



**OFFICE OF THE  
CHIEF FINANCIAL OFFICER**  
Office of Development and Grants

Coleman A. Young Municipal Center  
2 Woodward Avenue, Suite 1026  
Detroit, Michigan 48226

Phone 313•628•1258  
Fax 313•224•0542  
www.detroitmi.gov

February 1, 2024

The Honorable Detroit City Council  
**ATTN: City Clerk Office**  
200 Coleman A. Young Municipal Center  
Detroit MI 48226

**RE: Authorization to submit a grant application to the Michigan State Housing Development Authority for the Housing Readiness Incentive Grant**

The Housing and Revitalization Department is hereby requesting authorization from Detroit City Council to submit a grant application to the Michigan State Housing Development Authority for the Housing Readiness Incentive Grant. The amount being sought is \$50,000.00. There is no City match requirement. The total project cost is \$50,000.00.

The Housing Readiness Incentive Grant will enable the department to:

- Identify and reduce barriers to affordable housing development
- Identify the different types of vacant land across Detroit
- Examine and revise internal programs and policies regarding infill development

We respectfully request your approval to submit the grant application by adopting the attached resolution.

Sincerely,

DocuSigned by:  
*Terri Daniels*  
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Terri Daniels  
Director of Grants, Office of Development and Grants

CC:  
Sajjiah Parker, Assistant Director, Grants



## Office of Development and Grants

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### RESOLUTION

**Council Member** \_\_\_\_\_

**WHEREAS**, the Housing and Revitalization Department has requested authorization from City Council to submit a grant application to the Michigan State Housing Development Authority, for the Housing Readiness Incentive Grant, in the amount of \$50,000.00, to identify and reduce barriers to affordable housing development; now

**THEREFORE, BE IT RESOLVED**, the Housing and Revitalization Department is hereby authorized to submit a grant application to the Michigan State Housing Development Authority for the Housing Readiness Incentive Grant.



CITY OF DETROIT  
OFFICE OF THE CHIEF FINANCIAL OFFICER  
OFFICE OF DEVELOPMENT AND GRANTS

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### Grant Application Request Form (GARF)

In order to secure the Office of Development and Grants (ODG) approval required under Section 17-4-2 of the Detroit City Code, this form is to be filled out by City Departments as soon as possible upon learning of an opportunity that the Department would like to pursue. This form must be signed and submitted not later than 20 business days prior to the application deadline.

Please submit this form to the following ODG staff: Sajjiah Parker, Assistant Director, [parkersa@detroitmi.gov](mailto:parkersa@detroitmi.gov) and the Department/Project assigned Development Officer.

<b>City Department</b>	Housing and Revitalization Department
<b>Date</b>	1/12/2024
<b>Department Contact Name</b>	Keegan Mahoney
<b>Department Contact Phone</b>	(313) 224-3926
<b>Department Contact Email</b>	mahoneyk@detroitmi.gov
<b>Grant Opportunity Title</b>	Housing Readiness Incentive (HRI)
<b>Grant Opportunity Funding Agency</b>	Michigan State Housing Development Authority (MSDHA)
<b>Web Link to Opportunity Information</b>	<a href="https://www.michigan.gov/mshda/neighborhoods/housing-readiness-incentive-grant-program">https://www.michigan.gov/mshda/neighborhoods/housing-readiness-incentive-grant-program</a>
<b>Award Amount (that Department will apply for)</b>	\$50,000
<b>Application Due Date</b>	Rolling
<b>Anticipated Proposed Budget Amount</b>	\$50,000
<b>City Match Contribution Amount</b>	Not required/Not Applicable
<b>Source of City Match (include Appropriation Number, Cost Center, and Object Code)</b>	Not required/Not Applicable
<b>List of programs/services/activities to be funded and the Budget for each</b> <i>Sample:</i> - ABC Afterschool program: \$150,000 - XYZ Youth leadership program: \$100,000 - Salary/Benefits: \$95,000 - Supplies: \$5,000	Contractual consultants: \$50,000
<b>Brief Statement of Priorities/Purpose for the Application</b> <i>Sample: To support expansion of promising youth development programs in MNO neighborhood.</i>	Detroit has a surplus of vacant land - nearly 30% of the city's square mileage - however infill development at a smaller scale is difficult to achieve due to current zoning and planning policies. The project aims to reduce barriers to affordable housing development in these areas. This will entail identifying the types of vacant land across Detroit as well as examining and revising internal programs and policies to spur and facilitate infill, particularly missing middle housing (e.g., duplexes, triplexes, attached row homes, and similar housing typologies). Through a review of internal processes related to planning, building safety and insurance review, inter alia, the project will determine how to streamline infill development and reduce the need for zoning variances. The project also aims to create a toolkit for developers to construct pattern homes, that is, pre-approved building plans, which will reduce both the cost and risks for developers and builders.
<b>Key Performance Indicators to be Used to Measure the Programs/Services/Activities</b> <i>Sample:</i> # of kids newly enrolled in ABC and XYZ % of kids from ABC who demonstrate improved educational performance	Issue recommendations for modernization of policies while reducing the need for zoning variances. Produce a pattern home toolkit for developers and builders.

**Julie Schneider**

Director's Name (Please Print)

DocuSigned by:

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Director's Signature

1/25/2024

Date