

**CHARTER TOWNSHIP OF VAN BUREN BOARD OF TRUSTEES
JULY 15, 2019 WORK STUDY MEETING 4:00 P.M.
TENTATIVE AGENDA**

ROLL CALL:

Supervisor McNamara _____
Clerk Wright _____
Treasurer Budd _____
Trustee Frazier _____
Trustee Martin _____

Trustee Miller _____
Trustee White _____
Engineer Potter _____
Attorney McCauley _____
Secretary Beaudry _____

UNFINISHED BUSINESS:

NEW BUSINESS:

1. Discussion on revisions to the LDFA's bylaws.
2. Discussion on approval of an agreement between the Township and Local Development Finance Authority (LDFA) to advance funds for bond repayment.
3. Discussion on the need for an updated time keeping system for ALL employees as regulated by the Department of Labor.
4. Discussion on approval of the Communications Specialist Job Description.
5. Discussion on the adoption of the Van Buren Township Resolution 2019-11 to reprogram (transfer) CDBG funds from a Public Facilities activity to a Demolition activity.

PUBLIC COMMENT:

ADJOURNMENT:

Charter Township of Van Buren

Agenda Item: 1

REQUEST FOR BOARD ACTION

WORK STUDY

DATE: JULY 15, 2019

BOARD MEETING

DATE: JULY 16, 2019

Consent Agenda X

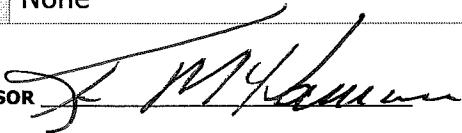
New Business

Unfinished Business

Public Hearing

ITEM (SUBJECT)	Revision to the Local Development Finance Authority (LDFA) by-laws.
DEPARTMENT	Supervisor's Office
PRESENTER	Supervisor McNamara
PHONE NUMBER	734-699-8910
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Executive Assistant Selman

Agenda topic

ACTION REQUESTED	
To consider approval of revisions to the LDFA's by-laws.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
Please see attached revisions (redlined) to the LDFA by-laws.	
The revisions include updates to the LDFA officer's titles that more accurately reflect its current condition, as well as clearly defined duties for the officers.	
The by-laws were passed at the July 9 th meeting of the LDFA.	
BUDGET IMPLICATION	none
IMPLEMENTATION NEXT STEP	
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	None
APPROVAL OF SUPERVISOR	

LOCAL DEVELOPMENT FINANCING AUTHORITY
OF THE
CHARTER TOWNSHIP OF VAN BUREN

BY LAWS

ARTICLE I

Purpose and powers. The purpose or purposes for which the Authority is organized are as follows: To encourage local development to prevent conditions of unemployment and promote economic growth; to provide for the establishment of local development finance authorities and to prescribe their powers and duties; to provide for the creation and implementation of development plans; to authorize the acquisition and disposal of interests in real and personal property; to permit the issuance of bonds and other evidences of indebtedness by an authority; to reimburse authorities for certain losses of tax increment revenues; and to authorize and permit the use of tax increment financing.

ARTICLE II

Section 1. The business and property of the Authority shall be managed and directed by the board of directors, whom will each take and subscribe to the constitutional oath. The members shall serve four (4) year terms of office from the date of their respective appointment, except as provided for in the ordinance creating the Authority, and shall be non-compensated but reimbursed for actual sanctioned expenses.

Section 2. The board shall include seven (7) members appointed by the Township Supervisor, subject to the approval of the Township Board.

Section 3. The board shall include one (1) member appointed by the county board of commissioners of the county in which the Authority is located. The board shall include one (1) member representing a community or junior college in whose district the Authority is located appointed by the chief executive officer of that community or junior college. The board shall also include two (2) members appointed by the chief executive officer of each local government unit, other than the Township which levied twenty percent (20%) or more of the ad valorem property taxes levied against all property located in the Authority district.

Section 4. The board of directors shall annually at its first regular meeting of the calendar year designate one of its members as chairperson, one of its members as vice chairperson, and one of its members as corresponding secretary. The officers so elected shall serve a term of one (1) year or any part thereof as may be determined, and until his/her successor is designated. No term of office created under this section shall extend beyond the term of the member designated. All officers shall take their respective office at the next regular or special meeting.

A. Duties of the Chairperson. The Chairperson retains the ability to discuss, make motions, and vote on issues before the board of directors. The Chairperson shall:

- 1. Preside at all meetings with all powers under parliamentary procedure;*
- 2. Shall rule out of order any irrelevant remarks; remarks which are personal; remarks about another's race, religion, sex, physical condition, ethnic background, beliefs, or similar topics; profanity; or other remarks which are not about the topic before the board of directors;*

3. *Restate all motions or request the Recording Secretary to restate all motions prior to voting on said motions;*
 4. *Appoint committees;*
 5. *May call special meetings;*
 6. *Review with staff, prior to a board of directors meeting, the items to be on the agenda if he or she chooses to do so;*
 7. *Acts as the LDFA's chief spokesman to represent the LDFA at local, regional, and state government levels;*
 8. *Represent the LDFA, along with the Township Board LDFA member before the Township Board and other boards & commissions;*
 9. *Perform such duties as may be ordered by the board of directors*
- B. *Duties of the 1st Vice-Chairperson.* *The 1st Vice-Chairperson shall:*
1. *Act in the capacity of Chairperson, with all the responsibilities, powers, and duties outlined in these bylaws, in the Chairperson's absence; and*
 2. *Perform such other duties as may be ordered by the board of directors.*
- C. *Duties of the 2nd Vice-Chairperson.* *The 2nd Vice-Chairperson shall:*
1. *Preside at meetings in the absence of the Chairperson and the 1st Vice-Chairperson; and*
 2. *Perform such other duties as may be ordered by the board of directors.*
- D. *Absence of Elected Officers.* *Should neither the Chairperson, 1st Vice-chairperson, nor the 2nd Vice-Chairperson be present at a meeting, a temporary chairperson shall be elected by a majority vote of the members present under the following process:*
1. *Any member of the board of directors may call the meeting to order.*
 2. *The first order of business after calling the roll will be to appoint a temporary chairperson for that evenings meeting. The temporary chairperson will be appointed by a simple majority of the members present.*
 3. *The temporary chairperson shall assume the position immediately following their appointment.*

ARTICLE III

Section 1. All regular meetings shall be held in the Township of Van Buren, County of Wayne, Michigan.

Section 2. A regular meeting of the board of directors will be held at 2:00 PM on the second Tuesday of every other month.

Section 3. Special meetings shall be held whenever called by the direction of the chairperson, director, Supervisor of the Township of Van Buren, or any six (6) members of the board of directors on eighteen (18) hours written notice of the time and place of the meeting.

Section 4. Any six (6) members of the board of directors shall constitute a quorum, and the affirmative or negative vote of six (6) members shall be necessary for the transaction of any and all business or passage or denial of any resolution. Three unexcused absences, by any member, will result in automatic resignation from the LDFA.

Section 5. At meetings of the board of directors, business shall be conducted in accordance with Roberts Rules of Order.

Section 6. Public Comment. Public Comment contains the following imposed regulations:

- The speaker is limited to five (5) minutes;
- There shall be no debate: and
- The speaker is encouraged to provide written copies of his/her comments.

Section 7. Teleconferencing. Any member of the board of directors may attend and participate at a regular or special meeting via teleconferencing. Teleconferencing shall be subject to the following regulations:

- A quorum of the board of directors shall be physically present at the meeting.
- A speaker phone or similar device which allows the public the opportunity to listen and to participate in the meeting shall be provided at the location of the meeting where the members are physically present.
- The telecommuter shall ensure the location they select to telecommute from is quiet and any background noise is limited.
- Meeting minutes shall indicate those physically present and those present through teleconference.
- Requests to participate in a meeting via teleconference shall be made to the Chairperson/designee at least two (2) business days prior to the meeting. The Chairperson/designee shall have discretion to allow or not allow that member to attend via teleconference. The decision of the Chairperson/designee shall be final.
- The member of the board of directors telecommuting and compliant with these regulations shall not be authorized to vote on any items presented to the board of directors. When any members are teleconferencing all votes of the board of directors shall be made via roll call vote to ensure the accuracy of the vote.

ARTICLE IV

Section 1. The chairperson shall preside at meetings of the board of directors and shall do and perform such other duties as may from time to time be assigned to him/her by the board of directors. The vice chairperson shall perform the duties of the chairperson in the chairperson's absence and such other duties as shall from time to time be assigned to him by the board of directors.

Section 2. Director. The board of directors may recommend the employment and compensation of a director, subject to the approval of the Township Board. A member of the board of directors is not eligible to hold the position of director. Before entering upon the duties of his/her office, the director shall take and subscribe to the constitutional oath, and furnish a bond through the Township's existing insurance program by posting a bond in the penal sum determined in the ordinance establishing the Authority, payable to the board of directors, approved by the Township Board, and filed with the Van Buren Township Treasurer. The premium of the bond shall be deemed an operating expense of the Authority, payable from funds available to the board of directors for expenses of operation. The director shall be the executive director of the Authority. Subject to the approval of the LDFA, the director shall supervise, and be responsible for the preparation of plans and performance of the functions of the Authority in the manner authorized by Act 281. The director shall attend meetings of

the board of directors, and shall render to the board of directors and to the Township Board of Trustees a regular report covering the activities and financial condition of the Authority. If the director is absent or disabled, the board of directors may designate a qualified person as acting director to perform the duties of the office. Before entering upon the duties of his/her office, the acting director shall take and subscribe to the oath, and furnish a bond, as required of the director. The acting director shall furnish the board of directors with information or reports governing the operation of the Authority as the board of directors requires.

Section 3. All purchasing shall be in compliance with its adopted policy.

Section 4. The LDFA may authorize the director or an agent or agents of the board of directors to enter into any contract or execute and deliver any instrument on behalf of the Authority within the limits authorized by Act 281. The authorization may be general or confined to specific instances.

Section 5. The LDFA may employ such manual, technical, financial and professional assistance as in its judgment may be necessary and is incidental to carry out the purpose of the Authority when funds are available.

Section 6. The fiscal year shall begin with the first day of January and end on the 31st day of December in each year.

Section 7. The LDFA shall have an annual audit of its business and the result thereof shall be submitted to the governing body of the Township. The audit may be completed as part of the regular audit of the Township. This shall be deemed an operating expense of the LDFA.

ARTICLE V

Section 1. The board of directors shall have power to make, alter or amend the bylaws in whole or in part.

Section 2. These bylaws shall become effective upon approval of the Board of Trustees of the Charter Township of Van Buren. Until such approval, the bylaws shall be temporary bylaws for the Authority.

Charter Township of Van Buren

Agenda Item: 2

REQUEST FOR BOARD ACTION

WORK STUDY

DATE: JULY 15, 2019

BOARD MEETING

DATE: JULY 16, 2019

Consent Agenda _____

New Business X

Unfinished Business _____

Public Hearing _____

ITEM (SUBJECT)	Agreement between Township and Local Development Finance Authority (LDFA) to advance funds for bond repayment.
DEPARTMENT	Supervisor's Office
PRESENTER	Attorney Jim Crowley
PHONE NUMBER	734-699-8910
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Executive Assistant Selman

Agenda topic

ACTION REQUESTED

To consider approval of agreement between Township and Local Development Finance Authority (LDFA) to advance funds for bond repayment.

BACKGROUND -- (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)

Please see attached agreement and memo synopsis of the agreement.

The agreement was presented and approved at the July 9th LDFA meeting.

BUDGET IMPLICATION

IMPLEMENTATION NEXT STEP

DEPARTMENT RECOMMENDATION

Approval

COMMITTEE/COMMISSION RECOMMENDATION

ATTORNEY RECOMMENDATION

Agreement has been reviewed by both Township attorney and LDFA legal counsel Fausone Bohn and is recommended for approval.

(May be subject to Attorney/Client Privilege and not available under FOIA)

ADDITIONAL REMARKS

None

APPROVAL OF SUPERVISOR

Daniel Selman



Memo

TO: Local Development Finance Authority

FROM: Ron Akers, AICP
Director of Planning and Economic Development

RE: Agreement Between the LDFA and VBT

DATE: July 3, 2019

The following is a proposed agreement which formalizes the roles of the LDFA and Township with regards to the Township advancing funds to assist the LDFA with their bond payments. This agreement has been reviewed by the LDFA's legal counsel Paul Bohn and he has worked with Chairman Dotson to come up with this agreement. In short, this agreement has provisions in which the LDFA agrees that any payments the Township is legally obligated to make to cover shortfalls in tax increment revenues necessary to meet the LDFA's debt service shall be treated as an advance and shall be reimbursed from future tax increment revenues.

I look forward to the LDFA's discussion on this matter and please feel free to contact me with any additional questions.

**AGREEMENT REGARDING THE VAN BUREN TOWNSHIP
LOCAL DEVELOPMENT FINANCE AUTHORITY**

This Agreement Regarding the Van Buren Township Local Development Finance Authority ("Agreement") is made and entered into as of July __, 2019 by and between the Local Development Finance Authority of the Charter Township of Van Buren, a public body corporate, whose address is 46425 Tyler Road, Van Buren Charter Township, Michigan 48111 (the "Authority") and the Charter Township of Van Buren, a municipal corporation, whose address is 46425 Tyler Road, Van Buren Charter Township, Michigan 48111 (the "Township").

RECITALS

WHEREAS, in 2002 the Township established and created the Authority pursuant to Act 281, Public Acts of Michigan, 1986, as amended (the "Act 281"); and

WHEREAS, by resolution adopted on March 4, 2003, the Board of the Township adopted the Development Plan and Local Development Financing Plan of the Authority (the "Development Plan") for, among other things, development of the eligible property within the Authority District described in the Development Plan and the construction and financing of the Public Facilities and related costs described in the Development Plan (the "Public Facilities"); and

WHEREAS, subsequent to the approval of the Development Plan the Authority and the Township entered into a Development Agreement with Visteon, dated May 1, 2003, (the "Development Agreement") which set forth the agreement of the parties with respect to the development and financing of the Public Facilities as part of the development of the Visteon Village Project; and

WHEREAS, in order to finance the cost of the Public Facilities at the Visteon Village Project the Authority on August 6, 2003 issued its \$28,199,656.35 Tax Increment Bonds, Series 2003 (the "2003 Bonds") the repayment of which were primarily secured by future tax increment revenues captured from the Visteon Village Project and additionally secured by the Township's pledge of its limited tax general obligation full faith and credit; and

WHEREAS, on June 15, 2006 the Authority issued its \$19,200,000 Tax Increment Revenue Refunding Bonds, Series 2006 (the "2006 Refunding Bonds") to advance refund a portion of the 2003 Bonds, the repayment of which were primarily secured by future tax increment revenues captured from the Visteon Village Project and additionally secured by the Township's pledge of its limited tax general obligation full faith and credit; and

WHEREAS, on September 9, 2015 the Authority issued its \$12,190,000 Tax Increment Revenue Refunding Bonds, Series 2015 (the "2015 Refunding Bonds" and together with the 2003 Bonds the "Authority Bonds") to currently refund all of the outstanding 2006 Refunding Bonds, the repayment of which were primarily secured by future tax increment revenues captured from the Visteon Village Project and additionally secured by the Township's pledge of its limited tax general obligation full faith and credit; and

WHEREAS, in 2009 Visteon filed for bankruptcy and in 2010 as part of the bankruptcy proceeding the Township and Visteon entered into a Settlement Agreement which included, among other things, the Township's agreement to significantly reduce the assessed value of the Visteon Village Project in exchange for Visteon's agreement that if property tax payments made by Visteon to the Authority for the Visteon Village Project are inadequate to permit the Authority and the Township to meet its payment obligation on the Authority Bonds, Visteon agreed to negotiate with the Township in good faith to determine the amount of the shortfall with respect to the Authority Bonds and make a non-tax payment, payment in-lieu-of tax, to the Township to assist the Township in making timely payments on the Authority Bonds; and

WHEREAS, in 2013 the Township engaged Public Financial Management ("PFM") to conduct a cash flow analysis of the Authority's projected future tax increment revenues available to meet the Authority's future debt service obligations for the Authority Bonds; and

WHEREAS, the report issued by PFM summarizing its findings, originally dated September 6, 2013 and updated on January 27, 2016, provided that without significant new development in the Visteon Village Project a shortfall in the tax increment revenues necessary to meet the Authority's debt service obligations under the Authority Bonds will begin in 2019 and continue each year through the final term of the Authority Bonds in 2032; and

WHEREAS, notwithstanding Visteon's contractual obligation under the Settlement Agreement, under its limited tax general obligation full faith and credit pledge, the Township will be legally obligated to pay this shortfall which is projected to begin starting with the October 1, 2019 principal and interest payment date for the Authority Bonds and continue for each semi-annual payment date for the Authority Bonds thereafter; and

WHEREAS, subsequent to the issuance of the original PFM report the Township attempted to negotiate in good faith with Visteon regarding Visteon's agreement under the Settlement Agreement to determine the amount of the shortfall with respect to the Authority Bonds and make a non-tax payment, payment in-lieu-of tax, to the Township to assist the Township in making timely payments on the Authority Bonds, however, Visteon disavowed any obligation to make payment under the Settlement Agreement; and

WHEREAS, on May 12, 2015, the Township filed a lawsuit against Visteon in the United States Bankruptcy Court for the District of Delaware for breach of contract and declaratory relief related to its claim that Visteon had failed to meet its obligation under the Settlement Agreement with the Township and, pursuant to an agreement between the parties, this lawsuit was dismissed and refiled in Wayne County Circuit Court; and

WHEREAS, on February 18, 2016, the Circuit Court granted Visteon's motion for summary disposition, deciding that the Township's claims against Visteon were not ripe for adjudication; and

WHEREAS, the Township appealed the Circuit Court's ruling to the Michigan Court of Appeals and on May 16, 2017, the Court of Appeals issued its published decision affirming the Circuit Court's ruling that the Township's claims against Visteon were not ripe for adjudication; and

WHEREAS, the Township appealed the Court of Appeals' decision to the Michigan Supreme Court by filing an application for leave to appeal, which application the Supreme Court denied by 3-3 vote on March 8, 2019; and

WHEREAS, the Township shall be refileing its lawsuit against Visteon promptly after the date that the shortfall in tax increment revenues actually occurs; and

WHEREAS, the Township and the Authority desire to enter into this Agreement which sets forth the parties agreement to take the necessary and prudent steps to minimize the annual shortfall in tax increment revenues and to protect the Township's right to receive reimbursement from the Authority from future available tax increment revenues for amounts it is legally obligated to pay to cover the debt service shortfalls on the Authority Bonds; and

WHEREAS, effective as of January 1, 2019, Act 281 was replaced with Act 57, Public Acts of Michigan, 2018 ("Act 57") which consolidated the legislative authority to create and operate tax increment authorities into a single statute.

NOW THEREFORE, in consideration of the mutual covenants and obligations set forth herein and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Township and the Authority agree as follows:

1. **Reimbursement of Shortfall Payments.** The Authority agrees that any payments the Township is legally obligated to make to cover shortfalls in tax increment revenues necessary to meet the Authority's debt service obligation under the Authority Bonds shall be treated as an "advance" as defined under Act 57 and shall be reimbursed to the Township by the Authority from future available tax increment revenues from the Visteon Village Project. The Authority also agrees to pay interest on the Township's shortfall payments until they are reimbursed at an annual interest rate equal to the average interest rate that the Township is earning on the investment of its general fund monies. Neither party shall approve without the prior written consent of the other any additional tax increment revenue capture and/or any tax abatement for any property within the Visteon Village Project that would have the potential for creating a shortfall in the payments required under this Agreement.

2. **Extension of Development Plan.** If the Township has not been fully reimbursed for the payment shortfalls and interest thereon on or before the expiration date of the Development Plan (i.e. December 31, 2032) the Authority agrees, to the extent permitted by State law, to extend the term of the Development Agreement for the maximum allowable term within which the reimbursement to the Township can be accomplished. The Authority further agrees to include in the extended Development Plan any required provisions to protect the Township's right to receive reimbursement for its advances together with interest thereon from future tax increment revenues.

3. **Future Development.** The Authority and the Township agree to aggressively promote new development in the Visteon Village Project.

4. **Restructuring Authority Bonds.** The Authority will consider all reasonable and prudent options for refunding and/or restructuring the Authority Bonds in order to reduce the future debt service on the Authority Bonds which could include extending the maturity of the term of the existing Authority Bonds.

5. **Settlement Proceeds.** Any proceeds received by the Township through litigation with Visteon, through judgment, verdict, settlement or otherwise shall, first, be reimbursed to the Township to reimburse all advances it has made on the Authority's behalf under the Authority Bonds together with interest thereon and second, shall be disbursed to the Authority.

6. **Drafting, Amendments, and Termination.** This Agreement was negotiated, drafted and reviewed by each party hereto and any interpretation of this Agreement shall acknowledge the same. This Agreement shall not be modified, altered or amended except by written agreement duly executed by all parties to this Agreement in accordance with the terms hereof. This Agreement shall terminate and be of no further affect upon the mutual written consent of both parties hereto or upon the reimbursement and/or payment of the obligations embodied herein being completely satisfied.

7. **State Law.** This Agreement shall be governed by, construed and enforced in accordance with, the laws of the State of Michigan.

IN WITNESS WHEREOF, the Authority and the Township have caused this Agreement to be executed by their respective duly authorized officers as of the day and year first above written.

-SIGNATURES APPEAR ON THE NEXT PAGE-

**LOCAL DEVELOPMENT FINANCE
AUTHORITY OF THE CHARTER
TOWNSHIP OF VAN BUREN:**

By: _____
Michael P. Dotson
Its: Chairman

CHARTER TOWNSHIP OF VAN BUREN:

By: _____
Kevin M. McNamara
Its: Township Supervisor

By: _____
Leon Wright
Its: Township Clerk

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Charter Township of Van Buren

Agenda Item: 3


Work Study: July 15, 2019

Board Meeting Date:

REQUEST FOR BOARD ACTION

Consent Agenda	New Business X	Unfinished Business	Public Hearing
ITEM (SUBJECT)	Time and Attendance Keeping		
DEPARTMENT	Supervisor Office		
PRESENTER	Nicole Sumpter, Human Resource Director		
PHONE NUMBER	734.699.8900 ext. 9293		
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Steve Rankin		

Agenda topic

ACTION REQUESTED:	
Discuss the need for an updated time keeping system for ALL employees as regulated by the Department of Labor.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
Our visit from the Department Of Labor exposed the need for all hourly employees regardless of where they work in our Township to have a system to properly keep their time daily. Kronos, Executime and Paylocity were selected to give us presentations and quotes. Only two of the three responded and were reviewed by myself, IT Director Rankin and Payroll Coordinator Towles. We concluded that Kronos was easier to navigate and integrate with our current BS&A software. The system also provided an assortment of ways for the end users to clock in and out, as well as other features to allow payroll to enter future accruals of time without having to physically enter them for all the employee groups.	
BUDGET IMPLICATION	
IMPLEMENTATION NEXT STEP	Approve Proposals
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	N/A
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	



Workforce Ready Proposal

Date: 7/10/2019
Version #: 1
Expires: 10/8/2019

Customer PO #:
Salesperson: Steve Alabiso

Bill To: Attn: Bicole Sumpter
Charter Township Of van Buren
46425 TYLER RD
BELLEVILLE, MI 48111

Ship To: Attn: Bicole Sumpter
Charter Township Of van Buren
46425 TYLER RD
BELLEVILLE, MI 48111

FOB: Shipping Point
Shipping Method: FedEx Ground
Currency: USD
Payment Terms: N30

Solution ID:
Email Contact: nsumpter@vanburen-mi.org
Phone #: 734-740-1062

SaaS Services

Item	License/Qty	Unit Price	Discount	Price
Workforce Ready Time Keeping	160	\$3.78	37%	\$604.80
Workforce Ready Accruals	160	\$0.63	37%	\$100.80
Kronos Workforce Ready Attestation	160	\$0.32	37%	\$51.20
Workforce Ready Integration Hub	1	\$0.00	37%	\$0.00
Minimum Monthly Total:				\$756.80

Equipment - Purchase

Item	Qty	Unit Price	Discount	Total Price
Kronos InTouch 9100 H4, Standard, HID Prox	8	\$3,135.35	27%	\$25,082.80
Touch ID Plus Option for H3/H4 InTouch	8	\$876.00	27%	\$7,008.00
Total Price:				\$32,090.80

Equipment - Purchase Support

Item	Duration	Total Price
DEPOT EXCHANGE SUPPORT SERVICE	1 YR	\$3,240.00
Total Price:		\$3,240.00

Accessories

Item	Qty	Unit Price	Total Price
BATTERY BACKUP,INTOUCH	8	\$290.00	\$2,320.00
NORTH AMERICA POWER KIT FOR EXTERNAL OUTLET, INTOUCH STD	8	\$0.00	\$0.00
WI-FI OPTION,INTOUCH H4	8	\$250.00	\$2,000.00
Total Price:			\$4,320.00

Setup Fees

Item		Total Price
Workforce Ready Setup Fee		\$2,500.00
Onsite Training		\$3,000.00
Travel and Expenses (\$1,400-\$1,600) - to be billed separately after visit		
Total Price:		\$5,500.00

Quote Summary

Item	Total Price
Minimum Monthly Fee	\$756.80
Minimum Annual Fee	\$9,081.60
One Time Setup Fees	\$5,500.00
Total Equipment Purchase and Accessories Fee	\$39,650.80

Kronos | Time & Attendance • Scheduling • Absence Management • HR & Payroll • Hiring • Labor Analytics

Kronos SaaS, Inc 3040 Route 22 West, Suite 200 Branchburg, NJ 08876 (800) 225-1561 www.kronos.com/kronossaashr



Quoted By: Tami Bates
 Date: 6/25/2019
 Quote Expiration: 11/19/2019
 Quote Name: Charter Township of Van Buren, MI -ExecuTime
 Quote Number: 2019-74839
 Quote Description: cloud

Sales Quotation For
 Van Buren Township
 46425 Tyler Rd
 Van Buren Twp, MI 48111-5217
 Phone +1 (734) 699-8902

SaaS

Description	One Time Fees				
	# Years	Annual Fee	Impl. Hours	Impl. Cost	Data Conversion
Human Capital Management:					
ExecuTime Time & Attendance (150)	1.0	\$7,942.00	80	\$12,800.00	\$0.00
ExecuTime Time & Attendance Mobile Access	1.0	\$3,305.00	0	\$0.00	\$0.00
TOTAL:		\$11,247.00	80	\$12,800.00	\$0.00

3rd Party Hardware, Software and Services

Description	Quantity	Unit Price	Unit Discount	Total Price	Unit Maintenance	Unit Maintenance Discount	Total Year One Maintenance
Touchscreen: Biometric Reader	7	\$2,710.00	\$0.00	\$18,970.00	\$0.00	\$0.00	\$0.00
Touchscreen: Biometric Reader Maintenance	7	\$0.00	\$0.00	\$0.00	\$271.00	\$0.00	\$1,897.00
3rd Party Hardware Sub-Total:				\$18,970.00			\$0.00
TOTAL:				\$18,970.00			\$1,897.00

Summary	One Time Fees	Recurring Fees
Total SaaS	\$0.00	\$11,247.00
Total Tyler Software	\$0.00	\$0.00
Total Tyler Services	\$12,800.00	\$0.00
Total 3rd Party Hardware, Software and Services	\$18,970.00	\$1,897.00
Summary Total	\$31,770.00	\$13,144.00
Contract Total (Excluding Estimated Travel Expenses)	\$44,914.00	
Estimated Travel Expenses	\$3,320.00	

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held for six (6) months from the Quote date or the Effective Date of the contract, whichever is later.

Customer Approval: _____

Date: _____

Print Name: _____

P.O. #: _____

All primary values quoted in US Dollars

Comments

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the size and scope of your project. The actual amount of services depends on such factors as your level of involvement in the project and the speed of knowledge transfer.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely, but can be done onsite upon request at an additional cost.

In the event Client cancels services less than two (2) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

Implementation hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

Tyler's cost is based on all of the proposed products and services being obtained from Tyler. Should significant portions of the products or services be deleted, Tyler reserves the right to adjust prices accordingly.

The Munis SaaS fees are based on 16 concurrent users. Should the number of concurrent users be exceeded, Tyler reserves the right to re-negotiate the SaaS fees based upon any resulting changes in the pricing categories.

Client agrees that items in this sales quotation are, upon Client's signature of same, hereby added to the Agreement between the parties, and subject to its terms. Additionally, and notwithstanding anything in the Agreement to the contrary, payment for said items shall conform to the following conditions: Licensee fees for Tyler and 3rd party products are due when Tyler makes such software available for download by the Client (for the purpose of this quotation, the 'Availability Date') or delivery (if not software); Maintenance fees, prorated for the term commencing when on the Availability Date and ending on the last day of the current annual support term for Tyler Software currently licensed to the Client, are due on the Availability Date; Fees for services, unless otherwise indicated, plus expenses, are payable upon delivery.

If a Tyler client desires clocks that do not have direct connectivity back to the network server ExecuTime resides on, then a VPN device installation, to be provided at Tyler's then-current prices, will be needed for every location where a clock may reside.

Clocks will be shipped upon receipt of a signed quote or addendum. The warranty period starts when the clocks are shipped. The warranty period ends whichever occurs first, either 12 months after connecting the clocks to the ExecuTime software or 18 months from shipment.

Clock prices include Tyler instruction regarding clock configuration and connection to the ExecuTime software. Client is responsible for clock installation and connection to applicable network.

Development modifications, interfaces and services, where applicable, shall be invoiced to the client in the following manner: 50% of total upon authorized signature to proceed on program specifications and the remaining 50% of total upon delivery of modifications, interface and services.

Charter Township of Van Buren

Agenda Item: 4

WORK STUDY

REQUEST FOR BOARD ACTION

DATE: JULY 15, 2019

DATE: JULY 16, 2019

Consent Agenda_____

New Business X

Unfinished Business_____

Public Hearing_____

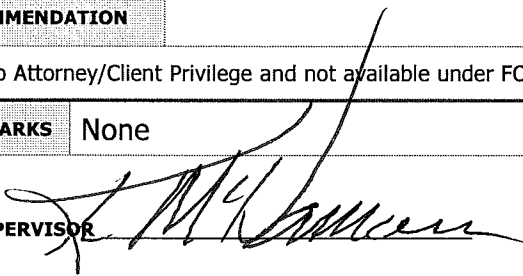
ITEM (SUBJECT)	Approval Job Description for Communications Specialist and consider creation of a Communications Department
DEPARTMENT	Supervisor's Office
PRESENTER	Supervisor McNamara, Executive Assistant Selman
PHONE NUMBER	734-699-8910
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
To consider approval of Communications Specialist Job Description.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
Please see attached job description for Communications Specialist.	

BUDGET IMPLICATION	\$50,000 -\$60,000
IMPLEMENTATION NEXT STEP	To post position with a wage to be negotiated between \$50,000 and \$60,000 with a personal service agreement to be approved by the Board after the interview selection process.

DEPARTMENT RECOMMENDATION	
COMMITTEE/COMMISSION RECOMMENDATION	

ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	None
APPROVAL OF SUPERVISOR	



CHARTER TOWNSHIP OF VAN BUREN JOB DESCRIPTION

Position Title: Communications Specialist

Position Summary

Under the direct supervision of the Township Supervisor or his/her designee. The primary function this position is to provide professionally produced communications for the purpose of portraying a positive image of the Township for Community public relations. This position performs a variety of tasks related to social media marketing, digital production and management of the Government Access Television (GATV). Employee will be called upon to assist other departments in developing effective communication strategies and drafting content for press releases and graphic design.

Essential Job Functions, Duties and Responsibilities

An employee in this position may be called upon to perform any or all of the following essential job functions, duties and responsibilities. These examples are intended to describe the general nature and level of work to be performed by an employee assigned this classification and are not to be construed as an exhaustive list of all job duties performed in this position.

- Responsible for the broadcast of regular meetings for the Government Access Channel (GATV), Comcast, AT&T Uverse and Livestream (web channel). Ensures all program content remains current.
- Manages, monitors and develops the Township's Social Media accounts to include uploading video/image content, monitors public commentary posts, performing routine evaluations and analytical performance assessments of social media accounts, developing social media strategies and stay apprised of market trends related to municipal government.
- Provides assistance in capturing and developing content for the Township magazines and all related publications; provides support to Township employees for graphic design and/or presentation materials.
- Assists in oversight, scheduling and training of Communication's interns and contracted workers.
- Prepares reports and related information as directed by Township Supervisor. Provides professional advice to the Township Supervisor, Directors and staff related to public communications.
- Manages the production, directing, shooting and editing of special programs events, training and public relations for the Township.
- Purchase materials and supplies as needed.
- Follows Township purchasing policy, maintains equipment inventory and assists in Capital Improvement Planning (CIP) and implementation of projects.
- Monitors annual budget and assists in fiscal year budget preparation
- Planning, set-up and management of special community relations events; coordinates activities with other departments, outside agencies and other organizations as needed.
- Works in accordance within all Township policies
- Demonstrates regular and predictable attendance.
- Maintains effective and harmonious working relationships with staff, Township supervisor and general public.
- Maintains records in accordance with the Township's public records retention policy and Michigan's Freedom of Information Act (FOIA). Executes FOIA requests from the Clerk's office for recording of meetings recorded that are solicited by the public, Township attorney or other inquires.
- Assists in preparation for grant applications for equipment, programs or other projects.

- Achieves goals and objectives set by the Board of Trustees and the Township Supervisor.
- Ability to work overtime, evenings and/or weekends to accommodate the needs of the Township.
- Flexibility in scheduling on occasion as approved by the Township Supervisor.
- Perform related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions, duties and responsibilities of the position.

- Bachelors of Arts degree with a preferred major in communication, Digital Marketing, Graphic Design, Public Relations, or related field preferred.
- Knowledge of all Microsoft Office Suites.
- Knowledge of and ability to perform entries into multiple BS&A programs.
- Ability to compose and format letters and correspondence internally and externally.
- Ability to work with a variety of technologies including audio and video production equipment, computers and general office equipment
- Excellent customer services and communications skills, both verbal and written. Knowledge and skill set to communicate through all social media and cable outlets such as Twitter, Facebook, YouTube, Instagram, snapchat, etc.
- Excellent attention to detail in a fast-paced environment.

Physical Abilities and Work Environment

While performing the duties of this job, with or without reasonable accommodations, the employee is frequently required to talk or hear. The employee must have normal sight and vision and be able to identify and distinguish colors. The employee is frequently required to read paper documents and view information on a computer screen. The employee frequently is required to stand and walk. The employee is frequently required to use hands to finger, handle or feel. The employee is frequently required to reach with hands and arms above the employee's head or at ninety degrees to the employee's shoulders. The employee is frequently required to climb and descend stairs and ladders. The employee is frequently required to squat, bend, stoop, kneel, crouch or crawl. The employee must occasionally exert up to 20 pounds of force and be able to lift and/or move items of up to fifty (50) pounds.

Charter Township of Van Buren

Agenda Item: 5

REQUEST FOR BOARD ACTION

WORK STUDY MEETING DATE: 7/15/19

BOARD MEETING DATE: 7/16/19

Public Hearing Date: 7/15/19

Consent Agenda ☐

New Business ☒

Unfinished Business ☐

Public Hearing ☒

ITEM (SUBJECT)	Reprogram CDBG Public Facilities Funds for Program Year 2018
DEPARTMENT	Developmental Services
PRESENTER	Matt Best, Director of Public Services
PHONE NUMBER	
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
Adoption of the attached Van Buren Township Resolution #2019-11 to reprogram (transfer) CDBG funds from a Public Facilities activity to a Demolition activity.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
<p>Van Buren Township administers a federal grant program as a sub-recipient of Wayne County called "Community Development Block Grant" (CDBG). At its core, CDBG is meant to improve the lives and neighborhoods of persons of low- to moderate-income or disabled status. There are a number of activities the Township has undertaken over the years, including Housing Rehabilitation, Emergency Outdoor Warning Sirens, improvements to the Beck Ball Fields, improvements to Van Buren Park, Demolition, and youth and senior services.</p> <p>There is \$76,581 remaining in the Township's 2018 CDBG account for Public Facilities, which must be spent by December 31, 2019 or else it will be recaptured by Wayne County. Additionally, Van Buren Township has \$31,139.58 in Program Income available that can also be used to fund demolition activities. Program Income is generated when a CDBG Demolition lien or Housing Rehabilitation lien is repaid to the Township. Program Income must be spent on CDBG-eligible activities. Van Buren Township started Program Year 2018 with \$30,000 in Demolition funds, but almost all of the funds have been expended on recent demolitions; thus, very little CDBG funding remains for additional demolitions.</p> <p>At this time, there are several buildings in the township that have been ordered for demolition by the Building Official and are in the process of being environmentally cleared for demolition. The demolition of buildings is a CDBG-eligible activity under Demolition-Spot Blight. For this activity, the Township would use CDBG funds to demolish and remove the blighted structures and place a lien on the property (if privately owned) for the costs incurred by the Township. At the time the property is sold or developed, the lien would have to be repaid to the Township. Because CDBG money is proposed to be used for demolishing blighted and unsafe structures, any money repaid to the Township would be classified as Program Income and must be spent on CDBG-eligible activities.</p> <p>Therefore, we request that the Township Board reprogram \$76,581 from Public Facilities into Demolition.</p> <p>To reprogram funds, the Township Board must adopt a resolution. If the funds proposed for reprogramming exceed 15% of the allocation in any year, a public hearing is required prior to reprogramming. Because the amount proposed for reprogramming in Program</p>	

Year 2018 exceeds 15% of the total allocation for that year, a public hearing is required. We recommend holding a public hearing at the May 7, 2019 Township Board meeting and reprogramming these funds at that meeting.

BUDGET IMPLICATION

CDBG \$76,581.00.

**IMPLEMENTATION
NEXT STEP**

After holding public hearing, adopt resolution to reprogram Program Year 2018 Public Facilities funds to Demolition.

DEPARTMENT RECOMMENDATION

Approval

COMMITTEE/COMMISSION RECOMMENDATION

N/A

ATTORNEY RECOMMENDATION

N/A

(May be subject to Attorney/Client Privilege and not available under FOIA)

ADDITIONAL REMARKS

Items Included:

- Resolution

APPROVAL OF SUPERVISOR

Resolution No. 2019-11

Motion: _____

Support: _____

WHEREAS, the Charter Township of Van Buren currently has a Community Development Block Grant (CDBG) activity to demolish structures in Van Buren Township that have been ordered for demolition by the Building Official; and

WHEREAS, the Charter Township of Van Buren finds that the demolition of condemned structures is important for public health, safety, and welfare by clearing and removing buildings that are uninhabitable; and

WHEREAS, the demolition of condemned, blighted, or unsafe structures meets the CDBG National Objective of eliminating slums and blight and is a CDBG Eligible Activity for Clearance and Demolition (HUD Matrix Code 04); and

WHEREAS, the Building Official has either ordered the demolition of, or is currently in the process of ordering the demolition of, several buildings in Van Buren Township which have become uninhabitable or unsafe; and

WHEREAS, where the owner of a building ordered for demolition is unable or unwilling to demolish or rehabilitate the building, the Charter Township of Van Buren may take action to demolish the building as permitted by law and ordinance; and

WHEREAS, the Charter Township of Van Buren applied to use PY 2018 CDBG funds for Public Facilities & Improvements (#18-30-03F) and Demolition (#18-30-04); and

WHEREAS, the Charter Township of Van Buren currently has \$76,581 remaining in Public Facilities & Improvements in PY 2018; and

WHEREAS, the Charter Township of Van Buren has duly advertised a public hearing for the purpose of receiving comments regarding the proposed reprogramming (transfer) of PY 2018 CDBG funds; and

WHEREAS, the Charter Township of Van Buren Board of Trustees held the duly advertised public hearing on May 7, 2019.

THEREFORE, be it resolved by the Charter Township of Van Buren Board of Trustees, Wayne County, Michigan, that the Board hereby requests the following reprogramming (transfer) of PY 2018 funds in the amount of \$76,581.00:

Existing (FROM):

<u>PY</u>	<u>Contract Number</u>	<u>Activity Description</u>	<u>Amount</u>
2018	#18-30-03A	Public Facilities & Improvements (Repairs and site improvements to Van Buren Park)	\$75,581.00

Proposed (TO):

<u>PY</u>	<u>Contract Number</u>	<u>Activity Description</u>	<u>Amount</u>
2018	#18-30-04	Clearance and Demolition	\$76,581.00

Ayes:

Nays:

Absent:

I, Leon Wright, Clerk of the Charter Township of Van Buren, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Charter Township of Van Buren Board of Trustees at a regular meeting held on this 9th day of May, 2019.

Leon Wright, CMC
Clerk, Charter Township of Van Buren

**Charter Township of Van Buren
Final Statement of Objectives
Community Development Block Grant (CDBG) Funds
Demolition**



On July 16, 2019 the Charter Township of Van Buren Board of Trustees, following a duly noticed public hearing, approved the following reprogramming of CDBG funds pursuant to the CDBG Program subject to the County of Wayne's administration of the U.S. Department of Housing and Urban Development (HUD) CDBG Program.

Existing (FROM):

PY	Contract Number	Activity Description	Amount
2018	#18-30-03F	Public Facilities & Improvements	\$76,581.00

Proposed (TO):

PY	Account Number	Activity Description	Amount
2018	#18-30-04	Demolition	\$76,581.00

The intent of the project is to demolish structures in Van Buren Township that have been condemned or qualify as spot blight, which fulfills one of the CDBG program's stated objectives of eliminating slums and blight.

Further information is available by contacting Ron Akers, AICP, Director of Planning & Economic Development, 46425 Tyler Road, Belleville, MI 48111 or by calling (734) 699-8913.

Post: July 17, 2019
Remove: August 5, 2019

Wayne County CDBG Program Transfer Request

Program Year: 2018

Grantee Name: Charter Township of Van Buren

Transfer Information

Please indicate the project from which the funds are being transferred AND the project to which the funds are being transferred.

Funds Transferred From	Funds Transferred To	Contract Number/ Project Name	Previous Amount Allocated	Revised Amount Allocated
<input checked="" type="checkbox"/>	<input type="checkbox"/>	#18-30-03F, Public Facilities & Improvements	\$76,581.00	\$0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	#18-30-04, Demolition	\$30,000.00	\$106,581.00
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
		Total Allocation Transfer	\$106,581.00	\$106,581.00

Public Participation Information

The U.S. Department of Housing and Urban Development (HUD) requires that the public has opportunities in the planning process for these projects. Please include evidence of the following.

Public Hearing (Required if the Activity was not previously approved for the same Program year.)

☐ Public Hearing **Not Applicable** (Activity was previously approved)

☒ Public Hearings **Required** (If checked, please fill out the following)

Date of the Notice of Public Hearing: July 16, 2019

Copy of Public Notice Attached ☒

Were the notices published 10 days prior to the public hearing as required? ☒ Yes ☐ No

Public Hearing

Date July 16, 2019

Copy of Minutes Attached ☒

Council/Board Approval of Transfer

Date July 16, 2019

Copy of Resolution Attached ☒

Amended Final Statement of Objectives Published/Posted

Date July 17, 2019

Copy Attached ☒

Did the notice identify specific projects with specific dollar amount as required? ☒ Yes ☐ No

Authorized Signor Name: _____

Title: _____

X
Signature

Date

Date Received _____
Eligibility _____
Voucher Tracking Sheet _____
IDIS _____ ACCESS _____
APPROVED _____
Date _____
For Wayne County Use

Wayne County CDBG Program Funding Transfer Request

*Please provide all the information regarding the project below. Even if the local community is transferring funds to a project that already exists, please complete all the information. **Be sure to provide the necessary revisions to Proposed Outcomes***

Local Project Title: Demolition

Milestone Dates: Anticipated Start Date: August 15, 2019 Anticipated Completion Date¹: Dec. 31, 2019

CDBG Allocation Amount	\$106,581.00
Estimated CDBG Program Income/Revolving Loan Funds	\$30,000.00
Other Federal Funds (Identify:)	\$0.00
State/Local Funds	\$0.00
Private Funds	\$0.00
Other	\$0.00
TOTAL ACTIVITY BUDGET	\$136,581.00

ADA activities require a supplemental Wayne County application to be completed. Please contact the Wayne County CD Office at (313) 224-5250.

Activity Description:

As a reminder, CDBG is not eligible for maintenance of public facilities. The purchase of equipment, fixtures, motor vehicles, furnishings, or other property that is not an integral structural fixture is generally ineligible. CDBG funds may be used, however, to purchase such items when necessary for use in the administration of activities assisted with CDBG funds or when such items constitute all or part of a public service.

This project involves the demolition and clearance of structures that have become spot blight. The demolition and clearance of condemned structures meets the National Objective of eliminating slums and blight and is a CDBG Eligible Activity for Clearance and Demolition (HUD Matrix Code 04).

Location and Target Area:

Attach a street map identifying the location and target area (AKA service area).

List the location address or cross streets of the activity. For a public service activity, list the office address: The area is community-wide and will include single-family homes and Township-owned structures.

Is the target area community-wide? Yes ☒ No ☐

If the target area is not community-wide, please identify the target area with cross streets:

Eligible Activity: Check the one that primarily describes the activity.

- | | |
|---|--|
| <input type="checkbox"/> Acquisition | <input type="checkbox"/> Disposition |
| <input type="checkbox"/> Public Facilities and Improvements | <input checked="" type="checkbox"/> Clearance Activities |
| <input type="checkbox"/> Public Services | <input type="checkbox"/> Interim Assistance |
| <input type="checkbox"/> Relocation | <input type="checkbox"/> Housing Services |
| <input type="checkbox"/> Privately Owned Utilities | <input type="checkbox"/> Homeownership Assistance |
| <input type="checkbox"/> Housing Rehabilitation | <input type="checkbox"/> Code Enforcement |
| <input type="checkbox"/> Historic Preservation | <input type="checkbox"/> Fair Housing |
| <input type="checkbox"/> Section 108 Loan Repayments | <input type="checkbox"/> Other _____ |

¹ The anticipated completion date will remain the same as on the original application. The transfer does not extend the completion date.

Wayne County 2016-2020 Consolidated Plan Goals

Please select one primary goal for the activity.

- ☐ **Economic Health**...promote economic health and financial equity through activities that improve the business environment, facilitate regionalism and collaborations, create and retain jobs, improve job skills, and provide an overall high quality of life.
- ☒ **Neighborhoods**...promote neighborhood stability through activities that include housing rehabilitation and development, property redevelopment, infrastructure improvements, code enforcement, environmental clean-up, and elimination of blight.
- ☐ **Affordable Housing**...reduce barriers to affordable housing for persons in need through activities that include home buying and rental assistance, weatherization and energy-efficient home improvements, and affordable housing development.
- ☐ **Homelessness**...reduce homelessness through collaborating and integrating resources that address the special housing and service needs of homeless persons - many of whom have mental illness, substance dependence or abuse, and/or physical disabilities.
- ☐ **Suitable Living Environment**...promote a high quality of life through activities that support the well-being of residents especially the elderly, the disabled, low-income persons and other persons with special needs.
- ☐ **Diversity**...affirmatively further fair housing, facilitate equal contracting and employment opportunities for women and minority populations, and promote activities in general that celebrate diversity and strengthen equality in the community.
- ☐ **Strategic Planning**...encourage long- and short-term planning and implementation strategies that identify and address priority needs as well as incorporate human and financial resources of both public and private entities.

Performance Measures

Objectives: Please select the one that most describes the purpose.

- ☒ **Enhance Suitable Living Environment through New/Improved Accessibility:** Activities designed to benefit communities, families, or individuals by addressing issues in their living environment.
- ☐ **Create Decent Housing with New/Improved Availability:** Housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort (such as would be captured under Suitable Living Environment).
- ☐ **Promote Economic Opportunity Through New/Improved Sustainability:** Activities related to economic development, commercial revitalization, or job creation.

Outcomes: Please select the one that most applies.

- ☐ **Availability/Accessibility:** Activities that make services, infrastructure, housing, or shelter available or accessible to low- and moderate- income people, including persons with disabilities.
- ☐ **Affordability:** Activities that provide affordability in a variety of ways in the lives of low- and moderate- income people. It can include the creations or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- ☒ **Sustainability:** Activities aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefits to low- and moderate income persons or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

National Objective:

Specify one objective. Be sure to use the same one in the Annual Performance Report.

☐ LMA (Low and Moderate Income Area) Benefit

Examples: Parks, Neighborhood Centers, Code Enforcement and Public Improvements

The target area must consist of block groups that are 51% Low/Mod Income. If the target area is not community-wide, specify each block group in the target area.

Census Tract(s)	Block Group(s)	Low/Mod %
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

☐ LMC (Low and Moderate Income Limited Clientele) Benefit

Examples: Senior Centers, Most Public Services, Removal of Architectural Barriers for the Disabled, Homeless Shelters

Specify only one primary group of persons to benefit.

- | | |
|---|---|
| <input type="checkbox"/> Severely Disabled Adults | <input type="checkbox"/> Homeless |
| <input type="checkbox"/> Illiterate Adults | <input type="checkbox"/> Battered Spouses |
| <input type="checkbox"/> Abused Children | <input type="checkbox"/> Elderly |
| <input type="checkbox"/> Migrant Farm Workers | <input type="checkbox"/> Persons Living with AIDS |
| <input type="checkbox"/> Persons with Documented Low/Mod Income | |

☐ LMH (Low and Moderate Income Housing) Benefit

Examples: Housing Rehabilitation, Homebuyer Assistance

☐ SBA (Slum and Blight Area) Benefit

A board or council resolution approving a slum and blight designation for an area with specific boundaries will be required

Identify the structures or improvements that are deteriorated and identify the percent that is deteriorated in the area:

_____	_____ %
_____	_____ %
_____	_____ %

☒ SBS (Slum and Blight Spot) Benefit

☐ LMJ (Low and Moderate Income Job) Benefit

Activities designed to create or retain permanent jobs of which at least 51% involve employment of low/mod persons

Proposed Accomplishments:

Please quantify the primary accomplishment for the activity.

- ____ People (public services and infrastructure)
- ____ Households (homebuyer assistance, relocation)
- ____ Businesses (commercial/industrial activity that is not a low/mod jobs benefit)
- ____ Organizations (relocation)
- X* Housing Units (code enforcement, clearance, housing rehabilitation)
- X* Public Facilities (buildings, parks, curb cuts, tree planting, clearance)
- ____ Jobs (job creation/retention)
- ____ None (section 108 loan repayments only)

**Demolition of homes and Township-owned structures that have become a blight.*

Other Information:

Does the activity prevent homelessness?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Does the activity help those with HIV/AIDS?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Does the activity primarily help the disabled?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is the activity expected to generate program income?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Is this activity being carried out by the grantee (either directly and/or through contractors)? Yes ☒ No ☐

If yes, check the appropriate category.

Activity is being carried out by the grantee through:

- ☐ Grantee employees
- ☐ Contractors
- ☒ Grantee employees and contractors

If No, check the appropriate category:

Activity is being carried out by:

- ☐ A subrecipient only
- ☐ A HUD-designated Community Based Development Organization (CBDO) only
- ☐ Another unit of local government
- ☐ A HUD-designated CDBO acting as a subrecipient
- ☐ Another public agency _____

Check the appropriate subrecipient designation:

- ☐ Non-profit organization

OR

- ☐ For-profit authorized under 570.201 (o) for economic development activities

Check all that apply:

Subrecipient is:

- ☐ A faith-based organization
- ☐ An institution of higher education