AGENDA – SPECIAL CITY COUNCIL MEETING  
March 23, 2020  
12:15 p.m.

1. CALL TO ORDER.

2. ROLL CALL.

3. ADOPTION OF AGENDA.

4. CITIZEN COMMENTS. (3-Minute Limit)

5. PUBLIC HEARING.

6. CONSENT CALENDAR.

A. Council for the Prevention of Child Abuse and Neglect’s Pinwheels for Prevention Demonstration: 
   Approve a request from the Council for the Prevention of Child Abuse and Neglect to conduct their Pinwheels for Prevention demonstration from April 1-30, 2020, in Governor Austin Blair Memorial Park.

B. Resolution of Support – Aesthetics for the Railroad Bridges at Jackson Street and Mechanic Street: 
   Adopt a Resolution of Support with the Michigan Department of Transportation of the Aesthetics for the Railroad Bridges of Jackson Street and Mechanic Street.

C. Receipt of the Draft 2020-2024 Five-Year Consolidated Plan and 2020-2021 Annual Action Plan Drafts for CDBG/HOME Funds and Authorization to Make Available for Public Comment: 
   Receive the draft Community Development Block Grant (CDBG) and HOME Investments Partnership Program (HOME) 2020-2024 Five-Year Consolidated Plan and 2020-2021 Annual Action Plan, and authorize distribution to receive public comment.
D. City of Jackson 2020 Capital Improvement Bonds – Bond Authorizing Resolution:
Adopt a Resolution Authorizing Issuance of City of Jackson 2020 Capital Improvement Bonds. (MLK Renovation Project)

E. Resolution for Alley Vacation – Northeast Corner of Louis Glick Highway and Jackson Street:
Adopt a Resolution approving an alley vacation request to vacate a public alley on the northeast corner of Louis Glick Highway and Jackson Street.

F. Resolution for Alley Vacation – South of Trail Street and North of Calhoun Street:
Adopt a Resolution approving an alley vacation request to vacate a public alley on the south of Trail Street and north of Calhoun Street.

G. EFM Limited Dividend Housing Association LLC – Revised PILOT Ordinance. (First Reading):
Approve an Ordinance granting a Payment in Lieu of Taxes Exemption to EFM Limited Dividend Housing Association LLC.

H. Award of Parks, Cemeteries and Downtown Mowing & Irrigation Contract:
Award the Parks, Cemeteries and downtown mowing and irrigation contract to Picture Perfect Lawn Care, LLC, Grass Lake, in the amount of $223,046.00.

I. 2020 Contract for Local Street Engineering:
Approve the award for the 2020 Local Street Engineering contract to Hubbell, Roth & Clark, Inc., of Jackson, for $156,080.70, and authorize the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

J. Award for the 2020 Non-Motorized Trail Contract:
Approval of the award for the 2020 Non-Motorized Trail contract to Rowe Professional Services, Co., Flint, for $132,804.87, and authorize for the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

K. Award for the 2020 Contract for Major Street Engineering:
Approve the award for the 2020 Major Street Engineering contract with Hubbell, Roth, and Clark, Inc., Jackson, for $147,443.80, and authorize the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

L. City-Owned, H4HH and City Grounds Maintenance Lot Mowing Contracts:
Award the contracts for City-owned, H4HH, and City grounds maintenance lot mowing for the 2020 season to the lowest responsible bidder, Alpha & Omega Construction.
M. Purchase of a New Kioti Tractor & Woods Finish Mower – Ella Sharp Park Golf Course:
Award the Parks, Recreation and Cemeteries at Ella Sharp Park Golf Course bid to purchase a new Kioti Tractor and Woods Finish Mower to Budd’s All Tractor, LLC in the amount of $49,030.05.

N. Dehumidification System – Water Treatment Plant:
Approve the bid from Aladdin Commercial and Industrial Contracting for the Water Treatment Plant Filter Gallery Dehumidification Project in the amount of $311,746.00.

O. Renew the Bid for Removal of Waste Water Sludge:
Approve the renewal of the bid for removal of the sludge at the Wastewater Treatment Plant by Bio Tech Argonomics, Inc.

7. OTHER BUSINESS.

8. NEW BUSINESS.
   A. Local State of Emergency.
      Recommendation: Consideration of the Local State of Emergency declaration.

9. ADJOURNMENT.
MEMO TO: Mayor and City Council Members
FROM: Jonathan Greene, City Manager
DATE: March 17, 2020
SUBJECT: Special Event Application for the Council for the Prevention of Child Abuse and Neglect’s Pinwheels for Prevention Demonstration

Recommendation:

Approve a request from the Council for the Prevention of Child Abuse and Neglect to conduct their Pinwheels for Prevention demonstration from April 1 – 30, 2020 in Governor Austin Blair Memorial Park.

Attached are memos from Cory Mays regarding the Special Event Application for the Council for the Prevention of Child Abuse and Neglect’s Pinwheels for Prevention Demonstration.

I recommend approval of the special event application for the Prevention of Child Abuse and Neglect’s Pinwheels for Prevention demonstration. Your consideration and concurrence is appreciated.

JG
MEMO TO: Jonathan Greene, City Manager

FROM: Cory L. Mays, Executive Director, DDA

DATE: March 17, 2020

RECOMMENDATION: Approve a request from the Council for the Prevention of Child Abuse and Neglect to conduct their Pinwheels for Prevention demonstration from April 1 – 30, 2020 in Governor Austin Blair Memorial Park.

SUMMARY: Annual kick-off of Child Abuse and Neglect Prevention Month, featuring Pinwheels as the national symbol for awareness and prevention.

DEPARTMENTAL APPROVAL SUMMARY

Approvals noted below by each department indicate they have been made aware of the request and the capacity of their department has been met. Conditions of their approval and special considerations are noted.

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<tr>
<th>DEPARTMENT</th>
<th>APPROVAL</th>
<th>DENIAL</th>
<th>ECONOMIC IMPACT</th>
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**TOTAL** $0.00

CONDITIONS & CONSIDERATIONS

None

INSURANCE STATUS

Hold Harmless and Indemnity Agreement on file and current (approved by the city attorney’s office)

ATTACHMENTS: Special Event Application: Council for the Prevention of Child Abuse and Neglect Pinwheels for Prevention demonstration
Date Received By DDA Office: 3/4/20  Time: 11 am  By: [Signature]

Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the Downtown Development Authority at least 60 calendar days before the first day of the event.

Event Name: **Pawwheels for Prevention**
Sponsoring Organization’s Legal Name: Council for the Prevention of Child Abuse & Neglect
Organization Address: 606 Greenwood Place
Tax I.D. Number: 38-2331754
Event Organizer: Travis J. Barnett  Title: Executive Director
Phone (work): 517-788-4279
Phone (during event): 517-788-4685
Agent’s Address: 606 Greenwood Place
Agent’s E-Mail Address: barnett@cjncjc.com
Organization Address: 606 Greenwood Place

Please give a brief description of the proposed special event: **Annual Kick-off of Child Abuse & Neglect Prevention Month. We will have comments from dignitaries, such as the Mayor. Pawwheels are the national symbol for Child Abuse & Neglect Prevention for the month of April.**

Event Day(s) and Date(s): **Mondays April 6, 2020**
Set-Up Date & Time: **April 1st @ 10 am**  Tear-Down Date & Time: **April 30th @ 10 am**
Event Location: [Event Location]

[Signature]
ANNUAL EVENT: Is this event expected to occur next year? (circle one) YES NO
How many years has this event occurred? 10 years

MAP: If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing:

(a) The assembly and dispersal locations and the route plan;
(b) Any streets or parking lots that you are requesting to be blocked off;
(c) The location of vendors, if any;
(d) An emergency vehicle access lane; and
(e) The location of restrooms and trash receptacles.

A final map, if different, must be provided seven (7) days before the event.

STREET CLOSURES: Start Date/Time: NO
Through Date/Time: 

RESERVED PARKING: Are you requesting reserved parking? (circle one) YES NO
If yes, list the number of street spaces, City lots or locations where parking is requested:

VENDORS: Food Concessions? YES NO Other Vendors: YES NO

EVENT SPONSORS: Do you have an event sponsor? If yes, please name:

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? YES NO
If yes, please attach liquor license and liquor liability insurance.
If yes, what time? ______________________ until ______________________

ENTERTAINMENT: Are there any entertainment features related to this event? YES NO
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule. All noise generated by entertainment must be in compliance with the City Noise Ordinance.

ATTENDANCE: What is the expected (estimated) attendance for this event? 30

AMUSEMENT: Do you plan to have any amusement or carnival rides? YES NO
If yes, you are required to obtain a permit through the City Clerk’s Office.
RESTROOMS: Are you planning to provide portable rest rooms at the event? YES   NO
If yes, how many? ________________________________

As an event organizer, you must consider the availability of restroom facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

ELECTRICAL POWER: Will the Event require electrical power? YES   NO
If yes, please explain the electrical requirements.

OTHER REQUESTS: (i.e., Police Department assistance, Fire Department, Neighborhood and Economic Operations Department, Parks and Recreation, water, street closures, electrical, etc.) Please note that additional requests may incur additional charges.

INSURANCE: All sponsors of special events must carry liability insurance as set forth in the Special Events policy. A copy of either a Hold Harmless Agreement or a certificate of insurance AND endorsement naming the City of Jackson and the DDA as additional insureds for a liability policy must be provided at least two (2) weeks prior to scheduled Council approval.

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:

1. I am the person with authority to act on behalf of the sponsoring organization.

2. I have submitted all required documents in support of the Special Events application, including insurance documents where applicable.

3. A $25 Special Event Application fee must be submitted along with this Special event Application.

4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional requirements made.

5. All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional named insured parties on the policy.
6. Fire Department permit and approval is required for events including display fireworks. XCU Fireworks Liability insurance is required for all fireworks displays.

7. The approval of this special event may include additional requirements, limitations, or fees, based on the City’s review of this application.

8. If I or my organization fail(s) to clean up and repair damages to the Event Area, my organization maybe billed for City services, and that failure to clean up and repair damage will be considered for future applications.

9. As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event.

10. By signing this Special Event Application, I declare I am 21 years of age or older.

11. If required to provide liability insurance, I will add the City of Jackson and the Downtown Development Authority as additional insureds on the sponsoring organization’s liability policy.

12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed or recovered against or from the City of Jackson its officer, employees and agents, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury or death arises out of or is incident to or in any way connected with or related to the special event.

\[2-2-2020\]  \[Signature of Sponsoring Organization’s Agent\]

RETURN THIS APPLICATION at least sixty (60) days before the first day of the event to: DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE, 5th Floor
JACKSON, MI 49201
HOLD HARMLESS AND INDEMNITY AGREEMENT

The undersigned, Travis J. Barnett, of Council for the Prevention of Child Abuse & Neglect, hereby agrees to assume all liability for and protect, indemnify, and save the City of Jackson, Michigan, its officers, directors, employees, volunteers, invitees, agents, and representatives (hereinafter “Indemnitees”) from and against all actions, claims, demands, judgments, losses, expenses, suits, action, or attorney fees, for any injury to or death of any person or persons, and loss or damage of the property of any person or persons whomsoever, including the volunteers, agents, contractors, subcontractors, and employees, of the undersigned or the Indemnitees arising in connection with, or as a direct or indirect result of, any activities conducted by the undersigned at the CAP Kickoff, including specifically the use of the City’s Austin Blair Park for the purpose of hosting a peaceful awareness rally, and all other activities associated with the CAP Kickoff, either prior to or subsequent to the event. The provisions of this agreement shall apply to each and every such injury, death, loss, or damage, however caused, whether due, or claimed to be due, to the undersigned’s negligence, the Indemnitees’ negligence, the undersigned’s and the Indemnitees’ combined negligence, or any other person’s negligence or wrongdoing; provided, however, the undersigned shall not be required to indemnify the Indemnitees for such injury, death, loss, or damage caused by the Indemnitees’ sole negligence.

The undersigned undertakes and assumes for its volunteers, officers, agents, contractors, subcontractors, and employees, all risk of dangerous conditions, if any, on or about any City owned or controlled property, including public ways.

The undersigned shall provide certificates of insurance, evidencing proof of Liability Insurance coverage for all activities associated with the event either prior to or subsequent to, in limits acceptable to the Indemnitees.

Date: 3-4-20

By: Travis J. Barnett

Printed Name

STATE OF MICHIGAN ) )SS: COUNTY OF JACKSON )

IN WITNESS WHEREOF, I have hereunder set my hand and seal this 4th day of March, 2020.

Aaron DeLong, Notary Public  County, Michigan  My Comm. Exp: 03/05/2025

[Notary Public Seal]
MEMO TO: Mayor and City Councilmembers  
FROM: Jonathan Greene, Interim City Manager  
DATE: March 17, 2020  
SUBJECT: Resolution of Support – Aesthetics for the Railroad Bridges at Jackson Street and Mechanic Street

Recommendation:

Adopt a Resolution of Support with the Michigan Department of Transportation of the Aesthetics for the Railroad Bridges at Jackson Street and Mechanic Street.

Attached is a report from Jon Dowling, City Engineer regarding a resolution of support with the Michigan Department of Transportation of the Aesthetics for the railroad bridges at Jackson Street and Mechanic Street.

I recommend adoption of the resolution. Your consideration and concurrence is appreciated.
MEMO TO: Jonathan Greene, Interim City Manager
FROM: Jon H. Dowling, P.E., City Engineer
DATE: March 17, 2020

RECOMMENDATION: Adopt a Resolution of Support with the Michigan Department of Transportation of the Aesthetics for the Railroad Bridges at Jackson Street and Mechanic Street

SUMMARY
The Michigan Department of Transportation (MDOT) is asking the City of Jackson to adopt a resolution to support the collaborative effort with MDOT for the aesthetic for the railroad bridges at Jackson Street and Mechanic Street.

BUDGETARY CONSIDERATIONS
No estimated costs to the City have been provided by MDOT at this time.

HISTORY, BACKGROUND and DISCUSSION
MDOT identified aesthetic and landscape concepts and elements that complement and integrate within the area’s physical context the operational improvements planned for the modernization of the I-94 Corridor in Jackson County, Michigan from M-60 to Sargent Road in 2014 thru 2016. The I-94 Aesthetic Design Guidelines document was created through a collaborative effort with local stakeholders and the public to identify and select aesthetic and landscape concepts to reflect the local community’s values and historical context. MDOT and the City would like to use the aesthetic design guidelines for the MDOT railroad bridges.

DISCUSSION OF THE ISSUE
The aesthetic treatments on the railroad bridges at Jackson Street and Mechanic Street have been developed based on the I-94 Aesthetic Design Guidelines.

POSITIONS
I request adoption of the resolution of support with the Michigan Department of Transportation of the Aesthetics for the railroad bridges at Jackson Street and Mechanic Street.

JHD/sms
RESOLUTION

BY CITY COUNCIL:

WHEREAS, the Michigan Department of Transportation (MDOT) identified aesthetic and landscape concepts and elements that complement and integrate within the area’s physical context the operational improvements planned for the modernization of the I-94 Corridor in Jackson County, Michigan from M-60 to Sargent Road in 2014 thru 2016; and

WHEREAS, the I-94 Aesthetic Design Guidelines document was created through a collaborative effort with local stakeholders and the public to identify and select aesthetic and landscape concepts to reflect the local community’s values and historical context; and

WHEREAS, the City of Jackson participated in a series of meetings with MDOT, Blackman Township and the Jackson County Department of Transportation to confirm the aesthetics for a gateway treatment at I-94 and Cooper Road; and

WHEREAS, MDOT is developing the plans for the replacement of the railroad bridges at Jackson Street and Mechanic Street; and

WHEREAS, the City is requesting that MDOT use the same Aesthetic Design Guidelines for these bridges as developed for I-94; and

WHEREAS, MDOT is asking the Jackson City Council to consider this project as a collaborative effort; and

WHEREAS, MDOT shall provide the construction cost participation agreement splitting the cost of the total project during final design and bid phase.

NOW, THEREFORE, BE IT RESOLVED that the Jackson City Council by this resolution hereby supports this collaborative effort with the Michigan Department of Transportation to move forward with the aesthetics for the railroad bridges at Jackson Street and Mechanic Street in the City of Jackson.

* * * *

State of Michigan )
County of Jackson )ss
City of Jackson )

I, Andrea Muray, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 17th day of March, 2020.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 18th day of March, 2020.

_________________________________ 
Derek Dobies, Mayor

_________________________________ 
Andrea Muray, City Clerk
MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, Interim City Manager
DATE: March 17, 2020

Recommendation:

Receive the draft Community Development Block Grant (CDBG) and HOME Investments Partnership Program (HOME) 2020-2024 Five-Year Consolidated Plan and 2020-2021 Annual Action Plan and authorize distribution to receive public comment.

Attached is a memorandum from Jennifer Morris, Director of the Department of Neighborhood & Economic Development, requesting City Council receive the draft 2020-2024 Five Year Consolidated Plan and 2020-2021 Annual Action Plan and authorize distribution to receive public comment.

I recommend approval of the request. Your consideration and concurrence is appreciated.

JG
DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, Deputy City Manager
FROM: Jennifer L. Morris, Director of Neighborhood & Economic Operations
DATE: March 17, 2020

SUMMARY
Receive the draft Community Development Block Grant (CDBG) and HOME Investments Partnership Program (HOME) 2020-2024 Five-Year Consolidated Plan and 2020-2021 Annual Action Plan and authorize distribution to receive public comment.

BUDGETARY CONSIDERATIONS
There are no budgetary considerations associated with the receipt of the draft Consolidated Plan and Annual Action Plan.

HISTORY, BACKGROUND and DISCUSSION
Every five (5) years, the City of Jackson is required to submit a Consolidated Plan to HUD, offering an opportunity to shape various housing and community development programs into effective strategies. The Consolidated Plan serves as the application for federal funds under HUD’s CDBG and HOME entitlement programs. The Consolidated Plan identifies goals and priorities, and provides a course of action in carrying out activities over the next five (5) years. It is also the planning document for assessing performance and tracking results in meeting HUD’s three (3) statutory goals in the development of viable urban communities: decent housing, suitable living environments, and expanded economic opportunities.

In addition to the Consolidated Plan, the City must prepare and submit Annual Action Plans. The Annual Action Plan is used to summarize the actions, activities, and programs to be financially supported with CDBG and HOME funds during the next year to address the priority needs and specific objectives identified in the Consolidated Plan, as well as certain other program requirements. The projects in the Annual Action Plan reflect City Council’s preliminary allocations made during its regular meeting on February 25, 2020.

DISCUSSION OF THE ISSUE
The Five-Year Consolidated Plan encompasses the time period of July 1, 2020 through June 30, 2025; the Annual Action Plan covers the first year from July 1, 2020 through June 30, 2021. To remain in compliance with HUD rules and regulations, the Consolidated Plan and Annual Action Plan must be available for a 30-day public review and comment period. Both Plans will be available electronically through the City’s website and hard copies will be available in City Hall at the Clerk’s Office (first floor) and NEO’s lobby (third floor), at the Jackson District Library’s Carnegie Branch downtown, at
Community Action Agency, and the three (3) public housing complexes at Reed Manor, Chalet Terrace, and Shahan-Blackstone North. A hard copy of the draft Plan will also be provided to the Mayor and Council Members.

Once distributed for public review and comment, neither the Consolidated Plan nor Annual Action Plan can receive substantial changes, such as adding or deleting priorities, goals, or projects. Minor modifications to correct typographical errors or add additional maps or charts are allowed; however, the basic intent of both Plans must remain unchanged.

HUD has not yet released the 2020-2021 formula allocations for CDBG or HOME; at this time, final allocations are scheduled to be made by City Council on April 28, 2020. The amount of funding for projects in the Annual Action Plan may be adjusted after notice of grant amounts but the general level will remain the same as preliminarily set by Council.

**POSITIONS**

Requested action is for City Council to receive the draft Five-Year Consolidated Plan and Annual Action Plan and authorize distribution for the 30-day public comment period between March 18 and April 20, 2020.

Attachment: 2020-2024 Five-Year Consolidated Plan and 2020-2021 Annual Action Plan
Community Development Block Grant (CDBG) HOME Investment Partnerships Program (HOME) 2020–2024 Five-Year Consolidated Plan 2020–2021 Annual Action Plan

Before

After

The attached document is a draft report. Please display until Monday, April 20, 2020

Citizens are encouraged to provide comments regarding this report in writing to:

Dept of Neighborhood & Economic Operations
ATTN: Michelle L. Pultz-Orthaus
161 W Michigan Ave, Jackson, MI 49201
E-mail: mpultz@cityofjackson.org
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Executive Summary

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

Introduction
The City of Jackson is a United States Department of Housing and Urban Development (HUD) entitlement community. As such, the City has been the recipient of Community Development Block Grant (CDBG) funds since 1974 and HOME Investment Partnerships Program (HOME) funds since 1991. Every five years the City of Jackson is required to submit a Consolidated Plan offering an opportunity to shape various housing and community development programs into effective strategies. The Consolidated Plan serves as the application for federal funds under HUD’s entitlement programs, provides a course of action in carrying out activities over the next five years, and is the planning document for assessing performance and tracking results. HUD’s three statutory goals—decent housing, suitable living environment, and expanded economic opportunities—are key in the development of viable urban communities. Eligible activities are principally targeted toward persons of low- and moderate-income.

This Five-Year Consolidated Plan will cover the time period of July 1, 2020 through June 30, 2025, which is also referred to as Program Years 2020 to 2024. In addition to the Consolidated Plan, the City must complete and submit annual Action Plans and Consolidated Annual Performance and Evaluation Reports (CAPER).

The Consolidated Plan consists of the following sections:

- **Process** – describes the consultation and citizen participation process used to collect public input for the City’s community development and housing needs. Citizens were also provided 30 days to review and comment on this Consolidated Plan and accompanying Annual Action Plan.
- **Needs Assessment** – analyzes the needs related to affordable housing, special needs housing, community development, and homelessness.
- **Market Analysis** – examines demographics, the supply of affordable units and associated housing market, other conditions that impact community development, and the programs designed to address those needs.
- **Strategic Plan** – specifies goals to address the priority needs Jackson will address with the limited resources available.

The Consolidated Plan also includes the first year (2020-2021) Annual Action Plan which describes the planned investment of CDBG and HOME funds to implement specific activities to satisfy overarching strategic goals.

Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview
The Needs Assessment of the Consolidated Plan, in conjunction with information gathered through consultations and the citizen participation process, provides a picture of the City’s needs related to affordable housing, special needs housing, community development and homelessness. The Needs Assessment is subdivided as follows:

- **Housing Needs Assessment** - reviews housing needs according to the categories listed in the regulations, including income level, tenure, and household type, and by housing problems, including cost burden, overcrowding, and substandard housing conditions.
• **Disproportionately Greater Need** - a disproportionately greater need exists when the members of racial or ethnic group at a given income level experience housing problems at a greater rate (10% or more) than the income level as a whole.

• **Public Housing** - identifies public housing within the City's boundaries and the needs of public housing residents.

• **Homeless Needs Assessment** - describes the nature and extent of homelessness within the City of Jackson.

• **Non-Homeless Special Needs Assessment** - describes the level of housing need for persons who are not homeless but require supportive housing, including the elderly, frail elderly, persons with disabilities, persons with alcohol or other drug addiction, persons with HIV/AIDS and their families, public housing residents, and other similar categories.

• **Non-Housing Community Development Needs** - summarizes the City's priority non-housing community development needs, including the need for public facilities, public improvements, public services, and other eligible uses of CDBG.

The level of need in Jackson is always greater than the limited amount of CDBG and HOME funds received annually. Jackson plans to target resources in the three (3) most distressed areas of the City – West of Henry Ford Allegiance Health, East of S. Martin Luther King Jr. Dr., and West of S. Martin Luther King Jr. Dr. The number of funded activities will remain low in an effort to increase their effectiveness which will include Homeowner Rehabilitation, Public Facilities/Infrastructure Improvements, Code Enforcement, Residential Demolition, Public Services, and New Construction by the City’s Community Housing Development Organization (CHDO), the Greater Jackson Habitat for Humanity.

**Evaluation of past performance**
The City of Jackson demonstrated timely and responsible progress in meeting the goals and objectives stated in the 2015 – 2019 Consolidated Plan. Staff ensured compliance with all rules and regulations associated with the respective CDBG and HOME grants. Detailed progress evaluations are available in the yearly Consolidated Annual Performance and Evaluation Reports (CAPER) submitted to HUD and posted on the City’s website.

**Summary of citizen participation process and consultation process**
Citizen participation and stakeholder consultation is an integral part of the Consolidated Plan process. The City’s Citizen Participation Plan outlines the procedures and means by which citizens and stakeholders may provide meaningful input.

A Public Hearing to receive citizen input on the housing and community development needs was held during the January 28, 2020 regular City Council meeting. Staff’s participation with the Jackson County Continuum of Care (CoC) garnered input from the various public, private, and faith-based organizations focused on low-income housing and homelessness. Staff also solicited input from organizations who serve the low-income community but do not participate in the CoC, such as the United Way of Jackson County.

A draft copy of the Consolidated Plan was received by City Council on March 17, 2020 and made available for public review and comment on March 18, 2020. Citizens were afforded a 30-day period in which to submit oral or written comment about the Consolidated Plan and Annual Action Plan, culminating on April 20, 2020. Citizens are also able to express concerns or comments at any time during the year before City Council meetings or by contacting grant staff.
Summary of public comments

January 28, 2020 Public Hearing – City Council received a letter from the CoC which outlined three potential uses for CDBG funds as follows:

1. Housing rehabilitation and services for elderly citizens allowing them to age in place. In response, the City has provided homeowner rehabilitation through low cost, deferred, and forgivable loans for decades.
2. Waive permit fees or institute a rental rehabilitation program for landlords accepting tenants with Section 8 vouchers. In response, the City waives permit fees for handicap ramps installed by disAbility Connections but is not able to operate an effective Building Inspection service without the revenue to support it. A recent attempt to provide lead hazard control services to landlords housing low-income tenants with children under 6 years of age failed due in part to reluctance of landlords to participate.
3. Cover housing costs, including payment of property taxes and special assessments, for cost burdened low-income homeowners. In response, the City does pay the special assessments charged to very low-income homeowners when associated with a CDBG-funded street reconstruction project when the homeowner applies and is determined eligible. Paying property taxes with CDBG is an ineligible use of funds, as is subsistence payments in excess of three (3) months.

Two citizens spoke at the public hearing. Citizen JK suggested using CDBG to offset the cost of permits to maintain homes and initiate programs to get homeless individuals into properties owned by the City. Citizen PB offered an idea of using CDBG to help with prisoner re-entry.

Consolidated Plan/Annual Action Plan 30-day Comment Period - TBD

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

No comments or views were declined by the Jackson City Council; however, due to various federal rules and regulations, the City is not able to enact certain suggestions. The City already has programs in place to address some of the other suggestions, such as homeowner rehabilitation and payment of special assessments, and notes there are other funding resources available in the community for other suggestions, such as prisoner re-entry.

Summary

The Jackson City Council encourages all citizens to participate in not only the CDBG/HOME planning process, but in all processes of the local government. At the beginning of each City Council meeting, citizens are allowed time to address the Mayor, City Manager, Councilmembers and department heads on matters that concern them. Council meetings are usually held on the second floor of City Hall, which can accommodate persons with disabilities. Meetings are shown live on a local public access television station, JTV, which also replays the meetings at various other times throughout the week.

Oftentimes there simply are not enough resources available to consider implementing every suggestion posed. Other suggestions may not fit the Council’s vision and goals for the City and are taken in abeyance. There have also been several times in which citizen’s comments and suggestions have been executed and helped shape the way the City of Jackson operates.
The Process

PR-05 Lead & Responsible Agencies 24 CFR 91.200(b)

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

Following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

<table>
<thead>
<tr>
<th>Agency Role</th>
<th>Name</th>
<th>Department/Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDBG Administrator</td>
<td>JACKSON</td>
<td>Neighborhood &amp; Economic Operations</td>
</tr>
<tr>
<td>HOME Administrator</td>
<td>JACKSON</td>
<td>Neighborhood &amp; Economic Operations</td>
</tr>
</tbody>
</table>

Table 1 – Responsible Agencies

Narrative

Staff in the City’s Department of Neighborhood & Economic Operations (NEO) administers both the CDBG and HOME grants. Grant administration includes, but is not limited to, researching and analyzing Census data; preparing and submitting the Consolidated Plan, Action Plan, Annual Performance Report, and other reports required by HUD or requested by City Council; performing environmental reviews; maintaining files and records relating to overall grant administration; monitoring subgrantee performance and providing technical assistance when necessary; reviewing payment requests for eligibility and accuracy; and the financial responsibilities of the grants such as preparing regular drawdowns and reconciling financial records.

Consolidated Plan Public Contact Information

City of Jackson
Department of Neighborhood & Economic Operations
ATTN: Michelle L. Pultz-Orthaus
161 W Michigan Ave, 3rd Floor
Jackson, MI 49201
517-768-6436; mpultz@cityofjackson.org
Introduction

Staff in the City of Jackson’s NEO is responsible for preparing the Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance and Evaluation Report (CAPER). This section summarizes the consultation and citizen outreach conducted during the planning process.

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

The City’s current Grant Coordinator participates in the monthly Continuum of Care (CoC) meetings and served as past co-chair for several years. A four (4) year change in job duties required the Grant Coordinator to step down from the CoC but has recently begun participating again when re-assigned administration of the CDBG and HOME grants. The current Grant Coordinator also served as the Jackson Housing Commission’s President of the Board of Commissioners from 2013 through 2017. Due to the increased level of work responsibilities, the Grant Coordinator felt it was a disservice to the Housing Commission to continue serving on the Board.

Both of these prior positions proved extremely insightful to the true nature of the City’s homeless and low-income populations. Continued participation with the CoC allows for ongoing interaction with the various service providers and awareness of current and emerging conditions in the community.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness

The Community Action Agency (CAA) is the lead agency for the CoC and also serves as the CoC’s fiduciary. The CoC votes on activities to fund with grants it receives from HUD and the State of Michigan, and monitors the progress of those grants through monthly, quarterly, and annual reports and discussion. CAA also receives Supportive Services for Veteran Families (SSVF) from the Department of Veterans Affairs which is also included in reports to the CoC.

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

The CoC is charged with setting priorities for Emergency Solutions Grant (ESG) funds received through the State of Michigan. Various subcommittees of the CoC, such as Steering, Quality Control, and Housing review applications and make recommendations to the CoC body for allocation purposes. Regular consultation and reporting ensures that the use of ESG remains consistent with CoC priorities.
Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities.

<table>
<thead>
<tr>
<th>Agency/Group/Organization</th>
<th>Community Action Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency/Group/Organization Type</td>
<td>Housing</td>
</tr>
<tr>
<td>Services: housing, homeless, education</td>
<td></td>
</tr>
<tr>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Housing Need Assessment</td>
</tr>
<tr>
<td>Homelessness Strategy</td>
<td></td>
</tr>
<tr>
<td>Homeless Needs: chronically homeless, families with children, Veterans, unaccompanied youth</td>
<td></td>
</tr>
<tr>
<td>Non-Homeless Special Needs</td>
<td></td>
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<tr>
<td>Market Analysis</td>
<td></td>
</tr>
<tr>
<td>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</td>
<td>Participation in CoC, direct consultation, email consultation.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency/Group/Organization</th>
<th>Jackson Housing Commission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency/Group/Organization Type</td>
<td>Housing</td>
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<tr>
<td>PHA</td>
<td></td>
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<tr>
<td>Services: housing, homeless</td>
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<tr>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Housing Need Assessment</td>
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<tr>
<td>Public Housing Needs</td>
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<tr>
<td>Homelessness Strategy</td>
<td></td>
</tr>
<tr>
<td>Homeless Needs: chronically homeless, families with children, Veterans</td>
<td></td>
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<tr>
<td>Non-Homeless Special Needs</td>
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<tr>
<td>Market Analysis</td>
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<tr>
<td>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</td>
<td>Participation in CoC, direct consultation, email consultation.</td>
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<th>Agency/Group/Organization</th>
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<tbody>
<tr>
<td>Agency/Group/Organization Type</td>
<td>Housing</td>
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<tr>
<td>Services: housing, children, homeless</td>
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<tr>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Housing Need Assessment</td>
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<tr>
<td>Homelessness Strategy</td>
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<tr>
<td>Unaccompanied youth</td>
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<tr>
<td>Non-Homeless Special Needs</td>
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<tr>
<td>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</td>
<td>Participation in CoC.</td>
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<td>Agency/Group/Organization</td>
<td>Agency/Group/Organization Type</td>
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<tr>
<td>Training and Treatment Innovations</td>
<td>Housing Services; persons with disabilities, homeless, health</td>
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<tr>
<td>Agency/Group/Organization</td>
<td>Jackson Interfaith Shelter</td>
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<tr>
<td>Agency/Group/Organization Type</td>
<td>Housing</td>
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<tr>
<td>Services: housing, children, homeless</td>
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<tr>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Housing Need Assessment</td>
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<tr>
<td>Homelessness Strategy</td>
<td></td>
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<tr>
<td>Homeless Needs - Chronically homeless</td>
<td></td>
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<tr>
<td>Homeless Needs - Families with children</td>
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<tr>
<td>Homelessness Needs - Veterans</td>
<td></td>
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<tr>
<td>Homelessness Needs - Unaccompanied youth</td>
<td></td>
</tr>
<tr>
<td>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</td>
<td>Participation in CoC</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Agency/Group/Organization</th>
<th>Legal Services Of South Central Michigan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency/Group/Organization Type</td>
<td>Housing</td>
</tr>
<tr>
<td>Services: housing, children, elderly persons, persons with disabilities, persons with HIV/AIDS, victims of domestic violence, homeless, health, fair housing, victims</td>
<td></td>
</tr>
<tr>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Housing Need Assessment</td>
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<tr>
<td>Homelessness Strategy</td>
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<td>Non-Homeless Special Needs</td>
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<td>Market Analysis</td>
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</tr>
<tr>
<td>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</td>
<td>Participation through CoC, direct consultation, email consultation.</td>
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<tr>
<th>Agency/Group/Organization</th>
<th>disAbility Connections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency/Group/Organization Type</td>
<td>Housing</td>
</tr>
<tr>
<td>Services-Persons with Disabilities</td>
<td></td>
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<tr>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Housing Need Assessment</td>
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<tr>
<td>Homelessness Strategy</td>
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<td>Non-Homeless Special Needs</td>
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<tr>
<td>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</td>
<td>Participation through CoC</td>
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<table>
<thead>
<tr>
<th>Agency/Group/Organization</th>
<th>Department of Health &amp; Human Services</th>
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<tbody>
<tr>
<td>Agency/Group/Organization Type</td>
<td>Housing</td>
</tr>
<tr>
<td>Services: housing, children, elderly persons, persons with disabilities, victims of domestic violence, health</td>
<td></td>
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<tr>
<td>Health Agency</td>
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<tr>
<td>Child Welfare Agency</td>
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<tr>
<td>Other government - State</td>
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<td></td>
<td>Agency/Group/Organization</td>
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<tr>
<td>11</td>
<td>Henry Ford Allegiance Health</td>
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</tbody>
</table>

What section of the Plan was addressed by Consultation?
- Homelessness Strategy
- Non-Homeless Special Needs

How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
- Participation through CoC
<table>
<thead>
<tr>
<th>12</th>
<th>Agency/Group/Organization</th>
<th>United Way of Jackson County</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Agency/Group/Organization Type</td>
<td>Services: housing, children, elderly persons, persons with disabilities, victims of domestic violence, homeless, health, education, employment</td>
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<tr>
<td></td>
<td></td>
<td>Foundation</td>
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<tr>
<td></td>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Housing Need Assessment</td>
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<tr>
<td></td>
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<td>Non-Homeless Special Needs</td>
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<td></td>
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<td>Economic Development</td>
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<td></td>
<td>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</td>
<td>Email consultation</td>
</tr>
</tbody>
</table>

Table 2 – Agencies, groups, organizations who participated

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

Efforts were made to include a wide range of community stakeholders in the consultation process; no agency was intentionally excluded from participation.

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

<table>
<thead>
<tr>
<th>Name of Plan</th>
<th>Lead Organization</th>
<th>How do the goals of your Strategic Plan overlap with the goals of each plan?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuum of Care</td>
<td>Community Action Agency</td>
<td>The CoC works to support homeless individuals and families work toward self-sufficiency.</td>
</tr>
<tr>
<td>Five-Year Plan</td>
<td>Jackson Housing Commission</td>
<td>Five-year plan of the local Public Housing Authority which overlaps in multiple areas relating to the housing needs of the low-income community.</td>
</tr>
<tr>
<td>2016 Community Master Plan</td>
<td>City of Jackson</td>
<td>This comprehensive plan focuses on housing, economic development, land use, transportation, health, community facilities, services, and other related topics.</td>
</tr>
<tr>
<td>Comprehensive Economic Development Strategy</td>
<td>Region 2 Planning Commission</td>
<td>Provides an analysis of the local economy, identification of economic development goals and strategies, and efforts to reduce unemployment and increase income.</td>
</tr>
</tbody>
</table>

Table 3 – Other local / regional / federal planning efforts

**Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(l))**

City of Jackson leaders and staff maintain an open cooperative effort with the County of Jackson and surrounding townships to the extent possible as it impacts each of the communities and the County as a whole. Efforts to assist the Jackson Housing Commission obtain other funding sources to implement its Rental Assistance Demonstration (RAD) conversion will continue. City staff consults with the Jackson County Health Department and various departments of the State of Michigan to improve the health and livability of the community.
PR-15 Citizen Participation – 91.105, 91.115, 91.200(c) and 91.300(c)

Summarize citizen participation process and how it impacted goal-setting

The City of Jackson follows its Citizen Participation Plan to encourage citizen participation in the planning and utilization of CDBG and HOME funds. A public hearing is held in January to receive comments on the housing and community development needs in the City before the Consolidated Plan and/or Annual Action Plan is available for citizen comment. Notice of the public hearing is available on the City's website and printed as a display ad in two local newspapers no less than ten (10) days in advance of the hearing. All views and comments are considered and incorporated in the appropriate plan.

Once the Consolidated Plan and/or Annual Action Plan is in draft form, the public is provided 30 days to review and submit comments; notice of the availability of the plan is again published in the two newspapers and listed on the City's website. Hard copies are made available at two (2) locations in City Hall, at the Community Action Agency, the main branch of the Jackson District Library, and the three (3) public housing complexes; an electronic version is available through the City's website. All views and comments are considered and incorporated in the appropriate plan.

The public is also notified when the City submits its Request for Release of Funds via newspapers and the City's website, and allows for no less than 15 days to submit comments. If a substantial amendment is required during the course of the program year, hard and electronic copies are made available at the locations noted above with the notice of availability published in the local papers and on the website. Citizens are provided no less than 30 days within which to submit written comments and/or to attend a public hearing to provide oral comments. The annual report is published and distributed in the same manner as described above, culminating in a public hearing after a 15 day comment period.

Citizen Participation Outreach

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Mode of Outreach</th>
<th>Target of Outreach</th>
<th>Summary of response/attendance</th>
<th>Summary of comments received</th>
<th>Summary of comments not accepted and reasons</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Public Hearing</td>
<td>Minorities</td>
<td>A public hearing was held before the Jackson City Council on January 28, 2020. The Co-Chair from the Jackson County Continuum of Care presented the letter submitted by the CoC; two other citizens spoke during the public hearing.</td>
<td>Housing rehabilitation and services for the elderly allowing them to age in place; waiving permit fees for low-income homeowners and landlords accepting Section 8; rental rehab for landlords accepting Section 8; paying property taxes and special assessments for low-income homeowners; maintain homes to house the homeless; prisoner re-entry.</td>
<td>No comments or views were declined by the Jackson City Council; however, due to various federal rules and regulations, the City is not able to enact certain suggestions. The City already has programs in place to address some of the other suggestions and notes there are other funding resources available for other suggestions.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Persons with disabilities</td>
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<td></td>
<td>Non-targeted/broad community</td>
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<td></td>
<td></td>
<td>Residents of Public and Assisted Housing</td>
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<tr>
<td>Sort Order</td>
<td>Mode of Outreach</td>
<td>Target of Outreach</td>
<td>Summary of response/attendance</td>
<td>Summary of comments received</td>
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</tr>
<tr>
<td>2</td>
<td>Newspaper Ad</td>
<td>Minorities</td>
<td>Notice of the Public Hearing; availability of the draft Consolidated Plan and Annual Action Plan in both hard copy and electronic form and time within which to submit comments.</td>
<td>No written comments were received.</td>
<td>No written comments were received.</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Persons with disabilities</td>
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<tr>
<td>2</td>
<td></td>
<td>Non-targeted/broad community</td>
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<tr>
<td>2</td>
<td></td>
<td>Residents of Public and Assisted Housing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Internet Outreach</td>
<td>Non-targeted/broad community</td>
<td>No written comments were received.</td>
<td>No written comments were received.</td>
<td>No written comments were received.</td>
</tr>
<tr>
<td>4</td>
<td>Jackson District Library Carnegie Branch</td>
<td>Minorities</td>
<td>Hard copy of Consolidated Plan and Annual Action Plan made available in the Resource Center for public review and comment.</td>
<td>No written comments were received.</td>
<td>No written comments were received.</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Persons with disabilities</td>
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<tr>
<td>4</td>
<td></td>
<td>Non-targeted/broad community</td>
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</tr>
<tr>
<td>5</td>
<td>Jackson Housing Commission</td>
<td>Minorities</td>
<td>Hard copy of Consolidated Plan and Annual Action Plan made available for public review/comment at three locations: Chalet Terrace, Reed Manor, and Shahan-Blackstone North.</td>
<td>No written comments were received.</td>
<td>No written comments were received.</td>
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<tr>
<td>5</td>
<td></td>
<td>Persons with disabilities</td>
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<tr>
<td>5</td>
<td></td>
<td>Residents of Public and Assisted Housing</td>
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</tr>
<tr>
<td>Sort Order</td>
<td>Mode of Outreach</td>
<td>Target of Outreach</td>
<td>Summary of response/attendance</td>
<td>Summary of comments received</td>
<td>Summary of comments not accepted and reasons</td>
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<tr>
<td>6</td>
<td>Community Action Agency</td>
<td>Minorities</td>
<td>Hard copy of Consolidated Plan and Annual Action Plan made available in CAA's lobby for public review/attendance.</td>
<td>No written comments were received.</td>
<td>No written comments were received.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Persons with disabilities</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Non-targeted/broad community</td>
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<tr>
<td></td>
<td></td>
<td>Residents of Public and Assisted Housing</td>
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</tr>
<tr>
<td>7</td>
<td>Jackson County Continuum of Care</td>
<td>Service Providers</td>
<td>Members were notified of every upcoming step in the citizen participation process and encouraged to attend the public hearing and/or submit comments relative to the Consolidated Plan.</td>
<td>Letter submitted by the CoC; co-chair addressed City Council personally regarding letter contents (see public hearing above).</td>
<td>See public hearing above.</td>
</tr>
</tbody>
</table>

Table 4 – Citizen Participation Outreach
Needs Assessment

NA-05 Overview

Needs Assessment Overview
The Needs Assessment of the Consolidated Plan, in conjunction with information gathered through consultations and the citizen participation process, provides a picture of the City’s needs related to affordable housing, special needs housing, community development, and homelessness. Most of the data tables in this section were pre-populated by HUD using the American Community Survey 2011-2015 Five-Year Estimates (2015 ACS). The subsequent pages provide a summary of the City's needs projected for the ensuing five-year period.

Housing Needs Assessment - reviews housing needs according to the categories listed in the regulations, including income level, tenure, and household type, and by housing problems, including cost burden, overcrowding, and substandard housing conditions. Housing problems, in this context, include the following:

- Lack of a complete kitchen or plumbing facilities.
- Cost burden which is the percentage of a household's total gross income spent on housing costs. For renters, housing costs include rent paid by the tenant plus utilities. For owners, housing costs include mortgage payments, taxes, insurance, and utilities.
- Overcrowding which is defined as more than one (1) person per room, not including bathrooms, porches, foyers, halls, or half-rooms.

Disproportionately Greater Need - a disproportionately greater need exists when the members of a racial or ethnic group at a given income level experience housing problems at a greater rate (10% or more) than the income level as a whole.

Public Housing - identifies public housing within the City's boundaries and the needs of public housing residents.

Homeless Needs Assessment - describes the nature and extent of homelessness within the City of Jackson. Data from the Homeless Management Information System (HMIS) and the Point in Time (PIT) count is used as a baseline for this section. Estimates are provided regarding the number of persons experiencing homelessness on a given night, the number of persons who experience homelessness each year, the number of persons who lose their housing and become homeless each year, the number of persons who exit homelessness each year, the number of days that persons experience homelessness, and other measures specified by HUD. Narratives describe the characteristics and needs of low-income individuals and families with children who are currently housed but threatened with homelessness.

Non-Homeless Special Needs Assessment - describes the level of housing need for persons who are not homeless but require supportive housing, including the elderly, frail elderly, persons with disabilities, persons with alcohol or other drug addiction, persons with HIV/AIDS and their families, public housing residents, and other similar categories.

Non-Housing Community Development Needs - summarizes the City's priority non-housing community development needs, including the need for public facilities, public improvements, public services, and other eligible uses of CDBG.
City of Jackson
Census Tracts
**NA-10 Housing Needs Assessment - 24 CFR 91.205 (a,b,c)**

**Summary of Housing Needs**
Cost burden is the most common housing problem for both renters and homeowners. Cost burden is the percentage of a household’s total gross income spent on housing costs. For renters, housing costs include rent paid by the tenant plus utilities. For owners, housing costs include mortgage payments, taxes, insurance, and utilities. A household is considered cost burdened if more than 30% of its income is expended on housing costs; a severely cost burdened household devotes more than 50% of its income for housing.

Although the median housing cost for homeowners with a mortgage is $894 and gross median rent is $652, tenants are more likely to fall under either the cost burdened or severely cost burdened categories. For instance, 43.3% of renters with incomes below 80% of the area median income (AMI) are cost burdened and 26.0% are severely cost burdened. Conversely, only 18.5% of homeowners with incomes below 80% AMI are cost burdened and 9.5% severely cost burdened. Data from the 2015 ACS Table S2503: Financial Characteristics indicates 42.3% of both owners and renters in the City of Jackson are cost burdened; however, when considered individually, only 27.9% of homeowners experience cost burden while 56.9% of all renters find housing unaffordable.

<table>
<thead>
<tr>
<th>Demographics</th>
<th>Base Year:</th>
<th>Most Recent Year:</th>
<th>Pct. Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population</td>
<td>33,534</td>
<td>33,255</td>
<td>-1%</td>
</tr>
<tr>
<td>Households</td>
<td>13,696</td>
<td>12,650</td>
<td>-8%</td>
</tr>
<tr>
<td>Median Income</td>
<td>$32,167.00</td>
<td>$28,087.00</td>
<td>-13%</td>
</tr>
</tbody>
</table>

**Table 5 - Housing Needs Assessment Demographics**

**Number of Households Table**

<table>
<thead>
<tr>
<th></th>
<th>0-30% HAMFI</th>
<th>&gt;30-50% HAMFI</th>
<th>&gt;50-80% HAMFI</th>
<th>&gt;80-100% HAMFI</th>
<th>&gt;100% HAMFI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Households</td>
<td>3,210</td>
<td>1,970</td>
<td>2,485</td>
<td>1,125</td>
<td>3,860</td>
</tr>
<tr>
<td>Small Family Households</td>
<td>1,390</td>
<td>730</td>
<td>1,050</td>
<td>380</td>
<td>1,535</td>
</tr>
<tr>
<td>Large Family Households</td>
<td>365</td>
<td>165</td>
<td>180</td>
<td>85</td>
<td>435</td>
</tr>
<tr>
<td>Household contains at least one person 62-74 years of age</td>
<td>300</td>
<td>455</td>
<td>445</td>
<td>330</td>
<td>730</td>
</tr>
<tr>
<td>Household contains at least one person age 75 or older</td>
<td>100</td>
<td>200</td>
<td>320</td>
<td>115</td>
<td>290</td>
</tr>
<tr>
<td>Households with one or more children 6 years old or younger</td>
<td>1,050</td>
<td>344</td>
<td>524</td>
<td>154</td>
<td>530</td>
</tr>
</tbody>
</table>

**Table 6 - Total Households Table**

**Data Source:** 2005-2009 ACS (Base Year), 2011-2015 ACS (Most Recent Year)
## Housing Needs Summary Tables

### Housing Problems (Households with one of the listed needs)

<table>
<thead>
<tr>
<th>Substandard Housing - Lacking complete plumbing or kitchen facilities</th>
<th>Number of Households - Renter</th>
<th>Number of Households - Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-30% AMI</td>
<td>&gt;30-50% AMI</td>
<td>&gt;50-80% AMI</td>
</tr>
<tr>
<td>30</td>
<td>25</td>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Severely Overcrowded - With &gt;1.51 people per room (and complete kitchen and plumbing)</th>
<th>Number of Households - Renter</th>
<th>Number of Households - Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-30% AMI</td>
<td>&gt;30-50% AMI</td>
<td>&gt;50-80% AMI</td>
</tr>
<tr>
<td>35</td>
<td>55</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overcrowded - With 1.01-1.5 people per room (and none of the above problems)</th>
<th>Number of Households - Renter</th>
<th>Number of Households - Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-30% AMI</td>
<td>&gt;30-50% AMI</td>
<td>&gt;50-80% AMI</td>
</tr>
<tr>
<td>105</td>
<td>0</td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Housing cost burden greater than 50% of income (and none of the above problems)</th>
<th>Number of Households - Renter</th>
<th>Number of Households - Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-30% AMI</td>
<td>&gt;30-50% AMI</td>
<td>&gt;50-80% AMI</td>
</tr>
<tr>
<td>1,470</td>
<td>365</td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Housing cost burden greater than 30% of income (and none of the above problems)</th>
<th>Number of Households - Renter</th>
<th>Number of Households - Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-30% AMI</td>
<td>&gt;30-50% AMI</td>
<td>&gt;50-80% AMI</td>
</tr>
<tr>
<td>325</td>
<td>365</td>
<td>565</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Zero/negative Income (and none of the above problems)</th>
<th>Number of Households - Renter</th>
<th>Number of Households - Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-30% AMI</td>
<td>&gt;30-50% AMI</td>
<td>&gt;50-80% AMI</td>
</tr>
<tr>
<td>230</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Housing Problems 2 (Households with one or more Severe Housing Problems: Lacks kitchen or complete plumbing, severe overcrowding, severe cost burden)

<table>
<thead>
<tr>
<th>Having 1 or more of four housing problems</th>
<th>Number of Households - Renter</th>
<th>Number of Households - Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-30% AMI</td>
<td>&gt;30-50% AMI</td>
<td>&gt;50-80% AMI</td>
</tr>
<tr>
<td>1,635</td>
<td>450</td>
<td>60</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Having none of four housing problems</th>
<th>Number of Households - Renter</th>
<th>Number of Households - Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-30% AMI</td>
<td>&gt;30-50% AMI</td>
<td>&gt;50-80% AMI</td>
</tr>
<tr>
<td>655</td>
<td>710</td>
<td>1,185</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Household has negative income, but none of the other housing problems</th>
<th>Number of Households - Renter</th>
<th>Number of Households - Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-30% AMI</td>
<td>&gt;30-50% AMI</td>
<td>&gt;50-80% AMI</td>
</tr>
<tr>
<td>230</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

---

**Data Source:** 2011-2015 CHAS  
**AMI = Area Median Income**
### Cost Burden > 30%

<table>
<thead>
<tr>
<th></th>
<th>Number of Households - Renter</th>
<th>Number of Households - Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0-30%</td>
<td>&gt;30-50%</td>
</tr>
<tr>
<td>Small Related</td>
<td>1,000</td>
<td>320</td>
</tr>
<tr>
<td>Large Related</td>
<td>310</td>
<td>75</td>
</tr>
<tr>
<td>Elderly</td>
<td>135</td>
<td>164</td>
</tr>
<tr>
<td>Other</td>
<td>500</td>
<td>235</td>
</tr>
<tr>
<td>Total need by income</td>
<td>1,945</td>
<td>794</td>
</tr>
</tbody>
</table>

Data Source: 2011-2015 CHAS

### Cost Burden > 50%

<table>
<thead>
<tr>
<th></th>
<th>Number of Households - Renter</th>
<th>Number of Households - Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0-30%</td>
<td>&gt;30-50%</td>
</tr>
<tr>
<td>Small Related</td>
<td>835</td>
<td>130</td>
</tr>
<tr>
<td>Large Related</td>
<td>275</td>
<td>40</td>
</tr>
<tr>
<td>Elderly</td>
<td>115</td>
<td>64</td>
</tr>
<tr>
<td>Other</td>
<td>385</td>
<td>135</td>
</tr>
<tr>
<td>Total need by income</td>
<td>1,610</td>
<td>369</td>
</tr>
</tbody>
</table>

Data Source: 2011-2015 CHAS

### Crowding (More than one person per room)

<table>
<thead>
<tr>
<th></th>
<th>Number of Households - Renter</th>
<th>Number of Households - Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0-30%</td>
<td>&gt;30-50%</td>
</tr>
<tr>
<td>Single family households</td>
<td>130</td>
<td>25</td>
</tr>
<tr>
<td>Multiple, unrelated family households</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>Other, non-family households</td>
<td>0</td>
<td>30</td>
</tr>
<tr>
<td>Total need by income</td>
<td>160</td>
<td>55</td>
</tr>
</tbody>
</table>

Data Source: 2011-2015 CHAS
Describe the number and type of single person households in need of housing assistance.

By HUD’s definition, the category “Other” in the tables above include single person households and households of unrelated individuals. According to the 2015 American Community Survey, there are an estimated 12,650 total households of which 5,173 are estimated to be non-family households (or 40.9%). Of the non-family households, an estimated 4,211 are single person households (householder living alone) which equates to 33.3% of total households or 81.4% of all non-family households.

Jackson does not collect specific data on single person households and that information is not part of the pre-populated data provided by HUD through its eCon Planning Suite. An extrapolation of data in the tables above is required to determine the estimated number of single person households needing housing assistance by applying the 81.4% to the “Other” category.

<table>
<thead>
<tr>
<th>Housing Problem</th>
<th>Renters</th>
<th>Owners</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Burden (&gt;30%)</td>
<td>724</td>
<td>309</td>
</tr>
<tr>
<td>Cost Burden (&gt;50%)</td>
<td>423</td>
<td>199</td>
</tr>
<tr>
<td>Crowding</td>
<td>24</td>
<td>23</td>
</tr>
</tbody>
</table>

Because 33.3% of all City of Jackson households are single person households, this percentage could be applied to all categories and income levels in Tables 7 and 8 to obtain an estimated number of single person households afflicted with these housing problems. The data supports what one would generally assume, the less money a household earns, the greater its cost burden or severe cost burden, and the likelihood the household experiences other types of housing problems.

Estimate the number and type of families in need of housing assistance who are disabled or victims of domestic violence, dating violence, sexual assault and stalking.

Although HUD and the Census/American Community Survey do not provide specific data to respond to this question, extrapolations can be made using the available data. Relying on 2015 American Community Survey tables, approximately 17.8% of the non-institutionalized population claims a disability. This is further subdivided to indicate 8.7% of persons under 18 years of age, 18.5% of persons 18 to 64 years old, and 42.0% of persons 65 years and older have a disability (Source: Table DP02: Selected Social Characteristics). Table B18140 provides information on the median earnings in the past 12 months (in 2017 inflation-adjusted dollars) by disability status and sex for the civilian non-institutionalized population 16 years and over. This table reports the total median income for the City of Jackson is $22,385 and is further delineated as follows:

- With a disability
  - Male $17,238 (23.0% less than total)
  - Female $10,923 (51.2% less than total)
- No disability
  - Male $26,862 (20.0% more than total)
  - Female $20,484 (8.5% less than total)

From the above data, an assumption can be made that persons with a disability earn less than the median income while female residents, with or without a disability, earn less than the median income. An approximate number and type of family with a disabled member in need of housing assistance could be determined by multiplying the numbers indicated in the tables above by 17.8%; however, given the strong likelihood persons with disabilities earn much less than their able-bodied counterparts, this approximation is assumed to be low.
The most recent Annual Report from AWARE, Inc., Jackson’s local domestic violence shelter, covered the period of October 1, 2017 through September 30, 2018. During that year, 127 survivors of domestic and sexual violence received crisis support through individual counseling services and support groups. Emergency shelter was provided to 147 adults and 96 children as a safe and supportive setting for a total of 4,955 nights of shelter. AWARE provided 792 supervised visits and 401 exchanges, serving an average of 36 families per month. One hundred forty-seven (147) adults and 103 children received individual advocacy such as assistance with housing, employment, economic empowerment skills, childcare resources, transportation, and referral to other community resources. Legal advocacy services were provided to 207 adults and children seeking remedies through the courts, including court accompaniment, victim notification, outreach, safety planning, or referrals.

What are the most common housing problems?
Cost burden is the most common housing problem for both renters and homeowners. Nearly one-half of the tenants in the City of Jackson (49.2%) earn $20,000 or less annually and a majority need more than 30% of their gross income to pay for housing. Another 23.5% of renters earn $20,000 to $34,999 per year with more than half still experiencing cost burden. Subsequent income levels include $35,000 to $49,999 (9.8% of tenants), $50,000 to $74,999 (9% of tenants) and $75,000 or more (3% of tenants); those reporting a cost burden at these higher income levels do not exceed 2% at any given level.

Conversely, the most common income level for homeowners is in the $50,000 to $74,999 range (22.7%) followed by income at $75,000 or more (20.8%). Less than 1% of homeowners at these income levels experience cost burden. The most cost burdened homeowners are those earning $20,000 or less (15.4% report a cost burden). An estimated 20.7% of homeowners earn less than $20,000 per year with 19.9% of homeowners earning $20,000 to $34,999 per year.

Are any populations/household types more affected than others by these problems?
The percentage of extremely low income (earning less than 30% AMI), very low income (earning 30% to 50% AMI), and low-income (earning 50% to 80% AMI) renters experiencing cost burden is 60.6%, 40.3%, and 23.3%, respectively. While being cost burdened also affects homeowners, the very low income households experience it more than their extremely low income and low income counterparts (25.1% compared to 18.1% and 13.7%). This is likely due to extremely low income families being unable to purchase their own home.

Approximately one-half of extremely low income renters are severely cost burdened as are 18.7% of very low income renters. Low income renters fare better as less than 1% report being severely cost burdened. Again, homeowners are less likely to be severely cost burdened with 14.3% of extremely low, 10.2% of very low, and 2.8% of low income reporting this housing problem.

Describe the characteristics and needs of Low-income individuals and families with children (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered 91.205(c)/91.305(c)). Also discuss the needs of formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance
The most recent Point-in-Time (PIT) Count conducted in 2019 indicated Jackson had 97 homeless persons, 84 of which were sheltered and 13 unsheltered. Seventy-seven (77) homeless persons were individuals while 23 persons made up homeless families with children. Seven (7) persons were counted as chronically homeless with all sheltered at the time of the count. Seven (7) persons were listed as homeless veterans with one (1)
being unsheltered. Seven (7) unaccompanied youth aged 18 to 24 years old were counted with one (1) being unsheltered.

The Jackson County Continuum of Care (CoC) receives CoC funding from HUD, Emergency Solutions Grant (ESG) funds from the Michigan State Housing Development Authority (MSHDA), and Supportive Services for Veteran Families (SSVF) from Veterans Affairs. If a jurisdiction provides estimates of the at-risk population(s), it should also include a description of the operational definition of the at-risk group and the methodology used to generate the estimates:

The population most at-risk of becoming homeless is households earning less than 30% AMI and being severely cost burdened. Other populations overly at risk of homelessness include victims of domestic violence, those with severe mental health issues, people exiting incarceration, and substance abusers.

Specify particular housing characteristics that have been linked with instability and an increased risk of homelessness

Households that spend more than 50% of their gross income for housing costs face an increased risk of homelessness. The inability to save money due to excessive housing costs and low income creates a household unable to absorb unexpected life challenges. The high cost of housing may force a family to live in areas that provide little access to opportunities or are unsafe.

In the City of Jackson, Fair Market Rent (FMR) for a three (3) bedroom apartment is $1,031 per month. In order for or a family of four (mother/father, son, daughter) to afford the FMR for an apartment which accommodates its family structure, the gross household income would need to be over $41,000. The housing wage for this theoretical family is $19.83 which would require 2.1 full time jobs at Michigan’s current minimum wage ($9.45 per hour).

Assuming this same family’s gross income was $19,400 (30% AMI for 2019), affordable rent for a three (3) bedroom apartment would be $485 per month. This would likely lead to an overcrowding situation as the family may need to rent an apartment with less than the appropriate number of bedrooms it needs. In this hypothetical situation, this family would be spending approximately 65% of its gross income for a three (3) bedroom apartment at FMR.

Discussion

Between 2012 and 2019, the City of Jackson demolished over 1,100 foreclosed, vacant, or abandoned severely blighted residential housing units. These houses were neither habitable nor affordable due to the level of neglect, obsolescence, and lack of energy efficiency.

The community is beginning to rebound through public and private development of new residential housing units as follows:

- **Lofts on Louis** - $5.4 million mixed use development in downtown with 30 market rate loft apartments;
- **The 200** - $13 million mixed use development in downtown offering 86 market rate units;
- **Francis Senior Lofts** - $9.5 million project offering 46 units of senior housing to low income persons aged 55 and older. The project received $800,000 in LIHTC and will receive project based vouchers from the Jackson Housing Commission.
- **Albert Kahn Apartments** - $17 million mixed use project housing 73 low-income apartments on upper floors. This project also received LIHTC from the State of Michigan.

City of Jackson leaders assisted these multi-million dollar projects from the planning stages through obtaining tax credits. Jackson is using its CDBG and HOME funds to increase affordable housing options as follows:

- **Downtown Investor Owned Rehabilitation** – this CDBG activity converted vacant upper floors in downtown commercial buildings into eight (8) affordable housing units.
- **Habitat for Humanity** – recently certified to serve as the City’s Community Housing Development Organization (CHDO), Habitat will create up to three (3) new single family homes for resale to income-qualified individuals or families during its initial phase. Habitat has also partnered with Community Action Agency to build two (2) additional single family homes with Youth Build funds.

City leaders have devoted a significant amount of resources to reduce blight in residential neighborhoods and redevelop Jackson into a place where people want to live, work, and play. This transformation does not occur overnight and takes several years of concentrated, focused effort. Jackson started with enhancing its downtown and continues by slowly expanding into the surrounding neighborhoods. The eventual goal is to create an urban environment attractive to entrepreneurial investment.

Unfortunately, the City lacks sufficient resources to directly impact the cost burden issues experienced by its low income residents. Rather, it relies on its public housing agency, non-profit community service providers, and faith based organizations to support these citizens and bridge gaps.
NA-15 Disproportionately Greater Need: Housing Problems – 91.205 (b)(2)

Introduction
A disproportionately greater need exists when the members of a racial or ethnic group at a given income level experience housing problems at a greater rate (10 percentage points or more) than the income level as a whole. The next several tables provide data to determine if a disproportionately greater need exists by income level for housing problems, severe housing problems, and housing cost burdens.

The four (4) housing problems are:

1. Lacks complete kitchen facilities (a sink with faucet, a stove or range, and a refrigerator);
2. Lacks complete plumbing facilities (hot/cold running water, flush toilet, and bathtub or shower);
3. More than one (1) person per room; and
4. Cost burden greater than 30%.

Although the purpose of this section is to analyze the relative level of need for each race and ethnic category, the data also provides information for the City as a whole which is useful in describing overall need.

0%-30% of Area Median Income

<table>
<thead>
<tr>
<th>Housing Problems</th>
<th>Has one or more of four housing problems</th>
<th>Has none of the four housing problems</th>
<th>Household has no/negative income, but none of the other housing problems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jurisdiction as a whole</td>
<td>2,550</td>
<td>390</td>
<td>270</td>
</tr>
<tr>
<td>White</td>
<td>1,545</td>
<td>215</td>
<td>170</td>
</tr>
<tr>
<td>Black / African American</td>
<td>845</td>
<td>159</td>
<td>100</td>
</tr>
<tr>
<td>Asian</td>
<td>14</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>American Indian, Alaska Native</td>
<td>4</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pacific Islander</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hispanic</td>
<td>90</td>
<td>4</td>
<td>0</td>
</tr>
</tbody>
</table>

Table 12 - Disproportionally Greater Need 0 - 30% AMI
Data Source: 2011-2015 CHAS

30%-50% of Area Median Income

<table>
<thead>
<tr>
<th>Housing Problems</th>
<th>Has one or more of four housing problems</th>
<th>Has none of the four housing problems</th>
<th>Household has no/negative income, but none of the other housing problems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jurisdiction as a whole</td>
<td>1,310</td>
<td>665</td>
<td>0</td>
</tr>
<tr>
<td>White</td>
<td>1,025</td>
<td>465</td>
<td>0</td>
</tr>
<tr>
<td>Black / African American</td>
<td>205</td>
<td>165</td>
<td>0</td>
</tr>
<tr>
<td>Asian</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>American Indian, Alaska Native</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pacific Islander</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hispanic</td>
<td>55</td>
<td>10</td>
<td>0</td>
</tr>
</tbody>
</table>

Table 13 - Disproportionally Greater Need 30 - 50% AMI
Data Source: 2011-2015 CHAS
50%-80% of Area Median Income

<table>
<thead>
<tr>
<th>Housing Problems</th>
<th>Has one or more of four housing problems</th>
<th>Has none of the four housing problems</th>
<th>Household has no/negative income, but none of the other housing problems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jurisdiction as a whole</td>
<td>980</td>
<td>1,505</td>
<td>0</td>
</tr>
<tr>
<td>White</td>
<td>650</td>
<td>1,145</td>
<td>0</td>
</tr>
<tr>
<td>Black / African American</td>
<td>255</td>
<td>260</td>
<td>0</td>
</tr>
<tr>
<td>Asian</td>
<td>30</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>American Indian, Alaska Native</td>
<td>10</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Pacific Islander</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hispanic</td>
<td>14</td>
<td>45</td>
<td>0</td>
</tr>
</tbody>
</table>

Table 14 - Disproportionally Greater Need 50 - 80% AMI

Data Source: 2011-2015 CHAS

80%-100% of Area Median Income

<table>
<thead>
<tr>
<th>Housing Problems</th>
<th>Has one or more of four housing problems</th>
<th>Has none of the four housing problems</th>
<th>Household has no/negative income, but none of the other housing problems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jurisdiction as a whole</td>
<td>305</td>
<td>820</td>
<td>0</td>
</tr>
<tr>
<td>White</td>
<td>255</td>
<td>650</td>
<td>0</td>
</tr>
<tr>
<td>Black / African American</td>
<td>45</td>
<td>105</td>
<td>0</td>
</tr>
<tr>
<td>Asian</td>
<td>0</td>
<td>14</td>
<td>0</td>
</tr>
<tr>
<td>American Indian, Alaska Native</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pacific Islander</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hispanic</td>
<td>4</td>
<td>35</td>
<td>0</td>
</tr>
</tbody>
</table>

Table 15 - Disproportionally Greater Need 80 - 100% AMI

Data Source: 2011-2015 CHAS

Discussion

The Housing Needs Assessment (NA-10) indicates a total of 12,650 occupied housing units in the City of Jackson. The percentage of “Jurisdiction as a whole” is derived by dividing the number listed in the income categories tables above by 12,650. To determine if a disproportionately greater need exists within a specific racial or ethnic category within a specific income range, the number listed for the racial/ethnic category is divided by the number listed for the jurisdiction as a whole.

0 – 30% AMI

The percentage of extremely low-income residents experiencing one (1) or more of four (4) housing problems is 20.2%. A disproportionately greater needs exists for both extremely low-income White (60.6%) and Black/African American (33.1%) residents.

30 – 50% AMI

The percentage of very low-income residents experiencing one (1) or more of four (4) housing problems is 10.4%. A disproportionately greater needs exists for very low-income White residents (78.2%) while only 15.6% of very low-income Black/African American households report housing problems which is less than 10 percentage points above the City as a whole.

50 – 80% AMI
The percentage of low-income residents experiencing one (1) or more of four (4) housing problems is 7.7%. A disproportionately greater needs exists for both low-income White (66.3%) and Black/African American (26.0%) households.

**80 – 100% AMI**
The percentage of moderate-income residents experiencing one (1) or more of four (4) housing problems is 2.4%. A disproportionately greater needs exists for both moderate-income White (83.6%) and Black/African American (14.8%) citizens.

In summary, slightly more than 20% of the entire jurisdiction earning less than 30% AMI faces one (1) or more of the four (4) housing problems, which improves as income level increases. For households earning 30% - 50% AMI 10.4% have one (1) or more housing problems, while 7.7% of those earning 50% - 80% and 2.4% of households earning 80% - 100% AMI deal with one (1) or more housing problems.

Analysis of the data indicates a disproportionately greater need exists for both the White and Black/African American communities versus the City as a whole, except for Black/African American households earning 30% to 50% AMI. There is no indication of a disproportionate need existing among any other race or the Hispanic/Latino community when compared to the jurisdiction as a whole.
NA-20 Disproportionately Greater Need: Severe Housing Problems – 91.205 (b)(2)

Introduction
A disproportionately greater need exists when the members of a racial or ethnic group at a given income level experience housing problems at a greater rate (10 percentage points or more) than the income level as a whole. The next several tables provide data to determine if a disproportionately greater need exists by income level for housing problems, severe housing problems, and housing cost burdens.

The four (4) severe housing problems are:
1. Lacks complete kitchen facilities (a sink with faucet, a stove or range, and a refrigerator);
2. Lacks complete plumbing facilities (hot/cold running water, flush toilet, and bathtub or shower);
3. More than one and one-half (1.5) persons per room; and
4. Cost burden greater than 50%.

0%-30% of Area Median Income

<table>
<thead>
<tr>
<th>Severe Housing Problems</th>
<th>Has one or more of four housing problems</th>
<th>Has none of the four housing problems</th>
<th>Household has no/negative income, but none of the other housing problems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jurisdiction as a whole</td>
<td>2,110</td>
<td>830</td>
<td>270</td>
</tr>
<tr>
<td>White</td>
<td>1,260</td>
<td>500</td>
<td>170</td>
</tr>
<tr>
<td>Black / African American</td>
<td>700</td>
<td>300</td>
<td>100</td>
</tr>
<tr>
<td>Asian</td>
<td>14</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>American Indian, Alaska Native</td>
<td>4</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pacific Islander</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hispanic</td>
<td>75</td>
<td>24</td>
<td>0</td>
</tr>
</tbody>
</table>

Table 16 – Severe Housing Problems 0 - 30% AMI

Data Source: 2011-2015 CHAS

30%-50% of Area Median Income

<table>
<thead>
<tr>
<th>Severe Housing Problems</th>
<th>Has one or more of four housing problems</th>
<th>Has none of the four housing problems</th>
<th>Household has no/negative income, but none of the other housing problems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jurisdiction as a whole</td>
<td>650</td>
<td>1,320</td>
<td>0</td>
</tr>
<tr>
<td>White</td>
<td>535</td>
<td>955</td>
<td>0</td>
</tr>
<tr>
<td>Black / African American</td>
<td>69</td>
<td>300</td>
<td>0</td>
</tr>
<tr>
<td>Asian</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>American Indian, Alaska Native</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pacific Islander</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hispanic</td>
<td>25</td>
<td>40</td>
<td>0</td>
</tr>
</tbody>
</table>

Table 17 – Severe Housing Problems 30 - 50% AMI

Data Source: 2011-2015 CHAS
50%-80% of Area Median Income

<table>
<thead>
<tr>
<th>Severe Housing Problems</th>
<th>Has one or more of four housing problems</th>
<th>Has none of the four housing problems</th>
<th>Household has no/negative income, but none of the other housing problems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jurisdiction as a whole</td>
<td>165</td>
<td>2,320</td>
<td>0</td>
</tr>
<tr>
<td>White</td>
<td>150</td>
<td>1,650</td>
<td>0</td>
</tr>
<tr>
<td>Black / African American</td>
<td>4</td>
<td>510</td>
<td>0</td>
</tr>
<tr>
<td>Asian</td>
<td>10</td>
<td>19</td>
<td>0</td>
</tr>
<tr>
<td>American Indian, Alaska Native</td>
<td>0</td>
<td>14</td>
<td>0</td>
</tr>
<tr>
<td>Pacific Islander</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hispanic</td>
<td>0</td>
<td>60</td>
<td>0</td>
</tr>
</tbody>
</table>

Table 18 – Severe Housing Problems 50 - 80% AMI

Data Source: 2011-2015 CHAS

80%-100% of Area Median Income

<table>
<thead>
<tr>
<th>Severe Housing Problems</th>
<th>Has one or more of four housing problems</th>
<th>Has none of the four housing problems</th>
<th>Household has no/negative income, but none of the other housing problems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jurisdiction as a whole</td>
<td>34</td>
<td>1,090</td>
<td>0</td>
</tr>
<tr>
<td>White</td>
<td>34</td>
<td>865</td>
<td>0</td>
</tr>
<tr>
<td>Black / African American</td>
<td>0</td>
<td>150</td>
<td>0</td>
</tr>
<tr>
<td>Asian</td>
<td>0</td>
<td>14</td>
<td>0</td>
</tr>
<tr>
<td>American Indian, Alaska Native</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Pacific Islander</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hispanic</td>
<td>0</td>
<td>40</td>
<td>0</td>
</tr>
</tbody>
</table>

Table 19 – Severe Housing Problems 80 - 100% AMI

Data Source: 2011-2015 CHAS

Discussion

The Housing Needs Assessment (NA-10) indicates a total of 12,650 households in the City of Jackson. The percentage of “Jurisdiction as a whole” is derived by dividing the number listed in the income categories tables above by 12,650. To determine if a greater disproportionate need exists within a specific racial or ethnic category within a specific income range, the number listed for the racial/ethnic category is divided by the number listed for the jurisdiction as a whole.

0 – 30% AMI

The percentage of extremely low-income residents experiencing one (1) or more of four (4) severe housing problems is 16.7%. A disproportionately greater needs exists for both extremely low-income White (59.7%) and Black/African American (33.2%) residents.

30 – 50% AMI

The percentage of very low-income residents experiencing one (1) or more of four (4) severe housing problems is 5.1%. A disproportionately greater needs exists for very low-income White residents (82.3%) while only 10.6% of very low-income Black/African American households report housing problems which is less than 10 percentage points above the City as a whole.

50 – 80% AMI

The percentage of low-income residents experiencing one (1) or more of four (4) severe housing problems is 1.3%. A disproportionately greater needs exists for low-income White households
(90.2%) while only 2.4% of low-income Black/African American households report housing problems which is less than 10 percentage points above the City as a whole.

80 – 100% AMI
The percentage of moderate-income residents experiencing one (1) or more of four (4) severe housing problems is 0.3%. A disproportionately greater needs exists for moderate-income White citizens (100.0%).

Nearly 17% of the City residents earning less than 30% AMI face one (1) or more of the four (4) severe housing problems, which improves as income level increases. For households earning 30% - 50% AMI 5.1% have one or more severe housing problems, while 1.3% of those earning 50% - 80% and 0.3% of households earning 80% - 100% AMI deal with one (1) or more severe housing problems.

Analysis of the data indicates a disproportionately greater need exists for Whites across all income groupings, but only for the Black/African American community at the extremely low income level when compared to the entire City. There is no indication of a disproportionate need existing among any other race or the Hispanic/Latino community when compared to the jurisdiction as a whole.
NA-25 Disproportionately Greater Need: Housing Cost Burdens – 91.205 (b)(2)

Introduction:
Cost burden is the most common housing problem for both renters and homeowners. Cost burden is the percentage of a household’s total gross income spent on housing costs. For renters, housing costs include rent paid by the tenant plus utilities. For owners, housing costs include mortgage payments, taxes, insurance, and utilities. A household is considered cost burdened if more than 30% of its income is expended on housing costs; a severely cost burdened household devotes more than 50% of its income for housing.

Housing Cost Burden

<table>
<thead>
<tr>
<th>Housing Cost Burden</th>
<th>&lt;=30%</th>
<th>30-50%</th>
<th>&gt;50%</th>
<th>No / negative income (not computed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jurisdiction as a whole</td>
<td>7,240</td>
<td>2,365</td>
<td>2,765</td>
<td>280</td>
</tr>
<tr>
<td>White</td>
<td>5,620</td>
<td>1,645</td>
<td>1,790</td>
<td>180</td>
</tr>
<tr>
<td>Black / African American</td>
<td>1,210</td>
<td>590</td>
<td>785</td>
<td>100</td>
</tr>
<tr>
<td>Asian</td>
<td>50</td>
<td>15</td>
<td>14</td>
<td>0</td>
</tr>
<tr>
<td>American Indian, Alaska Native</td>
<td>8</td>
<td>10</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Pacific Islander</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hispanic</td>
<td>240</td>
<td>80</td>
<td>100</td>
<td>0</td>
</tr>
</tbody>
</table>

Table 20 – Greater Need: Housing Cost Burdens AMI

Data Source: 2011-2015 CHAS

Discussion:
The Housing Needs Assessment (NA-10) indicates a total of 12,650 households in the City of Jackson. The percentage of “Jurisdiction as a whole” is derived by dividing the number listed in the income categories tables above by 12,650. To determine if a greater disproportionate need exists within a specific racial or ethnic category within a specific income range, the number listed for the racial/ethnic category is divided by the number listed for the jurisdiction as a whole.

Housing Cost Burden
As a reminder, “Cost Burden” indicates a household uses 30% to 50% of its gross income for housing costs while “Severe Cost Burden” pays more than 50% of its gross income for housing. The “No/Negative Income” category is identified but not computed as households with zero or negative income cannot actually have a cost burden, but still require housing assistance.

More than half of households within the City of Jackson (57.2%) pay less than 30% of their gross income for housing. The percentage of households facing a cost burden (paying 30% to 50% of gross income for housing) is 18.7% in the City with only the White population exhibiting a greater disproportionate need at 69.6%. At this income level, 24.9% of the Black community suffer a cost burden, which is less than ten (10) percentage points above all households.

Similarly, 21.9% of households within the City of Jackson experience a severe cost burden by using over 50% of its gross income for housing. Black/African American residents do not experience a disproportionate need as 28.4% report a severe cost burden, which is less than ten (10) percentage points over all households. However, White households do display a greater disproportionate need as 64.7% face a severe cost burden.
NA-30 Disproportionately Greater Need: Discussion – 91.205(b)(2)

Are there any income categories in which a racial or ethnic group has disproportionately greater need than the needs of that income category as a whole?
The housing data reveals housing problems are experienced by the various low-income levels throughout the jurisdiction. The racial groups facing a greater disproportionate need are as follows:

**Housing Problems**
- 0% - 30% AMI: White Households, Black/African American Households
- 30% - 50% AMI: White Households
- 50% - 80% AMI: White Households, Black/African American Households
- 80% - 100% AMI: White Households, Black/African American Households

**Severe Housing Problem**
- 0% - 30% AMI: White Households, Black/African American Households
- 30% - 50% AMI: White Households
- 50% - 80% AMI: White Households
- 80% - 100% AMI: White Households

**Any Cost Burden**
- White Households

**No/Negative Income**
- White Households
- Black/African American Households

If they have needs not identified above, what are those needs?
Per the Comprehensive Housing Affordability Strategy (CHAS) data estimates provided by HUD and used to develop this Consolidated Plan, the needs by race/ethnicity are indicated above. Income categories have other, more general needs, as outlined in the subsequent Housing Needs Assessment and Housing Market Analysis.

Are any of those racial or ethnic groups located in specific areas or neighborhoods in your community?
HUD defines a Census Tract (CT) as being "Racially and Ethnically Concentrated Areas of Poverty" (R/ECAP), more specifically detailed as follows:

- At least 40% of the population is living below the federal poverty level (or the poverty level is greater than three times the average poverty rate in the area); and,
- Must have a non-White population of 50% or more.

The average poverty level for all people in the City of Jackson is 36.0%; seven (7) census tracts with 40% or more of the population living below poverty course through the middle third of the City from north to south. Of these extremely impoverished census tracts, only Census Tract 11 and Census Tract 13 have non-White populations of 50% or greater (76.6% and 58.3% respectively).
NA-35 Public Housing – 91.205(b)

Introduction
The Jackson Housing Commission (JHC) has served as the City’s Public Housing Authority (PHA) for nearly 60 years and also services all of Jackson County. JHC is considered a medium-sized agency providing 500 public housing units, 40 scattered-site single family homes, and up to 475 Housing Choice Vouchers (HCV).

The average public housing resident is extremely low income, stays housed for four (4) years, and consists of a one-person household. Approximately 13% of residents are elderly and 37.3% claim a disability. The racial makeup of public housing residents is nearly 49.5% White, 50.3% Black/African American, and 0.2% Asian. Those claiming a Hispanic/Latino ethnicity account for approximately 1.5% of all residents.

HCV, more commonly referred to as “Section 8”, are provided to income eligible individuals or families allowing them to select housing of their choice in the private market. Elderly recipients over age 62 years use nearly nine (9%) percent of the vouchers while families claiming a disability hold 27.4%. The average income of an HCV recipient is also extremely low income but nearly a third more than a public housing resident. The average household size is two (2) persons and hold the voucher for approximately five (5) years. Slightly more than 55% of HCV recipients are Black/African American, nearly 44% White, and Asian or American Indian/Alaska Natives hold approximately one (1%) percent.

Totals in Use

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Vouchers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Special Purpose Voucher</td>
</tr>
<tr>
<td>Certificate</td>
<td>Veterans Affairs</td>
</tr>
<tr>
<td>Mod-Rehab</td>
<td>Supportive Housing</td>
</tr>
<tr>
<td>Public Housing</td>
<td>Family Unification</td>
</tr>
<tr>
<td></td>
<td>Program</td>
</tr>
<tr>
<td>Total</td>
<td>Disabled*</td>
</tr>
<tr>
<td>Project-based</td>
<td>467</td>
</tr>
<tr>
<td>Tenant-based</td>
<td>0</td>
</tr>
</tbody>
</table>

Table 21 - Public Housing by Program Type

*Includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Data Source: PIC (PIH Information Center)
### Characteristics of Residents

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Vouchers</th>
<th>Special Purpose Voucher</th>
<th>Veterans Affairs</th>
<th>Family Unification Program</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total</td>
<td>Project-based</td>
<td>Tenant-based</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>11,499</td>
<td>0</td>
<td>11,499</td>
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</table>

<table>
<thead>
<tr>
<th>Average Annual Income</th>
<th>Certificate</th>
<th>Mod-Rehab</th>
<th>Public Housing</th>
<th>Total</th>
<th>Project-based</th>
<th>Tenant-based</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>7,859</td>
<td>11,499</td>
<td>0</td>
<td>11,499</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Average length of stay</th>
<th>Certificate</th>
<th>Mod-Rehab</th>
<th>Public Housing</th>
<th>Total</th>
<th>Project-based</th>
<th>Tenant-based</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>5</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Average Household size</th>
<th>Certificate</th>
<th>Mod-Rehab</th>
<th>Public Housing</th>
<th>Total</th>
<th>Project-based</th>
<th>Tenant-based</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th># Homeless at admission</th>
<th>Certificate</th>
<th>Mod-Rehab</th>
<th>Public Housing</th>
<th>Total</th>
<th>Project-based</th>
<th>Tenant-based</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th># of Elderly Program Participants (&gt;62)</th>
<th>Certificate</th>
<th>Mod-Rehab</th>
<th>Public Housing</th>
<th>Total</th>
<th>Project-based</th>
<th>Tenant-based</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>70</td>
<td>0</td>
<td>0</td>
<td>70</td>
<td>41</td>
<td>0</td>
<td>41</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th># of Disabled Families</th>
<th>Certificate</th>
<th>Mod-Rehab</th>
<th>Public Housing</th>
<th>Total</th>
<th>Project-based</th>
<th>Tenant-based</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>199</td>
<td>0</td>
<td>0</td>
<td>199</td>
<td>128</td>
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<td>128</td>
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</tr>
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</table>

<table>
<thead>
<tr>
<th># of Families requesting accessibility features</th>
<th>Certificate</th>
<th>Mod-Rehab</th>
<th>Public Housing</th>
<th>Total</th>
<th>Project-based</th>
<th>Tenant-based</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>533</td>
<td>0</td>
<td>0</td>
<td>533</td>
<td>467</td>
<td>0</td>
<td>467</td>
<td>0</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th># of HIV/AIDS program participants</th>
<th>Certificate</th>
<th>Mod-Rehab</th>
<th>Public Housing</th>
<th>Total</th>
<th>Project-based</th>
<th>Tenant-based</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th># of DV victims</th>
<th>Certificate</th>
<th>Mod-Rehab</th>
<th>Public Housing</th>
<th>Total</th>
<th>Project-based</th>
<th>Tenant-based</th>
<th></th>
<th></th>
</tr>
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### Race of Residents

<table>
<thead>
<tr>
<th>Race</th>
<th>Certificate</th>
<th>Mod-Rehab</th>
<th>Public Housing</th>
<th>Total</th>
<th>Project-based</th>
<th>Tenant-based</th>
<th>Special Purpose Voucher</th>
<th>Veterans Affairs</th>
<th>Family Unification Program</th>
<th>Disabled*</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>0</td>
<td>0</td>
<td>264</td>
<td>205</td>
<td>0</td>
<td>205</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Black/African American</td>
<td>0</td>
<td>0</td>
<td>268</td>
<td>257</td>
<td>0</td>
<td>257</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Asian</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>American Indian/Alaska Native</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>4</td>
<td>0</td>
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<td>Pacific Islander</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Other</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

### Table 22 – Characteristics of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

### Table 23 – Race of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition
Ethnicity of Residents

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Certificate</th>
<th>Mod-Rehab</th>
<th>Public Housing</th>
<th>Total</th>
<th>Project-based</th>
<th>Tenant-based</th>
<th>Special Purpose Voucher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hispanic</td>
<td>0</td>
<td>0</td>
<td>8</td>
<td>13</td>
<td>0</td>
<td>13</td>
<td>0</td>
</tr>
<tr>
<td>Not Hispanic</td>
<td>0</td>
<td>0</td>
<td>525</td>
<td>454</td>
<td>0</td>
<td>454</td>
<td>0</td>
</tr>
</tbody>
</table>

Table 24 – Ethnicity of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Section 504 Needs Assessment: Describe the needs of public housing tenants and applicants on the waiting list for accessible units:
Jackson has a shortage of fully accessible housing units. The JHC has four (4) fully accessible units - two (2) at Reed Manor and one (1) each at Chalet Terrace and Shahan-Blackstone North. Preference is given to disabled applicants and reasonable accommodations made to improve accessibility in other units. The intent of future modernization plans is to create fully accessible units in no less than 10% of the units with hopes to increase the percentage up to 20%. Consultation with the Executive Director of the JHC revealed if forty (40) fully accessible units were made available today, they would be immediately filled.

Most immediate needs of residents of Public Housing and Housing Choice voucher holders
The most immediate needs of both public housing and HCV holders is access to services, especially mental health services. Food insecurity, which is the disruption of food intake or eating patterns because of the lack of money and other resources, is also a top concern. The struggle to find jobs, especially with the improved job market, is particularly difficult for those with a criminal history.

Section 8 voucher holders experience increasing difficulty in locating a suitable, affordable housing unit with good access to employment and services. Fair Market Rent, published by HUD on an annual basis, determines the upper limits that can be charge by property owners for units rented to voucher holders. Low-income households seeking units that will accept a HUD-subsidized voucher face property owners who may be able to charge higher rents on the open market for the same unit. In addition, housing advocates in Jackson also indicate there are an insufficient number of vouchers available in the community to meet the need of low-income households requiring assistance.

How do these needs compare to the housing needs of the population at large
Essentially, the needs of public housing residents and HCV holders are no different than any other struggling household in Jackson but may be greater and of a wider variety when considered on an individual basis.
NA-40 Homeless Needs Assessment – 91.205(c)

Introduction:
The Jackson County Continuum of Care (CoC) is the local homeless assistance planning group which encourages community collaboration to address housing and homeless needs. The CoC is comprised of representatives from a variety of non-profit entities, faith-based organizations, community stakeholders, and state and local government who in combination serve households and individuals experiencing housing crises. The group’s structured approach identifies existing needs and resources, detects gaps in service, and monitors emerging conditions. Funding received by the CoC is used to prevent homelessness, rapidly re-house people in a housing crisis, and transform the system so more people can obtain and maintain housing.

Homeless providers in Jackson County use a Homeless Management Information System (HMIS) to collect client-level data and data on the provision of housing to homeless individuals and families, and persons at risk of homelessness. The CoC also participates in an annual Point-in-Time (PIT) Count where volunteers count both sheltered and unsheltered persons experiencing homelessness on a single night in January. Data in this Homeless Needs Assessment was gleaned from both the 2018 HMIS data to capture a full year of information, and the 2019 PIT Count conducted on January 30, 2019.

Homeless Needs Assessment

<table>
<thead>
<tr>
<th>Population</th>
<th>Estimate the # of persons experiencing homelessness on a given night</th>
<th>Estimate the # experiencing homelessness each year</th>
<th>Estimate the # becoming homeless each year</th>
<th>Estimate the # exiting homelessness each year</th>
<th>Estimate the # of days persons experience homelessness</th>
</tr>
</thead>
<tbody>
<tr>
<td>Persons in Households with Adult(s) and Child(ren)</td>
<td>23</td>
<td>0</td>
<td>0</td>
<td>232</td>
<td>0</td>
</tr>
<tr>
<td>Persons in Households with Only Children</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Persons in Households with Only Adults</td>
<td>77</td>
<td>13</td>
<td>0</td>
<td>310</td>
<td>0</td>
</tr>
<tr>
<td>Chronically Homeless Individuals</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Chronically Homeless Families</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Veterans</td>
<td>6</td>
<td>1</td>
<td>0</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>Unaccompanied Child</td>
<td>6</td>
<td>1</td>
<td>0</td>
<td>33</td>
<td>0</td>
</tr>
<tr>
<td>Persons with HIV</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Table 25 - Homeless Needs Assessment

There is not a rural homeless population within the City of Jackson.
If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth):
The 2018 HMIS data provides a full year of statistics for Jackson's homeless population. The majority of homeless individuals and families were located within the City of Jackson due to the accessibility of emergency shelters and various resources.

A total of 1,023 individuals were literally homeless (Category 1) during 2018. The average age of the adults was 32; females averaged 29 years of age while males were approximately 34. Just over 24% of homeless persons in 2018 were under 18 years of age. By race and ethnicity, 61.6% were White, 36.4% were Black/African American, 1.2% were American Indian/Alaska Native; the other 0.6% were either Asian (0.2%), declined to answer (0.3%), or the data was not collected (0.1%). Those homeless individuals claiming a Hispanic or Latino heritage accounted for 6.2%. One-half of the homeless persons served in 2018 were on the street for the first time since 2015; 19.4% were experiencing a second homeless event since 2015; 12.3% were homeless for the third time in three (3) years; and 17.7% had been homeless four (4) or more times in three (3) years.

Persons aged 25 to 34 years old was the most common age bracket amongst homeless persons in 2018 (21%) with other age groups as follows (in descending order): 35 to 44 (17.4%); 45 to 54 (15.7%); newborn to four (4) years old (10.2%); 18 to 24 and 55 to 64 (9.8% each).
Nature and Extent of Homelessness: (Optional)

<table>
<thead>
<tr>
<th>Race:</th>
<th>Sheltered:</th>
<th>Unsheltered</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>59</td>
<td>12</td>
</tr>
<tr>
<td>Black or African American</td>
<td>33</td>
<td>0</td>
</tr>
<tr>
<td>Asian</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>American Indian or Alaska Native</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Pacific Islander</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ethnicity:</th>
<th>Sheltered:</th>
<th>Unsheltered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hispanic</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Not Hispanic</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Data Source Comments: Six (6) persons of two or more races were sheltered.

Estimate the number and type of families in need of housing assistance for families with children and the families of veterans.

The 2019 PIT Count identified seven (7) homeless family households comprised of both adults and children consisting of seven (7) persons over age 24, and 16 persons under the age of 18. In 2018, there were a total of 179 homeless families consisting of 201 adults and 250 children. Approximately 54% of homeless families were adult women, while the largest percentage of children was aged newborn to four (4) years old (42.4%).

During 2018, HMIS did not capture any families of veterans as being homeless. Community Action Agency (CAA) receives annual Supportive Services for Veteran Families (SSVF) funding from the Department of Veterans Affairs which is used to rapidly re-house homeless Veteran families and prevent homelessness for those at imminent risk due to a housing crisis.


Overall, the White population comprised the greatest percentage of those experiencing homelessness in 2018 at 61.6%. The Black/African American community was the second highest percentage racial group experiencing homelessness at 36.6%, followed by American Indian/Alaska Natives at 1.2%. The percentage of 2018 homeless persons claiming a Hispanic/Latino ethnicity was 6.2%.

Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.

The 2019 PIT Count captured a total of 97 homeless households consisting of 113 persons. Of those, approximately 88.5% persons were sheltered and 11.5% were unsheltered. The unsheltered population was all single person adult households, although one (1) unsheltered homeless person was aged between 18 and 24 years old.

Discussion:

According to the 2019 Housing Inventory Count (HIC) report, which is data collected by the CoC during the PIT Count, beds available for occupancy on the night of the count at emergency shelters were as follows:

- **AWARE Shelter**
  - 30 total beds (22 family beds, 8 adult-only beds)

- **Jackson Interfaith Shelter**
  - 88 total beds (46 family beds, 32 adult-only beds, 10 overflow/voucher beds)

- **Region 2 Area Agency on Aging**
  - 7 total beds (motel voucher)
There are also a total of 103 beds available for those experiencing chronic homelessness as follows:

- **Community Action Agency**
  50 total beds (34 family beds, 16 adult-only beds)

- **McKinney, LLC**
  4 total HUD-VASH beds (veterans, adult-only)

- **Training & Treatment Innovations**
  49 total beds (33 family beds, 16 adult-only beds)

An additional 76 beds may be counted as available through rapid re-housing funds from HUD, Emergency Solutions Grants, and SSVF.
NA-45 Non-Homeless Special Needs Assessment - 91.205 (b,d)

Introduction:
A non-homeless special need refers to the housing needs of persons who are not homeless but require supportive housing. This includes, but is not limited to:

- Elderly (defined as 62 years and older)
- Frail elderly (defined as an elderly person who requires assistance with three or more activities of daily living, such as bathing, walking, and performing light housework)
- Persons with mental, physical, and/or developmental disabilities
- Persons with alcohol or other drug addiction
- Persons with HIV/AIDS and their families
- Victims of domestic violence, dating violence, sexual assault, and stalking

Describe the characteristics of special needs populations in your community:
According to the 2015 ACS, 13.2% of the City's residents are aged 62 and over, 4.6% of which are aged 75 and over. Nearly 30% of households report having one (1) or more people over 60 years of age living with them while 58.2% of people over 65 years live alone.

Nearly 18% of City residents report a disability, more than half (52.7%) among those over 75 years of age. Even though the physical number of Black/African American citizens is lower than White residents, the Black community reports a higher percentage of disabled individuals at 19.9% (White is 17.5%). In addition, an estimated 6.9% of the Hispanic/Latino community are afflicted with a disability. The most common disability reported by all City residents is cognitive impairment, which is when a person has trouble remembering, learning new things, concentrating, or making decisions that affect their everyday life.

Specific information regarding people with drug or alcohol addition is not readily available through public means. However, Jackson has an array of service providers, both public and private, to help meet the needs of the community.

Jackson does not receive funding for Housing Opportunities for People With AIDS (HOPWA). Persons in the Jackson area receive services from Unified – HIV Health and Beyond in Ypsilanti, MI. Locally, the Jackson County Health Department provides free confidential testing and counseling and participates in “Link-Up Michigan” to connect HIV-positive individuals to medical and non-medical services.

AWARE, Inc. is the lead agency for the Jackson County Domestic and Sexual Violence Coordinating Council and participates in many local workgroups. AWARE, which stands for “Abused Women’s Assistance and Resources”, provides services to meet the needs of survivors of domestic and sexual violence which includes, but is not limited to, emergency shelter, supervised visitation, 24-hour crisis hotline, advocacy, education, and outreach.

According to 2015 ACS information, 21.8% of occupied housing is comprised of four (4) or more persons with the greater share renting versus owning their home. A family of five (5) or more would require at least three (3) bedrooms; the supply of housing with four (4) or more bedrooms is extremely limited with only 15.2% of occupied housing having a sufficient number of bedrooms. With limited housing choices, large family households likely face overcrowding issues more than other household types.
Non-family households are most common in the City at 40.9% and are comprised of mostly single person households. Married couple families encompass 31.7% of the City’s family households, followed by female heads of household (23.5%); male heads of household is least common at 4.6%. Approximately 65% of the female head of household families have children under 18 years present in the home. Summarily, a larger percentage of women live below poverty than men which correlates to the fact that overall, women earn 16.8% less than their male counterparts.

**What are the housing and supportive service needs of these populations and how are these needs determined?**

An individual person’s supportive service needs may vary slightly depending on their specific characteristics, but across the board, non-homeless special needs are not different than those of other low-income or homeless households. To be successful, an array of services may be needed by all populations including, but not limited to:

- Affordable housing
- Counseling
- Case management
- Legal services
- Health care
- Transportation

Many other supportive services are needed but are too numerous to list within the limitations of this template.

**Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area:**

Due to its sensitive nature, little information is available regarding the City’s population with HIV/AIDS and their families. Jackson does not receive funding for Housing Opportunities for People With AIDS (HOPWA). Persons in the Jackson area receive services from Unified – HIV Health and Beyond in Ypsilanti, MI. Unified provides an array of services to residents in Southeast Michigan living with or affected by HIV/AIDS including case management, testing, support groups and workshops, and housing assistance. Locally, the Jackson County Health Department provides free confidential testing and counseling. The Health Department also participates in “Link-Up Michigan” to connect HIV-positive individuals to medical and non-medical services.

**Discussion:**

Jackson County’s non-profit and faith based entities lead community efforts to provide the services needed by homeless, non-homeless special needs, and low-income community members. Funding for these services come from other federal and state resources, and often rely on local fundraising efforts. What resources are available are insufficient to meet the needs of each requiring assistance; however, through collaboration, cross agency communication and support, funds are managed and prioritized to impact those in greatest need.
NA-50 Non-Housing Community Development Needs – 91.215 (f)

Describe the jurisdiction’s need for Public Facilities:
In the CDBG program, the term “public facilities” is broadly interpreted to include all facilities that are either publicly owned or that are traditionally provided by the government, or owned by a non-profit and operated so as to be open to the general public. This would include neighborhood facilities, senior centers, homeless facilities, youth centers, parks and recreational facilities, and facilities for special needs populations.

The effectiveness of adding parks and greenspace to a community, especially in low-income neighborhoods and communities of color, has multiple benefits. Historically, community developers created parks and green spaces in affluent neighborhoods rather than in urban low-income communities that experience segregation and disinvestment. Studies in communities such as Philadelphia, Chicago, Los Angeles and East Salinas, California, indicate parks and greenspace improve mental and physical health outcomes; reduce stress, aggression, and the incidence and severity of psychiatric conditions; increase social interaction; enhance childhood development; and reduce and prevent violence (https://nextcity.org/daily/entry/the-surprising-link-between-parks-and-violence-prevention/). The addition of parks and green space encourages people to come outdoors to participate in community events and fosters a sense of belonging and pride in the community.

How were these needs determined?
The Jackson City Council has devoted substantial resources to reinvigorate its downtown with the subsequent plan to concentrate funding in the residential neighborhoods immediately adjacent to the downtown. These neighborhoods are among the most distressed in the City and have been subject to enhanced blight elimination in recent years. Constituents in these neighborhoods have challenged City Council to improve the livability, including a reduction in crime to the extent possible. The three (3) target areas identified in this Consolidated Plan will be carefully scrutinized to determine which public facilities will best fit the needs of each area.

Describe the jurisdiction’s need for Public Improvements:
Site improvements of any kind that are made to property that is in public ownership are considered to be a “public improvement” eligible for assistance. Public improvements include streets, sidewalks, curbs and gutters, parks, playgrounds, water and sewer lines, flood and drainage improvements, parking lots, and aesthetic amenities on public property such as trees, sculptures, fountains, and other works of art.

The local government is tasked with maintaining and improving public infrastructure within the community and is not a responsibility that can be taken on by non-profit, philanthropic, or faith-based organizations. Many communities in Michigan, including Jackson, have been teetering on economic predicaments for years as the manufacturing jobs have diminished, and the recession and housing crisis set in. Revenues in large and small communities have been severely impacted as population left for jobs in other locations, property values fell, and the state withheld revenue sharing.

City leaders in Jackson have adopted a placemaking philosophy and over the past several years have focused on blight removal in residential neighborhoods and revitalizing the heart of the urban core, its downtown district. Beautification efforts have enticed private developers to invest in the downtown and adjacent residential neighborhoods. Although a long and arduous process, the great strides taken have positively impacted the City of Jackson.
The biggest frustration from constituents involves deteriorated public infrastructure, especially the condition of local streets. Local street reconstruction, planned years in advance and performed in conjunction with underground utility upgrades, takes advantage of other financial resources available to the City. Again, this is fully the local government’s responsibility and very costly to complete. CDBG funds are limited for use in CDBG-eligible areas of the City which are residential in nature with a sufficiently high percentage of low- to moderate-income residents.

In recent years, citizens have repeatedly expressed concern about criminal activity and encouraged City Council to improve street lighting in various neighborhoods. According to the National Institute of Justice, “Improving street lighting to prevent crime is grounded in two main perspectives: 1) situational crime prevention, and 2) strengthening informal social control and community cohesion” https://www.crimesolutions.gov/PracticeDetails.aspx?ID=38. One of the City’s anticipated outcomes from enhanced blight enforcement over the past several years was to reduce criminal activity in and around foreclosed, vacant, and abandoned housing and to provide greenspace in neighborhoods. To further build on that concept, additional street lighting in these same neighborhoods will reduce the opportunity for crime and/or increase a potential offender’s perceived risk of apprehension. Personal safety is a key component to rebuilding neighborhoods so its residents can live, work, play, and learn in confidence.

**How were these needs determined?**
The prevalent complaint among citizens, not only in Jackson but across Michigan, is the neglected state of public infrastructure, especially local road conditions. Each of the three (3) identified target areas will undergo a review of local street conditions to determine the priority and extent of street reconstruction necessary. Citizens have also urged City Council to improve the street lighting in these neighborhoods in an effort to reduce crime and return neighborhoods to places where children can play and be safe.

**Describe the jurisdiction’s need for Public Services:**
The City does not deny the need for public services to support its low-income residents, it simply has not received a sufficient level of block grants to address its public infrastructure responsibility and also invest heavily in other activities. The City will continue to fund other activities that benefit the low- to mod-income community, such as rehabilitation, but will leave non-profits to seek other financial resources available to it, such as federal, state, and local grant opportunities, fundraising, and philanthropic donations. Funding public service activities will be considered based on the nature of the service to be provided and as funds allow.

**How were these needs determined?**
It is unfortunate that the need in Jackson is so much greater than the funds it receives from HUD. As the local government, it is the City’s duty to improve public facilities and infrastructure for its citizens to increase accessibility and livability. In order to do so, a majority of CDBG funds are needed to make those improvements in combination with other federal, state, and local funds. Local non-profits and faith-based organizations dedicated to serving Jackson’s underprivileged populations must seek out other sources of federal, state, local, and private funds to financially support their programs and services.

A new collaborative effort to address poverty and "Asset Limited, Income Constrained, Employed" (ALICE) lead by the United Way of Jackson County has been initiated to develop partnerships, invest in programs and work with policymakers, and help ALICE households get past barriers and build financial stability. As so much of the target population of this effort resides within the City of Jackson, local government participation in the collaboration is essential to understand the scope and needs of its residents and possibly lead to financial resources through CDBG.
Housing Market Analysis

MA-05 Overview

Housing Market Analysis Overview:
According to 1930 Census data, the City of Jackson was home to 55,187 people occupying 14,295 housing units. Eighty (80) years later, the 2010 Census reports 33,534 residents occupied 13,294 housing units leaving 2,163 housing units vacant or abandoned. This equates to a nearly 40% decline in population with only a 7% decrease in occupied housing units; if vacant units are considered, available housing actually increased over 8%. The oversupply of housing led to declining property values and low sales prices. Purchasing a home became affordable to persons who lacked the necessary skills and income to maintain the property. Real estate investors, many of whom were negligent, were purchasing the large, well-built single family homes of this formerly prosperous City, subdividing them into multiple units, renting them for what they could, but not reinvesting profits into their upkeep. Years of deferred maintenance on both homeowner and rental units led to more and more vacant and neglected residential properties, especially in lower-income neighborhoods.

Efforts to balance supply and demand included the demolition of more than 1,100 housing units in seven (7) years. Non-owner occupied housing units were more vigorously inspected to ensure tenants were provided decent, safe, and sanitary housing. The pro-side is homeowners are able to sell their properties, realizing a return on their investment; the con-side is housing is becoming less affordable to either purchase or rent even though housing prices in the City are more affordable than in the surrounding townships and adjacent counties. In a community in which 62% earn less than 80% of the Area Median Income (AMI) - and the number of housing units still exceeds the population - low-income households are heavily dependent on the supply of affordable rental housing. Overall, the City's median gross rent is $652 as reported by the 2015 ACS; however, the median gross rent by Census Tract ranges from $314 to $820 per month. By comparison, median gross rent for the United States is $928, the State of Michigan $783, and the County of Jackson $728.

Between the 2000 Census and the 2015 ACS, median gross rents have increased 41% while median household income has decreased 10%; the number of subsidized housing units and Housing Choice Vouchers are insufficient for the number of households requiring affordable housing. Worse yet, many landlords are reluctant to rent to tenants holding vouchers even though doing so is a violation of the City's Fair Housing Ordinance.
Introduction
According to the 2015 ACS, the data HUD used to pre-populate this Consolidated Plan, Jackson has a total of 14,787 housing units, 85.5% of which are occupied (12,650 housing units). Jackson is primarily comprised of residential structures on small lots with nearly 50% of its housing stock built before 1940. Seventy (70%) percent of the City’s housing stock is detached or attached single family homes followed by two (2) to four (4) unit residential structures (13%). Many of the two (2) to four (4) unit residential properties were not originally intended for multi-family use; however, real estate investors have acquired tax foreclosed or low sale price properties in past years and subdivided the single family home to accommodate multiple families. Seventeen (17%) percent of housing units in the City are located in apartment complexes or extremely large homes subdivided into multiple units.

The average household size for the City of Jackson is 2.63 persons per housing unit (33,255 total population / 12,650 occupied housing units); however, one-third of Jackson’s residents report living alone (4,212). Deducting the number of single person households from the total increases the average number of persons per housing unit to 3.44. Approximately one-quarter of the renter population is comprised of four (4) or more persons per housing unit, averaging 5.75 persons per household. While owner-occupied units with four (4) or more persons per housing unit accounts for less than 20% of all occupied homeowner housing, the average persons per household is 6.59.

All residential properties by number of units

<table>
<thead>
<tr>
<th>Property Type</th>
<th>Number</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-unit detached structure</td>
<td>9,895</td>
<td>67%</td>
</tr>
<tr>
<td>1-unit, attached structure</td>
<td>415</td>
<td>3%</td>
</tr>
<tr>
<td>2-4 units</td>
<td>1,970</td>
<td>13%</td>
</tr>
<tr>
<td>5-19 units</td>
<td>1,295</td>
<td>9%</td>
</tr>
<tr>
<td>20 or more units</td>
<td>1,130</td>
<td>8%</td>
</tr>
<tr>
<td>Mobile Home, boat, RV, van, etc</td>
<td>85</td>
<td>1%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>14,790</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Table 26 – Residential Properties by Unit Number

Data Source: 2011-2015 ACS

Unit Size by Tenure

<table>
<thead>
<tr>
<th></th>
<th>Owners</th>
<th>Renters</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number</td>
<td>Percent</td>
</tr>
<tr>
<td>No bedroom</td>
<td>10</td>
<td>0%</td>
</tr>
<tr>
<td>1 bedroom</td>
<td>195</td>
<td>3%</td>
</tr>
<tr>
<td>2 bedrooms</td>
<td>1,770</td>
<td>28%</td>
</tr>
<tr>
<td>3 or more bedrooms</td>
<td>4,415</td>
<td>69%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6,390</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Table 27 – Unit Size by Tenure

Data Source: 2011-2015 ACS

Describe the number and targeting (income level/type of family served) of units assisted with federal, state, and local programs.

Nearly ten (10%) percent of the City’s housing units are subsidized and account for approximately 50% of Jackson County’s subsidized housing. The Jackson Housing Commission (JHC) is the City’s public housing authority which administers 540 housing units across three (3) Asset Management Projects (Reed Manor,
Chalet Terrace, and Shahan-Blackstone North). Fourteen (14) Shahan-Blackstone housing units and 26 Chalet Terrace housing units are scattered site single-family homes.

As previously noted, Community Action Agency (CAA) administers 27 Permanent Supportive Housing units and Training and Treatment Innovations (TTI) administers ten (10) Permanent Supportive Housing units for a total of 99 beds. To be eligible, participant preference is serving chronically homeless, homeless, households with at least one (1) disabled person, and/or severe mental illness. In addition, approximately 700 more housing units receive State of Michigan or HUD subsidies.

The JHC also administers up to 475 Housing Choice Vouchers allowing low-income households to select their housing of choice through the private market. CAA administers approximately 370 additional Housing Choice Vouchers through the State of Michigan.

Provide an assessment of units expected to be lost from the affordable housing inventory for any reason, such as expiration of Section 8 contracts.

Jackson does not anticipate losing any units from the affordable housing inventory except for units that may require condemnation because they are unfit for human habitation. The JHC has been approved for a Rental Assistance Demonstration (RAD) conversion which will change the type of federal housing assistance from public housing to project-based vouchers. The RAD conversion allows the JHC to obtain other funding sources such as LIHTC or state/local grants to repair their properties.

Mentioned earlier in this Consolidated Plan is the addition of affordable housing units currently under construction:

- **Francis Senior Lofts** - $9.5 million project offering 45 units of senior housing to low income persons aged 55 and older. The project received $800,000 in LIHTC and will receive project based vouchers from the Jackson Housing Commission.
- **Albert Kahn Apartments** - $17 million mixed use project housing 73 low-income apartments on upper floors. This project also received LIHTC from the State of Michigan.

**Does the availability of housing units meet the needs of the population?**

Between 2012 and 2019, the City of Jackson demolished 765 residential structures containing 1,127 housing units that were foreclosed, vacant, abandoned, and dilapidated creating blight and lowering property values of remaining housing in neighborhoods where they were sited. This blight removal strategy began in part due to a 40% population decline between the 1930 and 2010 Census compared to only a 1.8% reduction of housing units. Without a sufficient number of residents to occupy and maintain the existing housing stock, coupled with other factors affecting the housing market such as significant value loss and negligent real estate investors, the older housing fell into substantial disrepair. Demolition was the only option available to City leaders as the cost to rehabilitate the large number of rapidly decaying houses was cost prohibitive and would take decades to accomplish, thereby having little impact on the community. Although there has been some outcry from a few housing advocates, the extremely poor condition of these structures was not conducive to habitation and most definitely not affordable.

To determine if there are sufficient housing units to meet the needs of the population, the total population (33,255) is divided by the average household size (2.57) which estimates 12,953 housing units are needed. The 2010 Census reported 15,457 housing units; deducting 1,127 units demolished, the available housing stock is approximately 14,330. The 2015 ACS estimates 14,787 housing units exist with 14.5% being vacant (2,137
vacant housing units). At this time, it appears the City of Jackson still has an excess of housing units compared to the population needed to own and properly maintain.

**Describe the need for specific types of housing:**
Conversations with local housing providers reveal affordable housing in Jackson may not necessarily be limited to a specific type of housing but rather addressing the issues that interfere with obtaining housing. Examples of barriers include, but are not limited to, the following:

- Educating landlords about the laws governing rental housing, including Fair Housing laws and prohibited discriminatory practices.
- Educating tenants about their rights as it pertains to rental housing, including Fair Housing laws and awareness of discriminatory practices.
- Exorbitant security deposits, non-refundable application fees, and unaffordable deposits for water accounts.
- Limited public transportation options.
- Poor credit history, especially for youth just out of college or persons facing unexpected life issues.

The CoC has applied to the State to hire a landlord advocate to guide landlords through the housing subsidy process with anticipated outcomes of increasing acceptance of rental subsidies and decreasing evictions. Another concept to increase acceptance of tenants with Housing Choice Vouchers is to establish a fund to assist the private-market landlord with repairing potential damages incurred when accepting an irresponsible Section 8 tenant.

**Discussion**
Rapidly increasing rents has resulted in housing units not affordable to low-income households. Between the 2000 Census and the 2015 ACS, median rent in the City of Jackson has increased 41% while median household income decreased over 10% and persons living below the federal poverty level have nearly doubled. Local housing providers report landlords are often jaded and unwilling to accept tenants with Housing Choice Vouchers believing they are dirty, drug users, violent, etc. Some landlords are more apt to allow a Section 8 tenant if they know the tenant has a case manager but those landlords may not necessarily be responsible—they only have an open unit. Another barrier experienced by low-income tenants is being unable to get utilities in their name and/or having to pay security and water deposits.

While the City’s Fair Housing ordinance includes protected classes beyond those identified at the federal level, discriminatory practices are often not pursued legally. Tenants are usually in “survival mode” and are more interested in obtaining housing than proceeding with legal action. The process is intimidating, takes time, and is not clear cut. Oftentimes a discriminatory practice may be the underlying issue but housing is denied for minor legitimate reasons making prosecution especially difficult.

Housing in the surrounding townships is generally less affordable and less accessible due to lack of public transportation. Low-income renters generally gravitate toward housing within the City even though only one full grocery store is in the City; public transportation is available far enough past the City’s jurisdictional boundaries to allow shopping at superstores such as Walmart and Meijer. Unfortunately, the surrounding townships do not want to contribute to the cost of public transportation so if a business such as Meijer in Blackman Township wants to be on the bus line, it must pay the Jackson Area Transportation Authority for that privilege.
MA-15 Housing Market Analysis: Cost of Housing - 91.210(a)

Introduction
According to the 2015 ACS, the median home value in the City of Jackson is $62,500 which is approximately 44% lower than the median value of Jackson County homes. By comparison, the median home value in the State of Michigan is $122,400 and across the United States it is $178,600. As demonstrated in Table 29 below, the 2008 recession devalued median home values in the City by 32% while median contract rents increased 4%. In fact, the City’s median home value is $1,800 lower than that reported in the 2000 Census. City homeowners with a mortgage are more cost burdened (32.5%) than homeowners in the County (28.6%) and Michigan (28.8%) but are in line with the U.S. (32.5%). Even without the burden of a mortgage, 20.9% of homeowners in the City pay more than 30% of their income for housing costs, compared to 13.9% in the County, 16% in the state, and 14.7% across the United States.

Discussed previously, the median gross rent in the City increased 41% since the 2000 Census, while median household income decreased approximately 10%. The National Low Income Housing Coalition prepares a report entitled “Out of Reach” which documents the gap between renters’ wages and the cost of rental housing. The report’s central statistic, the Housing Wage, is an estimate of the hourly wage a full-time worker must earn to afford a modest rental home at HUD’s Fair Market Rent (FMR) without spending more than 30% of his or her income. A person earning Michigan’s current minimum wage of $9.45 per hour would need to work 54 hours a week to afford a modest one-bedroom apartment. The amount to afford more bedrooms increases as follows:

- 2 bedrooms 66 hours/week
- 3 bedrooms 84 hours/week
- 4 bedrooms 92 hours/week

Cost of Housing

<table>
<thead>
<tr>
<th></th>
<th>Base Year: 2009</th>
<th>Most Recent Year: 2015</th>
<th>Pct Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Median Home Value</td>
<td>91,800</td>
<td>62,500</td>
<td>(32%)</td>
</tr>
<tr>
<td>Median Contract Rent</td>
<td>514</td>
<td>534</td>
<td>4%</td>
</tr>
</tbody>
</table>

Table 28 – Cost of Housing
Data Source: 2005-2009 ACS (Base Year), 2011-2015 ACS (Most Recent Year)

<table>
<thead>
<tr>
<th>Rent Paid</th>
<th>Number</th>
<th>Pct</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $500</td>
<td>2,720</td>
<td>43.5%</td>
</tr>
<tr>
<td>$500-999</td>
<td>3,480</td>
<td>55.6%</td>
</tr>
<tr>
<td>$1,000-1,499</td>
<td>55</td>
<td>0.9%</td>
</tr>
<tr>
<td>$1,500-1,999</td>
<td>4</td>
<td>0.1%</td>
</tr>
<tr>
<td>$2,000 or more</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Total</td>
<td>6,259</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

Table 29 - Rent Paid
Data Source: 2011-2015 ACS
### Housing Affordability

<table>
<thead>
<tr>
<th>Units Affordable to Households Earning</th>
<th>Renter</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>30% HAMFI</td>
<td>930</td>
<td>No Data</td>
</tr>
<tr>
<td>50% HAMFI</td>
<td>2,190</td>
<td>1,330</td>
</tr>
<tr>
<td>80% HAMFI</td>
<td>4,870</td>
<td>2,675</td>
</tr>
<tr>
<td>100% HAMFI</td>
<td>No Data</td>
<td>3,369</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>7,990</strong></td>
<td><strong>7,374</strong></td>
</tr>
</tbody>
</table>

**Table 30 – Housing Affordability**

**Data Source:** 2011-2015 CHAS

**HAMFI:** HUD Area Median Family Income

### Monthly Rent

<table>
<thead>
<tr>
<th>Monthly Rent Limits</th>
<th>Efficiency (no bedroom)</th>
<th>1 Bedroom</th>
<th>2 Bedroom</th>
<th>3 Bedroom</th>
<th>4 Bedroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fair Market Rent</td>
<td>614</td>
<td>660</td>
<td>807</td>
<td>1,031</td>
<td>1,134</td>
</tr>
<tr>
<td>High HOME Rent</td>
<td>614</td>
<td>660</td>
<td>807</td>
<td>1,031</td>
<td>1,134</td>
</tr>
<tr>
<td>Low HOME Rent</td>
<td>566</td>
<td>606</td>
<td>727</td>
<td>840</td>
<td>937</td>
</tr>
</tbody>
</table>

**Table 31 – Monthly Rent**

**Data Source:** HUD FMR and HOME Rents

### Is there sufficient housing for households at all income levels?

In the Housing Needs Assessment (NA-10), Table 6 indicates there are 3,210 households earning 0% to 30% of the HUD Area Median Family Income (HAMFI). It should be noted that using HAMFI versus Area Median Income (AMI) comparisons does not allow for the determination if there is sufficient housing for all households at all income levels. The definition of “family” by the Census Bureau (as used in HAMFI) includes only persons related by blood, marriage, or adoption, thereby excluding single-person households and unrelated individuals living together.

With that caveat in mind, comparing the information to Table 30 above, there are approximately 930 rental units affordable to families earning 30% HAMFI (no data was available for homeowner units). It can be assumed then, that 71% of families earning 30% HAMFI are living in units they cannot afford, which is also supported by the percentage of cost burdened and severely cost burdened households earning 30% HAMFI noted above.

It should be considered that what may appear to be a sufficient pool of housing for households at all income levels may not actually be the case due to the dissimilarity of two different definitions of income (HAMFI / AMI) promulgated by HUD throughout the Consolidated Plan. The fact there is no homeowner data available regarding households earning 30% HAMFI is likely due to negligible, if any, numbers of households at that income level owning homes.

### How is affordability of housing likely to change considering changes to home values and/or rents?

Table 28 above indicates homeowner housing values fell 32% while contract rent prices increased 4% between 2009 and the 2015 ACS. The decline in homeowner housing values can be attributed to the housing bubble and recession in 2008. Housing prices peaked in 2006 then started declining as the housing bubble burst, hitting lows in 2012. Subprime lending to people who were unable to maintain the repayment schedule led to a spate of mortgage and tax foreclosures and, ultimately, to the recession in 2008. A review of the median housing value listed in the 2013 – 2017 American Community Survey does indicate a slight increase in median value to
$63,200. Verbal reports from local realtors indicate housing in areas of the City has increased in sales price and appear to be recovering well.

The term “contract rent” often refers to rent paid to landlords through Housing Choice Vouchers. Comparing the median gross rent from the 2008 – 2012 American Community Survey ($621), to the 2015 ACS ($652), to 2013 – 2017 American Community Survey ($662) indicates gross rent increased 5% and continues to climb. The removal of over 1,100 blighted housing units through demolition has tightened the rental market, thus allowing rents to increase as the demand for rental units increase and the supply is limited. As mentioned previously, two (2) new housing projects in Downtown Jackson will produce 118 low income housing units in the near future.

**How do HOME rents / Fair Market Rent compare to Area Median Rent? How might this impact your strategy to produce or preserve affordable housing?**

A family of four (4) earning 80% of the area median income ($51,700) would find monthly rent (including utilities) of $1,293 affordable based on HUD’s definition of affordable (paying no more than 30% of gross income for housing costs). Certainly, the less a family earns, the less housing it can afford. The same family of four (4) earning 50% of the area median income ($32,300) might be able to afford a two-bedroom unit. Depending on the family’s composition, two (2) bedrooms may be insufficient and require use of another room, such as a living room, for sleeping arrangements.

As mentioned previously, two (2) new housing projects in Downtown Jackson will produce 118 low income housing units in the near future which will improve availability.

**Discussion**

Having a sufficient number of housing units doesn’t always equate to everyone being housed at affordable prices. As noted above, the community must also address barriers to affordable housing, such as veiled discriminatory practices and landlords unwilling to lease to tenants with housing vouchers. As with any other community, there are limited financial resources available to non-profits, faith-based organizations, and even local governments; no one entity should be expected to bear the full brunt of community needs but work together and support each other’s efforts.
MA-20 Housing Market Analysis: Condition of Housing – 91.210(a)

Introduction
To meet the needs of a fast-growing community in the early- to mid-20th century, housing developed as quickly as the population grew. The 1960 Census records the largest number of housing units in the City’s history (16,843) with 65.9% owner-occupied, 34.1% renter-occupied, and 4.2% vacant. The subsequent economic downturns and loss of manufacturing jobs depleted the population from a high of 55,187 recorded in the 1930 Census to the 2015 ACS estimate of 33,255, a loss of nearly 40% of the population. Unfortunately, housing did not follow the same trend, recording a loss of approximately 12.2% from the high recorded in 1960 (16,843) to the 2015 ACS estimate of 14,787 units. In fact, the number of housing units increased 1.4% between the 2000 Census (15,241) and 2010 Census (15,457) which had more to do with real estate investors subdividing current housing stock into multiple units than new construction.

Jackson is primarily comprised of residential structure on small lots. Fifty (50%) percent of all homes within the City were built before 1940; over 85% were built before 1970. Nine (9) prominent styles typify housing in the City: Bungalow, Dutch Colonial, Colonial Revival, American Foursquare, Gable Front, Tudor Revival, English Cottage, Ranch, and Split-Level Ranch. With such an aged housing stock and decreasing population with skills and income to maintain the properties, a great many fell into significant disrepair. The City has eliminated over 1,100 dilapidated housing units in the past seven (7) years and enhanced its housing inspections to biennially inspect all housing not used as the primary residence of the owner.

Definitions
HUD requires all jurisdictions, including the City of Jackson, to define what “standard condition” and “substandard condition but suitable for rehabilitation” mean as it relates to its rehabilitation programs, which is listed below:

- **Standard Condition** means a dwelling that essentially meets all federal, state, and local code, but may have minor aesthetic-type violations.

- **Substandard Condition but Suitable for Rehabilitation** means there must be a reasonable expectation that with appropriate maintenance, the assisted property will remain structurally sound and fit for habitation for ten (10) years following rehabilitation assistance. When one (1) or more major and/or structural defect exists, the property may still be suitable for rehabilitation if costs to repair are reasonable.

### Condition of Units

<table>
<thead>
<tr>
<th>Condition of Units</th>
<th>Owner-Occupied</th>
<th>Renter-Occupied</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number</td>
<td>Percent</td>
</tr>
<tr>
<td>With one selected Condition</td>
<td>1,760</td>
<td>28%</td>
</tr>
<tr>
<td>With two selected Conditions</td>
<td>50</td>
<td>1%</td>
</tr>
<tr>
<td>With three selected Conditions</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>With four selected Conditions</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>No selected Conditions</td>
<td>4,580</td>
<td>72%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6,390</strong></td>
<td><strong>101%</strong></td>
</tr>
</tbody>
</table>

*Data Source: 2011-2015 ACS*
### Year Unit Built

<table>
<thead>
<tr>
<th>Year Unit Built</th>
<th>Owner-Occupied</th>
<th>Renter-Occupied</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number</td>
<td>Percent</td>
</tr>
<tr>
<td>2000 or later</td>
<td>84</td>
<td>1%</td>
</tr>
<tr>
<td>1980-1999</td>
<td>130</td>
<td>2%</td>
</tr>
<tr>
<td>1950-1979</td>
<td>1,545</td>
<td>24%</td>
</tr>
<tr>
<td>Before 1950</td>
<td>4,625</td>
<td>72%</td>
</tr>
<tr>
<td>Total</td>
<td>6,384</td>
<td>99%</td>
</tr>
</tbody>
</table>

Data Source: 2011-2015 CHAS

### Risk of Lead-Based Paint Hazard

<table>
<thead>
<tr>
<th>Risk of Lead-Based Paint Hazard</th>
<th>Owner-Occupied</th>
<th>Renter-Occupied</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number</td>
<td>Percent</td>
</tr>
<tr>
<td>Total Number of Units Built Before 1980</td>
<td>6,170</td>
<td>97%</td>
</tr>
<tr>
<td>Housing Units built before 1980 with children present</td>
<td>538</td>
<td>8%</td>
</tr>
</tbody>
</table>

Data Source: 2011-2015 ACS (Total Units) 2011-2015 CHAS (Units with Children present)

### Vacant Units

<table>
<thead>
<tr>
<th></th>
<th>Suitable for Rehabilitation</th>
<th>Not Suitable for Rehabilitation</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacant Units</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Abandoned Vacant Units</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>REO Properties</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Abandoned REO Properties</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Data Source: 2005-2009 CHAS

### Need for Owner and Rental Rehabilitation

Approximately 50% of the City’s total housing stock was built before 1940 when Jackson was prosperous and growing rapidly; these homes are now no less than 80 years old. The next three (3) decades, between 1940 and 1969, the City continued to grow at a slightly slower pace when manufacturing jobs were plenty; 35% of the City’s housing stock was built during these years. The creation of new housing in the City continued to decrease at the end of the 20th century and into the early 21st century.

Noted previously, while the cost of living, including housing costs, climb, Jackson’s median household income decreased over 10% in the past decade while persons living below the federal poverty level have nearly doubled. The 2019 Low-Mod Income Summary Data (LMISD) indicates that 62% of City residents are low-income. The City exhibits extremes of this percentage depending on where a person lives from a low of 22.9% low-income residents in the area bordered by Michigan–West–Carlton–Brown to a high of 92.8% low-income residents in the area principally bordered by Franklin–Cooper–Moore (also includes the Martin Luther King Center and Chalet Terrace area)–Chittock/Mechanic.

Due to the age of the majority of homes in the City of Jackson and preponderance of low- to moderate-income residents lacking skills and income to invest in home improvements, many low-income homeowners require assistance to keep their home habitable. Years of deferred maintenance and sometimes neglect causes full
rehabilitation costs to skyrocket and making it difficult to assist a sufficient number of homeowners to have an impact on the community.

Historically, the City has offered affordable full rehabilitation loans and emergency hazard loans to low-income homeowners. Full rehabs correct all code violations, lead-based paint hazards, and major components if in jeopardy of failing within 5 years due to age. Emergency hazards correct a system that has already failed – furnace not working, roof leaking, etc. During the course of this Consolidated Plan, the City will explore ways to provide aid to more residents with the limited resources it receives.

One (1) idea in the beginning phases of planning is to create a “Major Component” aspect to the Rehabilitation Policies and Procedures. Early visioning would develop a program to replace major component items that are nearing the end of their life cycle (i.e., furnace, roof, water heater) before they fail and create an emergency hazard, or are not energy efficient (i.e., furnace, windows) and replacement would reduce utility costs for the family thereby increasing the amount of monthly income that could be spent for other life necessities.

Estimated Number of Housing Units Occupied by Low or Moderate Income Families with LBP Hazards
In 2017, the City of Jackson was awarded a grant from the Office of Lead Hazard Control and Healthy Homes to remediate lead hazards for low-income residents with children less than 6 years of age living with them. Serving this target population in recent years causes staff to question the validity of the data HUD provided in the pre-populated Table 39 above and offers the following narrative:

The 2015 ACS data used by HUD to prepopulate most tables in this Consolidated Plan estimates 89.8% of the City of Jackson’s housing stock was built before 1980. The 2015 ACS Table S1701 also estimates 36% of City residents live below the federal poverty level; the younger a person is, the more likely they live in poverty as 57% of children under 5 years old and 50.1% of children aged 5 to 17 years old live below the poverty level. Table S0901: Children Characteristics from the 2015 ACS reports there are 3,546 children under 6 years old living within the City limits; if 57% of that age group lives in poverty, over 2,000 children under 6 years old live in a home with lead based paint.

HUD’s 2019 Low and Moderate Income Summary Data (LMISD) table indicates 62% of City of Jackson residents earn 80% of the Area Median Income or less. The number of housing units built before 1979 is approximately 13,283 which equates to approximately 8,235 housing units with lead-based paint hazards are occupied by low- or moderate-income families.

Discussion
The City of Jackson does not specifically collect data on the number of vacant units or suitability for rehabilitation. Jackson does maintain a Foreclosed, Vacant, or Abandoned (FVA) Residential Property Registry with 155 housing units registered as of January 31, 2020. Many of these properties are in the mortgage foreclosure process and likely suitable for rehabilitation.

Also as of January 31, 2020, there are 71 condemned privately owned structures, the majority of which are residential properties. In addition, the City currently owns 83 residential properties it acquired through tax reversion. City inspectors carefully examine the feasibility of rehabilitation versus demolition and, if appropriate, the City may enter a development agreement with the owner or a purchaser to ensure the properties are brought up to code. Most, however, will be demolished as funds allow. Approximately (75) condemned or City-owned residential properties are in CDBG-eligible areas of the City.
**Introduction**

The Jackson Housing Commission (JHC) administers subsidized housing programs that offer affordable housing to extremely low-income individuals and families in Jackson. Public housing provides subsidized, affordable rental units at one of three (3) apartment complexes; vouchers allow an individual or family to seek housing in the private market, giving the voucher holder flexibility in where to live. Additional assisted housing is available in the community in various forms and locations which is not under the purview of the JHC.

**Totals Number of Units**

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Vouchers</th>
<th>Special Purpose Voucher</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Certificate</td>
<td>Mod- Rehab</td>
</tr>
<tr>
<td></td>
<td># of units vouchers available</td>
<td>543</td>
</tr>
<tr>
<td></td>
<td># of accessible units</td>
<td></td>
</tr>
</tbody>
</table>

**Table 36 – Total Number of Units by Program Type**

Data Source: PIC (PIH Information Center)

*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

**Describe the supply of public housing developments:**

The JHC is a medium-sized public housing commission that administers three (3) Asset Management Projects (AMP) within the City of Jackson as follows:

- **Chalet Terrace** – 100 Units; Constructed: 1965; Target Population: Mixed
  (8) efficiency, (24) 1-bedroom, (20) 2-bedroom, (34) 3-bedroom, (14) 4-bedroom

- **Chalet Terrace** – Scattered Site; Constructed: 1992; Target Population: Family
  (26) 3-bedroom single family homes

- **Reed Manor** – 292 Units; Constructed: 1970; Target Population: Elderly and Disabled
  (196) efficiency, (84) 1-bedroom, (12) 2-bedroom

- **Shahan-Blackstone North** – 108 Units; Constructed: 1980; Target Population: Family
  (108) efficiency; (74) 2-bedroom, (30) 3-bedroom, (4) 4-bedroom

- **Shahan-Blackstone North** – Scattered Site; Constructed: 1992; Target Population: Family
  (14) 3-bedroom single family homes

Pursuant to its regulations, HUD assesses the physical condition of all HUD-related public housing. City housing inspectors also visit and inspect each unit every two (2) years to ensure they are maintained in a safe and sanitary manner and that any code violations cited are rectified in an appropriate and timely manner.
Describe the restoration and revitalization needs of public housing units in the jurisdiction:
The JHC has maintained its aging and obsolete public housing units as best as it has been able to with the dwindling Capital Improvement Funds received from HUD. With little other funding resources available to it, especially unrestricted funds, the units have been deteriorating faster than can be maintained. Hired in 2015, the Executive Director, Laurie Ingram, quickly assimilated herself in the community as she endeavored to change the way public housing is managed in Jackson.

With the three public housing complexes showing their age and obsolescence from declining capital funds from HUD, Ms. Ingram applied for a Rental Assistance Demonstration (RAD) conversion which will change the type of federal housing assistance from public housing (Section 9) to project-based vouchers (Section 8). Recently approved, the RAD conversion allows the JHC to obtain other public or private funding sources to repair and improve their properties. Once the RAD conversion is fully implemented, the JHC will apply for Low Income Housing Tax Credits (LIHTC) through the State of Michigan. The current goal is to apply for LIHTC by April 2021; if approved, a public/private development to modernize Reed Manor (292 units) and Chalet Terrace (100 units) will be pursued. Shahan-Blackstone North, the newest of the three complexes, will receive upgrades and modernization as needed, but to a lesser extent than Reed Manor and Chalet Terrace.

Describe the public housing agency’s strategy for improving the living environment of low- and moderate-income families residing in public housing:
In addition to the RAD conversion mentioned above, the JHC has cultivated a strong connection with community partner agencies to provide case management, homeownership training, life skills, and financial and economic management, health screenings, legal services, and many other available social services depending on individual needs. New positions were integrated into the JHC staff specifically to address the many needs of residents without having to devote time toward the general administration of the programs. One staff position provides case management focusing on housing stability issues and assisting residents to remain stably housed through various means such as entering a payment plan or appointing a payee to keep rent payments current, or acting as mediator for neighbor disputes. Essentially, this position assists the resident to resolve any issue that would normally lead to an eviction. The other position provides healthcare case management which ensures a resident's healthcare needs are met, whether it is transporting them to/from appointments or scheduling those appointments. A physician's assistant provides weekly on-site services for minor medical issues.

In collaboration with CAA, HeadStart programs are available on-site at Chalet Terrace and Shahan-Blackstone North which are the two complexes that house families. Each location has a community room for residents to gather and engage with each other; one location even provides daily lunch meals to approximately 50 residents. Security has been a recurring resident concern and has attempted to be addressed through various means including the installation of cameras and hiring security services from an outside source. During the coming year, the JHC intends to hire, train, and oversee its own security staff.

<table>
<thead>
<tr>
<th>Public Housing Development</th>
<th>Average Inspection Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chalet Terrace</td>
<td>80.7</td>
</tr>
<tr>
<td>Reed Manor</td>
<td>86.3</td>
</tr>
<tr>
<td>Shahan-Blackstone North</td>
<td>78.3</td>
</tr>
</tbody>
</table>

Table 37 - Public Housing Condition
Introduction
In 1994, HUD encouraged communities to address the problems of housing and homelessness in a coordinated, comprehensive, and strategic fashion. In response, an ad hoc committee of Jackson community agencies was formed to address the needs required to maintain and expand affordable housing in Jackson. From that committee, the Jackson County Continuum of Care (CoC) formed and for the past 26 years has expanded its membership and improved the way the homeless receive services by enhancing collaboration and communication among the various community service providers and stakeholders with a commitment to reduce, alleviate, and end homelessness. The CoC Steering Committee and several subcommittees help guide local policy related to homelessness, ensure an effective understanding of HUD regulations and policy, and work toward improving system performance.

The CoC receives both federal and state funding to support and sustain those objectives and local service providers. Case managers guide people experiencing homelessness toward the multitude of community resources through an individualized intake process and connecting them to programs best suited to their unique situation.

Facilities and Housing Targeted to Homeless Households

<table>
<thead>
<tr>
<th>Households with Adult(s) and Child(ren)</th>
<th>Emergency Shelter Beds (Current &amp; New)</th>
<th>Voucher / Seasonal Overflow Beds</th>
<th>Transitional Housing Beds Current &amp; New</th>
<th>Permanent Supportive Housing Beds Current &amp; New Under Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>Households with Adult(s) and Child(ren)</td>
<td>68</td>
<td>10</td>
<td>0</td>
<td>67</td>
</tr>
<tr>
<td>Households with Only Adults</td>
<td>47</td>
<td>0</td>
<td>0</td>
<td>36</td>
</tr>
<tr>
<td>Chronically Homeless Households</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>103</td>
</tr>
<tr>
<td>Veterans</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Unaccompanied Youth</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Data Source Comments:

Table 38 - Facilities and Housing Targeted to Homeless Households
Describe mainstream services, such as health, mental health, and employment services to the extent those services are use to complement services targeted to homeless persons

The local Community Action Agency (CAA) is the lead agency and fiscal agent for the CoC and provides many of the services addressing homeless needs. CoC membership is comprised of representatives from the Jackson Housing Commission, Henry Ford Allegiance Health, Legal Services, Training and Treatment Innovations, Jackson Interfaith Shelter, disAbility Connections, and AWARE Shelter, among others.

According to the 2019 PIT Count, one-third of sheltered or unsheltered adults reported having a serious mental illness, 5.1% with a substance abuse disorder, and 21.7% as survivors of domestic violence. The CoC has adopted a “Coordinated Entry System” with a “Housing First” component so people are housed quickly without preconditions or service participation requirements.

A designated Housing Assessment and Resource Agency is the primary access point for all homeless persons or those at risk of becoming homeless who are also able to be initially assessed through other avenues, such as emergency shelters, domestic violence shelters, veterans’ providers, etc. The CoC uses the same assessment tool at all access points with criteria modifications for specific subpopulations, namely the Service Prioritization Decision Assistance Tool. The Tool determines each household’s housing and service needs, but also prioritizes households for housing program referrals for permanent supportive housing, rapid re-housing, or supportive services only.

List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. If the services and facilities are listed on screen SP-40 Institutional Delivery Structure or screen MA-35 Special Needs Facilities and Services, describe how these facilities and services specifically address the needs of these populations.

- **Jackson Interfaith Shelter**: 46 family beds, 32 adult only beds, 10 overflow beds.
- **AWARE, Inc**: 22 family beds, 8 adult only beds specifically for survivors of domestic violence.
- **Region 2 Area Agency on Aging**: 7 motel vouchers
- **Permanent Supportive Housing**: 67 family beds, 36 adult only beds for chronically homeless; 4 veteran beds.
- **Rapid Re-Housing**: 45 family beds, 31 adult only beds, 30 veteran beds.

CAA administers Supportive Services for Veteran Families (SSVF) and in 2020 received $645,055 from the State of Michigan to provide services in Branch, Cass, Hillsdale, Jackson, Lenawee and St. Joseph Counties.
MA-35 Special Needs Facilities and Services – 91.210(d)

Introduction
City of Jackson staff participates with the Jackson County Continuum of Care (CoC) which focuses not only on the homeless population, but also on housing needs and services for low-income households and special needs populations. The Housing Assessment Resource Agency (HARA) screens clients to determine the appropriate housing interventions. Through the "no wrong door" approach, though, the screening can be accomplished by another agency and coordinated through the HARA. The assessment tool quickly evaluates the health and social needs of those experiencing, or at risk of, homelessness to help identify the best type of support and housing intervention by relying on three (3) categories of recommendation:

- **Permanent Supportive Housing** - individuals or families who need permanent housing with ongoing access to services and case management to remain stably housed;
- **Rapid Re-Housing** - individuals or families who are likely to achieve housing stability over a short period of time through a medium or short term rent subsidy and access to support services;
- **Diversion** - individuals or families who do not require intensive supports but may still benefit from access to affordable housing with some light touch services. In these cases, the assessment tool recommends affordable or subsidized housing but no financial assistance.

Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs
It is difficult to identify the exact number of units needed for supportive housing due to the dynamic nature of disabilities, addictions, or needs. Some individuals who would benefit from supportive housing live with family members, thereby making it challenging to capture the true need.

The number of supportive housing options available in the Jackson community are numerous and too many to list. The Jackson Health Network (JHN) is a collaboration between health care leaders, community leaders, and physicians working together to improve patient outcomes and safety, and reduce overall costs through an integrated system of care. The JHN has published a 21 page Community Resource Directory which is available online at [https://www.jacksonhealthnetwork.org/content/98-education](https://www.jacksonhealthnetwork.org/content/98-education).

Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing
The CoC has developed coordinated entry and discharge accountability, discharge protocols, and identified coordinated discharge providers. Those seeking housing are individually assessed to identify the level of housing assistance needed and provided case management. The case manager connects the individual or household to needed community services or other resources.

Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. 91.315(e)
Increasing project costs and stagnant CDBG funds received annually from HUD leaves little to no funding for housing and supportive services activities beyond what the City itself is able to provide. The area’s non-profit and faith-based organizations rely on other grants and fundraising opportunities to finance their
activities. The City will continue to review community needs and determine if it is able to financially support activities on an annual basis.

For entitlement/consortia grantees: Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. (91.220(2))

Increasing project costs and stagnant CDBG funds received annually from HUD leaves little to no funding for housing and supportive services activities beyond what the City itself is able to provide. The area’s non-profit and faith-based organizations rely on other grants and fundraising opportunities to finance their activities. The City will continue to review community needs and determine if it is able to financially support activities on an annual basis.
MA-40 Barriers to Affordable Housing – 91.210(e)

Negative Effects of Public Policies on Affordable Housing and Residential Investment
The City of Jackson does not intentionally create policies, codes, or rules that create barriers to affordable housing, but rather faces the same realities experienced by most municipalities – increasing construction costs, complexity of financing for larger projects, and an affordability gap between incomes and housing costs. Likewise, most policies, ordinances, and/or codes are established to maintain compliance with local, state, and federal guidelines or for health and safety reasons.

Conversations with local housing providers reveals affordable housing in Jackson may not necessarily be limited to a specific type of housing but rather addressing the issues that interfere with obtaining housing. Examples of barriers include, but are not limited to, the following:

- Landlords unaware of the laws governing rental housing, including Fair Housing laws and prohibited discriminatory practices.
- Tenants who do not realize their rights as it pertains to rental housing, including Fair Housing laws and awareness of discriminatory practices.
- Exorbitant security deposits, non-refundable application fees, and unaffordable deposits for utilities.
- Inability to obtain utilities in tenant's name.
- Limited public transportation options.
- Poor credit history, especially for youth just out of college, persons facing unexpected life issues, or ruined as part of a domestic violence situation.
- Rejection of service animals in the unit.
- Refusal to accept Housing Choice Vouchers or charging rents that don’t qualify for fair market rent.
- People who are routinely discriminated against often don’t notice or identify discrimination. If discrimination is suspected, the tenants are often more interested in finding housing to meet their immediate need rather than going through a lengthy appeal process.

The CoC has applied to the State to hire a landlord advocate to guide landlords through the housing subsidy process with anticipated outcomes of increasing acceptance of rental subsidies and decreasing evictions. Another concept to increase acceptance of tenants with Housing Choice Vouchers is to establish a fund to assist the private-market landlord with repairing potential damages incurred when accepting an irresponsible Section 8 tenant.
MA-45 Non-Housing Community Development Assets – 91.215 (f)

Introduction
As part of the 2016 Community Master Plan, real estate analyst firm Land Use USA assessed the City’s economy and outlined areas for future economic development initiatives. Major employers within the City of Jackson include Henry Ford Allegiance Health, Consumers Energy, Great Lakes Home Health Hospice, Eaton Corporation, Alro Steel, City, State and County government, and others. Jackson’s market strengths are in metal manufacturing, health care, and utilities; the economic consultants at Land Use USA recommended the City focus on growing sectors which are complementary to these existing strengths. Such sectors include, but are not limited to:

- Finance, insurance
- Medical supplies manufacturing
- Related life sciences industries
- Information technologies
- Advanced distribution technologies
- Renewable energies
- Other scientific, technical industries
- Plastics, rubber, vinyl products
- Chemicals and adhesives

Economic Development Market Analysis

Business Activity

<table>
<thead>
<tr>
<th>Business by Sector</th>
<th>Number of Workers</th>
<th>Number of Jobs</th>
<th>Share of Workers (Percent)</th>
<th>Share of Jobs (Percent)</th>
<th>Jobs less workers (Percent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture, Mining, Oil &amp; Gas Extraction</td>
<td>43</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arts, Entertainment, Accommodations</td>
<td>1,317</td>
<td>1,351</td>
<td>14</td>
<td>8</td>
<td>-6</td>
</tr>
<tr>
<td>Construction</td>
<td>294</td>
<td>190</td>
<td>3</td>
<td>1</td>
<td>-2</td>
</tr>
<tr>
<td>Education and Health Care Services</td>
<td>2,253</td>
<td>6,459</td>
<td>23</td>
<td>39</td>
<td>16</td>
</tr>
<tr>
<td>Finance, Insurance, and Real Estate</td>
<td>422</td>
<td>877</td>
<td>4</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Information</td>
<td>125</td>
<td>176</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>2,082</td>
<td>1,919</td>
<td>22</td>
<td>12</td>
<td>-10</td>
</tr>
<tr>
<td>Other Services</td>
<td>466</td>
<td>1,046</td>
<td>5</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>Professional, Scientific, Management Services</td>
<td>611</td>
<td>1,524</td>
<td>6</td>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>Public Administration</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Retail Trade</td>
<td>1,372</td>
<td>1,537</td>
<td>14</td>
<td>9</td>
<td>-5</td>
</tr>
<tr>
<td>Transportation and Warehousing</td>
<td>261</td>
<td>457</td>
<td>3</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Wholesale Trade</td>
<td>396</td>
<td>893</td>
<td>4</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9,642</strong></td>
<td><strong>16,429</strong></td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>

Table 39 - Business Activity

Data Source: 2011-2015 ACS (Workers), 2015 Longitudinal Employer-Household Dynamics (Jobs)
### Labor Force

<table>
<thead>
<tr>
<th>Description</th>
<th>Figures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Population in the Civilian Labor Force</td>
<td>14,630</td>
</tr>
<tr>
<td>Civilian Employed Population 16 years and over</td>
<td>12,360</td>
</tr>
<tr>
<td>Unemployment Rate</td>
<td>15.54</td>
</tr>
<tr>
<td>Unemployment Rate for Ages 16-24</td>
<td>36.89</td>
</tr>
<tr>
<td>Unemployment Rate for Ages 25-65</td>
<td>9.56</td>
</tr>
</tbody>
</table>

**Table 40 - Labor Force**

Data Source: 2011-2015 ACS

### Occupations by Sector

<table>
<thead>
<tr>
<th>Sector</th>
<th>Number of People</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management, business and financial</td>
<td>1,705</td>
</tr>
<tr>
<td>Farming, fisheries and forestry occupations</td>
<td>620</td>
</tr>
<tr>
<td>Service</td>
<td>1,860</td>
</tr>
<tr>
<td>Sales and office</td>
<td>3,175</td>
</tr>
<tr>
<td>Construction, extraction, maintenance and repair</td>
<td>800</td>
</tr>
<tr>
<td>Production, transportation and material moving</td>
<td>905</td>
</tr>
</tbody>
</table>

**Table 41 - Occupations by Sector**

Data Source: 2011-2015 ACS

### Travel Time

<table>
<thead>
<tr>
<th>Travel Time</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 30 Minutes</td>
<td>9,460</td>
<td>80%</td>
</tr>
<tr>
<td>30-59 Minutes</td>
<td>1,950</td>
<td>16%</td>
</tr>
<tr>
<td>60 or More Minutes</td>
<td>440</td>
<td>4%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>11,850</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Table 42 - Travel Time**

Data Source: 2011-2015 ACS

### Education:

#### Educational Attainment by Employment Status (Population 16 and Older)

<table>
<thead>
<tr>
<th>Educational Attainment</th>
<th>In Labor Force</th>
<th>Not in Labor Force</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Civilian Employed</td>
<td>Unemployed</td>
</tr>
<tr>
<td>Less than high school graduate</td>
<td>1,045</td>
<td>310</td>
</tr>
<tr>
<td>High school graduate (includes equivalency)</td>
<td>3,180</td>
<td>545</td>
</tr>
<tr>
<td>Some college or Associate's degree</td>
<td>3,810</td>
<td>610</td>
</tr>
<tr>
<td>Bachelor's degree or higher</td>
<td>2,025</td>
<td>125</td>
</tr>
</tbody>
</table>

**Table 43 - Educational Attainment by Employment Status**

Data Source: 2011-2015 ACS

#### Educational Attainment by Age

<table>
<thead>
<tr>
<th>Educational Attainment</th>
<th>18–24 yrs</th>
<th>25–34 yrs</th>
<th>35–44 yrs</th>
<th>45–65 yrs</th>
<th>65+ yrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 9th grade</td>
<td>35</td>
<td>110</td>
<td>100</td>
<td>190</td>
<td>370</td>
</tr>
<tr>
<td>9th to 12th grade, no diploma</td>
<td>655</td>
<td>945</td>
<td>460</td>
<td>595</td>
<td>375</td>
</tr>
<tr>
<td>High school graduate, GED, or alternative</td>
<td>1,065</td>
<td>2,030</td>
<td>1,170</td>
<td>2,540</td>
<td>1,255</td>
</tr>
<tr>
<td>Some college, no degree</td>
<td>1,405</td>
<td>1,470</td>
<td>1,185</td>
<td>1,755</td>
<td>675</td>
</tr>
<tr>
<td>Associate's degree</td>
<td>95</td>
<td>315</td>
<td>335</td>
<td>815</td>
<td>185</td>
</tr>
<tr>
<td>Bachelor's degree</td>
<td>55</td>
<td>530</td>
<td>505</td>
<td>845</td>
<td>405</td>
</tr>
<tr>
<td>Graduate or professional degree</td>
<td>8</td>
<td>125</td>
<td>160</td>
<td>405</td>
<td>175</td>
</tr>
</tbody>
</table>

**Table 44 - Educational Attainment by Age**

Data Source: 2011-2015 ACS
Educational Attainment – Median Earnings in the Past 12 Months

<table>
<thead>
<tr>
<th>Educational Attainment</th>
<th>Median Earnings in the Past 12 Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than high school graduate</td>
<td>$14,965</td>
</tr>
<tr>
<td>High school graduate (includes equivalency)</td>
<td>$20,028</td>
</tr>
<tr>
<td>Some college or Associate’s degree</td>
<td>$25,280</td>
</tr>
<tr>
<td>Bachelor’s degree</td>
<td>$46,083</td>
</tr>
<tr>
<td>Graduate or professional degree</td>
<td>$50,056</td>
</tr>
</tbody>
</table>

Table 45 – Median Earnings in the Past 12 Months

Data Source: 2011-2015 ACS

Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?
The top four (4) industry categories for employed City residents remain unchanged since the 2000 Census. Of significance though is Jackson has transitioned from a manufacturing to education and health care services base. According to the 2000 Census, 23.7% of jobs were in manufacturing and 20.3% in education and health care services; the 2015 ACS now estimates 23.3% of jobs are in education and health care services while manufacturing has declined to 18.1%. The other leading industries are “retail trade” and “arts, entertainment, and accommodations”.

According to Jackson’s 2016 Community Master Plan, major employment sectors within and immediately adjacent to the City of Jackson are as follows (ranked in order): Healthcare; Utilities, Media, Business Services; Steel, Metal, and/or Auto Parts; Retail Trade; Education; Department of Corrections; Food Products; Government; Plastics, Vinlys, Adhesives; Construction; and Medical Devices.

Describe the workforce and infrastructure needs of the business community:
Jackson’s 2016 Community Master Plan relays that over half the jobs in Jackson County are located within the City of Jackson, but City residents fill only 13% of the those jobs. This means approximately 26,000 residents of other communities earn their livelihoods within the City’s limits, indicating that the majority of the prosperity generated within the City is being exported outside its boundaries. Demographic comparisons for the City and County indicate households with higher educational attainment, higher median income, and higher median housing values reside outside the municipal limits of the City.

Public transportation limitations continue to plague low-income job seekers and employees as the Jackson Area Transportation Authority’s (JATA) service hours for bus service are Monday – Friday 6:15 a.m. to 6:15 p.m., Saturday 10:15 a.m. to 6:15 p.m., and no Sunday service unless through Reserve-A-Ride. JATA’s service area is generally confined to the City limits except for very limited routes to Jackson College, Michigan Center, and just west of the City in Summit and Blackman Townships for access to the Westwood Mall and Meijer areas.

Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.
In recent years, growth in the City of Jackson includes, but is not limited to:

- Expansion of Henry Ford Allegiance Health and complementary off campus medical facilities;
• Construction of several new mixed-use buildings and adaptive re-use of existing structures in the downtown district;
• Expansion of the Jackson District Library’s administrative offices;
• Expansion of retail and restaurant options in the downtown.

Coinciding with the growth have been infrastructure improvements, most notably converting the downtown business loop from two (2) one-way streets back to two-lane traffic. Other improvements include the addition of several roundabouts to maintain traffic flow in formerly congested areas. Albeit aged, the City’s water and sewer capacity is sufficient to absorb the growth; work is ongoing to replace the oldest water and sewer lines in conjunction with residential street reconstruction.

How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?
Jackson County participates in the Region 2 Planning Commission Comprehensive Economic Development Strategy (CEDS) along with Hillsdale and Lenawee Counties in south-central lower Michigan. The 2017-2021 CEDS Plan provides insight into the Region’s Strengths, Weaknesses, Opportunities, and Threats (SWOT):

The CEDS Steering Committee was able to identify much strength in the Region due to a variety of factors: its strategic location; a multimodal transportation network, other infrastructure, and natural resources; the existing educational system (i.e., primary, secondary, and post-secondary); and a strong workforce and solid economy. Various opportunities that can enhance those strengths were also identified: natural amenities; various initiatives that can be taken advantage of; a variety of potential economic opportunities (i.e., expanded manufacturing, including automotive technologies; diversification in value-added agriculture; enhanced regional health care; and placemaking); as well as evolution in education and infrastructure (i.e., STEM and LEED). However, in order to increase the economic resiliency of the Region, the Committee also looked at potential weaknesses and threats. Weaknesses and threats identified include: a lack of widespread high-speed broadband access; impediments to workforce training; threats to manufacturing (i.e., an auto-centric focus, jobs lost to technology, and workforce challenges); infrastructure threats (i.e., a largely obsolete industrial building stock, varied municipal governmental capacities and a lack of development-ready land); insufficient funding leading to limited investment (i.e., capital, public transportation, roadway improvements, business support, and housing options); and the need for additional mental health care.

Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction’s Consolidated Plan.
The Enterprise Group and Jackson County Chamber of Commerce work jointly toward the development of programs to enhance the soft skills of junior and senior high school students. There are three (3) institutions of higher learning in Jackson County and 15 additional institutions within one (1) hour of Jackson, including the University of Michigan and Michigan State University. The Jackson Area College and Career Connection is a unique learning program that creates a pathway for Jackson County high school students to simultaneously earn their high school diploma, college credit, a technical/career credential, participation within a school-to-registered apprenticeship, and the opportunity for employment post graduation. The Jackson Area Manufacturers Association partners with South Central Michigan Works! to develop skilled trades. The Academy for Manufacturing Careers is a certified Registered Apprenticeship Program through the US Department of Labor.
Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)?
Yes

If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.
The economic development project types that the CEDS Steering Committee endorses throughout the Economic Development District include:

- Commercial, industrial, and entrepreneurial investments
- New/expanding research and development facilities and high-tech industries
- New/expanding education facilities and innovative equipment acquisition
- Public and multi-modal transportation, i.e. roadway network maintenance/improvements, expansion/maintenance of public transportation services, and freight rail/air/port maintenance/improvements
- Investment in energy and renewable energy
- Infrastructure improvements, i.e. waste management and treatment (water, sewer, solid waste, etc.), utility restoration, provement, and access (including broadband), provision of other municipal services
- Place making, culture, recreation and tourism efforts
- New mixed-use developments
- Business and technology incubator/accelerator
- Agriculture, including value-added processing and the local food movement
- Water/natural resources,
- Education/workforce training
- Increased housing options (e.g., the "missing middle")
- Health care, including medical services and wellness
- Asset mapping
- Professional service industries (i.e., engineering, architects, accountants, lawyers, etc.)
MA-50 Needs and Market Analysis Discussion

Are there areas where households with multiple housing problems are concentrated? (include a definition of "concentration")
Concentrations of households with multiple housing problems is defined as any area where the percentage of a household’s income is at least 10 percentage points more than the jurisdiction’s housing market percentage as a whole.

The Needs Analysis above noted that low-income households are more likely to have multiple housing problems. There are a total of 36 Block Groups among 12 Census Tracts in the City; the entire City is comprised of 62% low-income residents based on the 2019 Low-Mod Income Summary Data (LMISD) published by HUD. The percentage of low-income residents exceeds 72% (10 percentage points above the City as a whole) in 12 Block Groups; of those 12 Block Groups, the percentage of low-income residents is as follows:

- 72 – 80% low-income 4 Block Groups
- 80 – 85% low-income 3 Block Groups
- 85 – 90% low-income 3 Block Groups
- Over 90% low income 2 Block Groups

The majority of these concentrations of low-income households live in the middle third of the City, including its downtown; two (2) of the Block Groups are immediately adjacent to the middle third of the City.

Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")
Concentrations of racial or ethnic populations is defined as any area where the percentage of a particular racial or ethnic group is at least 10 percentage points than the jurisdiction or housing market percentage as a whole.

The City is generally comprised of 70.9% White residents and 23.5% Black/African American residents. All other racial groups, including mixed races, make up 5.6% of the total population as does those claiming a Hispanic or Latino heritage. Concentrations of Black/African American residents are in Census Tract 10, Census Tract 11, and Census Tract 13 – all basically south of the downtown district.

No Census Tract exhibited a concentration, as defined above, of “other races” or persons of Hispanic or Latino culture. Although they do not meet the concentration definition, Census Tract 13 contains the largest percentage of “other races” in the City at 11.9% while Census Tract 12 contains the largest percentage of Hispanic or Latino persons (10.2%).

What are the characteristics of the market in these areas/neighborhoods?
A number of barriers exist for residents in the south central section of the City. With higher numbers of low-income and non-white households, there are often disproportionate housing problems such as overcrowding and cost burden, greater public investment and infrastructure needs, and an increased need for police and fire services.

Are there any community assets in these areas/neighborhoods?
Census Tracts 10, 11, and 13 are included in the public transportation’s regular routes. While there is no full service grocery store in close proximity to this area, there are several dollar and convenience stores, some of which endeavor to provide fresh produce, plus a number of food pantries. Census Tract 10 and 11, located
very close to the downtown business district, have experienced recent growth and continue to offer new amenities and opportunities. An active neighborhood association exists in this area dubbed the “Partnership Park Downtown Neighborhood Association.”

Each Census Tract hosts a variety of parks, from a major community center and larger neighborhood parks to small pocket parks. The MLK Diversity Trail traverses through Census Tract 13 and the southeastern portion of Census Tract 11, providing linkages to other schools, churches, parks, trails, transportation options, and similar amenities. Several subsidized housing complexes are also located in this area, including Southridge Park (116 housing units), Kings Community Homes (81 housing units) and Chalet Terrace (126 housing units).

These three (3) Census Tracts suffered the effects of blight and disinvestment for many years and experienced the majority of mortgage foreclosures, tax foreclosures, and demolitions since the recession. A majority of Census Tracts 10 and 11 are included in this Consolidated Plan as areas to target CDBG and HOME funds to the extent possible to begin the rebuilding process through street reconstruction, lighting improvements, and homeowner rehabilitation assistance.

**Are there other strategic opportunities in any of these areas?**
City leadership continues to collaborate with community stakeholders to increase opportunities for families and create better neighborhoods. Supporting and linking citizens to education, employment, and training opportunities is critical to ensure disadvantaged residents can increasingly benefit through economic growth.
MA-60 Broadband Needs of Housing occupied by Low- and Moderate-Income Households - 91.210(a)(4), 91.310(a)(2)

Describe the need for broadband wiring and connections for households, including low- and moderate-income households and neighborhoods.
HUD requires Consolidated Plans submitted after January 1, 2018 to include an assessment of the availability of broadband access in the community. Research into the subject reveals the level of competition between broadband providers in Jackson is high with households having three (3) or more providers from which to select. The most used service in Jackson is Xfinity from Comcast, which also provides cable television to many households. AT&T, which was the major land line phone company, offers service through both DSL and fiber optics. Other carriers used, to a lesser extent, are EarthLink (DSL), Advanced Communication & Data (DSL), and satellite options such as Viasat and HughesNet.

Describe the need for increased competition by having more than one broadband Internet service provider serve the jurisdiction.
As noted above, there are several broadband providers available for City residents to select from.
MA-65 Hazard Mitigation - 91.210(a)(5), 91.310(a)(3)

Describe the jurisdiction’s increased natural hazard risks associated with climate change.
In addition to assessing broadband access availability, HUD also requires communities to consider the vulnerability of housing occupied by low- to moderate-income households to increased natural hazards. The Grand River courses through the City of Jackson from its southeast corner, through the east side of downtown, and centrally northward. The area most prone to flooding, according to FEMA flood maps, is from the southeast corner of the City northward to the downtown, mostly in Census Tract 12, Block Group 2. Fortunately, much of this area is industrial except for a small residential portion formerly known as Frog Town.

Describe the vulnerability to these risks of housing occupied by low- and moderate-income households based on an analysis of data, findings, and methods.
Block Group 2 of Census Tract 12, which is larger than the Frog Town area and also prone to flooding, has approximately 768 occupied housing units, 41.5% of which are single family, owner occupied homes. The population is predominantly married couple families (45.1%), followed by female householders (27.5%). According to the Low and Moderate Income Summary Data (LMISD) published by HUD, 81.2% of households are low- to moderate income with 43.5% earning less than 50% AMI. The racial makeup of this Block Group is 70.6% White, 15.1% Black/African American, 7.4% Two or More Races, and 6.9% Some Other Race; those claiming a Hispanic or Latino ethnicity make up 12.1% of the population.
Strategic Plan Overview

After several years of focusing CDBG funds towards the revitalization of the downtown, City leaders are now expanding assistance into the adjoining neighborhoods. The initial phase will focus on street reconstruction, clearance of severely dilapidated residential structures, and homeowner rehabilitation. Future projects may include code enforcement support through the City Attorney’s office, additional street lighting projects, and other public facilities and infrastructure activities such as small neighborhood parks. The fundamental goal during the next five years is to improve the living conditions for the low- to moderate-income households residing in the three target areas specified in this Consolidated Plan.
SP-10 Geographic Priorities – 91.215 (a)(1)

Geographic Area
<table>
<thead>
<tr>
<th>1</th>
<th>Area Name:</th>
<th>West of Henry Ford Allegiance Health</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Area Type:</td>
<td>Local Target area</td>
</tr>
<tr>
<td></td>
<td>Revitalization Type:</td>
<td>Comprehensive</td>
</tr>
</tbody>
</table>
| **Identify the neighborhood boundaries for this target area.** |   | • North – Ganson St  
   |   | • East – Waterloo Ave  
   |   | • South – railroad tracks  
   |   | • West – Mechanic St  
<p>| <strong>Include specific housing and commercial characteristics of this target area.</strong> | Identified in the 2016 Master Plan as part of the Health and Downtown Neighborhoods, both of which were deemed transitional. This area was also labeled as place-making, forming part of the community’s core and in the top tier for transit and non-motorized connectivity. |
| <strong>Are there barriers to improvement in this target area?</strong> | Lack of private investment |</p>
<table>
<thead>
<tr>
<th>Area Name:</th>
<th>East of S Martin Luther King Jr Dr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area Type:</td>
<td>Local Target area</td>
</tr>
<tr>
<td>Revitalization Type:</td>
<td>Comprehensive</td>
</tr>
</tbody>
</table>
| Identify the neighborhood boundaries for this target area. | - North – Franklin St  
- East – Cooper St  
- South – High St  
- West – Chittock Ave/Mechanic St |
| Include specific housing and commercial characteristics of this target area. | Identified as the King Neighborhood in the 2016 Master Plan, it was noted that while among the most distressed in the City, it scored high in place-making. The King Neighborhood links the downtown to its southern borders and is accessible by transit. This area is home to 126 public housing units and 200 HUD-subsidized units. No major commercial business is located in the neighborhood. |
| Are there barriers to improvement in this target area? | Lack of private investment |

---

<table>
<thead>
<tr>
<th>Area Name:</th>
<th>West of S Martin Luther King Jr Dr</th>
</tr>
</thead>
</table>

City of Jackson  
2020-2024 Five-Year Consolidated Plan  
2020-2021 Annual Action Plan
Area Type: Local Target area

Revitalization Type: Comprehensive

Identify the neighborhood boundaries for this target area.

- North - Franklin St
- East – Mechanic St/Chittock Ave
- South – High St
- West – Greenwood Ave

Include specific housing and commercial characteristics of this target area.

This area is partially in the Downtown and Partnership Park neighborhoods as identified in the 2016 Master Plan. While the Downtown neighborhood is labeled transitional, Partnership Park is deemed distressed.
General Allocation Priorities
The public reinvestment in the City of Jackson has concentrated on revitalizing the heart of the city – its downtown business district. With revival well on its way, investment in the residential neighborhoods immediately adjacent to the downtown is in order to build on the beautification and blight reduction efforts. The percentage of low- to moderate-income residents in these targeted areas ranges from 60.1% to 87.1%. Census Tracts 11 is also one (1) of only two (2) Racially and Ethnically Concentrated Areas of Poverty (R/ECAP) areas within the City limits.
### SP-25 Priority Needs - 91.215(a)(2)

**Priority Needs**

<table>
<thead>
<tr>
<th></th>
<th>Priority Need Name</th>
<th>Priority Level</th>
<th>Population</th>
<th>Geographic Areas Affected</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Homeowner Rehabilitation</td>
<td>High</td>
<td>Extremely Low, Low, Moderate, Large Families, Families with Children, Elderly</td>
<td>West of Henry Ford Allegiance Health, East of S Martin Luther King Jr Dr, West of S Martin Luther King Jr Dr</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td></td>
<td>Rehabilitation of privately owned, single family homes.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Basis for Relative Priority</td>
<td></td>
<td>Over 90% of the City’s housing stock was built before 1978; lower income homeowners are often unable to pay for the cost of repairs or obtain financing at affordable rates. Due to years of deferred maintenance, fully rehabilitating owner-occupied housing is becoming cost prohibitive, hindering the City’s ability to provide assistance. City Rehabilitation Staff will review its policies and procedures, last updated in 2014, to determine more effective means of helping low income homeowners remain in their homes. The Emergency Hazard assistance will remain; however, staff has begun discussion to incorporate a new type of assistance to address aging major components before they become emergencies or to improve energy efficiencies in the home.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Rehabilitation Administration</td>
<td>High</td>
<td>Other</td>
<td>All delivery costs (including staff, other direct costs, and service costs) directly related to carrying out housing rehabilitation activities. Examples include appraisal, architectural, engineering, and other professional services; preparation of work specifications and work write-ups; loan processing; survey, site, and utility plans; application processing; and other fees.</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td></td>
<td>Costs associated with operating a successful homeowner rehabilitation program, which is listed as Priority 1 above.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Priority Need Name</td>
<td>Priority Level</td>
<td>Population</td>
<td>Geographic Areas Affected</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------</td>
<td>----------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>3</td>
<td>Public Facilities/Infrastructure</td>
<td>High</td>
<td>Extremely Low, Low, Moderate, Large Families, Families with Children, Elderly, Persons with Physical Disabilities, Non-housing Community Development</td>
<td>West of Henry Ford Allegiance Health, East of S Martin Luther King Jr Dr, West of S Martin Luther King Jr Dr</td>
</tr>
<tr>
<td>4</td>
<td>Code Enforcement (Legal)</td>
<td>High</td>
<td>Extremely Low, Low, Moderate, Non-housing Community Development</td>
<td>West of Henry Ford Allegiance Health, East of S Martin Luther King Jr Dr, West of S Martin Luther King Jr Dr</td>
</tr>
<tr>
<td>Priority Need Name</td>
<td>Priority Level</td>
<td>Population</td>
<td>Geographic Areas Affected</td>
<td>Associated Goals</td>
</tr>
<tr>
<td>--------------------</td>
<td>----------------</td>
<td>------------</td>
<td>---------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>5 Residential Demolition</td>
<td>High</td>
<td>Extremely Low, Low, Moderate, Non-housing Community Development</td>
<td>West of Henry Ford Allegiance Health, East of S Martin Luther King Jr Dr, West of S Martin Luther King Jr Dr</td>
<td>Residential Demolition</td>
</tr>
<tr>
<td>6 New Construction (CHDO)</td>
<td>High</td>
<td>Extremely Low, Low, Moderate, Large Families, Families with Children, Elderly</td>
<td>West of S Martin Luther King Jr Dr</td>
<td>New Construction - CHDO</td>
</tr>
<tr>
<td>7 CHDO Operating Expenses</td>
<td>High</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Administration/Planning</td>
<td>High</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Priority Need Name</td>
<td>Public Service Activity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td>------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Priority Level</td>
<td>Low</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Population</td>
<td>Extremely Low, Low, Moderate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geographic Areas Affected</td>
<td>West of Henry Ford Allegiance Health, East of S Martin Luther King Jr Dr, West of S Martin Luther King Jr Dr</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associated Goals</td>
<td>Public Service Activity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Although the priority level is low, the City will consider funding public service activities on a case-by-case basis. Activities must provide a new or improved service and be unduplicated from similar services in the community.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 46 – Priority Needs Summary
## Influence of Market Conditions

<table>
<thead>
<tr>
<th>Affordable Housing Type</th>
<th>Market Characteristics that Will Influence the Use of Funds Available for Housing Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenant Based Rental Assistance (TBRA)</td>
<td>The City of Jackson does not anticipate funding TBRA activities.</td>
</tr>
<tr>
<td>TBRA for Non-Homeless Special Needs</td>
<td>The City of Jackson does not anticipate funding TBRA activities.</td>
</tr>
<tr>
<td>New Unit Production</td>
<td>New housing unit production is needed to increase the availability of affordable housing to the City’s low-income residents pursuing the American Dream of homeownership. During the years covered by this Consolidated Plan, it is anticipated the City will share a majority of its annual HOME funds with its CHDO, the Greater Jackson Habitat for Humanity, to increase the number of new, affordable homebuyer options. The use of CDBG funds for the conversion of vacant upper floors of downtown commercial properties into affordable rental units will be subject to fluctuations in annual funding. Funds may or may not be allocated toward conversion activities accordingly.</td>
</tr>
<tr>
<td>Rehabilitation</td>
<td>Over 90% of the City’s housing stock was built before 1978; lower income homeowners are often unable to pay for the cost of repairs or obtain financing at affordable rates. Due to years of deferred maintenance, fully rehabilitating owner-occupied housing is becoming cost prohibitive, hindering the City’s ability to provide assistance. City staff will re-envision its rehabilitation options made available to the low-income community to ensure it preserves as much of the predominately single-family homes as possible while improving energy efficiency, thereby making more hard earned income available to low-income persons.</td>
</tr>
<tr>
<td>Acquisition, including preservation</td>
<td>The use of CDBG or HOME funds for acquisition and preservation will be subject to fluctuations in annual funding. Funds may or may not be allocated to acquisition and preservation accordingly.</td>
</tr>
</tbody>
</table>

Table 47 – Influence of Market Conditions
SP-35 Anticipated Resources - 91.215(a)(4), 91.220(c)(1,2)

Introduction
During the previous five (5) years, the City’s annual formula allocation for CDBG has not fluctuated greatly; however, due to its overall lower amount, HOME funds are far less predictable. The five (5) year average CDBG allocation received by the City of Jackson is $1,165,069 with a minimum of $1,116,874 and maximum of $1,227,886; the difference between minimum and maximum is $111,012. HOME funds received average $281,431 during the past five (5) years with a minimum of $240,571 and maximum of $357,874; the difference between minimum and maximum is $114,303.

For planning purposes, the City deducts 3% from the most current formula allocation then adds in anticipated program income by grant. Estimated revenue for fiscal year 2020–2021 is as follows:

- **CDBG**: 2019-20 formula allocation: $1,227,886; less 3% (-$38,600); plus estimated program income ($75,200) = $1,266,266
- **HOME**: 2019-20 formula allocation: $336,299; less 3% (-$10,100); plus estimated program income ($20,200) = $346,399

Contingency plans are also incorporated when developing the Annual Action Plan to account for shortages/overages between estimated and actual grant funds received.

Anticipated Resources

<table>
<thead>
<tr>
<th>Program</th>
<th>Source of Funds</th>
<th>Uses of Funds</th>
<th>Annual Allocation:</th>
<th>Program Income:</th>
<th>Prior Year Resources:</th>
<th>Total:</th>
<th>Expected Amount Available Remainder of ConPlan</th>
<th>Narrative Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDBG</td>
<td>Federal</td>
<td>Acquisition, Admin/Planning, Economic Development, Housing, Public Improvements, Public Services</td>
<td>$1,191,066</td>
<td>$75,200</td>
<td>-0-</td>
<td>$1,266,266</td>
<td>$4,660,300</td>
<td>Annual block grant from HUD to address community development and housing needs.</td>
</tr>
<tr>
<td>HOME</td>
<td>Federal</td>
<td>Homebuyer Assistance, Homeowner Rehab, New Construction For Ownership</td>
<td>$326,199</td>
<td>$20,200</td>
<td>-0-</td>
<td>$346,399</td>
<td>$1,125,725</td>
<td>Annual grant from HUD to address affordable housing</td>
</tr>
</tbody>
</table>

Table 48 - Anticipated Resources
Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City leverages CDBG and HOME funds to the extent possible against other federal, state, local, and private funding to maximize project impact. Leveraging varies from activity to activity, depending on the project and availability of additional resources that are eligible for that type of use.

The CDBG program does not require matching funds like the HOME Investment Partnerships Program. Generally, HOME requires a participating jurisdiction contribute or match 25% of HOME funds spent on affordable housing; however, Jackson has been 100% exempted from this requirement due to fiscal distress. HUD’s criterion for fiscal distress determination is as follows:

1. Fiscal Year 2019 individual poverty rate and per capita income (PCI) were based on data obtained from the American Community Survey 2012-2016 Five-Year Estimates from the Census.
2. For the City to qualify as distressed based on the poverty criterion, the percentage of persons in poverty must have been no less than 19.303%, which is 125% of the national poverty rate of 15.44%. The poverty rate for all persons in the City of Jackson was 36.3% (Source: 2012-2016 5-Year ACS Table S1701)
3. To qualify as distressed based on the PCI criterion, the City’s average PCI must have been less than $22,222 which is 75% of the national average PCI of $29,629. Jackson’s average PCI was $16,183 (Source: 2012-2016 5-Year ACS Table DP03).

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

Since 2012, City leaders have accumulated tax foreclosed parcels not sold at tax auction with the end goal of amassing sufficient contiguous parcels in various areas to promote for redevelopment. One such area is at the corner of Franklin and Mechanic Streets where vacant parcels owned by the City of Jackson and CAA provide the impetus for an affordable housing collaboration. With the Greater Jackson Habitat for Humanity acting as the City’s Community Housing Development Organization (CHDO) for HOME funds and developer in partnership with CAA which receives YouthBuild funding through the U.S. Department of Labor, a cohesive affordable housing project is underway. The project location is immediately south of the downtown which has experienced growth and revitalization and will neighbor a new $23 million Y Center planned to begin construction in 2021.
**SP-40 Institutional Delivery Structure – 91.215(k)**

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

<table>
<thead>
<tr>
<th>Responsible Entity</th>
<th>Responsible Entity Type</th>
<th>Role</th>
<th>Geographic Area Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Jackson</td>
<td>Government</td>
<td>Non-homeless special needs, ownership, planning, neighborhood improvements, public facilities</td>
<td>Jurisdiction</td>
</tr>
<tr>
<td>Greater Jackson Habitat for Humanity</td>
<td>CHDO</td>
<td>Ownership, planning</td>
<td>Jurisdiction</td>
</tr>
</tbody>
</table>

*Table 49 - Institutional Delivery Structure*

**Assess of Strengths and Gaps in the Institutional Delivery System**

The City maintains networks of state and local public agencies and non-profit service providers. Due to limited annual CDBG funds and the City’s commitment to address neighborhood issues under its purview, delivery of services are retained by City departments.

In 2019, City staff certified the Greater Jackson Habitat for Humanity (Habitat) to serve as the City’s Community Housing Development Organization (CHDO). Required by the HOME program, no less than 15% of Jackson’s annual grant funds must be set aside for CHDO-eligible projects. After the City’s long-time CHDO, Jackson Affordable Housing Corporation, closed its doors in 2013, CAA stepped up to serve as CHDO. After CAA declined to serve as CHDO a few years later, the City had difficulty finding an organization that qualified.

Talks with Habitat began after its current Executive Director was hired in October 2017. Formed nationally in 1976, Habitat has been in operation in Jackson since 1989. With paid staff and loyal volunteers, Habitat has built, renovated, and repaired affordable housing in town. All requirements to serve as a CHDO were met, including capacity and board organization.

**Availability of services targeted to homeless persons and persons with HIV and mainstream services**

<table>
<thead>
<tr>
<th>Homelessness Prevention Services</th>
<th>Available in the Community</th>
<th>Targeted to Homeless</th>
<th>Targeted to People with HIV</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Homelessness Prevention Services</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counseling/Advocacy</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Legal Assistance</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Mortgage Assistance</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental Assistance</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Utilities Assistance</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Street Outreach Services</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Law Enforcement</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Mobile Clinics</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Other Street Outreach Services</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
### Supportive Services

<table>
<thead>
<tr>
<th>Service</th>
<th>2020</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol &amp; Drug Abuse</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Child Care</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Education</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Employment and Employment Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Healthcare</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>HIV/AIDS</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Life Skills</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Mental Health Counseling</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Table 50 - Homeless Prevention Services Summary

Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)

The homeless service delivery system attempts to meet needs by providing emergency shelter, permanent supportive housing, and rapid re-housing options to individuals or families facing homelessness. There are options for individuals, families with children, veterans and their families, and adults only. Homeless persons or those facing homelessness receive case management by housing advocates and are referred to other resources in the community which may help meet their needs.

Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above

The strengths of the CoC delivery service are subscribing to the Housing First model, which does not require people experiencing homelessness to address all of their problems, including behavioral health problems, or to graduate through a series of programs before they can access housing. Housing First does not mandate participation in services, either, in order to stay housed, although it is highly encouraged.

The CoC has also adopted a Coordinated Entry policy which ensures people with the greatest needs receive priority for any type of housing and homeless assistance. Coordinated Entry does not screen people out for assistance because of perceived barriers to housing or services including, but not limited to, lack of employment or income, drug or alcohol use, or having a criminal record.

Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs

Active members of the CoC represent various public and non-profit agencies in Jackson that provide mainstream and specialized services to homeless, non-homeless special needs, and general populations and subpopulations. Discussion at monthly CoC meetings always includes identification of emerging needs or gaps in service that need attention.
SP-45 Goals Summary – 91.215(a)(4)

Goals Summary Information

<table>
<thead>
<tr>
<th>Goal Name</th>
<th>Start Year</th>
<th>End Year</th>
<th>Category</th>
<th>Needs Addressed</th>
<th>Funding</th>
<th>Goal Outcome Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Homeowner Rehabilitation</td>
<td>2020</td>
<td>2024</td>
<td>Affordable Housing</td>
<td>Homeowner Rehabilitation</td>
<td>CDBG HOME</td>
<td>Homeowner Rehabilitation: 75 homeowner units rehabilitated</td>
</tr>
<tr>
<td>2 Public Facilities/Infrastructure</td>
<td>2020</td>
<td>2024</td>
<td>Non-Housing Community Development</td>
<td>Public Facilities/Infrastructure</td>
<td>CDBG</td>
<td>Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 3180 Persons Assisted</td>
</tr>
<tr>
<td>3 Code Enforcement (legal)</td>
<td>2020</td>
<td>2024</td>
<td>Non-Housing Community Development</td>
<td>Code Enforcement (Legal)</td>
<td>CDBG</td>
<td>Housing Code Enforcement: 500 Household Housing Unit</td>
</tr>
<tr>
<td>4 Residential Demolition</td>
<td>2020</td>
<td>2024</td>
<td>Clearance and Demolition</td>
<td>Residential Demolition</td>
<td>CDBG</td>
<td>Buildings Demolished: 100 Buildings</td>
</tr>
<tr>
<td>5 New Construction - CHDO</td>
<td>2020</td>
<td>2024</td>
<td>Affordable Housing</td>
<td>New Construction (CHDO)</td>
<td>HOME</td>
<td>Homeowner Housing Added: 5 Household Housing Units</td>
</tr>
<tr>
<td>6 Public Service Activity</td>
<td>2020</td>
<td>2024</td>
<td>Non-Housing Community Development</td>
<td>Public Service Activity</td>
<td>CDBG</td>
<td>Number of low-income persons served</td>
</tr>
</tbody>
</table>

Table 51 – Goals Summary

Goal Descriptions

1 Goal Name: Homeowner Rehabilitation

Goal Description:
Over 90% of the City’s housing stock was built before 1978; lower income homeowners are often unable to pay for the cost of repairs or obtain financing at affordable rates. Due to years of deferred maintenance, fully rehabilitating owner-occupied housing is becoming cost prohibitive, hindering the City’s ability to provide assistance.

City staff will re-envision its rehabilitation options made available to the low-income community to ensure it preserves as much of the predominately single-family homes as possible while improving energy efficiency, thereby making more hard earned income available to low-income persons.
<table>
<thead>
<tr>
<th></th>
<th>Goal Name</th>
<th>Goal Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Goal Name</td>
<td>Goal Description</td>
</tr>
<tr>
<td>2</td>
<td>City of Jackson</td>
<td><strong>2020-2024 Five-Year Consolidated Plan</strong></td>
</tr>
<tr>
<td></td>
<td>Goal Name</td>
<td>Public Facilities/Infrastructure</td>
</tr>
<tr>
<td></td>
<td>Goal Description</td>
<td>Like all communities in Michigan, public infrastructure is difficult to maintain due to high cost and lack of funding mechanisms. City leaders have responded to public outcry over local street conditions and insufficient street lighting in higher crime neighborhoods to the best of its ability with limited funding. These projects will continue and will be conducted with other utility upgrades to combine as many resources to the greatest extent feasible, limiting the potential financial impact to residents through special assessments. Neighborhood parks in the identified target areas will be assessed for accessibility, usability, and safety and receive enhancements as necessary.</td>
</tr>
<tr>
<td>3</td>
<td>Goal Name</td>
<td>Code Enforcement (legal)</td>
</tr>
<tr>
<td></td>
<td>Goal Description</td>
<td>Legal support to the Department of Neighborhood &amp; Economic Operations to improve low-income neighborhoods and properties.</td>
</tr>
<tr>
<td>4</td>
<td>Goal Name</td>
<td>Residential Demolition</td>
</tr>
<tr>
<td></td>
<td>Goal Description</td>
<td>Demolition of foreclosed, vacant, or abandoned and dilapidated publicly or privately owned property in low-income neighborhoods. Removal of hazardous buildings increases the quality of life and vitality of neighborhoods, supports property values, eliminates hazardous conditions, and reduces opportunities for criminal activities.</td>
</tr>
<tr>
<td>5</td>
<td>Goal Name</td>
<td>New Construction - CHDO</td>
</tr>
<tr>
<td></td>
<td>Goal Description</td>
<td>Continued support to the Jackson’s CHDO with their efforts to build new rowhouse/townhouse type infill housing for sale to low-income households upon completion.</td>
</tr>
<tr>
<td>6</td>
<td>Goal Name</td>
<td>Public Service Activity</td>
</tr>
<tr>
<td></td>
<td>Goal Description</td>
<td>Although the priority of funding public service activities is low, the City will consider requests on a case-by-case basis. Activities must be a new or improved service and unduplicated by other agencies.</td>
</tr>
</tbody>
</table>

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)**

During the five year period covered by this Consolidated Plan, it is anticipated the City's CHDO will create five (5) new homebuyer units for qualified low-income families. Through 20-year no interest, low repayment, deferred loans, approximately 75 households will benefit from rehabilitation of the major home components and improved energy efficiencies, allowing low-income households to spend less on utilities and major maintenance expenses. Approximately 4,400 low-income residents will benefit from undertakings in the three local target areas identified in the Consolidated Plan.
SP-50 Public Housing Accessibility and Involvement – 91.215(c)

Need to Increase the Number of Accessible Units (if Required by a Section 504 Voluntary Compliance Agreement)
The JHC is not subject to a Section 504 Voluntary Compliance Agreement; however, future modernization plans intend to create fully accessible units in no less than 10% of units with hopes to increase the percentage up to 20%. Disabled applicants are given preference at Reed Manor; all locations make reasonable accommodations to any tenant presenting with a disability in an effort to improve accessibility.

Activities to Increase Resident Involvements
Active Resident Advisory Boards are in place at both Reed Manor and Chalet Terrace. Several attempts have been made to initiate a Resident Advisory Board at Shahan-Blackstone North but efforts have thus far fallen short. The most recent attempt was less than six (6) months ago - an election took place and first meeting held; however, it disbanded after the first meeting. A new housing manager is in place dedicated to just Shahan (the previous housing manager had to split time with Chalet Terrace) and another attempt to organize a resident board at Shahan will occur within the next six (6) months. Residents are encouraged to attend Board meetings, talk with their housing managers, and even the Executive Director if warranted. Annual surveys are distributed to tenants to get their opinions on real or perceived conditions at their complex and what improvements they would like to be considered.

Approximately 30 years ago, the JHC participated in a homeownership program through HUD and created fifty (50) scattered site, single family homes with the intent to provide homeownership opportunity to its residents. When the program ended, only ten (10) homes had been sold and the other 40 incorporated as scattered-site units through either Chalet Terrace or Shahan.

Is the public housing agency designated as troubled under 24 CFR part 902?
No

Plan to remove the ‘troubled’ designation
Not applicable
SP-55 Barriers to affordable housing – 91.215(h)

Barriers to Affordable Housing
The City of Jackson does not intentionally create policies, codes, or rules that create barriers to affordable housing, but rather faces the same realities experienced by most municipalities – increasing construction costs, complexity of financing for larger projects, and an affordability gap between incomes and housing costs. Likewise, most policies, ordinances, and/or codes are established to maintain compliance with local, state, and federal guidelines or for health and safety reasons.

Conversations with local housing providers reveals affordable housing in Jackson may not necessarily be limited to a specific type of housing but rather addressing the issues that interfere with obtaining housing. Examples of barriers include, but are not limited to, the following:

- Landlords unaware of the laws governing rental housing, including Fair Housing laws and prohibited discriminatory practices.
- Tenants who do not realize their rights as it pertains to rental housing, including Fair Housing laws and awareness of discriminatory practices.
- Exorbitant security deposits, non-refundable application fees, and unaffordable deposits for utilities.
- Inability to obtain utilities in tenant’s name.
- Limited public transportation options.
- Poor credit history, especially for youth just out of college, persons facing unexpected life issues, or ruined as part of a domestic violence situation.
- Rejection of service animals in the unit.
- Refusal to accept Housing Choice Vouchers or charging rents that don’t qualify for fair market rent.
- People who are routinely discriminated against often don’t notice or identify discrimination. If discrimination is suspected, the tenants are often more interested in finding housing to meet their immediate need rather than going through a lengthy appeal process.

The CoC has applied to the State to hire a landlord advocate to guide landlords through the housing subsidy process with anticipated outcomes of increasing acceptance of rental subsidies and decreasing evictions. Another concept to increase acceptance of tenants with Housing Choice Vouchers is to establish a fund to assist the private-market landlord with repairing potential damages incurred when accepting an irresponsible Section 8 tenant.

Strategy to Remove or Ameliorate the Barriers to Affordable Housing
City staff will continue to collaborate with the CoC to develop strategies to remove or ameliorate barriers to affordable housing. The CoC has identified several strategies to implement, including, but not limited to, the following:

- Further the Landlord Advocacy and Education position currently funded for the short term.
- Work with landlords to determine what they would require to expand the number of units available to subsidy.
- Increase the number of landlords willing to rent to Housing Choice Voucher holders.
- Develop a multi-sector strategy to reduce issues involving utilities as a barrier to housing.
SP-60 Homelessness Strategy – 91.215(d)

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs
The CoC is the local homeless assistance planning group which encourages community collaboration to address housing and homeless needs. Outreach is conducted at emergency shelters, domestic violence shelters, with youth providers, and through street outreach to locate potential participants. Case managers complete an initial assessment to prioritize need and set housing stability goals.

Addressing the emergency and transitional housing needs of homeless persons
Homeless facilities and services are managed and provided through agencies that participate with the CoC, including special needs service agencies. The CoC adopted a Coordinated Entry policy which ensures people with the greatest needs receive priority for any type of housing and homeless assistance. Coordinated Entry does not screen people out for assistance because of perceived barriers to housing or services including, but not limited to, lack of employment or income, drug or alcohol use, or having a criminal record. Clients are linked to community resources which best meet their immediate and future needs.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.
Homeless households are encouraged to obtain an assessment and linkage to available services to help resolve their housing crisis through CAA. Outreach staff is strategically placed in the community to ensure homeless or at-risk households are aware of community resources to prevent or end homelessness. The housing assessment program will continue to assess at-risk households to prevent homelessness by using available prevention resources, shelter diversion tactics, and linkage to mainstream resources to avoid loss of housing.

Help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are likely to become homeless after being discharged from a publicly funded institution or system of care, or who are receiving assistance from public and private agencies that address housing, health, social services, employment, education or youth needs
Preventing homelessness from occurring at all is the most effective means to avoid trauma to families and the creation of larger crises which might prevent a household from moving forward successfully. CAA receives funding from HUD to operate a rapid re-housing program, providing short-term assistance to persons at risk of becoming homeless. Coordinating with mainstream providers continues to support effective and efficient access to mainstream benefits by eligible participants.
SP-65 Lead based paint Hazards – 91.215(i)

Actions to address LBP hazards and increase access to housing without LBP hazards
With 90% of the City’s housing stock built before 1978, the year lead was banned from residential paint, the likelihood some level of lead-based paint exists in a house is great. More than one-half of the City’s homes were built before 1950 when paint manufacturers voluntarily began reducing the level of lead in paint. Being a prosperous, growing City when lead was most prevalent in paint increases the risk of high lead levels in existence in deteriorated paint and dust. In 2013, City administration proposed an ordinance requiring owners of property which was not their primary residence to obtain and submit a lead paint inspection was not enacted by the Jackson City Council as they felt it interfered with the business of real estate investment.

In 2017, Jackson was awarded $2.9 million from the Office of Lead Hazard Control and Healthy Homes (OLHCHH) to remediate lead hazards in residential properties occupied by low-income families with children under 6 years of age. Although efforts to implement a strong program were made by City staff, the program was not successful and was terminated early for reasons that include, but are not limited to, the following:

- The lack of community interest, especially from homeowners and parent/tenants whose children had elevated blood lead levels (EBL).
- The lead grant generally capped remediation costs at $20,000 per unit, with the national average alleged to be between $8,000 and $10,000 per unit. Jackson was once a very prosperous community in the late 1800s/early 1900s; housing reflected that prosperity through large sizes, many windows, and lots of lead paint. The average cost to remediate lead-based paint in Jackson averaged over $50,500.
- Nationwide, a lack of properly trained and certified lead abatement contractors, supervisors, and workers is a major barrier to completing units. Jackson was no exception – over 90 letters were sent to state certified lead abatement contractors in Jackson and surrounding counties notifying them of the City’s LBPHC award. The City received three (3) responses from its mass mailing to contractors; only one (1) contractor consistently submitted bids.

The City routinely inspects all housing that is not the primary residence of the property owner. Evidence of deteriorated paint is cited as a violation and must be properly treated for the property owner to receive a certificate of compliance.

How are the actions listed above related to the extent of lead poisoning and hazards?
With nearly every residential structure located in the City of Jackson likely containing some level of lead-based paint, the City’s rehabilitation programs require a combination lead paint inspection/lead risk assessment if a planned action disturbed a painted surface. Incorporating HUD’s Lead Safe Housing Rule into the City’s rehabilitation standards, requirements vary dependent upon the type and level of financial assistance. The project must pass a lead clearance examination following abatement, interim controls, paint stabilization, or standard treatments.

Inspections of non-owner occupied housing units will continue on a biennial basis. The condition of interior and exterior paint will be noted and, if appropriate, cited as a violation and ordered to be repaired.

How are the actions listed above integrated into housing policies and procedures?
The City of Jackson has incorporated the Lead Safe Housing Rule into its federally-funded housing and community development programs. Further, Chapter 14, Article II – Minimum Housing Standards, City of Jackson Code of Ordinances governs the level and extent of residential housing inspections conducted.
SP-70 Anti-Poverty Strategy – 91.215(j)

Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families
The City of Jackson has neither the facilities nor resources to carry out programs directly targeted at reducing the number of households at or below the poverty level. However, through the use of CDBG and HOME funds, the City offers services and programs to make housing affordable to low- to moderate-income homeowners:

- **Rehabilitation** – up to $75,000 is available through a 20-year, zero-interest, deferred loan with a partial low repayment component (10 years) to correct code violations or emergency hazards.
- **Homebuyer New Construction** – currently under development through the City’s CHDO, the Greater Jackson Habitat for Humanity.

In addition, the City ensures tenants have decent, safe, and sanitary living conditions through its Housing Code Enforcement (HCE) program (not federally funded). The HCE program also improves neighborhood living conditions through enforcement of various blight ordinances, such as garbage, inoperable vehicles, noxious weeds and trees, and zoning violations.

How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan
City leaders will collaborate with the United Way of Jackson County and other community service providers in their efforts to reduce the number of impoverished residents.
SP-80 Monitoring – 91.230

Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements.

Due to the low number of projects and no outside subrecipients of CDBG funds, the Grant Coordinator and Financial Analyst generally ensure compliance with federal rules and regulations, procurement requirements, timely expenditure of funds, and project status through desk reviews. Interdepartmental meetings and technical assistance are quickly organized if necessary to safeguard against miscommunication. The Grant Coordinator conducts site visits before, during, and after planned projects to confirm compliance measures are in place, working closely with responsible staff in other departments such as Engineering for street reconstruction projects and the Chief Building Official for residential demolition.
Annual Action Plan

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

Introduction
During the previous five (5) years, the City’s annual formula allocation for CDBG has not fluctuated greatly; however, due to its overall lower amount, HOME funds are far less predictable. The five (5) year average CDBG allocation received by the City of Jackson is $1,165,069 with a minimum of $1,116,874 and maximum of $1,227,886; the difference between minimum and maximum is $111,012. HOME funds received average $281,431 during the past five (5) years with a minimum of $240,571 and maximum of $357,874; the difference between minimum and maximum is $114,303.

For planning purposes, the City deducts 3% from the most current formula allocation then adds in anticipated program income by grant. Estimated revenue for fiscal year 2020–2021 is as follows:

- **CDBG**: 2019-20 formula allocation: $1,227,886; less 3% (-$38,600); plus estimated program income ($75,200) = $1,266,266
- **HOME**: 2019-20 formula allocation: $336,299; less 3% (-$10,100); plus estimated program income ($20,200) = $346,399

Contingency plans are also incorporated when developing the Annual Action Plan to account for shortages/overages between estimated and actual grant funds received.

Anticipated Resources

<table>
<thead>
<tr>
<th>Program</th>
<th>Source of Funds</th>
<th>Uses of Funds</th>
<th>Annual Allocation:</th>
<th>Expected Program Income:</th>
<th>Prior Year Resources:</th>
<th>Total:</th>
<th>Expected Amount Available Remainder of ConPlan</th>
<th>Narrative Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDBG</td>
<td>Federal</td>
<td>Acquisition, Admin/ Planning, Economic Development, Housing, Public Improvements, Public Services</td>
<td>$1,191,066</td>
<td>$75,200</td>
<td>-0-</td>
<td>$1,266,266</td>
<td>$4,660,300</td>
<td>Annual block grant from HUD to address community development and housing needs.</td>
</tr>
<tr>
<td>HOME</td>
<td>Federal</td>
<td>Homebuyer Assistance, Homeowner Rehab, New Construction For Ownership</td>
<td>$326,199</td>
<td>$20,200</td>
<td>-0-</td>
<td>$346,399</td>
<td>$1,125,725</td>
<td>Annual grant from HUD to address affordable housing</td>
</tr>
</tbody>
</table>

Table 52 - Expected Resources – Priority Table
Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City leverages CDBG and HOME funds to the extent possible against other federal, state, local, and private funding to maximize project impact. Leveraging varies from activity to activity, depending on the project and availability of additional resources that are eligible for that type of use.

The CDBG program does not require matching funds like the HOME Investment Partnerships Program. Generally, HOME requires a participating jurisdiction contribute or match 25% of HOME funds spent on affordable housing; however, Jackson has been 100% exempted from this requirement due to fiscal distress. HUD’s criterion for fiscal distress determination is as follows:

1. Fiscal Year 2019 individual poverty rate and per capita income (PCI) were based on data obtained from the American Community Survey 2012-2016 Five-Year Estimates from the Census.
2. For the City to qualify as distressed based on the poverty criterion, the percentage of persons in poverty must have been no less than 19.303%, which is 125% of the national poverty rate of 15.44%. The poverty rate for all persons in the City of Jackson was 36.3% (Source: 2012-2016 5-Year ACS Table S1701)
3. To qualify as distressed based on the PCI criterion, the City’s average PCI must have been less than $22,222 which is 75% of the national average PCI of $29,629. Jackson’s average PCI was $16,183 (Source: 2012-2016 5-Year ACS Table DP03).

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

Since 2012, City leaders have accumulated tax foreclosed parcels not sold at tax auction with the end goal of amassing sufficient contiguous parcels in various areas to promote for redevelopment. One such area is at the corner of Franklin and Mechanic Streets where vacant parcels owned by the City of Jackson and leading local non-profit Community Action Agency (CAA) provide the impetus for an affordable housing collaboration. With the Greater Jackson Habitat for Humanity acting as the City’s Community Housing Development Organization (CHDO) for HOME funds and developer in partnership with CAA which receives YouthBuild funding through the U.S. Department of Labor, a cohesive affordable housing project is underway. The project location is immediately south of the downtown which has experienced growth and revitalization and will neighbor a new $23 million Y Center planned to begin construction in 2021.
## AP-20 Annual Goals and Objectives

### Goals Summary Information

<table>
<thead>
<tr>
<th>Goal Name</th>
<th>Category</th>
<th>Needs Addressed</th>
<th>Funding</th>
<th>Goal Outcome Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Homeowner Rehabilitation</td>
<td>Affordable Housing</td>
<td>Homeowner Rehabilitation</td>
<td>$330,000 CDBG</td>
<td>Homeowner Rehabilitation: 15 homeowner units rehabilitated</td>
</tr>
<tr>
<td>2 Public Facilities/Infrastructure</td>
<td>Non-Housing Community Development</td>
<td>Public Facilities/Infrastructure</td>
<td>$541,266 CDBG</td>
<td>Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 3180 Persons Assisted</td>
</tr>
<tr>
<td>3 Residential Demolition</td>
<td>Clearance and Demolition</td>
<td>Residential Demolition</td>
<td>$300,000 CDBG</td>
<td>Buildings Demolished: 20 Buildings</td>
</tr>
<tr>
<td>5 New Construction - CHDO</td>
<td>Affordable Housing</td>
<td>New Construction (CHDO)</td>
<td>HOME</td>
<td>Homeowner Housing Added: 3 Household Housing Units</td>
</tr>
</tbody>
</table>

### Goal Descriptions

1. **Goal Name** Homeowner Rehabilitation  
   **Goal Description** Initially, rehabilitation loans will be provided to correct emergency hazards such as leaking roofs, non-working furnaces, etc. Another section of the rehabilitation program will be developed to provide similar loans to low-income homeowners addressing aged or non-energy efficient major components.

2. **Goal Name** Public Facilities/Infrastructure  
   **Goal Description** Street reconstruction will occur on Steward Avenue between the railroad crossing and Ganson Street, Third Street between Washington and Michigan Avenues, and Washington Avenue between First and Fourth Streets. During non-construction months, pre-construction design work will begin in the three target areas: West of Henry Ford Allegiance Health, East of South Martin Luther King Jr. Drive, and West of South Martin Luther King Jr. Drive.

3. **Goal Name** Residential Demolition  
   **Goal Description** Demolition of foreclosed, vacant, abandoned, or condemned residential structures.

4. **Goal Name** New Construction - CHDO  
   **Goal Description** New construction of affordable homebuyer units at the corner of Franklin and Mechanic Streets by the City's CHDO, Greater Jackson Habitat for Humanity.
AP-35 Projects – 91.220(d)

Introduction
The City of Jackson is funding projects to achieve the goals and objectives during this first year of the 2020-2024 Five-Year Consolidated Plan to generally improve the livability and accessibility of low-income neighborhoods. After several years of focusing CDBG funds towards the revitalization of the downtown, City leaders are now expanding assistance into the adjoining neighborhoods. The initial phase will focus on street reconstruction, clearance of severely dilapidated residential structures, and homeowner rehabilitation. The fundamental goal is to improve the living conditions for the low- to moderate-income households residing in the three target areas specified in the Consolidated Plan.

Projects

<table>
<thead>
<tr>
<th>Project Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Homeowner Rehabilitation</td>
</tr>
<tr>
<td>2 Street Reconstruction</td>
</tr>
<tr>
<td>3 Residential Demolition</td>
</tr>
<tr>
<td>4 New Construction - CHDO</td>
</tr>
<tr>
<td>5 CHDO Operating Expenses</td>
</tr>
<tr>
<td>6 Administration/Planning</td>
</tr>
</tbody>
</table>

Table 54 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The level of CDBG funds Jackson receives is relatively low considering increasing costs to implement improvements and is insufficient to meet the demands for assistance. Historically, attempting to fund as many projects as possible did little to impact the community as a whole; therefore, the number of projects has decreased to ensure sufficient funding to complete activities which boost the community overall. City leaders recognize needs exist in the community but are also cognizant of many other non-housing community development needs it is responsible for, such as infrastructure improvements, park improvements, street lighting, etc. Reliance on non-profit and faith-based organizations to meet this need through other available funds allows the City to focus on improving low-income neighborhoods which subsequently impacts the entire City.
## AP-38 Project Summary

### Project Summary Information

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<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>1</td>
<td><strong>Project Name</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Target Area</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Goals Supported</strong></td>
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<tr>
<td></td>
<td><strong>Needs Addressed</strong></td>
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<tr>
<td></td>
<td><strong>Funding</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Target Date</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Estimate the number and type of families that will benefit</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Location Description</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Planned Activities</strong></td>
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</tbody>
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<tbody>
<tr>
<td>2</td>
<td><strong>Project Name</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Target Area</strong></td>
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<tr>
<td></td>
<td><strong>Goals Supported</strong></td>
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<tr>
<td></td>
<td><strong>Needs Addressed</strong></td>
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<td></td>
<td><strong>Funding</strong></td>
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<tr>
<td></td>
<td><strong>Description</strong></td>
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<tr>
<td></td>
<td><strong>Target Date</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Estimate the number of families that will benefit</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Location Description</strong></td>
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<td></td>
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</tr>
<tr>
<td></td>
<td><strong>Planned Activities</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3  Project Name  Residential Demolition
Target Area  West of Henry Ford Allegiance Health, East of S Martin Luther King Jr Dr, West of S Martin Luther King Jr Dr
Goals Supported  Residential Demolition
Needs Addressed  Residential Demolition
Funding  CDBG: $300,000
Description  Demolition of foreclosed, vacant, abandoned, or condemned residential houses in CDBG-eligible areas of the City.
Target Date  6/30/2021
Estimate the number and type of families that will benefit  Low-income, primarily residential areas within the City of Jackson.
Location Description  Specific sites will be determined in the future, subject to SHPO approval and 30% cap on Slum/Blight Spot Basis activities.
Planned Activities  Demolition of 20 foreclosed, vacant, abandoned, or condemned residential houses in low-income neighborhoods. Removal of hazardous buildings increases the quality of life and vitality of neighborhoods, supports property values, eliminates hazardous conditions, and reduces opportunities for criminal activity.

4  Project Name  New Construction - CHDO
Target Area  West of S Martin Luther King Jr Dr
Goals Supported  New Construction - CHDO
Needs Addressed  New Construction (CHDO)
Funding  HOME: $295,099
Description  Additional funds provided to create three (3) new affordable homebuyer units at the corner of Franklin and Mechanic Streets.
Target Date  6/30/2022
Estimate the number and type of families that will benefit  Three (3) low-income homebuyers will purchase affordable new housing units from the Greater Jackson Habitat for Humanity.
Location Description  Project is still in development stage so no specific addresses have been assigned to the future units. Units will be constructed on Franklin Street at the corner of Mechanic Street.
Planned Activities  Development of three (3) new affordable homebuyer units for resale to qualifying low-income household.

5  Project Name  CHDO Operating Expenses
Needs Addressed  CHDO Operating Expenses
Funding  HOME: $17,300
Description  Operating expenses related to CHDO activities; limited to no more than five (5%) percent of the Cityâs annual HOME allocation.
Target Date  6/30/2021
Planned Activities  Operating expenses related to CHDO activities; limited to no more than five (5%) percent of the City’s annual HOME allocation.
<table>
<thead>
<tr>
<th></th>
<th>Project Name</th>
<th>Administration/Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Needs Addressed</td>
<td>Administration/Planning</td>
<td></td>
</tr>
</tbody>
</table>
| Funding | CDBG: $50,000  
HOME: $34,000 |
| Description | Overall program administration, including, but not limited to, salaries, wages, and related costs of grantee staff or others engaged in program management, monitoring and evaluation. |
| Target Date | 6/30/2021 |
AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The public reinvestment in the City of Jackson has concentrated on revitalizing the heart of the city – its downtown business district. With revival well on its way, investment in the residential neighborhoods immediately adjacent to the downtown is in order to build on the beautification and blight reduction efforts. The percentage of low- to moderate-income residents in these targeted areas ranges from 60.1% to 87.1%. Census Tracts 11 is also one (1) of only two (2) Racially and Ethnically Concentrated Areas of Poverty (R/ECAP) areas within the City limits.

The local target area "West of Henry Ford Allegiance Health" is located between Ganson Street and the railroad tracks running parallel with Louis Glick Highway from Mechanic Street on the west and Waterloo Avenue on the east. South Martin Luther King Jr. Drive (formerly Francis Street) is the dividing line between two other target areas, both of which run between Franklin Street and High Street. The east half will cover the area between South Martin Luther King Jr. Drive and Cooper Street; the west half will cover the area between South Martin Luther King Jr. Drive and Greenwood Avenue.

**Geographic Distribution**

<table>
<thead>
<tr>
<th>Target Area</th>
<th>Percentage of Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>West of Henry Ford Allegiance Health</td>
<td>15</td>
</tr>
<tr>
<td>East of S Martin Luther King Jr Dr</td>
<td>15</td>
</tr>
<tr>
<td>West of S Martin Luther King Jr Dr</td>
<td>15</td>
</tr>
</tbody>
</table>

Table 55 - Geographic Distribution

**Rationale for the priorities for allocating investments geographically**

Being this is the first year to start work in the identified local target areas, and having prior year projects to complete before turning the City's full focus in these areas, it is estimated perhaps approximately 15% of CDBG funds will be expended in each area. As the City moves into subsequent years of the Five-Year Consolidated Plan and staff has devoted time to complete an assessment of each area’s specific needs, it is anticipated additional, meaningful projects will be funded to provide a noticeable, positive impact in the neighborhoods.
AP-55 Affordable Housing – 91.220(g)

Introduction
The need for affordable housing cannot be denied when the majority of a community (62%) earns less than 80% of the area median income, or when approximately one-third of the population lives below the federal poverty level. City leaders recognize this need but are also cognizant of many other non-housing community development needs it is responsible for, such as infrastructure improvements, park improvements, street lighting, etc. The level of CDBG funds Jackson receives is relatively low considering increasing costs to implement improvements and is insufficient to meet the demands for assistance. Historically, attempting to fund as many projects as possible did little to impact the community as a whole; therefore, the number of projects have decreased to ensure sufficient funding to complete activities which boost the community as a whole.

Homeowner rehabilitation is one activity that can be life changing for one household while enhancing the neighborhood in which it is located. Since the inception of the City’s rehabilitation program, projects either corrected all code violations in a home (full rehab) or addressed emergency hazards such as a leaking roof or a furnace that stopped working in the middle of winter. Due to the age of the City’s housing stock and years of deferred maintenance, full rehabs have become so cost prohibitive very few households received assistance. City rehabilitation staff is changing the way it does business so more low-income families can be assisted, thereby staying in their home. Emergency hazards will continue to be addressed as needed; however, it is the City’s goal to attend to the aged major components of a home before they actually become an emergency. By helping low-income homeowners fix the most costly systems to keep a home safe, dry, and sanitary, or to improve the energy efficiencies, households will have more hard earned income at their disposal to tackle smaller, less expensive maintenance projects.

<table>
<thead>
<tr>
<th>One Year Goals for the Number of Households to be Supported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeless</td>
</tr>
<tr>
<td>Non-Homeless</td>
</tr>
<tr>
<td>Special-Needs</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

*Table 56 - One Year Goals for Affordable Housing by Support Requirement*

<table>
<thead>
<tr>
<th>One Year Goals for the Number of Households Supported Through</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental Assistance</td>
</tr>
<tr>
<td>The Production of New Units</td>
</tr>
<tr>
<td>Rehab of Existing Units</td>
</tr>
<tr>
<td>Acquisition of Existing Units</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

*Table 57 - One Year Goals for Affordable Housing by Support Type*
**AP-60 Public Housing – 91.220(h)**

**Introduction**

The Jackson Housing Commission (JHC) has served as the City’s Public Housing Authority (PHA) for nearly 60 years and also services all of Jackson County. JHC is considered a medium-sized agency providing 500 public housing units, 40 scattered-site single family homes, and up to 475 Housing Choice Vouchers (HCV).

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

Efforts to improve the relationship between the City of Jackson and the JHC has been on-going; recent administration changes within the City will renew and reinvigorate those efforts. The City will work collaboratively with the JHC as needed through the Rental Assistance Demonstration (RAD) conversion, which changes the type of federal housing assistance from public housing (Section 9) to project-based vouchers (Section 8). Recently approved, the RAD conversion allows the JHC to obtain other public or private funding sources to repair and improve their properties. Once the RAD conversion is fully implemented, the JHC will apply for Low-Income Housing Tax Credits (LIHTC) through the State of Michigan.

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

Active Resident Advisory Boards are in place at both Reed Manor and Chalet Terrace. Several attempts have been made to initiate a Resident Advisory Board at Shahan-Blackstone North but efforts have thus far fallen short. The most recent attempt was less than six (6) months ago - an election took place and first meeting held; however, it disbanded after the first meeting. A new housing manager is in place dedicated to just Shahan (the previous housing manager had to split time with Chalet Terrace) and another attempt to organize a resident board at Shahan will occur within the next six (6) months. Residents are encouraged to attend Board meetings, talk with their housing managers, and even the Executive Director if warranted. Annual surveys are distributed to tenants to get their opinions on real or perceived conditions at their complex and what improvements they would like to be considered.

Approximately 30 years ago, the JHC participated in a homeownership program through HUD and created fifty (50) scattered site, single family homes with the intent to provide homeownership opportunity to its residents. When the program ended, only ten (10) homes had been sold and the other 40 incorporated as scattered-site units through either Chalet Terrace or Shahan.

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

The Jackson Housing Commission is not a troubled agency.
AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction
The Jackson County Continuum of Care (CoC) is the local homeless assistance planning group which encourages community collaboration to address housing and homeless needs. The CoC is comprised of representatives from a variety of non-profit entities, faith-based organizations, community stakeholders, and state and local government serving households and individuals experiencing housing crises. The group’s focused, structured approach identifies existing needs and resources, detects gaps in service, and monitors emerging conditions. Funding received by the CoC is used to prevent homelessness, rapidly re-house people in a housing crisis, and transform the system so more people can obtain and maintain housing.

Homeless providers in Jackson County use a Homeless Management Information System (HMIS) to collect client-level data and data on the provision of housing to homeless individuals and families, and persons at risk of homelessness. The CoC also participates in an annual Point-in-Time (PIT) Count where volunteers count both sheltered and unsheltered persons experiencing homelessness on a single night in January. Data in this Homeless Needs Assessment was gleaned from both the 2018 HMIS data to capture a full year of information, and the 2019 PIT Count conducted on January 30, 2019.

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

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs
City staff will continue to participate with the CoC, including subcommittees, to the extent feasible. It is important not only to keep City leaders aware of the community’s health and emerging needs, but also to impart knowledge and understanding of government capabilities and limitations. Exchange of information is essential along with actionable participation by City staff.

Homeless facilities and services are managed and provided through agencies that participate with the CoC. Outreach is conducted at emergency shelters, domestic violence shelters, with youth providers, and through street outreach to locate potential participants. Case managers complete an initial assessment to prioritize need and set housing stability goals.

Addressing the emergency shelter and transitional housing needs of homeless persons
The CoC adopted a Coordinated Entry policy which ensures people with the greatest needs receive priority for any type of housing and homeless assistance. Coordinated Entry does not screen people out for assistance because of perceived barriers to housing or services including, but not limited to, lack of employment or income, drug or alcohol use, or having a criminal record. Clients are linked to community resources which best meet their immediate and future needs.
Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

Homeless households are encouraged to obtain an assessment and linkage to available services to help resolve their housing crisis through CAA. Outreach staff is strategically placed in the community to ensure homeless or at-risk households are aware of community resources to prevent or end homelessness. The housing assessment program will continue to assess at-risk households to prevent homelessness by using available prevention resources, shelter diversion tactics, and linkage to mainstream resources to avoid loss of housing.

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

Preventing homelessness from occurring at all is the most effective means to avoid trauma to families and the creation of larger crises which might prevent a household from moving forward successfully. CAA receives funding from HUD to operate a rapid re-housing program, providing short-term assistance to persons at risk of becoming homeless. Coordinating with mainstream providers continues to support effective and efficient access to mainstream benefits by eligible participants.
AP-75 Barriers to affordable housing – 91.220(j)

Introduction:
Conversations with local housing providers reveal affordable housing in Jackson may not necessarily be limited to a specific type of housing but rather addressing the issues that interfere with obtaining housing. Examples of barriers include, but are not limited to, the following:

- Landlords unaware of the laws governing rental housing, including Fair Housing laws and prohibited discriminatory practices.
- Tenants who do not realize their rights as it pertains to rental housing, including Fair Housing laws and awareness of discriminatory practices.
- Exorbitant security deposits, non-refundable application fees, and unaffordable deposits for utilities.
- Inability to obtain utilities in tenant’s name.
- Limited public transportation options.
- Poor credit history, especially for youth just out of college, persons facing unexpected life issues, or spoiled as part of a domestic violence situation.
- Rejection of service animals in the unit.
- Refusal to accept Housing Choice Vouchers or charging rents that don’t qualify for fair market rent.
- People who are routinely discriminated against often don’t notice or identify discrimination. If discrimination is suspected, the tenants are often more interested in finding housing to meet their immediate need rather than going through a lengthy appeal process.

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

The City of Jackson does not intentionally create policies, codes, or rules that create barriers to affordable housing, but rather faces the same realities experienced by most municipalities – increasing construction costs, complexity of financing for larger projects, and an affordability gap between incomes and housing costs. Likewise, most policies, ordinances, and/or codes are established to maintain compliance with local, state, and federal guidelines or for health and safety reasons.

City staff will continue to participate with the CoC in developing strategies to remove or ameliorate barriers to affordable housing. The CoC has identified several strategies to implement, including, but not limited to, the following:

- Further the Landlord Advocacy and Education position currently funded for the short term.
- Work with landlords to determine what they would require to expand the number of units available to subsidy.
- Increase the number of landlords willing to rent to Housing Choice Voucher holders.
- Develop a multi-sector strategy to reduce issues involving utilities as a barrier to housing.
AP-85 Other Actions – 91.220(k)

Introduction:
The activities and goals of the 2020-2021 Annual Action Plan coincide with the priorities identified in the 2020-2024 Five-Year Consolidated Plan. Some activities funded during this first year of the Consolidated Plan close out planned activities during the prior Consolidated Plan. Other activities are funded to begin the assessment and planning stages of the three local target areas. The City's Housing Rehabilitation Policies and Procedures will undergo review and revision to include new programs designed to address the most costly systems in housing maintenance before they become emergency situations.

Actions planned to address obstacles to meeting underserved needs
City staff will continue to maintain its network of state and local public agencies and non-profit service providers. The use of CDBG or HOME funds to meet underserved needs will be subject to fluctuations in annual funding. Funds may or may not be allocated accordingly.

Actions planned to foster and maintain affordable housing
As noted above, the City will assist low-income homeowners with housing maintenance and emergency repairs. In addition, the City’s CHDO will begin development of affordable housing units for resale to qualifying low-income households.

Actions planned to reduce lead-based paint hazards
Inspections of non-owner occupied housing units will continue to assess deteriorated paint and will be cited as a violation and ordered repaired before a certificate of compliance is issued to the property owner. Any rehabilitation activities that may disturb painted surfaces in a home will receive a combination lead paint inspection/risk assessment and, if hazards exist, will be treated according to the Lead Safe Housing Rule. All actions taken to remediate an identified lead hazard must be approved through a lead clearance examination.

Actions planned to reduce the number of poverty-level families
The City of Jackson has neither the facilities nor resources to carry out programs directly targeted at reducing the number of households at or below the poverty level. However, through the use of CDBG and HOME funds, the City offers services and programs to make housing affordable to it low- to moderate-income homeowners:

- Rehabilitation – up to $75,000 is available through a 20-year, zero-interest, deferred loan with a partial low repayment component (10 years) to correct code violations or emergency hazards.
- Homebuyer New Construction – currently under development through the City’s CHDO, the Greater Jackson Habitat for Humanity.

In addition, the City ensures tenants have decent, safe, and sanitary living conditions through its Housing Code Enforcement (HCE) program (not federally funded). The HCE program also improves neighborhood living conditions through enforcement of various blight ordinances, such as garbage, inoperable vehicles, noxious weeds and trees, and zoning violations.

City leaders will collaborate with the United Way of Jackson County and other community service providers in their efforts to reduce the number of impoverished residents.

Actions planned to develop institutional structure
City staff will continue active participation with the CoC and other collaborative meetings as may be necessary
to remain aware of the community’s health and emerging needs. Close monitoring of projects implemented by other City departments will ensure compliance with federal rules and regulations and the timely expenditure of CDBG funds. The Greater Jackson Habitat for Humanity will receive technical assistance and guidance by various City staff as its new housing construction project proceeds.

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

City staff will continue active participation with the CoC. Members of the CoC represent various public and non-profit agencies in Jackson that provide mainstream and specialized services to homeless, non-homeless special needs, and general populations and subpopulations. Discussion at monthly CoC meetings always includes identification of emerging needs or gaps in service that need attention.
Program Specific Requirements

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

Introduction:
While similar in many ways, CDBG and HOME are governed under separate federal regulation with certain requirements specific to each grant. The information below addresses those specific requirements.

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)
Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

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

Total Program Income: 0

Other CDBG Requirements

1. The amount of urgent need activities 0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. 70.00%

Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.
HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)

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

Forms of investment beyond those identified in 24 CFR 92.205 will not be utilized under this plan.

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

The City of Jackson controls the resale of homebuyer property during the period of affordability using the recapture option as follows:

1) Should a homebuyer receiving a direct HOME subsidy in the amount of $5,000 or less sell the property during the affordability period, repayment of the entire direct HOME subsidy will be triggered.

2) Should a homebuyer receiving a direct HOME subsidy in excess of $5,000 sell the property during the affordability period, repayment of the direct HOME subsidy will be directly tied to the length of time the homebuyer has occupied the home in relation to the period of affordability.

If there are no net proceeds from the sale or the net proceeds are insufficient to repay the HOME subsidy due, the City will recapture the amount of the net proceeds, if any. Recaptured funds will be used for any HOME-eligible activity. The homeowner will receive a return on investment only if there are remaining net proceeds from the sale after payment of all outstanding mortgages, including the HOME mortgage and closing costs.

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

The City’s recapture/resale guidelines for acquired properties are the same as noted above under Paragraph 2.

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

Activities in this plan do not include refinancing of existing debt secured by multifamily housing rehabilitated with HOME funds.
MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, Interim City Manager
DATE: March 17, 2020
SUBJECT: Adoption of Resolution Authorizing Issuance of City of Jackson 2020 Capital Improvement Bonds (MLK Renovation Project)

Recommendation:

Adoption of Resolution Authorizing Issuance of City of Jackson 2020 Capital Improvement Bonds

Attached is a memo from Philip Hones, regarding the above Resolution. The Resolution authorizes the issuance of bonds not to exceed $2.1 million to finance the MLK Renovation Project which was recently awarded.

The City’s Bond Counsel has prepared the Resolution and that, as well as their cover letter, are attached.

I recommend adoption of this Resolution. Your consideration and concurrence is appreciated.
MEMO TO: Jonathan Greene, Interim City Manager
FROM: Philip Hones, Finance Director
DATE: March 17, 2020

RECOMMENDATION: Adoption of Resolution Authorizing Issuance of City of Jackson 2020 Capital Improvement Bonds (MLK Renovation Project)

SUMMARY

The City Council, at their meeting of January 28th of this year, awarded the Martin Luther King Center Renovation Contract to R.W. Mercer in the amount of $1,914,350. It was indicated in that agenda correspondence that funding for that project would come from a bond sale following the award of that contract. (The required Notice of Intent to issue bonds was published on September 25, 2019 following Council approval on September 17th.)

This Resolution, if adopted, allows the City to move ahead with this Bond sale which is estimated to be in the amount of $2.01 million. The additional bond funds required over the renovation contract will included bond issuance costs as well as architectural design fees related to the project.

It should be noted that the Resolution allows the Bonds to be sold in an amount not to exceed $2.1 million which allows for the possibility should the Bonds are sold at a premium rather than par value.

BUDGETARY CONSIDERATIONS

There currently is no budget for this project or the related debt service in the current fiscal year. The budget process for fiscal year 2020/21 is now in process and will include this project’s activity for both this fiscal year as well and next as part of that process.

POSITIONS

I would like to proceed with this refunding while interest rates remain low. The City’s Bond Attorney has prepared the Authorizing Resolution and the City’s financial advisor has prepared a cash flow analysis related to this proposed bond sale, both of which are attached.

I request that this proposed “Resolution Authorizing Issuance of City of Jackson 2020 Capital Improvement Bonds” be submitted for approval by the City Council.

ATTACHMENTS
March 10, 2020

VIA EMAIL

Phil Hones
Director of Finance
City of Jackson
161 W. Michigan Avenue
Jackson, MI 49201

Re: City of Jackson, County of Jackson, State of Michigan 2020 Capital Improvement Bonds (Limited Tax General Obligation)

Dear Mr. Hones:

Enclosed with this letter, please find a proposed Bond Authorizing Resolution for the City of Jackson’s 2020 Capital Improvement Bonds (Limited Tax General Obligation) (the “Bonds”) for the City Council’s consideration at its March 17 meeting. The proceeds of the Bonds will be used to pay a portion of the costs of the Martin Luther King Jr. Community Center project.

Consistent with your discussions with Pat McGow and Mike Gormely, the resolution authorizes the issuance of the Bonds in the principal amount of not-to-exceed Two Million One Hundred Thousand Dollars, to be issued at a maximum rate of interest not-to-exceed 4% or at a price less than 100% of the par amount of the Bonds. The Resolution delegates the authority to you and the Interim City Manager to finalize the terms of the Bonds within the approved parameters and to award the sale of the Bonds to a purchaser pursuant to a negotiated sale.

Please do not hesitate to contact me or Pat should you have any questions.

Very truly yours,

Miller, Canfield, Paddock and Stone, P.L.C.

By: Ronald C. Liscombe

Cc: Patrick F. McGow, Esq.
    Michael Gormely
    Steven DiClaudio

35483435.1:043520-00066
RESOLUTION AUTHORIZING ISSUANCE OF  
2020 CAPITAL IMPROVEMENT BONDS  
(LIMITED TAX GENERAL OBLIGATION)  

City of Jackson  
County of Jackson, State of Michigan  

Minutes of a regular meeting of the City Council of the City of Jackson, County of Jackson, State of Michigan, held on the 17th day of March, 2020, at 6:30 p.m., prevailing Eastern Time.

PRESENT: Members ______________________________________________ _____________  

______________________________________________________________  

ABSENT: Members _________________________________________________________  

The following preamble and resolution were offered by Member ________________________  
and supported by Member _______________________.

WHEREAS, to finance all or part of the costs of acquiring, constructing, furnishing and equipping renovations and improvements to the Martin Luther King Jr. Community Center, together with all related site improvements (the “Project”), the City Council of the City of Jackson, County of Jackson, State of Michigan (the “City”) has determined to borrow the principal amount of not to exceed Two Million One Hundred Thousand Dollars ($2,100,000) and issue capital improvement bonds pursuant to Act 34 to pay the cost of the Project; and

WHEREAS, a notice of intent to issue capital improvement bonds was published in accordance with Act 34, Public Acts of Michigan, 2001, as amended ("Act 34") which provides that the bonds may be issued without a vote of the electors of the City unless a proper petition for an election on the question of the issuance of the bonds is filed with the City Clerk within a period of forty-five (45) days from the date of publication and as of this date no petitions have been filed with the City Clerk; and

WHEREAS, the City desires to solicit bids from financial institutions and negotiate the sale of the Bonds to a financial institution within the parameters established by this Resolution.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Bonds Authorized; Bond Details; Registration and Transfer. Bonds of the City designated 2020 CAPITAL IMPROVEMENT BONDS (LIMITED TAX GENERAL OBLIGATION) (the “Bonds”) are authorized to be issued in the aggregate principal sum of not to exceed Two Million One Hundred Thousand Dollars ($2,100,000) for the purpose of paying
part of the costs of constructing the Project and costs incidental to the issuance, sale and delivery of the Bonds.

The Bonds shall consist of bonds registered as to principal and interest of the denomination of $100,000 or multiples of $1,000 in excess thereof not exceeding for each maturity the aggregate principal amount of that maturity, or alternatively, may consist of a single-instrument, non-convertible bond, as determined at the time of sale. The Bonds will be dated as of the date of delivery, or such other date as determined by the Interim City Manager or the Director of Finance (each, an “Authorized Officer”), and mature or be subject to mandatory redemption on such dates and/or years as shall be determined at the time of sale and in the amounts as determined by an Authorized Officer. The Bonds shall bear interest at a rate or rates to be determined upon negotiated sale thereof, payable semi-annually on December 1 and June 1, first payable on December 1, 2020 or such date as determined by an Authorized Officer at the time of sale, provided that the interest rate per annum on the Bonds shall not exceed four percent (4.00%) per annum. The Bonds shall be sold at a price not less than 100% of their par value. The Bonds may be issued as serial bonds or term bonds or both and may be subject to mandatory or optional redemption prior to maturity, or both, as determined at the time of sale.

Interest on the Bonds shall be paid to the registered owner of record as of the 15th day of the month prior to the payment date for each interest payment. The record date of determination of registered owner for purposes of payment of interest as provided in this paragraph may be changed by the City to conform to market practice in the future. The principal of the Bonds shall be payable at a Michigan bank or trust company to be selected by an Authorized Officer at the time of the sale of the Bonds as registrar and transfer agent for the Bonds (the “Transfer Agent”), provided that in the event that the Bonds are purchased by a single institutional investor the Treasurer may act as the Transfer Agent.

2. Execution of Bonds; Book-Entry-Only Form. The Bonds of this issue shall be executed in the name of the City with the manual or facsimile signatures of the Mayor and Clerk and shall have the seal of the City, or a facsimile thereof, printed or impressed on the Bonds. No Bond signed by facsimile signature shall be valid until authenticated by an authorized officer or representative of the Transfer Agent.

The Bonds may be issued in book-entry-only form through the Depository Trust Company in New York, New York (“DTC”) and any Authorized Officer is authorized to execute such custodial or other agreement with DTC as may be necessary to accomplish the issuance of the Bonds in book-entry-only form and to make such changes in the Bond form within the parameters of this resolution as may be required to accomplish the foregoing.

3. Transfer of Bonds. The Transfer Agent shall keep the books of registration for this issue on behalf of the City. Any Bond may be transferred upon such registration books by the registered owner of record, in person or by the registered owner’s duly authorized attorney, upon surrender of the Bond for cancellation, accompanied by delivery of a duly executed written instrument of transfer in a form approved by the Transfer Agent. Whenever any Bond or Bonds shall be surrendered for transfer, the City shall execute and the Transfer Agent shall authenticate and deliver a new Bond or Bonds, for like aggregate principal amount. The Transfer Agent shall require the payment by the bondholder requesting the transfer of any tax or other governmental
charge required to be paid with respect to the transfer.

4. Security for Bonds; Limited Tax Pledge; Debt Retirement Fund; Defeasance of Bonds. The City hereby pledges its limited tax full faith and credit for the prompt payment of the Bonds. The City shall, each year budget the amount of the debt service coming due in the next fiscal year on the principal of and interest on the Bonds and shall advance as a first budget obligation from its general funds available therefor, or, if necessary, levy taxes upon all taxable property in the City subject to applicable constitutional, statutory, and charter tax rate limitations, such sums as may be necessary to pay such debt service in said fiscal year.

The Treasurer is authorized and directed to open a depositary account with a bank or trust company designated by the City Council, to be designated 2020 CAPITAL IMPROVEMENT BONDS DEBT RETIREMENT FUND (the “Debt Retirement Fund”), the moneys to be deposited into the Debt Retirement Fund to be specifically earmarked and used solely for the purpose of paying principal of and interest on the Bonds as they mature.

In the event cash or direct obligations of the United States or obligations the principal of and interest on which are guaranteed by the United States, or a combination thereof, the principal of and interest on which, without reinvestment, come due at times and in amounts sufficient to pay at maturity or irrevocable call for earlier optional redemption, the principal of, premium, if any, and interest on the Bonds, shall be deposited in trust, this resolution shall be defeased and the owners of the Bonds shall have no further rights under this resolution except to receive payment of the principal of, premium, if any, and interest on the Bonds from the cash or securities deposited in trust and the interest and gains thereon and to transfer and exchange Bonds as provided herein.

5. Construction Fund; Proceeds of Bond Sale. The Treasurer is authorized and directed to open a separate depositary account with a bank or trust company designated by the City Council, to be designated 2020 CAPITAL IMPROVEMENT BONDS CONSTRUCTION FUND (the “Construction Fund”) and deposit into said Construction Fund the proceeds of the Bonds less accrued interest, if any, which shall be deposited into the Debt Retirement Fund. The moneys in the Construction Fund shall be used solely to pay the costs of the Project and the costs of issuance of the Bonds.

6. Bond Form. The Bonds shall be in substantially the following form with such changes as may be required to conform the Bond to the final terms of the Bonds established by the Sale Order:
[THIS BOND HAS NOT BEEN REGISTERED UNDER THE SECURITIES ACT OF 1933, AS AMENDED, OR THE MICHIGAN UNIFORM SECURITIES ACT, AS AMENDED, IN RELIANCE UPON EXEMPTIONS THEREUNDER. ANY RESALE OR OTHER TRANSFER OF THIS BOND MAY BE MADE ONLY UPON REGISTRATION UNDER SUCH ACTS OR IN AN EXEMPT TRANSACTION UNDER SUCH ACTS AND UPON COMPLIANCE WITH THE CONDITIONS SET FORTH HEREIN AND MAY BE OFFERED AND SOLD ONLY IF REGISTERED PURSUANT TO THE PROVISIONS OF THOSE ACTS OR IF AN EXEMPTION FROM REGISTRATION IS AVAILABLE.]

R-

UNITED STATES OF AMERICA
STATE OF MICHIGAN
COUNTY OF JACKSON

CITY OF JACKSON

2020 CAPITAL IMPROVEMENT BOND
(LIMITED TAX GENERAL OBLIGATION)

Interest Rate   Maturity Date    Date of Original Issue

June 1, 20___    ________, 2020

Registered Owner:

Principal Amount: Dollars

The City of Jackson, County of Jackson, State of Michigan (the “City”), acknowledges itself to owe and for value received hereby promises to pay to the Registered Owner specified above, or registered assigns, the Principal Amount specified above, in lawful money of the United States of America, on the Maturity Date [specified above] [set forth in Exhibit A attached hereto and made a part hereof], unless prepaid prior thereto as hereinafter provided, with interest thereon (computed on the basis of a 360-day year consisting of twelve 30-day months) from the Date of Original Issue specified above or such later date to which interest has been paid, until paid, at the Interest Rate per annum specified above, first payable on [December 1, 2020] and semiannually thereafter. Principal of this bond is payable [at the _____________ office of _______________, ______ _, Michigan,] [by the Treasurer of the City] or such other paying agent as the City may hereafter designate by notice mailed to the registered owner not less than sixty (60) days prior to any interest payment date (the “Transfer Agent”). Interest on this bond is payable to the registered owner of record as of the fifteenth (15th) day of the month preceding the interest payment date as shown on the registration books of the City kept by the Transfer Agent by check or draft mailed by the Transfer Agent to the registered owner of record at the registered address. For prompt payment of this bond, both principal and interest, the full faith, credit and resources of the City are hereby irrevocably pledged.

This bond is [a single, fully-registered, non-convertible bond] [one of a series of bonds] of even Date of Original Issue [in] [aggregating] the principal sum of $________ _______, issued pursuant to Act 34, Public Acts of Michigan, 2001, as amended, and a resolution duly adopted by the City Council of the City for the purpose of paying part of the cost of paying all or part of the cost of certain road improvements for the City, and paying the costs of issuance of the bonds of this issue.

This bond, including the interest thereon, is payable as a first budget obligation from the general funds of the City, and the City is required, if necessary, to levy ad valorem taxes on all taxable property in the City for the payment thereof, subject to applicable constitutional, statutory, and charter tax rate limitations.

[Bonds of this issue maturing in the years [20_ to 20_], inclusive, shall not be subject to redemption prior to maturity. Bonds or portions of bonds in multiples of $5,000 of this issue maturing in the year 20__ and thereafter, shall be subject to redemption prior to maturity, at the option of the City, in such order as the City shall determine.
and by lot within any maturity, on any date on or after June 1, 20__, at par and accrued interest to the date fixed for redemption.

[Insert Term Bond Provisions, if any]

[In case less than the full amount of an outstanding bond is called for redemption, the Transfer Agent, upon presentation of the bond called for redemption, shall register, authenticate and deliver to the registered owner of record a new bond in the principal amount of the portion of the original bond not called for redemption.]

Notice of redemption shall be given to the registered owner of any bond or portion thereof called for redemption by mailing of such notice not less than thirty (30) days prior to the date fixed for redemption to the registered address of the registered owner of record. A bond or portion thereof so called for redemption shall not bear interest after the date fixed for redemption, whether presented for redemption or not, provided funds are on hand with the Transfer Agent to redeem said bond or portion thereof.

This bond is transferable only upon the registration books of the City kept by the Transfer Agent by the registered owner of record in person, or by the registered owner’s attorney duly authorized in writing, upon the surrender of this bond together with a written instrument of transfer satisfactory to the Transfer Agent duly executed by the registered owner or the registered owner’s attorney duly authorized in writing, and thereupon a new registered bond or bonds in the same aggregate principal amount and of the same maturity shall be issued to the transferee in exchange therefor as provided in the resolution authorizing this bond and upon the payment of the charges, if any, therein prescribed.

It is hereby certified and recited that all acts, conditions and things required by law precedent to and in the issuance of this bond and the series of bonds of which this is one, have been done, exist and have happened in regular and due time and form as required by law, and that the total indebtedness of the City, including this bond and the series of bonds of which this is one, does not exceed any constitutional, statutory or charter debt limitation.

This bond is not valid or obligatory for any purpose until the Transfer Agent’s Certificate of Authentication on this bond has been executed by the Transfer Agent.

IN WITNESS WHEREOF, the City of Jackson, County of Jackson, State of Michigan, by its City Council, has caused this bond to be signed in the name of the City by the facsimile signatures of its Mayor and City Clerk and a facsimile of its corporate seal to be printed hereon, all as of the Date of Original Issue.

CITY OF JACKSON
County of Jackson
State of Michigan

By_________________________________
Its Mayor

(SEAL)

Countersigned

By_________________________________
City Clerk
7. **Useful Life of Project.** The estimated period of usefulness of the Project is hereby declared to be not less than eleven (11) years.

8. **Negotiated Sale.** The City Council has considered the option of selling the Bonds through a competitive sale and a negotiated sale, and, pursuant to the requirements of Act 34, has determined to proceed with the sale of the Bonds by means of a negotiated sale because of the flexibility and efficiency provided by a negotiated sale to select and adjust the terms for the Bonds to best achieve the most favorable terms and advantageous interest rates and obtain the lowest issuance costs and interest costs for the City.

9. **Delegation to Authorized Officer; Sale Order.** The Authorized Officers are each hereby authorized to select a purchaser for the Bonds and to place the Bonds with the purchaser through a private placement. The Authorized Officers are each hereby authorized to execute a Sale Order specifying the final terms of the Bonds and take all other necessary actions required to effectuate the sale, issuance and delivery of the Bonds within the parameters authorized in this resolution.

10. **Adjustment of Bond Terms; Bond Parameters.** Each Authorized Officer is hereby authorized to adjust the final Bond details to the extent necessary or convenient to complete the transaction authorized in this Resolution, and in pursuance of the foregoing are each authorized to exercise the authority and make the determinations authorized pursuant to Section 315(1)(d) of Act 34, including but not limited to, determinations regarding interest rates, prices, discounts, maturities, principal amounts, denominations, dates of issuance, interest payment dates, redemption rights, the place of delivery and payment, designation of series, and other matters, all subject to the parameters established in this Resolution; *provided* that the principal amount of Bonds issued shall not exceed the principal amount authorized in this resolution, the true interest cost on the Bonds shall not exceed four percent per annum (4.00%), and the Bonds shall be sold at a price not less than 100% of their par value.

11. **Tax Covenant; Qualified Tax Exempt Obligations.** The City shall, to the extent permitted by law, take all actions within its control necessary to maintain the exclusion of the interest on the Bonds from gross income for federal income tax purposes under the Internal Revenue Code of 1986, as amended, (the “Code”) including, but not limited to, actions relating to any required rebate of arbitrage earnings and the expenditures and investment of Bond proceeds and moneys deemed to be Bond proceeds, and to prevent the Bonds from being or becoming “private activity bonds” as that term is used in Section 141 of the Code. The Bonds shall be designated as “qualified tax exempt obligations” for purposes of deduction of interest expense by financial institutions pursuant to the Code.

12. **Authorization of Other Actions.** The Authorized Officers are each authorized and directed to do all other acts and take all other necessary procedures required to effectuate the sale, issuance and delivery of the Bonds as contemplated herein.

13. **Bond Counsel.** Miller, Canfield, Paddock and Stone, P.L.C. is hereby appointed to serve as bond counsel for the Bonds, notwithstanding periodic representation in unrelated matters of other parties or potential parties to the transaction contemplated by this resolution.
14. **Placement Agent.** Huntington Securities, Inc. is hereby appointed to serve as placement agent for the Bonds.

15. **Repealer.** All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: Members ________________________________________________

NAYS: Members ________________________________________________

RESOLUTION DECLARED ADOPTED.

____________________________________
Andrea Muray
City Clerk

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Jackson, County of Jackson, State of Michigan, at a regular meeting held on March 17, 2020, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act 267.

____________________________________
Andrea Muray
City Clerk
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**COUNTY OF JACKSON, STATE OF MICHIGAN**  
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**(GENERAL OBLIGATION - LIMITED TAX)**  
**(ASSUMES PRIVATE PLACEMENT)**

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<td>Sources and Uses of Funds</td>
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<td>Bond Debt Service</td>
<td>5</td>
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</tbody>
</table>
HUNTINGTON SECURITIES, INC. DISCLAIMER LANGUAGE (PLACEMENT AGENT)

CITY OF JACKSON
COUNTY OF JACKSON, STATE OF MICHIGAN
2020 CAPITAL IMPROVEMENT BONDS (MLK RENOVATIONS)
(GENERAL OBLIGATION - LIMITED TAX)
(ASSUMES PRIVATE PLACEMENT)

Non-Advice Disclaimer

Important Information about Our Communications with You

In connection with its responsibilities under the federal securities laws and the rules of the Municipal Securities Rulemaking Board, Huntington Securities, Inc. (‘HSI’) wants to ensure that you understand the purpose of our communications with you and the role we intend to play in any transactions that we may engage in with you. We are communicating with you for the purpose of soliciting business as an underwriter of municipal securities. We propose to serve as a placement agent, not as a financial advisor or municipal advisor, in connection with any transaction that may result from our communications. Please note that:

» HSI is not recommending that you take any action;

» HSI is not acting as the advisor to you or any obligated person on a municipal securities issue and do not owe a fiduciary duty pursuant to Section 15B of the Securities Exchange Act of 1934 to you or any obligated person with respect to the information and material contained in this communication;

» HSI is acting for its own interests; and

» You and any person that will have a repayment obligation with respect to any municipal securities issue being considered should discuss any information and material contained in this communication with any and all internal or external advisors and experts that you or the obligated person deem appropriate before acting on this information or material.

MSRB Rule G-17

HSI would be retained to act as placement agent for the Bonds, not as a financial advisor or municipal advisor, regardless of whether HSI has advised or is currently advising the Issuer on other matters. Rule G-17 of the Municipal Securities Rulemaking Board requires a placement agent such as HSI to deal fairly at all times with both municipal issuers and investors. HSI’s primary role is to locate potential purchasers of the Bonds, and HSI has financial and other interests that differ from those of the Issuer. Unlike a municipal advisor, HSI as a placement agent does not have a fiduciary duty to the Issuer under the federal securities laws and is, therefore, not required by federal law to act in the best interests of the Issuer without regard to its own financial or other interests. HSI or its affiliates may be engaged in a broad range of transactions that involve interests that differ from those of the Issuer. HSI has not provided and, if retained, would not provide any legal, accounting, regulatory or tax advice with respect to the Offering, and the Issuer should consult its own legal, accounting, regulatory and tax advisors to the extent it deems appropriate. If retained, HSI will review the documentation for the Bonds in accordance with, and as part of, its responsibilities to investors under the federal securities laws, as applied to the facts and circumstances of the Offering. HSI’s compensation as placement agent would be contingent on the closing of the Offering and the amount of compensation may be based, in whole or in part, on a percentage of a principal amount of the Offering. Although such compensation is the customary manner to compensate placement agents, it presents a conflict of interest because it may cause HSI to recommend the Offering even if it is unnecessary or to recommend that the size of the Offering be larger than is necessary.

Informational Accuracy and Future Performance Disclaimer

Some information contained herein has been obtained from sources believed to be reliable, but is not necessarily complete and its accuracy cannot be guaranteed. Any opinions expressed are subject to change without notice. Any performance information shown represents historical market information only and does not infer or represent any past performance. It should not be assumed that any historical market performance information discussed herein will equal such future performance.
## SOURCES AND USES OF FUNDS

**CITY OF JACKSON**  
**COUNTY OF JACKSON, STATE OF MICHIGAN**  
**2020 CAPITAL IMPROVEMENT BONDS (MLK RENOVATIONS)**  
**(GENERAL OBLIGATION - LIMITED TAX)**  
**(ASSUMES PRIVATE PLACEMENT)**

| Dated Date | 04/22/2020 |
| Delivery Date | 04/22/2020 |

### Sources:

<table>
<thead>
<tr>
<th>Bond Proceeds:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Par Amount</td>
<td>2,010,000.00</td>
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</tbody>
</table>

**Total Sources:** 2,010,000.00

### Uses:

<table>
<thead>
<tr>
<th>Project Fund Deposits:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Fund</td>
<td>1,914,300.00</td>
</tr>
<tr>
<td>Covalle Group Architects</td>
<td>47,435.00</td>
</tr>
<tr>
<td>Beckett &amp; Raider, Inc.</td>
<td>3,007.50</td>
</tr>
<tr>
<td>North Ply Contracting</td>
<td>250.00</td>
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</table>

**Total Project Fund Deposits:** 1,964,992.50

<table>
<thead>
<tr>
<th>Cost of Issuance:</th>
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<tbody>
<tr>
<td>Bond Counsel</td>
<td>19,500.00</td>
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<td>Placement Agent</td>
<td>17,500.00</td>
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<td>Purchasers Counsel</td>
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<td>Paying Agent</td>
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<tr>
<td>Notice of Intent Fee</td>
<td>730.00</td>
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<td>Treasury Fee</td>
<td>402.00</td>
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<td>MAC</td>
<td>400.00</td>
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**Total Cost of Issuance:** 44,282.00

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<tr>
<th>Other Uses of Funds:</th>
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<tbody>
<tr>
<td>Additional Proceeds</td>
<td>725.50</td>
</tr>
</tbody>
</table>

**Total Other Uses of Funds:** 725.50

**Total Uses:** 2,010,718.00

### Notes:

Interest rates, debt service schedules, and costs of issuance are preliminary and subject to change.  
Underlying Rating of the Issuer: -- / AA- / --
**BOND SUMMARY STATISTICS**

**CITY OF JACKSON**  
**COUNTY OF JACKSON, STATE OF MICHIGAN**  
**2020 CAPITAL IMPROVEMENT BONDS (MLK RENOVATIONS)**  
**(GENERAL OBLIGATION - LIMITED TAX)**  
**(ASSUMES PRIVATE PLACEMENT)**

<table>
<thead>
<tr>
<th>Bond Component</th>
<th>Par Value</th>
<th>Price</th>
<th>Average Coupon</th>
<th>Average Life</th>
<th>Duration</th>
<th>PV of 1 bp change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serial Bonds</td>
<td>2,010,000.00</td>
<td>100.00</td>
<td>1.650%</td>
<td>5.754</td>
<td>5.452</td>
<td>1,089.93</td>
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<tr>
<td></td>
<td><strong>2,010,000.00</strong></td>
<td></td>
<td><strong>5.754</strong></td>
<td></td>
<td></td>
<td><strong>1,089.93</strong></td>
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<table>
<thead>
<tr>
<th>Par Value</th>
<th>TIC</th>
<th>All-In TIC</th>
<th>Arbitrage Yield</th>
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<tbody>
<tr>
<td>2,010,000.00</td>
<td>2,010,000.00</td>
<td>2,010,000.00</td>
<td></td>
</tr>
</tbody>
</table>

| + Accrued Interest       | 2,010,000.00 | 2,010,000.00 | 2,010,000.00 |
| + Premium (Discount)     |              |              |              |
| - Underwriter’s Discount |              |              |              |
| - Cost of Issuance Expense | (44,282.00) |              |              |
| - Other Amounts          |              |              |              |

| Target Value             | 2,010,000.00 | 1,965,718.00 | 2,010,000.00 |

| Target Date             | 04/22/2020  | 04/22/2020  | 04/22/2020  |

| Yield                   | 1.649836%   | 2.063538%   | 1.649836%   |
## BOND PRICING

**CITY OF JACKSON**  
**COUNTY OF JACKSON, STATE OF MICHIGAN**  
**2020 CAPITAL IMPROVEMENT BONDS (MLK RENOVATIONS)**  
**(GENERAL OBLIGATION - LIMITED TAX)**  
**(ASSUMES PRIVATE PLACEMENT)**

<table>
<thead>
<tr>
<th>Bond Component</th>
<th>Maturity Date</th>
<th>Amount</th>
<th>Rate</th>
<th>Yield</th>
<th>Price</th>
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<td>Serial Bonds:</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>06/01/2021</td>
<td>183,000.00</td>
<td>1.650%</td>
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<tr>
<td></td>
<td>06/01/2022</td>
<td>190,000.00</td>
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**Notes:**  
Market Rate Assumptions: (As of 02/14/2020) plus 25 basis points.  
Interest rates, debt service schedules, and costs of issuance are preliminary and subject to change  
Underlying Rating of the Issuer: -- / AA- / --
### BOND DEBT SERVICE

**CITY OF JACKSON**  
**COUNTY OF JACKSON, STATE OF MICHIGAN**  
**2020 CAPITAL IMPROVEMENT BONDS (MLK RENOVATIONS)**  
**(GENERAL OBLIGATION - LIMITED TAX)**  
**(ASSUMES PRIVATE PLACEMENT)**

- **Dated Date**: 04/22/2020  
- **Delivery Date**: 04/22/2020

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| Total         | 2,010,000.00|        | 190,834.88| 2,200,834.88|

**Note:** Interest rates, debt service schedules, and costs of issuance are preliminary and subject to change.
### BOND DEBT SERVICE

**CITY OF JACKSON**  
**COUNTY OF JACKSON, STATE OF MICHIGAN**  
**2020 CAPITAL IMPROVEMENT BONDS (MLK RENOVATIONS)**  
**(GENERAL OBLIGATION - LIMITED TAX)**  
**(ASSUMES PRIVATE PLACEMENT)**

**Dated Date**: 04/22/2020  
**Delivery Date**: 04/22/2020

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Note: Interest rates, debt service schedules, and costs of issuance are preliminary and subject to change.
MEMO TO: Mayor and City Councilmembers
FROM: Andrea Muray, City Clerk
DATE: March 17, 2020
SUBJECT: Approval of Resolution

Recommendation:

On February 28, 2020 Council received a petition to vacate a public alley on the northeast corner of Louis Glick Highway and Jackson Street and referred it to staff.

The petition was reviewed by the City Attorney’s Office and then forwarded to the City Planning Commission.

The City of Jackson Planning Commission considered the matter and a motion to recommend approval of the request was passed.

Attached is a resolution approving the vacation request.

I recommend approval of the resolution. Your consideration and concurrence is appreciated.
RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, a petition has been filed by all of the persons, firms, corporations, and entities owning property abutting on or located in, under or over an alley in the City of Jackson, Michigan, for the vacation of said street, more particularly described as:

AN ALLEY RUNNING NORTH & SOUTH AND BEGINNING AT THE NORTH LINE OF LOUIS GLICK HIGHWAY AND THE SOUTHEAST CORNER OF LOT 1, BLOCK 3 NORTH, RANGE 1 EAST, BLACKMAN'S ADDITION THE THE VILLAGE OF JACKSONBURGH, THENCE NORTHERLY ALONG THE EAST LINE OF LOTS 1, 2, AND 3 IN SAID BLOCK, TO THE SOUTHERLY LINE OF RAILROAD RIGHT OF WAY, THENCE SOUTHEASTERLY ALONG THE SOUTHERLY LINE OF SAID RIGHT OF WAY TO THE NORTHWEST CORNER OF LOT 5 OF SAID BLOCK, THENCE SOUTHERLY ALONG THE WEST LINE OF SAID LOT 5 TO THE SOUTHWEST CORNER OF SAID LOT 5 AND THE NORTH LINE OF LOUIS GLICK HIGHWAY, THENCE WEST TO BEGINNING. SAID DESCRIBED ALLEY LIES EAST OF LOTS 1, 2, AND 3 AND WEST OF LOT 5, BLOCK 3 NORTH, RANGE 1 EAST, BLACKMAN'S ADDITION TO THE VILLAGE OF JACKSONBURGH, CITY OF JACKSON, JACKSON COUNTY, STATE OF MICHIGAN

WHEREAS, it is determined that all persons, firms, corporations, and entities who will be affected by said vacation have filed with the City Council their written consent to the same, and that it is necessary for the health, welfare, comfort, and safety of the people of the City to vacate and discontinue such street;

NOW, THEREFORE, BE IT RESOLVED that the above-described street be, and the same is hereby vacated, and the land shall revert to the abutting property free from any claim or right on the part of the public and, except as otherwise provided herein, all public claims and rights in and to said street are hereby forever barred.

BE IT FURTHER RESOLVED that the vacation of the above-described street is upon the condition that title to all water, sewer, gas, electric, and communication poles, wires, conduits, cables, pipes, lines, and their respective appurtenances and facilities now or hereafter in, under or over said street are reserved to and shall remain in the respective owners thereof and their successors or assigns, together with an easement and continued right to occupy said alley within the previous right-of-way thereof for public utility purposes, with present and additional facilities, and to operate, repair, maintain, replace or remove the same to the same effect and in the same manner as if said alleys remained a public way.

BE IT FURTHER RESOLVED that any abutting property owner, and their respective successors, heirs or assigns who wish to erect any structure on, or cause construction to, or otherwise modify or improve the now vacated right-of-way, shall first obtain the written permission of any utility owner who retains a right of occupancy and easement in said vacated right-of-way. Said written permission is required to ensure noninterference with the utility owner's easement and right of occupancy.

*     *     *     *     *

State of Michigan)
County of Jackson) ss
City of Jackson )

I, Andrea Muray, City Clerk in and for the City of Jackson, County and State aforesaid do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 17th day of March, 2020.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the Seal of the City of Jackson, Michigan, on this 18th day of March, 2020.

______________________________
Andrea Muray, City Clerk
MEMO TO: Mayor and City Councilmembers

FROM: Andrea Muray, City Clerk

DATE: March 17, 2020

SUBJECT: Approval of Resolution

Recommendation:

On January 28, 2020 Council received a petition to vacate a public alley on the south of Trail Street and north of Calhoun Street and referred it to staff.

The petition was reviewed by the City Attorney’s Office and then forwarded to the City Planning Commission.

The City of Jackson Planning Commission considered the matter and a motion to recommend approval of the request was passed.

Attached is a resolution approving the vacation request.

I recommend approval of the resolution. Your consideration and concurrence is appreciated.
RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, a petition has been filed by all of the persons, firms, corporations, and entities owning property abutting on or located in, under or over an alley in the City of Jackson, Michigan, for the vacation of said street, more particularly described as:

PART OF A NORTH/SOUTH ALLEY LYING S OF TRAIL ST AND N OF CALHOUN ST; FURTHER DESCRIBED AS COMMENCING AT THE NW COR OF LOT 5 TH SLY ALONG THE W LINE OF LOTS 5, 4, AND 3, 198 FT TO THE SW COR OF LOT 3, TH WLY 16.5 FT TO THE SE COR OF LOT 8 TH NLY 198FT ALONG THE E LINE OF LOTS 8, 7, AND 6, 198 FT TO NE COR OF LOT 6 TH ELY 16.5 FT TO THE POB, BEING IN BLOCK 5 NORTH, RANGE 1 WEST, BLACKMAN'S ADDITION, CITY OF JACKSON, JACKSON COUNTY, STATE OF MICHIGAN

WHEREAS, it is determined that all persons, firms, corporations, and entities who will be affected by said vacation have filed with the City Council their written consent to the same, and that it is necessary for the health, welfare, comfort, and safety of the people of the City to vacate and discontinue such street;

NOW, THEREFORE, BE IT RESOLVED that the above-described street be, and the same is hereby vacated, and the land shall revert to the abutting property free from any claim or right on the part of the public and, except as otherwise provided herein, all public claims and rights in and to said street are hereby forever barred.

BE IT FURTHER RESOLVED that the vacation of the above-described street is upon the condition that title to all water, sewer, gas, electric, and communication poles, wires, conduits, cables, pipes, lines, and their respective appurtenances and facilities now or hereafter in, under or over said street are reserved to and shall remain in the respective owners thereof and their successors or assigns, together with an easement and continued right to occupy said alley within the previous right-of-way thereof for public utility purposes, with present and additional facilities, and to operate, repair, maintain, replace or remove the same to the same effect and in the same manner as if said alleys remained a public way.

BE IT FURTHER RESOLVED that any abutting property owner, and their respective successors, heirs or assigns who wish to erect any structure on, or cause construction to, or otherwise modify or improve the now vacated right-of-way, shall first obtain the written permission of any utility owner who retains a right of occupancy and easement in said vacated right-of-way. Said written permission is required to ensure noninterference with the utility owner's easement and right of occupancy.

* * * * *

State of Michigan)
County of Jackson) ss
City of Jackson )

I, Andrea Muray, City Clerk in and for the City of Jackson, County and State aforesaid do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 17th day of March, 2020.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the Seal of the City of Jackson, Michigan, on this 18th day of March, 2020.

________________________________________________
Derek J. Dobies, Mayor

________________________________________________
Andrea Muray, City Clerk
MEMO TO: Honorable Mayor and City Councilmembers
FROM: Jonathan Greene, Interim City Manager
DATE: March 18, 2020
SUBJECT: APPROVAL of a revised PILOT Ordinance for EFM Limited Dividend Housing Association LLC

Recommendation: APPROVE an Ordinance granting a Payment in Lieu of Taxes Exemption to EFM Limited Dividend Housing Association LLC

Your consideration and concurrence is appreciated.
DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, Interim City Manager
FROM: Mark Porterfield, Senior Assistant City Attorney
DATE: March 18, 2020
RECOMMENDATION: APPROVE adoption of an Amended Ordinance granting a Payment in Lieu of Taxes Exemption to EFM Limited Dividend Housing Association LLC

SUMMARY

EFM Limited Dividend Housing Association LLC ("EFM") is seeking a Payment In Lieu of Taxes (PILOT) ordinance. The PILOT Ordinance will reduce the tax liability for apartments that it intends to build at the 318 – 326 W. Michigan Avenue. The PILOT must be obtained in order for EFM to receive financial assistance from various state programs. An identical Ordinance was approved by City Council on March 26, 2019 for these properties and again on September 3, 2019. The applicant was originally identified as Commonwealth Development Corporation of America Corp. in the initial ordinance. The applicant did not receive LIHTC approval during the first round, and missed LIHTC approval for the second round by one point. EFM intends to submit for a third and final time.

BUDGETARY CONSIDERATIONS

This would reduce EFM’s potential tax liability to the City.

HISTORY, BACKGROUND and DISCUSSION

EFM plans to construct low and moderate income apartments at the property described above. In order for EFM to take advantage of certain state grants and financing options, it must be given a PILOT Ordinance before it can be granted assistance.

A PILOT ordinance reduces the amount of property taxes that a qualifying development must pay. Instead of basing the property taxes on the value of the property, the PILOT amount is based on a percentage of the rent collected. In the PILOT before the Council today, EFM will pay six percent (6%) of gross contract rents, with no reduction for utilities. The term of the PILOT is for 30 years as presented but may need to be adjusted based on the length of any subsidized mortgage. The motion language includes a request to permit the City Manager to direct the City Attorney to make that change if necessary.

The PILOT Ordinance contains a provision requiring the PILOT holder to acquire the property within one year of the passage of the PILOT Ordinance.
POSITION/RECOMMENDATION

APPROVE adoption of an amended Ordinance granting a Payment in Lieu of Taxes Exemption to EFM Limited Dividend Housing Association LLC

ATTACHMENTS: Proposed PILOT Ordinance
ORDINANCE NO. _____

AN ORDINANCE TO PROVIDE FOR A SERVICE CHARGE IN LIEU OF TAXES FOR A HOUSING PROJECT FOR LOW INCOME PERSONS AND FAMILIES TO BE FINANCED WITH A federally-aided Mortgage Loan pursuant to the provisions of the State Housing Development Authority Act of 1966 (1966 PA 346, as amended; MCL 125.1401, et seq) (the "Act").

WHEREAS, the City of Jackson has received an offer from EFM Limited Dividend Housing Association LLC, and in accordance with Chapter 7 of the State Housing Development Authority Act of 1966, as amended, to acquire and construct a housing development for persons of low income, which offer is subject to the offeror’s receipt of a Mortgage Loan; and

WHEREAS, the offer provides that it may be accepted by the enactment of a tax exemption ordinance providing for the payment of a service charge in lieu of property taxes for the class of housing development.

NOW, THEREFORE, THE CITY OF JACKSON ORDAINS:

SECTION 1. This Ordinance shall be known and cited as the “City of Jackson Tax Exemption Ordinance – EFM Limited Dividend Housing Association LLC"

SECTION 2. Preamble.

It is acknowledged that it is a proper public purpose of the State of Michigan and its political subdivisions to provide housing for its low income persons and families and to encourage the development of such housing by providing for a service charge in lieu of property taxes in accordance with the Act. The City of Jackson is authorized by this Act to establish or change the service charge to be paid in lieu of taxes by any or all classes of housing exempt from taxation under this Act at any amount it chooses, not to exceed the taxes that would be paid but for this Act. It is further acknowledged that such housing for low income persons and families is a public necessity, and as the City of Jackson will be benefited and improved by such housing, the encouragement of the same by providing real estate tax exemption for such housing is a valid public purpose. It is further acknowledged that the continuance of the provisions of this Ordinance for tax exemption and the service charge in lieu of all ad valorem taxes during the period contemplated in this Ordinance are essential to the determination of economic feasibility of the housing projects that is constructed or rehabilitated with financing extended in reliance on such tax exemption.

The City of Jackson acknowledges that the Sponsor (as defined below) has offered, subject to receipt of an allocation under the LIHTC Program by the Michigan State Housing Development
Authority, to acquire and construct, own and operate a housing project on certain property to be located at 318 and 326 West Michigan Avenue, Jackson, Michigan with the attached legal description in the City of Jackson to serve low income persons and families, and that the Sponsor has offered to pay the City of Jackson on account of this housing project an annual service charge for public services in lieu of all ad valorem property taxes.

SECTION 3. Definitions.

As used in this Ordinance:

A. Act means the State Housing Development Authority Act, Public Act 346 of 1966, as amended. (MCL 125.1401, et seq; MSA 16.114(1), et seq.).

B. Authority means the Michigan State Housing Development Authority.

C. Disabled means any person or family whose head, spouse, or sole member is a Person with disabilities as defined in 24 C.F.R. §5.403.

D. Mortgage Loan means a loan that is Federally-Aided (as defined in Section 11 of the Act) or a loan or grant made or to be made by the Authority to the Sponsor for the construction, rehabilitation, acquisition and/or permanent financing of a housing project, and secured by a mortgage on the housing project.

E. Gross Potential Rents means the total potential assumed market rate rents (as set forth in the schedule of charged rents that is to be provided to the City of Jackson on or before December 31 of each tax year) that could be charged to all sources if all units are occupied.

F. Sponsor means EFM Limited Dividend Housing Association LLC, and any entity that receives or assumes a Mortgage Loan.

G. Utilities means charges for gas, electric, water, sanitary sewer and other utilities furnished to the occupants that are paid by the housing project.

H. LIHTC Program means the Low Income Housing Tax Credit program administered by the Authority under Section 42 of the Internal Revenue Code of 1986, as amended.

SECTION 4. Class of Housing Projects.

It is determined that the class of housing projects to which the tax exemption shall apply and for which a service charge shall be paid in lieu of such taxes shall be housing projects for Low Income Persons and Families that are financed with a Mortgage Loan. It is further determined that Sponsor’s proposed apartments are of this class.

SECTION 5. Establishment of Annual Service Charge.

The housing project and the property on which it is located shall be exempt from all ad
valorem property taxes from and after the commencement of construction or rehabilitation. The City of Jackson acknowledges that the Sponsor and the Authority have established the economic feasibility of the housing project in reliance upon the enactment and continuing effect of this Ordinance, and the qualification of the housing project for exemption from all ad valorem property taxes and a payment in lieu of taxes as established in this Ordinance. Therefore, in consideration of the Sponsor's offer to construct and operate the housing project, the City of Jackson agrees to accept payment of an annual service charge for public services in lieu of all ad valorem property taxes. Subject to receipt of a Mortgage Loan or cash payment, the annual service charge shall be six (6%) percent of the gross potential rents that were, are or could be charged per unit, and six (6%) percent of any consideration of any form given in return for occupancy. There is no reduction for any utilities. There is also no reduction for rents charged but not paid or not paid timely. The Sponsor shall file on or before December 31 of each tax year a schedule of charged rents for each unit of the housing project.

SECTION 6. Contractual Effect of Ordinance.

Notwithstanding the provisions of section 15(a)(5) of the Act to the contrary, a contract between the City of Jackson and the Sponsor with the Authority as third party beneficiary under the contract, to provide tax exemption and accept payments in lieu of taxes, as previously described, is effectuated by enactment of this Ordinance.

SECTION 7. Limitation on the Payment of Annual Service Charge.

Notwithstanding Section 5, the service charge to be paid each year in lieu of taxes for the part of the housing project that is tax exempt but which is occupied by other than low income persons or families shall be equal to the full amount of the taxes which would be paid on that portion of the housing project if the housing project were not tax exempt.

SECTION 8. Payment of Service Charge.

The annual service charge in lieu of taxes as determined under this Ordinance shall be payable in the same manner as general property taxes are payable to the City of Jackson and distributed to the several units levying the general property tax in the same proportion as prevailed with the general property tax in the previous calendar year. The annual payment for each operating year shall be paid on or before June 1 of the following year. Collection procedures shall be in accordance with the provisions of the General Property Tax Act (1893 PA 206, as amended; MCL 211.1, et seq).

SECTION 9. Duration.

This Ordinance shall remain in effect and shall not terminate so long as a Mortgage Loan remains outstanding and unpaid, and the housing project remains subject to income and rent restrictions under the LIHTC Program, but not more than thirty (30) years; provided, that:

A. Sponsor files with the City Assessor a one-time initial certified notification of exemption, as required by Section 15a(1) of the Act; and
B. Pursuant to Section 15a(6) of the Act, the annual service charge to be paid in lieu of taxes for that part of the Housing Development which is occupied by other than persons of low income, shall be equal to the full amount of taxes that would be paid on that portion of the Housing Development if the Housing Development were not exempt; and

C. Acquisition of the Housing Development occurs within one (1) year of the effective date of this Ordinance.

SECTION 10. Severability.

The various sections and provisions of this Ordinance shall be deemed to be severable, and should any section or provision of this Ordinance be declared by any court of competent jurisdiction to be unconstitutional or invalid the same shall not affect the validity of this Ordinance as a whole or any section or provision of this Ordinance, other than the section or provision so declared to be unconstitutional or invalid.

SECTION 11. Inconsistent Ordinances.

All ordinances or parts of ordinances inconsistent or in conflict with the provisions of this Ordinance are repealed to the extent of such inconsistency or conflict.

SECTION 12. Effective Date.

This ordinance shall become effective thirty (30) days from the date of its adoption. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of their conflict.

The foregoing Ordinance ______ was adopted by the Jackson City Council on the ___ day of ___________ , 2020.

______________________________
Andrea Muray, City Clerk

______________________________
Derek J. Dobies, Mayor
318 West Michigan Avenue, Jackson, Michigan

Property in the City of Jackson, County of Jackson and State of Michigan legally described as:

LOT 6 & E 1/2 OF LOT 5 B1N R2W OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG

326 West Michigan Avenue, Jackson, Michigan

Property in the City of Jackson, County of Jackson and State of Michigan legally described as:

LOT 7 & THE W 1/2 OF LOT 5 B1N R2W OF THE ORIGINAL PLAT OF THE VILLAGE OF JACKSONBURG
CITY OF J A C K S O N  
Founded 1829

City Manager’s Office
161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, Interim City Manager
DATE: March 17, 2020
SUBJECT: Award the Parks, Cemeteries and Downtown mowing and irrigation contract to Picture Perfect Lawn Care LLC. of Grass Lake Michigan in the amount of $223,046.

Recommendation:

Award the Parks, Cemeteries and Downtown mowing and irrigation contract to Picture Perfect Lawn Care LLC. of Grass Lake Michigan in the amount of $223,046.

Attached is a memo from Kelli Hoover, Director of Parks, Recreation and Cemeteries regarding the Parks, Cemeteries and Downtown mowing and irrigation contract.

We recommend approval of contract to Picture Perfect Lawn Care LLC. of Grass Lake Michigan and authorization for the Mayor and Clerk to execute the appropriate documents. Your consideration and concurrence is appreciated.

JG
DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, Interim City Manager
FROM: Kelli Hoover, Director Parks, Recreation and Cemeteries
DATE: March 17, 2020
RECOMMENDATION: Award the Parks, Recreation, Cemeteries and Downtown Mowing and Irrigation contract to Picture Perfect Lawn Care LLC. of Grass Lake, Michigan in the amount of $223,046.

SUMMARY

BUDGETARY CONSIDERATIONS

The City of Jackson Parks, Recreation and Cemeteries Department recommend the third lowest bid from Picture Perfect of Grass Lake, Michigan. Green Meadows Landscape is excluded and did not fill out the full bid package. After extensive background checking, past work experience and poor references we would like to also exclude Lansing Real Green Lawn Care and recommend in the City's best interest to move forward with Picture Perfect Lawn Care.

2. Lansing Real Green Lawn Care, Inc. Dimondale, Michigan $218,149
3. Picture Perfect Lawn Care, LLC. Lake, Michigan $223,046
4. Evergreen Property Management LLC. Saline, Michigan $302,102
5. Executive Management of Michigan, LLC. Jackson, Michigan $304,806

HISTORY, BACKGROUND and DISCUSSION

The City of Jackson Parks, Recreation and Cemeteries Department started contract mowing in 2014 in the Parks and Cemeteries. Since that time we have added more park areas, downtown landscape, irrigation, edging, weed whipping of Mt. Evergreen Cemetery and instituted the use of organic weed control.

DISCUSSION OF THE ISSUE

The mowing and irrigation contract an important part of assuring quality work in highly used public areas in the most effective and efficient way.

POSITIONS

Requested action is to award the mowing and irrigation contract to Picture Perfect Lawn Care LLC. of Grass Lake Michigan in the amount of $223,046.
TO: City Manager
c/o Purchasing Agent
City of Jackson, Michigan
Date: 2-19-20

In compliance with your invitation for bids dated 2-12-20
to perform 2020 CITY OWNED LOT MOWING; 2020 H4HH LOT MOWING; 2020
CITY GROUNDS MAINTENANCE; 2020 PARKS, CEMETERY AND DOWNTOWN
MOWING AND IRRIGATION
in the City of Jackson, the undersigned, a(n)
1. individual, resident of Grass Lake
doing business as Picture Perfect Lawn Care
at 352 Burch Rd, Grass Lake, MI 49240
2. partnership, consisting of
and
under the firm name of
3. corporation by the name of
organized and existing under the laws of the State of
with offices at
(strike inapplicable clauses)

hereby proposes to perform said work, strictly as specified in the bid documents at the
prices set forth on the attached schedule of bid prices, upon receipt of written notice of
acceptance of this bid within ninety (90) calendar days after opening of the bids at the
time stated in said Invitation; to execute a properly completed contract in the form
provided with the bid documents in accordance with this bid; to give bond with good and
sufficient surety or sureties, satisfactory to the City Attorney of Jackson, for the faithful
performance of said contract, for payment of labor and materials, and, if required, for
maintenance of work; and to give such bond within ten (10) days after notice of award.

FEDERAL ID# 90-0857676

(Corporate Seal, if applicable) Name of Bidder: Picture Perfect Lawn Care
Signed By: John M. Echele

Its: Owner

P 1 of 27
DATE:

PROPOSAL FOR:  2020 CITY OWNED LOT MOWING; 2020 H4HH LOT MOWING; 2020 CITY GROUNDS MAINTENANCE; 2020 PARKS, CEMETERY AND DOWNTOWN MOWING AND IRRIGATION

TO:  The Mayor and the City Council
     City of Jackson, Michigan

Ladies and Gentlemen:

The Undersigned has examined the plans, specifications, and the location of the above described work, and is fully informed as to the conditions relating to its performance, and understands the quantities shown in the estimate and on the plans are accurate to the best belief and knowledge of the Engineer, but are not guaranteed.

The undersigned hereby proposes to furnish all equipment, materials, supplies, labor, and services necessary to commence and complete the project as described in the Contract Documents; and in strict conformity with the requirements of the Specifications and such other special provisions and supplemental specifications as may be a part of this proposal for the above described project at the following unit prices all labor, equipment and materials necessary for completion of the work, but not specifically listed as a pay item, will be deemed to be included in one or more of the pay items listed in the bid sheet.

Bidder has examined and carefully studied the Bidding Documents, other related data identified in the Bidding Documents, and the following Addenda, receipt of which is hereby acknowledged (list addenda by Addendum Number and Date):

Addendum No.  Date
   one (1)  2-19-20

SCHEDULE OF BID PRICES
NOTE: UNIT PRICES MUST BE LISTED AND SHALL GOVERN.
### DIVISION I: 2020 CITY-OWNED LOT MOWING – 561 LOTS

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
<th>ESTIMATED QUANTITY (A)</th>
<th>UNIT PRICE (B)</th>
<th>TOTAL COST (A x B)</th>
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<tbody>
<tr>
<td>1</td>
<td>1-5,000 Square Feet</td>
<td>LOT</td>
<td>204</td>
<td>$30 -</td>
<td>$6,120 -</td>
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<td>2</td>
<td>5,001 – 10,000 Square Feet</td>
<td>LOT</td>
<td>308</td>
<td>$40 -</td>
<td>$12,320 -</td>
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<tr>
<td>3</td>
<td>10,001 – 20,000 Square Feet</td>
<td>LOT</td>
<td>37</td>
<td>$50 -</td>
<td>$1,850 -</td>
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<tr>
<td>4</td>
<td>20,001 – 43,560 Square Feet (up to 1 acre)</td>
<td>LOT</td>
<td>12</td>
<td>$80 -</td>
<td>$960 -</td>
</tr>
<tr>
<td>5</td>
<td>Over 43,561 Square Feet (per 1 acre)</td>
<td>ACRE</td>
<td>1</td>
<td>$100 -</td>
<td>$100 -</td>
</tr>
<tr>
<td>6</td>
<td>Noxious Weeds/Extra Work Hourly rate for 2-person crew and equipment</td>
<td>HR/RATE</td>
<td>20</td>
<td>$75 -</td>
<td>$1,500 -</td>
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</table>

**TOTAL (LINES 1-6)**: $27,560 -

**TOTAL BID WRITTEN OUT:** Twenty Seven Thousand, Five Hundred Sixty Dollars

### DIVISION II: 2020 H4HH LOT MOWING – 253 LOTS

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
<th>ESTIMATED QUANTITY (A)</th>
<th>UNIT PRICE (B)</th>
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<td>1-5,000 Square Fee</td>
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<td></td>
<td></td>
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<tr>
<td>4</td>
<td>20,001 – 43,560 Square Feet (up to 1 acre)</td>
<td>LOT</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ITEM NO</td>
<td>DESCRIPTION</td>
<td>UNITS</td>
<td>ESTIMATED QUANTITY (A)</td>
<td>UNIT PRICE (B)</td>
<td>TOTAL COST (A x B)</td>
</tr>
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<tr>
<td>1</td>
<td>1-5,000 Square Feet</td>
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<td>30</td>
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<td>5,001 – 10,000 Square Feet</td>
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<td>4</td>
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<td>LOT</td>
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<td>80</td>
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<td>5</td>
<td>Over 43,561 Square Feet (per 1 acre)</td>
<td>ACRE</td>
<td>4</td>
<td>100</td>
<td>400 $</td>
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<td>6</td>
<td>Noxious Weeds/Extra Work Hourly rate for 2-</td>
<td>HR/RATE</td>
<td>10</td>
<td>75</td>
<td>750 $</td>
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**TOTAL (LINES 1-6)**

$3,210 $

**TOTAL BID WRITTEN OUT:** Three Thousand Two Hundred Ten Dollars
## 2020 PARKS, CEMETERY AND DOWNTOWN MOWING AND IRRIGATION

<table>
<thead>
<tr>
<th>ITEM NUMBER</th>
<th>PROPERTY</th>
<th>LOCATION</th>
<th>SIZE</th>
<th>ESTIMATED WEEKLY MOWS (A)</th>
<th>PRICE PER MOW (B)</th>
<th>ANNUAL COST FOR MOWING (A x B)</th>
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<tbody>
<tr>
<td>A. PARK MOWING</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1</td>
<td>Beech Tree Park</td>
<td>400 Blackstone</td>
<td>1.1</td>
<td>28</td>
<td>40</td>
<td>1,120</td>
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<tr>
<td>2</td>
<td>Best Field</td>
<td>1304 Lewis St.</td>
<td>3.8</td>
<td>28</td>
<td>148</td>
<td>4,144</td>
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<td>3</td>
<td>Betsy Butterfield Park</td>
<td>2101 S. West Avenue</td>
<td>0.4</td>
<td>28</td>
<td>44</td>
<td>1,232</td>
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<tr>
<td>4</td>
<td>Bloomfield Park</td>
<td>1302 W. Michigan</td>
<td>2.2</td>
<td>28</td>
<td>98</td>
<td>2,744</td>
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<tr>
<td>5</td>
<td>Bucky Harris Park</td>
<td>190 W. Michigan Ave</td>
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<td>56</td>
<td>40</td>
<td>2,240</td>
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<tr>
<td>6</td>
<td>Elnora Moorman Plaza</td>
<td>152 E. High St.</td>
<td>0.5</td>
<td>28</td>
<td>80</td>
<td>2,240</td>
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<td>7</td>
<td>Emma Nichols Garden</td>
<td>Michigan Ave/Next to Veritas</td>
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<td>30</td>
<td>840</td>
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<td>8</td>
<td>Exchange Park</td>
<td>300 E. Mansion St.</td>
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<td>2,968</td>
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<td>Friendship Park</td>
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<td>35</td>
<td>980</td>
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<td>Ganson St. Park</td>
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<td>Governor Austin Blair Park</td>
<td>600 S. Jackson St.</td>
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<td>1,372</td>
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<td>Grand River Memorial Park</td>
<td>Louis Glick/Mechanic St.</td>
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<td>1,036</td>
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<td>Grover Leake Park</td>
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<td>Horace Blackman Park</td>
<td>212 W. Michigan Ave</td>
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<td>78</td>
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<td>15</td>
<td>Howard Woods Complex</td>
<td>1107 Adrian St. (MLK Center)</td>
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<td>151</td>
<td>5,285</td>
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<tr>
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<td>PRICE PER MOW (B)</td>
<td>ANNUAL COST FOR MOWING (A X B)</td>
</tr>
<tr>
<td>------------</td>
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<td>------------------------</td>
<td>------</td>
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<td>A. PARK MOWING CONTINUED</td>
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<tr>
<td>16</td>
<td>Kiwanis Park</td>
<td>1521 Blakely</td>
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<td>Lions Park</td>
<td>1025 N. Blackstone</td>
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<td>118</td>
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<td>Loomis Park</td>
<td>210 Gilbert St</td>
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<td>9,800</td>
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<td>New Leaf Park</td>
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<td>980</td>
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<td>Norm Creger Park</td>
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<td>980</td>
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<td>Optimist Park</td>
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<td>28</td>
<td>140</td>
<td>3,920</td>
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<td>22</td>
<td>Rev. George Wade Park</td>
<td>1100 Plymouth St</td>
<td>0.4</td>
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<td>1,064</td>
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<td>23</td>
<td>Rotary Park</td>
<td>1413 Deyo St.</td>
<td>1.6</td>
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<td>71</td>
<td>1,988</td>
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<td>24</td>
<td>Under the Oaks</td>
<td>418 Second St.</td>
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<td>5,320</td>
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<td>56</td>
<td>93</td>
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<td><strong>TOTAL PARK MOWING</strong></td>
<td><strong>ITEM NUMBERS 1-26</strong></td>
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<td><strong>48,049</strong></td>
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<td>B. CEMETERIES MOWING</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>27</td>
<td>Mt Evergreen Cemetery</td>
<td>1047 Greenwood Ave.</td>
<td>26.5</td>
<td>35</td>
<td>775</td>
<td>27,125</td>
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<td>28</td>
<td>Woodland Cemetery</td>
<td>2615 MLK Jr. BLVD</td>
<td>52.9</td>
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<td><strong>TOTAL CEMETERY MOWING</strong></td>
<td><strong>ITEM NUMBERS 27-28</strong></td>
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<td></td>
<td><strong>72,625</strong></td>
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</table>

P 6 of 27
<table>
<thead>
<tr>
<th>ITEM NUMBER</th>
<th>PROPERTY</th>
<th>LOCATION</th>
<th>SIZE</th>
<th>ESTIMATED WEEKLY MOWS (A)</th>
<th>PRICE PER MOW (B)</th>
<th>ANNUAL COST FOR MOWING (A x B)</th>
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<tbody>
<tr>
<td>29</td>
<td>Trail System</td>
<td>Weatherwax-Monroe</td>
<td>6miles</td>
<td>28</td>
<td>480</td>
<td>13,440</td>
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<td>30</td>
<td>Large Field</td>
<td>Behind Mulch School</td>
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<td>28</td>
<td>180</td>
<td>5,040</td>
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<td>31</td>
<td>3 Vacant Lots near Lions Park</td>
<td>1025 N. Blackstone</td>
<td>3</td>
<td>28</td>
<td>105</td>
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<td>32</td>
<td>Nixon Park Ball Diamonds 3 &amp; 4</td>
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<td>3</td>
<td>28</td>
<td>105</td>
<td>2,940</td>
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<td>28</td>
<td>105</td>
<td>2,940</td>
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<td>Parking lot 18 (Rose Sculpture)</td>
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<td>.1</td>
<td>28</td>
<td>38</td>
<td>1,064</td>
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<tr>
<td>35</td>
<td>Fire Station</td>
<td>Prospect and Milwaukee</td>
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<td>28</td>
<td>30</td>
<td>840</td>
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<td>36</td>
<td>Fire Station</td>
<td>Pleasant and Pringle</td>
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<td>35</td>
<td>980</td>
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**TOTAL EXTRA MOWING ITEM NUMBERS 29-44**

$50,588
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**F. PARK EDGING** — to be performed June, August and October — or as requested — SIDEWALKS AND CURBS ONLY

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<td>F. PARK EDGING - to be performed June, August and October – or as requested – SIDEWALKS AND CURBS ONLY</td>
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| G. CEMETERIES EDGING - TO BE PERFORMED JUNE, AUGUST AND OCTOBER – SIDEWALKS AND CURBS ONLY |
| 96         | Mt Evergreen Cemetery   | 1047 Greenwood Ave.          | 1.5  | 3                        | 75                | 225                           |
| 97         | Woodland Cemetery       | 2615 MLK Jr. BLVD            | 3    | 3                        | 35                | 105                           |
| TOTAL CEMETERY EDGING ITEMS 96-97 |

IRRIGATION SERVICES - *Irrigation should include price of Startup, Monthly check up, adjustments as needed and Winterization

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J. ORGANIC WEED CONTROL

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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>121 Leaf pick up-Spring and Fall</td>
<td>$40 Per Man</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>121 Line Trimming – Mt. Evergreen Cemetery</td>
<td>$1,305 \times 8 = $10,920</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SUMMARY</th>
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<tbody>
<tr>
<td>A. PARK MOWING</td>
<td>$68,049</td>
</tr>
<tr>
<td>B. CEMETERIES MOWING</td>
<td>72,625</td>
</tr>
<tr>
<td>C. EXTRA MOWING</td>
<td>50,588</td>
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<td>D. PARK FERTILIZATION</td>
<td>3,270</td>
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<td>E. CEMETERIES FERTILIZATION</td>
<td>660</td>
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<td>F. PARK EDGING</td>
<td>2,871</td>
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<td>G. CEMETERIES EDGING</td>
<td>330</td>
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<tr>
<td>H. PARK IRRIGATION</td>
<td>1,770</td>
</tr>
<tr>
<td>I. OTHER IRRIGATION</td>
<td>1,320</td>
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<tr>
<td>J. ORGANIC WEED CONTROL</td>
<td>10,950</td>
</tr>
<tr>
<td>K. MISC. – LINE TRIMMING – MT. EVERGREEN CEMETERY</td>
<td>10,920</td>
</tr>
<tr>
<td><strong>TOTAL A-K</strong></td>
<td><strong>223,353</strong></td>
</tr>
<tr>
<td>K. MISC. – Mulching – Spring</td>
<td>$40 Per Man</td>
</tr>
<tr>
<td>K. MISC. – Leaf Pickup – Spring and Fall</td>
<td>$40 Per Man</td>
</tr>
<tr>
<td>Bidders Name:</td>
<td>Picture Perfect Lawn Care LLC</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Address:</td>
<td>252 Burtch Rd</td>
</tr>
<tr>
<td>City, State, Zip:</td>
<td>Grass Lake, MI 49240</td>
</tr>
<tr>
<td>Telephone:</td>
<td>517-392-1644</td>
</tr>
<tr>
<td>Fax:</td>
<td>N/A</td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:Pictureperfect.lawncare@ymail.com">Pictureperfect.lawncare@ymail.com</a></td>
</tr>
<tr>
<td>Federal ID Number:</td>
<td>90-08576974</td>
</tr>
<tr>
<td>Bid Signed By:</td>
<td>[Signature]</td>
</tr>
<tr>
<td>Title:</td>
<td>owner</td>
</tr>
</tbody>
</table>

1. I am the person described in and who executed the foregoing bid and that the several matters stated are in all respects true.

2. That I am an employee of the firm or company described in and I am authorized to submit said bid.

By [Signature] Its owner
DATE: February 19, 2020

TO: All Bidders

FROM: City of Jackson

SUBJECT: CONTRACT COMPLIANCE

The Commission of the City of Jackson, on 12/19/72, passed a resolution committing the City to a policy and procedure regarding compliance to affirmative hiring practices by contracting agencies doing business with the City of Jackson, effective 12/20/72.

The purpose of the policy and procedure is to ensure that all citizens of our community have the opportunity for the equality of treatment in service and employment.

The City requests that all bidders who will be doing business with the City in the amount of $5,000 or more during any fiscal year, shall comply with the provisions of the Contract Compliance Policy.

Bidders will be required to show an Equal Employment Opportunity Certificate of Compliance or demonstrate compliance with standards for equal employment opportunity established by state and federal statute.

City Council of Jackson, Michigan
CERTIFICATION

Picture Perfect Lawn Care certifies that he/she/it will not discriminate against any employee or applicant for employment with respect to hire, tenure, term, conditions, or privileges or employment because race, religion or national origin, color, age, sex, height, weight, marital status, sexual orientation, gender identity, and physical or mental handicap.

In connection with this commitment Picture Perfect Lawn Care understands that he/she/it name will be reviewed by the State of Michigan, Department of Civil Rights for determination of its status as an awardable Bidder.

The undersigned hereby agrees that he/she/it will abide by the terms of any agreements made with the City of Jackson in order to achieve awardable status.

Dated: 2-19-20

By: Picture Perfect Lawn Care
(Company)

By: Owner
(Title)

252 Burtech Rd
Address
Grass Lake
City

Mi.
State
NON-DISCRIMINATION CLAUSE
FOR ALL CITY OF JACKSON CONTRACTS

In connection with the performance of this contract, the contractor agrees as follows:

1. The contractor will not discriminate against any employee/employer for employment because of race, religion or national origin, color, age, sex, height, weight, marital status, sexual orientation, gender identity, and physical or mental handicap. The contractor will take affirmative action to ensure that minority applicants are employed, and that employees are treated during employment without regard to their race, religion, color, national origin, age, sex, height, weight, marital status or handicap. Such action shall include, but not be limited to, the following: layoff or termination, rates of pay or other forms of compensation, selection for training, upgrading or promotion, transfer or recruitment.

2. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, sex, height, weight, marital status or handicap. As a disclaimer, the contractor may state in the advertisement that he/she is an equal opportunity employer.

3. The contractor will furnish and file compliance reports with the City of Jackson as requested. Such reports shall elicit information as to the practices, policies, program and employment statistics for the contractor and said contractor shall permit access to all books, records and accounts regarding employment practices by agents and representatives of the City duly charged with investigative duties to assure compliance with this clause.

4. Breach of the covenants herein may be regarded as a material breach of the contract, or purchasing agreement.

5. The contractor will include, or incorporate by reference, the provisions of paragraphs (1) through (4) in every subcontract or purchase order unless exempted by the rules, regulations or orders of the Michigan Civil Rights Commission and will provide in every subcontract or purchase order that said provisions will be binding upon each subcontractor or seller.
The undersigned understands and agrees that, as a Contractor for services, there shall be no discrimination against any employee or applicant for employment because of race, religion or national origin, color, age, sex, height, weight, marital status, sexual orientation, gender identity, and physical or mental handicap, including but no limited to employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training.

The Contractor further agrees to the following:

(a) It will assist and actively cooperate with the City in obtaining compliance of any subcontractors with the equal opportunity rules, regulations, and relevant orders.

(2) It will furnish the City such information as might be required for the supervision of its compliance program, and will otherwise assist the City in the discharge of its responsibility for ensuring compliance.

(3) In the event that the Contractor fails or refuses to comply with the equal opportunity regulations, the City may cause to be canceled, terminated, or suspended in whole or in part the contractual arrangement between the City and the Contractor.

NAME OF BIDDER: Picture Perfect Lawn Care, LLC
ADDRESS: 252 Burtch Rd
Grass Lake, MI 49240

SIGNED BY: Jemm M. Eversole
TITLE: Owner
DATE: 2-19-20
CERTIFICATION OF NONSEGREGATED FACILITIES

The bidder certifies that he does not maintain or provide for his employees any segregated facilities and do not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this bid. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The bidder agrees that (except where he has obtained identical certification from proposed subcontractors for specific time periods) he will obtain identical certification from proposed subcontractors prior to the award of subcontracts exceeding $10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certifications in his files.

Dated: 2-19-20

By: Picture Perfect Lawn Care, LLC
   (Name of Bidder)

By: Owner
   (Title)

252 Burteh Rd
Address
Grass Lake
City
MI
State

P 19 of 27
NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

STATE OF ___________ )
COUNTY OF ___________ ) ss

______________________, being first duly sworn, deposed and says that:

1. He is Jemi Eccleston of Picture Perfect Lawn Care, LLC, the Bidder that has submitted the attached bid;

2. He is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respected such bid;

3. Such bid is genuine and is not a collusive or sham bid;

4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached bid or of any other Bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Jackson or any person interested in the proposed contract; and

5. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Dated: 2-21-20 By: Picture Perfect Lawn Care
(Company)

By: Jemi Eccleston owner
(Title)

Subscribed and sworn to before me, a Notary Public, this 21 day of Feb., 2020.

Kathryn Walker
Notary Public, Jackson County, MI
My commission expires: 4-18-2025

P 20 of 27
REQUIRED INFORMATION

IF THESE ITEMS ARE LEFT BLANK, YOUR BID WILL BE CONSIDERED NON-RESPONSIVE AND NOT READ

EQUIPMENT LIST

Contractor shall submit to the City a detailed list of all equipment available for use on this contract. Please provide extra sheets if necessary.

The Contractor shall have the following equipment available in sufficient quantity to outfit a minimum of two 2-man crews, to complete the contract in the time limit specified. All equipment licensed for use on public streets shall have the company name clearly displayed at all times.

EQUIPMENT LIST FOR 2020 CITY OWNED LOT MOWING, 2020 H4HH LOT MOWING 2020 CITY GROUNDS MAINTENANCE

A. Pickup truck and trailer as necessary for each crew to carry equipment to and from properties and carry away grass and debris.
B. Low profile tractor with adequate horsepower to operate attached mower in conditions of three (3) foot high grass and weeds. Tractor shall be of size and maneuverability to allow mowing on lots of residential size with significant obstacles.
C. Commercial grade gas powered nylon string trimmer.
D. Push Mower
E. All incidental hand tools to include but not limited to: broom, rakes, saws and loppers capable of cutting 3” diameter brush.
F. Camera capable of taking digital photographs. Each crew shall have a camera. Camera should automatically date the photo.
G. Owner, crew leader or other person designated in charge shall have at all times, a cellular phone available so City Representative may contact him/her at all times while work on this contract is in process.
H. Brush hog rotary or flail mowers mountable on a three-point hitch which is capable of cutting a minimum four (4) foot width or approved equal needs to be available to the contractor in the event it is warranted for a property.

EQUIPMENT LIST FOR 2020 PARKS, CEMETERY AND DOWNTOWN MOWING AND IRRIGATION

A. Zero turn mower, or equivalent, with a 60” deck minimum with turf tires
B. 72” front deck mowers, with turf tires
C. Out-front rotary, or equivalent, with a 60” deck minimum with turf tires
D. Walk-behind, self-propelled rotary mowers without sulkies, with a mowing deck no larger than 60”
E. Trim push mower not to exceed 25” in effective cutting deck
F. Blowers, either back-pack or hand-held units
G. Mechanical trimming machines such as weed whips
H. Vehicle(s) capable of pulling a lawn/landscape trailer carrying equipment
I. All safety equipment (chains, binders, bungy cords) necessary to transport mowing equipment safely that is hauled on trailers
J. Properly licensed vehicles and equipment with contractor information legible on the vehicle.

5 Pickup Trucks - ranging from 2016 - 2017
5 Trailers -(3) enclosed (2) Flatbed ranging from 18 ft to 34 ft
1 Large Turf Mower (Hustler Super 104) 104" cut
8 Zero turn Mowers ranging from 42" to 72" cut
2 Davis Design Custom build Mowers 78"
6 Back Pack blowers
6 Line Trimmers
4 Mechanical Edgers for walkway edging
4 Fertilizer Spreaders
1 100 gallon liquid Fertilizer Spray System
6 Back pack & hand held tanks for organic weed
4 Push Mowers ranging - 20" to 25" Control

MUST PROVIDE PROOF OF CHAUFFEURS LICENSE
(ATTACH COPY) MUST BE MINIMUM OF TWO DRIVERS

↑ not required in our industry ↑
REFERENCES

Please provide three (3) commercial references. Must include name, contact person, telephone number, email address and detailed description of work performed. For 2020 City Owned Lot Mowing, 2020 H4HH Lot Mowing and 2020 City Grounds Maintenance the Contractor shall have a minimum of two (2) years’ experience in conducting similar mowing operations. For the 2020 Parks, Cemetery And Downtown Mowing And Irrigation contract the Contractor shall have at least five (5) years of experience providing commercial mowing and irrigation contract services with Parks, Downtown Landscape and Cemeteries and four (4) commercial professional references.

REFERENCE NO. 1

<table>
<thead>
<tr>
<th>NAME:</th>
<th>City of Jackson</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTACT PERSON:</td>
<td>Kelli Hoover</td>
</tr>
<tr>
<td>TELEPHONE:</td>
<td></td>
</tr>
<tr>
<td>EMAIL ADDRESS:</td>
<td>khoover @ cityofjackson.org</td>
</tr>
<tr>
<td>WORK PERFORMED:</td>
<td>Cemeteries &amp; Park Contract 2014-2019</td>
</tr>
</tbody>
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REFERENCE NO. 2

<table>
<thead>
<tr>
<th>NAME:</th>
<th>Jackson Readiness Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTACT PERSON:</td>
<td>Paul Drake</td>
</tr>
<tr>
<td>TELEPHONE:</td>
<td>517-990-1143</td>
</tr>
<tr>
<td>EMAIL ADDRESS:</td>
<td></td>
</tr>
<tr>
<td>WORK PERFORMED:</td>
<td>mowing National Guard Armory Facility, Jackson, MI</td>
</tr>
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REFERENCE NO. 3

<table>
<thead>
<tr>
<th>NAME:</th>
<th>Jax Naz Church</th>
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<tbody>
<tr>
<td>CONTACT PERSON:</td>
<td>Darren Brodock, Christina Bristow</td>
</tr>
<tr>
<td>TELEPHONE:</td>
<td>517-782-0784</td>
</tr>
<tr>
<td>EMAIL ADDRESS:</td>
<td><a href="mailto:christinabristow@jaxnaz.com">christinabristow@jaxnaz.com</a></td>
</tr>
<tr>
<td>WORK PERFORMED:</td>
<td>Mowing Large Complex, ball field, Special Projects, + Fertilize</td>
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<td>REFERENCE NO. 4</td>
<td></td>
</tr>
<tr>
<td>-----------------</td>
<td></td>
</tr>
<tr>
<td><strong>NAME:</strong></td>
<td>City of Jackson - DPW</td>
</tr>
<tr>
<td><strong>CONTACT PERSON:</strong></td>
<td>Todd Knepper</td>
</tr>
<tr>
<td><strong>TELEPHONE:</strong></td>
<td>?</td>
</tr>
<tr>
<td><strong>EMAIL ADDRESS:</strong></td>
<td>?</td>
</tr>
<tr>
<td><strong>WORK PERFORMED:</strong></td>
<td>Mowing, line trimming, Spring &amp; Fall clean up - WWTP, WTP, lift stations, water towers</td>
</tr>
</tbody>
</table>
I, James Eccleton, an authorized representative of Picture Perfect Lawn Care, am aware that as a requirement to perform work for the City of Jackson on a contractual basis, I must have provided my employees with the basic training requirements of the HAZARD COMMUNICATION STANDARD as prescribed by the Michigan Right to Know amendments to Act 154 of the Public Acts of 1974 (Act 80, Public Acts 1986), prior to starting any work for the City. While engaged in working for the City, I will continue to comply with Michigan Right to Know Law until completion of the contract.

I am aware that if I bring any hazardous chemical to the City's workplace, I must have available the MSDS for these chemicals, in a place accessible to all employees in the work place. If necessary, due to the "special protection information" requirement stated on the MSDS for the chemicals, I will provide all employees with any special training, special protective clothing or equipment necessary to eliminate or lessen the possible exposure to the hazardous chemical or chemicals.

By execution of this Release, the contractor acknowledges that he and all subcontractors and suppliers, will comply with all requirements of the HAZARD COMMUNICATION STANDARD. Further, the contractor shall hold harmless from and indemnify the City against all claims, suits, actions, costs, counsel fees, expenses, damages, judgments or decrees, by reason of his failure, or the failure of any subcontractor, suppliers, or any person employed under said contractor to comply with the requirements of Act 154 of the Public Acts of 1974 as amended.

Dated 2-19-20

Signature

James Eccleton
City of Jackson
Ethics Disclosure Form
Vendors and Contractors

Name: Jemi Eccleston
Company: Picture Perfect Lawn Care, LLC
Telephone: 517-392-1044
Email Address: pictureperfectlawncare@yahoo.com

Contract or matter pending with the City:

I, Jemi Eccleston, being duly sworn, and pursuant to City of Jackson Ordinance No. 2015-18, I hereby disclose and swear to the following (check all that apply and provide details below):

☐ I, or my company’s owners, members, major shareholders, or corporate officers, have a financial interest in a contract or matter pending before Jackson City Council.

☐ A relative¹ or immediate family member² of myself or my company’s owners, members, major shareholders, or corporate officers has a financial interest in a contract or matter pending before a City office, department, board, or commission.

☐ I, or my company’s owners, members, major shareholders, or corporate officers, have an interest in real or personal property that is subject to a decision by the City regarding the purchase, sale, lease, zoning, property improvements, NOORPR or FVA registration, a development agreement, or a special tax designation or abatement.

  Property address: N/A
  Property interest: N/A

☐ An immediate family member or relative of myself or my company’s owners, members, major shareholders, or corporate officers, has a financial interest in real or personal property that is subject to a decision by the City

N/A

¹ Relative means any spouse, domestic partner, great grandparents, step great grandparents, grandparents, step grandparents, sons, stepsons, daughters, step daughters, grandsons, step grandsons, granddaughters, step granddaughters, brothers, step brothers, sisters, step sisters, and in-laws of a Public Employee, the Mayor, an Elected Official, an Appointed Official, a member of a Board or Commission, a Contractor, or an Advisor of the City.

² Immediate family member means a Public Employee, the Mayor, an Elected Official, an Appointed Official, a member of a Board or Commission, a Contractor, or an Advisor’s spouse, domestic partner, individual who lives in the Public Employee’s household or an individual claimed by a Public Employee or a Public Employee’s spouse as a dependent under the United States Internal Revenue Code at 26 USC 1, et seq.
regarding the purchase, sale, lease, zoning, property improvements, NOORPR or FVA registration, a
development agreement, or a special tax designation or abatement.

Property address: N/A

Property interest: 

☐ An immediate family member or relative of myself or my company’s owners, members, major shareholders, or
corporate officers, is employed by the City or making an application for employment to the City.

Relative name: N/A

City Department: 

☐ I, or my company’s owners, members, major shareholders, or corporate officers, have made campaign
contributions in the last year to a candidate running for elective office with the City.

Name of Candidate: N/A

Amount of Campaign Contribution:

The following entities and persons have a financial interest in the contract or matter identified above:

N/A

N/A

Additional information regarding any of the above: N/A

☐ None of the above apply.

Dated: ________________________________

STATE OF MICHIGAN )
COUNTY OF JACKSON )

The foregoing instrument was acknowledged before me this 21 day of Feb, 2020

By __________________________

KATHRYN WALKER

KATHRYN WALKER

Notary Public, Jackson County, MI

Commission Expires Apr. 18, 2025
February 19, 2020

ADDENDUM NO. 1

2020 CITY OWNED LOT MOWING
2020 H4HH LOT MOWING
2020 CITY GROUNDS MAINTENANCE
2020 PARKS, CEMETERY AND DOWNTOWN MOWING AND IRRIGATION

Notice is hereby given that the following additional information and changes shall become part of the specifications of the above referenced contract. You are to acknowledge the addenda on the Proposal Sheet.

1. New Proposal Sheet (attached)
2. New Maps for:
   a. Grand River Memorial Park
   b. Elnora Moorman Plaza
   c. Betsy Butterfield Park
   d. Withington Park
   e. Woodland Cemetery
   f. Grover Leakes Park

END OF ADDENDUM
MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, Interim City Manager

DATE: March 17, 2020

SUBJECT: Award for the 2020 Contract for Local Street Engineering

Recommendation:

Approval of the award for the 2020 Local Street Engineering contract to Hubbell, Roth & Clark, Inc. of Jackson, MI for $156,080.70, and authorization for the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

Attached is a report from Jon Dowling, City Engineer, regarding an award for the 2020 Local Street Engineering contract.

I recommend approval of the award. Your consideration and concurrence is appreciated.

PHB
Memo to: Jonathan Greene, Interim City Manager  
From: Jon H. Dowling, P.E., City Engineer  
Date: March 17, 2020  

Recommendation: Approval of the award for the 2020 Local Street Engineering contract to Hubbell, Roth & Clark, Inc. of Jackson, MI for $156,080.70, and authorization for the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

On January 13, 2020, qualification documents and proposals were received from 12 consultants by the Purchasing Coordinator for design and construction engineering of the 2020 Local Street Engineering contract. The qualifications and proposals were reviewed by a team consisting of Jon Dowling, City Engineer and Troy White, Assistant City Engineer.

The following is a list of firms submitting proposals and their rating as ranked by the review team. The Engineer’s estimate for this project was $294,800. Cost proposals were opened and reviewed for the five highest ranking firms. Even though Hubbell Roth & Clark (HRC) did not have the lowest cost, they have the lowest average cost per hour. HRC is proposing 2,073 total hours in this contract for an average cost per hour of $75.29, and Eng. Engineering & Surveying is proposing 1,392 total hours in this contract for an average cost per hour of $95.18. Therefore, Engineering recommends HRC with the highest rating and their low cost based on the lowest average cost. This will be paid for by a combination of City of Jackson Local Street funds and Water funds.

<table>
<thead>
<tr>
<th>Company</th>
<th>Total Rating</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hubbell, Roth &amp; Clark, Inc., Jackson, MI</td>
<td>716</td>
<td>$156,080.70</td>
</tr>
<tr>
<td>Rowe Professional Services Co., Flint, MI</td>
<td>709</td>
<td>$207,620.95</td>
</tr>
<tr>
<td>Fleis &amp; VandenBrink, Farmington Hills, MI</td>
<td>694</td>
<td>$185,818.00</td>
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<tr>
<td>Wolverine Engineering and Surveyors, Mason, MI</td>
<td>670</td>
<td>$169,840.00</td>
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<tr>
<td>Eng. Engineering &amp; Surveying, Lansing, MI</td>
<td>663</td>
<td>$132,488.81</td>
</tr>
<tr>
<td>Mannik &amp; Smith Group, Inc., Monroe, MI</td>
<td>572</td>
<td></td>
</tr>
<tr>
<td>Fishbeck, Canton, MI</td>
<td>563</td>
<td></td>
</tr>
<tr>
<td>DLZ Michigan, Inc., Lansing, MI</td>
<td>533</td>
<td></td>
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<tr>
<td>Williams &amp; Works, Grand Rapids, MI</td>
<td>518</td>
<td></td>
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<tr>
<td>Lockwood, Andrews &amp; Newman, Okemos, MI</td>
<td>417</td>
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</tr>
<tr>
<td>Beckett &amp; Raeder, Ann Arbor, MI</td>
<td>334</td>
<td></td>
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<tr>
<td>NTH Consultants, Ltd., East Lansing, MI</td>
<td>322</td>
<td></td>
</tr>
</tbody>
</table>

Unlike bid solicitations, Requests for Qualifications and Proposals (RFQPs) are requested for professional services and are designed to allow the respondents to demonstrate their understanding of the project needs and their qualifications to perform the work. The City follows the Brooks Act for Qualification Based Selection (QBS) in the evaluation of the proposals with some modification to allow for consideration of cost. A point system is used to evaluate proposals and select the most qualified firms that consider experience, method of approach, time and effort, understanding of the project and accessibility. Cost proposals are opened and evaluated only for the most qualified firms, preventing potential Freedom of Information Act exposure to cost information by unsuccessful respondents.
This contract includes the design and construction engineering for water main and street construction for Third Street from Washington Avenue to Michigan Avenue and Washington Avenue from Fourth Street to First Street using Community Development Block Grant funds. Also included is the design and construction engineering for Wellworth Street from Losey Avenue to 1,200 feet east.

Attached for your review are the worksheets used to determine the level of qualification for each firm. These sheets show the critical elements that were considered during the rating process. Engineering recommends that the firm most qualified receive the contract to ensure the highest quality design and construction engineering services for this project. The project files must be kept according to HUD standards for CDBG project so that no problems are found during the final audit to jeopardize the federal funds on this project.

Based upon their qualification ranking, and in concurrence with the Purchasing Agent, Engineering recommends that the contract for the 2020 Local Street Engineering be awarded to Hubbell, Roth and Clark, Inc., of Jackson, MI, at their not-to-exceed cost of $156,080.70. We also request that the Mayor and City Clerk be authorized to sign the contract documents.

ATTACHMENTS
<table>
<thead>
<tr>
<th>Proposal/Sped</th>
<th>Experience/Qualifications</th>
<th>Method of Approach</th>
<th>Understanding of Problem</th>
<th>Level of Effort</th>
<th>Results</th>
<th>Costs</th>
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**Average $/hr** = 101.94

**Average Total Cost** = 170,369.69
RFQP 20-001
2020 Local Street Engineering

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| Totals | 2,987 | 4,233 | 4,015 | 5,405 | 2,240 | 3,082 | 21,962 |
| Ave    | 249   | 353   | 335   | 450   | 187   | 257   | 1,830  |

Task 1 - Third St
Task 2 - Washington Ave
Task 3 - Wellworth St
PROPOSAL REVIEW CRITERIA

UNDERSTANDING OF PROBLEM

A. All
   1) COJ CAD Standards ✓
   2) COJ SPs ✓
   3) Sidewalk ramp upgrades No.
   4) City-letting No.
   5) Completion date (10-16-20 for all three) ✓

B. Third Street
   6) HUD/CDBG funded No.
   7) Project limits ✓
   8) Current pavement conditions No.
   9) Full depth pavement recon with new curb No.
   10) Understanding of cross-slope grade challenges ✓
   11) WM replacement ✓
   12) LSL replacement No.
   13) Decorative street lights ✓

C. Washington Avenue
   14) HUD/CDBG funded No.
   15) Project Limits ✓
   16) Current pavement conditions No.
   17) Full depth pavement recon (save existing curb) Didn't say so.
   18) WM replacement No.
   19) LSL replacement No.
   20) Decorative street lights - 2nd to 4th Did not say limits.

D. Wellworth Street
   21) Locally funded No.
   22) Project Limits ✓
   23) Current pavement conditions No.
   24) Full depth pavement recon (save existing curb) No.
   25) Drainage challenges at Full Spectrum driveway No.
   26) Industrial traffic ✓
   27) Dead end street No.

METHOD, CONTINUED

B. Third Street
   12) How to deal with sidewalk grade differentials No.
   13) EGLE WM permit ✓
   14) MDOT permit No.
   15) Maintaining traffic No.
   16) Local Street pavement section No.

C. Washington Avenue
   17) Step-by-step process No.
   18) EGLE WM Permit ✓
   19) Maintaining traffic No.
   20) Major street pavement section No.

D. Wellworth Street
   22) How to deal with Full Spectrum driveway No.
   23) Maintaining traffic - dead end No.
   24) Industrial pavement section No.

EXPERIENCE / QUALIFICATIONS

No relevant exp

A. Critical Staff
   1) Design Engineer, street DeGood - 4 hrs.
   2) Design Engineer, water Vander Mueelen ✓
   3) Design Engineer, lighting Henrich / Mayer ✓
   4) Construction Engineer DeGood - in T/C. 0 hrs.
   5) Inspector Doesn't say - Vander Mueelen.
   6) Construction Office Tech - Doesn't say

B. Past Projects
   7) HUD funded projects No.
   8) Street recon projects in urban environment ✓
   9) WM replacement projects in urban environment No.
   10) LSL replacements No.
   11) Street lighting projects ✓
PROPOSAL REVIEW CRITERIA

UNDERSTANDING OF PROBLEM

A. All
1) COJ CAD Standards ✓
2) COJ SPs ✓
3) Sidewalk ramp upgrades ✓
4) City-letting - Pg 14 says MDOT Letting ✓
5) Completion date (10-16-20 for all three) ✓

B. Third Street
6) HUD/CDBG funded ✓
7) Project limits ✓
8) Current pavement conditions ✓ got curb wrong
9) Full depth pavement recon with new curb ✓
10) Understanding of cross-slope grade challenges ✓
11) WM replacement ✓
12) LSL replacement No.
13) Decorative street lights ✓

C. Washington Avenue
14) HUD/CDBG funded ✓
15) Project Limits ✓
16) Current pavement conditions ✓
17) Full depth pavement recon (save existing curb) ✓
18) WM replacement ✓
19) LSL replacement ✓
20) Decorative street lights - 2nd to 4th

D. Wellworth Street
21) Locally funded - does not say so
22) Project Limits ✓
23) Current pavement conditions No.
24) Full depth pavement recon (save existing curb) No.
25) Drainage challenges at Full Spectrum driveway No.
26) Industrial traffic No.
27) Dead end street No.

METHOD

A. All Projects
1) MDOT Standard Specs ✓
2) Itemized pay estimates ✓
3) Detailed Schedule to meet completion date ✓
4) Full-time inspection ✓

B. Past Projects
7) HUD funded projects No.
8) Street recon projects in urban environment
9) WM replacement projects in urban environment No.
10) LSL replacements No.
11) Street lighting projects No.

EXPERIENCE / QUALIFICATIONS

A. Critical Staff
1) Design Engineer, street King, Pung Kemp - no comparable exp
2) Design Engineer, water
3) Design Engineer, lighting Swenson OK
4) Construction Engineer Lehmen OK
5) Inspector Anderson OK
6) Construction Office Tech Lehmen OK

B. Past Projects
7) HUD funded projects No.
8) Street recon projects in urban environment
9) WM replacement projects in urban environment No.
10) LSL replacements No.
11) Street lighting projects No.
RFQP 20-01 – LOCAL STREET ENGINEERING

PROPOSAL REVIEW CRITERIA

UNDERSTANDING OF PROBLEM

A. All
1) COJ CAD Standards ✓
2) COJ SPs ✓
3) Sidewalk ramp upgrades ✓
4) City-letting Kind of
5) Completion date (10-16-20 for all three) ✓

B. Third Street
6) HUD/CDBG funded No
7) Project limits ✓
8) Current pavement conditions No
9) Full depth pavement recon with new curb ✓
10) Understanding of cross-slope grade challenges ✓
11) WM replacement ✓
12) LSL replacement No.
13) Decorative street lights ✓

C. Washington Avenue
14) HUD/CDBG funded No.
15) Project Limits ✓
16) Current pavement conditions No.
17) Full depth pavement recon (save existing curb) ✓
18) WM replacement ✓
19) LSL replacement No.
20) Decorative street lights – 2nd to 4th – No.

D. Wellworth Street
21) Locally funded No.
22) Project Limits ✓
23) Current pavement conditions No.
24) Full depth pavement recon (save existing curb) ✓
25) Drainage challenges at Full Spectrum driveway ✓
26) Industrial traffic ✓
27) Dead end street ✓

METHOD

A. All Projects
1) MDOT Standard Specs ✓
2) Itemized pay estimates ✓
3) Detailed Schedule to meet completion date ✓
4) Full-time inspection ✓

METHOD, CONTINUED

5) Field Manager admin ✓
6) Construction staking ✓
7) Soil borings ✓
8) Shop drawing and submittals review ✓
9) City-provided material testing ✓
10) Prevailing wage review No.

B. Third Street
11) Step-by-step process No
12) How to deal with sidewalk grade differentials ✓
13) EGLE WM permit ✓
14) MDOT permit ✓
15) Maintaining traffic ✓
16) Local Street pavement section ✓

C. Washington Avenue
17) Step-by-step process No.
18) EGLE WM Permit ✓
19) Maintaining traffic ✓
20) Major street pavement section ✓

D. Wellworth Street
22) How to deal with Full Spectrum driveway No
23) Maintaining traffic – dead end ✓
24) Industrial pavement section ✓

EXPERIENCE / QUALIFICATIONS

A. Critical Staff
1) Design Engineer, street ✓
2) Design Engineer, water ✓
3) Design Engineer, lighting ✓
4) Construction Engineer ✓
5) Inspector ✓
6) Construction Office Tech ✓

B. Past Projects
7) HUD funded projects ✓
8) Street recon projects in urban environment ✓
9) WM replacement projects in urban environment ✓
10) LSL replacements No.
11) Street lighting projects No

5/2
PROPOSAL REVIEW CRITERIA

UNDERSTANDING OF PROBLEM

A. All
1) COJ CAD Standards ✓
2) COJ SPs ✓
3) Sidewalk ramp upgrades ✓
4) City-letting ✓
5) Completion date (10-16-20 for all three) ✓

B. Third Street
6) HUD/CDBG funded No
7) Project limits ✓
8) Current pavement conditions ✓
9) Full depth pavement recon with new curb ✓
10) Understanding of cross-slope grade challenges ✓
11) WM replacement ✓
12) LSL replacement No.
13) Decorative street lights ✓

C. Washington Avenue
14) HUD/CDBG funded No.
15) Project Limits ✓
16) Current pavement conditions ✓
17) Full depth pavement recon (save existing curb) ✓
18) WM replacement ✓
19) LSL replacement No.
20) Decorative street lights – 2nd to 4th ✓

D. Wellworth Street
21) Locally funded No
22) Project Limits ✓
23) Current pavement conditions ✓
24) Full depth pavement recon (save existing curb) ✓
25) Drainage challenges at Full Spectrum driveway No.
26) Industrial traffic ✓
27) Dead end street ✓

METHOD

A. All Projects
1) MDOT Standard Specs
2) Itemized pay estimates
3) Detailed Schedule to meet completion date
4) Full-time inspection

B. Past Projects
7) HUD funded projects No.
8) Street recon projects in urban environment ✓
9) WM replacement projects in urban environment ✓
10) LSL replacements ✓
11) Street lighting projects

EXPERIENCE / QUALIFICATIONS

A. Critical Staff
1) Design Engineer, street
2) Design Engineer, water
3) Design Engineer, lighting
4) Construction Engineer
5) Inspector Pauls/Henderson
6) Construction Office Tech

B. Past Projects
7) HUD funded projects No.
8) Street recon projects in urban environment ✓
9) WM replacement projects in urban environment ✓
10) LSL replacements ✓
11) Street lighting projects
METHOD, CONTINUED

- 1) Field Manager admin No.
  6) Construction staking ✓
  7) Soil borings ✓
  8) Shop drawing and submittals review ✓
  9) City-provided material testing ✓
  10) Prevailing wage review No.

B. Third Street

- ✓ 11) Step-by-step process Kind of
  12) How to deal with sidewalk grade differentials No.
  13) EGLE WM permit ✓
  14) MDOT permit ✓
  15) Maintaining traffic Kind of
  16) Local Street pavement section No.

C. Washington Avenue

- ✓ 17) Step-by-step process Kind of
  18) EGLE WM Permit ✓
  19) Maintaining traffic ✓
  20) Major street pavement section No.

D. Wellworth Street

- ✓ 21) Step-by-step process Kind of
  22) How to deal with Full Spectrum driveway ✓
  23) Maintaining traffic – dead end Kind of ✓
  24) Industrial pavement section ✓

EXPERIENCE / QUALIFICATIONS

A. Critical Staff

1) Design Engineer, street Cabage
  2) Design Engineer, water Tomaszello
  3) Design Engineer, Lighting Hawks (no resume)
  4) Construction Engineer Tomaszello
  5) Inspector Shults ✓
  6) Construction Office Tech Tomaszello

B. Past Projects

- ✓ 7) HUD funded projects No.
  8) Street recon projects in urban environment ✓
  9) WM replacement projects in urban environment ✓
  10) LSL replacements No.
  11) Street lighting projects No.
RFQP 20-01 – LOCAL STREET ENGINEERING

PROPOSAL REVIEW CRITERIA

UNDERSTANDING OF PROBLEM

A. All
1) COJ CAD Standards ✓
2) COJ SPs ✓
3) Sidewalk ramp upgrades ✓
4) City-letting ✓
5) Completion date (10-16-20 for all three) ✓

B. Third Street
6) HUD/CDBG funded ✓
7) Project limits ✓
8) Current pavement conditions No
9) Full depth pavement recon with new curb ✓

C. Washington Avenue
14) HUD/CDBG funded ✓
15) Project Limits ✓
16) Current pavement conditions No
17) Full depth pavement recon (save existing curb) No
18) WM replacement ✓
19) LSL replacement ✓
20) Decorative street lights – 2nd to 4th ✓

D. Wellworth Street
21) Locally funded Yes
22) Project Limits ✓
23) Current pavement conditions ✓
24) Full depth pavement recon (save existing curb) ✓
25) Drainage challenges at Full Spectrum driveway No
26) Industrial traffic ✓
27) Dead end street No

METHOD

A. All Projects
1) MDOT Standard Specs ✓
2) Itemized pay estimates ✓
3) Detailed Schedule to meet completion date ✓
4) Full-time inspection ✓

5) Field Manager admin ✓
6) Construction staking ✓
7) Soil borings ✓
8) Shop drawing and submittal review ✓
9) City-provided material testing ✓
10) Prevailing wage review No.
11) Step-by-step process ✓
12) How to deal with sidewalk grade differentials No
13) EGLE WM Permit ✓
14) MDOT permit ✓
15) Maintaining traffic ✓
16) Local Street pavement section No.
17) Step-by-step process ✓
18) EGLE WM Permit ✓
19) Maintaining traffic ✓
20) Major street pavement section No.

EXPERIENCE / QUALIFICATIONS

A. Critical Staff
1) Design Engineer, street Klieh-Heng
2) Design Engineer, water Bulter
3) Design Engineer, lighting Waters/ Hatcher
4) Construction Engineer Romkema
5) Inspector Beekema
6) Construction Office Tech Blower - good ✓

B. Past Projects
7) HUD funded projects ✓
8) Street recon projects in urban environment ✓
9) WM replacement projects in urban environment ✓
10) LSL replacements - didn’t show anything
11) Street lighting projects ✓
PROPOSAL REVIEW CRITERIA

UNDERSTANDING OF PROBLEM

A. All
- 1) COJ CAD Standards 
  - No SW ADA compliant
- 2) COJ SPs 
  - No
- 3) Sidewalk ramp upgrades 
  - Kind of
- 4) City-letting 
  - No
- 5) Completion date (10-16-20 for all three) 
  - Kind of

B. Third Street
- 6) HUD/CDBG funded 
  - No
- 7) Project limits 
  - OK
- 8) Current pavement conditions 
  - No
- 9) Full depth pavement recon with new curb 
  - Yes
- 10) Understanding of cross-slope grade challenges 
  - No
- 11) WM replacement 
  - Yes
- 12) LSL replacement 
  - No
- 13) Decorative street lights 
  - Yes

C. Washington Avenue
- 14) HUD/CDBG funded 
  - No
- 15) Project limits 
  - Yes
- 16) Current pavement conditions 
  - No
- 17) Full depth pavement recon (save existing curb) 
  - Yes
- 18) WM replacement 
  - Yes
- 19) LSL replacement 
  - No
- 20) Decorative street lights – 2nd to 4th
  - No – no acknowledgement of existing from 14 to 2nd

D. Wellworth Street
- 21) Locally funded 
  - No
- 22) Project limits 
  - No – got it wrong
- 23) Current pavement conditions 
  - No
- 24) Full depth pavement recon (save existing curb) 
  - Yes
- 25) Drainage challenges at Full Spectrum driveway 
  - No
- 26) Industrial traffic 
  - No
- 27) Dead end street 
  - No

METHOD

A. All Projects
- 1) MDOT Standard Specs 
  - No
- 2) Itemized pay estimates 
  - No
- 3) Detailed Schedule to meet completion date 
  - Yes
- 4) Full-time inspection 
  - Yes

B. Third Street
- 11) Step-by-step process 
  - No
- 12) How to deal with sidewalk grade differentials 
  - No
- 13) EGLE WM permit 
  - Yes
- 14) MDOT permit 
  - Yes
- 16) Local Street pavement section – No.

C. Washington Avenue
- 17) Step-by-step process 
  - No
- 18) EGLE WM Permit 
  - Yes
- 19) Prevailing wage review 
  - No
- 20) Maintaining traffic – no narrative
- 21) Major street pavement section – No.

EXPERIENCE / QUALIFICATIONS

A. Critical Staff
- 1) Design Engineer, street 
  - Louia-OK
- 2) Design Engineer, water 
  - Mohave – no street exp
- 3) Design Engineer, lighting 
  - Dean – no street lts
- 4) Construction Engineer 
  - Louia/Mohave – no CE exp
- 5) Inspector 
  - Simmer – no field exp
- 6) Construction Office Tech – doesn’t say

B. Past Projects
- 7) HUD funded projects – No
- 8) Street recon projects in urban environment – Yes
- 9) WM replacement projects in urban environment – Yes
- 10) LSL replacements – No
- 11) Street lighting projects – OK – dreyder
METHOD, CONTINUED

A. Critical Staff
1) Design Engineer, street 
2) Design Engineer, water 
3) Design Engineer, Lighting 
4) Construction Engineer 
5) Inspector 
6) Construction Office Tech

B. Past Projects
1) HUD funded projects No
2) Street recon projects in urban environment ✓
3) WM replacement projects in urban environment ✓
4) LSL replacements No
5) Street lighting projects ✓
PROPOSAL REVIEW CRITERIA

UNDERSTANDING OF PROBLEM

A. All
   1) COJ CAD Standards ✓
   2) COJ SPs ✓
   3) Sidewalk ramp upgrades No
   4) City-letting No
   5) Completion date (10-16-20 for all three) No

B. Third Street
   6) HUD/CDBG funded No
   7) Project limits ✓
   8) Current pavement conditions No
   9) Full depth pavement recon with new curb ✓
   10) Understanding of cross-slope grade challenges ✓
   11) WM replacement ✓
   12) LSL replacement No
   13) Decorative street lights ✓

C. Washington Avenue
   14) HUD/CDBG funded No
   15) Project limits ✓
   16) Current pavement conditions No
   17) Full depth pavement recon (save existing curb) ✓
   18) WM replacement ✓
   19) LSL replacement No
   20) Decorative street lights – 2nd to 4th ✓

D. Wellworth Street
   21) Locally funded No
   22) Project limits ✓
   23) Current pavement conditions No
   24) Full depth pavement recon (save existing curb) ✓
   25) Drainage challenges at Full Spectrum driveway No
   26) Industrial traffic No
   27) Dead end street No

METHOD

A. All Projects
   1) MDOT Standard Specs ✓
   2) Itemized pay estimates ✓
   3) Detailed Schedule to meet completion date ✓
   4) Full-time inspection - doesn't say specifically

METHOD, CONTINUED

B. Third Street
   11) Step-by-step process Not 3rd St specific
   12) How to deal with sidewalk grade differentials No
   13) EGLE WM permit ✓
   14) MDOT permit - General - Not 3rd St specific
   15) Maintaining traffic No
   16) Local Street pavement section No

C. Washington Avenue
   17) Step-by-step process Not Wash Specific.
   18) EGLE WM Permits ✓
   19) Maintaining traffic No
   20) Major street pavement section No

D. Wellworth Street
   21) Step-by-step process Not Wellworth Specific
   22) How to deal with Full Spectrum driveway No
   23) Maintaining traffic – dead end No
   24) Industrial pavement section No

EXPERIENCE / QUALIFICATIONS

A. Critical Staff
   1) Design Engineer, street Dawson ✓
   2) Design Engineer, water Lutz – no relevant exp.
   3) Design Engineer, lighting Don't know
   4) Construction Engineer Kosa – no relevant exp.
   5) Inspector Almadhoun - no relevant exp.
   6) Construction Office Tech Staufner ✓

B. Past Projects
   7) HUD funded projects No
   8) Street recon projects in urban environment - no local streets
   9) WM replacement projects in urban environment No
   10) LSL replacements No
   11) Street lighting projects No
PROPOSAL REVIEW CRITERIA

UNDERSTANDING OF PROBLEM

A. All
1) COJ CAD Standards ✓
2) COJ SPS ✓
3) Sidewalk ramp upgrades ✓
4) City lettings ✓
5) Completion date (10-16-20 for all three) ✓

B. Third Street
6) HUD/CDBG funded ✓
7) Project limits ✓
8) Current pavement conditions ✓
9) Full depth pavement recon with new curb ✓
10) Understanding of cross-slope grade challenges ✓
11) WM replacement ✓
12) LSL replacement No.
13) Decorative street lights ✓

C. Washington Avenue
14) HUD/CDBG funded ✓
15) Project Limits ✓
16) Current pavement conditions ✓
-1/2 17) Full depth pavement recon (save existing curb) didn’t say
18) WM replacement ✓
19) LSL replacement No.
-1/2 20) Decorative street lights – 2nd to 4th

D. Wellworth Street
21) Locally funded ✓
22) Project Limits ✓
23) Current pavement conditions ✓
-1/2 24) Full depth pavement recon (save existing curb) didn’t say
25) Drainage challenges at Full Spectrum driveway No.
26) Industrial traffic ✓
27) Dead end street

METHOD

A. All Projects
1) MDOT Standard Specs ✓
2) Itemized pay estimates ✓
-1/2 3) Detailed Schedule to meet completion date ✓
4) Full-time inspection ✓

B. Third Street
11) Step-by-step process No
12) How to deal with sidewalk grade differentials ✓
13) EGLE WM permit ✓
-1/2 14) MDOT permit ✓ – general, not specific
-1/2 15) Maintaining traffic Kind of
-1/2 16) Local Street pavement section No.

C. Washington Avenue
17) Step-by-step process No
18) EGLE WM Permit ✓
-1/2 19) Maintaining traffic Kind of
-1/2 20) Major street pavement section No.

EXPERIENCE / QUALIFICATIONS

A. Critical Staff
1) Design Engineer, street
-1/2 2) Design Engineer, water
3) Design Engineer, lighting
-1/4 4) Construction Engineer
-1/2 5) Inspector
6) Construction Office Tech

B. Past Projects
7) HUD funded projects
8) Street recon projects in urban environment ✓
9) WM replacement projects in urban environment ✓
10) LSL replacements No
11) Street lighting projects No.
PROPOSAL REVIEW CRITERIA

UNDERSTANDING OF PROBLEM

A. All
   1) COJ CAD Standards NO
   2) COJ SPs
   3) Sidewalk ramp upgrades
   4) City-letting NO
   5) Completion date (10-16-20 for all three) YES

B. Third Street
   6) HUD/CDBG funded NO
   7) Project limits YES
   8) Current pavement conditions NO
   9) Full depth pavement recon with new curb
   10) Understanding of cross-slope grade challenges
   11) WM replacement
   12) LSL replacement NO
   13) Decorative street lights YES

C. Washington Avenue
   14) HUD/CDBG funded NO
   15) Project Limits
   16) Current pavement conditions NO
   17) Full depth pavement recon (save existing curb)
   18) WM replacement YES
   19) LSL replacement NO
   20) Decorative street lights – 2nd to 4th – not 1st to 4th

D. Wellworth Street
   21) Locally funded NO
   22) Project Limits
   23) Current pavement conditions YES
   24) Full depth pavement recon (save existing curb)
   25) Drainage challenges at Full Spectrum driveway
   26) Industrial traffic
   27) Dead end street YES

METHOD

A. All Projects
   1) MDOT Standard Specs NO
   2) Itemized pay estimates
   3) Detailed Schedule to meet completion date
   4) Full-time inspection YES

B. Past Projects
   7) HUD funded projects NO
   8) Street recon projects in urban environment
   9) WM replacement projects in urban environment
   10) LSL replacements NO
   11) Street lighting projects NO, all major streets (no locals)

METHOD, CONTINUED

1) 5) Field Manager admin NO
   6) Construction staking YES
   7) Soil borings YES
   8) Shop drawing and submittals review NO
   9) City-provided material testing NO
   10) Prevailing wage review NO

B. Third Street
   11) Step-by-step process NO
   12) How to deal with sidewalk grade differentials NO
   13) EGLE WM permit
   14) MDOT permit
   15) Maintaining traffic
   16) Local Street pavement section NO

C. Washington Avenue
   17) Step-by-step process NO
   18) EGLE WM Permit YES
   19) Maintaining traffic
   20) Major street pavement section NO

D. Wellworth Street
   21) Step-by-step process NO
   22) How to deal with Full Spectrum driveway NO
   23) Maintaining traffic – dead end
   24) Industrial pavement section NO

EXPERIENCE / QUALIFICATIONS

A. Critical Staff
   1) Design Engineer, street Brinker/Bassett
   2) Design Engineer, water Brinker/Bassett
   3) Design Engineer, lighting Brinker/Bassett
   4) Construction Engineer Brinker
   5) Inspector – none shown
   6) Construction Office Tech Bassett YES

B. Past Projects
   7) HUD funded projects NO
   8) Street recon projects in urban environment
   9) WM replacement projects in urban environment
   10) LSL replacements NO
   11) Street lighting projects NO, all major streets (no locals)
RFQP 20-01 – LOCAL STREET ENGINEERING

PROPOSAL REVIEW CRITERIA

UNDERSTANDING OF PROBLEM

A. All
   1) COJ CAD Standards ✓
   2) COJ SPs ✓

   - Sidewalk ramp upgrades - kind of ✓
   4) City-letting ✓
   5) Completion date (10-16-20 for all three) ✓

B. Third Street
   - HUD/CDBG funded - kind of - copied from RFAP
     7) Project limits ✓
     8) Current pavement conditions ✓
     9) Full depth pavement recon with new curb ✓

     - Understanding of cross-slope grade challenges no
     11) WM replacement ✓

     - LSL replacement no
     13) Decorative street lights ✓

C. Washington Avenue
   - HUD/CDBG funded - kind of - copied from RFAP
     14) Project limits ✓
     16) Current pavement conditions ✓

     - Full depth pavement recon (save existing curb) ✓
     18) WM replacement ✓

     - LSL replacement no
     20) Decorative street lights – 2nd to 4th ✓

D. Wellworth Street
   - Locally funded - copied sentence from RFAP
     22) Project Limits ✓
     23) Current pavement conditions ✓
     24) Full depth pavement recon (save existing curb) ✓

     - Drainage challenges at Full Spectrum driveway no
     26) Industrial traffic no

     - Dead end street no

METHOD

A. All Projects
   1) MDOT Standard Specs ✓
   2) Itemized pay estimates ✓

   - 3) Detailed Schedule to meet completion date no
   4) Full-time inspection ✓

B. Third Street
   - 11) Step-by-step process no

   - 12) How to deal with sidewalk grade differentials no

   - 13) EGLE WM permit ✓

   - 14) MDOT permit no

   - 15) Maintaining traffic ok

   - 16) Local Street pavement section no

C. Washington Avenue
   - 17) Step-by-step process no

   - 18) EGLE WM Permit ✓

   - 19) Maintaining traffic ✓

   - 20) Major street pavement section no

D. Wellworth Street
   - 21) Step-by-step process no

   - 22) How to deal with Full Spectrum driveway no

   - 23) Maintaining traffic – dead end - kind of

   - 24) Industrial pavement section - no

EXPERIENCE / QUALIFICATIONS

A. Critical Staff
   1) Design Engineer, street Lawley, Powers ✓
   2) Design Engineer, water Lawley, Powers ✓

   - 3) Design Engineer, lighting Lawley, Powers no

   - 4) Construction Engineer – Doesn't say

   - 5) Inspector Turner/Seibenes ✓

   - 6) Construction Office Tech Turner ✓

B. Past Projects
   7) HUD funded projects ok

   8) Street recon projects in urban environment ✓

   - 9) WM replacement projects in urban environment ✓

   - 10) LSL replacements no

   - 11) Street lighting projects no
MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, Interim City Manager

DATE: March 17, 2020

SUBJECT: Award for the 2020 Non-Motorized Trail Contract

Recommendation:

Approval of the award for the 2020 Non-Motorized Trail contract to Rowe Professional Services, Co. of Flint, MI for $132,804.87, and authorization for the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

Attached is a report from Jon Dowling, City Engineer, regarding an award for the 2020 Non-Motorized Trail contract.

I recommend approval of the award. Your consideration and concurrence is appreciated.

PHB
DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, Interim City Manager

FROM: Jon H. Dowling, P.E., City Engineer

DATE: March 17, 2020

RECOMMENDATION: Approval of the award for the 2020 Non-Motorized Trail contract to Rowe Professional Services, Co. of Flint, MI for $132,804.87, and authorization for the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

SUMMARY

On January 13, 2020, qualification documents and proposals were received from 8 consultants by the Purchasing Coordinator for design and construction engineering of the 2020 Non-Motorized Trail contract. The qualifications and proposals were reviewed by a team consisting of Jon Dowling, City Engineer and Troy White, Assistant City Engineer.

BUDGETARY CONSIDERATIONS

The following is a list of firms submitting proposals and their rating as ranked by the review team. The Engineer’s estimate for this project was $168,500. Cost proposals were opened and reviewed for the four highest ranking firms. Based on their highest score, Engineering recommends that the contract be awarded to Rowe Professional Services Co. at their cost of $132,804.87. This will be paid for by a combination of City of Jackson Major Street funds and the Safe Routes to School grant.

<table>
<thead>
<tr>
<th>Company</th>
<th>Total Rating</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Rowe Professional Services Co., Flint, MI</td>
<td>851</td>
<td>$132,804.87</td>
</tr>
<tr>
<td>Hubbell, Roth &amp; Clark, Inc., Jackson, MI</td>
<td>845</td>
<td>$116,238.60</td>
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<td>DLZ Michigan, Inc., Lansing, MI</td>
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<td>Wolverine Engineering and Surveyors, Mason, MI</td>
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<td>Spalding DeDecker, Novi, MI</td>
<td>638</td>
<td></td>
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<tr>
<td>Beckett &amp; Raeder, Ann Arbor, MI</td>
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Unlike bid solicitations, Requests for Qualifications and Proposals (RFQPs) are requested for professional services and are designed to allow the respondents to demonstrate their understanding of the project needs and their qualifications to perform the work. The City follows the Brooks Act for Qualification Based Selection (QBS) in the evaluation of the proposals with some modification to allow for consideration of cost. A point system is used to evaluate proposals and select the most qualified firms that consider experience, method of approach, time and effort, understanding of the project and accessibility. Cost proposals are opened and evaluated only for the most qualified firms, preventing potential Freedom of Information Act exposure to cost information by unsuccessful respondents.

HISTORY, BACKGROUND and DISCUSSION

This contract includes the design and construction engineering for the reconstruction of the Sharp Park Trail adjacent to Elmdale Drive between Hickory Avenue and Jackson Street. Construction will be funded, in part, by a Safe Routes to School grant and will be bid by MDOT.
Attached for your review are the worksheets used to determine the level of qualification for each firm. These sheets show the critical elements that were considered during the rating process. Engineering recommends that the firm most qualified receive the contract to ensure the highest quality design and construction engineering services for this project. The project files must be kept according to MDOT standards that no problems are found during the final audit to jeopardize the federal funds on this project.

Based upon their qualification ranking, and in concurrence with the Purchasing Agent, Engineering recommends that the contract for the 2020 Non-Motorized Trail be awarded to Rowe Professional Services Co., of Flint, MI, at their not-to-exceed cost of $132,804.87. We also request that the Mayor and City Clerk be authorized to sign the contract documents.

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98.69 $ = Average $/hr
1,438 $ = Average Total Cost
## RFQP 20-004
### 2020 Non-Motorized Trail Engineering

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Totals | 4,338 | 6,616 | 10,954 |
Ave    | 542   | 827   | 1,369  |
RFQP 20-04 NON-MOTORIZED TRAIL ENGINEERING PROPOSAL REVIEW CRITERIA

UNDERSTANDING OF PROBLEM

1) Project location ✓
2) 10-foot concrete from Hickory to South ✓
3) 5-foot sidewalk from South to MLK Equality Trail No.
4) 14-foot wide bridge over drain No.
5) Condition of existing trail ✓
6) Safe Routes to School & Street Funds No.
7) MDOT letting No.
8) ADA compliance ✓
9) Drain crossing ✓
10) COJ provided material testing ✓
11) Completion date (07-30-21) No.

METHOD

1) Soil borings ✓
2) COJ CAD standards ✓
3) AASHTO design standards ✓
4) MDOT standard specs ✓
5) City of Jackson SPs ✓
6) Programming No.
7) Grade Inspection No
8) SESC permit from Jackson County ✓
9) Muscle survey No.
10) EGLE/ACE Joint Permit Application No.
11) Itemized pay estimate ✓
12) Full time inspection limited to 40 hrs/wk.
13) Construction staking ✓
14) Field Manager contract admin No.
15) Shop drawing review and submittal ✓
16) Prevailing wage review No.
17) Detailed schedule to meet completion date No.

EXPERIENCE

Critical Staff

1/2 1) Trail Design Engineer
1/2 2) Bridge Design Engineer
1/2 3) Construction Engineer
1/2 4) Inspector
1/2 5) Office Tech

Past Projects

1) Safe Routes to School No.
2) Non-motorized trail ✓
3) Bridge ✓
4) Sidewalk ramps ✓
5) Project with EGLE/ACE JPA None shown.
UNDERSTANDING OF PROBLEM
1) Project location ✓
2) 10-foot concrete from Hickory to South ✓
3) 5-foot sidewalk from South to MLK Equality Trail ✓
4) 14-foot wide bridge over drain No
5) Condition of existing trail ✓
6) Safe Routes to School & Street Funds ✓
7) MDOT letting ✓
8) ADA compliance ✓
9) Drain crossing ✓
10) COJ provided material testing ✓
11) Completion date (07-30-21) ✓

METHOD
1) Soil borings ✓
2) COJ CAD standards ✓
3) AASHTO design standards ✓
4) MDOT standard specs No
5) City of Jackson SPs No
6) Programming No
7) Grade Inspection ✓
8) SESC permit from Jackson County ✓
9) Muscle survey No
10) EGLE/ACE Joint Permit Application
11) Itemized pay estimate
12) Full time inspection
13) Construction staking
14) Field Manager contract admin
15) Shop drawing review and submittal No
16) Prevailing wage review No
17) Detailed schedule to meet completion date No

EXPERIENCE
Critical Staff
1) Trail Design Engineer Merrill/Maki
2) Bridge Design Engineer Lessens
3) Construction Engineer Merrill/Maki <not much CE exp.
4) Inspector Krubs ✓
5) Office Tech Mendrek ✓

Past Projects
6) Safe Routes to School ✓
7) Non-motorized trail ✓
8) Bridge ✓
9) Sidewalk ramps ✓
10) Project with EGLE/ACE JPA No.
RFQP 20-04 NON-MOTORIZED TRAIL ENGINEERING PROPOSAL REVIEW CRITERIA

UNDERSTANDING OF PROBLEM
1) Project location ✓
2) 10-foot concrete from Hickory to South ✓
3) 5-foot sidewalk from South to MLK Equality Trail ✓
4) 14-foot wide bridge over drain ✓
5) Condition of existing trail ✓
6) Safe Routes to School & Street Funds ✓
7) MDOT letting ✓
8) ADA compliance ✓
9) Drain crossing ✓
10) COJ provided material testing ✓
11) Completion date (07-30-21)

METHOD
1) Soil borings ✓
2) COJ CAD standards ✓
3) AASHTO design standards ✓
4) MDOT standard specs No.
5) City of Jackson SPs ✓
6) Programming ✓
7) Grade Inspection ✓
8) SESC permit from Jackson County ✓
9) Muscle survey No.
10) EGLE/ACE Joint Permit Application ✓
11) Itemized pay estimate ✓
12) Full time inspection ✓
13) Construction staking ✓
14) Field Manager contract admin - kind of
15) Shop drawing review and submittal ✓
16) Prevailing wage review No.
17) Detailed schedule to meet completion date ✓

EXPERIENCE
Critical Staff
1) Trail Design Engineer Rose/Stout/Thorne ✓
2) Bridge Design Engineer Rose/Stout/Thorne ✓
3) Construction Engineer Rose/Stout/Thorne ✓
4) Inspector Tomasello No resume ✓
5) Office Tech Frank No resume ✓

Past Projects
6) Safe Routes to School ✓
7) Non-motorized trail ✓
8) Bridge ✓
9) Sidewalk ramps ✓
10) Project with EGLE/ACE JPA ✓
RFQP 20-04 NON-MOTORIZED TRAIL ENGINEERING PROPOSAL REVIEW CRITERIA

UNDERSTANDING OF PROBLEM

1) Project location ✓
2) 10-foot concrete from Hickory to South ✓
3) 5-foot sidewalk from South to MLK Equality Trail ✓
4) 14-foot wide bridge over drain ✓
5) Condition of existing trail No.
6) Safe Routes to School & Street Funds ✓
7) MDOT letting Conflicting narrative - yes on pg 7, no on pg 11
8) ADA compliance ✓
9) Drain crossing ✓
10) COJ provided material testing ✓
11) Completion date (07-30-21) ✓

METHOD

1) Soil borings ✓
2) COJ CAD standards ✓
3) AASHTO design standards No.
4) MDOT standard specs ✓
5) City of Jackson SPs ✓
6) Programming No.
7) Grade Inspection ✓
8) SESC permit from Jackson County ✓
9) Muscle survey No.
10) EGLE/ACE Joint Permit Application No.
11) Itemized pay estimate ✓
12) Full time inspection ✓
13) Construction staking ✓
14) Field Manager contract admin ✓
15) Shop drawing review and submittal ✓
16) Prevailing wage review No.
17) Detailed schedule to meet completion date ✓

EXPERIENCE

Critical Staff

1) Trail Design Engineer
2) Bridge Design Engineer
3) Construction Engineer
4) Inspector
5) Office Tech

Past Projects

6) Safe Routes to School ✓
7) Non-motorized trail ✓
8) Bridge ✓
9) Sidewalk ramps ✓
10) Project with EGLE/ACE JPA No.
MSG

RFQP 20-04 NON-MOTORIZED TRAIL ENGINEERING PROPOSAL REVIEW CRITERIA

UNDERSTANDING OF PROBLEM
1) Project location ✓
2) 10-foot concrete from Hickory to South ✓
3) 5-foot sidewalk from South to MLK Equality Trail ✓
4) 14-foot wide bridge over drain ✓
5) Condition of existing trail ✓
6) Safe Routes to School & Street Funds
7) MDOT letting ✓
8) ADA compliance ✓
9) Drain crossing ✓
10) COJ provided material testing ✓
11) Completion date (07-30-21)

METHOD
1) Soil borings ✓
2) COJ CAD standards ✓
3) AASHTO design standards ✓
4) MDOT standard specs ✓
5) City of Jackson SPs ✓
6) Programming ✓
7) Grade Inspection ✓
8) SESC permit from Jackson County ✓
9) Muscle survey ✓
10) EGLE/ACE Joint Permit Application ✓
11) Itemized pay estimate ✓
12) Full time inspection ✓
13) Construction staking ✓
14) Field Manager contract admin ✓
15) Shop drawing review and submittal ✓
16) Prevailing wage review ✓
17) Detailed schedule to meet completion date

EXPERIENCE
Critical Staff
1) Trail Design Engineer - Bouws/Neal/Julian
2) Bridge Design Engineer - Baker
3) Construction Engineer - Telbe
4) Inspector - Neal
5) Office Tech - Baker

Past Projects
6) Safe Routes to School ✓
7) Non-motorized trail ✓
8) Bridge ✓
9) Sidewalk ramps ✓
10) Project with EGLE/ACE JPA ✓

1) Did not provide full time inspection on PAKA trail
2) Grades on PAKA had to be re-designed in field by City staff.
3) No stakes were provided for Horton refuge island.
4) Multiple requests for more when scope didn't change
5) Added work sent to MDOT as "Non-participating" for City to pay
6) Bad apron stakes @ both Kibby & West. Stakes pulled by MSG, Contractor not paid for re-do.
7) Westave designed off of previous construction specs - not survey. Resulted in bad curve graders & extra milling, that Bouws blamed on Contractor & tried not to pay. City ended up paying for mistake - not MSG.
8) Nothing in Kibby plans for Bouws removed road - had to regrade. Eventually hired another consultant to fix drainage problem - costed
RFQP 20-04 NON-MOTORIZED TRAIL ENGINEERING PROPOSAL REVIEW CRITERIA

UNDERSTANDING OF PROBLEM

1) Project location ✓
2) 10-foot concrete from Hickory to South ✓
3) 5-foot sidewalk from South to MLK Equality Trail ✓
4) 14-foot wide bridge over drain ☑
5) Condition of existing trail ☑
6) Safe Routes to School & Street Funds ✓
7) MDOT letting ✓
8) ADA compliance ✓
9) Drain crossing ✓
10) COJ provided material testing ✓
11) Completion date (07-30-21) ✓

METHOD

1) Soil borings ✓
2) COJ CAD standards ✓
3) AASHTO design standards ✓
4) MDOT standard specs ✓
5) City of Jackson SPs ✓
6) Programming ✓
7) Grade Inspection ✓
8) SESC permit from Jackson County ✓
9) Muscle survey - kind of ☑
10) EGLE/ACE Joint Permit Application ✓
11) Itemized pay estimate ✓
12) Full time inspection ✓
13) Construction staking ✓
14) Field Manager contract admin ✓
15) Shop drawing review and submittal ✓
16) Prevailing wage review ✓
17) Detailed schedule to meet completion date ✓

EXPERIENCE

Critical Staff
1) Trail Design Engineer Bair / Miller
data faster
2) Bridge Design Engineer Homeyer
3) Construction Engineer Don't know - Bair?
4) Inspector Hanna / Walter
5) Office Tech Wais Horn ✓

Past Projects
6) Safe Routes to School - Other MDOT programs.
7) Non-motorized trail ✓
8) Bridge ✓
9) Sidewalk ramps ✓
10) Project with EGLE/ACE JPA ✓
RFQP 20-04 NON-MOTORIZED TRAIL ENGINEERING PROPOSAL REVIEW CRITERIA

UNDERSTANDING OF PROBLEM

1) Project location ✓
2) 10-foot concrete from Hickory to South ✓
3) 5-foot sidewalk from South to MLK Equality Trail ✓
4) 14-foot wide bridge over drain ❌
5) Condition of existing trail ❌
6) Safe Routes to School & Street Funds ❌
7) MDOT letting ✓
8) ADA compliance ✓
9) Drain crossing ✓
10) COJ provided material testing ❌
11) Completion date (07-30-21) ✓

METHOD

1) Soil borings ✓
2) COJ CAD standards ❌
3) AASHTO design standards ✓
4) MDOT standard specs ✓
5) City of Jackson SPs ❌
6) Programming ✓
7) Grade Inspection ✓
8) SESC permit from Jackson County

9) Muscle survey – ❌
10) EGLE/ACE Joint Permit Application ✓
11) Itemized pay estimate ❌
12) Full time inspection ✓
13) Construction staking ✓
14) Field Manager contract admin ✓
15) Shop drawing review and submittal ✓
16) Prevailing wage review ✓
17) Detailed schedule to meet completion date ❌

EXPERIENCE

Critical Staff

1) Trail Design Engineer
2) Bridge Design Engineer
3) Construction Engineer
4) Inspector Rollins – No resume
5) Office Tech – No resume
6) Hydraulics Eng – Isenberg

Past Projects

6) Safe Routes to School – Other MDOT programs
7) Non-motorized trail ✓
8) Bridge ❌
9) Sidewalk ramps ✓
10) Project with EGLE/ACE JPA ❌

FEMA considerations.
RFQP 20-04 NON-MOTORIZED TRAIL ENGINEERING PROPOSAL REVIEW CRITERIA

UNDERSTANDING OF PROBLEM

1) Project location ✔
2) 10-foot concrete from Hickory to South ✔
3) 5-foot sidewalk from South to MLK Equality Trail ✔
4) 14-foot wide bridge over drain ✔
5) Condition of existing trail ✔
6) Safe Routes to School & Street Funds
7) MDOT letting No.
8) ADA compliance ✔
9) Drain crossing ✔
10) COJ provided material testing ✔
11) Completion date (07-30-21)

METHOD

1) Soil borings ✔
2) COJ CAD standards ✔
3) AASHTO design standards ✔
4) MDOT standard specs ✔
5) City of Jackson SPs ✔
6) Programming No.
7) Grade Inspection No.
8) SESC permit from Jackson County ✔
9) Muscle survey No.
10) EGLE/ACE Joint Permit Application ✔
11) Itemized pay estimate ✔
12) Full time inspection
13) Construction staking ✔
14) Field Manager contract admin ✔
15) Shop drawing review and submittal ✔
16) Prevailing wage review No.
17) Detailed schedule to meet completion date

EXPERIENCE

Critical Staff

1) Trail Design Engineer
2) Bridge Design Engineer
3) Construction Engineer
4) Inspector
5) Office Tech

Past Projects

6) Safe Routes to School
7) Non-motorized trail
8) Bridge
9) Sidewalk ramps
10) Project with EGLE/ACE JPA

Lewter ❌ don't know level of bridge exp. ❌ doesn't say.
MEMO TO: Mayor and City Councilmembers  
FROM: Jonathan Greene, Interim City Manager  
DATE: March 17, 2020  
SUBJECT: Award for the 2020 Contract for Major Street Engineering  

Recommendation: 

Approval of the award for the 2020 Major Street Engineering contract to Hubbell, Roth & Clark, Inc. of Jackson, MI for $147,443.80, and authorization for the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

Attached is a report from Jon Dowling, City Engineer, regarding an award for the 2020 Major Street Engineering contract.

I recommend approval of the award. Your consideration and concurrence is appreciated.

PHB
MEMO TO: Jonathan Greene, Interim City Manager

FROM: Jon H. Dowling, P.E., City Engineer

DATE: March 17, 2020

RECOMMENDATION: Approval of the award for the 2020 Major Street Engineering contract to Hubbell, Roth & Clark, Inc. of Jackson, MI for $147,443.80, and authorization for the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

On January 13, 2020, qualification documents and proposals were received from 7 consultants by the Purchasing Coordinator for design and construction engineering of the 2020 Major Street Engineering contract. The qualifications and proposals were reviewed by a team consisting of Jon Dowling, City Engineer and Troy White, Assistant City Engineer.

The following is a list of firms submitting proposals and their rating as ranked by the review team. The Engineer’s estimate for this project was $486,000. Cost proposals were opened and reviewed for the two highest ranking firms. Hubbell, Roth & Clark had the highest rating and the lowest cost of $147,443.80. This will be paid for by a combination of City of Jackson Major Street funds and Water funds.

<table>
<thead>
<tr>
<th>Company</th>
<th>Total Rating</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Hubbell, Roth &amp; Clark, Inc., Jackson, MI</td>
<td>868</td>
<td>$147,443.80</td>
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<tr>
<td>Fleis &amp; VandenBrink, Farmington Hills, MI</td>
<td>815</td>
<td>$203,096.00</td>
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<td>Rowe Professional Services Co., Flint, MI</td>
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<td>Fishbeck, Canton, MI</td>
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<td>Williams &amp; Works, Grand Rapids, MI</td>
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<td>Mannik &amp; Smith Group, Inc., Monroe, MI</td>
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<tr>
<td>Spalding DeDecker, Novi, MI</td>
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Unlike bid solicitations, Requests for Qualifications and Proposals (RFQPs) are requested for professional services and are designed to allow the respondents to demonstrate their understanding of the project needs and their qualifications to perform the work. The City follows the Brooks Act for Qualification Based Selection (QBS) in the evaluation of the proposals with some modification to allow for consideration of cost. A point system is used to evaluate proposals and select the most qualified firms that consider experience, method of approach, time and effort, understanding of the project and accessibility. Cost proposals are opened and evaluated only for the most qualified firms, preventing potential Freedom of Information Act exposure to cost information by unsuccessful respondents.

This contract includes the design and construction engineering for water main and street construction for Morrell Street from Greenwood Avenue to Martin Luther King, Jr. Drive and on Steward Avenue from the railroad crossing to Ganson Street. Both of the projects have FHWA funds and will be bid by MDOT.
DISCUSSION OF THE ISSUE

Attached for your review are the worksheets used to determine the level of qualification for each firm. These sheets show the critical elements that were considered during the rating process. Engineering recommends that the firm most qualified receive the contract to ensure the highest quality design and construction engineering services for this project. The project files must be kept according to MDOT standards that no problems are found during the final audit to jeopardize the federal funds on this project.

POSITIONS

Based upon their qualification ranking, and in concurrence with the Purchasing Agent, Engineering recommends that the contract for the 2020 Major Street Engineering be awarded to Hubbell, Roth and Clark, Inc., of Jackson, MI, at their not-to-exceed cost of $147,443.80. We also request that the Mayor and City Clerk be authorized to sign the contract documents.

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97.47 $ = Average $/hr
1,836 $ = Average Total Cost
## RFQP 20-002
### 2020 Major Street Engineering

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Task 1 - Morrell St
Task 2 - Steward Ave
RFQP 20-02 – MAJOR STREET ENGINEERING PROPOSAL REVIEW CRITERIA

EXPERIENCE / QUALIFICATIONS

Critical Staff
1) Design Engineer, street - Grant - OK
2) Design Engineer, water - Henson - good - OK
3) Design Engineer, traffic signal - Metblach - OK
4) Construction Engineer - Podgorski - OK
5) Inspector - Pauls - OK
6) Construction Office Tech - Husey - OK

Past Projects
6) STP Local Agency projects - OK
7) HUD funded projects - OK
8) Street construction projects in urban environment - OK
9) Water main replacement projects in urban environment - OK
10) LSL replacements - OK
11) Traffic Signal projects - OK

UNDERSTANDING OF PROBLEM

All
1) COJ CAD Standards
2) COJ SPs
3) Water main replacement
4) LSL replacement - said partials
5) LAP Review & MDOT Letting
6) Completion dates

Morrell Street
7) Project limits
8) Current pavement conditions
9) Full depth pavement reconstruction (save existing curb and gutter) - no, got curb wrong.

Steward Avenue
10) Project Limits
11) Current pavement conditions
12) Mill and repave (save existing curb and gutter)
13) RR crossing for WM - not clear, they get it.
14) Mast Arm Traffic Signal at Ganson

METHOD

All Projects
1) MDOT Standard Specs
2) Itemized pay estimates
3) Full-time inspection - not clear, I think so.
4) Field Manager admin - no
5) ADA sidewalk ramp upgrades
6) Construction staking
7) Soil borings
8) Shop drawing and submittals review
9) City-provided testing
10) MDOT Letting
11) Step-by-step process - OK
12) Schedule thru LAP Guide to meet completion date - no
13) EGLE WM Permit
14) Prevailing wage review - no
15) Maintaining traffic
16) Wait time for poles & arms - Steward - no
17) RR permit for WM Xing - Steward - no.

Save trees.
RFQP 20-02 – MAJOR STREET ENGINEERING
PROPOSAL REVIEW CRITERIA

EXPERIENCE / QUALIFICATIONS

Critical Staff

1) Design Engineer, street \( \checkmark \) \( \text{Wingard ok} \)
2) Design Engineer, water \( \checkmark \) \( \text{Nicholas - no resume} \)
3) Design Engineer, traffic signal \( \text{Rose ok} \)
4) Construction Engineer \( \text{Frank ok} \)
5) Inspector \( \text{Schultz ok} \)
6) Construction Office Tech \( \text{Frank ok} \)

Past Projects

6) STP Local Agency projects \( \checkmark \)
7) HUD-funded projects \( \text{No} \)
8) Street construction projects in urban \text{OK}
environment
9) Water main replacement projects in urban \text{No}
environment
10) LSL replacements \( \text{No} \)
11) Traffic Signal projects \( \checkmark \)

UNDERSTANDING OF PROBLEM

All

1) COJ CAD Standards \( \checkmark \)
2) COJ SPs
3) Water main replacement
4) LSL replacement
5) LAP Review & MDOT Letting
6) Completion dates

Morrell Street

7) Project limits \( \checkmark \)
8) Current pavement conditions
9) Full depth pavement reconstruction (save existing curb and gutter)

Steward Avenue

10) Project Limits \( \checkmark \)
11) Current pavement conditions \( \checkmark \)
12) Mill and repave (save existing curb and gutter) \( \checkmark \)
13) RR crossing for WM \( \checkmark \)
14) Mast Arm Traffic Signal at Ganson \( \checkmark \)

METHOD

All Projects

1) MDOT Standard Specs \( \checkmark \)
2) Itemized pay estimates \( \checkmark \)
3) Full-time inspection
4) Field Manager admin \( \text{No} \)
5) ADA sidewalk ramp upgrades
6) Construction staking
7) Soil borings
8) Shop drawing and submittals review \( \checkmark \)
9) City-provided testing
10) MDOT Letting \( \checkmark \)
11) Step-by-step process \( \text{OK} \)
12) Schedule thru LAP Guide to meet completion date – \text{very good}
13) EGLE WM Permit
14) Prevailing wage review \( \text{No} \)
15) Maintaining traffic \( \checkmark \)
16) Wait time for poles & arms – Steward \( \checkmark \)
17) RR permit for WM Xing - Steward

+1 Trees

+1 DSTR
RFQP 20-02 – MAJOR STREET ENGINEERING
PROPOSAL REVIEW CRITERIA

EXPERIENCE / QUALIFICATIONS

Critical Staff
1) Design Engineer, street
2) Design Engineer, water
3) Design Engineer, traffic signal
4) Construction Engineer
5) Inspector
6) Construction Office Tech

Past Projects
6) STP Local Agency projects
7) HUD funded projects
8) Street construction projects in urban environment
9) Water main replacement projects in urban environment
10) LSL replacements
11) Traffic Signal projects

UNDERSTANDING OF PROBLEM

All
1) COJ CAD Standards
2) COJ SPs
3) Water main replacement
4) LSL replacement
5) LAP Review & MDOT Letting
6) Completion dates

Morrell Street
7) Project limits
8) Current pavement conditions
9) Full depth pavement reconstruction (save - no clear on saving ex curb.

Steward Avenue
10) Project Limits
11) Current pavement conditions
12) Mill and repave (save existing curb and gutter)
13) RR crossing for WM
14) Mast Arm Traffic Signal at Ganson

METHOD

All Projects
1) MDOT Standard Specs
2) Itemized pay estimates
3) Full-time inspection
4) Field Manager admin
5) ADA sidewalk ramp upgrades
6) Construction staking
7) Soil borings
8) Shop drawing and submittals review
9) City-provided testing
10) MDOT Letting
11) Step-by-step process
12) Schedule thru LAP Guide to meet completion date
13) EGLE WM Permit
14) Prevailing wage review
15) Maintaining traffic
16) Wait time for poles & arms – Steward
17) RR permit for WM Xing - Steward

HRC
RFQP 20-02 – MAJOR STREET ENGINEERING PROPOSAL REVIEW CRITERIA

EXPERIENCE / QUALIFICATIONS

Critical Staff

1) Design Engineer, street - Never?
2) Design Engineer, water - Never?
3) Design Engineer, traffic signal - Never?
4) Construction Engineer - Bows
5) Inspector - Neill

Past Projects

- 6) STP Local Agency projects - didn't say
- 7) HUD funded projects - didn't say
- 8) Street construction projects in urban environment - OK
- 9) Water main replacement projects in urban environment - only 1 since 2013
- 10) LSL replacements - Nothing
- 11) Traffic Signal projects - OK

UNDERSTANDING OF PROBLEM

All

1) COJ CAD Standards - OK
2) COJ SPs - OK
3) Water main replacement - OK
4) LSL replacement - NO
5) LAP Review & MDOT Letting - OK
6) Completion dates - OK

Morrell Street

7) Project limits
8) Current pavement conditions
9) Full depth pavement reconstruction (save existing curb and gutter)

Steward Avenue

10) Project Limits - OK
11) Current pavement conditions - OK
12) Mill and repave (save existing curb and gutter) - OK
13) RR crossing for WM - OK
14) Mast Arm Traffic Signal at Ganson - Boy span
RFQP 20-02 – MAJOR STREET ENGINEERING PROPOSAL REVIEW CRITERIA

EXPERIENCE / QUALIFICATIONS

Critical Staff

1) Design Engineer, street  
2) Design Engineer, water  
3) Design Engineer, traffic signal  
4) Construction Engineer  
5) Inspector  
6) Construction Office Tech

Past Projects

6) STP Local Agency projects  
7) HUD funded projects  
8) Street construction projects in urban environment  
9) Water main replacement projects in urban environment  
10) LSL replacements  

UNDERSTANDING OF PROBLEM

All

1) COJ CAD Standards  
2) COJ SPs  
3) Water main replacement   
4) LSL replacement  
5) LAP Review & MDOT Letting  
6) Completion dates  
7) Project limits  
8) Current pavement conditions  
9) Full depth pavement reconstruction (save existing curb and gutter)  

Morrell Street

7) Project limits  
8) Current pavement conditions  
9) Full depth pavement reconstruction (save existing curb and gutter)

Steward Avenue

10) Project Limits  
11) Current pavement conditions  
12) Mill and repave (save existing curb and gutter)

METHOD

All Projects

1) MDOT Standard Specs  
2) Itemized pay estimates  
3) Full-time inspection  
4) Field Manager admin  
5) ADA sidewalk ramp upgrades  
6) Construction staking  
7) Soil borings  
8) Shop drawing and submittals review  
9) City-provided testing  
10) MDOT Letting  
11) Step-by-step process  
12) Schedule thru LAP Guide to meet completion date  
13) EGLE WM Permit  
14) Prevailing wage review  
15) Maintaining traffic  
16) Wait time for poles & arms – Steward  
17) RR permit for WM Xing – Steward

-1

-2

-2

-2

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-1/2

-1/2

-1/4

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-1/2

-1/2

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-1/2
RFQP 20-02 – MAJOR STREET ENGINEERING
PROPOSAL REVIEW CRITERIA

EXPERIENCE / QUALIFICATIONS

Critical Staff
- 1) Design Engineer, street
- 2) Design Engineer, water
- 3) Design Engineer, traffic signal
- 4) Construction Engineer
- 5) Inspector Rollins – no resume
- 6) Construction Office Tech

Past Projects
- 6) STP Local Agency projects
- 7) HUD funded projects – no
- 8) Street construction projects in urban environment – no very urban
- 9) Water main replacement projects in urban environment – no
- 10) LSL replacements – no
- 11) Traffic Signal projects – no

UNDERSTANDING OF PROBLEM

All
- 1) COJ CAD Standards – no
- 2) COJ SPs
- 3) Water main replacement
- 4) LSL replacement – no
- 5) LAP Review & MDOT Letting
- 6) Completion dates

Morrell Street
- 7) Project limits
- 8) Current pavement conditions
- 9) Full depth pavement reconstruction (save existing curb and gutter) – got curb wrong

Steward Avenue
- 10) Project Limits
- 11) Current pavement conditions
- 12) Mill and repave (save existing curb and gutter)
- 13) RR crossing for WM
- 14) Mast Arm Traffic Signal at Ganson – vague

METHOD

All Projects
- 1) MDOT Standard Specs
- 2) Itemized pay estimates
- 3) Full-time inspection
- 1/2) Field Manager admin
- 5) ADA sidewalk ramp upgrades
- 6) Construction staking
- 7) Soil borings
- 8) Shop drawing and submittals review
- 9) City-provided testing
- 10) MDOT Letting
- 11) Step-by-step process – yes for CE, no for PE
- 12) Schedule thru LAP Guide to meet completion date
- 13) EGLE WM Permit
- 14) Prevailing wage review
- 15) Maintaining traffic
- 16) Wait time for poles & arms – Steward – no
- 17) RR permit for WM Xing – Steward

5/19

8/2/14
RFQP 20-02 – MAJOR STREET ENGINEERING PROPOSAL REVIEW CRITERIA

EXPERIENCE / QUALIFICATIONS

Critical Staff
1) Design Engineer, street
2) Design Engineer, water
3) Design Engineer, traffic signal
4) Construction Engineer
5) Inspector
6) Construction Office Tech

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1) HUD funded projects
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9) Water main replacement projects in urban environment
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METHOD

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Morrell Street
7) Project limits
8) Current pavement conditions
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Steward Avenue
10) Project Limits
11) Current pavement conditions
12) Mill and repave (save existing curb and gutter)
13) RR crossing for WM
14) Mast Arm Traffic Signal at Ganson

+1 Save trees
+1 DSTA
MEMO TO: Mayor and City Councilmembers  
FROM: Jonathan Greene, Interim City Manager  
DATE: March 17, 2020  
SUBJECT: City-Owned, H4HH and City Grounds Maintenance Lot Mowing Contracts

Recommendation:

Award the contracts for City-Owned, H4HH and City Grounds Maintenance lot mowing for the 2020 season to the lowest responsible bidder, Alpha & Omega Construction.

There were three divisions of mowing up for bids: Division 1 (561 City-Owned Lots), Division 2 (253 H4HH Lots) and Division 3 (49 City Grounds Maintenance Properties). Evergreen Maintenance out of Saline, Michigan was the lowest bidder on Divisions 1 and 2, however, a background of this company produced beyond a reasonable doubt a dissension in their customer service area. The Public Works Department has held its mowing contractors at a high standard when it comes to customer service, maintaining composure under pressure in uncertain situations and holding the credibility of the City of Jackson to a high standard while completing these contracts. Murphy’s Mow and Snow LLC out of Jackson, Michigan was the lowest bidder on Division 3. This was the only division that Murphy’s Mow and Snow LLC bid on. We can’t go back and ask Murphy’s Mow and Snow LLC to bid on divisions 1 & 2 when the bidding process was closed as of Monday, February 24 and bids were open at a public bid opening. There was also a discrepancy in Murphy’s Mow and Snow LLC’s bid, as they did not include the extra hourly (2 person) rate in their overall bid total.

It would be a reasonable decision to keep all three divisions with one contractor for the following reasons: locality or parcels in conjunction with one another, to keep synergy when it comes to all paperwork, photos, invoicing and congruence of all work completed. Alpha & Omega Construction has been performing mowing services for the City of Jackson since 2013. They held all three divisions of mowing for the last four years. Alpha & Omega has proven their ability to conduct the work in acceptable fashion on all accounts.

Your consideration and concurrence is appreciated.

JG/tmc
MEMO TO: Jonathan Greene, Interim City Manager
FROM: Barb Matthes, Utility Billing Supervisor
DATE: March 17, 2020
RECOMMENDATION: Award the 2020 City Owned, H4HH and City Grounds Maintenance lot mowing contracts to Alpha & Omega Construction, Jackson, Michigan.

SUMMARY

The City of Jackson issued requests for bids for the mowing of Division 1 (561 City Owned lots), Division 2 (253 H4HH lots) and Division 3 (49 City Grounds Maintenance properties) throughout the City. Alpha & Omega Construction submitted the lowest responsible bid after a background was conducted of the two lowest bidders for Division 1 & 2. Murphy’s Mow and Snow LLC bid only on Division 3 (18 City Grounds Maintenance properties) as the lowest bidder. It is being requested to keep all three divisions of mowing together with one contractor for several reasons: locality or parcels in conjunction with one another, to keep synergy when it comes to all paperwork, photos, invoicing and congruence of all work completed.

BUDGETARY CONSIDERATIONS

This mowing work is included in the annual budget, with the City Owned lots being charged to (101-465-207 City Property Maintenance), H4HH lots being charged to (101-465-209 Additional City Property Maintenance) and City Grounds Maintenance being charged to a combination of (trunk lines, locals, majors and City Property Maintenance).

HISTORY, BACKGROUND and DISCUSSION

For 2016, the City of Jackson separated the City Owned, H4HH and City Grounds Maintenance into separate mowing contracts, and they were only mowed on an as needed basis. Since 2017 these lots were mowed and maintained on a regular 2-3 week schedule, or sooner if necessary. The contractor will have the entire list of addresses and will be tasked with maintaining the mowing schedule. If the number of lots changes over the course of the mowing season, lots will be added or subtracted accordingly.

DISCUSSION OF THE ISSUE

This work is vital to maintaining the appearance of our neighborhoods. The appearance of the city owned properties must be maintained if we are to enforce the noxious weed ordinance.

POSITIONS

I recommend the award of the City Owned, H4HH and City Grounds Maintenance mowing contracts to Alpha & Omega Construction.
TO: City Manager  
c/o Purchasing Agent  
City of Jackson, Michigan  

Date: 2-20-2020

In compliance with your invitation for bids dated 2-20-2020 to perform 2020 CITY OWNED LOT MOWING; 2020 H4HH LOT MOWING; 2020 CITY GROUNDS MAINTENANCE; 2020 PARKS, CEMETERY AND DOWNTOWN MOWING AND IRRIGATION

in the City of Jackson, the undersigned, a(n)

1. individual, resident of __________________________
   doing business as __________________________
   at __________________________

2. partnership, consisting of __________________________
   and __________________________
   under the firm name of __________________________

3. corporation by the name of __________________________
   organized and existing under the laws of the State of Michigan
   with offices at 2900 Shirley Dr. Jackson, MI 49201
   (strike inapplicable clauses)

hereby proposes to perform said work, strictly as specified in the bid documents at the prices set forth on the attached schedule of bid prices, upon receipt of written notice of acceptance of this bid within ninety (90) calendar days after opening of the bids at the time stated in said Invitation; to execute a properly completed contract in the form provided with the bid documents in accordance with this bid; to give bond with good and sufficient surety or sureties, satisfactory to the City Attorney of Jackson, for the faithful performance of said contract, for payment of labor and materials, and, if required, for maintenance of work; and to give such bond within ten (10) days after notice of award.

FEDERAL ID# 30-0348742

(Corporate Seal, if applicable) 

Name of Bidder: Alpha & Omega Construction

Signed By: Isaac White

Its: Owner
### REFERENCES

Please provide three (3) commercial references. Must include name, contact person, telephone number, email address and detailed description of work performed. For 2020 City Owned Lot Mowing, 2020 H4HH Lot Mowing and 2020 City Grounds Maintenance the Contractor shall have a minimum of two (2) years' experience in conducting similar mowing operations. For the 2020 Parks, Cemetery And Downtown Mowing And Irrigation contract the Contractor shall have at least five (5) years of experience providing commercial mowing and irrigation contract services with Parks, Downtown Landscape and Cemeteries and four (4) commercial professional references.

#### REFERENCE NO. 1

<table>
<thead>
<tr>
<th>NAME:</th>
<th>City Of Jackson</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTACT PERSON:</td>
<td>Tina Clark</td>
</tr>
<tr>
<td>TELEPHONE:</td>
<td>788-4170</td>
</tr>
<tr>
<td>EMAIL ADDRESS:</td>
<td></td>
</tr>
<tr>
<td>WORK PERFORMED:</td>
<td>Have been working on lot mowing for the city of Jackson since 2013</td>
</tr>
</tbody>
</table>

#### REFERENCE NO. 2

<table>
<thead>
<tr>
<th>NAME:</th>
<th>Fairways Condos</th>
</tr>
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<tbody>
<tr>
<td>CONTACT PERSON:</td>
<td>Carol Woodhurst</td>
</tr>
<tr>
<td>TELEPHONE:</td>
<td>581-0899</td>
</tr>
<tr>
<td>EMAIL ADDRESS:</td>
<td></td>
</tr>
<tr>
<td>WORK PERFORMED:</td>
<td>Commercial Services 2014 to present</td>
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</tbody>
</table>

#### REFERENCE NO. 3

<table>
<thead>
<tr>
<th>NAME:</th>
<th>Lakewood Glen Condos</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTACT PERSON:</td>
<td>Steve Schenkel</td>
</tr>
<tr>
<td>TELEPHONE:</td>
<td>740-6480</td>
</tr>
<tr>
<td>EMAIL ADDRESS:</td>
<td></td>
</tr>
<tr>
<td>WORK PERFORMED:</td>
<td>Commercial Services 2013 to present</td>
</tr>
<tr>
<td>Equipment</td>
<td>Year</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Zero turn John Deere 60&quot; Z series mower</td>
<td>2019</td>
</tr>
<tr>
<td>Zero turn John Deere 60&quot; Z series mower</td>
<td>2019</td>
</tr>
<tr>
<td>Zero turn Exmark 60&quot; mower</td>
<td>2017</td>
</tr>
<tr>
<td>Zero turn Exmark 60&quot; mower</td>
<td>2017</td>
</tr>
<tr>
<td>Zero turn 60&quot; Paris mower</td>
<td>2014</td>
</tr>
<tr>
<td>Zero turn 60&quot; Paris mower</td>
<td>2014</td>
</tr>
<tr>
<td>STILL 75 90 trimmer</td>
<td>2011</td>
</tr>
<tr>
<td>STILL 75 90 trimmer</td>
<td>2011</td>
</tr>
<tr>
<td>STILL 75 90 trimmer (x6)</td>
<td>2009</td>
</tr>
<tr>
<td>STILL 75 90 trimmer (x6)</td>
<td>2009</td>
</tr>
<tr>
<td>STILL 600owers (x4)</td>
<td>2007</td>
</tr>
<tr>
<td>Honda Bush Mower (x2)</td>
<td>2003</td>
</tr>
<tr>
<td>Gravely standon Zero turn 52&quot;</td>
<td>2009</td>
</tr>
<tr>
<td>22' equipment trailer</td>
<td>2019</td>
</tr>
<tr>
<td>20' Flat bed trailer</td>
<td>2019</td>
</tr>
<tr>
<td>20' Flat bed trailer</td>
<td>2007</td>
</tr>
<tr>
<td>NOTE: All Tractors &amp; Trailers are Letter/Signage</td>
<td></td>
</tr>
</tbody>
</table>

**MUST PROVIDE PROOF OF CHAUFFEURS LICENSE (ATTACH COPY) MUST BE MINIMUM OF TWO DRIVERS**
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
<th>ESTIMATED QUANTITY (A)</th>
<th>UNIT PRICE ($)</th>
<th>TOTAL COST ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1-5,000 Square Feet</td>
<td>LOT</td>
<td>18</td>
<td>22</td>
<td>396</td>
</tr>
<tr>
<td>2</td>
<td>5,001 - 10,000 Square Feet</td>
<td>LOT</td>
<td>7</td>
<td>33</td>
<td>231</td>
</tr>
<tr>
<td>3</td>
<td>10,001 - 20,000 Square Feet</td>
<td>LOT</td>
<td>12</td>
<td>44</td>
<td>528</td>
</tr>
<tr>
<td>4</td>
<td>20,001 - 43,560 Square Feet (up to 1 acre)</td>
<td>LOT</td>
<td>8</td>
<td>88</td>
<td>704</td>
</tr>
<tr>
<td>5</td>
<td>Over 43,561 Square Feet (per 1 acre)</td>
<td>ACRE</td>
<td>4</td>
<td>120</td>
<td>480</td>
</tr>
<tr>
<td>6</td>
<td>Noxious Weeds/Extra Work Hourly rate for 2-person crew and equipment</td>
<td>HR/RATE</td>
<td>10</td>
<td>55</td>
<td>550</td>
</tr>
</tbody>
</table>

**TOTAL (LINES 1-6)** $2,889

**TOTAL BID WRITTEN OUT:** Two Thousand Eight Hundred Eighty Nine and 00/100
### DIVISION I: 2020 CITY-OWNED LOT MOWING - 861 LOTS

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
<th>ESTIMATED QUANTITY (A)</th>
<th>UNIT PRICE (B)</th>
<th>TOTAL COST (A x B)</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>1-5,000 Square Fee</td>
<td>LOT</td>
<td>204</td>
<td>22</td>
<td>4488</td>
</tr>
<tr>
<td>2</td>
<td>5,001 - 10,000 Square Feet</td>
<td>LOT</td>
<td>308</td>
<td>33</td>
<td>10164</td>
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<tr>
<td>3</td>
<td>10,001 - 20,000 Square Feet</td>
<td>LOT</td>
<td>37</td>
<td>44</td>
<td>1628</td>
</tr>
<tr>
<td>4</td>
<td>20,001 - 43,560 Square Feet (up to 1 acre)</td>
<td>LOT</td>
<td>12</td>
<td>88</td>
<td>1056</td>
</tr>
<tr>
<td>5</td>
<td>Over 43,561 Square Feet (per 1 acre)</td>
<td>ACRE</td>
<td>1</td>
<td>120</td>
<td>120</td>
</tr>
<tr>
<td>6</td>
<td>Noxious Weeds/Extra Work Hourly rate for 2-person crew and equipment</td>
<td>HR/RATE</td>
<td>20</td>
<td>55</td>
<td>1100</td>
</tr>
</tbody>
</table>

**TOTAL (LINES 1-6):** $18,556

**TOTAL BID WRITTEN OUT:** Eighteen Thousand Five Hundred Fifty Six and 00/100

### DIVISION II: 2020 HH4H LOT MOWING - 253 LOTS

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
<th>ESTIMATED QUANTITY (A)</th>
<th>UNIT PRICE (B)</th>
<th>TOTAL COST (A x B)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1-5,000 Square Fee</td>
<td>LOT</td>
<td>100</td>
<td>22</td>
<td>2200</td>
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<td>2</td>
<td>5,001 - 10,000 Square Feet</td>
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<td>143</td>
<td>33</td>
<td>4719</td>
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<td>3</td>
<td>10,001 - 20,000 Square Feet</td>
<td>LOT</td>
<td>9</td>
<td>44</td>
<td>396</td>
</tr>
<tr>
<td>4</td>
<td>20,001 - 43,560 Square Feet (up to 1 acre)</td>
<td>LOT</td>
<td>1</td>
<td>88</td>
<td>88</td>
</tr>
</tbody>
</table>
I forgot to include a cover letter on this quote when I submitted.

I just wanted the city to be aware that over the last few years we have let go of all of our other commercial and residential mowing to other customers to better serve the city.

If we are awarded this contract for all that we submitted we will continue to keep the city of Jackson as our ONLY customer for our Lawn Care Division this season. We figured out a few years ago that this works so much better and allows us to better serve the city and our community by being solely dedicated to this contact and having crews out every day working on the city lawns.

Because we have done this over the last few years if we are not awarded the contact our company will be shutting down our Lawn Care Division.

We knew this was always the risk we were running when servicing only one customer (the city). We wanted the city to be aware of what we are offering with our proposal.

Thank you again and have a great day. We look forward to serving the city again this season.

--
Isaac White
Alpha & Omega Construction Co.
2900 Shirley Dr.
Jackson, MI 49201
517-784-2900
www.AlphaBuilder.net

Click here to report this email as spam.
Alpha & Omega Construction Co, LLC
Building Contractors

Accreditation

THIS BUSINESS IS NOT BBB ACCREDITED

Years in Business: 16

Customer Complaints

THIS BUSINESS HAS 0 COMPLAINTS

Customer Reviews

THIS BUSINESS HAS 0 REVIEWS

Customer Reviews are not used in the calculation of BBB Rating

Customer Complaints

0 Customer Complaints

Customer Reviews

0 Customer Reviews

Business Details

Principal
Mr. Isaac White, Owner
Customer Contact
Mr. Isaac White, Owner

Additional Contact Information
Fax Numbers
(517) 795-2736 Primary Fax

Better Business Bureau organizations in the US, Canada and Mexico and BBB Institute for
Marketplace Trust, Inc. All rights reserved.
Date: 2-27-20

Contractor: Alpha and Omega

Reference Name: Carol Woodhurst - Condo President (FAIRWAY CONDOS)

What service does this contractor provide for you?

Plumbing

How long have they been employed by you?

2014

Were they referred/how did you find out about them?

Referred by Prior Contractor

On time/have a schedule for completion of work?

Very timely.

Any issue with this contractor?

Very pleased!
Date: 2-27-20 @ 9:40 AM Left VM

Contractor: Alpha and Omega

Reference Name: Steve Schenk - Lakewood Glen

What service does this contractor provide for you?

Plumbing

How long have they been employed by you?

2013

Were they referred/how did you find out about them?

Referred

On time/have a schedule for completion of work?

On time or early - everytime

Any issue with this contractor?

No issues - Recommend them often
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>TOTAL COST</th>
<th>UNIT PRICE</th>
<th>TOTAL COST</th>
<th>UNIT PRICE</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1-5,000 Square Feet</td>
<td>LOT 100.00</td>
<td>$20.00</td>
<td>$2,000.00</td>
<td>$30.00</td>
<td>$3,000.00</td>
<td>$30.00</td>
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<td>$30.00</td>
<td>$3,000.00</td>
<td>$30.00</td>
<td>$3,000.00</td>
<td>$30.00</td>
<td>$3,000.00</td>
<td>$30.00</td>
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<tr>
<td>2</td>
<td>5,001 – 10,000 Square Feet</td>
<td>LOT 143.00</td>
<td>$25.00</td>
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<td>$40.00</td>
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<td>LOT 9.00</td>
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<td>$44.00</td>
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<tr>
<td>4</td>
<td>20,001 – 43,561 Square Feet (up to 1 acre)</td>
<td>LOT 1.00</td>
<td>$40.00</td>
<td>$40.00</td>
<td>$80.00</td>
<td>$80.00</td>
<td>$100.00</td>
<td>$100.00</td>
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<td>$80.00</td>
<td>$100.00</td>
<td>$100.00</td>
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<tr>
<td>5</td>
<td>Over 43,561 Square Feet (per 1 acre)</td>
<td>ACRE 1.00</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$120.00</td>
<td>$120.00</td>
<td>$110.00</td>
<td>$110.00</td>
<td>$125.00</td>
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<td>$100.00</td>
<td>$80.00</td>
<td>$80.00</td>
<td>$100.00</td>
<td>$100.00</td>
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<tr>
<td>6</td>
<td>Noxious Weeds/Extra Work Hourly rate for 2-person crew and equipment</td>
<td>H/R/RATE 10.00</td>
<td>$85.00</td>
<td>$850.00</td>
<td>$55.00</td>
<td>$550.00</td>
<td>$75.00</td>
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<td>$100.00</td>
<td>$1,000.00</td>
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<td>$120.00</td>
<td>$1,200.00</td>
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<td>$6,785.00</td>
<td>$6,073.00</td>
<td>$11,145.00</td>
<td>$12,120.00</td>
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</tbody>
</table>

We will offer a 7% discount on every section we get beyond the first section that we are awarded. If we are awarded more than one section, then all sections awarded will receive the 7% discount.

If we are awarded the contract for all divisions submitted, we will continue to keep the City of Jackson as our ONLY customer for our Lawn Care Division this season. We figured out a few years ago that this works so much better and allows us to better serve the City and our community by being solely dedicated to this contract and having crews out every day working on the City lawns.
# BID TABULATION FOR 2020 CITY-OWNED LOT MOWING

| ITEM NO. | DESCRIPTION | QUANTITY | ESTIMATED PRICE PER UNIT | TOTAL UNIT PRICE | UNIT PRICE | TOTAL COST | UNIT PRICE | TOTAL COST | UNIT PRICE | TOTAL COST | UNIT PRICE | TOTAL COST | UNIT PRICE | TOTAL COST | UNIT PRICE | TOTAL COST |
|----------|-------------|----------|--------------------------|------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| 1        | 1-5,000 Square Feet | LOT 240.00 | $20.00 | $4,800.00 | $20.00 | $4,800.00 | $20.00 | $4,800.00 | $20.00 | $4,800.00 |
| 2        | 5,001 – 10,000 Square Feet | LOT 240.00 | $25.00 | $6,000.00 | $25.00 | $6,000.00 | $25.00 | $6,000.00 | $25.00 | $6,000.00 |
| 3        | 10,001 – 20,000 Square Feet | LOT 27.00 | $30.00 | $810.00 | $30.00 | $810.00 | $30.00 | $810.00 | $30.00 | $810.00 |
| 4        | 20,001 – 43,560 Square Feet (cut to 3 acres) | LOT 12.00 | $40.00 | $480.00 | $40.00 | $480.00 | $40.00 | $480.00 | $40.00 | $480.00 |
| 5        | Over 43,561 Square Feet (per 1 acre) | ACRE 1.00 | $50.00 | $50.00 | $50.00 | $50.00 | $50.00 | $50.00 | $50.00 | $50.00 |
| 6        | Mowing rate for 2-person crew and equipment | HOURS 20.00 | $85.00 | $1,700.00 | $85.00 | $1,700.00 | $85.00 | $1,700.00 | $85.00 | $1,700.00 |

**TOTAL (LINES 1-6)**: $16,120.00

---

**We will offer a 7% discount on every section we get beyond the first section that we are awarded. If we are awarded more than one section, then all sections awarded will receive the 7% discount.**

If we are awarded the contract for all divisions submitted, we will continue to keep the city of Jackson as our only customer for our Lawn Care Division this season. We figured out a few years ago that this was more cost-effective and allows us to better serve the community by being totally dedicated to this contract and having our teams out every day working on the City's lawns.
| ITEM NO. | DESCRIPTION                                      | ESTIMATED QUANTITY | UNIT PRICE | TOTAL COST | UNIT PRICE | TOTAL COST | UNIT PRICE | TOTAL COST | UNIT PRICE | TOTAL COST | UNIT PRICE | TOTAL COST | UNIT PRICE | TOTAL COST |
|---------|-------------------------------------------------|--------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| 1.00    | 1-5,000 Square Feet                             | LOT                | 10.00      | $30.00     | $300.00    | $30.00     | $300.00    | $30.00     | $300.00    | $30.00     | $300.00    | $30.00     | $300.00    | $30.00     | $300.00    |
| 2.00    | 5,001 - 10,000 Square Feet                      | LOT                | 7.00       | $35.00     | $245.00    | $22.00     | $154.00    | $20.00     | $140.00    | $18.00     | $126.00    | $16.00     | $112.00    | $14.00     | $104.00    |
| 3.00    | 10,001 - 20,000 Square Feet                     | LOT                | 12.00      | $40.00     | $480.00    | $30.00     | $360.00    | $20.00     | $240.00    | $10.00     | $120.00    | $5.00      | $60.00     | $0.00      | $0.00      |
| 4.00    | 20,001 - 43,560 Square Feet (up to 1 acre)      | LOT                | 8.00       | $50.00     | $400.00    | $40.00     | $320.00    | $80.00     | $640.00    | $100.00    | $800.00    | $125.00    | $1000.00   | $150.00    | $1200.00   |
| 5.00    | Over 43,560 Square Feet (per 1 acre)            | ACRE               | 4.00       | $60.00     | $240.00    | $120.00    | $480.00    | $100.00    | $400.00    | $125.00    | $500.00    | $90.00     | $360.00    |            |            |
| 6.00    | Noxious Weeds/Extra Work                        | HRRATE             | 10.00      | see below  | $65.00     | $850.00    | $55.00     | $550.00    | $75.00     | $750.00    | $100.00    | $1000.00   | $120.00    | $1200.00   |
|         | 16.00                                            |                    |            |            |            |            |            |            |            |            |            |            |            |            |
| TOTAL LINES 1-6 |                                     |                    |            |            |            |            |            |            |            |            |            |            |            |            |

**Note:** $11.50 for (1), or $23.00 for (2) item not included in total above.

We will offer a 7% discount on every section we get performed the first section that we are awarded. If we are awarded more than one section, then all sections awarded will receive the 7% discount.

If we are awarded the contract for all divisions submitted, we will continue to keep the City of Jackson as our ONLY customer for our Lawn Care Division this season. We figured out a few years ago that this works so much better and allows us to better serve the City and our community by being fully dedicated to this contract and having crews out every day working on the City lawns.

**2nd Lowest Responsible:**

**1905.18**

\( \frac{230.18}{2.135} \)

**TOTAL BID:** $3,210.00
MEMO TO:  Mayor and City Councilmembers
FROM:  Jonathan Greene, Interim City Manager
DATE:  March 17, 2020
SUBJECT:  Award the Parks, Recreation and Cemeteries at Ella Sharp Park Golf Course the
finance bid to Budd’s All Tractor, LLC in the amount of $49,030.05 for a new Kioti
Tractor and Woods Finish Mower.

Recommendation:

Award the Parks, Recreation and Cemeteries at Ella Sharp Park Golf Course the bid to purchase a
new Kioti Tractor and Woods Finish Mower for Ella Sharp Park Golf Course to Budd’s All Tractor,
LLC for the amount of $49,030.05.

Attached is a memo from Kelli Hoover, Director of Parks, Recreation and Cemeteries regarding the
different specifications on each of the Tractors and Finish Mowers.

We recommend approval of authorization to purchase both pieces of equipment and authorization for the
Mayor and Clerk to execute the appropriate documents. Your consideration and concurrence is appreciated.
DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, Interim City Manager
FROM: Kelli Hoover, Director Parks, Recreation and Cemeteries
DATE: March 17, 2020

RECOMMENDATION: Award the Parks, Recreation & Cemeteries Department at Ella Sharp Park Golf Course the finance bid to Budd’s All Tractor, LLC in the amount of $49,030.05 for a new Kioti Tractor and Woods Finish Mower.

SUMMARY
Award the Parks, Recreation & Cemeteries Department at Ella Sharp Park Golf Course the finance bid to Budd’s All Tractor, LLC in the amount of $49,030.05 for a new Kioti Tractor and Woods Finish Mower.

BUDGETARY CONSIDERATIONS
The City of Jackson Parks, Recreation and Cemeteries Department recommend the lowest bid from Budd’s All Tractor, LLC Jackson, Michigan. Napoleon Lawn and Leisure are established and price competitive, however, Budd’s All Tractor LLC included an enclosed cab which is not reflective in the other bids. Spartan Distributors is also established, but were not price comparable. * Not Financed.

1. Budd’s All Tractor, LLC Jackson, Michigan $49,030.05
2. Napoleon Lawn and Leisure Napoleon, Michigan $53,611.35
3. Spartan Distributors Sparta, Michigan $55,899.00 *

HISTORY, BACKGROUND and DISCUSSION
The City of Jackson Parks, Recreation and Cemeteries Department at Ella Sharp Park Golf Course have used tractors and seven-set pull behind gang mowers for over 70 years. Unfortunately, our equipment is aged and replacements are needed. Our current golf course tractor is over 25 years old and our gang mowers even older. Replacement parts and upkeep are expensive and difficult to find.

DISCUSSION OF THE ISSUE
A new tractor and pull behind finish mower will replace our older versions with easier and less expensive parts and greatly enhance the golf course. It will also ensure that the golf course roughs and longer grasses will be mowed quicker and improved. This will ensure a great experience for our golfer base at Ella Sharp Park Golf Course and encourage multiple play and return customers.

POSITIONS
Requested action is to award the New Tractor and Finish Mower bid to Budd’s All Tractor LLC. For the total amount of $49,030.05. Annual payments will be made in the amount of $9,806.01 over (5) years.
Proposal for Tax Exempt Lease Purchase Financing

Date: March 9, 2020

Customer: Ella Sharp Park Golf Course, Jackson, MI

The following is a proposal for financing ("Customer") regarding the equipment described herein ("Equipment") by De Lage Landen Financial Services, dba De Lage Landen Public Finance LLC ("DLL") for discussion purposes only.

Basic Terms and Conditions

- This is a finance/ownership contract. $1.00 purchase option at contract end.
- Title to the equipment must be in the name of the Customer.
- Fixed interest rate for the term of the contract.
- Financing does not include service and maintenance.
- Cancellation for convenience or vendor non-performance is not permitted.
- Requires a distinct financing documentation package that supersedes all procurement and service agreements between the Customer and the Vendor.
- NO POINTS ARE INCLUDED IN THE PROPOSED RATES.

Equipment: 2020 Kioti DK5310 Cab Tractor with Woods WM40180 Mower
Vendor: Budd’s All Tractor, LLC

Transaction Overview

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<thead>
<tr>
<th>Term:</th>
<th>60 months</th>
<th>60 months</th>
<th>60 months</th>
<th>60 months</th>
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<td>19</td>
<td>9</td>
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INTEREST RATE LOCK*: The interest rates noted above are provided as indications only and may need to be revised prior to closing. In the event that market interest rates increase prior to the date of closing (which causes an increase in the Lender’s cost of funds), the interest rate shall be indexed as per the paragraph below.

INTEREST RATE INDEXING*: The final fixed interest rate will be determined ten (10) days prior to closing. The interest rate will be indexed to the Securities Industry and Financial Markets Association Swap/Ask Index ("SIFMA Swap Ask Yield").

LEGAL OPINION: An opinion of Customer’s legal counsel addressing the validity and enforceability of the financing agreement, in a form acceptable to Lender, will be required. The cost shall be the responsibility of the Customer.

De Lage Landen has offices in more than 20 countries throughout Europe, the Americas and Asia Pacific. The company is part of the Rabobank Group.
General Terms and Conditions

- This proposal is subject to credit approval.
- The interest rate indications provided herein are based upon the stated assumed transaction size. If the transaction size changes by more than 25%, DLL reserves the right to adjust the interest rates being offered.
- This transaction must be designated as tax-exempt under Section 103 of the Internal Revenue Code of 1986.
- Failure to consummate this transaction once credit approval is granted and the financing documents are drafted and delivered to Customer may result in a documentation fee being assessed.
- All financing is subject to verification that all costs are eligible for inclusion in a tax-exempt financing.
- Any proceeds used to payoff an existing lease or lease purchase agreement must be done via direct payment to the existing leasing company or finance company and based upon a written buyout quote.
- If state sales tax is applicable to the sale of the Equipment to the Customer, such tax is explicitly NOT the responsibility of DLL.
- Either DLL or Customer may terminate discussions at any time in its sole discretion.
- If made, an approval by DLL would be in a separate writing and would be subject to legal and business due diligence and credit review, with results satisfactory to DLL, in its sole discretion.
- Customer acknowledges that the terms of the financing (if approved) may change before the parties execute final documentation.
- No financing terms will be binding on either party until Customer and DLL sign definitive documentation.
- This Letter is not a statement of all terms and conditions of the financing, which terms and conditions would be contained fully in final documentation and would supersede the terms of this Letter.
- This Letter is intended for the use of the Customer only, and no other party may rely upon or derive any legal rights from this Letter.
- This Letter is valid for acceptance within 60 days and thereafter shall automatically be deemed to be null and void.

Notwithstanding anything to the contrary, including, without limit, acceptance by Borrower, this Letter is an indication of interest regarding a possible arm's length financing transaction on the general terms and conditions outlined herein and should not be construed as a commitment to finance. The proposal contained herein consists solely of the terms under which Lender may be willing to enter into a transaction with Borrower for Lender's own account. Lender expresses no opinion and makes no representation with regard to what leasing or financing alternative is best suited for Borrower. Lender is not providing advice or recommendations with respect to the proposed transaction and has no fiduciary duty to Borrower. Borrower is encouraged to retain its own advisor.

Thank you for the opportunity to present this proposal and for your thoughtful consideration.

De Lage Landen Financial Services

48-107265117+3
60-125266142+3

De Lage Landen has offices in more than 20 countries throughout Europe, the Americas and Asia Pacific.
The company is part of the Rabobank Group.
**Advanced Air Conditioning System**
DK10SE cab models come standard with a cooling and heating system ensuring comfortable working conditions all year round.

**Remote Hydraulic Valves**
A standard single remote valve (2nd optional) accommodates a wide variety of attachments and implements.

**Tool Box**
Conveniently located behind the seat, this tool box provides storage the operator needs.

**Ergonomic Panoramic Cab**
The ergonomically designed platform has all controls conveniently located for optimum operator comfort. Large unobstructed windows provide a panoramic view for increased sight lines.

---

**KIOTI TRACTOR**
**PREMIUM DK10SE SERIES**
### SPECIFICATIONS

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<tr>
<td>Pump</td>
<td>Gear</td>
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<td>3-Point Hitch Category I</td>
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<td>Overall Height (From Top of ROPS) in. (mm)</td>
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<tr>
<td>Front (AG) in. (mm)</td>
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<td>Rear (AG) in. (mm)</td>
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<tr>
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<td>3,522.9 (1,598)</td>
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<td>4,043.3 (1,834)</td>
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*NOTE: Specifications and design are subject to change without notice.*

---

### STANDARD EQUIPMENT

- Headlights
- Signal Lamp
- Parking Brake
- Hydrostatic Power Steering
- Wet Disc Brakes
- 4WD
- Rear PTO
- Illuminated Dashboard
- Rear External 3-Pt Control Lever
- Quick Hitch
- Single Remote Hydraulic Valve
- Hom
- Deck Mat
- Toolbox
- 7 Pin Socket
- PTO Shield
- Joystick Valve (CAB)
- PTO Seal
- Front Working Light (CAB)
- Heat and A/C (CAB)
- Rear Window Defrost (CAB)
- Survivors (CAB)
- Power Socket with USB & AUX Port (CAB)

### OPTIONAL EQUIPMENT

- Mid PTO
- Front Weights
- Rear Weights (Not Available on Turf Tractor)
- Second Remote Hydraulic Valve (Spring or Detent)
- Cloud Type Drawbar
- HST Cruise
- HST Link Pedal
- Fuel Heater
- Block Heater
- Dual Air Cleaner
- Telescopic Link Ends
- Telescopic Stabilizers
- Side View Mirror
- Front Grill Guard
- 3 pin socket
- Rear Working Light (ROPS)
- Rear Working Light (ROPS)
- Sun Canopy (ROPS)
- Power Socket (ROPS)
- Mold ROPS (ROPS)
- CD Player (CAB)
- Seat Armrest
- Rear Window Wiper (CAB)
- Beacon Light Wiring Kit (CAB)
- 3rd Function Kit

### ATTACHMENTS

- Loader
- Backhoe
- Contact your local KIOTI dealer for available implements and attachments.

---

**KIOTI Tractor Division**
**DAEDONG - USA, INC.**

6300 KIOTI Drive, Wendell, NC 27591 USA

Toll free 877-60-KIOTI • Fax 919-374-5001

Web www.KIOTI.com

[Facebook](https://www.facebook.com)  [Twitter](https://twitter.com)  [YouTube](https://www.youtube.com)  [LinkedIn](https://www.linkedin.com)

Dealer Imprint Area

LIT-DK10SE-ALL
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<th>MODEL</th>
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<td>Tractor PTO Range (hp)</td>
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<td>Category 3</td>
<td>Category 4</td>
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<td>Input Driveline (Constant Velocity)</td>
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<td>Wing Drivelines</td>
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<td>Cutting Width (ft.)</td>
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<td>Overall Width (in.)</td>
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<td>Transport Width (in.)</td>
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<td>Caster Wheel Bearings</td>
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<td>Caster Wheels (in.) (10 each)</td>
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<td>Deck Thickness</td>
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<td>6 X 6 Pneumatic</td>
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<td>Wing Deck Lift Cylinders (in.)</td>
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<td>3.5 X 10 Single Acting</td>
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<td>Trailer Frame Construction (in.)</td>
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<td>.25 Wall Tubing</td>
<td>.25 Wall Tubing</td>
<td>.25 Wall Tubing</td>
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<td>Hitch Adjustment</td>
<td>Clevis, Multi-Position</td>
<td>Floating Clevis, Multi-Position</td>
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<td>Floating Clevis, Multi-Position</td>
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<td>Blade Spindles Bearings</td>
<td>Greasable Ball Bearings</td>
<td>Greasable Tapered Roller</td>
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<td>Greasable Tapered Roller</td>
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<td>Blade Dimensions (in.) (9 each)</td>
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<td>.25 x 2.5</td>
<td>.25 x 2.5</td>
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<td>Chain Shielding</td>
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<td>Approximate Weight (lb.)</td>
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</tbody>
</table>

**NOTE:** Specifications and design are subject to change without notice.
Prepared for Ella Sharp Park G.C.

Email
Phone

Address  
2800 4th Street  
Jackson, Michigan 49203

Prepared by David

Email  
info@napoleonlawn.com
Phone  
517-536-4256

Dealership Napoleon Lawn & Leisure

Address  
6595 Brooklyn Rd.  
Jackson, Michigan 49201

Dealership Phone  
517-536-4256

This calculator provides an estimate only based on the information you provide and is intended to be used for discussion purposes only. The estimate is not a representation, claim, statement, offer, request or proposal. Your actual payment(s) and payment schedule may vary depending on transaction terms, including applicable rates, freight and other charges. Rates used for calculation are not rate guarantees or offers. The calculator should not be relied upon as specific financial or other advice. There is no commitment on the part of John Deere Financial or authorized John Deere dealers to make any loan or lease to the customer on these or any other terms. All loans and leases are subject to John Deere Financial approval and dealer participation.
**Quote Summary**

**Prepared For:**
Ella Sharp Park Golf Course  
2800 4th St  
Jackson, MI 49203  
Business: 517-788-4066

**Prepared By:**
David Ellison  
Napoleon Lawn and Leisure  
6595 S Brooklyn Road  
Napoleon, MI 49261  
Phone: 517-536-4256  
info@napoleonlawn.com

**Quote Id:** 21194285  
**Created On:** 06 February 2020  
**Last Modified On:** 06 February 2020  
**Expiration Date:** 06 March 2020

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<th>Selling Price</th>
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**Equipment Total**  
$49,861.84

**Quote Summary**

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<td>Rental Applied</td>
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<td>Balance Due</td>
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**Confidential**
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<tr>
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**Dates**

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<td>Interest Begin Date</td>
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<td>First Reg. Pymt. Date</td>
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<td>Purchase Option Date</td>
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**Amount Financed**

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<th>Description</th>
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<tbody>
<tr>
<td>Selling Price</td>
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<td>Rental Applied</td>
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<td>Program Fees</td>
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<td>Insurance Premium</td>
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<td>Service Agreements</td>
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<td>Taxes</td>
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February 4, 2019

Ella Sharp Golf Course
Attn: Eric Terrian
3225 - 4th St
Jackson, MI 49203

Dear Eric:

We are pleased to provide a quote on the following equipment:

1. **Progressive Pro-Flex 120B Contour Finishing Mower (#601205B)**  
   $22,195.00

2. **Kubota L5460HST Tractor**  
   - (1) Remote Hyd Control (#L8398)
   - (1) 2nd Valve Lever Kit / E36 ROPS & Cab (#L8393)
   - (7) Front Suitcase Weight (#BL8060)
   - (1) Deluxe Fiberglass Canopy Kit (#E1134)
   - (1) Front Weight Bracket (#MX8058)
   - (2) Double Acting Valve (#L8308)
   - (1) Mounting Bracket for Canopy (#E1136)
   - (7) Front Bumper Weight Bolt Kit (#BL8060B)

   $33,704.00

Pricing is firm for 30 days from date of quotation.

**DELIVERY:** As Arranged

**TERMS:** Net 30 Days

Thank you for your interest in our line of equipment. If you have any questions, please feel free to call me at 800-822-2216.

Sincerely,

*Bob Most*

Bob Most
Commercial Sales

*BM/jgm*
MEMO TO: Honorable Mayor and City Councilmembers

FROM: Jonathan Greene, Interim City Manager

DATE: March 17, 2020

SUBJECT: Approve the Bid for the Pipe Gallery Dehumidification Project at the Water Treatment Plant.

Recommendation:

Approve the bid from Aladdin Commercial and Industrial Contracting for the Water Treatment Plant Filter Gallery Dehumidification Project in the amount of $311,746.00.

Your consideration and concurrence is appreciated.
DEPARTMENTAL REPORT

MEMO TO:  Jonathan Greene, Interim City Manager
FROM:      Michael Osborn, DPW Director
DATE:      March 17, 2020

RECOMMENDATION: Approve the bid from Aladdin Commercial & Industrial Contracting for $311,746.00 for the Water treatment Plant Dehumidification project.

SUMMARY

The Water Treatment Plant filter gallery has suffered due to the extremely humid conditions. The water enters the plant at approximately 50 degrees F. This causes massive condensation in the filter gallery, where delicate instruments are located. That, coupled with the fact that exterior corrosion of pipes has become a serious problem.

BUDGETARY CONSIDERATIONS

The bid price of $311,746.00 has been accommodated in our approved budget. Line Item 402-591-000-985.006

HISTORY, BACKGROUND and DISCUSSION

When the Water Plant was built in 1975, the original plans called for dehumidification in the filter gallery. This was removed from the original plans due to cost. In the 1999 project plan, a decision was made to wrap the pipes to protect them. This proved to be a huge mistake, and over time we began to realize that this only made the exterior corrosion worse. It held in the moisture against the steel pipes in stead of wicking it away. Now we are left with serious corrosion issues. When the ambient temperatures increase, and the humidity is high, it is like a rain forest in the filter gallery. These conditions are not good for instrumentation, or electronics of any kind.
I recommend the bid price of $311,746.00 from Aladdin Commercial & Industrial Contracting.
18 February 2020

Mr. Michael Osborn
Water Plant Supervisor
Department of Public Works, City of Jackson
740 E. Mansion St.
Jackson, MI 49203

Re: City of Jackson, DPW:
Jackson WTP – Dehumidification Project – Contractor Shortage

Dear Mr. Osborn:

Recently the above-mentioned project was advertised for bid. Although the bid package appears to have been downloaded by several contractors, only one contractor attended the pre-bid meeting and that same contractor was also the only bidder for this project. During our conversation with the bidder during the pre-bid meeting, it seemed that he had a good understanding of what the project entailed based off of our drawings. We don’t believe the bid package is overly complex or would “scare off” potential bidders. Recently we had a conversation with another contractor for a different client, and this contractor told us anecdotally that a lot of the contractors in southeast Michigan were being attracted to the Detroit metro area for several large construction projects. We looked into this by researching for news articles regarding construction projects. Indeed, nearly 5 billion dollars in commercial construction is on going right now in downtown Detroit. FCA is constructing a 800,000 sq.ft paint shop that is being fast tracked to open this summer. This does not include any of large MDOT projects or the new Windsor/Detroit Gordie Howe International Bridge. We suspect that the largest contractors are taking these projects which leaves a vacuum for some mid/small contractors to take on larger projects that may not have previously been available to them. In short, there is a large demand of construction projects and not enough contractors/skilled labor to perform this work. Contractors are less and less likely to take on small projects (<$1M).

Sincerely,

[Signature]

Mitchell Graf, PE
Project Manager

Copy:
File
MEMO TO: Mayor and City Councilmembers
FROM: Jonathan Greene, Interim City Manager
DATE: March 18, 2020
SUBJECT: Approval to renew the bid for removal of Waste Water Sludge.

Recommendation:

Approve the renewal of the bid for removal of the sludge at the Wastewater Plant by Bio Tech Argonomics Inc. The price went up approximately 2%, from $0.0348 per gallon in 2019, to $0.0355 per gallon in 2020.

Your consideration and is appreciated.
**DEPARTMENTAL REPORT**

**MEMO TO:** Jonathan Greene, Interim City Manager  
**FROM:** Michael Osborn, Acting DPW Director  
**DATE:** March 18, 2020  

**RECOMMENDATION:** Approve the renewal of the bid for sludge removal at the Wastewater Plant.

**SUMMARY**

I believe it is in the best interest of the city to renew the bid from Bio Tech Argonomics, considering the increase is only 2%, and given the time constraints. We only have about four weeks until we run out of room for the sludge, as of today’s date, 3-18-20.

**BUDGETARY CONSIDERATIONS**

The price went from $0.0348 to $0.0355 per gallon to remove the sludge. Line Item number 590-553-000-818.000

**HISTORY, BACKGROUND and DISCUSSION**

Bio Tech has been removing sludge at the Jackson Wastewater Plant for many years, and they do a fine job at a fair price.

**POSITIONS**

I recommend the approval of the bid renewal for Bio Tech to remove the sludge at the Jackson Wastewater Plant.
The City of Jackson recognizes the threat to public health caused by the COVID-19 Coronavirus pandemic. The City understands that in the coming weeks it will make difficult but necessary choices to protect the health of all residents and visitors, with special attention to its most vulnerable residents including our elderly, people with pre-existing health conditions, and those that live at or below the poverty line.

Over the past several weeks, city administration has continuously reviewed the City’s response plan in relation to the Coronavirus COVID-19 pandemic, including the bold, preventative measures announced by the city in the past few days. The City has also engaged with nonprofit leaders in the beginnings of organizing a community response structure.

It has become overwhelmingly obvious that our preparations and response will require a more formal incident command structure to direct the City resources necessary to protect the health and safety of our residents. Local resources will be utilized to the fullest extent possible, but we recognize the extent to which the threat may overwhelm those resources. There exists a need to create a more flexible and adaptive government that is capable of meeting the challenges our community may face as this pandemic evolves.

To aid in preparedness efforts, today, March 17, 2020, in accordance with Section 10 of Act 390, P.A. 1976 as amended, I hereby declare that a local State of Emergency exists in the City of Jackson. This declaration activates the response and recovery aspects of the Emergency Actions Guidelines, ensuring that local resources will be utilized to the fullest extent possible, and that the Emergency Management Director/Coordinator works to coordinate all mitigation, preparedness, response, and recovery activities that may be necessary on behalf of the City.

These decisions are not taken lightly, and are made with the health and welfare of all members of our community as a top priority and responsibility.

Derek J. Dobies
Mayor, City of Jackson