

**WASHTENAW URBAN COUNTY EXECUTIVE COMMITTEE MEETING**  
**Wednesday, March 6, 2019 - 2:00pm - 3:30pm**  
**Washtenaw County Learning Resource Center (LRC), Michigan Room**

**I. Members in Attendance:** Cath Howard (Augusta Township); Christine Green (Scio Township); Craig Lyon (Pittsfield Township); Councilperson Elizabeth Nelson (City of Ann Arbor); Joe Meyers (City of Ypsilanti); Clerk Karen Lovejoy-Roe (Ypsilanti Township); Supervisor Ken Schwartz (Superior Township)

**Communities Absent:** City of Dexter; City of Saline; Ann Arbor Township; Bridgewater Township; Dexter Township; Lima Township; Manchester Township; Northfield Township; Salem Township; Saline Township; Sylvan Township; Webster Township; York Township

**Facilitator/Chairperson:** Commissioner Jason Morgan (Washtenaw County Board of Commissioners)

**OCED Staff Present:** Mirada Jenkins, Tara Cohen

**Guests:** Chris Brown (Habitat for Humanity Huron Valley); Marta Larson (Whitmore Lake resident); Wendy Carty-Saxon (Avalon Housing).

Meeting called to order: 2:10pm

**I. Public Comment**

- Chris Brown of Habitat for Humanity of Huron Valley thanked their County partners for recommending funding for their proposal (RFP #7665), and noted that these grant funds will also be critical for leveraging additional funds to support their programs.
- Wendy Carty-Saxon of Avalon Housing offered her appreciation for staff's recommendation of their two proposed projects (RFP #7665), Glendale in Ann Arbor and Dan Hoey in Dexter.
- Marta Larson (Whitmore Lake resident/advocate) said that she was thrilled to see Northfield Township's priority project listed as a potential project in the draft Action Plan. She explained that the Committee working on the proposal met recently, and given the need for health care services in the Township, she is hoping to see the data from the Community Needs Assessment.

**II. Announcements**

- Introductions were made around the table.
- Tara Cohen requested that a member make a motion to amend agenda item IV-D to remove the word "Action" from the public hearing.

**MOTION made by Supervisor Schwartz. Support: Trustee Green.**

**III. Minutes - Approval of 2-6-19 Meeting Minutes (ACTION)**

*Moved by Supervisor Schwartz. Supported by Trustee Howard.  
Minutes approved unanimously.*

**IV. General Administration**

**A. Summary of FY 2019-20 Draft: Annual Action Plan**



Ms. Cohen presented on the draft summary of planned activities included in the draft Action Plan, reminding everyone that allocation estimates are based on 2017 funding levels given the uncharacteristic increase in 2018. She reviewed each item listed in the summary table that was provided as a large 11" x 17" handout at the meeting, as well as being projected on the large overhead screen. Ms. Cohen noted that the handout repeated all the information in the table they saw in their packet except the handout also includes the placeholders for HOME and ESG projects, all of which are yet to be determined.

Clerk Lovejoy Roe asked how the CDBG program income will be programmed in the Racially and Ethnically Concentrated Areas of Poverty (R/ECAPs), which are located in the City of Ypsilanti (Southside neighborhood) and Ypsilanti Township (LeForge area). Ms. Cohen reminded the group that this activity comes directly from the 2017 Washtenaw County Assessment of Fair Housing, which stated that all CDBG Program Income will be utilized specifically in the R/ECAPs for each of the five years covered by the 2018-2022 Consolidated Plan. Mirada Jenkins noted that OCED management is currently discussing a plan for a community engagement process that will inform the use of these funds.

#### **B. Affordable Housing RFP #7665: Overview of proposals & funding recommendations**

Per the [agenda summary](#) provided prior to the meeting, Ms. Jenkins provided an overview of the proposals received in response to RFP#7665 -- from Avalon Housing (a Community Housing Development Organization, or "CHDO"), Habitat for Humanity of Huron Valley, and Forest Hills Cooperative. With regard to Forest Hills, Ms. Jenkins mentioned that they had applied for and received funding in a previous funding cycle to develop a fund to subsidize membership fees for new members, and one component of their current proposal was seeking additional funding to continue that program. This component was not eligible for HOME funds, given that they did not provide income details for potential new members who would be utilizing those funds. The second component of their proposal -- which sought funding for programs to replace kitchen cabinets, range/stove, window seals, entry doors, storm doors, and entry locks -- could not be approved under HOME regulations' requirement for a Capital Needs Assessment to demonstrate justification for the use of funds toward that specific menu of improvements to the units. Ms. Jenkins explained that once the RFP process is complete, OCED would like to offer to work with Forest Hills to provide technical assistance for future applications for HOME funds. She continued by presenting the scoring matrix on the overhead (also included in the packet).

Several members asked questions about the scoring -- specifically wanting to understand the maximum scores for each category listed in the scoring summary page. Ms. Jenkins explained that because there are different scoring forms for rental programs vs. homeownership vs. coop vs. down payment assistance, each scoring tool specifies its own point maximums for each scoring criterion. That said, she noted that she will plan to format these summaries differently next year to provide improved transparency, and this will necessitate several separate scoring matrices on multiple pages in order to show the detail being requested. Chris Brown of Habitat for Humanity (one of the grant applicants) shared with the group that, as developers, the RFP does include a rubric that shows how all the areas are weighted.

Ms. Jenkins stated that while there was not enough funding to meet Avalon's full request for the Glendale duplex project, staff is recommending the use of Ann Arbor's CDBG program income to supplement the HOME funding in order to get closer to the requested amount. She noted that staff is recommending a grant of \$25,000 to Forest Hills to fund a Capital Needs Assessment (CNA), which would support any future grant applications. Chairperson Morgan asked how the funds would be handled in the case Forest Hills does not want a grant for a CNA; Ms. Jenkins clarified that the money could carry over to the next year, or it could be used to increase Avalon's grant award for their Glendale project.



For Avalon's Dan Hoey proposal, a member asked where this is located; Wendy Carty-Saxon (Avalon) stated that it is right across from the elementary schools. Clerk Lovejoy Roe expressed her excitement to see these units being built on the west side of the County and congratulated Avalon for these efforts.

In regard to the Habitat for Humanity proposal, Ms. Jenkins noted that the 10 homes are located in Ypsilanti Township, and several of them were already acquired by Habitat. Clerk Lovejoy Roe mentioned to the group that the County's Treasurer puts out a list in June for all homes that will go for auction in August, and she explained that municipalities have the first opportunity to purchase these properties. She noted that Ypsilanti Township will purchase some of these homes each year and then sell them to Habitat periodically for the homes to be rehabbed and sold affordably.

#### C. Schedule of Public Hearings on the FY2019-20 Draft Annual Action Plan

Ms. Cohen put the following list of dates on the projector showing next steps for the Action Plan process, and explained that the Plan cannot be submitted to HUD until HUD provides the grant awards and allocations can be adjusted appropriately.

##### **Key dates for the 2019 Action Planning process include:**

- Dec 3, 2018 - Jan 3, 2019: Public Comment Period on Needs Assessment
- Dec 5, 2018: Public Hearing on Needs Assessment (at UCEC meeting)
- March 4, 2019: Draft 2019 Action Plan available for review
- March 4 – April 4, 2019: Public Comment Period on Draft Action Plan
- March 6, 2019: 1<sup>st</sup> Public Hearing (at UCEC meeting)
- March 14, 2019: 2<sup>nd</sup> Public Hearing (at HHSAB meeting)
- March 20, 2019: 3<sup>rd</sup> Public Hearing (at Board of Commissioners meeting)

##### **TENTATIVE DATES**

**(contingent on timely receipt of allocations from U.S. Department of Housing & Urban Development)**

- May 1, 2019: UCEC approval of Final Action Plan (2PM meeting)
- May 1, 2019: Board of Commissioners approval of Final Action Plan (6:45PM meeting)
- May 15, 2019: Final Action Plan due to HUD

Ms. Cohen also noted that today will be the first of 3 public hearings for the Draft Action Plan, and as updated versions are posted online, she will send out email notification to UCEC members and interested parties, as well as posting on social media and the County/OCED websites.

#### D. Public Hearing on the FY2019-20 Draft Annual Action Plan

- No comments from the general public.
- Clerk Lovejoy Roe commented that she knows this is a tedious process but thinks it is a great Plan. Joe Meyers (City of Ypsilanti's representative) noted that Urban County staff is doing a great job.

#### E. General Updates



- 1) Local Project updates – Ms. Cohen noted several projects that are in the queue or underway in Ypsilanti Township and the City of Ann Arbor. More details can be found in the [agenda summary](#).
- 2) Community Announcements/Updates
  - Ms. Cohen noted that OCED is currently recruiting for the Human Services Policy Specialist position, as Laura Urteaga-Fuentes has moved on to another job opportunity. She offered to email out the link to the job listing.
  - Trustee Green mentioned that in Scio Township they do not qualify for much federal funding, nor do they have much in the way of affordable housing other than Scio Farms, but a proposal for senior housing was recently approved by the Township board. She noted that Teresa Gillotti had recently provided a memo for the Board to give to the Planning Commission regarding incentives for affordable development.
  - Ms. Jenkins shared that Avalon was gearing up to close on Hickory Way, a project that will build 34 new units off S. Maple Road in Ann Arbor.
  - Craig Lyon directed a question to Ms. Carty-Saxon of Avalon as to whether they would be open to partnering with private developers who do not specialize in affordable housing. Ms. Carty-Saxon explained that while they are open to different partnership models, private developers and agencies such as Avalon tend to have objectives that are at odds with each other, which makes it challenging to successfully partner.

## V. Adjournment

*Clerk Lovejoy Roe moved to adjourn, Trustee Green supported.*  
Motion to adjourn approved unanimously.

Adjourned: 3:20pm

