AGENDA
WYOMING CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS
MONDAY, JANUARY 18, 2016, 7:00 P.M.

1) **Call to Order**
2) **Invocation -** Pastor Scott Gurley, Resurrection Life Church
3) **Pledge of Allegiance**
4) **Roll Call**
5) **Student Recognition**
6) **Approval of Minutes**
   From the Regular Meeting of January 4, 2016 and the Work Session of January 11, 2016
7) **Approval of Agenda**
8) **Public Hearings**
   7:01 p.m. To Receive Comment on the Proposed County of Kent and Cities of Grand Rapids and Wyoming 2016-2020 Consolidated Housing and Community Development Plan
   7:02 p.m. To Consider Approval of an Amendment to Industrial Facilities Exemption Certificate #2013-468 for Wolverine Glass Products, Inc.
9) **Public Comment on Agenda Items** (3 minute limit per person)
10) **Presentations and Proclamations**
    a) Presentations
       1. State of the City Address by Mayor Poll
    b) Proclamations
11) **Petitions and Communications**
    a) Petitions
    b) Communications
12) **Reports from City Officers**
    a) From City Council
    b) From City Manager
       16-01 Acceptance of a Temporary Permit for 765 – 28th Street SW (Tuinstra)
       16-02 Acceptance of a Covenant Deed for 5555 Clyde Park Avenue SW (Menards)
13) **Budget Amendments**
14) **Consent Agenda**
    (All items under this section are considered to be routine and will be enacted by one motion with no discussion. If discussion is desired by a Councilmember, that member may request removal from the Consent Agenda.)
    a) To Reappoint Members to the Board of Review for the City of Wyoming
15) **Resolutions**
    b) To Approve an Amendment to an Industrial Facilities Exemption Certificate Issued to Wolverine Glass Products, Inc.
    c) To Authorize the Write-off of Delinquent 2009 City Property Taxes
    d) To Accept the Edward Byrne Memorial Justice Assistance Grant (Budget Amendment No. 30)
    e) To Adopt the Amended and Restated Retirement System Plan Documents
    f) To Adopt and Approve By-laws for the Wyoming Retirement System Board of Trustees

g) To Adopt the Proposed 2016-2020 Kent County, Cities of Grand Rapids and Wyoming Regional Consolidated Plan

16) Award of Bids, Contracts, Purchases, and Renewal of Bids and Contracts

h) To Authorize the Purchase of Eagle Traffic Signals and Opticom System Equipment

i) To Authorize Final Payment to Kamminga and Roodvoets, Inc. for the Completion of the 2015 Watermain Rehabilitation Project (Budget Amendment No. 32)

j) To Concur with the Emergency Water Main Repairs and to Authorize Payment to Dykema Excavators, Inc. and Superior Asphalt, Inc. (Budget Amendment No. 31)

k) To Award a Proposal for Meter Reading Services

l) To Accept a Proposal from Michigan Meter Technology Group, Inc. for the Purchase of Water Meters and Metering Equipment

m) To Authorize the Purchase and Installation of Exercise Equipment at Pinery Park

17) Ordinances

13-15 To Amend Certain Sections of Chapter 58 and 59 of the Code of the City of Wyoming (Retirement System) (Final Reading)

18) Informational Material

19) Acknowledgment of Visitors

20) Closed Session (as necessary)

21) Adjournment

City of Wyoming Michigan

City Manager's Office
Telephone 616/530-7272
1155 - 28th Street, S.W., Box 905 Wyoming, Michigan 49509-0905
Web: www.wyomingmi.gov

MAYOR
Jack A. Poll

AT-LARGE COUNCILMEMBER
Sam Bolt

AT-LARGE COUNCILMEMBER
Dan Burrill

AT-LARGE COUNCILMEMBER
Kent Vanderwood

1ST WARD COUNCILMEMBER
William A. VerHulst

2ND WARD COUNCILMEMBER
Richard K. Pastoor

3RD WARD COUNCILMEMBER
Joanne M. Voorhees

CITY MANAGER
Curtis L. Holt

January 18, 2016

Wyoming City Council
Wyoming, Michigan

City Manager's Report No. 16-01

Subject: Acceptance of a Temporary Permit for 765 - 28th Street, SW (Tuinstra)

Councilmembers:

Tuinstra Investment Co., LLC, owner of Flowerland Nursery located at 765 - 28th Street, SW, has submitted the following described Temporary Grading Permit. The temporary permit conveys temporary access rights to the City of Wyoming for the reconstruction of an existing drive approach. The temporary permit area is shown on the attached survey. The temporary permit is required as a part of the 2016 Federal Resurfacing Project to resurface Clyde Park Avenue from Burton Street to 28th Street and 54th Street to 60th Street.

Grantor:	Tuinstra Investment Co., LLC
Parent Parcel:	41-17-12-351-032
Right-of-way Size	3,000 sf – Temporary Permit
Consideration:	$1,125.00

It is recommended that the City Council accept the attached Temporary Permit which has been approved as to form by the City Attorney.

Respectfully submitted,

Curtis L. Holt
City Manager

Attachments: Temporary Permit

CITY OF WYOMING
TEMPORARY PERMIT
Parcel No. 41-17-12-351-032

The Grantor, **Tuinstra Investment Co., L.L.C., a Michigan limited liability company**, whose address is 765 28th Street, SW, Wyoming, Michigan 49509

DOES HEREBY GRANT AND CONVEY TO:

CITY OF WYOMING, a Michigan Municipal corporation, whose address is 1155 28th Street, SW, Wyoming, Michigan 49509, a Temporary Permit to change existing land contours, to remove trees and vegetation, and to construct and/or reconstruct side-slopes, service walks, sidewalks, driveways, parking lots, curb and gutter, retaining walls, drainage structures, and other facilities as required for the Resurfacing of Clyde Park Avenue from 60th Street to 54th Street and 28th Street to Burton Street (the "Project"). All areas disturbed by the work in the Temporary Permit area will be properly restored. The Temporary Permit area is located on property in the City of Wyoming, County of Kent, State of Michigan, as follows:

> **See Exhibit A attached hereto for the Temporary Permit Area, Temporary Permit Legal Description, and Property Legal Description (Parcel No. 41-17-12-351-032)**

The Temporary Permit as referenced herein is granted and conveyed for the full consideration of One Thousand One Hundred Twenty Five Dollars and No Cents ($1,125.00).

The Temporary Permit, including all rights granted or inferred, shall terminate upon completion of the Project, including restoration of the Temporary Permit area.

IN WITNESS, WHEREOF, the undersigned has hereunto set their hand this day and year first above written.

DATED: _____

Approved as a form:

_____
Attorney for the City of Wyoming

GRANTOR:
Tuinstra Investment Co., L.L.C.,
a Michigan limited liability company

_____
By: Kenneth Vander Molen
Its: Member

_____
By: Robert J Tuinstra P.O.A.
Its: ROBERT J TUINSTRA POA-
LOIS TUINSTRA
Member

Prepared by and after recording return to:
Deborah S. Poeder
Land Matters, LLC
O-11230 Tallmadge Woods Drive
Grand Rapids, Michigan 49534

Legal Descriptions prepared by:
Michael Manning, P.S.
Meyers, Bueche & Nies, Inc.
1638 Leonard Street, NW
Grand Rapids, Michigan 49504

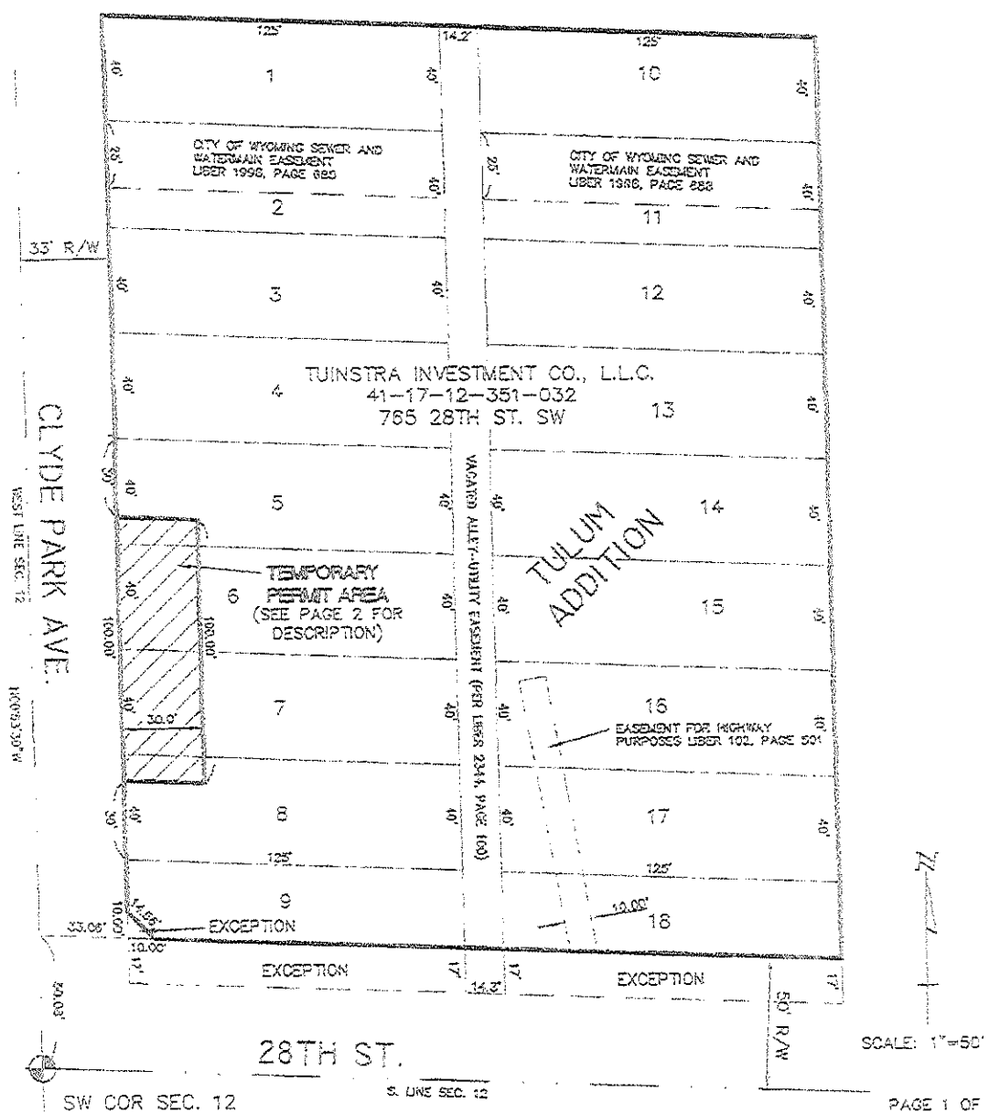
EXHIBIT A

DATE: 12-02-15
PROJECT NO: 15080TUI

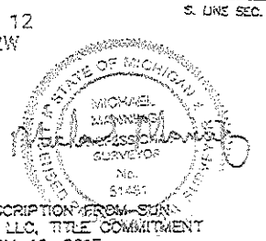
PROPERTY LEGAL DESCRIPTION (41-17-12-351-032): LOTS 1 THROUGH 18, EXCEPT THE SOUTH 17 FEET OF LOTS 9 AND 18, TULUM ADDITION, ACCORDING TO THE RECORDED PLAT THEREOF AS RECORDED IN LIBER 15 OF PLATS, PAGE 18.

ALSO THE VACATED NORTH-SOUTH ALLEY

EXCEPT THAT PART OF LOT 9 COMMENCING AT THE SOUTHWEST CORNER OF SECTION 12, TOWN 6 NORTH, RANGE 12 WEST; THENCE N00°53'30"W 50.08 FEET ALONG THE WEST LINE OF SAID SECTION 12; THENCE S87°29'28"E PARALLEL WITH THE SOUTH LINE OF SAID SECTION 12, 33.06 FEET TO THE WEST LINE OF SAID LOT 9 AND THE POINT OF BEGINNING; THENCE N00°53'30"W 10.00 FEET ON THE WEST LINE OF SAID LOT 9 AND THE EAST RIGHT-OF-WAY LINE OF CLYDE PARK AVENUE; THENCE S44°11'37"E 14.56 FEET TO THE NORTH RIGHT-OF-WAY LINE OF 28TH STREET (100 FEET WIDE); SAID NORTH RIGHT-OF-WAY LINE LIES 17 FEET NORTH OF AND PARALLEL WITH THE SOUTH LINE OF SAID LOT 9; THENCE N87°29'28"W 10.00 FEET ALONG SAID NORTH RIGHT-OF-WAY LINE OF 28TH STREET TO THE PLACE OF BEGINNING



PAGE 1 OF 2



NOTE: PROPERTY LEGAL DESCRIPTION FROM SUN TITLE AGENCY OF MICHIGAN, LLC, TITLE COMMITMENT NUMBER PC97811, DATED NOV. 12, 2015.

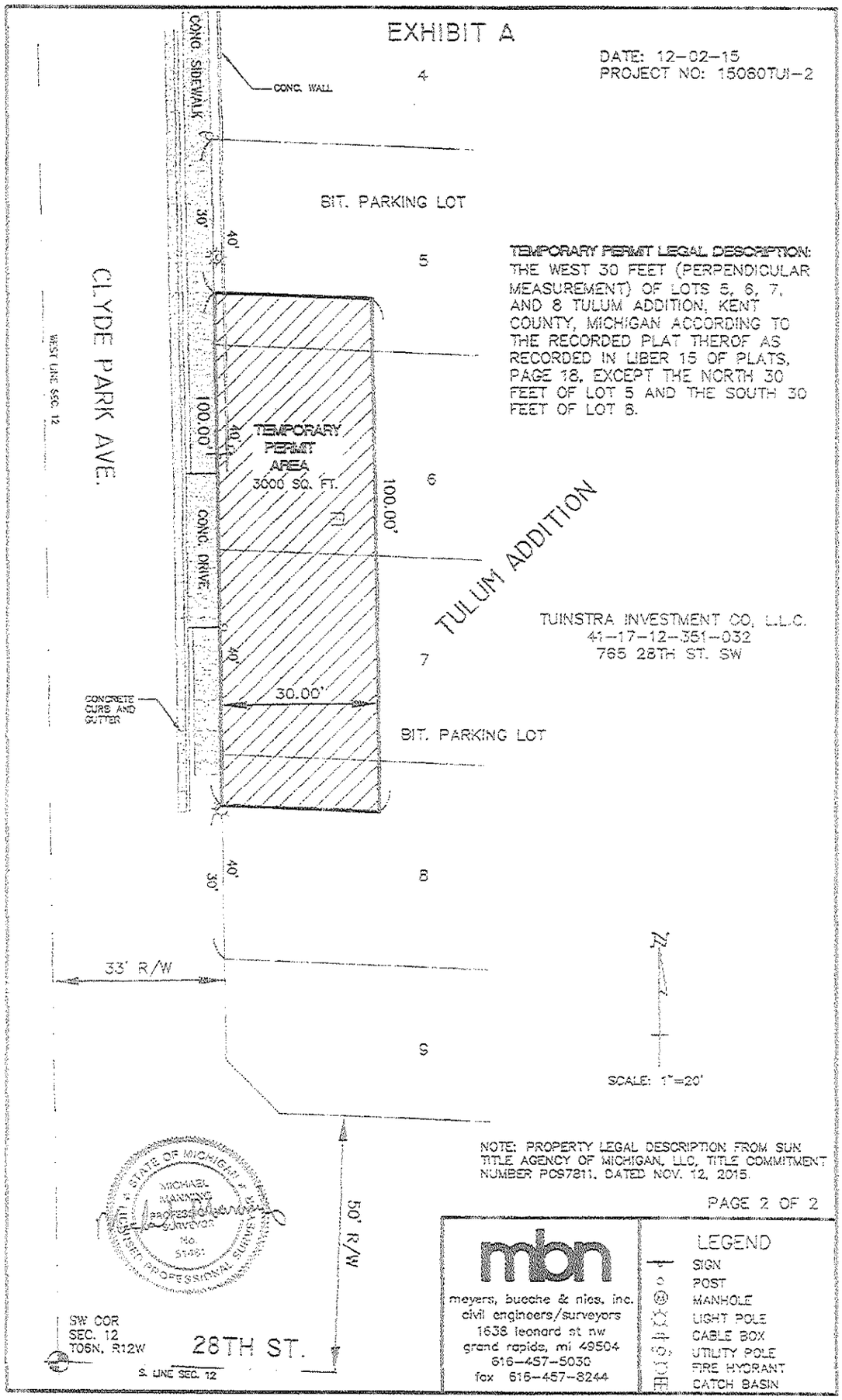
mbn
meyers, bueche & nies, inc.
civil engineers/surveyors
1635 leonard st nw
grand rapids, mi 49504
616-457-5030
fax 616-457-8244

LEGEND

- IRON STAKE (SET)
- IRON STAKE (FOUND)
- MANHOLE
- WOOD STAKE (SET)
- CABLE BOX
- UTILITY POLE
- FIRE HYDRANT
- WATER VALVE

EXHIBIT A

DATE: 12-02-15
PROJECT NO: 15060TUI-2



TEMPORARY PERMIT LEGAL DESCRIPTION: THE WEST 30 FEET (PERPENDICULAR MEASUREMENT) OF LOTS 5, 6, 7, AND 8 TULUM ADDITION, KENT COUNTY, MICHIGAN ACCORDING TO THE RECORDED PLAT THEROF AS RECORDED IN LIBER 15 OF PLATS, PAGE 18, EXCEPT THE NORTH 30 FEET OF LOT 5 AND THE SOUTH 30 FEET OF LOT 8.

NOTE: PROPERTY LEGAL DESCRIPTION FROM SUN TITLE AGENCY OF MICHIGAN, LLC, TITLE COMMITMENT NUMBER PCS7811, DATED NOV. 12, 2015.

mbn
meyers, bueche & nies, inc.
civil engineers/surveyors
1638 leonard st nw
grand rapids, mi 49504
616-457-5030
fax 616-457-8244

LEGEND

- SIGN
- POST
- MANHOLE
- LIGHT POLE
- CABLE BOX
- UTILITY POLE
- FIRE HYDRANT
- CATCH BASIN

CITY OF WYOMING
ESTIMATE OF JUST COMPENSATION

PROJECT: Resurfacing of Clyde Park Avenue from 60th Street to 54th Street and 28th Street to Burton Street

PURPOSE OF REPORT: The purpose of this report is to estimate the Fair Market Value of the land to be acquired and to estimate the Just Compensation for the conveyance of land and the granting of permanent and temporary Easements. The compensation will be based upon the land values obtained from the Wyoming Assessor's Records. This method of compensation is authorized by the Wyoming City Council per Resolution No. 18464 (City Policy Manual).

SITE DATA: *Permanent Parcel No.:* 41-17-12-351-032

Parcel:	Tuinstra Investment Co., L.L.C.	*Land Use:*	Commercial	*Size:* 2.076 Ac (total)
Address:	765 28th Street, SW	*Zoning:*	201	

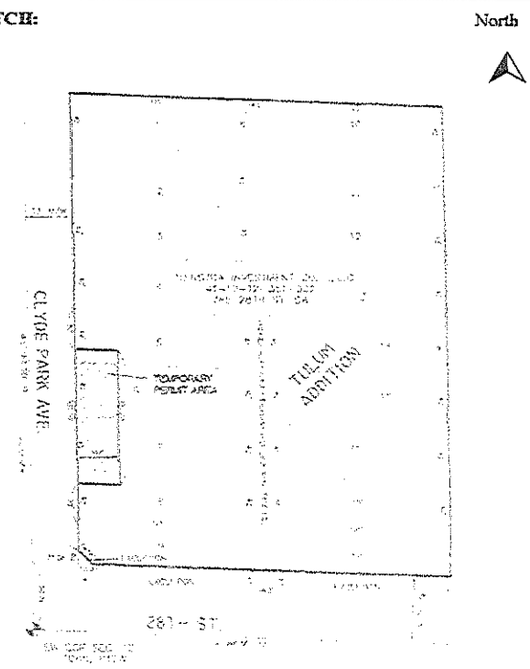
ACQUISITION DESCRIPTION:

Square foot values based on information obtained from the City of Wyoming Assessor's Office, with a ten percent temporary permit factor.

Temporary Permit:
A rectangular parcel of land adjacent to the Clyde Parke Avenue Right-of-Way as shown on sketch.

Area: 3,000 s.f.

SKETCH:



Land Acquisition, Temporary Permit 3,000 sft (Area) x $3.75 x 10% Temporary Permit Factor = $1,125.00	$1,125.00

REMARKS:

$ 1,125.00

Signed: Land Matters, llc
Deborah S. Poeder

For information call 616.791.9805

Agreed to by: Tuinstra Investment Co., L.L.C
By: Kenneth Vander Molen
Its: Member

Robert J Tuinstra POA
Tuinstra Investment Co., L.L.C
By: ROBERT J TUINSTRA P.O.A.
Its: LOIS TUINSTRA
Member

City of Wyoming Michigan

City Manager's Office
Telephone 616/530-7272
1155 - 28th Street, S.W., Box 905 Wyoming, Michigan 49509-0905
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MAYOR
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William A. VerHulst

2ND WARD COUNCILMEMBER
Richard K. Pastoor

3RD WARD COUNCILMEMBER
Joanne M. Voorhees

CITY MANAGER
Curtis L. Holt

January 18, 2016

Wyoming City Council
Wyoming, Michigan

City Manager's Report No. 16-02

Subject: Acceptance of a Covenant Deed
for 5555 Clyde Park Avenue, SW (Menards)

Councilmembers:

Menard, Inc., owner of Menards located at 5555 Clyde Park Avenue SW, has submitted the following described Covenant Deed. The Covenant Deed conveys a triangular corner of their property for an increased turn radius at 56th Street and Clyde Park Avenue. The deed area is shown on the attached survey. The Covenant Deed is required as a part of the 2016 Federal Resurfacing Project to resurface Clyde Park Avenue from Burton Street to 28th Street and 54th Street to 60th Street.

Grantor:	Menard Inc.
Parent Parcel:	41-17-35-276-029
Right-of-way Size	112 sf – Deed
Consideration:	$730.00

It is recommended that the City Council accept the attached Covenant Deed which has been approved as to form by the City Attorney.

Respectfully submitted,

Curtis L. Holt
City Manager

Attachments: Covenant Deed

COVENANT DEED

MENARD, INC., a Wisconsin corporation, whose address is 5101 Menard Drive, Eau Claire, Wisconsin 54703 ("Grantor"), for good and valuable consideration),

CONVEYS AND GRANTS to City of Wyoming, a Michigan Municipal Corporation, whose address is 1155 28th Street SW, Wyoming, Michigan, 49509, the real property located in the city of Wyoming, County of Kent, and State of Michigan, described as:

See Exhibit "A" attached hereto for the Deed Area and Deed Legal Description

hereinafter referred to as the "Property", for full consideration of Seven Hundred Thirty Dollars and No Cents ($730.00)

TOGETHER WITH all and singular the hereditaments and appurtenances thereunto belonging.

SUBJECT TO: (a) building and zoning laws; (b) county and municipal ordinances; (c) state and federal regulations; (d) easements, covenants and restrictions apparent or of record; (e) any general real property taxes and assessments not yet due and payable, and special assessments caused by Grantee's activities or improvements; (f) acts of Grantee and those parties claiming by, through and under Grantee:

Except as set forth above, Grantor covenants and agrees that the Grantor has not previously done or committed or willingly suffered to be done or committed any act, matter, or thing that would cause the Property or any part of it to be charged or encumbered in title, estate, or otherwise.

The Grantor grants to Grantee the right to make zero (0) divisions under Section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967, as amended.

This property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors and other associated conditions may be used and are protected by the Michigan Right to Farm Act.

Dated as of this 4th day of January, 2016

MENARD, INC.

By: _____
Theron J. Berg
Real Estate Manager

STATE OF WISCONSIN)
)ss.
COUNTY OF EAU CLAIRE)

On this 4th day of January, 2016, before me a Notary Public within and for said County and State, personally appeared Theron J. Berg, to me personally known, who, being by me duly sworn, did say that he is the Real Estate Manager of Menard, Inc., the corporation named in the foregoing instrument was signed on behalf of the corporation by authority of its Board of Directors and Theron J. Berg acknowledged the instrument to be the free act and deed of the corporation.

Notary Public, Eau Claire County, WI
My Commission is permanent.

TIMOTHY ENYEART NOTARY PUBLIC STATE OF WISCONSIN

WHEN RECORDED RETURN TO ~~AND SEND TAX BILLS TO:~~

Deborah S. Poeder
Land Matters, LLC
0-11230 Tallmadge Woods Drive
Grand Rapids, Michigan ~~49504~~
49534

DRAFTED BY:

Alexandra Katzman, Corporate Counsel
Menard, Inc.
5101 Menard Drive
Eau Claire, WI 54703

Parcel Number: 41-17-35-276-029 (part)

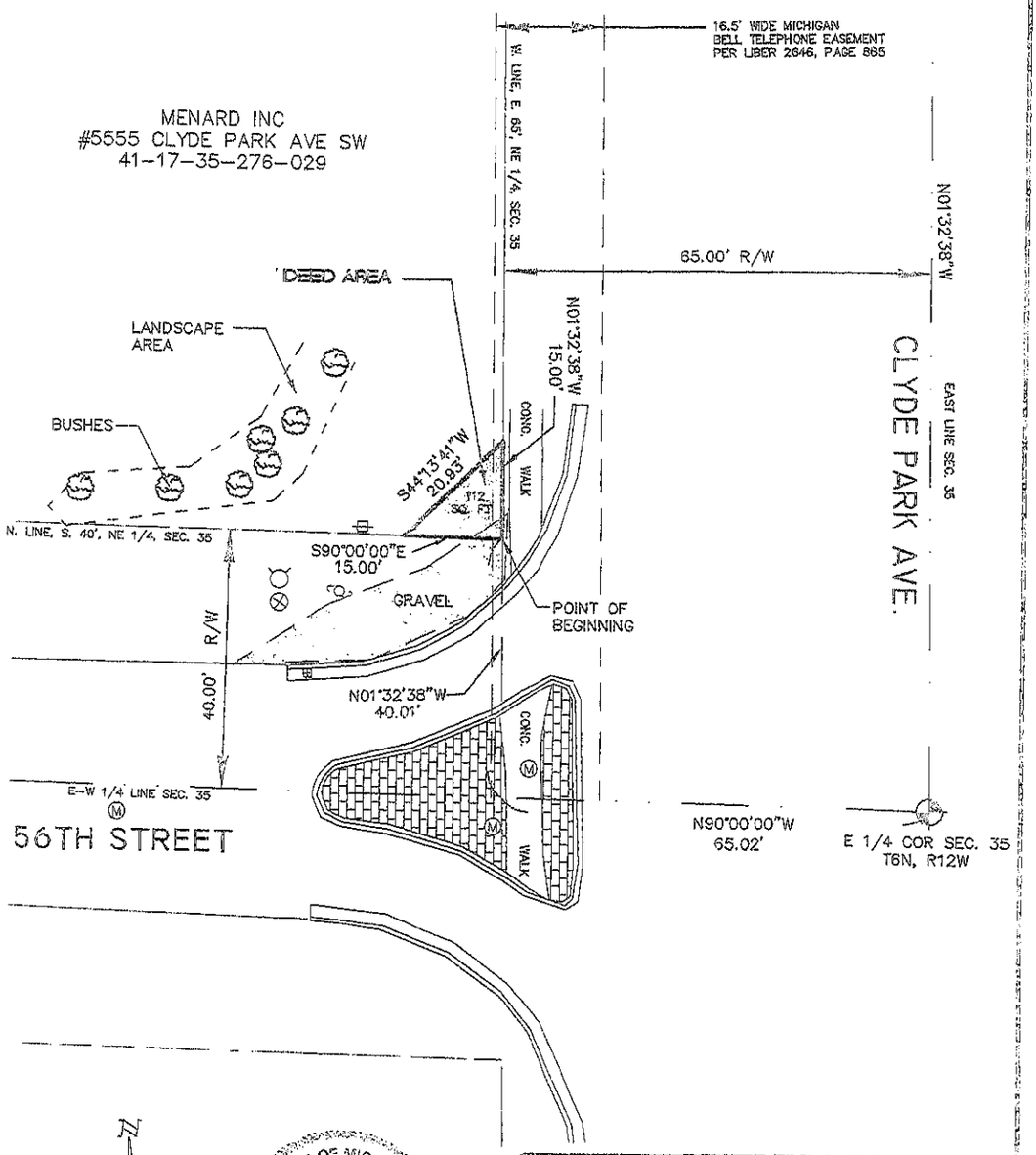
APPROVED AS TO FORM:

DEED LEGAL DESCRIPTION: THAT PART OF THE NE 1/4 OF SECTION 35, TOWN 6 NORTH, RANGE 12 WEST, KENT COUNTY, MICHIGAN DESCRIBED AS: COMMENCING AT THE EAST 1/4 CORNER OF SAID SECTION: THENCE N90°00'00"W 65.02 FEET ALONG THE EAST-WEST 1/4 LINE OF SAID SECTION TO THE WEST LINE OF THE EAST 65 FEET OF THE NE 1/4 OF SAID SECTION; THENCE N01°32'38"W 40.01 FEET ALONG SAID WEST LINE TO THE POINT OF BEGINNING; THENCE CONTINUING N01°32'38"W 15.00 FEET; THENCE S44°13'41"W 20.93 FEET TO THE NORTH LINE OF THE SOUTH 40 FEET OF THE NE 1/4 OF SAID SECTION; THENCE S90°00'00"E 15.00 FEET ALONG SAID NORTH LINE TO THE POINT OF BEGINNING.

EXHIBIT A

DATE: 12-02-15

PROJECT NO: 15080MEN-2



SCALE: 1"=20'

STATE OF MICHIGAN
MICHAEL JANNING
SURVEYOR
No. 51481
LICENSED PROFESSIONAL SURVEYOR

mbn
meyers, bueche & nies, inc.
civil engineers/surveyors
1638 leonard st nw
grand rapids, mi 49504
616-457-5030
fax 616-457-8244

LEGEND

- IRON STAKE (SET)
- IRON STAKE (FOUND)
- MANHOLE
- WOOD STAKE (SET)
- CABLE BOX
- UTILITY POLE
- FIRE HYDRANT
- WATER VALVE

CITY OF WYOMING
ESTIMATE OF JUST COMPENSATION

PROJECT: Resurfacing of Clyde Park Avenue from 60th Street to 54th Street and 28th Street to Burton Street

PURPOSE OF REPORT: The purpose of this report is to estimate the Fair Market Value of the land to be acquired and to estimate the Just Compensation for the conveyance of land and the granting of permanent and temporary Easements. The compensation will be based upon the land values obtained from the Wyoming Assessor's Records. This method of compensation is authorized by the Wyoming City Council per Resolution No. 18464 (City Policy Manual).

SITE DATA:

Permanent Parcel No.: 41-17-35-276-029

Parcel: Menard, Inc.

Land Use: Commercial *Size:* 14.426 Ac (total)

Address: 5555 Clyde Park Ave., SW

Zoning: 201

ACQUISITION DESCRIPTION:

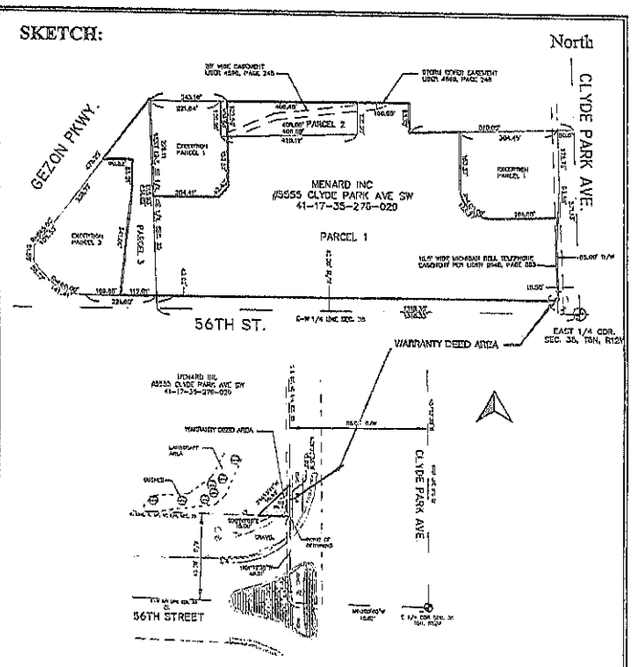
Square foot values based on information obtained from the City of Wyoming Assessor's Office

Summary of Costs:

Deed:
A generally triangular parcel of land adjacent to the Clyde Parke Avenue and 56th Street Right-of-Way as shown on sketch.

Area: 112 s.f.

SKETCH:



Land Acquisition, Deed 112 sft (Area) x $6.50 sf = $728.00. Round to $730.00	$730.00

REMARKS:

$ 730.00

Signed: Deborah S Poeder / kjj
Land Matters, llc
Deborah S. Poeder

For information call 616.791.9805

Agreed to by:
Menard, Inc.
By: Theron T. Berg
Its: Real Estate Manager

01/18/16
Clerk/IJ

RESOLUTION NO. _____

RESOLUTION TO REAPPOINT MEMBERS TO THE BOARD OF REVIEW
FOR THE CITY OF WYOMING

WHEREAS:

1. The term of office for some members of the Board of Review expires on January 31, 2016.
2. It is the desire of the City Council that members be reappointed to serve on the Board of Review for the City of Wyoming.

NOW, THEREFORE, BE IT RESOLVED:

1. That the City Council for the City of Wyoming, Michigan, does hereby reappoint the following named persons to serve on the Board of Review for the City of Wyoming for the terms so stated.

BOARD, COMMISSION OR COMMITTEE	TERM ENDING
Board of Review	
Amanda Remo	01/31/19
Mike Larabel	01/31/19
James Hake	01/31/19
Ronald Palmer	01/31/19

Moved by Councilmember:
Seconded by Councilmember:
Motion Carried Yes
No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on January 18, 2016.

_____
Kelli A. VandenBerg, Wyoming City Clerk

01/18/2016
Clerk/KV

RESOLUTION NO. _____

RESOLUTION TO APPROVE AN AMENDMENT TO AN INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE ISSUED TO WOLVERINE GLASS PRODUCTS, INC.

WHEREAS:

1. In accordance with Public Act 198 of 1974, as amended, Industrial Facilities Exemption Certificate No. 2013-468 was issued to Wolverine Glass Products, Inc., to facilitate the purchase of new equipment at its building at 5765 Clay Avenue SW, Wyoming, MI 49548.
2. Certificate No. 2013-468 was issued in the amount of $1,020,849.00 and took effect December 31, 2013.
3. Wolverine Glass Products, Inc. purchased additional equipment in the course of this project, exceeding the amount approved under Certificate No. 2013-468.
4. Wolverine Glass Products, Inc. now requests that the City Council review and approve the increased final project costs so that an amended Industrial Facilities Exemption Certificate may be issued by the Department of Treasury State Tax Commission.
5. The aggregate SEV of real and personal property exempt from ad valorem taxes within the City of Wyoming will not exceed 5% of an amount equal to the sum of the SEV of the unit, plus the SEV of personal and real property thus exempted.
6. Prior to acting on the request, the City Council held a public hearing on January 18, 2016 at 7:02 p.m. at Wyoming City Hall, 1155 28th Street SW, Wyoming, Michigan, 49509, at which hearing the applicant, the City Assessor and a representative of the affected taxing units were given written notice and were afforded an opportunity to comment.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council finds and determines that granting this amendment considered together with the aggregate amount of certificates previously granted and currently in force under Public Act 198 of 1974, as amended, shall not have the effect of substantially impeding the operations of the City of Wyoming or impairing the financial soundness of a taxing unit which levies ad valorem taxes in the City of Wyoming.
2. The City Council approves the increased final project costs submitted by Wolverine Glass Products, Inc., totaling $1,641,463, such costs exceeding the amount provided for under Industrial Facilities Exemption Certificate No. 2013-468.
3. The City Clerk is authorized and directed to file a copy of this Resolution, along with Wolverine Glass Products, Inc.'s amended application and revised project cost and improvement list, with the Department of Treasury State Tax Commission
4. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, hereby rescinded.

Moved by Councilmember:
Seconded by Councilmember:
Motion Carried Yes
No

01/18/2016
Clerk/KV

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on January 18, 2016.

_____
Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. _____

01/18/2016
ACB

RESOLUTION NO. _____

RESOLUTION TO AUTHORIZE THE WRITE-OFF OF
DELINQUENT 2009 CITY PROPERTY TAXES

WHEREAS:

1. Delinquent personal property taxes remain outstanding for the 2009 tax year.
2. Per Public Act 206 (Property Tax Act) of the State of Michigan, delinquent personal property taxes that have been outstanding five years or more may be written off.
3. The City Treasurer's Office has made a diligent attempt to collect the outstanding balances and believes that the delinquent amounts will not be recovered.
4. The City Treasurer's Office is requesting City Council to approve the write-off of $1,894.44 in delinquent 2009 personal property ad valorem taxes.

NOW, THEREFORE, BE IT RESOLVED:

1. The Wyoming City Council hereby authorizes the write-off of $1,894.44 in delinquent 2009 personal property taxes.

Moved by Councilmember:
Seconded by Councilmember:
Motion Carried Yes
No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on January 18, 2016.

_____
Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:
Staff Report
2009 Delinquent Personal Property Tax List

Staff Report

From: Andrea Boot, Treasurer's Office

Date: January 13, 2016

Subject: Write-off of 2009 Delinquent Personal Property Taxes

Meeting Date: January 18, 2016 Council Meeting

Recommendation:

Staff recommends that the City Council approves the write-off of 2009 delinquent personal property taxes in the amount of $1,894.44 pursuant to Public Act 206 (Property Tax Act)

Sustainability Criteria:

Environmental Quality – Does not significantly impact this criterion.

Social Equity – Does not significantly impact this criterion.

Economic Strength – Does not significantly impact this criterion.

Discussion:

According to PA 206 (Property Tax Act) 211.56a, delinquent personal property taxes may be written off after being delinquent for five years. The write-off procedure requires a resolution from each taxing jurisdiction granting its permission. I am seeking permission to write off the delinquent 2009 City ad valorem taxes in the amount of $1,894.44. An itemized listing is attached for your reference. Once City Council has passed a resolution, the documentation must be approved by the District Court. Rather than burden the Court with petitions from each jurisdiction, the Kent County Treasurers Association compiles the resolutions from each unit and presents it as one approval by the Judge.

Budget Impact:

This write-off will reduce the overall City tax revenue by $1,894.44.

DELINQUENT TAXES DUE FOR KENT COUNTY

Tax Year: 2009 Calculated As of: 12/29/2015
POPULATION: All Records

Owner Parcel #	Tax Year	Tax Due	Intrst Due	Admin Due	Penalty	Other Fees	Total Due
ALLIED TRUCK EQUIPMNET CO 5125 CLAY AVE SW GRAND RAPIDS MI 49548							
41-50-93-050-300	2009	1,778.52	319.72	17.77	9.98	0.00	2,125.99
CLASSIC CHEVROLET INC 2929 BURLINGAME AVE SW WYOMING MI 49509							
41-50-93-268-200	2009	1,480.63	134.52	14.80	2.14	0.00	1,632.09
DALLAS DELI BBQ 3660 BYRON CENTER AVE SW WYOMING MI 49509							
41-50-93-333-600	2009	373.23	40.26	3.72	0.84	0.00	418.05
ECONOMY OFFICE SUPPLIES 410 44TH ST SW WYOMING MI 49548							
41-50-93-417-000	2009	97.41	68.19	0.97	2.92	0.00	169.49
FLAHERTY CRANKSHAFT SERVICE 2652 THORNWOOD ST SW WYOMING MI 49509							
41-50-93-459-200	2009	305.94	27.80	3.05	0.44	0.00	337.23
GLT AWARDS 1532 MARQUETTE ST SW WYOMING MI 49509							
41-50-93-487-600	2009	22.51	15.76	0.22	0.68	0.00	39.17
KELLOGGSVILLE CAR WASH 1476 ARIEBILL ST SW WYOMING MI 49509							
41-50-93-575-075	2009	18.25	12.78	0.18	0.55	0.00	31.76
JAKE'S FOODS 758 ALGER ST SW WYOMING MI 49509							
41-50-93-690-000	2009	25.91	18.14	0.25	0.78	0.00	45.08
ALL COMM 1851 44TH ST SW WYOMING MI 49509							
41-50-93-985-434	2009	8.76	6.13	0.08	0.26	0.00	15.23
R & M DISCOUNT 3880 S DIVISION AVE WYOMING MI 49548							
41-50-93-985-710	2009	104.02	17.43	1.03	0.52	0.00	123.00
NATIONWIDE AUTO EXCHANGE PO BOX 454 HARTLAND MI 48353							
41-50-93-985-836	2009	3.58	2.51	0.03	0.11	0.00	6.23
MIDWEST FAMILY MEDICINE 1009 44TH ST SW WYOMING MI 49509							
41-50-93-985-875	2009	6.77	4.74	0.06	0.20	0.00	11.77
HAN-NIC METAL MANUFACTURING 2609 28TH ST SW WYOMING MI 49509							
41-50-93-985-898	2009	445.18	311.63	4.45	13.36	0.00	774.62
ASE 1310 ALPINE AVE NW GRAND RAPIDS MI 49504							
41-50-93-985-915	2009	176.06	29.52	1.75	0.89	0.00	208.22
J & B MUFFLER & TIRE SOLUTION 211 BURTON ST SW GRAND RAPIDS MI 49507							
41-50-93-985-930	2009	136.04	22.81	1.35	0.69	0.00	160.89
PHELPS, ROSIE & JAMES 3536 S DIVISION AVE WYOMING MI 49548							
41-50-93-985-937	2009	136.04	22.81	1.35	0.69	0.00	160.89
ROCKFORD SALES 1355 JUDD AVE SW WYOMING MI 49509							
41-50-93-985-966	2009	438.47	41.86	4.38	0.73	0.00	485.44
BODY & SOL TANNING 1633 28TH ST SW WYOMING MI 49509							
41-50-93-986-042	2009	5.97	4.18	0.05	0.18	0.00	10.38
28TH CHART HITS INC 28124 ORCHARD LAKE RD STE 1 FARMINGTON HILLS MI 48334							
41-50-93-986-221	2009	244.31	22.19	2.43	0.35	0.00	269.28
STATUS DELIVERY 3417 ROGER B CHAFFEE SE WYOMING MI 49548							
41-50-93-986-261	2009	556.32	93.27	5.55	2.81	0.00	657.95
FRIEND'S DINER 841 72ND ST GRAND RAPIDS MI 49508							
41-50-93-986-286	2009	152.94	13.89	1.52	0.22	0.00	168.57
AMERICAN DEBT COUNSELING 310 44TH ST SW WYOMING MI 49509							
41-50-93-986-301	2009	23.82	16.67	0.23	0.71	0.00	41.43
WORLD TV SATELLITE 1600 CHICAGO DR SW WYOMING MI 49509							
41-50-93-986-318	2009	31.91	2.76	0.31	0.04	0.00	35.02
BATH FITTER 4623 CLYDE PARK AVE SW WYOMING MI 49509							
41-50-93-986-550	2009	60.35	42.25	0.60	1.81	0.00	105.01
SCRUB-N-THINGS 5751 BYRON CENTER AVE SW WYOMING MI 49418							
41-50-93-986-708	2009	393.31	35.58	3.92	0.56	0.00	433.37
PRO-SHINE DETAILING INC 5721 DIVISION AVE WYOMING MI 49548							
41-50-93-986-836	2009	157.74	28.51	1.56	0.89	0.00	188.70

DELINQUENT TAXES DUE FOR KENT COUNTY

Tax Year: 2009 Calculated As of: 12/29/2015
POPULATION: All Records

Owner Parcel #	Tax Year	Tax Due	Intrst Due	Admin Due	Penalty	Other Fees	Total Due
POWERSPORT PARTS CO 3818 S DIVISION AVE WYOMING MI 49548							
41-50-93-994-870	2009	136.04	22.81	1.35	0.69	0.00	160.89
SIGNS NOW 5253 S DIVISION AVE WYOMING MI 49548							
41-50-93-995-735	2009	356.51	64.09	3.55	2.00	0.00	426.15
SANDLESS TANNING 3583 CLYDE PARK AVE SW WYOMING MI 49509							
41-50-93-996-200	2009	132.02	22.14	1.31	0.67	0.00	156.14
WEPMAN BROKERS II 3710 S DIVISION AVE WYOMING MI 49548							
41-50-93-997-140	2009	208.07	34.87	2.07	1.05	0.00	246.06
2009	30	8,016.63	1,499.82	79.89	47.76	0.00	9,644.10
DLQ PARCEL COUNT	30	8,016.63	1,499.82	79.89	47.76	0.00	9,644.10

RESOLUTION NO. _____

RESOLUTION TO ACCEPT
THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT

WHEREAS:

1. The City of Wyoming Department of Public Safety applied for a Edward Byrne Memorial Justice Assistance Grant in the amount of $22,089 to be used toward the procurement of equipment, technology, and other items directly related to basic law enforcement functions.
2. The City of Wyoming would accept $22,089 in grant funds for the procurement of equipment, technology, and other items directly related to basic law enforcement functions.
3. The City Council for the City of Wyoming did hold a public hearing on Monday, June 1, 2015, at 7:03 p.m., for the purpose of receiving public comment on the use of the 2015 Edward Byrne Memorial Justice Grant Funds for program activities.

NOW, THEREFORE, BE IT RESOLVED:

1. The City of Wyoming accepts the Edward Byrne Memorial Justice Assistance Grant in the amount of $22,089.
2. That Chief James E. Carmody serve as the Program Director responsible for the Wyoming Department of Public Safety equipment procurement and yearly status reports to be submitted to the Bureau of Justice Assistance.
3. That Rosa Ooms serves as the Deputy Finance Director responsible for the Wyoming Department of Public Safety quarterly financial reports to be submitted to the Bureau of Justice Assistance.
4. That the attached Budget Amendment is approved.

Moved by Councilmember:
Seconded by Councilmember:
Motion Carried Yes
No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on January 18, 2016.

_____
Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:
Budget Amendment
Grant

Resolution No. _____

CITY OF WYOMING BUDGET AMENDMENT

Date: January 18, 2016 **Budget Amendment No. 030**

To the Wyoming City Council:

A budget amendment is requested for the following reason: To appropriate $22,089 of additional budgetary authority and to recognize related grant revenue to be received through the 2015 Edward Byrne Memorial Justice Assistance Grant as per attached resolution.

Description/Account Code	Current	Increase	Decrease	Amended
General Fund				
Federal Grants Justice Assistance Byrne				
101-507.000	10,956.00	22,089.00		33,045.00
Police - Administrative Services - Capital Outlay Justice Assist Byrne Grant				
101-305-30500-973.000	10,956.00	22,089.00		33,045.00
Fund Balance/Working Capital (Fund 101)		-	-	

Recommended: Kate Balfour
Accountant

City Manager

Motion by Councilmember _____, seconded by Councilmember _____ that the General Appropriations Act for Fiscal Year 2015-2016 be amended by adoption of the foregoing budget amendment.

Motion carried: Yes _____, No _____

I hereby certify that at a _____ meeting of the Wyoming City Council duly held on _____ the foregoing budget amendment was approved.

_____
City Clerk

Department of Justice

Office of Justice Programs

Bureau of Justice Assistance

Office of Justice Programs

Washington, D.C. 20531

September 3, 2015

Chief James E. Carmody
City of Wyoming
1155 28th Street SW
Wyoming, MI 49509-1816

Dear Chief Carmody:

On behalf of Attorney General Loretta Lynch, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 15 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation in the amount of $22,089 for City of Wyoming.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, Lesley Walker, Program Manager at (202) 307-0863; and

- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at ask.ocfo@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,

Denise O'Donnell
Director

Enclosures

OFFICE FOR CIVIL RIGHTS

Office of Justice Programs

Department of Justice

810 7th Street, NW
Washington, DC 20531

Tel: (202) 307-0690
TTY: (202) 307-2027
E-mail: askOCR@usdoj.gov
Website: www.ojp.usdoj.gov/ocr

September 3, 2015

Chief James E. Carmody
City of Wyoming
1155 28th Street SW
Wyoming, MI 49509-1816

Dear Chief Carmody:

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of federal funding to compliance with federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) is responsible for ensuring that recipients of financial assistance from the OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW) comply with the applicable federal civil rights laws. We at the OCR are available to help you and your organization meet the civil rights requirements that come with DOJ funding.

Ensuring Access to Federally Assisted Programs

Federal laws that apply to recipients of financial assistance from the DOJ prohibit discrimination on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in employment but also in the delivery of services or benefits. A federal law also prohibits recipients from discriminating on the basis of age in the delivery of services or benefits.

In March of 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013. The statute amends the Violence Against Women Act of 1994 (VAWA) by including a nondiscrimination grant condition that prohibits discrimination based on actual or perceived race, color, national origin, religion, sex, disability, sexual orientation, or gender identity. The new nondiscrimination grant condition applies to certain programs funded after October 1, 2013. The OCR and the OVW have developed answers to some frequently asked questions about this provision to assist recipients of VAWA funds to understand their obligations. The Frequently Asked Questions are available at http://ojp.gov/about/ocr/vawafaqs.htm.

Enforcing Civil Rights Laws

All recipients of federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to prohibitions against unlawful discrimination. Accordingly, the OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, the OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal opportunity standards.

Providing Services to Limited English Proficiency (LEP) Individuals

In accordance with DOJ guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). See U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 67 Fed. Reg. 41,455 (2002). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website http://www.lep.gov.

Ensuring Equal Treatment for Faith-Based Organizations

The DOJ regulation, Equal Treatment for Faith-Based Organizations, 28 C.F.R. pt. 38, requires State Administering Agencies (SAAs) to treat faith-based organizations the same as any other applicant or recipient. The regulation prohibits SAAs from making awards or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the DOJ to fund inherently (or explicitly) religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must hold them separately from the program funded by the DOJ, and recipients cannot compel beneficiaries to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see the OCR's website at http://www.ojp.usdoj.gov/about/ocr/equal_fbo.htm.

SAAs and faith-based organizations should also note that the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, 42 U.S.C. § 3789d(c); the Victims of Crime Act of 1984, as amended, 42 U.S.C. § 10604(e); the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, 42 U.S.C. § 5672(b); and VAWA, Pub. L. No. 113-4, sec. 3(b)(4), 127 Stat. 54, 61-62 (to be codified at 42 U.S.C. § 13925(b)(13)) contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the DOJ has concluded that it may construe the Religious Freedom Restoration Act (RFRA) on a case-by-case basis to permit some faith-based organizations to receive DOJ funds while taking into account religion when hiring staff, even if the statute that authorizes the funding program generally forbids recipients from considering religion in employment decisions.
Please consult with the OCR if you have any questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment.

Using Arrest and Conviction Records in Making Employment Decisions

The OCR issued an advisory document for recipients on the proper use of arrest and conviction records in making hiring decisions. See Advisory for Recipients of Financial Assistance from the U.S. Department of Justice on the U.S. Equal Employment Opportunity Commission's Enforcement Guidance: Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964 (June 2013), available at http://www.ojp.usdoj.gov//about/ocr/pdfs/UseofConviction_Advisory.pdf. Recipients should be mindful that the misuse of arrest or conviction records to screen either applicants for employment or employees for retention or promotion may have a disparate impact based on race or national origin, resulting in unlawful employment discrimination. In light of the Advisory, recipients should consult local counsel in reviewing their employment practices. If warranted, recipients should also incorporate an analysis of the use of arrest and conviction records in their Equal Employment Opportunity Plans (EEOPs) (see below).

Complying with the Safe Streets Act

An organization that is a recipient of financial assistance subject to the nondiscrimination provisions of the Safe Streets Act, must meet two obligations: (1) complying with the federal regulation pertaining to the development of an EEOP (see 28 C.F.R. pt. 42, subpt. E) and (2) submitting to the OCR findings of discrimination (see 28 C.F.R. §§ 42.204(c), .205(c)(5)).

Meeting the EEOP Requirement

If your organization has less than fifty employees or receives an award of less than $25,000 or is a nonprofit organization, a medical institution, an educational institution, or an Indian tribe, then it is exempt from the EEOP requirement. To claim the exemption, your organization must complete and submit Section A of the Certification Form, which is available online at http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf.

If your organization is a government agency or private business and receives an award of $25,000 or more, but less than $500,000, and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEOP Short Form), but it does not have to submit the report to the OCR for review. Instead, your organization has to maintain the Utilization Report on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to the OCR. The Certification Form is available at http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf.

If your organization is a government agency or private business and has received an award for $500,000 or more and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEOP Short Form) and submit it to the OCR for review within sixty days from the date of this letter. For assistance in developing a Utilization Report, please consult the OCR's website at http://www.ojp.usdoj.gov/about/ocr/eeop.htm. In addition, your organization has to complete Section C of the Certification Form and return it to the OCR. The Certification Form is available at http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf.

To comply with the EEOP requirements, you may request technical assistance from an EEOP specialist at the OCR by telephone at (202) 307-0690, by TTY at (202) 307-2027, or by e-mail at EEOsubmisson@usdoj.gov.

Meeting the Requirement to Submit Findings of Discrimination

If in the three years prior to the date of the grant award, your organization has received an adverse finding of discrimination based on race, color, national origin, religion, or sex, after a due-process hearing, from a state or federal court or from a state or federal administrative agency, your organization must send a copy of the finding to the OCR.

Ensuring the Compliance of Subrecipients

SAAs must have standard assurances to notify subrecipients of their civil rights obligations, written procedures to address discrimination complaints filed against subrecipients, methods to monitor subrecipients' compliance with civil rights requirements, and a program to train subrecipients on applicable civil rights laws. In addition, SAAs must submit to the OCR every three years written Methods of Administration (MOA) that summarize the policies and procedures that they have implemented to ensure the civil rights compliance of subrecipients. For more information on the MOA requirement, see http://www.ojp.usdoj.gov/funding/other_requirements.htm.

If the OCR can assist you in any way in fulfilling your organization's civil rights responsibilities as a recipient of federal financial assistance, please contact us.

Sincerely,

Michael L. Alston

Michael L. Alston
Director

cc: Grant Manager
Financial Analyst

Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Grant

1. RECIPIENT NAME AND ADDRESS (Including Zip Code)
City of Wyoming
1155 28th Street SW
Wyoming, MI 49509-1816

4. AWARD NUMBER: 2015-DJ-BX-0657

5. PROJECT PERIOD: FROM 10/01/2014 TO 09/30/2016
BUDGET PERIOD: FROM 10/01/2014 TO 09/30/2016

6. AWARD DATE 09/03/2015

7. ACTION
Initial

2a. GRANTEE IRS/VENDOR NO.
386006933

8. SUPPLEMENT NUMBER
00

2b. GRANTEE DUNS NO.
784309536

9. PREVIOUS AWARD AMOUNT $ 0

3. PROJECT TITLE
2015 JAG for police safety and equipment

10. AMOUNT OF THIS AWARD $ 22,089

11. TOTAL AWARD $ 22,089

12. SPECIAL CONDITIONS
THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).

13. STATUTORY AUTHORITY FOR GRANT
This project is supported under FY15(BJA - JAG) 42 USC 3750, et seq.

14. CATALOG OF DOMESTIC FEDERAL ASSISTANCE (CFDA Number)
16.738 - Edward Byrne Memorial Justice Assistance Grant Program

15. METHOD OF PAYMENT
GPRS

AGENCY APPROVAL

16. TYPED NAME AND TITLE OF APPROVING OFFICIAL
Denise O'Donnell
Director

17. SIGNATURE OF APPROVING OFFICIAL

GRANTEE ACCEPTANCE

18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL
James E. Carmody
Chief

19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL

19A. DATE

AGENCY USE ONLY

20. ACCOUNTING CLASSIFICATION CODES

FISCAL YEAR	FUND CODE	BUD. ACT.	OFC.	DIV. REG.	SUB.	POMS	AMOUNT
X	B	DJ	80	00	00		22089

21. PDJUGT1038

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)

SPECIAL CONDITIONS

1. Applicability of Part 200 Uniform Requirements

   The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (the "Part 200 Uniform Requirements") apply to this 2015 award from the Office of Justice Programs (OJP). For this 2015 award, the Part 200 Uniform Requirements, which were first adopted by DOJ on December 26, 2014, supersede, among other things, the provisions of 28 C.F.R. Parts 66 and 70, as well as those of 2 C.F.R. Parts 215, 220, 225, and 230.

   If this 2015 award supplements funds previously awarded by OJP under the same award number, the Part 200 Uniform Requirements apply with respect to all award funds (whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this 2015 award.

   Potential availability of grace period for procurement standards: Under the Part 200 Uniform Requirements, a time-limited grace period may be available under certain circumstances to allow for transition from policies and procedures that complied with previous standards for procurements under federal awards to policies and procedures that comply with the new standards (that is, to those at 2 C.F.R. 200.317 through 200.326).

   For more information on the Part 200 Uniform Requirements, including information regarding the potentially-available grace period described above, see the Office of Justice Programs (OJP) website at http://ojp.gov/funding/Part200UniformRequirements.htm.

   In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

2. The recipient agrees to comply with the Department of Justice Grants Financial Guide as posted on the OJP website (currently, the "2015 DOJ Grants Financial Guide").

3. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302) that is approved by the Office for Civil Rights is a violation of the Standard Assurances executed by the recipient, and may result in suspension of funding until such time as the recipient is in compliance, or termination of the award.

4. The recipient understands and agrees that OJP may withhold award funds, or may impose other related requirements, if the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

5. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.

6. The recipient and any subrecipients must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has -- (1) submitted a claim for award funds that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving award funds. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by - mail: Office of the Inspector General U.S. Department of Justice Investigations Division 950 Pennsylvania Avenue, N.W. Room 4706 Washington, DC 20530 e-mail: oig.hotline@usdoj.gov hotline: (contact information in English and Spanish): (800) 869-4499 or hotline fax: (202) 616-9881 Additional information is available from the DOJ OIG website at www.usdoj.gov/oig

SPECIAL CONDITIONS

7. Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient under this award, or entity that receives a contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient --

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the agency making this award, and will resume (or permit resumption of)such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized to make subawards or contracts under this award --

a. it represents that --

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward, contract, or subcontract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

8. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.

9. The recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the agency determines that the recipient is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.

SPECIAL CONDITIONS

10. The recipient agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OJP). The recipient also agrees to comply with applicable restrictions on subawards to first-tier subrecipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office of Justice Programs web site at http://www.ojp.gov/funding/sam.htm (Award condition: Registration with the System for Award Management and Universal Identifier Requirements), and are incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

11. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and sub recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

12. The recipient agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences, meetings, trainings, and other events, including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "2015 DOJ Grants Financial Guide").

13. The recipient understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at http://www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm.

14. The recipient agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this OJP award, and those award funds have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this OJP award, the recipient will promptly notify, in writing, the grant manager for this OJP award, and, if so requested by OJP, seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.

15. The recipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.

16. The recipient understands and agrees that - (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

17. A recipient that is eligible under the Part 200 Uniform Requirements to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC).

18. The recipient must collect, maintain, and provide to OJP, data that measure the performance and effectiveness of activities under this award, in the manner, and within the timeframes, specified in the program solicitation, or as otherwise specified by OJP. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

SPECIAL CONDITIONS

19. The recipient agrees to comply with OJP grant monitoring guidelines, protocols, and procedures, and to cooperate with BJA and OCFO on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide to BJA and OCFO all documentation necessary to complete monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by BJA and OCFO for providing the requested documents. Failure to cooperate with BJA's/OCFO's grant monitoring activities may result in sanctions affecting the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the Inspector General for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).

20. The recipient understands and agrees that it has a responsibility to monitor its subrecipients' compliance with applicable federal civil rights laws. The recipient agrees to submit written Methods of Administration (MOA) for ensuring subrecipients' compliance to the OJP's Office for Civil Rights at CivilRightsMOA@usdoj.gov within 90 days of receiving the grant award, and to make supporting documentation available for review upon request by OJP or any other authorized persons. The required elements of the MOA are set forth at http://www.ojp.usdoj.gov/funding/other_requirements.htm, under the heading, "Civil Rights Compliance Specific to State Administering Agencies."

21. In order to promote information sharing and enable interoperability among disparate systems across the justice and public safety community, OJP requires the grantee to comply with DOJ's Global Justice Information Sharing Initiative (DOJ's Global) guidelines and recommendations for this particular grant. Grantee shall conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: http://www.it.ojp.gov/gsp_grantcondition. Grantee shall document planned approaches to information sharing and describe compliance to the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.

22. To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the grantee can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.

23. The recipient agrees that any information technology system funded or supported by OJP funds will comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if OJP determines this regulation to be applicable. Should OJP determine 28 C.F.R. Part 23 to be applicable, OJP may, at its discretion, perform audits of the system, as per the regulation. Should any violation of 28 C.F.R. Part 23 occur, the recipient may be fined as per 42 U.S.C. 3789g(c)-(d). Recipient may not satisfy such a fine with federal funds.

24. The grantee agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. Notwithstanding any other special condition of this award, faith-based organizations may, in some circumstances, consider religion as a basis for employment. See http://www.ojp.gov/about/ocr/equal_fbo.htm.

SPECIAL CONDITIONS

25. Grantee agrees to comply with the requirements of 28 C.F.R. Part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.

26. Grantee agrees to comply with all confidentiality requirements of 42 U.S.C. section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Grantee further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.

27. Award recipients must verify Point of Contact(POC), Financial Point of Contact (FPOC), and Authorized Representative contact information in GMS, including telephone number and e-mail address. If any information is incorrect or has changed, a Grant Adjustment Notice (GAN) must be submitted via the Grants Management System (GMS) to document changes.

28. The grantee agrees that within 120 days of award acceptance, each current member of a law enforcement task force funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, will complete required online (internet-based) task force training. Additionally, all future task force members are required to complete this training once during the life of this award, or once every four years if multiple awards include this requirement. The training is provided free of charge online through BJA's Center for Task Force Integrity and Leadership (www.ctfli.org). This training addresses task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. When BJA funding supports a task force, a task force personnel roster should be compiled and maintained, along with course completion certificates, by the grant recipient. Additional information is available regarding this required training and access methods via BJA's web site and the Center for Task Force Integrity and Leadership (www.ctfli.org).

29. The recipient agrees to participate in BJA-sponsored training events, technical assistance events, or conferences held by BJA or its designees, upon BJA's request.

30. All procurement (contract) transactions under this award must be conducted in a manner that is consistent with applicable Federal and State law, and with Federal procurement standards specified in regulations governing Federal awards to non-Federal entities. Procurement (contract) transactions should be competitively awarded unless circumstances preclude competition. Noncompetitive (e.g., sole source) procurements by the award recipient in excess of the Simplified Acquisition Threshold (currently $150,000) set out in the Federal Acquisition Regulation must receive prior approval from the awarding agency, and must otherwise comply with rules governing such procurements found in the current edition of the OJP Financial Guide.

31. Approval of this award does not indicate approval of any consultant rate in excess of $650 per day. A detailed justification must be submitted to and approved by the Office of Justice Programs (OJP) program office prior to obligation or expenditure of such funds.

32. Program income (as defined in the Part 200 Uniform Requirements) must be used in accordance with the provisions of the Part 200 Uniform Requirements. Program income earnings and expenditures both must be reported on the quarterly Federal Financial Report, SF 425.

SPECIAL CONDITIONS

33. Award recipients must submit quarterly a Federal Financial Report (SF-425) and annual performance reports through GMS (https://grants.ojp.usdoj.gov). Consistent with the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Therefore, quarterly performance metrics reports must be submitted through BJA's Performance Measurement Tool (PMT) website (www.bjaperformancetools.org). For more detailed information on reporting and other JAG requirements, refer to the JAG reporting requirements webpage. Failure to submit required JAG reports by established deadlines may result in the freezing of grant funds and future High Risk designation.

34. The recipient agrees that funds received under this award will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal funds, be made available for law enforcement activities.

35. The recipient agrees to monitor subawards under this JAG award in accordance with all applicable statutes, regulations, OMB circulars, and guidelines, including the OJP Financial Guide, and to include the applicable conditions of this award in any subaward. The recipient is responsible for oversight of subrecipient spending and monitoring of specific outcomes and benefits attributable to use of JAG funds by subrecipients. The recipient agrees to submit, upon request, documentation of its policies and procedures for monitoring of subawards under this award.

36. The recipient agrees to submit a signed certification that that all law enforcement agencies receiving vests purchased with JAG funds have a written "mandatory wear" policy in effect. Fiscal agents and state agencies must keep signed certifications on file for any subrecipients planning to utilize JAG funds for ballistic-resistant and stab-resistant body armor purchases. This policy must be in place for at least all uniformed officers before any JAG funding can be used by the agency for body armor. There are no requirements regarding the nature of the policy other than it being a mandatory wear policy for all uniformed officers while on duty.

37. Ballistic-resistant and stab-resistant body armor purchased with JAG funds may be purchased at any threat level, make or model, from any distributor or manufacturer, as long as the vests have been tested and found to comply with applicable National Institute of Justice ballistic or stab standards and are listed on the NIJ Compliant Body Armor Model List (http://nij.gov). In addition, ballistic-resistant and stab-resistant body armor purchased must be American-made. The latest NIJ standard information can be found here: http://www.nij.gov/topics/technology/body-armor/safety-initiative.htm.

38. JAG funds may be used to purchase vests for an agency, but they may not be used as the 50% match for purposes of the Bulletproof Vest Partnership (BVP) program.

39. The recipient is required to establish a trust fund account. (The trust fund may or may not be an interest-bearing account.) The fund, including any interest, may not be used to pay debts or expenses incurred by other activities beyond the scope of the Edward Byrne Memorial Justice Assistance Grant Program (JAG). The recipient also agrees to obligate the grant funds in the trust fund (including any interest earned) during the period of the grant and expend within 90 days thereafter. Any unobligated or unexpended funds, including interest earned, must be returned to the Office of Justice Programs at the time of closeout.

SPECIAL CONDITIONS

40. The grantee agrees to assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these grant funds, either directly by the grantee or by a subgrantee. Accordingly, the grantee agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the grant, the grantee agrees to contact BJA.

    The grantee understands that this special condition applies to its following new activities whether or not they are being specifically funded with these grant funds. That is, as long as the activity is being conducted by the grantee, a subgrantee, or any third party and the activity needs to be undertaken in order to use these grant funds, this special condition must first be met. The activities covered by this special condition are:
    a. New construction;
    b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
    c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
    d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
    e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

    The grantee understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. The grantee further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at http://www.ojp.usdoj.gov/BJA/resource/nepa.html, for programs relating to methamphetamine laboratory operations.

    Application of This Special Condition to Grantee's Existing Programs or Activities: For any of the grantee's or its subgrantees' existing programs or activities that will be funded by these grant funds, the grantee, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.

41. BJA strongly encourages the recipient to submit annual (or more frequent) JAG success stories. To submit a success story, sign in to your My BJA account at https://www.bja.gov/Login.aspx to access the Success Story Submission form. If you do not yet have a My BJA account, please register at https://www.bja.gov/profile.aspx. Once you register, one of the available areas on your My BJA page will be "My Success Stories". Within this box, you will see an option to add a Success Story. Once reviewed and approved by BJA, all success stories will appear on the new BJA Success Story web page at https://www.bja.gov/SuccessStoryList.aspx.

42. Recipient understands and agrees that award funds may not be used for items that are listed on the Prohibited Expenditure List at the time of purchase or acquisition, including as the list may be amended from time to time. The Prohibited Expenditure list may be accessed here: https://www.bja.gov/funding/JAGControlledPurchaseList.pdf.

43. Recipient understands and agrees that award funds may not be used for items that are listed on the Controlled Expenditure List at the time of purchase or acquisition, including as the list may be amended from time to time, without explicit written prior approval from BJA. The Controlled Expenditure List, and instructions on how to request approval for purchase or acquisitions may be accessed here: https://www.bja.gov/funding/JAGControlledPurchaseList.pdf

SPECIAL CONDITIONS

44. Recipient understands and agrees that the purchase or acquisition of any item on the Controlled Expenditure List at the time of purchase or acquisition, including as the list may be amended from time to time, with award funds by an agency will trigger a requirement that the agency collect and retain (for at least 3 years) certain information about the use of 1) any federally-acquired Controlled Equipment in the agency's inventory, and 2) any other controlled equipment in the same category as the federally-acquired controlled equipment in the agency's inventory, regardless of source; and make that information available to BJA upon request. Details about what information must be collected and retained may be accessed here: https://www.whitehouse.gov/sites/default/files/docs/le_equipment_wg_final_report_final.pdf

45. Recipient understands and agrees that, notwithstanding 2 CFR § 200.313, no equipment listed on the Controlled Expenditure List that is purchased under this award may be transferred or sold to a third party, except as described below:

    a. Agencies may transfer or sell any controlled equipment, except riot helmets and riot shields, to a Law Enforcement Agency (LEA) after obtaining prior written approval from BJA. As a condition of that approval, the acquiring LEA will be required to submit information and certifications to BJA as if it was requesting approval to use award fund for the initial purchase of items on the Controlled Expenditure List.
    b. Agencies may not transfer or sell any riot helmets or riot shields purchased under this award.
    c. Agencies may not transfer or sell any Controlled Equipment purchased under this award to non-LEAs, with the exception of fixed wing aircraft, rotary wing aircraft, and command and control vehicles. Before any such transfer or sale is finalized, the agency must obtain prior written approval from BJA. All law enforcement-related and other sensitive or potentially dangerous components, and all law enforcement insignias and identifying markings must be removed prior to transfer or sale.

    Recipient further understands and agrees to notify BJA prior to the disposal of any items on the Controlled Expenditure List purchased under this award, and to abide by any applicable laws and regulations in such disposal.

46. Recipient understands and agrees that failure to comply with conditions related to Prohibited or Controlled Expenditures may result in a prohibition from further Controlled Expenditure approval under this or other federal awards.

47. Recipient understands that the initial period of availability of funds for this award is two years. Recipient further understands that any requests for additional time for performance of this award, up to two additional years, will be granted automatically, pursuant to 42 U.S.C. § 3751(f) and in accordance with current fiscal year solicitation. Requests for additional time beyond a four year grant period will be subject to the discretion of the Director of the Bureau of Justice Assistance.

Department of Justice

Office of Justice Programs

Bureau of Justice Assistance

Washington, D.C. 20531

Memorandum To: Official Grant File

From: Orbin Terry, NEPA Coordinator

Subject: Incorporates NEPA Compliance in Further Developmental Stages for City of Wyoming

The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states and local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system, some of which could have environmental impacts. All recipients of JAG funding must assist BJA in complying with NEPA and other related federal environmental impact analyses requirements in the use of grant funds, whether the funds are used directly by the grantee or by a subgrantee or third party. Accordingly, prior to obligating funds for any of the specified activities, the grantee must first determine if any of the specified activities will be funded by the grant.

The specified activities requiring environmental analysis are:
a. New construction;
b. Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

Complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. Further, for programs relating to methamphetamine laboratory operations, the preparation of a detailed Mitigation Plan will be required. For more information about Mitigation Plan requirements, please see http://www.ojp.usdoj.gov/BJA/resource/nepa.html.

Please be sure to carefully review the grant conditions on your award document, as it may contain more specific information about environmental compliance.

Department of Justice
Office of Justice Programs

Bureau of Justice Assistance

GRANT MANAGER'S MEMORANDUM, PT. I: PROJECT SUMMARY

Grant

PROJECT NUMBER
2015-DJ-BX-0657

This project is supported under FY15(BJA - JAG) 42 USC 3750, et seq.

1. STAFF CONTACT (Name & telephone number)

Lesley Walker
(202) 307-0863

2. PROJECT DIRECTOR (Name, address & telephone number)

Mark Easterly
Lieutenant
2300 DeHoop Ave.
Wyoming, MI 49509-1816
(616) 530-7309

3a. TITLE OF THE PROGRAM

BJA FY 15 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation

3b. POMS CODE (SEE INSTRUCTIONS ON REVERSE)

4. TITLE OF PROJECT

2015 JAG for police safety and equipment

5. NAME & ADDRESS OF GRANTEE

City of Wyoming
1155 28th Street SW
Wyoming, MI 49509-1816

6. NAME & ADRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 10/01/2014 TO: 09/30/2016

8. BUDGET PERIOD

FROM: 10/01/2014 TO: 09/30/2016

9. AMOUNT OF AWARD

$ 22,089

10. DATE OF AWARD

09/03/2015

11. SECOND YEAR'S BUDGET

12. SECOND YEAR'S BUDGET AMOUNT

13. THIRD YEAR'S BUDGET PERIOD

14. THIRD YEAR'S BUDGET AMOUNT

15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)

The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states and units of local government, including tribes, to support a broad range of activities to prevent and control crime based on their own state and local needs and conditions. Grant funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice, including for any one or more of the following program areas: 1) law enforcement programs; 2) prosecution and court programs; 3) prevention and education programs; 4) corrections and community corrections programs; 5) drug treatment and enforcement programs; 6) planning, evaluation, and technology improvement programs; and 7) crime victim and witness programs (other than compensation).

The grantee will use the JAG award to purchase law enforcement equipment. Funds will be used to purchase software upgrades. The goal of this project is to sustain state compatible incident based law enforcement reporting systems.

01/18/16
Human Resources/KRO

RESOLUTION NO. _____

RESOLUTION TO ADOPT THE AMENDED AND
RESTATED RETIREMENT SYSTEM PLAN DOCUMENTS

WHEREAS:

1. The City of Wyoming established the Wyoming Retirement System effective as of October 1, 1962, as a Defined Benefit Plan.
2. Effective as of September 5, 2005, the City revised the Retirement System by adopting a Defined Contribution Plan.
3. The Defined Benefit Plan and Defined Contribution Plan (Plans) together comprise the Wyoming Retirement System.
4. As detailed in the attached correspondence from the Retirement System attorney, the Plans are intended to meet the requirements of Section 401(a) of the Internal Revenue Code, and restatement of the Plans is required to comply with changes in law.
5. In connection with restating the Plans to comply with changes in law, a comprehensive review of the Plans and related documents was completed.
6. The attached correspondence from the Retirement System attorney provides detailed information explaining the changes.
7. The Wyoming Retirement System Board of Trustees recommends the City Council adopt the attached amended and restated Defined Benefit Plan, and the attached amended and restated Defined Contribution Plan.

NOW, THEREFORE, BE IT RESOLVED:

1. The amended and restated Defined Benefit Plan and Defined Contribution Plan as attached are adopted.
2. The City Manager is authorized to sign the attached Defined Benefit Plan document and attached Defined Contribution Plan document on behalf of the City.
3. The City Manager is authorized to sign amendments to the Plans for legal compliance, to maintain the status of the Plans as qualified under the Internal Revenue Code, to incorporate negotiated changes to bargaining agreements that have been approved by City Council, and amendments that do not materially increase the cost of the benefits to the City.

Moved by Councilmember:
Seconded by Councilmember:
Motion Carried Yes
No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on January 18, 2016.

_____
Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:
Correspondence from attorney Frank Berrodin
Defined Benefit Plan Document
Defined Contribution Plan Document

Resolution No. _____

MEMORANDUM Retirement Board
City of Wyoming

TO: Mayor and City Councilmembers
Bargaining Unit Presidents

FROM: Andrea Boot, Retirement Board Chair

Cc: Retirement Board of Trustees
Rosa Ooms, Deputy Director of Finance
Kim Oostindie, Director of Human Resources

DATE: December 2, 2015

RE: Update on Activities by the City of Wyoming Retirement Board

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On behalf of the City of Wyoming Retirement Board, I would like to update you on recent activities regarding IRS requirements and Retirement Plan updates. The current Board Trustees includes Councilmember Sam Bolt, Curtis Holt, Dave Mawby, Aaron Vis, me, and citizen representative Bob Kaminski.

IRS rules require that retirement plans be reviewed and restated every five years. This was last done in 2011 for the City of Wyoming Retirement System and it is required the City's Plan be restated by January 31, 2016 to comply with IRS regulations. As you know, in 2011 the Retirement System was moved from the Ordinance to separate Plan documents. When this was done, the Ordinance was amended to make the language regarding the Retirement System obsolete. The documents from 2011 are attached for your reference.

Over the past several months and in preparation for the IRS deadline of January 31, 2016, the Retirement Board conducted a thorough review of the Ordinance and Retirement Plan documents. This was done to ensure consistency, avoid and remove duplicity, update the Plans to include several amendments that were adopted as a result of bargaining unit changes, and update language required by the IRS. The Board conducted this review with the assistance of Retirement Board attorney Frank Berrodin and City of Wyoming finance and human resource department staff. I have summarized the changes below and have also provided you with a memorandum from Mr. Berrodin that provides detailed information about this project.

- The Ordinance is being updated to remove the sections that were made obsolete in 2011 but still remained in the Ordinance. To avoid future confusion and inappropriate references, these sections will be completely removed but will still be retained by the City Clerk's Office for future reference if needed.

- The Retirement Plan documents have been updated to incorporate amendments that have been adopted since the Plans were restated in 2011. The update to the Plans does not change any bargaining agreements or retirement benefits, but rather aligns the Plan documents with existing bargaining agreements and current administrative practices.

- The Retirement Plan documents have been updated to comply with IRS regulations.

This project also included the Board working with Mr. Berrodin to draft Retirement Board By-Laws, a Board Ethics Policy, and a Board Professional Training and Education Policy.

The timeline for the next steps and completion of this project are as follows:

December 21, 2015	First reading of the Ordinance at the City Council meeting
January 11, 2016	Presentation and review of this project at the City Council work session
January 18, 2016	Second reading of the Ordinance at the City Council meeting
January 18, 2016	Resolutions for restatement of the Defined Benefit and Defined Contribution Plans and for the Retirement Board By-Laws

I appreciate the opportunity to update you on this project. If you have any questions regarding any of the topics addressed in this correspondence, please do not hesitate to contact me. You may also attend one of the Retirement Board Meetings, which are scheduled for the third Monday of each month at 3:00 p.m.

MILLER JOHNSON
Attorneys and Counselors

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Suite 800
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Grand Rapids, MI 49501-0306

616.831.1700
616.831.1701 fax
www.millerjohnson.com

MEMORANDUM

TO	City of Wyoming City Council	**CLIENT**	City of Wyoming
FROM	Frank E. Berrodin	**DATE**	December 2, 2015
SUBJECT	Changes to City of Wyoming Retirement System		

Beginning in 2006, all retirement plans that are intended to be qualified under Internal Revenue Code Section 401(a) are required to be amended and restated to comply with changes in tax laws every five years. The deadline for restating the plan during each five year period depends on the taxpayer identification number of the plan sponsor. Each plan sponsor is treated as being in Cycle A, B, C, D or E, which determines the year during which the plans it sponsors must be restated. Governmental employers, however, are all treated as being in Cycle C. But governmental employers were given the option of being treated as if they were in Cycle E for the first two five year cycles ending January 31, 2011 and January 31, 2016. Since the City's Plans were not restated by the January 31, 2014 deadline for Cycle C plans, the Plans must be restated no later than the January 31, 2016 deadline for Cycle E plans. The next time the Plans will need to be restated will be January 31, 2019 (the end of Cycle C for the third cycle) and every five years thereafter.

In connection with restating the Plans to comply with changes in law, a comprehensive review of the Plans and related documents was undertaken by a committee consisting of two Board Members, the City's Deputy Finance Director and Accountant and the City's Human Resources Director in order to be certain that the Plans were actually being administered in accordance with their terms. Consequently, a number of additional changes were made to the Plans and related documents beyond those that are necessary to keep the Plans in compliance with the Internal Revenue Code. The remainder of this memo will explain the changes.

Defined Benefit Plan

1. Section 2.3 of the Plan, which contains the definition of "actuarial equivalent," was amended to remove language regarding the applicable interest rate and applicable mortality tables that were added by the Pension Protection Act of 2006, since these requirements do not apply to governmental plans. Additional language was added indicating how the actuarial assumptions may be changed and the required documentation of any changes.

2. Section 2.7 of the Plan, which contains a definition of “basic provisions,” was amended to add language to reflect the passage of right to work in Michigan, which may result in an employee being a member of a bargaining unit represented by a union, but not a union member who is required to pay dues.

3. Section 2.16, which contains the definition of “compensation” under the Plan, was revised to include annual payments for dual trained employees (i.e., fire and police) and to include compensation that a participant may elect to defer under the Code Section 457(b) Plan of the City as well as any differential wage payments the City makes to employees while they are performing qualified military service. The definition was also modified to clarify that pay for performance bonuses and cleaning, clothing, and food allowances are not included in an employee’s compensation under the Plan.

4. A new Section 2.22 was added defining “differential wage payment” to comply with the Uniformed Services Employment and Reemployment Rights Act ("USERRA”).

5. Section 2.28, which contains the definition of “hours of service,” was revised to indicate how an employee for whom the City does not track actual hours worked will have his or her hours determined for purposes of the Plan.

6. A new Section 2.35 was added to define the term “plan administrator” and reflect that the Board of Trustees is the plan administrator.

7. Section 2.37, which contains the definition of qualified military service, was revised to simply reference USERRA, in order to eliminate the need to have to amend this section every time Congress changes the definition of qualified military service.

8. Section 2.44 was simply moved to Section 2.48 so that it would be in alphabetical order.

9. Section 2.46, which contains the definition of “union,” was revised to reflect the appropriate language as a result of the passage of right to work in Michigan.

10. Sections 3.1 and 3.2 were revised to reflect that no new employees will become eligible for the Plan after September 4, 2007.

11. Section 3.4 was revised to reflect that participants who elect to transfer their accrued benefit to the Defined Contribution Plan are no longer considered Participants in the Defined Benefit Plan and participants who elect to participate in the Defined Contribution Plan, but not transfer their benefits to the Defined Contribution Plan, remain participants in the Defined Benefit Plan even though their benefit is frozen.

12. Section 4.1(b) was revised to reflect that the Board of Trustees has been determining participants’ years of credited service based on whether the participant completes 1,000 hours of service in a calendar year. This Section has also been amended to reflect that the Board has not been crediting participants with partial years of credited service for less than 1,000 hours in a year.

13. Section 4.1(c) has been revised to reflect that the City has adopted the Reciprocal Retirement Act and to clarify that a participant may be credited with additional years of credited service for vesting purposes for service with another municipality either before or after his or her service with the City.

14. Section 5.5 has been revised to indicate that retroactive payments are only made to participants whose benefit does not begin timely due to the fault of the City. If the delay in payments is caused by the participant, the participant is only entitled to receive an actuarially increased benefit, but not retroactive payments.

15. Section 7.2, regarding the amount of a temporary disability benefits, has been revised to clarify that the participant will receive his or her normal retirement benefit unreduced for commencement prior to his or her normal retirement date.

16. Section 7.5, which describes the form of benefit for temporary disability benefits, has been revised to reflect that certain unions have negotiated for a different form of payment of temporary disability benefits.

17. Article 8 has been reworked to try to clarify the distinctions between the spousal death benefit and non-spouse death benefit and to provide further guidance regarding determining who is the beneficiary of a non-spouse death benefit when the participant fails to designate a beneficiary or the beneficiary designated by the participant predeceases the participant. This Article has also been revised to attempt to clarify and simplify provisions.

18. The second paragraph of Section 10.1 has been deleted, since it is not applicable to governmental employers.

19. Section 10.1(d) and (e) have been revised to allow a participant who is divorced to also elect to pop-up his joint and survivor annuity benefit in the event the participant is divorced, and a domestic relations order provides that the spouse waives all rights to the participant's pension. These sections have also been revised to make it clear that no benefit will be paid to a spouse of a participant who remarries after the annuity starting date.

20. Section 10.4(d) has been revised to reflect that a non-spouse beneficiary is also permitted to rollover his or her lump sum distribution in accordance with changes made to Internal Revenue Code Section 402(c).

21. Section 10.6 has been added to the Plan to be consistent with the language included in the Defined Contribution Plan with respect to lost participants and to specify when a participant's accrued benefit may be forfeited if the participant cannot be located.

22. Section 14.2 has been revised to indicate that if a trustee changes benefit groups during his or her term, the trustee will serve out his or her term until the next scheduled election for a trustee of the trustee's prior benefit group.

23. Section 14.3 has been revised to reflect that the Human Resource Director shall serve as the Secretary of the Board.

24. Section 15.2 has been revised to reduce the funding amortization period from 40 years to 30 years as required by an amendment to Section 38.1141 of the Michigan Public Employee Retirement System Investment Act.

25. Section 16.1 has been revised to reduce the hours of service the employee may work and continue to receive his or her pension to 1,000 from 1,200, which is what the City has historically used for purposes of determining whether a participant earns a year of credited service under the Plan.

26. Section 19.2(a) was revised to delete some language that no longer applies since participants who entered the DROP before September 1, 2008 are no longer participants in the DROP.

27. Section 19.4(b) regarding the DROP entry date has been revised to reflect the way the Plan has actually been administered.

28. Section 19.5(b) has been revised to clarify that the initial DROP interest crediting rate was 4%, but the rate is adjusted annually to reflect current interest rates.

29. Changes have been made to several of the benefit schedules to reflect provisions that no longer apply.

Defined Contribution Plan

1. Section 2.2, which contains the definition of "anniversary year," was added to clarify the period during which participants' vested service is determined.

2. Section 2.4, which contains the definition of "beneficiary," was amended to be consistent with the language of the Defined Benefit Plan and clarify the provisions that apply in the event a participant dies with no spouse and without designating a beneficiary.

3. Section 2.6, which contains the definition of "benefit group," was revised to reflect right to work in Michigan.

4. Section 2.8, which contains the definition of "break in service," was revised to reflect that breaks in service are determined using the anniversary year as opposed to the plan year.

5. Section 2.13, which contains the definition of "compensation," was revised to include annual payments for dual trained employees and contributions participants make to the Code Section 457(b) Plan maintained by the City and any differential wage payments made to participants while they are on qualified military leave. This section has also been revised to exclude pay-for-performance bonuses and cleaning, clothing and food allowances.

6. Section 2.19, which contains the definition of "differential wage payment," was added to reflect amendments to USERRA.

7. Section 2.20, which contains the definition of "direct rollover," was revised to reflect the change made by Treasury Regulations under Code Section 402(c)(11) as amended by the Pension Protection Act of 2006 reflecting that non-spouse beneficiaries may only rollover a participant's account to an IRA or Roth IRA and not another qualified plan.

8. Section 2.21, which contains the definition of the term "distributee," has been revised to include non-spouse beneficiaries in accordance with the Treasury Regulations referenced above.

9. Section 2.20, which previously contained the definition of "eligible domestic relations order," has been deleted because the Michigan EDRO Act does not allow for payments to be made to former spouses in a lump sum payment and lump sum payments are the only available distribution options under the Plan. Consequently, the Plan has also been amended by adding a definition of "qualified domestic relations order" to section 2.36, which can permit former spouses to receive distributions in lump sum payments.

10. Section 2.22, which contains the definition of "eligible retirement plan," has been revised to make the language more understandable and reflect that certain terms have been defined within the Plan.

11. Section 2.28, was added to comply with the HEART Act.

12. Section 2.29, which contains the definition of "hour of service," was amended to reflect how the Board determines the hours of service of individuals for whom hours are not tracked.

13. Section 2.37, which contains the definition of "qualified military service," has been revised to reference USERRA in order to prevent having to amend the definition every time Congress amends USERRA.

14. Section 2.47, which contains the definition of "union," has been amended to reflect right to work laws in Michigan.

15. Section 3.1 has been revised to clarify the individuals who have been actually excluded from participating in the Plan.

16. Section 3.2 of the Plan has been revised to reflect that eligible employees are treated as becoming participants in the Plan on their date of employment, even though they will not become vested in any contributions made for them unless they complete one year of service with the City.

17. Section 4.4 the Plan, which contains the limits on annual additions, has been revised to reflect revisions to Internal Revenue Code Section 415.

18. Section 5.2 has been amended to remove Plan provisions which no longer apply and to reflect the addition of a definition of anniversary year.

19. Section 7.1(b) was revised to reflect that the 60 day rule does not apply to governmental plans.

20. Section 7.1(c) was added to reflect that the 10% excise tax for early distributions will apply in certain circumstances, but that there is an exception for distributions made to public safety employees if they terminate employment after attaining age 50.

21. Section 7.4 (d) was removed because it was incorporated in other places in the restated Plan.

22. Section 7.8 has been revised to clarify the method of locating lost participants and determining when their account will be forfeited if the City is unable to locate them and to be consistent with the terms of the Defined Benefit Plan.

Board of Trustees Bylaws and Rules of Procedure

The City of Wyoming Retirement System Board of Trustees Bylaws and Rules of Procedure have been prepared to assist the Board Members in administering the Plan and understanding their duties under the Defined Benefit Plan and Defined Contribution Plan as well as the other plans the City maintains. While the Board members generally have a fiduciary duty to act in the best interest of Plan participants, their responsibilities are different under the Retirement Plans (including the 457(b) Plan), which are governed by the Public Employee Retirement System Investment Act, than they are under the Retiree Medical Trust and Post-Employment Health Plan. The Board of Trustees is also responsible for the administration of the Retirement Plans, but not the retiree medical coverage.

The Professional Training and Education Policy and the Ethics Policy are required to be maintained by the Board in accordance with the Public Employee Retirement System Investment Act. The Committee has attempted to tailor the policy to the City's actual operations.

City Ordinance

Finally, I have drafted a proposed Ordinance to amend the Code of the City of Wyoming to remove Sections 58-1 through 58-710, 59-1 through 59-8 and 59–20 through 59–28 because these provisions of the Ordinance are creating confusion. When the Plans were removed from the Ordinance effective July 1, 2011 and set forth in separate plan documents, the relevant sections of the Code were deemed obsolete but remained as part of Code. Since the new provisions of the Plan are not contained in the Code, anyone who looks at the Code may be under the false impression that those provisions of the Plan are still in effect. Consequently, we believe it is better to remove these old plan provisions in the Code completely and house them in the City Clerk's Office for historical reference purposes.

FEB:mak

CITY OF WYOMING

DEFINED BENEFIT PLAN

(Restated effective as of July 1, 2015)

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CITY OF WYOMING

DEFINED BENEFIT PLAN

Article 1

Establishment of the Defined Benefit Plan

1.1 History of the Defined Benefit Plan

The City established the Retirement System effective as of October 1, 1962, for the purpose of providing retirement benefits to Employees eligible under the terms and conditions of the Retirement System. The Retirement System was a defined benefit pension plan. Effective as of September 5, 2005, the City revised the Retirement System by adopting a defined contribution plan. The Defined Benefit Plan and the Defined Contribution Plan together comprise the Retirement System.

1.2 This Document

By this document the City is amending and restating the Defined Benefit Plan effective July 1, 2015. The amended and restated Defined Benefit Plan is intended to meet the requirements of Sections 401(a) and 501(a) of the Code which are applicable to qualified retirement plans established by governmental employers.

1.3 Organization of the Plan

The Defined Benefit Plan applies to Employees in various Benefit Groups. The provisions of the Plan which apply to a specific Benefit Group are called a Sub-Plan.

The initial portion of the Plan, called the Basic Provisions, applies to all Participants. The Schedules, which are attached to the initial portion of the Plan, set forth the terms and conditions which apply to each Benefit Group. The specific Defined Benefit Plan provisions applicable to each Benefit Group are set forth in the applicable Schedule for that Benefit Group, except as otherwise provided in the applicable Collective Bargaining Agreement (in the case of a Participant who is a member of a Union) or in the applicable employment agreement (in the case of a Participant who is not a member of a Union). For each Benefit Group, the Sub-Plan consists of the Basic Provisions and the applicable Schedule.

1.4 Special Effective Dates

Although the amended and restated Defined Benefit Plan is generally effective as of July 1, 2015, certain provisions may have different effective dates in order to comply with federal laws and regulations. Each special effective date is stated in the Defined Benefit Plan provision to which it relates.

1.5 Effect on Prior Employees

A Participant who has a Severance from Employment before the effective date of the amended and restated Defined Benefit Plan (or the effective date of any specific provision having a special effective date) shall have his rights and benefits determined under the Defined Benefit Plan provisions in effect when his Severance from Employment occurred, except as specifically stated in the amended and restated Defined Benefit Plan.

Article 2

Definitions

The following words, terms and phrases, shall have the meanings ascribed to them in this Article, except where the context clearly indicates a different meaning. All references to specific Articles or Sections shall refer to Articles or Sections of the Defined Benefit Plan unless otherwise stated.

2.1 Accrued Benefits

"Accrued Benefit" means the pension benefit earned by a Participant as of a particular date. A Participant's Accrued Benefit shall be computed in the same manner as a Normal Retirement Benefit, based on the Participant's Years of Credited Service, Average Monthly Compensation, Benefit Group, and the benefit rates in effect as of the following date:

(a) If the Participant has had a Severance from Employment, the date specified in the Defined Benefit Plan for determining the Accrued Benefit, based on the type of benefit for which the Participant is eligible; or

(b) If the Participant remains employed by Employer, the date as of which the calculation is being made.

2.2 Accumulated Employee Contribution

"Accumulated Employee Contributions" means the sum of all amounts credited to a Participant's individual account in the reserve for Accumulated Employee Contributions.

2.3 Actuarially Equivalent or Actuarial Equivalent

"Actuarially Equivalent" or "Actuarial Equivalent" means equality in value of the aggregate amount of pension benefits to be received under different forms of payment. Actuarial Equivalent benefits shall be based upon the following:

Interest Rate	7.5% per year
Mortality	1971 group annuity mortality table set back zero years for men and five years for women.

Application of these assumptions to the computation of benefits payable under the Defined Benefit Plan shall be made in a uniform and consistent manner with respect to all Participants in similar circumstances. Actuarial assumptions may be changed by the Board of Trustees based on the recommendation of the Actuary. Any change to the actuarial assumptions will be reflected in an amendment to the Plan or minutes of a Board meeting.

2.4 Actuary

"Actuary" means the individual actuary or firm of actuaries selected by the Board of Trustees to provide actuarial services in connection with the administration of the Defined Benefit Plan. The individual actuary or a member of the actuarial firm shall be a member of the American Academy of Actuaries or shall have demonstrated an educational background necessary for the practice of actuarial science and have at least five years of relevant pension actuarial experience.

2.5 Annuity Starting Date

"Annuity Starting Date" means the first day or the first period for which an amount is to be paid as an annuity or other form under Article 10. It is the first day as of which an amount is to be paid, not the actual date of payment.

2.6 Average Monthly Compensation

"Average Monthly Compensation" means Compensation used in determining a Participant's or Vested Terminated Participant's Accrued Benefit. A Participant's or Vested Terminated Participant's Average Monthly Compensation is described in the Schedule that applies to his Benefit Group.

2.7 Basic Provisions

"Basic Provisions" are the provisions of the Defined Benefit Plan that apply to all Participants and Vested Terminated Participants. The Basic Provisions are the terms and conditions of the Defined Benefit Plan other than the Schedules.

2.8 Beneficiary

"Beneficiary" means the beneficiary designated by the Participant on a form provided by the Board of Trustees. Spousal consent is required if the Participant designates a Beneficiary in addition to, or other than, his Spouse.

2.9 Benefit Group

"Benefit Group" means the group of Employees designated for the purpose of determining benefit eligibility, benefit conditions, benefit amounts and contribution amounts applicable to a Participant. The Benefit Groups are as follows:

(a) **General Benefit Group** The General Benefit Group shall include all Participants who are members of the Wyoming City Employees Union.

(b) **Administrative and Supervisory Benefit Group** The Administrative and Supervisory Benefit Group shall include all Participants who are members of the Wyoming Administrative and Supervisory Employees Association.

(c) **Police Command Benefit Group** The Police Command Benefit Group shall include all Participants who are members of the Police Officers Labor Council Wyoming Command Division. A police chief or deputy police chief appointed after July 1, 2010, is also a member of this Benefit Group (and is not a member of the Administrative Contract Group) if he was a member of this Benefit Group immediately before being appointed to the position of police chief or deputy police chief.

(d) **Police Nonsupervisory Benefit Group** The Police Nonsupervisory Benefit Group shall include all Participants who are members of the Police Officers Labor Council Wyoming Division.

(e) **Police ECO Benefit Group** The Police ECO Benefit Group shall include all Participants who are members of the Wyoming Police Officers Labor Council Emergency Communications Operators Unit.

(f) **Fire Benefit Group** The Fire Benefit Group shall include all Participants who are members of the Wyoming Fire Fighters Association. A fire chief or deputy fire chief appointed after July 1, 2010, is also a member of this Benefit Group (and is not a member of the Administrative Contract Group) if he was a member of this Benefit Group immediately before being appointed to the position of fire chief or deputy fire chief.

(g) **Administrative Contract Benefit Group** The Administrative Contract Benefit Group shall include all non-Union Participants who are classified as full-time Employees and whose terms of employment with Employer are set forth in an individual employment contract, and whose job classification is not specifically included in another Benefit Group. (This also includes those individuals who were appointed police chief, deputy police chief, fire chief and deputy fire chief before July 1, 2010.)

For purposes of this definition, an Employee is considered to be a "member" of a Union if the Employee is included in the bargaining unit represented by that Union.

The specific Defined Benefit Plan provisions applicable to each Benefit Group are set forth in the applicable Schedule for that Benefit Group, except as otherwise provided in the applicable Collective Bargaining Agreement (in the case of a Participant who is a member of a

Union) or in the applicable employment agreement (in the case of a Participant who is not a member of a Union). Age and service conditions for benefit eligibility shall be those applicable to the Participant's Benefit Group at the time of his Severance from Employment.

2.10 Board of Trustees

"Board of Trustees" or "Board" means the governing body of the Retirement System which is described in Article 14.

2.11 Calendar Year

"Calendar Year" means the 12-consecutive month period beginning on January 1 and ending on the following December 31.

2.12 City

"City" means the City of Wyoming, Michigan.

2.13 City Code

"City Code" means the City of Wyoming Code of Ordinances of 1997, as amended.

2.14 Code

"Code" means the Internal Revenue Code of 1986, as amended, including any applicable regulations.

2.15 Collective Bargaining Agreement

"Collective Bargaining Agreement" means the currently effective collective bargaining agreement between Employer and a Union, provided retirement benefits were the subject of good faith bargaining.

2.16 Compensation

"Compensation" means base salary or wages, for regular hours worked including annual payments for dual trained Employees, longevity pay, awards, cost-of-living allowances, salary or wages while absent from work on account of illness (including workers' compensation), overtime pay, shift premiums, and salary or wages for vacation or holiday time taken or worked, Deemed Section 125 Compensation, pay reduction contributions to a qualified transportation fringe benefit plan under Section 132(f) of the Code or to an eligible deferred compensation plan under Section 457(b) of the Code and any Differential Wage Payments. For a Participant who is receiving workers' compensation benefits and a differential payment equal to the difference between his net salary or wage and workers' compensation benefits, "Compensation" also includes the workers' compensation benefit and the differential payment. Compensation shall not include any remuneration or reimbursement not specifically stated above, including, but not limited to, pay for performance bonuses, cleaning, clothing and food

allowances, payments made at the time of Severance from Employment for unused sick leave, accrued vacation time and other severance pay, and amounts received for opting-out of Employer-provided health insurance.

Compensation of each Participant in a Plan Year shall be limited to the maximum amount permitted by Section 401(a)(17) of the Code (the "dollar limit"). The dollar limit for the Plan Year that begins in 2015 is $265,000. The dollar limit shall be increased in accordance with Section 401(a)(17)(B) of the Code.

2.17 Date of Employment

"Date of Employment" means the date on which an Employee performs his first Hour of Service for Employer. However, see Section 3.5 for the Date of Employment of certain reemployed Employees.

2.18 Deemed Section 125 Compensation

"Deemed Section 125 Compensation" means a Participant's pre-tax contributions to a cafeteria plan under Section 125 of the Code in the following situation:

(a) The Participant is required to make pre-tax contributions towards the cost of health coverage made available by Employer; and

(b) The Participant is permitted to waive health coverage made available by Employer only if the Participant certifies that the Participant has other health coverage; and

(c) The Participant does not have other health coverage available and, as a result, is required to elect health coverage made available by Employer; and

(d) Employer does not request or collect information regarding the Participant's other health coverage during the health plan's enrollment process.

2.19 Deferred Vested Benefit

"Deferred Vested Benefit" means the retirement benefit provided to a Participant or Vested Terminated Participant who qualifies and elects to receive benefits under Article 9.

2.20 Defined Benefit Plan

"Defined Benefit Plan" means the City of Wyoming Defined Benefit Plan, as described in this document.

2.21 Defined Contribution Plan

"Defined Contribution Plan" means the City of Wyoming Defined Contribution Plan.

2.22 Differential Wage Payment

"Differential Wage Payment" means a payment under Section 3401(h) of the Code that is paid to a Participant during any period when the Participant is performing Qualified Military Service while on active duty for more than 30 days.

2.23 Early Retirement Benefit

"Early Retirement Benefit" means the retirement benefit provided to a Participant who qualifies and elects to receive benefits under Article 6.

2.24 Early Retirement Date

"Early Retirement Date" means the first day after a Participant attains early retirement age under Article 6 and has a Severance from Employment.

2.25 Eligible Domestic Relations Order

"Eligible Domestic Relations Order" means an eligible domestic relations order under MCL 38.1701 et. seq. The attorney for the Board of Trustees shall determine whether a judicial order which requires payment of Defined Benefit Plan benefits to an alternate payee is an Eligible Domestic Relations Order.

2.26 Employee

"Employee" means any person who is on Employer's payroll and is treated by Employer for tax purposes as Employer's common law employee. Employee also means any Leased Employee of Employer deemed to be an Employee of Employer under Sections 414(n) or (o) of the Code.

2.27 Employer

"Employer" means the City, the 62A District Court and the Wyoming Housing Commission.

2.28 Hour of Service

"Hour of Service" means:

(a) Each hour for which an Employee is paid, or entitled to be paid, by Employer for the performance of duties for Employer during the applicable computation period.

(b) Each hour for which an Employee is directly or indirectly paid, or entitled to be paid, by Employer an amount equal to 100 percent of the Employee's regular Compensation, but for which no duties are performed (whether or not the employment relationship has terminated) due to vacation, holiday, illness, incapacity (including disability), layoff, jury duty or Employer-approved leave of absence.

(c) If an Employee has an authorized leave of absence or a Severance from Employment because of Qualified Military Service, the Employee shall be credited with Hours of Service for the hours the Employee would have been scheduled to work during the Period of Qualified Military Service, provided the Employee applies for, and resumes, employment with Employer within the time limits established by USERRA. An Employee shall receive credit for Hours of Service under this provision only to the extent required by USERRA (or any successor law).

An Employee for whom Employer does not maintain a record of the number of hours worked will be credited with the number of Hours of Service he is regularly scheduled to work for each day during which he would otherwise be credited with at least one Hour of Service.

Any Hours of Service for which an Employee is paid overtime shall be credited on the basis of the actual hours worked and not the hours paid. The payroll and other records of Employer shall be used to determine an Employee's Hours of Service.

2.29 <u>Leased Employee</u>

"Leased Employee" means any person who is not a common-law employee of Employer and who performs services for Employer under the following circumstances:

(a) The services are pursuant to an agreement between a leasing organization and Employer;

(b) The person performs the services for Employer on a substantially full-time basis for at least one year; and

(c) The services are performed under the primary direction and control of Employer.

A Leased Employee shall not be considered an Employee of Employer if:

(a) The Leased Employee is covered by a money purchase pension plan providing:

(1) A nonintegrated employer contribution equal to at least 10 percent of the Leased Employee's Compensation determined under Section 415 of the Code, plus any pay reduction contributions under Sections 125, 402(e)(3), 402(h)(1)(B) or 403(b) of the Code.

(2) Immediate participation; and

(3) Full and immediate vesting; and

(b) Leased Employees do not constitute more than 20 percent of Employer's "nonhighly compensated work force," as defined in Section 414(n)(5)(C)(ii) of the Code.

2.30 Normal Retirement Age

"Normal Retirement Age" means the age described in the Schedule that applies to the Participant's Benefit Group.

2.31 Normal Retirement Benefit

"Normal Retirement Benefit" means the retirement benefit provided to a Participant or Vested Terminated Participant who qualifies for and elects to receive benefits under Article 5.

2.32 Normal Retirement Date

"Normal Retirement Date" means the first day after a Participant attains Normal Retirement Age and has a Severance from Employment. But for a DROP Participant, "Normal Retirement Date" means the Participant's DROP Entry Date.

2.33 Participant

"Participant" means an Employee who has met the requirements for participation under Article 3 and who is or may become eligible to receive a benefit from the Defined Benefit Plan or whose Beneficiary may be eligible to receive a benefit from the Defined Benefit Plan.

2.34 Period of Qualified Military Service

"Period of Qualified Military Service" means the period of time an Employee is absent from employment where the absence is necessitated by the Employee's performance of Qualified Military Service.

2.35 Plan Administrator

"Plan Administrator" means the named fiduciary responsible for the operation and administration of the Defined Benefit Plan. The Board of Trustees shall be the Plan Administrator.

2.36 Plan Year

"Plan Year" means the 12-consecutive-month period beginning on July 1 and ending on the following June 30.

2.37 Qualified Military Service

"Qualified Military Service" means qualified military service under Section 414(u)(5) of the Code. An individual is performing Qualified Military Service only if the individual is entitled to reemployment rights under USERRA.

2.38 Qualified Plan

"Qualified Plan" means a retirement plan meeting the requirements of Sections 401(a) and 501(a) of the Code.

2.39 Retiree

"Retiree" means a former Employee who is receiving a pension benefit from the Defined Benefit Plan or an Employee who has ceased performing services for Employer who is receiving a disability benefit from the Defined Benefit Plan.

2.40 Retirement System

"Retirement System" means the Defined Benefit Plan and the Defined Contribution Plan.

2.41 Schedules

"Schedules" means the Schedules attached to, and incorporated into, the Defined Benefit Plan. Each Schedule sets forth the specific Defined Benefit Plan provisions that apply to a particular Benefit Group.

2.42 Severance from Employment

"Severance from Employment" means the individual has ceased to be an Employee of Employer. The personnel policies of the City shall be used in determining whether a Severance from Employment has occurred.

2.43 Spouse

"Spouse" means the person to whom a Participant is legally married on the day before his Annuity Starting Date or, if earlier, his death. A former Spouse shall be treated as a Spouse for purposes of the Defined Benefit Plan to the extent provided under an Eligible Domestic Relations Order.

2.44 Straight Life Annuity

"Straight Life Annuity" means the annuity form of benefit payment described in Section 10.3(a).

2.45 Temporary Disability Benefit

"Temporary Disability Benefit" means the disability benefit provided to a Participant or Vested Terminated Participant who qualifies and elects to receive benefits under Article 7.

2.46 Unions

"Unions" mean the Unions whose members are eligible to participate in the Defined Benefit Plan. These Unions are as follows:

(a) Wyoming City Employees Union.

(b) Wyoming Administrative and Supervisory Employees Association.

(c) Police Officers Labor Council Wyoming Command Division.

(d) Police Officers Labor Council Wyoming Division.

(e) Police Officers Labor Council Emergency Communications Operators Unit.

(f) Wyoming Fire Fighters Association.

For purposes of this definition, an Employee is considered to be a "member" of a Union if the Employee is included in the bargaining unit represented by that Union.

2.47 USERRA

"USERRA" means the Uniformed Services Employment and Reemployment Rights Act of 1994, as amended.

2.48 Vested Terminated Participant

"Vested Terminated Participant" means a former Employee who has met the requirements for participation under Article 3, and who is eligible to receive a benefit from the Defined Benefit Plan or whose Beneficiary may be eligible to receive a benefit from the Defined Benefit Plan, other than the return of his Accumulated Employee Contributions, plus interest.

2.49 Year of Credited Service

"Year of Credited Service" means a year of service used in determining the amount of a Participant's Accrued Benefit and whether the Participant is vested in the Defined Benefit Plan. A Participant's Years of Credited Service shall be determined in the manner described in Article 4.

Article 3

Participation

3.1 Eligible Employees

No Employee shall become eligible for the Plan after September 4, 2007 (or an earlier date as set forth in the applicable Schedule for that Benefit Group).

A Participant who is on a leave of absence for Qualified Military Service described in Section 4.2 or another leave of absence approved by Employer shall continue to participate in the Defined Benefit Plan.

3.2 Date of Participation

(a) Before September 4, 2007 For the period before September 4, 2007 (or an earlier date as set forth in the applicable Schedule for that Benefit Group), each Employee who was eligible under Section 3.1 became a Participant on the later of the Employee's Date of Employment or the date the Employee became eligible under Section 3.1.

(b) After September 4, 2007 No Employee shall become a Participant after September 4, 2007 because participation in the Plan was "closed to new entrants" as of September 4, 2007 (or an earlier date as set forth in the applicable Schedule for that Benefit Group). The last entry date for the Plan was September 4, 2007.

3.3 Transfer Between Benefit Groups

A Participant who transfers from one Benefit Group to another Benefit Group shall continue to participate in the Defined Benefit Plan regardless of whether he would be eligible to participate in the Defined Benefit Plan in the new Benefit Group.

3.4 Termination of Participation

A Participant who elects to transfer his or her Accrued Benefit to the Defined Contribution Plan in accordance with the applicable Schedule for the Employee's Benefit Group will no longer be a Participant as of the date of transfer. A Participant who elects to participate in the Defined Contribution Plan in accordance with the applicable Schedule for the Employee's Benefit Group, but does not elect to transfer his or her Accrued Benefit to the Defined Contribution Plan, will remain a Participant in the Plan, but will not earn any additional benefits under the Plan. Except to the extent otherwise required by applicable law, if a Participant ceases to be eligible before becoming vested in any benefits under the Defined Benefit Plan, his participation shall cease as of the date he ceases to be eligible. The individual shall be deemed to have received a distribution of his benefits from the Defined Benefit Plan.

3.5 Participation After Reemployment

An Employee who has a Severance from Employment after becoming a Participant shall again be a Participant immediately upon being rehired by Employer, provided the Employee is eligible under Section 3.1 and the Schedule that applies to the Employee's Benefit Group and the Employee has a Deferred Vested Benefit under the Defined Benefit Plan as of his re-employment date. An Employee who does not have a Deferred Vested Benefit under the Defined Benefit Plan as of his re-employment date shall be ineligible to participate in the Defined Benefit Plan.

Article 4

Service

4.1 Credited Service

Years of service used in calculating the amount of a Participant's Accrued Benefit under the Defined Benefit Plan and whether the Accrued Benefit is vested are called Years of Credited Service.

(a) **General Rule** Subject to the other provisions of this Section, all years of employment with Employer in job classifications that are eligible for participation in the Defined Benefit Plan shall be counted in determining a Participant's Years of Credited Service.

(b) **Rules of Calculation** A Participant will receive credit for Years of Credited Service for each Calendar Year in which the Participant has at least 1,000 Hours of Service.

(c) **Reciprocal Service** A Participant may be credited with additional Years of Credited Service for service with another governmental entity as provided in the Reciprocal Retirement Act of 1961, as amended (MCL § 38.1101, et. seq.).

4.2 Military Service

An individual who leaves employment with Employer to enter any armed service of the United States shall receive Years of Credited Service for the periods of military service subject to the following conditions:

(a) The Participant must return to active employment with Employer within 90 days from and after the date of termination of military service or within any longer period during which the Participant's reemployment rights may be protected by law following termination of military service.

(b) The Participant must repay the total amount of any Accumulated Employee Contributions distributed to him from the Defined Benefit Plan, plus interest (compounded annually). The interest rate for each Plan Year between the distribution date and the repayment date shall be 120 percent of the federal mid-term rate under Section 1274 of the Code on the first day of the Plan Year. These amounts must be repaid during the repayment period established by the Board of Trustees. For repayments protected by USERRA, this period shall not be shorter than the repayment period provided under USERRA. The USERRA repayment period begins on the date the Participant is reemployed by Employer and lasts until the earlier of:

(1) The fifth anniversary of the Participant's reemployment; or

(2) The date on which the repayment period is three times as long as the Participant's Period of Qualified Military Service.

(c) No Years of Credited Service shall be credited on account of periods of military service which shall be used for obtaining or increasing a benefit under another retirement system, except as required by applicable law.

(d) Notwithstanding any provision of the Defined Benefit Plan to the contrary, contributions, benefits and service credit with respect to Qualified Military Service shall be provided in accordance with Section 414(u) of the Code and USERRA.

4.3 Recrediting of Service After Reemployment

A Participant's service is recredited after reemployment as follows:

(a) **General Rule** If a Participant has a Severance from Employment and is subsequently reemployed by Employer, his prior Years of Credited Service shall be restored if the Participant had vested benefits prior to his Severance from Employment, or, if he did not have vested benefits, the break in employment with Employer is less than four years.

(b) **Special Rule Where a Participant Received a Distribution of Accumulated Employee Contributions** If a Participant receives a distribution of Accumulated Employee Contributions from the Defined Benefit Plan and is subsequently rehired by Employer and is eligible to participate in the Defined Benefit Plan, his Years of Credited Service earned due to employment either before July 3, 1978, or during the time period in which the Participant was a member of a Benefit Group in which Employee contributions are required under Article 12, shall be disregarded in determining his Accrued Benefit after reemployment.

4.4 Transferred Employees

A Participant who is actively employed by Employer who transfers to a job classification that makes him ineligible for further participation in the Defined Benefit Plan shall retain his rights to a benefit under the Defined Benefit Plan (to the extent vested). His Years of Credited Service shall only be based upon service in an eligible job classification.

Article 5

Normal Retirement Benefit

5.1 Eligibility for Benefit

A Participant who is actively employed by Employer shall have a nonforfeitable right to a Normal Retirement Benefit upon attaining Normal Retirement Age. Accordingly, a Participant who has a Severance from Employment on or after attaining Normal Retirement Age shall be eligible to receive a Normal Retirement Benefit.

5.2 Amount of Benefit

The amount of benefit shall be determined as follows:

(a) **General Rule** The monthly pension benefit payable for life to a Participant who has had a Severance from Employment after becoming eligible for a Normal Retirement Benefit shall equal the Participant's Years of Credited Service multiplied by the benefit formula applicable to the Participant's Benefit Group on the date the Participant's Severance from Employment occurs. The amount shall be determined as if the Participant's total Years of Credited Service were under that Benefit Group.

(b) **Benefit Formula** The benefit formula for determining the amount of a Participant's monthly pension benefit for each Benefit Group shall be set forth in the applicable Schedule for that Benefit Group.

(c) **Annual Pension Adjustment** Annual pension adjustments, if any, for Participants in a Benefit Group shall be made as set forth in the applicable Schedule for that Benefit Group.

5.3 Commencement of Benefit

A Normal Retirement Benefit shall be payable to a Participant after the Participant's Severance from Employment if the Participant is eligible for, and has applied for, a Normal Retirement Benefit. Benefits shall be paid no later than the last working day of each month until the death of the Participant. Benefits after the Participant's death, if any, depend on the form of benefit payment elected by the Participant.

5.4 Form of Payment Used in Determining Amount of Benefit

The amount of benefit determined under this Article is based on payment in the form of a Straight Life Annuity. If actual payment is in a different form, the amount of the actual benefit shall be adjusted to be the Actuarial Equivalent of a Straight Life Annuity.

5.5 Adjusted Amount for Late Payment

The amount of a Participant's benefits under this Article is based upon payment beginning on the first day of the month after the Participant's actual retirement date. If payment begins later than this date and the delay is caused by the Participant, the amount of the Participant's benefit shall be the Actuarial Equivalent of the Participant's Accrued Benefit on the first day of the month after the Participant's actual retirement date. Payment is not made retroactive to the Participant's actual retirement date unless any delay in making payments is not caused by the Participant.

5.6 Form of Benefit

A Normal Retirement Benefit shall be payable in the form determined under Article 10.

Article 6

Early Retirement Benefit

6.1 Eligibility for Benefit

To the extent provided in the Schedule that applies to the Participant's Benefit Group, a Participant shall have a nonforfeitable right to an Early Retirement Benefit if his Severance from Employment occurs after attaining early retirement age, but before attaining Normal Retirement Age. The definition of early retirement age for each Benefit Group eligible for an Early Retirement Benefit shall be set forth in the applicable Schedule for that Benefit Group.

6.2 Amount of Benefit

The monthly pension benefit payable to a Participant who is entitled to an Early Retirement Benefit shall be an amount equal to his Accrued Benefit determined as of his Early Retirement Date reduced for each month his pension starts before his Normal Retirement Age, to the extent the applicable Schedule for the Participant's Benefit Group provides for a reduction for payment before Normal Retirement Age.

6.3 Commencement of Benefit

An Early Retirement Benefit shall be payable to a Participant after the Participant's Severance from Employment if the Participant is eligible for, and has applied for, an Early Retirement Benefit. Benefits shall be paid no later than the last working day of each month until the Participant's death. Benefits after the Participant's death, if any, depend on the form of benefits elected by the Participant.

6.4 Form of Payment Used in Determining Amount of Benefit

The amount of benefit determined under this Article is based on payment in the form of a Straight Life Annuity. If actual payment is in a different form, the amount of the actual benefit shall be adjusted to be the Actuarial Equivalent of a Straight Life Annuity.

6.5 Adjusted Amount for Late Payment

The amount of a Participant's benefits under this Article is based upon payment beginning on or before the Participant's Normal Retirement Date. If payment begins after the Participant's Normal Retirement Date, the amount of the Participant's benefit shall be the Actuarial Equivalent of the Participant's Accrued Benefit as of the Participant's Normal Retirement Date. Payment is not made retroactive to the Participant's Normal Retirement Date.

6.6 Form of Benefit

An Early Retirement Benefit shall be payable in the form determined under Article 10.

Article 7

Temporary Disability Benefit

7.1 Eligibility for Benefit

A Participant who has the minimum number of Years of Credited Service for his Benefit Group, as set forth in the applicable Schedule for his Benefit Group, shall be eligible for a Temporary Disability Benefit if he becomes incapacitated for continued employment with Employer as a result of a total disability. "Total disability" or "totally disabled" means the Participant is totally incapacitated for continued employment with Employer as a result of a physical or mental condition of the Participant. The Participant must be totally disabled prior to the date of his Severance from Employment in order to be eligible for a Temporary Disability Benefit.

The existence of total disability shall be determined by the Board of Trustees. In making its determination, the Board of Trustees shall consider the reports of physician(s) and/or other health care provider(s) which are supplied by the Participant and any other facts the Board of Trustees deems relevant. Further, the Board of Trustees may require the Participant to be examined by physician(s) and/or other health care provider(s) selected by the Board of Trustees in order to make its determination. Any examinations ordered by the Board of Trustees shall be paid for by the Defined Benefit Plan and shall not be the financial responsibility of the Participant.

If the Board of Trustees determines that a Participant is totally disabled and eligible for a Temporary Disability Benefit, the Board of Trustees may periodically review its determination to confirm that the Participant continues to be totally disabled and eligible for a Temporary Disability Benefit.

7.2 Amount of Benefit

The monthly pension benefit payable to a Participant who is entitled to a Temporary Disability Benefit shall be an amount equal to the Participant's Accrued Benefit as of the date approved by the Board of Trustees, unreduced for payment before the Participant's Normal Retirement Date.

7.3 Commencement of Benefit

A Temporary Disability Benefit shall be payable to a Participant after the Participant last performed services for Employer if the Participant is eligible for, has applied and been approved for, a Temporary Disability Benefit.

Benefits shall be paid no later than the last working day of each month until the Participant's death or the date the Participant attains the minimum age requirement to be eligible for a Normal Retirement Benefit, whichever is earlier. Upon attaining the minimum age requirement to be eligible for a Normal Retirement Benefit, the Participant shall receive a Normal Retirement Benefit in an amount equal to the Participant's Accrued Benefit as of the date approved by the Board of Trustees.

7.4 Form of Payment Used in Determining Amount of Benefit

The amount of benefit determined under this Article is based on payment in the form of a Straight Life Annuity.

7.5 Form of Benefit

A Temporary Disability Benefit shall be payable in the form determined under Article 10. Except to the extent provided otherwise in the applicable Schedule for the Participant's Benefit Group, the form elected shall continue when the Participant's Temporary Disability Benefit becomes a Normal Retirement Benefit as described in Section 7.3 of this Article.

7.6 Duty Disability - Special Rules

In the event the Participant's total disability results in the payment of benefits, other than medical expense benefits, under the workers' compensation laws of the state of Michigan, the following special rules shall apply:

(a) The minimum number of Years of Credited Service requirement described in Section 7.1 shall be waived.

(b) If the Participant had less than the minimum number of Years of Credited Service requirement described in Section 7.1, the amount of the Participant's monthly pension benefit shall be calculated as if the Participant had completed exactly the minimum number of Years of Credited Service requirement.

The applicable Schedule for a Benefit Group may contain additional special rules that apply in a duty disability situation.

7.7 Continuation Subject to Reexamination and Return to Employment Rules

As part of or in addition to the Board of Trustees' periodic review of total disability described in Section 7.1, the Board of Trustees may periodically require a Participant to undergo an examination by physician(s) and/or other health care provider(s) selected by the Board of Trustees to determine if the Participant continues to be totally disabled and eligible for a Temporary Disability Benefit. If the Participant refuses to submit to an examination, payment of benefits may be suspended by the Board of Trustees until the Participant submits to the examination. If the Participant's refusal continues for one year, all of the Participant's rights in and to a Temporary Disability Benefit may be revoked by the Board of Trustees.

The Participant's Temporary Disability Benefit shall be discontinued, if, following the examination, the physician(s) and/or other health care provider(s) certify that the Participant is sufficiently recovered so that the Participant no longer has a total disability and the Board of Trustees concurs in the certification. Employer shall be allowed reasonable latitude, to the extent permitted by applicable law, in placing the Participant in a position commensurate with the position held by the Participant at the time he became totally disabled.

A Participant who has been restored to employment with Employer shall again become a Participant in the Defined Benefit Plan, if eligible under Section 3.1. The Participant's Years of Credited Service at the time he became totally disabled shall be restored. However, service shall not be credited for the period the Participant was being paid a Temporary Disability Benefit.

A Participant who is certified to have sufficiently recovered as described above, who does not return to employment and who had completed the minimum number of Years of Credited Service requirement to be eligible for a Deferred Vested Benefit at the time he became totally disabled shall be entitled to a Deferred Vested Benefit in accordance with Article 9.

Article 8

Death Benefit

8.1 Spousal Death Benefit

The Spouse of a Participant shall be eligible to receive a death benefit if the Participant dies after satisfying the following requirements, but before receiving any benefits from the Defined Benefit Plan:

(a) The Participant was married to the Spouse at the time of death;

(b) The Participant did not complete a Beneficiary designation form and submit it to Employer pursuant to Section 8.2; and

(c) The Participant died after satisfying the service requirement for his Benefit Group as set forth in the applicable Schedule.

8.2 Non-Spouse Death Benefit

A Beneficiary of a married or unmarried Participant who has satisfied the service requirement described in Section 8.1(c) shall be eligible for a non-Spouse death benefit pursuant to this Section. In order for a married Participant to elect a non-Spouse death benefit pursuant to this Section, the Participant's Spouse must consent in writing to the Participant's election of the non-Spouse death benefit and the Participant's naming of another Beneficiary. The Spouse's consent must be witnessed by a notary public. The Beneficiary shall be designated by the Participant on a form provided by the Board of Trustees. The Participant may change the Beneficiary designation at any time by completing and filing a new form with the City's Finance Department.

8.3 Amount of Death Benefit

If the Participant dies while employed by Employer or while on a leave of absence from Employer to perform Qualified Military Service, the amount of the monthly benefit payable to a Spouse or Beneficiary who is entitled to a death benefit under Section 8.1 or 8.2 will be the amount the Spouse or Beneficiary would have been entitled to receive as a joint and 100%

survivor annuity if the Participant had retired on the day immediately preceding his death even if the Participant had not attained the age necessary for a Normal Retirement Benefit to begin.

If a Vested Terminated Participant dies before receiving any benefits from the Defined Benefit Plan, the monthly benefit payable to a Spouse or Beneficiary who is entitled to a death benefit will be the amount the Spouse or Beneficiary would be entitled to receive as a survivor benefit if the Participant survived to the date he would have been eligible to begin receiving his Deferred Vested Benefit but did not earn any additional benefit, elected to receive his distribution in the form of a joint and 100% survivor annuity commencing on the later of his date of death or his Normal Retirement Age and died the following day.

8.4 Commencement of Death Benefit

The monthly death benefit will be payable to a Spouse or Beneficiary who is eligible for, and has applied for, the death benefit. Benefits will be payable no later than the last working day of the month following the death of the Participant, and will be payable no later than the last working day of each subsequent month until the death of the Spouse. However, if the Participant dies after his Severance from Employment, no monthly benefits will be paid before the first day of the month after the Participant would have attained his Normal Retirement Age.

8.5 Form of Death Benefit

The Spouse death benefit shall be payable in the form of a joint and 100% survivor annuity based on the life of the Participant and the Spouse. The non-Spouse death benefit shall be payable in the form of the ten-year period certain and life annuity based on the life of the Participant or the joint and 100% survivor annuity over the lives of the Participant and Beneficiary. If the form of payment is the joint and 100% survivor annuity, the Beneficiary must be dependent upon the Participant for at least 50 percent of the Beneficiary's financial support.

8.6 Duty Death - Special Rules

In the event the Board of Trustees determines that the Participant's death is the natural and proximate result, independent of all other causes, of an injury or illness arising out of and in the course of the Participant's actual performance of duties with Employer, the following special rules apply:

(a) The minimum number of Years of Credited Service requirement described in Section 8.1(c) shall be waived.

(b) The amount of the Spouse's death benefit shall be computed in accordance with Section 8.1, and an additional amount shall be added, if necessary, to provide a minimum death benefit of 25 percent of the Participant's Average Monthly Compensation.

(c) Any additional amount of death benefit paid to a Spouse pursuant to Section 8.6(b) shall terminate upon the remarriage of the Spouse.

(d) During periods that a death benefit is not being paid to a Spouse, the surviving children of the Participant who are under age 18 shall be paid a death benefit calculated in accordance with Section 8.6(b). If there is more than one surviving child, the death benefit shall be distributed to the children in equal shares. The death benefit shall terminate upon the earlier of the child's attainment of age 18, marriage, adoption or death.

8.7 <u>Non-Spouse Beneficiary</u>

The Participant may designate a trust as Beneficiary. The Board of Trustees shall determine the rights of any trustee designated as a Beneficiary without responsibility for determining the validity, existence or provisions of that trust, and shall not have responsibility for the application of sums paid to that trustee or for the discharge of the trust.

The rules of this paragraph apply unless provided otherwise in a Participant's Beneficiary designation form. If a Participant designates one primary Beneficiary and the Beneficiary dies after the Participant but before benefit payments are completed, any remaining benefits will be payable to the secondary Beneficiary. If a Participant fails to designate a secondary Beneficiary or if no secondary Beneficiary survives the primary Beneficiary, any remaining benefits will be payable to the deceased primary Beneficiary's heirs in the manner described in the next paragraph. If a Participant designates more than one primary Beneficiary or more than one secondary Beneficiary and a Beneficiary dies before benefit payments are completed, the share payable to the deceased Beneficiary must be paid to the deceased Beneficiary's heirs in the manner described in the next paragraph as if the Beneficiary was the Participant.

If a Beneficiary of an unmarried Participant would be eligible for a non-Spouse death benefit, but the Participant dies before signing and filing a Beneficiary designation form with the Board of Trustees, or if the Beneficiary named in the unmarried Participant's Beneficiary designation form does not survive the unmarried Participant, the unmarried Participant's non-Spouse death benefit shall be paid in equal shares to the members of the first of the classes listed below having a living member on the date the distribution is payable in the form of the ten-year period certain and life annuity. The classes, in order of priority, are as follows:

(a) The unmarried Participant's children or their then-living issue, by right of representation; and

(b) The individual's estate, if under active administrator, and if not, the legal heirs of the unmarried Participant under the laws of the unmarried Participant's state of residence on the date of the unmarried Participant's death.

A Beneficiary is permitted to disclaim the Beneficiary's rights to a death benefit under the Plan to the extent permitted by applicable law. If this occurs, the Beneficiary shall be treated as predeceasing the Participant for purposes of this Section.

The records of the City shall be conclusive as to the proper payee and the amount payable. A distribution made based upon these facts shall be treated as a complete discharge of all obligations under the Plan.

8.8 Rollover by Non-Spouse Beneficiary

A Beneficiary who is not the Participant's Spouse shall be permitted to elect a direct rollover to an individual retirement account of any lump sum death benefit payable to the Beneficiary as provided in Article 19 or Section 10.3(c).

Article 9

Deferred Vested Benefit

9.1 Eligibility for Benefit

A Participant shall be eligible for a Deferred Vested Benefit if he has a Severance from Employment after satisfying the service requirement set forth in the applicable Schedule for his Benefit Group, but before qualifying for any other benefit under the Defined Benefit Plan. Except as provided in Section 12.2, a Participant who has a Severance from Employment before qualifying for a Deferred Vested Benefit or any other benefit shall not receive any benefit from the Defined Benefit Plan.

9.2 Amount of Benefit

The monthly retirement benefit payable to a Participant who is eligible for a Deferred Vested Benefit shall be an amount equal to the Participant's Accrued Benefit as of his Severance from Employment.

9.3 Commencement of Benefit

A Deferred Vested Benefit shall be payable to a Vested Terminated Participant who becomes eligible for, and has applied for, a Deferred Vested Benefit. Benefits shall commence no earlier than the Vested Terminated Participant's attainment of the minimum age requirement to be eligible for a Normal Retirement Benefit and shall be paid no later than the last working day of each month until the death of the Vested Terminated Participant. Benefits after the Vested Terminated Participant's death, if any, depend on the form of benefit payment elected by the Vested Terminated Participant.

9.4 Form of Payment Used in Determining Amount of Benefit

The amount of benefit determined under this Article is based on payment in the form of a Straight Life Annuity. If actual payment is in a different form, the amount of the actual benefit shall be adjusted to be the Actuarial Equivalent of a Straight Life Annuity.

9.5 Adjusted Amount for Late Payment

The amount of a Participant's benefits under this Article is based upon payment beginning on or before the Participant's Normal Retirement Date. If payment begins after the Participant's Normal Retirement Date, the amount of the Participant's benefit shall be the Actuarial Equivalent of the Participant's Accrued Benefit as of the Participant's Normal Retirement Date. Payment is not made retroactive to the Participant's Normal Retirement Date.

9.6 Form of Benefit

A Deferred Vested Benefit shall be payable in the form determined under Article 10.

Article 10

Forms of Payment

10.1 Application for Pension Benefits

No pension benefits shall be payable under the Defined Benefit Plan with respect to any period which is prior to the date an application for pension benefits is received and approved by the Board of Trustees, unless the Board of Trustees determines under nondiscriminatory rules that the delay was not due to negligence of the Participant or Vested Terminated Participant.

10.2 Automatic Form of Benefit Payment

Unless a Participant or Vested Terminated Participant elects an optional form of payment, as described in Section 10.3, his Normal Retirement Benefit, Early Retirement Benefit, or Deferred Vested Benefit shall automatically be paid under whichever of the forms applies at the time payments commence:

(a) If the Participant is not married as of his Annuity Starting Date, a Straight Life Annuity; or

(b) If the Participant is married as of his Annuity Starting Date, a monthly benefit for the life of the Participant or Vested Terminated Participant, with a survivor benefit for the life of his Spouse, if living, equal to 100 percent of the amount payable during the life of the Participant or Vested Terminated Participant. No survivor benefit shall be paid if the Spouse does not survive the Participant or Vested Terminated Participant. If the Participant re-marries after his Annuity Starting Date, no survivor benefit shall be paid to the subsequent Spouse.

The amount of any form of payment other than a Straight Life Annuity form shall be the Actuarial Equivalent of the Straight Life Annuity form.

The automatic forms of payment described in this Section apply to any Participant whose Annuity Starting Date is on and after July 1, 2011, even if the Participant's Severance from Employment occurred before that date.

10.3 Optional Forms of Benefit Payment

If a Participant or Vested Terminated Participant waives the automatic form of payment provided in Section 10.2, he may elect one of the following optional forms of payment:

(a) Option A: Straight Life Annuity A monthly benefit for the life of the Participant or Vested Terminated Participant with no payments after the death of the Participant or Vested Terminated Participant.

(b) Option B: Joint and 50 Percent Survivor Annuity A monthly benefit for the life of the Participant or Vested Terminated Participant, with a survivor benefit for the life of his Spouse, if living, equal to 50 percent of the amount payable during the life of the Participant or Vested Terminated Participant. No survivor benefit shall be paid if the Spouse does not survive the Participant or Vested Terminated Participant. If the Participant re-marries after his Annuity Starting Date, no survivor benefit shall be paid to the subsequent Spouse.

(c) Option C: Ten-Year Period Certain and Life Annuity A monthly benefit for the life of the Participant or Vested Terminated Participant, with a guarantee of a minimum of 120 monthly payments. If the Participant or Vested Terminated Participant dies before the minimum number of payments are made, monthly payments shall continue to his Beneficiary until the total number of payments made to the Participant or Vested Terminated Participant and his Beneficiary equal the guaranteed minimum number of payments. Alternatively, upon the death of the Participant or Vested Terminated Participant, the Beneficiary may elect to receive a single lump sum equal to the present value of the remaining guaranteed minimum number of payments. The lump sum shall be the Actuarial Equivalent of the Straight Life Annuity form. The Participant or Vested Terminated Participant may change his Beneficiary at any time before his death.

(d) Option D: Joint and 100 Percent Survivor Annuity with Pop-Up Feature A monthly benefit for the life of the Participant or Vested Terminated Participant with a survivor benefit for the life of his Spouse, if living, equal to 100 percent of the amount payable during the life of the Participant or Vested Terminated Participant. If the Participant or Vested Terminated Participant's Spouse predeceases the Participant or Vested Terminated Participant or if the Participant and Spouse divorce and a domestic relations order provides that the Spouse waives all rights to the Participant's benefit under the Plan, the monthly benefit payable to the Participant or Vested Terminated Participant shall increase to the amount that the Participant or Vested Terminated Participant would have received if his monthly benefit had been paid in the form of a Straight Life Annuity. The increase shall occur after the City receives evidence, satisfactory to the City, of the Spouse's death or that a domestic relations order with the necessary language has been issued and shall be retroactive to the day following

the Spouse's date of death or the date the Employer receives the domestic relations order. If the Participant re-marries after his Annuity Starting Date, no survivor benefit shall be paid to the subsequent Spouse.

(e) **Option E: Joint and 50 Percent Survivor Annuity with Pop-Up Feature** A monthly benefit for the life of the Participant or Vested Terminated Participant with a survivor benefit for the life of his Spouse, if living, equal to 50% of the amount payable during the life of the Participant or Vested Terminated Participant. If the Participant or Vested Terminated Participant's Spouse predeceases the Participant or Vested Terminated Participant or if the Participant and Spouse divorce and a domestic relations order provides that the Spouse waives all rights to the Participant's benefit under the Plan, the monthly benefit payable to the Participant or Vested Terminated Participant shall increase to the amount that the Participant or Vested Terminated Participant would have received if his monthly benefit had been paid in the form of a Straight Life Annuity. The increase shall occur after the City receives evidence, satisfactory to the City, of the Spouse's death or that a domestic relations order with the necessary language has been issued and shall be retroactive to the day following the Spouse's date of death or the date the Employer receives the domestic relations order. If the Participant re-marries after his Annuity Starting Date, no survivor benefit shall be paid to the subsequent Spouse.

An optional form of payment shall be elected by the Participant or Vested Terminated Participant in writing on a form provided by the Board of Trustees. The election is irrevocable as of the date his benefits begin, but may be periodically changed prior to that date. Other optional forms of payment may be available to certain groups of Participants and Vested Terminated Participants as set forth in the applicable Schedule.

10.4 **Eligible Rollover Distributions**

If a Distributee receives an Eligible Rollover Distribution from the Defined Benefit Plan, the following rules supersede any other provisions in this Article.

(a) **Notice Requirement** No less than 30 days and no more than 180 days before a distribution, the Board of Trustees shall provide the Distributee with a written explanation of:

(1) The rules under which the distribution may be paid in a Direct Rollover to an Eligible Retirement Plan;

(2) The rules that require income tax withholding if the distribution is not paid in a Direct Rollover;

(3) The rules under which the Distributee may roll over the distribution within 60 days of receipt; and

(4) Any other applicable tax rules.

However, the Distributee may elect to begin receiving benefits within 30 days after being provided the written notice, provided the Distributee is given at least 30 days after receipt of the written notice to consider whether or not to receive a Direct Rollover and the Distributee is clearly informed of this right.

(b) **Direct Rollover** The Distributee may elect a Direct Rollover of the distribution to an Eligible Retirement Plan. However, the Distributee's right to elect a Direct Rollover is subject to the following:

(1) A Distributee's election to make or not make a Direct Rollover with respect to one payment in a series of payments applies to all subsequent payments. However, the Distributee may change his election at any time;

(2) A Distributee may not elect a Direct Rollover to more than one Eligible Retirement Plan; and

(3) The Distributee shall supply the Board of Trustees with any information the Board of Trustees reasonably requests in connection with the Direct Rollover.

(c) **Income Tax Withholding** Mandatory income tax withholding shall apply to the portion of the Eligible Rollover Distribution for which the Distributee does not elect a Direct Rollover.

(d) **Definitions** The following definitions apply for purposes of this Section:

(1) **"Direct Rollover"** means the payment of an Eligible Rollover Distribution by the Defined Benefit Plan to an Eligible Retirement Plan specified by the Distributee.

(2) **"Distributee"** means a Participant, Vested Terminated Participant, Spouse of a Participant or Vested Terminated Participant, an alternate payee under an Eligible Domestic Relations Order or a Beneficiary who is not the Participant's Spouse.

(3) **"Eligible Retirement Plan"** means an eligible retirement plan, as defined in Section 401(a)(31) of the Code. An Eligible Retirement Plan includes:

(A) An IRA or Roth IRA;

(B) A plan described in Sections 403(a) or 403(b) of the Code;

(C) A Qualified Plan; and

(D) An eligible plan under Section 457(b) of the Code which is maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or political subdivision of a state (an "eligible Section 457 plan"). However, an eligible Section 457 plan is an eligible retirement plan only if it agrees to separately account for amounts transferred into such plan from the Defined Benefit Plan.

(4) **"Eligible Rollover Distribution"** means an eligible rollover distribution under Section 402(c)(4) of the Code. This includes any distribution of benefits, except the following:

(A) A distribution that is required under Section 401(a)(9) of the Code (for example, after a Vested Terminated Participant attains age 70½);

(B) A distribution for a specified period of ten or more years; or

(C) A distribution that is one of a series of substantially equal periodic payments (not less frequently than annually) made for the life (or life expectancy) of the distributee or the joint lives (or joint life expectancies) of the Distributee and his Beneficiary.

(D) Any portion of the distribution that is not included in the Distributee's gross income (determined without regard to the exclusion for net unrealized appreciation with respect to employer securities).

(5) **"IRA"** means an individual retirement account described in Section 408(a) of the Code, or an individual retirement annuity described in Section 408(b) of the Code.

(6) **"Roth IRA"** means a Roth individual retirement account or annuity under Section 408A of the Code.

10.5 Minimum Distribution Requirements

(a) **General Rules** The provisions of this Section shall apply for purposes of determining required minimum distributions for Calendar Years beginning with the 2003 Calendar Year. The requirements of this Section shall take precedence over any inconsistent provisions of the Defined Benefit Plan. All distributions required under this Section shall be determined and made in accordance with the regulations under Section 401(a)(9) of the Code, including Treas. Reg. §1.401(a)(9)-6.

(b) **Time and Manner of Distribution** A Participant's or Vested Terminated Participant's entire interest shall be distributed, or begin to be distributed, to the Participant no later than his Required Beginning Date.

(1) **Definition of Required Beginning Date** A Participant's or Vested Terminated Participant's required beginning date is the April 1 of the Calendar Year following the later of:

(A) The Calendar Year in which the Participant or Vested Terminated Participant attains age 70½; or

(B) The Calendar Year in which the Participant's or Vested Terminated Participant's Severance from Employment occurs.

(2) **Death of Participant Before Distributions Begin** If a Participant or Vested Terminated Participant dies before distributions begin, his entire interest shall be distributed, or begin to be distributed, no later than as follows:

(A) If the Participant's or Vested Terminated Participant's Spouse is his sole designated Beneficiary, then distributions to the Spouse must begin by the later of:

(i) December 31 of the Calendar Year immediately following the Calendar Year in which the Participant or Vested Terminated Participant died, or

(ii) December 31 of the Calendar Year in which the Participant or Vested Terminated Participant would have attained age 70½.

(B) If the Participant's or Vested Terminated Participant's Spouse is not his sole designated Beneficiary, then distributions to the designated Beneficiary must begin by December 31 of the Calendar Year immediately following the Calendar Year in which the Participant or Vested Terminated Participant died.

(C) If there is no designated Beneficiary as of September 30 of the year following the year of the Participant's or Vested Terminated Participant's death, the Participant's or Vested Terminated Participant's entire interest must be distributed by December 31 of the Calendar Year containing the fifth anniversary of the Participant's or Vested Terminated Participant's death.

(D) If the Participant's or Vested Terminated Participant's Spouse is his sole designated Beneficiary and the Spouse dies after the Participant or Vested Terminated Participant but before distributions to the Spouse begin, this subsection (b)(2), other than subsection (b)(2)(A), shall apply as if the Spouse were the Participant or Vested Terminated Participant.

For purposes of this subsection (b)(2) and subsection (e), distributions are considered to begin on the Participant's or Vested Terminated Participant's required beginning date (or, if subsection (b)(2)(D) applies, the date distributions are required to begin to the Spouse under subsection (b)(2)(A)). If annuity payments irrevocably commence to the Participant or Vested Terminated Participant before his required beginning date (or to his Spouse before the date distributions are required to begin to the Spouse under subsection (b)(2)(A)), the date distributions are considered to begin is the date distributions actually commence.

(3) **Form of Distribution** Unless the Participant's or Vested Terminated Participant's interest is distributed in the form of an annuity purchased from an insurance company or in a single sum on or before the required beginning date, distributions beginning with the first distribution Calendar Year shall be made in accordance with subsections (c), (d) and (e). If the Participant's or Vested Terminated Participant's interest is distributed in the form of an annuity purchased from an insurance company, distributions thereunder shall be made in accordance with the requirements of Section 401(a)(9) of the Code and the Treasury regulations. Any part of the Participant's or Vested Terminated Participant's interest which is in the form of an individual account described in Section 414(k) of the Code shall be distributed in a manner satisfying the requirements of Section 401(a)(9) of the Code and the Treasury regulations that apply to individual accounts.

(c) **Determination of Amount to be Distributed Each Year** The amount to be distributed each Calendar Year shall be determined as follows:

(1) **General Annuity Requirements** If the Participant's or Vested Terminated Participant's interest is paid in the form of annuity distributions under the Defined Benefit Plan, payments under the annuity shall satisfy the following requirements:

(A) The annuity distributions shall be paid in periodic payments made at intervals not longer than one year;

(B) The distribution period shall be over a life (or lives) or over a period certain not longer than the period described in subsection (d) or (e);

(C) Once payments have begun over a period certain, the period certain shall not be changed even if the period certain is shorter than the maximum permitted;

(D) Payments shall either be nonincreasing or increase only as follows:

(i) By an annual percentage increase that does not exceed the annual percentage increase in a cost-of-living index

that is based on prices of all items and issued by the federal Bureau of Labor Statistics;

(ii) To the extent of the reduction in the amount of the Participant's or Vested Terminated Participant's payments to provide for a survivor benefit upon death, but only if the designated Beneficiary whose life was being used to determine the distribution period described in subsection (d) dies or is no longer the Participant's or Vested Terminated Participant's designated Beneficiary pursuant to an Eligible Domestic Relations Order;

(iii) To provide cash refunds of Employee contributions upon the Participant's or Vested Terminated Participant's death; or

(iv) To pay increased benefits that result from a Defined Benefit Plan amendment.

(2) **Amount Required to be Distributed by Required Beginning Date** The amount that must be distributed on or before the Participant's or Vested Terminated Participant's required beginning date (or, if the Participant or Vested Terminated Participant dies before distributions begin, the date distributions are required to begin under subsection (b)(2)(A) or (B) is the payment that is required for one payment interval. The second payment need not be made until the end of the next payment interval even if that payment interval ends in the next Calendar Year. Payment intervals are the periods for which payments are received, e.g., bi-monthly, monthly, semi-annually, or annually. All of the Participant's or Vested Terminated Participant's benefit accruals as of the last day of the first distribution Calendar Year shall be included in the calculation of the amount of the annuity payments for payment intervals ending on or after the Participant's or Vested Terminated Participant's required beginning date.

(3) **Additional Accruals After First Distribution Calendar Year** Any additional benefits accruing to the Participant or Vested Terminated Participant in a Calendar Year after the first distribution Calendar Year shall be distributed beginning with the first payment interval ending in the Calendar Year immediately following the Calendar Year in which such amount accrues.

(d) **Requirements for Annuity Distributions that Commence During Participant's Lifetime** The following requirements apply for annuity distributions that commence during a Participant's or Vested Terminated Participant's lifetime:

(1) **Joint Life Annuities Where the Beneficiary is Not The Participant's Spouse** If the Participant's or Vested Terminated Participant's interest is being distributed in the form of a joint and survivor annuity for the joint lives of the Participant or Vested Terminated Participant and a nonspouse

Beneficiary, annuity payments to be made on or after the Participant's or Vested Terminated Participant's required beginning date to the designated Beneficiary after the Participant's or Vested Terminated Participant's death must not at any time exceed the applicable percentage of the annuity payment for such period that would have been payable to the Participant or Vested Terminated Participant using the table set forth in Q&A 2 of Treas. Reg. §1.401(a)(9)-6 and the adjusted Participant/Beneficiary age difference. If the form of distribution combines a joint and survivor annuity for the joint lives of the Participant or Vested Terminated Participant and a nonspouse designated Beneficiary and a period certain annuity, the requirement in the preceding sentence shall apply to annuity payments to be made to the designated Beneficiary after the expiration of the period certain.

(2) <u>Period Certain Annuities</u> Unless the Participant's or Vested Terminated Participant's Spouse is the sole designated Beneficiary and the form of distribution is a period certain and no life annuity, the period certain for an annuity distribution commencing during the Participant's or Vested Terminated Participant's lifetime may not exceed the applicable distribution period set forth under the Uniform Lifetime Table set forth in Treas. Reg. §1.401(a)(9)-9 for the Calendar Year that contains the Annuity Starting Date. If the Annuity Starting Date precedes the year in which the Participant or Vested Terminated Participant reaches age 70, the applicable distribution period for the Participant or Vested Terminated Participant is the distribution period for age 70 under the Uniform Lifetime Table set forth in Treas. Reg. §1.401(a)(9)-9 plus the excess of 70 over the age of the Participant or Vested Terminated Participant as of his birthday in the year that contains the Annuity Starting Date. If the Participant's or Vested Terminated Participant's Spouse is his sole designated Beneficiary and the form of distribution is a period certain and no life annuity, the period certain may not exceed the longer of the Participant's or Vested Terminated Participant's applicable distribution period, as determined under this subsection (d)(2) of this Section, or the joint life and last survivor expectancy of the Participant or Vested Terminated Participant and his Spouse as determined under the Joint and Last Survivor Table set forth in Treas. Reg. §1.401(a)(9)-9, using the Participant's or Vested Terminated Participant's and Spouse's attained ages as of the Participant's or Vested Terminated Participant's and Spouse's birthdays in the Calendar Year that contains the Annuity Starting Date.

(e) <u>Requirements for Minimum Distributions Where Participant Dies Before Date Distributions Begin</u> The following rules apply if a Participant or Vested Terminated Participant dies before distributions begin:

(1) <u>Participant Survived by Designated Beneficiary</u> If the Participant or Vested Terminated Participant dies before the date distribution of his interest begins and there is a designated Beneficiary, the Participant's or Vested Terminated Participant's entire interest shall be distributed, beginning no later than the time described in subsections (b)(2)(A) or (B), over the life of the designated Beneficiary or over a period certain not exceeding:

(A) Unless the Annuity Starting Date is before the first distribution Calendar Year, the life expectancy of the designated Beneficiary determined using the designated Beneficiary's age as of the designated Beneficiary's birthday in the Calendar Year immediately following the Calendar Year of the Participant's or Vested Terminated Participant's death; or

(B) If the Annuity Starting Date is before the first distribution Calendar Year, the life expectancy of the designated Beneficiary determined using the designated Beneficiary's age as of the designated Beneficiary's birthday in the Calendar Year that contains the Annuity Starting Date.

(2) **No Designated Beneficiary** If the Participant or Vested Terminated Participant dies before the date distributions begin and there is no designated Beneficiary as of September 30 of the year following the year of the Participant's or Vested Terminated Participant's death, distribution of his entire interest shall be completed by December 31 of the Calendar Year containing the fifth anniversary of the Participant's or Vested Terminated Participant's death.

(3) **Death of Spouse Before Distributions to the Spouse Begin** If the Participant or Vested Terminated Participant dies before the date distribution of his interest begins, the Participant's or Vested Terminated Participant's Spouse is his sole designated Beneficiary, and the Spouse dies before distributions to the Spouse begin, this subsection (e)(3) shall apply as if the Spouse were the Participant or Vested Terminated Participant, except that the time by which distributions must begin shall be determined without regard to subsection (b)(2)(A).

(f) **Definitions** This subsection contains definitions of terms for purposes of this Section. Other terms that are not defined in this subsection shall have the same meaning as in Article 2.

(1) **Designated Beneficiary** The individual who is designated as the Beneficiary under the Defined Benefit Plan and is the designated Beneficiary under Section 401(a)(9) of the Code and Treas. Reg. §1.401(a)(9) 4.

(2) **Distribution Calendar Year** A Calendar Year for which a minimum distribution is required. For distributions beginning before the Participant's death, the first distribution Calendar Year is the Calendar Year immediately preceding the Calendar Year which contains the Participant's or Vested Terminated Participant's required beginning date. For distributions beginning after the Participant's or Vested Terminated Participant's death, the first distribution Calendar Year is the Calendar Year in which distributions are required to begin pursuant to subsection (b)(2)(A).

(3) **Joint and Survivor Annuity** A form of benefit payment that provides a monthly benefit to the Participant or Vested Terminated Participant during his life and, if the Participant or Vested Terminated Participant is survived by a Beneficiary, a monthly survivor benefit for the remaining portion of the Beneficiary's life.

(4) **Life Expectancy** Life expectancy as computed by use of the single life table in Treas. Reg. §1.401(a)(9)-9.

(5) **Required Beginning Date** The date specified in subsection (b)(1).

10.6 Lost Participants and Uncashed Benefit Checks

(a) **Forfeiture of Accrued Benefit** If the vested portion of a Participant's Accrued Benefit is payable under this Article and the Plan Administrator cannot locate the Participant after a reasonable search, the Participant shall be deemed to be "lost." The Plan Administrator may then treat the Participant's vested Accrued Benefit as a forfeiture.

(b) **Reasonable Search** For purposes of this Section, a search will be considered to be "reasonable" if the Plan Administrator does the following:

(1) Sends a letter to the Participant at the Participant's last known address and the letter is returned because it is undeliverable, or the check remains uncashed for at least six months; and

(2) The Plan Administrator uses the services of a commercial locator service to determine the Participant's current address, but is unable to contact the Participant for a reason described in subparagraph (A) or (B).

(A) If a current address for the Participant is located, the Plan Administrator sends a letter to the Participant at that address, and

(i) The letter is returned as undeliverable; or

(ii) The check is not cashed within six months.

(B) No current address for the Participant is located.

(c) **Restoration of Accrued Benefit** If the Participant's vested Accrued Benefit is forfeited under this Section and the Participant subsequently applies for benefits under the Plan, the Participant's vested Accrued Benefit shall be reinstated. The Participant shall then be entitled to receive a distribution of the Participant's vested benefits under the Plan.

(d) **Beneficiaries** The provisions in this Section that apply to a Participant shall also apply to the Participant's Beneficiary if the Participant is deceased.

Article 11

Restrictions on Pensions

11.1 No Duplication of Benefits

Except as otherwise specifically provided in the Defined Benefit Plan, a Participant or Vested Terminated Participant shall not receive pension benefits under more than one Article from among Articles 5, 6, 7 and 9. If a Participant or Vested Terminated Participant becomes eligible to receive benefits under two or more of such Articles, the Participant or Vested Terminated Participant shall make a binding and final election as to the one Article under which pension benefits are to be paid.

11.2 Limit on Annual Benefits

The annual pension benefit payable to a Participant from all Defined Benefit Plans maintained by Employer shall not exceed the limits contained in Section 415 of the Code, which is incorporated in the Defined Benefit Plan by reference.

(a) **Limit on Annual Benefit** The annual benefit accrued by a Participant, and the annual benefit payable to a Participant, shall not exceed $210,000, as adjusted pursuant to Section 415(d) of the Code (the "Section 415 Dollar Limit").

(b) **Adjustments to Section 415 Dollar Limit**

(1) If the Participant's Annuity Starting Date occurs after the Participant attains age 62 and before the Participant attains age 65, no adjustment shall be made to the Section 415 Dollar Limit that applies to the Participant.

(2) If a Participant's Annuity Starting Date occurs before the Participant attains age 62, the Section 415 Dollar Limit shall be reduced for each month that benefits commence before the month in which the Participant attains age 62. The Section 415 Dollar Limit at any age before age 62 is the lesser of:

(A) The Section 415 Dollar Limit multiplied by a fraction in which the numerator is the annual benefit payable to the Participant as a single life annuity on the Participant's Annuity Starting Date and the denominator is the annual benefit payable to the Participant as a single life annuity at age 62. The numerator and denominator shall both be determined without applying the rules of Section 415 of the Code; or

(B) An Actuarial Equivalent amount determined using the 5 percent interest rate and the applicable mortality table under Treas. Reg. §1.417(e)-1(d)(2) that is effective for that Annuity Starting Date. However, no adjustment shall be made for the possibility of the Participant's death between the Participant's Annuity Starting Date and age 62.

(3) If a Participant's Annuity Starting Date occurs after the Participant attains age 65, the Section 415 Dollar Limit shall be increased for each month that benefits commence after the month in which the Participant attains age 65. The Section 415 Dollar Limit at any age after age 65 is the lesser of:

(A) The Section 415 Dollar Limit multiplied by a fraction in which the numerator is the annual benefit payable to the Participant as a single life annuity on the Participant's Annuity Starting Date (actuarially increased for commencement after age 65, but without regard to benefit accruals after age 65) and the denominator is the annual benefit payable as a single life annuity to a hypothetical Participant who is age 65 and has the same Accrued Benefit as the Participant (but with no actuarial increase for commencement after age 65 and no benefit accruals after age 65). The numerator and denominator shall both be determined without applying the rules of Section 415 of the Code; or

(B) An Actuarial Equivalent amount determined using a 5 percent interest rate and the applicable mortality table under Treas. Reg. §1.417(e)-1(d)(2) that is effective for that Annuity Starting Date. However, no adjustment shall be made for the possibility of the Participant's death between age 65 and the Participant's Annuity Starting Date.

(c) **Adjustments to Limits Based Upon Form of Payment** The limits under Section 415 of the Code are based upon payment in a single life annuity (i.e., an annuity for the lifetime of the Participant). As a result, these limits must be adjusted to the Actuarial Equivalent of a single life annuity if payment is made in a different form. The Actuarial Equivalent of a single life annuity for purposes of Section 415 of the Code shall be:

(1) If payment is made in a form other than a lump sum payment, the greater of:

(A) The annual amount of the single life annuity payable to the Participant under the Defined Benefit Plan commencing on the same Annuity Starting Date as the form of benefit payable to the Participant; or

(B) The annual amount of the single life annuity commencing on the same Annuity Starting Date that is the Actuarial Equivalent of the form of benefit payable to the Participant, computed using a 5 percent interest assumption and the applicable mortality table described in Treas. Reg. §1.417(e)-1(d)(2) for that Annuity Starting Date.

(2) If payment is made in a lump sum distribution, the annual amount of a single life annuity commencing on the Annuity Starting Date that is the Actuarial Equivalent of the benefit payable to the Participant, computed using

one of the following combinations of actuarial assumptions that results in the largest single life annuity:

(A) The applicable interest rate and mortality table (or tabular factor) specified in Article 2 for adjusting benefits in the same form;

(B) A 5.5 percent interest assumption and the applicable mortality table for the distribution under Treas. Reg. §1.417(e)-1(d)(2); or

(C) The applicable interest rate for the distribution under Treas. Reg. §1.417(e)-1(d)(3) and the applicable mortality table for a distribution under Treas. Reg. §1.417(e) 1(d)(2), divided by 1.05.

Benefit increases resulting from the increases in the limitations of Section 415(b) of the Code shall be provided to each Participant who has an Hour of Service after December 31, 2001.

11.3 Coordination with Workers' Disability Compensation Benefits

Workers' disability compensation benefits to which a Participant is entitled pursuant to the Workers' Disability Compensation Act of 1969 (MCL § 418.301 et. seq.) shall be coordinated with benefit payments under the Defined Benefit Plan to the extent provided in the Schedule for each Benefit Group.

Article 12

Accumulated Employee Contributions

12.1 Accumulated Employee Contributions

This Article applies to Participants and Vested Terminated Participants who have made Accumulated Employee Contributions to the Defined Benefit Plan. Accumulated Employee Contributions were made to the Defined Benefit Plan for periods prior to July 2, 1978. Between July 3, 1978, and July 1, 2001, no Employee contributions were required or permitted to be made to the Defined Benefit Plan. Effective as of July 2, 2001, certain Benefit Groups were again required to make Employee contributions as a condition of participation in the Defined Benefit Plan. The schedule for each Benefit Group indicates whether Employee contributions are made by members of that Benefit Group.

12.2 Distribution

A Participant who does not have vested benefits who has a Severance from Employment shall be paid his Accumulated Employee Contributions, plus interest awarded in accordance with Article 15, in a lump sum payment upon submitting a written request to the Board of Trustees. If a Participant dies and no benefit shall be payable by the Defined Benefit Plan on account of the Participant's death, the Participant's Accumulated Employee

Contributions, plus interest awarded in accordance with Article 15, shall be paid to the Participant's Beneficiary in a lump sum payment.

12.3 Termination of Pension; Residual Payment

In the event all benefit payments under the Defined Benefit Plan terminate (i.e., upon the Retiree's death) before there has been paid an aggregate amount equal to the Retiree's total Accumulated Employee Contributions made to the Defined Benefit Plan, the difference between the Retiree's total Accumulated Employee Contributions and the aggregate amount of benefit payments made shall be paid to the Retiree's Beneficiary in a lump sum payment.

12.4 Reserve

The reserve for Accumulated Employee Contributions is the account which holds Participants' Accumulated Employee Contributions pending payment or transfer. Interest shall be credited to the individual Participant balances in the reserve for Accumulated Employee Contributions in accordance with Article 15. Accumulated Employee Contributions shall be transferred to the reserve for retired benefit payments upon the retirement or death of the Participant or Vested Terminated Participant, provided the Participant or Vested Terminated Participant is entitled to a retirement benefit under the Defined Benefit Plan or the Beneficiary of the Participant or Vested Terminated Participant is entitled to a death benefit under the Defined Benefit Plan.

At the expiration of the four-year period following the Severance from Employment of a Participant who does not have vested benefits, any amounts in the reserve for Accumulated Employee Contributions unclaimed by the Participant or his Beneficiary shall be forfeited and transferred to the reserve for undistributed investment income.

Article 13

Compulsory Retirement

13.1 General Rule

To the extent permitted by applicable law, each Participant, other than an appointed officer, shall be separated from employment with Employer no later than the first day of the month after the attainment of the age set forth in the applicable Schedule for his Benefit Group.

13.2 Permitted Continuation

A Participant of a Benefit Group may continue to work for Employer beyond the attainment of the age described in Section 13.1, upon satisfying the following requirements:

(a) The Participant must submit a written request to Employer for continued employment no later than 30 days before his employment is required to terminate pursuant to Section 13.1.

(b) To the extent permitted by applicable law, if requested by Employer, the Participant must furnish medical evidence of his physical capability to perform the essential functions of the Participant's job.

(c) The Participant's request is approved, in writing, by Employer.

To the extent permitted by applicable law, employment with Employer shall not continue beyond the age limit set forth in the applicable Schedule for the Participant's Benefit Group. However, Employer may waive the age limit set forth in the applicable Schedule either for good cause or to comply with applicable law.

Article 14

Administration

14.1 Establishment of Board of Trustees

The Board of Trustees shall consist of the following:

(a) A member of the City Council, appointed by the City Council and to serve at the pleasure of the City Council.

(b) The City Manager.

(c) A resident who is a registered voter of the City who is not an officer or an Employee of Employer and who is not a Participant, Vested Terminated Participant, Retiree or Beneficiary of the Retirement System, to be appointed by the City Council.

(d) One Participant in the Retirement System who is a member of the Administrative and Supervisory Benefit Group or Administrative Contract Benefit Group, to be elected by the Participants in the Retirement System who are members of the Administrative and Supervisory Benefit Group and Administrative Contract Benefit Group.

(e) One Participant in the Retirement System who is a member of the General Benefit Group, to be elected by the Participants in the Retirement System who are members of the General Benefit Group.

(f) One Participant in the Retirement System who is a member of the Public Safety Benefit Group (consisting of the Police Command Benefit Group, the Police Nonsupervisory Benefit Group and the Fire Benefit Group), to be elected by the Participants in the Retirement System who are members of the Public Safety Benefit Group.

Election of the members listed in (d), (e), (f) above shall be held in accordance with rules adopted by the Board of Trustees. The Board of Trustees shall adopt its own rules and procedures and shall keep a record of its proceedings. Four trustees shall constitute a quorum at

any meeting of the Board of Trustees and at least four concurring votes shall be necessary for any decision by the Board of Trustees.

14.2 Term of Office; Vacancy

The regular term of office of the citizen trustee described in Section 14.1(c) and the Participant-elected trustees described in Sections 14.1(d), (e) and (f) shall be three years. The term of the Administrative Group trustee shall expire on June 30, 2013, the term of the Public Safety Group trustee shall expire on June 30, 2015 and the terms of the Citizen trustee and the General Benefits Group trustee shall expire on June 30, 2014. Thereafter, each term will expire three (3) years after the end of the prior term (even if a vacancy occurs on the Board of Trustees during a term and a replacement trustee must be elected to complete a three-year term). A vacancy shall occur on the Board of Trustees if:

(a) A trustee resigns;

(b) An elected or appointed trustee ceases to be a trustee because of Section 5.3 of the City Charter;

(c) An ex-officio trustee ceases to hold the office which qualified the individual as a trustee; or

(d) A Participant-elected trustee ceases to be a Participant.

In the event a vacancy occurs on the Board of Trustees, the vacancy shall be filled for the unexpired term in the same manner as the position was previously filled. If a Trustee changes Benefit Groups during his or her term, the Trustee shall serve out his or her term until the next scheduled election for a Trustee of the Trustee's prior Benefit Group.

14.3 Officers and Administrative Services

The officers and administrative services of the Defined Benefit Plan shall be as follows:

(a) **Chairperson and Vice-Chairperson** The Board of Trustees shall annually elect a chairperson and a vice-chairperson from among the individuals who serve as trustee.

(b) **Secretary** The Human Resource Director shall be the administrative officer of the Defined Benefit Plan and shall be the secretary of the Board of Trustees.

(c) **Treasurer** The City Finance Director shall be the treasurer of the Defined Benefit Plan. The treasurer shall be custodian of the assets of the Defined Benefit Plan except as to such assets as the Board of Trustees may from time to time otherwise hold, as authorized by applicable law. This shall not prevent the Board of Trustees from appointing a bank or other agent as custodian of any assets.

(d) **Actuary** The Board of Trustees shall designate an Actuary who shall be the technical advisor to the Board of Trustees regarding the operation of the Defined Benefit Plan on an actuarial basis and who shall perform such services as are required in that connection.

(e) **Other Services** The Board of Trustees is authorized and empowered to employ such professional or other administrative services as are required for the proper administration of the Defined Benefit Plan. No advisor to the Board may also serve as a member of the Board of Trustees at the same time.

14.4 Powers of Board of Trustees

The Board of Trustees shall have the discretionary power and authority to manage and administer the Defined Benefit Plan in accordance with its terms and applicable laws and regulations. The Board of Trustees shall exercise its authority in a nondiscriminatory manner. The Board of Trustees shall have the powers necessary to administer and meet its obligations under the Defined Benefit Plan, including, but not limited to, the following:

(a) Maintain records pertaining to the Defined Benefit Plan.

(b) Interpret the terms and provisions of the Defined Benefit Plan.

(c) Decide all questions of eligibility for participation in the Defined Benefit Plan.

(d) Decide all questions of eligibility for benefit payments and determine the amount and manner of the payment of benefits.

(e) Establish procedures by which Participants, Vested Terminated Participants and Beneficiaries may apply for pension benefits under the Defined Benefit Plan and appeal a denial of pension benefits.

(f) Determine the rights under the Defined Benefit Plan of any Participant, Vested Terminated Participant or Beneficiary applying for or receiving pension benefits.

(g) Determine the total Years of Credited Service of a Participant, Vested Terminated Participant, or Retiree for a Participant, Vested Terminated Participant, Retiree, or Beneficiary who is applying for or receiving pension benefits.

(h) Require and obtain the appropriate Actuary reports.

(i) Authorize the payment of benefits to all individuals entitled to pension benefits under the Defined Benefit Plan, and to pay the administrative expenses of the Defined Benefit Plan.

(j) Administer the appeal procedure provided for in this Article.

(k) Delegate specific responsibilities for the operation and administration of the Defined Benefit Plan to Employees or agents.

(l) Determine the employment status of any person providing services to Employer.

(m) To the extent permitted by applicable law, take voluntary action to self-correct operational errors in the administration of the Defined Benefit Plan.

14.5 Ability to Delegate Authority

The Board of Trustees may delegate to the City and/or an agent or Employee of the City routine and limited discretionary duties as it sees fit.

14.6 Indemnification

To the extent permitted by applicable law, Employer shall indemnify and hold harmless any Employee for any liability or expense arising out of the Employee's action or failure to act in performing services on behalf of the Board of Trustees. However, this provision only applies if the Employee's action is in good faith and is not willful misconduct.

14.7 Investment of Defined Benefit Plan Assets

The Board of Trustees shall be the trustee of the assets of the Defined Benefit Plan. The Board of Trustees shall have full power and authority to invest/reinvest the assets subject to all terms, conditions, limitations and restrictions imposed by the state of Michigan on the investment of public employee retirement systems. The Board of Trustees may employ outside investment counsel to advise the Board of Trustees in the making and disposition of investments. All investment of Defined Benefit Plan assets shall be made in accordance with the requirements of the Public Employee Retirement System Investment Act (MCL § 33.112 et. seq.).

14.8 Standard of Care

The Board of Trustees shall administer the Defined Benefit Plan in accordance with the terms of the Defined Benefit Plan and the Ethics Policy adopted by the Board solely in the interest of the Participants, Vested Terminated Participants and Retirees and for the exclusive purposes of providing benefits to Participants, Vested Terminated Participants and Retirees and their Beneficiaries and defraying the reasonable expenses of administration. The Board of Trustees shall administer the Defined Benefit Plan with the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person, acting in a like capacity and familiar with such matters, would use in the conduct of an enterprise of a like character and with like aims.

14.9 Employment of Agents by Board of Trustees

The Board of Trustees may periodically employ agents and delegate to them routine and limited discretionary duties as it sees fit. The Board of Trustees may also employ or

consult expert assistants. The Board of Trustees shall not be liable for any neglect, omission or wrongdoing of any agent or assistant, provided that reasonable care was exercised in their selection. The Board of Trustees may consult with legal counsel (who may be of counsel to the City) concerning any question which may arise with reference to its duties under the Defined Benefit Plan. The opinion of legal counsel shall fully and completely protect the Board of Trustees with respect to any action taken or not taken under this Article in good faith and in accordance with the opinion of legal counsel.

14.10 Appeal Procedure

Any Participant or Vested Terminated Participant whose application for benefits under the Defined Benefit Plan has been denied, in whole or in part, shall be given written notice of the denial of benefits by the Board of Trustees. The Board of Trustees shall provide the notice of denial within 90 days after the claim is received by the Defined Benefit Plan, unless special circumstances require an extension of time for processing the claim. If an extension of time is required, the Board of Trustees shall provide the Participant or Vested Terminated Participant written notice of the extension before the expiration of the initial 90-day period. However, in no event shall the extension exceed a period of 90 days from the end of the initial period.

The notice shall be in easily understood language and shall indicate the reasons for denial and the specific provisions of the Defined Benefit Plan on which the denial is based. The notice shall explain that the Participant or Vested Terminated Participant may request a review of the denial and the procedure for requesting review. The notice shall describe any additional information necessary to perfect the claim and explain why the information is necessary.

A Participant or Vested Terminated Participant may make a written request to the Board of Trustees for a review of any denial of benefits under the Defined Benefit Plan. The written request for review must be made within 60 days after the mailing date of the notice of denial. The request shall refer to the provisions of the Defined Benefit Plan on which it is based and shall set forth the facts relied upon as justifying a reversal or modification of the determination being appealed.

A Participant or Vested Terminated Participant who requests a review of a denial of benefits in accordance with this appeal procedure may examine pertinent documents and submit pertinent issues and comments in writing. A Participant or Vested Terminated Participant may have a representative act on his behalf in exercising his right to request a review and the rights granted by this appeal procedure. The Board of Trustees shall provide a review of the decision denying the claim for benefits within 60 days after receiving the written request for review.

A Participant or Vested Terminated Participant may appeal the Board of Trustees' review of the decision denying the claim for benefits through binding arbitration. A written request for binding arbitration must be made within 60 days after the mailing date of the notice of the Board of Trustees' review of the decision. The binding arbitration shall be conducted in accordance with rules and procedures established by the Board of Trustees.

14.11 Compensation

The members of the Board of Trustees who are not Employees of Employer may be paid reasonable compensation for the performance of their services under the Defined Benefit Plan, as determined by the Board of Trustees. Further, each member of the Board of Trustees shall be reimbursed for all reasonable and necessary expenses which that member may incur in connection with the performance of his duties under the Defined Benefit Plan. Any compensation or reimbursement of expenses provided to a member of the Board of Trustees shall be paid from the Defined Benefit Plan's assets unless paid directly by Employer.

Article 15

Defined Benefit Plan Funding

15.1 Reserve for Retired Benefit Payments

The reserve for retired benefit payments is the account from which all Normal Retirement Benefits, Early Retirement Benefits, Temporary Disability Benefits, Deferred Vested Benefits, death benefits and residual refunds of the Accumulated Employee Contributions shall be paid. Should a Temporary Disability Benefit be terminated and the Participant be returned to the employment of Employer in a position eligible for participation in the Defined Benefit Plan, the Actuarial Equivalent of the Participant's benefit at the date of termination of total disability shall be transferred from the reserve for retired benefit payments to the reserve for Accumulated Employee Contributions and the reserve for Employer contributions in the proportion transfers were made from such accounts upon the commencement of the Temporary Disability Benefit.

15.2 Reserve for Employer Contributions

The reserve for Employer contributions is the account to which is credited contributions made by Employer to the Defined Benefit Plan and from which transfers shall be made as provided in this Article.

Each year, following the receipt of the Actuary's report, the excess, if any, of the reported actuarial present value of the pensions being paid and likely to be paid to Retirees and Beneficiaries over the balance in the reserve for retired benefit payments shall be transferred from the reserve for Employer contributions to the reserve for retired benefit payments.

The financial objective of the Defined Benefit Plan is to require Employer contributions to the Defined Benefit Plan each Plan Year which shall be sufficient to fully fund the actuarial cost of benefits likely to be paid on account of services rendered by Participants during the current Plan Year and finance the unfunded actuarial cost of benefits likely to be paid on account of services rendered by Participants prior to the current Plan Year over a period not to exceed 30 Plan Years. The contributions shall be computed by the Actuary at level percents of Participant payroll in accordance with generally recognized actuarial principles. The contributions shall be appropriated by Employer and paid to the Defined Benefit Plan.

15.3 Reserve for Undistributed Investment Income

The reserve for undistributed investment income is the account to which is credited all interest, dividends and other income from the investment of Defined Benefit Plan assets, all gifts and bequests received by the Defined Benefit Plan, all unclaimed Accumulated Employee Contributions and pensions and all other monies received by the Defined Benefit Plan, the disposition of which is not specifically provided. There shall be transferred from the reserve for undistributed investment income all amounts required to credit interest to the reserve for Accumulated Employee Contributions, the reserve for Employer contributions and the reserve for retired benefit payments. Whenever the Board of Trustees determines that the balance in the reserve for undistributed investment income is more than sufficient to cover current charges to the reserve, the excess or any part thereof shall be transferred to the reserve for Employer contributions. Whenever the Board of Trustees determines that the balance in the reserve for undistributed investment income is insufficient to meet the current charges to the account, the amount of the insufficiency shall be transferred from the reserve for Employer contributions.

15.4 Allowance of Interest and Rates of Interest

The Board of Trustees shall, at the end of each Plan Year, credit interest on the Accumulated Employee Contributions. The Board of Trustees shall determine the rate or rates of interest to be used in the crediting of interest.

15.5 Method of Making Payments

All payments from Defined Benefit Plan assets shall be made according to procedures governing the disbursement of Employer's general fund monies. No payment shall be made unless it is authorized by the Board of Trustees.

15.6 Assets not Segregated

The description of the various reserves of the Defined Benefit Plan shall be interpreted to refer to the accounting records of the Defined Benefit Plan and not to the segregation of monies or assets in the reserve accounts of the Defined Benefit Plan. Defined Benefit Plan assets are not required to be held in trust or in any separate fund until paid.

Article 16

Rights of Participants

16.1 Right to Rehire Retirees

Employer in its sole discretion may rehire any Retiree who has retired on a Normal Retirement Benefit, Early Retirement Benefit, or a Deferred Vested Benefit after the later of either 30 days after the Employee's Severance from Employment, or the beginning of the following Plan Year if the Employee has accrued 1,000 Hours of Service in the current Plan Year.

The Board of Trustees shall suspend the pension benefits of any Retiree during certain periods of reemployment by Employer. Benefits shall be suspended for any period during which the Retiree is rehired and normally has at least 1,000 Hours of Service during a Plan Year. Any Retiree who is rehired and normally has less than 1,000 Hours of Service during a Plan Year may, upon the Employee's election, suspend benefits for any period during which the Retiree is rehired.

If pension benefits have been suspended, payment shall resume no later than the first day of the third calendar month after the calendar month in which the individual ceases to be employed in service which required the suspension of his benefits.

If the Retiree's benefits are suspended, the Retiree shall earn a separate Accrued Benefit for his period of reemployment. The separate Accrued Benefit shall be determined under Article 5 based upon the Retiree's Years of Credited Service during the period of reemployment. However, his Accrued Benefit relating to any prior period of employment shall not be changed. The Retiree's pension benefit shall be the sum of the Accrued Benefits earned during the separate periods of employment.

At the time payments resume, the Board of Trustees may deduct from benefit payments to be made any payments which were previously made during a period in which benefits should have been suspended. The deduction or offset may not exceed in any one month 25 percent of that month's total benefit payment which would have been due, but for the offset. However, the initial payment after benefits resume may be offset without limitation.

Upon the request of a Retiree, the Board of Trustees shall determine whether specific contemplated employment shall be employment for which benefit payments shall be suspended.

16.2 No Employment Rights

The existence of the Defined Benefit Plan shall not grant a Participant any legal right to continue as an Employee, or affect the right of Employer to discharge a Participant.

16.3 No Participant Interest in Defined Benefit Plan

No Participant, Vested Terminated Participant, Retiree, Beneficiary, or any other person shall have interest in, or right to, any specific Defined Benefit Plan asset.

16.4 Spendthrift Provision

No benefit or interest under the Defined Benefit Plan is subject to assignment or alienation, whether voluntary or involuntary, except as follows:

(a) A Participant, Vested Terminated Participant or Retiree may assign a portion of his benefit to an alternate payee under an Eligible Domestic Relations Order or a domestic relations order.

(b) A Participant's benefit may be reduced by any actuarial, legal or other administrative fees associated with the review and implementation of an Eligible Domestic Relations Order or domestic relations order.

(c) A Participant's, Vested Terminated Participant's or Retiree's benefit may be transferred or assigned to the extent permitted by Section 401(a)(13) of the Code and its regulations.

(d) Employer shall have the right of setoff for any claim arising from embezzlement or fraud by a Participant, Vested Terminated Participant, Retiree, Beneficiary and for any overpayments.

(e) A Participant's benefit may be transferred or assigned to the extent permitted under the Public Employee Retirement Benefits Forfeiture Act (MCL § 38.2701 et. seq.) and the State Correctional Facility Reimbursement Act (MCL § 800.401 et. seq.).

Article 17

Defined Benefit Plan Amendment and Termination

17.1 Amendment

The City reserves the right to amend the Defined Benefit Plan at any time, to the extent permitted by applicable law and any applicable Collective Bargaining Agreements.

17.2 Termination

The City may terminate the Defined Benefit Plan at any time, to the extent permitted by applicable law and any applicable Collective Bargaining Agreements. If the Defined Benefit Plan is terminated, the Accrued Benefit of each Participant as of the date of termination shall be fully vested and nonforfeitable to the extent funded. These benefits shall be paid in accordance with the provisions of Section 17.4. In no event shall a Participant have any recourse for satisfaction of his benefits other than from the Defined Benefit Plan (or portion of assets segregated pursuant to Section 17.3).

17.3 Partial Termination

Upon the partial termination of the Defined Benefit Plan, the Board of Trustees shall account for separately, on behalf of the Participants with respect to whom the Defined Benefit Plan has been terminated, the proportionate interest of such Participants in the Defined Benefit Plan. This proportionate interest shall be determined by the Actuary, on the basis of contributions made under the Defined Benefit Plan and such assumptions as are determined reasonable by the Actuary and are approved by the Board of Trustees. The funds which are accounted for separately in this manner shall be fully vested and shall be used by the Board of Trustees to pay benefits to, or on behalf of, the Participants with respect to whom the Defined Benefit Plan has been terminated in accordance with Section 17.4.

17.4 Distribution Upon Termination

The assets of the Defined Benefit Plan, or the portion of the assets accounted for separately in accordance with Section 17.3, shall be allocated (after provision is made for the expenses of termination) to provide for the payment of benefits in an order of precedence that parallels those specified in Section 4044 of the federal Employee Retirement Income Security Act of 1974, and the rules and regulations issued by the Pension Benefit Guaranty Corporation.

17.5 Method of Distribution

If the Defined Benefit Plan is terminated, benefits shall be distributed to the Participants as soon as administratively feasible after the termination. However, if the City applies for a determination letter, the distribution may be delayed until after the Internal Revenue Service has made a favorable determination that the Defined Benefit Plan's termination does not affect its previously qualified status. Distributions shall be made in the forms described in Section 10.5 and shall be subject to the distribution rules of Section 10.5.

17.6 Reversion to Employer

If the terminated Defined Benefit Plan contains excess assets after satisfaction of all liabilities provided in this Section, the excess assets shall revert to Employer.

Article 18

Miscellaneous Provisions

18.1 Correction of Errors

Should any change in the records of the Defined Benefit Plan result in any Retiree or Beneficiary being paid more or less than what has been paid had the records been correct, the Board of Trustees shall correct the error and as far as practicable shall adjust the payment in such a manner that the Actuarial Equivalent of the benefit to which the individual was correctly entitled to shall be paid.

18.2 Subrogation

If a Participant becomes entitled to a benefit under the Defined Benefit Plan as a result of an accident or injury caused by the act of a third party, Employer shall be subrogated to the rights of a Participant against the third party to the extent that Employer financed benefits which the Defined Benefit Plan pays or becomes liable to pay.

18.3 Age

Any reference in the Defined Benefit Plan to age shall mean the age of the individual as of the individual's last birthday.

18.4 Uniformity of Treatment

Any discretionary action taken under the Defined Benefit Plan by the Board of Trustees or Employer shall be uniform in its application to similarly situated persons.

18.5 Construction

Words used in the masculine shall apply in the feminine where applicable. Wherever the context of the Defined Benefit Plan dictates, the plural shall be read as singular and the singular as plural.

18.6 Governing Law

To the extent that Michigan law has not been preempted by federal law, the provisions in the Defined Benefit Plan shall be governed by the laws of the state of Michigan.

18.7 Notice and Elections

Except as otherwise provided in the Defined Benefit Plan, notices, election and request for distributions may be provided through electronic media to the extent permitted by applicable law.

18.8 Collective Bargaining Agreements

To the extent that a provision in the Plan conflicts with a specific provision in a Collective Bargaining Agreement for a Benefit Group, the specific provision in the Collective Bargaining Agreement shall control.

Article 19

Deferred Retirement Option Defined Benefit Plan ("DROP")

19.1 Definitions

The following words, terms and phrases, when used in this Article, shall have the meanings ascribed to them in this Section, unless the context clearly indicates a different meaning.

(a) **"DROP"** means the deferred retirement option plan established under this Article. The DROP is part of the Defined Benefit Plan.

(b) **"DROP Account"** means the total amount credited to an individual DROP Participant due to participation in the DROP.

(c) **"DROP Benefit"** means a Participant's total DROP account balance at the time the Participant has a Severance from Employment.

(d) **"DROP Entry Date"** means the effective date of the Participant's participation in the DROP.

(e) **"DROP Period"** means the duration of a Participant's participation in the DROP, from the DROP Entry Date to the date the Participant has a Severance from Employment.

19.2 Basic Concept of the DROP

In lieu of retiring and commencing receipt of a monthly benefit, an eligible Participant may enter into the DROP as follows:

(a) Eligible Participants who elect to participate in the DROP shall make an irrevocable election to terminate employment with Employer and retire upon ceasing participation in the DROP. The Participant must cease participation in the DROP and terminate employment no later than three years after entering the DROP, unless the Participant has a Severance from Employment at an earlier date pursuant to Article 13.

(b) The Participant's DROP election shall specify the Participant's future retirement date and the form of payment in which his monthly pension benefit shall be paid (from among the forms of payment available under Article 10). The selected form of payment shall apply both immediately for purposes of determining the monthly amount credited to the Participant's DROP Account under Section 19.5(a), and upon his Severance from Employment.

(c) Upon entry into the DROP, a Participant shall no longer accrue additional Years of Credited Service under the Defined Benefit Plan. Further, any Compensation increases of the Participant after his DROP Entry Date, or any increases in the benefit formula that applies to the Participant's Benefit Group that are made after his DROP Entry Date shall be disregarded.

(d) Participants in the DROP remain Employees of Employer for all other purposes, and are not treated as separated from Employer during their participation in the DROP. However, the determination of the Participant's monthly pension benefit amount is made and payment of the monthly pension benefit begins upon entry into the DROP, except that payments of that benefit are credited to a special DROP Account subject to certain conditions, rather than distributed to the Participant directly.

19.3 Eligibility

To participate in the DROP, a Participant must meet the following requirements as of his DROP Entry Date:

(a) Be an active Employee of Employer;

(b) Have attained Normal Retirement Age, as set forth in the applicable Schedule for his Benefit Group; and

(c) Be eligible for the DROP under the applicable Schedule for his Benefit Group.

Eligible Participants may make a DROP election at any time after satisfying these requirements.

19.4 Election to Participate in the DROP

An eligible Participant's election to participate in the DROP is subject to the following conditions:

(a) Except as otherwise provided in this Article, a Participant's election to participate in the DROP is irrevocable;

(b) The Participant's DROP Entry Date shall not be earlier than 30 days after the date the election is filed with the Board of Trustees; and

(c) The Participant's DROP Entry Date shall not be earlier than the Participant's Normal Retirement Age.

For participation in the DROP to be effective, the Participant's election must be approved by the Board of Trustees.

19.5 Credits to a DROP Participant's DROP Account

Credits to a Participant's DROP Account begin on the Participant's DROP Entry Date and continue until the end of the Participant's DROP Period. Credits shall not be made to a Participant's DROP Account for a period that occurs after the Participant's Severance from Employment. Credits to a Participant's DROP Account consist of the following:

(a) A monthly amount equal to the Participant's Normal Retirement Benefit as of the Participant's DROP Entry Date and calculated based on the form of distribution elected by the Participant in his DROP election; and

(b) Interest on the Participant's DROP Account balance at the end of the prior fiscal year computed at a rate determined by the Board of Trustees and credited at the end of the current fiscal year. The initial rate shall be four percent per annum and shall be reviewed not less than annually by the Board of Trustees at the beginning of each Plan Year. The Board of Trustees may adjust the interest rate prospectively so that the impact of the DROP will not result in more than an immaterial increase in Employer's normal cost of annually funding the Defined Benefit Plan.

Prior to a distribution of benefits, Participants' DROP Accounts shall not be segregated from other assets of the Defined Benefit Plan.

19.6 Severance From Employment at Conclusion of DROP Period

Except as otherwise provided in Sections 19.8 and 19.9, upon the conclusion of a Participant's DROP Period, the Participant shall have a Severance from Employment and shall be retired. The Participant's DROP Benefit and the remainder of his monthly pension benefit shall be distributed to the Participant as provided in Section 19.7.

19.7 Distribution of Benefits at Conclusion of DROP Period

Upon the conclusion of the Participant's DROP Period, the Participant may elect to receive his DROP Benefit in a lump sum payment, or as an Eligible Rollover Distribution. Distribution of the Participant's DROP Benefit shall be made within 60 days of the Participant's Severance from Employment. The Participant shall also receive a monthly pension benefit equal to his Normal Retirement Benefit calculated as of his DROP Entry Date and based on the form of distribution elected by the Participant in his DROP election.

19.8 Death Before Distribution of Benefits

Except as otherwise provided in Section 19.9, if a DROP Participant dies before receiving a distribution of his DROP benefit, his Beneficiary shall receive the Participant's DROP Benefit in a lump sum payment or as an Eligible Rollover Distribution, and the remainder of the Normal Retirement Benefit elected by the Participant in his DROP election, if any, shall be distributed as provided in Section 19.7. The distribution of the remainder of the Normal Retirement Benefit, if any, depends on the form of distribution elected by the Participant in his DROP election.

19.9 Service-Connected Death or Disability of a DROP Participant

Upon a service-connected death or a service-connected total disability of a DROP Participant, the Participant shall be terminated from the DROP as if the Participant had never participated in the DROP. The Participant shall forfeit the Participant's DROP Account, but he (or his Beneficiaries) shall be eligible to receive benefits under the Defined Benefit Plan as though the Participant never elected the DROP.

19.10 Re-Hire

A DROP Participant shall not return to regular employment with Employer. Once entering the DROP, the Participant is in the DROP until his Severance from Employment, at which time the Participant is retired. A Retiree may be re-hired by Employer and eligible to participate in the Defined Benefit Plan, subject to the provisions of Article 3. But a former DROP Participant who is rehired by Employer shall not be eligible to again participate in the DROP. A rehired Retiree who had not been a former DROP Participant may be eligible to enter the DROP if the Employee otherwise meets the eligibility requirements of Section 19.3. In such a case, the retirement benefit for purposes of credits to the DROP account shall be determined by reference to Article 16.

19.11 Eligible Domestic Relations Order

Unless an Eligible Domestic Relations Order states otherwise, DROP benefits are assumed not to be included in the division of a Participant's Accrued Benefit under the Defined Benefit Plan.

19.12 Section 415 Limits

For purposes of Section 415 of the Code, the DROP shall be a Defined Benefit Plan.

19.13 Regulations

The Board of Trustees shall, by regulation, provide for additional details of implementation and interpretation of this Article.

Signature

The City has signed the City of Wyoming Defined Benefit Plan this _____ day of _____, 2015.

CITY OF WYOMING

By_____

Its_____

Schedule A
to the
City of Wyoming
Defined Benefit Pension Plan

General Benefit Group

Section	**Provision**
2.6	Definition of Average Monthly Compensation "Average Monthly Compensation" means the monthly average of the Participant's Compensation earned during the 36 highest-paid consecutive months during the 60 months immediately preceding his Severance from Employment. For a Participant who has less than 36 consecutive months, "Average Monthly Compensation" means the monthly average of the Compensation earned prior to the Participant's Severance from Employment. "Average Monthly Compensation" shall exclude overtime paid to any Participant who retires on or after July 1, 2016. But, in order to prevent the impairment of any Participant's pension in violation of the Constitution of the State of Michigan, the Normal Retirement Benefit of a Participant who has a Severance from Employment on or after July 1, 2016 and before July 1, 2021 shall be the greater of (1) or (2) below, where: (1) Equals the Participant's Normal Retirement Benefit based on his or her Years of Credited Service as of June 30, 2016 multiplied by the applicable percentage of the Participant's Average Monthly Compensation (including overtime only for months prior to July 1, 2016) described in Section 5.2(b); or (2) Equals the sum of (A) and (B) below where: (A) Equals the Participant's Normal Retirement Benefit based on his or her Years of Credited Service as of June 30, 2016 multiplied by the applicable percentage of the Participant's Average Monthly Compensation (excluding overtime) described in Section 5.2(b) for Years of Credited Service earned prior to July 1, 2016; and (B) Equals the Participant's Normal Retirement Benefit based on his or her Years of Credited

Section	Provision
	Service earned after June 30, 2016 multiplied by the applicable percentage of the Participant's Average Monthly Compensation (excluding overtime) described in Section 5.2(b) for Years of Credited Service earned after June 30, 2016.
3.1	Eligibility to Participate A member of this Benefit Group whose initial Date of Employment is after February 6, 2006, or who is a Participant in the Defined Contribution Plan is ineligible to participate in the Defined Benefit Plan. A Participant in the Defined Benefit Plan who elects to begin participation in the Defined Contribution Plan but does not elect to transfer his Accrued Benefit to the Defined Contribution Plan shall remain a Participant in the Defined Benefit Plan with respect to his frozen Accrued Benefit.
3.4	Election to Freeze Participation in Defined Benefit Plan and Participate in Defined Contribution Plan For the time period before the date specified in the Collective Bargaining Agreement with the Wyoming City Employees Union, members of the General Benefit Group may make an irrevocable election to cease accruing benefits under the Defined Benefit Plan and begin to participate in the Defined Contribution Plan. The election must be made in accordance with the administrative rules established by the City, and shall be effective no later than the date specified in the applicable Collective Bargaining Agreement. If a Participant does not make a timely election to cease accruing benefits under the Defined Benefit Plan and begin to participate in the Defined Contribution Plan, the Participant shall continue to participate in the Defined Benefit Plan. Transfer to Defined Contribution Plan A Participant who makes an election under Section 3.4 may also elect to have the lump sum Actuarial Equivalent of his Accrued Benefit as of the effective date of the election transferred to the Defined Contribution Plan as soon as administratively feasible after the date his participation in the Defined Benefit Plan ceases. The lump sum Actuarial Equivalent shall be calculated based on actuarial assumptions determined by the Board of Trustees after consultation with the Actuary. If a Participant is married on the date the election is made, the election shall be valid only if the Participant's Spouse consents

Section	Provision
	in writing to the election. The Spouse's written consent must be witnessed by a notary public.
5.1	Definition of Normal Retirement Age Normal Retirement Age means the Participant has attained age 60 and completed at least 10 Years of Credited Service.
5.2(b)	Benefit Formula The benefit formula is the Participant's Years of Credited Service multiplied by the following percentage of the Participant's Average Monthly Compensation:

Participant's Date of Retirement	Benefit Percentage
Before July 1, 2011	See Article IV of Chapter 58 of the City Code
July 1, 2011 through June 30, 2016	2.35
On or after July 1, 2016	2.35 for Years of Credited Service prior to July 1, 2016 and 1.95 for Years of Credited Service after June 30, 2016 unless the Participant makes the election described in Section 12.1

5.2(c)	Annual Pension Adjustment There is no annual pension adjustment.
6.1	Definition of Early Retirement Age Early retirement age means the Participant has attained age 55 and completed at least 10 Years of Credited Service.

Section	**Provision**
6.2	Amount of Early Retirement Benefit The reduction in a Participant's retirement benefit for payment before age 60 shall be two-tenths of one percent for each month before age 60 the pension is to be paid. For this purpose, a fraction of a month shall be considered a whole month. If the Participant has completed at least 25 Years of Credited Service and retires on or after July 1, 2016 but before age 60, the reduction shall be one-tenth of one percent for each month before age 60 that the pension is to be paid.
7.1	Service Requirement for Eligibility for a Temporary Disability Benefit The service requirement for a Temporary Disability Benefit is that the Participant has completed at least 10 Years of Credited Service.
7.6	Duty Disability - Special Rules No special rules apply to a Participant in the General Benefit Group who experiences a duty disability.
8.1(c)	Service Requirement for Eligibility for a Death Benefit The service requirement for eligibility for a death benefit is that the Participant has completed at least 10 Years of Credited Service.
9.1	Service Requirement for Eligibility for a Deferred Vested Benefit The service requirement for eligibility for Deferred Vested Benefit is that the Participant has completed at least 10 Years of Credited Service.
11.3	Coordination With Workers' Disability Compensation Benefits Benefits payable under the Defined Benefit Plan shall be fully coordinated (to the extent permitted by applicable law) with workers' disability compensation benefits. However, a Participant who has 25 Years of Credited Service or who has attained age 50 with 10 Years of Credited Service shall have benefits coordinated until the Participant reaches age 62 as follows: The Defined Benefit Plan benefit shall be paid first, then the workers' disability compensation benefit shall be payable to the extent the total combined benefit equals 95 percent of the Participant's net after-tax wages at the time the Participant becomes disabled. Upon attainment of age 62, coordination shall apply irrespective of the Participant's Years of Credited Service.
12.1	Accumulated Employee Contributions As a condition of continuing to have a 2.35% benefit percentage apply to Years of

Section	Provision
	Credited Service on or after July 1, 2016 under the Defined Benefit Plan, a Participant in the General Benefit Group must elect to contribute a specific percentage of his Compensation to the Defined Benefit Plan each year. The specified percentage is set forth in the applicable Collective Bargaining Agreement. The Participant must submit this election to the City no later than May 1, 2016 using a form provided by the City.
13.1	Compulsory Retirement Compulsory retirement shall be at age 70 unless prohibited by law.
19.3	Eligibility for the DROP Participants in the General Benefit Group are ineligible to participate in the DROP.

Schedule B
to the
City of Wyoming
Defined Benefit Pension Plan

Administrative and Supervisory Benefit Group

Section	**Provision**
2.6	Definition of Average Monthly Compensation Average Monthly Compensation means the monthly average of the Participant's Compensation earned during the 36 highest paid consecutive months. However, for a Participant who has less than 36 consecutive months, "Average Monthly Compensation" means the monthly average of the Compensation earned prior to his Severance from Employment.
3.1	Eligibility to Participate. A member of this Benefit Group whose initial Date of Employment is on or after September 6, 2005, or who is a Participant in the Defined Contribution Plan is ineligible to participate in the Defined Benefit Plan.
3.4	Election to Freeze Participation in Defined Benefit Plan and Participate in Defined Contribution Plan For the time period before the date specified in the Collective Bargaining Agreement for the Administrative and Supervisory Benefit Group, members of this Benefit Group may make an irrevocable election to cease accruing benefits under the Defined Benefit Plan and begin to participate in the Defined Contribution Plan. The election must be made in accordance with the administrative rules established by the City, and shall be effective no later than the date specified in the applicable Collective Bargaining Agreement. If a Participant does not make a timely election to cease accruing benefits under the Defined Benefit Plan and begin to participate in the Defined Contribution Plan, the Participant shall continue to participate in the Defined Benefit Plan. Transfer to Defined Contribution Plan A Participant who makes an election under Section 3.4 may also elect to have the lump sum Actuarial Equivalent of his Accrued Benefit as of the effective date of the election transferred to the Defined Contribution Plan as soon as administratively feasible after the date his participation in the Defined Benefit Plan ceases. The

Section	Provision
	lump sum Actuarial Equivalent shall be calculated based on actuarial assumptions determined by the Board of Trustees after consultation with the Actuary. If a Participant is married on the date the election is made, the election shall be valid only if the Participant's Spouse consents in writing to the election. The Spouse's written consent must be witnessed by a notary public.
5.1	Definition of Normal Retirement Age Normal Retirement Age means the Participant has attained age 60 and completed at least 5 Years of Credited Service.
5.2(b)	Benefit Formula The benefit formula is the Participant's Years of Credited Service multiplied by the following percentage of the Participant's Average Monthly Compensation:

Participant's Date of Retirement	Benefit Percentage
Before July 1, 2011	See Article IV of Chapter 58 of the City Code
July 1, 2011 through June 30, 2016	2.35
On or after July 1, 2016	2.35 for Years of Credited Service prior to July 1, 2016 and 2.15 for Years of Credited Service after June 30, 2016 and before July 1, 2018 and 1.95 for Years of Credited Service after June 30, 2018 unless the Participant makes the election described in Section 12.1

Section	**Provision**
5.2(c)	Annual Pension Adjustment The Participant's monthly pension benefit shall be increased each January by 40 percent of the average annual increase in the CPI of Detroit and Chicago through October of the immediately preceding Calendar Year, up to a maximum annual pension increase of five percent. For purposes of this Section, "CPI" means the Consumer Price Index, as published by the U.S. Department of Labor, Bureau of Labor Statistics.
6.1	Definition of Early Retirement Age Early retirement age means the Participant has attained age 55 and completed at least 5 Years of Credited Service.
6.2	Amount of Early Retirement Benefit Effective for Participants who become members of this Benefit Group after July 1, 2007, the reduction in a Participant's retirement benefits for payment before Normal Retirement Age shall be two-tenths of one percent for each month before Normal Retirement Age the pension is to be paid, unless the Participant has at least 25 Years of Credited Service in which case no reduction applies. For this purpose, a fraction of a month shall be considered a whole month. No reduction applies for Participants who were members of this Benefit Group before July 1, 2007.
7.1	Service Requirement for Eligibility for a Temporary Disability Benefit The service requirement for eligibility for a Temporary Disability Benefit is that the Participant has completed at least 5 Years of Credited Service.
7.6	Duty Disability - Special Rules No special rules apply to a Participant in the Administrative and Supervisory Benefit Group who experiences a duty disability.
8.1(c)	Service Requirement for Eligibility for a Death Benefit The service requirement for eligibility for a death benefit is that the Participant has completed at least 5 Years of Credited Service.
9.1	Service Requirement for Eligibility for a Deferred Vested Benefit The service requirement for eligibility for a Deferred Vested Benefit is that the Participant has completed at least 5 Years of Credited Service.
11.3	Coordination With Workers' Disability Compensation Benefits Benefits payable under the Defined Benefit Plan shall be fully coordinated (to the extent permitted by applicable law) with

Section	Provision
	workers' disability compensation benefits. However, a Participant who has 25 Years of Credited Service or who has attained age 50 with 10 Years of Credited Service shall have benefits coordinated until the Participant reaches age 62 as follows: The Defined Benefit Plan benefit shall be paid first, then the workers' disability compensation benefit shall be payable to the extent the total combined benefit equals 95 percent of the Participant's net after-tax wages at the time the Participant becomes disabled. Upon attainment of age 62, full coordination shall again apply irrespective of the Participant's Years of Credited Service.
12.1	Accumulated Employee Contributions As a condition of continuing to have a 2.35% benefit percentage apply to Years of Credited Service on or after July 1, 2016 under the Defined Benefit Plan, a Participant in the Administrative and Supervisory Benefit Group must elect to contribute a specific percentage of his Compensation to the Defined Benefit Plan each year. The specified percentage is set forth in the applicable Collective Bargaining Agreement. The Participant must submit this election to the City no later than May 1, 2016 using a form provided by the City.
13.1	Compulsory Retirement Compulsory retirement is at age 70 unless prohibited by law.
19.3	Eligibility for the DROP Participants in the Administrative and Supervisory Benefit Group are ineligible for the DROP.

Schedule C
to the
City of Wyoming
Defined Benefit Pension Plan

Police Command Benefit Group

Section	**Provision**
2.6	Definition of Average Monthly Compensation Average Monthly Compensation means the monthly average of the Participant's Compensation earned during the 36 highest paid consecutive months during the 60 months immediately preceding his Severance from Employment. However, for a Participant who has less than 36 consecutive months, "Average Monthly Compensation" means the monthly average of the Compensation earned prior to his Severance from Employment.
3.1	Eligibility to Participate. A member of this Benefit Group whose initial Date of Employment is after February 20, 2006, or who is a Participant in the Defined Contribution Plan is ineligible to participate in the Defined Benefit Plan.
5.1	Definition of Normal Retirement Age Normal Retirement Age means the Participant has attained age 50 and completed at least 10 Years of Credited Service.
5.2(b)	Benefit Formula The benefit formula is the Participant's Years of Credited Service, up to the maximum set forth in this Section, multiplied by the following percentage of the Participant's Average Monthly Compensation:

Participant's Date of Retirement	**Benefit Percentage**	**Maximum Number of Years of Credited Service**
Before July 1, 2011	See Article IV of Chapter 58 of the City Code	See Article IV of Chapter 58 of the City Code
July 1, 2011	2.70	30 (unlimited for the chief and deputy chief)

5.2(c)	Annual Pension Adjustment For each Participant who was a member of this Benefit Group on or before July 1, 2008, and

Section	Provision
	upon attaining age 60, the Participant's monthly pension benefit shall be increased each January by 40 percent of the average annual increase in the CPI of Detroit and Chicago through October of the immediately preceding Calendar Year, up to a maximum annual pension increase of 5 percent. For purposes of this Section, "CPI" means the Consumer Price Index, as published by the U.S. Department of Labor, Bureau of Statistics.
6.1	Definition of Early Retirement Age Participants in the Police Command Benefit Group are not eligible for an Early Retirement Benefit.
7.1	Service Requirement for Eligibility for a Temporary Disability Benefit The service requirement for a Temporary Disability Benefit is that the Participant has completed at least 10 Years of Credited Service.
7.6	Duty Disability - Special Rules The following special rules shall apply to a Participant who is a member of the Police Command Benefit Group who is applying for or receiving a Temporary Disability Benefit in a duty disability situation. (a) Definition of Total Disability "Total disability" or "Totally disabled" shall mean a total and permanent inability of the Participant to engage in the essential functions of his current employment position with Employer as a result of a physical or mental condition of the Participant. (b) Amount of Monthly Temporary Disability Pension Benefit In no event shall the amount of the Participant's monthly pension benefit be: (1) Less than 50 percent of the Participant's Average Monthly Compensation at the time of his total disability; or (2) More than 90 percent of the Participant's Average Monthly Compensation at the time of his total disability. (c) Conversion to Normal Retirement Benefit Upon attaining the minimum age requirement to be eligible for a Normal Retirement Benefit, the Participant shall receive a Normal Retirement Benefit as follows:

Section	**Provision**
	(1) The Participant's Normal Retirement Benefit shall be based upon the Participant's actual Years of Credited Service, plus the Participant shall receive Years of Credited Service for the period of time the Participant was receiving a Temporary Disability Benefit. (2) The Participant's Average Monthly Compensation shall mean the monthly average of the base earnings the Participant would have received during the 36 consecutive months immediately preceding his attainment of Normal Retirement Age if the Participant was actively employed in the job classification the Participant held with Employer immediately preceding his total disability. (3) The Participant's Normal Retirement Benefit shall be paid in the form determined under Article 10, and need not be the same form as the Participant's form of Temporary Disability Benefit. However, if a Participant makes an election to receive his Normal Retirement Benefit payable in a form which is different than the form of his Temporary Disability Benefit, the Board of Trustees shall make any adjustments necessary to ensure that the new election shall not require the Defined Benefit Plan to provide increased benefits to the Participant (determined on the basis of Actuarially Equivalent value).
8.1(c)	Service Requirement for Eligibility for a Death Benefit The service requirement for a death benefit is that the Participant has completed at least 10 Years of Credited Service.
9.1	Service Requirement for Eligibility for a Deferred Vested Benefit The service requirement for eligibility for a Deferred Vested Benefit is that Participant has completed at least 10 Years of Credited Service.
11.3	Coordination With Workers' Disability Compensation Benefits In computing the Participant's minimum and maximum pension benefit for purposes of this Section, any workers' disability compensation benefits paid to the Participant, any Social Security disability benefits paid to the Participant, and/or any compensation received by the Participant in any gainful employment shall not be considered (i.e., shall not be

Section	**Provision**
	coordinated with the Participant's monthly pension benefit or used to offset or reduce the Participant's monthly pension benefit.) But for those Participants who retire with a duty disability benefit on or after July 1, 2000, benefits payable under the Defined Benefit Plan shall be fully coordinated (to the extent permitted by applicable law) with workers' disability compensation benefits. However, a Participant who is receiving a duty disability pension shall have benefits coordinated until the Participant reaches age 50 as follows: The Defined Benefit Plan benefit shall be paid first, then the workers' disability compensation benefit shall be payable to the extent the total combined benefit equals 100 percent of the Participant's net after-tax wages at the time the Participant becomes disabled. Upon attainment of age 50, full coordination shall apply.
12.1	Accumulated Employee Contributions As a condition of participation in the Defined Benefit Plan, a Participant in the Police Command Benefit Group must contribute a specific percentage of his Compensation each year. The specified percentage is set forth in the currently effective Collective Bargaining Agreement for the Police Officers Labor Council Wyoming Command Division.
13.1	Compulsory Retirement Compulsory retirement shall be at age 57.
13.2	Permitted Continuation Permitted continuation shall be to age 63; or age 65 for the chief or deputy chief.
19.3	Eligibility for the DROP Participants in the Police Command Benefit Group shall be eligible to participate in the DROP as provided in Article 19.

Schedule D
to the
City of Wyoming
Defined Benefit Pension Plan

Police Nonsupervisory Benefit Group

Section	**Provision**
2.6	Definition of Average Monthly Compensation Average Monthly Compensation means the monthly average of the Participant's Compensation earned during the 36 highest paid consecutive months during the 60 months immediately preceding his Severance from Employment. However, for a Participant who has less than 36 consecutive months, "Average Monthly Compensation" means the monthly average of the Compensation earned prior to his Severance from Employment.
3.1	Eligibility to Participate. A member of this Benefit Group whose initial Date of Employment is after September 4, 2007, or who is a Participant in the Defined Contribution Plan is ineligible to participate in the Defined Benefit Plan.
5.1	Definition of Normal Retirement Age Normal Retirement Age means the Participant has attained age 50 and completed at least 10 Years of Credited Service.
5.2(b)	Benefit Formula The benefit formula is the Participant's Years of Credited Service, up to the maximum set forth in this Section, multiplied by the following percentage of the Participant's Average Monthly Compensation:

Participant's Date of Retirement	**Benefit Percentage**	**Maximum Number of Years of Credited Service**
Before July 1, 2011	See Article IV of Chapter 58 of the City Code	See Article IV of Chapter 58 of the City Code
July 1, 2011	2.70	30

Section	**Provision**
5.2(c)	Annual Pension Adjustment There shall be no annual pension adjustment.
6.1	Definition of Early Retirement Age Participants in the Police Nonsupervisory Benefit Group are not eligible for an Early Retirement Benefit.
7.1	Service Requirement for Eligibility for a Temporary Disability Benefit The service requirement for a Temporary Disability Benefit is that the Participant has completed at least 10 Years of Credited Service.
7.6	Duty Disability - Special Rules The following special rules shall apply to a Participant who is a member of the Police Nonsupervisory Benefit Group who is applying for or receiving a Temporary Disability Benefit in a duty disability situation. (a) Definition of Total Disability "Total disability" or "Totally disabled" shall mean a total and permanent inability of the Participant to engage in the essential functions of his current employment position with Employer as a result of a physical or mental condition of the Participant. (b) Amount of Monthly Temporary Disability Pension Benefit In no event shall the amount of the Participant's monthly pension benefit be: (1) Less than 50 percent of the Participant's Average Monthly Compensation at the time of his total disability; or (2) More than 90 percent of the Participant's Average Monthly Compensation at the time of his total disability. (c) Conversion to Normal Retirement Benefit Upon attaining the minimum age requirement to be eligible for a Normal Retirement Benefit, the Participant shall receive a Normal Retirement Benefit as follows: (1) The Participant's Normal Retirement Benefit shall be based upon the Participant's actual Years of Credited Service, plus the Participant shall receive Years of

Section	**Provision**
	Credited Service for the period of time the Participant was receiving a Temporary Disability Benefit. (2) The Participant's Average Monthly Compensation shall mean the monthly average of the base earnings the Participant would have received during the 36 consecutive months immediately preceding his attainment of Normal Retirement Age if the Participant was actively employed in the job classification the Participant held with Employer immediately preceding his total disability. (3) The Participant's Normal Retirement Benefit shall be paid in the form determined under Article 10, and need not be the same form as the Participant's form of Temporary Disability Benefit. However, if a Participant makes an election to receive his Normal Retirement Benefit payable in a form which is different than the form of his Temporary Disability Benefit, the Board of Trustees shall make any adjustments necessary to ensure that the new election shall not require the Defined Benefit Plan to provide increased benefits to the Participant (determined on the basis of Actuarially Equivalent value).
8.1(c)	Service Requirement for Eligibility for a Death Benefit The service requirement for eligibility for a death benefit is that the Participant has completed at least 10 Years of Credited Service.
9.1	Service Requirement for Eligibility for a Deferred Vested Benefit The service requirement for eligibility for a Deferred Vested Benefit is that the Participant has completed at least 10 Years of Credited Service.
11.3	Coordination With Workers' Disability Compensation Benefits In computing the Participant's minimum and maximum pension benefit for purposes of this Section, any workers' disability compensation benefits, paid to the Participant, any Social Security disability benefits paid to the Participant, and/or any compensation received by the Participant in any gainful employment shall not be considered (i.e., shall not be coordinated with the Participant's monthly pension benefit or used to offset or reduce the Participant's monthly pension benefit.)

Section	**Provision**
	But for those Participants who retire with a duty disability benefit on or after July 1, 2000, benefits payable under the Defined Benefit Plan shall be fully coordinated (to the extent permitted by applicable law) with workers' disability compensation benefits. However, a Participant who is receiving a duty disability pension shall have benefits coordinated until the Participant reaches age 50 as follows: The Defined Benefit Plan benefit shall be paid first, then the workers' disability compensation benefit shall be payable to the extent the total combined benefit equals 100 percent of the Participant's net after-tax wages at the time the Participant becomes disabled. Upon attainment of age 50, full coordination shall apply.
12.1	Accumulated Employee Contributions As a condition of participation in the Defined Benefit Plan, a Participant in the Police Nonsupervisory Benefit Group must contribute a specific percentage of his Compensation each year. The specified percentage is set forth in the currently effective Collective Bargaining Agreement for the Police Officers Labor Council Wyoming Division.
13.1	Compulsory Retirement Compulsory retirement shall be at age 57.
13.2	Permitted Continuation Permitted continuation shall be to age 63.
19.3	Eligibility for the DROP Participants in the Police Nonsupervisory Benefit Group are ineligible to participate in the DROP.

Schedule E
to the
City of Wyoming
Defined Benefit Pension Plan

Police ECO Benefit Group

Section	**Provision**
2.6	Definition of Average Monthly Compensation Average Monthly Compensation means the monthly average of the Participant's Compensation earned during the 36 highest paid consecutive months during the 60 months immediately preceding his Severance from Employment. However, for a Participant who has less than 36 consecutive months, "Average Monthly Compensation" means the monthly average of the Compensation earned prior to his Severance from Employment.
3.1	Eligibility to Participate. A member of this Benefit Group whose initial Date of Employment is after November 7, 2005, or who is a Participant in the Defined Contribution Plan is ineligible to participate in the Defined Benefit Plan.
5.1	Definition of Normal Retirement Age Normal Retirement Age means the Participant has attained age 55 and completed at least 10 Years of Credited Service.
5.2(b)	Benefit Formula The benefit formula shall be the Participant's Years of Credited Service multiplied by the following percentage of the Participant's Average Monthly Compensation:

Participant's Date of Retirement	**Benefit Percentage**
Before July 1 2011	See Article IV of Chapter 58 of the City Code
July 1, 2011	2.35

5.2(c)	Annual Pension Adjustment There shall be no annual pension adjustment.

Section	**Provision**
6.1	Definition of Early Retirement Age Participants in the Police ECO Benefit Group are not eligible for an Early Retirement Benefit.
7.1	Service Requirement for Eligibility for a Temporary Disability Benefit The service requirement eligibility for a Temporary Disability Benefit is that the Participant has completed at least 10 Years of Credited Service.
7.6	Duty Disability - Special Rules No special rules apply to Participants in the Police ECO Benefit Group who experience a duty disability.
8.1(c)	Service Requirement for Eligibility for a Death Benefit The service requirement for eligibility for a death benefit is that the Participant has completed at least 10 Years of Credited Service.
9.1	Service Requirement for Eligibility for a Deferred Vested Benefit The service requirement for eligibility for a Deferred Vested Benefit is that the Participant has completed at least 10 Years of Credited Service.
11.3	Coordination With Workers' Disability Compensation Benefits Benefits payable under the Defined Benefit Plan shall be fully coordinated (to the extent permitted by applicable law) with workers' disability compensation benefits. However, a Participant who is receiving a duty disability pension shall have benefits coordinated until the Participant reaches age 50 as follows: The Defined Benefit Plan benefit shall be paid first, then the workers' disability compensation benefit shall be payable to the extent the total combined benefit equals 100 percent of the Participant's net after-tax wages at the time the Participant becomes disabled. Upon attainment of age 50, full coordination shall apply.
19.3	Eligibility for the DROP Participants in the Police ECO Benefit Group are ineligible for the DROP.

Schedule F
to the
City of Wyoming
Defined Benefit Pension Plan

Fire Benefit Group

Section	**Provision**
2.6	Definition of Average Monthly Compensation Average Monthly Compensation means the monthly average of the Participant's Compensation earned during the 36 highest paid consecutive months during the 60 months immediately preceding his Severance from Employment. However, for a Participant who has less than 36 consecutive months, "Average Monthly Compensation" means the monthly average of the Compensation earned prior to his Severance from Employment.
3.1	Eligibility to Participate A member of this Benefit Group whose initial Date of Employment is on or after September 6, 2005, or who is a Participant in the Defined Contribution Plan is ineligible to participate in the Defined Benefit Plan.
5.1	Definition of Normal Retirement Age Normal Retirement Age means the Participant has attained age 50 and completed at least 10 Years of Credited Service.
5.2(b)	Benefit Formula The benefit formula is the Participant's Years of Credited Service, up to the maximum set for in this Section, multiplied by the following percentage of the Participant's Average Monthly Compensation:

Participant's Date of Retirement	**Benefit Percentage**	**Maximum Number of Years of Credited Service**
Before July 1, 2011	See Article IV of Chapter 58 of the City Code	See Article IV of Chapter 58 of the City Code
July 1, 2011	2.70	30

Section	**Provision**
5.2(c)	Annual Pension Adjustment There shall be no annual pension adjustment.
6.1	Definition of Early Retirement Age Participants in the Fire Benefit Group are not eligible for an Early Retirement Benefit.
7.1	Service Requirement for Eligibility for a Temporary Disability Benefit The service requirement for a Temporary Disability Benefit is that the Participant has completed at least 10 Years of Credited Service.
7.6	Duty Disability - Special Rules The following special rules shall apply to a Participant who is a member of the Fire Benefit Group who applies for a Temporary Disability Benefit in a duty disability situation: (a) Definition of Total Disability "Total disability" or "Totally disabled" shall mean a total and permanent inability of the Participant to engage in the essential functions of his current employment position with Employer as a result of a physical or mental condition of the Participant. (b) Amount of Monthly Temporary Disability Pension Benefit In no event shall the amount of the Participant's monthly pension benefit be: (1) Less than 50 percent of the Participant's Average Monthly Compensation at the time of his total disability; or (2) More than 90 percent of the Participant's Average Monthly Compensation at the time of his total disability. (c) Conversion to Normal Retirement Benefit Upon attaining the minimum age requirement to be eligible for a Normal Retirement Benefit, the Participant shall receive a Normal Retirement Benefit as follows: (1) The Participant's Normal Retirement Benefit shall be based upon the Participant's actual Years of Credited Service, plus the Participant shall receive Years of Credited Service for the period of time the Participant was receiving a Temporary Disability Benefit.

Section	**Provision**
	(2) The Participant's Average Monthly Compensation shall mean the monthly average of the base earnings the Participant would have received during the 36 consecutive months immediately preceding his attainment of Normal Retirement Age if the Participant was actively employed in the job classification the Participant held with Employer immediately preceding his total disability.
	(3) The Participant's Normal Retirement Benefit shall be paid in the form determined under Article 10, and need not be the same form as the Participant's form of Temporary Disability Benefit. However, if a Participant makes an election to receive his Normal Retirement Benefit payable in a form which is different than the form of his Temporary Disability Benefit, the Board of Trustees shall make any adjustments necessary to ensure that the new election shall not require the Defined Benefit Plan to provide increased benefits to the Participant (determined on the basis of Actuarially Equivalent value).
8.1(c)	Service Requirement for Eligibility for a Death Benefit The service requirement for eligibility for a death benefit is that the Participant has completed at least 10 Years of Credited Service.
9.1	Service Requirement for Eligibility for a Deferred Vested Benefit The service requirement for a Deferred Vested Benefit is that the Participant has completed at least 10 Years of Credited Service.
11.3	Coordination With Workers' Disability Compensation Benefits Temporary Disability Benefits payable under the Defined Benefit Plan shall be fully coordinated (to the extent permitted by applicable law) with workers' disability compensation benefits.
12.1	Accumulated Employee Contributions As a condition of participation in the Defined Benefit Plan, a Participant in the Fire Benefit Group must contribute a specific percentage of his Compensation each year. The specified percentage is set forth in the currently effective Collective Bargaining Agreement for the Wyoming Fire Fighters Association.

Section	**Provision**
13.1	Compulsory Retirement Compulsory retirement shall be at age 60.
13.2	Permitted Continuation Permitted continuation shall be up to age 63; age 65 if the chief or deputy chief.
19.3	Eligibility for the DROP Participants in the Fire Benefit Group are ineligible for the DROP.

Schedule G
to the
City of Wyoming
Defined Benefit Pension Plan

Administrative Contract Group

The provisions of Schedule B shall apply to members of this Benefit Group.

CITY OF WYOMING

DEFINED CONTRIBUTION PLAN

(Restated effective as of July 1, 2015)

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CITY OF WYOMING

DEFINED CONTRIBUTION PLAN

Article 1

Establishment of the Plan

1.1 History of the Defined Contribution Plan

The City established its Retirement System effective as of October 1, 1962. The Retirement System provided a defined benefit pension for eligible Employees. The City revised its Retirement System by adopting the Defined Contribution Plan effective as of September 6, 2005, for the purpose of providing retirement benefits to eligible Employees. The Defined Contribution Plan was most recently amended and restated effective July 1, 2011. The Defined Contribution Plan and the Defined Benefit Plan together comprise the Retirement System.

1.2 This Document

By this document the City is amending and restating the Defined Contribution Plan effective July 1, 2015. The amended and restated Defined Contribution Plan is intended to meet the requirements of Sections 401(a) and 501(a) of the Code which are applicable to qualified retirement plans established by governmental employers.

1.3 Organization of the Plan

The Defined Contribution Plan applies to Employees in various Benefit Groups. The provisions of the Plan which apply to a specific Benefit Group are called a Sub-Plan.

The initial portion of the Plan, called the Basic Provisions, applies to all Participants. The Schedules, which are attached to the initial portion of the Plan, set forth the terms and conditions which apply to each Benefit Group. The specific Defined Contribution Plan provisions applicable to each Benefit Group are set forth in the applicable Schedule for that Benefit Group, except as otherwise provided in the applicable Collective Bargaining Agreement (in the case of a Participant who is a member of a Union) or in the applicable employment agreement (in the case of a Participant who is not a member of a Union). For each Benefit Group, the Sub-Plan consists of the Basic Provisions and the applicable Schedule.

Article 2

Benefit Definitions

The following words, terms and phrases, shall have the meanings ascribed to them in this Article, except where the context clearly indicates a different meaning. All references to specific Articles or Sections shall refer to Articles or Sections of the Defined Contribution Plan unless otherwise stated.

2.1 Account

"Account" means the Account maintained for a Participant to record contributions made for the Participant.

2.2 Anniversary Year

"Anniversary Year" means the 12-consecutive-month period beginning on the Employee's Date of Employment.

2.3 Basic Provisions

"Basic Provisions" are the provisions of the Defined Contribution Plan which apply to all Participants. The Basic Provisions are the terms and conditions of the Defined Contribution Plan other than the Schedules.

2.4 Beneficiary

"Beneficiary" means the Beneficiary designated by the Participant on a form provided by the Plan Administrator. Spousal consent is required if the Participant designates a Beneficiary in addition to, or other than, his Spouse.

Except as otherwise provided in the Defined Contribution Plan, the Participant may change the Beneficiary designation at any time by completing and filing a new form with the Plan Administrator.

The Participant may designate a trust as a Beneficiary. If this occurs, the Plan Administrator shall have no responsibility for determining the validity, existence or provisions of that trust. Further, the Plan Administrator shall have no responsibility for the application of sums paid to that trustee or for the discharge of the trust.

If a Participant designates the Participant's Spouse as Beneficiary and the Participant and Spouse are subsequently divorced, the judgment of divorce shall be considered to revoke the prior Beneficiary designation of the Spouse unless otherwise provided in a Qualified Domestic Relations Order.

The rules of this paragraph apply unless provided otherwise in a Participant's Beneficiary designation form. If a Participant designates one primary Beneficiary and the Beneficiary dies after the Participant but before benefit payments are completed, any remaining benefits shall be payable to the secondary Beneficiary. If a Participant fails to designate a secondary Beneficiary or if no secondary Beneficiary survives the primary Beneficiary, any remaining benefits shall be payable to the deceased primary Beneficiary's heirs in the manner described in the next paragraph. If a Participant designates more than one primary Beneficiary or more than one secondary Beneficiary and a Beneficiary dies before benefit payments are made, the share payable to the deceased Beneficiary shall be paid to the deceased Beneficiary's heirs in the manner described in the next paragraph as if the Beneficiary was the Participant.

If a Participant fails to designate a Beneficiary or if no Beneficiary survives a Participant, distribution shall be made in equal shares to the member of the first of the classes listed below having a living member on the date the distribution is payable. The classes, in order of priority, are as follows:

(a) The individual's Spouse;

(b) The individual's children or their then-living issue, by right of representation; and

(c) The individual's estate, if under active administration, and if not, the legal heirs of the individual under the laws of the individual's state of residence on the date of the individual's death.

A Beneficiary is permitted to disclaim the Beneficiary's rights to a death benefit under the Plan to the extent permitted by applicable law. If this occurs, the Beneficiary shall be treated as predeceasing the Participant for purposes of this Section.

The records of the Plan Administrator shall be conclusive as to the proper payee and the amount payable. A distribution made based upon these facts shall be treated as a complete discharge of all obligations under the Plan.

2.5 Benefit Administrator

"Benefit Administrator" means the entity to which the Plan Administrator has delegated responsibility for the administration of the Plan.

2.6 Benefit Group

"Benefit Group" means the group of Employees designated for the purpose of determining benefit eligibility, benefit conditions, benefit amounts and contribution amounts applicable to a Participant. The Benefit Groups are as follows:

(a) **General Benefit Group** The General Benefit Group shall include all Participants who are members of the Wyoming City Employees Union.

(b) **Administrative and Supervisory Benefit Group** The Administrative and Supervisory Benefit Group shall include all Participants who are members of the Wyoming Administrative and Supervisory Employees Association.

(c) **Police Command Benefit Group** The Police Command Benefit Group shall include all Participants who are members of the Police Officers Labor Council Wyoming Command Division. A police chief or deputy police chief appointed after July 1, 2010, is also a member of this Benefit Group (and is not a member of the Administrative Contract Group) if he was a member of this Benefit Group immediately before being appointed to the position of police chief or deputy police chief.

(d) **Police Nonsupervisory Benefit Group** The Police Nonsupervisory Benefit Group shall include all Participants who are members of the Police Officers Labor Council Wyoming Division.

(e) **Police ECO Benefit Group** The Police ECO Benefit Group shall include all Participants who were members of the Wyoming Police Officers Labor Council Emergency Communications Operators Unit.

(f) **Fire Benefit Group** The Fire Benefit Group shall include all Participants who are members of the Wyoming Fire Fighters Association. A fire chief or deputy fire chief appointed after July 1, 2010, is also a member of this Benefit Group (and is not a member of the Administrative Contract Group) if he was a member of this Benefit Group immediately before being appointed to the position of fire chief or deputy fire chief.

(g) **Administrative Contract Benefit Group** The Administrative Contract Benefit Group shall include all non-Union Participants who are classified as full-time Employees, whose terms of employment with Employer are set forth in an individual employment contract, and whose job classification is not specifically included in another Benefit Group. (This also includes those individuals who were appointed police chief, deputy police chief, fire chief and deputy fire chief before July 1, 2010.)

For purposes of this definition, an Employee is considered to be a "member" of a Union if the Employee is included in the bargaining unit represented by that Union.

2.7 Board of Trustees

"Board of Trustees" means the governing body of the Retirement System, which is described in Article 14 of the Defined Benefit Plan.

2.8 Break in Service

"Break in Service" means an Anniversary Year during which a Participant has not completed more than 500 Hours of Service. However, a Participant shall not incur a Break in Service during any Anniversary Year in which the Participant is on a leave of absence under the Family and Medical Leave Act of 1993, as amended.

2.9 Calendar Year

"Calendar Year" means the 12-consecutive-month period beginning on January 1 and ending on the following December 31.

2.10 City

"City" means the City of Wyoming, Michigan.

2.11 Code

"Code" means the Internal Revenue Code of 1986, as amended, including any applicable regulations.

2.12 Collective Bargaining Agreement

"Collective Bargaining Agreement" means the collective bargaining agreement currently in effect between Employer and a Union, provided retirement benefits were the subject of good faith bargaining.

2.13 Compensation

"Compensation" means base salary or wages received for regular hours worked, including annual payments for dual trained Employees, Deemed Section 125 Compensation, and pay reduction contributions to a qualified transportation fringe benefit plan under Section 132(f) of the Code or to an eligible deferred compensation plan under Section 457(b) of the Code, any Differential Wage Payments or wages while absent from work on account of illness, vacation and holiday time taken.

Except as otherwise provided in an applicable Schedule, Compensation shall not include any remuneration or reimbursement not specifically stated above, including, but not limited to, payments received for overtime, shift premium, disability income plan, pay in lieu of vacation, longevity, sick leave (including workers' compensation except as provided under Section 4.2), incentive pay, pay for performance bonuses, cleaning, clothing and food allowances and amounts received for opting out of Employer-provided health insurance.

Compensation of each Participant in a Plan Year shall be limited to the maximum amount permitted by Section 401(a)(17) of the Code (the "Dollar Limit"). The Dollar Limit for the Plan Year that begins in 2015 is $265,000. The Dollar Limit shall be increased in accordance with the provisions of Section 401(a)(17)(B) of the Code.

2.14 Covered Employment

"Covered Employment" means employment by Employer in a job classification that is eligible for participation in the Defined Contribution Plan under Section 3.1.

2.15 Date of Employment

"Date of Employment" means the date on which an Employee performs his first Hour of Service for Employer. However, see Section 3.3 for the Date of Employment of certain reemployed Employees.

2.16 Deemed Section 125 Compensation

"Deemed Section 125 Compensation" means a Participant's pre-tax contributions to a cafeteria plan under Section 125 of the Code in the following situation:

(a) The Participant makes pre-tax contributions towards the cost of health coverage made available by Employer; and

(b) The Participant is permitted to waive health coverage made available by Employer only if the Participant certifies that the Participant has other health coverage; and

(c) The Participant does not have other health coverage available and, as a result, is required to elect health coverage made available by Employer; and

(d) Employer does not request or collect information regarding the Participant's other health coverage during the health plan's enrollment process.

2.17 <u>Defined Benefit Plan</u>

"Defined Benefit Plan" means the City of Wyoming Defined Benefit Plan.

2.18 <u>Defined Contribution Plan</u>

"Defined Contribution Plan" means the City of Wyoming Defined Contribution Plan, as described in this document.

2.19 <u>Differential Wage Payment</u>

"Differential Wage Payment" means a payment under Section 3401(h) of the Code that is paid to a Participant during any period when the Participant is performing Qualified Military Service while on active duty for more than 30 days.

2.20 <u>Direct Rollover</u>

"Direct Rollover" means the payment of an Eligible Rollover Distribution by the Plan to an Eligible Retirement Plan specified by the Distributee if the Distributee is a Beneficiary who is not the Participant's Spouse, however, the Direct Rollover only may be made to an IRA or Roth IRA.

2.21 <u>Distributee</u>

"Distributee" means a Participant, the Participant's Spouse, an alternate payee under a Qualified Domestic Relations Order, or a Beneficiary who is not the Participant's Spouse.

2.22 <u>Eligible Retirement Plan</u>

"Eligible Retirement Plan" means:

(a) An IRA or Roth IRA;

(b) A plan described in Sections 403(a) or 403(b) of the Code;

(c) A Qualified Plan; and

(d) An eligible plan under Section 457(b) of the Code which is maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or political subdivision of a state (an "Eligible Section 457 Plan"). However, if a Distributee receives an Eligible Rollover Distribution from the Plan, an Eligible Section 457 Plan is only an Eligible Retirement Plan if it agrees to separately account for amounts transferred into such plan from this Plan.

2.23 <u>Eligible Rollover Distribution</u>

"Eligible Rollover Distribution" means an eligible rollover distribution under Section 402(c)(4) of the Code. This includes any distribution from a Participant's Account, except a distribution after a Participant attains age 70½ that is required under Section 401(a)(9) of the Code.

2.24 <u>Employee</u>

"Employee" means any person who is on Employer's payroll and is treated by Employer for tax purposes as Employer's common-law employee. Employee also means any Leased Employee who is deemed to be a Leased Employee of Employer under Section 414(n) or (o) of the Code.

2.25 <u>Employer</u>

"Employer" means the City, the 62A District Court and the Wyoming Housing Commission.

2.26 <u>Employer Contribution</u>

"Employer Contribution" means an Employer contribution under Section 4.2 on behalf of a Participant.

2.27 <u>Forfeiture</u>

"Forfeiture" means the forfeiture of the nonvested portion of the Account of a Participant under the terms of the Defined Contribution Plan.

2.28 <u>HEART Act</u>

"HEART Act" means the Heroes Earnings Assistance and Relief Tax Act of 2008.

2.29 <u>Hour of Service</u>

"Hour of Service" means:

(a) Each hour for which an Employee is paid or entitled to be paid by Employer for the performance of duties for Employer during the applicable computation period.

(b) Each hour for which an Employee is directly or indirectly paid or entitled to be paid by Employer, an amount equal to 100% of the Employee's regular Compensation, but for which no duties are performed (whether or not the employment relationship has terminated) due to vacation, holiday, illness, incapacity (including disability), layoff, jury duty, or Employer-approved leave of absence.

(c) If an Employee has an authorized leave of absence or a Severance from Employment because of Qualified Military Service, the Employee shall be credited with Hours of Service for the hours the Employee would have been scheduled to work during the Period of Qualified Military Service, provided the Employee applies for, and resumes, employment with Employer within the time limits established by USERRA. An Employee shall receive credit for hours of service under this provision only to the extent required by USERRA (or any successor law).

An Employee for whom Employer does not maintain a record of the number of hours worked will be credited with the number of Hours of Service he is regularly scheduled to work for each day during which he would otherwise be credited with at least one Hour of Service.

Any Hours of Service for which an Employee is paid overtime shall be credited on the basis of the actual hours worked and not the hours paid. The payroll and other records of Employer shall be used to determine an Employee's Hours of Service.

2.30 <u>IRA</u>

"IRA" means an individual retirement account described in Section 408(a) of the Code, or an individual retirement annuity described in Section 408(b)of the Code.

2.31 <u>Leased Employee</u>

"Leased Employee" means any person who is not a common-law employee of Employer and who performs services for Employer under the following circumstances:

(a) The services are pursuant to an agreement between a leasing organization and Employer;

(b) The person performs the services for Employer on a substantially full-time basis for at least one year; and

(c) The services are performed under the primary direction or control of Employer.

A Leased Employee shall not be considered an Employee of Employer if:

(a) The leased employee is covered by a money purchase pension plan providing:

(1) A nonintegrated employer contribution equal to at least 10 percent of the leased employee's Section 415 Compensation;

(2) Immediate participation; and

(3) Full and immediate vesting; and

(b) Leased employees do not constitute more than 20 percent of Employer's "nonhighly compensated work force," as defined in Section 414(n)(5)(C)(ii) of the Code.

2.32 <u>Participant</u>

"Participant" means an Employee or former Employee who has met the requirements for participation under Section 3.1 and whose Account has not been distributed or forfeited.

2.33 <u>Period of Qualified Military Service</u>

"Period of Qualified Military Service" means the period of time an Employee is absent from employment because of the Employee's performance of Qualified Military Service.

2.34 <u>Plan Administrator</u>

"Plan Administrator" means the named fiduciary responsible for the operation and administration of the Defined Contribution Plan. The Board of Trustees shall be the Plan Administrator.

2.35 <u>Plan Year</u>

"Plan Year" means the 12-consecutive-month period beginning on July 1 and ending on the following June 30.

2.36 <u>Qualified Domestic Relations Order</u>

"Qualified Domestic Relations Order" or "QDRO" means a qualified domestic relations order under Code Section 414(p). The attorney for the Board of Trustees shall determine whether a judicial order which requires payment of Defined Contribution Plan benefits to an alternate payee is a Qualified Domestic Relations Order.

2.37 <u>Qualified Military Service</u>

"Qualified Military Service" means qualified military service under Section 414(u)(5) of the Code. An individual is performing Qualified Military Service only if the individual is entitled to reemployment rights under USERRA.

2.38 Qualified Plan

"Qualified Plan" means a retirement plan meeting the requirements of Sections 401(a) and 501(a) of the Code.

2.39 Retirement System

"Retirement System" means the Defined Benefit Plan and the Defined Contribution Plan.

2.40 Roth IRA

"Roth IRA" means a Roth individual retirement account or annuity under Section 408(A) of the Code.

2.41 Schedules

"Schedules" means the schedules attached to, and incorporated into, the Defined Contribution Plan. Each Schedule sets forth the specific Defined Contribution Plan provisions that apply to a particular Benefit Group.

2.42 Section 415 Compensation

"Section 415 Compensation" means compensation as defined in Section 4.4(b)(2).

2.43 Severance from Employment

"Severance From Employment" means the individual has ceased to be an Employee of an employer maintaining the Plan. The personnel policies of the employer that most recently employed the Employee shall be used in determining whether a Severance from Employment has occurred.

2.44 Spouse

"Spouse" means the person to whom a Participant is legally married at the time of his death. A former spouse shall be treated as a Spouse for purposes of the Defined Contribution Plan to the extent provided under a Qualified Domestic Relations Order.

2.45 Total Disability

"Total Disability" means a total and permanent inability of the Participant to perform the duties of his employment, as a result of a physical or mental condition of the Participant. The existence of a Total Disability shall be established by the certification of a physician or physicians selected by the Board of Trustees, unless the Board of Trustees determines that an examination is unnecessary.

2.46 Trust Fund

"Trust Fund" means the assets held by the Board of Trustees under Article 8.

2.47 Unions

"Unions" mean the Unions whose members are eligible to participate in the Defined Contribution Plan. These Unions are as follows:

(a) Wyoming City Employees Union.

(b) Wyoming Administrative and Supervisory Employees Association.

(c) Police Officers Labor Council Wyoming Command Division.

(d) Police Officers Labor Council Wyoming Division.

(e) Wyoming Fire Fighters Association.

For purposes of this definition, an Employee is considered to be a "member" of a Union if the Employee is included in the bargaining unit represented by that Union.

2.48 USERRA

"USERRA" means the Uniformed Services Employment and Reemployment Rights Act of 1994, as amended.

Article 3

Participation

3.1 Eligible Employees

Each Employee who is normally scheduled to work at least 1,000 Hours of Service during a Plan Year shall be eligible to participate in the Defined Contribution Plan as provided in the Schedule that applies to the Employee's Benefit Group, except that the following shall be ineligible to participate in the Defined Contribution Plan:

(a) Any Employee who is currently earning a benefit under the Defined Benefit Plan.

(b) Any individual who is treated as an independent contractor for purposes of income tax withholding by the City.

(c) Any elected official of the City.

(d) Any individual who serves on a City board or commission, whether appointed or elected.

(e) Any person who is treated as the common-law employee of a leasing organization, including a Leased Employee.

(f) Any paid on-call or part-time fire fighter.

(g) Any temporary, part-time or seasonal Employee, including but not limited to an Employee employed for an emergency.

(h) Any individual who is a Team 21 Employee who is not a member of a Union and does not pay the service fees of a Union. For purposes of this Section, an Employee is considered to be a "member" of a Union if the Employee is included in the bargaining unit represented by that Union.

An Employee who is eligible under this Section shall be considered to work in Covered Employment and shall become a Participant on the applicable date provided in Section 3.2.

3.2 Date of Participation

Each Employee who works in Covered Employment shall become a Participant on the Employee's Date of Employment.

3.3 Participation After Reemployment

If an Employee has a Severance from Employment after becoming a Participant and is subsequently reemployed by Employer, he shall again be a Participant immediately upon being rehired by Employer in Covered Employment.

3.4 Transfer Between Benefit Groups

A Participant who transfers from one Benefit Group to another Benefit Group shall continue to participate in the Defined Contribution Plan.

3.5 Transfer to Ineligible Job Classification

A Participant who is transferred to a job classification which is not Covered Employment shall be ineligible to have additional contributions made to the Defined Contribution Plan on his behalf, except that the Participant shall receive an Employer Contribution for the time period during which the Participant worked in Covered Employment. The Employee shall continue as a Participant until his Account is distributed or forfeited under the terms of the Defined Contribution Plan.

Article 4

Employer Contributions

4.1 Eligibility to Receive a Contribution

Employer shall contribute an amount determined under Section 4.2 on behalf of each Participant who is employed in Covered Employment.

4.2 Amount of Contribution

Employer shall contribute an amount equal to a percentage of each Participant's Compensation for each payroll period. The applicable percentage is described in the Schedule that applies to the Participant's Benefit Group.

A Participant who is receiving both workers' compensation benefits and the difference between the Participant's net salary or wages, shall receive an Employer Contribution under this Section as if the Participant was actively working and receiving Compensation.

Employer Contributions shall be credited to Participants' Accounts.

4.3 Time for Payment of Contributions

Employer shall pay its Employer Contribution for a payroll period to the Trust as soon as administratively feasible following the payroll period.

4.4 Limits on Annual Additions

(a) **General Rule** The amount of Annual Additions which may be allocated to a Participant's Account for a Limitation Year shall not exceed the lesser of:

(1) $53,000, as adjusted under Section 415(d) of the Code for cost-of-living increases; or

(2) 100% of the Participant's Section 415 Compensation during the Limitation Year.

This limit on Annual Additions is called the "Section 415" Limit.

(b) **Definitions** For purposes of this Section, the following terms shall have the meanings described in this subsection:

(1) **"Annual Additions"** means the sum of the following amounts credited to a Participant's Account:

(A) Employer Contributions;

(B) Employee contributions;

(C) Forfeitures;

(D) Amounts allocated to an individual medical account under Section 415(l)(2) of the Code, which is part of a pension or annuity plan and from which benefits described in Section 401(h) of the Code are payable solely to the Participant, his spouse, or his dependents; and

(E) Amounts attributable to post-retirement medical benefits allocated to the separate account of a key employee, as defined in

Section 419A(d)(3) of the Code, under a welfare benefit fund described in Section 419(e) of the Code which is maintained by Employer.

(2) **"Section 415 Compensation"** means the sum of the following:

(A) A Participant's wages and other payments which are reported on IRS Form W-2.

(B) A Participant's pay reduction contributions to a cafeteria plan under Section 125 of the Code (including Deemed Section 125 Compensation).

(C) A Participant's pay reduction contributions to a qualified transportation fringe benefit plan under Section 132(f) of the Code.

(D) A Participant's pay reduction contributions to a deferred compensation plan under Section 457 of the Code.

(E) Amounts paid to a Participant within 2½ months after the Participant has a Severance from Employment (or the end of the Limitation Year in which the Participant's Severance from Employment occurs, if later) if:

(i) The amounts are paid for services the Participant provided to Employer before his Severance from Employment, including regular compensation, bonuses, longevity pay, sick leave, incentive pay and commissions; or

(ii) The amounts are payments for accrued sick, vacation or other leave, if the Participant would have been able to use the leave if employment continued.

(F) Any Differential Wage Payment.

A Participant's Section 415 Compensation during a Limitation Year shall not exceed the dollar limit described in Section 2.13.

If an Employee works for both Plan Sponsor and a Related Employer during a Limitation Year, his Section 415 Compensation shall include Compensation received from both Plan Sponsor and the Related Employer.

(3) **"Employer"** means Plan Sponsor and all Related Employers (as modified by Section 415(h) of the Code).

(4) **"Limitation Year"** for this Plan means the 12-consecutive-month period beginning on July 1 and ending on the following June 30.

(c) **Incorporation by Reference** To the extent not otherwise described in this Section, the provisions of Section 415 of the Code are incorporated in the Plan by reference.

Article 5

Participants' Accounts

5.1 Establishment of Accounts

The Plan Administrator or the individual or entity to whom this responsibility is delegated shall establish and maintain an Account for each Participant. The Participants' separate Accounts may be commingled for investment purposes to the extent described in Section 5.3.

5.2 Vested Portion of Accounts

(a) **Vested Percentage** Amounts credited to a Participant's Account shall be fully vested and nonforfeitable if the Participant is employed by Employer as of the date of his Total Disability or death. If a Participant has a Severance from Employment for a reason other than Total Disability or death, the vested percentage of a Participant in his Account shall be based upon his Years of Vested Service and the following vesting schedule:

Years of Vested Service	Vested Percentage
Less than 1	0%
1 or more	100%

A Participant who dies while performing Qualified Military Service shall be 100% vested in his Account.

(b) **Years of Vested Service** An Employee shall be credited with a Year of Vested Service if the Employee has at least 1,000 Hours of Service during the Anniversary Year.

(c) **Use of Forfeitures** After a Participant has a Severance from Employment, the Plan Administrator shall determine the Participant's vested benefits in his Account under subsection (a) above. The nonvested portion of his Account shall be forfeited on the date of his Severance from Employment.

Subject to subsection (d) below, Forfeitures shall be used to pay administrative expenses of the Defined Contribution Plan or reduce the Employer Contribution otherwise required to be made under Section 4.2.

(d) **Restoration of Forfeitures Upon Reemployment**

(1) **Conditions for Restoration** If a Participant has a Severance from Employment, forfeits the nonvested amount credited to his Account and is reemployed by Employer before incurring five consecutive one-year Breaks in Service, the amount forfeited shall be restored to the Participant's Account as soon as administratively feasible after the Participant is reemployed by Employer.

(2) **Source of Restoration** The restoration shall be provided out of the following sources, to the extent necessary and in the following order:

(A) From forfeitures occurring during the Plan Year, before use under subsection (c) above; and

(B) From an employer contribution made solely for the reemployed Participant.

(e) **Vested Service After Reemployment** If a Participant has a Severance from Employment and is subsequently reemployed by Employer, his prior Years of Vested Service shall be counted after his reemployment only in the following situations:

(1) If the Participant was vested in any portion of his Account before the Break in Service; or

(2) If the Participant has less than five consecutive one-year Breaks in Service.

These prior Years of Vested Service shall be taken into account after the Participant has completed one Year of Vested Service after being reemployed. However, if an amount is forfeited under subsection (c) above and not restored under subsection (d), the amount of the forfeiture shall not change even if the Participant subsequently earns additional Years of Vested Service.

(f) **Accounting After Reemployment** A reemployed Participant shall have two subaccounts for his Account if the Participant:

(1) Left the vested portion of his Account in the Plan after having a Severance from Employment; and

(2) Incurred five consecutive one-year Breaks in Service before becoming reemployed by Employer and there was a Forfeiture of the nonvested portion of his Account.

One subaccount shall be the Participant's pre-termination Account balance, which shall be 100% vested. The other subaccount shall include post-reemployment additions to the Participant's Account.

Years of Vested Service earned by the Participant after reemployment, plus any Years of Vested Service earned before reemployment and retained under subsection (e) above, shall be used to determine the vested portion of the Participant's post-reemployment subaccount. When the Participant's post-reemployment subaccount becomes 100% vested, the two subaccounts shall be merged.

Each other reemployed Participant shall have one Account. The Account shall contain any repayment and restoration of pre-termination amounts, as required by subsection (b) above, plus all post-reemployment additions. Years of Vested Service earned by the Participant after reemployment, plus any Years of Vested Service earned before reemployment and retained under subsection (b), shall be used to determine the vested portion of the Participant's Account.

(g) **Amendments to Vesting Schedule** No amendment to the Defined Contribution Plan shall have the effect of decreasing a Participant's vested benefits determined as of the later of the date the amendment is adopted or the date it becomes effective.

If the Defined Contribution Plan's vesting schedule is amended or the Defined Contribution Plan is amended in any way that directly or indirectly affects the computation of the Participant's nonforfeitable percentage, each Participant with at least three Years of Vested Service may elect, within a reasonable period after the adoption of the amendment or change, to have the nonforfeitable percentage computed under the Defined Contribution Plan without regard to the amendment or change.

The period during which the election may be made shall commence with the date the amendment is adopted or deemed to be made and shall end on the latest of:

(1) 60 days after the amendment is adopted;

(2) 60 days after the amendment becomes effective; or

(3) 60 days after the Participant receives notice of the amendment.

5.3 Investment of Accounts

The Plan Administrator shall select the investment funds in which the assets of the Defined Contribution Plan may be invested. A Participant may direct that his Account be invested in any combination of the investment funds made available by the Plan Administrator. If a Participant fails to make an investment election, his Account shall be invested in an investment fund selected by the Plan Administrator.

Any investment direction made by a Participant shall continue in effect until changed by the Participant. The Plan Administrator shall periodically establish procedures for a Participant to change his investment elections. The change in investment direction may apply to future contributions, amounts already invested or both.

The Plan Administrator may periodically change the investment funds made available to Participants. If an investment fund is eliminated and replaced by a different fund with similar investment characteristics, the Plan Administrator may direct the transfer of funds from the eliminated fund to its replacement.

The terms and conditions of making and changing investment elections shall also be subject to any requirements imposed by the financial institution or other entity which establishes the investment funds.

Article 6

Adjustments to Accounts

6.1 Value of Accounts

The investment funds under Section 5.3 shall be valued on each day the national securities exchanges are open for trading. The total value of a Participant's Account shall be the sum of the Participant's interest in each of the investment funds under Section 5.3.

6.2 Subtractions From Accounts

Any distributions to a Participant shall be subtracted from the Participant's Account. Also, any administrative fees may be subtracted from the Participant's Account.

6.3 Additions to Accounts

Amounts contributed on behalf of a Participant shall be credited to the Account of the Participant as soon as administratively feasible.

6.4 Adjustment for Errors

The Plan Administrator may correct any error by making adjustments to Participants Accounts in a manner the Plan Administrator believes shall best result in the equitable and nondiscriminatory administration of the Defined Contribution Plan and Trust Fund. Employer may make an additional or alternative contribution where appropriate to correct an error. Any contribution made under this Section shall be allocated and shall vest in a manner which corrects the error.

Article 7

Distribution of Benefits

7.1 Time of Distribution

The date on which a Participant shall receive a distribution of benefits shall be determined according to the following rules:

(a) **General Rule** A Participant may request payment of benefits at any time after his Total Disability or Severance from Employment. The Participant's Beneficiary may request payment of benefits at any time after the Participant's death. Payment shall be made as soon as administratively feasible after the distribution is requested.

If the Participant is younger than age 62 at the time he requests a distribution, the Plan Administrator shall provide the Participant with a written description of the right to defer any distribution during the 180-day period before the distribution is made. The description shall include the consequences of failing to defer receipt of benefit payments.

(b) **Age 70½ Distribution Rule** Despite any contrary election by the Participant, the distribution of benefits to a Participant shall be made no later than the Participant's required beginning date under Section 401(a)(9) of the Code. Additional information is contained in Section 7.7.

(c) **Excise Tax on Early Distributions** If a distribution from the Plan occurs before the Participant attains age 59½, an excise tax equal to 10% of the amount of the distribution may be imposed on the recipient unless one of the following exceptions applies:

(1) The distribution is rolled over to an Eligible Retirement Plan in a Direct Rollover or within 60 days after receipt.

(2) The distribution is made as a result of the Participant's Severance from Employment after the Participant attains age 55.

(3) The distribution is made as a result of the Participant's death.

(4) The distribution is made as a result of the Participant's disability within the meaning of Section 72(m)(7) of the Code.

(5) The distribution is used to pay deductible medical expenses (medical expenses exceeding 10% of adjusted gross income).

(6) The distribution is made under a Qualified Domestic Relations Order.

(7) The distribution is rolled over to a Roth IRA.

(8) The distribution is made after December 31, 2015 to a public safety employee as a result of the Participant's Severance from Employment after attaining age 50.

7.2 Amount of Distribution

The amount distributed to a Participant shall be determined by multiplying:

(a) His vested percentage in his Account as of the date of his Severance from Employment; by

(b) The amount received as a result of selling the Participant's interest in the investment funds.

The amount distributed shall also include any vested contributions made on behalf of the Participant subsequent to the sale of the Participant's interest in the investment funds.

The nonvested portion of a Participant's Account shall be forfeited as described in Section 5.2.

7.3 Method of Distribution

The vested amount in a Participant's Account shall be distributed in a single lump sum payment.

7.4 Distributions After the Participant's Death

If a Participant dies before the vested amount credited to his Account is distributed, the following rules apply:

(a) **Payment to Beneficiary** The vested amount credited to the Participant's Account shall be paid to the Participant's Beneficiary.

(b) **Time of Payment** The Beneficiary may request payment of a Participant's vested benefits at any time after the Participant's death. Payment shall be made as soon as administratively feasible after the distribution is requested.

(c) **Form of Payment** The Beneficiary shall receive a single lump sum payment.

7.5 Distributions Pursuant to a Qualified Domestic Relations Order

Benefits payable to an alternate payee under a Qualified Domestic Relations Order shall be paid in accordance with the terms of the order. However, the order may not require a distribution or any action which is impermissible under the terms of the Defined Contribution Plan and applicable law.

The order must be entered by the court and recognized by the Plan Administrator as a Qualified Domestic Relations Order before the Plan Administrator may implement the order. As soon as administratively feasible after the order is entered by the court and recognized by the Plan Administrator as a Qualified Domestic Relations Order, the Plan Administrator shall distribute the amount assigned to the alternate payee in a lump sum payment.

The alternate payee's benefits shall be distributed only from the Participant's vested benefits in his Account. The amount distributed to the alternate payee shall not exceed the Participant's vested benefits in his Account.

7.6 Eligible Rollover Distributions

If a Distributee receives an Eligible Rollover Distribution from the Plan, the following rules supersede any other provisions in this Article.

(a) Notice Requirement No less than 30 days and no more than 180 days before a distribution, the Plan Administrator shall provide the Distributee with an explanation of:

(1) The rules under which the distribution may be paid in a Direct Rollover to an Eligible Retirement Plan;

(2) The rules that require income tax withholding if the distribution is not paid in a Direct Rollover;

(3) The rules under which the Distributee may roll over the distribution within 60 days of receipt; and

(4) Any other applicable tax rules.

However, the Distributee may elect to begin receiving benefits within 30 days after being provided the notice if the Distributee is clearly informed that he has at least 30 days to decide whether to receive a Direct Rollover.

(b) Direct Rollover The Distributee may elect a Direct Rollover of the distribution to an Eligible Retirement Plan. However, the Distributee's right to elect a Direct Rollover is subject to the following:

(1) A Distributee may not elect a Direct Rollover to more than one Eligible Retirement Plan.

(2) The Distributee shall supply the Plan Administrator with any information the Plan Administrator reasonably requests in connection with the Direct Rollover.

(3) A Beneficiary who is not the Participant's Spouse may only elect a Direct Rollover to an IRA or Roth IRA of any death benefit payable to the Beneficiary. The IRA or Roth IRA shall be treated as "inherited."

(c) Income Tax Withholding Mandatory income tax withholding shall apply to the portion of the Eligible Rollover Distribution for which the Distributee does not elect a Direct Rollover.

7.7 Minimum Required Distributions

(a) In General This Section contains the minimum distribution requirements of Section 401(a)(9) of the Code, including the incidental death benefit rules in Section 401(a)(9)(G) of the Code. Distributions from the Defined Contribution Plan shall satisfy the requirements of Section 401(a)(9) of the Code and Treas. Reg. §1.401(a)(9)-1 through §1.401(a)(9)-9. These provisions shall override any other conflicting provision of the Defined Contribution Plan.

(b) Definition of Required Beginning Date Except as otherwise provided, a Participant's Required Beginning Date is the April 1 of the Calendar Year following the later of:

(1) The Calendar Year in which the Participant attains age 70½; or

(2) The Calendar Year in which the Participant's Severance from Employment occurs.

(c) Distributions During a Participant's Lifetime The following rules apply to distributions during a Participant's lifetime:

(1) When Distributions Must be Made The distribution of benefits during a Participant's lifetime shall be made no later than the Participant's Required Beginning Date.

(2) Amount of Distributions The Participant shall receive a lump sum payment of the vested amount credited to the Participant's Account.

(d) Death of the Participant If a Participant dies, the vested amount credited to a Participant's Account shall be distributed to the Participant's Beneficiary by the end of the Calendar Year that contains the fifth anniversary of the Participant's death.

7.8 Lost Participants and Uncashed Benefit Checks

(a) Forfeiture of Accounts If the vested portion of a Participant's Accounts is payable under this Article, the Plan Administrator may treat the Participant's Accounts as a Forfeiture if the following requirements are satisfied:

(1) Either (A) or (B) occur:

(A) The Plan Administrator sends a letter to the Participant's last known address regarding the distribution of the Participant's benefits (or which includes a benefit check) and the letter is returned as undeliverable; or

(B) The Plan Administrator sends the Participant's benefit check to the Participant's last known address and the check remains uncashed for 90 days; and

(2) If the Participant's vested benefit is at least $50, the Plan Administrator uses a commercial locator service and cannot find the Participant.

This step is not required if the Participant's vested benefit is less than $50.

(b) **Restoration of Account** If the Participant's Accounts are forfeited under this Section and the Participant subsequently applies for benefits under the Plan, the vested amount credited to the Participant's Accounts as of the date of the Forfeiture shall be restored to the Participant's Accounts using one of the methods described in Section 5.2(d). No investment earnings shall be credited for the period between the date of the Forfeiture (or the date of the distribution, if earlier) and the date of the restoration. The Participant shall then be entitled to receive a distribution of the Participant's vested benefits under the Plan.

(c) **Beneficiaries** The provisions in this Section that apply to a Participant shall also apply to the Participant's Beneficiary if the Participant is deceased.

Article 8

Trust Fund and Trustee

8.1 Trust Fund

The City established the Trust Fund for the purpose of holding Employer contributions to the Defined Contribution Plan. The Trust Fund shall consist of contributions made to the Board of Trustees under the Defined Contribution Plan and earnings, gains or losses, resulting from investment of the Trust Fund. The Trust Fund is intended to meet the requirements of Sections 401(a) and 501(a) of the Code.

8.2 Acceptance of Trust by the Board of Trustees

By execution of an acceptance of trust, the secretary of the Board of Trustees shall accept the trust created under this Article on behalf of the Board of Trustees. The Board of Trustees shall agree to be responsible for the management and administration of the Trust Fund in accordance with the terms of the Defined Contribution Plan.

8.3 Trust Fund

Title to the assets of the Trust Fund shall at all times be vested exclusively in the Board of Trustees. The Board of Trustees is to have exclusive authority and discretion to hold, manage and control the assets of the Trust Fund, including utilizing the services of a custodian to hold or invest the assets of the Trust Fund.

8.4 Contributions to the Trust Fund

The Board of Trustees shall be entitled to receive from Employer only the sums of money and other property which Employer pays or delivers to the Board of Trustees. The Board of Trustees shall not have the right and shall not be subject to any duty to demand from Employer any other sums of money or other property, nor to require any contributions to be made nor to determine that the contributions received comply with the Defined Contribution Plan. The contributions shall be made in cash or other property acceptable to the Board of Trustees. All contributions to the Trust Fund shall be deemed to take place in the state of Michigan.

8.5 Nonreversion of Trust Fund Assets

Employer shall have no direct or indirect interest in the Trust Fund except as follows:

(a) The Trust Fund may be used to defray the reasonable expenses of administering the Defined Contribution Plan and Trust Fund.

(b) If a contribution is made by Employer under a mistake of fact, the portion of the contribution which results from the mistake of fact may be returned to Employer within one year after the date of payment. The refunded amount shall not include any investment earnings related to the contributions made under a mistake of fact, but the amount refunded shall be reduced by any investment losses.

8.6 Reasonable Administrative Expenses

The Board of Trustees may make distributions from the Trust Fund for the payment of reasonable Defined Contribution Plan administrative expenses, including charges made by a third party administrator or recordkeeper and fees and expenses for all agency and legal services rendered to the Board of Trustees.

8.7 Investment Powers Trustee

The Board of Trustees shall direct the investment of the entire trust fund, except:

(a) Account investments directed by Participants, as provided in Section 5.3; and

(b) Any portion of the Trust Fund assigned to an investment manager, as provided in Section 8.10.

The investments of the Trust Fund shall be diversified to minimize the risk of large losses unless, under the circumstances, it is clearly prudent not to diversify investments. The Board of Trustees shall periodically determine the short-term and long-term financial requirements of the Trust Fund for use as a guide in making investment decisions.

8.8 Types of Investments

The Trust Fund shall be invested without distinction between principal and income. The Trust Fund may be invested in real estate, leaseholds, or other interests in real estate; in any and all common stocks, preferred stocks, bonds, notes, mortgages, debentures, equipment trust certificates, investment trust certificates, common trust fund units, or other securities; in interest earning deposits with financial institutions; in registered investment companies (mutual funds); or in any other property, tangible or intangible, either within or without the state of Michigan, as the Board of Trustees may deem advisable, as permitted under federal and state law when the investment is made, including the Public Employee Retirement Investment Act (MCL 33.1121, et. seq.).

The Board of Trustees may retain in cash balances and unproductive of income such portion of the Trust Fund as the circumstances reasonably require. The Board of Trustees shall not be required to pay interest on cash balances in its possession pending investment or distribution to a Participant pursuant to the Defined Contribution Plan.

8.9 Commingled Investment

The Trust Fund may be commingled for investment purposes with one or more other Qualified Plans maintained by the City. However, the assets of the Trust Fund shall only be available to pay benefits under the terms of the Defined Contribution Plan and shall not be used to pay benefits under any other Qualified Plan. The Board of Trustees shall maintain appropriate records relating to the amount of assets allocable to the Defined Contribution Plan and any other Qualified Plan that is commingled with the Defined Contribution Plan for investment purposes.

8.10 Investment Managers

The Board of Trustees may periodically select one or more investment managers to hold and invest a part, or all, of the Trust Fund.

(a) **Selection of Investment Managers** An investment manager shall be either:

(1) An investment adviser registered under the federal Investment Advisers Act of 1940;

(2) A bank, as defined in the Investment Advisers Act of 1940; or

(3) An insurance company qualified to perform investment services under the laws of more than one state.

The appointment of an investment manager shall be made and accepted in writing. The acceptance shall include an acknowledgment by the investment manager that it is a fiduciary with respect to the Defined Contribution Plan and shall be accompanied by evidence of its registration under the Investment Advisers Act, if

applicable. These documents shall be delivered to Board of Trustees, and Board of Trustees shall be fully protected in relying upon them.

(b) **Investments by Investment Managers** Each investment manager shall have sole responsibility for the investment of the assets held in the portion of the Trust Fund assigned to that investment manager. The investment manager shall use the short-term and long-term financial requirements of the Trust Fund determined by the Board of Trustees as a guide in making investment decisions. An investment manager shall not be liable for the investment results realized by any portion of the Trust Fund not assigned to it or for the decisions or investment policies of any other investment manager.

(c) **Standard of Care** The standard of care stated in Section 9.4 shall apply to any investment manager.

(d) **Trustee's Records** The accounts, books and records of the Board of Trustees shall reflect the segregation of any portion or portions of the Trust Fund assigned to investment managers.

(e) **Removal or Resignation** Unless the investment manager and the Board of Trustees otherwise agree in writing, an investment manager may resign or be removed by the Board of Trustees at any time. In the event that an investment manager resigns or is removed by the Board of Trustees, the Board of Trustees shall manage the investment of that part of the Trust Fund assigned to that investment manager until notified of the appointment of another investment manager with respect to that part of the Trust Fund.

8.11 Payment of Taxes

Any taxes assessed against the Trust Fund which the Board of Trustees is required to pay shall be charged to the Trust Fund. The Board of Trustees shall advise the City of any taxes, other than real and personal property and transfer taxes, immediately upon notice of their assessment and shall make no payment of taxes until authorized by the City. If the City advises the Board of Trustees in writing that any taxes are not lawfully assessed in the opinion of legal counsel for the City, the Board of Trustees shall, if requested, contest or join with the City in contesting the validity or amount of the taxes in any manner deemed appropriate by the City or its counsel. "Taxes," as used in this Section, includes any interest or penalties levied or imposed in respect to any taxes. Any expense incurred by the City or the Board of Trustees in contesting the validity or amount of any taxes shall be charged to the Trust Fund to the extent not paid by the City.

8.12 Powers and Rights of Board of Trustees with Respect to Management of the Trust Fund

Subject to the specific provisions of this Section, the Board of Trustees has the following powers which may be used in performing its duties in managing the assets of the Trust Fund:

(a) To sell, exchange, convey, transfer or dispose of, and also grant options with respect to, any property, whether real or personal, at any time held by it; and it may make any sale by private contract or by public auction, for cash or on credit, or partly for cash and partly on credit, as the Board of Trustees may deem best; and no person dealing with the Board of Trustees shall be bound to see to the application of the purchase money or to inquire into the validity, expediency or propriety of the sale or other disposition;

(b) To acquire, hold and dispose of any real estate, at the time, in the manner and upon the terms the Board of Trustees may deem advisable; to retain, manage, operate, repair, improve, partition, mortgage or lease the real estate for any term or terms of years; or to exchange all or any part of the real estate for other real estate, upon the terms and conditions the Board of Trustees deems proper, using other Trust Fund assets for these purposes if deemed advisable;

(c) To compromise, compound and settle any debt or obligation to or from it as trustee; and to reduce the rate of interest on, to extend or otherwise modify, or to foreclose upon default or otherwise enforce or act with respect to the obligation;

(d) To vote, in person or by general or limited proxy, any stocks or other securities at any time held in the Trust Fund, at any meetings of stockholders or security holders, with respect to any business which may come before the meeting; to exercise any option appurtenant to any stocks, bonds, or other securities for the conversion of them into other stocks, bonds or securities; to exercise or sell any conversion or subscription rights appurtenant to any stocks, bonds, or other securities at any time held in the trust fund, and to make any and all necessary payments for them; to join in and to approve, or to dissent from and to oppose any corporate act or proceeding, including any reorganization, recapitalization, consolidation, merger, dissolution, liquidation, sale of assets or other action or plan with respect to corporations or properties, the stocks or securities of which may at any time be held in the Trust Fund; to deposit with any committee or depository, pursuant to any plan or agreement of protection, reorganization, consolidation, sale, merger, or other readjustment, any property held in the Trust Fund; and to make payment from the Trust Fund of any charges or assessments imposed by the terms of the Defined Contribution Plan;

(e) With the approval of the City, to borrow or raise moneys for the purpose of the Trust Fund, in the amount and upon the terms and conditions that the Board of Trustees, in its absolute discretion, may deem advisable; and for any sum so borrowed, to issue its promissory note as trustee, and to secure its repayment by pledging all or any part of the Trust Fund; and no person loaning money to the Board of Trustees shall be bound to see to the application of the money lent, or to inquire into the validity, expediency, or propriety of any such borrowings;

(f) To cause any investments from time to time held by it under the trust to be registered in, or transferred into, its name as trustee or the name of its nominee or nominees, and with or without designation of fiduciary capacity; or to retain any investments unregistered or in a form permitting transfer by delivery, but the books and

records of the Board of Trustees shall at all times show that all such investments are part of the Trust Fund;

(g) To enforce any right, obligation or claim in its discretion and in general to protect in any way the interests of the trust fund, either before or after default. If the Board of Trustees, in its discretion, considers it for the best interests of the Trust Fund, to abstain from the enforcement of any right, obligation or claim;

(h) To make, execute, acknowledge and deliver any and all assignments, documents of transfer and conveyance and any and all other instruments necessary or appropriate to carry out any powers granted in this Section;

(i) To do all acts which the Board of Trustees may deem necessary or proper and to exercise any and all of the powers of the Board of Trustees under this Section upon the terms and conditions the Board of Trustees may deem for the best interests of the Trust Fund and the Defined Contribution Plan; and

(j) To invest the trust fund in any investment permitted by law, subject to the terms of the Defined Contribution Plan and the Public Employee Retirement Investment Act (MCL 33.1121 et. seq.).

8.13 Records of Board of Trustees

The Board of Trustees shall keep accurate and detailed accounts of all investments, receipts and disbursements and other transactions under the Trust Fund. All accounts, books and records relating to the Trust Fund shall be open at all reasonable times to inspection and audit by any person or persons designated by the City. Upon request, the Board of Trustees shall furnish the City with the information it reasonably requests regarding the administration and investments of the Trust Fund.

8.14 Annual Accounting by Board of Trustees

Within 90 days after the close of each Plan Year or the removal or resignation of the Board of Trustees as trustee of the Trust Fund, the Board of Trustees shall file with the City a written accounting setting forth all investments, receipts and disbursements, and other transactions completed by it during the year or other period since the last written accounting. The accounting shall include a description of all securities and other investments purchased or sold, with the cost of purchases and net proceeds of sales indicated. The written accounting shall also include a description, including value, of all cash, securities and other property held at the date of the accounting.

8.15 Release of Board of Trustees

The Board of Trustees shall be released from any liability or accountability to anyone in connection with the accounting or resulting from any of the acts or transactions shown in the accounting, unless:

(a) The City files written objections with the Board of Trustees within six months of the accounting claiming breach of fiduciary duty, negligence, willful misconduct or lack of good faith by the Board of Trustees; or

(b) The Board of Trustees has committed fraud or obvious error.

8.16 Settlement of Board of Trustees' Accountings

The accountings of the Board of Trustees need only be rendered to and settled with the City. Upon settlement, the accounting shall be binding upon the City, the Participants and their Beneficiaries. No accountings other than those provided for in this Section shall be required of the Board of Trustees, and no other person or party shall be entitled to any accounting by the Board of Trustees. The Board of Trustees may also have any of its accountings settled by a court having jurisdiction. The Board of Trustees shall be liable to account only in the courts of the state of Michigan.

8.17 Legal Proceedings for Settlement of Accountings or Administration of Trust Fund

In any proceedings for settlement of the accountings of the Board of Trustees or concerning administration of the Trust Fund, Employer and the Board of Trustees shall be the only necessary parties. Service of any notice or process upon Employer shall be deemed, for all purposes, service upon the Participants and their Beneficiaries. Any final judgment in any action or proceeding for settlement of the accountings or concerning the administration of the Trust Fund shall be binding and conclusive on the Board of Trustees, Employer and the Participants and their Beneficiaries.

8.18 Compensation of Board of Trustees

The members of the Board of Trustees who are not Employees of Employer may be paid reasonable compensation for the performance of their services under this Article, as determined by the Board of Trustees. Further, each member of the Board of Trustees shall be reimbursed for all reasonable and necessary expenses which that member may incur in connection with the performance of his or her duties under this Article. Any compensation or reimbursement of expenses provided to a member of the Board of Trustees shall be paid from the Trust Fund, unless paid directly by Employer.

8.19 Removal or Resignation of Board of Trustees

The City may remove the Board of Trustees as trustee for the trust fund at any time by giving written notice to the Board of Trustees. The Board of Trustees may resign at any time by giving written notice to the City. The Board of Trustees' removal or resignation shall be effective upon the appointment of a successor trustee.

8.20 Successor Trustee

Upon the removal or resignation of the Board of Trustees, the City shall appoint a successor trustee within 60 days. The appointment shall become effective upon delivery of a

written acceptance of the Trust Fund to the City and the Board of Trustees. Upon giving written acceptance of Trust Fund, the successor trustee shall have all the rights and duties given to the Board of Trustees by this Article and shall be bound by the provisions of this Article. In the interim before a successor trustee files a written acceptance of trust, the Board of Trustees shall continue to function and be bound as a trustee under the provisions of this Article. If the City has not appointed a successor trustee within 60 days after the Board of Trustees' resignation, the Board of Trustees may apply to a court having jurisdiction for the appointment of a successor.

Article 9

Administration

9.1 Administrative Powers of Board of Trustees

In addition to its powers as trustee described in Article 8, the Board of Trustees, as Plan Administrator, shall have the discretionary power and authority to administer the Defined Contribution Plan in accordance with its terms and applicable laws and regulations. The Plan Administrator shall exercise its authority in a nondiscriminatory manner. The Plan Administrator shall have the powers necessary to administer and meet its obligations under the Defined Contribution Plan, including, but not limited to, the following:

(a) Maintain records and accounts pertaining to the Defined Contribution Plan.

(b) Interpret the terms and provisions of the Defined Contribution Plan.

(c) Decide all questions of eligibility for participation in the Defined Contribution Plan.

(d) Decide all questions of eligibility for benefit payments and determine the amount and manner of the payment of benefits.

(e) Establish procedures by which Participants may apply for retirement benefits under the Defined Contribution Plan and appeal a denial of retirement benefits.

(f) Determine the rights under the Defined Contribution Plan of any Participant applying for or receiving retirement benefits.

(g) Authorize benefit payments from the trust fund to all Participants entitled to retirement benefits under the Defined Contribution Plan, and to pay the reasonable administrative expenses of the Defined Contribution Plan.

(h) Administer the appeal procedure provided for in this Article.

(i) Delegate specific responsibilities for the operation and administration of the Defined Contribution Plan to Employees or agents.

(j) Determine the employment status of any person providing services to the City.

(k) To the extent permitted by applicable law, take voluntary action to "self-correct" operational errors in the administration of the Defined Contribution Plan.

(l) Determine the total Years of Vested Service of a Participant applying for or receiving retirement benefits.

9.2 Ability to Delegate Authority

The Plan Administrator may delegate to the City and/or an agent or Employee of the City routine and limited discretionary duties as it sees fit.

The Plan Administrator may also enter into an administration agreement with a Benefit Administrator under which the Benefit Administrator shall be given broad authority by the Plan Administrator to administer claims for benefits under the Plan and to render other administrative services on behalf of the Plan. However, the Benefit Administrator shall have no power to modify any terms of the Plan or any benefit provided by the Plan, or to waive or fail to apply any requirements of eligibility for a benefit under the Plan. The Plan Administrator shall have the sole and final discretion regarding any claim for benefits under the Plan.

To the extent that these administrative responsibilities are assumed by the Benefit Administrator under an administration agreement, Employer and the Plan Administrator shall have no responsibility for these functions.

9.3 Indemnification

To the extent permitted by applicable law, Employer shall indemnify and hold harmless any Employee for any liability or expense arising out of the Employee's action or failure to act in performing services on behalf of the Board of Trustees. However, this provision only applies if the Employee's action is in good faith and is not willful misconduct.

9.4 Standard of Care

The Board of Trustees shall administer the Defined Contribution Plan and Trust Fund in accordance with the terms of the Defined Contribution Plan solely in the interest of the Participants and for the exclusive purposes of providing retirement benefits to Participants and defraying the reasonable expenses of administration. The Board of Trustees shall administer the Defined Contribution Plan and Trust Fund with the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person, acting in a like capacity and familiar with such matters, would use in the conduct of an enterprise of a like character and with like aims.

9.5 Employment of Agents by Board of Trustees

The Board of Trustees may periodically employ agents and delegate to them routine and limited discretionary duties as it sees fit. The Board of Trustees may also employ or consult expert assistants. The Board of Trustees shall not be liable for any neglect, omission or

wrongdoing of any agent or assistant, provided that reasonable care was exercised in their selection. The Board of Trustees may consult with legal counsel (who may be of counsel to the City) concerning any question which may arise with reference to its duties under the Defined Contribution Plan. The opinion of legal counsel shall fully and completely protect the Board of Trustees with respect to any action taken or not taken under this Article in good faith and in accordance with the opinion of legal counsel.

9.6 Appeal Procedure

Any Participant whose application for benefits under the Defined Contribution Plan has been denied, in whole or in part, shall be given written notice of the denial of benefits by the Plan Administrator. The Plan Administrator shall provide the notice of denial within 90 days after the claim is received by the Defined Contribution Plan, unless special circumstances require an extension of time for processing the claim. If an extension of time is required, the Plan Administrator shall provide the Participant written notice of the extension before the expiration of the initial 90-day period. However, in no event shall the extension exceed a period of 90 days from the end of the initial period.

The notice shall be in easily understood language and shall indicate the reasons for denial and the specific provisions of the Defined Contribution Plan on which the denial is based. The notice shall explain that the Participant may request a review of the denial and the procedure for requesting review. The notice shall describe any additional information necessary to approve the Participant's claim and explain why the information is necessary.

A Participant may make a written request to the Plan Administrator for a review of any denial of benefits under the Defined Contribution Plan. The written request must be made within 60 days after the mailing date of the notice of denial. The request shall refer to the provisions of the Defined Contribution Plan on which it is based and shall set forth the facts relied upon as justifying a reversal or modification of the determination being appealed.

A Participant who requests a review of a denial of benefits in accordance with this appeal procedure may examine pertinent documents and submit pertinent issues and comments in writing. A Participant may have a representative act on his behalf in exercising his right to request a review and the rights granted by this appeal procedure. The Plan Administrator shall provide a review of the decision denying the claim for benefits within 60 days after receiving the written request for review.

A Participant may appeal the Plan Administrator's review of the decision denying the claim for benefits through binding arbitration. A written request for binding arbitration must be made within 60 days after the mailing date of the notice of the Plan Administrator's review of the decision. The binding arbitration shall be conducted in accordance with rules and procedures established by the Plan Administrator.

Article 10

Rights of Participants

10.1 No Employment Rights

The existence of the Defined Contribution Plan shall not grant a Participant any legal right to continue as an Employee or affect the right of Employer to discharge a Participant.

10.2 No Participant Interest in Trust Fund

No Participant, Beneficiary, or any other person shall have an interest in, or right to, any specific assets of the Trust Fund.

10.3 Spendthrift Provision

No benefit or interest under the Defined Contribution Plan is subject to assignment or alienation, whether voluntary or involuntary, except as follows:

(a) A Participant may assign a portion of his Account to an alternate payee under a Qualified Domestic Relations Order, as provided in Section 7.5.

(b) A Participant's Account may be transferred or assigned to the extent permitted by Section 401(a)(13) of the Code and its regulations.

(c) Employer shall have the right of setoff for any claim arising from embezzlement or fraud by a Participant and for any overpayments.

(d) A Participant's Account may be transferred or assigned to the extent permitted under the Public Employee Retirement Benefits Forfeiture Act (MCL 38.2701 et. seq.) and the State Correctional Facility Reimbursement Act (MCL 800.401 et. seq.).

10.4 Military Service

A Participant who returns to employment with Employer from Qualified Military Service within the time limits established by USERRA is entitled to receive the Employer Contributions the Participant would have received if the Participant had been employed by Employer during the period of Qualified Military Service. No earnings shall be credited on make-up contributions for any period prior to the date they are actually made. Make-up contributions shall be treated as having been made in the Plan Year for which they are credited and not the Plan Year in which they are actually contributed.

(a) **Employer Contributions** Within 90 days after the date the Participant returns to employment with Employer, Employer shall contribute to the Defined Contribution Plan the Employer Contributions that would have been contributed for the Participant if the Participant had continued to be employed by Employer during the period of Qualified Military Service and received Compensation at the rate

determined below. However, if it is impossible or unreasonable for Employer to make the contribution within 90 days after the Participant's date of reemployment, Employer shall make the contribution as soon as practicable after the Participant's date of reemployment.

(b) **Compensation** For purposes of determining the amount of make-up Employer Contributions to be made by Employer, the Participant shall be treated as having received Compensation from Employer during the period of Qualified Military Service equal to:

(1) **Projected Compensation** The rate of pay the Employee would have received from Employer but for absence during the period of Qualified Military Service; or

(2) **Prior Compensation** If the Compensation the Employee would have received during such period is not reasonably certain, the Employee's average Compensation from Employer during the 12-month period immediately preceding the Qualified Military Service (or, if shorter, the period of employment immediately preceding the Qualified Military Service).

Article 11

Plan Amendment, Merger and Termination

11.1 Plan Amendment

The City reserves the right to amend the Defined Contribution Plan at any time. However, the City's right to amend the Defined Contribution Plan is subject to the following:

(a) No amendment which affects the rights, duties or responsibilities of the Board of Trustees may be made without the Board of Trustees' consent.

(b) No amendment shall be effective unless the Defined Contribution Plan, as amended, shall be for the exclusive benefit of Participants.

(c) No amendment shall reduce the amount of a Participant's Account as of the effective date of the amendment.

(d) No amendment that affects a Benefit Group shall conflict with a specific provision in the Collective Bargaining Agreement of that Benefit Group.

Any amendment of the Defined Contribution Plan may be made retroactively effective to the extent permitted by the Code.

11.2 Merger or Consolidation

The Defined Contribution Plan may not be merged or consolidated with, nor may the assets or liabilities of the Trust Fund be transferred to, any other employee benefit pension

plan unless each Participant would (if the Defined Contribution Plan then terminated) receive a retirement benefit immediately after the merger, consolidation or transfer which is equal to or greater than the retirement benefit the Participant would have been entitled to receive immediately before the merger, consolidation or transfer (if the Defined Contribution Plan had then terminated).

11.3 Termination of Plan

Employer may terminate or partially terminate the Defined Contribution Plan at any time to the extent permitted by any applicable Collective Bargaining Agreement. If the Defined Contribution Plan is terminated or partially terminated for any reason, the Trust Fund shall continue to be applied for the exclusive benefit of the Participants, and the Account of each Participant shall become fully vested and nonforfeitable.

After allocation of all expenses arising out of the termination to the Accounts of the Participants, the Trust Fund shall be liquidated and the Accounts distributed to the Participants.

In the event of a partial termination, only the Accounts of the affected Participants shall become fully vested and be distributed. The Accounts of the remaining Participants shall continue to be subject to all of the provisions of the Defined Contribution Plan.

Any distribution under this Section shall be in a single lump sum payment.

Article 12

Miscellaneous Provisions

12.1 Age

Any reference in the Defined Contribution Plan to age shall mean the age of the individual as of the individual's last birthday.

12.2 Uniformity of Treatment

Any discretionary action taken under the Defined Contribution Plan by the Plan Administrator or Employer shall be uniform in its application to similarly situated persons.

12.3 Notices and Elections

Except as otherwise provided in the Defined Contribution Plan, notices, elections and requests for distributions may be provided or made through electronic media to the extent permitted by applicable law.

12.4 Construction

Words used in the masculine shall apply to the feminine where applicable. Wherever the context of the Defined Contribution Plan dictates, the plural shall be read as the singular and the singular as the plural.

12.5 Governing law

To the extent that Michigan law has not been preempted by federal law, the provisions in the Defined Contribution Plan shall be governed by the laws of the state of Michigan.

12.6 Collective Bargaining Agreement

To the extent that a provision in the Plan conflicts with a specific provision of a Collective Bargaining Agreement for a Benefit Group, the specific provision in the Collective Bargaining Agreement shall control.

Signature

Plan Sponsor has signed the amended and restated City of Wyoming Defined Contribution Plan this _____ day of _____, 2015.

CITY OF WYOMING

By_____

Its_____

Schedule A
to the
City of Wyoming
Defined Contribution Plan

General Benefit Group

Section	**Provision**
3.1	Eligible Employees

(a) Employees Initially Hired After February 6, 2006. Members of this Benefit Group whose initial Date of Employment is after February 6, 2006, participate in the Defined Contribution Plan.

(b) Employees Initially Hired on or Before February 6, 2006. A member of this Benefit Group whose initial Date of Employment was on or before February 6, 2006, does not participate in the Defined Contribution Plan unless one of the following exceptions applies:

(1) Certain Re-hired Employees. An Employee who had a Severance from Employment, was subsequently re-hired by Employer after February 6, 2006, and did not have a deferred vested benefit under the Defined Benefit Plan as of his reemployment date participates in the Defined Contribution Plan as of the date provided in Section 3.2.

(2) Transfers from Defined Benefit Plan. An Employee who made a timely election to cease accruals under the Defined Benefit Plan and participate in the Defined Contribution Plan participates in the Defined Contribution Plan.

Election to Transfer From Defined Benefit Plan

(a) General Rule. Effective as of the date specified in the Collective Bargaining Agreement with the Wyoming City Employees Union, members of the General Benefit Group who participate in the Defined Benefit Plan may not elect to transfer to the Defined Contribution Plan.

(b) Transfers Through Date Specified in Collective Bargaining Agreement. Effective through the date specified in the Collective Bargaining Agreement with the Wyoming City Employees Union, members of the General Benefit Group who

Section	**Provision**
	participate in the Defined Benefit Plan may make an irrevocable election to cease accruals under the Defined Benefit Plan and begin to participate in the Defined Contribution Plan. An election to participate in the Defined Contribution Plan must be made in accordance with administrative rules established by the City, and shall be effective no later than the date specified in the Collective Bargaining Agreement. The election may be made on a prospective basis only. The Employee shall become a Participant in the Defined Contribution Plan as of the date specified in the election form. An Employee who participates in the Defined Benefit Plan and elects to participate in the Defined Contribution Plan may also elect to have the lump sum actuarial equivalent of his accrued benefit under the Defined Benefit Plan transferred to the Defined Contribution Plan in a direct trustee-to-trustee transfer. The transfer shall occur as soon as administratively feasible after the Employee becomes a Participant in the Defined Contribution Plan. Amounts transferred to the Defined Contribution Plan under this Section on behalf of a Participant shall be credited to that Participant's Account.
4.2	Contribution Amount Employer shall contribute the amount or specified percentage of the Participant's Compensation set forth in the Collective Bargaining Agreement that applies to the General Benefit Group. The Employer Contribution is currently 8% of the Participant's Compensation. The portion of the Collective Bargaining Agreement with the Wyoming City Employees Union that sets forth the specified percentage is incorporated into the Plan by reference.

Schedule B
to the
City of Wyoming
Defined Contribution Plan

Administrative and Supervisory Benefit Group

Section	**Provision**
3.1	Eligible Employees

(a) Employees Initially Hired on and After September 6, 2005. Members of this Benefit Group whose initial Date of Employment is on or after September 6, 2005, participate in the Defined Contribution Plan.

(b) Employees Initially Hired Before September 6, 2005. A member of this Benefit Group whose initial Date of Employment was before September 6, 2005, does not participate in the Defined Contribution Plan unless one of the following exceptions applies:

(1) Certain Re-hired Employees. An Employee who had a Severance from Employment, was subsequently re-hired by Employer on or after September 6, 2005, and did not have a deferred vested benefit under the Defined Benefit Plan as of his reemployment date participates in the Defined Contribution Plan as of the date provided in Section 3.2.

(2) Transfers from Defined Benefit Plan. An Employee who made a timely election to cease accruals under the Defined Benefit Plan and participate in the Defined Contribution Plan under participates in the Defined Contribution Plan.

Election to Transfer From Defined Benefit Plan

(a) General Rule. Effective as of the date specified in the Collective Bargaining Agreement with the Administrative and Supervisory Employees Association, members of this Benefit Group who participate in the Defined Benefit Plan may not elect to transfer to the Defined Contribution Plan.

(b) Transfers Through Date Specified in Collective Bargaining Agreement. Effective through the date specified in the Collective Bargaining Agreement with the Administrative and Supervisory Employees Association, members of this

Section	**Provision**
	Benefit Group who participate in the Defined Benefit Plan may make an irrevocable election to cease accruals under the Defined Benefit Plan and begin to participate in the Defined Contribution Plan. An election to participate in the Defined Contribution Plan must be made in accordance with administrative rules established by the City, and shall be effective no later than the date specified in the Collective Bargaining Agreement. The election may be made on a prospective basis only. The Employee shall become a Participant in the Defined Contribution Plan as of the date specified in the election form. An Employee who participates in the Defined Benefit Plan and elects to participate in the Defined Contribution Plan shall have the lump sum actuarial equivalent of his accrued benefit under the Defined Benefit Plan transferred to the Defined Contribution Plan in a direct trustee-to-trustee transfer. The transfer shall occur as soon as administratively feasible after the Employee becomes a Participant in the Defined Contribution Plan. Amounts transferred to the Defined Contribution Plan under this Section on behalf of a Participant shall be credited to that Participant's Account.
4.2	Contribution Amount Employer shall contribute the amount or specified percentage of the Participant's Compensation set forth in the Collective Bargaining Agreement that applies to the Administrative and Supervisory Benefit Group. The Employer Contribution is currently 8% of the Participant's Compensation. The portion of the Administrative and Supervisory Benefit Group Collective Bargaining Agreement that sets forth the specified percentage is incorporated into the Plan by reference.

Schedule C
to the
City of Wyoming
Defined Contribution Plan

Police Command Benefit Group

Section	**Provision**
3.1	Eligible Employees (a) Employees Initially Hired After February 20, 2006. Members of this Benefit Group whose initial Date of Employment is after February 20, 2006, participate in the Defined Contribution Plan. (b) Employees Initially Hired on or Before February 20, 2006. A member of this Benefit Group whose initial Date of Employment was on or before February 20, 2006, does not participate in the Defined Contribution Plan unless one of the following exceptions applies: (1) Certain Re-hired Employees. An Employee who had a Severance from Employment, was subsequently re-hired by Employer after February 20, 2006, and did not have a deferred vested benefit under the Defined Benefit Plan as of his reemployment date participates in the Defined Contribution Plan as of the date provided in Section 3.2. (2) Transfers from Defined Benefit Plan. An Employee who made an irrevocable election to cease accruals under the Defined Benefit Plan and participate in the Defined Contribution Plan participates in the Defined Contribution Plan. Election to Transfer From Defined Benefit Plan Members of this Benefit Group who participate in the Defined Benefit Plan may not elect to transfer to the Defined Contribution Plan.
4.2	Contribution Amount Employer shall contribute the amount or specified percentage of the Participant's Compensation set forth in the Collective Bargaining Agreement that applies to the Police Command Benefit Group. The Employer Contribution is currently 8% of the Participant's Compensation. The portion of the Police Command Benefit Group Collective Bargaining Agreement that sets forth the specified percentage is incorporated into the Plan by reference.

Schedule D
to the
City of Wyoming
Defined Contribution Plan

Police Nonsupervisory Benefit Group

Section	**Provision**
3.1	Eligible Employees (a) Employees Initially Hired After September 4, 2007. Members of this Benefit Group whose most recent Date of Employment is after September 4, 2007, participate in the Defined Contribution Plan. (b) Employees Initially Hired on or Before September 4, 2007. A members of this benefit group whose initial Date of Employment was on or before September 4, 2007, does not participate in the Defined Contribution Plan unless one of the following exceptions applies: (1) Certain Re-hired Employees. An Employee who had a Severance from Employment, was subsequently re-hired by Employer after September 4, 2007, and did not have a deferred vested benefit under the Defined Benefit Plan as of his reemployment date participates in the Defined Contribution Plan as of the date provided in Section 3.2. (2) Transfers to Defined Benefit Plan. An Employee who made a timely election to cease accruals under the Defined Benefit Plan and participate in the Defined Contribution Plan participates in the Defined Contribution Plan. Election to Transfer From Defined Benefit Plan Members of this Benefit Group who participate in the Defined Benefit Plan may not elect to transfer to the Defined Contribution Plan.
4.2	Contribution Amount Employer shall contribute the amount or specified percentage of the Participant's Compensation set forth in the Collective Bargaining Agreement that applies to the Police Nonsupervisory Benefit Group. The Employer Contribution is currently 8% of the Participant's Compensation. The portion of the Police Nonsupervisory Benefit Group Collective Bargaining Agreement that sets forth the specified percentage is incorporated into the Plan by reference.

Schedule E
to the
City of Wyoming
Defined Contribution Plan

Police ECO Benefit Group

Section	**Provision**
3.1	Eligible Employees All members of this Benefit Group had a Severance from Employment on or before December 31, 2010. The provisions regarding participation and Employer Contributions for this Benefit Group for the period before January 1, 2011 are located in Articles V and VI of the City Code.

Schedule F
to the
City of Wyoming
Defined Contribution Plan

Fire Benefit Group

Section	**Provision**
3.1	Eligible Employees (a) Employees Initially Hired on and After September 6, 2005. Members of this Benefit Group whose initial Date of Employment is on or after September 6, 2005, participate in the Defined Contribution Plan. (b) Employees Initially Hired Before September 6, 2005. A member of this Benefit Group whose initial Date of Employment was before September 6, 2005, does not participate in the Defined Contribution Plan unless one of the following exceptions applies: (1) Certain Re-hired Employees. An Employee who had a Severance from Employment, was subsequently re-hired by Employer on or after September 6, 2005, and did not have a deferred vested benefit under the Defined Benefit Plan as of his reemployment date participates in the Defined Contribution Plan as of the date provided in Section 3.2. (2) Transfers from Defined Benefit Plan. An Employee who made a timely election to cease accruals under the Defined Benefit Plan and participate in the Defined Contribution Plan participates in the Defined Contribution Plan. Election to Transfer From Defined Benefit Plan Members of this Benefit Group who participate in the Defined Benefit Plan may not elect to transfer to the Defined Contribution Plan.
4.2	Contribution Amount Employer shall contribute the amount or specified percentage of the Participant's Compensation set forth in the Collective Bargaining Agreement that applies to the Fire Benefit Group. The Employer Contribution is currently 8% of the Participant's Compensation. The portion of the Fire Benefit Group Collective Bargaining Agreement that sets forth the specified percentage is incorporated into the Plan by reference.

Schedule G
to the
City of Wyoming
Defined Contribution Plan

Administrative Contract Benefit Group

Section	**Provision**
3.1	Eligible Employees Members of this Benefit Group are eligible to participate in the Defined Contribution Plan if the Employee's current employment contract with the City provides for participation in the Defined Contribution Plan. Election to Transfer From Defined Benefit Plan Members of this Benefit Group who participate in the Defined Benefit Plan may not elect to transfer to the Defined Contribution Plan.
4.2	Contribution Amount Employer shall contribute an amount equal to 8% of the Participant's Compensation or if, different, the amount required under the Participant's current employment contract with the City.

RESOLUTION NO. _____

RESOLUTION TO ADOPT AND APPROVE BY-LAWS FOR
THE WYOMING RETIREMENT SYSTEM BOARD OF TRUSTEES

WHEREAS:

1. The Wyoming Retirement System attorney recommends that By-laws be adopted for the Retirement System Board of Trustees.
2. The Wyoming Retirement System Board of Trustees reviewed and approved the proposed By-laws at their December 2, 2015 Board meeting.
3. Amendments to the By-laws must be approved by the City Council.

NOW, THEREFORE, BE IT RESOLVED:

1. The By-laws of the Wyoming Retirement System Board of Trustees as attached, are adopted and approved, are effective immediately, and until such time as further amendments are appropriate.

Moved by Councilmember:
Seconded by Councilmember:
Motion Carried Yes
No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on January 18, 2016.

_____
Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:
By-Laws of Wyoming Retirement System Board of Trustees

CITY OF WYOMING RETIREMENT SYSTEM BOARD OF TRUSTEES
BY-LAWS

1. AUTHORITY

These By-Laws are adopted by the City of Wyoming Retirement System Board of Trustees (hereinafter referred to as the Board) pursuant to Article 14 of the City of Wyoming Defined Benefit Plan as amended and as approved by City Council, to establish and document the membership and operating rules for the Board. The Board shall have authority to invest assets of the City of Wyoming Defined Benefit Plan, the City of Wyoming Defined Contribution Plan, the City of Wyoming Retiree Medical Trust and Benefit Policy, the City of Wyoming Post-Employment Health Plan and the City of Wyoming Code Section 457(b) Plan (collectively the "Plans"). The Board shall also have the authority to administer the Defined Benefit Plan, the Defined Contribution Plan and the Code Section 457(b) Plan. The Board does not have the authority to administer the Retiree Medical Coverage as that is the sole responsibility of the City. The Board shall exercise its authority in accordance with this document and the respective plans until the City removes the Board or reduces its authority as set forth in the respective plan.

2. MEMBERSHIP

2.1. Voting Membership. See Section 14.1 of the Defined Benefit Plan.

2.2. Term of Office; Vacancy. See Section 14.2 of the Defined Benefit Plan.

2.3. Election.

1. **Nominations.** Nominations shall be solicited by the secretary of the Board from the appropriate bargaining unit president at least three months before the expiration of the candidate's term. Nominations shall be collected by the secretary of the Board, who shall prepare and distribute ballets to relevant City departments for circulation to appropriate bargaining unit members.

2. **Voting.** Voting shall occur at least one month prior to the expiration of the candidate's term. Members must return their ballots to the City of Wyoming Clerk's office for tabulation. The secretary of the Board shall disseminate the election results to the Board and appropriate bargaining unit in a timely manner.

3. OFFICERS

3.1. Selection. At its July meeting, the Board shall select from its membership a chairperson and vice-chairperson. The Board shall be staffed by a secretary and treasurer as described in Sections 14.3 of the Defined Benefit Plan.

3.2. Duties.

1. **Chairperson.** The chairperson shall preside at all meetings and shall conduct all meetings in accordance with the rules provided herein. The chairperson shall, in coordination with the secretary, be responsible for setting and reviewing the meeting agenda prior to each meeting. The chairperson shall, in coordination with the treasurer, prepare an annual budget and provide budget updates to the Board on a regular basis.

2. **Vice-Chairperson.** The vice chairperson shall act in the capacity of the chairperson in the absence of the chairperson and shall succeed to the office of chairperson in the event of a vacancy in that office, in which case the Board shall elect a successor to the office of the vice chairperson at the earliest practicable time.

3. **Treasurer.** The treasurer shall be Director of Finance or as designated by the person serving in this capacity. The treasurer shall be responsible for preparing various pension, OPEB reports, or associated financial reports , and shall serve as custodian of the assets of the retirement system except as to such assets as the Board may from time to time hold, as authorized by State law. The treasurer shall, in coordination with the chairperson, prepare an annual budget and provide budget updates to the Board on a regular basis.

4. **Secretary.** The secretary shall be the Director of Human Resources or as designated by the person serving in this capacity. The secretary shall, in conjunction with the chairperson, be responsible for the meeting agenda preparation and distribution. The secretary shall be responsible for overseeing the preparation of meeting minutes; keeping of pertinent public records; delivering communications, petitions, reports, and related items of business to the Board; issuing notices of public hearings; and performing related administrative duties to assure efficient and informed Board operations.

3.3. Tenure. The officers shall take office immediately following their election. They shall hold their office for a term of one year, or until their successors are elected and assume office.

3.4. Attendance at Board Meetings. If a trustee has an excessive number of unexcused absences, the trustee may be removed as trustee in accordance with Section 38.1141 of the Michigan Public Employee Retirement System Investment Act by the majority vote of the Board of Trustees.

4. MEETINGS

4.1. Meeting Notices. All meetings shall be posted at the offices of the City of Wyoming according to the Open Meetings Act. The notice shall include the date, time and location of the meeting.

4.2. **Regular Meetings.** Regular meetings of the Board shall be held at least quarterly on dates established by the Board. The dates and times shall be posted and in accordance with the Open Meetings Act. Any changes in the date, time or location of regular meetings shall be posted and noticed in the same manner as originally established. When a regular meeting date falls on or near a legal holiday, the Board may select suitable alternate dates in the same month, in accordance with the Open Meetings Act.

4.3. **Special Meetings.** A special meeting may be called by two members of the Board upon written request to the City Manager or by the Chairperson. The business that the Board may perform shall be conducted at a public meeting held in compliance with the Open Meetings Act. Public Notice of the time, date, and place of the special meeting shall be given in a manner as required by the Open Meetings Act, and the Secretary shall notify Board members not less than 48 hours in advance of the meeting.

4.4. **Quorum.** In order for the Board to conduct business or take any official action, a quorum consisting of four voting members of the Board shall be present. When a quorum is not present, no official action, except for closing of the meeting, may take place. The members of the Board may discuss matters of interest, but can take no action until the next regular or special meeting.

4.5. **Voting.** An affirmative vote of the majority (4) of the Board shall be required for the approval of any requested action or motion placed before the Board. Voting shall ordinarily be by voice vote; provided however that a roll call vote shall be required if requested by any Board member or directed by the Chairperson. All members of the Board including the Chairperson shall vote on all matters, but the Chairperson shall vote last. Any member may be excused from voting only if that person has a bonafide conflict of interest as recognized by the majority of the remaining members of the Board. Any member abstaining from a vote shall not participate in the discussion of that item.

4.6. **Order of Business.** A written agenda for all meetings shall be prepared and followed. Additions to or deletions from the agenda for regular meetings may be made by a majority vote of the members present.

4.7. **Rules of Order.** All meetings of the Board shall be conducted in accordance with generally accepted parliamentary procedures, as governed by Robert's Rules of Orders.

4.8. **Conflict of Interest.** Board members shall adhere to the Ethics Policy and Professional Training and Education Polices adopted by the Board and the provisions of Michigan law relating to conflict of interest.

5. MINUTES

The Secretary of the Board shall prepare Board minutes. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and recording of

votes; complete statement of the conditions or recommendations made on any action; and recording of attendance. All communications, actions, and resolutions shall be attached to the minutes. The official records shall be deposited with the City Clerk at least annually.

6. OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS

6.1. All meetings of the Board shall be open to the public and held in a place available to the general public. The Board may, however, go into closed session in accordance with the Open Meetings Act.

6.2. All deliberations and decisions of the Board shall be made at a meeting open to the public.

6.3. A person shall be permitted to address the Board under the rules established in these By-Laws.

6.4. A person shall not be excluded from a meeting of the Board except for breach of the peace committed at the meeting.

6.5. All records, files, publications, correspondence, and other materials available to the public for reading, copying, and other purposes are governed by the Freedom of Information Act.

7. DUTIES OF THE BOARD

7.1. All Plans.

1. Receive investment reports relating to the Defined Benefit Plan and Retiree Medical Trust at least quarterly and investment reports relating to the Defined Contribution Plan, the 457(b) Plan and the Post Employment Health Trust at least annually.

2. The Board has the responsibility and authority to hold, manage and control the assets of the trust fund for each Plan, with the assistance of investment managers and custodians. Because participants in the Defined Contribution Plan, the Code Section 457(b) Plan and the Post Employment Health Plan have been given the authority to direct the investment of their accounts in those Plans, the Board's investment responsibilities with respect to those Plans are limited to hiring, firing and overseeing the third party investment providers and making sure that the investment options available under the Plans are prudent, allow participants to adequately diversify the assets in their accounts and that the fees being charged to their accounts are reasonable.

3. The Board has the responsibility and authority to hire and fire third party investment managers, advisors and providers for the Plans and to pay reasonable administrative expenses out of the appropriate trust fund of a Plan.

7.2. Administration of Defined Benefit Plan and Defined Contribution Plan

1. The Board shall exercise the following duties and responsibilities:

* Maintain records pertaining to the Defined Benefit Plan and Defined Contribution Plan.

* Interpret the terms and provisions of the Defined Benefit Plan and Defined Contribution Plan.

* Decide all questions of eligibility for participation in the Defined Benefit Plan and Defined Contribution Plan.

* Decide all questions of eligibility for benefit payments and determine the amount and manner of the payment of benefits.

* Establish procedures by which Participants, Vested Terminated Participants and Beneficiaries may apply for benefits under the Defined Benefit Plan and Defined Contribution Plan and appeal a denial of benefits.

* Determine the rights under the Defined Benefit Plan and Defined Contribution Plan of any Participant, Vested Terminated Participant or Beneficiary applying for or receiving benefits.

* Authorize the payment of benefits to all individuals entitled to benefits under the Defined Benefit Plan and Defined Contribution Plan, and to pay the administrative expenses of the Defined Benefit Plan and Defined Contribution Plan.

* Administer the appeal procedure provided for in Section 14.10 of the Defined Benefit Plan and Section 9.6 of the Defined Contribution Plan.

* Delegate specific responsibilities for the operation and administration of the Defined Benefit Plan and Defined Contribution Plan to Employees or agents.

* Enter into contracts with third party service providers regarding the administration of the Defined Benefit Plan or Defined Contribution Plan after review and approval of legal counsel.

* Determine the employment status of any person providing services to Employer.

* To the extent permitted by applicable law, take voluntary action to self-correct operational errors in the administration of the Defined Benefit Plan and Defined Contribution Plan.

2. **Standard of Care.** The Board shall administer the Defined Benefit Plan and Defined Contribution Plan in accordance with the terms of the Defined Benefit Plan, the Defined Contribution Plan and the Ethics Policy maintained by the Board.

See Sections 14.8 to 15.4 of the Defined Benefit Plan and Sections 9.4 and 9.5 of the Defined Contribution Plan.

8. AMENDMENTS

These By-Laws may be amended by the Board during any regular or special meeting, provided that all members have received a copy of the proposed amendment at least 3 days prior to the meeting at which such amendment is to be considered. However, no amendment shall become effective until it has been approved by City Council.

Adopted: At a meeting of the City of Wyoming Retirement System Board of Trustees on December 2, 2015.

01/18/16
RLR: ksl

RESOLUTION NO._____

RESOLUTION TO ADOPT THE PROPOSED 2016-2020 KENT COUNTY, CITIES OF GRAND RAPIDS AND WYOMING REGIONAL CONSOLIDATED PLAN

WHEREAS:

1. The City of Wyoming has applied for and obtained 40 years of Community Development Block Grant (C.D.B.G.) funds from the Department of Housing and Urban Development.
2. It is necessary to submit a Consolidated Plan every five years to indicate objectives for spending HUD Community Development funds.
3. The City of Wyoming entered into a Memorandum of Understanding on March 2, 2015 with the County of Kent and the City of Grand Rapids to provide for professional planning services in the development of a Regional Consolidated Plan.
4. There has been an extensive public outreach process seeking input for the Regional Consolidated Plan among the three jurisdictions, including public meetings, focus groups and surveys, and the Wyoming Community Development Committee has recommended approval of the Goals and Priority Needs within the proposed 2016-2020 Kent County, Cities of Grand Rapids and Wyoming Regional Consolidated Plan, covering the period from July 1, 2016 through June 30, 2021.
5. The City Council public hearing was held on January 18, 2016 on this matter.

NOW, THEREFORE, BE IT RESOLVED:

1. The Wyoming City Council does hereby approve the 2016-2020 Kent County, Cities of Grand Rapids and Wyoming Regional Consolidated Plan.

Moved by Councilmember:
Seconded by Councilmember:
Motion carried Yes
No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on January 18, 2016.

_____
Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:
Staff Report
Regional Consolidated Plan

STAFF REPORT

Date: January 12, 2016

Subject: 2016-2020 Kent County, Cities of Grand Rapids and Wyoming Regional Consolidated Plan

From: Rebecca Rynbrandt, Director of Community Services

Meeting Date: January 18, 2016

RECOMMENDATION:

It is recommended that the City Council adopt the proposed 2016-2020 Kent County, Cities of Grand Rapids and Wyoming Regional Consolidated Plan, covering the period from July 1, 2016 through June 30, 2021.

SUSTAINABILITY CRITERIA:

Environmental Quality – The development of the Regional Consolidated Plan is essential to ensure an environment of equity and equality in making community planning decisions, development of city regulations, administrative policies, procedures and practices; and targeting investments of CDBG funds and other housing and blight remediation efforts; and advocating for housing development projects and strategies, for both for-profit and non-profit developments throughout the community.

Social Equity – The Regional Consolidated Plan will provide community direction and tools to promote housing development and blight remediation throughout the City of Wyoming. The expansion of housing choice and/or the availability of housing choices in the city are an outcome of this work.

Economic Strength – The Regional Consolidated Plan is required to obtain our annual entitlement of Community Development Block Grant funds from HUD. The plan shall assist social service agencies, advocacy groups, government leaders, developers, appraisers and bankers in decision making regarding housing development within the City of Wyoming, as well as Kent County and the City of Grand Rapids.

DISCUSSION:

The City of Wyoming has been an entitlement City for Community Development Block Grant (CDBG) funds since the inception of the program in 1974. The development of a Consolidated Plan is required to be prepared and submitted to the U.S. Department of Housing and Urban Development every five years. Our Consolidated Plan was set to expire June 30, 2015; however, the City made application to HUD and received approval to extend our current Consolidated Plan to June 30, 2016. This application was made to allow for a Regional Consolidated Plan to be developed in partnership with the City of Grand Rapids and the County of Kent.

The opportunity to partner with Grand Rapids and Kent County on a Regional Consolidated Plan was first recommended in 2013 as an outcome of the Grand Rapids, Wyoming, Kent County Community Development EVIP supported Consolidation Study. Our application to HUD requesting approval to align Wyoming's and Kent County's Consolidated Plans with that of Grand Rapids was approved in 2014. This approval allowed for a Regional Consolidated Plan to be developed in 2015 for application beginning July 1, 2016.

For the City of Wyoming, the Wyoming Community Development Committee on November 4, 2015 recommended to the Wyoming City Council approval of the Goals and Priority Needs identified in the proposed Regional Consolidated Plan. A Wyoming City Council public hearing is set for January 18, 2015.

The following is a list of the Goals and Priority Needs proposed in the Regional Consolidated Plan for the five-year period beginning July 1, 2016 through June 30, 2021, with the rating of "High" and "Low" specifically related to the City of Wyoming:

<u>Decent Housing Specific Goals/Priority Needs</u>:

1. Improve the Condition of Existing Housing.
    a. Health, safety and property maintenance of owner-occupied housing, including lead hazard reduction. ("High" priority)
    b. Housing in need of minor and emergency repairs, including accessibility modification. ("High" priority)
    c. Health, safety and property maintenance of rental housing, including lead hazard reduction. ("High" priority)

2. Increase the Supply of Affordable Housing. (Target HOME Funds)
    a. Affordable rental housing. ("High" priority)
    b. Affordable owner housing ("High" priority)
    c. Permanent supportive housing ("High" priority)

3. Improve Access to and Stability of Affordable Housing.
    a. Access to affordable owner housing. ("High" priority)
    b. Fair housing education and enforcement and housing consumer services. ("Low Priority)
    c. Supportive services for formerly homeless and persons with special needs to remain in their housing. ("High"
    priority)
    d. Regional response to addressing housing instability or homelessness. ("Low" priority)
    e. Prevention of homelessness. ("High" priority)

<u>Suitable Living Environment Specific Goals/Priority Needs</u>:

1. Reduce Blight and Code Violations to Improve Neighborhood Viability.
    a. Effective response to housing and other code violations in neighborhoods. ("High" priority)
    b. Clearance of blighted structures. ("Low" priority)

2. Increase Civic Engagement and Public Safety.
    a. Neighborhood and commercial district public safety improvements. ("Low" priority)
    b. Increased neighborhood leadership and civic engagement. ("High" priority)

c. Planning and public education to mitigate flooding and other natural disasters. ("Low" priority)

3. Enhance Infrastructure and Public Facilities.
   a. Public infrastructure and facility improvements, including disaster mitigation. ("Low" priority)
   b. Accessibility improvements to public infrastructure and facilities. ("Low" priority)

4. Increase Access to Jobs, Education and Other Services.
   a. Access to public services, including services for youth, seniors, persons with disabilities, and persons from diverse cultures. ("High" priority)
   b. Transportation services to improve access to jobs and services. ("Low" priority)
   c. Supportive services appropriate for persons for whom English is a second language. ("Low" priority)
   d. Emergency and outreach services for youth. ("High" priority)

<u>Economic Opportunity Specific Goals/Priority Needs</u>:

1. Increase Economic Opportunities.
   a. Improved access to jobs. ("High" priority)
   b. Access to job training and job readiness training. ("High" priority)
   c. Job creation. ("High" priority)
   d. Commercial building improvements. ("Low" priority)
   e. Improved economic opportunities for culturally diverse populations and business sectors. ("High" priority)

BUDGET IMPACT:

The City of Wyoming expects to have about $3,000,000 available for the Community Development Programs during the five-year period beginning July 1, 2016 through June 30, 2021.

ATTACHMENTS:

Regional Consolidated Plan
Resolution

Kent County, Grand Rapids, and City of Wyoming

Regional Consolidated Housing and Community Development Plan

Five-Year Strategy
July 1, 2016 – June 30, 2021

WYOMING MICHIGAN
CITY OF VISION AND PROGRESS

COUNTY OF KENT MICHIGAN

CITY OF GRAND RAPIDS

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Executive Summary

SECTION I: EXECUTIVE SUMMARY - 24 CFR 91.200(C), 91.220(B)

Introduction

Kent County, the City of Grand Rapids and the City of Wyoming have worked together to develop a Regional Consolidated Housing and Community Development Plan for FY 2016-2020 (July 1, 2016 through June 30, 2021). The five year plan, referred to as a "Consolidated Plan," will guide each jurisdiction's investment of funds received from the following programs:

Table 1.1: Formula Grant Programs

Formula Grant Program	Kent County	Grand Rapids	Wyoming
The Community Development Block Grant Program (CDBG)	☑	☑	☑
The HOME Investment Partnership Program (HOME)	☑	☑	*
The Emergency Solutions Grant Program (ESG)	☑	☑	

* The City of Wyoming and Kent County formed a HOME Consortium in 2010. Kent County administers the funds, with the City of Wyoming having input on its share of the funds and applications from area developers with proposed projects in Wyoming.

The Consolidated Plan consists of the following Sections:

- The **Process** describes the consultation and citizen participation process undertaken to collect information with stakeholders and residents on community conditions and needs.
- The **Needs Assessment** analyzes needs related to affordable housing, special needs housing, community development and homelessness.
- The **Market Analysis** examines demographics, the supply of affordable units, the regional housing market and other conditions that impact community needs and the programs that address these needs
- The **Strategic Plan** identifies specific goals for each jurisdiction based on the highest priority needs informed by the Needs Assessment, Market Analysis, and extensive consultation with community groups and citizens.

The plan will also include the first year (2016) Annual Action Plan for each of the three jurisdictions, which will describe the planned investment of federal resources to implement specific activities that meet the year's strategic goals.

Kent County and the cities of Grand Rapids and Wyoming engaged in a coordinated planning process that recognizes that the region shares needs, resources and markets that do not stop at a jurisdictional boarders. While the jurisdictions engaged in this greater coordination among neighboring communities, at the same time each individual jurisdiction is responsible for allocating its own resources based on local priorities.

Data

The Consolidated Plan was developed based on both quantitative and qualitative data from multiple sources. A primary source was the 2008-2012 Comprehensive Housing Affordability Strategy (CHAS) and 2008-2012 American Community Survey (ACS), the most recent data provided by HUD specifically for the Consolidate Plan. Other local and national sources of data, as noted in the document, provided both additional context and, where available, updates on demographic, economic, and housing market trends. The data was supplemented by qualitative data gathered through extensive outreach efforts that included focus groups, individual consultations, and resident surveys.

Consultation Process

The Community Development Departments of Kent County and the cities of Grand Rapids and Wyoming undertook an extensive process to engage other municipal departments, subrecipient organizations, and other stakeholders that help address the region's community development needs.

Nine focus groups – engaging almost 140 stakeholders – were facilitated throughout the region. Each of six regional focus groups were devoted to looking closely at needs, trends and opportunities related to a specific topic: Affordable Housing; Public Housing Authorities; Economic Development; Human Services; Homeless/Continuum of Care, and; Infrastructure and Transportation. Additionally, a separate focus group was held in each of the three jurisdictions to allow for greater dialogue within a specific community. Separate interviews were also conducted with other stakeholders.

Almost 2,000 residents from across Kent County completed an extensive survey on community conditions, needs and priorities. Following a press release, each jurisdiction distributed both English and Spanish versions of the survey, in both electronic and hard copy form.

Input was also sought from other planning processes, such as the Continuum of Care's Action Plan to End Homelessness, and the City of Grand Rapid's Great Housing Strategies plan, which provides a framework for meeting current and future housing needs in Grand Rapids.

Needs and Market Conditions

Following an economic downturn and foreclosure crisis that peaked in 2009-2010, the Kent County region has recovered more rapidly than many other regions in Michigan. This recovery has led to improved housing markets and employment growth, benefiting many residents. At the same time, lower-income residents are facing greater challenges in finding affordable housing due to the fact that rents and home prices are increasing rapidly than wages. These residents are often paying more than 30 percent of the household income for housing, which makes them "housing cost burdened". Housing burden was the most common housing problem among both low-income renters and owners in the region, and will likely be a continuing need to be addressed given market trends. The consultation process and needs assessment identified the desirability of continuing to support housing opportunities for a range of incomes in neighborhoods with access to improved transportation options for residents to jobs that pay a living wage as two of the high priority needs.

Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview

The primary objective of HUD's Entitlement Programs are to develop viable communities through the provision of decent housing, a suitable living environment, and expanded economic opportunities. To this end, Kent County and the Cities of Grand Rapids and Wyoming worked together to identify eight shared goals that address current and anticipated community development needs. Although each jurisdiction may place different emphasis on specific goals, given local conditions, they developed a framework that shared challenges and opportunities that impact the Kent County region as a whole.

The eight goals include:

- **Goal 1: Improve the Condition of Existing Housing.** Rehabilitate and preserve owner- and renter-occupied housing to bring units to code standard or provide safety improvements, energy efficiency improvements, access modifications, or treatment of lead or other home hazards.
- **Goal 2: Increase the Supply of Affordable Housing.** Create affordable housing through new construction and rehabilitation for homeowners and renters, including permanent supportive housing.

- **Goal 3: Improve Access to and Stability of Affordable Housing.** Increase opportunities for housing stability through: homebuyer down payment assistance, tenant based rental assistance and other support, fair housing education and enforcement, legal assistance for housing matters, and financial/ homeownership counseling. Assist homeless individuals and families to stabilize in permanent housing after experiencing a housing crisis or homelessness by providing client-appropriate housing and supportive service solutions; provide homeless households with financial and other assistance to move them as quickly as possible into permanent housing.
- **Goal 4: Reduce Blight and Code Violations.** Improve property values and reduce blighting influences through code enforcement and clearance of blighted structures or structures in flood-prone areas.
- **Goal 5: Increase Civic Engagement and Public Safety.** Supports: 1) quality of life and sense of community in neighborhoods by decreasing or preventing crime; 2) neighborhood leadership and civic engagement as the means to build great neighborhoods; and 3) disaster mitigation and planning activities that maintain and improve quality of life.
- **Goal 6: Enhance Infrastructure and Public Facilities.** Enhance publically-owned facilities and infrastructure that improves the community and neighborhoods, such as parks, streets, sidewalks, streetscapes and other public infrastructure and facilities, including improving accessibility to meet Americans with Disabilities Act (ADA) standards.
- **Goal 7: Increase Access to Jobs, Education and Other Services.** Increase access to jobs, education, health and wellness, recreation, and health and social service activities.
- **Goal 8**: **Increase Economic Opportunities**. Enhance economic stability and prosperity by increasing economic opportunities for residents, through job readiness and skill training, promotion of entrepreneurship (including among culturally diverse populations), façade improvements, and other strategies.

Evaluation of past performance

Each of the three jurisdictions administer robust community development programs that have made substantial progress in meeting their previous five year goals, and each takes responsibility for ensuring compliance with all rules and regulations associated with their respective HUD entitlement grant programs. Recognizing that the evaluation of past performance plays a critical role in ensuring that the jurisdictions and their subrecipients are implementing effective programs that align with their long range goals,

each jurisdiction evaluates its performance on a regular basis. Detailed progress evaluations can be found in each jurisdiction's Consolidated Annual Performance and Evaluation Reports (CAPERs) posted on their respective web sites.

Summary of public comments

To be completed after public comment period.

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

To be completed after public comment period.

The Process

SECTION II: THE PROCESS

The Process

The regional Consolidated Plan was developed under the leadership of the Community Development Departments of Kent County and the cities of Grand Rapids and Wyoming. This section summarizes the extensive consultation and citizen outreach conducted both collectively and individually by each regional consolidated plan jurisdiction.

LEAD & RESPONSBILE AGENGIES 24 CFR 91.200(B)

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

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Table 2.1: Responsible Agencies

Grant Program	Grantee	Agency
CDBG Administrator	Grand Rapids	Community Development Department
HOME Administrator	Grand Rapids	Community Development Department
ESG Administrator	Grand Rapids	Community Development Department
CDBG Administrator	Kent County	Housing and Community Development
HOME Administrator	Kent County and City of Wyoming Consortium	Housing and Community Development
ESG Administrator	Kent County	Housing and Community Development
CDBG Administrator	City of Wyoming	Community Development Department

Table 2.2: Consolidated Plan Public Contact Information

Kent County	Grand Rapids	Wyoming
Linda Likely Director of Housing and Community Development Community Development Department Kent County linda.likely@kentcountymi.gov 82 Ionia Avenue NW, Suite 390 Grand Rapids, MI 49503	Connie M. Bohatch Managing Director of Community Services Community Development Department City of Grand Rapids cbohatch@grand-rapids.mi.us 300 Monroe Avenue, NW, Suite 460 Grand Rapids, MI 49503	Rebecca Rynbrandt Director of Community Services Planning and Development Department City of Wyoming RynbranB@wyomingmi.gov 1155 28th Street SW Wyoming, MI 49509

CONSULTATION - 91.100, 91.200(B), 91.215(L)

Introduction

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)).

Although each jurisdiction's Community Development Department assumes overall responsibility for administering Consolidated Plan programs, many funded activities are carried out or otherwise supported by other city or county departments, developers, and sub-recipient organizations. These partner organizations and stakeholders bring expertise and on-the ground perspectives that play a critical role in identifying priority community development needs and strategies that comprise the Consolidated Plan.

An extensive process was undertaken to engage residents and community organizations in the identification of housing and community development needs and priorities. Nine focus groups were facilitated that included six regional topical focus groups and three focus groups that considered issues facing each of the three jurisdictions. Almost 140 stakeholders participated in these focus groups. Nearly 2,000 residents from across Kent County completed extensive surveys on community conditions, needs and priorities. Separate interviews were conducted with other stakeholders. Input was also sought from other planning processes, such as the Continuum of Care's Action Plan to End Homelessness, and the City of Grand Rapid's Great Housing Strategies plan, which provides a framework for meeting current and future housing needs in Grand Rapids.

The following provides additional details on these coordination activities:

Stakeholder Interviews: Between May and October of 2015, stakeholder interviews were conducted with particular organizations serving Grand Rapids, Wyoming and the balance of Kent County about special topics

Survey: A resident survey seeking input on housing and community development conditions and priorities was distributed in electronic and hard copy form, in both English and Spanish, to a broad range of stakeholders and the general public. Notice of the survey was made available via a press release. Each jurisdiction made the survey available on its web site and distributed the survey link through its respective email network. Hard copies of the survey were provided upon request. The survey received almost 2,000

responses across all three jurisdictions between August 3, 2015 and September 4, 2015. There were 700 surveys completed by Grand Rapids residents, 785 surveys from Wyoming residents, and 512 surveys from those living in the balance of Kent County.

Stakeholder Focus Groups: Nine different focus groups were conducted, both regional and local in nature, in order to gather input on community development needs throughout Kent County. A range of community organizations and public and private stakeholders were invited to participate in these focus groups.

During the regional focus groups, demographic, housing and economic data was presented to participants to both inform discussions and receive qualitative feedback. Priority need input was gathered through both group discussions and a voting exercise.

The jurisdiction specific focus groups also included a presentation of data followed by discussion of priority needs. The meeting held with Grand Rapids Neighborhood Associations funded with CDBG and Justice Assistance Grant funds focused on neighborhood conditions and needs, while the Kent County and Wyoming focus groups discussed needs throughout the entire jurisdictions.

Table 2.3: Regional Focus Groups

Focus Group	Date	Number of Participants
Affordable Housing	July 22, 2015 at 8:30 AM	11
Public Housing Authorities	July 23, 2015 at 11:00 AM	3
Economic Development	July 22, 2015 at 1:30 PM	8
Human Services	July 22, 2015 at 10:30 AM	10
Homeless/Continuum of Care	July 24, 2015 at 10:00 AM	15
Infrastructure and Transportation	July 23, 2015 at 9:00 AM	8

Table 2.4: Jurisdiction-Specific Focus Groups

Focus Group	Date	Number of Participants
Grand Rapids Neighborhood Associations	July 22, 2015 at 1:30 PM	12

Focus Group	Date	Number of Participants
Kent County Cities, Villages, and Townships	August 20, 2015 at 9:00 AM	13
Wyoming	August 20, 2015 at 1:00 PM	58

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness

Grand Rapids, Wyoming and Kent County jurisdiction staff are members of the Grand Rapids Area Coalition to End Homelessness (CTEH) Steering Committee. The CTEH serves as the local Continuum of Care. The participation of the three HUD Participating Jurisdictions on the Steering Committee is outlined in the Continuum of Care Governance Charter adopted in 2014. The Steering Committee meets a minimum of six times per year and the jurisdictions hold non-rotating seats. Through the Steering Committee, the three jurisdictions work directly with community agencies on a regular basis to address the needs of homeless persons. The CTEH is made up of several committees that control the daily operations of the Continuum of Care including the Executive Committee, Nominating Committee, Funding Review Committee, HMIS Data Quality Committee, Coordinated Assessment Committee, System Coordination Committee, and other Work Groups as needed.

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

Kent County and Grand Rapids both administer Emergency Solutions Grant (ESG) grants funds. Staff from both jurisdictions consult and coordinate with the CTEH on an ongoing basis through regular communication with the CTEH Program Manager and through their participation in the Steering Committee and other subcommittees. Regular consultation ensures that the use of ESG funds is consistent with CoC priorities. Per HUD standards, performance measures are developed in consultation with the CoC and are taken into consideration when the CTEH evaluates applications for funding.

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

The jurisdictions consulted with the housing, social service and other agencies listed in the following tables. The consultations aimed towards the following outcomes:

- Validation of demographic, housing and economic data used in the needs assessment and market analysis
- Identification of community conditions and priority needs
- Exchange of information on programs and resources that address the same community groups and populations

Table 2.5: Regional Focus Groups and Consultations

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the plan was addressed by consultation?	How was Agency/Group/ Organization consulted?
ACSET	Services - employment	Market Study Anti-poverty Strategy	Human Services Focus Group
Arbor Circle	Services - homeless	Housing Needs Assessment Homeless Needs – Chronically Homeless Homeless Needs – Families and Children Homeless needs – Veterans Homelessness Needs – Unaccompanied Youth Homelessness Strategy Non-Homeless Special Needs	Homeless Focus Group

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the plan was addressed by consultation?	How was Agency/Group/ Organization consulted?
Area Agency on Agency of Western Michigan	Services - Elderly Persons	Non-Housing Community Development Strategy	Infrastructure and Transportation Focus Group
Chemical Bank	Other - Bank	Housing Needs Assessment Market Analysis	Affordable Housing Focus Group
City of Grand Rapids Economic Development Dept	Other government - Local	Market Analysis Non-Housing Community Development Strategy	Economic Development Focus Group
City of Grand Rapids Planning Dept	Other government - Local	Housing Needs Assessment Market Analysis Non-Housing Community Development Strategy	Infrastructure and Transportation Focus Group
City of Wyoming Engineering	Other government - Local	Housing Needs Assessment Market Analysis Non-Housing Community Development Strategy	Infrastructure and Transportation Focus Group
City of Wyoming Planning Dept.	Other government - Local	Non-Housing Community Development Strategy	Infrastructure and Transportation Focus Group
Grand Rapids Area Coalition To End Homelessness	Continuum of Care	Housing Needs Assessment Public Housing Needs	Homeless Focus Group

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the plan was addressed by consultation?	How was Agency/Group/ Organization consulted?
		Homeless Needs – Chronically Homeless Homeless Needs – Families and Children Homeless needs – Veterans Homelessness Needs – Unaccompanied Youth Homelessness Strategy Non-Homeless Special Needs HOPWA Strategy Market Analysis Non-Housing Community Development Strategy Anti-poverty Strategy	
Community Rebuilders	Services - homeless	Housing Needs Assessment Public Housing Needs Homeless Needs – Chronically Homeless Homeless Needs – Families and Children Homeless needs – Veterans Homelessness Needs – Unaccompanied Youth Homelessness Strategy	Homeless Focus Group

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the plan was addressed by consultation?	How was Agency/Group/ Organization consulted?
		Non-Homeless Special Needs HOPWA Strategy Market Analysis Anti-poverty Strategy	
Corporation for Supportive Housing	Housing Services – homelessness	Housing Needs Assessment Public Housing Needs Homeless Needs – Chronically Homeless Homeless Needs – Families and Children Homeless needs – Veterans Homelessness Needs – Unaccompanied Youth Homelessness Strategy Non-Homeless Special Needs HOPWA Strategy Market Analysis Anti-poverty Strategy	Individual in-person Consultation
Davenport University	Services - Education	Market Analysis Non-Housing Community Development Strategy	Economic Development Focus Group

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the plan was addressed by consultation?	How was Agency/Group/ Organization consulted?
Department of Health and Human Services -Child Protective Services	Other government - State Child Welfare Agency Services - Children	Housing Needs Assessment Homeless Needs – Chronically Homeless Homeless Needs – Families and Children Homeless needs – Veterans Homelessness Needs – Unaccompanied Youth Homelessness Strategy Market Analysis	Homeless Focus Group
Disability Advocates of Kent County	Services - Persons with Disabilities	Non-Homeless Special Needs Non-Housing Community Development Strategy	Infrastructure and Transportation Focus Group
Dwelling Place of Grand Rapids Nonprofit Housing Corporation	Services – homeless Housing	Housing Needs Assessment Homeless Needs – Chronically Homeless Homeless Needs – Families and Children Homeless needs – Veterans Homelessness Needs – Unaccompanied Youth Homelessness Strategy Non-Homeless Special Needs	Homeless Focus Group, Affordable Housing Focus Group

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the plan was addressed by consultation?	How was Agency/Group/ Organization consulted?
		Market Analysis	
Dyer-Ives Foundation	Foundation	Housing Needs Assessment Homelessness Strategy Market Analysis	Consultation regarding impact of housing market on homelessness (through the Vision to End Homelessness assessment consultation process).
Essential Needs Task Force, Economic and Workforce Development Subcommittee	Regional Organization	Market Analysis Non-Housing Community Development Strategy	Economic Development Focus Group
Fair Housing Center of West Michigan	Services – Fair Housing	Housing Needs Assessment	Affordable Housing Focus Group
Family Promise of Grand Rapids	Services - homeless	Non-Homeless Special Needs Homeless Needs – Chronically Homeless Homeless Needs – Families and Children Homeless needs – Veterans Homelessness Needs – Unaccompanied Youth Homelessness Strategy	Homeless Focus Group
Fifth Third Bank	Other - Bank	Housing Needs Assessment	Human Services Focus Group

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the plan was addressed by consultation?	How was Agency/Group/ Organization consulted?
		Market Analysis	
Frey Foundation	Other - Foundation	Housing Needs Assessment Homelessness Strategy Market Analysis	Consultation regarding impact of housing market on homelessness (through the Vision to End Homelessness assessment consultation process).
Genesis Non-Profit Housing Corporation	Services - homeless Housing	Housing Needs Assessment Homeless Needs – Chronically Homeless Homeless Needs – Families and Children Homeless needs – Veterans Homelessness Needs – Unaccompanied Youth Homelessness Strategy Non-Homeless Special Needs Market Analysis	Homeless Focus Group
Grand Rapids Community College	Services - Education	Market Analysis Non-Housing Community Development Strategy	Economic Development Focus Group
Grand Rapids Community Foundation	Other - Foundation	Housing Needs Assessment Homelessness Strategy Market Analysis	Homeless Focus Group, Consultation regarding impact of housing market on homelessness (through the Vision to End

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the plan was addressed by consultation?	How was Agency/Group/ Organization consulted?
			Homelessness assessment consultation process).
Grand Rapids Housing Commission	PHA	Housing Needs Assessment Public Housing Needs Homeless Needs – Chronically Homeless Homeless Needs – Families and Children Homeless needs – Veterans Homelessness Needs – Unaccompanied Youth Homelessness Strategy Market Analysis	Public Housing Focus Group
Grand Rapids Urban League	Services - homeless	Housing Needs Assessment Homeless Needs – Chronically Homeless Homeless Needs – Families and Children Homeless needs – Veterans Homelessness Needs – Unaccompanied Youth Homelessness Strategy	Homeless Focus Group
Grand Valley Metro Council	Regional Organization Planning Organization	Market Analysis	Infrastructure and Transportation Focus Group

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the plan was addressed by consultation?	How was Agency/Group/ Organization consulted?
		Non-Housing Community Development Strategy	
Grand Valley State University	Services - Education	Market Analysis Non-Housing Community Development Strategy	Economic Development Focus Group
Grand Valley State University, Community Research Institute	Services – Education	Housing Needs Assessment Homelessness Strategy Market Analysis	Individual communication for Foreclosure Data Consultation
Habitat for Humanity Kent County	Services – Housing Housing	Housing Needs Assessment Homeless Needs – Chronically Homeless Homeless Needs – Families and Children Homeless needs – Veterans Homelessness Needs – Unaccompanied Youth Homelessness Strategy Market Analysis	Affordable Housing Focus Group
Healthy Homes Coalition	Services – Health Housing Other - Lead Safety	Lead-based Paint Strategy	Individual phone consultation

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the plan was addressed by consultation?	How was Agency/Group/ Organization consulted?
Hispanic Center of Western Michigan	Other – cultural nonprofit	Non-Housing Community Development Strategy	Human Services Focus Group
Home Repair Services of Kent County, Inc.	Services - Housing	Housing Needs Assessment Homelessness Strategy Non-Homeless Special Needs Market Analysis	Affordable Housing Focus Group
Hope Network	Services - Persons with Disabilities	Non-Homeless Special Needs	Infrastructure and Transportation Focus Group
Inner City Christian Federation	Services - Housing Services – Homeless Housing	Housing Needs Assessment Homeless Needs – Chronically Homeless Homeless Needs – Families and Children Homeless needs – Veterans Homelessness Needs – Unaccompanied Youth Homelessness Strategy Non-Homeless Special Needs Market Analysis	Affordable Housing Focus Group
Kent County Health Department	Other - Local Government Health Agency	Non-Homeless Special Needs Non-Housing Community Development Strategy	Human Services Focus Group

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the plan was addressed by consultation?	How was Agency/Group/ Organization consulted?
Environmental Health			
Kent County Health Department – Community Wellness	Other – Local Government Other – Lead Safety Health Agency	Lead-based Paint Strategy	Individual phone consultation
Kent County Housing Commission	PHA	Housing Needs Assessment Public Housing Needs Homeless Needs – Chronically Homeless Homeless Needs – Families and Children Homeless needs – Veterans Homelessness Needs – Unaccompanied Youth Homelessness Strategy Non-Homeless Special Needs Market Analysis	Public Housing Focus Group
LINC Community Revitalization	Services - Housing	Housing Needs Assessment Market Analysis	Affordable Housing Focus Group

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the plan was addressed by consultation?	How was Agency/Group/ Organization consulted?
McKenna Associates	Other – Consultants	Housing Needs Assessment Market Analysis	Wyoming and Regional Housing Needs Assessment and Market Analysis consultation
Mercantile Bank	Other - Bank	Non-Housing Community Development Strategy	Affordable Housing Focus Group, Human Services Focus Group
Mexico Supermercado	Other - Business	Non-Housing Community Development Strategy	Human Services Focus Group
Michigan Dept. of Health and Human Services	Other government - State	Housing Needs Assessment Homeless Needs – Chronically Homeless Homeless Needs – Families and Children Homeless needs – Veterans Homelessness Needs – Unaccompanied Youth Homelessness Strategy Non-Homeless Special Needs Market Analysis	Homeless Focus Group
Michigan State Housing Development Authority	Other government – State	Housing Needs Assessment Homelessness Strategy Market Analysis	Consultation regarding MSHDA-assisted supportive housing

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the plan was addressed by consultation?	How was Agency/Group/ Organization consulted?
Neighborhood Ventures	Other - Neighborhood Business District	Market Analysis Non-Housing Community Development Strategy	Economic Development Focus Group
New Development Corporation	Services – Housing Housing	Housing Needs Assessment Homelessness Strategy Non-Homeless Special Needs Market Analysis	Affordable Housing Focus Group
Radio La Mejor GR	Other - Business	Non-Housing Community Development Strategy	Human Services Focus Group
Rental Property Owners Association	Housing, Regional organization	Housing Needs Assessment Market Analysis	Consultation regarding impact of housing market on homelessness (through the Vision to End Homelessness assessment consultation process).
The Salvation Army Social Services	Housing Services - homeless, children	Housing Needs Assessment Public Housing Needs Homeless Needs – Chronically Homeless Homeless Needs – Families and Children Homeless needs – Veterans Homelessness Needs – Unaccompanied Youth	Homeless Focus Group Human Services Focus Group

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the plan was addressed by consultation?	How was Agency/Group/ Organization consulted?
		Homelessness Strategy Non-Homeless Special Needs Market Analysis Non-Housing Community Development Strategy Anti-poverty Strategy	
Senior Meals on Wheels	Services - Elderly Persons Services - Persons with Disabilities	Non-Homeless Special Needs	Human Services Focus Group
USDA Rural Development	Other Government - Federal	Housing Needs Assessment Homelessness Strategy Market Analysis	Affordable Housing Focus Group
Steelcase Foundation	Foundation	Housing Needs Assessment Homelessness Strategy Market Analysis	Consultation regarding impact of housing market on homelessness (through the Vision to End Homelessness assessment consultation process).
Wyoming Housing Commission	PHA	Public Housing Needs	Public Housing Focus Group
YWCA Domestic Crisis Center	Services - homeless Services - Victims of Domestic Violence Services - Housing	Housing Needs Assessment Homeless Needs – Families and Children Homelessness Strategy	Homeless Focus Group, Individual phone consultation

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the plan was addressed by consultation?	How was Agency/Group/ Organization consulted?
		Non-Homeless Special Needs	

Table 2.6: Kent County Specific Focus Group

Agency/Group/Org	Agency/Group/Org Type	What section of the plan was addressed by consultation?	How was Agency/Group/ Organization consulted?
Algoma Township	Other government – Local	All Sections	Kent County Focus Group
Algoma Township	Other government – Local	All Sections	Kent County Focus Group
Alpine Township	Other government – Local	All Sections	Kent County Focus Group
Cascade Township	Other government – Local	All Sections	Kent County Focus Group
Casnovia Village	Other government – Local	All Sections	Kent County Focus Group
City of Kentwood	Other government – Local	All Sections	Kent County Focus Group
City of Walker	Other government – Local	All Sections	Kent County Focus Group
Gaines Township	Other government – Local	All Sections	Kent County Focus Group
Grand Rapids Township	Other government – Local	All Sections	Kent County Focus Group
Nelson Township	Other government – Local	All Sections	Kent County Focus Group
Village of Sand Lake	Other government – Local	All Sections	Kent County Focus Group

Agency/Group/Org	Agency/Group/Org Type	What section of the plan was addressed by consultation?	How was Agency/Group/ Organization consulted?
Solon Township	Other government – Local	All Sections	Kent County Focus Group
Village of Sparta	Other government – Local	All Sections	Kent County Focus Group
City of Kentwood	Other government – Local	All Sections	Kent County Focus Group

Table 2.7: Grand Rapids Specific Focus Group

Agency/Group/Org	Agency/Group/Org Type	What section of the plan was addressed by consultation?	How was Agency/Group/ Organization consulted?
Baxter Neighborhood Association	Other: Neighborhood Organization	Non-Housing Community Development Strategy	Grand Rapids Neighborhood Association Focus Group
Eastown Community Association	Other: Neighborhood Organization	Non-Housing Community Development Strategy	Grand Rapids Neighborhood Association Focus Group
Inner City Christian Federation	Other: Neighborhood Organization	Non-Housing Community Development Strategy	Grand Rapids Neighborhood Association Focus Group
John Ball Area Neighbors dba SWAN	Other: Neighborhood Organization	Non-Housing Community Development Strategy	Grand Rapids Neighborhood Association Focus Group
Neighbors of Belknap Lookout	Other: Neighborhood Organization	Non-Housing Community Development Strategy	Grand Rapids Neighborhood Association Focus Group

Agency/Group/Org	Agency/Group/Org Type	What section of the plan was addressed by consultation?	How was Agency/Group/ Organization consulted?
Roosevelt Park Neighborhood Association	Other: Neighborhood Organization	Non-Housing Community Development Strategy	Grand Rapids Neighborhood Association Focus Group
Seeds of Promise	Other: Neighborhood Organization	Non-Housing Community Development Strategy	Grand Rapids Neighborhood Association Focus Group

Table 2.8: Wyoming Specific Focus Group

Agency/Group/ Org	Agency/Group/ Org Type	What section of the plan was addressed by consultation?	How was Agency/Group/ Organization consulted?
Assessor's Office	Other government – Local	Non-housing Community Development Strategy Market Analysis	Wyoming Focus Group
Cherry Health	Health Agency	Non-Homeless Special Needs	Wyoming Focus Group
City of Kentwood	Other Government – Local	Housing Needs Assessment Market Analysis	Wyoming Focus Group
City of Wyoming	Other government – Local	Housing Needs Assessment Market Analysis	Wyoming Focus Group
Community Rebuilders	Housing Services – Homeless	Housing Needs Assessment Homeless Needs – Chronically Homeless	Wyoming Focus Group

Agency/Group/ Org	Agency/Group/ Org Type	What section of the plan was addressed by consultation?	How was Agency/Group/ Organization consulted?
		Homeless Needs – Families and Children Homeless needs – Veterans Homelessness Strategy Non-Homeless Special Needs Market Analysis	
Compass Property Management	Other – business Housing	Housing Needs Assessment	Wyoming Focus Group
Connections (Family Futures)	Services – Children	Non-Homeless Special Needs	Wyoming Focus Group
Fair Housing Center of West Michigan	Services – Fair Housing	Housing Needs Assessment	Wyoming Focus Group
Family Promise of Grand Rapids	Services – Homeless	Non-Homeless Special Needs	Wyoming Focus Group
Fifth Third Bank	Other – Bank	Market Analysis	Wyoming Focus Group
Genesis Nonprofit Housing Corporation	Housing Other – Homeless	Housing Needs Assessment Homeless Needs – Chronically Homeless Homeless Needs – Families and Children Homeless needs – Veterans	Wyoming Focus Group

Agency/Group/ Org	Agency/Group/ Org Type	What section of the plan was addressed by consultation?	How was Agency/Group/ Organization consulted?
		Homelessness Strategy Market Analysis	
Godwin Heights Public Schools - Administration	Services – Education	Non-Housing Community Development Strategy	Wyoming Focus Group
Godwin Heights Public Schools	Services - Education	Non-Housing Community Development Strategy	Wyoming Focus Group
Grand Rapids Area Coalition to End Homelessness	Continuum of Care	Housing Needs Assessment Homeless Needs – Chronically Homeless Homeless Needs – Families and Children Homeless needs – Veterans Homelessness Needs – Unaccompanied Youth Homelessness Strategy Non-Homeless Special Needs	Wyoming Focus Group
Grandville Public Schools	Services – Education	Non-Housing Community Development Strategy	Wyoming Focus Group

Agency/Group/ Org	Agency/Group/ Org Type	What section of the plan was addressed by consultation?	How was Agency/Group/ Organization consulted?
Habitat for Humanity of Kent County	Housing Services – Homeless	Housing Needs Assessment Homeless Needs – Chronically Homeless Homeless Needs – Families and Children Homeless needs – Veterans Homelessness Needs – Unaccompanied Youth Homelessness Strategy Non-Homeless Special Needs	Wyoming Focus Group
Healthy Homes Coalition	Housing - Services Health Agency	Housing Needs Assessment	Wyoming Focus Group
Hispanic Center of West Michigan	Other – Cultural Organization	Non-Housing Community Development Strategy	Wyoming Focus Group
Home Repair Services of Kent County	Housing	Housing Needs Assessment	Wyoming Focus Group

Agency/Group/ Org	Agency/Group/ Org Type	What section of the plan was addressed by consultation?	How was Agency/Group/ Organization consulted?
KConnect	Regional Organization	Non-Housing Community Development Strategy	Wyoming Focus Group
Kent School Service Network	Services – Education	Non-Housing Community Development Strategy	Wyoming Focus Group
Godfrey-Lee Public High School	Services – Education	Non-Housing Community Development Strategy	Wyoming Focus Group
LINC Community Revitalization	Housing	Housing Needs Assessment Market Analysis	Wyoming Focus Group
MI Works!	Services – Employment	Market Analysis	Wyoming Focus Group
The Salvation Army Social Services	Housing Services – Homelessness	Housing Needs Assessment Homeless Needs – Chronically Homeless Homeless Needs – Families and Children Homeless needs – Veterans Homelessness Needs – Unaccompanied Youth Homelessness Strategy Non-Homeless Special Needs Market Analysis	Wyoming Focus Group

Agency/Group/ Org	Agency/Group/ Org Type	What section of the plan was addressed by consultation?	How was Agency/Group/ Organization consulted?
		Anti-poverty Strategy	
Tommy Branns Steakhouse and Sports Bar	Other – restaurant	Non-Housing Community Development Strategy Market Analysis	Wyoming Focus Group
United Church Outreach Ministry	Other – Church	Housing Needs Assessment Homeless Needs – Chronically Homeless Homeless Needs – Families and Children Homeless needs – Veterans Homelessness Needs – Unaccompanied Youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy	Wyoming Focus Group
Wyoming District Court	Other government – Local	Non-Housing Community Development Strategy	Wyoming Focus Group
Wyoming-Kent County Chamber of Commerce	Business Leaders	Market Analysis	Wyoming Focus Group

Agency/Group/ Org	Agency/Group/ Org Type	What section of the plan was addressed by consultation?	How was Agency/Group/ Organization consulted?
	Regional Organization	Non-Housing Community Development Strategy	
Wyoming Community Development Committee	Other government – Local	Housing Needs Assessment Public Housing Needs Homeless Needs – Chronically Homeless Homeless Needs – Families and Children Homeless needs – Veterans Homelessness Needs – Unaccompanied Youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Non-Housing Community Development Strategy Anti-poverty Strategy	Wyoming Focus Group
Wyoming Engineering Dept.	Other government – Local	Non-Housing Community Development Strategy	Wyoming Focus Group

Agency/Group/ Org	Agency/Group/ Org Type	What section of the plan was addressed by consultation?	How was Agency/Group/ Organization consulted?
Wyoming Housing Commission	PHA	Housing Needs Assessment Public Housing Needs	Wyoming Focus Group
Wyoming Inspections Dept.	Other government – Local	Housing Needs Assessment Market Analysis Non-Housing Community Development Strategy	Wyoming Focus Group
Wyoming Planning Dept.	Other government – Local	Housing Needs Assessment Market Analysis Non-Housing Community Development Strategy	Wyoming Focus Group
Wyoming Police Dept.	Other government – Local	Non-Housing Community Development Strategy Homelessness Strategy	Wyoming Focus Group
Wyoming Public Schools	Services – Education	Non-Housing Community Development Strategy	Wyoming Focus Group
Wyoming Public Works Dept.	Other government – Local	Non-Housing Community Development Strategy	Wyoming Focus Group

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

Efforts were made to include a wide range of community stakeholders in the consultation, focus group and survey process. No agencies were intentionally excluded from participation.

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

Table 2.9 Local / Regional / Federal Planning Efforts

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care Action Plan to End Homelessness 2015-2017	Grand Rapids Area Coalition to End Homelessness	This plan, adopted in April 2015, carries forward work that was started through the 10-Year Vision to End Homelessness. Homeless-related priority needs and goals are aligned with the CoC's Action Plan.
Get the Lead Out!	Healthy Homes Coalition	The Get the Lead Out! Action Plan (2007) is aligned with the goals of the Consolidated Plan to eliminate childhood lead poisoning in Grand Rapids.
Transit Accessibility Study **North Kent Transit Needs Assessment** **Ottawa County Needs Assessment**	Grand Valley Metro Council	The mission of the Grand Valley Metro Council, an alliance of West Michigan local governments, is to plan for the growth and development of the region, improvement of the quality of the community's life, and coordination of governmental services. These objectives are aligned with the efforts of the grantee local governments in such areas as transportation planning, infrastructure development, and economic growth.
City of Grand Rapids Master Plan	City of Grand Rapids Planning Department	The Consolidated Plan and the City's Master Plan (2002) share common themes for the future of Grand Rapids, including Great Neighborhoods, Vital Business Districts, A Strong Economy, Balanced Transportation, A City That Enriches Our Lives, and A City in Balance with Nature.
Urban Forestry Plan	City of Grand Rapids Public Services Department	The Grand Rapids Urban Forestry Plan (2009) and the HCD Plan recognize the urban forest as a significant infrastructure investment that provides economic, environmental, and quality of life benefits.
Analysis of Impediments to Fair Housing	City of Grand Rapids Community	The Analysis of Impediments to Fair Housing (2015) and the HCD Plan support removing impediments to fair housing choice in the public and private sector.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
	Development	
Sustainability Plan	City of Grand Rapids Office of Energy and Sustainability	The City of Grand Rapids Sustainability Plan (2010) and the HCD Plan contain similar outcomes directly related to community needs and quality of life, including Economic Prosperity, Social Equity, and Environmental Integrity.
Grand Rapids Housing Commission Plan	Grand Rapids Housing Commission	The Grand Rapids Housing Commission Plan (2010) is the five-year plan of the Public Housing Authority of Grand Rapids, effective July 1, 2010. The Housing Commission Plan and Consolidated Plan overlap in multiple areas relating to the varied housing needs of households in Grand Rapids.
Green Grand Rapids	City of Grand Rapids Planning Department	A component of the City's Master Plan, Green Grand Rapids (2010) shares goals with the Consolidated Plan to improve the citywide infrastructure and quality of life, including balanced transportation, natural systems, and parks and recreation.
Parks and Recreation Master Plan	City of Grand Rapids Parks and Recreation Department	The Parks and Recreation Master Plan Update (2010) contains a revised inventory of the City's parks and greenspace. The Master Plan Update aligns with the goals of the Consolidated Plan to preserve and further develop land for these uses.
Youth Master Plan	City of Grand Rapids Community Development Department	The City of Grand Rapids Youth Master Plan (2010) contains outcomes and indicators in major developmental categories, with specific result statements for each of five age groups. The Youth Master Plan and Consolidated Plan overlap in the areas of crime prevention, leadership and civic engagement.
Grand Rapids Vital Streets Plan	City of Grand Rapids Community	The Grand Rapids Vital Streets initiative is developing a Vital Streets Master Plan to guide consistent street and sidewalk design principles into the future. The plan will consolidate complete street principles developed by the Sustainable Streets Task

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
	Development Department	Force and endorsed by voters in May 2014 to ensure that bicycling, pedestrians, transit and freight, transportation demand management and green infrastructure facilities all fit within the right of way.
Area Specific Neighborhood Plans	Various	Six (6) specific neighborhood plans in Specific Target Areas were reviewed in preparation of the Consolidated Plan. Planning initiatives in neighborhoods and along business corridors can inform the City of efforts occurring at the micro-local level, and where to best direct limited resources.
Great Housing Strategies: Addressing Current and Future Housing Needs in Grand Rapids	City of Grand Rapids	The Great Housing Strategies Plan (2015) is a beginning framework for advancing policies, practices, and partnerships that contribute to a prosperous and equitable approach in meeting current and future housing needs in Grand Rapids.
GR Forward	Downtown Grand Rapids, Inc.	GR Forward focuses on the development of downtown Grand Rapids and the Grand River corridor, including the housing development needs in the core city for residents with a range of incomes.
Hope Zones Believe 2 Become Neighborhood Initiative	Grand Rapids Community College	The Believe 2 Become (B2B) initiative is designed to help children succeed in work, school, and life. The initiative focuses on four targeted neighborhoods engaging residents in community dialogue, empowering families and parents with opportunities to support the academic success of children, and expanding learning for students with experiences in school, after school, and in the summer.
Michigan Street Corridor Plan	City of Grand Rapids	Adopted by the City Commission in 2015, the Michigan Street Corridor plan discusses initiating desired land use changes, sequencing improvements to the transportation system and framing community conversation about the development of the corridor.
Strengthening Neighborhoods Taskforce	City of Grand Rapids	Strengthening Neighborhoods Taskforce recommendations developed from March 15, 2015 Neighborhoods Summit. Recommendations include how to strengthen neighborhoods through affordable housing and supporting neighborhood associations.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Safe Alliance for Everyone (SAFE) Taskforce	City of Grand Rapids	Safe Alliances for Everyone (SAFE) Taskforce recommendations, March 24, 2015. Recommendations included violence prevention investments, eliminating violent acts, activating economic opportunities, community engagement, and effective positive change in public institutions.
Analysis of Impediment to Fair Housing	City of Wyoming	The Analysis of Impediments to Fair Housing (2013) and the Consolidated Plan support removing impediments to fair housing choice in the public and private sector.
Housing Needs Assessment	City of Wyoming	Incorporated as part of the Analysis of Impediments to Fair Housing (2013), the City of Wyoming conducted a housing needs assessment to identify market potential and priority needs in the City of Wyoming, compared to a regional market within a 20-minute driving distance of Wyoming.
Wyoming 28 West	City of Wyoming	28 West provides a long-term vision for 28th Street to become a sustainable, economically vibrant, walkable town center in Wyoming. The Wyoming DDA in cooperation with the business community, property owners, city leaders and citizens have focused their efforts on cultivating a new, vibrant destination in Wyoming, addressing such elements as orientation of buildings, building facades, streets, green space, landscaping and parking, .
City of Wyoming 2035 Thoroughfare Plan	City of Wyoming	The 2035 Thoroughfare Plan incorporates traffic data collected by the City of Wyoming and the Michigan Department of Transportation (MDOT) in 2008 and 2009. Using a transportation planning model developed by the Grand Valley Metropolitan Council (GVMC), the plan develops Average Daily Traffic projections for city thoroughfares, which were used to determine areas of need.
Land Use Plan 2020	City of Wyoming	Wyoming's Land Use Plan 2020 provides long-range guidance for land use and development by considering a wide range of possible features.
Recreation Plan 2013-2017	City of Wyoming	Both the Recreation Plan and the Consolidated Plan identify priority needs for public services associated with youth and recreation-related activities.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Wyoming Public Housing 2015-2019 5 – Year Plan	Wyoming Housing Commission	The Public Housing and Consolidated Plan identify needs for affordable housing for residents in Wyoming.

Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(l))

The following units of government and other public entities were invited to comment on the HCD Plan.

Table 2.10: Units of Government and Other Public Entities

- Kent County Health Department
- City of Grandville
- Grand Valley Metropolitan Council
- West Michigan Regional Planning Commission
- Grand Rapids Charter Township
- Michigan State Housing Development Authority
- Plainfield Charter Township
- Grand Rapids Housing Commission
- Kent County Housing Commission
- Wyoming Housing Commission
- Rockville Housing Commission
- City of Kentwood
- Algoma Township
- Alpine Township
- Cascade Township
- Village of Casnovia
- City of Kentwood
- City of Walker
- Gaines Township
- Grand Rapids Charter Township
- Nelson Township
- Village of Sand Lake
- Solon Township
- Village of Sparta

Needs Assessment

DRAFT JANUARY 13, 2016

SECTION III: NEEDS ASSESSMENT

Overview

The Needs Assessment examines needs related to affordable housing, special needs housing, community development and homelessness for Kent County and the cities of Grand Rapids and Wyoming. The Needs Assessment includes the following sections:

- Housing Needs Assessment
- Disproportionately Greater Need
- Public Housing
- Homeless Needs Assessment
- Non-Homeless Special Needs Assessment
- Non-Housing Community Development Needs

The Needs Assessment identifies those needs with the highest priorities which form the basis for the Strategic Plan section and the programs and projects to be administered. Most of the data tables in this section are populated with default data from the 2008-2012 American Community Survey (ACS) and the Comprehensive Housing Affordability Strategy (CHAS) datasets. CHAS datasets are developed for HUD by the U.S. Census Bureau based on the ACS. In addition to these data sources, the Needs Assessment is supplemented by more current data to provide context around the significant growth experienced by the region in recent years. Other housing studies by the three jurisdictions were also consulted. Qualitative data gained from an intensive consultation process that included nine focus groups and a resident survey further helped to guide and interpret the needs assessment. Other data sources are noted throughout the Plan.

The housing portion of the needs assessment focuses largely on households experiencing a housing problem. HUD defines housing problems as:

- Units lacking complete kitchen facilities;
- Units lacking complete bathroom facilities;
- Housing cost burden of more than 30 percent of the household income (for renters, housing costs include rent paid by the tenant plus utilities and for owners, housing costs include mortgage payments, taxes, insurance, and utilities); and
- Overcrowding which is defined as more than one person per room, not including bathrooms, porches, foyers, halls, or half-rooms.

The Consolidated Plan assesses needs for households at different income bands. These bands are associated with the income levels required for households to be eligible for Federal housing assistance. The CDBG defined income levels are used for this plan. These income levels are:

- Very low: households with income less than or equal to 30 percent of AMI
- Low: households with income between 31 and 50 percent of AMI
- Moderate: households with income between 51 and 80 percent of AMI
- Above moderate: households with income above 81 percent of AMI

The table below displays the maximum income for a family of four for each band in Kent County in 2015.

Table 3.1: Maximum Income (family of four)

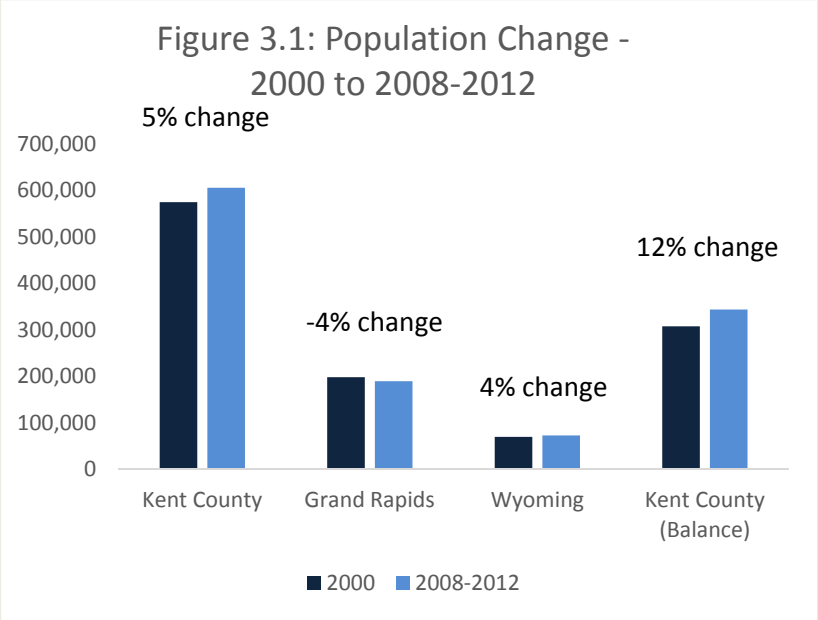
Income Category	Maximum Income (family of four)
Very low-income	$24,250
Low-income	$32,000
Moderate income	$51,200

HOUSING NEEDS ASSESSMENT - 24 CFR 91.205 (A,B,C)

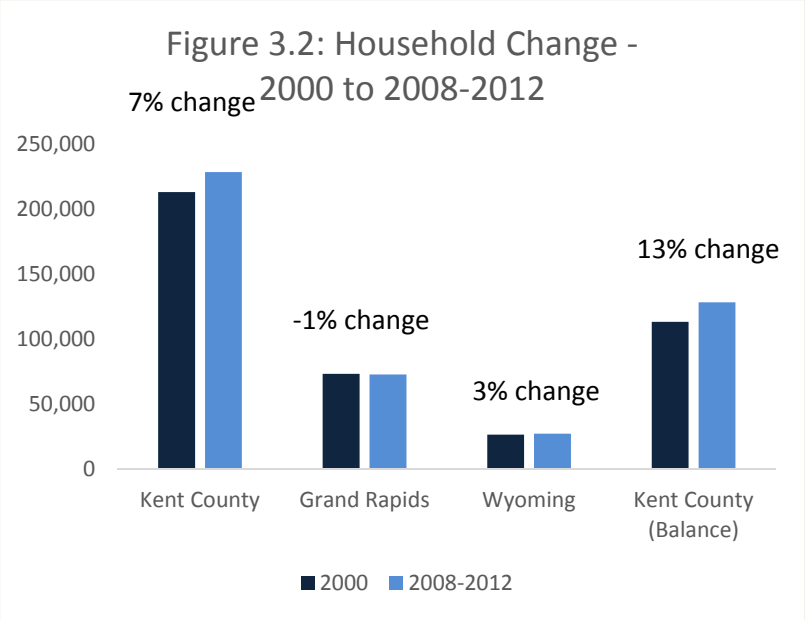
Demographic Profile

Kent County is home to 605,244 people, comprised of 228,204 households. With over 189,000 people, the City of Grand Rapids is home to almost a third (31 percent) of the County's residents. The City of Wyoming houses over 72,408 residents, or 12 percent of the population. The remaining 57 percent of residents live in the other cities, villages and townships that make up the balance of Kent County.

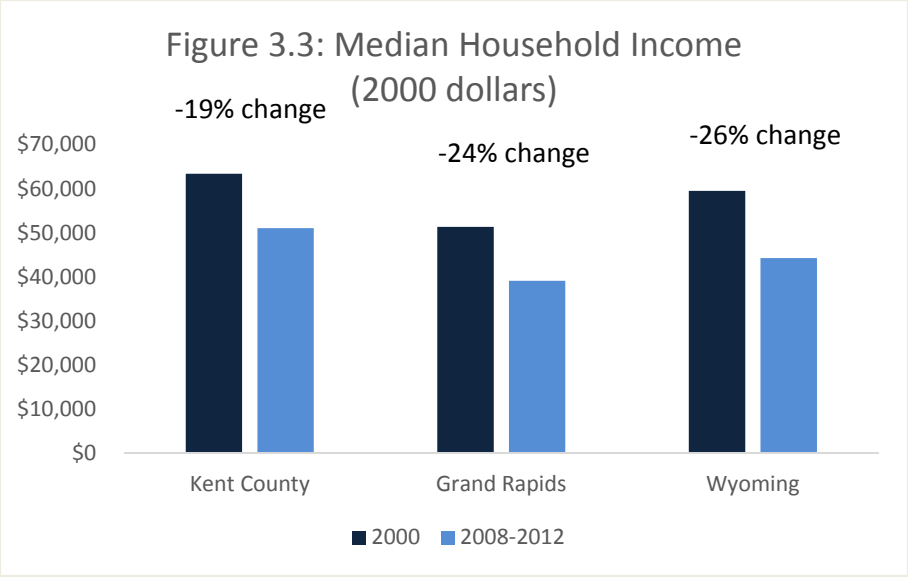
The median age in Kent County is just over 34 years old, more than four years younger than the median age in the State of Michigan. This is reflected by both a greater share of youth (0-18 year olds) as well as a lower share of persons over the age of 65 when compared to the State.



Source: 2000 Decennial Census and 2008-2012 ACS Estimates

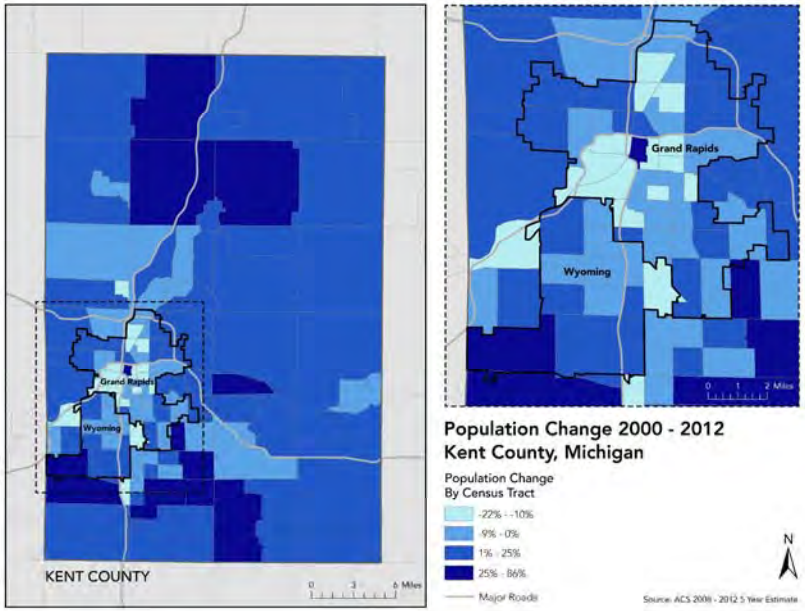


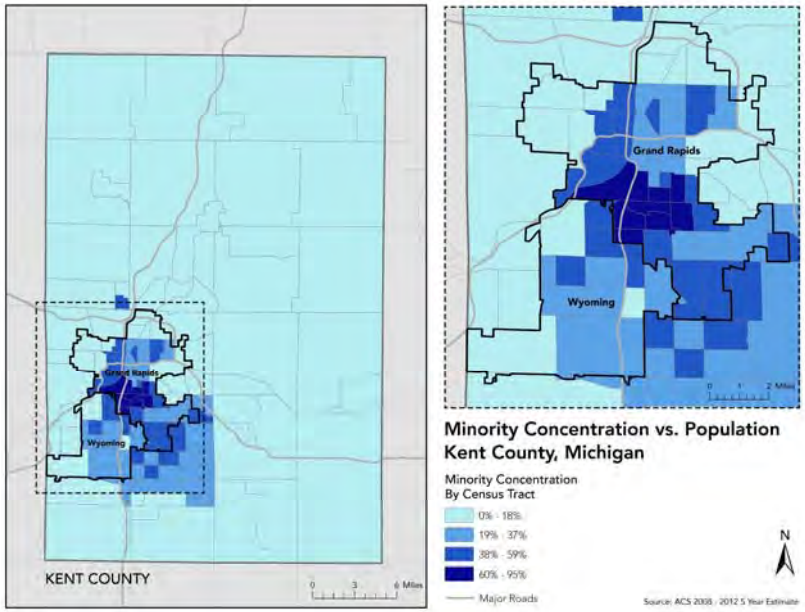
Source: 2000 Decennial Census and 2008-2012 ACS Estimates



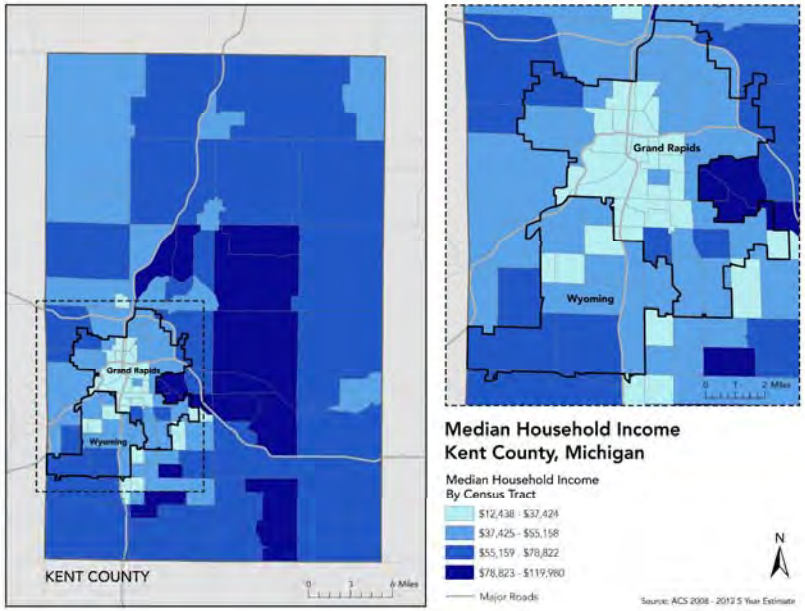
Source: 2000 Decennial Census and 2008-2012 ACS Estimates

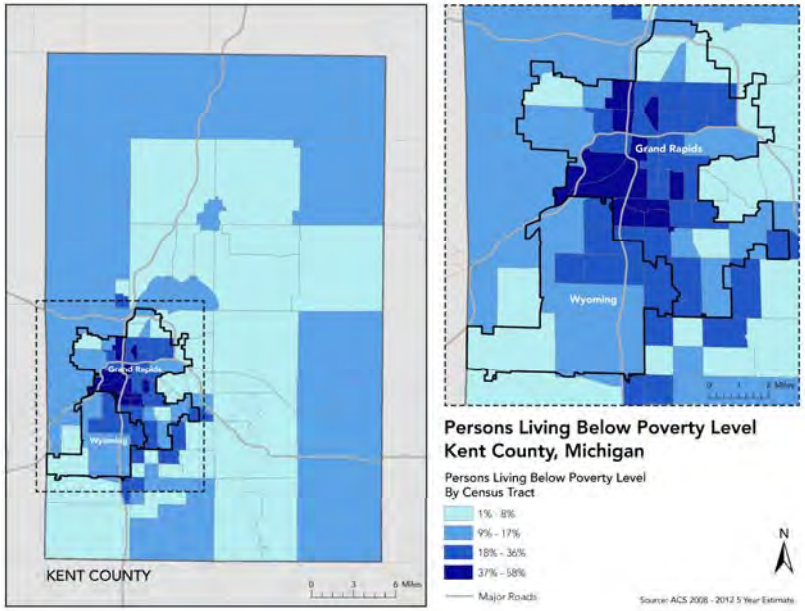
- Unlike much of Michigan, population grew in Kent County from 2000 to 2008-2012, most notably in the suburbs and rural areas. Population in the balance of Kent County (excluding Grand Rapids and Wyoming) grew by 12 percent during this period.
- The trend of households change generally mirrors change in population for the same period.
- From 2000 to 2008-2012, median household income (adjusted for inflation) decreased by 19 percent in Kent County, with the greatest declines in Grand Rapids and Wyoming.
- Since 2012, recent estimates and forecasts show continued population growth in the region, especially in the suburban and rural areas.



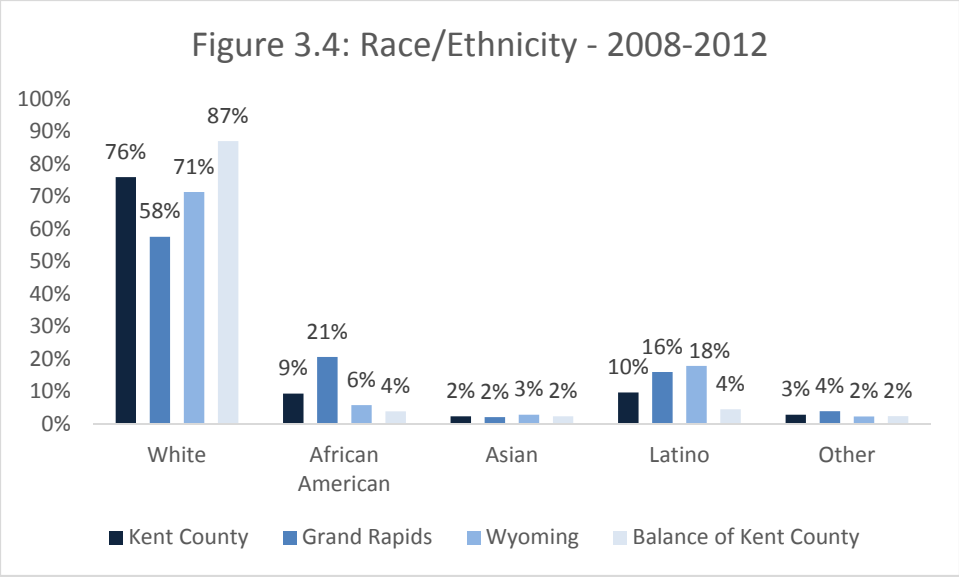


- As indicated in the above maps, population has grown throughout the Balance of Kent County at a fairly constant rate.
- The population in Wyoming has also consistently grown from 2000 to 2012.
- In Grand Rapids Population increased in the central core as well as in the outlying areas of the City. In the Census tracts surrounding the downtown core, the population has decreased slightly since 2000.
- When assessing the concentration of minority population in Kent County, the vast majority of the non-White population is located in Grand Rapids and Wyoming. In Grand Rapids, the population is concentrated in the downtown and southern portion of the City. In Wyoming, the non-White population is concentrated in the downtown and northern area of the City.





- As indicated in the above maps, the Census tracts with the highest median incomes are located in Kent County outside of Grand Rapids and Wyoming.
- The majority of downtown Grand Rapids Census tracts have median incomes below $37,000. Similarly, the highest concentration of households living below poverty level are located in central Grand Rapids.
- Wyoming has a slightly higher median income than Grand Rapids and lower median income than the balance of Kent County.
- In Grand Rapids and Wyoming. In Grand Rapids, the population is concentrated in the downtown and southern portion of the City. In Wyoming, the non-White population is concentrated in the downtown and northern area of the City.



Source: 2008-2012 ACS Estimates

- The majority of Kent County's population is White (76 percent), with the highest concentrations in areas outside of Grand Rapids and Wyoming, which have shares of White population of 58 percent and 71 percent respectively.
- Eighteen percent of Wyoming's population is Hispanic/Latino, more than double the 2000 level.
- African-American residents comprise 21 percent of Grand Rapid's population, higher than the rest of the County.

Household Profile

The majority of households in Kent County are small family households (defined as family households comprising 2-4 members). Both the cities of Grand Rapids and Wyoming have slightly greater shares of households with young children when compared to the Balance of Kent County, suggesting a younger population that may warrant more family and youth targeted programs.

Table 3.2: Number of Households by Household Type

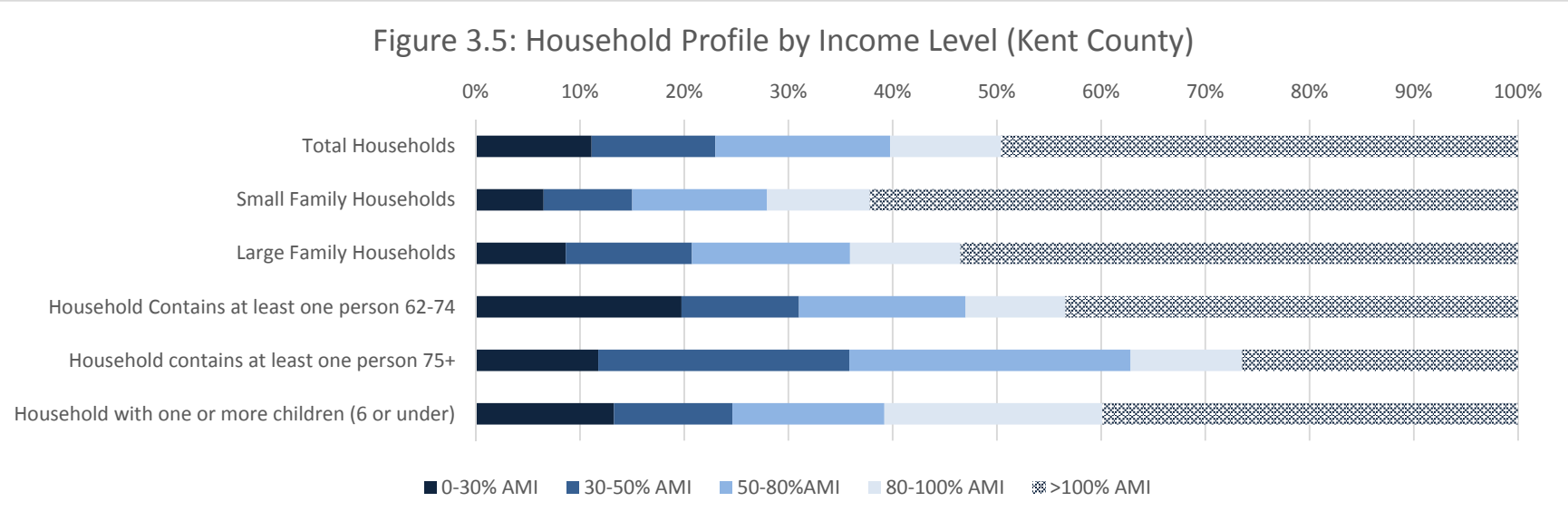
Household Type	Kent County	Grand Rapids	Wyoming	Balance of Kent County
Small Family	101,860	28,605	21,785	60,760
Large Family	22,615	6,645	6,025	12,895
Household Contains at least one person 62-74	40,090	11,015	8,665	23,835
Household Contains at least one person age 75+	23,395	7,035	5,860	13,890
Household with one or more children (6 or under)	46,305	15,255	13,345	24,716
Total Households	228,210	72,790	56,915	128,155

NOTE: Total counts for CHAS data differ slightly from ACS estimates due to variations in margin of error and how the data is sampled. 2) Each household type is not mutually exclusive 3) this list of household types is not exhaustive and does not include all household types
Source: 2008-2012 CHAS

The following figures provide a more detailed profile of Kent County, Grand Rapids and Wyoming households by income level and household type.

Kent County

The figure below provide a household profile of Kent County, Grand Rapids and Wyoming by income level. As a summary, the figure below shows conditions in the entire County. Kent County has a large share of low- and moderate-income elderly and family households with young children. While these two household types represent the largest share of low- and moderate-income households, the largest absolute total of low- and moderate-income households is small family households (family households with less than five people).



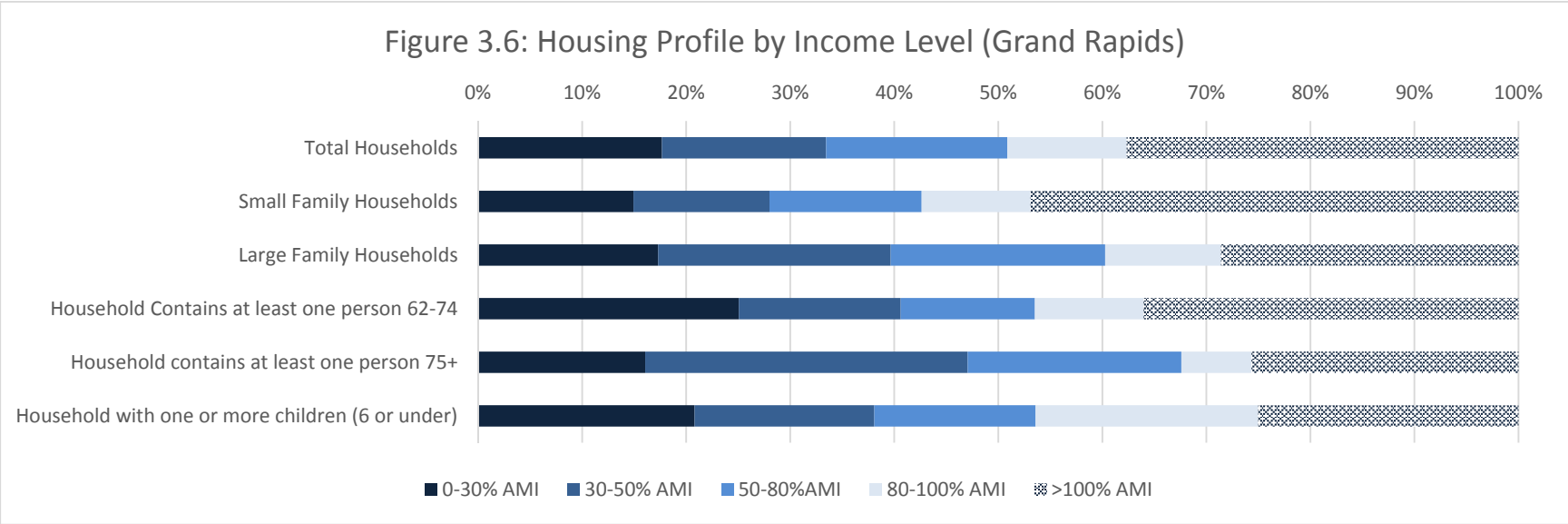
Source: CHAS 2008-2012

- Nearly 40 percent of all Kent County households have incomes between 0-80% AMI. Of these households:
  - 11 percent are extremely low-income
  - 12 percent are low-income
  - 17 percent are moderate-income

- More than 60 percent of households containing at least one person age 75 or older are low- and moderate-income and approximately 45 percent of households containing at least one person between ages 62-74 are low- and moderate-income.
- Nearly 40 percent of households with young children are at or below 80% AMI.

Grand Rapids

Grand Rapids has a slightly greater share of low-income households when compared to Kent County as a whole. More than 60 percent of large family households and elderly households (with at least one person 75 years old or older) are low-income. Although the actual number of low-income large family households in Grand Rapids is much lower than Kent County as a whole, the share of total households in Grand Rapids is much higher.

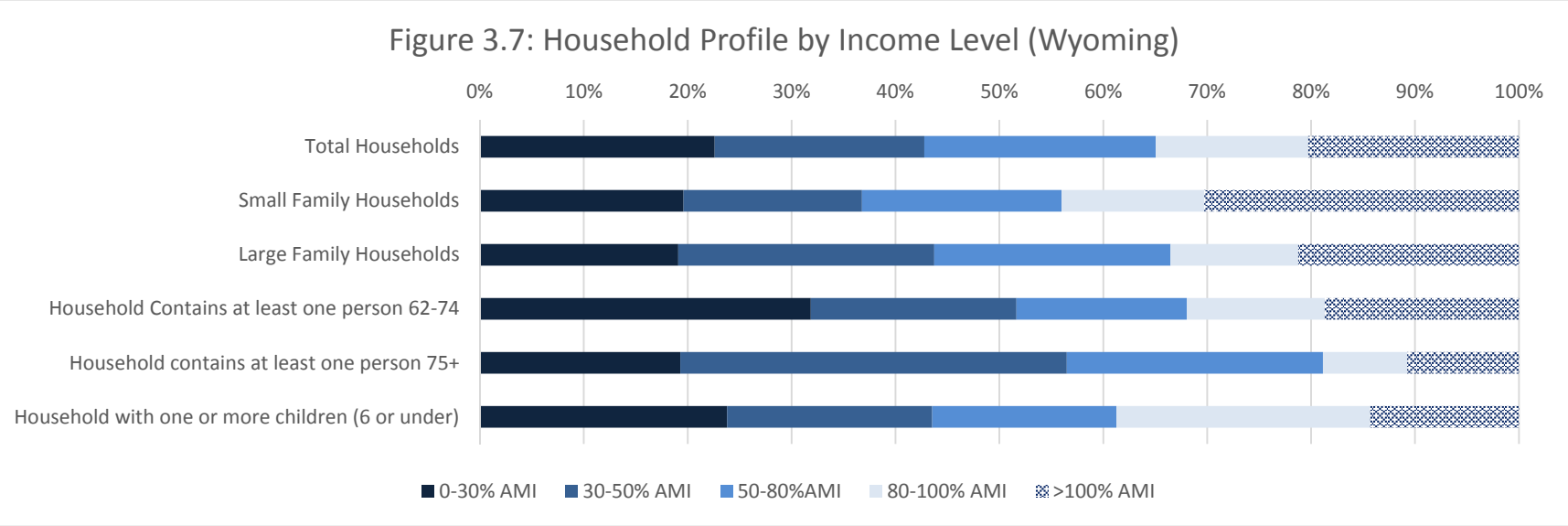


Source: CHAS 2008-2012

- Just over 50 percent of all households have incomes between 0-80% AMI. Of these households:
  - 18 percent are extremely low-income
  - 16 percent are low-income
  - 17 percent are moderate-income

Wyoming

Compared to Kent County and Grand Rapids, Wyoming has a greater share of low-income households for every household type. The comparative prevalence of low-income households in each household type, especially for elderly and large family households suggests the need for programming targeted to both population types.



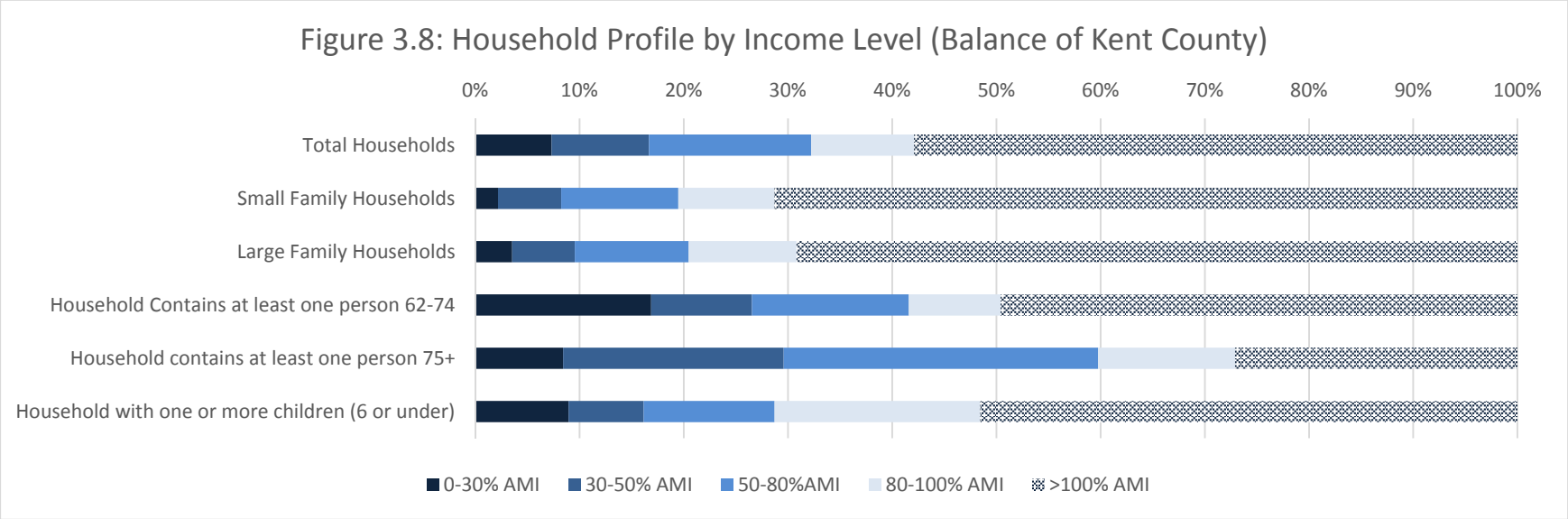
Source: CHAS 2008-2012

- Nearly 65 percent of all Wyoming households have incomes between 0-80% AMI. Of these households:
  - 22 percent are extremely-low income
  - 20 percent are low-income
  - 23 percent are moderate-income

- More than 80 percent of elderly households with at least one person over the age of 75 are low- and moderate-income
- More than 60 percent of households with young children are moderate-income or below and nearly 23 percent of these households earn less than 30 percent of AMI

Balance of Kent County

In the balance of Kent County, the majority of households (66 percent) are not low- or moderate-income. However, despite the lower prevalence of lower income households when compared to the County as a whole, nearly 60 percent of elderly households in this area are low- or moderate-income.



Source: CHAS 2008-2012

- 32 percent of Kent County households that reside outside of Grand Rapids and Wyoming have incomes between 0-80% AMI. Of these households:
  - 7 percent are extremely low-income
  - 9 percent are low-income
  - 16 percent are moderate-income

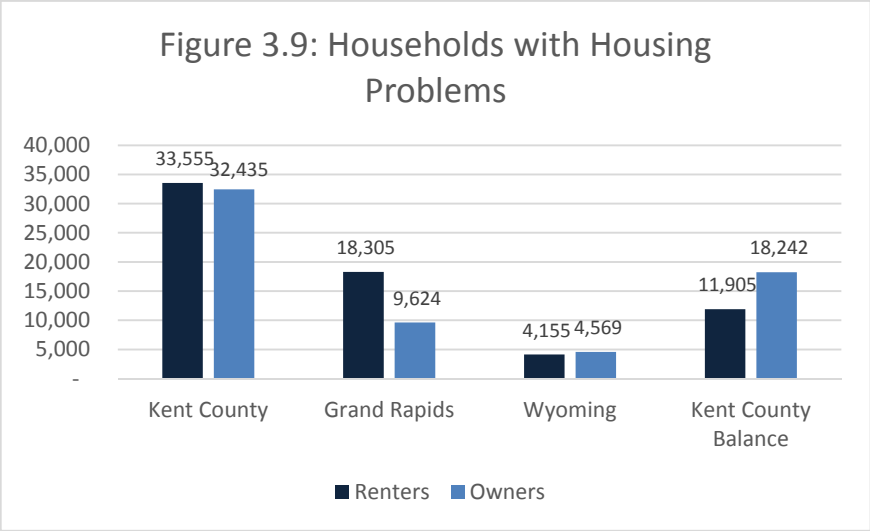
- While a relatively small share when compared to all small households, the largest absolute number of low-income households in Kent County is small family households (more than 9,000 households)

Housing Problems

Lower income households have higher rates of housing problems. Housing problems are defined as houses: 1) Lacking complete kitchen facilities; 2) Lacking complete plumbing facilities; 3) Cost burden greater than 30 percent (share of income devoted to housing costs); and 4) More than one person per room (overcrowding).

Just under 66,000 Kent County households experience a housing problem. Despite the greater prevalence of owners in the County, households experiencing a housing problem are split relatively evenly between renters and owners. Over two thirds of households with housing problems in Grand Rapids are renters, while almost two thirds of households with housing problems in the balance of Kent County are owners.

Nearly 90 percent of the approximately 66,000 of households with housing problems are due to cost burden or severe cost burden, impacting renters (93 percent) slightly more than owners (86 percent). As noted in the Market Analysis section, the share of cost burdened households in Kent County has been exacerbated by the rising cost of housing coupled with the stagnation of median income in the region. Consequently, it is likely that the share of cost burdened households will likely increase in the next five years.



The data tables below provide a profile of the types of housing problems experienced by renter- and owner households in Kent County, Grand Rapids and Wyoming, as well as the balance of Kent County (excluding Grand Rapids and Wyoming).

Source: CHAS 2008-2012

Kent County

Table 3.3: Cost Burdened Households (Kent County)

	RENTER HOUSEHOLDS					OWNER HOUSEHOLDS				
	0-30% AMI	*30-50% AMI*	*50-80% AMI*	*80-100% AMI*	**Total**	*0-30% AMI*	*30-50% AMI*	*50-80% AMI*	*80-100% AMI*	**Total**
Substandard	455	555	650	105	1,765	130	130	190	30	480
Severely Overcrowded (and none of the above)	210	110	125	15	460	15	55	100	25	195
Overcrowded (and none of the above)	580	565	305	75	1,525	85	150	290	175	700
Cost Burden (and none of the above)	11,270	4,000	435	75	15,780	5,025	4,425	3,230	635	13,315
Severe Cost Burden (and none of the above)	1,775	6,185	4,400	610	12,970	1,285	4,150	7,100	4,465	17,000
Zero income (and none of the above)	1,055	0	0	0	1,055	745	0	0	0	745

Note: Each housing problem count is exclusive of other housing problems and is listed in sequential order meaning that the count for each row indicates that those households have none of the problems listed above it, but may also have one of the problems listed below it. For example, households with substandard conditions may also be cost burdened, but would only be counted in the substandard row.

Source: CHAS 2008-2012

- The high level of cost burdened households noted above is representative of the rising housing costs in the area, especially when compared to only moderate median income growth in the region during the same time period.
- Renters are more likely to experience overcrowding than owner households. As identified in the Market Analysis, there is a smaller share of large renter units in the region. This, coupled with the high prevalence of cost burden, suggests that there may be a shortage of affordable family rental units (i.e. 3 bedroom or larger units in Kent County).

Grand Rapids

Table 3.4: Cost Burdened Households (Grand Rapids)

	RENTER HOUSEHOLDS					OWNER HOUSEHOLDS				
	0-30% AMI	*30-50% AMI*	*50-80% AMI*	*80-100% AMI*	**Total**	*0-30% AMI*	*30-50% AMI*	*50-80% AMI*	*80-100% AMI*	**Total**
Substandard	185	375	310	75	945	35	30	55	20	140
Severely Overcrowded (and none of the above)	195	85	110	15	405	10	25	85	4	124
Overcrowded (and none of the above)	265	305	165	75	810	30	85	90	80	285
Cost Burden (and none of the above)	6,460	2,205	135	45	8,845	1,560	1,450	855	75	3,940
Severe Cost Burden (and none of the above)	1,210	2,890	2,165	405	6,670	435	1,190	2,195	1,095	4,915
Zero income (and none of the above)	630	0	0	0	630	220	0	0	0	220

Note: Each housing problem count is exclusive of other housing problems and is listed in sequential order meaning that the count for each row indicates that those households have none of the problems listed above it, but may also have one of the problems listed below it. For example, a household with substandard conditions may also be cost burdened, but would only be counted in the substandard row.

Source: CHAS 2008-2012

- The largest housing problem for renters and owners is cost burden and severe cost burden – accounting for 85 percent of housing problems for renters and 92 percent of housing problems for owners.
- As incomes increase, the rate of cost burden decreases significantly, while the rate of severe cost burden increases or stabilizes, suggesting that there is not an adequate supply of housing affordable to low- and moderate-income households.

Wyoming

Table 3.5: Cost Burdened Households (Wyoming)

	RENTER HOUSEHOLDS					OWNER HOUSEHOLDS				
	0-30% AMI	*30-50% AMI*	*50-80% AMI*	*80-100% AMI*	**Total**	*0-30% AMI*	*30-50% AMI*	*50-80% AMI*	*80-100% AMI*	**Total**
Substandard	0	50	125	15	190	0	15	15	0	30
Severely Overcrowded (and none of the above)	0	25	15	0	40	0	4	0	10	14
Overcrowded (and none of the above)	130	120	50	0	300	15	40	55	25	135
Cost Burden (and none of the above)	1,345	465	15	0	1,825	745	685	310	65	1,805
Severe Cost Burden (and none of the above)	125	820	690	0	1,635	205	560	1,150	560	2,475
Zero income (and none of the above)	165	0	0	0	165	110	0	0	0	110

Note: Each housing problem count is exclusive of other housing problems and is listed in sequential order meaning that the count for each row indicates that those households have none of the problems listed above it, but may also have one of the problems listed below it. For example, a household with substandard conditions may also be cost burdened, but would only be counted in the substandard row.
Source: CHAS 2008-2012

- The largest housing problem for both renter and owner households in Wyoming is cost burden and severe cost burden.
- Similar to Grand Rapids and Kent County, the number of cost burdened households decreases as income levels increase and the share of severe cost burden increases as income levels increase.
- The greatest share of cost burdened households (renters and owners) are at 0-30 percent AMI while the greatest share of severe cost burden for owners is for households at 50-80 percent AMI.

Balance of Kent County

Table 3.6: Cost Burdened Households (Balance of Kent County)

	RENTER HOUSEHOLDS					OWNER HOUSEHOLDS				
	0-30% AMI	*30-50% AMI*	*50-80% AMI*	*80-100% AMI*	**Total**	*0-30% AMI*	*30-50% AMI*	*50-80% AMI*	*80-100% AMI*	**Total**
Substandard	270	130	215	15	630	95	85	120	10	310
Severely Overcrowded (and none of the above)	15	0	0	0	15	5	26	15	11	57
Overcrowded (and none of the above)	185	140	90	0	415	40	25	145	70	280
Cost Burden (and none of the above)	3,465	1,330	285	30	5,110	2,720	2,290	2,065	495	7,570
Severe Cost Burden (and none of the above)	440	2,475	1,545	205	4,665	645	2,400	3,755	2,810	9,610
Zero income (and none of the above)	165	0	0	0	165	110	0	0	0	110

Note: Each housing problem count is exclusive of other housing problems and is listed in sequential order meaning that the count for each row indicates that those households have none of the problems listed above it, but may also have one of the problems listed below it. For example, a household with substandard conditions may also be cost burdened, but would only be counted in the substandard row.

Source: CHAS 2008-2012

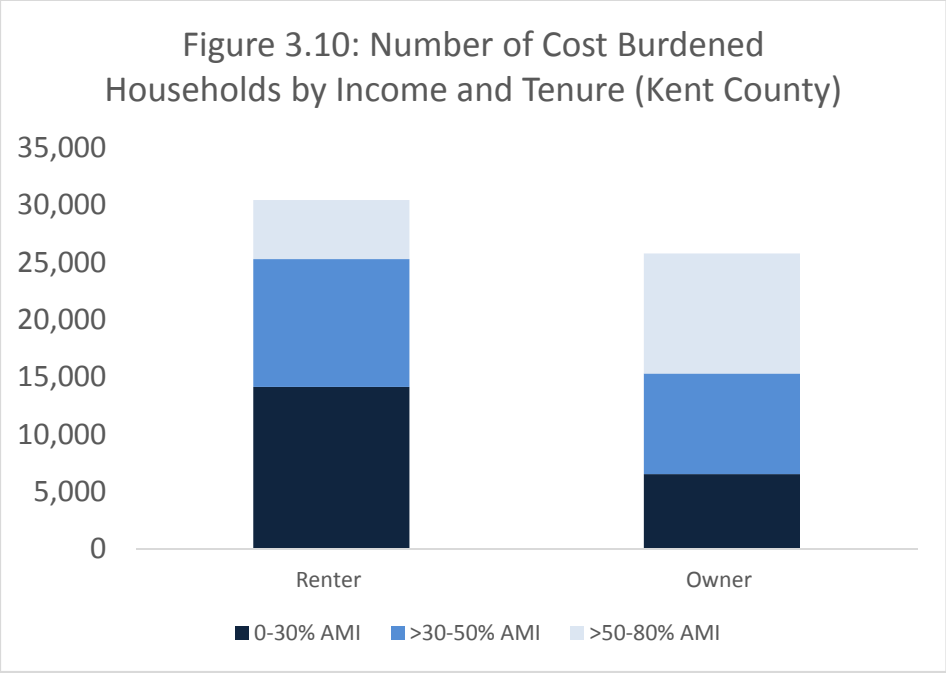
- A very low share of households in the balance of Kent County are overcrowded when compared to the County as a whole.
- Similar to Grand Rapids and Wyoming, the greatest housing problem for both renters and owners is cost burden and severe cost burden.
- More homeowners in the balance of Kent County are severely cost burdened, indicating that homebuyers may overextend their budgets to purchase homes in this area.

Cost Burdened Households

Given the high rate of cost burden and severe cost burden in Kent County, the following figures provide greater detail on the share of households experiencing cost burden by income level and housing tenure for each jurisdiction.

In Kent County, just over 30,000 renter households are cost burdened, nearly half of which have incomes between 0-30 percent AMI. The large share of extremely low-income households indicates there is not enough affordable housing stock for extremely low-income households in the county to meet demand. There are fewer cost burdened owner households in the county (approximately 25,000), but the larger share of 50-80 percent AMI households indicates there may not be adequate affordable homeownership opportunities in the county.

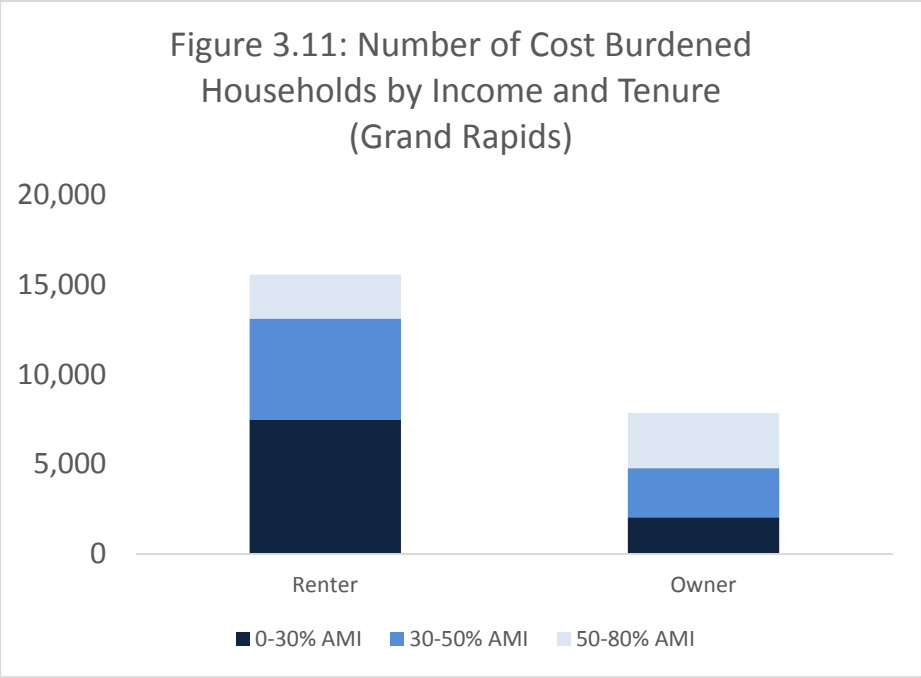
Kent County



Source: 2008-2012 CHAS

Grand Rapids

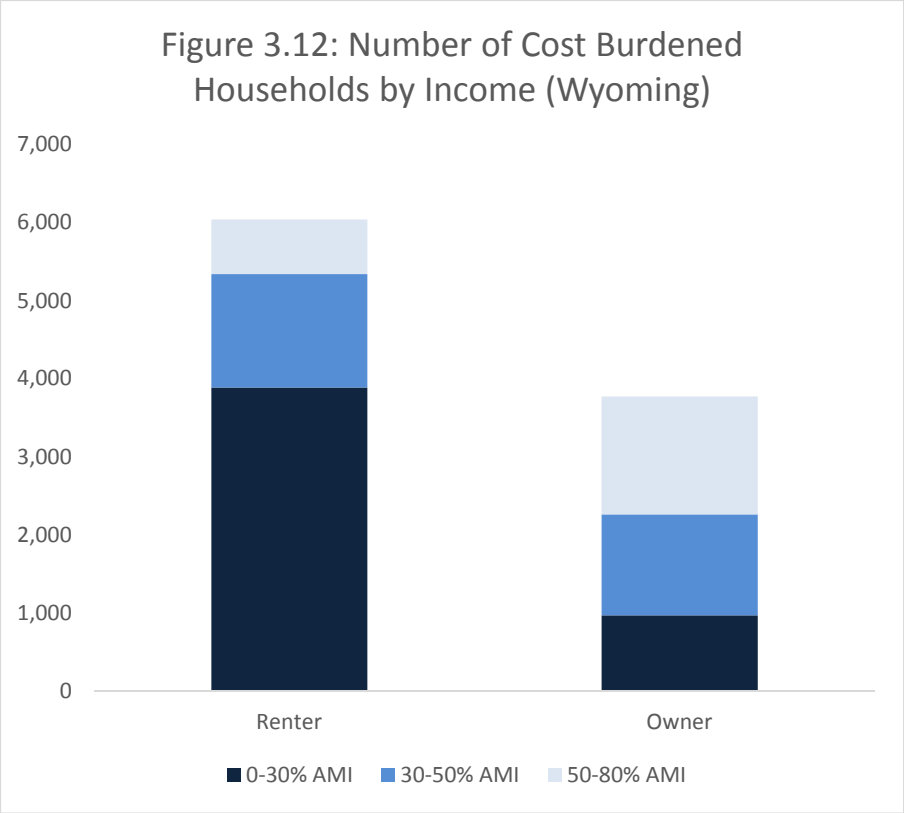
Grand Rapids accounts for close to half of the cost burdened renter households in the county. Given the increase in housing costs in Grand Rapids over the past several years, the share of cost burdened renter and owner households is likely much greater than the count (23,400) indicated in the figure below.



Source: CHAS 2008-2012

Wyoming

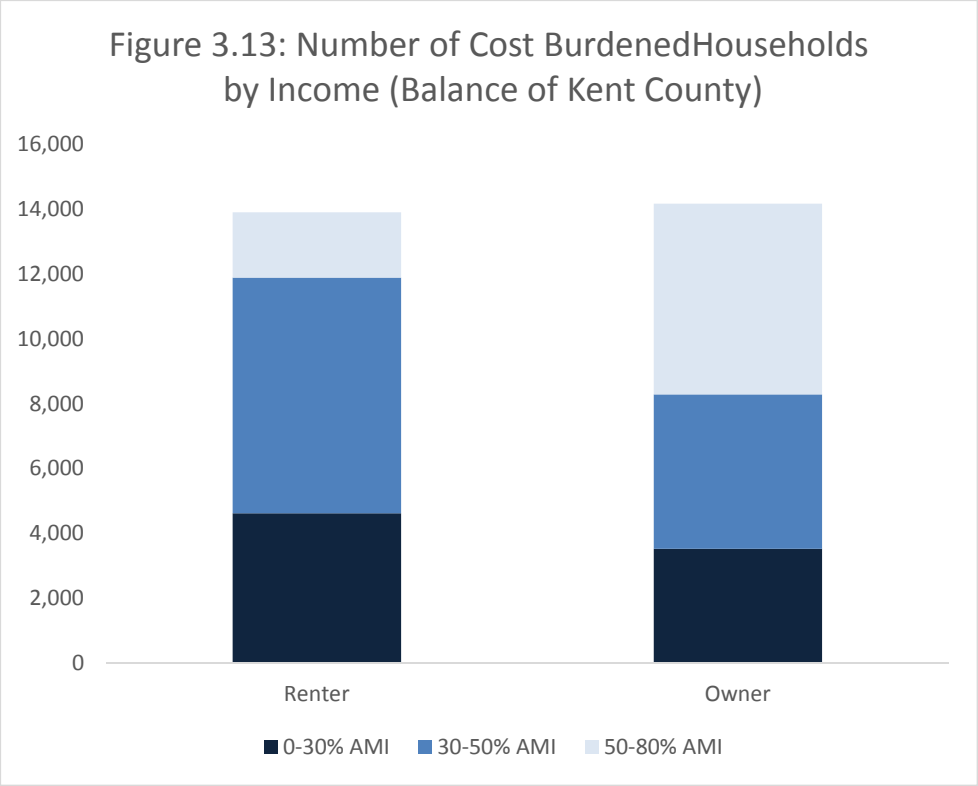
Nearly two thirds of cost burdened renter households are extremely low-income households, indicating a lack of affordable, rental housing for households earning between 0-30 percent AMI.



Source: 2008-2012 CHAS

Balance of Kent County

Unlike in Grand Rapids and Wyoming, where there is a significantly greater number of cost burdened renters than owners, owner households are more likely to be cost burdened than renter households in the balance of Kent County. This is, in part, due to the much higher homeownership rate in the balance of Kent County when compared to Grand Rapids and Wyoming. As noted earlier, the large share of cost burdened owner households indicates that households may be overextending themselves when purchasing homes outside of Grand Rapids and Wyoming.



Source: CHAS 2008-2012

Cost Burden > 50%

The following tables further analyze severe housing cost burden in Kent County by tenure, income level and household type. The analyzed household types are:

- Small Family (2-4 people)
- Large Family (> 5 people)
- Elderly (at least one person over the age of 62)
- Other (single person and unrelated households)

Kent County

In Kent County, the largest share of severely cost burdened households are extremely-low income renters (predominately small family and other households). There is a large share of small family and elderly owner households that are severely cost burdened, indicating the potential need for owner-occupied rehab programs for elderly and home ownership assistance for other households in the County. Throughout the County, the majority of severely cost burdened households are extremely low- and very low-income households. Households earning more than 50 percent AMI have a much lower rate of severe cost burden.

Table 3.7: Income Level (Kent County)

	Renter Households				Owner Households			
Income Level	**0-30% AMI**	**>30-50% AMI**	**>50-80% AMI**	**Total**	**0-30% AMI**	**>30-50% AMI**	**>50-80% AMI**	**Total**
Small Family	4,535	1,605	60	6,200	2,005	1,610	1,225	5,310
Large Family	1,310	365	25	1,700	310	595	295	1,375
Elderly	960	865	375	2,200	1,595	1,470	760	5,155
Other	5,270	1,570	105	6,945	1,255	815	960	2,335

Source: CHAS 2008-2012

Grand Rapids

In Grand Rapids, the largest share of cost burdened renters are Other Households. This likely includes younger, unrelated households who either choose to live in more expensive housing for proximity to the downtown area or are unable to find affordable housing with rising rental housing costs in the City.

Table 3.8: Income Level (Grand Rapids)

	Renter Households				Owner Households			
Income Level	**0-30% AMI**	**>30-50% AMI**	**>50-80% AMI**	**Total**	**0-30% AMI**	**>30-50% AMI**	**>50-80% AMI**	**Total**
Small Family	2,495	815	10	3,320	545	545	185	1,275
Large Family	785	290	0	1,075	135	225	15	375
Elderly	455	480	140	1,075	465	320	185	970
Other	3,075	880	65	4,020	435	400	470	1,305

Source: CHAS 2008-2012

Wyoming

The largest absolute share of severely cost burdened households in Wyoming is small family owner and renter households. As discussed earlier, small family households is the largest household type in the City. A small number of moderate-income renter households are severely cost burdened, suggesting that there is adequate, affordable rental options for moderate-income renter households.

Table 3.9: Income Level (Wyoming)

	Renter Households				Owner Households			
Income Level	**0-30% AMI**	**>30-50% AMI**	**>50-80% AMI**	**Total**	**0-30% AMI**	**>30-50% AMI**	**>50-80% AMI**	**Total**
Small Family	520	135	10	665	275	300	145	720
Large Family	270	45	0	315	60	65	40	165
Elderly	180	79	20	279	240	180	45	465
Other	505	240	4	749	185	145	85	415

Source: CHAS 2008-2012

Balance of Kent County

The majority of severely cost burdened renter households in the balance of Kent County are extremely-low income households. However, the share of low- and moderate-income households that are severely cost burdened is similar, indicating that there is a limited supply of affordable housing for any household earning less than 80 percent AMI in the balance of the county.

Table 3.10: Income Level (Balance of Kent County)

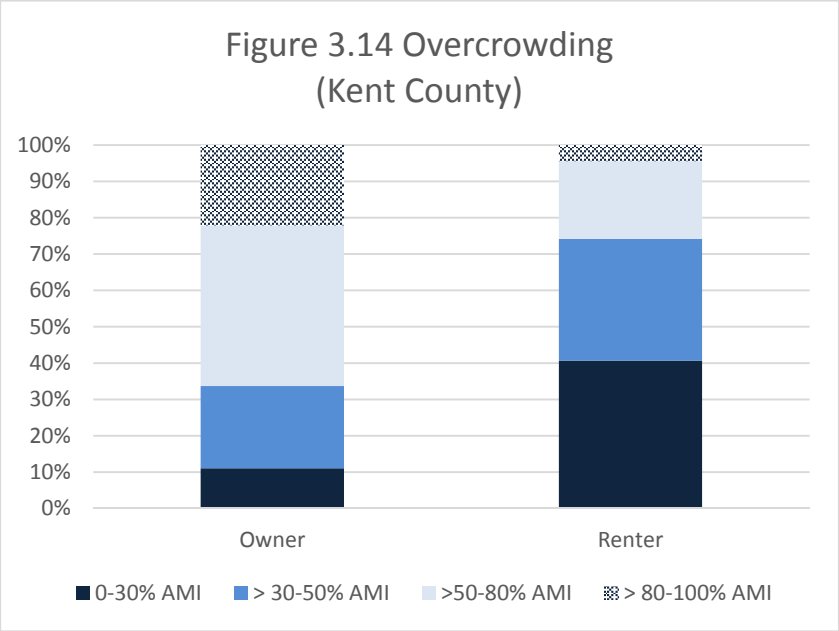
	Renter Households				Owner Households			
Income Level	**0-30% AMI**	**>30-50% AMI**	**>50-80% AMI**	**Total**	**0-30% AMI**	**>30-50% AMI**	**>50-80% AMI**	**Total**
Small Family	1,520	655	40	2,215	1185	765	895	2,845
Large Family	255	30	25	310	115	305	240	660
Elderly	325	306	215	846	890	970	530	2,390
Other	1,690	450	36	2,176	635	270	405	1,310

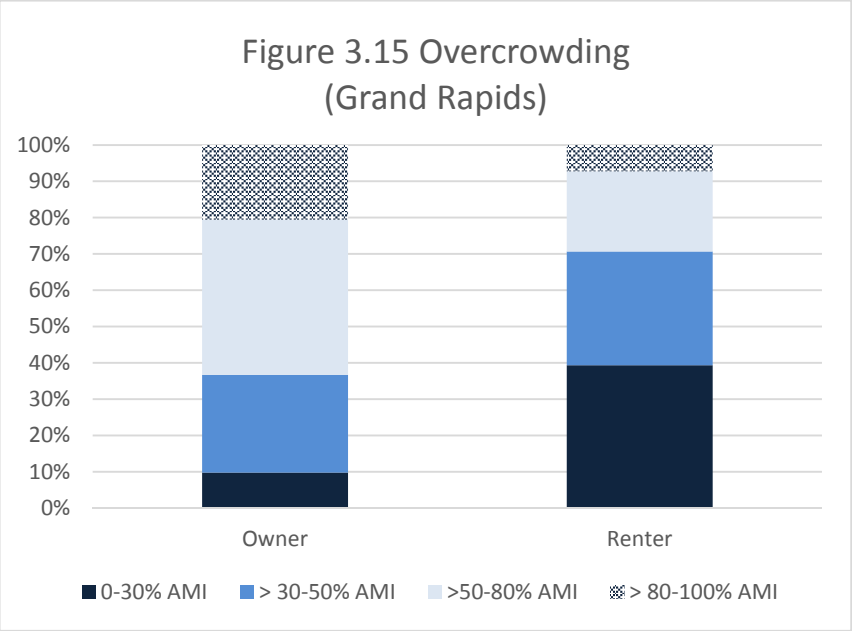
Source: CHAS 2008-2012

Overcrowding (More than one person per room)

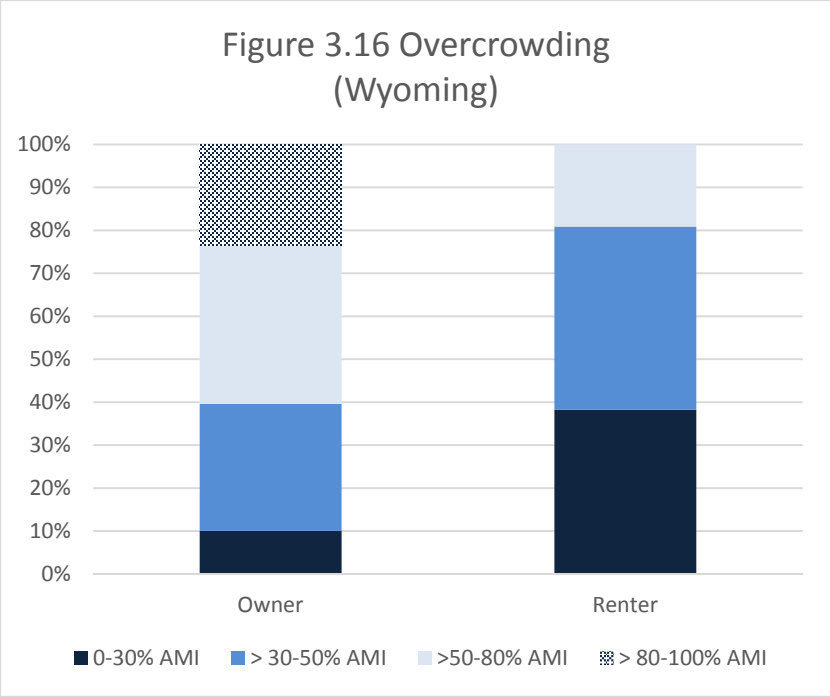
Compared to cost burdened households, the share of overcrowded and severely overcrowded renter and owner households is low in Kent County. This low rate of overcrowding suggests that the majority of housing units are adequately sized for the population.

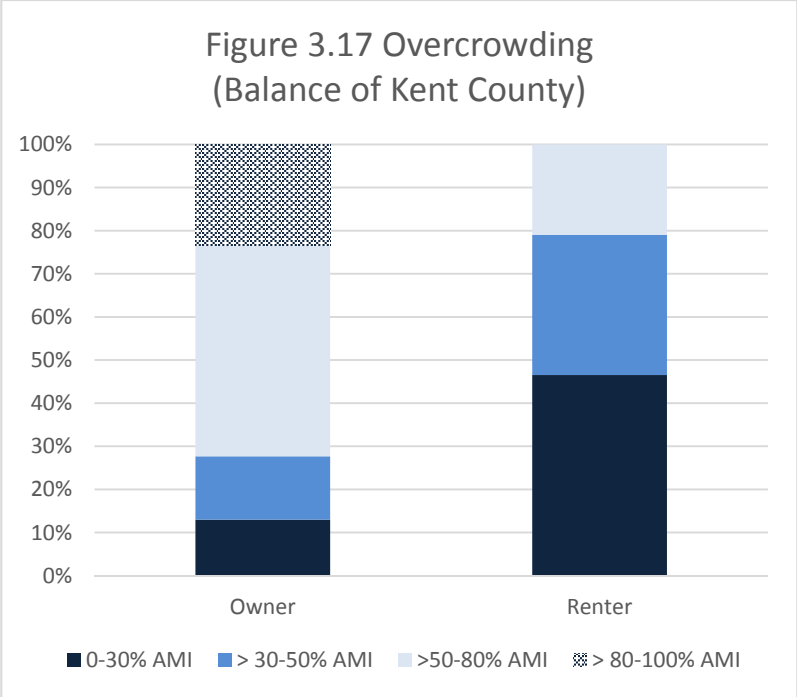
More than 50% of the County's overcrowded rental units are located in Grand Rapids, the majority of which (70 percent) are occupied by extremely low- and low-income households. This indicates the lowest income households may not be able to afford adequately sized housing units.





Source: 2008-2012 CHAS





Source: 2008-2012 CHAS

Describe the number and type of single person households in need of housing assistance.

There are an estimated 59,530 single person households (householder living alone) in Kent County (23,328 in Grand Rapids and 7,281 in Wyoming) and 74,472 non-family households in Kent County. Single person households account for 26 percent of all Kent County households and 80 percent) of Kent County non-family households.

Applying this share (80 percent in Kent County) to the "Other" category, the category for non-family households, in the cost burdened tables, the number of single person households most in need of housing assistance are extremely low-, low-, and moderate-income renter households.

More than 13,300 single-person households (16,715 total renter and owner households cost burdened- "Other" category) in the County are cost-burdened and may require some level of housing assistance. This problem is most prevalent for extremely-low income households.

Estimate the number and type of families in need of housing assistance who are disabled or victims of domestic violence, dating violence, sexual assault and stalking.

Disability

Kent County

- The ACS estimates 63,068 individuals are living with a disability, accounting for 10.5 percent of the total population:
  - Population under 5 years old with a disability – 227 individuals (0.5 percent of the population within this age range)
  - Population 5 to 17 years old with a disability – 6,511 individuals (6 percent of the population within in this age range)
  - Population 18 to 64 years old with a disability –33,546 individuals (9 percent of the population within this age range)
  - Population 65 years old and over with a disability – 22,784 (35 percent of the population within this age range)

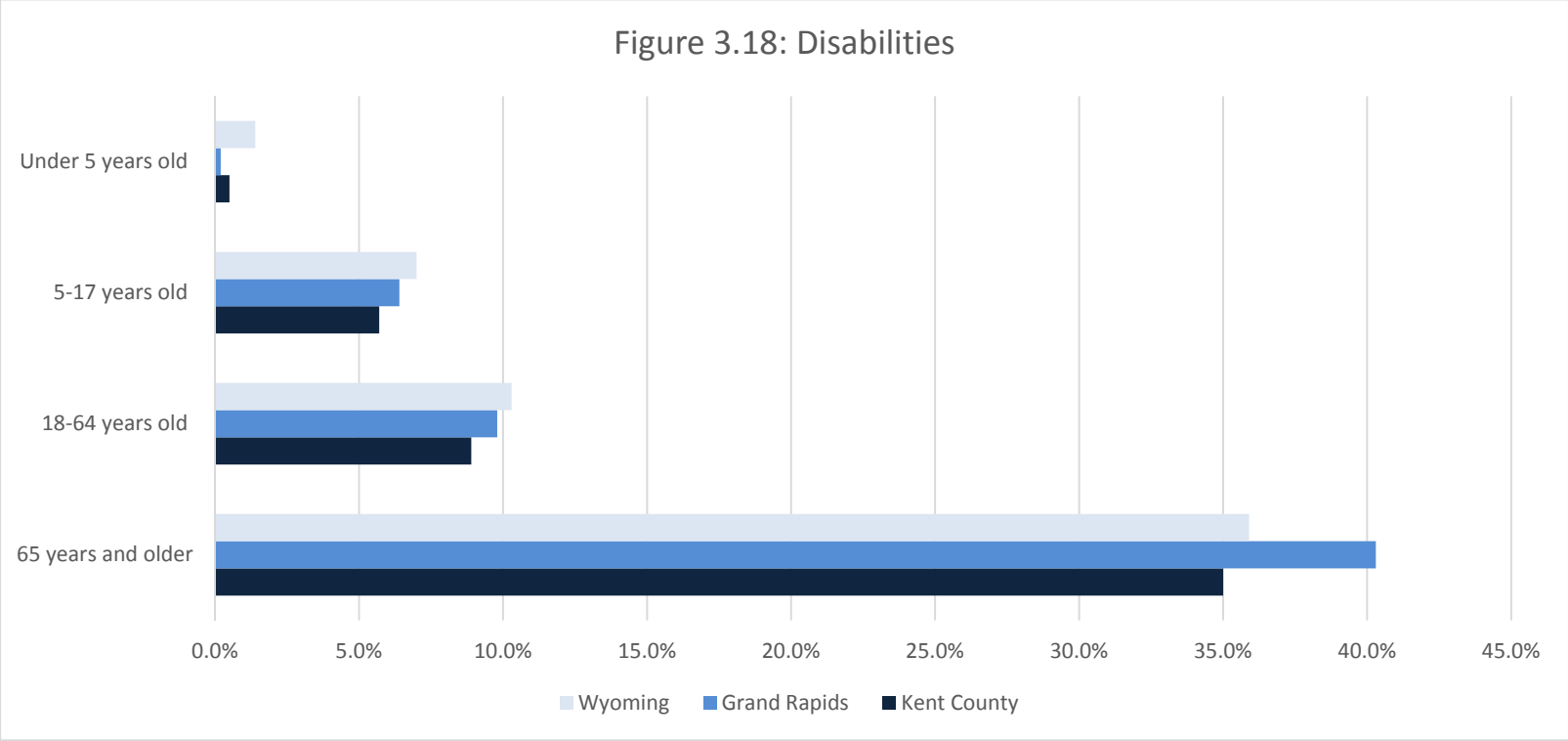
Grand Rapids

- The ACS estimates 21,627 individuals are living with a disability, accounting for 11.6 percent of the total population:
  - Population under 5 years old with a disability – 31 individuals (0.2 percent of the population within this age range)
  - Population 5 to 17 years old with a disability – 2,073 individuals (6 percent of the population within in this age range)
  - Population 18 to 64 years old with a disability – 11,731 individuals (10 percent of the population within this age range)
  - Population 65 years old and over with a disability – 7,792 (40 percent of the population within this age range)

Wyoming

- The ACS estimates 8,153 individuals are living with a disability, accounting for 11.3 percent of the total population:

- Population under 5 years old with a disability – 85 individuals (1 percent of the population within this age range)
- Population 5 to 17 years old with a disability – 923 individuals (7 percent of the population within in this age range)
- Population 18 to 64 years old with a disability – 4,816 individuals (10 percent of the population within this age range)
- Population 65 years old and over with a disability – 2,329 individuals(36 percent of the population within this age range)



Source: ACS 2008-2012

Domestic Violence

While there is limited data regarding sex crimes incidents and victims of domestic violence, according to the Michigan Incident Crime Report (MICR), in Kent County during 2014 (the most recent report which includes data checks into March of 2015) there were 859

incidents of sex crimes that were reported to law enforcement (these include penetration and non-penetration offenses). Considering that in 2012 the Bureau of Justice Statistics estimated that 65% of sex crimes go unreported to police, the actual number of sexual assaults is likely much higher – potentially over 2,400 annually. In addition, the 2014 MIRC reported 2,269 victims of domestic violence in Kent County. In this instance, domestic violence could be characterized as intimate partner violence such as assault by spouse, boy or girl friend, former partner, etc. According to the U.S. Department of Justice, approximately 60% of intimate partner violence assaults are reported, which means that the actual number is likely closer to 3,700 annually.

What are the most common housing problems? Are any populations/household types more affected than others by these problems?

- Owner households in Kent County and Wyoming are most affected by housing problems, while renters in Grand Rapids and Kent County (excluding Grand Rapids and Wyoming) are more affected by housing problems than owners.
- Extremely low and low-income renters and very low and low-income owner households are the most affected by housing problems.
- A significant number of moderate income owners are severely cost burdened, especially in the balance of Kent County, suggesting that some owners have are over-extended in housing costs.
- Cost burden is by far the most common housing problem in all jurisdictions for both owners and renters.

Describe the characteristics and needs of Low-income individuals and families with children (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered 91.205(c)/91.305(c)). Also discuss the needs of formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance

- According to the ACS, 16 percent of individuals and 11 percent of families live below the poverty level in Kent County; 27 percent of individuals and 20 percent of families live below the poverty level in Grand Rapids; and 17 percent of individuals and 13 percent of families in Wyoming. The percent of families with children less than 18 years of age living in poverty is 19 percent of Kent County, 33 percent in Grand Rapids and 20 percent in Wyoming.

- According to the National Low Income Housing Coalition "Out of Reach 2015" report, the annual income needed to afford a 2 bedroom apartment in the Kent County is $29,480 and the Fair Market Rent for a 2 Bedroom apartment is $737.
- Few families experiencing a housing crisis have sufficient income to afford Fair Market Rent. Specific housing characteristics that have been linked to homelessness are high housing costs, poor quality housing, unstable neighborhoods and overcrowding. As indicated in the tables and discussed above, extremely-low and low-income households are more likely to experience these housing characteristics

If a jurisdiction provides estimates of the at-risk population(s), it should also include a description of the operational definition of the at-risk group and the methodology used to generate the estimates:

- The households most susceptible to becoming homeless are households with income less than 30 percent of the AMI and are severely cost-burdened (paying more than 50 percent of their income for rent).
- Other populations disproportionately at risk of becoming homeless are victims of domestic violence, substance abuse, those with severe mental health problems and people exiting incarceration.

Specify particular housing characteristics that have been linked with instability and an increased risk of homelessness

- In addition to the at-risk characteristic indicated above, the characteristics most commonly linked with housing instability and an increased risk of homelessness include high cost burden, lack of jobs, high unemployment rate, personal circumstances and the tight rental market.
- Severe cost burden (where more than 50 percent of income goes towards housing costs) is the greatest predictor of homelessness risk, especially for persons having incomes at or below 50 percent AMI.

DISPROPORTIONATELY GREATER NEED: HOUSING PROBLEMS – 91.205 (B)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

According to HUD, disproportionate need refers to any need for a certain race/ethnicity that is more than ten percentage points above the need demonstrated for the total households within the jurisdiction at a particular income level. The tables below indicate the share of households by race/ethnicity and income level experiencing one or more of the four housing problems. The four housing problems are: 1) Housing unit lacks complete kitchen facilities; 2) Housing unit lacks complete plumbing facilities; 3) More than one person per room (overcrowded); and 4) Household is cost burdened (between 30 and 50 percent of income is devoted to housing costs).

Disproportionate need for each race/ethnicity is determined by calculating the share of the total number of households with one or more housing problems from each race/ethnicity and comparing that figure to the share of all Kent County households at that income level that experience the problem. (Share of Race/Ethnicity = "# of households for that race/ethnicity with one or more housing problem / total # of households for that race/ethnicity.)

According to the 2010 Decennial Census, only 0.5 percent of the total population in Kent County is American Indian and Alaska Natives and less than 1/10th of one percent is Pacific Islanders. Given the low share of these populations, the estimates from the American Community Survey and Comprehensive Housing Affordability Strategy datasets for specific income levels present skewed data with relatively large margins of error. As such, these populations are not included as independent categories in the analysis and are included in the "Other" category. The "Other" category also includes households with two or more races and households that identify with another race.

0%-30% of AMI

Table 3.11: 0%-30% of AMI

0-30% AMI	Housing Problems*	No Housing Problems	Zero Income	Share
All	20,825	2,745	1,800	82%
White, Non-Hispanic	11,690	1,715	1,105	81%
African-American, Non-Hispanic	5,455	585	480	84%
Asian, Non-Hispanic	225	60	30	71%
Hispanic	2,760	295	130	87%
Other	695	90	45	84%

Source: 2008-2012 CHAS Data

More than four out of five Kent County households (82 percent) in the 0-30 percent AMI bracket experience at least one housing problem.

Nearly 21,000 households with incomes between 0 and 30 percent of AMI experienced a housing problem. The shares for each race/ethnicity are not greater than ten percentage points of the total share and therefore do not represent a disproportionate greater need at this income level.

30%-50% of AMI

Table 3.12: 30%-50% of AMI

30-50% AMI	Housing Problems*	No Housing Problems	Zero Income	Share
All	20,330	6,740	0	75%
White, Non-Hispanic	13,835	5,355	0	72%
African-American, Non-Hispanic	3,175	640	0	83%
Asian, Non-Hispanic	385	125	0	75%
Hispanic	2,330	520	0	82%
Other	610	105	0	85%

Source: 2008-2012 CHAS Data

The share of households in Kent County at 30-50 percent AMI are experiencing at least one housing problem is 75 percent.

The shares for Other households is 10 percentage points higher than the incidence for households of any race and therefore represents a potential disproportionate greater need at this income for Other households. The shares for the other races/ethnicities are not greater than ten percentage points and do not represent a disproportionate greater need at this income level.

50%-80% of AMI

Table 3.13: 50%-80% of AMI

50-80% AMI	Housing Problems*	No Housing Problems	Zero Income	Share
All	16,830	21,480	0	44%
White, Non-Hispanic	12,590	17,535	0	42%
African-American, Non-Hispanic	2,195	1700	0	56%
Asian, Non-Hispanic	225	420	0	35%
Hispanic	1,590	1,615	0	50%
Other	225	210	0	52%

Source: 2008-2012 CHAS Data

The share of households in Kent County at 50-80 percent AMI experience at least one housing problem is 44 percent.

The share for African-American households is 12 percentage points higher than the incidence for all households and therefore represents a potential disproportionate greater need at this income for African-American households. The shares for the other races/ethnicities are not greater than ten percentage points and do not represent a disproportionate greater need at this income level.

80%-100% of AMI

Table 3.14: 80% - 100% of AMI

80-100% AMI	Housing Problems*	No Housing Problems	Zero Income	Share
All	6,215	18,070	0	26%
White, Non-Hispanic	5,370	14,895	0	26%
African-American, Non-Hispanic	310	1,115	0	22%
Asian, Non-Hispanic	70	455	0	13%
Hispanic	390	1345	0	22%
Other	70	255	0	22%

Source: 2008-2012 CHAS Data

The share of total households at 80-100 percent AMI experiencing at least one housing problem is 26 percent.

The share for each race/ethnicity is not greater than ten percentage points and therefore do not represent a disproportionate greater need at this income level.

Summary

The following groups have disproportionately greater needs:

1. The share for Other Households in the 30-50 percent AMI range is 10 percentage points higher than the incidence for households of any race and therefore represents a potential disproportionate need at this income level. The absolute of Other Households experiencing housing problems compared to the total number of households at this income level is approximately 3 percent (60 households).
2. The share for African American households in the 50-80 percent AMI range is 12 percentage points higher than the incidence for all households and indicates a potential disproportionate need at this income level. More than 2,000 households (or approximately 13 percent) of the households experiencing housing problems at the 50-80 percent range are African-American households.

The jurisdictions recognize these disproportionate needs and will collaborate with housing and service providers to monitor the needs of low- and moderate-income households.

DISPROPORTIONATELY GREATER NEED: SEVERE HOUSING PROBLEMS – 91.205 (B)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

According to HUD, disproportionate need refers to any need for a certain race/ethnicity that is more than ten percentage points above the need demonstrated for the total households within the jurisdiction at a particular income level. The tables below indicate the share of households by race/ethnicity and income level experiencing one or more of the four severe housing problems. The four housing problems are: 1) Housing unit lacks complete kitchen facilities; 2) Housing unit lacks complete plumbing facilities; 3) More than 1.5 person per room (overcrowded); and 4) Household is severely cost burdened (greater than 50 percent of income is devoted to housing costs).

Disproportionate need for each race/ethnicity is determined by calculating the share of the total number of households with one or more severe housing problems from each race/ethnicity and comparing that figure to the share of all Kent County households at that income level that experience the problem. (Share of Race/Ethnicity = "# of households for that race/ethnicity with one or more severe housing problem / total # of households for that race/ethnicity.)

According to the 2010 Decennial Census, only 0.5 percent of the total population in Kent County is American Indian and Alaska Natives and less than 1/10th of one percent is Pacific Islanders. Given the low share of these populations, the estimates from the American Community Survey and Comprehensive Housing Affordability Strategy datasets for specific income levels present skewed data with relatively large margins of error. As such, these populations are not included as independent categories in the analysis and are included in the "Other" category. The "Other" category also includes households with two or more races and households that identify with another race.

0%-30% of AMI

Table 3.15: 0%-30% of AMI

0-30% AMI	Housing Problems*	No Housing Problems	Zero Income	Share
All	17,770	5,805	1,800	70%
White, Non-Hispanic	9,975	3,425	1,105	69%
African-American, Non-Hispanic	4,660	1,385	480	71%
Asian, Non-Hispanic	195	90	30	62%
Hispanic	2,310	745	130	73%
Other	625	160	45	75%

Source: 2008-2012 CHAS Data

The share of total households in Kent County at 0-30 percent AMI experiencing at least one severe housing problem is 70 percent. More than 17,000 households in the region experience at least one severe housing problem at this income level.

The data indicate that all shares for the races/ethnicities in Kent County are not greater than ten percentage points and therefore the shares do not show a disproportionate greater need at this income level.

30%-50% of AMI

Table 3.16: 30%-50% of AMI

30-50% AMI	Housing Problems*	No Housing Problems	Zero Income	Share
All	9,995	17,075	0	37%
White, Non-Hispanic	6,505	12,680	0	34%
African-American, Non-Hispanic	1,710	2,095	0	45%
Asian, Non-Hispanic	190	315	0	38%
Hispanic	1,275	1,575	0	45%
Other	315	400	0	44%

Source: 2008-2012 CHAS Data

The share of total Kent County households at 30-50 percent AMI experiencing at least one severe housing problem is 37 percent. Nearly 10,000 households have at least one severe housing problem at this income level.

None of the races/ethnicities represent a disproportionate greater need when compared to Kent County as a whole for the 30-50 percent AMI level.

50%-80% of AMI

Table 3.17: 50-80% of AMI

50-80% AMI	Housing Problems*	No Housing Problems	Zero Income	Share
All	5,330	32,980	0	14%
White, Non-Hispanic	4,135	25,985	0	14%
African-American, Non-Hispanic	605	3,290	0	16%
Asian, Non-Hispanic	80	560	0	13%
Hispanic	440	2,765	0	14%
Other	55	380	0	13%

Source: 2008-2012 CHAS Data

The share of total households in Kent County at 50-80 percent AMI experiencing at least one severe housing problem is 14 percent. Just over 5,000 households at this income level experience at least one severe housing problem.

The data indicate that all shares for the races/ethnicities in Kent County are not greater than ten percentage points and therefore the shares do not show any disproportionate housing needs.

80%-100% of AMI

Table 3.18: 80%-100% of AMI

80-100% AMI	Housing Problems*	No Housing Problems	Zero Income	Share
All	1,135	23,145	0	5%
White, Non-Hispanic	885	19,380	0	4%
African-American, Non-Hispanic	60	1370	0	4%
Asian, Non-Hispanic	40	485	0	8%
Hispanic	155	1,585	0	9%
Other	0	330	0	0%

Source: 2008-2012 CHAS Data

The share of total households in Kent County at 80-100 percent AMI experiencing at least one severe housing problem is 5 percent (1,135 households).

None of the races/ethnicities represent a disproportionate greater need when compared to the region as a whole for the 80-100 percent AMI level.

Summary

No races/ethnicities have a disproportionate housing need for severe housing problem at any of the examined income levels.

DISPROPORTIONATELY GREATER NEED: HOUSING COST BURDENS – 91.205 (B)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction:

According to HUD, disproportionate need refers to any need for a certain race/ethnicity that is more than ten percentage points above the need demonstrated for the total households within the jurisdiction at a particular income level. The table below indicates the share of households by race/ethnicity experiencing cost burden (paying between 30-50 percent of household income for housing costs) and severe cost burden (paying more than 50 percent of household income for housing costs).

Disproportionate need for each race/ethnicity is determined by calculating the share of the total number of cost burdened and severely cost burdened households from each race/ethnicity and comparing that figure to the share of all Kent County households. (Share of Race/Ethnicity = "# of households for that race/ethnicity with cost burden / total # of households for that race/ethnicity.)

According to the 2010 Decennial Census, only 0.5 percent of the total population in Kent County is American Indian and Alaska Natives and less than 1/10th of one percent is Pacific Islanders. Given the low share of these populations, the estimates from the American Community Survey and Comprehensive Housing Affordability Strategy datasets for specific income levels present skewed data with relatively large margins of error. As such, these populations are not included as independent categories in the analysis and are included in the "Other" category. The "Other" category also includes households with two or more races and households that identify with another race.

Table 3.19: Housing Cost Burden Disproportionately Greater Need (Kent County)

Share of Income to Housing Costs	< than 30%	30-50%	> than 50%	No Income
All	155,635	39,330	31,410	1,830
White, Non-Hispanic	134,515	29,515	20,590	1,130
African-American, Non-Hispanic	8,800	4,855	6,430	480
Asian, Non-Hispanic	2,660	640	385	30
Hispanic	7,860	3,600	3,035	145
Other	1,800	720	970	45

Source: 2008-2012 CHAS Data

For Kent County, 31 percent of households are considered to have a cost burden because they pay more than 30 percent of income for housing. Further, 17 percent of total households are cost burdened (30-50 percent income spent on housing costs), and 14 percent of total households are severely cost burdened (more than 50 percent of income spent on housing costs).

The share for each race/ethnicity follows:

Table 3.20: Cost Burdened by Race/Ethnicity

Any Cost Burden (> 30%)	Cost Burdened (30-50%)	Severely Cost Burdened (>50%)
• All: 31% • White, Non-Hispanic: 27% • **Black/African American: 55%** • Asian: 28% • **Hispanic: 45%** • **Other: 48%**	• All: 17% • White, Non-Hispanic: 16% • Black/African American: 24% • Asian: 17% • Hispanic: 25% • Other: 20%	• All: 14% • White, Non-Hispanic: 11% • **Black/African American: 31%** • Asian: 10% • Hispanic: 21% • **Other: 27%**

Source: 2008-2012 CHAS Data

When viewing any level of cost burden (households paying more than 30 percent of income to housing costs), African-American, Hispanic and Other households exhibit a potential disproportionately greater need. Hispanic households do not appear to have a disproportionate need when assessing cost burden or severe cost burden, but do when considering any level of cost burden.

No race/ethnicity exhibits a disproportionately greater need in regards to cost burden (paying between 30-50 percent of income for housing). However, both the African-American and Other households exhibit a potential disproportionate need for severe housing cost burden (paying more than 50 percent pf income for housing):

- 31 percent of African-American households experience severe cost burden (14 percentage points greater than all households), and
- 27 percent of Other households experience severe cost burden (10 percentage points greater than all households).

DISPROPORTIONATELY GREATER NEED: DISCUSSION – 91.205(B)(2)

Are there any Income categories in which a racial or ethnic group has disproportionately greater need than the needs of that income category as a whole?

The housing problem data revealed that housing problems were experienced by race and ethnic categories within specific income ranges at relatively similarly levels in Kent County. A racial or ethnic group can have a disproportionately greater need and still have significantly fewer households experiencing a housing problem than households in other racial or ethnic groups. The racial and ethnic groups that have disproportionately greater needs than the needs of Kent County's population as a whole in specific income categories include:

Housing Problems

30-50% AMI

- Other

50-80% AMI

- African-American

Severe Housing Problems

None

Any Cost Burden

- African American
- Hispanic
- Other

If they have needs not identified above, what are those needs?

Per the Comprehensive Housing Affordability Strategy (CHAS) data estimates used for the development of this Consolidated Plan, the needs for races/ethnicities are indicated above. Income categories have other, more general needs, as described in the Housing Needs Assessment and the Housing Market Analysis.

Are any of those racial or ethnic groups located in specific areas or neighborhoods in your community?

NA-10 provides an overview of demographic conditions and housing problems in Grand Rapids, Wyoming and the balance of Kent County.

PUBLIC HOUSING – 91.205(B)

Introduction

The Kent County Housing Commission, Grand Rapids Housing Commission, Rockford Housing Commission and Wyoming Housing Commission all service Kent County.

Together, the four Housing Commissions serve over 5,300 households through traditional public housing developments, a Moderate Rehabilitation program, and project- and tenant-based housing vouchers. The vast majority (87 percent) of clients are served through vouchers, although the commissions collectively operate over 600 units of housing.

The average income of households residing in traditional public housing units is $11,161. The average voucher income is $12,163. Between vouchers and public housing units, the Housing Commissions serve almost 800 elderly residents and over 1,900 disabled families. The following tables represent a profile of the Public Housing residents and voucher holders in Kent County.

Recipients of vouchers from a certain Housing Commission are allowed to move to a rental unit of their choice, including those located outside of the jurisdiction of the issuing Commission as long as there is Commission operating a voucher program in the jurisdiction where the voucher is located. Consequently, recipients of vouchers in Kent County have more flexibility in finding rental units that meet their needs.

Table 3.21: Totals in Use

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units/ vouchers in use	0	97	614	4,624	405	3,891	34	164	92

*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition
Source: PIC (PIH Information Center) for the four housing commissions

Table 3.22: Characteristics of Residents

	Program Type							
	Certificate	Mod-Rehab	Public Housing	Vouchers				
				Total	Project –based	Tenant -based	Special Purpose Voucher	
							Veterans Affairs Supportive Housing	Family Unification Program
# Homeless at admission	0	8	0	75	2	57	4	12
# of Elderly Program Participants (>62)	0	9	113	667	210	430	2	2
# of Disabled Families	0	73	286	1,619	193	1,298	9	34
# of Families requesting accessibility features	0	97	614	4,624	405	3,891	34	164
# of HIV/AIDS program participants	0	0	0	0	0	0	0	0
# of DV victims	0	0	0	0	0	0	0	0

Source: PIC (PIH Information Center) for the four housing commissions

Table 3.23: Race of Residents

Program Type									
Race	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project -based	Tenant –based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
White	0	68	284	1,682	249	1,291	15	84	**33**
Black/African American	0	28	326	2,888	150	2,556	19	77	**58**
Asian	0	0	2	15	2	11	0	1	**1**
American Indian/Alaska Native	0	1	1	38	4	32	0	2	**0**
Pacific Islander	0	0	1	1	0	1	0	0	**0**
Other	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition
Source: PIC (PIH Information Center) for the four housing commissions

Table 3.24: Ethnicity of Residents

Program Type									
Ethnicity	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
Hispanic	0	5	72	337	19	282	2	25	**6**
Not Hispanic	**0**	**92**	**542**	**4,287**	**386**	**3,609**	**32**	**139**	**86**

*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition
Source: PIC (PIH Information Center) for the four housing commissions

Section 504 Needs Assessment: Describe the needs of public housing tenants and applicants on the waiting list for accessible units:

The Housing Commissions play a significant role in providing units accessible to persons with disabilities. They currently serve 1,978 households in which at least one person has a disability. More so, over 5,300 households have requested some form of accessibility features. For new construction and substantial rehab projects, the Housing Commissions meet the Section 504 standards. Applicants who require accessible units are given a priority for placement in those units. Reported Section 504 needs include:

- Kent County reports a general lack of affordable units as a result of increasing numbers of households seeking assistance.
- Wyoming reports that its need for accessible units varies; the Wyoming Housing Commission reports that 5-20 percent of tenants and applicants may need accessible accommodations
- Rockford housing Commission reports that its public housing building is partially barrier-free, with units that include features such as walk-in showers and extra-wide doorways. However, the majority of requests are for grab bars in bathrooms and assistance animals.
- As a result of the Section 504 Needs Assessment, the Grand Rapids Housing Commission has modified existing structures (both common areas and dwelling units) to accommodate persons with disabilities and dedicates as much as 10 percent of its new construction to barrier-free units. Policies, applications, forms and services have also been modified to make reasonable accommodations.

Most immediate needs of residents of Public Housing and Housing Choice voucher holders

The dominant issue faced by public housing residents and holders of Housing Choice Vouchers (HCVs) is the increasing difficulty of voucher holders to find a suitable unit with good access to employment and services. Although median rents throughout the county have risen by about 20 percent since 2012, HUD fair market rents (FMRs) have remained between $730 and $750/month for a 2-bedroom unit since 2010, and are currently at $737. These rents effectively determine the upper limits that can be charged by property owners for units rented to the holder of an HCV. As noted elsewhere, rents available in the countywide market have increased very rapidly, and the gap between HUD FMRs and market rents is growing. This has created problems for low-income households seeking units that will accept a HUD-subsidized voucher for rent assistance because property owners are able to get

higher rents in the open market and do not have an incentive to rent to those with rent assistance. While the HUD-proposed FMR for 2016 increases to $767 for a 2-bedroom unit, this 4 percent increase may not be enough to motivate property owners and managers to expand acceptance of rental assistance vouchers and ease the scarcity of participating units. Kent County Housing Commission expects to exercise its option to fund vouchers at 110 percent of the FMR to increase availability, but this will limit the number of households that can be served. Other needs cited by focus group participants include:

- Grand Rapids Housing Commission: Utility assistance, educational programs to assist families seeking information about rental housing and tenant advocacy, and economic self-sufficiency programs (three area housing commissions provide economic self-sufficiency programs)
- Kent County Housing Commission: Access to available, affordable and adequate units that meet HUD Housing Quality Standards
- Rockford Housing Commission reports a need for family units (such as units with 3 or more bedrooms).
- Wyoming Housing Commission cites a need for better access to transportation, employment resources, and technology accessibility.
- Participants in the PHA focus group generally noted that the limited supply of units available at the fair market rent restricts housing choices for families to particular locations, notably areas of poverty/minority concentration.

How do these needs compare to the housing needs of the population at large

The needs listed above are similar to the needs of the general Kent County population.

HOMELESS NEEDS ASSESSMENT – 91.205(C)

Introduction:

The Grand Rapids Area Coalition to End Homelessness (Coalition) is a community collaborative that is actively working on systems change in the area of homelessness. The goal of the Coalition is to prevent and end systematic homelessness in the greater Grand Rapids area, guided by the values and philosophy set forth in the original 10-year community development plan, the *Vision to End Homelessness*. The *Vision* focuses on preventing homelessness, rapidly re-housing people in a housing crisis, and transforming the system so more people can obtain and maintain housing.

Since the mid-1990s, the U.S. Department of Housing and Urban Development has required communities to have a Housing Continuum of Care (CoC) to conduct planning activities for homeless shelters and services and to allocate funds at the local level. This planning model encourages community collaboration and a focused, structured approach to identify existing needs and resources, and to examine service gaps and funding priorities for homeless shelter and services. The Coalition is the designated Continuum of Care planning group for Grand Rapids, Wyoming, and Kent County. The Coalition acts as the Housing Subcommittee of the Essential Needs Task Force (ENTF), a broader community effort that has been organized for nearly 35 years to ensure needs of housing, transportation, utilities, food/nutrition, and economic/workforce development are addressed across Kent County. While the Coalition is its own entity, it is not an independent 501(c) 3 nonprofit organization. The Heart of Michigan United Way is the employer of record for Coalition and ENTF staff.

The following describes the roles of key groups within the Coalition:

- Steering Committee. The Coalition Steering Committee provides guidance on overall policy issues, approves funding recommendations, sets the direction of work across the system, and ensures forward movement of strategic plan.
- Coalition Coordinator and Staff. The Coalition Coordinator and staff provide support and follow through on the work of the Steering and other subcommittees, assist with facilitating committees and action teams, support the funding review and allocation process for Emergency Solutions Grants and Supportive Housing Programs, coordinate committee work and objectives, provide training and capacity building opportunities for partners, and facilitate local planning activities.
- General Membership and Core Partners Group. The Coalition general membership includes more than 60 core partner organizations and more than 250 stakeholders in the system change process. The Core Partner Group is comprised of 60 agencies and individuals that deliver homeless services or are closely linked with the homeless and housing crisis system.

These include nonprofit, government, private, and public organizations as well as homeless or formerly homeless individuals and housing providers across the continuum of need.

- Coalition Committees. In addition to the Steering Committee, the Coalition facilitates a number of Committees, including an executive committee, nominating committee, funding review committee, HMIS data quality committee, coordinated assessment committee, and a system coordination committee. These groups provide partners an opportunity to work together directly on high priority issues, to plan for addressing service gaps, and to create strategies that improve system coordination and outcomes.
- Community. Representatives from more than 20 systems including mental health, foster care and child welfare, criminal justice, primary and secondary education, neighborhood institutions, local government, hospitals, community action agencies, philanthropic organizations, and the faith-based community collaborate through the Coalition.

The CoC is comprised of organizations directly serving households and individuals experiencing housing crisis, and other related service organizations. It has seven major responsibilities as stated in their governance charter:

1. Convene regular meetings of the full membership, with published agendas, at least semi-annually.
2. Issue a public invitation for new members within Kent County at least annually.
3. Adopt and follow a written process to select a board (identified as the Steering Council for Continuum of Care) and review that process at least once every 5 years.
4. Appoint additional committees, subcommittees, or work groups as needed.
5. In consultation with the collaborative applicant for HUD funds and the Homeless Management Information System (HMIS), lead, develop, follow and update annually:
    a. A governance charter
    b. A code of conduct and recusal process for the board, its chairperson and any person acting on behalf of the board
6. Monitor recipient and sub-recipient performance, evaluate outcomes, and take action against poor performance, establish performance targets appropriate for population and program type in consultation with recipients and sub-recipients, monitor performance and take action against poor performers.
7. Establish and operate a centralized or coordinated assessment system, in consultation with recipients of Emergency Solutions Grants program funds establish and consistently follow written standards for providing CoC assistance with those funds.

Vision to End Homelessness 10 Year Plan and the Coalition's 2015-2017 Strategic Plan

In 2004, the Coalition, in collaboration with a wide variety of community leaders, created *The Vision to End Homelessness*, the community's plan for preventing and ending homelessness in the Grand Rapids within 10 years. In April 2015, the Continuum of Care approved a 3-year Action Plan to End Homelessness for 2015-2017. This plan, which builds upon the Vision, outlines the following specific goals:

1. End Veteran Homelessness by the end of 2017
2. End Chronic Homelessness by the end of 2017
3. End Youth and Family Homelessness by 2020
4. Lay the pathway to end all homelessness in Kent County 2020

The Action Plan also lays out specific steps to achieve the Community goals as follows:

1. Ensure adequate supply of permanent housing resources for targeted populations (e.g. permanent supportive housing for chronically homeless)
2. Ensure high performance programming to support successful exits from homelessness
3. Support efforts in the community to maintain and increase affordable housing

The plan outlines seven performance measures that will be used to gauge success in reaching these identified goals:

1. Reduce the number of people who experience homelessness (Measurement: Establish HMIS baseline)
2. Reduce the number of unsheltered households (Measurement: Central Intake Data)
3. Reduce the length of time households experience homelessness (Measurement: HUD Outcomes reports compared to state benchmarks)
4. Reduce the number of times any household experiences homelessness (Measurement: HUD System Performance measures, post program exit)
5. Increase the percentage of households exiting to permanent housing (Measurement: Establish HMIS reports with baseline (Goal of 92 percent in 2015 across CoC funded programs)
6. Improve employment rate and income amount (Measurement: Establish HMIS reports with baseline (Goal of 27 percent across CoC-funded projects in 2015)

7. Increase the number of units dedicated to chronically homeless (Measurement: Establish HIC baseline (Goal of 429 dedicated beds in 2015)

Coordinated Assessment

The CoC Program interim rule at 24 CFR 578.7(a)(8) requires that CoCs establish Centralized or Coordinated Assessment System. A Centralized or Coordinated Assessment System is meant to improve system-wide entry, assessment and referral of homeless people or those at risk of becoming homeless.

In August of 2014, the Coalition adopted and began implementing the Centralized Intake Committee Coordinated Assessment (CA) and Referral System Policy and Procedures. The Salvation Army is the Centralized Intake Agency that manages the Coordinated Intake and Housing Assessment Program (HAP). The steps are outlined in the following diagram and further defined below:

Figure 3.18: Coordinated Assessment and Referral System

Source: Grand Rapids Area Coalition Centralized Intake Committee Coordinated Assessment and Referral System Policy and Procedure document.

Access: An individual or family household can access the CA system in several ways – through contact with 211, a designated

Outreach Agency or a designated Referral Agency. A quick screen determines homeless status, and if the individual or family is determined to be homeless, a referral is made to the HAP – the designated Centralized Intake Agency.

Assessment: Once the HAP verifies homeless status, a Housing Management Information System (HMIS) Assessment is completed. Those homeless due to domestic violence may be referred to the Domestic Crisis Center. Households at risk of homelessness are referred to Prevention/Diversion resources. Those who meet the definition of homelessness are given a Service Prioritization Decision Assistance Tool (SPDAT), and are referred to temporary housing. For those households that receive a pre-screen score of five or more, a full SPDAT will be conducted in about two weeks. Homeless Status is determined using the HUD definition of Homelessness as defined in the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act Regulations. The Categories 1, 2, and 4 are approved for use and in special circumstances, other funder definitions or requirements may be used as well.

If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth):

Table 3.25: Number of Persons Experiencing Homelessness

Population	Estimate the # of persons experiencing homelessness on a given night*		Estimate the # experiencing homelessness each year**	Estimate the # becoming homeless each year**	Estimate the # exiting homeless-ness each year	Estimate the # of days persons experience homelessness
	Unsheltered	Sheltered				
Persons in Households with Adult(s) and Child(ren)	0	439	4,649	4,535		
Persons in Households with Only Children	0	13				
Persons in Households with Only Adults	26	431	3,328	3122		
Chronically Homeless Individuals	7	43	699	630		

Chronically Homeless Families	0	0				
Veterans		7	458			
Unaccompanied Youth	N/A	N/A	162	160		
Persons with HIV	0	0				

*Source: 2015 Grand Rapids Area CoC Point-in Time Date 1/28/15
**Source: 2014 Grand Rapids Area Unduplicated Homeless Count HMIS Data

Estimate the number and type of families in need of housing assistance for families with children and the families of veterans.

Families:

A HMIS report identified 7,864 individuals that experienced homelessness during 2014. Of these, 4,649 people were in families, including 2,414 children and 2,235 adults. Eighty percent of these families were female headed aged 18-34, and 20 percent of these families were male headed aged 25-34. Seventy percent of the homeless children range from newborn to 10 years old.

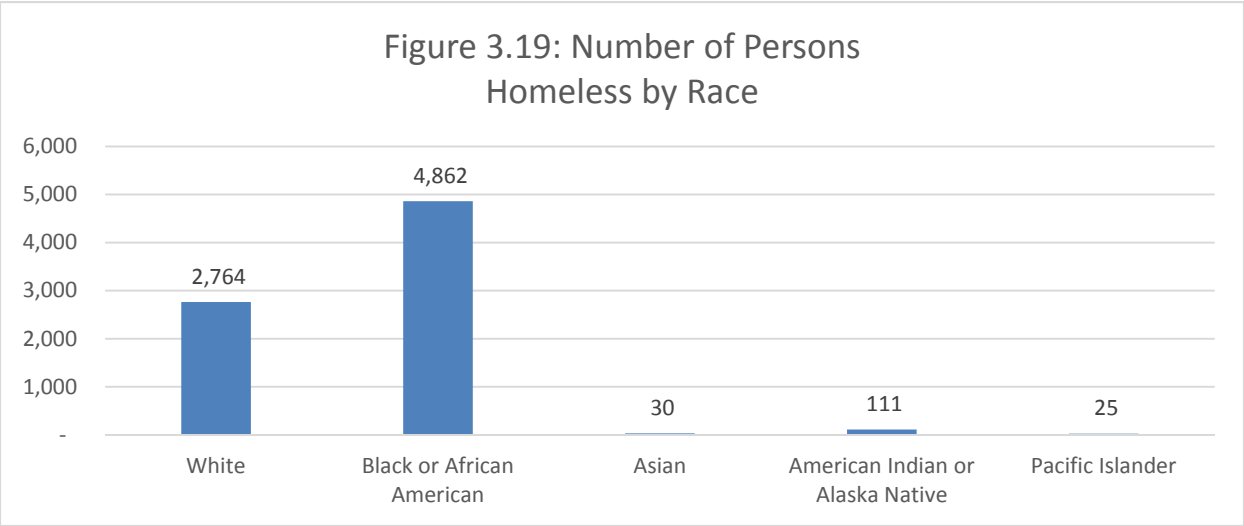
The Point-in Time Count (PIT) administered on January 28, 2015 found 439 individuals in 136 families with at least one adult and child in emergency shelters (27 families) or transitional housing (109 families). The 439 individuals included 291 children under the age of 18 years, 39 persons between the age of 18-24, and 109 persons over 24 years. The average household size was 3.2 persons.

Veterans:

The 2014 Annual Housing Activity Report (AHAR) identified 533 families in emergency shelter (five of which were veteran families) and 649 families in transitional shelter (13 of which were veteran families). HMIS recorded 458 homeless veterans, or 5.82 percent of the total homeless recorded during 2014. The 2015 PIT counted 7 veterans. All 7 veterans were sheltered.

Describe the Nature and Extent of Homelessness by Racial and Ethnic Group.

Of the 7,864 people reported as homeless through HMIS in Kent County during 2014, 4,862 or 62 percent were African American, while 2,764 or 35 percent were white. The next highest percentage were American Indian or Alaskan Native at 111 people or 1 percent.



Source: 2014 Grand Rapids Area Unduplicated Homeless Count HMIS Data

The 2015 PIT Count reported the following:

Table 3.26: 2015 PIT Count

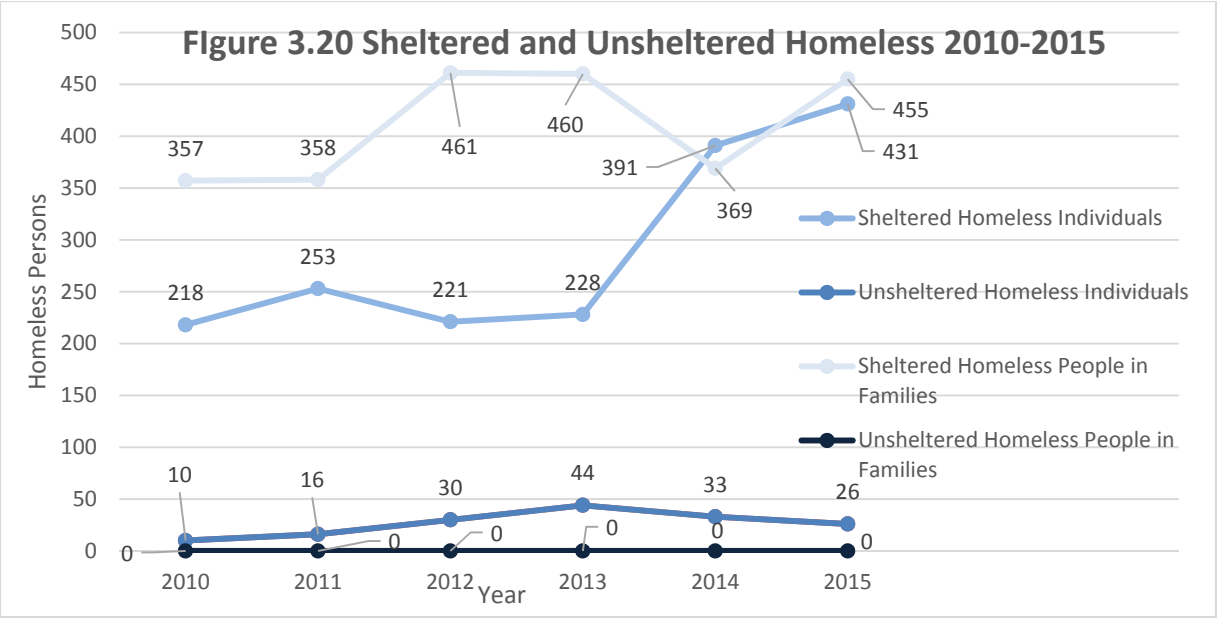
Race:	Sheltered*:	Unsheltered (optional)
White	372	16
Black or African American	442	7
Asian	2	0
American Indian or Alaska Native	10	0
Pacific Islander	2	0
Ethnicity:	**Sheltered:**	**Unsheltered (optional)**
Hispanic	112	5
Not Hispanic	774	21

Source: 2015 Grand Rapids Area CoC Point-in Time Date 1/28/15. Does not include those listed as "multiple races" - 25 emergency shelter, 33 transitional shelter and 3 unsheltered.

Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.

Of the 912 persons counted as homeless in the 2015 PIT, 886 persons (97 percent) were sheltered, with the remaining 26 persons (3 percent) unsheltered. The sheltered homeless were staying in either emergency shelters (408) or transitional housing (478).

As depicted in the figure below, the number of homeless households without children grew significantly between 2013 and 2014 and remained high in 2015. There have not been any unsheltered families reported between 2010-2015 and the number of sheltered people in families decreased between 2013 and 2015.

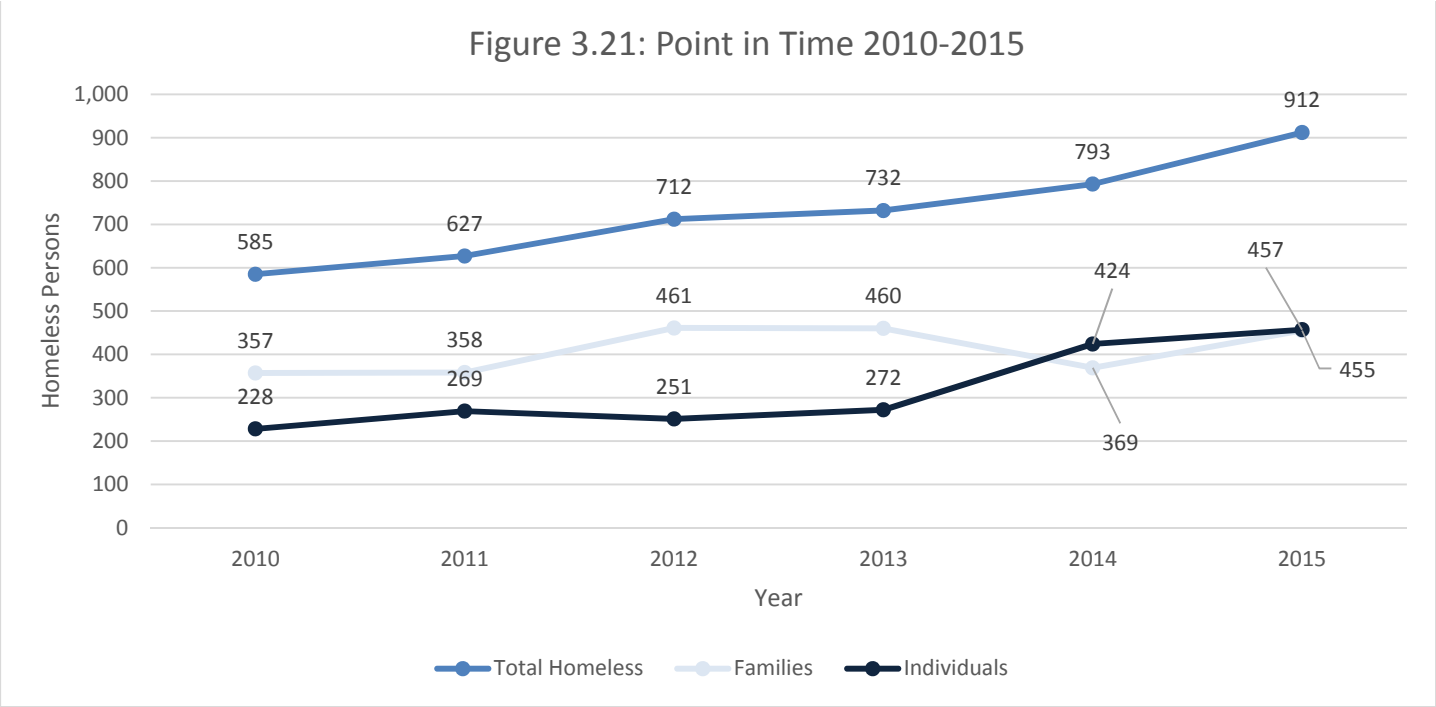


Source: 2010 - 2015 PIT data

The 2014 AHAR shows 1,815 people served in emergency shelters, and 956 in transitional housing (note that emergency shelters and transitional housing may serve the same person multiple times during the year, and thus the total includes some duplication).

Discussion:

As illustrated by Figure 3.21, the number of homeless in the Grand Rapids, Wyoming and Kent County region has risen each year. The number of individuals remained fairly steady until 2014, when it increased from 272 to 424 and then to 457 in 2015. After growing between 2010 and 2013, the number of individuals in homeless families dropped in 2014, but then increased again in 2015.



Source: PIT Data 2010-2015

The Causes and Needs

The reasons that typically contribute to and cause homelessness are varied but include the following in Kent County:

- Decline in public assistance
- Divorce
- Domestic violence
- Drug and alcohol related problems
- Illness
- Job loss
- Lack of affordable housing
- Lack of child support
- Low wages
- Mental illness
- Natural disaster/fire
- Physical disabilities
- Post-traumatic stress disorder
- Poverty
- Severe depression
- Family or personal tragedy

Regional consultation identified the following service needs for Kent County:

- Transportation options during peak and non-peak daytime and evening hours. This need creates difficulty for people to get to work regularly (especially if working 3rd shift) and on time.
- Lack of permanent supportive housing units. The lack of units makes it difficult to move people once they have been in emergency shelters or transitional housing for maximum allowable length of stay
- Lack of affordable housing options. Housing cost increasing means that there are few options for those transitioning out of permanent supportive housing and makes it difficult of secure housing using an HCV.
- Lack of funds for supportive services

During the focus groups, shelter providers also reported that the demand for services and housing for homeless families in particular is increasing, but that demand in general continues to grow.

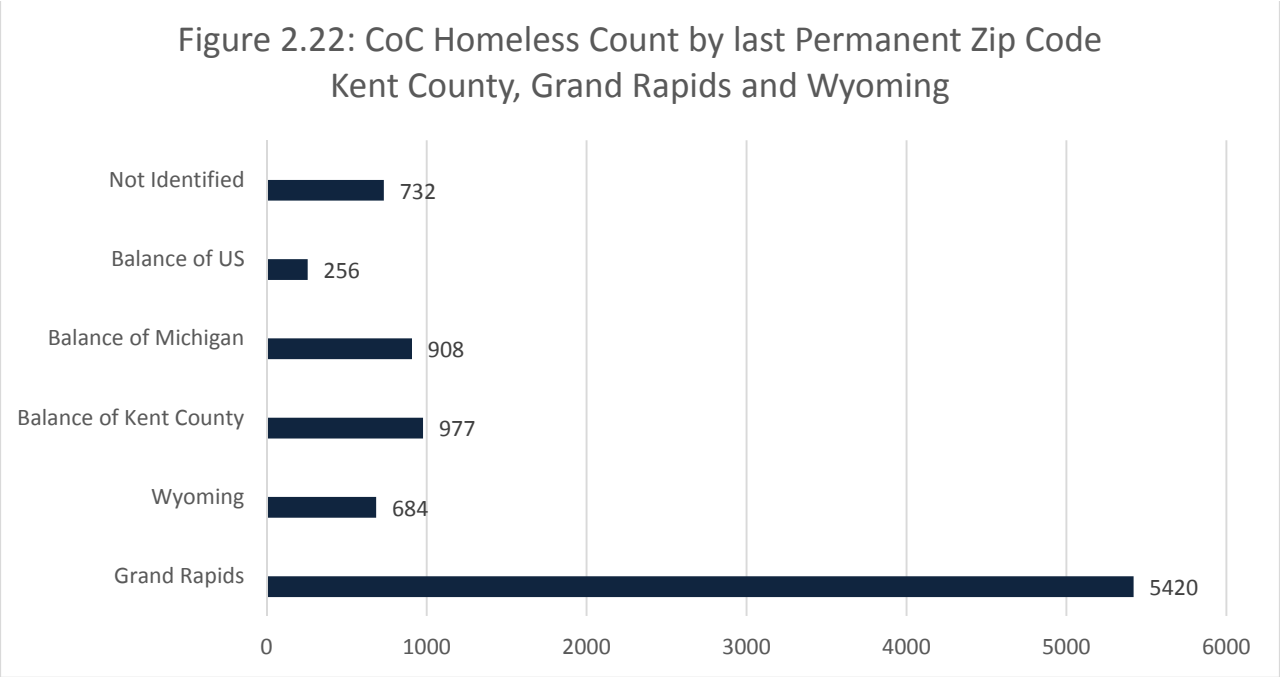
Gaps were identified in the following services:

- Emergency and outreach services for youth
- Supportive (mental health, substance abuse) service availability during non 8:30am-5pm timeframe
- Case management

Geographic Specific

The figure below shows distribution of homeless persons based on most recent addresses. Sixty percent of homeless persons reported into HMIS in 2014 were from Grand Rapids, relative to 8 percent from Wyoming, 11 percent from the balance of Kent County, and 13 percent from outside of Kent County. An additional 8 percent t of persons identified did not have a last zip code recorded.

Jurisdiction-specific focus groups and resident surveys provided additional information on perceptions of homelessness needs for each jurisdiction.



Source: 2014 Grand Rapids, Wyoming and Kent County data by zip code of reported last address. In a few cases, data for zip codes that crossed jurisdictional boundaries were distributed pro rata based on area.

Kent County:

Resident survey results showed that just under 50 percent of the respondents believe that homeless and housing crisis services are low priority need in their Kent County Community and another 40 percent believe they are a moderate or high priority need.

The Kent County Focus Group discussion identified youth homeless outreach services, general services for the homeless, and job placement services for the homeless as needs. Voting results from the focus group identified the following three top priority homelessness needs as:

1. Supportive Services
2. Homelessness Prevention
3. Addictions Services

Grand Rapids:

As illustrated by the figure above, Grand Rapids is the last place of residence for the majority of Kent County's homeless population. Resident survey results showed that just over 30 percent of the respondents believe homeless and housing crisis services are a high priority need and another 30 percent of respondents believe they are a moderate level priority need in Grand Rapids.

Wyoming:

The survey results showed that about 35 percent of the respondents believe homeless and housing crisis services are moderate priority needs in Wyoming and just under 25 percent believe that they are high priority needs.

Within the Wyoming specific focus group, Homelessness Prevention received the second highest number of votes of all potential needs, with only the "Development of Units for Low Income Renters" receiving more. Within just the homeless needs category, the following needs were identified as top priority:

1. Homelessness Prevention
2. Youth Outreach & Services
3. Permanent Supportive Housing

The homelessness breakout group also identified the Godfrey-Lee school district as a geographic location that has high needs for homeless or those at risk of becoming homeless.

NON-HOMELESS SPECIAL NEEDS ASSESSMENT - 91.205 (B,D)

Describe the characteristics of special needs populations in your community:

Special needs populations include frail and non-frail elderly, persons with physical disabilities, persons with mental or behavioral disabilities, persons with HIV/AIDS, persons with alcohol and drug addictions, and victims of domestic violence.

Elderly

Needs of Elderly include increasing accessibility of housing and public spaces to accommodate wheelchairs and other physical disabilities, need for meals on wheels or other meal services, and need for transportation services. According to the 2012 ACS, there were 65,145 elderly, defined as those over the age of 65, in Kent County.

Frail Elderly

Frail elderly is defined as an elderly person who requires assistance with three or more activities of daily living, such as bathing, walking and performing light housework. The needs of the frail elderly include those of the elderly listed above in addition to other services such as in-home aids or living situations that provide medical supports. According to the 2012 ACS, there were 15,183 elderly people in Kent County who are likely considered frail due to the fact that they have either self-care or independent living difficulty. Self-care difficulty is defined has having difficulty bathing or dressing. Independent living difficulty is when someone, due to a physical, mental or emotional problem, has difficulty doing errands alone such as visiting a doctor's office or shopping.

Disability

Physical disabilities can include hearing, vision, cognitive, ambulatory, self-care or independent living difficulties. The disability rate in Kent County is 10.5 percent, Grand Rapids is 11.6 percent, and Wyoming is 11.3 percent. As shown in the table below, the incidence of having a disability increases significantly for those aged 65 or older.

Table 3.27: 2012 Disability Rates

Source: ACS 2008-2012 Estimates

Disability 2012 Census	Kent County				Grand Rapids				Wyoming			
	Under 5	5 to 17	18 to 64	65 and Over	Under 5	5 to 17	18 to 64	65 and Over	Under 5	5 to 17	18 to 64	65 and Over
Disability Rate	0.5%	5.7%	8.9%	35.0%	0.2%	6.4%	9.8%	40.3%	1.4%	7.0%	10.3%	35.9%
Hearing Difficulty	125	539	6,163	9,746	31	214	1,733	3,076	29	81	1,050	869
Vision Difficulty	113	685	4,894	3,730	9	249	1,984	1,304	56	1,388	680	465
Cognitive Difficulty	*	5,161	15,339	5,670	*	1,571	5,620	2,113	*	746	2,116	732
Ambulatory	*	504	15,886	13,948	*	161	6,063	4,865	*	22	2,408	1,631
Self-Care	*	917	6,319	4,705	*	315	2,252	1,570	*	96	1,061	592
Independent Living	*	*	12,217	10,478	*	*	4,498	3,864	*	*	1,706	1,137
Overall Disability Rate	10.5%				11.6%				11.3%			

Developmental Disability, Mental Illness and Substance Use Disorders

Network180 serves as Kent County's community mental health agency and its board members are selected by the Kent County Board of Commissioners. The agency works through a network of providers and serves as the gateway to a wide range of mental health, substance use disorder, and developmental disability services throughout the county. During 2014, network180 served a total of 18,282 people, 66 percent of which were those with mental illness, 21 percent with substance use disorders, and 14 percent with developmental disabilities.

Table 3.28: Persons with Developmental Disability, Mental Illness, and Substance Abuse Disorders - 2014 (Unduplicated)

Population	Age	Medicaid	Non-Medicaid	Total
Developmental Disability	Adult	1,976	29	2,005
Developmental Disability	Child	460	43	503
Mental Illness	Adult	5,681	2,409	8,090
Mental Illness	Child	3,422	487	3,909
Substance Use Disorder	Adult	1,949	1,591	3,540
Substance Use Disorder	Child	182	53	235
TOTAL		13,670	4,612	18,282

Source: Network180

Domestic Violence

Victims of domestic violence, including dating violence, sexual assault, and stalking, are a special needs population. YWCA and Safe Haven are the two primary providers serving victims of domestic violence in Kent County.

Because domestic violence is often unreported, it is difficult to track. One way to demonstrate need is through those seeking shelter. According to the YWCA, from September 1, 2014 – August 31, 2015, 456 children and 399 adults requested shelter from the YWCA emergency shelter, while 171 children and 93 adults requested transitional housing during the same period. Although domestic violence service providers coordinate with the Coalition, people served by these agencies are not reported in the Homeless Management Information Systems (HMIS).

What are the housing and supportive service needs of these populations and how are these needs determined?

Discussions with focus groups and other consultations found that the housing and supportive service needs of special needs populations largely match those of other low-income and homeless communities within the region, and are discussed in their respective sections. While the scope of supportive services varies based upon an individual's characteristics, following is a list of services commonly needed by non-homeless people with special needs. These services may be provided either on-or off-site:

- Accessible housing
- Advocacy, referral, information
- Case management
- Child care

- Counseling
- Crisis hotline
- Education
- Employment training
- Family and caregiver support
- Financial assistance
- Health care
- Home management activities
- Interpretation services
- Legal assistance
- Meal and nutrition services
- Medical and therapeutic services
- Safety planning
- Services for the homebound
- Socialization services
- Support groups
- Transportation
- Welfare/protective services

NON-HOUSING COMMUNITY DEVELOPMENT NEEDS – 91.215 (F)

Describe the jurisdiction's need for Public Facilities, Improvements and Services:

Non-housing community development covers a broad range of needs, including public facilities, infrastructure and transportation, human services, and neighborhood services. Within the three jurisdictions, these needs are primarily addressed by a broad range of funding sources, supplemented with targeted HUD funding. Existing local and regional plans helped identify needs and were complemented by resident surveys and stakeholder focus groups.

Describe the jurisdiction's need for Public Facilities and Improvements:

The jurisdictions' needs for public facilities and improvements include, but are not limited to, the following areas noted by participants in focus groups and surveys:

1. **Streets, alleys and sidewalks:** Improvements are needed in streets, alleys and sidewalks, including streetscapes and tree planting. Focus group participants representing regional transit needs especially noted a need for extension of sidewalks near suburban employers to connect to transit stops and transportation improvements, such as snow management at bus stops.
2. **Spot flooding:** Given frequency of spot flooding in parts of the county, disaster mitigation improvements are needed (drainage, appropriate treatment of flood plains, etc.). Flooding occurs when Buck Creek rises and falls rapidly during big storms closing off expressway ramps and access to portions of the city.
3. **Bike/non-motorized routes:** Continuing extension and maintenance of bike routes and other non-motorized connections is needed.
4. **Improved walkability:** Grand Rapids, Wyoming and other suburban areas need investment to increase walkability
5. **Sewer improvements in rural communities:** Some rural communities in Kent County need sewer systems or improvements.
6. **Wyoming community center:** Wyoming lacks a community center, other than its senior center.

How were these needs determined?

1. **Streets, alleys and sidewalks:** Resident survey respondents identified Streets as the highest priority need in all three jurisdictions. The Kent County Road Commission 2015 Strategic Plan identified a high need for construction and preservation of both primary and

secondary roads throughout the county. The plan identified unmet needs of $19 million in this category to maintaining 85% of roads in good or fair condition. The Transportation/Infrastructure focus group gave transportation improvements a high priority, focusing on sidewalk extension. Persons taking public transit to employment often find that the stop is some distance from their work, and there are no sidewalks or other safe pedestrian connections. In addition, the City of Grand Rapids Vital Streets Task Force issued a report in 2013 outlining street repair and maintenance needs, identifying a need for annual investment in streets and sidewalks of $22 million per year for the next 15 years.[1] The City's Vital Streets Oversight Commission makes recommendations to the city annually on street investments.

2. **Spot flooding:** Participants in the Infrastructure and Wyoming focus groups cited the frequency of flooding in low-lying parks, intersections, and neighborhoods.

3. **Bike/non-motorized routes:** Focus groups participants cited the increasing use of bike paths and the public health benefits of increasing non-motorized connections.

4. **Improved walkability:** Suburban areas of Kent County were developed using auto-dependent single-use areas. Focus group participants cited an increasing priority for form-based development, emphasizing walkable connections between neighborhoods and commercial and public services. Increased focus on "walkability" factors by MSHDA, the state allocating agency for low-income housing tax credits (LIHTCs), has resulted in Wyoming and other post-war communities being unable to compete for scarce LIHTC awards. Wyoming has adopted its "28 West" plan to create walkable mixed use areas with increased housing density along 28th Street, its main traffic corridor.

5. **Sewer improvements in rural communities:** Participants in the Kent County Focus Group noted that senior housing development in some communities is not possible because they lack sewer and water systems.

6. **Wyoming community center:** Participants in the Wyoming Focus Group noted that the city has no general purpose community center or other facilities for youth to gather; they also noted the lack of local facilities needed to support a range of neighborhood-based services such as affordable child care and job training.

Describe the jurisdiction's need for Public Services:

1. **Job training** including training appropriate for trainees (job readiness).

[1] http://grcity.us/enterprise-services/officeofenergyandsustainability/Sustainable%20Streets/2-12-13%20SSTF%20Presentation%20-%20FINAL.pdf

2. **Homeless supportive services:** Persons who were formerly homeless but are living in permanent supportive housing need robust social services to successfully remain in their housing.
3. **Senior Services.** Nutrition services are especially needed for seniors aging in-place.
4. **Health care** is needed for populations such as persons with immigrant status who do not qualify for health care plans.
5. **Language services** are needed by a growing Hispanic population; the presence of other cultures was noted as well.
6. **Public transportation:** Job training and other services can be inaccessible because of limited access to public transportation, especially given increasing regionalization of job training services. The region needs improved public transit routes and hours of service; in addition, there is a continuing need for rural public transit.
7. **Youth Services** is a high priority need in all three jurisdictions.
8. **Crime Prevention Education** and **Neighborhood Organizing** were both identified as high priority needs in the cities of Wyoming and Grand Rapids. Participants in the Grand Rapids Neighborhood Association focus group noted that while crime may be reduced in one area, it may transfer to another neighborhood.

How were these needs determined?

1. **Job training:** Both the economic development and public services focus groups gave job training a high priority. Participants noted that job training should be focused on the skills, interests and abilities of trainees and not solely on the regional needs of employers. They noted that many job training programs extend 6-9 months, but many trainees cannot defer income for that long. They added that job training programs should lead to jobs at employers that are geographically accessible (or provide transportation from places readily accessible by public transit), and should lead to jobs that pay a living wage. Resident surveys also supported job training as a priority economic development need.
2. **Homeless supportive services:** Permanent supportive housing providers in the Continuum of Care consultation reported that formerly homeless persons, especially chronically homeless individuals and families, need readily available services and intervention to maintain their housing, including on-site supportive services available at all hours.
3. **Senior services:** The Public Services focus group noted the importance of Meals on Wheels and other in-home services to ensure that seniors can successfully age in place. Senior services were ranked as a one of the highest priority public service needs by Kent County respondents.
4. **Health care:** The Public Services focus group noted the gap between preventative healthcare services to individuals that don't qualify for health coverage due to immigration status; many wait for an emergency and go to ER rather than obtain preventative health care.

5. **Language services:** ACS data illustrates the increasing numbers of Hispanic persons in Kent County, especially in census tracts of Grand Rapids and Wyoming. In addition, focus group members cited the need for bi-lingual and bi-cultural programs for Hispanics, as well as literacy and other language services. They also noted the presence of Burmese and Bangladeshi populations in Kent County.

6. **Public transportation:** Participants in both the economic development and public services focus groups noted that workers have a hard time accessing places of employment, either because the worksite is not near a transit route or because the hours of transit service do not enable workers to get to a 2nd or 3rd shift job; one service provider noted that at least 10 workers had to turn down living wage jobs because they couldn't get to work. Others cited the increasing regionalization of job training as creating transportation issues for trainees. Others cited difficulties accessing child care or social services. Some focus group members suggested promotion of employer-funded van pools. Resident survey responses also identified a particular need for transportation in Kent County (outside of Grand Rapids and Wyoming), where 40 percent indicated there is not adequate transportation available to get to/from work, shopping and services, and a third identified transportation service as a high priority need. Rural residents' use of services provided by North Kent Rural Transit has required that the County allocate a substantial portion of its CDBG public service funding for this purpose.

7. **Youth Services:** Residents in all three jurisdictions ranked Youth Services as the highest priority among all public service categories.

8. **Crime Prevention** education was identified in both Grand Rapids and Wyoming resident surveys as a high priority need.

Market Analysis

SECTION IV: MARKET ANALYSIS

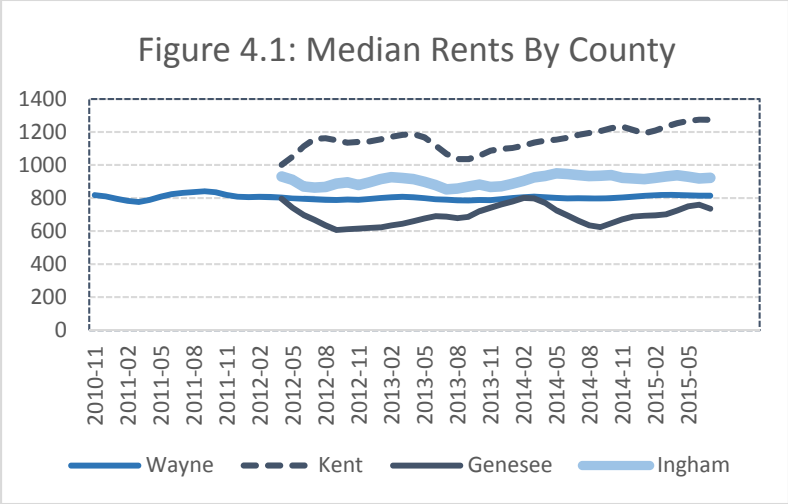
Overview

Since the foreclosure crisis, which peaked nationally in 2009-2010, the rents and real estate values in Kent County have recovered to a greater degree than in other large urban counties in Michigan. Figures 4.1 and 4.2 compare Kent County with other large urban counties (Wayne, Ingham, and Genesee Counties) in terms of both their for-sale and rental markets.

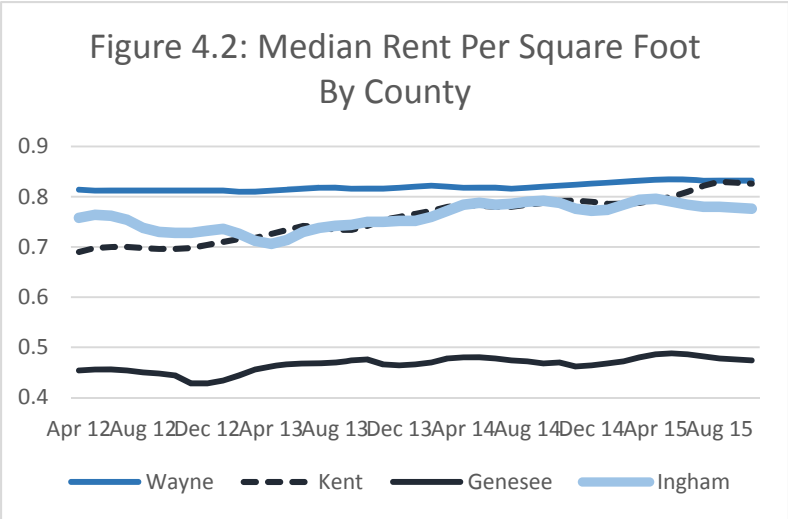
Low-income households are heavily dependent on a supply of affordable rental housing, which is very scarce in the regional market. Figure 4.1 shows a significant rise in median rents in Kent County compared to other urban Michigan counties. Figure 4.2 shows a rise in median rent per square foot among all four counties. While Wayne, Genesee, and Ingham counties experienced 2.2, 4.4, and 2.3 percent growth respectively between 2012 and 2015, the median rent per square foot in Kent County rose 19.7 percent over the same time period. These increases reflect a growing scarcity of rental housing in the market.

Record low vacancy rates have rapidly increased median rents well above the rental amount allowed by the Housing Choice Voucher program, leaving a scarcity of properties available for rent at rates that a voucher will reimburse. The result has been a severe shortage of units available to voucher holders.

Median sale prices of homes fell sharply after 2008 but have been steadily rising again across the four counties shown in Figure 4.3. Sales prices in Kent County have remained relatively stable while other urban counties experienced greater drops in sale prices in the years after 2008.

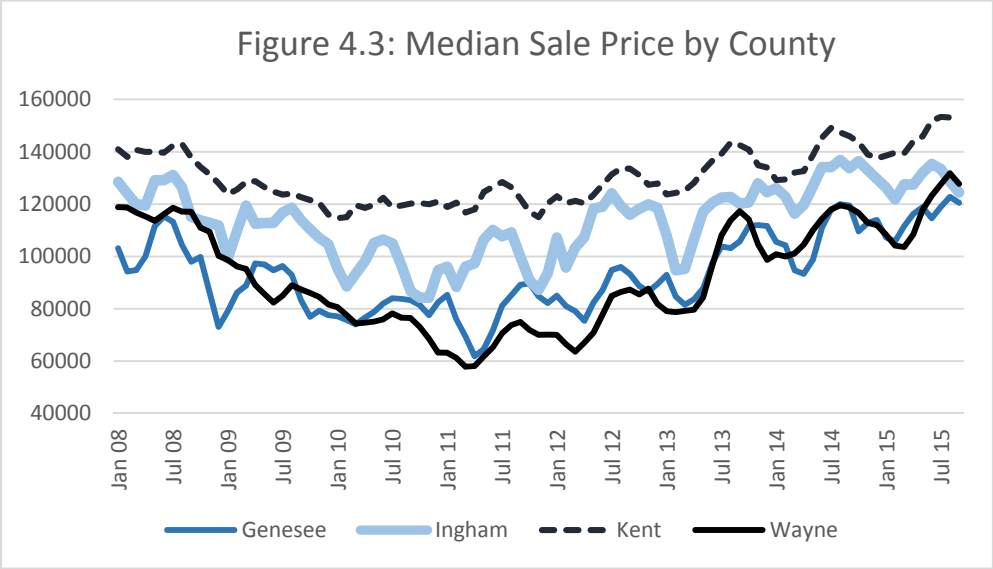


Source: Zillow



Source: Zillow

This environment creates a market context which is atypical for Michigan metro areas, similar to a few other smaller, but similarly vibrant markets (e.g., Ann Arbor, Holland, Traverse City, and Marquette). All of these are centers of fairly robust growth, which create employment opportunities and sustain economic growth, but present challenges for ensuring a supply of affordable housing.



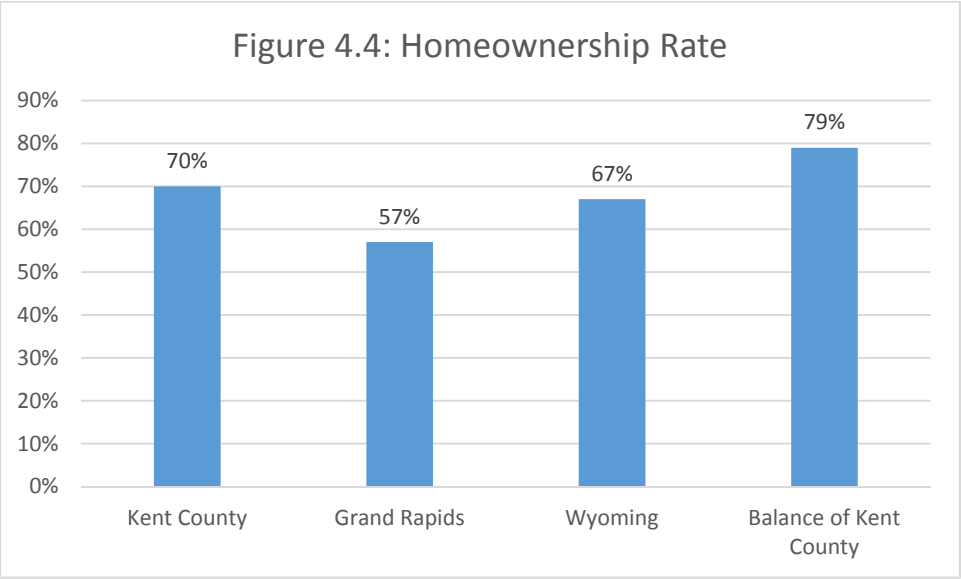
Source: Zillow

In a tight market, low rental vacancy reduces rental housing choices, especially for low-income households. Unsubsidized housing at moderate rents is becoming increasingly likely to be remote from the metro center, disconnected by transit lines from employment opportunities and other amenities, and less suitable for the longer-term needs of many households. These constrictions will place a premium on creative problem solving, planning and programming to preserve and ensure that affordable housing is available near the vibrant employment and service centers of Kent County, Grand Rapids and Wyoming.

NUMBER OF HOUSING UNITS – 91.210(A)&(B)(2)

Introduction

According to the 2008-2012 American Community Survey, there are 246,875 housing units in Kent County. The majority of these units (70 percent) are owner-occupied. Homeownership rates are significantly higher in the balance of Kent County (79 percent), outside of Grand Rapids and Wyoming. Figure 4.4 below highlights the owner occupancy rate for the HUD jurisdictions.



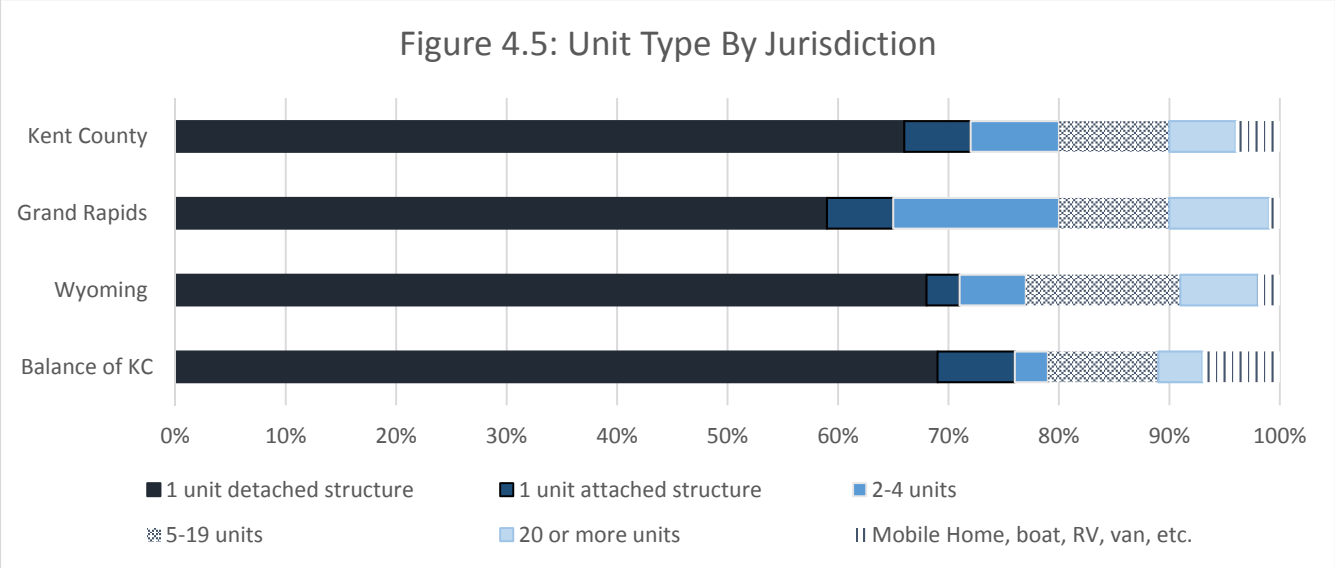
Source: 2008-2012 ACS

Figure 4.5 below depicts the housing unit types throughout Kent County, showing first the County as a whole, and then the typology for Grand Rapids, Wyoming and the balance of Kent County. The data below illustrate the following characteristics in the regional housing supply:

- Like most areas of Michigan, the communities of Kent County are comprised largely of single-family homes—more than 2 out of every 3 units outside of Grand Rapids and 59 percent of the housing units in the City of Grand Rapids. Many of these

single-family homes became rentals during the past housing crisis, especially in the urban neighborhoods of Grand Rapids, which are characterized by single-family homes built generally prior to World War II and laid out close together, with smaller yards, in gridded, dense neighborhoods. For decades, the housing stock has provided well-located and affordable owner- or renter-occupied housing that was especially appropriate for families with children. As the economy has improved, many of these units are being purchased by new owner-occupants at escalating prices in a market characterized by increasing demand. This generally positive trend for these urban neighborhoods will have the consequence of further limiting rental options in a region that has relatively fewer rental options than most large urban areas.

- The high share of single-family housing results in lower population density, creating challenges for ensuring accessible public transit. In addition, nearly half of units in large developments (20+ units/property) are located in Grand Rapids.
- Mobile homes are more prevalent in rural areas; nearly 90 percent of the mobile housing units in the region are outside of Grand Rapids and Wyoming (8,489 out of 9,446). Households occupying these units are often able to buy them at low costs, but later find that that their housing does not create equity and results in higher costs for utilities and sometimes, lot rent.



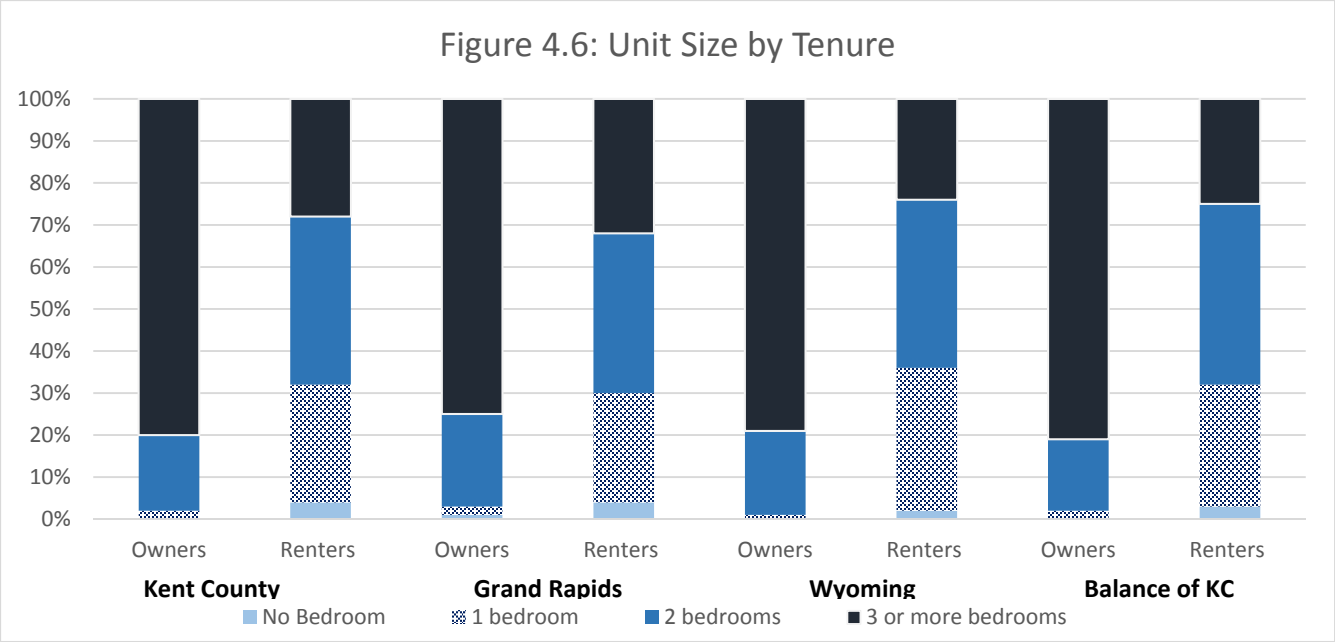
Source: 2008-2012 ACS

Unit Size by Tenure

Figure 4.6 below illustrates the distribution of unit sizes by tenure type (i.e., number of bedrooms in owner vs. renter units). These data illustrate the continuing predominance of owner-occupied housing throughout the county region. The proportion of owner-occupied units compared to total units in each of the figures below illustrates the relative prevalence of owner-occupied housing in each jurisdiction.

The data in the figure below illustrates market implications resulting from the relationship of these housing types:

- Over 79 percent of the owner-occupied housing units in the region have 3 or more bedrooms, indicative of the high correlation of owner-occupancy with single-family homes. Units with 3 or more bedrooms are in the greatest demand for owner-occupants, who are often family households.
- Region-wide, about 40 percent of renters are in 2-bedroom units, with equal numbers of the remainder distributed between 1 and 3-bedroom units. This correlation may reflect that renters are most likely to be in apartments or 2-bedroom single-family homes, which may stay in rental occupancy longer than homes with more bedrooms.
- Grand Rapids houses a higher percentage of renters (over 32 percent) in units with 3 or more bedrooms, which may reflect a higher rate of rental occupancy of single-family homes.



Source: 2008-2012 ACS

Describe the number and targeting (income level/type of family served) of units assisted with federal, state, and local programs.

Kent County is served by four Public Housing Authorities (PHAs):

- Kent County Housing Commission
- Grand Rapids Housing Commission
- Wyoming Housing Commission
- Rockford Housing Commission

Table 4.1: Public Housing Program Type and Number

	Program Type							
	Mod-Rehab	Public Housing	Vouchers					
			Total	Project-based	Tenant-based	Special Purpose Voucher		
						Veterans Affairs Supportive Housing	Family Unification Program	Disabled*
Available vouchers/units	102	725	5,036	521	4,134	153	175	**53**
Accessible units	**4**	**17**	**26**	**26**	**N/A[1]**	**N/A**	**N/A**	**N/A**

*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition
Since these units are tenant-based (not attached to identified units), the number of accessible units cannot be identified.
Source: Public Housing Agencies of Kent County

The supply of public housing units across the four public housing authorities in Kent County is presented in Table 4.1, above. Kent County programs include Veterans Affairs Supportive Housing (VASH) and Family Unification vouchers, but no public housing units. The continuing availability of these special purpose vouchers depends on future HUD appropriations and the ability of the PHAs to continue to find units for which the voucher will provide an acceptable rent in the local market.

In addition, Grand Rapids, Wyoming and Rockford own 725 public housing units, including 17 accessible units. While these units provide a valuable resource of quality housing for very low-income tenants, the local PHAs of Kent County do not have resources to expand this inventory.

Assisted Housing Inventory: The Michigan Preservation Information Exchange (MiPIE)[2] provides access to a comprehensive listing of rental housing within the State of Michigan that has received financing from federal, state, or local housing agencies. By checking the MiPIE inventory with Kent County local governments, the current inventory identifies approximately 161 projects with 9,201 assisted/affordable units in Kent County. The list includes units developed under a variety of programs, including public housing,

[2] http://housing.state.mi.us/mipie/

Low-Income Housing Tax Credits (LIHTC), Section 202/811 housing for elderly and handicapped residents, Section 236, state and local HOME funds, and a variety of other state and federal programs. Target populations include families, the elderly, and persons with disabilities (including physical, developmental and the chronically mentally ill).

Permanent Supportive Housing (PSH) Units: The Corporation for Supportive Housing recommends several criteria for identifying a unit as "permanent supportive housing":

- The unit is a self-contained unit with a full, private bathroom. It may be an efficiency unit but would have a kitchen or kitchenette with a stove, refrigerator, sink and countertops;
- The unit would typically be rented with a one-year lease with supportive services provided as an opportunity for residents, not a condition of tenancy; and
- While units may occasionally be rented to up to two unrelated adults, PSH units are generally rented to a single individual or household.

The assisted housing inventory described above indicates a total inventory of PSH units in Kent County at 623 units at 21 projects. In addition, Community Rebuilders provides approximately 267 units through vouchers not tied to a specific property, raising the total PSH units to 890. The Homeless Management Information Systems (HMIS) reports 865 PSH units—a listing which closely correlates with the count of 890 units.

MSHDA reports the creation of 461 permanent supportive housing units since 1993, including 325 units in 16 properties developed between 2005 and 2014, the period covered by the *Vision to End Homelessness*, the community's 10 year plan to end homelessness. MSHDA supports the development of these units through its LIHTC program, administered through the State's Qualified Allocation Plan (QAP). The QAP describes the terms for making LIHTCs available statewide, including its criteria for competitive evaluation of credit applications. These units constitute a critical share of the PSH inventory available to homeless individuals in Kent County. In order to address the continuing need for opportunities for permanent supportive housing, MSHDA will need to maintain this priority for PSH units.

Provide an assessment of units expected to be lost from the affordable housing inventory for any reason, such as expiration of Section 8 contracts.

The City of Grand Rapids has identified approximately 373 units in 10 properties that are expected to be lost to the affordable housing inventory within the current consolidated plan period. Most of these losses are from the HUD 202 (elderly) and 811 (persons with disabilities) Capital Advance Program. The assisted housing inventory will remain largely intact thanks especially to extended use agreements on several LIHTC projects that do not expire until after 2021. Additionally, none of the 4 PHAs serving Kent County report any expected loss of units or vouchers over the next 5 years.

Does the availability of housing units meet the needs of the population?

Rapidly increasing rents have resulted in an acute scarcity of units affordable to low-income households. Although median rents have risen substantially in the last two years, HUD fair market rents (FMRs) have remained between $730 and $750/month for a 2-bedroom unit since 2010, and are currently at $737. Since the FMR effectively sets the rent limit for a landlord accepting HUD rent assistance through a Housing Choice Voucher, units are very scarce for households receiving rental assistance. They often must accept units farther from work, public transit, family supports and community amenities.

The Housing Authorities of Kent County report that ensuring full utilization of their allocation of vouchers is increasingly challenging. In September 2015, the Grand Rapids Housing Commission reported having near zero availability of qualifying and vacant units, countywide, for users of their 4,000 vouchers. While the HUD-proposed FMR for 2016 increases to $767 for a 2-bedroom unit, this four percent increase may do little to motivate property owners and managers to once again accept rental assistance vouchers to ease the scarcity of participating units.

In addition, property owners using HOME funds must hold rents to the “high HOME rents” in the table above, and to the “low HOME rents” on 20 percent of the HOME units in projects with five or more HOME-assisted units. As the gap between these rents and the “street rents” in the market continues to expand, local officials will need to identify increasingly motivating incentives for developers to maintain units at rents allowed by the HOME program to make up for the increasing lost revenue over the next 5-20 years of the HOME affordability period.

Until this disconnect between rental units and households with rent assistance is addressed, voucher-holders will face limited choices, often needing to accept units farther from work, public transit, family supports and community amenities. These longer-term market constrictions will place a premium on creative problem solving, planning, and programming to preserve and ensure that affordable housing is available for residents of Kent County, Grand Rapids, and Wyoming.

Describe the need for specific types of housing:

Households without a car depend on public transit to get to work and to run the errands that are inherent in daily living; other households with one car use public transit to reduce gas and parking costs if it is convenient and efficient. However, in Kent County, developers are beginning to consider access to public transit as a more substantial consideration in locating housing development.

Focus group participants identified the transportation challenges faced by many low-income renters with housing remote from transit access. While developers are becoming more aware of the importance of transit access in our changing urban environments, housing programs may also be able to achieve a win-win by building density that supports ridership. The MSHDA Qualified Allocation Plan (QAP) places a strong emphasis on walkable locations in the awarding of Low-Income Housing Tax Credits (LIHTCs) to ensure that tenants have ready access to jobs and services. However, these criteria can disadvantage suburban locations—even those that are well-connected to transit—because they tend to have lower "Walkscores,"[3] disadvantaging many transit-oriented locations. MSHDA has begun taking input on its 2016-17 QAP, providing an opportunity for MSHDA to consider refinements that may make transit-oriented development a higher priority for LIHTC projects, to help meet this need.

In addition, consultation with the Continuum of Care illustrated that high demand for available units is causing property managers to tighten screening criteria, and persons facing challenges to independent living are unwelcome. Chronically homeless persons, for example, are typically able to find housing only in "Housing First" units dedicated for these populations.

Due to its predominance in the market, single-family housing also plays a critical role in the affordable housing inventory, resulting in a continuing need for rehab assistance for seniors and other low-income homeowners to preserve this valuable resource both for low and moderate income families, as well as to maintain a high quality of life in urban and small city neighborhoods. However, focus group participants noted that an increasing population of elderly homeowners are finding themselves "over-housed," suggesting a need for the development of smaller rental units, not only for seniors who would like to down-size, but also for young professionals wishing to move to or remain in the area, but need moderately-priced housing options with access to jobs and transit.

Wyoming. In 2013, as part of its Analysis of Impediments to Fair Housing, the City of Wyoming commissioned a Housing Needs Assessment, to provide data on the housing needs of the metro region, and more specifically, on the ways that the City of Wyoming could position itself for growth in the years ahead.[4] The Housing Needs Assessment identified an "Overall Housing Market" as "the

[3] See www.walkscore.com for more information on the Walkscore site evaluation methodology.
[4] https://www.ci.wyoming.mi.us/planning/FairHousingAndNeedsAssessment.pdf

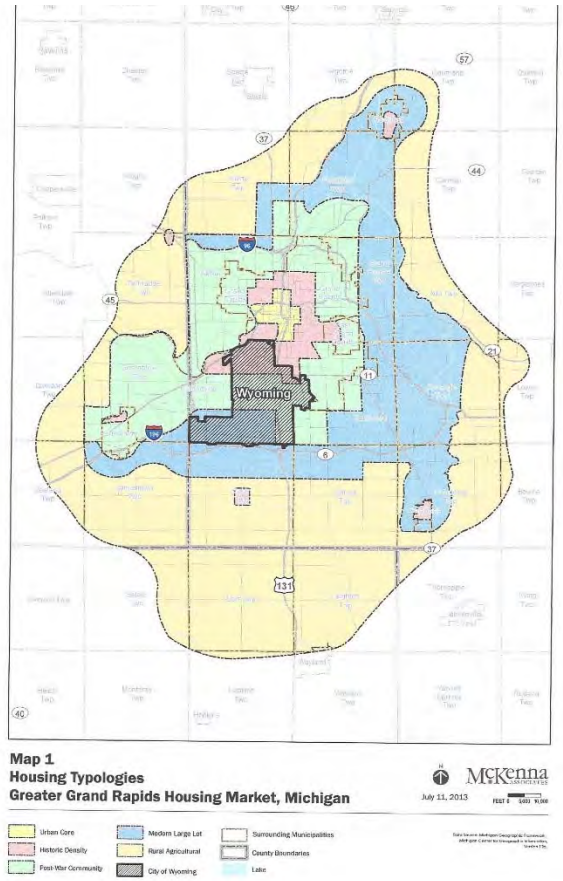
area within a 20.1 minute drive of the corner of 28th Street and Burlingame Avenue, in the heart of Wyoming. 20.1 minutes represents that average commute time for a Wyoming resident." A map of this Overall Housing Market is shown, with its various housing typologies, in the thematically shaded area in Map 4.1 below. While this area is focused on Wyoming, the mapped area suggests that it is typically representative of the housing market for the core Grand Rapids metro area in general.

The assessment identified specific housing types in Wyoming and the region, including the Urban Core, Historic Density, Post-War Community and Modern Large Lot. In its conclusions the report identified several opportunities for development in Wyoming:

1. **Homestead properties are undersupplied regionally in the Urban Core typology.** This may indicate *a demand for additional condominium buildings or townhouses along walkable and/or transit-oriented corridors.* Additionally, there may be some "hidden" demand for additional Urban Core typology housing because households seeking this type of housing may not be able to find it due to the low supply, and therefore they end up living in other typologies, most likely Historic Density. The Division Avenue/Silver Line corridor and the DDA area along 28th Street should be targeted for this type of development. Metro Health Village may also be a possibility for Urban Core Typology housing, especially for seniors looking for convenient access to the health care facilities.

2. **There is a significant market for additional housing of the Historic Density typology, especially for owner-occupied units.** Well over 50 percent of the regional pent-up demand for owner-occupied Historic Density housing comes from Wyoming. Programs such as homeownership counseling, down payment assistance, and others that promote home ownership in this type of housing should be pursued, and new housing

Map 4.1: Housing Typologies



Source: City of Wyoming & McKenna Associates

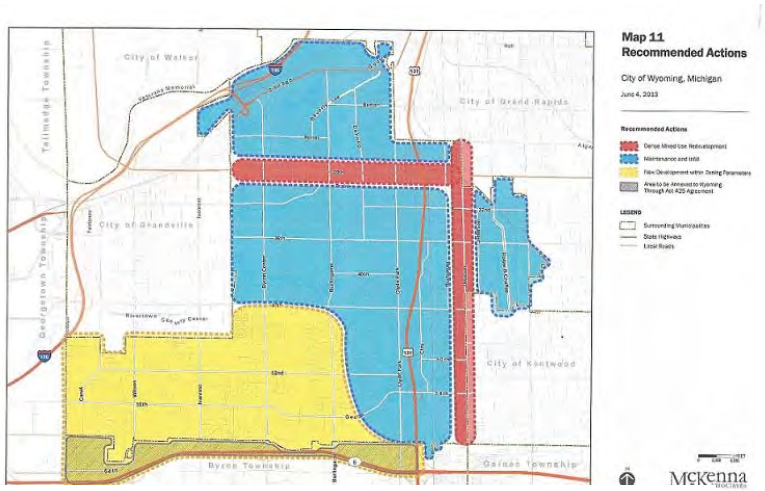
development in areas targeted for Historic Density typology housing should be incentivized. Further, outside the current Historic Density typology area, new developments can replicate the characteristics of the typology by utilizing New Urbanist principles. This can be incentivized by the city through the Planned Unit Development process.

3. **Rental housing in the Post-War Community typology is heavily demanded regionally**, with a small undersupply in Wyoming. Wyoming could attract this latent demand by incentivizing the development of high-quality multiple-family properties (preferably mixed income) as part of mixed-use developments with the Post-War Community Area. The former Taft Elementary School is currently being developed in to assisted living, which is an example of this type of redevelopment. Another potential redevelopment site is the vacant former school site at Burlingame Avenue and 36th Street.

4. **There is pent-up demand for affordable housing in the Modern Large Lot typology, both rental and homestead.** However, developing low-income housing could be difficult in this part of the city due to resident opposition and the lack of amenities such as public transit. However, mixed-income properties using Low-Income Housing Tax Credits would create opportunities for lower-income households to live in the Modern Large Lot typology if they so choose. In some areas, the Master Plan calls for Large Lot estate residential. In these areas, large lots should continue to be encouraged to preserve the character of the area.

Based on future population growth, mobility and aging patterns, the report shows a net oversupply of homestead properties of 10,842 units, throughout the Overall Market Area; these projections are based on an oversupply of homes above $100,000 which is greater than the undersupply below $60,000. By contrast, for rental properties, the report shows an overall net undersupply of 26,309 units, reflecting an undersupply of over 30,000 units with rents under $559/month and a more balanced inventory above that amount.

Map 4.2: Recommended Actions

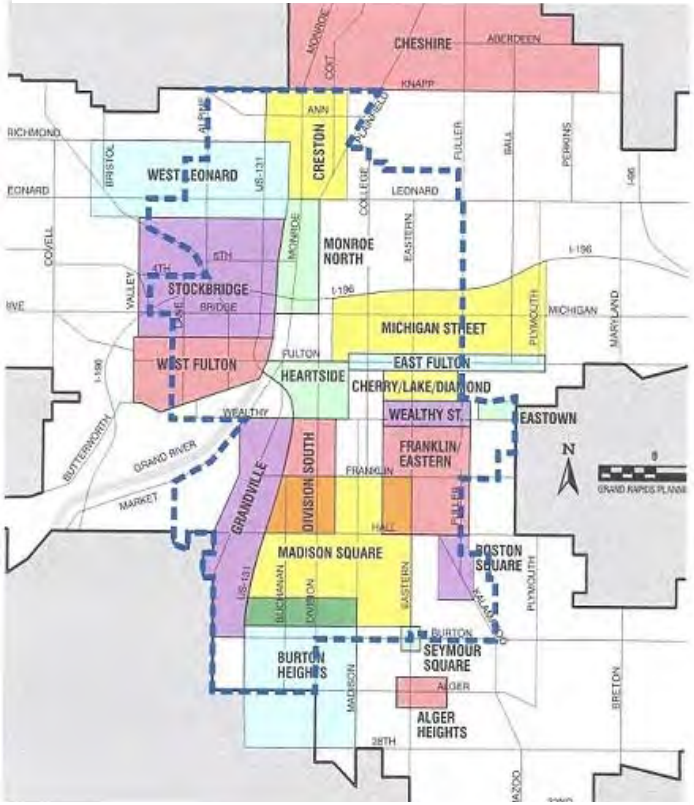


Source: City of Wyoming and McKenna Associates

The Housing Needs Assessment recommendations include proposed target areas for future development planning in Wyoming, as shown in Map 4.2.

Grand Rapids. In March 2015, Zimmerman/Volk completed an *Analysis of Residential Market Potential* of "Neighborhood Business Corridors" which included six areas of study in central Grand Rapids (see Map 4.3);[5] These areas are consistent with General Target Area (GTA) where the majority of the City's CDBG funds are spent) and with the Neighborhood Business Corridors. This study identified the extent and characteristics of the potential market for new and existing housing units within the city and the Study Area using Zimmerman/Volk Associates' proprietary target market methodology. Target market analysis establishes the market potential for new and existing housing based on the housing preferences and socio-economic characteristics of households in the relevant draw areas. The target market methodology was used to define realistic housing potential for these underutilized, fragile or emerging neighborhoods because it encompasses not only basic demographic characteristics, such as income qualification and age, but also less-frequently analyzed attributes such as mobility rates, lifestage, lifestyle patterns, and household compatibility issues.

Map 4.3: Neighborhood Business Corridors



Source: City of Grand Rapids

This study determined that between 4,130 and 5,535 new market-rate rental and for-sale housing units could be absorbed within the Target Market Study Area over the next five years. An additional 1,575 to 2,080 new workforce/affordable housing units could be supported over the same time frame, for a combined annual total of between 5,705 and 7,615 new market-rate and workforce/affordable housing units absorbed in the Study Area over the next five years.

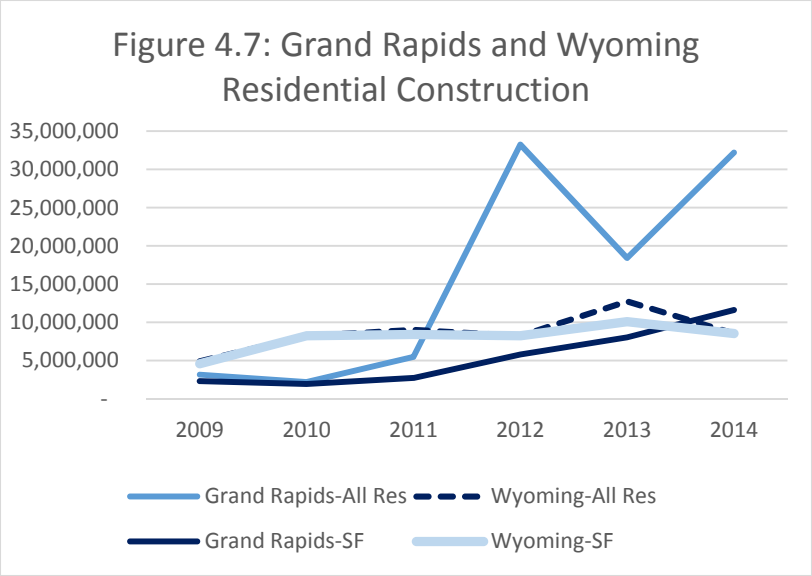
Of 8,500 new owners and renters potentially seeking housing each year in the Study Area, 2,025 households have incomes between 30 and 80 percent of the AMI. 1,120 of these households are potential renters of new affordable/workforce urban housing units,

[5] See *An Analysis of Residential Market Potential: The Target Market Study Area Neighborhood Business Corridors*, Zimmerman/Volk Associates, March 2015.

with the balance (895 households) being potential purchasers of condominium units, townhouse units, or single family homes. Based upon its absorption forecasts, the study projects an optimum production of 6,250 new housing units over the next 5 years, including:

- 968 affordable/workforce urban rental lofts and apartments;
- 207 affordable/workforce urban lofts/condominiums;
- 298 affordable urban row houses/townhouses and live-work units; and
- 277 new affordable/workforce urban single-family cottages and detached houses.

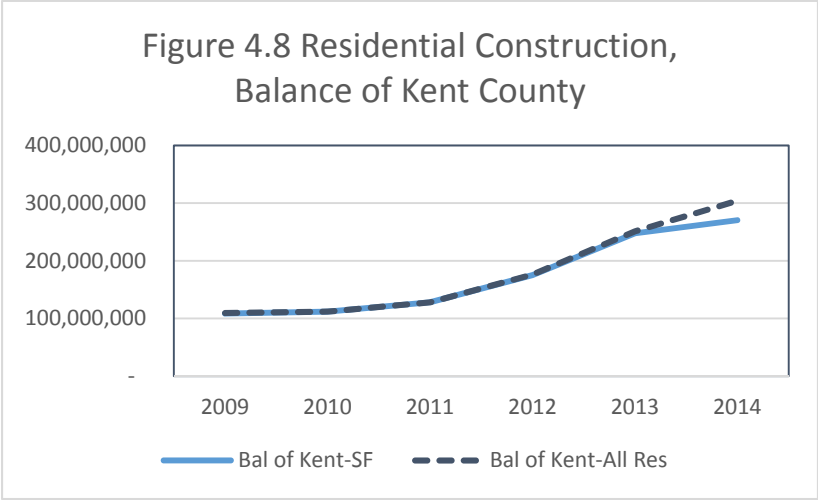
The City of Grand Rapids is taking active steps to increase the supply of affordable housing units. It is already taking action to implement recommendations in the *Great Housing Strategies* developed by the community in the fall of 2015. These policy actions are described in greater detail in the section on Barriers to Affordable Housing, below.



Source: 2009-2015 US Census Building Permits Database

Discussion

The supply of housing units in Kent County is rapidly expanding. Figure 4.7 illustrates the value of construction in Grand Rapids and Wyoming since 2009. While single family construction has increased incrementally in both cities since 2010, the real growth in urban residential construction has been in rental units in Grand Rapids, where permits for nearly 400 multifamily units were issued since 2012.



Source: 2009-2015 US Census Building Permits Database

However, the most dramatic increases in construction have been in the suburban areas of the county, with over $300 million in residential building permits in 2014, nearly 90 percent of all residential construction countywide, as depicted in Figure 4.8.

Until 2013, nearly all of this construction activity was in single-family housing. However, in 2014, 280 units of multifamily housing were permitted outside of Grand Rapids.

A part of the solution to the shortage of affordable units will necessarily be a trickle-down softening of demand. This will come only when housing production in all price brackets begins to catch up with demand, creating more opportunities for housing choice. But a range of incentives will be required to motivate the development community to increase the supply of units that will be affordable to low-income households.

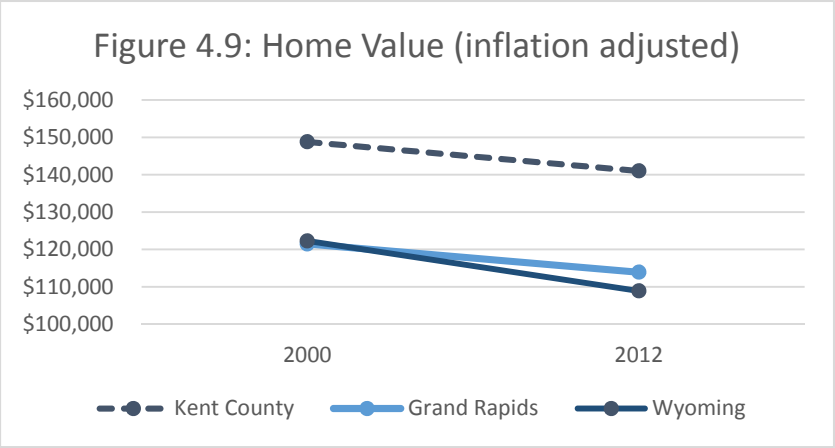
HOUSING MARKET ANALYSIS: COST OF HOUSING - 91.210(A)

Introduction

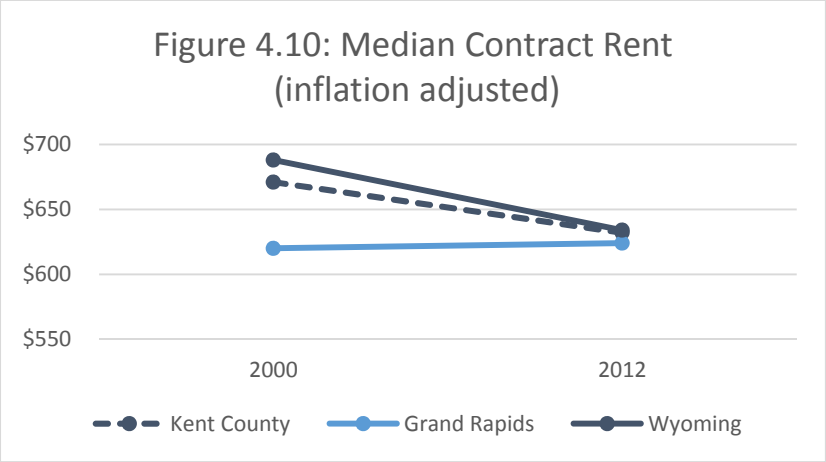
As of 2015, the cost of housing is rising rapidly throughout the region. During the housing crisis of the first decade of the 21st Century, the economic downturn resulted in increasing foreclosure and related loss of homes by owner-occupants; while this resulted in a marginal increase in the supply of rental housing, rental housing pressure was mitigated somewhat because of a general slacking of demand in a weak economy.

The 2000-2012 data in Figures 4.9 and 4.10 reflect this period, which included a dramatic softening of the market in the middle of the period, followed by a tepid recovery through 2012 resulting from decreases in rent and housing values when accounting for inflation (except for a slight increase in median rent in Grand Rapids).

Since 2012, however, the pace of this recovery has rapidly accelerated throughout the region. According to Zillow, median rents countywide have increased 41 percent in less than four years—from $750 in November 2011 to $1,062 in July 2015. Home prices have increased over 20 percent since 2012. These increasing costs have not slackened demand. Zillow reports that the for-sale inventory has decreased by 25 percent since 2012 countywide. And the rental vacancy rate in the Grand Rapids-Wyoming MSA for the second quarter of 2015 has declined to 1.4 percent—the lowest vacancy among the 75 largest metropolitan areas and a decline from 8.4 percent in the fall of 2013.



Source: 2008-2012 ACS



Source: 2008-2012 ACS

Cost of Housing: Contract Rents

Table 4.2, which shows the number and percentage of rental units within each jurisdiction that are available at various rent levels, provide context for understanding rental demand and the affordable rental housing challenges in the region.

- These data are rendered without a unit size breakdown; as a result, use of these data also involves making a relevant inference; that is, the lowest rent units are typically efficiencies and 1-bedroom units. This inference is supported by comparing the data below with the "Unit Types by Tenure" tables in the previous section; in those tables, the typical rental unit is a 2-bedroom unit (2-bedroom units comprising 37-43 percent of all rental units in Grand Rapids, Wyoming, and the balance of Kent County). Similarly, in the tables below, 65-72 percent of rents in all jurisdictions are between $500 and $999/month; since rents vary primarily by number of bedrooms, we can infer that while this rent band will include units of all sizes, many of these units will be 2-bedroom units.
- Since the 2-bedroom fair market rent has ranged from $739-$750/month throughout this period, and HUD rental assistance vouchers may typically be used only for units renting at or near this amount, households using a voucher had a reasonable prospect of finding a suitable 2-bedroom unit during 2012.
- However, as noted in the introduction above, since 2012 median rents (again, rendered without reference to unit size, but likely to reflect typical 2-bedroom units) have risen dramatically throughout the region; as will be noted, however, HUD fair market rents have not increased. The result is an increasing scarcity of affordable rental units (i.e., units available at rents that are consistent with the rent limits of the Housing Choice Voucher program).

Table 4.2: Contract Rent Breakdown

	Kent County		Grand Rapids		Wyoming		Balance of Kent County	
Rent Paid	**Number**	**%**	**Number**	**%**	**Number**	**%**	**Number**	**%**
Less than $500	13,359	20%	7,344	23%	1,593	17%	4,422	16%
$500-999	46,531	69%	20,569	65%	6,506	71%	19,456	71%
$1,000-1,499	4,174	6%	2,167	7%	465	5%	1,542	6%
$1,500-1,999	1020	2%	447	1%	87	1%	486	2%
$2,000 or more	537	1%	202	1%	114	1%	221	1%
No Cash Rent	2297	3%	859	3%	344	4%	1,094	4%
Total	67,918	100%	31,588	100%	9,109	100%	27,221	100%

Source: 2008-2012 ACS

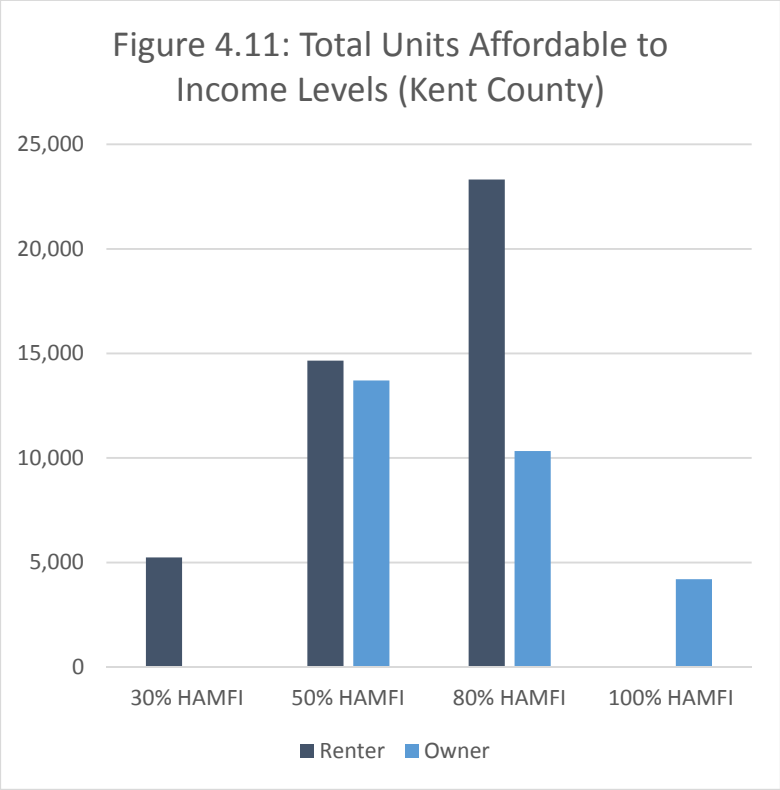
Housing Affordability

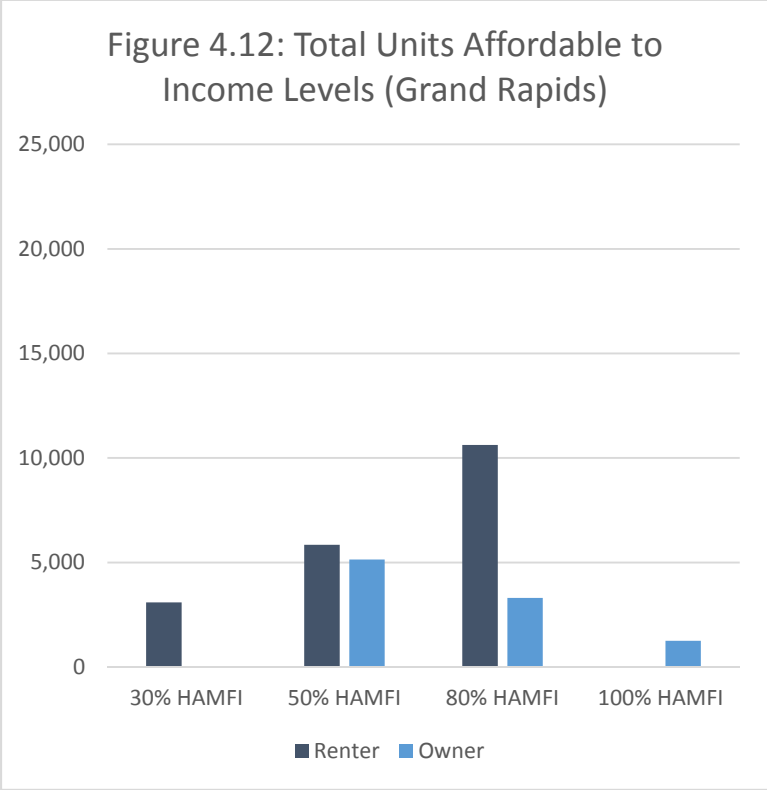
The figures below illustrate the number of "potentially affordable" units that are part of the overall housing inventory in each of the Consolidated Plan jurisdictions.[6] In each case, the total number of units from the Unit Size by Tenure tables above is used to show the proportion of units in the total inventory that are potentially affordable. When reviewing these data consider the following

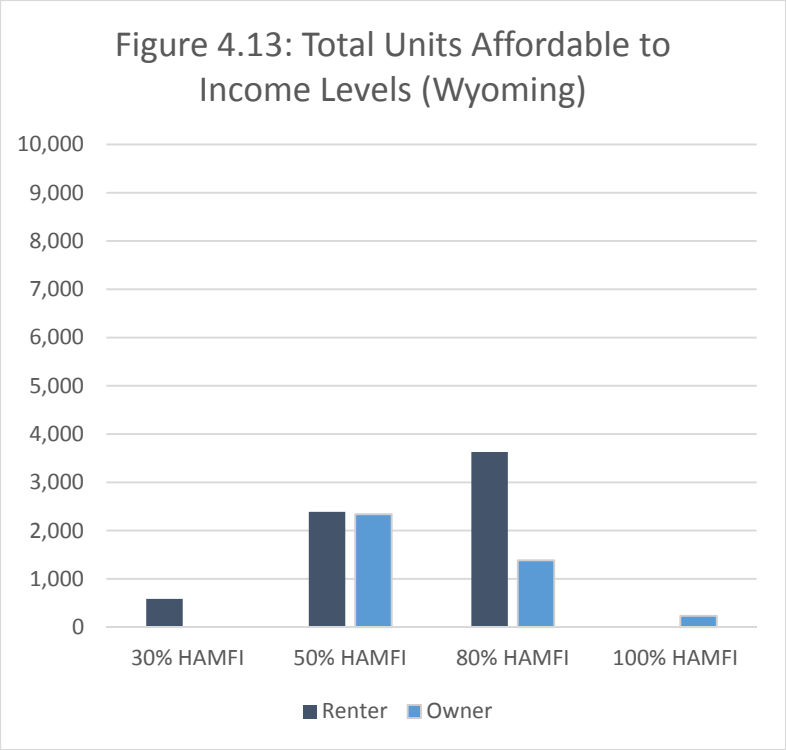
[6] Note that the figure refers to "HUD Area Median Family Income" (HAMFI) rather than "AMI" used more typically. This is the median family income calculated by HUD for each jurisdiction, in order to determine Fair Market Rents (FMRs) and income limits for HUD programs. HUD often uses HAMFI in the context of the CHAS and FMR calculation. The census definition of "family" includes only persons related by blood, marriage, or adoption. It thereby excludes single individuals living alone or in a household with other unrelated persons and is not the same as a "household." For HUD rental programs, by contrast, the definition of "family" has been expanded over the years to include single persons and thus effectively includes all households. As a result, HAMFI and AMI are essentially synonymous.

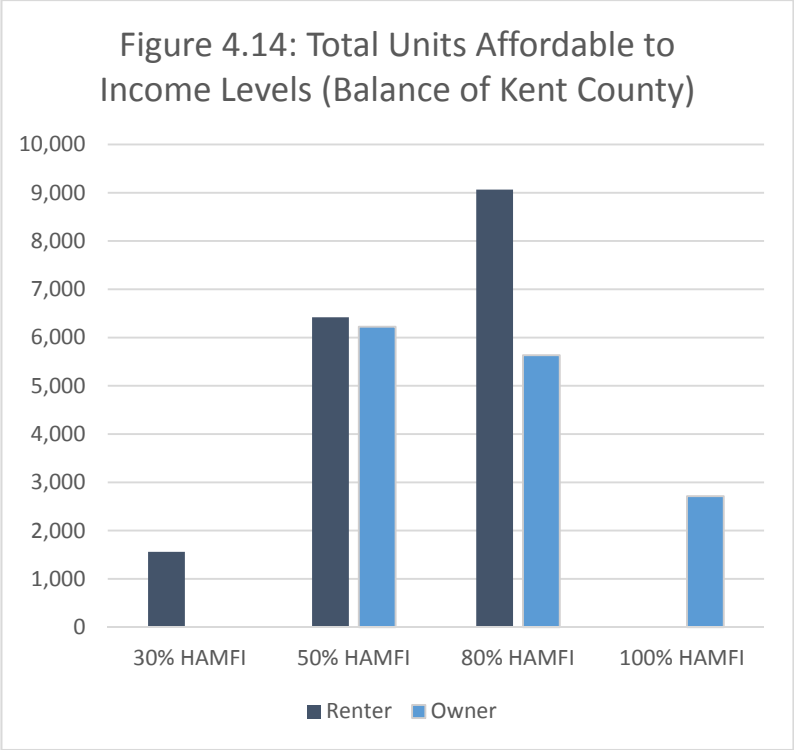
factors:

- The potentially affordable units listed on the table include units that would not be affordable under the definitions used elsewhere in this plan, including (a) rental units 60-80 percent of AMI, and (b) owner units between 80-100 percent of AMI.
- Owner units affordable under 30 percent of AMI would be a very small number of units, so the fact that there is no data would not have a substantial impact on the overall proportions.
- Rental units affordable between 80-100 percent of AMI, for which there is no data, are appropriately included in the "unaffordable" group.
- Homeownership housing is generally unaffordable throughout the region, with only 14-24 percent of housing units affordable to households under 100 percent of AMI.









Source: 2008-2012 CHAS (Figure 4.11 -4.14)

Table 4.3: Share of Affordable Units

	Kent County		Grand Rapids		Wyoming		Balance of Kent County	
	Renter	**Owner**	**Renter**	**Owner**	**Renter**	**Owner**	**Renter**	**Owner**
Total Units	67,918	160,286	31,588	41,197	9,109	18,156	27,221	100,933
Units affordable to households earning less than 100% AMI	43,220	28,240	19,570	9,705	6,605	3,960	1,7045	14,575
Percent Affordable to households earning less than 100% AMI	64%	18%	62%	24%	73%	22%	63%	14%

Source: 2008-2012 ACS

Monthly Rent

Table 4.4 illustrates the 2015 HUD fair market rents for rental housing, as well as the allowable high and low HOME rents. These rents are the upper limits of rents that can be charged by property owners with units assisted by HUD rental housing programs. As noted elsewhere, rapidly increasing rents in the countywide market have widened the gap between HUD FMRs and market rents, creating problems for low-income households seeking units that will accept their HUD voucher for rent assistance.

Table 4.4: HUD Monthly Rents

Monthly Rent ($)	Efficiency (no bedroom)	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Fair Market Rent	519	588	737	1,028	**1,157**
High HOME Rent	520	590	737	1,028	**1,157**
Low HOME Rent	**520**	**590**	**720**	**832**	**928**

Source: 2015 HUD FMR and HOME Rents

Is there sufficient housing for households at all income levels?

County population is expected to grow from 608,453 in 2011 to an estimated 620,699 by 2015.[7] Between July 2013 and 2014, Kent County population grew by 6,841, the largest population increase in Michigan during that year.[8] This increase in demand is creating pressure on the housing inventory, driving up prices and rents in all price categories. In addition, the senior population (age 60+) increased by 32 percent from 77,057 in 2000 to 101,386 in 2010,[9] suggesting a need to expand the supply of housing appropriate for the needs of seniors.

How is affordability of housing likely to change considering changes to home values and/or rents?

Job growth in West Michigan continues, with the Grand Rapids-Wyoming area adding 3,000 jobs in the year ending November 2014, a 7.6 percent annual growth rate.[10] The unemployment rate, at 3.3 percent in Kent County in April 2015,[11] is among the lowest in the state. In June 2015, *Area Development* published a study of the nation's MSAs cited by *The Right Place*; Grand Rapids was behind only Denver and Houston in regional economic growth. Absent unpredictable and severe external economic shifts, this economic expansion is likely to continue to fuel overall population growth in Kent County, which in turn will continue to raise home values and rents without substantial expansion of housing supply.

The housing affordability problem for low-income households is further intensified by the fact that income growth is not keeping pace with job growth. The same MiBiz.com report cited above noted that wages in the Grand Rapids-Wyoming MSA have fallen 4 percent from 2010 to 2013, despite job growth increasing 14 percent.[12]

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[7] https://www.accesskent.com/about.htm
[8] mlive.com, http://www.mlive.com/lansing-news/index.ssf/2015/03/census_data_has_your_county_ga.html
[9] Area Agency on Aging of Western Michigan, http://www.feedingamericawestmichigan.org/wp-content/uploads/2014/04/2012-Kent-County-Data-Toolkit-AAAWM.pdf
[10] mlive.com, http://www.mlive.com/business/west-michigan/index.ssf/2014/12/post_130.html
[11] mlive.com, http://www.mlive.com/business/west-michigan/index.ssf/2015/05/west_michigan_led_state_in_job.html
[12] http://mibiz.com/item/22054-report-grand-rapids-anchors-economic-growth-in-west-and-central-michigan#sthash.eWVWwGig.6LwuTqew.dpuf.

From a longer term perspective, Kent County median household income in 2013 was $51,992, up only 13 percent from $45,980 in 1999, an annual increase of less than 1 percent per year.

In the *Area Development* study, Grand Rapids rated lower in 5-year income growth than in any other metric, at #178 of 373 MSAs. In May 2015, the Center for Michigan noted that West Michigan's jobs growth is not matched to high wages. Kent County averaged $837 in weekly wages in September 2014, according to the Bureau of Labor Statistics; while Ottawa County averaged $801 -— both below the state average of $888. Washtenaw and Oakland counties were tied at the top with an average weekly wage of $1,019, with Wayne County at $1,018. By comparison, U.S. wages average $941. George Erickcek, economic analyst for the Kalamazoo-based Upjohn Institute for Employment Research, notes that West Michigan's lower wages are linked to the fact that it was never as heavily unionized as Southeast Michigan and its historically higher-paying automotive jobs. As a result, wages in West Michigan have been slower to increase.[13]

How do HOME rents / Fair Market Rent compare to Area Median Rent? How might this impact your strategy to produce or preserve affordable housing?

Service providers and public housing agencies report that the actual rents being charged in the market are substantially outpacing HUD-established fair market rents (FMRs). Since the HUD FMR is the chief factor in determining the rent standard paid to landlords in the housing choice voucher (HCV) program, housing rented at higher than the FMR becomes effectively unavailable to persons with HUD rent assistance.

HUD FMRs have remained consistently between $739 and $750 per month for a 2-bedroom apartment since 2011. Since median rents countywide have risen by 20 percent since 2012, the task of finding property managers that will accept a voucher is a growing challenge. Although the Grand Rapids Housing Commission is still reporting full utilization of vouchers, in September 2015 they reported only 8 units vacant and available countywide for users of their 4,000 vouchers. While the proposed FMR for 2016 increases to $767 for a 2-bedroom unit, this may do little to motivate property owners and managers to once again accept rental assistance vouchers to ease the scarcity of participating units. As a result, assisted households must often take housing which is marginally suitable to their needs and/or remote from employment and/or job opportunities.

[13] http://bridgemi.com/2015/05/jobs-flooding-to-west-michigan-though-wages-still-lag/

HOUSING MARKET ANALYSIS: CONDITION OF HOUSING – 91.210(A)

Definitions

For purposes of this Plan, each jurisdiction provides the following definitions:

Kent County and Wyoming

Standard Condition: A housing unit is considered to be in "standard condition" when it meets or exceeds HUD Housing Quality Standards (HQS). Further, a housing unit is in standard condition when it does not have any critical or major structural defects, has adequate plumbing facilities, and its appearance does not create a blighting influence. This condition requires no more than observable, normal maintenance; dwelling units which have no deficiencies, or only slight observable deficiencies. The Wyoming definition additionally requires that the property meet city property codes to be in standard condition.

Substandard Condition but Suitable for Rehabilitation: A housing unit is considered to be in "substandard condition but suitable for rehabilitation" when it does not meet HUD HQS. Further, a housing unit is in substandard condition but suitable for rehabilitation when it has one or more major and/or critical structural defects, but can still be repaired for a reasonable amount. The degree of substandard is either moderate or severe according to the number of defects and the degree of deficiency.

Moderately Substandard: Housing units that have less than three major defects or at least one critical defect and can be restored to a standard condition for a reasonable cost.

Severely Substandard: Housing units that have three or more major defects or at least one critical defect and can be restored to a standard condition for a reasonable cost.

Grand Rapids

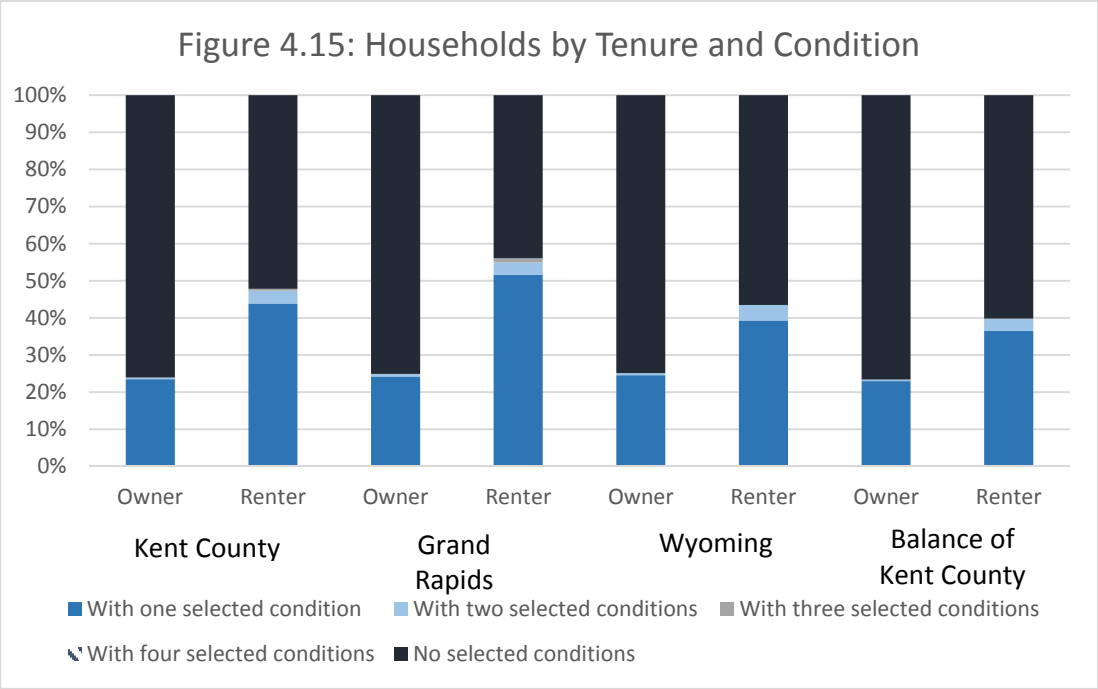
A substandard housing unit is considered suitable for repair if the estimated cost of repair is less than double the assessed value of the structure, excluding the value of the land.

Condition of Units

Figure 4.15 below indicates the share of households (by tenure) experiencing at least one condition. Conditions include:

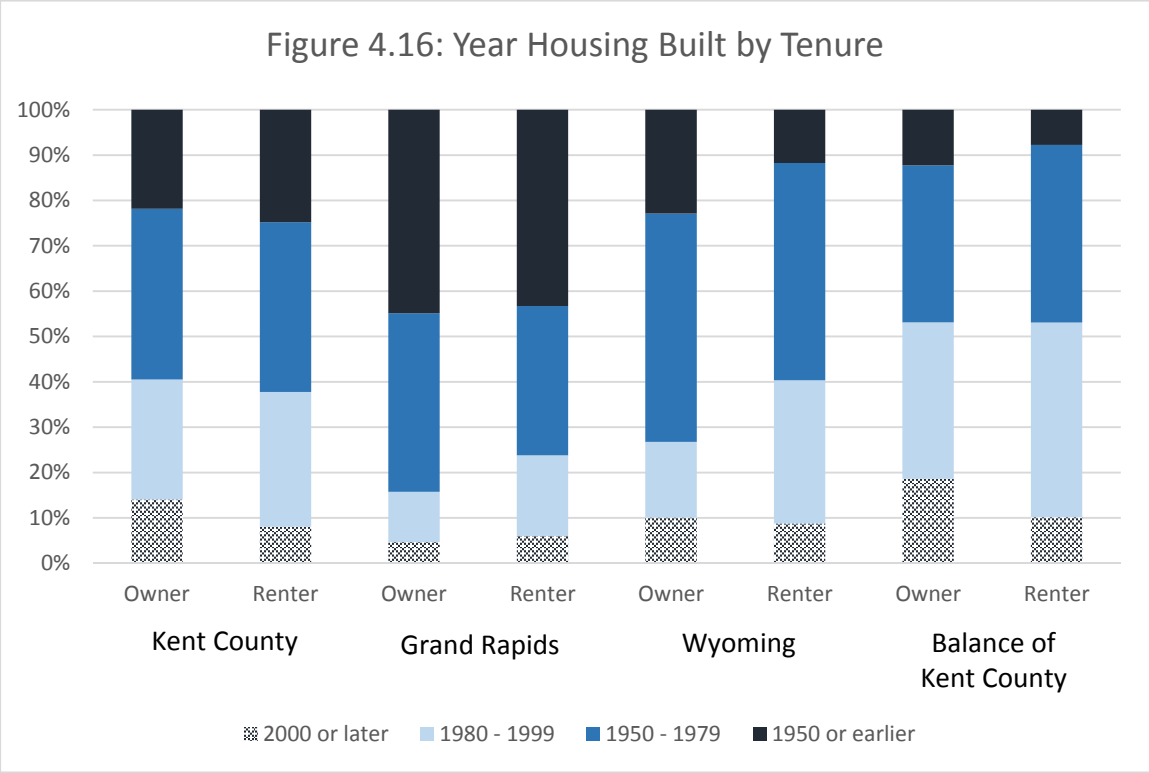
- Lacking complete plumbing facilities
- Lacking complete kitchen facilities
- Overcrowding (more than 1 person/room)
- Cost-burden of at least 30 percent

As indicated in the data, a greater share of renters have at least one housing condition. As discussed in the Needs Assessment, the most prevalent housing condition is housing cost-burden for both renter and owner-occupied households in all jurisdictions.



Source: 2008 – 2012 ACS

Figure 4.16 below shows the distribution, by year built, of housing within the jurisdictions, as well as for Kent County as a whole. The figure illustrates the historic growth and development of Kent County, with Grand Rapids largely built out prior to 1950 (44 percent of its housing stock), Wyoming built out during the post-war period (with 37percent of its housing built from 1950-1979), and the balance of Kent County developed last (with 53 percent of its housing built in 1980 or after):



Source: 2008 – 2012 ACS

Need for Owner and Rental Rehabilitation

Economic recovery has led to increased investment in residential construction, with over $290 million invested in construction of over 1200 single family units in 2014 countywide. However, this construction boom, representing an increase of about 150 percent over 2009 does not necessarily indicate an increased ability of low-income homeowners to invest in their homes.

Several factors are impacting the investment in home improvement by owner-occupants, including loss of equity (and often the loss of confidence by owners) and the continuing reticence of lenders. In addition, slow income growth may be hampering the ability of homebuyers to leverage the value of homes into rehabilitation improvements. Kent County median household income in 2013 was $51,992, up only 13 percent from $45,980 in 1999, an annual increase of less than 1 percent per year.

Low-income homeowners continue to find themselves unable to invest in needed home improvements. However, the older neighborhoods of Grand Rapids and Kent County, solidly built and advantaged by walkable locations, are in increasing demand in today's market. The need for owner and rental rehabilitation is compounded by the needs of housing built pre-1980 – indicating a potential need for rehab related activities, including energy-efficiency upgrades, accessibility modifications, and lead hazard remediation.

Participants in the Wyoming focus group noted that Wyoming's housing stock was built between 1940 and 1970 to respond to booming housing demand after World War II. By today's standard, homes are typically small and present a unique range of home improvement needs: some homes need to be enlarged and updated to attract owner-occupants; others have converted a portion of the basement into sleeping areas and need safe fire egress; many homes need upgrades to be more energy efficient. In addition, participants in the Kent County focus group noted that many rural homes need septic improvements or replacement.

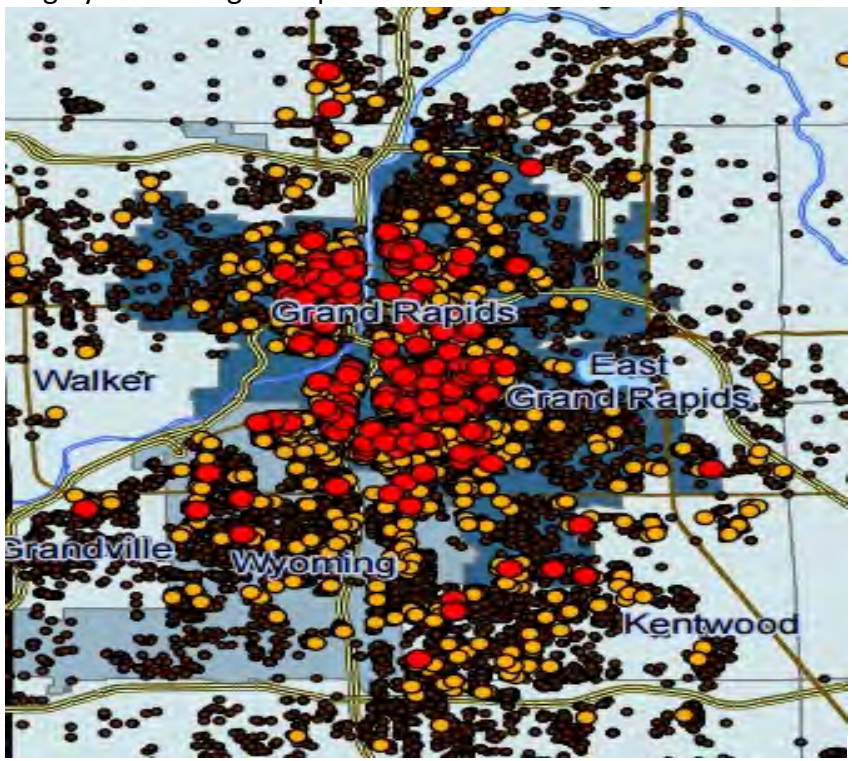
Table 4.5: Risk of Lead-Based Paint Hazard in Kent County

Risk of Lead-Based Paint Hazard	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
Total Number of Units Built Before 1980	95,326	59%	42,278	**62%**
Housing Units build before 1980 with children present	**15,045**	**16%**	**8,865**	**21%**

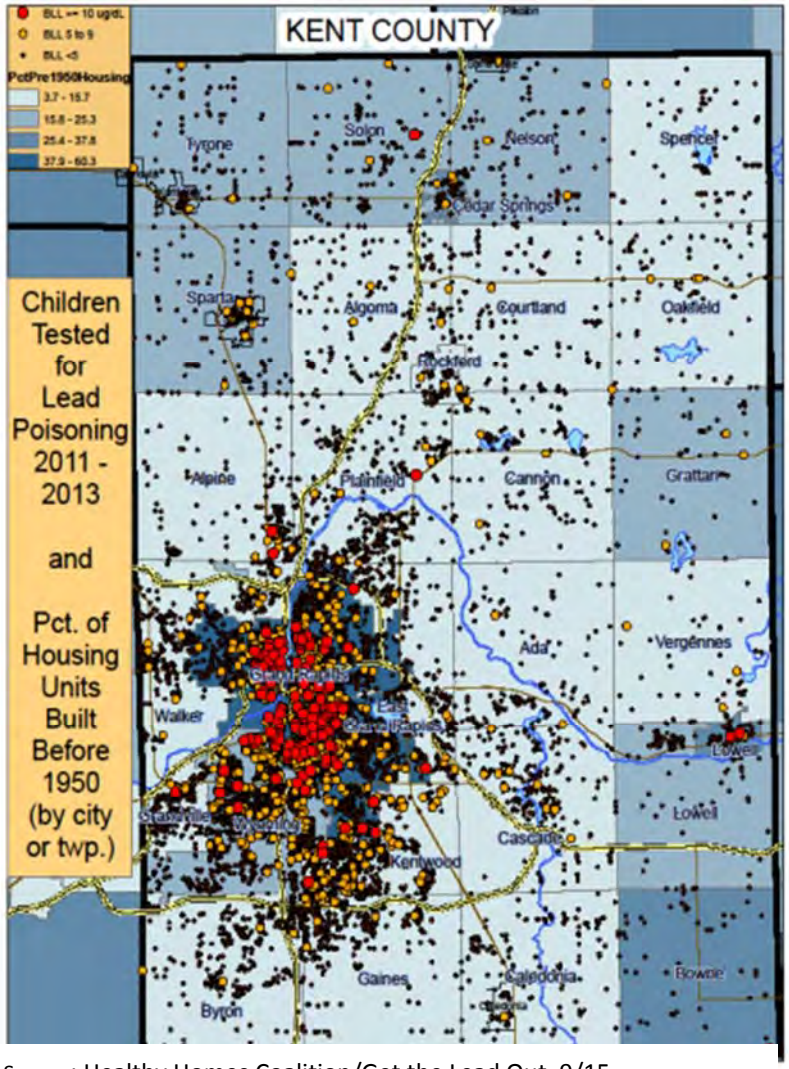
Source: 2008-2012 ACS

Estimated Number of Housing Units Occupied by Low or Moderate Income Families with LBP Hazards

With approximately 63 percent of the housing in Kent County built before 1949 (33,000 units) and 43 percent of the housing built before 1980 (60,000 units), the City of Grand Rapids places a high priority on the reduction of lead paint hazards in homes occupied by low and moderate income households. The City of Grand Rapids estimates that at least 20,000 low and moderate income households occupy units that are potentially impacted by lead paint. Ongoing testing by the Michigan Department of Health and Human Services



Maps 4.4 and 4.5: Children Tested for Lead Poisoning



Source: Healthy Homes Coalition/Get the Lead Out, 9/15

suggests that there appears to be a high concentration of the homes with lead poisoned children in the 49507 zip code and probably in northeast Wyoming as well.

The Kent County Health Department reports that 59.2 percent of the homes in Kent County were built before 1978. Of over 8,000 households under 80 percent of AMI in the county with children under 6, about 4,800 households live in these older homes. It is not known exactly how many of these homes have been remediated, either through lead hazard reduction programs or the independent efforts of owners and families, but continuing activities targeted at housing occupied by low-income households with young children will build on the substantial positive results of past efforts, as presented in the Discussion section that follows.

Kent County is among the leaders in the State of Michigan, testing over 80 percent of 1- and 2-year olds insured by Medicaid for lead in 2013.[14] Maps 4.4 and 4.5 display the 2011 – 2013 results of lead testing of children under the age of six. It is overlaid on a map identifying by city and township the percentage of housing stock built before 1980 and, as a result, more likely to present lead paint hazards to occupants.

To assist families in identifying lead-safe housing, the State of Michigan maintains a registry of lead-safe homes at http://lshr.state.mi.us:8888/Registry/lshr.jsp.

The City of Grand Rapids registry is at:

http://grcity.us/community-development/Documents/LS%20Housing%20Registry%2001_13_15.pdf.

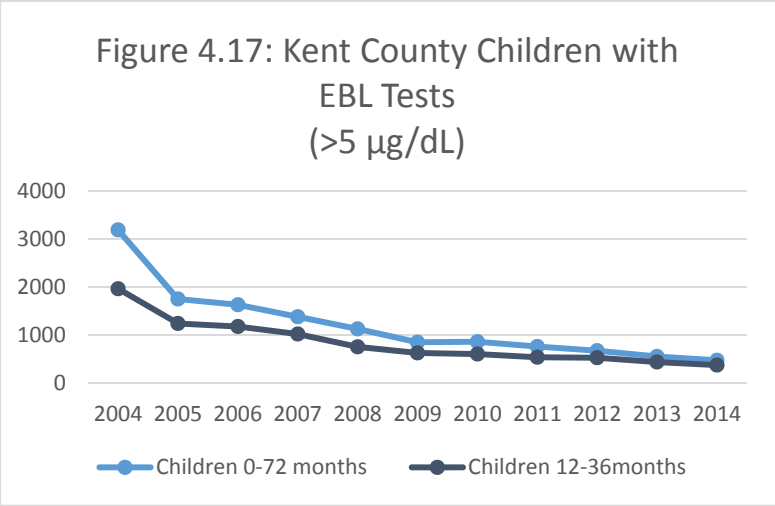
Discussion

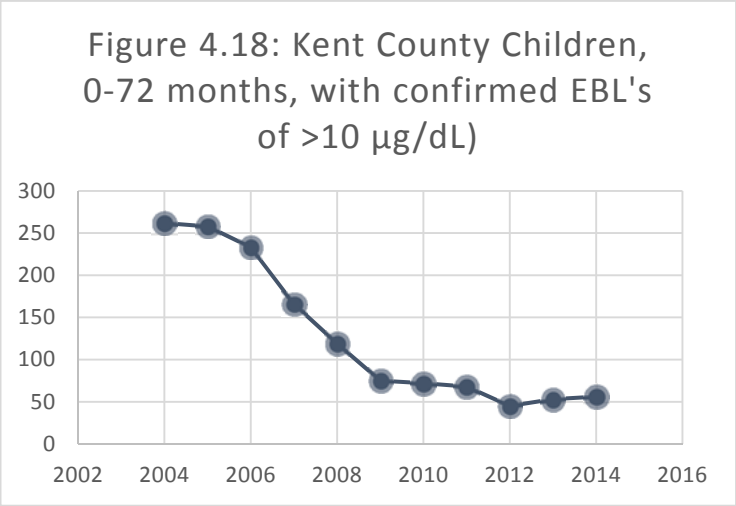
The City of Grand Rapids has worked proactively for a number of years to reduce lead hazards in its housing stock. Grand Rapids and Kent County are among the partners in the countywide Healthy Homes Coalition "Get the Lead Out!" Initiative.[15] The initiative has 3 major objectives: (1) Outreach and education related to City's grant-funded Lead Hazard Control program (e.g., presentations at Head Start sites, educating parents about lead hazards and helping people apply for the program, (2) Direct services (e.g. helping homeowners assess property hazards, learning how to minimize exposure to hazards, and helping find resources to eliminate hazards),

[14] 2013 Data Report on Childhood Lead Testing and Elevated Levels, Childhood Lead Testing Prevention Program
[15] See http://grcity.us/community-development/Pages/Get-the-Lead-Out!.aspx

and (3) education for parents and professionals (e.g., nurses, code enforcement, etc.). The Initiative provides public awareness information on its website at http://gettheleadoutgr.org/for-media.

This partnership began in 2001, and as of 2015 has secured $16 million in new federal funding, supplemented with $9.7 million in local match to address lead hazards in 1,500 homes. Substantial reductions in the number of Kent County children with elevated lead blood levels are shown in the figures below which illustrate the decreases in lead poisoning in children under 6 with lead blood levels below 10 (the reference level prior to 2013) and below 5 (since 2013) micrograms/deciliter.





Source: Community Wellness Division, Kent County Health Department, 9/2015

PUBLIC AND ASSISTED HOUSING – 91.210(B)

Introduction

Kent County is served by four Public Housing Authorities (PHAs):

- Grand Rapids Housing Commission
- Wyoming Housing Commission
- Kent County Housing Commission
- Rockford Housing Commission

Table 4.6 below presents the number of units provided by these PHAs.

Table 4.6: Totals Number of Units

Program Type								
Certificate	Mod-Rehab	Public Housing	Vouchers					
			Total	Project - based	Tenant - based	Special Purpose Voucher		
						Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers available	102	725	5,036	521	4,134	153	175	**53**
# of accessible units	**4**	**17**	**26**	**26**				

*include Non-Elderly Disable, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition
Source: PIC (PIH Information Center)

Describe the supply of public housing developments:

The supply of public housing units across the four public housing authorities in Kent County is presented in the table above. Kent County programs include VASH and Family Unification vouchers, but no public housing units. Among them, Grand Rapids, Wyoming and Rockford own 725 public housing units, including 17 accessible units.

More information is available in the section "Number of Housing Units," above.

Describe the number and physical condition of public housing units in the jurisdiction, including those that are participating in an approved Public Housing Agency Plan:

Rockford: One PHA building (Rogue Valley Towers) that provides 53 units for elderly and disabled residents, built in 1978. It has been rehabilitated and received an inspection score of 98 percent.

Grand Rapids: The Grand Rapids Housing Commission (GRHC) has evaluated all its units as Excellent or Good, except 44 scattered site units built in 1989, which are listed as Fair. Projects built between 1969 and 1992 have been periodically rehabbed and are rated Good or Excellent. Other projects were built between 2005 and 2015, and are in excellent condition.

Wyoming: 195 units, built between 1975 and 1983.

Public Housing Condition

Table 4.7: Public Housing Condition

Public Housing Development	Average Inspection Score
Rogue Valley Towers-RHC	**98%**

Source: PIC (PIH Information Center)

Describe the restoration and revitalization needs of public housing units in the jurisdiction:

Rockford has done extensive Capital improvements through the Capital Fund Programs. At this time there is not a critical need for improvements on the Public Housing level. If the Rockford Housing Commission public housing building were to make additional Capital improvements, it would be on an energy efficient level, heating units, as well as new windows.

Grand Rapids has continued rehabilitation efforts on its buildings, and has an assessment of capital improvement needs currently underway.

Wyoming's efforts to modify units for handicapped accessibility was deferred to replace boilers and make other critical capital repairs.

Describe the public housing agency's strategy for improving the living environment of low- and moderate-income families residing in public housing:

Kent County: Kent County continues to educate its current Landlords on the PHA's program giving them the motivation and support to maintain units with the Housing Commission. The Housing Commission advocates for clients to Property Management companies that have discontinued or are discontinuing to honor Section 8 vouchers in Kent County.

Efforts include partnerships and training through our Community Partner agencies that provide Homeownership training, Life skills training, Financial and Economic management training. Kent County also provides direct case management to our clients to assist them during their time as a Section 8 client by offering the opportunities through our Family Self-Sufficiency Program to transition into the Homeownership program after successful completion.

Grand Rapids: The GRHC uses a multi-pronged approach to improving the living environment for residents and clients. The first consideration is the condition of the unit in which they live. Staff uses HUD standards to maintain its property and property under contract for Section 8. Additionally, annual inspections are conducted by several entities including MSHDA, Great Lakes Capital Fund, and the City of Grand Rapids to secure Certificates of Compliance and Continued Occupancy. The second consideration is to enable the elderly to age-in-place, the disabled to live independently, and families to become economically self-sufficient. This is accomplished using case management and main-stream services for the specific populations that are served. Service plans are developed with client input, community feedback, and the recommendations of Masters level social workers employed at the specific housing developments.

Wyoming: Wyoming Housing Commission (WHC) considers different strategies to improve its properties which include the following studies, inspections etc., which provide WHC with insight of property needs:

In 2014, WHC had a Green Physical Needs Assessment (GPNA) & Energy Audit study. This study was conducted and included all community, administrative, and maintenance buildings as outlined by HUD. This consisted of a physical inspection of over 10 percent

of WHC dwelling units, representing typical unit types in typical buildings in all housing developments listed in the RFP, including 100 percent of the non-dwelling structures (maintenance, office and community buildings). This study assists WHC in considering areas that will improve residents' environment. The report provides recommendations to approach energy conservation and green measures, accessibility needs, marketability/ livability needs, priority of work, cost and expected useful life of physical needs components.

Uniform Physical Condition Standards (UPCS) Inspection: yearly WHC contracts an inspector to visit properties and reviews 100 percent of the WHC units. This inspection provides WHC with any deficiencies, which in turn prepares WHC to improve the quality of units through this report.

Once a year WHC connects with residents to discuss its annual plan and the residents provide input on needs of WHC properties.

Discussion:

Public housing authorities in Kent County continue to struggle to find units for voucher holders; units are generally unavailable for HUD fair market rents. Strategies could include:

- Outreach to and engagement with landlords to encourage acceptance of HCVs;
- Offer of project-based vouchers to developers of tax credit or other subsidized housing in locations with walkable connections to jobs, services and amenities;
- Other strategies to incrementally increase supply, such as HCV homeownership vouchers for appropriate households.

HOMELESS FACILITIES AND SERVICES – 91.210(C)

Introduction

Homeless Facilities and Services are managed and provided through the Continuum of Care agencies and Special Needs Services agencies (listed in Appendix B).

These agencies provide several types of housing including:

- Emergency Shelter for Families, mixed populations, adult individuals, and youth
- Transitional Housing for Families, mixed populations, and adult individuals
- Permanent Supportive Housing for adult individuals
- Rapid Re-Housing for families and adult individuals

Table 4.8: Facilities and Housing Targeted to Homeless Households

	Emergency Shelter Beds	Transitional Housing Beds		Permanent Supportive Housing Beds	
	Year Round Beds (Current & New)	Voucher / Seasonal / Overflow Beds	Current & New	Current & New	Under Development
Households with Adult(s) and Child(ren)	116	5	383	465	
Households with Only Adults	298	67	136	419	
Chronically Homeless Households	N/A	0	0	329	
Veterans	18	0	30	21	
Unaccompanied Youth	15	0	3	0	

*Source: HUD's 2015 CoC HIC Report for Grand Rapids/Wyoming/Kent County

Describe mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons.

Mental health services are coordinated in the community through network180, the community mental health organization. Housing projects have worked to use partnerships with network180 to secure support services for project participants, and to minimize housing funds to services wherever possible. Cherry Health Services is the Federally Qualified Health Center and centrally located in the City of Grand Rapids, near many of the single site permanent supportive housing projects. Employment service providers collaborate as a sub-committee of the Essential Needs Task Force (ENTF), as does the housing Continuum of Care. This shared taskforce helps to ensure connection of employment services to housing projects.

Supportive services are provided through several agencies throughout the county (as listed in the Special Needs Services Agencies list in Appendix B)

List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. If the services and facilities are listed on screen SP-40 Institutional Delivery Structure or screen MA-35 Special Needs Facilities and Services, describe how these facilities and services specifically address the needs of these populations.

The 2014 Housing Inventory Count which lists the facilities and housing units dedicated to homeless persons is located at: https://www.hudexchange.info/resource/reportmanagement/published/CoC_HIC_CoC_MI-506-2014_MI_2014.pdf

The Kent County Continuum of Care has identified 43 projects within the community with a total of 1,794 beds with which to serve people experiencing homelessness. Of these, 277 were designated as dedicated to chronic homelessness, 44 for veterans and 18 beds for youth under 18. There are an additional 68 seasonal and 32 overflow beds. Beyond these projects, there are supportive services available from other providers within the community.

In addition, a count of assisted housing developments and units has identified an inventory of permanent supportive housing (PSH) units in Kent County at 623 units at 21 projects. In addition, Community Rebuilders provides approximately 267 units through vouchers not tied to a specific property, raising the total PSH units to 890.

SPECIAL NEEDS FACILITIES AND SERVICES – 91.210(D)

Introduction

Kent County and the cities of Grand Rapids and Wyoming work closely with the Continuum of Care to meet the needs of special needs persons in the community through the provision of housing options and supportive services.

Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs.

During the Regional Homeless Focus Group, participating service providers indicated that there is a high need for mental health and substance abuse services. There is also a high demand and need for expanded permanent supportive housing services for those exiting emergency or transitional housing.

Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing.

Discharge planning is included as a part of the Continuum's 2015-2017 Action Plan to End Homelessness. In Performance Measure 1 – "Reduce the number of people who experience homelessness," it lists "Work with other systems to prevent homelessness."

- Includes working with Prisoner Reentry Service Providers to increase access to permanent supportive housing
- Includes reducing homelessness for those exiting foster care
- Includes making housing plan assistance training available to discharge planners across systems

Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals.

To be determined during Action Plan process.

For entitlement/consortia grantees: Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. (91.220(2))

To be determined during Action Plan process.

BARRIERS TO AFFORDABLE HOUSING – 91.210(E)

Negative Effects of Public Policies on Affordable Housing and Residential Investment

(Describe the negative effects of public policies on affordable housing such as tax policy affecting land and other property, land use controls, zoning ordinances, building codes, fees and charges, growth limits, and policies that affect the return on residential investment.)

Region

- As noted by focus group participants, routes and hours of bus service makes it hard to reach some employers, especially on 2nd and 3rd shift.
- Unprecedented low vacancy is severely restricting housing choice. This market factor is not caused by public policy, but absent a substantial turn-down in the macro economy is likely to continue, suggesting a need for policy makers to consider new strategies to preserve housing choice in a changing environment.

Kent County

The Kent County Analysis of Impediments to Fair Housing notes that barriers to new housing development over which the county has little to no control include:

- Allowable densities and location of multiple family units
- Minimum lot and building sizes, which can affect price and rent
- Location of grocery stores and other essential services

Zoning and land use related decisions such as those noted above are controlled at the local level, as opposed to the county level. That being said, the County can play a role in promoting and advocating for local zoning and land use decisions that favor as opposed to limit housing choice.

The AI notes that barriers to the development and provision of affordable housing as they apply specifically to Kent County can generally be separated into six categories as follows:

1. Economic (poor credit; housing costs; and lost value)
2. Local Policies (lack of source of income regulations in all but 3 communities; local zoning decisions/land use policies; failure to equitably accept housing vouchers and higher density residential development)
3. Regional/National Policies (lack of resources to address high cost of lead paint hazard abatement; prevailing wage and associated costs)
4. Need for increased access (lack of public transportation linkage to out-county areas; concentration of services in Grand Rapids, isolated from growing demand in out-county areas)
5. Need for Fair Housing Education and Training (foreclosures bring about uneducated new investors; internet marketing lacks controls to ensure fair housing choice; NIMBYism still a problem that will likely increase as market rebounds and demand for new single-family housing rises; discrimination is often unintentional or unknown; steering by Realtors based on perceptions of communities and/or school districts)
6. Discriminatory Lending Practices in Financing and Lending (2006 and 2009 HMDA data demonstrate disparities in lending)

Strategies to address these barriers were summarized as follows:

1. **Continue to work with an organization or agency to provide fair housing services to the county.**
    a. The county has the opportunity through contracts with local partners and providers to address impediments to fair housing in Kent County based on needs identified in prior year.
    b. Based on the declining number of housing test cases in recent years, determine if additional funding is available and should be targeted to increase housing testing, realizing that fair housing regulations are only as good as the enforcement thereof.
    c. Work with the agency or organization to include religion and age discrimination in information programming to ensure that discrimination is identified, not tolerated, and properly addressed regardless of type.
    d. Work with partner agency or agencies to expand enforcement of fair housing choice into rural areas, where such issues often go unnoticed.
2. **Research whether a countywide Fair Housing Ordinance would be an effective tool to increase fair housing outcomes in Kent County.**
    a. While other counties have successfully adopted fair housing ordinances, it is not a one-size-fits-all solution. Kent County may benefit from such an ordinance, but much background research would be required to estimate the feasibility of such an effort.
3. **Promote Increased Public Transportation Access and Access to Job Training activities throughout the county.**

   a. Continue participation with The Rapid's Transit Master Plan to promote and actively participate in review of existing transportation routes to link transportation and job employment centers to where lower-income persons and families reside.
   b. Increase capacity of fair housing providers and organizations in rural areas to promote access to resources in areas where mobility and transportation are limited.
   c. Coordinate with local and regional planning efforts to develop efficient transportation systems and allocation of housing and land uses.
   d. Advocate for additional adult education and vocational training opportunities, including non-English speaking alternatives.
4. **Create a Fair Housing Web Page on the Accesskent.com to increase access to fair housing resources.**
   a. Include copies of all fair housing resources currently distributed to program participants in the Housing Choice Voucher program (tenants and property owners).
   b. Include links to other relevant Fair Housing information sites.
   c. Provide model language to municipalities and townships to assist in implementing Housing Plan elements by highlighting existing plans such as Kentwood.
5. **Promote county-wide Source of Income Protection.**
   a. Explore establishment of source of income protection throughout the county.
   b. Promote broader acceptance of vouchers and development of affordable housing county-wide through public information on the facts about Housing Choice Vouchers and their purpose.
   c. Attend at least one meeting of the Regional Property Managers Association annually to provide information about Housing Choice Vouchers and provide a point of reference for property owners who may or may not be participating in the program.
6. **Cooperate with public/private institutions to provide better access to aid and financing through continued participation in local task forces.**
   a. Facilitate tracking and enforcement of financing disparities through download of annual HMDA data.
   b. Seek Spanish speaking fair housing educators to address changing demographics and assist with all aspects of home ownership/rental requirements.
7. **Further explore the reasonableness of rental registration and development of a landlord training program.**
   a. While rental registration can be a tool for improving housing conditions, the implementation of such a program can have unintended side effects on low-income residents and non-profit housing providers. Carefully identify the objectives of rental registration and potential impacts of implementation.
   b. Promote increased fair housing training programs and education for landlords, particularly new landlords.

8. **Continue to support housing inspection efforts of the Health Department and housing rehabilitation for units identified through housing inspection activities.**
    a. Provide rehabilitation programs, particularly to elderly residents who are unable to perform basic maintenance and upkeep.
    b. Continue to receive referrals from the Health Department for homeowners needing assistance with housing-related health and safety violations.
    c. Support local units of government in requiring that bank-owned properties are adequately maintained to ensure safety of surrounding neighborhoods.
    d. Ensure that minimum accessibility standards are being adhered to through strict enforcement of building codes.
9. **Continue to support affordable housing opportunities through the HOME Investment Partnership program particularly in communities seeking to provide eligible projects that meet a diverse range of housing needs.**
    a. Incorporate visitability standards into Kent County HOME program's guidelines for new construction over the next year to increase visitable units.
    b. Identify public-private partnerships to implement housing choice strategies- housing rehabilitation services, financial institutions, etc.

Grand Rapids

Grand Rapids is taking steps to create a greater range of housing choice for low-income households, including housing more likely to be located near jobs and services. Through the community consultations, the Grand Rapids *Great Housing Strategies Addressing Current and Future Housing Needs* initiative has identified existing and proposed initiatives to create these opportunities.

Four workgroups convened during a two month process where members were charged with identifying desired housing outcomes; examining existing and potential housing policies, programs and tools; and developing recommendations and a plan of action to achieve outcomes.

Workgroup members had a diversity of backgrounds that enhanced discussion on the complex issues surrounding housing challenges. Members primarily represented for-profit and non-profit housing developers, neighborhoods, community advocacy groups, foundations, non-profit organizations, human service agencies, college and lending institutions, government agencies, and some businesses. Planned actions were framed around the following goals.

1) Provide a variety of housing choices

2) Encourage mixed-income neighborhoods
3) Create and preserve affordable housing
4) Support low-income and vulnerable populations
5) Support employers and workforce development
6) Encourage alternate transportation and parking options
7) Change public perception of affordable housing
8) Advocate for change to state and federal policies

Recommendations around these goals are consistent with many proactive policies already adopted and build on past efforts. The "Great Neighborhoods" section of the city's land use Master Plan promotes a broad range of housing options. The Master Plan calls for a range of housing types within neighborhoods to accommodate all residents regardless of income, special need or place in life cycle (e.g. single, married, with children, empty nest, retired. The Zoning Ordinance is the regulatory device that implements the Master Plan.

As an example, the Zoning Ordinance already allows accessory dwelling units in single-family neighborhoods, encouraging mixed-use buildings (with housing on the upper floors) in commercial districts and promoting infill development by permitting small homes on narrow lots. Enabling these housing options provides for less expensive types of housing to be built in the city. In addition, the Zoning Ordinance provides a density bonus for mixed-income housing projects. The Ordinance also establishes staff review and approval standards for many types of development projects.

The *Great Housing Strategies* recommends further modifications to the Zoning Ordinance to expand efforts to promote accessory dwelling units by creating explicit definitions of cooperative and co-housing in the Zoning Ordinance, making cooperative housing a Special Land Use with Planning Commission approval, removing the 12-month owner-occupancy requirement from the Accessory Dwelling Unit policy, reducing the average lot size requirement for two-unit dwellings, defining and regulating micro-units in the Zoning Ordinance, expanding development of accessible housing and creating an incentive to develop Type B (Adaptable) accessible units. (*GHS Draft Report*, 10/5/15, pp. 18-22)

On November 6, 2015, the city announced that it is planning to add the term "micro-unit" to its zoning ordinance and to offer a parking incentive to housing developers that build such apartments. The definition of micro-unit is a residence 475 square feet or

smaller in a mixed-use commercial building. In exchange for building micro-units, developers can get a reduction on the required amount of vehicle parking they must provide, from one space per unit to one space per two units, so long as two bicycle parking spaces per unit are provided. Small apartments offer one option for easing the "affordable housing" shortage. Allowing a developer to build less parking for micro-units both ties into the city's urbanization and mobility goals and cuts the cost of construction; the less a developer spends on parking the more affordable the housing can be.[16]

This strategy definitely broadens the range of choice available to residents and, because it does not depend on scarce subsidy funds, is limited only by the depth of the market. But it does not address the requirements of families for living space. The production of affordable units for households larger than 1-2 adults will continue to be a “non-economic” enterprise, dependent on the availability of public resources.

Additionally, the *Great Housing Strategies* Report calls for actions to promote the development of mixed-income neighborhoods by modifying specific economic development and affordable housing programs, educating communities about the importance of mixed-income neighborhoods, and establishing practices and coordinating programs to make mixed-income projects more achievable.

In order to increase the supply of affordable housing, the Report recommends the establishment of a housing trust fund, development of tools such as community land trusts, protect low-income households from discrimination based on source of income and explore various tax reduction, exemption, and credit strategies to make housing more affordable.

The Report includes recommendation to remove barriers for vulnerable populations such as supporting a Housing First approach to expanding opportunities for homeless persons, expanding options for aging-in-place, better consumer and landlord education, and creating an eviction diversion program.

To support employers and workers, the Report calls for incentives for employers who provide housing assistance and/or locate in high-unemployment areas, increasing opportunities such as coaching and mentoring to support new members of the workforce, education of employers on racial equity and inclusion, creation of live-work developments in neighborhood commercial districts, and

[16] http://www.mlive.com/news/grand-rapids/index.ssf/2015/11/grand_rapids_affordable_housin.html. See also 10/5 *Great Housing Strategies* report, pp. 20-21.

the development of cooperative business models. In addition, the Report noted the importance of public transportation that operates during all work shifts, connecting housing with work places.

While inclusionary zoning was discussed by the Great Housing Strategy workgroups as a tool worth considering in more depth, current State laws prohibit such a policy. MCL 123.411 states that a city cannot enforce an ordinance "that would have the effect of controlling the amount of rent charged for leasing private residential property," and mandating that a development have a certain percentage of units at a certain and artificially reduced lease rate could directly violate this statute. The Report recommends the formation of regional partnerships to understand what state-level barriers exist, and to explore advocacy actions to remove those barriers where feasible.

Wyoming

The Wyoming Analysis of Impediments to Fair Housing (AI) notes that the city has no ordinances restricting accessory dwelling units, allowing future development of affordable housing with incremental increases in density as a result. It also notes that the city Master Plan encourages increased density, walkability, and variety in housing choice.

Input from the focus groups convened for the development of the AI noted that:

- Rental inspections do not seem to be driven by prioritizing offenders.
- Residents perceive property taxes to be higher than neighboring communities

Barriers identified in the Analysis of Impediments include:

- A review of discrimination complaints and fair housing testing reveals that the city may have instances of housing discrimination within rental housing and discriminatory advertising based on race, national origin and familial-status (presence of children under the age of 18.) **Recommended actions:** Consider encouraging landlords of residential rental properties to receive fair housing training or require them to self-train on fair housing laws and regulations and submit proof to the city. Such training is offered by the Fair Housing Center of West Michigan in conjunction with the City of Wyoming.
- Information from the focus groups indicates that banking institutions, in an attempt to "triage and sell" the oversupply of homes, invested in selling properties in higher income, higher value and whiter neighborhoods. Homes in lower income, lower value and minority neighborhoods sat vacant, were not maintained or secured. This represented a form of redlining.

Recommended actions: Increase code enforcement on trouble properties, regardless of ownership status or vacancy status. Create a fund specifically for maintaining vacant and unsecured lots.

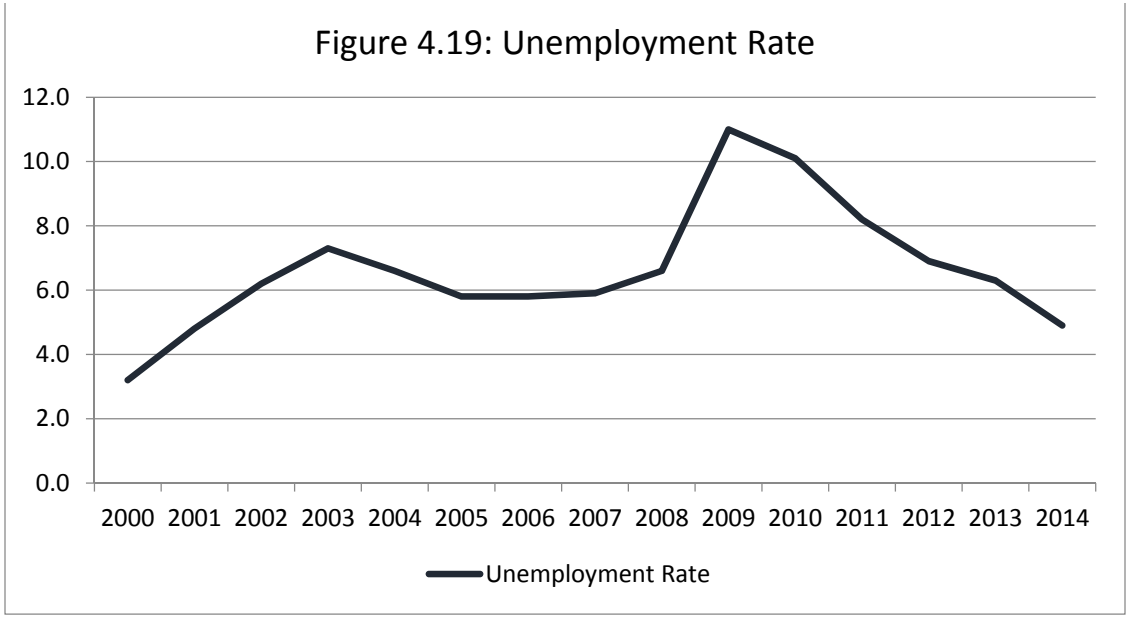
In addition, among its suggested actions, the AI noted several high-priority goals:

- Since heightened scrutiny by lenders is preventing many would-be buyers from entering the owner housing market, the AI recommends that the city should work with social service agencies, MSU Extension, local school districts, secondary education providers and lending institutions to encourage their work with families who seek to better their housing situation by offering free or reduced-cost financial literacy tools and estate planning.
- Vacant buildings can remain undeveloped because it is cheaper for investors, speculators, and slumlords to simply sit on vacant, often blighted buildings. As a result, the AI recommends that the city conduct a study of vacant property to market redevelopment sites within the city, promoting that sites are vacant and are ripe for redevelopment, especially crucial sites like Klingman's, Studio 28, and the General Motors site.
- Following a review of the Planning Commission, Zoning Board of Appeals, Downtown Development Authority, Community Development Committee and Housing Commission members, the AI determined that a majority of members are male and live south of 28th Street; as a result, as terms expire, City Council should ensure that the selection of Board/Commission members is more balanced by gender, race, ethnicity, and geography so that different aspects of the community are represented.
- Available data indicates that the gay, lesbian, bisexual and transgendered population faces housing discrimination in the State of Michigan due to a lack of laws protecting them from such discrimination. As a result, the AI recommends amending the City of Wyoming's Fair Housing Ordinance to prohibit housing discrimination on the basis of sexual orientation and gender identity.
- Based on data from the community survey that indicates that residents want to live in single family homes in the southern and western neighborhoods, the AI recommends that the city provide information and resources to help developers make use of existing State and Federal incentives for infill development and mixed-income housing. The AI also recommends streamlining processes and procedures, where applicable, to ensure that zoning and building regulations are not an impediment to redevelopment. The AI notes that regardless of housing price and type, different portions of the city should have a variety of housing types and price points.

NON-HOUSING COMMUNITY DEVELOPMENT ASSETS – 91.215 (F)

Introduction

Economic conditions in Kent County have recovered well over the past several years from the economic recession. In general, economic conditions in the region fared better than the balance of the State. As indicated in Figure 4.19 below, the unemployment rate has dropped to 4.9 percent, close to 2001 levels.



Source: Bureau of Labor Statistics

Likewise, according to the Bureau of Labor Statistics, the labor force in Kent County has gained more than 20,000 jobs since 2011 as the economy has recovered from the recession. As of 2014, the labor force in Kent County is 335,617 workers.

As illustrated in the tables below, the largest industries in Kent County are manufacturing (62,301 jobs), health care and social assistance (54,374 jobs). As indicated in the average wages, many industry jobs earn well above median income in Kent County while

other high employment industries such as, administrative services, retail trade, and accommodations and food service earn a much lower wage.

Looking at more detail at projected industry growth between 2010 and 2020, industry subsectors that are expected to increase in employment by more than 20 percent include:

- Administrative and Support Services
- Social Assistance
- Professional and Business Services
- Truck Transportation
- Professional, Scientific and Technical Services
- Ambulatory Health Care Services
- Nursing and Residential Care Facilities
- Transportation and Equipment Manufacturing

The economy of the Grand Rapids MSA is expanding rapidly, especially since 2012, when 13,000 new jobs were created. Forbes Magazine listed Grand Rapids at number four on its list of the ten best cities to find a job, behind only Bethesda Maryland, Austin Texas, and Jacksonville Florida.

In October 2014 Forbes.com ranked Grand Rapids-Wyoming fifth-best in the country for regional economic growth on a per capita basis from 2010 through 2013, based on a study by the Bureau of Economic Analysis. At 7.8 percent, Grand Rapids' per capita gross domestic product (GDP) growth rate (2010–2013) more than doubled the national growth rate of 3.8 percent.

In a December 2014 report, MiBiz.com noted that “The Central West Michigan economy is supported by the surprising strength of Grand Rapids,” the report noted. “Demand for office furniture is expected to improve through 2015 as the U.S. gains momentum, adding to regional economic activity.”

However, income growth is not keeping pace. The same MiBiz.com report cited above noted that wages in the Grand Rapids-Wyoming MSA have fallen 4 percent from 2010 to 2013, despite job growth increasing 14 percent;. [17].

Brookings institution has noted that as of 2009 economic outcomes are far less equal in Michigan metros than in other comparable metro areas studied; in its study, Grand Rapids was the most "unequal" out of 10 comparable metros.[18]

Economic Development Market Analysis

Business by Industry (Kent County)

The figure below displays the average employment in various sectors of the Grand Rapids area economy, along with the average annual wage, based on data from 2014 Michigan Labor Market Information. Among the sectors with high average employment and high annual wages are manufacturing, health care and social assistance and wholesale trade. The sectors with the highest employment and the lowest wages include Administrative and waste services and Accommodation and food services.

Table 4.9: Average Employment and Average Annual Wages by Industry

Industry	Average Employment	Average Annual Wages
Manufacturing	62,301	$57,460
Health care and social assistance	54,374	$49,972
Administrative and waste services	42,336	$25,792
Retail trade	34,061	$30,212
Accommodation and food services	27,044	$15,756
Wholesale trade	21,438	$58,656
Professional and technical services	14,993	$62,556
Finance and insurance	14,074	$65,572
Construction	13,611	$54,444
Other services, except public administration	11,569	$30,264

[17] See http://mibiz.com/item/22054-report-grand-rapids-anchors-economic-growth-in-west-and-central-michigan#sthash.eWVWwGig.6LwuTqew.dpuf
[18] See http://www.brookings.edu/~/media/Research/Files/Reports/2012/2/23-michigan-economy/0223_michigan_detroit_grandrapids.pdf for methodology in measuring inequality

Industry	Average Employment	Average Annual Wages
Educational services	9,726	$33,332
Transportation and warehousing	8,592	$47,164
Management of companies and enterprises	5,559	$89,388
Arts, entertainment, and recreation	3,979	$19,552
Information	3,946	$55,848
Real estate and rental and leasing	3,732	$36,764
Agriculture, forestry, fishing and hunting	1,851	$26,052
Utilities	809	$84,968
Mining	115	$70,928

Source: 2014 Michigan Labor Market Information

Projected Industry Growth (2010 – 2020) for Grand Rapids Economic Forecast Area

The table below displays projected growth in various job sectors in the forecast area. High growth is expected in administrative and support services, social assistance and professional and business services. Little or no growth is expected in several areas of the manufacturing economy, State and local government, and Food and beverage stores.

Table 4.10: Grand Rapids Economic Forecast Area

Industry	2010 Employment	Projected 2020 Employment	Numeric Change	Percent Change
Administrative and Support Services	37,270	51,420	14,150	38
Social Assistance	6,540	8,830	2,290	35
Professional and Business Services	60,710	79,290	18,580	30.6
Truck Transportation	5,870	7,300	1,430	24.3
Professional, Scientific, and Technical Services	17,340	21,500	4,160	23.9
Ambulatory Health Care Services	19,090	23,350	4,260	22.3
Nursing and Residential Care Facilities	13,290	16,090	2,800	21
Transportation Equipment Manufacturing	10,380	12,530	2,150	20.7
Machinery Manufacturing	8,890	10,500	1,610	18.1

Industry	2010 Employment	Projected 2020 Employment	Numeric Change	Percent Change
Specialty Trade Contractors	12,200	14,160	1,960	16.1
Hospitals	21,910	25,200	3,290	15
Food Manufacturing	9,870	11,330	1,460	14.8
Education and Health Services	100,220	114,850	14,630	14.6
Construction	16,950	19,390	2,440	14.4
Services-Providing	340,780	387,240	46,460	13.6
Fabricated Metal Product Manufacturing	10,850	12,230	1,380	12.7
Merchant Wholesalers, Durable Goods	12,590	14,020	1,430	11.4
Plastics and Rubber Products Manufacturing	7,000	7,730	730	10.5
General Merchandise Stores	11,020	12,140	1,120	10.2
Wholesale Trade	23,400	25,650	2,250	9.6
Insurance Carriers and Related Activities	9,440	10,340	900	9.5
Goods-Producing	105,550	115,500	9,950	9.4
Finance and Insurance	16,530	17,960	1,430	8.7
Manufacturing	88,270	95,820	7,550	8.6
Leisure and Hospitality	39,010	42,220	3,210	8.2
Religious, Grantmaking, Civic, Professional, and Similar Org	10,710	11,570	860	8
Merchant Wholesalers, Nondurable Goods	8,570	9,190	620	7.1
Retail Trade	43,430	46,320	2,890	6.7
Food Services and Drinking Places	31,040	33,040	2,000	6.4
Other Services (Except Government)	19,410	20,600	1,190	6.1
Credit Intermediation and Related Activities	5,910	6,250	340	5.8
Educational Services	39,390	41,380	1,990	5.1
Furniture and Related Product Manufacturing	12,770	13,390	620	4.9
State Government, Excluding Education and Hospitals	14,430	14,810	380	2.7

Industry	2010 Employment	Projected 2020 Employment	Numeric Change	Percent Change
Food and Beverage Stores	6,180	6,340	160	2.6
Local, Excluding Education and Hospitals	11,170	11,420	250	2.2
Computer and Electronic Product Manufacturing	6,460	6,430	-30	-0.5
Chemical Manufacturing	7,300	6,770	-530	-7.3
Total All Industries	446,320	502,740	56,420	11.5

Source: 2014 Michigan Labor Market Information

Labor Force

The tables below reflect labor force data, including the number employed and the unemployment rate in the civilian labor force, and the number of people employed in various occupations by sector from the American Communities Survey. The tables also illustrate that most workers—79 percent—commute less than 30 minutes to work daily.

Table 4.11: Total Population in Civilian Labor Force

Total Population in the Civilian Labor Force	335,617
Civilian Employed Population 16 years and over	319,226
Unemployment Rate	4.9%

Source: 2015 Bureau of Labor Statistics

Table 4.12: Occupations by Sector

Occupations by Sector	Number of People	Median Income
Management, business and financial	39,534	$ 53,881
Farming, fisheries and forestry	2,133	$13,125
Service	47,207	$13,727
Sales and office	73,482	$27,965

Occupations by Sector	Number of People	Median Income
Construction and Extraction	10,319	$32,237
Production, transportation and material moving	46,728	$28,396
Computer, Engineering and Science	14,269	$61,478
Education, legal, community service, arts, and media	30,445	$39,477
Healthcare practitioner and technical	15,811	$47,630
Installation, Maintenance and Repair	7,841	$38,922

Source: 2008-2012 ACS

Table 4.13: Travel Time

Travel Time	Number	Percentage
< 30 Minutes	212,479	79%
30-59 Minutes	46,763	17%
60 or More Minutes	10,050	4%
Total	269,292	100%

Source: 2008-2012 ACS

Education

Educational Attainment by Employment Status (Population 16 and Older): Persons with less than a high school education were experiencing an unemployment rate approaching 20 percent, as of 2008-2012 ACS data. While unemployment has dropped, they are likely to be experiencing continued disproportionate unemployment.

Table 4.14: Educational Attainment

Educational Attainment	In Labor Force		Not in Labor Force	Unemployment Rate
	Civilian Employed	Unemployed		
Less than high school graduate	16,409	3,758	10,121	19%
High school graduate (includes equivalency)	52,410	7,441	18,890	12%
Some college or Associate's degree	77,450	7,017	17,687	8%
Bachelor's degree or higher	87,842	3,829	12,786	4%

Source: 2008-2012 ACS

Table 4.15: Educational Attainment by Age

Age	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Less than 9th grade	1,216	2,987	3,363	4,473	**4,477**
9th to 12th grade, no diploma	8,348	6,384	4,719	8,362	**7,204**
High school graduate, GED, or alternative	17,181	17,547	17,936	43,277	**24,348**
Some college, no degree	25,048	21,059	16,735	35,517	**14,423**
Associate's degree	3,653	7,452	7,485	14,024	**3,253**
Bachelor's degree	7,623	23,494	19,100	29,236	**7,733**
Graduate or professional degree	**250**	**6,653**	**8,404**	**17,650**	**6,165**

Source: 2008 – 2012 ACS

Table 4.16: Educational Attainment – Median Earnings in the Past 12 Months

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	**$17,843**
High school graduate (includes equivalency)	**$26,812**
Some college or Associate's degree	**$31,273**
Bachelor's degree	**$44,108**
Graduate or professional degree	**$64,407**

Source: 2008-2012 ACS

Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?

Manufacturing, a major employer in the region, pays high wages, but is not growing. Recent anecdotal reports, however, indicated that office furniture manufacturing—a major manufacturing presence in the Grand Rapids market, is benefiting from the economic recovery since 2012. Health care is a growing sector, which provides a range of jobs at various skill and wage levels, including jobs for persons with limited education and technical skills. Administrative and support services are growing, but wages are generally lower in these jobs.

Describe the workforce and infrastructure needs of the business community:

During the consultation process, several participants noted the interrelationships among infrastructure needs—especially public transit, affordable housing, job training and employment that pays a living wage.

The Affordable Housing focus group noted the need to expand the availability of appropriate housing options that are affordable at local wages and accessible to transit. Participants suggested prioritizing mixed-income transit-oriented development and the promotion of accessory dwelling units (granny flats, etc.) in areas with robust transit options.

The Transportation and Infrastructure focus group noted an apparent disconnect; local policy tends to target areas for funding where people live, but throughout the Grand Rapids area, jobs are often out in greenfield areas; for example, much of the medical community has moved to Grand Rapids Township and many people cannot get there. Participants noted that when people get off of the bus to get to a job there are no sidewalks, and programs cannot fund sidewalks in those areas.

The Transportation/Infrastructure group also noted that lower-income persons cannot access transportation targeted to persons with disabilities and to seniors. Participants noted that employers want employees to get to work, but do not want to support transportation and employees can't afford it. Transit needs to expand routes serving suburban areas and operate at hours that support the needs of workers on 2nd and 3rd shift; some businesses, they noted, do not leave Grand Rapids proper because their employees bike or walk to work. They noted that Grand Valley Metro Council (GVMC) is studying transportation accessibility in Kent and parts of Ottawa County with Federal Highway Administration and is considering developing an index that measures relative transportation affordability.

The Continuum of Care focus group noted that homeless persons have been unable to accept living wage opportunities because of lack of ability to get to work.

Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.

In 2014 Grand Rapids-Wyoming announced 22 projects totaling $315 million capital investment, creating 2,183 jobs. For example, Chinese auto supplier Dicastal North America decided to establish its first U.S. facility in nearby Greenville. The $140 million plant will hire 300 workers over the next four years to manufacture aluminum-alloy wheels. The company explored 35 sites in seven states before making its final decision.[19]

The Economic Development Focus Group noted that, in contrast to the recent years, construction jobs are suddenly booming again. However, the Human Services focus group noted that since the State has reorganized job training regionally, training opportunities are not always accessible and many people need to travel some distance for training and employment. Focus group participants noted that connecting prospective employees to training and jobs has not been a priority for employers; they do not seem to have connected the problems that employees face getting to work with the fact that they have problems finding enough trained employees.

How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?

In the consultation process, the Human Services focus group noted that persons in Grand Rapids who need training tend to be younger than those from rural areas.

Economic Development focus group participants noted that they are looking for people ready to work but that job training often has to start with basic employability skills, but the Human Services group noted that trainees need to move quickly into a job that pays a

[19] http://www.mlive.com/business/west-michigan/index.ssf/2015/06/greater_grand_rapids_metro_are.html

living wage—they can't afford to spend 6-12 months in training. As a result, they often quit training for a longer-term better outcome and go into temporary jobs.

Economic Development group participants noted that in the past they have paid to train workers and lose them to other states where they can get higher wages. They noted that we may need a conversation about van pools to get people to work, even if the job is only 10-15 minutes away; the job market is tighter now, and employers may be willing to do more.

The Economic Development group noted that small, family-run businesses want access to business advice or cooperative marketing; but there was no strong consensus among participants in the ED focus group about the value of start-up capital.

Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.

Grand Rapids Community College is focusing on the demographics on the southeast side of Grand Rapids. Funded through the Kellogg foundation and the Essential Needs Task Force, it is focusing on neighborhoods, referred to as "Hope zones." Here they find many single female heads of households who are not interested in construction, and job training is getting more intentionally trainee-focused in these areas.

Strategic Plan

2016-2020 HUD Consolidated Plan

SECTION V: STRATEGIC PLAN

Strategic Plan Overview

The strategic plan outlines each jurisdictions plan's for allocating the HUD entitlement grants and identifies local priorities within the regional context. Informed by qualitative and quantitative data gathered through citizen participation and consultation with stakeholders throughout the region, market analysis, and an assessment of U.S. Census and other local data that reflect community needs, the strategic plan identifies the highest priority needs in which to direct grant dollars. The following regional goals were identified to meet these high-priority needs (in no particular order or ranking):

- **Goal 1: Improve the Condition of Existing Housing.** Rehabilitate and preserve owner- and renter-occupied housing to bring units to code standard or provide safety improvements, energy efficiency improvements, access modifications, or treatment of lead or other home hazards.
- **Goal 2: Increase the Supply of Affordable Housing.** Create affordable housing through new construction and rehabilitation for homeowners and renters, including permanent supportive housing.
- **Goal 3: Improve Access to and Stability of Affordable Housing.** Increase opportunities for housing stability through: homebuyer down payment assistance, tenant based rental assistance and other support; fair housing education and enforcement, legal assistance for housing matters, and financial/ homeownership counseling. Assist homeless individuals and families to stabilize in permanent housing after experiencing a housing crisis or homelessness by providing client-appropriate housing and supportive service solutions; provide homeless households with financial and other assistance to move them as quickly as possible into permanent housing.
- **Goal 4: Reduce Blight and Code Violations.** Improve property values and reduce blighting influences through code enforcement and clearance of blighted structures or structures in flood-prone areas.
- **Goal 5: Increase Civic Engagement and Public Safety.** Supports: 1) quality of life and sense of community in neighborhoods by decreasing or preventing crime; 2) neighborhood leadership and civic engagement as the means to build great neighborhoods; and 3) disaster mitigation and planning activities that maintain and improve quality of life.
- **Goal 6: Enhance Infrastructure and Public Facilities.** Enhance publically-owned facilities and infrastructure that improves the community and neighborhoods, such as parks, streets, sidewalks, streetscapes and other public infrastructure and facilities, including improving accessibility to meet Americans with Disabilities Act (ADA) standards.

- **Goal 7: Increase Access to Jobs, Education and Other Services.** Increase access to jobs, education, health and wellness, recreation, and health and social service activities.
- **Goal 8: Increase Economic Opportunities.** Enhance economic stability and prosperity by increasing economic opportunities for residents, through job readiness and skill training, promotion of entrepreneurship (including among culturally diverse populations), façade improvements, and other strategies.

While Kent County and the cities of Grand Rapids and Wyoming engaged in a coordinated planning process, each jurisdiction is responsible for allocating its own resources across these goals. The goals table later in this section identifies the specific funding and anticipated outcomes by each jurisdiction.

GEOGRAPHIC PRIORITIES – 91.215 (A)(1)

General Allocation Priorities: Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA)

Kent County and the cities of Grand Rapids and Wyoming each invests community development resources to address needs of low- and moderate- income persons who live throughout its entire jurisdiction. Additionally, each allocate resources that are more geographically targeted toward a specific neighborhood or district in which the majority of residents are of low- or moderate-income. The basis for allocating resources are summarized for each jurisdiction below.

Kent County

The County of Kent has historically allocated the majority of entitlement funds received from HUD to 32 participating local units of government, based upon the proportion of the low- and moderate-income population residing in each community. In order to ensure that decisions are made at the community level, the Kent County CDBG program has adopted the philosophy of allowing Participating Communities to identify eligible projects, programs, and locations consistent with the detailed administrative guidelines. Kent County firmly believes that the local decision making process is best suited to identify local eligible programs and projects.

The majority of CDBG funding is directed toward census tracts in which the low- and moderate- income population is 39.06 percent or higher. Kent County is considered an exception grantee by HUD regulations, which allows it to qualify census tracts in which the percentage of low or moderate-income persons is a lower percentage than the standard 51 percent required for most grantees.

The County also funds moderate and minor housing rehabilitation services through its Housing Rehab program including access modification for disabled individuals. Additionally, the County has a robust partnership with non-profit partners to provide support for public service activities.

Kent County and Wyoming enjoy a Consortium Agreement related to HOME program funds. The City of Wyoming and the County formed a HOME Consortium in 2010. It was also agreed that the County, as the lead entity, would assume overall responsibility for

the Kent HOME Consortium. Kent County administers the funds, with the City of Wyoming having input on its share of the funds and its related applications from area developers. In the event that no eligible project in the City of Wyoming can be committed within 18 months or completed within 42 months of HUD contract award, then the funds which have not been committed or expended are reallocated by the County for other HOME-eligible projects. The City of Wyoming, by HUD regulation, retains the right to opt out of the Consortium agreement should it desire.

Grand Rapids

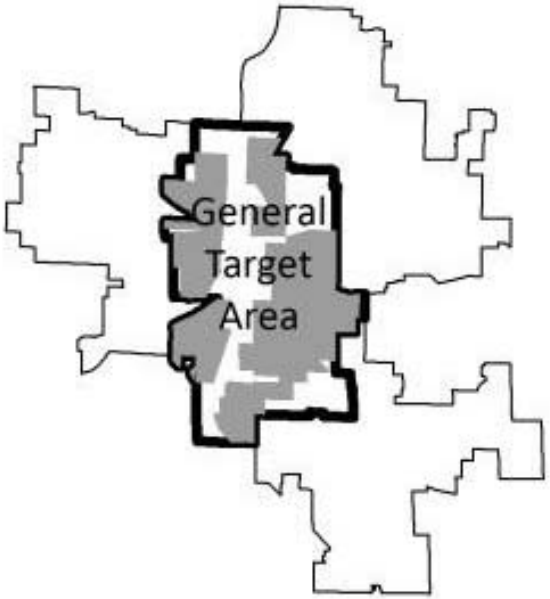
CDBG and HOME program funds must be used to support low- and moderate-income persons and neighborhoods. In order to maximize impact and address concentrations of need by low and moderate-income households, the City implements the majority of its housing and community development activities in target areas.

The General Target Area (GTA) includes a geographic area comprising much of central Grand Rapids, with access to a broad range of services, including housing programs and legal assistance. The GTA was selected using income and housing data, and the boundaries have been adjusted over time as decennial Census data at the block group level becomes available. Within the GTA, at least 51 percent of the residents have low and moderate -incomes.

Within the GTA are Specific Target Areas (STA). The STAs are residential neighborhoods where at least 55 percent of the residents are of low and moderate -income. The STA residents have access to major housing rehabilitation programs, street improvements, concentrated code enforcement, and support of neighborhood associations. The majority of the City's housing and community development program funds are spent in these neighborhoods within the GTA.

City-wide and external programming is employed for certain programs and activities that promote the de-concentration of poverty. City-wide services are also available to income-eligible residents for handicap accessibility and minor home repairs. HOME and ESG funds may be used anywhere in the City to benefit income-eligible and homeless persons.

Map: 5.1: City of Grand Rapids
General Target Areas (GTA) and Specific Target Areas (STA)



City of Grand Rapids

Source: City of Grand Rapids

Wyoming

The City of Wyoming CDBG funds support programs that have both city-wide impact and programs that are targeted to low and moderate- income geographic areas. The City actively solicits grant requests each year; annual applications are unique, and include both continued funding requests and new initiatives. Historically, the City of Wyoming has addressed housing priorities through Housing Rehabilitation, Code Enforcement, Clearance/Demolition, Fair Housing education and enforcement, services for persons who are homeless or may become homeless, and Public Services. Since the inception of their program, 100 percent of funds have been allocated to low and moderate-income persons.

As noted earlier, Wyoming and Kent County have maintained a Consortium Agreement related to HOME program funds since 2010. Kent County administers the funds, with the City of Wyoming having input on its share of the funds and its related applications from area developers. The City of Wyoming, by HUD regulation, retains the right to opt out of the Consortium agreement should it desire.

PRIORITY NEEDS - 91.215(A)(2)

Priority Needs

Kent County and the cities of Grand Rapids and Wyoming conducted a robust needs assessment and consultation process, which identified many priority needs across the region. The needs identified were reviewed both collectively and individually by the jurisdictions. Although virtually all housing and community development needs were identified as important to each jurisdiction, some will not be funding activities to address each priority need. In some cases this may be because of a lack of resources; in others, there may be other community resources that are focused on these priorities. The Priority Needs Summary Table assigns a "high" or "low" priority to each need, as prescribed by HUD. Generally, designating a need as "high priority" means that the jurisdiction plans to allocate funding to address it during the five year consolidated plan period. A low priority need indicates that, while it is a recognized priority in the community, there may not be sufficient funds to address with Federal community development resources, or that it may be being addressed by others. Changes in future resources may eventually allow certain low priority needs to be funded, or, conversely, for high priority not to be funded.

Additionally, as conditions and resources available vary by jurisdiction, so does the level of priority attached to each need. As such, a high or low priority designation is assigned to each priority need for each jurisdiction.

Table 5.1: Priority Needs Summary Table

1	Priority Need Name	Maintenance of Owner-Occupied Housing	
	Low/High Need	Kent County (High) Grand Rapids (High) Wyoming (High)	
	Population	Extremely Low Low Moderate	Large Families Families with Children Elderly Person with Physical Disabilities
	Associated Goals	Improve the Condition of Existing Housing	

	Description	Health, safety and maintenance of owner-occupied housing, including lead hazard reduction.	
	Basis for Relative Priority	Owner occupied housing predominates through most of Kent County, and is a foundation of neighborhood stability throughout the region. Over 60 percent of housing stock throughout Kent County was built before 1980; lower income homeowners are often unable to pay for the full cost of needed repairs and may not be able to obtain financing at affordable rates. The Kent County Health Department estimates that approximately 137,000 housing units were built prior to 1978, which have increased incidents of lead paint hazards.	
2	**Priority Need Name**	**Minor and Emergency Housing Repairs**	
	Low/High Need	Kent County (High) Grand Rapids (High) Wyoming (High)	
	Population	Extremely Low Low Moderate Large Families Families with Children Elderly	Persons with Physical Disabilities
	Associated Goals	Improve the Condition of Existing Housing	
	Description	Housing in need of minor and emergency repairs, including accessibility modification.	
	Basis for Relative Priority	Comprising 70 percent of units throughout the County, owner-occupied housing is a vital part of the housing supply, and critical to the fabric of many neighborhoods. Many lower-income owners are unable to afford emergency repairs such as roof repairs or new furnaces, or would benefit from energy efficiency improvements to help maintain long-term affordability. Accessibility modifications can help the County's growing numbers of older adults seeking to remain in their own homes or rental units.	
3	**Priority Need Name**	**Maintenance of Rental Housing**	

	Low/High Need	Kent County (High) Grand Rapids (High) Wyoming (Low)	
	Population	Extremely Low Low Moderate Large Families Families with Children Elderly Persons who are Chronically Homelessness Veterans and Persons with Chronic Substance	Persons with HIV/AIDS Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence
	Associated Goals	Improve the Condition of Existing Housing	
	Description	Health, safety and maintenance of rental housing, including lead hazard reduction.	
	Basis for Relative Priority	Maintaining the region's aging rental housing stock is critical as the supply of quality, affordable rental housing is in high demand. Placement of lower income residents in housing choice voucher and tenant-based rental assistance programs requires the availability of sufficient rental units that meet housing standards.	
4	**Priority Need Name**	**Development of Quality Affordable Rental Housing**	
	Low/High Need	Kent County (High) Grand Rapids (High) Wyoming (Low)	
	Population	Extremely Low Low Moderate Large Families Families with Children Elderly Persons who are Chronically Homelessness	Veterans with Chronic Substance Abuse Persons with HIV/AIDS Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence

	Associated Goals	Increase the Supply of Affordable Housing	
	Description	Development of quality affordable rental housing.	
	Basis for Relative Priority	Rental housing is in high demand in the market, putting extreme pressure on the quality and availability of both affordable rental housing for low and moderate-income persons, and permanent supportive housing for persons who are homeless or at risk of becoming homeless.	
5	**Priority Need Name**	**Development of Affordable Owner Occupied Housing**	
	Low/High Need	Kent County (High) Grand Rapids (High) Wyoming (Low)	
	Population	Extremely Low Low Moderate Large Families Families with Children	Elderly
	Associated Goals	Increase the Supply of Affordable Housing	
	Description	Development of high quality affordable owner occupied housing.	
	Basis for Relative Priority	Homeownership opportunities that are affordable to households with a wide range of incomes are a priority for the preservation of mixed-income neighborhoods and an important strategy in a housing market in which single-family neighborhoods predominate and affordable housing opportunities are in increasingly short supply.	
6	**Priority Need Name**	**Permanent supportive housing**	
	Low/High Need	Kent County (High) Grand Rapids (High) Wyoming (High)	

	Population	Extremely Low Low Families with Children Persons who are Chronically Homelessness Veterans with Chronic Substance Abuse	Persons with HIV/AIDS Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence
	Associated Goals	Increase the Supply of Affordable Housing	
	Description	Development of permanent supportive housing with adequate support to ensure successful occupancy.	
	Basis for Relative Priority	Permanent supportive housing is part of a strategy to reduce homelessness more effectively than can be achieved by the use of emergency shelters alone. Dedicated units are needed as affordable rental units have become increasingly scarce.	
7	**Priority Need Name**	**Access to and Stability of Affordable Owner Housing**	
	Low/High Need	Kent County (High) Grand Rapids (High) Wyoming (High)	
	Population	Extremely Low Low Moderate Large Families Families with Children Elderly	
	Associated Goals	Improve Access to and Stability of Affordable Housing	
	Description	Increased opportunities for affordable owner-occupied housing access and stability through supportive programs such as homebuyer down payment assistance, legal assistance for housing matters, financial/homeownership counseling, and other support.	

	Basis for Relative Priority	A range of housing services is critical to help new homeowners obtain sustainable homeownership. As a region with a high percentage of single family homes, financing and counseling can help provide ownership opportunities for low and moderate- income persons. Supporting higher owner-occupancy rates improves single family neighborhood vitality and sustainability.	
8	**Priority Need Name**	**Access to and Stability of Affordable Rental Housing**	
	Low/High Need	Kent County (High) Grand Rapids (High) Wyoming (Low)	
	Population	Extremely Low Low Moderate Large Families Families with Children Elderly Persons who are Chronically Homelessness Veterans with Chronic Substance Abuse	Persons with HIV/AIDS Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence
	Associated Goals	Improve Access to and Stability of Affordable Housing	
	Description	Increased opportunities for access to affordable rental housing and stability for low- and low-income persons, including those at risk of becoming homeless, through programs such as tenant-based rental assistance and rapid re-housing.	
	Basis for Relative Priority	With vacancy at historically low levels and rents increasing, affordable rental housing is in high demand and difficult to access for low-income individuals and families. Tenant-based rental assistance and rapid re-housing resources ensure that low-income households and recently homeless individuals and families can access rental housing and not be cost-burdened.	
9	**Priority Need Name**	**Fair Housing and Consumer Legal Services**	

	Low/High Need	Kent County (High) Grand Rapids (High) Wyoming (High)	
	Population	Extremely Low Low Moderate Large Families Families with Children Elderly Persons who are Chronically Homelessness Veterans with Chronic Substance Abuse	Persons with HIV/AIDS Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence
	Associated Goals	Improve Access to and Stability of Affordable Housing	
	Description	Fair housing education and enforcement and housing consumer legal services	
	Basis for Relative Priority	Ensuring equal access to affordable housing and de-concentration of poverty are pivotal to broadening opportunities for housing choice.	
10	**Priority Need Name**	**Supportive Services and Special Needs Housing**	
	Low/High Need	Kent County (High) Grand Rapids (High) Wyoming (High)	
	Population	Extremely Low Low Moderate Large Families Families with Children Elderly Persons who are Chronically Homelessness Veterans with Chronic Substance Abuse	Persons with HIV/AIDS Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence

	Associated Goals	Improve Access to and Stability of Affordable Housing	
	Description	Supportive services for formerly homeless and persons with special needs to remain in their housing.	
	Basis for Relative Priority	Keeping people successfully housed is critical, particularly with increasing demand and a tightening housing market.	
11	**Priority Need Name**	**Prevention of Homelessness**	
	Low/High Need	Kent County (High) Grand Rapids (High) Wyoming (High)	
	Population	Extremely Low Low Moderate Large Families Families with Children Elderly Persons who are Chronically Homelessness Veterans with Chronic Substance Abuse	Persons with HIV/AIDS Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence
	Associated Goals	Improve Access to and Stability of Affordable Housing	
	Description	Prevention of homelessness for persons at risk of immediate housing loss.	
	Basis for Relative Priority	Tight housing market and increasing housing costs threaten more households with the loss of housing. Helping vulnerable persons to retain housing is of increasing importance as affordable rental housing becomes scarcer.	
12	**Priority Need Name**	**Regional Response to Addressing Housing Instability**	

	Low/High Need	Kent County (High) Grand Rapids (High) Wyoming (High)	
	Population	Extremely Low Low Moderate Large Families Families with Children Elderly Persons who are Chronically Homelessness Veterans with Chronic Substance Abuse	Persons with HIV/AIDS Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence
	Associated Goals	Improve Access to and Stability of Affordable Housing	
	Description	Regional response to addressing housing instability and homelessness, including development of strategies and support of the Continuum of Care infrastructure.	
	Basis for Relative Priority	Supporting and sustaining the regional capacity to address homelessness is a key to aligning resources for housing, shelter, services and homeless prevention into a comprehensive support system.	
13	**Priority Need Name**	**Housing and Other Code Violations**	
	Low/High Need	Kent County (Low) Grand Rapids (High) Wyoming (High)	
	Population	Extremely Low Low Moderate Non-housing Community Development	
	Associated Goals	Reduce Blight and Code Violation	

	Description	Effective response to housing and other code violations in neighborhoods.
	Basis for Relative Priority	Maintaining housing standards and addressing blight in urban neighborhoods improves community aesthetics, has a direct effect on public perceptions of crime, and sustain the fabric of community and supports property values.
14	**Priority Need Name**	**Clearance of Blighted Structures**
	Low/High Need	Kent County (High) Grand Rapids (High) Wyoming (High)
	Population	Extremely Low Low Moderate Non-housing Community Development
	Associated Goals	Reduce Blight and Code Violations
	Description	Clearance of blighted structures, including those in flood prone areas.
	Basis for Relative Priority	Removal of hazardous buildings increases the quality of life and vitality of neighborhoods, supports property values, eliminates hazardous conditions and reduces opportunities for criminal activities.
15	**Priority Need Name**	**Neighborhood and Commercial District Public Safety Improvements**
	Low/High Need	Kent County (High) Grand Rapids (High) Wyoming (High)
	Population	Extremely Low Low Moderate Non-housing Community Development

	Associated Goals	Increase Civic Engagement and Public Safety; Maintain and Improve Quality of Life
	Description	Neighborhood and Commercial District Public Safety Improvements
	Basis for Relative Priority	Neighborhoods should be places where residents feel safe and regularly walk to neighborhood services and amenities; commercial districts should create environments where business owners want to invest and connect with their community.
16	**Priority Need Name**	**Increased Neighborhood Leadership and Civic Engagement**
	Low/High Need	Kent County (Low) Grand Rapids (High) Wyoming (High)
	Population	Extremely Low Low Moderate Non-housing Community Development
	Associated Goals	Increase Civic Engagement and Public Safety; Maintain and Improve Quality of Life
	Description	Increased neighborhood leadership and civic engagement
	Basis for Relative Priority	Resident leadership and volunteerism are the building blocks for healthy neighborhoods; neighborhood leadership supports the effective involvement of residents, empowering them to take an active role in the betterment of their neighborhood.
17	**Priority Need Name**	**Mitigate Flooding and Other Natural Disasters**
	Low/High Need	Kent County (High) Grand Rapids (High) Wyoming (High)

	Population	Extremely Low Low Moderate Non-housing Community Development	
	Associated Goals	Increase Civic Engagement and Public Safety; Maintain and Improve Quality of Life	
	Description	Effective Planning and Public Education to Mitigate Flooding and Other Natural Disasters	
	Basis for Relative Priority	The region regularly experiences flooding, and community preparedness is important for resilience in the face of natural disasters. Through education and awareness, neighbors learn that they can and must look out for one another in a community emergency.	
18	**Priority Need Name**	**Public Infrastructure and Facility Improvements, including Disaster Mitigation**	
	Low/High Need	Kent County (High) Grand Rapids (High) Wyoming (High)	
	Population	Extremely Low Low Moderate Elderly Frail Elderly	Persons with Physical Disabilities Non-housing Community Development
	Associated Goals	Enhance Infrastructure and Public Facilities	
	Description	Infrastructure and public facility improvements, including disaster mitigation	
	Basis for Relative Priority	Community strategic plans (Land Use Plans, Community Recreation Plans, Capital Improvement Plans, etc.), supported by focus group and survey respondents, identified the need for improvements to parks and infrastructure, especially streets and sidewalk extensions, throughout many areas of Kent County; flood-prone areas benefit from effective disaster management and mitigation controls.	

19	Priority Need Name	Accessibility Improvements to Public Facilities	
	Low/High Need	Kent County (High) Grand Rapids (High) Wyoming (High)	
	Population	Extremely Low Low Moderate Elderly	Elderly Frail Elderly Persons with Physical Disabilities Non-housing Community Development
	Associated Goals	Enhance Infrastructure and Public Facilities	
	Description	Accessibility improvements to public infrastructure and facilities	
	Basis for Relative Priority	Improving access for persons with disabilities and seniors to neighborhood public facilities and other infrastructure (e.g. curb cuts) ensures compliance with Americans with Disabilities Act (ADA) standards and promotes the integration of all residents into community life.	
20	Priority Need Name	Access to Public Services	
	Low/High Need	Kent County (High) Grand Rapids (High) Wyoming (High)	
	Population	Extremely Low Low Moderate Elderly Frail Elderly Persons with Mental Disabilities	Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence Non-housing Community Development
	Associated Goals	Increase Access to Jobs, Education and Other Services	

	Description	Increased access to jobs, education, health and wellness, recreation and social activities, including services for youth, seniors, persons with disabilities, and persons from diverse cultures
	Basis for Relative	Youth, seniors and persons with disabilities, and persons from diverse cultures are particularly vulnerable and were identified in focus groups as needing improved access to education and other
21	**Priority Need Name**	**Transportation Services**
	Low/High Need	Kent County (High) Grand Rapids (High) Wyoming (High)
	Population	Extremely Low Low Moderate Non-housing Community Development
	Associated Goals	Increase Access to Jobs, Education and Other Services
	Description	Transportation services to improve access to jobs and services, especially for low-income persons and seniors in rural areas.
	Basis for Relative Priority	Low and moderate-income persons and seniors not on public transportation routes or in rural areas need improved transportation options, especially where services and jobs are in suburban areas or employment involves working second or third shift.
22	**Priority Need Name**	**Multicultural Supportive Services**
	Low/High Need	Kent County (High) Grand Rapids (High) Wyoming (High)
	Population	Extremely Low Low Moderate Non-housing Community Development

	Associated Goals	Increase Access to Jobs, Education and Other Services
	Description	Supportive services appropriate for persons for whom English is a second language.
	Basis for Relative Priority	Growing Hispanic and other populations for whom English is a second language have a need for improved access to appropriate services, education and employment opportunities.
23	**Priority Need Name**	**Emergency and Outreach Services for Youth**
	Low/High Need	Kent County (High) Grand Rapids (High) Wyoming (High)
	Population	Extremely Low Low Moderate Non-housing Community Development
	Associated Goals	Increase Access to Jobs, Education and Other Services
	Description	Emergency and outreach services for youth.
	Basis for Relative Priority	Survey and focus groups identified the need for youth services as a high priority.
24	**Priority Need Name**	**Improved Access to Jobs**
	Low/High Need	Kent County (High) Grand Rapids (High) Wyoming (High)

	Population	Extremely Low Low Moderate Non-housing Community Development
	Associated Goals	Increase Economic Opportunities
	Description	Improved access to jobs including improved transportation options
	Basis for Relative Priority	Survey and focus groups identified that workers need better transit options for employment at various locations and shifts.
25	**Priority Need Name**	**Access to Job Training and Job Readiness training**
	Low/High Need	Kent County (High) Grand Rapids (High) Wyoming (High)
	Population	Extremely Low Low Moderate Non-housing Community Development
	Associated Goals	Increase Economic Opportunities
	Description	Access to job training and job readiness training.
	Basis for Relative Priority	As supported by focus groups, many low-income persons are in need of additional skill training in order to access new and emerging market employment opportunities. Many young workers are in need of job readiness skills to enter the workforce.
26	**Priority Need Name**	**Job creation**

	Low/High Need	Kent County (High) Grand Rapids (High) Wyoming (High)
	Population	Extremely Low Low Moderate Non-housing Community Development
	Associated Goals	Increase Economic Opportunities
	Description	Job creation
	Basis for Relative Priority	Low and moderate -income persons need increased opportunities for jobs that pay a living wage.
27	**Priority Need Name**	**Commercial Building Improvements**
	Low/High Need	Kent County (High) Grand Rapids (High) Wyoming (High)
	Population	Extremely Low Low Moderate Non-housing Community Development
	Associated Goals	Increase Economic Opportunities
	Description	Commercial building Improvements
	Basis for Relative Priority	Small businesses benefit from facade and other capital improvements to promote commercial viability.

28	Priority Need Name	Economic Opportunities Diversity
	Low/High Need	Kent County (High) Grand Rapids (High) Wyoming (High)
	Population	Extremely Low Low Moderate Non-housing Community Development
	Associated Goals	Increase Economic Opportunities
	Description	Improved economic opportunities for culturally diverse populations and business sectors.
	Basis for Relative Priority	Integration and expansion of diverse businesses enriches community life and expands job opportunities and commercial services for neighborhood residents.

INFLUENCE OF MARKET CONDITIONS – 91.215(B)

As noted in the preceding sections, demand for both rental and for-sale housing has increased substantially since 2012, resulting in rents and sale prices for homes that are increasing faster than incomes. Rents in the regional market have increased by over 20 percent since late 2012 and rental vacancy has dropped to an historic low, at 1.6 percent by the end of 2014. These market trends create pressures on low-income households and suggest an important role for programs that help low-income households access and maintain occupancy in affordable housing, either through rental or purchase, as well as programs to help low-income owner occupants maintain and improve their older homes.

Table 5.2: Influence of Market Conditions Summary Table

Affordable Housing Type	Market Characteristics that will influence the use of funds available for housing type
Tenant-Based Rental Assistance (TBRA)	The scarcity of rental housing has created substantial pressure on the availability of affordable rental housing for low and moderate-income households at all levels. The shortage of affordable rentals also creates problems for persons who are at-risk of homelessness, and places a premium on maintaining rental housing to prevent homelessness. This market environment creates a need to expand access to affordable rentals, and supports the potential use of tenant-based rental assistance by all the HOME grantee jurisdictions in Kent County; the City of Grand Rapids plans to institute a homeless preference to help vulnerable households stabilize their access to housing. The allocation of additional funds for rental assistance will depend, in large measure, on the continuing ability to identify available units at the applicable payment standard. Although the PHAs report full utilization of vouchers, in September 2015 Grand Rapids Housing Commission officials report having near zero availability of units for voucher-holders countywide. Kent County indicates that if they allocate HOME funds for TBRA during the plan period, they will likely (a) rely on a HUD-proposed increase of about 5 percent in the FMRs and (b) offer a payment standard of FMR plus 10 percent to make more units available for these new voucher-holders.

TBRA for Non-Homeless Special Needs	Non-homeless special needs households face challenges similar to those identified above. The impact of the scarcity of affordable rental housing is that persons with special needs typically require housing that is well-located to transit and services, but in the current market, such voucher-holders will typically need to take advantage of any opportunity for housing, wherever they can find it.
New Unit Production	Regional market trends suggest the availability of housing affordable to low-income households will not significantly improve during the upcoming plan period. In its 2013 housing needs analysis performed for the City of Wyoming, McKenna Associates identified a regional market, based on a 20-minute drive from Wyoming; this area includes the cities of Grand Rapids, as well as such communities as Kentwood, Walker, Hudsonville, Rockford, and Calendonia. In this regional market, McKenna Associates noted (a) an undersupply of over 29,000 affordable rental units (in this study, with rents below $894 per month) and (b) an undersupply of over 41,000 units for affordable homeownership (below $60,392). Since 2013, increases in market rents and decreasing rental vacancy, along with increasing sale prices and decreasing time-on-market for single family homes, suggest that much of the region's development capacity will be focused on market-rate and higher income housing. In its recent Grand Rapids Target Market Analysis, Zimmerman/Volk Associates estimates the Target Market Study Area (roughly the Community Development General Target Area that comprises the neighborhoods in the central part of the City) can absorb an annual average of 826 and 1,107 new market-rate multi-family and single-family attached and detached housing units per year over the next five years. A total of 5,705 – 7,615 new units could be absorbed over the next 5-7 years, comprised of 4,130 – 5,535 market-rate units and 1,575 – 2,080 additional affordable units. The result is a continuing need for the development of additional affordable units in the market for both affordable rental and homeownership opportunities at all eligible income levels. Additionally, stresses on the rental market suggest that continuing production dedicated for permanent supportive housing will be necessary to address needs of homeless and disabled persons.
Rehabilitation	The age of housing in Kent County reflects regional population growth patterns throughout the 20th Century. About 45 percent of the housing units in Grand Rapids were built prior to 1949. As population grew after World War II, Wyoming was largely built out over the next 30 years, with about 48 percent of its housing built from 1950-1979. About 36 percent of the housing in the balance of Kent County was built during this same period, with another 36 percent built in the following 20 years from 1980-1999. Taken together, about 60 percent of

	the housing in Kent County was built prior to 1980. While it is characterized by some functional obsolescence and the potential for lead-paint hazards, this older housing was well-built to withstand northern winters and is typically placed in well-planned neighborhoods which are often walkable to amenities and services. These older neighborhoods, predominantly single-family homes, form the fabric of the neighborhoods of the region, and their preservation is crucial for maintaining the quality of life for low and moderate-income residents. Units occupied by senior residents continue to provide quality affordable housing and enable seniors to age in-place in their homes, but often need minor repairs and accessibility improvements. However, median incomes have not kept pace with rising housing costs, and low-income owner-occupants continue to need assistance. This essential rehabilitation continues to be a good investment in the preservation of these older single-family homes, which are essential to the fabric of urban neighborhoods and a valuable segment of the overall affordable housing inventory. As a result, these rehabilitation needs are especially acute for low and moderate-income owner-occupants. In addition, acquisition-development-resale of poorly maintained and abandoned homes by Community Housing Development Organizations (CHDOs) plays an important role in preserving mixed-income single-family neighborhoods. These neighborhoods are often strategically located near downtown Grand Rapids and neighborhood commercial centers, with good access to jobs and robust public transit. Once rehabilitated, these homes have historically provided opportunities for low-income households to become homeowners. There is a continuing need to address lead-paint hazards in the County's older housing stock. The Kent County Health Department estimates that over 59 percent of the housing stock countywide, or approximately 137,000 housing units, were built prior to 1978 and potentially harboring lead paint hazards. While the City of Grand Rapids, with about 60,000 of these units, has invested $23 million in the remediation of over 1,500 homes, it is estimated that of the 8,000 households under 80 percent of AMI in the County with children under 6, 4,800 live in these older homes. The elimination of lead paint hazards in these units is essential for the preservation of this critical housing resource for low-income renters and owners of all eligible income levels.

Acquisition, including preservation	Like most areas of Michigan, the communities of Kent County are comprised largely of single-family homes—more than 2 out of every 3 units outside of Grand Rapids, including 59 percent of the housing units in the City of Grand Rapids. Additionally, the Grand Rapids neighborhood focus group reports that as the economy has improved, many of these units are being purchased by new owner-occupants at escalating prices in a market characterized by increasing demand. As noted in the Market Analysis section, the for-sale inventory of single-family homes countywide has dropped by more than 50 percent since 2010; during the same period, sale prices have consistently increased, with an increase of 32 percent in the last four years. This continuing increase in price with decreasing supply indicates that buyers tend to be owner-occupants buying with a mortgage, no longer investors with cash. While this is a generally positive trend for these urban neighborhoods, it has the consequence of further limiting rental options in a region where the predominance of single-family housing stock offers relatively fewer rental options than are found in urban areas characterized by more multifamily housing. In some neighborhoods in central Grand Rapids, single-family rental housing units are being lost to owner-occupancy, and population and job growth are placing further pressures on rental housing inventory. This pressure is felt especially on the inventory of affordable units, where some households that can afford higher rents are finding themselves "under-housed." As the market responds by developing housing at all price levels, this pressure may ease somewhat as units become available for households to "move up." But strategies to develop and preserve affordable rental housing using such tools as low-income housing tax credits will be especially important in continuing to build the inventory of assisted housing upon which low-income renters depend for quality, affordable housing.

ANTICIPATED RESOURCES - 91.215(A)(4), 91.220(C)(1,2)

Introduction

Kent County, the City of Grand Rapids and the City of Wyoming each receive federal assistance, from the U.S. Department of Housing and Urban Development (HUD) under one or more of its primary formula allocation programs:

Table 5.3: Primary Formula Allocation Programs

Formula Grant Program	Kent County	Grand Rapids	Wyoming
The Community Development Block Grant Program (CDBG)	☑	☑	☑
The HOME Investment Partnership Program (HOME)	☑	☑	*
The Emergency Solutions Grant Program (ESG)	☑	☑	

** The City of Wyoming and Kent County formed a HOME Consortium in 2010. Kent County administers the funds, with the City of Wyoming having input on its share of the funds and its related applications from area developers. The City of Wyoming's HOME allocation of $270,000 is combined with Kent County.*

Each Community's funding is administrated by its respective Community Development Department for a variety of purposes that meet the intent of the funding for each specific program. Federal funds are leveraged against numerous other sources of federal, state, local and private funding.

The jurisdictions partner, in varying degrees, with a number of housing developers, public service agencies and homeless shelter/housing providers to maximize both CDBG/HOME resources and the other public and private resources of the partners. The costs to address the needs of the under-resourced cannot be covered through a single source, but must be supported through a number of layered and pooled funding streams.

Based on recent trends, the expected amount of funding available during year one assumes that CDBG will drop by five (5) percent and HOME by 10 percent from 2015. The funding will then remain at that level over the next four years.

Table 5.4: Anticipated Resources Summary Table

Program	Source of Funds	Use of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of Con Plan	Narrative Description
			Allocation	Program Income	Prior Year Resources	Total		
Grand Rapids								
CDBG	Public-Federal	Acquisition Admin and Planning Economic Development Housing Rehab Public Improvement Public Services	$3,337,033	$200,000		$3,537,033	13,747,687	Block grant from US Department of Housing and Urban Development to address housing, community development and economic development needs.
HOME	Public-Federal	Acquisition Homebuyer Assistance Homeowner Rehab Rental Housing New Construction Rental Housing Rehab New Construction for Ownership	$889,018	$2,500		$891,518	$3,566,073	Grant from US Department of Housing and Urban Development to address affordable housing needs.
ESG	Public-Federal	Conversion and Rehab for transitional	$319,602			$319,602	$1,278,408	Grant from US Department of Housing and Urban Development to

Program	Source of Funds	Use of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of Con Plan	Narrative Description
			Allocation	Program Income	Prior Year Resources	Total		
		housing Financial Assistance Overnight Shelter Rapid Re-Housing (Rental Assistance) Rental Assistance Services Transitional Housing						address needs and services for homeless persons or persons at risk of becoming homeless.
Subtotal			$4,545,653	$202,500	-	$4,748,153	$18,592,168	
Kent County								
CDBG	Public-Federal	Acquisition Admin and Planning Economic Development Housing Rehab Public Improvement Public Services	$1,423,858	$50,000		$1,473,858	$5,895,432	
HOME*	Public-Federal	Acquisition Homebuyer Assistance Homeowner Rehab Rental Housing New Construction Rental Housing	$586,437	$20,000		$606,437	$2,425,749	Grant from US Department of Housing and Urban Development to address affordable housing needs. *Wyoming HOME funds are a part of

Program	Source of Funds	Use of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of Con Plan	Narrative Description
			Allocation	Program Income	Prior Year Resources	Total		
		Rehab New Construction for Ownership						these available funds via the Consortium.
ESG	Public-Federal	Conversion and Rehab for transitional housing Financial Assistance Overnight Shelter Rapid Re-Housing (Rental Assistance) Rental Assistance Services Transitional Housing	$135,464			$135,464	$541,856	Grant from US Department of Housing and Urban Development to address needs and services for homeless persons or persons at risk of becoming homeless.
Subtotal			$2,145,759	$70,000		$2,215,759	$8,863,038	
				Wyoming				
CDBG	Public-Federal	Acquisition Admin and Planning Economic Development Housing Rehab Public Improvement Public Services	$474,201	$100,000		$574,201	$2,296,804	Block grant from US Department of Housing and Urban Development to address housing, community development and economic development needs.

INSTITUTIONAL DELIVERY STRUCTURE – 91.215(K)

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

Table 5.5: Institutional Delivery Structure Summary

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
City of Grand Rapids	Government agency	Overall Administration	Grand Rapids
Kent County	Government agency	Overall Administration	Kent County – not Grand Rapids or Wyoming
City of Wyoming	Government agency	Overall Administration	Wyoming
Grand Rapids Area Coalition to End Homelessness	Continuum of Care	Planning; Homelessness	Kent County
The Salvation Army Social Services	Nonprofit	Planning; Homelessness	Kent County
Home Repair Services of Kent County	Nonprofit	Affordable housing-ownership	Kent County
Habitat for Humanity of Kent County	Nonprofit	Affordable housing-ownership	Kent County
Dwelling Place of Grand Rapids Nonprofit Housing Corporation	CHDO	Affordable Housing-rental	Kent County
Genesis Nonprofit Housing Corporation	Nonprofit	Affordable Housing-rental	Kent County
ICCF Nonprofit Housing Corporation	CHDO	Affordable Housing-ownership and rental	Kent County
LINC Community Revitalization	CHDO	Affordable Housing-ownership and rental	Kent County

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
Kent County Health Department	Government Agency	Affordable Housing-ownership and rental	Kent County
Kent County Land Bank Authority	Nonprofit	Affordable Housing	Kent County
Healthy Homes Coalition of West Michigan (Get the Lead Out!)	Nonprofit	Affordable Housing	Kent County
Permanent Housing Coordination Council	Regional Organization	Affordable housing – ownership-rental	Kent County
Subrecipient local governments of Kent County	Government Agency/ subrecipient	Community development	Kent County - Not Grand Rapids or Wyoming
Fair Housing Center of West Michigan	Nonprofit	Planning	Kent County
Kent County Housing Commission	PHA	Affordable housing-rental	Kent County
Rockford Housing Commission	PHA	Public Housing; affordable housing-rental	Rockford and a portion of Kent County
Wyoming Housing Commission	PHA	Public Housing; affordable housing-rental	All of Wyoming, Kent County, and portion of Ottawa County
Grand Rapids Housing Commission	PHA	Public Housing; affordable housing-rental	Grand Rapids and Kent County
Kent County Essential Needs Task Force	Regional organization	Community development; planning	Kent County
Community Rebuilders	Nonprofit	Homelessness	Kent County
Grand Valley Metro Council	Regional organization	Planning	Kent County

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
Grand Rapids Neighborhood Associations	Nonprofit	Community Development	Grand Rapids neighborhoods
Rental Property Owners Association	Nonprofit	Affordable housing, Community Development	Kent County

Access of Strengths and Gaps in the Institutional Delivery System

The three jurisdictions have developed sound institutional infrastructure for the delivery of housing and community development programs, and each has a rich history of successful partnerships among public and private sector entities. The institutional strengths and gaps were identified through consultations, focus groups, resident surveys, and review of planning and needs assessment processes and documents.

Strengths of the delivery system

- Housing Developers: Kent County is a magnet for housing developers, with a strong real estate market and a number of high-capacity for-profit and nonprofit affordable housing developers who are skilled at attracting investment in low-income housing tax credits awarded by the state of Michigan.
- Community Housing Development Organizations (CHDOs): Several high-capacity CHDOs bring commitment and capacity to the preservation and revitalization of Kent County neighborhoods and to the development, ownership and management of multifamily housing, including permanent supportive housing units.
- Neighborhood Associations: Grand Rapids neighborhood associations identified crime prevention, blight reduction, and the cultivation of more mixed-income homeownership opportunities as priorities;
- Home Repair Services: As a regional nonprofit home repair organization, Home Repair Services of Kent County supports the efforts of all three jurisdictions by providing minor home repairs and accessibility improvements throughout Kent County.
- Homeless services: The Continuum of Care and the Kent County Essential Needs Task Force place a high priority on promoting communication, coordinating efforts, interagency collaboration and identifying and addressing gaps in services.

Gaps in the delivery system

- Job training and job readiness: job training agencies, representing concerns of employers, noted a number of gaps and challenges:
    - Relatively low local wages create a challenge for retention of persons who have been through local job training programs;
    - Many trainees need at least 6-9 months of job readiness and skills training, but they don't have resources to support themselves during a long training program;
    - Many trainees lack transportation to get to training, which has generally been regionalized;
    - Job training is built around the skills needed by employers, and is not necessarily well-connected to the interests of trainees.
- Supportive Housing Developers: Nonprofit organizations providing supportive housing noted that their residents frequently lack immediate 24/7 access to supportive services needed to maintain their housing.
- Grand Rapids neighborhood organizations identified a need for continuing leadership training and increasing financial support in their efforts to build neighborhood leadership and cohesion.
- Multi-Cultural Supportive Services: Rapidly increasing populations of Hispanic and other cultural groups create a need for a range of supportive services provided through culturally sensitive programs and organizations.
- Youth Services: in an online survey of 1,970 respondents from throughout Grand Rapids, Wyoming, and Kent County, 79 percent expressed a high or moderate need for youth services.
- PHAs: the public housing authorities of Kent County noted a continuing and increasing difficulty finding rental units at the local HCV payment standards.
- Kent County local governments: Subrecipients expressed a need for a range of local services and infrastructure improvements, but expressed difficulty in delivering complex projects.
- Infrastructure Development: Public agencies noted gaps in transit routes and hours, lack of pedestrian connections connecting transit stops to suburban employers, and need for greater disaster resilience in the areas of flood management education and infrastructure.

Through the institutional delivery structure identified above, and other associated agencies and service providers, a range of services targeted to homeless persons and persons with HIV are available within the community, as shown above.

Availability of services targeted to homeless persons and persons with HIV and mainstream services:

Table 5.6: Homelessness Prevention Services

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Homelessness Prevention Services			
Counseling/Advocacy	x	x	x
Legal Assistance	x	x	
Mortgage Assistance	x		x
Rental Assistance	x	x	x
Utilities Assistance	x	x	x
Street Outreach Services			
Law Enforcement	x		
Mobile Clinics	x (medical outreach)	x (medical outreach)	
Other Street Outreach Services	x	x	
Supportive Services			
Alcohol & Drug Abuse	x	x	x
Child Care	x		
Education	x	x	
Employment and Employment Training	x		
Healthcare	x	x	x
HIV/AIDS	x	x	x
Life Skills	x		

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Mental Health Counseling	x	x	x
Transportation	x		

Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)

The homeless delivery system meets the needs of homeless persons by providing emergency shelter, transitional shelter, rapid-rehousing and permanent supportive housing options to individuals and families facing homelessness. There are options for individuals, families with children, veterans and their families, and unaccompanied youth.

Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above

The system works upon a *housing first* strategy, maximized together through its 2-1-1 referral and the Coordinated Assessment system to refer clients to appropriate services. As indicated in the last question, the service providers offer a wide range of housing types for those experiencing homelessness and there are many opportunities to provide supportive services on-site. Focus groups indicated that the gaps in homeless services include, but are not limited to, emergency and outreach services for youth, supportive services such as mental health and substance abuse services available around the clock (not just during normal business hours), case management and mental health services. Focus group participants also noted that the emergency sheltering system is often at its maximum capacity and that permanent supportive housing options are often full as well. This makes it difficult for people to be housed both coming off of the street and when they are ready to transition from a temporary housing situation into a more permanent one.

Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs

Strategies for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs include, but are not limited to:

- Encourage mixed-income neighborhoods, including support for neighborhood leadership and CHDO efforts to expand opportunities for affordable homeownership;
- Encourage the development of affordable rental housing, including units dedicated for permanent supportive housing
- Expand opportunities for transit-oriented development to increase living opportunities connected to jobs and services;
- Continue collaboration to address job training and job readiness needs;
- Strengthen incentives and streamlining policy for affordable housing development, including implementation of Grand Rapids' plan Great Housing Strategies Addressing Current and Future Housing Needs;
- Explore ways to encourage the expansion of transit opportunities to support access to jobs and services for low-income households;
- Increase access to rental housing assistance to ensure permanent housing with supports sufficient to ensure success appropriate for the needs of homeless and disabled persons.

GOALS SUMMARY – 91.215(A)(4)

Table 5.7: Goals Summary Information

Goal 1: Improve the Condition of Existing Housing									
Rehabilitate and preserve owner- and renter-occupied housing to bring units to code standard or provide safety improvements, energy efficiency improvements, access modifications, or treatment of lead or other home hazards.									
Priority Needs									
1. Health, safety and property maintenance of owner-occupied housing, including lead hazard reduction 2. Housing in need of minor and emergency repairs, including accessibility modification Health, safety and property maintenance of rental housing, including lead hazard reduction									
Start Year	2016	**Outcome**	Availability/ accessibility	**Category**			Affordable Housing		
End Year	2020	**Objective**	Provide decent affordable housing	**Target Area(s)**					
Goal Outcome Indicator				**GOI Quantity**			**Funding**		
				Grand Rapids	*Kent County*	*Wyoming*	*Grand Rapids*	*Kent County*	*Wyoming*
Rental units rehabilitated				12			CDBG: $6,041,248 HOME: $200,000 ESG:	CDBG: $1,755,800 HOME: ESG:	CDBG: $1,575,000
Homeowner Housing Rehabilitated				2,034	545	360			

Goal 2: Increase the Supply of Affordable Housing

Create affordable housing through new construction and rehabilitation for homeowners and renters, including permanent supportive housing.

Priority Needs

1. Affordable rental housing
2. Affordable owner housing
3. Permanent supportive housing

Start Year	2016	**Outcome**	Affordability	**Category**	Affordable Housing
End Year	2020	**Objective**	Provide decent affordable housing	**Target Area(s)**	

Goal Outcome Indicator	**GOI Quantity**			**Funding**		
	Grand Rapids	*Kent County*	*Wyoming*	*Grand Rapids*	*Kent County*	*Wyoming*
Rental units constructed	18	5		CDBG: HOME: $1,788,953 ESG:	CDBG: HOME: $2,728,905 ESG:	CDBG:
Homeowner Housing Added	10	20				

Goal 3: Improve Access to and Stability of Affordable Housing

Increase opportunities for housing stability through: homebuyer down payment assistance, tenant based rental assistance and other support; fair housing education and enforcement, legal assistance for housing matters, and financial/ homeownership counseling.

Assist homeless individuals and families to stabilize in permanent housing after experiencing a housing crisis or homelessness by providing client-appropriate housing and supportive service solutions; provide homeless households with financial and other assistance to move them as quickly as possible into permanent housing.

Priority Needs

1. Access to and stability of affordable owner housing
2. Access to and stability of affordable rental housing
3. Fair housing education and enforcement and housing consumer services
4. Supportive services for formerly homeless and persons with special needs to remain in their housing
5. Prevention of homelessness
6. Regional response to addressing housing instability or homelessness

Start Year	2016	**Outcome**	Availability/accessibility	**Category**	Affordable Housing and Homeless
End Year	2020	**Objective**	Provide decent affordable housing	**Target Area(s)**	Grand Rapids: General Target Area

Goal Outcome Indicator	**GOI Quantity**			**Funding**		
	Grand Rapids	*Kent County*	*Wyoming*	*Grand Rapids*	*Kent County*	*Wyoming*
Direct Financial Assistance to Homebuyers (Households Assisted)	20			CDBG: $325,000	CDBG:	CDBG:
Tenant-based rental assistance / Rapid Rehousing (Households Assisted)	4,250	100		HOME: $1,850,000	HOME:	
Public service activities for Low/Moderate-Income Housing Benefit (Households Assisted)	13,500		40	ESG: $1,478,160	ESG: $626,521	
Homelessness Prevention (Persons Assisted)	3,900					

Goal 3: Improve Access to and Stability of Affordable Housing						
Housing for Homeless added (Household / Housing Units)						

Goal 4: Reduce Blight and Code Violations

Improve property values and reduce blighting influences through code enforcement and clearance of blighted structures or structures in flood-prone areas.

Priority Needs

1. Effective response to housing and other code violations in neighborhoods
2. Clearance of blighted structures

Start Year	2016	**Outcome**	Sustainability	**Category**	Affordable Housing and Non-Housing Community Development
End Year	2020	**Objective**	Create suitable living environment	**Target Area(s)**	

Goal Outcome Indicator	**GOI Quantity**			**Funding**		
	Grand Rapids	*Kent County*	*Wyoming*	*Grand Rapids*	*Kent County*	*Wyoming*
Housing Code Enforcement/ Foreclosed Property Care (Household / Housing Units)	30,625		47,045	CDBG: $6,450,000 HOME: ESG:	CDBG: $120,000 HOME: ESG:	CDBG: $300,000
Buildings Demolished (Buildings)		6	15			

Goal 5: Increase Civic Engagement and Public Safety

Supports: 1) quality of life and sense of community in neighborhoods by decreasing or preventing crime; 2) neighborhood leadership and civic engagement as the means to build great neighborhoods; and 3) disaster mitigation and planning activities that maintain and improve quality of life.

Priority Needs

1. Neighborhood and commercial district public safety improvements
2. Increase neighborhood leadership and civic engagement
   Planning and public education to mitigate flooding and other natural disasters

Start Year	2016	**Outcome**	Availability/accessibility	**Category**	Non-Housing Community Development
End Year	2020	**Objective**	Sustainability	**Target Area(s)**	Grand Rapids: all STAs

Goal Outcome Indicator	**GOI Quantity**			**Funding**		
	Grand Rapids	*Kent County*	*Wyoming*	*Grand Rapids*	*Kent County*	*Wyoming*
Public service activities other than Low/Moderate-Income Housing Benefit (Persons assisted)	378,757		3,000	CDBG: $1,890,000 HOME: ESG:	CDBG: HOME: ESG:	CDBG: $100,000

Goal 6: Enhance Infrastructure and Public Facilities

Enhance publically-owned facilities and infrastructure that improves the community and neighborhoods, such as parks, streets, sidewalks, streetscapes and other public infrastructure and facilities, including improving accessibility to meet American with Disabilities Act (ADA) standards.

Priority Needs

1. Public infrastructure and facility improvements, including disaster mitigation
2. Accessibility improvements to public infrastructure and facilities

Start Year	2016	**Outcome**	Availability/accessibility	**Category**	Non-Housing Community Development
End Year	2020	**Objective**	Create suitable living environment	**Target Area(s)**	Grand Rapids: all STAs

Goal Outcome Indicator	**GOI Quantity**			**Funding**		
	Grand Rapids	*Kent County*	*Wyoming*	*Grand Rapids*	*Kent County*	*Wyoming*
Public Facility or Infrastructure Activities other than Low-/Moderate-Income Housing Benefit (Persons Assisted)	8,000	63,340	15,000	CDBG: $500,000 HOME: ESG:	CDBG: $2,912,706 HOME: ESG:	CDBG: $50,000
Public Facility or Infrastructure Activities for Low-/Moderate-Income Housing Benefit (Households Assisted)						

Goal 7: Increase Access to Jobs, Education and Other Services

Increase access to jobs, education, health and wellness, recreation, and health and social service activities.

Priority Needs

1. Access to public services, including services for youth, seniors, persons with disabilities, and persons from diverse cultures
2. Transportation services to improve access to jobs and services
3. Supportive services appropriate for persons for whom English is a second language
4. Emergency and outreach services for youth

Start Year	2016	**Outcome**	Availability/accessibility	**Category**	Non-Housing Community Development and Non-Homeless Special Needs
End Year	2020	**Objective**	Create suitable living environment	**Target Area(s)**	

Goal Outcome Indicator	**GOI Quantity**			**Funding**		
	Grand Rapids	*Kent County*	*Wyoming*	*Grand Rapids*	*Kent County*	*Wyoming*
Public service activities other than Low/Moderate-Income Housing Benefit	150	44,098	250	CDBG: $100,000 HOME: ESG:	CDBG: $1,106,926 HOME: ESG:	CDBG: $250,000

Goal 8: Increase Economic Opportunities

Enhance economic stability and prosperity by increasing economic opportunities for residents, through job readiness and skill training, promotion of entrepreneurship (including among culturally diverse populations), façade improvements, and other strategies.

Priority Needs

1. Improved access to jobs
2. Access to job training and job readiness training
3. Job creation
4. Commercial building improvements
5. Improved economic opportunities for culturally diverse populations and business sectors

Start Year	2016	**Outcome**	Availability/accessibility	**Category**	Non-Housing Community Development
End Year	2020	**Objective**	Create economic opportunities	**Target Area(s)**	

Goal Outcome Indicator	**GOI Quantity**			**Funding**		
	Grand Rapids	*Kent County*	*Wyoming*	*Grand Rapids*	*Kent County*	*Wyoming*
Jobs created/retained (Jobs)				CDBG: $250,000	CDBG:	CDBG: $25,000
Businesses assisted (Businesses Assisted)				HOME:	HOME:	
Public service activities other than Low/Moderate-Income Housing Benefit (Persons Assisted).	200		25	ESG:	ESG:	
Public Facility or Infrastructure Activities other than Low/Moderate-Income Housing Benefit (Persons Assisted)						
Facade treatment/business building rehabilitation (Businesses)						

PUBLIC HOUSING ACCESSIBILITY AND INVOLVEMENT – 91.215(C)

Need to Increase the Number of Accessible Units (if Required by a Section 504 Voluntary Compliance Agreement)

Section 504 Voluntary Compliance Agreements are not required in the Kent County, Grand Rapids, Wyoming or Rockford Housing Commissions. Efforts by the local PHAs to identify accessibility needs of public housing residents are described in the Needs Assessment section of the plan.

Activities to Increase Resident Involvements

Public Housing Commissions link residents with programs and services to help improve economic self-sufficiency. Resident services enrich the lives of community members and empower individuals and families as they strive for economic independence.

Kent County Housing Commission

The Kent County Housing Commission provides rental assistance to extremely-low and very-low-income families. The Commission issues and administers Section 8 Housing Choice Rental Assistance Vouchers. Commission staff educates and prepares applicants, assists voucher holders with locating suitable housing, inspects rental units and reviews lease agreements. It also provides education about the need for affordable housing to property owners and communities and works collaboratively with other housing providers in Kent County. Residents also participate in a Resident Advisory Board to provide input on the management and administration of the Housing Commission.

The Kent County Housing Commission undertakes several initiatives to increase the self-sufficiency of residents and voucher holders. As part of its Section 8 Housing Choice Voucher program, the Housing Commission operates a Homeownership program that assists voucher holders in their transition to homeownership. The Commission also partners collaboratively with the Wyoming and Grand Rapids Housing Commissions to ensure that residents have access to relevant information about available community services through the Family Self-Sufficiency (FSS) Coordinating Committee. The FSS program aims to move participants from welfare to work by helping families identify barriers to employment and set time bound goals detailing steps they will take to acquire and retain

employment. Efforts include partnerships and training through Community Partner agencies that provide homeownership training, life skills training, training and employment programs, credit repair, financial and economic management training. Kent County also provides direct case management to assist Section 8 clients by offering participation in the Family Self-Sufficiency Program that facilitates transition to the Homeownership Program after successful completion.

Kent County educates landlords on the PHA's program giving them the motivation and support to maintain units with the Housing Commission. The Housing Commission advocates for clients who have problems with property management companies that refuse or are reluctant to honor Section 8 vouchers in Kent County.

Grand Rapids Public Housing Commission

The Grand Rapids Housing Commission (GRHC) provides housing assistance to extremely low and low-income residents of Grand Rapids and Kent County, Michigan. The GRHC operates seven low-income housing developments, including family housing and apartments for seniors and disabled persons. The Commission administers federal Section 8 rental subsidy programs, home ownership programs and a transitional housing program. The GRHC has expanded its role in the community, partnering with community organizations and individuals to advocate for positive change in local social welfare policy and to offer supportive services families can use to achieve self-sufficiency and a stronger financial future.

The Grand Rapids Housing Commission has established a Resident Advisory Board, the membership of which represents the residents assisted by the PHA. Resident Advisory Board members meet and advise the Grand Rapids Housing Commission on matters pertaining to administration of various housing programs, capital needs, and necessary resident services. The Grand Rapids Housing Commission provides numerous services and activities to support and encourage public housing residents in assuming economic and social self-sufficiency. These activities, which include, but are not limited to, computer training, substance abuse counseling, academic, skill assessment/training and employment programs, and homeownership counseling, take place at various public housing sites.

Through GRHC Resident Services, housing development residents receive access to an array of assistive resources, including:

- On-site social workers provide counseling that links residents with needed health care, mental health care, educational, job training, employment and transportation services.
- On-site food pantries are offered at all housing developments that serve senior citizens and the disabled.
- On-site Senior Meals café offers low-cost midday meal service weekdays at Mount Mercy Apartments.
- “Art at the Mount” initiative supports arts and recreational programs at Mount Mercy Apartments.
- Literacy classes, computer labs, computer training.
- Parenting classes at family housing developments.
- Health fairs, health education and screening, nutrition classes.
- Recreational and social events, programs for children and youth.

Wyoming Public Housing Commission

The Wyoming Housing Commission (WHC) provides rental assistance to extremely low- and very low-income families. The WHC operates a low-rise and scattered site low-income housing development, including family housing and apartments for seniors and disabled persons. The Commission issues and administers Section 8 Housing Choice Rental Assistance Vouchers.

The WHC takes actions to encourage participants to work toward homeownership and to participate under the Family Self-sufficiency (FSS) program. The FSS program enables the Housing Choice Voucher program and also assists public housing residents to increase their earned income and reduce their dependency on welfare assistance and rental subsidies. The FSS program provides low-income families with educational opportunities, job training, counseling and other forms of social services, while living in assisted housing. The FSS program assists participants in obtaining skills necessary to achieve self-sufficiency.

The Residents' Advisory Board reviews the agency's annual plan and provides input on the administration and management decisions of WHC.

Rockford Housing Commission

The Rockford Housing Commission encourage residents to participate in the Residents' Advisory Board (RAB). The Rockford Housing Commission considers the input of the RAB to inform management and administrative decisions related to resident services, capital improvements and other matters, as presented to the RAB.

Is the public housing agency designated as troubled under 24 CFR part 902?

The Kent County, Grand Rapids, Wyoming and Rockford Public Housing Commissions are not identified as troubled by HUD.

Plan to remove the 'troubled' designation

N/A

BARRIERS TO AFFORDABLE HOUSING – 91.215(H)

Barriers to Affordable Housing

Barriers to affordable housing may be presented to low-income households by market conditions; these barriers (scarcity of affordable rental housing, slow income growth, etc.) have been presented in the market analysis. In addition, the jurisdictions undertake efforts to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing. The Analyses of Impediments to Fair Housing Choice (AI) studies for Kent County, Grand Rapids and Wyoming identify impediments to fair housing that also fall under the category of barriers to affordable housing. The following information includes impediments identified by each jurisdiction and the corresponding Action Items documented to address these impediments. Each jurisdiction reports on the progress in addressing these impediments and barriers to affordable housing in annual reporting documentation required by HUD.

Kent County

The following strategies and action items are recommended to address specific barriers to affordable housing in Kent County as identified in the AI.

Increase Access to Affordable Housing Opportunities

Community opposition, including "NIMBYism", adversely affects the availability of housing for low-income families, persons with disabilities, homeless persons, or lower-income minorities and is one of the primary barriers the County identified to affordable housing.

The attitude of local government officials, public pronouncements of general policy and careful planning and implementation of individual housing efforts by providers are key aspects for overcoming this opposition. In addition, contextual planning of new affordable housing with relationship to scale, size, density and architectural character of the neighborhoods where it will be located is vital to integration and success.

Action items:

- Provide rehabilitation programs, particularly to elderly residents who are unable to perform basic maintenance and upkeep.
- Continue to receive referrals from the Health Department for homeowners needing assistance with housing-related health and safety violations.
- Ensure that minimum accessibility standards are being adhered to through strict enforcement of building codes.
- Incorporate visitability standards into Kent County HOME new construction guidelines to increase the number of visitable units in the community.
- Support local units of government in requiring that bank-owned properties are adequately maintained to ensure safety of surrounding neighborhoods.
- Identify public-private partnerships to implement housing choice strategies — housing rehabilitation services, financial institutions, etc.

Continue to work with an organization or agency to provide fair housing services to the County

The County contracts with local partners and providers to address impediments to fair housing in Kent County based on needs identified in the prior year. These contracts provide a baseline service to ensure that fair housing issues are addressed and protected classes have access to affordable housing. Recently, these providers have decreased the number of fair housing test cases.

Action Items:

- Determine if additional funding is available and should be targeted to increase housing testing
- Work with service providers to include religion and age discrimination in information programming
- Work with service providers to expand enforcement and testing in rural areas of the County

Research whether a Countywide Fair Housing Ordinance would be an effective tool to increase fair housing outcomes in Kent County

Kent County does not currently have a Fair Housing Practices Ordinance. Although the County adheres to Federal and State regulations regarding fair housing, providing locally based regulations allows for an additional layer of enforcement while also allowing the opportunity to add additional standards or customized regulations to the Federal requirements to better promote

access to fair, affordable housing. To better understand the context for a potential local ordinance, the County has identified the following action item:

Action Item:

- Continue to seek ways to identify the linkages between fair housing choice and resident's access to quality education, health care, and jobs.

Continue involvement in Regional Planning Groups

A significant constraint the County faces is that there is no comprehensive or centralized planning organization within the County that oversees planning activities for the 30+ municipalities within it. There is also no Master Plan for the County. Such an organization and such a plan would be able to set forth a vision for appropriate locations for employment centers, high density development, transportation networks, etc. Instead, communities are left to provide fair housing on their own.

Action Items:

- Explore opportunities to develop a Regional Housing Plan for Kent County with strategies and objectives for providing affordable housing throughout the County.
- Coordinate with Grand Valley Metro Council (GVMC) and Michigan State University Cooperative Extension to incorporate housing recommendations into broader regional policies and growth plans.
- Encourage mixed use development to provide opportunities for people to live near work and provide greater transportation benefits.

Promote County-wide Source of Income Protection

The cities of Grand Rapids, Kentwood, and Wyoming have source of income protection requirements, meaning that landlords cannot discriminate based on income, including Section 8 or other housing vouchers. No other communities in the County have this requirement. Practices underlie the difficulties finding affordable housing in communities that place a stigma on assisted housing. With source of income protection, where vouchers are treated equally as cash, residents using this aid are free to live anywhere within the community. This can result in broader acceptance of diversified housing and mixed income development and lessen the stigma in place in many communities.

Action Items:

- Explore the establishment of source of income protection throughout the County.
- Promote broader acceptance of vouchers and development of affordable housing county-wide through public information on the facts about Housing Choice Vouchers and their purpose.
- Attend at least one meeting of the Regional Property Managers Association annually to provide a point of reference for property owners who may or may not be participating in the program.

Cooperate with public/private institutions to provide better access to aid and financing through continued participation in local task forces

The County shall continue to review current policies and procedures regarding private sector (e.g. banking, financial institutions, real estate brokers, and insurance companies) practices to mitigate actions that appear to discriminate or otherwise contribute to restricted housing choice.

Action Items:

- Facilitate tracking of financing disparities through download and analysis of annual Home Mortgage Disclosure Act (HMDA) data.
- Seek Spanish-speaking fair housing educators to address changing demographics and assist with all aspects of home ownership/rental requirements.
- Continue to support the work of the Fair Housing Center of West Michigan in educating local lenders on fair lending practices and local trends and best practices in the lending industry

Further explore Rental Registration and Landlord Training Program

Between new investment opportunities created by the increased rate of foreclosures and the ease of access to information provided by the internet, new landlords and property managers are entering the market. These landlords often lack the proper training and education, particularly in regards to fair housing, to avoid violations. These violations may not be intentional, but they are made.

Action Items:

- Identify the objectives of rental registration and potential impacts and cost of implementation.

- Where rental inspections are currently taking place, conduct adequate follow up on violations, particularly egregious offenders who own multiple properties in low-income neighborhoods.
- Continue to support housing inspection efforts of the Health Department and housing rehabilitation for units identified through housing inspection activities.

Grand Rapids

The City of Grand Rapids identified the following impediments and corresponding action items to address barriers to fair housing choice in the City's current Analysis of Impediments.

Enforcement of the Local Fair Housing Ordinance

Grand Rapids' local "Fair Housing" ordinance designates "source of income" as a protected class to help Section 8 rental voucher holders obtain housing of their choice. The City has been unable to successfully prosecute violations of the local ordinance protecting source of income because of stringent documentation required to issue citations.

> Action: Advocate for designation of source of income as a protected class at the State and Federal levels to create geographic consistency.

Lack of Education and Awareness of Fair Housing Laws

There is a lack of fair housing education and awareness in the community, especially in light of new and proposed HUD regulations and guidance regarding fair housing (i.e. AFFH, harassment, disparate impact, assistance animals, etc.) as well as recent court decisions (including the U.S. Supreme Court decision on disparate impact). Also, online web sites are not responsible for the information third parties post on their sites, and these venues are less likely to follow laws and guidelines for non-discriminatory language. Among housing industry professionals, the issue is primarily the need for ongoing training in fair housing, particularly among new or expanding companies or larger investors that manage a growing housing portfolio and are instituting policies or practices that pose systemic barriers to housing choice, including out-of-state corporations that are unfamiliar with local laws.

Homeseekers and the general public also need to understand their fair housing rights and their recourse when they feel that their rights have been violated.

Action:

- Develop, market, and conduct education and outreach to housing industry professionals (such as Realtors®, lenders, developers, investors), housing consumers, community organizations and elected and appointed officials to promote equal access to housing opportunities.
- Further develop the Fair Housing Center of West Michigan's prototype "fair housing school" for on-line training. Topics would include, but not be limited to: discriminatory practices, enforcement options, and reasonable accommodations for persons with disabilities.
- Distribute simple-to-understand printed materials about fair housing annually to housing professionals, home sellers and buyers, and the general public.

Language Barriers for Non-English Speaking Populations

Non-English speaking populations in Grand Rapids may have difficulties when renting or buying a home, including people born outside the United States and people who are deaf and use American Sign Language. Although interpreter services are available, they are not routinely used in the local real estate industry. Furthermore, even when family members attempt to interpret, complicated rental or purchase information is often not fully understood.

Action: Provide fair housing resource materials for homeseekers and housing providers in non-English languages, including Spanish.

Limited Minority Access to Credit from Prime Lenders

HMDA data used in the Analysis of Impediments indicate that prime lenders made more loans in White and upper-income neighborhoods than in minority and low-income neighborhoods. Grand Rapids 2005 data revealed that the lending market had a disproportionate rate of subprime refinance loans compared to national medians. Grand Rapids 2008 data indicated that African Americans and Hispanics are given higher proportions of subprime loans than are Whites. These disparities indicate a barrier to accessing housing, but the City was not able to determine if they are the result of discrimination.

Action: Develop an outreach and education strategy for local lenders, coupled with a follow-up program of testing and enforcement to enable minorities to gain greater access to prime conventional mortgages and reduce the use of subprime credit. It should include information on the disparate treatment of minorities by the lending industry; government lending programs; nonprofit housing options; and other housing services in the community.

Limited Supply of Accessible Housing

Michigan Residential Code governs new construction in 1- to 2-unit buildings, and does not require accessible units. The Michigan Building Code governs construction in larger developments, but does not require accessible units in housing projects less than 20 units. Historically, most residential construction in Grand Rapids is comprised of single-family units or small developments that are not accessible to people with disabilities, except in downtown. Most existing housing is old and usually needs to be modified to become accessible. Among landlords, terminology such as "reasonable accommodation" and "reasonable modification" can be poorly interpreted, leading to discrimination for people with disabilities or the aging population.

Action:

- Expand development of accessible housing in Grand Rapids through new construction and remodel.
- Support advocacy efforts at appropriate levels to encourage change to all building codes and standards to include universal design as an approved option.
- Create an incentive to develop Type B (adaptable) accessible units.
- Encourage universal design standards for housing units built or substantially rehabilitated with federal housing funds. These standards allow aging in place, and would make homes easier to live in now and set the stage for further housing modifications if needed in the future.
- Facilitate training on accessibility standards for City for Design and Development Services staff.
- Educate City Design Team members on the types of projects for which Disability Advocates of Kent County's (DAKC) Access Specialist referral is valuable.
- Refine the system to refer relevant early stage development projects, as appropriate, to DAKC's Access Specialist.
- Make educational materials available to architects, builders, and developers regarding universal design during new construction and major rehab projects. Provide these materials at the Development Center, the City's "one-stop shop" for plan review and permitting.

Funding for Fair Housing Activities

Discrimination and disparities in housing-related activities exist in the community and fair housing work is still needed. Routine testing and enforcement, combined with community outreach and education, are the foundation of fair housing. Without these tools, voluntary compliance is seriously hampered. However, funding for testing and enforcement, as well as periodic studies on special topics, is a persistent challenge for the community.

Action:

- Make CDBG financial support available for fair housing activities to the extent feasible.
- Identify and secure increased funding for fair housing work outside the General Target Area.
  Advocate for change to the CDBG regulations so funding for fair housing activities is not subject to funding caps.

Wyoming

The following strategies and action items are recommended to address specific barriers to affordable housing in Wyoming as identified in the City's current Analysis of Impediments. The City's AI is hereby incorporated into this plan by reference. Such strategies and action items are listed in no particular order.

Banking, Finance and Insurance

Heightened scrutiny by lenders since the 2008 recession prevents many would-be buyers from entering the owner housing market. For those who do enter the owner housing market due to lower real estate prices, households may not have a full understanding of the costs - financial and otherwise - of homeownership.

Action Items:

- The City should work with social service agencies, MSU Extension, local school districts, secondary education providers and lending institutions to encourage their work with families who seek to better their housing situation by offering free or reduced-cost financial literacy tools and estate planning.

- Work with social service agencies and lending institutions to create a "home network" to act as a local clearinghouse for all housing programs (rental housing, owner housing, senior housing) so that housing seekers are matched with the best option for their needs and desires.

Private Housing and Development Incentives

Vacant buildings can remain undeveloped because it is cheaper for investors, speculators, and slumlords to informally “land-bank” — that is, to sit on vacant, often blighted buildings. Due to the existing housing stock, there are fewer opportunities for mixed-income housing developments/neighborhoods.

Action Items:

- Develop local incentive programs for infill and mixed-income housing.
- Conduct a study of vacant property to market redevelopment sites within the City, promoting that sites are vacant and are ripe for redevelopment.
- Create a program to assist with the demolition of obsolete buildings in exchange for the redevelopment of the site.
- Incentivize multi-family redevelopment sites, including renter and owner housing options, within walking distance (1/4 mi.) of existing commercial and employment centers.

Public Bodies and Boards

A review of the Planning Commission, Zoning Board of Appeals, Downtown Development Authority, Community Development Committee and Housing Commission members indicates that a majority of members are male and live south of 28th Street.

Action Item:

- As terms expire, City Council should want to ensure that the selection of Board/Commission members is more balanced by gender, race, ethnicity, and geography so that different aspects of the community are represented.

Subsidized Housing and Cost of Living Assistance

Some individuals may not be aware that public, subsidized or cost of living assistance may be available to them.

Action Items:

- Assist and support non-profit and community groups in their efforts to assist low-income families in finding quality, affordable housing, and also in their efforts to provide cost of living assistance.
- Ensure that information on the resources available to help residents with the costs of housing is available, including using TV, radio, internet, and social media, in addition to more traditional forms of outreach.
- Proactively assist homeowners in using the Community Foreclosure Response Toolkit.

Action Item:

- Leverage the resulting development pressure to incentivize mixed income transit-oriented developments with dense housing typologies that allow a wide variety of community member's access to transportation opportunities.

Ongoing programs to assist homeowners with home renovations have been successful in improving housing quality.

Action Item:

- Continue to support home renovation assistance programs for homeowners.

Housing Discrimination and Laws

Available data used in the City's Analysis of Impediments indicate that the gay, lesbian, bisexual and transgendered population faces housing discrimination in the State of Michigan due to a lack of laws protecting them from such discrimination.

Action Item:

- Consider amending the City of Wyoming's Fair Housing Ordinance to prohibit housing discrimination on the basis of sexual orientation and gender identity.

A review of discrimination complaints and fair housing testing reveals that the City may have instances of housing discrimination within rental housing and discriminatory advertising based on race, national origin and familial-status (presence of children under the age of 18.)

Action Item:

- Consider encouraging landlords of residential rental properties to receive fair housing training or require them to self-train on fair housing laws and regulations and submit proof to the City. Such training is offered by the City of Wyoming in conjunction with Fair Housing Center of West Michigan as funded by the City of Wyoming.

Information from the focus groups indicates that banking institutions, in an attempt to "triage and sell" the oversupply of homes, invested in selling properties in higher income, higher value and whiter neighborhoods. Homes in lower income, lower value and minority neighborhoods sat vacant, were not maintained or secured.

Action Item:

- Increase code enforcement on trouble properties, regardless of ownership status or vacancy status. Create a fund specifically for maintaining vacant and unsecured lots.

Land Use and Zoning

Data found in the AI community survey indicate that residents want to live in single-family homes in the southern and western neighborhoods. Reasons cited included proximity to M-6, newer homes, Grandville Public Schools, and being close to shopping and workplaces. Regardless of housing price and type, different portions of the City should have a variety of housing types and price points.

Action Items:

- Provide information and resources to help developers make use of existing State and Federal incentives for infill development and mixed-income housing.

- Streamline processes and procedures, where applicable, to ensure that zoning and building regulations are not an impediment to redevelopment.
- Require new housing developments to set aside a certain percentage of housing units for low- to moderate-income households.
- Consider promoting the development of accessory dwelling units as a means to provide increased housing options.
- Create a mixed-density residential zoning district adjacent to the City's commercial and planned commercial corridors.
- Allow higher density development along Division Ave. as a means to capitalize on the Bus Rapid Transit.
- Implement zoning incentives, such as density bonuses or relaxed dimensional standards, for mixed-income housing and/or community amenities.

The City's Zoning Ordinance requires that in the event that three or more unrelated parolees live together, they are only permitted to live in the Industrial Zoning District. This appears to be the only residential use that is required to locate in an Industrial Zoning District.

Action Item:

- The City should consider the status of congregate living facilities for parolees and allow such facilities to be permitted in other zoning districts. Housing for parolees should be held to the same standard as other congregate living facilities.

Strategies to Remove or Ameliorate the Barriers to Affordable Housing

Action steps to remove or ameliorate the barriers to affordable housing as listed above following each impediment to fair housing choice. Other strategies related to market conditions would be included in the recommendations in such recent housing needs assessment and planning documents as the Grand Rapids *Great Housing Strategies: Addressing Current and Future Housing Needs* (2015), *the City of Wyoming Housing Needs Assessment* (2013), and the forthcoming *Assessment of Grand Rapids and Kent County Vision to End Homelessness,* commissioned by local foundations.

HOMELESSNESS STRATEGY – 91.215(D)

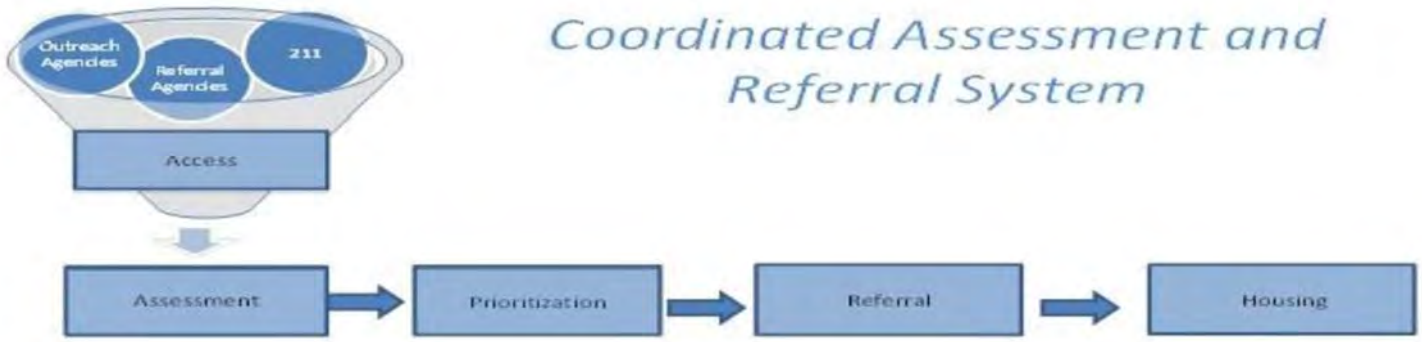
As stated in the Grand Rapids Area Coalition to End Homelessness' (Coalition) Governance Charter "The goal of the Coalition is to prevent and end systematic homelessness in the greater Grand Rapids area, guided by the values and philosophy set forth in the community's initial 10-year plan to end homelessness, the *Vision to End Homelessness*." The Coalition serves as the Continuum of Care (CoC) for the Grand Rapids, Wyoming and Kent County area.

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

Coordinated Assessment

In August of 2014, the Coalition adopted the Centralized Intake Committee Coordinated Assessment (CA) and Referral System Policy and Procedures. The Salvation Army is the designated Centralized Intake Agency that manages the Coordinated Intake and Housing Assessment Program (HAP). The steps are outlined in the following diagram and further defined below:

Figure 5.2: Coordinated Assessment and Referral System



Source: Grand Rapids Area Coalition Centralized Intake Committee Coordinated Assessment and Referral System Policy and Procedure document.

Access:
An individual or family household can access the CA system in several ways – through contact with 211, a designated Outreach Agency or a designated Referral Agency. A quick screen determines homeless status. If the individual or family is determined to be homeless, a referral is made to the Salvation Army– the designated Centralized Intake Agency.

Assessment:
Once the HAP verifies homeless status, a Housing Management Information System (HMIS) Assessment is completed. Households who are homeless due to domestic violence may be referred to the Domestic Crisis Center. Households at risk of homelessness are referred to Prevention/Diversion resources. Those who meet the definition of homelessness are assessed using a Service Prioritization Decision Assistance Tool (SPDAT), and are referred to temporary housing. For those households that receive a pre-screen score of five or more, a full SPDAT is conducted within approximately two weeks. Homeless status is determined using the HUD Definition of Homelessness as defined in the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act Regulations. The Categories 1, 2, and 4 are approved for use and in special circumstances, other funder definitions or requirements may also be used.

Addressing the emergency and transitional housing needs of homeless persons

Homeless facilities and services are managed and provided through agencies that participate in the Continuum of Care and special needs service agencies (listed in Appendix D). These agencies provide several types of housing including:

- Emergency shelter for families, adult individuals, and youth
- Transitional housing for families, and adult individuals
- Permanent supportive housing for adult individuals
- Rapid re-housing for families and adult individuals

The homeless and at-risk of homelessness definitions are aligned with the HUD definitions included in the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009. HUD published the final rule in the December 5, 2011 *Federal Register* and identifies the following categories:

- An individual or family who lacks a fixed, regular, and adequate nighttime residence;
- An individual or family who will imminently lose their primary nighttime residence;
- Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who qualify for participation in a Runaway and Homeless Youth or related program;
- Any individual or family who is fleeing or attempting to flee domestic violence.

Addressing the needs of the homeless population (homeless individuals, homeless families with children, and the related sub-populations) continues to be a priority within Kent County. Sub-populations include veterans, chronically homeless, families, youth, domestic violence victims, older adults, single adults and individuals re-entering homelessness.

Emergency shelter beds and transitional housing units are available in the community. Emergency shelter and transitional housing programs are encouraged to employ least restrictive eligibility requirements to prevent large numbers of families from becoming ineligible. Employing the Housing First approach, the Coalition seeks to rapidly move homeless persons into permanent housing. The Coalition prioritizes increasing the availability of permanent housing through rapid re-housing, permanent supportive housing, and housing choice vouchers. The Coalition is focusing on the following to address emergency and transitional housing needs:

Emergency Shelters: Emergency shelters are specifically dedicated to the provision of safe and decent short term/crisis housing. Emergency shelter is typically provided in a group setting for not more than 30 days; occasionally stays up to 90 days may occur.

Transitional Housing: Transitional housing is dedicated to the provision of safe and decent temporary housing, with the intent to engage the resident in supportive services that assist a return to permanent housing. Transitional housing may be provided in scattered site or group units for a maximum of 24 months.

Permanent Supportive Housing: Permanent supportive housing is linked with long-term supportive services and provides permanent housing for persons exiting homelessness. Permanent supportive housing may be provided through a variety of housing models (e.g. scattered site, congregate), but generally incorporates the following characteristics:

- Residential unit are self-contained with a full, private bathroom. These may be ‘efficiency’ units but would still have a kitchen or kitchenette with a stove, refrigerator, sink and countertops;

- Dwelling units are rented with a year-to-year tenant lease;
- While permanent supportive housing provides easy access to services for residents, services are provided as an opportunity for support, and not as a condition of tenancy; and
- While units may occasionally be rented to up to two unrelated adults, they are generally rented to a single individual or household.

In addition to the categories of homeless persons described from the HEARTH Act (above), additional populations eligible to reside in permanent supportive housing include:

- Chronically homeless persons: A person who is "chronically homeless" is an unaccompanied homeless individual with a disabling condition, or a family with at least one adult member who has a disabling condition, who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years."
- Persons with special needs: An adult person/prospective tenant with a physical (including profound deafness and legally blind), mental or emotional impairment that is of long-term duration, and, at the same time, the tenant must have a *substantial and sustained* need for supportive services in order to successfully live independently, including persons receiving SSI/SSDI.

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.

The Coalition's primary focus is access to affordable, quality permanent housing as a path to ending homelessness. The dangers inherent in any person remaining unsheltered are such that the community must work to ensure all persons in need are able to secure safe shelter that accommodates them and their family appropriately.

Homeless households are encouraged to obtain an assessment and linkage to available services to help resolve their housing crisis through the community's central intake. The Coalition coordinates with major systems (Community Mental Health, Jail, Department

of Health and Human Services, health care providers, etc.), which assist with outreach efforts by publicizing the role of the coordinated assessment and providing referral to other organizations when appropriate. Outreach staff is strategically placed in the community to ensure homeless or at-risk households with dependent children are aware of community resources to prevent or end homelessness.

The Housing Assessment Program will continue to assess at-risk households with children to prevent homelessness by using available prevention resources, shelter diversion tactics and linkage to mainstream resources to avoid loss of housing. An intake specialist will work with each household to create a plan to resolve the housing crisis. The Coalition will target prevention and diversion resources to those most closely matching the current homeless population profile, ensuring resources are used for those most likely to become homeless. The Coalition will work collaboratively with mainstream systems (e.g. schools, child protective services and mental health systems) to identify at-risk households and connect them to appropriate prevention resources. The Coalition is committed to expanding permanent supportive housing for the chronically homeless population.

Coalition to End Homelessness Goals

The Continuum of Care's 2015-2017 Action Plan to End Homelessness identifies the following specific goals that aim to end homelessness:

1) End Veteran Homelessness by the end of 2017
2) End Chronic Homelessness by the end of 2017
3) End Youth and Family Homelessness by 2020
4) Lay the pathway to end all homelessness in Kent County by 2020

Further, the Action Plan identifies the following seven performance indicators that focus on decreasing the number of homeless people, the number of times households experience homelessness, and the causes of homelessness:

1) Reduction in the number of households experiencing homelessness
2) Reduction in the number of unsheltered households
3) Reduction in the length of time the households experience homelessness
4) Reduction in the number of times households experience homelessness
5) Increase in the percentage of households exiting to permanent housing

6) Improvement in the employment rate and incomes for program participants
7) Increase in the number of units dedicated to chronically homeless

Help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are likely to become homeless after being discharged from a publicly funded institution or system of care, or who are receiving assistance from public and private agencies that address housing, health, social services, employment, education or youth needs

Homelessness prevention efforts will continue to focus largely on access to mainstream resources to assist families with various barriers to permanent housing. Collaboration with mainstream providers such as the Department of Health and Human Services, which oversees Temporary Assistant for Needy Families (TANF), the Supplemental Nutrition Assistance Program (SNAP), and Medicaid eligibility, continues to support effective and efficient access to mainstream benefits by eligible participants.

The Coalition is making substantial strides in securing income and benefits for the most vulnerable citizens by improving implementation of the SSI/SSDI Outreach, Access and Recovery (SOAR) Program. Pine Rest Christian Mental Health Services, as the designated SOAR Lead Agency, coordinates with other service providers through its Street Reach program to ensure those with disabling conditions avoid housing crises. Local housing providers will continue to assist participants in establishing linkages to mainstream resources in order to sustain housing on a long-term basis.

The Coalition supports protocols established by the Michigan Department of Health and Human Services to help prevent youth aging out of foster care from being discharged into homelessness. With changes in policy for youth at the state level, greater flexibility ensures youth are not routinely discharged to homelessness. Youth are able to remain in foster care beyond age eighteen, and youth that have aged out of foster care are eligible to return voluntarily if they need additional support.

Since December 2011, network180, the Community Mental Health Authority in Kent County, has been working with the Community Medicine Division at Spectrum Health Systems to implement the Center for Integrative Medicine (CIM). The CIM is designed to provide comprehensive evaluation, intervention and stabilization of physical and behavioral health issues for Spectrum patients who have frequented the emergency room ten or more times in the prior twelve months. Program evaluation includes attention to social determinants of health, which includes housing.

The State Mental Health Code (Section 330.1209b) requires the community mental health program to produce a written plan for community placement and aftercare services, ensuring patients are not discharged into homelessness, including McKinney-Vento

programs. The written plan must identify strategies for assuring recipients have access to needed and available supports identified through a needs assessment. Service providers adhere to state and local requirements. The Michigan Department of Corrections identifies stable housing as a critical need for the successful re-entry of released prisoners. Staff from the County correctional facility and the Coalition's central intake created a protocol for homeless persons who enter and exit the corrections system. Staff from the Coalition attend Reentry Steering Committee meetings, which ensures a linkage between the two systems.

Preventing homelessness from occurring at all is the most effective means to avoid trauma to families and the creation of larger barriers which might prevent the household from moving forward successfully. While reducing the duration and rate of return to homelessness, the community must also support efforts to ensure households will remain securely and safely housed.

Work with other systems to prevent homelessness

The Coalition continues to reach out to other systems to prevent homelessness by:

- Working with Prisoner Reentry to improve permanent housing outcomes within the Michigan Department of Corrections Prisoner Reentry program.
- Reducing homelessness for persons exiting foster care by working with member group Fosters Forward.
- Making housing plan assistance training available to discharge planners across systems.

LEAD-BASED PAINT HAZARDS – 91.215(I)

Actions to address LBP hazards and increase access to housing without LBP hazards

In their efforts to address lead-based paint hazards, Kent County and the cities of Grand Rapids and Wyoming all adhere to the environmental review policies established under the National Environmental Protection Act (NEPA) on all rehabilitation projects. Lead hazard evaluation and reduction activities are integrated into all HOME and CDBG housing rehabilitation programs; properties built before 1978 to be rehabilitated are required to undergo lead testing and abatement when rehabilitation thresholds are met and testing indicates contamination.

In order to address the most common sources of childhood exposure to lead which are deteriorated lead-based paint and lead contaminated dust and soil, the City of Grand Rapids and the Kent County Health Department have been partnering with the Healthy Homes Coalition of West Michigan and it's the "Get the Lead Out!" Home Repair program. Their work together since 2001 has addressed lead hazards in over 1,500 homes in the City of Grand Rapids and contributed to substantial reductions in the incidence of lead poisoning among children in Grand Rapids and throughout Kent County. The City intends to pursue funding opportunities for lead-based paint hazard remediation and other healthy homes initiatives in the next five years in continued partnership with the Kent County Health Department and the Healthy Homes Coalition.

Kent County will continue to require environmental reviews of their projects, with particular concern for units constructed before 1978, and provide information regarding the hazards of lead-based poisoning through its Rehabilitation program. Additionally, Kent County's Rehabilitation Specialist is an EPA Certified Lead Based Renovator.

Likewise, the City of Wyoming's Building Rehabilitation Specialist is a State of Michigan licensed lead paint inspector and lead risk assessor. For each housing rehabilitation project, the Rehabilitation Specialist identifies the potential lead hazards, develops a plan for remediation and executes the plan for remediation, in compliance with federal standards. The City provides CDBG housing rehabilitation applicants with applicable information of the hazards of lead-based poisoning.

Both national studies and local experience has shown that rental units have a higher prevalence of lead-based paint hazards when compared to owner-occupied units (30 percent and 23 percent, respectively). Kent County's HOME Investment Partnership programs will address this issue by rehabilitating older properties and creating affordable rental and for-sale units that are safe for occupancy and free of lead paint hazards for low- moderate-income households.

The CEHI (Children's Environmental Health Initiative) meets bi-monthly at the Kent County Health Department. According to the 2009 CEHI Healthy Homes Evaluation Plan: "Parents will be referred to the CLEARCorps program for assistance with conducting visual assessments of their homes, developing action plans to address identified deficiencies, taking first steps, and evaluating the impact of their interventions. Partners will also refer families and rental property owners to the City of Grand Rapids' HUD-funded Lead Hazard Control program. The Childhood Lead Poisoning Prevention Program at the Kent County Health Department, as it transitions to a healthy homes model, will provide case management, prevention and outreach, surveillance and enforcement of County Housing Regulations, and coordination of the blood lead testing program in County clinics through WIC. The Program and the Community Nursing Division will also participate in the healthy homes assessment project."

How are the actions listed above related to the extent of lead poisoning and hazards?

While lead-based paint was banned in 1978 by the U.S. Consumer Product Safety Commission (CPSC), it is still a significant problem in cities where the housing stock is relatively old and built before the ban. In Kent County, over 59.2 percent of the housing stock was built before 1978.

As indicated in the Housing Market Analysis section, of over 8,000 households under 80 percent of AMI in the County with children under 6, there are roughly 4,800 households with children in the County living in these older homes.

How are the actions listed above integrated into housing policies and procedures?

Kent County, Grand Rapids and Wyoming have incorporated policies in their federally funded housing and community development programs to properly evaluate and assess the presence of lead based paint in any rehabilitation or other development project.

The City of Grand Rapids maintains a Lead-Safe Housing registry. It lists addresses where lead hazard treatment has been successfully completed. The registry may be viewed through the City's Community Development Department website under Housing Rehabilitation, Lead Safe Housing Registry: http://www.grcity.us/index.pl?page_id=3222.

ANTI-POVERTY STRATEGY – 91.215(J)

Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families

Kent County

The County's goals, programs and policies for reducing the number of poverty-level families are to support programs that help stretch scarce resources for families and individuals living in poverty. The County uses fifteen percent of its annual CDBG entitlement grant to support services in the community which are designed to increase access to basic services for very low-income individuals. These services include transportation for the elderly and persons with disabilities, youth services, meals for seniors both home-delivered and at congregate dining sites, and support for senior centers that provide information and referral to seniors. In addition, housing programs offered by the County through the CDBG, HOME and other HUD-funded programs assist low-income individuals either directly with housing subsidies or through improvements to their living environment. By improving access to services people can gain the tools they need to meet their daily needs and those of their children. Weatherization services can decrease utility bills leaving funds available for other costs of living. The Kent County Housing Commission addresses alleviation of poverty through its Family Self Sufficiency (FSS) program. Voucher holders voluntarily participate in the FSS program, in which they work with a caseworker to create a personal plan to save money, increase their education and/or job skills and prepare for home ownership.

Grand Rapids

The City itself is limited in the amount of support it can provide for anti-poverty efforts due to limited funding available for social services. While the City is not the lead agency in broad-based anti-poverty efforts, it still has a role in reducing poverty through support and collaboration with community efforts (e.g. Continuum of Care).

Anti-poverty efforts within the Grand Rapids community are focused on two primary goals: 1) efforts to meet the basic needs of people living in poverty, and 2) efforts to increase the income of those in poverty.

Basic Needs of People Living in Poverty. The basic needs of people living in poverty are food and housing. The community provides a well-coordinated food bank system as well as hot meal programs for the homeless and the home-bound. Housing for people in poverty is available, albeit in very short supply.

Increase Income of People Living in Poverty. The Grand Rapids community has an extensive array of programs and services designed to assist people in leaving poverty. These include education, employment skills, job training, microenterprise development, and job placement.

Wyoming

The City's strategy to reduce poverty relies on promoting current and future programs that assist low-income families and senior citizens. The following programs, administered by the City, assist households in poverty by reducing their expenses for such services and/or obligations:

- Community Development Block Grant -Loans at 3 percent annual interest are offered to households with incomes between 50 percent and 80 percent of the area median. Deferred Loans, at zero interest, repaid at a reduced amount, at the time of sale of the property, are offered to households with incomes below 50 percent of the area median.
- Senior Center - Free tax preparation services, free & low cost health and wellness, recreation and leisure, and education programs, free legal consultation services and free medical and blood pressure screenings.
- Poverty Exemptions of Property Taxes -The City allows for an exemption of all or a part of real and personal property taxes to those persons, as determined by the Board of Review, to be in poverty. Wyoming averages about 50 exemptions each year.
- The City's Public Housing and rent certificates programs also provide assistance to poor families.
- Support of The Salvation Army Social Services in administering subsistence payments for short- term rental assistance for low-income persons pending eviction.

The work and programs offered by the City complement and enhance that provided by area nonprofits, school districts and the like in addressing community poverty. These include food and care pantries; education, employment skills, and job training; microenterprise development, and job placement.

How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan?

Overall, the Region's poverty reducing goals are focused on increasing access to basic services and providing opportunities to increase income and earning power. The Priority Needs identified in this plan and the Strategic Goals that will be addressed during this Consolidated Plan period align with these overall goals to improve services, provide housing, economic development opportunities and improve infrastructure and facilities in high poverty areas.

MONITORING – 91.230

Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

Kent County Monitoring Standards and Procedures

Kent County monitoring efforts are directed toward financial performance and program/project performance. The purpose of monitoring activities are to:

1. Ensure compliance with federal regulations and contract requirements
2. Ensure timely expenditure of grant funds
3. Track CDBG service and LUOG project performances
4. Identify necessary assistance

Monitoring Plan/Schedule

A yearly on-site monitoring schedule for CDBG Services is set by Kent County Community Development staff and documented in a monitoring calendar. Local units of government (LUOG) projects being assisted with CDBG funds will be monitored after the "notice to proceed" has been issued. Kent County Community Development staff will perform a yearly on-site monitoring visit on each service organization to verify that the subrecipient is operating in accordance with the contract and applicable regulations as well as to ensure that the service files contain all the required documentation.

Kent County Community Development staff will perform an on-going review of each LUOG project assisted with CDBG funds to verify that the subrecipient is operating in accordance with the contract and applicable regulations as well as to ensure that the project files contain all of the required documentation.

Pre-Monitoring Activities

Risk Assessment

1. Kent County Community Development Department will send a Risk Assessment Questionnaire to all CDBG Subrecipients receiving funds for services.
2. Kent County Community Development Department will use this questionnaire to determine the level of monitoring necessary for each organization.

Subrecipient Notification

1. Kent County Community Development Department will contact the Service Organization or contractor by phone or email at least 7 working days prior to schedule a visit.
2. Kent County Community Development Department will send a Notification Letter to the Service Organization at least 14 days prior to the on-site visit.

Desk Audit

Kent County will review all applicable records internally before conducting an on-site monitoring visit. These documents include:

1. Project Proposal
2. Contract
3. Invoices/request for payment/general ledger transactions
4. Monthly or quarterly reports as required by contract
5. Draw sheets
6. Correspondence, if any
7. Prior Monitoring reports
8. Single Audit

On-Site Monitoring Activities

Kent County Community Development Department will perform a structured review at the location where project/program activities are carried out.

On-Site Process:

1. Introduction – Staff will meet the Program Manager provide an introduction as a representative of Kent County Community Development. Discuss scope, purpose and schedule of visit. Explain that this activity is being funded through the Community Development Block Grant and as such must be monitored for appropriate use of funds and adherence to HUD regulations.
2. Documentation, data gathering, and analysis – Document findings in note form or on the CDBG Subrecipient checklist. Gather any data requested on the notification letter. Review and analyze any applicable program and financial data on site. Interview and observe applicable staff.
3. Exit Conference (services only) with key subrecipient representatives to:
    - Present preliminary results of the monitoring visit
    - Provide opportunity for subrecipient to correct misconceptions or misunderstandings
    - Secure additional information from sub recipient's to clarify/support their position
    - Allow subrecipient to report any steps or progress to correct the agreed-upon deficiencies

Post Monitoring Activities

Notes from the exit conference, or a preliminary letter/report may be provided to the subrecipient/contractor via email within a few days of the on-site monitoring visit. This can allow the subrecipient/contractor to provide missing documentation or to resolve minor issues before the Initial Determination Letter is sent.

Letter/Report Guidelines:

1. Determination Letters should:
2. Contain Findings (with Corrective Actions) and/or Concerns (with Recommendations).
3. If no Findings or Concerns exist Subrecipient should be given formal recognition of a successful program.
4. Sent to subrecipients within 60 working days of the on-site monitoring visit. The letter requests a response within 60 working days. Note: Depending on the nature and number of Findings, sub recipients may be granted additional time to respond. A request for an extension must be submitted in writing prior to the response deadline stated in their Initial Monitoring Letter.

5. All monitoring letters must be reviewed and approved by a manager or the director before they are sent to the subrecipient.
6. All monitoring letters must be sent with a signed copy of the monitoring checklist.
7. All correspondence becomes a permanent, written record in the sub recipient's project or monitoring file.

HOME Monitoring Procedures

As the lead agency in the HOME program, Kent County Community Development Department assumes lead responsibility for ensuring compliance of all HOME program activities. To that end, the following are monitoring activities and responsibilities of the Community Development Department as the lead agency.

For any HOME activity, compliance review can occur at up to four stages in the process:

1. At time of project selection and approval: The applicable subrecipient/subgrantee is responsible for assembling all required information and submitting it to Community Development Department, subsequent to commitment of funds;
2. During implementation, construction and disbursement: In addition to routine Kent County HOME program monitoring of HOME-funded projects, the applicable subrecipient/subgrantee is responsible for monitoring implementation of the project, including construction monitoring, and for certifying and documenting compliance;
3. Upon project completion: Recapture of HOME funds under the Kent County HOME Program guidelines may be required (refer to the HOME Program narrative section in the Kent County Annual Action Plan); and
4. If rental units are assisted, ongoing compliance monitoring will occur annually in compliance with the requirements at 24 CFR 92.252 and 92.504(d) for on-site inspections. All HOME compliance issues will be reviewed at one or more of these stages.

Grand Rapids Monitoring Standards and Procedures

The Community Development Department monitors all subrecipients receiving Community Development Block Grant (CDBG), Home Investment Partnerships (HOME) Program and Emergency Solutions Grants Program (ESG) funds. Subrecipients are certified annually, including review of the articles of incorporation, bylaws, and tax and insurance documentation. When an organization has expended more than $750,000 in federal funds during its fiscal year, an agency single audit is also required. Written agreements

between the City and subrecipients identify activities to be performed and measures of success, as well as specific federal and local program requirements.

Subrecipient Monitoring Procedures

Program/Project monitoring is composed of three components: financial reporting, performance reporting and an on-site monitoring review.

1. Financial Reporting. Financial reports are submitted on a monthly or quarterly basis. The financial reports provide information regarding actual program expenditures. These expenditures are reviewed by the Community Development Department to determine if the expenditures are within the approved budget, if they support contractual activities, and if costs are eligible.
2. Performance Reporting. Performance reports are submitted on an annual, semi-annual, or quarterly basis and are used to provide the Community Development Department with a tool to measure a program's progress in providing contracted services.
3. On-Site Monitoring. Staff conduct ongoing desk audits of subrecipient contract files. Annually, a determination is made whether an expanded monitoring review is necessary. This determination is based on prior findings that remain open, closed findings that need to be verified, outstanding independent audit, performance reporting issues, fiscal issues and/or other appropriate areas that warrant additional monitoring. If it is determined that an expanded monitoring review is necessary, staff will conduct an on-site review. An on-site monitoring review may include examination of subrecipient programmatic records to validate information reported on performance and financial reports. A review of financial records may include an in depth examination of invoices, time sheets and other documentation to support expenses charged to the contractual budget. Documentation for program activities is reviewed to corroborate performance reports and to verify that program activity costs allocated to the contractual budget are eligible.

After completing the on-site monitoring review, results are provided in writing to the subrecipient within 30 days. If concerns and/or findings were identified during the review the monitoring letter will outline identified issues and include recommendations and/or corrective actions for resolution. If there were no findings or concerns identified during the monitoring visit, the subrecipient is provided with a letter stating such.

If concerns and/or findings are identified, the subrecipient is instructed to submit a written response within 30 days of the date of the City's monitoring letter. The response is reviewed by staff to determine if information submitted and/or actions taken are adequate to clear monitoring concerns and/or findings. Staff continues to work with the subrecipient until all issues are resolved. At such time, the subrecipient receives written notification that concerns or findings identified during the monitoring visit have been satisfied and the case is closed.

Wyoming Monitoring Standards and Procedures

The Community Development Committee, a citizen body appointed by the Wyoming City Council, ensures that the goals and aims of the CDBG program are upheld. Monthly, the Committee reviews and evaluates prior year's projects and spending; annually, it evaluates grant requests and recommends funding awards to the City Council.

The City of Wyoming contracts with Kent County and the City of Grand Rapids to perform HUD required monitoring of its sub-recipients.

Code enforcement activities are managed by the Inspections Services Supervisor, under the director of the Director of the Community Services.

The Wyoming Rehabilitation Committee, made up of City staff members, oversees the various CDBG housing rehabilitation programs. The City of Wyoming has developed the "Rehabilitation Manual" which describes the available rehabilitation programs, including their purpose, eligibility, funding and other requirements. The Manual also includes guidelines for administration of the overall program, and of specific activities.

The Community Development Administrative Aide, under the director of the Director of Community Services, monitors overall daily program performance and timeliness on a monthly basis.

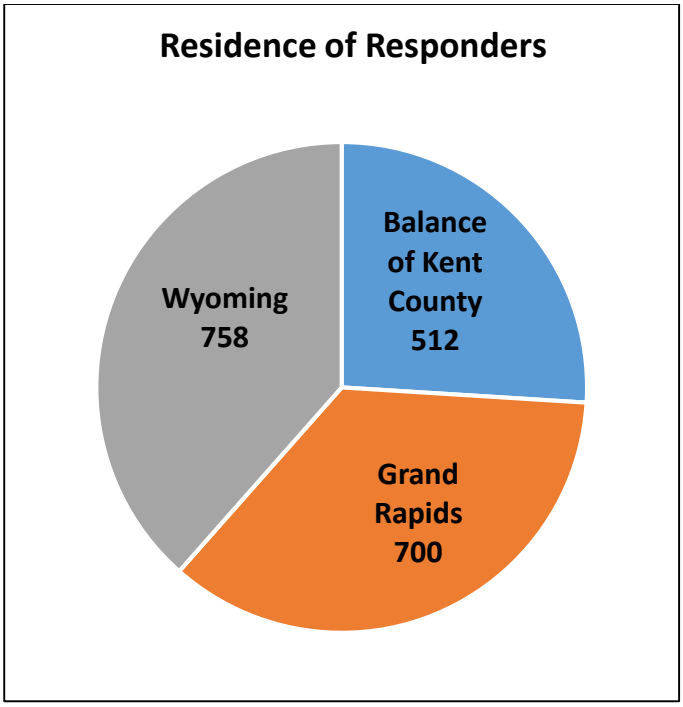
Appendix A

Resident Survey Summary

Community Needs Survey - Summary of Results
Kent County, City of Grand Rapids and City of Wyoming

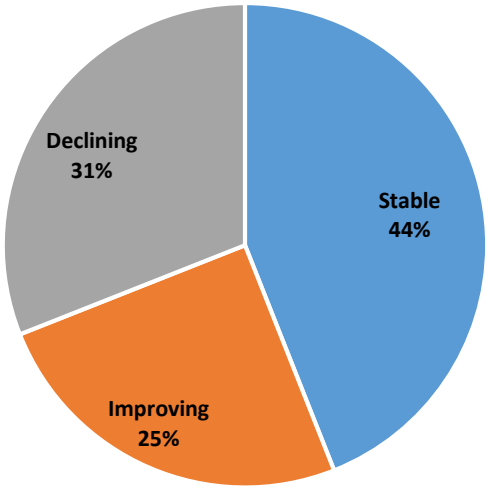
Summary of Survey Responses

Residents of Kent County, Grand Rapids and Wyoming were invited to provide feedback on community conditions and needs to inform the development of the 2016-2020 Regional Consolidated Plan. The survey, which was distributed in electronic and hard copy format, in both English and Spanish, received 1,970 responses between August 3, 2015 and September 3, 2015. This document summarizes the responses.

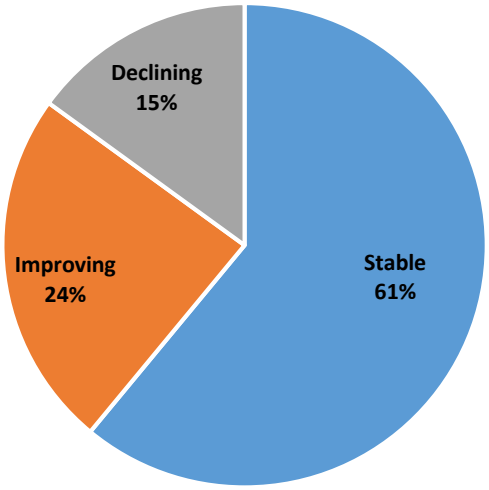


Kent County Neighborhood Conditions

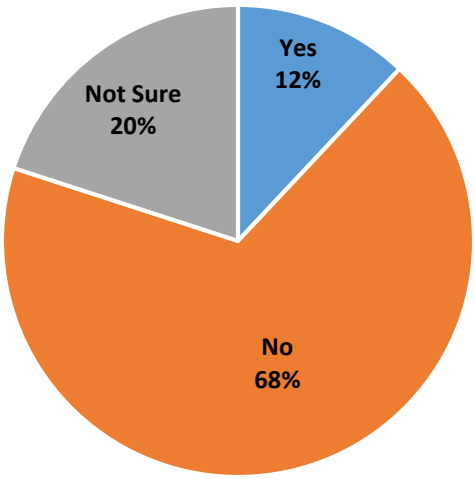
Do you believe the condition of the public streets, sidewalks, and facilities in your community is:



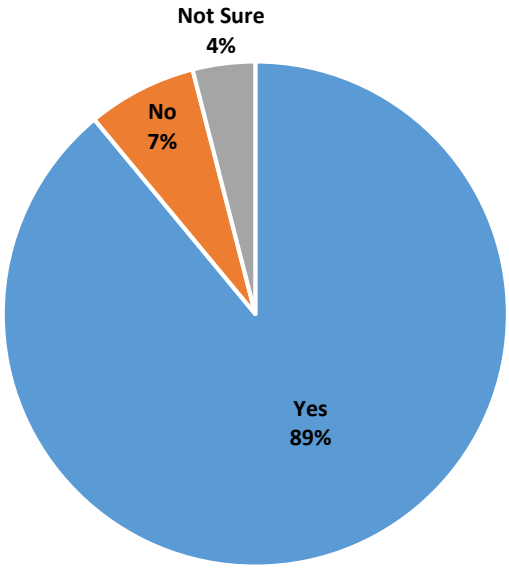
Do you believe the condition or maintenance of housing in your community is:

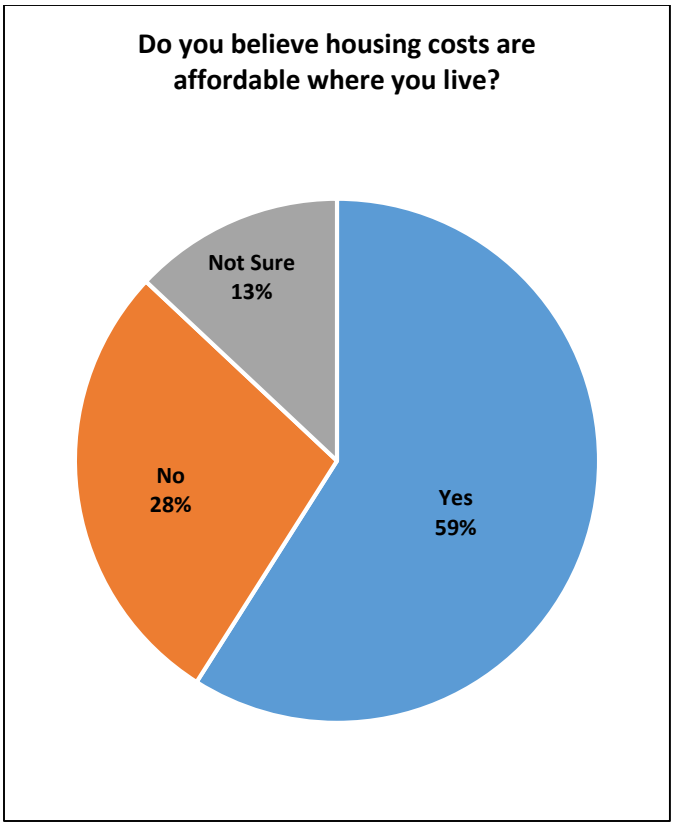


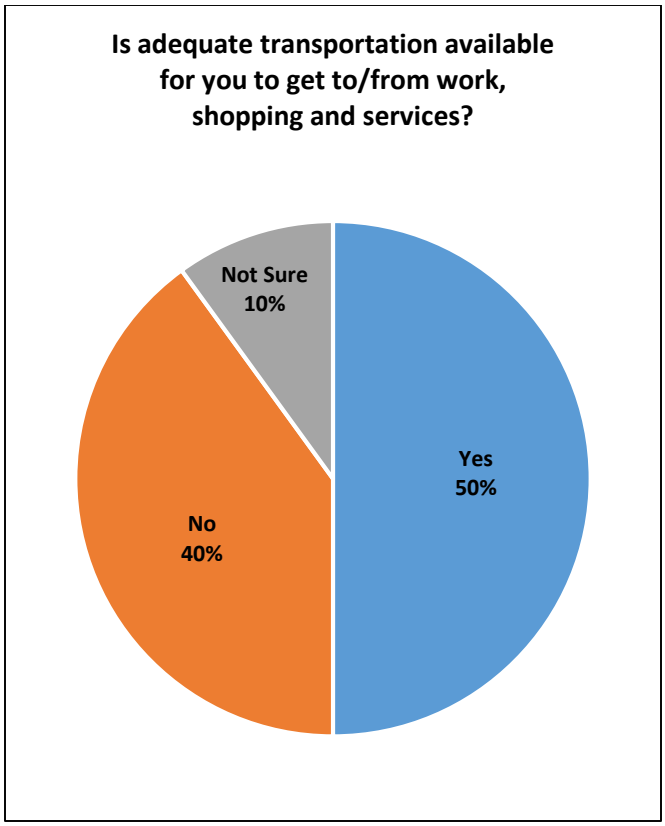
Do you believe abandoned or foreclosed properties are a singificant issue in your community?

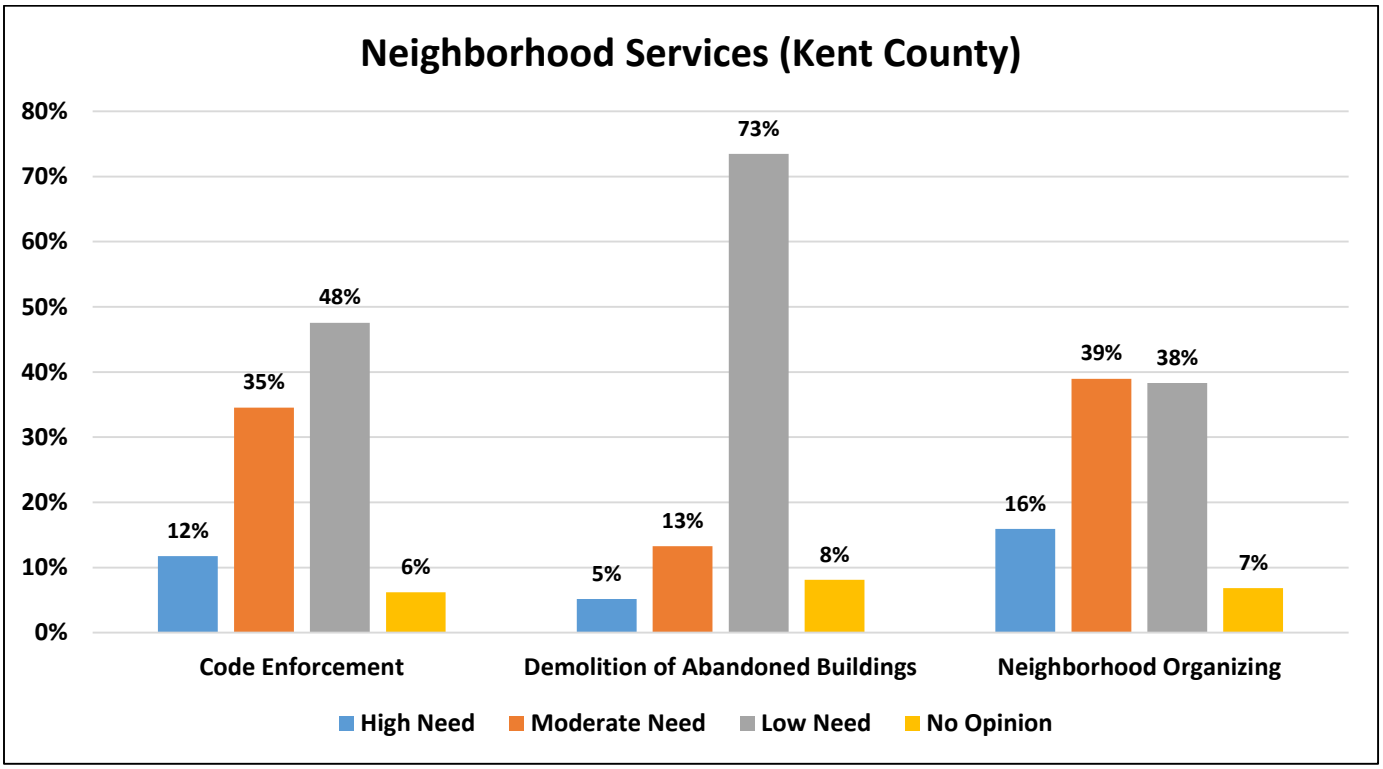


Do you feel safe in your immediate neighborhood?




Do you believe housing costs are affordable where you live?
Not Sure 13%
No 28%
Yes 59%

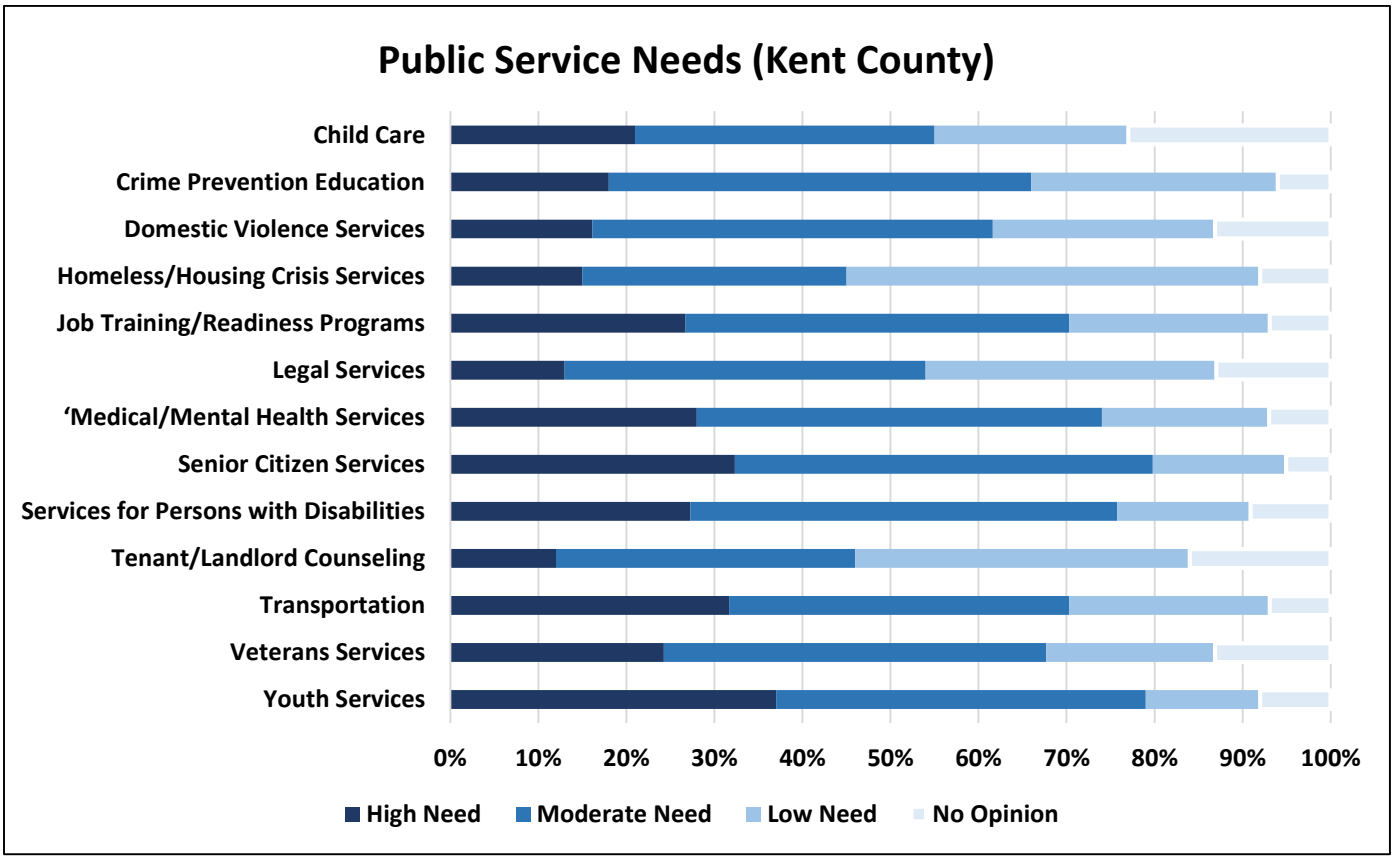

Is adequate transportation available for you to get to/from work, shopping and services?
Not Sure 10%
No 40%
Yes 50%


Neighborhood Services (Kent County)
80%
70%
60%
50%
40%
30%
20%
10%
0%
12%
35%
48%
6%
5%
13%
73%
8%
16%
39%
38%
7%
Code Enforcement
Demolition of Abandoned Buildings
Neighborhood Organizing
High Need
Moderate Need
Low Need
No Opinion

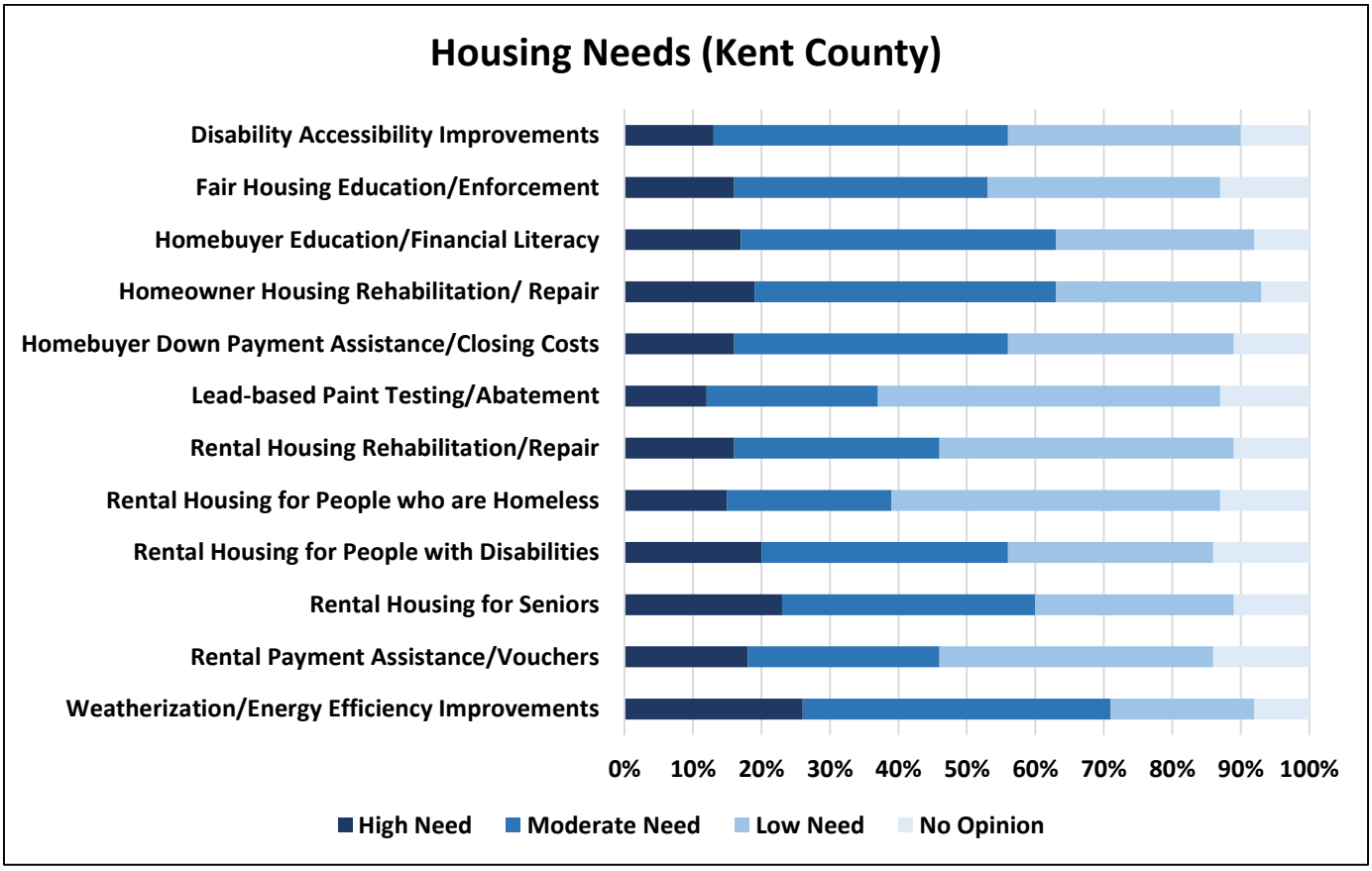
Kent County Community Needs

Please rank the level of need for the following types of Public Services in your community (results in percent):				
Service	**High Need**	**Moderate Need**	**Low Need**	**No Opinion**
Child Care	21	34	22	23
Crime Prevention Education	18	48	28	6
Domestic Violence Services	17	45	25	13
Homeless/Housing Crisis Services	15	30	47	8
Job Training/Readiness Programs	27	43	23	7
Legal Services	13	41	33	13
'Medical/Mental Health Services	28	46	19	7
Senior Citizen Services	33	47	15	5
Services for Persons with Disabilities	28	48	15	9
Tenant/Landlord Counseling	12	34	38	16
Transportation	32	39	23	7
Veterans Services	24	43	19	13
Youth Services	37	42	13	8

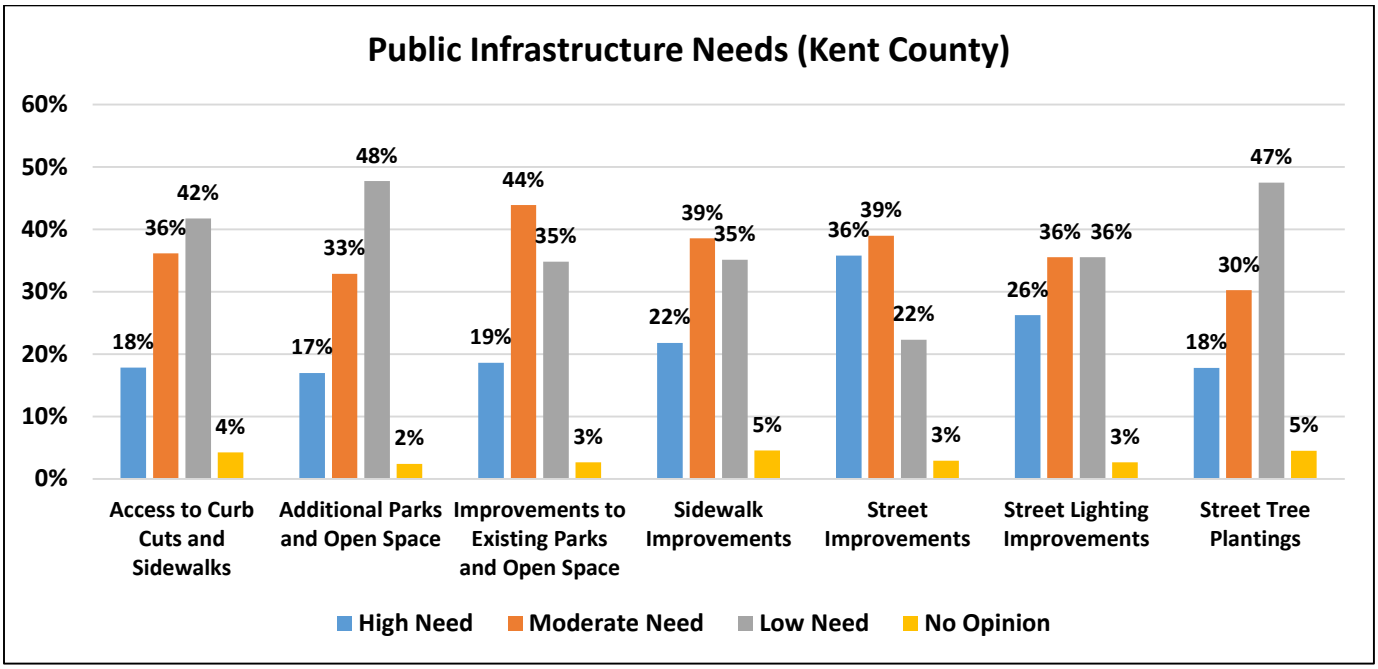
Please rank the level of need for the following types of neighborhood services in your community:



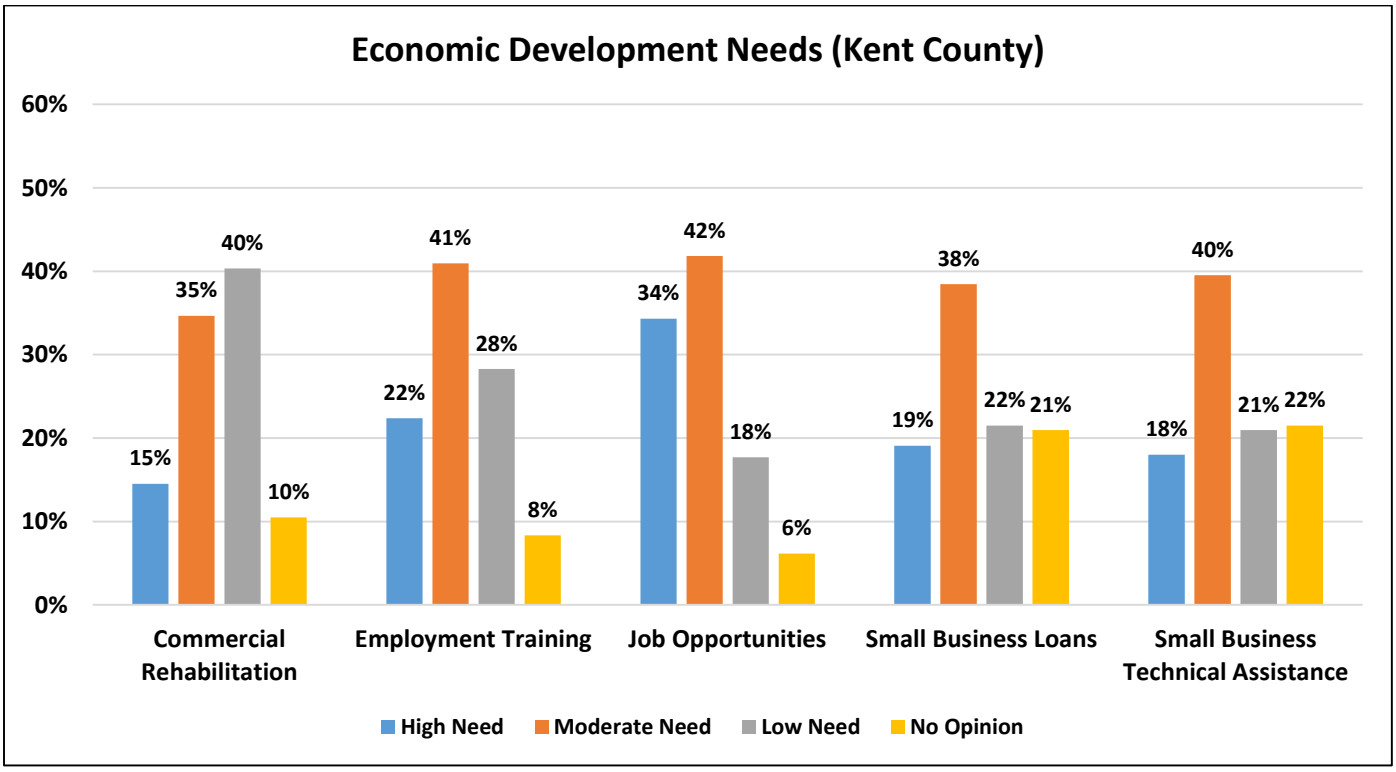
Please rank the level of need for the following types of services needed in your community (results in percent):				
Service	**High Need**	**Moderate Need**	**Low Need**	**No Opinion**
Disability Accessibility Improvements	13	43	34	10
Fair Housing Education/Enforcement	16	37	34	13
Homebuyer Education/Financial Literacy	17	46	29	8
Homeowner Housing Rehabilitation/ Repair	19	44	30	7
Homebuyer Down Payment Assistance/Closing Costs	16	40	33	11
Lead-based Paint Testing/Abatement	12	25	50	13
Rental Housing Rehabilitation/Repair	16	30	43	11
Rental Housing for People who are Homeless	15	24	48	13
Rental Housing for People with Disabilities	20	36	30	14
Rental Housing for Seniors	23	37	29	11
Rental Payment Assistance/Vouchers	18	28	40	14
Weatherization/Energy Efficiency Improvements	26	45	21	8



Please rank the level of need for the following types of Public Infrastructure in your community:

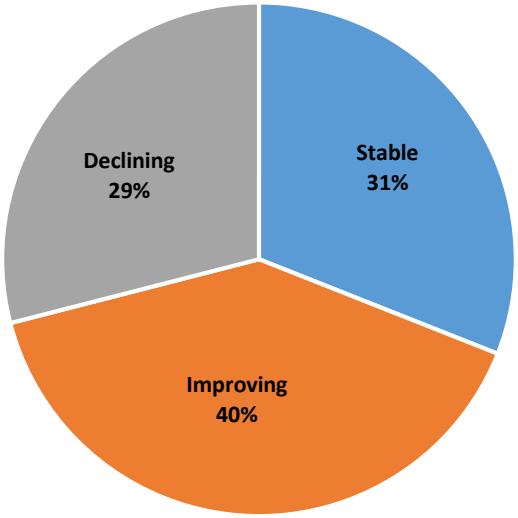


Please rank the level of need for the following types of Economic Development Services in your community:

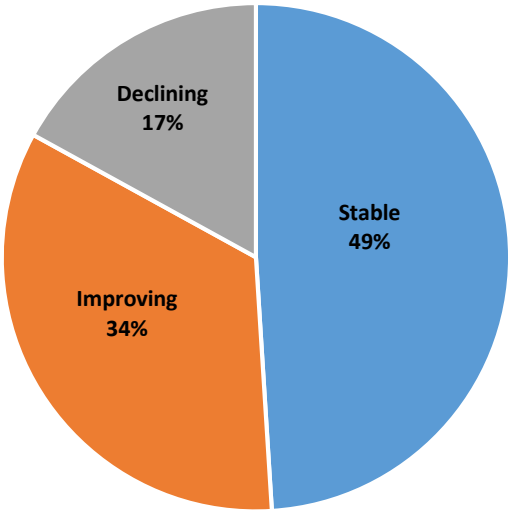


Grand Rapids Neighborhood Conditions

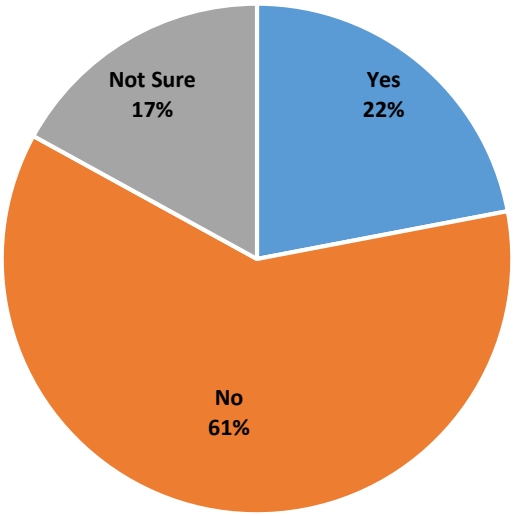
Do you believe the condition of the public streets, sidewalks, and facilities in your community is:



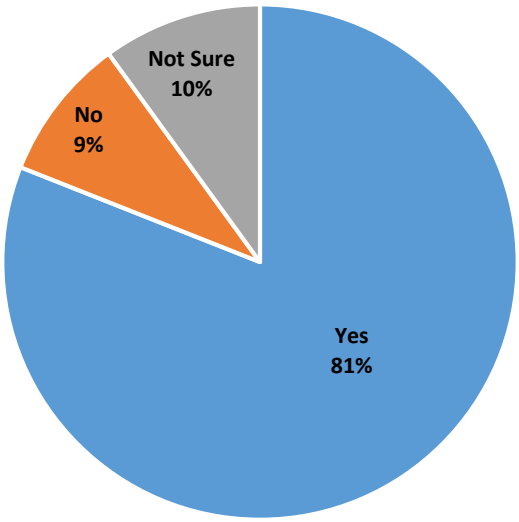
Do you believe the condition or maintenance of housing in your community is:

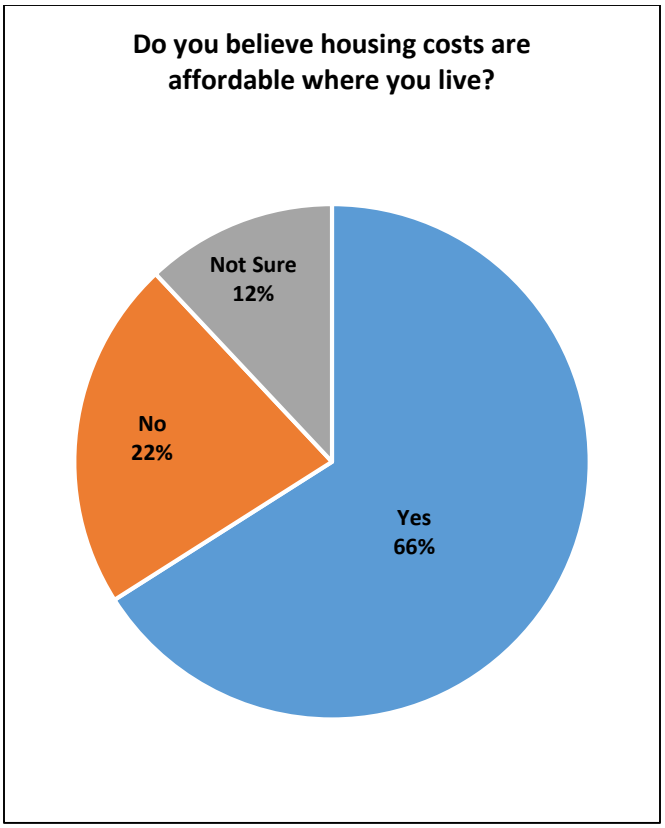


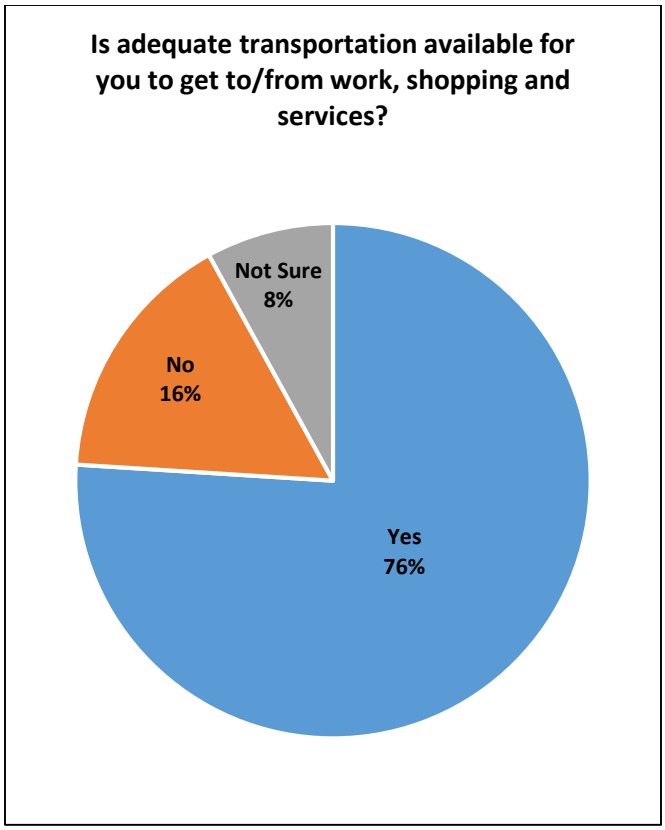
Do you believe abandoned or foreclosed properties are a significant issue in your community?

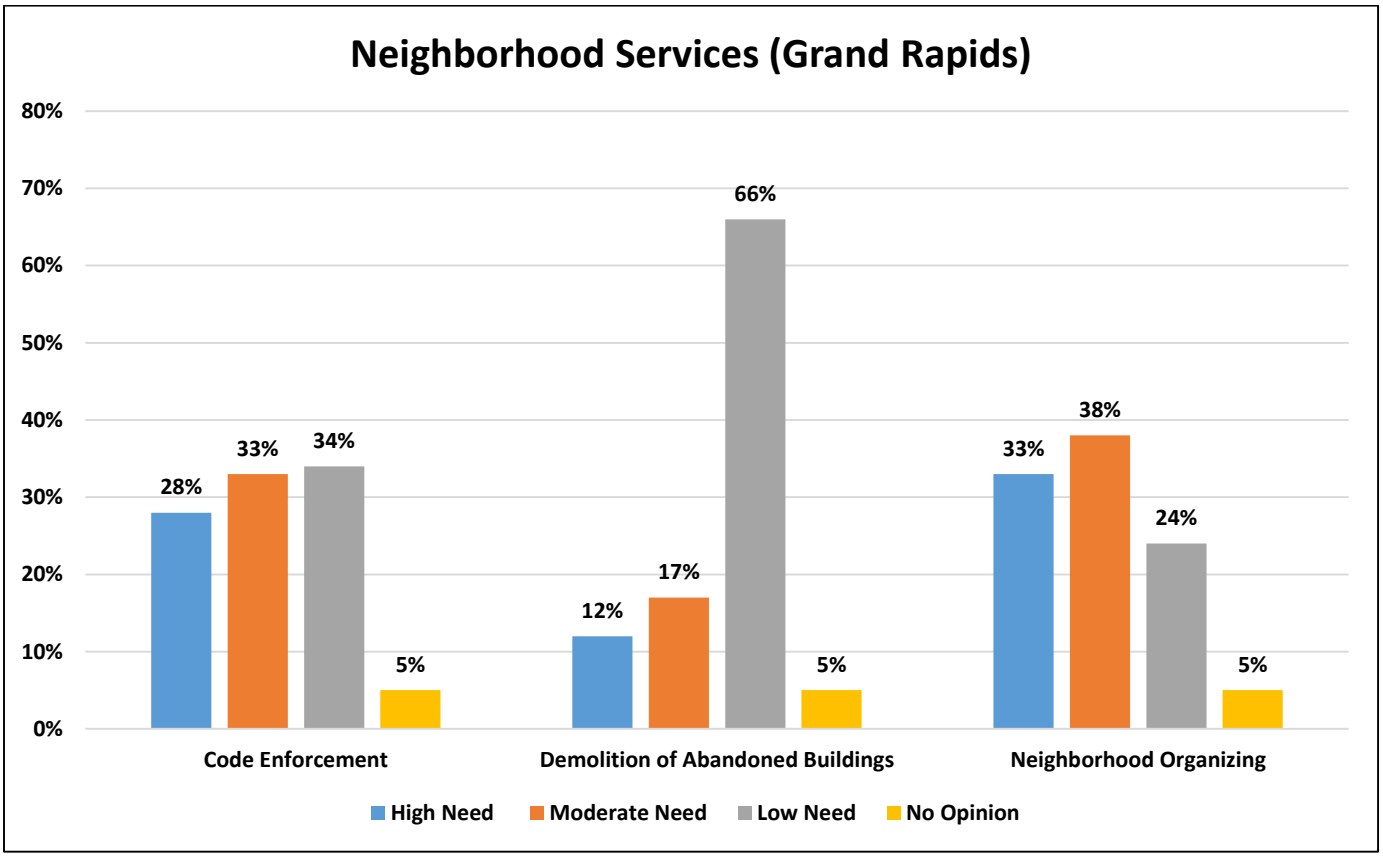


Do you feel safe in your immediate neighborhood?




Do you believe housing costs are affordable where you live?
Not Sure 12%
No 22%
Yes 66%

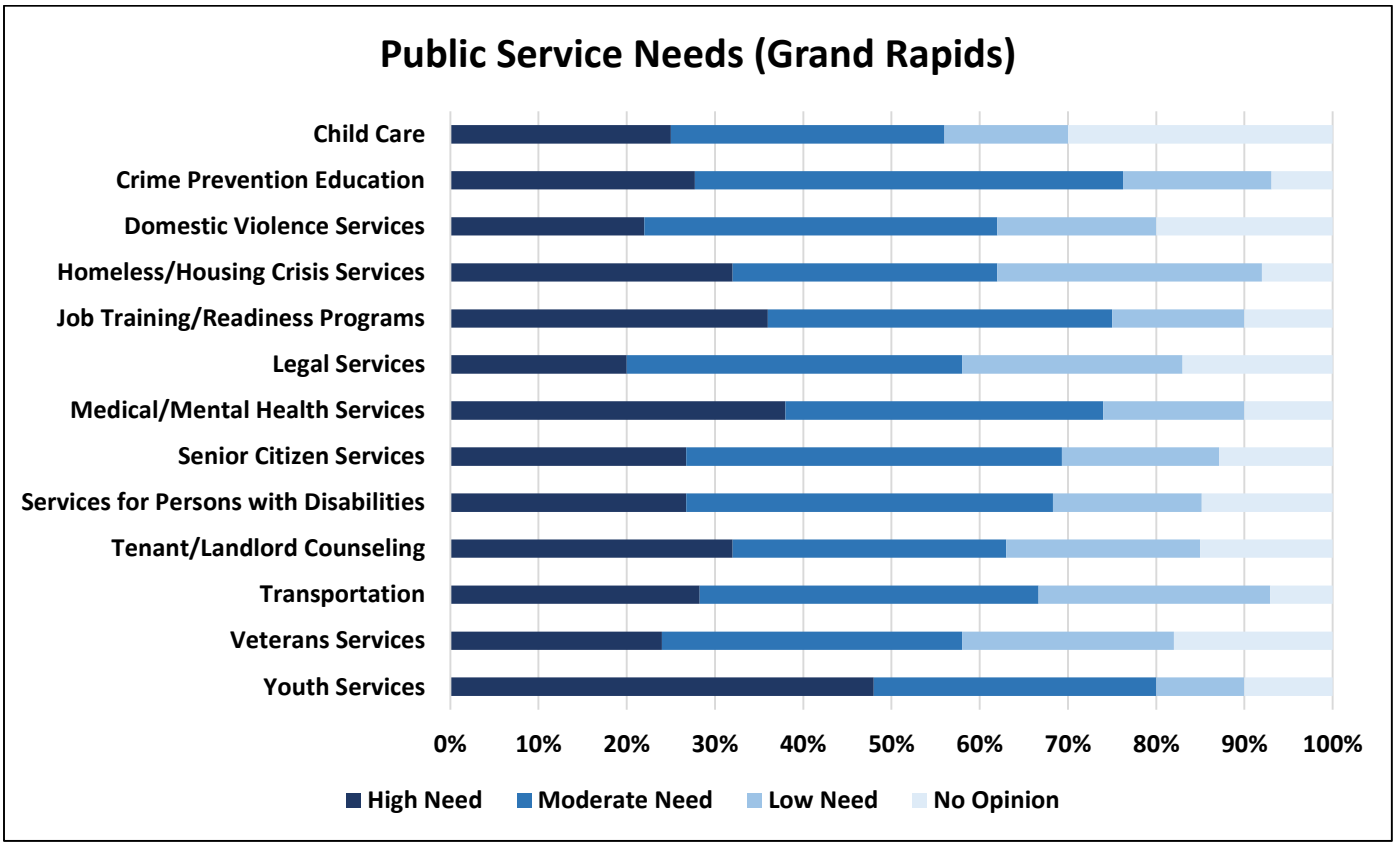

Is adequate transportation available for you to get to/from work, shopping and services?
Not Sure 8%
No 16%
Yes 76%


Neighborhood Services (Grand Rapids)
80%
70%
60%
50%
40%
30%
20%
10%
0%
28%
33%
34%
5%
12%
17%
66%
5%
33%
38%
24%
5%
Code Enforcement
Demolition of Abandoned Buildings
Neighborhood Organizing
High Need
Moderate Need
Low Need
No Opinion

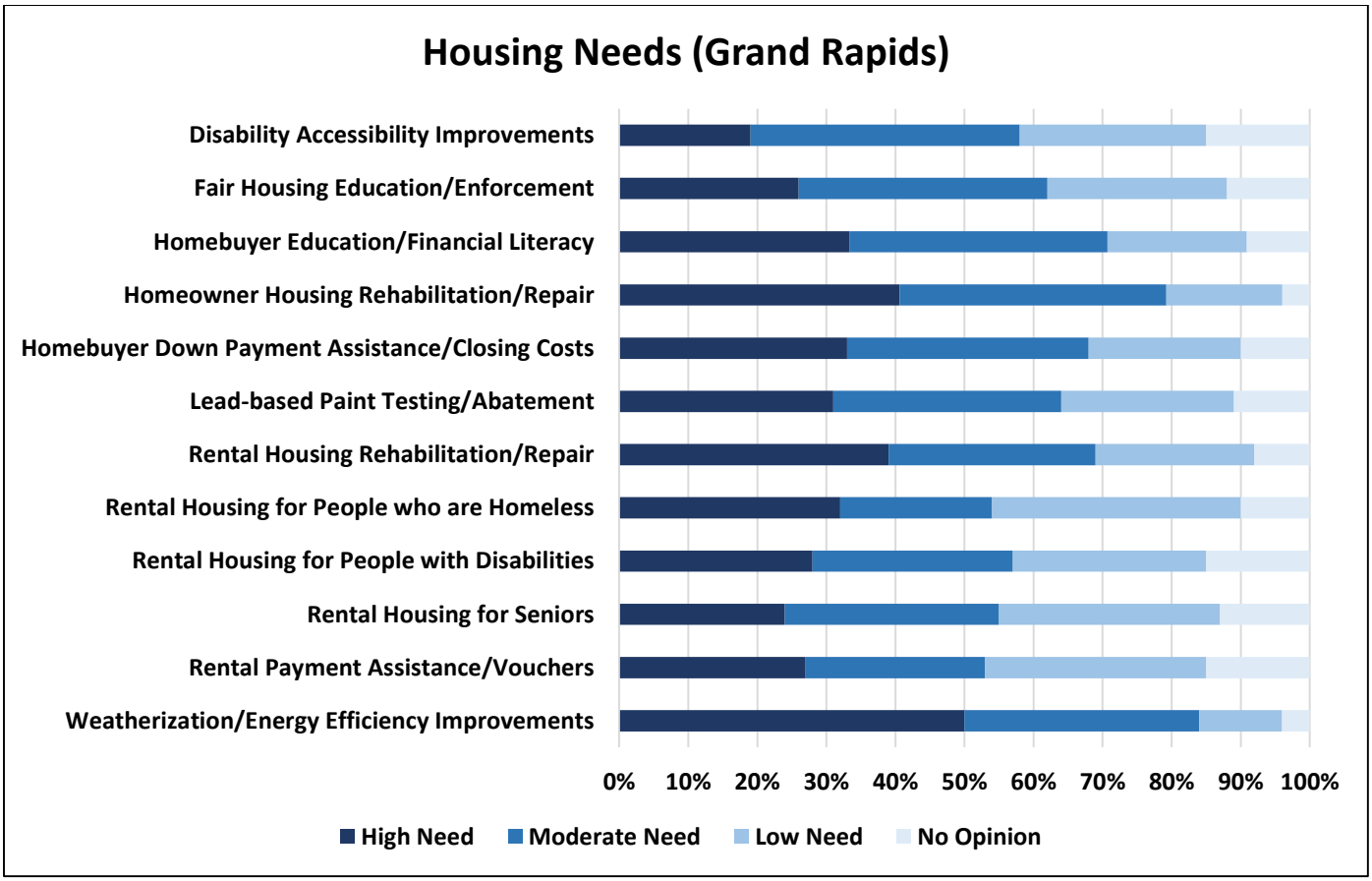
Grand Rapids Community Needs

Please rank the level of need for the following types of Public Services in your community (results in percent):				
Service	**High Need**	**Moderate Need**	**Low Need**	**No Opinion**
Child Care	25	31	14	30
Crime Prevention Education	28	48	17	7
Domestic Violence Services	22	40	18	20
Homeless/Housing Crisis Services	32	30	30	8
Job Training/Readiness Programs	36	39	15	10
Legal Services	20	38	25	17
Medical/Mental Health Services	38	36	16	10
Senior Citizen Services	27	43	18	12
Services for Persons with Disabilities	27	42	17	15
Tenant/Landlord Counseling	32	31	22	15
Transportation	28	38	26	7
Veterans Services	24	34	24	18
Youth Services	48	32	10	10

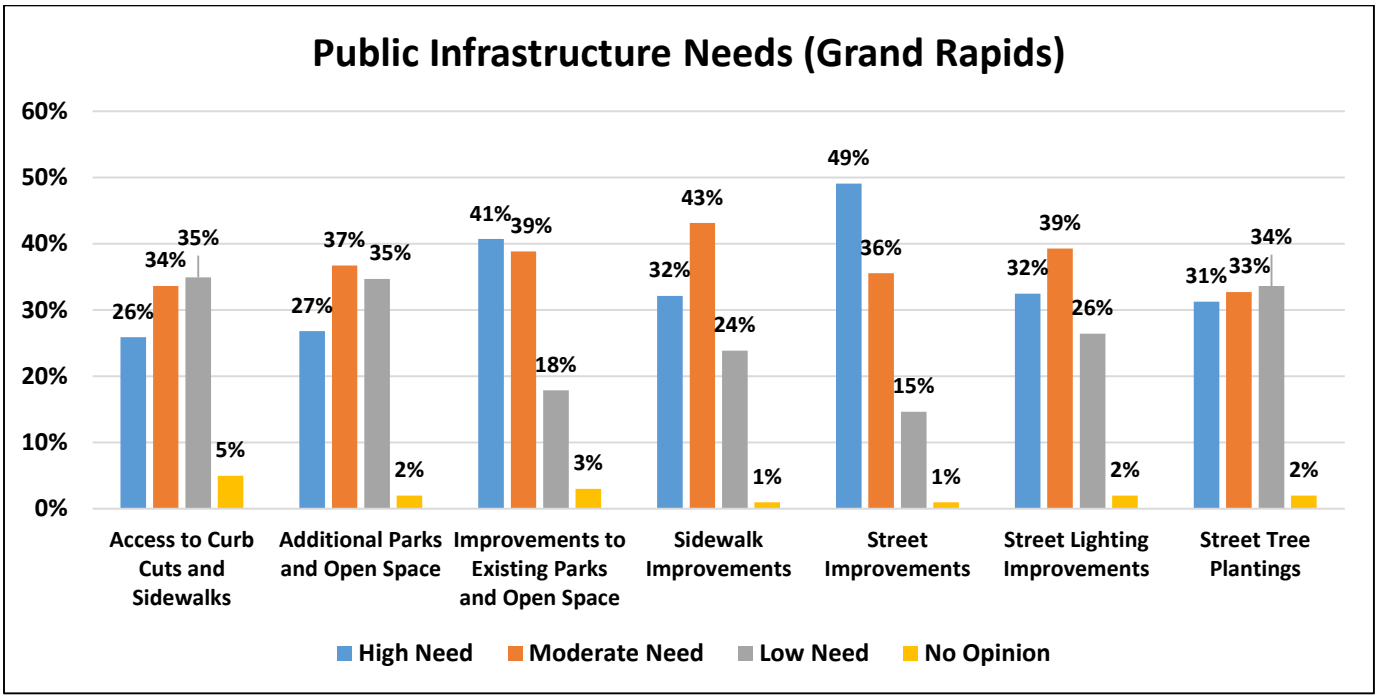
Please rank the level of need for the following types of neighborhood services in your community:



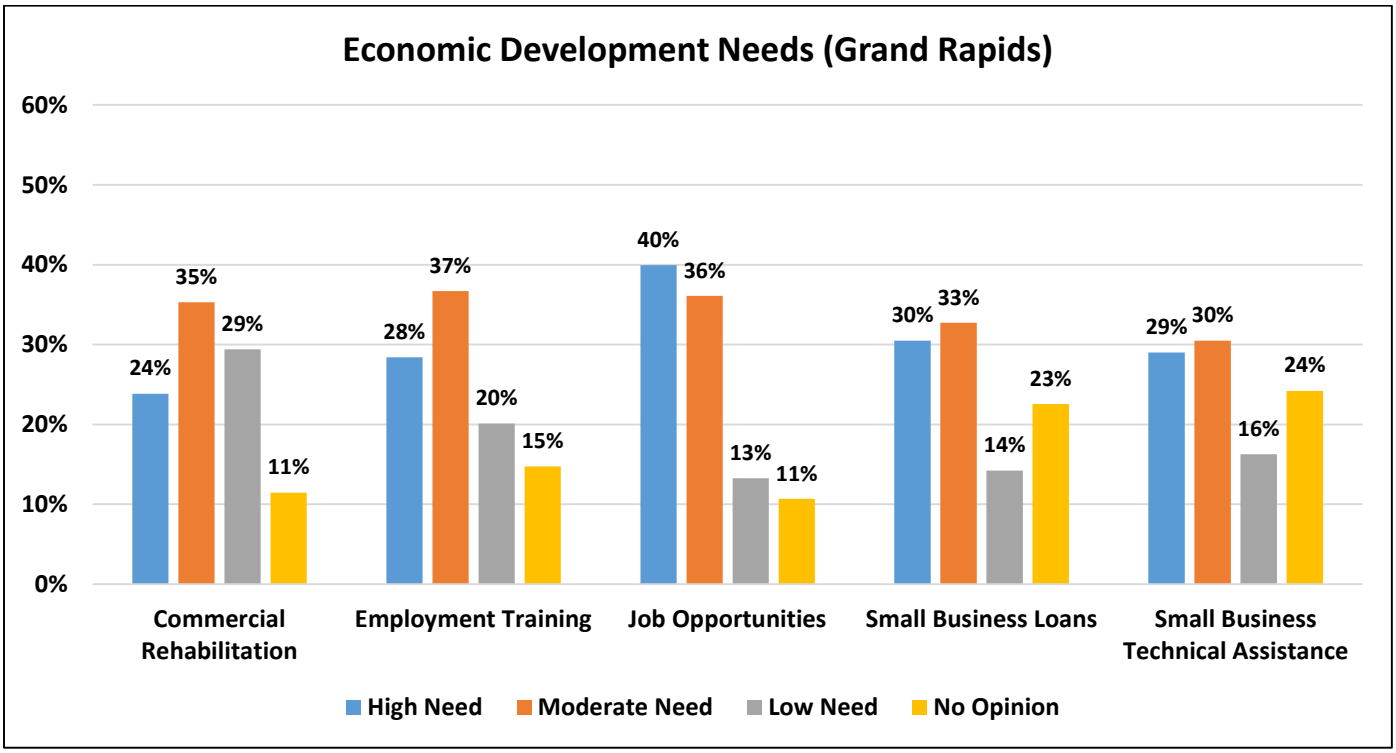
Please rank the level of need for the following types of services needed in your community (results in percent):				
Service	**High Need**	**Moderate Need**	**Low Need**	**No Opinion**
Disability Accessibility Improvements	19	39	27	15
Fair Housing Education/Enforcement	26	36	26	12
Homebuyer Education/Financial Literacy	33	37	20	9
Homeowner Housing Rehabilitation/Repair	41	39	17	4
Homebuyer Down Payment Assistance/Closing Costs	33	35	22	10
Lead-based Paint Testing/Abatement	31	33	25	11
Rental Housing Rehabilitation/Repair	39	30	23	8
Rental Housing for People who are Homeless	32	22	36	10
Rental Housing for People with Disabilities	28	29	28	15
Rental Housing for Seniors	24	31	32	13
Rental Payment Assistance/Vouchers	27	26	32	15
Weatherization/Energy Efficiency Improvements	50	34	12	4



Please rank the level of need for the following types of Public Infrastructure in your community:

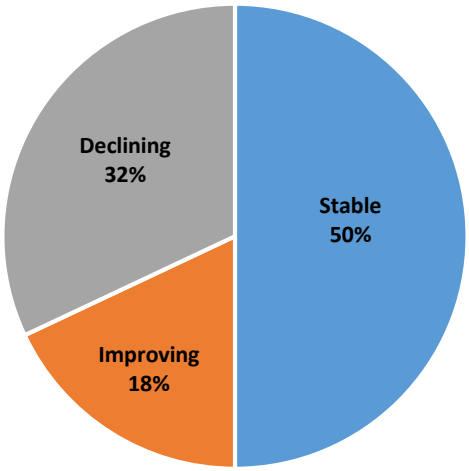


Please rank the level of need for the following types of Economic Development Services in your community:

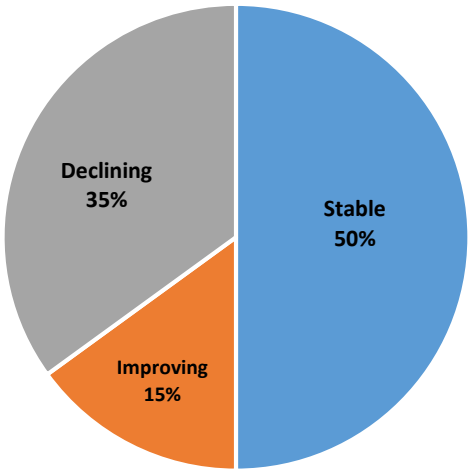


Wyoming Neighborhood Conditions

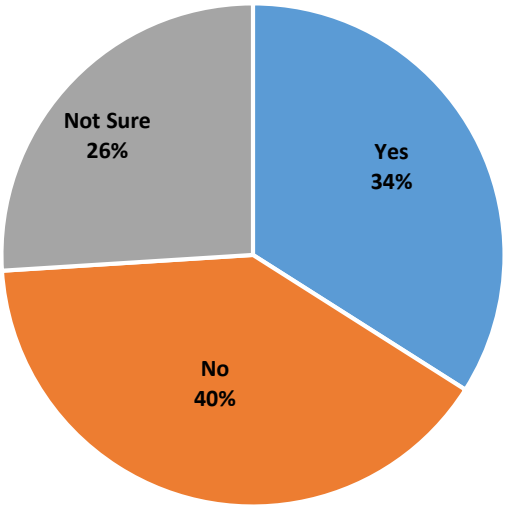
Do you believe the condition of the public streets, sidewalks, and facilities in your community is:



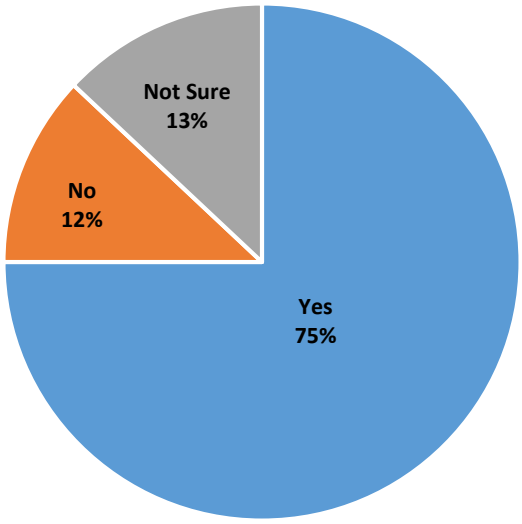
Do you believe the condition or maintenance of housing in your community is:

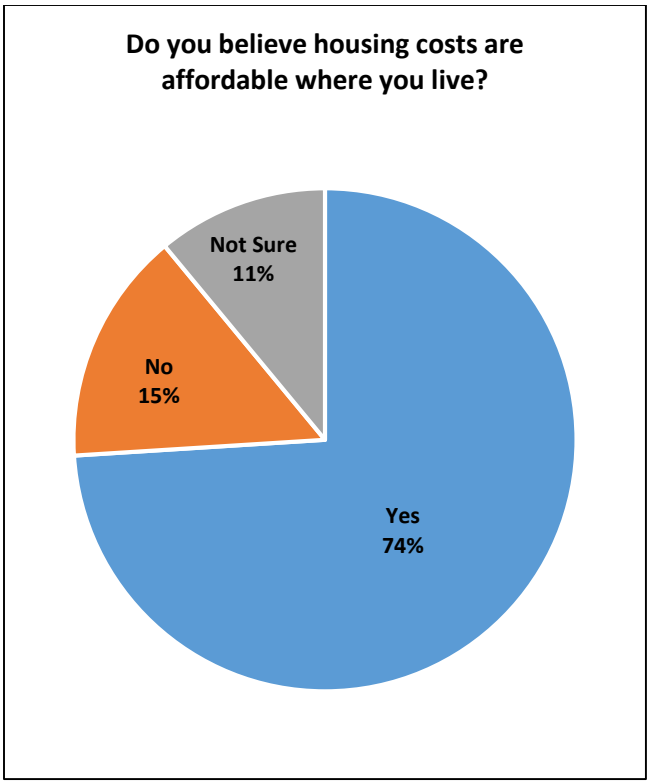


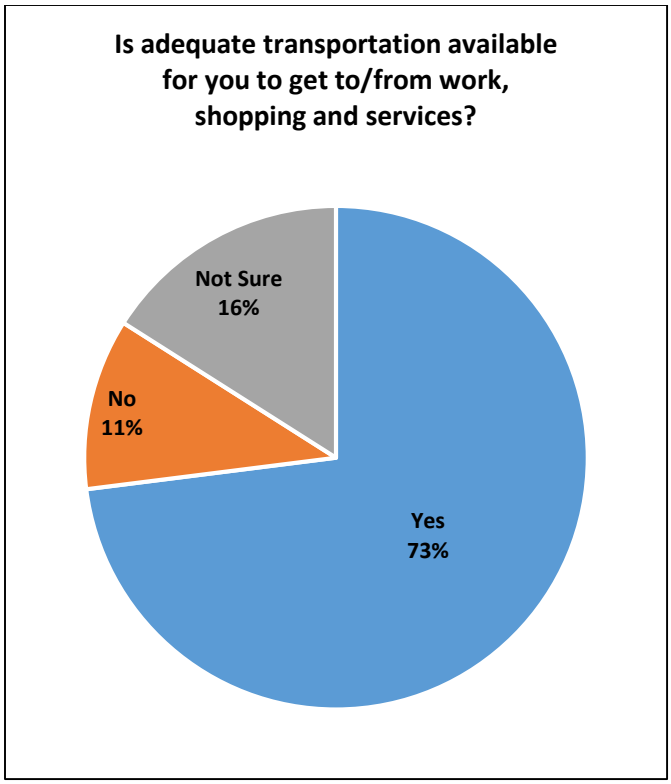
Do you believe abandoned or foreclosed properties are a singificant issue in your community?

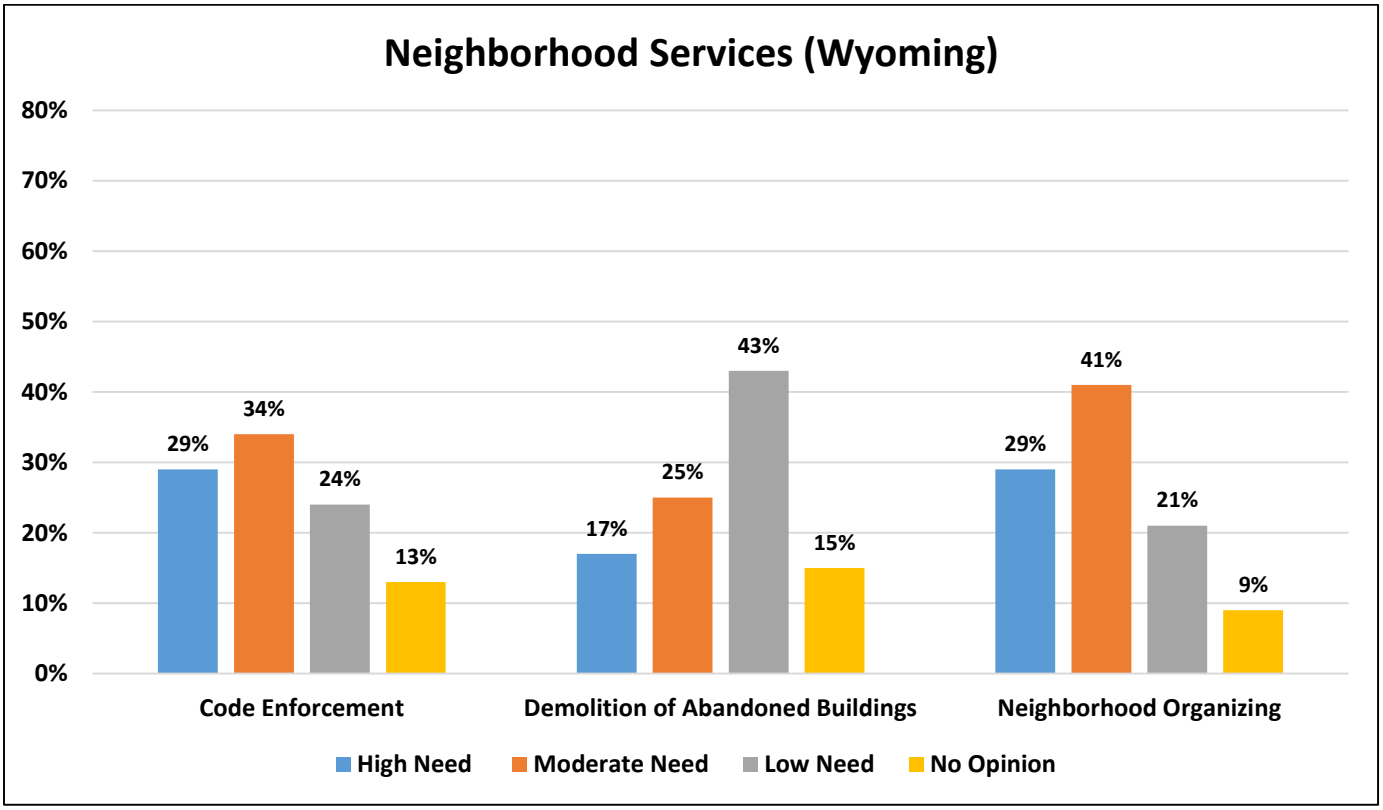


Do you feel safe in your immediate neighborhood?




Do you believe housing costs are affordable where you live?
Not Sure 11%
No 15%
Yes 74%

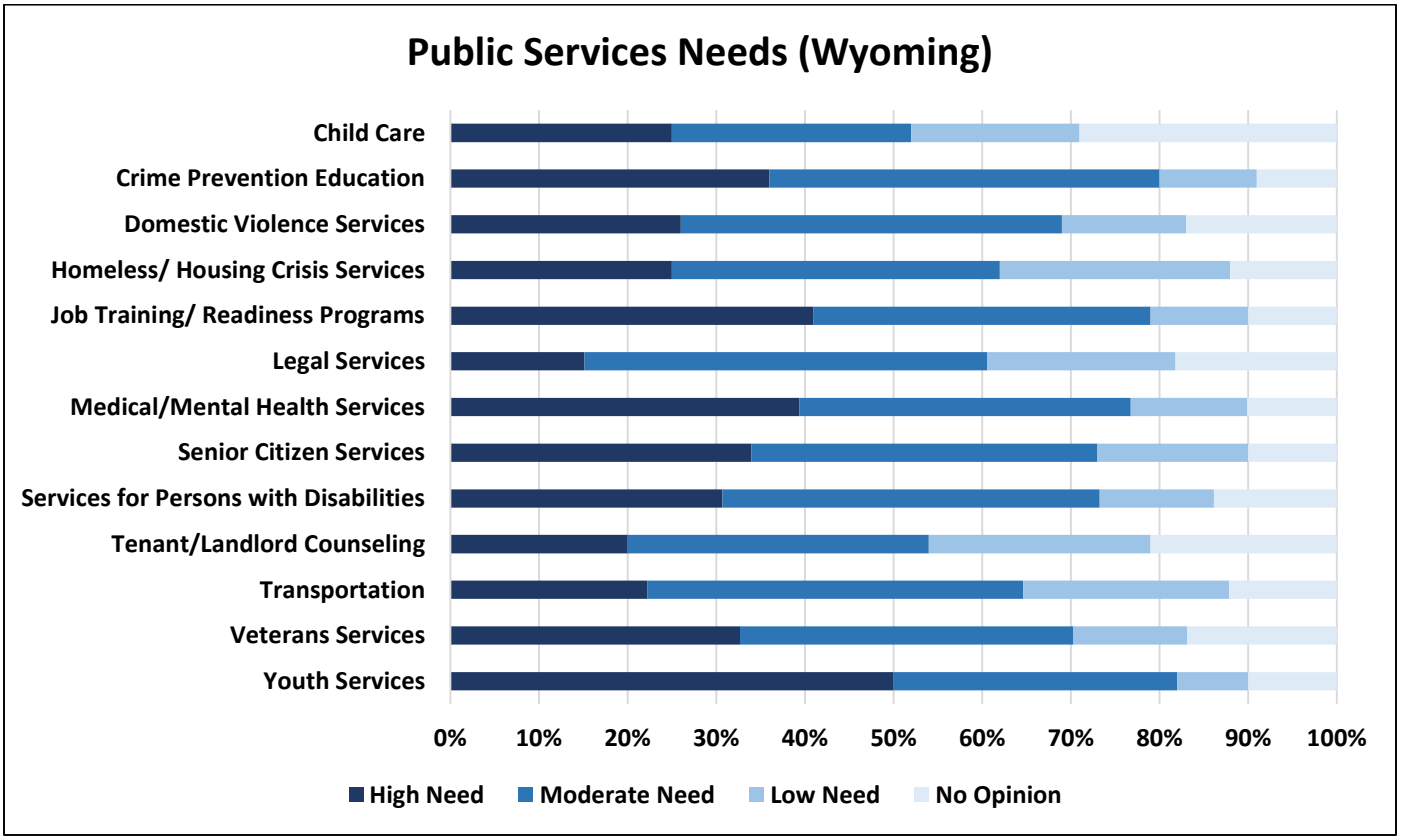

Is adequate transportation available for you to get to/from work, shopping and services?
Not Sure 16%
No 11%
Yes 73%


Neighborhood Services (Wyoming)
80%
70%
60%
50%
40%
30%
20%
10%
0%
29%
34%
24%
13%
17%
25%
43%
15%
29%
41%
21%
9%
Code Enforcement
Demolition of Abandoned Buildings
Neighborhood Organizing
High Need
Moderate Need
Low Need
No Opinion

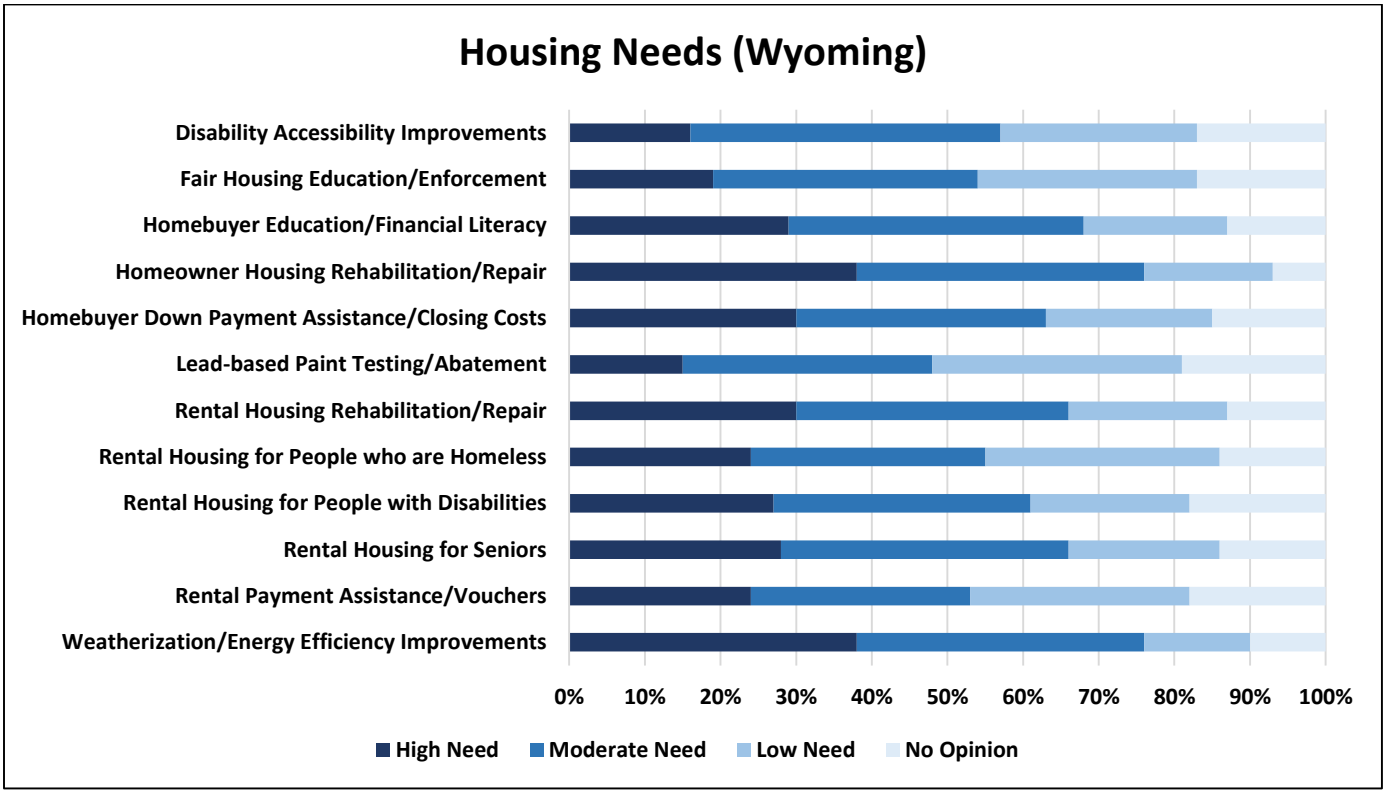
Wyoming Community Needs

Please rank the level of need for the following types of Public Services in your community (results in percent):				
Service	**High Need**	**Moderate Need**	**Low Need**	**No Opinion**
Child Care	25	27	19	29
Crime Prevention Education	36	44	11	9
Domestic Violence Services	26	43	14	17
Homeless/ Housing Crisis Services	25	37	26	12
Job Training/ Readiness Programs	41	38	11	10
Legal Services	15	45	21	19
Medical/Mental Health Services	39	37	14	10
Senior Citizen Services	34	39	17	10
Services for Persons with Disabilities	31	43	13	13
Tenant/Landlord Counseling	20	34	25	21
Transportation	22	42	23	12
Veterans Services	33	38	13	17
Youth Services	50	32	8	10

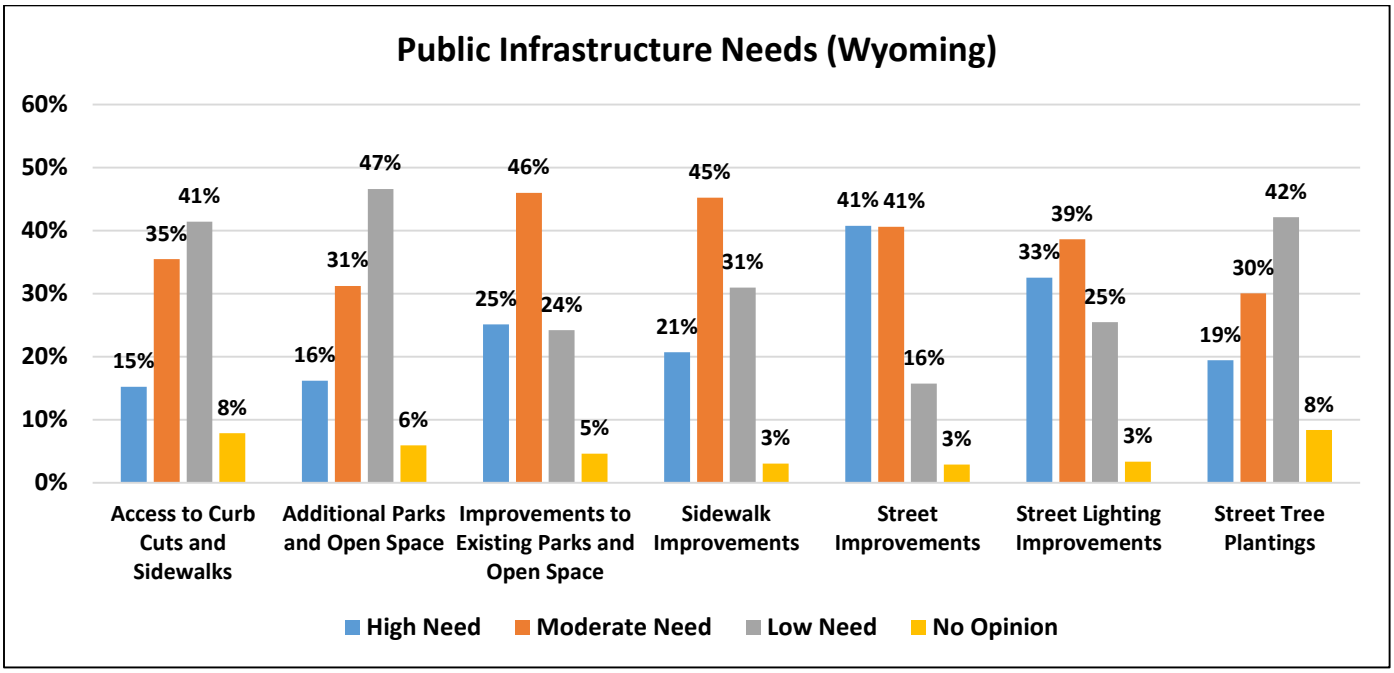
Please rank the level of need for the following types of neighborhood services in your community:



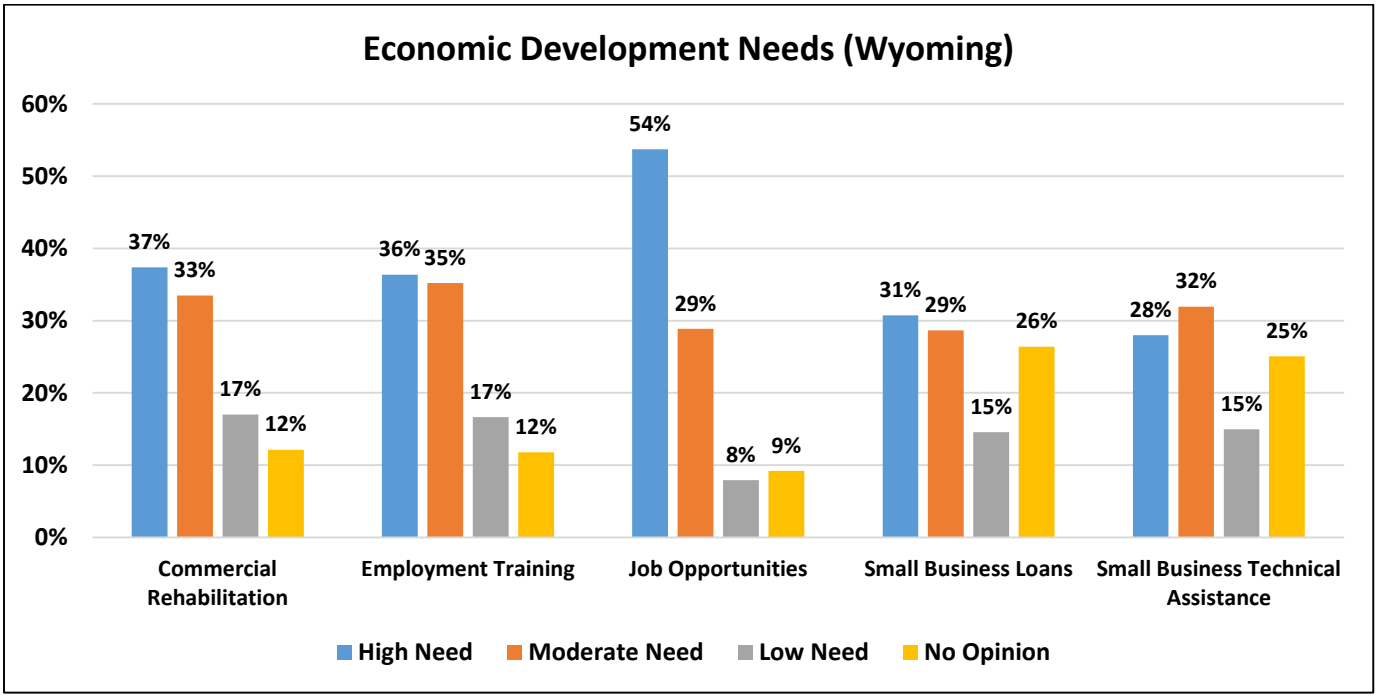
Please rank the level of need for the following types of services needed in your community (results in percent):				
Service	**High Need**	**Moderate Need**	**Low Need**	**No Opinion**
Disability Accessibility Improvements	16	41	26	17
Fair Housing Education/Enforcement	19	35	29	17
Homebuyer Education/Financial Literacy	29	39	19	13
Homeowner Housing Rehabilitation/Repair	38	38	17	7
Homebuyer Down Payment Assistance/Closing Costs	30	33	22	15
Lead-based Paint Testing/Abatement	15	33	33	19
Rental Housing Rehabilitation/Repair	30	36	21	13
Rental Housing for People who are Homeless	24	31	31	14
Rental Housing for People with Disabilities	27	34	21	18
Rental Housing for Seniors	28	38	20	14
Rental Payment Assistance/Vouchers	24	29	29	18
Weatherization/Energy Efficiency Improvements	38	38	14	10



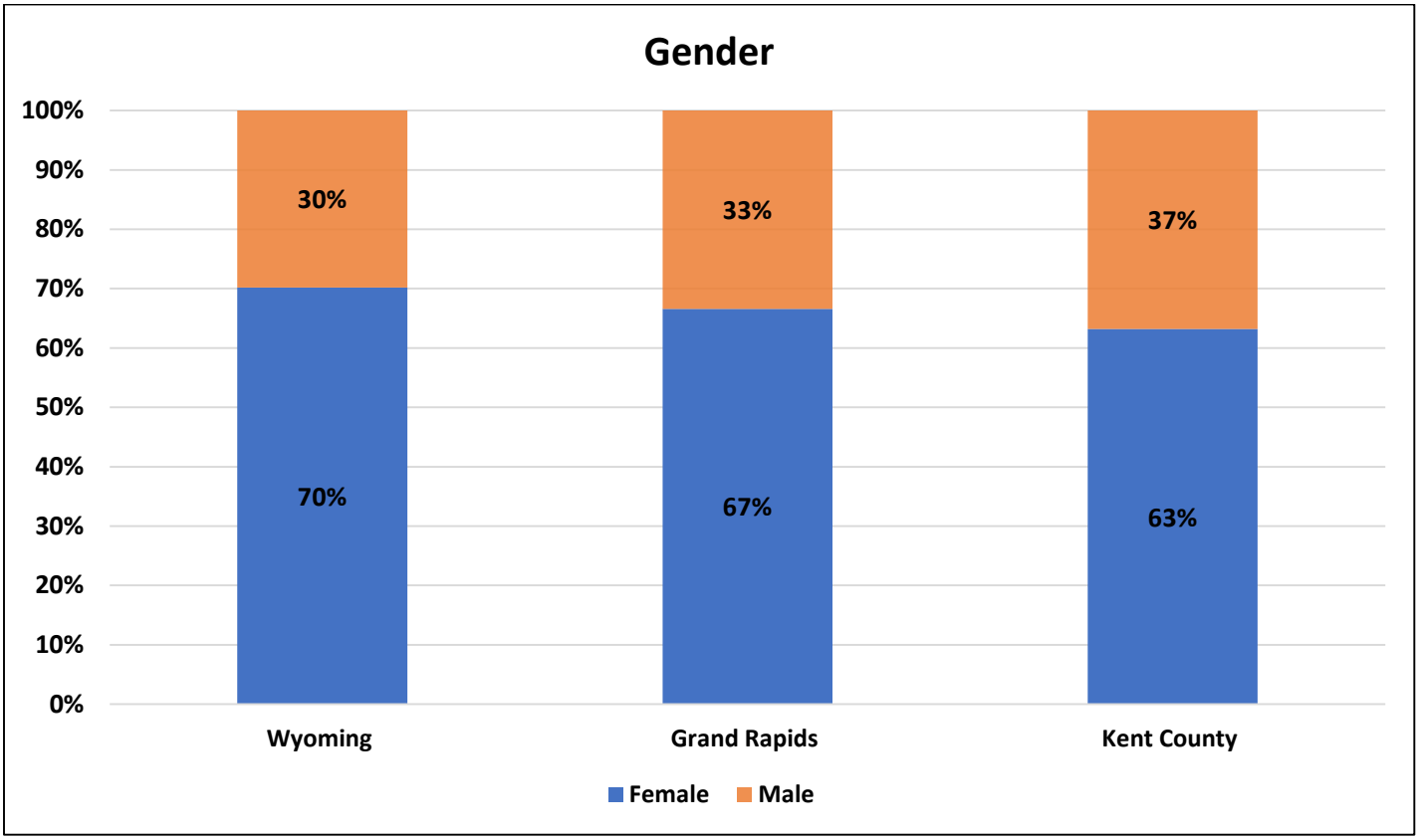
Please rank the level of need for the following types of Public Infrastructure in your community:

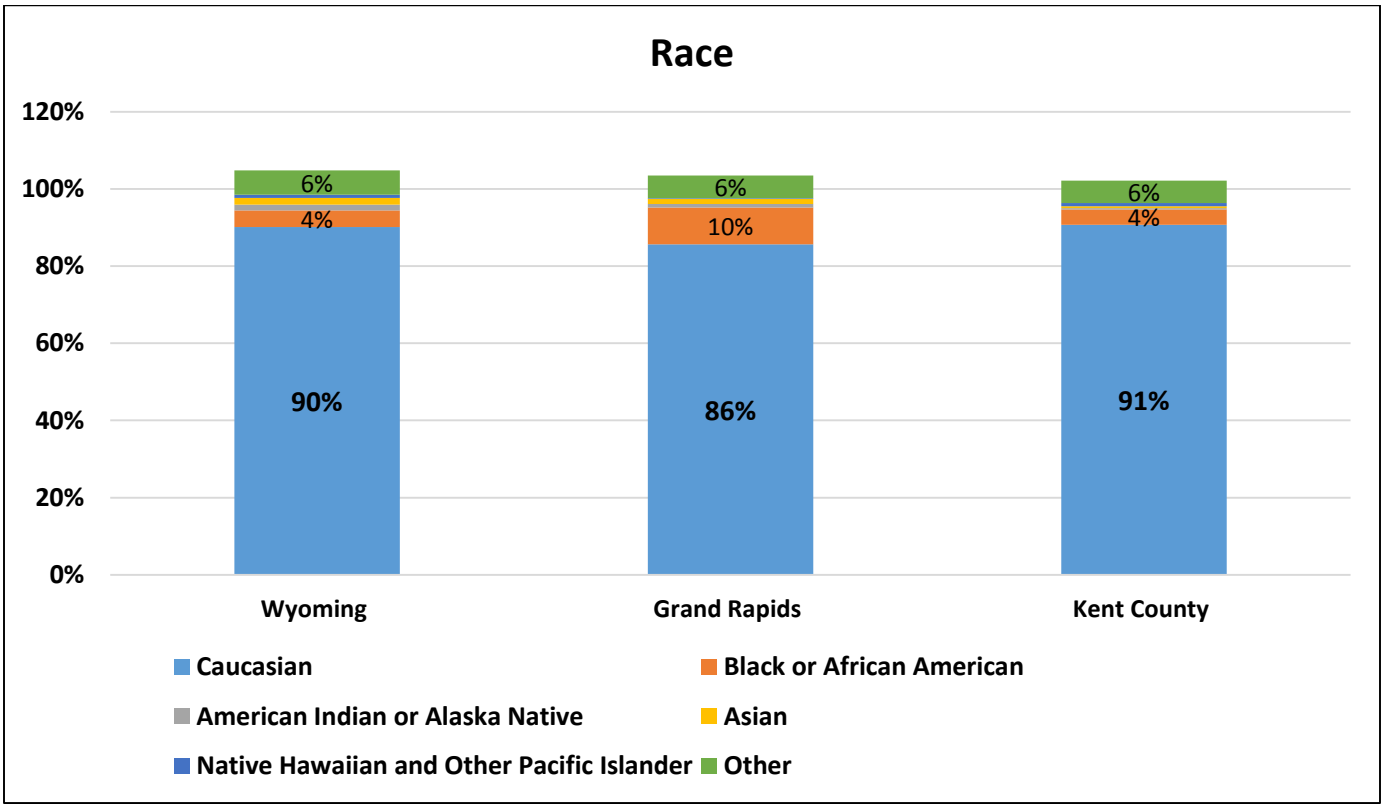


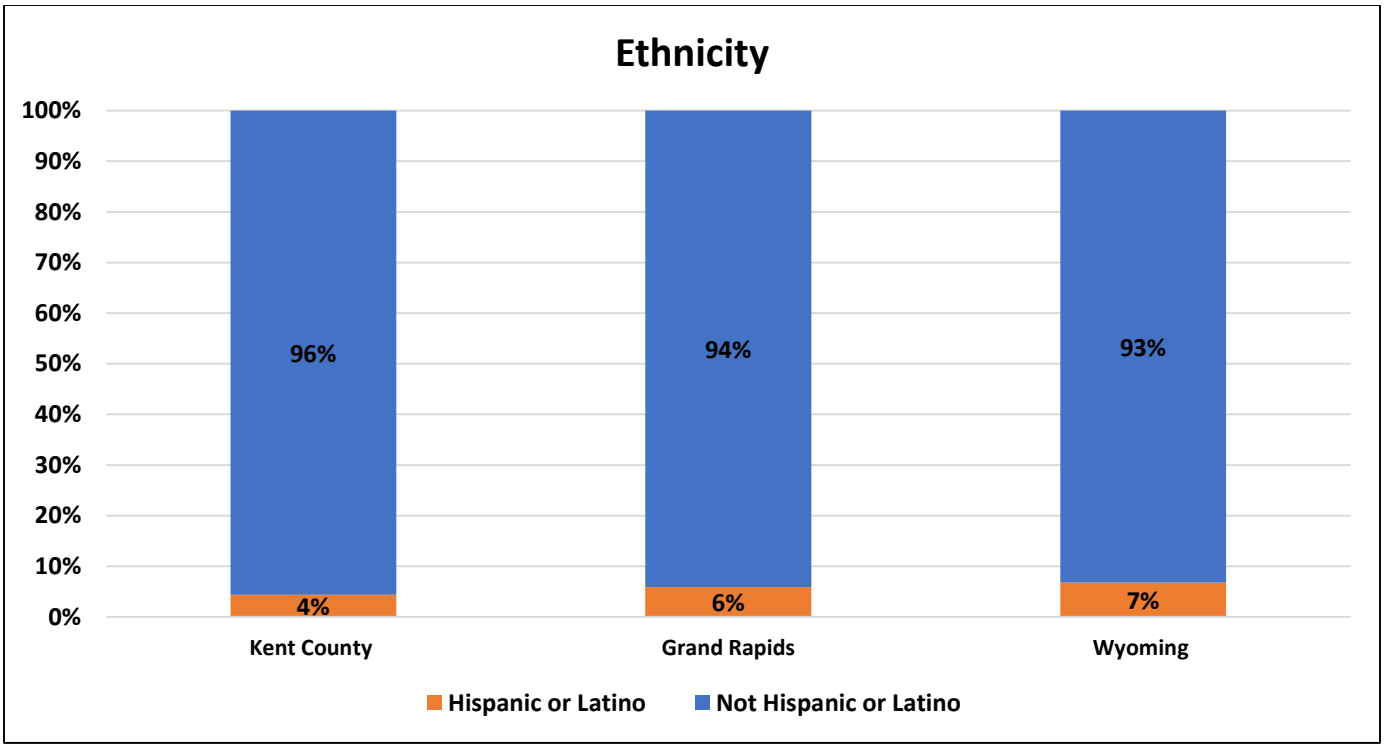
Please rank the level of need for the following types of Economic Development Services in your community:

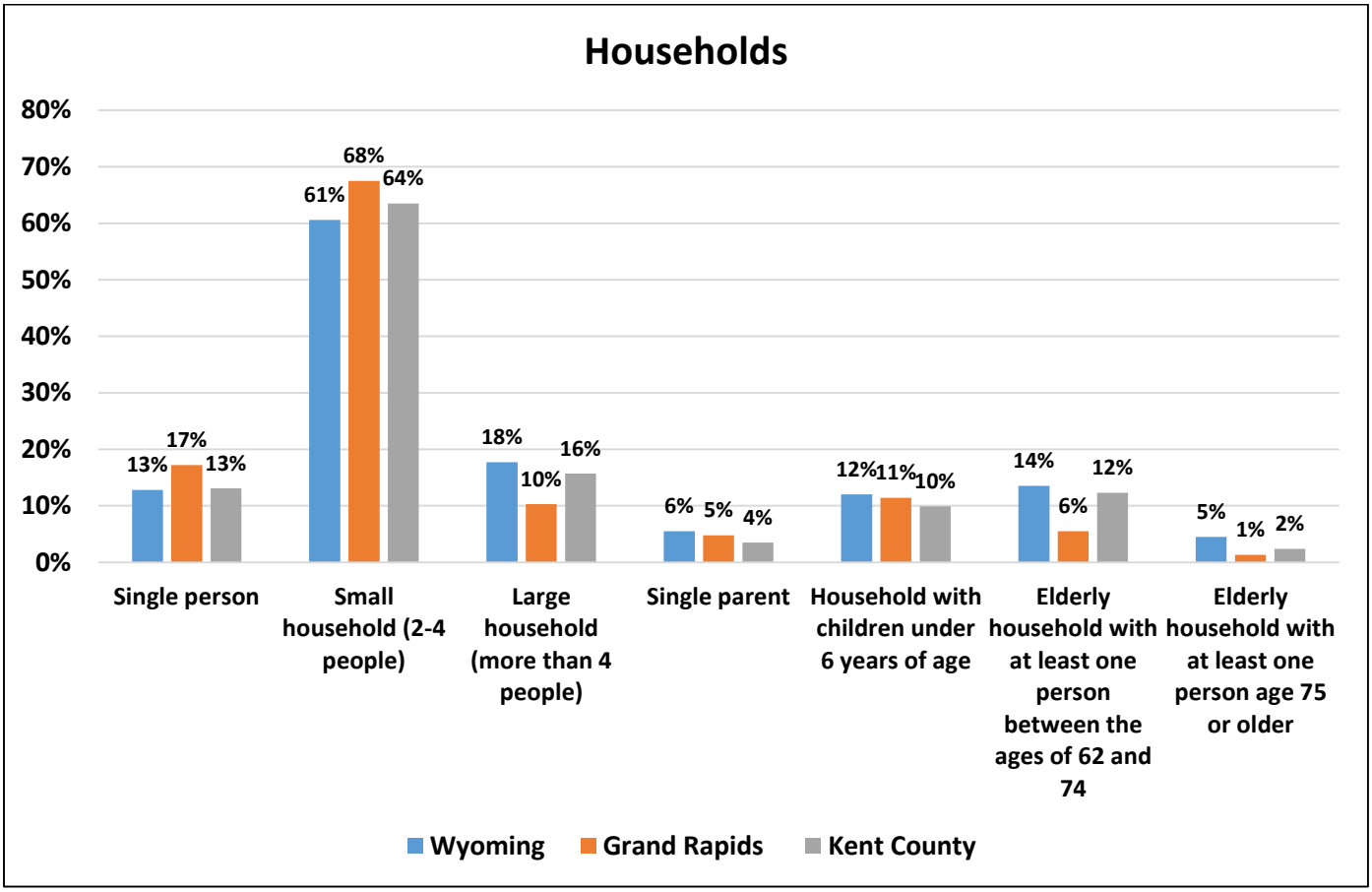


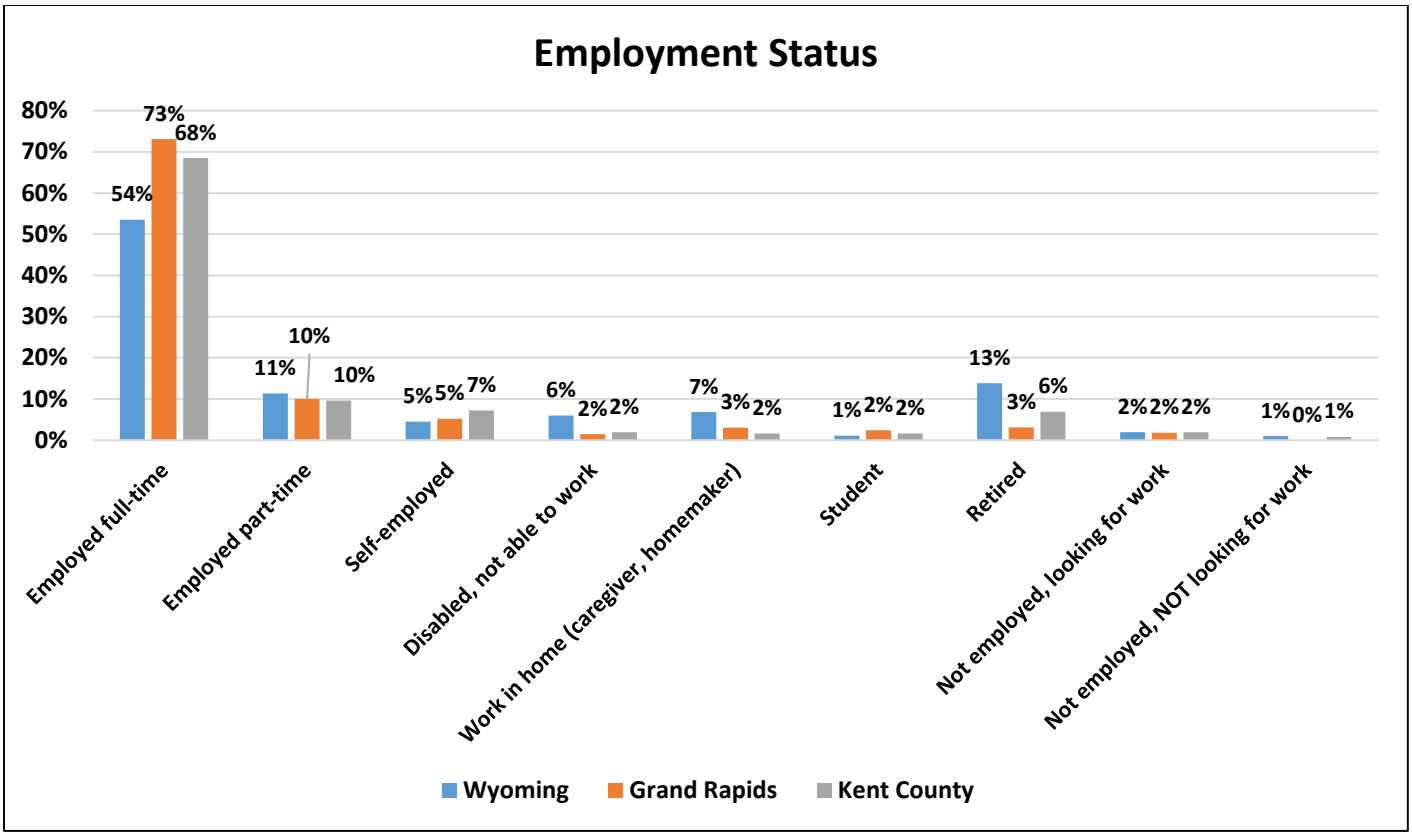
Profile of Respondents: Demographics

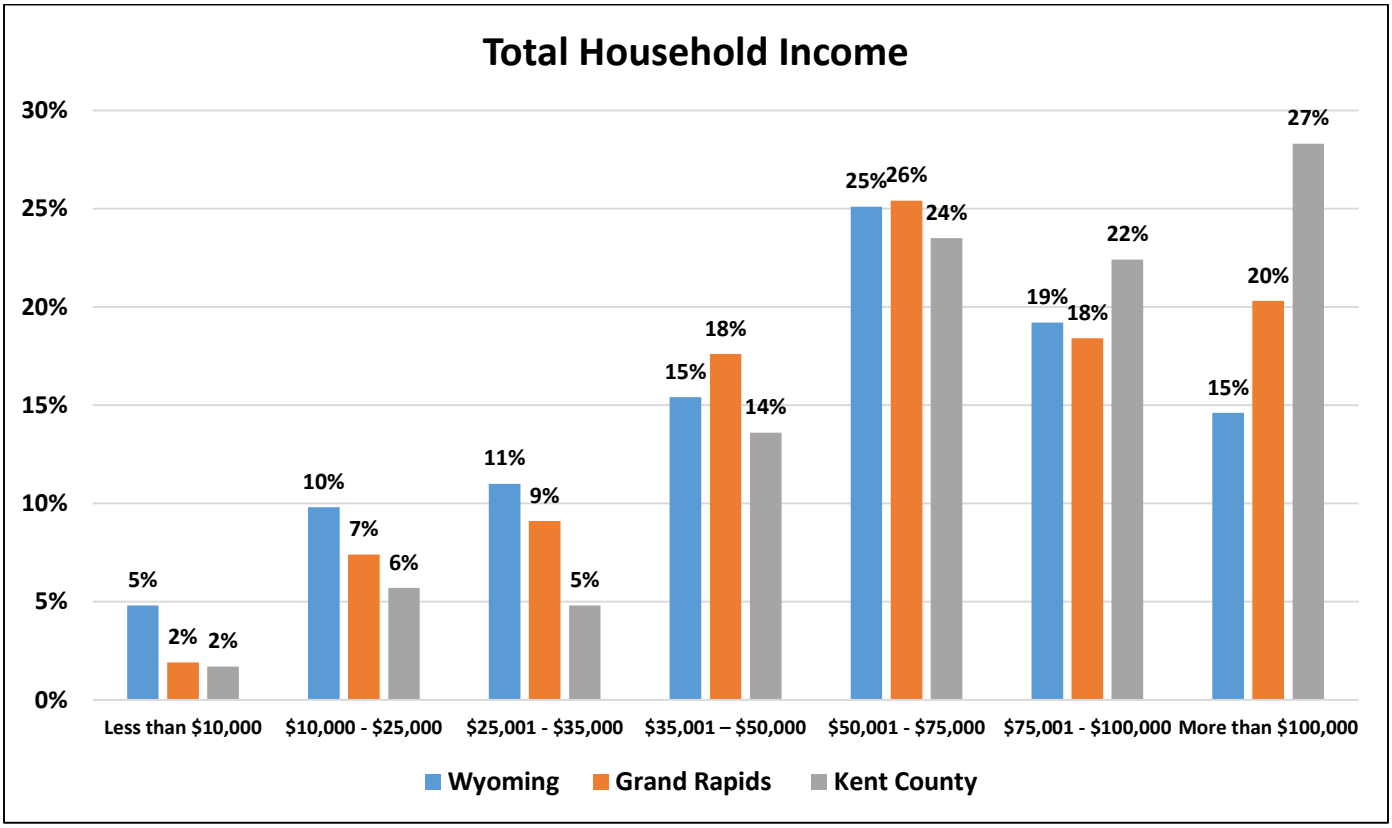





Ethnicity
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
96%
94%
93%
4%
6%
7%
Kent County
Grand Rapids
Wyoming
Hispanic or Latino
Not Hispanic or Latino


Households
80%
70%
60%
50%
40%
30%
20%
10%
0%
13%
17%
13%
61%
68%
64%
18%
10%
16%
6%
5%
4%
12%
11%
10%
14%
6%
12%
5%
1%
2%
Single person
Small household (2-4 people)
Large household (more than 4 people)
Single parent
Household with children under 6 years of age
Elderly household with at least one person between the ages of 62 and 74
Elderly household with at least one person age 75 or older
Wyoming
Grand Rapids
Kent County


Employment Status
80%
70%
60%
50%
40%
30%
20%
10%
0%
54%
73%
68%
11%
10%
10%
5%
5%
7%
6%
2%
2%
7%
3%
2%
1%
2%
2%
13%
3%
6%
2%
2%
2%
1%
0%
1%
Employed full-time
Employed part-time
Self-employed
Disabled, not able to work
Work in home (caregiver, homemaker)
Student
Retired
Not employed, looking for work
Not employed, NOT looking for work
Wyoming
Grand Rapids
Kent County


Total Household Income
30%
25%
20%
15%
10%
5%
0%
5%
2%
2%
10%
7%
6%
11%
9%
5%
15%
18%
14%
25%
26%
24%
19%
18%
22%
15%
20%
27%
Less than $10,000
$10,000 - $25,000
$25,001 - $35,000
$35,001 – $50,000
$50,001 - $75,000
$75,001 - $100,000
More than $100,000
Wyoming
Grand Rapids
Kent County

Appendix B

Special Needs Services

Special Needs Services Agencies

(Italics indicates that organization specifically serves the balance of Kent County or Wyoming only)

Frail Elderly

Area Agency on Aging of Western Michigan
Health and Human Services (HHS) Health Options
Senior Meals on Wheels Program
Senior Neighbors
North Kent Community Services
Sparta Senior Center Services
Lowell Senior Center Services
Wyoming Senior Center
Family Network of Wyoming

Adults with Mental Illness

Arbor Circle
Deaf and Hard of Hearing Services
Bethany Christian Services
Cherry Health
Family Outreach Center
Forest View Hospital
Genesis Nonprofit Housing Corporation
Goodwill Industries of Greater Grand Rapids
Reliance Community Care Partners
Hope Network of West Michigan
Hope Network Behavioral Health Services
Kent County Health Department
Michigan Rehabilitation
Native American Community Services
Network 180
Our Hope Association
Pine Rest Christian Mental Health Services
Recovery Academy
Mercy Health Saint Mary's
Salvation Army – Turning Point
Unlimited Alternatives
Wedgwood Christian Services
YWCA

Persons with Physical Disabilities

Area Agency on Aging of Western Michigan
Disability Advocates of Kent County
Goodwill Industries of Greater Grand Rapids
Hope Network of West Michigan
MOKA (Muskegon, Ottawa, Kent, Allegan counties)

Persons with Developmental Disabilities

The Arc of Kent County (Regional Inclusive Communities Coalition)
Genesis Nonprofit Housing Corporation
Goodwill Industries of Greater Grand Rapids
Hope Network of West Michigan
Lutheran Social Services
MOKA
Network 180
Spectrum Community Services

Thresholds

Persons with Substance Abuse Issues

Arbor Circle
Bethany Christian Services
Cherry Health
Family Outreach Center
Gerontology Network
Kent County Health Department
Living Water Ministries
Michigan Rehabilitation Services
Native American Community Services
Native American Family Services
Network 180
Our Hope Association
Pathfinder Resources
Pine Rest Christian Mental Health Services
Salvation Army – Turning Point
Wedgewood Christian Services

Persons with AIDS and Related Diseases

Community Rebuilders
Grand Rapids Red Project
Kent County Health Department
Network180
Planned Parenthood
Mercy Health Saint Mary's, Special Immunology Services
Westminster Food Pantry

Victims of Domestic Violence

61st District Court Domestic Assault Response Team
Hispanic Center of Western Michigan
Safe Haven Ministries
YWCA Domestic Crisis Center

Appendix C

Kent County Assisted Units

Appendix E: Kent County Assisted Housing Units: 2015

PROPERTY NAME	PROPERTY ADDRESS	CITY	TOTAL UNITS	AFFORDABLE UNITS	PSH UNITS	TARGET POPULATION	MARKET RENT UNITS	LIHTC OR OTHER AFFORDABILITY EXPIRATION (If applicable)	LIHTC EXTENDED USE AGREEMENT (If applicable)	EXPIRING BY 2019
River Grove Retirement Community	5761 Jupiter Avenue	Belmont	46	46		Elderly	0	2015	2015	46
Gregg Apartments	302 South Maple Street	Caledonia	32	32		Family	0			
Station Creek Retirement Community	10010 Crossroad Court	Caledonia	49	49		Elderly	0	2015	2015	49
Lexington Woods Apartments	123 South Street	Cedar Springs	16	16		Family	0			
Red Flannel Acres	311 Oak Court	Cedar Springs	48	48			0	2024	2054	
100-150 Wealthy at Tapestry Square	100 Wealthy Street SE, 150 Wealthy Stre	Grand Rapids	32	32			0			
101 South Division Lofts	101 South Division Avenue	Grand Rapids	20	20			0	2023	2053	
205 South Division Avenue Apartments	205 South Division Avenue	Grand Rapids	38	38	5		0			
240 Ionia Avenue Apartments	240 Ionia Avenue	Grand Rapids	48	40			8			
26 Cherry Street Apartments	26 Cherry Street SW	Grand Rapids	45	45	7		0			
345 State Street Apartments	345 State Street SE	Grand Rapids	34	34			0			
442 Eastern	442 Eastern Avenue SE	Grand Rapids	2	2			0			
528 Sheldon	528 Sheldon Avenue SE	Grand Rapids	4	4			0			
834 Lake Drive Apartments	834 Lake Drive Apartments	Grand Rapids	37	37			0			
Adams Park Apartments	1440 Fuller Avenue SE	Grand Rapids	188	188		Elderly And Disabled	0			
Allen Manor	532 James Street SE	Grand Rapids	24	24			0			
Alten Avenue Apartments	108, 116, 120, 126 Alten Avenue NE	Grand Rapids	8	8		Special needs	0			
Ambrose Ridge	1501 Woodworth Street NE	Grand Rapids	84	84		Elderly	0	2011	2110	
American House	2771 Kalamazoo SE	Grand Rapids	133	40		Elderly	93	2009	2024	
Avenue Apartments, The	1300 Madison Avenue	Grand Rapids	10	10		Elderly	0	2020	2035	
Baileys Grove	5252 Bailey Center Drive SE	Grand Rapids	43	43			0	2015	2015	43
BCS Apartments	1168 Madison Avenue SE	Grand Rapids	2	2		Family	0	2020	2035	
Benson Group Home	840 Benson Avenue NE	Grand Rapids	16	16			0			
Birchgrove Apartments	4022 Kalamazoo Avenue SE	Grand Rapids	19	19		Chronically Mentally Ill	0			
Breton Village Green	2305 Burton SE	Grand Rapids	162	162		Elderly	0			
Bridge Street Place	Confidential	Grand Rapids	16	16	16		0	2024	2039	
Browning Claytor Townhomes	1221 Madison Avenue SE	Grand Rapids	12	12		Family	0	2019	2034	
Calumet Flats	303 South Division Avenue	Grand Rapids	16	16		Family	0			
Cambridge Square I	1836 Mason Stree NE	Grand Rapids	124	57		Indv. Families - Not Eld/ Handicap	67			
Cambridge Square II	1836 Mason Street NE	Grand Rapids	124	62		Indv. Families - Not Eld/ Handicap	62			
Camelot Duplex	3959 & 3961 Camelot Drive SE	Grand Rapids	2	2		Family	0	2010	2109	
Camelot Woods I	2399 Charring Cross Drive SE	Grand Rapids	200	200		Elderly And Family	0			
Camelot Woods II	2399 Charring Cross Drive SE	Grand Rapids	100	100		Family	0			
Campau Commons Apartments	821 South Division Avenue	Grand Rapids	92	92			0	2021	2051	
Carmody Apartments	730/736 Madison Avenue SE	Grand Rapids	19	19		Family	0			
Carrier Crest Apartments	205 Carrier NE	Grand Rapids	12	12		Elderly	0	2007	2022	
Century Lofts - Phase One	40 Logan Street SW	Grand Rapids	43	43	5		0			
Century Lofts - Phase Two	40 Logan Street NW	Grand Rapids	44	44	5		0			
Chaffee Apartments (see Lenox)	138 South Divison Avenue	Grand Rapids	8	8		Family	0			
Creston Plaza Apartments	1080 Creston Plaza Drive NE	Grand Rapids	100	100		Elderly & Family	0			
Delaware Heights	10 Delaware Street SW	Grand Rapids	36	36			0	2016	2016	36
Delaware Manor	10 Delaware Street SW	Grand Rapids	47	46		Elderly	1			
Division Park Avenue Apartments	209 & 217 South Division Avenue	Grand Rapids	30	30	3		0	2026	2056	
Eastbrook Apartments	2329 Timberbrook Drive SE	Grand Rapids	54	54		Family	0	2011	2031	
Elmdale Apartments	1361 Elmdale NE	Grand Rapids	19	18		Chronically Mentally Ill	1			
Emerald Creek	3416 Haleh Circle	Grand Rapids	64	29		Family	35	2017	2032	
Emerald Creek II	3416 Haleh Circle	Grand Rapids	30	15		Family	15	2019	2034	
Ferguson Apartments	72 Sheldon Avenue SE	Grand Rapids	101	101	101	Special Needs	0	2016	2031	
Fountains, The	3971 Whispering Way SE	Grand Rapids	168	53		Indv. Families - Not Eld/ Handicap	115			
Gaylord House Apartments	2765 Orange Avenue SE	Grand Rapids	28	28		Wholly Elderly Housekeeping	0			
Globe, The	315 Commerce Street SW	Grand Rapids	110	88	11	Family	22	2017	2116	
Goodrich Apartments	333-339 South Division	Grand Rapids	14	14	3	Elderly And Family	0	2024	2039	
Grand Rapids Housing Commission (Duplex/Single Family Homes)	Scattered Sites	Grand Rapids	42	42		Family	0			
Grandview	1925 Bridge Street NW	Grand Rapids	193	193		Elderly	0			
Grandville Avenue Homes	Grandville Avenue SW and Rumsey Street SW	Grand Rapids	10	10		Family	0			
Herkimer Apartments	309 South Division	Grand Rapids	122	122	122	Family	0	2010	2025	
Heron Courtyard	1138 Heron Court NE	Grand Rapids	33	33	33	Special Needs	0	2018	2117	
Heron Manor Assisted Living Apartments	2106 Leonard Street NE	Grand Rapids	55	25		Elderly	30	2023	2038	
HEROS	N/A	Grand Rapids	21	21	21		0			

Appendix E: Kent County Assisted Housing Units: 2015

PROPERTY NAME	PROPERTY ADDRESS	CITY	TOTAL UNITS	AFFORDABLE UNITS	PSH UNITS	TARGET POPULATION	MARKET RENT UNITS	LIHTC OR OTHER AFFORDABILITY EXPIRATION (If applicable)	LIHTC EXTENDED USE AGREEMENT (If applicable)	EXPIRING BY 2019
Hidden Creek	1513 Hidden Creek Circle	Grand Rapids	152	30		Family	0			
Home At Last I	N/A	Grand Rapids		0	16		0			
Home At Last II	N/A	Grand Rapids		0	16		0			
Home At Last III	N/A	Grand Rapids		0	21		0			
Hope Community	1024 Ionia SW	Grand Rapids	12	12		Rapid Re-housing	0	2006	2021	
Hope Community Phase II	1024 Ionia SW	Grand Rapids	12	12		Rapid Re-housing	0	2008	2023	
HOPWA	N/A	Grand Rapids	7	7	7		0			
Kelsey Apartments	235 South Division Avenue	Grand Rapids	12	12		Family	0	2020	2119	
Klingman Lofts I	400 Ionia Avenue SW	Grand Rapids	41	41			0			
Klingman Lofts II	400 Ionia Avenue SW	Grand Rapids	42	42			0			
Lenox Apartments	349 South Division Ave	Grand Rapids	14	14			0			
Leonard Pines Apartments	1319 Leonard NE	Grand Rapids	24	24		Wholly Physically Handicapped	0			
Leonard Terrace	1315 Leonard NE	Grand Rapids	125	125		Age 55 And Older	0			
LINC Community Revitalization, Inc.	1321 Ewing SE, 1648 Madison SE, 900 Hancock, 1201 Prospect SE, 958 Sigsbee SE, 921 East Fulton	Grand Rapids	19	19			0			
LOFT	N/A	Grand Rapids	18	18	18		0			
Loft Apartments, The	26 Sheldon Blvd. SE	Grand Rapids	55	55			0	2012	2042	
Marsh Ridge	470 Marsh Ridge Drive NW	Grand Rapids	100	100		Elderly	0	2009	2039	
Marsh Ridge II	470 Marsh Ridge Drive NW	Grand Rapids	50	50		Elderly	0	2010	3010	
Marsh Ridge III	470 Marsh Ridge Drive NW	Grand Rapids	131	35		Elderly	96	2017	2037	
Martineau Apartments	106-120 South Division Avenue	Grand Rapids	23	23		Family	0			
Metropolitan Park Apartments	334 350 Ionia Avenue SW	Grand Rapids	24	24			0	2021	2036	
Mount Mercy Apartments	1425 Bridge Street NW	Grand Rapids	125	125		Elderly	0	2007	2022	
Mt. Mercy Housing Development II	1425 Bridge Street NW	Grand Rapids	55	55	0	Elderly	0	2019	2118	
New Hope Homes	Shelby SW & Putnam SW	Grand Rapids	12	12			0	2010	2040	
Northlake Village	3425 Northlake Drive NE	Grand Rapids	96	96		Elderly and Family	0			
Oak Ridge Retirement Community	3781 Giddings Avenue SE	Grand Rapids	45	45		Wholly Elderly Housekeeping	0	2016	2016	45
Orchard Place	1901 Dawson Avenue NE	Grand Rapids	138	138			0	2009	2039	
Oroiquis Apartments	400-404 Bridge Street	Grand Rapids	27	27	27		0	2015	2030	
Park Place Apartments	2932 Marshall Avenue SE	Grand Rapids	165	165		Family	0	2021	2036	
Pleasant Prospect Homes	Various	Grand Rapids	90	90		Family	0	2006	2026	
Plymouth Arms Apartments	1836 Mason Street NE	Grand Rapids	80	79		Elderly	1			
Prospect Place Townhomes	1335 Prospect Avenue SE	Grand Rapids	7	7			0			
Ransom Tower Apartments	50 Ransom Avenue NE	Grand Rapids	153	153		Wholly Elderly Housekeeping	0			
Reflections Senior Apartments	500 Hall Street SE	Grand Rapids	60	60		Elderly	0	2026	2041	
Ridgewood Village Apartments	2110 Woodwind Drive SE	Grand Rapids	240	240			0			
Roosevelt Park Lofts	1363 Grandville Avenue SW	Grand Rapids	21	21			0	2023	2043	
Scattered Site Rental Units	1102, 1131 Madison Avenue SE	Grand Rapids	22	22			0			
Scattered Site Rental Units	1325 Wealthy SE, 747 Paris SE, 832 Madison SE, 1214 Wealthy SE	Grand Rapids								
Scattered Site Rental Units	1139 Baxter Street, 839 Bemis Street SE, 1042 Logan Street SE, 1050 Logan Street SE, 1156 Madison Avenue SE, 1330 Prospect Avenue SE	Grand Rapids								
Serrano Lofts	17 Williams Street SW	Grand Rapids	15	15	2		0	2025	2055	
Sheldon Apartments	1010 Sheldon Avenue SE	Grand Rapids	45	45	0	Elderly	0	2020	2119	
Shelter Plus Care SRA	N/A	Grand Rapids	57	57	57		0			
Shelter Plus Care TRA	N/A	Grand Rapids	164	164	164		0			
Southtown Square I	537 Hall Street SE, 429 Umatilla Street SE, 454 Umatilla St SE, and 428 Woodlawn Street SE	Grand Rapids	9	9		Family	0			
Southtown Square II	434-438 454-462, 516-518, and 521-529 Gilbert Street SE, 413 and 433 Hall Street SE, and 443-453 Umatilla Street SE	Grand Rapids	24	24		Family	0			
Stonebrook	1880 Stonebrook Drive	Grand Rapids	83	83		Family	0	2008	2023	
Stonebrook II	1880 Stonebrook Drive	Grand Rapids	68	20		Family	48	2010	2025	
Stonebrook III	1880 Stonebrook Drive	Grand Rapids	64	26		Family	38	2012	2027	

Appendix E: Kent County Assisted Housing Units: 2015

PROPERTY NAME	PROPERTY ADDRESS	CITY	TOTAL UNITS	AFFORDABLE UNITS	PSH UNITS	TARGET POPULATION	MARKET RENT UNITS	LIHTC OR OTHER AFFORDABILITY EXPIRATION (If applicable)	LIHTC EXTENDED USE AGREEMENT (If applicable)	EXPIRING BY 2019
Stratford Townhouse Cooperative	810 Ball Avenue NE	Grand Rapids	130	130		Family	0			
Stuyvesant Apartments	140 Madison SE	Grand Rapids	87	86		Partially Elderly Handicapped	1			
Traditions of Grand Rapids	2230 East Castle Drive	Grand Rapids	200	200			0	2010	2030	
Uptown Village	950 Wealthy Street SE	Grand Rapids	24	24			0	2021	2036	
Verne Barry Place	60 South Division Avenue	Grand Rapids	116	116	116	Family	0	2021	2036	
Villa Maria	1305 Walker Avenue NW	Grand Rapids	180	180		Elderly/Disabled	0			
Village Drive Apartments	2000 Saginaw Drive SE	Grand Rapids	24	24		Wholly Developmentally Disabled	0	2015	2015	24
Walnut Grove Apartments	875 Sheffield Street SW	Grand Rapids	80	80		Family	0	2017	2116	
Westminster Meadows	1152 Plymouth NE	Grand Rapids	64	64		Elderly	0	2009	2029	
Weston Apartments	50 Weston SW	Grand Rapids	190	190			0	2021	2051	
Fairlane Meadows Cooperative	3471 Fairmeadow Drive SW	Grandville	48	19		Indv. Families - Not Eld/ Handicap	29			
Genesis Woods	4041 44th Street SW	Grandville	33	33	33		0			
Grand Heritage Manor	4300 Parkview Drive SW	Grandville	42	41		Wholly Elderly Housekeeping	1			
Kent Ridge Apartments	65 Kent Ridge Drive	Kent City	32	32		Family	0			
Kent Ridge Junction	161 Kent Ridge Drive	Kent City	32	32		Family	0	2007	2022	
Breton Meadows	4740 Breton Road SE	Kentwood	101	101		Elderly	0			
Genesis East Apartments	2745 44th Street SE	Kentwood	23	23	23	Family	0	2014	2044	
Greentree Apartments	4320 Kalamazoo Street SE	Kentwood	153	153		Elderly	0	2024	2039	
Kentwood (Countryside) Apartments	4885 Green Oak Lane SE	Kentwood	146	141		Indv. Families - Not Eld/ Handicap	5			
Metropolitan Apartments	4634 N Breton Court SE	Kentwood	18	18		Wholly Physically Handicapped	0			
Pheasant Ridge	3395 Pheasant Ridge SE	Kentwood	166	166		Family	0	2018	2033	
Tamarisk Apartments	4520 Bowen Blvd SE	Kentwood	100	100		Partially Elderly Handicapped	0			
Wellington Woods Senior	4550 N Brenton Court SE	Kentwood	91	83		Elderly	8	2009	2024	
Whitney Young Village	4848 Breton Road SE	Kentwood	72	72		Indv. Families - Not Eld/ Handicap	0			
Birchwood Gardens Apartments	767 Hunt Street	Lowell	34	34		Family	0			
Riverwalk Apartments	1501 Deborah Drive	Lowell	48	48			0	2022	2052	
Pine Ridge Apartments	3376 Tamarack Court NE	Plainfield Twp.	168	74		Indv. Families - Not Eld/ Handicap	94			
Rolling Pines	4650 Ramswood NE	Plainfield Twp.	152	152		Family	0			
Harvest Hill Apartments	100 Childsdale	Rockford	46	46		Family	0	2016	2115	
Hillview Townhouses	602 Hillview Place	Rockford	136	130		Indv. Families - Not Eld/ Handicap	6			
Richter Place	9101 Courtland Dr NE	Rockford	62	62		Wholly Elderly Housekeeping	0			
Rogue Valley Towers	59 South Main Street	Rockford	52	52		Elderly And Disabled	0			
Mildred Houting	35 East Maple Street	Sand Lake	32	32		Elderly	0	2020	2050	
Old Mill of Sand Lake Apartments	88 South 3rd Street	Sand Lake	16	16		Family	0			
Harvest Way Retirement Community	100 Ida Red Avenue	Sparta	45	45		Elderly	0	2015	2015	45
Sparta Townhouses	181 Clark Street	Sparta	48	48		Indv. Families - Not Eld/ Handicap	0			
Coventry Woods	3550 Remembrance Road	Walker	101	101		Elderly	0	2020	2040	
Kingsbury Place Apartments	725 North Center Drive	Walker	44	44	29	Special Needs	0	2020	2050	
Walker Meadow Retirement Community	1101 Wilson Avenue NW	Walker	42	42		Wholly Elderly Housekeeping	0	2019	2019	42
Walker Village Drive	1230 Walker Village Drive NW	Walker	18	18		Disabled	0			
54th Street Apartments	178 54th Street SW	Wyoming	4	4		Family	0	2009	2024	
54th Street Apartments II	180 54th Street SW	Wyoming	4	4		Family	0	2011	2036	
Bayberry Farms	2520 56th Street SW	Wyoming	64	64		Elderly	0			
David's House	2390 Banner Street SW	Wyoming	10	10		Wholly Developmentally Disabled	0			
Kent Residential Center	3210 Gladiola Avenue SW	Wyoming	16	16		Wholly Developmentally Disabled	0	2017	2017	10
Oak Forest	3614 Pine Oak Avenue SW	Wyoming	12	12			0	2011	2041	
Pine Oak	850 36th Street SW	Wyoming	127	127		Elderly	0	2019	2039	
Pinery Park Apartments	2300 Newstead Avenue SW	Wyoming	125	125		Partially Elderly Handicapped	0			
Villa Esperanza	1446 44th Street SW	Wyoming	40	40		Wholly Elderly Housekeeping	0			
TOTALS			**10410**	**8655**	**861**					**340**

Appendix D

Grand Rapids Neighborhood
Investment Performance Measures

FY 2016 – 2020
Neighborhood Investment (NI) Plan DRAFT
Performance Measures

Outcome 1: Improve the Condition of Existing Housing

Activity	HUD Output Type	Outputs and Indicators
Homeowner Rehabilitation	Housing Units	Output: _____ homeowner units repaired to City Rehabilitation Standards. Indicator 1: _____ homeowner units at which an exterior code violation was corrected. Indicator 2: _____ homeowner units made lead safe. Indicator 3: _____ homeowner units in which home health and safety hazards other than lead-based paint hazards were remediated. Indicator 4: _____ average cost savings to homeowners compared to a market rate home improvement loan.
Homeowner Minor Repair	Housing Units	Output: _____ housing units that receive minor home repairs. Indicator: _____ Number of housing units where occupants benefit from one or more of the following: ▪ Correction of a health or safety hazard ▪ Improvement in affordability ▪ Increase in home security ▪ Lengthen the life of the structure
Access Modifications (Homeowner and Renter)	Housing Units	Output 1: _____ housing units provided with an environmental assessment for the purpose of making recommendations for accessibility modifications. Indicator 1: _____ assessed units modified to improve accessibility. Output 2: _____ housing units made accessible for people with disabilities. Indicator 2: _____ people with disabilities gained one or both of the following benefits: ▪ Improved access into and out of the unit ▪ Improved access within the unit.
Rental Rehabilitation	Housing Units	Output: _____ rental units brought to Property Maintenance Code and City Rehabilitation standards. Indicator 1: _____ rental units brought to City Property Maintenance Code standards and made lead safe. Indicator 2: _____ rental units remain affordable for lower-income families

	for five (5) or more years.

Outcome 2: Increase the Supply of Affordable Housing

Activity	HUD Output Type	Outputs and Indicators
Homeowner New Construction or Substantial Rehabilitation	Housing Units	Output: _____ affordable homeowner units created. Indicator 1: _____ homeowner units substantially rehabilitated to applicable building code standards and made lead safe. Indicator 2: _____ homeowner units newly constructed to applicable building code standards. Indicator 3: _____ housing units met one or more of the following standards: air infiltration rates were reduced by 20% was eligible for LEED certification attained HERS rating of 4 stars (rehab) or 5 stars (new construction) Michigan Energy Code compliance Indicator 4: _____ homeowner units remain affordable for lower-income families for one of the following periods: five (5) years ten (10) years fifteen (15) years

Activity	HUD Output Type	Outputs and Indicators
Renter New Construction or Substantial Rehabilitation	Housing Units	Output: _____ affordable renter units created. Indicator 1: _____ renter units substantially rehabilitated to applicable building code standards and made lead safe. Indicator 2: _____ renter units newly constructed to applicable building code standards. Indicator 3: _____ housing units met one or more of the following standards: air infiltration rates were reduced by 20%

		was eligible for LEED certification attained HERS rating of 4 stars (rehab) or 5 stars (new construction) Michigan Energy Code compliance Indicator 4: _____ renter units remain affordable for lower-income families for one of the following periods: five (5) years ten (10) years fifteen (15) years twenty (20) years Indicator 5: _____ renter units that provide supportive housing for people with disabilities or other special needs populations.
Short-Term Rental Assistance	Households	Output: _____ households served with short-term rental assistance for up to six (6) months. Indicator: _____ households who have increased accessibility to affordable housing.

Outcome 3: Improve Access to and Stability of Affordable Housing

Activity	HUD Output Type	Outputs and Indicators
Homebuyer Downpayment Assistance	Households	Output: _____ households received downpayment assistance to purchase their first home. Indicator 1: _____ housing units remain affordable for lower-income families for five (5) years. Indicator 2: _____ households whose housing costs do not exceed 40% of their income.
Housing Legal Services (Homeowners and Renters)	People	Output: _____ people (households) who received legal counseling and/or representation on a housing related legal matter. Indicator: _____ people who resolve their housing-related legal matter based on one of the following main benefits: Avoidance of a housing crisis Improvement in the quality of the person's housing Removal of barriers to obtaining or retaining housing Increased knowledge of the legal system
Fair Housing Activities	People	Output 1: _____ hours developing, marketing and conducting educational and outreach activities. Indicator 1: _____ people who received fair housing education and outreach. Output 2: _____ people who attended a fair housing training. Indicator 2: _____ people at training who indicated they learned new and relevant information. Output 3: _____ housing industry professionals who attended a fair housing training. Indicator 3a: _____ housing industry professionals at training who indicated they learned new and relevant information. Indicator 3b: _____ housing industry professionals at training who indicated they would modify their business practices following training.

		Output 4: _____ housing tests conducted to determine compliance with fair housing laws. Indicator 4a: _____ housing tests where no evidence of discrimination was found. Indicator 4b: _____ housing tests where evidence of discrimination was found and resolved in accordance with established criteria.
Homelessness Prevention and Rapid Re-Housing	People	Output: _____ people completed an Intake Assessment as the first step to creating a plan to resolve homelessness. Indicator: Of the _____ people (_____ households) assessed, _____ people (_____ households) will increase their knowledge about actions they can take to begin to address their housing crisis.

Outcome 4: Reduce Blight and Code Violations

Activity	HUD Output Type	Outputs and Indicators
Code Compliance (Homeowner and Renter)	Housing Units	Output: _____ code violation cases continued or initiated. Indicator 1: _____ housing units brought into compliance with one or more of the following: Property Maintenance Code Nuisance Code Zoning Ordinance Historic Preservation Standards. Indicator 2: _____ vacant/abandoned housing units returned to productive use.

Outcome 5: Increase Civic Engagement and Public Safety

Activity	HUD Output Type	Outputs and Indicators
Crime Prevention	People	Output 1: _____ people (households) who received training on personal safety and/or safety design features and practices for their homes (home security survey, CPTED). Indicator 1a: _____ people (households) who reported feeling safer in their home and/or community as a result of the training. Indicator 1b: _____ housing units received safety improvements. Output 2: _____ people, businesses, or organizations educated on public safety design features and practices for non-residential and public spaces. Indicator 2: _____ non-residential/public space locations where public safety design features or practices were implemented. Output 3: _____ significant public safety issues (e.g. gangs, drug sales) identified in the neighborhood. Indicator 3: _____ significant public safety issues (e.g. gangs, drug sales) successfully resolved for at least 6 moths.

Outcome 5: Increase Civic Engagement and Public Safety (continued)

Activity	HUD Output Type	Outputs and Indicators
Neighborhood Leadership	People	Output 1: _____ people receiving leadership, board responsibility, and/or other capacity building training. Indicator 1a: _____ people who reported increased knowledge about leadership, board responsibility, and/or other capacity building skills. Indicator 1b: _____ people who became actively involved in a neighborhood, community, and/or City board or committee. Output 2: _____ people who had access to opportunities for volunteering in their neighborhood. Indicator 2a: _____ people actively engaged in activities that resulted in an improved neighborhood condition. Output 3: _____ property owners contacted to resolve a nuisance and/or exterior housing code violation. Indicator 3a: _____ properties brought into compliance with nuisance and/or exterior housing code through self compliance.

Outcome 6: Enhance Infrastructure and Public Facilities

Activity	HUD Output Type	Outputs and Indicators
Street Improvements	People	Output: _____ residential street segments improved. Indicator: _____ people who benefited from improved access to their street and an improved neighborhood as a result of street improvements.
Street Improvements Sidewalk Ramp Replacement (ADA Standards)	People	Output: _____ non-compliant curb ramps reconstructed to ADA standards. Indicator: _____ people who gained increased access to their neighborhood as a result of ADA improvements.
Park and Recreation Facilities	People	Output: _____ park or recreational facilities improved or developed. Indicator: _____ people who benefited from an improved

		neighborhood as a result of park or recreational improvements.
Public Facility and Infrastructure Improvements	People	Output: _____ public facility or public infrastructure improvements completed. Indicator: _____ people who benefited from an improved neighborhood as a result of public facility or infrastructure improvements.
Tree Planting	People	Output: _____ trees planted in rights-of-ways or on other public property. Indicator: _____ people who benefited from an improved neighborhood as a result of tree planting.

Outcome 7: Increase Access to Jobs, Education and Other Services.

Activity	HUD Output Type	Outputs and Indicators
Transportation and public services	People	Output: _____ people who received transportation or other support to access jobs, education, health and wellness, recreation, and health and social service activities. Indicator: _____ People with increased access to jobs, education, health and wellness, recreation, and health and social service activities.

Outcome 8: Increase Economic Opportunities

Activity	HUD Output Type	Outputs and Indicators
Job Training and job readiness training	People	Output: _____ people who received job training or job readiness training. Indicator: _____ people who reported they benefited from job training or job readiness training.

Other

Activity	HUD Output Type	City Outputs and Indicators
Admin/Planning	N/A	Output: _____ Consolidated Program Application (formerly Exhibit One) and Grand Rapids Area Housing Continuum of Care documents completed in a form required by the federal, state and local government for funding.

	Indicator: _____ funding allocations received for disbursement in the community.

*Additional performance measures may be developed for identified priority needs.

1/18/16
jat

RESOLUTION NO. _____

RESOLUTION TO AUTHORIZE THE PURCHASE OF
EAGLE TRAFFIC SIGNALS AND OPTICOM SYSTEM EQUIPMENT

WHEREAS:

1. The City has standardized on the use of Eagle Traffic Signal and 3M Opticom System equipment at the City's signalized intersections.
2. Eagle Traffic Signal and 3M Opticom System equipment is only available from Carrier & Gable, Inc., in the State of Michigan.
3. Carrier & Gable, Inc. has submitted a quote for the items the Public Works Department may purchase over the next 12 months.
4. Sufficient funds have been budgeted in the Major Street, Traffic Maintenance Supplies account 202-441-47400-775.000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council authorizes the purchase of Eagle Traffic Signal and 3M Opticom System equipment from Carrier & Gable, Inc., for the 2016 calendar year at the prices as shown in the quotation dated December 24, 2015.
2. The Wyoming City Council waives the provisions of Sections 2-252, 2-253, 2-254 and 2-256 of the City Code regarding publication and posting of bid notices, notification of bidders and the bid opening procedure.

Moved by Councilmember:
Seconded by Councilmember:
Motion Carried Yes
No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on January 18, 2016.

_____
Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:
Staff Report
C&G Quote Dated December 24, 2015

STAFF REPORT

DATE: January 13, 2016

SUBJECT: Authorize the Purchase of Eagle Traffic Signals and 3M Opticom System Equipment

FROM: Jodie Theis, Contracts and Procurement Supervisor

Date of Meeting: January 18, 2016

RECOMMENDATION

The Public Works Department recommends the City Council authorize the purchase of Eagle Traffic Signal and 3M Opticom System equipment from Carrier & Gable, Inc., for the 2016 calendar year, at the prices as shown on the price quotation dated December 24, 2015.

SUSTAINABILITY CRITERIA

Environmental Quality

The Public Works Department is actively involved in the protection of Michigan's natural resources and the public's health and welfare.

Social Equity

Traffic signals are provided and maintained throughout the City without regard to income level or socio-economic status.

Economic Strength

The use of the Eagle Traffic Signal and 3M Opticom System equipment allows the Public Works Department to properly maintain traffic signals. This can decrease the amount of traffic congestion and therefore travel time throughout the City, allowing the Public Works Department to maintain the City's streets and infrastructure which sustains public and private property values.

DISCUSSION

The City uses the Eagle Traffic Signal and 3M Opticom System equipment to repair, update and install traffic signal and Opticom System equipment at various signalized intersections throughout the City.

The City has standardized on the use of Eagle Traffic Signal and 3M Opticom System equipment at its signalized intersections, and the equipment is only available in the State of Michigan from Carrier & Gable, Inc. The City Attorney has historically ruled that items which are available from only a single source need not be bid in that the bidding of such items would constitute the performance of a needless and useless act.

The City has budgeted $85,000 for the purchase of the Eagle traffic signal and 3M Opticom System equipment, which is the same amount as last year. The price quotation has an overall increase of 2% from last year's price quotation.

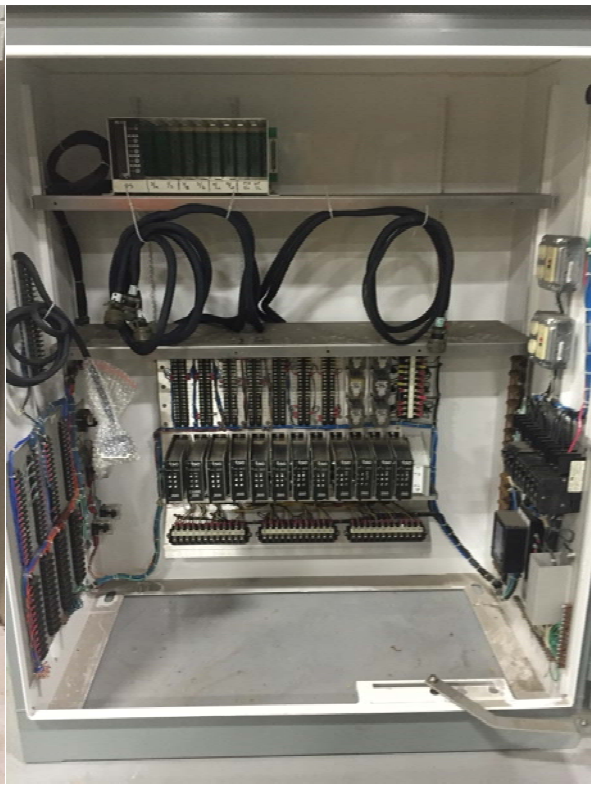
BUDGET IMPACT

Sufficient funds are budgeted in the Major Street, Traffic Maintenance Supplies account: 202-441-47400-775.000.

ATTACHMENTS:
Pictures of Traffic Signal Equipment
C&G Quote Dated December 24, 2015

Pictures of Some of the Traffic Signal Equipment

Outside of Traffic Signal Cabinet



Inside of Traffic Signal Cabinet

Traffic Signal Controllers

Traffic Signal Case and LED Inserts

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QUOTATION

Sales Quote Number **WY14**

Sales Quote Date: 12/24/15

Expires On: 12/31/16

Sell To: WYOMING, CITY OF
JODIE THEIS
2660 BURLINGAME, S.W.
P.O. BOX 905
WYOMING, MI 49509-0905

Ship To: WYOMING, CITY OF
JODIE THEIS
2660 BURLINGAME, S.W.
WYOMING, MI 49509-0905

Quote/Bid Ref: CABINETS
Shipment Within 4 - 8 WEEKS ARO
Shipping Terms
Terms NET 30 DAYS

Customer ID 2170
Salesperson Mike Schasser

ALL VALUES STATED IN U.S. DOLLARS

Item No.	Description	Cross-Ref. No.	Qty.	Unit Price	Total Price
	CABINETS				
	ITEM 10				
101WYP44M50BM	CABINET, P44 EPAC M50 BASE MNT WYOMING		1	13,066.50	13,066.50
101-2339	CABINET ACT P44 8PH MI WR 16LS 12CH PGW		1		
102-2300	CONTROLLER EPAC3108M52 2ND RS232 OS9		1		
160-2101	MONITOR, TS2 MMU2-16LE SMART MONITOR		1		
122-1000	FLASH TRANSFER RELAY DELTROL		6		
460-1000	FLASHER EDI MDL810-2 CIRCUIT		1		
149-1001	LOAD SWITCH I/O DISCRETE 200-OI		16		
101-2620	BASE EXTENSION P44 CABINET GREY		1		
160-3000	POWER SUPPLY, 1.5 A RACK PS-175		1		
160-4401	DETECTOR, 4 CH RACK ORACLE 4E		2		
146-3205	PUSHBUTTON CONTROL UNIT, CARD, W/15' HARN		1		
157-1001	ANCHOR BOLT 3/4" X 18" X 3"		1		
	***** END of KIT *****				
	ITEM 11				
101WYP44M50BMNP	CABINET, 8 PH BASE W/O EPAC & MONITOR		1	8,525.50	8,525.50
101-2339	CABINET ACT P44 8PH MI WR 16LS 12CH PGW		1		
122-1000	FLASH TRANSFER RELAY DELTROL		6		
460-1000	FLASHER EDI MDL810-2 CIRCUIT		1		
149-1001	LOAD SWITCH I/O DISCRETE 200-OI		16		
101-2620	BASE EXTENSION P44 GREY		1		
146-3205	PUSHBUTTON CONTROL UNIT, CARD, W/15' HARN		1		
	***** END of KIT *****				
	ITEM 12				
101WYP44M50BM	CABINET, P44 EPAC M50 BASE MNT WYOMING		1	15,046.50	15,046.50
101-2341	CABINET ACT P44 16PH BIU WR MDOT PGW		1		
102-2300	CONTROLLER EPAC3108M52 2ND RS232 OS9		1		
160-2101	MONITOR, TS2 MMU2-16LE SMART MONITOR		1		
122-1000	FLASH TRANSFER RELAY DELTROL		6		
460-1000	FLASHER EDI MDL810-2 CIRCUIT		1		
149-1001	LOAD SWITCH I/O DISCRETE 200-OI		16		
101-2620	BASE EXTENSION P44 CABINET GREY		1		
160-4401	DETECTOR, 4 CH RACK ORACLE 4E		2		

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Salesperson Mike Schasser

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Item No.	Description	Cross-Ref. No.	Qty.	Unit Price	Total Price
100-1000	WYOMING CABINET SET-UP MISC		1		
146-3205	PUSHBUTTON CONTROL UNIT, CARD, W/15' HARN		1		
157-1001	ANCHOR BOLT 3/4" X 18" X 3"		1		
460-2016	POWER SUPPLY, CABINET TS2 PS-200		1		
460-2017	BUS INTERFACE UNIT, BIU700		1		
	***** END of KIT *****				
	ITEM 13				
100-1000	C&G TECH SERVICES MISC		1	3,250.00	3,250.00
	ITEM 20				
101WYM30M50BM	CABINET, M30 EPAC M50 BASE MT WYOMING		1	13,029.00	13,029.00
101-2340	CABINET ACT M30 4PH BIU WR MDOT PGW		1		
102-2300	CONTROLLER EPAC3108M52 2ND RS232 OS9		1		
160-2101	MONITOR, TS2 MMU2-16LE SMART MONITOR		1		
122-1000	FLASH TRANSFER RELAY DELTROL		4		
460-1000	FLASHER EDI MDL810-2 CIRCUIT		1		
149-1001	LOAD SWITCH I/O DISCRETE 200-OI		8		
101-2622	BASE, EXTENSION M30 15" GREY AQC11498P001		1		
157-1001	ANCHOR BOLT 3/4" X 18" X 3"		2		
160-4201	DETECTOR, 2 CH RACK ORACLE 2E		1		
460-2017	BUSS INTERFACE UNIT, BIU700		1		
460-2016	POWER SUPPLY, CABINET TS2 PS-200		1		
146-3205	PUSHBUTTON CONTROL UNIT, CARD, W/15' HARN		1		
	***** END of KIT *****				
	ITEM 21				
101WYM30M50BMN	CABINET, 4 PH BASE MOUNT W/O EPAC & MONIT		1	9,089.00	9,089.00
101-2340	CABINET ACT M30 4PH BIU WR MDOT PGW		1		
122-1000	FLASH TRANSFER RELAY DELTROL		4		
460-1000	FLASHER EDI MDL810-2 CIRCUIT		1		
149-1001	LOAD SWITCH I/O DISCRETE 200-OI		8		
460-2016	POWER SUPPLY, CABINET TS2 PS-200		1		
460-2017	BUSS INTERFACE UNIT, BIU700		1		
101-2622	BASE, EXTENSION M30 15" GREY AQC11498P001		1		
146-3205	PUSHBUTTON CONTROL UNIT, CARD, W/15' HARN		1		
	***** END of KIT *****				

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Ship To: WYOMING, CITY OF
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Salesperson Mike Schasser

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Item No.	Description	Cross-Ref. No.	Qty.	Unit Price	Total Price
	ITEM 30				
101WYM30M50PM	CABINET, M30 EPAC M50 POLE MT WYOMING		1	12,689.20	12,689.20
101-2340	CABINET ACT M30 4PH BIU WR MDOT PGW		1		
102-2300	CONTROLLER EPAC3108M52 2ND RS232 OS9		1		
160-2101	MONITOR, TS2 MMU2-16LE SMART MONITOR		1		
122-1000	FLASH TRANSFER RELAY DELTROL		4		
460-1000	FLASHER EDI MDL810-2 CIRCUIT		1		
149-1001	LOAD SWITCH I/O DISCRETE 200-OI		8		
207-2410	HARDWARE, CAB POLE MOUNT -2/SET		1		
103-3127	CABINET BRACKET, ALUMINUM		2		
160-4201	DETECTOR, 2 CH RACK ORACLE 2E		1		
460-2016	POWER SUPPLY, CABINET TS2 PS-200		1		
460-2017	BUSS INTERFACE UNIT, BIU700		1		
146-3205	PUSHBUTTON CONTROL UNIT, CARD, W/15' HARN		1		
	***** END of KIT *****				
	ITEM 40				
101-2620	BASE EXTENSION P44 GREY		1	417.00	417.00
	ITEM 50				
101-2622	BASE, EXTENSION M30 15" GREY AQC11498P001		1	360.00	360.00
	ITEM 60				
101NF160	KIT, FLASHER CABINET EL240 STD 1 CIRCUIT		1	456.10	456.10
124-1011	FLASHER PANEL FOR NEMA FLASHER 1 CKT FOR		1		
124-1000	CABINET, EL240 FLASHER TC4000 PG		1		
460-1000	FLASHER EDI MDL810-2 CIRCUIT		1		
103-3127	CABINET BRACKET, ALUMINUM		1		
207-2410	HARDWARE, CAB POLE MOUNT -2/SET		1		
	***** END of KIT *****				

Amt Subject to Sales Tax	Amt Exmt from Sales Tax		
0.00	75,928.80	Subtotal:	75,928.80
		Total Sales Tax:	0.00
		Total:	75,928.80

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Ship To: WYOMING, CITY OF
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Quote/Bid Ref: ACCESSORIES
Shipment Within 4 - 8 WEEKS ARO
Shipping Terms
Terms NET 30 DAYS

Customer ID 2170
Salesperson Mike Schasser

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Item No.	Description	Cross-Ref. No.	Qty.	Unit Price	Total Price
	ITEM 70				
102-2300	CONTROLLER EPAC3108M52 2ND RS232 OS9		1	2,970.00	2,970.00
	ITEM 80				
91-1000	DATA KEY, M52 CONTROLLER 2MB 5V		1	64.65	64.65
	ITEM 81				
92GPS	GPS ANTENNA W/HARNESS		1	370.85	370.85
92-2000	GPS RECEIVER, GARMIN 19XHVS		1		
141-3500	POWER SUPPLY FOR GPS AC-DC CONV, DIN RAIL		1		
172-5020	CABLE, GPS TO SEPAC W/TERMINAL BLK V.2		1		
	***** END of KIT *****				
	ITEM 82				
173-3050	TIME CLOCK, TR-4 GPS W/ GPS RECEIVER		1	790.00	790.00
	ITEM 83				
92GPS	GPS TERMINAL COMPARTMENT		1	97.00	97.00
103-9050	TERMINAL COMPARTMENT, ALUM		1		
100-1660	C&G TECH SERVICES SET-UP REDUCER NIPPLE F		1		
	***** END of KIT *****				
	ITEM 90				
160-2002	MONITOR, 6 CH ENHANCED SSM6LEC		1	720.00	720.00
	ITEM 100				
160-2012	MONITOR, 12 CH UPLOAD SSM-12LEC		1	802.00	802.00
	ITEM 110				
160-2101	MONITOR, TS2 MMU2-16LE SMART MONITOR		1	753.00	753.00
	ITEM 120				
149-1001	LOAD SWITCH I/O DISCRETE 200-OI		1	29.00	29.00
	ITEM 121				

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Item No.	Description	Cross-Ref. No.	Qty.	Unit Price	Total Price
129-1001	FILTER, CABINET 12"x16"x1"		1	3.80	3.80
	ITEM 130				
122-1000	FLASH TRANSFER RELAY DELTROL		1	40.75	40.75
	ITEM 140				
	OBSOLETE				
	ITEM 141				
178-2981	RELAY, SOLID STATE, SPST N.O. STRUTHERS 418		1	80.10	80.10
	ITEM 142				
178-2980	RELAY, SOLID STATE, SPST N.O. CRYDOM A2475		1	109.65	109.65
	ITEM 143				
47-2022	ZONEDEFENDER PRO 120/240 160KA		1	682.00	682.00
	ITEM 144				
47-2021	ARRESTOR, ZONE GUARDIAN 12 AMP, 1P		1	250.00	250.00
	ITEM 145				
110-3000	ARRESTOR, GAS TUBE 317B		1	16.50	16.50
	ITEM 150				
460-1000	FLASHER EDI MDL810-2 CIRCUIT		1	24.00	24.00
	ITEM 160				
160-3000	POWER SUPPLY, 1.5 A RACK PS-175		1	199.00	199.00
	ITEM 161				
460-2016	POWER SUPPLY, CABINET TS2 PS-200		1	339.00	339.00
	ITEM 170				
106-1000	PUSHBUTTON ISOLATOR, DCI-82-242		1	47.00	47.00

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Item No.	Description	Cross-Ref. No.	Qty.	Unit Price	Total Price
	ITEM 171				
141-NS0068	46F2623 PR7 13.8 VDC POWER SUP		1	143.50	143.50
	ITEM 172				
111-1250	SURGE SUPPRESSOR, 120VAC 1PHASE SHA-1250		1	168.00	168.00
	ITEM 173				
111-1251	BASE, HARDWIRE FOR SHA-1250- BASE-A		1	33.00	33.00
	ITEM 174				
460-2017	BUSS INTERFACE UNIT, BIU700		1	240.00	240.00
	ITEM 180				
77-1000	DATA REPEATER, F.O.		1	950.00	950.00
	ITEM 190				
167WYRADIO	RADIO KIT, MDS LICENSED WYOMING		1	2,833.40	2,833.40
136-2500	ICT 8A POWER SUPPLY, SHLF MNT		1		
167-2000	9710B LICENSED FREQENCY RADIO W/DIAG		1		
136-2510	JUMPER, RADIO CABLE 2', FSJ4-50B, N(M), N(M)		1		
136-1003	ANTENNA, YAGI DIRECTIONAL 10DB		1		
136-1002	SURGE PROTECTION, POLYPHASER IS50NX-C2		1		
136-1001	CONNECTOR, 3/8" CABLE		1		
136-1000	CABLE, RADIO 3/8" 100 FT ROLL		1		
103-7658	FOOT, WD/STL 1.25" HOLE U1158 BLK .75" MH		1		
103-7616	PLUG, 1.25" FOR U1158 FOOT BLACK		1		
103-7311	NIPPLE, ALUM 1.5" X 18" UNF		1		
103-7312	PIPE, ALUM 1.5" X 23" UNF		1		
103-7909	ELBOW, ALUM SERRATED UNF		1		
85-5010	CABLE, IFS/MDS TO EPAC/EPIC		1		
	***** END of KIT *****				
	ITEM 200				
85-5010	CABLE, IFS/MDS TO EPAC/EPIC		1	36.00	36.00

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Item No.	Description	Cross-Ref. No.	Qty.	Unit Price	Total Price
	ITEM 210				
136-1000	CABLE, RADIO 3/8" 100 FT ROLL		1	125.00	125.00
	ITEM 220				
126-3100	POWER CABLE, CAMERA 6' NTSC		1	38.50	38.50
	ITEM 230				
151-0138	CABLE, OPTICOM MDL 138 (500 FT ROLL)		500	0.55	275.00
	ITEM 240				
136-1001	CONNECTOR, 3/8" CABLE		1	12.50	12.50
	ITEM 250				
169-2000	CABLE, VIDEO, 3C W/PWR 500 FT		1	846.50	846.50
	ITEM 251				
110-1025	CABLE, VERSICAM 500' ROLL IMSA 40-2		1	370.00	370.00
	ITEM 252				
110-1022	CABLE, VERSICAM 100' ROLL IMSA 40-2		1	74.00	74.00
	ITEM 260				
169-2100	CABLE, VIDEO, 3C W/PWR 1,000 FT		1	1,693.00	1,693.00
	ITEM 261				
110-1030	CABLE, VERSICAM 1,000' ROLL IMSA 40-2		1	740.00	740.00
	ITEM 270				
126-3001	CONNECTOR, BNC W/RUBBER BOOT		1	6.25	6.25
	ITEM 280				
85-5000	CABLE, EPAC/EPIC/MARC TO PC		1	49.95	49.95
	ITEM 290				
160LD	DETECTOR WITH HARNESS KIT		1	152.00	152.00
160-301T	DETECTOR, 1 CH SHELF LMD301T		1		
160-1002	HARNESS, DETECTOR 10 PIN		1		

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QUOTATION

Sales Quote Number **WY14A**

Sales Quote Date: 12/24/15

Expires On: 12/31/16

Sell To: WYOMING, CITY OF
JODIE THEIS
2660 BURLINGAME, S.W.
P.O. BOX 905
WYOMING, MI 49509-0905

Ship To: WYOMING, CITY OF
JODIE THEIS
2660 BURLINGAME, S.W.
WYOMING, MI 49509-0905

Quote/Bid Ref: ACCESSORIES
Shipment Within 4 - 8 WEEKS ARO
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Terms NET 30 DAYS

Customer ID 2170
Salesperson Mike Schasser

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Item No.	Description	Cross-Ref. No.	Qty.	Unit Price	Total Price
	***** END of KIT *****				
	ITEM 300				
160LD4	DETECTOR 4 CH. WITH HARNESS KIT		1	430.25	430.25
160-0304	DETECTOR, 4 CHANNEL SHELF LMD304		1		
106-4010	HARNESS 19PIN FOR 4 CH DETECTOR		1		
	***** END of KIT *****				
	ITEM 310				
160-4201	DETECTOR, 2 CH RACK ORACLE 2E		1	199.00	199.00
	ITEM 320				
160-4401	DETECTOR, 4 CH RACK ORACLE 4E		1	305.00	305.00
	ITEM 330				
160-301T	DETECTOR, 1 CH SHELF LMD301T		1	122.00	122.00
	ITEM 340				
160-0304	DETECTOR, 4 CHANNEL SHELF LMD304		1	337.00	337.00
	ITEM 350				
108-1010	DETECTOR, MICROWAVE TC26-B		1	825.00	825.00
	ITEM 360				
108-NS003283	ISOLATION CARD FOR TC-26B 2 SLOT 4 CH TCIB-4		1	168.00	168.00
	ITEM 361				
108-5100	INTERSECTOR INTERFACE BOARD TCIB-4.2		1	477.00	477.00
	ITEM 362				
108-5000	INTERSECTOR PRESENCE SNSR TC-CK1-SBE		1	4,550.00	4,550.00
	ITEM 363				
108-NS007252	ETHERNET CABLE EXTENDER (ECX)		1	575.00	575.00

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Item No.	Description	Cross-Ref. No.	Qty.	Unit Price	Total Price
	ITEM 370				
108-NS003284	ISOLATION CARD,TC-26B SENSOR PANEL MOUNT		1	46.50	46.50
	ITEM 380				
126-1001	CAMERA, WIDE ANGLE RZ4A-WDR-FLEX-PAK		1	2,000.00	2,000.00
	ITEM 390				
126-1007	CAMERA, VANTAGE COLOR RZ4A-WDR-PAK		1	1,975.00	1,975.00
	ITEM 391				
126-1010	CAMERA, VERSICAM		1	1,420.00	1,420.00
	ITEM 392				
126-1015	MODULE, VERSICAM RACK MOUNT		1	710.00	710.00
	ITEM 393				
126-1016	MODULE, VERSICAM SHELF MOUNT		1	910.00	910.00
	ITEM 394				
126-1011	VERSICAM, WIDE ANGLE COLOR FLEX		1	1,655.00	1,655.00
	ITEM 400				
126-0500	PROCESSOR, EDGE2 1 CAMERA INPUT		1	2,485.00	2,485.00
	ITEM 410				
126-0600	PROCESSOR, EDGE2 2 CAMERA INPUT DUAL		1	4,255.00	4,255.00
	ITEM 420				
126-0700	EXTENSION MODULE, 2 CHANNEL		1	308.00	308.00
	ITEM 430				
126-0800	EXTENSION MODULE, 4 CHANNEL		1	347.00	347.00
	ITEM 440				
126-1510	LENS ADJUST MODULE W/ DISPLAY V.2		1	1,670.00	1,670.00

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Item No.	Description	Cross-Ref. No.	Qty.	Unit Price	Total Price
	ITEM 441				
126-1510	LENS ADJUST MODULE W/ DISPLAY V.2		1	1,670.00	1,670.00
	ITEM 450				
126-4502	RACK, V2 2 SLOT W/POWER SUPPLY		1	658.00	658.00
	ITEM 460				
126-4503	RACK, V2 3 SLOT W/POWER SUPPLY		1	440.00	440.00
	ITEM 470				
126-1004	BRACKET, CAMERA MOUNT UNIVERSAL		1	80.00	80.00
	ITEM 471				
	SAME AS ITEM 470				
	ITEM 480				
103ABCAMERA	BRACKET, ASTRO CAMERA MOUNT		1	188.35	188.35
103-9150	BRACKET, CAMERA MOUNT		1		
103-2084	CLAMP KIT, 84" S.S. CABLE		1		
103-2074	TUBE, GUSSET 74" ASTRO BRACKET		1		
	***** END of KIT *****				
	ITEM 481				
338-9005	MONITOR, VIDEO LCD 10" SPECO		1	530.00	530.00
	ITEM 490				
136-1003	ANTENNA, YAGI DIRECTIONAL 10DB		1	268.00	268.00
	ITEM 500				
136-1011	ANTENNA, 7DB OMNI MAXRAD		1	189.00	189.00
	ITEM 510				
136-3000	ANTENNA, RUBBER DUCK REVERSE TNC LARSEN		1	17.00	17.00

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Item No.	Description	Cross-Ref. No.	Qty.	Unit Price	Total Price
	ITEM 520				
136-1013	MOUNTING BRACKET, MMK9 FOR OMNI		1	22.00	22.00
	ITEM 530				
	OBSOLETE				
	ITEM 540				
101-4601	HOUSING POLY 12" SA 1 SEC FOR INSERT		1	46.25	46.25
	ITEM 550				
101-4602	HOUSING POLY 12" SA 2 SEC FOR INSERT		1	84.75	84.75
	ITEM 560				
101-4600	HOUSING POLY 12" SA 3 SEC FOR INSERT		1	109.00	109.00
	ITEM 570				
101-4618	HOUSING POLY 12" SA 4 SEC FOR INSERT		1	148.00	148.00
	ITEM 580				
101-4802X	SIGNAL POLY 12" RYG LED ITE		1	274.00	274.00
	ITEM 590				
101-4803X	SIGNAL POLY 12" R AA GA LED MDOT ITE		1	290.00	290.00
	ITEM 600				
101-4810X	SIGNAL POLY 12" RED LED MDOT ITE		1	100.75	100.75
	ITEM 610				
101-4821X	SIGNAL POLY 12" YEL LED MDOT ITE		1	103.25	103.25
	ITEM 620				
101-4803X	SIGNAL POLY 12" R AA GA LED MDOT ITE		1	290.00	290.00
	ITEM 630				
101-4852X	SIGNAL POLY 12" YA GA LED MDOT ITE		1	215.25	215.25

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	ITEM 640				
101-4850X	SIGNAL POLY 12" Y G LED MDOT ITE		1	199.25	199.25
	ITEM 650				
101-4805X	SIGNAL POLY 12" RA YA YA GA LED MDOT ITE		1	405.00	405.00
	ITEM 660				
132-1000X	DIALIGHT LED 12" RED INSERT XL ITE		1	50.50	50.50
	ITEM 661				
132-1002X	DIALIGHT LED 12" RED ARROW INSERT ITE		1	65.00	65.00
	ITEM 670				
132-2000X	DIALIGHT LED 12" YEL INSERT XL ITE		1	53.00	53.00
	ITEM 680				
132-3000X	DIALIGHT LED 12" GRN INSERT XL ITE		1	61.50	61.50
	ITEM 690				
132-2002X	DIALIGHT LED 12" YEL AR INSERT ITE OD		1	61.50	61.50
	ITEM 700				
132-3002X	DIALIGHT LED 12" GRN AR INSERT ITE OD		1	69.00	69.00
	ITEM 701				
103-7401	PINNACLE, SIGNAL CLOSURE POLY YELLOW		1	3.45	3.45
103-7401	PINNACLE, SIGNAL CLOSURE POLY YELLOW		1	3.45	3.45
	ITEM 702				
101-7115	PINNACLE LONG BK01 YELLOW A702037-12		1	12.00	12.00
	ITEM 710				
103-4130	BACKPLATE, SA 3 SEC WITH REFLECTIVE		1	88.75	88.75

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	ITEM 720				
101TS12C6LED	1-WAY 5-COLOR 12"SWTS LED C6 DH		1	751.90	751.90
101-4850X	SIGNAL POLY 12" Y G LED MDOT ITE		1		
101-4852X	SIGNAL POLY 12" YA GA LED MDOT ITE		1		
101-4851X	SIGNAL ALUM 12" RED LED MDOT ITE		1		
103-7425	BRACKET, 2W DOG HOUSE TOP		1		
103-7426	BRACKET, 2W DOG HS BOTTOM STUD YELLOW		1		
103-7011	SPAN WIRE CLAMP ASSEMBLY		1		
103-7014	BRACKET, WIRE ENTRANCE		1		
101-7140	SIG TO SIG JOINER WASHER & HWD A844291		1		
	***** END of KIT *****				
	ITEM 730				
103AB8446DHBO	ASTRO BRACKET DOG HOUSE ASSY BRKTS ONL		1	305.60	305.60
103-2409	ARM KIT, 5 SEC DOG HOUSE ASSY		1		
103-2084	CLAMP KIT, 84" S.S. CABLE		1		
103-2046	TUBE, GUSSET 46" ASTRO BRACKET		1		
103-2260	TUBE CAPS, FOR ASTRO-BRAC TUBE		1		
101-7140	SIG TO SIG JOINER WASHER & HWD A844291		1		
	***** END of KIT *****				
	ITEM 740				
103AB8446	ASTRO BRKT 84" BAND 46" TUBE		1	165.85	165.85
103-2400	ARM KIT, 9" ASTRO BRACKET		1		
103-2046	TUBE, GUSSET 46" ASTRO BRACKET		1		
103-2084	CLAMP KIT, 84" S.S. CABLE		1		
103-2260	TUBE CAPS, FOR ASTRO-BRAC TUBE		1		
	***** END of KIT *****				
	ITEM 750				
103AB3658	BRACKET,ASTRO 4 SECTION 12"		1	174.45	174.45
103-2084	CLAMP KIT, 84" S.S. CABLE		1		
103-2400	ARM KIT, 9" ASTRO BRACKET		1		
103-2058	TUBE, GUSSET 58" ASTRO BRACKET		1		
103-2260	TUBE CAPS, FOR ASTRO-BRAC TUBE		1		
	***** END of KIT *****				

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Item No.	Description	Cross-Ref. No.	Qty.	Unit Price	Total Price
	ITEM 760				
103-7415	BRACKET, 2-WAY SW 12" TOP BK15		1	134.45	134.45
	ITEM 770				
103-7416	BRACKET, 2-WAY SW 12" BOT BK16		1	19.75	19.75
	ITEM 780				
103-7417	BRACKET, 3-WAY SW 12" TOP BK17		1	126.60	126.60
	ITEM 790				
103-7418	BRACKET, 3-WAY SW 12" BOT BK18		1	76.45	76.45
	ITEM 800				
103-7419	BRACKET, 4-WAY SW 12" TOP BK19		1	234.20	234.20
	ITEM 810				
103-7420	BRACKET, 4-WAY SW 12" BOT BK20		1	76.35	76.35
	ITEM 820				
103-7011	SPAN WIRE CLAMP ASSEMBLY		1	38.00	38.00
	ITEM 830				
101-7013	BRACKET, WIRE ENTR CHASE NPL YEL A32132-12		1	43.10	43.10
	ITEM 840				
103-7014	BRACKET, WIRE ENTRANCE		1	57.95	57.95
	ITEM 850				
101-7113	BRACKET, WIRE ENTR DROP PIPE YEL BK130-10A		1	55.25	55.25
	ITEM 860				
103-7607	PIPE, CENTER 31" U-1516 BLK		1	21.50	21.50
	ITEM 870				

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101-7140	SIG TO SIG JOINER WASHER & HWD A844291		1	9.00	9.00
	ITEM 880 OBSOLETE				
101-6801X	ITEM 890 SIGNAL POLY 12" PED LED H/M FILLED ITE		1	185.00	185.00
101-6815X	ITEM 900 SIGNAL POLY 16" PED LED CD FILLED ITE		1	286.00	286.00
132-6007X	ITEM 910 DIALIGHT LED 12" PED H/M INSERT ITE		1	131.00	131.00
146-1002	ITEM 920 PUSH BUTTON, BULL DOG III YEL LATCH & MMTR		1	87.00	87.00
146-2001	ITEM 930 ADAPTER, PUSH BUTTON WOOD YEL		1	22.10	22.10
146-3002	ITEM 931 PUSHBUTTON, NAVIGATOR 2 WIRE W/"C" SIGN Y		1	465.00	465.00
146-3006	ITEM 932 CONTROL UNIT W/ENET, USB PORT, HDWR KIT		1	2,890.00	2,890.00
146-3008	ITEM 933 SPECIAL VOICE MESSAGE RECORDING		1	50.00	50.00
146-3110	ITEM 934 NAVIGATOR CONFIGURATOR GREY CASE		1	370.00	370.00
115-1010	ITEM 940 SHAFT 10' SPUN ALUM.		1	193.85	193.85

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	ITEM 950				
115-1014	SHAFT 14' SPUN ALUM.		1	274.25	274.25
	ITEM 960				
115-1016	SHAFT 16' SPUN ALUM.		1	313.35	313.35
	ITEM 970				
103-1530	BASE, SQUARE W/SET SCREW & LUG		1	169.20	169.20
	ITEM 980				
157-1001	ANCHOR BOLT 3/4" X 18" X 3"		1	9.00	9.00
	ITEM 990				
103-7638	BRACKET, 2-WAY 12" "T" BK38-B		1	140.00	140.00
	ITEM 1000				
103-7640	BRACKET, 16" 2-WAY STRAIGHT ARM BLK		1	111.75	111.75
	ITEM 1010				
103-7633	BRACKET, 2W 12" STRAIGHT BK33-B		1	129.25	129.25
	ITEM 1020				
103-7606	BRACKET,2-W PT 12"BOT 14"BK06-B		1	173.17	173.17
	ITEM 1021				
103-7612	BRACKET, 2-W PT 12" TOP BK06Z-B		1	173.20	173.20
	ITEM 1030				
103-7647	BRACKET,2-W PT 12"TOP 14"BK47-B		1	75.95	75.95
	ITEM 1031				
103-7608	BRACKET, 1-W PT 12"TOP BK04Z-B		1	130.50	130.50
	ITEM 1040				
103-7636	BRACKET, 1-WAY ARM 12" BK36-B		1	59.75	59.75

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Item No.	Description	Cross-Ref. No.	Qty.	Unit Price	Total Price
	ITEM 1050				
103-7669	FOOT, 4" POLE (U1169) BLACK		1	13.45	13.45
	ITEM 1060				
103-7660	FOOT, WOOD POLE UJ60 BLK W/HOLE		1	36.50	36.50
	ITEM 1061				
103-7616	PLUG, 1.25" FOR U1158 FOOT BLACK		1	1.10	1.10
	ITEM 1070				
147-1003	LOOP SEALANT PLY PACK 1 LTR BLK		1	30.30	30.30
	ITEM 1080				
147-1006	GUN, 1 LTR PLY PACK APPLICTION PNEUMATIC		1	259.00	259.00
	ITEM 1090				
151-0762	PHASE SELECTOR, 2 CH 762		1	1,876.00	1,876.00
	ITEM 1100				
151-0764	PHASE SELECTOR, 4 CH 764		1	2,935.00	2,935.00
	ITEM 1110				
151-0511	DETECTOR, MDL 711, 1 CH., 1 DIR		1	454.00	454.00
	ITEM 1120				
151-0521	DETECTOR, MDL 721, 1 CH., 2 DIR		1	517.00	517.00
	ITEM 1130				
151-0522	DETECTOR, MDL 722, 2 CH., 2 DIR		1	725.00	725.00
	ITEM 1140				
103-0500	SPAN CLAMP, OPTICOM DETECTOR		1	13.85	13.85
	ITEM 1150				

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Item No.	Description	Cross-Ref. No.	Qty.	Unit Price	Total Price
151-0760	CARD RACK, W/ P1 HARNESS 760		1	180.00	180.00
	ITEM 1160				
151-792H	EMITTER, HIGH PRIORITY 792H		1	1,062.00	1,062.00
	ITEM 1170				
151-592R	EMITTER SWITCH W/RANGE CTL 592R		1	199.00	199.00
	ITEM 1180				
103-7495	MINI-BRAC FOR OPTICOM SENSOR MOUNT SS		1	47.00	47.00
	ITEM 1190				
180-2400L	CASE SIGN, 24X30 4W HT LED		1	1,581.00	1,581.00
	ITEM 1191				
18024304WLED	CASE SIGN 24X30 4WAY HT LED		1	1,976.95	1,976.95
103-7011	SPAN WIRE CLAMP ASSEMBLY		1		
103-7014	BRACKET, WIRE ENTRANCE		1		
180-2400L	CASE SIGN, 24X30 4W HT LED		1		
144-2430FACE	SIGN FACE, 24X30 PER PLANS		4		
	***** END of KIT *****				
	ITEM 1200				
180-2200U	CASE SIGN, 24X30 2W HT LED UNIVERSAL		1	1,275.55	1,275.55
	ITEM 1201				
18024302WLED	CASE SIGN 24X30 2WAY HT LED		1	1,521.50	1,521.50
103-7011	SPAN WIRE CLAMP ASSEMBLY		1		
103-7014	BRACKET, WIRE ENTRANCE		1		
180-2200U	CASE SIGN, 24X30 2W HT LED UNIVERSAL		1		
144-2430FACE	SIGN FACE, 24X30 PER PLANS		2		
	***** END of KIT *****				
	ITEM 1210				
180-2110U	CASE SIGN, 24X30 1W HT LED UNIVERSAL		1	1,068.50	1,068.50

CARRIER & GABLE, INC.
24110 Research Drive
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www.carriergable.com

QUOTATION

Sales Quote Number **WY14A**

Sales Quote Date: 12/24/15

Expires On: 12/31/16

Sell To: WYOMING, CITY OF
JODIE THEIS
2660 BURLINGAME, S.W.
P.O. BOX 905
WYOMING, MI 49509-0905

Ship To: WYOMING, CITY OF
JODIE THEIS
2660 BURLINGAME, S.W.
WYOMING, MI 49509-0905

Quote/Bid Ref: ACCESSORIES
Shipment Within 4 - 8 WEEKS ARO
Shipping Terms
Terms NET 30 DAYS

Customer ID 2170
Salesperson Mike Schasser

ALL VALUES STATED IN U.S. DOLLARS

Item No.	Description	Cross-Ref. No.	Qty.	Unit Price	Total Price
	ITEM 1211				
180S2W2430	CASE SIGN 2-WAY 24X30 HUB TOP		1	1,228.30	1,228.30
103-7011	SPAN WIRE CLAMP ASSEMBLY		1		
103-7014	BRACKET, WIRE ENTRANCE		1		
180-2110U	CASE SIGN, 24X30 1W HT LED UNIVERSAL		1		
144-2430FACE	24X30 FACE PER PLANS		1		
	***** END of KIT *****				
	ITEM 1220				
180-2100U	CASE SIGN, 24X30 1W AB T & B LED UNIVERSAL		1	1,068.55	1,068.55
	ITEM 1221				
180S1W2430AB	CASE SIGN 1-WAY AST/BK TB		1	1,309.40	1,309.40
180-2100U	CASE SIGN, 24X30 1W AB T & B LED UNIVERSAL		1		
144-2430FACE	24X30 FACE PER PLANS		1		
103-2084	CLAMP KIT, 84" S.S. CABLE		1		
103-2260	TUBE CAPS, FOR ASTRO-BRAC TUBE		1		
103-2046	TUBE, GUSSET 46" ASTRO BRACKET		1		
103-2400	ARM KIT, 9" ASTRO BRACKET		1		
	***** END of KIT *****				
	ITEM 1230				
180-1100L	CASE SIGN, 12X27 1W HB LED		1	740.55	740.55
	ITEM 1240				
180-1101L	CASE SIGN, 12X27 1W AB T&B LED		1	740.55	740.55
	ITEM 1241				
180S1W1227AB	CASE SIGN 1-WAY 12X27 AST/BKT/T		1	776.55	776.55
180-1101L	CASE SIGN, 12X27 1W AB T&B LED		1		
144-1227FACE	SIGN FACE, 12X27 PER PLANS		1		
101-7140	SIG TO SIG JOINER WASHER & HWD A844291		1		
	***** END of KIT *****				

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Item No.	Description	Cross-Ref. No.	Qty.	Unit Price	Total Price
	ITEM 1250				
180-1102L	CASE SIGN, 12X27 1W HT AB BOT LED		1	740.55	740.55
	ITEM 1251				
180S1W1227HTLED	CASE SIGN, 12X27 1W HT ABB LED		1	776.55	776.55
180-1102L	CASE SIGN, 12X27 1W HT AB BOT LED		1		
144-1902	SIGN FACE, 12X27 LEFT		1		
101-7140	SIG TO SIG JOINER WASHER & HWD A844291		1		
	***** END of KIT *****				
	ITEM 1260				
180-1401L	CASE SIGN, 12X27 4W THRU PIPE LED		1	1,757.55	1,757.55
	ITEM 1270				
180-2900	SIGN FACE, 24X30 ALUMINUM BLANK		1	68.00	68.00
	ITEM 1280				
144-2430FACE	SIGN FACE, 24X30 PER PLANS		1	75.00	75.00
	ITEM 1290				
144-1901	SIGN FACE, 12X27 RIGHT		1	27.00	27.00
	ITEM 1300				
144-1902	SIGN FACE, 12X27 LEFT		1	27.00	27.00
	ITEM 1310				
144-1903	SIGN FACE, 12X27 THRU		1	27.00	27.00
	ITEM 1320				
198RF24X304W	RETROFIT KIT 24X30 4W LED MDOT		1	831.00	831.00
198-2415	24 X 30 4 WAY ASSY 22 CRE LED 44W		1		
	***** END of KIT *****				
	ITEM 1330				
198RF24X302W	RETROFIT KIT 24X30 2W LED MDOT		1	465.00	465.00
198-1011	PANEL, LED 24 X 30 L BRAC RETROFIT		2		
196-1502	POWER SUPPLY, 100 WATT RETROFIT		1		

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Item No.	Description	Cross-Ref. No.	Qty.	Unit Price	Total Price
40-2000	BRACKET, L FOR CASE SIGN RETROFIT ASY		8		
	***** END of KIT *****				
	ITEM 1340				
198-1000	PANEL, LED 12 X 27 RELUME RETROFIT		1	186.00	186.00
	ITEM 1350				
198RF24X301W	PANEL, LED 24 X 30 RETROFIT		1	205.00	205.00
198-1011	PANEL, LED 24 X 30 L BRAC RETROFIT		1		
40-2000	BRACKET, L FOR CASE SIGN RETROFIT ASY		4		
	***** END of KIT *****				
	ITEM 1360				
198-1005	PANEL, LED 24 X 30 RELUME SLIM UNIV		1	276.00	276.00
	ITEM 1370				
196-1502	POWER SUPPLY, 100 WATT RETROFIT		1	55.00	55.00
	ITEM 1380				
198-1525	CABLE, POWER SUPPLY FOR LED CASE SIGN PN		1	10.00	10.00
	ITEM 1390				
180-3077	LED, BO, 24X30 NLT SYM BLACK AB T/B		1	3,125.00	3,125.00
180-NS003695	SIGN,YELLOW,24X30,LED BLK. OUT NO LEFT TUR		1	2,692.35	2,692.35
	ITEM 1391				
180-3080	LED, BO, 24X30 NLT SYM BLACK HUB T&B		1	3,125.00	3,125.00
180-NS006309	SIGN,YELLOW,24X30,LED BLK OUT NLT, HUB TOP		1	2,692.35	2,692.35
	ITEM 1400				
180-3078	LED, BO, 24X30 NRT SYM BLACK AB T/B		1	3,125.00	3,125.00
180-NS003696	SIGN,YELLOW,24X30 LED BLK OUT NO RIGHT TU		1	2,692.35	2,692.35
	ITEM 1401				
180-3079	LED, BO, 24X30 NRT SYM BLACK HUB T&B		1	3,125.00	3,125.00

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180-NS006310	SIGN,YELLOW,24X30,LED BLK OUT NRT, HUB TOP		1	2,692.35	2,692.35
	ITEM 1410				
180-3076	LED, BO, 24X30 NTOR LGN BLACK AB T/B		1	3,125.00	3,125.00
180-NS003693	SIGN YELLOW 24X30 LED BLNK OUT NTOR, ASTR		1	2,807.75	2,807.75
	ITEM 1411				
180-3075	LED, BO, 24X30 NTOR LGN BLACK HT		1	3,125.00	3,125.00
180-NS006311	SIGN,YELLOW,24X30,LED BLK OUT NTOR, HUB TO		1	2,807.75	2,807.75
	ITEM 1420				
125-1600	ACCESS POINT CARD, CONTACT CLOSURE		1	1,875.00	1,875.00
	ITEM 1430				
125-1605	SERIAL PORT RADIO		1	690.00	690.00
	ITEM 1440				
125-1610	ISOLATOR		1	375.00	375.00
	ITEM 1441				
141-3100	CABLE, CAT5 ENHANCED 3 FT STRAIGHT THRU		1	4.40	4.40
	ITEM 1442				
141-3101	CABLE, CAT5 ENHANCED 7 FT STRAIGHT THRU		1	6.75	6.75
	ITEM 1443				
141-3103	CABLE, CAT5 ENHANCED 1 FT STRAIGHT THRU		1	2.00	2.00
	ITEM 1450				
125-2003	REPEATER, BATTERY OPER LONG LIFE RP240-BH		1	1,495.00	1,495.00
	ITEM 1460				
125-2005	BRACKET, MOUNTING AP/REP /SPP RADIO		1	171.00	171.00
	ITEM 1470				

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Item No.	Description	Cross-Ref. No.	Qty.	Unit Price	Total Price
125-3000	SENSOR, VEHICLE, NO SHELL VSN240-F-NS		1	575.00	575.00
125-3025	SHELL, CLEAR PLASTIC FOR FLUSH MT. SENSOR		1	10.00	10.00
	ITEM 1480				
125-3001	SENSOR, VEHICLE, SB, NO SHELL VSN240-T-NS		1	466.00	466.00
125-3025	SHELL, CLEAR PLASTIC FOR FLUSH MT. SENSOR		1	10.00	10.00
	ITEM 1490				
125-4001	EXTENSION CARD, CONTACT CL, NEMA TS1 OR T		1	405.00	405.00
	ITEM 1500				
511-1000	EPOXY, TUBE FOR SENSYS BLACK		1	40.00	40.00
	ITEM 1505				
511-1001	EPOXY, TUBE FOR SENSYS ORANGE		1	40.00	40.00
	ITEM 1510				
511-2000	GUN, EPOXY CAULK, 450ML		1	86.00	86.00
	ITEM 1520				
134-3250	CABLE, CAT 5E OUTDOOR/FLOODED 250 FT ROLL		1	100.00	100.00
	ITEM 1521				
134-3500	CABLE, CAT 5E OUTDOOR/FLOODED 500 FT ROLL		1	200.00	200.00
	ITEM 1522				
134-3000	CABLE, CAT 5E OUTDOOR/FLOODED 1,000 FT RO		1	397.00	397.00
	ITEM 1523				
169-0500	CABLE, CAT 5E OD, 600V 500', BELDEN 7958A		1	537.00	537.00
	ITEM 1524				
178-1100	CONNECTOR, EZ-RJ45 FOR 600V CAT5E		1	3.10	3.10
	ITEM 1525				

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Item No.	Description	Cross-Ref. No.	Qty.	Unit Price	Total Price
141-3101	CABLE, CAT5 ENHANCED 7 FT STRAIGHT THRU		1	6.75	6.75
	ITEM 1526				
141-3100	CABLE, CAT5 ENHANCED 3 FT STRAIGHT THRU		1	4.40	4.40
	ITEM 1550				
126-1450	CAMERA, VANTAGE NEXT NEXT-CAM-PAK		1	1,478.60	1,478.60
	ITEM 1560				
126-1400	PROCESSOR, VANTAGE NEXT, NEXT-VP-PAK		1	2,121.45	2,121.45
	ITEM 1570				
126-1425	CCU UNIT, VANTAGE NEXT, NEXT-CCU-PAK		1	3,085.75	3,085.75

Amt Subject to Sales Tax	Amt Exmt from Sales Tax
0.00	134,953.72

Subtotal:	134,953.72
Total Sales Tax:	0.00
Total:	134,953.72

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QUOTATION

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Sales Quote Date: 12/24/15

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JODIE THEIS
2660 BURLINGAME, S.W.
P.O. BOX 905
WYOMING, MI 49509-0905

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JODIE THEIS
2660 BURLINGAME, S.W.
WYOMING, MI 49509-0905

Quote/Bid Ref: STREET NAME SIGNS/POLES
Shipment Within 4 - 8 WEEKS ARO
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Salesperson Mike Schasser

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Item No.	Description	Cross-Ref. No.	Qty.	Unit Price	Total Price
	ILLUMINATED STREET NAME SIGNS				
	ITEM 1420				
1802W6SNS	SNS KIT 6', 2-WAY W/LOGO		1	1,423.65	1,423.65
103-5000	BRACKET, TRI STD ADAPTER W/SS INSERT		2		
103-5001	BRACKET, SIGN HANGER 2" W/42" BAND		1		
103-5002	BRACKET, SIGN HANGER 12" W/42" BAND		1		
180-8600	STREET NAME SIGN, 6' 2W W/FACE		1		
	***** END of KIT *****				
	ITEM 1421				
180SNS	STREET NAME SIGN 6' LED 2-WAY W/LOGO		1	2,403.65	2,403.65
103-5000	BRACKET, TRI STD ADAPTER W/SS INSERT		2		
103-5001	BRACKET, SIGN HANGER 2" W/42" BAND		1		
103-5002	BRACKET, SIGN HANGER 12" W/42" BAND		1		
180-8600L	STREET NAME SIGN, 6' 2W W/FACE LED		1		
	***** END of KIT *****				
	ITEM 1430				
1802W8SNS	SNS KIT 8', 2-WAY W/LOGO		1	1,573.65	1,573.65
103-5000	BRACKET, TRI STD ADAPTER W/SS INSERT		2		
103-5001	BRACKET, SIGN HANGER 2" W/42" BAND		1		
103-5002	BRACKET, SIGN HANGER 12" W/42" BAND		1		
180-8800	STREET NAME SIGN, 8' 2W W/FACE		1		
	***** END of KIT *****				
	ITEM 1431				
180SNS	SNS KIT 8', LED, 2-WAY W/LOGO		1	2,868.65	2,868.65
103-5000	BRACKET, TRI STD ADAPTER W/SS INSERT		2		
103-5001	BRACKET, SIGN HANGER 2" W/42" BAND		1		
103-5002	BRACKET, SIGN HANGER 12" W/42" BAND		1		
180-8800L	STREET NAME SIGN, 8' 2W W/FACE LED		1		
	***** END of KIT *****				
	ITEM 1440				
1801W8SNS	SNS KIT 8' 1-WAY W/LOGO		1	1,339.65	1,339.65
103-5000	BRACKET, TRI STD ADAPTER W/SS INSERT		2		

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Item No.	Description	Cross-Ref. No.	Qty.	Unit Price	Total Price
103-5001	BRACKET, SIGN HANGER 2" W/42" BAND		1		
103-5002	BRACKET, SIGN HANGER 12" W/42" BAND		1		
180-8801	STREET NAME SIGN, 8' 1W W/FACE		1		
	***** END of KIT *****				
	ITEM 1441				
180SNS	SNS KIT 8', LED, 1-WAY W/LOGO		1	1,938.88	1,938.88
103-5000	BRACKET, TRI STD ADAPTER W/SS INSERT		2		
103-5001	BRACKET, SIGN HANGER 2" W/42" BAND		1		
103-5002	BRACKET, SIGN HANGER 12" W/42" BAND		1		
180-8801L	STREET NAME SIGN, 8' 1W W/FACE LED		1		
	***** END of KIT *****				
	ITEM 1450				
1801W6SNS	SNS KIT, 6' 1-WAY W/LOGO		1	1,212.65	1,212.65
103-5000	BRACKET, TRI STD ADAPTER W/SS INSERT		2		
103-5001	BRACKET, SIGN HANGER 2" W/42" BAND		1		
103-5002	BRACKET, SIGN HANGER 12" W/42" BAND		1		
180-8601	STREET NAME SIGN, 6' 1W W/FACE		1		
	***** END of KIT *****				
	ITEM 1451				
180SNS	SNS KIT, 6', LED 1-WAY W/LOGO		1	1,652.65	1,652.65
103-5000	BRACKET, TRI STD ADAPTER W/SS INSERT		2		
103-5001	BRACKET, SIGN HANGER 2" W/42" BAND		1		
103-5002	BRACKET, SIGN HANGER 12" W/42" BAND		1		
180-8601L	STREET NAME SIGN, 6' 1W W/FACE LED		1		
	***** END of KIT *****				
	ITEM 1460				
198RFSNS62W	RETROFIT KIT 6' SNS 2W		1	1,077.40	1,077.40
198-2000	PANEL, LED SNS 2' RELUME RETROFIT NATIONAL		6		
198-6003	POWER SUPPLY PANEL, 6'/8'/10' 1W SNS		1		
	***** END of KIT *****				

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Item No.	Description	Cross-Ref. No.	Qty.	Unit Price	Total Price
	ITEM 1470				
198RFSNS82W	RETROFIT KIT 8' SNS 2W		1	1,460.40	1,460.40
198-2000	PANEL, LED SNS 2' RELUME RETROFIT NATIONAL		8		
198-6004	POWER SUPPLY PANEL, 6'/8'/10' 2W SNS		1		
	***** END of KIT *****				
	ITEM 1480				
198-2000	PANEL, LED SNS 2' RELUME RETROFIT NATIONA		1	164.00	164.00
	ITEM 1481				
103-5000	BRACKET, TRI STD ADAPTER W/SS INSERT		1	23.45	23.45
	ITEM 1490				
103-5001	BRACKET, SIGN HANGER 2" W/42" BAND		1	103.25	103.25
	ITEM 1500				
103-5002	BRACKET, SIGN HANGER 12" W/42" BAND		1	142.50	142.50
	PULL BOXES				
	ITEM 1510				
104-1000	PULL BOX, 1419-12 GREY W/ TRAFFIC SIGNAL CV		1	65.10	65.10
	ITEM 1520				
104-3000	PULL BOX, 1324-15-3B W/ TRAFFIC SIGNAL CVR		1	191.25	191.25
	ITEM 1530				
197-1000	PULL BOX, PG1324BA18		1	190.75	190.75
	ITEM 1540				
197-1007	COVER, H.D. T.S. FOR PG1324BA0018		1	187.15	187.15
	ITEM 1550				
197-1004	PULL BOX, PG1730BA18		1	247.00	247.00

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Sales Quote Number **WY14B**

Sales Quote Date: 12/24/15

Expires On: 12/31/16

Sell To: WYOMING, CITY OF
JODIE THEIS
2660 BURLINGAME, S.W.
P.O. BOX 905
WYOMING, MI 49509-0905

Ship To: WYOMING, CITY OF
JODIE THEIS
2660 BURLINGAME, S.W.
WYOMING, MI 49509-0905

Quote/Bid Ref: STREET NAME SIGNS/POLES
Shipment Within 4 - 8 WEEKS ARO
Shipping Terms
Terms NET 30 DAYS

Customer ID 2170
Salesperson Mike Schasser

ALL VALUES STATED IN U.S. DOLLARS

Item No.	Description	Cross-Ref. No.	Qty.	Unit Price	Total Price
	ITEM 1560				
197-1003	COVER, H.D. T.S. FOR PG1730BA18		1	214.75	214.75
	STRAIN POLES				
	ITEM 1571				
187-1002	30' (9140mm) POLE MDOT 18" BC		1	2,594.00	2,594.00
	ITEM 1581				
187-1003	36' (10970mm) POLE MDOT 18" BC		1	3,334.00	3,334.00
	ITEM 1591				
187-1000	40' (12190mm) POLE MDOT 18" BC		1	5,667.00	5,667.00
	ITEM 1600				
157-1022	ANCHOR BOLT 1.75"X 114"X6" MDOT		1	180.00	180.00
	ITEM 1610				
157-1023	ANCHOR BOLT 2" X 114" X 6" MDOT		1	248.00	248.00
	ITEM 1620				
194-8075	STRAIN CLAMP, 7.5" DIA MDOT		1	105.00	105.00
	ITEM 1630				
194-8085	STRAIN CLAMP, 8.5" DIA MDOT #		1	105.00	105.00
	ITEM 1640				
194-8095	STRAIN CLAMP, 9.5" DIA MDOT #		1	105.00	105.00
	ITEM 1650				
194-8105	STRAIN CLAMP, 10.5" DIA MDOT #		1	105.00	105.00
	ITEM 1660				
194-8115	STRAIN CLAMP, 11.5" DIA MODT #		1	105.00	105.00

CARRIER & GABLE, INC.
24110 Research Drive
Farmington Hills, MI 48335
(248) 477-8700 (248) 473-0730 • FAX
www.carriergable.com

QUOTATION

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WYOMING, MI 49509-0905

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Customer ID 2170
Salesperson Mike Schasser

ALL VALUES STATED IN U.S. DOLLARS

Item No.	Description	Cross-Ref. No.	Qty.	Unit Price	Total Price
	ITEM 1670				
194-8125	STRAIN CLAMP, 12.5" DIA MDOT #		1	105.00	105.00
	ITEM 1680				
187-NS004013	STANDARD, 21' CAT III 20" BOLT CIRCLE		1	3,754.00	3,754.00
	ITEM 1690				
187-NS004015	STANDARD, 30' CAT III 20" BOLT CIRCLE		1	4,354.00	4,354.00
	ITEM 1700				
187-3060	MAST ARM, 60' CAT III		1	6,527.00	6,527.00
	ITEM 1710				
187-3055	MAST ARM, 55' CAT III		1	5,954.00	5,954.00
	ITEM 1720				
187-3050	MAST ARM, 50' CAT III		1	5,380.00	5,380.00
	ITEM 1730				
187-3045	MAST ARM, 45' CAT III		1	5,294.00	5,294.00
	ITEM 1740				
187-3040	MAST ARM, 40' CAT III		1	4,500.00	4,500.00
	ITEM 1750				
187-3035	MAST ARM, 35' CAT III		1	4,034.00	4,034.00
	ITEM 1760				
187-3030	MAST ARM, 30' CAT III		1	3,834.00	3,834.00
	ITEM 1770				
187-3025	MAST ARM, 25' CAT III		1	3,187.00	3,187.00
	ITEM 1780				
187-NS003458	8 ft LUMINAIRE ARM, GALV		1	674.00	674.00

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Shipping Terms
Terms NET 30 DAYS

Customer ID 2170
Salesperson Mike Schasser

ALL VALUES STATED IN U.S. DOLLARS

Item No.	Description	Cross-Ref. No.	Qty.	Unit Price	Total Price
	ITEM 1790				
187-0010	ARM, 10' LUMINAIRE		1	714.00	714.00
	ITEM 1800				
187-NS003632	12 ft LUMINAIRE ARM, GALV		1	747.00	747.00
	ITEM 1801				
187-1025	STANDARD, 21' CAT III, 18" BC		1	3,727.00	3,727.00
	ITEM 1802				
187-1050	STANDARD, 30' CAT III, 18" BC		1	4,327.00	4,327.00

Amt Subject to Sales Tax	Amt Exmt from Sales Tax		
0.00	88,140.43	Subtotal:	88,140.43
		Total Sales Tax:	0.00
		Total:	88,140.43

1/18/2016
Engineering/JJO:nll

RESOLUTION NO._____

RESOLUTION TO AUTHORIZE FINAL PAYMENT TO
KAMMINGA AND ROODVOETS, INC. FOR THE COMPLETION OF THE
2015 WATERMAIN REHABILITATION PROJECT

WHEREAS:

1. On May 4, 2015, the City of Wyoming awarded a contract to Kamminga and Roodvoets, Inc. for the 2015 Watermain Rehabilitation Project in the amount of $1,437,113.98.
2. The project is now complete but various miscellaneous items were increased above the original bid quantities adding $50,874.67 or 3.5% to the original project total.
3. The additional cost can be financed out of the Water Fund Account No. 591-441-57300-972573, but a budget amendment is necessary.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council hereby approves the final payment of $51,348.79 to Kamminga and Roodvoets, Inc. for the 2015 Watermain Rehabilitation Project.
2. The City Council hereby approves the attached budget amendment.

Moved by Councilmember:
Seconded by Councilmember:
Motion Carried Yes
No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on January 18, 2016.

_____
Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:
Budget Amendment
Final Pay Estimate

CITY OF WYOMING BUDGET AMENDMENT

Date: January 18, 2016 **Budget Amendment No. 032**

To the Wyoming City Council:

A budget amendment is requested for the following reason: To appropriate $51,000 of additional budgetary authority for final payment to Kamminga and Roodvoets for the 2015 Watermain Rehabilitation Project as per attached resolution.

Description/Account Code	Current	Increase	Decrease	Amended
Water Fund				
Public Works - Capital Outlay - Capital Outlay Watermains				
591-441-57300-972.573	2,672,356.67	51,000.00		2,723,356.67
Fund Balance/Working Capital (Fund 591)		-	51,000.00	

Recommended: Kate Barfoot
Accountant

City Manager

Motion by Councilmember _____, seconded by Councilmember _____ that the General Appropriations Act for Fiscal Year 2015-2016 be amended by adoption of the foregoing budget amendment.

Motion carried: Yes _____, No _____

I hereby certify that at a _____ meeting of the Wyoming City Council duly held on _____ the foregoing budget amendment was approved.

City Clerk

CITY OF WYOMING

1155 28TH STREET S. W.
WYOMING, MI 49509

AUTHORIZATION FOR PAYMENT FOR WORK COMPLETED ON THE FOLLOWING CONTRACT

2015 Watermain Reconstruction Project

168.15 **Estimate # 10 Final**

IDR START **11/23/2016**
IDR END **11/23/2016**

ACCOUNT NO.	REQUISITION	THIS ESTIMATE	TOTAL
591-441-57300-972.573 Cap Outl Water	$ 1,437,113.98	$ 51,348.79	$ 1,487,988.65
0			
	$ 1,437,113.98	$ 51,348.79	$ 1,487,988.65

CONTRACTOR: Kamminga & Roodvoets Inc.
3435 Broadmoor SE
Grand Rapids, MI 49512

PO# 2015-00000760 CONTRACT PRICE: **$ 1,437,113.98**

$ 1,437,113.98

DATE OF LAST ESTIMATE: 12/7/2015

DATE OF THIS ESTIMATE: 1/18/2016

TOTAL AMOUNT EARNED AS SHOWN ON ESTIMATE	10	**$ 1,487,988.65**
LESS PREVIOUS ESTIMATES		**$ 1,436,639.86**
AMOUNT DUE CONTRACTOR		**$ 51,348.79**

PREPARED BY: 1-11-16

REVIEWED BY: 1.12.16

AUTHORIZED BY: WOoolsey

Construction Pay Estimate Report

City of Wyoming

1/11/2016 4:39 PM

FieldManager 5.1a

Contract: _168.15, 2015 Watermain Reconstruction

Estimate No.	Estimate Date	Entered By	Estimate Type	Managing Office
10	1/11/2016	Oonk Jeff	Final	City of Wyoming

All Contract Work Completed	Construction Started Date	Prime Contractor
11/5/2015	6/22/2015	Kamminga & Roodvoets, Inc. 3435 Broadmoor Avenue SE Grand Rapids MI 49512

Comments

Item Usage Summary

Project: 168.15, 2015 Watermain Reconstruction

Category: 0, Mobilization and Traffic

Item Description	Unit	Item Code	Prop. Ln.	Project Line No.	Item Type	Mod. No.	Quantity	Item Price	Dollar Amount
MOBILIZATION Traffic Control and Remobilization due to DTE Work	LS	_1000	0590	0600	SA	010	1.000	1,000.00	$1,000.00
								Subtotal for Category 0:	**$1,000.00**

Category: 1, Wyoming Avenue

Item Description	Unit	Item Code	Prop. Ln.	Project Line No.	Item Type	Mod. No.	Quantity	Item Price	Dollar Amount
6 " CI SPECIALS (TEES, BENDS, PLUGS, REDUCERS, SLEEVES, ETC.)	EA	_5201	0090	0090	00	000	1.000	235.00	$235.00
BARRICADE TYPE II LIGHTED - FURNISHED	EA	_8100	0160	0160	00	000	11.000	27.00	$297.00
BARRICADE TYPE II LIGHTED - OPERATED	EA	_8101	0165	0165	00	000	11.000	1.00	$11.00
BITUMINOUS MIXTURE - 4C	TON	_6335	0145	0145	00	000	539.440	66.00	$35,603.04
F&L 1" WATER SERVICES, COMPLETE, LONG SIDE AT VARIOUS LOCATIONS	EACH	_5605	0095	0095	00	000	2.000	1,715.00	$3,430.00
F&L 1" WATER SERVICES, COMPLETE, SHORT SIDE AT VARIOUS LOCATIONS	EACH	_5606	0100	0100	00	000	1.000	800.00	$800.00
TOP SOIL 4" SCREENED	SY	_7005	0150	0150	00	000	2,716.430	3.15	$8,556.75
								Subtotal for Category 1:	**$48,932.79**

Category: 2, Boulevard Drive

Item Description	Unit	Item Code	Prop. Ln.	Project Line No.	Item Type	Mod. No.	Quantity	Item Price	Dollar Amount
BARRICADE TYPE II LIGHTED - FURNISHED	EA	_8100	0335	0335	00	000	11.000	27.00	$297.00
BARRICADE TYPE II LIGHTED - OPERATED	EA	_8101	0340	0340	00	000	11.000	1.00	$11.00
								Subtotal for Category 2:	**$308.00**

Item Usage Summary

Project: 168.15, 2015 Watermain Reconstruction
Category: 3, Wrenwood Street

Item Description	Unit	Item Code	Prop. Ln.	Project Line No.	Item Type	Mod. No.	Quantity	Item Price	Dollar Amount
BARRICADE TYPE II LIGHTED - FURNISHED	EA	_8100	0525	0525	00	000	11.000	27.00	$297.00
BARRICADE TYPE II LIGHTED - OPERATED	EA	_8101	0530	0530	00	000	11.000	1.00	$11.00
F&L 2" WATER SERVICES, COMP AT VARIOUS LOCATIONS	EA	_5603	0555	0555	SA	010	1.000	800.00	$800.00

Subtotal for Category 3: $1,108.00

Subtotal for Project 168.15: $51,348.79

Total Estimated Item Payment: $51,348.79

Time Charges

Site	Site Description	Site Method	Days Charged	Liq. Damages
00	Overall Contract Site	Completion Date		$0

Total Liquidated Damages: $0

Pre-Voucher Summary

Project	Voucher No.	Item Payment	Stockpile Adjustment	Dollar Amount
168.15, 2015 Watermain Reconstruction	0010	$51,348.79	$0.00	$51,348.79

Voucher Total: $51,348.79

Summary

Current Voucher Total:	$51,348.79	Earnings to date:	$1,487,988.64
-Current Retainage:	$0.00	- Retainage to date:	$0.00
-Current Liquidated Damages:	$0.00	- Liquidated Damages to date:	$0.00
-Current Adjustments:	$0.00	- Adjustments to date:	$0.00
Total Estimated Payment:	**$51,348.79**	Net Earnings to date:	$1,487,988.64
		- Payments to date:	$1,436,639.85
		Net Earnings this period:	**$51,348.79**

Estimate Certification

I certify the items included on this report constitute my estimate of work completed and due the contractor as of the date of this document. I also certify the prime contractor is meeting all requirements for minority percentages and the payrolls are current.

Jeff Oonk (Project Engineer) and/or — 1-11-16 (Date)

Russ Henckel (Construction Engineer) — 1-12-16 (Date)

Construction Pay Estimate Amount Balance Report

Estimate: 10

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City of Wyoming

FieldManager 5.1a

Contract: _168.15, 2015 Watermain Reconstruction

Project: 168.15, 2015 Watermain Reconstruction

Category: 0, Mobilization and Traffic

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0010	MINOR TRAFFIC CONTROL DEVICES	_8010	1.000	LS		1.000	1.000	100%	28,300.00000	$28,300.00
0005	MOBILIZATION	_1000	1.000	LS		1.000	1.000	100%	80,000.00000	$80,000.00
0590	MOBILIZATION Traffic Control and Remobilization due to DTE Work	_1000	1.000	LS	1.000	1.000	1.000	100%	1,000.00000	$1,000.00

Subtotal for Category 0: 109300.00

Category: 1, Wyoming Avenue

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0090	6 " CI SPECIALS (TEES, BENDS, PLUGS, REDUCERS, SLEEVES, ETC.)	_5201	50.000	EA	1.000	50.000	50.000	100%	235.00000	$11,750.00
0135	ADJUST CASTINGS	_6295	22.000	EA		22.000	22.000	100%	418.00000	$9,196.00
0160	BARRICADE TYPE II LIGHTED - FURNISHED	_8100	41.000	EA	11.000	41.000	41.000	100%	27.00000	$1,107.00
0165	BARRICADE TYPE II LIGHTED - OPERATED	_8101	41.000	EA	11.000	41.000	41.000	100%	1.00000	$41.00
0170	BARRICADE TYPE III LIGHTED - FURNISHED	_8110	7.000	EA		7.000	7.000	100%	80.00000	$560.00
0175	BARRICADE TYPE III LIGHTED - OPERATED	_8111	7.000	EA		7.000	7.000	100%	10.00000	$70.00
0140	BITUMINOUS MIXTURE - 3C	_6333	631.760	TON		631.760	631.760	100%	62.00000	$39,169.12
0145	BITUMINOUS MIXTURE - 4C	_6335	539.440	TON	539.440	539.440	539.440	100%	66.00000	$35,603.04
0155	CLASS A SEED HYDRO-MULCH	_7015	4,363.430	SY		4,363.430	4,363.430	100%	0.50000	$2,181.72
0065	COLD MILLING EXISTING PAVEMENT - 3"	_1210	7,173.000	SY		7,173.000	7,173.000	100%	2.25000	$16,139.25
0120	CONCRETE CURB AND GUTTER, 30" - DET I25	_6240	3,779.000	LF		3,779.000	3,779.000	100%	12.40000	$46,859.60
0130	CONCRETE PAVEMENT NON REINFORCED, 4"	_6280	746.050	SY		746.050	746.050	100%	23.85000	$17,793.30
0125	CONCRETE SIDEWALK, 4"	_6270	12,110.000	SF		12,110.000	12,110.000	100%	2.65000	$32,091.50
0085	D.I. CL 53 WATER PIPE 6"	_5101	2,857.500	LF		2,857.500	2,857.500	100%	44.25000	$126,444.39
0115	DETECTABLE WARNINGS	_6217	80.000	FT		80.000	80.000	100%	55.00000	$4,400.00

Construction Pay Estimate Amount Balance Report

Estimate: 10

1/11/2016 4:39 PM

City of Wyoming

FieldManager 5.1a

Project: 168.15, 2015 Watermain Reconstruction

Category: 1, Wyoming Avenue

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0070	DRAINAGE STRUCTURE CASTINGS	_4031	18.000	EACH		18.000	18.000	100%	415.00000	$7,470.00
0075	F & P 5" HYDRANT	_5040	6.000	EA		6.000	6.000	100%	2,525.00000	$15,150.00
0095	F&L 1" WATER SERVICES, COMPLETE, LONG SIDE AT VARIOUS LOCATIONS	_5605	30.000	EACH	2.000	30.000	30.000	100%	1,715.00000	$51,450.00
0100	F&L 1" WATER SERVICES, COMPLETE, SHORT SIDE AT VARIOUS LOCATIONS	_5606	38.000	EACH	1.000	38.000	38.000	100%	800.00000	$30,400.00
0030	REMOVE CURB & GUTTER	_1008	3,779.000	LF		3,779.000	3,779.000	100%	3.40000	$12,848.60
0045	REMOVE EX COVER AND CASTINGS	_1142	18.000	EA		18.000	18.000	100%	160.00000	$2,880.00
0060	REMOVE EX WATERMAIN	_1170	37.000	LF		37.000	37.000	100%	10.00000	$370.00
0050	REMOVE EXIST. VALVE BOX	_1143	1.000	EA		1.000	1.000	100%	180.00000	$180.00
0055	REMOVE HYDRANT	_1168	5.000	EACH		5.000	5.000	100%	230.00000	$1,150.00
0040	REMOVE PAVEMENT	_1045	725.150	SY		725.150	725.150	100%	3.40000	$2,465.51
0035	REMOVE SIDEWALK	_1035	1,538.800	SY		1,538.800	1,538.800	100%	3.40000	$5,231.92
0020	REMOVE TREES 19" TO 36"	_1003	8.000	EA		8.000	8.000	100%	875.00000	$7,000.00
0025	REMOVE TREES 36" OR LARGER	_1004	1.000	EA		1.000	1.000	100%	1,400.00000	$1,400.00
0015	REMOVE TREES 8" TO 18"	_1002	11.000	EA		11.000	11.000	100%	365.00000	$4,015.00
0110	SIDEWALK RAMP, 4"	_6210	1,831.450	SF		1,831.450	1,831.450	100%	3.10000	$5,677.50
0105	STREET GRADE	_6114	2,630.000	LF		2,630.000	2,630.000	100%	12.00000	$31,560.00
0150	TOP SOIL 4" SCREENED	_7005	4,363.430	SY	2,716.430	4,363.430	4,363.430	100%	3.15000	$13,744.80
0585	TREE PLANTING 2" Caliper Maple	_7055	1.000	EA		1.000	1.000	100%	475.00000	$475.00
0080	VALVES 6"	_5076	21.000	EA		21.000	21.000	100%	1,160.00000	$24,360.00

Subtotal for Category 1: 561234.25

Category: 2, Boulevard Drive

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0575	4" SPECIALS (TEES, BENDS, PLUGS, ETC)	_5200	1.000	EACH		1.000	1.000	100%	210.00000	$210.00

Construction Pay Estimate Amount Balance Report

Estimate: 10

City of Wyoming

1/11/2016 4:39 PM

FieldManager 5.1a

Project: 168.15, 2015 Watermain Reconstruction

Category: 2, Boulevard Drive

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0260	6 " CI SPECIALS (TEES, BENDS, PLUGS, REDUCERS, SLEEVES, ETC.)	_5201	18.000	EA		18.000	18.000	100%	235.00000	$4,230.00
0265	8 " CI SPECIALS (TEES, BENDS, PLUGS, REDUCERS, SLEEVES, ETC.)	_5202	14.000	EA		14.000	14.000	100%	375.00000	$5,250.00
0310	ADJUST CASTINGS	_6295	19.000	EA		19.000	19.000	100%	418.00000	$7,942.00
0335	BARRICADE TYPE II LIGHTED - FURNISHED	_8100	41.000	EA	11.000	41.000	41.000	100%	27.00000	$1,107.00
0340	BARRICADE TYPE II LIGHTED - OPERATED	_8101	41.000	EA	11.000	41.000	41.000	100%	1.00000	$41.00
0345	BARRICADE TYPE III LIGHTED - FURNISHED	_8110	6.000	EA		6.000	6.000	100%	80.00000	$480.00
0350	BARRICADE TYPE III LIGHTED - OPERATED	_8111	6.000	EA		6.000	6.000	100%	10.00000	$60.00
0315	BITUMINOUS MIXTURE - 3C	_6333	590.500	TON		590.500	590.500	100%	62.00000	$36,611.00
0320	BITUMINOUS MIXTURE - 4C	_6335	590.500	TON		590.500	590.500	100%	66.00000	$38,973.00
0330	CLASS A SEED HYDRO-MULCH	_7015	946.500	SY		946.500	946.500	100%	0.50000	$473.25
0220	COLD MILLING EXISTING PAVEMENT - 3"	_1210	5,957.500	SY		5,957.500	5,957.500	100%	2.25000	$13,404.38
0295	CONCRETE CURB AND GUTTER, 30" - DET I25	_6240	3,025.000	LF		3,025.000	3,025.000	100%	12.40000	$37,510.00
0305	CONCRETE PAVEMENT NON REINFORCED, 4"	_6280	334.500	SY		334.500	334.500	100%	23.85000	$7,977.83
0300	CONCRETE SIDEWALK, 4"	_6270	6,668.800	SF		6,668.800	6,668.800	100%	2.65000	$17,672.32
0250	D.I. CL 53 WATER PIPE 6"	_5101	232.500	LF		232.500	232.500	100%	44.25000	$10,288.13
0255	D.I. CL 53 WATER PIPE 8"	_5102	1,510.500	LF		1,510.500	1,510.500	100%	52.00000	$78,546.00
0290	DETECTABLE WARNINGS	_6217	60.000	FT		60.000	60.000	100%	55.00000	$3,300.00
0225	DRAINAGE STRUCTURE 4' DIA 0'-8' (CATCH BASIN)	_4016	0.000	EA		0.000			1,575.00000	
0230	DRAINAGE STRUCTURE CASTINGS	_4031	19.000	EACH		19.000	19.000	100%	415.00000	$7,885.00
0235	F & P 5" HYDRANT	_5040	4.000	EA		4.000	4.000	100%	2,525.00000	$10,100.00
0270	F&L 1" WATER SERVICES, COMPLETE, LONG SIDE AT VARIOUS LOCATIONS	_5605	8.000	EACH		8.000	8.000	100%	1,715.00000	$13,720.00

Construction Pay Estimate Amount Balance Report

Estimate: 10

City of Wyoming

1/11/2016 4:39 PM

FieldManager 5.1a

Project: 168.15, 2015 Watermain Reconstruction

Category: 2, Boulevard Drive

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0275	F&L 1" WATER SERVICES, COMPLETE, SHORT SIDE AT VARIOUS LOCATIONS	_5606	16.000	EACH		16.000	16.000	100%	800.00000	$12,800.00
0580	MISC. D.I. CL 53 WATER PIPE, 4"	6807001	5.500	LFT		5.500	5.500	100%	39.25000	$215.88
0180	REMOVE CURB & GUTTER	_1008	3,025.000	LF		3,025.000	3,025.000	100%	3.40000	$10,285.00
0195	REMOVE EX COVER AND CASTINGS	_1142	19.000	EA		19.000	19.000	100%	160.00000	$3,040.00
0205	REMOVE EX DRAINAGE STRUCTURES	_1145	0.000	EA		0.000			255.00000	
0215	REMOVE EX WATERMAIN	_1170	72.000	LF		72.000	72.000	100%	10.00000	$720.00
0200	REMOVE EXIST. VALVE BOX	_1143	4.000	EA		4.000	4.000	100%	180.00000	$720.00
0210	REMOVE HYDRANT	_1168	5.000	EACH		5.000	5.000	100%	230.00000	$1,150.00
0190	REMOVE PAVEMENT	_1045	334.500	SY		334.500	334.500	100%	3.40000	$1,137.30
0185	REMOVE SIDEWALK	_1035	924.300	SY		924.300	924.300	100%	3.40000	$3,142.62
0285	SIDEWALK RAMP, 4"	_6210	1,539.200	SF		1,539.200	1,539.200	100%	3.10000	$4,771.52
0280	STREET GRADE	_6114	1,714.000	LF		1,714.000	1,714.000	100%	12.00000	$20,568.00
0325	TOP SOIL 4" SCREENED	_7005	946.500	SY		946.500	946.500	100%	3.15000	$2,981.48
0570	VALVE 4"	_5075	1.000	EA		1.000	1.000	100%	930.00000	$930.00
0240	VALVES 6"	_5076	8.000	EA		8.000	8.000	100%	1,160.00000	$9,280.00
0245	VALVES 8"	_5077	8.000	EA		8.000	8.000	100%	1,465.00000	$11,720.00

Subtotal for Category 2: 379242.71

Category: 3, Wrenwood Street

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0565	4" SPECIALS (TEES, BENDS, PLUGS, ETC)	_5200	3.000	EACH		3.000	3.000	100%	210.00000	$630.00
0435	6 " CI SPECIALS (TEES, BENDS, PLUGS, REDUCERS, SLEEVES, ETC.)	_5201	17.000	EA		17.000	17.000	100%	235.00000	$3,995.00
0440	8 " CI SPECIALS (TEES, BENDS, PLUGS, REDUCERS, SLEEVES, ETC.)	_5202	15.000	EA		15.000	15.000	100%	375.00000	$5,625.00
0495	ADJUST CASTINGS	_6295	18.000	EA		18.000	18.000	100%	418.00000	$7,524.00

Construction Pay Estimate Amount Balance Report

Estimate: 10

City of Wyoming

1/11/2016 4:39 PM

FieldManager 5.1a

Project: 168.15, 2015 Watermain Reconstruction

Category: 3, Wrenwood Street

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0525	BARRICADE TYPE II LIGHTED - FURNISHED	_8100	41.000	EA	11.000	41.000	41.000	100%	27.00000	$1,107.00
0530	BARRICADE TYPE II LIGHTED - OPERATED	_8101	41.000	EA	11.000	41.000	41.000	100%	1.00000	$41.00
0535	BARRICADE TYPE III LIGHTED - FURNISHED	_8110	6.000	EA		6.000	6.000	100%	80.00000	$480.00
0540	BARRICADE TYPE III LIGHTED - OPERATED	_8111	6.000	EA		6.000	6.000	100%	10.00000	$60.00
0505	BITUMINOUS MIXTURE - 3C	_6333	627.500	TON		627.500	627.500	100%	62.00000	$38,905.00
0510	BITUMINOUS MIXTURE - 4C	_6335	627.500	TON		627.500	627.500	100%	66.00000	$41,415.00
0520	CLASS A SEED HYDRO-MULCH	_7015	1,000.000	SY		1,000.000	1,000.000	100%	0.50000	$500.00
0395	COLD MILLING EXISTING PAVEMENT - 3"	_1210	6,337.000	SY		6,337.000	6,337.000	100%	2.25000	$14,258.25
0475	CONCRETE CURB AND GUTTER, 30" - DET I25	_6240	3,147.000	LF		3,147.000	3,147.000	100%	12.40000	$39,022.80
0470	CONCRETE GUTTER - DET I27	_6220	70.000	LF		70.000	70.000	100%	17.00000	$1,190.00
0490	CONCRETE PAVEMENT NON REINFORCED, 4"	_6280	108.200	SY		108.200	108.200	100%	23.85000	$2,580.58
0480	CONCRETE SIDEWALK, 4"	_6270	10,806.000	SF		10,806.000	10,806.000	100%	2.65000	$28,635.90
0485	CONCRETE SIDEWALK, 8"	_6272	392.000	SF		392.000	392.000	100%	5.50000	$2,156.00
0425	D.I. CL 53 WATER PIPE 6"	_5101	274.000	LF		274.000	274.000	100%	44.25000	$12,124.51
0430	D.I. CL 53 WATER PIPE 8"	_5102	2,016.000	LF		2,016.000	2,016.000	100%	52.00000	$104,832.00
0465	DETECTABLE WARNINGS	_6217	54.000	FT		54.000	54.000	100%	55.00000	$2,970.00
0400	DRAINAGE STRUCTURE 4' DIA 0'-8' (CATCH BASIN)	_4016	0.000	EA		0.000			1,575.00000	
0405	DRAINAGE STRUCTURE CASTINGS	_4031	12.000	EACH		12.000	12.000	100%	415.00000	$4,980.00
0410	F & P 5" HYDRANT	_5040	6.000	EA		6.000	6.000	100%	2,525.00000	$15,150.00
0555	F&L 2" WATER SERVICES, COMP AT VARIOUS LOCATIONS	_5603	1.000	EA	1.000	1.000	1.000	100%	800.00000	$800.00
0445	F&L 1" WATER SERVICES, COMPLETE, LONG SIDE AT VARIOUS LOCATIONS	_5605	18.000	EACH		18.000	18.000	100%	1,715.00000	$30,870.00
0450	F&L 1" WATER SERVICES, COMPLETE, SHORT SIDE AT VARIOUS LOCATIONS	_5606	6.000	EACH		6.000	6.000	100%	800.00000	$4,800.00

Construction Pay Estimate Amount Balance Report

Estimate: 10

City of Wyoming

1/11/2016 4:39 PM

FieldManager 5.1a

Project: 168.15, 2015 Watermain Reconstruction

Category: 3, Wrenwood Street

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0500	HAND PATCHING	_6305	17.220	TON		17.220	17.220	100%	100.00000	$1,722.00
0580	MISC. D.I. CL 53 WATER PIPE, 4"	6807001	15.500	LFT		15.500	15.500	100%	39.25000	$608.38
0355	REMOVE CURB & GUTTER	_1008	3,240.000	LF		3,240.000	3,240.000	100%	3.40000	$11,016.00
0370	REMOVE EX COVER AND CASTINGS	_1142	12.000	EA		12.000	12.000	100%	160.00000	$1,920.00
0380	REMOVE EX DRAINAGE STRUCTURES	_1145	1.000	EA		1.000	1.000	100%	255.00000	$255.00
0390	REMOVE EX WATERMAIN	_1170	54.000	LF		54.000	54.000	100%	10.00000	$540.00
0375	REMOVE EXIST. VALVE BOX	_1143	2.000	EA		2.000	2.000	100%	180.00000	$360.00
0385	REMOVE HYDRANT	_1168	3.000	EACH		3.000	3.000	100%	230.00000	$690.00
0365	REMOVE PAVEMENT	_1045	176.800	SY		176.800	176.800	100%	3.40000	$601.12
0360	REMOVE SIDEWALK	_1035	1,141.800	SY		1,141.800	1,141.800	100%	3.40000	$3,882.12
0545	REMOVING SEWER	2060006	9.000	LFT		9.000	9.000	100%	15.00000	$135.00
0550	SEW BULKHEAD,12"	5130655	1.000	EACH		1.000	1.000	100%	160.00000	$160.00
0460	SIDEWALK RAMP, 4"	_6210	1,080.650	SF		1,080.650	1,080.650	100%	3.10000	$3,350.03
0455	STREET GRADE	_6114	1,840.000	LF		1,840.000	1,840.000	100%	12.00000	$22,080.00
0515	TOP SOIL 4" SCREENED	_7005	1,000.000	SY		1,000.000	1,000.000	100%	3.15000	$3,150.00
0560	VALVE 4"	_5075	1.000	EA		1.000	1.000	100%	930.00000	$930.00
0415	VALVES 6"	_5076	9.000	EA		9.000	9.000	100%	1,160.00000	$10,440.00
0420	VALVES 8"	_5077	8.000	EA		8.000	8.000	100%	1,465.00000	$11,720.00

Subtotal for Category 3: 438211.69

Subtotal for Project 168.15: 1487988.65

Percentage of Contract Completed(curr): 100%

(total earned to date / total of all authorized work)

Total Amount Earned This Estimate: $51,348.79

Total Amount Earned To Date: $1,487,988.65

01/18/16
Purchasing/KRO

RESOLUTION NO._____

RESOLUTION TO CONCUR WITH THE EMERGENCY WATER MAIN REPAIRS AND TO AUTHORIZE PAYMENT TO DYKEMA EXCAVATORS, INC. AND SUPERIOR ASPHALT, INC.

WHEREAS:

1. As detailed in the attached Staff Report, Dykema Excavators, Inc. and Superior Asphalt, Inc. provided emergency services associated with the Kenowa Avenue and Clyde Park Avenue water main breaks.
2. It is recommended the City Council authorize payment to Dykema Excavators, Inc. in the amount of $79,971.52.
3. It is recommended the City Council authorize payment to Superior Asphalt, Inc. in the total amount of $39,122.00.
4. Funds for the emergency repairs will require the approval of the attached budget amendment.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby concur with the emergency water main repairs.
2. The City Council does hereby authorize payment to Dykema Excavators, Inc. in the amount of $79,971.52.
3. The City Council does hereby authorize payment to Superior Asphalt, Inc. in the total amount of $39,122.00.
4. The City Council does hereby approve the attached budget amendment.

Moved by Councilmember:
Seconded by Councilmember:
Motion Carried Yes
No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on January 18, 2016.

_____
Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:
Budget Amendment
Staff Report
Invoices

Resolution No._____
s:\purchasing\resolutions\fy 15-16 resolutions\water main repairs authorize payment.docx

CITY OF WYOMING BUDGET AMENDMENT

Date: January 18, 2016 **Budget Amendment No. 031**

To the Wyoming City Council:

A budget amendment is requested for the following reason: To appropriate $125,000 of additional budgetary authority for emergency water main repairs on Kenowa Ave and Clyde Park Ave as per attached resolution.

Description/Account Code	Current	Increase	Decrease	Amended
Major Streets Fund				
Public Works - Street Maintenance - Repairs and Maintenance				
202-441-46300-930.000	98,840.00	40,000.00		138,840.00
Fund Balance/Working Capital (Fund 202)		-	40,000.00	
Water Fund				
Public Works - T and D-Mains - Repairs and Maintenance				
591-441-56200-930.000	126,000.00	85,000.00		211,000.00
Fund Balance/Working Capital (Fund 591)		-	85,000.00	

Recommended: _____ Accountant _____ City Manager

Motion by Councilmember _____, seconded by Councilmember _____ that the General Appropriations Act for Fiscal Year 2015-2016 be amended by adoption of the foregoing budget amendment.

Motion carried: Yes _____, No _____

I hereby certify that at a _____ meeting of the Wyoming City Council duly held on _____ the foregoing budget amendment was approved.

_____
City Clerk

STAFF REPORT

DATE: January 6, 2016

SUBJECT: Authorize Emergency Water Main Break Repair Expenses

FROM: Aaron Vis, Assistant Director of Public Works - Maintenance

Date of Meeting: January 18, 2016

RECOMMENDATION:

It is recommended that the City Council authorize emergency repair expenses of $79,971.52 from Dykema Excavators, Inc. and $39,122.00 from Superior Asphalt, Inc., totaling $119,093.52, associated with the Kenowa Avenue and Clyde Park Avenue water main breaks.

SUSTAINABILITY CRITERIA:

Environmental Quality
The water main breaks created significant sand and sediment washout. Emergency repairs were necessary to properly clean up the affected areas and prevent or mitigate the discharge of these materials to the storm sewer system and associated water bodies.

Social Equity
Emergency repairs were necessary to return water service to City residents and businesses in a timely manner. For both water break events, water service was returned to normal within 14 hours.

Economic Strength
Emergency infrastructure repair ensures that affected businesses and homeowners can resume normal activity in an expedited manner. Due to the favorable weather conditions during these events, road repairs were able to be completed properly and not on a temporary basis which would have created additional expenses in the spring.

DISCUSSION:

Kenowa Avenue Water Main Break

On Thanksgiving evening a 12” water main, located beneath Kenowa Avenue approximately 800’ north of the 56th Street, began visibly leaking. Initial investigation found that the main was approximately 18’ below the road grade and not able to be excavated or repaired with City equipment. Further complicating the situation was a small creek that flowed through a storm sewer immediately above the water main. Dykema Excavators, Inc. was the first contractor that was able respond and was retained to both repair and restore the site.

During excavation, it was clear that the old road base and storm sewer system for this area of Kenowa Avenue were never designed or built to meet current City standards. The storm sewer system was comprised of multiple leaking, undersized, aged materials in poor condition. Much of this was washed away from the leak and it was determined to repair the storm sewer system consistent with current engineering standards, the Storm Water Master Plan, and to allow for proper drainage and cleaning. While this contributed to the project expense it also resolved potential future storm sewer issues in this area.

The water main leak was found to be at the bottom of the water main at the lowest spot in the trench it was laid in. It is likely that salty or acidic stormwater continually leaking from the storm sewer system caused the water main to be continually immersed in this environment, leading to corrosion in a specific area. The installation of new, sealed storm sewer infrastructure should mitigate future similar problems in this area.

Water to the 6 impacted residential homes was returned to normal within 14 hours. The road remained closed for approximately a week due to the extent of the repairs needed. Fortunately, weather conditions permitted permanent restoration the asphalt instead of placing a temporary coating which would have been torn out and redone in the spring. Minor topsoiling and seeding to complete the restoration will occur in the spring.

Besides water main, storm sewer and road repairs, a bike path and retaining wall located to the west of Kenowa Avenue also needed rehabilitation. All of this work was performed by Dykema Excavators, Inc. (or their subcontractors) and overseen by City Engineering staff. Additional coordinated efforts by Public Works, Traffic and Utility staff contributed to the timely and effective emergency response and repair of this water main.

The attached invoice from Dykema Excavators, Inc. details their expenses for this emergency repair and total $79,971.52. Additional expenses from Superior Asphalt, Inc. for the permanent asphalt repair are also attached and amount to $18,906.00. The total expense for these two contractors is $98,877.52.

Clyde Park Avenue Water Main Break

At approximately 1:30 AM on Tuesday, December 8, an 8' long crack developed on a 16" water main located beneath Clyde Park Avenue just north of Colrain Street. The break caused a significant portion of Clyde Park to wash out or heave, resulting in a complete road closure. Unfortunately, three residential homes experienced basement flooding as a result of this break.

The cast iron water main in this area is located approximately 6 feet below road grade and was installed in 1954. Age likely contributed to this failure. Currently, Engineering staff are planning on replacing this water main from 28th Street to 44th Street within the next 4-5 years.

Water service was returned to normal for the impacted area within 14 hours. Due to the damage done to Clyde Park, complete restoration of all 4 traffic lanes was needed. Superior Asphalt, Inc. was able to coordinate asphalt restoration of Clyde Park with Kenowa Avenue and both were completed as permanent repairs on Wednesday, December 9. Both roads remained closed until early Thursday morning to allow the asphalt to properly set and cool.

All repairs to the Clyde Park water main break site, excluding asphalt restoration, were conducted by City staff. The attached invoice from Superior Asphalt, Inc. for work done on Clyde Park totals $20,216.00.

Several photos of both water main breaks follow this staff report. Also included are the invoices from Dykema Excavators, Inc. ($79,971.52) and from Superior Asphalt, Inc. ($39,122.00) totaling $119,093.52, associated with the Kenowa Avenue and Clyde Park Avenue water main breaks.

BUDGET IMPACT:
Sufficient funds are available in the water fund account number 591-441-56200-930000 and major street fund account number 202-441-46300-930000 pending a budget amendment.

Dykema Excavating dewatering the water main break area beneath Kenowa Ave.

Excavation area and repaired water main beneath Kenowa Ave.

Corroded water main from Kenowa Ave. water main break

Kenowa Ave. storm sewer, road and bike path restoration process

Restored Kenowa Ave.

Broken water main beneath Clyde Park Ave.

Restored Clyde Park Ave.

Dykema Excavators, Inc.
1730 Three Mile Road, N.E. • Grand Rapids, MI 49505 • Phone: (616) 363-6895 • Fax: (616) 363-1150
"An Equal Opportunity Employer"

INVOICE

INVOICE NO.: 44877

Date: 12/23/2015

CITY OF WYOMING
ENGINEERING DEPARTMENT
2660 BURLINGAME SW
WYOMING MI 49509

KENOWA AVENUE - W-MAIN BREAK

CUSTOMER NO.	PURCH ORD NO.	JOB NUMBER
8046		6039

Date	Description	Quantity	Price	Amount
	SEE ATTACHED SCHEDULE		79971.52	79,971.52

INVOICE TOTAL 79,971.52

Dykema Excavators Inc. Date: 12/23/2015

Project: Kenowa Ave Watermain Break

	Item	Quantity	Unit	Unit Price	Amount
	Labor/Equipment				
27-Nov	Supervisor (night/holiday)	15	hr	$ 200.00	$ 3,000.00
	Operator (night/holiday)	13.5	hr	$ 116.00	$ 1,566.00
	Wetern Star Carryall w/operator (night/holiday)	3	hr	$ 270.00	$ 810.00
	Cat 345	1	day	$ 1,024.00	$ 1,024.00
30-Nov	Supervisor	8	hr	$ 100.00	$ 800.00
	Foreman (regular)	8	hr	$ 82.00	$ 656.00
	Foreman (overtime)	5	hr	$ 123.00	$ 615.00
	Operator (regular)	16	hr	$ 58.00	$ 928.00
	Operator (overtime)	9	hr	$ 87.00	$ 783.00
	Labor (regular)	16	hr	$ 58.00	$ 928.00
	Labor (overtime)	9	hr	$ 87.00	$ 783.00
	Cat 345 Excavator	1	day	$ 1,024.00	$ 1,024.00
	Cat 950 Loader	1	day	$ 456.00	$ 456.00
	Kenworth Triaxle w/ operator (regular)	3	hr	$ 88.00	$ 264.00
	Kenworth Lead w/ operator (regular)	10.5	hr	$ 100.00	$ 1,050.00
	Kenworth Lead w/ operator (overtime)	4	hr	$ 150.00	$ 600.00
	Western Star Carryall w/operator (regular)	6	hr	$ 135.00	$ 810.00
	Dump fee for fill hauled out	224	cyd	$ 1.50	$ 336.00
1-Dec	Supervisor	2	hr	$ 100.00	$ 200.00
	Foreman (regular)	8	hr	$ 82.00	$ 656.00
	Foreman (overtime)	2	hr	$ 123.00	$ 246.00
	Operator (regular)	16	hr	$ 58.00	$ 928.00
	Operator (overtime)	3	hr	$ 87.00	$ 261.00
	Labor (regular)	16	hr	$ 58.00	$ 928.00
	Labor (overtime)	3	hr	$ 87.00	$ 261.00
	Cat 345	1	day	$ 1,024.00	$ 1,024.00
	Cat 950 Loader	1	day	$ 456.00	$ 456.00
	Kenworth Lead w/ operator (regular)	8	hr	$ 100.00	$ 800.00
	Kenworth Lead w/ operator (overtime)	2	hr	$ 150.00	$ 300.00
	Western Star Carryall w/operator (regular)	3	hr	$ 135.00	$ 405.00
	Dump fee for fill hauled out	80	cyd	$ 1.50	$ 120.00
2-Dec	Supervisor	1	hr	$ 100.00	$ 100.00
	Foreman (regular)	8	hr	$ 82.00	$ 656.00
	Foreman (overtime)	0.5	hr	$ 123.00	$ 61.50
	Operator (regular)	16	hr	$ 58.00	$ 928.00
	Labor (regular)	16	hr	$ 58.00	$ 928.00
	Cat 345	1	day	$ 1,024.00	$ 1,024.00
	Cat 950 Loader	1	day	$ 456.00	$ 456.00
	Kenworth Lead w/ operator (regular)	12	hr	$ 100.00	$ 1,200.00
	Dump fee for fill hauled out	120	cyd	$ 1.50	$ 180.00
3-Dec	Supervisor	5	hr	$ 100.00	$ 500.00
	Foreman (regular)	8	hr	$ 82.00	$ 656.00

	Foreman (overtime)	1.5 hr	$	123.00	$	184.50
	Operator (regular)	16 hr	$	58.00	$	928.00
	Operator (overtime)	2 hr	$	87.00	$	174.00
	Labor (regular)	24 hr	$	58.00	$	1,392.00
	Labor (overtime)	3 hr	$	87.00	$	261.00
	Cat 345	1 day	$	1,024.00	$	1,024.00
	Cat 950 Loader	1 day	$	456.00	$	456.00
	Kenworth Lead w/ operator (regular)	8 hr	$	100.00	$	800.00
	Kenworth Lead w/ operator (overtime)	1.5 hr	$	150.00	$	225.00
	Western Star Carryall w/operator (regular)	1.5 hr	$	135.00	$	202.50
	Dump fee for fill hauled out	80 cyd	$	1.50	$	120.00
4-Dec	Supervisor	2 hr	$	100.00	$	200.00
	Foreman (regular)	8 hr	$	82.00	$	656.00
	Foreman (overtime)	1.5 hr	$	123.00	$	184.50
	Operator (regular)	16 hr	$	58.00	$	928.00
	Operator (overtime)	2 hr	$	87.00	$	174.00
	Labor (regular)	24 hr	$	58.00	$	1,392.00
	Labor (overtime)	3 hr	$	87.00	$	261.00
	Cat 345	1 day	$	1,024.00	$	1,024.00
	Cat 950 Loader	1 day	$	456.00	$	456.00
	Kenworth Lead w/ operator (regular)	5 hr	$	100.00	$	500.00
	Dump fee for fill hauled out	60 cyd	$	1.50	$	90.00
5-Dec	Foreman (overtime)	5 hr	$	123.00	$	615.00
	Operator (overtime)	9 hr	$	87.00	$	783.00
	Labor (overtime)	13.5 hr	$	87.00	$	1,174.50
	Cat 345	1 day	$	1,024.00	$	1,024.00
	Cat 950 Loader	1 day	$	456.00	$	456.00
7-Dec	Foreman (regular)	8 hr	$	82.00	$	656.00
	Foreman (overtime)	0.5 hr	$	123.00	$	61.50
	Operator (regular)	16 hr	$	58.00	$	928.00
	Labor (regular)	27.5 hr	$	58.00	$	1,595.00
	Kubota 420 loader	1 day	$	136.00	$	136.00
	Cat 950 Loader	1 day	$	456.00	$	456.00
	Kenworth Triaxle w/ operator (regular)	4.5 hr	$	88.00	$	396.00
	Kenworth Lead w/ operator (regular)	4 hr	$	100.00	$	400.00
	Western Star Carryall w/operator (regular)	2 hr	$	135.00	$	270.00
	Dump fee for fill hauled out	52 cyd	$	1.50	$	78.00
8-Dec	Foreman (regular)	8 hr	$	82.00	$	656.00
	Operator (regular)	13 hr	$	58.00	$	754.00
	Labor (regular)	40 hr	$	58.00	$	2,320.00
	Kubota 420 loader	1 day	$	136.00	$	136.00
	Cat 950 Loader	1 day	$	456.00	$	456.00
	Kenworth Triaxle w/ operator (regular)	3 hr	$	88.00	$	264.00
	Kenworth Lead w/ operator (regular)	5 hr	$	100.00	$	500.00
	Western Star Carryall w/operator (regular)	1.5 hr	$	135.00	$	202.50
	Dump fee for fill hauled out	70 cyd	$	1.50	$	105.00
9-Dec	Western Star Carryall w/operator (regular)	1.5 hr	$	135.00	$	202.50
14-Dec	Foreman (regular)	3 hr	$	82.00	$	246.00
	Operator (regular)	3 hr	$	58.00	$	174.00

	Labor (regular)	3 hr	$	58.00	$	174.00
	Kubota 420 loader	0.5 day	$	136.00	$	68.00
				Labor/Equipment Total	**$**	**56,627.00**
	Subcontractors					
	Fence Consultants	1 lump	$	825.00	$	825.00
	Kent Companies	1 lump	$	2,121.00	$	2,121.00
	Accurate Saw Coring	1 lump	$	496.00	$	496.00
	Marjo (gravel delivery)	4 hr	$	140.00	$	560.00
				subcontractor subtotal	$	4,002.00
				10% markup	$	400.20
				Subcontractor Total	**$**	**4,402.20**
	Material					
30-Nov	Sand	80 cyd	$	3.60	$	288.00
	1" gravel	17.87 ton	$	13.52	$	241.60
1-Dec	Sand	140 cyd	$	3.60	$	504.00
	1" gravel	27.53 ton	$	13.52	$	372.21
2-Dec	Sand	120 cyd	$	3.60	$	432.00
	1" gravel	27.42 ton	$	13.52	$	370.72
	Rip Rap	26.71 ton	$	42.40	$	1,132.50
	Quick Set Hydraulic Cement	1 Ea	$	63.60	$	63.60
	Non Woven Geotextile Fabric	300 syd	$	0.76	$	228.00
3-Dec	Sand	140 cyd	$	3.60	$	504.00
	Catch Basin Structures	1 lump	$	1,628.88	$	1,628.88
	Casting (7030 frame and lid)	2 ea	$	571.28	$	1,142.56
	42" concrete pipe	56 ft	$	66.43	$	3,720.08
	42" FES	2 ea	$	1,160.70	$	2,321.40
	12" concrete pipe	32 ft	$	9.61	$	307.52
	16" Ductile Iron Pipe	20 ft	$	43.61	$	872.20
	6" Underdrain	30 ft	$	1.39	$	41.70
4-Dec	Sand	40 cyd	$	3.60	$	144.00
	Waterplug (Preco/Speed Plug)	1 pail	$	68.90	$	68.90
	12" Manhole Boot	2 ea	$	135.68	$	271.36
	21AA Limestone	96.79 ton	$	15.64	$	1,513.80
7-Dec	Sand	52 cyd	$	3.60	$	187.20
	Rip Rap	13.21 ton	$	42.40	$	560.10
8-Dec	Screened Topsoil	12 cyd	$	11.55	$	138.60
14-Dec	Straw Matting	6 roll	$	27.56	$	165.36
				Subtotal	$	17,220.29
				10% markup	$	1,722.03
				Material Total	**$**	**18,942.32**
				Job Total	**$**	**79,971.52**

SUPERIOR ASPHALT, INC.
669 Century SW
Grand Rapids, MI 49503

December 8 2015

City of Wyoming
1115 28th St SW
Wyoming, MI

REF: Kenowa and Clyde Park Repairs

Although we will make every attempt to provide a quality product, Superior Asphalt will not be held responsible for conditions beyond our control, due to the current temperatures not meeting the specifications set forth on this project. Superior Asphalt will also be held harmless against any defects that may arise due to these conditions. ie; cold joints, exposed aggregate, segregation, lack of density/compaction, improper adhesion, etc.

MDOT 4C mix design will be used for these repairs

Once completed any attempts to "fix" or "reheat", including any removal and replacement of any areas of failure, due to cold temperatures or grades will not be covered under warranty and will be performed on a time and material basis, if necessary.

By signing this document below you are accepting the final product "as is" and any additional costs incurred for material overages due to wet and/or cold conditions.

Sincerely,

John Alonso
Superior Asphalt

Name/Title: Russ Hencklesc. Asst Dir PW/Eng

Signature: _____

SUPERIOR ASPHALT, INC.

Service Beyond The Surface

669 Century, S.W.
Grand Rapids, MI 49503
616.451.3200
616.451.3969 fax

DATE	INVOICE #
Dec 16, 2015	47430

BILL TO:

City of Wyoming
2380 DeHoop SW
Wyoming, MI 49509

P.O. NUMBER	TERMS	PROJECT
	Net Due	Attn: Shimo Svabic Kenowa north of 56th

DESCRIPTION	AMOUNT
Kenowa street patch bituminous paving 4" 4C	18,906.00

Thank-You For Your Business!

TOTAL	18,906.00

SUPERIOR ASPHALT, INC.

Service Beyond The Surface

669 Century, S.W.
Grand Rapids, MI 49503
616.451.3200
616.451.3969 fax

DATE	INVOICE #
Dec 16, 2015	47431

BILL TO:

City of Wyoming
2380 DeHoop SW
Wyoming, MI 49509

P.O. NUMBER	TERMS	PROJECT
	Net Due	Attn: Shimo Svabic Clyde Park S of 28th

DESCRIPTION	AMOUNT
Clyde Park patch	
Bituminous paving 5" 4C	20,216.00

Thank-You For Your Business!

TOTAL	20,216.00

SUPERIOR ASPHALT, INC.
669 Century SW
Grand Rapids, MI 49503

Phone # 616-451-3200
Fax # 616-451-3969

DATE: 12/8/2015
RECIPIENT: City of Wyoming

JOB NAME: Kenowa St Repairs
LOCATION: Wyoming, MI

Bid Items			Unit Price Bid	
Items of Work	**Quantities**	**Units**	**Unit Price**	**Amount**
Kenowa North of 56th Ave				-
Temporary Paving				-
Bit Road Paving: 2.5" 4C	410	SY	$26.60	$10,906.00
Bit Path Paving: 2" 4C	45	SY	$21.30	$958.50
			TOTAL	$11,864.50
Permanent Paving				-
Bit Road Paving: 2.0" 4C 2.0" 4C	410	SY	$42.60	$17,466.00
Bit Path Paving: 3.0" 4C	45	SY	$32.00	$1,440.00
			TOTAL	$18,906.00
				-
				-
				-
				-
				-

Superior Asphalt, Inc. is not responsible for Miss Dig marking and locating underground utilities.
NOTE: Price does not include permits, staking & layout, traffic control.
NOTE: Price does not include bonds or dues, if 1% bond deduction made, add 1% to prices.
NOTE: Price is good for 10 days.

Estimate prepared by:

John Alonso
616-723-2112

TOTAL **ABOVE**

Authorized Signature:

Receipt of Acceptance

Printed Name:

Signature: Date:

SUPERIOR ASPHALT, INC.
669 Century SW
Grand Rapids, MI 49503

Phone # 616-451-3200
Fax # 616-451-3969

DATE: 12/8/2015
RECIPIENT: City of Wyoming

JOB NAME: Clyde Park Repairs
LOCATION: Wyoming, MI

Bid Items — **Unit Price Bid**

Items of Work	Quantities	Units	Unit Price	Amount
Clyde Park South of 28th St				-
Temporary Paving				-
2 Lanes Bit Paving: 2.5" 4C	190	SY	$26.60	$5,054.00
4 Lanes Bit Paving: 2.5" 4C	380	SY	$26.60	$10,108.00
				-
Permanent Paving				-
4 Lanes Bit Paving: 5.0" 4C	380	SY	$53.20	$20,216.00
				-
				-
				-
				-
				-
				-
				-

Superior Asphalt, Inc. is not responsible for Miss Dig marking and locating underground utilities.
NOTE: Price does not include permits, staking & layout, traffic control.
NOTE: Price does not include bonds or dues, if 1% bond deduction made, add 1% to prices.
NOTE: Price is good for 10 days.

Estimate prepared by:

John Alonso
616-723-2112

TOTAL **ABOVE**

Authorized Signature:

Receipt of Acceptance

Printed Name:

Signature: Date:

01/18/16
Purchasing/KRO

RESOLUTION NO._____

RESOLUTION TO AWARD A PROPOSAL FOR
METER READING SERVICES

WHEREAS:

1. As detailed in the attached Staff Report, proposals were received for meter reading services.
2. It is recommended the City Council accept the low proposal received from Olameter Corporation at the prices as shown on the attached Staff Report.
3. Funds for this service are budgeted in account #591-591-56900-956000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby award the proposal for meter reading services to Olameter Corporation through June 30, 2019.

Moved by Councilmember:
Seconded by Councilmember:
Motion Carried Yes
No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on January 18, 2016.

_____
Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:
Staff Report
Proposal

STAFF REPORT

From: Andrea Boot, Treasurer

Date: January 13, 2016

Subject: Meter Reading Services

Meeting Date: January 18, 2016

RECOMMENDATION:

It is recommended the City Council award the proposal for meter reading services to Olameter Corporation at the contractor provided reading equipment pricing (shown below) through June 30, 2019.

SUSTAINABILITY CRITERIA:

Environmental Quality - Does not significantly impact this criterion.

Social Equity - The Utility Billing Office bills for actual water and sewer service in the City regardless of income, socio-economic or residence status.

Economic Strength - Providing dependable, accurate and affordable meter reading helps to allow the City of Wyoming to offer very competitive water and sewer rates.

DISCUSSION:

On December 1, 2015, three bids were received in our response to our Request for Proposal (RFP) for meter reading services. Seventeen invitations to bid were sent to prospective bidders. The bids received are as shown below:

	July 1, 2016-June 30, 2017		**July 1, 2017 - June 30, 2018**		**July 1, 2018-June 30, 2019**	
Bidder	**Contractor** Provides Reading Equipment	**City** Provides Reading Equipment	**Contractor** Provides Reading Equipment	**City** Provides Reading Equipment	**Contractor** Provides Reading Equipment	**City** Provides Reading Equipment
Olameter Corporation	$0.795	$0.577	$0.795	$0.577	$0.795	$0.577
City Services Inc.	$1.050	$1.050	$1.100	$1.100	$1.150	$1.150
Corix Utilities (US) Inc.		$1.190		$1.230		$1.270

Since July of 2010, the City has contracted with City Services, Inc. for water meter reading services. While we have been pleased with their service, we thought it to be prudent to revisit the market place by requesting proposals from other vendors.

The low bidder, Olameter Corporation, is established in this line of work as outlined in the list they provided with the RFP. Locally they are currently working with the City of Kentwood and the City of East Grand Rapids, who are very satisfied with their work.

In our RFP we requested that bidders provide us with two types of quotes for meter reading services, one where the company provides and maintains the reading equipment and one where the City provides and maintains the reading equipment. While the bid results are cheaper for the City to provide the reading equipment, the quoted price does not take into account the purchase of the reading equipment and necessary software by the City. Because of this additional cost in addition to potential logistical/ access concerns due to our normal work week we decided it was in the best interest of the City to accept the bid with the contractor providing the reading equipment.

The annual cost of having Olameter Corporation read the water meters is less than our current contract cost and continues to be less than if these services were provided by City staff. Therefore I am recommending that we accept the proposal from Olameter Corporation and execute a three year contract through June 30, 2019.

BUDGET IMPACT:

Funds for this service have been budgeted in account #591-591-56900-956000. The annual estimated cost for fiscal year 2016/17 for this service is $73,000.

Olameter

PROPOSAL TO PROVIDE

WATER METER READING SERVICES

TO THE

CITY OF WYOMING

DECEMBER 1, 2015

Rachel Fuller
Vice President – General Manager

4325 Concourse Dr.
Ann Arbor, Michigan 48108

Ph: 318-801-8013
Fax: 936-539-2410
rfuller@olameter.com

Olameter

4325 CONCOURSE DRIVE, ANN ARBOR, MICHIGAN 48108
TEL: 734-769-2600; FAX: 734-769-8772; WWW.OLAMETER.COM

City of Wyoming
Wyoming City Hall
1155-28th Street SW
P.O. Box 905
Wyoming, MI 49509-0905

November 30, 2015

On behalf of Olameter, I am pleased to provide the following proposal in response to City of Wyoming's Invitation to Submit a Proposal for Water Meter Reading services. We are confident in our ability to deliver water meter reading services to the City of Wyoming efficiently and cost-effectively, while maintaining our signature level of quality service into the future. Olameter is a leading provider of outsourced utility solutions to water, electric, gas, and telecommunications utilities, energy retailers, and energy management entities across North America.

What sets Olameter apart from other service providers is our dedication to provide exceptional levels of customized service to all of our utility clients.

- Olameter was founded in 1998 but has been providing outsourcing solutions to the utility industry since 1995 (formerly as AMS Utiliserv).
- Olameter directly employs personnel who consistently provide quality services to each of our utility clients. With a dedicated Human Resources Department, Health and Safety Administrator, Director of Field Services, and Regional Field Managers (RFMs), Olameter ensures services are delivered completely and safely by well-qualified individuals.
- Since we have provided these services for approximately 20 years, the implementation and operation procedures used today have been extensively tested and refined through in-field experience, technology updates, and client input.

At Olameter, we are strong believers in taking a partnership approach and want to build a lasting relationship that will benefit both parties and their respective businesses. Our mandate is to provide a complete solution that will draw upon our extensive experience as one of the leading providers of Meter Reading and Utility Field services in North America. We will utilize our expertise, in conjunction with comprehensive management and reporting tools, to provide you with unsurpassed levels of service and access to information that will help you to maximize your own internal efficiencies.

Please review the following document and contact me directly if any questions arise or further clarification is required. We would also be pleased to provide information regarding the full suite of outsourcing solutions we currently provide to our utility clients.

Regards,
Olameter Corporation

Rachel Fuller

Rachel Fuller
Vice President & General Manager
Tel: 318-801-8013

Olameter

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STATEMENT OF UNDERSTANDING

Olameter understands and will comply with the City of Wyoming's request for water meter reading services based upon the information provided in the request for proposal. Olameter has provided pricing to provide and maintain all necessary meter reading equipment, manpower, transportation and supplies required to successfully complete 8,000 reads each month, as well as pricing for the same services but with the City providing all reading related equipment. Olameter's Field Service Representatives (FSRs) will read the City's water meters between the 1st and 10th day of every month and return completed daily read files to the City, in a City prescribed format, not later than one day after all reads in the file for the read cycle have been obtained. All Olameter FSRs will wear full uniforms along with company-issued photo identification worn in clear view. We ensure that our field personnel are both presentable and recognizable to all of our clients and their customers.

Olameter currently provides meter reading services to 25 organizations across the U.S., reading approximately 8.5 million meters per month, and guarantees that all meter reading services will meet or exceed the industry standard accuracy rate of 1 error per 1,000 reads or 99% accuracy.

As a leading supplier of outsourced meter reading services, Olameter draws on our extensive experience in meter reading system design, route optimization and the management of all aspects of field operations, to help utilities of all sizes enhance efficiencies, reduce unsuccessful read percentages, improve data integrity and increase revenue.

EVIDENCE OF EXPERIENCE

Olameter is a dynamic service company dedicated to providing a variety of quality services, products, and solutions to the North American Utility Industry. Olameter was founded in 1998, has grown to serve over 250 clients across 33 U.S. States and six Canadian provinces.

Shareholders formed Olameter to seek out investments in the area of site services; the objective is to work closely with clients that are prepared to examine the merits of high-quality, technically-proficient outsourcing as a means of reducing their costs and enhancing service levels, through our investment in resources and technology.

In addition, Olameter strives to create a flexible, efficient culture, based on trust and a 'no surprises' mindset. This encourages everyone to work together to achieve the overall service objectives, as well as local goals.

Olameter offers the following categories of services to our valued clients:

- **Utility Field Services** (meter reading, site/meter services, in-field collections, meter dis/reconnections, mass meter installations)
- **Damage Prevention Services** (underground utility locating, leak detection, damage investigations and collection, pole integrity testing/analysis, facilities maintenance, asset inspection and mapping)
- **TelDig Utility Software Solutions** (one call systems/ticket management, custom software development)
- **Geospatial / LiDAR Solutions** (asset inventory/inspection/mapping, GIS asset information, vegetation encroachment and as-built modeling)
- **Utility IT Solutions** (AMI network management, Smart Data web presentment, data collections/settlement/MDM, mobile workforce management,)
- **Administrative Services** (billing solutions, call center, document-fulfillment (print / stuff / mail), consulting services)

Olameter currently has over 2000 employees working in five divisions supported by our Sales/Marketing, Finance, Human Resources, and Administration departments. Divisions include Utility Field / Meter Services, Damage Prevention Services, Geospatial/LiDAR Solutions, TelDig Software Solutions, and Utility Administrative and IT solutions (including Meter Data Management).

Meter Reading

Olameter has found that a key component to a successful meter reading services deployment is a comprehensive startup and implementation plan, coupled with a thorough training plan and curriculum. Olameter has a proven track record for deploying field services to meet clients' specific needs. To lay the groundwork for a successful project, and to ensure the quality of our meter reading services, Olameter will leverage from this experience to assist with startup planning coupled with our Field Service Representative (FSR) training program development.

The following table lists Olameter's current U.S. meter reading clients.

	Beauregard Electric Cooperative Location: DeRidder,, LA Size: 38,000 meters Utility Type: Electric Contract Acquired: 2011 Services: Meter Reading
	City of Bedford Location: Bedford, TX Size: 15,177 meters Utility Type: Water Contract Acquired: 2012 Services: Meter Reading
	Calcasieu Parish Police Jury Waterworks Location: Lake Charles, LA Size: 1,710 meters Utility Type: Water Contract Acquired 2008 Services: Meter Reading
	CenterPoint Energy Location: TX, LA Size: 230,000 meters Utility Type: Gas Contract Acquired: 2005 Services: Meter Reading, Underground Locating (Electric & Gas)
	DTE Energy Location: Detroit, MI Size: 3,000,000 meters Utility Type: Electric, Gas Contract Acquired 1990 Services: Meter Reading, Field Collections (Meter Dis/Re-connections)

Duke Energy	**Duke Energy** Location: NC, SC, IN Size: 2,000,000 meters Utility Type: Electric Contract Acquired 2006 Services: Meter Reading, Field Collections (Dis/Re-connections)
City of East Grand Rapids	**City of East Grand Rapids** Location: East Grand Rapids, MI Size: 4,000 meters Utility Type: Electric Contract Acquired: 2014 Services: Meter Reading
Entergy THE POWER OF PEOPLE	**Entergy** Location: LA, TX, AR Size: 1,313,000 meters Utility Type: Electric Contract Acquired 2002 Services: Meter Reading, AMI Installations, Underground Locating & Mapping (Electric)
HOUSTON HOUSING AUTHORITY	**Houston Housing Authority** Location: Houston, TX Size: 2,866 meters Utility Type: Gas, Electric Contract Acquired: 2010 Services: Meter Reading
JDEC Jeff Davis Electric Co-op, Inc. We're Connected to You.	**Jefferson Davis Electric** Location: Jennings, LA Size: 8,933 meters Utility Type: Electric Contract Acquired 2009 Services: Meter Reading
THE CITY OF Kalamazoo	**City of Kalamazoo** Location: Kalamazoo, MI Size: 42,000 Meters Utility Type: Water Contract Acquired: 2015 Services: Meter Reading

Kansas Gas Service A Division of ONE Gas	**Kansas Gas Service** Location: OK Size: 31,800 meters Utility Type: Gas Contract Acquired: 2014 Services: Meter Reading
	City of Kentwood Location: Kentwood, MI Size: 32,000 meters Utility Type: Water Contract Acquired: 2014 Services: Meter Reading
KUB	**Knoxville Utility Board (KUB)** Location: Knoxville, TN Size: 380,000 meters Utility Type: Electric, Water, Gas Contract Acquired: 2013 Services: Meter Reading, Field Services
	City of Lake Charles Water Department Location: Lake Charles, LA Size: 29,000 meters Utility Type: Water Contract Acquired: 2008 Services: Meter Reading
LEWISVILLE Deep Roots. Broad Wings. Bright Future.	**City of Lewisville** Location: Lewisville, TX Size: 15,000 meters Utility Type: Water Contract Acquired: 2003 Services: Meter Reading, Meter Services
LG&E KU PPL companies	**LG&E KU Energy** Location: KY Size: 675,000 meters Utility Type: Electric Contract Acquired 2004 Services: Manual Meter Reading

City of Malvern	**City of Malvern** Location: Malvern, AR Size: 7,900 meters Utility Type: Water Contract Acquired: 2011 Services: Meter Reading
MIAMI	**City of Miami** Location: Miami, OK Size: 15,000 Utility Type: Electric, Water Contract Acquired: 2013 Services: Meter Reading
	City of Morgan City Location: Morgan City, LA Size: 18,000 meters Utility Type: Water, Gas, Electric Contract Acquired: 2008 Services: Meter Reading
Noble REMC A Touchstone Energy® Cooperative	**Nobile REMC** Location: IN Size: 10,000 meters Utility Type: Electric Contract Acquired: 2013 Services: Meter Reading
	City of Oak Ridge Location: Oak Ridge, TN Size: 30,000 meters Utility Type: Water, Electric Contract Acquired: 2014 Services: Meter Reading
pepco	**PEPCO** Location: Arlington, VA Size: 200,000 meters Utility Type: Electric Contract Acquired 2004 Services: Manual Meter Reading

	City of Punta Gorda Location: Punta Gorda FL Size: 12,100 meters Utility Type: Water Contract Acquired: 2015 Services: Meter Reading
	San Antonio Water System Location: San Antonio, TX Size: 61,400 meters Utility Type: Water Contract Acquired: 2015 Services: Meter Reading
	City of Tampa Location: Tampa, Fl. Size: 80,000 meters Utility Type: Water Contract Acquired: 2011 Services: Meter Reading
	City of Thibodaux Location: Thibodaux, LA Number of Meters: 12,000 Type: Water, Gas Contract Acquired: 2010 Services: Meter Reading
	Vectren Location: Indiana Size: 208,000 meters Utility Type: Gas Contract Acquired: 2013 Services: Meter Reading

CONTACTS

Rachel Fuller, Vice President and General Manager will be the contact person to answer questions regarding Olameter's proposal and her contact information is provided below.

Rachel Fuller, Vice President and General Manager
4325 Concourse Drive
Ann Arbor, MI 48108
Tel.: 318-801-8013
Fax: 936-539-2410
Email Address: rfuller@olameter.com

REFERENCES

REFERENCE 1 - City of Kalamazoo			
Contact:	Kelli Steinman, City Treasurer		
Address:	241 W. South Street, Kalamazoo, MI 49007-4796	Tel.:	269-337-8530
Description:	Provide meter reading services for approximately 42,000 accounts, of which 4900 are monthly accounts and 38,000 are quarterly accounts.		

REFERENCE 2 - City of East Grand Rapids			
Contact:	Karen Mushong, Finance Director / Treasurer		
Address:	750 Lakeside Drive SE, East Grand Rapids, MI 49506	Tel.:	616-949-2110
Description:	Provide meter reading services for approximately 4,000 meters during each month for a grand total of approximately 48,000 meter readings annually.		

REFERENCE 3 - City of Kentwood			
Contact:	Ken McNett Finance Director		
Address:	4900 Breton Avenue S.E., Kentwood, MI 49508	Tel.:	616-554-0733
Description:	Provide meter reading services for approximately 8,000 meters during each designated quarter (3 month period) for a grand total of approximately 32,000 meter readings annually.		

SUBCONTRACTORS

Olameter does not use contractors to perform meter reading services. All Field Service Representatives (FSRs) are employees of Olameter, not subcontracted laborers, and they are required to go through a rigorous screening process including the submission of a driver's abstract, as well as a mandatory criminal background check. As employees they are provided with a full benefit package, Health and Safety training, uniforms, and any equipment that is required to fulfill the contract we have developed with our client.

Olameter

BID PROPOSAL FORM

RECEIVED
DEC 1 2015
Wyoming City Clerk

BID PROPOSAL FORM

State bid price per read for water meter reading services as per the specifications contained herein:

	Contractor provides Reading Equipment (Bid Price Per Read)*	**City** provides Reading Equipment (Bid Price Per Read)*
July 1, 2016 – June 30, 2017	$ 0.795	$ 0.577
July 1, 2017 – June 30, 2018	$ 0.795	$ 0.577
July 1, 2018 – June 30, 2019	$ 0.795	$ 0.577

Successful read and read attempt with valid reason for read failure

Please see pricing notes on page 21.

Are you, or the business owner related to any elected official or employee of the City of Wyoming? Yes ☐ No ☒

Is the bidder a Woman Owned Company? Yes ☐ No ☒
Is the bidder a Minority Owned Company? Yes ☐ No ☒
Is the bidder a Section 3 Certified Contractor? Yes ☐ No ☒

Is bidder willing to honor bid pricing for other Kent and Ottawa Counties municipalities for the term of this proposal? **Kent County** X* Yes ____ No **Ottawa County** X* Yes ____ No
*Assuming similar in scope (eg. percentage walking versus driving).

TERMS: Net 30 days EMAIL: rfuller@olameter.com

COMPANY: Olameter Corporation

ADDRESS: 4325 Concourse Drive

CITY: Ann Arbor STATE: MI ZIP CODE: 48108

AUTHORIZED BY (Please Print): Rachel Fuller PHONE: 318-801-8013

AUTHORIZED SIGNATURE (Required): Rachel Fuller DATE Nov. 30, 2015

All proposals are to be in sealed envelopes and plainly marked **"BID FOR WATER METER READING SERVICES."** The City Council of the City of Wyoming reserves the right to accept or reject all or any bids or to waive formalities, and to award the bid in a manner deemed to be in the best interest of the City.

BID DUE: 11:00 A.M.; Tuesday, December 1, 2015
Wyoming City Clerk's Office
1155 28th Street SW
P.O. Box 905
Wyoming, Michigan 49509-0905

Wyoming Michigan

CITY OF WYOMING
P.O. BOX 905
1155 – 28TH STREET SW
WYOMING, MICHIGAN 49509-0905

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Contractor hereby agrees to abide by the following requirements for affirmative action with respect to the work to be performed under this Contract.

1. Contractor shall not discriminate against any employee or applicant for employment because of color, race, religion, sex, national origin, height, weight, age or handicap or any other reason prohibited by federal or state law. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment advertising, layoff, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

2. In soliciting or advertising for employees placed by or on behalf of Contractor, Contractor shall state that all qualified applicants will receive consideration for employment without regard to color, race, religion, sex, national origin, height, weight, age or handicap or any other reason prohibited by federal or state law. For this purpose it shall suffice to place the words "An Equal Opportunity Employer" in the advertisement and a predominant place at the office of said Contractor.

3. Contractor shall send notice of the City's policy regarding equal employment to each labor union or representative of workers with which Contractor has any agreement, contract or other understanding.

4. Contractor shall furnish information and reports as requested by the City in accordance with this policy. Contractor shall provide access to his/her employment books, records and account to any duly authorized representative of the City in order to allow such representative to assertion whether or not this policy is being complied with by Contractor.

5. Contractor shall post this policy in conspicuous places so as to be available to all employees and applicants for employment.

6. In the event the City determines that the Contractor has failed to abide by the terms stated in this policy, the City may, at its option, withhold payments until full compliance by the requirements of this policy are complied by the Contractor or may choose to terminate the Contract. The City may further choose to bar said Contractor from further contracts until such time as compliance with the requirements contained herein is achieved.

CONTRACTOR

By Rachel Fuller
(Signature Required)

RECEIVED
DEC - 1 2015
Wyoming City Clerk

Wyoming Michigan

SUBCONTRACT PROVISION FORM
FOR WATER METER READING SERVICES

Subject to the approval of the City of Wyoming, the Contractor may sublet the item or items of work so stipulated below, provided the name and signature of the subcontractor is listed in the space provided.

NAME OF CONTRACTOR OR SUBCONTRACTOR DOING THE WORK	DESIGNATED ITEMS
Olameter does not sub-contract any work associated with Meter Reading services.	

The undersigned certified that the Bidder, whose name appears on this proposal, has permission to use our name as Subcontractor for performing the items listed above.

Signed_____ Signed_____

By_____ By_____

Address_____ Address_____

Signed_____ Signed_____

By_____ By_____

Address_____ Address_____

Signed_____ Signed_____

By_____ By_____

Address_____ Address_____

RECEIVED
DEC 1 2015
Wyoming City Clerk

Wyoming Michigan

CITY OF WYOMING
CONTRACTOR INSURANCE REQUIREMENTS

Requirements:
Contractors performing work on City property or public right-of-way for the City of Wyoming shall provide the City a certificate of insurance or a copy of their insurance policy(s) evidencing the coverage and coverage provisions identified herein. Contractors shall provide the City evidence that all subcontractors performing work on the project have the same types and amounts of coverage as required herein or that the subcontractors are included under the contractors' policy. **All insurance providers shall be "A" rated by the A.M. Best Company (www.ambest.com).**

Listed below are the types and amounts of insurance required. The City reserves the right to amend or require additional types and amounts of coverage or provisions depending on the nature of the work.

Type of Insurance	Amount of Insurance
1. Commercial General Liability **Liability to include coverage for:** a) Premises/Operations b) Products/Completed Operations c) Independent Contractors d) Personal Injury e) Contractual Liability	**Bodily Injury** – $1,000,000 per person $1,000,000 per occurrence **Property Damage**- $1,000,000 per occurrence
2. Business Auto Liability **to include coverage for:** a) Owned/Leased Vehicles b) Non-owned Vehicles c) Hired Vehicles	**Bodily Injury** – $1,000,000 per person $1,000,000 per occurrence **Property Damage**- $1,000,000 per occurrence
3. Worker's Compensation Employers' Liability	**Statutory Limits** $500,000 per occurrence
4. Excess/Umbrella Coverage	See bid specification requirements

5. Commercial General Liability and Motor Vehicle Liability, as described above, shall include an endorsement stating that the following shall be Additional Insured's: The City of Wyoming, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming the City of Wyoming as additional insured, coverage afforded is considered to be primary and any other insurance the City of Wyoming may have in effect shall be considered secondary and/or excess.

Your insurance company requires the endorsement as a means of notification both to itself and its underwriters of the fact that an additional insured has been added to the policy under the contract in question.

6. Cancellation Notice: Worker's Compensation Insurance, Commercial General Liability Insurance, and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following: "It is understood and agreed that Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to the City of Wyoming, Purchasing Department, 1155 – 28th Street SW, P.O. Box 905, Wyoming, Michigan 49509-0905."

ALL SUBCONTRACTORS MUST COMPLY WITH THE ABOVE REQUIREMENTS.

Certificate of Liability Insurance Forms must be mailed to:
City of Wyoming -Administrative Offices
1155-28th Street SW
P.O. Box 905
Wyoming, MI 49509-0905

A PURCHASE ORDER WILL NOT BE ISSUED WITHOUT EVIDENCE OF INSURANCE

Questions regarding required insurance should be directed to the City of Wyoming's Administrative Offices, at **616-530-3173**.

In addition, **this form must be signed and mailed,** with the insurance forms, to verify that you can and will meet the insurance requirements listed herein should you be selected to perform work for the City, and will provide the certificates of insurance acceptable to the City of Wyoming.

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Wyoming City Clerk

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Olameter

AGREEMENT:
I agree to provide the above-described insurance coverage to the City of Wyoming. I also agree to provide the City with evidence of insurance coverage on any and all subcontractors performing work on projects.

Company Olameter Corporation Vendor # (if applicable)

Address 4325 Concourse Drive City Ann Arbor State MI Zip Code 48108

Business Phone 936-539-2410 Printed Name Rachel Fuller Cell 318-801-8013

Signature *(required)* Rachel Fuller Date Nov. 30, 2015

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Wyoming City Clerk

Wyoming Michigan

City of Wyoming
INDEMNIFICATION AGREEMENT

The Contractor agrees to indemnify, hold harmless and defend the City of Wyoming, its officers, council members, employees and all parties involved, both past and present, from and against liability for any and all claims, liens, suits, demands, and actions for damages, injuries to persons (including death), property damage (including loss of use), and expenses, (including actual court costs, attorneys' fees and other reasonable costs of litigation) arising out of or resulting from Contractor's work and activities conducted in connection with or incidental to this Contract and from any liability arising out of or resulting from intentional acts or negligence of the Contractor, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part upon the negligent or intentional acts or omissions of Contractor, including but not limited to its officers, employees, subcontractors, licensees, invitees, and all parties involved.

The Contractor further agrees that it shall at all times exercise reasonable precautions on behalf of, and be solely responsible for, the safety of its officers, employees, subcontractors, licensees, invitees and all parties involved, as well as their property, while in the vicinity where the work is being done. It is expressly understood and agreed that City shall not be liable or responsible for the negligence or other fault of the Contractor, its officers, employees, subcontractors, licensees, invitees, and all parties involved associated with the Contractor.

The Contractor agrees to indemnify and save the City harmless from all claims growing out of any demands of subcontractors, laborers, workers, mechanics, materialmen, and furnishers of supplies, equipment, financing, or any other goods or services, tangible or intangible. When the City so desires, the Contractor shall furnish satisfactory evidence that all obligations of the nature herein above designated have been paid discharged or waived.

INDEPENDENT CONTRACTOR

Contractor acknowledges that Contractor is an independent contractor of the City and that Contractor is not an employee or official of the City. Contractor shall not represent, either expressly or through implication, that Contractor is an employee or official of the City. Any income taxes, self-employment taxes, social security taxes and the like are the sole responsibility of the Contractor.

Nothing contained in this Contract shall be deemed or construed by the parties hereto or by any third party to create the relationship of principal and agent or of partnership or of joint venture or of any association whatsoever between the parties, it being expressly understood and agreed that no provision contained in this Agreement nor any act or acts of the parties hereto shall be deemed to create any relationship between the parties other that the relationship of independent parties contracting with each other solely for the purpose of effecting the provisions of this Contract.

I understand that the indemnification and Independent Contractor provisions are requirement of all City of Wyoming Contracts. I have read the provisions and agree to the terms of these provisions.

Olameter Corporation	Vice President / General Manager
COMPANY NAME	TITLE
Rachel Fuller	Nov. 30, 2015
SIGNATURE	DATE

WYOMING MICHIGAN CITY OF VISION AND PROGRESS

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Olameter Pricing Notes:

- "Per Read" is based on "per successful read" obtained and/or "per read attempt" with a valid reason for not obtaining said read, as per RFP specifications.
- Rates as proposed are based on the City being responsible for all secondary, "reread" service requirements, as per RFP specifications.
- Rates as proposed are based on the City providing required office space / small table top as required to house the manual meter reading system and for daily work assignment purposes (ref: "Water Read (City provided manual meter reading system)" option.
- Rates as proposed are based on the utilization of presentable, mechanically sound, well signed personal vehicles for the purposes of this contract.
- "Water Read (Contractor provided manual meter reading system)" optional rate is based on a minimum 3 year term. Should the City elect to terminate the contract prior to full 3 year term, the City to pay Olameter the remaining Net Book value of the Itron system as based on the date of termination.
- Rates as proposed are based on no bid and/or surety bond being required for the purposes of this contract, as per the City.
- "Water Read (Contractor provided manual meter reading system)" optional rate is based on a no "proprietary technology / metering hardware being deployed in the field / required.
- Rates as proposed are based on both residential and commercial metering applications being blended and read concurrently within the same routing / route sequencing format, as the City.
- Rates as proposed are based on the existing route sequencing format being efficient thus allowing for optimal in-field productivity (ref: contiguous, premise-to-premise withy minimum "dead walks" / non-productive time), as per the City.
- Cell phones are not mandatory for meter reading personnel, as per the City.
- Rates as proposed are based on the approx. total meters by service description, as confirmed by the City (ref: RFP specifications and subsequent answers to RFP related questions).
- Applicable taxes not included.

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01/18/16
Purchasing/KRO

RESOLUTION NO._____

RESOLUTION TO ACCEPT A PROPOSAL
FROM MICHIGAN METER TECHNOLOGY GROUP, INC. FOR
THE PURCHASE OF WATER METERS AND METERING EQUIPMENT

WHEREAS:

1. As detailed in the attached Staff Report, Michigan Meter Technology Group, Inc. has provided a proposal to provide for Neptune water meters and metering equipment through December 31, 2016.
2. Michigan Meter Technology Group, Inc. is the sole supplier of Neptune water meters in Michigan.
3. It is recommended the City Council accept the proposal.
4. The water meters and metering equipment will be purchased on an as needed basis and funds are available in the Water Fund, Transmission and Distribution, Meter account number 591-591-56500-775000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby authorize acceptance of the proposal from Michigan Meter Technology Group, Inc. for the purchase of water meters and metering equipment through December 31, 2016.
2. The City Council does hereby waive the provisions of Sections 2-252, 2-253, 2-254 and 2-256 of the City Code regarding publication and posting of bid notices, notification of bidders and the bid opening procedure.

Moved by Councilmember:
Seconded by Councilmember:
Motion Carried Yes
No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on January 18, 2016.

_____
Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:
Staff Report
Proposal

Resolution No._____
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STAFF REPORT

DATE: January 6, 2016

SUBJECT: Purchase of Water Meters and Metering Equipment

FROM: Aaron Vis, Assistant Director of Public Works - Maintenance

Date of Meeting: January 18, 2016

RECOMMENDATION:

It is recommended that the City Council authorize the purchase of Neptune lead free water meters and metering equipment from Michigan Meter Technology Group, Inc., per their attached proposal dated December 15, 2015. Pricing for lead free water meters for 2016 remains unchanged from 2015 with the exception of the data logging and reading unit.

SUSTAINABILITY CRITERIA:

Environmental Quality
The Neptune water meters are manufactured with brass which allows them to be recycled in an environmentally friendly manner.

Social Equity
The Neptune water meters are lead free, ensuring that the City provides lead-free water through the service lines and water meters. Water meters are replaced depending on meter age and condition without regard to income level or socioeconomic status.

Economic Strength
The replacement of water meters allows the City to accurately measure and bill water usage.

DISCUSSION:

There are roughly 23,000 water meters within the City. Approximately 3,000 of these meters are industrial or commercial in nature; the remaining is for residential purposes. About half of the water meters in the City are in excess of ten years old. The City has an on-going replacement program, replacing or newly installing approximately 750 meters a year.

The Neptune water meters are manufactured with brass which is a durable, corrosion-resistant material. These meters have a salvage value and can be recycled during future change-outs.

Traditional water meter reading occurs by a person walking house-to-house, touching a reading device to a touchpad located outside of the house, and synchronizing with the reading software upon return to the office location. Many utilities today are metered through “smart meters”, or meters that have the capacity to record real-time (or near real-time) utility consumption and transmit the information at regular intervals back to the utility and consumer. Throughout the next year, staff will be investigating the potential application and financial viability of implementing smart water meter technology within the City. Staff are currently piloting several different smart meter technologies in our service area and will continue to evaluate over the course of the next year.

The water meters provided by Neptune can be either read through the traditional reading method or by using smart meter technology.

Michigan Meter Technology Group, Inc. is the sole supplier of Neptune water meters in Michigan. The attached proposal details their extension prices through December 31, 2016. Pricing for meters remains unchanged; the only increase is for the R900 MIU data logging and reading unit which increased 7% and 18% for interior or pit installations, respectively. The City purchases approximately $120,000 of meters per year.

BUDGET IMPACT:

Sufficient funds are available in the water fund, transmission and distribution, meters account number 591-591-56500-775.000.

Michigan Meter Technology Group, Inc.
799 East Whitcomb Ave • Madison Heights, Michigan 48071
248·585·3700

December 15, 2015

Mr. Shimo Svabic
Meter Shop
City of Wyoming
2660 Burlingame Avenue, SW
Wyoming, Michigan 49509

Reference: 2016 Neptune Ecoder Water Meters with External R900 MIU

Dear Mr. Svabic:

Thank you considering Neptune and Michigan Meter.

We are pleased to offer the City Neptune's metering solution which will seamlessly integrate with Wyoming's current system (below pricing is per meter):

Positive Displacement (Nutating Disk)	Standard	Pit Set
5/8"x3/4" T10, No Lead E-coder Meter	$ 89.44	$103.44
3/4" T-10, No Lead E-coder Meter	$ 138.67	$152.67
1" T-10, No Lead E-Coder Meter	$ 193.33	$207.33
1.5 T-10, No Lead E-Coder Meter	$ 380.00	$394.00
2" T-10, No Lead E-Coder Meter	$ 494.67	$508.67

Compound	Standard	Pit Set
2" Tru Flo Compound Meter, No Lead	$1,333.33	$1,333.33
3" Tru-Flo Compound Meter, No Lead	$1,866.67	$1,866.67
4" Tru-Flo Compound Meter, No Lead	$2,533.33	$2,533.33
6" Tru-Flo Compound Meter, No Lead	$4,266.67	$4,266.67

Turbine	Standard	Pit Set
1.5" Turbine Meter, No Lead	$ 453.33	$ 453.33
2" Turbine Meter, No Lead	$ 466.67	$ 466.67
3" Turbine Meter, No Lead	$ 920.00	$ 920.00
4" Turbine Meter, No Lead	$1,200.00	$1,200.00
6" Turbine Meter, No Lead	$2,266.67	$2,266.67

Strainer	
2" Bronze Strainer, No Lead	$ 380.00
3" Bronze Strainer, No Lead	$ 600.00
4" Bronze Strainer, No Lead	$ 773.00
6" Bronze Strainer, No Lead	$1,333.33

V4 R900 Enhanced MIU

V4 Enhanced R900 - Inside	$95.00
V4 Enhanced R900 – Pit	$105.00

Neptune Technology Group has released the Version 4 enhanced R900, which will provide additional benefits and features, including data logging capabilities within the MIU. Single ship orders of R900 radios over of a quantity of 1,000 units are available for additional discount.

The quoted pricing is good through December 31, 2016. Freight is allowed on Purchase Orders over $25,000.00.

Thank you for considering Michigan Meter for your metering needs. We look forward to providing you with all your Neptune meter and Ford water service product needs in the future.

Very truly yours,
Michigan Meter Technology Group, Inc.

James A. Reinhold

01/18/16
Purchasing/KRO

RESOLUTION NO._____

RESOLUTION TO AUTHORIZE THE PURCHASE AND INSTALLATION
OF EXERCISE EQUIPMENT AT PINERY PARK

WHEREAS:

1. As detailed in the attached Staff Report, GameTime c/o Sinclair Recreation, LLC has provided a quote in the amount of $26,855.09 for the purchase and installation of exercise equipment at Pinery Park using the U.S. Communities pricing.
2. Funds for the exercise equipment are available in the Community Development Block Grant account number 256-400-69215-956113.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby authorize purchase and installation of exercise equipment at Pinery Park in the amount of $26,855.09.
2. The Wyoming City Council does hereby waive the provisions of Sections 2-252, 2-253, 2-254 and 2-256 of the City Code regarding publication and posting of bid notices, notification of bidders and the bid opening procedure.

Moved by Councilmember:
Seconded by Councilmember:
Motion Carried Yes
No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on January 18, 2016.

_____
Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:
Staff Report
Quote

Staff Report

Date:	December 14, 2015
Subject:	Exercise Equipment – Pinery Park
From:	Jeff Anderson, Parks and Facilities Supervisor
Cc:	Rebecca Rynbrandt, Director of Community Services
Meeting Date:	January 18, 2016

RECOMMENDATION:

It is recommended the City Council authorize the purchase and installation of exercise equipment at Pinery Park in the amount of $26,855.09 from Game Time c/o Sinclair Recreation, LLC.

SUSTAINABILITY CRITERIA:

Environmental Quality – The current exercise equipment, installed over 20 years ago, is in poor condition and in need of replacement.

Economic Strength – The City of Wyoming strives to provide safe, convenient, and pleasant living environments, with minimal burden to the taxpayer. Working with Laura Jackson in Purchasing and Kim Lucar in Planning and Community Development, we have identified a product that meets City and HUD purchasing requirements.

Social Equity - The City's Parks and Recreation Department is committed to providing leisure and recreation opportunities by developing and maintaining green spaces, facilities, and programs to enrich the quality of life of all the citizens of the City of Wyoming.

DISCUSSION:

Our 5-Year Community Recreation Master Plan, a plan approved by Council to affirm citizen interests and priorities for park development, obtain grants and invest the parks and recreation operational millage, identified replacement of the Pinery Park fitness trail equipment as a need. With application by Rebecca Rynbrandt, Director of Community Services, we have received Community Development Block Grant funding to allow for the equipment replacement this spring.

U.S. Communities is a national government purchasing cooperative which provides government procurement resources to local and state government agencies, school districts (K-12), higher education institutes, and nonprofits looking for the best overall supplier government pricing.

GameTime currently has a contract with U.S. Communities that includes park exercise equipment. GameTime c/o Sinclair Recreation is the only representative that is authorized to sell this product in the State of Michigan.

The current exercise equipment is old and in need of repair and replacement. Replacement parts are no longer available for some of the exercise equipment.

As detailed in the attached quotation the cost to install the exercise equipment at Pinery Park will be $26,855.09 which includes the product purchase and installation. The new exercise equipment qualifies under the Community Development Block Grant funding.

BUDGET IMPACT:

The attached quote from GameTime gives unit pricing for the equipment and services as described above. Community Development Block Grant funds for the purchase and installation of the exercise equipment is available in account number 256-400-69215-956.113.

GameTime c/o Sinclair Recreation
PO Box 1409
Holland, MI 49422-1409
Ph: 800-444-4954
Fax: 616-392-8634

A PLAYCORE Company

QUOTE #63741

09/17/2015

GT Fit- Pinery Park-Champions

City of Wyoming
Attn: Jeffrey Anderson
Pinery Park
2301 DeHoop
Wyoming, MI 49509
Phone: 616-249-3473
Fax: 616-257-9828

Project #: P54898
Ship To Zip: 49509

Quantity	Part #	Description	Unit Price	Amount
1	13550	Game Time - Champions	$22,061.00	$22,061.00
1	INSTALL	Installation - Install of Champions Fitness Equipment - *Does not include surfacing, excavation or site prep.*	$5,850.00	$5,850.00

Contract: USC

SubTotal:	$27,911.00
Discount:	($1,985.49)
Freight:	$929.58
Total Amount:	**$26,855.09**

THIS QUOTATION IS SUBJECT TO POLICES IN THE CURRENT GAMETIME PARK AND PLAYGROUND CATALOG AND THE FOLLOWING TERMS AND CONDITIONS. OUR QUOTATION IS BASED ON SHIPMENT OF ALL ITEMS AT ONE TIME TO A SINGLE DESTINATION, UNLESS NOTED, AND CHANGES ARE SUBJECT TO PRICE ADJUSTMENT. PURCHASES IN EXCESS OF $1,000.00 TO BE SUPPORTED BY YOUR WRITTEN PURCHASE ORDER MADE OUT TO GAMETIME, C/O SINCLAIR RECREATION.

Pricing: f.o.b. factory, firm for 30 days from date of quotation.
Sales Tax will be added at time of invoicing unless a tax exempt certificate is provided at the time of order entry.

Payment terms: Payment in full, net 30 days subject to approval by GameTime Credit Manager. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Payment terms: By credit card, VISA or MasterCard.

Payment terms: Payment in full, check submitted with order.

Payment terms: Payment in full by wire transfer at time of order.

Shipment: Order shall ship within 30-45 days after GameTime's receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of deposit, if required.

Installation: Shall be by a Certified GameTime Installer. Customer shall be responsible for scheduling coordination and site preparation. Site should be level and permit installation equipment access. Purchaser shall be responsible for unknown conditions such as buried utilities, tree stumps, bedrock or any concealed materials or conditions that may result in additional labor or material costs. Payment terms for installation is Net 10 Days.

Exclusions: Unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions.

GameTime c/o Sinclair Recreation
PO Box 1409
Holland, MI 49422-1409
Ph: 800-444-4954
Fax: 616-392-8634

QUOTE
#63741

09/17/2015

GT Fit- Pinery Park-Champions

Acceptance of quotation:

Accepted By (printed): _____ P.O. No: _____

Signature: _____ Date: _____

Title: _____ Phone: _____

Facsimilie: _____ Purchase Amount: **$26,855.09**

Order Information:

Bill To: _____ Ship To: _____

Contact: _____ Contact: _____

Address: _____ Address: _____

Address: _____ Address: _____

City, State, Zip: _____ City, State, Zip: _____

Tel: _____ Tel: _____

SALES TAX EXEMPTION CERTIFICATE #:_____ (PLEASE PROVIDE A COPY OF CERTIFICATE)

ORDINANCE NO. 13-15

AN ORDINANCE TO AMEND CERTAIN SECTIONS OF CHAPTERS 58 AND 59 OF THE CODE OF THE CITY OF WYOMING

THE CITY OF WYOMING ORDAINS that the following sections of Chapters 58 and 59 of the Code of the City of Wyoming ("Code") be amended as follows in order to reflect the fact that stand-alone documentation has been adopted for the City's retirement system and retiree health benefits.

Section 1: Sections 58-1 through 58-710 of the Code are repealed and Section 58-1 is revised to read:

> Effective July 1, 2011, the terms of the plans shall be set forth in separate documents that are not part of the Code. Sections 58-1 through 58-710 shall be removed from the Code but shall remain on file in the City Clerk's office for historical reference purposes.

Section 2: Sections 59-1 through 59-8 of the Code are repealed and Section 59-1 is amended to read:

> Effective as of July 1, 2011, the terms of the trust fund and the terms and conditions for receiving retiree medical benefits shall be set forth in a separate document that is not part of the Code. Sections 59-1 through 59-8 shall be removed from the Code but shall remain on file in the City Clerk's office for historical reference purposes.

Section 3: Sections 59-20 through 59-28 of the Code are repealed and Section 59-20 is amended to read:

> Effective as of July 1, 2011, the terms of the PEHP shall be set forth in a separate document that is not part of the Code. Sections 59-20 through 59-28 shall be removed from the Code but shall remain on file in the City Clerk's office for historical reference purposes.

Section 4: This Ordinance shall be in full force and effect on the ___ day of _____, 2016.

I hereby certify that the above-entitled Ordinance was adopted by the City of Wyoming at a regular session of the City Council held on the _____ day of _____, 2016.

_____
Kelli A. VandenBerg
Wyoming City Clerk