

# AGENDA

# REGION 2 PLANNING COMMISSION

## Executive Committee

### FOR FURTHER INFORMATION CONTACT:

**Steven Duke, Executive Director  
(517) 768-6706**

**DATE: Thursday, October 13, 2016**

**TIME: 2:00 P.M.**

**WHERE: Lenawee County Library  
4459 W. U.S. 223  
Adrian, MI 49221**

Comments will be solicited on each item following discussion and prior to any final action.

### PAGE #

1. Call to Order
2. Pledge of Allegiance
3. Approval of the Agenda – **ACTION**
4. Public Comment
5. Approval of Minutes of the June 9, 2016 Executive Committee Meeting (see enclosure) – **ACTION** 2
6. Receipt of Treasurer's Report of September 30, 2016 (see enclosure) – **ACTION** 8
7. Approval of October 13, 2016 Submitted Bills (see enclosure) – **ACTION** 12
8. Staff Progress Report for September, 2016 (see enclosure) – **DISCUSSION** 15
9. Approval of Amendments/Administrative Modifications to the JACTS FY 2017-2020 Transportation Improvement Program (TIP) (see enclosures) – **ACTION** 21
10. JACTS 2045 Long Range Transportation Plan Update – Approval of the 2014 (base year) Demographic and Employment Data (see enclosure) – **ACTION** 23
11. Approval of Regional Prosperity Initiative (RPI) Challenge Grant and Technical Assistance Grant Applications (see enclosures) – **ACTION** 26
12. Approval of Commissioner Request to the Michigan Association of Planning's (MAP) Annual Conference in Kalamazoo, October 26-28, 2016 (see enclosure) – **ACTION** 42
13. Federal Project Review (16-8) – **ACTION** 43
  - a. Recess Executive Committee and convene the Review Committee
  - b. Review and comment on Project Notification (see enclosure)
  - c. Recess the Review Committee and re-convene the Executive Committee
14. Other Business 47
  - Grass Lake Charter Township Master Plan Update (see enclosure)
  - City of Tecumseh Sub-Area Plan (see enclosure)
  - Draft Manchester Community Joint Master Plan (see enclosure)
  - R2PC Annual Dinner – Lenawee Country Club, November 10, 2016
15. Public Comment
16. Commissioner Comments
17. Adjournment

### **Region 2 Planning Commission**

**120 West Michigan Avenue • Jackson, Michigan 49201 • ☎ (517) 788-4426 • 📠 (517) 788-4635**

# Region 2 Planning Commission

*Serving Hillsdale, Jackson and Lenawee Counties*

## MINUTES

Region 2 Planning Commission – Executive Committee  
Jackson County Tower Bldg.  
120 W. Michigan Ave.  
Jackson, MI 49201

**Thursday, June 9, 2016**

- I. **Call to Order** – Chair Rice called the meeting to order at 2:00 p.m. A quorum was present.

Executive Committee Members:

✓ Beeker	✓ Hayes	✓ Rice
✓ Bryant	✓ Herl	Rohr
✓ Burtch	✓ Johnson	✓ Sigers
Dotterweich	✓ Knoblauch	✓ Terry
✓ Duckham	Koch	✓ Tillotson
✓ Gaede	✓ Polaczyk	✓ Wittenbach
Gould	✓ Quigley	✓ Wonacott

**Key: ✓ = present**

Other Commissioners Present: Fessel, Kubish, Overeiner, and Shotwell

Others Present: Mike Brown, JATA; Jon Dowling, City of Jackson; David Herlein, Spring Arbor Township; Joe Michalsky, JCDOT; and Chris Gulock, MDOT

Staff Present: Steven Duke, Grant Bauman, and Aaron Dawson

- II. **Pledge of Allegiance** – The Committee joined in the Pledge of Allegiance.
- III. **Approval of the Agenda** – The motion was made by Comm. Terry, supported by Comm. Duckham, to approve the June 9, 2016 Executive Committee agenda as presented. The motion carried unanimously.

- IV. **Public Comment** – Chair Rice asked for public comment. No public comments were received.
- V. **Approval of Minutes of the April 14, 2016 Executive Committee Meeting** – A motion was made by Comm. Hayes, supported by Comm. Duckham, to approve the April 14, 2016 Executive Committee meeting minutes as presented. The motion carried unanimously.
- VI. **Receipt of the Treasurer's Report of May 31, 2016** – A motion was made by Comm. Johnson, supported by Comm. Herl, to receive the May 31, 2016 Treasurer's Report as submitted. The motion carried unanimously.
- VII. **Approval of the June 9, 2016 Submitted Bills** – A motion was made by Comm. Duckham, supported by Comm. Terry, to approve payment of the June 9, 2016 submitted bills as presented. The motion carried unanimously.
- VIII. **Staff Progress Report for May, 2016** – The staff progress report was included in the agenda packet for Committee review.
- IX. **Approval of the JACTS FY 2017 Urban Transportation Unified Work Program (UWP)** – Mr. Duke reported that staff had prepared the JACTS FY 2017 UWP and budget for the fiscal year beginning October 1, 2016 and ending September 30, 2017. The document was posted on the R2PC website for review and comment.
- The motion was made by Comm. Duckham, supported Comm. Hayes, to approve the JACTS FY 2017 UWP as presented. The motion carried unanimously.
- X. **Approval of the JACTS FY 2017 Regional Transportation Planning Work Program** – Mr. Duke explained that staff has prepared the FY 2017 Regional Transportation Planning Work Program for the fiscal year beginning October 1, 2016 and ending September 30, 2017. The program provides \$45,000 to fund transportation activities, including management of the Rural Task Forces and small urban programs, in Hillsdale, Jackson, and Lenawee counties.
- The motion was made by Comm. Johnson, supported by Comm. Hayes, to approve the R2PC FY 2017 Regional Transportation Work Program and authorize the Chair and Executive director to sign the project agreement with MDOT for receipt of the funds. The motion carried unanimously.
- XI. **“Opportunity for Public Comment” – JACTS FY 2017-2020 Transportation Improvement Program (TIP)** – Mr. Duke reported that JACTS and the R2PC are seeking public comment on the proposed FY 2017-2020 Transportation Improvement Program (TIP). Enclosed in the agenda packet is a copy of the brochure that was distributed to the JACTS mailing list, general public, and consultation agencies informing them of the projects proposed to use federal funding over the 4-year time period in the Jackson Metropolitan area, as well as a link to view the complete document on the R2PC website. Mr. Duke explained that at the completion of the public comment period, approval of the document will be requested at the July JACTS and R2PC meetings.

- XII. **Approval of an Amendment to the JACTS FY 2016 Urban Transportation Unified Work Program** – Mr. Dawson explained that the R2PC had applied to MDOT, and received approval, for a FY 2016 FTA Sec. 5303 grant to complete a study analyzing transit accessibility and to review personnel and technology recommendations for the Jackson Area Transportation Authority (JATA). The grant amount is \$100,000 with the 20 percent local match provided by MDOT.

The motion was made by Comm. Hayes, supported by Comm. Gaede, approving the amendment to the JACTS FY 2016 UWP as presented. The motion carried unanimously.

- XIII. **“Opportunity for Public Comment” – Approval of Amendments to the JACTS FY 2014-2017 Transportation Improvement Program (TIP)** – Mr. Duke reported that the following amendments had been submitted for MPO approval by the Jackson County Department of Transportation (JCDOT), the Michigan Department of Transportation (MDOT), and the Jackson Area Transportation Authority (JATA):

Fiscal Year	Project Name	Limits	Project Description	Funding
2017 ADD	Non-Motorized Pathway	Rives Junction Rd between M-50 and Township line	Construct multi-use pathway	Construction Safety Funds: \$222,224 Local: \$55,556
2017 ADD	Countdown Ped Signals	Airport Rd/Springport Rd/County Farm Rd	Install countdown pedestrian signals	Construction Safety Funds: \$80,960 Local: \$20,240
2016 JN129398 ADD	US-127/US-223	3 structures in Jackson and Lenawee counties	Consultant bridge scoping	EPE FED: \$40,925 State: \$9,075
2016 JN129415 ADD	I-94	M-60 to Sargent Rd	Install freeway delineation	Construction State: \$43,651
2016 JN 129991 ADD	M-50	Pope Church Rd to Ingham/Jackson Countyline	Micro-surface, warranty	PE FED: \$12,278 State: \$2,722
2017 JN 129991 ADD	M-50	Pope Church Rd to Ingham/Jackson Countyline	Micro-surface, warranty	Construction FED: \$670,743 State: \$148,735



<b>Fiscal Year</b>	<b>Project Name</b>	<b>Limits</b>	<b>Project Description</b>	<b>Funding</b>
2017 JN 129162 ADD	M-106	Bunkerhill Road to 1300 feet west of Sayers Road	Single Course Mill & Resurface	Construction Federal: \$ 435,993 ST State: 96,680
2017 JN 129189 ADD	M-50/ US-127 BR	North St to Boardman Rd	Longitudinal Joint Repair	Construction Federal: \$ 282,000 ST State: 62,532
2017 JN 129151 ADD	M-50	Rives Junction to Pope Church Rd	Micro-Surface, Warranty	Construction Federal: \$ 611,148 ST State: 135,520
2017 JN 127495 ADD	I-94 BL	Cooper Street to Dwight Street	HMA Cold Milling and Single Course Overlay	Construction Federal: \$ 989,841 ST State: 219,495
2017 JN 129153 ADD	I-94	I-94 at Elm Road	Reconstruct interchange	Preliminary Engineering Federal: \$ 1,325,147 IM State: 147,238
2017 JN 129153 ADD	I-94	I-94 at Elm Road	Reconstruct interchange	Substructure Federal: \$ 452,487 IM State: 50,276
2017 JN 129213 ADD	M-99	Railroad Street to Jackson Co Line	Fiber Reinf. Bit Mem w/ Single Micro	Construction Federal: \$ 737,883 ST State: 163,624

<b>Fiscal Year</b>	<b>Project Name</b>	<b>Limits</b>	<b>Project Description</b>	<b>Funding</b>
2017 JN 127621 DELETE	I-94	Michigan Ave to Dearing Road	Reconstruction	Preliminary Engineering Federal: \$ 2,720,711 IM State: 302,301
2017 JN 127621 DELETE	I-94	Michigan Ave to Dearing Road	Reconstruction	Right of Way Federal: \$ 225,000 IM State: 25,000
2017 JN 120275 DELETE	M-60	Emerson Rd to Renfrew Rd	Resurfacing	Construction Federal: \$ 4,016,156 ST State: 890,571
2016 CHANGE FROM	Transit Operating Funds No JN	County-wide	Transit Operating Funds	\$1,173,798 (5307) \$1,556,883 (CTF) \$1,739,355 (TRAL)
2016 CHANGE TO	Transit Operating Funds No JN	County-wide	Transit Operating Funds	\$1,316,362 (5307) \$1,541,314 (CTF) \$1,109,409 (TRAL)
2016 CHANGE FROM	Transit Capital No JN	County-wide	Replace up to 13 full-size bus engines	\$260,000 (5339) \$65,000 (CTF)
2016 CHANGE TO	Transit Capital No JN	County-wide	Replace up to 13 full-size bus engines	\$107,772 (5339) \$26,943 (CTF)
2016 ADD	Transit Operating Funds	County-wide	Safety and Security	\$13,297 (5307) \$3,324 (TRAL)
2017 JN 119274 DELETE	JATA Transit Capital	Countywide	Purchase up to 3 van replacements vehicles	Federal: \$ 100,000 TRAL: \$ 25,000

A motion was made by Comm. Johnson, supported by Comm. Hayes, to approve the amendments as presented. The motion carried unanimously.

- XIV. **Opportunity Available to do PASER Ratings on Local Non-Federal Roads** – Mr. Duke announced that R2PC staff had recently assisted the City of Hillsdale and the Village of Parma with the completion of PASER pavement condition ratings on their local (non-federal) roadways. Both communities funded the projects with their R2PC membership dues. He further explained that R2PC has staff available to assist other jurisdictions complete similar PASER ratings for local roads if the communities wish to use their membership dues as well.

- XV. **Upcoming Hazard Mitigation Planning** – Mr. Bauman reported that he is in the process of completing grant applications to the Michigan State Police to secure funds to update the hazard mitigation plans previously completed for Jackson and Lenawee counties.
- XVI. **Other Business** – No other business was brought before the Committee.
- XVII. **Public Comment** – No public comments were received.
- XVIII. **Commissioner Comments** – No Commissioner comments were received.
- XIX. **Adjournment** – There being no further business, the meeting was adjourned by Chair Rice at 2:36 PM.

Ron Hayes  
Secretary

**REGION 2 PLANNING COMMISSION**  
**Treasurer's Report - Monthly Summary**  
**as of September 30, 2016**

<b>Checking Account Balance ending August 31, 2016</b>	\$	580,418.26
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**Deposit Summary:**

<i>September 2016 EFT Deposits</i>	\$	78,476.43
<i>September Bank Deposits</i>		-
<i>September Adjustments</i>		(899.59)
<b>Total Deposits plus Bank Balance</b>	<b>\$</b>	<b>657,995.10</b>

**Expenses:**

<i>Submitted Expenses - September 2016**</i>	\$	(27,377.85)	
<i>Interim Expenses</i>		(5,568.88)	
<i>Payroll/Related Expenses</i>		(20,684.91)	
<b>Subtotal of Expenses</b>	<b>\$</b>	<b>(53,631.64)</b>	<b>\$ (53,631.64)</b>
<i>Balance Checking Account ending September 30, 2016</i>			\$ 604,363.46
 <i>Balance CD Investments ending September 30, 2016</i>			 \$ 101,211.41
 <b>Total Cash on Hand</b>			 <b>\$ 705,574.87</b>

\*\*Note that this amount can include cleared checks from prior months' submitted bills.

**REGION 2 PLANNING COMMISSION**  
**Deposits and Adjustments to Cash**  
**as of September 30, 2016**

**EFT Deposits:**

MDOT Regional Transportation Planning Q3 2016 Revenue,		
9/30/2016 Invoice 3426	\$	5,652.23
MDOT Rural Task Force Q3 2016 Revenue, Invoice 3427	\$	7,756.44
MDOT Asset Management Q3 2016 Revenue, Invoice 3428	\$	3,491.16
MDOT FHWA Q3 2016 Revenue, Invoice 3429	\$	57,896.60
OHSP Third Quarter 2016 Revenue		\$ 3,680.00
<b>Subtotal - EFT Deposits</b>		<b>\$ 78,476.43</b>
9/30/2016 <i>No check deposits this month.</i>		
<b>Subtotal - Check Deposits</b>		<b>\$ -</b>
9/30/2016 Adjustments to cash:		
<i>Bank fees - September</i>	\$	(56.17)
<i>Paycor Fees - September</i>	\$	(265.75)
<i>Credit Card Charges - Training</i>	\$	(450.00)
<i>Credit Card Charges - Supplies</i>	\$	(104.72)
<i>Credit Card Charges - Postage</i>	\$	(22.95)
<b>Subtotal - Adjustments to Cash</b>		<b>\$ (899.59)</b>
<b>Total Net Deposits for September 2016</b>		<b>\$ 77,576.84</b>

**REGION 2 PLANNING COMMISSION  
INTERIM BILLING and PAYROLL EXPENSES  
as of August 31, 2016**

**Interim Billing for August, 2016**

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
<b>The Water Store</b>	Supplies for September 2016	\$ 17.75	<b>13966</b>
<b>Anderson Printing</b>	September R2PC Packet	\$ 535.58	<b>13956</b>
<b>MML</b>	Annual Associate Dues	\$ 900.00	<b>13962</b>
<b>JTV</b>	Website Hosting Sept. 2016	\$ 75.00	<b>13961</b>
<b>The Daily Telegram</b>	Annual Subscription Renewal	\$ 442.00	<b>13965</b>
<b>Blue Cross/Blue Shield</b>	Insurance for September	\$ 3,355.43	<b>13957</b>
<b>Springport Police Dept.</b>	FY 2016 JTSP Grant	243.12	<b>13964</b>

**Total Interim Billing for September, 2016**

\$ 5,568.88

**Payroll & Travel Related Expenses:**

<i>Paid September 9, 2016</i>	<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 10,275.18
G. Bauman	Travel Reimbursement	\$ 23.49
A. Dawson	Travel Reimbursement	\$ 130.03
S. Duke	Travel Reimbursement	\$ 130.03
		<u>\$ 10,558.73</u>

<i>Paid September 23, 2016</i>		
Paycor	Payroll Disbursement	\$ 10,058.00
G. Bauman	Travel Reimbursement	\$ 109.28
A. Dawson	Travel Reimbursement	\$ 39.31
S. Duke	Travel Reimbursement	\$ (126.36)
		<u>\$ 45.95</u>
		<u>\$ 10,126.18</u>

**Total Payroll Expenses for September, 2016**

\$ 20,684.91

**Region 2 Planning Commission**  
**Outstanding Accounts Receivable**  
**FY 2016**

Municipality/Source	Date	Inv. No.	Amount
City of Litchfield	9/30/2016	3430	2,850.07
Wheatland Township		3431	1,524.16
Grass Lake Charter Township		3432	944.04
Palmyra Township		3433	300.74
Village of Blissfield			1,149.22
Lenawee County			10,085.48
<b><i>FY 2016 Balance as of September 30, 2016</i></b>			<b><i>\$ 16,853.71</i></b>

REGION 2 PLANNING COMMISSION  
Submitted Bills  
October 13, 2016

Vendor	Description	Amount Due
County of Jackson	Phone/Postage Aug. 2016	\$ 492.39
County of Jackson	Rent Expense for Oct. 2016	\$ 2,787.18
Direct Office Buys	Supplies for Sept. 2016	\$ 84.54
Hillsdale EDP	Annual Conference	\$ 100.00
ICMA Retirement Trust	ICMA 401 Contribution - Oct. 2016	\$ 1,737.29
JTV	Website Hosting	\$ 75.00
Jackson County Sheriff Dept.	FY 2016 JTSP Grant (JUMP)	\$ 10,000.00
Jonesville Community Schools	RPI Grant September 2016	\$ 1,548.30
Michigan Assoc. of Regions	Associates Dues for 2017	\$ 1,280.00
Planning & Zoning News	Annual Subscription	\$ 185.00
Public Sector Consultants	RPI Grant August 2016	\$ 6,283.89
Rails To Trails	Annual Subscription	\$ 15.00
Ricoh	Maintenance Contract	\$ 368.50
Selective Insurance	Annual Liability Insurance	\$ 2,552.00
The Water Store	Supplies Sept. 2016	\$ 30.00
VantagePoint Transfer Agents	ICMA RHS Contribution - Oct. 2016	\$ 177.48
Total Submitted Billing - October, 2016		<u><u>\$ 27,716.57</u></u>



001-2017  
JTSP

## JACKSON TRAFFIC SAFETY PROGRAM

### Financial Reimbursement Form

October 1, 2015 – September 30, 2016

Project Name: Safe Communities (JUMP)  
Agency: Jackson County Office of the Sheriff  
Mailing Address: 212 W. Wesley St. Jackson, MI. 49201  
Activity Reimbursement Date: October 1, 2015 – September 30, 2016

#### Expenditures:

Personnel	<u>\$11,733.54</u>
Contractual	<u>                    </u>
Operating Costs	<u>                    </u>
Indirect Costs	<u>                    </u>

Total Cost to Agency: \$11,733.54

Total Amount of Request: \$10,000

I have attached the following supporting documentation:

Required Progress Report:	Yes	or	No
Required Financial Records:	Yes	or	No

Way S. Brown Captain  
Signature of Agency/Title

Date: 9/13/16

Please submit Financial Reimbursement Request and all supporting documentation to:

Susan Richardson, Director  
Jackson Traffic Safety Program  
Region 2 Planning Commission  
120 W. Michigan Avenue  
Jackson, MI 49201

## JTSP PROGRESS REPORTS

It is important that monthly progress reports accompany every billing that you submit for JTSP funds. Included with the progress reports, please attach any press releases or copies of other articles involving your project.

We would like to have these reports available for the committee members at each meeting.

1. Please list *briefly* project activities during the month of October 1, 2016 – September 30, 2016.

Several Deputies were assigned to work JUMP for FY2016. A list of activities is listed below:

Total Miles:	3819
Complaints:	48
Traffic Crashes:	9
Reports:	28
Vehicle Stops:	235
Traffic citations:	86
Verbal Warnings:	137
Arrests:	29

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Date: 9/13/16

Project Director/Coordinator: W. S. B.

# Region 2 Planning Commission

*Serving Hillsdale, Jackson and Lenawee Counties*

## **Staff Progress Report September, 2016**

### **Area-Wide Regional Planning Activities**

#### **Economic Development**

- Staff attended the monthly meetings of the City of Jackson and Leoni Township DDA committee meetings.
- Staff completed and submitted to the Economic Development Administration (EDA) a Partnership Planning grant for FY 2017. The grant was reviewed and approved by EDA. Funding will be used to prepare the Five-Year update to the current Comprehensive Economic Development Study for Hillsdale, Jackson, and Lenawee counties.

#### **MAR**

- Staff participated in the September 13<sup>th</sup> meeting of the Michigan Association of Regions (MAR).

#### **Sign Regulations**

- Staff continued researching how to make signage regulations “content neutral” given the U.S. Supreme Court decision regarding Reed v. the Town of Gilbert, Arizona.

#### **Regional Prosperity Initiative Update**

##### **Task Group 1: Program Administration and Project Management**

- With the recent departure of Shanna Draheim from Public Sector Consultants (PSC), PSC engaged Kuntzsch Solutions (KS) to lead PSC’s contracted program administration duties. KS is in the final stages of merging with PSC and they bring experience in working on RPI programs for Region 7 and Region 4. As of October 12, 2016 the KS team will become PSC staff members.
- KS organized and facilitated a monthly management team conference call on September 19, 2016. This included development of the agenda and materials to prepare the management team and development a summary of the meeting.

In addition, KS participated in one check in call with Steve Duke to get input on the agenda for management team meeting, discuss project progress, and update him on other related activities.

- KS and PSC staff developed a refined grant budget representing the management team’s decision to shift some dollars away from meetings with councils and board for regional council development toward website development and challenge grants.

## **[September, 2016 Staff Progress Report]**

- PSC/KS contacted the Workforce Investment Network and Livingston ESA to request proposal revisions for technical and challenge grant applications, respectively. Both organizations submitted revised proposals, which were shared with the management team during their 9/21/16 call and approved. KS contacted both organizations to let them know of the conditional awards. MOUs were refined with additional clarifications from both grantees and provided to Steve Duke for Region 2 approval at their October meeting.

### **Task Group 2: Making the Case for a Regional Council/Board**

- The management team decided in August not to move forward with pursuing a formal regional council, but rather to put more structure around their current approach and expand participation. PSC communicated with Bill Sleight of Michigan Works! Southeast regarding his interest in serving on the management team and coordinated discussion on this with the management team; Bill's response to the invitation to join is pending. In October, PSC will work with management team members to document their decision regarding structure.

### **Task Group 3: Development of a Unified Regional Brand**

- KS confirmed with the management team the decision to utilize the Greater Ann Arbor Region brand and logo for future references to Region 9. KS designed a refined logo utilizing this brand but with the inclusion of "Prosperity Initiative" to differentiate the work.  
<http://greaterannarborregion.org/prosperity/branding-our-regional-prosperity/>.
- KS held a call with management team member, Phil Santer of Ann Arbor SPARK, to clarify the inclusion of the Prosperity Initiative content and structure within the current Greater Ann Arbor Region website. The decision was made to develop what essentially functions as an independent site, but house it within the same domain. KS is currently developing the website under greaterannarborregion.org/prosperity. It will be completed by the end of October for management team review.

### **Task Group 4: Communications, Engagement and Outreach**

- KS and PSC worked with appropriate regional stakeholders to draft articles for an html newsletter, scheduled for distribution by October 7, 2016. The newsletter includes articles on recent challenge and technical grant awards: MI Bright Future expansion, including mention of the work of WIN and Livingston ESA; the Familiarization Tour for site selectors completed by economic developers in the Greater Ann Arbor Region; and the activities completed under the connect and autonomous vehicle (CAV) project by CAR, KS, and MML. The newsletter also includes a "save the date" for a Nov. 17 regional event and mention of the shift from "Region 9" to "Greater Ann Arbor Region" brand.
- KS and PSC developed a draft agenda and identified potential locations for a regional gathering to occur in October or November. This event will include presentations by grantees on projects completed under challenge and technical grants, a facilitated discussion to shape the next grant application stakeholders to contribute to further shape this research. The management team approved this plan during their 9/21 conference call. After polling management team members and grantees, the

### [September, 2016 Staff Progress Report]

event date was set for Nov. 17 at 9:00 – 3:30 at Weber’s in Ann Arbor. Additional information may be found at: <http://greaterannarborregion.org/prosperity/save-the-date/> .

- KS began refining the region’s contact list in preparation for distributing the html email and promoting the event. This included perusing regional and local websites to update contact information for key contacts and adding new contacts.

## Regional Transportation Planning Hillsdale, Jackson, and Lenawee Counties

### Assistance to Local Governments

- Staff attended a meeting with representatives from MDOT, local road agencies, and a consultant to review the schedule for developing a Local Road Safety Plan for Hillsdale, Jackson, and Lenawee counties. The plan will identify emphasis areas and develop engineering, education, enforcement, and emergency services measures to address the safety issues.
- Staff completed the final edit on Regional Work Program and submitted the document to MDOT.
- Staff has scheduled PASER ratings for the fiscal year end (September/October) and has completed Jackson County. Hillsdale County, City of Jackson, and Lenawee County remain. Asset management maps are available and have been distributed to several local agencies.

## Metropolitan Area Transportation Planning Jackson Area Comprehensive Transportation Study

### Technical Assistance

- Staff continued to provide administrative services for the Jackson Walkable Communities Coalition (WCC) including compiling minutes, developing the agenda, etc. Staff is also assisting with the transition to the Active Living Health Action Team, part of the Health Improvement Organization of Henry Ford Allegiance Health. The development of a new non-motorized plan is now a high priority of the WCC, and they will be working with R2PC and AARP representatives to move forward. Local match commitment has been received from the City of Jackson and Jackson County will be reviewing the match commitment at the next Board of Commissioners meeting.

### Program Management

- Staff attended the monthly directors’ meeting of the Michigan Transportation Planning Association.
- Staff conducted the monthly meetings of the JACTS Technical Advisory and Policy committees.
- Staff began a Continuation of Operations Plan (COOP) for JACTS. This plan is being held until an alternate site agreement can be secured.
- Staff attended the MDOT University Region non-motorized meeting in Jackson.

### **[September, 2016 Staff Progress Report]**

- Staff attended a Transportation Performance Measures workshop in Lansing, MI. This will be critical for compliance with MAP-21 and the FAST Act federal transportation legislation.

#### **Long Range Transportation Plan**

- Staff attended a meeting with MDOT transportation network modelling staff to discuss the upcoming Long Range Transportation Plan update. Staff has been meeting with township and village supervisors to update the socioeconomic data needed for the model. The base year (2014) socioeconomic data is now complete and will be approved at the next JACTS meetings.
- Staff mapped and printed resources for the model update, with information provided by MDOT.

#### **Unified Work Program (UWP)**

- The JACTS FY 2017 UWP was reviewed and approved by the JACTS committees and the R2PC. The UWP was reviewed and approved by MDOT and FHWA.

#### **Transportation Improvement Program (TIP)**

- The draft FY 2017-2020 TIP document was reviewed and approved by the JACTS committees and the R2PC and submitted to MDOT, FHWA, and FTA for approval.
- Staff has made minor corrections to the FY 2017-2020 TIP document as requested by MDOT. The document was finalized and approved.

### **Jackson Traffic Safety Program**

- Staff attended the Capital Area Traffic Safety Committee meeting in Lansing.
- Staff is reviewing the 2017 JTSP applications that have been submitted.
- Staff gathered and submitted the September enforcement reports in MAGIC+.
- Staff has provided updated information to all agencies for the FY 2017 OHSP grant.

### **Local Planning Assistance**

The requests of member units of government within Hillsdale, Jackson, and Lenawee Counties are listed below. These activities were prepared at cost to the individual units requesting the service (unless alternative funding was available).

#### ***Hillsdale County***

##### **City of Litchfield**

- Staff met with the City's Planning Commission on September 28<sup>th</sup>. Chapter 2 (Community Description & Issue Identification) of the draft Master Plan and associated mapping were discussed.
- Proposed survey questions were also reviewed during the meeting. Staff made a variety of changes based upon that discussion and sent the document back to City officials for their review.

## [September, 2016 Staff Progress Report]

### *Jackson County*

#### **Blackman Township**

- The Planning Commission began the review of parking regulation revisions proposed by staff for the *Blackman Township Zoning Ordinance* during its September 6<sup>th</sup> meeting.
- Staff began work on an update to the Township's master plan. The first task was to convert the document from a Word Perfect format to a Word format, which included the re-creation of some corrupted text.
- Staff discussed a potential rezoning request with the Zoning Administrator.

#### **County of Jackson**

- **Solid Waste Planning Committee** — Staff made a presentation regarding the proposed Jackson County Solid Waste Management Plan amendment to the Summit Township Board on September 20<sup>th</sup>. The Board subsequently approved the document.
- **County Planning Commission (JCPC)**
  - Staff facilitated the September 8<sup>th</sup> meeting of the JCPC. Staff reports regarding a proposed rezoning in Section 36 of Napoleon Township and a text amendment in Henrietta Township regarding nonconforming accessory structures on lakefront properties were prepared for the Commission.
  - *JCPC webpages* — Staff updated the suite of JCPC webpages on Jackson County's website.
  - *JCPC forms* — Staff provided Columbia Township officials with the Commission's Zoning Amendment Form and Rezoning Worksheet Form.
- **Jackson 2020**
  - *Upper Grand River Water Trail Master Plan* — Staff continued to prepare maps for inclusion in the *Master Plan*.
  - *Collaborative Council* — Staff attended the September 1<sup>st</sup> meeting of the Council.
  - *NETMA* — Staff attended the September 20<sup>th</sup> meeting of the Nobody Ever Tells Me Anything (NETMA) committee.

#### **Liberty Township**

- Staff prepared demographic data for the proposed new edition of the *Liberty Township Master Plan*.

#### **Parma Township**

- Staff attended the September 7<sup>th</sup> public hearing regarding the new edition of the *Parma Township Master Plan*.

#### **Rives Township**

- Staff attended the September 22<sup>nd</sup> meeting of the Commission and reviewed the introductory chap-

## **[September, 2016 Staff Progress Report]**

ter and demographic appendix prepared for the proposed update of the Township's master plan.

### ***Lenawee County***

#### **County of Lenawee**

- **County Planning Commission (LCPC)** — Staff updated the LCPC webpage on the County's/Region's websites.
- **County Airport Zoning Board of Appeals (LCZBA)** — Staff facilitated the September 19<sup>th</sup> meeting of the Board during which a variance was granted for a cell tower that extends 8 feet taller than Lenawee County Airport Zoning Ordinance regulations allow.
- **County Solid Waste Planning Committee** — Staff facilitated the September 21<sup>st</sup> meeting of the Committee during which a final draft of the Lenawee County Solid Waste Management Plan was approved.

#### **Raisin Township**

- Staff provided Lenawee County GIS with the Township's zoning layer.

#### **Rollin Township**

- Staff met with a Township official and received information to update the Township's zoning map. Staff also answered some zoning questions.



September 22, 2016

Steve Duke, Executive Director  
Region 2 Planning Commission  
120 W. Michigan Avenue  
Jackson MI 49201

RECEIVED  
SEP 29 2016

Per \_\_\_\_\_

Re: FY 2017 TIP Amendment

Dear Mr. Duke:

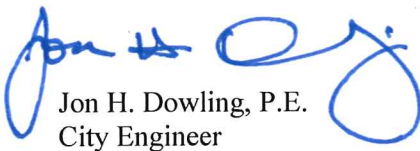
The City of Jackson is hereby requesting approval from the Region 2 Planning Commission, JACTS Technical Advisory & JACTS Policy Committees concerning the following Transportation Improvement Program (TIP) Amendment for FY 2014-2017:

FY	Street	Current Description	Proposed Description	Funding
2017	Kibby Road City Limits to West Avenue	Reconstruct pavement with curb repairs on boulevard islands and curb replacement on outside lanes to reduce pavement width to one lane and one bike lane in each direction.	Reconstruct pavement on south side of boulevard and remove north side, roundabout at Kibby and Denton with realignment on Denton for 740' west of Kibby and install non-motorized path from County path at City limits to County path at Denton.	Federal \$929,000 City \$232,000

During the design phase of Kibby Road we determined it was better to reconstruct the pavement on the southerly side of the boulevard rather than have one lane on each side of the boulevard. To accomplish this, we plan to install a roundabout at Kibby and Denton, realign Denton about 740' feet west of Kibby and install a non-motorized path from the City limits to Denton. The City is requesting that the revised project description for Kibby Road be approved. There is no change in the funding.

Thank you for your assistance with this request. If you have any questions or need additional information, please contact me at (517) 788-4160.

Sincerely,



Jon H. Dowling, P.E.  
City Engineer

C: Patrick H. Burtch, City Manager  
Troy R. White, P.E., Assistant City Engineer



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TRANSPORTATION  
LANSING

KIRK T. STEUDLE  
DIRECTOR

September 29, 2016

Mr. Steve Duke, Executive Director  
Region 2 Planning Commission  
Jackson County Tower Building  
120 W. Michigan Avenue, 9<sup>th</sup> Floor  
Jackson, Michigan 49201

Dear Mr. Duke:

This letter is sent by the Michigan Department of Transportation (MDOT) to request two amendments to the FY 2017-20 Transportation Improvement Program (TIP).

The MDOT TIP amendments are detailed below.

Fiscal Year	Project Name	Limits	Project Description	Funding
2017 JN 120275	M-60	Emerson Rd to Renfrew Rd	2 course mill and resurface	ROW Federal: \$163,700 (ST) State: \$36,300 (M) Not GPA
2017 JN 120277	M-60	Chapel Rd to Emerson Rd	Resurfacing / Widening with center left turn lane	ROW Federal: \$368,325 (ST) State: \$81,675 (M) Not GPA

Both of these phases were previously listed in 2016 within the 2014-17 TIP. Thank you for your attention to this request. If you have any questions or need additional information, please contact me at 517-750-0405.

Sincerely,

Christopher Gulock, Transportation Planner  
University Region

# Region 2 Planning Commission



## MEMORANDUM

**TO:** JACTS Technical Advisory Committee Members  
JACTS Policy Board Members  
Region 2 Planning Commission Members

**FROM:** Aaron Dawson, Senior Planner

**SUBJECT:** Jackson Area Comprehensive Transportation Study (JACTS) – 2014 Employment and Population Data Review

**DATE:** October 3<sup>rd</sup>, 2016

For your review, please see the attached spreadsheets for Jackson County base year socioeconomic data. This data will be used for Jackson County's transportation model. I have met with township, city, and village officials to verify this information at the local level. The next step in this process is approval of the information included with this memorandum, followed by estimation of the future year (2045) socioeconomic data that will also need to be approved.

If you would like to see a more detailed map and spreadsheet of the Transportation Analysis Zones (TAZs) for a particular jurisdiction (township, village, or city), I have them available.

The summary sheet is attached for your review and APPROVAL. Any questions or comments can be sent to me at (517) 768-6703 or [adawson@co.jackson.mi.us](mailto:adawson@co.jackson.mi.us). Thank you.

## Jackson Area Comprehensive Transportation Study (JACTS) 2014 Employment Data Review (October 11, 2016)

Jurisdiction	<u>For Approval</u>		<u>For Approval</u>		<u>For Approval</u>		<u>For Approval</u>	
	2010 Total Service Employment	2014 Total Service Employment	2010 Total Retail Employment	2014 Total Retail Employment	2010 Total Other Employment	2014 Total Other Employment	2010 Total Employment	2014 Total Employment
City of Jackson	13,432	13,978	3,426	3,419	11,240	10,232	28,098	27,629
Village of Brooklyn	778	659	157	156	270	269	1,205	1,084
Village of Concord	241	236	60	45	234	210	535	491
Village of Grass Lake	261	181	27	20	131	93	419	294
Village of Hanover	102	79	15	19	60	55	177	153
Village of Parma	112	124	11	10	56	70	179	204
Village of Springport	157	138	12	12	198	149	367	299
Blackman Township	5,540	4,700	3,881	4,401	7,170	7,567	16,591	16,668
Columbia Township	569	490	302	288	578	459	1,449	1,237
Concord Township	76	75	7	7	172	172	255	254
Grass Lake Township	406	437	138	117	619	822	1,163	1,376
Hanover Township	316	168	17	12	290	209	623	389
Henrietta Township	127	127	70	70	282	277	479	474
Leoni Township	1,917	1,726	862	685	1,962	2,017	4,741	4,428
Liberty Township	231	85	41	43	134	146	406	274
Napoleon Township	673	599	114	71	825	763	1,612	1,433
Norvell Township	45	30	5	5	99	104	149	139
Parma Township	64	83	30	20	144	140	238	243
Pulaski Township	48	23	2	5	67	55	117	83
Rives Township	133	125	24	24	256	218	413	367
Sandstone Township	195	187	26	14	1,102	1,419	1,323	1,620
Spring Arbor Township	1,234	1,175	149	143	465	568	1,848	1,886
Springport Township	27	16	12	10	44	13	83	39
Summit Township	4,415	4,161	810	703	2,687	2,603	7,912	7,467
Tompkins Township	17	15	11	14	108	61	136	90
Waterloo Township	172	168	66	61	156	146	394	375
<b>Jackson County Total</b>	<b>31,288</b>	<b>29,785</b>	<b>10,275</b>	<b>10,374</b>	<b>29,349</b>	<b>28,837</b>	<b>70,912</b>	<b>68,996</b>

## Jackson Area Comprehensive Transportation Study (JACTS) 2014 Population Data Review (October 11, 2016)

Jurisdiction	<u>For Approval</u>		<u>For Approval</u>		<u>For Approval</u>		<u>For Approval</u>	
	2010 Total Population	2014 Total Population	2010 Group Quarters	2014 Group Quarters	2010 Total Housing Units	2014 Total Housing Units	2010 Occupied Housing Units	2014 Occupied Housing Units
City of Jackson	33,528	33,316	773	744	15,433	15,004	13,273	12,835
Village of Brooklyn	1,206	1,249	0	0	661	649	577	551
Village of Concord	1,050	1,036	0	0	484	472	412	397
Village of Grass Lake	1,173	1,164	0	0	513	528	462	469
Village of Hanover	441	453	0	0	186	189	164	164
Village of Parma	769	769	18	19	322	325	287	287
Village of Springport	800	807	0	0	312	331	293	308
Blackman Township	24,012	23,646	7,132	6,349	8,727	9,086	7,585	7,950
Columbia Township	6,214	6,161	7	6	3,347	3,195	2,556	2,408
Concord Township	1,673	1,532	6	4	671	620	623	560
Grass Lake Township	4,511	4,486	0	0	1,892	1,941	1,683	1,711
Hanover Township	3,254	3,343	0	0	1,447	1,467	1,254	1,259
Henrietta Township	4,705	4,729	22	19	2,047	2,053	1,851	1,801
Leoni Township	13,808	13,762	6	7	6,074	6,206	5,488	5,680
Liberty Township	2,961	2,960	6	5	1,343	1,385	1,168	1,159
Napoleon Township	6,776	6,767	8	32	3,098	3,218	2,667	2,715
Norvell Township	2,963	2,945	6	8	1,737	1,760	1,209	1,230
Parma Township	2,504	2,502	19	20	1,011	1,021	916	916
Pulaski Township	2,075	2,131	5	8	864	876	761	762
Rives Township	4,683	4,648	23	22	1,894	1,741	1,731	1,666
Sandstone Township	3,437	3,434	72	75	1,353	1,368	1,259	1,260
Spring Arbor Township	8,267	8,202	1,220	1,181	3,022	2,859	2,734	2,646
Springport Township	1,359	1,372	0	0	575	609	512	539
Summit Township	22,558	22,859	349	378	9,979	9,690	9,188	9,069
Tompkins Township	2,671	2,696	0	0	1,111	1,176	1,023	1,074
Waterloo Township	2,856	2,948	0	0	1,360	1,346	1,097	1,130
<b>Jackson County Total</b>	160,254	<b>159,917</b>	9,672	<b>8,877</b>	69,463	<b>69,115</b>	60,773	<b>60,546</b>

# Region 2 Planning Commission



## MEMORANDUM

TO: Region 2 Planning Commission

FROM: Steven Duke, Executive Director

DATE: October 5, 2016

SUBJECT: Regional Prosperity Initiative – 2016 Grant Application Awards

The Region 2 Planning Commission's Regional Prosperity Initiative (RPI) application to the Michigan Department of Technology, Management, and Budget for fiscal year 2016 included approximately \$170,000 to provide Challenge Grant and Technical Assistance Grant funding. The grant funding is to assist applicants in the 6-county RPI region to research and implement strategies identified in the Five-Year Economic Prosperity Strategy document. The Region 9 Management Team, with representation from Hillsdale, Jackson, Lenawee, Livingston, Monroe and Washtenaw counties, distributed Request for Proposals (RFPs) in April, 2016 with applications being accepted on a rolling basis until October 1, 2016.

The Region 9 Management Team, at their meeting on September 21<sup>st</sup>, met and approved funding the following applications (complete applications are attached):

1. Livingston Educational Service Agency – Initially funded in FY 2015, the Livingston Educational Service Agency (LESA) is proposing to expand the MiBrightFuture program to K-12, Higher Education, Government /Economic Development, Non-Profit Organizations, and Employers. The program expansion will involve working with the economic development groups, such as SPARK! and the Workforce Intelligence Network to identify the talent and careers most needed in the region for the future workforce. Funding requested \$27,800.
2. Workforce Intelligence Network – The Workforce Intelligence Network (WIN) is proposing to expand the MiBrightFuture program to schools in Hillsdale, Jackson, Lenawee, Livingston, Monroe, and Washtenaw counties. WIN will partner with Michigan Works! Southeast to hire a business recruitment coordinator to implement the MiBrightFuture program at two (2) pilot schools in each of the Region 9's six counties, requiring a minimum of 50 area employers to participate. Funding requested \$42,000.

With the approval of these final two grant applications, the Management Team has met its initial goal of funding \$170,000 in Challenge and Technical Assistance grant applications to coordinate activities benefitting economic growth and development within Region 9.



## Regional Prosperity Challenge Grant Proposal

### MiBrightFuture Expansion Proposal

#### A. Identification of Organization:

Name: Livingston Educational Service Agency \_\_\_\_\_  
(Anchor organization for the Livingston Career and College Access Network) \_\_\_\_\_

Mailing Address: 1425 West Grand River Avenue, Howell, MI 48843

EIN: 38-1714081

Telephone: (517)540-6807

Fax Number: (517)546-7047

#### B. Contact Person:

Name: Laura Hoehn, Career and College Readiness Coordinator

Telephone: (517)540-6807

Fax Number: (517)546-7047 Cell Number: (734)645-7877

Email Address: laurahoehn@livingstonesa.org

Project Title: MiBrightFuture Livingston Expansion; Strategic Planning, Employer

Partnerships and Implementation Growth

## Grant Narrative

**C. Problem Approach: Identify the goal, objective, and strategy from the Five Year Prosperity Strategy that the project applies to. Briefly state why the project helps advance the particular strategy identified.**

- a. The MiBrightFuture Expansion Proposal addresses two goals within the Five Year Prosperity Strategy, with several of the strategies also being met through this project. First, this Project would meet the need to *“Deepen relationships and increase collaboration among employers, educators, and economic developers to promote the region as a high-quality place to live and work.”* Not only will employers, educators, and economic developers collaborate and communicate more effectively within counties, they would also improve cross-county communication. It will assist in improving this communication state-wide. The MiBrightFuture Expansion will help to inform future job seekers of the industry opportunities, salary and wages through the use of the MiBrightFuture portal, as well as foster relationships between job seekers and employers through job shadowing opportunities, internships, etc. Additionally, this project will assist in engaging future and current job seekers with local companies to show the breadth of opportunity in the county, as well as Region 9 and creates networking opportunities to keep local talent local.

*“All levels of education, including K-12, career and technical education (CTE) and college and adult education, use a common career pathway model to align and integrate their curricula and career-related experiences to enable all learners to efficiently achieve their educational and career goals.”* The MiBrightFuture Expansion Proposal aligns well with this goal and many of the objectives and strategies detailed within it. First, MiBrightFuture Expansion will meet the objective of enabling private and public partners to work together to create and implement a common career pathway model throughout the region. Regional implementation of Career Cruising and MiBrightFuture will allow for future job seekers to be able to transfer throughout the region and continue their online portfolio that enables them to connect with employers regionally. Finally, it would allow communities to be able to expand our reach to meet the needs of our adult education learners, which will encompass more of the current workforce population. The MiBrightFuture Expansion would assist in the communication between employers and schools, in order to incorporate employer-driven curricula and education programs into common career pathways models.

**D. Management Summary:**

- a. **Describe the organization’s proposed leadership and staffing related to this project. Include current active partners in the project and the role these partners are playing.**

The MiBrightFuture Expansion project will incorporate a collaboration of a few groups, each with different but essential contribution to the effort. Currently, the Workforce Intelligence Network (WIN) of Southeast Michigan has been spearheading the statewide expansion of



MiBrightFuture. Their program managers have served as the liaison between the communities and Career Cruising, as well as the promoters to the school districts. Additionally, WIN provides back-end support in building the website, running background checks, and recruiting employers to be a part of the system. WIN is also working at the State level to promote MiBrightFuture as a universal tool for employer/school collaboration. WIN also is in charge of the four other counties (Oakland, Macomb, St. Clair, and Wayne) who are currently utilizing the MiBrightFuture system. Their reach will continue to grow as more communities engage with the program.

Livingston County has been the leader in aligning their goals with their Livingston Career and College Access Network to help to promote the MiBrightFuture Project.

Additionally, the Livingston Career and College Access Network's (LCCAN) priority areas are directly in alignment with Region 9's 5 year Prosperity Strategy, as well as MDE's Top 10 in 10. LCCAN is the community's local college access network, which is preliminarily funded by Michigan College Access Network. In determining the best tactics to use in supporting our strategy of ensuring each Livingston County graduate have a **clear career path**, MiBrightFuture stands out. Another component of the LCCAN's goals are to **increase the number of career and college experiences** our students have prior to graduation.

MiBrightFuture is the tool to make this happen. This on-line career guidance, experience, and exploration tool is providing students a window to LOCAL employers, careers, and opportunities. It also provides interactive communication with professionals in a field. Therefore, we are aligning businesses, educators, and government entities (Michigan Works) to partner together to develop our future workforce, and supplement guidance in education beyond high school. Some action items we see with these partnerships are job shadowing experiences, internships, talent tours, and career fairs.

In the MiBrightFuture Expansion Project, Livingston's Career and College Readiness Coordinator will work to expand the program to provide access to all students (both traditional and adult education) in the county. Through the MiBrightFuture Expansion Project, the Career and College Readiness Coordinator will work with key staff members such as District Level Coordinators and School Counselors in each school building to expand implementation to affect more students. The targeted group will be the Career and Technical Education programs in Livingston County schools, which encompasses approximately 1500 students, as well as the adult learners and WAY students at the ISD. Additionally, the LCCAN will work to promote the use of MiBrightFuture in the business community to meet the need for balance of employers and students.

Finally, the LCCAN will share best practices and will be a resource to other leaders in the Region in their own deployment of MiBrightFuture. Utilizing the previous experience of Livingston's implementation, as well as the perspective of an individual who represents the schools' needs and constraints will assist regions in successfully developing their program and building their capacity with training.

- b. **Describe how funding will be managed by the organization to accomplish set goals. Include in-kind, matched funds, as well as any administrative and indirect costs, if applicable.**

Funding received from this grant will be used in a variety of ways. First, it will be used to supplement the salary for the Career and College Readiness Coordinator, who will allot 30% of their worktime to the MiBrightFuture Expansion project. This is a personnel intensive project, and a large concentration of the funds will be needed to supplement the cost of capacity. Travel within the county to service each of the 5 districts as well as the individual employers and large employer gatherings (Rotary Club meetings, Chamber presentations, etc.) will be another component of the cost associated with this project. The cost of marketing materials, as well as sponsoring lunch and learn events for employers, etc, will also be a cost associated with this deployment. Finally, an intern will be employed to be on staff to manage the work based learning requests in the system, answer any email questions, follow up with email information after the employer outreach events, and contact employers to follow through on unanswered requests.

**c. Describe how the organization will coordinate with other material providers to accomplish set goals.**

Collaboration between the various sectors involved will be essential to the success of the MiBrightFuture expansion project. As in the Region 9 Prosperity Initiative Partners list found in the Five Year Prosperity Strategy, these partners will represent various sectors of the community, including but not limited to K-12, Higher Education, Government/Economic Development, Non-Profit Organizations, and Employers. Part of the Expansion will involve working with the economic development groups such as SPARK! and the Workforce Intelligence Network to find out the talent and careers most needed in the region for the future workforce, and engaging these employers to become a part of the MiBrightFuture project. A portion of this collaboration will involve fostering relationships between the schools, higher education institutions, and employers to collaborate both in terms of MiBrightFuture, but also in the larger picture of addressing the needs of each community and the future workforce. Especially within the priority industry clusters of health care, information technology, and manufacturing we realize it's important to address the talent shortages in these industries and it will take collaboration between all sectors to help to develop a workforce pipeline to our industries that are in need. On page 23 of the Prosperity Strategy, an opportunity that was identified by the Talent Council Industry Clusters was to grow future talent by developing a workforce pipeline with K-12 and colleges, including the creation of clear career pathways to support students' advancement over time. This work is being addressed in the Livingston Career and College Access Network through collaboration of the various sectors involved, and will evolve at a faster pace through the use of MiBrightFuture.

**c. Describe "lessons learned" from the administration and management of similar programs.**

Throughout our first year of implementation, we realized exactly how large the process of implementing MiBrightFuture effectively actually is, which is why we are taking a "Phased" Approach. Phase 1 in the 2015-2016 school year consisted of pilot classrooms in the various districts. After this first Phase, we realized to be effective in Phase 2 (CTE Programs) we need:

- District Level Coordinators trained with lesson plans and ideas of how to implement

- School Counselors trained in the use of the system for consistency in their individual counseling sessions with students.
  - Defined expectations for implementations: number of message board posts, number of job shadowing experiences, internships
  - Need for balance in the system – number of employers to number of students engaged
  - Engagement of the parent community to reinforce and support
  - Career development curriculum to prepare students to ask informed questions, be prepared with resumes, etc.
  - Immediate enrollment of businesses in the system for follow through
- d. **Include an organizational chart for additional understanding of the management structure.**

#### **E. Work Plan**

- a. **Describe in narrative form the plan and required tasks for accomplishing the work proposed.**

**The duties below will be led by the LCCAN Coordinator in the MiBrightFuture Expansion Project:**

**Career Technical Education Teachers:** MiBrightFuture Expansion Project will begin with training for the Career Technical Education staff of each school at the beginning of the school year. Teachers will be trained on the use of the system in their classrooms and how to engage students in work based learning activities. A minimum of two message board posts will be the goal for each student. These postings will entail reading the profile of the career for background information, as well as reading the questions and answers that are already posted on the job board in order to avoid repetition. Additionally, each teacher will be challenged with the goal of placing students in work based learning experiences, and engaging in the system to set up company tours, mock interviews, guest speakers, etc. This will be tailored to the specific need of the classroom and the curriculum. A work-based learning coordinator will be appointed at each school who will be in charge of managing the requests in the system. The LCCAN Coordinator will support by training this staff person in how to utilize and manage the system.

**Employers:** The LCCAN Coordinator will continue to build relationships with employers in the community and educate them on the use of the MiBrightFuture system. These engagements may occur with individual appointments, or with large group presentations. The LCCAN Coordinator will follow up with any questions in creating the profile, as well as visit employers at their places of work.

**Administrators:** The LCCAN Coordinator will work with the administration in the schools to ensure safety of the employer/student engagement, as well as the legal ramifications of this connection. Releases will be created under the advisement of the ISD legal team to verify what is needed to protect both students and employers. Additionally, a feedback form will be created/implemented for response from both the student and employer as to the quality of the work based learning experience interaction.

- b. If appropriate, indicate and justify the estimated number of staff that will spend time working on the project.**

Currently, the Livingston Career and College Readiness coordinator will be the main staff member who will work on the project from Livingston County. Additionally, an intern will be hired to manage the website and detailed information of the work based learning experiences.

- c. Explain how this plan will be coordinated with other services offered by the applicant or other service agencies.**

This plan will be tailored to the needs of the LCCAN to provide more college and career experiences for students, as well as help students to decide on a clear postsecondary plan in a defined career path. These are the priority areas of the LCCAN, and the MiBrightFuture expansion project will help to support these initiatives with data to show this engagement.

- d. Identify the project deliverables and how success will be measured.**

The MiBrightFuture Expansion project will increase the number of employers that are in the current system from Livingston County, as well as increase the number of work based learning activities for the future workforce. Additionally, there will be a large increase in the number of posts on the message boards in MiBF. Success will be measured by the increase in number of Livingston County employers in the system, posts on the message boards, and work based learning opportunities requested in the county. Finally, the feedback forms that are generated will provide anecdotal data on the quality of interactions had by both the student and the employers with regard to the in-person work based learning activities

#### **F. Personnel**

- a. In narrative, identify the authorized contact person and other key personnel to be involved with this project by name, title, their role, responsibility, and their qualifications. If other organizations will be playing a role in the proposed project in coordination with this grant, provide sufficient background information on them in order to give the management team a reasonable understanding of their qualifications**

Livingston's Career and College Readiness Coordinator, Laura Hoehn, will be the authorized contact person for the MiBrightFuture Expansion project. Laura's resume is attached.

Additionally, an intern will be hired to do the administrative work. This person should be comfortable in contacting both schools and employers, be organized, personable and able to maintain a database.

Intern Administrative Duties:

- Regularly check the database per each school district for work based learning requests
- Follow up with any unfulfilled requests
- Follow up with all local employers introduced to MiBrightFuture, as well as previous employers engaged with the system to update on expansion
- Visit employer facilities to verify safety/security protocols
- Monitor message board postings
- Keep track of number of engagements posts in various career areas
- Assist local employers in profile creation

### G. Time Frame

a. **Provide a timeline for completing the planned activities and tasks for the grant project.**

The MiBrightFuture Expansion Project should be completed within the five school districts of Livingston by the end of the 2016-2017 school year. Subsequent years for the increased expansion to the entire high school and middle school student populations will be necessary. Funding needs to continue the expansion will better be determined by the end of the 2016-2017 school year.

### H. Budget Considerations

a. **Applicants shall submit a proposed budget and a corresponding budget narrative in accordance with the format and timeline of this project, with sufficient detail to enable the Issuing Office to evaluate all project costs. (see Budget Format)**

### Budget

Item	Grant	Other source	Total
Personnel (Salary) 30% of \$54,068	16,220		16,220
Personnel (Benefits) 30% of \$23,600	7,080		7,080
Local travel	500		3,000
Media/publicity	1,000		1,000
Clerical support (10% of \$50,000)		5,000	5,000
General office (phone, IT, office)		3,000	3,000
Misc. Supplies	500		500
Meeting/training expenses		500	500
Intern	2500		
Total Grant request	\$27,800		
Total cost for the project		8500	\$36,800

### Budget Narrative

The proposed expansion of MiBrightFuture to expand to more employers, educators, and students in Livingston County is a personnel-heavy project. As such, cost allocation includes 30% of the cost of the



Region 9 Technical Assistance Grant Proposal Workforce Intelligence  
Network, MI Bright Future

II-A Identification of Organization

Southeast Michigan Community Alliance

Workforce Intelligence Network for Southeast Michigan (WIN)

Federal Identification Number: 38-2675191 Phone: 313-744-2946 Fax: 734-229-3501

Street address: 25363 Eureka Rd., Taylor MI 48180

*Key personnel, under the guidance and supervision of WIN Executive Director, Lisa Katz:*

Sarah Sebaly

Senior Program Manager

[sarah.sebaly@win-semich.org](mailto:sarah.sebaly@win-semich.org)

734-934-4510

Trevor Leatzow Program Assistant [trevor.leadzow@win-semich.org](mailto:trevor.leadzow@win-semich.org) 810-240-2265

Lisa Gordon

Program Coordinator, Region 10 Career Liaison

[lgordon@win-semich.org](mailto:lgordon@win-semich.org)

313-550-7181

II-B Contact Person

Sarah Sebaly

Senior Program Manager

[sarah.sebaly@win-semich.org](mailto:sarah.sebaly@win-semich.org)

734-934-4510

## II-C Problem Approach

Companies in Prosperity Region 9 and the rest of Michigan are facing a serious talent pipeline problem. Too few students and jobseekers are completing degrees and certifications in fields that need workers, leaving many companies scrambling to find their future workforce. Companies that are able to connect to students at an earlier stage have a greater chance of building their future pipeline of workers. MI Bright Future makes that connection possible.

MI Bright Future's collaboration between students, educators, and employers introduces young jobseekers to the region's growing occupations by connecting through an easy-to-use online platform, integrated with the career development system Region 9's students already use in schools. MIBF's enhanced platform includes e-mentoring, message boards, and company profiles that help inform students, parents, and educators on current and projected employer needs. Companies can, in turn, nourish their talent pipeline by interacting with students throughout the career decision-making process, making their future workforce aware of the training needed for particular occupations and introducing them to the wealth of opportunities in this region.

The Workforce Intelligence Network (WIN) will utilize funds if awarded to expand the MI Bright Future (MIBF) program in the communities of Livingston, Monroe, Jackson, Lenawee, Washtenaw and Hillsdale in accordance with best practices established in its role as managing entity of MIBF. Expansion requires engagement with educational administrators, at both the district and school levels, and the local business community. Expansion also necessarily demands on-going support and coordination to ensure the program is not only introduced into the region's communities, but enjoys successful longevity. WIN is uniquely positioned to accomplish these tasks with proven practices, communication strategies, and support capabilities.

## II-D Management Summary

(a) Staffing related to this project will include guidance from the WIN Executive Director, Lisa Katz; program management from WIN Senior Program Manager, Sarah Sebal; Program Coordinator, Lisa Gordon; and Program Assistant, Trevor Leatzow. If awarded, funds would be to support the personnel costs of a full-time Region 9 coordinator (see section b below for details). This individual would be housed at Michigan Works! Southeast and would be responsible for effectively carrying out the implementation plan with assistance and guidance from the current WIN MIBF team listed above.

(b) In order to accomplish the Region 9 Pilot expansion of MIBF, WIN will partner with Michigan Works! Southeast to hire a full-time business recruitment coordinator (1-year position) who would be housed at the Michigan Works! office. This coordinator will focus on employer recruitment and coordination activities in Region 9. Goals include two (2) pilot schools in each of Region 9's six counties by January 2017, which will require at least 200 area employers to participate. A portion of funds (\$13,000) will be utilized to purchase operating licenses for MIBF technology from Career Cruising.

School implementation requires introduction, training, planning and launching activities which will continue to be managed by the WIN staff. The WIN MIBF team will work in concert with the Region 9 coordinator to bring a minimum of 50 employers from the designated region on board, with a goal of over 200 additional employers in the region. WIN will work with Michigan Works! Southeast to hire a coordinator at \$40,000/year, with the position running from the date of hire to one year later, or as

otherwise specified by Michigan Works! Southeast. WIN will provide funding for this personnel to Michigan Works! Southeast on a contract basis. If benefits are offered to this individual, they will be through Michigan Works! Southeast and not on WIN's contract for the personnel cost. WIN's fiduciary, the Southeast Michigan Community Alliance, requires 5% administrative costs on all monies.

(c) WIN relies heavily on the partnerships already developed in the Livingston County pilot, and will need to grow similar partnerships across the region to be successful in these metrics. MIBF implementation begins to occur at the intermediate school district level, with a local implementation team consisting of a project "champion" and a project "facilitator," both of whom serve on the Community Advisory Council for MIBF. Often the facilitator will have additional staff support within each school building to assist in implementation. The workforce development boards in each participating county also select a representative to serve on the MIBF Community Advisory Council. WIN's partnerships in the region include WIN board members, Washtenaw County Michigan Works! And Livingston County Michigan Works! (now combined), Jackson College and Washtenaw Community College. Through MIBF, WIN is also partnered with the Livingston Educational Service Agency (LESA). The current alliances will allow WIN to seamlessly broaden the program across the county using a similar model.

(d) Being the sole administrative entity of MIBF, WIN is the leading expert on best practices for the Region 9 expansion. WIN manages employer registration and optimized this process, built a central website to manage recruitment and resources, developed marketing materials, and designed a replicable implementation process. The greatest lesson learned throughout this process is the importance of collaboration. WIN convenes both a community advisory council and an employer advisory council to ensure the program is operating optimally for both sets of stakeholders. It is in these councils that MIBF participants across the current five county deployment can come to discuss their varied needs, or other unexpected issues. WIN convenes a student focus group to ensure the program is engaging and conducive for their needs. The feedback from these different groups has proven invaluable in maximizing the program's potential. These insights will allow for a seamless implementation in Region 9, since the newest members of MIBF will have the great privilege of building on the successes of their forebears.

## II-E Work Plan

(a) Business recruitment takes place throughout the entire onboarding process, to ensure there are ample local companies in the system to support the onboarding students. This occurs through presentations in front of large groups of employers (chamber events, industry advisory groups, etc.), and face-to-face meetings, demonstrations and registration.

Implementation in schools begins with introductory sessions, several of which have already taken place. To familiarize educational administrators with MIBF at both the district and school levels, WIN will host informational sessions to introduce the tool, discuss MIBF's history, its successes thus far, and its potential in Region 9 schools. These sessions will also include a demonstration of the system, highlighting how MIBF integrates with Career Cruising tools already being utilized, and a tutorial of the student portal so that administrators are familiar with how students will interact with employers.



After administrators are introduced, the next phase is planning each county's deployment in material terms. Administrators will work with WIN to identify the scale of the initial rollout, which can be as small as a handful of students, to as large as entire buildings—completely customizable to a county's preferences. When the target populations have been identified, administrators will determine staff persons in the individual schools who will be assigned to offer student support and coordinate work-based learning activities (WLAs). WIN will then schedule training sessions with the identified staff prior to school deployment; these sessions include brainstorming time to begin to identify activities and strategies to introduce students to MIBF. Once administrators and schools are prepared for launch, they will identify their goals for the initial rollout, thereby providing WIN a set of metrics with which to guide the deployment.

Individual school implementation will then be scheduled under the counsel of teachers and other identified support persons. Because school faculty best know the daily rhythms and impending obligations unique to each school, WIN will defer to their guidance when determining the best time for deployment. When a launch date is set, the previously identified students will be formally introduced to MIBF. Upon student on-boarding, WIN will continue to monitor their engagement with employers, participation in WLAs, message board posts, and other metrics to determine how well the system is being received. This information will then be communicated back to educational administrators to inform their strategies for incorporating MIBF in classroom curriculum.

(b) Estimated staff includes the MIBF team previously identified in the Management Summary, including a Senior Program Manager, Program Coordinator, and Program Assistant. In addition to the existing MIBF team, WIN will also be hiring an additional staff person (using the matching funds from Michigan Works! Southeast) whose sole responsibility will be coordinating the MIBF implementation relative to employers in Region 9.

(c) Staff will be trained by a combination of WIN Senior Program Manager, Sarah Sebaly; Project Coordinator, Lisa Gordon; and Career Cruising. All staff persons and Career Cruising training interactions will be under the supervision of Sarah Sebaly.

(d) WIN will be working to bring MIBF into Region 9 communities as quickly as possible. The proposed timeline for implementation is two pilot schools in each of the six counties, with the exception of Livingston where MIBF is already active, by January 2017. To balance the incoming students, WIN will also actively recruit employers with the goal of having a minimum of 50 Region 9 companies by January 2017, with a goal of 200. Quality assurance will be evaluated through a number of metrics reported by the system including: number of employers engaged, number of WLAs offered, number of company page views by students, number of student discussion board posts, number of requested WLAs, and number of completed WLAs. The system reports these metrics separately by county. WIN will analyze and evaluate what additional support needs to be in place in order to achieve an optimal level of engagement by students, schools and employers. For additional checkpoints in the process, refer to the chart in section II-H.

(e) MIBF requires regional collaboration on all levels. WIN's strong partnerships across Regions 9 and 10 have been critical to supporting and expanding MIBF—activities through the Opportunity Detroit Tech Council, connections to the Advance Michigan board, interactions with Lightweighting Innovations for

Tomorrow (LIFT), outreach to the various industry groups WIN convenes, and marketing and communications support to continue to increase awareness and support of MIBF.

Workforce development, higher education, as well as schools and other participating/supporting organizations are a part of the Community Advisory Council for the MIBF effort. Regular discussions occur around what services and programs offered by the community partners might be ideal crosswalks for MIBF such as Workforce Investment and Opportunity Act programs, Jobs for Michigan Graduates, apprenticeship programs through higher education partners, Jackson Area Manufacturing Association, industry associations, and any other programs that currently support student/employer interactions. All will be examined for potential alignment with MIBF activities. MIBF acts as a central resource hub to educate, promote, and provide access to students to all programs in the region assisting with career development. Community-based organizations, workforce development, and higher education institutions are also encouraged to host their own MIBF profile; providing them with identical access to promoting their programs to students as the employers in the system.

#### II- F Prior Experience Disclosure

Besides managing MIBF in 4 other communities for over a year, in January 2014, WIN became home to the Region 10 Career Liaison through the state's Career Jump Start (CJS) program. This individual was tasked with bringing high-demand career information to the K-12 system and developing strategies to disseminate this information. In the 2015 school year alone, approximately 34,600 students were reached across more than 360 schools/districts. This work has provided a basis for WIN's partnership model with the K-12 system, and has allowed the MIBF team to develop best practices for beginning and sustaining these partnerships.

Beyond the CJS program, WIN staff have been integrally involved in Manufacturing Day efforts across Region 10 and beyond, supporting Manufacturing Day planning committees in Oakland and Macomb counties and leading the planning committee in Wayne County and the City of Detroit.

WIN also convenes the Opportunity Detroit Tech council, a collaborative body that provides a support network of both industry peers and labor market experts to identify and collectively address the needs of local businesses. WIN strives to work together to showcase the diverse companies engaged in these efforts, highlighting Southeast Michigan as an innovation hub to attract and retain top-tier talent and industry partners. WIN seeks to raise awareness of and shape the community responses to the industry's talent, customer, supply-chain, and other growth needs to improve both the industry itself and the region as a whole.

#### II-G Personnel

##### **Authorized Contact Person:**

*Sarah Sebaly, Senior Program Manager*

Sarah Sebaly is a Senior Program Manager at WIN, responsible for managing efforts related to the portfolio of youth and career pathway development. Her current work focuses on the oversight of the MI Bright Future program. Sarah works to create a highly collaborative environment and relationship with all stakeholders of the talent pipeline to include: K-12 education partners, community colleges, universities, workforce development, and employers. Sarah came to WIN from Michigan Works! through which she gained a deep understanding of the workforce development systems as they operate in the

State of Michigan and the various state and federal policies and regulations that determine that operation. Sarah is a Michigan native, and attended the University of Michigan, Ann Arbor, for both her bachelor's in Psychology and her master's in Social Work. During her master's program, Sarah was a Community-Based Initiative Scholar in the City of Detroit, representing an inspired group of students dedicated to community and social change in urban cities, neighborhoods, and communities.

**Other key personnel:**

*Lisa Gordon, Program Coordinator*

Lisa Gordon is a Program Coordinator for the Workforce Intelligence Network for Southeast Michigan (WIN). In alignment with WIN's Youth Strategy, Lisa also serves as the Career Liaison for Region 10 (Wayne, Oakland and Macomb counties) coordinating resources for high demand occupation clusters, career pathways work, and post-secondary training and educational programs for youth. Much of her current work focuses on supporting the management of the MI Bright Future Program. As a certified Global Career Development Facilitator, Lisa is passionate about working with youth and supporting their career development. Prior to coming to WIN Lisa was a job developer with Oakland Community College (OCC). Lisa's well-rounded experiences also include event and account management, and is the proud winner of the Tomi-Terre Woman of Excellence award. A Detroit native, Lisa is a graduate of Michigan State University, holding a bachelor's degree in marketing from the Eli Broad College of Business.

*Trevor Leatzow, Program Assistant*

Trevor Leatzow is a Program Assistant with MI Bright Future at the Workforce Intelligence Network for Southeast Michigan. In this role, Trevor is typically the main point of contact for assisting registering employers, including performing background checks. He also manages the employer profiles in the system, develops marketing materials to promote the program, and manages MIBF social media profiles. Trevor previously worked in Section 8 Housing, where he specialized in fraud investigation and prosecution. His duties included analyzing criminal evidence, state and federal policy, and relevant law; as well as overseeing complex investigations and the organization of informal hearings. This experience strengthened his analytical, organizational, and networking skills, which have proven invaluable to building partnerships and strategy as a program assistant. He also has previous experience as an online multimedia coordinator. Trevor attended Michigan State University, where he achieved a bachelor's degree from James Madison College, as well as in English with a specialization in creative writing.

## II-H Time Frame

MI BRIGHT FUTURE REGION 9 IMPLEMENTATION		Dates of completion
<b>Project Coordination</b>		
	Introductory meetings	August-16
	Begin employer recruitment--10/month	September-16
	Implementation discussion meetings--county ISDs	September & October 2016
	Implementation discussion meetings--school building administrators	September & October 2016
	Identify school support staff	September-16
	Training of support staff/additional staff	October-16
	Determine community metrics for success	October-16
	Activate MIBF	December-16
	Develop timeline for rollout to students	December-16
	Individual schools finalize implementation plan	December-16
	Introduce students to MIBF	January-17
	Employer recruitment	Ongoing

## II-I Budget Considerations

MI Bright Future Region 9 Prosperity Initiative Technical Assistance Budget				
		Cost	Match	Total
<b>Personnel</b>				
	(1) full-time contract coordinator	\$ 25,000	\$ 25,000	\$ 50,000
<b>Supplies, Materials and Equipment</b>				
	ccInspire software licenses	\$ 13,000		\$ 13,000
<b>In-state travel</b>				
	Mileage	\$ 2,000		\$ 2,000
<b>Indirect costs</b>				
		\$ 2,000		\$ 2,000
<b>TOTAL Reg 9 TA investment</b>				<b>\$ 42,000</b>
<b>TOTAL match</b>			<b>\$ 25,000</b>	
<b>Total investment across Reg 9</b>				<b>\$ 67,000</b>

**a) Budget Justification**

**b) TOTAL REGION 9 TA FUNDING REQUEST: \$42,000**

**A. Personnel**

**PERSONNEL REQUEST:**

Funding will support salary for one (1) role: Full-time contract coordinator for Region 9. Staff will be supported by a Senior Program Manager, Program Coordinator, and Program Assistant. Duties include: employer recruitment, attending planning meetings; assisting in creation of implementation plan; coordinating with LESA MIBF coordinator and Region 9 Career Liaison.

WIN will partner with Michigan Works! Southeast to house the coordinator position. This brings the full amount of the contract position to \$50,000—which would be the minimum required to bring on a qualified individual for this position. This position is critical to the success of MI Bright Future, as effective, managed coordination of a pilot and business recruitment to this scale is paramount. A full-time employee focusing on coordinating the recruitment, registration, communication, retention, and activity coordination between educators and businesses is needed.

**B. Supplies/Equipment**

**\$13,000**

Software licenses are the sole equipment request for this project. In order to operate the MI Bright Future program, an enhancement to the Career Cruising system, Career Cruising Inspire (ccInspire) must be purchased. Career Cruising has agreed to graduated consortium pricing for Region 9 as a whole. The \$13,000 will cover the annual pilot licenses for the length of this project, operating from October 2016-September 2017.

**C. Travel**

**\$2,000**

The total estimated amount of \$2,000 is budgeted for travel expenses, covering local in-state travel (mileage) for the full-time coordinator of this project. Covering such a large geographic region and traveling frequently between counties and schools, mileage is estimated at an anticipated rate of \$.575 per mile, allowing for more than 275 miles of travel per month.

**D. Indirect Costs**

**c)**

**INDIRECT COST**

**REQUEST:**

**\$2,000**

All budget categories associated with this request are subject

# Region 2 Planning Commission



## MEMORANDUM

TO: Region 2 Planning Commission

FROM: Steven Duke, Executive Director

DATE: October 5, 2016

SUBJECT: Approval of Commissioner Request to Attend the Michigan Association of Planning's 2016 Annual Planning Conference in Kalamazoo, October 26-28, 2016.

The Michigan Association of Planning is hosting their annual conference in Kalamazoo on October 26-28, 2016. I have received a request from a R2PC Executive Committee member to attend the conference and to have the registration fee (approximately \$550) paid for by the Commission. No other costs associated with attending the conference have been requested (i.e. lodging, travel, etc.).

In the past, the R2PC has paid for Commissioners to attend and participate in Michigan Association of Region (MAR) annual conferences.

At this time, I am requesting direction from the Executive Committee on this timely issue. For future requests, I will meet with the Personnel & Finance Committee to develop a policy regarding covering Commissioner expenses for attending planning-related conferences.

# Region 2 Planning Commission



## FEDERAL/STATE PROJECT REVIEW NOTICE

DATE: September 20, 2016  
TO: Local Units of Government in Lenawee County  
FROM: Region 2 Planning Commission, Regional Clearinghouse

In accordance with the Michigan Federal Project Review System, notification of the following project (FPR 16-8) is provided for your review:

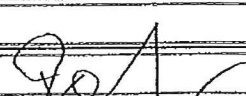
The funding request is to enable the Lenawee Economic Development Corp. the continuation of ability to make loans to small businesses in the county in support of private sector loans. Federal financing through USDA IRP Loan program in the amount of \$84,000 is being requested.

You may wish to comment on the potential impact the project may have on your jurisdiction, or on the degree of the project's compatibility with adopted plans. Comments will be forwarded to the State Clearinghouse or appropriate Federal agency if received within 30 days of the date of this notice. Information on this application may be obtained from: Tim Robinson, Lenawee Economic Development Corporation, 5285 W. U.S. 223, Adrian, MI 49221; (517)265-5141.

cc: Steven Duke

Enclosure



<b>Application for Federal Assistance SF-424</b>	
<b>16. Congressional Districts Of:</b>	
* a. Applicant: <input type="text" value="7th"/>	* b. Program/Project: <input type="text" value="7th"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
<b>17. Proposed Project:</b>	
* a. Start Date: <input type="text" value="8/01/12"/>	* b. End Date: <input type="text" value="8/01/42"/>
<b>18. Estimated Funding (\$):</b>	
* a. Federal	<input type="text" value="152000"/>
* b. Applicant	<input type="text" value="22800"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text"/>
<b>* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>	
<input checked="" type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text" value="6/20/12"/>	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input type="checkbox"/> c. Program is not covered by E.O. 12372.	
<b>* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)</b>	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
<b>21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)</b>	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
<b>Authorized Representative:</b>	
Prefix: <input type="text"/>	* First Name: <input type="text" value="James"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Vandoren"/>	
Suffix: <input type="text"/>	
* Title: <input type="text"/>	
* Telephone Number: <input type="text" value="517-265-5141"/>	Fax Number: <input type="text"/>
* Email: <input type="text" value="jevvd@theledc.org"/>	
* Signature of Authorized Representative: 	* Date Signed: <input type="text" value="6-10-12"/>



Print

OMB Number: 4040-0004  
Expiration Date: 03/31/2012

**Application for Federal Assistance SF-424**

**\* 1. Type of Submission:**

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

**\* 2. Type of Application:**

- ☒ New  
☐ Continuation  
☐ Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify):

**\* 3. Date Received:**

**4. Applicant Identifier:**

**5a. Federal Entity Identifier:**

**\* 5b. Federal Award Identifier:**

**State Use Only:**

**6. Date Received by State:**

**7. State Application Identifier:**

**8. APPLICANT INFORMATION:**

\* a. Legal Name: Lenawee Economic Development Corporation

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

38-0284520

\* c. Organizational DUNS:

167534734

**d. Address:**

\* Street1:

5285 W. U.S. 223

Street2:

\* City:

Adrian

County/Parish:

\* State:

Michigan

Province:

\* Country:

\* Zip / Postal Code:

49221

**e. Organizational Unit:**

Department Name:

Division Name:

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix:

\* First Name:

Tim

Middle Name:

\* Last Name:

Robinson

Suffix:

Title:

Organizational Affiliation:

\* Telephone Number: 517-265-5141

Fax Number:

\* Email: trobinson@theledc.org

Application for Federal Assistance SF-424

9. Type of Applicant 1: Select Applicant Type:

New

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

\* 10. Name of Federal Agency:

USDA Rural Development

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

\* 12. Funding Opportunity Number:

10.767

\* Title:

Lenawee Economic Development Corporation Application for USDA IRP Funding

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

\* 15. Descriptive Title of Applicant's Project:

The LEDC is the recognized county-wide economic development organization in Lenawee County, Michigan. This funding request is to enable the LEDC the continuation of ability to make loans to small businesses in the county in support of private sector loans.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments



RECEIVED

SEP 19 2016

Per \_\_\_\_\_

373 LAKESIDE DRIVE P.O. BOX 216 GRASS LAKE, MICHIGAN 49240

Phone: (517) 522-8464 Fax: (517) 522-4955

[www.grasslakect.com](http://www.grasslakect.com)

e-mail: [cathyz@grasslakect.com](mailto:cathyz@grasslakect.com)

**September 14, 2016**

## **Notice of Availability of the *Grass Lake Charter Township Master Plan* for Public Comment**

The Charter Township of Grass Lake, in Jackson County, Michigan, announces the availability of the 2016 edition of the Grass Lake Charter Township Master Plan and request comments regarding the document from the recipients of this notice. The following local governments, commissions/committees, and utility and transportation agencies/companies are receiving this notice of intent as required by Section 41 of the Michigan Planning Enabling Act (MCL 125.3839):

- Henrietta Township
- Leoni Township
- Napoleon Township
- Norvell Township
- Sharon Township
- Sylvan Township
- Village of Grass Lake
- Waterloo Township
- Jackson County Planning Commission
- Consumers Energy
- Wide Open West (dba WOW)
- Frontier Communications
- Jackson County Department of Transportation
- Michigan Department of Transportation

The Grass Lake Charter Township Master Plan is available for review on the Grass Lake Charter Township website – [www.grasslakect.com](http://www.grasslakect.com). Please notify the Township Clerk in writing if you prefer to receive a hard copy of the document. Comments must be received by Cathy Zenz by 4:30 pm on November 15, 2016. Her contact information is listed below:

Cathy Zenz, Township Clerk  
Grass Lake Charter Township  
373 Lakeside Drive, PO Box 216  
Grass Lake, MI 49240  
517-522-8464 x 121  
[cathyz@grasslakect.com](mailto:cathyz@grasslakect.com)



RECEIVED  
SEP 19 2016  
Per \_\_\_\_\_

September 14, 2016

Lenawee County Planning Commission  
Tim Anderson, Senior Planner  
Region II Planning Commission  
Jackson County Tower Building  
120 W. Michigan Ave., 16<sup>th</sup> Floor  
Jackson, MI 49201

**Subject: Notice of Intent to create a Sub-Area Plan for the "Revival Commons" Site**

Dear Mr. Anderson,

Please be advised that the City of Tecumseh has begun preparing a Sub-Area Plan for the *Revival Commons* site (former Tecumseh Products site), approximately bound by Evans on the west, Cummins on the north, Maumee on the east and Russell on the south, consistent with the provisions of the Michigan Planning Enabling Act, Public Act 33 of 2008, as amended.

The City will be working with the City's planning consultant, McKenna Associates, to prepare the Sub-Area Plan. The City will work on the plan at its Planning Commission meetings scheduled over the next 4 to 5 months.

Your comments and questions can be sent via email to [braymond@tecumseh.mi.us](mailto:braymond@tecumseh.mi.us) or mailed to:

City of Tecumseh  
Attention:  
Bradley A. Raymond  
Building Services Director  
309 E. Chicago Blvd.  
Tecumseh, MI. 49286

When the Sub-Area Plan is approved for public distribution, a copy of the draft plan will be uploaded to the City's website ([www.mytecumseh.org](http://www.mytecumseh.org)) for your review and comment. When the Sub-Area Plan has been uploaded, we will send you a notice so that you may review the Sub-Area Plan in electronic format. If you would prefer to receive the Sub-Area Plan in paper form, please return one signed copy of this letter for the City's files as authorization.

We thank you in advance for your assistance with the City of Tecumseh's Sub-Area Plan.

Sincerely,

Bradley A. Raymond  
Building Services Director  
Tecumseh, Michigan

**I/WE PREFER INFORMATION IN PAPER FORM ONLY**

Signature

Date

Date

Name and Title

**Innovative ♦ Timeless ♦ Inviting**



CARLISLE

WORTMAN  
associates, inc.

605 S. Main Street, Ste. 1  
Ann Arbor, MI 48104

(734) 662-2200  
(734) 662-1935 Fax

RECEIVED

SEP 29 2016

**MEMORANDUM**

**TO:** Contiguous Municipal Legislative Body, County Planning, Public Utilities,  
and Railroad Company

**FROM:** Manchester Community Joint Planning Commission

**DATE:** September 26<sup>th</sup>, 2016

**RE:** Distribution of DRAFT Manchester Community Joint Master Plan

In accordance with the Michigan Planning Enabling Act (PA 33 of 2008 as amended), The Manchester Community Joint Planning Commission (MCJPC) has prepared a new joint Master Plan for the Village of Manchester and Manchester Township and requests your cooperation and comment on the Plan. The Manchester Community Joint Master Plan is ready for your review, and is included on the attached CD. In accordance with the Michigan Planning Enabling Act, you have 63 days to provide your comments on the Joint Master Plan.

We thank you for your consideration in this matter. Please send your comments on the Joint Master Plan to the Village of Manchester offices by mail at:

Joint Master Plan  
Village of Manchester  
912 City Road  
P.O. Box 485  
Manchester, MI 48158

Questions related to the DRAFT Joint Plan should be directed to Julie Schaible, Village Clerk, at [JSchaible@vil-manchester.org](mailto:JSchaible@vil-manchester.org), or mailed to the Village address above.

Thank you.