

AGENDA
BRIDGEWATER TOWNSHIP BOARD OF TRUSTEES
April 3, 2014 7:00 p.m.

CALL TO ORDER / PLEDGE OF ALLEGIANCE

CITIZEN PARTICIPATION

Public Comment: Any person shall be permitted to address a meeting of the Township Board.

Public comment shall be carried out in accordance with following board rules and procedures:

1. Comments shall be directed to the board, with questions directed to the chair.
2. Any person wishing to address the board shall state his or her name and address.
3. Persons may address the board on matters that are relevant to Township government issues.
4. No person shall be allowed to speak more than once on the same matter, excluding the time needed to answer board member's questions. The chair shall control the amount of time each person shall be allowed to speak.

APPROVE MINUTES March 6, 2014 Regular Meeting

REVIEW AND APPROVE AGENDA

PUBLIC-SAFETY REPORT

REPORTS & CORRESPONDANCE

1. Treasurer's Report
2. Clerk's Report
3. Supervisor's Report
4. Trustees' Reports
5. Written Reports: Zoning Administrator Report, Assessor Report, Planning-Commission Minutes

REGULAR AGENDA

1. Board of Trustees Meeting/Internet
2. Financials, Approve Disbursements
3. End of Year Budget Amendment
4. Fund Creation Discussion

CITIZEN PARTICIPATION

ADJOURN

Upcoming Meetings and Events:

Township Planning Commission: May 1, 2014, Bridgewater Township Hall, 7:00 p.m.

Township Board of Trustees: April 28, 2014 Bridgewater Township Hall, 7:00 p.m.

Southwest Washtenaw Council of Governments: TBA, 7:30 p.m.

**BRIDGEWATER TOWNSHIP
BOARD OF TRUSTEES MEETING
MINUTES OF MEETING
THURSDAY, FEBRUARY 6, 2014**

I. CALL TO ORDER

The regular monthly meeting of the Bridgewater Township Board of Trustees was called to order by Supervisor Smith at 7:08 p.m. followed by the pledge of allegiance to the flag at Bridgewater Township Hall, 10990 Clinton Road, Manchester, MI.

Present: Supervisor Ronald Smith, Clerk Laurie Fromhart, Treasurer Michelle McQueer and Trustees David Faust and Wes Cowden.

Attendance: 28

II. CITIZEN PARTICIPATION

A resident ~~Mark Wegner 13208 Abel Road~~ read a statement into the record on behalf of a group of residents regarding a recent petition circulating in the Township.

A resident ~~Grant Howard 13214 Wallace Road~~ stated he wanted to address the concerns about trails because of a previous statement made by the Board that a lot of concerns weren't raised by residents. The resident ~~Howard~~ listed the following concerns: invasion of Bridgewater from the outside, public use increases liability for both township and adjacent property owners, taxes could increase, increase in crime, litter and vandalism, invasion of privacy and trespassing, noise and sight pollution, destruction of natural areas, increased load on our Township infrastructure and roadways, and the use of trails can be changed later.

A resident ~~Ryan Shankland 12779 Hogan Road~~ stated he attended the last meeting when we opposed this but didn't personally speak then and felt the Board wasn't taking us seriously. The resident ~~Shankland~~ stated when we come here we come in unity and he wanted to make his voice heard tonight that no means no and this is not what we want here.

A resident ~~Dan Kofahl 12836 Allen Road~~ asked the Board to understand this is not what we want here and all of these are his concerns as well as his neighbors and he doesn't believe the Board took us seriously at the last meeting. The resident ~~Kofahl~~ also asked how the Dindoffer property came about for nomination.

A resident ~~Kris Melcher 13210 Logan Road~~ stated she doesn't think we can reiterate this enough and revisiting something that nobody wants is ridiculous and a waste of our time.

A resident ~~Linda Renner~~ asked why the County wasn't turned down and why is it still pending.

A resident ~~John Wheeler 10525 Kies Road~~ stated he came here in support of the petition and it was his understanding that a trail through Bridgewater to any extent is not what the people want.

A resident ~~John Dindoffer~~ asked how the Dindoffer parcel affects the greenway project.

Supervisor Smith stated he would address the public's questions under his report and this will be on the agenda in the future. Smith noted the Board has been discussing this issue in his reports to the Board.

III. APPROVAL OF MINUTES

Cowden moved to approve the January 2, 2014 meeting minutes as amended. Smith seconded the motion which was adopted unanimously.

IV. REVIEW AND APPROVE AGENDA

Fromhart moved to amend the agenda to add the Township's Response to the County's December 10, 2013 letter under the regular agenda and to move reports down after the regular agenda. Motion failed for lack of support. McQueer moved to approve the agenda as presented. Faust seconded the motion which was adopted unanimously.

Public Safety Report – No report.

V. REPORTS AND CORRESPONDANCE

A. Treasurer's Report

~~McQueer thanked the public for attending the meeting tonight and stated nothing has been brought before the Board to vote on. McQueer indicated she supports the consent judgment and she has always been in opposition to connecting trails but is not opposed to preserves because our Township supports preservation and she doesn't believe we have a right to tell property owners not to engage in this type of activity. McQueer also stated she has no intentions of voting to connect trails or to open up the consent agreement.~~ McQueer submitted a written report to the Board regarding banking, tax collection, WWTP billing, and investments.

B. Clerk's Report

Fromhart reported Manchester Schools has called for a special election on May 6, 2014 for an operating millage renewal and noted they have until February 25th to file the ballot language with the County Clerk. Fromhart reported Lucas finalized the easement language for H&H Farm LLC and the current easement of record only covers the initial parcel before the two parcels were combined. Fromhart reported on the application for sewer connection and that Dexter Township has offered the use of their webcam for a trial run at broadcasting the Board meetings. Fromhart reported she was unaware of the Supervisor's meeting with County Parks on January 22nd and that she met with the insurance agent regarding annual renewal of the Township's insurance policy on January 29th. Fromhart also reported the Board may need to find someone else to construct the railing for the hall and repair the public notice box.

C. Supervisor's Report

Smith reported the plant operator and Tetra Tech ran some tests on the pumps at WWTP and they are making progress towards an understanding that Xela Pack is not part of the problem. Smith reported they are going to explore the down side of the plant to see if it is built according to the as built drawings and that Tetra Tech recognizes the plant has serious flow problems. Smith also reported they have reached an engineering solution for the dissolved oxygen failures which is about 4 failures per year. Smith reported he met with County Parks because they were not aware there was a residence adjacent to the Dindoffer property. Smith indicated the Board asked him last month to respond to the County's December 10th letter informing them they have to adhere to the consent judgment but he has not sent an official letter yet. Smith stated he did contact the Township attorney and when he writes the letter he will have the Township attorney review it. Smith indicated he responded to the County verbally that the Board would never allow a trail to be connected to the Dindoffer parcel. Smith noted the only way a trail could be connected to the Riverbend Preserve is if the Board agrees to negotiate an amendment to the consent judgment to add in the Dindoffer property. Smith also explained how the Dindoffer property was nominated for consideration by NAPP.

D. Trustees' Report

Faust asked for Board approval to purchase 3 insulation kits for the grinder pumps due to grinder pumps

freezing up in the cold weather. Faust explained the reason some of the grinder pumps are freezing up may be due to low usage. **McQueer moved to approve the purchase of 3 insulation kits as a trial run to see if they work at \$70 each. Smith seconded the motion. Roll Call Vote: Cowden yes, Faust yes, Fromhart yes, McQueer yes, Smith yes. Motion passed.**

E. Written Reports

Board packets included reports from the Assessor, Zoning Administrator, and Planning Commission. Rider reported on the Audit of Minimum Assessing Requirements (AMAR) by the State of Michigan and noted the two areas that do not meet the requirements are the ECF study for commercial and industrial properties and reasons for land value adjustments. Rider noted the Township plans to have both of these deficiencies rectified by June 1, 2014. Rider also updated the Board on the status of the Steinbach and Rustic Glen tax tribunal cases and Board of Review training.

VI. PRIORITY BUSINESS

A. Approve Disbursements from January 3, 2014 – February 6, 2014

McQueer reported she met with the accountant to work on a couple of line items on the balance sheet and adjustments may need to be made by the auditor for this fiscal year to correct some discrepancies. Smith inquired about the possibility of having a credit card for the sewer plant for emergency equipment repairs. **Smith moved to approve the monthly disbursements from the general and sewer funds in the amount of \$24352.45. Cowden seconded the motion. Roll Call Vote: Cowden yes, Faust yes, Fromhart yes, McQueer yes, Smith yes. Motion passed.**

B. AMAR, Mary Rider

Smith noted this item was already addressed under the Assessor's report.

C. Poverty Guidelines Resolution

Fromhart moved to approve the resolution 02-06-14A Board of Review Guidelines for Poverty/Hardship Exemptions. McQueer seconded the motion. Roll Call Vote: Cowden yes, Faust yes, Fromhart yes, McQueer yes, Smith yes. Motion passed.

D. 2014-2015 Meeting Dates

Fromhart moved to approve resolution 02-06-14 to Adopt Regular Board of Trustees Meeting Dates for fiscal year 2014-2015. Faust seconded the motion. Roll Call Vote: Cowden yes, Faust yes, Fromhart yes, McQueer yes, Smith yes. Motion passed.

E. Ecology Commissioner

Smith explained he brought up the existence of this position because it is not statutory and he doesn't think the Township needs one and would like to eliminate the position. Smith noted those serving on the Planning Commission and agencies like the MDEQ give us plenty of advice on these issues. Smith moved to remove the Ecology Commissioner position from the Township organization. Cowden asked Howard to explain his job description before the Board voted. Howard explained the history of his position and his job description and that he serves as technician and responds at the request of the Township. Cowden stated he can't vote on this because this is new to him and he didn't know what the Ecology Commissioner did before tonight. ~~McQueer stated the position of Ecology Commissioner doesn't hold any kind of authority and although she supports what Howard does she can't support him in that position because she doesn't feel they have an inclusive relationship.~~ The motion failed for lack of support.

F. 2014-2015 Budget Presentation

The Board reviewed and discussed the proposed general and sewer funds budgets for fiscal year 2014-2015. The Board adjusted line item amounts for mineral extraction license fees, election reimbursement, deputy clerk, election expense, and connection fees. Smith agreed to make the adjustments and send out updated draft budgets for the March meeting. The Board also discussed the proposed system for reserve funds and possibly adding them to the balance sheet. Fromhart noted the draft budgets will be posted on the Township's website and the budget public hearing notice for the March meeting will be published in Manchester Enterprise.

VII. CITIZEN PARTICIPATION

A resident ~~Diek Wegner~~ thanked the Board for hearing us tonight. The resident ~~Wegner~~ stated we don't want that trail to go through but he believes the Board feels the same way so maybe they won't have to come here again.

A resident ~~Grant Howard~~ commented he attended the January meeting and didn't hear that the Board was going to respond to the County and as far as he knows there is an open letter from December 10th that the Board hasn't answered. The resident ~~Howard~~ questioned if the Board corresponds with the County shouldn't there be a policy or procedure requiring that it be documented.

A resident ~~Char Stewart~~ asked if anyone from the Board would like to sign the petition.

VIII. ADJOURNMENT

Smith moved to adjourn the meeting at 9:55 p.m. Cowden seconded the motion which was adopted unanimously.

Respectfully submitted,
Laurie Fromhart
Bridgewater Township Clerk

**BRIDGEWATER TOWNSHIP
BOARD OF TRUSTEES MEETING
MINUTES OF MEETING
THURSDAY, MARCH 6, 2014**

I. CALL TO ORDER

The regular monthly meeting of the Bridgewater Township Board of Trustees was called to order by Supervisor Smith at 7:00 p.m. followed by the pledge of allegiance to the flag at Bridgewater Township Hall, 10990 Clinton Road, Manchester, MI.

Present: Supervisor Ronald Smith, Clerk Laurie Fromhart, Treasurer Michelle McQueer and Trustees David Faust and Wes Cowden.

Attendance: 12

II. CITIZEN PARTICIPATION

A resident expressed concern about possible reconsideration of a pathway between preserve properties and asked the Board to put the County on notice that eminent domain is not an option because there is not a public necessity.

A resident expressed disappointment with the Board for their failure to act last month on a motion to amend the agenda to respond to the County's letter.

A resident introduced herself as the new coordinator for the River Raisin Watershed Council and asked if the Board received the renewal letter for membership dues.

A resident asked if a letter had been sent to the County.

III. APPROVAL OF MINUTES

McQueer moved to approve the February 6, 2014 meeting minutes as amended. Cowden seconded the motion which was adopted unanimously.

IV. REVIEW AND APPROVE AGENDA

McQueer moved to approve the agenda as amended advancing item VI. A. James Miller, Manchester District Library after the public hearing. Faust seconded the motion which was adopted unanimously.

Public Safety Report

The Board received a written report from the Sheriff's Department on law enforcement activities for the month of January 2014. Smith noted the reports continue to be inaccurate and the Clinton Fire Chief has complained they are spending too much time directing traffic on motor vehicle accidents because of delayed or no response by MSP.

PUBLIC HEARING: General Fund and WWTP Budgets

Smith opened the public hearing at 7:24 p.m. Glenn Burkhardt 11727 Hoelzer Road asked if there has been any forecast regarding the WWTP budgets to see if the payment on the sewer bonds will be covered by projected operation reserves and debt retirement fund reserves in case of potential liability. McQueer explained the recent redeemable projection she prepared last month for the Board and summarized the recent refinancing of the sewer bonds with the County Treasurer. Smith closed the public hearing at 7:28 p.m.

VI. A. James Miller, Manchester District Library

James Miller introduced himself as the new director for the Manchester District Library and reported the library will be having a millage renewal proposal of 1.05 mills for 10 years on the November ballot. Miller noted the library receives almost all of its money from the millage and is important that it passes. Miller answered a series of questions from the public and Board and there was brief discussion regarding the contract between Manchester and Clinton Libraries that is due to expire on May 31, 2015.

V. REPORTS AND CORRESPONDANCE

A. Treasurer's Report

McQueer submitted a written report to the Board regarding banking, tax collection, and WWTP billing. McQueer also reported she will be out of the office for 4 weeks and introduced her Deputy Treasurer Christina Domas who will be assisting with her duties.

B. Clerk's Report

Fromhart reported Manchester Schools millage renewal proposal has been moved to the August election and the Election Commission met tonight and approved precinct consolidation with Clinton Township for Clinton Community Schools' non-homestead millage renewal special election in May. Fromhart reported the postcard for the Hamlet Master Plan Open House was prepared and mailed by the Township planner and will be published in next week's paper and has been posted on the Township's website. Fromhart also reported she entered the Township's data for the new MTA's Township salary survey, has been preparing for upcoming elections, created email addresses for the Deputy Clerk and Zoning Administrator, met with Zach Michels from Dexter Township to set up broadcasting for Township meetings, plans to affix the Township's official zoning and future land use maps on folding foam boards for easy storage and accessibility, and reported on FOIA requests within the last 6 months.

C. Supervisor's Report

Smith reported a meeting was held between the Township and Tetra Tech with attorneys present and Tetra Tech has agreed to a detailed plan for the next 60 days to confirm the plant is built according to the as built drawings. Smith also reported the MDEQ approved the fence permit for the Riverbend Preserve, an environmental study has not been conducted yet on the Dindoffer property, and he has a tentative meeting scheduled in the spring with County Parks regarding the dead trees around the parking lot at the Ervin-Stucki Preserve.

D. Trustees' Report

Faust reported he contacted John Estes regarding a railing for the hall and will provide the Board with a proposal next month.

E. Written Reports

Board packets included reports from the Assessor, Zoning Administrator, and Planning Commission. Horney submitted the Planning Commission's 2013 annual report to the Board.

VI. PRIORITY BUSINESS

B. Livestream Status & Update

The Board briefly discussed live broadcasting of Township meetings and Cowden and Fromhart agreed to follow up with equipment set up. **Smith moved to appropriate \$1000 to broadcast Township meetings. McQueer seconded the motion. Roll Call Vote: Cowden yes, Faust yes, Fromhart yes, McQueer yes, Smith yes. Motion passed.**

C. FOIA REPORTS

Smith noted this item was addressed under Clerk's report. Fromhart indicated she would make a central FOIA file available at the hall for the Board's review.

D. WCRC Resolution

Smith reported the BOC subcommittee regarding the WCRC is asking for the Board to discuss and provide a recommendation in support of one of the three options on the table: (A) Leave the Washtenaw Road Commission under the direction and supervision of the three appointed road commissioners; (B) Dissolve the Washtenaw County Road Commission and make it a department under the direction and supervision of the Washtenaw County Board of Commissioners; or (C) Expand the 3 member board of Commissioners to 5 board members. Smith reported about half of all Townships have indicated they do not support the WCRC being taken over by the County. Smith indicated he has a philosophical problem with an independent bureaucracy that is not accountable to elected officials. Faust reported he heard that the subcommittee already recommended option C to the BOC. Fromhart indicated she was in support of option C to create more representation and didn't see any benefit or advantage in dissolving the WCRC after reading the feasibility study for Jackson County. **McQueer moved to accept the proposal to dissolve the Washtenaw County Road Commission and make it a department under the direction and supervision of the Washtenaw County Board of Commissioners. Smith seconded the motion. Motion carried with Fromhart opposed.**

E. Annual Salary Resolutions

Fromhart moved to adopt resolution 03-06-14 to establish Trustees' salaries. Smith seconded the motion. Roll Call Vote: Cowden abstained, Faust abstained, Fromhart yes, McQueer yes, Smith yes. Motion passed. McQueer moved to adopt resolution 03-06-14A to establish Clerk's salary. Smith seconded the motion. Roll Call Vote: Cowden yes, Faust yes, Fromhart abstained, McQueer yes, Smith yes. Motion passed. Smith moved to adopt resolution 03-06-14B to establish Treasurer's salary. Fromhart seconded the motion. Roll Call Vote: Cowden yes, Faust yes, Fromhart yes, McQueer abstained, Smith yes. Motion passed. Fromhart moved to adopt resolution 03-06-14C to establish Supervisor's salary. McQueer seconded the motion. Roll Call Vote: Cowden yes, Faust yes, Fromhart yes, McQueer yes, Smith abstained. Motion passed.

F. WWTP Rate Change Resolution

Smith moved to adopt resolution 03-06-14D to Amend Monthly Sewer Rate to Cover Decreased Operation and Maintenance Costs as amended striking the 6th Whereas clause and replacing it with "Whereas the refinancing of the special assessment debt has caused a decrease in interest cost." Faust seconded the motion. Roll Call Vote: Cowden yes, Faust yes, Fromhart yes, McQueer yes, Smith yes. Motion passed. Smith moved to amend resolution 03-06-14D to insert "effective date of September 1, 2014" under the Now Therefore We Resolve clause after "\$20 decrease". Fromhart seconded the motion. Roll Call Vote: Cowden yes, Faust yes, Fromhart yes, McQueer yes, Smith yes. Motion passed.

G. Adopt General Fund and WWTP Budgets

Fromhart reported there will be no election reimbursement now because the Township will not be holding a special school election in May. Smith noted that contingencies will then need to be reduced by \$1000. **Fromhart moved to approve the General Fund Budget and WWTP Budgets as amended reducing the general fund budget for election reimbursement to zero and reducing contingencies by \$1000 to \$5160. Cowden seconded the motion which was adopted unanimously.**

H. General Fund Budget Amendment

Fromhart moved to approve the general fund budget amendments for Board of Review expense in the amount of \$219 and Assessor expense in the amount of \$743. McQueer seconded the motion. Roll Call Vote: Cowden yes, Faust yes, Fromhart yes, McQueer yes, Smith yes. Motion passed.

I. Approve Disbursements from February 7, 2014 – March 6, 2014

McQueer moved to approve the monthly disbursements from the general and sewer funds in the amount

of \$28,965.42. Cowden seconded the motion. Roll Call Vote: Cowden yes, Faust yes, Fromhart yes, McQueer yes, Smith yes. Motion passed.

J. WCPARC

McQueer moved to direct Supervisor Smith to inform the County Parks Department that we as a Board direct them to follow the Consent Judgment in regards to anything to do with the Riverbend Preserve. Fromhart seconded the motion which was adopted unanimously.

VII. CITIZEN PARTICIPATION

A resident asked if the letter to the County will be posted on the Township's website.

A resident complimented the Board for their work on the budget.

VIII. ADJOURNMENT

Smith moved to adjourn the meeting at 9:23 p.m.

Respectfully submitted,
Laurie Fromhart
Bridgewater Township Clerk

DRAFT



WASHTENAW COUNTY OFFICE OF THE SHERIFF



JERRY L. CLAYTON
SHERIFF

2201 Hogback Road ♦ Ann Arbor, Michigan 48105-9732 ♦ OFFICE (734) 971-8400 ♦ FAX (734) 973-4624 ♦ EMAIL sheriff@ewashtenaw.org

MARK A. PTASZEK
UNDERSHERIFF

March 18, 2014

Ron Smith
Bridgewater Township Supervisor
10990 Clinton Rd
Manchester, MI 48158

Dear Mr. Smith,

Attached you will find the February report for service provided by the Washtenaw County Sheriff's Office to Bridgewater Township. The report shows specific information, with comparison to previous years, for time spent by position, traffic enforcement, total calls for service (including MSP), and deputies under contract from other jurisdictions responding into Bridgewater Township.

In Summary, Bridgewater Township had 28 calls for service for the month of February. Of the 28 calls the Michigan State Police responded to 12. The Sheriff Office responded to 7 calls, 9 calls were administratively cleared this month with no police response. In general these calls are typically: BOL's (Be on the Lookout), ambulance requests transferred to Huron Valley Ambulance, cancelation of call due to other resolution, example, alarm company cancels due to home owner request.

Please contact me at tresterm@ewashtenaw.org or 734-994-8109 if you should need further information or clarification or wish to have this information in electronic form.

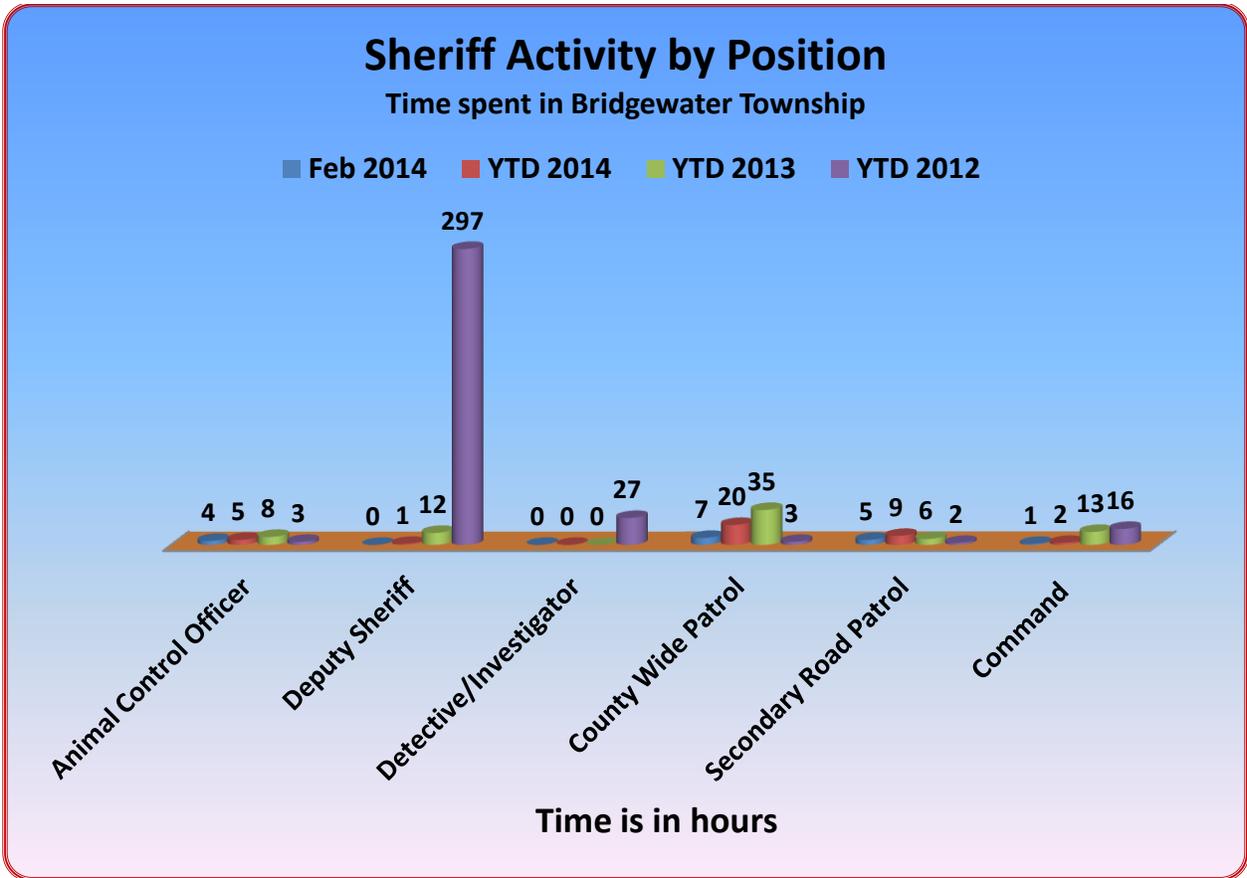
Respectfully,

Mike Trester
Lieutenant Western Operations



Washtenaw County Sheriff's Office

Bridgewater Township Services—February 2014



Animal Control Officer: County funded animal control officer responding to complaints involving domestic animals or wild animals that have been domesticated.

Deputy Sheriff: Deputies under contract by another jurisdiction who perform law enforcement duties in non-contract areas.

Detective/Investigator: County Funded detectives/investigators who have additional training, experience, and equipment to perform higher level law enforcement duties.

County Wide Patrol: County funded county wide road patrol deputies who primarily perform law enforcement duties in non-contracting areas.

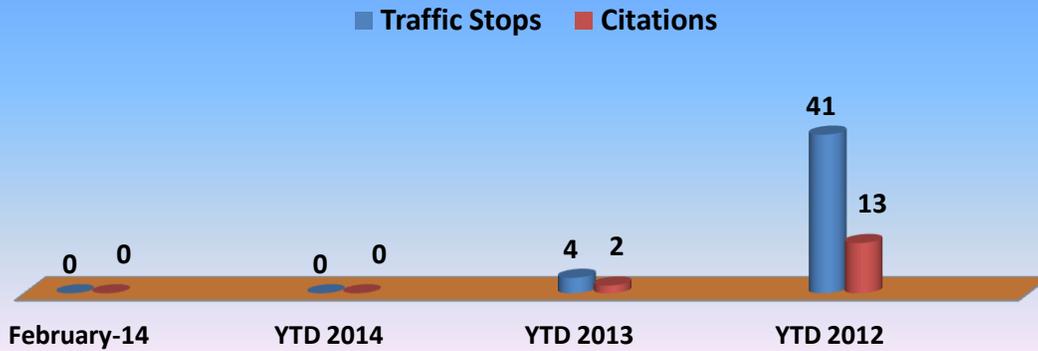
Secondary Road Patrol: A partially funded grant to provide traffic enforcement on secondary roads throughout the County. Respond to and investigate traffic related incidents on secondary roads. On call investigators for serious injury and fatal motor vehicle crashes.

Command: Road patrol sergeants who supervise the above staff. Manages on duty staffing and coordinated on scene police response.



Washtenaw County Sheriff's Office
 Bridgewater Township Services—February 2014

Traffic Enforcement--Bridgewater Township



Bridgewater Township Calls for Service

Includes WCSO & MSP



Contract Deputies into Bridgewater Township

■ Manchester-Lodi Deputies



Treasurer's Report 04/03/2014

Banking

Banking reconciliations for all Township accounts for the month of February were completed and distributed to all board members. Copies of all bank statements were given to the Clerk. There were no deficiencies noted.

Tax Collection

Settlement for the 2013 tax year is in progress with the County Treasurer's office.

WTTP Billing

As discussed at last month's board meeting, the amount of \$23,000.00 has been transfer from the WTTP O/M account to the WTTP retirement loan account at Key Bank.

Policies

As noted at last month's board meeting, I will be working this summer to produce an effective and appropriate policy for both cash handling and financial investments. There is no such policies in place at this time.

Office 365

The purchase of the new Microsoft Office 365 program was made in January and has been disbursed to all Township officials.

Respectfully submitted

Michelle McQueer

Bridgewater Township Treasurer



WASHTENAW URBAN COUNTY

2014 Action Plan

July 1, 2014 – June 30, 2015

FINAL DRAFT

Urban County Executive Committee Approval: 3/25/14

Washtenaw County Board of Commissioners Approval:



Table of Contents

Washtenaw Urban County 2014 Action Plan

Executive Summary

AP-05 Executive Summary 24 CFR 91.200(c), 91.220(b).....	3
--	---

The Process

PR-05 Lead & Responsible Agencies – 91.200(b).....	7
AP-10 Consultation – 91.100, 91.200(b), 91.215(l).....	8
AP-12 Participation – 91.105, 91.200(c)	14

Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2)	17
---	----

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e).....	20
AP-35 Projects – 91.220(d)	22
AP-38 Projects Summary.....	24
AP-50 Geographic Distribution – 91.220(f).....	26

Affordable Housing

AP-55 Affordable Housing – 91.220(g).....	27
AP-60 Public Housing – 91.220(h).....	28
AP-65 Homeless and Other Special Needs Activities – 91.220(i).....	29
AP-75 Barriers to affordable housing – 91.220(j)	33
AP-85 Other Actions – 91.220(k).....	34

Program Specific Requirements

AP-90 Program Specific Requirements - 91.220(l)(1,2,4).....	37
---	----

Attachments

- 2013 Planned Activities
- Washtenaw Urban County Public Participation Plan
- Washtenaw County Continuum of Care Governance Charter
- Housing Access for Washtenaw County (HAWC) Policies
- SF-242 & Certification Forms

Washtenaw Urban County 2014 Action Plan

Executive Summary

AP-05 Executive Summary 24 CFR 91.200(c), 91.220(b)

Introduction

The 2014 Action Plan provides a concise summary of the actions and activities expected to take place with 2014 Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and Emergency Solutions Grant (ESG) funding that comes to Washtenaw County from the U.S. Department of Housing & Urban Development (HUD) for the jurisdictions currently participating in the Urban County. The 2014 Action Plan covers the 2nd year of Washtenaw Urban County 2013 – 2017 Consolidated Plan, which describes community development priorities and multi-year goals, based on an assessment of housing and community development needs, an analysis of housing and economic market conditions and available resources. The Washtenaw Urban County consists of the City of Ann Arbor, City of Saline, City of Ypsilanti, Ann Arbor Township, Bridgewater Township, Dexter Township, Manchester Township, Lima Township, Northfield Township, Pittsfield Township, Salem Township, Saline Township, Scio Township, Superior Township, Webster Township, York Township, Ypsilanti Township and Manchester Village. The Washtenaw Urban County is committed to creating housing and economic opportunities and to providing a suitable living environment, principally for low- to moderate-income residents. Administrative and planning support for the Urban County is provided through the Washtenaw County Office of Community and Economic Development (OCED).



Washtenaw Urban County Participants

Summarize the objectives and outcomes identified in the Plan

The Washtenaw Urban County has identified the following over-arching housing and community development goals of:

1. Increasing quality, affordable homeownership opportunities
2. Increasing quality, affordable rental housing
3. Improving public facilities and infrastructure
4. Promoting access to public services and resources
5. Supporting homelessness prevention and rapid re-housing services
6. Enhancing economic development activities

Evaluation of past performance

The 2013-14 Program Year (July 1, 2013 – June 30, 2014) is the first of five years covered under the Washtenaw Urban County 2013 – 2017 Consolidated Plan. During this first year, the Washtenaw Urban County has actively worked to increase quality, affordable home ownership opportunities, increase quality, affordable rental housing opportunities, improve public facilities, promote access to public services and resources, and support homeless prevention and rapid re-housing activities. Ninety days after the end of the PY, a Consolidated Annual Performance and Evaluation Report (CAPER) will be compiled and submitted to HUD to document progress towards achieving the intended outcomes. At this time, the 2013 CAPER has not yet been completed.

Major accomplishments reported under the 2012 CAPER include:

- 41 homeowners received services through the housing rehabilitation program
- 23 households received assistance to become first time homebuyers
- 87 rental units were rehabilitated
- 3 public infrastructure improvement projects were completed in Pittsfield Township, Superior Township and Ypsilanti Township
- 4 blighted structures were demolished in the City of Ypsilanti
- 1 public facility improvement project was completed in the City of Ypsilanti
- 2,557 low- to moderate-income persons were provided with access to public services at 3 area non-profit agencies
- 227 low- to moderate-income persons received improved access to public services at 2 Community Based Development Organizations (CBDO)

While specific accomplishment data for the 2013-14 Program Year are not yet available, the Washtenaw Urban County has made other programmatic improvements to better assist with meeting community needs.

The UCEC further solidified its commitment to acting on a more regional level by adopting a “Priority Project” policy. On an annual basis, the new policy allows for an optional 10% of CDBG project funding to be set aside during the allocation process for a priority project having a more regional impact. The UCEC has approved a 2014 pilot priority project that is multi-jurisdictional, enhances the walkability of one of the county’s major corridors, and is consistent with other regional planning efforts.

To ensure compliance with the implementation of HUD’s Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act regulations, a restructured Continuum of Care (CoC) governance charter was adopted in January 2014. The changes mainly involve expanding the CoC membership to include a larger body of community representatives who have an interest in the housing and homelessness system of care. The expanded membership is responsible for electing a CoC board, that in turn will be responsible for making final CoC decisions, and annually outlining the roles and responsibilities of the CoC membership, the CoC board and other community partners.

During the 2013 year, HUD published a Final Rule to amend the HOME regulations. In order to fully understand the program changes, OCED staff attended a briefing, viewed webcasts, and took part in a technical assistance conference that overviewed the changes. Following these informational sessions, OCED staff began to update internal procedures and guidelines including: revision of written agreements, revised CHDO qualification process, revised eligibility requirement for down payment assistance program applicants.

Additionally, the Office of Community and Economic Development (OCED) has taken strides to better affirmatively further fair housing in Washtenaw County, through the addition of a Fair Housing section on their webpage, engaging Urban County jurisdictions in Fair Housing events and funding the Fair Housing Center of Southeastern Michigan.

Summary of Citizen Participation Process and consultation process

OCED sought out participation and consultation in the development of this plan from citizens at large, non-profit organizations, human service providers, the continuum of care, public housing associations, government employees, elected officials, neighborhood associations, and businesses. One public hearing, in conjunction with a 30-day comment period, was held to gather input on housing and community development needs. The needs identified through the consultation and citizen participation processes were reviewed for consistency with goals and objectives included in the Consolidated Plan and with project proposals. Three public hearings and a 30-day public comment period were made available to provide an opportunity for public comments on the draft plan. The notices of public hearings and public comment periods were posted in local newspapers, County offices and on the web, and emailed to all OCED partner agencies. The draft plan was available on the web at www.ewashtenaw.org/oced.

Summary of public comments

Local service providers and members of the public commented on the need for affordable housing and support services for persons that are low-income, with disabilities, homeless, having special needs, and older adults. A growing need for homeowner weatherization assistance was also identified. Feedback from local senior citizens highlighted the need for community living experiences, housing that is affordable and designed for older adults (all amenities on one floor of house), more subsidized housing, transportation services, elder abuse prevention services, and ADA compliant/accessibile units.

Summary of comments or views not accepted and the reasons for not accepting them

All public comments were accepted.

Summary

The 2014 Action Plan reflects the coordinated efforts of Urban County members and active citizens, as well as the wide network of housing and human service providers in Washtenaw County. Through the projects and activities outlined in this plan, the effectiveness and impact of federal funds will be maximized through targeted investments, reduced duplication of services and improved service delivery. The goals and objectives identified in this plan aim to improve the quality of life in Washtenaw County, particularly for low-income, homeless and special needs individuals and families.

The Process

PR-05 Lead & Responsible Agencies – 91.200(b)

Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	Washtenaw County	Office of Community and Economic Development

Table 1 – Responsible Agencies

The lead entity for the administration of Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and Emergency Solutions Grant (ESG) programs is Washtenaw County government, primarily through the Office of Community and Economic Development (OCED). As the lead agency, Washtenaw County is responsible for overseeing the development and implementation of the 5-Year Consolidated Plan and Annual Action Plans. OCED provides administrative and planning support for the Urban County, including acting as the primary staff support to the Washtenaw Urban County Executive Committee (UCEC). The UCEC is comprised of the chief elected officials from each of the eighteen units of local government that participate in the Urban County, as well as a representative from the Washtenaw County Board of Commissioners.

Consolidated Plan Public Contact Information

Brett Lenart, Housing and Infrastructure Manager
 (734) 622-9006
 lenartb@ewashtenaw.org

AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

Introduction

As the lead agency, Washtenaw County, through the Office of Community and Economic Development (OCED), oversees the completion of the 5-year Consolidated Plan and annual Action Plans. OCED collaborates with a wide network of housing and human service providers, government officials, business leaders, residents and clients. The 2014 Action Plan incorporates the needs identified through these partnerships, as well as from public hearings and public comment opportunities. A complete list of the agencies, organizations and plans consulted as a part of the planning process can be found on pages 9 – 12.

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

OCED will continue to work on the following activities to enhance coordination between public and assisted housing provides and private and governmental health, mental health and service agencies:

- “E-Government”: In order to disseminate information about County services to the community, Washtenaw County will continue the initiative to develop itself as an “E-Government”. E-Government can be defined as the services made available via Internet access whereby the business of government is conducted. Technologies now available allow governments to interact in new, more efficient ways with customers, employees, partners and constituents and to create new applications and services that were not previously possible.
- Consolidation: OCED is the result of a consolidation of three Washtenaw County departments, where there were similar and in some cases duplicative services. This consolidation of Community Development, the County Workforce Development Agency, and the Economic Development Department will continue to coordinate and streamline efforts to improve quality of life in Washtenaw County.
- Streamlining: A coordinated funding model for public services has resulted in real and concrete savings of time and resources for applicant nonprofits, and funders. OCED will continue to eliminate artificial bureaucratic barriers for those in need by coordinating with other major public and private human service funders to create a streamlined application, review, and monitoring process.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The Washtenaw geographic area receives two sources of Emergency Solutions Grant (ESG) funding: one directly from HUD to the Washtenaw Urban County, and the other through an allocation from the Michigan State Housing Development Authority (MSHDA). All ESG funding is distributed through an application process that includes public notice, broad stakeholder engagement, Continuum of Care (CoC) Funding Review Team (FRT) review and scoring, OCED as fiduciary/oversight, and regular OCED/CoC monitoring. The FRT is responsible for examining quarterly program reports, reviewing and scoring new applicants for requests for proposals, conducting the project review for continued funding opportunities and making funding recommendations to the CoC and CoC Board. Data review is a significant part of these processes including outcomes and data quality. FRT members are community stakeholders or are from housing & homeless service agencies that are not funded by CoC or ESG funds and therefore do not have a conflict of interest when reviewing proposals, applications, and reports. The implementation of ESG programming is reported out during a standing agenda item at all CoC meetings.

The administration and operation of the Homeless Management Information System (HMIS) is determined by the HMIS Governance Agreement signed between the CoC and the HMIS lead, OCED. OCED works to develop and implement HMIS, coordinate the annual "Point-In-Time Count" of homeless persons, as well as complete the Annual Homeless Assessment Report (AHAR) and the Annual Performance Report (APR), as required by the U.S. Department of Housing and Urban Development (HUD). The HMIS System Administrator attends CoC meetings to report quarterly on data and outcomes to the CoC membership.

Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction’s consultations with housing, social service agencies and other entities

Agency/Group/Organization	Agency/Group/Organization Type	What section of the Plan was addressed by Consultation?
ANN ARBOR	Other government - Local Civic Leaders	Homelessness Strategy Market Analysis
AVALON HOUSING, INC	Housing Services-homeless Neighborhood Organization	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans
CHILD CARE NETWORK	Services-Children	Housing Need Assessment

Agency/Group/Organization	Agency/Group/Organization Type	What section of the Plan was addressed by Consultation?
	Services-homeless	Homelessness Strategy Homeless Needs - Families with children Non-Homeless Special Needs
Community Action Network	Housing Services-Children Services-homeless	Housing Need Assessment Non-Homeless Special Needs
FOOD GATHERERS	Services-Health	Non-Homeless Special Needs
HOUSING BUREAU FOR SENIORS/UNIVERSITY OF MICHIGAN HEALTH SYSTEM	Housing Services-Elderly Persons	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs
LEGAL SERVICES OF SOUTH CENTRAL MICHIGAN	Service-Fair Housing	Non-Homeless Special Needs
MICHIGAN ABILITY PARTNERS	Housing Services-Persons with Disabilities	Housing Need Assessment Homelessness Strategy Homelessness Needs - Veterans Non-Homeless Special Needs
Ozone House, Inc.	Housing Services-Children Services-homeless	Housing Need Assessment Homelessness Strategy Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
SHELTER ASSOCIATION OF WASHTENAW COUNTY	Housing Services-homeless Services-Health	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Non-Homeless Special Needs
SOS COMMUNITY SERVICES	Housing Services-Children Services-homeless	Housing Need Assessment Homelessness Strategy Homeless Needs - Families with children Non-Homeless Special Needs
Urban County Executive Committee	Planning organization Civic Leaders	Market Analysis
Ypsilanti Housing Commission	PHA	Public Housing Needs
Habitat for Humanity	Housing	Housing Need Assessment
Peace Neighborhood Center	Housing Services-Children	Homeless Needs - Families with children

Agency/Group/Organization	Agency/Group/Organization Type	What section of the Plan was addressed by Consultation?
		Non-Homeless Special Needs
SafeHouse Center	Services-Victims of Domestic Violence	Non-Homeless Special Needs
Ann Arbor Housing Commission	PHA	Public Housing Needs
HIV/AIDS Resource Center	Services-Persons with HIV/AIDS	Non-Homeless Special Needs HOPWA Strategy
Department of Human Services	Services-Children Services-homeless Child Welfare Agency Other government - State	Homelessness Strategy
Education Project for Homeless Youth	Services-Children Services-homeless	Homeless Needs - Families with children
Washtenaw Health Plan	Services-Health Health Agency	Non-Homeless Special Needs Market Analysis
Catholic Social Services	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless Services-Health Services-Employment	Homelessness Strategy Homeless Needs - Families with children Non-Homeless Special Needs
Dawn Farms	Housing	Non-Homeless Special Needs
Faith in Action	Services-Children	Non-Homeless Special Needs
Interfaith Hospitality Network	Housing Services-Children Services-homeless	Homeless Needs - Families with children
Jewish Family Services	Services-Children Services-Elderly Persons	Non-Homeless Special Needs
POWER Inc	Housing Services-homeless	Homeless Needs - Families with children
The Salvation Army	Housing Services-homeless	Homeless Needs - Families with children
Washtenaw Housing Alliance	Housing Services-homeless Planning organization	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless

Agency/Group/Organization	Agency/Group/Organization Type	What section of the Plan was addressed by Consultation?
		Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Market Analysis
Ann Arbor Transportation Authority	Planning organization	Market Analysis
MISSION	Housing Services-homeless	Homeless Needs - Chronically homeless
Ann Arbor Area Community Foundation	Planning organization Foundation	Economic Development Market Analysis
Trinity Health	Services-Health	Non-Homeless Special Needs
United Way of Washtenaw	Planning organization Business Leaders Foundation	Market Analysis
University of Michigan Health System	Health Agency	Market Analysis
Michigan Works!	Services – Employment	Economic Development Market Analysis

Table 2 – Agencies, groups, organizations who participated

Identify any Agency Types not consulted and provide rationale for not consulting

It is unknown if there were any other agencies not consulted.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Office of Community and Economic Development	The local Continuum of Care (CoC) body, is a collaboration of at least 32 non-profits and government agencies who meet semi-annually to focus on homelessness and housing issues and solutions. This body elects a CoC Board that meets monthly to make final funding decisions, ensure implementation of CoC policies and regulations, and monitor CoC committee progress (including overseeing the Funding Review Team, which makes

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
		funding recommendations to the CoC Board).
Blueprint for Aging	Blueprint for Aging	The Blueprint for Aging is a collaborative of seniors, family members, nonprofits, businesses, and government agencies that work to create and test innovative system changes that make Washtenaw County a great place to live and age. The aging plan is called The Blue Print for Aging and it supports this plan's goals of creating affordable housing and providing services to senior citizens.
Food Security Plan	Food Gatherers	Food Gatherers leads a network of high-capacity emergency hunger relief providers who meet regularly to focus on solutions for food insecurity. The Food Security Plan furthers our goal to increase access to public services and meet food security needs.
Status of Young Children	Success by 6 Great Start Collaborative	Success by 6 Great Start Collaborative is a coalition of 40 member groups who meet regularly to focus on solutions for early childhood issues across the county. The early childhood plan is called the Status of Young Children, which supports this plan's goal to increase access to public services to our community's youth.
WACY Work Plan	Washtenaw Alliance for Children and Youth (WACY)	Washtenaw Alliance for Children and Youth (WACY) is a coalition of 27 member groups who meet regularly to focus on solutions for school-aged youth issues across the county. The school-age youth plan is called the WACY Work Plan and it supports the goal to increase youth access to public services and resources.
Safety Net Health and Nutrition Work Plan	Washtenaw Health Plan (WHP)	The Safety Net Health and Nutrition providers group, led by the Washtenaw Health Plan (WHP), is a coalition of 19+ agencies who meet regularly to discuss and implement solutions for safety net health and nutrition issues across the county.

Table 2 – Other local / regional / federal planning efforts

AP-12 Participation – 91.105, 91.200(c)

Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The Washtenaw County Office of Community and Economic Development (OCED) sought out public participation in the development of this plan from citizens at large, non-profit organizations, human service providers, government employees, elected officials, neighborhood associations, and business. One public hearing, in conjunction with a 30-day comment period, was held to gather input on housing and community development needs. OCED staff also met with residents of a local subsidized senior-housing apartment complex to gain a better understanding of housing and community development needs from the perspective of senior citizens and veterans. The needs identified through the consultation and citizen participation processes were reviewed for consistency with the goals and objectives of the Consolidated Plan. Later, three public hearings and a 30-day public comment period were made available to provide an opportunity for public comments on the draft 2014 Action Plan. The notices of public hearings and public comment periods were posted in local newspapers, posted in County offices and on the web, and emailed to all OCED partner agencies. The draft plan was available on the web at www.ewashtenaw.org/oced.

The following table provides a summary of all citizen participation efforts undertaken as a part of the planning process.

Citizen Participation Outreach

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
Newspaper Ad	Non-targeted/broad community	Ad published on November 28, 2013 for 30-day public comment period (December 17, 2013 - January 16, 2014) and for December 17 public hearing on housing and community development needs:	One comment was received by e-mail from a local senior citizen sighting the need for single-floor housing options and community living experiences.		

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
		One comment was received by e-mail.			
Public Hearing	Non-targeted/broad community	December 17, 2013 Urban County Executive Committee Meeting held a public hearing on housing and community development needs in Washtenaw County: Representatives from Avalon Housing and Habitat for Humanity attended.	The need for affordable housing and support services were identified for persons that are low-income, with disabilities, homeless, having special needs, and older adults. A growing need for homeowner weatherization assistance was also identified.		
Public Meeting	Other – Senior Citizens	January 16, 2014 OCED staff met with seniors at Towne Centre Place to discuss housing and community needs.	The need for subsidized housing, transportation services, elder abuse prevention services and ADA compliant / accessible apartment units were identified.		
Newspaper Ad	Non-targeted/broad community	Ad published February 9, 2014 for 30 day public comment period February 19, 2014 – March 21, 2014.	No public comments were received.		
Internet Outreach	Non-targeted/broad community	February 19, 2014 draft plans posted on website and sent to partner agencies.	No public comments were received.		www.ewashtenaw.org/oced
Public	Non-	February 25, 2014	No public comments		

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
Hearing	targeted/broad community	Urban County Executive Committee Meeting held a public hearing on the Draft 2014 Action Plan.	were received.		
Public Hearing	Non-targeted/broad community	March 13, 2014 Ann Arbor Housing and Human Services Advisory Board Meeting held a public hearing on the Draft 2014 Action Plan.	No public comments were received.		
Public Hearing	Non-targeted/broad community	March 19, 2014 Washtenaw County Board of Commissions Meeting held a public hearing on the Draft 2014 Action Plan.– One public comment was provided.	One citizen encouraged more efforts to advance affordable housing and to end homelessness, as this plan will not do that, and further encouraged the Washtenaw Urban County to change its meeting location.		

Table 3 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2)

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,832,712	20,000	0	1,852,712	4,948,419	These funds will leverage other public investment through infrastructure projects investment of jurisdictions.
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	925,308	0	0	925,308	2,336,949	These funds will be matched with LIHTCs, FHLB, private financing, and donated materials and labor through the provision of affordable housing.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	156,155	0	0	156,155	374,681	These funds will leverage other public investments through the Washtenaw County Coordinated Funding Process.

Table 4 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Community Development Block Grant funds will leverage additional resources as follows:

- Public Infrastructure & public facility projects will be supported with other funds from participating jurisdictions
- Rehabilitation funds will leverage Weatherization and other sources to expand the scope of rehabilitation assistance

HOME Investment Partnership Funds will leverage additional public and private investment:

- Homeownership investment will leverage funds from other agencies such as the Michigan State Housing Development Authority and other funds such as HUD SHOP and/or Community Challenge Planning Grant funds.
- Rental projects supported by HUD will leverage additional funding from Federal Home Loan Bank programs, the application of Low Income Housing Tax Credits and corresponding private

equity investment, private construction and acquisition financing; and other sources.

- HOME match requirements are achieved via in-kind support of numerous agencies, the donation of labor and materials on numerous homeowner projects, and the application of payments in lieu of taxes for affordable housing developments in numerous communities.

Emergency Solutions Grants will leverage additional investment including portions of the following public and human services investments through the local coordinated funding process:

- United Way- \$2.6 million
- City of Ann Arbor- \$1.2 million
- Washtenaw County- \$1 million
- Ann Arbor Area Community Foundation- \$275,000
- RNR Foundation - \$120,000

Additionally, OCED leverages resources from a number of federal, state, and local funding agencies to offer complementary affordable housing, community, and economic development programs for lower-income residents of the Urban County.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Washtenaw County owns land on Platt Road in the City of Ann Arbor that was the previous location of a juvenile detention and services facility. After these services were relocated, the property was demolished and is being considered in the context of furthering numerous goals, including the provision of additional affordable housing and other community goals. Washtenaw County looks forward to engaging the community, and working with partner agencies and jurisdictions to further the goals of affordable housing through the utilization of this property.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Table 5 – Goals Summary

Goal Name	Start Year	End Year	Category	Needs Addressed	Funding	Goal Outcome Indicator
Increase quality affordable homeowner opportunity	2013	2017	Affordable Housing	Housing Rehabilitation Down Payment Assistance Accessibility / Barrier Free Improvements Energy Efficiency Improvements Lead Paint Remediation Property Acquisition / Resale	\$920,319	Homeowner Housing Added: 10 Household Housing Unit Homeowner Housing Rehabilitated: 45 Household Housing Unit Direct Financial Assistance to Homebuyers: 15 Households Assisted
Increase quality affordable rental housing	2013	2017	Affordable Housing	Rental Housing Rehabilitation Energy Efficiency Improvements Lead Paint Remediation	\$1,051,336	Rental units constructed: 15 Household Housing Unit Rental units rehabilitated: 35 Household Housing Unit
Improve public facilities and infrastructure	2013	2017	Non-Housing Community Development	Accessibility / Barrier Free Improvements Parks, Recreation and	\$ 337,731	Number of Persons Assisted: 11,500

Goal Name	Start Year	End Year	Category	Needs Addressed	Funding	Goal Outcome Indicator
				Community Facilities Street, Sidewalk, Water/Sewer Improvements Senior and Youth Facilities and Services		
Promote access to public services & resources	2013	2017	Homeless Non-Homeless Special Needs	Senior and Youth Facilities and Services Supportive Services Food Security	\$ 468,634	Public service activities other than Low/Moderate Income Housing Benefit: 2,800 Persons Assisted
Support homeless prevention & rapid re-housing	2013	2017	Homeless	Permanent Supportive Housing Emergency Shelters / Transitional Housing Supportive Services	\$156,155	Public service activities for Low/Moderate Income Housing Benefit: 150 Households Assisted Tenant-based rental assistance / Rapid Rehousing: 9 Households Assisted Homeless Person Overnight Shelter: 700 Persons

Goal Name	Start Year	End Year	Category	Needs Addressed	Funding	Goal Outcome Indicator
						Assisted Homelessness Prevention: 3,200 Persons Assisted Housing for Homeless added: 175 Household Housing Unit
Enhance economic development activities	2013	2017	Non-Housing Community Development		\$0	

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b)

Approximately 210 households will have improved affordable housing conditions and opportunities as a result of the affordable housing efforts under the 2014 HOME funded activities.

AP-35 Projects – 91.220(d)

Introduction

The following 2014 projects are intended to meet the needs identified in the Washtenaw Urban County 2013 - 2017 Consolidated Plan.

#	Project Name
1	CDBG Administration
2	CDBG Single Family Housing Rehabilitation
3	CDBG Single Family Rehabilitation Service Delivery
4	CDBG Rental Housing Rehabilitation
5	CDBG Homeowner Assistance
6	CDBG Community Based Development Organizations
7	CDBG Public Facilities/Infrastructure Improvements
8	CDBG Public Services
9	HOME Administration
10	HOME Down Payment Assistance
11	HOME Rental Housing Rehabilitation
12	HOME CHDO Reserve
13	HOME CHDO Operating
14	ESG Administration, Homelessness Prevention and Rapid Re-Housing

Table 6 – Project Information

Projects

AP-38 Projects Summary

Project Summary Information

Project Name	Goals Supported	Needs Addressed	Funding
CDBG Administration			CDBG: \$366,542
CDBG Single Family Housing Rehabilitation	Increase quality affordable homeowner opportunity	Housing Rehabilitation Accessibility / Barrier Free Improvements Energy Efficiency Improvements Lead Paint Remediation	CDBG: \$403,169
CDBG Single Family Rehabilitation Service Delivery	Increase quality affordable homeowner opportunity	Housing Rehabilitation	CDBG: \$183,271
CDBG Rental Housing Rehabilitation	Increase quality affordable rental housing	Rental Housing Rehabilitation	CDBG: \$147,489
CDBG Homeowner Assistance	Increase qualify affordable homeowner opportunity	Property Acquisition / Resale	CDBG: \$123,803
CDBG Community Based Development Organizations	Promote access to public services & resources	TBD	CDBG: \$100,000
CDBG Public Facilities/Infrastructure Improvements	Improve public facilities and infrastructure	Parks, Recreation and Community Facilities Street, Sidewalk, Water/Sewer Improvements Senior and Youth Facilities and Services	CDBG: \$270,185
CDBG Public Services	Promote access to public services & resources	TBD	CDBG: \$274,907

HOME Administration			HOME: \$92,531
HOME Down Payment Assistance	Increase quality affordable homeowner opportunity	Down Payment Assistance	HOME:\$52,500
HOME Rental Housing Rehabilitation	Increase quality affordable rental housing	Rental Housing Rehabilitation	HOME: \$434,762
HOME CHDO Reserve	Increase quality affordable rental housing	Rental Housing Rehabilitation	HOME: \$299,250
HOME CHDO Operating	Increase quality affordable rental housing	Rental Housing Rehabilitation	HOME: \$46,265
ESG Administration, Homelessness Prevention and Rapid Re-Housing		Permanent Supportive Housing Emergency Shelters / Transitional Housing Supportive Services	ESG: \$156,155

AP-50 Geographic Distribution – 91.220(f)

Rationale for the priorities for allocating investments geographically

Decision-making regarding the allocation of funding geographically in the Urban County is guided by three main factors. First, projects are generally concentrated in areas where the population, particularly the low- to moderate-income population, is highest, as these tend to be the areas of greatest need. Second, the Urban County member jurisdictions have committed to working together regionally to develop and implement projects that meet the affordable housing and community development needs of the overall community. Therefore, projects will be funded outside of the areas of concentration to serve lower-income families in rural areas that also have need. Lastly, the Urban County Executive Committee bylaws include a formula that guides the distribution of project funding each year, taking into account such factors as poverty, overcrowding, overall population, etc. To the greatest extent practical, it is the role of the Office of Community and Economic Development to balance projects across jurisdictions according to this formula.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

One Year Goals for the Number of Households to be Supported	
Homeless:	4
Non-Homeless	177
Special-Needs	29
Total	210

Table 61 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	36
Rehab of Existing Units	135
Acquisition of Existing Units	39
Total	210

Table 62 - One Year Goals for Affordable Housing by Support Type

AP-60 Public Housing – 91.220(h)

Actions planned during the next year to address the needs to public housing

During the 2013 Action Plan process, the AAHC applied for and received approval to use CDBG funds to rehabilitate and convert public housing units to project-based vouchers under the Rental Assistance Demonstration project and that project is expected to begin this year. AAHC has also been approved to receive 2014 CDBG funds to assist with the demolition 19 rental units and construct 42 new units, as well as the rehabilitate to duplex buildings. Similarly, under the 2014 Action Plan, the Ypsilanti Housing Commission applied for and is slated to receive HOME funding to demolish 80 public housing units and construct 86 new units.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The Ann Arbor Housing Commission (AAHC) has active resident councils at four of its largest public housing sites and will continue to encourage resident participation. When a single public meeting is required, AAHC will hold 6-8 meetings in order to maximize resident participation. AAHC will also continue to participate in the Family Self Sufficiency Program and the Washtenaw Housing Education Partnership program.

The Ypsilanti Housing Commission (YHC) has two active resident councils, Paradise Manor and Hollow Creek, in which residents are encouraged to participate.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

AAHC and YHC are not designated as troubled, as defined under 24 CFR part 902.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Locally, Project Outreach Team (PORT) is the primary resource for reaching out to unsheltered persons experiencing homelessness and connecting them to mainstream services and housing. PORT is a part of our community mental health agency – CSTS – and provides outreach services county-wide. In addition to the SOAR program, they do County Jail in-reach for those dealing with mental illness or co-occurring disorders to reduce chance of discharge back to the streets. The single adult shelter has outreach staff and a "non-residential" program (laundry, showers, meals, medical clinic) to engage those sleeping on the streets. Additionally, our VA's Homeless Veterans' Program finds disenfranchised homeless veterans to connect them with VASH vouchers and other support. Outreach efforts will continue to be coordinated throughout the jurisdiction to reduce duplication of effort and ensure that the greatest number of persons are assisted. The outreach efforts are done with a Housing First approach, targeting the need for Permanent Supportive Housing (PSH) units for the chronically homeless.

Addressing the emergency shelter and transitional housing needs of homeless persons

Emergency housing needs are generally processed by Housing Access for Washtenaw County (HAWC), the centralized intake and assessment agency for Washtenaw County. HAWC administers all eviction prevention services, rapid re-housing and shelter placement services. In partnership with housing and service providers, including United Way's 211 line, all calls for housing resources will continue to be routed to the HAWC line.

The Continuum of Care's (CoC) Blueprint to End Homelessness specifically cites utilizing services and accessing affordable housing as the strategy for successful transition out of emergency shelters and transitional housing. The Michigan State Housing Development Authority (MSHDA) has designated that all new Housing Choice Vouchers be dedicated to persons and households who were homeless, giving the Housing Access for Washtenaw County (HAWC) the responsibility to fill those wait list slots.

On May 15, 2013, the CoC Board– represented at that time by the Washtenaw Housing Alliance (WHA) Board of Directors – approved a resolution to redirect existing Transitional Housing (TH) and Supportive Services Only (SSO) grants from the local HUD CoC Program to create 1) additional Rapid Re-housing (RRH), utilizing a progressive engagement approach to working with people facing homelessness, and 2) additional Permanent Supportive Housing (PSH) units. This decision was made in order to be aligned with best practices around the country. To ensure a fair and transparent process, the CoC/WHA Board concurrently approved the utilization of a Request for Proposals (RFP) process to determine the reallocation of these funds, to be conducted by the Funding Review Team (FRT).

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

As a result of reallocating all Supportive Services Only and Transitional Housing project in 2013, the PSH beds dedicated to chronically homeless (CH) will increase by 78 by 2015. In 2014, the CoC will create a policy to ensure all CoC-funded PSH will dedicate 100% of turnover to CH people. The CoC will also work with providers to ensure 100% of PSH turnover be filled with CH and that all new and vacant units be filled thru referrals from a list of the longest term homeless people. The CoC will monitor compliance with these policies during the annual renewal evaluation process.

To address the homeless needs of families with children, the CoC received one reallocation project for 10 Rapid Re-Housing (RRH) units last year and applied for two new RRH reallocated projects this year. The CoC also has RRH funded through ESG and will be ensuring these units are occupied, commitments are kept and, if possible, that units increase over the next two years. Additionally, the CoC will work with providers of new RRH units created through a local funding application process in the spring of 2014 (our CoC is projecting 5 units) to ensure programs are aligned and coordinated with CoC policies and priorities.

Ozone House services (for ages 10-20) are geared towards helping homeless unaccompanied youth lead safe, healthy and productive lives by providing case management, counseling, employment training, nightly hot meals at a Drop-In Center, emergency shelter, TH, and PSH. Avalon has a 7-unit in collaboration with Ozone specifically targeted to homeless, unaccompanied youth with a disability. Unaccompanied youth ages 18-24 are served through Shelter Association of Washtenaw County regular programs and when possible are connected to Ozone House Programs to enhance service provision.

In regards to housing homeless veterans, HAWC requests veteran status and links veterans to the VA Hotline. The single adult shelter has 10 contract beds for Veterans that are filled by the VA Hospital and their programs serve veterans ineligible for VA homeless assistance. Avalon has an SPC voucher dedicated to a chronically homeless veteran not eligible for VA services. They also have 5 VASH Project Based Vouchers. Catholic Social Services' single adult services staff serve all non-VA eligible veterans. Michigan Ability Partners (MAP) offers Grant Per Diem TH, SSVF services, and temporary housing for veterans in the SUD/IOP VEAR programs. HCHV case managers respond to regional calls that come into National Call Center for Homeless Veterans. HCHV are able to refer veterans to MAP for services even if the veteran is ineligible for VA benefits.

To decrease the length of time families remained homeless, CoC continues to provide ongoing training to the centralized intake agency, emergency shelters, and TH providers on expediting access to housing

for HHs in ES, TH and unsheltered situations. Utilizing the HUD Opening Doors framework, the CoC has been working to increase the inventory of PSH and RRH units, through ESG & other state funds. The CoC and HMIS lead developed benchmarks/dashboards to be used by all agencies to evaluate length of stay. Agencies were made aware of the tools and offered technical assistance.

The CoC is committed to reducing returns to homelessness with a focus area in our Continuous Quality Improvement (CQI) process for monitoring recidivism rates. In an effort to evaluate program effectiveness, recidivism reports are reviewed quarterly by the Data Leadership Performance Team (DLPM). The CoC will continue to offer trainings to assist agencies in learning housing retention skills and strategies and how to work with landlords & property managers to improve housing stability. Additionally, agencies are also providing more follow up post-exit from the system- which has been shown to be effective in reducing returns.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

Agencies use the following methods in order to ensure minimal returns to homelessness: contact by phone on a monthly basis; contact with landlords to assess for any indications of potential problems and/or make a home visit if persons cannot be contacted by phone; developing landlords as partners and encouraging them to contact staff as soon as they have concerns; increased contact at signs of decreased stability to revise housing stability plan and make community referrals to prevent further episodes of homelessness. HAWC is also connected to the eviction court system to allow for greater eviction prevention, less costs to the tenant, decreasing the number of months before assistance with back-rent is sought out and provided, and to lessen the burden on the entire system.

For individuals being discharge from publicly funded institutions, the CoC works with health care, mental health, foster care, and corrections facilities in order to prevent individuals from being discharged into homelessness.

Mental Health: State mandated policy specified in Section 330.1209b of the State Mental Health Code, effective March 28, 1996, requires that "community mental health services program shall produce in writing a plan for community placement and aftercare services that is sufficient to meet the needs of the individual."

Corrections: The Prisoner Reentry Initiative (MPRI) is the Department of Corrections (MDOC) initiative to better prepare and support returning citizens. MDOC Policy 03.02.100 states that as a prisoner prepares for release, "highly specific reentry plans are organized that address housing, employment, and services to address...areas of serious need that the prisoner may have."

Hospitals: The CoC- approved Hospital Discharge Planning Protocol prevents discharge of hospital patients into homelessness, helping hospital discharge planners identify patients that might be homeless upon discharge and to provide information and referral to community homelessness prevention. The protocol establishes discharge planning steps and assigns responsibility to engage community providers with planning and problem solving.

Foster Care: Case planning for transition begins with all youth in foster care (ages 14-21) several years prior to their discharge, in accord with CFF 722-6 (Independent Living Preparation). A treatment plan and services agreement (RFF67 and RFF 69) including attention to locating suitable living arrangements and assistance in moving in to housing (CFF 722-7) must be completed for each individual prior to systems discharge.

To address education needs, HAWC, centralized intake, asks callers about any homeless children between ages 3 to 20. Identified school-aged children are automatically linked to Education Project for Homeless Youth (EPHY) for supplemental educational expenses and information. CoC/ESG funded shelter policies require all school aged youth to be enrolled in and attend school. Two of three shelters have dedicated Children's Services staff to ensure children are appropriately connected to schools, early childhood education programs or other essential services.

Increasing the mainstream benefits, non-employment income, and employment of the CoC/ESG program participants is a CoC objective and is closely monitored by various CoC committees to ensure compliance and to identify agencies that need additional TA and training to achieve required outcomes based on set CoC performance benchmarks. The CoC will continue to provide training on mainstream benefits eligibility and application processes twice per year. In preparation for the ACA implementation, training will be provided on new eligibility and application guidelines in spring of 2014. Additionally, the CoC partners will connect providers to state-run SOAR trainings and identify training opportunities on cash benefits like TANF, Social Security & VA Pensions, as well as work with the workforce agency to increase employment opportunities.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction

The Office of Community and Economic Development (OCED) will continue to administer a homeownership program to provide down payment and closing cost assistance to first-time and lower-income homebuyers. This program provides an incentive for low-income renters, who otherwise may not be able to afford to purchase a decent, affordable home, to become homeowners in the Urban County. OCED will also provide low-interest, deferred payment loans and grants to owner-occupied, low- to moderate-income households throughout the Urban County for rehabilitation improvements, lead remediation, energy efficiency, emergencies and accessibility modifications. Further, federal funds will be used to improve affordable rental housing units in the Urban County and Ypsilanti Township is dedicating funds to acquire homes that will ultimately be sold to income-qualified homebuyers. Other strategies to remove barriers to affordable housing due to public policies and/or local market are described below.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Home Rule: The Washtenaw Urban County will continue to take a **regional approach** to affordable housing and community development, which gains strength as new members join the collaboration.

Neighborhood Resistance: OCED will encourage and facilitates partnerships between housing developers and neighborhood associations, local government officials, etc. to start conversations early and **encourage citizen participation** in the design and implementation of affordable housing developments.

Transportation: Washtenaw County's Sustainable Communities Challenge Planning Grant seeks to expand existing affordable and energy efficient housing options and to connect them to job centers and healthy food through an **enhanced multi-modal transportation corridor**. The goal is to rectify the disparity between isolated segments of the community by removing barriers and creating a coordinated approach to housing, transportation, environmental and economic development policies and programs. In addition, the County, WATS, and local jurisdictions have continued to work on developing non-motorized trails throughout the County, such as the Border-to-Border Trail initiative, which is lead by the Washtenaw County Parks and Recreation Commission.

Property Taxes: As of 2007, the Michigan legislature passed a law that allows for **tax abatement** on property owned by nonprofit housing developers for homeownership. This law could be used effectively to lower the development and carrying costs for acquisition, development, and resale projects in low-mod areas, the primary goals of which are to increase the homeownership rate and neighborhood conditions.

AP-85 Other Actions – 91.220(k)

Introduction

The Washtenaw Urban County will engage in a variety of activities intended to further local housing and community development goals.

Actions planned to address obstacles to meeting underserved needs

The Office of Community and Economic Development (OCED) will continue to collaborate and partner with a wide network of housing and human service providers, government officials, business leaders and citizens to identify areas of need in the community. A coordinated effort will be made to continually improve service delivery systems, reduce duplicative services and to create a process that is flexible enough to the meet new needs as they develop.

Actions planned to foster and maintain affordable housing

OCED will provide down payment and closing cost assistance to first-time and lower-income homebuyers and continue to operate a single-family rehabilitation program. Other planned actions that will foster affordable housing include public and rental housing rehabilitation programs and the acquisition/rehab/resale of units to low-income homebuyers. To further enhance low- to moderate-income neighborhoods, sidewalk improvements, park improvements, tree removal and replanting are also planned.

OCED is also working to update the 2007 Washtenaw County Affordable Housing Needs Assessment. Ultimately, the updated report will assess housing needs throughout Washtenaw County and will provide realistic, implementable goals and policy recommendations related to affordable housing.

Actions planned to reduce lead-based paint hazards

Lead risk assessments will be completed for all housing units receiving assistance through the OCED Housing Rehabilitation Program. When conditions are found which indicate a potential lead-based paint hazard, appropriate remedial action will be included as a part of the rehabilitation work. All lead work (interim control/abatement) will be conducted in accordance with federal regulations and performed by an appropriately certified and/or licensed contractor.

Information is available to any family who is concerned that they may be at risk and the County also has two HEPA vacuums available for public use.

Actions planned to reduce the number of poverty-level families

Washtenaw County will enforce its **Living Wage Ordinance** with all companies contracting with the County, which requires all employees of these companies be paid, at a minimum, the current area living wage rate.

The Urban County will encourage CHDO and other non-profit agencies to **hire low-income residents** and

local contractors for CDBG and HOME funded projects.

The County and City of Ann Arbor will continue to support a variety of outside **human service programs** through general fund dollars, including permanent supportive housing services, food distribution, preventative health care for young mothers and families, medical services, shelter services for families, medical access for older adults, and transportation, youth mentoring, youth volunteering, child care, early learning & intervention, and prenatal programming. These programs will assist families to reach their full potential, increase self-sufficiency, and work to address gaps in other mainstream programs for individuals below the poverty line.

The Office of Community and Economic Development (OCED) will continue to partner with the Department of Human Services and Michigan Rehabilitation Services to provide the **PATH Program**. PATH partners assist families with removing barriers to work and providing connections to jobs, education and training that will allow for long term self-sufficiency.

Washtenaw County's **Sustainable Communities Challenge Planning Grant** will begin to work towards expanding existing affordable and energy efficient housing options and to connecting them to job centers and healthy food through an enhanced multi-modal transportation corridor. The goal is to rectify the disparity between isolated segments of the community by removing barriers and creating a coordinated approach to housing, transportation, environmental and economic development policies and programs. The advancement of affordable housing and transportation options will save families time and money, ultimately assisting in the movement out of poverty.

Actions planned to develop institutional structure

The County's institutional structure and delivery systems are well-coordinated and impactful. The Urban County Executive Committee (UCEC) is committed to creating housing and economic opportunities on a regional level. Public services in the community are prioritized through a unique model of coordinated funding partners. This cooperative model minimizes duplicative work for applicants and maximizes the effectiveness funds by targeting investments.

In an effort to continuously improve services and service delivery, OCED will continue to find improved ways to interact more efficiently with customers, employees and partners, to streamline application, review and monitoring processes where possible, and to facilitate cooperation and partnerships within and between governmental, non-profit and private agencies.

Actions planned to enhance coordination between public and private housing and social service agencies

OCED regularly coordinates with service providers and housing developers by holding monthly public meetings, facilitating and participating in community-wide committees, and engaging local experts to recommend and provide programs for their target populations.

OCED collaborates with and engages other funders and planning bodies through the Washtenaw

Coordinated Funding for public services and with Michigan State Housing Development Authority (MSHDA), Ann Arbor Downtown Development Authority (DDA), Federal Home Loan Banks (FHLB), and Corporation for Supportive Housing (CSH) for housing projects. This coordinated funding model minimizes duplicative work for applicants and maximizes the effectiveness and impact of funds, including CDBG dollar, by targeting investments.

OCED will continue to work on the following activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies:

- “E-Government”: In order to disseminate information about County services to the community, Washtenaw County will continue the initiative to redevelop itself as an “E-Government”. E-Government can be defined as the services made available via Internet access whereby the business of government is conducted. Technologies now available allow governments to interact in new, more efficient ways with customers, employees, partners and constituents and to create new applications and services that were not previously possible.
- Consolidation: OCED is the result of a consolidation of three Washtenaw County departments, where there were similar, and in some cases duplicative services. This consolidation of Community Development, the County Workforce Development Agency, and the Economic Development Department will continue to coordinate and streamline efforts to improve quality of life in Washtenaw County.
- Streamlining: The coordinated funding model has resulted in real and concrete savings of time and resources for applicant nonprofits, and funders. OCED will continue to eliminate artificial bureaucratic barriers for those in need by coordinating with other major public and private human service funders to create a streamlined application, review, and monitoring process.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

Other CDBG Requirements

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	80.00%

**HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

Other forms of investment include HUD SHOP funds which are sought by Habitat for Humanity, acquisition support through the HUD Office of Sustainable Housing and Communities Community Challenge Planning Grant, and a variety of other sources including private and other public investments.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

Housing that is subsidized through HOME funds will either have a recapture formula or a resale formula to ensure that the units remain affordable for a specific period of time. The recapture formula below is the standard formula. In some cases, a resale formula will be used for high cost neighborhoods in the City of Ann Arbor and for units that are required to be permanently affordable through a development agreement. If a unit has an existing permanent resale formula through a Covenant, then a buyer who is also approved for down payment assistance, will have a 20-year lien for the down payment assistance, however, the equity sharing formula will not apply because the unit already has a resale restriction. The recipient will only be required to pay back the principal, from net proceeds of the sale, if the recipient sells the unit within the 20-year term.

Example Recapture Formula:

Initial Appraised After Rehab Value (IARV)	\$90,000
Initial Purchase Price (IPP)	\$75,000
County investment (\$15K DPA & \$20K Rehab)	\$35,000
County investment as percent of IARV	39%

Scenario A) Sold 10 years later with significant increase in value

Appraised Value (AV)	\$200,000
Increase in Appraised Value (–AV - IARV)	\$110,000
39% of Increase in Value	\$42,900

\$42,900 is greater than \$35,000, so the homeowner repays \$42,900

Scenario B) Sold 10 years later with moderate increase in value

Appraised Value (AV)	\$150,000
Increase in Appraised Value (–AV - IARV)	\$60,000
39% of Increase in Value	\$23,400

Net proceeds \$80,000

\$23,400 is less than \$35,000 and the net proceeds are greater than \$35,000, so the homeowner repays \$35,000.

Scenario C) Sold 10 years later with decrease in value

Appraised Value/Sales Price	\$85,000
Owner Private Mortgage Lien repayment -	\$60,000
Owner initial cash investment -	\$1,000
Closing Costs and Realtor -	\$6,000
Balance	\$19,000

\$19,000 is repaid instead of \$35,000

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

The Washtenaw Urban County plans to utilize resale provisions to preserve the long-term affordability of assisted homeownership units for particular types of projects, which will generally occur in the higher housing cost areas of the Urban County. The local municipality secures permanent affordability through a deed restriction and a 20-year lien on the property. Every time the property is transferred or sold, the municipality must ensure that the new buyer is income qualified and the sales price is affordable, and the seller receives their fair return. An independent appraisal of the building is conducted at the time of the initial purchase or investment and at the time the owner wishes to sell the unit. The difference between the new and the old appraisal determines the increase in appraised value. The seller retains 25% of the increase in the appraised value. The resale formula will maintain affordability and provide a fair return to the seller. In practice, the formula will operate as follows:

Sample Appraisal-Based Resale Formula

Initial Total Development Costs	\$140,000
Initial purchase price	\$100,000
Initial County Subsidy	$\$140,000 - \$100,000 = \$40,000$ subsidy
Initial appraisal	\$150,000
Resale appraisal at next sale	\$200,000
Increase in appraised value	$\$200,000 - \$150,000 = \$50,000$ increase
Resale price increase	$\$50,000 \times 25\% = \$12,500$
Resale price	$\$100,000$ (initial) + $\$12,500 =$ \$112,500

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

Multi-family projects developed by housing organizations that receive HOME or other funds for rehabilitation through the Office of Community Development may apply for HOME or other funds to

refinance existing debt, consistent with the HOME regulations at 24 CFR 92.206(b)(2), if they meet the following guidelines:

- Refinancing is necessary to permit or to continue affordability under 24 CFR 92.252 for HOME funds and if HOME funds are not eligible, then other funds may be used;
- Rehabilitation is the primary eligible activity. A minimum of \$5,000 of rehabilitation per unit is required;
- The grantee must demonstrate management capacity and practices that ensure that the long term needs of the project can be met and the targeted population can be served over an extended affordability period;
- The grantee must demonstrate that the new investment is being made to maintain current affordable units, to create greater affordability in current affordable units; or to create additional affordable units;
- Refinancing will be limited to projects that have previously received an investment of public funds;
- The minimum HOME affordability period shall be 15 years;
- HOME and other funds may be used for refinancing anywhere in the Urban County;
- HOME funds cannot be used to refinance multi-family loans of 5 units or more, made or insured by any Federal program, including CDBG.

**Emergency Solutions Grant (ESG)
Reference 91.220(l)(4)**

1. Include written standards for providing ESG assistance (may include as attachment)

Please see the attached Washtenaw County CoC Governance Charter and the draft Housing Alliance of Washtenaw County Policies.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The CoC-established centralized intake and assessment center, locally called Housing Access for Washtenaw County (HAWC), is primarily funded by ESG funding. As a result, all components of HAWC were designed in compliance with the ESG CFR. In reference to 576.400, (a) the CoC Board, the decision-making body of the CoC, finalizes all funding decisions and approves HAWC policies and procedures; (b) HAWC refers and fills SPC vouchers, Housing Choice Vouchers, education referrals to the McKinney-Vento agency, ESG Rapid Re-housing programs, HUD TH and PSH program, housing choice vouchers, public housing, EFSP linkages, shelter beds and many other contacts; (c) HAWC has a direct, HAWC-only liaison with the Department of Human Services to expedite applications for mainstream benefits; (d) all housing agencies have formally agreed to not circumvent HAWC; (e) written standards for HAWC are in place and adopted by the CoC Board, and (f) HMIS participation is mandatory by all agencies associated with HAWC.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

The Washtenaw geographic area includes two sources of ESG funding (directly from HUD to the Washtenaw Urban County and through an allocation from the state housing authority - MSHDA). OCED, as the fiduciary, oversees the funding process together with the Washtenaw County Continuum of Care (CoC) to ensure a coordinated plan supporting our centralized intake system, Housing Access for Washtenaw County (HAWC), as well as prevention and RRH activities. All ESG funding is distributed through an application process that includes public notice, broad stakeholder engagement, CoC Funding Review Team (FRT) review/scoring, OCED as fiduciary/oversight, and regular OCED/CoC monitoring. The FRT is responsible for oversight of ESG funded and HUD CoC funded project review. Team members examine quarterly reports of the programs, review and score new applicants for requests for proposals, conduct the project review for continued funding opportunities and make funding recommendations to the CoC and CoC Board. Data review is a significant part of these processes including outcomes and data quality. FRT members are community stakeholders or are from housing & homeless service agencies that are not funded by CoC or ESG funds and therefore do not have a conflict of interest when reviewing proposals, applications, and reports.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

The jurisdiction meets the homeless participation requirement as identified in 24 CFR 576.405. The Michigan Itinerant Shelter System-Interdependent Out of Need (MISSION), as well as the community's first grassroots camp community, called Camp Take Notice, are CoC members and ensure participation from homeless and/or formally homeless individuals.

5. Describe performance standards for evaluating ESG.

Washtenaw County has adopted the Michigan State Housing Development Authority's (MSHDA) statewide performance standards, which include 1) length of stay, 2) recidivism, 3) housing retention, 4) engagement at exit, 5) discharge to housing, 6) income, 7) self-sufficiency matrix, and 8) achievement of case goals.

The Funding Review Team (FRT), appointed by the CoC Board, is responsible for monitoring HUD CoC and ESG projects at least quarterly. The FRT dives into an array of data, including APRs, agency-wide and programmatic budgets, staff reports on prior year recommendations, and third party audits. Additionally, the FRT has a contractual relationship with the Washtenaw County OCED, the CoC's fiduciary for a vast majority of HUD funds that include HUD NSP, HOME, CDBG, ESG, HHS CSBG and others, to conduct annual site-monitoring visits to review a variety of information that include HMIS data quality and regulatory compliance, financial and record-keeping systems, and compliance with grant terms and HUD requirements. The FRT and onsite monitoring provide an overview of how agencies are performing in regards to CoC and HUD established performance goals, including ending chronic homelessness, increasing housing stability, increasing project participant income, increasing participant obtaining mainstream benefits, as well as using RRH to reduce homelessness among families.

Washtenaw Urban County 2014-15 Planned Activities

2014-15 Allocations

Community Development Block Grant (CDBG)	\$	1,832,712
HOME Investment Partnership Program (HOME)	\$	925,308
Emergency Solutions Grant (ESG)	\$	156,155
TOTAL	\$	2,914,175

Community Development Block Grant (CDBG)

Activity	Agency	Jurisdiction	Allocation
Single Family Rehabilitation	OCED	All	\$ 403,169
Single Family Rehabilitation Service Delivery	OCED	All	\$ 146,617
Priority Project - Sidewalk Improvements	Pittsfield & Ypsilanti Townships	Pittsfield & Ypsilanti Townships	\$ 183,271
Rental Housing Rehabilitation & Redevelopment - N. Maple	Ann Arbor Housing Commission	Ann Arbor City	\$ 147,489
Community Based Development Organization (CBDO)	TBD	Ann Arbor City	\$ 100,000
Park Improvements	City of Ypsilanti	Ypsilanti City	\$ 56,184
Sidewalk Improvements	Northfield Township	Northfield Township	\$ 9,383
Neighborhood Improvements - Washington Square	Superior Township	Superior Township	\$ 21,347
Homebuyer Assistance	Ypsilanti Township	Ypsilanti Township	\$ 123,803
Human Services	TBD	All	\$ 274,907
CDBG Administration	OCED	All	\$ 366,542
		TOTAL	\$ 1,832,712

HOME Investment Partnership Program (HOME)

Activity	Agency	Jurisdiction	Allocation
Homebuyer Assistance	Habitat for Humanity	All	\$ 52,500
Rental Housing Rehabilitation - Parkridge Homes	Ypsilanti Housing Commission	Ypsilanti City	\$ 434,762
CHDO Rental Rehabilitation - Arbordale Apartments	Avalon Housing	Ann Arbor City	\$ 299,250
CHDO Operating	Avalon Housing		\$ 46,265
HOME Administration	OCED		\$ 92,531
		TOTAL	\$ 925,308

Emergency Solutions Grant (ESG)

Activity	Agency	Jurisdiction	Allocation
Homeless Prevention & Rapid Re-Housing	OCED	All	\$ 145,225
ESG Administration	OCED	All	\$ 10,930
		TOTAL	\$ 156,155

Washtenaw Urban County Citizen Participation Plan

Introduction

The Citizen Participation Plan provides a framework for ensuring residents of the Washtenaw Urban County have an opportunity to provide meaningful input on planning issues related to Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) and Emergency Solutions Grants (ESG) programs. The Citizen Participation Plan describes the policies and procedures for involving the general public during the preparation of Five-Year Consolidated Plans, Annual Action Plans, Consolidated Annual Performance and Evaluation Reports (CAPER) and Substantial Amendments.

The Urban County Executive Committee/HOME Consortium is the governing body for CDBG, HOME and ESG programs and meets on a monthly basis. These meeting dates and locations are published on the Washtenaw County website, posted in County facilities, and provided to all participating jurisdictions to invite and encourage public participation regarding the use and management of program funds.

Community Outreach Procedures

The following processes will be utilized to ensure maximum community outreach:

- *Contact community leaders and stakeholders* throughout the Urban County/HOME Consortium areas, particularly in low- to moderate-income areas. Those community leaders may include: ministers, civic leaders, block captains, neighborhood organizations, school officials and local small business owners.
- The Urban County Executive Committee/HOME Consortium representatives will *participate in community forums and meetings* pertaining to the issue of decent, safe and/or affordable housing.
- The Urban County Executive Committee/HOME Consortium will *hold public hearings to gather citizen input* on:
 - ❖ Housing and community development needs to be addressed in the Five-Year Consolidated Plans and Annual Action Plans (Needs Assessment)
 - ❖ Draft Five-year Consolidated Plans and Annual Action Plans
 - ❖ Draft Consolidated Annual Performance and Evaluation Reports
- *Ensure public hearings are conveniently timed and located* to provide access for all communities, including minorities and persons with disabilities, especially for those who might or will benefit from program funds.

A note will be included in all Notice of Public Hearings that assistance will be provided to citizens with special needs, given a notice of seven days. Further, the County will utilize interpreter services for a variety of non-English speakers, should those services be required to assist a resident attending the hearings.

- *Ensure adequate and timely notification of Public Hearings* to maximize community attendance by:
 - ❖ Publishing the Notice of Public Hearing in the current Washtenaw County paper of record, or a publication of appropriate circulation, at least two weeks prior to the hearing.
 - ❖ Posting an announcement of the hearing on CTN, the local public access television station.
 - ❖ Posting an announcement of the hearing on the Washtenaw the Urban County Executive Committee/HOME Consortium webpage.



- ❖ E-mailing the Notice of Public Hearing to the Urban County Executive Committee/HOME Consortium representatives, local public service agencies and faith-based organizations.
 - ❖ Maintaining a general public e-mail distribution list and e-mailing the Notice of Public Hearing to that list.
- *Provide a Public Comment Period of no less than 30 days to review and submit comments on:*
 - ❖ Draft Consolidated Plans
 - ❖ Draft Annual Action Plan
 - ❖ Draft Consolidated Annual Performance Evaluation Reports
 - ❖ Proposed/Draft Substantial Amendments
 - ❖ Proposed/ Draft amendments to the Citizen Participation Plan

As appropriate, comments and suggestions will be incorporated into the associated document. Community input submitted in writing will receive response from the Urban County Executive Committee/HOME Consortium within 15 working days.

Publication of Consolidated Plans, Action Plans, and Performance Reports

The Urban County Executive Committee/HOME Consortium will distribute draft copies of Consolidated Plans, Action Plans and Consolidated Annual Performance and Evaluation Reports to Urban County jurisdiction offices, some Washtenaw County offices, and to some previously identified local leaders for public review during the comment period. These draft documents will also be posted on the Washtenaw County Office of Community and Economic Development website.

Complaints

The Urban County Executive Committee/HOME Consortium staff will provide a timely (10-15 working days) and responsive written reply to every written community complaint regarding the consolidated plans, action plans the CDBG Program, the HOME Program, ESG Program, plan amendments, and performance reports.

Public Information about Programs and Services

The Washtenaw County Office of Community and Economic Development will provide interested communities and community groups with information about eligible programs and activities, given due regard to privacy and confidentiality. The Office of Community and Economic Development will also keep a list of the names and addresses of interested groups and communities and will use the file to distribute information.

Retention of Records

The following records will be maintained for the duration of the current Consolidated Plan period and will be available to the public at the Washtenaw County Office of Community and Economic Development:

- Records of public hearings
- Mailings and other promotional materials
 - Efforts made to involve communities in the development of HOME grant applications
- Copies of Grantee Consolidated Plans, Action Plans, Consolidated Annual Performance and Evaluation Reports, Substantial Amendments and Citizen Participation Plan
- Copies of applications, letters of approval, grant agreements, progress reports, regulations and other pertinent documents



Technical Assistance

Office of Community and Economic Development staff will provide technical assistance to groups representative of low-income persons that request such assistance in developing proposals for funding assistance under the Consolidated Plan.

Amendments/ Modifications

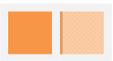
A substantial amendment is defined as the addition of a new program or activity that has not been funded in the previous three program years or any change that is greater than 20% of the fiscal year entitlement. If the amendment arises as an urgent community need due to emergency or disaster situations, the amendment will not be considered substantial.

Relocation/Displacement

The Urban County Executive Committee/HOME Consortium is committed to minimizing the displacement of persons receiving assistance from the CDBG, HOME, or ESG programs. While no displacement is expected as a result of proposed activities, the Urban County Executive Committee/HOME Consortium is prepared to provide for reasonable benefits to any person involuntarily and permanently displaced as a result of the use of HOME or CDBG funds to acquire or substantially rehabilitate residential and nonresidential property in accordance with the Uniform Relocation Act.

Approved by the Urban County Executive Committee: 3/26/13

For more information, contact the Washtenaw County Office of Community and Economic Development at 110 N. Fourth, Suite 300, Ann Arbor, MI 48107-8645 or by phone at (734)622-9025.



WASHTENAW COUNTY CoC

GOVERNANCE CHARTER

PURPOSE OF THE CoC AND CoC BOARD

Washtenaw County CoC coordinates the community's policies, strategies and activities toward ending homelessness. Its work includes gathering and analyzing information in order to determine the local needs of people experiencing homelessness, implementing strategic responses, educating the community on homelessness issues, providing advice and input on the operations of homeless services, and measuring CoC performance. The Washtenaw County CoC Board approves the local process for applying, reviewing, and prioritizing project applications for funding in the annual HUD Homeless Assistance CoC Grants competition.

RESPONSIBILITIES

The Washtenaw County CoC is comprised of Washtenaw County community agencies/representatives, a governing CoC Board, a Collaborative Applicant lead agency, and an HMIS lead agency.

The CoC will hold meetings of the full CoC membership at least semiannually. The Washtenaw County CoC Board will announce the date, time and location of these meetings at least one month in advance to encourage broad participation.

The CoC will review, update as needed, and approve this governance charter at least annually every July. Amendment of the charter requires a majority vote of those present at the CoC at a regularly scheduled meeting of the CoC, provided that notice of the scheduled vote on the charter amendment was provided at least one month prior to that CoC meeting.

The responsibilities of the Washtenaw County CoC include the following activities:

OPERATING A CoC

- Develop, follow, and update annually this governance charter, which will include procedures and policies needed to comply with HUD requirements and with HMIS requirements, including a code of conduct and recusal process for the Washtenaw County CoC Board, its co-chair, and any person acting on behalf of the Washtenaw County CoC Board. This charter can be updated anytime, but will be updated minimally every July.
- In consultation with recipients of ESG funds within the CoC, provide oversight to a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services.
- In consultation with recipients of ESG funds within the CoC, establish and consistently follow written standards for providing CoC assistance.
- Consult with recipients and subrecipients to establish performance targets appropriate for population and program type.
- Monitor performance of CoC and ESG recipients and subrecipients as outlined by existing policies.
- Evaluate the outcomes of projects funded under ESG and CoC programs as outlined by existing policies.
- Take action against ESG and CoC projects that perform poorly.
- Report the outcomes of ESG and CoC projects to HUD annually.

CoC PLANNING

- Work closely with Washtenaw Housing Alliance (WHA) in its capacity as the Planning & Coordinating body for the Washtenaw Coordinated Funding Model. In this role, the WHA assists in coordinating the system of care, researching and distributing best practices and research on housing and homelessness, and assisting providers in working toward common outcomes that lead to ending homelessness.
- In coordination with the WHA, coordinate the implementation of a housing and service system within Washtenaw County. This system includes: outreach, engagement, and assessment; shelter, housing, and supportive services; and prevention strategies.
- Plan for and conduct an annual point-in-time count of homeless persons within Washtenaw County that meets HUD requirements, including a housing inventory of shelters, transitional housing, and permanent housing reserved for homeless persons, in general, and chronically homeless persons and veterans, specifically, as HUD requires.
- Conduct an annual gaps analysis of the needs of homeless people, as compared to available housing and services within Washtenaw County.
- Provide information required to complete the Washtenaw County Consolidated Plan.
- Consult with State of Michigan and Washtenaw County's ESG recipients for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and subrecipients.

DESIGNATING AND OPERATING AN HMIS LEAD AGENCY

The Washtenaw County CoC has designated Washtenaw County's Office of Economic and Community Development (OCED) as the HMIS lead agency and the only entity eligible to apply for HUD HMIS funding for the CoC. HMIS lead agency has the following responsibilities:

- Annually update and implement HMIS Governance Charter
- Review, revise, and approve an annual CoC HMIS data privacy plan, data security plan, and data quality plan.
- Ensure that the HMIS is administered in compliance with HUD requirements
- Provide support and make all efforts to ensure consistent and accurate HMIS participation by all CoC and ESG recipients and subrecipients.

DESIGNATING AND OPERATING A COLLABORATIVE APPLICANT FOR FUNDING

The Washtenaw County CoC has designated OCED as the collaborative applicant to collect, combine, and submit the required application information from all applicants. As the Collaborative Applicant, OCED has the following responsibilities:

- Staff committees
- Produce planning materials
- Coordinate needs/gaps assessments
- Collect and report performance data
- Monitor program performance
- Coordinate resources, integrate activities and facilitate collaboration
- Prepare collaborative application for CoC funds
- Recruit and educate stakeholders
- Recommend projects for CoC funding

CoC REGULATIONS AND PROCEEDINGS

CONFLICT OF INTEREST

No member shall vote on or participate in the discussion of any matters that directly affect the financial interests of that member, his/her immediate family, his/her employer, or an agency or group for which he/she serves as trustee. Members may not vote on or participate in the discussion of any funding or reallocation of funding to the organization in which they or a family member are employed or have a financial interest.

Disclosure should occur at the earliest possible time and if possible, prior to the discussion of any such issues. Individuals with a conflict of interest should abstain from voting on any issues in which they may have a conflict. An individual with a conflict who is the CoC Board co-chair shall yield that position during discussion and abstain from voting on the item.

COMMITTEES AND WORKGROUPS

The Washtenaw County CoC will appoint committees, subcommittees, or workgroups to fulfill the work of the Washtenaw County CoC. Much of the Washtenaw County CoC's work is conducted at committee and workgroup meetings. Standing committees may include CoC Board Executive Committee, Funding Review Team, Centralized Assessment Executive Team, and Data Leadership & Performance Measurement Team,.

Members of the Washtenaw County CoC Board will be represented in each committee. Other committee membership will include relevant CoC members, and other interested stakeholders or experts. The Washtenaw County CoC committees may meet monthly or more frequently depending on the tasks to be accomplished. Each committee will have clear purpose, goals and anticipated outcomes, and overall timeline for addressing issues or problems that it was chartered to address. Committees or workgroups will present their progress to the Washtenaw County CoC Board at each Board meeting.

The Washtenaw County CoC may also create time-limited ad-hoc committees to develop recommended solutions to the specific issue for which they were created.

Additionally, in order to leverage the community education, best practice knowledge, and the planning & coordination being done through Coordinated Funding by the Washtenaw Housing Alliance (WHA) and its members, the Washtenaw County CoC will work collaboratively with the WHA whenever possible.

CoC MEMBERSHIP RECRUITMENT AND OUTREACH

The Washtenaw County CoC will publish an open invitation at least annually for persons within the Washtenaw County CoC area to join as new CoC members. Recruitment efforts will be documented by OCED.

The Washtenaw County CoC (*or its designee*) will identify and address membership gaps in essential sectors, from key providers or other vital stakeholders. The Washtenaw County CoC (*or its designee*) will recruit members to ensure that it meets all membership requirements set forth in its governance charter, including representation of specific populations and organizations. Specifically, outreach will be conducted to obtain membership from the following groups as they exist within the Washtenaw County CoC geographic area and are available to participate in the CoC:

- Nonprofit homeless assistance providers
- Victim service providers
- Faith-based organizations
- Governments
- Businesses
- Advocates
- Public housing agencies
- School districts
- Social service providers
- Mental health agencies
- Hospitals
- Universities
- Affordable housing developers
- Law enforcement
- Organizations that serve veterans
- Homeless and formerly homeless individuals

- Other relevant organizations within the CoC's geography (which may include mental health service providers and funders, substance abuse service providers and funders, foster care, local job councils, etc.).

RELATIONSHIP BETWEEN WASHTENAW COUNTY CoC BOARD AND FULL CoC MEMBERSHIP

Washtenaw County CoC Board meetings will be open to the full membership and the public and the CoC Board will post minutes of the CoC Board meetings on the Washtenaw County OCED website. Between CoC meetings CoC Board co-chairs will keep the full membership involved by involving CoC members in workgroups and committees and sharing information (including meeting minutes, resources for homeless services providers, plans and implementation progress, data about homelessness in the region and funding availability) via email list or via the OCED website.

MEMBERSHIP OF THE CoC BOARD

The Washtenaw County CoC Board is the lead decision-making body of the Washtenaw County CoC comprised of up to 25 member representatives. The following agencies and community representatives have been selected to form a robust group of mainstream service providers whose agencies impact and are impacted by homelessness, those with access to critical resources, and those who bring homelessness and housing expertise. This Board make-up will provide the CoC with the guidance and influence needed to effectively implement policies, strategies and activities toward ending homelessness. The CoC Board is made up of the following:

- At least two currently or formerly homeless people (as defined by HUD's current definition of homeless)
- Washtenaw County Board Chair or designee
- City of Ann Arbor Mayor or designee
- Washtenaw County Sheriff, Ann Arbor Police Chief, or designee
- Two WHA Board members
- Public Health director or designee
- At least two homeless or housing program representatives
- OCED director or designee
- CSTS director or designee
- DHS director or designee
- At least one CoC nonfunded agency representative
- At least one local business/merchant representative
- Another Twp or City Highest Elected Official or designee
- At least one Faith Community Representative
- A private funder representative
- Substance Abuse Coordinating Agency director or designee
- Two at-large representatives from public/government/academic organizations (e.g. universities, Veteran's Administration)

TERMS OF OFFICE

The members of the Washtenaw County CoC Board shall serve two-year terms.

LEADERSHIP OF THE CoC BOARD

The Washtenaw County CoC Board shall have two co-chairpersons and a secretary, selected into leadership by the CoC Board members annually by a majority vote. These officers shall serve as the CoC Executive Committee. Co-chairs and secretary serve one-year terms. OCED designee cannot serve in a leadership capacity within the CoC Board. Co-chairs are responsible for the following:

- At least one chairperson should preside at all CoC meetings and CoC Board meetings.
- Engage in other activities relevant and appropriate to its purpose, charge, and powers.
- Ensure the maintenance of all records of all CoC Board proceedings, including all other task forces/committees (with the assistance of OCED staff).
- Ensure the dissemination of meeting minutes to each member of the CoC Board to be approved at the next meeting.

CoC BOARD MEETINGS & MEMBER RESPONSIBILITIES

Washtenaw CoC Board members will meet at least quarterly at a time agreed to by the membership. Members who fail to attend two (2) or more meetings during the course of a year may be asked to find a replacement representative. Members shall notify the co-chairs of their expected absence in advance of scheduled meetings. Washtenaw County CoC Board members are expected to do as follows:

- Attend regular monthly meetings and contribute to informed dialogue on actions the group undertakes
- Serve on at least one committee of the Washtenaw County CoC Board
- Provide overall direction and leadership of the CoC process
- Provide strategic planning, goal-setting, and formal decision making on behalf of the CoC
- Establish, monitor, and evaluate system and program outcomes for evaluation purposes
- Establish priorities for and making decisions about the allocation of CoC resources
- Receive reports and recommendations from sub-committees and task groups
- Establish sub-committees and task groups as needed to perform CoC functions
- Provide official communications from the CoC, including advocacy and public education efforts.

CoC BOARD SELECTION

All voting members gain membership to the Board through an appointment process defined as follows:

- DHS, CSTS, OCED, WHA, Public Health, Substance Abuse Coordinating Agency, Washtenaw County Sheriff or Ann Arbor Police, Washtenaw County Board Chair, City of Ann Arbor, and city/district/township will assign its representative(s) to the Board.
- Homeless/previously homeless individuals, CoC nonfunded agencies, local businesses/merchants, Homeless and Housing service providers, representatives from the faith community, the private funder representative, and at-large organizations are nominated by the CoC and selected by the CoC Board by the following process: (a) Any individual or organization interested in serving on the CoC board shall be nominated, either by self-nomination or through nomination by another person; these nominations may be submitted up to the day of the CoC meeting; (b) the CoC board shall select board members from each category by a vote of the appointed CoC members.

Representatives who are not meeting their commitment to fulfill their CoC Board responsibilities will be asked to find a replacement representative. This decision will be made by a majority of vote by the CoC Board. The appointed agency will need to appoint a substitute in the event of a removal of their representative.

If a Board member wishes to resign, the Board member shall submit a letter of resignation to the chairpersons at least two weeks before the resignation date.

DECISION MAKING

The vote of the majority of members present and voting at a meeting at which quorum is present is enough to constitute an act of the CoC Board. Quorum is determined when at least 50% of the CoC Board members are present.



HOUSING ACCESS for WASHTENAW COUNTY

734-961-1999

A program of the Salvation Army in Washtenaw County

in partnership with IHN at Alpha House, the Shelter Association of Washtenaw County, SOS, Ozone House, Avalon Housing, Michigan Ability Partners, SafeHouse Center, Legal Services of South Central MI, Washtenaw County Office of Community and Economic Development, and the Washtenaw Housing Alliance.

1. Housing First

All partners, including HAWC and other housing providers, agree to the principle of Housing First in which all households will be linked (in order of preference):

- a. To the most appropriate permanent housing option when available; or
- b. To temporary housing (shelter & transitional housing programs) ONLY when appropriate; or
- c. To other non-housing resources when there are no appropriate housing resources available.

2. Shelter Diversion

All partners commit to the goal of shortening shelter stays by utilizing the Housing First approach and by diverting from shelter whenever possible and safe for the consumer.

3. Meeting the Need

HAWC commits to using financial assistance to meet the majority of the amount needed for a household to prevent or end homelessness up to the “per household” cap.

- a. An SER decision is required for HAWC to assist households. HAWC can assist households with accessing DHS for an SER before utilizing community funds if needed. There are limited MSHDA exceptions to this policy.
- b. When financial assistance for housing is exhausted, HAWC will inform households there are no financial resources available at that time, will document the amount and purpose of the need, and make the best possible referrals for the household.

4. Shelter Placements made by HAWC

HAWC is responsible for placing people who are identified as homeless in shelter beds if there are no resources available for them and if there is a shelter bed available. If consumer has not completed the 90 day program at a shelter and is exited, they should be referred back to HAWC.

- a. All shelter beds (except Ozone House and SafeHouse) will be assigned by HAWC.
- b. Shelters agree not to deny program entry based on county of residence.
- c. Shelters agree not to deny program entry based solely on previous criminal convictions according to DHS/TSA Emergency Shelter Program (ESP) funding guidelines.
 - Family shelters will not accept anyone with a CSC conviction or who is on the sexual offender data base.
 - Family shelters will accept those with past violent felony convictions if the person has been out of prison for the related conviction for a minimum of five years. No other specific felony restrictions are enforced for family shelters.
 - Shelters for single adults will accept people with previous felonies or CSC convictions with three exceptions: 1) the person has a history of violence at the shelter; 2) in a past DV situation one party is already at the shelter; and 3) the person has a previous history of predatory behavior at the shelter.

5. Hours of Operation
 - a. 8:30 am - 5:00 pm
 - b. After hours, automated message will tell people to call back during the next business day.
 - c. Special populations will be directed to call the appropriate agency.
 - d. Walk in hours are provided on Tuesdays from 9am – 12 pm at The Salvation Army in Ypsilanti. Staff present will include approximately 1-2 screening specialists, 1-2 assessment specialists and 1-2 housing coordinators.

6. After Hours
 - a. If a person presents at a shelter after hours and the shelter has the capacity (staff, target population and space) to temporarily house them, they will do so until the next business day at which time they will be referred to HAWC for an intake and assessment as soon as possible.
 - b. If a person presents at a shelter after hours and the shelter does not have capacity, they will help problem solve with them, give them other shelter numbers and assist with making calls.
 - c. If a person calls seeking shelter after hours and the shelter has capacity, the shelter can house them temporarily until the next business day if the shelter determines they have the resources.
 - d. If a person calls seeking shelter and the shelter is not able to house them, they will problem solve with them and provide other numbers for shelters.

7. For Community Agency Staff Use Only

There is a “staff line” 734/548-6091 that can be used by staff of agencies. Request HAWC Coordinator. ***This number should not be given to consumers as the Housing Access number.***

8. Staff Mobility

A HAWC Housing Resource Specialist will be mobile to meet consumers where needed.

9. AMI (Average Median Income)

The work of HAWC is to serve those most in need in our community. ***The target population for financial assistance is households whose income is less than 30% AMI.*** Some exceptions to this rule may be approved depending on the availability of appropriate funds.

10. Section 8, Homeless Preference or other Voucher, or Public Housing

Households in subsidized housing are prioritized for assistance if resources are available.

11. Homelessness Prevention (HP) Financial Assistance Guidelines (Homeless 2 or At Risk)

Assistance is one time only. If ongoing assistance is needed, household may be eligible for ongoing assistance through specific programming. The cap for financial assistance is \$1,500. TSA Director (or another member of the Executive Committee if needed) can approve exceptions.

 - a. Targeted at households at or below 30% AMI
 - b. This policy will be updated in the future with guidelines based on an assessment tool (Risk Matrix or VI SPDAT).

12. Rapid Re-Housing (RRH) Financial Assistance Guidelines (Homeless 1)

Assistance is for a maximum of six months. Household will be provided with assistance for the first month, and reevaluated before the end of 30 days to determine additional support needs.

 - a. Targeted at households at or below 30% AMI
 - b. All agencies providing RRH agree to utilize MSHDA paperwork
 - c. All agencies providing RRH agree to utilize a shared standardized subsidy determination guideline

13. Assessment Support Services

- a. If assessment staff are not able to assist the household with a shelter referral or financial assistance within 14 days, the case will be closed and household encouraged to call back to Housing Access.
- b. This policy will likely be updated to include guidelines on utilization of an assessment tool (as mentioned in #11)

14. Referrals to other Agencies

All ESG agencies participating in HMIS will enter data into ServicePoint in real time. HAWC will use ServicePoint when making referrals to other ESG agencies. ESG agencies not utilizing ServicePoint will have another system for receiving and tracking referrals.

15. Special Populations

For the purposes of HAWC, special populations are identified as:

- a. Active DV situations (last 30 days)
- b. Youth <18
- c. Veterans

16. Customer Satisfaction

HAWC will conduct customer satisfaction surveys with people who have contacted HAWC for assistance as a part of quality control over the services being provided. The goal is to get a 50% response rate. Data from these surveys will be shared with the Oversight and Evaluation Committee and the community.

The Oversight and Evaluation Committee will conduct a customer satisfaction survey with partner agencies that have assisted consumers with accessing HAWC. Results will be shared with the community.

17. Fair Housing Policy

HAWC follows the Fair Housing Act and does not discriminate against any person (as listed in our non-discrimination policy) when it comes to housing. Actions that are illegal and against our policy include:

- Refusal to rent or sell housing
- Refusal to negotiate for housing
- Make housing unavailable
- Otherwise deny a dwelling
- Set different terms conditions or privileges for sale or rental of a dwelling
- Provide different housing services or facilities or
- Falsely deny that housing is available for inspection, sale or rental

The person responsible for handling concerns about Fair Housing is Tenetia Pulliam and can be reached at 734-548-6091.

18. Non-discrimination Policy

HAWC does not discriminate against any person (including employees, clients and/or volunteers) in any employment, housing, or service delivery based on the person's actual or perceived race, color, age, gender, religion, national origin, physical or mental limitation, height and weight, marital status, family responsibilities, educational association, condition of pregnancy, source of income, sexual orientation, gender identity, or HIV status.

19. Discharge Policy

Needed...

20. Grievance Policy

If an agency or consumer feels their denial for assistance from HAWC staff is wrong, the first step is to ask to speak with a supervisor and explain their disagreement. If they are still dissatisfied after talking with the supervisor, they may appeal the decision in the following manner:

- a. **Level 1 Appeal: Contact Tenetia Pulliam, HAWC Coordinator (734-668-8353 or 734-548-6091 or tenetia_pulliam@usc.salvationarmy.org)** and explain that an appeal is requested. Agency or consumer will provide Tenetia any supporting information and/or documentation related to the appeal at that time.
- b. If Tenetia is not available, contact Marla Conkin at 734-668-8353 or marla_conkin@usc.salvationarmy.org
- c. A response will occur within 48 hours of the request for an appeal. If there is a significant deadline (due to court dates) all efforts will be made to get a decision in time for that action.
- d. The responding person will note the steps taken in reviewing the appeal and the decision made in both the consumer's Housing Access file and in a separate Appeal Tracking Spread Sheet to allow for review and evaluation by the HAWC Oversight and Evaluation Committee.
- e. **Level 2/Final Appeal: Contact the Washtenaw Housing Alliance (734-222-3575 or carlislea@ewashtenaw.org)**. Amanda Carlisle will contact two members of the HAWC Executive Team to consider the Level 2 appeal.
- f. The team will respond within 48 hours of having received a Level 2 appeal. If there is a significant deadline (due to court dates) all efforts will be made to accommodate and get a decision in time for that action.
- g. The Level 2 appeal team will note the steps taken in reviewing the appeal, the decision made in both the consumer Housing Access file and in a separate spread sheet to allow for review and evaluation by the Housing Access for Washtenaw County Oversight and Evaluation Committee.

BRIDGEWATER TOWNSHIP

10990 Clinton Rd, Manchester, MI 48158

(517) 456-7728

www.twp-bridgewater.org

Ron Smith, Supervisor
Laurie Fromhart, Clerk
Michelle McQueer, Treasurer

Wes Cowden, Trustee
Dave Faust, Trustee

March 26, 2014

Robert L. Tetens, Director
Washtenaw County Parks and Recreation Commission
2230 Platt Rd / PO Box 8645
Ann Arbor, MI 48107-8645

RE: Letter of Understanding
Dindoffer Property
Tax ID # Q-17-32-100-021

Dear Mr. Tetens,

At our March Board of Trustees meeting we discussed the addition of the ten acre parcel to the River Bend Preserve. A concern was expressed by the Board that we should follow the Consent Agreement in all aspects of the new property. Citizens of our township have expressed a concern that any changes to our present agreement would lead to endless modifications.

I look forward to the proposal on the addition of this property to the preserve.

Sincerely,

Ronald H Smith, Supervisor



Washtenaw County Parks and Recreation Commission

March 18, 2014

Ron Smith, Supervisor
Bridgewater Township
P.O. BOX 28
Bridgewater, MI 48115

Notice of Public Meetings Washtenaw County Parks and Recreation Master Plan: 2015-2019

Dear Supervisor Smith:

The Washtenaw County Parks and Recreation Commission is hosting four meetings in April 2014 to provide opportunities for public input and comments on the County Parks and Recreation Master Plan for the five year period, 2015 to 2019. A draft of the Master Plan, prepared by the County Parks and Recreation Commission, will be presented at the meeting. The Master Plan outlines the goals and objectives the Commission has established for the next five years and the Action Program that details specific improvements to undertake at its parks, preserves and recreation center.

The Master Plan Presentations will be at the following locations and times:

SPARK East, Ypsilanti	Thursday,	April 3, 4:00 pm
Dexter District Library	Tuesday,	April 15, 7:00 pm
Chelsea District Library	Tuesday,	April 22, 7:00 pm
Saline District Library	Thursday,	April 24, 7:00 pm

Please post the attached public notice flyer where announcements of this type are normally located for public distribution. Your participation, and that of your citizenry, in any of these meetings will be appreciated. Light refreshments will be served.

If you require further information I can be reached at (734) 971.6337 x319 or at kentr@ewashtenaw.org. Thanks for your cooperation.

Yours sincerely,

A handwritten signature in blue ink that reads "Richard Kent".

Richard Kent, Park Planner

Enclosure

WCPARC
Administrative Building
2230 Platt Road

tel 734.971.6337
fax 734.971.6386
www.ewashtenaw.org

PO Box 8645
Ann Arbor, MI
48107-8645

Washtenaw County Parks and Recreation Commission

Master Plan Presentation

HELP SHAPE THE FUTURE OF YOUR COUNTY PARKS!

Every five years the Parks and Recreation Commission conducts a comprehensive planning process to develop a Master Plan. This plan is used as an overall operation and development guide for the county's parks, preserves and other recreational facilities.

Our public presentations will highlight the Commission's recent major achievements and exciting new projects. Afterwards, we invite you to give feedback on the draft Master Plan and direction of the County Parks system.

For more information, please call (734) 971-6337 or email us at parks@ewashtenaw.org

Public Presentations

Thursday, April 3 at 4pm
SPARK East
215 W. Michigan Ave., Ypsilanti

Tuesday, April 15 at 7pm
Dexter District Library
3255 Alpine St., Dexter

Tuesday, April 22 at 7pm
Chelsea District Library
221 S. Main St., Chelsea

Thursday, April 24 at 7pm
Saline District Library
555 N. Maple Rd., Saline



parks.ewashtenaw.org

- I. 10-Feb-14 meeting called to order 7:02 P.M. by Dave Horney
- II. Roll Call
- | | | |
|---------------|-------------|-------------|
| Wes Cowden | Cal Messing | Dave Horney |
| Mark Iwanicki | Tom Wharam | |
- III. Citizen Participation
- None
- IV. Review and Approve Agenda
- Motion to accept the agenda as amended – Dave Horney
 - Second to motion – Tom Wharam
 - Vote – unanimous
- V. Approval of Minutes
- Motion to approve minutes from 13-Jan-13 as amended – Tom Wharam
 - Second to motion - Mark Iwanicki
 - Vote – unanimous
- VI. Public Hearings
- None
- VII. Old Business
- A. Holy Ascension Cemetery - update
- Rodney Nanney gave copies of the ordinance to Mark Davis. Have not heard back from them yet.
- B. Master Plan open house
- Rodney Nanney presented the materials that he had put together of what could be presented at the open house
 - There was discussion of changes to the format and materials
 - The open house will be Thursday 27-Mar-14 from 4:00 PM until 8:00 PM at the John Kosmalski's meeting facility
 - People should plan on being there as much as possible
 - Setup will start about 3:00 PM with cleanup until about 8:30 PM
 - This will be an informal meeting with no planned presentations
- C. Master Plan review
- There was further discussion of the master plan
 - The draft document will be completed after comments are received from the open house
 - The full draft document should be available for the May meeting
- VIII. New Business
- A. PC budget
- The Planning Commission budget decreased due to salary (less people, some people choosing to not be paid) and attorney fees

- Motion to approve budget as presented by the Board of Trustees – Dave Horney
- Second to motion - Mark Iwanicki
- Vote – unanimous

B. PC annual report

- There was a review of the annual report that Dave Horney had prepared; see addendum
- Motion to send to the Board of Trustees the Planning Commission Annual Report – Dave Horney
- Second to motion - Mark Iwanicki
- Vote – unanimous

IX. Communications

A. Report from Zoning Administrator – Carl Macomber

- No report was provided

B. Report on 6-Feb-14 Board of Trustees meeting – Wes Cowden

- Wes Cowden reported on the highlights of the Board of Trustees meeting
- Laurie Fromhart sent out draft minutes to all members. She will continue to do so.
- The minutes are on record

C. Dindoffer parcel/WCPRC

- There was discussion of what happened at the board meeting

X. Informational Items

- Rodney Nanney spoke on the Michigan Supreme court's ruling on medical marijuana
- Can regulate as a land use
- Currently marijuana does not fall under the Right to Farm Act
- The zoning ordinance will have to be updated accordingly

XI. Public Comment

- None

XII. Adjournment

- Next meeting: 10-Mar-14 at 7:00 P.M.
- Motion to adjourn – Mark Iwanicki
- Second to motion – Cal Messing
- Vote – unanimous

Meeting adjourned at 8:52 P.M.

Addendum – PC Annual Report

In addition to its regular business of reviewing and taking action on proposed developments, the Planning Commission also:

- Set an annual schedule.
- Elected PC officers.
- Worked with Pennington, DeGroot & Nanney and completed revising the zoning ordinance.
- Began working on revisions to the Township Master Plan with Pennington, DeGroot, and Nanney.
- Held ongoing training sessions for the new Township Zoning Ordinance.
- Held a public hearing on January 14, 2013 for the revised Township Zoning Ordinance.
- On February 11, 2013 sent a resolution to the Board of Trustees for adoption of the revised Township Zoning Ordinance. The Zoning Ordinance was adopted with an effective date of May 20, 2013.
- On June 10, 2013 a public hearing was held for the SLU application of an outdoor sales lot for the Mann parcel at 8400 Boettner Rd. The public hearing was adjourned until July 8, 2013 due to incomplete application.
- On July 8, 2013 the public hearing for the Mann SLU was resumed and the SLU was denied due to an incomplete application.
- On August 12, 2013 the denial of the Mann SLU was rescinded and was then approved. Reversal of the July application was based on fact the information was provided by the applicant in the time needed, but was not available to the Planning Commission at the time of the July meeting.
- On November 11, 2013 a public hearing was held for the SLU application of a meeting hall for the Kosmalski property at 9045 Austin Rd. The SLU was approved.
- On December 9, 2013 a public hearing was held for the SLU application for a cemetery for the Holy Ascension Romanian Orthodox Monastery at 15143 Sheridan Rd. The application received contingent approval.

The Planning Commission's Work Program for 2014 includes the following:

- Training for Planning Commission members
- Finish the update to the Township Master Plan

Formatted: Section start: New page

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

I. 10-Mar-14 meeting called to order 7:07 P.M. by Dave Horney

II. Roll Call

~~Wes Cowden~~ Cal Messing Dave Horney
Mark Iwanicki Tom Wharam

III. Citizen Participation

- None

IV. Review and Approve Agenda

- Motion to accept the agenda as presented – Tom Wharam
- Second to motion – Mark Iwanicki
- Vote – unanimous

V. Approval of Minutes

- Motion to approve minutes from 10-Feb-13 as amended – Dave Horney
- Second to motion - Cal Messing
- Vote – unanimous

VI. Public Hearings

- None

VII. Old Business

A. Holy Ascension Cemetery - update

- Laurie Fromhart sent out the updated plans for the chapel
- Rodney Nanney explained the size and proportions of the chapel
- The steeple is over 100' tall which violates the zoning ordinance
- All of the contingencies must still be met
- The Planning Commission has approved the use of the land but not the site plan
- Motion to recognize the site plan application is not complete because there is not a completed application form and there is not a detailed site plan meeting the zoning ordinance requirements – Tom Wharam
- Second to motion - Dave Horney
- Vote – unanimous
- Dave Horney will prepare a draft letter stating the above motion and send it to the board for approval
- The height of the building is limited to 35' (not including the steeple) without changing the setbacks
- The height of the building could be as it is shown if the setbacks met the zoning ordinance

B. Master Plan open house

- Rodney Nanney handed out extra post cards to be distributed at the Manchester and Clinton Libraries, the Bridgewater Tavern, etc.
- Rodney Nanney discussed what would be happening at the open house

C. Master Plan review

- Ron Smith wants to know when a public meeting will be set

- The public hearing will be after the open house
- Rodney Nanney said that he should have a rough draft document for the May meeting
- If the planning commission meeting were held the last Monday in April, the results of the open house should be available
- There is a 63 day waiting period between presenting the Master Plan to the public and holding the public hearing
- We should be able to schedule the public hearing for September, which would allow both the planning commission and the board to approve the Master Plan before the end of the year

VIII. New Business

A. None

IX. Communications

B. Report from Zoning Administrator – Carl Macomber

- No report was provided

C. Report on 6-Mar-14 Board of Trustees meeting

- The minutes were sent out to Planning Commission members and are on record
- There was a discussion about if people's name and address should be part of the minutes. It was decided that we should be in sync with the board for policy
- Dave Horney will ask Ron Smith for input

X. Informational Items

- Rodney Nanney talked about medical marijuana
- Cannot regulate the patient but can regulate the caregivers and dispensaries
- Will need to update the zoning ordinance if we want to regulate the dispensaries

XI. Public Comment

- None

XII. Adjournment

- Motion to move the April meeting to the fourth Monday (28-Apr-14)– Dave Horney
- Second to motion – Cal Messing
- Vote – unanimous
- Next meeting: 28-Apr-14 at 7:00 P.M.
- Motion to adjourn – Tom Wharam
- Second to motion – Dave Horney
- Vote – unanimous

Meeting adjourned at 8:31 P.M.

Type	Date	Num	Name	Split	Amount
Check	03/07/2014	autopay	Paychex	5215727 · Clerk supplies & expense	-108.54
Check	03/13/2014	autopay	Detroit Edison Company - 67-069A	5440852 · Street lighting	-291.54
Check	03/17/2014	autopay	Frontier	5265728 · Maintenance & Utilities	-101.90
Check	03/17/2014	autopay	Consumers Energy	5265728 · Maintenance & Utilities	-79.99
Check	03/23/2014	online	Staples	5209810 · Assessor Expense	-161.77
Check	03/23/2014	online	Staples	5209810 · Assessor Expense	-93.45
Check	03/31/2014	autopay	Detroit Edison Company	5265728 · Maintenance & Utilities	-34.06
Check	03/31/2014	autopay	Cardmember Service	2050 · Comerica - Clerk/Treasurer	-27.67
Check	03/31/2014	9016	Heritage Newspapers	Printing & Publishing	-146.75
Check	03/31/2014	9017	Lenawee Sewer Service	Sewer Line Cleaning	-390.00
Check	03/31/2014	9018	Charlie's Sewer & Drain Cleaning, LLC	5265728 · Maintenance & Utilities	0.00
Check	03/31/2014	9019	Reau & Associates, P.C.	5101727 · Township supplies & expenses	-135.00
Check	03/31/2014	9020	Michelle McQueer	5253727 · Treasurer supplies & expenses	-164.21
Check	03/31/2014	9021	Clayton or Mary Rider	Assessing Services	-1,863.89
Check	03/31/2014	9022	Donald N. Pennington	Planning Consultant Services	-4,911.14
Check	03/31/2014	online	Paychex	Payroll	-6,259.59
Check	03/31/2014	9023	Charlie's Sewer & Drain Cleaning, LLC	5265728 · Maintenance & Utilities	-145.00
Check	03/31/2014	9024	Faust Sand & Gravel, Inc.	5265980 · Building improvement & equipmen	-711.86
Check	03/31/2014	9025	Lucas & Baker	Legal Fees	-50.00
					-15,676.36

Type	Date	Num	Name	Split	Amount
Check	03/12/2014	autopay	Frontier	Phone Service	-37.03
Check	03/28/2014	autopay	DTE Energy	Electricity	-1,429.36
Check	03/31/2014	1053	Village of Manchester	Feb. & Mar. Plant Operator Services	-5,200.00
Check	03/31/2014	1054	Daniel Geyer	Equipment Repairs	-177.41
Check	03/31/2014	1055	Bridgewater Township	Due to General Fund	-3,798.86
Check	03/31/2014	1056	Lucas & Baker	Legal Fees	-50.00
Check	03/31/2014	1057	RLS Pump Service, LLC	Grinder Pump Repairs	-2,546.61
Check	03/31/2014	1058	Faust Sand & Gravel, INC.	Grinder Pump Repairs	-2,027.50
Check	03/31/2014	1059	Lucas & Baker	Legal Fees	-250.00
					<u>-15,516.77</u>

Bridgewater Township Profit & Loss Budget vs. Actual April 2013 through March 2014

	Apr '13 - Mar 14	Budget	\$ Over Budget
Income			
4672 · Other Income	1,117	250	867
4405 · Property tax - fire millage	884	0	884
4402 · Property tax - operation	59,496	69,258	-9,762
4404 · Property tax - police services	1,474	0	1,474
4410 · Property Tax Adjustments	117	0	117
4447 · Tax administration fee	25,014	28,000	-2,986
4448 · Tax collection fees	3,543	1,500	2,043
4460 · Township permits	1,985	1,500	485
4465 · Land division fees	175	400	-225
4574 · Revenue sharing	124,445	123,000	1,445
4601 · Fire charge collection	1,785	2,100	-315
4665 · Interest Income	513	600	-87
4675 · Metro Auth.-restricted to roads	2,953	3,000	-47
4690 · Mineral Extraction License Fees	1,000	2,000	-1,000
4700 · Election Reimbursement	53	1,000	-947
Total Income	224,554	232,608	-8,054
Expense			
5101000 · Township Board			
5101703 · Trustee salary	4,800	4,800	0
5101727 · Township supplies & expenses	2,013	600	1,413
5101770 · Conferences & Training	467	750	-283
5102703 · Designated rep	0	500	-500
Total 5101000 · Township Board	7,280	6,650	630
5171000 · Supervisor			
5171703 · Supervisor Salary	15,301	15,301	0
5171727 · Supervisor Expense	141	500	-359
Total 5171000 · Supervisor	15,442	15,801	-359
5173000 · Other General Government			
5173715 · Social Security	5,136	5,400	-264
5173801 · Attorney & Consulting Expenses	800	5,000	-4,200
5173802 · Audit fees	3,600	3,500	100
5173811 · Membership fees & dues	1,934	2,000	-66
5173890 · Newsletter (non-recyc)	0	600	-600
5173895 · Website Administrator	333	500	-167
5173900 · Printing & publishing	740	1,000	-260
5173912 · Insurance & Bonds	5,138	6,600	-1,462
5173955 · Miscellaneous	-182	200	-382
5174800 · Bank Fees	6	650	-644
5174810 · Township Personnel	1,322	1,600	-278
Total 5173000 · Other General Government	18,827	27,050	-8,223

Bridgewater Township Profit & Loss Budget vs. Actual April 2013 through March 2014

	Apr '13 - Mar 14	Budget	\$ Over Budget
5191700 - Elections			
5191727 - Election expense	275	1,000	-725
Total 5191700 - Elections	275	1,000	-725
5209000 - Assessor			
5209705 - Board of Review expenses	1,719	1,719	0
5209805 - Assessor	20,252	18,622	1,630
5209810 - Assessor Expense	4,149	3,818	331
Total 5209000 - Assessor	26,120	24,159	1,961
5215700 - Clerk			
5215703 - Clerk salary	15,896	15,896	0
5215727 - Clerk supplies & expense	3,185	3,200	-15
Total 5215700 - Clerk	19,081	19,096	-15
5253700 - Treasurer			
5253703 - Treasurer salary	17,270	17,270	0
5253704 - Deputy Treasurer Wages	380	1,000	-620
5253727 - Treasurer supplies & expenses	4,081	5,000	-919
Total 5253700 - Treasurer	21,731	23,270	-1,539
5265000 - Building & Grounds			
5265728 - Maintenance & Utilities	7,293	4,500	2,793
5265925 - Cemetery care	84	200	-116
5265980 - Building improvement & equipmen	2,558	5,000	-2,442
Total 5265000 - Building & Grounds	9,935	9,700	235
5301800 - Public Safety			
5301812 - CERT & Neighborhood Watch	0	1,000	-1,000
5339727 - Fire protection billing expense	39,123	60,000	-20,877
Total 5301800 - Public Safety	39,123	61,000	-21,877
5400700 - Planning & zoning			
5400701 - Planning			
5400802 - Master Plan	10,200	9,700	500
5400727 - Planning comm. wage & expense	3,030	5,000	-1,970
5400801 - PC Attorney Fees	0	2,000	-2,000
5400803 - Planning consultant - on-going	9,488	10,000	-512
Total 5400701 - Planning	22,718	26,700	-3,982
5410726 - Zoning			
5410704 - Land Division Processing Fees	1,500	1,200	300
5410727 - Zoning ad.wage & expense	7,426	7,500	-74

Bridgewater Township
Profit & Loss Budget vs. Actual
 April 2013 through March 2014

	<u>Apr '13 - Mar 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
5411727 · Zon Bd of Appeals Expense	0	350	-350
Total 5410726 · Zoning	8,926	9,050	-124
Total 5400700 · Planning & zoning	31,644	35,750	-4,106
5440000 · Public works			
5440847 · Drains at large	4,098	12,000	-7,902
5440852 · Street lighting	3,069	3,000	69
Total 5440000 · Public works	7,167	15,000	-7,833
5500000 · Contingencies	0	1,794	-1,794
Total Expense	196,625	240,270	-43,645
Net Income	27,929	-7,662	35,591

Bridgewater Township
Balance Sheet
As of March 31, 2014

Mar 31, 14

ASSETS

Current Assets

Checking/Savings

1002 - General Checking-Key Bank	33,033.27
1010 - General Savings-Key Bank	157,352.79
1012 - Money market account- Mi Commer	205,499.46
1015 - Petty Cash	50.00

Total Checking/Savings 395,935.52

Other Current Assets

Prepaid Insurance	5,145.00
1050 - Current Year Tx Roll Receivable	
1090 - Due from County - Settlement	-1,654.62
Total 1050 - Current Year Tx Roll Receivable	<u>-1,654.62</u>

1081 - Due from Sewer Operations 3,798.86

Total Other Current Assets 7,289.24

Total Current Assets 403,224.76

Fixed Assets

1650 - Accumulated Depreciation	-73,455.69
1640 - Township Hall Improvements	54,079.30
1630 - Siding & Windows	17,049.00
1620 - Land	70,863.09
1610 - Equipment	28,244.21
1600 - Buildings	98,329.35

Total Fixed Assets 195,109.26

TOTAL ASSETS 598,334.02

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2217 - Escrow Deposits Payable	
2220 - Due to SMR-Elliott parcel	2,500.00
2233 - SMR Escrow-Crego/Peltcs propert	5,000.00
Total 2217 - Escrow Deposits Payable	<u>7,500.00</u>

Total Other Current Liabilities 7,500.00

Total Current Liabilities 7,500.00

Total Liabilities 7,500.00

Bridgewater Township Balance Sheet

As of March 31, 2014

Mar 31, 14

Equity

3940 - Invested in Capital Assets, Net 195,110.00

3930 - Emergency Services 34,256.00

3900 - Fund Balance 333,537.38

Net Income 27,930.64

Total Equity 590,834.02

TOTAL LIABILITIES & EQUITY 598,334.02

**Bridgewater Township Sewer Operation
Profit & Loss Budget vs. Actual
April 2013 through March 2014**

	Bond - Sewer			Adjustment	Revised Budget	Operation - Sewer	
	Apr '13 - Mar 14	Budget	\$ Over Budget			Apr '13 - Mar 14	Budget
Ordinary Income/Expense							
Income							
Comerica Funds Transfer	52,485.76	52,485.76	0.00	0.00		0.00	
Special Assessment Payoff	13,489.32					0.00	
Other Int Income - UBT Debt	0.00					37.25	300.00
Interest Income Master Account							
Interest Income Checking	0.00					0.53	30.00
Total Interest Income Master Account	0.00			0.00		0.53	30.00
Connection Fees							
Permit Fee	0.00					40.00	
Tap Fee	0.00					22,014.95	
Easement Fee	0.00					125.00	
Grinder Pump Reimb + 10%	0.00					4,054.60	
Total Connection Fees	0.00					26,234.55	
Customer Finance Charge	0.00					3,500.01	3,500.00
Operation Maintenance Income	0.00					118,115.00	109,000.00
Special Assessment Revenue	61,531.06	64,000.00	-2,468.94	-2,468.94		0.00	
Total Income	127,506.14	116,485.76	11,020.38			147,887.34	112,830.00
Gross Profit	127,506.14	116,485.76	11,020.38			147,887.34	112,830.00
Expense							
New Equipment	0.00					0.00	5,000.00
Legal & Professional							
Legal Fees	0.00					537.50	2,000.00
Audit	0.00					1,500.00	2,000.00
Engineer	0.00					0.00	2,000.00
Total Legal & Professional	0.00					2,037.50	6,000.00
Miscellaneous Expense	0.00					0.00	25.00
Insurance	0.00					1,153.00	1,200.00
Collection System							
Billing							
Billing Other	0.00					37.80	100.00
Billing Clerk	0.00					624.00	624.00

Bridgewater Township Sewer Operation Profit & Loss Budget vs. Actual

April 2013 through March 2014

	Bond - Sewer			Adjustment	Revised Budget	Operation - Sewer	
	Apr '13 - Mar 14	Budget	\$ Over Budget			Apr '13 - Mar 14	Budget
Office Supplies	0.00					257.46	600.00
Total Billing	0.00					919.26	1,324.00
Forcemains -Flushing & Disposal	0.00					380.00	500.00
Grinder Pump repairs	0.00					14,785.96	5,500.00
Total Collection System	0.00					16,085.22	7,324.00
Treatment Plant							
Building & Grounds Maintenance	0.00					1,780.00	2,000.00
Chemicals	0.00					4,131.65	4,000.00
Diesel Fuel/Propane	0.00					841.00	1,000.00
Electricity	0.00					14,006.89	18,000.00
Equipment Repairs	0.00					26,034.13	25,000.00
Generator Maintenance Contract	0.00					972.46	1,000.00
NPDES Permit	0.00					1,950.00	2,000.00
Phone Service	0.00					366.77	375.00
Plant Operator	0.00					31,200.00	31,200.00
Sludge Handling & Disposal	0.00					2,434.48	3,500.00
Supplies	0.00					44.73	300.00
Total Treatment Plant	0.00					83,762.11	88,375.00
Total Expense	0.00					103,037.83	107,924.00
Net Ordinary Income	127,506.14	116,485.76	11,020.38			44,849.51	4,906.00
Other Income/Expense							
Other Income							
Due from County 2012 Settlement	11,290.73						
Transfer from Sewer O/M Acct	23,000.00						
Special Assessment Receivable	4,069.86						
Debt Retirement Fund Transfer	182,341.25	29,275.00	153,066.25			0.00	
Total Other Income	220,701.84	29,275.00	191,426.84			0.00	
Other Expense							
Washtenaw Cty Debt Svc							
Agent Fees	112.50	275.00	-162.50			0.00	
Principal	220,000.00	65,000.00	155,000.00			0.00	
Interest	25,878.15	27,000.00	-1,121.85			0.00	

**Bridgewater Township Sewer Operation
 Profit & Loss Budget vs. Actual
 April 2013 through March 2014**

	Bond - Sewer			Adjustment	Revised Budget	Operation - Sewer	
	Apr '13 - Mar 14	Budget	\$ Over Budget			Apr '13 - Mar 14	Budget
Accounting Charges	1,000.00	1,000.00	0.00			0.00	
Washtenaw Cty Debt Svc - Other	4,500.00					0.00	
Total Washtenaw Cty Debt Svc	251,490.65	93,275.00	158,215.65			0.00	
Total Other Expense	251,490.65	93,275.00	158,215.65			0.00	
Net Other Income	-30,788.81	-64,000.00	33,211.19			0.00	
Contingencies							
Net Income	96,717.33	52,485.76	44,231.57			44,849.51	4,906.00

**Bridgewater Township Sewer Operation
Profit & Loss Budget vs. Actual
April 2013 through March 2014**

	<u>\$ Over Budget</u>	Adjustment	Revised Budget
Ordinary Income/Expense			
Income			
Comerica Funds Transfer			0.00
Special Assessment Payoff			0.00
Other Int Income - UBT Debt	-262.75	-262.75	37.25
Interest Income Master Account			
Interest Income Checking	-29.47	-29.47	0.53
Total Interest Income Master Account	-29.47	-29.47	0.53
Connection Fees			
Permit Fee	40.00	40.00	40.00
Tap Fee	22,014.95	22,014.95	22,014.95
Easement Fee	125.00	125.00	125.00
Grinder Pump Reimb + 10%	4,054.60	4,054.60	4,054.60
Total Connection Fees	26,234.55	26,234.55	26,234.55
Customer Finance Charge	0.01	0.01	3,500.01
Operation Maintenance Income	9,115.00	9,115.00	118,115.00
Special Assessment Revenue			0.00
Total Income	35,057.34	35,057.34	147,887.34
Gross Profit	35,057.34	35,057.34	147,887.34
Expense			
New Equipment	-5,000.00	-5,000.00	0.00
Legal & Professional			
Legal Fees	-1,462.50	-1,462.50	537.50
Audit	-500.00	-500.00	1,500.00
Engineer	-2,000.00	-2,000.00	0.00
Total Legal & Professional	-3,962.50	-3,962.50	2,037.50
Miscellaneous Expense	-25.00	-25.00	0.00
Insurance	-47.00	-47.00	1,153.00
Collection System			
Billing			
Billing Other	-62.20	-62.20	37.80
Billing Clerk	0.00	0.00	624.00

**Bridgewater Township Sewer Operation
Profit & Loss Budget vs. Actual
April 2013 through March 2014**

	<u>\$ Over Budget</u>	<u>Adjustment</u>	<u>Revised Budget</u>
Office Supplies	-342.54	-342.54	257.46
Total Billing	-404.74	-404.74	919.26
Forcemains -Flushing & Disposal	-120.00	-120.00	380.00
Grinder Pump repairs	9,285.96	9,285.96	14,785.96
Total Collection System	8,761.22	8,761.22	16,085.22
Treatment Plant			
Building & Grounds Maintenance	-220.00	-220.00	1,780.00
Chemicals	131.65	131.65	4,131.65
Diesel Fuel/Propane	-159.00	-159.00	841.00
Electricity	-3,993.11	-3,993.11	14,006.89
Equipment Repairs	1,034.13	1,034.13	26,034.13
Generator Maintenance Contract	-27.54	-27.54	972.46
NPDES Permit	-50.00	-50.00	1,950.00
Phone Service	-8.23	-8.23	366.77
Plant Operator	0.00	0.00	31,200.00
Sludge Handling & Disposal	-1,065.52	-1,065.52	2,434.48
Supplies	-255.27	-255.27	44.73
Total Treatment Plant	-4,612.89	-4,612.89	83,762.11
Total Expense	-4,886.17	-4,886.17	103,037.83
Net Ordinary Income	39,943.51	39,943.51	44,849.51
Other Income/Expense			
Other Income			
Due from County 2012 Settlement			
Transfer from Sewer O/M Acct			
Special Assessment Receivable			
Debt Retirement Fund Transfer			
Total Other Income			
Other Expense			
Washtenaw Cty Debt Svc			
Agent Fees			
Principal			
Interest			

Bridgewater Township Sewer Operation
Profit & Loss Budget vs. Actual
April 2013 through March 2014

	<u>\$ Over Budget</u>	Adjustment	Revised Budget
Accounting Charges			
Washtenaw Cty Debt Svc - Other			
Total Washtenaw Cty Debt Svc			
Total Other Expense			<u> </u>
Net Other Income			
Contingencies			-44,849.51
Net Income	<u>39,943.51</u>	<u>39,943.51</u>	<u>0.00</u>

Bridgewater Township Sewer Operation
Balance Sheet

As of March 31, 2014

Mar 31, 14

ASSETS

Current Assets

Checking/Savings

Key Sewer Retirement Checking 96,717.33

Key-Sewer O/M 7,345.59

Total Checking/Savings 104,062.92

Accounts Receivable

Accounts receivable 38,473.33

Total Accounts Receivable 38,473.33

Other Current Assets

Prepaid Insurance 1,168.00

Current Year Tx Roll Receivable

Due from County Del Tax/SA Roll 2,532.12

Total Current Year Tx Roll Receivable 2,532.12

Due From Tax 3,252.59

Undeposited Funds 480.00

Total Other Current Assets 7,432.71

Total Current Assets 149,968.96

Fixed Assets

Land 55,355.06

Equipment 22,950.25

Accessory Building 53,320.02

Sewer System Plant 1,966,444.05

Accumulated Depr - Equipment -3,582.34

Accumulated Depr - Access Bldg -5,095.00

Accumulated Depr - Sewer System -385,095.28

Total Fixed Assets 1,704,296.76

Other Assets

Special Assessment Receivable 345,200.14

Total Other Assets 345,200.14

TOTAL ASSETS 2,199,465.86

LIABILITIES & EQUITY

Liabilities

Long Term Liabilities

2004 Bonds Wastewater Expansion 430,000.00

Total Long Term Liabilities 430,000.00

Bridgewater Township

Profit & Loss Budget vs. Actual

April 2013 through March 2014

03312014 END OF YEAR General Fund Budget Amendment

	Apr '13 - Mar 14	Budget	\$ Over Budget
Income			
4672 · Other Income	1,117	250	867
4405 · Property tax - fire millage	884	0	884
4402 · Property tax - operation	59,496	69,258	-9,762
4404 · Property tax - police services	1,474	0	1,474
4410 · Property Tax Adjustments	117	0	117
4447 · Tax administration fee	25,014	28,000	-2,986
4448 · Tax collection fees	3,543	1,500	2,043
4460 · Township permits	1,985	1,500	485
4465 · Land division fees	175	400	-225
4574 · Revenue sharing	124,445	123,000	1,445
4601 · Fire charge collection	1,785	2,100	-315
4665 · Interest Income	513	600	-87
4675 · Metro Auth.-restricted to roads	2,953	3,000	-47
4690 · Mineral Extraction License Fees	1,000	2,000	-1,000
4700 · Election Reimbursement	53	1,000	-947
Total Income	224,554	232,608	-8,054
Expense			
5101000 · Township Board			
5101703 · Trustee salary	4,800	4,800	0
5101727 · Township supplies & expenses	2,013	600	1,413
5101770 · Conferences & Training	467	750	-283
5102703 · Designated rep	0	500	-500
Total 5101000 · Township Board	7,280	6,650	630
5171000 · Supervisor			
5171703 · Supervisor Salary	15,301	15,301	0
5171727 · Supervisor Expense	141	500	-359
Total 5171000 · Supervisor	15,442	15,801	-359
5173000 · Other General Government			
5173715 · Social Security	5,136	5,400	-264
5173801 · Attorney & Consulting Expenses	800	5,000	-4,200
5173802 · Audit fees	3,600	3,500	100
5173811 · Membership fees & dues	1,934	2,000	-66
5173890 · Newsletter (non-recyc)	0	600	-600
5173895 · Website Administrator	333	500	-167
5173900 · Printing & publishing	740	1,000	-260
5173912 · Insurance & Bonds	5,138	6,600	-1,462
5173955 · Miscellaneous	-182	200	-382
5174800 · Bank Fees	6	650	-644
5174810 · Township Personnel	1,322	1,600	-278
Total 5173000 · Other General Government	18,827	27,050	-8,223
5191700 · Elections			
5191727 · Election expense	275	1,000	-725
Total 5191700 · Elections	275	1,000	-725
5209000 · Assessor			

Bridgewater Township Profit & Loss Budget vs. Actual

April 2013 through March 2014

03312014 END OF YEAR General Fund Budget Amendment

	Apr '13 - Mar 14	Budget	\$ Over Budget
5209705 · Board of Review expenses	1,719	1,719	0
5209805 · Assessor	20,252	18,622	1,630
5209810 · Assessor Expense	4,149	3,818	331
Total 5209000 · Assessor	26,120	24,159	1,961
5215700 · Clerk			
5215703 · Clerk salary	15,896	15,896	0
5215727 · Clerk supplies & expense	3,185	3,200	-15
Total 5215700 · Clerk	19,081	19,096	-15
5253700 · Treasurer			
5253703 · Treasurer salary	17,270	17,270	0
5253704 · Deputy Treasurer Wages	380	1,000	-620
5253727 · Treasurer supplies & expenses	4,081	5,000	-919
Total 5253700 · Treasurer	21,731	23,270	-1,539
5265000 · Building & Grounds			
5265728 · Maintenance & Utilities	7,293	4,500	2,793
5265925 · Cemetery care	84	200	-116
5265980 · Building improvement & equipmen	2,558	5,000	-2,442
Total 5265000 · Building & Grounds	9,935	9,700	235
5301800 · Public Safety			
5301812 · CERT & Neighborhood Watch	0	1,000	-1,000
5339727 · Fire protection billing expense	39,123	60,000	-20,877
Total 5301800 · Public Safety	39,123	61,000	-21,877
5400700 · Planning & zoning			
5400701 · Planning			
5400802 · Master Plan	10,200	9,700	500
5400727 · Planning comm. wage & expense	3,030	5,000	-1,970
5400801 · PC Attorney Fees	0	2,000	-2,000
5400803 · Planning consultant - on-going	9,488	10,000	-512
Total 5400701 · Planning	22,718	26,700	-3,982
5410726 · Zoning			
5410704 · Land Division Processing Fees	1,500	1,200	300
5410727 · Zoning ad.wage & expense	7,426	7,500	-74
5411727 · Zon Bd of Appeals Expense	0	350	-350
Total 5410726 · Zoning	8,926	9,050	-124
Total 5400700 · Planning & zoning	31,644	35,750	-4,106
5440000 · Public works			
5440847 · Drains at large	4,098	12,000	-7,902
5440852 · Street lighting	3,069	3,000	69
Total 5440000 · Public works	7,167	15,000	-7,833
5500000 · Contingencies	0	1,794	-1,794
Total Expense	196,625	240,270	-43,645
Net Income	27,929	-7,662	35,591

Bridgewater Township Profit & Loss Budget vs. Actual April 2013 through March 2014

03312014 EN1

	Adjustment	Revised Budget
Income		
4672 · Other Income	867	1,117
4405 · Property tax - fire millage	884	884
4402 · Property tax - operation	-9,762	59,496
4404 · Property tax - police services	1,474	1,474
4410 · Property Tax Adjustments	117	117
4447 · Tax administration fee	-2,986	25,014
4448 · Tax collection fees	2,043	3,543
4460 · Township permits	485	1,985
4465 · Land division fees	-225	175
4574 · Revenue sharing	1,445	124,445
4601 · Fire charge collection	-315	1,785
4665 · Interest Income	-87	513
4675 · Metro Auth.-restricted to roads	-47	2,953
4690 · Mineral Extraction License Fees	-1,000	1,000
4700 · Election Reimbursement	-947	53
Total Income	-8,054	224,554
Expense		
5101000 · Township Board		
5101703 · Trustee salary	0	4,800
5101727 · Township supplies & expenses	1,413	2,013
5101770 · Conferences & Training	-283	467
5102703 · Designated rep	-500	0
Total 5101000 · Township Board	630	7,280
5171000 · Supervisor		
5171703 · Supervisor Salary	0	15,301
5171727 · Supervisor Expense	-359	141
Total 5171000 · Supervisor	-359	15,442
5173000 · Other General Government		
5173715 · Social Security	-264	5,136
5173801 · Attorney & Consulting Expenses	-4,200	800
5173802 · Audit fees	100	3,600
5173811 · Membership fees & dues	-66	1,934
5173890 · Newsletter (non-recyc)	-600	0
5173895 · Website Administrator	-167	333
5173900 · Printing & publishing	-260	740
5173912 · Insurance & Bonds	-1,462	5,138
5173955 · Miscellaneous	-382	-182
5174800 · Bank Fees	-644	6
5174810 · Township Personnel	-278	1,322
Total 5173000 · Other General Government	-8,223	18,827
5191700 · Elections		
5191727 · Election expense	-725	275
Total 5191700 · Elections	-725	275
5209000 · Assessor		

Bridgewater Township Profit & Loss Budget vs. Actual April 2013 through March 2014

03312014 EN1

	Adjustment	Revised Budget
5209705 · Board of Review expenses	0	1,719
5209805 · Assessor	1,630	20,252
5209810 · Assessor Expense	331	4,149
Total 5209000 · Assessor	1,961	26,120
5215700 · Clerk		
5215703 · Clerk salary	0	15,896
5215727 · Clerk supplies & expense	-15	3,185
Total 5215700 · Clerk	-15	19,081
5253700 · Treasurer		
5253703 · Treasurer salary	0	17,270
5253704 · Deputy Treasurer Wages	-620	380
5253727 · Treasurer supplies & expenses	-919	4,081
Total 5253700 · Treasurer	-1,539	21,731
5265000 · Building & Grounds		
5265728 · Maintenance & Utilities	2,793	7,293
5265925 · Cemetery care	-116	84
5265980 · Building improvement & equipmen	-2,442	2,558
Total 5265000 · Building & Grounds	235	9,935
5301800 · Public Safety		
5301812 · CERT & Neighborhood Watch	-1,000	0
5339727 · Fire protection billing expense	-20,877	39,123
Total 5301800 · Public Safety	-21,877	39,123
5400700 · Planning & zoning		
5400701 · Planning		
5400802 · Master Plan	500	10,200
5400727 · Planning comm. wage & expense	-1,970	3,030
5400801 · PC Attorney Fees	-2,000	0
5400803 · Planning consultant - on-going	-512	9,488
Total 5400701 · Planning	-3,982	22,718
5410726 · Zoning		
5410704 · Land Division Processing Fees	300	1,500
5410727 · Zoning ad.wage & expense	-74	7,426
5411727 · Zon Bd of Appeals Expense	-350	0
Total 5410726 · Zoning	-124	8,926
Total 5400700 · Planning & zoning	-4,106	31,644
5440000 · Public works		
5440847 · Drains at large	-7,902	4,098
5440852 · Street lighting	69	3,069
Total 5440000 · Public works	-7,833	7,167
5500000 · Contingencies	-1,794	27,929
Total Expense	-43,645	224,554
Net Income	35,591	0

Bridgewater Township Sewer Operation

Balance Sheet

As of March 31, 2014

Mar 31, 14

Total Liabilities 430,000.00

Equity

Restricted for Debt Service 531,573.90

Invested in capital assets, net 1,043,239.00

Unrestricted Funds (QB RE acct) 106,273.72

Net Income 88,379.24

Total Equity 1,769,465.86

TOTAL LIABILITIES & EQUITY 2,199,465.86

Bridgewater Township Sewer Operation Profit & Loss Budget vs. Actual

April 2013 through March 2014

	Bond - Sewer			Adjustment	Revised Budget	Operation - Sewer	
	Apr '13 - Mar 14	Budget	\$ Over Budget			Apr '13 - Mar 14	Budget
Ordinary Income/Expense							
Income							
Comerica Funds Transfer	52,485.76	52,485.76	0.00	0.00		0.00	
Special Assessment Payoff	13,489.32					0.00	
Other Int Income - UBT Debt	0.00					37.25	300.00
Interest Income Master Account							
Interest Income Checking	0.00					0.53	30.00
Total Interest Income Master Account	0.00			0.00		0.53	30.00
Connection Fees							
Permit Fee	0.00					40.00	
Tap Fee	0.00					22,014.95	
Easement Fee	0.00					125.00	
Grinder Pump Reimb + 10%	0.00					4,054.60	
Total Connection Fees	0.00					26,234.55	
Customer Finance Charge	0.00					3,500.01	3,500.00
Operation Maintenance Income	0.00					118,115.00	109,000.00
Special Assessment Revenue	61,531.06	64,000.00	-2,468.94	-2,468.94		0.00	
Total Income	127,506.14	116,485.76	11,020.38			147,887.34	112,830.00
Gross Profit	127,506.14	116,485.76	11,020.38			147,887.34	112,830.00
Expense							
New Equipment	0.00					0.00	5,000.00
Legal & Professional							
Legal Fees	0.00					537.50	2,000.00
Audit	0.00					1,500.00	2,000.00
Engineer	0.00					0.00	2,000.00
Total Legal & Professional	0.00					2,037.50	6,000.00
Miscellaneous Expense	0.00					0.00	25.00
Insurance	0.00					1,153.00	1,200.00
Collection System							
Billing							
Billing Other	0.00					37.80	100.00
Billing Clerk	0.00					624.00	624.00

Bridgewater Township Sewer Operation Profit & Loss Budget vs. Actual

April 2013 through March 2014

	Bond - Sewer			Adjustment	Revised Budget	Operation - Sewer	
	Apr '13 - Mar 14	Budget	\$ Over Budget			Apr '13 - Mar 14	Budget
Office Supplies	0.00					257.46	600.00
Total Billing	0.00					919.26	1,324.00
Forcemains -Flushing & Disposal	0.00					380.00	500.00
Grinder Pump repairs	0.00					14,785.96	5,500.00
Total Collection System	0.00					16,085.22	7,324.00
Treatment Plant							
Building & Grounds Maintenance	0.00					1,780.00	2,000.00
Chemicals	0.00					4,131.65	4,000.00
Diesel Fuel/Propane	0.00					841.00	1,000.00
Electricity	0.00					14,006.89	18,000.00
Equipment Repairs	0.00					26,034.13	25,000.00
Generator Maintenance Contract	0.00					972.46	1,000.00
NPDES Permit	0.00					1,950.00	2,000.00
Phone Service	0.00					366.77	375.00
Plant Operator	0.00					31,200.00	31,200.00
Sludge Handling & Disposal	0.00					2,434.48	3,500.00
Supplies	0.00					44.73	300.00
Total Treatment Plant	0.00					83,762.11	88,375.00
Total Expense	0.00					103,037.83	107,924.00
Net Ordinary Income	127,506.14	116,485.76	11,020.38			44,849.51	4,906.00
Other Income/Expense							
Other Income							
Due from County 2012 Settlement	11,290.73						
Transfer from Sewer O/M Acct	23,000.00						
Special Assessment Receivable	4,069.86						
Debt Retirement Fund Transfer	182,341.25	29,275.00	153,066.25			0.00	
Total Other Income	220,701.84	29,275.00	191,426.84			0.00	
Other Expense							
Washtenaw Cty Debt Svc							
Agent Fees	112.50	275.00	-162.50			0.00	
Principal	220,000.00	65,000.00	155,000.00			0.00	
Interest	25,878.15	27,000.00	-1,121.85			0.00	

Bridgewater Township Sewer Operation Profit & Loss Budget vs. Actual April 2013 through March 2014

	Bond - Sewer			Adjustment	Revised Budget	Operation - Sewer	
	Apr '13 - Mar 14	Budget	\$ Over Budget			Apr '13 - Mar 14	Budget
Accounting Charges	1,000.00	1,000.00	0.00			0.00	
Washtenaw Cty Debt Svc - Other	4,500.00					0.00	
Total Washtenaw Cty Debt Svc	251,490.65	93,275.00	158,215.65			0.00	
Total Other Expense	251,490.65	93,275.00	158,215.65			0.00	
Net Other Income	-30,788.81	-64,000.00	33,211.19			0.00	
Contingencies							
Net Income	96,717.33	52,485.76	44,231.57			44,849.51	4,906.00

Bridgewater Township Sewer Operation Profit & Loss Budget vs. Actual April 2013 through March 2014

	<u>\$ Over Budget</u>	Adjustment	Revised Budget
Ordinary Income/Expense			
Income			
Comerica Funds Transfer			0.00
Special Assessment Payoff			0.00
Other Int Income - UBT Debt	-262.75	-262.75	37.25
Interest Income Master Account			
Interest Income Checking	-29.47	-29.47	0.53
Total Interest Income Master Account	<u>-29.47</u>	<u>-29.47</u>	<u>0.53</u>
Connection Fees			
Permit Fee	40.00	40.00	40.00
Tap Fee	22,014.95	22,014.95	22,014.95
Easement Fee	125.00	125.00	125.00
Grinder Pump Reimb + 10%	4,054.60	4,054.60	4,054.60
Total Connection Fees	<u>26,234.55</u>	<u>26,234.55</u>	<u>26,234.55</u>
Customer Finance Charge	0.01	0.01	3,500.01
Operation Maintenance Income	9,115.00	9,115.00	118,115.00
Special Assessment Revenue			0.00
Total Income	<u>35,057.34</u>	<u>35,057.34</u>	<u>147,887.34</u>
Gross Profit	35,057.34	35,057.34	147,887.34
Expense			
New Equipment	-5,000.00	-5,000.00	0.00
Legal & Professional			
Legal Fees	-1,462.50	-1,462.50	537.50
Audit	-500.00	-500.00	1,500.00
Engineer	-2,000.00	-2,000.00	0.00
Total Legal & Professional	<u>-3,962.50</u>	<u>-3,962.50</u>	<u>2,037.50</u>
Miscellaneous Expense	-25.00	-25.00	0.00
Insurance	-47.00	-47.00	1,153.00
Collection System			
Billing			
Billing Other	-62.20	-62.20	37.80
Billing Clerk	0.00	0.00	624.00

**Bridgewater Township Sewer Operation
Profit & Loss Budget vs. Actual
April 2013 through March 2014**

	<u>\$ Over Budget</u>	<u>Adjustment</u>	Revised Budget
Office Supplies	-342.54	-342.54	257.46
Total Billing	-404.74	-404.74	919.26
Forcemains -Flushing & Disposal	-120.00	-120.00	380.00
Grinder Pump repairs	9,285.96	9,285.96	14,785.96
Total Collection System	8,761.22	8,761.22	16,085.22
Treatment Plant			
Building & Grounds Maintenance	-220.00	-220.00	1,780.00
Chemicals	131.65	131.65	4,131.65
Diesel Fuel/Propane	-159.00	-159.00	841.00
Electricity	-3,993.11	-3,993.11	14,006.89
Equipment Repairs	1,034.13	1,034.13	26,034.13
Generator Maintenance Contract	-27.54	-27.54	972.46
NPDES Permit	-50.00	-50.00	1,950.00
Phone Service	-8.23	-8.23	366.77
Plant Operator	0.00	0.00	31,200.00
Sludge Handling & Disposal	-1,065.52	-1,065.52	2,434.48
Supplies	-255.27	-255.27	44.73
Total Treatment Plant	-4,612.89	-4,612.89	83,762.11
Total Expense	-4,886.17	-4,886.17	103,037.83
Net Ordinary Income	39,943.51	39,943.51	44,849.51
Other Income/Expense			
Other Income			
Due from County 2012 Settlement			
Transfer from Sewer O/M Acct			
Special Assessment Receivable			
Debt Retirement Fund Transfer			
Total Other Income			
Other Expense			
Washtenaw Cty Debt Svc			
Agent Fees			
Principal			
Interest			

**Bridgewater Township Sewer Operation
 Profit & Loss Budget vs. Actual
 April 2013 through March 2014**

	<u>\$ Over Budget</u>	Adjustment	Revised Budget
Accounting Charges			
Washtenaw Cty Debt Svc - Other			
Total Washtenaw Cty Debt Svc			
Total Other Expense			<u> </u>
Net Other Income			
Contingencies			-44,849.51
Net Income	<u>39,943.51</u>	<u>39,943.51</u>	<u>0.00</u>