

**Housing and Revitalization
Department**

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To: Marcell Todd, Director/Deputy Director
City Planning Commission/Legislative Policy Division
From: Rebecca Labov, Chief Development & Investment Officer
Housing and Revitalization Department
Date: February 12, 2025
Subject: Public Facility Rehabilitation Award Process

Director Todd:

The Public Facility and Rehabilitation Program (PFR) is designed to aid public service providers in the City of Detroit to make necessary capital improvements/renovations to their existing facilities. Examples of these types of facilities include homeless shelters, emergency shelters, and community/neighborhood centers. Typical PFR projects include roof replacements, bathroom replacements, ADA accessibility updates, and other structural needs.

Historically, interested nonprofit organizations have not had access to the resources necessary to complete the predevelopment steps required to accurately determine the amount of City funding required to complete the project. The subsequent federally funded subrecipient agreements lacked clarity in terms of scope, timeline, and budget. This caused delays and contract amendments as the project scope and budget continued to be developed.

In an effort to increase efficiency and reduce project delays, The Housing and Revitalization Department (HRD) is requesting to revise the City Council approval procedure for PFR projects. HRD will submit a resolution to City Council for committee referral and approval of HRD reviewed PFR projects. Once approved by City Council, HRD will work with the Office of Contracting and Procurement (OCP) on the creation of predevelopment subrecipient agreements of up to \$50,000 per project. These agreements will allow subrecipients to complete the following predevelopment steps:

1. Procure an architect to define the project scope and create architectural drawings.
2. Procure an environmental consultant to complete the environmental clearance requirements in conjunction with the HRD environmental team.
3. Obtain project bids and select a general contractor to complete the construction phase of the project.

Once these predevelopment steps have been completed, HRD will work with OCP to amend the predevelopment agreements to add the funding necessary to complete the construction phase of the projects. These updated subrecipient agreements will benefit from having a well-defined scope, budget, and timeline.

DocuSigned by:

A handwritten signature in black ink that reads "Rebecca Labov". The signature is written in a cursive style. Below the signature, the text "927E06ED8B004F9..." is visible, which is a DocuSign verification code.
Rebecca Labov

Chief Development & Investment Officer
Housing and Revitalization Department