

Resolution No. R- 112723-1 \_\_\_\_\_

ADA TOWNSHIP  
KENT COUNTY, MICHIGAN  
RESOLUTION TO ADOPT 2024 FEDERAL POVERTY EXEMPTION  
GUIDELINES

WHEREAS, Act 390 of Michigan Public Acts of 1994 (effective for all 1995 assessments) requires the governing body of the assessment unit to determine the policy and guidelines for granting hardship exemptions; and

WHEREAS, said Act, as implemented by the State Tax Commission (STC Bulletin No. 11, November 29, 2006), imposes requirements of and limitations to any policy and guidelines, and

WHEREAS, in accordance with State Tax Commission Bulletin No.18 of 2023 dated November 14, 2023 requires local government approval of guidelines and an asset level test

WHEREAS, the Ada Township Board desires to comply with said Act and said State Tax Commission bulletin;

NOW THEREFORE, IT IS RESOLVED THAT:

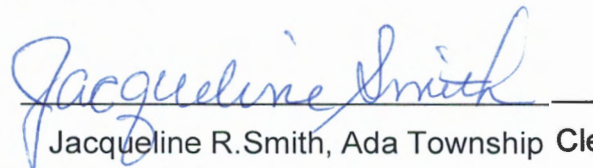
1. The following policy and guidelines are hereby adopted and shall be followed by the Ada Township Assessor and Board of Review Members in granting any poverty exemptions.

These resolutions were offered by PHOOS, supported by CARTER.  
The resolutions were adopted by a vote of 7-0.

CERTIFICATION

I certify that this is a complete copy of resolutions adopted by the Township Board at a public meeting held on 11-27-2023. The original resolutions are on file in my office and available to the public. Public notice of the meeting was given in compliance with the Open Meetings Act.

Dated: 11-28, 2023

  
Jacqueline R. Smith, Ada Township Clerk

## 2024 POVERTY EXEMPTION QUALIFICATIONS

| Size of Family Unit        | Federal Guidelines |
|----------------------------|--------------------|
| 1 Person                   | \$14,580           |
| 2 Persons                  | \$19,720           |
| 3 Persons                  | \$24,860           |
| 4 Persons                  | \$30,000           |
| 5 Persons                  | \$35,140           |
| 6 Persons                  | \$40,280           |
| 7 Persons                  | \$45,420           |
| 8 Persons                  | \$50,560           |
| For each additional person | \$5,140            |

### POVERTY EXEMPTION GUIDELINES FOR ADA TOWNSHIP

1. **Purpose.** The principal residence of persons who, in the judgment of the Board of Review, by reason of poverty, are unable to contribute toward the public charges is eligible for exemption in whole from taxation.

2. **Eligibility.** To be eligible for the poverty exemption:

(a) The applicant must be an owner of, and occupy as a principal residence, the property for which the exemption is requested;

(b) Total annual household income shall not exceed the amounts set forth under the Federal Poverty Guidelines as defined and determined annually by the United States Office of Management and Budget; and

(c) Total assets, except the homestead being claimed, essential household goods, and the first \$5,000 of the market value of a motor vehicle, should not exceed:

- (i) \$8,000 for the claimant;
- (ii) \$12,000 for the household.

Assets include, but are not limited to real estate other than the principal residence, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, and retirement funds. Assets do not include essential household goods such as furniture, appliances, dishes, and clothing.

The Board of Review will not reduce the value of the assets by the amount of any indebtedness owed on such assets, or any indebtedness otherwise owned by the applicant.

If the applicant meets these eligibility requirements, the applicant will be entitled to a 100% poverty exemption and must comply with the remaining requirements and procedures set forth in these guidelines. No partial exemptions will be granted.

3. Application. To apply for the poverty exemption, a person shall do all of the following on an annual basis:

- (a) File a Poverty Exemption Application with the Assessor or Board of Review. Applicants must obtain the application from the Assessor's Office. Handicapped or infirmed applicants may call the Assessor's Office to make necessary arrangements for assistance.
- (b) Submit copies of Federal and State Income Tax Returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year.
- (c) Produce a valid driver's license or other form of identification.
- (d) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested, if such proof of ownership is requested by the Board of Review.
- (e) Provide evidence of other assets including investments, real property, and retirement accounts.

4. Deadline. The application must be submitted after January 1, but before the day prior to the last day of Board of Review.

5. Appearance before the Board of Review. The applicant or an authorized representative of the applicant will be required to appear before the Board of Review to respond to any questions that the Board or Assessor may have concerning the exemption application.

(a) An applicant may be called to appear before the Board on short notice.

(b) An applicant may have to answer questions regarding the applicant's financial affairs, health, or the status of people living in the applicants' home before the Board at a meeting that is open to and may be attended by the public.

(c) Applicants appearing before the Board may be administered an oath as follows:

"Do you swear and affirm that the evidence and testimony you will be giving on your own behalf before the Board of Review is the truth, the whole truth, and nothing but the truth?"

(d) The Assessor may tape record and shall keep minutes of all proceedings before the Board of Review.

(e) If called to appear before the Board, physically challenged or infirmed applicants may call the Assessor's office to make necessary arrangements for assistance.

(f) The Board of Review may, in its discretion, review poverty exemption applications without the applicant or the applicant's authorized representative being physically present.

6. Evaluation of Application. Applications for poverty exemptions will be evaluated based on information submitted to the Board of Review by the applicant, testimony taken from the applicant, and information gathered by the Board from any other source.

(a) The Board of Review is not required to grant a poverty exemption for property owned by multiple owners as long as at least one owner is not eligible for the poverty exemption.

(b) The Board of Review may conduct an investigation to verify the information submitted or statements made to the Assessor or Board of Review in regard to the applicant's poverty exemption claim.

(c) The Board of Review may not deny a poverty exemption based upon mere speculation regarding the level of an applicant's income or assets.

(d) The poverty exemption, if granted, shall remain in effect for one year. An applicant's eligibility for the poverty exemption shall be re-determined each year.

(e) The Board of Review may not determine an applicant's eligibility for the poverty exemption based on the number of years that the applicant has been granted an exemption in the past, or the number of years that the applicant may be granted a poverty exemption in the future.

7. Amount of Exemption. The Assessor will determine the estimated property tax liability for the applicable tax year and the estimated state homestead credit for each applicant under the Homestead Property Tax Credit; Public Act 281 of 1967.

8. Deviation from the Guidelines. The Board of Review shall follow these guidelines in granting or denying an exemption.