

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON OCTOBER 1, 2013**

The Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, October 1, 2013 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Davis called the meeting to order at 7:30 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Members Present: Supervisor C.J. Davis, Clerk Evan Hope, Treasurer Roy Sweet, Trustees Jon Harmon, John Hayhoe, Megan Ketchum, DiAnne Warfield

Members Absent: None

Others Present: John Elsinga, Township Manager
Tricia Vander Ploeg, Administrative Assistant/Deputy Supervisor
Amy Finch, Assistant Township Clerk/Deputy Clerk

COMMENTS FROM THE PUBLIC - None

CONSENT AGENDA

- A. Approval of Minutes – Committee Meeting of September 17, 2013
- B. Approval of Minutes – Regular Meeting of September 17, 2013
- C. Approval of Claims – September 17, 2013 (ATTACHMENT I)
- D. Approval of Payroll – September 26, 2013 (ATTACHMENT II)
- E. Fiscal Year 2014 Budgets – Set Public Hearing – General Fund and Special Revenue Funds (ATTACHMENT III)
- F. 2014 Township Board Meeting Dates (ATTACHMENT IV)
- G. 2014 Township Holiday Schedule (ATTACHMENT V)

Harmon moved to approve the Consent Agenda as presented.

A Roll Call Vote was recorded as follows:

Ayes: Davis, Harmon, Hayhoe, Hope, Ketchum, Sweet, Warfield

MOTION CARRIED

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
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NEW BUSINESS

PROPOSED TOWNSHIP ORDINANCE NO. 125 – NON-DISCRIMINATION, SECOND CONSIDERATION

The Board reviewed a memorandum dated September 11, 2013 from Twp. Mgr. Elsinga (ATTACHMENT VI).

Hayhoe moved upon second consideration, to adopt Delhi Township Ordinance No. 125 – Non-Discrimination.

The following individuals spoke in favor of the ordinance:

Mike Hamilton, 4541 Sycamore St., Holt
Jane Wallin, 2280 Thornwood Dr, Holt,
Cheryl Overley, 4910 Grandwoods Dr., Lansing

Clerk Hope stated that he received two emails with no position on this ordinance and one email and one phone call against it. Clerk Hope further stated that he received numerous comments in support of this ordinance. One Capital Region collected over 200 signatures in support of a non-discrimination ordinance from Delhi Township residents.

Clerk Hope stated that a question had been raised at the September 17, 2013 Board meeting if this type of ordinance is necessary in Delhi Township. Clerk Hope stated that without this ordinance people who are discriminated against would have no place to turn. Clerk Hope further stated that studies show that up to 43% of gay people have experienced discrimination at the work place and the LGBT community is the most victimized by violent hate crimes. Statistics from an FBI study show that the LGBT community suffers from violent hate crimes at levels that are more than eight times their percentage in population.

Clerk Hope stated that this ordinance is pretty simple; it does not make requirements that prescribe people to do things and it does not give special rights, the ordinance is about not discriminating.

Clerk Hope stated that it was suggested at the September 17, 2013 Board meeting that this issue should be handled by the state not a local ordinance. Clerk Hope stated that with the entire region moving forward, along with communities throughout the state, a message is being sent to state legislators that local leaders are hearing their residents in hopes of it becoming a statewide law. Polls show that close to 76% of Michigan residents surveyed in 2013 support an extension of the state's Elliot Larsen Non-Discrimination Act to include the LGBT community.

Clerk Hope asked how the Township could advance on Placemaking if it closes its doors to a whole group of people. Doors would be closed to economic development, to entrepreneurs, to investors, to volunteers and to citizens that make Delhi a good community.

Supervisor Davis stated that this ordinance is in the public interest; that this is what government does that is right.

A Roll Call Vote was recorded as follows:

Ayes: Harmon, Hayhoe, Hope, Ketchum, Sweet, Warfield, Davis

MOTION CARRIED

SUBJECT TO APPROVAL

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SUBMITTAL OF A MICHIGAN COUNCIL FOR ARTS AND CULTURAL AFFAIRS CAPITAL IMPROVEMENT PROGRAM GRANT APPLICATION

The Board reviewed a memorandum dated September 25, 2013 from Tracy Miller, Director of Community Development (ATTACHMENT VII).

Hope moved to approve the submittal of a Michigan Council for Arts and Cultural Affairs Capital Improvement Program grant application for a sail shade system for the amphitheater in Veterans Memorial Gardens.

A Roll Call Vote was recorded as follows:

Ayes: Hayhoe, Hope, Ketchum, Sweet, Warfield, Davis, Harmon

MOTION CARRIED

REPORTS

SUPERVISOR

Supervisor Davis stated that a Delhi Historical Society will soon be formed.

TRUSTEES

Trustee Hayhoe

Trustee Hayhoe gave a summary of Ingham County Transportation and Roads meeting that he attended.

LIMITED PUBLIC COMMENTS - None

ADJOURNMENT

Meeting adjourned at 7:50 p.m.

Date: October 15, 2013

Evan Hope, Township Clerk

Date: October 15, 2013

C.J. Davis, Supervisor

/af

SUBJECT TO APPROVAL

ACCOUNTS PAYABLE APPROVAL

September 17, 2013

I. Certification of Authorized Signatures: The attached Check Register and Invoice Distribution Report encompass checks dated September 17, 2013 numbered 85391 thru 85467 & ACH 2685 thru 2698. Every invoice has a payment authorizing signature(s).

Dated: September 17, 2013

Lora Behnke, Accounting Clerk

II. Certification of Fund Totals:

The attached Invoice Distribution Report and Check Register for checks dated September 17, 2013 show payments made from the following funds:

General Fund	\$	90,441.21
Fire Fund		15,723.32
Police Fund		1,910.00
Fire Equip. & Apparatus Fund		5,984.62
Downtown Development Fund		22,807.42
Sewer Fund		50,182.97
Trust & Agency Fund		195.00
Current Tax Fund		26,670.22
Grand Total	\$	<u>213,914.76</u>

Includes the following to be reimbursed from separate bank accounts:

Current Tax Account	\$	26,670.22
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Dated: September 17, 2013

John B. Elsinga, Township Manager

III. Approval for Distribution: I have reviewed the above checks and invoices and all of them should be distributed. All invoices over \$10,000.00 have been approved by general policy or previous motions of the board. (\$10,744.40 Alexander Chemical for Calcium Nitrate **Approval by Consent**)

Dated: September 17, 2013

John B. Elsinga, Township Manager

Evan Hope, Township Clerk

Roy W. Sweet, Treasurer

IV Board Audit and Approval: At a regular meeting of the Township Board held on October 1, 2013 a motion was made by _____ and passed by ___yes votes and ___no votes (____absent) that the list of claims dated September 17, 2013, was reviewed, audited and approved

Evan Hope, Township Clerk

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP
POST DATES 09/04/2013 - 09/17/2013

Vendor	Invoice Line Desc	Amount
Fund 101 GENERAL FUND		
Dept 000.00		
BANK OF AMERICA	REIMBURSE PARKING/ELSINGA	32.00
SBAM PLAN	RETIREEES HEALTH INS OCTOBER	227.22
MERIDIAN TOWNSHIP FIRE	AUGUST RESPONSES IN ALAIEDON TWP	2,740.41
MELISSA NAY	SOCCER REFUND	25.00
	Total For Dept 000.00	3,024.63
Dept 171.00 MANAGER		
SBAM PLAN	HEALTH INSURANCE OCTOBER	2,291.33
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE OCTOBER	138.90
ADP SCREENING & SELECTION	SUBSCRIPTION/BACKGROUND CHECKS	28.81
BANK OF AMERICA	LUNCH/ELSINGA	13.65
BANK OF AMERICA	SOCIAL CHANGE BOOK & SHIPPING	26.10
BANK OF AMERICA	MEDA LODGING DEPOSIT/ELSINGA	160.00
BANK OF AMERICA	MEDA LODGING BALANCE/ELSINGA	148.86
BANK OF AMERICA	MEDA REGISTRATION/ELSINGA	270.00
	Total For Dept 171.00 MANAGER	3,077.65
Dept 191.00 ACCOUNTING		
SBAM PLAN	HEALTH INSURANCE OCTOBER	424.32
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE OCTOBER	29.63
MICHIGAN TOWNSHIPS ASSOC	TOWNSHIP FOCUS/MEREDITH	30.00
ABRAHAM & GAFFNEY, P.C.	ACCOUNTING SERVICES AUGUST	1,686.25
	Total For Dept 191.00 ACCOUNTING	2,170.20
Dept 215.00 CLERK		
SBAM PLAN	HEALTH INSURANCE OCTOBER	2,715.65
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE OCTOBER	95.55
CAPITOL COMMUNICATION SYS	QTRLY MAINTENANCE CONTRACT	68.00
MERRITT PRESS, INC.	#9 CLERK RET ENV-17011 (1000)	67.00
MERRITT PRESS, INC.	#10 CLERK ENV-17008 (2000)	85.12
MERRITT PRESS, INC.	CLERK LETTERHEAD-17013 (500)	102.32
GANNETT MICHIGAN NEWS	8/18 & 9/1/2013 LEGALS	347.12
	Total For Dept 215.00 CLERK	3,480.76
Dept 228.00 INFORMATION TECHNOLOGY		
SBAM PLAN	HEALTH INSURANCE OCTOBER	1,018.37
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE OCTOBER	73.24
ACD.NET, INC.	AUGUST & SEPTEMBER DSL	399.90
	Total For Dept 228.00 INFORMATION TECHNOLOGY	1,491.51

Dept 253.00 TREASURERS		
SBAM PLAN	HEALTH INSURANCE OCTOBER	1,272.96
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE OCTOBER	63.29
BANK OF AMERICA	DROP BOX SIGN	80.39
	Total For Dept 253.00 TREASURERS	1,416.64
Dept 257.00 ASSESSING		
SBAM PLAN	HEALTH INSURANCE OCTOBER	1,272.96
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE OCTOBER	102.87
LANSING ICE & FUEL CO	GASOLINE ASSESSING	37.58
BANK OF AMERICA	OFFICE CHAIR/MUNSON	384.99
BANK OF AMERICA	BREAKFAST/WILSON	11.45
BANK OF AMERICA	DINNER/WILSON	22.50
BANK OF AMERICA	BREAKFAST/WILSON	17.20
BANK OF AMERICA	LUNCH/WILSON	6.84
GREAT WOLF LODGE	2013 MAA LODGING/ E. TOBIAS	264.48
NICOLE WILSON	8/25-29/2013 MILEAGE/WILSON	169.50
	Total For Dept 257.00 ASSESSING	2,290.37
Dept 262.00 ELECTIONS		
HOLT POSTMASTER	POSTAGE DUE ACCOUNT 95007000	100.00
	Total For Dept 262.00 ELECTIONS	100.00
Dept 265.00 BUILDING & GROUNDS		
SBAM PLAN	HEALTH INSURANCE OCTOBER	570.63
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE OCTOBER	24.15
LANSING ICE & FUEL CO	GASOLINE BUILDING & GROUNDS	94.83
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/CSC	812.50
WOLVERINE POWER SYSTEMS	SLOW TRANSFER TO GEN POWER/FIRE	339.25
WOLVERINE POWER SYSTEMS	RELOCATED BATTERY CHARGER/CSC	133.75
METRONET LONG DISTANCE	LONG DISTANCE AUGUST	40.88
B & D ELECTRIC, INC.	INSTALL POWER & POLES	3,711.50
BANK OF AMERICA	LIGHT HEAD REPAIR/FIRE DEPT	12.95
	Total For Dept 265.00 BUILDING & GROUNDS	5,740.44
Dept 276.00 CEMETERY		
SBAM PLAN	HEALTH INSURANCE OCTOBER	528.87
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE OCTOBER	22.39
LANSING ICE & FUEL CO	GASOLINE CEMETERY	87.89
LOWE'S CREDIT SERVICES	LUMBER/LAGS/EYE SCREWS/CONCRETE	166.15
PURE GREEN LAWN & TREE	LAWN & TREE FERTILIZE/MAPLE RIDGE	1,039.00
AYLES TREE SERVICE, INC	LARGE TREE CUT, TRIM, REMOVAL	4,300.00
GRANGER	MONTHLY DUMPSTER SERVICE	65.00
	Total For Dept 276.00 CEMETERY	6,209.30
Dept 281.00 STORMWATER		
SBAM PLAN	HEALTH INSURANCE OCTOBER	556.71
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE OCTOBER	23.56
LANSING ICE & FUEL CO	GASOLINE STORMWATER	92.51
BANK OF AMERICA	SURVEY MONKEY SUB/DIORKA	300.00
	Total For Dept 281.00 STORMWATER	972.78

Dept 446.00 INFRASTRUCTURE		
CONSUMERS ENERGY	STREETLIGHTS ACCT#6730	20,987.55
CONSUMERS ENERGY	STREETLIGHTS ACCT#7043	82.87
HUBBELL, ROTH & CLARK, INC	RAMS TRAIL PROJECT - ENGINEERING	836.64
	Total For Dept 446.00 INFRASTRUCTURE	21,907.06

Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		
SBAM PLAN	HEALTH INSURANCE OCTOBER	5,261.57
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE OCTOBER	203.08
BANK OF AMERICA	PLASTIC TIE TWISTS/TAPE	7.78
BANK OF AMERICA	11X17 PAPER	19.79
MERRITT PRESS, INC.	BUS CARDS-MILLER-13946 (500)	40.00
MERRITT PRESS, INC.	BUS CARDS-MALONE-13946 (500)	40.00
MERRITT PRESS, INC.	BUS CARDS-SIMMONS-13946 (500)	40.00
LANSING ICE & FUEL CO	GASOLINE COMMUNITY DEVELOPMENT	185.25
BANK OF AMERICA	STATE JOURNAL 1 YR SUBSCRIPTION	278.42
HUBBELL, ROTH & CLARK, INC	TWO MEN & A TRUCK ADDITION PLAN	430.32
HUBBELL, ROTH & CLARK, INC	ASPEN CENTRE PHASE II STUDY PLAN	155.16
HUBBELL, ROTH & CLARK, INC	ASPEN LAKE APTS PHASE III STUDY PLAN	245.82
METRONET LONG DISTANCE	LONG DISTANCE AUGUST	8.26
GANNETT MICHIGAN NEWS	PUBLISHING LEGAL SEPTEMBER	87.02
BANK OF AMERICA	CAR WASH/#57	7.00
SCHAFFER'S INC.	MOWING 4443 HARDING	34.50
SCHAFFER'S INC.	MOWING 1697 AURELIUS	34.50
BANK OF AMERICA	CONFERENCE LODGING/MILLER	350.00
MAHO	10/17/13 MAHO SEMINAR/LARNER	40.00
	Total For Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT	7,468.47

Dept 752.00 PARKS ADMINISTRATION		
SBAM PLAN	HEALTH INSURANCE OCTOBER	848.64
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE OCTOBER	68.57
MERRITT PRESS, INC.	PAVILION RES FORM-17012 (500)	174.24
METRONET LONG DISTANCE	LONG DISTANCE AUGUST	1.88
SPARROW OCC HEALTH SERV	PHYSICALS	64.00
	Total For Dept 752.00 PARKS ADMINISTRATION	1,157.33

Dept 771.00 PARKS		
BANK OF AMERICA	2 HATS/MASTIN	24.00
LANSING ICE & FUEL CO	GASOLINE PARKS	984.09
SUPERIOR SAW	WEED WHIP/(3) 6 PK 2.5 GAL MIX	322.83
BANK OF AMERICA	20' TRAILER-MOW CREW/PARKS	1,442.25
BANK OF AMERICA	20' TRAILER-MOW CREW/PARKS	1,442.25
MODEL FIRST AID SAFETY	SAFETY GLASSES/BANDAGES/MEDS/	269.51
AMERICAN RENTAL	PORTABLE TOILETS	210.00
AMERICAN RENTAL	PORTABLE TOILET	70.00
GRANGER	MONTHLY DUMPSTER SERVICE	150.00
COUNTY OF INGHAM	AUGUST PARKS SECURITY	4,882.55
MODEL COVERALL SERVICE	UNIFORM PANTS	45.08
STATE OF MICHIGAN	WATER SAMPLES/VALHALLA	225.00
BOARD OF WATER & LIGHT	WATER 4030 KELLER	78.18
BOARD OF WATER & LIGHT	WATER 4050 KELLER	134.80
BOARD OF WATER & LIGHT	WATER 1750 MAPLE	41.36
CONSUMERS ENERGY	ELECTRIC 1771 MAPLE	93.66
MENARDS LANSING SOUTH	4 EYE SCREWS/DIA BRD POLYPRO	6.95
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SENIOR CENTER	260.00
SAFETY SYSTEMS, INC	QTRLY MONITORING/SENIOR CENTER	90.00
SIEMENS INDUSTRY, INC.	SPARE MOTORS/SENIOR CENTER	1,570.64

ACE HARDWARE	3 MARKING PAINT	22.47
ACE HARDWARE	WASP SPRAY	2.99
ACE HARDWARE	48 MISC. MDSE.	48.38
ACE HARDWARE	1 MARKING PAINT/20 BRAID TUBE	33.29
SCHAFFER'S INC.	3 YDS MORTAR SAND	48.60
SCHAFFER'S INC.	1 YD TOPSOIL/2 YDS MULCH	45.40
BRADY LAWN EQUIPMENT	1 STONE	78.00
MIDWEST POWER EQUIPMENT	2 IDLERS/PULLEY/BELT/FREIGHT	236.44
	Total For Dept 771.00 PARKS	12,858.72

Dept 774.00 RECREATION		
SBAM PLAN	HEALTH INSURANCE OCTOBER	1,018.37
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE OCTOBER	32.81
D & M SILKSCREENING	58 T-SHIRTS & SET-UP	400.00
JOHNNY MAC'S	6 SOCCER BALLS/6 MESH BAGS	101.40
M.A.S.A.	19 FALL ADULT SOFTBALL REGISTRATION	399.00
BANK OF AMERICA	SENIOR CITIZEN PICNIC	284.43
BANK OF AMERICA	SENIOR CITIZEN BUS DEPOSIT	103.00
BANK OF AMERICA	SENIOR CITIZEN PICNIC	530.84
PAULA K. HARNEY	SENIOR CENTER FITNESS CLASSES	100.00
PAULA K. HARNEY	SENIOR CENTER FITNESS CLASSES	100.00
BANK OF AMERICA	POPCORN SUPPLILES	40.83
BANK OF AMERICA	POPCORN & SNOW CONE SUPPLIES	44.14
	Total For Dept 774.00 RECREATION	3,154.82

Dept 850.00 OTHER FUNCTIONS		
SBAM PLAN	RETIREEES HEALTH INS OCTOBER	5,270.23
MERRITT PRESS, INC.	#10 PLAIN ENV-N/A (1000)	38.00
MERRITT PRESS, INC.	#10 WINDOW ENV-10298 (1000)	57.84
MERRITT PRESS, INC.	#10 ENV-15734 (2500)	134.60
MERRITT PRESS, INC.	#10 TWP LOGO ENV-17004 (1000)	106.27
BANK OF AMERICA	RED INK & ADHESIVE ROLL TAPE	212.48
IMAGETREND, INC.	CONTRACT FEES EMS REPORTING	4,420.00
MEDICAL MANAGEMENT SYS	AUGUST AMBULANCE BILLING FEES	3,658.16
BANK OF AMERICA	GIS WEB HOSTING 8/20-9/9/2013	1.00
BANK OF AMERICA	ANNUAL DOMAIN RENEWAL FEE	12.95
BANK OF AMERICA	WUFOO SUBSCRIPTION 8/26-9/26/2013	9.00
	Total For Dept 850.00 OTHER FUNCTIONS	13,920.53

Total For Fund 101 GENERAL FUND 90,441.21

Fund 206 FIRE FUND		
Dept 336.00 FIRE DEPARTMENT		
SBAM PLAN	HEALTH INSURANCE OCTOBER	9,844.23
SBAM PLAN	HEALTH INSURANCE OCTOBER	1,272.96
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE OCTOBER	424.35
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE OCTOBER	31.24
LANSING ICE & FUEL CO	GASOLINE FIRE	1,423.81
BANK OF AMERICA	UPS SHIPPING	6.96
FIRST DUE FIRE SUPPLY CO.	THOROGOOD BOOTS/SCHROEDER	105.00
LIFEGAS LLC	CYLILNDER RENTAL	224.30

BANK OF AMERICA	PARAMEDIC LICENSE/JUSTICE	25.00
BANK OF AMERICA	EMS INSTRUCTOR LICENSE/JUSTICE	25.00
BIO-CARE, INC.	MASK FIT TEST/WALSH	25.00
SPARROW OCC HEALTH SERV	PHYSICALS	636.24
METRONET LONG DISTANCE	LONG DISTANCE AUGUST	2.99
WILX-TV 10	SEPTEMBER TV ADVERTISING	1,249.00
BOARD OF WATER & LIGHT	WATER 6139 BISHOP	37.51
CONSUMERS ENERGY	ELECTRIC 6139 BISHOP	68.13
CONSUMERS ENERGY	GAS 6139 BISHOP	28.19
ACE HARDWARE	28 MISC. MDSE.	27.58
ACE HARDWARE	2 EYE BOLTS/2 SNAPS/10 MISC.MDSE.	39.26
ACE HARDWARE	23 MISC. MDSE./DRILL BIT	29.44
ACE HARDWARE	1 MISC. MDSE.	1.39
ACE HARDWARE	2 EYE BOLTS	2.58
ADP SCREENING & SELECTION	SUBSCRIPTION/BACKGROUND CHECKS	92.08
BANK OF AMERICA	BREAKFAST/BALL	23.47
BANK OF AMERICA	LUNCH/BALL & ROYSTON	35.59
BANK OF AMERICA	LUNCH/BALL	25.62
ACE HARDWARE	(2) WD-40	8.58
BANK OF AMERICA	BREAKFAST/BALL	7.82
	Total For Dept 336.00 FIRE DEPARTMENT	15,723.32

Total For Fund 206 FIRE FUND 15,723.32

Fund 207 POLICE FUND

Dept 301.00 POLICE

ROBERT J. ROBINSON, ATTN	MOTOR VEH ORD/AUGUST	1,910.00
	Total For Dept 301.00 POLICE	1,910.00

Total For Fund 207 POLICE FUND 1,910.00

Fund 211 FIRE EQUIP. & APPARATUS FUND

Dept 000.00

BANK OF AMERICA	SALES TAX CREDIT	(8.03)
	Total For Dept 000.00	(8.03)

Dept 339.00 EQUIPMENT & APPARATUS

BANK OF AMERICA	UPS SHIPPING	21.17
BANK OF AMERICA	UPS SHIPPING	17.48
BANK OF AMERICA	UPS SHIPPING	31.31
BANK OF AMERICA	ACCOUNTABILITY TAGS & SHIPPING	18.45
GRAINGER	10 CLOSED LOOP COAT HANGERS	133.80
BANK OF AMERICA	CREDIT	(153.19)
BANK OF AMERICA	(2) 9V BATTERIES & SHIPPING	44.54
COMMUNICATIONS SERVICES	REPAIR RADIO/REPLACE CABLE	209.00
CARQUEST THE PARTS PLACE	HITCH PIN/TRAILER BALL MOUNT/HAZ MAT	40.44
LAFONTAINE FORD, INC	ELEC REPAIR/#211	978.48
LAFONTAINE FORD, INC	FUEL LEAK/#213	145.79

ROGER'S CLINE TIRE	4 TIRES/#656	721.80
VICTORY LANE QUICK OIL	LOF/#656	37.58
FIRST DUE FIRE SUPPLY CO.	FIREFIGHTER GEAR LOCKERS	2,686.00
FIRST DUE FIRE SUPPLY CO.	SHIPPING	325.00
TARGETSOLUTIONS	ON LINE TRAINING 10/1-12/31/2013	735.00
Total For Dept 339.00 EQUIPMENT & APPARATUS		5,992.65

Total For Fund 211 FIRE EQUIP. & APPARATUS FUND 5,984.62

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

Dept 728.00 DDA ADMINISTRATION

BANK OF AMERICA	SANITIZER	5.59
INCU-BAKE LLC	F.M. GRANT SUBMISSION	332.50
BANK OF AMERICA	AT&T LED SIGN 8/16-9/15/2013	51.20
METRONET LONG DISTANCE	LONG DISTANCE AUGUST	0.70
Total For Dept 728.00 DDA ADMINISTRATION		389.99

Dept 729.00 DDA MARKETING & PROMOTION

BANK OF AMERICA	2 SETS SPEAKER COVERS & SHIPPING	143.53
MARSHALL MUSIC COMPANY	MAKE TH-12A	939.96
MARSHALL MUSIC COMPANY	ON STAGE SLIM PAR 64	115.96
MARSHALL MUSIC COMPANY	AUDIO TECHNICAL 50' MIC CABLE	151.92
MARSHALL MUSIC COMPANY	YAMAHA MG 102C	87.00
MARSHALL MUSIC COMPANY	SENNHEISER E385 DYNAMIC HANDHELD	396.00
MARSHALL MUSIC COMPANY	SENNHEISER XSW35 WIRELESS SYSTEM	369.95
MARSHALL MUSIC COMPANY	ULTIMATE JS-MCRB 100 MIC STANDS	60.00
NIGHT MAGIC DISPLAYS	HOMETOWN FESTIVAL FIREWORKS	12,000.00
BANK OF AMERICA	250 WOODEN NICKELS & SHIPPING	90.59
ACD.NET, INC.	WIFI 9/1-10/1/2013	69.95
BLOHM CREATIVE PARTNERS	AUGUST FARMERS MKT BILLBOARD	455.00
Total For Dept 729.00 DDA MARKETING & PROMOTION		14,879.86

Dept 730.00 COMM REHABILITATION REBATE PGM

TWO MEN AND A TRUCK	PARKING LOT/3400 BELLE CHASE WAY	5,000.00
Total For Dept 730.00 COMM REHABILITATION REBATE PGM		5,000.00

Dept 731.00 DDA INFRASTRUCTURE PROJECTS

BRONNER'S CHRISTMAS	SS-700 PRES SNOWFLAKE SIL SS	17.50
BRONNER'S CHRISTMAS	C7 LED RED BULBS/STREET LAMPS	482.22
BRONNER'S CHRISTMAS	C7 LED BLUE BULBS/POLES	548.91
Total For Dept 731.00 DDA INFRASTRUCTURE PROJECTS		1,048.63

Dept 850.00 OTHER FUNCTIONS

SBAM PLAN	HEALTH INSURANCE OCTOBER	556.71
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE OCTOBER	23.56
LANSING ICE & FUEL CO	GASOLINE DDA	92.51
GRANGER	MONTHLY DUMPSTER SERVICE	130.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SHERIFF & DDA	355.00
BOARD OF WATER & LIGHT	WATER 2045 CEDAR	106.14
BOARD OF WATER & LIGHT	WATER 2150 CEDAR	24.74
BOARD OF WATER & LIGHT	WATER 2004 AURELIUS	58.32
ACE HARDWARE	4 ROD THREAD	37.96
THE COTTAGE GARDENS, INC.	13 HOSTAS	104.00
Total For Dept 850.00 OTHER FUNCTIONS		1,488.94

Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY 22,807.42

Fund 590 SEWAGE DISPOSAL SYSTEM

Dept 000.00

SBAM PLAN	RETIREEES HEALTH INS OCTOBER	90.89
HUBBELL, ROTH & CLARK, INC	ASPEN LAKE APTS SANITARY REVIEW	155.16
Total For Dept 000.00		246.05

Dept 548.00 ADMINISTRATION & OVERHEAD

SBAM PLAN	RETIREEES HEALTH INS OCTOBER	2,165.90
ICS MARKETING SERVICES	AUGUST SEWER BILLS	543.96
Total For Dept 548.00 ADMINISTRATION & OVERHEAD		2,709.86

Dept 558.00 DEPT OF PUBLIC SERVICE

SBAM PLAN	HEALTH INSURANCE OCTOBER	11,704.78
UNUM LIFE INSURANCE COMP	DISABILITY INSURANCE OCTOBER	495.43
LANSING ICE & FUEL CO	GASOLINE DPS	1,945.11
MODEL COVERALL SERVICE	STAFF UNIFORMS	77.74
MODEL COVERALL SERVICE	STAFF UNIFORMS	79.79
MODEL COVERALL SERVICE	STAFF UNIFORMS	77.74
MODEL COVERALL SERVICE	STAFF UNIFORMS	79.79
MODEL COVERALL SERVICE	STAFF UNIFORMS	77.74
MODEL COVERALL SERVICE	STAFF UNIFORMS	79.79
BANK OF AMERICA	ABODE PHOTOSHOP/DIORKA	84.99
BANK OF AMERICA	6 BAGS ICE	11.94
BANK OF AMERICA	6 BAGS ICE	11.94
ACE HARDWARE	10 HOSE CLAMPS	14.90
R. A. DINKEL & ASSOCIATES	BADGE ID HOLDER #MH203	57.00
R. A. DINKEL & ASSOCIATES	ESTIMATED SHIPPING	10.53
ALEXANDER CHEMICAL CORP	CALCIUM NITRATE	10,744.40
ALS LABORATORY GROUP	IPP - 3960 PATIENT CARE DRIVE	555.00
ARGUS-HAZCO	REPAIR METER 34648	336.00
ARGUS-HAZCO	REPAIR METER 34657	336.00
ARGUS-HAZCO	SHIPPING	25.00
HUBBELL, ROTH & CLARK, INC	TWP MEN & A TRUCK ADDITION SANITARY	58.41
HUBBELL, ROTH & CLARK, INC	ASPEN CENTRE SANITARY REVIEW	122.91
HUBBELL, ROTH & CLARK, INC	SAW GRANT ASSISTANCE APP SCOPING	1,230.45
UNITED PARCEL SERVICE	SHIPPING CHARGES	113.49
UNITED PARCEL SERVICE	SHIPPING CHARGES	143.25
GRANGER	MONTHLY SCREEN DEBRIS	775.00
GRANGER	MONTHLY DUMPSTER SERVICE	142.21
METRONET LONG DISTANCE	LONG DISTANCE AUGUST	7.04
USA MOBILITY WIRELESS, INC.	PAGER SERVICE	55.68
COMCAST	HIGH SPEED INTERNET/MAINTENANCE	124.85
COMCAST	HIGH SPEED INTERNET/POTW	134.85
BOARD OF WATER & LIGHT	WATER 1988 WAVERLY	134.80
BOARD OF WATER & LIGHT	WATER 4280 DELL	21.62
BOARD OF WATER & LIGHT	WATER 1492 AURELIUS	72.00
BOARD OF WATER & LIGHT	WATER 3505 HOLT	76.66
BOARD OF WATER & LIGHT	WATER 1492 AURELIUS	166.09
BOARD OF WATER & LIGHT	WATER 5961 MC CUE	619.92
BOARD OF WATER & LIGHT	ELECTRIC 2481 DELHI COMMERCE	70.71
CONSUMERS ENERGY	ELECTRIC-5961 MC CUE #2723	48.07
BANK OF AMERICA	PURINA GAME FISH CHOW	26.49
BANK OF AMERICA	HAND GUN FOR WEED SPRAYER	9.99
BANK OF AMERICA	4 PARKING LIGHTING LAMPS	96.94
CARQUEST THE PARTS PLACE	10 GREASE/SCAG	34.90
ACE HARDWARE	5 NIPPLES	7.05
KENNEDY INDUSTRIES, INC	REBUILD PUMP #1 MOTOR/PINE TREE LS	5,670.00

BARNHART & SON, INC.	EIFERT RD FM MANHOLE ADJUSTMENT	529.66
BARNHART & SON, INC.	WYE REPLACEMENT/4331 SYCAMORE	3,039.58
J.O. GALLOUP COMPANY	BUSHING/NIPPLE/3 PASTES	116.13
BANK OF AMERICA	PIPE & CLAMP	149.88
BANK OF AMERICA	CHAIN & WRENCH	30.38
BANK OF AMERICA	OIL CAP/CHAIN SAW	5.99
BANK OF AMERICA	TEES/NIPPLES/BUSHINGS/PLUG	48.48
BANK OF AMERICA	BUSHINGS & TAPES	12.48
ACE HARDWARE	8 CLAMPS/3 BUSHINGS	22.39
ACE HARDWARE	2 HEAT SHRINK TUBES	6.58
CARQUEST THE PARTS PLACE	4 RED WIPER BLADES/#11A	11.16
PURE GREEN LAWN & TREE	LAWN & TREE FERTILIZATION/MTC	232.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/POTW	260.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/MAINTENANCE	260.00
WOLVERINE POWER SYSTEMS	REPAIR COOLANT LEAK/DELL RD L.S.	1,078.49
FRANKIE D'S AUTO & TRUCK	REPLACE 2 ABS FRONT SENSORS/#2	328.00
SPARROW OCC HEALTH SERV	PHYSICALS	192.00
BANK OF AMERICA	SOCK YARN DEPOSIT	600.00
MACKELLAR SCREENWORKS	3.75" X 4.5" DECALS	550.00
MACKELLAR SCREENWORKS	3.75" X 2 "	260.00
BANK OF AMERICA	DEQ WORKSHOP/DIORKA & WALACAVAG	60.00
BANK OF AMERICA	WEF MEMBERSHIP/BRYANT	107.00
BANK OF AMERICA	WEF MEMBERSHIP/DIORKA	107.00
BANK OF AMERICA	KEEPING IT GREEN REG/BRYANT	20.00
BANK OF AMERICA	IPP SEMINAR/DIORKA & BRYANT	240.00
BANK OF AMERICA	MWEA SEMINAR/POWERS & ADAMS	360.00
Total For Dept 558.00 DEPT OF PUBLIC SERVICE		45,396.19

Dept 578.01 CAPITAL IMPROVEMENTS

C2AE	LSD FORCE MAIN/POTW SCREENING	1,481.82
HUBBELL, ROTH & CLARK, INC	PINE TREE LS PRELIMINARY DESIGN	349.05
Total For Dept 578.01 CAPITAL IMPROVEMENTS		1,830.87

Total For Fund 590 SEWAGE DISPOSAL SYSTEM 50,182.97

Fund 701 TRUST & AGENCY FUND

Dept 000.00

GIVE A KID PROJECTS	EMPLOYEE CONTRIBUTIONS	195.00
Total For Dept 000.00		195.00

Total For Fund 701 TRUST & AGENCY FUND 195.00

Fund 703 CURRENT TAX ACCOUNT

Dept 000.00

CORELOGIC	REFUNDS DUE TAXPAYERS	2,132.61
CORELOGIC	REFUNDS DUE TAXPAYERS	221.39
CORELOGIC	REFUNDS DUE TAXPAYERS	824.27
CORELOGIC	REFUNDS DUE TAXPAYERS	1,199.51
CORELOGIC	REFUNDS DUE TAXPAYERS	964.36
CORELOGIC	REFUNDS DUE TAXPAYERS	1,131.97
CORELOGIC	REFUNDS DUE TAXPAYERS	941.85
CORELOGIC	REFUNDS DUE TAXPAYERS	587.88
CORELOGIC	REFUNDS DUE TAXPAYERS	296.43
CORELOGIC	REFUNDS DUE TAXPAYERS	655.41
CORELOGIC	REFUNDS DUE TAXPAYERS	772.32
CORELOGIC	REFUNDS DUE TAXPAYERS	836.37
CORELOGIC	REFUNDS DUE TAXPAYERS	923.08

CORELOGIC	REFUNDS DUE TAXPAYERS	1,467.81
CORELOGIC	REFUNDS DUE TAXPAYERS	726.71
CORELOGIC	REFUNDS DUE TAXPAYERS	338.96
CORELOGIC	REFUNDS DUE TAXPAYERS	765.92
CORELOGIC	REFUNDS DUE TAXPAYERS	859.29
CORELOGIC	REFUNDS DUE TAXPAYERS	939.35
CORELOGIC	REFUNDS DUE TAXPAYERS	681.67
CORELOGIC	REFUNDS DUE TAXPAYERS	851.79
CORELOGIC	REFUNDS DUE TAXPAYERS	8.54
CORELOGIC	REFUNDS DUE TAXPAYERS	458.71
DELHI GARDENS LLC	REFUNDS DUE TAXPAYERS	118.66
JOHNSON, MARIA	REFUNDS DUE TAXPAYERS	48.10
KNIGHT, SHARRON	REFUNDS DUE TAXPAYERS	15.01
LERETA	REFUNDS DUE TAXPAYERS	624.14
LERETA	REFUNDS DUE TAXPAYERS	654.16
LERETA	REFUNDS DUE TAXPAYERS	527.67
LERETA	REFUNDS DUE TAXPAYERS	965.72
LERETA LLC	REFUNDS DUE TAXPAYERS	1,325.84
LERETA LLC	REFUNDS DUE TAXPAYERS	694.19
SLS	REFUNDS DUE TAXPAYERS	7.06
WELLS FARGO REAL ESTATE	REFUNDS DUE TAXPAYERS	990.62
WELLS FARGO REAL ESTATE	REFUNDS DUE TAXPAYERS	599.41
WELLS FARGO REAL ESTATE	REFUNDS DUE TAXPAYERS	1,069.42
WELLS FARGO REAL ESTATE	REFUNDS DUE TAXPAYERS	444.02
	Total For Dept 000.00	26,670.22
	Total For Fund 703 CURRENT TAX ACCOUNT	26,670.22
	Total For All Funds:	213,914.76

DELHI CHARTER TOWNSHIP
FUND TRANSFERS AND PAYROLL APPROVAL
For Payroll Dated September 26, 2013

I. Certification of Preparation and Distribution

The attached check and payroll registers encompass check numbers: 106165 through 106198 & direct deposits numbers: DD16542 through DD16631. The payroll was prepared in accordance with established payroll rates and procedures. The Treasurer's & Clerk's signatures were printed on the payroll checks using an electronic image signature

Lora Behnke, Accounting Clerk

The attached Check and Payroll Registers were reviewed. The payroll checks were distributed in accordance with established procedures.

Dated: September 26, 2013

Director of Accounting

II. Payroll Report

The September 26, 2013 payroll encompasses the following funds and expenditures:

	Gross Payroll	Payroll Deductions	Net Pay
General Fund	\$72,868.05	\$20,769.21	\$52,098.84
Fire Dept. Fund	45,350.42	13,907.71	\$31,442.71
DDA	6,335.90	1,711.54	\$4,624.36
Sewer Fund/Receiving	35,265.76	10,626.12	\$24,639.64
Total Payroll	\$159,820.13	\$47,014.58	\$112,805.55
	Township FICA	Township RHS & Pension Plan & H.S.A.	Total Deductions & TWP Liabilities
General Fund	\$5,262.94	\$5,521.77	\$31,553.92
Fire Dept. Fund	3,408.43	3,236.65	20,552.79
DDA	264.92	252.68	2,229.14
Sewer Fund/Receiving	2,516.06	3,150.13	16,292.31
Total Payroll	\$11,452.35	\$12,161.23	\$70,628.16

Director of Accounting

III. FUND TRANSFERS

Transfers covering the foregoing payroll were made on September 26, 2013 and identified as follows:

09/26 Net Pay Disbursement in Common Savings (\$112,805.55)

Roy W. Sweet, Treasurer

IV. Board Audit and Approval:

At a regular meeting of the Township Board held on October 1, 2013, a motion was made by _____ and passed by _____ yes votes and _____ no votes (_____ absent) that the payroll dated September 26, 2013 was reviewed, audited, and approved.

Attachment to Payroll Register

cc: Sweet(1)\Vander Ploeg(1)

Evan Hope, Clerk

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: September 24, 2013

RE: FY 2014 Budgets – Set Public Hearing – General Fund and Special Revenue Funds

During the September Budget Workshop we introduced to the Board the proposed 2014 Budget documents (Budget Book). These proposed budgets have been updated for any changes made at the budget workshops. Summaries of these budgets will be available in the Clerk's Office for public viewing.

As required by statute, a public hearing must be held prior to December 15th and the adoption of these budgets by the Township Board no later than December 31st of each year. Therefore, I recommend the Board set a public hearing for October 15, 2013 at 7:45 p.m. to hear comments on the proposed budget.

RECOMMENDED MOTION:

To set a public hearing on the proposed Township budgets for the General Fund and Special Revenue Funds for fiscal year 2014 on Tuesday, October 15, 2013 at 7:45 p.m.



**DELHI CHARTER TOWNSHIP
MEMORANDUM**

FROM: Evan Hope, Township Clerk

TO: John Elsinga, Township Manager
Delhi Township Board of Trustees

DATE: September 25, 2013

RE: Proposed Schedule of 2014 Township Board Meetings

Enclosed for your review is a proposed schedule of the 2014 Township Board of Trustees meetings. Meetings follow the traditional schedule of the first and third Tuesdays of each month with a few exceptions as noted.

No meeting is scheduled for the first Tuesday in February and the first meetings in August and November will be held on the following Wednesdays due to the August Primary and November General elections.

If the Township Board concurs, I offer the following motion:

RECOMMENDED MOTION:

TO APPROVE THE YEAR 2014 SCHEDULE OF DELHI CHARTER TOWNSHIP BOARD OF TRUSTEES MEETING DATES.

DELHI CHARTER TOWNSHIP
Community Services Center, 2074 Aurelius Road
Holt, MI 48842-6320
(517) 694-2135

YEAR 2014 DELHI CHARTER TOWNSHIP BOARD - REGULAR MEETING DATES

January 7	July 1
January 21	July 15
February 18	August 6 (Wednesday)
March 4	August 19
March 18	September 2
April 1	September 9 (Dept Head Budget Presentation to Brd. 8 a.m.-4 p.m.)
April 15	September 16
May 6	October 7
May 20	October 21
June 3	November 5 (Wednesday)
June 4 (Dept. Head Goals, Objectives & 2015 CIP- Wed. 8:00 a.m.-6:00 p.m.)	November 18
June 10 (Board Goals & Objectives 6 p.m.-9 p.m.)	December 2
June 17	December 16

TOWNSHIP BOARD COMMITTEE OF THE WHOLE MEETINGS

Committee of the Whole meetings are held prior to the scheduled regular Board of Trustee meetings at 6:30 p.m., in the Multipurpose Room of the Community Services Center located at 2074 Aurelius Road, Holt, MI 48842.

DELHI CHARTER TOWNSHIP

M E M O R A N D U M

TO: Delhi Township Board Members
FROM: John B. Elsinga, Township Manager
DATE: September 25, 2013
RE: 2014 Holiday Schedule

Attached is a proposed holiday schedule for Delhi Township for the year 2014. Delhi Township observes twelve (12) holidays per year as a paid holiday for full-time employees, in which all Township offices are closed to the public. These holidays are:

- | | |
|---------------------------------|-----------------------------------|
| 1. New Year's Day | 7. Labor Day |
| 2. Martin Luther King Jr.'s Day | 8. Veterans' Day |
| 3. President's Day | 9. Thanksgiving Day |
| 4. Good Friday | 10. Friday after Thanksgiving Day |
| 5. Memorial Day | 11. Christmas Eve Day |
| 6. Independence Day | 12. Christmas Day |

In 2014, Christmas Eve and Christmas Day fall on a Wednesday and Thursday and it has been suggested that the Township swap the Good Friday holiday for Friday, December 26, 2014.

This is the only recommended change to the 2014 holiday schedule. If the Board concurs with the proposed schedule, I offer the following motion:

RECOMMENDED MOTION:

To adopt the 2014 Holiday Schedule for Delhi Charter Township.

Delhi Charter Township

2014 HOLIDAY SCHEDULE

New Year's Day	Wednesday, January 1, 2014
Martin Luther King Jr.'s Day	Monday, January 20, 2014
President's Day	Monday, February 17, 2014
Memorial Day	Monday, May 26, 2014
Independence Day	Friday, July 4, 2014
Labor Day	Monday, September 1, 2014
Veterans' Day	Tuesday, November 11, 2014
Thanksgiving	Thursday & Friday, November 27 and 28, 2014
Christmas	Wednesday, Thursday, & Friday December 24, 25 and 26, 2014

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: September 11, 2013

RE: Proposed Delhi Township Ordinance No. 125 – Non-Discrimination,
Second Consideration

Enclosed for your review and second consideration is proposed Delhi Township Ordinance No. 125 – Non-Discrimination.

At the August 20, 2013 Committee of the Whole we introduced proposed Township Ordinance No. 125, Non-Discrimination Ordinance, which provides language to prohibit discriminatory practices in Delhi Township. It is the intent of the Township that no person be denied equal protection of the laws; nor shall any person be denied the enjoyment of his or her civil or political rights or be discriminated against because of actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental limitation, source of income, family responsibilities, sexual orientation, gender identity/expression, genetic information or any protected status. The Ordinance also provides a method of complaint when a person believes they have been discriminated against and the Ordinance has been violated.

Therefore, I recommend the Township Board, upon second consideration, adopt Township Ordinance No. 125 – Non-Discrimination.

Recommended Motion:

Upon second consideration, to adopt Delhi Township Ordinance No. 125 – Non-Discrimination.

**DELHI CHARTER TOWNSHIP
INGHAM COUNTY, MICHIGAN
ORDINANCE NO. 125**

At a duly scheduled and noticed meeting of the Township Board of the Charter Township of Delhi, Ingham County, Michigan, held at the Delhi Township Offices on October 1, 2013 at 7:30 p.m., Township Board Member _____ moved to adopt the following Ordinance, which motion was seconded by Township Board Member _____:

AN ORDINANCE OF THE CHARTER TOWNSHIP OF DELHI, INGHAM COUNTY, MICHIGAN, PROVIDING THAT THE CODE OF ORDINANCES, CHARTER TOWNSHIP OF DELHI, MICHIGAN, BE AMENDED BY ADDING A NEW CHAPTER 20 ("NON-DISCRIMINATION") TO PROHIBIT DISCRIMINATORY PRACTICES; PROVIDE DEFINITIONS; ESTABLISH PROCEDURES FOR INVESTIGATIONS AND CONCILIATION AGREEMENTS; REQUIRE TOWNSHIP CONTRACTORS TO ABIDE BY NON-DISCRIMINATION; PROVIDE PENALTIES; REPEAL ORDINANCES AND PORTIONS OF ORDINANCES INCONSISTENT WITH THIS ORDINANCE; AND PROVIDE AN EFFECTIVE DATE HEREOF.

THE TOWNSHIP BOARD OF TRUSTEES FOR THE CHARTER TOWNSHIP OF DELHI
HEREBY ORDAINS:

Section 1. Addition of Chapter 20. The Code of Ordinances, Charter Township of Delhi, Michigan (or Delhi Charter Township Code), is hereby amended by adding a new Chapter, Chapter 20, which shall read as follows.

CHAPTER 20 – NON-DISCRIMINATION

ARTICLE I – IN GENERAL

Sec. 20-1. Intent.

It is the intent of the Township that no person be denied equal protection of the laws; nor shall any person be denied the enjoyment of his or her civil or political rights or be discriminated against because of actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental limitation, source of income, family responsibilities, sexual orientation, gender identity/expression, genetic information

or any protected status. Nothing contained in this Chapter shall be construed to prohibit any affirmative action policies passed by any level of government.

Sec. 20-2. Definitions.

The following words, terms and phrases, when used in this Chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Age. Chronological age.

Complaint Review Committee. Four individuals responsible for reviewing complaints. One member will be a member of the Board, one member will be the Township Manager, one member will be the Township Human Resource Director, and one member shall be a citizen of Delhi Township. The committee may have more members or alternates as determined by the Township Board.

Agreement. An agreement entered into between the person alleged to have been discriminated against and the person alleged to have engaged in a prohibited practice under this Chapter, whereby the persons agree to methods of resolving a compliant, terminating discrimination or reversing the effects of past discrimination.

Contractor. A person who by contract furnishes services, materials or supplies. "Contractor" does not include persons who are merely creditors or debtors of the Township, such as those holding the Township's notes or bonds or persons whose notes, bonds or stock is held by the Township.

Discriminate. To make a decision, offer to make a decision or refrain from making a decision based in whole or in part on the actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental limitation, source of income, family responsibilities, sexual orientation, gender identity/expression, or protected status.

Discrimination based on actual or perceived physical or mental limitation includes discrimination because of the use by an individual of adaptive devices or aids.

Disability. Disability means that term as defined at Section 103(d) of the Persons with Disabilities Civil Rights Act, Public Act No. 220 of 1976 (MCL 37.1103(d)).

Employer. A person employing one or more persons.

Employment agency. A person regularly undertaking, with or without compensation, to procure, refer, recruit, or place an employee for an employer, or

to procure, refer, recruit, or place for an employer or person the opportunity to work for an employer and includes any agent of that person.

Gender identity/expression. A person's actual or perceived gender, including a person's gender identity, self-image, appearance, expression, or behavior, including whether that gender identity, self-image, expression, or behavior is different from that traditionally associated with the person's sex at birth.

Harassment. To have physical conduct or communication with refers to an individual protected under this article, when such conduct or communication demeans, disparages or dehumanizes and has a purpose or effect of substantially interfering with an individuals employment, public accommodations or public services or housing or creating an intimidating, hostile or offensive employment public accommodations, public services or housing environment.

Housing facility. Any dwelling unit or facility used for a person to regularly stay and store personal items. Housing facility includes, but is not limited to, a house, apartment, rooming house, housing cooperative, hotel, motel, tourist home, retirement home or nursing home.

Labor organization. Includes an organization of any kind, an agency or employee representation committee, group, association, or plan in which employees participate and which exists for the purpose, in whole or in part, of dealing with employees concerning grievances, labor disputes, wages, rate of pay, hours, or other terms or conditions of employment.

Marital status. The state of being married, separated, unmarried, divorced or widowed.

Person. Shall mean an individual, agent, association, organization, corporation, limited liability company, partnership or other unincorporated or incorporated public or private entity of any kind, including any other legal, commercial, or governmental entity or agency.

Physical limitation. A limitation of physical capabilities unrelated to one's ability to safely perform the work involved in jobs or positions available to such person for hire or promotion; a limitation of physical capabilities unrelated to one's ability to acquire, rent and maintain property; or a limitation of mental capabilities unrelated to one's ability to utilize and benefit from the goods, services, activities, privileges and accommodations of a place of public accommodation. "Physical limitation" includes, but is not limited to, blindness or partial sightedness, deafness or hearing impairment, muteness, partial or total absence of physical member, speech impairment and motor impairment. "Physical limitation" does

not include any condition caused by the current illegal use of alcohol, prescription drugs or a controlled substance.

Place of public accommodation. An educational, governmental, health, entertainment, cultural, recreational, refreshment, transportation, financial institution, accommodation, business or other facility of any kind, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold or otherwise made available to the general public, or which receives financial support through the solicitation of the general public or through governmental subsidy of any kind, but shall not mean any facility not open or accessible to the general public. By way of example, day care operations being conducted in a private home shall not be considered a place of public accommodation.

Sex discrimination. Discrimination because of sex includes sexual harassment which means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

- (1) Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment, public accommodations, or public services or housing.
- (2) Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions effecting such individuals employment, public accommodations or public services or housing.
- (3) Such conduct or communication has a purpose or effect of substantially interfering with an individuals' employment, public accommodations or public services, or housing or creating an intimidating, hostile, or offensive employment, public accommodation, public service, or housing environment.

Sexual orientation. Being or regarded as being heterosexual, homosexual, bisexual, or having a history of such identification.

Sec. 20-3. Employment.

- (a) It is unlawful for an employer to:
 - (1) Limit, segregate, classify, fail or refuse to hire, to recruit, to discharge, or otherwise discriminate against an individual with respect to employment, compensation, or a term, condition, or privilege of employment, including a benefit plan or system, because of religion, race, color, national origin, age, sex, height, weight, marital status, sexual orientation, gender identity/expression, genetic information or expression, any protected status, or because of the use by an individual of adaptive devices or aids.

- (2) Fail or refuse to hire, recruit, or promote an individual on the basis of any physical or mental limitations that are not directly related to the requirements of the specific job.
 - (3) Discharge or take other discriminatory action against an individual on the basis of any physical or mental examinations that are not directly related to the requirements of the specific job.
 - (4) Fail or refuse to hire, recruit, or promote an individual when adaptive devices or aids may be utilized thereby enabling that individual to perform the specific requirements of the job.
 - (5) Discharge or take other discriminatory action against an individual when adaptive devices or aids may be utilized thereby enabling that individual to perform the specific requirements of the job.
 - (6) Discriminate against a person with respect to hire, tenure, terms, conditions, or privileges of employment because of an arrest, detention, or disposition of a violation of a misdemeanor, felony, or local ordinance substantially corresponding to state law, when a conviction did not result.
 - (7) Make, keep or use an oral inquiry, form of application, or record that elicits or attempts to elicit information concerning the religion, race, color, national origin, age, sex, height, weight, marital status, sexual orientation, gender identity/expression, genetic information, protected status, or because of the use by an individual of adaptive devices or aids except where applicable under federal and state law, or local ordinance.
- (c) An employer, labor organization, or employment agency shall not print, circulate, post, mail, or otherwise cause to be published a statement, advertisement, notice, or sign relating to employment by the employer, or relating to membership in or a classification or referral for employment by the labor organization, or relating to a classification or referral for employment by the employment agency, which indicates a preference, limitation, specification, or discrimination, based on religion, race, color, national origin, age, sex, height, weight, marital status, sexual orientation, gender identity or expression, or genetic information, protected status, or the need for any reasonable accommodations, including but not limited to the use by an individual of adaptive devices or aids.

- (d) This section shall not apply to the employment of an individual by his/her parent, spouse, or child.
- (e) A contract or agreement to which the Township, its department, or unit thereof, is a party shall contain a provision by the contractor and his/her subcontractors not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, including a benefit plan or system or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, disability, sexual orientation, gender identity/expression, genetic information or any protected status or use by an individual of adaptive devices or age. Breach of such provision may be regarded as a material breach of the contract or agreement.
- (f) This section is also applicable to labor organizations, employment agencies, apprenticeships, and job training programs. In addition, a labor organization shall not discriminate in its membership practices nor fail to fairly represent its membership in a grievance process because of race, color, religion, national origin, age, sex, height, weight, marital status, disability, sexual orientation, gender identity/expression, genetic information or any protected status or use by an individual of adaptive devices or age.

Sec. 20-4. Housing.

- (a) No person shall discriminate in referring, leasing, selling, renting, showing, advertising, pricing, offering, inspecting, listing, or otherwise making available any real property, including discrimination in providing information and receiving or communicating a bona fide offer on any real property.
- (b) No person shall discriminate in: (1) the application, conditions, or granting of mortgages or other financing; (2) the offer, conditions, or sale of home-owner or rental insurance; or (3) the contracting of construction, rehabilitation, maintenance, repair, or other improvement of any housing facility.
- (c) No person shall refuse to lend money for the purchase or repair of any real property or insure any real property solely because of the location in the Township of such real property, except for legitimate non-discriminatory reasons related to actual risks associated with the property itself, such as being within a floodplain.

- (d) No person shall promote any sale, rental, lease, sublease, exchange, transfer, or assignment of real property by representing that demographic changes are occurring or will occur in an area with respect to any illegitimate or discriminatory characteristics.
- (e) No person shall indicate, communicate, or otherwise represent to another person that any real property or interest therein is not available for inspection, sale, rental, or lease knowing in fact it is available, including failing to make a person aware of a real property listing, refusing to permit inspection of real property, and representing that a property has been sold when in fact it has not.

Sec. 20-5. Public accommodation.

- (a) No person shall discriminate in making available full and equal access to all goods, services, activities, privileges and accommodations of any place of public accommodation or public service because of race, color, religion, national origin, age, sex, height, weight, marital status, disability, sexual orientation, gender identity/expression, genetic information or any protected status or use by an individual of adaptive devices or age.
- (b) No person shall print, calculate, post, mail, or otherwise cause to be published a statement, advertisement, notice, or sign which indicates that the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations of a place of public accommodation or public service will be refused, withheld from, or denied an individual because of race, color, religion, national origin, age, sex, height, weight, marital status, disability, sexual orientation, gender identity/expression, genetic information or any protected status or use by an individual of adaptive devices or age, or that individuals patronage of, or presence at a place of public accommodation, is objectionable, unwelcome, unacceptable, or undesirable because of race, color, religion, national origin, age, sex, height, weight, marital status, disability, sexual orientation, gender identity/expression, genetic information or any protected status or use by an individual of adaptive devices or age.

Sec. 20-6. Duty to accommodate persons with disabilities.

A person shall accommodate a person with disabilities for purposes of employment, public accommodation, public service, or housing unless a person demonstrates that the accommodation would impose an undue hardship.

Sec. 20-7. Other prohibited practices.

- (a) No person shall adopt, enforce or employ any policy or requirement, publish, post or broadcast any advertisement, sign or notice which discriminates or indicates discrimination in providing housing, employment or public accommodations.
- (b) No person shall discriminate in the publication or distribution of advertising material, information or solicitation regarding housing, employment or public accommodations.
- (c) No agent, broker, labor union, employment agency or any other intermediary shall discriminate in making referrals, listings or providing information with regard to housing, employment or public accommodations. A report of the conviction of any such person for a violation of this Chapter shall be made to the applicable licensing or regulatory agency for such person or business.
- (d) No person shall coerce, threaten or retaliate against a person for making a complaint or assisting in the investigation regarding a violation or alleged violation of this Chapter, nor require, request, conspire with, assist or coerce another person to retaliate against a person for making a complaint or assisting in an investigation.
- (e) No person shall conspire with, assist, coerce or request another person to discriminate in any manner prohibited by this Chapter.
- (f) No person shall provide false or misleading information to any authorized person investigating a complaint regarding a violation or alleged violation of this Chapter, or sign a complaint for a violation of this Chapter based upon false or substantially misleading information.

Sec. 20-8. Information and investigation.

- (a) No person shall provide false information to any authorized employee or Township Agent investigating a complaint regarding a violation of this Chapter.
- (b) For an investigation, the Complaint Review Committee may request a person to produce materials, items, videos, books, papers, records or other documents which may be relevant to a violation or alleged violation of this Chapter. If said person does not comply with such request, the Township Attorney may apply to Ingham County Circuit Court for an order requiring production of said materials.

Sec. 20-9. Conciliation agreements.

In cases involving alleged violations of this Chapter, the Complaint Review Committee may enter into agreements whereby persons agree to methods of terminating discrimination or to reverse the effects of past discrimination. Violations of such agreements shall be violations of this Chapter.

Sec. 20-10. Injunctions.

The Township Attorney may commence a civil action to obtain injunctive relief to prevent discrimination prohibited by this Chapter, to reverse the effects of such discrimination or to enforce a conciliation agreement.

Sec. 20-11. Discriminatory effects.

No person shall adopt, enforce or employ any policy or requirement which has the effect of creating unequal opportunities according to actual or perceived race, color, religion, national origin, sex, age, height, weight, source of income, family responsibilities, sexual orientation, marital status, physical or mental limitation, or gender identity/expression or genetic information, or any protected status for a person to obtain housing, employment or public accommodation, except for a bona fide business necessity. Such a necessity does not arise due to a mere inconvenience or because of suspected or actual objection to such a person by neighbors, customers, or other persons.

Sec. 20-12. Exceptions.

Notwithstanding anything contained in this Chapter, the following practices shall not be violations of this Chapter.

- (a) For a religious organization or institution to restrict any of its facilities of housing or accommodations which are operated as a direct part of religious activities to persons of the denomination involved or to restrict employment opportunities for officers, religious instructors, staff and clergy to persons of that denomination or organization.
- (b) For the owner of an owner-occupied single-family or two-family dwelling, or a housing facility or public accommodation facility, respectively, devoted entirely to the housing and accommodation of individuals of one sex, to restrict occupancy and use on the basis of sex.
- (c) To limit occupancy in a housing project or to provide public accommodations or employment privileges or assistance to persons of low income, over 55 years of age or who are handicapped.

- (d) To engage in a bona fide effort to establish an affirmative action program to improve opportunities in employment for minorities and women.
- (e) To discriminate based on a person's age when such discrimination is required by state, federal or local law.
- (f) To refuse to enter a contract with an un-emancipated minor.
- (g) To refuse to admit to a place of public accommodation serving alcoholic beverages a person under the legal age for purchasing alcoholic beverages.
- (h) To refuse to admit to a place persons under eighteen (18) years of age to a business providing entertainment or selling literature which the operator of said business deems unsuitable for minors.
- (i) For an educational institution to limit the use of its facilities to those affiliated with such institution.
- (j) To provide discounts on products or service to students, minors and senior citizens, or members of an organization.
- (k) To discriminate in any arrangement for the sharing of a dwelling unit.
- (l) To restrict use of lavatories and locker room facilities on the basis of sex.
- (m) For a governmental institution to restrict any of its facilities or to restrict employment opportunities based on duly adopted institutional policies that conform to federal and state laws and regulations.
- (n) To restrict participation in an instructional program, athletic event or on an athletic team on the basis of age or sex.
- (o) Placing reasonable restrictions on breast feeding in an area open to the general public.

Sec. 20-13. Nondiscrimination by Township contractors.

- (a) A written contract to which the Township, a political subdivision, or an agency thereof, is a party shall contain a covenant by the contractor and his/her subcontractors not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, including a benefit plan or system or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, sexual orientation, gender identity/expression,

genetic information or protected status or use by an individual of adaptive devices or aids. Breach of this covenant may be regarded as a material breach of the contract.

- (b) This section is also applicable to labor organizations, employment agencies, apprenticeships and job training programs. In addition, a labor organization shall not discriminate in its membership practices nor fail to fairly represent its membership in a grievance process because of religion, race, color, national origin, age, sex, height, weight, marital status, sexual orientation, gender identity/expression, genetic information, or protected status or use by an individual of adaptive devices or aids.

Sec. 20-14. Complaints.

- (a) Any person claiming to be discriminated against in violation of this ordinance may file with the Township Manager's Office a complaint, in writing, setting forth with reasonable specificity the person or persons alleged to have violated this Chapter, the specific nature of the violation and the date(s) of the alleged violation. A person filing a complaint must do so within 180 days of the incident forming the basis of the complaint.
- (b) To the extent permitted by law, all written complaints of discrimination in employment, public accommodation, public services, and housing received by the Township Manager's Office shall be kept confidential.
- (c) The Township Manager shall:
 - (1) Review the complaint and seek to resolve the complaint within a reasonable time of receipt; or
 - (2) Forward the complaint to the Complaint Review Committee.
- (d) Complaint Review Committee shall:
 - (1) Be responsible for receipt, recordation, investigation, mediation, conciliation, recommendation, and/or referral to the Office of the Township Attorney;
 - (2) Ensure there are no undue burdens placed on a Claimant, which might discourage filing of a discrimination complaint;
 - (3) Commence and complete the complaint investigation, mediation/conciliation, and recommendation process in a timely manner;
 - (4) Hold any complaint investigation, mediation/conciliation and recommendation in abeyance pending the outcome of any state or federal

investigation being conducted or private cause of action regarding the same matter or incident forming the basis of the complaint;

- (5) Promulgate and publish rules and guidelines for processing, investigating, mediating/conciliating, and recommending resolution of the complaint; and
- (6) Refer a complaint it deems valid and sufficiently egregious directly to the Township Attorney for review and additional action.

Sec. 20-15. Investigation and hearing.

- (a) During an investigation, the Complaint Review Committee may request the appearance of witnesses and the production of materials, items, videos, books, papers, records or other documents that may be relevant to a violation or alleged violation of this Chapter.
- (b) If the Complaint Review Committee determines that the complaint and preliminary evidence gathered indicates a prima facie violation of any provision in this Chapter, the Complaint Review Committee shall conduct a hearing within 90 days after completion of its preliminary investigation. The person alleged to have committed a violation (the “Respondent”) and the Claimant shall be sent by regular mail at least 14 days advance notice of the location and scheduled date and time of the hearing and a request to appear. At the hearing testimony will be taken. All testimony shall be on the record, under oath and either recorded or transcribed. Both Claimant and Respondent shall be allowed to testify, present evidence, bring witnesses to testify, and to cross-examine all witnesses at the hearing. Traditional court rules of evidence shall not apply.
- (c) A failure of either the Claimant or the Respondent to cooperate with the Complaint Review Committee may result in an adverse determination for that person at the hearing.

Sec. 20-16. Findings and recommendations.

- (a) The Complaint Review Committee shall make findings of fact based on the testimony and evidence introduced at the hearing and shall recommend such relief as the Complaint Review Committee deems appropriate. The findings and recommendations shall be served by regular mail on the Claimant and Respondent. The Claimant and Respondent shall have 30 days from the date the findings and recommendations are mailed to either: (1) comply with the findings and recommendations; or (2) appeal the findings and recommendations to the Ingham County Circuit Court.

Section 20-17. Available recommendations.

Complaint Review Committee recommendations may include, but are not limited to, one or more of the following:

- (a) Ceasing the illegal conduct cited in the complaint and taking steps to alleviate the effect of such illegal conduct;
- (b) Providing that the Respondent apologize to the Claimant;
- (c) Closing the matter based upon a mediation/conciliation agreement of the Claimant and Respondent;
- (d) Paying actual damages for injury or loss;
- (e) Hiring, reinstating, or promoting the Claimant, with or without back pay, or providing such fringe benefits as the Claimant may have been denied;
- (f) Selling or leasing of a housing or dwelling unit in question to the Claimant;
- (g) Admitting the Claimant to a place of public accommodation or extending full and equal use and enjoyment of said place of public accommodation;
- (h) Paying some or all of the Claimant's costs, incurred at any stage of review;
- (i) Dismissing the complaint; and
- (j) Imposing costs against a Claimant for a frivolously filed claim.

Sec. 20-18. Penalties.

- (a) A violation of a prohibited act in this Chapter is designated a municipal civil infraction, is not a crime and shall not be punishable by imprisonment.
- (b) Schedule of civil fines. The violation shall be according to the following schedule:
 - (1) First violation.....\$500.00
 - (2) Second violation.....\$750.00
 - (3) Third (or any subsequent) violation.....\$1000.00
- (c) Continuing violation.
 - (1) For an offense that is a single and discrete occurrence, a single violation shall accrue. Subsequent single and discrete occurrences shall result in additional

violations according to the above schedule.

- (2) For offenses that are continuing in nature, rather than single and discrete, the first violation shall accrue with the first day of the occurrence, and subsequent violations shall accrue for each additional day of that occurrence (for example, an impermissible hiring practice that continues each day on an ongoing basis).
- (3) For continuing violations under subsection (c)(2), the day of the first occurrence shall be measured from the day of service of the Township Attorney's complaint.

Sec. 20-19. Private actions for damages or injunctive relief.

- (a) An individual who is the victim of discriminatory action in violation of this Chapter may bring a civil action for appropriate injunctive relief or damages or both against the person(s) who acted in violation of this Chapter.
- (b) As used in subsection 20.15(a), "damages" means damages for injury or loss caused by each violation of this Chapter, including reasonable costs and attorney fees.
- (c) Private actions and remedies under this section shall be in addition to any actions for violations which the Township may take action.

Section 2. Severability. If a court of competent jurisdiction declares any provision of this Ordinance, or a statutory provision referred to or adopted by reference herein, to be unenforceable, in whole or in part, such declaration shall only affect the provision held to be unenforceable and shall not affect any other part or provision. Provided, however, that if a court of competent jurisdiction declares a penalty provision to exceed the authority of the Township, the penalty shall be construed as the maximum penalty that is determined by the court to be within the authority of the Township to impose.

Section 3. Repeal. All ordinances or parts of ordinances in conflict or inconsistent with the provisions of this Ordinance are hereby repealed; provided that any violation charged before the effective date of this Ordinance under an ordinance provision repealed by this Ordinance shall continue under the ordinance provision then in effect.

Section 4. Effective Date. This ordinance shall take effect immediately after final publication.

C. J. Davis, Supervisor

Evan Hope, Clerk

I, Evan Hope, Clerk of the Charter Township of Delhi, do hereby certify that the above is a true action taken by the Delhi Charter Township Board of Trustees as follows:

First Reading:	<u>September 17, 2013</u>
First Publication (Posting):	<u>September 22, 2013</u>
Second Reading:	<u>October 1, 2013</u>
Second Publication (Posting):	<u>October 6, 2013</u>
Effective Date:	<u>October 6, 2013</u>

Evan Hope, Clerk



Delhi Charter Township
Department of Community Development

MEMORANDUM

TO: John B. Elsinga, Township Manager

FROM: Tracy L.C. Miller, Director of Community Development

DATE: Wednesday, September 25, 2013

RE: MCACA Grant Application

As you are aware, staff has been working to complete a grant application for submission to the Michigan Council for Arts and Cultural Affairs (MCACA). MCACA is offering Capital Improvement Program grants which can provide funding for implementation of physical improvements to facilities that enhance arts and culture. Staff believes that the proposed shade-sail system at the Veteran's Memorial Garden amphitheatre is a project that meets the MCACA's goals and could receive funding.

The program offers grants up to a maximum of \$75,000 at a match of 1:1. The shade-sail system will cost \$89,525 to purchase and install. Our grant application will request ½ of that funding (to meet the 1:1 match ratio), which is \$44,762.50. This means that, should grant funding be awarded, the Township's share of the project costs would also be \$44,762.50.

If grant funding is awarded, installation of the shade-sail system would occur in early spring of 2014. This would be in plenty of time for the annual summer concert series and, hopefully, additional outdoor performances. As you know, the historical use of the amphitheatre has been significantly hindered due to the lack of shade, potential for extreme temperatures and complete exposure to the weather. I know you are aware of past events that have been cancelled due to extreme heat. However, even rain sprinkles have forced community performances to end early. Without some protection from the elements, future use of the amphitheater will be fairly limited in nature which will hinder our ability to host more arts and cultural events in the park. These problems will be mitigated by the installation of the shade-sails.

The MCACA grant application is due on October 1st and will be submitted that day. However, for our application to be considered, we must show evidence of the Township Board's support for the application and the shade-sail project. Therefore, I would respectfully request that you forward this information, along with your support, to the Township Board for their consideration and action at the meeting that evening. I am unable to provide a copy of the grant application because it is an e-application completed on-line but I've attached a drawing of the proposed shade-sail system, proposed budget, cost proposal and the grant guidelines for the Board's review.

Recommended Motion:

To approve the submittal of a Michigan Council for Arts and Cultural Affairs Capital Improvement Program grant application for a sail shade system for the amphitheater in Veterans Memorial Gardens.

BUDGET – DELHI TOWNSHIP

Income

Unearned Income

Applicant Cash	\$44,762.50	
Total Unearned Income		\$44,762.50
MCACA Grant Request		\$44,762.50
Total Cash Income	<u>\$89,525</u>	
Total Project Income	\$89,525	

Expenses

<i>Cash Expenses</i>	<i>Cash</i>	<i>MCACA</i>
Purchase of Shade Sail System	\$28,387.50	\$28,387.50
Installation of Shade Sail System	<u>\$16,375</u>	<u>\$16,375</u>
	\$44,762.50	\$44,762.50
Total Project Expense	\$89,525	



CALL 800.722.8546

MiracleMidwest.com

Now Serving
Michigan, Indiana,
& Ohio!

QUOTATION

TO: Delhi Charter Township
Attention: Mark Jenks
2074 Aurelius Rd
Holt, MI 48842
Ph: 517-694-1549

DATE: 8/27/13
SUBJECT: Veterans Memorial Amphitheater Shades
QUOTE FIRM: 30 Days
DELIVERY TIME ARO: 6-8 weeks
Email: mark.jenks@delhitownship.com

PRICES QUOTED: F.O.B: JOBSITE

TERMS: **ORDER CANNOT BE PLACED WITHOUT A SIGNED QUOTE OR PURCHASE ORDER. ORDERS OVER \$5,000 WILL REQUIRE A SIGNED PURCHASE ORDER BEFORE THEY WILL BE PLACED.** ORDER IS NET 30 DAYS WITH APPROVED CREDIT AND WITH PURCHASE ORDER OR LETTER OF PURCHASE. OTHERS NEED IRREVOCABLE LETTER OF CREDIT WITH PURCHASE ORDER. UNSATISFACTORY/NO CREDIT HISTORY: PAYMENT WITH ORDER.

QUANTITY	ITEM #	DESCRIPTION	TOTAL PRICE
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**OPTION #1
SHADE SYSTEMS**

1	Sail "2"	49'6"x36'6"x36'3"x31'4" Shade over the stage	
		Equipment Total	\$ 20,100.00
		Donation to your project	\$ -3,015.00
		Sub Total	\$ 17,085.00
		Engineer Sealed Drawings	\$ 600.00
		Engineer Sealed Calculations	\$ 300.00
		Freight	\$ 1,690.00
		Delivered Price of Equipment ONLY	\$ 19,675.00

SITE WORK SERVICES

Installation of Sail "2" Listed Above	\$ 9,400.00
Optional – Accept Delivery and Unload	\$ 400.00

**OPTION #2
SHADE SYSTEMS**

1	A & B Sail "1"	Sail Shade A-32'10"x21'2"x32'5"x40'6" & B-32'x5"x29'7"x32'1" Shade over the west side of the lawn	
		Equipment Total	\$ 20,129.00
		Donation to your project	\$ -3,019.00
		Sub Total	\$ 17,110.00
		Engineer Sealed Drawings	\$ 600.00
		Engineer Sealed Calculations	\$ 300.00
		Freight	\$ 3,375.00
		Delivered Price of Equipment ONLY	\$ 21,385.00

SITE WORK SERVICES

Installation of Sail "2" Listed Above	\$ 11,475.00
Optional – Accept Delivery and Unload	\$ 400.00

Playground Equipment | Steel, Wood, & Fabric Shelters | Splashpads | Athletic Equipment | Safety Surfacing | Dog & Specialty Parks | Site Furniture

**OPTION #3
SHADE SYSTEMS**

1	C & D Sail "1"	Sail Shade A-32'x22'1"x32'4"x40' & B-32'x4"x29'9" x32'1" Shade over the east side of the lawn	
		Equipment Total	\$ 20,129.00
		Donation to your project	\$ -3,019.00
		Sub Total	\$ 17,110.00
		Engineer Sealed Drawings	\$ 600.00
		Engineer Sealed Calculations	\$ 300.00
		Freight	\$ 3,375.00
		Delivered Price of Equipment ONLY	\$ 21,385.00

SITE WORK SERVICES

Installation of Sail "2" Listed Above	\$ 11,475.00
Optional – Accept Delivery and Unload	\$ 400.00

**OPTION #4
SHADE SYSTEMS**

1	Sail "2"	49'6"x36'6"x36'3"x31'4" Shade over the stage	\$ 20,100.00
1	A & B Sail "1"	Sail Shade A-32'10'x21'2"x32'5"x40'6" & B-32'x5"x29'7" x32'1" Shade over the west side of the lawn	\$ 20,129.00
1	C & D Sail "1"	Sail Shade A-32'x22'1"x32'4"x40' & B-32'x4"x29'9" x32'1" Shade over the east side of the lawn	\$ 20,129.00
		Equipment Total	\$ 60,358.00
		Donation to your project	\$ -9,658.00
		Sub Total	\$ 50,700.00
		Engineer Sealed Drawings	\$ 1,800.00
		Engineer Sealed Calculations	\$ 900.00
		Freight	\$ 3,375.00
		Delivered Price of Equipment ONLY	\$ 56,775.00

SITE WORK SERVICES

Installation of Sail "2" Listed Above	\$ 32,350.00
Optional – Accept Delivery and Unload	\$ 400.00

Thank you for the opportunity to provide this quotation.

Signed: Margo G Ryan/Kim Alexander
Miracle Midwest

89,525

PLEASE NOTE THE FOLLOWING:

A Miracle Credit Application must be completed and returned before your order is placed. If credit is not issued, Cash in Advance is required with order.

Orders over \$5,000 will require a Purchase Order before they will be placed.

See top of quote for terms

- ✓ This quote is to supply the equipment listed above only. Any other contractual requirements/needs are the responsibility of the contractor.
- ✓ PLEASE provide 4-5 sturdy adults and possibly a fork lift to assist the truck driver in unloading your equipment

- ✓ Due to fluctuating fuel and steel prices, quotes are valid for only 30 days. After 30 days, cost is only an estimate and actual charges may differ.
- ✓ Price was quoted site unseen, it assumes the site is reasonably flat
- ✓ THIS QUOTE **DOES NOT** INCLUDE:
 - ✓ Unloading/Storage/Security of equipment
 - ✓ Site excavation/preparation
 - ✓ Removal of soils/excess excavated materials from site
 - ✓ Supply of new topsoil, seeding, landscaping or site restoration
 - ✓ Demolition, removal OR disposal of existing equipment or debris
 - ✓ Any permits, if required
 - ✓ Repair of any utilities/irrigation system not marked by Miss Dig or the owner
 - ✓ Testing of soil conditions
 - ✓ Prevailing wage or union labor/wages.
 - ✓ Performance/labor/material bonds
 - ✓ Concrete Slab
 - ✓ Fill Sand for Specific Concrete Work

INSTALLATION PRICES ASSUME NORMAL SOIL CONDITIONS AND DO NOT INCLUDE ROCK EXCAVATION, TREE TRUNK EXCAVATION, ASPHALT OR CONCRETE REMOVAL. IF ANY SUCH MATERIAL IS DISCOVERED AT A PROJECT SITE A REMOVAL FEE WILL BE ASSESSED.

I hereby authorize Miracle Midwest to ship the equipment listed above for which I agree to pay the total amount specified. I will be responsible for receiving all merchandise from the truck. I agree with the Payment terms listed above. Non-taxable customers will provide proper tax exemption certificate.

To confirm this order, please sign, complete all information below and fax to us at 517-349-1911 OR email to brobinson@miraclemidwest.com

Signature _____

Date _____

P.O. to Miracle Recreation Equipment Co.
8445 Solution Center, Chicago, IL 60677
(Required for orders over \$5,000)

Print this address on your PO, send quote/P.O. to fax number/email listed above.

PLEASE PROVIDE (NECESSARY FOR ORDER TO BE PLACED):

SHIP TO ADDRESS:

INVOICE TO ADDRESS:

EMAIL ADDRESS:

CONTACT #1: _____ PHONE #: _____

CONTACT #2: _____ PHONE #: _____

SHADE SYSTEMS COLOR CHOICES:

COLUMNS: _____ SHADE: _____

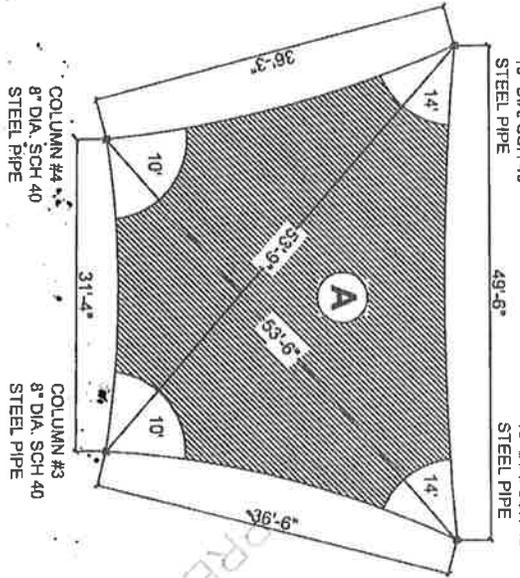
IMPORTANT: PLEASE FAX OR EMAIL ALL PAGES OF QUOTE WHEN CONFIRMING ORDER.

Thank You!



COLUMN #1
10" DIA. SCH 40
STEEL PIPE

COLUMN #2
10" DIA. SCH 40
STEEL PIPE

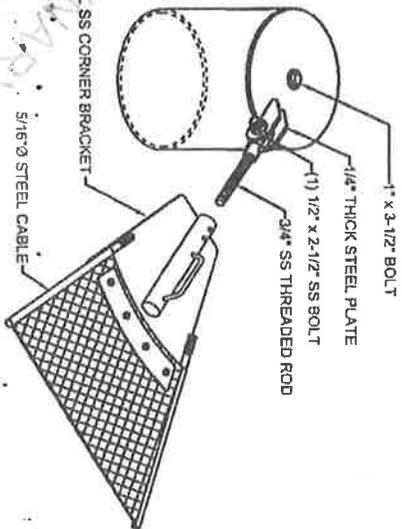


COLUMN #4
8" DIA. SCH 40
STEEL PIPE

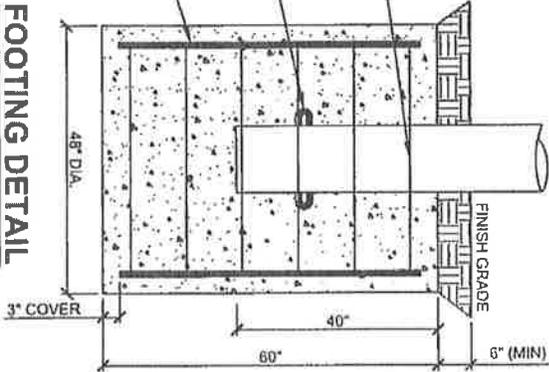
COLUMN #3
8" DIA. SCH 40
STEEL PIPE

5/16" DIA. STEEL CABLE AROUND PERIMETER OF MATERIAL
PLAN VIEW

TOP CORNER COLUMN DETAIL

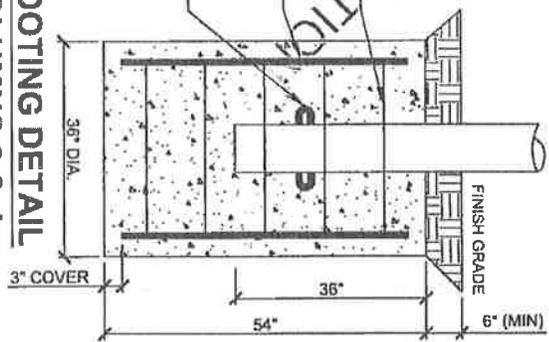


#3 HOOPS @ 12" MAX. APART FROM EACH OTHER (NOT SUPPLIED BY FACTORY)
3" WIDE & 3" LONG #4 BAR WELDED STEEL TO COLUMN
(8) #6'S VERTICAL (NOT SUPPLIED BY FACTORY)



FOOTING DETAIL COLUMNS 1 & 2

#3 HOOPS @ 12" MAX. APART FROM EACH OTHER (NOT SUPPLIED BY FACTORY)
3" WIDE & 3" LONG #4 BAR WELDED TO STEEL COLUMN
(6) #6 VERTICAL (NOT SUPPLIED BY FACTORY)



FOOTING DETAIL COLUMNS 3 & 4

GENERAL NOTES

1. THE OWNER REPRESENTATIVE HAS REVIEWED AND APPROVED THE CONTRACT DOCUMENTS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.
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10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.

CONCRETE

1. ALL CONCRETE SHALL BE CAST AND PLACED IN ACCORDANCE WITH THE SPECIFICATIONS AND SHALL BE COMPACTED THOROUGHLY BY MEANS OF A VIBRATOR. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.

STEEL

1. ALL STEEL SHALL BE FACTORY-PRODUCED TO ADEQUATE TOLERANCES AND SHALL BE DELIVERED TO THE SITE IN A CONDITION TO BE INSTALLED AS SHOWN ON THE DRAWINGS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.

FINISH GRADE

1. THE FINISH GRADE SHALL BE AS SHOWN ON THE DRAWINGS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.

ADDITIONAL NOTES

1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.

2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.

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10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.

Delhi Township
Veterans Memorial

Shade Systems
4150 S. W. 19 Street
Davie, FL 33427
TEL: 1-800-409-6006

NOTE: PRELIMINARY AND TENTATIVE DRAWING. NOT FOR CONSTRUCTION. TO BE CHANGED BY THE ARCHITECT OR ENGINEER. USE ONLY DIMENSIONS AND NOTATIONS PROVIDED WITH YOUR ORDER FOR CONSTRUCTION.

Model:	Soil 2
Revised:	
Drawn:	
Checked:	
Approved:	
Date:	07/29/2013
Scale:	AS SHOWN
Sheet:	1 of 1



Capital Improvement Program

The Michigan Council for Arts and Cultural Affairs (MCACA) is pleased to offer the Capital Improvement Program (CIP) that recognize the importance of the state's cultural assets and their role in enhancing the quality of life for Michigan's citizens and the state's economic vitality.

The CIP is a competitive matching grant program for nonprofit arts organizations, counties, cities, townships and villages that provides funding assistance for the expansion, renovation or construction of arts and cultural facilities. This includes projects that establish, convert or improve facilities; provide or increase disability access; integrate energy efficient products and technologies or involve the purchase of equipment. Projects should enhance arts and cultural practices and achieve direct artistic and cultural outcomes. The program is offered once a year and is not appropriate for the funding of project planning, such as feasibility studies or architectural drawings, mortgage payments or for operational support.

To be Eligible...

Applicants are limited to Michigan municipalities or nonprofit arts and cultural organizations that have tax exempt status under Section 501(c) (3) of the US Internal Revenue Code for at least two years. Federal and State agencies are not eligible to apply.

Applicants with unmet obligations on prior grants i.e. late/incomplete reports, may not apply (Contact MCACA staff if you are concerned about a prior grant).

Funding Basics...

CIP applicants can request a minimum of \$5,000 or a maximum of \$75,000.

Priority is given to projects with strong evidence of prior planning and eminent completion.

Grants awarded must be matched on a 1:1 basis with cash and/or new manufactured product match.

Facilities must be open to the public and provide accessible entrances.

Funded projects must be completed within the MCACA grant period, 1/1/2014 - 9/30/2014.

Applicants may apply to more than one Council program but can only apply for one Capital program per year. However, the Council reserves the right to limit the number of grant awards to any one applicant.

Funding for the same project or activity over multiple fiscal years will not be considered.

Deadline...

Applications are to be submitted on-line by 11:59 p.m. October 1, 2013. The e-grant system will not accept applications after this time. Incomplete applications will not be accepted by the e-grant system. Items that are to be mailed in need to be postmarked on or before October 1, 2013, metered mail is not acceptable as a time stamp.

Capital Improvement Program

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Michigan Council for Arts and Cultural Affairs

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Getting Started . . .

The State of Michigan Council for Arts and Cultural Affairs (MCACA) serves to encourage, initiate and facilitate an enriched artistic, cultural and creative environment in Michigan.

Fast Facts:

- Applicants to the CIP must use the MCACA on-line application at mcaca.egrant.net (no www). Use the instructions in this document as a guide.
- Applicants must make a minimum 1:1 cash and/or new manufactured product match to their grant award.
- Grant activity must take place between January 1, 2014 and September 30, 2014.
- Deadline to apply is October 1, 2013.
- All applicants are strongly encouraged to notify their legislators of their grant submission. Please note that if a grant is awarded you will be required to notify your legislators of your grant award. A copy of this letter or email must be submitted with the signed grant agreement.
- Due to new IRS regulations, MCACA will verify all applicant organization's current nonprofit status by verifying that a form 990 has been filed in the last three years.
- Applicants to the CIP must include a \$50.00 nonrefundable application fee.

Grantee Responsibilities and Requirements

Accessibility

MCACA strives to make the arts accessible to all people and this is a priority of its funding programs. Funded organizations agree to make every attempt to ensure that programs are accessible to persons with disabilities. According to state and federal law, every publicly funded organization must place itself in the position of being able to provide accommodations when persons with disabilities make requests for services. For a list of resources on accessibility, visit [www.nea.gov/resources/ Accessibility/AccessLinks.html](http://www.nea.gov/resources/Accessibility/AccessLinks.html).

Underserved Communities

It is the Council's long-term goal to make quality arts and cultural programs and services available to all 83 counties in the State of Michigan. An underserved community is defined as one in which people lack access to arts programs, services or resources due to geography, economic conditions, cultural background, sociopolitical circumstances, disability, age or other demonstrable factors. The term "community" can refer to a group of people with common heritage or characteristics, whether or not living in the same place.

Eligibility

Applicants must be incorporated in the State of Michigan. Art and cultural nonprofit organizations, counties or municipalities (city, township, village) may qualify for a grant and submit an application for funding.

Federal tax-exempt 501(c)(3) or 501(c)(2), for projects owned or operated by agreement with nonprofit organizations, status is required by the applicant for projects outside the county, city, village or township operating authority.

Applicants must also ensure that no part of net earnings benefit a private individual. Donations to the organizations must be allowable as a charitable contribution under section 170c of the Internal Revenue Code of 1954 as amended. (Organizations having status under Section 501(c)(3) of the Internal Revenue

Code and local Units of Government, meet this criteria).

Applicants that have unmet obligations on current grant contracts, such as overdue or incomplete reports or other significant problem, is not eligible to apply for future funding. If any applicant whose application is pending, fails to meet MCACA requirements on a current contract, that pending application will be removed from the review process. If any applicant should fail to meet MCACA requirements on a current grant, following the review process and Council approval on a future application, the newly approved grant will be rescinded.

Projects involving the purchase or renovation of real or personal property require the submission of, with the application, either proof of ownership, option to purchase, or long term lease. The certification will include an option clause protecting against a change in purchase price should the grant request be successful.

Ineligible Recipients:

- Private for profit organizations
- Schools, Colleges and/or universities
- Projects which cannot be completed within the project period, 1/1/14 - 9/30/14.
- State of Michigan agencies, divisions, and/or departments are not eligible to apply for or receive funding from the Michigan Council for Arts and Cultural Affairs.

Match

CIP grant recipients are required to make a minimum 1:1 cash and/or new manufactured product match. New manufactured products as a match must be verifiable, tracked and documented, from a legitimate business or contractor, preferably from Michigan. Examples of manufactured product match include:

- new furniture which serves a programmatic purpose
- roofing materials
- construction materials
- fencing
- other fixed equipment and/or products that have not previously been used

State funds may not be used as matching funds. Questions regarding the eligibility of new manufactured product match please contact MCACA prior to the submission of the application.

Any additional matching funds, over and above the required match, may include other cash, earned revenue, contributions, and "in-kind" funds which represent a reasonable value of services, materials, and equipment, as allowed under federal Internal Revenue Service code for charitable contributions. Also, there are certain expenses that may occur during the year that should not appear on the itemization required with awardee's Final Reports. Items such as: costs involved in the start-up of a new organization, costs incurred prior to the grant starting date, indirect costs for the handling/management of grant funds, awards or cash prizes, fund raising events, reception costs, out of state travel, etc. See application instructions for complete details.

Grantees must sign a grant agreement detailing terms for the use of Council funds. Please note that the grant agreement will detail the scope of work and the payment schedule.

Veterans Affairs

Veterans provide our workforce with a high-level skill set built through brave service to America. They bring the advantages of being immersed in a training environment, and their technical skills, strengths in strategic thinking, and versatility are just a few of the very tangible talents that make them valuable to any employer. The arts are also a powerful, therapeutic tool in the healing process for many combat veterans reintegrating back into society and transitioning back into civilian life.

Therefore the Council encourages organizations to provide veterans of all eras and all branches of the military with opportunities in the arts. Providing both a foundation for their work and freedom to pursue it as they see fit, is the best means to bringing quality work forward while maintaining assistance to veterans and artists.

The Fine Print

Grantees who are local governmental units are subject to the requirements of the government-wide common rule, "Uniform Administrative Requirements for Grants & Cooperative Agreements to State and Local Governments." Nonprofit organizations, inclusive of colleges and universities, are subject to the requirements of OMB Circular A-110, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations."

OMB Circular A-133, "Audit of States, Local Governments and Nonprofit Organizations," includes specific guidance for conducting financial and compliance audits. The threshold for requiring an audit is \$500,000 in yearly expenditures of Federal awards. This amount is the aggregate of funds from all Federal sources.

Grantees are required to assure the Council that they intend to comply with Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 (ADA); the Age Discrimination Act of 1975; and title IX of the Education Amendments 1972, where applicable. Title VI prohibits discrimination on the grounds of race, color or national origin; Section 504 prohibits discrimination on the basis of disability; ADA prohibits discrimination on the basis of disability; the Age Discrimination act prohibits discrimination on the basis of age; and Title IX prohibits discrimination on the basis of sex.

Grantees must assure the Council that professional performers and/or related or supporting personnel employed in projects funded by the Council shall not receive less than the prevailing minimum compensation as determined by the Secretary of Labor. Labor standards set out in Part 505. (29CFR) "Labor Standards on Projects or Productions Assisted by Grants from the National Endowment for the Arts." In addition, grantees must assure the Council that no part of projects funded by the Council will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of employees engaged in such projects.

Grantees should use cost accounting principles which comply with requirements as set forth in Federal OMB Circular A-122, "Cost Principles for Nonprofit Organizations," A-87 for Local governments, or A-21 for Educational Institutions.

When purchasing equipment and products under a Council grant, grantees are encouraged to purchase American-made, preferably Michigan-made, equipment and products.

Grantees are required to execute projects and/or productions in accordance with the requirements of National Endowment for the Arts regulations implementing Executive Order 12549, "Debarment and Suspension," certifying that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Grantees are prohibited from conducting general political lobbying, as defined in relevant statutes, regulations and OMB circular within a Council funded project.

Travel outside the United States, its territories, Mexico and Canada not identified in the grant application must be specifically approved in writing by the Council before travel is undertaken. Such travel, if approved, must comply with applicable state and federal regulations.

According to section 11 of your Grant Agreement, Council support must be credited and included in all publicity, media materials and during each broadcast promotion of the activity. When NEA funds are included in the award, the support credit should read: "This activity is supported in part by the Michigan Council for Arts and Cultural Affairs and the National Endowment for the Arts." The Grant Agreement will indicate if NEA funds are included as part of your award.

Grantees must submit, in a Council supplied format, a final report. The final report must include a narrative summary of outcomes, financial statement, detailed financial itemization, and publicity materials from the activity (i.e. publication materials, photographs and news stories). Selected grantees may also be required to submit an interim report.

Grantees are required to keep on file and make available upon request the following support documentation: A list of dates and amounts of all grant payments received; documentation of all expenditures made using grant funds and matching funds, including copies of paid invoices, receipts, timesheets, payroll records, and tax withholding reports. Documentation of in-kind donations should include volunteer work schedules, copies of receipts given to donors for in-kind donations, an explanation of how the value of each donation was determined, or other supporting documentation.

CIP Guidelines

This section contains information and instructions to help qualified organizations apply for funding in the CIP. Funding through this program supports capital improvement projects for arts and cultural facilities, which will take place between January 1, 2014 and September 30, 2014. The following categories only are eligible for funding under this grant program.

- **Facility Improvements:** funding assistance for capital improvements projects for the expansion, renovation or construction of arts and cultural facilities. Priority will be given to those projects that make use of energy efficient products and technologies. The program is not appropriate for the funding of project planning, such as feasibility studies, architectural drawings, mortgage payments or operational support.
- **Equipment:** the purchase and installation of equipment will be considered where the equipment is part of an overall improvement to an arts facility or where it enhances the effective delivery of arts and cultural activities and programs.

Each application to the MCACA is reviewed by a panel in order to determine the appropriateness of state support to the applicant. Review criteria are used in two ways: First, to assist the applicant in preparing the grant application narrative by establishing, through the criteria, how panel reviewers will judge the application. Second, to assist reviewers by outlining for them what MCACA expects from a successful applicant and weighting each criteria based on Council goals and priorities. Panel reviewers use this criteria to score applications.

For the proposal narrative, refer to the criteria below as an outline and guide to describe the FY14 activities you wish MCACA to support. Address each Review Criteria in order. Remember that panelists score application based on the completeness of your answers to each Review Criteria, and some criteria are worth more points than others.

Historical Buildings and Sites

If your project is for a building 50 years of age or older, you must contact the State Historic Preservation Office. Projects awarded grants in the CIP will not receive a contract before receiving a determination of the building's eligibility for the National Register of Historic Places from the State Historic Preservation Office.

Properties already listed on the National Register of Historic Places can be found on the National Park Service (NPS) website at <http://www.cr.nps.gov/nr> or through Michigan Sites On-Line at <http://www.michigan.gov/mshda> under the historic preservation tab. If the building is listed in the National Register, printing the record from either the NPS website or Michigan Sites On-Line that shows the date the site was listed and including it in the application will serve as proof of the eligibility determination.

For instructions on how to complete the National Register nomination, see *Listing Property in the National Register of Historic Places in Michigan: The Process & Requirements* at www.michigan.gov/mshda. Additional documents, guides, and instructions can be found under National Register Documents on the SHPO Publications page. For further information contact the National Register Coordinator, State Historic Preservation Office, P.O. Box 30740, 702 West Kalamazoo Street, Lansing, Michigan 48909-8240, (517) 373-1630 or by email at christensenr@michigan.gov.

Funding

Applicants will match grants on a minimum 1:1 cash and/or new manufactured product match. New manufactured products as a match must be verifiable, tracked and documented, from a legitimate business or contractor, preferably from Michigan. The amount requested cannot exceed 50 percent of the total project costs. Funds used as match for one Council grant will not be considered as match for other Council grants.

Note: budget expenses should ONLY include construction/renovation costs and reasonable administration of the specific capital improvement project. Programming and other administrative costs are not appropriate.

Funding may ONLY be used for...

- \$ Expansion, renovation or construction of cultural facilities of all types
- \$ Facility structure or system maintenance
- \$ Purchase of equipment directly related to the arts presenting or producing function of an organization
- \$ Construction and project management costs ONLY. Do not include programming in this grant.

Funding may not be used for...

- Restoration of historic buildings when the primary focus is historic preservation (except those with architectural significance)
- Debt retirement, mortgage payments
- Preservation or restoration of non-arts collections
- Costs associated with the start-up of a new organization
- Costs incurred prior to the grant starting date
- Fund raising
- Projects that take place outside the state, foreign travel or out-of-state travel
- Consultants who are members of an applicant's staff or board
- Exhibitions or productions by children or students in grades K-12
- Payments to students
- Indirect costs (i.e. the cost of handling grants funds, that is charged against the grant funds)
- Projects that utilize funding from other State programs as matching funds, or matching funds that are used for more than one Council grant
- Projects for which more than one Council grant is requested
- Operating costs not associated with the project
- Purchase awards, cash prizes, scholarships, contributions or donations
- Food or beverages for hospitality
- Entertainment or reception functions
- Existing deficits, licensing fees, fines contingencies, penalties, interest or litigation costs
- Publication, records, films of a commercial nature, i.e. works of questionable artistic value produced to realize quick market profit
- Creation of textbooks / classroom materials
- College or university faculty exhibitions or performances
- Internal programs at colleges or universities
- Commissioning of their faculty by colleges or universities
- Curriculum development, in service, or circular activities
- Scholarly or academic research, tuition and activities which generate academic credit or formal study toward an academic or professional degree
- Commissioning of public art

NOTE: Council funding may not be used for these items NOR can they be included in the project budget as expense items or to meet matching requirements.

Review Criteria

Program Impact – 40 points at the review

- Describe the project for which you are requesting support, include why it is a current priority.
- What activities/services will take place in the facility that you are planning to renovate/expand or those that will make use of the capital fixtures or equipment purchased.
- How it relates to the mission of your organization.
- Describe the project's use of energy efficient products and/or technologies.
- Describe the project's impact on accessibility, quality of life, job creation, economic growth, cultural tourism or other issues deemed relevant.
- Describe how the project will sustain and/or enhance the future operating stability/capability of the facility.
- Describe the broad-based community support the project has and the number of constituents affected.

Planning and Implementation – 40 points at the review

- Establish the need for this project by detailing how you determined this project was a priority for your organization.
- Describe the process to develop your proposal, including the planning process, leadership, process to effectively plan for the stability and longevity of this project, evidence of collaboration within community or inclusive planning of community leaders, cultural diversity of constituents and others.
- Describe the administrative and financial capabilities to implement the project, including budget.
- How will the project be evaluated? What goals or outcomes are you expecting?
- Have permits been secured, if applicable.
- Describe how the board has been engaged in using an inclusive, thorough planning process to make informed decisions about the project.
- Describe who and how the project will be administered and managed, employees and contractors are appropriate and qualified for the project. How will you track local (less than 50 miles from project site), in-state and out of state workers?
- Describe the ability to operate and maintain equipment/facility after the project is complete.
- How will you raise additional funds to complete the project?
- Provide a detailed construction schedule for the project.
- Describe how the project corresponds to the organization's long-term facilities plan.

Additional Considerations – 20 points at the review

- Provide evidence of broad based community support through financial and participatory contributions from other organizations and individuals.
- Demonstrate cooperation between local community groups, professional companies, organizations and local government authorities to ensure the most efficient use of available resources, as well as high level of community support for the project.
- Detail how this project will affect the audience and communities served by your organization.
- Ability of project to have a positive impact on cultural awareness on a local, regional or statewide basis.

Waiver Requests

Organizations which seek a waiver of any portion of the general or the specific program guidelines, must do so in writing by **September 18, 2013**. Waivers are a highly unusual occurrence and should be fully discussed with MCACA staff. Requests for waivers will be reviewed and acted upon by the Council's Executive Committee. This action may not be completed prior to the application deadline. Applications submitted pending action by the Executive Committee on a waiver request will be processed pending action. If the waiver is not approved, application review will be terminated.

E-Grant Application Instructions

- Applicants must apply using the online E-grant system. Go to **mcaca.egrant.net** (no www.).
- Codes are supplied by drop-down tabs in the E-grant system.
- The word “project” here in the instructions refers to all activities that funds are being requested for, regardless of which category you choose.
- Be sure to write down your username and password. Please use the same account for each application.

Section 1: Applicant Information

Enter the legal name, other commonly used names, official mailing address, telephone number and office hours of the organization. Use exact spellings. Don't use abbreviations unless part of the official name. All correspondence will be sent to this address. (individuals cannot be applicants, see eligibility, p.7).

Authorized Official

Enter the name and title of the person who is authorized to sign official papers. This person cannot be the same as the project director (See section 3 below).

Board Chairperson

Enter the name and title who bears ultimate authority and responsibility on behalf of the applicant organization.

Federal Identification Number

Enter the applicant organization's nine-digit Federal Identification Number. This number (also known as Federal Employer Identification) is recorded on 990 Tax Returns and on W-2 forms.

DUNS Number

Enter the applicant organization's nine-digit Data Universal Numbering System or DUNS Number. This number issued by Dun & Bradstreet is a unique numeric identifier assigned to a single business entity. DUNS number assignments are free for all businesses. If one does not exist for your business location, it can be created within one business day. For more information visit <http://fedgov.dnb.com/webform>

Status Code--Describes Legal Status

This indicates the applicant organization's legal status.

Institution Code--This is used to identify the applicant organization.

Discipline Code--This describes primary area of work for the applicant organization.

Grantee Race--Select the statement that best represents 50 percent or more based on code description for the applicant organization. Applicant organizations should code themselves based on the predominant group of which their staff or board or membership (not audience) is composed.

Section 2: Program Area

Choose “Capital Improvement Program.”

Section 3: Project Information

Choose the program category, either “Facility or Equipment”.

Section 3: Project Information

Choose the program category "Capital Improvement"

Choose the program component "None."

Project Director (contact person)

This is the person to whom questions concerning this application will be addressed. Include address, email and phone number(s). This person cannot be the same as the authorizing official.

Project / Activity Title

Enter the project's working title, choose a brief descriptive title.

Project Description

Enter a description about the program (100 words or less).

Amount Requested:

Enter the grant amount requested for your project.

Start date/end date

Enter the dates of your grant activity. These dates must be within the grant award period of January 1, 2014 to September 30, 2014.

Project Primary Discipline Code

Select the discipline that best describes the primary discipline of the project/activity.

NOTE: If activities are of a technical assistance or service nature, use the discipline which will benefit from the activity. For example, accounting workshops for dance company managers should be coded Dance. A training conference for trustees should be coded Multidisciplinary.

Project Race/Ethnicity

Select the statement that best reflects the activity for this grant: If the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed, choose that group. If the grant activity is not designated to reach or represent any one particular group, choose "no single group."

Type of Activity Code

Choose the activity that is the best general description of what the organization is planning to do.

Project Primary County Code(s)

Enter the county in which the activity takes place. The applicant organization's location and the project location may differ. Enter all counties that apply. If you are entering multiple counties, enter them in alphabetical order as directed on the form.

Arts Education Code

An arts education project is defined as: An organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge and/or skills in the arts with measurable outcomes. *Projects not fitting the definition of arts education stated above should choose "None of this project involves arts education."*

Project Descriptors

Select the descriptor(s) below that comprise a significant portion (50 percent or more) of the grant's resources /activities. Select all that apply.

- A Accessibility** - grants or services related to ADA/504 compliance or other activities designed to increase access to the arts for persons with disabilities.
- I International** - programs or activities supporting any of the following: grantees visiting other countries, foreign artists visiting the USA, any cultural exchange program, linkages with artists or institutions in other countries, or establishing/administering international programs in your own agency.
- P Presenting/Touring** - grants or services resulting in the movement of artists and artworks for performances, readings, screenings, exhibits, etc., in different geographic areas. Select this to indicate funds awarded for either the hosting/presentation of works originating outside of the grantee community or for the fees paid to artists or arts organizations that will, themselves, be touring in different areas.
- T Technology** - grants or services using technology for the creation or dissemination of art- works or the use of technology for organizational management purposes.
- V Veterans** – programs or activities designed primarily to serve veterans. Arts related or arts programming specifically involving veterans as primary project participants or beneficiaries.
- Y Youth at Risk** - grants or services designed primarily to serve at-risk youth. Include arts- related intervention programs (for violence, drug/alcohol abuse and crime) as well as other programming specifically involving at-risk youth as primary project participants or beneficiaries.

Section 4: Summary Information

The information should represent your projects and estimates for the entire grant period. Awardees will be required to provide actual participant numbers in the final grant report.

Section 4a--Project Participation Summary

Michigan Artists Participating

Enter the number of Michigan workers involved in the expansion, renovation or construction.

Amount Paid to Michigan Artists

Enter the amount paid to Michigan workers involved in the expansion, renovation or construction.

Artists Participating

Enter the total number of workers involved in the expansion, renovation or construction (this total number should include Michigan workers).

Amount Paid to Artists

Enter the total amount to be paid to workers involved in the expansion, renovation or construction (this total number should include Michigan workers).

Individuals Benefitting

Count direct project participants, service providers and any staff, board members or other partners directly involved with the grant activity. Do not use the total number of individuals served by all programs of the organization receiving the grant award. Figures should encompass only those individuals directly affected by or involved in the funded activity, and should include the totals from the Artists Participating and Youth Benefitting fields. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees.

Youth Benefitting

Enter the total number of children and youth (including students, participants, and audience members) who will directly benefit. This figure should reflect a portion of the total number reported in Individuals Benefitting.

New Hires

Enter the number of individuals who will be hired and employed by the applicant organization, during the grant period, to implement the project / activity. Include full and part-time staff. Do not include contract workers.

Employees

Enter the number of individuals who are employed by the applicant organization, during the grant period, to implement the project/activity. Include full and part-time staff. Do not include contract workers.

Section 4b --ADA Information

Enter the appropriate response. Unless the question states otherwise, the information you provide on ADA compliance should be project specific.

Section 5: Required Attachments

Files should be uploaded as PDF documents. **Do not create PDFs of your electronic documents by scanning**, PDFs created this way are much larger and of lower quality. **Do not embed non-printable media files (video and/or sound) or static images in your PDF documents.** Please do not enable any document security settings or password-protect any PDF files you submit to us. If you are uploading images, audio or visual files it is recommended to limit the size to 5MB. The 10 attachments must be submitted as uploads with your on-line application:

Attachment 1	Narrative
Attachment 2	Project Budget
Attachment 3	Organizational History and Governing Board
Attachment 4	Staff/Project Bios
Attachment 5	Demographics
Attachment 6	Assurances
Attachment 7	IRS Determination Letter (if needed)
Attachment 7 – 10	Supplemental Materials (optional)

Note: Attachments should be named as indicated below.

Attachment 1 — Proposal Narrative

Name this file Narrative-OrganizationName (example: Narrative-Quincyouththeater.pdf)

Submit up to four narrative pages. Do not use type size smaller than 12 point. Leave a minimum margin of 1" on all sides. Failure to adhere to formatting criteria may result in a loss of points. Be sure to number and include the name of the organization on each page.

For the narrative, refer to the appropriate category's Review Criteria as an outline and guide to describe the FY14 activities you wish to be supported. Address each numbered Review Criteria in order. Remember that panelists score application based on the completeness of your answers to each review criteria, and some criteria are worth more points than others. Also provide an outline/timeline in the narrative for your FY14 activities, if applicable.

It is encouraged that applicants include hyperlinks and URLs of your website, links to videos, artist websites, marketing materials, facebook pages, etc. that are pertinent to an organization's grant application.

Attachment 2—Project Budget

Name this file Budget-OrganizationName (example: Budget -Quincyouththeater.pdf)

Submit a detailed itemization of your project budget. Do not include programming or operational budget items only those specific to the capital improvement program. The itemization must show a 1:1 cash and/or new manufactured product match. You cannot use state funds or other state funds as a match. Keep complete records and receipts.

Further, please be aware that there are certain expense items that are not only inappropriate for MCACA funding, **but should also not be included in the itemized budget. See Program Guidelines for the complete list.**

Attachment 3 — Organizational History and Governing Board

Name this file History-OrganizationName (example: History-Quincyouththeater.pdf)

Provide a brief overview of your organization's history and purpose, including its artistic objectives. If your organization is not solely an arts organization, describe the extent of its arts activities.

Provide a current board list that includes the name, occupation, city of residence and community affiliations of each member. Be sure to describe your board's representation of diverse communities defined by, but not limited to, race, ethnicity, gender, age and disabilities.

Attachment 4— Staff/Project Bios

Name this file Bios-OrganizationName (example: Bios-Quincyouththeater.pdf)

Provide appropriate staff, project and artists bios as it relates to your application. Be sure to describe the representation of diverse communities defined by, but not limited to, race, ethnicity, gender, age and disabilities.

Attachment 5—Demographics

Name this file Demographpics-OrganizationName (example: Demographics -Quincyouththeater.pdf)

Provide a description of your organization's service area, meaning the area or community you primarily serve, its demographics and artistic environment. Describe the representation of diverse communities defined by, but not limited to, race, ethnicity, gender, age and disabilities.

Attachment 6—Assurances

Name this file Assurances-OrganizationName (example: Assurances -Quincyouththeater.pdf)

The Assurances Form can be found within the eGrant System under Required Attachments. Insert a digital signature or print the form, sign and scan it then upload as attachment 6. If you are unable to scan and upload this form please mail it in.

Attachment 7—IRS Determination Letter

Name this file IRS-OrganizationName (example: IRS-Quincyouththeater.pdf)

The IRS Determination letter is only required if you have not completed a 990 to the IRS.

Attachment 7 - 10—Supplemental Materials

Name this file Sample#-OrganizationName (example: Sample8-Quincyouththeater.pdf)

Use the remaining open attachments to upload additional materials or documentation regarding your project that will assist the peer panel in reviewing your application. Applicants requesting funding for the expansion, renovation, construction or acquisition of cultural facilities must include appropriate documentation of facility ownership, and copies of relevant permits, environmental studies, bids, construction and site plans, architectural renderings, photographs, etc. with their completed application. Letters of Support from no more than four organizations, businesses and the municipality are encouraged. Files may include PDFs, visual, audio and video files. Be sure to name accordingly based on attachment number. Please note file size should be limited to 5MB.

The following three items should be mailed in:

1. **A \$50.00 non-refundable application fee**, a check made out to “State of Michigan.” We cannot accept credit card payments. Be sure to include the applicants name on the memo line of the check.
2. A copy of the confirmation email verifying application submission.

Application Submission

Applications are to be submitted on-line by 11:59 p.m. October 1, 2013. The e-grant system will not accept applications after this time. Incomplete applications will not be accepted by the e-grant system.

The successful submission of your application does not confirm the accuracy of the grant application, materials uploaded or that it will receive funding. The Council is not responsible for incorrectly uploaded materials or the inability to open attachments. The Michigan Council for Arts and Cultural Affairs reserves the right to retain a copy of application materials for archival purposes and its permanent record.

All application materials are public records.

Items to be mailed should be put in one envelope and must be postmarked by the **U.S. Post Office** or **dated by a commercial carrier** by October 1, 2013. Metered mail will not be accepted as proof of meeting deadlines. The Council is not responsible for the loss or damage of the application fee.

Keep a complete copy of your application for your file. Send mailed materials to:

**Capital Improvement Program
Michigan Council for Arts and Cultural Affairs
Michigan Economic Development Corporation
300 North Washington Square
Lansing, MI 48913**

Capital Improvement Resources

Michigan Energy Office: promotes energy efficiency and renewable energy resource development to Michigan residents, businesses and public institutions.

<http://www.michiganadvantage.org/State-Energy-Office>

Rebuild MI Program: assists public K-12 schools, local governments, public colleges/universities, public housing authorities and other not-for-profit owned facilities with improving operational energy efficiency by providing technical assistance, financing for cost effective projects, educational tools, and more.

<http://www.michiganadvantage.org/State-Energy-Office>

SmartBuildings Detroit Program: using a \$10 million U.S. Department of Energy grant to encourage the installation of energy saving improvements for commercial, institutional and public buildings in downtown Detroit to optimize the performance of city real estate. The program leverages other incentives and energy optimization programs available to commercial property owners.

<http://www.degc.org/business-services.aspx/smartbuildings-detroit-program>

Michigan Saves: a nonprofit dedicated to making energy improvements easier for all Michigan energy consumers. To accomplish this, Michigan Saves makes affordable financing and other incentives available through grants and partnerships with private sector lenders.

<http://www.michigansaves.org>

Nonprofit Finance Fund: works to create a strong, well-capitalized and durable nonprofit sector that connects money to mission effectively, supporting the highest aspirations and most generous impulses of people and communities. NFF's strategy is to provide financial resources, in the form of loans, grants, and asset-building programs, in concert with management advice.

<http://nonprofitfinancefund.org>

Business to Business Connect: Later this year, the Michigan Economic Development Corporation (MEDC) will launch an interactive, online business-to-business procurement application to make it easier for companies to locate Michigan-made products and services. Nonprofit organizations will be able to access the system, as well, thus supporting our small business community by ensuring more procurement dollars stay in Michigan. If your organization is interested in participating in this B2B network, please send an email message to Alison Loveday, lovedaya@michigan.org and you will receive an e-invite and instructions in a few weeks.

<http://www.michiganadvantage.org/Business-Connect/>

Take a look at the following questions. If you can answer each question “Yes” you have prepared your application to be reviewed by the peer panel. If any of your answers are “No” you may want to revisit your application.

1. Did you use an inclusive process to develop your project?
2. Does your application narrative clearly respond to the program guidelines and review criteria?
3. Is the proposed project compatible with the mission and goals of your organization?
4. Does your community and others outside your organization support the project? Is their support evidenced in letters, agreements, matching funds, volunteer contributions, etc.?
5. Are all of your letters of support current and relevant to your project?
6. Have the grant program matching requirements been met?
7. Have you clearly explained what you plan to accomplish through your project? Why? How? When?
8. Are the project activities accessible to the general public? Persons with disabilities?
9. Is the facility, in which the project activities will take place, accessible to persons with disabilities?
10. Do bios of key personnel reflect relevant experience and expertise?
11. Are your project budget projections realistic? Are personnel wages, supply and equipment costs, rental fees, marketing and promotional expenses etc. appropriate?
12. MCACA final grant awards can sometimes be less than the amount requested. Have you considered how partial funding may impact the implementation of your project?
13. Is your cash flow sufficient to ensure that your project can begin while you wait for your Council funding to arrive?

Budget Definitions

General

Activity

Refers to the specific project or range of operations funded by MCACA.

In-Kind

In-kind items utilize the same definitions as cash categories to reflect the value of fees and services which are provided to the applicant by volunteers or outside parties at no cash cost to the applicant.

Grant Amount Requested / Awarded

Amount requested / awarded in support of this activity.

Revenues

Earned Revenue Definitions:

Admissions

Revenue derived from fees earned through sales of services (other than this grant award). Include sales of workshops, etc., to other community organizations, government contracts for specific services, performances or residence fees, tuition, etc. Include foreign government support.

Unearned Revenue Definitions:

Applicant Cash

Funds from the applicant's resources allocated to this project.

Corporate Support

Cash support derived from contributions given for this activity (other than this grant award) by businesses, corporations and corporate foundations, or a proportionate share of such contributions allocated to this activity.

Foundation Support

Cash support derived from grants given for this activity (other than this grant award) by private foundations, or a proportionate share of such grants allocated to this activity.

Government Support (Federal, Regional & Local)

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the city, county, in-state regional, other local government and by agencies of the federal government.

Other Private Support

Cash support derived from cash donations given for this activity or a proportionate share of general donation allocated to this activity. Do not include corporate, foundation or government contributions and grants. Include gross proceeds from fundraising events.

Other Unearned

Revenue derived from sources other than those listed above. Include catalog, sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

State Support – Not from Council

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the State government. These funds do not count toward cash match.

Expenses

Capital Expenditures-Acquisitions

Expenses for additions to a collection, such as works of art, artifacts, plants, animals or historic documents, the purchase of which is specifically identified with the activity.

Capital Expenditures - Other

Expenses for purchases of building or real estate, renovation or improvements involving structural change, payments for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., that are specifically identified with the activity.

Employee-Administrative

Payments for employee salaries, wages and benefits specifically identified with the activity, for executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fund raisers, clerical staff such as secretaries, typists, bookkeepers, and support personnel such as maintenance and security staff, ushers and other front-of-the house and box office personnel.

Employees-Artistic

Payment for employee salaries, wages and benefits specifically identified with the activity, for artistic directors, conductors, directors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

Employees-Technical/Production

Payments for employee salaries, wages and benefits specifically identified with the activity, for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stage hands, video and film technicians, exhibit preparators and installers, etc.

Marketing

All costs for marketing, publicity, and/or promotion specifically identified with the activity. Do not include payments to individuals or firms which belong under "personnel" or "outside fees and services." Include costs of newspapers, radio and television advertising, printing and mailing of brochures, flyers, and posters, and food, drink and space rental when directly connected to promotion, publicity or advertising. For fundraising expenses, see "Other Expenses."

Non-employee Artistic Fees and Services

Payments to firms or persons for the services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc. serving in non-employee/non-staff capacities.

Non-employee, Other Fees and Services - Payments to firms or persons for non-artistic services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity.

Other Expenses

All expenses not entered in other categories and specifically identified with the activity. Include fundraising expenses, scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping and hauling expenses not entered under "Travel."

Space Rental

Payments specifically identified with the activity for rental of office, rehearsal, theater, hall, gallery and other such spaces.

Sample Budget Itemization

INCOME

EARNED INCOME

Admissions:

ticket sales for 1 performance
250 tickets x \$5 ea 1,250 1,250 (p)

Other earned income:

pre-performance workshop
25 participants x \$10 ea 250 250 (p)

TOTAL EARNED INCOME 1,500

UNEARNED INCOME

Donations or private support:

Corporate support
8 businesses @ \$25 ea 200 (c)

Foundation support

XYZ Corporate Foundation 100 (c)
Community Foundation 500 (c)

Total Private Support 800

Other Unearned Income

millionaire raffle 600 (p)
bake sale 350 (c)

Total Other Unearned 950

TOTAL UNEARNED INCOME 1,750

NLACM GRANT REQUEST 1,500

TOTAL CASH INCOME 4,750

TOTAL INKIND SUPPORT 1,750

TOTAL PROJECT INCOME 6,500

Sample Budget Itemization

EXPENSES

CASH EXPENSES	Cash	MCACA
<i>Employee costs:</i>		
Admin. Asst. 25 hrs. x \$8/hr	200	
<i>Non - Employee costs:</i>		
Artistic fees/services		
Alvin Jones (dancer) workshop & perform.	1,300	750
Kim DeJong (dancer) workshop & perform.	1,300	750
<i>Marketing / Promotion / Publicity:</i>		
6 newspr ads @ \$50/ea.	300	
<i>Other expenses:</i>		
Workshop workbooks 30 @ \$5/ea.	150	
Cash Expenses	3,250	1,500

TOTAL CASH EXPENSES **4,750**

EXPENSES / INKIND

<i>Space rental:</i>		
Municipal Auditorium/Wrkshp. & perform.		1,600
<i>Program printing:</i>		
Lettsim Press 400 programs		150

TOTAL INKIND EXPENSES **1,750**

TOTAL PROJECT EXPENSES
6,500

Note: This sample illustrates a Budget Itemization. The fees and other dollar amounts in this sample do not represent what these amounts should ideally be.