

CITY OF EAST LANSING
COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION
ADDENDUM TO PY 2010-2011 CDBG ACTION PLANS
POST HOC CONFLICT OF INTEREST DISCLOSURE AND REQUEST FOR
EXCEPTION

Introduction

The City of East Lansing submitted PY 10 action plans to the Department of Housing and Urban Development for the July 1, 2010-June 30, 2011 Community Development Block Grant program. (Attached as Exhibits 1 and 2). The plans were approved and projects completed in accordance with the plans.

Conflict of Interest

In 2017 it was brought to the City's attention, After the plans were submitted and approved that a potential conflict of interest as defined by 24 CFR 570.611(b) existed relative to the project. Based on this discovery the City submits this conflict disclosure statement and request for exception as a *post hoc* addendum and request for exception to the application. 24 CFR 570. 611(d), provides that: upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section

Nature of the Conflict and Factors for Exception

In Program Years 2010 and 2011, the East Lansing City Council received permission from HUD to proceed with an infrastructure project, titled Abbot Road Sidewalk Reconstruction.

The CDBG activities on this project, involved the use of grant dollars to make infrastructure improvements to sidewalks, located within the public right of way along Abbot Road. The sidewalk along Abbot Road is a high traffic area close to Michigan State University

and used by several hundred pedestrians, including low and moderate income students each day. The sidewalk was in severe disrepair. The former design of the sidewalk resulted in snow accumulation that would block the sidewalk due to the narrow sidewalk and existing embankment. Grant dollars were used to construct handicap accessible curb cuts, sidewalk replacement, and a retaining wall, with portions of the wall located on the 601 Abbot Rd. property, and portions on two additional neighboring properties.

The property located at 601 Abbot Rd. is owned by Woodland Pass, L.L.C. which is owned by members of the law firm of McGinty, Hitch, Housefield, Person, Yeadon & Anderson, P.C. ("McGinty firm") is a tenant in the building. The McGinty firm was under contract with the City of East Lansing to act as the East Lansing City Attorneys in 2010 and 2011 and remains in that capacity. Due to the contractual relationship between the McGinty law firm, and the applicant City of East Lansing, the City should have provided a conflict of interest disclosure along with the initial CDBG applications, but inadvertently omitted doing so.

Under 24 CFR 570.611(2), in determining whether to grant a requested exception HUD must conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

- (i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available; **The exception will provide a major cost benefit since the project was already completed using CDBG funding. It is the City's belief that an exception would have been appropriate in 2010-2011 had the City identified the conflict of interest at the time of the original application.**

- (ii) Whether an opportunity was provided for open competitive bidding or negotiation; **The project was competitively bid. There was no significant financial benefit that arose to the property owners including the City attorneys from the project.**
- (iii) Whether the person affected is a member of a group or class of low-or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class; **The property owners (Woodland Pass LLC) would not be considered a low or moderate income person under HUD definitions of those terms. The sidewalk and retaining wall improvements generally benefit members of the public including low or moderate income persons who would regularly travel on Abbot Road. The other benefitted properties consisted of a fraternity and other student rental house that may be occupied by low or moderate income persons.**
- (iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question; **The City attorneys did not participate in the decision-making process, assist in preparing the CDBG application or action plan and were not asked to render an opinion regarding the existence of a potential conflict of interest due to the location of the project. Only after the project was completed, the City requested the City attorney's assistance in preparation of easements for the neighboring properties that were affected**

by the project. The City attorney's recused themselves from drafting an easement burdening the property at 601 Abbot Road and that easement was drafted by a City staff person.

- (v) **Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section; The sidewalk and retaining wall that are adjacent to 601 Abbot Road were present before the building was owned by Woodland Pass LLC and used by the McGinty law firm. It is believed that the previously-existing retaining wall, which was made of salvaged concrete, may have been publicly constructed.**
- (vi) **Whether undue hardship will result either to the recipient or the person affected when weighted against the public interest served by avoiding the prohibited conflict; The project was already approved and completed. It would cause the City and the property owners, as well as the general public undue hardship if the project would not have been completed with grant funds and the public safety of the sidewalk was not improved by the handicap curb cuts, widening to allow proper snow removal, and improving the repair to the sidewalk and retaining wall. The cost of the improvement without the grant funding would have been cost prohibitive to the property owner. The City attorneys did not prepare the CDBG application and were not asked whether the project involved a conflict under the HUD regulations, and therefore did not have an opportunity to make that legal determination before the application was submitted.**
- (vii) **Any other relevant considerations.**

The CDBG project entirely focused upon infrastructure improvements including the following: the repair and replacement of public sidewalks along Abbot Rd.; the installation of ADA accessible curb cuts; and the replacement of an existing retaining wall deemed in extremely poor condition by the City of East Lansing Engineering Department.

The City's Engineering Department applied for and received the funds to construct the improvements with the sole purpose of providing safe and accessible pedestrian facilities for the public. No benefit to the City Attorney's office was considered at the time as the improvements were similar to a project completed about 800 feet away in a previous year.

No funds were received by the City Attorney's office, however the improvements may have provided a minimal beneficial effect on the value of the property because of the improved public infrastructure adjacent to and partially on the office property, though the property is now burdened with an easement that was granted to the City of East Lansing.

Future Procedures

The City of East Lansing has developed a procedure that it will put into effect for all CDBG applications received for the PY 2018 CDBG program year, and thereafter.

As presented within the City of East Lansing's Community Development Block Grant Policy and Procedure's Manual, the City administers a grant application process each fiscal year to determine funding allocations of all CDBG applications received by applicants. Eligible applicants include the following: all non-profit, 501(c)3 organizations; governmental agencies; and neighborhood organizations, but only if the neighborhood organizations seek funds through a non-profit 501 (c)3 organizations.


The City of East Lansing will include 3 questions within all annual CDBG application

materials, asking whether the applicant individual, or eligible sub-recipient agency may have a financial interest in any contract, subcontract, or agreement with respect to the proposed CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties. Enclosed in Appendix I are the proposed questions that would be included within all application materials.

After review of all application materials, the City of East Lansing Planning Staff will examine all responses, to ensure that all applicants are eligible to apply for funds, and whether a public disclosure is necessary for a perceived conflict of interest by the applicant entity. If a potential conflict of interest is determined to occur, the City of East Lansing will require that the applicant agency make a statement regarding the perceived conflict of interest during a televised City Council meeting during the grant application review process.

Respectfully submitted,

Dated 11/28/2017


George LaHanas, City Manager
City of East Lansing

APPENDIX I

Question 1: Do any applicant organization employees, agents, consultants, officers, elected officials, or appointed officials personally financially benefit with respect to the proposed activity? Personal financial benefit is defined as financial gain, outside of the confines of payment to the applicant agency for personnel time charged to the grant for time spent administering CDBG activities.

Question 2: Do any applicant organization employees, agents, consultants, officers, elected officials, or appointed officials own or hold ownership interests in property that will be benefited by the proposed project?

Question 3: Do any applicant organization employees, agents, consultants, officers, elected officials, or appointed officials have business partners, or immediate family ties with individuals or organizations that might financially benefit from the proposed CDBG project?

Exhibit 1

**CITY OF EAST LANSING
 COMMUNITY DEVELOPMENT BLOCK GRANT
 APPLICATION FOR PROJECT FUNDING
 FY 2010/2011 (JULY 1, 2010 – JUNE 30, 2011)
 SUBMISSION DEADLINE: 5:00 P.M., THURSDAY, DECEMBER 17, 2009**

Name of Organizations and/or
 Individual Submitting Application: City of East Lansing, Department of Public Works

Name of Project: Abbot Road Sidewalk Reconstruction

Contact Person: Robert F. Scheuerman

Address: 410 Abbot Road, East Lansing, MI 48823

Telephone #: (517) 337-9459

Fax #: (517) 337-3943

E-Mail: bscheue@cityofeastlansing.com

Website: cityofeastlansing.com

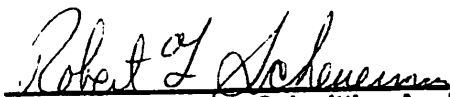
Please place a next to the type of project you are proposing in this application. Refer to Appendix I for a more detailed description of projects eligible for funding under the Community Development Block Grant Program (CDBG).

- | | |
|--|---|
| <input type="checkbox"/> Acquisition | <input type="checkbox"/> Renovation of a closed building |
| <input checked="" type="checkbox"/> Public facilities and improvements | <input type="checkbox"/> Lead-based paint hazard evaluation and reduction |
| <input type="checkbox"/> Public (human) services | <input type="checkbox"/> Special economic development activity |
| <input type="checkbox"/> Homeownership assistance | <input type="checkbox"/> Micro enterprise development |
| <input type="checkbox"/> Housing rehabilitation & preservation | <input type="checkbox"/> Technical assistance |
| <input type="checkbox"/> Historic preservation | <input type="checkbox"/> Other |

Provide a Brief Description of the Project: Reconstruction of the existing sidewalk on the west side of Abbot Road from Fern Street to Oakhill Avenue. Project includes removal of existing sidewalk, new 6" sidewalk, replacement of the existing wall, addition of ADA approved sidewalk ramps at Fern and at Oakhill, grading, and restoration. The work will allow the sidewalk to be relocated 3 to 4.5 feet west of the back of curb to allow separation from the traveled roadway and to provide an area for snow being plowed from the roadway to be piled.

PROJECT BUDGET SUMMARY (Column 2 must match total on Addendum 2)

	Total Activity/Project Budget	Grant Request
A. Total Personnel Expenses	\$ 17,300	\$ 2,000
B. Total Operating Expenses	\$ 0	\$ 0
C. Total Capital Expenses	\$ 90,000	\$ 90,000
Total:	\$ 107,300	\$ 92,000



 Signature of Person Submitting Application

12-16-09

 Date

**CITY OF EAST LANSING
COMMUNITY DEVELOPMENT BLOCK GRANT
APPLICATION FOR PROJECT FUNDING
FY 2010/2011 (JULY 1, 2010 – JUNE 30, 2011)**

Response to Questions

1. What specifically are you proposing? Give a complete detailed description of your proposed project, program or activity.
- a. Identify its title. Abbot Road Sidewalk Reconstruction
 - b. Provide a brief history of the project; i.e. discuss the development and growth of the project from its inception to the present time, including changes. The existing sidewalk and wall on the west side of Abbot Road between Fern Street and Oakhill Avenue is in excess of 50 years old (i.e. a small portion near Oakhill Avenue was replaced in 1956 as part of a water main project). Individual panels may have been replaced but records of individual panels are not on file. The sidewalk is located in a confined area between the back of curb and the wall. This confined area presents a significant impasse during the winter months when snow plowed from the adjacent roadway is piled onto the sidewalk. The sidewalk does not presently have ADA accessible ramps and this block does not have any driveway cuts along Abbot Road that would allow someone to access the sidewalk.
 - c. Identify the target population of your project, program, or activity. Including the number of East Lansing residents to be served through the program(s) or activity (ies) with the CDBG funds you seek. Complete **Addendum 1, Beneficiary Table**. If this is a new program or activity please describe in the narrative how you arrived at the estimated number of persons served. Addendum 1 is attached. In addition to local residences this sidewalk is used extensively by hundreds of people each day whose destination may include MSU, the Hannah Community Center, the downtown commercial area, Valley Court Park, the library and many other points.
 - d. Discuss how funding by the City fits into the long-range goals of the project. Do you anticipate requesting City funds in future years? The City of East Lansing has tried to maintain an annual sidewalk program but due to budget restrictions the project is temporarily on hold. No additional funding is anticipated for this block of sidewalk. City funds may be requested for other sidewalks in future years but the life expectancy for this sidewalk will probably exceed 40 years.
 - e. Describe your budget for the proposed project(s) and how you arrived at the dollar amount requested. For example, it costs "x" amount to serve each East Lansing resident, and you are requesting a certain portion of that cost not met with other funds. Complete **Addendum 2, "Line Item Budget"**. If other funds are to be used in the project in addition to funds from East Lansing, also complete **Addendum 3, "Other Funding Sources"**. Please note whether City funds are being used for matching purposes. Addendums 2 and 3 are attached. The City of East Lansing DPW will provide all engineering services for design, bidding, and inspection as local match as part of the DPW budget. All costs for construction and outside legal services are being requested from CDBG funds. The estimated cost of construction for the project is based on an engineer's estimate of cost. Once awarded, the project will be publicly advertised and bid.

2. How does your proposal relate to the needs identified in the 2005-2010 Consolidate Plan Priorities document? (Appendix IV). *This project is explicitly noted in Appendix IV under "Public Improvements-Recommendations, Neighborhood Improvements, Traffic calming and sidewalk improvements within CDBG eligible neighborhoods."*
3. If your proposal is for an activity that meets an ongoing need, quantify the need and how you met it in 2009 for East Lansing residents.
 - a. Quantify the benefits received by East Lansing service recipients. *This area has not previously been in a designated area covered by the City's sidewalk program. In 2009 the City's sidewalk program was confined to the western portion of the Glencarin Neighborhood.*
 - b. Identify beneficial impacts on the overall problem within the East Lansing community. *Any sidewalk improvement project will help enhance the safety of the walking community. In particular, this project provides the following: (1) a safer isolation from the traveled roadway, (2) ADA ramps, and (3) less likelihood of the sidewalk being obstructed by snow plowing of the adjacent roadway.*
4. Please complete **Addendum 4 Performance Measures**. *Addendum 4 is attached.*

ADDENDUM 1 Beneficiary Table

Complete the table below for the project(s) you are proposing **only if it is a direct benefit project** (as compared to an area benefit project). For example, a public (human) service activity, housing rehabilitation and homeownership programs provide direct benefits to individuals. A street improvement project provides area benefits. If you have any questions as to whether you need to complete this table, contact the Planning and Community Development Office. Leave the shaded areas blank; non-Low/Moderate Income ("LMI") persons cannot be served by CDBG for direct benefit activities.

Title of Proposed Project or Service	Number of Persons to be Served With:	Description of Population to be Served*	# of E.L. Residents (NOT LMI) to be Served	# of E.L. Low-Mod Income** Residents to be Served	# of Non E.L. Residents to be Served
#1 Abbot Road Sidewalk Reconstruction	E.L. CDBG Funds	Work to be Performed in Census Tract 004100.3			
	Other Funds	Same			
#2	E.L. CDBG Funds				
	Other Funds				
#3	E.L. CDBG Funds				
	Other Funds				

*For example, homeless individuals, elderly, victims of domestic violence, etc.

** Low/Moderate Income (LMI) is defined by household size as follows:

HUD Income Limits for FY2009/2010								
Household Size	1-Person	2-Person	3-Person	4-Person	5-Person	6-Person	7-Person	8-Person
Income Limit	\$37,500	\$42,900	\$48,250	\$53,600	\$57,900	\$62,200	\$66,450	\$70,750

Note: Annual household income is considered to be within the low/moderate income limit if it does not exceed the applicable figure here for a given household size. These figures are established by the U.S. Department of Housing and Urban Development for the Lansing – East Lansing MSA (metropolitan statistical area).

**ADDENDUM 2
Line Item Budget**

Please complete a separate line item budget for each activity/project you are proposing. Please only provide the budget for the grant amount you are applying for.

Activity/Project #1: Abbot Road Sidewalk Reconstruction	
Goal: Improve the Safety of the Walking Public in a Constricted Area	
Personnel Expenses	Amount
1. Legal Services for Easements & Contract Review	\$ 2,000
2.	
3.	
4.	
5.	
6.	
Personnel Expense Subtotal	\$ 2,000
Operating Expenses	
1.	
2.	
3.	
4.	
5.	
6.	
Operating Expense Subtotal	0
Capital Improvement Expenses	
1. Construction	\$ 90,000
2.	
3.	
4.	
Capital Expenses Subtotal	\$ 90,000
TOTAL AMOUNT	\$ 92,000

**ADDENDUM 3
Other Funding Sources**

For each proposed activity/project or service in which "other funds" will be used (i.e. funds other than CDBG, complete the chart below.

Activity/Project Name	Abbot Road Sidewalk Reconstruction	Activities Funded Under Allocation	Engineering Services	
Name of other funding source	City of East Lansing-DPW Budget	Restrictions, if any, on usage of funding	None	
Amount of Funding Allocation	\$ 15,300	Dollar amount & percent of funding allocation to be used in East Lansing	\$ 15,300	100%

Activity/Project Name	Activities Funded Under Allocation			
Name of other funding source	Restrictions, if any, on usage of funding			
Amount of Funding Allocation	Dollar amount & percent of funding allocation to be used in East Lansing	\$		%

Activity/Project Name	Activities Funded Under Allocation			
Name of other funding source	Restrictions, if any, on usage of funding			
Amount of Funding Allocation	Dollar amount & percent of funding allocation to be used in East Lansing	\$		%

Activity/Project Name	Activities Funded Under Allocation			
Name of other funding source	Restrictions, if any, on usage of funding			
Amount of Funding Allocation	Dollar amount & percent of funding allocation to be used in East Lansing	\$		%

Activity/Project Name	Activities Funded Under Allocation			
Name of other funding source	Restrictions, if any, on usage of funding			
Amount of Funding Allocation	Dollar amount & percent of funding allocation to be used in East Lansing	\$		%

ADDENDUM 4
Performance Measurement Framework

PROGRAM/PROJECT NAME: Abbot Road Sidewalk Reconstruction

Objective: (Choose 1)	Outcome (Choose 1)	Indicator(s)
1. Create suitable living environments 2. Provide decent affordable housing 3. Create economic opportunities	1. Availability/Accessibility 2. Affordability 3. Sustainability	See list of indicators In general: Number who are assisted with new or improved access to service or the benefit
Service/Activity #1 Abbot Road Sidewalk Reconstruction Create Suitable Living Environments by enhancing the safety of the pedestrians along a major roadway in a constricted area.	Availability/Accessibility of the pedestrian public including providing ADA accessible ramps at Fern Street and Oakhill Avenue and providing an improved and a safer isolation from the traveled roadway.	The project will benefit the people in the general area as well as others utilizing the sidewalks in route to MSU, the Hannah Community Center, the downtown commercial area, parks, the library and many other destinations.
Service/Activity #2		
Service/Activity #3		

Exhibit 2

CITY OF EAST LANSING
COMMUNITY DEVELOPMENT BLOCK GRANT
APPLICATION FOR PROJECT FUNDING
FY 2011/2012 (JULY 1, 2011 – JUNE 30, 2012)
SUBMISSION DEADLINE: 5:00 P.M., FRIDAY, DECEMBER 17, 2010

Name of Organizations and/or Individual Submitting Application: City of East Lansing, Department of Public Works

Name of Project: Abbot Road Sidewalk Reconstruction

Contact Person: Ron Lacasse

Address: 410 Abbot Road, East Lansing, MI 48823

Telephone #: (517) 337-9459

Fax #: (517) 337-3943

E-Mail: rlacass@cityofeastlansing.com

Website: cityofeastlansing.com

Please place a next to the type of project you are proposing in this application. Refer to Appendix I for a more detailed description of projects eligible for funding under the Community Development Block Grant Program (CDBG).

- | | |
|--|---|
| <input type="checkbox"/> Acquisition | <input type="checkbox"/> Renovation of a closed building. |
| <input checked="" type="checkbox"/> Public facilities and improvements | <input type="checkbox"/> Lead-based paint hazard evaluation and reduction |
| <input type="checkbox"/> Public (human) services | <input type="checkbox"/> Special economic development activity |
| <input type="checkbox"/> Homeownership assistance | <input type="checkbox"/> Micro enterprise development |
| <input type="checkbox"/> Housing rehabilitation & preservation | <input type="checkbox"/> Technical assistance |
| <input type="checkbox"/> Historic preservation | <input type="checkbox"/> Other |

Provide a Brief Description of the Project: Reconstruction of the existing sidewalk on the west side of Abbot Road from Fern Street to Oakhill Avenue. Project includes removal of existing sidewalk, new 6" sidewalk, replacement of the existing wall, addition of ADA approved sidewalk ramps at Fern and at Oakhill, grading, and restoration. The work will allow the sidewalk to be relocated 3 to 4.5 feet west of the back of curb to allow separation from the traveled roadway and to provide an area for snow being plowed from the roadway to be piled. CDBG funds were requested for this project in the FY 2010/2011 grant funding cycle. Due to the ongoing fiscal challenges, only partial funding for this project was awarded last year. The current application represents the remaining funds required to construct the project.

PROJECT BUDGET SUMMARY (Column 2 must match total on Addendum 2)

	Total Activity/Project Budget	Grant Request
A. Total Personnel Expenses	\$ 17,300	\$ 2,000
B. Total Operating Expenses	\$ 0	\$ 0
C. Total Capital Expenses	\$ 74,000	\$ 74,000
Total:	\$ 91,300	\$ 76,000



 Signature of Person Submitting Application

12/17/10

 Date

**CITY OF EAST LANSING
COMMUNITY DEVELOPMENT BLOCK GRANT
APPLICATION FOR PROJECT FUNDING**

1. What specifically are you proposing? Give a complete detailed description of your proposed project, program or activity.
 - a. Identify its title. Abbot Road Sidewalk Reconstruction
 - b. Provide a brief history of the project; i.e. discuss the development and growth of the project from its inception to the present time, including changes. The existing sidewalk and wall on the west side of Abbot Road between Fern Street and Oakhill Avenue is in excess of 50 years old (i.e. a small portion near Oakhill Avenue was replaced in 1956 as part of a water main project). Individual panels may have been replaced but records of individual panels are not on file. The sidewalk is located in a confined area between the back of curb and the wall. This confined area presents a significant impasse during the winter months when snow plowed from the adjacent roadway is piled onto the sidewalk. The sidewalk does not presently have ADA accessible ramps and this block does not have any driveway cuts along Abbot Road that would allow someone to access the sidewalk.
 - c. Identify the target population of your project, program, or activity. Including the number of East Lansing residents to be served through the program(s) or activity (ies) with the CDBG funds you seek. Complete **Addendum 1, Beneficiary Table**. If this is a new program or activity please describe in the narrative how you arrived at the estimated number of persons served. This project is within Census Tract 004100.3. In addition to local residences this sidewalk is used extensively by hundreds of people each day whose destination may include MSU, the Hannah Community Center, the downtown commercial area, Valley Court Park, the library and many other points.
 - d. Discuss how funding by the City fits into the long-range goals of the project. Do you anticipate requesting City funds in future years? The City of East Lansing has tried to maintain an annual sidewalk program but due to budget restrictions, the project is temporarily on hold. No additional funding is anticipated for this block of sidewalk. City funds may be requested for other sidewalks in future years but the life expectancy for this sidewalk will probably exceed 40 years.
 - e. Describe your budget for the proposed project(s) and how you arrived at the dollar amount requested. For example, it costs "x" amount to serve each East Lansing resident, and you are requesting a certain portion of that cost not met with other funds. Complete **Addendum 2, "Line Item Budget"**. If other funds are to be used in the project in addition to funds from East Lansing, also complete **Addendum 3, "Other Funding Sources"**. Please note whether City funds are being used for matching purposes. Addendums 2 and 3 are attached. The City of East Lansing DPW will provide all engineering services for design, bidding, and inspection as local match as part of the DPW budget. All costs for construction and outside legal services are being requested from CDBG funds. The estimated cost of construction for the project is based on an engineer's estimate of cost. If approved, the project will be publicly advertised and bid.
2. How does your proposal relate to the needs identified in the 2005-2010 Consolidate Plan Priorities document? (Appendix IV). This project is explicitly noted in Appendix IV under "Public Improvements-Recommendations, Neighborhood Improvements, Traffic calming and sidewalk improvements within CDBG eligible neighborhoods.
3. If your proposal is for an activity that meets an ongoing need, quantify the need and how you met it in 2010 for East Lansing residents.
 - a. Quantify the benefits received by East Lansing service recipients. This area has not previously been in a designated area covered by the City's sidewalk program. In 2009 the City's sidewalk program was confined to the western portion of the Glencarin Neighborhood.
 - b. Identify beneficial impacts on the overall problem within the East Lansing community. Any sidewalk improvement project will help enhance the safety of the walking community. In particular, this project provides the following: (1) a safer isolation from the traveled roadway, (2) ADA ramps, and (3) less likelihood of the sidewalk being obstructed by snow plowing of the adjacent roadway.
4. Please complete **Addendum 4 Performance Measures**. Addendum 4 is attached.

ADDITIONAL QUESTIONS AND INFORMATION REQUIRED FROM NONPROFIT AGENCIES PROPOSING HUMAN SERVICES OR HOUSING ACTIVITIES

5. Complete **Addendum 5 Performance Report**. If you are a new applicant, this will not apply.
6. How do you make your services available to persons with special needs? Identify alternative delivery methods, as applicable.
7. Identify whether this is a service also provided by other local agencies, and if so, are you proposing a new way to address the problem(s)? How does your service delivery differ and how do you avoid duplication of services?
8. List project staff and the individual qualifications of key personnel.
9. Describe how you are linking with other agencies to address systematic problems associated with the needs of your target population. Please include an agency contact and phone number who may be contacted to verify collaborative efforts.
10. Provide the information and attach the documents identified in Appendix III, "Checklist of Required Documents."

ADDENDUM 1 Beneficiary Table

Complete the table below for the project(s) you are proposing **only if it is a direct benefit project** (as compared to an area benefit project). For example, a public (human) service activity, housing rehabilitation and homeownership programs provide direct benefits to individuals. A street improvement project provides area benefits. If you have any questions as to whether you need to complete this table, contact the Planning and Community Development Office. Leave the shaded areas blank; non-Low/Moderate Income ("LMI") persons cannot be served by CDBG for direct benefit activities.

Title of Proposed Project or Service	Number of Persons to be Served With:	Description of Population to be Served*	# of E.L. Residents (NOT LMI) to be Served	# of E.L. Low-Mod Income** Residents to be Served	# of Non E.L. Residents to be Served
#1	E.L. CDBG Funds				
	Other Funds				
#2	E.L. CDBG Funds				
	Other Funds				
#3	E.L. CDBG Funds				
	Other Funds				

*For example, homeless individuals, elderly, victims of domestic violence, etc.

** Low/Moderate Income (LMI) is defined by household size as follows:

HUD INCOME LIMITS FOR FY 2010

Income Category	1-Per	2-Per	3-Per	4-Per	5-Per	6-Per	7-Per	8-Per
Very Low Income	23,100	26,400	29,170	32,950	35,600	38,250	40,900	43,500
50% of Median Income								
Low Moderate Income 80% of Median Income	36,900	42,200	47,450	52,700	56,950	61,150	65,350	69,600

Note: Annual household income is considered to be within the low/moderate income limit if it does not exceed the applicable figure here for a given household size. These figures are established by the U.S. Department of Housing and Urban Development for the Lansing – East Lansing MSA (metropolitan statistical area).

**ADDENDUM 2
Line Item Budget**

Please complete a separate line item budget for each activity/project you are proposing. **Please only provide the budget for the grant amount you are applying for.**

Activity/Project #1:	
Goal:	
Personnel Expenses	Amount
1. Legal Services for Easements & Contract Review	\$2,000
2.	
3.	
4.	
5.	
6.	
Personnel Expense Subtotal	\$2,000
Operating Expenses	
1.	
2.	
3.	
4.	
5.	
6.	
Operating Expense Subtotal	\$0
Capital Improvement Expenses	
1. Construction	\$74,000
2.	
3.	
4.	
Capital Expenses Subtotal	\$76,000
TOTAL AMOUNT	\$76,000

ADDENDUM 2
Line Item Budget (continued)

Activity/Project #2:	
Goal:	
Personnel Expenses	Amount
1.	
2.	
3.	
4.	
5.	
6.	
Personnel Expense Subtotal	
Operating Expenses	
1.	
2.	
3.	
4.	
5.	
6.	
Operating Expense Subtotal	
Capital Improvement Expenses	
1.	
2.	
3.	
4.	
Capital Expenses Subtotal	
TOTAL AMOUNT	

**ADDENDUM 3
Other Funding Sources**

For each proposed activity/project or service in which "other funds" will be used (i.e. funds other than CDBG, complete the chart below.

Activity/Project Name	Abbot Road Sidewalk Reconstruction	Activities Funded Under Allocation	Engineering Services	
Name of other funding source	City of East Lansing – DPW Budget	Restrictions, if any, on usage of funding	None	
Amount of Funding Allocation	\$17,300	Dollar amount & percent of funding allocation to be used in East Lansing	\$17,300	100%

Activity/Project Name	Activities Funded Under Allocation		
Name of other funding source	Restrictions, if any, on usage of funding		
Amount of Funding Allocation	Dollar amount & percent of funding allocation to be used in East Lansing	\$	%

Activity/Project Name	Activities Funded Under Allocation		
Name of other funding source	Restrictions, if any, on usage of funding		
Amount of Funding Allocation	Dollar amount & percent of funding allocation to be used in East Lansing	\$	%

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Name of other funding source	Restrictions, if any, on usage of funding		
Amount of Funding Allocation	Dollar amount & percent of funding allocation to be used in East Lansing	\$	%

ADDENDUM 4
Performance Measurement Framework

PROGRAM/PROJECT NAME: Abbot Road Sidewalk Reconstruction

Objective: (Choose 1)	Outcome (Choose 1)	Indicator(s)
1. Create suitable living environments 2. Provide decent affordable housing 3. Create economic opportunities	1. Availability/Accessibility 2. Affordability 3. Sustainability	See list of indicators In general: Number who are assisted with new or improved access to service or the benefit
Service/Activity #1 Abbot Road Sidewalk Reconstruction Create Suitable Living Environments by enhancing the safety of the pedestrians along a major roadway in a constricted area.	Availability/Accessibility of the pedestrian public including providing ADA accessible ramps at Fern Street and Oakhill Avenue and providing an improved and a safer isolation from the traveled roadway.	The project will benefit the people in the general area as well as others utilizing the sidewalks in route to MSU, the Hannah Community Center, the downtown commercial area, parks, the library and many other destinations.
Service/Activity #2		
Service/Activity #3		