

**COUNTY ADMINISTRATOR**  
220 NORTH MAIN STREET, P.O. BOX 8645  
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TO: Jeff Irwin, Chair  
Ways & Means Committee

THROUGH: Robert E. Guenzel  
County Administrator

FROM: Trenda Rusher, Executive Director  
Employment Training and Community Services

DATE: April 6, 2005

SUBJECT: A Resolution ratifying the Chair of the Board's signature on the Employment Training and Community Services (ETCS) Group's application to the Michigan Department of Human Services for the Temporary Assistance to Needy Families (TANF) – Earned Income Tax Credit Agreement

**Board Action Requested:**

The Employment Training and Community Service (ETCS) Group is requesting ratification of the County Administrator's signature on the Temporary Assistance Families (TANF) – Earned Income Tax Credit Agreement with the Michigan Department of Human Services, in the amount of \$16,500 for the period of January 1, 2005 through June 30, 2005; authorizing the Administrator to sign the agreement; approving the budget and authorizing the Administrator to sign the delegate contracts.

**Background:**

The Michigan Department of Human Services is providing funds to the Michigan Community Action Agencies to increase the number of TANF-eligible families applying for the Earned Income Tax Credit (EITC).

**Discussion:**

As the Washtenaw County Community Action Agency the ETCS Group will provide Tax Preparation Assistance and EITC filing services to TANF eligible Washtenaw County residents. The ETCS Group will chair the Washtenaw County EITC Coalition. This coalition is comprised of area human services providers including Michigan Department of Human Services and Michigan State University Extension Services as well as the Internal Revenue Service (IRS). Tax preparation services and EITC filing will be provided at a variety of locations throughout the county including the Michigan Works!

One-Stop Center located at 304 Harriett in Ypsilanti.

**Impact on Human Resources:**

The requested Board action has no impact on Washtenaw County positions, personnel policies or procedures.

**Impact on Budget:**

The requested Board action approves the Temporary Assistance to Needy Families (TANF) – Earned Income Tax Credit Agreement with the Michigan Department of Human Services budget in the amount of \$16,500. There is no match required for this grant.

**Impact on Indirect Costs:**

The requested Board action has no indirect costs associated with the budget.

**Impact on Other County Departments or Outside Agencies:**

The requested Board action has no impact on other County departments or outside agencies.

**Conformity to County Policies:**

This matter has been reviewed by the Community Action Board, the County Administrator's Office, Corporation Counsel, Finance, Human Resources, and the Ways and Means Committee. The requested Board action is in conformity with County Policies.

**Attachments/Appendices:**

FY 2005 Temporary Assistance to Needy Families (TANF) – Earned Income Tax Credit Agreement  
FY 2005 Temporary Assistance to Needy Families (TANF) – Earned Income Tax Credit Budget

A RESOLUTION RATIFYING THE COUNTY ADMINISTRATOR'S SIGNATURE ON THE MICHIGAN DEPARTMENT OF HUMAN SERVICES TEMPORARY ASSISTANCE TO NEEDY FAMILIES (TANF) – EARNED INCOME TAX CREDIT AGREEMENT, IN THE AMOUNT OF \$16,500 FOR THE PERIOD OF JANUARY 1, 2005 THROUGH JUNE 30, 2005 FOR THE EMPLOYMENT TRAINING AND COMMUNITY SERVICES GROUP; AUTHORIZING THE ADMINISTRATOR TO SIGN THE AGREEMENT; APPROVING THE BUDGET; AUTHORIZING THE ADMINISTRATOR TO SIGN THE DELEGATE CONTRACTS

WASHTENAW COUNTY BOARD OF COMMISSIONERS

April 20, 2005

WHEREAS, the Employment Training Community Service Group is the administering agency for community action program services in Washtenaw County and these funds are necessary for the delivery of services to low-income customers in need of tax preparation assistance and Earned Income Tax Credit (EITC) filing; and

WHEREAS, these Michigan Department of Human Services Temporary Assistance for Needy Families (TANF) – Earned Income Tax Credit funds are to be used to provide tax preparation services and to promote Earned Income Tax Credit (EITC) filing; and

WHEREAS, this matter has been reviewed by Corporation Counsel, the Finance Department, the Human Resources Department, the County Administrator's Office, and the Ways and Means Committee.

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby ratifies the County Administrator's signature on the agreement with the State of Michigan Department of Human Services LIHEAP Crisis Assistance Program, in the amount of \$16,500 for the period of January 1, 2005 through June 30, 2005, as on file with the County Clerk

BE IT FURTHER RESOLVED that the Board of Commissioners takes the following actions contingent upon receipt of the grant award in conformity with the application:

1. Authorizing the County Administrator to sign the Agreement
2. Amending the budget as attached hereto and made a part hereof
3. Authorizing the Administrator to sign the delegate contract upon review of Corporation Counsel to be filed with the County Clerk

Washtenaw County ETCS  
Summary Budget  
2680049421 - TANF / EITC  
Period from January 1, 2005 to June 30, 2005

**Revenues**

54000	State Revenue	<u>\$ 16,500</u>
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**Expenditures**

70050	Personal Services	\$ 5,500
80000	Other Services and Charges	<u>11,000</u>
		<u>\$ 16,500</u>