



## Region 8 Prosperity Committee Meeting Agenda

**MEETING DATE:** February 4, 2016  
**MEETING TIME:** 2:30 pm  
**MEETING LOCATION:** W.E. Upjohn Institute  
300 S Westnedge Ave, Kalamazoo, MI 49007

1. **Call to Order**
2. **Introduction of New Member(s)**
3. **Action: Approval of the Agenda**
4. **Action: Approval of the Minutes**
5. **Citizen Comments**
6. **Education Session: Broadband**
  - a. **Discuss future education sessions**
7. **Discussion: Financial Report**
8. **Discussion: Regional Initiatives**
  - a. Updates on state projects with RPI involvement
  - b. Report on regional prosperity activities around the state
9. **Action: Committee Policies**
  - a. Discuss concepts in a general policy document
10. **Discussion/Action: Review of the FY 2016 Grant Application Response**
  - a. Review how the award will impact the 2016 budget and work plan
11. **Discussion/Action: Funding to Local Partners**
  - a. Review RFPs
12. **Committee Member Comments**
13. **Action: Adjournment**

***Next Meeting: March 3, 2016  
in Lawrence, MI***

# Southwest Michigan RPI Collaborative Committee

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January 7, 2016 Meeting Minutes

**Committee Members Present:** Jill Bland, Barbara Craig, Ben Damerow, Michael Evans, Lynn Johnson, Bridgette Jones, Ken Jones, Jan Karazim, Pat Karr, Jason Latham, Deb Miller, Juanita Miller, Ron Reid, Richard Remus, Jon Start

**Committee Members Absent:** Dennis Berkebile, Corey Carolla, Therese Cody, Grant Fletcher, Luann Harden, Kenneth High, Shelley Klug, David Reid, Barbara Rose, Rachel Wade

**Also Present:** Lee Adams, John Egelhaaf, Rebecca Harvey

## Call to Order

Start called the meeting to order at 2:30 p.m.

## Introduction of New Members

Introductions of Committee members and guests were made.

## Approval of Agenda

**Motion** by Remus, **supported** by Damerow, to approve the agenda as presented. The motion **carried unanimously**.

## Approval of Minutes

**Motion** by Reid, **supported** by Jones to approve the December 3, 2015 minutes as presented. The motion **carried unanimously**.

## Citizen Comments

No citizen comment was offered.

# Southwest Michigan RPI Collaborative Committee

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January 7, 2016 Meeting Minutes

## Financial Report

Egelhaaf referenced the RPI Income/Expense report dated January 1, 2015 – December 31, 2015 and provided an overview of the income received and the direct/indirect expenses of the RPI. In response to questions, he explained that ‘indirect expenses’ include expenses related to bookkeeping, printing, rent, etc. It was agreed that details on these expenses would be provided in future reports. It was further noted that expenses related to dashboard development have not been invoiced so are not reflected in the report.

Egelhaaf stated that the ‘Direct Expenses’ reflect the first installments of three of the project grants awarded in 2015. The Committee requested that project budgets (ie. details regarding the project grant award and the expended/unexpended grant dollars for the project) accompany the monthly financial report.

Egelhaaf noted that future financial reports will incorporate 2014 and 2015 carryover funds and 2016 income/expenses into a single report for clarity and ease of use.

## Regional Initiatives

Karr: referenced regional study efforts on senior mobility transit; final reports are anticipated to be completed by end of January.

Egelhaaf: explained that the (senior mobility transit) study was initiated to identify need vs. resources/services; the Region will be assisting MDOT in understanding the gap occurring due to county service boundaries.

Latham: added that next steps will be to develop strategies to address gaps; prioritize to identify the ‘low hanging fruit’; and apply available resources.

Bland: noted an important question – how to maximize the efforts of existing programs; are they too bureaucratic or simply not marketed.

Egelhaaf: to that question, the study may not have included the entire range of ridership options.

Bland: reported on ‘269’ magazine publication scheduled for end of January; developed as a mechanism for sharing information on business operations across the region.

Bland: reported that ‘internship website’ is operational and already providing positive results; receiving region-wide activity from both companies seeking interns and applicants.

# Southwest Michigan RPI Collaborative Committee

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January 7, 2016 Meeting Minutes

Bland: reported on two regional summits scheduled to be held in Spring, 2016; *March* – Department of Agriculture hosting summit on food systems; *May* – regional business to business summit (providing for business match-up opportunities).

Evans: the ‘Regional Initiatives’ agenda item is a valuable communication tool; it provides the RPI with the opportunity to ‘connect the dots’ and respond; reinforces the need to concentrate on our communication strategy identified in the Prosperity Plan.

## Review of FY 2016 Grant Application Response

Egelhaaf reported that the 2016 Grant Application was completed and submitted in compliance with the State deadline. He stated that the application process had identified a required response by December 31, 2015 but that the Region was recently informed that the results of the applications will be determined and the regions advised by mid-January.

## 2016 Calendar

Adams referenced the ‘Region 8 Prosperity Committee Calendar’ and noted the following:

### *Funding to Local Partners:*

- Consistent with the Committee’s 2016 goal to improve the project selection process, the RFP is scheduled to begin in January to allow for an April review and grant awards in May/June.

Bland inquired as to the activities of the other nine State Regions. Specifically, is it more common for regions to target funds to a single regionally-significant project? Egelhaaf noted that our approach was designed to be responsive to our identified priorities. Further, the process was refined for 2016 to encourage clustering projects for a targeted approach. Craig stated that the Committee and Region 8 as a ‘prosperity region’ are in their infancy and that we are still learning about ourselves - - over time these areas of focus will emerge.

# Southwest Michigan RPI Collaborative Committee

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January 7, 2016 Meeting Minutes

Egelhaaf stated that many regions have not applied funding received to any actual projects. The Committee agreed there is value to understanding what the other regions have accomplished to date. Adams and Egelhaaf will provide the requested update at the February meeting.

Evans opined that the Committee has the opportunity to develop a communication practice in this project selection process that will build a network of partners and help the RPI establish itself as that key regional resource. Karr agreed and advised that ‘regional impact’ should be emphasized to project applicants and in the review process.

## *Subcommittee Meetings:*

- The Subcommittees are scheduled to participate in the project selection process throughout the February – May schedule.

## *Strategic Planning and Visioning:*

- This is envisioned to occur through exercises at monthly meetings February – May.
- This element is designed to add substance to the RPI and help create a focus for the Committee.

## *Regional Organization Inventory:*

- A scheduled focus of staff March – September to build the regional data base and identify gaps.

## *Moving to Tier 2:*

- A concentrated Committee effort May – December to work towards developing an approach to meeting Tier 2 criteria.

## *Education Sessions:*

- Scheduled to be held at each meeting throughout 2016.

## *FY 2017 Grant Application:*

- The 2016 Calendar reflects starting on the application earlier (in September) to allow for Committee involvement.

# **Southwest Michigan RPI Collaborative Committee**

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January 7, 2016 Meeting Minutes

## **Education Sessions**

It was determined that these sessions would be held at monthly meetings of the Committee and would be 30-40 minutes in length. The following session topics were identified through Committee discussion:

- Broadband gap analysis
- Workforce training and adult education strategies vs. industry needs
- How regional transportation projects are prioritized and funded
- How is economic development funding targeted
- Importance of internships (what is the return; how to do it; how does it forward regional prosperity)
- Community education initiatives
- Regional agriculture overview (regional food systems planning)
- Regional recreation and tourism
- Regional recycling
- Regional rail (freight/passenger)
- Public transit within the Region
- Homeland security within the Region (Battle Creek base)
- Energy supply, cost, production within the Region

It was noted that the education sessions should not just be learning about the topic but rather how that topic promotes/drives prosperity in the region.

## **Committee Policies**

Adams referenced the draft Committee Policies developed for review. He noted that the document was driven by 2015 Committee discussions and is intended to help solidify staff and Committee roles.

General questions were raised regarding Section 5. Procurement, Section 6. Contracting, and Section 7. General Expenditures. Committee members agreed to review the draft document and provide comments to staff. A revised document will be prepared for Committee review in February.

# **Southwest Michigan RPI Collaborative Committee**

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January 7, 2016 Meeting Minutes

## **Committee Member Comments**

No additional Committee member comments were offered.

## **Adjournment**

There being no further items for consideration, the meeting was adjourned at 4:10 p.m.

*Next Meeting:* February 4, 2016 at 2:30 p.m. – W.E. Upjohn Institute in Kalamazoo

## Proposed Education Topics

- Transportation
  - What is the methodology for prioritizing and funding regional transportation projects
    - Transportation Economic Development Funds (MDOT)
  - State of public transportation in the region
  - Regional rail (freight and passenger)
- Utilities
  - Broadband (gap analysis) problems defined
  - Energy
    - Production
    - Cost
    - Need
    - Alternatives
- Workforce/Education
  - Workforce Training vs Industrial need
    - Connecting both sides of the equation
    - “Essential skills” what are they?
    - What is currently happening (TDCC)
    - Adult Ed strategies
  - Internships and their specific impacts on economic development
  - Community educational initiatives
- Agriculture
  - Seven county agriculture overview
    - What is working and what isn’t
- Government Services
  - Regional recreation and tourism
  - Recycling
    - How does it impact prosperity?
  - Homeland security
    - Battle Creek Bases and their importance
  - Consolidation efforts/successes in the region



## RPI

	2014	2015	2016 thru 1/31/16	Combined
INCOME -	250,000	228,750	-	478,750
EXPENSES:				
DIRECT:				
SALARIES/WAGES AND FRINGES	19,359	37,449	543	57,351
TRAVEL/MEALS	1,929	973	-	2,902
DUES AND SUBSCRIPTIONS MAR		256	480	736
SEMINAR		100		100
SUPPLIES	664	3,447		4,111
PRINTING		5,484		5,484
TELEPHONE		12		12
ROOM RENTAL: K'ZOO COMM COLLEGE	5,703	4,625		10,328
DAMS & ASSOCIATES	33,924	25,174		59,098
REBECCA HARVEY	21,000	31,285		52,285
SOUTH CENTRAL MI PLAN	4,760			4,760
BATTLE CREEK AREA TRANS STUDY	4,032			4,032
OTHER MILEAGE REIMBURSEMENTS PD	1,252			1,252
WE UPJOHN INSTITUTE-LAST INV PD-6/24		18,222	20,888	39,110
SPROUT URBAN FARMS 1ST INSTALLMENT		11,250		11,250
KALAMAZOO LITERACY COUNCIL 1ST INSTALLMENT		20,000		20,000
ST. JOSEPH COUNTY 1ST INSTALLMENT		500		500
<b>TOTAL DIRECT EXPENSES</b>	92,623	158,777	21,911	273,311
<b>TOTAL INDIRECT EXPENSES</b>	13,678	19,842	0	33520
<b>TOTAL EXPENSES</b>	<u>106,301</u>	<u>178,619</u>	<u>21,911</u>	<u>306,831</u>
<b>NET REVENUE REMAINING TO BE EXPENSED</b>	<u>143,699</u>	<u>50,131</u>	<u>(21,911)</u>	<u>171,919</u>

Regional Prosperity Initiative Budget 2016

**DIRECT EXPENSES**

	RPI	RPI
	<u>Totals</u>	<u>Mgmt.</u>
SALARIES AND WAGES	\$11,135.00	\$11,135.00
PAYROLL TAXES	\$852.36	\$852.36
EMPLOYEE RELATED INSURANCE	\$2,783.75	\$2,783.75
PENSION EXPENSES	\$723.44	\$723.44
TRAVEL, MEALS & LODGING	\$300.00	\$300.00
TELEPHONE	\$75.00	\$75.00
POSTAGE	\$0.00	\$0.00
PRINTING	\$1,000.00	\$1,000.00
SUPPLIES AND MATERIALS	\$200.00	\$200.00
COMPUTER SERVICES	\$0.00	\$0.00
CONFERENCES, TRAINING	\$0.00	\$0.00
DUES, SUBS & PUBLICATIONS	\$0.00	\$0.00
CONTRACTUAL SERVICES	\$142,026.00	\$142,026.00
Project Funding - Com Dev	\$28,793.00	\$28,793.00
Project Funding - Education	\$28,793.00	\$28,793.00
Project Funding - Infrastructure	\$28,793.00	\$28,793.00
Project Funding - RPI Strategies	\$28,793.00	\$28,793.00
SMPC - Facilitation	\$18,454.00	\$18,454.00
Rebecca Harvey	\$8,400.00	\$8,400.00
Dashboard	\$2,022.00	\$2,022.00
Tier 2	\$30,340.00	\$30,340.00
Deepened Regional Knowledge	\$16,608.00	\$16,608.00
Links w/other Region 8 Efforts	\$2,831.00	\$2,831.00
Econ Dev Blueprint + 10 Yr Plan	\$2,022.00	\$2,022.00
Links w/Abutting RPI Regions	\$1,173.00	\$1,173.00
Statewide Prosperity Plan	\$2,300.00	\$2,300.00
DIRECT EQUIPMENT	\$0.00	\$0.00
<b>TOTAL DIRECT EXPENSES</b>	<b>\$216,391.55</b>	<b><u>216,391.55</u></b>

**INDIRECT EXPENSES**

SALARIES AND WAGES	\$4,785.00	\$4,785.00
PAYROLL TAXES	\$506.73	\$506.73
PENSION EXPENSES	\$364.62	\$364.62
EMPLOYEE RELATED INSURANCE	\$1,842.21	\$1,842.21
TRAVEL, MEALS & LODGING	\$22.97	\$22.97
TELEPHONE	\$66.85	\$66.85
RENT, JANITORIAL & RECYCLING	\$2,833.82	\$2,833.82
POSTAGE	\$24.21	\$24.21
PRINTING	\$0.00	\$0.00
DUES, SUBS & PUBLICATIONS	\$127.38	\$127.38
SUPPLIES AND MATERIALS	\$199.49	\$199.49
EQUIPMENT MAINTENANCE	\$35.27	\$35.27
COMPUTER SERVICES	\$540.71	\$540.71
CONFERENCES, TRAINING	\$17.90	\$17.90
CONTRACTUAL SERVICES	\$55.27	\$55.27
DEPRECIATION	\$186.33	\$186.33
OTHER INDIRECT COST POOL ITEMS	\$0.00	
<b>TOTAL INDIRECT EXPENSES</b>	<b>\$11,608.73</b>	<b><u>\$11,608.73</u></b>
<b>TOTAL EXPENSES</b>	<b>\$228,000.28</b>	<b><u>\$228,000.28</u></b>

Total Indirect Expenses	\$11,608.73
Total Direct Personnel (TDP) Expenses	\$15,494.55
Estimated Indirect Rate	74.92%

## Report on Regional Prosperity Efforts in MI

Region	Tier*	\$ Received to date	Share	Population	Land Area (SQ MI)	Share Pop+ Land	Share \$ - Pop + Land
1a	1	\$ 663,750	8.4%	82,668	6,027	5.7%	2.6%
1b	2	\$ 745,000	9.4%	172,429	6,871	6.9%	2.4%
1c	1	\$ 540,330	6.8%	56,264	3,479	3.4%	3.5%
2	3	\$ 1,236,500	15.6%	297,912	4,722	5.7%	9.9%
3	1	\$ 703,750	8.9%	208,746	6,446	6.8%	2.1%
4	1	\$ 713,750	9.0%	1,518,039	8,074	14.8%	-5.8%
5	1	\$ 491,580	6.2%	576,873	4,329	6.7%	-0.5%
6	1	\$ 713,750	9.0%	879,758	5,133	9.0%	0.0%
7	1	\$ 569,080	7.2%	464,036	1,698	3.8%	3.3%
8	1	\$ 593,750	7.5%	778,384	3,940	7.4%	0.1%
9	1	\$ 713,750	9.0%	984,607	3,870	8.4%	0.6%
10	1	\$ 245,000	3.1%	3,863,924	1,959	21.3%	-18.2%

\*As of 2015

Region	Goals/Strategies
1a	<ol style="list-style-type: none"> <li>1. Regional Econ Dev Service Delivery</li> <li>2. Regional Marketing</li> <li>3. Energy Inventory</li> <li>4. Broadband connectivity</li> <li>5. Nonprofit needs assessment</li> <li>6. Placemaking support</li> <li>7. CTE Marketing and Support</li> <li>8. Road Maintenance Study</li> <li>9. Regional Water Trail Network</li> </ol>
1b	<ol style="list-style-type: none"> <li>1. Expand broadband and wireless access across the region.</li> <li>2. Pursue funding to research short- and long-term energy solutions for the U.P.</li> <li>3. Integrate and expand educational opportunities in Advanced Manufacturing, Health Care, and I.T.</li> <li>4. Encourage and support the upgrading of skills of the incumbent workforce to align with employer needs.</li> <li>5. Promote and support value-added economic activity.</li> <li>6. Improve and market P-20 (pre-kindergarten through college) CTE and vocational programs.</li> <li>7. Support entrepreneurial development by using existing state and federal programs and fostering local initiatives.</li> <li>8. Link communities to funding for recreation and arts &amp; culture opportunities.</li> <li>9. Continue to market recreational and arts &amp; culture opportunities in the region.</li> <li>10. Promote and support Central U.P. agriculture.</li> <li>11. Improve regional tourism promotion, networking, and opportunities.</li> <li>12. Review existing community health needs assessments and determine opportunities for collaboration to create greater efficiencies of delivery and creation of new services.</li> <li>13. Encourage and support safe, efficient, and affordable transportation options.</li> <li>14. Conduct a study to determine the effects of rural wage disparity on filling in-demand jobs.</li> <li>15. Analyze the region's housing needs and develop a plan to fill gaps.</li> </ol>
1c	<ol style="list-style-type: none"> <li>1. Regional Recreation</li> <li>2. Broadband</li> <li>3. Target Market Analysis</li> <li>4. Workforce study</li> <li>5. Economic Development Plan Implementation</li> <li>6. CTE Asset Map</li> <li>7. Regional Planning and Workforce Merger</li> <li>8. Healthcare</li> <li>9. Tourism and Natural Resources</li> </ol>

<b>2</b>	<ol style="list-style-type: none"> <li>1. Transportation</li> <li>2. Arts and Culture</li> <li>3. Recreation</li> <li>4. Natural Resources</li> <li>5. Talent</li> <li>6. Healthy Communities</li> <li>7. Food and Farming</li> </ol>
<b>3</b>	<ol style="list-style-type: none"> <li>1. Creating Vibrant Places</li> <li>2. Regional Branding</li> <li>3. Supportive Systems for Business Growth</li> <li>4. Tourism</li> <li>5. Wood related businesses</li> <li>6. Local Foods</li> <li>7. Energy</li> <li>8. Aerospace Research</li> <li>9. Cultivating Workforce and Talent</li> <li>10. Infrastructure</li> <li>11. Regional Collaboration</li> </ol>
<b>4</b>	<ol style="list-style-type: none"> <li>1. Economic Prosperity</li> <li>2. Talent Development</li> <li>3. Preserve Natural Resources</li> <li>4. Efficient maintenance and improvement of public assets</li> <li>5. Regional Collaboration</li> </ol>
<b>5</b>	<ol style="list-style-type: none"> <li>1. Economic Development &amp; Marketing</li> <li>2. Entrepreneurship &amp; Innovation</li> <li>3. Talent &amp; Workforce Development</li> <li>4. Transportation &amp; Infrastructure</li> <li>5. Place-Making &amp; Talent Attraction</li> </ol>
<b>6</b>	<ol style="list-style-type: none"> <li>1. Education</li> <li>2. Infrastructure</li> <li>3. Regional Collaboration</li> <li>4. Economic Development</li> <li>5. Tourism</li> <li>6. Quality of Life</li> </ol>
<b>7</b>	<ol style="list-style-type: none"> <li>1. Economy and Financial Health</li> <li>2. Education and Talent</li> <li>3. Health and Environment</li> <li>4. Culture and Lifestyle</li> </ol>
<b>8</b>	<ol style="list-style-type: none"> <li>1. Community Development</li> <li>2. Education</li> <li>3. Infrastructure</li> <li>4. Regional Strategies</li> </ol>
<b>9</b>	<ol style="list-style-type: none"> <li>1. Grow and attract talent to meet industry needs</li> <li>2. Advance a high-quality and diverse regional transportation system to support industry growth and community vitality</li> </ol>
<b>10</b>	They have not published anything yet

**GENERAL OPERATIONAL POLICIES  
FOR  
THE REGION 8 PROSPERITY COMMITTEE**

**Adopted [Date]**

DRAFT

## I. General Operational Policy

### A. Introduction

The Region 8 Prosperity Committee (Committee), as a decision-making body, found that a policy document would help guide operations and define roles and responsibilities of staff, contractors, and committee members.

### B. Purpose

The Committee purpose is to achieve the RPI Region 8 vision: Southwest Michigan is recognized as a region where successful, thriving, and innovative people, businesses, and communities prosper through sustainable practices and collaborative development.

### C. Role of Staff

The Southcentral Michigan Planning Council (SMPC) and the Southwest Michigan Planning Commission (SWMPC) serve as staff for the Committee. SMPC serves as the administrative staff and SWMPC serves as the fiduciary agent and general staff.

*Administrative staff roles are as follows:*

- Offer support and concur with grant application, pending board or committee approval
- Serve as the main point of contact and liaison for municipalities and organizations located in the region
- Host meetings
  - Secure meeting facilities
  - Print required materials
  - Maintain sign-in sheets
  - Provide other materials as required by Regional Prosperity Council
- Assist and serve as staff as directed by the Committee

*Fiduciary and general staff roles are as follows:*

- Apply for the Regional Prosperity grant
- Serve as the fiduciary agency for the grant funds
- Compile and submit all grant reports as directed by the Southwest Michigan Prosperity Committee
- Report on all communication received from state agencies
- Assist and serve as staff as directed by the Committee

All roles of staff are subject to change by the Committee.

### D. Role of Committee Members

The Committee shall have all decision-making authority in regards to the Regional Prosperity Initiative in Southwest Michigan including but not limited to:

- Financial decisions regarding the Regional Prosperity Initiative and the Region 8 Prosperity Committee, including but not limited to:
  - Any and all grants awarded to the Prosperity Region or Committee
  - Awards or grants to local partners
  - Contracts
  - Procurement or disposition of assets
- Make all policy decision regarding the Regional Prosperity Initiative, including but not limited to:
  - Approve an author of the Regional Prosperity Plan
  - Review and approve the Regional Prosperity Plan
  - Authorize staff to submit the Regional Prosperity Plan to the State
  - Make decisions regarding Regional Prosperity grants
  - Reimburse staffing organization for related expenses
  - Set priorities for unallocated grant funds
  - Authorize staff to submit the grant reports
  - Other regional policy decisions

#### **E. Procurement**

All contracts or awards will be ~~competitively bid except at the explicit direction of reviewed by~~ the Committee.

#### **F. Contracting**

Any and all contracts involving funds given to, granted to, or earned by the Committee shall require approval by the Committee prior to commencement of work or issuance of payment.

#### **G. General Expenditure**

All ~~budgeted~~ expenditures ~~totaling less than \$3,000 do not require prior approval from the Committee. All non-budgeted expenditures or budgeted expenditures totaling more than \$3,000 or more of funds given to, granted to, or earned by the Committee~~ shall require approval by the Committee prior to encumbrance or expenditure.

### **II. Amendments to the Policy**

The Region 8 Prosperity Committee reserves the right to amend this policy at its discretion.

### **III. Contact**

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For more information, please contact Lee Adams at [adams@upjohn.org](mailto:adams@upjohn.org) or John Egelhaaf at [JEgelhaaf@swmpc.org](mailto:JEgelhaaf@swmpc.org)

**Comment [LA1]:** Email address corrected

DRAFT





RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET  
LANSING

DAVID B. BEHEN  
DIRECTOR

January 22, 2016

Mr. John Egelhaaf  
Southwest Michigan Planning Commission  
376 West Main St.  
Suite 130  
Benton Harbor, MI 49022-3651

Mr. Egelhaaf:

I wish to thank you for applying for grant dollars from the Regional Prosperity Initiative, a grant program administered by the Department of Technology, Management and Budget (DTMB). Your fiscal year 2016 application was for a Regional Prosperity Council level grant. According to boilerplate governing this program (Sect 822f of 2015 PA 84), for applicants to be eligible for a Council level grant there must be an updated existing five-year plan and an existing 10-year plan to build upon that work. Based on a review of your application, it does not yet appear that Region 8 has moved to the Council level. However, the nature of your application does continue to warrant funding support as a Regional Prosperity Collaborative.

The fiscal year 2016 total appropriation for the Regional Prosperity Initiative is \$2.5 million to be spread between applicants statewide. The amount of requested dollars significantly outpaced the available expenditure and no application will be granted at its full requested amount. For that reason, dollars requested to support transition are also being denied for Fiscal Year 2016. As such your grant request has been approved for an amount totaling \$115,000. When coupled with the remaining dollars from previous year grants, this should still afford the Region \$228,000 to spend in this fiscal year.

I acknowledge this approved amount is a reduction from your requested grant. Please notify me if you intend to accept this grant at its reduced amount and I ask that you submit a revised spending plan and timeline to reflect the award amount and dollars carried forward from previous grants. Attached you will find a brief contract which I ask you submit with the revised spending plan. When your revised timeline, spending plan, and contract are submitted, our staff will ensure that the DTMB is able to make the grant payment to your organization in a timely manner.

Sincerely,

A handwritten signature in black ink, appearing to read "Ch - Harkins".

Christopher Harkins  
State Budget Office  
Department of Technology, Management & Budget

Regional Prosperity Initiative Budget 2016

DIRECT EXPENSES	RPI	RPI
	Totals	Mgmt.
SALARIES AND WAGES	\$11,135.00	\$11,135.00
PAYROLL TAXES	\$852.36	\$852.36
EMPLOYEE RELATED INSURANCE	\$2,783.75	\$2,783.75
PENSION EXPENSES	\$723.44	\$723.44
TRAVEL, MEALS & LODGING	\$300.00	\$300.00
TELEPHONE	\$75.00	\$75.00
POSTAGE	\$0.00	\$0.00
PRINTING	\$1,000.00	\$1,000.00
SUPPLIES AND MATERIALS	\$200.00	\$200.00
COMPUTER SERVICES	\$0.00	\$0.00
CONFERENCES, TRAINING	\$0.00	\$0.00
DUES, SUBS & PUBLICATIONS	\$0.00	\$0.00
CONTRACTUAL SERVICES	\$142,026.00	\$142,026.00
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SMPC - Facilitation	\$18,454.00	\$18,454.00
Rebecca Harvey	\$8,400.00	\$8,400.00
Dashboard	\$2,022.00	\$2,022.00
Tier 2	\$30,340.00	\$30,340.00
Deepened Regional Knowledge	\$16,608.00	\$16,608.00
Links w/other Region 8 Efforts	\$2,831.00	\$2,831.00
Econ Dev Blueprint + 10 Yr Plan	\$2,022.00	\$2,022.00
Links w/Abutting RPI Regions	\$1,173.00	\$1,173.00
Statewide Prosperity Plan	\$2,300.00	\$2,300.00
DIRECT EQUIPMENT	\$0.00	\$0.00
<b>TOTAL DIRECT EXPENSES</b>	<b>\$216,391.55</b>	<b><u>216,391.55</u></b>
<b>INDIRECT EXPENSES</b>		
SALARIES AND WAGES	\$4,785.00	\$4,785.00
PAYROLL TAXES	\$506.73	\$506.73
PENSION EXPENSES	\$364.62	\$364.62
EMPLOYEE RELATED INSURANCE	\$1,842.21	\$1,842.21
TRAVEL, MEALS & LODGING	\$22.97	\$22.97
TELEPHONE	\$66.85	\$66.85
RENT, JANITORIAL & RECYCLING	\$2,833.82	\$2,833.82
POSTAGE	\$24.21	\$24.21
PRINTING	\$0.00	\$0.00
DUES, SUBS & PUBLICATIONS	\$127.38	\$127.38
SUPPLIES AND MATERIALS	\$199.49	\$199.49
EQUIPMENT MAINTENANCE	\$35.27	\$35.27
COMPUTER SERVICES	\$540.71	\$540.71
CONFERENCES, TRAINING	\$17.90	\$17.90
CONTRACTUAL SERVICES	\$55.27	\$55.27
DEPRECIATION	\$186.33	\$186.33
OTHER INDIRECT COST POOL ITEMS	\$0.00	
<b>TOTAL INDIRECT EXPENSES</b>	<b>\$11,608.73</b>	<b><u>\$11,608.73</u></b>
<b>TOTAL EXPENSES</b>	<b>\$228,000.28</b>	<b><u>\$228,000.28</u></b>
Total Indirect Expenses	\$11,608.73	
Total Direct Personnel (TDP) Expenses	\$15,494.55	
Estimated Indirect Rate	74.92%	

August 6, 2015

Dr. Al Bumen  
Education Commission  
1401 Constitution Avenue, NW  
Room 5128  
Washington, DC 20230

Re: INVITATION TO SUBMIT PROPOSAL FOR FUNDING

Dear Dr. Bumen:

The Regional Prosperity Initiative (RPI) is a collaboration within seven counties in southwest Michigan to identify opportunities that will catalyze prosperity. Representatives from sectors including economic development, higher education, workforce development, adult education, and transportation have joined together to identify and pursue areas where the region is uniquely poised to flourish. The RPI has identified themes within which they would fund projects to facilitate this progress.

The next step for RPI is to reach out to experts in the field generally described as "community development" to solicit from them specific project proposals that will help accomplish one or more of the goals established by the RPI. You are encouraged to consult page 20 of *Prosperity Plan Volume 1* ([http://smpcregion3.org/wp-content/uploads/2014/02/rpi\\_plan\\_final.pdf](http://smpcregion3.org/wp-content/uploads/2014/02/rpi_plan_final.pdf)) and pages 24-29 of *Prosperity Plan Volume 2*: (<http://smpcregion3.org/wp-content/uploads/2014/02/RPI-VOLUME-2-110315-FINAL.pdf>) for the themes, goals, and opportunities of the RPI.

Your organization has been selected to receive this invitation. Your expertise in the field of community development suggests to us that you may have an interest in exploring solutions within the areas of emphasis identified by the RPI. We also encourage you to pass this RFP along to any organization that you think might also be an appropriate recipient.

Our request extends beyond proposals that might be focused only on community development. The RPI has themes with goals reaching into education and infrastructure. If you would like to engage in work that extends across multiple themes, the RPI strongly encourages you to do so. Projects with broad reach both geographically (within the seven counties of RPI Region 8) and across goal themes will receive higher scores relative to other proposals.

RPI is open to proposals with creative approaches to the opportunities identified in the *Prosperity Plan*, in addition, the following priority areas have been identified by the RPI:

- No common media system within southwest Michigan to communicate.
- Contaminated/blighted property redevelopment; create "redevelopment-ready" property.

- Regional parks/recreation system plan (potentially including non-motorized pathways).
- A system that supports the growth, processing, purchase, and distribution of regional food

Our interest is in finding and funding projects that help accomplish one or more of the above focus areas. Your project might be at a relatively small scale (not seven-county in scope) but we will look closely at the possibility that your opportunity if successful might be reproduced at a significantly larger scale. If you are currently engaged in, have recently completed and are interested in reproducing at a larger scale, or are interested in developing a project that meets some of the above goals, we ask that you send us your project proposal. The RPI anticipates issuing awards ranging from \$5,000 to \$30,000.

Proposals shall include all of the following:

1. Summary
  - a. Brief summary of the project
  - b. Limited to two paragraphs
2. Project Description
  - a. Describe the project, the need(s) it intends to alleviate and the communities and/or populations it will serve or positively impact
  - b. Describe how the project will accomplish one (or more) of the aforementioned goals
  - c. List the counties in which the project will take place. If the project does not include all seven counties in the region, describe how the project may be scaled up to include all counties within the region (if applicable)
  - d. Limited to three pages
3. Organizational Description
  - a. Briefly describe the organization(s) that will complete the work outlined in the project
    - i. Outline relevant experience, organizational structure, team who will work on the project, and other information you may deem appropriate
    - ii. Describe the ability and capacity of the organization(s) to complete the project
  - b. Limited to one page – may attach project team member biographies, resumes/CVs, or other relevant personnel information in an appendix
4. Partners
  - a. List all partners who will have an active roll in the project and describe their role in the project
    - i. The partners may be those with whom you will collaborate for data, information, contacts, or other aspects of the project
    - ii. Including partners in your proposal will help clarify the breadth of involvement your proposal
  - b. Limited to one half of a page
5. Project Timeline
  - a. Provide a timeline for each activity enumerated in the Project Description
6. Budget

- a. Create a table with categories of expenditures that will be funded by the requested funding, how much funding will be required for each category, and how much of that funding will come from the RPI funding request
- b. See example below:

<b>Expenditure Category</b>	RPI Request	Funds from other sources	Total
Wage/Salaries	\$8,000	\$16,000	\$24,000
Fringe	\$2,000	\$4,000	\$6,000
Indirect	\$1,000	\$2,000	\$3,000
Equipment	0	0	0
Travel	\$750	\$1,500	\$2,250
Materials	\$250	\$500	\$750
<b>Totals</b>	<b>\$12,000</b>	<b>\$24,000</b>	<b>\$36,000</b>

7. Project Breakdown

- a. Create a table that divides the proposal into its various components and their corresponding costs.
- b. Where possible, prioritize each component (on a 1 to 5 scale - 1=low; 5=high) and its associated cost. See example below:

<b>Project Component</b>	Component Cost	Component Priority
Phase 1:Inventory	\$4,000	2
Phase 2:Assessment	\$2,750	3
Phase 3:Acquisition	\$9,500	5
Phase 4: Installation	\$4,000	5

**Proposal Format:**

Please submit proposals in a commonly used 11 point font (Arial, Calibri, Times New Roman). Please also use 1" margins and double space paragraphs.

**Project Selection Criteria:**

Project will be scored and selected based on the following criteria and weighting:

<i>Points</i>	<i>Criteria</i>
25	Geographic Scope (Partial County=0 points, 1 County=3, 2=6, 3=10, 4=15, 6=20, 7=25)
20	How well does the project accomplish the area(s) of focus selected by the Committee?
15	Potential for early success to build momentum. Does the project link to a larger effort?
10	Supports Regional Collaboration (the number and geography of the project partners)
10	How significant could the impact of the project be (ROI)?
10	Does the project represent <b>innovation</b> in scope or efficiency?
5	Access to funding. Are enough funding sources available to complete the project?
5	Organizational Capacity

**Key Dates:**

The overall project timeline will follow the following schedule:

February 11	Request for Proposal Distributed
March 11	Proposals Due
Weeks of March 14 & 21	Education Subcommittee reviews projects
April 7	RPI Proposal Selection Process Completed

Your proposal should be received by the close of business March 11th. Please email your replies to [egelhaafj@swmpc.org](mailto:egelhaafj@swmpc.org). If you need additional information, please contact me at the same email address or at (269) 925-1137 x1512.

Sincerely,

A handwritten signature in black ink, appearing to read "K. John Egelhaaf". The signature is fluid and cursive, with a large initial "K" and a long, sweeping underline.

K. John Egelhaaf, AICP  
Executive Director  
Southwest Michigan Planning Commission

August 6, 2015

Dr. Al Bumen  
Education Commission  
1401 Constitution Avenue, NW  
Room 5128  
Washington, DC 20230

Re: INVITATION TO SUBMIT PROPOSAL FOR FUNDING

Dear Dr. Bumen:

The Regional Prosperity Initiative (RPI) is a collaboration within seven counties in southwest Michigan to identify opportunities that will catalyze prosperity. Representatives from sectors including economic development, higher education, workforce development, adult education, and transportation have joined together to identify and pursue areas where the region is uniquely poised to flourish. The RPI has identified themes within which they would fund projects to facilitate this progress.

The next step for RPI is to reach out to experts in the field generally described as "education" to solicit from them specific project proposals that will help accomplish one or more of the goals established by the RPI. You are encouraged to consult page 20 of *Prosperity Plan Volume 1* ([http://smpcregion3.org/wp-content/uploads/2014/02/rpi\\_plan\\_final.pdf](http://smpcregion3.org/wp-content/uploads/2014/02/rpi_plan_final.pdf)) and pages 24-29 of *Prosperity Plan Volume 2*: (<http://smpcregion3.org/wp-content/uploads/2014/02/RPI-VOLUME-2-110315-FINAL.pdf>) for the themes, goals, and opportunities of the RPI.

Your organization has been selected to receive this invitation. Your expertise in the field of education suggests to us that you may have an interest in exploring solutions within the areas of emphasis identified by the RPI. We also encourage you to pass this RFP along to any organization that you think might also be an appropriate recipient.

Our request extends beyond proposals that might be focused only on education. The RPI has themes with goals reaching into education and community development. If you would like to engage in work that extends across multiple themes, the RPI strongly encourages you to do so. Projects with broad reach both geographically (within the seven counties of RPI Region 8) and across goal themes will receive higher scores relative to other proposals.

RPI is open to proposals with creative approaches to the opportunities identified in the *Prosperity Plan*, in addition, the following priority areas have been identified by the RPI:

- Infrastructure development and inter-connectivity to better support education, training, and employment.
- A communication conduit for existing education organizations to support work of, and develop a communication conduit for, existing education organizations to coordinate internships and apprenticeships.

- Development of infrastructure for reaching adult illiterate population.
- An increase in the number of internships and apprenticeships across the region and across the continuum of learners within and outside of the formal school structure

Our interest is in finding and funding projects that help accomplish one or more of the above focus areas. Your project might be at a relatively small scale (not seven-county in scope) but we will look closely at the possibility that your opportunity if successful might be reproduced at a significantly larger scale. If you are currently engaged in, have recently completed and are interested in reproducing at a larger scale, or are interested in developing a project that meets some of the above goals, we ask that you send us your project proposal. The RPI anticipates issuing awards ranging from \$5,000 to \$30,000.

Proposals shall include all of the following:

1. Summary
  - a. Brief summary of the project
  - b. Limited to two paragraphs
2. Project Description
  - a. Describe the project, the need(s) it intends to alleviate and the communities and/or populations it will serve or positively impact
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<b>Totals</b>	<b>\$12,000</b>	<b>\$24,000</b>	<b>\$36,000</b>

7. Project Breakdown

- a. Create a table that divides the proposal into its various components and their corresponding costs.
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**Proposal Format:**

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**Project Selection Criteria:**

Project will be scored and selected based on the following criteria and weighting:

<i>Points</i>	<i>Criteria</i>
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Sincerely,

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K. John Egelhaaf, AICP  
Executive Director  
Southwest Michigan Planning Commission

January 28, 2016

Dr. Al Bumen  
Education Commission  
1401 Constitution Avenue, NW  
Room 5128  
Washington, DC 20230

Re: INVITATION TO SUBMIT PROPOSAL FOR FUNDING

Dear Dr. Bumen:

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Your organization has been selected to receive this invitation. Your expertise in the field of infrastructure suggests to us that you may have an interest in exploring solutions within the areas of emphasis identified by the RPI. We also encourage you to pass this RFP along to any organization that you think might also be an appropriate recipient.

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- Region-wide recycling
  - o Create a region-wide solid waste master plan and/or a region-wide recycling plan
  - o This project could also include coordination of recycling strategies and programs among communities in SW MI.

- Regional Trail Support
  - o This project idea was mostly focused on the KRVT but could also include trails that tie into or expand our regional trail system (KRVT, Kal-Haven, Van Buren Trail, etc).
  - o This was indented as simple monetary support for shovel ready projects.
- Telecommunication (focus on broadband)
  - o Identify telecommunication gaps and help to fill them
  - o This could empower many to pursue higher levels of education or employment opportunities. It could also enable telemedicine.
- Encourage funding for the expansion of I-94
  - o Evaluate the economic impact of the current capacity of I-94 and contrast that with the economic impact of an expanded I-94.
  - o Lobby local, state, and federal officials and legislator for funding.
- Map the water and sewer systems in SW MI
  - o Create a digital inventory of the sewer and water systems in SW MI.
  - o Potentially include capacity in the maps.

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K. John Egelhaaf, AICP  
Executive Director  
Southwest Michigan Planning Commission