



STATE OF MICHIGAN
DEPARTMENT OF AGRICULTURE
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

DON KOIVISTO
DIRECTOR

August 6, 2010

Dear Migrant Housing Provider:

The Michigan Department of Agriculture (MDA) has received approval from the U.S. Department of Labor National Farmworker Jobs Program for its 2010-2011 migrant labor housing construction grant program. It is anticipated that nearly \$375,000 will be available for 25 migrant labor housing construction grants. These grants are available on a 50/50 match basis with a maximum grant of \$15,000.

If you are interested and can commit to completing construction by June 30, 2011, please complete the attached three page Grant Application Form and return it to MDA by August 31, 2010.

If you have any questions, please contact your migrant labor housing inspector or the Lansing office at 517-241-1174.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mark Swartz".

Mark Swartz
Resource Conservation Section
Environmental Stewardship Division

MS:ph
Enclosures

Request for Proposals
2010 Migrant Labor Housing Construction Grants
US Department of Labor – Michigan Department of Agriculture

The Michigan Department of Agriculture (MDA) is administering a migrant labor housing construction grant program on behalf of the U.S. Department of Labor National Farmworker Jobs Program. Persons and non-profit organizations that are currently or intend to be licensed migrant labor housing operators are eligible to submit an application. Grants will be on a 50/50 match basis with \$15,000 available for construction expenditures in excess of \$30,000.

To be eligible for a grant, the housing must be:

- constructed in accordance with winter occupancy standards;
- licensed for occupancy for three years following completion of construction;
- provided at low cost or no cost to migrant or seasonal farm workers; and
- available for at least 50 percent of the growing season (i.e., four to six months).

Construction must be initiated after July 1, 2010, and be completed by June 30, 2011.

Allowable expenditures include:

- labor and materials associated with the construction of new living units;
- purchase of previously untitled mobile / modular homes;
- building, mechanical, electrical, well, and septic permits;
- mechanical, electrical, well, and septic installations; and
- site preparation including removal of existing living units at the project site.

Grant proposals will be reviewed and ranked by staff from MDA and the Michigan Department of Energy, Labor and Economic Growth according to the following criteria:

- total capacity of living units being established with grant assistance;
- the length of time workers are expected to use the housing;
- proximity to diverse and emerging labor markets (commodity expansion); and
- housing provider's ability to maintain quality housing.

All grant proposals received or postmarked by **August 31, 2010** will be considered for funding. Applications may be submitted after this date, but they will only be considered after applications received or postmarked by August 31, 2010. Incomplete applications and applications for improvements to existing housing will not be considered for funding. Final funding decisions are the responsibility of MDA.

CONTACTS/SUBMISSIONS

Individuals interested in submitting an application for funding should complete the last three pages of this Request for Proposal and submit them to:

Michigan Department of Agriculture
Migrant Labor Housing Grant Proposal
P.O. Box 30017
Lansing, MI 48909

Contact the Lansing office at (517) 241-4063 or your regional Migrant Labor Housing Inspector for additional information.

Instructions for Completing the Application

The 2010 Migrant Labor Housing Construction Grant Application is divided into three parts and nine sections. The Grant Application Form provides contact information and information needed to rank grant applications for funding. The Housing Site Plan demonstrates that siting and infrastructure concerns at the proposed housing site have been considered. The Project Timeline and Budget Form provides details on the housing permit, construction, and inspection process. Incomplete applications and applications for improvements to existing housing will not be considered for funding.

Section A is used to gather information on individuals applying for grant funding. Only one application per person, partnership, business, or corporation will be considered. Enter the full name of the applicant, the complete street mailing address of the applicant, including the city, state, and zip code. Enter the daytime telephone number(s) where the applicant may be reached. You may enter more than one telephone number.

Section B identifies the location where the proposed living units will be constructed. If the site where the new construction will occur is currently a licensed migrant labor housing site, enter your "Camp ID" number. If the site has not been licensed during the past three years, leave the "Camp ID" field blank, and give the proposed camp a name for use in future communications. Complete the street address where the proposed housing will be located. If a street address is not available, provide the crossroads closest to the proposed housing location.

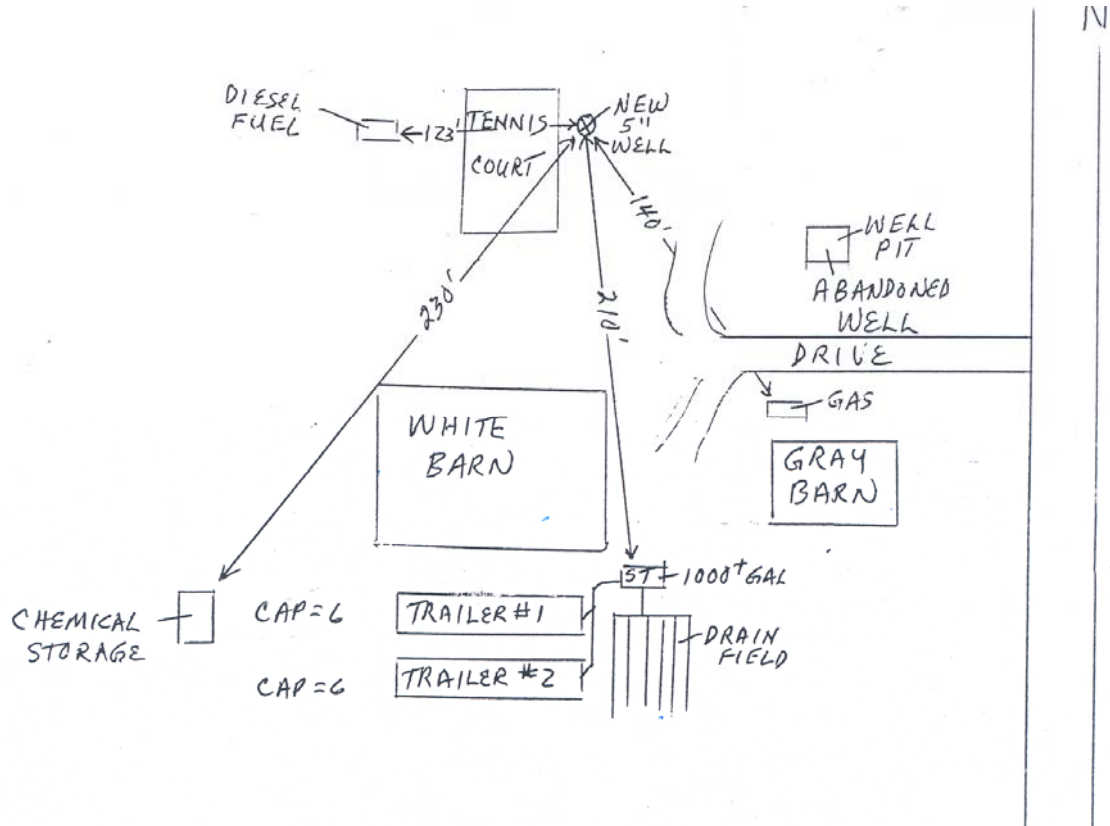
Section C pertains to the living unit(s) being proposed for grant funding. Each unit must meet the eligibility requirements of the grant. If the proposed housing is to replace existing housing or existing buildings are to be removed from the construction site, provide this information. Also, indicate if a new water supply or septic system will be installed as a part of the project. Provide the projected beginning and ending dates of construction as well as the date you anticipate being halfway to project completion. Provide information on construction type and square feet of the proposed housing. Include an estimate of the total eligible costs associated with the entire housing construction project. This value should correspond to the total of all costs listed on the Project Timeline and Budget Form, Sections G through I. Grants may be up to 50% of the value provided in the "Est. **Total Costs**" line.

Section D requests an overview of the work available for migrants using proposed grant funded housing. Provide the acreage for primary crops that workers will be harvesting. If workers will be involved in packing or processing crops, briefly describe the work and the number of workers employed. The occupancy period need only include expected months of occupancy (i.e., June – November). If the housing will be utilized during an entire licensed occupancy period, only a single beginning and ending month is needed (i.e., June 1 – June 30). However, if the housing will be used for a period early in the season, vacated for a period, and then reoccupied, please provide the expected months the housing will be utilized.

Section E is used for applicant verification, certifying that the information included is accurate.

Section F consists of a site map for the proposed housing location listed in Section B. On the reverse side of the application (or on a separate sheet of paper) draw a site plan depicting where the new housing will be constructed and its location in relationship to other buildings, drives, roadways, wells, septic systems, chemical storage, or chemical spray mix stations, lakes, ponds, streams, lagoons, etc. A hand-drawn site plan indicating distances from the housing is acceptable. Attach additional sheets to your application if your proposal includes housing at more than one location.

Following is an example of an acceptable site plan:



Throughout Sections G, H, and I, check the "NA" box if the event is not applicable to the proposed project. These sections are collectively used to provide an estimated timeline to ensure the housing will be in licensable condition prior to June 30, 2011.

Section G is used to record information, if permits are required or septic or water supplies must be evaluated to ensure they have capacity for the proposed housing.

Section H is used to provide estimated material, labor, water supply, and septic costs as well as a description of the construction period.

Section I identifies anticipated housing inspection and living unit occupancy plans.

Grant Application Form

2010 U.S. Department of Labor - Michigan Department of Agriculture

Incomplete applications will not be considered for funding. If you have questions, feel free to contact your regional MLH inspector.

A. Applicant

Name

Street Address

City, State, Zip

Phone Number

B. Construction Location

Camp ID or Name

Street Address

City, State, Zip

C. Housing Construction

Site Evaluation

Housing to be Removed
 yes no

New Water Supply
 yes no

New Septic
 yes no

Permits / Evaluations
 yes no

Begin Construction Date

50% Complete Date

End Construction Date

Number of Units

Single Family

Duplex

Mobile Home

Motel

Total Square Feet

Est. **Total** Costs

D. Work Availability

Crops Produced or Processed	Acreage	Housing Occupancy	
		Begin	End

E. Application Submission and Verification

Signature & Date

Housing Site Plan

2010 US Department of Labor - Michigan Department of Agriculture

F. Housing Site Features and Infrastructure

If this site has not been previously licensed, include:

County, Township, Section:



Project Timeline and Budget Form			
2010 US Department of Labor - Michigan Department of Agriculture			
Timeline / Event	Month / Year	Cost	NA

G. Permits and Evaluation

Building Permit			<input type="checkbox"/>
Septic System Approval			<input type="checkbox"/>
Water Supply Evaluation			<input type="checkbox"/>
Zoning Approval			<input type="checkbox"/>

H. Site Preparation and Construction

Begin Construction			<input type="checkbox"/>
Removal of Existing Housing			<input type="checkbox"/>
Construction Materials			<input type="checkbox"/>
Construction Labor			<input type="checkbox"/>
New Water Well			<input type="checkbox"/>
New Septic System			<input type="checkbox"/>
Building Framed In			<input type="checkbox"/>

I. Final Inspections and Occupancy

Plumbing Inspection			<input type="checkbox"/>
Electrical Inspectoin			<input type="checkbox"/>
Mechanical Inspection			<input type="checkbox"/>
Migrant Housing Inspection			
Unit Open for Occupancy			