/or Staff

A. Member Announcements (All)

IV. Minutes

A. 3-22-2023 Meeting Minutes – Review & Approval (**ACTION**)

V. General Administration

A. 2023-27 Five-Year Consolidated Plan Update (Tara Cohen, OCED)

- I. Consolidated Plan Goals and Strategies
- II. 2023 HUD Funding for Washtenaw Urban County
- III. Summary of FY 2023-24 Draft Annual Action Plan

B. Public Hearing: For Input on Draft Five-Year Consolidated Plan/2023 Annual Action Plan

C. Urban County Executive Committee By-laws (**DISCUSSION ONLY**) (Tara Cohen, OCED)

VI. General Updates - Member Announcements

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

VIII. Adjournment

Next Meeting: Wednesday, May 3, 2023, 2:00 – 3:30pm, Location: Remote (Zoom)

WASHTENAW URBAN COUNTY EXECUTIVE COMMITTEE MEETING
Wednesday, March 22, 2023 - 2:00pm – 3:30pm (Remote)

Members in Attendance:

Supervisor Diane O’Connell (Ann Arbor Township); Trustee Linda Adams (Augusta Township)
Council Member Janet Dillion (City of Saline); Heather Jarrell Roe (Clerk, Ypsilanti Township); Mayor Nicole Brown (City of Ypsilanti); Council Member Chris Watson (City of Ann Arbor); Jessica West (Director of Community Development, Pittsfield Township); Trustee Sandie Schulze (Sylvan Township); Kayleigh Zupi (Deputy Clerk, York Township).

Members Absent: 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); Supervisor Will Hathaway (Scio Township); Supervisor Charles Tellas (York Township); Supervisor Brenda Stumbo (Ypsilanti Township); Mayor Shawn Keogh (City of Dexter); Mayor Christopher Taylor (City of Ann Arbor); Supervisor Ken Schwartz (Superior Township); Supervisor Kathy Kennedy (Sylvan Township); Mayor Brian Marl (City of Saline); Supervisor Mandy Grewal (Pittsfield Township); Supervisor Brian Shelby (Augusta Township).

Facilitator: Commissioner Justin Hodge

OCED Staff Present: Tara Cohen, Jasmyne Townsend, and Karen Newman

Guests: Mayor Jane Pacheco (City of Chelsea) and Adrianna Jordan (City of Chelsea Community Development Director)

I. Welcome & Introductions – 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).

Dillon: Participating remotely from City of Saline, Washtenaw County
Adams: Participating remotely from Augusta Township, Washtenaw County
Jarrell Roe: Participating Remotely from Ypsilanti Township, Washtenaw County
O’Connell: Participating remotely from Ann Arbor Township, Washtenaw County
Brown: Participating remotely from City of Ypsilanti, Washtenaw County
West: Participating remotely from Pittsfield Township, Washtenaw County
Schulze: Participating remotely from Sylvan Township, Washtenaw County
Watson: Participating remotely from City of Ann Arbor, Washtenaw County
Zupi: Participating remotely from Dexter Township, Washtenaw County

Facilitator: Commissioner Justin Hodge

OCED Staff Present: Tara Cohen, Jasmyne Townsend, and Karen Newman

Members of Public Present: Scott Parker (Avalon Housing)

II. Public Comment

Zoom link:

<https://washtenawcounty.zoom.us/j/87514148686?pwd=QTFndWV6TkphL3g0R3hnV2FSVXpEdz09>

Passcode: 036269

Telephone: US: +1 470 381 2552 or +1 267 831 0333 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 875 1414 8686

III. Announcements from Members and/or Staff

A. Winter Warming Centers & Weather Havens – Jasmyne Townsend provided a brief update on the following:

- I. Daytime warming shelter (Ypsilanti): at Ypsilanti Freighthouse, 100 Market Place. Open through March 31st, Monday through Thursday (8am-7pm).
- II. Winter overnight shelter for individuals: Delonis Center, Open through March 31st, weekends only.
- III. Winter Weather Havens open through April 2nd – Numerous public library branches, Briarwood Mall, WC Human Services Building (Atrium) at 555 Towner

B. Member Announcements (All) –

- I. Ms. Cohen kindly reminded everyone about the upcoming April meeting. She further stated Ms. Townsend intends to send out meeting reminders and materials in the following week.

IV. Minutes

A. 2-1-2023 Meeting Minutes – Review & Approval (**ACTION**)

Moved by West. Supported by Roe.

ROLL CALL:

Dillon: Yes
Adams: Yes
Jarrell Roe: Yes
O'Connell: Yes
Brown: Yes
West: Yes
Watson: Yes
Schulze: Yes
Zupi: Yes

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

V. General Administration

A. Approval of HOME-ARP Allocation Plan for Submission to HUD (Substantial Amendment to 2021 Action Plan) – **ACTION ITEM** (Tara Cohen, OCED)

Ms. Cohen provided a presentation overview on the HOME-American Rescue Plan (HOME-ARP) Allocation Plan. Within her presentation she reviewed the HOME-ARP funding allocated by HUD to the Urban County, eligible activities, and recent public participation opportunities.

It was noted that, due to the expedited timeline for public participation and stakeholder engagement in the development of the HOME-ARP Allocation Plan, the County Board of Commissioners (BOC) is requiring that this Plan undergo additional revisions and public participation prior to BOC approval of a final Plan. This process cannot occur until after HUD

approves the original Allocation Plan, at which point a Substantial Amendment process to amend the HOME-ARP Allocation Plan would be initiated.

To ensure the Washtenaw Urban County does not forfeit over \$4.5 million for HOME-ARP eligible activities, the BOC at their March 15th meeting approved a resolution which authorized the Board Chair, Commissioner Justin Hodge, to sign the HOME-ARP grant application and corresponding certifications, as required for submission to HUD by March 31st when the Allocation Plan is submitted.

The action needed by the UCEC was to allow staff to submit the current HOME-ARP Allocation Plan timely to ensure Washtenaw Urban County has access to the one-time grant funds totaling \$4,562,230.

MOTION – *The UCEC approves OCED staff to submit the HOME-ARP Allocation Plan and corresponding grant application and requisite certifications to HUD as a Substantial Amendment to the Urban County’s 2021 Annual Action Plan, by the deadline of March 31, 2023, with the understanding that the Plan will undergo another amendment process once HUD approves the March 31st version of said Plan.*

Moved by Adams. Supported by Watson.

ROLL CALL:

Dillon: Yes

Adams: Yes

Jarrell Roe: Yes

O’Connell: Yes

Brown: Yes

West: Yes

Watson: Yes

Schulze: Yes

Zupi: Yes

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

B. Affordable Housing RFP #8412 Award recommendations (Karen Newman, OCED)

Ms. Newman gave an overview of the 3 proposed projects received from Avalon Housing, followed by OCED’s funding recommendations for each year. The 3 projects are expected to result in acquisition and construction of 63 units for 121 Catherine (Ann Arbor), 50 units for The Grove at Veridian (Ann Arbor), and 22 units for 206/210 N. Washington Apartments (Ypsilanti). Project details start on page 6 of the [meeting packet](#) and funding recommendation are followed on page 8. Funding awards for the RFP #8412 proposals will be formally approved as part of the overall 2023 Action plan when the UCEC moves to approve in May.

Council member Watson noted a correction to the “Recommended Funding” section, which reads: *“...May 3rd when both the UCEC and BOC are expected to approve the final 2023 Annual Action Plan, in which case funding would be increased for The Grove at Veridian project..”*

Correction: Funding will be increased for the Catherine Street Project.

C. Assessment of Fair Housing Subcommittee (Tara Cohen, OCED)

Ms. Cohen gave a brief update on the Housing & Neighborhood Survey. Previously, the Urban County has partnered with the Ann Arbor Housing Commission on making updates to the 2023 AFH Plan. Ms. Cohen made note that due to a longer than expected time needed for development of the 2023 neighborhood profiles and survey data analysis, the subcommittee has

not convened since early December. As of the March 22nd UCEC meeting, the subcommittee has received the complete set of neighborhood profiles to review and are expected to provide feedback to staff by April 7th. The revised set of goals and strategies, along with analysis of the select survey questions, are being prioritized to inform the Draft Five-Year Consolidated Plan and 2023 Annual Action Plan which is anticipated to be made available for public comment by March 31st.

Further, Ms. Cohen noted she expects to publish the Housing & Neighborhood Survey results by end of April, with the full 2023 AFH Plan to follow in May.

D. 2023 CDBG Project Applications (Jasmyne Townsend, OCED)

Ms. Townsend gave a brief update and thank you to those communities who submitted CDBG allocation application by the due date of February 28, 2023. As a point of clarification, Ms. Townsend noted that if communities intend to build funds more than one year, an application is required to be submitted each subsequent year to reserve CDBG funds. If the community does not submit an application, those year's funds will be forfeited and allocated towards the county-wide Single Family Rehab program. In addition, Ms. Townsend clarified that CDBG funds will not be available until the fall, so if communities plan to have a project within the coinciding FY the project start date should begin during that time.

Ms. Townsend intends to follow-up with communities where she may have questions regarding their application.

Trustee Adams communicated she will like to be CC'd on any communication regarding August Township.

E. 2023-27 Five-Year Consolidated Plan / 2023 Annual Action Plan Timeline Overview (Tara Cohen, OCED)

Ms. Cohen gave a brief overview of 2023-27 Five-Year Consolidated Plan / 2023 Annual Action Plan. She reiterated the information below:

- March 31 – April 30, 2023: 30-day public comment period on Draft Plan
 - o April 5, 2023: Virtual Public Hearing – UCEC meeting, 2pm
 - o April 13, 2023: Virtual Public Hearing – HHSAB meeting, 6:30pm
 - o April 19, 2023: Hybrid Public Hearing – Board of Commissioners meeting, 7pm
- May 3, 2023: Approval of Final Plan by Urban County and Board of Commissioners
- May 15, 2023: Final Consolidated Plan and 2023 Action Plan submitted to HUD

Lastly, Ms. Cohen disclosed that HUD released the actual award amounts for communities. It is not required that communities edit their applications with those amounts.

VI. General Updates - Member Announcements

Mayor Pecheco made an announcement regarding a new regional group, Chelsea Area Planning Team – Dexter Area Planning team (CAPT-DART). This regional group has agreed to allow a new Western Washtenaw Regional Housing Advisory group to use their quarterly meeting time. Tara Cohen will forward the information to the UCEC.

Meeting details are below.

Date: April 6, 2023

Time: 7:00 PM

Location: The Wave, 12172 Jackson Rd, Dexter, MI 48130

VII. Public Comment – See II. above for Zoom details.- None

VIII. Adjournment

Motion to Adjourn – Moved by Roe. Supported by Adams.

Ajourned at 2:32 PM

Next Meeting: Wednesday, April 5, 2023, 2:00 – 3:30pm, Location: Remote (Zoom)

DRAFT

WASHTENAW URBAN COUNTY EXECUTIVE COMMITTEE (UCEC) MEETING
Wednesday, April 5, 2023, 2:00pm- 3:30pm

AGENDA SUMMARY

2023-2027 Five-Year Consolidated Plan Update

Every 5 years the Urban County drafts, seeks public input, and adopts a 5-year Consolidated Plan for the use of HUD funds including Community Development Block Grant (CDBG), HOME investment Partnership, and Emergency Solutions Grant (ESG). This plan focuses on the key priorities for the now 21 member communities (including newest member, City of Chelsea!) for the next 5 years. The priorities should be developed based on needs identified through data analysis as well as input of need through a community process. Following suit from our last Five-Year Plan in 2018 when Affirmatively Furthering Fair Housing was a HUD mandate, we are again incorporating the goals of the Assessment of Fair Housing to establish the Five-Year Plan framework for needs and priorities, supplemented by the current process.

The goals table from the Draft Consolidated Plan is included in your packet for consideration.

As a reminder, key dates are as follows:

- March 31, 2023: Draft 2023-2027 Five-Year Consolidated Plan & 2023 Action Plan available for review
- March 31 – April 30, 2023: Open the 30-day public comment period on Draft Plans
 - o April 5, 2023: Virtual Public Hearing – UCEC meeting, 2pm
 - o April 13, 2023: Virtual Public Hearing – HHSAB meeting, 6:30pm
 - o April 19, 2023: Hybrid Public Hearing – Board of Commissioners meeting, 7pm
- May 3, 2023: Approval of Final Plan by Urban County and Board of Commissioners
- May 15, 2023: Final Consolidated Plan and 2023 Action Plan submitted to HUD
- End of May 2023: 2023 AFH Plan will be available/posted on OCED website.
- Fall 2023: OCED sends 2023 allocation letters/ 2023 donation letters after receiving executed 2023 grant agreements from HUD

HUD Actual Allocations for 2023 Annual Action Plan:

As mentioned previously, HUD has posted the 2023 allocations on their website. Our funding remains fairly flat, as shown below:

Change in Urban County HUD Allocations: Current vs Next Fiscal Year

	2022-23	2023-24	Change
CDBG	\$2,157,568	\$2,186,185	1.3%
HOME	\$1,429,258	\$1,410,907	-1.3%
ESG	\$187,335	\$189,627	1.2%

A full Draft 2023 Table of Planned Activities Table from the draft Action Plan is included in your packet to show proposed used of CDBG, HOME, and ESG funds. Below is a breakdown by grant.

CDBG Allocations/Projects Table – 2023 Annual Action Plan

A preliminary draft of the Action Plan Planned Activities Table is included below. Included are the following: Single Family Rehabilitation is 16% of CDBG funding plus the forfeited local project funding from the 9 Urban County member communities that did not submit a 2023 project application. Single Family Rehabilitation Service Delivery is 6%; Human Services funding is 15%; and CDBG Administration is 20%. Individual eligible community infrastructure projects are included below.

Community Development Block Grant (CDBG)			
Activity	Agency	Jurisdiction	Allocation
Single Family Rehabilitation	OCED	All	\$441,912
Single Family Rehabilitation Service Delivery	OCED	All	\$140,000
Avolon Housing Rental Rehabs: 1675/77 Broadway & Glendale/Dexter Duplexes (100/102, 112/114 Glendale; 1911/13 Dexter)	City of Ann Arbor	Ann Arbor City	\$232,389
Affordable Housing & Economic Development	TBD	City of Chelsea	\$9,299
ADA Curb Cuts -Various Locations	City of Dexter	City of Dexter	\$7,022
ADA Curb Cuts - Ann Arbor Street	City of Saline	City of Saline	\$16,589
Recreation Park Accessible Path Phase I Design/Engineering/Construction	City of Ypsilanti	Ypsilanti City	\$86,092
Township Hall ADA Improvements	Augusta Township	Augusta Township	\$10,156
Park and Open Spaces Improvements	Northfield Township	Northfield Township	\$17,743
NE Pittsfield Green Corridors Phase II - Design/Engineering/Construction	Pittsfield Township	Pittsfield Township	\$82,446
CDBG Program income spent in R/ECAPs - <i>details pending community engagement process</i>	TBD	City of Ypsilanti	\$52,957
MacArthur Blvd Pedestrian Improvements	Superior Township	Superior Township	\$35,070
Apple Ridge Park Playground & Accessible Path Design/Engineering/Construction	Ypsilanti Township	Ypsilanti Township	\$157,842
New Human Services Partnership – Homelessness Services	TBD	OCED	\$327,928
Community Based Development Organization (CBDO)	Peace Neighborhood Center	Ann Arbor City	\$88,500
Community Based Development Organization (CBDO)	Community Action Network	Ann Arbor City	\$91,500
CDBG Administration	OCED	All	\$437,237
TOTAL			\$2,186,185

HOME Affordable Housing Projects - 2023 Action Plan

The table below summarizes the HOME funding recommendations from RFP #8412 as presented at the March 22nd Urban County meeting. As noted previously, if additional HOME Program Income is received prior to Action Plan approval scheduled for May 3rd, funding would be increased for the Catherine Street project, currently \$236,888 less than Avalon's request in their project proposal. See table below for more details.

Developer	Project Name	2023 HOME Funds	2022 HOME Funds Carry-Over	HOME Program Income	Total Award
HOME Admin (10%)	N/A	\$141,091			\$141,091
Avalon Housing CHDO Operating (5%)	N/A	\$70,545			\$70,545
Avalon Housing Inc. (CHDO Reserve 15%)	121 Catherine Street (Ann Arbor)	\$642,271	\$120,841		\$763,112
Avalon Housing Inc.	206/210 N. Washington (City of Ypsilanti)	\$107,000		\$43,000	\$150,000
Avalon Housing Inc.	Grove at Veridian (Ann Arbor)	\$450,000			\$450,000
TOTAL		\$1,410,907	\$120,841	\$43,000	\$1,574,748

ESG Allocation – 2023 Annual Action Plan

As reflected in the Summary of Planned Activities, program funding to be awarded to homeless service providers is being increased slightly from 2022 at \$180,146, with only \$9,481 (5%) going to ESG administration. Please note that ESG funds are awarded through the Continuum of Care's (CoC) Funding Review Team in the summer following the Action Plan approval and submission. UCEC delegates the awarding of HUD ESG funds to the CoC.

Schedule of Five-Year Consolidated Plan & 2023-24 Action Plan Public Hearings & Comment Period (Tara Cohen, OCED)

The Consolidated Plan outlines specific objectives for addressing housing and community development needs in the Urban County with CDBG, HOME and ESG funding during the period July 1, 2023 - June 30, 2028. The Annual Action Plan identifies the specific projects and programs that the County intends to implement with these funds during the period July 1, 2023 – June 30, 2024. Today's public hearing is the first of three (3) public hearings inviting participation and/or written comments on the Consolidated Plan and Annual Action Plan from any person having an interest, or their duly appointed representative, in the Urban County's 21 participating jurisdictions.

Public Notice for the public hearings and 30-Day Comment Period for the Draft Plans was published in the Sunday Classifieds of the Ann Arbor News and on Mlive.com on March 19, 2023, and posted on OCED's website and social media on March 30th.

The 30-day comment period will run from March 31st through April 30th, to solicit input on the draft Plans. During this 30-Day Comment period, residents and interested parties can obtain the draft plan by contacting Jasmyne Townsend at townsendj@washtenaw.org or by downloading the plans from <https://www.washtenaw.org/603/Urban-County-Plans-Reports>.

In addition to today's public hearing, two additional public hearings will be held as follows:

Thursday, April 13, 2023 at 6:30pm

City of Ann Arbor Housing and Human Services Advisory Board

Location: <https://zoom.us/join> or dial 1-470-381-2552, enter Meeting ID: 837 8496 2121

Passcode: 758842

Wednesday, April 19, 2023 at 7:00pm

Washtenaw County Board of Commissioners Meeting

In-Person and Zoom Options:

In Person: Washtenaw County Administration Building
Board of Commissioners Board Room
220 N. Main
Ann Arbor, MI 48104

Virtual: <https://zoom.us/join>
Phone: dial 1 (312) 626-6799
Webinar ID: 820 7250 8586
Passcode: 491940

Public Hearing on Draft Five-Year Consolidated Plan and Draft 2023 Action Plan

This public hearing invites participation and/or written comments on the Annual Action Plan from any person having an interest, or their duly appointed representative, in the following Urban County jurisdictions: City of Ann Arbor, City of Chelsea, 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.

Urban County Executive Committee Bylaws (Tara Cohen, OCED)

The UCEC bylaws were last amended in October 2012. Staff has a number of proposed changes – please refer to the copy of the redlined draft bylaws in your packet. The proposed changes are intended to clarify certain rules, bring the membership list current for the upcoming Fiscal Year 2023, and add the allowance for virtual meetings. Based on today's discussion, OCED staff will take the draft revisions to Corporation Counsel for approval, after which a final version will be brought back to the UCEC for a vote.

Please make note of Section VII: Allocation of Expenditures/Approval of Projects; the last sentence of this section regarding Project Approvals may merit discussion (highlighted in yellow and shown below). If left as is, this could be interpreted to mean that every community requesting CDBG project funds for a particular year would have to be present at the meeting when an Action Plan is being voted on for approval, typically in May or June. Staff suggests this clause may be unnecessary given the fact that the communities have already submitted CDBG project applications to specify how they plan to use their allocations, and in the case of HOME funds, organizations are required to include with their Affordable Housing RFP proposals a certification from the relevant jurisdiction where they are proposing to carry out an affordable housing project.

Project Approvals: *The Committee shall not approve any new HOME, ESG, or CDBG projects within the boundaries of a jurisdiction without the affirmative vote of the Committee member or Designee representing that jurisdiction present at the meeting.*

Additional Information

If you have any questions on any of the information included in this summary, or would like additional information, please contact Jasmyne Townsend at 734-544-3056 or townsendj@washtenaw.org

Washtenaw Urban County 2023-2027 Consolidated Plan: SP-45 Goals Summary

Strategic Plan Goal	Strategic Plan estimated funding \$	Strategic Plan Goal Outcome Indicators	Annual Action Plan estimated funding	Annual Action Plan Goal Outcome Indicators
1 - AFH: Align development practices and policies to encourage more affordable housing	No federal funding	2 Review of ordinances and policy reports generated - Policy review – incentives and affordable housing 2 Ordinance changes drafted - Draft Brownfield Policy related to affordable housing approved in 1 new local unit	No federal funding	Draft Brownfield Policy related to affordable housing considered by 1 new local unit
2 - AFH: Coordinate public/private investments in low opportunity areas	CDBG - \$2,395,000 over 5 years.	Public Facility or Infrastructure Activities (non-housing) 45,000 persons assisted	CDBG - \$479,676	Public Facility or Infrastructure Activities (non-housing) 15,626 persons assisted
3 - AFH: Improve options for housing voucher holders to move to opportunity	Partner goal with Ann Arbor Housing Commission.	25 contacts made regarding Voucher to Homeownership program - ideally in single family neighborhoods with high voucher use.	Partner goal with Ann Arbor Housing Commission.	5 Contacts made on voucher to homeownership
4 - AFH: Add and preserve affordable housing stock	HOME - \$5,452,448 CDBG - \$3,371,505	Rental Units Rehabilitated 60 rental rehabs Rental units constructed 200 new rental units Single Family Rehab 300 single family rehabs	CDBG - \$232,389 HOME - \$1,363,112 CDBG - \$581,912 CDBG - \$441,912 + \$140,000 service delivery	Rental Units Rehabilitated 10 rental rehabs Rental units constructed 135 new rental units Single Family Rehab 60 single family rehabs
5 - Provide ongoing education and advocacy around fair housing	No federal funding	Annual Urban County Fair Housing education session 1 Update to Urban County Fair Housing Policy 1 Development of resources for local units to share	No federal funding	Annual Urban County Fair Housing education session 1 Update to Urban County Fair Housing Policy 1 Development of resources for local units to share
6 - AFH: Work to increase employment opportunities in low opportunity areas	No federal funding	Assess skills gap in labor market hiring pipeline 1 Report generated Explore targeted hiring/training programs 1 Feasibility study/report completed Explore hiring policies to not exclude those with criminal backgrounds 1 Assessment completed Local government and agencies hire/train staff that reflect ethnic makeup of communities	No federal funding	Assess skills gap in labor market hiring pipeline 1 Report generated Explore targeted hiring/training programs 1 Feasibility study/report completed

		they serve 1 Review completed		
7 - AFH: Support educational and personal growth of youth in low opportunity areas and other target areas	CDBG - \$900,000	Public service activities other than Low/Moderate Income Housing Benefit 15,055 persons assisted	CDBG - \$180,000	Public service activities other than housing 313 persons assisted
8 - AFH: Boost existing services to improve accessibility and affordability for persons with disabilities	CDBG funding included in Single family rehab above	Continue County Accessibility Ramp Program 50 Ramps installed Integrate fair housing regulations for multi-family development into review process 1 Checklist developed	CDBG funding included in Single family rehab above	County Accessibility Ramp Program 10 Ramps installed Integrate fair housing regulations for multi-family development into review process 1 Checklist developed
9 - AFH: Improve transportation options in low opportunity areas	Not federally funded	Collaborate with The Ride to evaluate services changes in relation to community needs 1 Report generated Encourage planning and implementation for multi-modal trans. 1 Update made to non-motorized plans	Not federally funded	Review 1 report from the Ride related to review of transit improvements.
10 - Create and maintain ongoing resident engagement in R/ECAPs and low opportunity areas	No federal funding	Connect with residents and stakeholders in areas where outreach was limited - Join Public Health outreach/engagement with Leforge, MacArthur and Whitmore Lake Support and utilize Washtenaw Public Health neighborhood liaisons 3 Public health reports shared with OCED Explore translation services related to outreach for certain communities - Work with Welcoming America to provide basic services materials in languages other than English	No federal funding	Develop and distribute basic services materials in non-English languages
11- CPD: Homeless assistance goal	ESG - \$900,730	Tenant-based rental assistance / Rapid Rehousing 50 households assisted Homelessness Prevention 15,000 persons assisted	ESG - \$180,146	Tenant-based rental assistance / Rapid Rehousing 25 households assisted Homelessness Prevention 680 persons assisted
12 - CPD - Public Service - goal	CDBG - \$1,193,284	Subject to New Human Services Partnership Process	CDBG - \$327,928	TBD – persons assisted

Washtenaw Urban County 2023-24 Summary of Planned Activities (DRAFT)

Actual 2023-24 Allocations	
Community Development Block Grant (CDBG)	\$2,186,185
HOME Investment Partnership Program (HOME)	\$1,410,907
Emergency Solutions Grant (ESG)	\$189,627
TOTAL	\$3,786,719

Project	Activity	Agency	CDBG	HOME	HOME Carry-over	HOME Program Income	ESG	Goal Outcome Indicator	Quantity	Measure
CDBG Admin	CDBG Administration	OCED - Urban County wide	\$437,237					Other	1	Other
	Avolon Housing Rental Rehabs - 1675/77 Broadway & Glendale/Dexter Duplexes (100/102, 112/114 Glendale; 1911/13 Dexter)	City of Ann Arbor	\$232,389					Rental Housing Rehabilitated	10	Household Housing Unit
Rental Rehab	Affordable Housing & Economic Development	City of Chelsea	\$9,299					Rental Housing Rehabilitated / Businesses Assisted	TBD	TBD
Rental Rehab / Economic Development	ADA Curb Cuts - Various locations	City of Dexter	\$7,022					Public Facilities & Infrastructure Improvements	TBD	Households Assisted
Public Facilities & Infrastructure	ADA Curb Cuts - Ann Arbor Street	City of Saline	\$16,589					Public Facilities & Infrastructure Improvements	TBD	Households Assisted
Public Facilities & Infrastructure	Recreation Park Accessible Path Phase I Design/Engineering/Construction	City of Ypsilanti	\$86,092					Public Facilities & Infrastructure Improvements	4,733	Individuals Assisted
Public Facilities & Infrastructure	Park and Open Spaces Improvements	Northfield Township	\$17,743					Public Facilities & Infrastructure Improvements	TBD	Households Assisted
Public Facilities & Infrastructure	NE Pittsfield Green Corridors Phase II - Design/Engineering/Construction	Pittsfield Township	\$82,446					Public Facilities & Infrastructure Improvements	9,318	Persons Assisted
Public Facilities & Infrastructure	MacArthur Blvd Pedestrian Improvements	Superior Township	\$35,070					Public Facilities & Infrastructure Improvements	450	Households Assisted
Public Facilities & Infrastructure	Township Hall ADA Improvements	Augusta Township	\$10,156					Public Facilities & Infrastructure Improvements	TBD	TBD
Public Facilities & Infrastructure	ADA Accessibility Improvements	Sylvan Township	\$4,461					Public Facilities & Infrastructure Improvements	TBD	Households Assisted
Public Facilities & Infrastructure	Apple Ridge Park Playground & Accessible Path Design/Engineering/Construction	Ypsilanti Township	\$157,842					Public Facilities & Infrastructure Improvements	200	Households Assisted
TBD	CDBG Program income spent in R/ECAPs - details pending community engagement process	City of Ypsilanti	\$52,957					TBD	TBD	TBD
CDBG Single Family Rehab	Single Family Rehab	OCED - Urban County wide	\$441,912					Homeowner Housing Rehabilitated	60	Household Housing Unit
CDBG Single Family Rehab - Service Delivery	Single Family Rehab - Service Delivery	OCED - Urban County wide	\$140,000					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	255	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	195	Persons Assisted
CDBG Public Services	New Human Services Partnership - Homelessness Services	TBD	\$327,928					Homelessness Prevention / Tenant-based rental assistance / Rapid Rehousing / Shelter	TBD	Persons Assisted
Home Administration	HOME Administration	OCED		\$141,091				Other	1	Other
HOME CHDO Operating Costs (5% maximum)	HOME CHDO Operating	Avalon Housing (City of Ann Arbor)		\$70,545				Other	1	Other
HOME CHDO Reserve (15% minimum)	121 Catherine Street Acquisition/New Construction	Avalon Housing (City of Ann Arbor)		\$642,271	\$120,841			Rental Units Constructed	63	Household Housing Unit
Multi-Family Rental Development	206/210 N. Washington Acquisition/New Construction	Avalon Housing (City of Ypsilanti)		\$107,000		\$43,000		Rental Units Constructed	22	Household Housing Unit
Multi-Family Rental Development	Grove at Veridian Acquisition/New Construction	Avalon Housing (City of Ann Arbor)		\$450,000				Rental Units Constructed	50	Household Housing Unit
HESG23 Washtenaw County	Homeless Prevention, Shelter & Rapid Re-Housing	Awarded to nonprofit service providers through Funding Review Team (FRT) process in Summer 2023					\$180,146	Tenant-based rental assistance / Rapid Rehousing/Homelessness Prevention	TBD	TBD
HESG23 Washtenaw County	ESG Administration						\$9,481	Other	1	Other

FINAL BYLAWS

WASHTENAW URBAN COUNTY EXECUTIVE COMMITTEE

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I. NAME AND PURPOSE

Name: The governing body for the Washtenaw Urban County shall be named the Urban County Executive Committee ("Committee").

Purpose: The purpose of the Committee is to prioritize needs, review projects, make funding recommendations to the Washtenaw County Board of Commissioners, and make policies that facilitate Washtenaw County's administration of the Community Development Block Grant ("CDBG"), Home Investment Partnerships ("HOME"), Emergency Shelter Grant ("ESG") allocations from the U.S. Department of Housing & Urban Development (HUD) to the Washtenaw Urban County (the "HUD Grantee"), and other State and Federal Programs awarded to the Committee. In addition, the Committee is responsible for hearing individual concerns/complaints, reviewing pertinent information and granting waivers of the Washtenaw County Housing Program Guidelines.

II. AUTHORITY

The Bylaws were first approved at the meeting of the Urban County Executive Committee on July 25, 2006; subsequent amendments were approved by the Committee on amended March 18, 2008; and amended February 28, 2012; October 23, 2012; [Month day, year]

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III. MEMBERSHIP AND TERM OF APPOINTMENT

Membership: The Committee shall be comprised of one member from each jurisdiction that has executed the most current Cooperative Agreement with Washtenaw County and passed a supporting Board or Council resolution to join the Washtenaw Urban County. ~~For As of Fiscal Year 2023, beginning July 1, 2023, period July 1, 2012 through June 30, 2015,~~ the Committee shall have twenty-one (21) nineteen (19) members and shall include the Chair of the Washtenaw County Board of Commissioners (non-voting); the Township Supervisors of 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; the Mayors of the Cities of Ann Arbor, Chelsea, Dexter, Saline, and Ypsilanti, ~~and Saline; the President of the Village of Manchester.~~

Each member of the ~~e~~Committee may appoint one or more designee(s), with full voting rights, to act in the absence of or request of the member at any meeting. The names of designees shall be submitted in writing by each member at or before the first meeting at the beginning of the ~~cooperative year period, new fiscal year,~~ typically in July. ~~of every third calendar year.~~ Members may remove designees or appoint additional designees at any time after the initial submission.

Term: Members shall serve for terms that coincide with the term of their elected office. See related details under VIII. Vacancy Procedure. Any member or designee may resign from the committee by filing a written resignation with the Office of Community & Economic Development (OCED). If a member resigns, they will be required to appoint a designee to

participate in the UCEC. If a designee resigns, the member (I.e. Chief Elected Official) will be asked to appoint a new designee. A jurisdiction is not permitted to leave the Urban County until the end of the current three-year HUD authorization period unless the Urban County does **not** receive a grant for any year during such three-year period.

IV. OFFICERS AND DUTIES; SUBCOMMITTEES

The Urban County Executive Committee will have the following officers and committees: ~~beginning July 1, 2012:~~

Chair: The Chair of the Urban County Executive Committee shall be the current Chair of the Washtenaw County Board of Commissioners (BOC) or ~~the Chair's his or her~~ designee, and shall preside at all Committee meetings. The Chair shall decide on all points of order and procedure subject to the provisions of these rules and Robert's Rules of Order, Newly Revised. The Chair is a non-voting member of the committee.

Secretary: -The duties of the Secretary shall be shared by ~~the a~~ staff liaison from the Washtenaw County ~~OCED Office of Community & Economic Development~~. -The Secretary shall keep the minutes of meetings. ~~If no Secretary is appointed, these duties fall to the OCED staff liaison.~~

Ad Hoc Subcommittees: The Committee may, by a resolution adopted by a majority, establish Subcommittees to carry on the Committee's work. -The purpose, term, and members appointed for the Subcommittees shall be explicitly defined in the resolution. -A minimum of two Committee members shall serve on each Subcommittee. -The Subcommittee will bring recommendations about its work back to the Committee for review ~~& and~~ discussion prior to implementation.

V. MEETINGS AND ORDER OF BUSINESS

Regular Meetings: -Public meetings shall be held on a monthly basis and shall generally be on the ~~fourth Tuesday~~ first Wednesday of each month. For in person meetings, the location of the meetings shall be at the Washtenaw County Learning Resource Center (LRC), 4135 Washtenaw Ave, Ann Arbor, Michigan 48107, unless otherwise noted in public hearing notices. ~~-Meetings and public hearings may also be held virtually, in compliance with the Michigan Open Meetings Act, Washtenaw County Board of Commissioners Resolution 22-007, and the Urban County's Citizen Participation Plan.~~ The Washtenaw County Office of Community and Economic Development staff members will post notice of these meetings, according to the Open Meetings Act, on the Washtenaw County online Calendar of Meetings.

Order of Business: The order of business shall be determined by the Chair based on the actions needing review.

Meeting Agenda: Committee members shall submit any requested agenda items to the Secretary by the ~~second-third~~ Wednesday of the month. -The Secretary will send meeting agendas and attachments to each of the Committee members by mail, e-mail, or other delivery method no less than one week before the meeting. -The Secretary shall give notice of all cancelled meetings to all members and post the cancellation notice on the Washtenaw County online Calendar of Meetings.

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Public Participation: Public comment shall be the first and last item on each meeting agenda. Each public commenter shall be allotted up to three minutes of speaking time during each public comment opportunity.

Special Meetings: -Additional meetings, as needed, may be called by the Chair, or by three (3) members of the Committee. -All requests for special meetings must be made in writing at least 48 hours prior to the meeting time. -The Secretary shall notify all Committee members by email of the Special Meeting request; its purpose; the names of the Committee members making the request; and the date, time, and place of the special meeting. -The Secretary shall also post a notice of the special meeting on the Washtenaw County online Calendar of Meetings at least 24 hours before the meeting.

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VI. ATTENDANCE, QUORUM, AND VOTING

Attendance: Committee members are expected to attend all regularly scheduled meetings and to notify the Secretary if they are unable to attend. -In order for official actions to be approved by the Committee, a quorum of the Committee must be present.

Quorum: -Seven voting members currently serving on the Committee shall constitute a quorum. -The concurring vote of a majority of the Committee members present shall be necessary to act on **routine, policy, procedural, or project-specific issues** brought to the meetings by Office of Community and Economic Development program staff members.

Voting: Each ~~member-jurisdiction with a current Cooperative Agreement with Washtenaw County (I.e. for current three-year HUD authorization period) of the Committee~~ shall have one (1) vote: A member or designee must be in attendance in order to participate in a vote of the UCEC. The Chair of the Committee shall not vote.

VII. ALLOCATION OF EXPENDITURES/ APPROVAL OF PROJECTS

Funding Allocations/ Expenditures: ~~To the greatest extent practical, the Washtenaw County Office of Community and Economic Development will ensure that HOME, CDBG, & ESG project expenditures by jurisdiction reflect the population living in poverty, total population, and housing problems in each jurisdiction, as a percentage of the whole Urban County area as approved on March 18, 2008.~~

Since 2009¹, the Washtenaw Urban County has received an annual allocation from HUD for the following three grant programs:

- Community Development Block Grant Program (CDBG):
- Home Investment Partnerships Program (HOME):
- Emergency Solutions Grant (ESG).

HUD utilizes a formula to allocate the above grants annually to the Urban County, and the Urban County in turn disburses the three grants as follows:

CDBG funding

CDBG funds are disbursed according to The a HUD formula that calculates the percentage of CDBG project funding for each member jurisdiction is as follows: % of member allocation = [(% UC Population) + 2(% UC Poverty) + (% UC Housing Problems)]/4. This percentage will be calculated every year as new data becomes available. Allocation data is published on the OCED website here: www.washtenaw.org/urbancounty (click *Apply for Funding*) The Urban County Policy & Procedures for CDBG Allocations to Local Units provides more detail on how member jurisdictions (I.e. local units) access their respective CDBG allocations. Project requirements are outlined in the *CDBG Pre-Application Guide* updated annually and posted on the above referenced *Apply for Funding* page of the OCED website. Project spending by percentage and total project spending by jurisdiction will be reported by the Secretary to the Committee on a quarterly basis at regular meetings. It is expected that, over a three-year period, the Office of Community & Economic Development shall meet the targets for spending by jurisdiction.

HOME funding

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HOME funds are disbursed via a competitive annual Request for Proposals process administered by OCED. Project requirements are dictated by OCED's Housing Program Guidelines. The review team typically consists of 4-6 staff members at OCED, and a representative from a partner organization. Proposal scores and award recommendations are brought to the UCEC for discussion; approval of HOME awards occurs when the UCEC approves the Annual Action Plan for submission to HUD. As a requirement for the Urban County to utilize HOME funds, at least 15% of the annual HOME allocation must be set aside for a Community Housing Development Organization (CHDO).²

ESG funding

The UCEC delegates authority to the Washtenaw County Continuum of Care (CoC) for annual disbursement of HUD ESG funds. ESG grant funds are awarded by the Continuum of Care's Funding Review Team as part of a larger pool of funding for homelessness prevention, rapid re-housing, and shelter activities in the Urban County. More information on CoC Funding and related policies/processes is found at www.washtenaw.org/coc.

Project Approvals: The Committee shall not approve any new HOME, ESG, or CDBG projects within the boundaries of a jurisdiction without the affirmative vote of the Committee member or Designee representing that jurisdiction present at the meeting. [REMOVE?]

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VIII. VACANCY PROCEDURE

Vacancies resulting from expiration of a community representative's members' term in offices, or from a resignation or removal, shall be filled as soon as reasonably possible to promote full Committee membership participation. The Chair and Secretary shall coordinate outreach to any new chief elected officials from the jurisdictions of the Urban County. Whenever a new community representative joins the Committee, the Secretary shall provide an orientation materials to for that new member, which includes an introduction to the Chair, as well as information about funding types, eligible projects, past projects, allocation by jurisdiction, Committee bylaws, goals and vision, and budgets. OCED staff will make every effort to provide an orientation session within 3 months of a new member or designee joining the Committee.

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~~IVIII~~IX. —STANDING RULES AND RESOLUTIONS

The Committee may adopt standing rules and resolutions by a majority vote at any meeting where a quorum is present as long as there is no conflict with the Bylaws.

~~VIII~~IX. CONFLICT OF INTEREST

Policy: Employees, agents, consultants, officers, or elected or appointed officials of the County or Urban County jurisdictions member communities who meet the following criteria may not obtain a financial interest or benefit from a CDBG, HOME, or ESG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG, HOME, or ESG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter:

- A. Persons who exercise or have exercised any functions or responsibilities with respect to activities assisted with CDBG, HOME, or ESG funding; and
- B. Persons who are in a position to participate in a decision-making process or gain inside information with regard to such activities.

The above restrictions shall apply to all activities that are a part of HOME, CDBG, or ESG-funded projects, and shall cover any such financial interest or benefit during, or at any time after, such person's tenure. More detail regarding conflict of interest requirements can be found in the Housing Program Guidelines for the Washtenaw Urban County (for CDBG- and HOME-assisted projects) and in the Washtenaw County Continuum of Care Governance Charter (for ESG-assisted projects).

Disclosure: It is the responsibility of the employee, elected or appointed official, consultant, agent, or officer to disclose potential conflicts of interest to the Committee and ~~Secretary~~. ~~Washtenaw County will also request such information in all applications for assistance.~~

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Waivers: A waiver of this policy can be requested from the U.S. Department of Housing & Urban Development (HUD) by following the procedure developed by the Washtenaw County ~~City of Ann Arbor~~ Office of Community Development. ~~However, this waiver must be processed by HUD before any funding is expended on such a project.~~

IX.XI. AMENDMENT OF BYLAWS

These Bylaws may be amended at any regular ~~joint~~ meeting of the Committee by the concurring vote of a majority of the membership, provided that the amendment was submitted in time for the agenda of the meeting at which the amendment is to be considered.

Date of Initial Adoption by Committee: July 25, 2006
Date of Amendment by Committee: March 18, 2008
Date of Amendment by Committee: February 28, 2012
Date of Amendment by Committee: October 23, 2012

¹ The Washtenaw Urban County formed in 2003 and began receiving annual allocations from HUD's CDBG and HOME grant programs. In 2009, the City of Ann Arbor joined the Urban County, at which point the Urban County became eligible to begin receiving annual allocations from a third HUD grant program, the Emergency Solutions Grant program (ESG).

²HUD defines a Community Housing Development Organization (CHDO) as "a private nonprofit, community-based organization that has staff with the capacity to develop affordable housing for the community it serves." More information on how an organization qualifies as a CHDO is found on the HUD Exchange website [here](#).