I. Public Comment

II. Announcements
   A. Introductions

III. Minutes
   A. 7-10-19 Meeting Minutes – Review & Approval (ACTION)

IV. General Administration
   B. Presentation – Washtenaw County Brownfield Redevelopment Authority (Nathan Voght)
   C. CDBG annual award and allocation letters to local units
   D. Policy & Procedural Considerations: CDBG Allocations for Local Units (DISCUSSION ONLY)
   E. Cancelation of December 4th UCEC Meeting (ACTION)
   F. General Updates
      1) 2019 HUD Award Letter
      2) Housing Rehab Program SFR Waiver Approvals
      3) Ad Hoc Subcommittee
      4) Local Projects
      5) Community Announcements

V. Adjournment

Next Meeting: Wed., October 2, 2019, 2:00 – 3:30pm, Washtenaw County LRC, Michigan Room
Members in Attendance: Treasurer Brenda McKinney (Superior Township); Cath Howard (Augusta Township); Craig Lyon (Pittsfield Township); Councilperson Elizabeth Nelson (City of Ann Arbor); Joe Meyers (City of Ypsilanti); Clerk Karen Lovejoy Roe (Ypsilanti Township); Supervisor Marlene Chockley (Northfield Township); Michael Moran (Ann Arbor Township); Michelle Aniol (City of Dexter)

Communities Absent: City of Saline; Bridgewater Township; Dexter Township; Lima Township; Manchester Township; Salem Township; Saline Township; Scio Township; Sylvan Township; Webster Township; York Township

OCED Staff Present: Mirada Jenkins, Morghan Williams Boydston, Tara Cohen

Guests: Chris Brown (Habitat for Humanity of Huron Valley); Marta Larson (Whitmore Lake resident); Pam Kisch (Fair Housing Center of Southeast and Mid MI)

Meeting called to order: 2:10pm

Mirada Jenkins, OCED Housing and Infrastructure Manager, called the meeting to order and explained that she would be facilitating due to Commissioner Morgan’s unexpected absence (another meeting ran longer than planned).

I. Public Comment – None

II. Announcements
   • Introductions were made around the room.

III. Minutes - Approval of 6-6-19 Meeting Minutes (ACTION)
Following Meyers’ seconding the motion to approve the June meeting minutes, Chockley pointed out Item IV.A where she was named as having asked a question that she did not recall asking, pertaining to Avalon Housing (CHDO) operating costs. Cohen responded that it is possible she may have confused her with someone else and will make a correction to the minutes.

Meyers stated that this can be treated as a “friendly amendment” and therefore the group did not need another motion for this item.

Moved by Lovejoy Roe. Support by Meyers.
Motion passed (with “friendly amendment” that Cohen will make one revision to item IV.A to replace Chockley with “a UCEC representative.”)

IV. General Administration
   A. Fair Housing Presentation (Pam Kisch, Fair Housing Center of Southeast & Mid MI) – Pam Kisch, Executive Director of the Fair Housing Center of Southeast & Mid MI, passed out a 1-page “Fair Housing Quiz” handout for everyone to complete individually. After everyone completed the quiz, Kisch led the group aloud through the correct answers for each question, followed by brief
discussion and questions from Committee members and staff. After this activity, Kisch showed an online film by Mark Lopez called Segregated by Design (www.segregatedbydesign.com). The film is based on Richard Rothstein’s book The Color of Law: A Forgotten History of How our Government Segregated America.

After the film, Moran asked whether it is available and free to distribute. Kisch replied that it is intended to be shared widely. Cohen agreed to send out the website link to the UCEC listserv.

B. Washtenaw County 2019 Point-in-Time Review (Morghan Boydston Williams, OCED)

OCED Human Services Manager Morghan Boydston Williams presented on the most recent Point-in-Time Homeless Count (“PIT Count”) in Washtenaw County, which was conducted on January 30, 2019 between the hours of 10PM and 2AM (for the unsheltered count). The presentation was included in the meeting packet found here.

One committee member asked how the date and time is selected. Williams explained that HUD requires every Continuum of Care (CoC) across the U.S. to conduct the PIT count during the last week of January, however the local CoC gets to choose the specific night of the week.

Howard commented that the polar vortex this past winter had resulted in some churches and other locations opening their doors to serve as informal shelters, most likely getting the word out on the neighborhood level. She noted that these sites wouldn’t may not have been surveyed since they were not part of the more formal network of known/established shelters.

A brief discussion took place about how HUD defines “chronic homelessness” and whether there are common understandings of the definition. (More information can be found here on the HUD Exchange website.)

C. General Updates

1) 2019-20 Action Plan approved by BOC; OCED submitted to HUD

2) Ad Hoc Subcommittee updates – Cohen stated that the following four (4) members have volunteered for the subcommittee to address CDBG funding set-asides: Aniol, Chockley, Howard, and Lyon. She mentioned that they are just waiting on one person to complete the online meeting calendar poll, at which point Cohen will confirm the date and time for the first meeting, likely to be in August. She noted that the goal is to meet twice before mid-October, so that the full UCEC can decide on any relevant process guidelines in time for the 2020 Action planning process beginning in November.

3) Local Project updates - Cohen provided some brief updates on CDBG-funded infrastructure and demolition/affordable housing projects underway or with pending contracts, which can be found in the packet.

4) Community Announcements/updates – Aniol announced that on July 16th the City of Dexter will be holding a public forum for Avalon Housing to educate the public about their organization’s work and share plans for the Dan Hoey project. Aniol explained the context for this forum, in that a small group of residents in Dexter are advocating against this project to construct affordable housing. This group has expressed opposition to the City selling the land to Avalon Housing, and their petition has approximately 50 signatures thus far. Aniol’s sense is that
the City Council will not back away from the Dan Hoey project, also noting positive newspaper coverage in both the Sun Times and a second (online) paper.

V. **Adjournment** - Jenkins adjourned the meeting at 3:23pm (quorum no longer present).

Adjourned: 3:23pm

The 2018-19 CAPER provides information and accomplishment data related to Community Development Block Grant, HOME Investment Partnerships, and Emergency Solutions Grant programs for the time period July 1, 2018 - June 30, 2019. This CAPER marks the Year 1 of 5 for the current Five Year Consolidated Plan that covers Fiscal Years 2018-2022. The full draft report can be accessed here. In brief, highlights of the Urban County’s accomplishments include:

- 43 homeowners received completed projects through the Housing Rehabilitation Program;
- 11 homeowners received completed projects through the City of Ypsilanti’s Clean & Green Pilot Program;
- 12 households become homeowners through the Acquisitions, Development Resale program in partnership with Habitat for Humanity;
- Approximately 200 low- to moderate-income persons received improved access to public services with Peace Neighborhood, a Community Based Development Organization (CBDO) with Washtenaw County;
- Approximately 126 low – to moderate – income persons received improved access to public services with Community Action Network (CAN), also a certified CBDO with Washtenaw County;
- Approximately 751 persons were provided homeless prevention services, and 14 households were provided rapid re-housing services or tenant-based rental assistance; a total of 73,930 bed-nights were provided at homeless shelter facilities (91.95% capacity utilization) through the Emergency Solutions Grant (ESG);
- City of Ypsilanti completed the installation of a new, accessible playground with sensory play components in Riverside Park, the City’s premier outdoor event venue. This park improvement is estimated to benefit approximately 17,765 low- to- moderate income residents.
- The Washtenaw Avenue Sidewalk Infill project was completed in Pittsfield Township, thus making critical progress on Reimagine Washtenaw, a local place-making initiative for Washtenaw Avenue, benefiting approximately 1,905 low- and moderate-income residents.
- In Ann Arbor, the Bryant Community Center was rehabbed and expanded – a hub for youth programming and a local food pantry program that is now able to offer new and improved services to families that participate in programs – benefiting 4,460 low-income residents.
The public comment period began August 19, 2019 and will continue through September 20, 2019. Today’s public hearing invites participation and/or written comments on the draft plan from any person having an interest, or their duly appointed representative, in the twenty (20) Urban County jurisdictions.

Presentation on Washtenaw County Brownfield Redevelopment Authority (Nathan Voght, OCED)

Nathan Voght, Washtenaw County Brownfield Redevelopment Coordinator and Relimage Washtenaw Project Manager at OCED, will present on the County’s Brownfield Redevelopment Authority. This brief presentation will include the BRA’s history and purpose, as well as the details of its various grant programs for environmental assessment efforts. Presentation slides are included in the meeting packet.

CDBG Annual Award and Allocation Letters to Local Units

As a new practice for 2019 CDBG funding, OCED will be sending out annual award and allocation letters to each local unit that either a) was approved for a project utilizing their 2019 formula allocation, and/or b) was awarded 2019 CDBG priority funding through a UCEC approval process. In the case that a local unit has an approved project using formula allocation and was awarded priority funds, that unit will receive a single letter addressing both grants. OCED is still awaiting the 2019 grant award letter from HUD. We plan to send out letters within 10 days of receiving our County’s grant award, and will continue this practice in subsequent years.

Policy & Procedural Considerations: CDBG Allocations for Local Units (DISCUSSION ONLY)

Over the last several months the UCEC has had numerous discussion about how our local units utilize their CDBG formula allocations. In the interest of increasing efficiencies for CDBG budgeting and keeping CDBG funds moving steadily, staff is requesting the Committee re-visit the ideas brought up at our June meeting to create policies and procedures to guide the Urban County starting with 2020 funding. As mentioned previously, common past practices such as local units “banking” their allocations over multiple years, or waiting several years before spending programmed funds, have created planning challenges for staff. Additionally, HUD requires that the County’s CDBG fund balance must never exceed 1.5 times the annual allocation.

To recap from the June meeting, ideas to consider for a future policy and procedures included the following:

- Allocations must be programmed in an Annual Action Plan (i.e. tied to a specific project or project type) in order for a local unit to receive those funds; this would mean that a Local unit could not “bank” its allocations over multiple years without specifying project(s) for each year’s allocation they wish to utilize.
- CDBG allocations and balances would expire at the end of the five (5) years of the Consolidated Plan timeframe.
  - For example, for the current Consolidated Plan period of July 1, 2018 through June 30, 2023, any allocations programmed in the 2018 - 2022 Annual Action Plans would need to be spent by June 30, 2023, otherwise they would go back into the general CDBG funding pot.
For pre-2018 allocations specified in an Action Plan – or balances on pre-2018 completed projects – local units would be allowed a grace period until June 30, 2023 to expend those funds.

As requested by the UCEC, Tara Cohen conducted research on best practices from other Urban Counties. Genesee County, who undertook an extensive research effort a few years ago by speaking with CDBG entitlement grantees of similar size nation-wide, has provided a variety of promising practices for our Urban County to consider. Specific practices shared by Genesee County – to consider in addition or instead of the bullets above – are as follows:

- **Collect 3 years’ worth of CDBG project applications at once, or alternatively, create 3 distinct funding groups of local units of government based on geography and size, with each group assigned to a specific funding year.**

- **County executes 1-year contracts with local units for approved eligible projects as soon as the County receives its annual grant award each fall.**

- **Allow local units to request a specific year in which they will carry out their project using their formula allocation (i.e. Year 1, 2, or 3).**

- **Require public participation at the local level for CDBG-funded projects (e.g. documentation of public meeting minutes would be one of the required supporting documents submitted with the CDBG project application).**

- **Enact a process for local units to formally designate their annual allocation to Housing Improvement Program (i.e. Single Family Rehab Program) if they do not have an eligible local project in a given year.**

### Housing Rehab Program Waiver Approvals

The Housing Program Guidelines state that any single project under the Owner-Occupied Housing Rehabilitation Program that exceeds $25,000 of assistance must be approved by the OCED Director, and that such approvals must be reported out to the UCEC. To that end, please be advised that OCED Director Teresa Gillotti recently approved exceptions on two specific rehab projects for homeowner-occupied houses. Aaron Kraft, OCED’s Housing Improvement Program Supervisor, expects that the bids for the following two projects will exceed the $25,000 threshold. Ms. Gillotti has approved both projects.

1) Basic home improvements for the resident/homeowner on Johnson Street in Ypsilanti Township. Project includes a new furnace, plumbing work and a variety of other critical repairs.

2) Massive rubber roof replacement for a resident/homeowner on E. Delhi in Scio Township. This project was not feasible under the roof replacement program due to the condition of the roof and framing around the roof as well as the extent of the work required to conduct lead-based paint test and mitigate LBP hazards that were identified in the home.

### Local Project Updates

As always, a number of infrastructure/facilities and affordable housing projects are in various early stages or in the queue for environmental review (ER), which sometimes entails Tribal
notification and/or submission of an application packet to the State Historic Preservation Office within MSHDA at the front end of the ER process. Noteworthy progress since the July meeting on projects under contract or pending contract award include:

Ypsilanti Township:
- Foley Avenue (2018 CDBG): Tara Cohen is working with Washtenaw County Road Commission and Cadillac Asphalt on completing the paperwork required prior to issuing a notice to proceed to the General Contractor. Construction is now expected to be completed within the next few weeks.
- Washtenaw Avenue Sidewalk (2014/2015/2016 CDBG): The Township and OCED obtained the last of the easements, and project is expected to be completed this fall or spring at the latest.
- Schooner Cove Bus Shelter (2016/2017 CDBG): A pre-bid meeting for the construction RFP was held on August 28, and the bid opening occurred today (9/4), with the option for substantial completion either this fall or to be delayed until spring.

City of Ypsilanti
- The bid opening for ADA Ramps in LMI areas of Ypsilanti – using 2018 CDBG allocation dollars – occurred August 13th, and the contact award will be approved by City Council on September 10th, with construction to be completed this fall.

City of Ann Arbor/Ann Arbor Housing Commission:
- Swift Lane (2017/2018 CDBG; City of Ann Arbor CDBG Program Income): Demolition is currently in process; the larger project will ultimately result in new affordable housing units in Ann Arbor.

Project Pre-Qualification Activities – Augusta Township recently concluded a household income survey for 2 distinct service areas (one in the Village of Willis and a second in the Village of Whittaker), in order to demonstrate 51% or greater of the population in each of the 2 service areas are Low- or Moderate-income. Survey results are still being analyzed as of the writing of this meeting packet. If response rates and data analyses yield favorable results, Augusta will utilize their 2018 and 2019 CDBG allocations for their proposed LED street lighting project to improve pedestrian safety and overall accessibility.

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

Consolidated Annual Performance & Evaluation Report
July 1, 2018– June 30, 2019

Presented by Washtenaw County
Office of Community and Economic Development
September 4, 2019
Options for Public Input

Options for input on the 2018-19 CAPER include:

1. Today’s Public Hearing
2. Submitting written comments/requesting additional information by contacting Tara Cohen at cohent@washtenaw.org or 734.544.3056.

Public comment period open until September 20, 2019.
What is the CAPER?

- Acronym for the Consolidated Annual Performance & Evaluation Report
- A report due annually to US Department of Housing & Urban Development
- Always due 90 days after the end of the fiscal year that is being reported on (Deadline of Sept. 27)
- Provides outcome data for the goals established in Annual Action Plan
- Also includes expenditure data for the 3 grant sources received annually by Washtenaw Urban County
  - Community Development Block Grant program (CDBG)
  - Home Investment Partnership program (HOME)
  - Emergency Solutions Grant program (ESG)
Washtenaw Urban County

Current Members: Year Joined
- Ann Arbor Township (2003)
- Bridgewater Township (2003)
- Northfield Township (2003)
- Pittsfield Township (2003)
- Salem Township (2003)
- Superior Township (2003)
- Ypsilanti Township (2003)
- Scio Township (2006)
- City of Ypsilanti (2006)
- City of Ann Arbor (2009)
- Dexter Township (2012)
- Lima Township (2012)
- Manchester Township (2012)
- City of Saline (2012)
- Saline Township (2012)
- Webster Township (2012)
- Augusta Township (2016)
- City of Dexter (2018)
- Sylvan Township (2018)
2018-19 Expenditures by Program Area

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Resources Made Available</th>
<th>Amount Expended During Program Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDBG</td>
<td>$2,109,235.00</td>
<td>$2,176,275.50</td>
</tr>
<tr>
<td>HOME</td>
<td>$1,390,533.00</td>
<td>$967,308.10</td>
</tr>
<tr>
<td>ESG</td>
<td>$166,259.00</td>
<td>$168,365</td>
</tr>
</tbody>
</table>
Highlights from 2018-19

Homeownership & Keeping People in Their Homes
• 43 homeowners served by OCED’s Housing Rehabilitation Program, representing 10 Urban County member communities
• 12 households became new homeowners through the Habitat for Humanity ADR program

Improvements to Public Infrastructure & Facilities
• A state of the art accessible playground was installed in the City of Ypsilanti’s Riverside Park, expected to benefit more than 17,700 Low- to- moderate-income residents.

Services for Low-Income Youth & Families in Their Neighborhoods
• Approximately 326 low-to-moderate income individuals received services through one of the County’s two Community-Based Development Organizations - Peace Neighborhood Center and Community Action Network SE.
Community Infrastructure Projects

New Accessible Playground in Riverside Park, City of Ypsilanti

- Expected to benefit more than 17,700 low- to moderate-income residents
Community Infrastructure Projects

Major Rehab & Expansion of Bryant Community Center, City of Ann Arbor

- Hub for youth programming and a local food pantry program
- Benefit to an estimated 4,460 low- to moderate-income residents
Public Hearing & Next Steps

Questions or Comments prior to the public hearing?
Washtenaw County
Brownfield Redevelopment Authority

September 4, 2019
Urban County Executive Committee
Background

• County Board of Commissioners formed the Brownfield Authority in 1999 under Act 381, Brownfield Redevelopment Financing Act
• 23 Local Units of Government participate in County (regional) Authority
• 15 completed brownfield projects (majority include TIF)
• 6 active projects (approved or under construction)
• Purpose of Act 381 and financing eligible brownfield activities through TIF is to “level the playing field” between brownfield and greenfield sites
Washtenaw County
Brownfield Tax Increment Financing

- Primary purpose of Act 381 is to level the playing field between “greenfield” and “brownfield” sites. The primary tool is a “Brownfield Plan” that finances brownfield costs using Tax Increment Financing (TIF) from the increase (incremental) in taxes paid on the improved property.
County Brownfield Incentives - Summary

1. Grants for Environmental Assessments/Due Diligence
   - Phase I Environmental Site Assessments (ESA) (records search)
   - Phase II ESA (Soil/vapor/groundwater testing)
   - Baseline Environmental Assessments (BEAs)
   - Public or non-profit-owned sites
   - Private sites

2. Grants/Loans for Environmental Clean-Up Activities

3. Tax Increment Financing to fund clean-up activities through a “Brownfield Plan”
Washtenaw County
Environmental Assessment Grant Program

• **New Incentive Program!**
  – Covers 100% of the cost of Environmental Assessments up to $15,000
  – Awards higher than $15,000 on a case-by-case basis

• Simple Application to the County Brownfield Authority

• Grant agreement allows applicant to use their own environmental consultant, provided customary competitive bidding process was followed
Downriver Community Conference Environmental Assessment Grant Program

- County is member of DCC
  - Public Sites: Covers 100% of the cost of Environmental Assessments up to $20,000
  - Private Sites: Covers 50% of the cost up to $10,000 maximum grant
- Simple Application sponsored by the County Brownfield Authority, to the DCC
- Assessment work must be done by any one of four pre-qualified DCC environmental consultants
Downriver Community Conference
EPA Revolving Loan Fund

• County is member of DCC
• EPA Grants and Loans, administered by the DCC, to assist with environmental activities
• EPA pre-qualification required (no viable liable parties)
• Funding currently limited
Washtenaw County
Local Brownfield Revolving Fund (LBRF)

• **New Incentive Program!**

• Local Brownfield Revolving Fund (LBRF) created from additional TIF capture from Brownfield projects around the County
  – Grants or Loans for public or non-profit sites, up to $1 million
  – Loans for private sites, up to $1 million

• LBRF can fund any eligible brownfield activities allowed under Act 381

• Brownfield Plan must be approved to utilize LBRF funding. Tax Increment Financing NOT required
Washtenaw County
Brownfield Plan and Tax Increment Financing (TIF)

- Most common brownfield incentive
- Brownfield Plan includes list of eligible activities that will be financed using Tax Increment Financing
- All activities approved by Local Unit first (through approval of a Brownfield Plan), then by the State through submittal of an Act 381 Work Plan (see Env. and Non-Env. Costs, below)
- Increase in taxes generated after redevelopment are captured and reimbursed to the developer and then Brownfield Plan expires
- Only *actual* cost of brownfield activities is reimbursed
- Two Types of Brownfield Costs may be Financed Using TIF:
  - **Environmental**: Environmental investigations, building demolition over contaminated areas, soil remediation, Demolition, lead/asbestos mitigation (under certain circumstances), Vapor Mitigation Systems (State approval by MDEQ)
  - **Non-Environmental**: Building demolition, asbestos/lead abatement, public infrastructure, public utilities, parking decks, rain gardens, streetscape improvements, special foundations to address soil concerns, site preparation (State approval by MEDC)
800 Lowell Housing - Ypsilanti

Assessment Funding
800 Lowell Housing - Ypsilanti

Assessment Funding
Federal Screw Works – Chelsea

DCC RLF Funding
Dexter Wellness Center – Dexter

TIF Funding
Dexter Wellness Center – Dexter

TIF Funding
544 Detroit St. – Ann Arbor

TIF Funding
Schoolpictures.com - Ypsilanti

TIF Funding
Nathan Voght  
Economic Development Specialist  
Washtenaw County Brownfield Authority  
Washtenaw County Office of Community and Economic Development  
voghtn@ewashtenaw.org  
734-544-3055