



## Manager's Report January 23, 2023

The Township Manager's report is released on the Friday before the Township Trustees Monday meeting. Some of these items will be mentioned and/or discussed at the Board meeting, while other items are for informational purposes. Please contact The Township Hall or the Township Manager if you have any questions or concerns about anything in this report. We look forward to your feedback and serving you. Thank you!

Dexter Mitchell

Township Manager

### Updates

#### Boards & Commissions

- On January 10, 2023, at approximately 3:30 pm, the Kalamazoo County Consolidated Dispatch Authority (KCCDA) lost primary radio contact with the Michigan Public Safety Communication System. The backup radios maintained all communications. This event significantly impacted every 911 center differently. Please see the official memo attached to the back of this report.
- On January 12, 2023, the Kalamazoo County Consolidated Dispatch Authority (KCCDA) held its monthly administrative meeting.
- On January 16, 2023, the Township Police Department responded to an incident at one of the schools involving a student setting fire in an occupied school building and assaulting school staff. The individual involved was a 12-year-old male. Thanks for the assistance from the Kalamazoo Township Fire Department and Comstock Fire Department. Please see the official press release attached to the back of this report.
- On January 18, 2023, at the ZBA meeting, the Board granted the following variances for Graphic Packaging at 2016 N. Pitcher Street.
  - Berm height: permit berm to be six (6) feet in height where a maximum of three (3) feet is permitted. Approved.
  - Setback for storage: permit storage of semi-trailers 50 feet from the property line along a public right-of-way, where a minimum of 150 feet is required. Approved.

- Vice Chair inquired about updating the ordinance to reduce the 150-foot setback requirement. The ZBA felt that 150 feet seemed excessive and a lesser setback distance would be beneficial.
- The Kalamazoo Area Transportation Study Policy Committee meeting scheduled for Wednesday, January 25, 2023, has been canceled.
- The Township Board and Manager continue to meet and work on the Managers' goals for 2023. The goals will come from a multitude of places however, the primary focus will be the Township's Strategic Plan for 2022. More information will be coming to you soon.
- The Township Facility Planning team is asking for time on the upcoming agenda in February to you update the Township Board on the facilities planning at this meeting, Williams Associates Architects will be presenting.
- US 131 Update on a potential grant (RAISE) to find a collaborative effort for Kalamazoo Township, Kalamazoo City, and Kalamazoo County - This grant is nationwide and competitive. No single award greater than \$25 million will be awarded. There is a State cap of \$325 million. This was sent to us from US Senator Gary Peter's office. I've had preliminary conversations with Jill Bland of Southwest Michigan First. She is in support of it, and will be seeking additional details. The County Administrator and both Portage and Kalamazoo City Managers are in support of this opportunity. Please see the attached information.

## **Manager's Meeting/ Events of notes**

- On January 17, 2023, the online application portal opened for Kalamazoo County's housing millage levied on December 1, 2022. Housing developers and nonprofits working to combat the affordable housing crisis can apply for funding now through February 17, 2023. You will find full details in the press release attached to the back of this report.
- On Wednesday, January 18, 2023, the Westwood Neighborhood Association met at 7:00 pm via zoom. Subjects on the agenda were item safety committee, Imagine Westwood report, and Kalamazoo Township Planning Commission.
- WMED/MT. Zion had a Community Conversation on high blood pressure on January 19, 2023, from 6:30 PM to 7:30 PM. Township Board members should have received an e-mail.
- The Road Commission of Kalamazoo County (RCKC) sent out 16 plus letters to various residents throughout Kalamazoo Township regarding basketball hoops and vehicles being parked in the road right-of-way. The purpose of the letters is to help with winter maintenance of the roads. We are asking all residents to pay attention to their neighborhoods and ask additional neighbors to remove basketball hoops and vehicles from right-of-ways.
- RCKC Preventative Maintenance – approximately eight years ago, the Kalamazoo Township residents voted for a \$10 million bond to fix the roads in Kalamazoo Township. As part of that significant investment, Kalamazoo Charter Township works with RCKC on an annual basis to

develop a preventative maintenance program. Although the roads were fixed to extend the life expectancy of the roads, we must continue to perform annual maintenance throughout the Township. The total amount for preventative maintenance this year is \$925,292. The 2022 carryover of \$130,562, along with the new allotment for 2023 of \$301,686 will be used toward financing that amount. That total is \$432,248, leaving a difference of \$493,044.

- On February 4, 2023, the Air Zoo, located at 6151 Portage Road, will have guest speaker Lieutenant General Russell L. Honoré. This event is free and begins at 6 pm.
- KATS (Kalamazoo Area Transportation Study) is on the agenda tonight. The Township Board will be voting to participate in Federal planning funds in FY 2024. This agreement will begin on October 1, 2023. This agreement will need to be back to our local KATS by February 3, 2023. Please see the agreement attached to the back of this report.
- Board Meeting follow-up - please see the attached draft of a potential RFP for future legal services with regards to the Townships labor attorney.
- Board Meeting follow-up - please see the attached agency evaluation sheets from McGrath Consulting and ESCI. The McGrath group did the 360 degree review for Texas Township Fire Department, and a Fire Department Assessment for Richland Township.
- **Township Focus** January 2023: (Please see attached)
  - All township board of review members must meet the State training mandate.
  - All NEU townships must file their annual ARPA report by April 30.
  - Become a Michigan Green Community.
  - Reminder for tax collection: Tuesday, February 14th - last day to pay without penalties; Tuesday, February 28th - last day to pay at the Township.
  - Please check out the MTA webinar series.
  - MTA capital conference will be on March 1, 2023, at Lansing Center.
  - The MTA Expo is April 17- 20, Please see the attached list of activities and classes.
  - Public involvement in township decision-making.
  - How is your Township spending its ARPA funds
  - Supporting your first responders.

### **Happy Birthday to our Staff members celebrating in January:**

- |                 |               |                 |
|-----------------|---------------|-----------------|
| ➤ Mike Weideman | Don Martin    | Cody Switzer    |
| ➤ Tyler Leroy   | Lisa Moaiery  | Robert Mihelich |
| ➤ Lucas Simmons | Lisa VanDyken |                 |

### **Ending Success Quote for January 23, 2023:**

**“When your why for overcoming is greater than the obstacle, the obstacle ceases to exist.”**

**Dr. Billy Alsbrooks**



## POLICE DEPARTMENT

Bryan N. Ergang  
Chief of Police

Emergency: 911  
Non-Emergency: (269) 488-8911  
Administrative Offices: (269) 567-7523  
Fax: (269) 552-4468

1720 Riverview Drive  
Kalamazoo, MI 49004-1056  
www.ktpd.org

### NEWS RELEASE

**DATE REPORTED:** *Monday January 16, 2023 at approximately 9:30 a.m.*

**LOCATION OCCURRED:** *3100 Block of Lake St., Township of Kalamazoo*

#### **INCIDENT SUMMARY:**

*On January 16, 2022, the Township of Kalamazoo Police Department responded to 911 calls of a student setting fires in an occupied school building and for having assaulted a school staff member. Officers arriving to the school detained the student in question and responding fire department personnel tended to existing fire concerns for the building. The school building was rendered safe and there were no reports of anyone being injured as a result of the fires.*

*The case remains under investigation, and the Township of Kalamazoo Police Department is asking for anyone that may have information to contact silent observer at (269)-343-2100 or the Township of Kalamazoo Police Department at (269)-488-8911.*

**SUSPECT:** *A 12 year old male of Kalamazoo County was lodged at the Kalamazoo County Juvenile Detention Center.*

**AGENCIES ASSISTING:** *Kalamazoo Township Fire Department, Comstock Fire Department, Kalamazoo Department of Public Safety and Life Ambulance Services*

**FOR NEWS RELEASE BEGINNING: DATE:** *01/16/2023*      **TIME:** *1200 HR*

**AUTHOR:** *Sgt. Joshua Staggs*

**SUPERVISOR APPROVING NEWS RELEASE:** *Chief Bryan Ergang*



# Kalamazoo County Consolidated Dispatch Authority



**TO:** KCCDA Board of Directors and Technical Advisory  
Committee Members, State and Local Elected Officials, and  
Local Appointed Officials

**FROM:** Jeff Troyer, Executive Director 

**DATE:** January 12, 2023

**SUBJECT:** Statewide 911 Network Event on January 10, 2023

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Kalamazoo County Consolidated Dispatch Authority's (KCCDA) 911 network provider, Peninsula Fiber Network (PFN), LLC, experienced a network event that began effecting PSAPs/ECCs (911 centers) throughout the State of Michigan on January 10, 2023 at approximately 3:30 p.m. This event impacted every 911 center differently – a few were not impacted at all, some lost their entire telephony systems (loss of all 911 and administrative line capability), and some had a variety of primary and ancillary services that were impacted between these two extremes.

The following is a timeline of events as they occurred during this network event and the level of impact specific to Kalamazoo County:

- 3:30 p.m. – PSAPs throughout the State began experiencing various effects of the network event. KCCDA was still at 100% capacity at this time – all 911 voice calls were being delivered, text-to-911 was functioning, and all administrative lines were functioning. We lost our primary radio console connection to the Michigan Public Safety Communications System (MPSCS) and our back-up radio consolettes were activated to maintain all communications. MPSCS tower sites 5108 (Lamont) and 5106 (KDPS Stn6) began having intermittent site-trunking scenarios (connection is thru PFN).
- 3:43 p.m. – PFN sent out a Rave Alert to all 911 centers in Michigan advising of a *911 incident in the State* and opened a virtual bridge/meeting for PSAPs to join. KCCDA IT and Administration joined the meeting and periodically ran test 911 calls from various telecommunications providers to ensure 911 calls were still being received.

- 3:56 p.m. – A post was made on KCCDA’s Facebook page about a 911 outage that was inaccurate.
- 4:08 p.m. – KCCDA began having intermittent audio issues (distortion, one-way communications, etc) with various 911 calls. KCCDA also received a Text-to-911 session from a wireless user advising they were unable to get thru via telephone and needed assistance. This request for service was processed via Text-to-911.
- 4:10 – 4:15 p.m. – Several 911 test calls were processed, and it was determined that one wireless provider that was isolated and was unable to deliver 911 calls to our center. The decision was made at this point by the Executive Director to begin our notification process even though most 911 calls were still being received in our center.
- 4:17 p.m. – Request sent to Emergency Management for activation of FEMA’s Integrated Public Alert & Warning System (IPAWS) and administration began drafting a press release for distribution. Emergency Management confirmed receipt of the IPAWS request and projected 20 minutes for distribution.
- Approximately 4:22 p.m. – Two 911 calls belonging to Kalamazoo County routed to Barry County. Call for service information was relayed to KCCDA via radio. Additional test 911 calls were processed, and all calls were received except for the same wireless provider.
- 4:40 – 4:42 p.m. – Press release distributed to media outlets and Emergency Management for IPAWS message:  
*911 is having network issues statewide. If you are in Kalamazoo County and are unable to access emergency services by calling 911, please try to text 911 or contact us at 269-488-8911 and press option 1 for dispatch.*
- 4:47 p.m. – Email notification of network event (along with the press release) sent to KCCDA Board of Directors.
- 4:49 p.m. – PFN representatives on the virtual meeting/bridge advised a temporary network block was put in place and the network should start to stabilize. Almost immediately, KCCDA’s primary radio console connection restored and tower sites 5108 and 5106 stabilized. Additional test 911 calls were initiated, and all calls routed successfully.
- 4:51 p.m. – PFN’s network completely restored at KCCDA and Emergency Management was notified before activating IPAWS.

- 4:54 p.m. – Email notification of restoration sent to KCCDA Board of Directors.
- 5:02 p.m. – Updated press release sent to media outlets and Emergency Management:  
*The statewide 911 network issues have been resolved.*
- 7:47 p.m. – PFN sent out a Rave Alert to all 911 centers in Michigan advising *engineers working to restore redundancy to the network* and opened a virtual bridge/meeting for PSAPs to join if they experience issues. KCCDA IT and Administration joined the meeting to monitor the network maintenance.
- 7:47 – 11:45 p.m. – PFN engineers replaced and/or rebooted multiple transport cards on the network at each of the following sites: St. Ignace, Kingsford, and Grand Rapids. Each time a transport card was replaced/rebooted, various 911 centers throughout the state were impacted like the earlier network event. The only impact KCCDA experienced during this four-hour maintenance phase was brief audio degradation for some 911 calls.
- **January 11<sup>th</sup>** at approximately 5:15 a.m. – Various PSAPs began experiencing audio issues with 911 calls throughout the State. KCCDA experienced a few calls with one way audio but they were immediately called back and two way communications was restored. These incidents were reported to PFN.
- 8:40 a.m. – PFN notified all PSAPs of emergency maintenance on the network will begin at 9:30 a.m.
- 9:25 a.m. – PFN opened a virtual meeting/bridge for PSAPs to join during the emergency maintenance. KCCDA IT staff joined to monitor the network maintenance.
- 11:24 a.m. – PFN notified all PSAPs that the emergency maintenance was complete and they did not anticipate additional maintenance events. KCCDA was not impacted by this two-hour network maintenance window.

In summary, the impact of this network event on KCCDA and the residents and visitors of Kalamazoo County was minimal. Attached to this memo are Call Count by Call Type reports from our telephony system. These reports, 15 minute increments, reveal the emergency 911 and non-emergency calls that we received and processed during the primary network event. Below is summary:

<b>15 Minute Increment</b>	<b>Emergency 911 Calls</b>	<b>Non-Emergency Calls</b>
3:45 - 4:00 p.m.	21	18
4:00 - 4:15 p.m.	6	28
4:15 - 4:30 p.m.	9	21
4:30 - 4:45 p.m.	9	10
4:45 - 5:00 p.m.	10	17
5:00 - 5:15 p.m.	9	15
5:15 - 5:30 p.m.	14	13

One of the primary reasons this event had less impact on KCCDA was because of the decision to install an on-site controller for the Vesta 911 Telephony System last year. If KCCDA had not completed this project and was still on the hosted solution, we most likely would have lost our entire telephone system since it relied on PFN's transport network for connectivity to the host servers.

There are few actions items administration will be working on to implement in the coming months in hopes to improve processes for future 911 network events, service impairments, isolations, and/or outages:

- Draft and implement policies restricting the release of information (social media posts, press releases, etc) related to 911 network events, service impairments, isolations, and/or outages to KCCDA's PIO team.
- Train KCCDA's PIO team on Rave's IPAWS integration module (already configured) so future 911 network events, service impairments, isolations and/or outages can be immediately drafted and distributed.

Please feel free to contact KCCDA's administrative office if you have questions regarding the contents of this report.

**NOTE:** All technical questions regarding PFN's network should be directed to Scott Randall, PFN's General Manager, at (906) 232-1012 or via email at [srandall@pfnllc.net](mailto:srandall@pfnllc.net).



# Call Count by Call Types

For (Call Type)



Creation Date: 01/12/2023 09:48:33 AM  
 Date Range: 01/10/2023 03:45:00 PM - 01/10/2023 04:00:00 PM  
 Grouping: Call Type  
 Filter Criteria:

## Summary Information

Call Type	Call Category				Call Origin				Call Service (Incoming Only)				
	Emergency	None	Non-Emergency	Other	Incoming	Internal	None	Outgoing	Unknown	Wire-line	Wireless	VoIP	SMS
Total Calls													
Total	34	71	6	16	92	2	4	7	6	54	6	1	0

# Call Count by Call Types

For (Call Type)



Creation Date: 01/12/2023 09:50:00 AM  
 Date Range: 01/10/2023 04:00:00 PM - 01/10/2023 04:15:00 PM  
 Grouping: Call Type  
 Filter Criteria:

## Summary Information

Call Type	Call Category				Call Origin				Call Service (Incoming Only)				
	Emergency	None	Non-Emergency	Other	Incoming	Internal	None	Outgoing	Unknown	Wire-line	Wireless	VoIP	SMS
Total Calls													
Total	34	6	0	24	1	4	5	17	6	11	6	1	0

# Call Count by Call Types

For (Call Type)

Creation Date: 01/12/2023 02:51:20 AM  
 Date Range: 01/10/2023 04:15:00 PM - 01/10/2023 04:30:00 PM  
 Grouping: Call Type  
 Filter Criteria:

## Summary Information

Call Type	Call Category				Call Origin				Call Service (Incoming Only)				
	Emergency	None	Non-Emergency	Other	Incoming	Internal	None	Outgoing	Unknown	Wire-line	Wireless	VoIP	SMS
Total	5	5	3	7	7	12	0	0	7	0	6	5	1

# Call Count by Call Types

For (Call Type)

Creation Date: 01/12/2023 05:52:18 AM  
 Date Range: 01/10/2023 04:30:00 PM - 01/10/2023 04:45:00 PM  
 Grouping: Call Type  
 Filter Criteria:

## Summary Information

Call Type	Call Category				Call Origin				Call Service (Incoming Only)				
	Emergency	None	Non-Emergency	Other	Incoming	Internal	None	Outgoing	Unknown	Wire-line	Wireless	VoIP	SMS
Total	7	6	14	4	14	4	3	3	6	7	7	0	0

# Call Count by Call Types

For (Call Type)

Creation Date: 01/12/2023 11:28:20 AM

Grouping: Call Type

Date Range: 01/10/2023 01:45:00 PM - 01/10/2023 05:00:00 PM

Filter Criteria:

## Summary Information

Call Type	Total Calls				Call Category				Call Origin				Call Service (Incoming Only)				
	Emergency	None	Non-Emergency	Other	Emergency	None	Non-Emergency	Other	Incoming	Internal	None	Outgoing	Unknown	Wire-line	Wireless	VoIP	SMS
Total	37	10	6	4	15	8	4	4	13	1	4	6	6	13	1	1	1

# Call Count by Call Types

For (Call Type)

Creation Date: 01/12/2023 11:27:46 AM

Grouping: Call Type

Date Range: 01/10/2023 05:00:00 PM - 01/10/2023 05:15:00 PM

Filter Criteria:

## Summary Information

Call Type	Total Calls				Call Category				Call Origin				Call Service (Incoming Only)				
	Emergency	None	Non-Emergency	Other	Emergency	None	Non-Emergency	Other	Incoming	Internal	None	Outgoing	Unknown	Wire-line	Wireless	VoIP	SMS
Total	24	5	0	0	16	6	0	0	16	0	0	0	0	16	0	0	0

# Call Count by Call Types

For (Call Type)



Creation Date: 01/10/2023 11:29:01 AM

Grouping: Call Type

Date Range: 01/10/2023 05:15:00 PM - 01/10/2023 05:30:00 PM

Filter Criteria:

## Summary Information

Call Type	Total Calls			Call Category			Call Origin						Call Service (Incoming Only)				
	Emergency	None	Non-Emergency	Other	Incoming	Internal	None	Outgoing	Unknown	Wire-line	Wireless	Voip	SMS				
<b>Total</b>	37	24	0	13	2	15	2	0	0	0	0	0	0	0	0	0	0

**DEPARTMENT OF TRANSPORTATION**

**Office of the Secretary of Transportation**

**Notice of Funding Opportunity for the Department of Transportation's National Infrastructure Investments (i.e., the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program) under the Infrastructure Investment and Jobs Act ("Bipartisan Infrastructure Law"), Amendment No. 1**

**AGENCY:** Office of the Secretary of Transportation, DOT

**ACTION:** Notice of Funding Opportunity

**SUMMARY:** The purpose of this notice is to solicit applications for Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grants. Funds for the FY 2023 RAISE grant program. will be awarded on a competitive basis, per statute, for surface transportation infrastructure projects that will improve: safety; environmental sustainability; quality of life; mobility and community connectivity; economic competitiveness and opportunity including tourism; state of good repair; partnership and collaboration; and innovation.<sup>1</sup> This notice is amended on January 3, 2023 to reflect additional funding made available under the Consolidated Appropriations Act, 2023 (Pub L. 117-328, "FY 2023 Appropriations Act") and associated requirements.

**DATES:** Applications must be submitted by 11:59:59 PM Eastern on February 28, 2023.

**ADDRESSES:** Applications must be submitted through Grants.gov.

**FOR FURTHER INFORMATION CONTACT:** For further information concerning this notice, please contact the RAISE grant program staff via e-mail at [RAISEgrants@dot.gov](mailto:RAISEgrants@dot.gov), or call Howard Hill at 202-366-0301. A TDD is available for individuals who are deaf or hard of

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<sup>1</sup> 49 U.S.C.6702(d)(3)

hearing at 202-366-3993. In addition, DOT will regularly post answers to questions and requests for clarifications on the FAQ website at <https://www.transportation.gov/RAISEgrants/raise-application-faqs> as well as information about webinars for further guidance on DOT's website at <https://www.transportation.gov/RAISEgrants/outreach>.

**SUPPLEMENTARY INFORMATION:** Each section of this notice contains information and instructions relevant to the application process for these RAISE grants, and all applicants should read this notice in its entirety so that they have the information they need to submit eligible and competitive applications.

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#### **A. Program Description**

##### **1. Overview**

The Infrastructure Investment and Jobs Act (Pub. L. 117-58, November 15, 2021, "Bipartisan Infrastructure Law," or "BIL") authorized and appropriated \$1.5 billion to be awarded by the Department of Transportation ("DOT") for FY 2023 for Local and Regional Project Assistance Program Grants under National Infrastructure Investments. On December 29, 2022, the FY 2023 Appropriations Act appropriated an additional \$800 million for the FY 2023 RAISE Grant

Program. However, per Section 109B of the FY 2023 Appropriations Act, not less than \$1 million (but no greater than \$25 million) of the \$800 million made available for RAISE from the FY 2023 Appropriations Act, will be set aside for port infrastructure projects that received an award from the BUILD 2019 competition and rail infrastructure projects that received an award from the BUILD 2018 competition. Therefore, at least \$775 million (but no more than \$799 million) of the FY 2023 Appropriations Act is now available under this RAISE 2023 Notice of Funding Opportunity (NOFO). In total, the Department now has at least \$2.275 billion (but no more than \$2.299 billion) available for the FY 2023 RAISE Grant Program. Applicants should note that the two funding streams (BIL funding and FY 2023 Appropriations Act funding) have slightly different funding restrictions and requirements that may affect competitiveness. These differences are summarized below and further described in Section B of this Notice. This NOFO solicits applications for projects to be funded under the Local and Regional Project Assistance Program in BIL, known as the RAISE Grants program, and funding appropriated for the RAISE Grants program under the FY 2023 Appropriations Act.

RAISE Grants are for investments in surface transportation that will have a significant local or regional impact. Per the BIL, in addition to capital awards, DOT will award at least \$115 million for eligible planning, preparation or design of projects eligible for RAISE Grants that do not result in construction with FY2023 RAISE funding. At least \$75 million will be awarded from the BIL funding and at least \$40 million will be awarded from the FY 2023 Appropriations Act funding.

In addition, DOT will award at least \$35 million for projects located in areas of persistent poverty or historically disadvantaged communities. A minimum of \$15 million will be awarded from the BIL funding and a minimum of \$20 million will be awarded from the FY 2023 Appropriations Act funding. RAISE grants awarded with BIL funding may not be greater than

\$25 million, and grants awarded with FY 2023 Appropriations Act funding may not be greater than \$45 million.

Since 2009, \$12.1 billion has been awarded under National Infrastructure Investments for capital investments in surface transportation infrastructure over 14 rounds of competitive grants. These awards have supported projects that improve safety, economic strength and global competitiveness, equity, and climate and sustainability consistent with DOT's strategic goals.<sup>2</sup> FY 2023 RAISE grants will continue to align with these strategic goals. The FY 2023 RAISE round will be implemented, as appropriate and consistent with law, in alignment with the priorities in Executive Order 14052, *Implementation of the Infrastructure Investments and Jobs Act* (86 FR 64355), which are to invest efficiently and equitably, promote the competitiveness of the U.S. economy, improve job opportunities by focusing on high labor standards, strengthen infrastructure resilience to all hazards including climate change, and to effectively coordinate with State, local, Tribal, and territorial government partners.

The BIL included provisions for Metropolitan Planning Organizations to integrate transportation planning, housing, employment opportunities, and economic development strategies.<sup>3</sup> DOT strongly encourages applicants utilize these new planning coordination opportunities in their proposed projects and describe them in their applications. The Department also seeks to award projects under the RAISE Program that improve equity and environmental justice by addressing transportation-related disparities and climate change-related consequences consistent with Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government* (86 FR 7009) and Executive Order 14008, *Tackling the Climate Crisis at Home and Abroad* (86 FR 7619). The Department also seeks to

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<sup>2</sup> See U.S. Department of Transportation Strategic Plan FY 2022–2026 (March 2022) at <https://www.transportation.gov/dot-strategic-plan>.

<sup>3</sup> See BIL div. A § 11201., *Transportation Planning*, which amends 23 U.S.C. 134.



fund projects that, to the extent possible, target at least 40 percent of resources and benefits towards low-income communities, disadvantaged communities, communities underserved by affordable transportation, or overburdened<sup>4</sup> communities.

Section E of this NOFO, which outlines FY 2023 RAISE Grant selection criteria, describes the process for selecting projects that further these goals. Section F.3 describes progress and performance reporting requirements for selected projects, including the relationship between that reporting and the program's selection criteria.

## **2. Additional Information**

The RAISE grant program is described in the Federal Assistance Listings under the assistance listing program title "National Infrastructure Investments" and assistance listing number 20.933.

## **3. Changes from the FY 2022 NOFO**

This FY 2023 RAISE notice makes changes from FY 2022 RAISE to reflect the funding and provisions specified in the BIL for FY 2023 and the FY 2023 Appropriations Act.

Additionally, this NOFO refines the merit criteria rating rubric. For example, this NOFO continues to clarify the difference between the quality of life merit criterion (which focuses on increased affordable transportation choices and access to housing, jobs, opportunities and recreation) and the mobility and community connectivity merit criterion (which focuses on physical connections, bridging gaps, and universal design/ADA improvements). Partnership and Collaboration now includes meaningful engagement with residents to ensure equity

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<sup>4</sup> Overburdened Community: Minority, low-income, tribal, or indigenous populations or geographic locations in the United States that potentially experience disproportionate environmental harms and risks. This disproportionality can be as a result of greater vulnerability to environmental hazards, lack of opportunity for public participation, or other factors. Increased vulnerability may be attributable to an accumulation of negative or lack of positive environmental, health, economic, or social conditions within these populations or places. The term describes situations where multiple factors, including both environmental and socio-economic stressors, may act cumulatively to affect health and the environment and contribute to persistent environmental health disparities.<sup>5</sup>  
<https://www.transportation.gov/federal-interagency-thriving-communities-network>

considerations for underserved communities throughout the lifecycle of the project as well as capacity building through the Federal interagency Thriving Communities Network<sup>5</sup> which includes Department of Housing and Urban Development’s Thriving Communities Technical Assistance and the Environmental Protection Agency’s Environmental Justice Thriving Communities Technical Assistance Centers Program. Please see the merit criteria rating rubric in Section E.1.i. for more details.

This NOFO also provides minor updates regarding process improvements and increased evaluation transparency. For example, in prior years, the Project Readiness area of Technical Capacity Assessment was evaluated for all eligible applications, but in FY 2023 it will only be evaluated for the subset of applications advancing for additional analysis after merit reviews, similar to the other Project Readiness areas (Environmental Risk Assessment and Financial Capacity Assessment). More details are provided in Section D and E of this NOFO. As another example, NOFO Section D.2 lists the separate and distinct files that each applicant should be submit as part of an application package, and DOT provides the application “checklist” on the RAISE website and grants.gov for ease of reference.

Additionally, the FY 2023 NOFO also incorporates a new Reconnecting Communities Extra element. Applications for the FY 2023 RAISE grant program that have identical project scope to applications that were submitted and evaluated under the FY 2022 Reconnecting Communities Program and received the designation of Reconnecting Extra, will automatically advance for second-tier analysis if they receive an overall merit rating of “Recommended” and have at least one “High” rating in a priority criterion. (See Section E.2). The Department expects projects that rated well under the Reconnecting Communities Program criteria will do well under the FY 2023

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<sup>5</sup> <https://www.transportation.gov/federal-interagency-thriving-communities-network>

RAISE program criteria. Applicants should note in the RAISE Project Information Form whether their FY 2023 RAISE application was also submitted under the FY 2022 Reconnecting Communities Program and received a Reconnecting Extra designation. Section E.2 of this Notice also provides more detail on the way selection criteria ratings will be used in the decision-making process to advance projects to the Secretary for potential selection.

Applicants who are planning to re-apply for the RAISE program using materials prepared for prior competitions should ensure that their FY 2023 RAISE application fully addresses the criteria and considerations described in this Notice and that all relevant information is up to date and submitted in the proper format. (See Section D).

## **B. Federal Award Information**

### **1. Amount Available**

The BIL authorized and appropriated \$1.5 billion to be awarded by DOT for RAISE grants under the Local and Regional Project Assistance Program (49 U.S.C. 6702) for FY 2023. On December 29, 2022, the FY 2023 Appropriations Act appropriated an additional \$800 million for the FY 2023 RAISE Grant Program. However, per Section 109B of the FY 2023 Appropriations Act, not less than \$1 million (but no greater than \$25 million) of the \$800 million made available for RAISE from the FY 2023 Appropriations Act, will be set aside for port infrastructure projects that received an award from the BUILD 2019 competition and rail infrastructure projects that received an award from the BUILD 2018 competition. Therefore, at least \$775 million (but no more than \$799 million) of the FY 2023 Appropriations Act is now available under this RAISE 2023 NOFO. In total, the Department now has at least \$2.275 billion (but no more than \$2.299 billion) available for the FY 2023 RAISE Grant Program. Applicants should note that the two funding streams (BIL funding and FY 2023 Appropriations Act funding) have slightly different funding restrictions and requirements that may affect competitiveness of certain request amounts.

The grants are to be awarded on a competitive basis for surface transportation projects that will have a significant local or regional impact and improve transportation infrastructure. DOT will award at least \$115 million for the planning, preparation or design of eligible projects; this amount includes 5 percent from each of the two available funding sources (\$75 million (of the \$1.5 billion) from BIL funds and \$40 million (of the \$800 million) from the FY 2023 Appropriations Act). DOT refers to awards for the planning, preparation or design of eligible projects that do not result in construction with FY 2023 RAISE funding as planning grants. DOT will award at least \$35 million for projects located in historically disadvantaged communities or areas of persistent poverty; this amount includes \$15 million from available BIL funds and \$20 million from available FY 2023 Appropriations Act funds. The DOT may retain up to \$30 million from BIL funds and up to \$16 million from FY 2023 Appropriations Act funds for oversight and administration of grants and credit assistance made under the program. The Department does not anticipate awarding additional funding from prior rounds; however, if unobligated program funds are made available from prior rounds, they may be awarded under this solicitation to projects that can be obligated before the obligation deadline associated with the respective prior year funds. If this solicitation does not result in the award and obligation of all available funds, DOT may publish additional solicitations.

DOT may use up to 20 percent of available funds (or \$460 million) to be used by DOT to pay the subsidy and administrative costs of a project receiving credit assistance under the Transportation Infrastructure Finance and Innovation Act of 1998 (TIFIA) or Railroad Rehabilitation and Improvement Financing (RRIF) programs, particularly transit and transit-oriented development (TOD) projects. In October 2022, the Secretary approved the “TIFIA 49 Initiative” which authorizes transit and transit-oriented development (TOD) projects to borrow

up to 49 percent of eligible project costs for projects that meet eligibility requirements. TIFIA loans have historically been capped at 33 percent of eligible project costs.<sup>6</sup>

## **2. Award Size**

For capital grants, the BIL specifies that the minimum RAISE grant award is \$5 million in urban areas and \$1 million in rural areas (as defined in Section C.3.ii). There is no minimum award amount for planning grants for BIL funds or FY2023 Appropriations Act Funds.

Grants awarded under BIL funding may not be greater than \$25 million. Grants awarded under FY 2023 Appropriations Act funding may not be greater than \$45 million. Therefore, grant requests greater than \$25 million will be considered only for FY 2023 Appropriations Act funding; they will not be eligible to compete for BIL funding. In order to be considered under the full funding amount available of \$2.3 billion, the grant request may not exceed \$25 million.

## **3. Restrictions on Funding**

No more than 15 percent of the BIL funds made available for RAISE grants (or \$225 million) may be awarded to projects in a single State. No more than 15 percent of the FY 2023 Appropriations Act funding made available for RAISE grants (or \$120 million) may be awarded to projects in a single State. Therefore, the maximum amount that can be awarded to any single state is \$345 million.

Not more than 50 percent of the respective funding provided for RAISE grants shall be awarded to rural projects (as defined in section C.3.ii,) and not more than 50 percent of the respective funding provided for RAISE grants shall be awarded to urban projects (as defined in section C.3.ii).. Therefore, not more than \$1.15 billion will be awarded to urban and rural areas respectively; not more than \$750 million from the BIL funding and not more than \$400 million

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<sup>6</sup> Contact the Build America Bureau for more information on TIFIA and RRIF financing.  
<https://www.transportation.gov/buildamerica/>

from the FY 2023 Appropriations Act funding will be awarded to urban and rural areas respectively.

Federal funds awarded under this program may not be used to support or oppose union organizing, whether directly or as an offset for other funds.

#### **4. Availability of Funds**

FY 2023 RAISE grant funds are available for obligation only through September 30, 2027. The FY 2023 Appropriations Act funding does not have this statutory requirement; however, to ensure that projects are started and completed in an efficient manner, the Department expects projects awarded with FY 2023 Appropriations Act funding to be obligated by the same date of September 30, 2027. Therefore, it shall be referred to in this Notice as the “obligation deadline” for all projects. Obligation occurs when a selected applicant and DOT enter into a written grant agreement after the applicant has satisfied applicable administrative requirements, such as transportation planning and environmental review requirements for capital construction projects. Unless authorized by DOT in writing after DOT’s announcement of FY 2023 RAISE awards, any costs incurred prior to DOT’s obligation of funds for a project (“pre-award costs”) are ineligible for reimbursement.<sup>7</sup> BIL requires that FY 2023 RAISE funds must be expended (the grant obligation must be liquidated or paid out to the grant recipient) by September 30, 2032. After this date, unliquidated funds are no longer available to the project. The FY 2023 Appropriations Act funding does not have this statutory requirement; however, to ensure that projects are started and completed in an efficient manner, the Department expects projects

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<sup>7</sup> Pre-award costs are only costs incurred directly pursuant to the negotiation and anticipation of the RAISE award where such costs are necessary for efficient and timely performance of the scope of work, as determined by DOT. Costs incurred under an advance construction (23 U.S.C. 115) authorization before the DOT announces that a project is selected for a FY 2023 RAISE award cannot be charged to FY 2023 RAISE funds. Likewise, costs incurred under an FTA Letter of No Prejudice under Chapter 53 of title 49 U.S.C. before the DOT announces that a project is selected for a FY 2023 RAISE award, cannot be charged to FY 2023 RAISE funds.

awarded with FY 2023 Appropriations Act funding to be liquidated by the same date of September 30, 2032. As part of the review and selection process described in Section E.2., DOT will consider a project's likelihood of being ready to proceed with an obligation of RAISE grant funds within the timeline described above. **DOT does not have the authority to extend the BIL deadlines.**

## **5. Previous RAISE/BUILD/TIGER Awards**

Recipients of RAISE/BUILD/TIGER grants may apply for funding to support additional phases of a project previously awarded funds in the RAISE/BUILD/TIGER program. However, to be competitive, the applicant should demonstrate the extent to which the previously funded project phase has met estimated project schedules and budget, as well as the ability to realize the benefits expected for the project. A previous RAISE/BUILD/TIGER award, or application, does not affect competitiveness under the FY 2023 RAISE competition.

### **C. Eligibility Information**

To be selected for a RAISE grant, an applicant must be an Eligible Applicant and the project must be an Eligible Project.

#### **1. Eligible Applicants**

Eligible Applicants for RAISE grants are: States and the District of Columbia; any territory or possession of the United States; a unit of local government; a public agency or publicly chartered authority established by one or more States; a special purpose district or public authority with a transportation function, including a port authority; a Federally recognized Indian Tribe or a consortium of such Indian Tribes; a transit agency; and a multi-State or multijurisdictional group of entities that are separately eligible. Federal agencies are not eligible applicants for the FY 2023 RAISE program.

Multiple States or jurisdictions may submit a joint application and should identify a lead applicant as the primary point of contact and also identify the primary recipient of the award. Joint applications should include a description of the roles and responsibilities of each applicant.

DOT expects that the eligible applicant that submits the application will administer and deliver the project. If the applicant seeks a transfer of the award to another agency, that intention should be made clear in the application and a letter of support from the otherwise eligible, designated entity should be included in the application.

## 2. Cost Sharing or Matching

The Federal share of the costs of an eligible project carried out using a grant provided under the RAISE grant program shall not exceed 80 percent unless the project is located in a rural area, a historically disadvantaged community (HDC), or an area of persistent poverty (APP). Urban area and rural area are defined in Section C.3.ii of this notice. HDCs and APPs are defined in Section C.3.iii.

Applicants should use the following equation when determining the cost share for their project:

$$\frac{\begin{matrix} (RRRRRRRRRR & GGGGGGGGGG \\ RRRRRRRRRRRGG & + & OOGGhRRGG \\ FFRRFFRRGGGGFF & FFRRGGFFR\text{??}) \end{matrix}}{\begin{matrix} TTTTGGGGFF \\ PPGGTTPPRRPPG \\ G & CCTTRRGG \end{matrix}} = \begin{matrix} FFRRFFRRGGGGFF \\ CCTTRRGG & RRhGGGGRR \end{matrix}$$

Federal cost share may not exceed 80 percent for urban projects that are not located in an APP or HDC.

For the RAISE Program, Total Project Cost means the sum of future eligible Federal and Non-Federal costs that have not yet been incurred. This cannot include any previously incurred costs.



DOT does **not** use an applicant's cost share when evaluating applications on merit. The Department considers an applicant's cost share during the evaluation and selection process only to confirm eligibility for urban projects that are not located in an APP or HDC.

Non-Federal sources include State funds originating from programs funded by State revenue, local funds originating from State or local revenue-funded programs, or private funds. The BIL also allows for the following Federal funds to be considered "non-Federal" for the purpose of the RAISE program: (A) tribal transportation program funds under section 202 of title 23; (B) Federal lands transportation program funds under section 203 of title 23; (C) TIFIA program funds (as defined in section 601(a) of title 23); and (D) Railroad Rehabilitation and Improvement Financing Program under chapter 224. Toll credits under 23 U.S.C. 120(i) are considered a Federal source under the RAISE program and, therefore, cannot be used to satisfy the statutory cost sharing requirement of a RAISE award. Unless otherwise authorized by statute, funds used to satisfy the non-Federal cost-share requirements of a different Federal program may not be counted as the non-Federal cost-share for both the RAISE grant and another Federal grant program. DOT will not consider previously incurred costs or previously expended or encumbered funds towards the non-Federal cost-share requirement for any project. Non-Federal cost-share funds are subject to the same Federal requirements described in Section F.2. as awarded funds. If repaid from non-Federal sources, Federal credit assistance is considered non-Federal share.

See Section D.2.iii for information about documenting cost sharing in the application.

For each project that receives a RAISE grant award, the terms of the award will require the recipient to complete the project using at least the level of non-Federal funding that was specified in the application. If the actual costs of the project are greater than the costs estimated in the application, the recipient will be responsible for increasing the non-Federal contribution. If

the actual costs of the project are less than the costs estimated in the application, DOT will generally reduce the Federal contribution to ensure federal cost share limitations are met.

### **3. Other**

#### **i. Eligible Projects**

##### **(a) Capital Projects**

Eligible projects for RAISE grants are surface transportation capital projects within the United States or any territory or possession of the United States that are: (1) highway, bridge, or other road projects eligible under title 23, United States Code; (2) public transportation projects eligible under chapter 53 of title 49, United States Code; (3) passenger and freight rail transportation projects; (4) port infrastructure investments (including inland port infrastructure and land ports of entry); (5) the surface transportation components of an airport project eligible for assistance under part B of subtitle VII of title 49, United States Code;<sup>8</sup> (6) intermodal projects; (7) projects to replace or rehabilitate a culvert or prevent stormwater runoff for the purpose of improving habitat for aquatic species while advancing the goals of the RAISE program; (8) projects investing in surface transportation facilities that are located on Tribal land and for which title or maintenance responsibility is vested in the Federal Government; and (9) any other surface transportation infrastructure project that the Secretary considers to be necessary to advance the goals of the program.<sup>9</sup>

The Secretary considers the following projects necessary to advance the goals of the program, and therefore eligible: public road and non-motorized projects that are not otherwise

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<sup>8</sup> Eligible surface transportation components of eligible airport projects are those projects listed in “Appendix P: Road and Surface Transportation Projects” of the Airport Improvement Program (AIP) handbook, available at [https://www.faa.gov/airports/aip/aip\\_handbook/?Chapter=Appendix#PP00](https://www.faa.gov/airports/aip/aip_handbook/?Chapter=Appendix#PP00). For more details on airport project eligibility, please see the Frequently Asked Questions at <https://www.transportation.gov/RAISEgrants/raise-application-faqs>.

<sup>9</sup> Please note that DOT may award a RAISE grant to pay for the surface transportation components of a broader project that has non-surface transportation components, and applicants are encouraged to apply for RAISE grants to pay for the surface transportation components of these projects.

eligible under title 23, United States Code; transit-oriented development projects; mobility on-demand projects that expand access and reduce transportation cost burden; and intermodal projects.

Under the FY 2023 RAISE program, if an application includes right-of-way acquisition, the project will be considered a capital project. Projects that include right-of-way acquisition should include a timeline for construction.

The following projects are not considered necessary to advance the goals of the program, and, therefore, they are ineligible: school bus electrification and broadband deployment as a standalone project. Improvements to Federally owned facilities are ineligible under the FY 2023 RAISE program, unless they are projects investing in surface transportation facilities that are located on Tribal land and for which title or maintenance responsibility is vested in the Federal Government. If a project type is not described as explicitly eligible or ineligible above, then applicants should explain in their application why the project is necessary to advance the goals of the program, and the Department will determine eligibility on a case-by-case basis.

Research, demonstration, or pilot projects are eligible only if they will result in long-term, permanent surface transportation infrastructure that has independent utility as defined in Section C.3.iv

#### (b) Planning Projects

Activities eligible for funding under RAISE planning grants are related to the planning, preparation, or design— for example environmental analysis, equity analysis, community engagement, feasibility studies, benefit-cost analysis, and other pre-construction activities—of eligible surface transportation capital projects described in Section C.3.i.(a) and may not result in construction with RAISE FY 2023 funding.

In addition, activities eligible for RAISE planning grants include those related to multidisciplinary projects or regional planning, such as: (1) development of master plans, comprehensive plans, transportation corridor plans, and integrated economic development, land use, housing, and transportation plans; (2) zero emissions plan for transit fleet; (3) planning activities related to the development of a multimodal freight corridor, including those that seek to reduce conflicts with residential areas and with passenger and non-motorized traffic; (4) planning activities related to zero emissions goods movement; (5) development of port and regional port planning, including State-wide or multi-port planning within a single jurisdiction or region; and (6) risk assessments and planning to identify vulnerabilities and address the transportation system's ability to withstand probable occurrence or recurrence of an emergency or major disaster.

As stated above, projects that include right-of-way acquisition are capital projects and, therefore, not eligible for RAISE planning grants.

## ii. Rural/Urban Definition

For purposes of this notice, a project is designated as urban if it is located within (or on the boundary of) a Census-designated urbanized area<sup>10</sup> that had a population greater than 200,000 in the 2010 Census.<sup>11</sup> If a project is located outside a Census-designated urbanized area with a population greater than 200,000, it is designated as a rural project. Rural and urban definitions differ in some other DOT programs, including TIFIA.

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<sup>10</sup> Lists of 2010 UAs as defined by the Census Bureau are available on the Census Bureau website at <https://www.census.gov/geographies/reference-maps/2010/geo/2010-census-urban-areas.html>.

<sup>11</sup> For the purpose of this NOFO, the definition of urban and rural is based on the 2010 Census-designated urbanized areas. The Department is required by the BIL to use the most recent decennial census information; however urbanized areas have not been designated for the 2020 Census at the time of this NOFO publication. See <https://www.transportation.gov/RAISEgrants/urbanized-areas> for a list of 2010 Census-designated UAs.

A project located in both an urban and a rural area will be designated as *urban* if the majority of the project's costs will be spent in urban areas. Conversely, a project located in both an urban area and a rural area will be designated as *rural* if the majority of the project's costs will be spent in rural areas. For RAISE planning grants, the location of the project being planned, prepared, or designed will be used for the urban or rural designation.

This definition affects four aspects of the program: (1) not more than 50 percent (or \$1.15 billion) of the funds provided for RAISE grants are to be used for projects in rural areas; (2) not more than 50 percent (or \$1.15 billion) of the funds provided for RAISE grants are to be used for projects in urban areas; (3) for a capital project in a rural area, the minimum award is \$1 million, while the minimum capital award for urban areas is \$5 million; and (4) the Secretary may increase the Federal share above 80 percent to pay for the eligible costs of a project in a rural area.

**iii. Areas of Persistent Poverty and Historically Disadvantaged Communities**

The Secretary may increase the Federal cost share above 80 percent for projects located in an Area of Persistent Poverty or a Historically Disadvantaged Community. Additionally, DOT must award at least \$35 million for projects located in historically disadvantaged communities or areas of persistent poverty.

A project located in both (1) APP or HDC areas and (2) areas that are neither APP nor HDC areas will be designated as APP or HDC if the majority of the project's costs will be spent in the area that qualifies as APP or HDC. For RAISE planning grants, the location of the project being planned, prepared, or designed will be used for the APP and HDC designations.

(a) Areas of Persistent Poverty means: (1) any county that has consistently had greater than or equal to 20 percent of the population living in poverty during the 30-year period

preceding November 15, 2021, as measured by the 1990 and 2000<sup>12</sup> decennial census and the most recent annual Small Area Income Poverty Estimates as estimated by the Bureau of the census;<sup>13</sup> (2) any census tract with a poverty rate of at least 20 percent as measured by the 2014-2018 5-year data series available from the American Community Survey of the Bureau of the Census;<sup>14</sup> or (3) any territory or possession of the United States. A county satisfies this definition only if 20 percent of its population was living in poverty in all three of the listed datasets: (a) the 1990 decennial census; (b) the 2000 decennial census; and (c) the 2021 Small Area Income Poverty Estimates.<sup>15</sup> DOT will list all counties and census tracts that meet this definition for Areas of Persistent Poverty on the RAISE website at [www.transportation.gov/RAISEgrants/raise-app-hdc](http://www.transportation.gov/RAISEgrants/raise-app-hdc).

(b) Historically Disadvantaged Communities – DOT has developed a definition of Historically Disadvantaged Communities as part of its implementation of the Justice40 Initiative and will use that definition for the purpose of this Notice. Consistent with OMB’s Interim Guidance for the Justice40 Initiative,<sup>16</sup> Historically Disadvantaged Communities include (a) certain qualifying census tracts, (b) any Tribal land, or (c) any territory or possession of the United States. DOT is providing a list of census tracts that meet the definition of Historically Disadvantaged Communities, as well as a mapping tool to assist applicants in identifying whether a project is located in a Historically Disadvantaged Community, available at [www.transportation.gov/RAISEgrants/raise-app-hdc](http://www.transportation.gov/RAISEgrants/raise-app-hdc).

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<sup>12</sup> See <https://www.census.gov/data/tables/time-series/dec/census-poverty.html> for county dataset.

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<sup>14</sup> See

<https://data.census.gov/cedsci/table?q=ACSST1Y2018.S1701&tid=ACSST5Y2018.S1701&hidePreview=false> for 2014-2018 five year data series from the American Community Survey

<sup>15</sup> On December 15, 2022, the 2021 Small Area Income Poverty Estimates (SAIPE) Dataset was published at <https://www.census.gov/data/datasets/2021/demo/saipe/2021-state-and-county.html>. The Department is updating its APP resources based on the 2021 SAIPE data.

<sup>16</sup> <https://www.whitehouse.gov/wp-content/uploads/2021/07/M-21-28.pdf>

#### iv. Project Components

An application may describe a project that contains more than one component and may describe components that may be carried out by parties other than the applicant. DOT expects, and will impose requirements on fund recipients to ensure, that all components included in an application will be delivered as part of the RAISE project, regardless of whether a component includes Federal funding. The status of each component should be clearly described (for example, in the project schedule). DOT may award funds for a component, instead of the larger project, if that component: (1) independently meets minimum award amounts described in [Section B](#) and all eligibility requirements described in [Section C](#); (2) independently aligns well with the selection criteria specified in Section E.1; and (3) meets National Environmental Policy Act (NEPA) requirements with respect to independent utility. Independent utility means that the component will represent a transportation improvement that is usable and represents a reasonable expenditure of DOT funds even if no other improvements are made in the area and will be ready for intended use upon completion of that component's construction. All project components that are presented together in a single application must demonstrate a relationship or connection between them. See Section D.2. for Required Approvals.

Applicants should be aware that, depending upon the relationship between project components and applicable Federal law, DOT funding of only some project components may make other project components subject to Federal requirements as described in Section F.2.

DOT strongly encourages applicants to identify in their applications the project components that have independent utility and separately detail costs and requested RAISE grant funding for those components. If the application identifies one or more independent project components, the application should clearly identify how each independent component addresses

selection criteria and produces benefits on its own, in addition to describing how the full proposal, of which the independent component is a part addresses, selection criteria.

**v. Application Limit**

Each lead applicant may submit no more than three applications. Unrelated project components should not be bundled in a single application for the purpose of adhering to the limit. If a lead applicant submits more than three applications as the lead applicant, only the first three received will be considered.

**D. Application and Submission Information**

**1. Address to Request Application Package**

Instructions for submitting applications can be found at <https://www.transportation.gov/RAISEgrants/apply> along with specific instructions for the forms and attachments required for submission.

**2. Content and Form of Application Submission**

The application must include the Standard Form 424 (Application for Federal Assistance), the “FY 2023 RAISE Project Information Form” available at [www.transportation.gov/RAISEgrants/raise-info](http://www.transportation.gov/RAISEgrants/raise-info), and individual application attachments as outlined in the table below. DOT expects the application will be submitted in the following order, using the following file names:

<b>Information</b>	<b>File Name</b>	<b>NOFO Section</b>	<b>Page Limit</b>
SF-424	SF-424	D.2	N/A
Project Information Form (in Excel)	FY 2023 RAISE Project Information Form	D.2	N/A
Project Description	Project Description	D.2.i	5 pages
Project Location File	Project Location File	D.2.ii	N/A
Project Budget	Project Budget	D.2.iii	5 pages
Funding Commitment Documentation	Funding Commitments	D.2.iii.e	N/A
Merit Criteria	Merit Criteria Narrative	D.2.iv and E.1.i	15 pages



Project Readiness	Project Readiness	D.2.v and E.1.ii	5 pages
Benefit-Cost Analysis Narrative (capital projects only)	BCA Narrative	D.2.vi and E.1. iii.	N/A
Benefit-Cost Analysis Calculations (capital projects only, could be in unlocked spreadsheet form)	BCA Calculations	D.2.vi. and E.1. iii.	N/A
Letters of Support (Optional)	Letters Of Support	D2.iv And E.1.i	N/A

DOT expects the application attachments/files be prepared with standard formatting preferences (a single-spaced document, using a standard 12-point font such as Times New Roman, with 1-inch margins), and documents should be submitted in PDF, unless otherwise specified (i.e., project information form should be in Excel, and the BCA calculations could be submitted in Excel).

Instructions for each application file are below.

The application files should collectively include all information necessary for DOT to determine that the project satisfies project requirements described in Sections B and C and to assess the selection criteria specified in Section E.1. DOT expects applications to be complete upon submission. DOT may ask any applicant to supplement data in its application but is not required to do so. Unsupported claims related to the selection criteria (merits, project readiness, economic benefits, etc.) will negatively affect competitiveness of the application, as described throughout Section E.2.

Supporting documents may be attached in addition to the listed files, but evaluators are not required to review supporting documents as part of the review described in Section E. DOT expects application files to include the following detailed information

### **i. Project Description**

This file must provide a description of the project that is to be planned or constructed and should include a detailed statement of work that focuses on the technical and engineering aspects of the project, the current design status of the project, the transportation challenges that the project is intended to address, and how the project is expected address those challenges. This file may also discuss the project's history, including a description of any previously completed components. The applicant may use this file to place the project into a broader context of other transportation infrastructure investments being pursued by the project sponsor.

This file should also describe the project location in a narrative fashion, including a detailed geographical description of the proposed project and map(s) of the project's location, to supplement the geographic project map provided in the project location file. The project location description should narratively identify:

- (a) whether the project is located in an Area of Persistent Poverty, including the relevant County and/or census tract(s);
- (b) whether the project is located in a Historically Disadvantaged Community, including the relevant census tract(s);
- (c) the Census-designated urbanized area in which the project is located, if relevant;

### **ii. Project Location File**

Applicants should submit one of the following file types with project location identification. This will be used to verify the urban/rural designation and the APP/HDC designations described in the Project Description file. These location designations, together with budget information, could affect eligibility under the FY2023 RAISE grants program, as described in NOFO Section C. Therefore, accuracy in the location file is important. Acceptable file types are: Shapefile,

GEOJSON, KML/KMZ, or CSV. If an applicant needs to prepare one of these files, these are suggested instructions:

1. Open a publicly available online mapping tool for example, ([Google Earth](#) or [GEOJSON](#)).
2. Identify your project location. Use the tools to draw a line or make a point to represent the project area. The project area should include only the direct physical location of the infrastructure project; it should NOT include a broad service area or area of project impact.
3. Export, save, and attach to your application one of the acceptable formats (Shapefile, GEOJSON, KML/KMZ, CSV)

### iii. Project Budget

This file should describe the budget for the RAISE project (i.e., the project scope that includes RAISE funding and matching funding if required), including information about the degree of design completion (e.g., 30 percent design) for which the cost was estimated.

Applicants should carefully consider the differing funding restrictions for the BIL funding and the FY 2023 Appropriations Act funding, which could affect competitiveness and are further described in Section B. If the budget presented in the application shows a grant request greater than \$25 million, the application will be competing for only the FY 2023 Appropriations Act funding. This budget should **not** include any previously incurred expenses. The budget should show how each source of funds will be spent. The budget should also show how each funding source will share in each major construction activity, and present that data in dollars and percentages. If applicable, the budget should identify Federal funds that have been previously authorized by a Federal agency. The budget should clearly identify any expenses expected to be incurred between time of award and obligation because these expenses are not eligible for

reimbursement, as described in Section B.4, or for non-Federal funds, as described in Section C.2. The budget details should sufficiently demonstrate that the project satisfies the statutory cost-sharing/matching funds requirements described in Section C.2. At a minimum, the project budget should include:

- (a) Total Project Costs for the FY 2023 RAISE project (see Section C.2 for definition of Total Project Cost);
- (b) FY 2023 RAISE grant funding request;
- (c) Specific source, amount, and type (grant, loan, etc.), of funds to be used for eligible project costs;
- (d) Specific sources and amounts of non-Federal funds, if included, to be used for eligible project costs;
- (e) Documentation of funding commitments for those non-Federal and other Federal funds; and
- (f) If the project is located in two or more census tracts or is located only partially within an urbanized area, the budget needs to separate the costs between the various census tracts or areas designated as urban and rural.

In addition to the information enumerated above, this section should provide complete information on how all project funds may be used. For example, if a particular source of funds is available only after a condition is satisfied, the application should identify that condition and describe the applicant's control over whether it is satisfied. Similarly, if a particular source of funds is available for expenditure only during a fixed time period, the application should describe that restriction. Complete information about project funds will ensure that DOT's expectations for award execution align with any funding restrictions unrelated to DOT, even if

an award differs from the applicant’s request. Applicants are encouraged to include the following two tables below, filled out with project details:

Table 1:

Funding Source	[Component 1] Funding Amount	[Component 2] Funding Amount	Total Funding
RAISE Funds:	[\$XXX]	[\$XXX]	[\$XXX]
Other Federal Funds:	[\$XXX]	[\$XXX]	[\$XXX]
Non-Federal Funds:	[\$XXX]	[\$XXX]	[\$XXX]
Total:	[\$XXX]	[\$XXX]	[\$XXX]

If there is only a single component, remove “Component 2” column. If there are more than 2 components, add columns.

Table 2:

Census Tract(s)	Project Costs per Census Tract
[XX.XX]	\$
[XX.XX]	\$
[XX.XX]	\$
[XX.XX]	\$
[XX.XX]	\$
[XX.XX]	\$
[XX.XX]	\$
[XX.XX]	\$
[XX.XX]	\$
	<b>Total Project Cost: \$</b>

Add more rows for additional census tracts, if needed.

DOT will use this table to determine which Census tracts include the majority of project costs in the context of making final APP and HDC designations.

The total project cost listed in Tables 1 and 2 should match total project cost listed throughout the application materials.

#### iv. Merit Criteria

This narrative file should demonstrate how the project aligns with the statutory merit criteria described in Section E.1 of this notice. DOT encourages applicants to address each

criterion. Insufficient information to assess any criterion will negatively impact the project rating. Applicants should note that merit reviewers will focus on this file and will not be required to reference the other files in the application package; therefore all relevant information to demonstrate alignment with the merit criteria as described in Section E.1.i should be included in this file. Applicants should describe the project merit criteria in the order in which they are described in the NOFO, and address each criterion separately. Guidance describing how DOT will evaluate projects against the Selection Criteria is in Section E.1 of this notice. Applicants should review that section before considering how to organize their application.

(a) Safety

This section of the merit criteria application file should describe how the project aligns with the safety criterion described in Section E.1.i.(a) of this notice.

(b) Environmental Sustainability

This section of the merit criteria application file should describe how the project aligns with the environmental sustainability criterion described in Section E.1.i.(b) of this notice.

(c) Quality of Life

This section of the merit criteria application file should describe how the project aligns with the quality of life criterion described in Section E.1.i.(c) of this notice.

(d) Improves Mobility and Community Connectivity

This section of the merit criteria application file should describe how the project aligns with the mobility and community connectivity criterion described in Section E.1.i.(d) of this notice.

(e) Economic Competitiveness and Opportunity

This section of the merit criteria application file should describe how the project aligns with the economic competitiveness and opportunity criterion described in Section E.1.i.(e) of this notice.

(f) State of Good Repair

This section of the merit criteria application file should describe how the project aligns with the state of good repair criterion described in Section E.1.i.(f) of this notice.

(g) Partnership and Collaboration

This section of the merit criteria application file should describe how the project aligns with the partnership and collaboration criterion described in Section E.1.i.(g) of this notice.

(h) Innovation

This section of the merit criteria application file should describe how the project aligns with the innovation criterion described in Section E.1.i.(h) of this notice.

v. Project Readiness

This file should include a detailed project schedule for all applications.

Capital project applications that receive second-tier analysis<sup>17</sup> will be reviewed for Project Readiness and assigned three separate readiness evaluation ratings: Environmental Risk Assessment, Technical Capacity Assessment, and Financial Completeness Assessment. Therefore, the Project Readiness file for capital project applications should include information that addresses the Environmental Risk Assessment and Technical Capacity Assessment considerations as described in Section E.1.ii.a and Section E.1.ii.b. The Financial Completeness Assessment will be based on information contained throughout the budget file of the application.

Planning project applications that receive second-tier analysis will be reviewed for Project Readiness and assigned two evaluation ratings: Technical Capacity Assessment and Financial Completeness Assessment. Therefore, the Project Readiness file for planning project applications should include information that addresses the Technical Capacity Assessment considerations as

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<sup>17</sup> The process for determining which applications receive second-tier analysis is described in Section E.2 of this notice.

described in Section E.1.ii.b. The Financial Completeness Assessment will be based on information contained throughout the budget section of the application. Environmental Risk Assessment will not be reviewed for planning applications, so planning applicants do not need to provide information related to this criterion.

The Project Readiness file should include the following sections:

(a) Environmental Risk (capital projects only)

This section of the application should include sufficient information for DOT to evaluate whether the project is reasonably expected to begin construction in a timely manner consistent with all applicable local, State, and Federal requirements. To assist DOT's project environmental risk review, the applicant should provide the information requested on project schedule, required approvals and permits, NEPA class of action and status, public involvement, right-of-way acquisition plans, risk and mitigation strategies, each of which is described in greater detail in the following sections. Applicants are not required to follow the specific format described here, but this organization, which addresses each relevant aspect of environmental risk, promotes a clear discussion that assists project evaluators. To minimize redundant information in the application, DOT encourages applicants to cross-reference from this section of their application to relevant substantive information in other sections of the application.

The guidance here is about what information applicants should provide and how the applicant should organize their application. Guidance describing how DOT will evaluate environmental risk is described in Section E.1.ii of this notice. Applicants should review that section when considering how to organize their application.

i. Detailed Project Schedule

All applications should include a detailed project schedule that identifies all major milestones. For capital project applications, examples of such milestones include State and local



planning approvals (e.g., programming on the Statewide Transportation Improvement Program); start and completion of NEPA and other Federal environmental reviews and approvals including permitting; design completion; right-of-way acquisition; approval of plans, specifications and estimates; procurement; State and local approvals; public involvement; project partnership and implementation agreements, including agreements with railroads; and construction. For planning projects, examples of milestones may include start dates, schedule for public engagement and completion dates. The schedule should be sufficiently detailed to demonstrate that:

1. all necessary activities will be complete to allow RAISE grant funds to be obligated<sup>18</sup> sufficiently in advance of the administrative deadline (June 30, 2027),<sup>19</sup> and that any unexpected delays will not put the funds at risk of expiring before they are obligated;
2. the capital project can begin construction upon obligation of grant funds and that those funds will be spent expeditiously once construction starts, with all funds expended by September 30, 2032;
3. all real property and right-of-way acquisition will be completed in a timely manner in accordance with 49 CFR part 24, 23 CFR part 710, and other applicable legal requirements or a statement that no right-of-way acquisition is necessary; and
4. the applicant has meaningfully sought community input through public involvement, particularly engaging environmental justice communities or

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<sup>18</sup> Obligation occurs when a selected applicant and DOT enter into a written grant agreement after the applicant has satisfied applicable administrative requirements, including transportation planning and environmental review requirements.

<sup>19</sup> The statutory obligation deadline is September 30, 2027. The Department assesses risk against an earlier deadline of June 30, 2027 to allow time to complete administrative processing and address challenges before the statutory deadline.

disadvantaged communities that may be affected by the project where applicable.

ii. Required Approvals

1. Environmental Permits and Reviews. The capital project application should demonstrate receipt (or reasonably anticipated receipt) of all environmental approvals and permits necessary for the project to proceed to construction on the timeline specified in the project schedule and necessary to meet the statutory obligation deadline, including satisfaction of all Federal, State and local requirements and completion of the NEPA process. Specifically, the application should include:

A. Information about the NEPA status of the project. If the NEPA process is complete, an applicant should indicate the date of completion, and provide a website link or other reference to the final Categorical Exclusion, Finding of No Significant Impact, Record of Decision, and any other NEPA documents prepared. If the NEPA process is underway, but not complete, the application should detail the type of NEPA review underway, where the project is in the process, and indicate the anticipated date of completion of all milestones and of the final NEPA determination. If the last agency action with respect to NEPA documents occurred more than three years before the application date, the applicant should describe why the project has been delayed and include a proposed approach for verifying and, if necessary, updating this material in accordance with applicable NEPA requirements.

B. Information on reviews, approvals, and permits by other agencies. An application should indicate whether the proposed project requires reviews or

approval actions by other agencies,<sup>20</sup> indicate the status of such actions, and provide detailed information about the status of those reviews or approvals and should demonstrate compliance with any other applicable Federal, State or local requirements, and when such approvals are expected. Applicants should provide a website link or other reference to copies of any reviews, approvals, and permits prepared.

- C. Environmental studies or other documents, preferably through a website link, that describe in detail known project impacts, and possible mitigation for those impacts.
- D. A description of discussions with the appropriate DOT operating administration field or headquarters office regarding the project's compliance with NEPA and other applicable Federal environmental reviews and approvals.
- E. If applicable, for capital project right-of-way acquisition plans, with detailed schedule and compensation plan.
- F. A description of public engagement about the project that has occurred, proactively inclusive of historically disadvantaged communities, including details on compliance with environmental justice requirements and the degree to which public comments and commitments have been integrated into project development and design. Right-of-Way acquisition plans should be provided if applicable.

2. State and Local Approvals. The applicant should demonstrate receipt of

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<sup>20</sup> Projects that may impact protected resources such as wetlands, species habitat, cultural or historic resources require review and approval by Federal and State agencies with jurisdiction over those resources.

State and local approvals on which the capital project depends, such as State and local environmental and planning approvals and Statewide Transportation Improvement Program (STIP) or Transportation Improvement Program (TIP) funding.

3. Federal Transportation Requirements Affecting State and Local Planning.

The planning requirements applicable to the relevant operating administration apply to all RAISE grant projects,<sup>21</sup> including projects located at airport facilities.<sup>22</sup> Applicants should demonstrate that a project that is required to be included in the relevant State, metropolitan, and local planning documents has been or will be included in such documents. If the project is not included in a relevant planning document at the time the

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<sup>21</sup> Under 23 U.S.C. 134 and 135, all projects requiring an action by FHWA must be in the applicable plan and programming documents (e.g., metropolitan transportation plan, transportation improvement program (TIP) and statewide transportation improvement program (STIP)). Further, in air quality non-attainment and maintenance areas, all regionally significant projects, regardless of the funding source, must be included in the conforming metropolitan transportation plan and TIP. Inclusion in the STIP is required under certain circumstances. To the extent a project is required to be on a metropolitan transportation plan, TIP, and/or STIP, it will not receive a RAISE grant until it is included in such plans. Plans that do not currently include the awarded RAISE project can be amended by the State and MPO. Projects that are not required to be in long range transportation plans, STIPs, and TIPs will not need to be included in such plans to receive a RAISE grant. Port, freight rail, and intermodal projects are not required to be on the State Rail Plans called for in the Passenger Rail Investment and Improvement Act of 2008, or in a State Freight Plan (unless National Highway Freight Program funding is identified as a source of other federal funding – States may modify their Freight Investment Plan of a State Freight Plan after award of discretionary grant funding; non-State applicants would need a letter from the State indicating intent to add to State Freight Plan for use of NHFP funding pursuant to selection). However, applicants seeking funding for freight projects are encouraged to demonstrate that they have done sufficient planning to ensure that projects fit into a prioritized list of capital needs and are consistent with long-range goals. Means of demonstrating this consistency would include whether the project is in a TIP or a State Freight Plan that conforms to the requirements 49 U.S.C. 70202 prior to the start of construction. The Port Planning and Investment Tool Kit is available at <https://www.maritime.dot.gov/grants-finances/marine-highways/port-planning-and-investment-toolkit-marine-highway-projects-module>

<sup>22</sup> Projects at or near airports must be compatible with any FAA-approved Airport Layout Plan for each associated airport, applicable airport safety and airspace standards, including aeronautical surfaces associated with the landing and takeoff of aircraft at the airport, 14 CFR Part 77, and compatible land-use. Additionally, projects at an airport: must be consistent with established Sponsor Grant Assurances, including (but not limited to) requirements for non exclusive-use aeronautical facilities, consultation with users, consistency with local plans including development of the area surrounding the airport, and consideration of the interest of nearby communities, among others; and must not adversely affect the continued and unhindered access of passengers to the terminal.

application is submitted, the applicant should submit a statement from the appropriate planning agency that actions are underway to include the project in the relevant planning document. To the extent possible, freight projects should be included in a State Freight Plan and supported by a State Freight Advisory Committee (49 U.S.C. 70201, 70202), if these exist. Applicants should provide links or other documentation supporting this consideration such as letters of support from the State DOT if the project is intended to be included in the State Freight Plan, or results from application of the FHWA Freight Mobility Tool ([https://ops.fhwa.dot.gov/freight/freight\\_analysis/mobility\\_trends/index.htm](https://ops.fhwa.dot.gov/freight/freight_analysis/mobility_trends/index.htm)).

### iii. Assessment of Project Risks and Mitigation Strategies

Project risks, such as procurement delays, environmental uncertainties, increases in real estate acquisition costs, uncommitted local match, unavailability of vehicles that either comply with Federal Motor Vehicle Safety Standards or are exempt from Federal Motor Vehicle Safety Standards in a manner that allows for their legal acquisition and deployment, unavailability of domestically manufactured equipment, or lack of legislative approval, affect the likelihood of successful project start and completion. The applicant should provide a public involvement plan demonstrating meaningful engagement of the community affected by the project, to include environmental justice communities or disadvantaged communities, where applicable. The applicant should identify all material risks to the project and the strategies that the lead applicant and any project partners have undertaken or will undertake to mitigate those risks. The applicant

should assess the greatest risks to the project and identify how the project parties will mitigate those risks.

If an applicant anticipates pursuing a waiver for relevant domestic preference laws, the applicant should describe steps that have been or will be taken to maximize the use of domestic goods, products, and materials in constructing its project. To the extent the applicant is unfamiliar with the Federal program, the applicant should contact the appropriate DOT operating administration field or headquarters offices, as found in contact information at [www.transportation.gov/RAISEgrants](http://www.transportation.gov/RAISEgrants), for information on the pre-requisite steps to obligate Federal funds in order to ensure that their project schedule is reasonable and that there are no risks of delays in satisfying Federal requirements. For more information on how Capital applications will be evaluated for Environmental Risk, see Section E.1.ii.a of this NOFO.

**(b) Technical Capacity (capital and planning projects)**

All applications should include a section in the Project Readiness file that describes their Technical Capacity to deliver the project as described in Section E.1.ii.b of this NOFO.

**vi. Economic Analysis (Benefit-Cost Analysis)**

This section describes the recommended approach for the completion and submission of a benefit-cost analysis (BCA) narrative and calculation file for capital projects only. Applicants should also review DOT's detailed guidance on how to conduct a BCA, which is available on the RAISE grant program website (see [www.transportation.gov/RAISEgrants/additional-guidance](http://www.transportation.gov/RAISEgrants/additional-guidance)).

The purpose of the BCA is to enable DOT to evaluate the project's cost-effectiveness by comparing its expected benefits to its expected costs, relative to a no-build scenario. Capital project applicants should provide a Benefit-Cost Analysis narrative description of their analysis as well as the calculation or analysis files used for their BCA (such as unlocked spreadsheet

files). The BCA narrative should carefully document the assumptions and methodology used to produce the analysis, including a description of the baseline, the sources of data used to project the outcomes of the project, and the values of key input parameters. The spreadsheets and technical memos should present the calculations in sufficient detail and transparency to allow the analysis to be reproduced by DOT evaluators.

Any benefits claimed for the project, both quantified and unquantified, should be clearly tied to the expected outcomes of the project. While benefits should be quantified wherever possible, applicants may also describe other categories of benefits in the BCA that are more difficult to quantify and/or value in economic terms. The BCA narrative should include, at a minimum, a description of the benefits and costs to be monetized. Applicants may also provide a table similar to the one shown below summarizing the impacts of the project and how those impacts would translate into expected benefits. This is shown as an example only:

<b>Current Status/Baseline and Problem to be Addressed</b>	<b>Change to Baseline</b>	<b>Example Impacts</b>
A freeway divides two neighborhoods	A new street will be constructed to connect neighborhoods on each side of the freeway	Reduced travel time for pedestrians and cyclists by X miles per day due to a more direct route, as well as reduced emissions, vehicle operating costs, and travel time for vehicle occupants by lowering VMT by Y miles per year
A roadway with a high number of pedestrian fatalities has no sidewalks or marked crosswalks	Sidewalks, high visibility crosswalks, and upgraded lighting will be added to the roadway	Reduced pedestrian fatalities and injuries by X and Y per year, respectively, as well as amenity benefits of wider sidewalks for Z daily pedestrian trips

### 3. Unique Entity Identifier and System for Award Management (SAM)

Each applicant must: 1) be registered in SAM before submitting its application; 2) provide a valid unique entity identifier in its application; and 3) continue to maintain an active SAM registration with current information at all times during which it has an active Federal

award or an application or plan under consideration by a Federal awarding agency. DOT may not make a RAISE grant to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with the requirements by the time DOT is ready to make a RAISE grant, DOT may determine that the applicant is not qualified to receive a RAISE grant and use that determination as a basis for making a RAISE grant to another applicant.

#### **4. Submission Dates and Times**

Applications must be submitted through Grants.gov by 11:59:59 PM Eastern on February 28, 2023. Grants.gov attaches a time stamp to each application at the time that submission is complete. Applications with a time stamp after the deadline will not be considered. The Department does not accept applications via mailed paper, fax machine, email, or other means.

To submit an application through Grants.gov, applicants must:

- (1) Obtain a Unique Entity Identifier (UEI) number;<sup>23</sup>
- (2) Register with the System for Award Management (SAM) at [www.SAM.gov](http://www.SAM.gov);
- (3) Create a Grants.gov username and password; and
- (4) The E-Business Point of Contact (POC) at the applicant's organization must respond to the registration email from Grants.gov and login at Grants.gov to authorize the applicant as the Authorized Organization Representative (AOR). Please note that there can be more than one AOR for an organization.

Please note that the SAM registration process takes a minimum of 2 weeks to complete. Failure to register for SAM or comply with Grants.gov applicant requirements in a timely manner will

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<sup>23</sup> On April 4, 2022 the Federal government stopped using the Data Universal Numbering System (DUNS) number to uniquely identify entities. Entities doing business with the Federal government must use a Unique Entity Identifier (UEI) created in SAM.gov. If your entity is currently registered in SAM.gov, your UEI has already been assigned and is viewable in SAM.gov. This includes inactive registrations.



not be considered for exceptions to the submission requirements and deadline. The Department is not able to assist with technical issues related to Grants.gov or SAM registration. For information and instruction on each of these processes, please see instructions at <http://www.grants.gov/web/grants/applicants/applicant-faqs.html>. If applicants experience difficulties at any point during the registration or application process, please call the Grants.gov Customer Service Support Hotline at 1-800-518-4726.

## **5. Other Submission Requirements**

### **i. Submission Location**

Applications must be submitted to Grants.gov. The Department does not accept applications via mailed paper, fax machine, email, or other means.

### **ii. Consideration of Applications**

Only applicants who comply with all submission deadlines described in this notice and electronically submit valid, on-time applications through Grants.gov will be eligible for award.

### **iii. Late Applications**

Any applications that Grants.gov time stamps after 11:59:59 PM on February 28, 2023 will not be accepted. Applicants are strongly encouraged to make submissions days, if not weeks, in advance of the deadline, and applicants facing technical issues are advised to contact the Grants.gov helpdesk well in advance of the deadline.

### **iv. Compliance with Section 508 of the Rehabilitation Act of 1973**

The Department encourages applicants to submit documents that are compliant with Section 508 of the Rehabilitation Act of 1973. Section 508 guidelines are available at <https://www.access-board.gov/ict/>.

## **E. Application Review Information**

### **1. Criteria**

This section specifies the criteria that DOT will use to evaluate applications. The Department will review merit criteria for all applications. A subset of competitive capital applications (described in Section E.2) will also receive second-tier analysis consisting of three Project Readiness reviews (Environmental Risk Assessment, Technical Capacity Assessment, and Financial Completeness Assessment) and an Economic (benefit-cost) Analysis. A subset of competitive planning applications (described in Section E.2) that receive second-tier analysis will be reviewed for two Project Readiness areas (Technical Capacity Assessment and Financial Completeness Assessment). Environmental Risk Assessment and Economic (benefit-cost) Analysis will not be reviewed for planning applications.

**The Department does not consider cost share (the *amount* of non-Federal contribution) as a selection criterion or a competitiveness factor.** However, general budget information (such as the nature of funding source or the availability of the funding) may be evaluated as part of the financial completeness in the readiness review, or under the Partnership or Innovation criteria in the merit review. See Section E.1.i.g, Section E.1.i.h, and Section E.1.ii.c for more details.

#### **i. Merit Criteria**

For each merit criterion, the Department will consider whether the anticipated benefits are clear, direct, data-driven, and significant, which will result in a rating of “high,” “medium,” “low,” or “non-responsive” as described in the rubric below.

Planning grant applications will be evaluated against the same merit criteria as capital grants, however the information does not need to be as driven by data as a capital project, since data is often an outcome of the project to be planned. However, planning grant applications

should include data on the problem intended to be addressed. The Department will consider how the plan, once implemented, will ultimately further the merit criteria.

As further described in the rubric below, to receive a “high” criterion rating, the criterion must be addressed as a primary project purpose (not an ancillary or incidental consideration, except for the Partnership and Collaboration and Innovation criteria), must include clear, direct, data-driven (capital projects only), and significant benefits, and must align with at least one of the benefits described in the high column of the merit criteria rubric. To receive a “medium” criterion rating, the criterion may not be a primary project purpose, or the project benefits do not meet at least one of the requirements for a ‘high’ rating, as described in the merit criteria rubric. A “low” criterion rating means the application contains insufficient information to assess that criterion’s benefits. Projects that negatively affect the criterion or for which the application does not address the criterion will receive a “non-responsive” criterion rating.

The combination of individual criterion ratings will inform one overall Merit Rating: Highly Recommended, Recommended, Acceptable, or Unacceptable, as shown below.

- Highly Recommended if six or more of the eight merit criteria ratings are “high” and none of the merit criteria ratings are “non-responsive.”
- Recommended if at least one, but no more than five, of the merit criteria ratings are “high”, no more than three of the merit criteria ratings are “low”, and none are “non-responsive.”
- Acceptable if there is a combination of “high,” “medium,” “low,” or “non-responsive” ratings that do not fit within the definitions of Highly Recommended, Recommended, or Unacceptable.
- Unacceptable if there are three or more “non-responsive” ratings.

Selection Criteria:	Non-Responsive	Low	Medium	High
<b>Safety</b>	Application did not address the Safety criterion  OR  Project negatively affects safety	Application contains insufficient information to assess safety benefit	The project has one or more of the following safety benefits, but safety may not be a primary project purpose or does not meet the description(s) of a 'high' rating: <ul style="list-style-type: none"><li>• Protect non-motorized or motorized travelers or communities from safety risks; or</li><li>• Reduce any number of fatalities and/or serious injuries</li></ul>	Safety is a primary project purpose AND the project has clear, direct, data-driven (for capital projects only), and significant benefits that targets a known, documented safety problem, by doing one or more of the following: <ul style="list-style-type: none"><li>• Protect non-motorized travelers and communities from safety risks; or</li><li>• Reduce fatalities and/or serious injuries to bring them below the state-wide average for underserved communities; or</li><li>• Incorporate and cite specific actions and activities identified in the Department's National Roadway Safety Strategy plan</li></ul>
<b>Environmental Sustainability</b>	Application did not address the Environmental Sustainability criterion  OR  Project negatively affects environmental sustainability	Application contains insufficient information to assess environmental sustainability benefits	Project has one or more of the following environmental sustainability benefits, but environmental sustainability may not be a primary project purpose or does not meet the description(s) of a 'high' rating: <ul style="list-style-type: none"><li>• Reduce transportation-related air pollution and greenhouse gas emissions; or</li><li>• Reduce vehicle miles traveled; or</li><li>• Incorporate lower-carbon pavement/construction materials; or</li><li>• Redevelop brownfield sites; or</li><li>• Improve resilience of infrastructure to current and future weather and climate risks; or</li><li>• Make basic stormwater improvements</li></ul>	Environmental sustainability is a primary project purpose AND the project has clear, direct, data-driven (for capital projects only), and significant benefits that explicitly considers climate change and environmental justice, by doing one or more of the following: <ul style="list-style-type: none"><li>• Reduce transportation-related air pollution and greenhouse gas emissions in underserved communities; or</li><li>• Address the disproportionately negative environmental impacts of transportation on underserved communities such as by reducing exposure to elevated levels of air, water, and noise pollution; or</li><li>• Align with the applicant's State, regional, county, or city decarbonization plan; or</li><li>• Implement transportation-efficient land use and design, such as drawing on the features of historic towns and villages that had a mix of land uses, compact and walkable development patterns, accessible green space, and neighborhood centers; or</li><li>• Reduce vehicle miles traveled specifically through modal shift to transit or active transportation; or</li><li>• Reduce emissions specifically by shifting freight to lower-carbon travel modes; or</li></ul>

Selection Criteria:	Non-Responsive	Low	Medium	High
<b>Quality of Life</b>	<p>Application did not address the Quality of Life criterion</p> <p>OR</p> <p>Project negatively affects quality of life</p>	<p>Application contains insufficient information to assess quality of life benefits</p>	<p>Project has one or more of the following quality of life benefits but quality of life does not meet the description(s) of a 'high' rating:</p> <ul style="list-style-type: none"> <li>• Increase affordability for travelers; or</li> <li>• Reduces vehicle dependence</li> </ul>	<ul style="list-style-type: none"> <li>• Incorporate energy efficient investments, such as electrification or zero emission vehicle infrastructure; or</li> <li>• Improve the resilience of at-risk infrastructure to withstand extreme weather events and natural disasters caused by climate change, such as by using best-available climate data sets, information resources, and decision-support tools, and incorporating best practices identified by the Department (for example in the Department's Nature-Based Solutions for Coastal Highway Resilience Implementation Guide) and other Federal resources; or</li> <li>• Remove, replace, or restore culverts for the purpose of improving passage of aquatic species; or</li> <li>• Avoid adverse environmental impacts to air or water quality, wetlands, and endangered species</li> </ul>
				<p>Quality of life is a primary project purpose AND the project has clear, direct, data-driven (for capital projects only) and significant benefits, by doing one or more of the following:</p> <ul style="list-style-type: none"> <li>• Increase affordable transportation choices by improving and expanding active transportation usage or significantly reducing vehicle dependence, particularly in underserved communities; or</li> <li>• Reduce transportation and housing cost burdens by integrating mixed-use development and a diversity of housing types, including affordable housing, with multimodal transportation infrastructure; or</li> <li>• Coordinate and integrate land use, affordable housing, and transportation planning in order to create more livable communities and expand travel choices; or</li> <li>• Improve access to daily destinations like jobs, healthcare, grocery stores, schools, places of worship, recreation, or parks through transit and active transportation; or</li> <li>• Implement transit-oriented development that benefits existing residents and businesses, low-income and disadvantaged communities, and minimizes displacement; or</li> </ul>

Selection Criteria:	Non-Responsive	Low	Medium	High
				<ul style="list-style-type: none"> <li>• Improve public health by adding new facilities that promote walking, biking, and other forms of active transportation; or</li> <li>• Mitigate urban heat islands to protect the health of at-risk residents, outdoor workers, and others; or</li> <li>• Proactively addresses equity.</li> </ul>
<b>Mobility and Community Connectivity</b>	<p>Application did not address the Mobility and Community Connectivity criterion</p> <p>OR</p> <p>Project negatively affects mobility and community connectivity</p>	<p>Application contains insufficient information to assess mobility and community connectivity benefits</p>	<p>Project has one or more of the following mobility and community connectivity benefits, but mobility and community connectivity may not be a primary project purpose or does not meet the description(s) of a 'high' rating:</p> <ul style="list-style-type: none"> <li>• Increase accessible transportation choices; or</li> <li>• Include ADA improvements</li> </ul>	<p>Mobility and community connectivity is a primary project purpose AND the project has clear, direct, data-driven (for capital projects only) and significant benefits, by doing one or more of the following:</p> <ul style="list-style-type: none"> <li>• Improve system-wide connectivity with access to transit, micro-mobility, and mobility on-demand; or</li> <li>• Implement plans, based on community participation and data, that identifies and addresses gaps in the existing network; or</li> <li>• Remove physical barriers for individuals by reconnecting communities to direct, affordable transportation options; or</li> <li>• Include transportation features that increase the accessibility for non-motorized travelers for underserved communities, such as through a Complete Streets approach; or</li> <li>• Incorporate Universal Design including details of how the improvements go beyond ADA requirements; or</li> <li>• Directly increasing intermodal and multimodal freight movement; or</li> <li>• Consider last-mile freight plans in a Complete Streets and multimodal approach</li> </ul>

Selection Criteria:	Non-Responsive	Low	Medium	High
<p><b>Economic Competitiveness and Opportunity</b></p>	<p>Application did not address the Economic Competitiveness and Opportunity criterion</p> <p>OR</p> <p>Project negatively affects economic competitiveness and opportunity</p>	<p>Application contains insufficient information to assess economic competitiveness and opportunity benefits</p>	<p>Project has one or more of the following economic competitiveness and opportunity benefits, but economic competitiveness and opportunity may not be a primary project purpose or does not meet the description(s) of a 'high' rating:</p> <ul style="list-style-type: none"> <li>• Improve travel time reliability; or</li> <li>• Improve movement of goods; or</li> <li>• Create jobs related to the project's delivery and on-going operations</li> </ul>	<p>Economic competitiveness is a primary project purpose AND the project has clear, direct, data-driven (for capital projects only), and significant benefits, by doing one or more of the following:</p> <ul style="list-style-type: none"> <li>• Improve intermodal and/or multimodal freight mobility, especially for supply chain bottlenecks; or</li> <li>• Facilitate tourism opportunities; or</li> <li>• Inclusive economic development such as the utilization of Minority Business Enterprises, Minority Owned Businesses, Woman Owned Businesses, and Veteran Owned Businesses; or</li> <li>• Promote wealth building; or</li> <li>• Promote long-term economic growth and other broader economic and fiscal benefits; or</li> <li>• Promote robust job creation by supporting good-paying jobs directly related to the project with free and fair choice to join a union, expand training programs, and implement policies such as targeted hiring preferences that will promote the entry and retention of underrepresented populations into those jobs including women, people of color, and people with convictions; or</li> <li>• Promote greater public and private investments in land-use productivity, including rural main street revitalization or locally driven density decisions that support equitable commercial and mixed-income residential development</li> </ul>
<p><b>State of Good Repair</b></p>	<p>Application did not address the State of Good Repair criterion</p> <p>OR</p> <p>Project negatively affects state of good repair</p>	<p>Application contains insufficient information to assess state of good repair benefits</p>	<p>Project has one or more of the following state of good repair benefits but state of good repair may not be a primary project purpose or does not meet the description(s) of a 'high' rating:</p> <ul style="list-style-type: none"> <li>• Routine or deferred maintenance; or</li> <li>• Create new infrastructure (not in a remote community) that will be maintained in a state of good repair; or</li> <li>• Identify the party responsible for maintenance and describe how the</li> </ul>	<p>State of good repair is a primary project purpose AND the project has clear, direct, data-driven (for capital projects only) and significant benefits, by doing one or more of the following:</p> <ul style="list-style-type: none"> <li>• Restore and modernize (such as through road diets and complete streets approaches) the existing core infrastructure assets that have met their useful life; or</li> <li>• Reduce construction and maintenance burdens through efficient and well-integrated design; or</li> <li>• Create new infrastructure in remote communities that will be maintained in a state of good repair; or</li> <li>• Address current or projected system vulnerabilities for underserved communities; or</li> </ul>

Selection Criteria:	Non-Responsive	Low	Medium	High
			<p>new or improved asset(s) will be maintained in a state of good repair; or</p> <ul style="list-style-type: none"> <li>Resolve the current or projected system vulnerabilities</li> </ul>	<ul style="list-style-type: none"> <li>Prioritize improvement of the condition and safety of existing transportation infrastructure within the existing footprint</li> </ul>
<b>Partnership and Collaboration</b>	<p>Application did not address the Partnership and Collaboration criterion</p> <p>OR</p> <p>Project negatively affects partners or community members (e.g. negative impacts from ROW acquisition, lack of support for the project, etc.)</p>	<p>Application contains insufficient information to assess the partnership and collaboration benefits</p>	<p>Project has one or more of the following partnership and collaboration benefits but a primary project purpose or does not meet the description(s) of a 'high' rating:</p> <ul style="list-style-type: none"> <li>Collaborate with public and/or private entities; or</li> <li>Document support from local, regional, or national levels</li> </ul>	<p>Project has, or demonstrates plans to, support and engage diverse people and communities that go above and beyond, by doing one or more of the following:</p> <ul style="list-style-type: none"> <li>Engage residents and community-based organizations to ensure equity considerations for underserved communities are meaningfully integrated throughout the lifecycle of the project, for example, by citing and describing how the project aligns with the Department's Promising Practices for Meaningful Public Involvement in Transportation Decision-Making Guide; or</li> <li>Coordinate with other types of projects such as economic development, commercial or residential development near public transportation, power/electric infrastructure projects, or broadband deployment; or</li> <li>Partner with Minority Business Enterprises, Minority Owned Businesses, Woman Owned Businesses, and Veteran Owned Businesses; or</li> <li>Partner with high-quality workforce development programs with supportive services to help train, place, and retain underrepresented communities in good-paying jobs or registered apprenticeships; or</li> <li>Partner and engage with unions and/or worker organizations in the development of the project and the lifecycle of the project, including the maintenance or operation of the completed project; or</li> </ul>



Selection Criteria:	Non-Responsive	Low	Medium	High
<b>Innovation</b>	<p>Application did not address the Innovation criterion.</p> <p>OR</p> <p>Includes non-innovative practices or components</p>	<p>Application contains insufficient information to assess innovation benefits</p>	<p>Project has one or more of the following innovation benefits but does not meet the description(s) of a 'high' rating:</p> <ul style="list-style-type: none"> <li>Deploy technologies, project that are new for the applicant or the applicant or community</li> </ul>	<ul style="list-style-type: none"> <li>Partner with communities or community groups representative of historically underrepresented groups to develop workforce strategies; or</li> <li>Establish formal public-private partnerships or joint ventures to expand or create new infrastructure or economic development capacity; or</li> <li>Participate in a non-DOT Federal capacity-building program, such as the Department of Housing and Urban Development's Thriving Communities Technical Assistance or the Environmental Protection Agency's Environmental Justice Thriving Communities Technical Assistance Centers Program.</li> </ul>
				<p>Project has, or demonstrates plans for, one or more of the following innovative benefits:</p> <ul style="list-style-type: none"> <li>Innovative Technologies <ul style="list-style-type: none"> <li>Enhance the environment for electric, connected, and autonomous vehicles through the deployment of: <ul style="list-style-type: none"> <li>Use low-carbon materials; or</li> <li>Use caps, land bridges, or underdecks</li> </ul> </li> </ul> </li> <li>Innovative Project Delivery <ul style="list-style-type: none"> <li>Use practices that facilitate accelerated project delivery such as single contractor design-build arrangements, congestion management, asset management, or long-term operations and maintenance</li> </ul> </li> <li>Innovative Financing <ul style="list-style-type: none"> <li>Secure TIFIA, RRIF, or private activity bond financing; or</li> <li>Use congestion pricing or other demand management strategies</li> </ul> </li> </ul>

a. Safety

DOT will assess how the project targets a known safety problem and seeks to protect motorized or non-motorized travelers and communities from safety risks. Applicants are highly encouraged to include data-driven information when addressing the safety criterion such as the current and projected number or rate of crashes, fatalities and/or serious injuries among transportation users and how those compare to the statewide average; details about the transportation user that will reap the safety benefits such as whether the project addresses vulnerable roadway users<sup>24</sup> or whether the project addresses inequities in crash victims. If applicable, applicants should describe how the project incorporates specific actions and activities identified in DOT's National Roadway Safety Strategy.<sup>25</sup>

b. Environmental Sustainability

DOT will consider the extent to which the project incorporates considerations of climate change and environmental justice in the project planning or project delivery stage. Environmental justice, as defined by the Environmental Protection Agency, is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.

DOT will evaluate whether and how the project demonstrates environmental sustainability benefits. For this assessment, DOT will consider, for example, how the project will significantly reduce transportation-related pollution like air pollution and greenhouse gas emissions; aligns with the applicant's State, regional, county or city carbon-reduction plan; address the

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<sup>24</sup> As defined by FHWA's Vulnerable Road User Safety Assessment Guidance, a vulnerable road user is a nonmotorist and may include people walking, biking, or rolling as well as highway workers on foot in a work zone.  
<sup>25</sup> [www.transportation.gov/NRSS](http://www.transportation.gov/NRSS)

disproportionate negative environmental impacts of transportation such as exposure to elevated levels of air, water, and noise pollution; or implement transportation-efficient land use and design, such as drawing on the features of historic towns and villages that had a mix of land uses, compact and walkable development patterns, accessible green space, and neighborhood centers.

DOT will assess whether and how the project is expected to reduce emissions, such as shifts to lower emissions vehicles, transit, or active transportation; shift freight to lower-carbon travel modes to reduce emissions; improve the resiliency of at-risk infrastructure<sup>26</sup> to withstand extreme weather events and natural disasters caused by climate change such as by using best-available climate data sets, information resources, and decision-support tools, and incorporating best practices identified by the Department (for example, in the Department's Nature-Based Solutions for Coastal Highway Resilience Implementation Guide); or incorporates lower-carbon pavement/construction materials.

DOT will also consider whether and how the project will incorporate energy efficient investments such as electrification or zero emission vehicle infrastructure; redevelop brownfield sites; remove, replace or restore culverts to improve passage of aquatic species; or avoid adverse impacts to air or water quality, wetlands, and endangered species. If applicable, applicants are encouraged to make floodplain upgrades consistent with the Federal Flood Risk Management Standard, to the extent consistent with current law, in Executive Order 14030, *Climate-Related Financial Risk* (86 FR 27967) and 13690, *Establishing a Federal Flood Risk Management Standard and a Process for Further Soliciting and Considering Stakeholder Input* (80 FR 6425.)

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<sup>26</sup> For the RAISE program, at-risk infrastructure is defined as infrastructure that is subject to, or faces increased long-term future risks of, a weather event, a natural disaster, or changing conditions, such as coastal flooding, coastal erosion, wave action, storm surge, or sea level rise, in order to improve transportation and public safety and to reduce costs by avoiding larger future maintenance or rebuilding costs.

### c. Quality of Life

DOT will consider whether and how the project will improve quality of life, such as by increasing affordable transportation choices and expanding active transportation usage or significantly reducing vehicle dependence; reduce transportation and housing cost burdens by integrating mixed use development and a diversity of housing types (including affordable housing) with multimodal transportation infrastructure; coordinate and integrate land use, affordable housing, and transportation planning in order to create more livable communities and expand travel choices; reduce vehicle dependence and improve access to daily destinations such as jobs, healthcare, grocery store, schools, places of worship, recreation, or parks such as by adding new facilities that promote walking, biking; implement transit-oriented development that benefits existing residents and businesses; mitigate urban heat islands to protect the health of at-risk residents, outdoor workers, and others; or proactively address racial equity.<sup>27</sup>

### d. Mobility and Community Connectivity

DOT will assess whether and how the applicant will improve mobility and community connectivity. For this assessment, DOT will consider, for example, how the project will address system-wide connectivity with access to transit, micro-mobility, and mobility on-demand; implement plans, based on community participation and data, that identifies and addresses gaps in the existing network; remove physical barriers for individuals by reconnecting communities to direct, affordable transportation options; include transportation features that increase accessibility for non-motorized travelers, such as through a Complete Streets approach; incorporate Americans with Disabilities Act (ADA) or Universal Design improvements; directly

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<sup>27</sup> Definitions for “racial equity” and “underserved communities” are found in Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, Sections 2 (a) and (b).

increase intermodal and multimodal freight movement; or considers last-mile freight plans in a Complete Streets and multimodal approach.

e. Economic Competitiveness and Opportunity

DOT will assess whether and how the project will improve economic competitiveness and opportunity. For this assessment, DOT will consider, for example, how the project will improve intermodal or multimodal freight mobility, especially for supply chain bottle necks; facilitate tourism; include inclusive economic development such as the utilization use of Minority Business Enterprises, Minority Owned Businesses, Woman Owned Businesses, and Veteran Owned Businesses; promote wealth building; promote long-term economic growth and other broader economic and fiscal benefits; promote robust job creation by supporting good-paying jobs with free and fair choice to join a union in project construction and in on-going operations and maintenance; invest in high-quality workforce training programs such as registered apprenticeship programs to recruit, train, and retain skilled workers, and implement policies such as targeted hiring preferences<sup>28</sup> that will promote the entry and retention of local underrepresented populations into those jobs including women, people of color, and people with convictions; improve travel time reliability; improve the movement of goods; or support logistic jobs related to terminal, warehouse, or manufacturing industries. DOT will evaluate the extent to which the project will promote greater public and private investments in land-use productivity, including rural main street revitalization or locally driven density decisions that support equitable commercial and mixed-income residential development.

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<sup>28</sup> IJA div. B § 25019 provides authority to use geographical and economic hiring preferences, including local hire, for construction jobs, subject to any applicable State and local laws, policies, and procedures. Project labor agreement should be consistent with the definition and standards outlined in Executive Order 13502.

f. State of Good Repair

DOT will assess whether and to what extent the project improves state of good repair. For this assessment, DOT will consider, for example, how the project will mitigate current or projected system vulnerabilities; restore and modernize (such as through road diets and Complete Streets approaches) the existing core infrastructure assets that have met their useful life; reduce construction and maintenance burdens through efficient and well-integrated design; create new infrastructure *in remote communities* that will be maintained in a state of good repair; prioritize improvement of the condition and safety of existing transportation infrastructure within the existing footprint; conduct routine or deferred maintenance; create new infrastructure (*not in a remote community*) that will be maintained in a state of good repair; or identify the party responsible for maintenance and how the new or improved asset(s) will be maintained in a state of good repair.

The Department encourages applicants to improve the condition and safety of existing state and locally owned transportation infrastructure within the right-of-way before proposing projects that add new general purpose travel lanes serving single occupancy vehicles.

g. Partnership and Collaboration

DOT will consider the extent to which the project has or will support and engage diverse people and communities. For this assessment, DOT will consider, for example, how the project has or will collaborate with public and/or private entities; documents support from local, regional, and/or national levels; engage residents and community-based organizations to ensure equity considerations for underserved communities are meaningfully integrated throughout the project (for example, whether and how the project incorporates best practices from the Department's Promising Practices for Meaningful Public Involvement in Transportation

Decision-Making Guide);<sup>29</sup> coordinate with other types of projects such as economic development, commercial or residential development near public transportation, power/electric infrastructure projects, or broadband deployment; partners with Minority Business Enterprises, Minority Owned Businesses, Woman Owned Businesses, and Veteran Owned Businesses; partner with high-quality workforce development programs with supportive services<sup>30</sup> to help train, place, and retain underrepresented communities in good-paying jobs or registered apprenticeships including through the use of local and economic hiring preferences, linkage agreements with workforce programs that serve underrepresented groups, and proactive plans to prevent harassment; partner and engage with local unions or other worker-based organizations in the development and lifecycle of the project, including through evidence of project labor agreements and/or community benefit agreements; or partners with communities, or community groups representative of historically underrepresented groups, to develop workforce strategies; or establish formal public-private partnerships or joint ventures to expand or create new infrastructure or economic development capacity. DOT will assess the level of detail and description provided about the partnerships listed above. Applications that provide more details and descriptions about the project partnership will be rated higher than those that do not, in alignment with the merit rating rubric.

DOT will consider whether the applicant is participating in a non-DOT Federal capacity-building program as part of the Thriving Communities Network<sup>31</sup> which includes Department of

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<sup>29</sup> <https://www.transportation.gov/priorities/equity/promising-practices-meaningful-public-involvement-transportation-decision-making>

<sup>30</sup> Supportive services are critical to help women and people facing systemic barriers to employment be able to participate and thrive in training and employment. Recommended supportive services include childcare, tools, work clothing, application fees and other costs of apprenticeship or required pre-employment training, transportation and travel to training and work sites, and services aimed at helping to retain underrepresented groups like mentoring, support groups, and peer networking.

<sup>31</sup> <https://www.transportation.gov/federal-interagency-thriving-communities-network>

Housing and Urban Development's Thriving Communities Technical Assistance<sup>32</sup> and the Environmental Justice Thriving Communities Technical Assistance Centers Program.<sup>33</sup>

Applications that include right-of-way acquisition plans that minimally disrupts communities and maintains community cohesion will be more competitive than right-of-way acquisition plans that disrupt communities. For projects involving other Federal agencies, or requiring action from other Federal agencies, DOT will consider the level of involvement and commitment from those agencies. For example, relevant port projects should demonstrate alignment with U.S. Army Corps of Engineers investment strategies.

#### h. Innovation

Consistent with DOT's Innovation Principles to support workers, allow for experimentation and learn from failure, provide opportunities to collaborate, and be flexible and adapt as technology changes, DOT will assess the extent to which the applicant uses innovative strategies, including: (1) innovative technologies, (2) innovative project delivery, or (3) innovative financing. Applicants should provide enough detail to determine whether the innovations being deployed are new or innovative to the applicant or community. If an applicant is proposing to adopt innovative technology or other innovative practices, DOT will assess whether the applicant's capacity to implement those innovations, the applicant's understanding of applicable Federal requirements and whether the innovations may require extraordinary permitting, approvals, exemptions, waivers, or other procedural actions, and the effects of those innovations on the project delivery timeline. If this project is the first time the applicant or community will

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<sup>32</sup> [https://www.hud.gov/program\\_offices/spm/gmommgt/grantsinfo/fundingopps/fy22\\_tc](https://www.hud.gov/program_offices/spm/gmommgt/grantsinfo/fundingopps/fy22_tc)

<sup>33</sup> <https://www.epa.gov/environmentaljustice/environmental-justice-thriving-communities-technical-assistance-centers>



deploy specific innovations, DOT will consider them innovative, regardless of whether other applicants or communities have incorporated these innovations into standard/routine practice.

If an applicant is proposing to deploy autonomous vehicles or other innovative motor vehicle technology, DOT will consider whether and how the applicant demonstrates that all vehicles will comply with applicable safety requirements, including those administered by the National Highway Traffic Safety Administration (NHTSA) and Federal Motor Carrier Safety Administration (FMCSA). Specifically, DOT will consider whether the vehicles acquired for the proposed project will comply with applicable Federal Motor Vehicle Safety Standards (FMVSS) and Federal Motor Carrier Safety Regulations (FMCSR). If the vehicles may not comply, DOT will consider applications that do one of the following more competitive than applications that do not: either (1) show that the vehicles and their proposed operations are within the scope of an exemption or waiver that has already been granted by NHTSA, FMCSA, or both agencies or (2) directly address whether the project will require exemptions or waivers from the FMVSS, FMCSR, or any other regulation and, if the project will require exemptions or waivers, present a plan for obtaining them.

#### 1. Innovative Technologies

DOT will consider how projects enhance the environment for connected, electric, and automated vehicles to improve the detection, mitigation, and documentation of safety risks. DOT will also assess the extent to which the project uses innovative technology that supports surface transportation to significantly enhance the operational performance of the transportation system. Please note that all innovative technology must be in compliance with 2 CFR § 200.216.<sup>34</sup>

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<sup>34</sup> <https://ecfr.federalregister.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-C/section-200.216>

## 2. Innovative Project Delivery

DOT will consider the extent to which the project utilizes innovative practices in contracting (such as public-private partnerships and single contractor design-build arrangements), congestion management, asset management, or long-term operations and maintenance.

DOT also seeks projects that employ innovative approaches to improve the efficiency and effectiveness of the environmental permitting and review process to accelerate project delivery. DOT's objective is to achieve timely and consistent environmental review and permit decisions. Participation in innovative project delivery approaches will not remove any statutory requirements affecting project delivery.

## 3. Innovative Financing

DOT will assess the extent to which the project incorporates innovations in transportation funding and finance, for example through private sector funding or financing, using congestion pricing or other demand management strategies to address congestion, securing a TIFIA or RRIF loan, or receiving an allocation for private activity bonds through DOT's Build America Bureau.

### ii. Demonstrated Project Readiness

Capital project applications that receive second-tier analysis<sup>35</sup> will be reviewed for Project Readiness and assigned three evaluation ratings: Environmental Risk Assessment, Technical Capacity Assessment, and Financial Completeness Assessment. Planning project applications that receive second-tier analysis will be reviewed for Project Readiness and assigned two evaluation ratings: Technical Capacity Assessment and Financial Completeness Assessment. (Environmental Risk Assessment will not be performed for planning applications). Low ratings

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<sup>35</sup> The process for determining which applications receive second-tier analysis is described in Section E.2 of this notice.

in any of these readiness areas do not disqualify projects from award, but competitive applications clearly and directly describe achievable risk mitigation strategies. A project with mitigated risks or with a risk mitigation plan is more competitive than a comparable project with unaddressed risks.

**(a) Environmental Risk**

Environmental Risk Assessment analyzes the project's environmental approvals and likelihood of the necessary approval affecting project obligation as described in Section D of the NOFO, and results in a rating of "high risk," "moderate risk," or "low risk".

**(b) Technical Capacity**

The Technical Capacity Assessment will assess the applicant's capacity to successfully deliver the project in compliance with applicable Federal requirements based on factors including, but not limited to, the recipient's experience working with Federal agencies, civil rights compliance, previous experience with DOT discretionary grant awards and/or the technical experience and resources dedicated to the project. This review is partially based on information submitted with the application and partially based on DOT Operating Administration knowledge of the applicant's performance. Technical Capacity ratings will be one of the following: "certain," "somewhat certain," or "uncertain." DOT will assign the highest rating of "certain," if the applications demonstrate that: the applicant has extensive experience with Federal funds; the applicant has extensive experience completing projects with similar scope; the applicant has the resources to deliver the project; the project has minimal or no incomplete ROW acquisition; and the project will comply with all applicable Federal requirements including but not limited to Buy America provisions, ADA regulations, Civil Rights requirements, Federal Motor Vehicle Safety Standards (FMVSS), and/or the Federal Motor Carrier Safety Regulations (FMCSR).

### (c) Financial Completeness

The Financial Completeness Assessment reviews the availability of funding for the project and whether the applicant presented a complete funding package. Financial Completeness ratings are: “complete,” “partially complete,” or “incomplete.” DOT will assign the highest rating of “complete,” if the application identifies funding sources for the full project budget, indicates the funding level of commitment or availability, includes documented support such as letters of commitment, and indicates a plan to address potential cost overruns (by including an explicit contingency amount with a source, or otherwise). DOT will also consider whether the applicant indicated the level of design that the project is based on. Projects with funding estimates that are based on early stages of design (e.g., less than 30 percent design) or outdated cost estimates without specified budget contingencies may receive a lower rating. All applicants, including those requesting 100 percent grant funding, should describe a plan to address potential cost overruns.

#### iii. Economic Analysis of Project Costs and Benefits

For capital projects that receive second-tier analysis, DOT will consider the costs and benefits of projects seeking RAISE grant funding in determining whether a project is cost effective. To the extent possible, DOT will rely on quantitative, evidenced-based and data-supported analysis to assess how well a project addresses this criterion, including an assessment of the project’s estimated benefit-cost ratio (BCR) based on the applicant-supplied BCA described in Section D.2.vi.

To evaluate the costs and benefits of a proposed project, DOT will assign the project as either negative net benefits (costs exceed benefits) or positive net benefits (benefits exceed costs.) Projects with negative net benefit ratings will not be selected for an award, unless the

project has unquantified benefits that demonstrate clear outcomes for underserved communities, as identified by the Senior Review Team.<sup>36</sup>

**iv. Additional Considerations**

The BIL requires DOT to consider geographical and modal diversity when selecting RAISE grant awards.

**2. Review and Selection Process**

This section explicitly addresses the BIL requirement to describe the methodology for evaluation in the NOFO. The RAISE grant program review and selection process consists of Merit Criteria Review; Project Readiness Review (consisting of Technical Capacity Assessment, Environmental Risk Assessment, Financial Completeness Assessment); Economic Analysis; and Senior Review. The Secretary makes final project selections.

Teams comprising Department and contractor staff review all eligible applications received by the deadline for a Merit Review and assign ratings as described in Section E.1.i. Using the rubric described in section E.1.i, the combination of eight merit criteria ratings will result in one overall Merit Rating: Highly Recommended, Recommended, Acceptable, or Unacceptable.

The Senior Review Team (SRT) reviews all “Recommended” projects to determine if the benefits of a particular criterion are so significant that the project merits advancing for second-tier analysis. The SRT can advance a “Recommended” project only if

- (1) the project received a “high” in one or more of the priority criteria of safety, environmental sustainability, mobility and community connectivity, or quality of life, and the benefits in that criterion are exceptional; or

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<sup>36</sup> The Senior Review Team, and its role in the application evaluation and selection process, is described in section E.2 of this notice.

(2) if the SRT provides additional information to demonstrate that a criterion has benefits that are aligned with a “high” rating for one or more of the priority merit criteria listed above (whether or not the Merit Review Team assigned a “high” rating) and the benefits in that criterion would be exceptional.

Senior Operating Administration staff and OST staff may make recommendations to the SRT for which projects should advance based on exceptional benefits of a particular priority criterion.

“Highly Recommended” projects automatically advance for second-tier analysis.

“Recommended” projects designated a “Reconnecting Extra” project under the FY 2022 Reconnecting Communities Program competition that receive at least one “High” in a priority criterion during the FY 2023 RAISE application evaluation process will automatically advance for second-tier analysis.

Second-tier analysis for capital projects consists of (1) an Economic Analysis; (2) an Environmental Risk Assessment; (3) a Financial Completeness Assessment and (4) Technical Capacity Assessment.

Second-tier analysis for planning projects consists of (1) a Financial Completeness Assessment and (2) a Technical Capacity Assessment.

Following completion of second-tier analysis, the SRT determines which projects are designated as Highly Rated. The Secretary selects projects from the Highly Rated List for award, consistent with the selection criteria and statutory requirements for geographic and modal diversity.

The BIL mandates that RAISE grant award selections be announced by June 28, 2023.

Consistent with past practice, the Department offers debriefs to applicants not selected for award to receive information about the RAISE project’s evaluation. Due to overwhelming

demand, the Department is unable to provide a RAISE award to every competitive project that applies. The Department will identify “Projects of Merit” with the aim of encouraging sponsors with competitive projects that do not receive an FY 2023 RAISE award to consider applying in future rounds of funding. Projects for which a RAISE application is advanced by the Senior Review Team on the Highly Rated List, but that are not awarded, are automatically designated as “Projects of Merit.” This designation provides the sponsors of these projects the opportunity to receive additional technical assistance that encourages sponsors with competitive projects to apply in the future.

### **3. Additional Information**

Prior to award, each selected applicant will be subject to a risk assessment as required by 2 CFR § 200.206. DOT must review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), the designated integrity and performance system accessible through SAM. An applicant may review information in FAPIIS and comment on any information about itself that a Federal awarding agency previously entered. DOT will consider comments by the applicant, in addition to the other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants.

#### **F. Federal Award Administration Information**

##### **1. Federal Award Notice**

Following the evaluation outlined in Section E, the Secretary will announce awarded projects by posting a list of selected projects at [www.transportation.gov/RAISEgrants](http://www.transportation.gov/RAISEgrants). Notice of selection is not authorization to begin performance or to incur costs for the proposed project. Following

that announcement, the relevant operating administration will contact the point of contact listed in the SF-424 to initiate negotiation of the grant agreement for authorization.

Recipients of RAISE Grant awards will not receive lump-sum cash disbursements at the time of award announcement or obligation of funds. Instead, RAISE funds will reimburse recipients only after a grant agreement has been executed, allowable expenses are incurred, and valid requests for reimbursement are submitted.

Unless authorized by DOT in writing after DOT's announcement of FY 2023 RAISE awards, any costs that a recipient incurs before DOT executes a grant agreement for that recipient's project are ineligible for reimbursement and are ineligible match for cost share requirements.

## **2. Administrative and National Policy Requirements**

### **i. Administrative Requirements**

Please visit <https://www.transportation.gov/policy-initiatives/raise/raise-grant-agreements> for the General Terms and Conditions for FY 2022 RAISE awards. The FY 2023 RAISE Terms and Conditions will be similar to the FY 2022 RAISE Terms and Conditions, but it will include relevant updates consistent with this notice.

All awards will be administered pursuant to the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards found in 2 C.F.R part 200, as adopted by DOT at 2 C.F.R part 1201. Federal wage rate requirements included in subchapter IV of chapter 31 of title 40, U.S.C., apply to all projects receiving funds under this program, and apply to all parts of the project, whether funded with RAISE Grant funds, other Federal funds, or non-Federal funds.

In connection with any program or activity conducted with or benefiting from funds awarded under this notice, recipients of funds must comply with all applicable requirements of Federal



law, including, without limitation, the Constitution of the United States; the conditions of performance, non-discrimination requirements, and other assurances made applicable to the award of funds in accordance with regulations of the Department of Transportation; and applicable Federal financial assistance and contracting principles promulgated by the Office of Management and Budget. In complying with these requirements, recipients, in particular, must ensure that no concession agreements are denied or other contracting decisions made on the basis of speech or other activities protected by the First Amendment. If DOT determines that a recipient has failed to comply with applicable Federal requirements, DOT may terminate the award of funds and disallow previously incurred costs, requiring the recipient to reimburse any expended award funds.

Additionally, applicable Federal laws, rules and regulations of the relevant operating administration administering the project will apply to the projects that receive RAISE grant awards, including planning requirements, Service Outcome Agreements, Stakeholder Agreements, Buy America compliance, and other requirements under DOT's other highway, transit, rail, and port grant programs. For projects that are eligible under RAISE but are not eligible under DOT's other programs or projects that are eligible under multiple DOT programs, the RAISE program will determine the appropriate requirements to ensure the project is delivered consistent with program and Department goals. In particular, Executive Order 14005 directs the Executive Branch Departments and agencies to maximize the use of goods, products, and materials produced in, and services offered in, the United States through the terms and conditions of Federal financial assistance awards. If selected for an award, grant recipients must be prepared to demonstrate how they will maximize the use of domestic goods, products, and materials in constructing their project. RAISE grant projects involving vehicle acquisition must

involve only vehicles that comply with applicable Federal Motor Vehicle Safety Standards and Federal Motor Carriers Safety Regulations, or vehicles that are exempt from Federal Motor Vehicle Safety Standards or Federal Motor Carrier Safety Regulations in a manner that allows for the legal acquisition and deployment of the vehicle or vehicles.

For projects administered by FHWA, applicable Federal laws, rules, and regulations set forth in Title 23 U.S.C. and Title 23 C.F.R generally apply, including the 23 U.S.C. 129 restrictions on the use of toll revenues, and Section 4(f) preservation of parklands and historic properties requirements under 23 U.S.C. 138. For an illustrative list of the other applicable laws, rules, regulations, executive orders, polices, guidelines, and requirements as they relate to a RAISE grant project administered by the FHWA, please see

<https://www.transportation.gov/grants/raise/raise-fy2022-fhwa-exhibits-october-18-2022>.

For RAISE projects administered by the Federal Transit Administration and partially funded with Federal transit assistance, all relevant requirements under chapter 53 of title 49 U.S.C. apply. For transit projects funded exclusively with RAISE grant funds, some requirements of chapter 53 of title 49 U.S.C. and chapter VI of title 49 CFR apply.

For projects administered by the Federal Railroad Administration, FRA requirements described in 49 U.S.C. Subtitle V, Part C apply.

## **ii. Program Requirements**

(a) Climate Change and Environmental Justice Impact Consideration Each applicant selected for RAISE grant funding must demonstrate effort to consider climate change and environmental justice impacts as described in Section A. Projects that have not sufficiently considered climate change and environmental justice in their planning, as determined by the Department, will be required to do so before receiving funds for construction, consistent

with Executive Order 14008, *Tackling the Climate Crisis at Home and Abroad* (86 FR 7619). In the grant agreement, applicants will be required to certify that they have taken one or more of the activities in Section E (b) or will be required to propose a new activity to be completed prior to obligation of construction funds that addresses climate change and environmental justice.

(b) Racial Equity and Barriers to Opportunity

Each applicant selected for RAISE grant funding must demonstrate effort to improve racial equity and reduce barriers to opportunity as described in Section A. Projects that have not sufficiently considered climate change and environmental justice in their planning, as determined by the Department, will be required to do so before receiving funds for construction, consistent with Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government* (86 FR 7009). In the grant agreement, applicants will be required to certify that they have taken one or more of the activities listed in Section E.1.i.c, or will be required to propose a new activity to be completed prior to obligation of construction funds that addresses racial equity and barriers to opportunity.

(c) Labor and Work

Each applicant selected for RAISE grant funding must demonstrate, to the full extent possible consistent with the law, an effort to create good-paying jobs with the free and fair choice to join a union and incorporation of strong labor standards as described in Section E. Projects that have not sufficiently considered job quality and labor rights, standards, and protections in their planning, as determined by the Department, will be required to do so, to the full extent possible under the law, before receiving funds for construction, consistent with Executive Order 14025, *Worker Organizing and Empowerment* (86 FR 22829), and Executive Order 14052,

*Implementation of the Infrastructure Investment and Jobs Act (86 FR 64335).* RAISE funds may not be used to support or oppose union organizing.

(d) Critical Infrastructure Security and Resilience

It is the policy of the United States to strengthen the security and resilience of its critical infrastructure against both physical and cyber threats. Each applicant selected for Federal funding under this notice must demonstrate, prior to the signing of the grant agreement, effort to consider and address physical and cyber security risks relevant to the transportation mode and type and scale of the project. Projects that have not appropriately considered and addressed physical and cyber security and resilience in their planning, design, and project oversight, as determined by the Department, will be required to do so before receiving funds for construction, consistent with Presidential Policy Directive 21 - Critical Infrastructure Security and Resilience and the National Security Presidential Improving Cybersecurity for Critical Infrastructure Control Systems. Information on cybersecurity performance goals can be found at <https://www.cisa.gov/cpg>. These performance goals provide a baseline set of cybersecurity practices broadly applicable across critical infrastructure with known risk-reduction value, a benchmark for critical infrastructure operators to measure and improve their cybersecurity maturity, and a combination of recommended practices for IT and OT owners, including a prioritized set of security practices. Additionally, funding recipients must comply with 2 CFR § 200.216 and the prohibition on certain telecommunications and video surveillance services or equipment.

(e) Domestic Preference Requirements

As expressed in Executive Order 14005, 'Ensuring the Future Is Made in All of America by All of America's Workers' (86 FR 7475), the executive branch should maximize, consistent with

law, the use of goods, products, and materials produced in, and services offered in, the United States. Funds made available under this notice are subject to domestic preference requirements based on the Operating Administration that administers the project, including 23 U.S.C. 313 (FHWA projects); 49 U.S.C. 5323(j) (FTA projects); 49 U.S.C. 22905(a) (FRA projects); and section 70914(a) of the Build America, Buy America Act (all projects). The Department expects all applicants to comply without needing a project-specific waiver for domestic preference requirements.

(f) Civil Rights and Title VI

As a condition of a grant award, grant recipients should demonstrate that the recipient has a plan for compliance with civil rights obligations and nondiscrimination laws, including Title VI of the Civil Rights Act of 1964 and implementing regulations (49 CFR part 21), the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act, all other civil rights requirements, and accompanying regulations. This should include a current Title VI program plan, completed Community Participation Plan (alternatively called a Public Participation Plan), and a plan to address any legacy infrastructure or facilities that are not compliant with ADA standards. DOT's and the applicable Operating Administrations' Office of Civil Rights may work with awarded grant recipients to ensure full compliance with Federal civil rights requirements. Recipients are encouraged to demonstrate that they have a plan in place that demonstrates action to create an inclusive workplace environment with a commitment to equal opportunity and freedom from harassment.<sup>37</sup>

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<sup>37</sup> This could include provisions that prohibit unlawful discrimination against people with former justice involvement; efforts to prevent hostility and harassment based on race, color, religion, sex, sexual orientation, gender identity, national origin, and disability; training on anti-harassment and third-party reporting procedures, and robust anti-retaliation measures, covering employees and contractors.

### (g) Federal Contract Compliance

As a condition of grant award and consistent with EO 11246, Equal Employment Opportunity (30 FR 12319, and as amended), all Federally assisted contractors are required to make good faith efforts to meet the goals of 6.9 percent of construction project hours being performed by women, in addition to goals that vary based on geography for construction work hours and for work being performed by people of color. Under Section 503 of the Rehabilitation Act and its implementing regulations, affirmative action obligations for certain contractors include an aspirational employment goal of 7 percent workers with disabilities.

The U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) is charged with enforcing Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974. OFCCP has a Mega Construction Project Program through which it engages with project sponsors as early as the design phase to help promote compliance with non-discrimination and affirmative action obligations. OFCCP will identify projects that receive an award under this notice and are required to participate in OFCCP's Mega Construction Project Program from a wide range of Federally assisted projects over which OFCCP has jurisdiction and that have a project cost above \$35 million. DOT will require project sponsors with costs above \$35 million that receive awards under this funding opportunity to partner with OFCCP, if selected by OFCCP, as a condition of their DOT award. Under that partnership, OFCCP will ask these project sponsors to make clear to prime contractors in the pre-bid phase that project sponsor's award terms will require their participation in the Mega Construction Project Program. Additional information on how OFCCP makes their selections for participation in the Mega Construction Project Program is outlined

under “Scheduling” on the Department of Labor website:

<https://www.dol.gov/agencies/ofccp/faqs/construction-compliance>.

### **3. Reporting**

#### **i. Progress Reporting on Grant Activities**

Each applicant selected for RAISE grant funding must submit quarterly progress reports and Federal Financial Reports (SF-425) to monitor project progress and ensure accountability and financial transparency in the RAISE grant program.

#### **ii. Performance Reporting**

Each applicant selected for RAISE grant funding must collect and report to the DOT information on the project’s performance based on performance indicators DOT identifies related to program goals (e.g., travel time savings, greenhouse gas emissions, passenger counts, level of service, etc.) and other information as requested by DOT. Performance indicators should include measurable goals or targets that DOT will use internally to determine whether the project meets program goals, and grant funds achieve the intended long-term outcomes of the RAISE Grant Program. To the extent possible, performance indicators used in the reporting should align with the measures included in the application and should relate to at least one of the selection criteria defined in Section E.1. Performance reporting continues for several years after project construction is completed, and DOT does not provide RAISE grant funding specifically for performance reporting.

#### **iii. Program Evaluation**

As a condition of grant award, RAISE grant recipients may be required to participate in an evaluation undertaken by DOT, or another agency or partner. The evaluation may take different forms such as an implementation assessment across grant recipients, an impact and/or

outcomes analysis of all or selected sites within or across grant recipients, or a benefit/cost analysis or assessment of return on investment. The Department may require applicants to collect data elements to aid the evaluation. As a part of the evaluation, as a condition of award, grant recipients must agree to: (1) make records available to the evaluation contractor; (2) provide access to program records, and any other relevant documents to calculate costs and benefits; (3) in the case of an impact analysis, facilitate the access to relevant information as requested; and (4) follow evaluation procedures as specified by the evaluation contractor or DOT staff.

Recipients and sub-recipients are also encouraged to incorporate program evaluation including associated data collection activities from the outset of their program design and implementation to meaningfully document and measure the effectiveness of their projects and strategies. Title I of the Foundations for Evidence-Based Policymaking Act of 2018 (Evidence Act), Pub. L. No. 115–435 (2019) urges Federal awarding agencies and Federal assistance recipients and subrecipients to use program evaluation as a critical tool to learn, to improve equitable delivery, and to elevate program service and delivery across the program lifecycle. Evaluation means “an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency” (codified at 5 U.S.C. § 311). For grant recipients, evaluation expenses are allowable costs (either as direct or indirect), unless prohibited by statute or regulation, and such expenses may include the personnel and equipment needed for data infrastructure and expertise in data analysis, performance, and evaluation (2 CFR § 200)

#### iv. Reporting of Matters Related to Recipient Integrity and Performance

If the total value of a selected applicant’s currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any



period of time during the period of performance of this Federal award, then the applicant during that period of time must maintain the currency of information reported to the SAM that is made available in the designated integrity and performance system (currently FAPIIS) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

### **G. Federal Awarding Agency Contacts**

For further information concerning this notice please contact the RAISE grant program staff via e-mail at [RAISEgrants@dot.gov](mailto:RAISEgrants@dot.gov), or call Howard Hill at 202-366-0301. A TDD is available for individuals who are deaf or hard of hearing at 202-366-3993. In addition, DOT will post answers to questions and requests for clarifications on DOT's website at [www.transportation.gov/RAISEgrants](http://www.transportation.gov/RAISEgrants). To ensure applicants receive accurate information about eligibility or the program, the applicant is encouraged to contact DOT directly, rather than through intermediaries or third parties, with questions. DOT staff may also conduct briefings on the RAISE grant selection and award process upon request.

### **H. Other information**

#### **1. Protection of Confidential Business Information**

All information submitted as part of or in support of any application shall use publicly available data or data that can be made public and methodologies that are accepted by industry practice and standards, to the extent possible. If the applicant submits information that the applicant considers to be a trade secret or confidential commercial or financial information, the

applicant must provide that information in a separate document, which the applicant may cross-reference from the application narrative or other portions of the application. For the separate document containing confidential information, the applicant must do the following: (1) state on the cover of that document that it “Contains Confidential Business Information (CBI);” (2) mark each page that contains confidential information with “CBI;” (3) highlight or otherwise denote the confidential content on each page; and (4) at the end of the document, explain how disclosure of the confidential information would cause substantial competitive harm. DOT will protect confidential information complying with these requirements to the extent required under applicable law. If DOT receives a Freedom of Information Act (FOIA) request for the information that the applicant has marked in accordance with this section, DOT will follow the procedures described in its FOIA regulations at 49 CFR § 7.29. Only information that is in the separate document, marked in accordance with this section, and ultimately determined to be confidential under § 7.29 will be exempt from disclosure under FOIA.

## **2. Publication/Sharing of Application Information**

Following the completion of the selection process and announcement of awards, DOT intends to publish a list of all applications received along with the names of the applicant organizations and funding amounts requested. Except for the information properly marked as described in Section H.1., DOT may make application narratives publicly available or share application information within DOT or with other Federal agencies if DOT determines that sharing is relevant to the respective program’s objectives.

Pete Buttigieg

Issued in Washington D.C. on January 3, 2023



## MEDIA RELEASE

FOR IMMEDIATE RELEASE  
01.18.2023

CONTACT:  
Mary Balkema  
[mxbalk@kalcounty.com](mailto:mxbalk@kalcounty.com)  
269-720-3246

### Online applications now available for Kalamazoo County housing millage funding to address affordable housing crisis

KALAMAZOO, Mich. – Housing developers and nonprofits working to combat the affordable housing crisis can now apply for funding from the Kalamazoo County housing millage levied on Dec. 1, 2022. The online application portal opened Tuesday and will remain open until Feb. 17.

In its first year, the housing millage provided more than \$6.7 million to housing development and supportive services for multifamily, single family, creative projects, and rehab. Now in its second year, housing millage funding opportunities include multifamily, single family, and rehab.

"Kalamazoo County has made great progress the first year of the housing millage and the program has leveraged over \$100 million in outside funding to expand affordable housing," said Mary Balkema, Kalamazoo County Housing Director. "Kalamazoo County is honored to be the only county in the state to levy a housing millage."

"In Kalamazoo County, we believe everyone should have access to safe, affordable, housing and according to the housing plan, the population in the county is growing and housing construction is not keeping pace; it is estimated that 7,750 new housing units are needed to appropriately house the new households forming or looking to locate in the county," said Board of Commissioners Chair John Taylor. "We need creativity, innovation, private equity, tax credits and philanthropy now more than ever, and we are looking forward to our partners submitting proposals so the Board of Commissioners can evaluate the projects and award funding early in 2023."

To access the AmpliFund portal which provides the funding opportunities, please click on the links below:

- **Rehab of Single Family:**  
<https://www.gotomygrants.com/Public/Opportunities/Details/3f533ed1-47b0-4326-976d-4c5389e0e381>
- **Single Family New Housing:**  
<https://www.gotomygrants.com/Public/Opportunities/Details/6947e75e-da47-450c-82b7-b2d0845efd2a>
- **Multi Family Housing:**  
<https://www.gotomygrants.com/Public/Opportunities/Details/616d43c3-9cad-471f-b1d1-6b1ab3701f4e>

###



Estimate Date: 01/16/23 Estimator: D. Disterheft Estimate Type: Preliminary

Municipality: Kalamazoo Township

Location: Stewart Drive - Olmstead Road to 1,261' east of Olmstead Road

Project Description: Crack Fill, Chip Seal, Fog Seal

Project Length: 0.24 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
2,802	1,261	20			7,854
Conv Factor (Sft to Syd)					Cul-de-sac Quantity
9					0

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
High Shoulder, Remove		25.00	Station	\$73.00	\$1,825	No charge
		<i>Estimated Nonbillable Cost</i>			\$1,825	
		<i>Overhead - Nonbillable (9.54%)</i>			\$174	
		<i>Total Estimated Nonbillable Cost</i>			\$1,999	
Crack Fill	Light	119.41	Lbs	\$1.29	\$154	
Vacuum Sweeping		3.00	Hour	\$165.00	\$495	
RCKC Equipment		4.43	Hour	\$851.38	\$3,769	
RCKC Labor/Fringe		5.16	Hour	\$529.44	\$2,729	
Contractor Equipment/Labor		841.00	Gal	\$0.26	\$219	
Fine Aggregate, CST	16 Lbs / Syd	22.00	Ton	\$48.70	\$1,071	
Emulsion, CRS-2M	0.30 Gal / Syd	841.00	Gal	\$2.40	\$2,018	
Fog Seal CST	0.08 Gal / Syd	2,802.00	Syd	\$0.60	\$1,681	
		<i>Estimated Billable Cost</i>			\$12,137	
		<i>Overhead - Billable (9.54%)</i>			\$1,158	
		<i>Total Estimated Billable Cost</i>			\$13,295	
<i>Total Estimated Project Cost</i>					<b>\$15,294</b>	

Estimate Date: 01/16/23 Estimator: D. Disterheft Estimate Type: Preliminary

Municipality: Kalamazoo Township

Willis Avenue - Lake Street to Willow Boulevard,  
Lamont Avenue - Lake Street to Willow Boulevard,

Location: Carleton Avenue - Field Avenue to 157' east of Bronson Avenue

Project Description: Crack Fill, Chip Seal, Fog Seal

Project Length: 0.73 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
9,204	700	21			7,854
Conv Factor (Sft to Syd)	800	20			Cul-de-sac Quantity
9	2,370	22			0

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
High Shoulder, Remove		77.00	Station	\$73.00	\$5,621	No charge
				<b>Estimated Nonbillable Cost</b>	<b>\$5,621</b>	
				<b>Overhead - Nonbillable (9.54%)</b>	<b>\$536</b>	
				<b>Total Estimated Nonbillable Cost</b>	<b>\$6,157</b>	
Crack Fill	Light	366.48	Lbs	\$1.29	\$473	
Vacuum Sweeping		4.00	Hour	\$165.00	\$660	
RCKC Equipment		8.22	Hour	\$851.38	\$6,996	
RCKC Labor/Fringe		9.57	Hour	\$529.44	\$5,066	
Contractor Equipment/Labor		2,761.00	Gal	\$0.26	\$718	
Fine Aggregate, CST	16 Lbs / Syd	74.00	Ton	\$48.70	\$3,604	
Emulsion, CRS-2M	0.30 Gal / Syd	2,761.00	Gal	\$2.40	\$6,626	
Fog Seal CST	0.08 Gal / Syd	9,204.00	Syd	\$0.60	\$5,522	
				<b>Estimated Billable Cost</b>	<b>\$29,665</b>	
				<b>Overhead - Billable (9.54%)</b>	<b>\$2,830</b>	
				<b>Total Estimated Billable Cost</b>	<b>\$32,495</b>	
<b>Total Estimated Project Cost</b>					<b>\$38,652</b>	

Estimate Date: 01/16/23 Estimator: D. Disterheft Estimate Type: Preliminary

Municipality: Kalamazoo Township

Location: Bixby Road - Humphrey Street to M-343

Project Description: Crack Fill, Chip Seal, Fog Seal

Project Length: 0.19 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
2,961	1,025	26			7,854
Conv Factor (Sft to Syd)					Cul-de-sac Quantity
9					0

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
Pavement Marking		1,025.00	Ft	\$0.10	\$103	No charge
		<i>Estimated Nonbillable Cost</i>			\$103	
		<i>Overhead - Nonbillable (9.54%)</i>			\$10	
		<i>Total Estimated Nonbillable Cost</i>			\$113	
Crack Fill	Light	97.06	Lbs	\$1.29	\$125	
Vacuum Sweeping		3.00	Hour	\$165.00	\$495	
RCKC Equipment		4.65	Hour	\$851.38	\$3,963	
RCKC Labor/Fringe		5.42	Hour	\$529.44	\$2,870	
Contractor Equipment/Labor		888.00	Gal	\$0.26	\$231	
Fine Aggregate, CST	16 Lbs / Syd	24.00	Ton	\$48.70	\$1,169	
Emulsion, CRS-2M	0.30 Gal / Syd	888.00	Gal	\$2.40	\$2,131	
Fog Seal CST	0.08 Gal / Syd	2,961.00	Syd	\$0.60	\$1,777	
		<i>Estimated Billable Cost</i>			\$12,760	
		<i>Overhead - Billable (9.54%)</i>			\$1,217	
		<i>Total Estimated Billable Cost</i>			\$13,977	
<i>Total Estimated Project Cost</i>					\$14,090	

Estimate Date: 01/16/23 Estimator: D. Disterheft Estimate Type: Preliminary

Municipality: Kalamazoo Township

Location: Elkertown Avenue - Humphrey Street to M-343

Project Description: Crack Fill, Chip Seal, Fog Seal

Project Length: 0.34 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
5,400	1,000	31			7,854
Conv Factor (Sft to Syd)	800	22			Cul-de-sac Quantity
9					0

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
Crack Fill	Light	170.45	Lbs	\$1.29	\$220	
Vacuum Sweeping		3.00	Hour	\$165.00	\$495	
RCKC Equipment		4.83	Hour	\$851.38	\$4,116	
RCKC Labor/Fringe		5.63	Hour	\$529.44	\$2,981	
Contractor Equipment/Labor		1,620.00	Gal	\$0.26	\$421	
Fine Aggregate, CST	16 Lbs / Syd	43.00	Ton	\$48.70	\$2,094	
Emulsion, CRS-2M	0.30 Gal / Syd	1,620.00	Gal	\$2.40	\$3,888	
Fog Seal CST	0.08 Gal / Syd	5,400.00	Syd	\$0.60	\$3,240	
<i>Estimated Billable Cost</i>					\$17,455	
<i>Overhead - Billable (9.54%)</i>					\$1,665	
<i>Total Estimated Billable Cost</i>					\$19,120	
<b>Total Estimated Project Cost</b>					<b>\$19,120</b>	

Estimate Date: 01/16/23 Estimator: D. Disterheft Estimate Type: Preliminary

Municipality: Kalamazoo Township  
Stamford Avenue - E Main Street to Gertrude Street,  
Waverly Drive - E Main Street to Gertrude Street,  
Bronx Avenue - E Main Street to Gertrude Street,  
Nassau Street - E Main Street to Gertrude Street,  
Woodrow Drive - E Main Street to Gertrude Street,  
Texel Drive - E Main Street to M-343,  
Sunnyside Drive - E Main Street to M-343,  
Upland Drive - E Main Street to 682' north of Gertrude Street,  
Craft Avenue - E Main Street to 575' north of E Main Street  
 Location: Baker Drive - E Main Street to Mulheam Avenue

Project Description: Crack Fill, Chip Seal, Fog Seal

Project Length: 3.36 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
45,773	1,275	20	175	46	7,854
Conv Factor (Sft to Syd)	4,915	21			Cul-de-sac Quantity
9	4,690	22			1
	3,090	24			
	3,600	25			

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
High Shoulder, Remove		355.00	Station	\$73.00	\$25,915	No charge
				<b>Estimated Nonbillable Cost</b>	<b>\$25,915</b>	
				<b>Overhead - Nonbillable (9.54%)</b>	<b>\$2,472</b>	
				<b>Total Estimated Nonbillable Cost</b>	<b>\$28,387</b>	
Crack Fill	Light	1,680.40	Lbs	\$1.29	\$2,168	
Vacuum Sweeping		20.00	Hour	\$165.00	\$3,300	
RCKC Equipment		25.34	Hour	\$851.38	\$21,573	
RCKC Labor/Fringe		29.51	Hour	\$529.44	\$15,622	
Contractor Equipment/Labor		13,732.00	Gal	\$0.26	\$3,570	
Fine Aggregate, CST	16 Lbs / Syd	366.00	Ton	\$48.70	\$17,824	
Emulsion, CRS-2M	0.30 Gal / Syd	13,732.00	Gal	\$2.40	\$32,957	
Fog Seal CST	0.08 Gal / Syd	45,773.00	Syd	\$0.60	\$27,464	
				<b>Estimated Billable Cost</b>	<b>\$124,478</b>	
				<b>Overhead - Billable (9.54%)</b>	<b>\$11,875</b>	
				<b>Total Estimated Billable Cost</b>	<b>\$136,353</b>	
<b>Total Estimated Project Cost</b>					<b>\$164,740</b>	



Estimate Date: 01/16/23 Estimator: D. Disterheft Estimate Type: Preliminary

Municipality: Kalamazoo Township

Grandessa Drive - Sunsprite Drive to 697' east of Sunsprite Drive,  
Pristine Avenue - Nazareth Road to 742' east of Sunsprite Drive,  
Sonia Lane - Pristine Avenue to Sunsprite Drive,

Location: Sunsprite Drive - Pristine Avenue to 520' east of Grandessa Drive

Project Description: Crack Fill, Chip Seal, Fog Seal

Project Length: 0.83 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
14,593	697	30			7,854
Conv Factor (Sft to Syd)	1,358	30			Cul-de-sac Quantity
9	733	30			0
	1,590	30			

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
Crack Fill	Light	414.58	Lbs	\$1.29	\$535	
Vacuum Sweeping		6.00	Hour	\$165.00	\$990	
RCKC Equipment		8.07	Hour	\$851.38	\$6,869	
RCKC Labor/Fringe		9.39	Hour	\$529.44	\$4,974	
Contractor Equipment/Labor		4,378.00	Gal	\$0.26	\$1,138	
Fine Aggregate, CST	16 Lbs / Syd	117.00	Ton	\$48.70	\$5,698	
Emulsion, CRS-2M	0.30 Gal / Syd	4,378.00	Gal	\$2.40	\$10,507	
Fog Seal CST	0.08 Gal / Syd	14,593.00	Syd	\$0.60	\$8,756	
<i>Estimated Billable Cost</i>					\$39,467	
<i>Overhead - Billable (9.54%)</i>					\$3,765	
<i>Total Estimated Billable Cost</i>					\$43,232	
<b>Total Estimated Project Cost</b>					<b>\$43,232</b>	



Estimate Date: 01/16/23 Estimator: D. Disterheft Estimate Type: Preliminary

Municipality: Kalamazoo Township

Clark Avenue - M-343 to Castle Street,  
Castle St - Clark Avenue to Brook Drive,

Location: Heather Lane - 203' south of M-343 to M-343

Project Description: Crack Fill, Chip Seal, Fog Seal

Project Length: 0.31 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
5,312	1,148	24			7,854
Conv Factor (Sft to Syd)	338	24			Cul-de-sac Quantity
9	130	33			1

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated item Cost	Notes
High Shoulder, Remove		32.00	Station	\$73.00	\$2,336	No charge
		<b>Estimated Nonbillable Cost</b>			<b>\$2,336</b>	
		<b>Overhead - Nonbillable (9.54%)</b>			<b>\$223</b>	
		<b>Total Estimated Nonbillable Cost</b>			<b>\$2,559</b>	
Crack Fill	Light	153.03	Lbs	\$1.29	\$197	
Vacuum Sweeping		3.00	Hour	\$165.00	\$495	
RCKC Equipment		4.77	Hour	\$851.38	\$4,057	
RCKC Labor/Fringe		5.55	Hour	\$529.44	\$2,938	
Contractor Equipment/Labor		1,594.00	Gal	\$0.26	\$414	
Fine Aggregate, CST	16 Lbs / Syd	42.00	Ton	\$48.70	\$2,045	
Emulsion, CRS-2M	0.30 Gal / Syd	1,594.00	Gal	\$2.40	\$3,826	
Fog Seal CST	0.08 Gal / Syd	5,312.00	Syd	\$0.60	\$3,187	
		<b>Estimated Billable Cost</b>			<b>\$17,160</b>	
		<b>Overhead - Billable (9.54%)</b>			<b>\$1,637</b>	
		<b>Total Estimated Billable Cost</b>			<b>\$18,797</b>	
<b>Total Estimated Project Cost</b>					<b>\$21,356</b>	



Estimate Date: 01/16/23 Estimator: D. Disterheft Estimate Type: Preliminary

Municipality: Kalamazoo Township

Ida Street - Colgrove Avenue to Elkerton Avenue,  
Elkerton Avenue - M-343 to 462' north of M-343,

Location: Colgrove Avenue - M-343 to 540' north of M-343

Project Description: Crack Fill, Chip Seal, Fog Seal

Project Length: 0.25 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
3,229	376	21			7,854
Conv Factor (Sft to Syd)	462	22			Cul-de-sac Quantity
9	500	22			0

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
High Shoulder, Remove		17.00	Station	\$73.00	\$1,241	No charge
		<b>Estimated Nonbillable Cost</b>			<b>\$1,241</b>	
		<b>Overhead - Nonbillable (9.54%)</b>			<b>\$118</b>	
		<b>Total Estimated Nonbillable Cost</b>			<b>\$1,359</b>	
Crack Fill	Light	126.70	Lbs	\$1.29	\$163	
Vacuum Sweeping		3.00	Hour	\$165.00	\$495	
RCKC Equipment		5.08	Hour	\$851.38	\$4,326	
RCKC Labor/Fringe		5.92	Hour	\$529.44	\$3,132	
Contractor Equipment/Labor		969.00	Gal	\$0.26	\$252	
Fine Aggregate, CST	16 Lbs / Syd	26.00	Ton	\$48.70	\$1,266	
Emulsion, CRS-2M	0.30 Gal / Syd	969.00	Gal	\$2.40	\$2,326	
Fog Seal CST	0.08 Gal / Syd	3,229.00	Syd	\$0.60	\$1,937	
		<b>Estimated Billable Cost</b>			<b>\$13,897</b>	
		<b>Overhead - Billable (9.54%)</b>			<b>\$1,326</b>	
		<b>Total Estimated Billable Cost</b>			<b>\$15,223</b>	
<b>Total Estimated Project Cost</b>					<b>\$16,582</b>	

Estimate Date: 01/16/23 Estimator: D. Disterheft Estimate Type: Preliminary

Municipality: Kalamazoo Township

Location: Shaffer Street - M-343 to 1,544' north of M-343

Project Description: Crack Fill, Chip Seal, Fog Seal

Project Length: 0.28 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
5,721	150	40			7,854
Conv Factor (Sft to Syd)	1,338	34			Cul-de-sac Quantity
9					0

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
Pavement Marking		1,486.00	Ft	\$0.10	\$149	No charge
		<b>Estimated Nonbillable Cost</b>			<b>\$149</b>	
		<b>Overhead - Nonbillable (9.54%)</b>			<b>\$14</b>	
		<b>Total Estimated Nonbillable Cost</b>			<b>\$163</b>	
Crack Fill	Medium	422.73	Lbs	\$1.29	\$545	
Vacuum Sweeping		3.00	Hour	\$165.00	\$495	
RCKC Equipment		5.11	Hour	\$851.38	\$4,349	
RCKC Labor/Fringe		5.95	Hour	\$529.44	\$3,149	
Contractor Equipment/Labor		1,716.00	Gal	\$0.26	\$446	
Fine Aggregate, CST	16 Lbs / Syd	46.00	Ton	\$48.70	\$2,240	
Emulsion, CRS-2M	0.30 Gal / Syd	1,716.00	Gal	\$2.40	\$4,118	
Fog Seal CST	0.08 Gal / Syd	5,721.00	Syd	\$0.60	\$3,433	
		<b>Estimated Billable Cost</b>			<b>\$18,775</b>	
		<b>Overhead - Billable (9.54%)</b>			<b>\$1,791</b>	
		<b>Total Estimated Billable Cost</b>			<b>\$20,566</b>	
<b>Total Estimated Project Cost</b>					<b>\$20,729</b>	



Estimate Date: 01/16/23 Estimator: D. Disterheft Estimate Type: Preliminary

Municipality: Kalamazoo Township

**Meadowcroft Lane - Nichols Road to Mountain Ash Lane,  
 Mulberry Lane - Meadowcroft Lane to Mandarin Grove Lane,  
 Mandarin Grove Lane - Mulberry Lane to Mountain Ash Lane,  
 Mountain Ash Lane - Meadowcroft Lane to Mandarin Grove Lane,**

Location: Buttonwood Lane - Mountain Ash Lane to Sweet Cherry

Project Description: Crack Fill, Chip Seal, Fog Seal

Project Length: 0.51 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
9,000	2,700	30			7,854
Conv Factor (Sft to Syd)					Cul-de-sac Quantity
9					0

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
High Shoulder, Remove		54.00	Station	\$73.00	\$3,942	No charge
				<b>Estimated Nonbillable Cost</b>	<b>\$3,942</b>	
				<b>Overhead - Nonbillable (9.54%)</b>	<b>\$376</b>	
				<b>Total Estimated Nonbillable Cost</b>	<b>\$4,318</b>	

Crack Fill	Medium	767.05	Lbs	\$1.29	\$989	
Vacuum Sweeping		4.00	Hour	\$165.00	\$660	
RCKC Equipment		8.05	Hour	\$851.38	\$6,851	
RCKC Labor/Fringe		9.37	Hour	\$529.44	\$4,961	
Contractor Equipment/Labor		2,700.00	Gal	\$0.26	\$702	
Fine Aggregate, CST	16 Lbs / Syd	72.00	Ton	\$48.70	\$3,506	
Emulsion, CRS-2M	0.30 Gal / Syd	2,700.00	Gal	\$2.40	\$6,480	
Fog Seal CST	0.08 Gal / Syd	9,000.00	Syd	\$0.60	\$5,400	
				<b>Estimated Billable Cost</b>	<b>\$29,549</b>	
				<b>Overhead - Billable (9.54%)</b>	<b>\$2,819</b>	
				<b>Total Estimated Billable Cost</b>	<b>\$32,368</b>	
<b>Total Estimated Project Cost</b>					<b>\$36,686</b>	



Estimate Date: 01/16/23 Estimator: D. Disterheft Estimate Type: Preliminary

Municipality: Kalamazoo Township

Location: Nichols Road - Barney Road to G Avenue

Project Description: Crack Fill, Chip Seal, Fog Seal

Project Length: 1.04 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
17,722	5,500	29			7,854
Conv Factor (Sft to Syd)					Cul-de-sac Quantity
9					0

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
High Shoulder, Remove		110.00	Station	\$73.00	\$8,030	No charge
Pavement Marking		5,500.00	Ft	\$0.10	\$550	No charge
					<b>Estimated Nonbillable Cost</b>	<b>\$8,580</b>
					<b>Overhead - Nonbillable (9.54%)</b>	<b>\$819</b>
					<b>Total Estimated Nonbillable Cost</b>	<b>\$9,399</b>
Crack Fill	Medium	1,562.50	Lbs	\$1.29	\$2,016	
Vacuum Sweeping		8.00	Hour	\$165.00	\$1,320	
RCKC Equipment		9.80	Hour	\$851.38	\$8,344	
RCKC Labor/Fringe		11.41	Hour	\$529.44	\$6,042	
Contractor Equipment/Labor		5,317.00	Gal	\$0.26	\$1,382	
Fine Aggregate, CST	16 Lbs / Syd	142.00	Ton	\$48.70	\$6,915	
Emulsion, CRS-2M	0.30 Gal / Syd	5,317.00	Gal	\$2.40	\$12,761	
Fog Seal CST	0.08 Gal / Syd	17,722.00	Syd	\$0.60	\$10,633	
					<b>Estimated Billable Cost</b>	<b>\$49,413</b>
					<b>Overhead - Billable (9.54%)</b>	<b>\$4,714</b>
					<b>Total Estimated Billable Cost</b>	<b>\$54,127</b>
					<b>Total Estimated Project Cost</b>	<b>\$63,526</b>



Estimate Date: 01/16/23 Estimator: D. Disterheft Estimate Type: Preliminary

Municipality: Kalamazoo Township

Carsten Avenue - Nichols Road to Piedmont Drive,  
Edling Drive - Carsten Avenue to Piedmont Drive,  
Ashby Lane - Edling Drive to Carsten Avenue,

Location: Piedmont Drive - Edling Drive to Carsten Avenue

Project Description: Crack Fill, Chip Seal, Fog Seal

Project Length: 0.60 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
11,019	3,149	29			7,854
Conv Factor (Sft to Syd)					Cul-de-sac Quantity
9					1

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
Crack Fill	Heavy	2,087.41	Lbs	\$1.29	\$2,693	
Vacuum Sweeping		5.00	Hour	\$165.00	\$825	
RCKC Equipment		6.10	Hour	\$851.38	\$5,196	
RCKC Labor/Fringe		7.11	Hour	\$529.44	\$3,763	
Contractor Equipment/Labor		3,306.00	Gal	\$0.26	\$860	
Fine Aggregate, CST	16 Lbs / Syd	88.00	Ton	\$48.70	\$4,286	
Emulsion, CRS-2M	0.30 Gal / Syd	3,306.00	Gal	\$2.40	\$7,934	
Fog Seal CST	0.08 Gal / Syd	11,019.00	Syd	\$0.60	\$6,611	
<i>Estimated Billable Cost</i>					\$32,167	
<i>Overhead - Billable (9.54%)</i>					\$3,069	
<i>Total Estimated Billable Cost</i>					\$35,236	
<b>Total Estimated Project Cost</b>					<b>\$35,236</b>	



Estimate Date: 01/16/23 Estimator: D. Disterheft Estimate Type: Preliminary

Municipality: Kalamazoo Township

Location: Wayside Road - Humphrey Street to 880' north of Humphrey Street

Project Description: Crack Fill, Chip Seal, Fog Seal

Project Length: 0.17 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
2,200	900	22			7,854
Conv Factor (Sft to Syd)					Cul-de-sac Quantity
9					0

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
High Shoulder, Remove		18.00	Station	\$73.00	\$1,314	No charge
Pavement Marking		900.00	Ft	\$0.10	\$90	No charge
		<b>Estimated Nonbillable Cost</b>			<b>\$1,404</b>	
		<b>Overhead - Nonbillable (9.54%)</b>			<b>\$134</b>	
		<b>Total Estimated Nonbillable Cost</b>			<b>\$1,538</b>	

Crack Fill	Medium	255.68	Lbs	\$1.29	\$330	
Vacuum Sweeping		3.00	Hour	\$165.00	\$495	
RCKC Equipment		3.45	Hour	\$851.38	\$2,939	
RCKC Labor/Fringe		4.02	Hour	\$529.44	\$2,128	
Contractor Equipment/Labor		660.00	Gal	\$0.26	\$172	
Fine Aggregate, CST	16 Lbs / Syd	18.00	Ton	\$48.70	\$877	
Emulsion, CRS-2M	0.30 Gal / Syd	660.00	Gal	\$2.40	\$1,584	
Fog Seal CST	0.08 Gal / Syd	2,200.00	Syd	\$0.60	\$1,320	
		<b>Estimated Billable Cost</b>			<b>\$9,845</b>	
		<b>Overhead - Billable (9.54%)</b>			<b>\$939</b>	
		<b>Total Estimated Billable Cost</b>			<b>\$10,784</b>	

<b>Total Estimated Project Cost</b>	<b>\$12,322</b>
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Estimate Date: 01/16/23 Estimator: D. Disterheft Estimate Type: Preliminary

Municipality: Kalamazoo Township

**Sagebrush Street** - Grand Prairie Road to 250' north of Andora Avenue,  
**Long Leaf Street** - Sagebrush Street to Fawn Avenue,  
**Fawn Avenue** - Sagebrush Street to Long Leaf Street,  
**Andora Avenue** - Sagebrush Street to Tamarack Street,  
**Tamarack Street** - Yew Street to Andora Avenue,  
**Fir Avenue** - Skyline Street to Tamrack Street,  
**Fir Avenue** - Cumberland Street to Sagebrush Street,  
**Yew Street** - Skyline Street to Tamrack Street  
**Chaparral Street** - Grand Prairie Road to Aspen Drive,  
**Yucca Avenue** - Cumberland Street to Chaparral Street,

Location: Sequoia Court - Chaparral Street to 423' east of Chaparral Street

Project Description: Crack Fill, Chip Seal, Fog Seal

Project Length: 2.54 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
39,668	8,437	22			7,854
Conv Factor (Sft to Syd)	1,532	30			Cul-de-sac Quantity
9	3,429	32			2

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
High Shoulder, Remove		268.00	Station	\$73.00	\$19,584	No charge
				<b>Estimated Nonbillable Cost</b>	<b>\$19,584</b>	
				<b>Overhead - Nonbillable (9.54%)</b>	<b>\$1,866</b>	
				<b>Total Estimated Nonbillable Cost</b>	<b>\$21,430</b>	
Crack Fill	Medium	3,806.25	Lbs	\$1.29	\$4,910	
Vacuum Sweeping		17.00	Hour	\$165.00	\$2,805	
RCKC Equipment		21.97	Hour	\$851.38	\$18,702	
RCKC Labor/Fringe		25.58	Hour	\$529.44	\$13,543	
Contractor Equipment/Labor		11,900.00	Gal	\$0.26	\$3,094	
Fine Aggregate, CST	16 Lbs / Syd	317.00	Ton	\$48.70	\$15,438	
Emulsion, CRS-2M	0.30 Gal / Syd	11,900.00	Gal	\$2.40	\$28,560	
Fog Seal CST	0.08 Gal / Syd	39,668.00	Syd	\$0.60	\$23,801	
				<b>Estimated Billable Cost</b>	<b>\$110,852</b>	
				<b>Overhead - Billable (9.54%)</b>	<b>\$10,575</b>	
				<b>Total Estimated Billable Cost</b>	<b>\$121,427</b>	
				<b>Total Estimated Project Cost</b>	<b>\$142,857</b>	



Estimate Date: 01/16/23 Estimator: D. Disterheft Estimate Type: Preliminary

Municipality: Kalamazoo Township

Washburn Avenue - Charles Avenue to Coy Avenue,  
Ira Avenue - Charles Avenue to Coy Avenue,  
Lum Avenue - Charles Avenue to Coy Avenue,  
Gayle Avenue - Charles Avenue to Coy Avenue,  
Dayton Avenue - Charles Avenue to East Main Street,  
Charles Avenue - 370' west of Fennimore Avenue to Arthur Avenue,  
Oak Openings Street - 370' west of Fenimore Avenue to Chicago Avenue,  
The Dells Avenue - Chicago Avenue to Charles Avenue,  
Dell Avenue - The Dells Avenue to 235' east of The Dells Avenue,  
Schippers Lane -E Michigan Avenue to Darling Street,  
Darling Street - Schippers Lane to Charles Avenue,  
Cooper Avenue - Charles Avenue to Dearborn Avenue,  
Chicago Avenue - Schippers Lane to Humphrey Street,

Location: Briar Place - Fennimore Avenue to Chicago Avenue

Project Description: Crack Fill, Chip Seal, Fog Seal

Project Length: 4.83 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
66,207	20,220	22			7,854
Conv Factor (Sft to Syd)	1,230	24			Cul-de-sac Quantity
9	4,050	30			0

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
High Shoulder, Remove		369.00	Station	\$73.00	\$26,937	No charge
				<b>Estimated Nonbillable Cost</b>	<b>\$26,937</b>	
				<b>Overhead - Nonbillable (9.54%)</b>	<b>\$2,570</b>	
				<b>Total Estimated Nonbillable Cost</b>	<b>\$29,507</b>	
Crack Fill	Medium	7,244.32	Lbs	\$1.29	\$9,345	
Vacuum Sweeping		28.00	Hour	\$165.00	\$4,620	
RCKC Equipment		36.63	Hour	\$851.38	\$31,187	
RCKC Labor/Fringe		42.66	Hour	\$529.44	\$22,583	
Contractor Equipment/Labor		19,862.00	Gal	\$0.26	\$5,164	
Fine Aggregate, CST	16 Lbs / Syd	530.00	Ton	\$48.70	\$25,811	
Emulsion, CRS-2M	0.30 Gal / Syd	19,862.00	Gal	\$2.40	\$47,669	
Fog Seal CST	0.08 Gal / Syd	66,207.00	Syd	\$0.60	\$39,724	
				<b>Estimated Billable Cost</b>	<b>\$186,103</b>	
				<b>Overhead - Billable (9.54%)</b>	<b>\$17,754</b>	
				<b>Total Estimated Billable Cost</b>	<b>\$203,857</b>	
				<b>Total Estimated Project Cost</b>	<b>\$233,364</b>	

Estimate Date: 01/16/23 Estimator: D. DiSterheft Estimate Type: Preliminary

Municipality: Kalamazoo Township

Location: Mosel Avenue - Riverview Drive to 1,268' east of Riverview Drive

Project Description: Crack Fill, Chip Seal, Fog Seal

Project Length: 0.27 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
5,176	230	53			7,854
Conv Factor (Sft to Syd)	700	31			Cul-de-sac Quantity
9	470	27			0

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
Pavement Marking		1,400.00	Ft	\$0.10	\$140	No charge
				<b>Estimated Nonbillable Cost</b>	<b>\$140</b>	
				<b>Overhead - Nonbillable (9.54%)</b>	<b>\$13</b>	
				<b>Total Estimated Nonbillable Cost</b>	<b>\$153</b>	
Crack Fill	Medium	397.73	Lbs	\$1.29	\$513	
Vacuum Sweeping		3.00	Hour	\$165.00	\$495	
RCKC Equipment		4.64	Hour	\$851.38	\$3,951	
RCKC Labor/Fringe		5.40	Hour	\$529.44	\$2,861	
Contractor Equipment/Labor		1,553.00	Gal	\$0.26	\$404	
Fine Aggregate, CST	16 Lbs / Syd	41.00	Ton	\$48.70	\$1,997	
Emulsion, CRS-2M	0.30 Gal / Syd	1,553.00	Gal	\$2.40	\$3,727	
Fog Seal CST	0.08 Gal / Syd	5,176.00	Syd	\$0.60	\$3,106	
				<b>Estimated Billable Cost</b>	<b>\$17,054</b>	
				<b>Overhead - Billable (9.54%)</b>	<b>\$1,627</b>	
				<b>Total Estimated Billable Cost</b>	<b>\$18,681</b>	
<b>Total Estimated Project Cost</b>					<b>\$18,834</b>	

Estimate Date: 01/16/23 Estimator: D. Disterheft Estimate Type: Preliminary

Municipality: Kalamazoo Township

Old Riverview Drive - 1,678' south of Mosel Avenue to Mosel Avenue,

Location: Old Riverview Drive - Mosel Avenue to 317' north of Mosel Avenue

Project Description: Crack Fill, Chip Seal, Fog Seal

Project Length: 0.36 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (SF)
4,686	1,600	22			7,854
Conv Factor (Sft to Syd)	317	22			Cul-de-sac Quantity
9					0

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
High Shoulder, Remove		38.00	Station	\$73.00	\$2,774	No charge
		<i>Estimated Nonbillable Cost</i>			<b>\$2,774</b>	
		<i>Overhead - Nonbillable (9.54%)</i>			<b>\$265</b>	
		<i>Total Estimated Nonbillable Cost</i>			<b>\$3,039</b>	
Crack Fill	Medium	544.60	Lbs	\$1.29	\$703	
Vacuum Sweeping		3.00	Hour	\$165.00	\$495	
RCKC Equipment		7.40	Hour	\$851.38	\$6,298	
RCKC Labor/Fringe		8.61	Hour	\$529.44	\$4,561	
Contractor Equipment/Labor		1,406.00	Gal	\$0.26	\$366	
Fine Aggregate, CST	16 Lbs / Syd	37.00	Ton	\$48.70	\$1,802	
Emulsion, CRS-2M	0.30 Gal / Syd	1,406.00	Gal	\$2.40	\$3,374	
Fog Seal CST	0.08 Gal / Syd	4,686.00	Syd	\$0.60	\$2,812	
		<i>Estimated Billable Cost</i>			<b>\$20,410</b>	
		<i>Overhead - Billable (9.54%)</i>			<b>\$1,947</b>	
		<i>Total Estimated Billable Cost</i>			<b>\$22,357</b>	
<b>Total Estimated Project Cost</b>					<b>\$25,396</b>	



Estimate Date: 01/16/23 Estimator: D. Disterheft Estimate Type: Preliminary

Municipality: Kalamazoo Township

**Darwood Avenue** - 493' west of Delray Street to Delray Street,  
**Delray Street** - Fargo Avenue to Mosel Avenue,  
**Fargo Avenue** - 493' west of Delray Street to Sonora Street,  
**Laredo Street** - Fargo Avenue to Mosel Avenue,  
**Cimarron Drive** - Barclay Drive to Mosel Avenue,  
**Sonora Street** - Barclay Drive to Mosel Avenue,  
**Oxford Street** - 159' south of Barclay to Barclay Drive,

Location: Barclay Drive - Sonora Street to 333' east of Shasta Drive

Project Description: Crack Fill, Chip Seal, Fog Seal

Project Length: 1.49 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
20,948	2,780	22	1,128	21	7,854
Conv Factor (Sft to Syd)	671	25			Cul-de-sac Quantity
9	1,847	23			2
	1,200	20			
	236	20			

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
High Shoulder, Remove		157.00	Station	\$73.00	\$11,461	No charge
				<b>Estimated Nonbillable Cost</b>	<b>\$11,461</b>	
				<b>Overhead - Nonbillable (9.54%)</b>	<b>\$1,093</b>	
				<b>Total Estimated Nonbillable Cost</b>	<b>\$12,554</b>	
Crack Fill	Medium	2,233.52	Lbs	\$1.29	\$2,881	
Vacuum Sweeping		9.00	Hour	\$165.00	\$1,485	
RCKC Equipment		11.58	Hour	\$851.38	\$9,859	
RCKC Labor/Fringe		13.49	Hour	\$529.44	\$7,140	
Contractor Equipment/Labor		6,284.00	Gal	\$0.26	\$1,634	
Fine Aggregate, CST	16 Lbs / Syd	168.00	Ton	\$48.70	\$8,182	
Emulsion, CRS-2M	0.30 Gal / Syd	6,284.00	Gal	\$2.40	\$15,082	
Fog Seal CST	0.08 Gal / Syd	20,948.00	Syd	\$0.60	\$12,569	
				<b>Estimated Billable Cost</b>	<b>\$58,831</b>	
				<b>Overhead - Billable (9.54%)</b>	<b>\$5,612</b>	
				<b>Total Estimated Billable Cost</b>	<b>\$64,443</b>	
				<b>Total Estimated Project Cost</b>	<b>\$76,997</b>	

Estimate Date: 01/16/23 Estimator: D. Disterheft Estimate Type: Preliminary

Municipality: Kalamazoo Township

Location: Rock Valley Drive - 1,210' south of Grand Prairie Road to Grand Prairie Road

Project Description: Crack Fill, Chip Seal, Fog Seal

Project Length: 0.21 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
4,662	1,100	31			7,854
Conv Factor (Sft to Syd)					Cul-de-sac Quantity
9					1

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
High Shoulder, Remove		22.00	Station	\$73.00	\$1,606	No charge
		<b>Estimated Nonbillable Cost</b>			<b>\$1,606</b>	
		<b>Overhead - Nonbillable (9.54%)</b>			<b>\$153</b>	
		<b>Total Estimated Nonbillable Cost</b>			<b>\$1,759</b>	

Crack Fill	Medium	312.50	Lbs	\$1.29	\$403	
Vacuum Sweeping		3.00	Hour	\$165.00	\$495	
RCKC Equipment		7.35	Hour	\$851.38	\$6,260	
RCKC Labor/Fringe		8.56	Hour	\$529.44	\$4,533	
Contractor Equipment/Labor		1,399.00	Gal	\$0.26	\$364	
Fine Aggregate, CST	16 Lbs / Syd	37.00	Ton	\$48.70	\$1,802	
Emulsion, CRS-2M	0.30 Gal / Syd	1,399.00	Gal	\$2.40	\$3,358	
Fog Seal CST	0.08 Gal / Syd	4,662.00	Syd	\$0.60	\$2,797	
		<b>Estimated Billable Cost</b>			<b>\$20,012</b>	
		<b>Overhead - Billable (9.54%)</b>			<b>\$1,909</b>	
		<b>Total Estimated Billable Cost</b>			<b>\$21,921</b>	
<b>Total Estimated Project Cost</b>					<b>\$23,680</b>	



Estimate Date: 01/16/23 Estimator: D. Disterheft Estimate Type: Preliminary

Municipality: Kalamazoo Township

Vliet Lane - Nichols Road to Valley Glen Circle

Location: Valley Glen Circle - Vliet Lane to Vliet Lane

Project Description: Crack Fill, Chip Seal, Fog Seal

Project Length: 0.44 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
7,710	1,790	30			7,854
Conv Factor (Sft to Syd)	523	30			Cul-de-sac Quantity
9					0

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
Crack Fill	Light	219.03	Lbs	\$1.29	\$283	
Vacuum Sweeping		3.00	Hour	\$165.00	\$495	
RCKC Equipment		6.88	Hour	\$851.38	\$5,860	
RCKC Labor/Fringe		8.01	Hour	\$529.44	\$4,243	
Contractor Equipment/Labor		2,313.00	Gal	\$0.26	\$601	
Fine Aggregate, CST	16 Lbs / Syd	62.00	Ton	\$48.70	\$3,019	
Emulsion, CRS-2M	0.30 Gal / Syd	2,313.00	Gal	\$2.40	\$5,551	
Fog Seal CST	0.08 Gal / Syd	7,710.00	Syd	\$0.60	\$4,626	
<i>Estimated Billable Cost</i>					\$24,679	
<i>Overhead - Billable (9.54%)</i>					\$2,354	
<i>Total Estimated Billable Cost</i>					\$27,033	
<b>Total Estimated Project Cost</b>					<b>\$27,033</b>	



Dr. Addis Moore, President

# weekly ANNOUNCEMENTS

Tuesday, January 17, 2023

- **WMed/Mt. Zion Community Conversations – High Blood Pressure**  
**January 19th, 6:30 P.M. – 7:30 P.M.**  
Mt. Zion Baptist Church

WMed/Mt. Zion Community Health  
Conversations

## High Blood Pressure

Thursday, January 19

6:30 p.m. - 7:30 p.m.

via Facebook Live & YouTube

@mtzionkalamazoo

### Panelists:

**Andrea Noud, MS, RD, CDCES**  
Outpatient Diabetes Educator  
Bronson Methodist Hospital

**Diane Peirce, MD**  
WMed Assistant Professor of Internal Medicine

**Emmanuel Tito, DO, CPT, US Army**  
WMed Internal Medicine Chief Resident

**Bro. Herbert Todd**, Community Member

**Shashu Baraka, BS, CPT, Active for Life Director**  
Chronic Disease Programs Coordinator, YMCA



- **4th Annual Black Artists Exhibit**  
**Due January 27, 2023**  
 Kalamazoo Valley's Center for New Media

**BLACK ARTISTS EXHIBIT**  
 SUBMISSIONS DUE JANUARY 27, 2023

**FEB. 3 2023 | FOURTH ANNUAL CENTER FOR NEW MEDIA EVENT**

In collaboration with the Black Arts & Cultural Center, the Kalamazoo Institute of Arts, and the Metropolitan Kalamazoo branch of the NAACP (National Association for the Advancement of Colored People), Kalamazoo Valley's Center for New Media will host its fourth annual Black Artists Exhibit in February.

The event, held in observance of Black History Month, will highlight the works of local Black artists, and provide a shared connection to the rich Black cultural heritage in the Kalamazoo area. All forms of creative art and mediums will be accepted.

Physical artwork and digital image (print) of art for the February exhibit should be delivered to Cindy Parks at the Center for New Media in the Black Arts & Cultural Center, 6151 Portage Rd, Portage, MI 49783, at the following address by 5:00 PM on Friday, Jan. 27. Works must be received by 4 PM on Friday, Jan. 27.

Artists (title), any addresses, exhibit numbers and call for entries form at [www.kalamazoovalley.org](http://www.kalamazoovalley.org)

- **Black History Month Presentation – With Lt. General Russel L. Honoré**  
**Saturday, February 4,**  
 Kalamazoo Air Zoo – 6151 Portage Rd, Portage, MI

**BLACK HISTORY MONTH PRESENTATION**  
**With Lt. General Russel L. Honoré**

**Saturday, February 4 6 PM**

**FREE**  
 No Registration Required

**Air Zoo (6151 Portage Road)**

Flyers submitted are listed on the website [www.nmakzoo.org](http://www.nmakzoo.org) under Announcement page and Job Postings are listed under More - Job Postings.



The Metropolitan Planning Organization for the Greater Kalamazoo Area

5220 Lovers Lane, Suite 110  
Portage, MI 49002  
☎ 269-343-0766  
✉ info@KATSmpo.org

January 4, 2023

Mr. Dexter Mitchell, Manager  
Kalamazoo Township  
1720 Riverview Dr.  
Kalamazoo, MI 49004

RE: Contributed Services Agreement for Kalamazoo Area Transportation Study (KATS) Match

Dear Mr. Mitchell,

Enclosed you will find the approved schedule of contributed services to cover the local match needed for the Kalamazoo Area Transportation Study (KATS) operations. Thank you for agreeing to help KATS meet the local match it needs for Federal planning funds in FY 2024 (beginning October 1, 2023). This local match will come from the value of contributed services that your staff or consultants will be normally doing in FY 2024. This is not a request for cash from your jurisdiction.

While your township does not receive Federal funds directly through KATS, it does benefit from the operations and actions of KATS. These benefits include:

- Federal funding to the Road Commission of Kalamazoo County and Van Buren County Road Commission for road, bridge, non-motorized, and other projects in your township.
- Federal funding to the Kalamazoo County Transportation Authority, the Central County Transportation Authority, Kalamazoo Metro Transit, and Van Buren Public Transit for public transit.
- KATS is a forum where townships, cities, villages, the Road Commissions, public transit agencies, the counties of Kalamazoo and Van Buren, and the Michigan Department of Transportation meet to cooperatively plan and program transportation projects in Kalamazoo County and a portion of eastern Van Buren County
- Land use and master planning at the local level is tied to transportation planning and KATS staff is available to work with your planning commissions on questions or issues.

Enclosed is an agreement that I ask you to complete and return to us by mail or email [erumick@katsmpo.org](mailto:erumick@katsmpo.org) by **February 3, 2023**. Again, by agreeing to provide contributed services to KATS, we can use the value of the costs you accrue in completing planning or mapping work that supports the KATS work program. KATS staff will work with you in the coming months to show how you can report this time.

Thank you for your help. Please feel free to call me if you have any questions on this request. I will be happy to meet with you if you would like.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Stepek", written over a white background.

Steven L. Stepek, AICP  
Executive Director

Enclosure



**Third Party In-Kind Contributions Notification and Assurances  
FY 2024 Unified Planning Work Program  
Kalamazoo Urbanized Area**

**For Federal Highway Administration Consolidated Planning Dollar Funds (FHWA PL 112)**

1. **Notification** - In executing the subject FY 2024 Unified Planning Work Program (UPWP), the Kalamazoo Area Transportation Study (KATS), the Metropolitan Planning Organization (MPO) for the Kalamazoo urbanized area, proposes to use third party in-kind contributions provided by:

- Road Commission of Kalamazoo County
- Van Buren County Road Commission
- City of Kalamazoo
- City of Portage
- Kalamazoo County
- Western Michigan University
- Comstock Township
- Kalamazoo Township
- Oshtemo Township
- Texas Township
- City of Galesburg
- City of Parchment
- Village of Augusta
- Village of Climax
- Village of Mattawan
- Village of Lawton
- Village of Paw Paw
- Village of Richland
- Village of Schoolcraft
- Village of Vicksburg
- Van Buren County
- Alamo Township
- Almena Township
- Antwerp Township
- Brady Township
- Charleston Township
- Climax Township
- Cooper Township
- Pavilion Township
- Paw Paw Township
- Prairie Ronde Township
- Richland Township
- Ross Township
- Schoolcraft Township
- Wakeshma Township

to cover all or a portion of the non-federal match on a total UPWP basis.

2. **Identification and Inclusion** - The third party in-kind contributions are identified in the UPWP tasks descriptions and budget tables. The value of these in-kind contributions is included in the total UPWP budget.

3. **Third Party Consent** - The above stated agencies have agreed that the value of the eligible work performed by their staff or consultants may be used as an in-kind contribution.

4. **Not Paid by Other Federal Funds** - The cost of the third-party work will be paid for with funds available to the third party. The cost for such work will not be paid for by Federal funds or used as a match for other federally funded grants or subgrants.

5. **Eligible and Allowable** - The third party in-kind contributions are for:

- Safety Analysis
- Short and Long Range Planning
- Public Participation
- Transportation System Monitoring
- Planning Program Development
- Development of Transportation Model
- Use of social and economic data
- Congestion Mitigation and Air Quality
- Transportation Management Systems
- Environmental Mitigation and Consultation
- Updating GIS Maps and Pictometry Aerials
- Non-Motorized Planning
- Long Range Transportation Development

**Third Party In-Kind Contributions Notifications and Assurances  
FY 2024 Unified Planning Work Program**

**Page 2**

The eligible amounts paid to gather traffic data under the Traffic Data Collections contract will be included toward agency contributions.

These activities are essential to fulfill Federal transportation planning requirements, are eligible for funding under Title 23, and are allowable under applicable Office of Management and Budget (OMB) Circulars.

6. **Time Period** - The third-party work will be performed during the FY 2024 UPWP time period (October 1, 2023 - September 30, 2024).
7. **Verifiable** - The derivation of the estimated value placed on the third party in-kind contributions is documented and verifiable from the records of the above stated agencies and the MPO. Actual contributions will be recorded and maintained by the MPO and the third party. Such records shall account for all time and costs, not just the portion used as an in-kind contribution.
8. **Amount** - The total amount of estimated third party in-kind contributions approved by the Policy Committee at its February 26, 2014 meeting for the FY 2024 UPWP is \$132,955 based on the following breakdown:

Agency	Match Requested
Road Commission of Kalamazoo County	\$22,000.00
Van Buren County Road Commission	\$10,000.00
City of Kalamazoo	\$22,000.00
City of Portage	\$22,000.00
Kalamazoo County	\$6,000.00
Western Michigan University	\$6,000.00
Comstock Township	\$2,000.00
Kalamazoo Township	\$2,000.00
Oshtemo Township	\$2,000.00
Texas Township	\$2,000.00
City of Galesburg	\$1,200.00
City of Parchment	\$1,200.00
Village of Augusta	\$1,200.00
Village of Climax	\$1,200.00
Village of Mattawan	\$1,200.00
Village of Lawton	\$1,200.00
Village of Paw Paw	\$1,200.00
Village of Richland	\$1,200.00
Village of Schoolcraft	\$1,200.00
Village of Vicksburg	\$1,200.00
Van Buren County	\$500.00
Alamo Township	\$100.00
Almena Township	\$100.00
Antwerp Township	\$100.00
Brady Township	\$100.00
Charleston Township	\$100.00
Climax Township	\$100.00
Cooper Township	\$100.00
Pavilion Township	\$100.00
Paw Paw Township	\$100.00
Prairie Ronde Township	\$100.00
Richland Township	\$100.00
Ross Township	\$100.00
Schoolcraft Township	\$100.00

**Third Party In-Kind Contributions Notifications and Assurances  
 FY 2024 Unified Planning Work Program**

**Page 3**

Wakeshma Township	\$100.00
Kalamazoo County Transportation Authority	\$10,330.00
Central County Transportation Authority	\$10,330.00
Van Buren Public Transit	\$2,295.00
<b>Estimated FY 2024 Contributions</b>	<b>\$132,855.00</b>

Agencies are encouraged to continue to report activities to the Kalamazoo Area Transportation Study once their contribution has been reached. If this total exceeds the amount needed to provide the non-Federal match for available FHWA Consolidated Planning Dollar funds, only that portion needed to cover the match will be used. If the third party in-kind contributions are not sufficient to cover the match requirement, the additional match will be paid from non-Federal cash resources.

The Kalamazoo Area Transportation Study will not invoice any contributing member that fails to meet their target listed here provided that the local match needed for the KATS program has been satisfied by all contributed services. In case the required KATS match is not reached, KATS will invoice those agencies/municipalities that did not reach their target for the match shortfall. If more than one agency/municipality is short and cash is required to satisfy the KATS local match, the amount needed will be divided between those entities in proportion to their contributed service targets. The amount invoiced will not exceed the difference between the contributed service target and the services actually contributed by an agency/municipality.

*This assurance is provided in support of the Kalamazoo Area Transportation Study's request for prior approval to use in-kind contributions as match to FHWA Consolidated Planning Dollar funds and to convey recognition of the continuing responsibility for record keeping and billing procedures per 49 CFR Part 18. We agree to the estimated third party in-kind contributions for our agency as identified on Pages 2 and 3.*

Printed Name:	Date:
Signature:	Agency/(Third Party):
Title:	Department



The Charter Township of Kalamazoo will receive a sealed Request for quotation for LEGAL SERVICES according to the following specifications, Michigan Municipal labor law, and all facets. Sealed proposals, with a fee proposal enclosed in a separate sealed envelope, will be received until 4:00 P.M. Eastern Time, Wednesday, April 5, 2023. Proposals shall be addressed as follows:

Kalamazoo Township  
ATTN: Dexter Mitchell, Township Manager  
1720 Riverview Dr  
Kalamazoo, MI 49004

All proposals must be signed by a legally authorized agent of the proposing firm. ENVELOPES/SHIPPING BOXES MUST BE PLAINLY MARKED "LEGAL SERVICES" AND MUST BEAR THE NAME OF THE PROPOSER. The Kalamazoo Board reserves the right to accept any or all alternative proposals and award the contract to other than the lowest bidder, to waive any irregularities or informalities or both; to reject any or all proposals; and in general to make the award of the contract in any manner deemed by the Township Board, in its sole discretion.

## **McGrath Consulting – Fire/EMS Department Audit/Assessment Components**

Fire/EMS Audit/Assessment addresses the following areas. The goal of the assessment is to examine opportunities to provide quality services in the most cost effective and efficient method while maintaining the organization's positives.

- Governance
- Department Overview/Operations
- Department Leadership
  - Leadership Team
- Personnel Management – Human Resources
  - Policy/Procedures/Members Pay
  - Overtime/FLSA Relief
  - Recruitment & Retention
  - Labor Contracts/Private Corporation By-Laws
- Industry Standard Comparison
  - National, State, and Local
- Staffing/Staffing Methodology/Current & Future Needs
- Resource Deployment/Suppression/EMS Delivery System
- Emergency Response Data Analysis
- Stations/Facilities
- Apparatus/Equipment
- Communication/Dispatch
- Training
- Fire Prevention
- Community Safety Education
- Mutual/Automatic Aid
- Service Goals for the Future
- Future Opportunities for Greater Cooperative Efforts
- Fiscal Analysis
- Special Concerns – Topic Unique to the Client



## Emergency Services Consulting International

*Providing Expertise and Guidance that Enhances Community Safety*

### **Two-Part Agency Evaluation** *Kalamazoo Township Fire Department*

ESCI's two-phased Agency Evaluation takes a "snapshot in time" of the Kalamazoo Township Fire Department (KFD), reviews its configuration, programs, and processes, service delivery, response performance in detail, and compares the conditions found to national standards, best practices, and the experience of ESCI's consultants. It is a gap analysis and can be used as the basis for a follow-on strategic planning process. The first phase will involve a site visit, interviews with key elected and appointed officials, volunteer and career personnel, and evaluation of fire stations and apparatus, with findings, summarized and key recommendations offered.

Should the agency wish to proceed to the second phase, ESCI will evaluate KFD in more depth reviewing financial, other administrative, staffing, deployment, and other aspects of the department against current industry standards such as National Fire Protection Association (NFPA), Insurance Services Office (ISO), Center for Public Safety Excellence (CPSE) and other pertinent standards. Each task outlined below also identifies (in parentheses) under which phase, or both, that it will be completed.

## **AGENCY EVALUATION | SCOPE OF WORK**

### **Part I: Project Preparation and Site Visit**

#### ***Task 1-A: Project Initiation & Scheduling (Phase I)***

ESCI will develop a project work plan based on the scope of work and converse with the Kalamazoo Township's project team to gain a comprehensive understanding of the background, goals, and expectations for this project. This work plan will be developed, identifying:

- Primary tasks to be performed
- Person(s) responsible for each task
- Timetable for each task
- Method of evaluating results
- Resources to be utilized
- Possible obstacles or problem areas associated with the accomplishment of each task

This exchange will also help to establish working relationships, make logistical arrangements, determine appropriate lines of communication, and finalize contractual arrangements.



***Task 1-B: Acquisition & Review of Background Information (Phase I)***

ESCI will request pertinent information and data from KFD's assigned project manager. This data will be used extensively in the analysis and development of the agency evaluation document. The documents and information relevant to this project will include, but not be limited to, the following:

- Past or current fire department studies or research
- Comprehensive Plan documents, including current and future land use information
- Local census and demographic data
- Zoning maps and zoning code
- Financial data, including debt information, long-range financial plans, and projections
- KFD administrative policies and procedures
- KFD Standard Operating Guidelines (SOGs) and service delivery practices
- Current service delivery objectives and targets
- Facilities and apparatus inventories
- Automatic and mutual aid agreements
- Records management data, including National Fire Incident Reporting System (NFIRS) incident data
- Computer-Aided Dispatch (CAD) incident records
- Local Geographic Information Systems (GIS) data, where available

***Task 1-C: Site Visit and Stakeholder Input (Phase I)***

The ESCI project team will conduct interviews with and gather information from key personnel, including:

- Elected or appointed officials
- Kalamazoo Township Fire Department officers, managers, and other key staff
- Finance Director
- Township planning staff
- Human Resource Director
- External fire and EMS agencies within the region
- Medical facilities and medical director
- Individual KFD employees and volunteer members
- Others as they may contribute to this project

The project team may interview key stakeholders of any organization associated with this study. At a minimum, members of the project team will interview appropriate officials, fire department officials, career and volunteer personnel, and others that the project team deems necessary. From these interviews, ESCI will obtain additional perspectives on administrative, operational, economic, and policy issues facing the client.



## **Part II: Fire Department Agency Evaluation Elements**

The study will provide a baseline assessment of the current conditions and current service performance of the Kalamazoo Township Fire Department. ESCI will conduct an organizational analysis of the department based on the elements included in the following objectives. The purpose of this evaluation is to assess the agency's operations in comparison to industry standards and best practices, as well as to create a benchmark for which future improvements can be measured.

### ***Task 2-A: Organizational Overview (Phase I and Phase II)***

An overview will be developed by discussing:

- Service area population and demographics
- History, formation, and general description of the department
- Description of the current service delivery infrastructure
- Governance and lines of authority
- Foundational policy documents
- Organizational design
- Operating budget, funding, fees, taxation, and financial resources (a brief, high-level overview will be provided in Phase I, with a more in-depth review provided in Phase II)

### ***Task 2-B: Management Components (Phase II)***

The department's basic management processes will be reviewed, including:

- Mission, vision, strategic planning, goals, and objectives
- Internal and external communications processes
- Document control and security
- Reporting and recordkeeping
- Financial controls
- Security
- Information technology systems

### ***Task 2-C: Organizational Planning Processes (Phase I)***

The planning processes will be identified and reviewed. Key components include:

- Review and evaluate the adequacy of the current planning process
- Internal assessment of critical issues
- Internal assessment of future challenges
- Review elements of tactical planning
- Review elements of operational planning
- Review elements of master planning
- Make recommendations relative to future planning needs



***Task 2-D: Staffing (Phase II)***

ESCI will review the department's staffing levels. Tasks to be completed include:

- Review and evaluate administration and support staffing levels
- Review and evaluate operational staffing levels
- Review staff allocation to various functions
- Review staff scheduling methodology
- Analyze current deployment methods and staffing performance for incidents
- Review utilization of career and volunteer companies, if applicable
- Review responsibilities and activity levels of personnel

***Task 2-E: Personnel Management (Phase II)***

The fire department personnel management and human resource systems will be reviewed, focusing on:

- Policies, rules, regulations, manuals, and handbooks
- Reports and recordkeeping
- Compensation
- Labor-management relationships and issues
- Certifications and licensing
- Disciplinary process
- Counseling services
- Application and recruitment processes
- Testing, measuring, and promotion processes
- Health and wellness programs

***Task 2-F: Capital Assets and Capital Improvement Program (CIP) (Phase I)***

ESCI will review the status of current major capital assets (facilities and apparatus) and analyze needs relative to the existing condition of capital assets and their viability for continued use in future service delivery, including:

***Facilities:*** Tour and observe areas related to station efficiency and functionality. Items to be contained in the report include:

- Design
- Construction
- Safety
- Environmental issues
- Code compliance
- Staff facilities
- Efficiency
- Future viability



**Apparatus/Vehicles:** Review and make recommendations regarding the inventory of apparatus and equipment. Items to be reviewed include:

- Age, condition, and serviceability
- Distribution and deployment
- Maintenance
- Regulatory compliance
- Future needs

**Task 2-G: Service Delivery and Performance (Phase II)**

ESCI will review and make observations in areas specifically involved in or affecting service levels and performance. Areas to be reviewed shall include, but not necessarily be limited to:

- Service Demand Study
  - Analysis and geographic display of current service demand by incident type and temporal variation
- Resource Distribution Analysis
  - Overview of the current facility and apparatus deployment strategy, analyzed through Geographic Information Systems software, with identification of service gaps and redundancies
- Resource Concentration Study
  - Analysis of response time to achieve full effective response force
  - Analysis of company and staff distribution as related to effective response force assembly
- Response Reliability Review
  - Analysis of current workload, including unit hour utilization of individual companies (to the extent data is complete)
    - Review of actual or estimated failure rates of individual companies (to the extent data is complete)
    - Analysis of call concurrency and impact on effective response force assembly
- Response Performance Summary
  - Analysis of actual system reflex time performance, analyzed by individual components (to the extent data is available)
- Mutual and Automatic Aid Systems

**Task 2-H: Training Program (Phase II)**

The ESCI project team will review and make observations in critical areas involving training functions and support including personnel management training. Items to be reviewed include:

- General training competencies
- Training administration
- Training schedule
- Training facilities
- Training program goals and objectives
- Training procedures and manuals
- Recordkeeping
- Clerical support



### **Part III: Development, Review, and Delivery of Phase I Agency Overview**

#### ***Task 3-A: Development, Review and Delivery of High-Level Phase I Agency Overview Report (Phase I)***

ESCI will develop and produce an electronic version of a high-level department overview with findings and preliminary recommendations for review by the department. Client feedback is a critical part of this project, and adequate opportunity will be provided for review and discussion of the draft report prior to finalization. Once the client review is completed, ESCI will offer a final on-site presentation to the jurisdiction.

### **Part IV: Development, Review, and Delivery of Phase II Agency Evaluation**

#### ***Task 4-A: Development and Review of Draft Phase II Agency Evaluation Report (Phase II)***

ESCI will develop and produce an electronic version of the draft Agency Evaluation report for review. Client feedback is a critical part of this project, and adequate opportunity will be provided for review and discussion of the draft report prior to finalization. The report will include:

- Detailed narrative analysis of each report component structured in easy-to-read sections and accompanied by explanatory support to encourage understanding by both staff and civilian readers
- Clearly designated recommendations highlighted for easy reference and cataloged as necessary in a report appendix
- Supportive charts, graphs, and diagrams, where appropriate
- Supportive maps, utilizing GIS analysis, as necessary

#### ***Task 4-B: Delivery and Presentation of Final Phase II Agency Evaluation Report (Phase II)***

ESCI will complete any necessary revisions of the draft and produce the requested number of publication-quality bound, final versions of the written report, along with an electronic version in PDF file format. A formal presentation of the project report will be made by ESCI project team member(s) to staff, elected officials, and/or the public as necessary and will include the following:

- A summary of the nature of the report, the methods of analysis, the primary findings, and critical recommendations
- Supportive audio-visual presentation
- Review and explanation of primary supportive charts, graphs, diagrams, and maps, where appropriate
- Opportunity for questions and answers, as needed
- All presentation materials, files, graphics, and written material will be provided to the client at the conclusion of the presentation(s)



## Agency Evaluation Project Completion Timelines

ESCI offers the following project timeline, which is subject to change based on the mutual agreement between the Kalamazoo Township and ESCI. The timeline will not begin until ESCI has been provided with *all* information and data necessary for the successful completion of the project.

Project Phase	Month 1	Month 2	Month 3	Month 4
<b>Phase I – High Level Agency Overview</b>				
Part I: Project Preparation and Site Visit				
Part II: Fire Department Agency Evaluation Elements				
Part III: Develop, Review and Deliver Phase I Agency Overview				
<b>Phase II – Agency Evaluation (Optional)</b>				
Part II: Fire Department Agency Evaluation Elements				
Part IV: Develop, Review and Deliver Phase II Agency Evaluation				

## Agency Evaluation Proposed Project Fee

Emergency Services Consulting International is pleased to present the following formal cost proposal for the Agency Evaluation outlined in the Scope of Work.

Project Phase	Consulting Fees	Expenses	Total
<b>Phase I – High Level Agency Overview</b>			
Part I: Project Preparation and Site Visit	\$6,865	\$2,589	\$9,454
Part II: Fire Department Agency Evaluation Elements	\$2,135	\$0	\$2,135
Part III: Develop, Review and Deliver Phase I Agency Overview	\$3,230	\$1,859	\$5,089
<b>Phase I Cost (Not to exceed):</b>			<b>\$16,678</b>
<b>Phase II – Agency Evaluation (Optional)</b>			
Part II: Fire Department Agency Evaluation Elements	\$9,324	\$0	\$9,324
Part IV: Develop, Review and Deliver Phase II Agency Evaluation	\$7,473	\$1,859	\$9,332
<b>Phase II Cost (Not to exceed):</b>			<b>\$18,656</b>
<b>Total Cost (Not to exceed):</b>			<b>\$35,334</b>

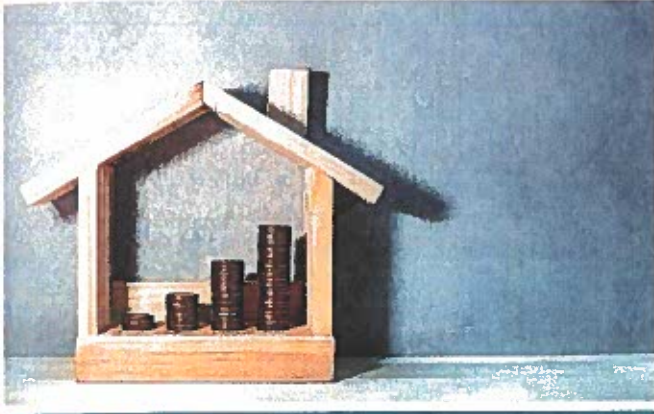
### Proposed Payment Schedule

- 10% payment due upon signing of the contract.
- Monthly invoicing thereafter as work progresses.



# news notes

a compendium of noteworthy items



## REQUIRED TRAINING

### Reminder: All township board of review members must meet state training mandate

The new board of review term of office began Jan. 1, and all board of review members—regardless if they are brand new to the board or have served for years—must receive state-required training every two years. Under Public Act 660 of 2018, board of review members—including alternates—must complete State Tax Commission (STC)-approved training “to acquire relevant knowledge and information related to current information that is necessary to accurately and uniformly carry out the duties and responsibilities of an appointed board of review member.” The township board is responsible for seeing that board of review members receive the required training, and proof that your township’s board of review members completed the training and a completed Form 5731, *Assessing District Required Board of Review Training Report* must be attached to the board of review’s certification of the assessment roll and also maintained with your township’s records.

This requirement is a subject of the state audit of the assessment roll. Failure of board of review members to complete the training will result in a deficiency on your township’s state audit.

MTA worked with the STC to develop the required training, and our *Board of Review Training*, being held in February across the state, as well as online options, qualifies for this requirement. Turn to page 25 for more details on our February trainings, including dates, locations and registration details. For additional resources, purchase MTA’s *Board of Review Manual* at [www.michigantownships.org](http://www.michigantownships.org), by calling (517) 321-6467, ext. 221 or emailing [elsa@michigantownships.org](mailto:elsa@michigantownships.org). Purchase at a discounted price when registering for our February trainings or on-site.

## REPORTING REMINDER

### All NEU townships must file annual ARPA report by April 30

All non-entitlement units of government (NEUs—all but eight of Michigan’s largest townships)—that accepted American Rescue Plan Act (ARPA) funds must complete their annual “Project and Expenditure Report” by the April 30 deadline. **Every NEU must complete the report, even if your township has not obligated**

any funds or determined how you will put them to use. (Turn to page 23 to see how some townships are using their ARPA funds.)

There are many helpful resources to help you navigate this process, which can be found on MTA’s “Federal COVID Relief” webpage, [www.michigantownships.org/covidrelief.asp](http://www.michigantownships.org/covidrelief.asp). In addition, the new “Self-Service Resources” page on U.S. Treasury’s State and Local Fiscal Recovery Funds (SLFRF, through ARPA) website includes guidance and frequently asked questions, based on topic, including reporting and accessing Treasury’s portals. You can access the Self-Service page at <https://home.treasury.gov/> (search for “SLFRF Self-Service Resources”). ARPA funds can also be used to hire a consultant—such as your township’s auditor—to assist with or complete your ARPA reporting.

As a reminder, townships that did not select the \$10 million standard allowance option—which allows townships to use up to that amount on “government services”—still have the opportunity to do so. U.S. Treasury’s *Project and Expenditure Report User Guide* released this summer noted that local governments that missed the deadline to select the standard allowance may change to the standard deduction in their next federal ARPA report.

In addition, your township’s SAM.gov registration must be active for the reporting, and must be renewed annually. This is free of charge. Your township does not have to pay, or go through a third party, to renew your registration. (Note: Sam.gov now uses a Unique Entity ID instead of a DUNS number. Visit [www.sam.gov](http://www.sam.gov) or refer to your October *Township Focus* for more information.) MTA-member officials can reach out to MTA’s Member Information Services Department for assistance or with ARPA questions at (517) 321-6467 (press option 1). State Treasury can also assist townships continuing to have issues completing reporting or accessing U.S. Treasury’s reporting system; email them at [treas-arpa@michigan.gov](mailto:treas-arpa@michigan.gov).



NEW LETTER

**Numbered letter revises Qualifying Statement, creates single source for info**

Under the Revised Municipal Finance Act (Public Act 34 of 2001), townships must annually file a Qualifying Statement—which is an assessment of the township’s fiscal health—with the Michigan Department of Treasury within six months of the end of their fiscal year. If a municipality’s Qualifying Statement is approved—it “passed” its fiscal test—it can issue debt such as bonds or notes in the upcoming year without first needing to obtain Treasury’s prior approval to do so.

The department has released Numbered Letter 2022-1, which provides a revised Qualifying Statement (Form 5047) and creates a single source of information. The department’s goals with the revision include increasing transparency, eliminating common errors, improving the overall user experience, educating filers, and reducing staff effort. The number letter details how to file the statement, which will continue to be done online, at [www.michigan.gov/municipal-finance](http://www.michigan.gov/municipal-finance). The letter also outlines details on filing a reconsideration request, Qualifying Statement reviews, resources and more.

The department also noted that any previously saved information will be lost for Qualifying Statements started, but not submitted, before Dec. 1, 2022. Questions? Email [Treas\\_MunicipalFinance@michigan.gov](mailto:Treas_MunicipalFinance@michigan.gov), with the subject line “QS New Numbered Letter and Form Revisions.”

MTA’s lunchtime learning series, *Now You Know*, offers timely updates, insights from our experts and a chance to get your questions answered all in just one hour! Don’t miss our next episode coming: **Wednesday, Jan. 11 from noon to 1 p.m.**

**Planning for a Millage Question**

Is a millage ballot question in your township’s future? As townships grow and revenue sources become more limited, an understanding of voted millages can help township officials finance much-needed programs and services. Join MTA Staff Attorney Catherine Mullhaupt as she explores the nuances between a new millage and different types of renewals, mandated elements of a millage ballot question, tips for scheduling millage questions, and how far a township board can go to promote a ballot question.

Cost is just \$25. Register now at <https://bit.ly/NYKmta>

If your township subscribes to *MTA Online* at the *Premium* level, you get FREE access to EVERY session! Visit <https://learn.michigantownships.org/nyk> for details.



GO GREEN

**Become a Michigan Green Community**

Receive support in your township’s sustainability journey by joining the Michigan Green Communities network. The Michigan Green Communities (MGC) program is a collaboration among MTA, the Michigan Association of Counties, Michigan Municipal League, and state Departments of Environment, Great Lakes, and Energy, and Health and Human Services, and the Michigan Economic Development Corporation. It is designed to support communities in their efforts to adapt to climate change, reduce energy use, improve the resilience of their infrastructure, and save money and resources. All Michigan townships are eligible to join the MGC network and take the MGC Challenge.



**The MGC Challenge is open now!** Join the dozens of townships that are part of this statewide network, which allows local government officials to collaborate with one another, through peer learning and information sharing, and to promote innovative sustainability solutions at the local, regional and state level. The annual challenge is a key part of the program and allows participants to track and benchmark their sustainability progress, see how their efforts compare to other Michigan communities, and earn certification as a bronze, silver or gold community. Challenge participants earn a logo to display on their website and in print materials, are publicized at the annual awards conference and on the MGC website, and included in a press release.

Visit <http://migreencommunities.com> to learn more and sign up for the MGC Challenge and network today. Questions? Contact [info@migreencommunities.com](mailto:info@migreencommunities.com)

RECORD-SETTING

**November election saw highest-ever midterm voter turnout**

The Nov. 8 election saw the highest voter turnout for a midterm election in the state’s history, beating the record previously set in 2018.

According to the Michigan Department of State, just over 4.5 million Michiganders cast ballots in the November election—with 1.8 million doing so by absentee voting. In 2018, more than 4.3 million voters participated in the midterm election. Congratulations and thank you to all townships, clerks, election workers and others who helped make this record-breaking election a success.





ATTENTION TREASURERS

Reminder for tax collection office hours



The township treasurer, or their designee, must be in his or her office from 9 a.m. to 5 p.m. to receive tax payments on the last day taxes are due and payable before being returned as delinquent under MCL 211.55. (MCL 211.44(2)(b)) MCL 211.55 refers to the last day of February as the last day that taxes are due and payable before being returned as delinquent to the county treasurer, and provides for the unpaid taxes to be returned as

delinquent to the county treasurer the next day.

The last day to pay 2022\* property taxes without incurring any interest or penalty is **Tuesday, Feb. 14, 2023**. Treasurers may choose to hold office hours.

The last day to pay 2022\* property taxes before they are returned as delinquent is **Tuesday, Feb. 28, 2023** (the last day of February). (MCL 211.45) Treasurers **must** hold office hours.

The treasurer also must be in his or her office from 9 a.m. to 5 p.m. to receive tax payments for the collection of a summer tax levy, on **Thursday, Sept. 14, 2023** (the last day taxes are due and payable before interest is added under MCL 211.44a(5)).

Under Public Act 129 of 2019, a designee for the township treasurer can act on his or her behalf for tax collection purposes. The law allows the treasurer to appoint a designee, approved by the township board, to take the treasurer's place and accept tax payments during these designated times. The designee can be the deputy treasurer, an elected official or another individual acting on behalf of the treasurer.

*\*Correction: We got ahead of ourselves in tax collection hours articles in recent issues of Township Focus and inadvertently stated 2023 for December tax collecting hours and property taxes, rather than 2022. We apologize for the error and any confusion that it may have caused.*

*Missed our Treasurer's Guide to Tax Collection workshops or "Tax Collection and Your Township" Now You Know webinar in November? Recorded versions are available in MTA's Online Learning Center! Watch, rewatch, pause and review on your own schedule. Visit [learning.michigantownships.org](http://learning.michigantownships.org) for details or to purchase.*

*Looking for more tax collecting resources? Purchase MTA's Treasurer's Guide to Township Government (order on [www.michigantownships.org](http://www.michigantownships.org), by calling 517-321-6467, ext. 221 or emailing [elsa@michigantownships.org](mailto:elsa@michigantownships.org)), and visit the "Tax Collecting" webpages on the members-only portion of MTA's website (log into the "Answer Center" under the "Member" tab).*



Municipal law comes with a unique set of challenges. We've been solving them for well over 50 years.

- Condemnation
- General Legal Counsel
- Labor and Employment
- Library Law
- Marijuana Regulation
- Municipal Litigation
- Ordinance Enforcement and Prosecution
- Property Tax
- Public Finance
- Public Utility Systems
- Riparian Rights
- Zoning and Land Use Planning



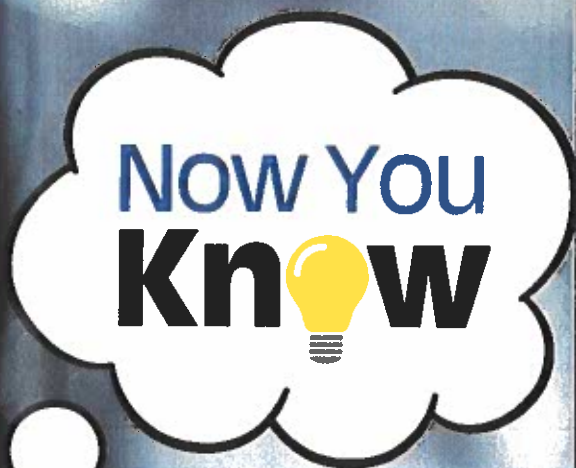
[mikameyers.com](http://mikameyers.com)





# MTA's *Now You Know* webinar series provides expertise, insights

Check out MTA's monthly live webinars, held over the lunch hour from noon to 1 p.m., on current and key issues that matter to townships. Experts answer your questions in real time and you walk away with helpful insights into topics that help you serve your township. You provide the lunch and we'll provide the learning in our *Now You Know* lunchtime learning sessions!



## Here's what's in store for 2023

- Jan. 11: Planning for a Millage Question
- Feb. 9: Special Assessments for Public Safety
- March 10: Legislative Update
- April 5: What the Board Needs to Know about Compensation and Classification
- May 10: Meeting Requirements
- June 14: Who Can Talk to the Township Attorney ... and When
- July 12: Legislative Update
- Aug. 9: Spending Public Money
- Sept. 13: The Art of the Agenda
- Oct. 18: Elections Update
- Nov. 8: Financial Reporting
- Dec. 1: Legislative Wrap-up

Watch MTA emails, website and social media, and upcoming issues of *Township Focus* for all the details. We don't want you to miss an episode!

**WATCH AND LEARN:** Members pay just \$25/person to participate and registration is simple at <https://bit.ly/NYKmta>. You can even choose to have your township invoiced! Can't join us live? Watch it (and previous episodes) on demand in our Online Learning Center later, at your convenience.

**ATTEND FOR FREE:** If your township has an *MTA Online* subscription at the **Premium** level, you can attend EVERY *Now You Know* session AND watch past episodes for FREE (registration fee is removed at checkout.) Learn more at <https://learn.michigantownships.org/mtaonline> or call 517.321.6467 with any questions.



# 2023 MTA Capital Conference

March 1, 2023 | Lansing Center

Register online at [www.michigantownships.org](http://www.michigantownships.org)



## Be here.

### Let's Learn Together

Township officials have a lot going on, and MTA wants to make it easier for you to know what is happening at the state Capitol that may affect your township and your role as a local leader. From ongoing debates regarding local authority to new issues driven by changing winds based on election results, **MTA's Capital Conference** gives you a direct line to lawmakers—including 73 newly elected legislators—as well as state departments and MTA policy experts to help you best serve your constituents. Spend time with your fellow township officials, meet with your legislators and learn about new policy issues from experts at our 2023 Capital Conference.

### What's Planned for the 2023 Capital Conference?

The 2022 elections led to many changes in the state Legislature for the new 102nd legislative session. New leaders mean a different focus and a different agenda. From our keynote speaker to panels that include legislators, department experts and MTA staff, you will learn the latest on issues affecting your township—including implementation of the election changes the voters approved in Proposal 2. We are also

## Be heard.

planning six breakout sessions on topics including renewable energy, funding for roads, and the new Office of Rural Development.

You'll also be able to meet with your legislators. Upon registration, your legislators will be invited to join us during the networking luncheon. With so many new legislators taking office in 2023, building relationships with your state elected officials is vitally important. Attending the Capital Conference enables you to discuss issues affecting your community, and townships as a whole, directly with your state representative and senator.

Join us on Wednesday, March 1 in downtown Lansing for this important event.

Visit [www.michigantownships.org](http://www.michigantownships.org) (click on "Capital Conference" under the "Advocacy" tab) for driving directions, parking and overnight lodging information.



## Be engaged

### Agenda

8 a.m.

Welcome & Keynote Speaker  
*Gov. Gretchen Whitmer invited*

9 a.m.

Capitol Update

9:45 a.m.

Proposal 2—Now What?  
*State Bureau of Elections invited*

10:45 a.m.

Breakout Sessions

11:45 a.m.

Networking Luncheon with Legislat

1 p.m.

State Department Expo

2 p.m.

Breakout Sessions

3 p.m.

Breakout Sessions

4 p.m.

From Township Office to  
the State Legislature

## MTA Capital Conference Registration Form

Township \_\_\_\_\_ County \_\_\_\_\_

Name & Title \_\_\_\_\_ Email \_\_\_\_\_

Name & Title \_\_\_\_\_ Email \_\_\_\_\_

Name & Title \_\_\_\_\_ Email \_\_\_\_\_

### Payment must accompany form in order to be processed.

Check enclosed (payable to MTA)    Charge to: (circle one) MasterCard   VISA

Card # \_\_\_\_\_ Expires \_\_\_\_\_

Print Card Holder's Name \_\_\_\_\_ CSV (3-digit code) \_\_\_\_\_ Signature \_\_\_\_\_

DISCOUNTED rate: \$55 For paid registrations received **by** Jan. 31.

REGULAR rate: \$75 For paid registrations received **after** Jan. 31.

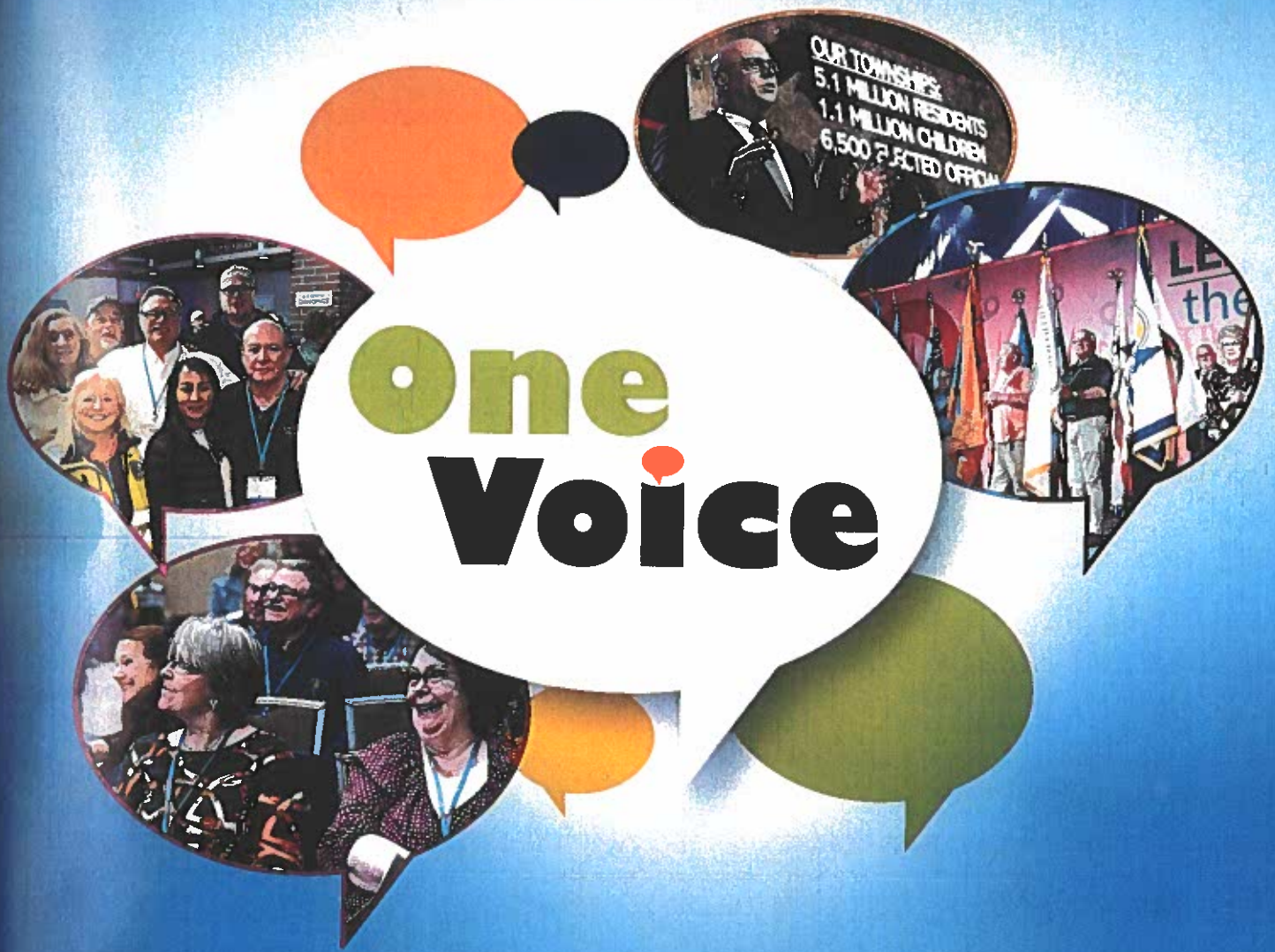
ON-SITE rate: \$95 For paid registrations received **after** Feb. 22.

**# of Persons**                      **Registration Fee**                      **Tota**  
\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

### Cancellations & Substitutions

Written cancellation requests received at the MTA office by Feb. 22 will receive a full refund No refunds will be issued thereafter. You may substitute another individual from your township for your registration at any time without incurring a charge; please notify MTA of the change.

# When does 1,240 + 1,000 = 1? At MTA's Annual Conference & Expo

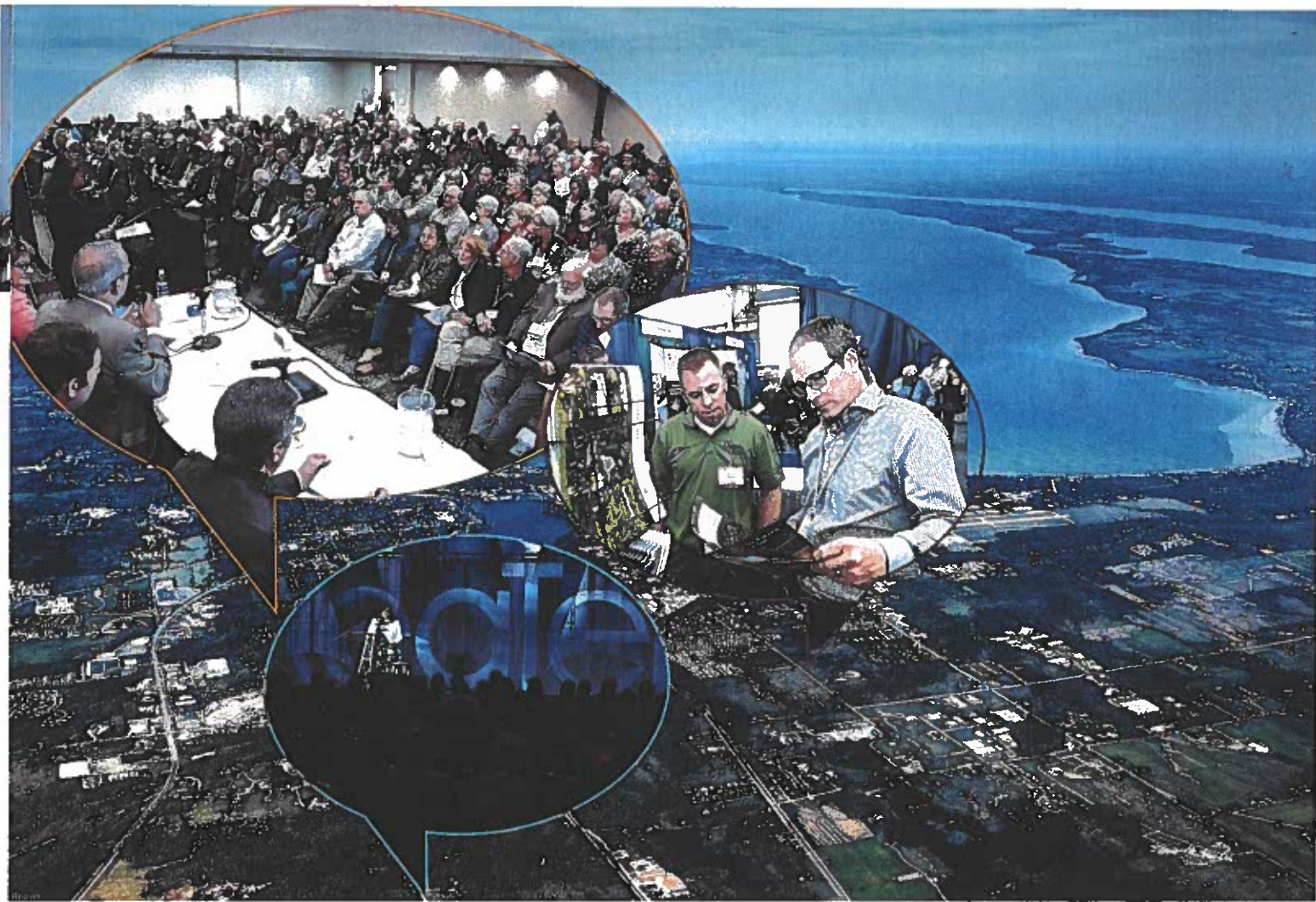


**MTA Educational Conference & Expo**

April 17-20, 2023

Grand Traverse Resort, Acme Township

**REGISTRATION OPENS JAN. 4**



MTA's signature event, returning to the **Grand Traverse Resort** on **April 17-20**, is dedicated to showcasing and honoring the power of townships speaking with **One Voice**. Whether it's your board speaking as one while serving your community, or leaders from Michigan's 1,240 townships assembling as one advocate when reaching out to lawmakers, there is no question—township officials are an undeniable, powerful force when they become **One Voice**.

**Together**, we are stronger. **Together**, we can inspire confidence and change in our communities, region and state. Our 2023 Annual Conference will show you how.

Join MTA, and hundreds of your fellow township leaders, to lift up **One Voice** for your township, and all townships.

**We look forward to seeing you there!**


Registration begins Jan. 4; housing opens Jan. 25.



# schedule of events


## Day 1

Monday, April 17

8:30 a.m.-12:30 p.m.	Assessors Renewal: Assessing Your Relationships*
9 a.m.-3:50 p.m.	Board Authorities, Responsibilities & Roles*
9 a.m.-4 p.m.	Managing Your Township Team* (F-104) 
9:30 a.m.-4:30 p.m.	Legal Institute for Township Attorneys*
11:30 a.m.-6 p.m.	MTA Registration Center, Ticket Xchange & Friends of MTA (PAC) Booth Open
5-6 p.m.	Volunteer Reception <i>(by invitation only; RSVP required) Sponsored by Miller Canfield</i>
8-11:30 p.m.	"3-D" Welcoming Reception <i>Sponsored by Bendzinski &amp; Co., Municipal Finance Advisors</i>

## Day 2

Tuesday, April 18

7 a.m.-4 p.m.	MTA Registration Center & Ticket Xchange Open
8-9 a.m.	Complimentary breakfast for all attendees, <i>sponsored by Consumers Energy</i>
9-10:15 a.m.	Opening Session <i>Sponsored in part by DTE Energy; large screens sponsored by Hubbell, Roth &amp; Clark, Inc.</i>
10:15 a.m.-1 p.m.	MTA Expo, Bookstore & Friends of MTA (PAC) Booth Open <i>Chair massage sponsored by Bauckham, Thall, Seeber, Kaufman &amp; Koches, PC</i>
11:30 a.m.-12:30 p.m.	Township Business Solution Sessions 
11:45 a.m.-12:45 p.m.	TGA Graduate "Class of 2023" Luncheon  <i>(by invitation only; RSVP required) Sponsored by ITC Holdings Corp.</i>
1-2:15 p.m.	Concurrent Educational Sessions
2:45-4 p.m.	Concurrent Educational Sessions
7-10 p.m.	Roaring '20s Par-Plan Fun Night <i>Sponsored by Michigan Township Participating Plan</i>

## Day 3

Wednesday, April 19

7-11 a.m.	MTA Registration Center and Ticket Xchange Open
7:30 a.m.-1 p.m.	MTA Expo, Bookstore & Friends of MTA (PAC) Booth Open <i>Grab-and-go-breakfast for all attendees, sponsored by Michigan GLASS; caricatures sponsored by Vortex Aquatic Structures Intl.</i>
9-10:15 a.m.	General Session, featuring keynote address by Randy Fox <i>Sponsored in part by Consumers Energy; large screens sponsored by Hubbell, Roth &amp; Clark, Inc.; coffee sponsored by Michigan GLASS</i>
10:45 a.m.-Noon	Plenary Educational Sessions
1-2:15 p.m.	Concurrent Educational Sessions
2:45-4 p.m.	Concurrent Educational Sessions
5:30-6:30 p.m.	MTA Past President and Life Member Meet-up <i>(Open to all attendees)</i>
6:30-9 p.m.	MTA Banquet Entertainment sponsored in part by Burnham & Flower Insurance Group; <i>caricatures sponsored by Vortex Aquatic Structures Intl.; large screens sponsored by Hubbell, Roth &amp; Clark, Inc.</i>
9 p.m.-Midnight	Afterglow Reception <i>Sponsored by Burnham &amp; Flower Insurance Group</i>

9-11 a.m.

MTA Annual Meeting  
*Large screens sponsored by Hubbell, Roth & Clark, Inc.*

## Day 4

Thursday, April 20

\*Additional fee and pre-registration required.

Schedule subject to change.

# event highlights

## Opening Session | Tuesday, April 18

Share in a gathering of township officials like no other, and in the inspiration, excitement and celebration as our Opening Session kicks off the week. Following the always-moving presentation of colors and Township Parade of Flags, help us honor the Township Governance Academy graduating class of 2023. Attendees will also hear insights on the power of townships, and the power of **One Voice**, from 2022 MTA President Bill Deater and Executive Director Neil Sheridan. They'll offer their reflections on the inspiration and commitment of Michigan township officials and leaders, and how the government closest to the people can effect change in their communities, and throughout the state, by joining together as **One Voice**.

Sponsored in part by



Large screens sponsored by



Start your morning—and the Conference—off right! Before the Opening Session, grab some breakfast (open to attendees!), courtesy of  **Consumers Energy** Count on Us™

## MTA Expo | Tuesday, April 18 & Wednesday, April 19

Michigan's largest municipal exposition brings together vendors and suppliers that can help you realize opportunities to provide even better programs, systems and services for your community. No where else will you find such a wide assortment of companies serving townships—from attorneys to engineering firms, software companies to environmental services—all there to help you discover ways to run your township more efficiently. Don't miss the MTA Bookstore, where you'll find more than a dozen publications geared exclusively to township government and save as much as 20% off *all* MTA books and logo products! Be sure to stop by the Friends of MTA (MTA's PAC) Booth, and learn more about how your contributions can help MTA support legislators who value township government.

Chair massage sponsored by



Grab-and-go breakfast and coffee sponsored by



Caricatures sponsored by



## General Session | Wednesday, April 19

Township leaders bring unique experiences, values and perspectives to board dialogues and deliberations on important issues. Though differences can be pronounced, even between board members, it's important to recognize and remember we are all on the same team. In line with our **One Voice** Conference theme, this year's keynote speaker Randy Fox reminds us that we are better together and offers techniques that township officials and personnel can implement to improve communication, collaboration and cooperation. You'll walk away with tools for finding common ground and strategies for building a trusting and accountable township team that provides excellent service for the betterment of your community.



Fox

Sponsored in part by



Large screens sponsored by



Coffee sponsored by



## Evening events include:

### "3-D" Welcoming Reception | Monday, April 17

Enjoy Desserts, Drinks & Dancing at McGee's 72.

Sponsored by



### Roaring '20s Par-Plan Fun Night | Tuesday, April 18

Slip into the speakeasy and enjoy a night in the Roaring '20s, complete with jazz, flappers and mobsters—right at the resort!

Sponsored by



### Afterglow Reception | Wednesday, April 19

Keep the night going with music, drinks and dancing following the MTA Banquet.

Sponsored by



Sponsors

(as of Dec. 17, 2022)

Platinum



Gold



## MTA Past President and Life Member Meet-up | Wednesday, April 19


Come share a coffee and check in with your MTA past presidents, most of whom still serve their townships and regions. We've also invited MTA life members and look forward to a warm reunion with these important contributors to your Association's growth over the years.

## MTA Banquet | Wednesday, April 19

Gather together for an evening of camaraderie and entertainment at MTA's Annual Banquet, featuring a delicious dinner—and, of course, the company of more than 1,000 dedicated local officials. Special guests will join Conference attendees to recognize those who have made significant contributions to advancing township government. Then, enjoy the comedic stylings of Andy Hendrickson, whose clever, conversational style has been engaging audiences for more than 20 years. Laugh along with his real-life observations, experiences and anecdotes that are laced with a hearty disapproval and highlight life's silly details.

*NOTE: The MTA Banquet is included with full-Conference and guest registrations only. A ticket will be issued with your Conference credentials. Additional tickets may be purchased using the registration form on page 10. You may pre-select your banquet seat by stopping at the MTA Ticket Xchange before 11 a.m. on Wednesday, April 19. Those with special dietary needs should contact Kristin at (517) 321-6467, ext. 230 or kristin@michigantownships.org at least two weeks before Conference.*

Banquet entertainment sponsored in part by  **Burnham & Flower**  
INSURANCE GROUP  
A ACRISURE AGENCY PARTNER

Caricatures sponsored by  **VORTEX**

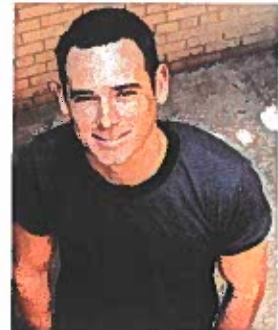
Large screens sponsored by  **HRC**  
HUBBELL, ROTH & CLARK, INC  
CONSULTING ENGINEERS SINCE 1915

## MTA Annual Meeting | Thursday, April 20

Take part in the final, but critically important, event of the Conference—our Annual Meeting. The business meeting for the Association, this morning event is *your* opportunity to help guide MTA's future direction, as delegates cast their vote on proposed policies to be included in MTA's 2023 Policy Platform (*only elected officials from member townships may vote*). In addition, attendees participate in the installation of the Association's new president, officers and newly elected district directors. During the meeting, 2022 MTA President Bill Deater will also be recognized for his dedicated service to the Association.



Large screens sponsored by  **HRC**  
HUBBELL, ROTH & CLARK, INC  
CONSULTING ENGINEERS SINCE 1915



Hendrickson

## Eats and treats

You won't go hungry at this year's Conference with our traditional events—and some new additions to our schedule that bring even more value to attendees. Throughout the week, you can enjoy:

- Drinks and desserts at the "3-D Welcoming Reception," sponsored by Bendzinski & Co., Municipal Finance Advisors
- **NEW!** Breakfast for all attendees on Tuesday, April 18, sponsored by Consumers Energy
- Select Business Solution Sessions, held Tuesday, April 18 over the lunch hour, include refreshments or lunch, courtesy of MTA Allied Service Providers
- Heavy hors d'oeuvres and drinks at Par-Plan Fun Night on Tuesday, April 18, sponsored by Michigan Township Participating Plan
- **NEW!** Grab-and-go breakfast and coffee in the Expo on Wednesday April 19, sponsored by Michigan CLASS
- Annual Banquet, held Wednesday, April 19 (*One banquet ticket is included with each main-Conference and guest registration. Additional tickets may be purchased on the registration form and on-site.*)
- Complimentary beverages at the Afterglow Reception following the banquet, sponsored by Burnham & Flower Insurance Group

Silver



Bronze



# general information

**Attire**—Business casual dress is appropriate for all events. Due to fluctuations in room temperature, MTA encourages you to bring a sweater or jacket for your comfort.

**Cancellations & Substitutions**—A Conference registration may be transferred to another individual from the same township or converted to a virtual registration for a \$10 administrative fee. Refund of the registration fee, less a \$25 administrative fee, will be made if written notice of cancellation is received by March 20. Written cancellation requests received from March 21 through April 3 will be subject to an administrative fee equal to one-half of the registration fee. In-person event “no shows” or those who cancel after April 3 will be converted to virtual Conference access. No refunds will be given without extenuating circumstances. Please note that virtual registrations or transfer requests received after April 7 cannot be guaranteed live online access, but will receive on-demand access from May through July 2023. Hotel cancellation policies vary; see your reservation confirmation for details.

**Confirmation & Credentials**—A confirmation will be emailed upon registration (check your spam or junk mail folder if it does not arrive in your inbox). If you do not receive a confirmation within 48 hours of registering, or need to add or update your email address, call the MTA office at (517) 321-6467, ext. 226. The registration confirmation includes a personalized housing code that allows you to reserve a hotel room in MTA Conference room blocks at discounted rates. The housing website opens for attendees at 9 a.m. on Jan. 25. See pages 6-8 for details on reserving your hotel room. All attendees will receive an important “Know Before You Go” email approximately one week before the event with helpful details for navigating both the in-person and virtual Conference.

**Optional Activities**—Pre-Conference educational events held on April 17 may be added to your Conference registration or purchased separately. Admission

to the MTA Banquet on April 19 is included with main-Conference and guest registrations ONLY. Additional banquet tickets may be purchased while registering (see page 10) and on-site.

**Parking & Shuttle Service**—Parking is available free of charge at the Grand Traverse Resort. Complimentary shuttle service will be provided to/from the resort and hotels with MTA room blocks. Hotel parking varies by location. Additional details will be available on [www.michigantownships.org/conference.asp](http://www.michigantownships.org/conference.asp) and in “Know Before You Go” information emailed to attendees prior to the event.

**Photography Release**—By registering for this event, attendees grant permission to MTA to utilize their image or likeness to promote MTA and our events. Attendees waive any right to inspect or approve the finished product(s), copy or other matter that may be used in connection therewith or the use to which it may be applied.

**Registration**—Conference registration opens Jan. 4, 2023. In-person participants MUST register prior to booking your hotel room. Your confirmation will contain your personalized housing code, which is required to book your hotel room in MTA room blocks. Housing reservations open at 9 a.m. on Jan. 25. See pages 6-8 for additional information.

All in-person attendees must check in at MTA Registration, which will be located in the Peninsula Room (Lower Level) on Monday from 11:30 a.m. to 6 p.m. Registration is in the Tower Lobby on Tuesday from 7 a.m. to 4 p.m., and Wednesday from 7 to 11 a.m. There, you can pick up your registration materials (including credentials, bag and on-site program), purchase banquet tickets and get details on MTA Conference events.

**Registration Rates**—Registration rates for Conference delegates and their guests appear on page 10. MTA Online Premium Pass subscribers receive an additional 20% off member rates! Registrations must be faxed, postmarked or made online by March 20, 2023, to receive early-bird rates. For registrations received after March 20

but before April 3, regular rates apply. Registrations received after April 3 are subject to on-site registration rates.

**Virtual Conference:** Includes access to live streams and recordings of Opening Session, General Session and Annual Meeting, as well as select educational sessions and handouts (see page 11 for details), exhibitor information and discounted rates on MTA book and product orders. Recordings will be available from May through July 2023.

**Main Conference (in person):** Includes Tuesday and Wednesday educational sessions, Bendzinski’s “3-D” Welcoming Reception, Opening Session, General Session, Expo, Par-Plan Fun Night, MTA Banquet and Burnham & Flower Insurance Group’s Afterglow Reception. In-person registrants can purchase virtual access to watch recordings of 10 breakout sessions (and rewatch the main-stage events!) for only \$60. See page 10.

**Pre-Conference classes (in person only):** Include that session’s handouts and meal(s). Additional fees are required; see page 12 for session descriptions. Rates appear on the registration form on page 10.

**Single-day only (in person only):** Includes that day’s educational sessions, Opening or General Session, and Expo.

**Guest (in person):** Includes admission to Bendzinski’s “3-D” Welcoming Reception, Opening Session, General Session, Expo, Par-Plan Fun Night, MTA Banquet and Burnham & Flower Insurance Group’s Afterglow Reception. Registered guests may also use MTA shuttle service. *Note: Guests cannot attend any educational sessions or pre-Conference classes unless registered as an attendee.*

**Special Needs**—Attendees with special dietary or accessibility needs should notify Kristin at (517) 321-6467, ext 230 or email [kristin@michigantownships.org](mailto:kristin@michigantownships.org) at least two weeks prior to Conference.

**Ticket Xchange**—Select your seat for the MTA Banquet at the Ticket Xchange, located near MTA Registration on Monday, or in the Governors’ Hall lobby Tuesday and Wednesday.

# Getting to the Grand Traverse Resort

**From Detroit area:** Take I-75 north until you reach M-72 at Grayling (exit 254). Travel west on M-72 approximately 40 miles through Kalkaska into Acme Township. Turn right (north) onto U.S. 31 and drive a half-mile. The resort will be on the east (right) side of the road.

**From Lansing area:** Take U.S. 127 north, merging onto I-75. Take exit 254 at Grayling for M-72 west. Travel west on M-72 approximately 40 miles through Kalkaska into Acme Township. Turn right (north) onto U.S. 31 and drive a half-mile. The resort will be on the east (right) side of the road.

**From southwest Michigan:** Take I-94 to U.S. 131. Travel north to M-72 in Kalkaska. Go west on M-72 approximately 15 miles. Go north on U.S. 31 about a half-mile. The resort will be on the east (right) side of the road.

**From northern Michigan/the Upper Peninsula:** Take I-75 south to the U.S. 31 exit (toward Petoskey/Charlevoix). Continue to follow U.S. 31 south. The resort will be on the east (left) side of the road.



## Come for the Conference, stay for the weekend

More than just the host for MTA's 2023 Annual Conference, the Traverse City region has so much to enjoy and experience in the springtime. Why not extend your stay, and take advantage of all that this northern Michigan playground has to offer? Come for the MTA Conference, and stay a little while to see why *USA Today* called Traverse City one of the "10 Best Small Towns in America." Hotels with MTA room blocks may extend discounted rates for Conference attendees who wish to spend a little more time in the Grand Traverse area. You must contact your hotel directly to add additional nights to your stay; extended reservations cannot be made via the MTA Housing Bureau.

## Housing Reservations Procedures

*Hotel reservations open at 9 a.m. on Wednesday Jan. 25.*

More than 800 rooms have been reserved for attendees at the Grand Traverse Resort and other area hotels. Each hotel offers unique amenities, free parking and discounted rates, and many offer additional perks like free breakfast! To reserve your hotel room in MTA's Conference room block, you must first register as a Conference attendee. This allows registrants priority access to rooms, and prevents filling the most desired hotels with "just in case" bookings for individuals who later opt not to attend. Your Conference registration confirmation contains your personalized housing code allowing one room per code. **IMPORTANT: All registration and housing confirmations will come from MTA or our housing bureau, Grand Connection; any third-party emails are fraudulent.**

For the fastest service and most up-to-date hotel availability, make your reservation online at [www.grandconnection.com/mta2023](http://www.grandconnection.com/mta2023). Here's how it works:

- 1) Register for the Conference, beginning Jan. 4, at [www.michigantownships.org/conference](http://www.michigantownships.org/conference) or send in your Conference registration form via fax or mail.
- 2) Look for your confirmation email, which contains your personalized housing code. (Allow two to three business days after receipt for processing of faxed or mailed forms.)
- 3) Beginning Jan. 25 at 9 a.m., visit [www.grandconnection.com/mta2023](http://www.grandconnection.com/mta2023) and enter your last name and personalized housing code to reserve your room online. You may also fax or mail completed forms to the MTA Housing Bureau (online reservations via the housing bureau are recommended for best availability). **NOTE: Forms received without a housing code will NOT be processed. Housing forms received before 9 a.m. on Jan. 25 will not be processed until after 10 a.m. that day.** (See housing reservation form on page 8 for additional instructions.)

**NOTE: A three-night minimum stay is required at the Grand Traverse Resort & Spa.**

## Housing Confirmation

The MTA Housing Bureau will provide a confirmation of your hotel reservation. Those booking via MTA's secure housing website, [www.grandconnection.com/mta2023](http://www.grandconnection.com/mta2023), will receive an instant confirmation; allow up to two weeks for faxed or mailed reservation forms. A complete mailing address, phone number and credit card to guarantee the room are required to process housing requests. Most hotels allow pre-payment by check; instructions will be provided on your hotel confirmation. **DO NOT send checks to MTA or the Housing Bureau; checks must be sent directly to your confirmed hotel.**

## Housing Changes & Cancellations

All hotel cancellations and changes on or before April 12, 2023, must be made in writing by mail, fax or email to the MTA Housing Bureau, or visit [www.grandconnection.com/mta2023](http://www.grandconnection.com/mta2023) and select the "Change Hotel" option. Confirmation of your revision(s) will be sent to you within one week. If you do not receive confirmation, call the MTA Housing Bureau at (616) 785-6027, ext. 34. After April 12, cancellations or changes should be made directly with your hotel. Cancellation policies vary; see your reservation confirmation for details. Late cancellations or early departures may result in penalties.

**IMPORTANT: If you do not show up for the first night of your reservation, your entire reservation will be cancelled, and you will be charged a cancellation fee in accordance with your assigned hotel's policy. Please see your hotel confirmation for details.**

**REMEMBER: Make your reservations by March 27, 2023, to ensure availability and discounted rates.**

# where to stay

## Host hotel: **Grand Traverse Resort** 100 Grand Traverse Village Blvd., Acme Township

The Grand Traverse Resort offers spectacular service, diverse accommodations and a warm “up north” atmosphere that will make you feel right at home. Amenities include: in-room coffee, five restaurants and lounges, free WiFi, room service, gallery of shops, business center, indoor pool/hot tub and water playground, spa and fitness center.

### THREE-NIGHT MINIMUM STAY REQUIRED

*Cancel at least 72 hours prior to arrival date to avoid penalty*

**Check-in:** 4 p.m.

**Check-out:** 11 a.m.

**Parking:** Complimentary self-parking



### Available room types & rates

*(Rates are per room, per night, plus taxes)*

**Hotel (king or double bedded): \$152.95\***

**Tower (king or double bedded): \$186.95\***

**Studio condo: \$156.95**

**One-bedroom condo: \$186.95**

**Two-bedroom condo: \$216.95**

**Three-bedroom condo: \$256.95**

*Rates above include resort fees.*

*Current taxes include 5% local assessment and 6% state sales tax.*

*\*Additional charge for triple/quadruple occupancy.*

## Additional options

For up-to-date hotel availability, visit [www.grandconnection.com/mta2023](http://www.grandconnection.com/mta2023).  
Make your reservations by March 27, 2023, to ensure availability and discounted rates.

### Cherry Tree Inn & Suites

2345 U.S. 31 North, Traverse City

*3.2 miles to Grand Traverse Resort; free shuttle provided*

**Rates:** \$142 (king or 2 queens)

**Check-in:** 3 p.m.

**Check-out:** 11 a.m.

**Amenities include:** free parking, free WiFi, hot breakfast, in-room coffee, kitchenettes in each room, heated indoor pool/whirlpool, outdoor whirlpool, fitness room, business center, 24-hour front desk and Sweet Shoppe.

*Cancel at least 24 hours prior to arrival date to avoid penalty.*

### Pointes North

2211 U.S. 31 North, Traverse City

*3.4 miles to Grand Traverse Resort; free shuttle provided*

**Rate:** \$129 (studio king)

**Check-in:** 4 p.m.

**Check-out:** 11 a.m.

**Amenities include:** free parking, free WiFi, free continental breakfast, mini-fridge/microwave, in-room coffee and access to nearby health club.

*Cancel by April 13 to avoid penalty.*

### Baywatch Resort

1529 U.S. 31 North, Traverse City

*4.5 miles to Grand Traverse Resort; free shuttle provided*

**Rate:** \$97.55 (king or 2 kings)

**Check-in:** 4 p.m.

**Check-out:** 11 a.m.

**Amenities include:** free parking, free WiFi, free breakfast, in-room coffee, mini-fridge/microwave in room, fitness center with Peloton bike, business center, and guest laundry. Pet-free, as well as smoke-free (including outdoor areas).

*Cancel at least 72 hours prior to arrival date to avoid penalty.*

### Country Inn & Suites

420 Munson Ave., Traverse City

*6.4 miles to Grand Traverse Resort; free shuttle provided*

**Rate:** \$112 (king or 2 queens)

**Check-in:** 4 p.m.

**Check-out:** 11 a.m.

**Amenities include:** free parking, free WiFi, free hot breakfast, in-room coffee, indoor pool/hot tub, mini-fridge and microwave in room, fitness center and business center.

*Cancel at least 48 hours prior to arrival date to avoid penalty.*

### Comfort Inn

460 Munson Ave., Traverse City

*6.4 miles to Grand Traverse Resort; free shuttle provided*

**Rate:** \$98 plus taxes

**Check-in:** 3 p.m.

**Check-out:** 11 a.m.

**Amenities include:** free parking, free WiFi, deluxe continental breakfast, in-room coffee, fitness room, heated indoor pool/whirlpool and business center.

*Cancel at least 48 hours prior to arrival date to avoid penalty.*

### Cambria Suites

255 Munson Ave., Traverse City

*6.7 miles to Grand Traverse Resort; free shuttle provided*

**Rate:** \$138

**Check-in:** 3 p.m.

**Check-out:** 11 a.m.

**Amenities include:** free parking, free WiFi, in-room Keurig coffeemaker, heated indoor pool/whirlpool, on-site restaurant, sundry shop, mini-fridge/microwave in room, fitness center and business center.

*Cancel at least 48 hours prior to arrival date to avoid penalty.*

*Rates shown are per night, and do not include local/state taxes. Current taxes include 5% local assessment and 6% state sales tax, applicable at all hotels. For additional details on room types available, visit [www.michigantownships.org/conference](http://www.michigantownships.org/conference) (click on “Housing” under “General Information”).*

# housing reservation form

## Guest Information *(Please use one form per room.)*

ARRIVAL DATE	DEPARTURE DATE
NAME	
TOWNSHIP	COUNTY
MAILING ADDRESS	
CITY/STATE/ZIP	
DAYTIME PHONE	FAX
EMAIL	
<input type="checkbox"/> CHECK HERE IF TAX EXEMPT	

## Housing Code

To register for housing, you must first register for the Conference and receive a personalized housing code (enter below). Forms sent without a housing code will NOT be processed. See page 6 for details.

Housing code: \_\_\_\_\_

## Accommodations

Please indicate hotel name and type of room requested (see page 7 for hotel details):

1st choice hotel: \_\_\_\_\_

2nd choice hotel: \_\_\_\_\_

3rd choice hotel: \_\_\_\_\_

Name(s) of additional guests in room: \_\_\_\_\_

Special requests (barrier-free, etc.): \_\_\_\_\_

*Every effort will be made to accommodate special requests. You will be notified in advance if your request cannot be accommodated. For suite reservations, contact kristin@michigantownships.org or call (517) 321-6467, ext. 230.*

## State Sales Tax Exemption

All guests must pay 5% local taxes. To be eligible for state sales tax exemption, you must:

- (1) Check the "tax exempt" box in the Guest Information section above.
- (2) Complete the Michigan Sales & Use Tax Certificate on page 9, and provide upon check-in. (If sending payment to the hotel prior to the Conference, include a completed certificate with payment.)
- (3) Pay your hotel expenses by township check or township credit card.

## Room Guarantee Method

A credit card is required to guarantee your reservation. No charges will be posted to the card until check-in. See individual hotel policies if you plan to pre-pay by township check or credit card. Note: A charge may be applied for reservations cancelled without proper notice or for early departures.

MasterCard  VISA  Discover  American Express  Check here if this is a township credit card.

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ CSV (3-digit code) \_\_\_\_\_

Print Cardholder's Name \_\_\_\_\_ Signature \_\_\_\_\_

Housing opens at 9 a.m.  
on Jan. 25

Save time, register online at:  
[www.grandconnection.com/mta2023](http://www.grandconnection.com/mta2023)

Or, fax your completed form to:  
(616) 600-4499

*(NOTE: Submitting a form more than once or using more than one method could result in a double booking.)*

## Housing Questions:

Grand Connection

(616) 785-6027, ext. 34

(8:30 a.m. to 5 p.m. weekdays)

*Note: No reservations will be taken by phone.*

**REMEMBER:** Make your reservations by March 27, 2023, to ensure availability and discounted rates.

## Payment Details

Guests will be asked to provide a credit card at check-in for incidentals at most hotels; some may accept a cash deposit. Contact your assigned hotel directly for details.

For those pre-paying by township check, checks must be received at most hotels least three days prior to your arrival date, but not before March 28, 2023. Some hotels require checks 7-14 days prior to arrival; please see your hotel confirmation for details.

Note: All guest name(s) should be provided on the stub to ensure payment is applied to the correct reservation(s) and your tax exemption form should be included with the check, if paying with township funds.

Cancellation policies vary by hotel; check your confirmation details to avoid a penalty. Early departures may also incur a fee.

If you do not show up for the first night of your reservation, your entire reservation will be cancelled, and you will be charged a cancellation fee in accordance with your assigned hotel's policy. Please see your hotel confirmation for details. Please double check your confirmation to ensure your arrival and departure dates are correct.

NOTE: Housing forms received prior to Jan. 25 at 9 a.m. will NOT be processed until after 10 a.m. that day.

ALL forms must include a housing code.

# Michigan Sales and Use Tax Certificate of Exemption

This exemption claim should be completed by the purchaser, provided to the seller, and is not valid unless the information in all four sections is complete. Do not send a copy to Treasury unless one is requested.

## SECTION 1: TYPE OF PURCHASE

 Check one of the following:

A. One-Time Purchase

Order or Invoice Number: \_\_\_\_\_

C. Blanket Certificate

Expiration Date (maximum of four years): \_\_\_\_\_

B. Blanket Certificate. Recurring Business Relationship

The purchaser completing this form hereby claims exemption from tax on the purchase of tangible personal property or services purchased from the seller named below. This claim is based upon: the purchaser's proposed use of the property or services; OR the purchaser's exempt status.

Seller's Name and Address

## SECTION 2: ITEMS COVERED BY THIS CERTIFICATE

Check one of the following:

1.  All items purchased.

2.  Limited to the following items: \_\_\_\_\_

## SECTION 3: BASIS FOR EXEMPTION CLAIM

Check one of the following:

1.  For Lease. Purchaser will lease the property and elects to pay tax based on rental receipts. Enter sales tax license or use tax registration number: \_\_\_\_\_

2.  For Resale at Retail. Enter Sales Tax License Number: \_\_\_\_\_

3.  Direct Pay - Authorized to pay use tax on qualified transactions directly to Michigan Treasury under account number: \_\_\_\_\_

The following exemptions DO NOT require the purchaser to provide a number:

4.  Agricultural Production. Enter percentage: \_\_\_\_\_%

5.  Government Entity (U.S. or its instrumentalities, State of Michigan or its political subdivisions), Nonprofit School, Nonprofit Hospital, Church or House of Religious Worship (circle type of organization)

6.  Contractor (provide *Michigan Sales and Use Tax Contractor Eligibility Statement (Form 3520)*).

7.  For Resale at Wholesale.

8.  Industrial Processing. Enter percentage: \_\_\_\_\_%

9.  Nonprofit Internal Revenue Code Section 501(c)(3), 501(c)(4), or 501(c)(19) Exempt Organization.

10.  Nonprofit Organization with an authorized letter issued by Michigan Department of Treasury prior to July 17, 1998 (sales tax) or June 13, 1994 (use tax).

11.  Rolling Stock purchased by an Interstate Motor Carrier.

12.  Other (explain): \_\_\_\_\_

## SECTION 4: CERTIFICATION

I declare, under penalty of perjury, that the information on this certificate is true, that I have consulted the statutes, administrative rules and other sources of law applicable to my exemption, and that I have exercised reasonable care in assuring that my claim of exemption is valid under Michigan law. In the event this claim is disallowed, I accept full responsibility for the payment of tax, penalty and any accrued interest, including, if necessary, reimbursement to the vendor for tax and accrued interest.

Business Name		Type of Business (see codes on page 2)
Business Address		City, State, ZIP Code
Business Telephone Number (include area code)		Name (Print or Type)
Signature	Title	Date Signed

# conference registration form


Registrant Information *(Please photocopy this form to register additional attendees.)*

**REGISTER EARLY  
AND SAVE \$\$\$**

Save time! Register online at [www.michigantownships.org](http://www.michigantownships.org)

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ NICKNAME FOR BADGE \_\_\_\_\_  
 TITLE \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ COUNTY \_\_\_\_\_  
 MAILING ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_  
 DAYTIME PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_  
 SPECIAL NEEDS (DIETARY, ACCESSIBILITY, OTHER) \_\_\_\_\_

## Registration Options

	Early-bird rate <i>(by March 20)</i>	Regular rate <i>(March 21 - April 3)</i>	On-site rate <i>(after April 3)</i>	Subtotal
<b>Main Conference—Attendee</b> (April 18-20)	\$390 \$312 <small>(Premium subscriber)</small>	\$415 \$332 <small>(Premium subscriber)</small>	\$465 \$372 <small>(Premium subscriber)</small>	
<b>Virtual Conference—Attendee</b> (April 18-20)	\$200 \$160 <small>(Premium subscriber)</small>	\$225 \$180 <small>(Premium subscriber)</small>	\$275 \$220 <small>(Premium subscriber)</small>	
<b>Pre-Conference sessions</b> (Monday, April 17) Select which session you plan to attend:				
<input type="checkbox"/> Assessor's Renewal (8:30 a.m. to 12:30 p.m.)	\$100 \$80 <small>(Premium subscriber)</small>	\$125 \$100 <small>(Premium subscriber)</small>	\$150 \$120 <small>(Premium subscriber)</small>	
<input type="checkbox"/> Board Authorities, Responsibilities & Roles (9 a.m. to 3:50 p.m.)	\$125 \$100 <small>(Premium subscriber)</small>	\$150 \$20 <small>(Premium subscriber)</small>	\$175 \$140 <small>(Premium subscriber)</small>	
<input type="checkbox"/> Managing Your Township Team  (9 a.m. to 4 p.m.)	\$125 \$100 <small>(Premium subscriber)</small>	\$150 \$120 <small>(Premium subscriber)</small>	\$175 \$140 <small>(Premium subscriber)</small>	
<b>Single-day only</b>				
<input type="checkbox"/> Tuesday, April 18 only <input type="checkbox"/> Wednesday, April 19 only <i>(Does NOT include banquet ticket)</i>	\$210 \$168 <small>(Premium subscriber)</small>	\$235 \$188 <small>(Premium Pass subscriber)</small>	\$285 \$228 <small>(Premium Pass subscriber)</small>	
<b>Legal Institute for Township Attorneys</b> (Monday, April 17)	\$246	\$271	\$321	
<b>Guest registration</b> (April 18-20; includes banquet ticket) Guest name: _____	\$90	\$90	\$110	
<b>Additional Options</b>				
<b>Extra banquet ticket</b> <i>(ticket included with main Conference &amp; registered guests ONLY)</i>	\$76	\$76	\$96	
<b>Virtual Conference add-on for in-person attendees</b> <i>(get even more education with online access to 13 recorded sessions! See page 11 for more details)</i>	\$60	\$60	\$60	

Rates shown are for member registrations made online, or postmarked or faxed with payment, by deadline.  
 MTA Online subscribers at the Premium level save 20%. Non-members, contact MTA for rates. PLEASE NOTE:  
 Guests may NOT attend any educational sessions unless registered as an attendee. See page 5 for rate descriptions.  
 Note: It is the position of MTA Legal Counsel that only elected and appointed township official and personnel registration and fees can be paid for with township funds. Township checks/credit cards CANNOT be used to pay guest fees.

TOTAL: \_\_\_\_\_

## Payment Information

(Note: Registrations for the in-person Conference will not be processed without payment.)

Check enclosed; check # \_\_\_\_\_ OR  Credit card (MasterCard or VISA)  Invoice township (Virtual conference ONLY)  
 (Make checks payable to MTA.)

Card Number: \_\_\_\_\_ Expiration Date \_\_\_\_\_ CSV (3-digit code) \_\_\_\_\_  
 Card Holder's Name \_\_\_\_\_

# virtual conference



## Save time, join us online!

Can't make the event in person or prefer to learn from your home or office? You don't have to miss out on all the education and inspiration that our Annual Conference offers—register as a **Virtual Conference attendee!** We'll live stream our main-stage events and 10 breakout sessions on key topics. You'll be able to watch live—and even ask the instructors questions. We're also recording these sessions, so you can watch—or rewatch—all **13 sessions** that come with a virtual registration! New to online learning? We'll provide plenty of guidance and tech tips in advance to make your participation just as smooth as possible.

### From the Main Stage (see pages 3-4 for descriptions)

**Opening Session**, Tuesday, April 18, 9 to 10:15 a.m.

**General Session**, Wednesday, April 19, 9 to 10:15 a.m.

**Annual Meeting**, Thursday, April 20, 9 to 10:30 a.m.

### Key Breakout Sessions\* (see pages 13-18 for descriptions)

Two concurrent sessions will be live streamed during each time slot April 18 and 19; that's 10 sessions over two days! Participants will have access to recorded versions from May through July. Sessions include:

#### April 18

**1 to 2:15 p.m.**—*Beyond the Conflict: Building a Better Board with Consensus* OR

*The Pursuit of Great Township Governance*

**2:45 to 4 p.m.**—*Keep Calm and Carry On* OR

*What Your Township Needs to do to Prepare for Solar Energy*

#### April 19

**10:45 a.m. to noon**—*Elections Update* OR  
*A Leader Worth Following*

**1 to 2:15 p.m.**—*Road Relations: Stay in Your Lane* OR  
*The Township Board Has One Voice, How Does it Sound?*

**2:45 to 4 p.m.**—*Providing a Safe Township Workplace* OR  
*What Every Township Needs to Know about Investments*

#### More Virtual Access

**Hallway Chat**—Connect with your peers in the virtual hallways!

**MTA Bookstore**—Where you'll find more than a dozen publications geared exclusively to township government. Browse the virtual bookshelves to learn more about MTA products and publications and save up to 20% when you order before July 31!

**MTA Expo Info**—Virtual Conference attendees will receive a listing (including contact information) and resources from MTA Expo vendors who can offer tools and services to streamline programs, systems and services within your community. From attorneys to engineering firms, software companies to environmental services, these vendors are available to help you discover ways to run your township more efficiently.

*\*Subject to change.*

*Live-streaming assistance provided by*



## Questions about Conference?

Call MTA at (517) 321-6467 and use the extensions listed below or email:

### **Registration information/changes**

Rebecca Popoff..... Ext. 226 or [rebecca@michigantownships.org](mailto:rebecca@michigantownships.org)

### **Housing, special needs & volunteers**

Kristin Kratky ..... Ext. 230 or [kristin@michigantownships.org](mailto:kristin@michigantownships.org)  
*For questions related to hotel accommodations, call (616) 785-6027, ext. 34.*

### **Virtual Conference and Conference app**

Emily DeRushia..... Ext. 241 or [emily@michigantownships.org](mailto:emily@michigantownships.org)

### **Educational sessions**

Shelley Cardenas ..... Ext. 251 or [shelley@michigantownships.org](mailto:shelley@michigantownships.org)

### **Expo & sponsorship**

Ashley Maher..... Ext. 254 or [ashley@michigantownships.org](mailto:ashley@michigantownships.org)

### **Parade of Flags**

Jenn Fiedler ..... Ext. 229 or [jenn@michigantownships.org](mailto:jenn@michigantownships.org)

## Volunteers needed!

Would you like to get more involved in the 2023 MTA Annual Educational Conference, while also providing a service to your colleagues? MTA is seeking township officials to serve as sergeant-at-arms (SAA), ambassadors or other roles during the Conference.

For more information or to volunteer, visit [www.michigantownships.org/conference](http://www.michigantownships.org/conference) and click on the "Volunteer" link. More details will be sent to interested individuals in February.

# pre-conference classes

Separate registration fees apply. Register for pre-Conference sessions using the registration form on page 10. Room locations and event details will be provided in a "Know Before You Go" email sent prior to the event.

## Monday, April 17

Pending approval by the State Tax Commission for four hours of assessors elective credit

8:30 a.m. to 12:30 p.m.

### Assessors Renewal: Assessing Your Relationships

*Includes continental breakfast*

A relationship is a connection between people. It means being on the same team and maintaining trust. Strong relationships facilitate our ability to resolve conflicts and issues in a calm, respectful manner. Assessors are challenged to communicate things that may be hard for taxpayers to hear. Communication may be the key, but in today's post-pandemic world, how we communicate has changed. We're having less (and less!) face-to-face communications, which underscores the importance of assessing, and cultivating, our relationships. Why is that important in the assessing world? Come find out! This session reviews actionable ways that you, as an assessor, can demonstrate tried-and-true tips for improving your relationships with the municipalities and residents you serve and your peers in the assessing industry.

*Speaker:* Shila Kiander, Michigan Advanced Assessing Officer, Director, Mecosta County Equalization

Perfect for new and seasoned officials alike!

9 a.m. to 3:50 p.m.

### Board Authorities, Responsibilities and Roles

*Includes continental breakfast and lunch*

Explore aspects of township government that all township officials should know to successfully carry out their statutory and governing responsibilities, and gain insights into who does what, including how the township team works together to get it all done. You won't want to miss this review of your township board authority, including a deep dive into the key areas where you and your board exercise important policy decisions. This class also takes you in-depth on managing your township's day-to-day

operations, including handling public funds, financial reporting and so much more! Topics include:

- **Board authority:** Who decides what a township will do—and how?
- **Enabling statutes:** Where do townships get their authority? What *must* townships do? What *may* a board choose to do?
- **Revenue sources:** How are townships funded? What options exist?
- **Working with other local governments:** Options for boards to make effective and productive partnerships
- **Lawful expenditures:** What may townships pay for?
- **Administrative responsibilities:** Getting things done by balancing statutory duties with township responsibilities
- **Board roles:** Who does what? What about duties not statutorily assigned?
- **Township roles:** Who sets the board agenda? Who is appointed Freedom of Information Act coordinator? What about the website, township security and all those other functions?
- **The power of local engagement:** Why it's important, what tools you can use and how you can make a difference

*Speakers:* Judy Allen, MTA Director of Government Relations; Cindy Dodge, MTA Member Information Services Liaison; and Catherine Mullhaupt, MTA Staff Attorney

9:30 a.m. to 4:30 p.m.

### Legal Institute for Township Attorneys

*Includes continental breakfast and lunch*

Connect with fellow municipal attorneys from across the state to discuss changes, updates and other trends affecting township government. MTA's annual Legal Institute is the premier educational event for attorneys who serve Michigan's townships. Your attendance keeps you on top of legal news and changes that impact local government. Register using the form on page 10. A registration brochure, with class descriptions, will be mailed to township attorneys in February.

*Moderator:* Rob Thall, MTA Legal Counsel, Bauckham, Thall, Seeber, Kaufman & Koches, PC

## Excellence in Governance



MTA's Township Governance Academy (TGA) goes beyond board meetings and budgets, enhancing your leadership skills and motivating you to take on the challenges and opportunities unique to those serving as township public servants. Regardless of your position with the township or amount of experience, the Academy will move you to a higher level of performance and make your service to your community more effective—and more rewarding. You don't have to be enrolled in TGA to attend our pre-Conference class. If you decide to enroll after class, credit will be applied retroactively.

9 a.m. to 4 p.m.

### Managing Your Township Team


*F-104—6 credits; includes continental breakfast and lunch*

Every township has employees. Township board members, deputies, election workers, assessors and firefighters are employees for at least some employment purposes, and so are volunteers. Hiring, firing, discipline, compensation, and recruiting and managing volunteers are just a few areas where township officials must be knowledgeable. Learn how to craft effective township personnel policies, from the basic components to how to keep it current. Walk away with a sample personnel policy handbook that you can take back to your township to mold into your own personalized version. Preparing and implementing appropriate policies can improve morale around your township hall, help you retain quality people and, even more importantly, help your township avoid employment- (or even volunteer-) related risks. Get the tools you need to better manage employees, deputies, volunteers ... something for everyone on your township team!

*Speakers:* Helen "Lizzie" Mills and Chad Karsten, Attorneys, Fahey Schultz Burzych Rhodes PLC



# educational sessions

Our educational sessions are designed for township elected and appointed officials and your entire township team, from communities of all sizes. The sessions will enhance your knowledge, skills and effectiveness as a leader, regardless your level of experience. Topics address statutory duties, and a variety of concepts, trends and current issues in township government. **Virtual conference** sessions are denoted with a  (live-streaming assistance provided by Shumaker Technology Group).

Schedule is subject to change. Additional sessions will be added; watch MTA publications and website, and consult your program on-site for the final schedule.

## Tuesday, April 18

### Business Solution Sessions 11:30 a.m. to 12:30 p.m.

These sessions, presented by MTA Allied Service Providers, provide information about various aspects of products and services available to assist townships.



### Empowering America's Financial Journey

The pandemic and economic uncertainty have created significant challenges for the government sector and its employees. Given this environment, this session seeks to provide a comprehensive view of state and local government employees' defined contribution savings behavior and retirement preparations. We'll review the current state of Americans' financial health and confidence, and help you understand the impact of inflation and recessionary fears. Learn how Americans are coping with rising prices and how inflation is changing retirement savings rates.

*Speakers:* Martin Gomez, Regional Sales Director, Empower, along with Burnham & Flower Insurance Group representatives Todd Carless, Carrie Desjardins and Jeff Carless



### Township Trivia Showdown

Don't miss our fan-favorite session with a gameshow twist. Join us for a competitive game of township trivia, where two teams compete for ultimate bragging rights. You—the gameshow contestant—will have the chance to showcase your knowledge of township law and an opportunity to learn something new. Our game board is based on some of the most important questions township officials



are asking. See if your team has what it takes to answer the questions correctly before our team of expert municipal attorneys weigh in on the correct answer. If you'd like to submit a question about township law for the chance to have it answered during the show, visit [www.fsbrlaw.com/mta](http://www.fsbrlaw.com/mta).

*Speakers:* Representatives from Fahey Schultz Burzych Rhodes PLC

### Oh No, You Don't—You Can't Fire Me!

Learn tips and techniques on recognizing and dealing with the difficult employee, including how to successfully handle hostile encounters and exit interviews. Review strategies for stopping employee problems before they become grounds for termination—and if they do, how to effectively terminate the employee and minimize your exposure.

*Speaker:* Heidi Hudson, Shareholder, Zausmer, PC on behalf of Hartleb Agency, an EMC Insurance Company



### How a Cyberattack Can Send Your Township Back Decades

Handwritten paper checks, fax machines, no email ... oh my! No township is immune to the threat of a potential cyberattack. Cyber criminals target public entities of all shapes and sizes. These attacks can be embarrassing, expose citizens to cyberattacks, and significantly disrupt the essential services you provide. As such, public entities must prepare for the worst-case scenario by adopting a culture of security. While cultural change can be challenging, when accomplished, a security culture will become infectious and lower the chances of your township being involved in a costly and potentially embarrassing breach. Join us to learn more about the realities of a cyberattack and how one attack can send your township



operations back to the '90s. We will discuss the latest trends in cyberattacks and share tips and tools to help protect your township operations from being hijacked.

*Speakers:* Representatives from the Michigan Township Participating Plan


### Solar Energy Regulation: Why Your Township Needs a Solar Ordinance

Townships are seeing a rapid increase in requests from energy providers and landowners to install solar energy arrays. Learn why having a well-crafted solar ordinance in place will allow your township to respond to these requests while ensuring that solar energy production is harmonious with surrounding land uses.

*Speaker:* Brad Fowler, Attorney, Mika Meyers



### Concurrent Educational Sessions 1 to 2:15 p.m.

**Beyond the Conflict:**  **Building a Better Board with Consensus** Building consensus is often confused with compromise. If only consensus were that easy! Explore what it takes to build the series of small agreements necessary to reach consensus, resulting in win/wins for your board and your community. Forget giving in a little and instead focus on how you can approach issues "differently" to assure all stakeholders are united with **One Voice!**

*Speaker:* Nancy Ohle, President, Professional Training & Development Resources

### Improving Your Township's Financial Reporting

Looking to modernize and digitize your financial reporting? Then this session is for you! Come hear about a new

partnership project working to create machine-readable audited financial statements. Explore the newly developed data standard, how it has impacted three pilot locations (a township, city and county) and how your township can get involved!

*Speaker:* Natalie Fitzpatrick, Project Manager, Center for Local, State, and Urban Policy, Gerald R. Ford School of Public Policy, University of Michigan

### Insights from Inside the Capitol

With the new 102nd Legislative session underway, learn firsthand the priorities the governor and the Legislature hope to achieve this year, and what the change in the House and Senate majority means. What are the policy and budget issues in store, how has the change in power in the House and Senate impacted the action at the state Capitol and how will this impact townships, and what relevance did redistricting have on the Legislature? Discover the answers to these questions and more, including how they may impact your community and its residents. Don't miss this opportunity to learn to navigate the issues and challenges of today's political landscape, as well as learn how you can influence both current and emerging issues.

*Speakers:* MTA Government Relations Staff

### The Pursuit of Great Township Governance

Good governance does not just happen because you are in charge! It requires a board culture that creates consistency and transparency in your processes. Effective township governance goes beyond operating within the law and practicing *Robert's Rules of Order*. It includes how you talk to each other, how you connect with your community and how you advance the township. It also includes how you delegate and hold people accountable. This session will focus on creating an intentional governance culture that serves your community.

*Speaker:* Susan Radwan, Owner, Leading Edge Mentoring

### Township Parks & Rec: Playful, Peaceful, Popular

Township trails and park popularity continues to grow around Michigan. Residents place a high value on access to green space and nature, but the benefits don't stop there! Your township parks and recreation program can improve the physical and mental health of those

you serve. They encourage more active lifestyles, increase property value and community engagement. Hear how other townships are getting into the great outdoors and walk away with ideas for enhancing your own!

*Speakers:* Wanda Bloomquist, Supervisor, Williamstown Township (Ingham Co.), and an invited panel of township officials

### What the Heck Are These FOIA Requests?

You just opened an email asking for a whole bunch of township records. Got your attention? Learn what the Freedom of Information Act (FOIA) requires and how all township officials must be prepared to respond. The basic steps for handling public requests for records will be highlighted.

*Speaker:* Catherine Mullhaupt, MTA Staff Attorney

### Why Most Fire Departments Aren't Ready for Electric Vehicles

The auto industry's shift to producing more electric vehicles has far-reaching consequences for your township fire department. When electric vehicles go up in flames or are involved in accidents, they present different challenges than cars involving gasoline. Michigan is leading the way in batteries across the United States, which means our buildings, roadways and communities must adapt. The changing technologies will impact equipment and staffing as well. Gain insights into the new risks and how you can help your community prepare and respond.

*Speaker:* Michael O'Brian, Fire Chief, Brighton Area Fire Authority, and Chair, International Association of Fire Chiefs Lithium-ion Battery Work Group

### Your Township's Ordinance Enforcement Policy

While there is no one-size-fits-all approach when it comes to townships, their ordinances and the best ways to enforce them, one thing is certain: the need for a consistent approach. Whether your township chooses proactive enforcement or is complaint driven, this session offers a better understanding of options for effective enforcement and strategies for documenting and pursuing violations to your township's ordinances.

*Speaker:* Seth Koches, MTA Legal Counsel, Bauckham, Thall, Seeber, Kaufman & Koches, PC

Concurrent educational sessions  
2:45 to 4 p.m.

### Breaking Down Barriers to Affordable Housing

Housing is the cornerstone of thriving communities, and every person deserves safe, affordable and quality housing. Townships will soon have more control and authority when it comes to defining affordable housing within their own borders. Learn what's new and what you can do, including incentives and partnership opportunities for stakeholders building or rehabbing affordable, long-term housing units in your community.

*Speaker:* Gary Heidel, Acting Executive Director, Michigan State Housing Development Authority

### Crossing the Generational Communications Divide

One of the biggest communications barriers across generations is negative perceptions of the other. Your board must stay united on important decisions for the benefit of your community, and every opinion has value. You can be more supportive and collaborative when you understand the motivation, and preferred communication style, of others. From Millennials to Baby Boomers, Generations X to Z, gain perspective on preferences, styles and interpretations to improve your board relations and enhance your efforts to achieve **One Voice**.

*Speaker:* Mary Gladstone-Highland, MPA, CFRE, CNP, Founder, Spark Group Consulting

### Here Comes the Sun: What Your Township Needs to do to Prepare for Solar Energy

As the state's climate plan continues to drive renewable energy standards, it's important that you understand both opportunities and challenges for your community. From siting and taxation to ensuring your zoning decisions weigh all the options, we'll help you get a handle on all the considerations and why you should plan now. Walk away with practical, first-hand advice from our panel of experts.

*Speakers:* Catherine Kaufman and Seth Koches, MTA Legal Counsel, Bauckham, Thall, Seeber, Kaufman & Koches, PC; and Sarah Banas Mills, PhD, Senior Project Manager, Graham Sustainability Institute, Lecturer, School for Environment and Sustainability, University of Michigan

## Keep Calm and Carry On

It's happening everywhere and with increasing frequency. Angry individuals unleashing their opinions with profanity and aggression—in your board meetings, your office, even in the parking lot. Often, the bullies come armed with a video camera (or worse!) and attempt to goad you into bad behavior. Next thing you know, it's all posted on social media. Maintaining your composure in the heat of the moment can be challenging, to say the least. Listen in as our experts break down this troubling behavior and offer techniques for handling these heated and uncomfortable situations, including what the law allows when constitutional lines are crossed.

*Moderator:* Nancy Ohle, President, Professional Training & Development Resources

*Panelists:* Steven Joppich, Shareholder, Rosati, Schultz, Joppich & Amtsbuechler, PC; Allie Walker, Vice President, Truscott Rossman; and Mike Wierenga, Co-founder, Two The Rescue LLC

## Modernizing Michigan's Waste Management

Landmark legislation recently updated Michigan's solid waste laws that hadn't been touched since the early 1990s. More recyclable material will now be diverted from landfills to recycling and composting. Learn more about the new tools your township has to increase waste diversion and protect the environment, and gain insights into regulatory and enforcement authority over composting and recycling facilities.

*Speakers:* Representatives from Michigan Department of Environment, Great Lakes, and Energy

## Practical Approach to Records Management

Get an overview of records management from retention and disposal schedules to storage and destruction techniques. Walk away with tips for email retention and reproduction, and ways to tame your "paper tiger."

*Speaker:* Sam Beland, Government Records Analyst, Records Management Services, Michigan Department of Technology, Management and Budget

## Special Considerations in Public Safety Employment

Employing fire and police personnel brings with it certain additional obligations, special considerations and specific rules. From increased collective bargaining rights to tricky run-ins with the First Amendment, there is no shortage of stumbling blocks for townships seeking harmonious employment relations. Learn the ins and outs of public safety employment and avoid the pitfalls awaiting unwary township employers.

*Speakers:* Helen "Lizzie" Mills and Chad Karsten, Attorneys, Fahey Schultz Burzych Rhodes PLC

## Under Siege: Increasing Concerns of Public-Sector Cybersecurity

We all understand physical security threats, but like so many other things during the pandemic, the virtual presence of threats is increasing in alarming numbers. Cyberthreats are everywhere, and they affect everyone. A growing number of local public entities (including townships, villages and school districts) are facing malicious cyberattacks, too. Fortunately, there are many things you can do to improve your township's cybersecurity. Learn more about state's cyber partners and how they can help your township prepare.

*Speakers:* Andy Brush, Michelle McClish and Donna Davis, Michigan Cyber Partners, Michigan Department of Management, Technology and Budget

## What YOU Need to Know about Your Township's Property Tax Rates

Every township—both general law and charter—has at least one "millage" provided by law, and many townships have additional voted millages providing revenues to the township. So every township board member must understand the board's responsibility to annually set and levy its current property taxes. Learn what the board is actually authorizing and options you have regarding your township's millage(s)—including scheduling millage ballot questions, setting the rate for the tax bill and approving the L-4029.

*Speaker:* Catherine Mullahaupt, MTA Staff Attorney

# Wednesday, April 19

## Plenary educational sessions 10:45 a.m. to noon

### BONUS! BREAKOUT SESSION

#### A Leader Worth Following

The world is starving for leaders who make a difference—those willing to step up to implement positive change and who are worthy of following. Our 2023 keynoter will explain various ways of approaching problems that allow people to come together, set aside misunderstandings, and utilize their own individual gifts to manage issues with vision and unity.

*Speaker:* MTA 2023 Conference Keynoter Randy Fox



## Elections Update

Hear directly from the Secretary of State's office and state Bureau of Elections on the hot issues in Michigan elections. Learn more about key topics for the 2023 election cycle, the changes and challenges that Proposal 2022-2 brings, legislative changes and so much more. Bring your questions!

*Speakers:* Representatives from the Bureau of Elections, Michigan Department of State

## Hot Issues for Township Fire Departments

Providing emergency and fire protection services for your community may be one of the more complicated (and critical!) services your township provides. This session, led by the state fire marshal, will help you get a handle on the hottest issues facing your township fire department, including required continuing education training for all fire department members, insights into recruitment and retention, the mental health of our first responders, and more. You won't want to miss this update!

*Speaker:* State Fire Marshal Kevin Sehlmeier, Bureau of Fire Services, Michigan Department of Licensing and Regulatory Affairs

## Raising Revenue in a Stagnant Economy

Every township faces increasing demands for service. Considering limited, diminishing and sometimes downright stagnant revenues to meet those demands, modern townships must get creative! Explore fundraising options from crowdsourcing to grants and donations, to user fees and special assessments. Review the basic elements, and critical legalities, of fundraising options, from how to accept donations and grants to how to establish user fees and charges while complying with *Bolt v. City of Lansing* rate-setting requirements.

*Speaker:* Steve Mann, Attorney, Miller Canfield

## Where the Rubber Meets the Road

Most townships find themselves on the front lines when it comes to the challenges (and frustrations) that revolve around roads, and misnomers abound regarding a township's authority and obligations. We'll help you navigate these treacherous avenues and provide a road map to help you understand where the rubber meets the road. Learn more about township's limited regulatory authority over roads and what options are available to your township if you choose to help fund and finance road improvements.

*Speaker:* Rob Thall, MTA Legal Counsel, Bauckham, Thall, Seeber, Kaufman & Koches, PC

## Concurrent educational sessions

1 to 2:15 p.m.

### Community Connection LIVE

Don't miss this peer-to-peer discussion of challenges and opportunities facing full-service townships. Participants are encouraged to contribute by bringing your own questions (or ideas!) to share with the panelists. Please remember that this discussion conveys the experience, advice and opinions of your fellow officials who may have handled similar situations in their own townships; it should not be construed as formal MTA or legal advice.

*Moderator:* Neil Sheridan, MTA Executive Director; panelists to be announced



## Dual-Use Solar Energy Projects

Renewable energy, particularly solar, is expanding the footprint of energy production into Michigan's rural communities. In some townships, solar energy applications are met with concerns about loss of agricultural land and the ability to produce food and fiber. But it doesn't have to be that way! Come learn how some communities are combining solar arrays with grazing, pollinator habitat and certain crops, and explore the real and potential benefits to soil, insects and crops (both on- and off-site). We'll share sample zoning language for large-scale utility projects and as a starting point for discussion when adopting or amending solar zoning regulation in your township.

*Speakers:* Charles Gould, Bioenergy Educator, and Mary Reilly, Land Use Educator, Michigan State University Extension; and a representative from Invenergy

## Government Oversight of Townships: Use of ARPA Funds

With a divided Congress and investigations expected to be in overdrive, learn how to prepare and respond to a federal audit or request for information on how your township spent its American Rescue Plan Act (ARPA) funds. Learn about documentation and audit requirements, and proper responses to federal and congressional inquiries.

*Speakers:* Ron Liscombe and Steve Mann, Attorneys, Miller Canfield

## How the New Wage and Hour Laws Impact Your Township

February brings the outcome of litigation involving the Earned Sick Time and the Improved Workforce Opportunity Wage Act. These laws impact, among other things, sick pay benefits and minimum wage for all Michigan employees. Join us as we break down the outcome of the battle between the Michigan Legislature and the Court of Claims, and walk away with clear guidelines on what wages and benefits Michigan townships must provide in 2023 and beyond.

*Speaker:* Michael Blum, Attorney, Foster Swift

## Road Relations: Stay in Your Lane

Explore the options and benefits of partnering with your road commission to fix the damn roads. We'll share practical strategies and stories of collaboration, and offer insights into what works and what doesn't!

*Speakers:* Joanna Johnson, Managing Director, Road Commission of Kalamazoo County, and Chair, Michigan's Transportation Asset Management Council; Rob Thall, MTA Legal Counsel, Bauckham, Thall, Seeber, Kaufman & Koches, PC; and Jennifer Tubbs, Manager, Watertown Charter Township (Clinton Co.), and Board Member, Michigan's Transportation Asset Management Council



.....  
**Concurrent educational sessions**  
**2:45 to 4 p.m.**  
 .....

**Advantages of Aerial Imagery**

Looking for a way to improve your sense of how (and where) your township is growing? Think the cost of aerial imagery puts it out of reach? Think again. Learn more about the benefits this technology brings to your township, from accurate assessing records to emergency services, and how partnering with the state's imagery program can bring the technology to your community.

*Speakers:* Everett Root and Ulrika Zay, Office of Technology Partnerships, Center for Shared Resources, Michigan Department of Technology, Management and Budget

**Dissecting Your Township's Zoning Decisions**

Renewable energy, marijuana and aggregate mining, oh my! How can you ensure that your township's zoning decisions survive legal scrutiny? Join us at this session; we can help! We'll walk you through different types of zoning decisions, and offer insights into considerations, appeal potential and more.

*Speakers:* Catherine Kaufman, MTA Legal Counsel, Bauckham, Thall, Seeber, Kaufman & Koches, PC; and Andy Moore, AICP, Williams & Works

**Examining Firefighter Compensation**

Townships have options when it comes to firefighter compensation—as volunteers, paid on-call, by the hour and as a salaried employee. What is the right method for your township? Learn how firefighters are classified in compliance with the Fair Labor Standards Act. We'll also review other special provisions applicable only in the public sector for calculating firefighter, EMTs and police wages, on-call time and other shift work or tour of duties.

*Speaker:* Cindy Dodge, MTA Member Information Services Liaison

**Express Yourself**

To establish and maintain clear communications with others, what we say is just as important as what we do! Learn how to create—and deliver—a clear, concise message and handle questions with tact and diplomacy. Join

**Taking Township Minutes**

Meeting adjourned? Time to prepare the minutes! You won't want to miss this review of requirements and recommendations when it comes to the official record of your township's meetings. You'll get tips on taking better minutes, including what should (and shouldn't!) be included and answers to the most commonly asked questions (like when minutes should be available). We'll also discuss where they must be published, how long they should be kept and much more.

*Speaker:* Cindy Dodge, MTA Member Information Services Liaison

**The Township Board Has One Voice— How Does it Sound?**

Whether you have a five- or seven-member board, every member has the same power ... one vote. A majority of those votes becomes the decision—and voice—of the board. Explore the importance, and power, of your board speaking with **One Voice** and walk away with tips to ensure your board's voice is loud and clear, instead of quiet and muffled.

*Speaker:* Mike Selden, MTA Director of Member Information Services

**What Changes Are Proposed for the MTA Policy Platform**

Learn about the proposed 2023 Policy Platform from a panel of MTA directors who serve on the MTA Legislative Policy Platform Committee. Panelists will discuss the proposed changes to the policy platform and receive comments from attendees. This session allows delegates to learn the rationale behind the proposed changes and have their

questions addressed prior to the Annual Meeting, where the proposed policy platform will be formally introduced.

*Speakers:* Members of the MTA Board of Directors and MTA Government Relations Staff

**What Your Township Can Do to Get Funded for Broadband**

Too many Michiganders are cut off from the opportunities that high-speed internet makes possible. Is your township struggling with good internet service? You won't want to miss this state and federal update on options and initiatives for bridging the digital divide! Come learn more about the Broadband Equity, Access and Deployment Program, a federal grant program designed to get all Americans online. We'll help you understand how your township can get involved.

*Speakers:* Ben Fineman, Federal Program Officer, Michigan Office of Internet Connectivity & Growth, National Telecommunications & Info Administration, U.S. Department of Commerce; and Eric Frederick, Chief Connectivity Officer, Michigan High-Speed Internet Office

**You've Got PFAS in Your Community! Now What?**

The number of Michigan communities contaminated with the highly toxic substance known as PFAS continues to grow. We'll share what you need to know on the importance of collaboration, from discovery of contaminated areas to ensuring public health protection, including community awareness.

*Speaker:* Abigail Henderson, Executive Director, Michigan PFAS Action Response Team

us for this review of verbal and non-verbal communication skills to help you strengthen your own style and gain a better understanding of what others may be conveying to you with their own body language.

*Speaker:* Cindy Lakin-Morley, Managing Partner, Morley Management Services LLC

### Introduction to Infrastructure Initiatives

Have you heard about Michigan's Water Asset Management Council? What about its "sister council," the Transportation Asset Management Council? Both groups were created to assist communities in understanding the condition of the infrastructure that residents and businesses rely on every day. They work with Michigan's Infrastructure Council on conditions, investments and more. Join us as we dig into asset management, including what it really means and how it can help your township. We'll explain what these important groups do and why it matters to townships.

*Speakers:* Ryan Laruwe, Executive Director, Michigan Infrastructure Council, Michigan Department of Treasury; Jennifer Tubbs, Manager, Watertown Charter Township (Clinton Co.); and Cameron Van Wyngarden, Superintendent, Plainfield Charter Township (Kent Co.)

### Know Your Boundaries

Township boundaries can and do change due to annexation, city incorporation and detachment, Act 425 and cooperative development agreements, and other adjustments. Transfers can occur from townships to cities and villages, from cities to townships, and even from one township to another township. Depending on the type of adjustment, they can happen before the State Boundary Commission or the county board of commissioners, or by agreement between the affected local units. Learn all about it in this informative presentation.

*Speakers:* William Fahey and Chris Patterson, Attorneys, Fahey Schultz Burzych Rhodes PLC

### Providing a Safe Township Workplace

Whether it's a tornado, freak blizzard, fire, or active shooter, every employer—and that includes townships—has a legal duty to create and maintain a safe workplace. In today's world, that means taking reasonable steps to protect every township team member in crisis situations. That obligation means every township needs to develop, and update, a disaster plan. Join us as we review the key steps to develop your unique plan and identify where you can get support. You can't afford not to have an updated disaster plan in place to protect your

township's most valuable asset, its people!  
*Speaker:* Karen Kienbaum, Founder and Principal, and Genevieve Adel, Associate Attorney, The Kienbaum Law Group, PC and Justus® Programs

### What Every Township Needs to Know about Investments

You won't want to miss this discussion on municipal investments, including a basic overview on strategies for rising and falling interest rate environments. We'll review investment options available to townships, potential changes to Public Act 20 and more!

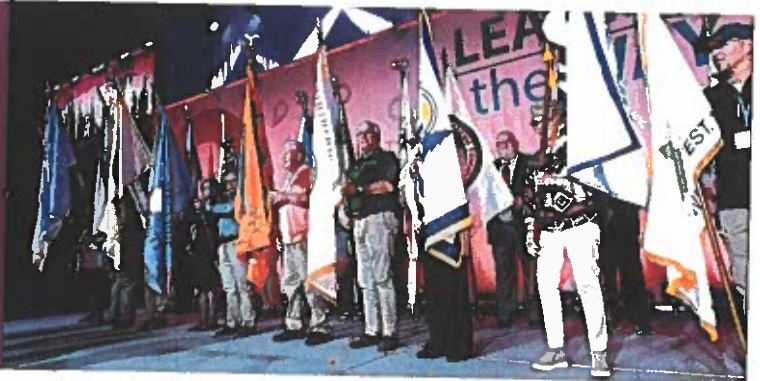
*Speaker:* Jeff Anderson, Director of Investment Services, Michigan CLASS, and former Finance Director/Deputy Treasurer for Delta Charter Township (Eaton Co.)

### What is the Open Meetings Act and Why Do I Need to Care?

The Open Meetings Act (OMA) is one of the most important laws you need to know about and understand as a township official. Minutes, closed sessions and special meeting requirements are all things governed at least in part by the OMA. Learn why it's so important and some of the pitfalls of not understanding it.

*Speaker:* Mike Selden, MTA Director of Member Information Services

Register today!



## The Township Parade of Flags will kick off MTA's 2023 Annual Conference's Opening Session on Tuesday, April 18.

Register today to take part in the Parade—what some attendees call "the most inspirational part of the Conference!" To register, fax this form to (517) 321-8908 or email your interest to [jenn@michigantownships.org](mailto:jenn@michigantownships.org) by April 7, 2023. Information and instructions will be emailed to all Parade participants prior to Conference.

Township/County \_\_\_\_\_  
Contact Person \_\_\_\_\_ Title \_\_\_\_\_  
Email Address \_\_\_\_\_

Questions? Call Jenn Fiedler at (517) 321-6467, ext. 229 or email [jenn@michigantownships.org](mailto:jenn@michigantownships.org).

# Public involvement in township decision-making

**P**ublic involvement in government decision-making is a fundamental element of democracy—and this is especially true at the local level. As township boards deliberate certain decisions and projects, an engaged and informed public can provide valuable input and insights on community values and priorities. Involving diverse public interests allows a variety of perspectives to be shared, contributing additional ideas and viewpoints.

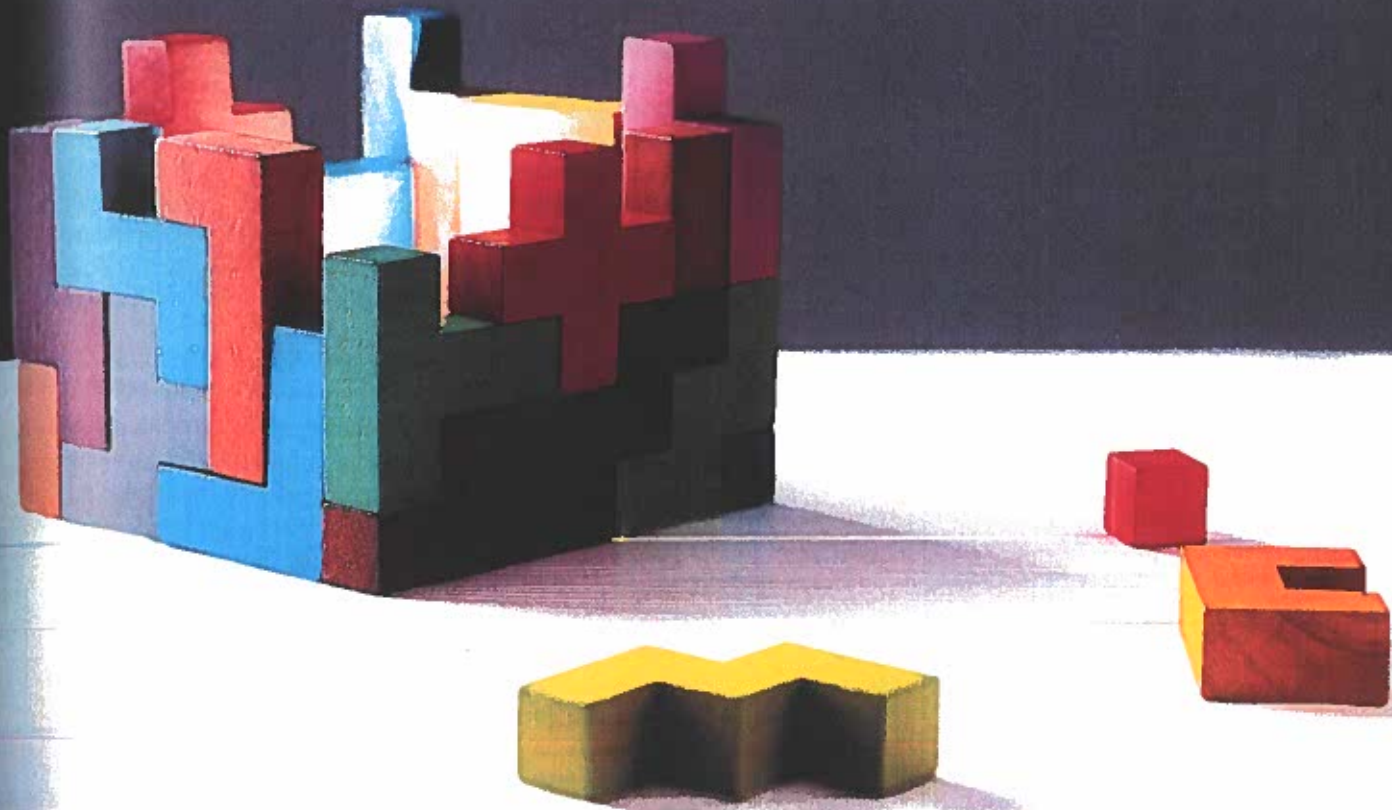
And, while township officials have no shortage of data at their fingertips, the varied experiences of community members can constitute another valuable “dataset” that is not available without providing the people an opportunity to participate and share their ideas. Regular dialogue between township officials and those they represent helps to build trust in communications and decision-making. Improved trust between the public and local government can, in turn, reduce conflict. Public involvement opportunities also allow community groups and other stakeholders to interact to help identify and share norms and values, which can build a foundation for cooperation, rather than confrontation.

The American Rescue Plan Act (ARPA) included \$362 billion in Coronavirus State and Local Fiscal Recovery Funds (SLFRF). These funds, along with additional funds included in the federal Infrastructure Investment and Jobs Act, represent significant opportunities for improvements in Michigan communities. Public engagement is critical in making plans and decisions for the use of this federal stimulus, and there are numerous strategies for local officials to consider as they plan these township investments.

## **Evolving roles of the public in local decisions**

Since the early 20th Century, the public hearing has been the most common means of involving the public in government policy development. State law requires public hearings in many instances, including before adoption of certain ordinances or when adopting the annual budget. This opportunity for public review and input allows community members and those impacted to review what is being proposed and to speak directly to the body considering the decision. Ironically, the public hearing often comes at the end of the policy development process. Among the many ways to involve the public, the public hearing may be the least effective. State statutes requiring public hearings establish the legal minimums for public participation. There is ample opportunity for townships to utilize other means of public engagement throughout their planning or policy development processes.

Effective citizen engagement obviously does not—and cannot—circumvent statutorily required public hearings. It can, however, supplement these hearings by engaging citizens more intentionally and much earlier in the decision-making process.



The goal is to empower people during policy development and garner input throughout the process, so that by the time of adoption of a plan, policy or regulation, when a hearing must be held, understanding already exists and comments offered at the hearing are constructive and not adversarial. Many communities today design their public participation with the explicit goal to minimize or eliminate contention and avoid major new issues being raised at the final required public hearing.

While there are many ways the public can participate in local government decisions, and many things that townships can do to encourage (or discourage) public participation, one of the most important aspects of any interaction between the township and its constituents is clear expectations. Townships and township officials, when soliciting public input, must be clear on how that input will be used.

If a resident gives input on an issue with the expectation that it will be used to help guide decisions, but then feels their input is disregarded, they will be less likely to participate in the future. However, if the township explains clearly how input will be used, or what the individual's role is in the process, then whether they are helping to make recommendations or simply giving feedback on a decision that has been made, at least they know their place in the process and are more likely to continue to participate.

One helpful framework in planning public engagement is the International Association of Public Participation's Public Participation Spectrum ([www.iap2.org/page/pillars](http://www.iap2.org/page/pillars)).

This framework defines the public's role in any given process, ranging from "Inform," where the governmental body commits to providing the public with objective information about a decision, to "Collaborate" where the public is a partner in input and solutions. Among the spectrum categories are:

- 1) **Inform.** Provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.
- 2) **Consult.** Obtain public feedback on analysis, alternatives and/or decisions.
- 3) **Involve.** Work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.
- 4) **Collaborate.** Partner with the public in each aspect of the process, including the development of alternatives and the identification of the preferred solution.

*(A fifth spectrum category, "Empower," placing decision-making in the hands of the public, is not applicable to township boards, which have the responsibility of final decision-making over township decisions.)*

Where on the spectrum a particular engagement opportunity lands may depend on multiple factors and is something that should be considered in the planning process. It is important to consider what type of feedback a township is looking for from its residents, how that feedback will be used, and what the goals of any engagement are.





Effective community engagement can be a very useful tool for the regular township planning cycle—such as budgeting, and capital improvement and strategic planning—as well as in instances such as determining how to use the township’s American Rescue Plan Act funding.

Once the township decides the purpose and scope of its public engagement effort, the next step is planning the actual engagement, including what methods will be used. Educational events, newsletters, websites, videos and social media posts are examples of tools used to **Inform** residents. These involve a one-way flow of information from township officials to the public, helping residents understand the issue and decisions.

At the **Consult** and **Involve** levels, information flows both ways, with the township helping residents understand the issue and possible decisions, and residents providing feedback to both identify possible solutions and inform the selection of the ultimate solution(s). This is sometimes accomplished through public hearings, town hall-style events, advisory committees, online surveys or focus groups.

Engagement at the **Collaborate** level requires more effort and time, as multiple opportunities for engagement are almost certainly required. These may use facilitated dialogue processes that engage residents in defining the issues and possible solutions. Residents may also provide input on the decision or decide collectively what recommendations to offer. “Collaborative governance” networks have also emerged as a strategy for collective decision-making and implementation of efforts involving government, community members, and private sector working together.<sup>1</sup> This can include both informal and formal relationships in problem-solving and decision-making in which a policy problem is identified, and those participating in the network collaborate to develop policies and solutions.

## Engagement boosts trust, support

While it is clear there are many issues causing division in society and government, trust in government is highest at the local level. Only 44% of respondents to Michigan State University’s 2022 State of the State Survey of Michigan residents said they trust the federal government at least “some of the time,” while just 47% said they trust state government. Nearly two-thirds (65%), however, trust their local government.

That trust in local government is important at a time when municipalities and counties are entrusted with unprecedented access to vast and varied sources of federal stimulus—though it also creates pressure to maintain and build that trust further. Townships and other local governments can, and should, continue to make efforts to increase that trust. Certainly, authentically engaging the public in decisions that significantly impact their communities now, and in the future, can only help.

Effective community engagement can be a very useful tool for the regular township planning cycle. In addition to the annual budget, many townships also annually prepare a capital improvements program (CIP)<sup>2</sup>, providing details and estimates of time and cost for needed capital investments in public structures or improvements. At first glance, this may seem to be a purely bureaucratic exercise, and perhaps it can be without much public involvement. However, many capital improvements amount to infrastructure that have physical development or land use associations for which public scrutiny is often high. Thus, many capital improvements are closely tied to the township master plan. In other words, infrastructure is appropriately planned and budgeted based on current and future land use, and wise land use policy is tied to infrastructure policy and provision. With such significance associated with these budgetary and land use decisions, public participation can provide important insights in determining the general order of priority, need or desire.

A township strategic plan—a short-term, implementation-oriented plan designed to be nimble and responsive to changes in the surrounding environment or circumstances of the community—is another regular local government planning exercise where effective public engagement can produce more broadly supported policies, more committed residents, and partnerships, resources and opportunities for implementation.

Take a moment to consider your township CIP, master plan and/or strategic plan. When was the last time each was updated? How engaged was the public in each process? How confident is the township board that these plans adequately identify, explain and set implementation for current community priorities? If concerned about lackluster public engagement in the past, fortunately, there’s always next year! Plan now to consider ways to improve the level of participation and engagement in future planning processes.

## Community decision-making for federal stimulus

More than 90% of Michigan's townships applied for and received their allocation of American Rescue Plan Act dollars, and many are continuing to consider how to best put those funds to use in their community. The money can be used under four broad categories: revenue replacement; public health and to offset negative economic impacts of the pandemic; premium pay for essential workers; and infrastructure investments in water, sewer and broadband infrastructure. (The funds can also be used to hire consultants to help the township administer the funds.) According to the MSU Extension Center for Local Government Finance and Policy, and as shown in the chart below, the majority of ARPA dollars have been designated by Michigan local governments for revenue replacement, with supporting public health and economic response the second highest portion.

The federal Infrastructure Investment and Jobs Act (IIJA) also presents an opportunity for communities to engage residents. According to the Citizens Research Council of Michigan<sup>4</sup>, Michigan could receive \$4.3 billion for transportation, water, broadband and electric vehicle charging infrastructure over five years. The IIJA includes local government match requirements, creating opportunities for public involvement in deciding local infrastructure investment priorities. While the funding presents another significant opportunity for transformative local projects, funding may well mostly go to the communities that are best positioned to apply for funds, not necessarily those that most need funding or that most effectively engage the public in project prioritization.

As with any expenditures, townships must ensure that any use of these funds is a lawful expenditure under state statute. Strategic use of ARPA and other federal funds have the potential to make significant positive impacts in Michigan communities by supporting significant investment in key areas of community vitality. According to the spring 2022 Michigan Public Policy Survey, in which MTA is a partner, from the University of Michigan's Center for Local, State, and Urban Policy, 67% of local leaders in Michigan expect ARPA funds to improve infrastructure somewhat or significantly in their

community. More than half (58%) expect it to improve their community's quality of life.

While capital improvements appear to be the most common planned use of ARPA funds, with 52% of local governments planning to spend on facilities such as public buildings, parks and other capital projects, the specifics of those projects vary, and it appears that many communities are not pursuing public engagement, collaboration or public-private partnerships to maximize the impact of this investment. According to the MPPS, just 15% of jurisdictions statewide have engaged their community members to gauge support for spending options. Only 20% have pursued regional or multi-jurisdictional collaboration on projects, and only 10% have pursued public-private partnerships. These strategies each present an opportunity to leverage the funds for greater impact.

Given the increased flexibility and ease of categorizing ARPA funds as revenue replacement, it is not surprising that most funds have been marked as such. These funds, however, still represent a great opportunity for townships and other local governments to make significant and necessary investments in their communities.<sup>5</sup> Even if categorized as revenue replacement, for many townships, the reality is that these funds will be surplus to existing funds, which could arguably be used to invest in the community's future.

It is very likely the U.S. Treasury's final rule allowing local governments to choose a standard allowance of up to \$10 million of revenue loss to be used for government services affected jurisdictions' decisions to engage the community in spending decisions. Still, there are inspiring examples of local governments effectively soliciting public opinion on the best use of ARPA funds. (Turn to page 23 to see how some townships have sought input and decided to put these dollars to use.) On a

broader level, and in ways that can be—and have been—replicated by townships, counties like Ottawa and Marquette have created web surveys to collect public opinion about priority ARPA funding. Marquette County's webpage states "The thoughtful allocation of this funding will improve the quality of life for the people living, learning and working in Marquette County." Ottawa County also appointed a COVID-19 ARPA Advisory Committee, with recognition that public input is a cornerstone of good governance. The committee, which includes representation by community members from a cross-section of local public and private organizations, has the sole purpose to guide how the county's \$57 million in ARPA funding will be distributed.

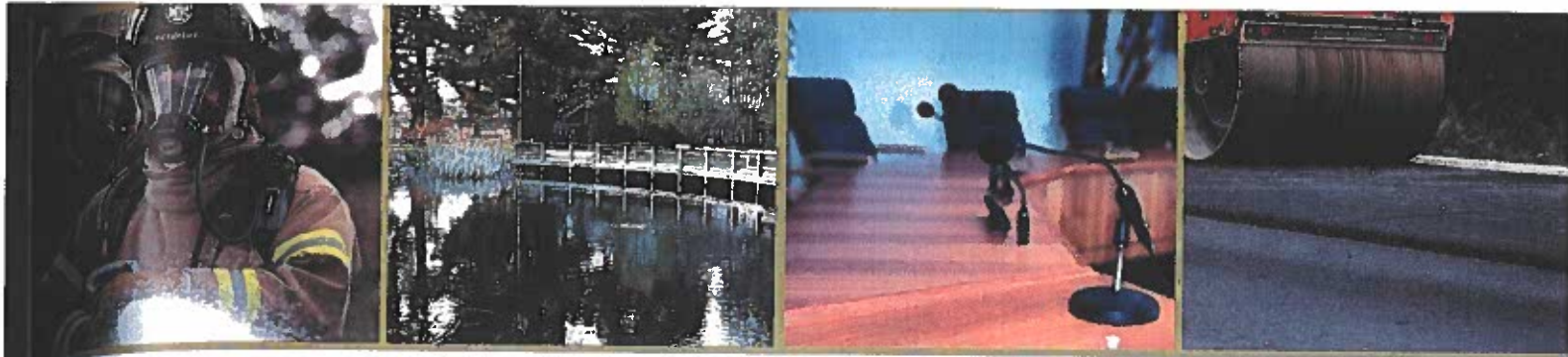
## Sample ARPA projects (revenue replacement)

- Bridge replacement
- Americans with Disabilities Act compliance renovations
- Fire trucks and emergency equipment
- Broadband access collaboration
- Replacing streetlights with LED
- Replacement of sports courts
- Community sustainability plan development
- Municipal office computer/information technology upgrades

## Summary of ARPA fund usage by expenditure category<sup>7</sup>

Expenditure Category	Obligated (\$)	Spent (\$)	Portion of Existing Project Funds Obligated	Projects (count)
Revenue replacement	\$541,497,365	\$274,093,460	72%	868
Negative economic impact	\$81,981,737	\$23,447,170	11%	100
Administrative	\$32,369,782	\$10,567,211	4%	49
Public sector capacity*	\$32,323,058	\$27,804,402	4%	56
Infrastructure	\$30,901,479	\$8,445,256	4%	109
Public health	\$20,596,866	\$14,228,991	3%	106
Premium pay	\$15,076,423	\$12,659,700	2%	41

\*Public sector capacity use falls under the public health/negative economic impact usage



# MTA asks: How is your township spending its American Rescue Plan Act funds?

## Letting firefighters know 'they are important to our community'

So far, **Boardman Township** (Kalkaska Co.) has awarded our first responders (volunteer firefighters) with a 20% premium pay retroactive to 2020 and 2021. We also have work to do on our dam that we may use some funds on.

To get ideas, I asked each board member to create a "Top 5 list" of items and then invited several community members to be on a committee. We met once a month for three months to discuss the board's "votes" and then discussed other things we could do to improve the community. We have a prioritized list, but have not yet acted on anything else.

I know that we would not have awarded premium pay to our firefighters if it hadn't been for ARPA. We are trying hard not to lose any more firefighters; it has been almost impossible to attract more to the job. So, the ARPA fund bonus is really aimed at letting them know they are important to our community and to retain them for the future.

—Trustee **David Witek**

## 'Benefitted the township in many ways'

**Eureka Charter Township** (Montcalm Co.) has made good use of our ARPA funds and is very appreciative of having them made available to us. We have made decisions on how to best use the money allotted to us:

**2022 efforts:** Purchase two acres of land by the township hall—future use coming; build two pickleball courts; add parking around our Flat River for kayak users to park; purchase of 100 mesh folding chairs; and improvements to township roads

**2023 plans:** Remodel kitchen in township hall; add to township playground area; create one-mile walking trail on property by the township pavilion; install additional parking area; and road improvements to the township roads

The township board made these decisions with township residents' input, research on various options and ideas generated from the board members. With the 2021 winter tax bill, we sent a survey asking for resident input, and also held a public hearing in January 2022 to garner additional input.

I highly doubt we would have been able to accomplish all of this without the ARPA money—we might have been able to do about a third of these projects. We have added to recreational opportunities for all ages, with plans to expand even more in this area. We have been able to make additional

improvements to our roads and will now be remodeling our kitchen, which is in use most weekends as many enjoy renting the hall for their personal family and friend get-togethers. The ARPA funds have benefited our township in many ways.

—Supervisor **Darcia Kelley**

## 'Involving all aspects of the community'

**Lawrence Township** (Van Buren Co.) created a committee of five people consisting of a board member, representatives from the school district and business district, and two members from the community. They met several times to create a list of projects that would be beneficial on which to spend the funds. The township board then voted to approve the list. We now have completed four projects off that list, which includes:

- Emergency services purchases, including toward new air packs, and an all-terrain vehicle to help navigate along our river banks for possible rescues of kayakers
- Funding toward community mental health programs
- Cemetery upgrades, including a new flagpole and utility vehicle for the sexton's use
- Township hall/senior center improvements, including parking lot upgrade and furnishings
- Funding to help upgrade community broadband

The committee decided on broadband as a major cost because our community needs better connections than we currently have. The big thing was to have a group from the community decide ways to spend the money and not just the township board, even though the board has to approve the decisions.

We, as a board, felt that we did a great job of involving all aspects of the community and creating a long "wish list." Those listed above are just a few of the projects we have either completed or are working through. We do expect our list may change as new things arise, and as a board, we will decide as time moves forward which are the priorities.

—Supervisor **Donna Spinner** and Clerk **Judy Janssen**

## 'Could never have done this without these funds'

In **Peacock Township** (Lake Co.), we asked our board members to come to a board meeting with a list of needs. From there, we selected which were most critical, including replacing the well and improving plumbing at the township hall; seating for the public, board and staff; hall furnishings,

# Supporting your first responders

Care and response following traumatic calls

**H**ow do townships respond after their first responders are exposed to a rough call? Do they “check in” and take care and support of their personnel and their families? The exposure to adrenaline, stress and trauma is nothing new in the first responder world, but as a profession and culture, we are finally beginning to talk more openly about this important topic.

With the implementation of wellness committees, peer support teams and psychoeducation specific to how trauma affects us and our loved ones, local officials, emergency services personnel, the industry and communities as a whole are beginning to pay more attention to this crucial topic—but there is much more to be done.

## What is your township doing after a critical incident?

A critical incident can be defined as, “A traumatic incident perceived, experienced or witnessed where a threat of death or serious injury to self or others, with a response of intense fear, helplessness or horror.”

There is so much more to this definition. This can be a first responder being exposed to their own potential life-and-death situation, or the serious injury or death of a patient or fellow first responder ... and the list can go on. Research and personal experiences tell us that how a first responder reacts to the critical incident can be very different for each person involved. Many first responders are affected by a critical incident to some extent, although some may not be affected at all for a variety of reasons. Township leaders, and departments’ organization, command structure, fellow responders and families must have a better understanding that it is not the critical incident itself, but the *meaning* it has for the individual that makes it traumatic. This is a very unfortunate misunderstanding that the emergency services

## About the article author

**Mike Wierenga** was a firefighter medical first responder for 18 years and in law enforcement for more than 30 years. He is currently the team leader for Grand Rapids Police Department’s Peer Support Team and co-founder of Two Throes Rescue Life Saving Training LLC. Wierenga has taught on critical topics, including first responder peer support, situational awareness, de-escalation techniques and more, for communities, as well as at MTA events. He recently taught a “Career Survival” program for the **Oxford Charter Township** (Oakland Co.) Fire Department staff and families.

Learn more from Wierenga at MTA’s 2023 Annual Conference, when he’ll teach “Keep Calm and Carry On,” with a panel of experts. Contact Wierenga at [info@twotherescue.com](mailto:info@twotherescue.com) or visit <https://twotherescue.com> for more information.



profession has dealt with for years. Too often, one might encounter finger-pointing comments, like “I was on that call. It wasn’t that bad, so why is it bothering him or her?” Every reaction is unique to the individual.

It is also critical to remember that while one call certainly can result in traumatic reactions, simply responding to calls, stresses and emergencies has a cumulative effect—and responders need support before they reach their breaking point.

### **Trauma affects responders differently**

There are a lot of reasons why a certain trauma-related call may or may not have an impact on your township’s emergency responders. How a person responds to trauma often depends on what kinds of internal and external resources they have in place to help them cope.

While emergency responders receive training to achieve their positions, training is certainly different than the actual calls themselves, which can have lasting, emotional impacts on individuals. And the effects will be different for each person. The everyday world comes with plenty of stressors—for first responders, their chosen profession or service to their community can add a veritable roller coaster ride of highs and lows, and is one with which not many others can fully understand or relate. Does the township have the right mindset to ensure their people have the tools they need to

feel supported and encouraged? Does the responder have good peer networking opportunities? Does the responder have support at home?

Another variable to consider can be traced back to the upbringing of the first responder, as explained in detail with research done on adverse childhood experiences. A study on such experiences conducted by the federal Centers for Disease Control and Prevention and Kaiser Permanente medical care consortium explored potentially traumatic events that occur before a child reaches the age of 18. Such experiences can interfere with a person’s health, opportunities and stability throughout his or her lifetime, including exposures to critical incidents as a first responder.

Vicarious or secondary trauma can potentially be brought into the homes of the first responder as well. This may influence the relationship with a responder’s spouse, family or whomever their support structure is in the home, including children. According to a study led by Dr. Rudy Arrenodo, director of the Southwest Institute for Addictive Diseases at Texas Tech University, children can develop traumatic stress vicariously by witnessing others’ experience of a traumatic event or by just knowing that a traumatic event was experienced by a loved one. This has never had more meaning to me until my own 13-year-old daughter wrote this in a school essay:

*As a police officer, my dad has gone through some difficult times. That can sometimes affect my family, especially me being old enough to understand and know what's going on in this world. Being a spouse of a first responder is hard. When your husband or wife comes home from an extensive, tiring and difficult day, they start to really process what happened that day. Everyone has different ways of coping, and that can be hard to understand as a spouse of a first responder. You may be thinking, "She's overreacting" or "It's not that hard to be a first responder." Yes, I know I am only in 8th grade, but as the oldest daughter of a police officer, and knowing what happens in my dad's daily life as a policeman, I know a thing or two about how stressful and difficult their days can be as a first responder.*

## Taking care of those who take care of us

First responders make a difference in their communities every day and night. "Strong Type A" personalities are drawn to this calling as they take charge, get things done, take control of complete chaos and fix things, often for complete strangers. Occasionally, the outcome isn't always a positive one and it may have an impact on these men and women in your township. What can your township—and individual officials—do to reach out to them?

Supporting first responders needs to be part of the township or department's (or multiple departments) culture. Townships can implement peer support teams, which can instill and normalize day-to-day interactions and checking in with emergency services personnel. It's imperative to change the focus from *resolving* issues to *preventing* issues. Some townships may be able to offer employee assistance plans through their benefits provider to offer mental health and other support.

Discussing stressors and trauma can be difficult for many individuals, but holding in trauma or pushing it down is unsustainable and potentially even dangerous. Township officials can help to instill a culture of support by having regular conversations with the fire or police chief—with discussions that go beyond budgets or needed equipment, and hearing what—and how—these public safety personnel are doing and handling on a regular basis. While this can take time to take root in a department, township officials and department chiefs can set intentions and make efforts to make this a reality.

First responders will experience many difficult events in their career; townships can help prepare them with the right tools to deal with the aftermath. These sacrificing individuals help their fellow human beings in their time of need. It is critical for townships to create a culture and, even further, specific programs to ensure that those who take care of us are also taken care of.

## Safety considerations for township buildings

There are myriad ways that townships work to keep their officials, personnel and residents stopping in at township facilities safe. The Whole Building Design Guide, in affiliation with the National Institute of Building Sciences, identifies four key elements that must be addressed to ensure safety in public buildings:

- **Fire protection**—Protecting buildings (and occupants) from fire and related hazards like smoke, heat and structural damage

*Building considerations:* Major walkways and fire exits should be clear of obstacles, smoke detectors should all be functioning, and a disaster plan should be written. This is, of course, in addition to the usual fire safety considerations.

- **Occupant safety and health**—Ensuring a building is suitable for occupancy by addressing air quality, electrical safety, fall hazards, ergonomics, and similar considerations.

*Building considerations:* Adding extra lighting, better ventilation, more sanitary facilities, and more maintenance and repair checks (as applicable). Monitoring and surveillance systems, and sensors can help notify occupants of incumbent problems.

- **Natural hazards protection**—Ensuring buildings can resist, better recover from, and protect inhabitants against natural disasters like floods and storms.

*Building considerations:* Structural changes to make a building more resilient, the use of resistant materials, and basic safety precautions are recommended.

- **Security**—Deterring and managing human threats.

*Building considerations:* Stable doors and windows, chain link fences, access-control measures, smart locks, smart security systems, human security personnel and panic buttons.

—Submitted by Janice Miller, Contributor,  
Safety Today

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