



# Third Program Year CAPER

The CPMP Third Consolidated Annual Performance and Evaluation Report includes Narrative Responses to CAPER questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

The grantee must submit an updated Financial Summary Report (PR26).

## GENERAL

### Executive Summary

The Office of Community Development (CD) continues to implement changes in its structure and programming in an effort to provide cost effective, timely and efficient services to the general public and stakeholders. The Washtenaw County and City of Ann Arbor Office of Community Development continue to strengthen their ties:

1. Organizational Structure
  - a. Over the last twelve months, the Office of Community Development, Energy and Economic Development, and Employment Training and Community Services leadership worked on a plan to consolidate the operations of the three units per the charge of the County Administrator to explore ways to maximize services to County residents. The Board of Commissioners and City Council approved the consolidation of the three units into the Office of Community and Economic Development (CED). The consolidation will be implemented in phases beginning August 2011 with the Housing Rehabilitation & Weatherization teams. The divisions within CED are as follows: Housing & Community Infrastructure, Economic & Workforce Development, Human Services, and Finance & Operations. The new department will increase organizational sustainability and improved service delivery.
  - b. CD continues to collaborate with the Michigan Coalition Against Homelessness (MCAH), and other communities in our region to implement and support our local Homeless Management Information System (HMIS), continuing to utilize Service Point as the platform. CD has executed a contract with Community Housing Network (CHN) to provide technical assistance and support to the local HMIS agencies.
  - c. Presentations and meetings were scheduled with all jurisdictions that indicated an interest in joining the Urban County during the fall of 2010. The following seven jurisdictions approved resolutions of support and executed Urban County cooperative agreements for the next 3-year period from July 1, 2012 to June 30, 2015: City of Saline, Dexter Township, Lima Township, Manchester Township, Webster Township, Saline Township and the Village of Manchester.

2. Administrative

- a. Staff from the Housing Rehabilitation and Weatherization programs are working together to merge the two programs starting with the intake process, procurement, and contractor recruitment. A training for all contractors and subcontractors will be held in October 2011..
- b. Issued a Coordinated Funding Request for Proposal that included CDBG funds, City of Ann Arbor general funds and Washtenaw County Children's Well-Being and Outside Agencies general funds.
- c. A Request for Proposal was issued to solicit proposals from developers for owner and rental affordable housing projects. Ten proposals were awarded HOME and CDBG funds.
- d. A Community Housing Development Organization (CHDO) Operating Request for Proposal was issued and two affordable housing developers, Avalon Housing, Inc. and Community Housing Alternatives received CHDO operating funds.
- e. CD continues to implement the goals and mandates from the Section 3 Plan approved in July 2010. CD Rehabilitation staff work with non-profit agencies, general contractors and subcontractors to provide technical assistance and ensure the Section 3 regulations are adhered to for eligible Section 3 covered projects. CD is partnering with the County Workforce Development staff to make sure contractors market opportunities for potential Section 3 new hires. CD construction contracts include the Section 3 provisions found at 24 CFR Part 135 as well as Davis-Bacon (when applicable).
- f. CD and the Economic Development and Energy Department continue to collaborate together on Section 106 reviews through the programmatic agreement executed in 2010.

### 3. Planning

- a. The County partnered with Community Action Network, and ETCS to apply for a Healthy Homes Grant to address widespread water drainage and housing problems in the Bryant Neighborhood in Ann Arbor.
- b. The County partnered with 19 municipalities, non-profits, state organizations, educational institutions, and private businesses to apply for a Community Challenge Planning Grant to encourage transit oriented development, multi-modal access, and energy efficient affordable housing along the urban corridor.
- c. The County partnered with the City of Ypsilanti, Ypsilanti Housing Commission and 10 other organizations to apply for a Choice Neighborhoods Grant to revitalize the Ypsilanti neighborhood south of Michigan Avenue.
- d. CD staff continues to partner with the City of Ann Arbor nuisance committee and staff from Ypsilanti Township and the City of Ypsilanti to identify blighted and dangerous buildings for demolition.. CD staff administers the demolition programs for the City of Ann Arbor and the City of Ypsilanti including but not limited to ordering asbestos surveys, bidding the projects and managing the projects to ensure the State and Federal regulations are adhered to.
- e. Since 2001, Washtenaw County has lost over 14,000 manufacturing jobs. With the closing of ACH, Exemplar and the Willow Run GM facility, employment in the City of Ypsilanti and surrounding townships has been significantly impacted. Ypsilanti Township residents have experienced a 20% reduction in per capita income, twice the rate of

decline compared to the county and state of Michigan.. In response to these economic conditions, the Eastern Leaders Group initiated three economic stimulus programs during the past year: the SPARK East Business Incubator and two Business Microloan Funds. These programs are designed to help existing companies grow and take companies from a start up stage to production. In addition, Ypsilanti Township is exploring a partnership with the Wayne County Land Bank to acquire foreclosed houses to stabilize neighborhoods. The Township allocated \$100,000 to Habitat for Humanity to acquire, rehabilitate and sell foreclosed houses to low-income homebuyers.

- f. Continued to meet with the Cross Street Revitalization Project Group on strategies to revitalize Cross Street in the City of Ypsilanti.
- g. Worked with Washtenaw Corridor Study Group to discuss housing, infrastructure and transportation options along the Washtenaw Avenue corridor which connects the City of Ann Arbor, Pittsfield Township, Ypsilanti Township, and the City of Ypsilanti.

4. Housing Rehabilitation Programs

- a. Completed 13 owner-occupied housing rehabilitation projects
- b. Completed 26 emergency repair projects
- c. Completed 1 energy efficiency project
- d. Completed 5 manufactured housing projects
- e. Completed 11 accessibility ramp projects
- f. Staff continued to partner with Weatherization staff on joint projects to ensure clients receive timely and effective services.
- g. CD partnered with United Bank and Trust of Ann Arbor to secure housing rehabilitation funding from the Federal Home Loan Bank (FHLB) in Indianapolis. Funding is available for eligible homeowners through the FHLB Neighborhood Impact Program.

5. Affordable Housing Program - Developers

- a. Completed 4 affordable rental housing projects
  - i. Rehabilitation of 7 units of Permanent Supportive Housing units at 1217 Huron – Avalon
  - ii. Rehabilitation of 4 units at 125 -127 Allen – Avalon Housing Inc.
  - iii. Refinance and rehabilitation of 6 Permanent Supportive Housing units at 411 Ashley – Avalon Housing Inc.
  - iv. Refinance and rehabilitation of 23 Permanent Supportive Housing units at Stimson Apartments – Avalon Housing, Inc.
  - v. Rehabilitated 48 units at 1500 Pauline – Avalon Housing, Inc.
  - vi. Transferred ownership of a 43 unit affordable rental property from Washtenaw Affordable Housing Corporation to a private developer.
- b. Completed 10 affordable homeowner projects
  - i. Completed the acquisition, rehabilitation and resale of 1 Habitat for Humanity property. Also completed 8 NSP projects.
  - ii. Completed the acquisition and rehabilitation of 9 properties by homeowners, whose projects were managed by Community Housing Alternatives.
- c. Open affordable housing projects

- i. New construction of 39 affordable housing units for households at 50% AMI or less and 14 of those are set aside as Permanent Supportive Housing Units, North Main Street – Avalon Housing Inc.
    - ii. Acquisition and rehabilitation of 23 units of affordable housing at 701 Miller - Avalon Housing Inc.
    - iii. Acquisition of 47 units of affordable housing to be demolished and 32 units of new affordable housing at 1500 Pauline - Avalon Housing Inc.
    - iv. Approved funding for Arrowwood and Forest Hills Cooperatives to provide down payment assistance to new members.
    - v. New construction of 80 rental units on Burton Road – Highridge Costa Housing Partners.
    - vi. Rehabilitation of 5 units of affordable housing at 3335 Platt – Michigan Ability Partners
    - vii. Approved funding for rehabilitation of 8 units of rental housing at 2815 Burton Road
    - viii. Rehabilitation of 12 units of rental housing at 3033 Valencia – Community Housing Alternatives
    - ix. Working with a private for-profit developers on potential construction of an affordable rental property in the Township of Ypsilanti
    - x. Acquisition, rehabilitation, and resale of 13 properties by Habitat for Humanity
    - xi. Acquisition of 5 properties by homeowners with down payment assistance and/or rehabilitation managed by Community Housing Alternatives.
  - d. City of Ann Arbor Planned Unit Development Projects
    - i. Worked with 3 private developers to implement affordable housing requirements in proposed PUD projects.
    - ii. Worked with the Housing and Human Services Advisory Board for the City of Ann Arbor to develop administrative guidelines for developer-created affordable housing units through the zoning code.
    - iii. Completed the resale of 1 permanently affordable housing unit restricted with City of Ann Arbor Affordable Housing Covenants
  - e. Mini-grants – provided 7 small grants to non-profit housing providers to accomplish recommendations by LISC to improve operations
    - i. Michigan Ability Partners: Housing Quality Standards (HQS) Seminar & Certification with Proficiency test, and two-day Training Property Management Essentials Training titled “Successfully Combat Your Year End Close.”
- 6. Relocation Program
  - i. Sent notice of non-displacement, temporary location, to residents of 701 Miller (Parkside).
  - ii. Sent general information notice of tenant displacement to residents at 1500 Pauline (Parkhurst).
- 7. Neighborhood Revitalization
  - a. West Willow in Ypsilanti Township

- i. Youth recreational programs with Washtenaw County Parks & Recreation and Ypsilanti Township Parks & Recreation Departments.
      - ii. Youth employment activities with ETCS, Michigan Works, Work Skills Corporation, Ypsilanti Public Schools, Willow Run Community Schools.
      - iii. Homeowner education and financial literacy through the Washtenaw Housing Education Partners (WHEP) collaborative.
      - iv. Completed the third year of the Ypsilanti Township Rental Code Enforcement program.
      - v. Foot patrols by the Washtenaw County Sheriff's Department.
      - vi. Partnered with the New West Willow Neighborhood Association (NWWNA) as they continue to increase community awareness about the services offered through CD and other local agencies.
    - b. Bryant/Arbor Oaks in Ann Arbor
      - i. Supporting Community Action Network to organize the neighborhood around housing, infrastructure, safety, and youth issues.
      - ii. Homeowner education around foreclosure issues.
      - iii. Household survey and mapping tool around issues of water drainage and water damage.
      - iv. Youth after school and summer activities
      - v. Homeowner rehabilitation
      - vi. Medical and Food assistance
    - ii. South of Michigan Avenue in the City of Ypsilanti
      - i. Worked with the City of Ypsilanti on a community stakeholder and resident survey to identify opportunities for improvements
8. Public Services Program
- a. Executed 8 CDBG grant agreements with nonprofit service providers for the 2010-11 fiscal year as well as allocating City of Ann Arbor and Washtenaw County general funds to support 79 human services programs across 39 nonprofit service providers.
  - b. Worked with area nonprofits, community funders, and advocacy groups to identify community-wide outcomes for school aged youth, early childhood, aging and health service areas.
  - c. Developed a Coordinated Funding strategy with local funders (United Way and Ann Arbor Area Community Foundation) to ensure effective resource distribution and greatest impact on community-identified issues.
  - d. Improved the Community Grants web-based application program to reflect a clearer final report for non-profit agencies.
  - e. Provided 1 training session for Community Grants software to grant applicants and on-going technical assistance.
  - f. Worked with over 57 Barrier Busters nonprofit agencies to provide \$215,000 in emergency financial assistance through the Barrier Busters Emergency Unmet Needs Fund to 383 households for eviction prevention, move-in costs for people who are homeless, utility shut-off prevention, and more.
  - g. Coordinated implementation of the Homelessness Prevention and Rapid Re-housing Program (HPRP).
  - h. Developed agreement with local Continuum of Care (Washtenaw Housing Alliance) to coordinate funding review and monitoring

processes for all local, state and federal homelessness funding, allowing the CoC to focus on education, advocacy, systems change, collaboration and outreach activities.

- i. Facilitated the development of a single, shared Family Shelter Waitlist in our Homeless Management Information System (HMIS) used by all family shelter providers.
- j. Coordinated HUD ESG and MSHDA (Michigan State Housing Development Authority) ESG to design a single point of entry for housing access, also known as Housing Access of Washtenaw County (HAWC).
- k. Conducted 16 coordinated monitoring visits to local, state and/or federally funded nonprofit agencies.

9. Public Infrastructure and Facilities

- a. City of Ypsilanti – ADA Curb Cuts
- b. Ypsilanti Township - Road Improvements
  - i. (1) Centennial & Pasadena, Holmes to Clark, (2) Harris Road, North of Russell, (3) Burbank, Cross to Michigan Avenue and (4) Grand Boulevard, Holmes to Michigan Avenue.
- c. Pittsfield Township – Montibeller Park Improvements
- d. Superior Township – Stephens Road Improvements
- e. City of Ypsilanti – Forest Avenue Bike Lanes
- f. Ypsilanti Township- West Willow Neighborhood Signs

10. Code Enforcement

- a. Third year program in Ypsilanti Township
  - i. 762 units inspected in West Willow, Sugarbrook, Holmes Road, Thurston, and Ecorse Road neighborhoods
  - ii. 6,756 violations found
  - iii. 279 rental units certified for occupancy

11. Technical Assistance

- a. Provided assistance to the Ann Arbor Housing Commission to help re-establish the Housing Choice Voucher Homeownership Program and facilitated collaboration between Ann Arbor Housing Commission and the Washtenaw Housing Education Program to promote an increase in program participation.
- b. Worked with 4 community organizations to create appropriate legal entities, board structures and programs to qualify as Community Based Development Organizations.
- c. Assisted the City of Ann Arbor, City of Ypsilanti and Ypsilanti Township with creating demolition programs that adhered to federal and state regulations, including asbestos, lead, National Emissions Standards for Hazardous Air Pollutants (NESHAP), and Section 3 compliance.
- d. Worked with developers of homebuyer projects to create and comply with program guidelines and federal regulations through compliance checklists, bi-weekly meetings and site visits.

*The CAPER format is a template from HUD, which the County completes. In order to make the document less confusing, the HUD template questions are in **blue** and the County's responses are in black.*

## General Questions

1. Assessment of the one-year goals and objectives:
  - a. Describe the accomplishments in attaining the goals and objectives for the reporting period?

### **OBJECTIVES AND OUTCOMES**

The following objectives and outcomes are based on HUD's performance measure regulations. The number of units, households and individuals served are based on HUD CDBG and HOME-funded activities. County and City general funds were not included below, but are incorporated into other sections of this CAPER. The reporting period includes projects and services that were completed between July 1, 2010 to June 30, 2011. Projects that were underway, were not included for reporting purposes.

#### **SPECIFIC OBJECTIVE: PROVIDE DECENT HOUSING**

"Providing Decent Housing covers the wide range of housing activities that are generally undertaken with HOME, CDBG, or HOPWA funds. This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments." - HUD

#### **OUTCOME: AFFORDABILITY**

- **Goal #1:** 8 LMI households will become first time homebuyers by purchasing newly constructed or rehabilitated homes through Community Housing Alternatives and Habitat for Humanity
  - Improve access to affordable owner housing
  - Improve access to affordable owner housing for minorities
- Accomplishment: 10 households became first time homebuyers (1 as part of Acquisition/Rehab/Resale program with DPA, 3 DPA, and 6 Homebuyer Acquisition and Rehabilitation)
  
- **Goal #2:** 188 Rental Units will be Acquired and/or Rehabilitated by a CHDO for special needs, homeless, and/or households with incomes under 50% of AMI
  - Improve the quality of affordable rental housing
  - Improve access to affordable rental housing
- Accomplishment: 88 rental units were acquired and rehabilitated
  
- **Goal #3:** 8 households under 50% AMI will acquire Cooperative Housing membership in Arrowwood Cooperatives
  - Improve access to affordable owner housing
- Accomplishment: 1 households acquired Cooperative Housing membership
  
- **Goal #4:** 39 units of new affordable rental housing will be constructed for households with incomes under 50% of AMI
  - Improve the quality of affordable rental housing
  - Improve access to affordable rental housing
- Accomplishment: 0 rental units were constructed

- **Goal #5:** 36 LMI households will receive low or no interest loans/grants to rehabilitate their homes for increased safety and quality.
  - Improve the quality of owner housing
  - Resolve emergency issues
  - Lead-based paint remediation
  - Energy Improvements
  - Accessibility Improvements
- Accomplishment: 57 homeowners received services through the housing rehabilitation program

**SPECIFIC OBJECTIVE: SUITABLE LIVING ENVIRONMENT**

“Creating Suitable Living Environments relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment. This objective relates to activities that are intended to address a wide range of issues faced by low- and moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services.” - HUD

**OUTCOME: SUSTAINABILITY**

- **Goal #1:** 26 public infrastructure and neighborhood improvements will have increased functionality and appearance
  - Improve quality/increase quantity of public infrastructure and neighborhood improvements for lower income persons
- Accomplishment: 4 new public infrastructure and improvement projects were completed in Ypsilanti Township, the City of Ypsilanti, Superior Township.
- **Goal #2:** 1 public facilities will have increased functionality and appearance
  - To promote community & neighborhood stability through the improvement of existing or the construction of new community facilities, parks, & green spaces in low- and moderate-income neighborhoods.
- Accomplishment: 1 public facilities project was completed in Pittsfield Township.
- **Goal #3:** 5 blighted properties will be demolished in the City of Ypsilanti
  - To improve the sustainability of low- and moderate-income neighborhoods, in order to create a suitable living environment.
- Accomplishment: One demolition project was completed in the City of Ypsilanti.
- **Goal #4:**
  - 4 Community Development Based Organizations (CBDO) were funded to revitalize neighborhoods.Accomplishment:
  - 4 CBDO’s were selected for funding CD contingent on meeting the CBDO certifications and 2 CBDO’s have executed contracts.

**OUTCOME: AVAILABILITY**

**Objective:** To improve the availability/accessibility of public services for low and moderate-income residents, in order to create a more suitable living environment.



**Goal #1:**

- 345 Households will receive services to promote housing and community stability.

Accomplishment:

- 14 youth received transitional housing and support services (Ozone House)
- 4073 individuals across 880 households received housing stabilization services (SOS Community Services).

**Goal #2:**

- 2,200 individuals with special needs will receive supportive services to improve safety and livability.

Accomplishment:

- 481 homeless individuals received emergency shelter and re-housing services (Shelter Association of Washtenaw County – Night Shelter Program)
- 1,299 homeless individuals received support services including housing stabilization and re-housing (Shelter Association of Washtenaw County – Service Center)
- 542 homeless individuals received health services (Shelter Association of Washtenaw County – Delonis Center Health Clinic)

**Goal #3:**

- 125 residents will receive transportation assistance to promote community inclusion and increase economic opportunities.

Accomplishment:

- 114 residents received subsidized transportation (Northfield Human Services)

**b. Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective?**

SEE Appendix 9 Summary of Specific Annual Objectives

**c. If applicable, explain why progress was not made towards meeting the goals and objectives?**

The County did not achieve all of its objectives and outcomes from FY 2010/11.

The plan called for the demolition of six (6) blighted structures in the City of Ypsilanti using CDBG funds. One CDBG-funded demolition project was completed at 107 Cross Street. With the completion of the NSP-funded Water Street demolition project and 5 additional NSP-funded residential demolitions, City and CD staff have focused their efforts on expending the CDBG funds set aside for demolition projects in the City of Ypsilanti. The City of Ypsilanti has identified several blighted structures to be demolished over the next few months. CD staff have begun the process of ordering environmental surveys on each property to determine if any hazardous materials

such as asbestos or lead are present. The demolition projects will be completed in FY 11.

The rental rehabilitation projects are all underway.

In May 2010, the Washtenaw Urban County approved four (4) CBDO award recommendations contingent upon each neighborhood organization meeting the CBDO requirements. CDBG CBDO contracts were executed with Community Action Network and Peace Neighborhood Center.

**2. Describe the manner in which the recipient would change its program as a result of its experiences?**

CD staff will continue to work with officials from the City of Ypsilanti to identify dangerous and blighted structures to demolish. CD staff has gained valuable experience that will help us to expedite the bidding of future demolition projects, such as bundling projects that are located near each other and requesting utility shut-offs from DTE immediately upon approval of the property due to the 60+ day delay from DTE. The Human Services Analyst is providing technical assistance to each neighborhood organization as they strive to meet the CBDO requirements. CD will continue to encourage all applicants to get the support of the municipality on potential projects prior to applying for funding. CD will continue to encourage applicants to discuss their proposals with the Housing & Infrastructure Manager to ensure that the projects are eligible, before the applicant takes the time to apply for funding

The County has requested additional funding from HUD through several competitive grants because the demand exceeds the funding.

**3. Affirmatively Furthering Fair Housing:**

- a. Provide a summary of impediments to fair housing choice?
- b. Identify actions taken to overcome effects of impediments identified?

The Fair Housing Center of Southeastern Michigan completed an Analysis of Impediments to Fair Housing Choice in January 2006. The final report is currently available on the Office of Community Development website at the following link: [http://www.ewashtenaw.org/government/departments/community\\_development/plans\\_reports\\_data](http://www.ewashtenaw.org/government/departments/community_development/plans_reports_data)

In addition to the implementation of these strategies, the County continued to provide General Fund support to the Fair Housing Center of Southeastern Michigan during the program year to provide testing and investigation services to consumers filing a claim of housing discrimination. Impediments to fair housing choice are currently mitigated by the following on-going County efforts:

- 1. The on-going testing and advocacy work through the Fair Housing Center of Southeastern Michigan;
- 2. Washtenaw County's on-going support of housing non-profits that work to add to as well as preserve the affordable housing stock;
- 3. Washtenaw County's support of non-profit agencies which provide public services to low-income households using local and federal funding; and
- 4. The County's provision of fair housing materials and education.

**4. Describe Other Actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs?**

This question is answered in the sections on Barriers to Affordable Housing and Homelessness.

**5. Leveraging Resources**

**a. Identify progress in obtaining "other" public and private resources to address needs?**

**b. How Federal resources from HUD leveraged other public and private resources?**

See Appendix 1 Federal resources

See Appendix 2 State resources

See Appendix 3 Local resources

**c. How matching requirements were satisfied?**

See Appendix 15 for HOME Match Report

**Managing the Process**

**1. Describe actions taken during the last year to ensure compliance with program and comprehensive planning requirements?**

The lead entity for the Urban County is Washtenaw County Government, primarily through the Office of Community Development (CD). Washtenaw County is the lead entity overseeing the development of the 5-Year Consolidated Strategy and Plan and 1-Year Annual Action Plans. Other public and private agencies responsible for administering the programs covered in the Annual Plan include Washtenaw County, the City of Ann Arbor Housing Commission, the City of Ypsilanti Housing Commission, the Washtenaw Housing Alliance, and the Community Collaborative of Washtenaw County. CD contracts with five CDBG-funded non-profit organizations to provide public services to the community. The CDBG human service recipients were as follows: Ozone House, Shelter Association of Washtenaw County, Food Gatherers, SOS Community Services, and Northfield Human Services. CD contracts with private developers (both for-profit and non-profit) to provide and preserve affordable housing. CD works with three Community Housing Development Organizations (CHDOs) to administer projects for the HOME program. Currently, CD works with the following CHDOs in the Urban County: 1) Avalon Housing, Inc. (special needs rental, permanent supportive housing); 2) Community Housing Alternatives (special needs rental and homeownership assistance); and 3) Michigan Ability Partners (special needs rental/ permanent supportive housing).

Washtenaw County collaborated with the Continuum of Care Board/WHA to develop the 2008-13 5-Year Consolidated Strategy and Plan, the Continuum of Care Plan and the Blueprint to End Homelessness, along with over 350 community members that included non-profit housing and human service providers, government officials, business leaders, and consumers. The 2008-13 5-Year Consolidated Strategy and Plan incorporates the need assessments and strategies from these three community-wide plans.

CD meets regularly with community members, citizen groups, elected officials, advisory boards, and non-profits on a wide range of community issues that impact comprehensive planning efforts. CD staff members continued to ensure program compliance through the following: attendance at technical assistance workshops and conferences; a citizen participation process that includes opportunities for community engagement through public hearings and public meetings including the Urban County Executive Committee and Housing and Human Services Advisory Board; and periodic monitoring by HUD and MSHDA. All federally funded non-profit agencies are required to provide CD with copies of independent A-133 audits each year. All general contractors working with CD undergo an extensive qualification process that includes checking federal debarment status, contacting customer references, reviewing financial resources, and checking the status of the builders license with the State of Michigan. All agency and contractor files are maintained at the CD office.

Staff members conducted desktop and annual monitoring on-site visits with CDBG, City/County General Fund, and HOME-funded organizations to review program performance, CHDO status, organizational capacity, recordkeeping, and financial management. Staff members also reviewed audits, financial reports and Federal 990 tax forms; and scheduled site visits to ensure program and financial compliance. This information provided a clear indication of board oversight and administrative control. The monitoring process consisted of an official monitoring letter sent by CD staff along with a checklist of items that would, an on-site visit between CD and agency staff, a review of agency records and files, a summary report with findings and/or concerns is sent after the visit, and staff schedules follow-up visits to ensure that the agencies are complying with federal regulations.. In addition, bi-annual performance reports were submitted in the Community Grants online system by the human service agencies, and developers were required to provide set-up and completion reports for all HOME housing projects. Bi-weekly and monthly meetings are held with CD staff and the housing providers to review the status of projects and contracts as well as resolve problems.

The Rehabilitation Specialists conduct pre-inspections on each potential project. The Intake Specialist meets with homeowners applying for housing rehabilitation assistance to discuss the program requirements as well collect mortgage, property tax, debt, income, and asset information to determine eligibility. A rehabilitation team meeting was held weekly for staff to discuss projects and available funding, resolve problems and ensure compliance with regulations. The Intake Specialist and Rehabilitation Specialist conduct a pre-construction meeting with the contractor and homeowner to execute contracts, review final work specifications, discuss guidelines, set expectations for performance, and issue the Notice to Proceed. The Rehabilitation Specialists conduct progress inspections throughout the construction phase to ensure the work is in compliance with local and federal regulations as well as sign off on all contractor requests for payment and change orders.

Staff members reviewed design plans and assisted with the creation of RFP's for the public facilities and infrastructure improvement projects to ensure compliance with federal regulations including Davis-Bacon and Section 3. Staff members attended the pre-bid walkthroughs at the project sites and pre-construction meetings. The Rehabilitation Inspector conducts progress inspections and provides reports to the municipalities and their designees (i.e. outside engineering firms) on any issues that arise with the public facilities and infrastructure projects. The Rehabilitation Inspector conducts on-site Davis-Bacon interviews and certifies the payroll information prior to the approval of payment requests. The Rehabilitation Inspector

also works with contractors and subcontractors to meet the federal requirements on all Section 3 covered construction projects.

## **Citizen Participation**

1. Provide a summary of citizen comments.

2. In addition, the performance report provided to citizens must identify the Federal funds made available for furthering the objectives of the Consolidated Plan. For each formula grant program, the grantee shall identify the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, the total amount expended during the reporting period, and the geographic distribution and location of expenditures. Jurisdictions are encouraged to include maps in describing the geographic distribution and location of investment (including areas of minority concentration). The geographic distribution and expenditure requirement may also be satisfied by specifying the census tracts where expenditures were concentrated.

SEE Appendix 6 Summaries of commitments, expenditures and balances by program.

## **Institutional Structure**

1. Describe actions taken during the last year to overcome gaps in institutional structures and enhance coordination?

CD spent FY 10 continuing to ensure a smooth transition for the City of Ann Arbor in its spending prior-year entitlement funding so that contracts and programs are not disrupted. The County continued to work on the following activities to overcome gaps in institutional structures and to facilitate partnerships within and between governmental entities:

- CD continued to meet on a monthly basis with the Michigan State Housing Development Authority (MSHDA) and the Corporation for Supportive Housing (CSH) to discuss coordinated plans for technical assistance provision and systems coordination between funding agencies. The goal of these meetings is to maintain open lines of communication about current housing development projects, to revise forms and systems for housing development providers, and to develop coordinated plans and funding for technical assistance to local non-profit housing providers.
- CD staff participated in bi-weekly conference calls with staff from MSHDA and HUD as well as municipalities throughout the State to discuss common issues, review status of expenditures and program obligations, and collaborate on ideas for administering programs.
- CD worked with other funders on an integrated funding model for sustainable homeless supportive services and coordinated funding process for human services
- The County contracted with the Washtenaw Housing Education Partnership (WHEP) to provide homebuyer education, tax and mortgage foreclosure assistance, financial literacy, advocacy, and down payment assistance to first time and former homeowners. WHEP includes Community Housing

- Alternatives, MSU Extension, POWER Inc., Habitat for Humanity of Huron Valley, Housing Bureau for Seniors and the Washtenaw County Treasurer's Office.
- The County managed the Affordable Housing Needs Assessment process with the City of Ann Arbor and County Information Technology Departments. Washtenaw County is hosting the GIS website and manages the GIS component.
  - CD continued to administer the Barrier Busters program. Barrier Busters is a public-private partnership of almost 50 community agencies from a variety of fields that meet monthly to develop a coordinated response to address gaps and critical community needs.
  - Community Action Network, who contracts with the City of Ann Arbor to run the Bryant Community Center, has organized a Bryant Task Force to address neighborhood issues such as crime, youth activities, foreclosures, and water drainage problems. Community Development, along with City and County staff from other departments worked with the task force to identify problems and solutions. The task force includes neighborhood residents, council members, and professionals such as realtors and nonprofit housing developers. This neighborhood is a target revitalization neighborhood. CD has marketed its homeowner rehabilitation program extensively and has rehabilitated a large portion of the homes. Water penetration is a common problem due to a lack of sufficient roof overhang and gutters. In addition, the high water table and clay soils have caused a general water drainage problem in the neighborhood which has led to standing water in the crawl spaces of many homes. A group of U-M master's students are conducting a neighborhood analysis of the grading and soils to provide site-specific recommendations on drainage solutions, such as rain gardens and French drains. In addition, the city is replacing the deteriorating water mains and resurfacing the roads in the neighborhood.
  - The Ypsilanti Housing Commission has organized a neighborhood initiative on the south side of Ypsilanti, in the Gateway neighborhood, to address high foreclosure and crime rates, unemployment, a lack of fresh food and transportation access, and deteriorating housing conditions. A taskforce that includes residents, educational institutions, nonprofits, government employees and officials, and religious institutions have been collaborating to address these issues. The County submitted a Community Collaborative Planning Grant to HUD requesting planning, engineering and housing acquisition funds for the neighborhood. The Housing Commission is applying for a Hope VI grant to revitalize its housing projects. The County is providing financial assistance to the Ypsilanti Housing Commission to purchase and rehabilitate a 144-unit HUD-foreclosed property at 596 South Hamilton. Employment Training and Community Service has secured a CSBG grant to conduct a neighborhood survey and analysis. Public Health and Growing Hope are working with residents to address health and well being issues.
  - The County is working in two neighborhoods to develop a green affordable demonstration project. In order to encourage green and energy efficient construction, the County will oversee a housing construction demonstration project that will include hands-on workshops for people in the construction trades to learn how to install green technologies. The project will include workforce development for low-income and underserved populations to develop construction skills. Existing building codes will be evaluated and amended if needed to enable cutting edge technologies to be installed.

- Based on a formula allocation, Washtenaw County received \$766,690 in Energy Efficiency Community Block Grant (EECBG) funds to advance energy efficiency and conservation in our community. These funds were awarded through the U.S. Department of Energy who administers this program. Through investigation and policy discussions, Washtenaw County will utilize its funds in a variety of activities, many intended to start long term programs that will have ongoing impacts on energy usage in our community. These include:
  - **County Facility Retrofits** - This activity will include a variety of projects that will result in more energy efficient county facilities, reducing environmental and financial cost to operate these facilities. Work will include solar hot water systems, LED lighting conversion, and some insulation enhancement.
  - **Revolving Loan Fund** - This program is intended to provide a financial mechanism to help fund energy efficiency and renewable energy installations on facilities of other partners, potentially public or private. Implementation of this activity will be impacted by consideration of Property Assessed Clean Energy (PACE) legislation being considered at the State level.
  - **Solar Energy Demonstration Project** - This activity will result in a solar energy project that will include a public education aspect, conveying the viability of solar energy use in our community. Solar PV (electricity-generating) or solar hot water systems are both being considered.
  - **Energy Policy** - A small portion of the EECBG funding will be used to support the development of a comprehensive energy policy for Washtenaw County. At a minimum, this policy is intended to identify categories and targets for improving efficiency, as well as a commitment to share information on progress attaining those goals.
  - **Technical Assistance** - A portion of the award will be used to partner with the Southeast Michigan Regional Energy Office which will provide technical assistance to Washtenaw County in undertaking energy efficiency activities and supporting capacity to undertake such work throughout SE Michigan

The County continued the following initiatives to enhance intergovernmental cooperation:

- CD continued to explore opportunities to combine staff positions and eliminate duplicative processes. In 2010, the City of Ann Arbor and Washtenaw County renewed the operating agreement for the Office of Community Development further clarifying the roles and responsibilities between both municipalities. Over the last twelve months, the Office of Community Development, Energy and Economic Development, and Employment Training and Community Services leadership worked on a plan to consolidate the operations of the three units per the charge of the County Administrator to explore ways to maximize services to County residents. The Board of Commissioners and City Council approved the consolidation of the three units into the Office of Community and Economic Development (CED). The consolidation will be implemented in phases beginning August 2011 with the Housing Rehabilitation & Weatherization teams. The divisions within CED are as follows: Housing & Community Infrastructure, Economic & Workforce Development, Human Services, and Finance & Operations. The new

- department will increase organizational sustainability and improved service delivery.
- CD received approval from the State of Michigan's Historic Preservation Office to execute a memorandum of understanding with the County's Economic Development and Energy Department to complete the SHPO reviews as required to meet the HUD environmental regulations.
  - CD continued to work to integrate additional processes, forms, requests for proposals, and the housing rehabilitation program, with the goal of creating efficiencies and sharing staff expertise across programs. This collaboration will continue to focus on the following areas including but not limited to, development of new programs, monitoring, grant applications and consolidated funding.
  - CD continued its membership in the Washtenaw County Funders Forum, meeting with the Ann Arbor Area Community Foundation, the Knight Foundation, the Washtenaw United Way, and the Department of Human Services to enhance a systems approach and coordination in funding. This system includes an online application and performance reporting system for human services funding.
  - CD partnered with the Continuum of Care Board and Washtenaw Housing Alliance to implement the Washtenaw County 10-Year Blueprint to End Homelessness. CD continued to collaborate and coordinate with other funders through the Funders Forum for public services, and with MSHDA, Ann Arbor DDA, FHLB, and CSH for housing projects.
  - CD continued to work with several homeless service providers to implement a homelessness tracking system, Service Point, in order to provide better statistics related to homelessness and coordinate the delivery of services to this population.
  - CD worked with the Workforce Development Division of the County's Employment Training and Community Services Department to recruit displaced workers for Section 3 projects, and provide training to Section 3 contractors and subcontractors.

## Monitoring

### 1. Describe how and the frequency with which you monitored your activities?

To ensure compliance with program requirements, CD includes program requirements and HUD regulations including but not limited to Section 3, Davis Bacon, National Objective eligibility and debarment in all contractual agreements.. CD also provides technical assistance whether one-on-one and in small groups, often on-site and at the beginning of the fiscal year as well as when projects are underway. CD defines clear expectations regarding performance standards and ensures that their own internal policies and procedures are adhered to. CD will monitor and evaluate activities to be carried out in furtherance of the 5-Year Consolidated Plan and the goals and objectives set forth in the Annual Action Plan.

A monitoring schedule is established at the beginning of each fiscal year, as well as an individual monitoring checklist for each funded activity. CD staff conducts annual on-site programmatic and financial monitoring reviews of CDBG human services agencies, municipalities that receive CDBG funds for public facility and infrastructure improvement projects and HOME funded housing providers to ensure systems are in



place to verify income eligibility and Urban County residency as well as to discuss organizational challenges and general operations. On-site programmatic monitoring reviews are conducted with General Fund human service agencies at least once every two years (more frequently if the sub-recipient is new or is having difficulty meeting program or contract requirements.) Staff also reviews the agency's financial management systems, audits, their files and records of federally-funded and locally-funded projects completed in the past year. Staff prepares a final monitoring report that summarizes the information gathered during the site visit including concerns and findings with a deadline for submitting a corrective plan; and forwards a copy of the report to the agency and municipality. Regular review of monthly or quarterly reports, program evaluation forms, program visits and phone calls are also part of program monitoring procedures.

Components of project monitoring include compliance with eligible activities and National Objectives, HUD program rules and administrative requirements; progress against production goals; needs for technical assistance; and evidence of innovative or outstanding performance. Financial monitoring ensures that agencies and municipalities comply with all of the Federal regulations governing their financial operations. This includes reviewing original supporting documentation for payments approved by CD, time sheets and payroll journals, general ledger expenditures, procurement and financial procedures, bank statements,, internal controls, and financial transactions to ensure that they are within the approved budget, and that expenditures are eligible and reasonable. In addition to the monitoring visits conducted, CD will ensure compliance with all program regulations for all funding sources, including CDBG, HOME, NSP and ESG.

Rehabilitation Specialists also provide technical assistance and support to non-profit housing developers and homeowners who are receiving financial assistance for repairs their residential dwellings.. The Rehabilitation Specialists conduct on-site inspections, lead-based paint and asbestos assessments, and monitors the progress of construction by contractors and subcontractors. Rehabilitation staff ensures that the scope of work includes all items necessary to bring the building into compliance with state and local building codes and that the proposed materials to be used are of a reasonable quality and price.

On-site HQS inspections of HOME-funded rental housing developments are conducted by the Rehabilitation Specialists each year based on the number of units, in compliance with Federal regulations and during the applicable period of affordability: *every three (3) years for projects of one to four units; every two years for projects with five to 25 units; and annually for projects with 26 or more units.* In addition, CD will inspect properties during the compliance period to ensure that properties remain in a decent, safe, and sanitary condition. The results of the HQS inspections are documented by the Rehabilitation Specialists and a report is provided to the housing developer with a summary of the pass/fail items and a date for resolving all corrections identified in the report. CD staff annually certifies the income and rent of tenants living in HOME-assisted rental housing developments. During the on-site monitoring visit all aspects regarding the leasing of the affordable units are monitored. It begins with a review of the components of the affordable housing agreement with leasing and management staff to ensure that all parties understand the requirements. Additionally the lease, rental amounts and rent roll, tenant selection policy and process, waiting list procedures, property marketing plan and fair housing notices are reviewed. Occupancy reports submitted by the owners are

reviewed while on-site to verify that the information being reported to CD is substantiated by the documentation in the file.

CD monitors the homeownership program by coordinating with lenders, requiring homeownership education certification, analyzing the debt capacity of potential homeowners, and discouraging buyers from participating with predatory lenders. The Rehabilitation Specialists conduct on-site inspections and asbestos and lead-based paint assessments are required before the home is purchased. An energy audit is required prior to rehabilitation and the recommendations from the audit are incorporated into the specifications, to the extent that the energy efficiency improvements are financially feasible.

Compliance to regulations is ensured by CD staff attending HUD-sponsored publications, regular use of the HUD Office of Community Planning and Development (CPD) website and consultation with local HUD CPD representatives. The Michigan State Housing Development Authority (MSHDA) has been instrumental in providing technical assistance to train staff, develop criteria for reviewing affordable housing proposals and assisting non-profit developers to create sustainable developments. CD coordinates with the other funding sources for housing projects to increase efficiencies and increase consistency of monitoring procedures.

CD staff reviews grantees and contractor's expenditures by examining invoices and supporting documentation as required for processing requests for reimbursement. The review ensures that invoicing is done in accordance with the terms of the Agreement, applicable law, rules and regulations.

### 2. Describe the results of your monitoring including any improvements?

CD staff conducted sixteen (16)- coordinated on-site monitoring visits to general fund and/or federally funded non-profit human services providers. A database was created to track agency responses to the monitoring summary letters that identified regulatory findings and concerns from the on-site visit. By year end, each agency had implemented corrective actions and/or submitted recommendations that were approved by CD.

The following improvements were implemented by individual agencies:

- Records Retention Policy adopted
- Financial procedures adopted
- Internal Controls implemented
- Privacy Policy adopted
- Purchasing Policy adopted
- Non-Discrimination Policy adopted
- Internal Controls modified
- Anti-virus and firewall software installed
- Cost allocation plan adopted
- Tenant Selection Policy revised to comply with Affirmative Fair Marketing
- Internal Program Evaluation adopted
- Lease revised to remove a HOME prohibited provision
- Case-file documentation enhanced
- HMIS-data entry enhanced
- Staff wages were increased to meet local living wage ordinances
- Clients files organized to be consistent and accessible to staff
- Community Services and Governance Standards adopted

### 3. Self Evaluation

- a. Describe the effect programs have in solving neighborhood and community problems?
- b. Describe progress in meeting priority needs and specific objectives and help make community's vision of the future a reality?
- c. Describe how you provided decent housing and a suitable living environment and expanded economic opportunity principally for low and moderate-income persons?
- d. Indicate any activities falling behind schedule?
- e. Describe how activities and strategies made an impact on identified needs.
- f. Identify indicators that would best describe the results?
- g. Identify barriers that had a negative impact on fulfilling the strategies and overall vision?
- h. Identify whether major goals are on target and discuss reasons for those that are not on target?
- i. Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively?

The entire CAPER is a self-evaluation of the County's programs and the answers to these questions are covered in all of the other sections and appendixes.

### Lead-based Paint

#### 1. Describe actions taken during the last year to evaluate and reduce lead-based paint hazards?

The Lead Safe Housing Regulations dictate the procedures which must be followed regarding renovations and who performs the different elements of renovation. CD will continue to take action to evaluate and reduce lead-based paint hazards in each housing unit assisted through its Rehabilitation Programs. Lead-based paint hazard reduction is an integral part of CD's Housing Rehabilitation efforts.

In accordance with federal regulations, the Intake Specialist or Rehabilitation Specialist distribute the *EPA/HUD "Protect Your Family From Lead In Your Home"* pamphlet and provides a copy of the lead report to the homeowners receiving housing rehabilitation assistance.. The information covers the dangers of lead-based paint, symptoms of lead paint poisoning, and provides instructions on actions to be taken if symptoms of lead-based paint poisoning are present.

CD continues to work closely with HUD and other regional agencies to obtain training, information, and funding for these required efforts. Since 2009, CD staff have conducted an annual training session with all active contractors and perspective contractors interested in bidding on housing projects. CD continues to encourage all contractors to become EPA and HUD lead certified renovators.

Lead risk assessments are completed by a licensed environmental company for all housing units approved for rehabilitation assistance. CD has created maps with GIS and Census data to indicate the age of construction and prevalence of children in the homes to assist in prioritizing lead abatement efforts. When conditions are found in the lead report which indicate a potential lead-based paint hazard, appropriate remedial action is included as a part of the rehabilitation work. All lead work (interim

control/abatement) will be conducted in accordance with federal regulations and performed by an appropriately certified and/or licensed contractor.

The County's Department of Public Health screens children that may have been exposed to lead in their environment and to families with targeted aged children that receive assistance. Public health staff will provide information to any family who is concerned that they may be at risk. The County also has available two HEPA vacuums for public use.

CD has also encouraged its non-profit housing providers to register their housing units on the State of Michigan's Lead Safe Housing Registry website as well as participate in the observance of Lead Poisoning Prevention Week.

## HOUSING

### Housing Needs

1. Describe Actions taken during the last year to foster and maintain affordable housing?

See Appendix 6 Summaries of commitments, expenditures and balances by program  
See Appendix 10 Housing Needs Table

### Specific Housing Objectives

1. Evaluate progress in meeting specific objective of providing affordable housing, including the number of extremely low-income, low-income, and moderate-income renter and owner households comparing actual accomplishments with proposed goals during the reporting period?

See Appendix 7 Summary table of demographics of individuals and households  
See Appendix 8 Project summary by program  
See Appendix 10 Housing needs table

2. Evaluate progress in providing affordable housing that meets the Section 215 definition of affordable housing for rental and owner households comparing actual accomplishments with proposed goals during the reporting period?

HUD outlines the criteria for local jurisdictions to qualify units assisted under the HOME program as "affordable housing" in Section 215 of the HOME Program regulations. To qualify as affordable, all rental and homeownership units constructed or rehabilitated with HOME funding must adhere to these regulations. It is the responsibility of each HOME participating jurisdiction to report to HUD the number of these affordable units completed on an annual basis. Also, even though the CDBG program does not require the qualification of units as "affordable" following the HOME Program Section 215 regulations, it is useful to keep track of all of the affordable units constructed or rehabilitated with CDBG and other types of funding. All the housing units funded by HOME and CDBG funds are in compliance with Section 215.

See Appendix 6 Summary of commitments, expenditures and balance by program  
See Appendix 7 Summary table of demographics of individuals and households  
See Appendix 8 Project summary by program  
See Appendix 10 Housing needs table

### 3. Describe efforts to address "worst-case" housing needs and housing needs of persons with disabilities?

The housing rehabilitation program prioritizes eligible projects based on the condition of the property and the severity of the repairs needed to the property. Emergency cases were completed within several days of notification. In addition, households with children under 6 in housing that is likely to have lead and/or other code violations as well as unsafe living conditions are a high program priority. No families were relocated due to lead abatement requirements where children were living in the household. Other program priorities include elderly households, female headed households, and households with a disabled family member.

The County provides development funds and program support funds to four non-profit housing providers whose mission is to provide housing for either persons with disabilities and/or experiencing homelessness. The County provides both federal and local funding for homeless shelters, supportive services and programming. Sixty-nine percent of the County's federally-funded programs served people with extremely low-incomes.

See Appendix 7 Summary table of demographics of individuals and households  
See Appendix 12 Non-homeless needs table

## Public Housing Strategy

### 1. Describe actions taken during the last year to improve public housing and resident initiatives?

The **Ann Arbor Housing Commission** promotes resident councils at four of its largest public housing sites, and holds monthly RAB (Resident Advisory Board) meetings. The Commission does not provide a Homeownership Program through its Public Housing program. Participants interested in Homeownership are encouraged to attend and complete Homeowner education counseling services. The Commission provides the Housing Choice Voucher (HCV) Homeownership option. All eligible voucher recipients who qualify and complete the requirements of the Homeownership Program are serviced. The Commission will coordinate with Homeownership counseling services and OCD for down payment assistance.

The Commission is currently designated by HUD as a Standard Performer under the FY10 SEMAP in the Section 8 Department, and recently submitted its SEMAP self-certification scored as continuing its status as a Standard Performer (pending HUD review). The FY10 Real Estate Assessment Center (REAC) physical site inspections were completed last July, and HUD designated the AAHC as a Troubled Performer as a result. However, HUD recently completed its FY11 REAC inspections and the East AMP inspection score rose 24 points and the West AMP's inspection score rose 17 points – enough to rate the AAHC as a Standard Performer (pending HUD official review and notification).

The City of Ann Arbor has supported the Housing Commission with \$60,000 for general administration support and support services. This grant continues in 2011-12 as part of the City's budget cycle. This grant is used for funding resource coordinators from CSTS and for administrative costs.

The Commission received and adopted the recommendations from a City-paid Operational Needs Assessment (ONA) in 2009 resulting in a reorganization including the addition of a Deputy Director and a Financial Analyst and reinstating a Section 8 Manager to its current staffing structure. The AAHC continues to work on implementing the ONA recommendations, including the addition of the Financial Analyst.

The City of Ann Arbor provided the Commission with \$228,000 in FY 10 for general administrative support made a commitment of another \$90,000 for FY11 to assist the Commission during its current state of transition. In addition, the Commission received \$138,000 from the Affordable Housing Trust Fund for administrative costs related to payroll expenses. The City also approved for the FY12-13 budget cycles \$154,000 to allow for the hiring and funding of a Facilities and Property Maintenance Manager and to help fund the Financial Analyst.

**The Ypsilanti Housing Commission's** jurisdiction is primarily the City of Ypsilanti and Ypsilanti Township, although like most PHAs, some of its Section 8 vouchers are used within a much larger area. The Ypsilanti Housing Commission (YHC) administrative offices are within the southwest portion of Ypsilanti, an area that has recently come to be known as the Gateway area. The YHC currently operates **195 units** of public housing and 197 tenant-based Section 8 vouchers. They will continue to manage those units for the 2011-12 program year, as their budget allows. In addition, the YHC also provides support to the YHC **Resident Advisory Board**, which is composed of several residents, and meets on a bi-monthly basis to discuss issues of interest to YHC residents.

Since the Ypsilanti Housing sites are located in the City of Ypsilanti, and the City has a large number of high priority projects, the Office of Community Development is still exploring the ways in which County Housing Contingency, HOME, and CDBG funding can be used to assist the Ypsilanti Housing Commission residents.

## Barriers to Affordable Housing

### 1. Describe actions taken during the last year to eliminate barriers to affordable housing?

CD has made the following changes and started the following initiatives to improve departmental outcomes:

- Participated with the WHEP program to provide trainings for participating lenders and realtors, which has begun to help the nonprofits market homeownership assistance and DPA projects. This effort has also educated local lenders and realtors about the program rules and requirements, which helps facilitate successful sales.
- Requested and obtained technical assistance funding from MSHDA for the CHDOs;

- Allocated additional administrative resources for staff to attend trainings including but not limited to HUD, MSHDA, FHLB, MCDA, and SEMCOG and also to pay for technical assistance in the coming fiscal year;
- Implemented a monitoring system and technical assistance plan for CHDOs, CBDOs and recipients of federal and local human services funding;
- Continued to work with the Townships, the City of Ann Arbor, and the City of Ypsilanti to develop politically feasible housing projects that address the needs of the lower-income population;
- Continued to work with local neighborhood organizations on community organizing and neighborhood revitalization initiatives targeted in the City of Ann Arbor;
- Continued working with MSHDA to develop a cohesive nonprofit capacity building strategy;
- Targeting local funding to fill gaps not covered by federal and state funding agencies; such as for predevelopment, homebuyer education, etc.
- In addition, CD is working with the City's Public Services (Utilities) on three joint programs for low-income homeowners. The City has annexation agreements with the surrounding townships. Low-income homeowners who cannot afford the annexation fee can apply for a fee waiver. CD determines if the homeowner is eligible and Public Services waives the fee. Second, Public Services requires homeowners to maintain and repair their sidewalks. Again, low-income homeowners can apply for a grant to pay for the repairs if they are income-eligible. Finally, Public Services has implemented a city-wide conversion to automated water meter readings. The conversion process cannot be done on water pipes that are disrepair. CD income-qualifies the tenant and provides a low-interest loan to repair the plumbing.

## **HOME/ American Dream Down Payment Initiative (ADDI)**

### **1. Assessment of Relationship of HOME Funds to Goals and Objectives**

- a. Evaluate progress made toward meeting goals for providing affordable housing using HOME funds, including the number and types of households served?

See Appendix 6 Summary of commitments, expenditures and balance by program  
See Appendix 7 Summary table of demographics of individuals and households  
See Appendix 8 Project summary by program  
See Appendix 10 Housing needs table

### **2. HOME Match Report**

- a. Use HOME Match Report HUD-40107-A to report on match contributions for the period covered by the Consolidated Plan program year?

See Appendix 15 HOME Match Report

### **3. HOME MBE and WBE Report**

- a. Use Part III of HUD Form 40107 to report contracts and subcontracts with Minority Business Enterprises (MBEs) and Women's Business Enterprises (WBEs)?

See Appendix 14 Annual Performance Report - minority and women-owned business

### **4. Assessments**

a. Detail results of on-site inspections of rental housing?

Property Address	Owner	Number of Units	Property Inspection Date	Results
1010,1020,1030 Arbordale	Avalon Housing	10	January28, 2011	Passed
1675 Broadway	Avalon	4	November 10, 2010	Passed
1731 Du Vharen Rd.	Avalon	38	May 2010	Passed
1440 Pear	Avalon	20	January 2010	Passed
1500 Pauline	WAHC/Avalon	12	June 26, 2009	Passed
201 William	Avalon	6	November, 3, 2010	Passed
532 N. Main	Avalon	7	January 27, 2011	Passed
618 N. Main	Avalon	6	November 17, 2010	Passed
520 S. Division	Avalon	2	November 15, 2010	Passed
522 S. Division	Avalon	6	November 19, 2010	Passed
800 -824 Stimson	Avalon	23	November 6, 2010	Passed
610 W. Summit	Avalon	6	July 20, 2010	Failed – under rehab
1217 Huron	Avalon	7	November 23, 2010	Passed
115-119 Glendale	Avalon	4	August 17, 2010	Passed
411 N. Ashley	Avalon	6	December 14, 2010	Passed
1305-11 Pontiac Trail	Avalon	4	August 30, 2010	Passed
819 Third	Avalon	6	September 28, 2010	Passed
701 Miller	Avalon	23	December 15, 2009	Failed – under rehab
Courthouse Square	First Centrum	116	June 4, 2011	Passed
900 S. Maple	MAP	10	February 24, 2010	Passed
3331-3337 Platt	MAP	11	February 19, 2010	Passed
<b>Total</b>		<b>327</b>		

b. Describe the HOME jurisdiction’s affirmative marketing actions?

In accordance with the regulations of the HOME Program, Section 92.351, and to further CD’s commitment to support non-discrimination and equal housing opportunities. CD has established procedures to affirmatively market housing properties with five or more units. These procedures are included in the Housing Affordability Agreements executed between the County and the housing provider. Each rental project owner is required to develop an Affirmative Marketing Plan detailing efforts it will undertake. These plans are on file in the Office of Community Development. These procedures are intended to further the objectives of Title VIII of the Civil Rights Acts of 1968, and Executive Order 11063.

CD monitors compliance with the affirmative marketing efforts through documentation and site visits. CD provides information about federal fair housing laws and the County’s Affirmative Marketing Policy and requires the use of equal opportunity language in advertising by property owners and by encouraging property owners to follow their Affirmative Marketing Plans. Annually, program report forms



will be used to monitor certification of tenant incomes and rent levels. The information will be kept for a ten-year period from the date of project completion.

### c. Describe outreach to minority and women owned businesses?

In order to assure compliance with HUD's requirements to ensure participation and contracting with Small & Minority Business Enterprise (MBE) and Women's Business Enterprise (WBE), CD follows the WBE/MBE Recruitment & Contracting Policies.

1. Placing Qualified Contractors on the CD MBE/WBE Solicitation Lists:
  - a. CD recruits MBE/WBE contractors annually by placing advertisements in the newspapers, on the CD website and sending the advertisement directly to the Homebuilders Association. CD also works with the local Workforce Development Office to solicit MBE and WBE contractors.
  - b. All new, qualified MBE's & WBE's that attend the mandatory contractor's training and submit an application to the CD are reviewed to be considered for participation with the housing programs. CD currently has twenty (20) qualified MBE and WBE contractors and nine (9) Section 3 contractors.
  - c. CD solicits bids from MBE/WBE contractors for housing rehabilitation and other construction projects.

## HOMELESS

### Homeless Needs

#### 1. Identify actions taken to address needs of homeless persons?

Our community response to homeless needs is coordinated primarily through the Washtenaw Housing Alliance (WHA), our locally designated lead agency orchestrating both our community's Ten Year Plan to End Homelessness and our local Continuum of Care. The WHA is a coalition of 26 non-profit and public sector organizations that serve homeless or at risk populations. Since 2003, the Housing Alliance has been charged with the development and implementation of our community's "ten year plan" -- the *Blueprint to End Homelessness in Washtenaw County*. This comprehensive plan has been adopted both by the Washtenaw County Board of Commissioners and the City of Ann Arbor City Council. Multiple work groups continue to meet to focus on pressing concerns, including: hospital discharge planning, supportive housing development, use of existing housing resources, quality and standards, program research and evaluation, job development, and supportive housing services. More fully detailed information about these efforts and continuing updates can be accessed at the Blueprint website:  
<http://www.whalliance.org/blueprint>.

The Alliance works with the Office of Community Development to further develop the implementation of the local Homeless Management Information System (HMIS) and coordinate the bi-annual "Point-In-Time Count" of homeless persons. Information from these sources helps the Alliance (and the community) educate the community on the incidence of homelessness, identify the particular needs and gaps in homeless services and to measure program outcomes. This information and the work of the various groups inform strategies to address those needs.

During the 2010-2011 Program year, the local Continuum of Care received a total of just over \$4 million in Supportive Housing Program, Shelter Plus Care, and SPC Bonus funding through the annual HUD Homeless Assistance NOFA Process, as well as just over \$286,000 in Emergency Solutions Grant funding from the Michigan State Housing Development Authority (MSHDA). Details of these grants are outlined in *Appendix 4—Continuum of Care Funds*.

## 2. Identify actions to help homeless persons make the transition to permanent housing and independent living?

A sufficient supply of affordable housing must be available in order for homeless persons to make the transition to permanent housing and independent living. To this end, our community has developed and published an action plan for creating access to at least 500 new units of affordable supportive housing. This plan and related activities was a product of the WHA's "500 Unit Planning Workgroup. Since 2004, over 300 new housing opportunities have been created toward this goal, though only about 100 have been able to recruit levels of services funding desired for maximizing impact and support of housing stability. To this end, the County Board of Commissioners has appointed a special blue-ribbon Task Force charged with developing recommendations for creating a targeted dedicated revenue stream that, in turn, will help address the costs of provision of supportive housing services in these 500 units on an ongoing basis.

The Community has been successful in pursuit of funding through the Michigan State Housing Development Authority and other public funding in several funding competitions over the past year. These include: a) over \$1.3 million in 2007 for four projects creating up to 50 new units of permanent supportive housing. These grants funded both acquisition/rehab and rental vouchers for projects serving homeless youth, homeless families, survivors of domestic violence, and single adults experiencing chronic homelessness; b) nearly \$1 million in "housing first" funding in 2008 for acquisition and rehabilitation of 6 units of supportive housing for chronically homeless adults and 4 units of housing for homeless families with children; and c) receipt and distribution of over 250 new "Homeless Assistance Recovery Program" rental assistance vouchers (via the State Housing Development Authority Section 8 program) targeted explicitly for persons meeting HUD homeless criteria. In addition, the local Public Housing Authority has been awarded 70 new VASH (Veterans Administration Supportive Housing Program) vouchers for homeless veterans.

Beyond the units described above, Washtenaw's Michigan Prisoner Re-Entry Initiative (WMPRI) has secured special grant funding for rent assistance and supportive services in 20 new supportive housing units for homeless ex-offenders returning to their home communities. Funding recently secured also has enabled WMPRI to provide transitional rent supports to as many as 60 additional homeless adults.

Finally, two additional barriers to independent living and maintenance of permanent housing have been targeted by WHA workgroups: unemployment and substance abuse. The WHA's Employment and Training Workgroup has developed a plan to make employment and educational services more responsive and accessible for homeless persons. As a consequence of that effort, we have initiated new employment training and support services, in partnership with our local Workforce Development Board, to expand access to job development and placement for homeless adults in our community's homeless assistance programs. And further, the

Substance Abuse and Co-Occurring Disorders Workgroup has aligned current substance abuse treatment efforts in a county-wide plan that includes increasing “detox” beds, follow-up treatment resources, and transitional housing. A major three-year grant from the Substance Abuse and Mental Health Services Administration (SAMHSA), based on this group’s recommendations, is now funding targeted case management services and related supports for over 100 homeless persons dealing with issues of substance abuse and/or co-occurring disorder. The community has also created a new “Recovery Engagement Center” for serial inebriates and those who are not quite ready to commit to a long term treatment program.

As particular evidence of our progress in our commitment to housing stabilization, data from the Annual Progress Reports developed through the Continuum of Care process show that our community increased the percentage of homeless persons remaining in permanent housing over six months from 79% to 85.5%. Moreover, the percentage of homeless persons who moved from transitional housing to permanent housing increased from 70% to 79.5%.

### *A Shift in Philosophy: The Importance of “Housing First”*

It is important to note that The Housing First model is a strong influence in the efforts of the Washtenaw Housing Alliance and the Continuum of Care (CoC). All agencies affiliated with the Washtenaw Housing Alliance and the CoC are working actively on shifting to the Housing First model of service provision. Most agencies are attempting to connect people to the supportive services that they need to be successful as they move to housing.

### 3. Identify new Federal resources obtained from Homeless SuperNOFA?

The Continuum of Care received just over \$4 million in funding for 15 renewal projects through the 2010 Homeless Continuum of Care competition (including 4 Shelter Plus Care renewals). A listing of projects and funding amounts is outlined in Appendix 4—Continuum of Care Funds.

## Specific Homeless Prevention Elements

### 1. Identify actions taken to prevent homelessness?

In order to work to prevent homelessness the Continuum of Care partners currently offer residents the following services: legal assistance, counseling/advocacy, down payment assistance, and assistance with utility, rent, or mortgage payments. These services are designed to help residents remain housed, and are available from the following providers:

- **American Red Cross**—Emergency housing vouchers in the event of fire, etc.
- **Ann Arbor Housing Commission**— Section 8 homeownership pilot; security deposit assistance; and welfare to work vouchers
- **Avalon Housing**—Rental subsidies for persons with disabilities; utilities assistance; counseling
- **Barrier Busters**—An Eviction Prevention fund has been continued with a County Challenge grant; provides rental and utilities assistance.
- **Catholic Social Services** – Utilities assistance; counseling/advocacy

- **Community Supports and Treatment Services** — Emergency eviction prevention
- **Dept. of Human Services(DHS)**—Cash assistance for housing, utilities, and eviction prevention
- **Employment Training and Community Services (Washtenaw County)**—rent and utility assistance
- **HIV/AIDS Resource Center**—Rental assistance and counseling/advocacy for persons living with HIV/AIDS
- **Housing Bureau for Seniors—Eviction Prevention Program, HomeShare Program and Mortgage and Tax Foreclosure Prevention Program** for senior citizens
- **Legal Services of South Central Michigan**—Legal advocacy to help low-income people avoid eviction
- **Interfaith Hospitality Network**—Rental Assistance
- **Michigan Ability Partners (MAP)**—Rental subsidies for persons with disabilities; eviction prevention services, payee services
- **Salvation Army**—Cash assistance for rent, mortgage, and utility payment
- **Shelter Association**—Rental subsidies for persons with disabilities
- **SOS Community Services**—Rental assistance
- **SOS Community Services/ Family Support Network (SOS/FSN) Consortium**—Housing stability/cash assistance
- **Thrift Shops**—Cash assistance; move-in costs; assistance with utilities, rent, and other emergency needs
- **WISH**—Housing stability/cash assistance
- **Washtenaw Housing Education Partners (includes MSU Extension, Community Housing Alternatives, Housing Bureau for Seniors, Washtenaw County Treasurer, Habitat for Humanity of Huron Valley & POWER Inc.)** —provide homebuyer education and down payment assistance programs to low & moderate income homebuyers.

Washtenaw County was awarded over \$1.7 million in Recovery Act funds to implement the Homeless Prevention and Rapid Re-housing Program (HPRP). These funds will help transform our community's system of care in helping to implement a community-wide, virtual "no wrong door" approach to homeless prevention, and will directly assist an estimated 350 households over the next two years.

### Emergency Solutions Grants (ESG)

CD received \$97,539 in FY 10-11 ESG funds directly from HUD. Under the auspice of the Washtenaw Housing Alliance, acting as the local Continuum of Care planning body, however, Washtenaw County received approximately \$401,000 in 2010 for Emergency Shelter Grants through the State of Michigan ESG program, administered by the Michigan State Housing Development Authority. Funds from this program support shelter operations, supportive services, and homeless prevention activities. Following is a summary of the activities in Washtenaw County funded through MSHDA. ESG funds were awarded to SOS Community Services to bolster staffing and operational capacity for the community's new Single Point of Entry initiative. This initiative compliments Washtenaw County's ten-year plan to end homelessness, locally called the *Blueprint to End Homelessness*, which calls for the creation of homelessness prevention and permanent affordable housing options to end homelessness in Washtenaw County. ESG funding support for the Single Point of Entry initiative allowed SOS Community Services to partner with Interfaith Hospitality Network to provide citizens with a single number to call, 24 hours a day, 7 days a week for all issues related to housing. In coordination with the United Way, the 2-1-1 helpline now redirects all housing questions to SOS Community Service's Housing Crisis Line. ESG funding was awarded in coordination with the Washtenaw

Housing Alliance, author of the Blueprint and grantee of the State of Michigan's ESG allocation to the County. Appendix 4—Continuum of Care Funding contains a table detailing the ESG recipients and amounts.

### ***Discharge Planning***

Local discharge planning to prevent homelessness is an important component of the efforts of the County's Ten Year Plan to End Homelessness and the Continuum of Care planning process. With regard to discharge from prison settings, Washtenaw County is in Phase II of the implementation of the Michigan Prisoner Re-entry Initiative (MPRI). The community has implemented a comprehensive planning and intervention program that serves well over 250 citizens returning to the community from the State Department of Corrections each year. Addressing housing needs of returning citizens is this project's highest priority. The Continuum of Care has initiated planning with the Sheriff's Department to develop a strategy that reduces the likelihood of discharge from the County Jail into homelessness.

District Court Judges in Washtenaw County have created a special "Homeless Outreach Court" to provide the opportunity for individuals with minor offenses who are chronically homeless or at risk of homelessness to clear their warrants, obtain assistance with finding housing, and pursue recovery and treatment without fear of arrest. The court is held in an informal setting and has a "no arrest" policy.

**Community Support and Treatment Services (CSTS)**, the local public mental health system, has an official policy that initiates discharge planning processes at the earliest feasible point during service delivery based upon the client's level of functioning. Upon discharge or transfer of clients, CSTS case managers and a placement coordinator are responsible to ensure that the client has a viable housing option available. This process is supported by a full-time housing coordinator.

**Project Outreach Team (PORT), a division of CSTS**, collaborates with the University of Michigan Hospital psychiatric unit to identify housing options for discharged patients and participates in ongoing work groups to address discharge planning issues. In concern for homeless persons with mental illness exiting the County's Jail system, CSTS and PORT have implemented a discharge plan and procedure based on the GAINS Center Recommendations for best practices and have initiated the "J-PORT" project. PORT also provides pre-jail and post-jail diversion programs that provide advocacy with courts for chronically homeless persons.

**Michigan Ability Partners** has created the CEO Program, an intensive employment training and placement program for ex-offenders re-entering the community. This project serves about 60 people per year. It includes Moral Recognition Therapy, employment skills preparation, empowerment training, mock and taped interviews with real employers and individual job development.

Finally, Washtenaw County adopted a broad-based Hospital Discharge protocol this past year to address the challenges of release of homeless adults from local primary care facilities. In this vein, the Shelter Association of Washtenaw County (SAWC) also coordinates with the University of Michigan Hospital System so that discharged patients are not sent to the Shelter without an assessment. These medical assessments enable the Shelter Association to identify clients that it can serve appropriately and to add clients to its wait list in a timely manner.

## COMMUNITY DEVELOPMENT

### Community Development

#### 1. Assessment of Relationship of CDBG Funds to Goals and Objectives

- a. Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities?

CD contracted with five agencies for public services during FY 10/11 utilizing \$362,914 CDBG funds and 40 agencies utilizing \$3,800,379 in City and County general funds as well United Way of Washtenaw funding for 65 human services programs. The needs in the County exceeded the CDBG funds available, and therefore the Washtenaw Urban County funded the highest priority activities in the 5-Year Consolidated Plan.

SEE Appendix 13 Community development needs table

- b. Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served?

CD primarily uses CDBG and HOME funds for single family housing rehabilitation. The single family housing rehabilitation program exceeded the goal of rehabilitating 36 units of owner-occupied housing by rehabilitating 57 units of owner-occupied housing.

See Appendix 6 Summaries of commitments, expenditures and balances by program  
See Appendix 7 Summary table of demographics of individuals and households  
See Appendix 8 Project summary by program  
See Appendix 10 Housing needs table

- c. Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons?

See Appendix 7 Summary table of demographics of individuals and households  
See Appendix 10 Housing needs table

#### 2. Changes in Program Objectives

- a. Identify the nature of and the reasons for any changes in program objectives and how the jurisdiction would change its program as a result of its experiences?

CDBG program objectives were not changed during FY 10/11.

#### 3. Assessment of Efforts in Carrying Out Planned Actions

- a. Indicate how grantee pursued all resources indicated in the Consolidated Plan?

CD utilized all financial resources identified in the FY 10/11 Annual Action Plan, including CDBG, CDBG-R, NSP, HOME, City of Ann Arbor and County general funds, MSHDA ESG, HUD ESG, HUD SHP, and HUD SPC, to carry out the programs and projects planned.

**b. Indicate how grantee provided certifications of consistency in a fair and impartial manner?**

Washtenaw County supported efforts by non-profit entities in their applications to MSHDA, and HUD for homeless assistance; and provided certifications of consistency with the 5-Year Consolidated Strategy and Plan to each applicant that requested them.

**c. Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction?**

Washtenaw County did not knowingly hinder the 5-Year Consolidated Strategy and Plan implementation by action or willful inaction.

**4. For Funds Not Used for National Objectives**

**a. Indicate how use of CDBG funds did not meet national objectives?**

**b. Indicate how did not comply with overall benefit certification?**

All CDBG funds were used to meet the national objectives and complied with the benefit certification.

**5. Anti-displacement and Relocation – for activities that involve acquisition, rehabilitation or demolition of occupied real property**

**a. Describe steps actually taken to minimize the amount of displacement resulting from the CDBG-assisted activities?**

CD temporarily relocates housing rehabilitation clients only when the work includes extensive lead abatement, or the unit is uninhabitable due to a lack of kitchen or bathroom facilities. Four families participating in the housing rehabilitation program were temporarily relocated due to extensive lead abatement and/or rehabilitation activities.

**b. Describe steps taken to identify households, businesses, farms or nonprofit organizations who occupied properties subject to the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences?**

In FY 10/11, no households, businesses, farms or nonprofit organizations were subject to the URA and Section 104(d) due to CDBG and HOME activities. The County requires non-profits who acquire rental or owner units to provide evidence that the units are vacant at the time an offer is made to purchase the unit. If the unit is occupied by a homeowner who is voluntarily selling the unit, the homeowner must sign an affidavit indicating such.

**c. Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or nonprofit organizations?**

Not applicable

6. Low/Mod Job Activities – for economic development activities undertaken where jobs were made available but not taken by low – or moderate-income persons
- Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons?
  - List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons?
  - If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, provide a description of steps being taken or that will be taken to provide such skills, experience, or education?

Not Applicable

7. Low/Mod Limited Clientele Activities – for activities not falling within one of the categories of presumed limited clientele low and moderate income benefit
- Describe how the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of whom are low- and moderate-income?

All public services and homeowner rehabilitation activities were reserved for “limited clientele”, which in this case means that the programs were restricted to serve households with incomes below 80% of the HUD Area Median Income. The Office of Community Development and the non-profit contractors verified these participants’ incomes and kept files for each of the participants. In most cases, these records include third party verification of income and/or other income source documentation. However, in the case of transportation funds, the income verification method was a combination of self-report and source documentation.

8. Program income received
- Detail the amount of program income reported that was returned to each individual revolving fund, e.g., housing rehabilitation, economic development, or other type of revolving fund?

CD received program income from City of Ann Arbor loan repayments and loan payoffs (listed in the charts below) for 2010-11 in the amount of \$116,370. The funds are to be reallocated as follows:

- o Single Family Rehabilitation: \$110,370
- o CDBG Administration = \$6,000

Program	Address	Loan Repayment	Balance
Public Facility	Senior Citizen Housing	\$8,286.96	\$37,420.96
	Courthouse Square	\$13,012.00	\$324,103.07
Multi-family Rehab	All HOME loans are now in deferred status as of 6/30/08		
Single Family Rehab	20** Champagne	\$177.04	\$1,101.67
	* Faust	\$2,161.80	\$8,967.02
	4** Fifth Street	\$6,908.37	\$0
	20** Garden Circle	\$2,174.04	\$10,394.54
	34** Platt	\$2,780.88	\$19,351.62



Jurisdiction

	24** N. Circle Drive	\$0	\$0
	* Jay Lee Court	\$556.40	\$9,568.57
	<b>TOTAL</b>	<b>\$36,057.49</b>	<b>\$86,804.38</b>

Program	Address	Loan Payoffs	Date
Multi-family Rehab	CD did not receive any payoffs for the period of 7/1/09-6/30/10		
Single Family Rehab			
	16** Fulmer St	\$10,362.00	9/21/09
	2* Summit	\$18,689.00	1/7/10
	22** Hilldale	\$24,404.00	2/25/10
Homebuyer/DPA			
	29** Verle	\$19,341.00	11/4/09
	28** S.Knightsbridge Circle	\$7,517.50	6/16/10
	<b>TOTAL</b>	<b>\$80,313.50</b>	

CD also received program income in 2009-10 from one County loan payoff at 2\*\* Summit for \$19,350.

The funds are to be reallocated as follows:

Single Family Rehabilitation = \$15,480  
 CDBG Administration = \$3,870

**b. Detail the amount repaid on each float-funded activity?**

Not Applicable.

**c. Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other?**

CD did not issue any amortized repayable loans with CDBG or HOME funding.

**d. Detail the amount of income received from the sale of property by parcel?**

The County and City of Ann Arbor did not receive any income from the sale of private property.

**9. Prior period adjustments – where reimbursement was made this reporting period for expenditures (made in previous reporting periods) that have been disallowed, provide the following information:**

- a. The activity name and number as shown in IDIS;
- b. The program year(s) in which the expenditure(s) for the disallowed activity(ies) was reported;
- c. The amount returned to line-of-credit or program account; and
- d. Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments.

The County did not have any disallowed costs during the program year.

10. Loans and other receivables

- a. List the principal balance for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received?

Not applicable.

- b. List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period?

Not applicable

- c. List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owed as of the end of the reporting period, and the terms of the deferral or forgiveness?

See Appendix 16 Recoverable Grants

- d. Detail the total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period?

City Council and the Mayor approved releasing Washtenaw Affordable Housing Corporation (WAHC) from all terms of their \$300,000 CDBG loan, \$700,000 HOME loan and housing affordability agreement for 1500 Pauline upon sale of the property to Avalon Housing, Inc., or an affiliated entity. The property transfer is still to be negotiated.

- e. Provide a List of the parcels of property owned by the grantee or its subrecipients that have been acquired or improved using CDBG funds and that are available for sale as of the end of the reporting period?

Not applicable.

11. Lump sum agreements

- a. Provide the name of the financial institution?  
b. Provide the date the funds were deposited?  
c. Provide the date the use of funds commenced?  
d. Provide the percentage of funds disbursed within 180 days of deposit in the institution?

Not applicable

12. Housing Rehabilitation – for each type of rehabilitation program for which projects/units were reported as completed during the program year

- a. Identify the type of program and number of projects/units completed for each program?  
b. Provide the total CDBG funds involved in the program?  
c. Detail other public and private funds involved in the project?

See Appendix 6 Summaries of commitments, expenditures and balances by program

No other public or private funds were involved in the rehabilitation projects.

**13. Neighborhood Revitalization Strategies – for grantees that have HUD-approved neighborhood revitalization strategies**

- a. Describe progress against benchmarks for the program year. For grantees with Federally-designated EZs or ECs that received HUD approval for a neighborhood revitalization strategy, reports that are required as part of the EZ/EC process shall suffice for purposes of reporting progress?

Not Applicable

**Antipoverty Strategy**

**1. Describe actions taken during the last year to reduce the number of persons living below the poverty level?**

Over the past year, the County and other public and private organizations continued work to reduce the number of persons living below the poverty level by enhancing their opportunities for self-sufficiency in the following main ways:

- The County will enforce its living wage ordinance that applies to all companies contracting with the County, which requires that all employees of these companies be paid at least \$13.19 (no benefits) or \$11.83 (with benefits).
- The County will continue to fund SPARK (Washtenaw Development Council) to support their efforts to encourage the development and maintenance of economic opportunities in the County.
- The County will encourage CHDOs and other nonprofits to hire low-income residents and local contractors for work in CDBG, HOME and NSP I funded activities.
- The County and City of Ann Arbor will continue to fund a variety of outside human service programs that serve residents of the Urban County through approximately \$2,400,000 in annual general fund expenditures, including permanent supportive housing services, food distribution, health prevention for young mothers and families, medical services, shelter services for families, medical access for older adults, and transportation, youth mentoring, youth volunteering, child care, , early learning & intervention, and prenatal programming. These programs will assist families to reach their full potential, increase self-sufficiency, and work to address gaps in other mainstream programs for individuals below the poverty line.
- The County will make efforts to assist those living below the poverty level by promoting affordable housing and by requiring coordination of services of all sub-recipients of CDBG and HOME funds to lessen the financial burden on this population.
- Low-income housing providers will maintain and increase their current stock of affordable housing that is reserved specifically for low-income households.
- The Washtenaw County ETCS Department administers Community Services Block Grant dollars specifically on projects that reduce poverty and revitalize neighborhoods.
- The United Way of Washtenaw County will continue to fund human service organizations that provide in the areas of: Housing and Shelter; Alleviating Hunger; Early Childhood Education & Care; Access to Health Care; and Aging in Place.
- The Ann Arbor Area Community Foundation will continue to fund a variety of human services in the County.
- The Office of Community Development will continue to work with existing human services coalitions in Washtenaw County to develop community-wide outcomes in coordination with community stakeholders that help funders and service providers alike evaluate and improve service delivery in a variety of sectors. This program is a network of over 50 social service provider agencies that agree to “reduce barriers” in the provision of social services to Washtenaw County consumers. This is completed through monthly meetings where program information is shared and difficult cases are discussed and problem-solved. The Community Development Office staffs this

program and provides oversight to the Barrier Busters Unmet Needs Fund—a collection of nearly \$300,000 in annual funding that is available to support the one-time, emergency unmet needs of consumers of the member agencies.

## NON-HOMELESS SPECIAL NEEDS

### Non-homeless Special Needs

#### 1. Identify actions taken to address special needs of persons that are not homeless but require supportive housing, (including persons with HIV/AIDS and their families)?

The County generally does not identify or prioritize funding based on HUD's definition of non-homeless special needs populations. These populations are served through the County's housing and human services funding with programs for individuals and families that may be homeless, low-income, or special needs.

#### **Persons with Disabilities**

This year, Washtenaw County provided funding to Avalon Housing to construct 39 units of affordable housing with 14 units set aside for persons with special needs.

In addition to community efforts to build and sustain permanent supportive housing, there are numerous community organizations that provide support services to individuals with special needs, including the following: Ann Arbor Center for Independent Living, Michigan Ability Partners, Washtenaw Association for Community Advocacy, Avalon Housing, Catholic Social Services, Community Support and Treatment Services, Home of New Vision, Dawn Farm, the Shelter Association of Washtenaw County, SYNOD Residential Services, Community Housing Alternatives, Community Alliance (formerly Community Residence Corporation), POWER, Inc., Ozone House, Food Gatherers, Ypsilanti Meals on Wheels, Department of Human Services (home health aides), Family Support Network, and others.

#### **Elderly**

Neighborhood Senior Services, the Housing Bureau for Seniors, Ypsilanti Meals on Wheels, and the County ETCS Department together provide outreach, support services, meal delivery, home repair services, eviction and foreclosure prevention, and other support services to the elderly residents of Washtenaw County to help them stay in their homes and increase the safety of their residences. In addition, over 40 public, public, and nonprofit organizations recently developed a "Blueprint for Aging", in order to more effectively serve the older adult residents of Washtenaw County. For more information on these efforts, please see their website:

<http://www.blueprintforaging.org>

See Appendix 12 Non-homeless Special Needs Table

### Specific HOPWA Objectives

Not Applicable

## OTHER NARRATIVE

The following Appendixes are included with the 2009-10 CAPER:

- Appendix 1 Federal funds
- Appendix 2 State funds
- Appendix 3 Local funds
- Appendix 4 Continuum of care funds
- Appendix 5 Section 215 Goals
- Appendix 6 Summary of commitments, expenditures and balance by program for Washtenaw County
- Appendix 7 Summary table of demographics of individuals and households served
- Appendix 8 CPMP Tool project summary by program
- Appendix 9 CPMP Tool summary of performance by project
- Appendix 10 CPMP Tool housing needs table
- Appendix 11 CPMP Tool homeless needs table
- Appendix 12 CPMP Tool non-homeless needs table
- Appendix 13 CPMP Tool community development needs table
- Appendix 14 HUD Form 40107 Annual Performance Report- Minority & Women-Owned (WMBE) Businesses
- Appendix 15 HUD Form 40107-A HOME Match Report (PDF)
- Appendix 16 Single Family Rehab deferred loans
- Appendix 17 HUD Form 60002 Section 3 report

IDIS Reports: PR 03, PR 06, PR 23, PR 26, & PR 33