



NOTICE OF FUNDING AVAILABILITY (NOFA)

July 2024

Program Compliance Information Meeting
August 13, 2024



SEPTEMBER 2023 NOFA ROUND FUNDING AMOUNTS

❖	Pre-Development Loan Program	\$500,000
❖	Affordable Housing Development Program	
	A. Multifamily Development	\$4,000,000
	B. Supportive Housing Category	\$3,000,000
		Total: \$7,500,000



FUNDING LIMITS & RESTRICTIONS

- ❖ Pre-Development Loan Program Maximum Award / Developer: \$250,000
- ❖ Affordable Housing Development Program
 - ❖ NOFA Maximum Award / Project
 - ❖ 9% LIHTC - \$1,000,000
 - ❖ All Others - \$3,000,000
 - ❖ Maximum Award / Developer, Per Round: \$3,000,000



APPLICATION & AWARD TIMELINE

EVENT

DATE*

NOFA Published

July 16, 2024

Pre-Submission Public Meeting

July 30, 2024

Pre-Application Project Review Meetings

July 30 – August 12, 2024

Program Compliance Information Meeting

August 13, 2024

Final Submission Deadline

September 3, 2024

Threshold Approval Letters Issued

September 20, 2024

City Support & PILOT Letter (9% & 4% LIHTC)

September 16 – 25, 2024

Commitment Level Documents Due

October 4, 2024

Conditional Award (9% LIHTC) & Conditional
Compliance Award (Pre-Development) Award Letters

December 2024 – Date TBD



NOFA UPDATES THIS ROUND

- SAM.gov registration is now required for Developer(s) and the Development Team
- Threshold Approval Letters will now be issued in lieu of Letters of Interest
- Accessible Unit Schedule is required per the Application in Attachment 12
- MSHDA Proforma Excel Template is now required for all LIHTC projects submitted
- Updates to Affordable Housing Scoring Criteria in Appendix G
 - Alignment with City Goals
 - Failure to Complete Previous Development(s) or City Loan Default
- Updated Income Limits, HOME Rents & Subsidy Limits, & Utility Allowances in Appendix B
- Updates Supportive Housing Scoring Criteria in Appendix H
- Updates to Environmental Compliance



AGENDA

Welcome	10:00 am	Rebecca Labov
Meeting Overview	10:05 am	Larry Catrinar, Naomi Beasley-Porter
Environmental Requirements	10:10 am	Penny Dwoinen
Labor Standards, Davis Bacon, & Prevailing Wage Requirements	10:30 am	Jacqueline Jackson
Section 3 Requirements	10:40 am	Patricia Ford
Q & A	10:50 am	
Preliminary Plan Review	11:10 am	Russell Baltimore, James Foster
Uniform Relocation Act & Section 104(d)	11:25 am	Kyle Ofori, Eric Andrews, Roland Gainer
Supportive Housing	11:40 am	Terra Linzner, Lauren Licata
Construction & Rehabilitation Requirements	11:55 am	Michael Neil
Asset Management & Continued Obligations	12:15 pm	Noor Al-Khafaji
Pre-Development NOFA	12:25 pm	Wendy Hatcher
DocuSign Application	12:35 pm	Naomi Beasley-Porter
Q & A	12:45 pm	
Thank You & Closing	1:00 pm	

ENVIRONMENTAL REQUIREMENTS

Penny Dwoinen





City of Detroit HUD Federal Allocation Environmental Compliance Quick Pointers

NOFA Program Compliance
August 2024

Partners to the Environmental Review Process

➤ **City of Detroit - HRD Team Members**

- ❖ Environmental Review Officer – Penny Dwoinen
- ❖ Leadership – Mayor's Office
- ❖ Program Staff
- ❖ Project Managers

➤ **Other Federal Funders**

- ❖ MSHDA (HOME and Project Based Vouchers)
- ❖ Detroit Housing Commission Project Based Vouchers

➤ **Developers**

- ❖ Consultants/Attorneys
- ❖ Environmental Consultants/Cultural Resource Managers
- ❖ Michigan Department of Environment Great Lakes and Energy

Who is required to comply?

- All Federal Agencies (NEPA)
- All HUD Entitlement Communities (HUD)
- All Projects using a City of Detroit HUD allocation
 - ❖ CDBG
 - ❖ HOME
 - ❖ ESG
 - ❖ HOPWA
 - ❖ CDBG - DDR
 - ❖ EDI
 - ❖ NSP
 - ❖ CoCs
 - ❖ PBVs (DHC)
 - ❖ MSHDA HOME
 - ❖ MSHDA PBVs
 - ❖ HUD Loans

What laws do we comply with?

- ▶ Airport Accident Potential Zone
- ▶ Clean Air Act
- ▶ Coastal Zone Management Act
- ▶ Contamination and Toxic Substances (HUD reg) – This is where environmental due diligence (Phase I ESA through an approved Response Activity Plan) are required.
- ▶ Endangered Species Act
- ▶ Explosive & Flammable Hazards (HUD reg)
- ▶ Farmlands Protection Policy Act
- ▶ Floodplain Management (E.O. 11988)
- ▶ National Historic Preservation Act
- ▶ Noise Control Act
- ▶ Safe Drinking Water Act (Sole Source Aquifers)
- ▶ Wetlands Protection (E.O. 11990)
- ▶ Wild & Scenic Rivers Act
- ▶ Environmental Justice (E.O. 12898)

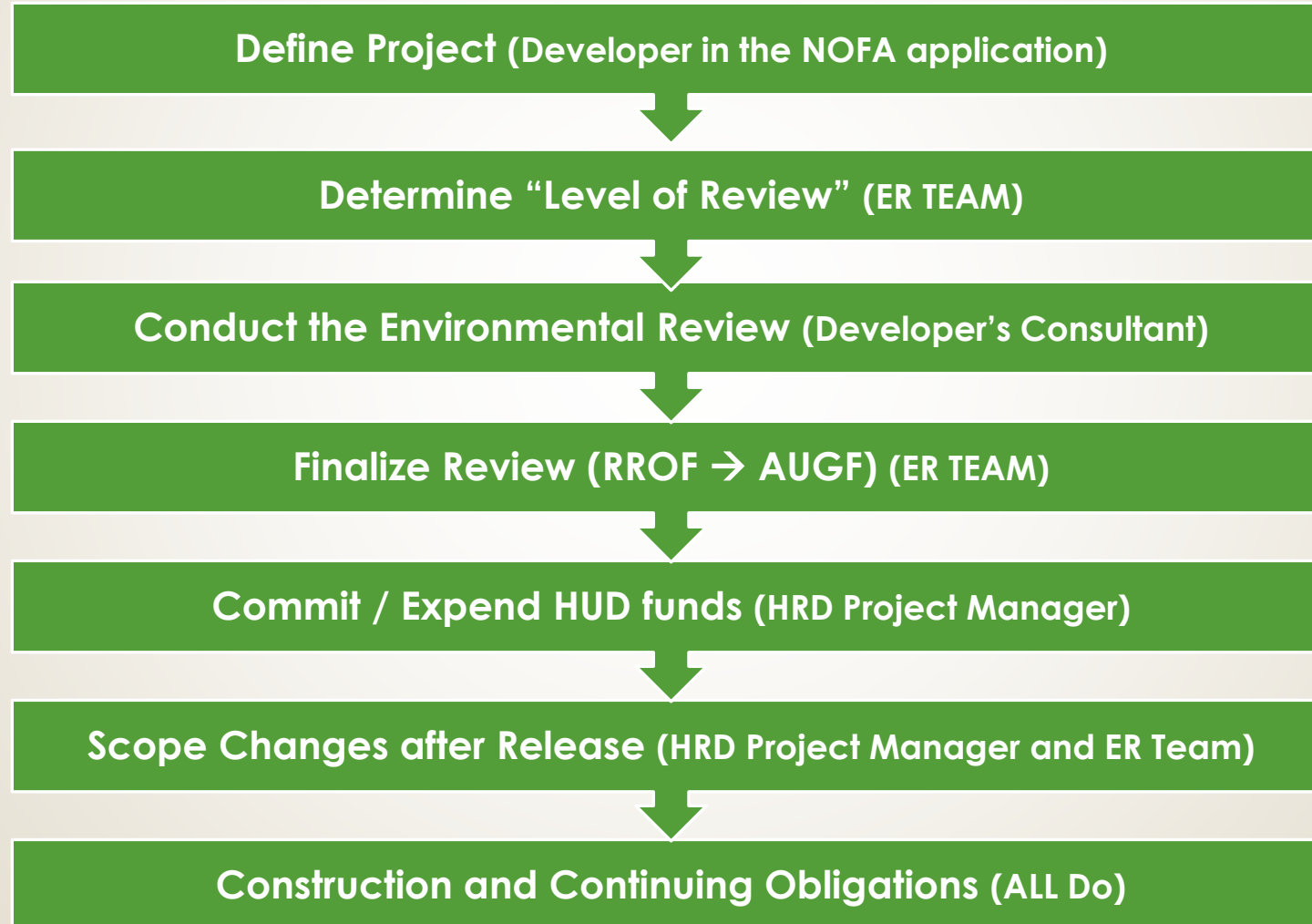
HOW do we comply?

Environmental Review Process

- Project Begins with City of Detroit
 - ❖ Application to NOFA for Federal Funding
 - ❖ Application to the DHC for PBVs
 - ❖ Pre-Application work (HRD teams)
- HUD Federal Funding Award
- Environmental Review Process begins
- HUD Environmental Approval
- Construction/NEPA Compliance Commitments

HOW do we comply?

The Environmental Review Process



§58.22: Limitation of Action

Choice-Limiting Action

- ▶ Examples: real property acquisition, leasing, bidding, disposition, demolition, rehabilitation, repair, renovation, construction, conversion and site improvements

Affirmative Responsibility

- ▶ If RE is considering an application and is aware a party is about to take action prohibited by §58.22(a), RE must take “appropriate action” to ensure NEPA is followed
- ▶ Difference of Application for funds –vs- Intent for funds
 - RE must make determination
 - Must be defensible and documented

The City of Detroit has determined that the NOFA application date is the intent for use of HUD funding. No Choice Limiting Action can be taken after your application is submitted.

Choice Limiting Actions

Is a Choice Limiting Action:

- Real property acquisition
- Leasing
- Bidding
- Disposition
- Demolition
- Rehabilitation
- Repair
- Renovation
- Construction
- Conversion
- Site Improvements

Is NOT a Choice Limiting Action:

- ▶ Bidding with NEPA rewind language
- ▶ Development Agreement with NEPA rewind language
- ▶ Option Contract with NEPA rewind language

Consequences of Violating §58.22

➤ Regulatory violation:

- Results from a commitment of Non-HUD funds
Contract, agreement, expenditure of funds
- Can result in loss of all HUD assistance for the project and repayment

➤ Statutory violation:

- Results from a commitment of HUD funds
Contract, agreement, expenditure of funds
- “Taints” the project: HUD funds from the same appropriation can never be used at site where violation occurred. Possible repayment.

Responsible Entity Choice Limiting Actions

Prior to environmental approval / clearance, the RE may not:

- Commit HUD funds – Close on loans or sign contracts
- Commit non-HUD funds where the activity would
 - ❖ Have an adverse environmental impact or
 - ❖ Limit the choice of reasonable alternatives
- **Extends to third parties including:**
 - ❖ **Recipients, and**
 - ❖ **Participants in the development process**
 - Public or private nonprofit
 - For-profit entities
 - Contractors

Do not take action before environmental clearance!!

Meaningful Project Descriptions Include:

- **Location:** describe so the public can locate (i.e. street address, cross streets)
- **Purpose and Need:** describe what is being done and why it is necessary, trends likely in the absence of the project
- **Description:** provide complete details about the project and what will be done
 - ❖ Type of project (i.e. new construction of single family home, roof replacement of community center, etc.)
 - ❖ Capture the maximum anticipated scope of the proposal, even if it isn't solidified yet
 - ❖ Physical description of existing and/or proposed new buildings
 - ❖ Timeframe for implementation
 - ❖ Size of the project (area coverage, number of units, population served, etc.)
- **All funding sources**
- **All development partners**

Defining the Project - Aggregation

- Who, what, when, where, why of the project
- **Project Aggregation (§58.32)**
 - **Evaluate as a single project** all individual activities that are related either on a geographical or functional basis, or are logical parts of a composite or contemplated actions
 - Must include **both** HUD and non-HUD funds



Acquisition



Demolition



Construction



**Aggregate
Project**

Environmental Assessment [§58.36]

- New construction or substantial rehabilitation structures (multifamily) or of 5+ clustered homes
- Conversion from one type of land use to another (adaptive reuse)

- The purpose is to ***evaluate the project as a whole***
 - ❖ Determine existing conditions and trends
 - ❖ Identify all impacts (direct, indirect, cumulative)
 - ❖ Examine and recommend feasible ways to eliminate or minimize adverse environmental impacts
 - ❖ Examine alternatives to project itself, if applicable

Environmental Review Hurdles

► Floodplain

- ❖ New HUD Rules – floodplain extends to the 500-year floodplain
- ❖ No new construction or substantial rehabilitation in the 100-year or 500-year floodplain without compliance with the 8-step process.
- ❖ The 8-Step process will require Civil Engineer and floodplain experts and
- ❖ Work with ER TEAM early in the development process if you are in or near a floodplain

Environmental Review Hurdles

➤ Contamination

- ❖ Most multi-family projects will encounter contamination
- ❖ Developer Team will conduct ER and work with ER TEAM to work through the approval process
 - Identify contamination levels and types
 - Response Activity Plan approval from EGLE
 - Follow up of Response Activities through construction
 - Documentation of Due Care Compliance approval from EGLE is closeout

Environmental Review Hurdles

➤ Section 106 Hurdles

- ❖ Timing
- ❖ Confusion over funding source/lack of information (City vs. DHC vs. private funds)
- ❖ Incomplete Information
- ❖ Lack of well-defined project description
- ❖ Archeology
- ❖ Project segmentation

NOFA Environmental Review and Scoring

- ER Team will review environmental reports submitted with the NOFA application
 - ❖ Phase I ESA
 - ❖ Phase II ESA
 - ❖ Lead, ACM, Radon Assessments
- ER Team will provide a readiness for construction score
 - ❖ 0-5 points
 - ❖ Based on the known environmental conditions at the time of the application
 - ❖ More points awarded to projects with fewer NEPA compliance approvals needed

In Conclusion...

We are a Team for Environmental Compliance

- HUD
- HRD Management
- HRD Project Managers
- Developers
- Developer's Environmental Consultant
- HRD ER Team

The HRD ER Team is charged with ensuring environmental compliance with the HUD Rules. We will always try to provide options to make your deal work within the environmental review requirements.



LABOR STANDARDS, DAVIS BACON, & PREVAILING WAGES REQUIREMENTS

Jacqueline Jackson



LABOR STANDARDS AND THE DAVIS-BACON ACT

Monitoring and Compliance Requirements

THE DAVIS-BACON ACT (DBA)

Enacted in 1931 and amended in 1935 & 1964.

Applies to Federal construction contracts over \$2,000.

Covers alterations, repairs, painting & decorating activities on federally funded construction projects.

Applies to laborers & mechanics.

Requires WEEKLY payment of prevailing wages.

Federal Labor Standards

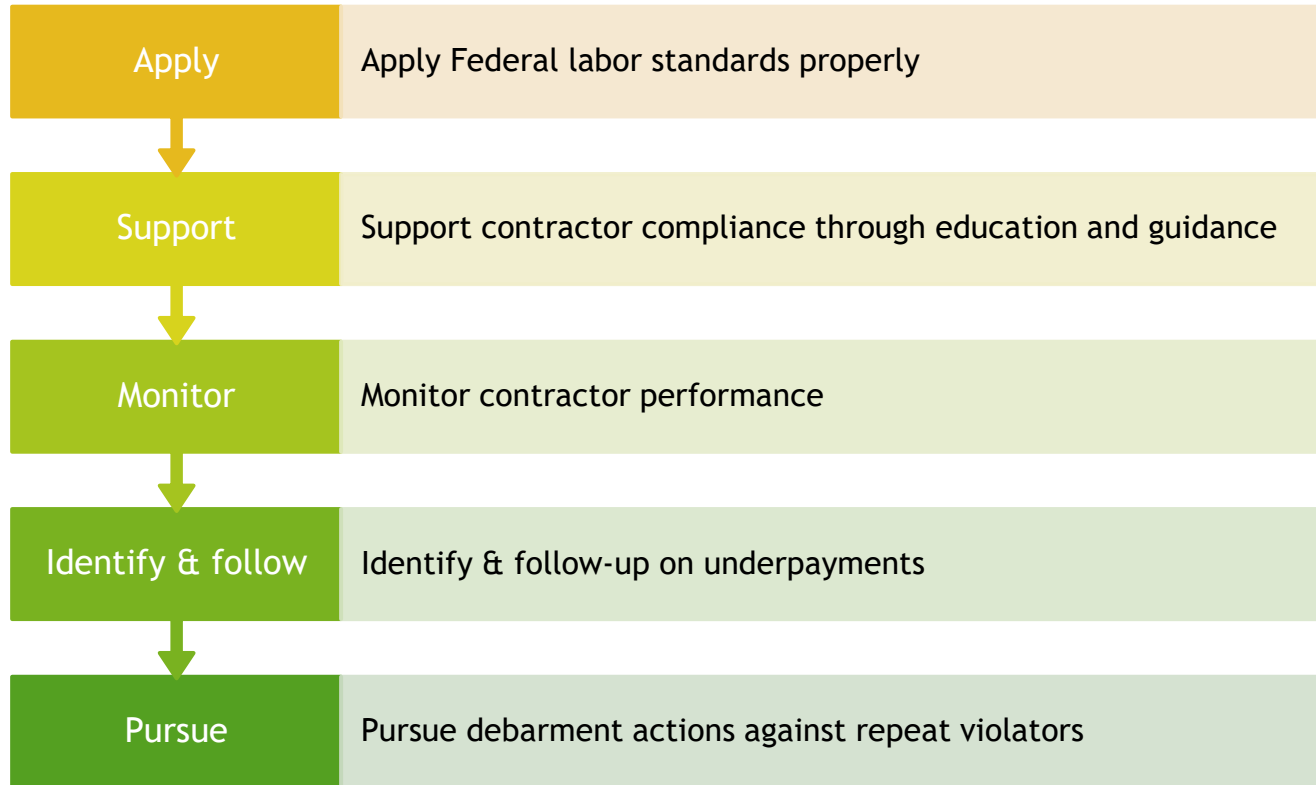
General purpose:

- To ensure proper payment of wages to laborers and mechanics working on federally funded construction projects.

Summary of requirements:

- Prevailing wages must be paid at least once per week
- Premium pay for overtime hours worked
- Unauthorized payroll deductions are prohibited

Labor Standards' Key Objectives



Labor Standards' Responsibilities

Designate	Designate appropriate staff to monitor for compliance
Ensure	Ensure bid documents, contracts & subcontracts contain Federal labor provisions & the applicable wage determination
Review	Review certified payroll reports & identify discrepancies through employee interviews
Maintain	Maintain Labor Standards documentation as required
Submit	Submit enforcement reports to HUD

Additional Labor Regulations

Contract Work Hours & Safety Standards Act (CWHSSA)

- Workers shall be paid 1.5 times their basic rate of pay for all hour worked over 40 hours in a work week.

Copeland Anti-Kickback Act

- Requires payment of wages at least once a week
- Prohibits unauthorized payroll deductions

Fair Labor Standards Act (FLSA)

- Establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments.

Subrecipient's Responsibilities

Attend	Attend Pre-performance conference
Submit	Submit Labor Standards documentation in a timely manner: <ul style="list-style-type: none">•Weekly certified payrolls•One-time submission documents•Other supplemental L/S documents
Request	Request technical assistance as needed
Submit	Submit payment requests in an accurate and timely manner to insure prompt reimbursement

Payment Requests

Labor Standards signs off on the following payments requests;

Applicable CDBG funded construction payment requests;

Applicable HOME funded construction payments;

Payments to service companies i.e., architects, environmental companies and cleaning companies;

Payments to suppliers;

Acquisition (*when construction is included as a part of the contract*).

Required Documents for Payment Approval



SUBMISSION OF ALL
REQUIRED LABOR
STANDARDS
DOCUMENTS



CURRENT WEEKLY
CERTIFIED PAYROLLS



AIA DOCUMENTS



SWORN STATEMENTS



WAIVERS OF LIENS (IF
APPLICABLE)



INVOICES AND
RECEIPTS



LETTER FROM
SUBRECIPIENT/OWNER

Payment Approval Delays



Restitution is owed to employee(s).



Current payrolls have not been submitted.



Payment package missing required documentation.



Contractors fails to resolve outstanding issues.



Outstanding liens on the project.

Labor Standards Team

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Director of Labor Compliance

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Labor Standards Specialist II

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Minete' Campbell

Labor Standards Specialist - CV

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SECTION 3 REQUIREMENTS

Patricia Ford





City of Detroit

HRD NOFA July 2024 Program Compliance Information Meeting

Patricia L. Ford
Section 3 Program Manager



Section 3 Program

- ▶ A provision of the Housing and Urban Development (HUD) Section 3 Act of 1968, federal regulation 24 CFR Part 75 (formerly regulation 24 CFR Part 135).
- ▶ To ensure that the employment and other economic opportunities generated by Federal financial assistance for housing and community development programs shall, to the greatest extent feasible, be directed toward low- and very low-income persons.
- ▶ Regulation Part 75 was release in the fall 2020 and became effective July 1, 2021.

Creates more effective incentives for employers to retain and invest in low- and very low-income workers

Clarifies obligations of entities that are covered by Section 3

Streamlines reporting requirements by allowing use of existing reporting systems



Section 3 - Threshold & Benchmarks (Required to Achieve at the end of the Project)

HUD financial assistance threshold amount exceeds \$200,000 per housing and community development project.

- ▶ Recipients of certain HUD financial assistance (i.e. HOME, CDBG, LEAD, CDBG-CV, NSP, HOPWA, ESG, Healthy Homes & Choice Neighborhoods) - type of projects - housing rehab, new housing construction, and other public construction.

The commitment is to at least meet the HUD Section 3 benchmarks (§75.23 (b)):

- ▶ **Section 3 Workers benchmark**

Twenty-five (25) percent or more of the total number of labor hours worked by all workers on a Section 3 project are Section 3 workers; and

- ▶ **Targeted Section 3 Workers benchmark**

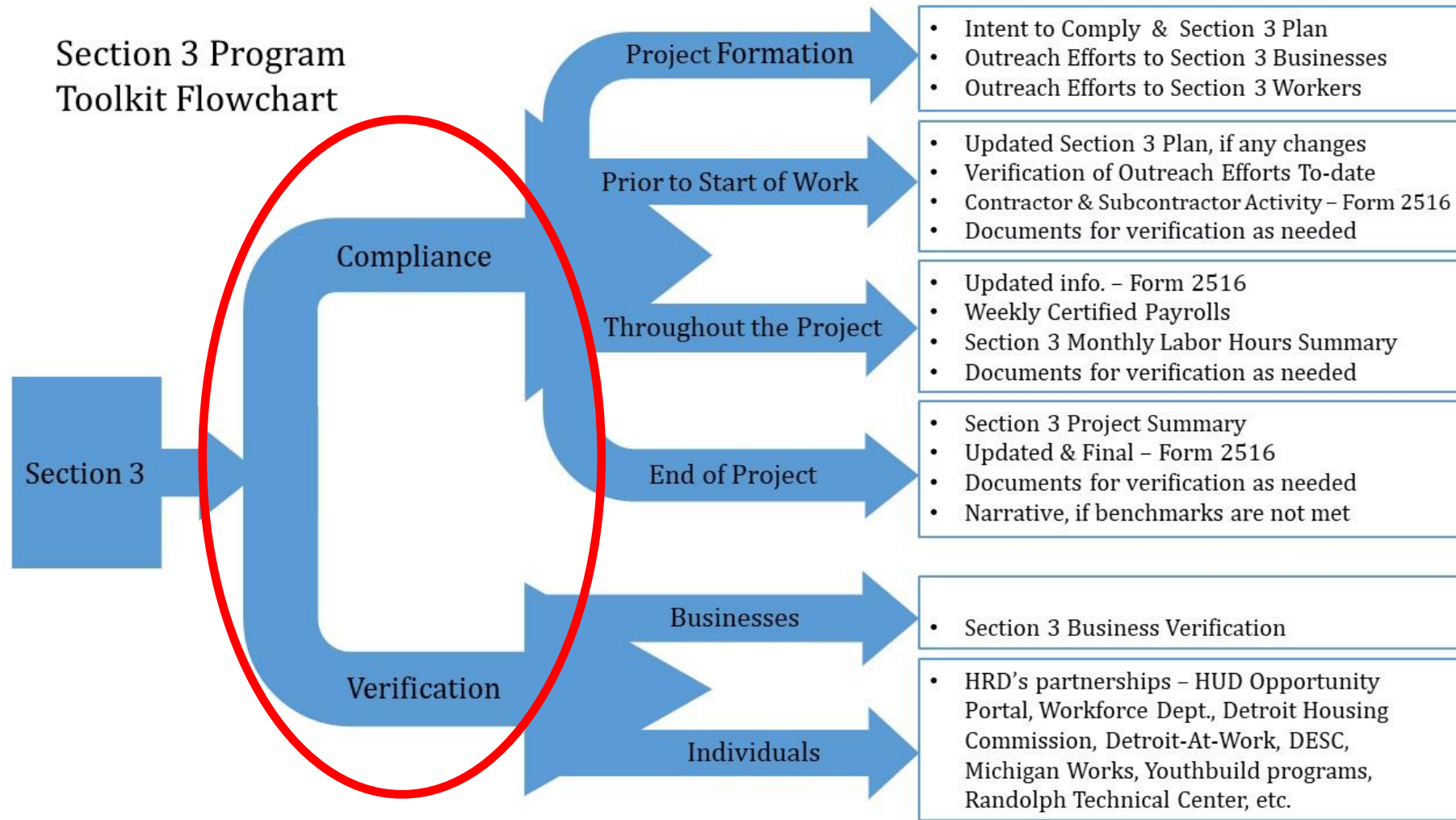
Five (5) percent or more of the total number of labor hours worked by all workers on a Section 3 project are Targeted Section 3 workers.

$$\frac{\text{Section 3 Labor Hours}}{\text{Total Labor Hours}} = 25\% \quad \text{and} \quad \frac{\text{Targeted Section 3 Labor Hours}}{\text{Total Labor Hours}} = 5\%$$



Section 3 Program

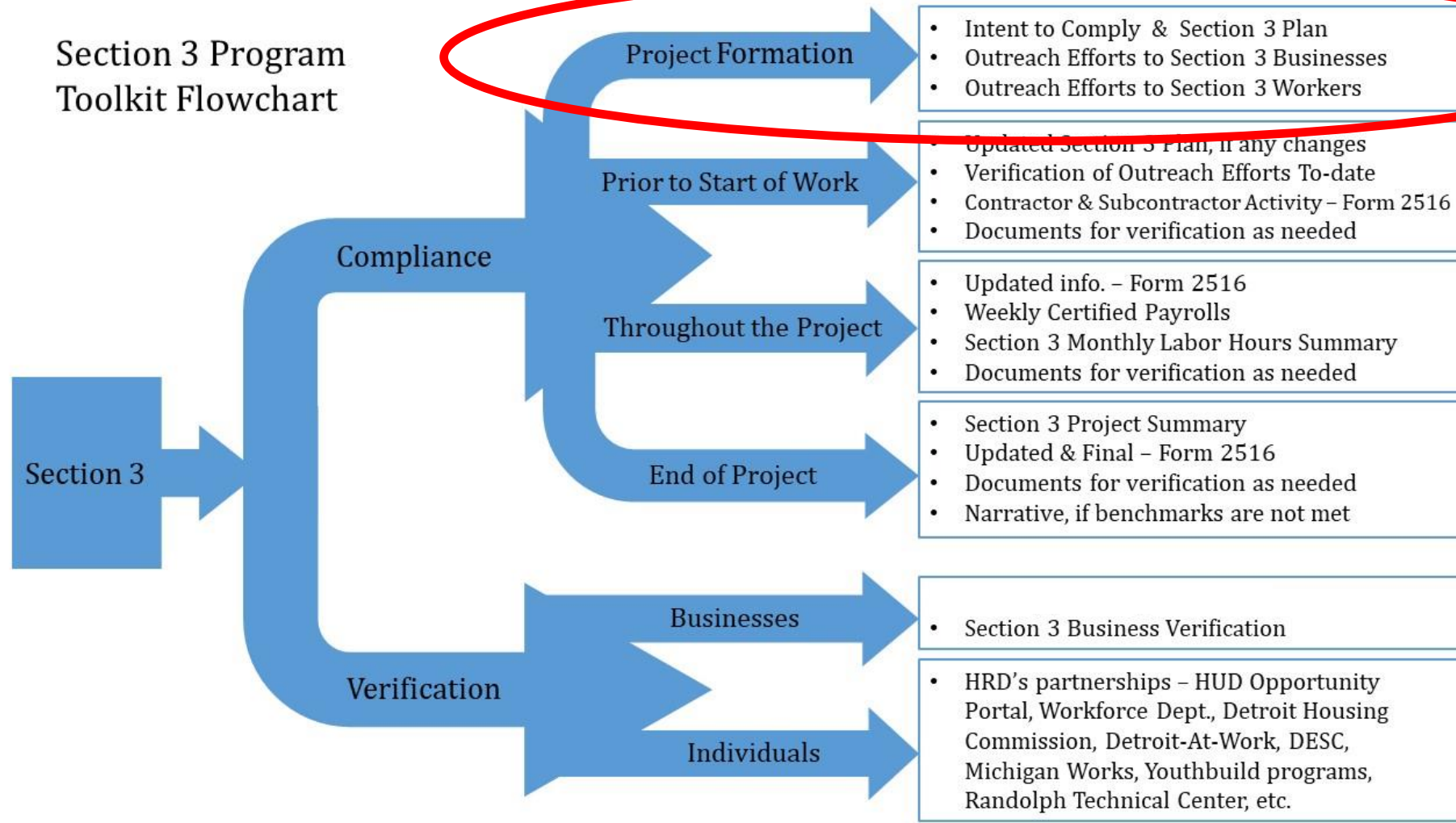
- ▶ There are two components of the Section 3 Program - Compliance and Verification.





Section 3 Program

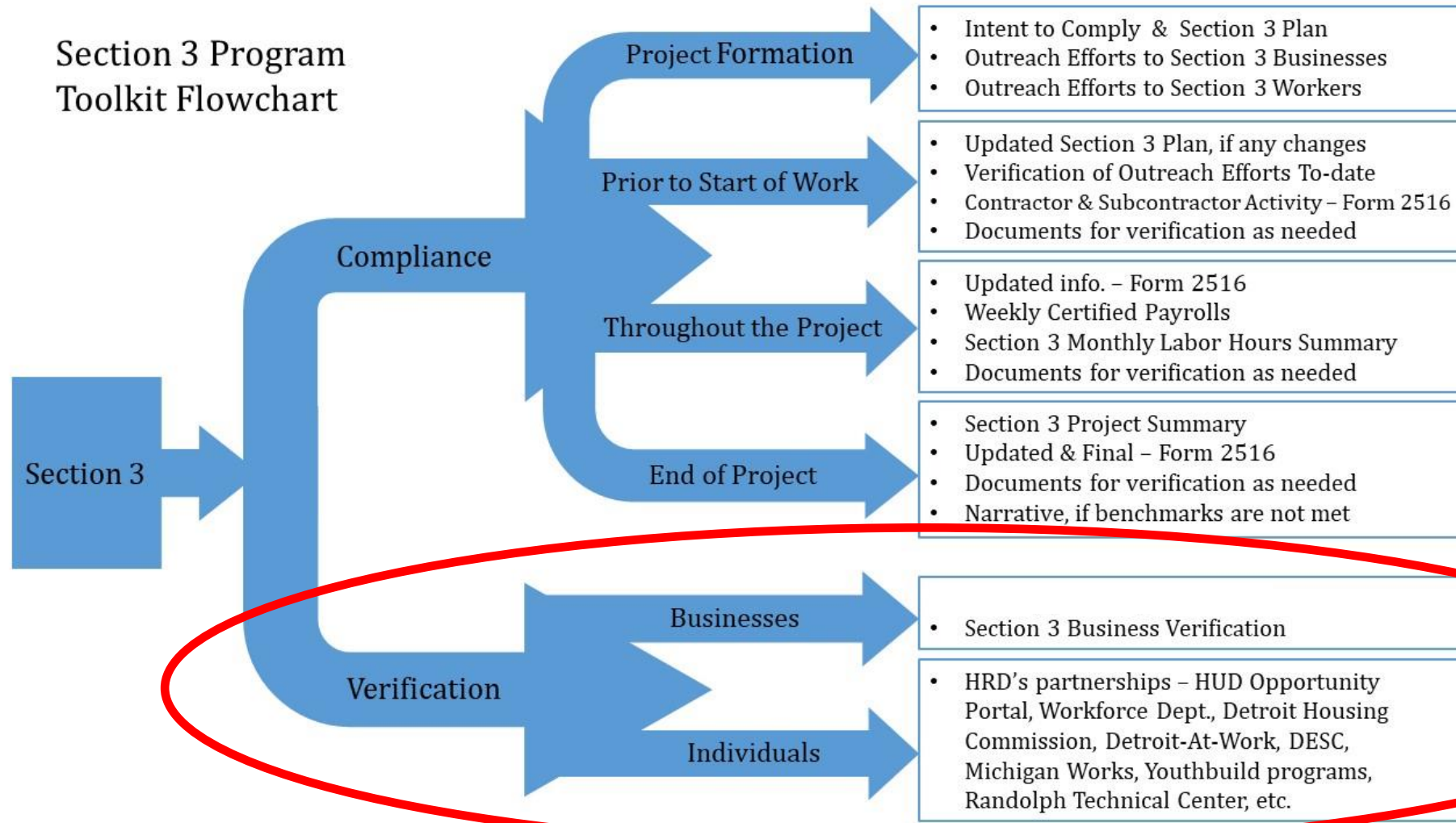
- ▶ There are two components of the Section 3 Program - Compliance and Verification.





Section 3 Program

- ▶ There are two components of the Section 3 Program - Compliance and Verification.





Section 3 Business Concerns

- ▶ A Section 3 business concern means (§75.5):
 - ▶ A business concern meeting at least one of the following criteria, documented within the last six-month period:
 - ▶ It is at least 51 percent owned and controlled by low- or very low-income persons;
 - ▶ Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers; or
 - ▶ It is a business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.
 - ▶ The status of a Section 3 business concern shall not be negatively affected by a prior arrest or conviction of its owner(s) or employees.
 - ▶ Nothing in this part shall be construed to require the contracting or subcontracting of a Section 3 business concern. Section 3 business concerns are not exempt from meeting the specifications of the contract.

(Note - *Service area or the neighborhood of the project* means an area within one mile of the Section 3 project or, if fewer than 5,000 people live within one mile of a Section 3 project, within a circle centered on the Section 3 project that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census. (§75.5)). HUD neighborhood tool, under Section 3 Business Resources, click on ‘HCD Neighborhood Service Area Tool’, <https://hud-region-5-section-3-resource-hub-hud.hub.arcgis.com/>)



Section 3 & Targeted Section 3 Workers

- ▶ A Section 3 worker means (§75.5):
 - ▶ Any worker who currently fits or when hired within the past five years fit at least one of the following categories, as documented (note - the published date was 11/30/2020, therefore the look-back date is 11/30/2020 instead of 5 years):
 - ▶ The worker's income for the previous or annualized calendar year is below the income limit established by HUD.
 - ▶ The worker is employed by a Section 3 business concern.
 - ▶ The worker is a Youthbuild participant.
 - ▶ The status of a Section 3 worker shall not be negatively affected by a prior arrest or conviction.
 - ▶ Nothing in this part shall be construed to require the employment of someone who meets this definition of a Section 3 worker. Section 3 workers are not exempt from meeting the qualifications of the position to be filled.
- ▶ A Targeted Section 3 worker means (§75.21):
 - ▶ A Section 3 worker who is:
 - ▶ A worker employed by a Section 3 business concern; or
 - ▶ A worker who currently fits or when hired fit at least one of the following categories, as documented within the past five years (note - the published date was 11/30/2020, therefore the look-back date is 11/30/2020 instead of 5 years):
 - ▶ Living within the service area or the neighborhood of the project, as defined in § 75.5; or
 - ▶ A Youthbuild participant.

(Note - *Service area or the neighborhood of the project* means an area within one mile of the Section 3 project or, if fewer than 5,000 people live within one mile of a Section 3 project, within a circle centered on the Section 3 project that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census. (§75.5)). HUD neighborhood tool, under Section 3 Business Resources, click on 'HCD Neighborhood Service Area Tool', <https://hud-region-5-section-3-resource-hub-hud.hub.arcgis.com/>)

Housing and Revitalization Department Section 3

Income Limits Information

Hiring Individuals

Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968 for providing preference in employment, training, and contracting opportunities that are generated by HUD funded projects to **qualified Detroit residents**.

Individuals seeking to certify as a Section 3 worker (or Targeted Section 3 Worker) shall submit evidence to their employer and the City of Detroit Housing and Revitalization Department (HRD), as requested, verifying that the individual meets the requirements as a Section 3 worker (or Targeted Section 3 Worker).

Use the individual's hire date to determine if the individual meets the income limit. Each chart below is by City of Detroit's fiscal year.

FY July 2023 – June 2024 \$94,700 Median Family Income

Family Size	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Individual Income	\$53,050	\$60,600	\$68,200	\$75,750	\$81,850	\$87,900	\$93,950	\$100,000

Metro Detroit Income Limits subject to change annually

source - <https://www.huduser.gov/portal/datasets/il/il2022/2022summary.odn>

Detroit-Warren-Livonia MI HUD METRO FMR AREA Income Limits as of 07/01/2023

FY July 2022 – June 2023 \$89,800 Median Family Income

Family Size	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Individual Income	\$50,150	\$57,300	\$64,450	\$71,600	\$77,350	\$83,100	\$88,800	\$94,550

Metro Detroit Income Limits subject to change annually

source - <https://www.huduser.gov/portal/datasets/il/il2022/2022summary.odn>

Detroit-Warren-Livonia MI HUD METRO FMR AREA Income Limits as of 07/01/2022

FY July 2021 – June 2022 \$80,000 Median Family Income

Family Size	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Individual Income	\$44,800	\$51,200	\$57,600	\$64,000	\$69,150	\$74,250	\$79,400	\$84,500

Metro Detroit Income Limits subject to change annually

source - <https://www.huduser.gov/portal/datasets/il/il2020/2020summary.odn>

Detroit-Warren-Livonia MI HUD METRO FMR AREA Income Limits as of 07/01/2021

FY July 2020 – June 2021 \$78,500 Median Family Income

Family Size	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Individual Income	\$44,000	\$50,250	\$56,550	\$62,800	\$67,850	\$72,850	\$77,900	\$82,900

Metro Detroit Income Limits subject to change annually

source - <https://www.huduser.gov/portal/datasets/il/il2020/2020summary.odn>

Detroit-Warren-Livonia MI HUD METRO FMR AREA Income Limits as of 07/01/2020



Highlight Section 3 Opportunities in your newsletters



Hold informational meetings on Section 3 with your community and residents (may request field or regional support from HUD)



Family Self-Sufficiency (FSS) PROGRAM

Integrate Section 3 into Employment programs such as FSS and Jobs Plus



Working with Federal Partners and promoting federal/state incentives for hiring low-income individuals



Include Section 3 information in your contractor briefings, indicating the advantages of hiring a Section 3 worker and becoming a Section 3 business

Maintain a list of businesses that self-certify as Section 3 for affirmative outreach when contracting opportunities become available

Outreach Efforts

Section 3 Worker Certification

Would you like to apply for Section 3 preference in hiring? Click below for the Section 3 Worker Certification form.

[Section 3 Worker Certification \(PDF, 2MB\)](#)

Section 3 Business Verification

Are you a business seeking Section 3 preference? Fill out our form below.

[Apply for Section 3 Preference \(PDF, 278KB\)](#)

Section 3 Plan

You also need to fill out a "Section 3 Plan" form. It certifies you are committed to complying with the Section 3 act, Section 3 regulations,

[Section 3 Plan- Owner/Developer and Contractors \(PDF, 270KB\)](#)

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Tax Credit - Hiring Individuals

LEO - Work Opportunity Tax Cre x +

michigan.gov/leo/bureaus-agencies/uia/employers/panel-resources/programs/wotc

CPD Grants Portal L... BABA | HUD.gov /... City of Detroit Intra... Section 3 - Econom... Section 3 Opportun... 11SECFAQS.PDF Income Limits | HU... Section 3 - HUD Ex... Section 3 - HUD Ex... All Bookmarks

TAX CREDIT VALUES

The WOTC tax credit depends on the number of hours worked in the first year. If an employee works 120-399 hours, the employer qualifies for a 25 percent tax credit of first year wages. That tax credit increases to 40 percent if the employee works 400 hours or more.

	Tax Credit	First Year Wages
Veterans		
Disabled Vet	\$3,000 - \$4,800	\$12,000
Disabled & Unemployed Vet	\$6,000 - \$9,600	\$24,000
Unemployed Vet at least 4 weeks	\$1,500 - \$2,400	\$ 6,000
Unemployed Vet at least 6 months	\$3,500 - \$5,600	\$14,000
TANF Recipients		
Short-Term	\$1,500 - \$2,400	\$6,000
Long-Term	\$2,500 - \$9,000	\$10,000 (50% 2nd year)
Other Target Groups		
SNAP, Designated Community, Voc. Rehab, Ex-Felon, SSI	\$1,500 - \$2,400	\$6,000
Summer Youth (SY)	\$ 750 - \$1,200	\$3,000
Tax-Exempt Organizations		
For Qualified Veteran Only	Up to \$6,240	

All or part of the tax credit can be claimed in the year prior to being approved for the credit or spread out over the next 20 years.

Eligible new hires cannot have any prior work history with the employer, cannot be a relative of the employer and must be a U.S. citizen or permanent resident.

Employers must submit the proper documentation to prove that the new hire is covered by one of the target groups. Failure to submit the necessary information will delay an application.

Ask Ava for help

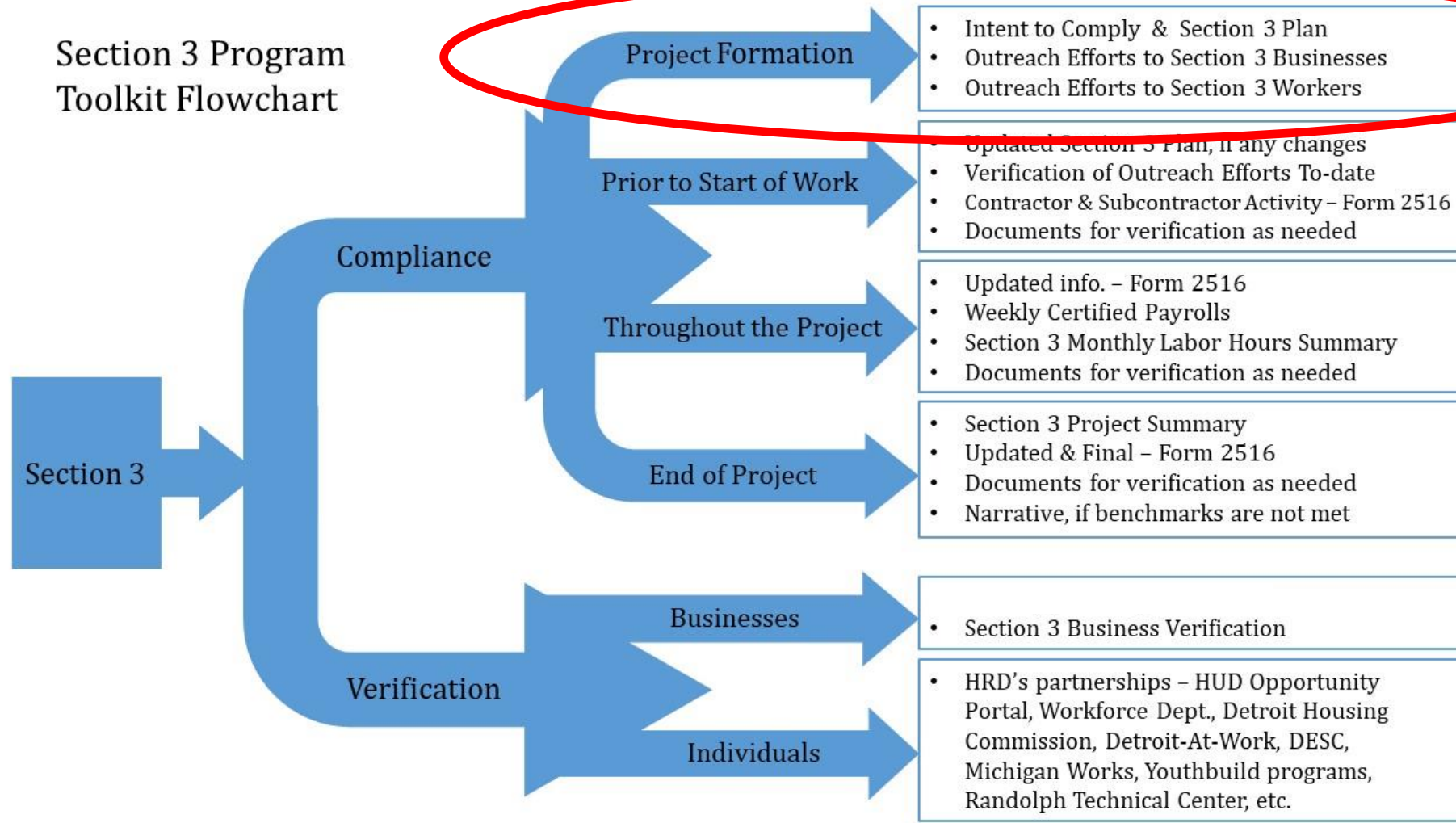
State of Michigan - Work Opportunity Tax Credit (WOTC)

<https://www.michigan.gov/leo/bureaus-agencies/uia/employers/panel-resources/programs/wotc>



Section 3 Program

- ▶ There are two components of the Section 3 Program - Compliance and Verification.



Hiring Individuals

Efforts to offer training and employment opportunities to individuals that may meet the Section 3 worker and Targeted Section worker requirements	Yes	No	Projected Timing
1. Notify the HRD Section 3 Program office when training opportunities are available			
2. Engage in outreach efforts to generate job applicants			
3. Provide training or apprenticeship opportunities and prepare information to be distributed			
4. Clearly indicate Section 3 eligibility on all job postings with the following statement: "This job is a Section 3 eligible job opportunity. We encourage applications from individuals that are low income and/or live in Public Housing and/or receive a Section 8 voucher."			
5. Include the Section 3 worker and Targeted Section 3 worker certification form in all job postings			
6. Contact, coordinate, and advertise with unions and local community organizations, provide them with job postings for Section 3 eligible applicants and request their assistance in notifying residents of available training and employment opportunities			
7. Coordinate and advertise job opportunities via social media – LinkedIn, Facebook, Instagram, TikTok, etc.			
8. Coordinate and advertise job opportunities via flyer distributions, mass mailings and posting ad in common areas of housing developments and all public housing management offices			
9. Option Removed			
10. Establish a current list of Section 3 eligible applicants Provide technical assistance to help Section 3 workers and Targeted Section 3 workers compete for jobs (e.g., resume assistance, coaching)			
12. Provide or connect Section 3 workers and Targeted Section 3 workers with assistance in seeking employment including: drafting resumes, preparing for interviews, and finding job opportunities connecting residents to job placement services			
13. Held one or more job fairs.			
14. Provide or refer Section 3 workers and Targeted Section 3 workers to services supporting work readiness and retention (e.g., work readiness activities, interview clothing, test fees, transportation, child care)			
15. Provided assistance to apply for/or attend community college, a four-year educational institution, or vocational/technical training			
16. Assisted Section 3 workers to obtain financial literacy training and/or coaching			

Further explain the above outreach efforts and any additional outreach efforts not listed:



Section 3 Businesses

Efforts to offer contracting opportunities to businesses that may meet the Section 3 business concern requirements	Yes	No	Projected Timing
17. Engage in outreach efforts to identify and secure bids from Section 3 business concerns			
18. Advertise contracting opportunities in local community paper and notices that provide general information about work to be contracted and where to obtain additional information			
19. Provide written notice of contracting opportunities to all known Section 3 business concerns with sufficient time to enable business concerns the opportunity to respond to bid invitations			
20. Option Removed			
21. Coordinate with all business assistance agencies and contractor associations to inform them of contracting opportunities and request their assistance in identifying Section 3 business concerns including local community development organizations, business development agencies, and minority contracting associations			
22. Add Section 3 language to all RFPs, procurement documents, bid offerings and contracts			
23. Notify the HRD Section 3 Program office upcoming pre-bid meetings			
24. Coordinate mandatory pre-bid meetings to inform Section 3 business concerns of upcoming contracting opportunities			
25. Divide contracts into smaller jobs to facilitate participation by Section 3 business concerns			
26. Contact businesses with resources to support business development to assist in obtaining contract opportunities			
27. Provide bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns			

Further explain the above outreach efforts and any additional outreach efforts not listed:





Section 3 - Why & What Does it Mean for You

- ▶ HUD has set the following benchmarks for each project:

Five (5) percent or more of the total number of labor hours worked by all workers on a Section 3 project are Targeted Section 3 workers.

$$\frac{\text{Section 3 Labor Hours}}{\text{Total Labor Hours}} = 25\% \quad \text{and} \quad \frac{\text{Targeted Section 3 Labor Hours}}{\text{Total Labor Hours}} = 5\%$$

- ▶ Meeting the benchmarks set by HUD is a win-win-win:
 - ▶ Subcontract with verified Section 3 businesses allows ALL the labor hours under that business to count at least toward Section 3 worker labor hours and maybe some Targeted Section 3 worker labor hours.
 - ▶ Hire individuals that meet the Section 3 worker requirement allows that employee's labor hours count, at least, toward Section 3 worker labor hours and maybe some Targeted Section 3 worker labor hours.
 - ▶ An incentive for employers:
 - ▶ To retain and invest in their employees that meet the Section 3 requirements with the privilege to count the individuals under Section 3 for up to 5 years, even when the individual is over income from either their hire date or when certified, whichever is later
 - ▶ A potential Tax Credit from the State of Michigan for the hiring business
 - ▶ Improving the quality of life of Detroit residents
 - ▶ For HRD to show HUD, why the city of Detroit should continue to receive funding for future projects



Thank You

Labor Compliance Unit

Angela Thompson, Director

AThompso@DetroitMi.gov

Section 3 Program Team

Patricia L. Ford

Program Manager

fordpL@DetroitMi.gov

Felicia Hairston

Program Analyst

HairstonF@DetroitMi.gov

Email questions to - HRDsection3@DetroitMi.gov

For more information - visit web page
Housing and Revitalization Department (HRD)

Section 3 Program

<https://detroitmi.gov/departments/housing-and-revitalization-department/hud-programs-and-information/section-3-program>

QUESTIONS?



PRELIMINARY PLAN REVIEW

Russell Baltimore, James Foster



PRELIMINARY PLAN REVIEW

Russell Baltimore, James Foster



BSEED/P&DD

Developments



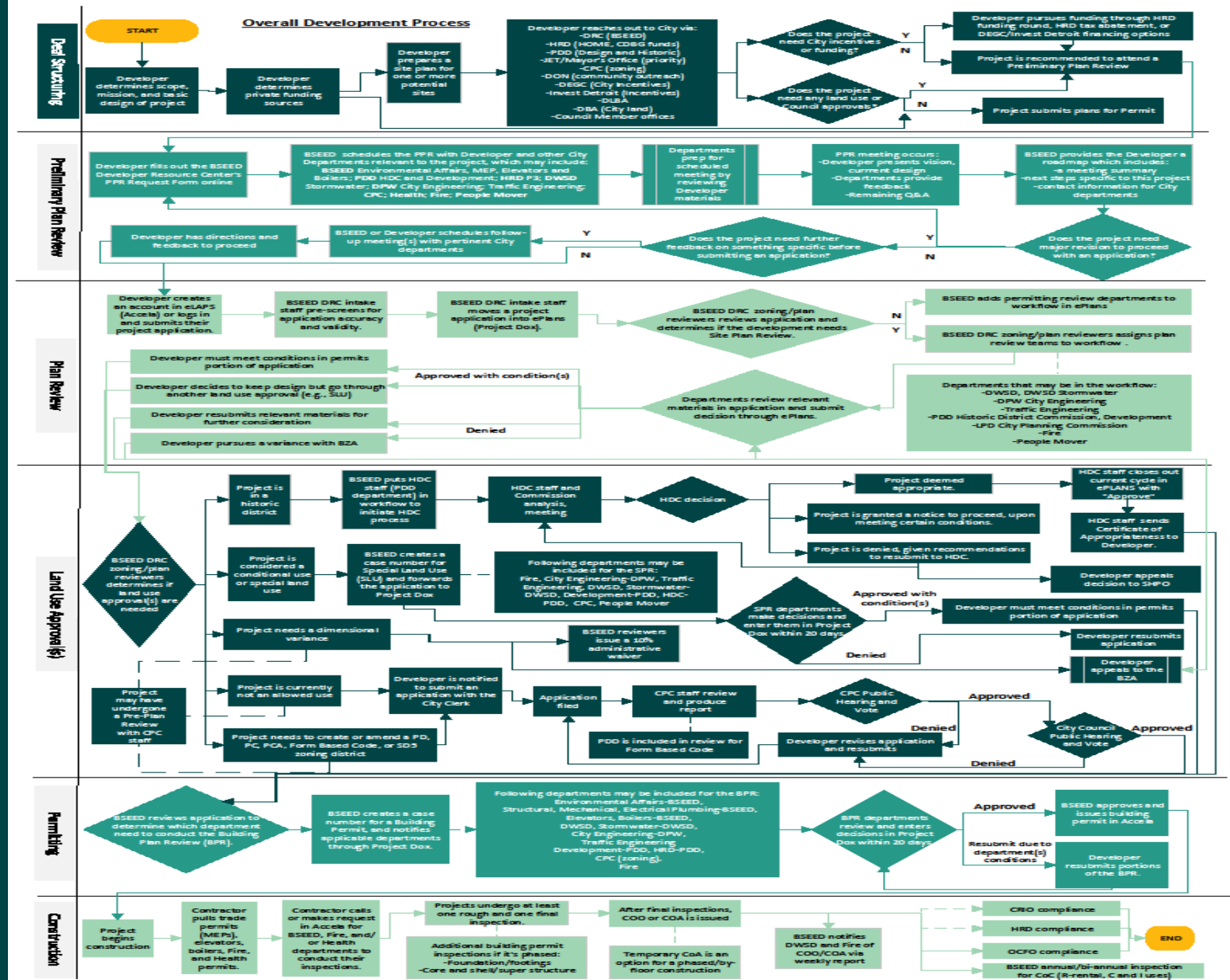
Developments



What does it take?

- Patience
- Support
- Knowledge

This the Development Process



Let P&DD/BSEED be that support.

- **Preliminary Plan Reviews (PPR)**
- **If you have an idea for a project.**
- **Outlines your next steps & provides information specific to your project (zoning requirements; prepare for Site Plan Review, Design Review, Storm Water and Building Permit Plan Review.**
- **Create connections to other departments you need to work with.**
- **A detailed roadmap, unique to your project.**
- **A single point of contact for the life of your project to facilitate any discussion.**

PPR BENEFITS

* A FREE service to provide your development team all the information needed to successfully complete a Project. At Conceptual is best. Don't wait to long.



1
Open to all
project types
(Large or small)



2
A Pathway for
Entitlements
(BZA/SLU)



3
Identify
Zoning Code
Requirements



4
Identify
Storm Water
Requirements



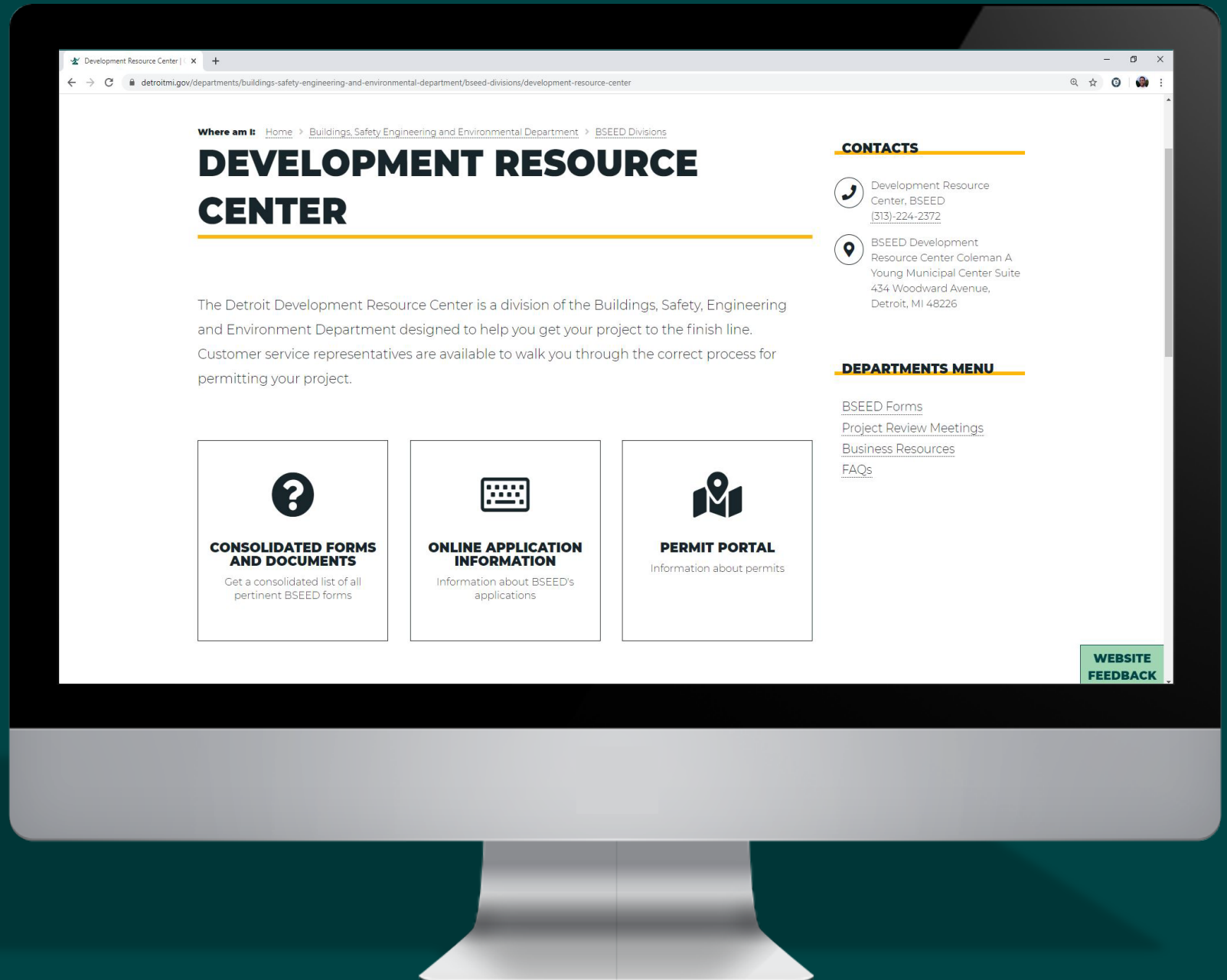
5
Access to City
Departments that
approve
development
(DPW, DWSD,
PDD, CPC, HRD,
DEGC, Mayors
Office, Fire, DTE,
etc.)



6
Roadmap
Summary Unique
to your
development

SUBMIT FOR A PPR

Development
Resource
Center
detroitmi.gov/drc



SUBMIT FOR A PPR

ONLINE APPLICATION:
detroitmi.gov/drc

Applicant should provide
the following:

- Project details and drawings
- List of any specific questions or issues
- Any specific departments you would like represented

Project Review Meetings | City of Detroit | Project Tracking

app.smartsheet.com/b/form/a71a1509ccf54588b35f5ecd9aeb624

PPR Scheduling

Fill out any required information & anything else you feel is pertinent to your project.
For more details about the PPR meetings see www.detroitmi.gov/drc

Project Name *

Project Address *

Project Contact *

Email *

Phone Number *

Proposed Use
Select

Project Development Group
Name
Point of Contact
Email/Phone Number

Architecture Team
Name
Point of Contact
Email/Phone Number

Sample submittals

Elevations



3D Views



Renderings

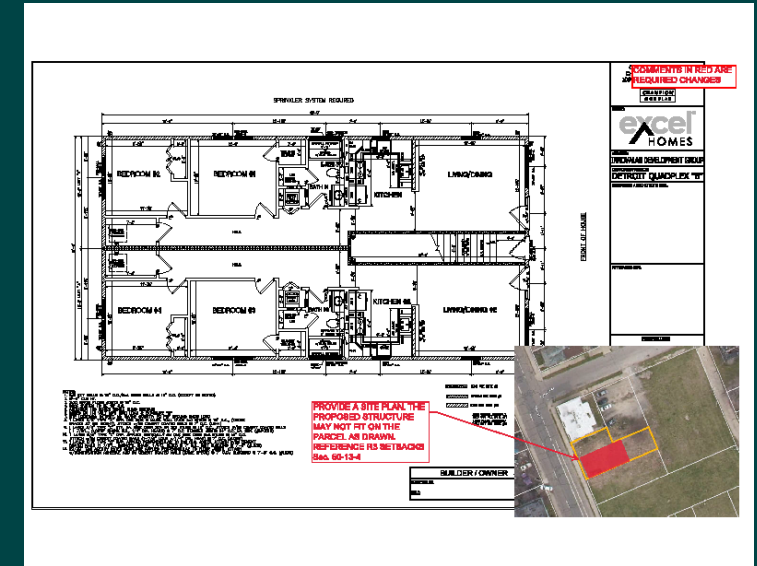
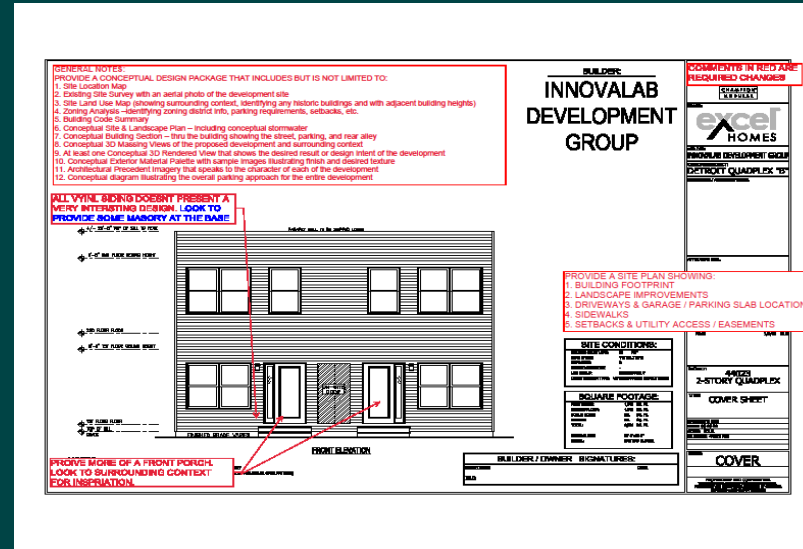


Site Plan

Floor Plans

YOU WILL RECEIVE A MARKUP OF PRESENTATION DECK:

- DETAILS
- COMMENTS
- INSPIRATION



APPLY TO
Planning & Development

Coleman A. Young Municipal Center
 2 Woodward Avenue, Suite 808
 Detroit, Michigan 48226

Phone: 313.224.1339
 Fax: 313.224.1350
 www.detroitmi.gov/pdd

APPROVED
 APPROVED WITH CHANGES NOTED
 REVISE AND RESUBMIT
 REJECTED

SUBMITTAL WAS REVIEWED FOR DESIGN CONFORMITY AND GENERAL CONFORMANCE TO CITY OF DETROIT DESIGN GUIDELINES. THE APPLICANT IS RESPONSIBLE FOR CONFIRMING AND CORRELATING DIMENSIONS AT JOBSITE FOR TOLERANCE, CLEARANCE, QUANTITIES, FABRICATION PROCESSES AND TECHNIQUES OF CONSTRUCTION, AS WELL AS COORDINATION OF THE WORK WITH OTHER TRADES AND FULL COMPLIANCE WITH FEDERAL, STATE AND LOCAL BUILDING CODES AND REGULATIONS.

STAFF BRIEF

This document is the staff's comparison of the City of Detroit Design Review Guiding Principles, Design Guidelines for City of Detroit Zoning Ordinance and other applicable adopted area guidelines as applied to the proposed application. It is intended to provide guidance during the City Planning and Development Design Review of the proposed application.

Date: 3/9/2023
Project: 2628 Rosa Parks
Design Review Meeting: 2/6/2023
Address: 2628 Rosa Parks
Staff: Russell Baltimore (rbaltimore@detroitmi.gov), Zach Funk (Zachary.Funk@detroitmi.gov)
Year structure built: N/A
Applicant: Tarun Kajeepeta (tkajeepeta@gmail.com)
Project Scope Under Review: NEW CONSTRUCTION

Project Summary:
 The project is for a new modular housing duplex. The units would be rentals and share parking with the property adjacent the development team also owns.

Design Review Guiding Principles:

- ✓ IN COMPLIANCE
- ✗ NOT IN COMPLIANCE
- ⊖ NOT APPLICABLE
- ⓘ MORE INFORMATION NEEDED

- ⊖ **Historic Preservation:** The intent of development is to preserve existing structures and complement the urban fabric through a thoughtful and intentional approach to design.
 - Maintain existing architectural elements.
 - Use exterior material that are compatible with the existing context.
- ⓘ **Activate the Public Realm:** All projects shall build upon the walkable environment, providing a transparent and interactive building frontage and ground level meant to intrigue pedestrians through design and active uses.

SEATTLE BUNGALOW SHED ARCHITECTURE

MAGNOLIA FLATS NICHOLAS DESIGN COLLECTIVE

GREEN HOUSES SANDERS ARCHITECTS

COMMENTS IN BLUE ARE SUGGESTED CHANGES

COMMENTS IN PURPLE ARE PRECEDENT EXAMPLES

THE USE OF MATERIALS AND ARTICULATION CAN CREATE A VISUALLY INTERESTING DESIGN

YOU WILL RECEIVE SUMMARY UNIQUE TO YOUR DEVELOPMENT (A ROADMAP)

- DEPT COMMENTS
- VALUABLE LINKS
- NEXT STEPS



DEPARTMENT OF
Buildings, Safety Engineering
& Environmental

Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 401
Detroit, Michigan, 48226

Phone 313-224-2733 TTY: 711
Fax 313-224-1467
www.detroitmi.gov

Chick-Fil-A – Preliminary Plan Review Summary March 23, 2023

Thank you for submitting preliminary documents to the City of Detroit, Buildings Safety Engineering and Environmental Department (BSEED) – Development Resource Center (DRC) for participating in the Preliminary Plan Review (PPR) meeting.

The Preliminary Plan Review (PPR) process provides an opportunity for all relevant city departments to ask questions and provide guidance. Our goal is to help guide you through the site plan review, permitting process, and spot anything else that may be important to know for your project. For this meeting, we aim to answer any questions or concerns you may have and facilitate any further meetings this project might need. This meeting was held on March 23, 2023.

Your PPR summary contains:

- Short project overview
- Abridged PPR meeting minutes
- Next steps that you can follow to get your project to the finish line.

Project overview

Chick-fil-A is a popular American fast-food restaurant chain that specializes in chicken sandwiches, nuggets, and strips. The chain was founded in 1946 and is headquartered in College Park, Georgia. Chick-fil-A is known for its fresh ingredients and healthy menu options, including salads and grilled chicken. The chain has proposed building a new restaurant on East Mack Ave at Marseilles St. This proposed location will feature a drive-thru model and outdoor seating, but no indoor seating.

Chick-fil-A has a distinctive modern, clean design with a red and white color scheme and a logo of a chicken with its beak open. Chick-fil-A often partners with local organizations and charities to give back to the community. In addition to its focus on community involvement, Chick-fil-A is also known for its founder Truett Cathy's religious beliefs, which have influenced the chain's business practices. For example, all Chick-fil-A locations are closed on Sundays to allow employees to spend time with their families and attend religious services.

Next Steps/Action Items

1. Site Plan Review
[Site plan review checklist](#)
[Site plan review application](#)

2. Special Land Use Hearing

1



DEPARTMENT OF
Buildings, Safety Engineering
& Environmental

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2 Woodward Avenue, Suite 401
Detroit, Michigan, 48226

Phone 313-224-2733 TTY: 711
Fax 313-224-1467
www.detroitmi.gov

[Conditional Land Uses may be subject to developmental conditions resultant of the plan review process.](#)

3. Design Review / Concept Plan Review
[Design Review / Concept Plan Review Information](#)
[Design Review Webpage](#)

4. Submit Building Permit Application
[Here is a building permitting and review guide.](#)
[Governing codes rubric](#)
[Applying for a permit through Accela Video.](#)

5. Your contractors will submit architectural drawings, material samples and any other project documents through eLAPS.
[Video guide on how to submit documents.](#)
[Go here to submit your applications for trade licenses, business licenses and permits.](#)

6. Department of Public Works Permit Application
[Right of Way Permits and Standards](#)

7. Building and trade permits are separate applications.
[Building & Trade Permits Information](#)
[City Of Detroit Right-of-Way Permit Applications](#)
[Right-of-Way/Sidewalk Permits Requirement Guide](#)

8. Further along in your project & have Building/Trade code questions?
[Apply for an optional Pre-Plan Consultation here!](#)

9. Learn About Drainage Charge Credits. Roof top gardens may be an option for water drainage credits.
[Drainage Program Guides and Application Forms](#)

10. Electrical Utility Connection
[Electrical Service Reconnect Inspection Overview](#)

11. Turn on water service when ready.
[How to Turn On/Transfer/Turn Off Water Service](#)
[Water or sewer service permit flow chart guide.](#)
[Request a permit for the water and sewer system.](#)
[DWSD Permits / Stormwater / Drainage Meeting Request](#)

2



DEPARTMENT OF
Buildings, Safety Engineering
& Environmental

Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 401
Detroit, Michigan, 48226

Phone 313-224-2733 TTY: 711
Fax 313-224-1467
www.detroitmi.gov

[City Departments Discussion](#)
BUILDING, SAFETY ENGINEERING, AND ENVIRONMENTAL—ZONING DIVISION
Address: 17761 Mack (Parcel ID: 21001579.002L)
Zoning District: B4 General Business District

- DIVISION 5. - B4 GENERAL BUSINESS DISTRICT
 - Sec. 50-9-101. - Description.

Proposed: Restaurant, Standard with drive-through facilities

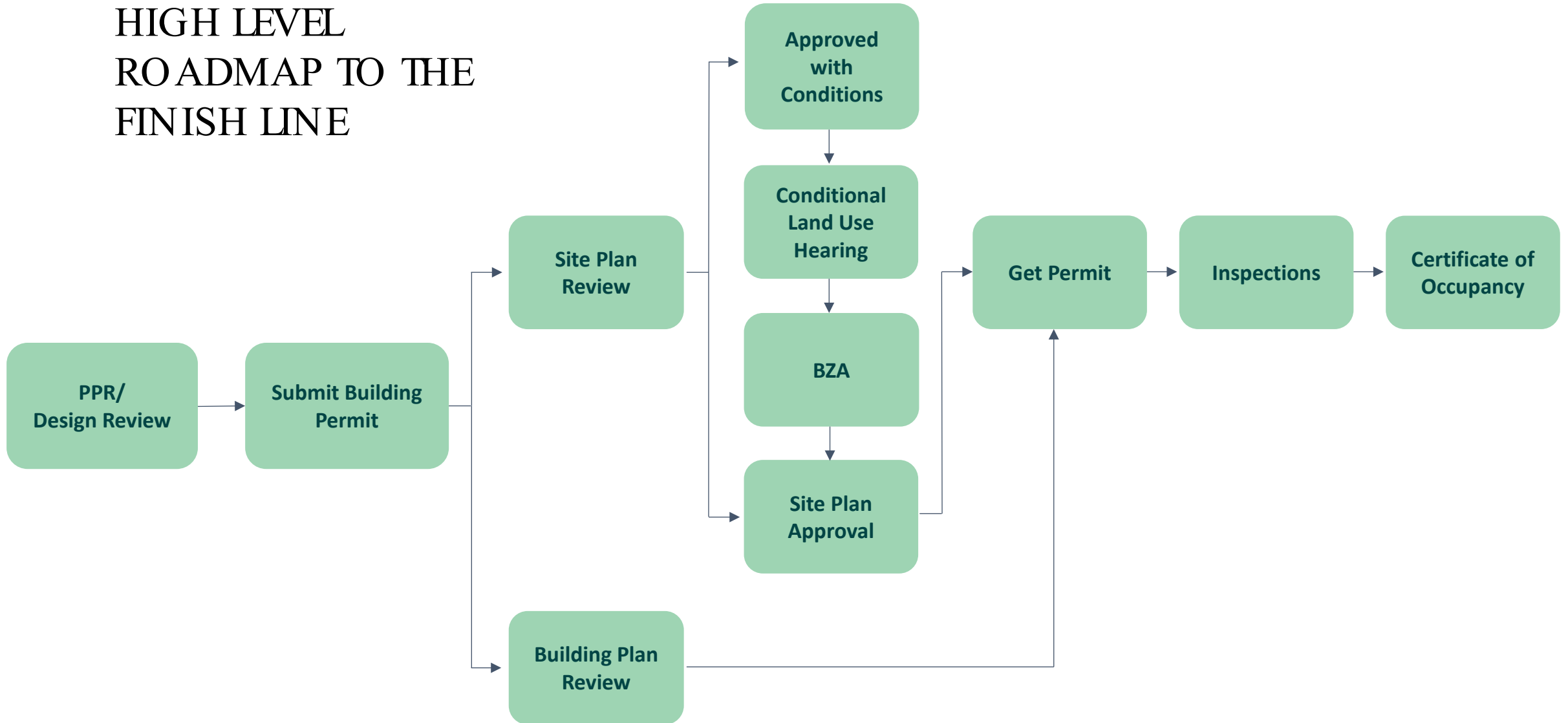
- Uses Permitted Conditionally: drive-up and drive through facilities and outdoor eating areas.
- Drive-up and drive-through facilities may only be provided in the B3, B4, and B5 districts, and only when approved as conditional uses.
 - Designated outdoor eating areas that are accessory to fast-food restaurants, such as in a courtyard, on a roof, or a deck, may only be provided in the B2, B3, B4, and B5 districts, and only when approved as conditional uses. In other zoning districts where carry-out or fast-food restaurants are permitted by right, such outdoor eating areas may be provided on a by-right basis.
 - [Sec. 50-12-511 - Carry-out, fast-food and standard restaurants.](#)
 - [Sec. 50-12-311 - Restaurants, standard.](#)
 - [Sec. 50-12-310 - Restaurants, carry-out and fast-food.](#)
 - [Subdivision H - Vehicle Stacking Areas](#)
 - [Sec. 50-14-201 - In general.](#)
 - [Subdivision I - Off-Street Parking Area Design](#)
 - [Sec. 50-14-221 - General design principles \(for off-street surface parking lots and areas, both for accessory parking and commercial parking\).](#)

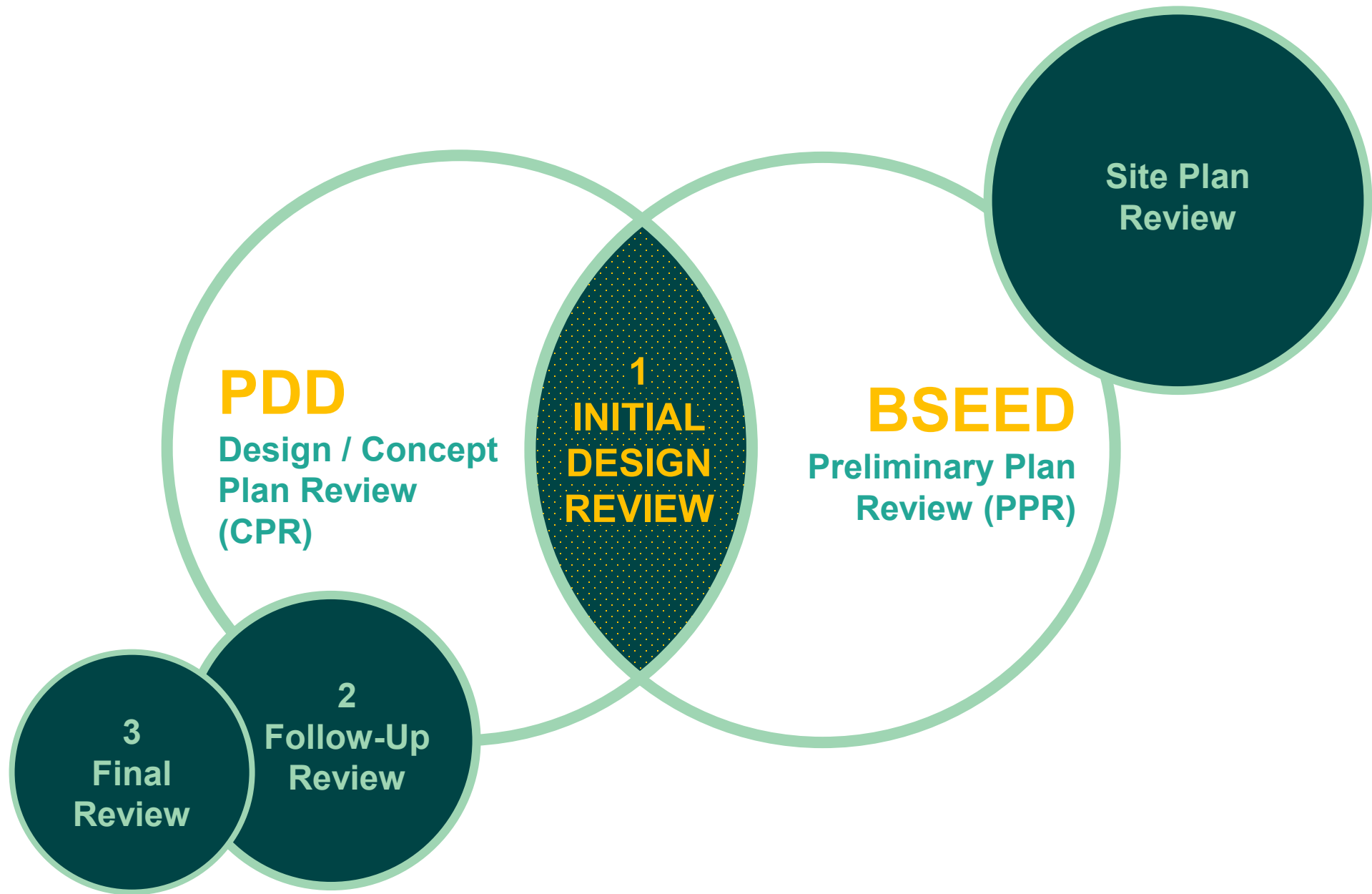
PLANNING & DEVELOPMENT DEPARTMENT (PDD)—DESIGN REVIEW
Zachary Funk

- The drive through vehicle stacking area is potentially blocking parking spots.
- We would be looking for a safe pedestrian walk from the sidewalk to the building to get to the walk-up window.
- We encourage design that fits in with the neighboring buildings and limited use of bold wall coloring.
- Match the color of the trash enclosure to the color of the primary building.
 - [Sec. 50-14-364 - Screening of refuse receptacles and waste removal areas.](#)
- An escape lane is required and stacking spaces may not impede on off-site traffic movements
 - [Sec. 50-14-203 - Design and layout.](#)
- Rooftop units or equipment are to be screened from view.
 - [Sec. 50-14-416 - Mechanical, electrical, and telecommunications equipment screening.](#)

3

HIGH LEVEL ROADMAP TO THE FINISH LINE





IF YOU ARE SEEKING INCENTIVES



IF A LAND SALE APPROVAL IS REQUIRED



**YOU HAVE THE PPR TEAM FOR THE LIFE
OF YOUR PROJECT. WE WILL FACILITATE
ANY DISCUSSIONS OR ISSUES THAT YOU
MAY HAVE.**



James Foster
fosterja@detroitmi.gov
313-224-7311



Buildings Safety Engineering & Environmental
Department
www.bseed/detroitmi.gov

Development Resource Center
www.drc/detroitmi.gov

UNIFORM RELOCATION ACT & SECTION 104(d)

Kyle Ofori, Eric Andrews, Roland Gainer



Occupied Redevelopments, Uniform Relocation Act & Section 104(d)

Kyle Ofori, Director of Preservation & Asset Management

Eric Andrews, Preservation Initiatives Manager

Roland Gainer, Preservation Specialist



Outline

- City of Detroit Requirements
- Introduction to URA, Section 104(d), and Relocation
- Assistance Required
- Notices Required
- Reminders & Resources

City of Detroit Requirements



City of Detroit Requirements

GOAL: No permanent displacement resulting from City-supported redevelopments of occupied projects.

- 1) Tenant Retention Standards & Required Plan*
- 2) URA & Section 104(d) Compliance

**Summary can be shared via email with attendees*

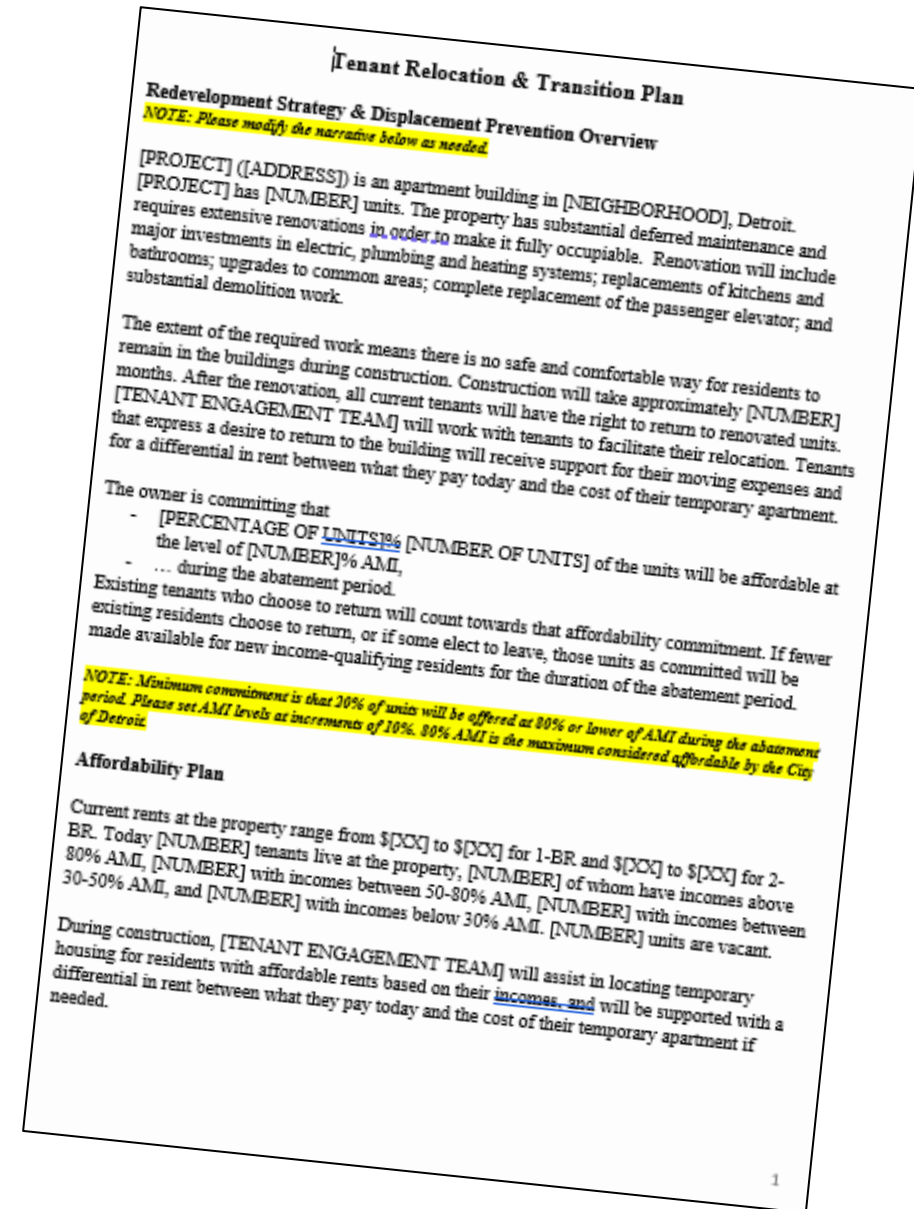
Tenant Retention Standards

- Limit initial rent increases for returning residents (5% or set at 30% of monthly income)
- Limit ongoing rental increases to lesser of 2% per year or max set by HUD/MSHDA as applicable
- Minimum communication standards (URA + meeting with City rep.)
- Right to return with 12-month lease offer
- Phased construction to limit relocation, where possible
- Assistance with relocation and payment of relocation costs
- All other requirements per URA

Tenant Retention Plan

Content

- Summary of redevelopment strategy & plan for preventing displacement
- Affordability plan
- Tenant communication plan
- Tenant habitability plan (construction scope & timeline, plan for residents, temporary relocation plan where applicable, service interruptions)
- Contact Information



Tenant Retention Plan

Timing

- If you have an existing plan, submit with NOFA application
- Plan must be **submitted and reviewed** prior to conditional award letter
- Plan must be **finalized and approved** prior to closing

Intro. to URA, Section 104(d), and Relocation



What is URA?

- “Uniform Relocation Act”
- full name is **Uniform Relocation** Assistance and Real Property Acquisition Policies **Act** of 1970
- “The URA establishes minimum federal requirements for real property acquisition and relocation assistance for federally-funded projects.”

When do you have to follow URA?

- ANY TIME you are receiving federal funds for use in a property that will be acquired, rehabbed, or demolished
 - HOME and CDBG are examples of federal funds.
 - Low-Income Housing Tax Credits by themselves don't count as federal assistance.

What about Section 104(d)?

Are CDBG/HOME funds used in connection with the project?

Does the project involve demolition of any dwelling or conversion of lower-income dwellings?

Is a lower-income person being displaced?

If YES to all, offer displaced lower-income persons 104(d) relocation assistance.

Disclaimer: This flowchart is intended to convey basic concepts for training purposes. Section 104(d) determinations can be complex and require the full application of governing federal requirements and guidance referenced in this training module.

Permanent Displacement

- Definition of a displaced person:
 - Any person who moves from a property as a direct result of [rehab, demolition, or written plans to do either one] for a project.
 - See [49 CFR 24.2\(a\)\(9\)](#) for the formal definition
 - This does **not** include people who are not required to relocate permanently.
- Tenants who would be relocated for over 12 months may:
 - Continue to remain temporarily relocated for an agreed to period;
 - Permanently relocate to the unit which has been their temporary unit if it is available to do so; or
 - Choose to permanently relocate elsewhere with URA advisory services.

Temporary Relocation

- Typically, temporary relocation lasts for under 12 months.
- At 12 months, residents who are temporarily relocated must be offered the same rights as people who are permanently displaced.

Comparing Types of Relocation

	Temporary relocation	Permanent displacement*
Assistance required	<ul style="list-style-type: none"> -relocation advisory services -comparable replacement housing -moving expense payments 	<ul style="list-style-type: none"> -relocation advisory services -comparable replacement housing -moving expense payments -Replacement Housing Payments (RHPs) -housing of last resort when necessary
Notices required	<ul style="list-style-type: none"> General Information Notice Notice of Non-Displacement Reasonable Advance Notice to Vacate 	<ul style="list-style-type: none"> General Information Notice Notice of Relocation Eligibility 90-Day Notice to Vacate

*or temporary relocation exceeding 12 months

Assistance Required



Relocation Advisory Services

- “**Advisory services** are the single most important part of a successful relocation program. The displacing Agency must minimize adverse impacts to displaced persons by assisting in any way possible.
- The URA requires a personal interview with all displaced persons.”

Replacement Housing Payments

- Eligible displaced tenants must be informed of all their options regarding their payments. This includes receiving a lump sum amount for a down payment to purchase a replacement dwelling.
- Replacement housing payment: displaced owner-occupant can receive up to \$31,000 to purchase comparable, decent, safe, sanitary replacement dwelling
- Rental assistance payment: for an eligible displaced person who rents a replacement dwelling. The statutory limit is \$7,200. (It is possible and often necessary to pay more—this is called **housing of last resort**)

Comparable Replacement Dwelling

- “Agencies must offer residential displaced persons **comparable replacement dwelling** before they can be required to move. Comparable replacement housing must be **decent, safe, and sanitary.**”
 - Decent, safe, and sanitary is defined in the Code of Federal Regulations – 49 CFR Pt 24.2(a)(8)(vii)

Notices Required



General Information Notice (GIN)

- **WHAT:** “The GIN is issued as soon as feasible to both owners and tenants to provide preliminary information on the proposed project and potential rights and protections.”
- **WHEN:** Send to residents as soon as feasible (when you apply for federal assistance, i.e. around now)
 - Talk to us about what should be included if you have questions.



General Information Notice (GIN)



- See guideform GINs:
 - HUD Handbook 1378 [Appendix 2](#) (Residential Tenant Not Displaced)
 - [Appendix 3](#) (Residential Tenant To Be Displaced)

1378 CHG-6
Appendix 2

GUIDEFORM GENERAL INFORMATION NOTICE
RESIDENTIAL TENANT NOT DISPLACED

Grantee or Agency Letterhead

(date)

Dear _____:

(City, County, State, Public Housing Authority (PHA), other) _____, is interested in rehabilitating the property you currently occupy at _____ (address) _____ for a proposed project which may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the _____ program.

The purpose of this notice is to inform you that you will not be displaced in connection with the proposed project.

1378 CHG-6
Appendix 3

GUIDEFORM GENERAL INFORMATION NOTICE
RESIDENTIAL TENANT TO BE DISPLACED

Grantee or Agency Letterhead

(date)

Dear _____:

(City, County, State, Public Housing Authority (PHA), other) _____, is interested in _____ (acquiring, rehabilitating, demolishing) _____ the property you currently occupy at _____ (address) _____ for a proposed project which may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the _____ program.

The purpose of this notice is to inform you that you may be displaced as a result of the proposed project. This notice also serves to inform you of your potential rights as a displaced person under a federal law known as the Uniform Relocation Assistance and

Notice of Non-Displacement (NOND)

- **WHAT:** “NONDs are to be issued to persons within a HUD-assisted acquisition, rehabilitation or demolition project who do not qualify as permanently displaced.”
- "The NOND should advise such persons of the Agency’s determination that they do not qualify as displaced and inform them of their right to appeal.”
- **WHEN:** At “initiation of negotiations” (ION) date (execution of HOME agreement, for CDBG)



Notice of Non-Displacement

Notice of Non-Displacement (NOND)



Notice of Non-Displacement

- See guideform NOND: HUD Handbook 1378 [Appendix 4](#)

1378 CHG-6
Appendix 4

GUIDEFORM NOTICE OF NONDISPLACEMENT
TO RESIDENTIAL TENANT

Grantee or Agency Letterhead

(date)

Dear _____:

On ___(date)___, the ___(City, County, State, Public Housing Authority (PHA), other)___, notified you of proposed plans to rehabilitate the property you currently occupy at ___(address)___ for a project which could receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the _____ program. On ___(date)___, the project was approved and will receive federal funding. Repairs will begin soon.

- **This is a notice of nondisplacement.** You will not be required to move permanently as result of the rehabilitation.

This notice guarantees you the following:

1. Upon completion of the rehabilitation, you will be able to lease and occupy your

Notice of Eligibility for Relocation Assistance (NOE)



- **WHAT:** “The NOE informs occupants that will be permanently displaced of
 - their eligibility for relocation assistance,
 - the estimated amount of assistance based on individual circumstances and needs, and
 - the procedures for obtaining the assistance.”
- **WHEN:** Send to residents at “initiation of negotiations” (ION) or when property is acquired, whichever is earlier

Notice of Eligibility for Relocation Assistance (NOE)

- See guideform NOE: HUD Handbook 1378, [Appendix 6](#)



1378 CHG-6
Appendix 6

GUIDEFORM NOTICE OF ELIGIBILITY FOR
URA RELOCATION ASSISTANCE
RESIDENTIAL TENANT

Grantee or Agency Letterhead

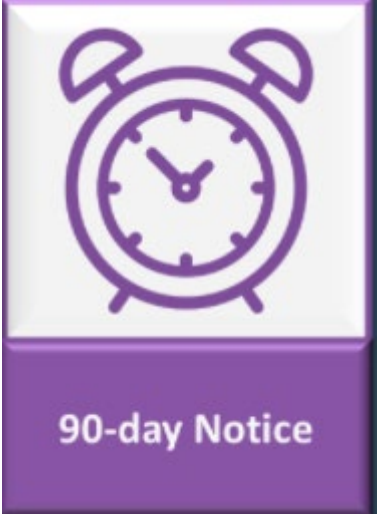
(date)

Dear _____:

On (date) , the (City, County, State, Public Housing Authority (PHA), other) , notified you of proposed plans to (acquire, rehabilitate, or demolish) the property you currently occupy at (address) for a project which could receive funding assistance from the U.S. Department of Housing and Urban

90-Day Notice

- **WHAT:** Permanently displaced households must be provided with a minimum of 90 days written notice prior to being *required* to move (unless the urgent need provisions in 49 CFR 24.203(c)(4) are met).
- **WHEN:** Send to residents to give notice that they have 90 days to move to a comparable replacement unit
- **Note:** you must have made the comparable replacement unit available by this date. The 90 days doesn't begin until there is another place for them to go.



Reasonable Advance Notice to Vacate



- **WHAT:** “If a residential occupant will be temporarily relocated, the Agency must provide reasonable advance written notice of...the date and approximate duration of the temporary relocation (not to exceed 1 year)...” (Handbook 1378, [Ch. 2](#))
- **WHEN:** Minimum 30 days written notice recommended
- Should also include:
 - Address of the temporary location resident can stay that’s decent, safe, and sanitary
 - Costs that will be reimbursed
 - Available advisory services

Reminder & Resources



Recordkeeping is Critical!

- Even if nobody is displaced, you should still keep records on acquisition or occupancy if receiving HUD funds.
- It's a good idea to keep written project relocation plans. (URA doesn't require it, but some HUD-funded projects do.)
- Stay in touch with the Preservation team about where you are regarding URA-related records on a regular basis.

From HUD

- Online training called [URA the HUD Way](https://www.hudexchange.info/) on the HUD Exchange website (<https://www.hudexchange.info/>)
 - Very helpful video called [Introduction to the Uniform Act](#)
- [HUD Handbook 1378](#)— “Tenant Assistance, Relocation and Real Property Acquisition Handbook”
 - Has a lot of examples of the forms you’d need (“guideforms”) in the appendix
- We can also help point you to the right places.

Thank you!

Eric Andrews

eric.andrews@detroitmi.gov

Roland Gainer

roland.gainer@detroitmi.gov

Kyle Ofori

Kyle.ofori@detroitmi.gov

(539) 302-3521



Appendix

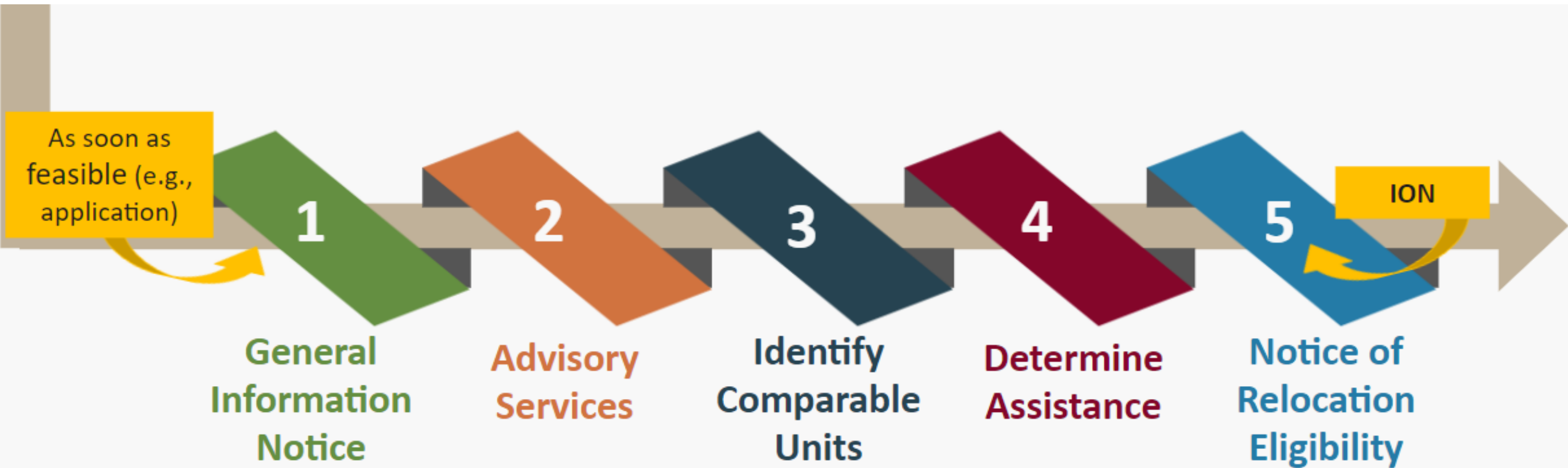


Initiation of Negotiations

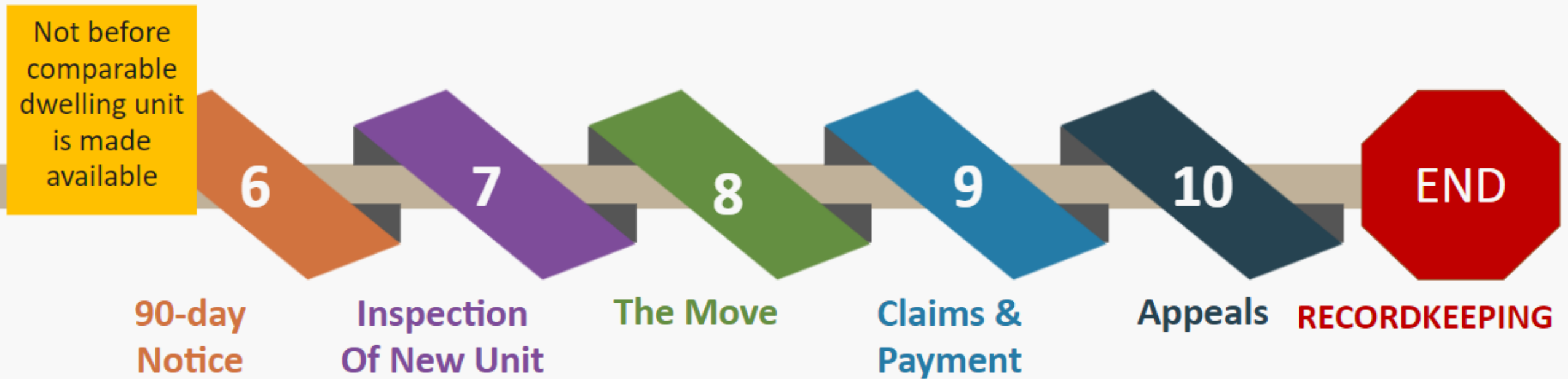
- ION for CDBG: the execution of the grant or loan agreement between the grantee and the person owning or controlling the real property.
- ION for HOME: the execution of the agreement covering the acquisition, rehabilitation, or demolition



Timeline (Permanent Displacement)



Timeline (Permanent Displacement, cont'd)



Notice of Intent to Acquire

- Send to residents if you want to establish their eligibility for relocation assistance before initiation of negotiations (ION)
- Not recommended



Notice of Intent to
Acquire

Your current unit determines where you can go

Similar Government Housing Assistance

Displacement Dwelling Type	Comparable Housing Options			
	Public Housing Unit	Project-Based Unit	Tenant-Based Unit	Unassisted Unit
Public Housing Unit	✓	✓	✓	✓
Project-Based Unit		✓	✓	✓
Tenant-Based Unit			✓	✓
Unassisted Unit				✓

SUPPORTIVE HOUSING

Terra Linzner, Lauren Licata



Defining Permanent Supportive Housing

PSH combines deeply affordable housing with services that help people who face the most complex challenges to live with stability, autonomy and dignity.

Strong
Partnership

Tenant
Centered

Accessible

Supportive
Services

Community

Sustainability



TAKE PART
Opportunity Rising

Key Terms

- **Detroit Continuum of Care (CoC):** planning body, local agencies, and stakeholders working to end homelessness
- **CAM (Coordinated Assessment Model):** Coordinated Entry system, refers people experiencing homelessness to emergency shelter and homeless services as resources become available
- **Homeless Management Information System (HMIS):** information technology system used to collect client-level data on the provision of housing and services
- **Chronic Homelessness:** individual with a disability, currently living in a shelter or on the streets, and has been homeless for a year or more

Who Gets Referred to PSH?

PSH projects are required to take all referrals from the CoC's prioritization list

- When a unit becomes available, project will request a referral from CAM
- Prioritization order:
 1. Chronic homelessness
 2. Unsheltered
 3. Fleeing domestic violence
 4. VI-SPDAT/SPDAT score
 5. Families then singles (if applicable)
 6. Length of time homeless
- In 2022, 387 households were housed in PSH

Appendix H: PSH Scoring and Criteria

Item	Points
PSH Project Overview	3
Developer Experience	2
Service Provider Experience	4
Property Management Experience	3
CSH Quality Checklist	2
Tenant Selection Plan	7
Memorandum of Understanding (MOU)	4
PSH Supportive Service & Staffing Plan	10
PSH Supportive Budget	5
PSH Total	40

Notes on scoring:

- Each item must be addressed in each section
- Attachment 4 is not the same as MSHDA's Addendum III
- Focus on Housing First, Harm Reduction, and tenant focused service delivery
- Responses should reflect collaboration from all project partners

Supportive Service Budget

Note: Attachment 4.H should read PSH Supportive Service & Staffing Plan. The Supportive Service Budget is Attachment 4.I.

Budget:

- Must include costs by line item:
 - Staffing- supervisors, case management, peer support specialist
 - Start up costs- technology, office furniture, staff training, etc...
 - Office supplies
 - Facility costs
 - Tenant transportation
 - Contractual costs (if applicable)
- Sources for funding
- 15-year budget

CSH Commitment to Quality Checklist

Defining Quality in SH – [Standards for Quality SH Guide](#)

For Project in Pre-development to Ensure Commitment to Quality SH Standards

- Instructions:
 - Developer/ Owner, Service Partner Lead, and Property Management Partner work together
 - For Each Standard select Yes, No, Partial
 - If “no” think through how they can incorporate them in the future
 - If “yes”, list project documents (i.e. MoU, SH Services Plan, TSP, Tenant Survey, Community Engagement Plan, etc.)
 - Use [Guide](#) for more information
 - Be realistic, if you haven’t done something answer honestly
- Will help with a Letter of Support from the CoC
- Contact CSH at MI@csh.org



STANDARDS FOR QUALITY
SUPPORTIVE HOUSING
GUIDE



CoC Letter of Support

Letter of Support due October 9, 2024 (see Attachment 13):

- All PSH projects need a letter of support
- To receive a letter of support:
 - Attend a meeting with CoC PSH Letter of Support Committee
 - Project description
 - Development team experience
 - Tenant selection plan
 - Decreasing barriers
 - Target population
 - Project budget
 - Commitment to participate in Detroit CoC
 - Receiving all referrals from the Coordinated Entry System (CAM)
 - Entering data in HMIS

To learn more ...

- Detroit Continuum of Care (CoC) [Homeless Action Network of Detroit](#)
- [Coordinated Assessment Model \(CAM\) website](#)
- [Detroit CoC Letter of Support for PSH Projects Policy](#)
- [CSH.org](#)
 - Local CSH staff – lindsey.bishopgilmore@cs.h.org

Contact



Terra Linzner, Homelessness Solutions Director



linznert@detroitmi.gov



Lauren Licata, Homelessness Solutions



Lauren.Licata@detroitmig.gov



CONSTRUCTION & REHABILITATION REQUIREMENTS

Michael Neil



Construction Management Overview/Requirements

Program Compliance Information Meeting
August 13, 2024



Welcome

The City of Detroit Housing and Revitalization Construction Management team is responsible for managing construction projects from “Cradle to grave”, application thru completion and beyond. Some, but not all these responsibilities include:

1. NOFA – Construction documentation- Review and scoring
2. Underwriting – Contractor Evaluation, Plan Review and Construction cost analysis
3. Green Energy Standards minimum requirements
4. Compliance with Section 504 of the Rehabilitation Act of 1973 and the Disability/Accessibility Provisions of the Fair Housing Act of 1988 and other Federal, State and Local standards.
5. Manages projects through construction phase (Construction Draws, Change order requests construction quality- materials and methods)
6. Collect and or approve required construction project close out documentation
7. Perform post construction compliance inspections and certifications - Uniform Physical Condition Standard (UPCS)
8. New this year – BABA Compliance Reporting



Meet the Construction Management Team

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Construction Management NOFA review – Documents list

- ❖ Project Summary
- ❖ Project Plans & Specifications
- ❖ Accessible unit details (Schedule)
- ❖ Trade Payment Breakdown
- ❖ AIA 305 Contractor's Qualification Statement
- ❖ Total Development Budget (Construction Contingency)
- ❖ Construction Schedule
- ❖ Third Party Cost Estimate



Project Summary

- ❖ Sell your project! No one knows what you plan to do better than you do.
- ❖ Type of Construction
- ❖ Number of units, type and size include parking and Accessible Unit details
- ❖ Amenities
- ❖ Material upgrades



Project Plans & Specifications

- ❖ Cover page details
 - ❖ List Applicable Building and Mechanical Codes
 - ❖ List Applicable Green Energy Design Standard and Certification requirements
 - ❖ Unit Size and configuration details – Include Accessible and Visual/Hearing Impaired Unit count and location
 - ❖ Parking details – Number, type and location
 - ❖ Project specification book
 - ❖ Single Family Rehabilitation projects – Detailed Scope of Work, include quantities and or unit cost details



Trade Payment Breakdown

- ❖ HRD Template - Preferred format
- ❖ MSHDA format is an acceptable alternative for joint funded projects
- ❖ TPB must be signed and dated by General Contractor
- ❖ HRD Maximum General Contractor Fees
 - ❖ GC Profit – 6%
 - ❖ Overhead – 2%
 - ❖ General Conditions – 6%
 - ❖ City of Detroit may consider higher percentages for these fees if MSHDA or other funder approves a higher percentage



Total Development Budget

- ❖ Must list contingency amount
- ❖ Minimum Contingency Requirements
 - ❖ New Construction – 5%
 - ❖ Non-Historic Rehabilitation – 12.5%
 - ❖ Historic Rehabilitation – 15%
 - ❖ *Construction Contingency is a conditional funding set aside and should not be including in Trade Payment Breakdown Total Construction line-item costs or as part of a Guaranteed Maximum Price Contract Amount (GMP).



Contractor's Qualification Statement

- ❖ Must be signed and complete
- ❖ Affordable projects/experience should be highlighted, this information is a frequently omitted detail.
Points depend on this detail make sure it's included.
- ❖ 3rd Party Financial report



Additional Notes (Post Award)

- ❖ Before a project can begin the closing process, the developer **must** provide a third party cost estimate comparison for the proposed construction budget
 - ❖ Class I (Detailed – based on Bid Specification stage documents) – Preferred
 - ❖ Class II (Semi-Detailed – based on Design Standard documents) – Minimum expectation
 - ❖ Moderate Rehabilitation projects can meet the 3rd Party Cost Estimate minimum standard by providing an appropriate and properly detailed Capital Needs Assessment report
 - ❖ Reduction in required contingency amount may be considered based on strength of Third Party Cost Estimate
 - ❖ Typical sources for Third Party estimates: Architects, Cost Estimating Consultants, Professional engineers etc

<https://www.aspenational.org/page/Consultants>



Construction Draw Meeting & Schedule

- ❖ Construction Draw Meeting will be scheduled Monthly
 - ❖ Expected attendees, Owner, Architect, General Contractor, HRD Construction Manager
 - ❖ Review construction progress, quality of work in place and completion percentage in comparison to General Contractor Payment Application – Request for Payment
 - ❖ Draw will be approved or rejected subject to revision
 - ❖ Approved Draw payment Request package including all fully executed documentation should be submitted electronically to Construction Manager and the Assigned Project Manager
 - ❖ Change order request are subject to the same expectations as general draw documentation request/submittals. No change order should be submitted as part of a current draw request that hasn't already been approved by Construction Manager/HRD



General Contractor Pay Application – Request for Payment

- ❖ Required Documentation
 - ❖ Contractor and Sub-Contractor Invoice (AIA 702-703)
 - ❖ Signed Waiver of Lien for each Sub-Contractor or Supplier who invoiced for and received payment on previous month's Pay Application
 - ❖ HRD specific, Construction Draw template documents (Electronic template package for use)
 - ❖ Copy of all approved Change Orders included in billing request
 - ❖ Environmental clearances, reports and other supporting documentation must accompany payment for service request
 - ❖ BABA Compliance (Materials)



General Contractor Pay Application – Request for Payment

❖ Special Notes

- ❖ City of Detroit HRD must approve all change order requests in writing, regardless of funding source
- ❖ City of Detroit HRD must receive and approve a fully executed copy of each Contractor Payment Application/Draw Request regardless of funding source
- ❖ City of Detroit HRD specific draw documentation is required for all draw requests, regardless of funding source
- ❖ Documents are to be packaged and submitted per Document Checklist instructions



THANK YOU

Housing Underwriting Construction Management Team

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Cell 313-610-7224 (Preferred)



ASSET MANAGEMENT & CONTINUED OBLIGATIONS

Noor Al-Khafaji



NOFA Applicants with Existing City Funded Projects

The City of Detroit Housing and Revitalization Department's (HRD's) Asset Management Team monitors all housing and mixed-use projects funded with proceeds from the following HUD programs:

- ❖ HOME Investment Partnerships (HOME)
- ❖ Community Development Block Grant (CDBG)
- ❖ Neighborhood Stabilization Program (NSP)
- ❖ Section 108 Loan Guarantee
- ❖ Other Funding – ARPA, CDBG-CV, AHDP, etc.

The City of Detroit Housing and Revitalization Department's (HRD's) Asset Management Team also reviews Community Housing Development Organizations (CHDO's) that have existing City funded projects, to ensure that they have been performing well financially over the last couple years, with the liquidity, reserves and future financial commitments (i.e. donations) to continue to operate successfully in the future.



NOFA Applicants with Existing City Funded Projects

All housing projects funded by the City with proceeds from HUD programs must meet the following in order to be considered in good standing with HRD's Asset Management Team:

- ❖ Must maintain all requirements during its compliance period with HUD, which includes:
 - ❖ Annual income certifications, verifying that all HOME/NSP/CDBG units are leased to households that are low-to-moderate income as defined by HUD (typically no greater than 50% - 80% of area median income).
 - ❖ All units must pass physical inspections, including meeting all emergency, health and safety standards.
- ❖ Must meet all requirements as stated in the fully executed documents between the City and the Developer/Borrowing Entity:
 - ❖ Development and Loan Agreement
 - ❖ Mortgage
 - ❖ Assignment of Leases and Rents
 - ❖ Payment Notes
 - ❖ Affordable Housing Restrictions
- ❖ For Community Housing Development Organizations (CHDO's), they must continue to meet all CHDO requirements as described in 24 CFR 92 Subpart G.



NOFA Applicants with Existing City Funded Projects

Helpful Tools for Existing Borrowers of City-Funded projects:

- ❖ Documentation verifying household incomes of each HOME/NSP/CDBG assisted unit should be sent to National Consulting Services, Inc.
 - ❖ Rebecca Staniek
 - ❖ Email: rebecca.staniek@ncsdetroit.com
 - ❖ Email: ncsdetroit@gmail.com

- ❖ Payments of HOME, NSP and CDBG funded projects should be sent to the City's new Loan Servicer:
 - ❖ Revela, part of Mino Lending Solutions
 - ❖ 1401 Vermont Street, Suite 20, Detroit, Michigan 48216
 - ❖ Chad Skop
 - ❖ Email: chad@minolending.com

- ❖ Questions regarding the existing CHDOs, Loan Agreements between the City & Borrower, along with any other relevant questions can be sent to:
 - ❖ Kyle Ofori, Director of Asset Management & Preservation: kyle.ofori@detroitmi.gov
 - ❖ Noor Al-Khafaji, Senior Asset Manager: noor.al-khafaji@detroitmi.gov
 - ❖ Hilda Cyars, Asset Manager III: hilda.cyars@detroitmi.gov
 - ❖ Joshua Turner, Asset Manager III: joshua.turner@detroitmi.gov
 - ❖ LaDonna Isaiah, Asset Manager II: ladonna.isaiah@detroitmi.gov
 - ❖ Maximilian Hill, Asset Manager II: maximilian.hill@detroitmi.gov



PRE-DEVELOPMENT NOFA

Wendy Hatcher



PRE-DEVELOPMENT PROGRAM GUIDELINES

OBJECTIVE: To support developers with pre-development costs and technical assistance for multifamily and mixed-use projects.

LOAN MAX: \$250,000

INTEREST RATE & TERMS: 0% interest with principal and payments are deferred until maturity. A covenant running with the land will be recorded restricting the use of the property as described below. Upon closing on construction financing, the loan may be repaid or converted into permanent financing.

FUNDING: HRD set aside \$500,000 of CDBG funding to support pre-development activities



APPLICATION RESPONSIBILITIES

Applicants to this Notice of Funding Availability are responsible for all aspects of project management and development activities necessary to complete the rehabilitation or construction of an affordable or mixed-income housing development including, but not limited to:

- ❖ Identify an appropriate site for development
- ❖ Work with a general contractor to develop a scope of work and budget;
- ❖ Create a development pro-forma using market data to justify rents, expenses, and financing terms;
- ❖ Obtain all necessary entitlements, and permits;
- ❖ Finalize plans, zoning and specifications;
- ❖ Obtain all necessary financial commitments;
- ❖ Completion of rehabilitation and/or construction within an agreed upon timeline and within the defined budget;
- ❖ Lease up, and property management of the building post rehab.



DOCUSIGN APPLICATION

Naomi Beasley-Porter



APPLICATION LOCATION

1. Visit the "[For Developers And Contractors](#)" page of the HRD website.
2. Scroll & Select "[DocuSign Application Form](#)" in the July 2024 NOFA section.

July 2024 Affordable Housing Notice of Funding Availability – Released July 17, 2024, Due September 3, 2024

- [NOFA and Application Package](#)
- [DocuSign Application Form](#)
- [HRD Pro Forma](#)



APPLICATION PROCESS

1. Read the Instructions and Input Name and Email.

PLEASE NOTE: If you are a CONSULTANT submitting on behalf of an Applying Entity, put their Name and Email under "Project Owner". This will ensure that the "Resolution of Certificate of Authority" is signed if required.

2. Once complete, scroll to the bottom to hit "Begin Signing".

Name & Email of Individual Submitting Application

Your Name: *

Your Email: *

Please provide information for any other signers needed for this document.

Project Owner: Name & Email of the Manager, Member or Owner of the Applying Entity

Name:

Email:

Witness #1 - Optional

Name:

Email:

Witness #2 - Optional

Name:

Email:



APPLICATION PROCESS

3. Read Application Instructions, CONTINUE, and **START** Application
4. Read & Initial/Sign where Required. Fill out “City of Detroit Housing and Rehabilitation Program Application” (Ref. pg. 56 of [NOFA and Application Package](#))

NOTE: ALL RED FIELDS ARE REQUIRED

5. Read & Initial and/or Sign
all of **ATTACHMENTS 1 - 3**

NEXT

APPLICATION SUBMISSION

HRD will accept completed electronically submitted applications via DocuSign in compliance with the NOFA. In addition to the primary application form, all applicable Checklist Items in **Attachments 1-12** must be included at the time of final submission of the application. The aforementioned is **due by 11:59pm on September 3, 2024**.

Please note, **for the Affordable Housing Program**, each checklist item requested is required to pass the threshold process. A substantial portion of these requested materials will also be strongly considered during the feasibility and scoring phase of the application review process.

Attachment 13 - Commitment Level Documents Checklist - This attachment is provided for **INFORMATION ONLY**. Projects that receive a Threshold Approval Letter from the City of Detroit will submit these items through a subsequent submission process and **will be due by October 4, 2024**.

For the Affordable Housing Program, Attachments 1-3, 5, and 7-12 are applicable for this submission and are required to pass the threshold review process.


For the Pre-development Loan Program, only Attachments 1-3 and 6 are applicable.

For Permanent Supportive Housing Projects, only Attachments 1-5 and 7-12 are applicable for this submission and are required to pass the threshold review process.

File Name Format Requirements

For each document that correlates to an Attachment, please use the following naming system:


Attachment #_Item #_Project Name_2024

(**Example: For the Executive Summary**, the File Name would read: 5_A_Orange Grove Heights_2024) Project Name should NOT exc:  Characters (Including Spaces).

Initial: 

File Size Limitations

Each individual document uploaded is not to exceed 25 MB; with the ability to upload multiple files at a time per attachment.

For documents that exceed 25 MB and/or are not in PDF format (i.e. Excel, Word, etc.), please use the [file upload link](#) 

Appendix K upload using the same File Name Format required.


Initial: 

Pre-Application Project Review Meeting Requirement

The Development Team must request a Pre-Application Project Review Meeting using the link provided in **Appendix K** and provide  required documents at the time the request is submitted.

Initial: 

Communications with the City of Detroit HRD Team

All inquiries, project updates, and other communications are to be conducted via email, and sent to HRDNOFA@detroitmi.gov. Any messages sent to individual City of Detroit HRD Team members will not be acknowledged or respond: 

Initial: 



APPLICATION PROCESS

For the AFFORDABLE HOUSING PROGRAM, Only ATTACHMENTS 1-3, 5, and 7-12 are Required

For PRE-DEVELOPMENT, Only ATTACHMENTS 1-3 and 6 are Required


For the PERMANENT SUPPORTIVE HOUSING PROJECTS, Only ATTACHMENTS 1-5 and 7-12 are Required

6. Starting at **ATTACHMENT 6 OR 7** Checklists (program pending), Select the Check Box for

ALL Required Items

	ITEM	DESCRIPTION
	Required - Select at least 1 field	
<input type="checkbox"/>	Required - Executive Summary (Required)	Include development narrative and timeline for acquisition financial packaging, design development, construction start/end dates, and lease-up

7. Once checked, the Icon to Attach Supporting Documents will Appear.

	ITEM	DESCRIPTION
	<input checked="" type="checkbox"/> Executive Summary (Required)	Include development narrative and timeline for acquisition financial packaging, design development, construction start/end dates, and lease-up

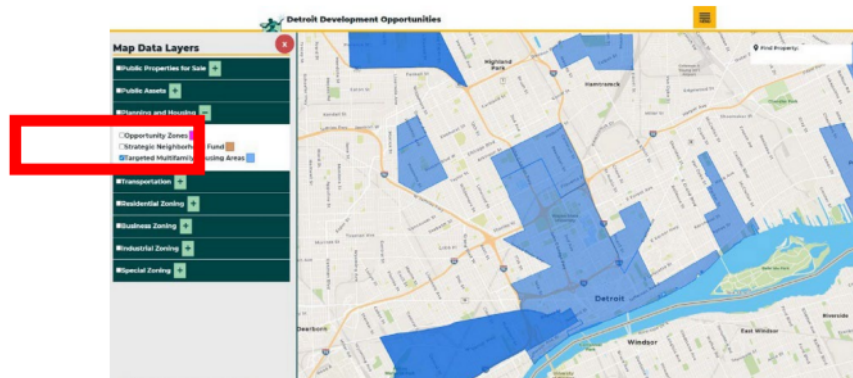


APPLICATION PROCESS

8. For files LARGER than 25MG, Upload via the Link Provided in **Appendix K** (Ref. pg. 54 of [NOFA and Application Package](#))

APPENDIX K: FORMS AND DOCUMENTS REFERENCE LINKS

- [DETROIT PROPERTY MAP](#) – Use this map to determine if your project is within the 2019 Targeted Multifamily Housing Area. Navigate to the Map Data Layers and select the Targeted Multifamily Housing Area layer.



- [PRE-APPLICATION PROJECT REVIEW MEETING SIGN-UP](#) – Use this link to sign-up for the required Pre- Application Project Review Meeting
- [NOFA APPLICATION](#) – Please fill out and submit application no later than **September 3, 2024**.
- [FILE UPLOAD](#) – Use this link to upload files that are larger than 25MB and/or file types that are not in PDF format (i.e. Excel, Word, etc.). Please use a Zip Folder to consolidate these files; labeling your Zip Folder with your project name. All individual files must use File Name Format required per the NOFA Application, Instructions, and Required Forms section that begins on page 56 of this NOFA.



APPLICATION PROCESS

9. Ensure that **ALL** of your Attached Files Follow the “File Name Format Requirements”

(Ref. pg. 57 of [NOFA and Application Package](#))

File Name Format Requirements

For each document that correlates to an Attachment, please use the following naming system:

Attachment #_Item #_Project Name_2024

(Example: For the Executive Summary, the File Name would read: 5_A_Orange Grove Heights_2024) Project Name should NOT exceed 20 Characters (Including Spaces).



APPLICATION PROCESS

10. Once **ALL** Required Checklist Items have been Completed, Read & Initial the “Development Proforma Instructions”

DEVELOPMENT PROFORMA INSTRUCTIONS

As mentioned above, developers are strongly encouraged to use the HRD Rental Development Proforma template. If a development proforma is required by MSHDA for Low Income Housing Tax Credits, the Developer may submit that proforma. Links to both of these templates are provided in the NOFA and on the HRD website. Otherwise, the Developer must include all of the following elements in excel format:

- Sources and Uses
- Schedule of Rents by Unit Type (including utility allowances)
- Stabilized Operating Income & Expenses
- Rent Roll (if applicable)
- 20-year Operating Projection
- Construction and Lease-Up Period Cash Flow

Homebuyer projects proformas should provide a project budget by house that includes the project costs and project sources including the projected sale price of the home that is supported by a market analysis. Homebuyer project applicants may email HRDNOFA@detroitmi.gov to request a homebuyer project budget template.

Sources and Uses

The Developer is responsible to ensure that all project development costs are accounted for in the submitted development budget, and that proposed sources of funding are adequate. Failure to provide adequate development costs and sources may result in the proposed project not receiving funding upon review. The project costs must comply with the following:

Construction Costs

At the time of application, the Developer must submit itemized cost estimates from the project architect or other qualified cost estimator to substantiate the construction costs in the development budget and indicate if it is expected that Davis Bacon requirements will apply to the project. The application must also state whether the Developer has solicited or received any proposals (bids) from general contractors.

Initial: _____

11. Review your Submission and Select **FINISH**”.

An Email Confirmation will be sent to the Applicant Email Address Once Completed.



APPLICATION PROCESS

If a CONSULTANT is submitting on behalf of an Applying Entity, DocuSign will send an email to the "Project Owner". The "Project Owner" will follow the link to fill out & sign the "Resolution of Certificate of Authority".

RESOLUTION OF CERTIFICATE OF AUTHORITY

ENTITY TYPE (Please Check One):

- LLC
- LDHA LP
- Partnership
- Corporation
- Sole Proprietorship
- Other: _____

I, _____, a Manager, Member, or Owner of (APPLICANT)
_____ (full legal name of the "COMPANY") **DO HEREBY CERTIFY** that I am a Manager, Member, or Owner of the Company who has the authority to act as an agent of the Company in executing this Certificate of Authority. I further certify that the following individuals have authority to execute and commit the Company to conditions, obligations, stipulations and undertakings contained in the City of Detroit Housing and Revitalization Department Housing Rehabilitation and Development Program Notice of Funding Availability ("NOFA") Application:



QUESTIONS?



THANK YOU

HRD Multi-Family Underwriting Team

For further inquiries, please contact us at HRDNOFA@detroitmi.gov.

