

WASHTENAW URBAN COUNTY EXECUTIVE COMMITTEE MEETING
Wednesday, December 6, 2023 - 2:00pm – 3:30pm
Location: Virtual Meeting using Zoom (details below)

Pursuant to Washtenaw County Board of Commissioners Resolution #22-007, this Committee will meet remotely, and the public can participate by joining via:
<https://washtenawcounty.zoom.us/j/87329255257?pwd=Q003YkxDTGR3RWtgMDRQZlZ3SmRWUT09>
or by calling 1.312.626.6799 or 888 475 4499 (Toll Free), using Webinar ID: 817 9963 7267. These instructions are also posted on the OCED calendar [here](#).

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

- I. **Roll Call** - Each member state name and physical location (I.e. City or Township)¹
- II. **Public Comment**
- III. **Announcements from Members and/or Staff**
 - A. **Warming Centers**
 - o Daytime warming shelter (Ypsilanti): at Ypsilanti Freighthouse, 100 Market Place, Nov. 13, 2023– March 31, 2024 Monday through Thurs (8am-6pm)
 - o Daytime warming shelter (Ann Arbor):
 - a. Journey of Faith (Mon. – Fri.), 1900 Manchester Rd, Ann Arbor, December 4 – December 15, 2023
 - b. First Baptist Church (Mon. – Fri.), 517 E. Washington St., Ann Arbor, December 18, 2023 – December 15, 2023
 - c. St. Mary's Student Parish (Mon. – Fri.), 331 Thompson St., Ann Arbor, January 1, 2024 – February 16, 2024
 - d. First Baptist Church (Mon. – Fri.), 517 E. Washington St., Ann Arbor, February 5, 2024 – February 16, 2024
 - e. First Congressional Church (Mon. – Fri.), 608 E. Williams St, Ann Arbor, February 19, 2024 – March 1, 2024
 - f. Journey of Faith (Mon. – Fri.) 1900 Manchester Rd. Ann Arbor, March 4, 2024 – March 28,204
 - g. Delonis Center (**weekend only**) 312 W. Huron St., Ann Arbor, November 13, 2023 – March 31, 2024
- IV. **Minutes**
 - A. 11-1-23 Meeting Minutes – Review & Approval (ACTION)
- V. **General Administration**
 - A. Public Hearing: Needs Assessment for 2024 Fiscal Year Annual Action Plan (Jasmyne Townsend, OCED)
 - B. Weatherization Program Presentation (Aaron Kraft & Heidi Johnson, OCED)
 - C. UCEC 2024 Meeting Calendar (**Discussion and Action**) (Jasmyne Townsend, OCED)
 - D. Amend Urban County Executive Bylaws (**Action**) (Tara Cohen, OCED)
 - E. 2024 Annual Action Plan Timeline Overview – Discussion only (Jasmyne Townsend, OCED)
 - F. Updates to Housing Program Guidelines – Discussion only (Tara Cohen, OCED)
- VI. **Public Comment**
- VII. **Adjournment**

Next Meeting: March 13, 2024 (Tentative, pending 2024 Calendar approval)

WASHTENAW URBAN COUNTY EXECUTIVE COMMITTEE MEETING
Wednesday, November 1, 2023 - 2:00pm – 3:30pm (Remote)

Members in Attendance: Katie Jones (Economic Development & Equity Coordinator, City of Ypsilanti); Council Member Chris Watson (City of Ann Arbor); Heather Jarrell Roe (Clerk, Ypsilanti Township); Trustee Linda Adams (Augusta Township); Jessica West (Director of Community Development, Pittsfield Township); Mayor Pro-Tem Janet Dillon (City of Saline); Supervisor Diane O'Connell (Ann Arbor Township); Clerk Kayleigh Zupi (York Township).

Members Absent: Mayor Shawn Keough (City of Dexter); 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 Ronald Milkey (Manchester Township); Supervisor Will Hathaway (Scio Township); Supervisor Ken Schwartz (Superior Township); Mayor Jane Pacheco (City of Chelsea); Supervisor Karen Sikkenga (Dexter Township); Supervisor Kathleen Kennedy (Sylvan Township); Supervisor Ken Dignan (Northfield Township).

Facilitator: Commissioner Justin Hodge

OCED Staff Present: Tara Cohen; Jasmyne Townsend; Karen Newman

Members of Public Present: Frances Todor-Hargreaves (Impacting Investing Manager, Ann Arbor Area Community Foundation); Elena Ermak (Director of Lending Resources, Habitat for Humanity Huron Valley).

I. Welcome & Introductions – Roll Call

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

Jones: Participating remotely from City of Ypsilanti, Washtenaw County
Watson: Participating remotely from City of Ann Arbor, Washtenaw County
Adams: Participating remotely from Augusta Township, Washtenaw County
West: Participating remotely from Pittsfield Township, Washtenaw County
Dillon: Participating remotely from City of Ann Arbor, Washtenaw County
Jarrell Roe: Participating remotely from Ypsilanti Township, Washtenaw County
O'Connell: Participating remotely from Ann Arbor Township, Washtenaw County

Zupi joined at 2:12 pm – Participating remotely from York Township, Washtenaw County

II. Public Comment

Zoom link:

<https://washtenawcounty.zoom.us/j/84540808106?pwd=dkh3QTlXVTYzcmF1anZmaW9aWXdCZz09>

Passcode: 291320

Telephone: US: +1 470 381 2552 or +1 267 831 0333 or +1 301 715 8592 or +1 312 626 6799 or +1 470 250 9358 or +1 253 215 8782 or +1 346 248 7799 or +1 206 337 9723 or +1 213 338 8477

Webinar ID: 845 4080 8106

At 2:03 Commissioner Hodge opened the meeting for public comment.

Public Comment – None

III. Announcements from Members and/or Staff –

A. Member Announcements (All) – None

B. Warming Centers

- I. OCED staff expects to have more detailed information to share to UCEC and interested parties early November; information will be shared by email.
- II. Welcome new OCED Director – Tara Cohen announced OCED has a new OCED Director, Toni Kayumi.

C. OCED Staff Updates

- I. [Job opening for Human Services Manager](#) – applications due 11/14/23. Tara Cohen thanked previous Human Services Manager, Morghan Boydston, for her tenure at OCED and wished her the best of luck on her new endeavors at United Way for Southeastern Michigan.

D. Washtenaw County Women’s Day Celebration – Washtenaw County is hosting a Women’s Day Celebration on Tuesday, November 7, 2023, at the Washtenaw Community College Morris Lawrence Building from 8:00 am to 3:00 pm. This event is free and open to the public. Flyer for the event is included in the November meeting packet.

E. County Health Department Updates – A few updates provided by County Health Officer, Jimena Loveluck were shared and infographics were included in the meeting packet to share out to the community.

IV. Minutes

A. 09-06-2023 Meeting Minutes – Review & Approval (**ACTION**)

Moved by Adams. Supported by Jarrell Roe.

ROLL CALL:

O’Connell: Yes

Jones: Yes

Watson: Yes

Adams: Yes

West: Yes

Dillon: Yes

Jarrell Roe: Yes

Ayes – 7; Nays – 0; **Motion carried.**

V. General Administration

A. Amend Urban County Executive Bylaws (Discussion with possible Action) (Tara Cohen, OCED)

The UCEC bylaws were last amended in October 2012. At the April meeting OCED staff proposed several changes to the draft UCEC bylaws for review. The proposed changes were intended to clarify certain rules, bring the membership list current for the 2023-24 Fiscal Year, and add the allowance for virtual meetings. OCED staff relayed discussion notes and changes to Corporation Counsel; as of 10/27/23, these changes were pending a final review from Corporation Counsel.

In addition to these changes, a few additional changes were incorporated into the bylaws since the April discussion, specifically:

- V. Meetings and Order of Business: Staff proposes the following changes:

Regular Meetings: Public meetings shall be held 7 times at minimum in a calendar year, and shall generally be on the first Wednesday of the months in which meetings are to be held. 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 notices. **Meetings and public hearings may also be held virtually, in compliance with the 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.

- VII. Allocation of Expenditures/Approval of Projects: At April meeting, members decided to remove the existing language:

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

Staff has replaced with the following proposed language:

Project Approvals: Projects are approved through Annual Action Plans, which will include a comprehensive table of planned activities summarizing projects and funding amounts under CDBG, HOME, and ESG grant programs for a specific fiscal year. This approval is a two step process; UCEC votes to approve, followed by approval from the Board of Commissioners.

Watson – There is just a text edit at the start of the second page by the designee – the official term is council *member* instead of council person, so just to stay consistent.

B. UCEC 2024 Meeting Calendar – Discussion with Possible Action (Jasmyne Townsend, OCED)

Townsend shared the proposed dates and further went into detail about the proposed 2024 UCEC meeting calendar. Members of the committee shared their thoughts and concerns on the proposed calendar. The majority of the committee agreed to reduce the calendar meeting frequency from 10 months to 7 months and have quarterly in-person meetings. OCED suggested sending a poll to solicit input on different meeting options in response to the concerns shared during the discussion.

Comments from the discussion are below:

O'Connell- Great to have hybrid schedule. Three (3) is a finite number and I think leaving room and in-person and remote option is helpful to those who cannot make a monthly meeting in-person. Since I've started, we have not met in person, and I think in-person meetings will help add value to the conversation.

Dillon- I would like to echo what was said, since I've been a member of this committee we've never met in-person. I think living through years of Zoom, the conversation tends to get deeper when we have them in person. My only question or concern is if we change our meeting schedule, would we have instances where we would have emergency meetings? I like to have my schedule planned so that I block time to attend.

Would it be better to have a standing meeting so that it allows the time for things that may come up on the County's end?

Tara- Thank you, Janet for your question; it's a great question. Jasmyne and I were intentional when creating this proposed calendar. We were intentional that the business of the Urban County can still move forward without interruptions with these proposed dates according to HUD deadlines. With that being said, there may be some unforeseen funding funneling through the Urban County, but I'm not sure or anticipating any new funding sources.

Dillon – Thank you, it is fine if you do not have a definitive answer. I only asked because in the past this group has had an issue with getting quorum and I don't want something to pop up and I'm putting your backs against the wall if I or others can't attend.

Tara – Yes, thank you for your input. I completely agree and think this was a great question to ask. We also thought it would be good to get people engaged and meet quorum with some of the in-person meeting dates, which used to not be an issue when we met in-person prior to the pandemic.

Hodge – Maybe it's a time and day thing, too. Possibly changing that around may help.

Watson – I really appreciate the opportunity for hybrid meetings. I wanted to pass along some feedback I heard from non-profit service providers. They appreciate the old days, too, of the in-person meetings because for public commenters and being able to be in the same room leads to a better discussion.

Cohen asked if there were further comments from the group.

Hodge – I like the idea, I think that it would have been helpful and enriching to the conversation when we had the HOME-ARP discussion. For bigger items I think it would be great to meet in person.

Adams – I like the idea as well. I also started this after we started meeting on Zoom. My family is still one of the families that still holds out wearing mask. So as long as that is not an issue, there are still people at our board meetings who have an issue. As long as that is not an issue, I have no problem making it to in-person meetings. My husband is still at high risk, so until his doctor tells us something different, we are still going by old guidelines (wearing a mask).

Cohen- Sorry that some people are giving you a hard time with your personal decision to wear a mask. Would you want or want to request others to wear a mask for the in-person meetings?

Adams – No, I still work around people that don't wear them. I would still be comfortable with not everyone wearing them.

Jarrell-Roe – I was looking ahead taking in consideration of election season, possibly changing the November 6th date.

Hodge – Possibly changing the date again can be something to consider. Because Wednesday and BOC meetings are hectic. Is there a particular reason why those three dates are chosen to be in-person.

Townsend – For March that is when we typically have timeline items for our Annual Action Plan; people tend to talk a little bit more, and then for the other dates those are other HUD timeframe items that typically would require further discussion around funding.

Cohen – To add to what Jasmyne said, the March date is typically when we would share recommendations for the HOME funds from the annual HOME RFP – and we would share more information about the proposals. For May those proposed awards essentially will be approved along with the whole Action Plan. For September that is typically when the CAPER is due and open to discussion.

Adams – I personally like that the remote meetings are in the winter months because of the weather.

Cohen – I will say for November or December if we have them as virtual, that's how we currently have them. We would start to solicit public comment for the Needs Assessment around that time.

C. 2024 Action Plan Overview & Timeline (Jasmyne Townsend, OCED)

Next month will begin the planning process for the 2024 Annual Action Plan. This plan is Year 2 of the Five-Year Consolidated Plan covering Fiscal Years 2023-2027. Townsend noted, members should start to think about their local CDBG project needs for the 2024 project application. Additionally, Townsend shared some key milestones for the UCEC to be aware of:

- 30-day public comment period on community needs: Dec. 4, 2023 – Jan. 4, 2024
- Virtual Public hearing for community needs: Dec. 6, 2023, at UCEC meeting
- 30-day public comment period/ Public hearings on Draft Plan: April 2024
- Approval of Final Plan: May 2024 (subject to delay based on HUD timing)

D. Update: Substantial Amendment to HOME-ARP Plan (Tara Cohen, OCED)

BOC approved the Substantial Amendment to HOME-ARP approved in a single read. So, 32% of the funds will go towards supportive services and 48% of the funds will go towards affordable housing development. The amendment has been submitted to HUD for their review process for an approval. Shortly, after the approval there will be an RFP process for the supportive services, which our CoC team will lead, and a separate RFP process for the affordable housing development will follow.

E. Update: Urban County 2023 CDBG Allocation Plan (Jasmyne Townsend, OCED)

OCED staff received and executed the 2023 HUD grant agreements in July. By the beginning of October, Ms. Townsend sent an email to each member that included an allocation letter; for communities that programmed their allocations in the 2023 Action Plan, the letter references your specific project(s). Ms. Townsend noted that for all other communities, the letter was to notify them of their final 2023 CDBG allocation under the approved formula and to remind them that their funds are being directed into the Single Family Rehab Program (which serves the entire Urban County).

Tara Cohen gave a shoutout to Jasmyne and the communities who have recently completed or are in the process of completing projects using their CDBG dollars, specifically:

- Pittsfield Township – Green Corridors Project-Phase 1 (Packard Rd near the Red Cross)
- City of Ypsilanti – Parkridge Pedestrian Accessibility Pathway and Pavilion, and ADA Curb Cuts project

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

VII. Adjournment

Motion to Adjourn – Moved by Jarrell Roe. Supported by Dillon.

Adjourned at 3:00 PM

Next Meeting: Wednesday, December 6, 2023, 2:00 – 3:30pm, Location: Remote (Zoom)

DRAFT

WASHTENAW URBAN COUNTY EXECUTIVE COMMITTEE (UCEC) MEETING Wednesday, December 6, 2023, 2:00pm- 3:30pm
--

AGENDA SUMMARY

Public Hearing: Needs Assessment for 2024 Fiscal Year Annual Action Plan (Jasmyne Townsend, OCED)

Prior to the public hearing, OCED's Jasmyne Townsend will provide a brief presentation on the public input process and context for development of the 2024 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 2024 Annual Action Plan. **The public comment period for community needs began December 4, 2023 and ends January 4, 2024.** A Notice was published in the Ann Arbor News as well as Mlive.com and posted on the County OCED website (<https://www.washtenaw.org/oced>) on November 16, 2023.
2. Holding a public hearing (today, Dec. 6, 2023) 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, 2024 – June 30, 2025. 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.

Weatherization Program Presentation (Aaron Kraft and Heidi Johnson, OCED)

Washtenaw County's OCED staff, Aaron Kraft and Heidi Johnson, will provide a brief presentation on the County's Weatherization program, which provides free services to income-eligible homeowners and renters throughout all of Washtenaw County. There will also be an opportunity for Q & A. The presentation and flyers are also included in your packet.

UCEC 2024 Meeting Calendar (Discussion and Action) (Jasmyne Townsend, OCED)

At the November meeting, staff proposed to reduce the UCEC meeting frequency from 10 down to 7 meetings per year and quarterly in-person meetings at the Washtenaw County Learning Resource Center. OCED staff noted the meeting frequency would coincide with key Urban County deadlines and business items typically requiring member discussion or input. OCED staff provided a draft calendar for members of the committee to discuss and provide input. Based on the November discussion, it was decided that OCED staff would send out a poll to solicit further input on meeting options for the upcoming 2024 calendar year, including options other than the first Wednesdays of the month to avoid Board of Commissioners' meeting days. A poll was shared to the UCEC via email from Jasmyne Townsend on Wednesday, November 15, 2023.

Based on those who responded to the poll, the majority vote was for the second Wednesday of the month, from 2:00 p.m. to 3:30 p.m. Your meeting packet includes a draft 2024 meeting calendar; the dates are outlined below. An April meeting will replace the January meeting to accommodate the public hearing dates on the Draft 2024 Annual Action Plan.

March 13, 2024 (virtual)	April 10, 2024 (in-person)	May 8, 2024 (In-person)
July 10, 2024 (Virtual)	September 11, 2024 (In-person)	November 13, 2024 (Virtual)
December 11, 2024 (Virtual)		

Amend Urban County Executive Bylaws (Action) (Tara Cohen, OCED)

The UCEC bylaws were last amended in October 2012. At the April 5, 2023 meeting, OCED staff proposed several changes to the draft UCEC bylaws for review and discussion. As noted at the November meeting, a few additional changes were incorporated into the draft since the initial review in April, specifically:

- V. Meetings and Order of Business: Staff proposes the following changes:

Regular Meetings: Public meetings shall be held 7 times at minimum in a calendar year, and shall generally be on the first Wednesday of the months in which meetings are to be held. 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 notices. **Meetings and public hearings may also be held virtually, in compliance with the 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.

- VII. Allocation of Expenditures/Approval of Projects: At April meeting, members decided to remove the existing language:

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

Staff has replaced with the following proposed language:

Project Approvals: Projects are approved through Annual Action Plans, which will include a comprehensive table of planned activities summarizing projects and funding amounts under CDBG, HOME, and ESG grant programs for a specific fiscal year. This approval is a two-step process; UCEC votes to approve, followed by approval from the Board of Commissioners.

Since the November meeting, the following additional changes have been inserted:

- I. Name and Purpose: Under Purpose – to allow for flexibility for this Committee to hold remote meetings, for consistency with the Open Meetings Act, Corporation Counsel has advised that policies being set by this Committee go to the Board of Commissioners for final approval. The following sentence has been added:

Policies set by the Committee shall be brought to the County Board of Commissioners for final approval.

- III. Membership and Term of Appointment: Under Term – where City of Ann Arbor is discussed, “City Council person” was replaced with “City Council Member” per Council Member Watson’s correction at November meeting.
- V. Meetings and Order of Business: Since calendar was not yet finalized, we are removing the reference about generally meeting on first Wednesdays.
- XI. Amendment of Bylaws: Similar to the change to Name and Purpose above, amending the bylaws will require a second step for approval from the Board of Commissioners. The following sentence has been added:

The amended bylaws shall be brought to the County Board of Commissioners for final approval.

2024 Annual Action Plan Timeline Overview – Discussion only (Jasmyne, Townsend, OCED)

The month of December begins the planning process for the Annual Action Plan for Year 2 (Fiscal Year 2024) of the Five-Year Consolidated Plan that covers Fiscal Years 2023 - 2027. As mentioned at the November meeting, members should start thinking about their local CDBG project needs for the 2024 project application. Key milestones for plan development are as follows:

- Dec. 4, 2023 – Jan. 4, 2024: 30-day public comment period on community needs
- Dec. 6, 2023: Virtual Public hearing for community needs (at UCEC meeting)
- Dec. 12, 2023: Affordable Housing RFP #8559 is released on County Purchasing
- Jan. 11, 2024 (10 a.m.): Virtual RFP #8559 Mandatory Pre-Bid Meeting
- Jan. 29, 2024: 2024 CDBG Project Application Forms available for Urban County member communities
- Feb. 2, 2024: RFP #8559 submission due by 4 p.m.
- March 1, 2024: 2024 CDBG Project Applications Forms due by 4 p.m.
- March 13, 2024: OCED shares RFP #8559 Affordable Housing/HOME funding recommendations
- March 2024: Draft 2024 Action Plan available for review
- April 2024: 30-day public comment period/ Public hearings on Draft Plan
 - April 10, 2024 - Urban County Executive Committee
 - April 11, 2024 - Housing and Human Services Advisory Board
 - April 17, 2024 - Board of Commissioners
- May 2024 (subject to delay based on HUD timing): Approval of Final Plan

Updates to Housing Program Guidelines – Discussion only (Tara Cohen, OCED)

OCED staff would like to make Committee members aware of a series of administrative updates being made to the Washtenaw Urban County’s Housing Program Guidelines at this time:

1. Further streamlining of Green Requirements for Affordable Housing projects. Last year you may recall we provided more flexibility for developers to meet green standards for projects that receive HOME or CDBG funding, specifically by expanding from 1 type of allowable green standard (Enterprise Green Communities) to 3 types (Enterprise plus National Green Building Standard and U.S. Green Building Council LEED). With a goal of decreasing administrative burden for both OCED and developers, staff is modifying last year’s RFP process for scoring green criteria by replacing a pro-rated point calculation with a simpler all or nothing points based on

meeting the threshold set by the specific green standard the applicant selects for their proposed project. For projects selected for funding under the RFP, the project developer/owner will have the option to either:

- a) obtain 3rd party green certification *or*
- b) undergo County review and sign off for meeting the green criteria threshold level as committed in the original project proposal.

2. Under Homeowner Rehab Program, we are adding language to create a Waitlist for the Accessibility Ramp Program, which will open each year on the 3rd Tuesday of March. This will codify a process that is consistent with the waitlist process already in place for the Roof Replacement Program and Air Conditioner Assistance Program.
3. Under Homebuyer Programs, we are noting a temporary locally imposed moratorium on the County's Acquisition, Development, and Resale (ADR) Program. This pause is to allow sufficient time for further evaluation and refinement of current policies and procedures for this particular program, to ensure compliance with HUD regulations and best practices.

Key milestones for the Affordable Housing RFP process are as follows:

- Dec. 12, 2023: Affordable Housing RFP #8559 is released on County Purchasing website
- Jan. 11, 2024 (10 a.m.): Virtual RFP #8559 Mandatory Pre-Bid Meeting
- Feb. 2, 2024: RFP #8559 submission due by 4 p.m.
- March 2024: Staff to share RFP funding recommendations at UCEC meeting
- May 2024: RFP awards approved as part of the overall 2024 Action Plan

Additional Information

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



SHELTER ASSOCIATION OF WASHTENAW COUNTY WINTER PROGRAMS INFORMATION 2023-2024

*PLEASE NOTE THAT IN AN EFFORT TO MEET COMMUNITY NEED— OUR SHELTERING
OPTIONS MAY CHANGE, INFORMATION WILL BE UPDATED AS NEEDED*

When is the winter shelter open? – November 13th, 2023 – March 31st, 2024 pending weather conditions. Overnight Shelter is available each night beginning at 7:00pm.

Will I be safe? - We work diligently with the Community Partners to maintain health and safety protocols to keep you safe. If anyone is ill, we will work to get them medical attention immediately.

How do I get into the shelter? – Any individuals seeking emergency shelter please contact Housing Access of Washtenaw County (HAWC) at 734-961-1999 to obtain a referral to the Delonis Center. If it is after 5pm or weekend, please come to the Delonis Center and we'll assist ensuring you're served. Families, please contact HAWC to be referred to appropriate shelter resources.

What is provided? – Individuals are provided a safe place to sleep each night and can access a wide variety of services including meals, case management, medical care, and most importantly help finding permanent housing.

Where is overnight shelter provided? - Nighttime accommodations are at the Delonis Center; 312 W. Huron St., Ann Arbor, and at offsite locations including Congregation partners throughout the County, and there is an overnight shelter in Ypsilanti. During day-time hours, those seeking overnight shelter should first contact HAWC to obtain a referral for shelter at 734-961-1999. If it is after 5pm or weekend, please come to the Delonis Center or call the Delonis Center at 734-662-2829 and we'll assist with ensuring you're served and provide transportation to an offsite location if needed.

What about during the daytime? – Daytime shelter accommodations are available throughout the winter shelter season. Day shelter is provided through a partnership with the local group MISSION. Day-time accommodations will also be provided, Monday-Thursday at Freighthouse in Ypsilanti in partnership with the City of Ypsilanti. Please see the schedule below for a list of locations. Some Day-time sites open hours vary. If you are seeking day shelter on the weekend, please call 734-662-2829 to be given the most up to date information. We will have day-time shelter accommodations 7 days a week.

How can I be connected to housing resources? An Intake Specialist will connect with you via phone to discuss housing resources and share information about SAWC housing case management assisting you with your housing search. See staff member to complete an intake and be connected to a case manager.

Who's here to support me during my housing crisis? There are a number organizations devoted to helping you. Whether you call Housing Access of Washtenaw County or visit the Delonis Center for shelter, you will be connected to a network of almost 30 organizations to help you with moving into safe, permanent housing.

Please contact the Delonis Center at 734-662-2829 if you have any questions or need more information.

Day Time Warming Shelter Location(s)		
Location	Address	Month/Dates
Freighthouse (Mon. – Thur., 8-6pm)	100 Market Pl, Ypsilanti, MI 48198	November 13, 2023 – March 31, 2024
Zion Lutheran Church (Mon.-Fri.)	1501 W. Liberty, Ann Arbor	November 13, 2023 – December 1, 2023
Journey of Faith (Mon. – Fri.)	1900 Manchester Rd, Ann Arbor	December 4, 2023 – December 15, 2023
First Baptist Church (Mon.-Fri.)	517 E. Washington St., Ann Arbor	December 18, 2023 – December 29, 2023
St. Mary's Student Parish (Mon.-Fri.)	331 Thompson St, Ann Arbor	January 1, 2024 – February 2, 2024
First Baptist Church (Mon.-Fri.)	517 E. Washington St., Ann Arbor	February 5, 2024 – February 16, 2024
First Congregational Church (Mon.-Fri.)	608 E. Williams, Ann Arbor	February 19, 2024 – March 1, 2024
Journey of Faith (Mon.-Fri.)	1900 Manchester Rd, Ann Arbor	March 4, 2024 – March 29, 2024
Delonis Center (Weekends only)	312 W. Huron St., Ann Arbor	November 13, 2023 – March 31, 2024

WASHTENAW URBAN COUNTY NEEDS ASSESSMENT PUBLIC HEARING

2024-2025 Annual Action Plan

Presented by Washtenaw County
Office of Community and Economic Development
December 6, 2023

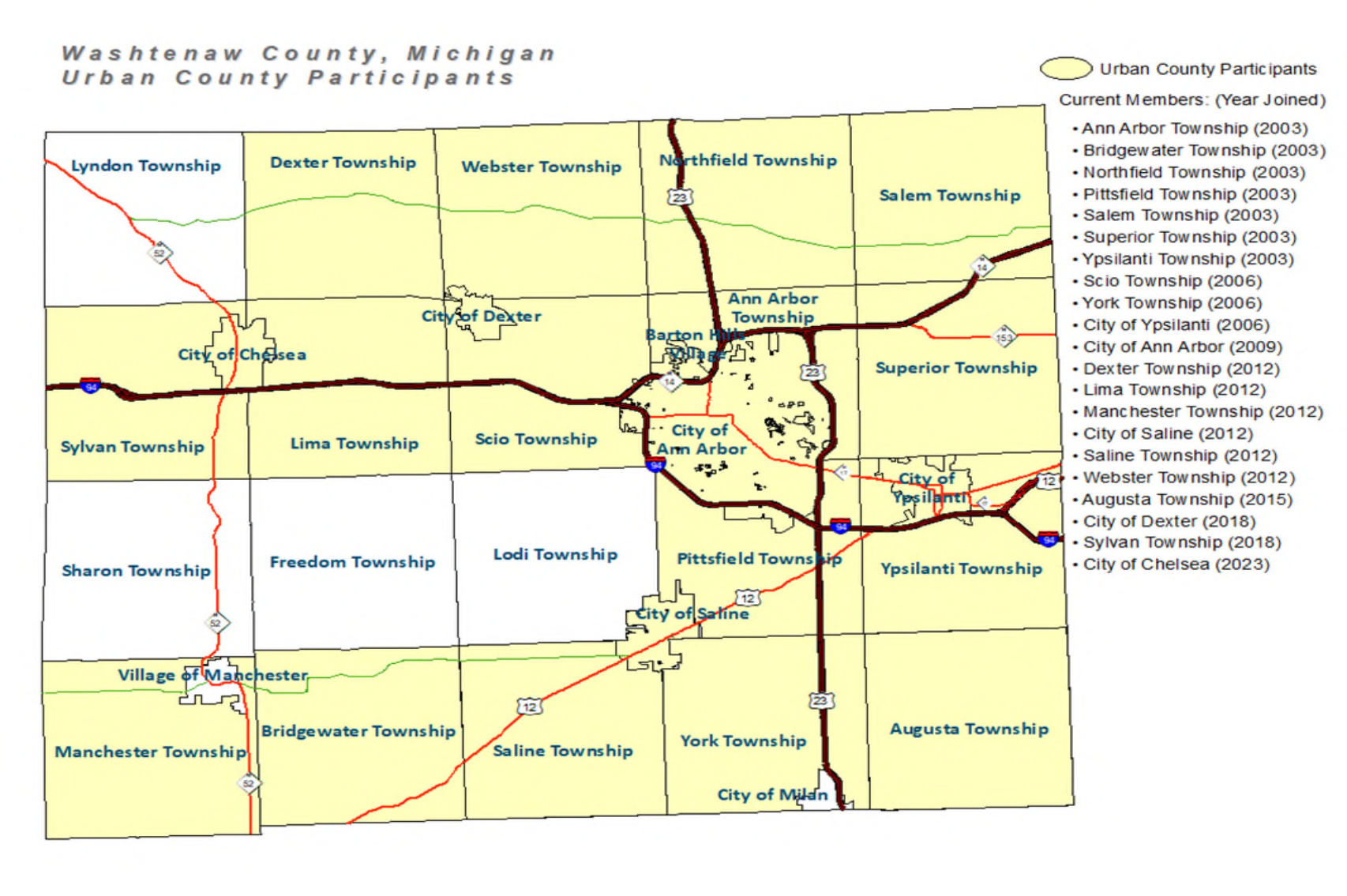
Washtenaw Urban County Needs Assessment Presentation & Public Hearing

Options for public input on the 2024-25 Annual Action Plan include:

1. Today's Public Hearing
2. Submit written comments or request additional information by contacting Tara Cohen at cohent@washtenaw.org or 734.544.3039.

Public comment period is open until January 4, 2024.

Washtenaw Urban County: 21 Local Units of Government (as of 2023)



Annual Action Plan: How it Fits in with Other Plans

- **2024 Annual Action Plan**

- Will be the 2nd Annual Action Plan of the 2023-2027 Five-Year Consolidated Plan
- 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, 2024 – June 30, 2025

- **2023-2027 Consolidated Plan**

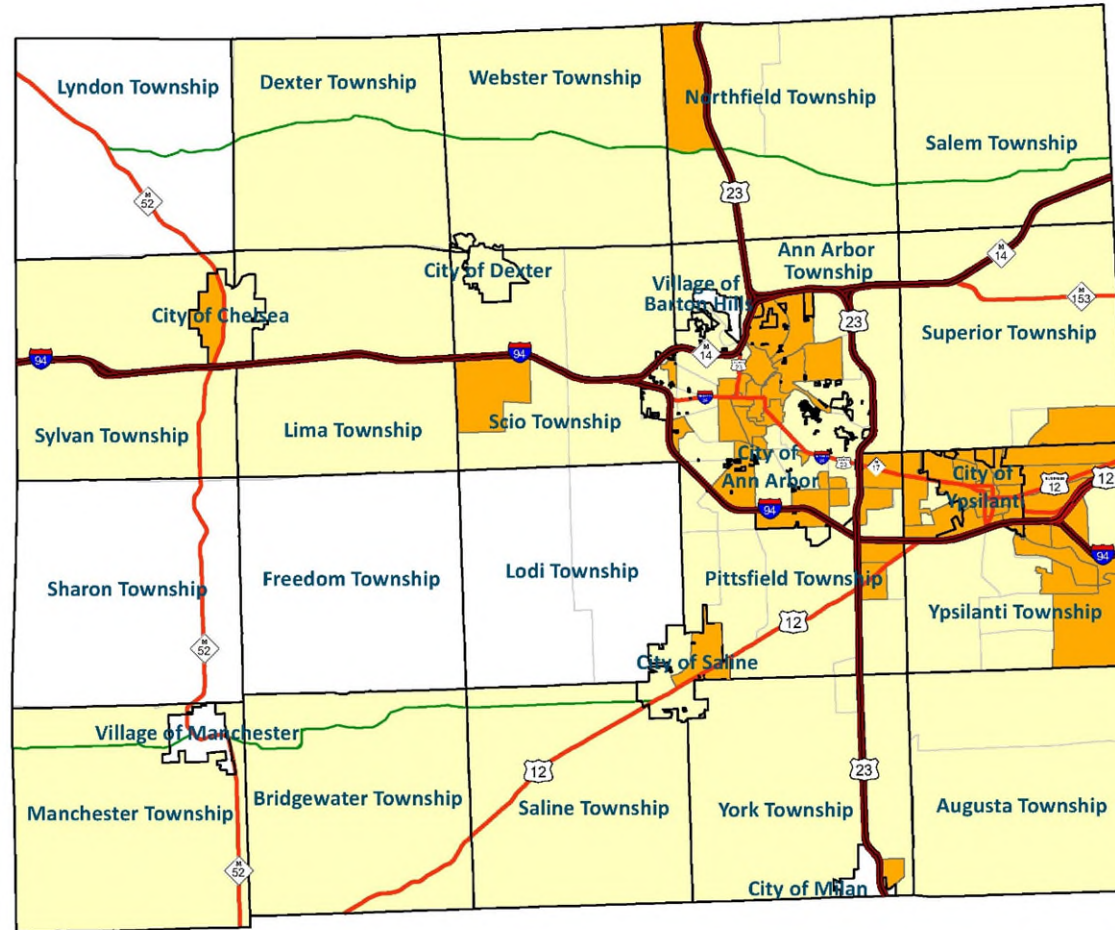
- Adopted by Urban County in May 2023, goals framework came from 2022 Assessment of Fair Housing
- Established goals and strategies for addressing and prioritizing local needs through HUD funding
- Included community input, a needs assessment, housing market analysis, using HUD-mandated data
- Covers five fiscal years: July 1, 2023 – June 30, 2027

Annual HUD Grants

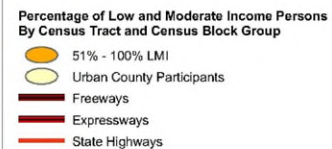
As an “Entitlement Grantee” of HUD, the Washtenaw Urban County receives:

- 1) Community Development Block Grant funds (CDBG)
- 2) Home Investment Partnership Program funds (HOME)
- 3) Emergency Solutions Grant (ESG)

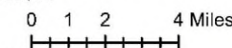
Community Development Block Grant (CDBG)



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



Source: American Community Survey (ACS) 5-Year 2011-2015 Low
and Moderate Income Summary Data, U.S. Census Bureau,
Released by U.S. Department of Housing and Urban Development
February 2019



The map shown here is for illustrative purposes only, and is not
suitable for site-specific decision-making. The data depicted
is compiled from a variety of sources. While this information is
provided with the understanding that the conclusions drawn
from the data are solely the responsibility of the user. Any
assumptions of the legal status of this data are hereby disclaimed.
Last Update: 12/16/2022 Washtenaw County Office of Community
and Economic Development



CDBG Eligible Activities - Examples



*Parkridge Park Playground
(City of Ypsilanti)*



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



*ADA Sidewalk ramps
(City of Ypsilanti)*



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

HOME Investment Partnership Program (HOME) Objectives & Eligible Projects



Emergency Solutions Grant (ESG) Objectives & Eligible Projects

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

Public Hearing & Next Steps

Action Plan Development timeline:

- CDBG Local Projects –Applications are due by Feb. 29th, 2024
- Affordable Housing RFP (HOME funds/Ann Arbor CDBG funds) – Proposals due Feb. 2nd and recommendations to UCEC at the March UCEC meeting.
- Public Hearings to provide feedback on draft of 2024 Action plan (dates subject to change):
 - April 10, 2024 - Urban County Executive Committee
 - April 11, 2024 - Housing and Human Services Advisory Board
 - April 17, 2024 - Board of Commissioners
- Final 2024 Action Plan is due to HUD by May 15, 2024 (subject to HUD award date).

Washtenaw County Office of Community and Economic Development

- Weatherization Assistance
- Housing Rehab
- Test and Tune Program

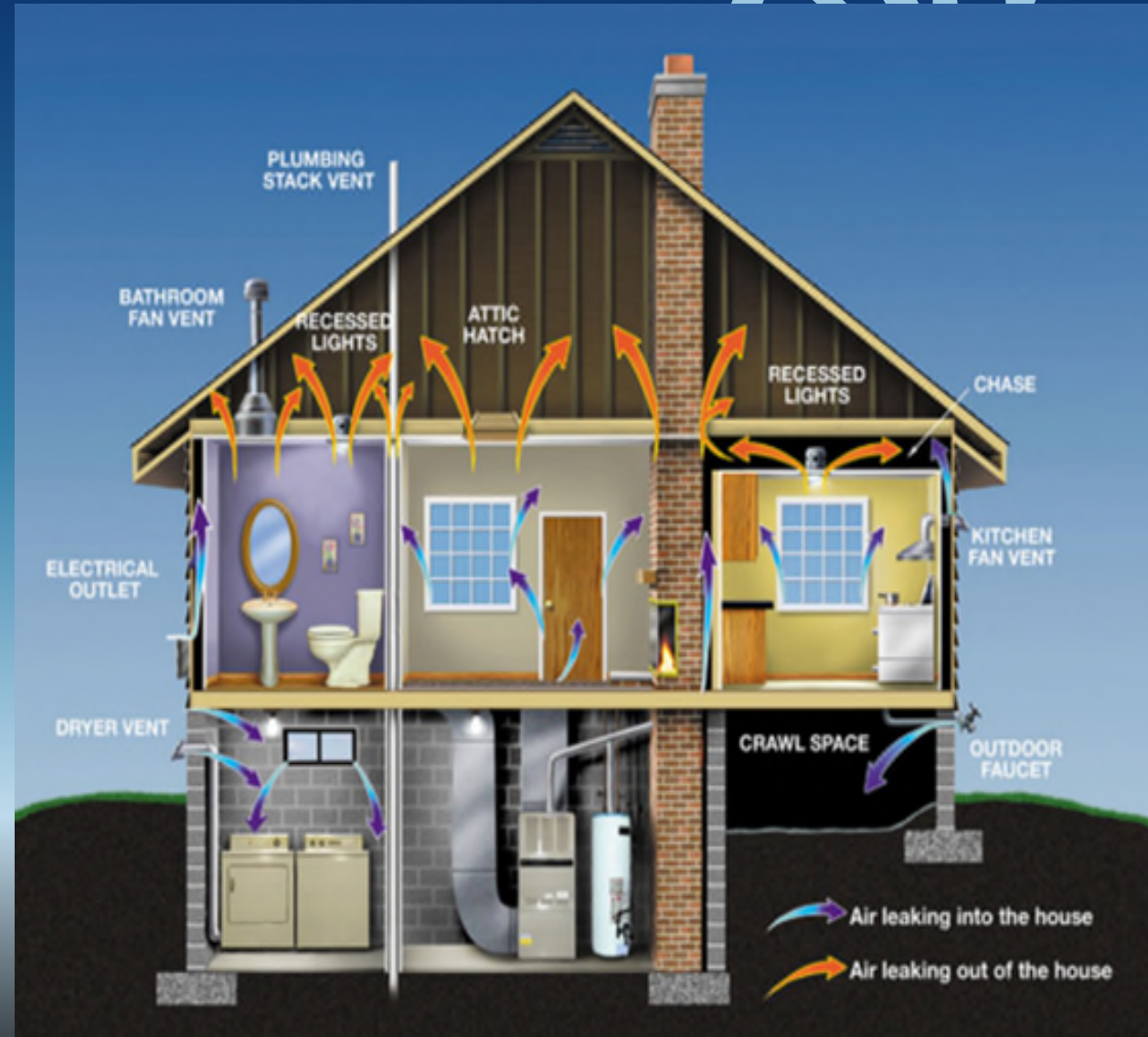


OFFICE OF COMMUNITY &
ECONOMIC DEVELOPMENT

Collaborative solutions for a promising future

Weatherization Assistance Program

What we do: We work to make income qualified homes more comfortable, energy efficient, and healthy.



Common Improvements:

- **Air Sealing throughout the home**
- **Attic Insulation**
- **Wall Insulation**
- **Foundation Insulation (sill box and crawlspace walls)**
- **Refrigerator Replacement**
- **Furnace or Boiler Replacement**
- **Ventilation (bath fan or range hood)**



Wrap around services: We assess the condition of the home and look for ways to prevent deterioration, increase your health and safety, and maximize the allowable amount of energy saving work on your home.

Some of these items may include:

- Roof replacements
- Necessary sewer repairs
- Asbestos remediation
- Knob and tube removal



Common Questions:

How Does the Program Work?

- Apply to our program(s). If eligible, your project is assigned to an OCED licensed and approved contractor. OCED staff will monitor all work and will ensure that it is done correctly and within program guidelines.

What Does It Cost?

- Weatherization and the Test and Tune program are completely free.
- If housing rehabilitation is needed, smaller home repairs may be free for the applicant.
- Larger projects (roof replacement) will result in a 0% interest loan where a lien will be placed on the home. (With this lien, no payments are required until the time of sale or change in ownership.)

Washtenaw County Housing Program Eligibility

Eligibility is based on household income. Households receiving Supplementary Security Income (SSI) are automatically eligible.

2023 - Annual Income Limits by Household Size

1 - \$66,300	5 - \$102,250
2 - \$75,750	6 - \$109,800
3 - \$85,200	7 - \$119,250
4 - \$94,650	8 - \$128,700

Renters must obtain landlord approval.



Contact us for more information:

➤ Ella Clark: Eligibility Questions
734-544-3008
clarke@Washtenaw.org

➤ Laiken Davis: Test & Tune Questions
734-544-3005
davisl@Washtenaw.org

➤ Heidi Johnson: Weatherization
Program Manager
734-544-3022
johnsonh@Washtenaw.org

➤ Aaron Kraft: Housing Program
Manager
734-544-3019
krafta@Washtenaw.org

www.washtenaw.org/oced



Want to lower the cost of your energy bills?

The Washtenaw County Weatherization Program has EXPANDED. Income guidelines have INCREASED. All work is FREE of charge!



“

The Weatherization Program is an essential service for the community, especially senior citizens. It relieves a lot of hardship and at the same time, improves the overall community.

”



Income must be at or below 80% area median income (AMI) to qualify:

Household Size	1	2	3	4	5	6
Income Limit 80% AMI	\$66,300	\$75,750	\$85,200	\$94,650	\$102,250	\$109,800

Homeowners and renters can apply!

Benefits of Weatherization:

- Comfort
- Lower Utility Bills
- Energy Savings
- Improved Health and Safety



OFFICE OF COMMUNITY &
ECONOMIC DEVELOPMENT
Collaborative solutions for a promising future

Contact us at bit.ly/Wx-app
(734) 544-3008
415 W. Michigan Ave, Ypsilanti



Drafty home?

Free in-home service available!

The Washtenaw County Weatherization Program has EXPANDED. Income guidelines have INCREASED. All work is FREE of charge!



- Weatherization can include:
- Home Energy Inspection
 - Air Sealing and Insulation
 - Furnace Replacements
 - Fresh Air Bath Fan

“ When I first heard about the program, I hadn't had any heat in 4 days. When I found out they were going to replace my furnace, I cried. I was just beyond grateful to have a program that helps out senior citizens. ”



Income must be at or below 80% area median income (AMI) to qualify:

Household Size	1	2	3	4	5	6
Income Limit 80% AMI	\$66,300	\$75,750	\$85,200	\$94,650	\$102,250	\$109,800

Homeowners and renters can apply!

Benefits of Weatherization:

- Comfort
- Lower Utility Bills
- Energy Savings
- Improved Health and Safety



OFFICE OF COMMUNITY & ECONOMIC DEVELOPMENT
Collaborative solutions for a promising future

Contact us at bit.ly/Wx-app
(734) 544-3008
415 W. Michigan Ave, Ypsilanti

WASHTENAW URBAN COUNTY EXECUTIVE COMMITTEE

2024 MEETING SCHEDULE

(SECOND WEDNESDAYS)

DRAFT

March 13, 2024 (Virtual)

April 10, 2024 (In-person)

May 8, 2024 (In-person)

July 10, 2024 (Virtual)

September 11, 2024 (In-person)

November 13, 2024 (Virtual)

December 11, 2024 (Virtual)

For additional information on these meetings, contact Jasmyne Townsend, (734) 544-3056, townsendj@washtenaw.org.

In-person meetings will be held at Washtenaw County Learning Resources Center (LRC), 4135 Washtenaw Ave, Ann Arbor, MI 48107, unless otherwise noted. Zoom will be made available for public participation. Meeting details, including Zoom links, are posted online here: www.washtenaw.org/calendar.

Please note that closed captions will be enabled in Zoom. The County of Washtenaw will provide the necessary auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon seven (7) days' notice to the County of Washtenaw. Individuals with disabilities requiring auxiliary aids or services should contact the County of Washtenaw by calling the following: Phone (734) 222-6850, TDD (734) 994-1733.



BYLAWS

WASHTENAW URBAN COUNTY EXECUTIVE COMMITTEE

Deleted: FINAL

Formatted: Centered

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"). In addition, the Committee is responsible for hearing individual concerns/complaints, reviewing pertinent information and granting waivers of the Washtenaw County Housing Program Guidelines.

Deleted: and other

Deleted: State and Federal Programs awarded to the Committee....

Policies set by the Committee shall be brought to the County Board of Commissioners for final approval.

Formatted: Highlight

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 March 18, 2008; February 28, 2012; October 23, 2012; December 6, 2023, with Board of Commissioners approval on

Deleted: ,

Deleted: amended

Deleted: , and amended

Formatted: Highlight

Deleted: !

Formatted: Highlight

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. As of Fiscal Year 2023, beginning July 1, 2023, the Committee shall have twenty-one (21) 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.

Deleted: For t

Deleted: he

Deleted: period July 1, 2012 through June 30, 2015,

Deleted: nineteen (19)

Each member of the Committee may appoint one or more designee, 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 new fiscal year, typically in July. Members may remove designees or appoint additional designees at any time after the initial submission.

Deleted: ,

Deleted: and Saline; the President of the Village of Manchester.

Deleted: c

Deleted: (s)

Deleted: cooperative year period,

Deleted: of every third calendar year.

Deleted:

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. The City of Ann Arbor is an exception, as the Mayor makes new committee appointments every 2 years for City Council; this would not be considered resignation by the designee (City Council Member) when replaced after 2 years serving on the UCEC.

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:

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 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 a staff liaison from the Washtenaw County OCED. 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 7 times at minimum in a calendar year. 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 notices. Meetings and public hearings may also be held virtually, in compliance with the 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 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

Deleted: .

Deleted: member

Formatted: Not Highlight

Deleted: beginning July 1, 2012:

Deleted: his or her

Formatted: Indent: Left: 0.5"

Deleted:

Deleted: the

Deleted: Office of Community & Economic Development

Deleted:

Deleted:

Deleted:

Deleted:

Deleted: &

Deleted:

Deleted: on a monthly basis and shall generally be on the fourth Tuesday of each month

Formatted: Highlight

Deleted: T

Deleted: hearing

Deleted:

Deleted:

Deleted:

Deleted: second

Deleted:

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.

Deleted:

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.

Deleted:

Deleted:

Deleted:

Deleted:

Formatted: Font color: Text 1

Deleted: ¶
¶

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 jurisdiction with a current Cooperative Agreement with Washtenaw County (I.e. for current three-year HUD authorization period) 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:

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 a HUD formula that calculates the percentage of CDBG project funding for each member jurisdiction 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.

HOME funding

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

Deleted:

Deleted:

Deleted:

Deleted: member

Deleted: of the Committee

Deleted: .

Deleted: 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

Formatted: Font: Times New Roman, 11 pt

Formatted: Font: Times New Roman, 11 pt

Formatted: Font: Bold, Underline

Formatted: Indent: Left: 0.5"

Deleted: The

Formatted: Font: Times New Roman, 11 pt

Formatted: Font: Times New Roman, 11 pt

Deleted: is

Formatted: Font: Times New Roman, 11 pt

Formatted: Font: Times New Roman, 11 pt

Formatted: Font: Italic

Formatted: Font: Times New Roman, 11 pt

Field Code Changed

Deleted: 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.

Formatted: Font: Not Bold, No underline

Formatted: Font: Not Bold, No underline

Formatted: Font: Not Bold, No underline

Formatted: Font: Not Bold, No underline

Formatted: Font: Not Bold, No underline

Formatted: Font: Not Bold, No underline

Formatted: Font: Not Bold, No underline

Formatted: Font: Not Bold, No underline

Formatted: Font: Not Bold, No underline

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.

Formatted: Font: Bold, Underline

Formatted: Font: Bold, No underline

Project Approvals: Projects are approved through Annual Action Plans, which will include a comprehensive table of planned activities summarizing projects and funding amounts under CDBG, HOME, and ESG grant programs for a specific fiscal year. This approval is a two-step process; UCEC votes to approve, followed by approval from the Board of Commissioners.

Formatted: Font: Not Bold, Underline

Formatted: Indent: Left: 0"

Formatted: Not Highlight

Formatted: Font: Bold, Not Highlight

Formatted: Not Highlight

Formatted: Not Highlight

VIII. VACANCY PROCEDURE

Vacancies resulting from expiration of a community representative's term in office, or from a resignation or removal, shall be filled as soon as reasonably possible to promote full Committee 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 orientation materials to that new member, which includes 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.

Deleted: 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.

Deleted: members

Deleted: s

Deleted: s

Deleted: membership

Deleted:

Formatted: Font color: Red

Deleted:

Deleted: an orientation

Formatted: Font color: Red

Deleted: for

Deleted: an introduction to the Chair, as well as

Deleted: IVIII

Deleted:

Deleted: IX

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.

X. CONFLICT OF INTEREST

Policy: Employees, agents, consultants, officers, or elected or appointed officials of the County or Urban County 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:

Deleted: Jurisdictions

- 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.

Deleted:

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.

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 Office of Community Development. However, this waiver must be processed by HUD before any funding is expended on such a project.

XI. AMENDMENT OF BYLAWS

These Bylaws may be amended at any regular 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. The amended bylaws shall be brought to the County Board of Commissioners for final approval.

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

Date of Amendment by Committee: _____ ; Board of Commissioners approval: _____

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](#).

Deleted:

Formatted: Font color: Red

Deleted: /City of Ann Arbor

Deleted:

Deleted: X

Deleted: joint

Formatted: Highlight

Deleted: ¶