



Spring Technical Assistance Conference

March 16, 2023

James B. Henry Center for Executive Development | Lansing, Michigan

8:15–9:00 am Registration & Breakfast

Location: Atrium

9:00 am Welcome

Location: A169

Chairperson: Liz Koto, City of St. Clair Shores

9:15–10:30 am

Compassion Fatigue - Avoiding Burnout

Location: A169

Joe Gulino (he/him/his), WorkLife Solutions Training Coordinator

Please join Joe Gulino from CARE of Southeast Michigan as we discuss the importance of recognizing Compassion Fatigue in the workplace. Compassion Fatigue results from internalizing and absorbing difficult situations and the stress of others. MCDA members work in a high-stress environment, and we are often faced with difficult situations almost daily. Over time, the stress and weight of these situations, coupled with working in a stressful environment, can lead to emotional fatigue. Mr. Gulino will explain the difference between compassion fatigue and burnout, help us to recognize the personal symptoms of compassion stress, and develop an action plan to maintain optimal health and wellness. Please join us for an important topic relevant to all the work we do.

Location: B119

Keeping Your Staff Safe While Improving Quality of Life, Housing Conditions, and Your Community

Shane LaPorte, Director of Neighborhood and Economic Operations, City of Jackson

Please join Shane LaPorte from the City of Jackson as he discusses two separate but sometimes related topics. First, Shane will cover the importance of situational awareness when conducting code enforcement activities. Many times, inspectors are called to a property that is unsafe, unsanitary, or generally undesirable to enter. Shane will help you determine when you should step back and re-assess entry, gather reinforcements, or just be prepared with simple necessities like shoe-covers, hard hat, or other PPE. He will also cover how you and your staff can stay safe when there are non-construction hazards such as combative homeowners, unsanitary living conditions, or vicious pets. Shane will also discuss the City of Jackson's policies on improving the community and quality of life through proactive housing and blight enforcement.

10:30–10:45 am Break

10:45 am–12:15 pm

Income Determination, A Deep Dive

Cindy Vails, Senior Financial Analyst at HUD, Detroit Field Office

Location: A169

This session will provide an in-depth primer on Income Determination. Do you struggle to find the best method to document how to income qualify your CDBG recipients? Are you new to HUD programs and interested in the different methods of income eligibility determination? Are you a seasoned veteran who "has always done it this way" and are now wondering if there is an easier or different method that would suit your program? Ms. Vails will present information on calculated assets, excluded income, lack of bank statements, who counts in household income, different methods to determine income, how different activities determine income, self-certification and how to determine who should also have a full income determination within the sample, Part V, Public Service Income determination requirements, and low-mod jobs (LMJ) requirements.

Turning the Inspection into Bid Documents (Specifications)

Location: B119

Faris Fakhouri, Chief of Housing Inspections, City of Detroit Housing and Revitalization Department

This session will demonstrate how to take inspection results documentation and turn it into a set of bidding documents that can be presented to potential contractors for either a full rehab or hazard mitigation project. Some of the topics Mr. Fakhouri will cover include:

- Format of bid documents and presentation
- Extracting information from inspection documents and summarizing for bid document.
- Prescriptive or performance-based specifications?
- “Or equal” – But are they and how do you know?
- Including supplemental information. Do you include or summarize:
 - Full lead combination
 - Your on-site inspection
 - Other inspections (pest, code, etc.)
- Voluntary Alternates – Do you want them?
- Conducting the walkthrough (on-site or virtual)
- Addendums (Did the walkthrough identify needed changes?)
- Receiving and reviewing bids

Given all the topics, it should be a full session so come with questions.

12:15–1:30 pm

Lunch, Business Meeting and Keynote Presenters

Building Welcoming Cities and Inclusive Communities

Location: Room 106/107

Roberto Torres, Director and Shaffwan Ahmed, Project Manager, Immigrant Affairs and Economic Inclusion, Housing and Revitalization Department, City of Detroit

The City of Detroit’s Office of Immigrant Affairs and Economic Inclusion was created in 2015 by Mayor Michael Duggan to be the gateway for immigrant and refugee resettlement in Detroit. The office of Immigrant Affairs also works to advance policies and programs that improve the quality of life for immigrants and refugees while strengthening local communities. In 2021, the City of Detroit responded to the international crisis impacting families in Afghanistan. The Office of Immigrant Affairs and its sister city departments provided resources and support to successfully resettle more than 350 Afghan refugees in the City of Detroit. The presentation will provide actionable policy recommendations, welcoming strategies and programs in housing, employment, education, legal services, language access and other support services that promote integration and inclusion.

1:30–1:45 pm - Break

1:45–3:15 pm

Tiered Environmental Reviews in HEROS

Location: A169

Shelli Thurston, Economic Development Marketing Manager, City of Bay City and Carrie Fortune, Senior CPD Representative, HUD Detroit Field Office

Does your community participate in any CDBG funded activities that are site-specific, but the sites haven’t yet been determined, such as a home repair program? If so, then you should be completing Tiered Environmental Reviews within HEROS. Tiering is a common source of confusion and noncompliance in HUD environmental reviews, as HUD and Responsible Entities’ broad-level tiered reviews are frequently insufficient to comply with the National Environmental Policy Act (NEPA). When used appropriately, tiering, as defined in 40 CFR 1508.28, “is a means of making the environmental review process more efficient by allowing parties to eliminate repetitive discussions of the same issues and to focus on the actual issues ripe for decision at each level of environmental review.” Tiering may be appropriate when HUD or the grantee is evaluating a collection of projects that would fund the same or very similar activities repeatedly within a defined local geographic area and timeframe (e.g., rehabilitating many single family homes within a city district or neighborhood over the course of 1 to 5 years) but where the specific sites and activities are not yet known. Please join Carrie Fortune from HUD, and Shelli Thurston from Bay City as they walk you through the tiering process.

3:15 pm - Snacks & Coffee to Go

Location: Atrium

Spring Technical Assistance Conference Registration Form

March 16, 2023

Please fill out and return to: MCDA
169 Templar, Pinckney, MI 48169 • Phone: 734.498.3188 • Fax: 734.498.8415



Registration Form:

Name _____

Company _____

Title _____

Address _____

City _____ State _____ ZIP Code _____

Phone _____ Email _____

Food Allergy Restrictions: _____

*****Early Registration Date Extended!*****

Early Registration: (Received by March 9th)

- \$139.00 – MCDA Members
- \$174.00 – MCDA Non Member
- Presenter

Late Registration - (Received after March 9th)

- \$179.00 – MCDA Members
- \$214.00 – MCDA Non Member
- Presenter

Make check payable to MCDA and mail to:

Cheryl Anne Farmer, MAEP
169 Templar Ave.
Pinckney, MI 48169
Telephone: 734.498.3188
Email: admin@mcdahome.org

Register Online at www.mcdahome.org

To pay by credit card, complete the following: Visa MC Discover **Charge Amount \$** _____

Cardholder Name _____

Card Number _____ Exp. Date _____ CVC: _____

Billing Address _____

City _____ State _____ ZIP Code _____

Signature _____

Register Online at www.mcdahome.org/events