

Community Development Block Grant

Michigan State Housing Development Authority

Village of Cass City

2025



Application





COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION

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

Units of General Local Government (UGLG) must complete the CDBG Application the appropriate activity specific supplements in their entirety and submit them with the required attachments.

A	APPLICANT INFORMATION	
1	APPLICANT (UGLG) NAME	Village of Cass City
2	ADDRESS, CITY, STATE, ZIP	6506 Main St. Cass City, MI 48726
3	FEDERAL ID #	38-6007169
4	UNIQUE ENTITY IDENTIFIER (UEI) #	WPVTM24KEJF5
5	MSHDA ORG #	
6	FISCAL YEAR END (mm/dd)	12/31
7	UGLG TYPE	<input checked="" type="checkbox"/> Unit of Government <input type="checkbox"/> Land Bank
8	UGLG CONTACT NAME	Deboria Powell
9	UGLG CONTACT EMAIL	ccmanager@casscity.org
10	UGLG CONTACT PHONE	(989) 872-2911

B	REGIONAL HOUSING
1	<p>Check the Housing Partnership Region your project is located in:</p> <p> <input type="checkbox"/> A. Western Upper Peninsula - Baraga, Gogebic, Houghton, Iron, Keweenaw, Ontonagon <input type="checkbox"/> B. Central Upper Peninsula - Alger, Delta, Dickinson, Marquette, Menominee, Schoolcraft <input type="checkbox"/> C. Eastern Upper Peninsula - Chippewa, Luce, Mackinaw <input type="checkbox"/> D. Northwest - Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, Wexford <input type="checkbox"/> E. Northeast - Alcona, Alpena, Cheboygan, Crawford, Iosco, Montmorency, Ogemaw, Oscoda, Otsego, Presque Isle, Roscommon <input type="checkbox"/> F. West Michigan - Allegan, Barry, Ionia, Kent, Lake, Mason, Mecosta, Montcalm, Newaygo, Muskegon, Oceana, Osceola, Ottawa <input type="checkbox"/> G. East Central Michigan - Arenac, Bay, Clare, Gladwin, Gratiot, Isabella, Midland, Saginaw <input checked="" type="checkbox"/> H. East Michigan - Genesee, Huron, Lapeer, Sanilac, Shiawassee, St. Clair, Tuscola <input type="checkbox"/> I. South Central - Clinton, Eaton, Ingham <input type="checkbox"/> J. Southwest - Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, Van Buren <input type="checkbox"/> K. Southeast - Hillsdale, Jackson, Lenawee, Livingston, Monroe, Washtenaw </p>
2	<p>Within which County is the project located?</p> <p style="text-align: center; margin-top: 20px;">Tuscola</p>

3	<p>How does your project fit with the Regional Housing Plan goals? Indicate the Goal number (Regional Housing Plans can be accessed on the MSHDA website: Statewide Housing Plan.)</p> <p>See attached</p>
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C	<p>COMMUNITY DEVELOPMENT NARRATIVE</p> <p>Title I of the Federal Housing and Community Development Act of 1974, as amended, requires Units of General Local Government (UGLG) applying for funds to provide a brief narrative on how the proposed project aligns with or impacts their locally adopted plans.</p> <p>To satisfy this requirement, UGLGs must complete the questions in this section. Applicants may reference a locally adopted plan, such as a Master Plan or Community Improvement Plan; however, all questions must be answered. If the UGLG's locally adopted plan(s) do not specifically address the questions provided, supplemental information should be included to demonstrate how the proposed project fulfills the objectives of an existing plan.</p>
1	<p>Community Development and Housing Needs Assessment</p> <p>Provide an assessment of the community development and housing needs within the UGLG's jurisdiction, including the specific needs of low- and moderate-income residents. The assessment must address both community development and housing needs, regardless of the funding category under which assistance is being requested.</p> <p>See attached</p>
2	<p>Planned Short-Term Activities (1–2 Years)</p> <p>Summarize planned short-term activities (lasting one to two years) that will address the identified community development and housing needs within the UGLG's jurisdiction.</p> <p>See attached</p>
3	<p>Planned Long-Term Activities (2+ Years)</p> <p>Provide a summary of planned long-term activities (lasting two years or more) designed to address the identified community development and housing needs within the UGLG's jurisdiction.</p> <p>See attached</p>
4	<p>Impact of the Proposed CDBG Activities</p> <p>Based on the identified needs, describe the anticipated impact of the proposed CDBG activities. Explain how activities complement the short-term and long-term activities outlined in the previous sections and contribute to the overall development goals of the UGLG.</p> <p>See attached</p>
5	<p>Plan for Minimizing and Addressing Displacement</p> <p>Describe the strategy for minimizing displacement caused by grant-assisted activities and the approach for assisting individuals who are actually displaced. Reference your locally adopted Residential Anti-Displacement Plan as applicable or develop a new plan.</p> <p>See attached</p>

D	PROJECT MANAGEMENT OVERVIEW	
1	Activity Type(s): Check all that apply <input checked="" type="checkbox"/> Homeowner Rehabilitation <input type="checkbox"/> Housing Infrastructure	<input type="checkbox"/> Manufactured Housing <input type="checkbox"/> Reconstruction <input type="checkbox"/> Unoccupied Rental Rehabilitation
A corresponding Application Supplement must be attached for each selected activity, detailing specific implementation strategies.		
2	Administrative Services Select one: <input type="checkbox"/> Employees of the UGLG will administer the program. <input checked="" type="checkbox"/> CDBG funds will be used to pay a third-party administrator to assist the UGLG with grant administration. Federal procurement compliance is required. The UGLG must request and receive authorization from MSHDA prior to signing an administration contract or incurring administrative costs. <input type="checkbox"/> Non-CDBG funds will be used to pay a third-party administrator to assist the UGLG with grant administration. Name of third party, if known:	
3	Procurement of Third-party Administrator <input checked="" type="checkbox"/> Applicable <input type="checkbox"/> Not Applicable If applicable, explain the process to be used for procuring the third-party administrator. See attached	
4	Activity Oversight & Administration Describe how the UGLG will provide oversight across all selected activities, ensuring compliance with program requirements. Use Form 13-A "Grant Management Plan" from Chapter 13 of the <u>MSHDA CDBG Policy Manual</u> as a guide when outlining your response. Include: a) The structure for managing program administration and oversight. b) Roles and responsibilities of staff, contractors, or agencies in ensuring successful implementation. c) How the UGLG will manage key regulatory requirements including Environmental Review. d) Strategies for monitoring activities and addressing compliance issues. See attached	

20

E BUDGET – Reflect costs to be incurred after application submission only.					
ACTIVITY	TOTAL # OF UNITS	CDBG FUNDS	LEVERAGE/MATCH FUNDS		TOTAL PROPOSED BUDGET
			UGLG	OTHER SOURCES	
Homeowner Rehab	20	\$ 200,000	\$	\$	\$ 200,000
Infrastructure (Housing)					
Reconstruction					
Unoccupied Rental Rehab					
Manufactured Housing					
Administration		36,000			36,000
TOTAL		\$	\$	\$	\$ 236,000

F	CAPACITY AND IMPLEMENTATION
1	<p>Organization and Staff Capacity Describe the organizational capacity, staff composition, and grants management experience of the UGLG and, if applicable, its third-party administrator. If known, attach resumes or job descriptions for key staff.</p> <p>Description: See attached</p>
2	<p>Grant History List all housing and community development grant awards received by the UGLG and/or its third-party administrator in the past five years, including all State awarded grants. Provide the status of each, such as:</p> <ul style="list-style-type: none"> a) Application Pending (include prospective CDBG applications) b) Approved c) Monitoring d) Completed Successfully e) Completed with Findings <p>See attached</p>
3	<p>Implementation Strategy Describe what makes the UGLG uniquely positioned for successful implementation of the selected programs. Explain the planned approach to execution.</p> <p>See attached</p>
4	<p>Check each item and certify below that the UGLG:</p> <p><input checked="" type="checkbox"/> (a) Understands that all activities undertaken must meet the Federal/state/local code, whichever is stricter.</p> <p><input checked="" type="checkbox"/> (b) Understands that required zoning must be approved for Manufactured Housing, Infrastructure (Housing), Reconstruction, and Unoccupied Rental Rehabilitation activities, and specific sites/addresses must be pre-identified prior to UGLG application submission. No specific sites/addresses need to be pre-identified prior to UGLG submission for Homeowner Rehabilitation activities.</p> <p><input checked="" type="checkbox"/> (c) Understands that all activities must be completed, invoiced and all expenditures completed and processed with the MSHDA grants management system by the end of the Grant term. Invoices must be submitted at least quarterly.</p> <p><input checked="" type="checkbox"/> (d) Understands that this CDBG funding is not replacement funding; and can only serve as a matching resource for another state and/or federal Program with MSHDA pre-approval.</p> <p><input checked="" type="checkbox"/> (e) Understands that MSHDA reserves the right to reject any and all submissions, or parts thereof, or to waive any informality or defect in any submission if it is in the best interest of MSHDA and the State of Michigan. All submissions shall become the property of MSHDA. All submissions are considered public information and are subject to discovery under the Freedom of Information Act (FOIA). This submission is not a binding agreement and the notice of selection under this Notification does not guarantee project funding. No project expenses may be incurred, nor contracts signed, for any work that will occur after the application is submitted, unless MSHDA provides formal written authorization. Failure to obtain this approval may jeopardize grant funding.</p>

	<input checked="" type="checkbox"/> (f) Understands that the UGLG is required to be in compliance and good standing with MSHDA and all other State and Federal Agencies. <input checked="" type="checkbox"/> (g) Agrees to adhere to federal, state and local rules and regulations including, but not limited to, HUD, CDBG, MSHDA, MI Neighborhood, CHILL and CDBG Policy Manual, program rules, regulations, policies, procedures, Grant Agreement, reporting requirements, and the completion of closeout public hearing, monitoring, and grant closeout.
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G	COMPLIANCE REQUIREMENTS The following MSHDA CDBG Program Compliance Documents are required to be submitted with the CDBG Application or prior to receiving a Grant Agreement as indicated. Refer to the <u>CDBG Policy Manual</u> for details.
MUST BE LABELED AND SUBMITTED WITH APPLICATION	
1	<input type="checkbox"/> Proof of funding attached for total project costs, including all leverage/match funds. OR <input checked="" type="checkbox"/> Proof of funding not applicable. No leverage/match funds.
2	<input checked="" type="checkbox"/> Public Hearing Documentation Purpose: To ensure public awareness and input regarding proposed CDBG-funded activities. Submission Requirements: <ol style="list-style-type: none"> Public Hearing Publication Affidavit and Public Hearing Meeting Minutes must be provided. Notice must be published in a local or applicable newspaper at least five calendar days before the hearing. The first day counted is the day after publication. Public Hearing Notice Must Include: <ol style="list-style-type: none"> Total available funding for the proposed project. Eligible activities and the estimated amount allocated for low- and moderate-income (LMI) households. Plans to minimize displacement and provide benefits to displaced persons, if applicable. Information on the UGLG's performance in prior CDBG programs, if applicable. Refer to <u>MSHDA CDBG Policy Manual</u> Chapter 3 – Notice of Public Hearing (Sample 3-A). Proof of Public Notice: Applicants must submit an affidavit or a copy of the full newspaper page showing the publication date and notice details. Public Hearing Purpose: <ol style="list-style-type: none"> Inform citizens of project objectives, activities, locations, and funding allocation. Provide the opportunity for public review and comments on the application. Include the anticipated application submission date and details on where and when the application can be reviewed. Submission Timeline: <ol style="list-style-type: none"> Draft meeting minutes may be submitted with the application. Once approved, public hearing minutes and an attendance roster must be submitted to MSHDA before grant award.

☒ CDBG Authorizing Resolution

Purpose: To designate the **authorized official** responsible for the CDBG application, grant administration, and NEPA Environmental Review Certifying Officer.

Submission Requirements:

- Authorizing Resolution (Form 2-A from Chapter 2 of the MSHDA CDBG Policy Manual) must be submitted with the application.
- The highest elected official is responsible for signing grant documents unless delegated through the resolution.

Instructions:

Grantees are required to submit an Authorizing Resolution (2-A) designating their authorized official. By default, the highest elected official assumes responsibility of the grant application process, in addition to signing the grant agreement, oversight of grant activities, and signing of grant documents, pay requests, etc. However, these responsibilities may be delegated to another official (elected or hired) through the use of the Authorizing Resolution. The Authorizing Resolution should be completed prior to submitting the application or signing grant related documents and is often in tandem with the public hearing for the overview of the proposed project.

At time of passing the Authorizing Resolution, the UGLG may also designate the Certifying Officer for the NEPA Environmental Review. Please review instructions in the Environmental Review chapter.

An adopted CDBG Authorizing Resolution will, at a minimum, contain the following:

1. Identification of the proposed project.
2. Identification of the funding request and the commitment of the UGLG's matching funds.
3. Statement that the proposed project is consistent with the UGLG's community development plan as described in the Application.
4. Statement that all activities will be taken for the purpose of providing and/or improving permanent residential structures, which upon completion:
 - a. 100% will be occupied by low- or moderate-income households **[for projects that include Homeowner Rehabilitation, Reconstruction, and Manufactured Housing activities] AND/OR**
 - b. 51% or more will be occupied by low- or moderate- income households **[for projects that include Housing Infrastructure and Unoccupied Rental Rehabilitation activities]**
5. Statement that no project costs (CDBG and non-CDBG) will be incurred prior to a formal grant award, completion of the environmental review procedures and formal, written authorization to incur costs has been provided by MSHDA.
6. Local authorization to submit the Michigan CDBG Application.
7. Identification, by title, of the UGLGs authorized person to sign the Application and all attachments.
8. Identification, by title, of the UGLGs authorized person to sign the Grant Agreement and all amendments.
9. Identification, by title, of the UGLGs authorized person to sign Payment Requests.
10. Identification, by title, of the UGLGs authorized person as the National Environmental Policy Act (NEPA) Environmental Review Certifying Officer.

An Authorizing Resolution template is available in the CDBG Policy Manual Chapter 2 – Application and Award Process (2-A Authorizing Resolution).

4	Copy of the applicant's current Procurement Policy. The Procurement Policy must meet 2 CFR Part 200 standards (see Procurement Policy section of the CDBG Policy Manual, Chapter 11 – Procurement).
NOTE: THE FOLLOWING ITEMS ARE SUBMITTED AFTER APPLICATION APPROVAL	
MUST BE SUBMITTED PRIOR TO GRANT AGREEMENT EXECUTION	
5	Annual Profile Review. IGX Grant Management System instructions will be provided upon award. Complete and return 2-E Authorized Signature Designation Review CDBG Policy Manual Chapter 2 – Application and Award Process
MUST BE SUBMITTED PRIOR TO INCURRING ANY PROJECT COSTS (CDBG or non-CDBG)	
6	NEPA Environmental Review. Review CDBG Policy Manual Chapter 7 – Environmental Review
MUST BE SUBMITTED WITHIN 60 DAYS OF GRANT AGREEMENT EXECUTION	
7	Local Program Guidelines. Complete the Program Guidelines TEMPLATE Review CDBG Policy Manual Chapter 2 – Application and Award Process (2-C Program Guidelines)

H	CERTIFICATION BY THE UGLG <input checked="" type="checkbox"/> I have read and certify Section H below.
	<p>The UGLG states that the person identified in the Authorizing Resolution certifies the following:</p> <ol style="list-style-type: none"> 1. Possesses legal authority to submit a grant application. 2. Shall comply with 570.486(a) Citizen Participation Requirements of a Unit of General Local Government, including: <ol style="list-style-type: none"> a. Provide for and encourage citizen participation, particularly by low- and moderate-income persons who reside in slum or blighted areas and areas in which CDBG funds are proposed to be used; b. Ensure that citizens will be given reasonable and timely access to local meetings, information, and records relating to the unit of local government's proposed and actual use of CDBG funds; c. Furnish citizens information, including but not limited to: <ol style="list-style-type: none"> i. The amount of CDBG funds expected to be made available for the current fiscal year (including the grant and anticipated program income). ii. The range of activities that may be undertaken with the CDBG funds. iii. The estimated amount of the CDBG funds proposed to be used for activities that will meet the national objective of benefit to low- and moderate-income persons; and iv. The proposed CDBG activities likely to result in displacement and the unit of general local government's anti-displacement and relocation plans required under §570.488. d. Provide technical assistance to groups representative of persons of low and moderate income that request assistance in developing proposals in accordance with the procedures developed by the state. Such assistance need not include providing funds to such groups.

	<p>e. Provide for a minimum of two public hearings, each at a different stage of the program, for the purpose of obtaining citizens' views and responding to proposals and questions. Together the hearings must cover community development and housing needs, development of proposed activities and a review of program performance. The public hearings to cover community development and housing needs must be held before submission of an application to the state. There must be reasonable notice of the hearings and they must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for the handicapped. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate.</p> <p>f. Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the state and, for grants already made, activities which are proposed to be added, deleted or substantially changed from the unit of general local government's application to the state. Substantially changed means changes made in terms of purpose, scope, location or beneficiaries as defined by criteria established by the state.</p> <p>g. Provide citizens the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable.</p> <p>3. Has in a timely manner:</p> <p>a. Furnished its citizens information concerning the amount of funds available and being applied for, and the proposed community development and housing activities to be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income and the plans for minimizing displacement of persons due to proposed activities and for assisting persons displaced.</p> <p>b. Published public notice in such manner to afford citizens an opportunity to examine and submit comments on the proposed application and community development and housing activities.</p> <p>c. Held one or more public hearings to obtain the views of citizens on the proposed application and community development and housing needs; and</p> <p>d. Made the proposed application available to the public.</p> <p>4. Will conduct and administer the grant in conformity with Public Law 88-352 and Public Law 90-284 and will affirmatively further fair housing.</p> <p>5. Has developed the proposed application so as to give maximum feasible priority to activities which will benefit low- and moderate-income families or aid to the prevention or elimination of slum or blight; or to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to health or welfare of the community where other financial resources are not available to meet such needs.</p> <p>6. Has developed a community development plan or community development narrative that identifies community development and housing needs and specifies both short- and long-term community development objectives that have been developed in accordance with the primary objective and requirements of the Title I Housing and Community Development Act of 1974, as amended;</p>
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	<p>7. Will not attempt to recover any capital costs of public improvements assisted in whole or in part with Title I funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless (A) Title I funds are used to pay the proportion of such fee or assessment that related to capital costs of such public improvement that are financed from revenue sources other than Title I funds; or (B) for purposes of assessing any amounts against properties owned and occupied by persons of low and moderate income who are not persons of very low income, and (name of local unit) certifies that it lacks sufficient Title I funds to comply with the requirements of clause (A);</p> <p>8. Will adopt a policy of prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within its jurisdictions.</p> <p>9. 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 officer 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 entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant or cooperative agreement;</p> <p>10. 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 a federal contract, grant, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;</p> <p>11. 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 and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.</p> <p>12. Will comply with other provisions of Title I of the Housing and Community Development Act of 1987, as amended, and with other applicable laws.</p>
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I	<p>STATEMENT OF ASSURANCES <input checked="" type="checkbox"/> I have read Section I and assure the following:</p> <p>The UGLG states that the person identified in the Authorizing Resolution assures the following:</p> <ol style="list-style-type: none"> 1. Compliance with financial management and audit requirements in 2 CFR Part 200; Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule. 2. Compliance with Civil Rights and Equal Opportunity statutes as set forth in Title I of the Civil Rights Act of 1964 (Public Law 88-352), Title VIII of the Civil Rights Act of 1968 (Public Law 90-284), the Michigan Civil Rights Act 453 of 1976, the Michigan Fair Employment Practices Act (MCL 423, 301-423, 311), related statues and implementing rules and regulations. 3. Compliance with Labor Standards statutes as set forth in the Davis-Bacon Fair Labor Standards Act (40 U.S.C. 276a-276a-5), related statutes and implementing rules and regulations. 4. Compliance with Lead Based Paint Poisoning Prevention Act (42 U.S.C. 4831).
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	<p>5. Compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4630) and implementing regulations.</p> <p>6. Compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and implementing rules and regulations 24 CFR Part 8.</p> <p>7. Compliance with the Citizen Participation Plan (24 CFR Part 570.486 (A)) and implementing regulations.</p> <p>8. Authorized state officials and representatives will have access to all books, accounts, records, reports, files, and other papers, things, or property pertaining to the project to make audits, examinations, excerpts, and transcripts; each contract or subcontract also shall provide for such access to relevant data and records pertaining to the development and implementation of the project.</p> <p>The UGLG agrees to assume all the responsibilities for environmental review, decision making, and action as specified and required under the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and Section 104 (f) of Title I of the Housing and Community Development Act and implementing regulations 24 CFR Part 58.</p>
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J	<p>CHOICE LIMITING ACTION ACKNOWLEDGEMENT</p> <p><input checked="" type="checkbox"/> I acknowledge that engaging in choice-limiting activities prior to submitting the Request for Release of Funds (RROF) and Certification and receiving authorization, may jeopardize this project's eligibility for funding. Such actions may result in disqualification from CDBG funding and/or require repayment of CDBG funds already expended.</p>
	<p>In accordance with 24 CFR Part 58, neither the recipient nor any participant in the project—including public or private nonprofit organizations, for-profit entities, or their contractors—may commit or expend federal or non-federal project funds prior to approval of the Environmental Review Request for Release of Funds (RROF) and Certification, and subsequent authorization from MSHDA, unless explicitly allowed under 24 CFR Part 58.</p> <p>Examples of prohibited choice-limiting actions include, but are not limited to:</p> <ul style="list-style-type: none"> • Acquisition of land or property • Demolition activities • Closing on loans • Signing contracts • Beginning site prep, construction or rehabilitation work

K	<p>CERTIFICATION BY AUTHORIZED SIGNATORY</p> <p>The individual signing below is either the highest elected official or has been duly authorized through an Authorized Resolution. By signing, they certify that:</p> <ol style="list-style-type: none"> 1. All required fields in this application have been completed and reviewed. 2. The Certifications and Assurances included herein have been reviewed and acknowledged. 3. No project costs (CDBG and non-CDBG) will be incurred prior to a formal grant award, and written authorization to incur costs has been provided by MSHDA. 4. To the best of their knowledge, the information provided in this application is accurate and current.
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	<p>5. The UGLG agrees to comply with all applicable HUD, CDBG, and MSHDA rules, regulations, policies, procedures, and reporting requirements.</p> <p>6. All entities involved in the implementation of the proposed project will also comply with these rules and regulations throughout the grant administration process.</p>	
	SIGNATURE	
1	NAME	Deboria Powell
2	TITLE	Village Manager
3	PHONE	(989) 872-2911
4	DATE	



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	Village of Cass City

B	ACTIVITY SUMMARY	
1	Program Design & Administration Describe the overall structure of the homeowner rehabilitation program, including: <ul style="list-style-type: none"> a) Activity-specific roles and responsibilities of staff, contractors, or partnering agencies. b) Program parameters, including maximum assistance amounts, eligible repairs, and any homeowner contribution requirements. c) Targeting strategies, such as income thresholds, geographic focus areas, or outreach methods to ensure equitable access. <p style="margin-top: 20px;">See attached</p>	
2	Participant & Site Selection Explain how program participants and properties will be selected, including: <ul style="list-style-type: none"> a) Eligibility criteria for homeowners and properties. b) Application process, including required documentation and evaluation methods. c) Prioritization strategies, such as targeting the most urgent rehabilitation needs or specific demographic groups (e.g., seniors, people with disabilities). <p style="margin-top: 20px;">See attached</p>	
3	Contractor Selection & Construction Oversight Describe the process for managing rehabilitation activities, including: <ul style="list-style-type: none"> a) Contractor procurement and selection criteria (competitive bidding, qualifications, experience requirements). b) Construction oversight, including project timelines, progress monitoring, and compliance checks. c) Inspection procedures, including initial property assessments, progress evaluations, and final project signoffs. <p style="margin-top: 20px;">See attached</p>	
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) <div style="margin-top: 10px;">\$0.00</div>	

C	TIMELINE Complete a detailed schedule of the time frame for the grant term with date ranges for each activity.																																								
	<table border="1"> <thead> <tr> <th colspan="4">TIMELINE</th> </tr> <tr> <th>Completed by</th> <th>Task</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>UGLG</td> <td>Grant Agreement Executed</td> <td>10/1/25</td> <td></td> </tr> <tr> <td>UGLG</td> <td>Procure Third-Party Administrator</td> <td>10/1/2025</td> <td>12/1/2025</td> </tr> <tr> <td>UGLG</td> <td>Procure Environmental Review consultant</td> <td>10/1/2025</td> <td>12/1/2025</td> </tr> <tr> <td>UGLG</td> <td>Complete Tier 1 Environmental Review</td> <td>12/2/2025</td> <td>2/13/2026</td> </tr> <tr> <td>UGLG</td> <td>Sites/Participants Selected</td> <td>1/12/2026</td> <td>6/26/2026</td> </tr> <tr> <td>UGLG</td> <td>Construction Period</td> <td>4/20/2026</td> <td>4/30/2027</td> </tr> <tr> <td>UGLG</td> <td>Final Inspection(s) Completed</td> <td>7/6/2026</td> <td>7/23/2027</td> </tr> <tr> <td>UGLG</td> <td>100% Disbursement of Funds/Final Reports</td> <td></td> <td>9/30/27</td> </tr> </tbody> </table> <p>Timeline Description:</p> <p>Subject to change as necessary</p>	TIMELINE				Completed by	Task	Start Date	End Date	UGLG	Grant Agreement Executed	10/1/25		UGLG	Procure Third-Party Administrator	10/1/2025	12/1/2025	UGLG	Procure Environmental Review consultant	10/1/2025	12/1/2025	UGLG	Complete Tier 1 Environmental Review	12/2/2025	2/13/2026	UGLG	Sites/Participants Selected	1/12/2026	6/26/2026	UGLG	Construction Period	4/20/2026	4/30/2027	UGLG	Final Inspection(s) Completed	7/6/2026	7/23/2027	UGLG	100% Disbursement of Funds/Final Reports		9/30/27
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UGLG	Construction Period	4/20/2026	4/30/2027																																						
UGLG	Final Inspection(s) Completed	7/6/2026	7/23/2027																																						
UGLG	100% Disbursement of Funds/Final Reports		9/30/27																																						



COMMUNITY DEVELOPMENT BLOCK GRANT

MI Neighborhood CDBG Funding Designation Memorandum

Applicant Name: Village of Cass City

Total CDBG Award Amount: \$ 236,000.00

Funds Source(s): CDBG

Total Leveraged Funds Commitment: \$ TBD

Leveraged Funds Source(s): TBD

Total Project Funds: \$ 200,000.00

CDBG FUNDING DESIGNATED: Enter information for all that apply:

A. Reconstruction \$ _____

OF TOTAL UNITS BEING CONSTRUCTED: _____ # OF TOTAL UNITS MSHDA FUNDED: _____

For-Sale Homebuyer Units: _____ # Tenant Rental Units: _____ # VISITABLE: _____

Project Description:

B. Homeowner Rehabilitation \$ 200,000.00

OF TOTAL UNITS BEING REHABBED: 10 # OF TOTAL UNITS MSHDA FUNDED: 10

Owner Occupied Units: 10 # Tenant Rental Units: _____ # VISITABLE: 10

Project Description:

Directly fund approximately ten (10) to thirty (30) homeowner rehabilitation projects. The CCHRP will prioritize critical repairs such as roof replacements, façade improvements, and energy efficiency upgrades, including new water heaters and furnaces.

C. Unoccupied Rental Rehabilitation \$ _____

OF TOTAL UNITS BEING REHABBED: _____ # OF TOTAL UNITS MSHDA FUNDED: _____

OF LMI UNITS SERVED: _____ # Owner Occupied Units: _____ # Tenant Rental Units: _____

Project Description:

D. Infrastructure (Housing) \$ _____

OF TOTAL UNITS SERVED/DEVELOPED: _____ # OF LMI UNITS SERVED/DEVELOPED: _____

Project Description:

E. Manufactured Housing \$ _____

OF TOTAL UNITS BEING PURCHASED: _____ # OF TOTAL UNITS MSHDA FUNDED: _____

Project Description:

TOTAL MSHDA ADMINISTRATION FUNDING DESIGNATION: \$ 36,000

MSHDA Administration funding request maximum amount cannot exceed 18% (except for Manufactured Housing capped at 5%) of the MSHDA Component Funding requested amount. All administration is reimbursed based on documented and itemized program planning and administration costs.

1. All MI Neighborhood assisted activities must occur within the approved site boundaries and all assisted units must assist program income qualified households at or below 80% Area Median Income. In addition, all CDBG assisted rental units must follow rent limit restrictions for the county being served, and at least 51% of residential units in the assisted building(s) must be rented to low- or moderate income households. Income and rent limits are posted on our website for reference.

2. Regional Areas Served (refer to map):

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A

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D

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G

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J

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M

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B

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E

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H

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K

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N

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C

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F

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I

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L

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O

3. List boundaries within above selected region(s) that will be served, as appropriate:

Village of Cass City Village Limits

4. Regional Areas are ☐ rural ☐ urban

5. Counties Served:

Tuscola County

6. CDBG Funding Source Contingencies:

This Designation Memo establishes the designation of Community Development Block Grant (CDBG) funds for the applicant. The purpose of this designation is to provide the unit of general local government (UGLG) with an opportunity to complete and submit a full CDBG application by September 17, 2025.

This designation is contingent upon the following conditions:

1. Availability of funds from the U.S. Department of Housing and Urban Development (HUD).
2. Completion of any applicable additional action items outlined in section #6 above.
3. Submission and approval of the CDBG application.
4. Fulfillment of the required public engagement process.
5. Passage of a resolution by the local government's legislative body authorizing the application submission to MSHDA.

Important Compliance Notice: No choice-limiting actions or activities may be undertaken during this designation period. Funding is not officially awarded until a grant agreement has been fully executed. Additionally, no costs may be incurred prior to receiving written authorization and an environmental release from MSHDA.

If the CDBG application is not submitted to MSHDA-CDBG@michigan.gov by September 17, 2025, this Designation Memo will be rescinded.

Acceptance of Designation: As a designated MSHDA MI Neighborhood Program CDBG applicant, my organization acknowledges this funding designation and agrees to complete the full application process and all required steps by September 17, 2025.

Deboria L. Powell
Applicant Authorized Signer – Printed Name

Deboria L. Powell
Applicant Authorized Signer – Signature

5/30/25
Date

Tonya Joy
MSHDA – Printed Name

Tonya Joy
MSHDA – Signature

6/12/2025
Date

Attachments



Section A

No attachments



Section B



CDBG Application Section B

B3: Regional Housing Plan Alignment

Village of Cass City

This project aligns with Region H's **Housing Stock Goal 4.4** for rehabilitation and preservation which aims to “increase the rehabilitation and/or preserve housing stock.” The Cass City Housing Rehabilitation Project will provide necessary repairs to the housing stock in Cass City to preserve it for future homebuyers. Funding rehabilitation activities will allow homeowners to maintain their properties and lessen the cost burden.

Section C



CDBG Application Section C: Community Development Narrative

C1: Community Development and Housing Needs Assessment

Village of Cass City

Community Development

The Village of Cass City refers to the Master Plan as the community development plan. It can be found here:

https://www.casscity.org/images/FORMS_PDFS/MP/2019CC-Master-Plan.pdf

The pages that reference community development plans pertinent to this application are included in the section “Cass City Tomorrow” on pages 41-104.

Housing Needs Assessment:

The Tuscola County Housing Needs Assessment can be found here:

<https://dev.hra-dashtest.com/report/66033963dca84b6a546aab5f/26157/homeowner-housing-needs#64b5586def3e47398d886e04>

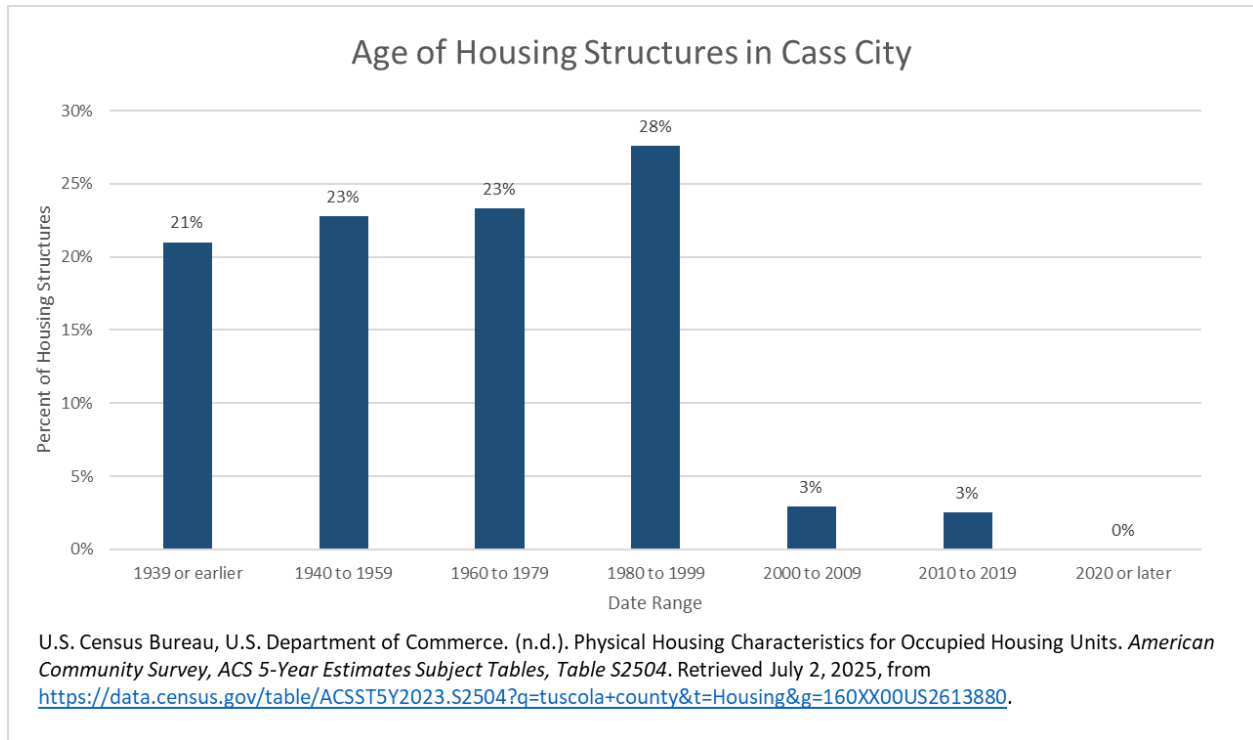
Specific to Cass City, supplemental information for the purpose of the CDBG application is available on the following pages:

Supplemental Information:

The Village of Cass City has been proactive in understanding its housing needs through working with the Michigan Association of Planning and examining U.S. Census Data and the Michigan State Housing Data Portal. The Village has sought to understand both the current housing stock of Cass City and how the nationwide affordable housing shortage pertains to the region. The municipality is currently in the process of updating its Master Plan, with its top priority being housing. The Village of Cass City is also in the development stages of updating its Zoning Map to encourage and invite housing development.

Key statistics referencing housing in Cass City have been the base for developing housing goals in the Village. In the next pages, we discuss those statistics and share housing-related goals that will be implemented both through the Cass City Housing Rehabilitation Project and further development efforts outlined in our Master Plan that is being updated in 2025.

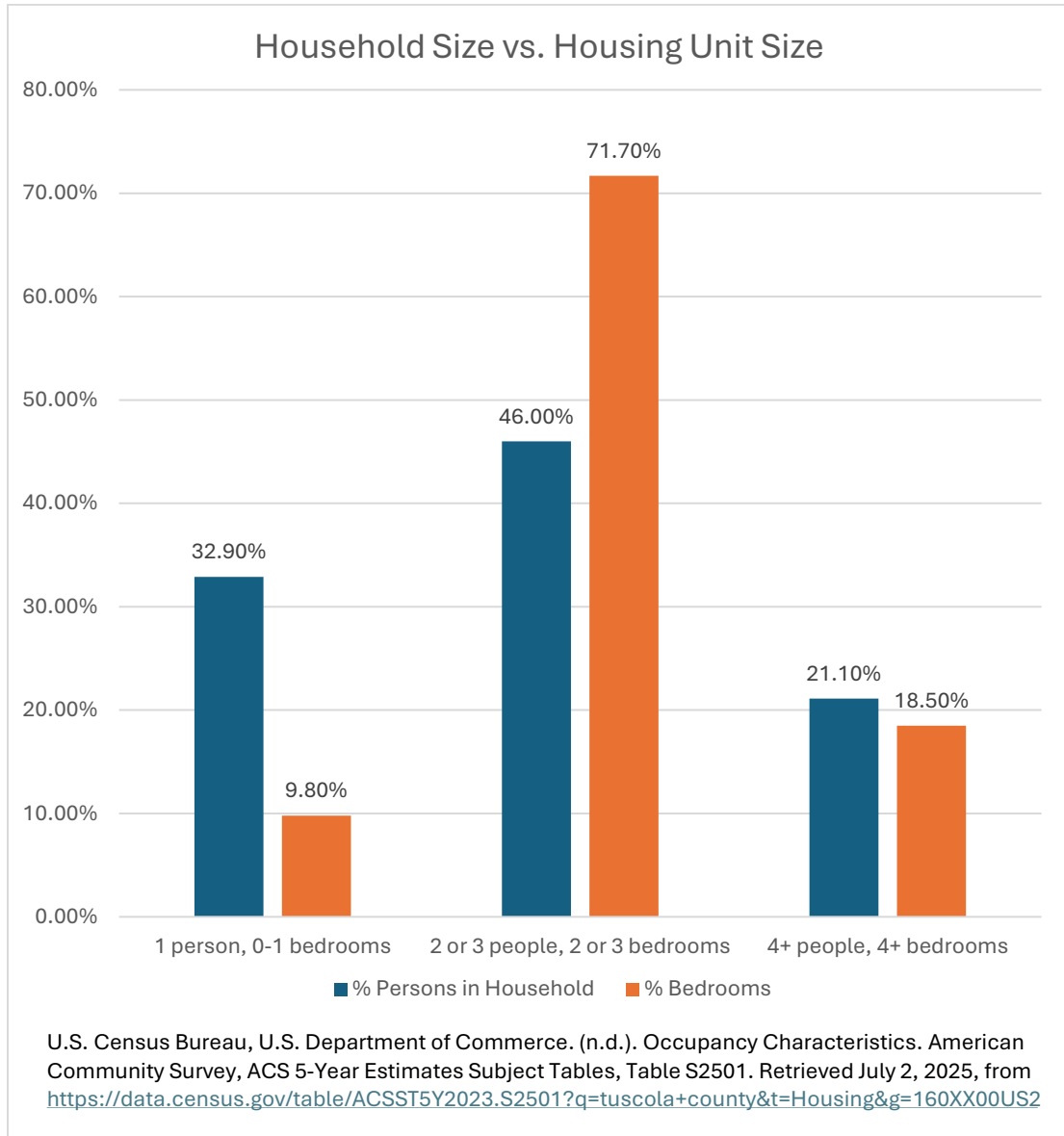
Statistic #1: Age of Housing Structures in Cass City



Approximately 44% of the housing units in Cass City are over 65 years old. This indicates that a large portion of units in the municipality are subject to aged housing characteristics including but not limited to lead paint, asbestos, weathered exterior surfacing, energy inefficiencies, and more.

Few homes have been built in the 21st century in Cass City and none have been built in the past five years. This is likely due to a variety of reasons, including rising construction costs, the COVID-19 pandemic, and lack of skilled trades workers.

Statistic #2: Household Size vs. Housing Unit Size in Cass City



Of the current housing stock in Cass City, it is pertinent to examine the size of housing units relative to the size of the household. The U.S Census states that 33% of households in Cass City one person living alone, while only 10% of housing units are 0-1 bedrooms, a suitable size for a one-person household. The Census also states that 46% of housing units are made up of 2-3 people, and 72% of housing units have 2-3 bedrooms. These two comparative statistics may indicate that one-person households are living in housing units larger than they may need due to limited availability of smaller units.

Statistic #3: Cost Burdened Households in Cass City

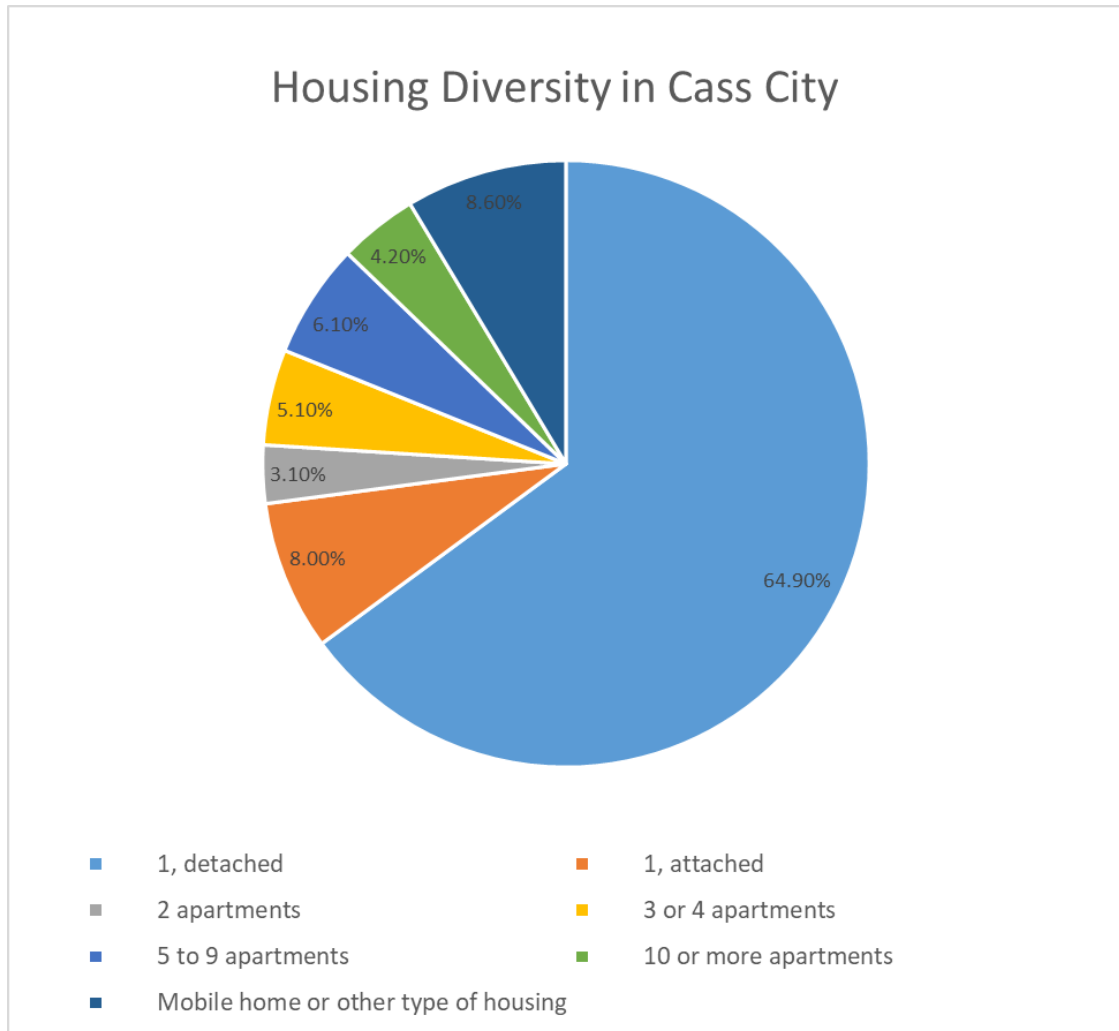
Percentage of People, as Percent of Population, Who Spent 30% or More of Household Income on Housing Costs in Cass City

Annual Income	Percent of Total Population who are Cost Burdened
Less than \$20,000	10.7%
\$20,000-\$49,999	8.8%
\$35,000-\$49,999	1.3%
\$50,000-\$74,999	1.3%
\$75,000 or more	0.0%
Total	22.1% of total population is cost burdened by Housing Costs

U.S. Census Bureau, U.S. Department of Commerce. (n.d.). Financial Characteristics. *American Community Survey, ACS 5-Year Estimates Subject Tables, Table S2503*. Retrieved July 2, 2025, from <https://data.census.gov/table/ACSST5Y2023.S2503?q=tuscola+county&t=Housing&g=160XX00US2613880>.

The US Census states that in the Village of Cass City, 22.1% of householders are cost-burdened by housing costs. This means that they spend at least 30% of their monthly income on housing-related costs. These costs can include utilities, water and sewer, real estate taxes, insurance, mortgage or rent payment, and HOA fees.

Statistic #4: Housing Diversity in Cass City



The Village of Cass City's housing stock is made up of 65% single-family detached homes, making this the most popular type of housing. It is likely that most of the of 2-4 unit apartment structures making up 8% of the housing stock are are duplexes, triplexes, or quadraplexes. Townhomes and other attached housing styles also make up 8% of the housing, and 10% of the housing stock is made up of structures with 5+ apartments. Mobile homes and other types of housing make up 9% of the housing stock.

Housing-related goals:

The Village of Cass City, after careful observation of statistics from the U.S. Census and Michigan State Housing Data Portal, along with results of community surveying, has developed the following housing goals, many to be implemented in the updated version of the Village's Master Plan.*

1. Address necessary repairs and updates in the aging housing stock to preserve the existing housing for future generations.
2. Update zoning requirements to allow for increased density on existing residential parcels.
3. Encourage the development of mixed-use buildings in the B-1, B-2, and OS-1 zoning districts for both housing and commercial use.
4. Support developers through collaboration on grants and applying for local, state, and federal funding support. Explore TIF arrangements with prospective developers.
5. Diversify the housing stock in Cass City through increasing attached, apartment, and multi-family housing. Also promote the development of Accessory Dwelling Units (ADUs).
6. Develop affordable housing for low-to-moderate income households.

*These goals are not yet finalized or adopted for the 2025 Master Plan.

CDBG Application Section C: Community Development Narrative

C2: Planned Short Term Activities (1-2 Years)

Village of Cass City

Within the next two years, activities that will address identified **community development needs** in Cass City include:

1. Exploring actions to address vacant commercial properties in the downtown district.
2. Continuing an ongoing forestry program to support a healthy and safe tree canopy in Cass City.
3. Completing a PASER study to understand roadway conditions and plan future capital improvements.
4. Updating the Wastewater Treatment Plant, annually addressing road and walkway improvements, and replacing water lines to maintain sound infrastructure in Cass City and meet regulatory requirements.
5. Maintaining the MEDC's Redevelopment Ready Certified Community designation through continual strategic planning, training, and public engagement.
6. Updating zoning to support housing and commercial development needs within Village limits and continually supporting mixed-use development in the downtown corridor to promote both housing and commercial uses.
7. Improving downtown streetscape through façade, landscaping, and display initiatives supported by the DDA.
8. Equitably addressing blight in residential zones through collaboration between residents and code enforcement to increase overall health and safety of the community.
9. Support the opening of a childcare center to address the lack of childcare services in the community.

Within the next two years, activities that will address identified **housing needs** in Cass City, as identified in the Housing Needs Assessment and supplemental information, include:

1. Supporting the rehabilitation of two historic buildings in Cass City's downtown for mixed use development, creating up to 20 new housing units for low-to-moderate income households. Support includes grant administration and overall technical support.
2. Supporting the rehabilitation of single-family, owner-occupied housing units in Cass City to address interior and exterior improvements, increase energy efficiency, improve accessibility, and provide potential modest landscaping. A priority will be set on older homes.
3. Revising zoning ordinances to support housing development and increased density.

CDBG Application Section C: Community Development Narrative

C3: Planned Long Term Activities (2+ Years)

Village of Cass City

Long-term activities that will address the identified **community development needs** in Cass City include:

10. Annually addressing road and walkway improvements and replacing water lines to maintain sound infrastructure in Cass City and meet regulatory requirements.
11. Maintaining the MEDC's Redevelopment Ready Certified Community designation through continual strategic planning, training, and public engagement.
12. Improving downtown streetscape through façade, landscaping, and display initiatives supported by the DDA.
13. Continually supporting mixed-use development in the downtown corridor to promote both housing and commercial uses.
14. Developing community facilities that provide services that benefit the community, potentially including the improvement of non-motorized walkways.
15. Expanding the breadth and variety of businesses in Cass City, including restaurants, shopping, healthcare, and more.
16. Collaborating with local agencies on addressing Social Determinants of Health (SDOH) needs in Cass City and the wider region.

Long-term activities that will address **housing needs** in Cass City, as identified in the Housing Needs Assessment and supplemental information, include:

4. Supporting the rehabilitation of two historic buildings in Cass City's downtown for mixed use development, creating up to 20 new housing units for low-to-moderate income households. Support includes grant administration and overall technical support.
5. Continuing support for rehabilitation of aging housing to preserve housing units for generations to come.
6. Installing necessary infrastructure on vacant residentially zoned property to support expanded housing development, specifically multi-family housing.
7. Conduct an inquiry process to invite development for a manufactured home and/ or attached housing neighborhood on currently unoccupied residential land.
8. Developing a rental rehabilitation program to address necessary repairs on rental housing.
9. Preserving and promoting affordability for housing by encouraging continued development of affordable housing by prospective contractors, and the continued pricing of affordable rent rates beyond grant and program requirements.
10. Addressing necessary zoning changes that promote the development of affordable housing.

CDBG Application Section C: Community Development Narrative

C4: Impact of the Proposed CDBG Activities

Village of Cass City

CDBG activities outlined in this application will, first and foremost, address the necessary repairs in Cass City's aging housing stock. Cass City's housing stock is made up of approximately 838 homes. Forty-four percent of those, or 367 homes, were built before 1960. Because of the rising cost of construction, we need to be certain to preserve the existing homes in the Village and not lose any of these due to lack of maintenance.

More broadly, these CDBG activities will also improve the health of our community through addressing both the *Economic Stability* and *Neighborhood and Built Environment* Social Determinants of Health (SDOH).

Economic Stability: Activities will help to cover costs for necessary home repairs that otherwise would be a financial burden on homeowners. Deferred maintenance would likely open a homeowner to larger costs down the road. CDBG activities will allow homeowners to address these repairs *now* and avoid future problems.

Neighborhood and Built Environment: Activities will create accessibility within and outside of homes, decrease monthly housing related costs including utilities (through improved weatherproofing and energy efficiency), build safety within and outside of homes, among other impacts. Together, these efforts will not only preserve Cass City's existing housing stock, but will also build a healthier, safer, and more resilient community for generations to come.

CDBG Application Section C: Community Development Narrative

C5: Plan for Minimizing and Addressing Displacement

Village of Cass City

RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION PLAN
FOR PHASE 1 OF THE CASS CITY HOUSING REHABILITATION PROJECT

PURPOSE OF THIS PLAN:

The Village of Cass City is committed to making every effort to minimize displacement by thoroughly evaluating all project proposals prior to approval. Nevertheless, unexpected conditions—such as the discovery of hazardous materials or the occurrence of natural disasters—may arise, requiring temporary or permanent displacement. In such cases, the Village will adhere to the procedures outlined in this Residential Anti-Displacement and Relocation Plan.

**RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION PLAN
UNDER SECTION 104(D) OF THE
HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974, AS AMENDED
AS APPLICABLE TO THE
VILLAGE OF CASS CITY – HOUSING REHABILITATION PROJECT, PHASE 1**

MINIMIZATION OF DISPLACEMENT

The Village of Cass City (“UGLG”) is committed to minimizing the displacement of residents as part of Phase 1 of the Cass City Housing Rehabilitation Project. The following measures will be implemented to ensure that disruptions to housing stability are limited to the greatest extent practicable:

- A. All project applications will be reviewed to avoid selecting rehabilitation projects that would require homeowners or occupants to vacate their dwelling for more than 12 consecutive hours during any phase of construction.
- B. During initial site assessments, the Village and contractors will jointly evaluate each home for potential risk factors that may lead to temporary displacement. When such risks are identified, appropriate mitigation strategies will be developed and implemented as allowable.
- C. The Village will coordinate with code enforcement officers to ensure they are aware of properties under rehabilitation, encouraging communication between contractors, homeowners, and local officials.

TEMPORARY RELOCATION PROTOCOL

The Village does not anticipate the need for temporary relocation of any participants during Phase 1 of the Housing Rehabilitation Project. However, as a precautionary measure, each homeowner will be required to identify an alternate location where they or other occupants could stay in the event that the home becomes temporarily uninhabitable between the hours of 9:00 PM and 6:00 AM due to standard construction requirements.

Should a situation arise in which a homeowner or contractor indicates that occupants are unable to remain in their residence during ongoing construction, the following procedures shall be followed:

1. **Assessment of Circumstances:** The Village will assess the reason provided by the homeowner and/or contractor and determine whether the home is safe for occupancy.

2. **Remediation Feasibility:** If the home is deemed unsafe for occupancy, an assessment will be made to determine whether the issue can be resolved within the same day.
3. **Use of Identified Contacts:** If same-day remediation is not feasible, the homeowner will be instructed to contact the alternative housing location they listed in their application to arrange for temporary accommodations.
4. **Alternative Personal Arrangements:** If the designated contact is unavailable, the homeowner will be encouraged to identify and utilize other personal contacts with whom they may stay.
5. **Local Lodging Options:** In the absence of available personal accommodations, the homeowner and/or occupants will be advised to seek lodging at a local hotel, such as the Executive Inn in Cass City or the Woodyzzz Motel in Caro.

Note: The Village of Cass City shall not be responsible for any costs associated with temporary accommodations or the movement of personal property. This program is a voluntary, and therefore, the homeowner assumes the possibility of necessary temporary relocation during the proposed construction project.

RELOCATION ASSISTANCE TO DISPLACED PERSONS: DEMOLITION OR CONVERSION OF DWELLING UNITS

The Village of Cass City will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG Program, move permanently, or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24.

ONE-FOR-ONE REPLACEMENT OF LOWER-INCOME DWELLING UNITS

The Village of Cass City will replace all occupied and vacant occupiable low- and moderate-income dwelling units demolished or converted to a use other than low- and moderate-income housing in connection with an activity assisted with funds provided

under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR 570.488 (c) in Subpart I.

Before entering into a contract committing the Village to provide funds for an activity that will directly result in demolition or conversion the, Village will make public by publication in the Tuscola County Advertiser and submit to Grants Administrator the following information in writing:

- A. A contact name and phone number;
- B. A description of the proposed assisted activity;
- C. The location on a map and number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low- and moderate-income dwelling units as a direct result of the assisted activities;
- C. A time schedule for the commencement and completion of the demolition or conversion;
- D. The location on a map and the number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units. If such data are not available at the time of the general submission, the UGLG will identify the general location on an area map and the approximate number of dwellings units by size and provide information identifying the specific location and number of dwelling units by size as soon as it is available;
- E. The source of funding and a time schedule for the provision of the replacement dwelling units;
- F. The basis for concluding that each replacement dwelling unit will remain a low- and moderate-income dwelling unit for at least 10 years from the date of initial occupancy;
- G. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units) is consistent with the housing needs of lower income households in the jurisdiction.

CONTACT INFORMATION

The following contact is designated for oversight and compliance of this plan:

Debbie Powell, Village Manager

Phone: (989) 872-2911

Email: ccmanager@casscity.org

Section D



CDBG Application Section D1: Homeowner Rehabilitation Application Supplement

D1B1: Program Design and Administration

Village of Cass City

a) Roles and Responsibilities

Role	Name, Title	Responsibilities
Project Manager (Staff)	Debbie Powell, Village Manager	<p>CDBG Administration including:</p> <ul style="list-style-type: none"> • Signing application and all attachments • Signing grant agreement and all amendments • Signing payment requests • Serving as NEPA Environmental Officer <p>Leads oversight and serves as facilitator of the program</p> <p>Intake of applications and site determination</p>
Financial Manager (Staff)	Nan Walsh, Village Clerk	Financial and legal activities related to the program
Project Coordinator/Supporter (Staff)	Laken Chapin, CEDAM Fellow	<p>Contact person for interested homeowners and applicants</p> <p>Marketing and public outreach activities for the program</p> <p>General communications and planning for the program</p> <p>Intake of applications and site determination</p>
Project Coordinator/Supporter (Staff)	Melanie Radabaugh, Director of Community Development	<p>Contact person for interested homeowners and applicants</p> <p>Marketing and public outreach activities for the program</p> <p>General communications and planning for the program</p> <p>Intake of applications and site determination</p>
Community Representative(s)	To be determined	<p>Intake of applications and site determination</p> <p>Offer skills and expertise in decision-making process</p>
Third-Party Administrator	To be determined	<p>Grant Administration Activities including those outlined in the Grant Management Plan (13A) referenced in section D of the Application.</p> <p>Environmental activities</p>
Contractors	To be determined	Rehabilitation activities

b) Program Parameters

Parameter	Explanation
Maximum assistance amount	\$40,000 per unit
Eligible repair costs	<p>The actual cost of rehabilitating housing, including:</p> <ul style="list-style-type: none"> Interior and Exterior Improvements to meet applicable rehabilitation standards and code requirements. <p>The following are eligible costs if they are implemented in conjunction with another assisted activity (cannot be standalone):</p> <ul style="list-style-type: none"> Energy-related repairs or improvements provided they are permanently affixed. Improvements necessary for persons with accessibility needs. Modest landscaping (seed/sod, mulch, trees/shrubs, perennials), up to \$1,000 <p>Activities that require displacement of the home occupants will only be considered on a case-by-case basis. Generally, they will be discouraged.</p>
Homeowner contribution requirements	<p>There are no homeowner contribution requirements. However:</p> <p>CDBG assistance of \$10,000 or less will be a grant to the homeowner with no repayment, mortgage or mortgage note required.</p> <p>CDBG assistance of \$10,001 or more shall be a zero interest, zero payment loan, forgivable after five years. Loans shall be secured by a second mortgage, forgiven in full at the end of five (5) years. Other loan characteristics:</p> <ul style="list-style-type: none"> Mortgage shall include the full amount of assistance. Mortgage and Mortgage Note are between homeowner and MSHDA. Due on default, sale, refinance or transfer, or if no longer occupied by borrower. Subordination of this mortgage, i.e. through borrower refinancing, is not allowed. Program Income resulting from loan payoffs shall be returned to MSHDA.
Location	Within Cass City Village Limits

c)

Target	Strategy
Families with children	Families with children easily receive alerts and notifications through the public school system. The Village will aim to partner with the school district to share program information with families with children.
Populations without internet access	Some residents in Cass City have limited to no broadband access. Therefore, an announcement about the program will be made in the monthly utility bill and in the locally printed newspaper. Interest forms will be available both online and at the Village office.
Populations over the age of 65	To reach Cass City's population of homeowners over 65, the Village will share information about the program with local organizations whose general makeup is predominantly seniors or is regularly connected with seniors.
Populations requiring accessibility improvements	The Village will share information about the Homeowner Rehab program with local hospitals who may already be connected with homeowners who need improvements in their home, including accessibility improvements.
Homes with known need of repair	Working with local police and firefighters, the Village will share information about the program to these personnel who regularly address blight and serve as first responders.

CDBG Application Section D1: Homeowner Rehabilitation Application Supplement

D1B2: Participant and Site Selection

Village of Cass City

a)

Eligibility Criteria for Applicant and Property:

- Home must be occupied by owner(s) and has been their primary residence for at least 12 months.
- Home must be within the Cass City village limits and must be at least 5 years old.
- Homeowner(s) must be current on property taxes, mortgage payments, and utilities. Payment plans are acceptable for taxes and utilities. Utilities must be turned on.
- Household must meet household income requirements (see below).
- Home must be a structural home: trailers and mobile-homes not permanently affixed to the ground are not eligible. Manufactured homes and modular homes on a concrete foundation are eligible.
- Home must not be subject to a foreclosure proceeding, court-ordered receivership, or nuisance abatement.
- Home must be a standalone single-family, owner-occupied residence zoned residential (RA-1, RB, RC) or accepted variance/nonconforming use. (Some commercial districts in Cass City are newly implemented and include residential use that was grandfathered in.)
- Homeowners must not work for the Village of Cass City or be an immediate family member of an employee of the Village of Cass City.

Annual Gross Income Limit per Household for 80% AMI in Tuscola County

1 person: Up to \$44,600

2 persons: Up to \$51,000

3 persons: Up to \$57,350

4 persons: Up to \$63,700

5 persons: Up to \$68,800

6 persons: Up to \$73,900

7 persons: Up to \$79,000

8+ persons: Up to \$84,100

b)

Application Process:

1. Interested parties will fill out an interest form that asks basic eligibility questions and for a brief description of their project interests. The interest form is attached.
2. After initial review and verification of the interest form, parties will be notified if they are invited to apply to the program. Ineligible parties will be notified that they are not eligible to apply.
3. The Village of Cass City will accept applications for a certain period of time as approved by MSHDA. Applications will only be accepted during the specified period, unless not enough applications have been received. Required documentation to supplement the application will include, but is not limited to, the following:
 - a. Copy of personal identification for every person over 18 years old living in the home
 - b. Copy of social security card for every person living in the home, regardless of age
 - c. Copy of mortgage statement, unless home is debt free, then a recorded deed
 - d. Copy of declaration page of homeowners insurance or statement from an insurance company stating that the home could be insured once repairs are made
 - e. Copy of 2024 state and federal tax returns and W-2s for all members of the household that qualify as contributors to the household income
 - f. Copies of three (3) months of most recent pay stubs/social security/pension/etc. statements for persons over 18 years old living in the home
 - g. Copies of the last 6 months of bank statements for all members of the household that qualify as contributors to the household income —checking and/or savings
 - h. Copies of the last 3 months of statements for all liquid assets for all members of the household that qualify as contributors to the household income (i.e. stocks or bonds)
 - i. Copies of current utility statements for water/sewer, gas, electricity
 - j. Copies of photos of the specified project area(s)
4. At specified dates and times, the application review committee, made up of the Project Manager and Project Coordinators/Supporters, along with any interested Village Council members, will complete a blind review of the applications. Applications will be scored using a score sheet that prioritizes improvements to

meet applicable standards and codes, energy efficiency, roofing, windows, weatherization, accessibility, and HVAC. Applications that outline any eligible activity will be accepted.

5. Upon the completion of scoring, projects totaling up to \$200,000 will be recommended to MSHDA for approval.

c)

Prioritized repairs ranked in no particular order, are as follows:

1. Repairs that, left unaddressed, will lead to homeowner displacement within the next two years.
2. Repairs that, left unaddressed, will cause the home to become permanently unoccupiable.
3. Repairs that, left unaddressed, will cause the homeowner to lose homeowner's insurance or will continue to keep the home in an uninsurable state.
4. Repairs including roofing, siding, doors, and/or windows that address weatherization needs.
5. Repairs addressing heating, ventilation, and conditioning (HVAC).
6. Repairs, that in addition to those above, address accessibility needs.
7. Repairs, that in addition to those above, address blight related to landscaping.
8. Repairs in homes more than 60 years old.
9. Repairs in homes with householders over the age of 65 and under the age of 18.

CDBG Application Section D1: Homeowner Rehabilitation Application Supplement

D1B3: Contractor Selection and Construction

Village of Cass City

a)

The Village of Cass City and the Third-Party Administrator will compile a list of pre-qualified contractors in the Thumb Region and Eastern Michigan that are able to complete eligible activities. This will be completed using a Request for Qualifications as recommended by MSHDA.

These pre-qualified contractors will be required to have the necessary experience and licensing that meets the requirements of the CDBG Policy Manual. A Request for Qualifications will be sent to prior-researched companies¹ and shared in various media outlets to be made publicly available for all. The RFQ will be straightforward and allow the Village of Cass City to easily determine if contractors are qualified to complete eligible CDBG activities.

Once determined, an orientation will be available for all pre-qualified contractors to ensure that all program guidelines, including scope of work, compliance requirements, and payment schedules are clearly communicated.

The Village of Cass City will create an organized list of pre-qualified contractors based on the types of services that they can provide (i.e. carpentry, windows and doors, roofing, driveway repair, etc.) and this organized list will be shared with homeowners as determinations are made for which contractor to use for rehabilitation activities. For each individual project, the homeowner, with assistance from the Village and TPA, will be required to solicit bids and choose a contractor from the list.

-
1. The Village of Cass City will include in this list minority-owned and women-owned businesses in the Thumb Region and Eastern Michigan area found using the [MSHDA MBE WBE Database](#).

b)

All contractors will be required to designate a site supervisor to always be present at the rehabilitation site when work is being performed. This person will maintain communication with the Third-Party Administrator as they conduct construction oversight including maintaining project timelines, progress monitoring, and compliance checks.

c)

The selected Third-Party Administrator (TPA) will oversee inspection procedures including initial property assessments, progress evaluations, and final project sign offs. The TPA will be tasked with assisting the Village of Cass City in hiring an Environmental Review agency if the TPA is not able to provide these services. Throughout the project, the TPA will be in direct contact with the Village of Cass City's Project Manager to ensure all necessary tasks are completed in a timely manner.

CDBG Application Section D: Project Management Overview

D3: Procurement of a Third-Party Administrator

Village of Cass City

The Village of Cass City will procure a third-party administrator (TPA) to assist with grant administration and environmental review.

The Village of Cass City will begin its procurement of a TPA following the execution of the grant agreement as established by MSHDA. In procuring a TPA, the Village will

1. Solicit proposals from an adequate number of qualified sources. The RFP will be publicized through newspaper publishing, social media, email, and/or mail. The Village also may conduct phone calls as a secondary solicitation method.
2. The RFP will include significant evaluation factors, including cost. The RFP will include Environmental Review responsibilities such that the Village will not hire an ER Consultant separately from the TPA.
3. The Village will open proposals received from the RFP at a designated time at a public meeting, with details to be included in the RFP. A committee of staff members will open the bids and evaluate them using a scoresheet. This committee will include the Village Manager and Village Clerk.
4. The Village Manager will recommend, through a memorandum to the Village Council, an award to be approved to the respondent whose proposal is most advantageous to the community, all factors, including cost, considered.
5. The award will be approved by a motion from the Village Council.
6. The RFP process will be a free and open competition. The award shall not exceed \$36,000.

The Village of Cass City will submit their choice for the TPA and the following to a CDBG Specialist:

1. A detailed explanation of how the TPA was procured and indication of who the Village would like to contract with and why.
2. A detailed letter on the Village letterhead requesting authorization to contract with a qualified party and specific contract amount.

The Village will wait to receive MSHDA approval before entering a contract with the TPA.

CDBG Application Section D: Project Management Overview

D4: Activity Oversight and Administration

Village of Cass City

a) The Village of Cass City will be responsible for compliance with the terms of the grant agreement and work closely with a Third-Party Administrator to oversee the grant program and technical tasks. The Project Manager, Debbie Powell, will serve as the liaison between the TPA and the Village. The Project Manager will also be the main contact for developers and homeowners.

b) Of the following CDBG tasks outlined in the Grant Management Plan, either Village/Project Manager **Debbie Powell, staff** at the Village of Cass City, or a Third-Party Administrator (**TPA**) will be responsible.

Task	Responsible Party
Housing Needs Assessment	N/A, if necessary, staff
Public Hearings	Debbie Powell
Civil Rights / EEO	Debbie Powell
Complaint Procedure	Debbie Powell
David Bacon and Related Acts (labor standards)	<i>N/A, but if determined necessary, TPA</i>
Environmental Review	TPA
Environmental Review Procurement	Debbie Powell
Fair Housing	Debbie Powell
Uniform Relocation Act	<i>N/A, but if determined necessary, TPA</i>
Financial Management	TPA
Household Income Eligibility	Debbie Powell & TPA
Processing Applications for Assistance	Debbie Powell, staff, & TPA
Program Guidelines	Debbie Powell & TPA
Outreach and Public Information	Debbie Powell & staff
Property Selection for Acquisition	N/A
Contractor Selection Process	TPA
Cost Estimates	Debbie Powell & TPA
Inspections	TPA
Lead Based Paint Requirements	TPA
Specifications	Debbie Powell & TPA
Grant Status updates	TPA
Construction Supervision	Debbie Powell & TPA
Marketing Units	N/A
Mortgage/Lien Documents	TPA
Project Bid Awards	TPA
Financial Status Reports (FSR Payment Requests)	TPA
Other: Onboarding of subrecipients	TPA

c) After the grant execution, the Village of Cass City will procure a Third-Party Administrator with Environmental Review as one of the responsibilities in the RFP, requiring that agencies seeking to propose services must have the capacity to serve in both roles whether through direct provision or subcontract. The Village of Cass City is seeking to contract with a singular vendor to minimize oversight across parties involved.

The Village of Cass City Project Manager will meet as often as necessary with the Third-Party Administrator to go over program timelines, updates, and tasks. This may look like a weekly phone call, email check-in, or formal meeting. Consistent and clear communication will be expected and enforced between the program staff at the Village of Cass City and the Third-Party Administrator.

The internal staff at the Village of Cass City will have a standing bi-weekly meeting dedicated to the Cass City Housing Rehabilitation Project to discuss necessary action items. When necessary, the TPA and/or CDBG Specialist will be invited to attend this meeting.

The Tier I Environmental Review will begin as soon as possible by the providing agency and it will have a target completion date of 2/13/2026. The Project Manager and Third-Party Administrator will work closely to ensure that all other regulatory requirements are met in a timely manner according to MSHDA's requirements.

d) Depending on the Third-Party Administrator selected, the Village of Cass City will encourage the use of a project management platform or basic data sharing platform to organize all activities and monitor the project as it progresses. Examples of this include Trello or Google Sheets.

The Project Manager will monitor construction activities and have at least weekly check-ins with each site supervisor during the construction period for each home.

With the use of check-ins and routine project monitoring, the Village of Cass City plans to minimize compliance issues. However, if compliance issues arise, the Project Manager, Debbie Powell, and the Third-Party Administrator will prioritize addressing these issues as soon as they become observable or expected. The Village of Cass City and the Third-Party Administrator will work closely with MSHDA to remediate any compliance issue in a timely manner.

Section E

No attachments



Section F



CDBG Application Section F: Capacity and Implementation

F1: Organization and Staff Capacity

Village of Cass City

The Village of Cass City will have three full-time staff members and one temporary staff member working on the Homeowner Rehabilitation Project. There will also be a Third-Party Administrator working with the Village to handle a majority of administrative work for the project.

Key Staff Include:

Debbie Powell, Village Manager, Zoning Administrator, October 2017 - Present

Key Responsibilities/Experiences: Oversight of all Village operations and departments, grants management and reporting, liaison to elected bodies, planning

Nanette Walsh, Village Clerk/Treasurer, January 2004 – Present

Key Responsibilities/Experiences: Financial management for the Village, experience completing CDBG reporting and administration, grant reporting

Melanie Radabaugh, Director of Community Development, Parks & Recreation, May 2023 – Present

Key Responsibilities/Experiences: Community liaison, community development, planning, grant writing and reporting, project management

Laken Chapin, CEDAM Fellow, January 2025 – April 2026

Key Responsibilities/Experiences: Grant writing, public relations, media development, technical assistance, report writing

Community Member(s) (Name(s) to be determined)

Key Desired Responsibilities/Experiences: Background in construction and construction management and/or background in housing initiatives, interest in serving as community advocate within the program

CDBG Application Section F: Capacity and Implementation

F2: Grant History

Village of Cass City

The community development grant awards that the Village of Cass City has received in the past five years include:

DNR Community Forestry Grant: Cass City received a matching grant from the Michigan DNR to conduct a tree inventory within the Village. **Status: Monitoring**

Tuscola County Community Foundation FYI Grant: Cass City received a grant to purchase bike racks in the downtown area. **Status: Completed Successfully**

MEDC Public Spaces Community Places Grant: Cass City received a matching grant from the MEDC to install a Bark Park (dog park). **Status: Completed Successfully**

Cass City has not been the recipient of any housing grant awards in the past five years.

CDBG Application Section F: Capacity and Implementation

F3: Implementation Strategy

Village of Cass City

The Village of Cass City is uniquely positioned for the successful implementation of a Homeowner Rehabilitation project for a few key reasons:

1. **Need:** Approximately 250 owner-occupied homes in the Village have a household income less than the Annual Area Median Income. We expect that many of these homes will seek assistance from the program and believe it is a timely initiative in our community.
2. **Capacity:** The Village Clerk has prior experience with CDBG Housing programs, offering unique expertise with reporting. The Village also has an additional staff person, a CEDAM Fellow, currently employed to help with the beginning stages of this project. The fellow will be working on many aspects of this project for the next eight months.
3. **Leadership:** The leadership of the Village of Cass City, including the Village Council, Planning Commission, and DDA have been very supportive of housing development work in the Village. There is buy-in across each board to embrace equitable housing development.

The Village plans to execute this program in partnership with community members. The Village will seek up to two local experts who have knowledge on construction management and/or housing development work. These individuals can offer their expertise in the CDBG decision making process in crafting guidelines, program specifications, and deciding on applications.

Section G



CDBG Application Section G: Compliance Requirements

G2: Public Hearing Documentation

Public Notices

Minutes from Public Hearing

Publishing Affidavit

Village of Cass City

VILLAGE OF CASS CITY

NOTICE OF PUBLIC HEARING

FOR MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
FUNDING FOR THE CASS CITY HOUSING REHABILITATION PROJECT

The Village of Cass City will conduct a public hearing
at the regularly scheduled Village Council Meeting on

July 28, 2025 at 6:05 P.M.
at 6506 Main St. Cass City, MI, 48726

for the purpose of affording citizens an opportunity
to examine and submit comments
on the proposed application for a CDBG grant.

The Village of Cass City proposes to use CDBG grant funds in the amount of \$236,000 for funding eligible home rehabilitation projects within Cass City Village Limits. No funds will be matched by the Village of Cass City. All activities, upon completion, will benefit low-to-moderate income households. No persons are expected to be displaced as a result of the proposed activities.

Further information, including a copy of Cass City's community development plan (Master Plan) and CDBG application is available for review. To inspect the documents, please contact Laken Chapin, CEDAM Fellow, at lchapin@casscity.org or (989) 872-2911 or review the documents at 6506 Main St. Cass City, MI 48726 during operating hours.

Comments may be submitted in writing through July 24, 2025 or made in person at the public hearing.

Citizens' views and comments on the proposed application are welcome.

Nanette Walsh
Clerk/Treasurer

Laken Chapin
CEDAM Fellow

VILLAGE OF CASS CITY

NOTICE OF PUBLIC HEARING

FOR MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
FUNDING FOR THE CASS CITY HOUSING REHABILITATION PROJECT

The Village of Cass City will conduct a public hearing
at the regularly scheduled Village Council Meeting on

August 25, 2025 at 6:05 P.M.
at 6506 Main St. Cass City, MI, 48726

for the purpose of affording citizens an opportunity
to examine and submit comments
on the proposed application for a CDBG grant.

The Village of Cass City proposes to use CDBG grant funds in the amount of \$236,000 for funding eligible home rehabilitation projects within Cass City Village Limits. No funds will be matched by the Village of Cass City. All activities, upon completion, will benefit low-to-moderate income households. No persons are expected to be displaced as a result of the proposed activities.

Further information, including a copy of Cass City's community development plan (Master Plan) and CDBG application is available for review. To inspect the documents, please contact Laken Chapin, CEDAM Fellow, at lchapin@casscity.org or (989) 872-2911 or review the documents at 6506 Main St. Cass City, MI 48726 during operating hours.

Comments may be submitted in writing through August 21, 2025 or made in person at the public hearing.

Citizens' views and comments on the proposed application are welcome.

Nanette Walsh
Clerk/Treasurer

Laken Chapin
CEDAM Fellow

Minutes from Public Hearing

[insert]

Publishing Affidavit

[insert]

CDBG Application Section G: Compliance Requirements

G3: CDBG Authorizing Resolution

Village of Cass City

VILLAGE OF CASS CITY

RESOLUTION TO DESIGNATE VILLAGE MANAGER AS AUTHORIZED OFFICIAL FOR MSHDA CDBG GRANT PROCESS

WHEREAS; The Village of Cass City plans to apply to the Michigan State Housing Development Authority (MSHDA) MI Neighborhood Community Development Block Grant (CDBG) Program to fund Homeowner Rehabilitation Projects through the Cass City Housing Rehabilitation Project (CCHRP); and

WHEREAS; the Village of Cass City has requested \$236,000 and will match zero (0) funds; and

WHEREAS; the proposed project is consistent with the Village of Cass City's community development plan as described in the Application; and

WHEREAS; all activities will be taken for the purpose of improving permanent residential structures, which upon completion will be 100% occupied by low-or-moderate income households; and

WHEREAS; no project costs (CDBG and non-CDBG) will be incurred prior to a formal grant award completion of the environmental review procedures and formal, written authorization to incur costs has been provided by a CDBG Specialist; and

WHEREAS; the Village of Cass City has local authorization to submit the Michigan CDBG Application as a Unit of Government; and

NOW, THEREFORE BE IT RESOLVED, the Village of Cass City will designate Debora Powell, Village Manager as the person authorized to oversee all grant activities, to sign the Application and all attachments, to sign the Grant Agreement and all amendments, to sign Payment Requests, and to be the NEPA Environmental Review Certifying Officer for the MSHDA CDBG Program.

ROLL CALL:

AYE: Benkelman, Dorland, Griesing, Goka, Kirn, Oslund, Paskowski

NAY: None

ABSENT: None

ABSTAIN: None

RESOLUTION: Approved

Nanette Swalsh, 7-28-2025
Clerk/Treasurer
Village of Cass City, MI

CDBG Application Section G: Compliance Requirements

G4: Procurement Policy

Village of Cass City

VILLAGE OF CASS CITY
PURCHASING AND CONTRACTING POLICY FOR FEDERAL CDBG PROJECTS AND SIMILAR PROJECTS

Purpose

This purchasing and contracting policy is provided as a supplement to the Village of Cass City Ordinance No. 124, § 6, 9-29-1986, Codified *Sec 2-85- Purchasing responsibilities*. The following purchasing and contracting policy shall be activated and in effect regarding the purchasing of and contracting for materials, supplies, capital outlay, or services necessary for maintenance, repair, and operation of Village facilities within the Village of Cass City when Federal CDBG and similar funds are being used. All other purchasing and contracting activities will be subject only to Village of Cass City Ordinance No. 124, § 6, 9-29-1986 and this policy will not be activated. Under this policy, the purchasing authority remains the responsibility of the Village Manager.

The Purchasing and Contracting Policy for Federal CDBG Projects and Similar Projects will be activated under the following conditions:

1. The Village of Cass City is utilizing, wholly or partially, CDBG funds from United States Federal Government for purchasing and contracting activities that are subject to 2 CFR Part 200.
2. The Village of Cass City is utilizing funds, wholly or partially, from any source for which the policy would also require activation.

Procedure

1. Ethical requirements for Public Contracting with the Village of Cass City

- a. Employee, elected official, or agent conflict of interest. It shall be unethical for any Village of Cass City employee, elected official, or agent to participate directly or indirectly in a procurement contract when he or she knows that:
 - i. The Village of Cass City employee, elected official, or agent or any member of his or her immediate family has a financial or other tangible interest pertaining to the procurement contract;
 - ii. The Village of Cass City employee, elected official, or agent, or any member of his or her immediate family, is negotiating or has an arrangement concerning prospective employment with a vendor contracting with the Village of Cass City; or
 - iii. The Village of Cass City employee, elected official, or agent, or any member of his or her immediate family, while such, is also the employee of any vendor contracting with the Village of Cass City.
- b. Gratuities. It is unethical for any individual to offer or provide, or agree to provide, any gratuities, favors, or anything of monetary value, or offer of employment to a current or former Village employee in connection with any official action or decision. Likewise, no current or former Village employee shall solicit, accept, or agree to accept any gratuities, favors, or anything of monetary value, or offer of employment from any person in exchange for influencing or participating in decisions, recommendations, investigations, or any matter related to Village programs, contracts, or procurement activities.
- c. Prohibition against contingent fees. It shall be unethical for a person to be retained, or to

retain a person, to solicit or secure a Village contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.

- d. Use of confidential information. It shall be unethical for any Village employee or former Village employee to knowingly use confidential information for actual or anticipated personal gain, or for the actual or personal gain of any other person.
- e. Sanctions.
 - i. *Employees:* Sanctions against employees shall be in accordance with Chapter 2 of the Village of Cass City Code of Ordinances (Administration).
 - ii. *Nonemployees:* The Village Manager may impose any one or more of the following sanctions on a nonemployee for violations of ethical standards: Written warnings or reprimands; Termination of contracts; or Debarment or suspension.
- f. Criminal penalties. To the extent that violations of the ethical standards of conduct set forth in this article constitute violations of any Michigan State Law, they shall be punishable as provided therein. Such penalties shall be in addition to the civil sanctions set forth in this article. Criminal, civil and administrative sanctions against employees or nonemployees which are in existence on the effective date of this policy shall not be impaired.

2. Authority

Authority granted to the Village Manager without further council action:

- a. The Village Manager is hereby granted the authority to purchase and contract for materials, supplies, capital outlay, or services necessary for the maintenance, repair, and operation of Village facilities under the following conditions:
 - i. The amount per order does not exceed \$5,000.00. Repetitive orders of less than \$5,000.00 shall not be used to circumvent this limitation; and
 - ii. Budgeted funds are available for this purchase.
- b. The Village Manager is hereby granted the authority to approve contract changes that do not exceed \$5,000.00, provided that budgeted funds are available to cover the change order.
- c. The Village Manager may delegate some or all the duties as purchasing agent to another officer or employee. Department heads or their designees are authorized to purchase goods, products, contract labor, or services (i.e. transactions) which are budgeted for, directly from vendors for any transaction of \$5,000.00 or less. All such transactions shall be paid via the Accounts Payable process in BS&A. Every effort to obtain the best price will be made.

3. Council Approval Required

The approval of the Village Council is required under the following conditions notwithstanding the authority granted to the Village Manager as stated above:

- a. Purchases over \$5,000.00.
- b. Purchases which continue for a term longer than the current annual budget if the multi-year total is over \$5,000.00.
- c. Any other situation wherein the Village Treasurer, Village Manager, Village Attorney, or other internal auditor deems it appropriate to have formal action by the Village Council.
- d. Exceptions:
 - i. The Village Manager has the authority to engage in future power purchase commitments over \$5,000.00 without Council approval when time is of the essence. All commitments will be brought to the Council at the next available meeting.
 - ii. The DPW Superintendent, with permission of the Village Manager, has the authority to purchase essential operating equipment and services for the Water and Sewer Departments up to \$50,000 without Council approval when time is of the essence. The purchase details will be brought to the Council at the next available meeting.
 - iii. The DPW Superintendent has the authority to purchase essential operating equipment and services for the Water, Sewer, and Road Departments without Council approval during a response to an emergency situation. All purchases of essential operating equipment and services will be brought to the immediate attention of the Village Manager and to the Council at the next available meeting.
- e. Summary of purchasing guidelines

Spending Threshold	Pricing Requirement	Approval Level
\$1 - \$5,000	Good faith effort for lowest price	Department Head Village Manager
\$5,001- simplified acquisition threshold for calendar year (See 2 CFR 200.320)*	Quotation from no less than two (2) qualified sources Request for Proposals often encouraged but not required	Village Council
<i>Greater than</i> simplified acquisition threshold	Request for Proposals, Formal, Sealed Bid	Village Council
All professional services <i>greater than</i> \$250,000 and Third-Party Administrator for CDBG Project for any amount	Request for Proposals, Competitive, Submitted Proposals	Village Council
All construction services for any amount	Request for Proposals, Formal, Sealed Bid	Village Council

*In 2025, the simplified acquisition threshold is \$250,000.

4. Requirements for Solicitation Methods

a. Good Faith Effort for Lowest Price

Department Heads and/or the Village Manager shall make a good faith effort for the lowest price for purchases up to \$5,000. This may include, but is not limited to the following:

- i. Quoting multiple vendors for the same service or material
- ii. Negotiating prices when applicable
- iii. Seeking quality goods for the best interest of the public body

b. Quotation from Qualified Source

For purchases over \$5,000 but under the simplified acquisition threshold, Department Heads and/or the Village Manager shall obtain no less than two (2) quotations from qualified sources. These quotations shall be included in the approval memo to Village Council to authorize the purchase of the goods. Reasoning for selecting the recommended vendor shall also be included in the memo.

If two (2) quotes cannot be obtained due to the nature of the purchase, reasoning shall be outlined in the memo.

c. Request for Proposals- Sealed Bids

The following are requirements for sealed bids or substantiation to the Village Manager as “sole source” procurement (See Exceptions). Purchases in one budget year should not be broken into smaller parts to avoid the following procedures:

- i. Sealed Bids. Sealed bids are required in all transactions involving expenditures expected to be more than the simplified acquisition threshold, including cumulative purchases across all Village Departments. Sealed bids are also required for construction services, no matter the amount. “Sealed bid” means a written response to a solicitation that requires a public bid opening. Sealed bids shall strictly comply with submission criteria to protect the integrity of the bid process. It is the bidder’s responsibility to ensure compliance with submission requirements. The Village Manager may disqualify a sealed bid that does not conform to the submission requirements. Bids will only be accepted by mail or drop-off.

As a common practice, the Village Manager may encourage a sealed bid process when the expected amount is to exceed \$10,000, though this is not required.

- ii. Initiation of Competitive Bidding Procedure. The Department Head or designee shall initiate this procedure by submitting a written request to the Village Manager, along with a proposed vendors list and specifications. Before beginning a bidding process, two or more potential bidders who are qualified to complete the contract should be identified. The Department Head or designee may request the assistance of the Village Manager in preparing specifications.

- iii. Specifications. The Village Manager shall review and approve all specifications prior to bidding. Whenever possible, specifications shall include a proposed contract that includes all technical requirements, insurance requirements, evaluation methods, and bond requirements, if any. All information and specification must be included in the bid invitation to allow the bidder to properly respond.
- iv. Publication. The Village Clerk shall publish an advertisement for the bid on the Village website at least approximately 30 days before the bid is due, and in other locations to increase interest, such as a local newspaper or professional publication. The bid invitation shall be made public such that it encourages open competition.
- v. Bid Opening. The Village Manager and Department Head shall select the time and place of the bid opening and it shall be included in the bid documents. The Village Clerk and/or the requesting Department Head or designee shall attend the bid opening and record the bids received. Bid openings shall be public. At the bid opening, the Department Head or designee or the Village Manager may request clarification of a bid from any vendor attending the bid opening. No bids shall be accepted after the deadline indicated. An award determination is not required at the bid opening.
- vi. Bid Award. If the bid is more than \$5,000.00, the Village Manager shall submit his or her recommendation to the Village Council for approval with all required documentation. After approval by the Village Council, the Village Manager shall complete the purchase order and agreement and firm fixed-price contract. The Department Head or designee shall notify the successful contractor of the award of the bid.
- vii. Delegation of Bidding Procedure. The Village Manager as the Purchasing Agent may delegate authority to handle a department's competitive process to a department. A department may adopt additional bidding requirements, not in conflict with these policies and procedures or any federal, state, or local laws.
- viii. Exceptions. Competitive bidding shall not be required when the Village Council determines by an affirmative majority vote that the public interest will be best served through noncompetitive procurement. One of the following circumstances must apply:
 - ix. The aggregate amount of the procurement transaction does not exceed the micro-purchase threshold for that year;
 - x. The procurement transaction can only be fulfilled by a single source;
 - xi. The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;
 - xii. The Village of Cass City or subrecipient requests in writing to use a noncompetitive procurement method, and the Federal agency or pass-through entity provides written approval; or

- xiii. After soliciting several sources, competition is determined inadequate.
 - xiv. Sole Bidders. In the event only one bid is received, the department head may recommend the award of the sole bid if the following conditions have been met:
 - 1. Due diligence has been performed in soliciting bids according to these policies and procedures; and
 - 2. The bid has been evaluated and determined to be reasonable based on past purchases and evaluation of the market.
- If only one bid is received and it meets the conditions above, the Village of Cass City shall request permission from the Federal agency or pass-through entity to award the bid with all required documentation.
- xv. Right to Reject. The Village of Cass City reserves the right to reject any and all bids if there is a sound documented reason.

d. Request for Proposals – Competitive Proposals

This is a procurement method used when conditions are not appropriate for using sealed bids including circumstances when qualifications-based procurement is most applicable. The following are requirements for procurement through competitive proposals.

- i. Submitted Competitive Proposals. Proposals are required for the purchase of professional services when the cost will exceed the simplified acquisition threshold. They are also to be used for the procurement of a Third-Party Administrator for CDBG projects and programs. It is at the discretion of the Village Manager to determine when competitive proposals will be required.
- ii. Initiation of Competitive RFP. The Department Head or designee shall initiate this procedure by submitting a written request to the Village Manager, along with a proposed vendors list and specifications. The Department Head or designee may request the assistance of the Village Manager in preparing specifications to avoid duplication and ensure reasonable costs.
- iii. Specifications. The Village Manager shall review and approve all specifications prior to the RFP. The RFP shall, at a minimum, describe the
 - 1. Requirements specific to the Village of Cass City;
 - 2. Anticipated terms and conditions that will apply to the contract;
 - 3. Ability for offerors to propose alternative terms and conditions;
 - 4. When alternative terms and conditions are permitted, the evaluation approach should consider the potential impact on other terms and conditions or the requirement (e.g., place of performance or payment and funding requirements);
 - 5. Information required to be in the offeror's proposal; and
 - 6. Factors and significant sub-factors that will be used to evaluate the

proposal and their relative importance. Cost will be a factor considered.

- iv. Publication. The Village Clerk shall publish an advertisement for the RFP on the Village website and other locations to increase interest for at least 14 days.
- v. Solicitation. Proposals will be solicited from at least two (2) qualified sources. To the maximum extent practicable, any proposal submitted in response to the public notice shall be considered.
- vi. Proposal Selection. The Village of Cass City shall have written procedures for conducting technical evaluations and making selections. Contracts shall be awarded to the most responsible offeror whose proposal is most advantageous to the Village of Cass City when considering price and other factors.
- vii. Single Proposal. If only one proposal is received, the Village of Cass City will provide an explanation and receive approval from the Federal agency or pass-through entity if the Village wishes to select this proposal.
- viii. Award. The Village Manager shall submit his or her recommendation to the Village Council for approval. After approval by the Village Council, the Village Manager shall complete any purchase orders, agreement, firm fixed-price or cost-reimbursement type contract. The Department Head or designee shall notify the successful contractor of the selection of their proposal.
- ix. Delegation of RFP Procedure. The Village Manager as the Purchasing Agent may delegate authority to handle a department's competitive process to a department. A department may adopt additional RFP requirements, not in conflict with these policies and procedures or any federal, state, or local laws.
- x. Right to Reject. The Village of Cass City reserves the right to not select any and all proposals if there is a sound documented reason.

e. Contractor Eligibility Qualifications

All vendors to be considered as potential contractors and subcontractors must meet eligibility requirements. Vendors will be verified for eligibility by the Village of Cass City. When applicable, the Village Manager will search both www.sam.gov and <https://www.hud.gov/hud-partners/limited-denial> to determine whether the vendor is debarred at the federal level. The Village of Cass City may also choose not to qualify a vendor based on the following circumstances pertaining to the vendor, officer of the vendor, or owner of the vendor:

- i. Conviction of a criminal offense incident to the application for or performance of a contract;
- ii. Conviction of embezzlement, theft, forgery, bribery, falsification, or destruction of records, receiving stolen property, or any other offense which currently, seriously, and directly reflects on the vendor's business integrity;
- iii. The loss of license or the right to do business or practice a profession; or

- iv. Any other reasoning that would challenge the integrity of the Village of Cass City if a contract agreement was pursued with the vendor.

Vendors may appeal a disqualification by written letter to the Village Manager or Village Clerk received by them within seven (7) calendar days after notice to the vendor of the disqualification. Upon filing such an appeal, the contracting and bidding process shall be stopped or extended as the situation requires, to hear the appeal.

- f. Non-restrictive competition

The Village of Cass City shall conduct procurement transactions, regardless of dollar amount, in a manner that provides maximum open and free competition.

5. Local Vendors, Minority-Owned, Women-Owned, Labor Surplus Firms

When possible, the Village of Cass City will ensure that small businesses, minority-owned businesses, women-owned businesses, veteran-owned businesses, and labor surplus area firms (See U.S. Department of Labor's list) are considered during procurement processes. Such consideration means:

- a. These business types are included on solicitation lists;
- b. These business types are solicited whenever they are deemed eligible as potential sources;
- c. Dividing procurement transactions into separate procurements to permit maximum participation by these business types;
- d. Establishing delivery schedules (for example, the percentage of an order to be delivered by a given date of each month) that encourage participation by these business types;
- e. Utilizing organizations such as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- f. Requiring a contractor under a Federal award to apply this section to subcontracts.

The chosen vendor will be the one judged to most benefit the Village, with all criteria taken into consideration.

6. Insurance

All contractors are required to provide the Village of Cass City with proof of insurance upon acceptance of services. The Village reserves the right to consult the Village Attorney for recommendations and exceptions to this requirement, including those for contractors without insurance due to religious beliefs protected by the First Amendment (i.e. Amish contractors).

7. Emergency Procedures

The Village Manager and/or DPW Superintendent may, if deemed appropriate due to emergency situations that may affect the health, safety, or welfare of the Village, approve the purchase of necessary materials and supplies without the above requirements. However, such purchase action must be reported at the Village Council at its next regular meeting, where that purchase exceeds \$5,000.00.

8. Contracts

- a. The Village Attorney may review all contracts for approval when deemed appropriate by the Village Manager or the Village Council.
- b. A contract agreement will be required for all purchases over \$10,000. The Village Manager, Village Clerk, and Village Attorney may engage in contract negotiations before a finalized contract is determined.
- c. Contracts will be fixed-price, cost reimbursement, purchase orders, etc. Cost plus a percentage of cost contracting is prohibited.
- d. All signed contracts or agreements related to a purchase of goods or services shall be entered into BS&A.

9. Payment Processing

- a. Payment from invoices only. The Village Clerk will make payment only upon receipt of an "invoice." No payment shall be made from a "statement."
- b. Payment. Upon receipt of the appropriate documents, the Village Clerk shall verify the availability of funds and submit invoices with payment. Paid invoices are reviewed by the Budget and Finance committee and recommended to the Council for approval.
- c. Special Check Handling. Special check handling presents a risk and should be rare. Checks should be mailed directly to the payee or can be picked up during operating hours. Electronic payments may be made after verification with the vendor. Special check handling requires approval by the Village Manager.
- d. Sales Tax. The Village is exempt from Michigan sales tax and federal excise taxes, but individual employees are not. Therefore, any employee who purchases on behalf of the Village utilizing their private funds will not be reimbursed for any sales/excise tax. If the Village does not have an existing tax -exempt credit account with a particular vendor, Department Heads should contact the Village Treasurer's office, who will attempt to establish one. The Village Treasurer's office can provide the necessary exemption documents to any vendor upon request.
- e. Advanced Payment. Vendors may request advance payment from the Village for the purpose of procuring materials, supplies, or other items essential to the fulfillment of contracted services. The Village Clerk is hereby authorized to issue such payment, provided that, prior to the commencement of services, the vendor submits an itemized statement of the expenditures to be covered by the advance. Eligible expenditures shall include materials, labor, travel, and other reasonable and necessary costs directly attributable to the contracted services. In no event shall the amount of any advance payment, when combined with subsequent payments, exceed the total contract amount authorized by the Village unless otherwise approved.

10. Challenges to Procurement Process

The following procedures shall be used by any supplier who wishes to file a complaint regarding a procurement action with the exception of disputes involving the terms, condition, obligation, and interpretations of executed contracts or purchase order including, but not limited to, change orders. If an executed contract or purchase order contains a dispute resolution clause, that clause shall apply and not the procedure outlined in this section. The filing of a complaint shall not delay the award process if it is determined to be in the best interest of the Village. Failure to raise a timely complaint in accordance with the following procedure shall be deemed a waiver of the right to contest the matter further.

a. Informal Dispute Resolution

A Supplier who has a concern with a decision made by the Village shall contact the Village within five (5) working days of when the Supplier became aware, or reasonably should have become aware, of the decision or action which forms the basis of the concern. The Village Manager shall discuss the issue(s) with the Supplier in an attempt to resolve the dispute.

b. Initiation of Complaint or Dispute with Village Administration

- i. Within five (5) working days of discussing the matter with the Village Manager, a Supplier (hereinafter "Complainant") shall outline the concern in writing to the Village Manager.
- ii. The complaint shall be in writing and shall include the following information:
 1. Name, address, and contact information of the Complainant;
 2. Identification of the purchasing action forming the basis of the complaint, including the RFQ/RFP number if available;
 3. A detailed statement of the legal and factual grounds of the complaint, including copies of relevant documents;
 4. The specific relief requested; and
 5. Signature of the Complainant.
- iii. Upon receipt of the complaint, the Village Manager shall conduct a review of the complaint and render a decision within ten (10) working days. Where information needed for the decision must be obtained from sources outside the Village Manager's office, the Village's response may be delayed up to ten (10) additional working days.
- iv. The decision of the Village Manager shall be in writing and shall contain the process for which the decision may be appealed.
- v. The decision of the Village Manager is final unless a written appeal is filed with the Village Council. The appeal must be filed within five (5) working days of receipt of the written decision of the Village Manager and shall contain the specific grounds upon which appeal is made.

11. Contract Administration and Records

- a. The Village of Cass City shall maintain records sufficient to detail the significant history of procurement. These records will include, but are not limited to:
 - i. Rationale for methods of procurement;
 - ii. Selection of Contract type;

- iii. Contractor selection or rejection; and
 - iv. The basis for the contract price.
- b. The Village Clerk shall be responsible for keeping all records for all procurement processes. The procurement records shall:
 - i. Allow an auditor or other interested third-party to track the nature of the goods or services bought with public funds;
 - ii. Track the entire process used to purchase those goods and services; and
 - iii. Show that the public body obtained high quality goods and services at the lowest possible price through an open, competitive process.

Section H



CDBG Application Section H: Certification by the UGLG
H8: Excessive Force Policy

Village of Cass City

VILLAGE OF CASS CITY RESOLUTION

RESOLUTION# 2025.08.25-

**A RESOLUTION OF THE VILLAGE COUNCIL OF CASS CITY
ADOPTING A POLICY
PROHIBITING THE USE OF EXCESSIVE FORCE
AGAINST NON-VIOLENT CIVIL RIGHTS DEMONSTRATORS**

Minutes of a regular meeting of the Village Council of the Village of Cass City, Tuscola County, Michigan, held for the Village of Cass City, 6506 Main Street, in said Village, on August 25, 2025 at 6:00pm.

PRESENT:

ABSENT:

MOTION by:

SUPPORTED by:

WHEREAS, the Village of Cass City has received federal funding through the Michigan State Housing Development Authority (MSHDA) Community Development Block Grant (CDBG) program; and

WHEREAS, Title 1 of the Housing and Community Development Act (HCDA) of 1974, Section 519 of Public Law 101-144, and 1990 HUD Appropriations Act requires that all CDBG recipients adopt and enforce a policy to prohibit the use of excessive force by law enforcement agencies within the recipient's jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

WHEREAS, all recipients of CDBG funds are further required to follow a policy of enforcing applicable state and local laws against physically barring entrances or exits to a facility that is the subject of a nonviolent protest demonstration; and

WHEREAS, the Village endorses a policy prohibiting the use of excessive force and will inform all law enforcement agencies within its jurisdiction of this policy;

NOW, THEREFORE, BE IT RESOLVED, the Village hereby prohibits any law enforcement agency operating within its jurisdiction from using excessive force against any individuals engaged in nonviolent civil rights demonstrations. In addition, the Village agrees to enforce any applicable state or local laws against physically barring entrances or exits from a facility or location that is the subject of a non-violent protest demonstration. The Village further pledges enforcement of this policy within its jurisdiction and encourages any individual or group who feels that the Village has not complied with this policy to file a complaint with the Village Manager.

Information and assistance relative to excessive force complaints shall be provided by:
Debbie Powell, Village Manager, (989) 872-2911

AYES:

NAYS:

RESOLUTION DECLARED: ADOPTED / NOT ADOPTED

Robert Piaskowski,
Village President

Date

Nanette S. Walsh
Village Clerk/Treasurer

Date

CERTIFICATION: I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Village of Cass City, Tuscola County, at a Regular Meeting held on August 25, 2025.

Nanette S. Walsh
Village Clerk/Treasurer

Date

Section I

See Public Participation Plan, Appendix A



Section J

No attachments



Section K

No attachments



Appendix A

Public Participation Plan

Draft Intake Form



VILLAGE OF CASS CITY

PUBLIC PARTICIPATION PLAN



**Village of Cass City
6506 Main Street
Cass City, MI 48726
(989) 872-2911
ccvillage@casscity.org**

Contents

INTRODUCTION	3
PURPOSE OF STRATEGY	3
STATE REGULATIONS ON PUBLIC PARTICIPATION	4
KEY STAKEHOLDERS.....	7
THE COMMUNICATION TOOLBOX.....	7
OPPORTUNITIES FOR PUBLIC PARTICIPATION.....	10
STRATEGIES FOR OUTREACH	12
COMMUNICATING RESULTS.....	16
PUBLIC PARTICIPATION PLAN EVALUATION	17
CLOSING.....	17
APPENDIX:.....	18
Community Event Satisfactory Survey.....	18
Internal Public Participation Evaluation:.....	19

INTRODUCTION

The Village of Cass City looks forward to a future involving public participation and citizen involvement in planning initiatives. Throughout Cass City's past, the basic tenet of public participation has always remained the same: to reach out to and engage as many citizens as possible in the decision-making process. Through a constructive dialogue, Village decision-makers, planners and the public can share their opinions and mutually shape a vision for a community. To implement any plan, there needs to be cooperative and coordinated action among the public, private, non-profit sectors, and the general public.

PURPOSE OF STRATEGY

The Village of Cass City seeks to use the following strategies to accomplish the following list of goals throughout the application of this guide in order to meet the needs of the community:

- **Solicit public participation in each phase of the master planning, zoning, and parks and recreation planning process.** The Village will designate early and continued involvement throughout all policy or project decisions before they are finalized. This is an effort to gain community feedback which we find crucial to the planning process. There are many opportunities for the public to play a role in helping to assist Cass City's short- and long-term needs, as well as solutions and funding priorities. The earlier the public is involved in the process, the greater the opportunity to influence important land use and economic decisions.
- **Seek broad representation and utilize effective, equitable avenues for distributing information and receiving community comments.** There are many techniques and mechanisms available to ensure that a diverse public is well-informed and able to play a role in the planning process. Outreach may include but is not limited to in-person communication, online, posted by signs, published, or by written correspondence. Additionally, opportunities for feedback will also vary, including meetings, surveys, open meetings, and charrettes. Recognizing that no single technique or mechanism will work in all cases, it is up to the Village to consider the special communication needs of the public and use the best approaches to accomplish this objective.
- **Provide educational materials and design participation initiatives that will support and encourage effective participation.** Effective participation in the decision-making process requires an understanding of land-use issues and the framework for making local investment decisions. Providing materials such as advertising fliers, presentations, infographics, or other forms of visualizations are helpful means to bring stakeholders and residents up to date on various planning, zoning, or development projects.
- **Make documents from events accessible.** This is key when it comes to transparency and trust between the Village and its stakeholders. Having results, notes, minutes or videos of events that took place should be made easily

accessible by means of our website at www.casscity.org and posted on social media when appropriate.

- **Support and encourage continuous improvement in the methods used to meet the public need for information and involvement.** Public information and involvement methods are continually evolving. The Village of Cass City is committed to seeking new and innovative ways to engage and keep the public involved throughout the process. For example, the Village will use a telephone service to provide updates on street construction planned for a major thoroughfare in 2021/2022.
- **Record results of public engagement and recount these results back to the public.** To properly capture the concerns, priorities, and vision of the public, the Village of Cass City will develop a system to track the various techniques and mechanisms of public input. To maintain transparency and consistency, the municipality will develop a method for sharing public participation results with the community. Currently, the Village records public comments in our minutes.
- **Measuring success of public engagement.** The Village will create measurable outcomes where possible and tie those to the evaluation section of the public participation strategy. This will help determine the best and most effective outreach a community may provide without exhausting available resources.
- **Encourage Developers to Engage the Community.** Developers are encouraged to seek input from the community with this guide. The Village will support these efforts as well as provide reasonable accommodation for proactive public participation in planning for private development projects. Some of these efforts include open meetings for the Planning Commission site plan review and pre-construction meetings.

STATE REGULATIONS ON PUBLIC PARTICIPATION

Along with the desire to include a diversified public in its planning processes, the Village relies on state statutes to help guide its participation activities.

Key definitions:

Public body – any local governing body (including a board, commission, committee, subcommittee, or authority) which is empowered (by state constitution, statute, charter, ordinance, resolution or rule) to exercise governmental or proprietary authority or perform a governmental or proprietary function.

Meeting – the convening of a public body at which a quorum is present for the purpose of deliberating toward or rendering a decision on a public policy.

Closed session – a meeting or part of a meeting of a public body which is closed to the public.

Decision – a determination or vote of a public body to formulate public policy.

Notification of meetings

The public body must post a notice stating the dates, times, and places of all its meetings.

Closed meetings

The law provides for closed meetings in a few specified circumstances.

Minutes of a meeting

Minutes must be kept for all open meetings and are required to contain:

- A statement of the time, date, and place of the meeting;
- The members present as well as absent;
- A record of any decisions made at the meeting and a record of all roll call votes; and
- An explanation of the purpose(s) for which a closed session is held, in accordance with the Open Meetings Act.

Separate minutes must be taken of closed meetings.

Michigan Open Meetings Act

In accordance with the Michigan Open Meetings Act (PA 267 of 1976), the Village of Cass City will hold meetings in the Municipal Building located at 6506 Main Street, which is accessible to the general public.

The public will be notified within 10 days of the first meeting of a public body in each calendar or fiscal year; the body will publicly post a list stating the dates, times and places of all its regular meetings at its principal office.

If there is a change in schedule, within three days of the meeting in which the change is made, the public body will post a notice stating the new dates, times and places of regular meetings.

For special and irregular meetings, public bodies will post a notice indicating the date, time and place at least 18 hours before the meetings.

Public bodies will hold emergency sessions without a written notice or time constraints if the public health, safety, or welfare is severely threatened and if two-thirds of the body's members vote to hold the emergency meeting.

Any citizen can request that public bodies put them on a mailing list so that they are notified in advance of all meetings by contacting the Municipal Building at 989-872-2911.

Michigan Planning Enabling Act

In accordance with the Michigan Planning Enabling Act (PA 33 of 2008) the following parties will be notified via first class mail, personal delivery or electronic mail by the Planning Commission of the intent to plan and request the recipient's cooperation and comment:

- Tuscola County, Michigan
- The Tuscola County Planning Commission
- Each public utility company, railroad company, and public transportation agency owning or operating a public utility, railroad, or public transportation system within the local unit of government, and any government entity that registers its name and mailing address for this purpose with the planning commission
- If the master plan will include a master street plan, the county road commission and the state transportation department

After the draft master plan has been submitted to the legislative body for review and approval for distribution, the draft plan will be submitted to the previously listed entities for review.

Before approving a proposed master plan, a Planning Commission will not hold less than one public hearing on the proposed master plan. The hearing will be held after the expiration of the deadline for comment as outlined in the act.

The Planning Commission will give notice of the time and place of the public hearing not less than 15 days before the hearing by publication in a newspaper of general circulation within the local unit of government. The Planning Commission will also submit notice of the public hearing by first class mail, personal delivery or electronic mail to the previously listed entities for review.

After the adoption of the master plan, a Planning Commission may publish and distribute copies of the master plan or of any report and employ other means of publicity and education.

Michigan Zoning Enabling Act

In accordance with the Michigan Zoning Enabling Act (PA 110 of 2006), consideration of the following requires advertised public hearings pursuant to the Open Meetings Act:

- | | |
|--------------------------|---------------------|
| • Zoning text amendments | • Appeals |
| • Zoning map amendments | • Interpretations |
| • Variances | • Special land uses |

In all the above cases, the Village of Cass City shall provide public notice of the hearing in a newspaper of general circulation in the area not less than 15 days before the date of the hearing and all persons to whom real property is assessed within 300 feet of the subject property and to the occupants of all structures within 300 of the subject property shall be notified.

KEY STAKEHOLDERS

Stakeholders represent a diverse set of individuals, groups, and organizations which have a vested interest or are affected by the planning and land use development process in the Village. Different groups of stakeholders may be engaged in each of the planning and development review processes dependent upon the nature of the project or plan, level of community interest, and the potential impact of the project. Local, state and federal organizations from both the public and private sectors assist and enhance the Village's decision-making process through their input.

Stakeholders include, but are not limited to:

- Amish Community Members
- Cass City Gavel Club
- Cass City Lions Club
- Cass City Public Schools
- Cass City Rotary Club
- Chamber of Commerce
- Commercial business owners
- Community's largest employers
 - DFA, DTE, Hills & Dales
- Downtown Development Authority (DDA)
- Economic Development Corporation (EDC)
- Elkland & Novesta Townships
- Local Brokers
 - Kelly & Co., Osentoski Realty
- Residents
- MDOT, Road Commissions
- Manufacturers – Industrial Park
- Neighborhood groups
- Neighboring municipalities
 - Bad Axe, Caro, Marlette, Reese, Vassar
- Potential investors
- Public employees
- Real estate professionals
- Religious groups
- Senior groups
- Social organizations
- Students
- Tuscola County
- Village Boards & Commissions
- Village Council
- Young professionals
- Other community entities

The Village of Cass City is dedicated to ensuring the public is notified and involved in its decision-making processes. More effort is needed to reach beyond the public meeting as many residents will simply never attend a meeting even if they are personally invited. Technology and information sharing through the Village website and Facebook helps to distribute information; however, use of social media can be increased. The Village does not systematically analyze or collect data on the citizens who attend public meetings or the nature of the comments that are made. The Village works to identify these stakeholders and make a concerted effort at bringing them into the decision-making process.

THE COMMUNICATION TOOLBOX

The public participation toolbox must be innovative and adaptable, from tried and true methods to the truly imaginative. The Village will strive to ensure that more than one

notification and communication method will be used depending on the specific project and target audience. This list is flexible and can change based on needs and circumstances.

Common Announcement Methods

The following methods are often used to advertise public meetings. Many times, this does not result in involvement of all stakeholders. Therefore, multiple communication mediums must be used to maximize reach of the message.

- Newspaper posting
- Website posting
- Facebook posting
- Flyer posting on municipal building door
- Electronic sign attached to municipal building
- Announcements at council meetings
- Attachments to utility bills
- Radio announcements
- Three-sided message center Kiosk in Downtown
- Telecommunication phone service to provide updates on projects

Proactive Practices

The Village of Cass City uses a proactive approach to public engagement, with staff taking issues to the community gathering places. As an example, our Master Planning civic engagement utilized the annual Freedom Festival to collect feedback from residents. Board and staff positioned themselves on Main Street to make the public comment opportunity convenient and accessible to residents attending the event. Other engagement activities include meeting with the youth from the Cass City Public Schools during the Master Planning process and seeking public input on our Zoning Ordinance revisions at the weekly Farmers Market.

The following are some example public participation methods that are less reactive and more focused on education and collaboration. Many of these methods have been used by the Village and are the most successful with strong relationships with community stakeholders.

- **Surveys:** Surveys are useful for identifying specific areas of interest or concentration from a broad scope of ideas or issues. These areas of interest can then be further explored using other methods like the ones outlined below. A community may use a survey to identify where to start in the planning process, or the general climate surrounding a topic. Surveys can be useful to get a general idea of something but should not be used as the sole method of public input. It is helpful for a municipality to administer surveys with partners. As with most public input efforts, it is best to vary the delivery method (mailed, handed out, electronic). The Village has used surveys with success when we include a topic

of interest such as public opinion on the medical marijuana industry operating within the Village. The surveys have been made available in several different formats, such as paper copies, on-line, and on Facebook.

- **Open House Meetings and Community Workshops:** Open house meetings and community workshops can be as simple as a series of question and answer sessions with the public or as creative as interactive map exercises. Formal presentations can be given to a large audience and then a less formal exchange of information may follow. They provide a more casual and fun setting to encourage participants to think critically and creatively about important issues. Oftentimes open house meetings are a great way to educate the community surrounding a specific topic and hear concerns, questions, and ideas. As noted above, open house venues need to be accessible and approachable for all attendees. The volunteers must be available and knowledgeable on a project to encourage feedback from participants. A volunteer orientation session is essential prior to commencement.
- **One-on-One Interviews:** Interviews are a great way to get specific opinions on a topic. Specific community leaders may have been identified, making them ideal candidates for an interview. Some communities have individuals that are very vocal about issues in the community. Interviewing them may give some perspective on how to address their concerns. It is important to remember that one interview reflects the opinion of one individual and should not be considered the standing of the entire community.
- **Pre-Application Coordination:** Prior to applying for a site plan, an applicant will be encouraged to submit a sketch plan or draft plan for review by the Zoning Administrator and/or Planning Commission. The review shall be informal and advisory only. It shall not constitute any form of approval or authorization of granting any type of permit. The review shall be done without cost to the applicant and shall be scheduled as an item of business on the Planning Commission's agenda.
- **Walking/Driving Tours:** Walking/Driving tours allow more candid and casual feedback from participants. They can be paired with community workshops to measure the perceived safety and comfort of pedestrians in a downtown, neighborhood or corridor. Walking tours are also useful for identifying desired design, problem properties, or safety concerns.
- **Focus Groups:** Like interviews, focus groups can help to narrow down concepts or get a specific side of the story from different perspectives. Focus groups can be used to invite multiple stakeholders to the table to gain various perspectives and interests in one setting.
- **Community Tabling Events:** The Village can send representatives to various community events to directly share information about on-going projects and collect thoughts and opinions from event attendees. Public comments or surveys may be collected from these activities and shared with Village management, council, and boards.

- **Social Media / Web Presence:** Depending on the type of project, information should be incorporated into online sources. Further, more intensive projects may have project-specific websites to provide information and to allow for comments and interaction. Technology offers a unique opportunity to give and receive information to a mass of people. The Village can post events, share information on projects, and solicit feedback.

OPPORTUNITIES FOR PUBLIC PARTICIPATION

The Village of Cass City provides residents and stakeholders with numerous opportunities to get involved in the planning, review, and approval processes.

Development Review Bodies

City Council: The Village Council is the legislative and policy-making body for the Village government. The Village President is elected at-large. The Council hires the Village Manager who is responsible for the day-to-day administration of Village government.

Boards and Commissions: The Village encourages citizen participation in local government planning and policy decisions. Therefore, all citizens are invited to apply for appointments to the Village boards and commissions. These groups provide recommendations to the Council on a variety of topics and issues. The members of the boards and commissions help to analyze options and influence important decisions on behalf of the community.

In general, depending on the nature and location of the project, many of the boards and commissions may review a proposed plan or land use project. These boards and commissions function in two distinct capacities in the public policy process in Cass City - advisory and administrative. Some will serve in both capacities.

Each advisory board or commission makes recommendations to the Village Council based on the scope of its service area. Typically, advisory boards and commissions have a work agenda in place for a calendar year during which it undertakes projects, deliberates on issues, and hosts special events. The Village Council is responsible for making the final decisions on most issues or topics, but it will look to these groups for advice, background information, and analysis. As the elected body, the Village Council has discretion to accept advice in full, in part, or not at all. Certain boards and commissions have an additional administrative role. This means that they are permitted or required by charter, statute, or ordinance to conduct formal reviews and issue administrative decisions. These decisions are then sent to the Village Council as official recommendations.

Public Meetings: In addition to conformance to the Open Meetings Act, meeting agendas and packets of the Village Council, Planning Commission, and other boards

and commissions should be made available on the City's website in advance of the meeting. The meeting agenda and packet are sent, by mail or e-mail, to all land use applicants. Meeting minutes of the Village Council and the Village boards and commissions are coordinated by the staff liaison and posted on the Village website once approved.

Public Comments: Opportunities for public comment shall be available at any meeting of the Village Council or Village boards and commissions in accordance with the provisions in the boards and commissions' bylaws and other operating policies. The meeting agenda allows for public comments under a 'Public Comment' section. The participation of interested persons and their input shall be recorded in the meeting minutes. Approved meeting minutes, which include the outcome of the public participation, are made available to the public through various methods, including being posted on the Village website.

Public Hearings: The Village Council and its various boards and commissions shall hold public hearings when called for in their local and state enabling legislation, or when otherwise prudent, to provide the opportunity for public comment on specific topics.

Cass City Planning Commission: The Planning Commission shall consider holding public hearings for special land use applications (special land use site plan, special land use permit, or rezoning request) that come before them. The Village Clerk shall schedule and publish the notification of a public hearing before the Planning Commission in a newspaper of general distribution in the Village not less than 15 days prior to the hearing on a site plan application as mandated by the commission's bylaws. Land use and development application notifications shall be sent by mail to the applicant, the owner of the subject property, and the owners of property within 300 feet of the subject property. The Planning Commission meeting agenda and meeting packet shall be made available on the City's website in advance of the meeting. The applicant and the Village Council shall receive written notification of the Planning Commission's recommendation.

Cass City Village Council: The Village Council shall hold a public hearing when called for in their enabling legislation. On receipt of the report of the Planning Commission, the Village Council shall set a date for a public hearing for consideration of any proposed zoning ordinance update or rezoning. State and federal statutes require that special use permits, and rezoning applications be noticed in a newspaper of general distribution in the Village no less than 15 days prior to the Village Council public hearing. Application notifications shall also be sent by mail to the applicant, the owner of the subject property, and the owners of property within 300 feet of the subject property.

The special use permit applicant and the Zoning Administrator are notified in writing of the Village Council's action by the Village Clerk within five days of the action. Following adoption of an ordinance to amend or update the zoning district boundaries or the district regulations, the ordinance shall be filed with the Village Clerk and a notice of the

ordinance adoption shall be published in a newspaper of general circulation in Cass City within 15 days after adoption.

Other Boards and Commissions: Other relevant boards and commissions will hold public hearings as needed and as required by the individual boards and commissions bylaws. The public hearings will be noticed as required in advance of the meeting. All meeting agendas and packets shall be made available before the meeting on the Village website.

STRATEGIES FOR OUTREACH

The Village's goal is to follow a systematic plan for public engagement in the development of Village policy, planning, and ordinances. By involving the public in the process sooner rather than later, the Village takes a proactive stance in helping citizens as opposed to a reactionary measure. Engaging stakeholders fosters a sense of ownership and can prevent delays caused by unforeseen issues. This section outlines how the community has and will continue to be engaged depending on the input needed.

Master Plan Update: As the visionary policy document for future development in the Village, the master planning process must use a wide range of public input methods to develop the goals, objectives and strategies for implementation. The Village of Cass City shall follow, at a minimum, the provisions of Michigan Public Act 33 of 2008, as amended (the Michigan Planning Enabling Act, M.C.L. 125.3801 et. seq.) for the adoption of a new master plan or of an update to the master plan.

The Planning Commission shall send a notice to all stakeholders as listed in the State enabling legislation; the notice will explain that the Planning Commission intends to prepare a plan and request cooperation and comment on the plan now and when the plan is drafted. The Planning Commission and the Village will then begin work on drafting or updating the plan. They shall involve the public through many of the methods listed in the section 'The Communication Toolbox,' including, but not limited to surveys, open houses, community meetings, community walks and tours, website updates, and social media. The Village shall encourage the involvement and participation of all stakeholders, including any marginalized groups that may be typically less involved in the planning process. Stakeholder involvement is encouraged from the beginning and the results of such public participation are made available to the community and participants and incorporated as much as is reasonably possible in the drafted plan or plan amendment.

In preparation, studies of existing conditions and probable growth should be done for the basis of the plan. The Planning Commission may make use of expert advice and information from federal, State, County, and municipal officials, departments, and agencies having information, maps, and data pertinent to the Village. The Village may consult with representatives of adjacent local units of government with respect to their

planning so that conflicts in master plans and zoning may be avoided. The Village may cooperate with all departments of the State and federal governments and other public agencies concerned with programs for economic, social, and physical development within the planning jurisdiction and seek the maximum coordination of the local unit of government's programs with these agencies.

The Village shall encourage and track the public participation through a variety of means, including minutes, public recording of meetings, comment cards, sign-up sheets, and input received verbally, through written correspondence or through website comments, and other means as appropriate.

The Planning Commission will act to submit the proposed plan to the Village Council for review and comment. The process of adopting the master plan shall not proceed further unless the Village Council approves the distribution of the proposed plan. The Village Council shall act on the proposed plan during a public meeting held in accordance with the Open Meetings Act. The Village Council shall decide on the approval of the distribution of the proposed plan to local governments and agencies for review and comments.

If the Village Council approves the distribution of the proposed plan, it shall notify the secretary of the Planning Commission, and the secretary of the Planning Commission shall submit, in the manner provided by the State enabling law a copy of the proposed plan, for review and comment, to all of the units listed in the State enabling law. These entities may submit comments on the proposed plan to the Planning Commission within 63 days after the proposed plan was submitted to that entity (or 42 days in the case of a master plan update).

Before approving the proposed master plan, the Planning Commission shall hold not less than one (1) public hearing on the proposed plan. The hearing shall be held after the expiration of the deadline for comment. The Planning Commission shall give notice of the time and place of the public hearing not less than 15 days before the hearing by publication in a newspaper of general circulation within Cass City.

The proposed plan shall be approved by resolution of the Planning Commission carried by the affirmative votes of not less than 2/3 of the members. A statement recording the Planning Commission's approval of the plan, signed by the chairperson or secretary of the Planning Commission, shall be included on the inside of the front or back cover of the master plan document. Following approval of the proposed master plan, the secretary of the Planning Commission shall submit a copy of the plan to the Village Council. Approval of the proposed plan by the Planning Commission is the final step for adoption of the plan, unless the Village Council by resolution has asserted the right to approve or reject the plan. In that case, after approval of the proposed plan by the Planning Commission, the Village Council shall approve or reject the proposed plan. A statement recording the Village Council's approval of the master plan, signed by the

Village Clerk, shall be included on the inside of the front or back cover of the master plan if the Village Council acts on the Plan.

The Village's Master Plan was updated in 2019 with the assistance of McKenna Associates.

Zoning Ordinance Update: The zoning ordinance is a document that reflects the Master Plan, and the vision of the community by regulating the character and type of development. It is important the public be involved in the adoption of amendments to the zoning map or to specific regulations contained in the text of the zoning ordinance. As each amendment process is unique and not necessarily related to the entire document, the stakeholders may vary to some extent. However, a general process of public outreach will contain early and frequent public input and a continuous facilitation of involvement throughout the decision-making process. The creation of citizen study groups, or ad-hoc committees, or workshops with directly affected property owners will be encouraged when tackling more complicated issues.

The Village Council may of its own motion or shall upon petition signed by the owners of much of the property proposed for rezoning, prepare an ordinance amending or changing the district boundaries or district regulations. The ordinance shall be introduced by Village Council and then referred to the Planning Commission for review and recommendation. It may be necessary for the Planning Commission and/or the Village Council to defer action to one or more subsequent meetings to gather further information or to accommodate additional review and debate.

Prior to submitting its recommendation to the Village Council, the Planning Commission will hold a public hearing. The Village Council will, on receipt of the report of the Planning Commission, set a date for a second public hearing for consideration of the proposed amendment. After the public hearing, the Village Council may choose to approve, deny, or table the proposed amendment.

There are special circumstances, however, such as a written protest of a zoning amendment by property owners. Whenever a written protest against such proposed amendment, signed by the owners of 20 percent or more of the area of land proposed to be altered or by the owners of 20 percent of the area of land within 100 feet of any part of the boundary of the land proposed to be altered, excluding any publicly-owned land from either calculation, shall be filed with the Village Council, the rezoning ordinance shall not be passed except by at least a two-thirds vote of all members of the Village Council. The ordinance will be noticed in a newspaper of general distribution in the Village at least 15 days prior to the hearing. The notification will also be sent by mail to the applicant, the owner of the subject property, and the owners of property within 300 feet of the subject property. Following adoption of the ordinance to amend the district boundaries or the district regulations, the ordinance will be filed with the Village Clerk, and a notice of the ordinance adoption will be published in a newspaper of general circulation in Cass City within 15 days after adoption. The ordinance will take

effect upon the expiration of seven days after its publication, unless a later effective date is specified by the Village Council, or unless a notice of intent to file a petition seeking to submit the ordinance to the electors of the Village for action is filed with the Village Clerk within seven days after publication of the ordinance amendment.

Particular attention shall be paid to public outreach and communication when dealing with controversial zoning ordinance amendments or controversial development proposals. The website shall be updated regularly on decision-making processes and projects.

Downtown Development Plan: The Downtown Development Plan is the guiding document for the vision and success of the downtown. Downtown development planning is integral to the success of a village and its economic development. Public input and engagement in this process is important. Education on topics makes this process easier as well as visioning techniques that can help the public understand various planning concepts.

Public visioning sessions, websites, interactive mapping, and focus groups can all be useful in creating the downtown development plan.

Parks and Recreation Plan: Similar to the master planning process, the parks and recreational planning process must also utilize a wide array of public involvement strategies. The Michigan Department of Natural Resources (DNR) mandates that municipalities undergoing a parks and recreation plan update must employ no less than two (2) types of public input strategies as detailed in the 'Strategies for Outreach' section of this document.

It is important to involve the public early in the process through public meetings, surveys, community workshops, open house events, or other means before the draft plan is written. It is highly recommended that additional effort be put forth to solicit comments from residents living in the vicinity of future projects and from those who may be negatively affected by the proposed projects. Special efforts must be made to involve segments of the population whose concerns are often overlooked. These public participation methods should be well-advertised and held at an easily accessible location.

Once the draft plan has been completed by the Planning Commission or Recreation Committee, citizens must be provided with a well-advertised opportunity of at least one (1) month or 30 days to review and comment before it is officially adopted. An ideal location to allow the public to view the draft plan is at a public library, Village Municipal Building, or the Village website. Comments should be collected via mail, email, or other means. A finalized draft shall then be recommended for adoption to Village Council.

Once the 30-day public review period has concluded and a finalized draft has been prepared, the Village Council shall hold an advertised public hearing in accordance with

the Open Meetings Act. The meeting minutes shall reflect whether there was public comment and the nature of the comments received during the public hearing.

Capital Improvement Program Planning: The Village has a six-year capital improvement program (CIP). The Village of Cass City is committed to working with stakeholders such as Cass City Public Schools, Rawson Memorial Library, the Chamber of Commerce, and local businesses. Planning for capital improvements can be very technical, which can make it difficult to engage the public. The Village Council shall hold a public hearing for the adoption of the CIP plan and post the plan in an easily accessible location on the Village website for the public to view. The plan is approved annually as part of the budget approval process.

Major Developments: The Village shall follow, at a minimum, the provisions of the local and State regulations, as listed in this guide, to review development projects that involve the approval of planning and zoning applications and permits. This applies to the review process for site plans and special use permits, rezoning requests, and variance request applications. In many circumstances, the Village Council and its boards and commissions will hold public hearings, noticed in accordance with the State legislation, and allow for public comment on the proposed development project during its regular meetings. Depending on the nature of the project, the community interest, and community's financial involvement, additional methods of engagement may be used to gather community feedback.

Third-Party Projects and Consultation:

The Village will share the relevant parts of the Public Participation Plan with any third-party consultants and ensure that they adhere to the best practices set forth in the plan throughout the duration of their relationship with the Village.

COMMUNICATING RESULTS

Communicating back to the public the information gathered during the public involvement process will result in another layer of transparency and a greater understanding from the public that Cass City values public input and is actively seeking to involve the citizens. The Village has many venues of communication: Cass City Chronicle newspaper, public meetings, newsletters, the municipal website, and social media. The following list includes more ways the Village will strive to communicate public feedback.

Public meeting minutes: Village Council, Planning Commission, and all other municipal board and commission meetings minutes shall be posted on the Village's website.

Surveys: Surveys created by Village staff will be compiled by a designated staff person, and the Village shall have results posted after the survey completion. The results, or a

link to the results, may be posted online and on social media and published in the Village newsletter. The Survey for the Master Plan was included as an Appendix.

Open houses / community workshops: A Village official will be charged with taking notes during public open houses, community workshops, or charrettes and getting names, addresses, and emails of all in attendance. In addition, the results of these events shall be sent to participants via email, and the meeting summary shall be publicized at other public meetings such as Village Council and Planning Commission.

PUBLIC PARTICIPATION PLAN EVALUATION

Public Participation Plan Evaluation: This guide will be formally reviewed every three years, which will include input from stakeholders on what they have found to be the most successful in engaging with the various planning processes. The Village Clerk will be responsible for keeping records of the participation efforts and will be responsible for compiling the data and presenting it to the Village and public with suggestions for actions. The results should identify strengths and weaknesses and give examples of how to adjust our behavior to better maximize outreach. However, if the plan is implemented as stated, the feedback loop should create a continuous review process that enables Village officials to successfully make changes through a consistently improved upon, dynamic process.

CLOSING

The Village of Cass City strives to be transparent, informative, educational, and to share relevant information with community members and any other stakeholders. The Village has a transparent and step-by-step process for new development. The Village will publish meeting schedules, minutes, and agendas on the Village website. Meeting agenda packets are mailed to applicants in the case of public hearing notices. Public hearing notices are sent to applicants and affected stakeholders. The Village website includes a variety of topics and information pertaining to the development review process, including the Village Code of Ordinances, resolutions, strategies and planning documents, applications and fee information, maps, and much more. In conclusion, the Public Participation Plan is intended to provide opportunities for the citizens of the Village to participate meaningfully in the development of community planning as well as other community-driven initiatives.

APPENDIX:

Community Event Satisfactory Survey

Community Event Satisfactory Survey
Event:
How did you hear about this event?
Was this event held at a convenient location and time? What time or location would have been more ideal?
Are you glad you came to the event? How would you improve it?

Internal Public Participation Evaluation:

Internal Public Participation Evaluation
Type of Public Participation:
Date and Time:
How was the event advertised?
Where was the event held?
How many people attended? Was there a group under-represented? Over-represented?
Who facilitated the event?
What ways could the event have been improved?

Home Repair Interest Form



Full Name

Full Address

E-Mail

Phone

How did you hear about this program?

☐ Village of Cass City ☐ Website ☐ Family Promise ☐ Tuscola Community Connections

☐ Word-of-mouth ☐ CC Public Schools ☐ Other:

PROGRAM OVERVIEW:

ALL of the following criteria must be met to be eligible for the home repair program. Applicants subject to further requirements later in the application process.

- Home must be occupied by owner(s) and has been their primary residence for at least 12 months.
- Property must be within the Cass City village limits.
- Must be current on property taxes, mortgage payments, and utilities. Payment plans are acceptable for taxes and utilities. Utilities must be turned on.
- Must meet household income requirements (see next page).
- Must be a structural home: trailers and mobile-homes are not eligible.
- Must not be subject to a foreclosure proceeding, court-ordered receivership, or nuisance abatement.
- Must be a standalone single-family residence zoned residential (RA-1, RB, RC).

Does your project meet all of the criteria above?

☐ Yes ☐ No ☐ Maybe

Do you, the applicant, own the home needing repairs?

☐ Yes ☐ No If "No", who does?

Name	Relationship
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Is your home covered by homeowners insurance?

☐ Yes ☐ No

Please mark your income category based on household size and annual gross income.

<u>Household size</u>	<u>Annual Gross Income Limit</u>	
<input type="checkbox"/> 1 person	Up to \$44,600	<i>Why are you asking this?</i> The grant that makes this program possible requires that eligible participants must have a maximum household income of 80% of the Annual Median Income (AMI). The income limits listed are the 80% AMI rates for Tuscola County.
<input type="checkbox"/> 2 persons	Up to \$51,000	
<input type="checkbox"/> 3 persons	Up to \$57,350	
<input type="checkbox"/> 4 persons	Up to \$63,700	
<input type="checkbox"/> 5 persons	Up to \$68,800	
<input type="checkbox"/> 6 persons	Up to \$73,900	
<input type="checkbox"/> 7 persons	Up to \$79,000	
<input type="checkbox"/> 8+ persons	Up to \$84,100	

Please describe the repairs your home needs:

What year was your home built?

When did you move into your home?

How many people over the age of 65 live in your home?

Has anyone currently living in your home ever served in the United States Armed Forces?

Yes

No

Maybe

Do you plan to live in your home until September 2027?

Yes

No

Maybe

Please share anything else you would like us to know. This can include further details about your project, details about your household size and income, eligibility concerns, etc.

Thank you for filling out this interest form. Completing this form does not guarantee your participation in the program, but it is a vital step in the process. Once it is complete, please mail it or drop it off to:

**ATTN: Cass City Home Repair Program
6506 Main St.
Cass City, MI 48726**

Or scan and email it to:

**Subject: CCHRP Interest Form
To: Laken Chapin, Ichapin@casscity.org**

