

AGENDA

Committee on Ways and Means AGENDA FOR JULY 16, 2021 AT 3:15 PM



Lansing City Hall, City Council Conference Room
124 W. Michigan Avenue, 10th Floor

Comments can be emailed to city.council@lansingmi.gov before the meeting
City Council can be reached at (517)483-4177

Council Member Wood, Chairperson

Council Member Hussain, Vice Chairperson

Council Member Spadafore, Member

1. **Call to Order**
2. **Roll Call**
3. **Minutes**
 - A. July 2, 2021
4. **Public Comment on Agenda Items (Up to 3 Minutes)**
5. **Discussion/Action:**
 - B. RESOLUTION - Ratification of Workers Compensation Settlement
WC#206287600991
 - C. RESOLUTION - Cities for Financial Empowerment Fund Eviction Prevention
Boost Grant
 - D. RESOLUTION - Bloomberg Philanthropies 2021 Global Mayors Challenge
Champion City Grant
 - E. DISCUSSION - HUD Funds on Home Repairs - Economic Development &
Planning
6. **Other**
7. **Adjourn**

To provide input or ask questions on any item that is listed on the agenda, members of the public may contact the City Council at city.council@lansingmi.gov or (517) 483-4177 prior to the meeting. Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Council Office at 517-483-4177 (TTY 711) 24 hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation requests.



MINUTES
Committee on Ways and Means
Friday, July 2, 2021 @ 3:15 p.m.

<https://us02web.zoom.us/j/81382997422>; ID 813 8299 7422 Dial In: (646) 876 9923

Held virtually in an effort to protect the health and safety of the public & to mitigate the spread of COVID 19

CALL TO ORDER

The meeting was called to order at 3:15 p.m.

Members Present via audio/video

Council Member Carol Wood, Chair, remotely from Lansing, Michigan

Council Member, Adam Hussain, Vice Chair, remotely from Lansing, Michigan

Council Member Peter Spadafore, remotely from Lansing, Michigan- excused

OTHERS PRESENT

Sherrie Boak, City Council Office Manager

Eric Brewer, Internal Auditor

Lisa Hagen, OCA

Jim Smiertka, City Attorney

Robert Widigan, Finance Director

Jake Brower, Budget Director

Desiree Kirkland, Treasurer

Brett Kaschinske, Parks Director

Minutes

MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE THE MINUTES FROM JUNE 18, 2021. AS PRESENTED. ROLL CALL VOTE, MOTION CARRIED 2-0.

Public Comment

No public comment at this time.

Discussion/Action:

RESOLUTION - Grant Acceptance; Priority Health and National Fitness Campaign Grant; Parks and Recreation Department

Mr. Kaschinske stated there was recently installed an outdoor workout area in the area of the East side of the river, along River Front Park. This was such a success they are looking at doing another one, and have worked with Priority Health on something at Jolly and Aurelius, at Maguire Park. This area was a benefit because of the housing in the area and the access. The grant is for \$50,000 and the additional funds would be the grant match, which is in the parks millage. Mr. Kaschinske noted that if approved they will contact local businesses for sponsorship, and they will be able to advertise along the new wall along Jolly Road. Council Member Hussain asked

how the location was chosen, which was confirmed earlier. He then asked about the City work, which Mr. Kaschinske confirmed is the concrete work. Council Member Hussain asked in the future they look in area where there are disadvantaged residents to benefit from it. Council Member Wood spoke briefly on the AARP lot, which is close to senior housing. Council Member Wood asked about the advertising, and her reluctant to see medical marihuana facility advertising on the site and any sales of alcohol. Mr. Kaschinske acknowledged they have a targeted approach to specific businesses, it will not be an RFP for advertising. Council Member Wood asked how they were going to turn people away, and Mr. Kaschinske stated they let them know other areas where their resources can fit the needs. Council Member Hussain suggested Mr. Kaschinske speak to the 2nd Ward Council Member. Council Member Wood asked OCA if there was any legality on advertising. Mr. Smiertka stated they have already sat with Mr. Kaschinske on the advertising questions. Mr. Kaschinske stated there is a policy for this same situation within the community activities event he will share with OCA. Mr. Brewer stated he had no comments.

MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE THE RESOLUTION FOR THE GRANT ACCEPTANCE FROM PRIORITY HEALTH AND NATIONAL FITNESS CAMPAIGN. ROLL CALL VOTE, MOTION CARRIED 2-0.

Mr. Kaschinske asked if he needed to attend the Council meeting on July 12th, and Council Member Wood stated he would not need to be there.

RESOLUTION - Authorization to Utilize Electronic (ACH) Transactions

Mr. Widigan provided an overview, stating it relates to the audit findings, noted that the City had a few policies such as debt management that they did not have. This will help with that request from the auditor. The Administration worked with Manor Christensen, Treasurer and the OCA on the policy. The Committee went through the document section by section. Mr. Widigan began with the definitions in the document, and the Committee and Internal Auditor had no questions. Mr. Widigan read 2. – Authority to Enter into ACH Arrangements and Electronic Transfers of Public Funds. The Committee and Mr. Brewer had no questions or comments.

The Committee moved to 3. – Responsibility for ACH Agreements, and after Mr. Widigan reading the language, the Committee was asked for questions or comments. Mr. Brewer asked if the items were going to be in the General Ledger software program, and Mr. Widigan confirmed. The next area was 4. – Internal Accounting Controls to Monitor Use of ACH Transactions. The Committee did not have any questions. Council Member Hussain did acknowledge Mr. Widigan for proceeding with these changes as stated earlier in the year. Mr. Brewer made a statement on the policy controls. Council Member Wood asked if there was any need, based on the Charter, that the Internal Auditor has the ability to review. Mr. Widigan stated it would be a good option, but based on the Charter he did not believe so and deferred to the OCA. Council Member Wood stated a concern where the Auditor has had easier access to get materials to review, and with every Administrations interpretation of the Charter, since Council is looking at the policy, it might be better to address in this now. Mr. Widigan noted that in the Charter, 3-402 3a. – does allow for examination of Financial Transactions by the Auditor. Mr. Smiertka stated it could be added as a WHEREAS, the City Treasurer and Finance Department will cooperate with the City Internal Auditor pursuant to the Charter requirements on these funds. Ms. Kirkland and Mr. Widigan acknowledged the additional language.

DRAFT

MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE THE RESOLUTION FOR THE AUTHORIZATION OF ACH ELECTRONIC TRANSACTIONS WITH THE ADDITIONAL LANGUAGE. ROLL CALL VOTE, MOTION CARRIED 2-0.

Other

Mr. Smiertka provided an update on a litigation that was settled with multiple municipalities, with the City cost of \$200,000. The full Council will be briefed in the July closed session.

Council Member Wood asked, since there was a settlement, did the City claim responsibility.

Mr. Smiertka stated it was a settlement and stated that way in the documents in the Courts.

ADJOURN

Adjourned at 3:48 p.m.

Submitted by,

Sherrie Boak, Council Office Manager

Lansing City Council

Approved by the Committee



City of Lansing

OFFICE OF THE CITY ATTORNEY

TO: Ways and Means Committee

FROM: F. Joseph Abood, Chief Deputy City Attorney

DATE: June 14, 2021

RE: WC Settlement 2062876-00991

[REDACTED]

CompOne Administrators, Inc. has evaluated this claim for settlement. We have negotiated a settlement of \$79,900.00 to release all past, present and future claims against the City of Lansing.

The Mayor, the Law Department and the Department of Human Resources support the recommendation for settlement and the Department of Human Resources advises that funds are available in the Workers Compensation Claims account. We are requesting your approval of the redemption of this case.

Please contact this office as soon as possible with any concerns you may have regarding the redemption of this claim.

cc: Linda Sanchez-Gazella, Human Resources Director
Kathy Woodman, Health & Wellness Administrator
Elizabeth O'Leary, Employee and Labor Relations Specialist

BY THE COMMITTEE ON WAYS AND MEANS
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, it is proposed that a claim be resolved by virtue of entering into a settlement agreement with claimant 2062876-00991, in which, the City of Lansing would agree to pay Plaintiff the sum of Seventy-Nine Thousand, Nine Hundred Dollars (\$79,900.00) in exchange for a complete redemption and release of the City from any past, present, and future liability regarding any alleged injuries/illnesses whatsoever;

WHEREAS, the proposed settlement is recommended by the Mayor, the Department of Human Resources Director, the City of Lansing's Fund Administrator, and the City Attorney;

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council hereby approves the payment of Seventy-Nine Thousand, Nine Hundred Dollars (\$79,900.00) pursuant to said proposed settlement agreement as a full and final settlement of said action.

BE IT FINALLY RESOLVED that the City Attorney is authorized to prepare and execute the requisite documents to complete settlement of the aforementioned lawsuit.



LANSING CITY COUNCIL
GRANT INFORMATION FORM
(Required for all grant applications and acceptances)

REFERRAL DATE: July 12, 2021

GRANT NAME: Eviction Prevention Boost Grant

DEPARTMENT: Neighborhoods & Citizen Engagement

CONTACT PERSON (INCLUDE EMAIL AND PHONE): Amber Paxton

APPLICATION DATE: May 14, 2021

AWARD DATE: June 1, 2021

GRANT CYCLE: Final report due 9/10/21 Check One: ☐ Annual ☒ One-Time

FUND AMOUNT: \$20,000 (Breakdown below should total this amount)

GOODS & SERVICES	5,000
PERSONNEL	15,000
CONSTRUCTION	<u>\$0.00</u>
LAND	\$0.00
OTHER (Training)	

CITY MATCH (IF APPLICABLE): \$ N/A

GRANT PAYS FOR: Undecided and somewhat flexible at this point. Partnering with Cristo Rey and CAHP on the project, some funds may pass through to them once we have begun to establish a plan. Could use consultants, could offset staff time, could purchase supplies. The above budget is what we submitted to CFE Fund with their express permission to change it as we learn more.

FUND ALLOCATIONS (Please describe the purpose of the grant and allowable uses):

The \$20,000 is relatively flexible spending. This is a planning grant, and the three partners – City of Lansing OFE, Cristo Rey FEC, and Capital Area Housing Partnership will work with the technical assistance from CFE Fund and the learning cohort of other grantee cities to do the following:

Integrate free financial counseling from the FEC within the process of distributing rental assistance from CAHP with the intent of establishing financial stability for households in order to prevent eviction in both the short and long term, post-COVID.

BY THE COMMITTEE ON WAYS AND MEANS
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, The City of Lansing was selected on June 1, 2020 to receive a Cities for Financial Empowerment Fund (CFE Fund) grant for “Financial Empowerment Center Expansion” as a COVID-19 Response. That grant was \$80,000 (See Resolution 2020-1); and

WHEREAS, The City of Lansing was invited to apply for another COVID-Response funding opportunity, “Eviction Prevention Boost Grant” from CFE Fund Eviction Prevention Boost Grant” to receive \$20,000 additional dollars and was one of the cities selected; and

WHEREAS, the CFE Fund grant was the result of a competitive proposal process, and the proposal was submitted by the Office of Financial Empowerment on May 14, 2021, approved on June 1, 2021, and will be received upon approval by Council and signed agreement;

WHEREAS, the CFE Fund grant supports the design of an integration of financial counseling through the Financial Empowerment Center with Rental Assistance from Capital Area Housing Partnership; and

WHEREAS, the award for \$20,000.00 does not require a local match;

NOW, THEREFORE, BE IT RESOLVED, The Lansing City Council approves acceptance of the Cities for Financial Empowerment Fund grant in the total amount of \$20,000.00 for the grant period beginning at council approval for the City of Lansing.

BE IT FINALLY RESOLVED, The Administration is authorized to create appropriate accounts and to make the necessary operating transfers for the expenditure and control of the balance of the grant funds.



LANSING CITY COUNCIL

GRANT INFORMATION FORM

(Required for all grant applications and acceptances)

REFERRAL DATE: 7/12/21

GRANT NAME: 2021 Global Mayors Challenge

DEPARTMENT: Mayor's office – Chief Strategy Officer _

CONTACT PERSON (INCLUDE EMAIL AND PHONE): Judy Kehler, CPFIM, ACPFIM – judy.kehler@lansingmi.gov –Phone number: 517.896.6179

APPLICATION DATE 7/12/21 AWARD DATE: TBD – no later than September 2021

GRANT CYCLE: _____ Check One: ___Annual ___X___One-Time

FUND AMOUNT: up to \$50K (Breakdown below should total this amount) Budget is an estimation until Phase II is completed in September 2021.

GOODS & SERVICES	\$10,000
PERSONNEL	\$35,000
CONSTRUCTION	<u>\$0.00</u>
LAND	\$0.00
OTHER (Training)	<u>\$5,000</u>
	\$50,000

CITY MATCH (IF APPLICABLE): \$ 0

GRANT USE: Phase II, which is the testing and fine tuning portion of the competition.

FUND ALLOCATIONS: (Please describe the purpose of the grant and allowable uses):

The grant expenditures will cover program development and support costs to strengthen the cities grant for the final submission phase. Final submission will occur in late 2021. Early 2022, Fifteen grand-prize winners will receive a \$1,000,000 grant to being the implementation of their breakthrough ideas. Each idea/solution will then be shared globally to help other cities faced with the same challenges.

Lansing, USA



Fewer than a quarter of Lansing third-graders are proficient in reading, and it is expected that the pandemic has further impacted student progress. The city is proposing an innovative partnership with the Public Broadcasting System (PBS), local public media, universities, and other partners to create an online education platform, in-person opportunities, and other resources to reverse the learning loss in the pre-K through third-grade population. This idea is compelling because of its potential impact—73 percent of district students are economically disadvantaged, and 76 percent are minority students.

Mayors Challenge: Announcing this year's 50 Champion Cities



Leaflet | Mapbox © OpenStreetMap Improve this map

June 15, 2021

Bloomberg Philanthropies today announced the 50 Champion Cities, representing the boldest urban innovations of the past year, that will advance to the finalist stage of the 2021 Global Mayors Challenge, a worldwide competition that encourages and spreads cities' most promising ideas. This year's Challenge focuses on elevating the most important innovations generated in response to the global COVID-19 pandemic.

The 50 cities named today hail from 29 nations on six continents. They emerged from a highly competitive applicant pool: Mayors from [631 cities in 99 countries](#) submitted their most promising ideas for consideration. That's twice the number of cities that applied in Bloomberg Philanthropies' last Mayors Challenge, held in the United States in 2018. The finalists were elevated based on four criteria: vision, potential for impact, feasibility, and transferability.

The ideas provide a [powerful snapshot of the innovation priorities](#) of the world's cities. At the global level, approaches focusing on improving health and reducing unemployment were most common. Racial justice emerged as the area of highest priority for U.S. cities, while social inclusion topped the European submissions. In Africa, where the world is experiencing its fastest rates of urbanization, infrastructure was dominant. Nearly half of the submissions were generated in part through participatory processes with residents.

"These 50 finalists are showing the world that, in the face of the pandemic's enormous challenges, cities are rising to meet them with bold, innovative, and ambitious ideas," said Michael R. Bloomberg, founder of Bloomberg LP and Bloomberg Philanthropies and 108th mayor of New York City. "By helping these cities test their ideas over the coming months, we will have a chance to identify cutting-edge policies and programs that can allow cities to rebuild in ways that make them stronger and healthier, and more equal and more just."

The Champion Cities and their standout innovations are:

[Akron](#) | [Amman](#) | [Auckland](#) | [Baltimore](#) | [Bilbao](#) | [Birmingham](#) | [Bogotá](#) | [Butuan](#) | [Cape Town](#) | [Cartagena](#) | [Columbus](#) | [Danane](#) | [Daegu](#) | [Durham](#) | [Freetown](#) | [Glasgow](#) | [Guadalajara](#) | [Hermosillo](#) | [Istanbul](#) | [Kigali](#) | [Kumasi](#) | [La Paz](#) | [Lansing](#) | [Leuven](#) | [London](#) | [Long Beach](#) | [Louisville](#) | [Lusaka](#) | [Manila](#) | [Meru](#) | [New Orleans](#) | [Newark](#) | [Paris](#) | [Paterson](#) | [Phoenix](#) | [Pune](#) | [Recife](#) | [Renca](#) | [Rio de Janeiro](#) | [Rochester](#) | [Rosario](#) | [Rotterdam](#) | [Rourkela](#) | [San Jose](#) | [Taipei](#) | [Tel Aviv-Yafo](#) | [Tunja](#) | [Umuaka](#) | [Vilnius](#) | [Wellington](#)

Akron, USA

BY THE COMMITTEE ON WAYS AND MEANS
RESOLVED BY THE CITY OF LANSING CITY COUNCIL

Whereas, in early 2021, Bloomberg Philanthropies announced a worldwide competition known as the 2021 Global Mayors Challenge to encourage and spread promising ideas and the most important innovations generated in response to the global COVID-19 pandemic; and

Whereas, the competition will result in awarded grant prizes of varied amounts to cities to assist with the implementation of breakthrough ideas that can be shared with other cities facing the same challenges; and

Whereas, Lansing, through the Mayor's office, entered the worldwide competition proposing an innovative partnership with the Public Broadcasting System, local public media, universities, and other partners to create an online education platform, in-person opportunities, and other resources to reverse the learning loss in the pre-K through third grade population; and

Whereas, Bloomberg has announced the selection of 50 "Champion Cities" representing the boldest urban innovations of the past year from the 631 cities in 99 countries that presented applications; and

Whereas, the 50 Champion Cities selected by Bloomberg hail from 29 nations on 6 continents; and

Whereas, Lansing, USA, has been selected as a Champion City in the 2021 Global Mayors Challenge for its proposal which launches "cross-sectional partnerships to halt learning loss in children"; and

Whereas, this preliminary-phase designation in the competition entitles Lansing to receive up to \$50,000.00 as it continues its pursuit of one of fifteen grand prizes to be awarded in late 2021.

NOW, THEREFORE, BE IT RESOLVED, that the Lansing City Council hereby approves acceptance of the Bloomberg Philanthropies 2021 Global Mayors Challenge Champion City grant in the amount up to \$50,000.00; and

BE IT FINALLY RESOLVED, that the Administration is authorized to create appropriate accounts and to make the necessary operating transfers for the expenditure and control of the awarded grant funds.



Contractor Application

Company Information

Duns # _____ Tax ID # _____

Legal Name of Company _____

Company Address _____

City _____ State _____ Zip Code _____

Office Phone # _____ Cell Phone # _____

Company Website _____

Mark all that apply to your company:

- ☐ LLC
- ☐ Michigan
- ☐ Minority Owned Business (51% or more)
- ☐ Partnership
- ☐ Section 3 Business Concern
- ☐ Sole Proprietorship
- ☐ Women Owned Business (51% or more)
- ☐ Other explain: _____

Contact Information

Submitter Name _____

Submitter E-mail Address _____

Relationship to Company _____

Do you have signing authority? _____ Yes _____ No

Identify Your Company Category of Work

Mark all that apply to your company:

- | | |
|---|--|
| ☐ Carpentry | ☐ Mechanical |
| ☐ Concrete | ☐ New Residential Construction |
| ☐ Electrical | ☐ Plumbing |
| ☐ EPA RRP Certified | ☐ Roofing |
| ☐ Framing | ☐ Siding, Window Replacement |
| ☐ General Contractor | ☐ State Certified Lead Abatement Contractor |
| ☐ Masonry | |
| ☐ Other please list: _____ | |

Required Documents

- All licenses and certifications
- Proof of at least two (2) business lines of credit
- If General Contractor RRP Certificate
- Certificate of Liability Insurance

Minimum coverage required for Liability & Worker's Comp: \$1,000,000.00
City of Lansing to be listed as "Additional Insured" and "Certificate Holder"

Customer References (two required)

Client Name _____

Client Address _____

City _____ State _____ Zip Code _____

Contract Amount \$ _____ Date Completed _____

Work Performed _____

Client Name _____

Client Address _____

City _____ State _____ Zip Code _____

Contract Amount \$ _____ Date Completed _____

Work Performed _____

How to Apply

Return you application and required documents by one of the following ways:

- Email: development@lansingmi.gov
- Mail: Mail or drop off to the Development Office, located at:
316 N Capitol Avenue, Suite D-1
Lansing, MI 48933

For more information contact the City of Lansing Development Office at 517-483-4040.

**CITY OF LANSING
OFFICE OF PLANNING AND DEVELOPMENT**

GENERAL COMPLAINT AND APPEAL PROCESS

The City of Lansing promotes home ownership among its citizens and seeks to improve the quality of housing stock within its jurisdiction. The Development Office operates several programs for achieving these policy goals. By using federal community development block grant funds and other funds such as FEMA grants, Lead Hazard Reduction Grants, and Neighborhood Stabilization Grants, the Development Office designs and operates programs to benefit low and moderate income households, aid in the prevention or elimination of slums or blight, address urgent needs that pose a serious and immediate threat to the health or welfare of the community, expand the supply of decent, safe sanitary and affordable housing and address related housing and community development issues.

The City of Lansing desires to set an Administrative Appeal Process for potential beneficiaries, bidders, contractors and others to appeal decisions when loans are not approved, bids or contracts are not awarded or other decisions are made that do not result in a desired outcome sought by the Complainant.

PURPOSE

The purpose of this General Complaint and Appeal Process is to provide a means for Complainants to appeal certain decisions or actions taken by the Development Office.

The intent of this Administrative Appeal Process is to provide aggrieved parties with a process for obtaining a review of the Development Office decisions.

The following are not proper subjects for this Appeal Process:

1. General community development program design and funding allocation.*
2. Content of administrative requirements, grant conditions, program eligibility requirements or affordability restrictions set by federal regulation, HUD, another federal agency or MSHDA (however application of those requirements to specific situations may be appealed.)
3. Contractor licensing, certification, bonding or similar requirements set by law.
4. Building Code or City ordinance requirements.
5. Disputes in matters where the City of Lansing Development Office is not a directly responsible party.
6. Fair Housing or discrimination complaints. (These complaints may be taken directly to the U.S. Department of Justice or HUD.)

Persons requesting appeal must state their complaint in writing and, if applicable, grant permission for City staff and/or a hearing officer to review personal information related to the complaint, including but not limited to household income, assets, family composition, credit reports, tax returns, business documents or agreements and other factors that are material to the complaint.

Rev 4-2012

PROCEDURE

Informal Review:

1. The Complainant must first attempt to resolve the matter directly with the development staff involved in your complaint. To do this, the Complainant must contact the Office of Planning and Development to set up a meeting or telephone conference with the Development Office staff. In advance of the meeting or telephone conference, Complainant must provide a written statement outlining the complaint and the desired action.
2. The Development Office staff will prepare a written decision and provide copies to all participants within 5 business days of meeting with Complainant.

Formal Review:

1. If the Complainant is not satisfied with the Informal Review decision, he or she may file a written appeal within 10 business days. The written appeal must be mailed or delivered to the Development Office with a copy to the Director of the Department of Planning and Neighborhood Development. The appeal must briefly describe the nature of the complaint and the relief requested. The statement should include documentation of any additional facts that the Complainant wishes to offer in support of his or her appeal.
2. The Development Office shall provide the Director a copy of the Informal Review, documentation, and their decision within 5 business days of receipt of the written statement from the Complainant.
3. The Director may request that the Complainant and/or the Development Office provide additional information or documentation. The applicant and the Development Office shall provide the requested information within 5 business days of notification from the Director.
4. The Director may contact the Development Office and/or the Complainant during the review stage to discuss the complaint or to attempt to resolve it.
5. The Director will review the complaint and respond in writing within 10 business days after receiving all required information and/or documentation.
6. The Director's decision will represent the final administrative determination as to the complaint, and the Development Office will implement action on the complaint as stated in the Director's decision.

*Comments/complaints regarding local decisions about Community Development program design and funding are handled through the Citizen Participation process.

Contractor Application Checklist

Name of Business for Review: Click or tap here to enter text.

Type of Business:

☐ Corporation	☐ LLC	☐ Partnership	☐ Sole Proprietor
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☐ Copy of verification that Builders, Plumbing, Mechanical or Electrical License is not expired <https://aca-prod.accela.com/LARA/GeneralProperty/PropertyLookUp.aspx?isLicensee=Y&TabName=APO>

☐ Copy of verification that Builders or Trades License is assigned to company unless sole proprietor, and verify that address on application matches address on license

☐ Copy of Verification of Business Entity at LARA unless sole proprietor
<https://cofs.lara.state.mi.us/SearchApi/Search/Search>

☐ Copy of Insurance Certificates showing is at least \$1,000,000 in Liability Insurance, vehicle insurance (if vehicles) and Workers Comp (if employees) AND has same address as application.

☐ Verify that there are at least two recent credit statements (no more than 2 months old) attached that list the credit limit of the account.

☐ Verify that there is a business bank account statement (checking) attached (or personal if a sole proprietor). It must list transactions for the entire month.

☐ Copy of Residential Builders License(s) and/or other license (Plumbing, Mech., Electrical)

☐ Copy of Lead Abatement Contractor Certificate from State of Michigan if certified

☐ Copy of P-Cards for workers if certified

☐ Copy of EPA RRP Certification if certified

☐ Copy of your record of verification of customer references for each reference (see old application for questions, information you are required to provide to me).

☐ Attach SAM Verification using either DUNS # or Full Name of Sole Proprietor or Company

NOTES/Questions: Click or tap here to enter text.

