



NOTICE OF FUNDING AVAILABILITY (NOFA)

January 2026

Program Compliance Information Meeting
February 3, 2026



JANUARY 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
 - ❖ 9% LIHTC - \$1,000,000
 - ❖ All Others - \$3,000,000
 - ❖ Maximum Award Per Developer, Per Round: \$3,000,000
 - ❖ Maximum Number of Applications, Per Developer, Per Round: \$5,000,000



APPLICATION & AWARD TIMELINE

EVENT

DATE*

NOFA Published

January 16, 2026

Pre-Submission Public Meeting

January 23, 2026

Pre-Application Project Review Meetings

January 21 – February 5, 2026

Program Compliance Information Meeting

February 3, 2026

Final Submission Deadline

February 24, 2026

Threshold Approval Letters Issued

March 24, 2026

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

March 25 – 30, 2026

Commitment Level Documents Due

April 6, 2026

Conditional Award (9% LIHTC + All Other Projects) Award Letters

June 2026– Date TBD



NOFA UPDATES THIS ROUND pt. 1

- ❖ Development Priorities: Projects part of HUD CNI Program and Projects that received a RFP Award from CoD (p. 8, p. 42 under Alignment with City Goals)
- ❖ Pre-Closing Construction Requirements: Debarment Requirements for GC (p. 17)
- ❖ Marketing Requirements: 50% Construction Completion Meeting, Marketing of Accessible Units (p. 18)
- ❖ Appendix K: Development Proforma Instructions - Proforma Submission Requirements (p. 49)
 - ❖ Must submit proformas that have DBW and do not have DBW (for both Pre-Application Meeting and NOFA Application)
 - ❖ For projects that include both 4% and 9% LIHTC components, must submit proformas and supporting documentation for each component
 - ❖ The City will not consider requests for funding amounts that exceed City Funding Limits and Restrictions to increase MSHDA Self Score unless a proforma and supporting documents comply with City Funding Limits are provided.



NOFA UPDATES THIS ROUND pt. 2

- ❖ BABA: Requirement to submit certification of BABA compliance on formal letterhead from GC with NOFA Application and required use of City forms to document compliance (p. 19)
- ❖ Preliminary Plan Review Summary is required (p. 21, p. 42 under Readiness to Proceed points)
- ❖ Threshold Review: If 9% projects have MSHDA Self-Score 10+ points below a competitive score may not pass threshold based on average scores from latest MSHDA 9% LIHTC round (p. 23)
- ❖ PILOT Application Process: PILOT is separate application than NOFA - a NOFA application does not constitute a PILOT application (p. 25)
- ❖ Updated Broadband Access to be Internet Access which aligns with MSHDA Utilities standard (p. 43)
- ❖ 15 Point Scoring Reduction Criteria: Now may be applied if a project fails to provide a plan to advance a previously City-awarded project that HRD determines is inactive (p. 43)
- ❖ Accessibility Best Practices Guide (Appendix N starting on p. 105)



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, Kyle Ofori
Supportive Housing	11:30 am	Diandra Gourlay
Accessibility Best Practices	11:40 aa	Safiya Merchant
Construction & Rehabilitation Requirements	11:50 am	Michael Neil
Asset Management & Continued Obligations	12:10 pm	Kyle Ofori, Josh Turner, Hilda Motley, LaDonna Isaiah
Detroit Home Connect Update	12:20 pm	Cynthia Elmore LeJune, Lolita Fox
Neighborly Application Overview	12:30 pm	Elaina Peterson
Q & A	12:40 pm	
Thank You & Closing	1:00 pm	

ENVIRONMENTAL REQUIREMENTS

Penny Dwoinen



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 allocation
 - ❖ 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)

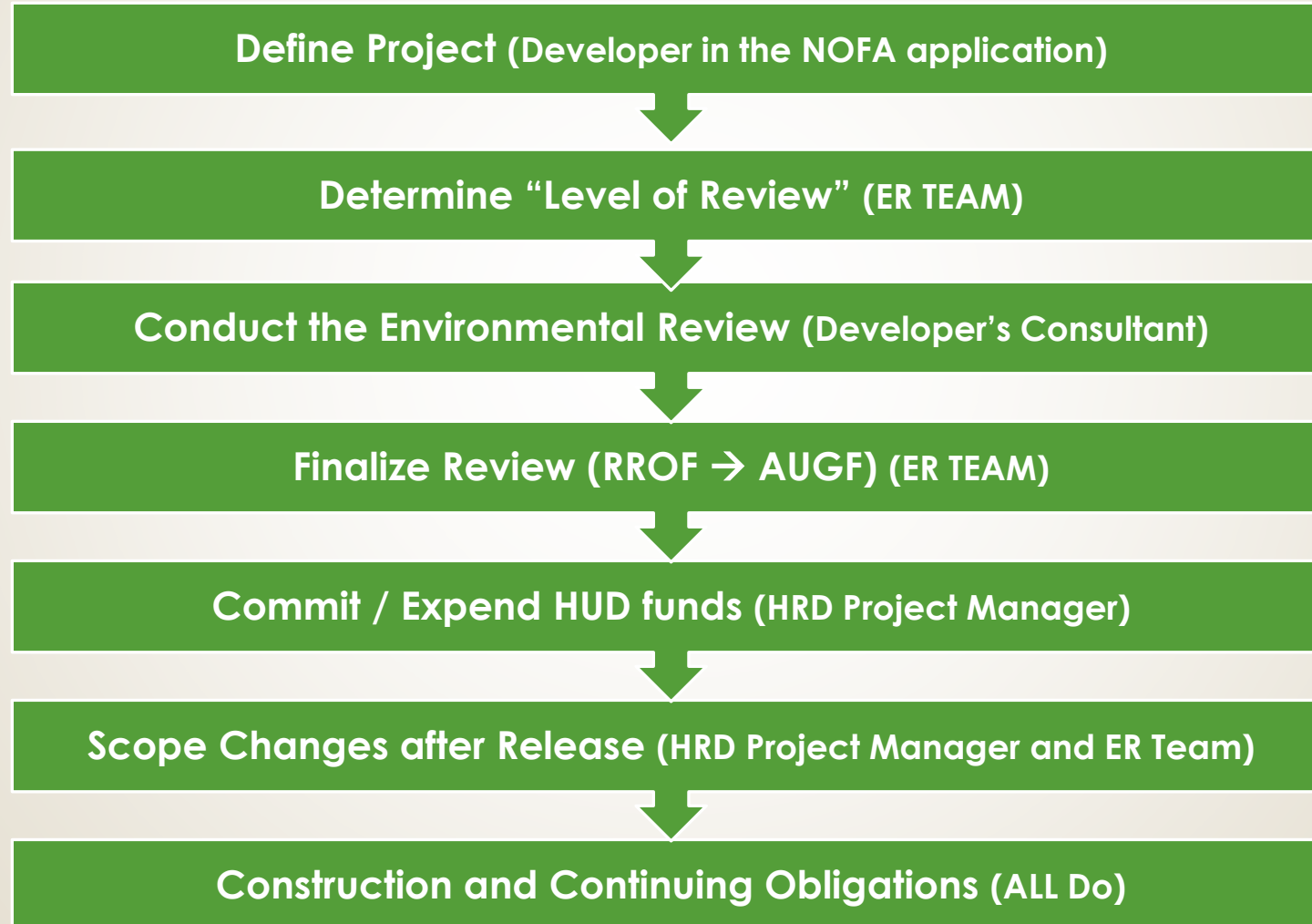
HOW do we comply?

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?

The Environmental Review Process



§ 58.22: Limitation of Action

Choice-Limiting Action

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

Affirmative Responsibility

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

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



Choice Limiting Actions

Is a Choice Limiting Action:

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

Is NOT a Choice Limiting Action:

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

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!!

Consequences of Violating §58.22

➤ Regulatory violation:

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

➤ Statutory violation:

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

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



Environmental Assessment [§58.36]

- New construction or substantial rehabilitation structures (multifamily) or of 5+ clustered homes
- Conversion from one type of land use to another (adaptive reuse)
- The purpose is to ***evaluate the project as a whole***
 - ❖ Determine existing conditions and trends
 - ❖ Identify all impacts (direct, indirect, cumulative)
 - ❖ Examine and recommend feasible ways to eliminate or minimize adverse environmental impacts
 - ❖ Examine alternatives to project itself, if applicable

Environmental Review Hurdles

► Floodplain

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

Environmental Review Hurdles

➡ Contamination

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

Environmental Review Hurdles

➡ Section 106

- ❖ 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

In Conclusion...

We are a Team for Environmental Compliance

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

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

LABOR STANDARDS, DAVIS BACON, & PREVAILING WAGES REQUIREMENTS

Jacqueline Jackson





LABOR STANDARDS AND THE DAVIS-BACON ACT

***Monitoring and
Compliance Requirements***

THE DAVIS-BACON ACT (DBA)



Enacted in 1931 and amended in 1935, 1964 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

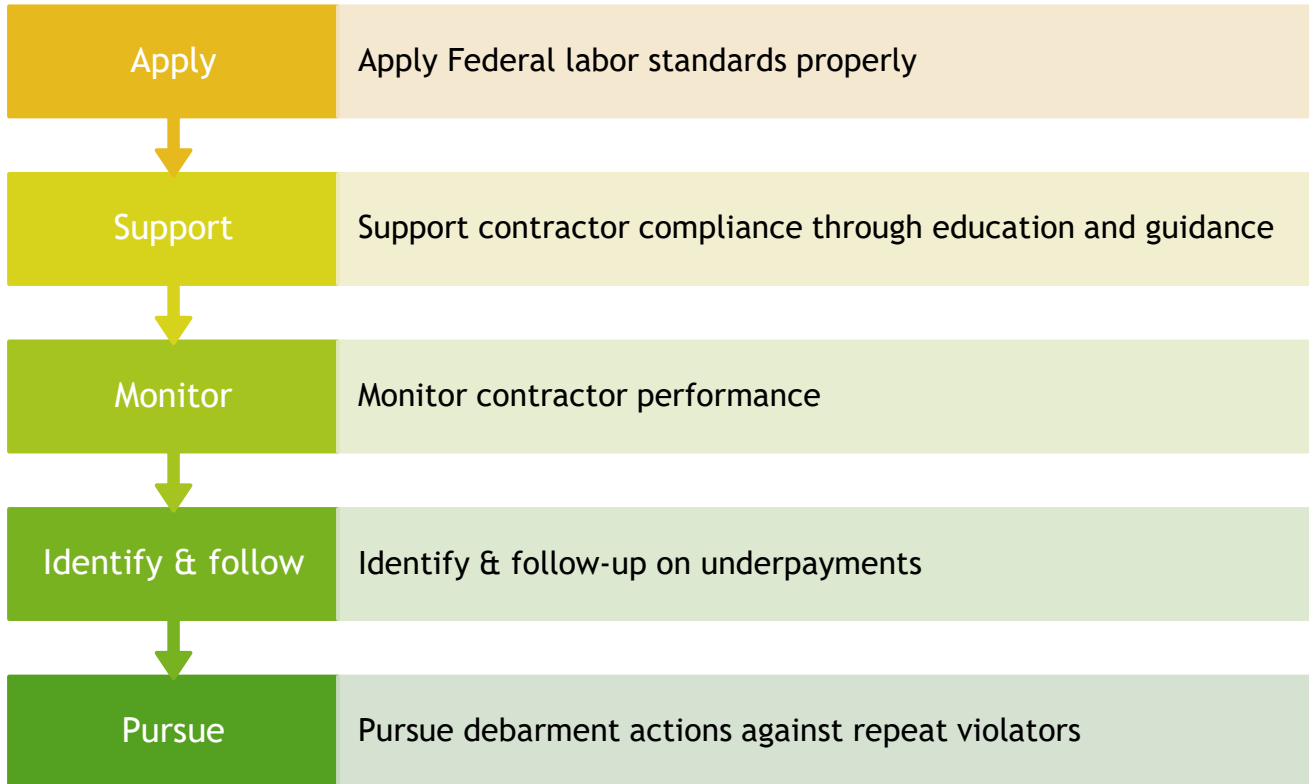
General purpose:

- 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' Key Objectives



Davis Bacon Final Rule

**Effective
October 27,
2023**

**Payments to
contractors may
be withheld
across projects.**

Labor Standards' Responsibilities

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

Additional Labor Regulations

Contract Work Hours & Safety Standards Act (CWHSSA)

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

Copeland Anti-Kickback Act

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

Fair Labor Standards Act (FLSA)

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

Program Manager's Responsibilities

- ▶ Provide credit memo and project details to LC team
- ▶ Forwarded Loan closing memo to LC Director
- ▶ Request wage determination from LC Director and copy LS Supervisor
- ▶ Contact LS Supervisor to request Pre-con mtg
- ▶ Review emails from LS Analyst and review project trackers for outstanding issues
- ▶ Support LS team with addressing outstanding issues
- ▶ Forward payment requests for review and approval
- ▶ Attend scheduled informational or TA meetings as requested.
- ▶ Provide LS team with any pertinent information during the completion of the project.

Subrecipient's Responsibilities

Attend	Attend Pre-performance conference
Submit	Submit Labor Standards documentation in a timely manner: •Weekly certified payrolls •One-time submission documents •Other supplemental L/S documents
Request	Request technical assistance as needed
Submit	Submit payment requests in an accurate and timely manner to insure prompt reimbursement

Payment Requests

Labor Standards signs off on the following payments requests;

Applicable CDBG funded construction payment requests;

Applicable HOME funded construction payments;

Payments to service companies i.e., architects, environmental companies, 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



Waivers of Liens (if
applicable)



Invoices and receipts



Letter from
subrecipient/owner

Payment Approval Delays



Restitution is owed to employee(s).



Current payrolls have not been submitted.



Payment package missing required documentation.



Contractors fails to resolve outstanding issues.



Outstanding liens on the project.

Labor Standards Team



Angela Thompson

Director of Labor Compliance

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Labor Standards Supervisor

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Jennifer Thomas

Labor Standards Specialist III

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Minete' Campbell

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SECTION 3 REQUIREMENTS

Patricia Ford





City of Detroit

HRD NOFA January 2026 Program Compliance Information Meeting

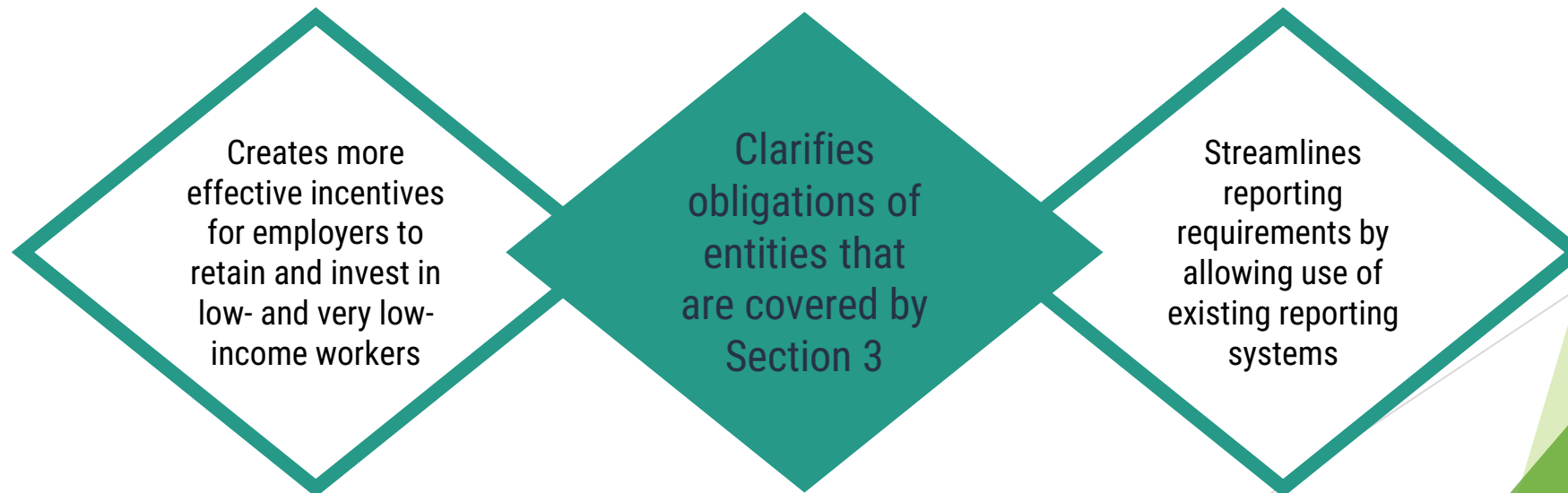
Patricia L. Ford
Section 3 Program Manager

01/22/2026



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.





Section 3 - Threshold & Benchmarks

(Required to Achieve at the end of the Project)

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

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

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

- ▶ **Section 3 Workers benchmark**

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

- ▶ **Targeted Section 3 Workers benchmark**

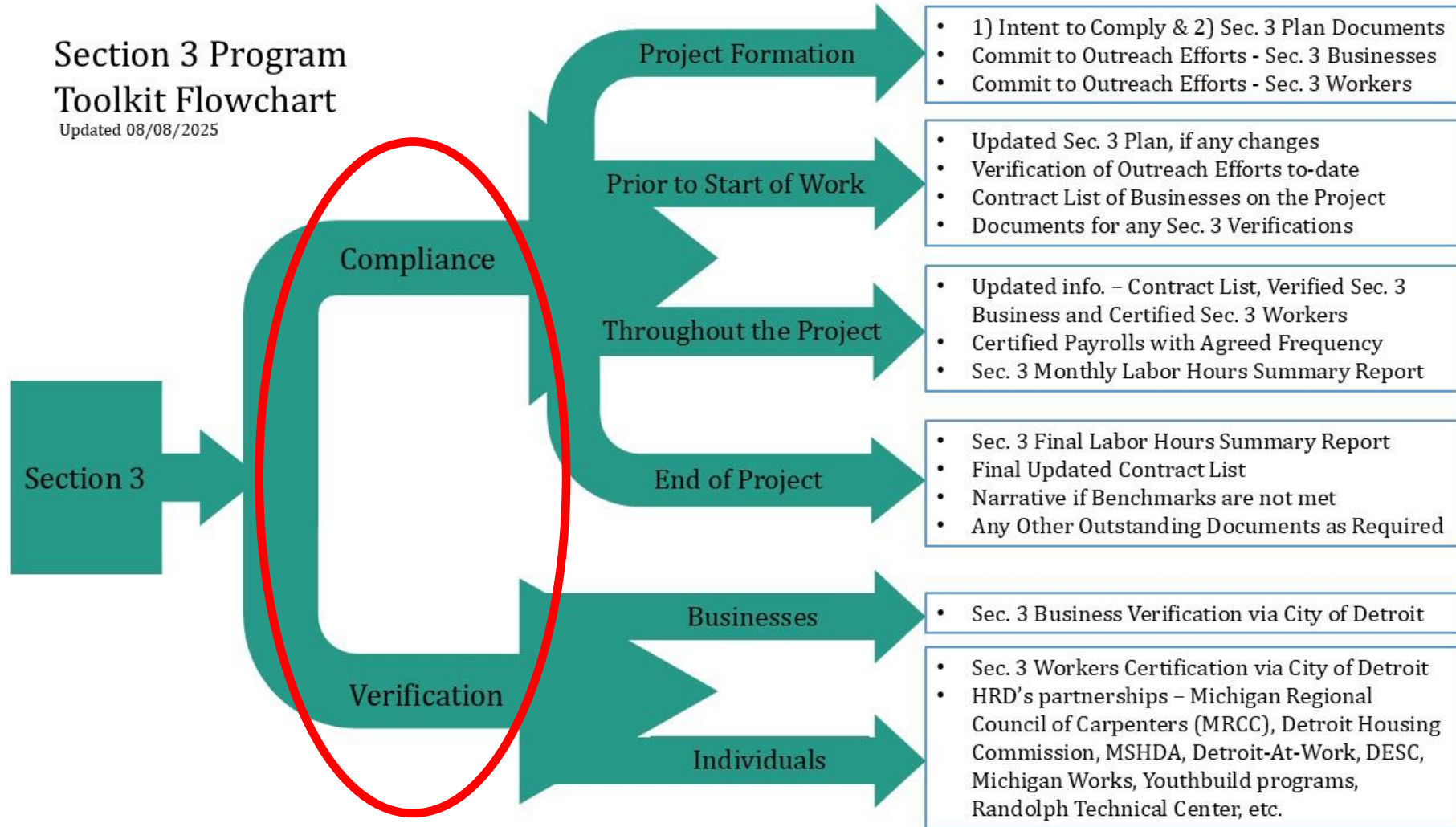
Five (5) percent or more of the total number of labor hours worked by all workers on a Section 3 project are Targeted Section 3 workers.

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



Section 3 Program

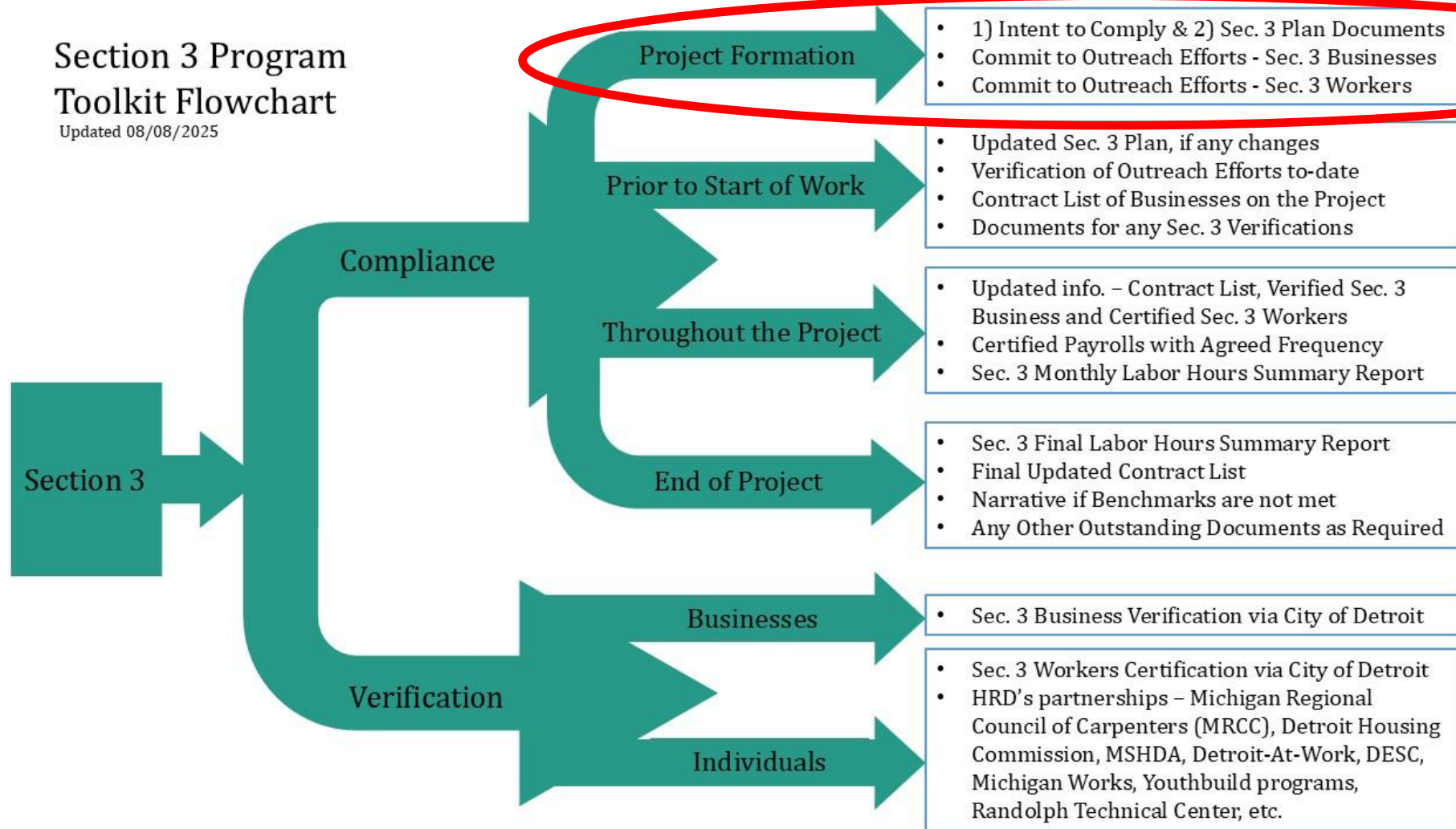
- There are two components of the Section 3 Program - Compliance and Verification.





Section 3 Program

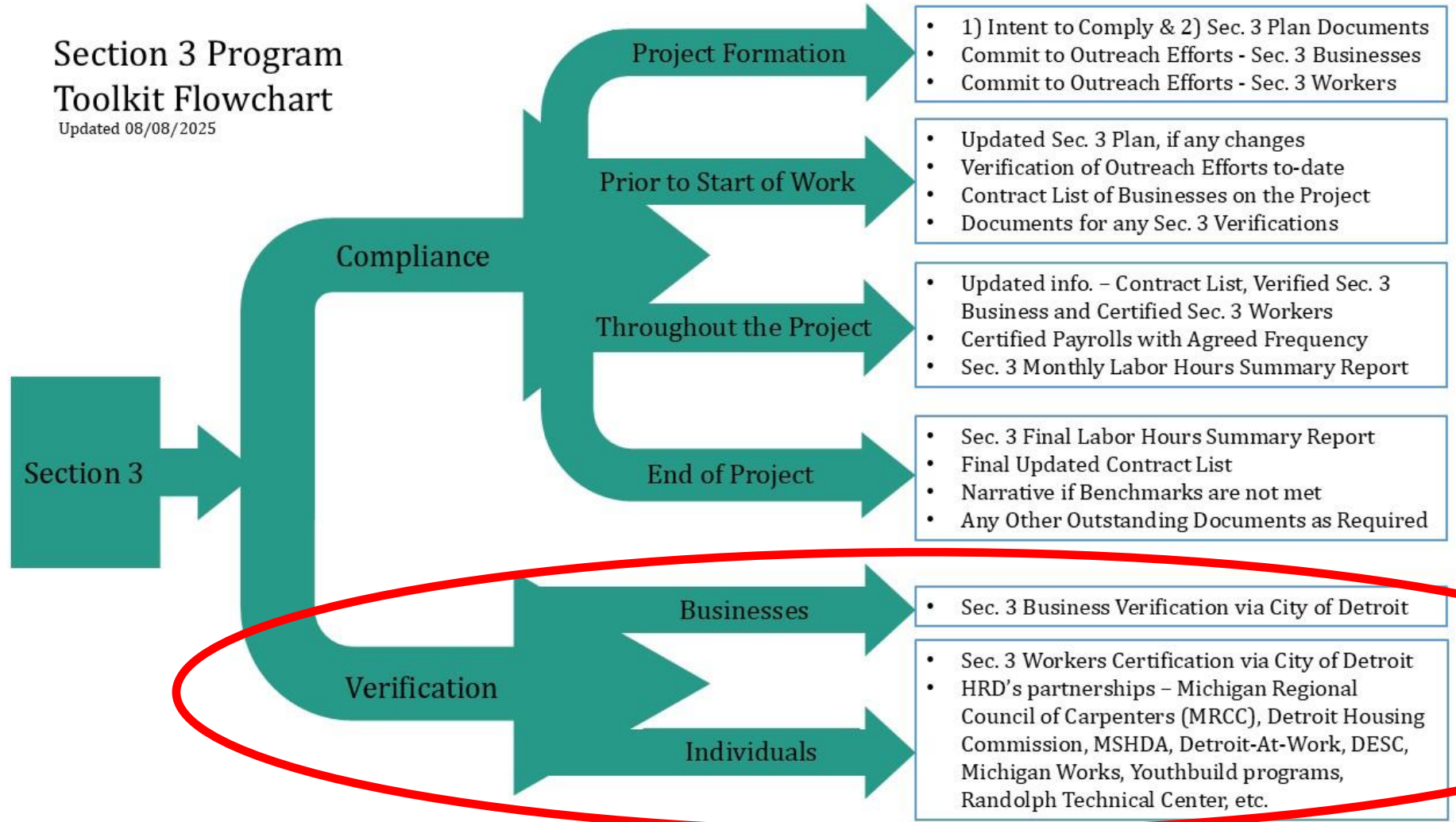
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Section 3 Program

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





Section 3 Business Concerns

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

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



Section 3 & Targeted Section 3 Workers

- ▶ A Section 3 worker means (§75.5):
 - ▶ Any worker who currently fits or when hired within the past five years fit at least one of the following categories, as documented (note - the published date was 11/30/2020, therefore the look-back date is 11/30/2020 instead of 5 years):
 - ▶ The worker's income for the previous or annualized calendar year is below the income limit established by HUD.
 - ▶ The worker is employed by a Section 3 business concern.
 - ▶ The worker is a Youthbuild participant.
 - ▶ The status of a Section 3 worker shall not be negatively affected by a prior arrest or conviction.
 - ▶ Nothing in this part shall be construed to require the employment of someone who meets this definition of a Section 3 worker. Section 3 workers are not exempt from meeting the qualifications of the position to be filled.
 - ▶ A Targeted Section 3 worker means (§75.21):
 - ▶ A Section 3 worker who is:
 - ▶ A worker employed by a Section 3 business concern; or
 - ▶ A worker who currently fits or when hired fit at least one of the following categories, as documented within the past five years (note - the published date was 11/30/2020, therefore the look-back date is 11/30/2020 instead of 5 years):
 - ▶ Living within the service area or the neighborhood of the project, as defined in § 75.5; or
 - ▶ A Youthbuild participant.
- (Note - *Service area or the neighborhood of the project* means an area within one mile of the Section 3 project or, if fewer than 5,000 people live within one mile of a Section 3 project, within a circle centered on the Section 3 project that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census. (§75.5)). HUD neighborhood tool, under Section 3 Business Resources, click on 'HCD Neighborhood Service Area Tool', <https://hud-region-5-section-3-resource-hub-hud.hub.arcgis.com/>)

Hiring Individuals



Housing and Revitalization Department

Section 3 Income Information

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

Use the individual's hire date to determine if the individual 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	2025	2024	2023	2022	2021
Income	\$56,600	\$53,700	\$53,050	\$50,150	\$44,800

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

Chart 2

Hire Date	2025	2024	2023	2022	2021
Income	\$46,500	\$44,600	\$42,500	\$40,150	\$36,750

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

Chart 3

Hire Date	2025	2024	2023	2022	2021
Income	\$56,500	\$51,700	\$52,500	\$49,600	\$44,350

Chart 8 includes Shiawassee County

Chart 8

Hire Date	2025	2024	2023	2022	2021
Income	\$45,050	\$44,700	\$42,250	\$38,050	

Chart 9 includes Washtenaw County and all of the city of Ann Arbor

Chart 9

Hire Date	2025	2024	2023	2022	2021
Income	\$70,500	\$66,950	\$66,300	\$62,600	\$55,950

Chart 10 includes the following 3 counties in Ohio – Fulton, Lucas, and Wood
and all of the city of Toledo

Chart 10

Hire Date	2025	2024	2023	2022	2021
Income	\$53,100	\$48,650	\$46,150	\$43,600	\$39,450

Chart 11 includes Williams County in Ohio

Chart 11

Hire Date	2025	2024	2023	2022	2021
Income	\$47,750	\$44,800	\$43,900	\$41,550	\$37,150

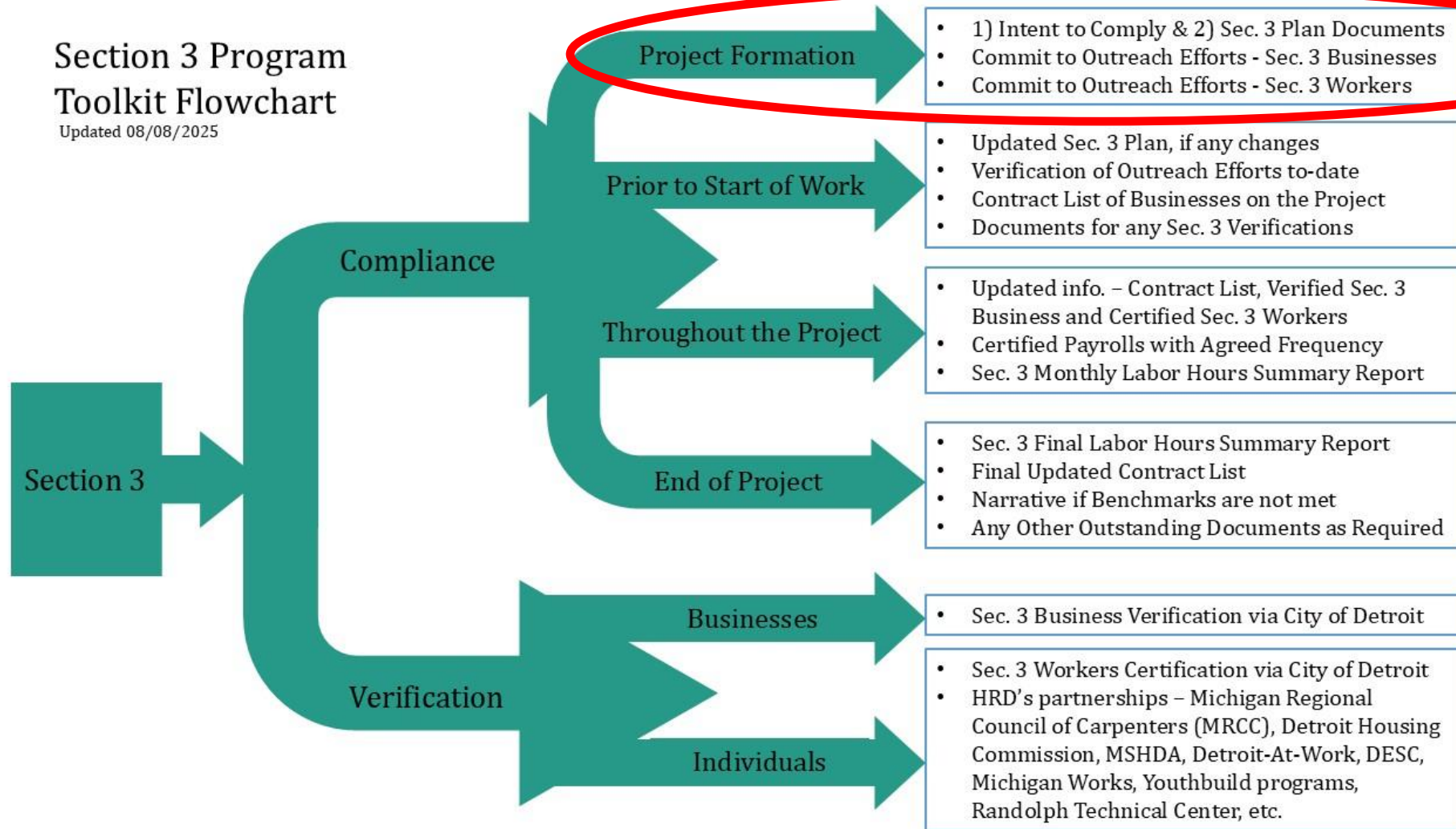
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Section 3 Program

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



Hiring Individuals

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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)



Michigan Regional Council of Carpenters and Millwrights



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

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

Outreach Efforts

Section 3 Worker Certification

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

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

Section 3 Business Verification

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

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

Section 3 Plan

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

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

Notice of Funding Availability (NOFA)
January 2026
Program Compliance Information Meeting
February 3, 2026





Tax Credit - Hiring Individuals

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



**Small Business Association of Michigan
Work Opportunity Tax Credit (WOTC)**

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

LEO - Work Opportunity Tax Credit

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

TAX CREDIT VALUES

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

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

Expired 12/31/2025

All or part of the tax credit can be claimed in the year prior to being approved for the credit or spread out over the next 50 years.

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

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

Ask Ava for help

State of Michigan - Work Opportunity Tax Credit (WOTC)

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



Section 3 - Why & What Does it Mean for You

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

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

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

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

Thank You



Labor Compliance Unit
Angela Thompson, Director
AThompso@DetroitMi.gov

Section 3 Program Team
Patricia L. Ford
Program Manager
fordpL@DetroitMi.gov

Felicia Hairston
Program Analyst
HairtonF@DetroitMi.gov

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



BSEED Development Resource Center

DEPARTMENT OF
Buildings, Safety Engineering &
Environmental

What is a PPR

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

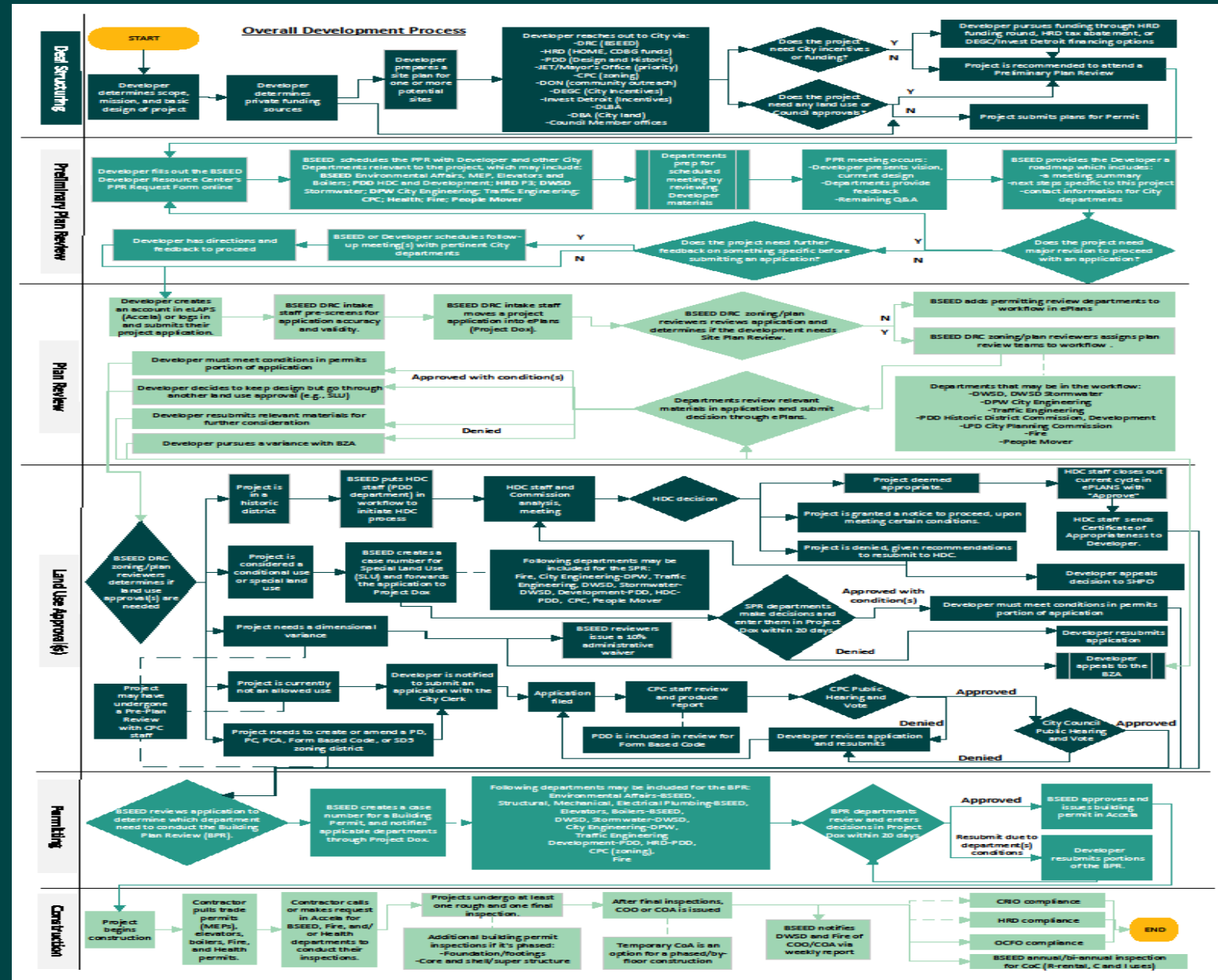
- **A PPR outlines your next steps & provides information specific to your project.**
- **This includes zoning requirements; Site Plan Review, Design Review, Storm Water, Building Permit Plan Review; and create connections to other departments you need to work with.**
- **You will receive a detailed 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.)

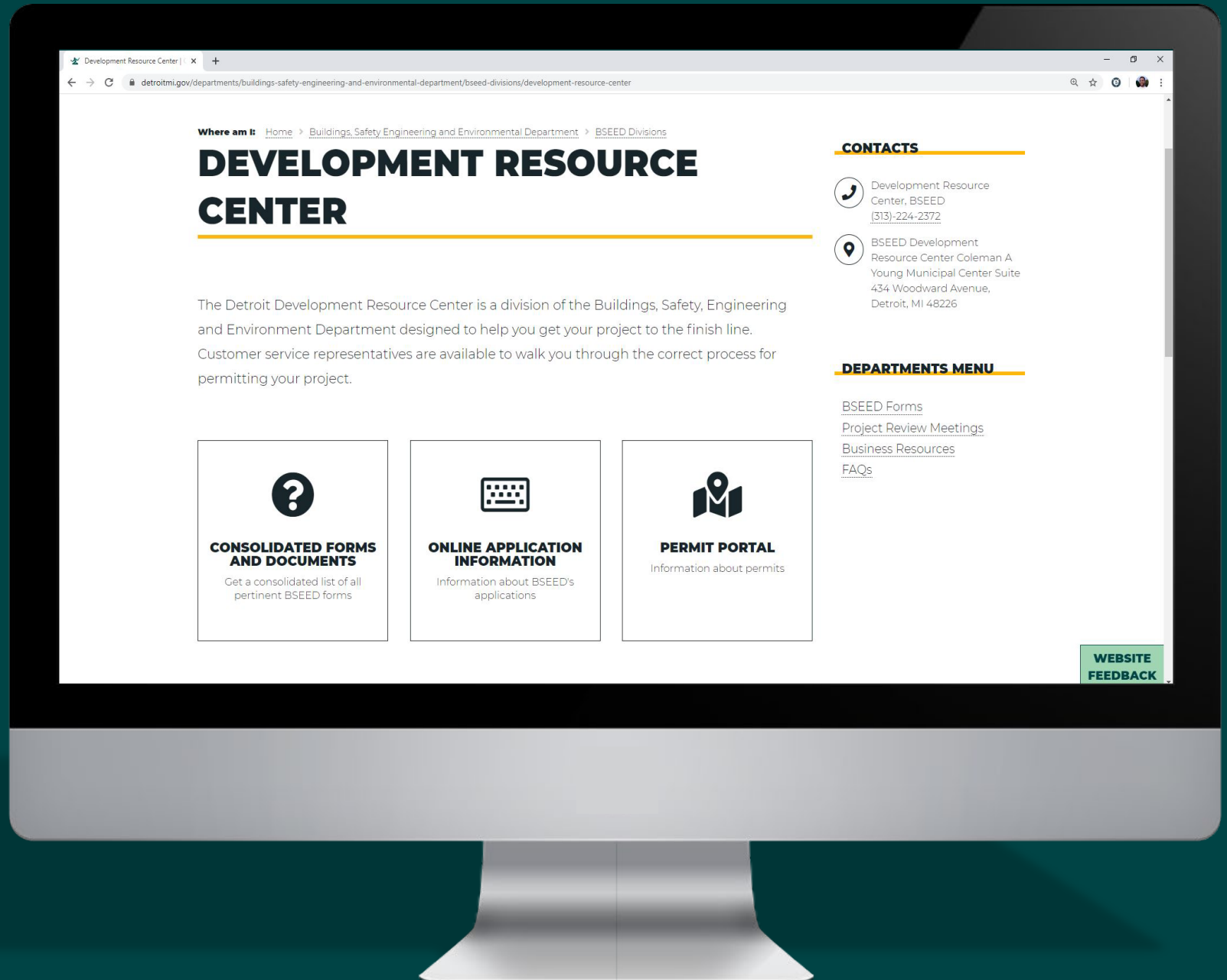
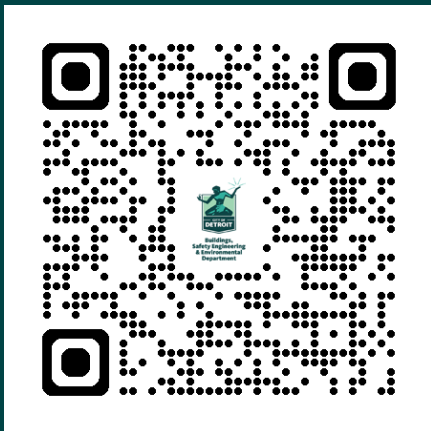


6
Roadmap
Summary Unique
to your
development

SUBMIT FOR A PPR

Development
Resource
Center
detroitmi.gov/drc

Schedule your PPR

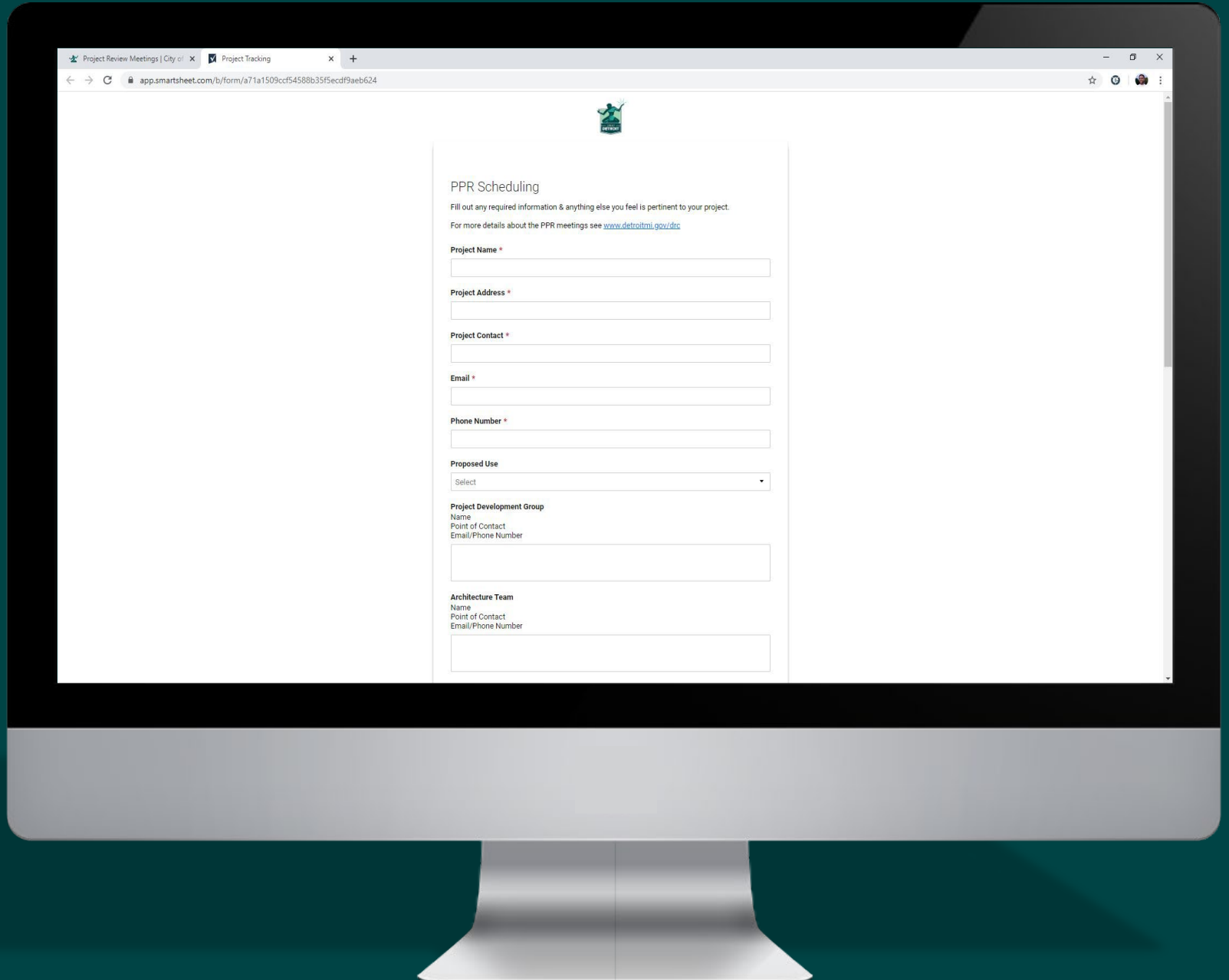


SUBMIT FOR A PPR

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 Detroit City of Detroit Project Review Meetings online application form. The browser tabs show "Project Review Meetings | City of Detroit" and "Project Tracking". The address bar shows the URL "app.smartsheet.com/ty/form/a71a1509ccf54588b35f5ecd9aeb624". The form is titled "PPR Scheduling" and includes instructions: "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 fields are as follows:

- Project Name *
- Project Address *
- Project Contact *
- Email *
- Phone Number *
- Proposed Use (dropdown menu with "Select" option)
- Project Development Group (Name, Point of Contact, Email/Phone Number)
- Architecture Team (Name, Point of Contact, Email/Phone Number)

Sample submittals

Elevations

3D Views

Renderings

Site Plan

Floor Plans

YOU WILL RECEIVE A MARKUP OF PRESENTATION DECK:

- DETAILS
- COMMENTS
- INSPIRATION



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

Phone: 313.224.1339
Fax: 313.224.1330
www.detroitmi.gov/pdd

☐ APPROVED

☐ APPROVED WITH CHANGES NOTED

☒ REVISE AND RESUBMIT

☐ REJECTED

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

STAFF BRIEF

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

Date: 3/9/2023
Project: 2628 Rosa Parks
Design Review Meeting: 2/6/2023
Address: 2628 Rosa Parks
Staff: Russell Baltimore (raltimore@detroitmi.gov), Zach Funk (Zachary.Funk@detroitmi.gov)
Year structure built: N/A
Applicant: Tarun Kajeepta (tkajeepta@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 compliment 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.

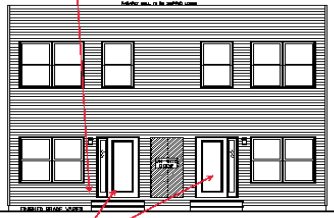
GENERAL NOTES:
PROVIDE A CONCEPTUAL DESIGN PACKAGE THAT INCLUDES BUT IS NOT LIMITED TO:
1. Site Location Map
2. Existing Site Survey with an aerial photo of the development site
3. Site Land Use Map (showing surrounding context, identifying any historic buildings and with adjacent building heights)
4. Zoning Analysis—identifying zoning district info, parking requirements, setbacks, etc.
5. Building Code Summary
6. Conceptual Site & Landscape Plan – including conceptual stormwater
7. Conceptual Building Section – from the building showing the street, parking, and rear alley
8. Conceptual 3D Massing Views of the proposed development and surrounding context
9. At least one Conceptual 3D Rendered View that shows the desired result or design intent of the development
10. Conceptual Exterior Material Palette with sample images illustrating finish and desired texture
11. Architectural Precedent Imagery that speaks to the character of scale of the development
12. Conceptual diagram illustrating the overall parking approach for the entire development

REQUIRE:
INNOVALAB DEVELOPMENT GROUP

COMMENTS IN RED ARE REQUIRED CHANGES

excel HOMES
INNOVALAB DEVELOPMENT GROUP
DETROIT QUADPLEX '23

ALL VISUALS SHOULD PRESENT A VERY INTERESTING DESIGN. LOOK TO PROMOTE HOME MAJORITY AT THE BASE



PROVIDE MORE OF A FRONT PORCH. LOOK TO SURROUNDING CONTEXT FOR INSPIRATION.

PROVIDE A SITE PLAN SHOWING:
1. BUILDING FOOTPRINT
2. LANDSCAPE IMPROVEMENTS
3. DRIVEWAYS & GARAGE / PARKING SLAB LOCATION
4. SIDEWALKS
5. SETBACKS & UTILITY ACCESS / EASEMENTS

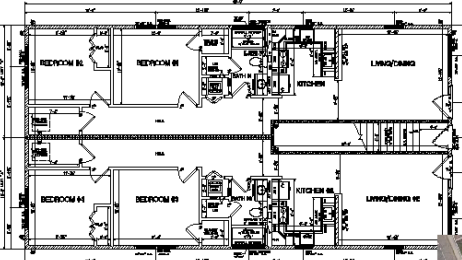
WITH CONDITIONAL:
1. BUILDING FOOTPRINT
2. LANDSCAPE IMPROVEMENTS
3. DRIVEWAYS & GARAGE / PARKING SLAB LOCATION
4. SIDEWALKS
5. SETBACKS & UTILITY ACCESS / EASEMENTS

SQUARE FOOTAGE:
GROSS: 1,200
NET: 1,000
TOTAL: 2,200

2-STORY QUADPLEX
COVER SHEET
COVER

COMMENTS IN RED ARE REQUIRED CHANGES

excel HOMES
INNOVALAB DEVELOPMENT GROUP
DETROIT QUADPLEX '23



PROVIDE A SITE PLAN. THE PROPOSED STRUCTURE MAY NOT FIT ON THE PARCEL AS DRAWN. REFERENCE ITS SETBACKS (SHEET 60-15-4)



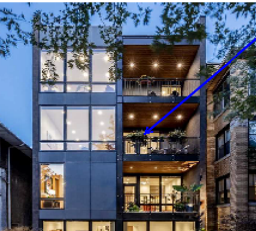


SEATTLE BUNGALOW SHED ARCHITECTURE

COMMENTS IN BLUE ARE SUGGESTED CHANGES

COMMENTS IN PURPLE ARE PRECEDENT EXAMPLES

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



MAGNOLIA FLATS NICHOLAS DESIGN COLLECTIVE



GREEN HOUSES SANDERS ARCHITECTS

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

- DEPT COMMENTS
- VALUABLE LINKS
- NEXT STEPS



DEPARTMENT OF
Buildings, Safety Engineering
& Environmental

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

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

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

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

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

Your PPR summary contains:

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

Project overview

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

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

Next Steps/Action Items

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

2. Special Land Use Hearing

1



DEPARTMENT OF
Buildings, Safety Engineering
& Environmental

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2 Woodward Avenue, Suite 401
Detroit, Michigan, 48226

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

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

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

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

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

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

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

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

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

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

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

2



DEPARTMENT OF
Buildings, Safety Engineering
& Environmental

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2 Woodward Avenue, Suite 401
Detroit, Michigan, 48226

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City Departments Discussion BUILDING, SAFETY ENGINEERING, AND ENVIRONMENTAL—ZONING DIVISION

Address: 17761 Mack (Parcel ID: 21001579.002L)

Zoning District: B4 General Business District

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

Proposed: Restaurant, Standard with drive-through facilities

Uses Permitted Conditionally: drive-up and drive through facilities and outdoor eating areas.

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

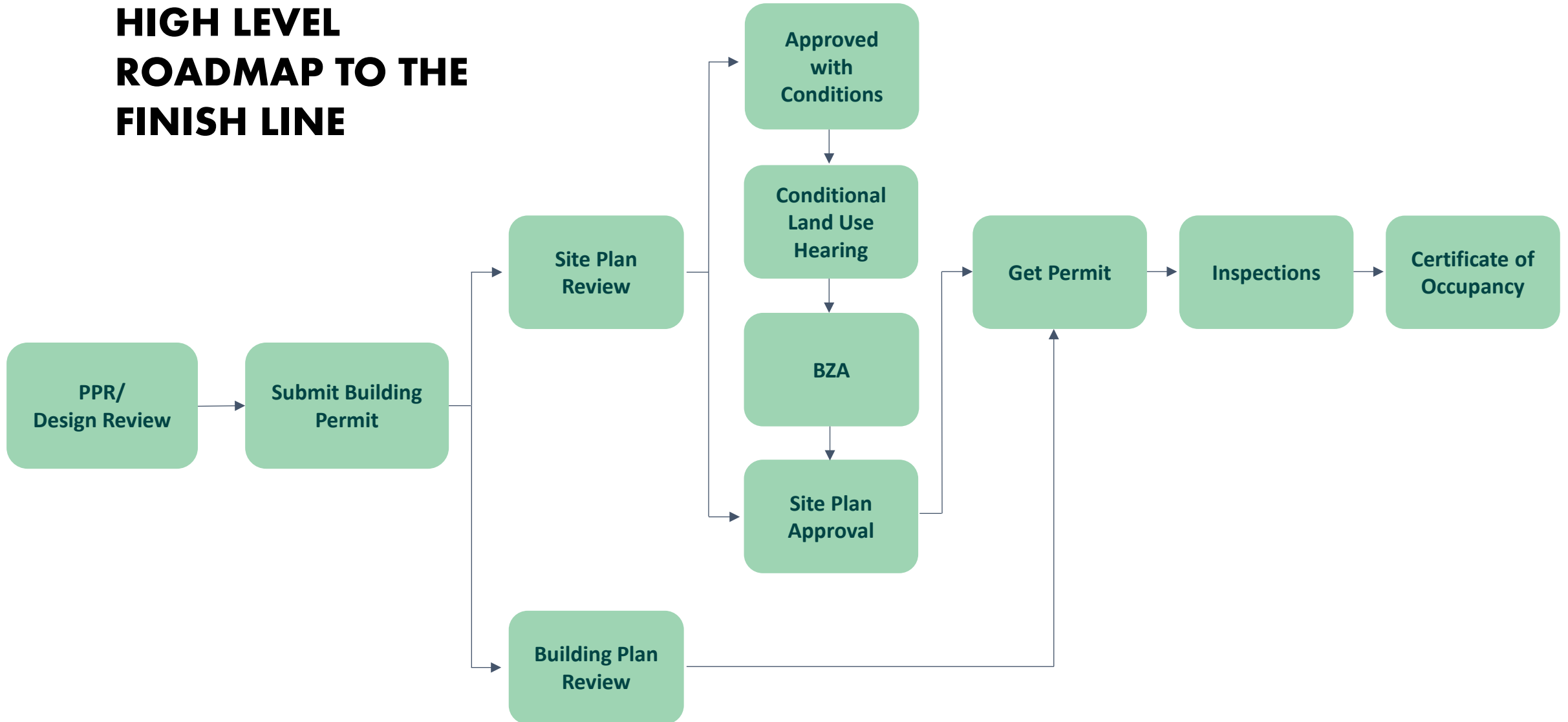
PLANNING & DEVELOPMENT DEPARTMENT (PDD)—DESIGN REVIEW

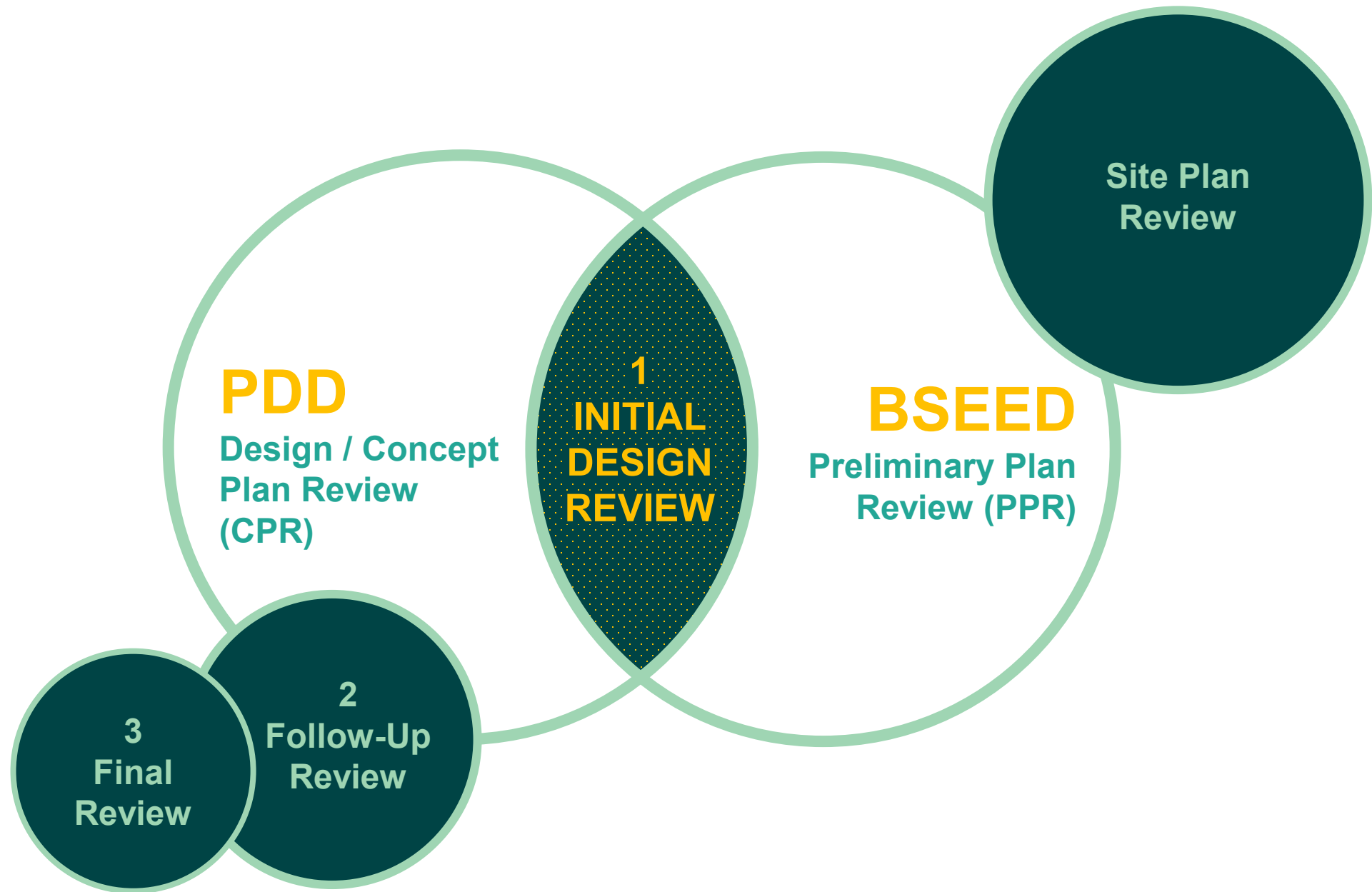
Zachary Funk

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

3

HIGH LEVEL ROADMAP TO THE FINISH LINE





IF YOU ARE SEEKING INCENTIVES



IF A LAND SALE APPROVAL IS REQUIRED



**YOU HAVE THE 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

Kyle Ofori, Director of Preservation and Asset Management



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*

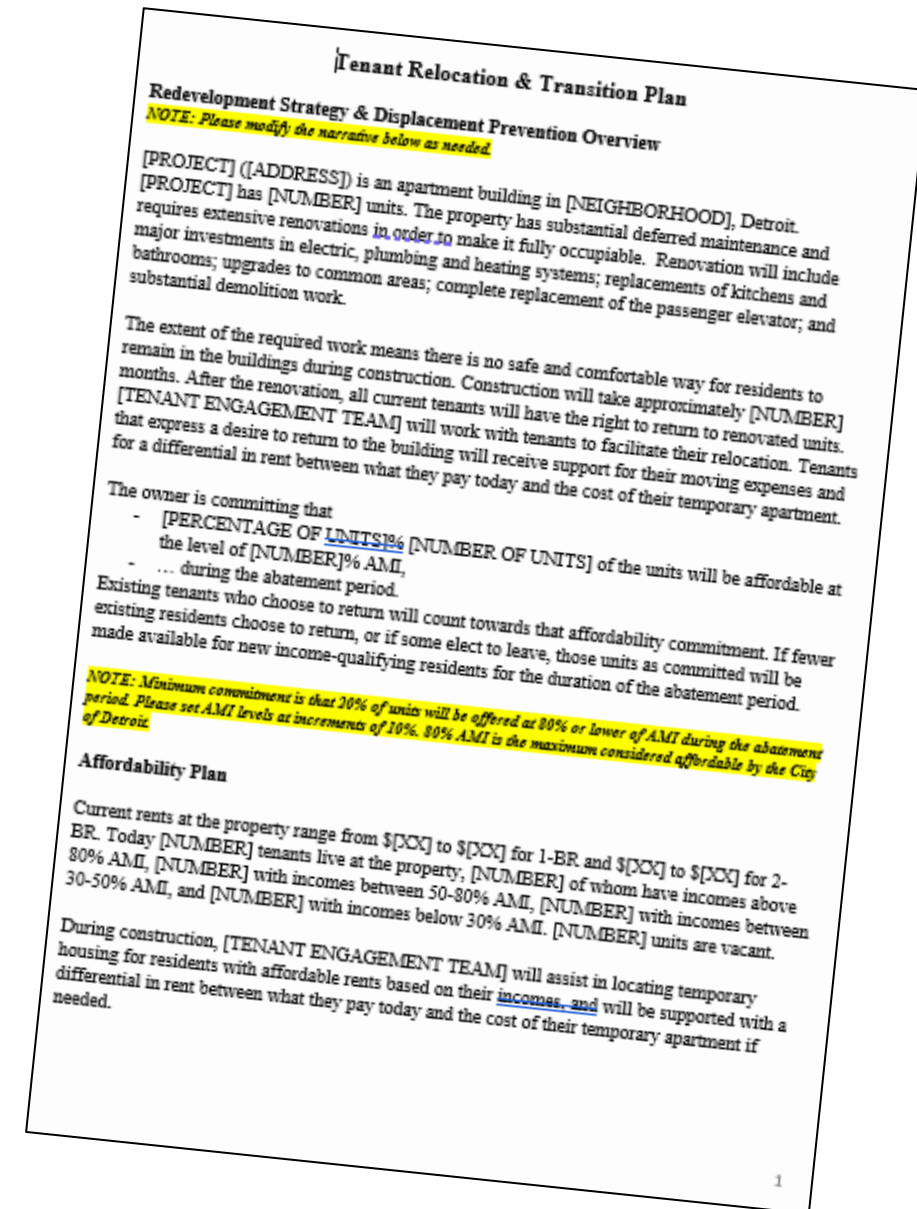
Tenant Retention Standards

- 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

Notice of Non-Displacement (NOND)



Notice of Non-Displacement

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

1378 CHG-6
Appendix 4

GUIDEFORM NOTICE OF NONDISPLACEMENT
TO RESIDENTIAL TENANT

Grantee or Agency Letterhead

(date)

Dear _____:

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

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

This notice guarantees you the following:

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

Notice of Eligibility for Relocation Assistance (NOE)



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

Notice of Eligibility for Relocation Assistance (NOE)

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



Notice of
Relocation
Eligibility

1378 CHG-6
Appendix 6

GUIDEFORM NOTICE OF ELIGIBILITY FOR
URA RELOCATION ASSISTANCE
RESIDENTIAL TENANT

Grantee or Agency Letterhead

(date)

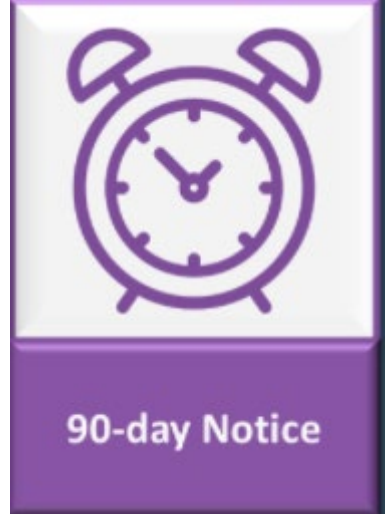
Dear _____:

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

Kyle Ofori

kyle.ofori@detroitmi.gov



Appendix

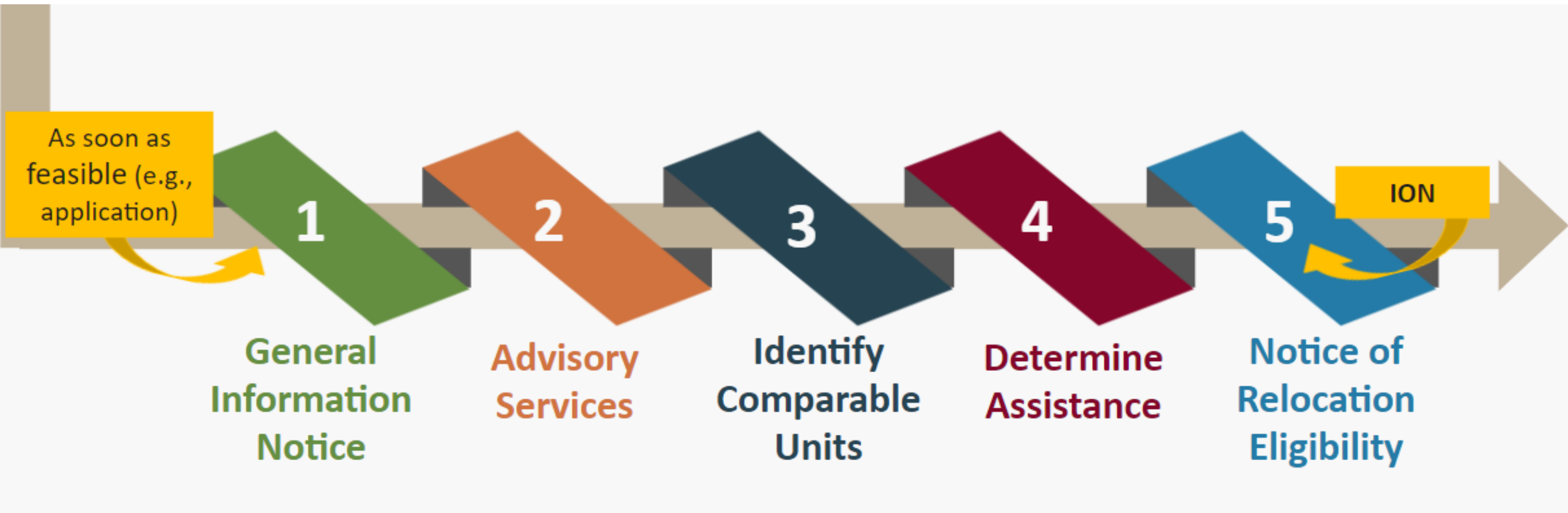


Initiation of Negotiations



- 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)

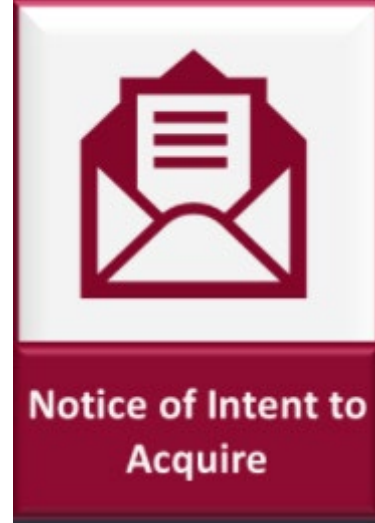


Timeline (Permanent Displacement, cont'd)



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



Defining Permanent Supportive Housing

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

**Strong
Partnership**

**Tenant
Centered**

Accessible

**Supportive
Services**

Community

Sustainability



TAKE PART
Opportunity Rising

Key Terms

- **Detroit Continuum of Care (CoC):** planning body, local agencies, and stakeholders working to end homelessness
- **CAM (Coordinated Assessment Model):** Coordinated Entry system, refers people experiencing homelessness to emergency shelter and homeless services as resources become available. 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

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 & Staffing 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



TAKE PART
Opportunity Rising

Supportive Service 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.)
 - Use [Guide](#) for more information
 - Be realistic, if you haven’t done something answer honestly
- Will help with a Letter of Support from the CoC
- Contact CSH at MI@csh.org



STANDARDS FOR QUALITY
SUPPORTIVE HOUSING
GUIDE



CoC Letter of Support

Letter of Support due Monday, April 6, 2026:

- **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

Contact



Diandra Gourlay, PSH Development Specialist



Diandra.Gourlay@detroitmi.gov



Lauren Licata, Homelessness Solutions



Lauren.Licata@detroitmig.gov



ACCESSIBILITY BEST PRACTICES

Safiya Merchant



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.



ACCESSIBLE HOUSING BEST PRACTICES

- 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 PLAN REQUIREMENTS

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 APPLICATION

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



Welcome

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 affordability period. Some, but not all these responsibilities include:

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



Meet the Construction Management Team

Michael Neil

Supervising Construction Manager

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2 Woodward Avenue

Suite 908

Cell 313-610-7224 (Preferred)

Office 313-224-6637

Eric Light

Construction Manager

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Cell 313-628-1121

Denesha Stephens-Stewart

Construction Manager

denesha.spephens@detroitmi.gov

Cell 313-498-4902

Joseph Ouelette

Construction Manager

Joseph.ouellette@detroitmi.gov

Cell 313-918-4555



Construction Management NOFA review – Documents list

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



Project Plans & Specifications

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



Trade Payment Breakdown

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



Total Development Budget

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



Contractor's Qualification Statement

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



Additional Notes and Requirements (Post Award)

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

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



Post Closing – Construction Process

Draw Meeting & Schedule

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



General Contractor Pay Application – Request for Payment

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



General Contractor Pay Application – Request for Payment

❖ Special Notes

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





Build America, Buy America - BABA Section

What is BABA?

The Build America, Buy America Act (BABA), enacted as part of the Infrastructure Investment and Jobs Act, November 15, 2021, introduces the Buy America Preference (BAP).

- This preference mandates that certain materials used in federally funded infrastructure projects be produced in the United States. Federally assisted Multi-Family Housing projects undergoing Renovation and or New Construction projects have been determined to meet the Federal definition for federally funded infrastructure projects.
- The U.S. Department of Housing and Urban Development (HUD) has implemented BABA requirements for Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) funds through a phased approach, with applicability depending on the type of material and the fiscal year (FY) in which the funds were obligated.



Build America, Buy America - Compliance

The **Build America, Buy America Act (BABA)** requires that **all iron, steel, specifically listed construction materials, and manufactured products** used in federally funded *infrastructure projects* be produced in the **United States**. These requirements apply to projects funded by CDBG or HOME grants, depending on the obligation date and funding year.

How Do I Comply with BABA Requirements?

- **Determine Applicability:**
BABA applies only to *infrastructure* components of your project. Check with your project manager or funding source to confirm.
- **Understand Covered Materials:**
Covered materials include:
 - **Iron and Steel** (e.g., rebar, structural steel)
 - **Construction Materials** (e.g., lumber, drywall, pipe, glass)
 - **Manufactured Products** (e.g., HVAC units, appliances)
- **Use Domestic Products:**
Ensure that all covered materials are **produced in the U.S.**, including all manufacturing processes.
- **Maintain Documentation:**
Collect **manufacturer certifications, origin statements, and invoices** to prove compliance.
- **Request a Waiver if Needed:**
If compliance is not feasible, you may request a waiver (e.g., *de minimis*, *small grant*, or *public interest*). Waiver approval must come from **HUD or an authorized official**.
- **Coordinate Early:**
Discuss procurement plans and material sourcing with your project contact early in the design and budgeting process.



Build America, Buy America General De Minimis Waiver

What Does It Mean to “Apply a HUD-Issued General De Minimis Waiver”?

- When HUD (the federal awarding agency) issues a general applicability waiver — such as for the 5% de minimis — it means:
- All recipients and subrecipients (including entitlement communities) are automatically covered by the waiver.
- You do not need to apply for or receive individual project approval from HUD.
- You must document that your project meets the waiver’s conditions, particularly that:
 - The total cost of non-compliant items is $\leq 5\%$ (less than or equal to 5%) of total covered material costs
 - The waiver is applied only to iron, steel and manufactured products.
 - Specifically listed construction materials are not eligible for this waiver
- In short: The waiver is issued once by HUD and applies to all projects, as long as you can prove your project qualifies under its terms.



Build America, Buy America General DeMinimus Waiver Applicability and Compliance

Is Documenting less than or equal to 5% enough to ensure compliance?

Yes — if properly documented, this is sufficient to claim compliance under the waiver. But here's what you must do:

- Required Documentation: Total cost of all BABA-covered materials (iron, steel, manufactured products, construction materials)
- List of all non-compliant items used in the project
- Aggregate cost of those non-compliant items
- Calculation showing, they comprise $\leq 5\%$ of total material cost
- Reference HUD's General Applicability Waiver
- HRD "Build America, Buy America Material Spreadsheet and other supporting documentation is the means used to document materials compliance and or demonstrate General De Minimus Waiver applicability



Build America, Buy America HRD Compliance Documentation

HRD Compliance Documentation

- Project Specific BABA Covered Materials – Compliance Notification Checklist
 - This document is prepared and provided to you by the applicable HRD staff member. This document is designed to serve as a formal notification from HRD of your project's BABA Compliance Requirements.
- Build America, Buy America Materials Tracking Spreadsheet
 - This spreadsheet is to be used to track BABA materials compliance and or cost. The Cost function should be used for instances where a General DeMinimus or another waiver may be applicable. This document is prepared and submitted with all GC Payment Applications. Spreadsheet is to be updated on a month-to-month basis until all covered materials have been listed and approved.
- BABA Contractor-Sub Contractor Self Certification Form
 - This form certifies that that all covered materials comply with applicable BABA requirements. This form is to be prepared and submitted with each GC Payment Application.



Project Specific BABA Covered Materials – Compliance Notification Checklist



City of Detroit – Housing and Revitalization Department Project Specific BABA Covered Materials – Compliance Notification Checklist

Project Information

Project Name: _____

Project Address/Location: _____

HRD Contact: _____

Date Prepared: _____

How to Use This Checklist

Use this checklist to identify materials and products subject to Project Specific BABA compliance. Relevant supporting documentation including product submittals, manufacturer certifications, and proof of U.S. origin are required for all covered material categories indicated as Subject to BABA compliance. Supporting documentation is to be submitted with each General Contractor payment application. HRD staff will verify compliance and retain all documentation for potential audit purposes.

I. Covered Materials & Definitions

Material Category: Iron and Steel

Subject to BABA?: ☐ Yes ☐ No

Definition: Products primarily composed of iron or steel

Requirement: All processing, from melting to coating, must occur in the U.S.

Examples: Rebar, steel beams, cast iron pipes

Additional Detail: Includes structural steel members, joists, fasteners. Coatings must be U.S.-based.



Material Category: Manufactured Products

Subject to BABA?: ☐ Yes ☐ No

Definition: Assembled items with multiple components

Requirement: Final manufacturing in the U.S.; >55% U.S. content

Examples: HVAC units, electrical panels

Additional Detail: Includes appliances, doors, fixtures. Must meet cost and assembly tests.

Material Category: Construction Materials (General)

Subject to BABA?: ☐ Yes ☐ No

Definition: Single-material inputs

Requirement: Fully manufactured in the U.S.

Examples: Glass, lumber, drywall

Additional Detail: Dimensional lumber, untreated drywall, glass panes all qualify.

Material Category: Specifically Listed Construction Materials

Subject to BABA?: ☐ Yes ☐ No

Definition: Varies by type

Requirement: Subject to OMB memo M-22-11

Examples: See subcategories below

Additional Detail: Requires traceability to U.S. origin. Applies to subtypes below.

Subcategories of Specifically Listed Construction Materials

Non-Ferrous Metals

Examples: Copper wiring, aluminum panels

Plastic/Polymer-Based



Examples: PVC pipe, HDPE sheets

Glass

Examples: Float glass, tempered

Fiber Optic Cable

Examples: Broadband cable

Lumber

Examples: 2x4s, treated wood

Engineered Wood

Examples: CLT, LVL, plywood

Drywall

Examples: Gypsum wallboard

Composite Materials

Examples: Fiber cement board

Authorized Signature: _____

Name and Title: _____

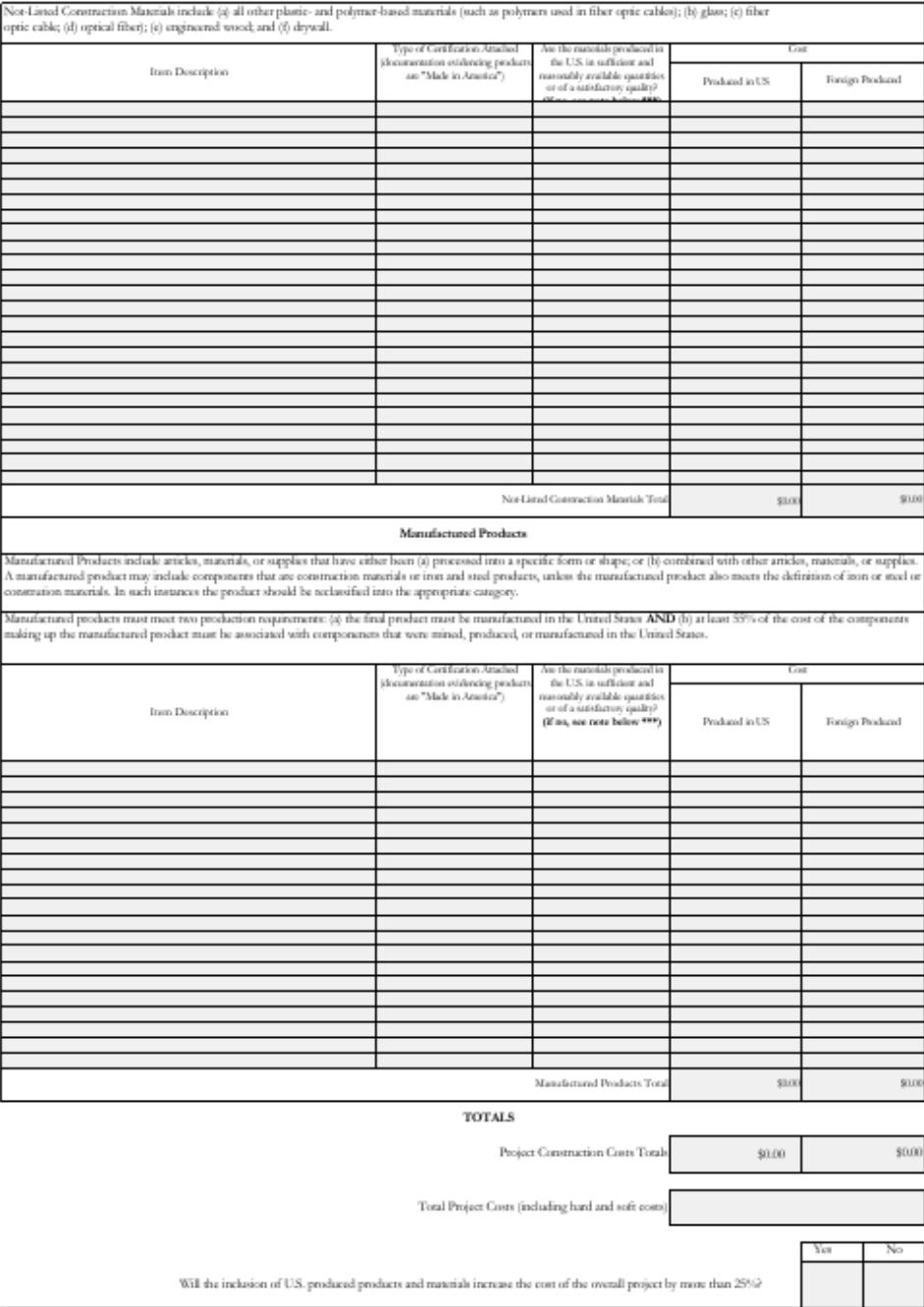
Date: _____

This form is a compliance aid and does not replace regulatory guidance issued by HUD, OMB, or other applicable federal agencies. Always confirm requirements based on current statutes and agency memos.



Products covered under Build America, Buy America preference
Project Name:
Project Location:
Date:

Product Classification				
Iron and Steel				
Items that consist completely or predominantly of iron, steel, or a combination of both. "Predominantly" means the cost of the iron and steel content exceeds 50% of the total cost of all the item's components.				
All manufacturing processes, starting from the initial melting stage and continuing through the application of coatings, must occur in the United States.				
Item Description	Type of Certification Attached (documentation evidencing products are "Made in America")	Are the materials produced in the U.S. in sufficient and reasonably available quantities or of a satisfactory quality? (If no, see note below ***)	Produced in US	Foreign Produced
Iron and Steel Totals			\$0.00	\$0.00
Construction Materials				
Construction Materials are divided into two categories: Specifically Listed Construction Materials and Non-Listed Construction Materials. All manufacturing processes for the construction material must occur in the United States. Minor additions of materials, supplies, or binding agents to a construction material (such as the binding agent used in engineered wood) do not change the categorization of the construction material.				
Specifically Listed Construction Materials				
Specifically Listed Construction Materials include (a) non-ferrous metals; (b) lumber; and (c) plastic-and polymer-based composite building materials, pipe, and tube.				
Item Description	Type of Certification Attached (documentation evidencing products are "Made in America")	Are the materials produced in the U.S. in sufficient and reasonably available quantities or of a satisfactory quality? (If no, see note below ***)	Cost	
			Produced inUS	Foreign Produced
Specifically Listed Construction Materials Total			\$0.00	\$0.00
Non-Listed Construction Materials				





BABA Contractor – Sub-Contractor Self Certification form

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

THANK YOU

Housing Underwriting Construction Management Team

Michael Neil
Supervising Construction Manager
mneil@detroitmi.gov
2 Woodward Avenue
Suite 908
Detroit, Mi. 48226
Office 313-224-6637
Cell 313-610-7224 (Preferred)



ASSET MANAGEMENT & CONTINUED OBLIGATIONS

Kyle Ofori, Josh Turner, Hilda Motley, LaDonna Isaiah



Outline

- ❖ About Asset Management
- ❖ Continuing Obligations of City-Funded Projects
- ❖ Resources



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.



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.



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	

- ❖ Documentation verifying household incomes of each HOME/NSP/CDBG assisted unit should be sent to National Consulting Services, Inc.

- ❖ Contact: Rebecca Staniek, rebecca.staniek@ncsdetroit.com



Resources

- ❖ 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, Senior Asset Manager: noor.al-khafaji@detroitmi.gov
 - ❖ Hilda Motley, Asset Manager III: 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



DETROIT HOME CONNECT UPDATE

Cynthia Elmore LeJune





Discover Detroit Home Connect

City of Detroit Housing and Revitalization Department

Goals – Supporting Residents, Property Managers and Developers

**Make the leasing
process more equitable
for residents by
increasing access to
affordable housing
options**

**Cut down on
application processing
time by pre-screening
applicants**

**Reduce initial lease up
cost for new
developments**

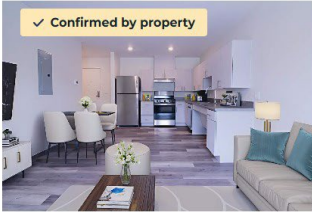


TAKE PART
Opportunity Rising

Detroit Home Connect

Residents looking for affordable housing opportunities can visit Detroit Home Connect and search for multiple properties as well as view upcoming opportunities in the development pipeline. Each profile provides unit and building information as well as basic resident selection criteria, such as income and screening requirements.

✓ Confirmed by property



+
7 Images

60 Harper

60 Harper Ave , Detroit, MI 48202

MHT Housing

[View on Map](#)

Apartment Families ♿ Accessible

UNIT TYPE	RENT	AVAILABILITY	AMI
2 BR	Not available	Open waitlist	30%
2 BR	Not available	Open waitlist	40%
2 BR	Not available	Open waitlist	60%

If you have a **Section 8 Housing Choice Voucher**, the income requirements do not apply and you will pay rent based on your income.

HOW TO APPLY

PICK UP AN APPLICATION

91 Harper St
Detroit , MI 48202

[Get Directions](#)

Submit a Paper Application

SEND APPLICATION BY US MAIL

91 Harper St
Detroit , MI 48202

[Get Directions](#)

MHT Housing is not responsible for lost or delayed mail.

OR

DROP OFF APPLICATION

91 Harper St
Detroit , MI 48202

[Get Directions](#)

WHAT TO EXPECT

If you are interested in applying for this property, please get in touch in one of these ways:

- Phone
- Email
- In-person
- In some instances, the property has a



TAKE PART
Opportunity Rising

Detroit Home Connect Compliance-New Developments

Prior to closing you will be provided with a new development form; upon receipt of the new development form (provided by HRD) and all required documentation a draft profile will be created. A member of the Detroit Home Connect team will reach out to you via email to set up a meeting to review the draft profile. Once we verify all information is accurate, we will publish the profile, and your development's profile will be visible to the public on the Detroit Home Connect website.

Detroit Home Connect-Ongoing Compliance

- Once property profiles are created and published, we ask that you and/or your property management agent keep profiles updated to ensure information is current and accurate.
- We also ask that when your property has availability, you notify our team, so that we may share the information with internal staff, housing support partners and residents.

Detroit Home Connect Contact Information

For all leasing, general property updates and technical issues email:

detroithomeconnect@detroitmi.gov

**For compliance questions contact:
Lolita Fox, lolita.fox@detroitmi.gov
(313) 495-4091**

NEIGHBORLY APPLICATION OVERVIEW

Elaina Peterson



- ❖ Neighborly Login: <https://portal.neighborlysoftware.com/CITYOFDETROITMI/Participant>
- ❖ First time logging in, select **Sign up now**
- ❖ 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 here for any technical issues/questions

- ❖ Once on the main page, look for Affordable Housing NOFA program
- ❖ 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

- ❖ Inside the Application, take note of your Case ID (*helpful reference point when communicating with HRD staff*)
- ❖ 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](#)

- ❖ Work through all Application sections
- ❖ **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

❖ Need checks 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)
 Print Application

 Documents

☒ 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.

- ❖ 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
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 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 2/24 11:59PM**
- ❖ **Attend the 2/3 Compliance Meeting** for further demonstration of Neighborly functionality

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



QUESTIONS?



THANK YOU

HRD Multi-Family Underwriting Team

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

