I. Public Comment

II. Announcements
   A. Introductions

III. Minutes
   A. 3-6-19 Meeting Minutes – Review & Approval (ACTION)

IV. General Administration
   A. Updates: FY2019-20 Draft Annual Action Plan
      1) Citizen Participation
         a. Public Hearings – no comments received at HHSAB or BOC
         b. 30-Day Public Comment Period – no comments received to date
      2) Summary of Planned Activities
      3) Timeline
      4) Voucher-to-Homeownership Assistance Pilot (Mirada Jenkins)
   B. Changes to Low-Mod Income Maps (HUD-CPD Notice 19-02)
   C. Northfield Township Priority Project Proposal (ACTION)
   D. General Updates
      1) Local Project updates – None
      2) Community Announcements/updates

V. Adjournment

Next Meeting: Wed., May 1, 2019, 2:00 – 3:30pm, Washtenaw County LRC, Michigan Room
I. Members in Attendance: Cath Howard (Augusta Township); Christine Green (Scio Township); Craig Lyon (Pittsfield Township); Councilperson Elizabeth Nelson (City of Ann Arbor); Joe Meyers (City of Ypsilanti); Clerk Karen Lovejoy-Roe (Ypsilanti Township); Supervisor Ken Schwartz (Superior Township)

Communities Absent: City of Dexter; City of Saline; Ann Arbor Township; Bridgewater Township; Dexter Township; Lima Township; Manchester Township; Northfield Township; Salem Township; Saline Township; Sylvan Township; Webster Township; York Township

Facilitator/Chairperson: Commissioner Jason Morgan (Washtenaw County Board of Commissioners)

OCED Staff Present: Mirada Jenkins, Tara Cohen

Guests: Chris Brown (Habitat for Humanity Huron Valley); Marta Larson (Whitmore Lake resident); Wendy Carty-Saxon (Avalon Housing).

Meeting called to order: 2:10pm

I. Public Comment
   • Chris Brown of Habitat for Humanity of Huron Valley thanked their County partners for recommending funding for their proposal (RFP #7665), and noted that these grant funds will also be critical for leveraging additional funds to support their programs.
   • Wendy Carty-Saxon of Avalon Housing offered her appreciation for staff’s recommendation of their two proposed projects (RFP #7665), Glendale in Ann Arbor and Dan Hoey in Dexter.
   • Marta Larson (Whitmore Lake resident/advocate) said that she was thrilled to see Northfield Township’s priority project listed as a potential project in the draft Action Plan. She explained that the Committee working on the proposal met recently, and given the need for health care services in the Township, she is hoping to see the data from the Community Needs Assessment.

II. Announcements
   • Introductions were made around the table.
   • Tara Cohen requested that a member make a motion to amend agenda item IV-D to remove the word “Action” from the public hearing.

III. Minutes - Approval of 2-6-19 Meeting Minutes (ACTION)
    Moved by Supervisor Schwartz. Supported by Trustee Howard.
    Minutes approved unanimously.

IV. General Administration
   A. Summary of FY 2019-20 Draft: Annual Action Plan
Ms. Cohen presented on the draft summary of planned activities included in the draft Action Plan, reminding everyone that allocation estimates are based on 2017 funding levels given the uncharacteristic increase in 2018. She reviewed each item listed in the summary table that was provided as a large 11” x 17” handout at the meeting, as well as being projected on the large overhead screen. Ms. Cohen noted that the handout repeated all the information in the table they saw in their packet except the handout also includes the placeholders for HOME and ESG projects, all of which are yet to be determined.

Clerk Lovejoy Roe asked how the CDBG program income will be programmed in the Racially and Ethnically Concentrated Areas of Poverty (R/ECAPs), which are located in the City of Ypsilanti (Southside neighborhood) and Ypsilanti Township (LeForge area). Ms. Cohen reminded the group that this activity comes directly from the 2017 Washtenaw County Assessment of Fair Housing, which stated that all CDBG Program Income will be utilized specifically in the R/ECAPs for each of the five years covered by the 2018-2022 Consolidated Plan. Mirada Jenkins noted that OCED management is currently discussing a plan for a community engagement process that will inform the use of these funds.

**B. Affordable Housing RFP #7665: Overview of proposals & funding recommendations**

Per the agenda summary provided prior to the meeting, Ms. Jenkins provided an overview of the proposals received in response to RFP#7665 -- from Avalon Housing (a Community Housing Development Organization, or “CHDO”), Habitat for Humanity of Huron Valley, and Forest Hills Cooperative. With regard to Forest Hills, Ms. Jenkins mentioned that they had applied for and received funding in a previous funding cycle to develop a fund to subsidize membership fees for new members, and one component of their current proposal was seeking additional funding to continue that program. This component was not eligible for HOME funds, given that they did not provide income details for potential new members who would be utilizing those funds. The second component of their proposal – which sought funding for programs to replace kitchen cabinets, range/stove, window seals, entry doors, storm doors, and entry locks – could not be approved under HOME regulations’ requirement for a Capital Needs Assessment to demonstrate justification for the use of funds toward that specific menu of improvements to the units.

Ms. Jenkins explained that once the RFP process is complete, OCED would like to offer to work with Forest Hills to provide technical assistance for future applications for HOME funds. She continued by presenting the scoring matrix on the overhead (also included in the packet).

Several members asked questions about the scoring – specifically wanting to understand the maximum scores for each category listed in the scoring summary page. Ms. Jenkins explained that because there are different scoring forms for rental programs vs. homeownership vs. coop vs. down payment assistance, each scoring tool specifies its own point maximums for each scoring criterion. That said, she noted that she will plan to format these summaries differently next year to provide improved transparency, and this will necessitate several separate scoring matrices on multiple pages in order to show the detail being requested. Chris Brown of Habitat for Humanity (one of the grant applicants) shared with the group that, as developers, the RFP does include a rubric that shows how all the areas are weighted.

Ms. Jenkins stated that while there was not enough funding to meet Avalon’s full request for the Glendale duplex project, staff is recommending the use of Ann Arbor’s CDBG program income to supplement the HOME funding in order to get closer to the requested amount. She noted that staff is recommending a grant of $25,000 to Forest Hills to fund a Capital Needs Assessment (CNA), which would support any future grant applications. Chairperson Morgan asked how the funds would be handled in the case Forest Hills does not want a grant for a CNA; Ms. Jenkins clarified that the money could carry over to the next year, or it could be used to increase Avalon’s grant award for their Glendale project.
For Avalon’s Dan Hoey proposal, a member asked where this is located; Wendy Carty-Saxon (Avalon) stated that it is right across from the elementary schools. Clerk Lovejoy Roe expressed her excitement to see these units being built on the west side of the County and congratulated Avalon for these efforts.

In regard to the Habitat for Humanity proposal, Ms. Jenkins noted that the 10 homes are located in Ypsilanti Township, and several of them were already acquired by Habitat. Clerk Lovejoy Roe mentioned to the group that the County’s Treasurer puts out a list in June for all homes that will go for auction in August, and she explained that municipalities have the first opportunity to purchase these properties. She noted that Ypsilanti Township will purchase some of these homes each year and then sell them to Habitat periodically for the homes to be rehabbed and sold affordably.

C. Schedule of Public Hearings on the FY2019-20 Draft Annual Action Plan

Ms. Cohen put the following list of dates on the projector showing next steps for the Action Plan process, and explained that the Plan cannot be submitted to HUD until HUD provides the grant awards and allocations can be adjusted appropriately.

Key dates for the 2019 Action Planning process include:

- Dec 3, 2018 - Jan 3, 2019: Public Comment Period on Needs Assessment
- Dec 5, 2018: Public Hearing on Needs Assessment (at UCEC meeting)
- March 4, 2019: Draft 2019 Action Plan available for review
- March 4 – April 4, 2019: Public Comment Period on Draft Action Plan
- March 6, 2019: 1st Public Hearing (at UCEC meeting)
- March 14, 2019: 2nd Public Hearing (at HHSAB meeting)
- March 20, 2019: 3rd Public Hearing (at Board of Commissioners meeting)

TENTATIVE DATES
(contingent on timely receipt of allocations from U.S. Department of Housing & Urban Development)

- May 1, 2019: UCEC approval of Final Action Plan (2PM meeting)
- May 1, 2019: Board of Commissioners approval of Final Action Plan (6:45PM meeting)
- May 15, 2019: Final Action Plan due to HUD

Ms. Cohen also noted that today will be the first of 3 public hearings for the Draft Action Plan, and as updated versions are posted online, she will send out email notification to UCEC members and interested parties, as well as posting on social media and the County/OCED websites.

D. Public Hearing on the FY2019-20 Draft Annual Action Plan

- No comments from the general public.
- Clerk Lovejoy Roe commented that she knows this is a tedious process but thinks it is a great Plan. Joe Meyers (City of Ypsilanti’s representative) noted that Urban County staff is doing a great job.

E. General Updates
1) Local Project updates – Ms. Cohen noted several projects that are in the queue or underway in Ypsilanti Township and the City of Ann Arbor. More details can be found in the agenda summary.

2) Community Announcements/Updates
   - Ms. Cohen noted that OCED is currently recruiting for the Human Services Policy Specialist position, as Laura Urteaga-Fuentes has moved on to another job opportunity. She offered to email out the link to the job listing.
   - Trustee Green mentioned that in Scio Township they do not qualify for much federal funding, nor do they have much in the way of affordable housing other than Scio Farms, but a proposal for senior housing was recently approved by the Township board. She noted that Teresa Gillotti had recently provided a memo for the Board to give to the Planning Commission regarding incentives for affordable development.
   - Ms. Jenkins shared that Avalon was gearing up to close on Hickory Way, a project that will build 34 new units off S. Maple Road in Ann Arbor.
   - Craig Lyon directed a question to Ms. Carty-Saxon of Avalon as to whether they would be open to partnering with private developers who do not specialize in affordable housing. Ms. Carty-Saxon explained that while they are open to different partnership models, private developers and agencies such as Avalon tend to have objectives that are at odds with each other, which makes it challenging to successfully partner.

V. Adjournment
   
   Clerk Lovejoy Roe moved to adjourn, Trustee Green supported. Motion to adjourn approved unanimously.

Adjourned: 3:20pm
Citizen Participation
Since the March UCEC meeting, two additional public hearings were held to solicit feedback on the Draft 2019 Action Plan, as follows:

- Thursday, March 14th – Housing & Human Services Advisory Board meeting
- Wednesday, March 20th – Board of Commissioners meeting

No comments were received at either of the above hearings. In addition, the 30-day comment period on the Draft Plan closes April 4th. To date, no comments have been received. Thank you to those of you who assisted in publicizing the availability of the draft plan and summary of activities to your communities.

Summary of Planned Activities
Minimal revisions have been made to the Draft 2019 Summary of Planned Activities since the March UCEC meeting. The version presented at the Board of Commissioners meeting preceding the public hearing on March 20th incorporated the following additions:

- HOME: Affordable housing project names, recommended funding amounts, and outcomes were added;
- CDBG: Placeholder added for Voucher-to-Homeownership Down Payment Assistance Pilot (see item below)

Action Plan Timeline
Based on informal updates from the HUD Detroit Field Office, staff currently anticipates receiving Washtenaw Urban County’s 2019-20 allocation no earlier than April 26th. With this timing as a reference point, staff has adjusted the Action Plan approval process to the following:

- May 1, 2019: UCEC to approve Final Action Plan (with caveat that staff is permitted to adjust the allocations – including for specific projects - once received from HUD)
- June 5, 2019: Board of Commissioners to approve Final Action Plan (reflecting actual allocations)
- June 25, 2019: Final Action Plan due to HUD

We may also hold an additional public hearing and 15-day comment period if deemed appropriate; this decision will be based on how significant a difference there is between the estimated allocations and actuals we receive from HUD. The timing on those will be communicated as soon as possible once the allocations are received.
Voucher-to-Homeownership Assistance Pilot (Mirada Jenkins)

In accordance with the 2017 Washtenaw County Assessment of Fair Housing (AFH) Plan’s goals and priorities, OCED plans to expand outreach and financial assistance to voucher households. OCED aims to offer Community Development Block Grant (CDBG) assistance towards the Voucher-to-Homeownership Assistance Pilot. This pilot program aims to provide affordable housing opportunities to low income buyers, and to help in stabilizing housing costs and neighborhoods. Assistance would be utilized for down payments, closing costs, mortgage buy-down, and eligible pre-paid expenses. Under the Pilot, each eligible voucher household would receive up to $15,000 in CDBG assistance to be used towards the purchase of a home within an Urban County jurisdiction. The Pilot will partner with Michigan State Housing Development Authority’s Key to Own Homeownership Program and Ann Arbor Housing Commission’s Section 8 Housing Choice Voucher (HCV) Homeownership programs to ensure participants are in good standing with the rental HCV and local housing authority programs.

This program will target housing choice voucher households who are at or below 50% of area median income and maintain earned income of at least $15,000 and are working at least 30 hours per week (exceptions for elderly or disabled persons). The program intends to leverage an estimated additional $1,000,000 from a variety of sources including HUD’s MSHDA HOME down payment assistance, Federal Home Loan Bank of Indianapolis (FHLBI) funds, homebuyer contributions and individual account matching funds (IDA programs).

The Voucher-to-Homeownership Assistance Pilot will partner with the Washtenaw Housing Education Partners (WHEP) to provide homebuyer education; credit and financial counseling; home maintenance courses, and; post purchase counseling. The Pilot also includes plans for community outreach to existing landlords and neighborhoods with a high concentration of voucher use, and will utilize a preferred lender and realtors list. Lenders and realtors would be required to attend program training and, in addition, lenders would need to complete a Request for Qualifications (RFQ) process. The timeline for the overall pilot project is 12-24 months.

To allocate funds for the above described Pilot program, staff aims to adjust the Draft 2019 Action Plan and Draft Summary of Planned Activities in the next iteration of the Plan, as follows.

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<th>Activity</th>
<th>Agency</th>
<th>Jurisdiction</th>
<th>Allocation</th>
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<tr>
<td>Single Family Rehabilitation</td>
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<td>All</td>
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</tr>
<tr>
<td>Single Family Rehabilitation Service Delivery</td>
<td>OCED</td>
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</tr>
<tr>
<td>Voucher Homeownership Assistance Pilot</td>
<td>OCED</td>
<td>All</td>
<td>$105,000</td>
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Changes to Low-Mod Income Maps

In February 2019, the U.S. Department of Housing and Urban Development (HUD) issued a Notice (Notice CPD-19-02) titled Low- and Moderate-Income Summary Data Updates which provides guidance on the new data from the Census Bureau that became effective April 1, 2019 for qualifying projects for CDBG funding under the Low-Mod Income Area Benefit (LMA). LMA is a commonly used category for qualifying the local infrastructure and public facilities projects carried out in Washtenaw Urban County. The full Notice is included in your packet.
The new data underlying the revised LMI maps is based on American Community Survey (ACS) data at the block group level, from 2011-2015 ACS. The key high-level changes affecting our Urban County jurisdictions are as follows:

- Both expansion and contraction of LMI areas in Ypsilanti Township, and; City of Ann Arbor;
- Expansion of LMI areas in the City of Ypsilanti and Pittsfield Township;
- Contraction of LMI area in Northfield Township (with 1 block group remaining as LMI, west of US-23);
- Contraction of the 1 previously LMI block group in the City of Dexter;
- Expansion of 1 block group in York Township (based on housing units surrounding the federal prison in that block group);
- The City of Saline, Scio Township and Superior Township’s LMI areas were unchanged.

A side-by-side of the old versus the new map effective April 1st is included in the agenda packet to demonstrate the higher level changes. Staff will provide the updated LMI maps for individual Urban County jurisdictions for project planning purposes as they become available.

It should be mentioned that CDBG funding is the most flexible of the grant types received by the Urban County, and many local projects are eligible for CDBG funding under National Objectives other than Low-Mod Area, for example under presumed benefit clientele (e.g. elderly, homeless, domestic violence survivors) or Slum/Blight (e.g. demolition projects)

**Northfield Township Priority Project Proposal (ACTION)**

At the UCEC meeting on February 6, 2019, members passed a motion to extend the Priority Project Proposal submission deadline to March 22nd for any additional proposals to then be presented at and considered for funding at the April 5th meeting. One proposal was received – from Northfield Township – by the extended March 22nd deadline with a request totaling $104,714 in CDBG priority project funds for a series of improvements on the Northfield Community Center. The proposal included roofing, flooring, parking lot expansion and lighting, installation of a hand sink, and storage systems.

The proposal, along with the 3 completed score cards and score summary, can be found in your packet. The proposal received an average score of 45 out of 70 possible points.

As described in the proposal, the Northfield Community Center is located at 9101 Main Street in Whitmore Lake, Michigan, and serves residents from more than 23 zip codes through a wide variety of programs and services. While not mentioned in the proposal, it is worth noting that this facility changed its name a few years ago from the Northfield Senior Center to its current name – the Northfield Community Center – which aims to serve residents of all ages. At this time, it should be noted that a significant amount of programming either specifically targets seniors or is primarily utilized by seniors merely due to the nature of when the programs and services are scheduled (i.e. weekdays/weeknights).

Staff are recommending funding for the aspects of the proposal that qualify under the CDBG National Objective of “Limited Clientele,” more specifically for the *removal of architectural barriers to benefit Limited Clientele*, which in the case of this project is Seniors. The two items staff is not recommending for funding are: (1) roofing ($16,000) and (2) storage cabinets ($2,000). Based on the $35,000 cash match that the Township proposed, which represented just over 25.1% of the total project cost or 28.8% of the eligible costs under CDBG, staff is recommending CDBG priority project funds in the amount of $91,285. This recommended amount represents 75% of total project costs for the eligible project components, as shown below:
MOTION: The Urban County Executive Committee approves the staff recommendation to provide 2019-20 CDBG priority project funding to Northfield Township for the project components that fall under the CDBG National Objective for the removal of architectural barriers to benefit Limited Clientele, in the amount of $91,285.

Additional Information
If you have any questions on any of the information included in this summary, or would like additional information, please contact Tara Cohen at (734) 544-3056 or cohent@washtenaw.org.
### Estimated 2019-20 Allocations*

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<th>Allocation</th>
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<td>HOME Investment Partnership Program (HOME)</td>
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<td>Emergency Solutions Grant (ESG)</td>
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<td><strong>TOTAL</strong></td>
<td><strong>$2,970,168</strong></td>
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*All allocations and project funding amounts are estimates only and will be subject to the Urban County’s actual allocations from U.S. Department of Housing & Urban Development (HUD).

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<th>Activity</th>
<th>Agency</th>
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<th>HOME 2018-19 Carry over</th>
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<td>HOME CHDO Reserve (15%)</td>
<td>Dan Hoey Acquisition &amp; New Construction</td>
<td>Avalon Housing</td>
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<td>Homeless Prevention, Shelter &amp; Rapid Re-Housing</td>
<td>TBD</td>
<td>$156,544</td>
<td>TBD</td>
<td>Tenant-based rental assistance / Rapid Rehousing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ESG Administration</td>
<td>ESG Administration</td>
<td>TBD</td>
<td>$10,744</td>
<td>TBD</td>
<td>Homelessness Prevention</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Subject to demonstrating 51% Low-Mid Income households in target area(s) by way of a HUD-approved household income survey.
Special Attention of:

NOTICE: CPD-19-02

All CPD Division Directors
Grantees and Program Managers of the following CPD programs:
Entitlement CDBG, State CDBG, Nonentitlement CDBG Grants in Hawaii,
Insular Area CDBG, Disaster Recovery (CDBG-DR) and the
Neighborhood Stabilization Programs (NSP1, NSP2, NSP3)

Issued: February 14, 2019
Expires: Until Superseded

Updates: CPD Notices 14-10, 14-11, and 15-05.

Cross References: 24 CFR 570.208(a), 24 CFR 570.483(b)(1) and CPD Notice 14-013.

SUBJECT: Low- and Moderate-Income Summary Data Updates

APPLICABILITY: The Community Development Block Grant Program (CDBG) program,
including Entitlement CDBG Grantees, State CDBG Grantees, Nonentitlement CDBG Grantees in
Hawaii, and the U.S. Insular Area CDBG Grantees; as well as CDBG-Disaster Recovery (CDBG-DR)
Grantees, and Neighborhood Stabilization Program Grantees (NSP1, NSP2, and NSP3).1

SUMMARY: This Notice provides guidance on geographic datasets used for compliance purposes
with CDBG, CDBG-DR and NSP grant requirements. The following sections are included in this
Notice:

I. Publication. Announces the publication of the low- and moderate-income summary data
(LMISD) based on the American Community Survey 2011-2015 5-year estimates (2015
ACS). These data will replace the prior LMISD based on the American Community Survey
2006-2010 5-year estimates (2010 ACS) for the purposes of demonstrating compliance with
the CDBG National Objective of providing benefit to low- and moderate-income persons on
an area basis (“Area Benefit” or LMA) and other purposes discussed this Notice;2

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1 This Notice refers to Low- and Moderate-Income (LMI) persons pursuant to 24 CFR 570.3; however, the NSP
Program (NSP1, NSP2 and NSP3) allowed for National Objective compliance based on Low-, Moderate- and
Middle-Income (LMMI) persons. For the purposes of this Notice, reference to LMI persons also includes middle-
income persons where NSP grantees are concerned.

2 The LMA National Objective is described at 24 CFR 570.208(a)(1) and 570.483(b)(1). Grantees have the option of
utilizing HUD’s LMISD data, or survey data that are methodologically sound, for determination of an activity’s
LMA compliance. CPD Notice 14-013 provides guidance on methodologically sound surveys.
II. **Effective Date and Transition Policy.** Announces an effective date of April 1, 2019, for use of the 2015 ACS LMISD to qualify LMA activities; and, provides a transition policy for circumstances when prior 2010 ACS LMISD may continue to be used;

III. **How to Use the LMISD.** Explains the geographic format of these data and how to use the LMISD to demonstrate compliance for LMA activities;

IV. **Margin of Error.** Announces the publication of margin of error (MOE) data for all geographies in the LMISD, including all census places and block groups, and provides instructions for use. Additionally, this Notice describes guidance regarding the confidence interval and acceptable MOE for local income surveys, based on the LMISD MOE; and,

V. **Additional Geographic Data.** Announces that HUD will set a 5-year publication schedule for other geographic data used for reporting race/ethnicity, disability, and age of beneficiaries, as well as poverty data used to qualify certain activities for assistance.

VI. **Reporting LMA Benefit.** Provides instruction for reporting LMA activities in the grantee reporting systems for the various programs.

I. **PUBLICATION:**

This Notice announces the publication of new LMISD based on the 2015 ACS. These data replace the prior 2010 ACS LMISD\(^3\) and must be used to demonstrate compliance with the LMA National Objective starting on April 1, 2019, except under limited circumstances described in this Notice.

These 2015 ACS LMISD data may be found online at [https://www.hudexchange.info/programs/acs-low-mod-summary-data/](https://www.hudexchange.info/programs/acs-low-mod-summary-data/)

Prior HUD-provided data may continue to be utilized in limited circumstances:

- Activities qualified in accordance with the Four-Part Test described in Section II.
- The most recent data available for the U.S. Insular Areas [American Samoa, Guam, Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands] are from the 2010 Decennial Census Summary Files for Outlying Areas. Therefore, no changes are being made to the LMI data for the Insular Areas in this new data release. Additionally, these 2010 data do not include the margin of error MOE. Therefore, only Section V and Section VI of this Notice are applicable to the Insular Area Grantees.
- **Rural Promise Zones and Appalachian Regional Commission Distressed Counties.** According to Public Law 114-113, State CDBG grantees may demonstrate LMA compliance using the LMISD based on the 2000 Decennial Census, if the activity’s service area is in a Rural Promise Zone or a county designated as “distressed” by the Appalachian Regional Commission. This variance is only applicable to federal CDBG funds appropriated in fiscal year 2017 through 2020, and prior years’ uncommitted funds.

The LMISD has two types of publications:

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\(^{3}\) CPD Notice 15-05 referred to the LMISD based on the 2006-2010 ACS 5-year Estimates or the 2010 ACS, as the “2014 ACS” in reference to the 2014 fiscal year of publication. Mention of “2014 ACS” in CPD Notice 15-05 shall be considered to be synonymous with mention of “2010 ACS” in this Notice.
1) **Base-data changes** to the LMISD are currently scheduled to occur every 5 years. These data summarize low- and moderate-income by family for various geographies, including block group and place [see the “How to Use The LMISD” section for more information regarding these geographies]. Historically, the LMISD have been based on the 1990 Decennial Census, the 2000 Decennial Census, the 2010 ACS, and, with this Notice, the 2015 ACS. The next LMISD base-data change is scheduled to reference the 2016-2020 ACS 5-year estimates (2020 ACS), and will likely be published around 2023.4

2) **Fiscal year updates.** Every year, there are changes to the list of Entitlement CDBG grantees as communities’ eligibility status change. Additionally, the geographic boundaries of existing grantees can change, especially within Urban County grantees of Entitlement CDBG. Therefore, on a fiscal year-basis, HUD publishes the list of block groups with the name of the associated grantee.

   ✓ These data are generally only used for compiling a list of block groups associated with the grantee for determining the upper-quartile LMI percentage pursuant to 24 CFR 570.208(a)(1)(ii).

   ✓ In these fiscal year updates, the LMI percentage by block group is NOT changing, however the block groups associated with the grantee may change.

II. EFFECTIVE DATE AND TRANSITION POLICY

**Effective Date for the 2015 ACS LMISD:**

- **On and after April 1, 2019, grantees shall use the 2015 ACS LMISD.** Use of the prior 2010 ACS LMISD will only be allowed in limited circumstances described in this Notice.

- **Available Now:** Subsequent to the publication of the updated 2015 ACS LMISD data and prior to April 1, 2019, grantees may use the 2015 ACS LMISD or continue to use the 2010 ACS LMISD to qualify new LMA activities.5

**Transition Policy:** On and after April 1, 2019, in circumstances where the 2010 ACS LMISD demonstrate LMA compliance, but the 2015 ACS LMISD for that same geographic area do not demonstrate LMA compliance, a recipient may use the prior 2010 ACS LMISD to demonstrate area-benefit compliance by meeting the following four-part test. This policy is intended to prevent the disqualification of activities that are already underway.

**The Four-Part Test**

To qualify an LMA activity using the prior 2010 ACS LMISD, on and after April 1, 2019, the activity must meet all four of the following criteria.

1. A documented action must have been made by the grantee before the effective date, April 1, 2019. Use Table 1 on the next page to determine the date thresholds used for various types of actions.

2. the documented action must describe a specific activity,

3. the documented action must describe a specific funding amount for the specific activity, and

4. the specific activity must have a clearly defined LMI service area.

**Table 1: Date Thresholds for Various Types of Actions (the first of the four-part test).**

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4 The U.S. Census Bureau’s and HUD’s processing time for tabulation, processing, verification and publishing the LMISD can be about 2 year or 3 years following the data collection period.5 Prior CPD Notices 14-10, 14-11 and 15-05 addressed the transition from the LMISD based on the 2000 Census to the 2010 ACS.

5 Prior CPD Notices 14-10, 14-11 and 15-05 addressed the transition from the LMISD based on the 2000 Census to the 2010 ACS.
<table>
<thead>
<tr>
<th>Applies to:</th>
<th>Entitlement CDBG grantees, NSP grantees, and CDBG-DR grantees when carrying out activities directly, making subgrants, or executing contracts.</th>
</tr>
</thead>
</table>

**Action:** The grantee makes an award or obligation and fulfills all other requirements of the *four-part test.*

- The date the grantee publicly announces its awards to UGLGs is before April 1, 2019.

- The grantee obligates funds for the activity before April 1, 2019. Funds are considered obligated by a grantee on the date a subrecipient agreement is signed, or on the date the contract or other binding agreement is executed. (See the definition of “obligation” under 2 CFR 200.71.)

**Action:** Certain noncompetitive awards, formula allocations, and other awards or obligations made without prescribing a specific activity or service areas. If the award or obligation does not fulfill the *four-part test,* then the grantee must reference the date of another agreement that does fulfill the *four-part test.*

- The *obligation date* of the UGLG’s obligation of funds to a specific approved activity by contract, subaward, or other binding agreement must be before the April 1, 2019.

- The *obligation date* of a subaward or a contract must be before April 1, 2019, consistent with the definition of “obligation” pursuant to 2 CFR 200.71.

**Action:** When a grantee operates a competition and the applications are required to include the other three parts of the *four-part test.*

- The competition’s *due date* for UGLG applications, as described in the Method of Distribution, must be before April 1, 2019.

- The *obligation date* of a subaward or a contract must be before April 1, 2019, consistent with the definition of “obligation” pursuant to 2 CFR 200.71.

**Action:** When a grantee acts directly and does not execute agreements with other parties, but the other three parts of the *four-part test* have been met, i.e. a city incurring staff salary costs for activity delivery.

- *Not applicable*

**Further Clarifications to the Four-Part Test:**

- For Entitlement CDBG grantees and NSP grantees the date of the first activity delivery expenditure of CDBG funds must be before April 1, 2019.

- CDBG-DR grantees carrying out activities directly and not executing agreements with other parties, may only qualify new area-benefit activities using the prior LMISD data if the date of the first activity delivery expenditure of CDBG funds for the specific activity was before April 1, 2019, and ADDITIONALLY no earlier than April 1, 2018.
- **Pre-award Costs.** CDBG funds may be used to pay approved pre-award costs if the activity’s service area qualified based on the LMISD in effect at the time the costs were incurred, not the LMISD in effect at the time of the award.

- **Phased Activities and Multiple Contracts.** If more than one contract or phase is needed to complete the scope of a single CDBG activity, the date of execution of the first contract or first award must be before April 1, 2019; AND, other dependent contracts may be executed on and after the effective date PROVIDED that those contracts are funded from CDBG funding available to the grantee prior to April 1, 2019 (and not later awards or later receipts of program income).

- **Cost Overruns.** If there is an unexpected increase in the cost of an area-benefit activity qualified on prior LMISD data, and there is no change in the scope, purpose, or service area of the activity, grantees may provide additional funding to cover the cost overrun even though it exceeds the amount awarded or obligated. This exception is limited to *unexpected* increases in the cost. If the scope, purpose, or service area of the activity changes, the activity must re-qualify based on the 2015 ACS LMISD on and after April 1, 2019.

- **Acquisition of Real Property.** An activity qualified on the prior LMISD and involving CDBG-assisted property may be completed only if the requirements of the four-part test are met, and the planned-use of the property at the time of acquisition does not change. If the planned-use changes on and after April 1, 2019, the new activity must qualify based upon the 2015 ACS LMISD.

- **Certain Loan or Grant Programs.** Grantees may award or obligate funding to loan or grant programs rather than to discrete activities. The loan or grant program would then fund discrete activities, potentially including some designed to benefit area residents. Small main street revitalization programs or revolving loan programs are examples. In such cases, national objective compliance would be determined for each provision of assistance to a business or recipient as a grant or loan. Therefore, the obligation date of that loan or grant to the business or recipient would be used for the first of the four-part test.

- **Fungibility:** If an existing activity’s funding source is changed after April 1, 2019 and the activity was qualified as area benefit under the 2010 ACS LMISD, the activity will not have to re-qualify under the 2015 ACS LMISD. “CDBG funds”, pursuant to 24 CFR 570.3 and 24 CFR 570.481, include both grant funds and program income; therefore, annual grant funds and program income may be interchanged when funding an activity qualified on the prior LMISD, provided that the scope, purpose, or service area of the activity has not changed and the total amount awarded or obligated to an activity, prior to April 1, 2019, is not exceeded.

- **LMISD-based Scoring Criteria:** Some State CDBG grantees may use the LMISD to influence award amounts, either as a numerical part of calculating a formula allocation or as part of competitive application scoring. A problem can arise if an UGLG’s award amount is determined based on the 2010 ACS LMISD, but that UGLG is unable to qualify a new LMA activity based on the 2015 ACS LMISD. Grantees using the LMISD in this manner should update their procedures to reflect the updated 2015 ACS LMISD. Some State CDBG grantees may need to amend the Method of Distribution in the Annual Action Plan to ensure that awards for area-benefit activities are being made to UGLGs that will be able to qualify an area benefit activity in accordance with the provisions of this Notice.
III. HOW TO USE THE LMISD:

Geographic Format. HUD publishes LMISD using the geographies provided by the U.S. Census Bureau for the American Community Survey. HUD publishes LMISD at both the Summary Level 150 (block groups), and at the Summary Level 160 (Places, which includes incorporated cities and unincorporated, Census-designated places).

Figure 1 below demonstrates how block groups and places differ in urban versus rural settings. Block groups are established to have between 600 to 3,000 people, which means that, as population density goes down, the geographic size of the block group increases and, as the density goes up, the size of the block group decreases. In towns with enough population density to have several block groups, the block groups are typically the most specific geography available; often resembling neighborhoods. However, in the less dense areas, block groups increase in size, potentially including more than one small town.

Figure 1. Block Groups and Places in Rural and Urban Settings

The place geography reflects the jurisdiction of a city, town, or other place. In rural settings, the place geography typically reflects UGLG jurisdictions and lends well to qualifying for area benefit for activities benefiting the whole town.

Figure 2, below, demonstrates how block groups and places can differ among Entitlement CDBG grantees, specifically, Urban Counties and Entitlement Cities. In Urban County settings, a grantee could use either block groups or places to represent service areas. However, in Entitlement Cities, the place geography typically reflects the entirety of a grantee’s jurisdiction; therefore, block groups are likely to be the most specific geography available to coincide with neighborhood-level service areas.
Compiling a Service Area from the LMISD. Based on the type of activity, the grantee will choose a reasonable service area, and then refer to the LMISD for an equivalent geography. Grantees may choose to take additional steps to delineate service areas, such as requiring market studies. Activity service areas should be reasonably delineated based on the intended beneficiaries of the LMA activity. Once the service area has been reasonably delineated, the LMISD geographies that most closely correspond are chosen. The service area shall not be drawn to intentionally include LMI persons that would not benefit, nor shall it be drawn to intentionally exclude non-LMI persons that would benefit.

Grantees may combine geographies to best represent service areas, typically by combining two or more block groups. When using multiple geographies in the determination of LMA compliance of a service area, grantees are reminded that percentages shall not be averaged across multiple geographies. The proper calculation is as follows:

\[
LMI\% = \frac{(LMI\ Persons\ Geography\ A + LMI\ Persons\ Geography\ B + LMI\ Persons\ Geography\ C...) \div (LMI\ Universe\ Geography\ A + LMI\ Universe\ Geography\ B + LMI\ Universe\ Geography\ C...)}
\]

Example. A service area corresponds with two block groups. Block group 1 is 54.17% LMI with a population of 325 LMI persons of 600 total persons. Block group 2 is 50% LMI and has 1,500 LMI persons of 3,000 total persons. If 54.17% and 50.00% are averaged, which would be incorrect, the result is 52.09% LMI. However, the correct calculation per the formula above is 1,825 persons.
divided by 3,600 persons, resulting in 50.69% LMI [which HUD does not allow to be rounded up to 51%].

\[
50.69\% \text{ LMI} = \frac{325 + 1,500}{600 + 3,000}
\]

Grantees should not define a single service area by compiling a mix of place and block group data. These geographic layers have overlapping areas. If a service area was constructed by mixing block group and place data, residents would likely be double-counted.

*When the Service Area Doesn’t Match the LMISD Geographies.* If the available LMISD geographies provided do not reasonably correspond to the service area, it may not be appropriate to use the LMISD to qualify an LMA activity. Grantees may consider conducting a methodologically-sound local income survey to determine LMA compliance for the specific service area.

*No Prorating.* Grantees may not prorate the LMISD data when a given service area includes a portion of a geography from HUD’s published datasets. The LMA determination shall be made based on the entirety of the data of the census geography which the service area both completely encloses and significantly overlaps. Using the standard LMISD geographies will usually result in a change to a custom service area, which is acceptable, provided that the two areas reasonably correspond to one another.

*Example.* In Figure 3, the LMA service area completely encloses geographies 5, 6, 7 and 8; additionally, geographies 1, 2, 3 and 4 are partially overlain by the service area. The entirety of the data for all geographies 1 through 8 must be included in the determination of LMA compliance to use the LMISD. The grantee shall not prorate geographies 1, 2, 3, or 4.

*Advanced Users.* Grantees that utilize geographic information systems (GIS) to join LMISD data to map layers should download the 2010 versions of the Summary level 150 and 160 geographies from U.S. Census Bureau, which will continue to update decennially. In addition, due to the possibility of annual changes in grantee jurisdictions and grantee participations in the entitlement program, it is recommended that GIS users annually download the updated grantee boundary map layers and corresponding LMISD grantee summaries from HUD.

Advanced users that choose to reconstruct areas from the Summary level 150 geographies, specifically when those block groups overlay multiple grantee jurisdictions, should note the following: HUD creates the LMISD grantee summary block group file with duplicate block group records for each block group that overlays one or more grantee jurisdictions, thus associating that

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6 Census map layers: [www.census.gov/geo](http://www.census.gov/geo)
7 CDBG Grantee jurisdictions: [https://egis.hud.gov](https://egis.hud.gov)
block group with each of the grantees who share it. Therefore, when performing analyses on the block group data, it is important to address this by either removing duplicate records for the same block group or establishing one-to-many data relationships, as appropriate.

IV. MARGIN OF ERROR.

If the service area does not qualify as LMA pursuant to this Notice, the grantee may conduct a methodologically sound local income survey to demonstrate otherwise. To assist grantees in making the decision whether to conduct a local income survey, HUD is publishing the margin of error (MOE) data for all block groups and all places in the 2015 ACS LMISD. HUD previously published the MOE only for Places with MOEs of 20 percent or more.

The MOE does not provide an expanded range for compliance. For example, a service area of 50 percent LMI with a 2 percent MOE would still be just 50 percent LMI for compliance purposes. However, the 2 percent MOE would inform the grantee about the accuracy of the ACS data before undergoing the effort and cost of conducting a local income survey.

MOE in Local Income Surveys. HUD will consider the following criteria regarding margin of error and confidence intervals to be methodologically sound. In addition to informing the decision to do a local income survey, this Notice also transmits new policy regarding the standards for confidence intervals and MOEs of local income surveys. This Notice expands on CPD Notice 14-013, Guidelines for Conducting Income Surveys to Determine the Percentage of LMI Persons in the Service Area of a CDBG-Funded Activity, which recommended a 95 percent confidence interval. This Notice provides new interim guidelines related to margin of error and confidence interval, as HUD intends to publish an update to CPD Notice 14-013 in the near future.

This Notice provides the following guidelines:

1. A local income survey’s sample size shall be determined using not less than a 90 percent confidence interval, and
2. The maximum allowable MOE of the local survey shall be the lesser of 10 percent or the MOE of the HUD-provided data for the equivalent geography. For example, if HUD’s data indicate an 8 percent MOE, the local survey will be required to have an MOE of 8 percent or less. If HUD’s data indicate a 12 percent MOE, the local income survey would be required to have an MOE of 10 percent or less. If there is not an equivalent geography in the LMISD, the maximum MOE of the local survey shall be no more than 10 percent.

By replacing the recommended 95 percent, with a required minimum 90 percent confidence interval, the sample size of local surveys will be significantly reduced, thereby reducing the cost and level of effort associated with conducting local surveys. A 90 percent confidence interval is also equivalent to the ACS data.

The maximum MOE (10 percent or the equivalent LMISD MOE, whichever is smaller) establishes a standard that a local income survey must be “at least as good as” the 2015 ACS LMISD.

When service areas are compiled from multiple geographies, each geography will have a distinct MOE. In such cases, when determining the “equivalent geography’s MOE” in item 2 of the policy above, use the single geography containing the largest number of residents of the activity’s service area. For example, in Figure 4 below, the grantee has determined a service area for an activity that overlaps with three block groups. Block group 2 has 400 residents living in the service area, while
block groups 1 and 3 each only have 200 residents living in the service area. Therefore, the MOE of the LMISD for block group 2 would be used to represent the service area. In this example, the maximum MOE allowable in a local income survey would be the lesser of: 10 percent or the MOE of block group 2.

*Figure 4: Choosing an MOE from Multiple Block Groups*

V. ADDITIONAL GEOGRAPHIC DATA:

Geographic data are relevant to the CDBG program in more ways than area benefit.

The LMI job presumptions reference geographic data as well. This Notice clarifies that the 2015 LMISD ACS shall be referenced when determining compliance with 24 CFR 570.208(a)(4)(iv)(A)(2) and 24 CFR 570.483(b)(4)(iv)(A)(2), specifically that at least 70 percent of the residents of the census tract are low- and moderate-income persons.

Grantees may also use poverty rate data by census tract and block group when determining compliance with the LMI job presumptions pursuant to 24 CFR 570.208(a)(4)(v) and 570.483(b)(v). Additionally, grantees use poverty rate data to demonstrate compliance with the exemption from the aggregate standards for evaluating public benefit, pursuant to 24 CFR 570.209(b)(2)(v) and 570.482(f)(3). For these purposes, grantees may use the poverty rate data from the 2015 ACS data to be published by HUD, which will now be published by HUD on a 5-year schedule to align with LMISD publications. Alternatively, grantees may use more recent poverty rate data from a more recent ACS version as published by the Census Bureau.

HUD is also publishing data on race, ethnicity and disability based on the 2015 ACS for the purposes of reporting beneficiaries. Although ACS data are published annually, HUD will publish these data on the same schedule as the LMISD to provide consistency and reduce the administrative burden that would be associated with annual updates.

VI. REPORTING LMA BENEFIT:

**CDBG Grantee Reporting.** HUD’s Integrated Disbursement and Information System (IDIS) allows grantees to provide data to demonstrate an activity’s compliance with the LMA national objective. Grantees have the option of indicating whether data are derived from “Census” or “Survey”.
Choose “Census” when using the HUD-provided LMISD. In a future release of IDIS, HUD intends to update this toggle switch to read “HUD-Provided Data”.

Choose “Survey” when using a local income survey.

Choosing “Census.” At the time of publication of this Notice, IDIS functions for entitlements and states are distinct. Entitlement grantees choosing “Census” will be led to a screen that automatically populates the count of LMI persons and the LMI percentage based on the tract/block group entries. State grantees also enter the tract/block group codes, however, the entry of LMI persons and LMI percentage is manual.

Choosing “Survey.” Both entitlement and state grantees choosing “Survey” will be led to the screen for entry of block groups, and manual entry of LMI persons and LMI percentage.

Indicating the Dataset Used. At the time of publication of this Notice, IDIS functions for Entitlements and States are distinct.

- State grantees are asked to use the activity description field to indicate the dataset referenced by typing either “2010 ACS” or “2015 ACS”.
- Entitlement grantees choosing “Census” are given the option of selecting different versions of the LMISD. The following table provides the list of LMISD versions available in IDIS and the corresponding base data and fiscal year versions (see the “I. Publication” section for more information on these terms):

<table>
<thead>
<tr>
<th>“LMISD Date” As Listed in IDIS</th>
<th>Base Data</th>
<th>Fiscal Years of Grantees</th>
<th>Implemented by CPD Notice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending 04/01/2019</td>
<td>2011-2015 ACS</td>
<td>FY 2018</td>
<td>This Notice</td>
</tr>
<tr>
<td>06/11/2018</td>
<td>2006-2010 ACS</td>
<td>FY 2018</td>
<td>14-10, 14-11 and 15-05</td>
</tr>
<tr>
<td>08/04/2017</td>
<td>2006-2010 ACS</td>
<td>FY 2017</td>
<td>14-10, 14-11 and 15-05</td>
</tr>
<tr>
<td>06/03/2016</td>
<td>2006-2010 ACS</td>
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<td>14-10, 14-11 and 15-05</td>
</tr>
<tr>
<td>07/27/2015</td>
<td>2006-2010 ACS</td>
<td>FY 2015</td>
<td>14-10, 14-11 and 15-05</td>
</tr>
<tr>
<td>07/01/2014</td>
<td>2006-2010 ACS</td>
<td>FY 2014</td>
<td>14-10, 14-11 and 15-05</td>
</tr>
<tr>
<td>06/03/2014</td>
<td>2000 Census</td>
<td>FY 2014</td>
<td>07-01 and 07-02</td>
</tr>
<tr>
<td>09/01/2013</td>
<td>2000 Census</td>
<td>FY 2013</td>
<td>07-01 and 07-02</td>
</tr>
<tr>
<td>03/01/2012</td>
<td>2000 Census</td>
<td>FY 2012</td>
<td>07-01 and 07-02</td>
</tr>
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<td>06/01/2011</td>
<td>2000 Census</td>
<td>FY 2011</td>
<td>07-01 and 07-02</td>
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<td>05/01/2010</td>
<td>2000 Census</td>
<td>FY 2010</td>
<td>07-01 and 07-02</td>
</tr>
<tr>
<td>07/01/2009</td>
<td>2000 Census</td>
<td>FY 2009</td>
<td>07-01 and 07-02</td>
</tr>
<tr>
<td>04/01/2008</td>
<td>2000 Census</td>
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<td>07-01 and 07-02</td>
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<td>05/01/2007</td>
<td>2000 Census</td>
<td>FY 2007</td>
<td>07-01 and 07-02</td>
</tr>
<tr>
<td>04/01/2007</td>
<td>2000 Census</td>
<td>FY 2007</td>
<td>07-01 and 07-02</td>
</tr>
<tr>
<td>09/30/2003</td>
<td>2000 Census</td>
<td>FY 2003</td>
<td>03-02, 03-03 and 04-09</td>
</tr>
</tbody>
</table>

Most grantees will be selecting the most current version for new activities; therefore, IDIS treats this as the default selection. On April 1, 2019, the 2015 ACS version will be added as the most current.
The LMI percentage by block group remains unchanged in each version with the same base data. However, Entitlement CDBG grantees should note that the upper quartile LMI percentage may change in a new fiscal year version of the same base data if the jurisdiction has changed, either through changes to incorporated areas or changes to local governments’ participation in an Urban County’s CDBG program.

Using Place Data. Both options, “Census” and “Survey”, prompt the user to enter the Census tract and block groups corresponding to the LMA service area. At the time of publication of this Notice, those fields only accept the tract/block group code format to be entered. It is HUD’s intent to improve IDIS to allow the entry of place codes as well. In the meantime, grantees should indicate when place data has been used by:

1. Typing “Place Data Used” in the activity description field,
2. Check the box indicating the use of “Survey” data,
3. Enter the single most overlapping or centrally located tract/block group’s code, followed by manually entering the population and LMI percentage of the Place geography.

For example, Spring Town is a small town in the middle of a very large block group, BG3, that extends into less populated, unincorporated areas. Spring Town’s CDBG activity will benefit the town residents but not those outlying areas. Therefore, Spring Town would use the Place data instead. But, IDIS will only accept the entry of a tract/block group code. The grantee would check the “Survey” toggle in IDIS, note the use of Place data in lieu of block group data in the description, and enter the tract/block group code, but manually enter the population and LMI percentage for the Place instead. HUD’s intent is to improve IDIS in the future to allow the entry of either place codes or tract/block group codes.

Rural Promise Zones and Appalachian Regional Commission Distressed Counties. State CDBG grantees reporting activities that take advantage of the exception to use the 2000 Census, pursuant to Public Law 114-113, shall indicate “survey” and use the activity description field to indicate the dataset referenced by typing “Public Law 114-113, Census 2000 data used.”

CDBG-DR and NSP Reporting: In the Disaster Recovery Grant Reporting (DRGR) System, CDBG-DR and NSP grantees also have the option of indicating whether data are derived from “Census” or “Survey”.

- Choose “Census” when using the HUD-provided LMISD.
- Choose “Survey” when using a local income survey.

Both options prompt the user to enter the Census tract and block group(s) corresponding to the LMI service area. However, entering the corresponding Census tract and block group(s) is optional, if the survey method is selected.

Choosing “Census.” DRGR will be updated in early 2019 to allow grantees to select the 2010 ACS or 2015 ACS data set. Until then, selecting “Census” will default to the 2010 ACS data set. If a grantee has qualified an area benefit activity under the 2015 ACS prior to the DRGR update, grantees should: a) select “survey”; b) enter the LMI population data of the service area based on the 2015 ACS directly into DRGR; and c) enter “2015 ACS data” into the location description.

Choosing “Survey.” Grantees choosing “Survey” must manually enter the LMI population. In addition, grantees must use the Add Supporting Documentation feature in DRGR to attach the survey data or LMI tabulations for the service area.
Activities using the 2010 ACS. If a grantee uses the 2010 ACS LMISD to qualify an area benefit activity after the effective date, the grantees must attach documentation in DRGR demonstrating compliance with the transition policy of this Notice.

Guidance for NSP Grantees’ use of LMMI Data. For NSP grantees using the 2010 ACS or 2015 ACS to qualify an area benefit activity (including households earning up to 120% AMI), grantees must:
  ✓ Select the Area Benefit – Survey option in DRGR and enter the low- and moderate-income data into the required fields;
  ✓ Select the block groups (which only includes LMI data for households earning up to 80% AMI); and
  ✓ Use the Add Supporting Documentation feature to attach a table and demonstrate compliance with the LMISD LMMI tabulations for the service area.

Guidance for use of Updated LMISD Summary level 160 (Place). HUD will update DRGR to provide Summary level 160 (Incorporated Cities and Census-designated Places) in early 2019. In the meantime, grantees should select the Area Benefit Survey option in DRGR, select the Census Tracts and Block Groups that comprise the service area (Identify Survey Geography) and enter the low- and moderate-income data into the required fields. Grantees should also indicate when place data have been used by typing “Place Data Used” in the Activity Description field.

QUESTIONS.

If you have any questions about the guidance provided in this memorandum, grantees should contact their HUD Field Offices.

HUD field staff should contact: Disaster Recovery and Special Issues Division, at 202-402-5059; State and Small Cities Division at (202) 708-1322; or Entitlement Division at (202) 708-1577.
Washtenaw Urban County
Community Development Block Grant (CDBG)
PRIORITY PROJECT PROPOSAL FORM

Application due: December 14, 2018

LOCAL GOVERNMENT UNIT(S) COMPLETING THIS FORM: Northfield Township

OTHER PARTNER AGENCIES INVOLVED (IF APPLICABLE):

PROJECT NAME: Improvements to expand capacity for services at the Community Center

<table>
<thead>
<tr>
<th>APPLICANT (Urban County Representative)</th>
<th>CONTACT PERSON (Project Lead)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name/Title</td>
</tr>
<tr>
<td>Marlene Chockley</td>
<td></td>
</tr>
<tr>
<td>Telephone Number (Work)</td>
<td>Telephone Number (Work)</td>
</tr>
<tr>
<td>734-449-2880 x 15 or 734-730-0795 cell</td>
<td></td>
</tr>
<tr>
<td>Address (Work)</td>
<td>Address (Work)</td>
</tr>
<tr>
<td>8350 Main St, Whitmore Lake MI 48189</td>
<td></td>
</tr>
<tr>
<td>E-mail Address</td>
<td>E-mail Address</td>
</tr>
<tr>
<td><a href="mailto:chockleyjm@northfieldmi.gov">chockleyjm@northfieldmi.gov</a></td>
<td></td>
</tr>
</tbody>
</table>

PROJECT INFORMATION

<table>
<thead>
<tr>
<th>Location/Address</th>
<th>CDBG Amount requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>9101 Main St, Whitmore Lake MI 48189</td>
<td>$ 104,714</td>
</tr>
<tr>
<td>Estimated Project Start date</td>
<td>Block Group(s)</td>
</tr>
<tr>
<td>April 15, 2019</td>
<td>Block Groups 1 - 4</td>
</tr>
</tbody>
</table>

PROJECT DESCRIPTION

Include community and regional character of the project, along with any inclusion of low-opportunity areas within the Urban County.

See attached Narrative.

---

1Opportunity areas refers to the Washtenaw Opportunity Index developed in 2015, which categorized census tracts by quintiles to rank opportunity based on five categories: education and training, health, job access, neighborhood safety, and stability and economic well-being. Census tracts that fall in the bottom two quintiles are considered "low opportunity areas."
PROJECT BENEFIT – (NATIONAL OBJECTIVE)
To be eligible for CDBG funding, a project must qualify within one of the two following categories.
Check the box next to the letter under which the project qualifies:

☐ A - Located within low/mod target area
☐ B - Presumed benefit clientele

PROPOSED PROJECT BUDGET
For infrastructure projects, attach any engineering or other estimates.

<table>
<thead>
<tr>
<th>ADMINISTRATION</th>
<th>CDBG PORTION</th>
<th>MATCH Support (identify cash Match Source)</th>
<th>TOTAL PROJECT BUDGET (include CDBG)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Services</td>
<td>$</td>
<td>$</td>
<td>$ included in construction</td>
</tr>
<tr>
<td>Construction</td>
<td>$101,814</td>
<td>$35,000 - Northfield Twp</td>
<td>$136,814</td>
</tr>
<tr>
<td>Engineering &amp; Design</td>
<td>$</td>
<td>$</td>
<td>$ included in construction</td>
</tr>
<tr>
<td>Supplies</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td>$2,900</td>
<td>$Matching funds from other sources</td>
<td>$2,900</td>
</tr>
<tr>
<td>TOTAL PROJECT COST</td>
<td>$104,714</td>
<td>$35,000 Matching funds from other</td>
<td>$139,714</td>
</tr>
</tbody>
</table>

PROJECT OUTCOMES
Describe below (or on an attached page) the specific benefits or improvements to be achieved by the participants and/or the community(ies), making sure to include any regional impacts and benefit to lower-opportunity areas.¹ Use measurable and specific outcomes to be used to monitor the project’s progress, explaining how these outcomes will be measured and assessed. Also note any connection to multi-jurisdictional adopted policy, board resolution, Capital Improvements Plan, Master Plan, Parks Plan, Regional Plans or other formal community goals. Attach or link to the pages of any relevant plans.

(Describe outcomes below)

Northfield Township expects to be able to serve an estimated 25-30 more households in the nutrition program. The installation of the hand sink is required in order to provide meals to homebound seniors.

The addition of better lighting will make people feel more comfortable attending evening events by improving the safety of the parking lot and overflow parking.

The addition of overflow parking will allow us to re-stripe to double the handicap parking in the main lot and provide more off-street parking for current users and the increase we expect to see.

Replacement of the flooring will improve the safety of participants in the classes and make the Center more inviting.

Increasing storage will allow us to clear and provide work space for the assistant to the director that we don’t have now.

Replacement of the roof will keep the interior from further damage.

<table>
<thead>
<tr>
<th>How many low-income persons or households will benefit from this project?</th>
<th>700 in NH persons or households</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many square feet of blight does the project remove?</td>
<td>0     square feet</td>
</tr>
<tr>
<td>How many jobs will the project create?</td>
<td>1     jobs</td>
</tr>
<tr>
<td>How many units of affordable housing are created or supported by this project?</td>
<td>0     units</td>
</tr>
</tbody>
</table>
REQUIRED ATTACHMENTS CHECKLIST

☑ Engineer’s or other formal estimates
☑ Map with location of project (can use google maps)
☑ Any building, engineering or other project detail
☑ Proof of any matching funds commitment(s) described above
☐ Documentation to demonstrate compliance with zoning regulations, when applicable

Provide Project Timeline from project planning to contracting to implementation.

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2019</td>
<td>Completion of the bid process</td>
</tr>
<tr>
<td>May 2019</td>
<td>Begin projects identified</td>
</tr>
<tr>
<td>May 2020</td>
<td>Completion of projects</td>
</tr>
</tbody>
</table>

PLEASE COMPLETE ALL FIELDS & INCLUDE ATTACHMENTS.

Email or mail application and all attachments to:
Tara Cohen, CDBG Management Analyst
Washtenaw County Office of Community and Economic Development
415 E. Michigan Ave., Suite 2200
Ypsilanti, MI 48198
cohent@washtenaw.org
734-544-3056
Washtenaw Urban County
Northfield Township Community Center
CDBG PRIORITY PROJECT PROPOSAL

PROJECT DESCRIPTION

The Township of Northfield is submitting a proposal for CDBG Priority Project funding for the Northfield Township Community Center located at 9101 Main Street, Whitmore Lake, MI 48189. This proposal application is for Phase II of a long-range process of improving and expanding capacity for delivering services.

The Center, built in 1995, is a 3,075 square foot building with one large activity space, a kitchen, two bathrooms, an office for the director, and four small meeting/activity rooms.

Phase I of the project consisted of obtaining land for additional parking and potential future building expansion, clearing trees to prevent additional roof damage, obtaining grant funds for purchase of kitchen equipment, and budgeting for hiring an assistant to the Center Director. These activities have already been initiated and mostly completed. Phase III of the project, to be completed at some point in the future, will expand use of the Center to the 3,000 square foot basement, including elevator access, an egress door, windows, parking, and drainage work, at a cost of approximately $250,000.

The Township is currently finalizing the latest version of their capital improvement plan, including work to be completed at the Center.

Summary of Project:

Northfield Township wishes to improve the Center and provide for expansion of services by replacing popping and broken floor tile, upgrading parking, improving parking lot lighting, replacing damaged roofing, installing a hand-washing sink for the Senior Café Program (formerly known as the Senior Nutrition Program), and purchasing storage cabinets for program supplies. These projects will greatly improve the safety of citizens and allow us to expand nutrition services to include homebound seniors.

More specifically, the Priority Project would include:

- Removing all the old flooring and replacing it with higher quality flooring including reinforcement to support beams if needed. The estimated cost for flooring is $20,000.
- Upgrading the existing parking options by installing porous pavement and curb cuts for an additional 18 spaces of overflow parking and repurposing part of the main parking lot into more reserved parking for persons with disabilities. Estimated cost is $81,000.
- Replacing current parking lot lighting with higher quality, more energy efficient, environmentally-conscious LED down-lighting and adding lighting to the overflow parking lot for the safety of our patrons. Lighting installed will meet the township construction code. The estimated cost for lighting is $19,814.

- Replacing the current, original roofing with higher quality, longer lifetime shingles or metal roofing to extend the lifetime of the building and reduce the need for future frequent repairs or replacement. The estimated cost for roofing is $16,000.

- Installing a hand-washing sink so that we can extend our Senior Café Program services to provide and deliver meals to home-bound seniors in our region. The estimated cost to install the hand-washing sink is $900.

- Acquiring storage cabinets for program supplies to improve the organization and visual aesthetics of the Center. The estimated cost for storage cabinets is $2000 to $6000.

**Need for Project:**

These improvements are part of a long-range plan to expand services within our region. This project, which comprises Phase II in the expansion plan, is of high priority.

The existing flooring is well beyond its usable lifetime. It is chipped and eroded and presents major trip hazards. Participants in exercise classes in the main room have expressed concerns about the floor’s safety, both in terms of the trip hazards and because the floor bounces when they jump around.

There is insufficient parking in the main parking lot, and the overflow parking lot is unpaved and not illuminated. The main parking lot has only 12 parking spaces. Two of them are handicap spaces. The lighting in the main parking lot is obsolete and presents a hazard to patrons due to rusting of the metal base. One light pole has already fallen and nearly hit a senior citizen. The remaining light poles are likewise in danger of falling.

The existing roof is well beyond its useful lifetime and is leaking in several places.

The Senior Café Program is unable to provide and deliver foods to homebound seniors because there is no hand wash sink available. While grant funds were obtained to purchase a hand wash sink, it must be installed by a professional plumber.

**Matching Funds:**

Northfield Township has already spent or has budgeted to spend $107,534 in matching funds on Phase I of this project. The overflow parking area was purchased for $163,033. Trees have been removed to prevent further roof damage and facilitate roof repair ($2750). Two easements are being purchased from the railroad for a cost of $800 to facilitate additional overflow parking
space. A hand wash sink was purchased for $577 and a steam table for $2374 using a Washtenaw County Health Department Building Healthy Communities Grant. Additionally, Northfield Township has budgeted $18,000 annually to hire an assistant to the Center Director so that services can be extended and enhanced.

Northfield Township will provide an additional $35,000 in matching cash funds for this Phase II project. Green Oak and Webster Townships have been approached to contribute additional matching funds, but have not yet been able to bring the requests to their boards.

Regional Impact:

The Center is a Regional Center that is home to programs/services for participants from a broad geographical area, encompassing 23 different zip codes, the majority from Washtenaw and Livingston Counties, including Northfield, Ann Arbor, Green Oak, Hamburg, Webster, Pittsfield, Lyon and Putnam Townships, as well as a few individuals from Oakland, Genesee, and Macomb Counties.

Benefit to Very Low Opportunity Area:

The Center is located in a low to moderate income target area and primarily serves low income persons and households. Our Center Director estimates the number at 70%. In addition, Whitmore Lake Public Schools have 35-40% of their students enrolled in the free or reduced lunch program. Census data (2010) show 17% or 234 children living in poverty. As referenced in the Washtenaw Opportunity Index, the surrounding 3 census tracts score a 1 on the Opportunity Index and are labeled a Very Low Opportunity Area. This area is comprised of residents with the least opportunity with regard to health, job access, education, economic vitality, and neighborhood safety and stability according to the Index.

Services and Programs Provided:

Recreation programs and activities, music programs, art, fitness and dance classes, health and wellness services, nutrition programs for seniors, and adult and family resource services are provided to a primarily low income population.

Northfield Township is committed to providing needed services and has subsidized Center services and programs by $111,854 in 2018 and is budgeting for a $113,010 subsidy from the Township general fund in 2019, not including the $35,000 matching funds committed for this grant application. This subsidization allows programs at the Center to be offered for free or at affordable rates. People’s Express provides low-cost transportation to and from the Community Center for Northfield Township residents for which the Township contributes $10,000 annually.
Fitness Programs: Fitness programs including Chair Yoga, Flexagility and Exercise with Becky are geared toward seniors. MAH Fitness is provided through the Washtenaw Community College Community Enrichment Program. Other fitness classes include Cardio Drumming, Tai Chi, Gentle Energy Exercise and Gentle Yoga. We periodically offer Yoga for Kids and Parent & Child Yoga. In 2018, 74 distinct individuals from 15 different zip codes in a variety of municipalities and townships, including Northfield, Hamburg, Green Oak, Genoa, Putnam, Ann Arbor and Ypsilanti, participated in these programs.

Arts & Crafts: Classes, such as primitive rug hooking, acrylic painting, paper crafting, card making, candle making, and knit and crochet, are held at the Center. In 2018, 65 participants from 4 zip codes in Washtenaw County attended these courses. There were 17 participants from zip codes outside of the Whitmore Lake area.

Community Programs & Events: Family programs and special events that are held at the Center include sign language, family bingo, pizza and movie nights, movies under the stars at the lakeshore, an old-fashioned Halloween party, harvest dinner, and dinner with Santa. During 2018, 605 family members from 10 different zip codes participated in these programs, including 125 participants from areas outside of Northfield Township, including the townships of Green Oak, Hamburg, Putnam, Ann Arbor, Lyon, and Webster, and the cities of Brighton, Ann Arbor, Ypsilanti, and Howell.

Special events are offered throughout the year. These events all help to foster a sense of community among Northfield Township residents, but have drawn in participants from throughout Washtenaw, Livingston and Oakland Counties. These special events include 4th of July Root Beer Float Social, Senior Holiday Gala, Cabin Fever Craft Show, and several free concerts. Members from the Center also participate in the Whitmore Lake 4th of July Parade. A total of 1028 participants representing the townships of Northfield, Green Oak, Hamburg, Webster, Oceola, Putnam, Ann Arbor, Pittsfield, and Hartland, and the cities of Novi, Fenton, Wixom, Lansing, Haslett, and Clawson attended these events.

Entertainment: The Center sponsors line dancing, karaoke, Mah Jongg, pinochle, euchre, family game nights, and coloring for grown-ups which served 80 participants last year, including 14 from areas outside of Northfield Township (Townships of Hamburg, Green Oak and Webster, and the cities of Chelsea, Fenton, Howell, Lansing and Clawson).

Nutrition Services: The Senior Café Program, which receives funding from Washtenaw County and Area Agency on Aging 1-B, provided daily meals to 52 distinct seniors from 5 different zip codes including Whitmore Lake, Ann Arbor, Hamburg, Brighton and Clawson. There were 1859 meals served for the program year of October 2017 through September 2018. Meals are provided 150 days a year with an average of 15 participants
per day. The addition of the handwashing station will allow us to expand the Senior Café Program and incorporate home delivered meals for homebound seniors. We estimate this will add 25 to 30 new households to the program’s roster.

A weekly food program has evolved at the Center with local churches, stores and residents donating excess baked goods, produce, and eggs. Approximately 50 to 60 people per week stop in to pick up food to help supplement their grocery supplies. Many of the people who stop in for food are just over the income maximum for food pantries but are struggling to make ends meet. There are no income or residency restrictions, so the food is available to anyone who needs it. Participants are mainly from Northfield Township, but include Hamburg, Green Oak, Lyon, Webster and Ann Arbor Townships.

Health Care Services: Health care related services offered include acupuncture, reflexology, massage therapy, flu shot clinics, podiatrist visits, meditation and mindfulness classes, a diabetes prevention class, drug take-back events, counseling services, an Alzheimer’s support group, health and wellness fairs, and a natural pain solutions class. The Center also operates a medical loan closet program offering short and long-term loans of durable medical equipment to those without insurance, or whose insurance does not cover the costs. In 2018, a total of 201 people from the Townships of Northfield, Webster, Ann Arbor, Hamburg, Green Oak, Hartland, Genoa, Putnam and Lyon participated in these services and classes. The Center also serves as a community resource hub with patrons coming in daily seeking help with a variety of issues and concerns.

Trips: Twelve trips were offered to a variety of venues during 2018. The Purple Rose Theatre, Turkeyville, The Dio, The 650 Players, Frankenmuth’s Ragtime Festival, Holland’s Tulip Festival, and Detroit’s Eastern Market were among the popular destinations. A total of 128 patrons from Northfield, Webster, Hamburg, and Green Oak Townships participated, with several attending multiple trips. Due to parking lot limitations, trip participants must currently park at the Whitmore Lake Middle School, two-thirds of a mile down Main Street. Improving our parking areas and the lighting will create more useable parking and a much safer, more accessible, and more secure parking area for those attending trips.

Community Outreach: Community Service and Outreach Projects include the following:

- Project Bunny – 52 spring gift baskets were created and delivered to seniors, families and children in Northfield, Hamburg, Webster and Green Oak Townships.
- Sleeping Mats for the Homeless – 15 people from Northfield, Webster, Green Oak, Hamburg, Ann Arbor and Lyon Townships meet weekly to create crocheted sleeping mats from strips of plastic grocery bags. In 2018, seven mats were donated to Covenant Community Care and distributed to the homeless in Washtenaw County.
- The Mitten Tree – In 2018, 256 items (hats, scarves, mittens, socks, etc.) were donated and divided between the Northfield’s Human Services’ Adopt a Family Program and Covenant Community Care to be distributed to the homeless in Washtenaw County and other counties in southeast Michigan.

- The Peyton Heart Project – This new project includes 15 people from Northfield, Webster, Green Oak, Hamburg, and Ann Arbor Townships who are creating knitted and crocheted hearts tagged with inspirational quotes to help raise awareness of teenage suicide and depression. This group will be meeting once a month and the hearts created will be donated to The Peyton Heart Project.

- SPEAK! – Sixteen Community Center Seniors are participating in a University of Michigan research project that matches seniors with students in Mexico City who are learning to speak English. They will meet via Skype to talk on a weekly basis to give the students practice with their conversational English. The seniors will be surveyed as to the effects that these conversations have on them – relief of boredom and loneliness, a sense of purpose, etc.

Meeting Space: A variety of organizations meet at the Center on a regular basis. These organizations include the Kiwanis Club of Whitmore Lake, the Whitmore Lake Health Equity Team, People’s Express Quarterly Drivers’ Meetings, Daisy Scout Troop 40111, Whitmore Lake Brownie and Junior Troops, Village at Eagle Gardens Condo Association Board of Directors, and the Whitmore Lake Condo Association. The Center also hosts coffee hours with state, county and local officials, community meetings, and a variety of informational and educational presentations and programs. Center staff also teams with local charitable groups including Northfield’s Human Services, Be The Blessing, Dragonfly Pet Rescue and the local Girl Scout Troops to host rummage sales, charitable collections and programs. Most of the meeting participants reside in Northfield Township, but Green Oak, Hamburg, Webster and Lyon Townships are also represented. A total of 293 people participated in these meetings, presentations and projects during 2018.

In summary, over 23 zip codes are represented in services and programs offered at the Center. There were 9,284 visits by Washtenaw and Livingston County residents participating on an annual basis at the Center and most are from census tracts that are either very low or low-to-moderate income.

The proposed project will enable the Center to continue to provide programs and services as described above, and to expand to provide additional programs and services.
### Summary of Project Costs

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roofing</td>
<td>$16,000</td>
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<tr>
<td>Tile floor replacement 272SY</td>
<td>$20,000</td>
</tr>
<tr>
<td>Parking area expansion</td>
<td>$81,000</td>
</tr>
<tr>
<td>Parking lighting</td>
<td>$19,814</td>
</tr>
<tr>
<td>Sink installation</td>
<td>$900</td>
</tr>
<tr>
<td>Storage cabinets</td>
<td>$2,000</td>
</tr>
<tr>
<td><strong>Total Project Costs</strong></td>
<td><strong>$139,714</strong></td>
</tr>
</tbody>
</table>

### In-Kind Match

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steam table and accessories</td>
<td>$2,374</td>
</tr>
<tr>
<td>Hand sink and side splashes</td>
<td>$577</td>
</tr>
<tr>
<td>Tree removal</td>
<td>$2,750</td>
</tr>
<tr>
<td>Railroad easement</td>
<td>$800</td>
</tr>
<tr>
<td><strong>Additional land for parking lot</strong></td>
<td><strong>$103,033</strong></td>
</tr>
<tr>
<td><strong>Total In-kind Match</strong></td>
<td><strong>$107,534</strong></td>
</tr>
</tbody>
</table>

**Total Project Cost** $247,248

**Matching Cash and In-kind** $143,534 58.1% of the total project costs

**Matching Cash Funds** $35,000 25.1% of application request
Web-based opportunity map of Washtenaw County, Michigan. For more information, visit www.opportunitywashtenaw.org

SEMCOG, Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, METI/NASA, NGA, EPA, USDA
PROJECT AGREEMENT

A ROOF TO LAST. SERVICE TO REMEMBER.

Organization: Northville Township Senior Center
Job Site: 9101 Main St
Whitmore Lake, MI 48189

Inspection Date: July 26, 2018
Project Manager: Steve Distelzweig
(734) 218-5934

Shingled Portion Quotation

1. Prepare property for construction project: tarp/protect outside of building and landscaping to ensure debris does not damage property
2. Remove all roofing material to wood decking; remove and replace any rotten/damaged wood decking
3. The first 4 sheets of replacement sheathing (4'x8' sheets) are included in this agreement, thereafter there is a charge per sheet of sheathing required ($50/sheet)
4. Install premium aluminum drip edge along all eaves and rakes
5. Install ice and water shield at all eaves, MINIMUM of 6", at flashings, and where needed to exceed building code requirements to prevent possible damage that ice dams cause to roof system
6. Install premium SYNTHETIC underlayment
7. Install multiple layer HIGH WIND perimeter system on all outside edges of shingled roof surfaces
8. Install lifetime architectural shingle: Legacy with 3M Scotchgard™ (BEST BANG FOR YOUR BUCK)
   o Class 4 hail Rating, 130 MPH wind warranteer, Polymer Modified (Rubberized),
     Algae and Stain Resistant for 20 years
9. Use galvanized HIGH WIND nails to secure all shingled areas
10. Install heavy duty neoprene vent stack collars to all stack pipes (NOT PLASTIC)
11. Install premium rigid-style ridge vent with SNOW GUARD™ Filter
12. Thorough clean-up with MAGNETIC SWEEP and proper disposal of all debris
13. INCLUDES 30 YEAR NO LEAK GUARANTEE!

Cost: $18,900 (or as low as $12,600, see below for details)

Possible Price Adjustments (select and initial):

☐ _____ $2,100 REDUCTION: Install Vista AR Shingles with a 20 Year No Leak Guarantee
☐ _____ $4,200 REDUCTION: Install Duration Shingles with a 15 Year No Leak Guarantee
☐ _____ $6,300 REDUCTION: Install Heritage Shingles with a 10 Year No Leak Guarantee

PROJECT TOTAL: __________________________

50% Material deposit $____________________ (check:____)
Balance due upon completion $__________________

Signature: ___________________________ Date: __________________________

6250 Jackson Rd, Ann Arbor, Michigan 48103 | (734) 627-ROOF | www.GoToRoofing.com
Owners Name: Northfield Township Community and Soccer Center (Taxi) Date: 7-30-18
Address: 9161 Moore St. City: Whitmore Lake Zip: 48189
Phone: 734-491-2995 Other/Email: Lead Source: HA

Owner will receive guaranteed start and finish date, weather permitting. No materials will arrive before the start date.

1. Prepare structure to have roof removed, assuring nothing will be damaged.
2. Rotted wood will be replaced the first 100 square ft. included in the price of the estimate and at a charge of $1.50 per square foot thereafter.
3. Install heavy gauge aluminum drip edge or drip edge vent if necessary, installed to increase ventilation and deter any mold growth in attic space.
4. Install Ice Guard 6' to 9' up all eaves, doubled in valleys to prevent ice and water from penetrating roof system.
5. Install Roofman proprietary rubberized membrane throughout the rest of the roof ensuring a leak proof system and extending shingle life by stopping underside scorching of shingles.
6. Install lifetime warranted rubber shingle; color selected by homeowner.
7. All shingles are nailed to exceed code, each installer has completed the Roofman Shingle Application Program.
8. Flash and counter flash all chimneys, walls, vents, and where needed. Flashing will be diamond blade cut into masonry and heavy gauge aluminum or copper will be used.
9. Install neoprene vent stack collars to all stack pipes to ensure a watertight seal.
10. Install multilayer valley system for maximum protection.
11. Install venting system, box or ridge, depending on roof design. Power or Solar vent if needed.
12. Jobsite will be thoroughly cleaned with proper disposal of all debris. Estimate price is final, no extras or hidden costs.

Roof Price $15,400 / $13,200
Squares: 144 Layers: 2
Pitch: 5/12 Cap Feet: 4 Bundles Valley Feet: 2 Rolls Mold Kill: 1
Vent/Drip Color: _______ Shingle Brand: Llifine Shingle Color: Brown
Ridge Vent Ft: 3 Boxes Drip Color: Brown

Owner(s): ____________________________ Additional Info/Job Status: *Cut Limbs WAY back
______________________________ Off roof with Bobcat Saw* Lifetime coat on Labor
# Waligorski Roofing

**Licensed - Insured**

25431 West Warren
Dearborn Heights, MI 48127
(313) 278-8953
Fax (313) 278-4655

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>Tear off existing 1 layers of shingles.</td>
</tr>
<tr>
<td>☐</td>
<td>Install 15# Felt.</td>
</tr>
<tr>
<td>☐</td>
<td>Install Synthetic Felt.</td>
</tr>
<tr>
<td>☐</td>
<td>Install aluminum edge at Eves.</td>
</tr>
<tr>
<td>☐</td>
<td>Rakes</td>
</tr>
<tr>
<td>☐</td>
<td>Install Ice and Water Shield at all eve edges.</td>
</tr>
<tr>
<td>☐</td>
<td>Valley Areas 6'</td>
</tr>
<tr>
<td>☐</td>
<td>Ventilation Ridge Vent Can Vent # of vents 100+ Ridge 1 can</td>
</tr>
<tr>
<td>☐</td>
<td>Install new soil pipe collars.</td>
</tr>
<tr>
<td>☐</td>
<td>Double-line and close all valleys.</td>
</tr>
<tr>
<td>☐</td>
<td>Roof House with: 30 year Architectural 3 Tab Shingles</td>
</tr>
<tr>
<td>☐</td>
<td>Reflash chimney</td>
</tr>
<tr>
<td>☐</td>
<td>Replace counter flashing, if needed.</td>
</tr>
<tr>
<td>☐</td>
<td>All material covered by 30 year Warranty, and 5 years workmanship.</td>
</tr>
<tr>
<td>☐</td>
<td>Limited Lifetime Warranty</td>
</tr>
<tr>
<td>☐</td>
<td>Clean-up and haul away roofing debris.</td>
</tr>
<tr>
<td>☐</td>
<td>Replace bad 1x6 board up to 50 ft. (additional boards $2.50 per ft.) After 2 sheets plywood $3.50 per sheet.</td>
</tr>
<tr>
<td>☐</td>
<td>Color to be</td>
</tr>
<tr>
<td>☐</td>
<td>Roof Garage</td>
</tr>
<tr>
<td>☐</td>
<td>Re-roof</td>
</tr>
<tr>
<td>☐</td>
<td>Tear-off</td>
</tr>
</tbody>
</table>

### Acceptance of Proposal
- The above prices, specification and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

<table>
<thead>
<tr>
<th>House</th>
<th>Garage</th>
<th>Other</th>
<th>Total $</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>11,250</td>
</tr>
</tbody>
</table>

Date of Acceptance
Signature

Terms: 1/3 down and balance upon completion
## Product Information

<table>
<thead>
<tr>
<th>Construction</th>
<th>Product Line</th>
<th>International Product Specifications</th>
<th>Overall Thickness Wear Layer Thickness</th>
<th>Factory Finish</th>
<th>Installation</th>
<th>Maintenance Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homogeneous</td>
<td>Medintech® Medintone™</td>
<td>ASTM F1913</td>
<td>0.020 in (0.5 mm) 0.030 in (0.75 mm)</td>
<td>Diamond 10® Technology coating</td>
<td>Full Spread Adhesives S-598. S-543, Roll® Spray Adhesive, S-548 Flowing Streaks - Heat Weld or S-81 Scan Adhesive S-390 Fine Grade Adhesive</td>
<td>Polish No Polish - Scratch Buff No Polish - No Buff</td>
</tr>
</tbody>
</table>

## Packaging

<table>
<thead>
<tr>
<th>Roll Length</th>
<th>Roll Width</th>
<th>Shipping Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 98.4 ft (30 m)</td>
<td>6 ft. 7 in. (2.0 m)</td>
<td>Approx. 5.71 lbs./sq. yd., (3.1 kg./sq. m)</td>
</tr>
</tbody>
</table>

## Testing

### Performance

- **Total Thickness**
- **Residual Deflection**
- **Static Load Resistance** 224 psi
- **Flexibility**
- **Resistance to Chemicals**
- **Resistance to Heat**
- **Resistance to Light**
  - Fire Test Data - Flame Spread
  - Fire Test Data - Smoke Evolution
  - Fire Test Data - Duration

### Test Method

<table>
<thead>
<tr>
<th>Test Method</th>
<th>Minimum Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTM F1913</td>
<td>&gt; 0.075 in.</td>
</tr>
<tr>
<td>ASTM F1914</td>
<td>≤ 0.007 in.</td>
</tr>
<tr>
<td>ASTM F1915</td>
<td>≤ 0.065 in.</td>
</tr>
<tr>
<td>ASTM F1516</td>
<td>1/4 inch random no cracks or breaks in wear surface</td>
</tr>
<tr>
<td>ASTM F 137</td>
<td>No more than slight change in surface during attack or staining</td>
</tr>
<tr>
<td>ASTM F 126</td>
<td>ΔE ≤ 8</td>
</tr>
<tr>
<td>ASTM E 640</td>
<td>0.45 W/m²°C or more - Class I</td>
</tr>
<tr>
<td>ASTM E 962</td>
<td>450° C loss</td>
</tr>
<tr>
<td>CANULC S-102.2</td>
<td>Use dowel test</td>
</tr>
<tr>
<td>ASTM F270</td>
<td>≤ 0.065 in.</td>
</tr>
</tbody>
</table>

### Additional

- **Wear Group Classification per EN1350-1:2000**
- **Resistance to Bacteria**
- **ADA Standards for Accessible Design**
- **Static Coefficient of Friction**

### Test Data

1. Using the James Machine as described in D3547 and as directed in UL 410 for floor covering materials (FCMs) using a leather log under dry conditions. The application of site-applied floor sealers, polishes and other types of finishes not used to maintain resilient flooring materials will change the existing surface and consequently the SDIF value.
PRODUCT SPEC PAGE

ColorArt™ Medintech® I Medintone™
Homogeneous Sheet Flooring

Sustainability

<table>
<thead>
<tr>
<th>Certification Attribute</th>
<th>Standard</th>
<th>3rd party Certification/Certifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low Emitting Material</td>
<td>GSPH v. 1 (2017)</td>
<td>FloorScore</td>
</tr>
<tr>
<td>Environmental Product Declaration</td>
<td>EPA-EPD 61350</td>
<td></td>
</tr>
<tr>
<td>Planned Specifications</td>
<td>ENS 14255</td>
<td>Yes/ISO 9001:2015 International Certified</td>
</tr>
<tr>
<td></td>
<td>ISO 14001:Environmental Management</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Performance</th>
<th>Standard</th>
<th>Requirements</th>
<th>Performance vs. Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>TVOC Range</td>
<td>GSPH v. 1 (2017) &amp; a.k.a. GSPH 61350</td>
<td>0.2 mg/m²</td>
<td>Meets</td>
</tr>
<tr>
<td>Low Emitting Adhesives</td>
<td>S-543</td>
<td>Less than 50 gL</td>
<td>3-543 Exceeds -6 gL</td>
</tr>
<tr>
<td>S-550</td>
<td></td>
<td></td>
<td>3-550 Exceeds -14 gL</td>
</tr>
<tr>
<td>S-414</td>
<td></td>
<td></td>
<td>3-414 Exceeds -10 gL</td>
</tr>
<tr>
<td>Film™ Spray Adhesive</td>
<td>S-590</td>
<td></td>
<td>3-590 Exceeds -6 gL</td>
</tr>
<tr>
<td>S-598</td>
<td></td>
<td></td>
<td>3-590 Exceeds -0 gL</td>
</tr>
<tr>
<td>Fundamental Material Safety</td>
<td>WELLE™ Feature 11 and 28</td>
<td>No asbestos, free of lead and phthalates: DEHP, DBP, BBP, DNOP, DMP</td>
<td>Meets</td>
</tr>
<tr>
<td>Toxic Materials Reduction</td>
<td>LEBL v4 (Option 1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Material Ingredients (Option 1)</td>
<td>WELLE™ Feature 28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recycled Content</td>
<td>ISO 14001</td>
<td></td>
<td>Meets - 5% Pre-Consumer</td>
</tr>
</tbody>
</table>

Limited Warranty

10 year Commercial Limited Warranty when installed in accordance with the Armstrong Flooring Guaranteed Installation Systems manual, F-5061.

Links

Product Transparency | www.armstrongflooring.com/transparency
Email Techline       | www.armstrongflooring.com/Touring-tolink
Visit Floor Expert   | www.tlockexpert.com
Falcon Carpet Services, Inc.  
SALES AND INSTALLATION

<table>
<thead>
<tr>
<th>Name:</th>
<th>Northfield TSP Community &amp; Senior Center</th>
<th>Date:</th>
<th>03/21/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street:</td>
<td>9101 Main Street</td>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>City/State/Zip:</td>
<td>Whitmore Lake, MI 48189</td>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Job Name:</td>
<td></td>
<td>Attn:</td>
<td>Tami</td>
</tr>
</tbody>
</table>

Proposal-Price is for the Entry, Foyer, 2 Baths, Community Room, Tami’s office, Back Hall, Kitchen, Dining Room, janitorial area & 2 Closets. All contents to be moved by others. Center is to supply a 10 yard dumpster.

<table>
<thead>
<tr>
<th>Material</th>
<th>Amount of Material</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supply &amp; install Armstrong Medintech</td>
<td>272 SY</td>
<td>$56.48</td>
<td>$15,362.56</td>
</tr>
<tr>
<td>Take up existing</td>
<td>272 SY</td>
<td>$3.60</td>
<td>$979.20</td>
</tr>
<tr>
<td>Supply &amp; install luon</td>
<td>2400 SF</td>
<td>$1.38</td>
<td>$3,312.00</td>
</tr>
<tr>
<td>Supply &amp; install Cove base</td>
<td>484 LF</td>
<td>$1.30</td>
<td>$629.20</td>
</tr>
<tr>
<td>Adhesive</td>
<td>3 Four gallon pails</td>
<td>$293.77 Each</td>
<td>$888.31</td>
</tr>
<tr>
<td>Move Appliances</td>
<td>2</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Chemical Weld Seam Sealer</td>
<td>3</td>
<td>$23.74</td>
<td>$71.22</td>
</tr>
<tr>
<td>Supply &amp; install bullnose</td>
<td>24 LF</td>
<td>$1.41</td>
<td>$33.84</td>
</tr>
<tr>
<td>R &amp; R toilets</td>
<td>2</td>
<td>$35.00</td>
<td>$70.00</td>
</tr>
<tr>
<td>Shipping</td>
<td></td>
<td></td>
<td>$150.00</td>
</tr>
<tr>
<td>Labor for chemical welding</td>
<td>375 LF</td>
<td>$1.50</td>
<td>$562.50</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td></td>
<td><strong>$22,078.83</strong></td>
</tr>
</tbody>
</table>

Submitted by Sales Person: Michael Smith (248) 804-4888

The above pricing, terms and conditions are agreed to by:
Steve and Marlene,
Attached is another alternative option for your parking lot.
In the attachment you will find pictures where the product is used for parking lots.

I am told the price to install this is $9 sft.

Let me know what you think.

Thanks,
Chris

Sent from my iPhone

Begin forwarded message:

From: "Sally Bos" <Sally.Bos@ohm-advisors.com>
To: "Chris Donajkowski" <chris.donajkowski@ohm-advisors.com>
Subject: Northfield - GeoBlock

Chris,

Alex Bade used the attached GeoBlock project on a City of Canton project. Not sure on the cost, but this would be a good product to consider. I'm not sure the cross-section I mentioned from AutoZone would hold up under a parking operation.

Thanks,
**CLIENT:** Northfield Township  
**PROJECT:** Northfield Township Senior Citizen Center  
**LOCATION:** Northfield Township

**BASIS FOR ESTIMATE:** [X] CONCEPTUAL  [ ] PRELIMINARY  [ ] FINAL

**WORK:** Parking Lot Option 2 New Parking Lot

**Assumptions:**
- Does not include ROW/leasement acquisition. This will be required.
- Does not include utility coordination/storm sewer design.

Calculated using 2018 unit prices.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Unit</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mobilization, Max. 8%</td>
<td>LS</td>
<td>1</td>
<td>$7,000.00</td>
<td>$7,000.00</td>
</tr>
<tr>
<td>2</td>
<td>Soil Erosion Control</td>
<td>LS</td>
<td>1</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>3</td>
<td>Mass Grading</td>
<td>LS</td>
<td>1</td>
<td>$32,000.00</td>
<td>$32,000.00</td>
</tr>
<tr>
<td>4</td>
<td>21 AA Commercial Limestone 8 inches</td>
<td>SYD</td>
<td>850</td>
<td>$12.00</td>
<td>$10,200.00</td>
</tr>
<tr>
<td>5</td>
<td>1.5&quot; 1300 MDOT HMA Wearing</td>
<td>SYD</td>
<td>850</td>
<td>$14.00</td>
<td>$11,900.00</td>
</tr>
<tr>
<td>6</td>
<td>2.5&quot; 13A MDOT HMA Leveling</td>
<td>SYD</td>
<td>850</td>
<td>$17.00</td>
<td>$14,450.00</td>
</tr>
<tr>
<td>7</td>
<td>Pavl. Rev. (Driveway)</td>
<td>CYD</td>
<td>20</td>
<td>$50.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>8</td>
<td>Curb and Gutter, Corc, Det F4</td>
<td>LFT</td>
<td>240</td>
<td>$20.00</td>
<td>$4,800.00</td>
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<tr>
<td>9</td>
<td>Subgrade Undercutting, Type II</td>
<td>CYD</td>
<td>20</td>
<td>$50.00</td>
<td>$1,000.00</td>
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<tr>
<td>10</td>
<td>Bumper Blocks</td>
<td>EA</td>
<td>16</td>
<td>$120.00</td>
<td>$1,920.00</td>
</tr>
<tr>
<td>11</td>
<td>Detention System</td>
<td>LS</td>
<td>1</td>
<td>$45,000.00</td>
<td>$45,000.00</td>
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<td>12</td>
<td>Restoration</td>
<td>LS</td>
<td>1</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
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<tr>
<td>13</td>
<td>Lights</td>
<td>EA</td>
<td>6</td>
<td>$2,500.00</td>
<td>$15,000.00</td>
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<tr>
<td>14</td>
<td>Power to Lights</td>
<td>LS</td>
<td>1</td>
<td>$7,000.00</td>
<td>$7,000.00</td>
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<tr>
<td>15</td>
<td>Pavement Markings</td>
<td>LS</td>
<td>1</td>
<td>$1,500.00</td>
<td>$1,500.00</td>
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<tr>
<td>16</td>
<td>Plantings</td>
<td>LS</td>
<td>1</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>17</td>
<td>6 inch concrete sidewalk</td>
<td>SFT</td>
<td>240</td>
<td>$6.00</td>
<td>$1,440.00</td>
</tr>
<tr>
<td>18</td>
<td>8 inch concrete pavement</td>
<td>SFT</td>
<td>240</td>
<td>$7.50</td>
<td>$1,800.00</td>
</tr>
<tr>
<td>19</td>
<td>4 inch concrete sidewalk</td>
<td>SFT</td>
<td>260</td>
<td>$4.00</td>
<td>$1,040.00</td>
</tr>
</tbody>
</table>

*Note: Topographic survey was not obtained for this conceptual estimate. Once survey data has been obtained, quantities can be reviewed in more detail.

Subtotal $165,030.00

TOTAL $165,030.00

Financial, Legal and Engineering contingency (35%) $57,780.50

PROJECT TOTAL $222,810.50
To: Northfield Community Centr

Attn: Janet Chick, Jack Secrist

Date: 2/4/2019

Estimator: Click here to enter text.

Project: 1901 Main Street Whitmore Lake MI 48189

O'Donnell Electric, LLC will furnish and install electrical work for the above project as described herein. All electrical work as described in the electric drawings dated Click here to enter a date. and specification section(s) Click here to enter text. is included except as noted or clarified below.

This proposal includes Addenda Number(s): Click here to enter text.

<table>
<thead>
<tr>
<th>Included</th>
<th>Excluded</th>
<th>Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Sales &amp; Use Tax</td>
<td>☒ ☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐ Electrical Permit Costs</td>
<td>☒ ☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐ Prevailing Wages</td>
<td>☒ ☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐ Buy American Act</td>
<td>☒ ☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐ Trenching, Excavation &amp; Backfill</td>
<td>☒ ☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐ Concrete (pads, etc), Light Poles</td>
<td>☒ ☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐ Winter Conditions</td>
<td>☒ ☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐ Dewatering</td>
<td>☒ ☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐ Surveying/Layout</td>
<td>☒ ☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐ Payment &amp; Performance Bond</td>
<td>☒ ☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐ Overtime Costs</td>
<td>☒ ☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐ Concrete/ asphalt cutting, removal and or replacement</td>
<td>☒ ☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Excluded</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Painting/Patching (except electrical touchup)</td>
</tr>
<tr>
<td>☐ Voice, data, sound, security, wiring</td>
</tr>
<tr>
<td>☐ Fire alarm</td>
</tr>
<tr>
<td>☐ Access Panels</td>
</tr>
<tr>
<td>☐ Electrical Demolition, Cut &amp; Cap</td>
</tr>
<tr>
<td>☐ Temporary wiring for single phase lights/receptacles for construction purpose</td>
</tr>
<tr>
<td>☐ Design Services</td>
</tr>
<tr>
<td>☐ Existing Code Violations</td>
</tr>
<tr>
<td>☐ Costs for CAD Backgrounds</td>
</tr>
<tr>
<td>☐ Arc Flash/Coordination Study</td>
</tr>
</tbody>
</table>

This proposal is based upon O'Donnell Electric, LLC’s Standard Terms and conditions (see Page 2) unless otherwise indicated below:

**Included**
- Remove existing pole lights
- Remove existing pole base due to corrosion over time.
- Provide 7 new pole bases, 5 original locations and 2 new locations on the north side
- Install 7 new poles 12' high 4” round
- Use existing circuits and install new wires to the poles

Quoted separately
- Remove and replace Bollard light by the Entrance total cost $378.00
- Remove and replace wall pack at the back entrance $150.00

**Excluded**
- Submission to the township for approval.
- Electrical engineered drawings
Electrical Proposal & Scope of Work

- CAD drawings

Assumptions

Total Quote: $19,814.34

Click here to enter text.
Name, Title

8505 Main Street • Whitmore Lake • MI, 48189 • (734) 459-4455 • Fax (734) 449-0843
www.odonnellelectric.net
<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pull Perm</td>
<td>1</td>
</tr>
<tr>
<td>Insulator Wire</td>
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</tr>
<tr>
<td>Holes</td>
<td>1</td>
</tr>
<tr>
<td>Basemnt Ceiling</td>
<td>1</td>
</tr>
<tr>
<td>Hntal Hand Sink</td>
<td>1</td>
</tr>
</tbody>
</table>

**Cost**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perm</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hand Sink</td>
<td>1</td>
</tr>
</tbody>
</table>

**Honor Plumbing & Sewer Service**

**Address:**

101 Main St
Northfield Service Center

**Phone:**

Kids: Cell: (319) 477-6671

Office: (319) 231-2425

**Fax:**

(319) 477-6671

**P.O. Box 139, Humbird, IA 50639**

**Services:**

- Residential
- Commercial
Krowne HS-8 Wall Mount Commercial Hand Sink w/ 14"L x 10"W x 6"D Bowl, Soap Dispenser

Image may not depict product color, inclusions or accessories.

Krowne HS-8 Description

Hand Sink, wall mount, 16"W x 15"D x 24"H O.A., 8"H backsplash, 14" wide x 10" front-to-back x 6" deep bowl, 4" O.C. splash mount faucet with swing spout (low lead compliant), soap & towel dispenser, stainless steel skirt on front & sides, rear overflow & P-trap, includes mounting bracket, stainless steel construction, NSF.

*The warranty will not be honored for residential or non-commercial use of any Commercial Equipment.

Krowne HS-8 Specifications

PDF Spec Sheet (https://d3ld8ih4bdurh.cloudfront.net/pdf/361-HS8.pdf)

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>Krowne</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialty Options</td>
<td>Low Lead Compliant</td>
</tr>
<tr>
<td>Specialty Options</td>
<td>Towel Dispenser</td>
</tr>
<tr>
<td>Faucet Mount</td>
<td>Splash/Wall</td>
</tr>
<tr>
<td>Type</td>
<td>Wall Mount</td>
</tr>
<tr>
<td>Bowl Width (in)</td>
<td>10</td>
</tr>
<tr>
<td>Bowl Length (in)</td>
<td>14</td>
</tr>
<tr>
<td>Overall Length (in)</td>
<td>16</td>
</tr>
<tr>
<td>Height (in)</td>
<td>24</td>
</tr>
<tr>
<td>Bowl Depth (in)</td>
<td>8</td>
</tr>
<tr>
<td>Faucet Centers</td>
<td>4</td>
</tr>
<tr>
<td>Weight</td>
<td>35.00</td>
</tr>
</tbody>
</table>

Krowne HS-8 Certifications
Hi,

These are somewhat “best guess” estimates on some of this. We can pick and choose, based on what is available after the other project costs. My priorities would be the mobile storage cabinet, wall mounted literature holders, storage bins and the library cases/window seats.

48”Wx22”Dx66”H Mobile Shelving Storage Cabinet w/ 3 Adjustable Shelves - $1,309.95  This storage cabinet will provide storage for our “Crocheted Mats for the Homeless” project and open up space in the massage room, making it much more visually appealing.

30 plastic storage bins - $210.00  These would be used to store supplies for the “Crocheted Mats” project. They would also be used to store craft supplies and holiday decorations, creating space and better organization in our basement storage area.

Cabinets (upper & lower), countertops, and utility cabinet for conference room - $1,725.00  This would create much needed storage and improve the appearance of the conference room area.

Wall mounted literature holders for the front foyer to help eliminate the clutter that accumulates on the bulletin board. - $200.00

Ceiling mounted exercise ball storage in stairwell - $500.00  This would allow us to get the large exercise balls out of the public view and create more spaces in the conference room.

I have had 2 volunteers offer to build bookcases/window seats in the library room (estimated materials costs $1,600.00) and an “entertainment cabinet” (for lack of a better name) that would house and securely store our DVD player, CD player & speakers, Wii and Xbox systems, Karaoke machine, DVDs, CDs, etc. Our 65” flat screen TV would be wall mounted above it. (estimated cost of materials and cable/electrical work that would need to be done $5,000). This would create more useable space in the front activity room, make the room less cluttered and more aesthetically appealing, and even, free up space in my office (where things that may walk away are locked up) by creating lockable storage for our entertainment related materials.

Total estimate: $10,544.95

Thanks,

Tami

Tami Averill, Director
Northfield Township Community Center
9101 Main St.
Whitmore Lake, MI 48189
Mobile Shelving Storage Cabinet with 3 Adjustable Shelves

Product Number: Z50720
This item is shipped directly from our supplier. Allow extra delivery time.

(0) | Write a Review

$1,308.95

Discount Quote Number:

Apply Quote

Qty

1

Add to Cart    Add to list

These mobile storage cabinets are ruggedly built with front and rear frames and move easily on 4 in. casters. Constructed of hard maple solids and panels with a natural finish. Locking doors secure materials. Overall dimensions: 48 in. W x 22 in. D x 66 in. H. Made in the U.S.A. Shipped directly from our supplier. Allow extra delivery time.

Specs

Item Weight: 345

Prop 65:

CALIFORNIA RESIDENTS ONLY - WARNING:
Cancer and Reproductive Harm -
www.P65Warnings.ca.gov
networks and relationships across institutions and agencies.

**Summary of Capital Improvements**
The project requests provided by the Senior Center are focused around improvements to the existing building and property. Capital Improvement projects servicing the Senior Center directly support goals and objectives found within the Master Plan to:

- Provide timely, efficient, and quality governmental services to Township residents.

### SCHEDULE OF PROJECT EXPENDITURES

<table>
<thead>
<tr>
<th>Budget Year</th>
<th>Building + Site Improvements</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013/14</td>
<td>$20,000</td>
<td>$20,000</td>
</tr>
<tr>
<td>2014/15</td>
<td>$160,000</td>
<td>$160,000</td>
</tr>
<tr>
<td>2015/16</td>
<td>$150,000</td>
<td>$150,000</td>
</tr>
<tr>
<td>2016/17</td>
<td>$22,000</td>
<td>$22,000</td>
</tr>
<tr>
<td>2017/18</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>2018/19</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>TOTALS</td>
<td>$352,000</td>
<td></td>
</tr>
</tbody>
</table>

**Summary of Improvements**

- Replace flooring (entire building) - $20,000 (2013/14). - Not done
- Purchase land for additional parking lot - $160,000 (2014/15). - Done, Phase I
- Open basement and finish - $150,000 (2015/16). - Phase II
- Replace roof - $11,200 (2016/17). - Not done
- Replace furnace/AC - $10,800 (2016/17). Not done

**Parks and Recreation**

The Northfield Township Parks and Recreation Commission takes on the important task of planning, implementing and maintaining parks and recreation facilities for the Township.

**Summary of Capital Improvements**

This seven (7) member board has provided one (1) project for each of the upcoming five (5) project years consisting of a dog and/or bicycle park, update of the Township's Parks and Recreation Master Plan, Seven Mile Road Nature Area, Downtown Park/Community Center, and Lake Front Park/Beach.

The Parks and Recreation projects directly support goals and objectives found in the Master Plan to:

- Provide timely, efficient, and quality governmental services to Township residents.
NORTHFIELD TOWNSHIP
Township Board Special Meeting
Minutes
February 14, 2019

CALL TO ORDER

The meeting was called to order at 7:02 p.m. by Supervisor Chockley at 8350 Main Street.

INVOCATION/PLEDGE

Supervisor Chockley provided a brief invocation and led those present in the Pledge of Allegiance.

ROLL CALL

Marlene Chockley, Supervisor Present
Kathleen Manley, Clerk Present
Lenore Zelenock, Treasurer Present
Tawn Beliger, Trustee Absent with notice
Janet Chick, Trustee Present
Wayne Dockett, Trustee Present
Jacki Otto, Trustee Present (arrived 7:07 P.M.)

Also present:
Public Safety Director William Wagner
Wastewater Treatment Plant Superintendent Dan Willis
Community Center Director Tammy Averill
Township Manager Steven Aymes
Township Attorney Paul Burns
Recording Secretary Lisa Lemble
Members of the community

ADOPT AGENDA

Motion: Chockley moved, Chick supported, that the agenda be adopted as presented.
Motion carried 6—0 on a voice vote.

FIRST CALL TO THE PUBLIC

Sue Shink, 600 W. Joy Road, County Commissioner and member of the Land Preservation Committee, spoke in favor of the contribution for the preservation of a 75 acre farm. She reported that the Washtenaw County Natural Areas Preservation Program has added $10,000 toward the purchase.

BOARD MEMBER COMMENTS

Zelenock thanked everyone present for being available for the special meeting.

[Otto arrived.]

AGENDA ITEMS

1. Hiring of Full-time Police Officer:
   Michael Buxton
   Motion: Chockley moved, Chick supported, that Michael Buxton be hired as a Full-time Police Officer at a step 2 salary of $56,060.68 per year with a start date of March 11, 2019, pending successful passing of physical and background check.
   Motion carried 6—0 on a voice vote.

2. Hiring of Paid On-Call Fire Fighter:
   San Walsh
   Motion: Chockley moved, Manley supported, to hire San Walsh as a Paid On-Call Fire Fighter at a probationary level I wage of $10 per hour pending successfully passing physical and background checks.
   Motion carried 6—0 on a voice vote.

   Motion: Chockley moved, Chick supported, to approve Resolution 19-601 in support of the application for a certified local government grant for the Northfield Township Historical Society to complete the historic context for the Northfield Township Phase I Survey, and to authorize the Supervisor to send a letter of support.
   Motion carried 5—1 on a roll call vote. Dockett, opposed. Resolution adopted.

4. $2000 Contribution to Assist in the Preservation of a 75 Acre Northfield Township Farm
   Motion: Chockley moved, Zelenock supported, to approve $2,000 as matched funds to assist in the preservation of a 75 acre working farm and authorizing a letter to Ann Arbor City Council offering the matched funds, contingent upon project approval.
Board members expressed concerns (including that communities surrounding Ann Arbor do not have input on the decisions about the parcels that are purchased, the Board does not have a policy regarding donations of this type, this has not been done for other parcels, and this is subsidizing a private land owner) and support (including that surveys show a majority of Northfield Township residents support open space and farmland preservation, other Townships have made similar donations, and the property has met the rigorous criteria for preservation).

Motion carried 4—2 on a roll call vote, Otto and Dockett opposed.

5. Grant Application to Request Matching Funds from Washtenaw Urban County for Community Center

Motion: Chockley moved, Otto supported, to authorize the application to Urban County for matching funds to repair and improve to the Community Center, to identify a Township match of up to $35,000, and to set up an ad hoc committee to determine what repairs and improvements should be included in the application.

Chockley said this request is very similar to one funded for Ypsilanti Township, and it would allow the Township to participate in the Meals on Wheels program and provide needed maintenance. She said the application must be submitted by March 22nd and the decision will be made in April.

The Board discussed the work that needs to be done on the Community Center, future possible improvements, and maintenance and renovation needs of other Township buildings.

Motion carried 5—1 on a roll call vote, Dockett opposed.

6. Payment of Open Bills

Motion: Chockley moved, Manley supported, to approve payment of open bills (expected check run date 2-15-2019) for a total of $104,866.13 from all funds in the Municipal Investment Fund (MIF) account. Motion carried 6—0 on a roll call vote.

SECOND CALL TO THE PUBLIC

Sue Shink thanked the Board for approving the donation for the preservation of the 75-acre farm in the Township and the support of the Northfield Township Historical Society grant application.

BOARD MEMBER COMMENTS

Board members wished everyone a Happy Valentine's Day, requested that a discussion of ethics be added to a future agenda, requested that a decision about the disposition of 75 Barker Road be added to a future agenda, noted that taxes are due today without penalty, and thanked the public watching on television.

ADJOURNMENT

Motion: Chockley moved, Manley supported, that the meeting be adjourned. Motion carried 6—0 on a voice vote.

The meeting adjourned at 7:50 P.M.

Submitted by Lisa Lemble.

Corrections to the originally issued minutes are indicated as follows:
Wording removed is stricken through;
Wording added is underlined.

Approved by the Township Board on February 26, 2019.

Kathleen Manley, Clerk

Official minutes of all meetings are available on the Township's website at http://www.twp-northfield.org/government/township_board_of_trustees/
Existing Floor Plan

- Cabinets do not exist
- Carpets areas

[Image of the existing floor plan with annotations]
FLOORING

Broken Tiles in main activity room

Mismatched tiles main activity room

Uneven transition between entry & main activity room
FLOORING

Broken tile in kitchen area

Raised tiles in kitchen area causing door to stick

Cracked tiles throughout the building

Wear and tear on carpeting
FLOORING

Uneven Flooring leading into restrooms

Tiles lifting and separating in restrooms

Water damage on tiles in entryway

Tiles lifting at the edges causing rippled flooring in the main activity area
Water damage to the ceiling caused by roof leaks

Roof damage
PARKING LOT LIGHTING

Current parking lot lighting

Base of parking lot light

Light near entryway – pole broke off at the base
OVERFLOW PARKING AREA

Unlit, grass and mud overflow parking area

Large ruts

Steep inclines to overflow parking area

The only light in the overflow parking area
STORAGE & ORGANIZATION NEEDS

1. Crafting & Community Outreach Supplies
2. Activity Supplies
3. Borrowing Library – books to lend
STORAGE & ORGANIZATION NEEDS

Activity & Program Supplies

Supplies held in Entryway

Borrowing Library – CD collection
STORAGE & ORGANIZATION NEEDS
<table>
<thead>
<tr>
<th></th>
<th>Geoblock®</th>
<th>Geoblock®5150</th>
<th>Rolled Product</th>
<th>Hex Cell-1</th>
<th>Drainage Cell</th>
<th>Hex Cell-2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Base Depth (Overflow Parking, CBR=4)</strong></td>
<td>4”</td>
<td>0”</td>
<td>6”</td>
<td>4”</td>
<td>4” Growing Media over 3” Washed Coarse River Sand with geonet layer between</td>
<td>1.5” masonry sand over 2” road base</td>
</tr>
<tr>
<td><strong>Base Depth (Fire Truck Access, CBR=4)</strong></td>
<td>10”</td>
<td>4”</td>
<td>12”</td>
<td>8” minimum</td>
<td>Not recommended by manufacturer for heavy applications</td>
<td>1.5” masonry sand over 8” road base</td>
</tr>
</tbody>
</table>

**SIGNIFICANCE**

Reduced base depth leads to reduced excavation and backfill and therefore reduced overall project cost.

<table>
<thead>
<tr>
<th><strong>Flexural Strength</strong></th>
<th>Moderate Rigid Product</th>
<th>High Rigid Product</th>
<th>None Rolled Product</th>
<th>High Rigid Product</th>
<th>Moderate Rigid Product</th>
<th>Supported by columns not walls</th>
<th>High Rigid Product</th>
</tr>
</thead>
</table>

**SIGNIFICANCE**

Stiffer paver units provide better support distributing loads across entire installation, limiting contact pressure to the base.

<table>
<thead>
<tr>
<th><strong>Free Draining Sand in Base</strong></th>
<th>No</th>
<th>No</th>
<th>Yes compacted sandy gravel required</th>
<th>No</th>
<th>Yes required</th>
<th>Yes</th>
</tr>
</thead>
</table>

**SIGNIFICANCE**

Sand does not retain moisture, topsoil does. More sand leads to need for more watering and/or requires moisture retaining additives. Fertilizer/chemicals must be added at regular intervals. Grass grows better in topsoil than in sand.

<table>
<thead>
<tr>
<th><strong>Moisture Retaining Topsoil in Base</strong></th>
<th>~35% allows root penetration</th>
<th>~35% allows root penetration</th>
<th>No</th>
<th>No</th>
<th>4” layer which will compact and limit drainage</th>
<th>No</th>
</tr>
</thead>
</table>

**SIGNIFICANCE**

Clean, Sharp Sand mixed with topsoil Topsoil, but over 1.5” of sand

<table>
<thead>
<tr>
<th><strong>Paver Infill</strong></th>
<th>Pulverized Topsoil</th>
<th>Pulverized Topsoil</th>
<th>Clean, sharp sand, compacted</th>
<th>Sandy loam or loam</th>
<th>Clean, Sharp Sand mixed with topsoil</th>
</tr>
</thead>
</table>

**SIGNIFICANCE**

Paver units with significantly more surface area at the bottom of the unit than on the top (the “snowshoe” effect) reduce contact pressure to the base resulting in a shallower cross section.

<table>
<thead>
<tr>
<th><strong>Load Transfer Mechanism</strong></th>
<th>86.4 in²/ft² contact at base, 18.7 in²/ft² at surface reduces contact pressure by 462%</th>
<th>80.6 in²/ft² contact at base, 17.3 in²/ft² at surface reduces contact pressure by 466%</th>
<th>29.05 in²/ft² contact at base, 7.3 in²/ft² at surface for 398% reduction in contact pressure</th>
<th>57 in²/ft² contact at base, 12.96 in²/ft² at the surface for 440% reduction in contact pressure</th>
<th>50.4 in²/ft² contact at base, 50.4 in²/ft² at surface for little reduction in contact pressure</th>
<th>90.7 in²/ft² contact at base, 14.4 in²/ft² contact at surface reduces contact pressure by 630%</th>
</tr>
</thead>
</table>

**SIGNIFICANCE**

The larger the paver unit, the less connection points. In all systems, especially those with little shear transfer from the connection mechanism, the connections will be the weakest part of the entire system. Less connections are better.

<table>
<thead>
<tr>
<th><strong>Unit Area</strong></th>
<th>5.3 ft²</th>
<th>5.3 ft²</th>
<th>2.78 ft²</th>
<th>4.00 ft²</th>
<th>1.34 ft²</th>
<th>2.14 ft²</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Joint Type/Shear Transfer between units</strong></td>
<td>Tabular allows for complete unit-to-unit shear transfer</td>
<td>Tabular allows for complete unit-to-unit shear transfer</td>
<td>Peg and Hole minimal shear transfer</td>
<td>Tongue and groove moderate shear transfer</td>
<td>Vertical tongue and groove low shear transfer</td>
<td>Over/Under locking system little shear transfer</td>
</tr>
</tbody>
</table>

**SIGNIFICANCE**

Common cell walls are needed in order to resist torsional loading. Lack of common cell walls increases the propensity for the pavers to buckle when vehicles turn.

<table>
<thead>
<tr>
<th><strong>Cell Size</strong></th>
<th>2.25” x 2.25”</th>
<th>3.1” x 3.2”</th>
<th>2.15” ID rings</th>
<th>2.5” Hexagonal cells</th>
<th>“2” x “2”</th>
<th>2.5” Hexagonal cells</th>
</tr>
</thead>
</table>

**SIGNIFICANCE**

The deeper the cell, the more topsoil that can be confined and remain uncompacted. This allows the infiltration rate to remain high and the roots to remain undamaged. Roots require free moving water and air to survive.

<table>
<thead>
<tr>
<th><strong>Cell Depth</strong></th>
<th>1.18”</th>
<th>2”</th>
<th>1”</th>
<th>1.5”</th>
<th>2”</th>
<th>1.75”</th>
</tr>
</thead>
</table>

**SIGNIFICANCE**

Typically, more plastic per unit weight means a stronger product. When evaluating price, consider cost per unit weight.

<table>
<thead>
<tr>
<th><strong>Weight/ft²</strong></th>
<th>0.89 lb/ft²</th>
<th>1.64 lb/ft²</th>
<th>0.40 lb/ft²</th>
<th>1.125 lb/ft²</th>
<th>0.94 lb/ft²</th>
<th>1.12 lbs/ft²</th>
</tr>
</thead>
</table>
smart earth solutions

- SOIL STABILIZATION
- POROUS PAVEMENTS
- CONSTRUCTION MATS
A RICH HISTORY OF INNOVATION. Presto GEOSYSTEMS® long history of creating innovative products started as a partnership project with the US Army Corps of Engineers in the early 1980’s, resulting in the development of the original patented “geocell” technology.

our commitment: providing the highest quality products/solutions
WHAT WE DO

We are committed to the complete project cycle. We invest with partner engineers, contractors and owners to solve their site challenges. Our value starts with design assistance and we stay with you through project completion.

QUALITY DRIVEN. We hold ourselves to the highest quality standards. Presto GEOSYSTEMS® quality management system is certified to ISO 9001:2008 and CE-FP quality standards.
SOLUTIONS PORTFOLIO

Presto GEOSYSTEMS® manufactures high quality products for meeting the most challenging soil stabilization, stormwater and site access needs.

SOIL STABILIZATION

Presto is the original inventor of the three-dimensional geocell technology, working with the US Army Corps of Engineers.

Presto’s high-quality, Genuine GEOWEB® system leads with innovations:
- Textured surface, perforations and tendon slots.
- ATRA® load transfer clips and tendons.
- ATRA® connection keys, ATRA® stake clips, ATRA® anchors, and ATRA® GAD & drivers.

POROUS PAVEMENTS

Presto’s quality solutions create grass and aggregate porous pavements for pedestrian and vehicular traffic use. The permeable systems deliver structural support for traffic loads and provide stormwater drainage benefits.
- GEOBLOCK® system protects turf for occasional-use pavements.
- GEOPAVE® system stabilizes open-graded aggregate pavements.
- GEOWEB® system stabilizes aggregate or aggregate/topsoil mix for economical aggregate and vegetated pavements.

CONSTRUCTION MATS

Two mat types are available to support construction traffic.
- GEOTERRA® mats are extremely strong, lightweight and economical for use over soft subgrades.
- GEORUNNER® mats protect turf from concentrated pedestrian traffic or lightweight construction vehicles and equipment. They are also ideal for scour protection applications.

MARKETS AND INDUSTRIES

We partner with engineers, architects, contractors and owners around the globe. Our solutions solve soil challenges in diverse areas of site construction:

- Infrastructure
- Mining
- Oil & Gas
- Railroad and Intermodal
- Stormwater & Wastewater
- Transportation
- Wind Energy
- Green Building

Presto’s quality products add value by minimizing environmental impact and offering cost-effective means for creating sustainable, long-term solutions that hold up over time. With reduced life-cycle cost, sustainability, environmental and aesthetic benefits, we offer solution choices to best meet our customers’ needs.

A Guide to QR Codes: Use your Smartphone or Tablet with a QR code reader to link to the website pages in each section. We suggest the free QR reader app Redlaser.
THE ORIGINAL MOST COMPLETE GEOCELL

The GEOWEB® system is the original geocell developed by Presto GEOSYSTEMS® for soil stabilization challenges. The GEOWEB® brand is recognized as the industry’s high-quality, high-performance solution and the most complete geocell, offering integral design components critical to the strength of the engineered solution.

FOUR GEOWEB MAIN APPLICATIONS

The GEOWEB® system is a versatile solution for a wide range of applications:

INTEGRAL COMPONENTS

The complete GEOWEB® solution includes proper integral components with higher performance strength and faster installation than with alternative methods.

ATRA® KEYS

GEOWEB® Connection Device. ATRA® keys, made from weather-resistant polyethylene, are 3 times stronger and 3 times faster than stapling. Easy installation: ATRA® keys are inserted through adjoining GEOWEB® cell walls, turned and locked for the most secure connection.

TENDONS & ATRA® TENDON CLIPS

Support System. Tendons suspend the GEOWEB® material over geomembranes, hard surfaces, or steep slopes without anchors. Presto uses industry-leading tendons, as tendon type and density are critical to the design strength.

ATRA® ANCHORS & DRIVERS

Presto’s ATRA® anchors make a secure connection with the GEOWEB® cell wall and are fast and easy to drive with ATRA® drivers.

INFEILL OPTIONS

Infill type varies from vegetation to aggregate and hard-armed concrete.

LOAD SUPPORT

RETAINING WALLS

SLOPE PROTECTION

CHANNEL SUPPORT

LOAD SUPPORT

RETAINING WALLS

SLOPE PROTECTION

CHANNEL SUPPORT

Load Transfer Device

Presto’s ATRA® tendon clips make a secure connection with the GEOWEB® cell wall for transferring loads from the tendon to the cell wall.
The GEOWEB® Load Support System is a proven, economical solution for challenging soil stability problems. The 3D structural system delivers benefits where soft soils are present, where inexpensive quality infill is unavailable or where traditional reinforcement methods are difficult to construct.

### THE 3D GEOWEB® STRUCTURE ADVANTAGES

- Confines and stabilizes infill material and controls shear, lateral and vertical movement.
- Increases the effective structural number, allowing fill requirements and costs to be cut in half.
- May allow use of lesser-quality, less costly on-site infill materials.
- With permeable infill, is a **porous pavement** that reduces stormwater runoff and minimizes environmental impact.

### GEOWEB® LOAD SUPPORT BENEFICIAL VALUE

- Load distribution system over weak soils
- Decreased rolling resistance
- Base stabilization for paved surfaces
- Rutting control for unpaved surfaces
- Maintenance reduction

### GEOWEB® RESEARCH RESULTS

The GEOWEB® load support system:
- reduces the thickness of structural support elements by **50% or more**.
- allows subgrade materials to withstand up to **10 times** the number of cyclic-load applications before accumulating permanent deflection.
- provides over **30% stress reduction** when used as a supporting layer under pavement.
- distributes load between pilings, **reducing intersoil stress by 40%**.

### GEOWEB® Key Applications

- Haul and Site Access Roads
- Laydown Yards/Drilling Pads
- Permeable, Load-Supporting Surfaces
- Intermodal/Port Facilities
- Transportation/Bulk-Handling Yards
- Roadway Shoulders
- Railroad Track Ballast/Subballast Structures
- Stabilized Base for Asphalt
- Trails and Walkways
- Boat Ramps and Low Water Crossings
The GEOWEB® Slope Protection System offers solutions for solving challenging slope stability problems. The 3D structure creates a stable environment for embankment infill materials, preventing severe erosion problems and offering deep earth solutions not delivered by surface treatments.

**SUSTAINABLE SLOPE STABILITY**

The benefits of 3D confinement are long-term vegetated sustainability, reinforcement of the upper soil layer and resistance to erosive conditions and sliding forces.

**The GEOWEB® system offers long-term protection of embankments of all types:**

- **Sustainable Vegetation:**
  The system reinforces vegetation and increases the resistance to erosive forces with deep in-soil protection.

- **Permeable Aggregate:**
  Confinement in the GEOWEB® structure allows smaller, less-expensive materials to be used on steeper slopes than when unconfined.

**Geomembrane Protection:**
The system offers effective cover protection for impervious geomembranes. A tendoned-anchoring system offers structural support and protects the integrity of the liner.

**Hard-Armored Concrete:**
With concrete infill, the GEOWEB® system is a less costly, flexible alternative to articulating block systems or bag systems.

**GEOWEB® Key Applications**
- Vegetated & Permeable Embankments
- Geomembrane Protection
- Stormwater Basins & Wastewater Lagoons
- Shoreline Revetments
- Dikes & Levees
- Abutment Protection
- Landfill Linings & Covers
- Dam Faces & Spillways
The **GEOWEB® Shoreline Protection System** stabilizes soils on shoreline embankments, creating a structurally-stable environment for infill. The system minimizes erosion problems caused by water contact, surface flow and wave action.

### BENEFITS OF THE 3D STRUCTURE:
- Confines and reinforces the upper soil layer.
- Provides resistance to erosive conditions and slip forces.
- May be integrated with a turf reinforcement mat (TRM) for higher protection for vegetation.
- Protects geomembranes on ponds, or stormwater/wastewater containment basins.

### SUSTAINABLE SHORELINE STABILITY
The GEOWEB® system can be designed to provide long-term stability with sustainable vegetation, permeable aggregate or hard- armored concrete.

**Vegetated Protection:**
The GEOWEB® system with established vegetation protects embankments against mild wave and tidal forces. With a TRM cover, offers better resistance to soil loss caused by soil saturation.

**Aggregate Protection:**
Confinement in the GEOWEB® structure allows smaller, less-expensive materials to be used, and on steeper slopes than when unconfined.

**Concrete Hard-Armor Protection:**
With concrete infill, the GEOWEB® system is a less costly, flexible alternative to articulating block systems or bag systems, and can be an effective solution to damaging wave action.

### GEOWEB® Key Applications
- Shoreline Revetments & Embankment Protection
- Shoreline Restoration & Bioengineered Solutions
- Geomembrane Protection
- Stormwater or Wastewater Containment Basins
- Seawalls
Tiered GEOWEB® Retaining Wall Systems are designed to deliver natural aesthetics, and are valuable for projects with site constraints and challenging site conditions.

- **STRUCTURAL BENEFITS**
  
  The GEOWEB® system creates economical and structurally sound retaining walls that perform well when exposed to differential settlement in soft-soil environments. In fact, GEOWEB® retaining walls have been exposed to severe earthquakes without sustaining damage. Depending on the design, GEOWEB® retaining walls may be constructed with or without geosynthetic reinforcement layers.

- **ENVIRONMENTAL BENEFITS**
  
  The GEOWEB® retaining wall system’s open-celled horizontal terraces create a natural environment for sustainable vegetation. The vegetated system allows rain water to collect through the wall fascia, minimizing runoff. The highly permeable wall surface is a natural Low Impact Development (LID)/Best Management Practice (BMP) for reducing runoff and managing stormwater on site.

  If vegetation is not desired, the system also supports aggregate or concrete infill.

- **ECONOMIC BENEFITS**
  
  - Use of less expensive on-site infill materials saves cost.
  - Construction productivity improvements speed up project completion.
  - Compact and lightweight sections are easier to handle, transport and construct, even in difficult access or remote locations.

- **DESIGN SOFTWARE**
  
  Presto offers free, licensed MSE software to design GEOWEB® reinforced slopes, and gravity and reinforced walls.

**Typical GEOWEB® Wall Structures**

- Reinforced Slopes
- Gravity Walls
- Reinforced Retaining Walls
- Multi-layered Channel Systems
The GEOWEB® Channel Protection System stabilizes and protects channels exposed to erosive conditions and can be designed with appropriate infill types to withstand even the highest velocities.

**CHANNEL OPTIONS:**

**Vegetated Protection:**
Replaces costly, higher-maintenance rip-rap with lower-maintenance, less expensive, stabilized vegetation. Effective in low-flow channels and when low-to-high intermittent flows occur.

With a TRM, the vegetated GEOWEB® system can withstand velocities as high as 30 ft/sec (9 m/sec) and 16 psf shear stresses. Ideal for drainage ditches, swales and stormwater channels.

**Aggregate Protection:**
Aggregate confined in the GEOWEB® system is far more stable than when unconfined. As a result, rather than using large, difficult to handle rip-rap, smaller and less expensive infill can be used in low-to-challenging flow conditions.

**Concrete Hard-Armor Protection:**
Concrete-filled GEOWEB® structures are ideal for channels exposed to severe hydraulic stresses. Concrete is poured in the structure onsite, creating an easy-to-install, flexible yet hard-armored system that is less costly than pre-formed concrete systems.

**GEOWEB® CHANNEL RESEARCH RESULTS**
- Used with a TRM, able to withstand 30 ft/sec (9 m/sec) velocity flow.
- Doubles resistance to shear stress and velocity for TRMs and ECBs.
- Reduces rip rap sizing by up to 10 times.

**GEOWEB® Key Applications**
- Swales & Drainage Ditches
- Storm Water Diversion or Containment
- Process Water Channels or Containment
- Spillways/Downchutes/Drop Structures
- Culvert Outfalls
- Intermittent or Continuous/Low- to High-Flow Channels
GEORUNNER® Flow Protection Mats are a low-cost solution for protecting embankments from scour and the erosive effects caused by water flow.

PROTECTS HIGH IMPACT AREAS

The series of lightweight, durable mats protects surfaces from intermittent and concentrated surface flows, water fluctuations and light wave action. They offer resistance to shear stresses and protect more efficiently than typical vegetation or rip-rap systems.

GEORUNNER® ADVANTAGES

• Effective in areas where erosion control blankets and turf reinforcement mats alone are not sufficient.
• Open mesh design promotes dense grass growth, increases system stability, reduces visibility and blends naturally with its environment.
• Mats are fully secured unit-to-unit, creating a fully integrated, flush surface, versus shingling found in other products.
• Anchored with industry-standard components to resist pull-out caused from saturated soils. A pneumatic driver allows quick driving of anchors, reduces worker fatigue.
• When anchored, the flexible system allows full contact with ground over landscape contours.
• Fully anchored system can be driven on by mowing or other lawn maintenance equipment.

GEORUNNER® RESEARCH RESULTS

Shear stress resistance of TRMs increase by six times and velocity by 2.6 times when used with GEORUNNER®—even when unvegetated!

GEORUNNER® Key Applications

• Culvert Outfalls
• Stormwater Channels
• Containment Ponds
• Swales & Drainage Ditches
• Shoreline Embankments
• Spillways, Down Chutes & Drop Structures
• Parking Lot Point Discharges
**EXCEPTIONAL TURF PROTECTION**

The GEOBLOCK® Porous Pavement System is the industry’s strongest and most proven high performing turf protection system for occasional vehicular and pedestrian traffic. It’s a green solution that offers exceptional aesthetics, dependable load support and high permeability. The system contributes to green building goals and LEED® credits.

Large GEOBLOCK® paving units are designed for maximum load transfer and support, resistance to traffic stresses and maximum turf protection.

Two GEOBLOCK® styles address all loading and stormwater requirements:
- GEOBLOCK® - Regular duty, 1.2” wall height
- GEOBLOCK®5150 - Heavy duty, 2” wall height

**GEOBLOCK® ADVANTAGES**

**High Flexural Strength:** A rigid panel design with interconnected cell walls offers the industry’s highest flexural strength.

**Load Transfer:** The large rigid surface area and strong interlocking connections between units maximize load transfer and distribution of vehicle loads to 80,000 lbs.

**Resistance to Torsional Loads:** The rigid design is resistant to movement or breakage from vehicle turning stresses and torsional loads, as well as concentrated rutting.

**Turf Protection:** Deep, interconnected cells protect grass from damage caused by repeated loading. Topsoil infill supports healthy grass that establishes faster, is hardier, and performs better than flexible systems with sand infill.

**Low Base Requirement:** Strong unit strength lowers installation costs by requiring less base depth than lighter-weight or rolled systems to achieve H-20 loading.

**GEOBLOCK® Key Applications**

- Emergency & Utility Access Lanes
- Auxiliary Parking Areas
- Trails & Trail-hardening
- Pedestrian Walkways & Barrier-Free ADA Access
- Golf Cart Pathways, Medians, Shoulders
## STABILIZED AGGREGATE PAVEMENTS

The GEOPAVE® Porous Pavement System offers an economical way to confine and stabilize open-graded aggregate for highly-porous pavements. This system reduces stormwater runoff, stores stormwater on-site naturally and is a low-cost, durable option offering low maintenance.

## STRUCTURAL FRAMEWORK

GEOPAVE® units hold open-graded base course in place through a unique herringbone cell pattern and monolithic mesh bottom. Using beam discontinuity through use of the herringbone pattern and unique “mouse holes”, the GEOPAVE® system was developed specifically for gravel infill and is proven not to lift up like many aggregate paver systems.

## GEOPAVE® ADVANTAGES

GEOPAVE® pavements are designed for maximum load transfer and support, resistance to traffic stresses, maximum infill stabilization and stormwater storage.

- Performs to an H-20 loading with minimal base.
- Reduces overall installation costs by requiring far less depth of base than lighter-weight or rolled systems.
- Resists movement or breakage from vehicle turning stresses and torsional loads.
- Benefits of integral mesh-bottom:
  - Stronger than glued-on fabric solutions
  - Prevents “lifting” effect of granular fill downward migration
  - Creates “snowshoe effect”, spreads loads

## GEOPAVE® Key Applications

- Emergency & Utility Access Lanes
- Porous Roadways & Parking Areas
- Trails & Pedestrian Walkways
- Road Shoulders
- Golf Cart Pathways, Medians, Shoulders
- Barrier-Free ADA Access
PORTABLE AND REUSABLE ACCESS MATS

GEOTERRA® Construction Mats offer contractors a better way to access sites for less cost. The mats are durable and reusable and eliminate the installation safety hazards and expense associated with classic timber or heavy mat systems. They are lightweight, have high flexural strength, and are easy to transport and deploy.

Two styles meet differing site demands:
- GEOTERRA® - PADLOC® locking system
- GEOTERRA® GTO - Bolt-tight system

ECONOMICAL FOR HEAVY LOAD SUPPORT

GEOTERRA® mats create an economical ground surface-reinforcement layer that supports vehicle and equipment loads. Their lighter weight reduces transportation costs, especially when deploying to difficult-to-access locations. They are extremely cost-effective compared to other mat systems.

GEOTERRA® ADVANTAGES

- **High Structural Strength:** Supports heaviest loads over soft subgrades.
- **Design Flexibility:** Compatible with other filter or drain products.
- **Low Environmental Impact:** Convenient reusability; allows quick removal and reclamation of the site.
- **Portability & Reusability:** Reduces handling, transportation and life cycle costs.
- **Light & Safe to Deploy:** Reduces on-site injury potential.
- **Construction Flexibility:** Can customize mat layout to site needs.

GEOTERRA® RESEARCH RESULTS

- Structurally equivalent to 12 inches of aggregate over high-strength geotextile.
- The system significantly reduces rutting and the rate of surface degradation due to cyclical loading.

GEOTERRA® Key Applications

- Site Protection Mats
- Site Access & Tracking Pads
- Oil Drilling Platforms & Roadways
- Wind Farm Roadways & Staging Areas
- Large Construction Pads
- Heavy Vehicle & Equipment Storage
- Tower Construction using Heavy Cranes
- Utility & Cemetery Access
- Helipads
GEORUNNER® Surface Protection Mats are portable, economical and drivable construction mats. Their light weight (8 lbs.), easy-to-handle size makes them ideally suited for transporting and deploying on construction sites.

**BENEFICIAL GROUND PROTECTION**

GEORUNNER® mats minimize turf damage and soil compaction caused by light-to-medium loads from pedestrians, equipment and vehicles. The mats reduce mud tracking from construction site entrances and bridge across sandy areas for lightweight access of vehicles, wheelchairs or foot traffic.

**GEORUNNER® ADVANTAGES**

- Preferred over plywood because they can be quickly removed from sites, cleaned, stored and reused many times. Will not wet or dry rot.
- When left in place, supports dense, stabilizing grass growth through the open design.
- The open mesh allows sunlight and water to permeate, maintaining healthy turf.

**GEORUNNER® Key Applications**

- Lightweight Temporary or Permanent Applications
- Construction Vehicles & Landscape Equipment Access over Turf or Sandy Areas
- Barrier-Free Access
- Concentrated Foot Traffic
- Sports Fields, Sidelines
- Storage Pads for Boats and Trailers
To whom it may concern:

Please accept this letter in support of the Northfield Township Community Center’s application for an Urban County Priority Project Grant.

The Community Center is truly the center of the community in Northfield Township. On any given day, people of all ages use the center. Senior citizens lunch there, exercise, draw, play games, receive medical care, and most importantly, love and be loved by those around them. Families with children celebrate special days and anyone who needs or wants food can find it at the food pantry at the community center.

Community groups use the space for dinners and presentations. The Community Center’s director, Tammi Averill, presents new and exciting programming along with reliable favorites. She runs the center with warmth and skill and our community, especially those most vulnerable, is so much stronger for it.

This grant is important to support the work of the community center, and I wholeheartedly support it.

If you have any questions please contact me at (734) 249-0377 or shinks@washtenaw.org.

Sincerely,
Sue Shink
Washtenaw County Commissioner
District 2
**Priority Project Proposal Scoring**

**2019 Funds**

*(For Additional Proposals received by March 22, 2019)*

<table>
<thead>
<tr>
<th>Project</th>
<th>Amount requested</th>
<th>Score #1</th>
<th>Score #2</th>
<th>Score #3</th>
<th>Average Score (70 max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northfield Township – Community Center improvements</td>
<td>$104,714</td>
<td>50</td>
<td>45</td>
<td>40</td>
<td>45</td>
</tr>
</tbody>
</table>
2019 Community Development Block Grant (CDBG) Priority Project Score Card
For OCED use only

Local Government Unit(s): Northfield Township
Other Partner Agencies Involved (if applicable): n/a
Project Name: Improvements to expand capacity for services at the Community Center

ELIGIBILITY (Determined by OCED)

- Does the project meet a CDBG National Objective? □ Yes □ No
  - Limited Clientele
    - Resumed Benefit (Seniors)

- Is the project eligible under CDBG regulations? □ Yes □ No
  The answer to both of the above questions must be “Yes” in order to proceed in the scoring process.

Removal of Architectural Barriers
Limited Clientele (Seniors)

SCORING CRITERIA

1) Demonstrated Community/Regional Impact: The activity will be evaluated on the impact it is intended to have on the community and the larger region. Expected project outcomes may include: the number of low-mod income persons or households to benefit from the activity, level of slum/blight reduction, job creation, support of alternative transportation, creation of affordable housing, or other relevant metrics.

   01) Improve access for Seniors (removal of barriers)
   02) Expand programming to add meal delivery to homebound Seniors

Demonstrated Community/Regional Impact is: Points: 20 (of 30)

Excellent – 30 points; Good- 20 points; Average- 10 points; Poor – 0 points

2) Projected Benefit to a Low-Opportunity Area: The activity will be evaluated on the extent to which it will benefit one or more low opportunity areas within the Washtenaw Urban County.

Will the activity benefit at least one low opportunity area in the Urban County: Points: 10 (of 10)

Yes – 10 points; No – 0 points

Center is located in a “Very low” opportunity area. Also “Low” opp. area immediately to east and south. Map included in their proposal.

1 Opportunity areas refers to the Washtenaw Opportunity Index developed in 2015, which categorized census tracts by quintiles to rank opportunity based on five categories: education and training, health, job access, neighborhood safety, and stability and economic well-being. Census tracts that fell in the bottom two quintiles are considered “low opportunity areas.”

Washtenaw Urban County CDBG Priority Project Proposal Score Card – For 2019-20 Funds (Oct 2018)
3) **Matching Contributions:** The activity will be evaluated on the percentage of matching funds to be made available. Proof of match commitment required to be counted toward the calculated level of match funding. If match contributions total:

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4) **Project Timeliness:** The activity will be evaluated on the proposed project timeline and the ability to complete the activity in a reasonable timeframe (generally within 18-24 months after the Fiscal Year begins on July 1) For FY2019-20, this would mean expected completion date should not be later than June 30, 2021. If the project timeline and readiness factor is:

<table>
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<tr>
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* Bids obtained on all aspects of project
* Funds not expected until late summer, but once ER completed, spring or summer 2020 completion is feasible
* pending RFP processes, etc. (Can be completed within 12-18 months)

**TOTAL POINTS (maximum 70 pts): 50**

**Eligible Project Components:**

1. Tile Flooring Replacement - $20,000
2. Parking area expansion - $81,000
3. Parking Lighting - $19,814
4. Sink installation - $900
5. **$121,714**
2019 Community Development Block Grant (CDBG) Priority Project Score Card

For OCED use only

Local Government Unit(s): Northfield Twp

Other Partner Agencies Involved (if applicable):

Project Name: Northfield Twp. Community Center

ELIGIBILITY (Determined by OCED)

- Does the project meet a CDBG National Objective? ☑ Yes □ No
- Is the project eligible under CDBG regulations? ☑ Yes □ No **With Some Limitations**

*The answer to both of the above questions must be “Yes” in order to proceed in the scoring process.*

SCORING CRITERIA

1) **Demonstrated Community/Regional Impact**: The activity will be evaluated on the impact it is intended to have on the community and the larger region. Expected project outcomes may include: the number of low-mod income persons or households to benefit from the activity, level of slum/blight reduction, job creation, support of alternative transportation, creation of affordable housing, or other relevant metrics.

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*Washtenaw Urban County CDBG Priority Project Proposal Score Card – For 2019-20 Funds (Oct 2018)*
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**Points:** 5 (of 15)

4) **Project Timeliness:** The activity will be evaluated on the proposed project timeline and the ability to complete the activity in a reasonable timeframe (generally within 18-24 months after the Fiscal Year begins on July 1). For FY2019-20, this would mean expected completion date should not be later than June 30, 2021. If the project timeline and readiness factor is:

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**Points:** 10 (of 15)

**TOTAL POINTS (maximum 70 pts): 45**
2019 Community Development Block Grant (CDBG) Priority Project Score Card

For OCED use only

Local Government Unit(s): Northfield Township

Other Partner Agencies Involved (if applicable): 

Project Name: Northfield Township Community Center

ELIGIBILITY (Determined by OCED)

- Does the project meet a CDBG National Objective? ☑ Yes ☐ No – limited clientele benefit

- Is the project eligible under CDBG regulations? ☑ Yes ☐ No

The answer to both of the above questions must be "Yes: in order to proceed in the scoring process.

SCORING CRITERIA

1) Demonstrated Community/Regional Impact: The activity will be evaluated on the impact it is intended to have on the community and the larger region. Expected project outcomes may include: the number of low-mod income persons or households to benefit from the activity, level of slum/blight reduction, job creation, support of alternative transportation, creation of affordable housing, or other relevant metrics.

   Demonstrate expansion of programs to serve existing/improve access

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   Will the activity benefit at least one low opportunity area in the Urban County: Points: 10 (of 10)

   | Yes – 10 points; No – 0 points |

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**Points: 10 (of 15)**

**Note:** The timeline occurs prior to actual funding award. If adjusted after the award, the project is approximately 12 months which is good.

TOTAL POINTS (maximum 70 pts): **40**