

WASHTENAW URBAN COUNTY EXECUTIVE COMMITTEE MEETING

Wednesday, March 3, 2021 - 2:00pm – 3:30pm

Location: Virtual Meeting using Zoom

Members in Attendance:

Supervisor Diane O’Connell (Ann Arbor Township); Councilperson Elizabeth Nelson (City of Ann Arbor); Jessica West (Director of Community Development, Pittsfield Township); Supervisor Ken Dignan (Northfield Township); Supervisor Ken Schwartz (Superior Township); Trustee Linda Adams (Augusta Township); Mayor Lois Richardson (City of Ypsilanti); Michael Radzik (Office of Community Standards Director, Ypsilanti Township); Mike Greene (Assistant City Manager, City of Saline); Trustee Sandie Schulze (Sylvan Township); Supervisor Will Hathaway (Scio Township).

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

Facilitator: Commissioner Sue Shink

OCED Staff Present: Heather Mooney; Sharde Crutchfield; Tara Cohen; Teresa Gillotti

Guests: Chris Brown (Habitat for Humanity of Huron Valley); County Health Officer Jimena Loveluck (Washtenaw County Health Department); Lamar Weir (Office of Congresswoman Debbie Dingell); Brandyn Walker & Wendy Carty-Saxon (Avalon Housing).

Meeting called to order: 2:02 PM

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

Supervisor Dignan of Northfield Township was not present for roll call; he joined the meeting on Zoom around 2:30pm.

Commissioner Shink asked that a member move to approve the agenda as written.

Moved by Schwartz. Support by West.

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

I. Public Comment

- Wendy Carty-Saxon of Avalon Housing stated she appreciates the Committee’s consideration of Avalon’s proposals coming before them today (in response to the 2021 Affordable Housing RFP). She introduced Bradyn Walker, a new member on Avalon’s staff.
- Brandyn Walker of Avalon Housing reintroduced herself, noting that she is a Wayne State graduate and happy to have joined the team at Avalon.
- Lamar Weir introduced himself from Congresswoman Dingell’s office, noting that he is in attendance to listen for important updates.
- Chris Brown of Habitat for Humanity congratulated Avalon for their multiple award recommendations coming before the Committee, and noted that – as mentioned in the meeting packet agenda summary – Habitat was not comfortable submitting a proposal to this year’s Affordable Housing RFP while the County is still reviewing its Housing Program Guidelines. He then noted progress toward two of Habitat’s primary goals – first, increasing African American homeownership, and second, improving environmental impact and energy efficiency.

II. Announcements

- A. Introductions – Each member state name and physical location (I.e. City or Township): *See above under roll call at the outset of meeting.*

III. Minutes

- A. 2-3-21 Meeting Minutes – Review & Approval (**ACTION**)

Moved by Hathaway. Support by Radzik.

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

IV. General Administration

- A. County Health Officer's COVID-19 Update (Jimena Loveluck, WCHD)

Jimena Loveluck gave a verbal update on COVID 19 and the status of vaccinations in Washtenaw County. She explained that due to the brand new epidemic order coming down from MDHHS, the Health Department is busy working to update all its current processes and materials related to COVID. Loveluck directed everyone to refer to the following websites for the latest information related to COVID data and vaccination registration process:

- Health Department vaccine information <https://www.washtenaw.org/3269/COVID-19-Vaccination>
- MDHHS vaccine prioritization/eligibility guidance https://www.michigan.gov/documents/coronavirus/MI_COVID-19_Vaccination_Prioritization_Guidance_2152021_716344_7.pdf
- MDHHS vaccine dashboard https://www.michigan.gov/coronavirus/0,9753,7-406-98178_103214_103272-547150--,00.html

- B. OCED Program Updates/Status of COVID-19 Response (Teresa Gillotti, OCED)

1) Eviction Diversion and Prevention Program and upcoming Rental Assistance Program

Gillotti stated that she hopes to have the new rental assistance program operational by the end of March, noting that the **\$20 million grant** (U.S. Treasury funds to be passed through MSHDA) to Washtenaw County is coming in much slower than originally expected. The state had still not appropriated the funds but Gillotti said she expects this delay to be resolved within the week. She stated that she plans to share out more information in the coming 2-3 weeks. She also hopes to have more information to share soon on an extension of the Centers for Disease Control (CDV) eviction moratorium currently set to expire March 31st.

- C. 2021 Non-Housing Community Needs Assessment: Participation Summary (Tara Cohen, OCED)

Tara Cohen stated that a total of 581 people from a cross-section of all 20 Urban County jurisdictions participated in this year's survey. She noted the table included in the meeting packet showing a breakdown of participation numbers by survey language (English, Spanish, Korean) and jurisdiction. Cohen shared that the data analysis combining responses from 3 different languages is requiring additional time, however she does still plan to share the disaggregated data for each jurisdiction for whom at least 10 respondents identified as living in that particular City/Township as soon as she is able to complete the data analyses. She mentioned that a full reporting of the aggregate data, including open-ended responses, will be included as part of the Draft 2021 Action Plan.

D. Project Planning for Fiscal Year 2021-22 (Tara Cohen, OCED)

- 1) Reminder of Action Plan Timeline/Key Dates - Cohen reviewed key dates for the Action Plan cycle. She also noting that OCED had just received the 2021 allocation information from HUD, and all 3 grants will be close to 2020 amounts, and that she will be sharing final allocations for the 20 jurisdictions as soon as possible by emailing the UCEC when the information is posted online under the [Urban County "Apply for Funding" section](#) of the OCED website.
- 2) Guidance for completing 2021 CDBG Project Application – Cohen reviewed where to find the current project application and pre-application guide online, and encouraged members to contact her as soon as possible if they still have questions about a project they are considering submitting by the March 11th deadline.
- 3) Tiered System for Reserving CDBG Allocations: Proposed Amendments to *Policies & Procedures for CDBG Allocations to Local Units* (**ACTION**)

Cohen reviewed the background and context for considering a tiered CDBG allocation system that would allow banking (now shifting to the term “reserving”) of CDBG funds over a longer period of time for those jurisdictions that receive less than \$20,000 annually through the CDBG allocation formula. Cohen directed the group’s attention to the tracked changes version of the Policies & Procedures document in the agenda packet – while screen sharing the same to walk the group through the key policy changes being proposed.

Members were offered a chance for discussion but there was none. Radzik asked for clarification on the criteria for reserving CDBG funds, i.e. how specific of a project must the jurisdiction have in order to be able to reserve for X number of years before utilizing the funds. Cohen responded that the project can be in a preliminary stage, but the type of project should be clear even if exact location/use is yet to be confirmed. She also explained that jurisdictions will be required to submit at least an abbreviated CDBG project application each year they wish to reserve the funds toward XYZ project, for reasons of accountability as well as to communicate any important changes to project scope, etc. that OCED will need to know for environmental review purposes as well as basic project eligibility. Cohen noted that more details on the paperwork requirements will be available for next year’s application cycle, underscoring that the jurisdiction will be forfeiting their 2021 CDBG dollars if they do not submit an application this cycle.

Motion: *UCEC approves the proposed revisions to the Policies & Procedures for CDBG Allocations to Local Units as outlined in the March 3, 2021 meeting packet, with changes to take effect July 1, 2021.*

Moved by: Radzik; Supported by: Adams
Ayes – 11; Nays – 0. **Motion carried unanimously.**

E. Affordable Housing RFP #8020 Award recommendations (Heather Mooney, OCED)

OCED’s Community Development Specialist Heather Mooney provided background on 2021 Affordable Housing RFP’s application and scoring process. She stated that OCED received a total of 3 proposals, all 3 being from Avalon Housing to support development of affordable rental housing. Mooney directed the group to the detailed descriptions for each project proposal provided in the agenda packet. Mooney went on to state the award recommendations, noting that while Hickory Way II and The Grove at Veridian projects are being fully funded for the requested amount (\$200,000 and \$725,000 respectively), whereas Hickory Way III will be funded at a lower amount than requested due to that project being the furthest out for implementation (recommended for \$213,167 whereas Avalon requested \$310,000). The following table was shared to outline the breakdown of recommend funding awards per project by source.

RFP 8020 2021 Affordable Housing Estimated Funding Awards

Developer	Project Name	2021 HOME Funds	2020 HOME Funds Carry Over	HOME Program Income	Total Award
HOME Admin	N/A	\$127,691	\$0	\$0	\$127,691
Avalon Housing CHDO Operating	N/A	\$63,846	\$0	\$0	\$63,846
Avalon Housing Inc.	Hickory Way II	\$147,208	\$10,289	\$42,503	\$200,000
Avalon Housing Inc.	Hickory Way III	\$213,167	\$0	\$0	\$213,167
Avalon Housing Inc.	The Grove at Veridian	\$725,000	\$0	\$0	\$725,000

F. General Updates

- 1) Community Announcements/updates (All)

V. Adjournment

Schwartz moved to adjourn. Support from Radzik.

Motion carried unanimously.

Adjourned: 3:00 PM

Next Meeting: Wed., April 7, 2021, 2:00 – 3:30pm, Location: TBD