



# COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION SUPPLEMENT – HOMEOWNER REHABILITATION

**SUBMISSION DEADLINE IS 09/17/2025 at 11:59:59 pm EST**

Complete the CDBG Application and applicable Application Supplement(s) in full. Include all required attachments before submitting.

A	APPLICANT INFORMATION	
1	APPLICANT (UGLG) NAME	Lenawee County, Michigan

B	ACTIVITY SUMMARY
1	<p><b>Program Design &amp; Administration</b> Describe the overall structure of the homeowner rehabilitation program, including:</p> <ol style="list-style-type: none"> <li>1. Activity-specific roles and responsibilities of staff, contractors, or partnering agencies.</li> <li>2. Program parameters include maximum assistance amounts, eligible repairs, and homeowner contribution requirements.</li> <li>3. Targeting strategies, such as income thresholds, geographic focus areas, or outreach methods, ensure equitable access.</li> </ol> <p>a) Activity-Specific Roles &amp; Responsibilities Lenawee County Community Development Office oversees the program and ensures compliance with MSHDA CDBG regulations.</p> <ul style="list-style-type: none"> <li>○ Coordinates the contract with the Third-Party Administrator (TPA).</li> <li>○ Retains final oversight responsibility—approving policies, budgets, and monitoring performance.</li> <li>● Third-Party Administrator               <ul style="list-style-type: none"> <li>○ Manages day-to-day operations of the homeowner rehab program:                   <ul style="list-style-type: none"> <li>▪ Conducts applicant outreach, intake, and eligibility verification.</li> <li>▪ Performs home inspections, scope-of-work development, and cost estimates.</li> <li>▪ Manages procurement: soliciting bids from approved contractors, reviewing proposals, and recommending selection.</li> <li>▪ Oversees job scheduling, progress monitoring, final inspections, and quality control.</li> <li>▪ Prepares invoices and documents and works with the county to ensure a timely drawdown of CDBG funds.</li> </ul> </li> </ul> </li> </ul> <p>b) Program Perimeters Eligible activities will include:</p> <ul style="list-style-type: none"> <li>● Roof repair/replacement, furnaces, air conditioning units, and window replacement.</li> </ul> <p>Maximum Assistance Amounts:</p>

	<ul style="list-style-type: none"> <li>• Maximum Assistance per unit is limited to \$40,000 per home Homeowner Contributions</li> <li>• If Assistance exceeds \$10,000, a 5-year forgivable second lien will be placed on the property.</li> </ul> <p>Standards and Codes</p> <ul style="list-style-type: none"> <li>• Repairs adhere to local building codes and MSHDA standards (e.g., lead-safe work practices, electrical/plumbing codes).</li> </ul> <p>c) Targeting Strategies</p> <ul style="list-style-type: none"> <li>• Income and Ownership Thresholds <ul style="list-style-type: none"> <li>○ As per HUD definition, the focus will be on low- and moderate-income (LMI) owner-occupied households.</li> <li>○ Applicants' income must fall below 80% of the median income.</li> <li>○ Require proof of primary residence and current property tax/mortgage/homeowners' insurance compliance, or have an approved payment plan.</li> </ul> </li> <li>• Equitable Outreach <ul style="list-style-type: none"> <li>○ Outreach strategies include social media, local media, flyers at community centers, libraries, township offices, churches, and bilingual outreach (e.g., Spanish).</li> <li>○ These partnering agencies include, but are not limited to: senior centers, community action agencies to reach underserved groups: elderly homeowners, individuals with disabilities, and households with limited English proficiency.</li> </ul> </li> </ul>
2	<p><b>Participant &amp; Site Selection</b></p> <p>Explain how program participants and properties will be selected, including:</p> <ol style="list-style-type: none"> <li>a) Eligibility criteria for homeowners and properties.</li> <li>b) Application process, including required documentation and evaluation methods.</li> <li>c) Prioritization strategies, such as targeting the most urgent rehabilitation needs or specific demographic groups (e.g., seniors, people with disabilities).</li> </ol> <p>a) Eligibility Criteria for Homeowners and Properties:</p> <p>Homeowner Qualifications</p> <ul style="list-style-type: none"> <li>○ Must be a homeowner and occupy the residence as their primary home.</li> <li>○ Applicants must be current on property taxes, homeowners' insurance, and mortgage payments unless an approved payment plan exists.</li> <li>○ Based on household size, gross monthly household income must fall at or below 80% of the area median income.</li> </ul> <p>Property Qualifications</p> <ul style="list-style-type: none"> <li>○ Must be an owner-occupied property in Lenawee County.</li> <li>○ Only essential, non-cosmetic repairs are permissible (e.g., roofs, windows, HVAC)</li> </ul> <p>b) Application Process: Required Documentation &amp; Evaluation</p> <ul style="list-style-type: none"> <li>• Initial Inquiry <ul style="list-style-type: none"> <li>○ Interested homeowners contact the third-party administrator (e.g., by phone or email) and request an intake packet.</li> </ul> </li> <li>• Submission of Application</li> </ul>

	<ul style="list-style-type: none"> <li>○ Applicants complete the intake packet and provide property information, description of needed repairs, and documentation such as income verification, proof of homeownership, and tax status.</li> <li>● Evaluation &amp; Inspection <ul style="list-style-type: none"> <li>○ TPA reviews eligibility (income, ownership, tax compliance, homeowners' insurance).</li> <li>○ A property inspection is conducted to determine repair needs, which informs the scope of work and prioritization.</li> </ul> </li> <li>● Selection &amp; Award <ul style="list-style-type: none"> <li>○ Once deemed eligible, applicants are moved into the program based on availability and prioritization criteria, with documentation processed and approvals underway.</li> </ul> </li> </ul> <p>c) Prioritization Strategies</p> <ul style="list-style-type: none"> <li>● Urgent Rehabilitation Needs <ul style="list-style-type: none"> <li>○ Prioritize homes with critical safety or lack of inhabitation concerns—such as a roof leak or lack of heat - ensuring those in greatest need receive support first.</li> </ul> </li> <li>● Targeted Demographic Groups <ul style="list-style-type: none"> <li>○ Special consideration is given to seniors, individuals with disabilities, and other vulnerable populations below 80% of the area's median income.</li> </ul> </li> <li>● Equitable Outreach &amp; Access <ul style="list-style-type: none"> <li>○ The county executes outreach and application support through the third-party administrator, potentially including multilingual assistance, targeted distribution in underserved neighborhoods, and partnerships with health and social service agencies.</li> </ul> </li> </ul>
3	<p><b>Contractor Selection &amp; Construction Oversight</b></p> <p>Describe the process for managing rehabilitation activities, including:</p> <ol style="list-style-type: none"> <li>1. Contractor procurement and selection criteria (competitive bidding, qualifications, experience requirements).</li> <li>2. Construction oversight, including project timelines, progress monitoring, and compliance checks.</li> <li>3. Inspection procedures, including initial property assessments, progress evaluations, and final project sign-offs.</li> </ol> <p>a) Procurement &amp; Selection</p> <p>Through its third-party administrator (TPA), Lenawee County will maintain a roster of pre-qualified contractors who hold a valid Michigan residential builder's license, appropriate insurance, bonding or performance assurances, and are not debarred by HUD or MSHDA. Procurement will follow competitive bidding guidelines per Michigan CDBG and federal standards—soliciting at least two bids where feasible and utilizing Invitation to Bid packages with detailed scopes and specifications. Contractor qualifications will also include experience and references.</p> <p>b) Oversight of Construction</p> <p>Each home rehabilitation project will begin with a detailed inspection, leading to a precise work write-up and timeline. The TPA's staff will oversee the project,</p>

monitoring quality, safety, compliance with local codes, and HUD/MSHDA standards (including lead-safe work and wage requirements). Progress will be regularly reviewed, and any unforeseen conditions will be documented and approved before adjustments to cost or timeline.

c) Inspection & Final Signoff  
 The process includes an initial assessment, periodic on-site evaluations during construction, and a final inspection to verify that all work meets contract specifications and relevant standards. Required documentation—such as lien waivers, performance confirmations, clearance tests, and homeowner acceptance—will be completed before issuing final payment to the contractor.

4 **Leveraged Resources**  
 Identify the amount and source of any leveraged resources and explain how they will be used (Note: this information should correlate with the numbers provided in the Budget Section (E) of the Application)

There are no leveraged resources and no local match.

**C TIMELINE**

Complete a detailed schedule of the time frame for the grant term with date ranges for each activity.

TIMELINE			
Completed by	Task	Start Date	End Date
UGLG	Grant Agreement Executed	10/1/25	10/31/25
UGLG	Procure Third-Party Administrator (TPA)	10/31/25	12/31/25
UGLG	Environmental Review conducted by TPA	12/1/25	1/1/26
UGLG	Complete Tier 1 Environmental Review by TPA	1/1/26	3/1/26
UGLG	Sites/Participants Selected	3/1/26	9/30/27
UGLG	Construction Period	3/1/26	9/30/27
UGLG	Final Inspection(s) Completed	3/31/27	9/30/27
UGLG	100% Disbursement of Funds/Final Reports	8/31/27	9/30/27

Timeline Description:  
 Complete a detailed schedule of the time frame for the grant term with date ranges for each activity.

- Timeline Description:
1. Program Planning & Setup (Months 1–3)
    - Finalize administrative agreements with the third-party administrator
    - Review and update program guidelines, policies, and outreach materials.
    - Establish application forms, intake systems, and contractor procurement procedures.
    - Create and verify a pool of pre-qualified contractors.

	<ul style="list-style-type: none"> <li>• Conduct required environmental reviews and readiness checklists.</li> </ul> <p>2. Outreach &amp; Application Intake (Months 4–8)</p> <ul style="list-style-type: none"> <li>• Launch community outreach efforts (public meetings, social media, flyers, digital campaigns).</li> <li>• Accept homeowner applications and provide intake assistance.</li> <li>• Screen applicants for eligibility (ownership, income, taxes, etc.).</li> <li>• Schedule and conduct preliminary inspections for qualifying properties.</li> <li>• Goal: Identify and approve the initial group of eligible homes (5–10 homes, depending on scope).</li> </ul> <p>3. Scope Development &amp; Bidding (Months 6–22)</p> <ul style="list-style-type: none"> <li>• Develop detailed work write-ups and cost estimates for each eligible home.</li> <li>• Solicit bids through a competitive process, following CDBG procurement guidelines.</li> <li>• Select qualified, licensed contractors and execute construction agreements.</li> <li>• Ensure lead-based paint and environmental protocols are integrated into scopes.</li> </ul> <p>4. Construction &amp; Rehabilitation (Months 9–22)</p> <ul style="list-style-type: none"> <li>• Begin rolling construction phase with staggered start dates for each home.</li> <li>• Oversee all rehabilitation activities through site visits, progress reports, and compliance checks.</li> <li>• Conducted midpoint inspections and verified adherence to scope, codes, and quality standards.</li> <li>• Target rehab duration: 4–8 weeks per home (may vary by complexity).</li> <li>• Continue onboarding additional homes during this phase as funding and capacity allow.</li> </ul> <p>5. Final Inspections &amp; Project Completion (Months 18–24)</p> <ul style="list-style-type: none"> <li>• Conduct final inspections on completed homes.</li> <li>• Collect homeowner sign-offs and lien waivers.</li> <li>• Ensure lead clearance or other post-construction tests are passed (if applicable).</li> <li>• Resolve punch-list items and authorize final contractor payments.</li> </ul> <p>6. Closeout &amp; Reporting (Months 22–24)</p> <ul style="list-style-type: none"> <li>• Complete required project documentation for each unit.</li> <li>• Submit final reimbursement requests, reports, and beneficiary data to MSHDA.</li> <li>• Evaluate program outcomes, including the number of homes served, demographics, and geographic impact.</li> <li>• Retain files in accordance with MSHDA/HUD recordkeeping requirements.</li> </ul>
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