

Memo

To: City Council
From: Bryan Myrkle, Community Development Director
Date: July 20, 2018
Re: Low to Moderate Income Survey

As Councilmembers likely remember, one of the items included in this year's budget is an income survey of residents to determine if Charlotte would qualify as a low-to-moderate income community. If it does, this would allow the city to tap into substantial funding assistance for both public and private infrastructure projects from the federal Community Development Block Grant program.

We released a Request for Proposals earlier this year, and we are considering proposals from two different firms that we believe are capable of performing the work.

However, as is often the case with RFP's, the proposals we received are different from one another in ways that make them difficult to compare. In this case, the proposals include two fundamentally different approaches to data gathering.

Regardless of which firm we choose, the survey results will have to be certified by an agent who is pre-approved by the Michigan Economic Development Corporation. The list of pre-approved certifiers is very short, and we have been working with a professor from University of Michigan that we intend to act as our certifying agent.

One of the proposed survey methodologies has already been reviewed by the certifier, who has indicated that it is appropriate. The other has not. Before we make a decision on which proposal to recommend, we asked the firm that had not been in contact with the certifier yet to meet with him

and make sure his proposal would be satisfactory from a certification standpoint.

He will be meeting with the certifying agent on Monday afternoon. While it's possible that we will get approval from the certifier on this methodology that afternoon, it's also possible that the proposal may have to be revised.

Once we are sure that both survey proposals could be certified if successfully completed, then we can also be sure we are comparing 'apples to apples,' as the saying goes.

Because there are a couple timing elements attached to this survey, I had intended to bring it to the City Council at the first opportunity. However, I think it would be more prudent to get the sign-off on both proposals from the certifying agent, before making a recommendation. Therefore, I intend to add this to the agenda for your first meeting in August, likely as an expedited resolution.

Should you have any questions about this, please give me a call at (517) 543-8853, and we can talk about it in more detail.