

Project Work Plan for Project 1 Develop a 5-Year Comprehensive Regional Fair & Affordable Housing Plan

The work plan proposed is derived directly from the approved HUD proposal:

The proposed project partners under Project 1 include the Mid-Michigan HUD Participating Jurisdiction (City of Lansing) and a variety of public and non-profit housing agencies and departments. The evaluation will include assessments of fair housing conditions and complaints, a full inventory of the housing stock in the tri-county region, the demographic trends in light of the current housing development efforts and the regulatory barriers that may impede the preservation and development of fair and affordable housing. The Plan will include input from municipalities, fair and affordable housing experts, representatives from traditionally underserved populations, public and private sector housing industry representatives, and regional Consortium members with an interest in fair and affordable housing. Greater Lansing Housing Coalition (GLHC) will lead the housing taskforce, working closely with officials from the Michigan State Housing Development Authority and the U.S. Department of Housing & Urban Development to ensure that the final plan meets state and federal livability principles. The Comprehensive Regional Fair & Affordable Housing Plan will include the following:

- Housing inventory by county with further breakdowns for each of the incorporated communities (cities, townships, villages)
- An analysis of demographic data trends that includes predictive models at 5, 10 & 20 year intervals with corresponding anticipated housing needs
- An inventory of planned housing projects gathered from Consortium partners, local developers, HUD, MSHDA, municipalities and other housing developers (1, 3, & 5 year increments)
- A comprehensive community needs assessment conducted throughout the region (in partnership with Consortium and Housing Committee members) that reflect the opinions and needs of traditionally underserved populations
- Development of a model fair and affordable housing guide that can be accepted/adopted/approved by local municipalities
- Recommendations on the formation of task force(s) to address specific regional needs (i.e. Multi-Family Housing Developers & Providers, Green Building Code Development)
- A Comprehensive Regional Fair & Affordable Housing Plan document that is accessible to and reflective of the needs of the region and the traditionally underserved populations in Ingham, Eaton and Clinton Counties
- Outreach to, and inclusion of marginalized and underrepresented populations.

GLHC, in partnership with Tri-County and the Cities of Lansing and East Lansing, will review the existing Fair Housing programs and protocols offered by the project area's two largest communities. Using these as models, GLHC will develop a best practices guide that can be easily implemented by municipalities region-wide. GLHC will also help local partners develop a regional fair housing clearinghouse with the near-term goal of applying for HUD Fair Housing Education and Outreach funds to support this important work. Further, GLHC will work with existing fair housing organizations that serve in Michigan (but not our region) to consider expanding their testing services to our region. Better integration with federal housing programs can provide us a critical framework for ensuring fair and affordable housing to mid-Michigan residents.

I. Project Completion Schedule

- a. **CHART ONE** is taken from the approved proposal to HUD.

- b. **CHART TWO** is specific deliverables and other adjustments. Please note that we combined Projects 1 and 2 under CHART ONE in the original proposal. A few of these tasks might not apply to the 5-Year Plan.

II.
III.

CHART ONE Projects and Associated Deliverables	Year 1				Year 2				Year 3			
	Q1 April 1st	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Project 1 -Develop a regional 5-year Comprehensive, Fair & Affordable Housing Plan												
1) Approximately 12 stakeholder workgroup summaries												
2) Analysis of regional housing needs, including fair and affordable housing												
3) Assessment of Supply/Demand												
4) Develop housing strategy												
5) Develop fair housing report												
6) Development of outreach and implementation strategies												
CHART TWO Projects and Associated Deliverables	Year 1				Year 2				Year 3			
	Q1 April 1st	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Project 1- Develop a regional 5-year Comprehensive, Fair & Affordable Housing Plan												
Develop stakeholder group/task force												
Quarterly stakeholder meetings												
Coordinate Fair & Affordable Housing Study with MSU LPI												
Housing Needs Analysis												
Community Needs Analysis												
Model Fair & Affordable Housing Guides for regional development												
Community Outreach & Engagement Activities (forums, meetings)												
Fair & Affordable Housing Plan publication & promulgation												

IV. **Budget**

TCRPC has an amount of \$250,000 listed under our sub-grantee list in the approved budget.

GLHC HUD Grant Budget Estimate				
Line Item	Year 1	Year 2	Year 3	Total
Personnel <i>GLHC Executive Director</i> <i>Consultants</i> <i>Research Intern/Assistant</i>	\$60,000	\$70,000	\$70,000	\$200,000
Community Outreach <i>Forums, Workshops, Outreach</i>	\$5,000	\$10,000	\$10,000	\$25,000
Housing Plan Promulgation <i>Printing, Postage, Community Events</i>			\$25,000	\$25,000
Totals	\$65,000	\$80,000	\$105,000	\$250,000

Cash Flow Estimates

	Year 1				Year 2				Year 3			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	\$1500	\$1500	\$1750	\$1750	\$2000	\$2000	\$2000	\$2000	\$2000	\$2000	\$3000	\$3500
	0	0	0	0	0	0	0	0	0	0	0	0

V. Match and Leverage Description

- a. Below is a detailed description of match/leverage over three years. The two charts below depict the general amounts of match and leverage that was approved by HUD, and the GLHC commitment level.

		Value of In-kind or cash match	Additional Leveraged Funds Contribution	Total Leveraged and Match Funds Contribution
Name: Greater Lansing Housing Coalition		\$45,000	\$3,700,000	\$3,745,000
Type of Organization Non-profit				
Partner Receiving Award Grant Funds: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Address:				
City:				
State:				
Zip Code:				
Phone Number:				
Fax Number:				
Email:		Develop a regional comprehensive, fair & affordable housing study		

VI. Project Management/Governance structure and implementation

The sub-recipient project is one part of a larger regional project. As such, the sub-recipients are encouraged and required to participate fully in the broader Sustainable Communities initiative whenever possible and offer new and innovate ways to integrate the many types of planning initiatives considered in this project.

The Program sub-recipient will facilitate and meet regularly with their project task force throughout the project. They will also participate in all meetings of the Consortium and provide regular written reports of activities at least two times per year, due June 1 and December 1 in 2012 and 2013. In 2014, semi-annual reports will be due on June 1 and November 1 (final).

The sub-recipient will comply with and meet all overarching project goals including transparency, inclusion, honest and fair and equitable practices. They will also be responsible for accurate, complete, and timely financial management in all aspects. Reimbursements will only be considered by TCRPC upon receipt of all required pre-approvals, receipts, contracts, and accounting information.

The materials, projects, results, reports, etcetera must all be open and accessible to the public.

Everything including all materials, programs, models, reports, and data generated or created relative to this program is owned by the Sustainable Communities project and the Tri-County Regional Planning Commission, which is public and open to all. Efforts will be made to limit or eliminate any private or personal information within this program, thereby minimizing needs to protect privacy or restrict information available to the general public.

Sub-recipients are encouraged to participate in a wide array of technical assistance and training opportunities afforded to TCRPC's partners and Sustainable Communities grantees.

Sub-recipients must comply with all laws, regulations, policies and procedures including local, federal, and state requirements.

Please be advised that this work plan, once final, will guide all activity reporting during the grant period. Any failure to enthusiastically support and comply may be grounds for removal from the project.

VII. Other

This work plan will guide all activity reporting during the grant period. Monthly or quarterly reporting to TCRPC will be required, depending on your project schedule.

This Agreement is part of a Cooperative Agreement with HUD and TCRPC which is a reimbursement only program. All financial receipts, proof of expenditures and payments, accounting and financial reports must be provided to TCRPC for reimbursement. Payments to your agency/office may also be monthly or quarterly depending on work activity schedules and need. Changes to the payment schedule must be made with TCRPC directly.

**Project Work Plan for
Project 2: Develop a Regional Affordable Housing Study
Michigan State University (Housing Component)**

In collaboration with the Greater Lansing Housing Coalition, this project embeds much of the important activities related to development of a Fair Housing and Equity Assessment (FHEA) for Mid-Michigan. This part of the study will include a thorough review of census data of the 2000 and 2010, focusing in on an analysis of information on demographic and socioeconomic characteristics of population and households in these areas and physical and socioeconomic characteristics of existing housing stock in mid-Michigan. The census data in two periods will be compared to examine if there are any notable changes between these periods. This Study will thus provide more accurate diagnosis of current housing stock and help us set up practical goals to improve housing affordability in the tri-county region.

A series of interviews with 15-20 yet-to-be identified housing experts will be conducted to obtain practical opinions on housing affordability in the region. All project efforts include purposeful efforts to include and invite participation from a diversity of participants. The research will also review land use and zoning regulations of the tri-county region to examine criteria and standards for improving housing affordability. In addition, the Study will focus on identifying and describing incentives currently being implemented or considered to support energy-efficient housing development or redevelopment. The Study will interview 30 urban planners to discuss how these incentives are beneficial to improving housing affordability for diverse socioeconomic levels in this region.

Finally, a public survey of approximately 800 residents, identified with the help of Consortium members, will collect help to collect opinions on diverse housing type, size, location, cost, and jobs/housing balance. Participants in this regional survey will be selected from the three counties (i.e., Ingham, Clinton, and Easton) and two regional areas (i.e., urban and suburban). We plan to survey 150 residents from each category using telephone and mail-in survey methods.

The ultimate outcomes include: A set of policy and program directions that will be the basic guidelines for establishing a strategic plan to maximize housing affordability in the tri-county region; An analysis of the inventory of housing stock; A list of barriers to affordable housing in the region identified from housing experts and urban planners; and identification of housing partners who can advance the region's housing objectives.

Project Completion Schedule

CHART ONE Projects and Associated Deliverables	Year 1				Year 2				Year 3			
	Q1 April 1st	Q2 July 1st	Q3 Oct 1st	Q4 Jan 1st	Q1 April 1st	Q2 July 1st	Q3 Oct 1st	Q4 Jan 1st	Q1	Q2	Q3	Q4
Project 2- Develop an Affordable Housing Study												
Existing Housing Stock Analysis- Census data & American Housing Survey Analysis												
Housing Expert Interviews												
Land Use Zoning and Regulation Review and Planner Interviews												
Resident Survey and Analysis												
Final Report of Affordable Housing Study												

Budget

Q1 April-June 2012	Q2 July-Sept. 2012	Q3 Oct.-Dec. 2012	Q4 Jan-March 2013	
\$17,987	\$8,774	\$13,832	\$14,082	
Q5 April-June 2013	Q6 July-Sept. 2013	Q7 Oct.-Dec. 2013	Q8 Jan.-March 2014	
\$41,900	\$6,424	\$9,232	\$3,159	
Q9 April-June 2014	Q10 July-Sept. 2014	Q11 Oct.-Dec. 2014	Q12 Jan.-March 2015	Total Apr12-Mar15
\$0	\$0	\$0	\$0	\$115,390

Match and Leverage Description (2 year period)

Name: Michigan State University		Activities under match: Developing a fair & affordable housing study; developing a corridor design portfolio	Match offered: \$90,312	Total Leverage: \$0	Total Match: \$90,312
Type of Organization: Higher Education					
Partner Receiving Award Grant	X Yes <input type="checkbox"/> No				
Funds:					
Address: 301 Administration					
City: East Lansing					
State: Michigan					
Zip Code: 48824-1046					
Phone Number: 517-884-4275					
Fax Number: 517-432-9812					
Email: usda@osp.msu.edu					

Dr. Kim will contribute 30% of her time during the academic year (August 16 – May 15) for two years to this project as an in-kind match. This time will begin April 1, 2012, and go through March 31, 2014.

Tri-County Regional Planning Commission
US Department of Housing and Urban Development
Sustainable Communities Regional Planning Grant
Project Workplan for
Project 3- Community Reinvestment Fund (MidMEAC)

I. Project 3: Build Capacity in the region through a Community Reinvestment Fund

A Broad-based community participation is critical to the long-term sustainability of the regional planning process. By integrating the needs of all residents, balanced with the financial constraints and the legal obligations of representative municipalities, we can achieve a regional plan that will truly make a difference in the Mid-Michigan area. To achieve full participation by traditionally under-served and marginalized populations, TCRPC recognizes the need to provide a supportive framework within which representative organizations and individuals can access resources including mini-grants to fund staff time and outreach engagement activities, create educational materials in a variety of formats to meet the needs of respective constituencies, place grantees on subject-specific task forces and access existing professional development and sharing opportunities. The Mid-Michigan Community Reinvestment Fund will be managed by a 5 - 7 member volunteer board and administered by the Mid-Michigan Environmental Action Council. Mid-MEAC, in partnership with TCRPC, will create an accountability structure, ensure that traditionally under-served and marginalized populations are personally invited to participate in the Fund's activities, host public input sessions within neighborhoods or community centers, facilitate dissemination of educational materials and foster professional development and capacity building activities through the existing Consortium partners and future partners.

All organizations participating in the proposed projects will be full members of the Consortium and will agree to serve on one (or more) task force with the guidance and support of the Fund Board. Mid-MEAC, with input from TCRP, will conduct a vigorous outreach campaign to ensure maximum feasible participation of representative organizations and will develop a mini-grant application process that includes reasonable benchmarks and goals. We envision an annual event, a gathering of sustainability partners in which grantees will present a summary of their work to their peers and engage in small group sessions of information sharing. Results of each annual meeting will inform the Fund Board in determining strategies for outreach, engagement, educational materials, participating organizations, gaps and more. This evaluation method will allow full participation in a culturally-appropriate way for all grantees rather than a more traditional narrative and traditional report. An additional goal is to foster relationships between grantees on projects that are complementary to the regional planning process. This "matchmaking" process will be spearheaded by Mid-MEAC but will also happen organically during task force meetings and the annual event, as well as through the new online portal (Project 9).

II. Project Completion Schedule

- a. **CHART ONE** is for you to complete with specific deliverables and other adjustments on a quarter basis. Please refer to Item I., above, for guidance on deliverables.

CHART ONE Projects and Associated Deliverables	Year 1				Year 2				Year 3			
	Q1 April 1st	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Project 3- Community Reinvestment Fund												

III. Budget

This project involves a lumpsum of \$300,000 that will be doled out in mini-grants to community groups, agencies and offices in order to engage traditionally marginalized populations into the community/regional planning process.

IV. Match and Leverage Description

- a. Please provide a detailed description of your match/leverage over three years. The chart below depicts the general amounts of match and leverage that was approved by HUD, and your commitment level. Please provide a more detailed sketch on how you will provide the match and leverage listed below.

Name: Mid MEAC	Administer the Community Reinvestment; Promote Smart Commute Program	Match offered: \$21,600	Total Leverage: \$0	Total Match: \$21,600
Type of Organization				
Partner Receiving Award Grant Funds: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Address:				
City:				
State:				
Zip Code:				
Phone Number:				
Fax Number:				
Email:				

V. Other

Please be advised that this workplan, once final, will guide all activity reporting during the grant period.

Project Workplan for
Project 4- An Energy Audit of Built Structures
Michigan Energy Options

I. Project 4: Develop an energy audit study of built structures

This planning initiative will develop and implement an Energy Baseline Study of housing and other built structures along the 19-mile Michigan Avenue/Grand River Avenue Corridor (addressed under Project 7) and will be coordinated with the region's largest utility providers: the Lansing Board of Water and Light (a municipal authority) and Consumers Energy (public-private utility provider). The study will identify energy consumption of buildings, with special attention paid to those that consume the most energy per their footprint and function. The audit will identify buildings by type such as residential, commercial, public and industrial—and benchmark their performance against peers around the country. Data collected will assist project partner Michigan Energy Options (MEO) and our region's utilities providers, and other stakeholders, to develop strategies that increase energy efficiency and build renewable energy programs that reduce energy consumption by the largest or most inefficient users.

In addition, a sample of residential buildings along the corridor will be inspected by the Michigan Department of Community Health, using the HUD-developed *Healthy Homes Rating Tool* to identify the home health hazards common in the target project area. A combination of actions addressing energy consumption, energy efficiency, as well as reducing exposure to hazardous materials and pollution will create a safe, sustainable quality of life, as well as improve existing programs by offering best practices and replicable analyses and strategies.

Where ever possible, practical or feasible, the energy audits will use the region's exiting assets including studies previously done in our area, local expertise and advise from area contractors, builders, developers and utility providers.

In addition to conducting a limited number of audits, this project activity will be to record and describe audit procedures and techniques to serve as a model for other area properties. Any possible monitoring or summary of impacts and outcomes even in the project's short lifetime, are encouraged. The MEO and other project partners and sub-recipients will seek effective ways to share and measure outcomes of the audits and their recommendations and recommend those for long term regional oversight.

II. Project Completion Schedule

- a. **CHART ONE** is includes specific deliverables and other adjustments on a quarterly basis.

Project and Associated Deliverables	Year 1				Year 2				Year 3				
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Project 4: Energy Audit Study of Built Structures													
1) Determine Study Boundaries and Stakeholders		■											
2) Determine Building Portfolio		■	■										
3) Utility Energy Data Collection for 2012			■	■									
4) Establish Baseline Year (2012)				■									
5) Building Audit Sampling					■	■							
6) Calculate Energy Usage Based on Building Type, Fuel Source, Etc.					■	■	■						
7) Benchmark Energy Usage Against Peers							■	■					
8) Scenario Model Energy Savings Programs										■			
9) Integrate Results with Transportation Study											■		
10) Develop Action Plans to Address Energy Priorities in Corridor												■	
11) Final Report													■

III. Budget

	Year 1				Year 2				Year 3				Total
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Personnel	14607	14607	14607	14607	10955	10955	10955	10955	10955	10955	10955	10955	146068
Travel	76	76	76	76	76	76	76	76	50	50	50	0	755
Contract Services	2000	1200	800	800	800	800	800	800	0	0	0	0	8000
Total	16682	15882	15482	15482	11831	11831	11831	11831	11005	11005	11005	10955	154823

IV. Match and Leverage Description

a. The chart below depicts the general amounts of match and leverage that was approved by HUD, and your commitment level.

Name: MEO		Energy Efficiency Programs Interns	Match offered: \$42,720	Total Leverage: \$115,500	Total Match/Leverage: \$158,220
Type of Organization – 501(C)3					
Partner Receiving Award Grant Funds:	X Yes <input type="checkbox"/> No				
Address: 405 Grove St					
City: East Lansing					
State: MI					
Zip Code: 48823					
Phone Number: 517.337.0422					
Fax Number: 517.337.0437					
Email: jkinch@michiganenergyoptions.org					

Name: Lansing Board of Water and Light		Cash match for Energy Efficiency Program	Match offered: \$20,000	Total Leverage:	Total Match/Leverage: \$20,000
Type of Organization – Municipal Utility					
Partner Receiving Award Grant Funds:	_ Yes x No				
Address: 1232 Haco Drive					
City: Lansing					
State: MI					
Zip Code: 48912-1672					
Phone Number: 517.702.6585					
Fax Number:					
Email: slw@lbwl.com					

V. Project Management/Governance structure and implementation

The sub-recipient project is one part of a larger regional project. As such, the sub-recipients are encouraged and required to participate fully in the broader Sustainable Communities initiative whenever possible and offer new and innovate ways to integrate the many types of planning initiatives considered in this project.

The Program sub-recipient (MEO) will facilitate and meet regularly with their project task force throughout the project. They will also participate in all meetings of the Consortium and provide regular written reports of activities at least two times per year, due June 1 and December 1 in 2012 and 2013. In 2014, semi-annual reports will be due on June 1 and November 1 (final).

The sub-recipient will comply with and meet all overarching project goals including transparency, inclusion, honest and fair and equitable practices. They will also be responsible for accurate, complete, and timely financial management in all aspects. Reimbursements will only be considered by TCRPC upon receipt of all required pre-approvals, receipts, contracts, and accounting information.

The materials, projects, results, reports, etcetera must all be open and accessible to the public.

Everything including all materials, programs, models, reports, and data generated or created relative to this program is owned by the Sustainable Communities project and the Tri-County Regional Planning Commission, which is public and open to all. Efforts will be made to limit

or eliminate any private or personal information within this program, thereby minimizing needs to protect privacy or restrict information available to the general public.

Sub-recipients are encouraged to participate in a wide array of technical assistance and training opportunities afforded to TCRPC's partners and Sustainable Communities grantees.

Sub-recipients must comply with all laws, regulations, policies and procedures including local, federal, and state requirements. This work plan, once final, will guide all activity reporting during the grant period.

Project Work Plan for
 Project 5- Build Capacity for a Regional Urban Service Management Area
 Tri-County Regional Planning Commission

I. Project 5: Build capacity for a regional urban service management area

The prohibitive cost of maintaining existing water and sewer infrastructure is now creating a culture of cooperation between communities in order to preserve the current level of service through shared costs. Tri-County and its partners are meeting as a regional Urban Service Management Committee to keep urbanized areas viable, to protect farmland, open space and rural quality of life, to preserve priority conservation areas, to utilize existing infrastructure and to save costs through cooperation and efficiency. The Committee’s goal is to facilitate adoption of urban service management areas and encourage municipalities to plan together for sustainable placement of future public water and sewer infrastructure. In order to build capacity for this regional urban service management area, Tri-County staff and consortium members will actively engage in outreach activities to formalize local commitment to its 2011 *Urban Service Management Study* and to explore and employ tools that support urban service management. Engagement will include presentations to the public and local policy boards, educational materials to be shared amongst stakeholders, and sit-down strategy meetings with planners and policy-makers to address issues of partnership and future collaboration on the provision of services. One televised public media piece will also be developed to provide concise information on urban service management in the greater Lansing area. The outcomes of this activity will include: Locally adopted strategies for identifying an urban service management policy throughout a multi-jurisdictional area of greater Lansing; Increased capacity and commitment between local units of government for shared capital improvement planning and infrastructure maintenance.

II. Project Completion Schedule

CHART ONE Projects and Associated Deliverables	Year 1				Year 2				Year 3			
	Q1 April 1st	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Project 5-URSM												
Ongoing URSM meeting facilitation	X	X	X	X	X	X	X	X	X	X	X	X
URSM Outreach activities (website, brochures, workshops)	X	X	X	X	X	X	X	X	X	X	X	X

III. Budget

TCRPC is proposing 4,508 staff hours plus additional budget line items for the Land Use Program Activities under this HUD grant over three years. A detailed work program will be developed with the regional URSM Committee’s work over the next three years based on public engagement and outreach.

IV. Match and Leverage Description

TCRPC has provided a set rate for match for the URSM Program and all of the other TCRPC activities as grant administrator.

Project Work Plan for Project 6- Groundwater Management Board

I. Project Description- Promote a Multi-faceted and prioritized green infrastructure system. (MGROW Component)

The following text is taken directly from the original and approved HUD proposal: “This component will assess the level of protection evident in groundwater/wellhead protection policy by analyzing existing wellhead protection ordinance language adopted by the local units of government located along the 19-mile Michigan Avenue/Grand River Avenue Corridor and beyond;”

II. Project Completion Schedule

CHART ONE Projects and Associated Deliverables	Year 1				Year 2				Year 3			
	Q1 April 1st	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Project 6-Green Infrastructure												
Contact Communities	X	X										
Perform Audits			X	X	X	X	X	X	X	X		
Present Findings to Individual Communities'					X	X	X	X	X	X	X	
Progress Reports		X	X	X	X	X	X	X	X	X	X	X
Write final report											X	X
Attending consortium/task force/activities meetings	X	X	X	X	X	X	X	X	X	X	X	X

III. Budget

TCRPC has allocated at total of \$37,000 over 3 years to perform Groundwater and Wellhead Protection Audits for nine communities in the tri-county region. A final report will also be written containing lessons learned and the methodology. The specific costs include approximately 322 Senior Environmental Planner hours at a loaded rate of \$100/hour, \$4,000 for laptop, scanner and projector, \$450 for mileage and \$250 for printing.

CHART TWO Projects and Associated Deliverables - cost	Year 1				Year 2				Year 3			
	Q1 April 1st	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Project 6-Green Infrastructure												
Contact Communities	900	900										
Perform Audits		2000	2200	2300	1600	1600	1600	1600	1800	1800	1800	1800
Present Findings to Individual Communities					400	400	400	400	400	400	800	
Progress Reports		100	100	100	100	100	100	100	100	100	100	100
Write Final Report											450	550
Attending consortium/task force/activities meetings	200	400	400	400	400	400	400	400	400	400	400	600

IV. Match and Leverage Description

Please provide a detailed description of your match/leverage over three years. The two charts below depict the general amounts of match and leverage that was approved by HUD, and your commitment level. Please provide more detail on how you will provide the match and leverage listed below.

		Value of In-kind or cash match	Additional Leveraged Funds Contribution	Total Leveraged and Match Funds Contribution
Name: Groundwater Management Board		GMB activities	\$	\$
Type of Organization Non-profit				
Partner Receiving Award Grant Funds: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Address: 3135 Pine Tree Road, Suite 2C				
City: Lansing				
State: MI				
Zip Code: 48911				
Phone Number: 517/393-0342				
Fax Number: 517/393-4424				
Email: cspitzley@mitcrpc.org				

Name and contact information	Description of Commitment	Proposed Activities to be Conducted by Partner	Resource and leveraged resource commitment (\$ value for services)
Name: Christine V. Spitzley Tri-County Regional Planning Commission 517-393-0342 cspitzley@hotmail.com	Participate in regional consortium/task forces and all planning meetings as appropriate	Attending consortium/task force/activities meetings	\$

**Project Work Plan for
Project 6- Promote a Green Infrastructure System
Tri-County Regional Planning Commission and Middle Grand Regional
Organization of Watersheds (MGROW)**

I. Project Description- Promote a Multi-faceted and prioritized green infrastructure system. (MGROW Component)

This project will identify the benefits of various watershed protection activities within the Middle Grand River watershed through two workshops to gain public involvement and input on services provided by an area wide watershed organization. This organization (already in development) will bring together several smaller disconnected watershed groups to have a consistent, clear and strong regional collaborative effort and presence. A collaborative information sharing network will be developed along with a public education campaign for the Middle Grand River watershed based on the findings of the Middle Grand workshops and survey. As an example, this will potentially include a *Heritage River Trail* and access point signage and promotion.

II. Project Completion Schedule

CHART ONE Projects and Associated Deliverables	Year 1				Year 2				Year 3			
	Q1 April 1st	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Project 6-Green Infrastructure												
MGROW Kick off meeting @ TCRPC with needs assessment from partners	X											
MGROW Kick off meeting @ St. Johns with needs assessment from partners	X											
Information sharing network developed and maintained				X	X	X	X	X	X	X	X	X
Annual MGROW Stakeholder meetings					X				X			
Education/Promotional campaign developed			X	X	X							
Educational/promotional campaign implementation						X	X	X	X	X	X	X
Heritage River Water Trails inventory		X	X									
Heritage River Water Trails Strategic Plan for implementation				X	X	X						
Attending consortium meetings	X	X	X	X	X	X	X	X	X	X	X	X

III. Budget

TCRPC has a budget of \$37,382.46 (576 Associate Planner hours) over 3 years, \$3,000 for supplies/brochures and \$19,618 to develop an educational/promotional campaign and an information sharing network with a contractor and possible additional staff time. Total cost for MGROW activities under Project 6 is \$60,000. In addition please create a chart that depicts

activities along with your budget needs on a monthly or quarterly basis. Please include a budget cash-flow estimate by quarter.

CHART TWO Projects and Associated Deliverables - cost	Year 1				Year 2				Year 3			
	Q1 April 1st	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Project 6-Green Infrastructure												
MGROW Kick off meeting @ TCRPC with needs assessment from partners	1538											
MGROW Kick off meeting @ St. Johns with needs assessment from partners	1538											
Information sharing network developed and maintained				1038	779	1038	1038	1038	779	1038	1038	1038
Annual MGROW Stakeholder meetings					779				779			
Education/Promotional campaign developed			6593	6593	6593							
Educational/promotional campaign implementation						2000	1038	1038	779	1038	1038	1038
Heritage River Water Trails inventory		1557	1557									
Heritage River Water Trails Strategic Plan for implementation				1038	779	1038						
Attending consortium/task force/activities meetings	1038	1557	1557	1038	779	1038	1038	1038	779	1038	1038	1038

IV. Match and Leverage Description

		Value of In-kind or cash match	Additional Leveraged Funds Contribution	Total Leveraged and Match Funds Contribution
Name: Middle Grand River Organization of Watersheds		MGROW activities	\$7,788	\$7,788
Type of Organization Non-profit				
Partner Receiving Award Grant Funds: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Address: P. O. Box 12211				
City: Lansing				
State: MI				
Zip Code: 48909				
Phone Number:				
Fax Number:				
Email: mgrow@mgrow.org				

Name and contact information	Description of Commitment	Proposed Activities to be Conducted by Partner	Resource and leveraged resource commitment (\$ value for services)
Name: Erin Campbell Tri-County Regional Planning Commission 517-393-0342 Ecampbell@mitcrpc.org	Participate in regional consortium/task forces and all planning meetings as appropriate	Attending consortium/task force/activities meetings	\$1538
Name: Erin Campbell	MGROW Kick off meeting @ TCRPC with needs assessment from partners	Coordinate the meeting.	1538
Name: Erin Campbell	MGROW Kick off meeting @ St. Johns with needs assessment from partners	Coordinate the meeting.	8824
Name: Erin Campbell	Information sharing network developed and maintained	Develop an information sharing network for the entire Grand River Watershed and the several watershed subgroups within the larger watershed.	1558
Name: Erin Campbell	Annual MGROW Stakeholder meetings	Coordinate the planning of the meeting.	19617

Name: Erin Campbell	Education/Promotional campaign developed	Coordinate all efforts related to this task.	7969
Name: Erin Campbell	Educational/promotional campaign implementation	Implement the educational/promotional campaign developed by the contractor and staff.	3114
Name: Erin Campbell	Heritage River Water Trails inventory	Inventory existing regional efforts on the Heritage River Water Trail program.	2855
Name: Erin Campbell	Heritage River Water Trails Strategic Plan for implementation	Develop a strategy with partners on how to move the program forward to create connectivity with different river segments.	12976

**Project Work Plan for
Project 6- Greening Mid-Michigan- A prioritized green infrastructure system
Tri-County Regional Planning Commission (Land Use Planner Gmazel)**

I. Project Description- Promote a Multi-faceted and prioritized green infrastructure system.

Tri-County has worked extensively on green infrastructure issues through its *Greening Mid-Michigan* taskforce, the Groundwater Management Board and the Greater Lansing Regional Committee for Stormwater Management. However, it is missing a comprehensive prioritization of projects and it requires sustained collaboration between jurisdictions and public and private stakeholder groups, including marginalized populations in order for implementation of the plan to fully occur. The purpose of this project is to benchmark our region's current level of investment in green infrastructure planning and projects and to increase the integration of these plans and projects into everyday activities and local policy. Specific tasks include: Developing a training module and hosting four workshops to promote inter-jurisdictional park and recreational planning across mid-Michigan; Hosting an annual community showcase for information-sharing related to implementation of green infrastructure projects across the region; Prioritizing existing green infrastructure vision elements through a public workshop process that includes digitizing of workshop results and poster creation.

And promote professional trainings for at least 60 elected officials in the region concerning green infrastructure planning, or low-impact development strategies through the existing "Citizen Planner" program at Michigan State University. (See MSU Workplan)

II. Project Completion Schedule

CHART ONE Projects and Associated Deliverables	Year 1				Year 2				Year 3			
	Q1 April 1st	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Project 6-Green Infrastructure												
Ongoing facilitation of Greening Mid Michigan and Heart of Michigan Trails Partnership meetings	X	X	X	X	X	X	X	X	X	X	X	X
Development of Intergovernmental Workshop Module	X	X										
Annual Greening Mid Michigan Showcase			X				X				X	
Develop Promotional Video Pieces		X	X	X	X							
Sponsor Elected Official trainings on Low Impact Development					X	X	X					
Greening Mid Michigan Strategic Workshop and digitization of regional vision poster				X	X	X	X	X				
Intergovernmental Parks and Recreation Planning Workshops			X	X								

I. Budget

TCRPC proposes 4,508 staff hours plus additional budget line items for the Land Use Planner's activities under this HUD grant over three years. This will include an outreach and implementation schedule and budget developed with the participation and direction of the regional representative committee that initiated work on this effort under the Regional Growth Choices for our Future framework.

II. Match and Leverage Description

TCRPC has provided a set rate for match for the GMM Program and all of the other TCRPC activities as grant administrator.

**Tri-County Regional Planning Commission
US Department of Housing and Urban Development
Sustainable Communities Regional Planning Grant
Project Workplan for
Project 7- Development of a Sustainable Corridor Design Portfolio**

Project 7: Development of a Sustainable Corridor Design Portfolio and MSU Student Practicum and Design Courses

Mid-Michigan is blessed with the Michigan/Grand River Avenue Corridor (the Corridor) which is unquestioningly accepted as the region's "main street." The Corridor includes the State Capitol, central business districts, regional health science clusters, internationally-recognized educational institutions, suburban shopping districts and seven of the region's ten largest employers. The corridor also carries over 1.7 million transit trips annually. The Capital Area Transportation Authority (CATA), along with regional partners, recently completed a multi-year *Alternatives Analysis* for a portion of the corridor that identified Bus Rapid Transit as the Locally Preferred Alternative. In sum, the Corridor is the ideal laboratory for development of a design portfolio to catalyze sustainable development in the region. Faculty and students at MSU will assist the project in developing a design portfolio and targeting student led projects on specific sites in the corridor. The following is a brief description of these activities.

The Corridor Design Portfolio

The Corridor Design Portfolio work will be performed by the Planning & Zoning Center at MSU (PZC at MSU). Contributions will come from many sources, including potentially other MSU partners on this project such as: classes and faculty with the Urban Planning Practicum (UPP) and Landscape Architecture Design (LAD) programs at the MSU School of Planning, Design and Construction (SPDC), and staff of the American Citizen Planner Program at MSU (ACPP; formerly these staff led the Michigan Citizen Planner Program and the American Citizen Planner Program).

The Corridor Design Portfolio has five process and product components that are linked to other activities on this project. These include: 1) inventory, analysis and planning along the Michigan Ave./Grand River corridor (from the State Capitol to the Village of Webberville) by PZC at MSU; 2) two sets of design charrettes (four by TCRPC using national firms along corridor segments and up to four more, or the equivalent form of public engagement, on nodes or sites along the corridor); 3) preparation of a best practices guidebook illustrated with examples along the corridor by PZC at MSU; 4) assistance to another contractor with the conversion of the guidebook contents to an online, query-based toolkit by PZC at MSU; and 5) provision of local official, citizen and stakeholder technical assistance workshops on the best practices in the guidebook by staff of the ACPP at SPDC.

The inventory will provide guidance on land uses and densities appropriate for the Michigan Ave./Grand River corridor, and the guidebook will be an educational tool for citizens, developers and local government officials on the Urban/Suburban/Rural/Small Town design transects along such a corridor. Together the corridor inventory and analysis of existing land uses will be examined relative to the principles in *Choices for our Future* and HUD's Livability Principles, to provide recommendations for future multi-modal connectivity, housing access and affordability, access to jobs, Safe Routes to School and Complete Streets planning, Transit-Oriented Design, greenhouse

gas emission reduction, green infrastructure implementation, and inclusionary zoning for each segment along the corridor. Where appropriate and feasible, samples of local master plan, zoning ordinance and form-based code language will be included in the guidebook to assist communities with policy decisions and adoption of consistent implementing language.

MSU will utilize the results of charrettes to assist with planning and designing for small nodes or sites on the corridor. The products of the MSU Practicums and LA Design projects may be used to create case studies for the guidebook and to illustrate the guidebook. The training programs will share all the information gathered and tools developed with interested citizens and stakeholders along the corridor and will include an on-line training component.

The Design Portfolio project will include three overlapping phases:

1. Development Phase: Corridor inventory, assessment and planning for the corridor and development of the draft design guidebook;
2. Implementation & Testing Phase: More detailed node and site planning at key locations along the corridor by MSU students, and refinement of the guidebook based on its use by local professionals and possibly student classes; and
3. Education and Outreach Phase: Education and outreach related to corridor assessment and planning, and training on use of the tools in the guidebook.

Development Phase of the Design Portfolio

During the first year of the initiative, a subset of the regional consortium will be convened to help guide PZC at MSU in the corridor inventory, analysis and planning, and to discuss the type of guidelines, ordinances and codes that are aligned with the *Choices for our Future's* priority strategies for inclusion in the guidebook. Existing best practices, model ordinances and zoning codes will be identified through resources such as HUD, the Smart Growth Network, the Congress for New Urbanism, American Planning Association, and others. The guidebook contents will also be shaped by the results of four design charrettes (multi-day workshops) led by national firms hired by TCRPC to be held in the urban, suburban, rural and small town transect segments along the corridor. There will be a special effort to meet in non-traditional venues and engage marginalized populations. The charrettes will provide an opportunity for in-depth public engagement on the future design of the corridor related to access to housing, the design of the built environment, environmental protection, economic development opportunities, access to transportation and jobs, and many more elements of sustainability. The outcomes (drawings and opinions) of the charrettes will help shape the recommendations for an improved, sustainable corridor.

Implementation and Testing Phase of the Portfolio

In the second and third years of the initiative, TCRPC will provide for up to four more charrettes (or an equivalent form of public engagement) at key nodes and/or sites along the corridor to further refine recommendations and create case examples for use in the guidebook. There will be a focus on site feasibility and reuse plans, and strong stakeholder engagement.

There will be more detailed node and site planning at key locations along the corridor by MSU students, and refinement of the guidebook based on its use by local professionals and possibly student classes. Following is additional background information on the work of these classes.

MSU Planning Student Practicum Projects

The Michigan State University Urban and Regional Planning program requires graduating undergraduate and graduate students to complete a capstone course in the Spring semester of each year called Practicum. This required course is designed to address real world planning issues in a classroom setting. The course assists communities in completing local initiatives with university assets, through intense student led/faculty-guided projects. Planning practicum teams engage in a variety of professional planning activities ranging from feasibility studies, site reuse plans, corridor studies, small business incubators and planning for sustainability. This timely skilled technical assistance can be very helpful in moving project-specific activities to their successful conclusion.

The MSU Urban and Regional Planning Program in the SPDC will provide a minimum of two practicum team projects identified by the consortium, and appropriate to the practicum program in support of the TCRPC Sustainable Communities project, in the second and third years of the grant.

MSU LA Design Classes

The fifth sequential design studio required in the professional Bachelor of Landscape Architecture Program, Connections of Scale, asks students to use regionally and locally based land use data, specific district, node and site data, and their own site analysis to design mixed-use, transit-oriented development projects which include a "best mix" of activities at/for each location. Connections of Scale students will design sites as identified by the consortium and, to the extent feasible, those sites that are selected for the MSU Planning Practicum studies. These mixed-use site design projects typically include identified needs for housing, transportation, business, entertainment, and retail components which will of necessity vary from site to site. Each project will be conceptually driven by student teams and guided by faculty and will respond to Urban, Suburban, Rural or Small Town sites and conditions.

They are site focused and at the same time regionally connected. The intended results are place-oriented, compact, mixed-use, energy efficient and context-sensitive development visions that a partner community, the consortium or developers may use in going the next step. Results are focused on multiple modes of transportation connecting people at various nodes of activity and to the amenities, the central cities, and other communities of the region. Each design studio in the second and third years will provide 3 to 5 design visions for a stipulated site in the form of presentation boards and three-dimensional models or computer generated models of the physical spatial structure of the mixed-use development.

Education and Outreach Phase of the Portfolio

To build on the Michigan/Grand River Corridor component, the ACPP will conduct community specific sustainable and green development training sessions for local elected and appointed officials. Up to four communities will be selected involving up to 12 technical assistance workshops. As part of the local workshops stakeholders will be interviewed on the topic of community design and sustainability. The purpose of the trainings will be to convey best practices for implementing local sustainable communities and green development tools and techniques to help meet the goals of Choices for Our Future.

A web-based online training module will also be created by ACPP to convey best practices identified in the guidebook and other resources and make better use of the new Online Portal developed as part of the grant. The web-based training will be available corridor wide and

delivered in various formats to meet specific stakeholder needs. A sustainability and green development audit will take place in up to four selected communities to inform the recommendations and local policy change in these communities. The audit will build on resources developed as part of the Smart Growth Readiness Assessment tool and other assessment tools including the Online Portal. Each assessment provides communities with a baseline score and can be used to measure progress in achieving sustainable and green development.

Project Completion Schedule

CHART ONE: Project 7: Development of a Sustainable Corridor Design Portfolio and MSU Student Practicum and Design Courses												
Corridor Inventory, Analysis and Planning												
	Year 1				Year 2				Year 3			
	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1
Inventory Corridor												
Opportunity Analysis												
Planning Options												
Recommendations												
Design Charrettes												
Assist National Firm with Charrettes												
Student Project Selection and Implementation												
Selection of Sites for Student Practicum (with Consortium)												
First Year Practicum (Urban/Rural Location)												
Second Year Practicum (Urban/Rural Location)												
Selection of Sites for Student Studio (with Consortium)												
First Year Studio (Urban, Rural, Suburban, Transitional)												
Second Year Studio (Urban, Rural, Suburban, Transitional)												
Design Guidebook												
ID Contents of Guidebook												
Gather + Refine Tools & Techniques												
Assemble Draft Design Guidebook												
Refine Guidebook and add Case Examples												
Assist with Putting Guidebook Online												
Training for Local Officials + Stakeholders												
Update Audit Tool (SGRAT)												
Conduct Audits (Deliverable)												
Community Specific Training Workshops												
Develop Online Training (Deliverable)												

Budget

Project Component	Q1 April-June 2012	Q2 July-Sept. 2012	Q3 Oct.-Dec. 2012	Q4 Jan-March 2013	
Design Guidebook	\$23,794	\$64,771	\$23,794	\$23,794	
Student Practicum	\$0	\$0	\$0	\$3,646	
Student Design Studio	\$0	\$0	\$0	\$0	
Audit Tool/Technical Asst.	\$0	\$16,025	\$16,025	\$10,499	
Total	\$23,794	\$80,795	\$39,819	\$37,938	\$182,346

Project Component	Q5 April-June 2013	Q6 July-Sept. 2013	Q7 Oct.-Dec. 2013	Q8 Jan.-March 2014	
Design Guidebook	\$13,402	\$55,608	\$13,402	\$13,402	
Student Practicum	\$3,646	\$0	\$0	\$3,720	
Student Design Studio	\$0	\$3,646	\$3,646	\$0	
Audit Tool/Technical Asst.	\$10,499	\$10,499	\$16,025	\$16,025	
Total	\$27,546	\$69,752	\$33,072	\$33,146	\$163,516

Project Component	Q9 April-June 2014	Q10 July-Sept. 2014	Q11 Oct.-Dec. 2014	Q12 Jan.-March 2015	Total Apr12- Mar15
Design Guidebook	\$2,905	\$2,905	\$2,905	\$2,897	\$243,578
Student Practicum	\$3,720	\$0	\$0	\$0	\$14,731
Student Design Studio	\$0	\$3,720	\$3,720	\$0	\$14,731
Audit Tool/Technical Asst.	\$16,025	\$0	\$0	\$0	\$111,619
Total	\$22,650	\$6,625	\$6,625	\$2,897	\$384,660

Match and Leverage Description (3 year period)

	Value of In-kind or cash match	Additional Leveraged Funds Contribution	Total Leveraged and Match Funds Contribution
Name: Michigan State University	\$158,760		\$158,760
Type of Organization: Higher Education			
Partner Receiving Award Grant Funds: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Address: 301 Administration Building			
City: East Lansing			
State: MI			
Zip Code: 48824-1046			
Phone Number: 517-884-4275			
Fax Number: 517-432-9812			
Email: usda@osp.msu.edu			

Name and contact information	Description of Commitment	Proposed Activities to be Conducted by Partner	Resource and leveraged resource commitment (\$ value for services)
Name: Mark Wyckoff Phone: 517-432-2222 Email: wyckoff@msu.edu	Manage Design Portfolio Project; Participate in regional consortium/task forces	<ul style="list-style-type: none"> - Conduct planning & zoning assessment of Corridor. - Develop guidebook materials for local officials. - Incorporate best practices from other partners into guidebook. - Attend principal partner and advisory committee meetings, as needed. 	\$80,005
Mary Beth Graebert 517-432-8800 x117 lakemary@msu.edu	Serve as liaison between MSU, Tri-County Regional Planning Commission & other partners; Participate in regional consortium/task forces	<ul style="list-style-type: none"> - Organize meetings of MSU team to keep project on track and make connections between MSU components and other partners' activities. - Attend principal partner meetings, regularly, and taskforce meetings, as appropriate. 	\$29,642
Rex LaMore 517-353-9555 lamore@msu.edu	Manage MSU Student Planning Practicum	<ul style="list-style-type: none"> - Engage MSU Urban & Regional Planning students in planning activities at identified nodes in the Corridor, including feasibility studies, site reuse plans, small business incubators, etc. 	\$8,960
Paul Nieratko 517-353-7883 nieratko@msu.edu	Manage MSU Student Design Studio	<ul style="list-style-type: none"> - Engage MSU Landscape Architecture students in conducting site analysis at identified nodes in the Corridor to design mixed-use development projects with the most appropriate uses. 	\$5,078
Wayne Beyea 517-432-7600 beyea@msu.edu	Manage development of in-person training program and web-based online training module	<ul style="list-style-type: none"> - Conduct sustainability and green development audits in selected communities. - Convey best practices for sustainable development using the Design Portfolio to create in-person training course for local governments in the region. - Develop web-based online training module based on Design Portfolio. 	\$35,075

In-kind contributions from the Land Policy Institute will consist of 12% of Mark Wyckoff's time in the first two years and 6% in the third year, during the academic year (August 16 – May 15), for management of the Design Portfolio project and guidance to the Mid-Michigan Regional Consortium, and 8% of Mary Beth Graebert's time for serving as the liaison between Michigan State University and the Tri-County Regional Planning Commission and participating on the consortium for the first two years, and 4% of Ms. Graebert's time for the final year. Dr. LaMore will commit approximately 5% of his time for each semester project as an in-kind match to the project. This commitment covers Spring Semester 2013 (January 1 through May 15) and Spring Semester

2014 (January 1 through May 15). Mr. Nieratko will commit approximately 5% of his time for each semester project as an in-kind match to the project. This commitment covers Fall Semester 2013 (August 16 through December 31) and Fall Semester 2014 (August 16 through December 31). Wayne Beyea will commit 10% of his time to this project over the two year period (July 2012 through June 2014) as in-kind match.

Tri-County Regional Planning Commission
US Department of Housing and Urban Development
Sustainable Communities Regional Planning Grant
Project Workplan for
Project 8- Complete Streets - MFF- Krupiarz Component

Project 8-

1) Reconvene Mid-Michigan Active Transportation Coalition on a quarterly basis for 3 years. Facilitate discussions with subgroups to flesh out workplan ideas (from Nov. 19th gathering) with action steps;

Ideas related to Trails included:

- a) Improve Use of River Trail; ensure future developments are consistent with the new master plan
- b) Put Parks and Trails as Higher Priority when advocating for money
- c) Improve safety and perception of safety , include media to create and enhance good publicity
- d) Research curriculum ideas that promote the use of existing trails and pathways as field trip destinations in partnership with SR2S.

TIMELINE: Ongoing over 3 years

Hold meetings quarterly – Year 1, 2, 3

Facilitate subcommittee meetings – Years 1 and 2

Engage with targeted businesses along the Michigan/Grand River Corridor on bicycle-friendly business status, and promote bicycle parking through an inventory of existing bike parking facilities. Hold focus groups to entice businesses to apply for BFB status and make changes to better accommodate non-motorized transportation

- a) Take inventory of bike racks and map on Google with Google Fusion layer
- b) Identify likely candidates for Bicycle-Friendly Business status
- c) Hold focus groups to educate and interact about BFB status
- d) Assist businesses with Bicycle-Friendly Business application

TIMELINE: Bike rack inventory – Year 1 – by June

Identify candidates for BFB status – Year 1, by June

Focus groups by Year 1, October

Assist businesses with BFB application – Ongoing

- 1) Help communities through next steps on Lansing River Trail connections east to Lake Lansing Park and west to Grand River Park to get regional trail connections on the ground
 - a) Dialogue with Heart of Michigan Trails Partnership on strategy for getting trails on the ground within 3-5 years

- b) Produce inexpensive regional vision trail brochure (highlighting school and cultural institution locations) including insets for proposed trail connections east and west
 - c) Assist with funding scenario by bringing funding agencies (MDNR, MDOT) together with jurisdiction and mapping out funding targets
 - d) Develop fundraising scenario for local match
 - e) Engage MMATC where needed for advocacy with elected officials
- TIMELINE: Heart of Michigan Trails Partnership dialogue – by Year 1, June
Regional trail brochure – by Year 1, December
Funding scenario – by Year 1, November
Fundraising scenario for local match – by Year 2, March
Engage MMATC – Ongoing

I. **Other**

Please be advised that this workplan will guide all activity reporting during the grant period. Monthly or quarterly reporting to TCRPC will be required, depending on your project schedule. Payments to your agency/office may also be monthly or quarterly depending on work activity schedules and need. Changes to the payment schedule must be made with TCRPC directly.

Project Work Plan for
 Project 8- Complete Streets and Safe Routes to Schools
 Michigan Fitness Foundation (Meg Thomas)

I. Project 8- Complete Streets/ Safe Routes to Schools

A focus will be placed on working with school districts, their transportation departments, and the municipalities in the Michigan Avenue/Grand River Avenue corridor to develop or increase safe routes for students traveling to school campuses from neighborhood areas through and across the corridor area.

Community planning efforts that integrate the needs and observations of local residents and others will inform this initiative and integrate it with traditional transportation and infrastructure planning initiatives. As a partner in regional transportation planning initiatives through TCRPC, Michigan Fitness Foundation will focus these efforts on non-motorized transportation issues in complement to safe routes.

Seven presentations/workshops for school boards, parent councils, families, city officials, community members, teachers, and staff will promote Safe Routes to School programming and will build capacity for walking school buses and/or bike trains to be utilized within the school districts. School districts specifically identified in the laboratory corridor activities include the Ingham Intermediate School District, the Lansing, East Lansing, Haslett, Okemos, Williamston and Webberville school districts.

II. Project Completion Schedule

CHART TWO- Project 8: Build capacity for Complete Streets planning and implementation												
	Year 1				Year 2				Year 3			
	Q1 April 1st	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1) Work with seven school districts develop safe routes to school and summaries												

III. Budget

Person	Hours	Pay Rate	Total	Yr. 1 hrs.	Year 1 Total	Yr. 2 hrs.	Year 2 Total	Yr. 3 hrs.	Year 3 Total	Total
Meg										
Thomas	8	<i>In-kind</i>		8						
Intern	58	\$10.00	\$580.00	48	\$480.00	10	\$100.00			
Meg	30	<i>In-kind</i>		20		10				
Meg	20	<i>In-kind</i>		20						
Intern	160	\$10.00	\$1,600.00	160	\$1,600.00	0	\$0.00	0	\$0.00	
					\$500.00					
	276		\$2,180.00	256	\$2,580.00	20	\$100.00	0	\$0.00	\$2,680.00
Intern	124	\$10.00	\$1,240.00	124	\$1,240.00			0		
Meg	16	<i>In-kind</i>				16				
Meg	12	<i>In-kind</i>		12						
Intern	190	\$10.00	\$1,900.00	40	\$400.00	150	\$1,500.00	0		
					\$2,000.00					
	342		\$3,140.00	176	\$3,640.00	166	\$1,500.00	0	\$0.00	\$5,140.00
	618		\$5,320.00	432	\$6,220.00	186	\$1,600.00	0	\$0.00	\$7,820.00
29%										\$2,267.80
										\$10,087.80
Meg	86			60		26		0		
Intern	532			372		160		0		
	618			432		186		0		

Tri-County Regional Planning Commission
 US Department of Housing and Urban Development
 Sustainable Communities Regional Planning Grant
 Project Workplan for
 Project 8- Complete Streets - MidMEAC Component

- I. **Project 8-** The following text is taken directly from the approved HUD proposal:
 Smart Commute activities will be promoted throughout the Corridor area. Smart Commute is a national program, locally coordinated by Mid-Michigan Environmental Action Council. The program educates residents about multi-modal transportation options including non-motorized transit. It includes bike safety classes, educational materials, field trips to explore public transit, ride share pairing and more. The highlight of the program is a regional competition between similarly-sized community groups, businesses and organizations to accumulate the largest number of "smart commutes" over a two-week *Challenge* period. Marketing materials will be developed and disseminated, and public media pieces will be created for TV and radio through the help of the Consortium and its taskforces. In 2011, participants logged 6,500 "smart commutes" and plans are in place to double this during the project period.

I. **Project Completion Schedule**

- **CHART ONE** is for you to complete with specific deliverables and other adjustments on a quarter basis. Please refer to Item 4) in Chart Two, for guidance on deliverables. **CHART TWO** is from the HUD Proposal, for your reference.

CHART ONE Projects and Associated Deliverables	Year 1				Year 2				Year 3			
	Q1 April 1st	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Project 8- Complete Streets- MidMEAC Component												
Convene Smart Commute Planning Committee												
Promote Smart Commute schedule of activities, recruit partners												
Staff and support Walk Bike Task Force												
Support the Capital Community Bike Share program development												
Host Valet Bike Parking at festivals & events												
Complete Lansing Walkability Audit												
Expand Walkability Audit to 1 or more communities												

II. **Budget**

Please create a chart that depicts your Smart Commute activities with your budget needs on a monthly or quarterly basis. Please include a budget cash-flow estimate by quarter.

Budget: \$30,000 (\$10,000/year)

- Personnel/Fringe Costs: \$21,000.00
- Materials/Supplies/Direct Costs: 9,000.00

Cash Flow Estimate

	Year 1				Year 2				Year 3			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	10000				10000				10000			

III. Match and Leverage Description

- Please provide a detailed description of your match/leverage over three years. Please provide more detail on how you will provide the match and leverage pertaining to your Commute activities.

	Value of In-kind or cash match	Additional Leveraged Funds Contribution	Total Leveraged and Match Funds Contribution
Name: Mid-MEAC Type of Organization Non Profit Partner Receiving Award Grant Funds: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Address: 405 Grove Street City: East Lansing State: MI Zip Code: 48823 Phone Number: (517) 292-3078 Fax Number: n/a Email: jpowers155@gmail.com	\$21,600		\$21,600

Match: Mid-MEAC will provide \$21,600 in matching (in-kind) funds for this project which includes 600 staff hours x \$25/hour [\$15,000], 300 volunteer hours (300 x \$10/hour) [\$3,000], office space/utilities and supplies (\$100/month) [\$3,600].

Name and contact information	Description of Commitment	Proposed Activities to be Conducted by Partner	Resource and leveraged resource commitment (\$ value for services)
Name: Julie Powers	Participate in regional consortium/task forces	Serve on overall steering committee, advise on all aspects of the HUD SC project, administer the Community Reinvestment Fund	\$21,600

IV. Other

Please be advised that this workplan will guide all activity reporting during the grant period. Monthly or quarterly reporting to TCRPC will be required, depending on your project schedule. Payments to your agency/office may also be monthly or quarterly depending on work activity schedules and need. Changes to the payment schedule must be made with TCRPC directly.

Project Work Plan for
 Project 8- Complete Streets Policy Outreach
 Tri-County Regional Planning Commission (TCRPC)

I. Project 8- Build Capacity for Complete Streets planning and implementation

TCRPC will continue its Complete Streets Policy efforts by engaging communities and policy-makers along the corridor in Complete Streets education and planning efforts.

CHART ONE Projects and Associated Deliverables	Year 1				Year 2				Year 3			
	Q1 April 1st	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Project 8-CS- TCRPC												
Facilitate outreach efforts amongst communities along the Grand River Avenue Corridor.						X	X	X	X	X	X	X
Support local CS Steering Committees in developing and adopting Complete Streets ordinances.						X	X	X	X	X	X	X

II. Project Completion Schedule

III. Budget

TCRPC proposes 4,508 staff hours plus additional budget line items for the Land Use Program Activities under this HUD grant over three years. A detailed work program will be developed for the proposed Complete Streets work over the next three years based on public engagement and outreach.

IV. Match and Leverage Description

V. TCRPC has provided a set rate for match for the Complete Streets Program and all of the other TCRPC activities as grant administrator.

Project Work Plan
Project 9: Communications Portal - Public Engagement in Green Activities
Meridian Charter Township

I. Project Description-

The Green Review and related Green Star Initiative will include outreach to and with businesses helping to improve and highlight their successes in reducing waste, improving efficiency of their operations, saving money, reducing pollution, and improving health and comfort. An on-line tool (Green Review) will be developed and offered to assist with this effort.

A partnership with Capital Area Media Television (CAMTV) will help with the production of a special episode on the **Tri-County Program for Greater Sustainability** and five additional “Green Shows” on topics related to sustainability including housing, health, transportation, energy, food, water, economic development, and the interrelationships between these issues.

II. Completion Schedule

CHART ONE Projects and Associated Deliverables	Year 1				Year 2				Year 3			
	Q1 April 1st	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Meridian Township Activities												
Green Review & Green Star				x				x				
Produce Green Shows		x		x		x		x		x		
Regional Meetings	x	x	x	x	x	x	x	x	x	x	x	x

III. Budget

This chart depicts Meridian township activities as a portion of the overall project 9 actions. The budget cash-flow is estimated.

CHART ONE Projects and Associated Deliverables	Year 1				Year 2				Year 3			
	Q1 April 1st	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Meridian Township Activities												
Green Review & Green Star	3000	3000	3000	3000	3000	3000	3000	3000				
Produce Green Shows	3125	3125	3125	3125	3125	3125	3125	3125				

IV. Match/ Leverage Description & Contacts

		Value of In-kind or cash match	Additional Leveraged Funds Contribution	Total Leveraged and Match Funds Contribution
Name:	Charter Township of Meridian	Green TV	\$12013	\$12013
Type of Org:	Local Government			
Partner Receiving Award Grant Funds:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Regional Meetings	\$4320	\$4320
Address:	5151 Marsh Rd			
City:	Okemos			
State:	MI	Green Review/Star	\$12495	\$12495
Zip Code:	48864			
Phone Number:	517-853-4466			
Fax Number:	517-853-4095			
Email:	Harvey@meridian.mi.us			

Name and contact information	Description of Commitment	Proposed Activities to be Conducted by Partner	Resource and leveraged resource commitment (\$ value for services)
CAMTV Staff Primarily (see address above)	Green TV	Produce 5-6 video productions to be aired on local and regional cable/Internet	\$12013
Mark Kieselbach &/or his designee(s) Primarily (see address above)	Participate in regional consortium/task forces	Attend quarterly project meetings. Participate in planning sessions.	\$4320
LeRoy Harvey/Green Star Committee (see address above)	Green Review/Green Star	Revise and update the Green Review and Green Star Initiatives; integrate with on-line portal	\$12495

Project Work Plan for
Project 9- Online Communications Portal and Related Elements
Michigan Energy Options/Tri-County Regional Planning Commission

I. Project 9- An Online Portal for information sharing

A modern and accessible forum for interactive learning and communications regarding sustainability is critical to the success of our regional planning initiatives. This project will create a web-based Portal that will facilitate the Consortium functions and provide a public forum for the community. All news and information relevant to the projects within the Mid-Michigan Program for Greater Sustainability will be shared. Further, the site will offer forums for citizens to express their opinions and ideas on sustainable development. Social media will be integrated into the site to issue messages on program developments and events, as well as to measure trending on specific sustainability topics. The portal will be active and responsive to public feedback.

In addition to the increased capacity for public engagement, the Portal will feature Geographic Information Systems (GIS) mapping overlays that allow users to toggle through layers of information based on their sustainability interests. A *Health Impact Assessment* tool will be integrated into the portal. It will allow users to access data on the public health impacts of various development types from housing to office or industrial development. It can demonstrate exact parcel relationships within the Corridor area to transit routes, pollution levels, proximity to schools, trails, commerce centers, fresh food grocers, farmers markets, emergency services and many other indicators of public health. An *Energy Efficiency Tool* will be hosted on the Portal as well, allowing for self-audits for energy efficiency. Also, a *Green Review Tool* for businesses will be incorporated into the Portal to provide information, resources, and support for businesses trying to boost their “triple bottom line” by increasing profits, eco-friendliness, and quality of life.

The Portal will also host links to many helpful, regionally significant sustainable planning outreach tools such as the *Greening Mid-Michigan Toolkit* that is home to our regional green infrastructure vision, the U.S. EPA *Water Quality Scorecard* that will allow communities to score their existing land use policies based on environmental impacts, the Federal Highway Administration’s *Road Construction Sustainability Tool* that is currently in testing, and many others.

Expected outcomes of the Online Portal project include:

- An online location for hosting project planning and public engagement information related to the Consortium activities in this application.
- Increased access to maps, reports, newsletters, live meetings, webinars, meeting minutes, workshops and workshop materials related to ongoing activities under this proposal.
- An online *Health Impact Assessment* tool that provides access to site specific data related to walkability, access to healthy foods, water and air pollution data, access to transit, access to job sites, and many other site analysis tools.
- Online *Energy Audit and Green Review* assessment tools.
- The site’s tools will be developed for mobile access. Studies by the Pew Research Center have found that low-income and minority populations are the fastest growing group of mobile internet users and have a higher likelihood of accessing the internet from a mobile phone. These trends indicate a need for any website that is meant to engage these populations be accessible from a mobile phone.

- The Portal will be ADA compliant and will host materials in non-English languages when available.

I. Project Completion Schedule

CHART ONE Projects and Associated Deliverables	Year 1				Year 2				Year 3			
	Q1 April 1st	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Project 9- Online Portal and Related Elements												
1. Develop RFP												
2. Competitive Bid												
3. Select contractor(s)												
4. Development phase (Site and tools)												
5. Energy Audit Tool												
6. Health Impacts Assessment Tool												
7. GIS Map												
8. Beta testing												
9. Website goes live												
10. Approximately 12 stakeholder workgroup summaries												
11. Reporting on progress/analytics												
12. Coordinate in- person meetings of consortium sub- groups												
13. Coordinate in- person meetings of entire consortium												
14. Final Reporting												

II. Budget

Portal development activities with budget needs on a monthly or quarterly basis with a budget cash-flow estimate by quarter.

	Year 1				Year 2				Year 3				Total
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Personnel	13972	13972	13972	13972	10479	10479	10479	10479	10479	10479	10479	10479	139719
Travel	39	39	38	38	38	38	38	38	38	38	38	38	458
Contract Services	63750	38250	25500	25500	12750	12750	12750	12750	12750	12750	12750	12750	255000
Total	77761	52261	39510	39510	23267	23267	23267	23267	23267	23267	23267	23267	395177

III. Match and Leverage Description

Michigan Energy Options will provide in-kind intern/volunteer hours to the portal project, to facilitate the development of the portal itself and provide training to consortium members on how to use the consortium user interface.

		Value of In-kind or cash match	Additional Leveraged Funds Contribution	Total Leveraged and Match Funds Contribution
Name: Michigan Energy Options		\$42,720		\$42,720
Type of Organization				
Partner Receiving Award Grant Funds:	X Yes <input type="checkbox"/> No			
Address: 405 grove Street				
City: East Lansing				
State: MI				
Zip Code: 48823				
Phone Number: (517) 337-0422				
Fax Number: (517) 337-0437				
Email: hlove@michiganenergyoptions.org				

IV. Project Management/Governance structure and implementation

The sub-recipient project is one part of a larger regional project. As such, the sub-recipients are encouraged and required to participate fully in the broader Sustainable Communities initiative whenever possible and offer new and innovate ways to integrate the many types of planning initiatives considered in this project.

The Program sub-recipient (MEO) will facilitate and meet regularly with their project task force throughout the project. They will also participate in all meetings of the Consortium and provide regular written reports of activities at least two times per year, due June 1 and December 1 in 2012 and 2013. In 2014, semi-annual reports will be due on June 1 and November 1 (final).

The sub-recipient will comply with and meet all overarching project goals including transparency, inclusion, honest and fair and equitable practices. They will also be responsible for accurate, complete, and timely financial management in all aspects. Reimbursements will only be considered by TCRPC upon receipt of all required pre-approvals, receipts, contracts, and accounting information.

The materials, projects, results, reports, etcetera must all be open and accessible to the public.

Everything including all materials, programs, models, reports, and data generated or created relative to this program is owned by the Sustainable Communities project and the Tri-County Regional Planning Commission, which is public and open to all. Efforts will be made to limit or eliminate any private or personal information within this program, thereby minimizing needs to protect privacy or restrict information available to the general public.

Sub-recipients are encouraged to participate in a wide array of technical assistance and training opportunities afforded to TCRPC's partners and Sustainable Communities grantees.

Sub-recipients must comply with all laws, regulations, policies and procedures including local, federal, and state requirements.

V. Other

This work plan will guide all activity reporting during the grant period. Monthly or quarterly reporting to TCRPC will be required, depending on your project schedule. Payments to your agency/office may also be monthly or quarterly depending on work activity schedules and need. Changes to the payment schedule must be made with TCRPC directly.