



COUNTY ADMINISTRATOR  
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TO: Felicia Brabec, Chair  
Ways and Means Committee

THROUGH: Verna J. McDaniel  
County Administrator

FROM: Mary Jo Callan, Director  
Office of Community & Economic Development

DATE: September 4, 2013

SUBJECT: Community Services Block Grant Discretionary Funds (CSBG-D)

**BOARD ACTION REQUESTED:**

It is requested that the Board of Commissioners ratify the signature of the County Administrator on the OCED application to the Michigan Department of Human Services (DHS) for Community Service Block Grant Discretionary (CSBG-D) funds, for the period of December 1<sup>st</sup>, 2013, through June 30<sup>th</sup>, 2014, in the amount of \$21,828.

**BACKGROUND:**

CSBG Discretionary funds are provided to Community Action Agencies to be used to address community needs through a program or service of their choosing, upon approval by the Michigan Department of Human Services.

For FY 2014, OCED was awarded CSBG Discretionary funds to support projects focusing on the McArthur Boulevard area of Ypsilanti and to provide free income tax preparation assistance low-income County residents.

Tax preparation services for low income households will be provided by the following agencies:

- Catholic Social Services of Washtenaw County
- Housing Bureau for Seniors (University of Michigan Health Systems)
- Women's Center of South Eastern Michigan

**DISCUSSION:**

The requested CSBG-D funds will provide for a needs assessment with the McArthur Boulevard neighborhood of Ypsilanti Township. A community needs assessment would be important in engaging the community voice, determining what revitalization efforts will best meet the communal/local goals, and coordinating neighborhood, private and governmental response within the area.

The CSBG-D funds will also support low income tax preparation for residents of Washtenaw County. Many county residents qualify for various income tax credits, (such as EITC Home Heating and Homestead credits) yet do not claim them. The goal of the program is to help residents obtain the largest tax return for which they are entitled. Each return is prepared by a volunteer, reviewed by a highly trained site supervisor and then filed.

**IMPACT ON HUMAN RESOURCES:**

None

**IMPACT ON BUDGET:**

The requested Board action approves the FY 2014 CSBG-D budget in the amount of \$21,828, in federal revenue. There is no match required for this grant. Up to 15% of the grant can be used for administrative expenses.

**IMPACT ON INDIRECT COSTS:**

None

**IMPACT ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENCIES:**

None

**CONFORMITY TO COUNTY POLICIES:**

This matter has been reviewed by the Community Action Board, Corporation Counsel, the Finance Department, Human Resources, the County Administrator's Office, and the Ways and Means Committee. The requested Board action is in conformity with County Policies.

**ATTACHMENTS /APPENDICES:**

- FY 2014 DHS CSBG-D Grant Agreement
- Resolution
- FY 2014 DHS CSBG-DBudget

A RESOLUTION RATIFYING THE COUNTY ADMINISTRATOR'S SIGNATURE ON THE OCED FY 2014 COMMUNITY SERVICES BLOCK DISCRETIONARY (CSBG-D) GRANT TO THE MICHIGAN DEPARTMENT OF HUMAN SERVICES IN THE AMOUNT OF \$21,828 FOR THE PERIOD OF DECMEBER 1, 2013, THROUGH JUNE 30, 2014; AUTHORIZING THE COUNTY ADMINSTRATOR TO SIGN DELEGATE SERVICE CONTRACTS; APPROVING THE BUDGET

WASHTENAW COUNTY BOARD OF COMMISSIONERS

September 18, 2013

WHEREAS, OCED requests the ratification of the County Administrator's signature on the Fiscal Year 2014 CSBG-D grant agreement with the Michigan Department of Human Services for the period of December 1, 2013, through June 30, 2014; and

WHEREAS, OCED is the administering agency for Community Action programs in Washtenaw County; and

WHEREAS, the requested CSBG-D grant funds will be used to conduct a needs assessment of the McArthur Neighborhood area of Ypsilanti Township, securing input from Neighborhood residents and community stakeholders; and

WHEREAS, the requested CSBG-D grant funds will also be used in the delivery of services to low-income customers in need of tax preparation assistance; and

WHEREAS, OCED is partnering with Catholic Social Services of Washtenaw County, Housing Bureau for Seniors, and the Women's Center of South Eastern Michigan to provide the tax preparation assistance; and

WHEREAS, this matter has been reviewed by the Washtenaw County Community Action Board, Corporation Counsel, the Finance Department, the Human Resources Department, the County Administrator's Office, and the Ways and Means Committee.

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby ratifies the County Administrator's signature on the CSBG-D Grant agreement with the Michigan Department of Human Services in the amount of \$21,828, for the period of December 1, 2013, through June 30, 2014, as on file with the County Clerk.

BE IT FURTHER RESOLVED that the Board of Commissioners takes the following actions contingent upon receipt of the grant award in conformity with the application:

1. Authorizing the County Administrator to sign the Grant Agreement;
2. Amending the budget as attached hereto and made a part hereof;
3. Authorizing the County Administrator to sign the delegate contracts upon review by Corporation Counsel, to be filed with the County Clerk

**Office of Community & Economic Development**  
**Community Services Block Grant – Discretionary (CSBG-D)**  
**Fund #: 2600**  
**Business Unit: 2600139430**  
**12/01/13 – 06/30/14**

		<u>Original</u>	<u>Revised</u>	<u>Variance</u>
<b>Revenues</b>				
<u>50000</u>	<u>Federal Revenue</u>	\$ -	\$ 21,828	\$ 21,828
Total Revenue		\$ -	\$ 21,828	\$ 21,828
 <b>Expenditures</b>				
70050	Personal Services		\$3,996	\$3,996
<u>80000</u>	<u>Other Services and Charges</u>	\$ -	<u>\$17,832</u>	<u>\$17,832</u>
Total Expenditure		\$ -	\$ 21,828	\$ 21,828