
NOTICE OF FUNDING AVAILABILITY (NOFA)

JULY 2026

Program Compliance Information Meeting
August 11, 2026



JULY 2026 NOFA ROUND FUNDING AMOUNTS

Affordable Housing Development Program

A. Multifamily Development	\$8,000,000
B. Supportive Housing Category	\$5,000,000

Total: \$13,000,000



FUNDING LIMITS & RESTRICTIONS

❖ Affordable Housing Development Program:

- ❖ **NOFA Maximum Award / Project:** \$1,000,000 for 9% LIHTC; \$3,000,000 for all others
- ❖ **Maximum Award / Developer, Per Round:** \$3,000,000
- ❖ **Maximum Number of Applications per Developer, Per Round:** \$5,000,000
- ❖ **Maximum Outstanding Awards / Developer:** Applicants are eligible to apply to this NOFA regardless the number of outstanding awards they may have from previous NOFA rounds provided all of the projects are considered to be on schedule by HRD.
- ❖ **Multi-phase projects or building units involving different financing structures,** maximum award amounts cannot exceed \$3,000,000 in the aggregate, and any phase or unit financed in part with 9% LIHTC cannot exceed \$1,000,000.
- ❖ Total City funding per project shall not exceed HOME program per unit
- ❖ maximums, and will be limited by the total amount of funding available.



APPLICATION & AWARD TIMELINE

EVENT	DATE*
NOFA Published	July 20, 2026
Pre-Submission Public Meeting	July 28, 2026
Pre-Application Project Review Meetings	July 29– August 12, 2026
Program Compliance Information Meeting	August 4, 2026
Final Submission Due via Neighborly	September 1, 2026
Threshold Approval Letters Issued	September 24, 2026
City Support & PILOT Support Letters Issued	September 23 – 29, 2026
Commitment Level Documents Due	October 6, 2026
Conditional Award Letters Issued	December 2026– Date TBD

*Tentative Schedule Proposed and is Subject to Change



NOFA UPDATES THIS ROUND

- ❖ Affordable Housing NOFA Webpage
- ❖ Language Access Program Request Information (now on [Affordable Housing NOFA Webpage](#))
- ❖ Development Priorities – Now include RFPs from Non-City Entities (p. 9)
- ❖ Environmental Review Requirements – Clarifying Language (p. 15 + Appendix C on p. 35)
- ❖ Construction and Rehabilitation Requirements – Clarifying Language (p. 17)
- ❖ Build America, Buy America (BABA) Act Requirements – Clarifying Language (p. 20)
- ❖ Request for City Reconsideration of Final Project Score (p. 26)
- ❖ CSH Quality Checklist – Applicable for PSH Projects Only (linked in Appendices H + K)
- ❖ Scoring Criteria: Readiness to Proceed – Construction Plans/Trade Payment Breakdown – Assumption of 3rd Party Cost Estimate Points (p. 46)

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	10:25 am	Jacqueline Jackson
Section 3 Requirements	10:35 am	Patricia Ford
Q & A	10:45 am	
Preliminary Plan Review (PPR)	11:00 am	Russell Baltimore, James Foster
Uniform Relocation Act & Section 104(d)	11:15 am	Eric Andrews, Demetrius Stinson, Erin McCann
Supportive Housing	11:30 am	Lauren Licata
Accessibility Best Practices	11:40 aa	Safiya Merchant
Construction & Rehabilitation Requirements	11:50 am	Michael Neil
Asset Management & Continued Obligations	12:10 pm	Joshua Turner, Hilda Motley, LaDonna Isaiah, Maahierah Salie
Detroit Home Connect	12:20 pm	Cynthia Elmore LeJune, Lolita Fox
Neighborhood Application Overview	12:30 pm	Laura Meyer
Q & A	12:40 pm	
Thank You & Closing	1:00 pm	

ENVIRONMENTAL REQUIREMENTS

Penny Dwoinen



August 2026

ENVIRONMENTAL REQUIREMENTS

HOME NOFA 2026



Partners to the Environmental Review Process

City of Detroit - HRD Team Members

- Environmental Review Officer – Penny Dwoinen
- Program Staff – P3 Development Team
- Project Managers – Housing Underwriters

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 allocations
 - CDBG
 - HOME
 - HOME-ARP
 - ESG
 - HOPWA
 - CDBG - DR
 - 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?

Environmental Review Process



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!!



Development Team 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 a Choice Limiting Action

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.

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 Report

- **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

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

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 – Historical Review

Section 106 Historical Review

- 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

Environmental Consultant Partners

Importance of choosing consultants wisely

- Complicated projects may require additional professional expertise
- Environmental consultants – knowledgeable of EGLE requirements
- Historical consultants – knowledgeable with SHPO, Section 106 and Archeology requirements
- Other specialized consultants may be needed (i.e. floodplain, wetland, noise)

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

We are a Team for Environmental Compliance!

HUD

HRD Management

HRD Project Managers

Developers

Developer's Environmental Consultant

HRD ER Team

The 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.



FOR FURTHER INFORMATION CONTACT:

Kim Siegel at kim.siegel@detroitmi.gov

LABOR STANDARDS, DAVIS BACON, & PREVAILING WAGES REQUIREMENTS

Jacqueline Jackson



LABOR STANDARDS AND DAVIS BACON REQUIREMENTS

Jacqueline Jackson, Labor Standards Supervisor



THE DAVIS-BACON ACT (DBA)

- Enacted in 1931 and amended in 1935, 1964 and 2023
- 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 CORE OBJECTIVES

- **Apply Federal labor standards properly**
- **Support contractor compliance through education and guidance**
- **Monitor contractor performance**
- **Identify violations & follow-up on wage underpayments**
- **Pursue debarment actions against repeat violators**

LABOR STANDARDS RESPONSIBILITIES

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

ADDITIONAL LABOR STANDARDS REGULATIONS

- **Contract Work Hours & Safety Standards Act (CWHSSA)**

Requires that 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 and 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.

PROGRAM MANAGER'S RESPONSIBILITIES

- **Provide credit memo and project details to Labor Compliance team**
- **Forward loan closing memo to the Labor Compliance Director**
- **Request wage determination from the Labor Compliance Director and copy the Labor Standards Supervisor.**
- **Contact the Labor Standards Supervisor to request a Preperformance conference.**
- **Review emails from Labor Standards Analyst and review project trackers for outstanding issues.**
- **Support Labor Standards team with addressing outstanding issues**
- **Forward payment requests for review and approval**
- **Attend informational or technical assistance meetings as requested.**
- **Provide the Labor Standards team with any pertinent information during the completion of the project.**

SUBRECIPIENT RESPONSIBILITIES

- **Attend Pre-performance conference**
- **Submit all required Labor Standards documentation in a timely manner**
- **Request technical assistance as needed**
- **Submit payment requests in an accurate and timely manner to ensure prompt reimbursement**

PAYMENT REQUESTS

Labor Standards signs off on the following payments requests:

- All applicable federally funded construction payment requests including but not limited to CDBG, HOME, CDBG-DR, SECTION 108, CHOICE Neighborhood Initiative
- Payments to service companies i.e., architects, environmental companies, cleaning companies, etc.;
- Payments to suppliers;
- Acquisition costs 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**
- **Invoices and receipts**
- **Waivers of Liens (if applicable)**
- **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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JACQUELINE JACKSON

Labor Standards Supervisor

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MINETE' CAMPBELL

Labor Standards Specialist IV

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SECTION 3 REQUIREMENTS

Patricia Ford



August 2026

HRD NOFA JULY 2026 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



**RISE
HIGHER**

SECTION 3 – THRESHOLD & BENCHMARKS

(Required to Achieve at the end of the Project)

HUD financial assistance threshold amount exceeds \$300,000 per housing and community development project.

- Recipients of certain HUD financial assistance (i.e. HOME, CDBG, CDBG-DR, NSP, HOPWA, ESG, Choice Neighborhoods, Section 108, Healthy Homes & LEAD (LEAD threshold is \$150,000)) - 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.

Section 3 Labor Hours = 25%

Total Labor Hours

and

Targeted Section 3 Labor Hours = 5%

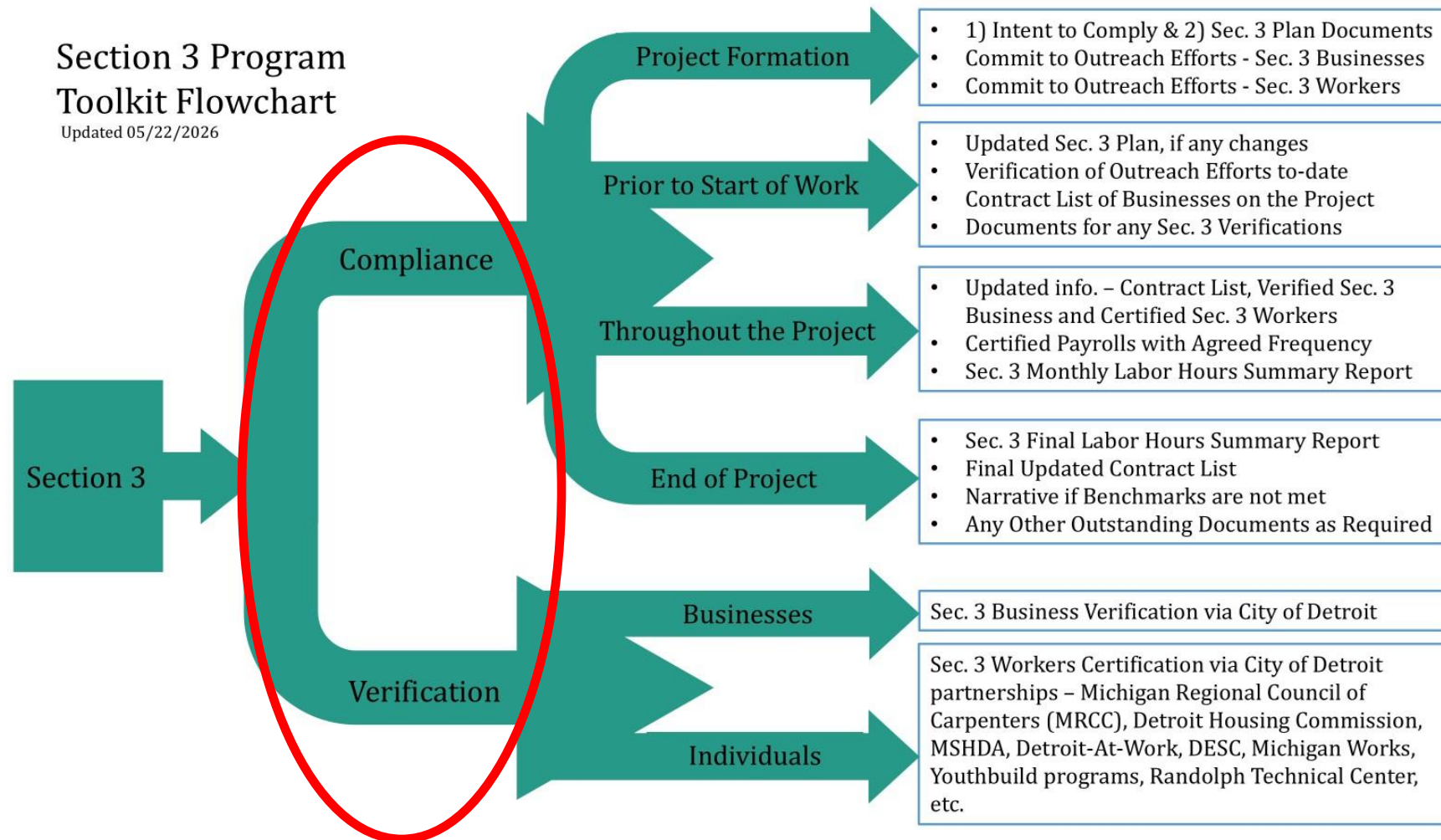
Total Labor Hours



**RISE
HIGHER**

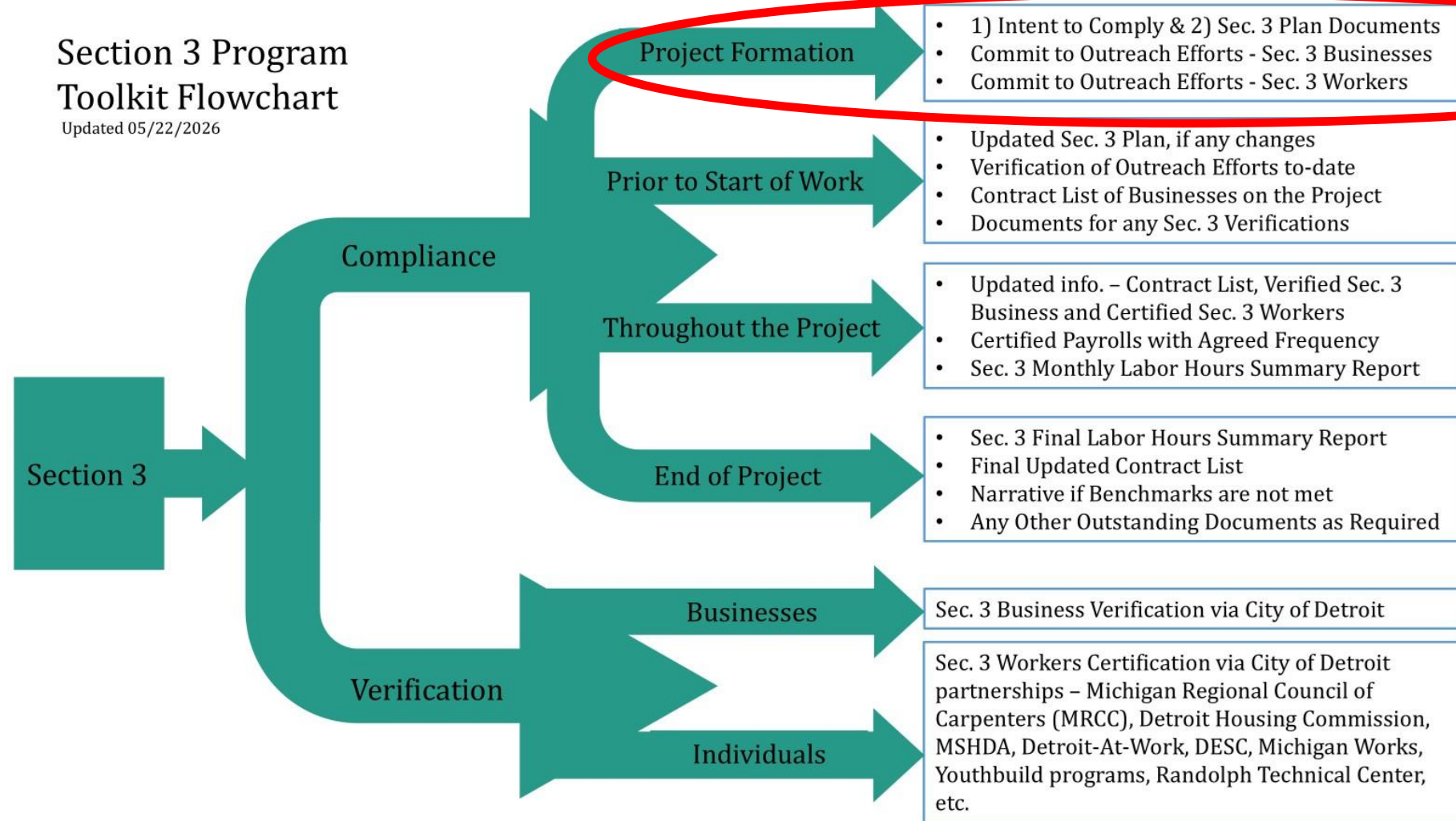
SECTION 3 PROGRAM - COMPONENTS

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



SECTION 3 PROGRAM – PROJECT FORMATION

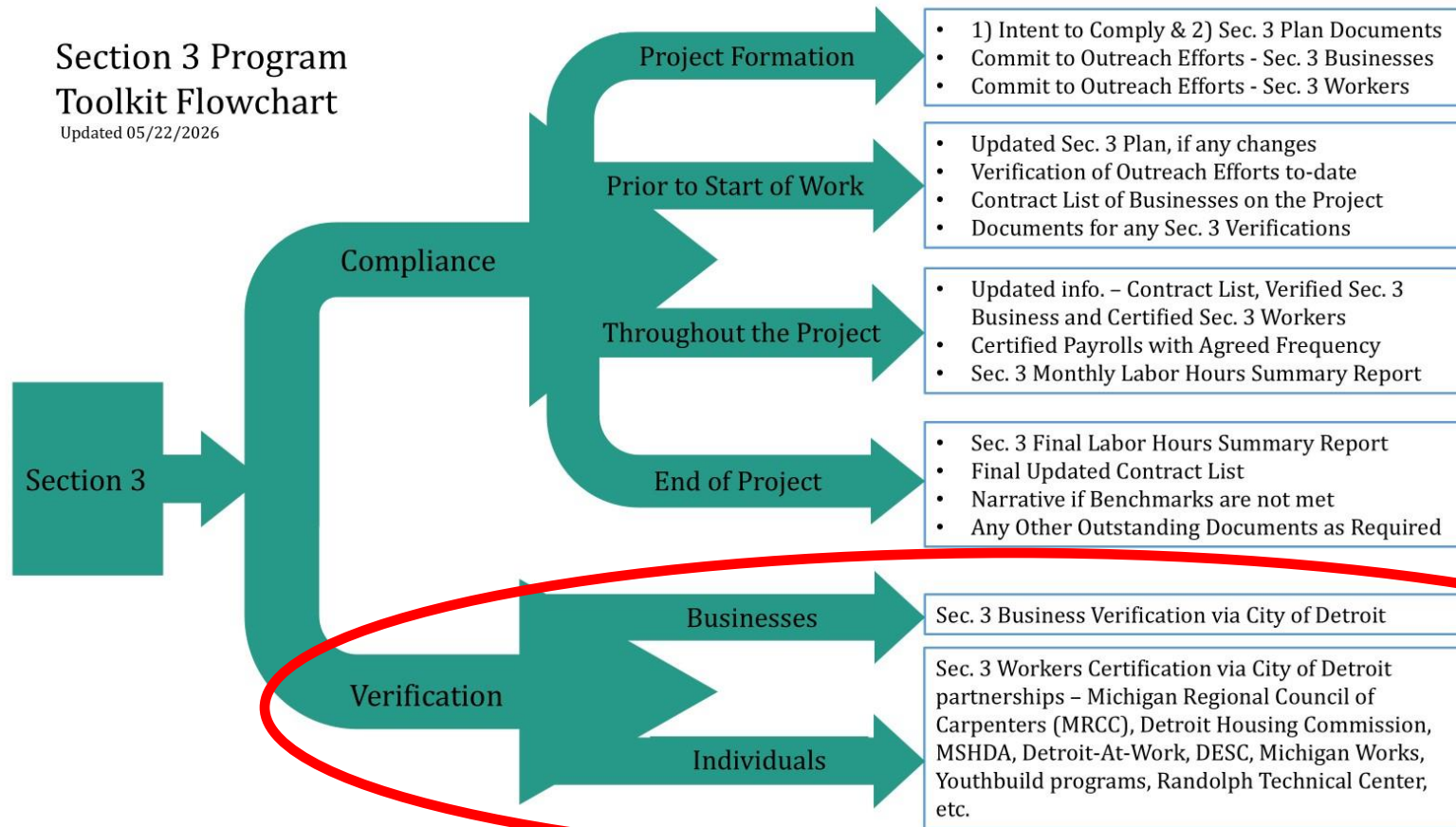
- There are two components of the Section 3 Program – Compliance and Verification.



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SECTION 3 PROGRAM - VERIFICATION

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



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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/>)



HIRING INDIVIDUALS

Office of Development and Grants (ODG) HUD Compliance and Operations Section 3 Income Information

Individuals seeking to certify as a Section 3 worker shall submit evidence (using Worker Certification Form) to their employer and the City of Detroit Office of Development and Grants (ODG), as requested, verifying that the individual meets the requirements as a Section 3 worker.

Use the individual's hire date to determine if the individual has met the income limit when hired (5 years or less), unless the individual currently meets the income limit based on the individual's place of residency (not project location). The income charts below are updated every year by July.

For your convenience, refer to the charts (1 through 11) below for Wayne and surrounding counties in southeast Michigan and few counties in northern Ohio. *As a reminder, the employee's income is based on the county where the employee lives.*

For additional counties not listed below, click this link, <https://www.huduser.gov/portal/datasets/il.html>, using the income amount under "Low (80%) Income Limit" as the maximum income limit.

Chart 1 includes the following 5 counties – Lapeer, Macomb, Oakland, St. Clair, and Wayne

Chart 1

Hire Date	2026	2025	2024	2023	2022
Income	\$58,700	\$56,600	\$53,700	\$53,050	\$50,150

Chart 2 includes Genesee County and all of the city of Flint

Chart 2

Hire Date	2026	2025	2024	2023	2022
Income	\$46,850	\$46,500	\$44,600	\$42,500	\$40,150

Chart 3 includes the following 3 counties – Clinton, Eaton, and Ingham
and all of the city of Lansing - East Lansing

Chart 3

Hire Date	2026	2025	2024	2023	2022
Income	\$57,500	\$56,500	\$51,700	\$52,500	\$49,600

Chart 4 includes Jackson County and city of the city of Jackson

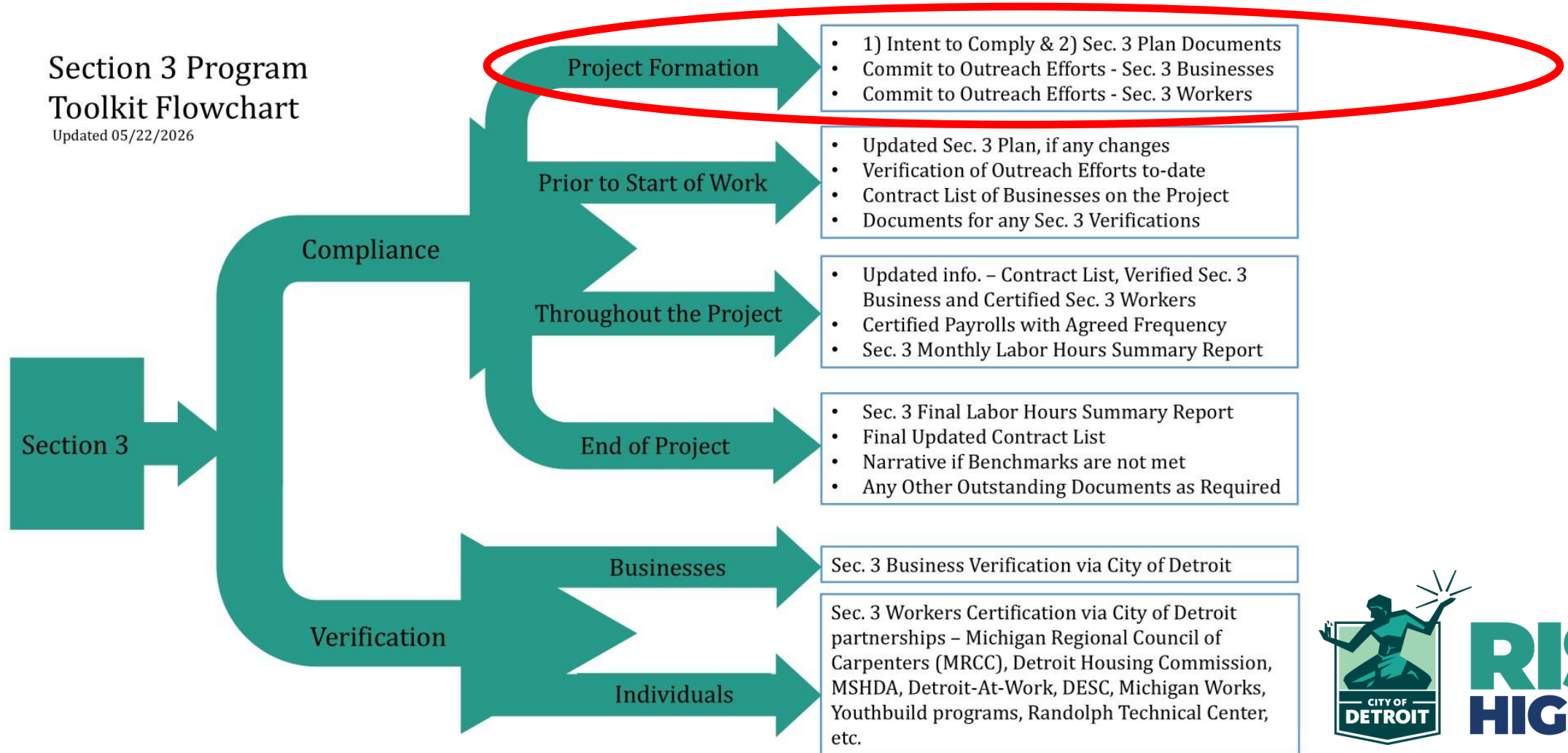
Chart 4

Hire Date	2026	2025	2024	2023	2022
Income	\$51,950	\$47,250	\$47,200	\$42,950	\$40,600



SECTION 3 PROGRAM – PROJECT FORMATION DOCUMENTS

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



HIRING INDIVIDUALS SUGGESTIONS

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:



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)

Tax Credit - Hiring Individuals

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



WORK OPPORTUNITY TAX CREDIT

Small Business Association of Michigan

Work Opportunity Tax Credit (WOTC)

<https://www.sbam.org/dont-forget-about-the-work-opportunity-tax-credit/>



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



Michigan Regional Council of Carpenters and Millwrights

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 \(PDF, 270KB\)](#)



RISE HIGHER

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.

$$\frac{\text{Section 3 Labor Hours}}{\text{Total Labor Hours}} = 25\%$$

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

- 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
- To show HUD, why the city of Detroit should continue to receive funding for future projects



THANK YOU

Labor Compliance Unit
Angela Thompson, Director
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Section 3 Program Team
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Program Manager
fordpL@DetroitMi.gov

Felicia Hairston
Program Analyst
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Lisa Robinson
Program Analyst
Lisa.Robinson@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



The Preliminary Plan Review (PPR) NOFA



DEPARTMENT OF
**Buildings, Safety
Engineering & Environmental**

What is a PPR

Preliminary Plan Reviews (PPR) are available if you have an idea for a project.

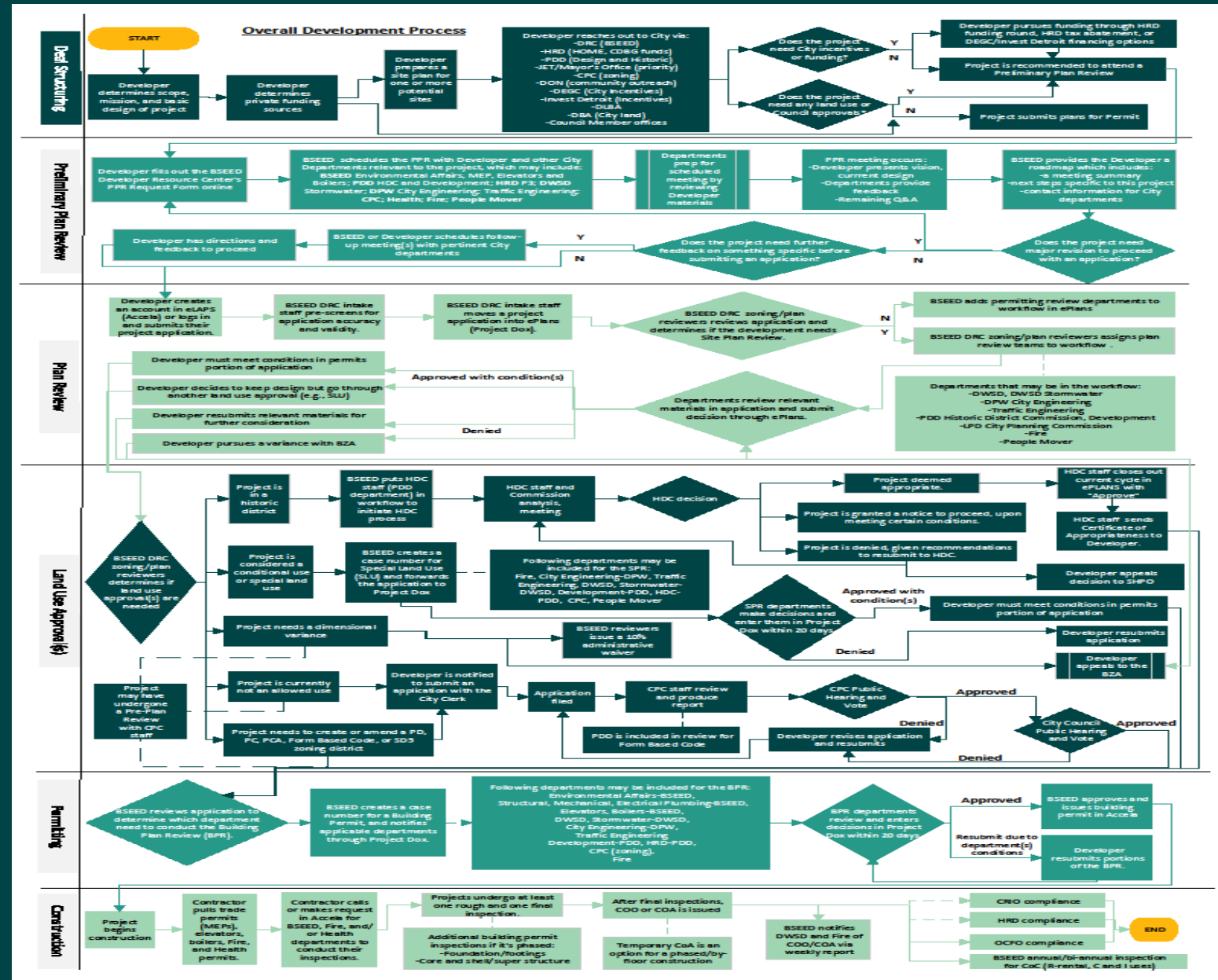
- A PPR outlines your next steps & provides information specific to your project.
- This includes zoning requirements; Site Plan Review, Design Review, Storm Water, Building Permit Plan Review; and create connections to other departments you need to work with.
- You will receive a detailed roadmap, unique to your project.
- Also is a single point of contact for the life of your project to facilitate any discussion.

This is the Development Process

What does it take?

- Patience
- Support
- Knowledge

Let BSEED DRC Help!



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

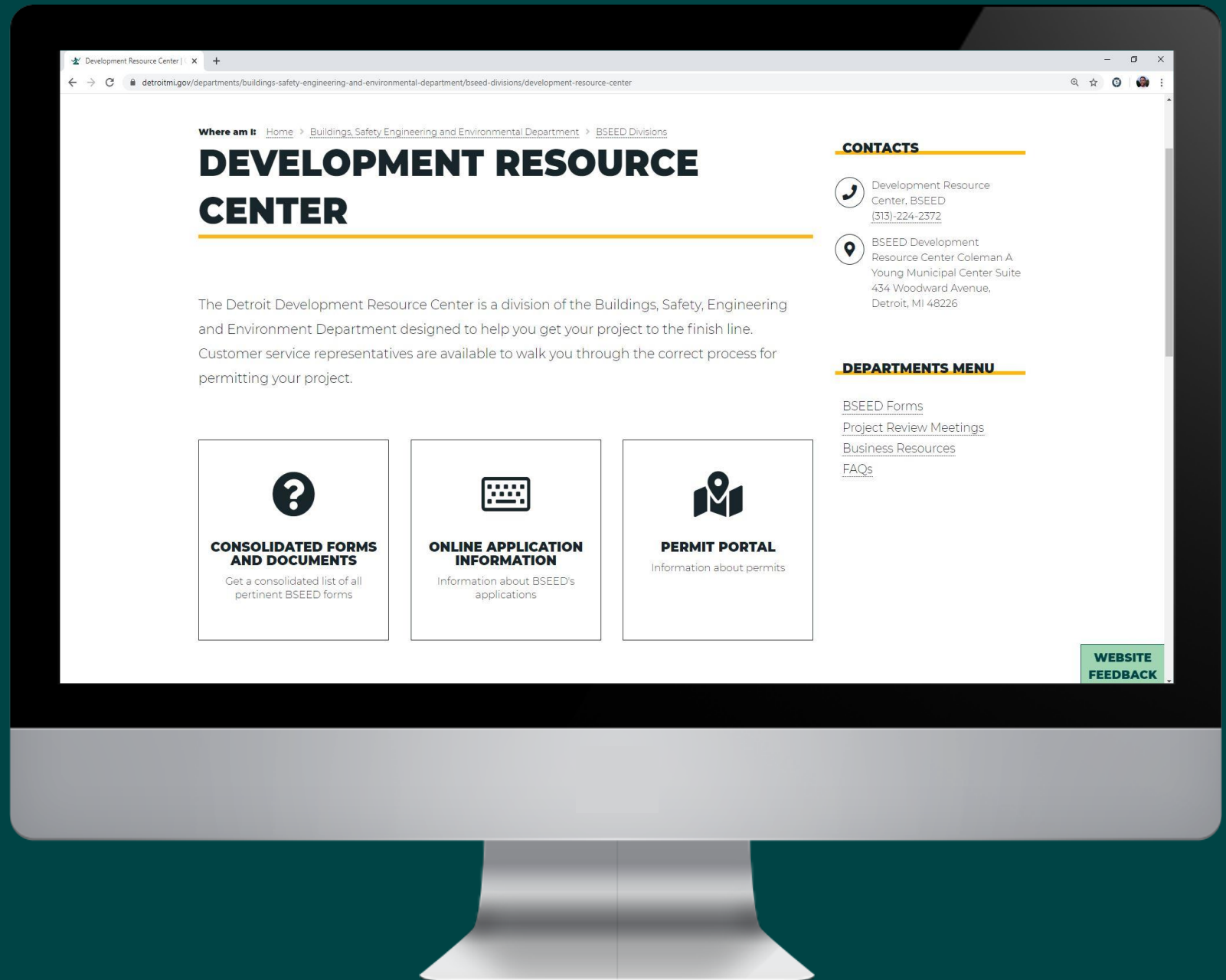
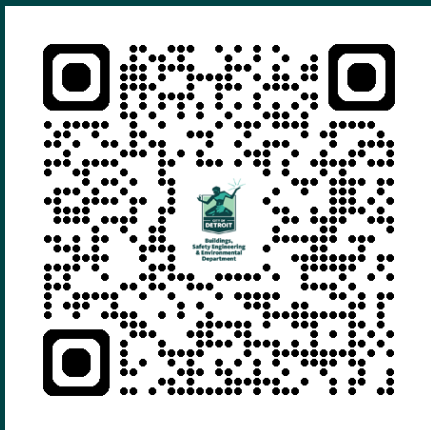
Roadmap
Summary Unique
to your
development

SUBMIT FOR A PPR

Development Resource Center

detroitmi.gov/drc

Schedule your PPR

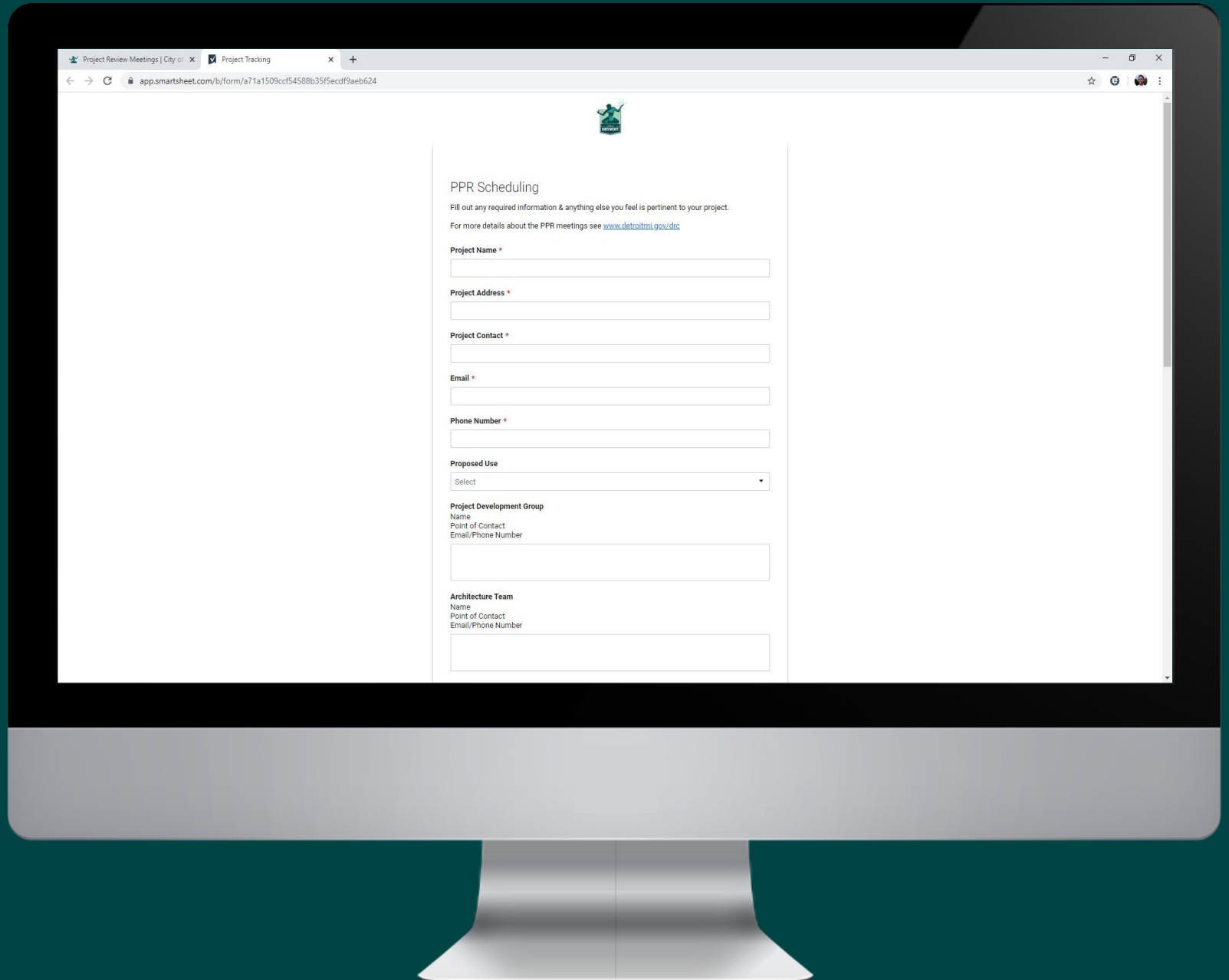


PPR APPLICATION

ONLINE APPLICATION:
detroitmi.gov/drc

Applicant must provide the following for a PPR,

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



The image shows a computer monitor displaying a web browser with the "Project Review Meetings | City of Detroit" and "Project Tracking" tabs. The address bar shows the URL: app.smartsheet.com/b/form/a71a1509ccf54508b35f5ecd9aeb624. The page title is "PPR Scheduling". Below the title, it says: "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". The form contains the following fields:

- Project Name *** (text input)
- Project Address *** (text input)
- Project Contact *** (text input)
- Email *** (text input)
- Phone Number *** (text input)
- Proposed Use** (dropdown menu with "Select" as the current selection)
- Project Development Group** (text input with labels: Name, Point of Contact, Email/Phone Number)
- Architecture Team** (text input with labels: Name, Point of Contact, Email/Phone Number)

DESIGN REVIEW GUIDING PRINCIPLES



HISTORIC PRESERVATION

The intent of development is to preserve existing structures and compliment the urban fabric through a thoughtful and intentional approach to design.



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.



MAINTAIN/INTEGRATE THE STREET GRID

Many city blocks have been combined into superblocks or developments built facing inwards. The goal is for new development to be directly integrated into the existing street grid – not to create an isolated development site.



STREET FRONTAGE

All new construction shall be designed along the front lot line of the property adjacent to the public right of way. Parking shall not be provided between the building frontage and the street edge.



BUFFERING & SCREENING

Expand the use of green belts and natural buffer zones to protect residential areas from commercial and industrial areas which are environmentally detrimental to nearby residential neighborhoods. Minimize and screen outdoor storage and work areas.



APPROPRIATE DENSITY

Any new building shall be appropriate in scale with surroundings.



BUILDING FORM AND MATERIAL

The site shall incorporate sound urban design and established development principles. The built environment shall provide interesting building typologies of varied architectural styles and compliment, not mimic, the nature of the existing urban fabric.



PEDESTRIAN EXPERIENCE

Where appropriate, alleyways will serve as the main point of automotive ingress and egress. Curb cuts onto public right of way will be minimized or obsolete in order to provide a safe, walkable, pedestrian oriented street design.



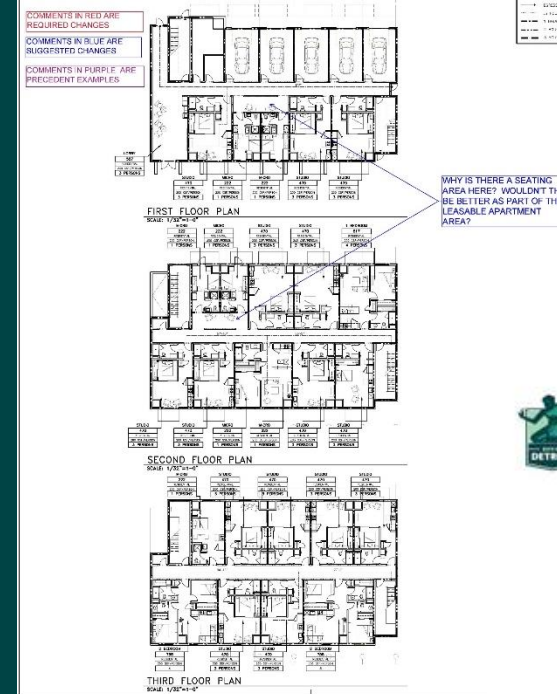
PARKING AND ACCESS

All on-site parking shall be appropriately landscaped or be screened from view, preferably developing parking lot edges of the site with new construction in order to shield the parking from view.



SUSTAINABLE DESIGN

All developments should strive to embrace sustainable practices that create healthier living environments while aiming to minimize the negative impacts of the built environment and achieving long-term energy and resource efficiency as well as universal design.



THE BEAUTON

The Beauton is a new construction three-story 29-unit residential building.

The Design Review team worked with the architect and developer to tone down the color scheme, refine the architecture, and craft a development that complements the North End Neighborhood.



RISE HIGHER

Planning & Development
Department (PDD)
pddinfo@detroitmi.gov

PHONE: 313.224.1339
TTY: 711 or 800.649.3777
detroitmi.gov

☐ APPROVED
☐ APPROVED WITH CHANGES NOTED

☒ REVISION REQUIRED
☒ 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 JOINTS 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: 1/9/2023
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 Kajeepia (tkajeepia@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.

- o Maintain existing architectural elements.
- o 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.

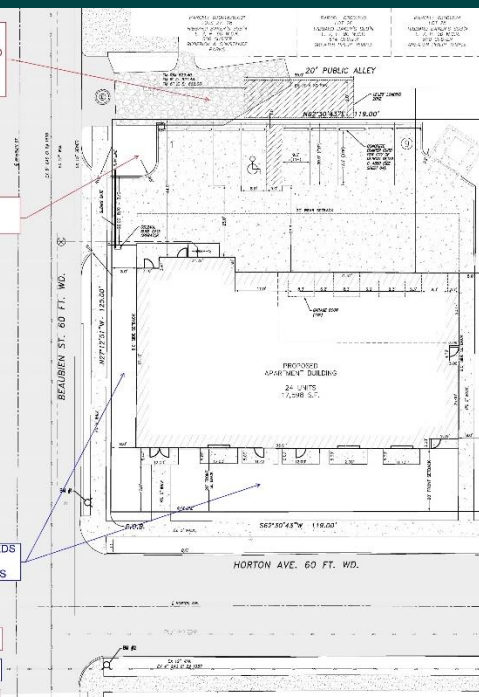


YOU WILL NEED A MAINTENANCE AGREEMENT WITH DPW TO UTILIZE THE ALLEY FOR LOADING. WILL YOU BE IMPROVING THIS ALLEY?

YOU NEED TO PROVIDE SCREENING FOR THIS PARKING AREA.

THIS AREA NEEDS LANDSCAPE IMPROVEMENTS

COMMENTS IN RED ARE REQUIRED CHANGES
COMMENTS IN BLUE ARE SUGGESTED CHANGES
COMMENTS IN PURPLE ARE PRECEDENT EXAMPLES





COMPLETED PROJECT

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

Coleman A. Young Municipal Center
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Detroit, Michigan, 48226

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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 \(for off-street surface parking lots and areas, both for accessory parking and commercial parking\).](#)

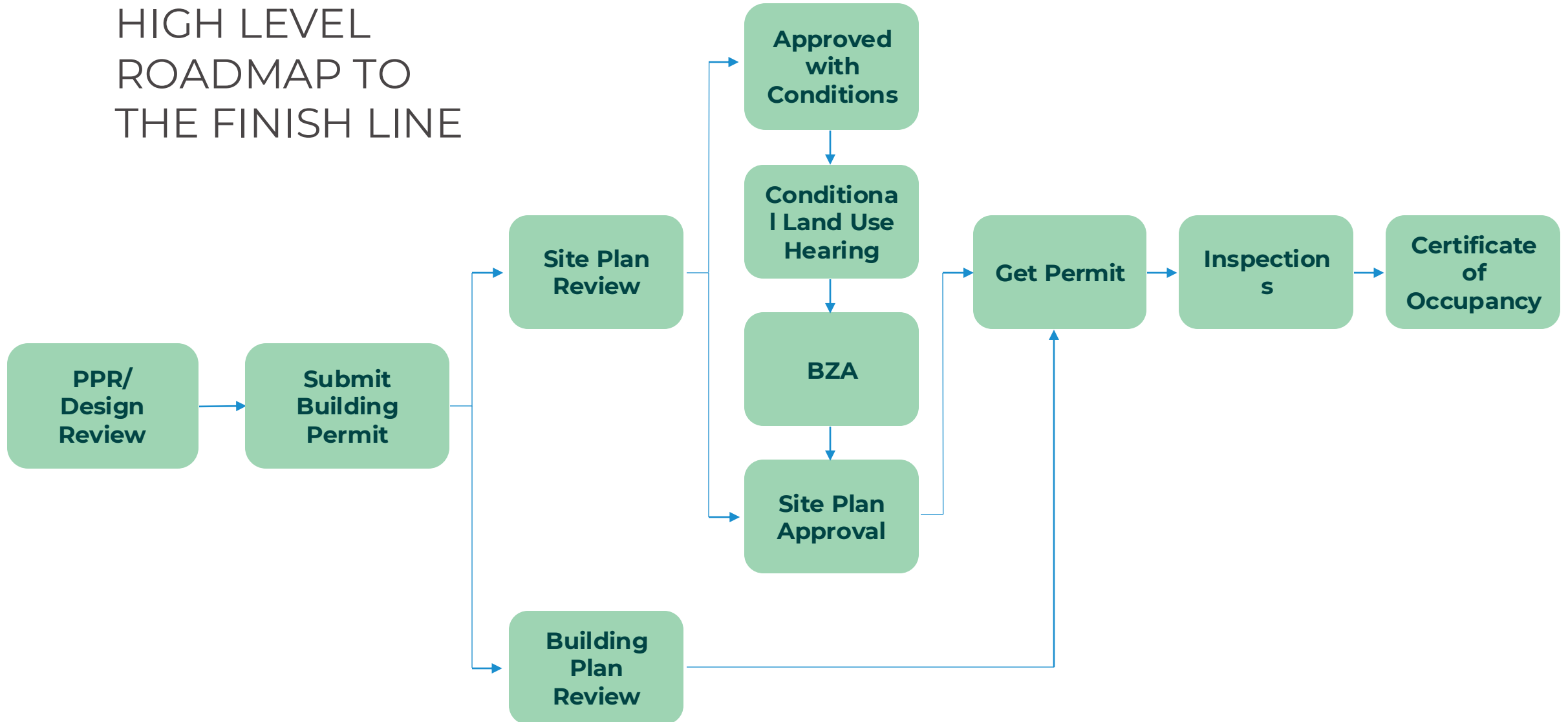
PLANNING & DEVELOPMENT DEPARTMENT (PDD)—DESIGN REVIEW

Zachary Funk

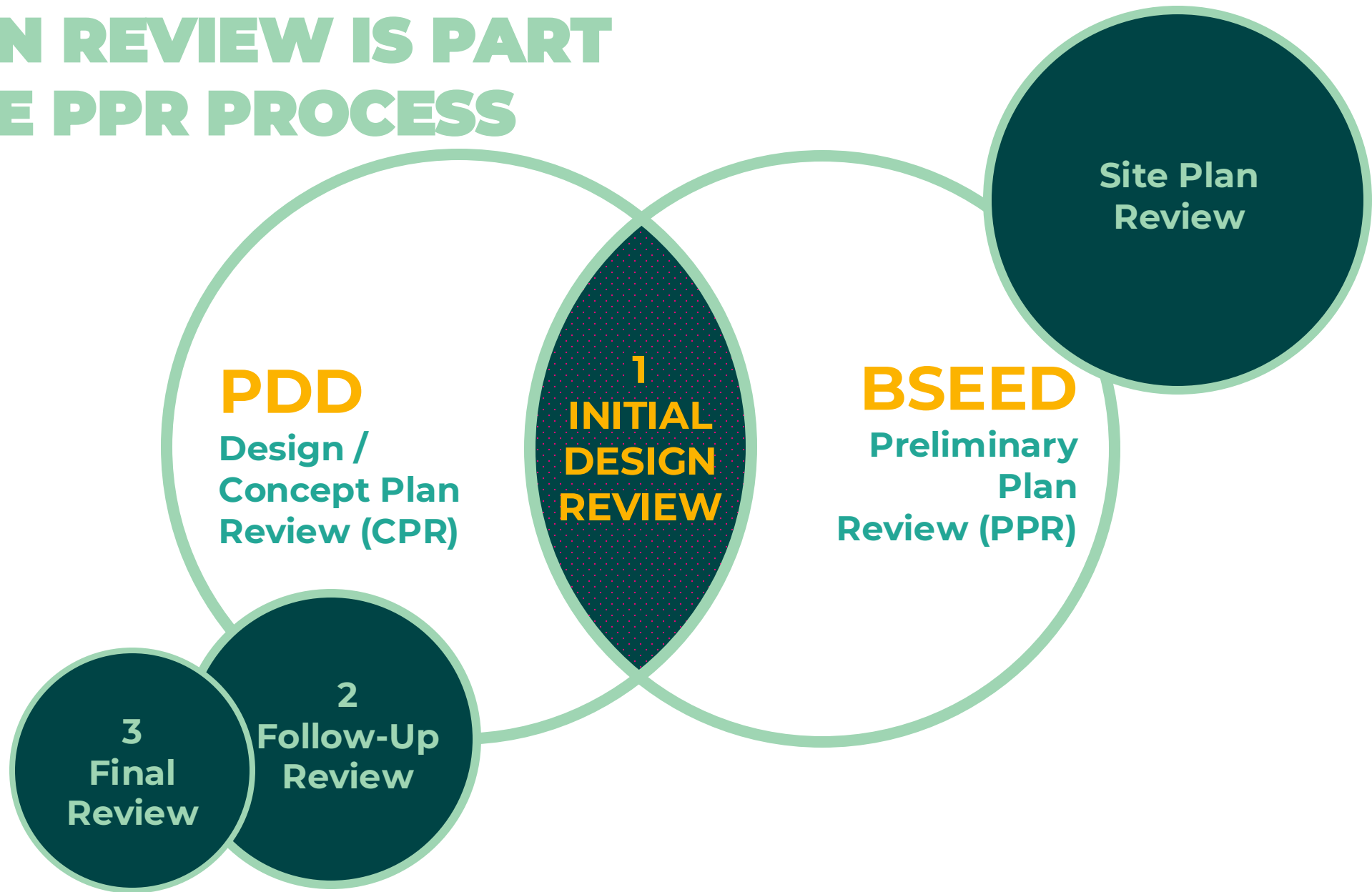
- The drive through vehicle stacking area is potentially blocking parking spots.
- We would be looking for a safe pedestrian walk from the sidewalk to the building to get to the walk-up window.
- We encourage design that fits in with the neighboring buildings and limited use of bold wall coloring.
- 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



DESIGN REVIEW IS PART OF THE PPR PROCESS



IF YOU ARE SEEKING INCENTIVES



IF A LAND SALE APPROVAL IS REQUIRED



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

James Foster

fosterja@detroitmi.gov

Russell Baltimore

baltimorer@detroitmi.gov



UNIFORM RELOCATION ACT & SECTION 104(d)

Eric Andrews, Kyle Ofori



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

Eric Andrews, Preservation Initiatives Manager

Erin McCann, Preservation Specialist

Demetrius Stinson, Housing Compliance 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*

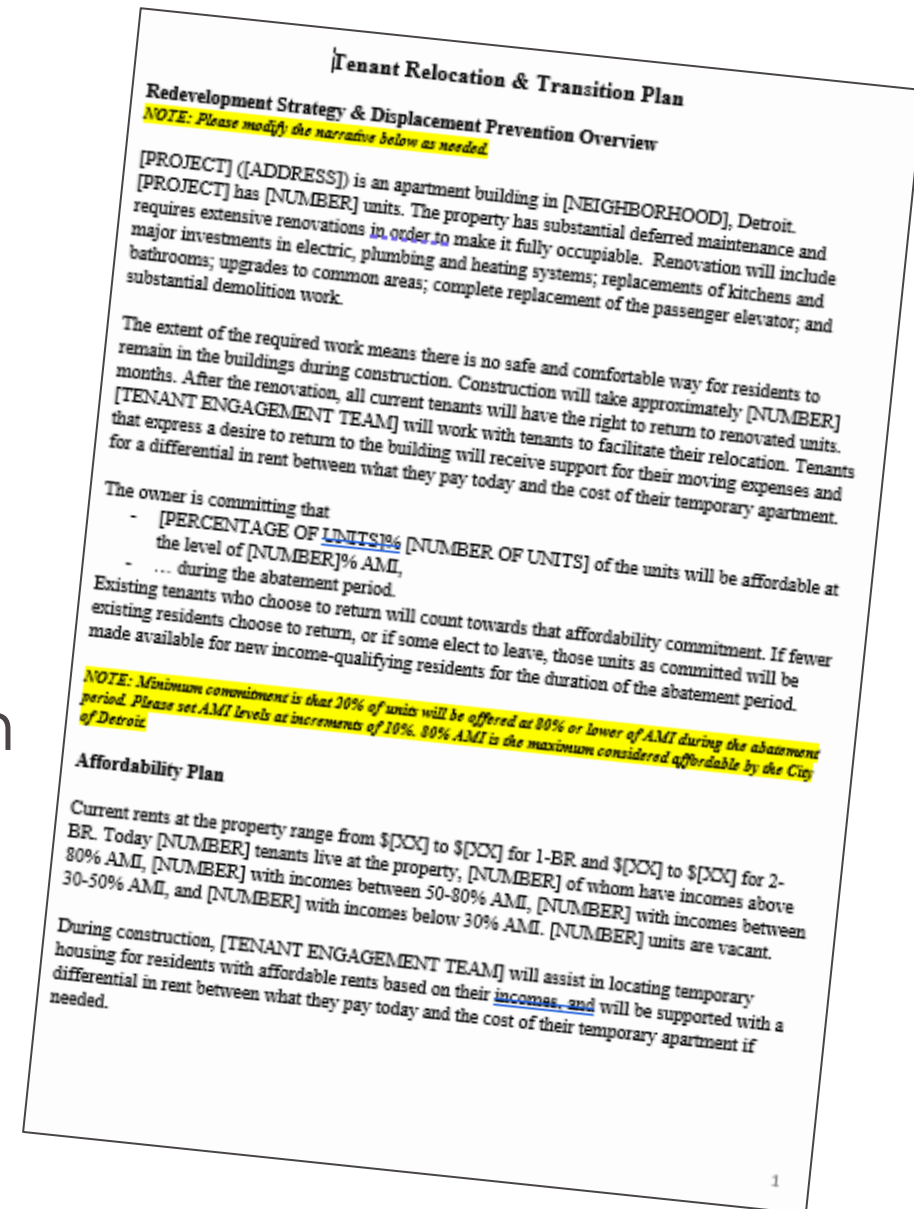
Tenant Retention Standards

- Limit initial rent increases for returning residents (5% or set at 30% of monthly income)
- Limit ongoing rental increases to lesser of 3% 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	-relocation advisory services -comparable replacement housing -moving expense payments	-relocation advisory services -comparable replacement housing -moving expense payments -Replacement Housing Payments (RHPs) -housing of last resort when necessary
Notices required	- General Information Notice - Notice of Non-Displacement - Reasonable Advance Notice to Vacate	- 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 relocated 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

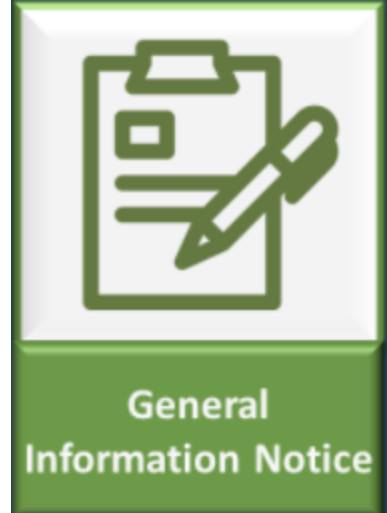
- “Agencies must offer residential displaced persons **comparable replacement dwelling** before they can be required to move. Comparable replacement housing must be **decent, safe, and sanitary**.”
 - Decent, safe, and sanitary is defined in the Code of Federal Regulations – 49 CFR Pt 24.2(a)(8)(vii)

Notices Required

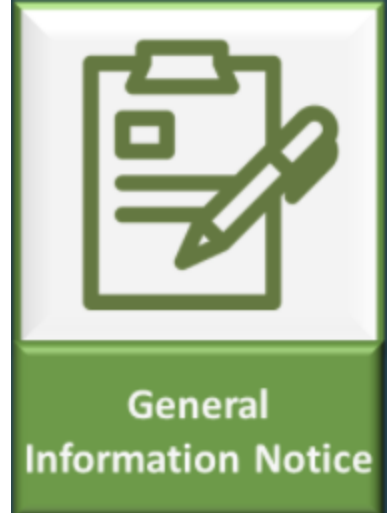


General Information Notice (GIN)

- **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

A circular sign with a diagonal line through it, indicating that trucks are prohibited.

- 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](#)



Notice of
Relocation
Eligibility

1378 CHG-6
Appendix 6

GUIDEFORM NOTICE OF ELIGIBILITY FOR
URA RELOCATION ASSISTANCE
RESIDENTIAL TENANT

Grantee or Agency Letterhead

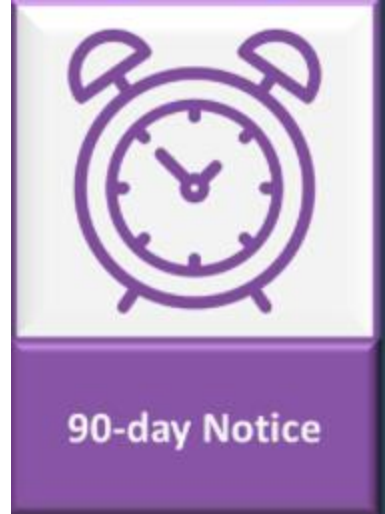
(date)

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 Development (HUD) under the _____ program. On _____ (date), the project was approved and will receive federal funding.

It has been determined that you will be displaced by the project. Since you are being displaced in connection with this federally funded project, you will be eligible for relocation assistance and payments under the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA).

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

Erin McCann
erin.mccann@detroitmi.gov

Demetrius Stinson
demetrius.stinson@detroitmi.gov



Appendix

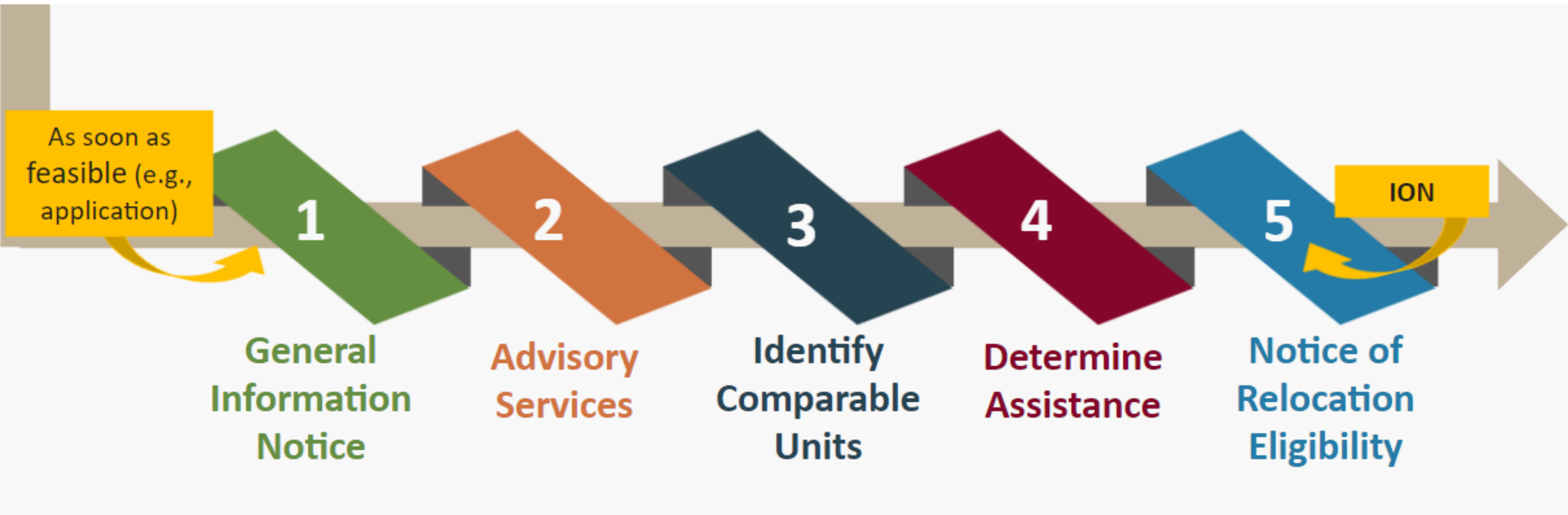


Initiation of Negotiations



- 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



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

Diandra Gourlay



PERMANENT SUPPORTIVE HOUSING (PSH)

Diandra Gourlay, HRD, Senior Development Specialist PSH



DEFINING PERMANENT SUPPORTIVE HOUSING

**Strong
Partnership**

**Tenant
Centered**

Accessible

**Supportive
Services**

Community

Sustainability

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

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. Also referred to as HARA or CES.
- **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

APPENDIX H AND ATTACHMENT 4

Item	Points
PSH Project Overview	2
Developer Experience	4
Service Provider Experience	5
Property Management Experience	3
CSH Quality Checklist	1
Tenant Selection Plan	7
Memorandum of Understanding (MOU)	4
PSH Supportive Service Plan	7
PSH Supportive Budget	7
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 SERVICES BUDGET

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

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.)
- 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**



To download checklist: Go to Appendix K in the NOFA and Application Process and use the link titled [CSH Supportive Housing Quality Planning Checklist](#).



CoC LETTER OF SUPPORT

Letter of Support **due October 6, 2026** (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
- **Email CoC_Coordinator@handetroit.org to set up meeting**

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@csh.org



RISE
HIGHER
MAYOR MARY SHEFFIELD

THANK YOU

Diandra Gourlay

Diandra.gourlay@detroitmi.gov

ACCESSIBILITY BEST PRACTICES

Safiya Merchant



ACCESSIBILITY BEST PRACTICES AND UPDATES

CITY GOALS ON ACCESSIBLE HOUSING

1 in 5 Detroiters live with a disability.

The City's housing stock needs to be designed and constructed to meet the needs of all residents, regardless of their ability, at any point in their lifetime.

BEST PRACTICES MATERIALS FOR DEVELOPERS

- **Developers must review the following materials enclosed in the NOFA:**
 - **Developing Inclusive Housing Tip Sheet**
 - **Best Practices for Leasing and Marketing Accessible Units**
 - **Plain Language Tip Sheet**
 - **Tips for Accommodation and Modification Requests**

You will be asked to confirm acknowledgement of these materials in your Neighborly application

MARKETING REQUIREMENTS FOR PROJECTS

Projects offering accessible units must provide detail in their marketing plan of how they will:

- Distribute information about leasing opportunities for accessible units to Detroit-based service organizations, local disability networks, the local area agency on aging, disability service providers, disability advocacy organizations, etc.
- Keep records of these outreach and marketing attempts.

The goal: Ensure the accessible units you are funding are occupied by those who need them



NEIGHBORLY INSTRUCTIONS

In Neighborly, the application will ask you to list:

- Your Type A units (fully accessible to those with mobility disabilities)
- Your Type B units (adaptable for those with mobility disabilities)
- Your Hearing/Visual Units
- Your acknowledgement of the accessible housing best practices materials

CONSTRUCTION & REHABILITATION REQUIREMENTS

Michael Neil



CONSTRUCTION MANAGEMENT

~ OVERVIEW AND REQUIREMENTS ~

Program Compliance Information Presentation

Version 3.0 – July 2026 NOFA

Presenter(s) : HRD Construction Management Team





PART 1 - CM INTRODUCTION

NOFA Program Compliance Information Presentation :

Meet the HRD CM Team



Michael Neil

Supervising Construction Manager

Cell 313-610-7224 (Preferred)

Office 313-224-6637

mneil@detroitmi.gov

2 Woodward Avenue, Suite 908

Eric Light

Construction Manager

Cell 313-628-1121

lighte@detroitmi.gov

Denesha Stephens-Stewart

Construction Manager

Cell 313-498-4902

deneshastephens@detroitmi.gov

Joseph Ouellette

Construction Manager

Cell 313-918-4555

joseph.ouellette@detroitmi.gov

Tyler Schaafsma

Construction Manager

Cell 919-740-6652

tyler.schaafsma@detroitmi.gov

NOFA Program Compliance Information Presentation :

The CM Team Role

The City of Detroit Housing and Revitalization Department's Construction Management team is responsible for managing construction projects from application thru completion including the applicable post-construction affordability period.

For NOFA purposes, our team reviews financial documents, architectural drawings, construction documents and contractor capacity during the pre-development, scoring & underwriting phases.

This is only a brief introduction, but if your project receives HRD funding, you will be given a more thorough description of the construction management process and documentation requirements for disbursement of funds.



NOFA Program Compliance Information Presentation :

The CM Team Responsibilities

Some of our team's 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 review.
- 4) Compliance - Build America Buy America Act, Section 504 of the Rehabilitation Act of 1973 and the Disability/Accessibility Provisions of the Fair Housing Act of 1988.
- 5) Compliance – other Federal, State and Local standards not listed above.
- 6) Project Management - through construction phase (Construction Draws, Change order requests, site inspections, construction quality, materials + methods).
- 7) Construction closeout documentation - collection and/or approval of required documents.
- 8) NSPIRE (National Standards for the Physical Inspection of Real Estate) - perform post-construction compliance inspections and certifications.



PART 2 – APPLICATION DOCUMENTATION

NOFA Program Compliance Information Presentation :

Application Documents List

- 1) Project Summary
- 2) Project Plans & Specifications
- 3) Accessible unit details (Schedule)
- 4) Green Energy Building Standards
- 5) Trade Payment Breakdown (BABA compliant)
- 6) AIA 305 Contractor's Qualification Statement
- 7) Total Development Budget (Construction Contingency)
- 8) Construction Schedule
- 9) Third Party Cost Estimate

NOFA Program Compliance Information Presentation :

Architectural Plan Set

Architectural Plan Set Cover page should include :

- Applicable Building and Mechanical Codes
- 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
- For Single Family Rehabilitation projects :
 - Architectural drawing set
 - And/or Detailed Scope of Work, include rough quantities and/or unit cost details



NOFA Program Compliance Information Presentation :

Trade Payment Breakdown

- HRD Template - Preferred format
- MSHDA format is an acceptable alternative for joint funded projects only
- 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

NOFA Program Compliance Information Presentation :

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 included in Trade Payment Breakdown total construction line-item costs or as part of a Guaranteed Maximum Price Contract Amount (GMP).

NOFA Program Compliance Information Presentation :

Contractor's Qualification Statement

- Use the AIA 305 template
- Must be signed and complete
- Previous affordable projects experience should be highlighted; this information is frequently omitted.
(Points depend on this detail, so make sure it's included)

* Inclusion of a properly detailed financial statement is required

PART 3 – POST-AWARD OVERVIEW

A wide-angle photograph of a construction site under a clear blue sky. In the foreground, there are large mounds of grey gravel and dirt, with deep tire tracks visible. A red skid steer loader is positioned on the right side of the gravel area. In the middle ground, several pieces of construction equipment are parked, including a white pickup truck, a white van, and a large white semi-truck. To the left, there are stacks of yellow lumber. In the background, a city skyline is visible, featuring various buildings, including a prominent tall, thin skyscraper and a large, light-colored stone building with a square tower. The overall scene depicts an active construction project in an urban environment.

NOFA Program Compliance Information Presentation :

Post-Award Requirements

Before a project can begin the closing process, the developer must provide a 3rd-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
- Reduction in required contingency amount may be considered based on strength of Third-Party Cost Estimate.
- Typical sources for Third Party Cost Estimates : architects, cost estimating consultants, professional engineers, etc.
- Rehabilitation projects can meet the 3rd Party Cost Estimate minimum standard by providing an appropriate and properly detailed Capital Needs Assessment (CNA) report.



NOFA Program Compliance Information Presentation :

Pay Application Basics

- Owner or representative is responsible for collecting, assembling, and distributing all draw requests and supporting documentation, this includes pencil copy of pending draw requests.
- HRD templates are provided for use, non HRD format or standard AIA documentation must be approved for use prior to submission, e.g. General Contractor Sworn Statement.
- Draw request documentation is to be assembled as packaged per Draw Documents checklist. Failure to do so may result in processing delays or rejection of draw package.

NOFA Program Compliance Information Presentation :

Pay Application Continued

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.*
- Draw Documents are to be packaged and submitted per Document Checklist instructions.

NOFA Program Compliance Information Presentation :

Draw Meeting Basics

Construction Draw Meeting will be scheduled monthly :

- Expected attendees : owner, architect, general contractor, HRD CM.
- Review construction progress, quality of work in place and completion percentage in comparison to General Contractor 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 the Construction Manager assigned to your project.
- Change order request are subject to the same expectations as general draw documentation requests. *No change order should be submitted as part of a draw request that hasn't already been pre-approved.*



NOFA Program Compliance Information Presentation :

Draw Documentation

To minimize redundancy projects that are jointly funded by HRD and MSHDA may combine the MSHDA standard Payment Application documents with the addition of the following AIA and HRD specific documents :

- Contractor's payment request
- Property owner's work completion statement & pay authorization
- Contractor/subcontractor award (exhibit g)
- Sworn statement
- Change order request
- Full/partial waivers
- Baba self certification form and support documentation

NOFA Program Compliance Information Presentation :

Draw Documents Example 1

*Listing of
documents required
prior to HRD
approval & release
of payment*

DOCUMENTS REQUIRED PRIOR TO HRD APPROVAL AND RELEASE OF PAYMENT

A. Invoice must contain the following information:

For total contract amount:

- 1) Amount due
- 2) Warranty Statement (18 months)
- 3) Signed by General Contractor and dated

For partial contract amount:

- 1) Amount due (completed work only)
- 2) 10% retention withheld (permits, bond and tap fees are exempt from retention)
- 3) Signed by General Contractor and dated
- 4) Application for payment detail sheet

B. Property Owner's Work Completion Statement and Authorization to Pay

The amount on the statement must be consistent with the invoice amount.

C. Sworn Statement

- 1) List all suppliers and subcontractors covering all labor and materials, including work performed by General Contractor's own company.
- 2) Show exact dollar amount paid or due to suppliers, subcontractors and work performed by the General Contractor.
- 3) The General Contractor's General Requirements, Overhead and Profit will be shown as individual line items. The amount requested must be proportional to the percentage of hard construction completed.
- 4) Signed, dated and notarized.
- 5) The amount listed in the "Total Contract Price" column must be the same as the amounts shown on the approved Trade Payment Breakdown (TPB). To change line item values requires an approved Change Order and a revised TPB.

D. Permits

- 1) A copy of the Electrical Permit, Plumbing Permit and Heating Permit are required on the initial draw of those particular line items.
- 2) Rough and field approvals are required for partial payments.
- 3) Certificate of Acceptance issued by Buildings & Safety Engineering Department is required to "zero" out a permitted line item.
- 4) Certificate of Acceptance for the building permit and the Permanent Certificate of Occupancy is required with the Final Invoice.

E. Waivers of Lien

- 1) After the initial draw (Draw #1), an **Unconditional Waiver of Lien** (Partial or Full) must be submitted from the General Contractor and all subcontractors and suppliers listed on the Sworn Statement as evidence of payment for the preceding draw. For example: Draw #2 will include waivers from those listed for payment on Draw #1.
- 2) **Partial Unconditional Waivers of Lien** must include the dollar amount being waived, the Statement of Account section filled out completely and indicate the draw number the waiver applies to.
- 3) **Full Unconditional Waivers of Lien** are required prior to payment of the final invoice.

NOTE: The General Contractor must endorse the waiver on the Sworn Statement submitted with the payment package or provide a waiver of lien in the amount of the payment request.

F. All HRD Multi-Family projects must also include:

- 1) AIA G702/703 signed by the General Contractor and Architect, dated and notarized.
- 2) Sub Contractor Application and Certificate for Payment
- 3) Trade Payment Breakdown

G. Contractor/Sub-Contractor Award Form

- 1) Required for General Contractor and all Sub-Contractors listed on Sworn Statement. Contract amount details are to be updated to reflect any changes to original contract amount.

H. Special Documentation

- 1) A copy of all hazardous material disposal receipts, air quality monitoring reports and clearances must be submitted with the payment package when lead hazard control, abatement or remediation procedures of all identified environmental issues have been performed and payment is being requested. To include Replacement Soils suitability certification.
- 2) Radon Mitigation plan details and required Testing Results/Certification
- 3) BABA Self Certification and support documentation

PLEASE NOTE

- 1) Payment requests submitted for projects required to meet the Davis-Bacon Fair Wage and Labor Standards Act and Executive Order No. 22 must also be reviewed and approved by the Labor Standards Unit prior to processing payment.
- 2) **Incomplete payment requests will not be accepted for review.** Upon receipt of items A thru H the assigned staff will verify amount of request based on acceptable work in place and forward the payment to Finance for processing.
- 3) **Submit one (1) Legible complete and legible copy of the payment package to assigned HRD Construction Manager.** All Draw documentation is to be packaged and submitted per Document Checklist order or required documentation. Sub-Contractor support documentation is to be packaged in same order as listed on Sworn Statement. Failure to do so may result in processing delays or rejection of package pending correction and resubmission.

NOFA Program Compliance Information Presentation :

Documentation Example 2

Contractor's
payments
document
checklist

**City of Detroit Housing and Revitalization Department
Multi-Family Division
2 Woodward Avenue Suite 908, Detroit, MI 48226**

CONTRACTOR PAYMENT DOCUMENT CHECKLIST

Draw #: _____ Owner: _____ Property Address: _____ City/State/ Zip: _____ Underwriter: _____ Construction Mgr: _____ Contractor: _____	Program Name: _____ Phone #: _____ Alternate Phone #: _____ Non-Profit: _____ Phone No.: _____ Phone No.: _____
---	--

**Attach a copy of this checklist to package
(Contractor Completes)**

☐ INVOICE (Submitted on Contractor's own Letterhead) ☐ Final Draw ☐ Balance Due ☐ Retention Due ☐ Total Due ☐ Warranty Statement ☐ Signed & Dated ☐ UNIFORM SUB-CONTRACTOR AWARD FORMS ☐ SWORN STATEMENT (HRD FORM) ☐ Shows total contract value ☐ Lists contractor and all sub-contractors & Trade ☐ Signed, Dated and Notarized ☐ Contractor/Sub-Contractor Award form for each Sub-Contractor ☐ Waiver signed by General Contractor ☐ WAIVERS OF LIEN ☐ One for each listed on sworn Statement ☐ Full Unconditional ☐ Partial Unconditional (For Partial Payments Only) ☐ GC Project - AIA G702, G703 ☐ Sub Contractor Application and Certificate for Payment ☐ BUILDING PERMIT ☐ Permit Number _____ ☐ Permit states total amount of contract ☐ Cert of Approval (Matches permit #) ☐ BABA Self Certification & Support Documentation	☐ ELECTRICAL PERMIT ☐ Permit Number _____ ☐ Matches work specified ☐ Cert. Of Approval (Matches permit #) ☐ Rough Approval (For Partial Payments Only) ☐ PLUMBING PERMIT ☐ Permit Number _____ ☐ Matches work specified ☐ Cert. Of Approval (Matches permit #) ☐ Rough Approval (For Partial Payments Only) ☐ HEATING PERMIT ☐ Permit Number _____ ☐ Matches work specified ☐ Cert. Of Approval (Matches permit #) ☐ Rough Approval (For Partial Payments Only) ☐ ENGINEERING PERMIT ☐ Permit Number _____ ☐ Cert. Of Approval (Matches permit #) ☐ ASBESTOS REMOVAL CERT. ☐ Dump Receipt Copy ☐ Clearance Cert. ☐ LEAD CLEARANCE REPORT ☐ Clearance Cert. ☐ ENVIRONMENTAL REPORTS - SOILS - RADON ☐ Certificate of Occupancy/Acceptance
---	--

Contractor's Signature _____ Date Submitted _____

**Developer/Owner must provide/submit electronically one complete and legible copy
of this Payment Package to assigned HRD Construction Manager
All documents are to be packaged in same order as listed above.**

NOFA Program Compliance Information Presentation :

Documentation Example 3

Contractor's
payment
request

City of Detroit Housing and Revitalization Department
Housing Underwriting Division
2 Woodward Avenue, Suite 908
Detroit Michigan 48226

Contractor's Payment Request

DATE _____

Draw #: _____ Program Name: _____
Owner: _____ Phone #: _____
Property Address: _____ Alternate Phone #: _____
City, State, ZIP: _____
Dev. Specialist: _____ Construction Mgr. Michael Neil

Total Contract Amount: _____
Invoice Submitted For: _____
Retention Withheld: _____
Total Payment Request: _____

Contract Items Completed:

Please consider this a request for payment for services rendered in the amount of \$ _____

The undersigned hereby certifies that all repairs to the above referenced property have been satisfactorily completed in accordance with the rehabilitation contract entered into between the owner(s) of the above referenced property and the undersigned contractor. Furthermore, the undersigned warrants all work performed, described in the above referenced contract, against defects arising out of defective or improper materials, equipment or workmanship for a period of eighteen (18) months from the date of final acceptance of all work required by said contract, with the exception of main sewer and secondary drain line routing (if applicable), which shall be warranted for a period of ninety (90) days.

Name of Contractor: _____ Signature of Contractor: _____
Address of Contractor: _____ City, State, Zip: _____

NOFA Program Compliance Information Presentation :

Documentation Example 4

Property owner's
work completion
statement &
authorization
to pay

City of Detroit Housing and Revitalization Department
Housing Underwriting Division
2 Woodward Avenue, Suite 908
Detroit Michigan 48226

PROPERTY OWNER'S WORK COMPLETION STATEMENT AND AUTHORIZATION TO PAY

☐ For completion of all contracted work

☐ For completion of the following contract specification work items in support of a request for partial payment to the contractor. (List contract specification items satisfactorily completed below)

The work performed at _____
Property Address

by _____
Contractor Name

under the auspices of the Housing and Revitalization Department, has been completed.

(I, We) authorize payment of the partial/final check in the amount of \$ _____ to the contractor.

I am satisfied with the quality of work and agree to the release of the payments to the aforementioned contractor. I realize that the work contract is basically between the contractor and the property owner with the Housing and Revitalization Department staff acting only in the capacity of intermediary. Therefore, guarantees for goods, services and workmanship are entirely the responsibility of the contractor.

I am signing this document with the understanding that all work performed and products provided are guaranteed for a period of eighteen (18) months by the contractor as specified in the General Conditions of the Contract. This guarantee is effective from the date of the Certificate of Final Inspection.

Property Owner's Signature *Date*

Owner's Signature Obtained By

Property Owner's Signature *Date*

Title

NOFA Program Compliance Information Presentation :

Documentation Example 5

*Contractor's /
Sub-contractor's
award form
(exhibit G)*

EXHIBIT G (Submit With Each Payment)	
HOME PROGRAM CONTRACTOR/SUBCONTRACTOR AWARD	
Project/Program Name: _____	
Address of Property: _____	
Owner: _____	
Bid Approval Date: _____	Total Contract Amount: _____
PRIME CONTRACTOR	
Business Name: _____	
Principal Owner(s): _____	
Address: _____	City/State/Zip: _____
Telephone: _____	
Federal ID # or Social Security #: _____	
Principal Ownership: (Must Be Over 50% on Each of Next Two Lines Unless the Gender Is Equal)	
White ☐ Black ☐ Native American ☐ Hispanic ☐ Asian/Pacific Islander ☐	
Sex: Male ☐ Female ☐ Equal ☐	Contractor's Gross Amount: _____
State License #: _____	Expiration Date: _____
Detroit Registration #: _____	Expiration Date: _____
SUBCONTRACTOR	
Business Name: _____	
Principal Owner(s): _____	
Address: _____	City _____ Zip _____
Telephone: _____	
Federal ID # or Social Security #: _____	
Principal Ownership: (Must Be Over 50% on Each of Next Two Lines Unless the Gender Is Equal)	
White ☐ Black ☐ Native American ☐ Asian/Pacific Islander ☐	
Sex: Male ☐ Female ☐ Equal ☐	Contractor's Gross Amount: _____
SUBCONTRACTOR	
Business Name: _____	
Principal Owner(s): _____	
Address: _____	City _____ Zip _____
Telephone: _____	
Federal ID # or Social Security #: _____	
Principal Ownership: (Must Be Over 50% on Each of Next Two Lines Unless the Gender Is Equal)	
White ☐ Black ☐ Native American ☐ Asian/Pacific Islander ☐	
Sex: Male ☐ Female ☐ Equal ☐	Contractor's Gross Amount: _____
(Submit With Each Payment)	

NOFA Program Compliance Information Presentation : Documentation Example 6

AIA Contractor's /
Sub-contractor's
Document G702

APPLICATION AND CERTIFICATION FOR PAYMENT		AIA DOCUMENT G702		PAGE ONE OF PAGES	
TO GC:	PROJECT:	APPLICATION NO:	Distribution to:		
	Address:		☐ OWNER		
			☐ ARCHITECT		
			☒ CONTRACTOR		
FROM SUBCONTRACTOR:	VIA ARCHITECT:	PERIOD TO:			
		CM&B PROJECT NO:			
CONTRACT FOR:		CONTRACT DATE:			
CONTRACTOR'S APPLICATION FOR PAYMENT					
Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.					
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.					
SUBCONTRACTOR:					
By: _____ Date: _____					
State of: _____ County of: _____					
Subscribed and sworn to before me this _____ day of _____					
Notary Public: _____					
My Commission expires: _____					
ARCHITECT'S CERTIFICATE FOR PAYMENT					
In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.					
AMOUNT CERTIFIED \$ _____					
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)					
ARCHITECT:					
By: _____ Date: _____					
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.					
AIA DOCUMENT G702 - APPLICATION AND CERTIFICATION FOR PAYMENT - 1992 EDITION - AIA® - © 1992					
Users may obtain validation of this document by requesting a completed AIA Document D401 - Certification of Document's Authenticity from the Licensee.					

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	

NOFA Program Compliance Information Presentation : Documentation Example 7

AIA Contractor's /
Sub-contractor's
Document G703
(continuation sheet)

CONTINUATION SHEET		AIA DOCUMENT G703		PAGE 0 OF 0 PAGES					
AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.				APPLICATION NO: 0					
In tabulations below, amounts are stated to the nearest dollar.				APPLICATION DATE: 1/0/1900					
Use Column I on Contracts where variable retainage for line items may apply.				PERIOD TO: 1/0/1900					
				PROJECT NO: 0					
A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G + C)	I BALANCE (C - G)	J RETAINAGE (IF VARIABLE RATE)
1	NAME OF ITEM:	\$ -	\$ -	\$ -		\$ -			\$ -
2	NAME OF ITEM:	\$ -	\$ -	\$ -		\$ -			\$ -
3	NAME OF ITEM:	\$ -	\$ -	\$ -		\$ -			\$ -
4	NAME OF ITEM:	\$ -	\$ -	\$ -		\$ -			\$ -
5	NAME OF ITEM:	\$ -	\$ -	\$ -		\$ -			\$ -
6	NAME OF ITEM:	\$ -	\$ -	\$ -		\$ -			\$ -
7	NAME OF ITEM:	\$ -	\$ -	\$ -		\$ -			\$ -
8	NAME OF ITEM:	\$ -	\$ -	\$ -		\$ -			\$ -
9	NAME OF ITEM:	\$ -	\$ -	\$ -		\$ -			\$ -
10	CHANGE ORDERS (IF APPLICABLE):	\$ -	\$ -	\$ -		\$ -			\$ -
PLEASE BREAKDOWN THE TOTAL SCHEDULED VALUE (INCLUDING CHANGE ORDERS)									
Total Labor:		\$ -							
Total Materials:		\$ -							
Total Tax:		\$ -							
Total Scheduled Value:		\$ -							
GRAND TOTALS		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

General Contractor's Sworn Statement



NOFA Program Compliance Information Presentation : Documentation Example 9

Sworn Statement Instructions

HOW TO FILL OUT THE SWORN STATEMENT STEP BY STEP
(THE SWORN STATEMENT MUST BE PRINTED FRONT AND BACK ON ONE PAGE AND SUBMITTED AS ONE PAGE)

- 1) The person's name that is filling out the Sworn Statement must be provided in this space.
- 2) The company name of the general contractor must be provided in this space.
- 3) You must fill in the legal description or the property address.
- 4) The first column calls for the name of every one of your subcontractors, Suppliers, and Laborers who are not on the company payroll. For all improvements performed by the General Contractor's employees fill in the General Contractor's name.
EXAMPLE:
Rough lumber - you would not write in the name of a person, you would have to provide the store from which you purchased the material.
EXAMPLE:
Rough lumber/Labor - you would provide the name of the person that actually did the work.
- 5) Under the Type of Improvement Furnished you will fill in the trade or type of work performed.
- 6) You must fill in the Total Contract Price paid to the contractor, sub-contractor, supplier. This is the exact dollar amount for all items in the particular listed trade category or improvement furnished (it will match the contracted dollar amount shown on the "Contractor/Sub-contractor Award" form. Each draw must show all work scheduled in contract, and the bottom line must equal the approved contract amount.
- 7) If any costs increase or decrease from the amount shown in the Total Contract Price column, You must fill in that amount in the Contract Change column. Use either a plus or minus sign in front of the amount shown.
NOTE: All changes listed in this column MUST be confirmed on an approved Contract Change Order form.
- 8) If there has been an increase or decrease shown in the Contract Change column for an item, the "new contract amount" must be shown in the Adjusted Contract Amount column. This column discloses the new "contractor amount".
- 9) The column Amount Already Received is where you would indicate any item of service that you have been paid for in a previous draw. If there has been more than one draw, the Grand Total of all monies actually received will be shown. *NOTE:* Current Retention to be withheld on this draw will show up in the Total Retention Withheld column on new draw.
- 10) The amount of money that will be held in retention from this current invoice.
- 11) The column for Amount Currently Invoicing is where you would indicate the amount you are invoicing for (the total amount of invoice including the retention that will be withheld), which must be for a trade and/or improvement that is completely done, and all subcontractors, suppliers, and laborers have been paid in full for.
NOTE: A Full Unconditional Waiver of Lien MUST be provided for each subcontractor, supplier, and laborer listed on this Sworn Statement. Any Trade and/or Improvement for which labor and materials have been installed or repaired or supplied by the General Contractor (Whose name appears at the top of this Sworn Statement) and His/Her employees are covered under the General Contractor's waiver of lien. Materials delivered on site but not installed does not qualify for reimbursement.
- 12) This column is for the grand total of all retention money held to date, do not include the current retention that will be held from this draw.
- 13) The Balance To Complete column is where you would indicate the total amount unpaid for any service or item. Any work that is not done or any item that has not been attached to the property would be indicated in this column. On the final draw this column should be all zeros. Any money being held in retention does not show this column, that is shown on column #12 Total Retention Withheld column).
- 14) Add all the amounts in the Total Contract Price column and fill in total (this must match the total contracted amount as shown on your original contract).
- 15) Add all the amounts in the Contract Change column and, fill in total.
- 16) Add all the amounts in the Adjusted Contract Amount column and fill in total. The new Grand Total must equal the new contract amount on the most recent approved Contract Change Order.
- 17) Add all the amounts in the Amount Already Received column and fill in total.
- 18) Add all the amounts in the Current Retention column and fill in total.
- 19) Add all the amounts in the Amount Currently Invoicing column and fill in total.
- 20) Add all the amounts in the Total Retention Withheld column and fill in total.
- 21) Add all the amounts in the Balance To Complete column and fill in total.
- 22) You must fill in Your title.
- 23) You must sign your name, but you must sign in the presence of a NOTARY PUBLIC.
- 24) The Notary Public will fill in the date.
- 25) The Notary Public will sign the Sworn Statement. He/She will also fill in County registered in, and the notary expiration date.
- 26) You sign your name.
- 27) You enter your company name here.
- 28) You enter the date.

PART 4 –BABA COMPLIANCE BASICS



NOFA Program Compliance Information Presentation :

What is BABA?

The Build America, Buy America Act :

- Enacted as part of the Infrastructure Investment and Jobs Act (IIJA), signed into law November 15, 2021.
- Establishes domestic sourcing requirements for construction material used in federally funded infrastructure projects.
- Covered material categories include:
 - 1) Iron & Steel
 - 2) Manufactured Products
 - 3) Construction Materials

◎ **PART 184—BUY AMERICA PREFERENCES FOR INFRASTRUCTURE PROJECTS**

Authority: Pub. L. 117-58, 135 Stat. 429.

Source: 88 FR 57787, Aug. 23, 2023, unless otherwise noted.

◎ **§ 184.1 Purpose and policy.**

- (a) **Purpose.** This part provides guidance to Federal agencies on the implementation of the Buy America Preference applicable to Federal financial assistance set forth in part I of subtitle A, Buy America Sourcing Preferences, of the Build America, Buy America Act included in the Infrastructure Investment and Jobs Act (Pub. L. 117-58) at division G, title IX, subtitle A, part I, sections 70911 through 70917.
- (b) **Policy.** The head of each Federal agency must ensure that none of the funds made available for a Federal award for an infrastructure project may be obligated unless all of the iron, steel, manufactured products, and construction materials incorporated into the project are produced in the United States. See section 70914(a) of the Build America Buy America Act.

NOFA Program Compliance Information Presentation :

Why Does BABA Apply ?

HUD recognizes housing as a 'critical infrastructure asset'. Affordable housing developments support :

- Economic Development
- Community Stability
- Public Health
- Transportation Access
- Climate Resilience

As a result, certain HUD-funded housing projects (within the CDBG & HOME programs, and dependent on funding year) may be subject to BABA requirements



NOFA Program Compliance Information Presentation :

HRD BABA Compliance Program

Program Objectives :

- Standardize Compliance
- Improve Documentation
- Reduce Deficiencies
- Reduce Draw Delays
- Improve Audit Readiness
- Support Successful Project Delivery

§ 184.4 Applying the Buy America Preference to a Federal award.

- (a) **Applicability of Buy America Preference to infrastructure projects.** The Buy America Preference applies to Federal awards where funds are appropriated or otherwise made available for infrastructure projects in the United States, regardless of whether infrastructure is the primary purpose of the Federal award.
- (b) **Including the Buy America Preference in Federal awards.** All Federal awards with infrastructure projects must include the Buy America Preference in the terms and conditions. The Buy America Preference must be included in all subawards, contracts, and purchase orders for the work performed, or products supplied under the Federal award. The terms and conditions of a Federal award flow down to subawards to subrecipients unless a particular section of the terms and conditions of the Federal award specifically indicate otherwise.
- (c) **Infrastructure in general.** Infrastructure encompasses public infrastructure projects in the United States, which includes, at a minimum, the structures, facilities, and equipment for roads, highways, and bridges; public transportation; dams, ports, harbors, and other maritime facilities; intercity passenger and freight railroads; freight and intermodal facilities; airports; water systems, including drinking water and wastewater systems; electrical transmission facilities and systems; utilities; broadband infrastructure; and buildings and real property; and structures, facilities, and equipment that generate, transport, and distribute energy including electric vehicle (EV) charging.
- (d) **Interpretation of infrastructure.** The Federal agency should interpret the term “infrastructure” broadly and consider the description provided in paragraph (c) of this section as illustrative and not exhaustive. When determining if a particular project of a type not listed in the description in paragraph (c) constitutes “infrastructure,” the Federal agency should consider whether the project will serve a public function, including whether the project is publicly owned and operated, privately operated on behalf of the public, or is a place of public accommodation, as opposed to a project that is privately owned and not open to the public.

BABA Construction Materials Spreadsheet



NOFA Program Compliance Information Presentation :

BABA Documentation Example 2

BABA Contractor Self-Certification Document

BABA Contractor – Sub-Contractor Self Certification

BABA Compliance Self-Certification (Partial/Final)

The undersigned acknowledges that the Build America, Buy America Act (BABA) requires that HRD will not provide federal financial assistance for "infrastructure" projects "unless all of the iron, steel, manufactured products, and construction materials used in the project are produced in the United States" (Section 70914 of Public Law No. 117-58, §§ 70901-52).

The undersigned certifies that for the _____ (Project Name and Location) that the iron, steel, manufactured products, and construction materials used in this project are in full compliance with BABA requirements. Partial Certification ☐ Final Certification ☐

This means all iron, steel and metals manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

All manufactured products were produced in the United States. For a manufactured product to be considered produced in the United States, the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55% of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation.

All construction materials were manufactured in the United States. This means that all manufacturing processes for the construction material occurred in the United States.

Required support documentation certifying that iron, steel, manufactured products, and construction materials are "Made in America" must be provided to City of Detroit, Housing and Revitalization Department with each Contractor Application for Payment, with a Final Certification due at completion of construction.

The Contractor or Subcontractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor or Subcontractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Signature of Contractor or Subcontractor's Authorized Official

Name and Title of Contractor or Subcontractor's Authorized Official

Date

BABA Best Practices

Remember:

- ✓ Coordinate Early
- ✓ Classify Correctly
- ✓ Document Continuously
- ✓ Communicate Promptly
- ✓ Maintain Records



NOFA Program Compliance Information Presentation :

BABA-specific Resources

Build America, Buy America Act Full Text

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-I/part-184>

HUD Exchange Program Quick Guides List

<https://www.hudexchange.info/programs/>

HUD Grantee User Manual & Waiver Guide

<https://www.ihda.org/wp-content/uploads/2025/03/GRANTEE-User-Manual.pdf>

ASPE National Consultant List

<https://aspenational.org/consultants/>



NOFA Program Compliance Information Presentation : **HRD BABA Compliance Training**

- The CM team is currently finalizing a comprehensive Build America, Buy America compliance training presentation with guidance on HRD-specific processes as well as more detailed info on HUD rules and regulations.
- We anticipate rolling out this training opportunity within the next several weeks.
- A notification will go out to all attendees of this meeting – watch your email for updates.
- For those unable to attend the live training presentation, a recorded version will be made available on the City of Detroit website.

NOFA Program Compliance Information Presentation :

New Housing Bill Potential Impact

The 21st Century ROAD to Housing Act passed on July 11, 2026, DOES NOT exempt HOME, CDBG, or affordable-housing projects from BABA requirements.

The Act does direct HUD to review and clarify BABA implementation for HOME-assisted activities, and given that the Act's goals include increasing affordability, decreasing lead times, and minimizing project obstacles – this may change.

IMPORTANT –

However, until HUD issues their updated guidance (which is due within 180 days of the bill passing – so early January 2027 at the latest), all current HUD/HRD BABA applicability, documentation, domestic-content, and waiver requirements remain in effect as-is.

Link : <https://www.congress.gov/bill/119th-congress/house-bill/6644>



The image shows the exterior of a modern building with a light-colored, metallic-looking facade. A large, white, cantilevered overhang extends over the entrance. The entrance features a red door with a glass panel. To the left of the door, there is a sign that reads "UNITS: 103, 104, 303, 304". To the right of the door, there is a small, white, rectangular device, possibly a keypad or intercom. The entrance is flanked by large windows with dark frames. The overall scene is brightly lit, suggesting a sunny day.

CLOSING COMMENTS & KEY TAKEAWAYS



RISE
HIGHER
MAYOR MARY SHEFFIELD

THANK YOU

ASSET MANAGEMENT & CONTINUED OBLIGATIONS

Maahierah Salie, Josh Turner, Hilda Motley, LaDonna Isaiah



ASSET MANAGEMENT



OUTLINE

1. About Asset Management
2. Continuing Obligations of City-Funded Projects
3. Resources

1. ABOUT ASSET MANAGEMENT

GENERAL

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**
- **Community Development Block Grant**
- **Neighborhood Stabilization**
- **Section 108 Loan Guarantee**

ROLE WITH CHDOS

The Asset Management Team also reviews Community Housing Development Organizations (CHDOs) 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.

2. CONTINUING OBLIGATIONS OF CITY-FUNDED PROJECTS

CONTINUING OBLIGATIONS OF 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:

COMPLIANCE PERIOD REQUIREMENTS

- **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.**

EXECUTED DOCUMENTS

- **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 CHDOS

- A Community Development Housing Organizations (CHDOs) is a private non-profit organization that must continue to meet all CHDO requirements as described in 24 CFR 92 Subpart G.
- The same as with other individual City-Funded projects, CHDOs must demonstrate financial stability.
- The city must reserve not less than 15 percent of the HOME allocation for investment only in housing to be owned, developed or sponsored by CHDOs.
- The city must also certify that the organization meets the definition of a CHDO. In addition, the city must document that the organization has the capacity to own, develop, or sponsor housing each time it commits funds to the organization.
- CHDO Certification Applications, can be found here:
<https://detroitmi.gov/departments/housing-and-revitalization-department/housing-development>

3. RESOURCES

RESOURCES

- Payments of HOME, CDBG, ARPA, and NSP funded projects should be sent to the City's loan servicer: Mino Lending Solutions LLC.
 - Contact: Chad Skop, (810) 441-9689, chad@minolending.com

Check	ACH
Mino Lending Solutions LLC	Account: 01360280174
PO Box 72684	Routing: 072403473
Cleveland, OH 44192-0002	For 1-time wires, use Routing: 044000024

- Compliance related items (income verification, reporting requirements, etc.) can be directed to the City of Detroit's compliance contractor, National Consulting Services, Inc.
 - Contact: Rebecca Staniek, rebecca.staniek@ncsdetroit.com
- Inspections will be completed by the City of Detroit's inspection contractor, All American Housing Inspections.
 - Contact: Matt Canfield, matt@aahousinginspections.com



RESOURCES – CITY CONTACTS

- Questions regarding CHDO recertifications or existing loan documents between the City and borrowing entities can be sent to any of the Asset Managers:
 - Noor Al-khafaji, Asset Management Team Lead: noor.al-khafaji@detroitmi.gov
 - Hilda Motley, Asset Manager IV: hilda.motley@detroitmi.gov
 - Joshua Turner, Asset Manager III: joshua.turner@detroitmi.gov
 - LaDonna Isaiah, Asset Manager II: ladonna.isaiah@detroitmi.gov
 - Maahierah Salie, Asset Manager II: maahierah.salie@detroitmi.gov
- Any and all other questions can be sent to:
 - Kyle Ofori, Director of Preservation and Asset Management
 - Email: kyle.ofori@detroitmi.gov



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MAYOR MARY SHEFFIELD

THANK YOU

DETROIT HOME CONNECT

Cynthia Elmore LeJune



July 2026

DETROIT HOME CONNECT

New Look, Enhanced Experience, Same Commitment to Detroit Residents



WHAT IS DETROIT HOME CONNECT?

Detroit Home Connect is the City of Detroit's affordable housing website. Residents looking for affordable housing opportunities can visit Detroit Home Connect and search for multiple properties as well as view upcoming opportunities that are under construction. Each profile provides unit and building information as well as basic resident selection criteria, such as income and screening requirements.



Bowen Place, WINN Companies

INTRODUCING THE NEW DETROIT HOME CONNECT WEBSITE!

The new and improved website was designed in partnership with City Wise to provide a more efficient and user-friendly experience for residents and community partners.

DETROIT RENTAL HOUSING

Detroit HomeConnect

Find apartments through the City of Detroit's rental housing site. Market rate and affordable housing options for all renters.

Market Rate Listings

Apartments, houses, townhomes and rental communities with current availability.

Affordable Listings

Income-restricted, subsidized, voucher-friendly, and affordable housing options.



WHAT'S NEW?

- Updated appearance
- Improved navigation
- Easy access to key information
- Mobile friendly experience
- Expanded Inventory (Market Rate Listings)



The Residences at St. Matthew's

DEVELOPER/PROPERTY MANAGEMENT AGENT REQUIREMENTS

Your Underwriter or a member of the HRD staff will provide you with a new development form. You must complete the form and provide all supporting documentation. Our team will use the information to complete a profile. Once property profiles are created; our vendor, City Wise will periodically contact your staff to ensure information is up to date and accurate.

CONTACT US

If you have questions or need additional information, contact:

Cynthia Elmore-LeJuene

City of Detroit-Human, Homeless and Family Services

E-mail: Cynthia.Elmore-LeJeune@detroitmi.gov





RISE
HIGHER
MAYOR MARY SHEFFIELD

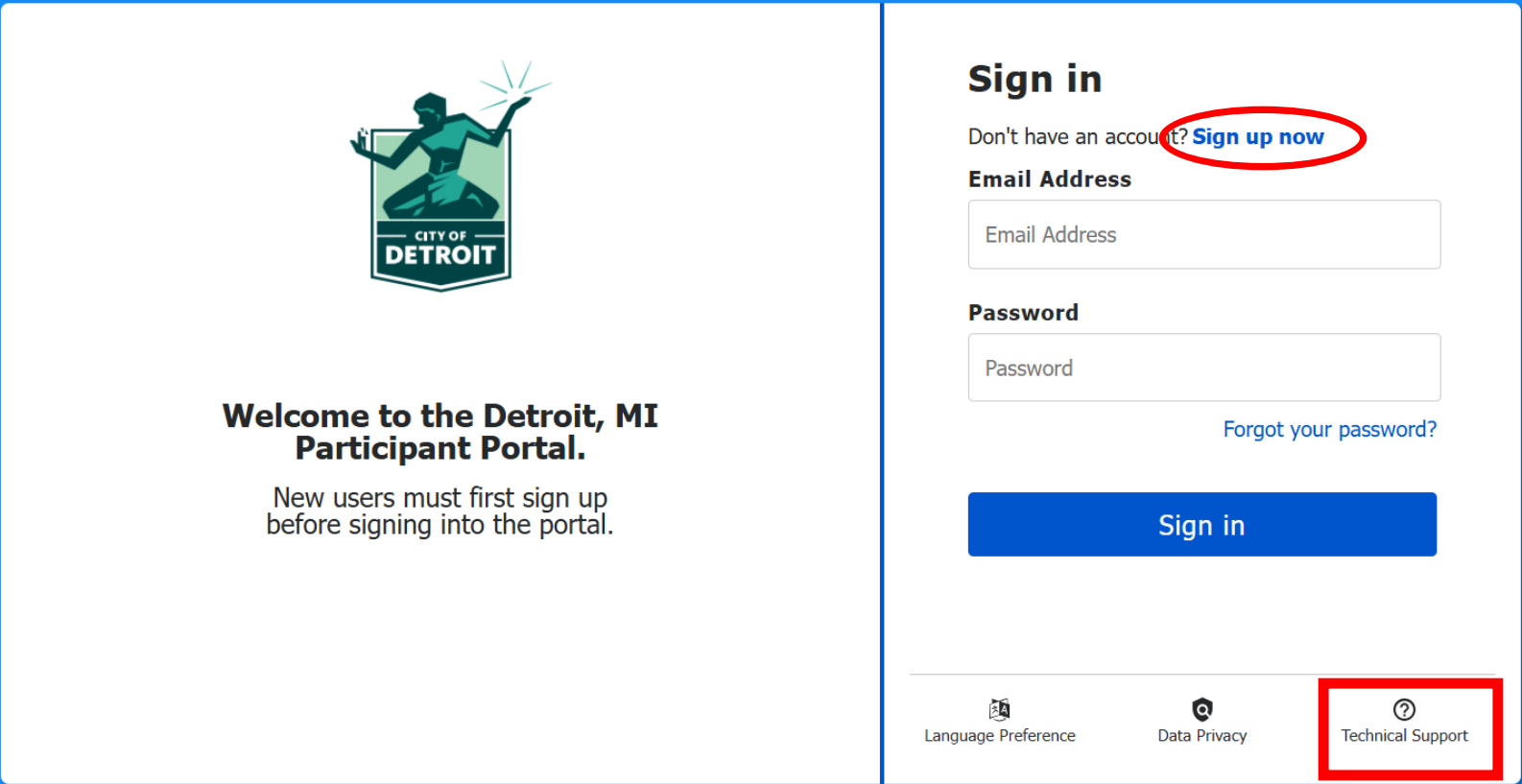
THANK YOU

NEIGHBORLY APPLICATION OVERVIEW

Elaina Peterson



1. Log in to Neighborly
at: <https://portal.neighborlysoftware.com/CITYOFDETROITMI/Participant>
2. First time logging in, select **Sign up now**
3. Follow prompts to send/receive verification code to create a password





Welcome to the Detroit, MI Participant Portal.

New users must first sign up before signing into the portal.

Sign in

Don't have an account? [Sign up now](#)

Email Address

Email Address

Password

Password

[Forgot your password?](#)

Sign in

[Language Preference](#) [Data Privacy](#) [Technical Support](#)

 Neighborly Software

Click “Technical Support” for any technical issues/questions

- 4. Once on the main page, look for Affordable Housing NOFA program
- 5. Select **Start Application**

Good Morning, Elaina



Welcome to the Detroit, MI Portal.

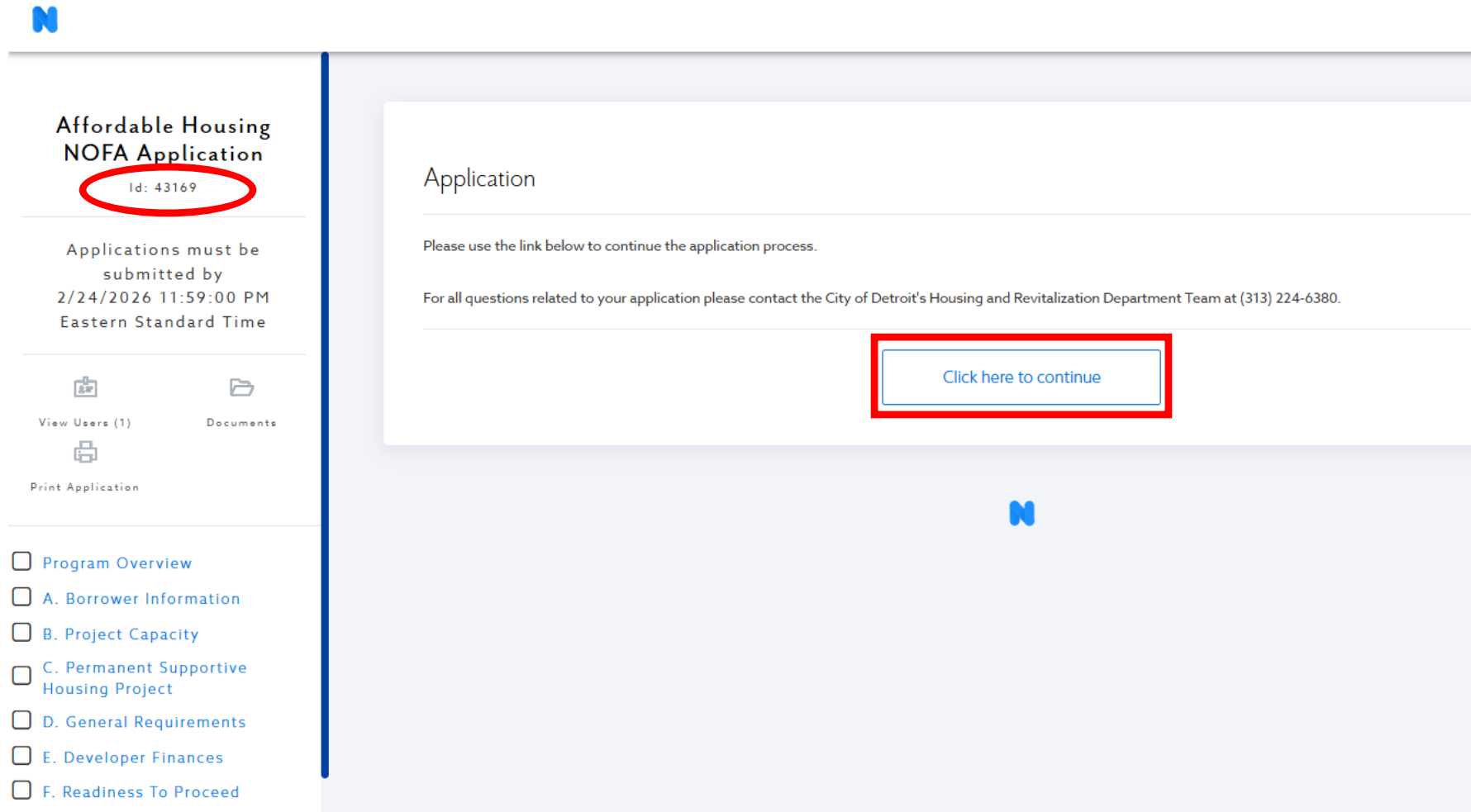
Detroit is committed to accessibility for all applicants. If you require this material in an alternate format or have questions about the program, please contact us at 313-224-6380.

 Start a New Application

Search Applications

Application Name	Description	Expiration Date	Action
Affordable Housing NOFA	FOR AFFORDABLE HOUSING DEVELOPERS: City funding for housing developers to support the preservation, rehabilitation and/or development of affordable housing units in the city of Detroit. This application is for the January 2026 Notice of Funding Availability (NOFA) round. Review the NOFA document (linked here) for additional information.	2/24/2026 11:59 PM	Start Application

6. Inside the Application, take note of your Case ID (*helpful reference point when communicating with HRD staff*)
7. Select **Click here to continue**



Affordable Housing NOFA Application
Id: 43169

Applications must be submitted by
2/24/2026 11:59:00 PM Eastern Standard Time

[View Users \(1\)](#) [Documents](#)

[Print Application](#)

- ☐ Program Overview
- ☐ A. Borrower Information
- ☐ B. Project Capacity
- ☐ C. Permanent Supportive Housing Project
- ☐ D. General Requirements
- ☐ E. Developer Finances
- ☐ F. Readiness To Proceed

Application

Please use the link below to continue the application process.

For all questions related to your application please contact the City of Detroit's Housing and Revitalization Department Team at (313) 224-6380.

[Click here to continue](#)

8. Work through all Application sections
9. **Save** button saves your work; **Complete & Continue** button completes the page – giving you a check for that section



Affordable Housing NOFA Application

Id: 43169

Applications must be submitted by
2/24/2026 11:59:00 PM
Eastern Standard Time

 View Users (1)

 Documents

 Print Application

☒ Program Overview

☐ A. Borrower Information*

☐ B. Project Capacity

☐ C. Permanent Supportive Housing Project

☐ D. General Requirements

☐ E. Developer Finances

A.11. What is the legal structure of the Applicant?

Partnership

A.12. Is the Applicant any of the following?

N/A

A.13. Is the Borrower 100% controlled by a Community Housing Development Organization (CHDO)?

☐ Yes

☒ No

A.14. Are any persons employed or contracting with your organization debarred by HUD or the State of Michigan?

☐ Yes

☒ No

A.15. Are there any other contracting restrictions on the Applicant or Contractor for your development team with any federal or state agency or with the City of Detroit?

☐ Yes

☒ No

A.16. Has your organization or one of its principals filed for bankruptcy within the past 10 years?

☐ Yes

☒ No

No save history

Save

Complete & Continue

❖ Checks are needed next to all sections in order to be able to access the Submit page


Dashboard

Id: 36420

Applications must be submitted by
9/2/2025 11:59:00 PM
Eastern Standard Time


View Users (1)


Documents


Print Application

☒ Program Overview

☒ A. Borrower Information

☒ B. Project Capacity

☒ C. Permanent Supportive Housing Project

☒ D. General Requirements

☒ E. Developer Finances

☒ F. Readiness To Proceed

☒ G. Goals & Requirements

☒ H. Project Financing

☒ I. Construction & Environmental

☐ Submit*

Submit


Print Step

PLEASE NOTE: Once an application is submitted, it can only be "Re-opened" by an Administrator.

The undersigned acknowledges, understands, and agrees to the following:

☐

To the best of my (our) knowledge and belief, all information in this Application is true and correct. The governing body of the Applicant has duly authorized this document and the Applicant will comply with all applicable HOME, and/or CDBG Program requirements, if funding is awarded according to funding source. Applicant agrees to adhere to all contracting and hiring requirements of the Federal, State, and City government. Applicant understands and agrees that all units redeveloped with funding under this program must be sold or rented to income eligible households.

☐

The undersigned authorizes Housing and Revitalization Department's staff to conduct investigations necessary to establish project feasibility including but not limited to such verifications as employment, credit, construction experience, property ownership and financial condition. It is further authorized that the Department may send requests to receive such information from a lender or lenders so designated by the Developer Applicant for the purpose of securing financial information.

☐

Any person, who knowingly makes a false statement or misrepresentation in this Application or causes such a false statement or misrepresentation to be made, shall be subject to a fine of not more than \$5,000 and/or imprisonment for not more than two years, under provisions of the United States Criminal Code.

HUD ENTITLEMENT PROGRAMS MANDATORY ACKNOWLEDGEMENT - LOBBYING CERTIFICATION - Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies that to the best of his or her knowledge and belief.

☐

No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an office or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

☐

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

☐

The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

10. After having completed all sections and reviewed your responses, submit the Application by clicking **Complete & Submit**
- ❖ Prior to submitting, you have the ability to “Reopen” any page and edit responses. After submitting, you no longer have the ability to edit your Application.

Dashboard

Id: 36420

Applications must be submitted by 9/2/2025 11:59:00 PM Eastern Standard Time

View Users (1) Documents

Print Application

- ☒ Program Overview
- ☒ A. Borrower Information
- ☒ B. Project Capacity
- ☒ C. Permanent Supportive Housing Project
- ☒ D. General Requirements
- ☒ E. Developer Finances
- ☒ F. Readiness To Proceed
- ☒ G. Goals & Requirements
- ☒ H. Project Financing
- ☒ I. Construction & Environmental
- ☐ Submit*

amended, if applicable to the Grantee's infrastructure project. Pursuant to HUD's Notice, "Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance" (88 FR 17001), any funds obligated by HUD on or after the applicable listed effective dates are subject to BABA requirements, unless excepted by a waiver.

☒ When applicable, the BAP requires that all iron, steel, manufactured products, and construction materials used in covered infrastructure projects be produced in the United States. Developers subject to the BAP must document compliance or the specifically applicable waiver of the BAP with:

- A copy of the applicable waiver(s),
- Certification(s) from the producer/manufacturer of Covered Materials,
- Certification(s) from the Contractor or entity performing the Covered Activities,
- Self-Certification(s) as to compliance, or
- A combination of one (1) or more of the aforementioned.

Are you, the individual submitting the application, the Developer?

☒ Yes

☐ No

Developer Signature:

Test Test

☒ Electronically signed by elaina.peterson@detroitmi.gov on 7/30/2025 11:56 AM

No save history

Save

Complete & Submit

- ❖ You likely won't complete the Application in one sitting
- ❖ When returning to Neighborly to continue an Application, you'll find it under the Continue an Existing Application section

Good Afternoon, Elaina



Welcome to the Detroit, MI Portal.

Detroit is committed to accessibility for all applicants. If you require this material in an alternate format or have questions about the program, please contact us at 313-224-6380.



Continue an Existing Application

43169	Elaina Test	Affordable Housing NOFA	Jan. 2026	Application In Progress	2/24/2026	View Application
-------	-------------	-------------------------	-----------	-------------------------	-----------	----------------------------------



Start a New Application

Search Applications

Application Name	Description	Expiration Date	Action
Affordable Housing NOFA	FOR AFFORDABLE HOUSING DEVELOPERS: City funding for housing developers to support the preservation, rehabilitation and/or development of affordable housing units in the city of Detroit. This application is for the January 2026 Notice of Funding Availability (NOFA) round. Review the NOFA document (linked here) for additional information.	2/24/2026 11:59 PM	Start Application

NEIGHBORLY – TIPS & TRICKS

- ❖ **Click the Save button frequently** – Neighborly is not an auto-save platform; if you exit your browser/leave a page before saving your work, you will lose your progress
- ❖ **Cannot edit your Application after you submit it** – before submitting, however, you have the ability to “Reopen” any page to edit your responses
- ❖ **Application must be submitted by 9/1 11:59PM**

QUESTIONS?



NEXT STEPS

1. **Complete Pre-Application Project Review Meeting that should have been scheduled via the FORM**
2. **Start your Application via Neighborly**

For additional questions, contact us at:

HRDNOFA@detroitmi.gov





RISE
HIGHER
MAYOR MARY SHEFFIELD

THANK YOU

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