



**Genesee County**  
**Human Services Committee**  
**Agenda**

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**Wednesday, May 1, 2024**

**9:00 AM**

**Harris Auditorium, 1101 Beach St.**

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**I. CALL TO ORDER**

**II. ROLL CALL**

**III. APPROVAL OF MINUTES**

[RES-2024-478](#) Approval of Meeting Minutes - April 17, 2024

**IV. PUBLIC COMMENT TO COMMITTEE**

**V. COMMUNICATIONS**

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

1. [RES-2024-402](#) Approval of a grant award from the Michigan Department of Health & Human Services in the amount of \$750,000.00, to provide for water payment assistance to eligible Genesee County residents; there is no match required for this grant; the budget for this grant is attached
2. [RES-2024-406](#) Approval of a request to submit the 2024-2025 Early Head Start Expansion application to the Department of Health and Human Services/The Administration for Children and Families in the amount of \$2,564,048
3. [RES-2024-437](#) Approval of a request by Genesee County's Community Action Resource Department to submit a Non-Federal Share Waiver request to the Head Start Regional Office for 2023-2024

4. [RES-2024-452](#) Approval of a request by Genesee County's Health Department to travel to the 2024 Annual Council of State, Territorial Epidemiologists Conference in Pittsburgh, Pa; the dates of travel are June 8-12, 2024; total cost of travel for two (2) employees not to exceed \$5,647.00; this is a budgeted expense
5. [RES-2024-454](#) Approval of a modification of an MOU between Genesee County and MSU to allow for additional activities under the MSU-Extension Millage

**VIII. OTHER BUSINESS**

**IX. ADJOURNMENT**



# Genesee County

## Staff Report

Genesee County  
Administration Building  
1101 Beach St  
Flint, MI 48502

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**File #:** RES-2024-478

**Agenda Date:** 5/1/2024

**Agenda #:**

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Approval of Meeting Minutes - April 17, 2024



**Genesee County  
Human Services Committee  
Meeting Minutes**

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**Wednesday, April 17, 2024**

**9:00 AM**

**Harris Auditorium, 1101 Beach St.**

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**I. CALL TO ORDER**

Commissioner Winfrey called the meeting to order at 10:59 AM.

**II. ROLL CALL**

**Present:** Charles Winfrey, Shaun Shumaker, Delrico J. Loyd, Beverly Brown,  
Dale K. Weighill, James Avery and Martin L. Cousineau

**Absent:** Ellen Ellenburg and Michelle Davis

**III. APPROVAL OF MINUTES**

**[RES-2024-425](#)** Approval of Meeting Minutes - March 20, 2024

**RESULT:** APPROVED

**MOVER:** Beverly Brown

**SECONDER:** James Avery

**Aye:** Chairperson Winfrey, Vice Chair Shumaker,  
Commissioner Loyd, Commissioner Brown,  
Commissioner Weighill, Commissioner Avery and  
Commissioner Cousineau

**Absent:** Commissioner Ellenburg and Commissioner Davis

**IV. PUBLIC COMMENT TO COMMITTEE**

**V. COMMUNICATIONS**

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

1. [RES-2024-334](#) Approval of a request by Genesee County's Health Department to travel to the STI Engage 2024 conference in Washington, D.C.; the dates of travel are June 2-5, 2024; total cost of travel for three (3) staff members is \$8,000.00; this is a budgeted expense  
**RESULT:** REFERRED  
**MOVER:** Delrico J. Loyd  
**SECONDER:** Beverly Brown  
**Aye:** Chairperson Winfrey, Vice Chair Shumaker, Commissioner Loyd, Commissioner Brown, Commissioner Weighill, Commissioner Avery and Commissioner Cousineau  
**Absent:** Commissioner Ellenburg and Commissioner Davis
2. [RES-2024-383](#) Approval of a request by Genesee County's Health Department to increase Environmental Health license fees; the new fee schedule is attached  
**RESULT:** REFERRED  
**MOVER:** Delrico J. Loyd  
**SECONDER:** James Avery  
**Aye:** Chairperson Winfrey, Vice Chair Shumaker, Commissioner Loyd, Commissioner Brown, Commissioner Weighill, Commissioner Avery and Commissioner Cousineau  
**Absent:** Commissioner Ellenburg and Commissioner Davis
3. [RES-2024-392](#) Approval of an agreement between Genesee County and Jillian Koterba, in an amount not to exceed \$51,000.00, to provide for Nurse Practitioner services at Genesee County's Health Department; the cost for this agreement will be paid from account 2210-611.01-801.000; no impact to the general fund  
**RESULT:** REFERRED  
**MOVER:** Delrico J. Loyd  
**SECONDER:** Beverly Brown  
**Aye:** Chairperson Winfrey, Vice Chair Shumaker, Commissioner Loyd, Commissioner Brown, Commissioner Weighill, Commissioner Avery and Commissioner Cousineau  
**Absent:** Commissioner Ellenburg and Commissioner Davis

## VIII. OTHER BUSINESS

## IX. ADJOURNMENT

The meeting was adjourned at 11:08 AM.



# Genesee County

## Staff Report

Genesee County  
Administration Building  
1101 Beach St  
Flint, MI 48502

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**File #:** RES-2024-402

**Agenda Date:** 5/1/2024

**Agenda #:** 1.

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**To:** Charles Winfrey, Human Services Committee Chairperson

**From:** Pamela Coleman, GCCARD Director

**RE:** Request Approval to Accept and Expend the Local Water Utility Affordability-2024 (LWUA) Grant in the Amount of \$750,000.00

### **BOARD ACTION REQUESTED:**

GCCARD requests authorization from this committee to accept and expend the Local Water Utility Affordability-2024 (LWUA) grant award in the amount of \$750,000.00 with a recommendation of approval by the full Genesee County Board of Commissioners at their next regularly scheduled meeting.

### **BACKGROUND:**

GCCARD has received notice of an award for the Local Water Utility Affordability-2024 grant in the amount of \$750,000.00 from the Michigan Department of Health and Human Services (MDHHS). These funds will be used for the purpose of providing water assistance payments to multiple municipalities throughout Genesee County. Funds under this award shall remain available through September 30, 2024.

### **DISCUSSION:**

Funds provided through the Local Water Utility Affordability-2024 (LWUA) grant can be used for water arrearages and wastewater services up to \$3,000.00 per fiscal year for eligible clients within participating municipalities throughout Genesee County. Funds under this award shall remain available through September 30, 2024.

### **IMPACT ON HUMAN RESOURCES:**

No impact on Human Resources.

### **IMPACT ON BUDGET:**

GCCARD will work with Fiscal Services to incorporate the Local Water Utility Affordability-2024 (LWUA) grant funds into our budget. A budget amendment is attached. Funds will be deposited into the following accounts: 2810-695.39-504.000 (administration) and 2810-695.41-504.000 (direct program).

### **IMPACT ON FACILITIES:**

No impact on facilities.

**IMPACT ON TECHNOLOGY:**

No impact on technology.

**CONFORMITY TO COUNTY PRIORITIES:**

LWUA funding will allow GCCARD to assist Genesee County residents in securing access to safe drinking and cooking water and continued wastewater services making for Healthy, Livable and Safe Communities. Assistance with arrearages will provide residents with Financial Stability with an aim for self-sufficiency. In striving for an Inclusive, Collaborative Culture, LWUA funds are available to eligible Genesee County residents regardless of demographic, and in freeing up finances otherwise reserved to pay indebtedness, promote the reinvestment of time and resources to Community Growth.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Director of the Genesee County Community Action Resource Department (GCCARD) to authorize accepting and expending the Local Water Utility Affordability-2024 grant from the Michigan Department of Health and Human Services (MDHHS) in the amount of \$750,000.00 for the period of April 1, 2024, through September 30, 2024, is approved (a copy of the memorandum request and supporting documents being on file with the official records of the May 1, 2024 meeting of the Human Services Committee of this Board), the Chairperson of this Board is authorized to execute any necessary acceptance documents, and the Chief Financial Officer is directed to record the attached budget amendment.

**Grant Agreement Between  
Michigan Department of Health and Human Services  
hereinafter referred to as the "Department"**

**and**

**County of Genesee  
420 W. Fifth  
Flint MI 48503 2445**

**Federal I.D.#: 38-6004849, Unique Entity Identifier: YLQ1H3JSN3R8  
hereinafter referred to as the "Grantee"**

**for**

**Local Water Utility Affordability-2024**

**Part 1**

**1. Period of Agreement:**

This Agreement will commence on the date of the Grantee's signature or April 1, 2024, whichever is later, and continue through September 30, 2024. No activity will be performed and no costs to the state will be incurred prior to April 1, 2024 or the effective date of the Agreement, whichever is later. Throughout the Agreement, the date of the Grantee's signature or April 1, 2024, whichever is later, will be referred to as the start date. This Agreement is in full force and effect for the period specified.

**2. Program Budget and Agreement Amount:**

**A. Agreement Amount**

The total amount of this Agreement is \$750,000.00. Under the terms of this Agreement, the Department will provide funding not to exceed \$750,000.00. The source of funding provided by the Department can be obtained in the Schedule of Financial Assistance, available on-demand in the EGrAMS electronic grants management system (<http://egram-mi.com/mdhhs>).

The Agreement is designated as a:

- Subrecipient relationship (federal funding); or  
 Recipient (non-federal funding).

The Agreement is designated as:

- Research and development project; or  
 Not a research and development project.

**B. Equipment Purchases and Title**

Any Grantee equipment purchases supported in whole or in part through this Agreement must be listed in the supporting Equipment Inventory Schedule which should be attached to the Final Financial Status Report. Equipment means tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Title to items having a unit acquisition cost of less than \$5,000 will vest with the Grantee upon acquisition. The Department reserves the right to retain or transfer the title to all items of equipment having a unit acquisition cost of \$5,000 or more, to the extent that the Department's proportionate interest in such equipment supports such retention or transfer of title.

**C. Deviation Allowance**

A deviation allowance modifying an established budget category by \$10,000 or 15%, whichever is greater, is permissible without prior written approval of the Department. Any modification or deviations in excess of this provision, including any adjustment to the total amount of this Agreement, must be made in writing and executed by all parties through an amendment to this Agreement before the modifications can be implemented. This deviation allowance does not authorize new categories, subcontracts, equipment items or positions not shown in the attached Program Budget Summary and supporting detail schedules.

**3. Purpose:**

The focus of the program is to support efforts by community water systems to ensure the affordability of water.

**4. Statement of Work:**

The Grantee agrees to undertake, perform and complete the activities described in Attachment A, which is part of this Agreement.

**5. Financial Requirements:**

The financial requirements must be followed as described in Part 2 and Attachment B, which are part of this Agreement.

**6. Performance/Progress Report Requirements:**

The progress reporting methods must be followed as described in Part 2 and Attachment C, which are part of this Agreement.

**7. General Provisions:**

The Grantee agrees to comply with the General Provisions as described in Part 2 and Attachment E, which are part of this Agreement.

**8. Administration of the Agreement:**

The person acting for the Department in administering this Agreement (hereinafter referred to as the Contract Manager) is:

Melanie Sanford    Contract Analyst                      (517) 285-0412  
sanfordm2@michigan.gov

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Name	Title	Telephone No.	Email Address
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**9. Grantee's Financial Contact for the Agreement:**

The financial contact acting on behalf of the Grantee for this Agreement is:

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Name	Title
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E-Mail Address	Telephone No.
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**10. Special Conditions:**

- A. This Agreement is valid upon approval and execution by the Department which may be contingent upon approval by the State Administrative Board and signature by the Grantee.
- B. This Agreement is conditionally approved subject to and contingent upon the availability of funds.
- C. Based on the availability of funding, the Department may specify the amount of funding the Grantee may expend during a specific time period within the Agreement Period.
- D. The Department will not assume any responsibility or liability for costs incurred by the Grantee prior to the start date of this Agreement.
- E. The Grantee is required by 2004 PA 533 to receive payments by electronic funds transfer.

**11. Special Certification:**

The individual or officer signing this Agreement certifies by their signature that they are authorized to sign this Agreement on behalf of the responsible governing board, official or Grantee.

**12. Signature Section:**

**FOR the GRANTEE  
County of Genesee**

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Name	Title	Date
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**For the Michigan Department of Health and Human Services**

Christine H. Sanches		03/28/2024
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Christine H. Sanches, Director		Date
Bureau of Grants and Purchasing		

**Part 2**  
**General Provisions**

**I. Responsibilities - Grantee**

The Grantee, in accordance with the general purposes and objectives of this Agreement, must:

**A. Publication Rights**

1. Copyright materials only when the Grantee exclusively develops books, films or other such copyrightable materials through activities supported by this Agreement. The copyrighted materials cannot include recipient information or personal identification data. Grantee provides the Department a royalty-free, non-exclusive and irrevocable license to reproduce, publish and use such materials copyrighted by the Grantee and authorizes others to reproduce and use such materials.
2. Obtain prior written authorization from the Department's Office of Communications for any materials copyrighted by the Grantee or modifications bearing acknowledgment of the Department's name prior to reproduction and use of such materials. The state of Michigan may modify the material copyrighted by the Grantee and may combine it with other copyrightable intellectual property to form a derivative work. The state of Michigan will own and hold all copyright and other intellectual property rights in any such derivative work, excluding any rights or interest granted in this Agreement to the Grantee. If the Grantee ceases to conduct business for any reason or ceases to support the copyrightable materials developed under this Agreement, the state of Michigan has the right to convert its licenses into transferable licenses to the extent consistent with any applicable obligations the Grantee has.
3. Obtain written authorization, at least 14 days in advance, from the Department's Office of Communications and give recognition to the Department in any and all publications, papers and presentations arising from the Agreement activities.
4. Notify the Department's Bureau of Grants and Purchasing 30 days before applying to register a copyright with the U.S. Copyright Office. The Grantee must submit an annual report for all copyrighted materials developed by the Grantee through activities supported by this Agreement and must submit a final invention statement and certification within 60 days of the end of the Agreement period.
5. Not make any media releases related to this Agreement, without prior written authorization from the Department's Office of Communications.

**B. Fees**

1. Guarantee that any claims made to the Department under this Agreement will not be financed by any sources other than the Department under the terms of this Agreement. If funding is received through any other source, the Grantee agrees to budget the additional source of funds and reflect the source of funding on the Financial Status Report.
2. Make reasonable efforts to collect 1st and 3rd party fees, where applicable, and report those collections on the Financial Status Report. Any under recoveries of otherwise available fees resulting from failure to bill for eligible activities will be excluded from reimbursable expenditures.

**C. Grant Program Operation**

Provide the necessary administrative, professional and technical staff for operation of the grant program. The Grantee must obtain and maintain all necessary licenses, permits or other authorizations necessary for the performance of this Agreement.

Use an accounting system that can identify and account for the funds received from each separate grant, regardless of funding source, and assure that grant funds are not commingled.

**D. Reporting**

Utilize all report forms and reporting formats required by the Department at the start date of this Agreement and provide the Department with timely review and commentary on any new report forms and reporting formats proposed for issuance thereafter.

**E. Record Maintenance/Retention**

Maintain adequate program and fiscal records and files, including source documentation, to support program activities and all expenditures made under the terms of this Agreement, as required. The Grantee must assure that all terms of the Agreement will be appropriately adhered to and that records and detailed documentation for the grant project or grant program identified in this Agreement will be maintained for a period of not less than four years from the date of termination, the date of submission of the final expenditure report or until litigation and audit findings have been resolved. This section applies to the Grantee, any parent, affiliate, or subsidiary organization of the Grantee and any subcontractor that performs activities in connection with this Agreement.

**F. Authorized Access**

1. Permit within 10 calendar days of providing notification and at reasonable times, access by authorized representatives of the Department, Federal Grantor Agency, Inspector Generals, Comptroller General of the United States and State Auditor General, or any of their

duly authorized representatives, to records, papers, files, documentation and personnel related to this Agreement, to the extent authorized by applicable state or federal law, rule or regulation.

2. Acknowledge the rights of access in this section are not limited to the required retention period. The rights of access will last as long as the records are retained.
3. Cooperate and provide reasonable assistance to authorized representatives of the Department and others when those individuals have access to the Grantee's grant records.

**G. Audits**

This section only applies to Grantees designated as subrecipients by the Department (see Part 1, Section 2 A.).

1. Required Audit or Audit Exemption Notice

Submit to the Department either a Single Audit, Financial Related Audit or Audit Exemption Notice as described below. A Financial Related Audit is applicable to for-profit Grantees that are designated as subrecipients. If submitting a Single Audit or Financial Related Audit, Grantees must also submit a corrective action plan prepared in accordance with 2 CFR 200.511(c) for any audit findings that impact the Department funded programs, and management letter (if issued) with a corrective action plan.

a. Single Audit

Grantees that are a state, local government or non-profit organization that expend \$750,000 or more in federal awards during the Grantee's fiscal year must submit a Single Audit to the Department, regardless of the amount of funding received from the Department. The Single Audit must comply with the requirements of 2 CFR 200 Subpart F. The Single Audit reporting package must include all components described in 2 CFR 200.512 (c).

b. Financial Related Audit

Grantees that are for-profit organizations that expend \$750,000 or more in federal awards during the Grantee's fiscal year must submit either a financial related audit prepared in accordance with Government Auditing Standards relating to all federal awards, or an audit that meets the requirements contained in 2 CFR 200 Subpart F, if required by the federal awarding agency.

c. Audit Exemption Notice

Grantees exempt from the Single Audit and Financial Related Audit requirements (a. and b. above) must submit an Audit Exemption Notice that certifies these exemptions. The

template Audit Exemption Notice and further instructions are available at State of Michigan - MDHHS by selecting Inside MDHHS – MDHHS Audit - Audit Reporting.

2. Financial Statement Audit

Grantees exempt from the Single Audit and Financial Related Audit requirements (that are required to submit an Audit Exemption Notice as described above) must submit to the Department a Financial Statement Audit prepared in accordance with generally accepted auditing standards if the audit includes disclosures that may negatively impact the Department funded programs including but not limited to fraud, going concern uncertainties, financial statement misstatements and violations of the Agreement requirements. If submitting a Financial Statement Audit, Grantees must also submit a corrective action plan for any audit findings that impact the Department funded programs.

3. Due Date and Where to Send

The required audit and any other required submissions (i.e., corrective action plan, and management letter with a corrective action plan), and/or Audit Exemption Notice must be submitted to the Department within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the Grantee's fiscal year by e-mail to MDHHS-AuditReports@michigan.gov. Single Audit reports must be submitted simultaneously to the Department and Federal Audit Clearinghouse, in accordance with 2 CFR 200.512(a). The required submissions must be assembled in PDF files and compatible with Adobe Acrobat (read only). The subject line must state the agency name and fiscal year end. The Department reserves the right to request a hard copy of the audit materials if for any reason the electronic submission process is not successful.

4. Penalty

a. Delinquent Single Audit or Financial Related Audit

If the Grantee does not submit the required Single Audit or Financial Related Audit, including any management letter and applicable corrective action plan(s) within nine months after the end of the Grantee's fiscal year, the Department may withhold from any payment from the Department to the Grantee an amount equal to five percent of the audit year's grant funding (not to exceed \$200,000) until the required filing is received by the Department. The Department may retain the amount withheld if the Grantee is more than 120 days delinquent in meeting the filing requirements. The Department may terminate any current grant agreements if the Grantee is more than 180 days delinquent in meeting the filing requirements.

b. Delinquent Audit Exemption Notice

Failure to submit the Audit Exemption Notice, when required, may result in withholding from any payment from Department to the Grantee an amount equal to one percent of the audit year's grant funding until the Audit Exemption Notice is received.

5. Other Audits

The Department or federal agencies may also conduct or arrange for agreed upon procedures or additional audits to meet their needs.

**H. Subrecipient Monitoring**

1. When passing federal funds through to a subrecipient (if the Agreement does not prohibit the passing of federal funds through to a subrecipient), the Grantee must:
  - a. Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the information required by 2 CFR 200.332.
  - b. Ensure the subrecipient complies with all the requirements of this Agreement.
  - c. Evaluate each subrecipient's risk for noncompliance as required by 2 CFR 200.332(b).
  - d. Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with federal statutes, regulations and the terms and conditions of the subawards; that subaward performance goals are achieved; and that all monitoring requirements of 2 CFR 200.332(d) are met including reviewing financial and programmatic reports, following up on corrective actions and issuing management decisions for audit findings.
  - e. Verify that every subrecipient is audited as required by 2 CFR 200 Subpart F.
2. Develop a subrecipient monitoring plan that addresses the above requirements and provides reasonable assurance that the subrecipient administers federal awards in compliance with laws, regulations and the provisions of this Agreement, and that performance goals are achieved. The subrecipient monitoring plan should include a risk-based assessment to determine the level of oversight and monitoring activities, such as reviewing financial and performance reports, performing site visits and maintaining regular contact with subrecipients.
3. Establish requirements to ensure compliance for for-profit subrecipients as required by 2 CFR 200.501(h), as applicable.
4. Ensure that transactions with subrecipients/contractors comply with laws, regulations and provisions of contracts or grant agreements.

**I. Notification of Modifications**

Provide timely notification to the Department, in writing, of any action by its governing board or any other funding source that would require or result in significant modification in the provision of activities, funding or compliance with operational procedures.

**J. Software Compliance**

Ensure software compliance and compatibility with the Department's data systems for activities provided under this Agreement, including but not limited to stored data, databases and interfaces for the production of work products and reports. All required data under this Agreement must be provided in an accurate and timely manner without interruption, failure or errors due to the inaccuracy of the Grantee's business operations for processing data. All information systems, electronic or hard copy, that contain state or federal data must be protected from unauthorized access.

**K. Human Subjects**

Comply with Federal Policy for the Protection of Human Subjects, 45 CFR 46. The Grantee agrees that prior to the initiation of the research, the Grantee will submit Institutional Review Board (IRB) application material for all research involving human subjects, which is conducted in programs sponsored by the Department or in programs which receive funding from or through the state of Michigan, to the Department's IRB for review and approval, or the IRB application and approval materials for acceptance of the review of another IRB. All such research must be approved by a federally assured IRB, but the Department's IRB can only accept the review and approval of another institution's IRB under a formally approved interdepartmental agreement. The manner of the review will be agreed upon between the Department's IRB Chairperson and the Grantee's authorized official.

**L. Mandatory Disclosures**

1. Disclose to the Department in writing within 14 days of receiving notice of any litigation, investigation, arbitration or other proceeding (collectively, "Proceeding") involving Grantee, a subcontractor or an officer or director of Grantee or subcontractor that arises during the term of this Agreement including:
  - a. All violations of federal and state criminal law involving fraud, bribery, or gratuity violations potentially affecting the Agreement.
  - b. A criminal Proceeding;
  - c. A parole or probation Proceeding;
  - d. A Proceeding under the Sarbanes-Oxley Act;
  - e. A civil Proceeding involving:
    1. A claim that might reasonably be expected to

adversely affect Grantee's viability or financial stability;  
or

2. A governmental or public entity's claim or written allegation of fraud; or
  3. Any complaint filed in a legal or administrative proceeding alleging the Grantee or its subcontractors discriminated against its employees, subcontractors, vendors, or suppliers during the term of this Agreement; or
- f. A Proceeding involving any license that Grantee is required to possess in order to perform under this Agreement.
2. Notify the Department, at least 90 calendar days before the effective date, of a change in Grantee's ownership or executive management.

**M. Statement of Work Progress Reports**

Submit quarterly Statement of Work progress reports to the Department via the <http://egramms-mi.com/mdhhs> website by the 15th day of the month following the end of the quarter and a final report no later than 15 days following the end of this Agreement.

**N. Conflict of Interest and Code of Conduct Standards**

1. Be subject to the provisions of 1968 PA 317, as amended, 1973 PA 196, as amended, and 2 CFR 200.318 (c)(1) and (2).
2. Uphold high ethical standards and be prohibited from the following:
  - a. Holding or acquiring an interest that would conflict with this Agreement;
  - b. Doing anything that creates an appearance of impropriety with respect to the award or performance of this Agreement;
  - c. Attempting to influence or appearing to influence any state employee by the direct or indirect offer of anything of value; or
  - d. Paying or agreeing to pay any person, other than employees and consultants working for Grantee, any consideration contingent upon the award of this Agreement.
3. Immediately notify the Department of any violation or potential violation of these standards. This Section applies to Grantee, any parent, affiliate, or subsidiary organization of Grantee, and any subcontractor that performs activities in connection with this Agreement.

**O. Travel Costs**

1. Be reimbursed for travel costs (including mileage, meals, and lodging) budgeted and incurred related to activities provided under this Agreement.
  - a. If the Grantee has a documented policy related to travel

reimbursement for employees and if the Grantee follows that documented policy, the Department will reimburse the Grantee for travel costs at the Grantee's documented reimbursement rate for employees. Otherwise, the state of Michigan travel reimbursement rate applies.

- b. Federally funded Grantees must comply with Title 2 CRF 200.475.
- c. State of Michigan travel rates may be found at the following website: [http://www.michigan.gov/dtmb/0,5552,7-358-82548\\_13132---,00.html](http://www.michigan.gov/dtmb/0,5552,7-358-82548_13132---,00.html).
- d. International travel must be pre-approved by the Department and itemized in the budget.

**P. Federal Funding Accountability and Transparency Act (FFATA)**

- 1. Complete and upload the FFATA Executive Compensation report to the EGrAMS agency profile if:
  - a. The Grantee's federal revenue was 80% or more of the Grantee's annual gross revenue; AND
  - b. Grantee's gross revenue from federal awards was \$25,000,000 or more; AND
  - c. The public does not have access to the information about executive officers' compensation through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 or Section 6104 of the Internal Revenue Code of 1986.
- 2. The FFATA Executive Compensation report template can be found in EGrAMS documents.

**Q. Insurance Requirements**

- 1. Maintain at least a minimum of the insurances or governmental self-insurances listed below and be responsible for all deductibles. All required insurance or self-insurance must:
  - a. Protect the state of Michigan from claims that may arise out of, are alleged to arise out of, or result from Grantee's or a subcontractor's performance;
  - b. Be primary and non-contributing to any comparable liability insurance (including self-insurance) carried by the state; and
  - c. Be provided by a company with an A.M. Best rating of "A-" or better and a financial size of VII or better.
- 2. Insurance Types
  - a. Commercial General Liability Insurance or Governmental Self-Insurance: Except for Governmental Self-Insurance, policies must be endorsed to add "the state of Michigan, its departments, divisions, agencies, offices, commissions,

officers, employees, and agents” as additional insureds using endorsement CG 20 10 11 85, or both CG 20 10 12 19 and CG 20 37 12 19.

If the Grantee will interact with children, schools, or the cognitively impaired, the Grantee must maintain appropriate insurance coverage related to sexual abuse and molestation liability.

- b. Workers’ Compensation Insurance or Governmental Self-Insurance: Coverage according to applicable laws governing work activities. Policies must include waiver of subrogation, except where waiver is prohibited by law.
  - c. Employers Liability Insurance or Governmental Self-Insurance.
  - d. Privacy and Security Liability (Cyber Liability) Insurance: cover information security and privacy liability, privacy notification costs, regulatory defense and penalties, and website media content liability.
3. Require that subcontractors maintain the required insurances contained in this Section.
  4. This Section is not intended to and is not to be construed in any manner as waiving, restricting or limiting the liability of the Grantee from any obligations under this Agreement.
  5. Each Party must promptly notify the other Party of any knowledge regarding an occurrence which the notifying Party reasonably believes may result in a claim against either Party. The Parties must cooperate with each other regarding such claim.

**R. Fiscal Questionnaire**

1. Complete and upload the yearly fiscal questionnaire to the EGrAMS agency profile within three months of the start of the Agreement.
2. The fiscal questionnaire template can be found in EGrAMS documents.

**S. Criminal Background Check**

1. Conduct or cause to be conducted a search that reveals information similar or substantially similar to information found on an Internet Criminal History Access Tool (ICHAT) check and a national and state sex offender registry check for each new employee, employee, subcontractor, subcontractor employee, or volunteer who under this Agreement works directly with clients or has access to client information.
  - a. ICHAT: <http://apps.michigan.gov/ichat>
  - b. Michigan Public Sex Offender Registry:  
<http://www.mipsor.state.mi.us>

- c. National Sex Offender Registry: <http://www.nsopw.gov>
- 2. Conduct or cause to be conducted a Central Registry (CR) check for each new employee, employee, subcontractor, subcontractor employee, or volunteer who under this Agreement works directly with children.
  - a. Central Registry: [https://www.michigan.gov/mdhhs/0,5885,7-339-73971\\_7119\\_50648\\_48330-180331--,00.html](https://www.michigan.gov/mdhhs/0,5885,7-339-73971_7119_50648_48330-180331--,00.html)
- 3. Require each new employee, employee, subcontractor, subcontractor employee, or volunteer who, under this Agreement, works directly with clients or who has access to client information to notify the Grantee in writing of criminal convictions (felony or misdemeanor), pending felony charges, or placement on the Central Registry as a perpetrator, at hire or within 10 days of the event after hiring.
- 4. Determine whether to prohibit any employee, subcontractor, subcontractor employee, or volunteer from performing work directly with clients or accessing client information related to clients under this Agreement, based on the results of a positive ICHAT response or reported criminal felony conviction or perpetrator identification.
- 5. Determine whether to prohibit any employee, subcontractor, subcontractor employee or volunteer from performing work directly with children under this Agreement, based on the results of a positive CR response or reported perpetrator identification.
- 6. Require any employee, subcontractor, subcontractor employee or volunteer who may have access to any databases of information maintained by the federal government that contain confidential or personal information, including but not limited to federal tax information, to have a fingerprint background check performed by the Michigan State Police.

**II. Responsibilities - Department**

The Department in accordance with the general purposes and objectives of this Agreement will:

**A. Reimbursement**

Provide reimbursement in accordance with the terms and conditions of this Agreement based upon appropriate reports, records and documentation maintained by the Grantee.

**B. Report Forms**

Provide any report forms and reporting formats required by the Department at the start date of this Agreement and provide to the Grantee any new report forms and reporting formats proposed for issuance thereafter at least 30 days prior to their required usage in order to afford the Grantee an opportunity to review.

**III. Assurances**

The following assurances are hereby given to the Department:

**A. Compliance with Applicable Laws**

The Grantee will comply with applicable federal and state laws, guidelines, rules and regulations in carrying out the terms of this Agreement. The Grantee will also comply with all applicable general administrative requirements, such as 2 CFR 200, covering cost principles, grant/agreement principles and audits, in carrying out the terms of this Agreement. The Grantee will comply with all applicable requirements in the original grant awarded to the Department if the Grantee is a subgrantee. The Department may determine that the Grantee has not complied with applicable federal or state laws, guidelines, rules and regulations in carrying out the terms of this Agreement and may then terminate this Agreement under Part 2, Section V.

**B. Anti-Lobbying Act**

The Grantee will comply with the Anti-Lobbying Act (31 U.S.C. 1352) as revised by the Lobbying Disclosure Act of 1995 (2 U.S.C. 1601 et seq.), Federal Acquisition Regulations 52.203.11 and 52.203.12, and Section 503 of the Departments of Labor, Health & Human Services, and Education, and Related Agencies section of the current fiscal year Omnibus Consolidated Appropriations Act. Further, the Grantee must require that the language of this assurance be included in the award documents of all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients must certify and disclose accordingly.

**C. Non-Discrimination**

1. The Grantee must comply with the Department's non-discrimination statement: The Michigan Department of Health and Human Services does not discriminate against any individual or group on the basis of race, national origin, color, sex, disability, religion, age, height, weight, familial status, partisan considerations, or genetic information. Sex-based discrimination includes, but is not limited to, discrimination based on sexual orientation, gender identity, gender expression, sex characteristics, and pregnancy. The Grantee further agrees that every subcontract entered into for the performance of any contract or purchase order resulting therefrom, will contain a provision requiring non-discrimination in employment, activity delivery and access, as herein specified, binding upon each subcontractor. This covenant is required pursuant to the Elliot-Larsen Civil Rights Act (1976 PA 453, as amended; MCL 37.2101 et seq.) and the Persons with Disabilities Civil Rights Act (1976 PA 220, as amended; MCL 37.1101 et seq.), and any breach thereof may be regarded as a material breach of this Agreement.

2. The Grantee will comply with all federal and state statutes relating to nondiscrimination. These include but are not limited to:
  - a. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination based on race, color or national origin;
  - b. Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, 1685-1686), which prohibits discrimination based on sex;
  - c. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination based on disabilities;
  - d. The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination based on age;
  - e. The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination based on drug abuse;
  - f. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination based on alcohol abuse or alcoholism;
  - g. Sections 523 and 527 of the Public Health Service Act of 1944 (42 U.S.C. 290 dd-2), as amended, relating to confidentiality of alcohol and drug abuse patient records;
  - h. Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and,
  - i. The requirements of any other nondiscrimination statute(s) which may apply to the application.
3. Additionally, assurance is given to the Department that proactive efforts will be made to identify and encourage the participation of minority-owned and women-owned businesses, and businesses owned by persons with disabilities in contract solicitations. The Grantee must include language in all contracts awarded under this Agreement which (1) prohibits discrimination against minority-owned and women-owned businesses and businesses owned by persons with disabilities in subcontracting; and (2) makes discrimination a material breach of contract.

**D. Debarment and Suspension**

The Grantee will comply with federal regulation 2 CFR 180 and certifies to the best of its knowledge and belief that it, its employees and its subcontractors:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or contractor;

2. Have not within a five-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) or private transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in section 2;
4. Have not within a five-year period preceding this Agreement had one or more public transactions (federal, state or local) terminated for cause or default; and
5. Have not committed an act of so serious or compelling a nature that it affects the Grantee's present responsibilities.

**E. Pro-Children Act**

1. The Grantee will comply with the Pro-Children Act of 1994 (P.L. 103-227; 20 U.S.C. 6081, et seq.), which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted by and used routinely or regularly for the provision of health, day care, early childhood development activities, education or library activities to children under the age of 18, if the activities are funded by federal programs either directly or through state or local governments; by federal grant, contract, loan or loan guarantee. The law also applies to children's activities that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The law does not apply to children's activities provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; activity providers whose sole source of applicable federal funds is Medicare or Medicaid; or facilities where Women, Infants, and Children (WIC) coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity. The Grantee also assures that this language will be included in any subawards which contain provisions for children's activities.
2. The Grantee also assures, in addition to compliance with P.L. 103-227, any activity funded in whole or in part through this Agreement will be delivered in a smoke-free facility or environment. Smoking must not be permitted anywhere in the facility, or those parts of the facility under the

control of the Grantee. If activities are delivered in facilities or areas that are not under the control of the Grantee (e.g., a mall, restaurant or private work site), the activities must be smoke-free.

**F. Hatch Act and Intergovernmental Personnel Act**

The Grantee will comply with the Hatch Act (5 U.S.C. 1501-1508, 5 U.S.C. 7321-7326), and the Intergovernmental Personnel Act of 1970 (P.L. 91-648) as amended by Title VI of the Civil Service Reform Act of 1978 (P.L. 95-454). Federal funds cannot be used for partisan political purposes of any kind by any person or organization involved in the administration of federally assisted programs.

**G. Employee Whistleblower Protections**

The Grantee will comply with 41 U.S.C. 4712 and must insert this clause in all subcontracts.

**H. Clean Air Act and Federal Water Pollution Control Act**

The Grantee will comply with the Clean Air Act (42 U.S.C. 7401-7671(q)) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1388), as amended. This Agreement and anyone working on this Agreement will be subject to the Clean Air Act and Federal Water Pollution Control Act and must comply with all applicable standards, orders or regulations issued pursuant to these Acts. Violations must be reported to the Department.

**I. Victims of Trafficking and Violence Protection Act**

The Grantee will comply with the Victims of Trafficking and Violence Protection Act of 2000 (P.L. 106-386), as amended.

This Agreement and anyone working on this Agreement will be subject to P.L. 106-386 and must comply with all applicable standards, orders or regulations issued pursuant to this Act. Violations must be reported to the Department.

**J. Procurement of Recovered Materials**

The Grantee will comply with section 6002 of the Solid Waste Disposal Act of 1965 (P.L. 89-272), as amended.

This Agreement and anyone working on this Agreement will be subject to section 6002 of P.L. 89-272, as amended, and must comply with all applicable standards, orders or regulations issued pursuant to this Act. Violations must be reported to the Department.

**K. Subcontracts**

For any subcontracted activity or product, the Grantee will ensure:

1. That a written subcontract is executed by all affected parties prior to the initiation of any new subcontract activity or delivery of any subcontracted product. Exceptions to this policy may be granted by the Department if the Grantee asks the Department in writing within 30 days of execution of the Agreement.
2. That any executed subcontract to this Agreement must require the

subcontractor to comply with all applicable terms and conditions of this Agreement. In the event of a conflict between this Agreement and the provisions of the subcontract, the provisions of this Agreement will prevail.

A conflict between this Agreement and a subcontract, however, will not be deemed to exist where the subcontract:

- a. Contains additional non-conflicting provisions not set forth in this Agreement;
  - b. Restates provisions of this Agreement to afford the Grantee the same or substantially the same rights and privileges as the Department; or
  - c. Requires the subcontractor to perform duties and/or activities in less time than that afforded the Grantee in this Agreement.
3. That the subcontract does not affect the Grantee's accountability to the Department for the subcontracted activity.
  4. That any billing or request for reimbursement for subcontract costs is supported by a valid subcontract and adequate source documentation on costs and activities.
  5. That the Grantee will submit a copy of the executed subcontract if requested by the Department.

**L. Procurement**

1. Grantee will ensure that all purchase transactions, whether negotiated or advertised, are conducted openly and competitively in accordance with the principles and requirements of 2 CFR 200.
2. Funding from this Agreement must not be used for the purchase of foreign goods or services.
3. Preference must be given to goods and services manufactured or provided by Michigan businesses, if they are competitively priced and of comparable quality.
4. Preference must be given to goods and services that are manufactured or provided by Michigan businesses owned and operated by veterans, if they are competitively priced and of comparable quality.
5. Records must be sufficient to document the significant history of all purchases and must be maintained for a minimum of four years after the end of the Agreement period.

**M. Health Insurance Portability and Accountability Act**

To the extent that the Health Insurance Portability and Accountability Act (HIPAA) is applicable to the Grantee under this Agreement, the Grantee assures that it is in compliance with requirements of HIPAA including the following:

1. The Grantee must not share any protected health information provided by the Department that is covered by HIPAA except as permitted or required by applicable law, or to a subcontractor as appropriate under this Agreement.
2. The Grantee will ensure that any subcontractor will have the same obligations as the Grantee not to share any protected health data and information from the Department that falls under HIPAA requirements in the terms and conditions of the subcontract.
3. The Grantee must only use the protected health data and information for the purposes of this Agreement.
4. The Grantee must have written policies and procedures addressing the use of protected health data and information that falls under the HIPAA requirements. The policies and procedures must meet all applicable federal and state requirements including the HIPAA regulations. These policies and procedures must include restricting access to the protected health data and information by the Grantee's employees.
5. The Grantee must have a policy and procedure to immediately report to the Department any suspected or confirmed unauthorized use or disclosure of protected health information that falls under the HIPAA requirements of which the Grantee becomes aware. The Grantee will work with the Department to mitigate the breach and will provide assurances to the Department of corrective actions to prevent further unauthorized uses or disclosures. The Department may demand specific corrective actions and assurances and the Grantee must provide the same to the Department.
6. Failure to comply with any of these contractual requirements may result in the termination of this Agreement in accordance with Part 2, Section V.
7. In accordance with HIPAA requirements, the Grantee is liable for any claim, loss or damage relating to unauthorized use or disclosure of protected health data and information, including without limitation the Department's costs in responding to a breach, received by the Grantee from the Department or any other source.
8. The Grantee will enter into a business associate agreement should the Department determine such an agreement is required under HIPAA.

**N. Website Incorporation**

The Department is not bound by any content on Grantee's website or other internet communication platforms or technologies, unless expressly incorporated directly into this Agreement. The Department is not bound by any end user license agreement or terms of use unless specifically incorporated in this Agreement or any other agreement signed by the Department. The Grantee must not refer to the Department on the Grantee's website or other

internet communication platforms or technologies without the prior written approval of the Department.

**O. Survival**

The provisions of this Agreement that impose continuing obligations will survive the expiration or termination of this Agreement.

**P. State Data**

1. **Ownership.** The Department's data ("State Data," which will be treated by Grantee as Confidential Information) includes: (a) the Department's data, user data, and any other data collected, used, processed, stored, or generated as the result of this Agreement; (b) personally identifiable information ("PII") collected, used, processed, stored, or generated as the result of this Agreement, including, without limitation, any information that identifies an individual, such as an individual's social security number or other government-issued identification number, date of birth, address, telephone number, biometric data, mother's maiden name, email address, credit card information, or an individual's name in combination with any other of the elements here listed; and, (c) protected health information ("PHI") collected, used, processed, stored, or generated as the result of this Agreement, which is defined under the Health Insurance Portability and Accountability Act (HIPAA) and its related rules and regulations. State Data is and will remain the sole and exclusive property of the Department and all right, title, and interest in the same is reserved by the Department.
  
2. **Grantee Use of State Data.** Grantee is provided a limited license to State Data for the sole and exclusive purpose of providing the activities outlined in the Agreement's Statement of Work, including a license to collect, process, store, generate, and display State Data only to the extent necessary in the provision of the Agreement's Statement of Work. Grantee must: (a) keep and maintain State Data in strict confidence, using such degree of care as is appropriate and consistent with its obligations as further described in this Agreement and applicable law to avoid unauthorized access, use, disclosure, or loss; (b) use and disclose State Data solely and exclusively for the purpose of providing the activities described in the Statement of Work, such use and disclosure being in accordance with this Agreement, any applicable Statement of Work, and applicable law; (c) keep and maintain State Data in the continental United States and (d) not use, sell, rent, transfer, distribute, commercially exploit, or otherwise disclose or make available State Data for Grantee's own purposes or for the benefit of anyone other than the Department without the Department's prior written consent. Grantee's misuse of State Data may violate state or federal laws, including but not limited to MCL

752.795.

3. Extraction of State Data. Grantee must, within five business days of the Department's request, provide the Department, without charge and without any conditions or contingencies whatsoever (including but not limited to the payment of any fees due to Grantee), an extract of the State Data in the format specified by the Department.
4. Backup and Recovery of State Data. Grantee is responsible for maintaining a backup of State Data and for an orderly and timely recovery of such data. Grantee must maintain a contemporaneous backup of State Data that can be recovered within two hours at any point in time.
5. Loss or Compromise of Data. In the event of any act, error or omission, negligence, misconduct, or breach on the part of Grantee that compromises or is suspected to compromise the security, confidentiality, or integrity of State Data or the physical, technical, administrative, or organizational safeguards put in place by Grantee that relate to the protection of the security, confidentiality, or integrity of State Data, Grantee must, as applicable: (a) notify the Department as soon as practicable but no later than 24 hours of becoming aware of such occurrence; (b) cooperate with the Department in investigating the occurrence, including making available all relevant records, logs, files, data reporting, and other materials required to comply with applicable law or as otherwise required by the Department; (c) in the case of PII or PHI, at the Department's sole election, (i) with approval and assistance from the Department, notify the affected individuals who comprise the PII or PHI as soon as practicable but no later than is required to comply with applicable law, or, in the absence of any legally required notification period, within five calendar days of the occurrence; or (ii) reimburse the Department for any costs in notifying the affected individuals; (d) in the case of PII, provide third-party credit and identity monitoring services to each of the affected individuals who comprise the PII for the period required to comply with applicable law, or, in the absence of any legally required monitoring services, for no less than 24 months following the date of notification to such individuals; (e) perform or take any other actions required to comply with applicable law as a result of the occurrence; (f) pay for any costs associated with the occurrence, including but not limited to any costs incurred by the Department in investigating and resolving the occurrence, including reasonable attorney's fees associated with such investigation and resolution; (g) without limiting Grantee's obligations of indemnification as further described in this Agreement, indemnify,

defend, and hold harmless the Department for any and all claims, including reasonable attorneys' fees, costs, and incidental expenses, which may be suffered by, accrued against, charged to, or recoverable from the Department in connection with the occurrence; (h) be responsible for recreating lost State Data in the manner and on the schedule set by the Department without charge to the Department; and, (i) provide to the Department a detailed plan within 10 calendar days of the occurrence describing the measures Grantee will undertake to prevent a future occurrence. Notification to affected individuals, as described above, must comply with applicable law, be written in plain language, not be tangentially used for any solicitation purposes, and contain, at a minimum: name and contact information of Grantee's representative; a description of the nature of the loss; a list of the types of data involved; the known or approximate date of the loss; how such loss may affect the affected individual; what steps Grantee has taken to protect the affected individual; what steps the affected individual can take to protect himself or herself; contact information for major credit card reporting agencies; and, information regarding the credit and identity monitoring services to be provided by Grantee. The Department will have the option to review and approve any notification sent to affected individuals prior to its delivery. Notification to any other party, including but not limited to public media outlets, must be reviewed, and approved by the Department in writing prior to its dissemination. The parties agree that any damages relating to a breach of this section are to be considered direct damages and not consequential damages.

6. Surrender of Confidential Information upon Termination. Upon termination or expiration of this Contract or a Statement of Work, in whole or in part, each party must, within 5 Business Days from the date of termination, return to the other party any and all Confidential Information received from the other party, or created or received by a party on behalf of the other party, which are in such party's possession, custody, or control. Upon confirmation from the State, of receipt of all data, Grantee must permanently sanitize or destroy the State's Confidential Information, including State Data, from all media including backups using National Security Agency ("NSA") and/or National Institute of Standards and Technology ("NIST") (NIST Guide for Media Sanitization 800-88) data sanitization methods or as otherwise instructed by the State. If the State determines that the return of any Confidential Information is not feasible or necessary, Grantee must destroy the Confidential Information as specified above. The Grantee must certify the destruction of Confidential Information

(including State Data) in writing within 5 Business Days from the date of confirmation from the State. Any requirement on the Grantee's part to retain data beyond the end of this contract must be authorized by the State

**Q. Non-Disclosure of Confidential Information**

1. The Grantee agrees that it will use confidential information solely for the purpose of this Agreement. The Grantee agrees to hold all confidential information in strict confidence and not to copy, reproduce, sell, transfer or otherwise dispose of, give or disclose such confidential information to third parties other than employees, agents, or subcontractors of a party who have a need to know in connection with this Agreement or to use such confidential information for any purpose whatsoever other than the performance of this Agreement. The Grantee must take all reasonable precautions to safeguard the confidential information. These precautions must be at least as great as the precautions the Grantee takes to protect its own confidential or proprietary information.
2. Meaning of Confidential Information  
For the purpose of this Agreement the term "confidential information" means all information and documentation that:
  - a. Has been marked "confidential" or with words of similar meaning, at the time of disclosure by such party;
  - b. If disclosed orally or not marked "confidential" or with words of similar meaning, was subsequently summarized in writing by the disclosing party and marked "confidential" or with words of similar meaning;
  - c. Should reasonably be recognized as confidential information of the disclosing party;
  - d. Is unpublished or not available to the general public; or
  - e. Is designated by law as confidential.
3. The term "confidential information" does not include any information or documentation that was:
  - a. Subject to disclosure under the Michigan Freedom of Information Act (FOIA);
  - b. Already in the possession of the receiving party without an obligation of confidentiality;
  - c. Developed independently by the receiving party, as demonstrated by the receiving party, without violating the disclosing party's proprietary rights;
  - d. Obtained from a source other than the disclosing party without an obligation of confidentiality; or

- e. Publicly available when received or thereafter became publicly available (other than through an unauthorized disclosure by, through or on behalf of, the receiving party).
- 4. The Grantee must notify the Department within one business day after discovering any unauthorized use or disclosure of confidential information. The Grantee will cooperate with the Department in every way possible to regain possession of the confidential information and prevent further unauthorized use or disclosure.

**R. Data Privacy and Information Security**

- 1. Undertaking by Grantee. Without limiting Grantee's obligation of confidentiality as further described, Grantee is responsible for establishing and maintaining a data privacy and information security program, including physical, technical, administrative, and organizational safeguards, that is designed to: (a) ensure the security and confidentiality of the State Data; (b) protect against any anticipated threats or hazards to the security or integrity of the State Data; (c) protect against unauthorized disclosure, access to, or use of the State Data; (d) ensure the proper disposal of State Data; and (e) ensure that all employees, agents, and subcontractors of Grantee, if any, comply with all of the foregoing. In no case will the safeguards of Grantee's data privacy and information security program be less stringent than the safeguards used by the Department, and Grantee must at all times comply with all applicable State policies and standards, which are available to Grantee upon request.
- 2. Audit by Grantee. No less than annually, Grantee must conduct a comprehensive independent third-party audit of its data privacy and information security program and provide such audit findings to the Department.
- 3. Right of Audit by the State. Without limiting any other audit rights of the Department, the Department has the right to review Grantee's data privacy and information security program prior to the commencement of the Agreement's Statement of Work and from time to time during the term of this Agreement. During the providing of the Agreement's Statement of Work, on an ongoing basis from time to time and without notice, the Department, at its own expense, is entitled to perform, or to have performed, an on-site audit of Grantee's data privacy and information security program. In lieu of an on-site audit, upon request by the Department, Grantee agrees to complete, within 45 calendar days of receipt, an audit questionnaire provided by the Department regarding Grantee's data privacy and information security program.
- 4. Audit Findings. Grantee must implement any required safeguards as

identified by the Department or by any audit of Grantee's data privacy and information security program.

**S. Cap on Salaries**

None of the funds awarded to the Grantee through this Agreement will be used to pay, either through a grant or other external mechanism, the salary of an individual at a rate in excess of Executive Level II. The current rates of pay for the Executive Schedule are located on the United States Office of Personnel Management web site, <http://www.opm.gov>, by navigating to Policy — Pay & Leave — Salaries & Wages. The salary rate limitation does not restrict the salary that a Grantee may pay an individual under its employment; rather, it merely limits the portion of that salary that may be paid with funds from this Agreement.

**IV. Financial Requirements**

**A. Operating Advance**

An operating advance may be requested by the Grantee to assist with program operations. The request should be addressed to the Contract Manager identified in Part 1, Section VIII. The operating advance will be administered as follows:

1. The operating advance amount requested must be reasonable in relation to factors including but not limited to program requirements, the period of the Agreement, and the financial obligation. The advance must not exceed 16.67 percent of operating expenses. Operating advances will be monitored and adjusted by the Department relative to the Agreement amount.
2. The operating advance must be recorded as an account payable liability to the Department in the Grantee's financial records. The operating advance payable liability must remain in the Grantee's financial records until fully recovered by the Department.
3. The reimbursement for actual expenditures by the Department should be used by the Grantee to replenish the operating advance used for program operations.
4. The operating advance must be returned to the Department within 30 days of the end date of this Agreement unless the Grantee has a recurring agreement with the Department. Subsequent Department agreements may not be executed if an outstanding operational advance has not been repaid.

The Department may obtain the Michigan Department of Treasury's assistance in collecting outstanding operating advances. The Department will comply with the Michigan Department of Treasury's Due Process procedures prior to forwarding claims to Treasury. Specific

Due Process procedures include the following:

- a. An offer from the Department of a hearing to dispute the debt, identifying the time, place and date of such hearing.
  - b. A hearing by an impartial official.
  - c. An opportunity for the Grantee to examine the Department's associated records.
  - d. An opportunity for the Grantee to present evidence in person or in writing.
  - e. A hearing official with full authority to correct errors and decide not to forward debt to Treasury.
  - f. Grantee representation by an attorney and presentation of witnesses if necessary.
5. If the Grantee has a recurring agreement with the Department, the Department requires an annual confirmation of the outstanding operating advance. At the end of either the Agreement period or Department's fiscal year, whichever is first, the Grantee must respond to the Department's request for confirmation of the operating advance. Failure to respond to the confirmation request may result in the Department recovering all or part of an outstanding operating advance.

**B. Reimbursement Method**

The Grantee will be paid for allowable expenditures incurred by the Grantee, submitted for reimbursement on the Financial Status Reports (FSRs) and approved by the Department. Reimbursement from the Department is based on the understanding that Department funds will be paid up to the total Department allocation as agreed to in the approved budget. Department funds are the first source after the application of fees and earmarked sources unless a specific local match condition exists.

**C. Financial Status Report Submission**

The Grantee must electronically prepare and submit FSRs to the Department via the EGrAMS website <http://egram-mi.com/mdhhs>.

FSRs must be submitted on a monthly basis, no later than 30 days after the close of each calendar month. The monthly FSRs must reflect total actual program expenditures, up to the total agreement amount. Failure to meet financial reporting responsibilities as identified in this Agreement may result in withholding future payments.

The Grantee representative who submits the FSR is certifying to the best of their knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of this Agreement. The individual submitting the FSR should be aware that any false, fictitious or fraudulent information, or the omission of any material facts, may subject them

to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

The instructions for completing the FSR form are available on the EGrAMS website <http://egram-mi.com/mdhhs>. Send FSR questions to [FSRMDHHS@michigan.gov](mailto:FSRMDHHS@michigan.gov).

**D. Reimbursement Mechanism**

All Grantees must register using the on-line vendor self-service site to receive all state of Michigan payments as Electronic Funds Transfers (EFT)/Direct Deposits, as mandated by MCL 18.1283a. Vendor registration information is available through the Department of Technology, Management and Budget's web site: <https://www.michigan.gov/sigmavss>.

**E. Final Obligations and Financial Status Reporting Requirements**

1. Obligation Report

The Obligation Report, based on annual guidelines, must be submitted by the due date established by and using the format provided by the Department's Expenditures Operations Division. The Grantee must provide an estimate of unbilled expenditures for the entire Agreement period. The information on the report will be used to record the Department's year-end accounts payable and receivable for this Agreement.

2. Department-wide Payment Suspension

A temporary payment suspension is in effect on agreements during the Department's year-end closing period. The Department will notify the Grantee of the date by which FSRs should be submitted to ensure payment prior to the payment suspension period.

3. Final FSRs

Final FSRs are due 30 days following the end of the Agreement period. The final FSR must be clearly marked "Final." Final FSRs not received by the due date may result in the loss of funding requested on the Obligation Report and may result in a potential reduction in a subsequent year's Agreement amount.

**F. Unobligated Funds**

Any unobligated balance of funds held by the Grantee at the end of the Agreement period will be returned to the Department within 30 days of the end of the Agreement or treated in accordance with instructions provided by the Department.

**G. Indirect Costs**

The Grantee may use an approved federal or state indirect rate in their budget calculations and financial status reporting. If the Grantee does not have an existing approved federal or state indirect rate, they may use a 10% de minimis rate in accordance with 2 CFR 200 to recover their indirect costs. Governmental Grantees with an existing cost allocation plan may budget accordingly in lieu of an indirect cost rate. Non-governmental Grantees may use a cost allocation plan only if the plan was in place prior to December 26, 2014.

**V. Agreement Termination**

This Agreement may be terminated without further liability or penalty to the Department for any of the following reasons:

- A. By either party by giving 30 days written notice to the other party stating the reasons for termination and the effective date.
- B. By either party with 30 days written notice upon the failure of either party to carry out the terms and conditions of this Agreement, provided the alleged defaulting party is given notice of the alleged breach and fails to cure the default within the 30-day period.
- C. Immediately if the Grantee or an official of the Grantee or an owner is convicted of any activity referenced in Part 2 Section III. D. of this Agreement during the term of this Agreement or any extension thereof.
- D. Immediately if the Department determines that Grantee fails or has failed to meet its obligations under Part 2 Section III.

**VI. Stop Work Order**

The Department may suspend any or all activities under this Agreement at any time. The Department will provide the Grantee with a written stop work order detailing the suspension. Grantee must comply with the stop work order upon receipt. The Department will not pay for activities, Grantee's incurred expenses or financial losses, or any additional compensation during a stop work period.

**VII. Final Reporting Upon Termination**

Should this Agreement be terminated by either party, within 30 days after the termination, the Grantee must provide the Department with all financial, performance and other reports required as a condition of this Agreement. The Department will make payments to the Grantee for allowable reimbursable costs not covered by previous payments or other state or federal programs. The Grantee must immediately refund to the Department any funds not authorized for use and any payments or funds advanced to the Grantee in excess of allowable reimbursable expenditures.

**VIII. Severability**

If any part of this Agreement is held invalid or unenforceable by any court of competent jurisdiction, that part will be deemed deleted from this Agreement and the severed part will be replaced by agreed upon language that achieves the same or similar objectives. The remaining parts of the Agreement will continue in full force and

effect.

**IX. Waiver**

Failure by the Department to enforce any provision of this Agreement will not constitute a waiver of the Department's right to enforce any other provision of this Agreement.

**X. Amendments**

Any changes to this Agreement will be valid only if made in writing and executed by all parties through an amendment to this Agreement. Any change proposed by the Grantee which would affect the Department funding of any project must be submitted in writing to the Department immediately upon determining the need for such change. The Department has sole discretion to approve or deny the amendment request. The Grantee must, upon request of the Department and receipt of a proposed amendment, amend this Agreement.

**XI. Liability**

The Grantee assumes all liability to third parties, loss, or damage because of claims, demands, costs, or judgments arising out of activities, such as but not limited to direct activity delivery, to be carried out by the Grantee in the performance of this Agreement, under the following conditions:

- A. The liability, loss, or damage is caused by, or arises out of, the actions of or failure to act on the part of the Grantee, any of its subcontractors, or anyone directly or indirectly employed by the Grantee.
- B. Nothing herein will be construed as a waiver of any governmental immunity that has been provided to the Grantee or its employees by statute or court decisions.

The Department is not liable for consequential, incidental, indirect or special damages, regardless of the nature of the action.

**XII. State of Michigan Agreement**

This Agreement is governed, construed, and enforced in accordance with Michigan law, excluding choice-of-law principles, and all claims relating to or arising out of this Agreement are governed by Michigan law, excluding choice-of-law principles. Any dispute arising from this Agreement must be resolved in the Michigan Court of Claims. Complaints against the State must be initiated in Ingham County, Michigan. Grantee waives any objections, such as lack of personal jurisdiction or forum non conveniens. Grantee must appoint an agent in Michigan to receive service of process.

**A Attachment A - Statement of Work**

<b>Objective :</b>	<p>GCCARD's objective for the Local Water Utility Affordability Program is to assist Genesee County residents with water and/or wastewater services by obtaining funding throughout the duration of the program in the amount of \$3,500,000 between April 1, 2024 through September 30, 2026. It is also our goal to assist with the lingering effects of the Flint Water crisis which has still not been entirely resolved and still encompasses a large mass of individuals with high water arrearages. This grant will enable GCCARD to hire two additional full-time Intake/Outreach Specialists with benefits that will be able to complete intake and assessments and provide the support needed to meet the needs of families we assist in crisis. The new staff will provide support directly to all clients through a more holistic family oriented comprehensive approach to our service delivery than we are currently able to provide with one staff servicing the entire county. The staff will be trained in empowOR and will be able to provide reports that include demographics, services outcomes of individual and households served as required under this grant. GCCARD's Neighborhood Services Center Supervisor is proficient in utilizing empowOR for reporting, referrals and daily intake and assessment processing and will aid in training new staff along with staff attending training offered by the State of Michigan. The staff will build upon the collaboration currently established, identify new partnerships, agencies, organizations, and services that can assist low-income families within Genesee County and make referrals as appropriate to aid families in need.</p>
<b>Activity :</b>	<p>The activity that will be carried out to accomplish this objective will consist of providing intake/outreach services that will aid Genesee County residents. GCCARD staff have always served as advocates for the poor and will continue to do so for families as well as directly with families and the agencies that may be able to assist the families in affecting positive outcomes in their crisis.</p> <p>The Local Water Utility Affordability program will be promoted throughout the County during Advisory Board meetings, during outreach events and through social media. Clients will be encouraged to apply and the empowOR system will be reviewed daily to ensure all reporting and documentation has been inputted into the online system with special attention to ensure that reporting requirements under this grant will be included which are but are not limited to:</p> <ul style="list-style-type: none"><li>• Demographic on each individual and household.</li><li>• Services received in addition to award amounts.</li><li>• Determination of water/wastewater service was restored after disconnection.</li><li>• Determination if utility disconnection was avoided.</li><li>• Determination if payments for individuals with rate reductions /not in arrear or on a payment plan.</li><li>• Determination of individuals whose inoperable metered water/wastewater line or equipment was repaired or replaced.</li><li>• The number of households whose water/wastewater service arrearages were over \$3,000.</li></ul>
<b>Responsible Staff :</b>	Clerical Staff, Intake/Outreach Specialist, NSC Sup, NSC Dir, GCCARD Director
<b>Date Range :</b>	04/01/2024 - 09/30/2024
<b>Expected Outcome :</b>	GCCARD's projected number of low-income households to be served that fall at or below 200% of the federal poverty level for this grant is 1620 individuals and households within Genesee County over a 27-month period reaching approximately 60 households per month.
<b>Measurement :</b>	Success of the Local Water Utility Affordability Program will be measured based on the total number of households served.

B1 Attachment B1 - Program Budget Summary

<b>PROGRAM</b> Local Water Utility Affordability-2024			<b>DATE PREPARED</b> 3/28/2024	
<b>CONTRACTOR NAME</b> County of Genesee			<b>BUDGET PERIOD</b> From : 4/1/2024 To : 9/30/2024	
<b>MAILING ADDRESS (Number and Street)</b> 420 W. Fifth			<b>BUDGET AGREEMENT</b> <input checked="" type="checkbox"/> Original <input type="checkbox"/> Amendment	
			<b>AMENDMENT #</b> 0	
<b>CITY</b> Flint	<b>STATE</b> MI	<b>ZIP CODE</b> 48503-2445	<b>FEDERAL ID NUMBER</b> 38-6004849	

	Category	Total	Amount
1	Allocation Amount	750,000.00	750,000.00
<b>TOTAL EXPENDITURES</b>		<b>750,000.00</b>	<b>750,000.00</b>

**SOURCE OF FUNDS**

	Category	Total	Amount
1	State Agreement	750,000.00	750,000.00
	<b>Totals</b>	<b>750,000.00</b>	<b>750,000.00</b>

**B2 Attachment B2 - Program Budget - Cost Detail Schedule**

	Line Item	Total
<b>1</b>	<b>Allocation Amount</b>	
	Allocation Amount	750,000.00
<b>TOTAL EXPENDITURES</b>		<b>750,000.00</b>

- B3**    **Attachment B3 - Equipment Inventory Schedule**  
Attachment B3 - Equipment Inventory Schedule
- C**     **Attachment C - Performance Report Requirements**  
Attachment C - Performance/Progress Report Requirements
- E**     **Attachment E - Program Requirements**  
Attachment E - Program Specific Requirements

DESCRIPTION: LWUA Budget

GL #	DESCRIPTION	Increase/(Decrease)
2810-695.39-504.000	FEDERAL PARTICIPATION	112,500.00
2810-695.39-702.000	SALARIES & WAGES	\$68,500.00
2810-695.39-709.000	SOCIAL SECURITY	\$5,240.25
2810-695.39-718.000	MEDICAL INSURANCE	\$16,440.00
2810-695.39-723.000	POST-RETIREMENT BENEFIT	\$1,096.00
2810-695.39-725.000	OPTICAL INSURANCE	\$109.60
2810-695.39-726.000	DENTAL INSURANCE	\$732.95
2810-695.39-727.000	LIFE HEALTH INSURANCE	\$582.25
2810-695.39-728.000	RETIREMENT	\$5,480.00
2810-695.39-729.000	WORKERS COMPENSATION	\$438.40
2810-695.39-730.000	UNEMPLOYMENT	\$137.00
2810-695.39-754.000	SUPPLIES OFFICE	\$1,155.55
2810-695.39-759.002	GAS & OIL VEHICLES FEDERAL	\$500.00
2810-695.39-801.002	SERVICE CONTRACTS FEDERAL	\$3,000.00
2810-695.39-835.001	HEALTH SERVICES EMPLOYEES	\$400.00
2810-695.39-840.001	INSURANCE LIABILITY FEDERAL	\$2,638.00
2810-695.39-850.000	TELEPHONE	\$350.00
2810-695.39-851.000	POSTAGE	200.00
2810-695.39-915.000	MEMBERSHIPS	400.00
2810-695.39-957.004	CONVENIENCE COPIER CHARGES	500.00
2810-695.39-958.011	CENTRAL SERVICES ALLOCATION	4,100.00
2810-695.39-958.014	CSA	500.00
2810-695.41-504.000	FEDERAL PARTICIPATION	637,500.00
2810-695.41-702.000	SALARIES & WAGES	54,345.00
2810-695.41-709.000	SOCIAL SECURITY	4,157.00
2810-695.41-718.000	MEDICAL INSURANCE	32,880.00
2810-695.41-723.000	POST-RETIREMENT BENEFIT	1,096.00
2810-695.41-725.000	OPTICAL INSURANCE	260.00
2810-695.41-726.000	DENTAL INSURANCE	583.00
2810-695.41-727.000	LIFE HEALTH INSURANCE	1,164.00
2810-695.41-728.000	RETIREMENT	10,959.00
2810-695.41-729.000	WORKERS COMPENSATION	348.00
2810-695.41-730.000	UNEMPLOYMENT	108.00
2810-695.41-924.000	Utilities	531,600.00

e)

DESCRIPTION: LWUA Budget

GL #	DESCRIPTION	Increase/(Decrease)
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2810-695.41-729.000	WORKERS COMPENSATION	348.00
2810-695.41-730.000	UNEMPLOYMENT	108.00
2810-695.41-924.000	Utilities	531,600.00

## GRANT OPENING CERTIFICATION FORM

I, \_\_\_\_\_, am an official of \_\_\_\_\_ (subrecipient name), and I certify that:

1. I have the authority on behalf of \_\_\_\_\_ (subrecipient name) to receive the payment from the State of Michigan from the State and Local Fiscal Recovery Fund (SLFRF) as created in the American Rescue Plan Act, Public Law 117-2.
2. I understand the State of Michigan will rely on this certification as a material representation in issuing a SLFRF payment to \_\_\_\_\_ (subrecipient name).
3. \_\_\_\_\_ (subrecipient name), is receiving payment for services provided to carry out the objectives of the grant agreement. Funds received under this grant agreement will be used solely for eligible SLFRF expenditures as described in the [SLFRF Final Rule](#), the [SLFRF Final Rule Overview](#), and the associated [FAQs](#).
4. All subrecipients receiving funds under the FRF8316 Local Water Utility Affordability project shall retain documentation supporting the reporting requirements in this document. Such documentation shall be provided to the state upon request and maintained by the grantee until at least December 31, 2031.
5. Program funds received cannot be used for expenditures for which the subrecipient has received/will receive any other federal funds or emergency COVID-19 supplemental funding (whether state, federal, or private in nature).
6. Program funds received pursuant to this guidance and certification cannot be used to reimburse or subaward another subrecipient or local unit of government.
7. I have read and agree on behalf of \_\_\_\_\_ (subrecipient name) to comply with all applicable provisions and requirements corresponding to the receipt of funds required in the American Rescue Plan, Public Law No: 117-2 or Uniform Guidance 2 CFR 200.
8. Further, that I understand and agree on behalf of \_\_\_\_\_ (subrecipient name) that any funds received under this act and incurred in any manner that does not comply with the American Rescue Plan Act, Public Law 117-2 or Uniform Guidance 2 CFR 200, as applicable shall be returned to the State of Michigan. Any funds that are provided by the State of Michigan under the FRF8316 Local Water Utility Affordability project that are found to be based on inaccurate, nonqualifying, or fraudulent information will be returned to the State of Michigan. Funds provided under FRF8316 Local Water Utility Affordability project must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure as

**State and Local Fiscal Recovery Fund – FRF8316 Local Water Utility Affordability**

described in the guidance for the <https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>. I reviewed the guidance prior to completing this request for reimbursement.

9. \_\_\_\_\_ (subrecipient name)'s Governing Body, \_\_\_\_\_, has been notified of the submission of this report, and is aware of the Federal statutes, regulations and terms and conditions of the grant award.

I certify under the penalties of perjury set forth in Michigan Penal Code, MCL 750.423, that I have read the above certification and my statements contained herein are true and correct to the best of my knowledge.

By: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Sub-Recipient Organization/Entity Name: \_\_\_\_\_

Sub-Recipient Address: \_\_\_\_\_

Date: \_\_\_\_\_



# Genesee County

## Staff Report

Genesee County  
Administration Building  
1101 Beach St  
Flint, MI 48502

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**File #:** RES-2024-406

**Agenda Date:** 5/1/2024

**Agenda #:** 2.

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**To:** Charles Winfrey, Human Services Committee Chairperson

**From:** Pamela Coleman, GCCARD Director

**RE:** Authorization of a Request to Submit the 2024-2025 Early Head Start Expansion Application to the Department of Health and Human Services/The Administration for Children and Families in the Amount of 2,564,048.00

### **BOARD ACTION REQUESTED:**

The Genesee County Community Action Resource Department (GCCARD) requests authorization from this committee to submit the Early Head Start Expansion Grand Application for the 2024-2025 school year to service 104 Early Head Start infants, toddlers, and pregnant individuals in Genesee County through center based and home based programming in the amount of \$2,564,048.00 (\$2,396,304.00 federal, plus \$167,744.00 non-federal share match) with a recommendation of approval by the full Genesee County Board of Commissioners at their next regularly scheduled meeting.

### **BACKGROUND:**

This is the annual Early Head Start Expansion Application to serve 104 infants, toddlers, and pregnant individuals through center based and home based programming residing through Genesee County for the period of September 1<sup>st</sup>, 2024, through August 31<sup>st</sup>, 2025.

### **DISCUSSION:**

This funding provides services in center based classrooms and through home visiting. Comprehensive services include physical, mental, and oral health, nutrition, education, and family support services with the goal of preparing families and children for school success. This grant is being submitted as a change in scope application to merge expansion funding with continuation funding and simplify processes.

### **IMPACT ON HUMAN RESOURCES:**

There will be no impact on Genesee County Human Resources as Head Start staff are contracted through the Oakland Livingston Human Service Agency (OLHSA).

### **IMPACT ON BUDGET:**

The complete federal award of this grant is \$2,564,048.00. This is divided as follows: \$2,348,341.00 from the Early Head Start Main Grant and \$47,963.00 in Training and Technical Assistance (T&TA). The required non-federal share match is \$167,744.00 (please see attached waiver request). This match is generated through community partner and volunteer support in the form of classroom

space, supplies, volunteer time, and vendor discounts specific to the program.

**IMPACT ON FACILITIES:**

There will be no impact on Genesee County facilities as Head Start space is leased.

**IMPACT ON TECHNOLOGY:**

There will be no impact on Genesee County technology.

**CONFORMITY TO COUNTY PRIORITIES:**

This memorandum conforms to Genesee County's priority of Inclusive, Collaborative Culture by providing the earliest support possible for Genesee County infants, toddlers, and pregnant individuals regardless of demographic, and Community Growth by offsetting some of the exponential costs of early childhood nutrition and education and providing safe spaces for families to develop.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Director of the Genesee County Community Action Resource Department ("GCCARD") to authorize submitting the Early Head Start Expansion grant application to the Department of Health and Human Services/The Administration for Children and Families in the amount of \$2,564,048.00 (\$2,396,304.00 federal plus \$167,744.00 non-federal share match), said grant being necessary to fund the GCCARD Early Head Start program for the term commencing September 1, 2024, through August 31, 2025, is approved (a copy of the memorandum request and supporting documents being on file with the official records of the May 1, 2024 meeting of the Human Services Committee of this Board).



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | [eclkc.ohs.acf.hhs.gov](http://eclkc.ohs.acf.hhs.gov)

February 28, 2024

**Grant No. 05HP000485**

**Dear Head Start Grant Recipient:**

An application for funding for the upcoming budget period must be submitted by June 1, 2024.

The following table reflects the annual funding and enrollment levels available to apply for:

Funding Type	Early Head Start
Program Operations	\$2,348,377
Training and Technical Assistance	\$47,963
<b>Total Funding</b>	<b>\$2,396,340</b>

Program	Early Head Start
Federal Funded Enrollment	104

**Period of Funding: 09/01/2024 - 08/31/2025**

**Application Submission Requirements**

The application must be prepared and submitted in accordance with the *Head Start Grant Application Instructions with Guidance, Version 3 (Application Instructions)* for a continuation application. It must be submitted on behalf of the Authorizing Official registered in the HSES.

**Incomplete applications will not be processed.**

*Application Instructions* are available on the home page of HSES. Please review the instructions carefully prior to preparing the application. Submission guidance can be found in the “Resources” section of the HSES.

Please contact Martha Burns, Head Start Program Specialist, at 312-353-2260 or [martha.burns@acf.hhs.gov](mailto:martha.burns@acf.hhs.gov) or Susan Prudden, Grants Management Specialist, at 312-980-3406 or [Susan.Prudden@acf.hhs.gov](mailto:Susan.Prudden@acf.hhs.gov) with questions regarding the *Application Instructions*.

For assistance submitting the application in HSES, contact [help@hsesinfo.org](mailto:help@hsesinfo.org) or 1-866-771-4737.

Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the Head Start grant in the current budget period.

### **Program Improvement (One-Time) Requests**

Grant recipients encountering program improvement needs that cannot be supported by the agency budgets or other resources are invited to apply for one-time funding. This funding must be applied for separately through the appropriate supplemental amendment type in HSES. Program Improvement requests generally include but not limited to facility projects (construction, purchase, or major renovations requiring 1303 applications or minor repairs and enhancements). Program improvement requests are prioritized and funded based on funding availability, and may require additional time before a final decision. For questions regarding program improvement needs and requests, please contact the regional office.

Thank you for your cooperation and timely submission of the grant application.

Sincerely,

/Karen McNamara/

Karen McNamara  
Regional Program Manager  
Office of Head Start



## **EARLY HEAD START PROPOSED EXPANSION SUMMARY**

The Genesee County Community Action Resource Department (GCCARD) Head Start Program is proposing to continue its present Early Head Start Program for 104 children through age three. The proposed target areas for center based and home based programming are income eligible families living in Genesee County, particularly giving priority to the families impacted by the lead crisis.

Our program uses the center based model with 7 classrooms of eight infants and/or toddlers with a child care teacher for every four children. The classrooms operate 7.5 hours per day, four days per week to meet the needs of working families and those attending colleges while still providing ample time for the necessary bonding between children and their parents. The primary curricula used are the Creative Curriculum for the center based option, Partners for a Healthy Baby for Pregnant Mothers and Parents As Teachers for the home based program. The Creative Curriculum Gold Assessment is used for both the home based and center based models.

In the home based model, home visitors visit each family once per week emphasizing the importance of early development of literacy and numeracy skills. Home visitors model developmentally appropriate interactions between young children and adults and share individualized activities for the parent to engage in with the child. Twice per month, parents and child are involved in play groups, socialization experiences, and parent education opportunities. We will provide this to 48 children, families and pregnant mothers.

The proposed program assists parents in fulfilling their parental roles and provides a holistic approach to family development. This is completed through an individualized family partnership agreement that involves goal setting, implementation and evaluation. The GCCARD Head Start Program has strong community resources to assist families to reach their goals. These coordinated support services, along with literacy skills and job training leading to employment, allow parents to reach and sustain self sufficiency and children to begin school with a strong numeracy and literacy background. This application is being submitted as a change of scope application in an effort to merge expansion funding with continuation funding and simplify processes.

## **Request for a Non Federal Share Waiver**

GCCARD Head Start is requesting a waiver of the non-federal share associated with the Early Head Start Expansion funding due to the circumstances and major disaster in the City of Flint.

Early Head Start Expansion funding of \$2,396,340, would result in an inkind amount of \$599,085. GCCARD is requesting to have 72% or \$431,341 of this waived, resulting in an obligated match of \$167,744.

The reasons for the request would encompass 3 of the 5 criteria in the Head Start Act Section 640(b)(1)-(5)-lack of community resources, impact on community, and program location in an area adversely affected by a disaster (lead crisis).

### **1) Lack of Community Resources**

The City of Flint continues its recession and lack of employment opportunities. The family structure remains predominantly single headed households with low graduation rates and high poverty rates for children under the age of 5. The lead poisoning in water for the City of Flint has impacted property values, with businesses struggling to maintain their customer and employee base. For those that have been assured their water is now safe, there remains a general feeling of distrust. Parents, businesses, and community partners do not have extra resources available to assist with the nonfederal share match.

### **2) Impact on Community**

The list of children waiting for enrollment in the classrooms proves that Early Head Start's presence is necessary to meet the needs of families. Our partnerships with other organizations will enable families to access the limited resources that they need for success. Lack of programming will result in fewer opportunities for necessary early intervention for children and families.

### **3) Community Disaster**

GCCARD expansion classrooms provide services to families in areas that have been impacted by the lead water crisis. Research has shown that the negative effects of lead can be mitigated with the provision of comprehensive services for children and families. Early Head Start provides such services, specifically to the group of children that need it most. Children birth to three have very limited opportunities within the community. This funding will serve the purpose of filling a service gap in a community that desperately needs help.

DATE APPROVED

\_\_\_\_\_  
James Avery, Chairperson  
Genesee County Board of Commissioners

CERTIFICATION OF HEAD START

ADMINISTRATIVE COSTS

We, Genesee County Community Action Resource Department, have reviewed 45 CFR Part 1305.5 and certify that the development and administrative costs to administer the Genesee County Community Action Resource Department Head Start Program for the program year, September 1, 2024 through August 31, 2025 will not exceed 15 percent of \$2,564,048. (Total Federal and non-Federal costs for program accounts 22 through 26).

Documents substantiating administrative costs are available in our files for review by auditor and Office of Human Development Services/Health and Human Services Personnel.

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*Signature of Certifying Official*

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*Date*

HDS GRANTS MANAGEMENT

This is to verify that the Genesee County Board of Commissioners reviewed the 2024-2025 Annual EHS Expansion Grant, including the non-federal share waiver request, on Wednesday, May 8, 2024 and agrees with the contents of this grant application.

\_\_\_\_\_  
*Signature of Certifying Official*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Chairperson*  
*Title*

\_\_\_\_\_  
*Genesee County Board of Commissioners*  
*Applicant Organization*

# **U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCES**

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## **Office of Head Start**

Updated July 29, 2014

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES COMPENDIUM OF  
REQUIRED CERTIFICATIONS AND ASSURANCE**

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# U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCE

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## SF424B Assurances – Non-Construction Programs

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

## U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCE

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9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

# U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCE

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## Certification Regarding Lobbying

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### Statement for Loan Guarantees and Loan Insurance

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## Regarding Compliance with Compensation Cap (Level II of the Executive Schedule)

Federal funds will not be used to pay any part of the compensation of an individual employed by a Head Start and/or Early Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule.

# U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCE

## Certification of Filing and Payment of Federal Taxes

As required by the Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriation Act, 2008 (Public Law 110-161, Division G, Title V, section 523), as a prospective financial assistance recipient entering into a grant or cooperative agreement of more than \$5,000,000, I, as the duly authorized representative of the applicant, do hereby certify to the best of my knowledge and belief, that:

1. The applicant has filed all Federal tax returns required during the three years preceding this certification
2. The applicant has not been convicted of a criminal offense pursuant to the Internal Revenue Code of 1986 (U.S. Code - Title 26, Internal Revenue Code)
3. The applicant has not, more than 90 days prior to this certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.

## Submission Statement

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

### Authorized Representative:

Prefix:	<input type="text"/>	* First Name:	<input type="text"/>
Middle Name:	<input type="text"/>		
* Last Name:	<input type="text"/>		
Suffix:	<input type="text"/>		
* Title:	<input type="text"/>		
* Telephone Number:	<input type="text"/>	Fax Number:	<input type="text"/>
* Email:	<input type="text"/>		
* Signature of Authorized Representative:	<input type="text"/>	* Date Signed:	<input type="text"/>
* Submitted by:	<input type="text"/>	Date Submitted:	<input type="text"/>



# Genesee County

## Staff Report

Genesee County  
Administration Building  
1101 Beach St  
Flint, MI 48502

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**File #:** RES-2024-437

**Agenda Date:** 5/1/2024

**Agenda #:** 3.

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**To:** Charles Winfrey, Human Services Committee Chairperson

**From:** Pamela Coleman, GCCARD Director

**RE:** Authorization of a Request to Submit a Non-Federal Share Waiver Request from the Head Start Regional Office for 2023-2024

### **BOARD ACTION REQUESTED:**

The Genesee County Community Action Resource Department (GCCARD) requests authorization from this committee to submit a non-federal share waiver request to the Head Start Regional Office for the 2023-2024 Genesee County Head Start/Early Head Start grant, said waiver being necessary to reduce the County's contribution by 50% from \$2,676,347.00 to \$1,338,173.00, with a recommendation of approval by the full Genesee County Board of Commissioners at their next regularly scheduled meeting.

### **BACKGROUND:**

The Department of Health and Human Services (HHS) ordinarily requests a \$0.25 local match for every dollar given by the Federal Government to the Head Start Program. This match can be cash or services. Services such as free space, maintenance, parent and community volunteers, helping in the classroom, on committees, etc., as well as donated and specially priced items and services for Head Start can be counted. Due to an influx of funds for Head Start and Early Head Start expansion and economic conditions HHS has made available a waiver for this requirement.

### **DISCUSSION:**

Genesee County Head Start is requesting this waiver. Many services that Head Start received without cost are now being charged to the Head Start budget. Also, fewer donated items, parent and community volunteers have been involved due to people struggling with their own economic conditions and COVID-19 has reduced non-federal share match opportunities. The required local match for the Genesee County Head Start grant money is \$2,676,347.00. We are requesting to reduce it by 50% bringing our contribution to \$1,338,173.00.

### **IMPACT ON HUMAN RESOURCES:**

No impact on Genesee County Human Resources as Head Start staff are contracted through the Oakland Livingston Human Service Agency (OLHSA).

### **IMPACT ON BUDGET:**

The required non-federal share amount would be reduced from \$2,676,347.00 to \$1,338,173.00.

**IMPACT ON FACILITIES:**

This does not impact Genesee County facilities as Head Start space is leased.

**IMPACT ON TECHNOLOGY:**

This does not impact Genesee County technology.

**CONFORMITY TO COUNTY PRIORITIES:**

Submission of this waiver request will promote anti-poverty programming in alignment with Genesee County's priority of Financial Stability, ensuring that Head Start and Early Head Start can continue to meet funding requirements, aiding as many Genesee County children and families, regardless of demographic as shown by our dedication to an Inclusive and Collaborative Culture.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Dir2024,r of the Genesee County Community Action Resource Department ("GCCARD") to authorize requesting a waiver for the 2023-2024 Genesee County Head Start/Early Head Start grant by 50%, said waiver being necessary to reduce the County's contribution from \$2,676,347.00 to \$1,338,173.00, is approved (a copy of the memorandum request and supporting documents being on file with the official records of the May 1, 2024 meeting of the Human Services Committee of this Board), and the Chairperson of this Board is authorized to execute the waiver on behalf of Genesee County.

## **Request for a Non Federal Share Waiver**

GCCARD Head Start is requesting a waiver for the Head Start/Early Head Start grant for the 2023-2024 year.

Head Start/Early Head Start (05CH012299) Original In-kind amount **\$2,676,347**

50% of the above amount is **\$1,338,174**. Our contribution would be **\$1,338,173**.

The reasons for the request would encompass 2 of the 5 criteria in the Head Start Act Section 640(b)(1)-(5)- lack of community resources and impact upon the community if the program is discontinued.

### **1) Lack of Community Resources**

Genesee County enjoyed prosperous times until the downturn of the auto industry in the late 1980's. Thousands of families in Genesee County have lost their jobs and continue to leave the state. The population has declined 5% from 2010 to 2021.

Daily struggles exist for many that have opted to stay in Genesee County. In fact, Genesee County has a higher rate of unemployment, poverty, children in poverty, households receiving public assistance, and childhood food insecurity than the state. Additionally, childhood maltreatment rates are significantly higher than the state, as well.

Community foundations and businesses are making concentrated efforts to revitalize the area, leaving limited resources as in-kind match for Head Start. Entities cannot be depended upon for in-kind, as they are struggling to maintain their own financial viability. Local school districts have had changes that impact the support they can provide for the Head Start and Early Head Start Program, as well.

The COVID-19 pandemic has also negatively impacted the generated non-federal share match. Parent and community volunteers were unable to spend time in classrooms due to covid restrictions. We have returned to allowing this volunteering, which historically generated a significant amount of non-federal share match. However, many volunteers are hesitant to return to the classroom setting.

### **2) Impact of Program Discontinuation**

GCCARD Head Start has been in Genesee County since 1965 and EHS since 1996. While state-funded programs have increased to provide opportunities for four year olds within Genesee County, Head Start and Early Head Start are the only free programs available that offer comprehensive services for families with young children. Early Head Start center based children all receive year-round, full school day care. GCCARD Head Start classrooms are also providing full school day care. Families that are working or furthering their education receive priority placement. Alternative (for profit) programs that provide child care are not only limited in number and capacity, but also require tuition beyond child care reimbursement rates, making them unaffordable for families that are struggling. Clearly, discontinuation of program funding would negatively impact many families that are attempting to better their lives.

The community partnerships that Head Start has formed through the years will benefit our families' abilities to access the limited resources that are still available to meet their needs. Discontinuation of programming would result in a reduction in early intervention and necessary resources that are essential to a young family's success.

**Additional Information:**

The proposed grant application for the 2024-2025 year maintains GSRP (Great Start Readiness Program) funding, which will assist in meeting the local match for the program year. The grantee is continuously seeking funding and partnership opportunities that will enhance the acquisition of in-kind dollars, while meeting the ever growing needs of families and children. Specific initiatives include anticipated return to implementation of large scale parent engagement opportunities, a change in parent meeting format to encourage increased participation, and an increased relationship with local partners/foundations to increase non-federal match dollars.

\_\_\_\_\_  
DATE APPROVED

\_\_\_\_\_  
JAMES AVERY, Chairperson  
Genesee County Board of Commissioners

This is to verify that the Genesee County Board of Commissioners reviewed the 2023-2024 GCCARD Head Start/Early Head Start Non-Federal Share Waiver on Wednesday, May 8, 2024 and agrees with the contents of this grant application.

\_\_\_\_\_  
*Signature of Certifying Official*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Chairperson*  
\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Genesee County Board of Commissioners*  
\_\_\_\_\_  
*Applicant Organization*



# Genesee County

## Staff Report

Genesee County  
Administration Building  
1101 Beach St  
Flint, MI 48502

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**File #:** RES-2024-452

**Agenda Date:** 5/1/2024

**Agenda #:** 4.

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**To:** Charles Winfrey, Human Services Committee Chairperson

**From:** Michelle Estell, RS, MSA, Acting Health Officer

**RE:** Overnight Travel to the 2024 CSTE Epidemiology Conference

**BOARD ACTION REQUESTED:**

Board approval and referral by Health Officer to appropriate committee of the Board of Commissioners.

**BACKGROUND:**

The 2024 Annual Council of State, Territorial Epidemiologists (CSTE) Conference (June 8-12, 2024 in Pittsburgh, Pennsylvania) is a recommended conference for epidemiologist staff that work for a local, state, territorial health department. Chief Epidemiologist Danielle Lederer is the supervisor of the Epidemiology Team and COVID-19 program and Mikayla Benbow is an epidemiologist in the Epidemiology team and the two are requesting to attend.

**DISCUSSION:**

The CSTE Annual Conference connects more than 2,500 public health epidemiologists from across the country and will include workshops, plenary sessions with leaders in the field of public health, oral breakout sessions, roundtable discussions, and poster presentations. Conference attendees meet and share their expertise in surveillance and epidemiology as well as best practices in a broad range of areas including informatics, infectious diseases, substance use, immunizations, environmental health, occupational health, chronic disease, injury control, and maternal and child health. This event will assist the Epidemiology team on best practices for disease surveillance and control.

**IMPACT ON HUMAN RESOURCES:**

This will cause no impact to human resources.

**IMPACT ON BUDGET:**

This will be paid out of account 2210-602.07-910.004 for Conference/training fees and 913.001 for travel costs. No additionally county appropriations will be required.

**IMPACT ON FACILITIES:**

There is no anticipated impact on facilities related to this request.

**IMPACT ON TECHNOLOGY:**

Staff attending the conference will travel with their work computer devices in order to be able to

conduct County business while offsite. If any technology issues arise while offsite, calls to the technology helpdesk may be made.

**CONFORMITY TO COUNTY PRIORITIES:**

Health Department work on communicable disease prevention and control, mitigation measures and evidence-based best practices safeguards the health and well-being of families by using a data-driven approach to decision making and supports a healthier community.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Acting Health Officer to authorize travel and overnight lodging for two (2) staff epidemiologists, Danielle Lederer and Mikayla Benbow, to attend the 2024 Annual Council of State, Territorial Epidemiologists (CSTE) Conference in Pittsburgh, Pennsylvania, June 8 - 12, 2024, at an approximate cost of \$5,647.00 to be paid from accounts 2210-602.07-910.004 and 2210-602.07-913.001 with no additional County appropriation required, is approved (a copy of the memorandum request and supporting documentation being on file with the official records of the May 1, 2024 meeting of the Human Services Committee of this Board).

GENESEE COUNTY  
TRAVEL REQUEST 2024

Reso #: \_\_\_\_\_

Name: Danielle Lederer

Date: 4/4/2024

Conference Title: CSTE Epidemiology Conference

Date(s) of Conference: June 8-12, 2024 Location: Pittsburgh, Pennsylvania

Charge to: Department: 602.07 Acct (choose one): 910.004 and 913.001

**Expenditure Detail**

Personal Vehicle Mileage: \_\_\_\_\_ Miles @ \$0.670 per mile= \$0.00  
(If over 50 miles you must attain approval)

Airfare: \$528.00

Other Transportation Costs (detail): \_\_\_\_\_

Conference Registration: \$865.00

Lodging: 4 nights @ \$250.00 per night= \$1,000.00

# of Meals:	<u>5</u>	bkfst @	\$6.00 + .90 tip=	\$6.90	<u>\$34.50</u>
	<u>5</u>	lunch @	\$9.00 + 1.35 tip=	\$10.35	<u>\$51.75</u>
	<u>5</u>	dinner @	\$15.00 + 2.25 tip=	\$17.25	<u>\$86.25</u>
					<u>\$172.50</u>

Other costs (detail): Airfare Baggage Fee+ Airport Parking \$210.00

TOTAL COSTS: \$2,775.50

**Prepayments requested:**

Airfare: \$528.00

Lodging Deposit: \$1,000

Registration Fees: \$865.00

Other: \$210.00

TOTAL PREPAYMENTS REQUESTED: \$2,393.00

ALLOWABLE ADVANCE PAYMENT: \$382.50

Supervisor: 

Date: 4-16-24

Accounting: \_\_\_\_\_

Date: \_\_\_\_\_

GENESEE COUNTY  
TRAVEL REQUEST 2024

Reso #: \_\_\_\_\_

Name: Mikayla Benbow

Date: 4/4/2024

Conference Title: CSTE Epidemiology Conference

Date(s) of Conference: June 8-12, 2024 Location: Pittsburgh, Pennsylvania

Charge to: Department: 602.07 Acct (choose one): 910.004 and 913.001

**Expenditure Detail**

Personal Vehicle Mileage: \_\_\_\_\_ Miles @ \$0.670 per mile= \$0.00  
(If over 50 miles you must attain approval)

Airfare: \$528.00

Other Transportation Costs (detail): Uber/Lyft to and from airport \$96.00

Conference Registration: \$865.00

Lodging: 4 nights @ \$250.00 per night= \$1,000.00

# of Meals:	<u>5</u>	bkfst @	\$6.00 + .90 tip=	\$6.90	<u>\$34.50</u>
	<u>5</u>	lunch @	\$9.00 + 1.35 tip=	\$10.35	<u>\$51.75</u>
	<u>5</u>	dinner @	\$15.00 + 2.25 tip=	\$17.25	<u>\$86.25</u>
					<u>\$172.50</u>

Other costs (detail): Airfare Baggage Fee+ Parking Fee \$210.00

TOTAL COSTS: \$2,871.50

**Prepayments requested:**

Airfare: \$528.00

Lodging Deposit: \$1,000

Registration Fees: \$865.00

Other: \$210.00

TOTAL PREPAYMENTS REQUESTED: \$2,393.00

ALLOWABLE ADVANCE PAYMENT: \$478.50

**APPROVALS**

Supervisor: 

Date: 4-16-24

Accounting: \_\_\_\_\_

Date: \_\_\_\_\_



# Travel Information

Home	Registration
Agenda	Travel Information
Host City	
Weather	

## Host City

The Council of State and Territorial Epidemiologists will hold its Annual Conference in Pittsburgh, Pennsylvania. Learn more about everything Pittsburgh has to offer at <https://www.visitpittsburgh.com/>.



# PITTSBURGH INTERNATIONAL AIRPORT

## Airport

The Pittsburgh International Airport (PIT) is located approximately 19 miles from downtown Pittsburgh. Learn more about the airport, servicing airlines, flights, and security at <https://flypittsburgh.com/>.

## Airport & Ground Transportation

Pittsburgh has a variety of transportation options, learn more at <https://flypittsburgh.com/>. Ride share is available through Uber and Lyft to pick up and drop off passengers at the airport. Taxi service is approximately \$48.00 one-way from the airport to downtown Pittsburgh. Public transportation to and from the Pittsburgh International Airport is provided by Pittsburgh Regional Transit via the 28X Airport Flyer. Click here for more information on the 28X Airport Flyer.





# Conference Registration

Registration Fees

Registration Deadline

Inclusions

Membership Discount

Cancellation Policy

[Click Here to Register](#)

[Member Registration](#)

[Non-Member Registration](#)

## Registration

Registration will open on Thursday, February 1, 2024.

REGISTRATION	Early Bird Before 11:59pm on May 2nd	Regular After May 2nd
	MEMBER	
Full Conference	\$685	\$805
One Day	\$395	\$515
Student	\$300	\$300
Guest	\$395	\$515
NON-MEMBER		
Full Conference	\$745	\$865
One Day	\$455	\$575
Student	\$330	\$330
Guest	\$455	\$575

**Early Bird Registration** expires at 11:59pm on Thursday, May 2, 2024. Registration must be completed and payment received prior to 11:59pm on Thursday, May 2, 2024 to receive the Early Bird discount.

**Student registration** is for persons currently enrolled full time in an undergraduate or graduate program who are actively pursuing a degree in public health or related field. Proof of current enrollment may be required.

There is no registration deadline for the 2024 Annual Conference, and on-site registration will be available.

## INCLUSIONS

Full conference registration is for In-person only attendance and INCLUDES admittance to one(1) Sunday workshop; Monday, Tuesday, and Wednesday Sessions (Members-Only session restrictions apply); access to the Networking Hall; admission to evening Networking Events; and the Business Meeting on Thursday for members only. One Day registration is for Sunday, Monday, Tuesday, or Wednesday. A morning beverage refreshment and afternoon snack are included with your registration fee. Breakfast, lunch, and dinner are NOT included with registration. Conference registrants may receive access to session recordings after the conference dates.

If applicable, registrants who need to pay separately for t-shirt(s), guest fees, or donations should first register for the conference and pay using their organization's credit card and then modify registration to include other items and pay by credit card for items not covered by your organization. Detailed information on fees other than registration will be available when registration opens on February 1, 2024. Please see the

- Membership discount on registration fees applies prior to registration only. No refunds will be provided on registration fees if membership is changed after registration.
- Notice of cancellation prior to the conference must be received in writing to CSTE at [nationaloffice@cste.org](mailto:nationaloffice@cste.org) no later than May 17, 2024. A cancellation fee of \$100 will be deducted from each conference registration received by April 12, 2024. After April 12 until May 17, 2024, a cancellation fee of \$200 will be deducted from each cancelled conference registration. No refunds will be processed after May 17, 2024, with the exception of illness or medical or family/personal emergency.
- No payments are refundable other than registration based on cancellation policy and dates. This includes, but is not limited to, if applicable, receptions, guest registration, guest tickets, t-shirt(s), book(s), continuing education credits of any type, CSTE Foundation donation, membership, ancillary services, products, or merchandise, etc.
- If the conference moves to a virtual only event, the cancellation policy remains applicable. If registration is cancelled after a virtual account is created to access the program, the account will be deleted, and the registrant will not have access to conference content.
- Admission to the evening Networking Events (including Opening Reception) are included in registration fees for conference attendees. Attendees who wish to bring a guest, should register their guests for the conference
- Guest registration is for the spouse/partner of an attendee registered for the full conference who is not involved in public health and wants to attend conference sessions, evening Networking Events, and/or or the Networking Hall.
- Membership is non-transferable and non-refundable.
- An administrative fee of \$35.00 will be charged for changes in payment, including sponsored travelers who register before receiving sponsorship notification.

- Registration does not guarantee receipt of presentation copies as those are at the discretion of the speaker and/or their organization.
- CSTE will only provide electronic agendas for the conference via the online agenda and app. Electronic agendas will be available prior to the conference for all paid registrants. Printed full agendas are not available.
- CSTE, its Board, directors, officers, employees, or agents shall not be responsible for the accuracy, quality, or reliability of any of the materials presented, or liable for any incidental, special, consequential damages, or other arising therefrom.
- CSTE, its Board, directors, officers, employees, or agents shall not be responsible for any defamatory, offensive, or illegal conduct of annual conference participants, and shall not be held liable for personal injury, property damage, theft or damage of any kind suffered by the participants at or in connection with the annual conference.





# 2024 CSTE Annual Conference Workshops

Monday, June 10, 2024

Registration for the full conference on Monday (Sunday) includes participation in one (1) full-day workshop or two (2) non-concurrent half-day workshops. All workshops have a limited number of available seats, so registration is required to guarantee participation at any workshop. All Sunday workshops will begin below in alphabetical order. All workshops will be held in-person in Pittsburgh, Pennsylvania, and all times listed are in Eastern Time (ET).

## Sunday – June 9, 2024

8:00 AM - 4:00 PM

8:00 AM - 4:00 PM

9:00 AM - 5:00 PM

### Disaster Epidemiology Workshop

Disaster Epidemiology in Action

Full Day | CSTE staff contact: Andrew Adams

The Disaster Epidemiology Workshop will focus on integrating disaster epidemiology into drills and exercises and building workforce capacity through providing information on emergency management-related training opportunities. Presentations, discussion, and activities will work toward the Disaster Epidemiology Subcommittee's goal of using epidemiology to improve the public's health before, during and after a disaster.

#### Workshop Goals:

- Facilitate collaboration among epidemiologists in the field of disaster epidemiology
- Disseminate information on professional development opportunities to build the field of disaster epidemiology
- Describe best practices from the field on adapting and applying disaster epidemiology principles, tools, resources, and methodologies

application of modeling and forecasting in public health practice.

9:00 AM - 5:00 PM

8:30 AM - 4:30 PM

8:00 AM - 4:00 PM

### General Injury Epidemiology Surveillance Workshop

Examining Injury Topics That Can Bridge Communities to Better Health

Full Day | CSTE staff contact: Danielle Boyd

This interactive, full-day workshop will lead participants through current injury surveillance issues, including methods of improving injury surveillance and presenting injury data to broad audiences. Presenters and key attendees will include CSTE members and CDC representatives from the National Center for Injury Prevention and Control (NCIPC) and National Center for Health Statistics (NCHS).

This workshop is open to all conference attendees. Advanced registration is highly encouraged, as on-site admission cannot be guaranteed. Priority will be given to CSTE Injury Surveillance Workgroup members.

9:00 AM - 5:00 PM

### Advanced Molecular Detection (AMD) Workshop

Strengthening Infectious Disease Surveillance and Response with Sequencing

Full Day | CSTE staff Lead: Abby Hoffman

CSTE will host a full-day workshop on leveraging pathogen genomic data to build genomic epidemiology capacity in the existing public health workforce. Workshop attendees will hear from colleagues who use genomic data in their work to share resources and guidance for increasing the utility of genomic data in public health. Attendees will also participate in hands-on exercises to learn how pathogen genomic data is generated, analyzed, visualized, and interpreted for public health action.

1:00 AM - 5:00 PM

### Chronic Disease Surveillance Workshop

Advancing Chronic Disease Epidemiology Practice through Data Equity and Modernization

Half Day | CSTE staff Lead: Mia Israel

CSTE will host a half-day workshop focused on enhancing chronic disease epidemiology practice and building capacity within the public health workforce. Workshop attendees will hear from colleagues who are leveraging advanced data practices and using data to address health equity across the complex chronic disease surveillance landscape. Topics may include modernizing traditional technology and surveillance systems for improved usability; interoperability and use of electronic health record (EHR) platforms; innovative approaches utilizing cloud technologies and machine learning and/or artificial intelligence; and reducing health inequities and social determinants of health challenges to improve chronic disease outcomes and population health.

8:00 AM - 4:00 PM

### Environmental Health Workshop

Topics in Environmental Health Surveillance

Full Day | CSTE staff Lead: Megan Tse

The CSTE Environmental Health Surveillance Workshop is an opportunity to share current practices, discuss emerging hazards, and feature peer learning in applied epidemiology across environmental topics of interest. Workshop attendees will better understand the cross-cutting nature of environmental health and the role applied epidemiologists play in building healthier communities.

The objectives of this workshop are to provide relevant, timely learning and networking opportunities for epidemiologists and public health professionals working with environmental health topics.

9:00 AM - 5:00 PM

### Forecasting and Modeling for Public Health Workshop

Exploring and Enhancing the Utility of Infectious Disease Modeling and Forecasting

Full Day | CSTE staff Lead: Ellie Bergren

The Forecasting and Modeling for Public Health Workshop at the 2024 CSTE Annual Conference will explore the utility of forecasting and modeling in public health practice. Join us as we discuss use cases, interpretation of models, leveraging partnerships and analytic tools, and much more. We will dive into groundbreaking forecasting and modeling efforts across the Center for Forecasting and Outbreak Analytics (CFA), academia and industry, and state, tribal, local, and territorial agencies. You will hear directly from jurisdictions and partners involved in both practical and innovative forecasting and modeling approaches and we welcome open discussion in navigating challenges, successes, and needs in your jurisdiction.

**Target audience:** Epidemiologists (including State Epidemiologists/Deputies in the morning), data scientists, and all those interested in learning more about the utility and

### Healthcare Associated Infections (HAI) and Antimicrobial Resistance (HAI/AR) Workshop

Full Day | CSTE staff lead: Will Fritch

This workshop aims to share information and foster meaningful discussions on HAI/AR topics, including surveillance, reporting, prevention, and response activities, as well as workforce development and program leadership. Presenters and attendees will include CSTE members, CSTE fellows, HAI/AR Subcommittee leadership, and representatives from CDC and other partner organizations. Agenda items will be tailored to HAI/AR Program staff in SLELT health departments but others with a stake in the work of HAMAR Programs (e.g., division leadership) are welcome to participate.

### Influenza Workshop

National Meeting of Influenza Surveillance Coordinators

Full Day | CSTE staff Lead: Amelia Blumberg

CSTE, in collaboration with the Centers for Disease Control and Prevention, will be hosting an Influenza Surveillance Coordinators Workshop on Sunday, June 9, 2024 in conjunction with the CSTE Annual Conference. The purpose of the workshop is to provide a forum for jurisdictions and CDC to discuss current themes in Influenza and other respiratory virus surveillance, especially as it relates to COVID-19, and to strengthen relationships and cooperation between influenza programs from health departments around the country. Invited participants include Influenza Surveillance Coordinators from state, territorial, and large local health departments. Participants will also include representatives from the Centers for Disease Control and Prevention. This workshop is open to all registered attendees.

#### Objectives:

- Identify best practices in applied epidemiology of influenza and other infectious diseases.
- Improve the epidemiology and informatics competency of public health practitioners.

### Surveillance/Informatics Workshop

Rivers of Data, Bridges of STET: Elevating Public Health Informatics  
Full Day | CSTE staff contact: Taylor Piment

It will be a beautiful day in Pittsburgh!—The 2024 full day in-person workshop, *Rivers of Data, Bridges of STET: Elevating public health informatics* will converge “yinz” with the goal of advancing public health informatics, emphasizing enterprise- and ecosystem-wide approaches. The workshop will delve into the intricate realm of public health data exchange and the skillsets needed to support it, join us as we explore the technology and standards in development and discuss what you can be doing now to prepare for implementation. You will hear directly from public health agencies involved in both practical and innovative informatics approaches. The session will feature networking opportunities for attendees to learn more about the work of their colleagues. Attendance will provide participants with inspiration, tangible insights, and practical knowledge to navigate the challenges and opportunities in the ever-evolving landscape of public health informatics. —*Won't you be our neighbor?*

- After this workshop, participants will be able to...
- Explain the history of Tribal public health and current structure of Tribal public health and health care
  - Describe the current public health data system through an equity lens
  - Identify norms, policies, and institutional structures in their health department/agency that contribute to unequal data access for Tribes
  - Describe the consequences of unequal data access for Tribes
  - Develop a plan to address barriers to Tribal data access
  - Advocate for their plan's implementation in their health department/agency

### Wastewater Epidemiology Workshop

Building Wastewater Surveillance Epidemiology  
Full Day | CSTE staff Lead: Abby Hoffman

CSTE will host a full day wastewater surveillance epidemiology training workshop at the 2024 CSTE Annual Conference to convene wastewater surveillance epidemiologists from SFLT health agencies and CDC to discuss current trends and emerging issues in wastewater surveillance, share best practices, identify gaps, and discuss ways in which to improve wastewater surveillance. Topics may include wastewater surveillance guidance and toolkits, methods for sampling and testing wastewater, data analysis methods, how to use wastewater surveillance for public health action, and guidance for communicating/interpreting results for diverse audiences.

**Target Audience:** Epidemiologists, informaticians, data analysts, and data scientists that manage public health data systems and data exchange across all domains.

### Tribal Epidemiology

Advancing Health Equity by Advocating for Data Equity: Dismantling Systemic Racism in Public Health Data Systems  
Half Day | CSTE Staff Lead: Colin Gerber

Better health outcomes can be achieved when there are high quality, complete, and reliable data about our communities to inform interventions. However, systemic racism in public health data systems continues to be a barrier, particularly for American Indian and Alaska Natives who experience significant disparities across a range of health indicators. A lack of or limited Tribal access to life-saving public health data held by local and state health departments and federal agencies contributes to these disparities by preventing Tribal nations from conducting basic public health functions such as public health surveillance, case investigations, and case connections to care. This interactive workshop will explore the role of data in Tribal public health and health care and teach participants how to identify and advocate for policy changes within their agency that will lead to more equitable data access for Tribes.

#### Objectives:

### Vector-borne and Zoonotic Diseases Workshop

Bridging the Link Between Surveillance and Response  
Half Day | CSTE staff Lead: Rachel Radcliffe

The Vector-borne and Zoonotic Diseases (VBZD) Workshop will facilitate networking and information sharing among public health staff whose work focuses on VBZD surveillance, capacity and partnership building. Topics to be covered in the workshop are anticipated to include recent surveillance trends and multi-jurisdictional response activities for malaria and other VBZD.

### Waterborne Enteric Disease Workshop

Waterborne Enteric Disease Outbreak Detection and Response  
Full Day | CSTE staff Lead: Rachael Jinger

CSTE, in collaboration with the Centers for Disease Control and Prevention (CDC), will host a waterborne enteric disease outbreak detection and response workshop for epidemiologists. The purpose of this workshop is to engage in meaningful discussions surrounding methods for detecting, investigating, and controlling waterborne enteric disease outbreaks. For each subtopic, one or two outbreak examples will be presented as case studies. Through brief presentations, SFLT epidemiologists will share their experiences, challenges, and lessons learned regarding surveillance, outbreak detection, and outbreak response in their jurisdictions. A question and answer period will follow each session to allow time for workshop attendees to engage with the panel speakers and each other. The last session will highlight resources for epidemiologists, including training and communication platforms currently available or under development. Presenters and attendees will include CSTE members from state health

### Viral Hepatitis Surveillance Workshop

Enhancing Prevention, Surveillance, and Elimination Efforts  
Half Day | CSTE staff Lead: Symone Richardson

The Viral Hepatitis Surveillance workshop is targeted towards viral hepatitis surveillance coordinators, program coordinators, and additional state and local health department staff engaged in viral hepatitis surveillance activities. Workshop discussions will explore the existing capacity of viral hepatitis surveillance programs across various jurisdictions, identifying programmatic challenges, technical assistance needs, and opportunities for guidance, standardization, and collaboration as well as strategies to strengthen prevention efforts and pave the path towards elimination.

departments and CDC representatives from the Division of Foodborne, Waterborne and Environmental Diseases (DFWED).



# General Information FAQs

Last Updated: January 30, 2024

Below is a list of Frequently Asked Questions to provide further information about the 2024 CSTE Annual Conference. We are currently planning for all conference sessions to be held in-person. The conference website will be updated on an ongoing basis, so check back often for new information.

## FAQs Section Quick Links

- Home
- Registration
- Travel
- Hotels
- Continuing Education
- Exhibitors
- Speakers
- Attendees
- FAQs
- Contact Us

## Registration

- Do presenting authors pay for registration?
- Are there scholarships available to students to attend the conference?
- Can I pay for a large group and if so how?
- Can I pay by check?
- I need to print an invoice for my accounting department, how do I retrieve one?
- What is the refund policy?
- Can I pay for registration by purchase order?
- When is the Early Bird deadline for registration?

## Ground Transportation

- Is shuttle service provided from the airport?  
CSTE and its group book hotels do not provide shuttle service to and from the airport. Information regarding ground transportation is available at Travel.
- Is shuttle service provided to the meeting locations?

## Hotel Accommodations

- How do I make my hotel reservation?  
Hotel accommodations can only be secured at a group block hotel after registering for the conference. Attendees may register online by credit card or check. Please see registration deadlines for guidelines on check payments. Hotels will not accept reservations directly. Early registration and hotel reservations should be made as soon as possible, as reservations are made on a first-come, first-served basis. Orchid Events is the exclusive housing provider for the CSTE Annual Conference. After your registration is complete, attendees will have access to a direct link to make hotel accommodations online or may contact Orchid Events at (844) 443-7240 Monday through Friday from 7:00 a.m. to 4:00 p.m. MST, excluding legal holidays, or help@orchid.events.
- What if I register for the conference and then want to make a hotel reservation later?
- How many rooms can I reserve at one time?
- How do I know what hotels are available?
- What if the hotel I want is no longer available?

- How do I make a change or cancel my hotel reservation?
- What is the deadline for making a hotel reservation?
- What if I don't receive a hotel reservation confirmation email?
- What is the hotel and convention center parking fee?
- What is the fee for internet access at the hotels?
- Is a fitness center provided and what are the other hotel amenities?

# Baggage Calculator

<b>Outbound</b>	<b>1st Bag</b>	<b>2nd Bag</b>
DTW - PIT	\$35.00 <sup>USD</sup>	\$45.00 <sup>USD</sup>
	or 3,500 miles	or 4,500 miles
	(50lbs/23kg 62in/158cms)	(50lbs/23kg 62in/158cms)
<b>Return</b>	<b>1st Bag</b>	<b>2nd Bag</b>
PIT - DTW	\$35.00 <sup>USD</sup>	\$45.00 <sup>USD</sup>
	or 3,500 miles	or 4,500 miles
	(50lbs/23kg 62in/158cms)	(50lbs/23kg 62in/158cms)

Passenger 1



Round Trip

\$70.00 or 7,000 miles

Is this bag a **special item, standard, overweight, oversized** and/or is this bag only being checked **one way**?

Remove Bag

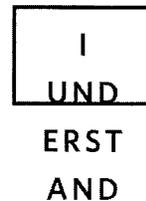
Add Another Bag

Reset Fields

## Baggage Estimate

\$70.00 USD  
or 7,000  
miles

Delta and third parties collect data as necessary to provide this website and for enhanced functionality, analytics and marketing, as outlined in Delta's **Privacy Policy**.



VIEW **MODIFY**

SIGN UP **LOG IN**

Start Over

Trip Summary

**Review & Pay**

Confirmation

## Review and Pay

### Outbound

DL5594<sup>†</sup>  
Sat, Jun 8  
4:05pm-5:10pm  
Main

### DTW ▶ PIT

Nonstop  
1h 5m

### Return

DL5647<sup>†</sup>  
Wed, Jun 12  
7:20pm-8:37pm  
Main

### PIT ▶ DTW

Nonstop  
1h 17m

Changeable / Nonrefundable

 **View Seats**

View a map of the plane and select your seats

**SELECT SEATS**

### **Baggage Allowance (Per Passenger)**

**Outbound**  
DTW - PIT

**Carry-On**  
Free (1 pieces)

**1st Bag**  
\$35.00USD  
or 3,500 miles  
(50lbs/23kg)

**2nd Bag**  
\$45.00USD  
or 4,500 miles  
(50lbs/23kg)

**Return**  
PIT - DTW

**Carry-On**  
Free (1 pieces)

**1st Bag**  
\$35.00USD  
or 3,500 miles  
(50lbs/23kg)

**2nd Bag**  
\$45.00USD  
or 4,500 miles  
(50lbs/23kg)

Traveling with multiple bags or have special items like golf clubs or musical instruments?

**CALCULATE ESTIMATE**

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**UND  
ERST  
AND**



1. Payment

MODIFY

All fields required

Country Code / Region

United States (1) ▼

Phone #

Email Address

You will receive flight and mishandled baggage notifications via the contact information entered above.

## 2 Trip Protection

RECOMMENDED

Add protection for your trip from Detroit to Pittsburgh, and everywhere in between.

- ✓ **Get back up to 100%** for a covered trip cancellation or interruption, including covered illness or injury of you, a family member, or travel companion; loss of an immediate family member; and more.
- ✓ **Protection for your baggage** or personal belongings that are lost, damaged, or stolen while you are traveling.
- ✓ **Reimbursement** for eligible lost, pre-paid trip expenses, meals, accommodations, or transportation expenses due to a covered delay.
- ✓ **Help when you need it:** 24/7 assistance in the event of a travel or medical emergency.

\* Required: Select Yes or No to continue

Yes, protect my trip for \$30.93 total.

No, do not protect my \$458.20 trip.

*Delta's Trip Protection purchase is the best way to*

"We highly recommend that you purchase insurance before you travel."  
— U.S. Department of State



Recommended/offered/sold by Allianz Global Assistance. Underwriter: Jefferson Insurance Company or BCS Insurance Company. Plan incl. insurance & assistance services. Terms & exclusions (incl. for pre-existing conditions) apply. Plan & Pricing details, disclosures, Coverage Alerts

## 3 Payment

[Use eCredits](#) [Use other forms c](#)

Credit/Debit Card

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1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

DELTA



In addition, you understand that Delta Air Lines will pass personal data provided in connection with this booking to government authorities for security purposes. I accept the **Privacy Policy**.

View **Fare Rules, Change & Cancellation Policies**. This ticket is **changeable / nonrefundable**. Fees may apply. If you do not show up for any flight in your itinerary without notifying us or changing/cancelling your flight before it departs, we will cancel all remaining flights in the itinerary and the ticket will have no remaining value.

The advertised price is not an offer and is subject to change. All prices are (USD) unless otherwise noted. You may see separate transaction to your credit card based on the vendors and the products you are purchasing. Amounts may vary depending on the rate of exchange at time of transaction. **Hazardous Materials**, In-Flight services and amenities may vary and are **subject to change**.

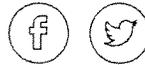
**BAGGAGE ALLOWANCE**

Final baggage fees will be assessed and charged at time of check in. By making this booking, you understand that flammables, batteries, explosives, and aerosols are prohibited from being included in all baggage. For full details, please review our **Baggage Policy**.

➤ This link opens another site in a new window that may not follow the same accessibility policies as Delta Air Lines.

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# Detroit ↔ Pittsburgh

## \$458

Round trip · Economy · 1 passenger

Lowest total price

### Selected flights

Track prices

✈ Departing flight · Sat, Jun 8 ✕

✈ 12:50 PM → 4:42 PM  
DTW → PIT ▼

1 stop · 3 hr 52 min · American · Operated by Envoy Air as American Eagle

195 kg CO2e  
+10% emissions

✈ Returning flight · Wed, Jun 12 ✕

✈ 6:46 PM → 10:50 PM  
PIT → DTW ▼

1 stop · 4 hr 4 min · American

186 kg CO2e  
Avg emissions

### Booking options

✈ Book with American Airline Hide options

Main Cabin	\$458	Main Plus	\$580	Main Select
✓ Free seat selection		✓ Free seat selection		✓ Free seat selection
📦 Extra legroom available for a fee		✓ Extra legroom		✓ Extra legroom
📦 Priority boarding for a fee		📦 Priority boarding for a fee		✓ Priority boarding
✓ Free change, possible fare difference		✓ Free change, possible fare difference		✓ Free change, possible fare difference
✓ 1 free carry-on		✓ 1 free carry-on		✓ 1 free carry-on
📦 1st checked bag: \$80		✓ 1st checked bag free		📦 1st checked bag: \$80

Continue

Continue

Continue

Fare and baggage fees apply to your entire trip. [American bag policy](#)

Prices include required taxes + fees for 1 adult. Optional charges and [bag fees](#) may apply.

### \$458 is typical for Economy

The least expensive flights for similar trips to Pittsburgh usually cost between \$380–790.

\$458 is typical



Language · English (United States) Location · United States Currency · USD

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Share

# Detroit ↔ Pittsburgh

## \$336

Round trip · Economy · 1 passenger

Lowest total price

### Selected flights

Track prices

✈ Departing flight · Sat, Jun 8

11:53 AM → 3:57 PM  
DTW → PIT

1 stop · 4 hr 4 min · American

174 kg CO2e  
Avg emissions

✈ Returning flight · Wed, Jun 12

6:46 PM → 10:50 PM  
PIT → DTW

1 stop · 4 hr 4 min · American

186 kg CO2e  
Avg emissions

### Booking options



Book with American Airline

Hide options

Basic Economy

\$336

Main Cabin

\$396

Main Plus

\$

- Seat selection for a fee
- Standard seat
- Priority boarding for a fee
- No ticket changes
- 1 free carry-on
- 1st checked bag: \$80

- Free seat selection
- Extra legroom available for a fee
- Priority boarding for a fee
- Free change, possible fare difference
- 1 free carry-on
- 1st checked bag: \$80

- Free seat selection
- Extra legroom
- Priority boarding for a fee
- Free change, possible fare difference
- 1 free carry-on
- 1st checked bag free

Continue

Continue

Continue

Fare and baggage fees apply to your entire trip. [American bag policy](#)

Prices include required taxes + fees for 1 adult. Optional charges and [bag fees](#) may apply.

### \$336 is low for Economy — \$124 cheaper than usual

The least expensive flights for similar trips to Pittsburgh usually cost between \$380–790.



Language · English (United States) Location · United States Currency · USD

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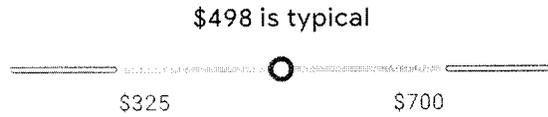
Displayed currencies may differ from the currencies used to purchase flights. [Learn more](#)

Fare and baggage fees apply to your entire trip. [Delta bag policy](#).

Prices include required taxes + fees for 1 adult. Optional charges and [bag fees](#) may apply.

## \$498 is typical for Economy

The least expensive flights for similar trips to Pittsburgh usually cost between \$325–700. ⓘ



🌐 Language · English (United States)

📍 Location · United States

🇺🇸 Currency · USD

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# Genesee County

## Staff Report

Genesee County  
Administration Building  
1101 Beach St  
Flint, MI 48502

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**File #:** RES-2024-454

**Agenda Date:** 5/1/2024

**Agenda #:** 5.

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**To:** Charles Winfrey, Human Services Committee Chairperson

**From:** Joshua Freeman, Director of Administration

**RE:** MSU-Extension MOU Modification

**BOARD ACTION REQUESTED:**

Approval of an amendment to an MOU between Genesee County and MSU to allow for additional activities.

**BACKGROUND:**

Residents of Genesee County passed a millage to support MSU-Extension services in our county. As part of that, Genesee County and MSU agreed to a MOU to direct spending for activities that are supported by the millage.

**DISCUSSION:**

MSU has requested an amendment to the current MOU to allow for additional activities related to their location change. All requests are fully funded using millage funding.

**IMPACT ON HUMAN RESOURCES:**

There will be no impact on HR.

**IMPACT ON BUDGET:**

There will be an increase in the cost of the MOU, but that increase is covered by the millage that was passed to fund these activities.

**IMPACT ON FACILITIES:**

This request includes the vacation of the former GCCARD building on N. Saginaw. This will reduce operating costs for the general fund as we work to decommission that building.

**IMPACT ON TECHNOLOGY:**

There will be no impact on county IT.

**CONFORMITY TO COUNTY PRIORITIES:**

The Board of County Commissioners have placed a priority on Community Growth. This action will provide for further collaboration between Genesee County and MSU as the work to reach out to Genesee County residents in their new location in a more inclusive and collaborative way.



TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Director of Administration to authorize amending the Agreement for Extension of Services between Genesee County and The Board of Trustees of Michigan State University on behalf of the Michigan State University Extension ("MSUE"), said amendment being necessary to increase funding by \$41,954.00 solely from the MSUE millage fund, for a new total amount of \$763,576.00, to cover additional operating expenses related to MSUE's location changed, is approved (a copy of the memorandum request and supporting documents being on file with the official records of the May 1, 2024 meeting of the Human Services Committee of this Board), the Chairperson of this Board is authorized to execute the amendment on behalf of Genesee County, and the Chief Financial Officer is directed to record the attached budget amendment.

**AMENDMENT #1- Agreement for Extension Services provided by  
Michigan State University to GENESEE County  
Annual Work Plan FY 2024 (Exhibit A)**

Amending Section B number 6 to add Operating expenses funding associated with the location change of the MSUE office.

**Staffing and Financial Summary:**

<b>A. Base Assessment (includes 3.0 FTE 4-H Program Coordination)</b>	\$200,127
<b>ADDITIONAL PERSONNEL</b>	
<b>B. 2.0 FTE Clerical Support Staff to be employed by MSU</b>	\$141,470
<b>C. 2.1 FTE Educators</b>	\$240,369
<b>D. 1.3 FTE Program Instructors for Early Childhood Education</b>	\$91,956
<b>E. Operating Expenses (ESTIMATED-BILLED BY ACTUALS)</b>	\$47,700
<b>F. Additional Operating Expenses to be added to budget FOR THE PERIOD APRIL-SEPTEMBER 2024</b>	
<b>1. Rent (\$5,700/month April-August plus \$7,700 September)</b>	<b>\$36,200</b>
<b>2. Cleaning Services (\$650/month)</b>	<b>\$3,900</b>
<b>3. Phone System (\$260/month)</b>	<b>\$1,560</b>
<b>4. Central Security (\$40/month)</b>	<b>\$240</b>
<b>5. Sonitrol (\$9/month)</b>	<b>\$54</b>
<b>TOTAL ADDITIONAL EXPENSES</b>	<b>\$41,954</b>
<b>TOTAL PAYABLE TO MSU FOR FY 2024</b>	<b>\$763,576</b>

These figures represent the cost of the assessment plus additional personnel costs and operating **PLUS ADDITIONAL OPERATING EXPENSES DUE TO CHANGE OFFICE LOCATION**. Payment will be made the first of the month, of the first month in each quarter of the county fiscal year, unless otherwise requested. Payment should be sent to

MSU Extension Business Office  
160 Justin S Morrill Hall of Agriculture  
446 W Circle Drive  
East Lansing, MI 48824

**MICHIGAN STATE UNIVERSITY**

**GENESEE COUNTY**

By: \_\_\_\_\_

By: \_\_\_\_\_

Evonne Pedawi  
Contract & Grant Administration  
Its: Executive Director

Print name: \_\_\_\_\_

Its: \_\_\_\_\_  
(title)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

DESCRIPTION: MSU Extension Amendment

GL # Description Increase/(Decrease)

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2132-801.00-801.004	Service Contract General	294.00
2132-801.00-850.000	Telephone	1,560.00
2132-801.00-802.000	Janitorial Services	3,900.00
2132-801.00-939.000	Rental Building	36,200.00

APPROVED BY: \_\_\_\_\_

DESCRIPTION: MSU Extension Amendment

GL #	Description	Increase/(Decrease)
-----		
2132-801.00-801.004	Service Contract General	294.00
2132-801.00-850.000	Telephone	1,560.00
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2132-801.00-939.000	Rental Building	36,200.00

APPROVED BY: \_\_\_\_\_