

**Michigan Supreme Court
State Court Administrative Office
Operation Drive**

Grantee Name: 67th District Court
Contract Number: SCAO-2026-107
Grant Amount: \$70,000.00

1. DEFINITIONS GOVERNING AGREEMENT

The definitions below govern the terms used in this Agreement.

- 1.01 The term “Agreement” as used in this document means the Agreement between the State Court Administrative Office (the “SCAO”) and Grantee and includes any subsequent amendments thereto.
- 1.02 The term “Confidential Information” means confidential and/or proprietary information belonging to the SCAO which is disclosed to the Grantee or which the Grantee otherwise learns of during the course of or as the direct or indirect result of rendering its Services for the SCAO.

Confidential or Proprietary Information not generally known to third parties or to others who could obtain economic value from their disclosure or use of the information. This includes all proprietary technical, financial, or other information owned by SCAO or any of its vendors, including by way of illustration, but not limitation, computerized data, codes, programs and software, written material, inventions, whether or not patented or patentable, designs, works of authorship, works subject to or under copyright protection, trade secrets or trademark – protected material, performance standards concepts, formulae, charts, statistics, financial records and reports of the SCAO or any entity otherwise affiliated with the SCAO.

Confidential or Proprietary Information also includes all confidential and proprietary material that the Grantee may design, author, create, distribute, or produce during the term of this Agreement when rendering Services thereunder. “Confidential Information” also includes all individualized, non-aggregated data relating to individuals, including, but not limited to, personally identifiable information (“PII”) and information protected by the Health Insurance Portability and Accountability Act. All information gained during the course of Grantee’s retention should be presumed confidential unless the information is clearly identified otherwise or the circumstances of disclosure demonstrate it not to be confidential.

- 1.03 The term “Employee Benefits” means any and all employee benefits the SCAO provides to its employees, including, but not limited to, workers’ compensation, retirement, pension, insurance, fringe, educational training, holiday/sick/vacation pay benefits, or any other similar benefits.
- 1.04 The term “Grant Amount” is the amount specified as “Grant Amount” on the first page of this Agreement and includes any increases or reductions under Section 17.

- 1.05 The term “Grantee” as used in this Agreement includes the Grantee(s)/party(ies) with which the SCAO is contracting and the employees with which the SCAO is contracting.
- 1.06 The term “Grantee’s agents” as used in this Agreement includes the Grantee’s agents, subcontractors, vendors, and subrecipients.
- 1.07 The term “Liabilities” means any and all liabilities, obligations, damages, penalties, claims, costs, fees, charges, and expenses, including, but not limited to, fees and expenses of attorneys and litigation related to the Services provided.
- 1.08 The term “Parties” includes the SCAO, Grantee, and all of their employees.
- 1.09 The term “Pre-existing Inventions, Patented and/or Copyrighted Materials” means such writings, inventions, improvements, or discoveries whether or not under an existing copyright, patent or copyright/patent application or any other third party intellectual property right that were written, invented, made, or discovered by the Grantee, including its employees, and/or subcontractors while engaged in Services under this Agreement.
- 1.10 The terms “Program Expenses” and “Expenses” mean all expenses including, but not limited to, license fees and all other types of fees, memberships and dues, automobile and fuel expenses, insurance premiums, copying costs, telephone costs and all other types of costs, and all salary and expenses incurred by the Grantee, and all other compensation paid to the Grantee’s employees or subcontractors that the Grantee hires, retains or utilizes for the Grantee’s performance under this Agreement. This term includes allowable program costs as articulated in WebGrants, which are contained on the “eligible expense” list of the Operation Drive Program Guide and in the program budget. This term also includes Travel Expenses as defined below.
- 1.11 The term “Services” refers to the goods, services, program activities, projects, and initiatives that the Grantee provides under this Agreement, as described in the Scope of Services, Scope of Work, and all descriptions of services in any attachments and amendments to the Agreement.
- 1.12 The term “Taxes” refers to any and all federal, state, and local taxes, including, but not limited to, income taxes, social security taxes, unemployment insurance taxes, and any other taxes or fees for which Grantee is responsible.
- 1.13 The term “Travel Expenses” means expenses Grantee incurs for travel including lodging, mileage, and meals that the Grantee incurs in the reasonable fulfillment of the terms of this Agreement. Reimbursable Travel Expenses must be approved by SCAO before they are incurred.
- 1.14 The term “WebGrants” refers to the web-based grant management system used by SCAO.
- 1.15 The term “Work Product” refers to reports, programs, manuals, tapes, and videos, including training materials, power point presentations or any other written or electronic materials prepared under this Agreement and amendments thereto. It also includes computer data such as programs and software in various stages of development and source codes and object codes, and any other work product prepared by the Provider under this Agreement and

amendments thereto.

2. PARTIES

This Agreement is between the SCAO and the 67th District Court (Grantee).

3. AMOUNT AND GRANT PROGRAM

- 3.01 The SCAO will reimburse the Grantee up to \$70,000.00 for the Grantee's expenses under this Agreement.
- 3.02 The grant funding is from the Operation Drive grant award.
- 3.03 The Grantee must implement and operate the Grantee's Operation Drive program in compliance with the *Operation Drive Program Guide* issued by the SCAO. The Grantee agrees to design and deliver services that align with the objectives, structure, and operational standards outlined in the Guide. This includes, but is not limited to, providing individuals with guidance on how to address underlying issues that led to a driver license suspension, guidance on how to maintain the individuals' responsibility to regain driving privileges, and guidance on how to address traffic tickets, warrants, court appearances, and payment of fees and fines.
- 3.04 The Grantee must consult with the 44th District Court when developing, implementing, and administering the Grantee's Operation Drive program.

4. PERIOD OF AGREEMENT

- 4.01 This Agreement covers Services rendered during the grant period beginning on January 1, 2026, and ending on September 30, 2027, at 11:59 p.m. ("Agreement Period"), unless the Parties agree in a signed writing to an amendment in accordance with Section 25.
- 4.02 Unless indicated otherwise in this Agreement, this Agreement is effective until all obligations have been satisfied by both Parties.

5. TERMS

This Agreement contains the entire agreement between the Parties. It does not include any other written or oral agreements, except the following, which are incorporated by reference:

- A. Operation Drive Quarterly Report (see Attachment 1),
- B. Approved grant budget
- C. Operation Drive Program Guide, including the list of eligible and ineligible expenses.

6. RELATIONSHIP AND DUTIES

- 6.01 No employer/employee relationship exists between the Parties. Further, no employee or subrecipient of the Grantee is an employee of the SCAO. The Grantee is an independent contractor, not an employee of the SCAO.
- 6.02 The SCAO is not obligated either under this Agreement or by implication to provide and is not liable to the Grantee for failure to provide the Grantee with Employee Benefits. The Grantee is not eligible for and will not receive any Employee Benefits from the SCAO.
- 6.03 The Grantee is responsible for payment of all Taxes arising out of the Grantee's Services in accordance with this Agreement.
- 6.04 The Grantee does not, and shall not, have the authority to enter into contracts on the SCAO's behalf.
- 6.05 Except for the Grant Amount, the SCAO and the Michigan Supreme Court (MSC) have no financial obligation to the Grantee.
- 6.06 The Grantee agrees to comply with all of the Agreement terms, including the reporting requirements, assurances, eligible/ineligible expense list, conditions on expenses, and approved grant budget.

7. REIMBURSEMENT AND BUDGET

- 7.01 This is a reimbursement-based grant.
- 7.02 The Grantee's Expenses are eligible for reimbursement only if the Grantee incurred the Expenses during the time period that this Agreement is effective. Further, the Grantee's Expenses are eligible for reimbursement only after the Grantee has paid the Expenses. Consumable expenses are eligible for reimbursement only if the item can reasonably be consumed (and the Grantee incurred the expense) during the time period that this Agreement is effective.
- 7.03 The Grantee's Expenses are eligible for reimbursement only if included on the eligible expense list, are reasonable and necessary (as determined solely by the SCAO), and in the approved budget.
- 7.04 The Grantee's Expenses are eligible for reimbursement only after the Grantee has exhausted all other available funding options that were designated for the project. Examples of potential other available funding options include local court or county funding, federal funding (not including other SCAO-administered grants awarded to the Grantee), participant fees, and funding from nonprofit organizations. The Grantee is not required to first spend funds that were not designated for the project. Once the Grantee has exhausted all other available funding options that were designated for the project, then the grant funds under this Agreement can be used. If the Grantee has other available funding options that were designated for the project but relies on the grant funding under this Agreement before

exhausting the other options, the SCAO may reduce the reimbursement amount by an amount that is equal to the other available funding options.

- 7.05 The Grantee's Expenses are eligible for reimbursement only if the Grantee is on time and in compliance with the grant reporting requirements in Attachment 1 and as otherwise required under this Agreement.
- 7.06 Reimbursements for Travel Expenses (such as mileage) may not exceed the lesser of the Grantee's published travel rates or allowable state of Michigan travel rates and must be approved by the SCAO prior to incurring the expense.
- 7.07 The Grantee must request Expense reimbursement on a quarterly basis (see Attachment 1). The request to reimburse each Expense must include the hourly rate or cost per unit, amount of hours worked or number of units, a description of Services provided, the date of the Expense, the amount requested, and proof that the Grantee has paid the Expense.
- 7.08 All Expense reimbursement is subject to the SCAO's approval.
- 7.09 Supplanting of existing funds or co-mingling of funds is not allowed and is not reimbursable expense.
- 7.10 The Grantee agrees to receive payments by electronic funds transfer through Michigan's Statewide Integrated Governmental Management Application (SIGMA) vendor payment system. The Grantee must sign up through the online vendor system to receive reimbursement payments via electronic funds transfers or direct deposits. To register, go to the Department of Technology, Management, and Budget's [website](#).

8. RELIGIOUS PROGRAMMING

- 8.01 If the Grantee contracts for any activities under this Agreement, the Grantee may not spend grant funds on (a) religious based programming or (b) programs that discriminate based on religion.
- 8.02 Before the Grantee refers a person to, or provides a person with, a program with a religious component, the Grantee must do the following: (1) allow the person to choose whether to participate in the program, (2) ensure that a person who chooses to not participate is not penalized, and (3) provide at least one secular option.

9. ASSIGNMENT

The Grantee may not assign any portion of this Agreement except with prior written approval of the SCAO. If performance is so assigned, all requirements in this Agreement shall apply to such performance and the Grantee shall be responsible for the performance of such Services.

10. SUBCONTRACTING

- 10.01 The Grantee may enter written contracts for activities under this grant.
- 10.02 The Grantee must provide the SCAO with copies of all contracts if the SCAO requests them.
- 10.03 The Grantee must provide the SCAO with copies of all contracts before requesting reimbursement for contracted work. All contracts must be uploaded in WebGrants.
- 10.04 The Grantee must provide a copy of this Agreement to all entities with which it contracts for services.

11. CONFIDENTIAL INFORMATION

- 11.01 The Parties do not expect that medical and treatment information will be obtained, shared or used under this Agreement. However, if medical and treatment information is obtained, shared or used under this Agreement, all medical and treatment information of participants served under this Agreement is confidential. The SCAO and the Grantee agree that this information will not be disclosed except as allowed by law.
- 11.02 The Grantee agrees to comply with the Health Insurance Portability and Accountability Act (HIPAA), 42 CFR Part 2, and the Michigan Mental Health Code. These requirements, *inter alia*, include:
 - A. The Grantee and Grantee's agents must not share information that is protected under HIPAA, 42 CFR Part 2, or the Michigan Mental Health Code (the "Protected Information"). The Grantee is liable for the unauthorized use or disclosure of Protected Information. This includes Protected Information that the SCAO provides to the Grantee.
 - B. The Grantee must include terms in any procurement contract and subrecipient subcontract that the Grantee's agents must not share Protected Information. This includes Protected Information that the SCAO provides to the Grantee.
 - C. The Grantee must have written policies and procedures about using and disclosing Protected Information. The policies and procedures must include provisions that restrict Grantee's employees' access to Protected Information.
 - D. The Grantee must also have a policy to report to the SCAO unauthorized use or disclosure of Protected Information.
- 11.03 The SCAO may disclose Confidential Information to the Grantee during this Agreement's term. The Grantee agrees not to disclose Confidential Information to any third party without prior approval from the SCAO. If disclosure of Confidential Information is required by law or court order, the Grantee must notify the SCAO within five business days as provided in the *Delivery of Notice* Section of this Agreement before disclosure—and shall reasonably cooperate with the SCAO to (1) narrowly tailor required disclosures and (2) support SCAO's efforts to obtain protective orders or other appropriate relief.

11.04 This section survives the termination or expiration of this Agreement.

12. RIGHTS TO WORK PRODUCT, PRE-EXISTING INVENTIONS, AND IMPROVEMENTS

12.01 All Work Product shall belong to and is owned by the SCAO and is subject to copyright or patent only by the SCAO. The SCAO shall have the right to obtain from the Grantee original materials produced under this Agreement and shall have the right to distribute those materials.

12.02 The SCAO shall have copyright, property, and publication rights in all Work Product developed in connection with this Agreement.

12.03 The SCAO grants the Grantee a royalty-free, nonexclusive license to use any Work Product developed in the course of executing this Agreement that is not Confidential and Proprietary Information as defined in this Agreement. However, the Grantee shall not publish or distribute any Work Product relating to the Services provided under this Agreement.

12.04 The Grantee shall safeguard the Grantee's property, materials and Work Product. The SCAO is not responsible and will not be subject to any Liabilities for any claims related to the loss, damage, or impairment of Provider's property, materials and/or Work Product.

12.05 The Grantee shall promptly disclose in writing to SCAO all Pre-existing Inventions, Patented and/or Copyrighted Materials used to provide Services under this Agreement.

12.06 The Grantee shall assist the SCAO in determining and acquiring copyrights, patents, or other such intellectual property protection for any Work Product for which the SCAO desires to obtain such protection.

12.07 The Grantee warrants that, during the time period that this Agreement is effective, there are no Pre-existing Inventions, Patented and/or Copyrighted Materials for which the Grantee seeks protection or which the Grantee desires to remove from the Agreement provisions before entering into this Agreement. Further, the Grantee warrants that its performance under this Agreement will not infringe upon or misappropriate any third party's patents, copyrights or other intellectual property rights.

12.08 The Grantee further warrants that, during the time period that this Agreement is effective, the Grantee has obtained all material licenses, authorizations, approvals and/or permits required by law to conduct its business generally and to perform its obligations under this Agreement.

13. INSURANCE

The Grantee, if a non-governmental and non-self-insured entity, must procure commercial liability insurance or ensure that an adequate amount of money is set aside in its local budget to cover all reasonable claims related to the Grantee's and Grantee's agents' Services under this Agreement. If the Grantee contracts with

14. LIABILITY

- 14.01 The Grantee is responsible for Liabilities and Expenses that result from the Grantee's performance or nonperformance under this Agreement. This subsection does not waive governmental immunity as provided by law.
- 14.02 The Grantee warrants that, before entering into this Agreement, it is not subject to any liabilities or expenses that may interfere with Agreement performance.
- 14.03 The SCAO is not responsible for Liabilities and Expenses that result from the Grantee's or Grantees' agents' performance, nonperformance, or property.
- 14.04 If Grantee contracts with a private third party to carry out the Grantee's responsibilities under this Agreement, then in that contract Grantee will require the private third parties to indemnify SCAO and the MSC, including their officers, and employees (the "SCAO, MSC and related entities") from any Liabilities that may be imposed upon, incurred by, or asserted against the SCAO, MSC and related entities arising from the acts or omissions of the private third party under such contact. Any private third party who will not agree to such provisions may not be utilized by Grantee to perform services under this Agreement. This subsection does not waive governmental immunity as provided by law.

15. FINANCIAL RECORDS, RETENTION, AND INSPECTION

- 15.01 The Grantee agrees that all its Expenses conform to the standard financial procedures of the Grantee's funding unit.
- 15.02 The Grantee must maintain financial records that follow Generally Accepted Accounting Principles (GAAP).
- 15.03 The Grantee must maintain an accounting system with grant financial records that are kept separately from the Grantee's other financial records.
- 15.04 The Grantee must retain all financial records related to this Agreement for at least five years after the SCAO's final reimbursement to the Grantee. The Grantee is responsible for the costs to retain these records.
- 15.05 If an audit begins before the five-year period expires, and it extends past that period, the Grantee must retain all records until the audit is complete. Based on the audit, the SCAO may adjust reimbursement payments. If the audit reveals that the SCAO overpaid the Grantee, the Grantee must immediately refund those amounts to the SCAO.
- 15.06 The Grantee agrees that the MSC, the SCAO, the Michigan Department of Treasury, the State Auditor General, and these parties' authorized representatives may upon notification audit and copy the Grantee's grant financial records.

16. GRANT REPORTING

The Grantee agrees to timely provide all applicable performance measurement data, including complete and accurate reports as identified in Attachment 1 related to this Agreement so that the SCAO can meet its reporting requirements. Further, the Grantee agrees to follow the grant reporting requirements in Attachment 1.

17. INCREASES AND REDUCTIONS IN GRANT AMOUNT

- 17.01 When Grantee cannot spend some or all allocated grant funds, these funds should be reallocated to other courts who can spend them. This ensures that courts can address as many of the communities' needs as possible. The Grantee acknowledges that its failure to spend, provide proof of expenditures, or request reimbursement of Grant Award expenditures by the financial claims report due dates may trigger the reallocation process outlined in Section 17.04. Therefore, the Grantee agrees to provide all financial claims on the schedule outlined in Attachment 1. Failure of the Grantee to submit all financial claims by their due dates will jeopardize Grantee's grant funding and subject the Grantee to the procedures set forth in the below subsection.
- 17.02 The SCAO will monitor Grantee's progress and expenditure of its Grant Amount. Grantee must use its best efforts to utilize the full amount of funds awarded.
- 17.03 If Grantee has made satisfactory progress towards utilization of its Grant Amount and SCAO or Grantee determines at any time during the Agreement Period that Grantee could benefit from additional grant funds such that its Grant Amount should be increased, Grantee must submit a reallocation amendment request through WebGrants, stating the amount of additional grant funds needed, explaining how the additional amount was determined, and outlining the court's plan to utilize the additional amount, if awarded.
- 17.04 If Grantee fails to show satisfactory progress towards utilization of its Grant Amount, as determined by SCAO in its sole discretion, SCAO will implement the following Grant review process:
- A. SCAO will notify Grantee that it appears that Grantee is not making satisfactory progress toward spending its Grant Amount and will request an explanation from Grantee as to its lack of progress.
 - B. Grantee must, within 10 business days from the date of the notice, provide an explanation to SCAO for its lack of satisfactory progress and outline its plan for fully spending the Grant Amount during the Agreement Period, or if Grantee cannot fully spend the Grant Amount, Grantee must request a reduction in the Grant Amount which aligns with its plan. This information must be submitted by emailing a letter to Bobbi Morrow at morrowb@courts.mi.gov. Failure to provide this information within the time specified by SCAO will result in a reduction in the Grant Amount

based on the claims information already submitted by Grantee and using any other criteria SCAO determines to be relevant.

- C. SCAO will determine whether the Grant Amount should remain as initially awarded or be reduced and notify Grantee of the decision. SCAO has the sole authority to reduce the Grant Amount, and the amount of the reduction could be more than the Grantee's requested reduction amount. If SCAO's decision is to reduce the Grant Amount, Grantee will submit a budget revision in WebGrants by the date specified by SCAO showing how the reduced Grant Amount will be allocated for the remaining Agreement Period. If Grantee does not submit this budget revision, SCAO may reduce Grantee's budget in WebGrants and allocate the new amount in its discretion.
- D. For communications other than those made through WebGrants, all notices will be sent as provided in the *Delivery of Notice* Section below.

17.05 If Grantee determines on its own that it will not fully spend the entire Grant Amount during the Agreement Period, the Grantee must submit a reallocation request to SCAO in WebGrants identifying how much of the Grant Amount the Grantee intends to spend during the Agreement Period, and how much the Grantee would like to return to SCAO. Then, the procedures in Section 17.04(C) will be followed.

17.06 In all cases, the Grantee must fully comply with the reporting requirements found in Attachment 1, and the Grantee's obligations under the Agreement will remain in effect until Grantee fully complies.

17.07 This Section survives termination of this Agreement.

18. SUSPENSION OR TERMINATION OF AGREEMENT

18.01 The SCAO and/or the Grantee may immediately reduce the project budget, or suspend or terminate this Agreement without further liability or penalty to the SCAO under any of the following circumstances:

- A. If any of the terms of this Agreement are not adhered to by the Grantee/subrecipients.
- B. If the Grantee proposes or implements substantial changes to the Scope of Services/Work such that, if originally submitted, the application would not have been selected for funding.
- C. If the Grantee is not certified or submits false certification or falsifies any other report or document required hereunder. Grantees that are funded with Swift and Sure Sanctions Probation Program funds are exempt from certification requirements in Section 24.

- D. If the Grantee is charged with or convicted of any criminal activity or offenses during the term of this Agreement or any extension thereof.
- E. If funding for this Agreement becomes unavailable to the SCAO due to appropriation or budget shortfalls.
- F. If the Grantee does not comply with an Agreement term, including the reporting requirements, assurances, eligible/ineligible expense list, conditions on expenses, and approved grant budget.
- G. If any report from Section 16 is at least 45 days late.

18.02 Each Party may terminate this Agreement without cause subject to the conditions below. If the Grantee is the party attempting to terminate the Agreement, the Chief Judge of the Grantee must notify the SCAO in writing of such termination. The Grantee's obligations under the Agreement cannot be terminated, however, until Grantee fulfills all the grant reporting requirements under Attachment 1 as required by the terms of the grant and as otherwise directed by the SCAO. Grantee's obligations under this Agreement will not be terminated until Grantee has met all grant reporting requirements as determined by the SCAO.

18.03 If this Agreement is terminated, the SCAO will make payments to the Grantee for allowable reimbursable expenses not covered by previous payments or other state or federal programs if the costs are adequately documented and appropriately authorized. The Grantee shall immediately refund to the SCAO any funds not authorized for use and any payments or funds advanced to the Grantee in excess of allowable reimbursable expenditures.

18.04 If the SCAO terminates this Agreement under Section 18, with the exception of termination stated in Section 18.01(E), the Grantee is not eligible for SCAO grant funding for two years. After the two-year period, the Grantee must verify in writing with SCAO that the Grantee has corrected the issues.

19. COMPLIANCE WITH LAWS

The Grantee agrees to comply with all federal, state, and local laws and applicable ethics, rules, and canons.

20. MICHIGAN LAW

This Agreement shall be subject to, and shall be enforced and construed under, the laws of the state of Michigan. Further, the Parties agree to litigate any disputes arising directly or indirectly from the Agreement in the Court of Claims in the State of Michigan or if the Court of Claims cannot take jurisdiction over the dispute, then by the Michigan circuit court determined appropriate by the SCAO.

21. CONFLICT OF INTEREST

The Grantee certifies that the Grantee presently has no personal or financial interest, and shall not acquire any such interest, direct or indirect, that would conflict in any manner or degree with the performance of this Agreement.

22. DEBT TO STATE OF MICHIGAN

The Grantee covenants that it is not, and will not become, in arrears to the state of Michigan or any of its subdivisions upon contract, debt, or any other obligation to the state of Michigan or its subdivisions, including real property, personal property, and income taxes.

23. AGREEMENT DISPUTE

The Grantee shall notify the SCAO in writing of the Grantee's intent to pursue a claim against the SCAO for breach of any term of this Agreement within 10 business days of discovery of the alleged breach as provided in Section 26 of this Agreement.

24. PROGRAM REVIEW OR CERTIFICATION SITE VISIT

The SCAO may review the Grantee onsite. As part of the review, the SCAO may interview the program's team members, observe staff meetings and status review hearings, review case files, review data, and review financial records.

25. AMENDMENT

25.01 The Parties may amend this Agreement only in writing signed by both Parties.

25.02 The SCAO and the Grantee must submit a budget/project amendment through WebGrants. An example of a budget amendment is the Grantee requesting to move money from one approved line item in the budget to another approved line item in the budget, and the SCAO approving the requested budget amendment. The SCAO and the Grantee must also notify the other party in WebGrants of any changes in project directors, program judges, agency contacts, financial officers, or authorizing officials, including changes in names, mailing addresses, e-mail addresses, and telephone numbers.

26. DELIVERY OF NOTICE

26.01 Unless otherwise specified in this Agreement, written notices and communications required under this Agreement shall be delivered in one of two forms: (1) by electronic mail; or 2) by overnight delivery sent by a nationally recognized overnight delivery service to the following:

26.02 The Grantee's contact person is:

Helen Davis
67th District Court

Chief Judge William H. Crawford II
630 S. Saginaw St.
Flint, MI 48502
HDavis2@geneseecountymi.gov

26.03 The SCAO's contacts are:

Bobbi Morrow
Court Analyst
State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, MI 48909
morrowb@courts.mi.gov

and

Ryan Gamby
Field Services Director
State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, MI 48909
Gambyr@courts.mi.gov

27. NONDISCRIMINATION

During the performance of this Agreement, the Grantee agrees—

- A. To comply with all state and federal nondiscrimination laws and regulations, as may be amended from time to time.
- B. Not to participate directly or indirectly in the discrimination prohibited by any state or federal nondiscrimination law or regulation, such as federal laws or regulations as set forth in Appendix B of 49 CFR part 2.
- C. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the SCAO.
- D. That, in the event a Grantee fails to comply with any nondiscrimination provisions in this Agreement, the SCAO will have the right to impose such Agreement sanctions as it determines are appropriate, including but not limited to withholding payments to the Grantee under the Agreement until the Grantee complies; and/or cancelling, terminating, or suspending this Agreement or a contract or funding agreement, in whole or in part.

28. GRANTEE'S AUTHORIZING OFFICIAL

28.01 The Grantee's "Authorizing Official" is the individual who signs this Agreement. The "Authorizing Official" is an official of the Grantee who has the legal authority to, is authorized to, and can legally sign contracts on behalf of the Grantee and bind the Grantee to

the terms of the contracts, including this Agreement. The Authorizing Official may not be a judge or other state employee. By signing below, the Grantee and Grantee's Authorizing Official warrant that the Authorizing Official has the actual authority to sign the Agreement on behalf of the Grantee.

- 28.02 Only one person may sign this Agreement as the Grantee's Authorizing Official. The Grantee might have more than one individual who is authorized to enter into binding contracts for the Grantee that is receiving funds, or the Grantee's local rules might provide that multiple people must sign contracts. In either case, the Authorizing Official's signature on this Agreement represents the mutual agreement and acceptance of this Agreement by all persons who are authorized to enter into binding contracts for the Grantee.

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SIGNATURES OF PARTIES
Operation Drive
CONTRACT NUMBER: SCAO-2026-107

29. SIGNATURE OF PARTIES

29.01 This Agreement is not effective unless signed by both Parties.

29.02 The signatures on this Agreement are electronic through the DocuSign system.

29.03 The DocuSign system requires an agent of the Grantee to send this Agreement to the Grantee's Authorizing Official for the Authorizing Official's review and signature. Selecting the dropdown below confirms that the Agreement can be sent to the Grantee's Authorizing Official for signature.

Agreement is ready for Grantee's Authorizing Official's signature.

29.04 The DocuSign system requires an agent of the SCAO to send this Agreement to the Deputy State Court Administrator for review and signature. Selecting the dropdown below confirms that the Agreement can be sent to the Deputy State Court Administrator for signature.

Agreement is ready for SCAO's Authorizing Official's signature.

67th District Court

State Court Administrative Office



Authorizing Official's Signature

SCAO Official's Signature

Dale Weighill

Elizabeth Rios-Jones

Authorizing Official's Name

SCAO Official's Name

Chairperson, Genesee County Board of Commissioners

Deputy State Court Administrator

Authorizing Official's Title

SCAO Official's Title

1/15/2026

1/16/2026

Date Signed by Authorizing Official

Date Signed by SCAO Official

**OPERATION DRIVE GRANT
REPORTING REQUIREMENTS
January 1, 2026, through September 30, 2027**

PROGRAM REPORT DUE DATES	
April 10, 2026	Report progress made during January 1, 2026 , through March 31, 2026 .
July 10, 2026	Report progress made during April 1, 2026 , through June 30, 2026 .
October 10, 2026	Report progress made during July 1, 2026 , through September 30, 2026 .
January 10, 2027	Report progress made during October 1, 2026 , through December 31, 2026 .
April 10, 2026	Report progress made during January 1, 2027 , through March 31, 2027 .
July 10, 2026	Report progress made during April 1, 2027 , through June 30, 2027 .
October 10, 2026	Report progress made during July 1, 2027 , through September 30, 2027 .

FINANCIAL CLAIM REPORTS DUE DATES	
April 10, 2026	Submit reimbursement claim for expenses incurred between January 1, 2026 , through March 31, 2026 .
July 10, 2026	Submit reimbursement claim for expenses incurred between April 1, 2026 , through June 30, 2026 .
October 10, 2026	Submit reimbursement claim for expenses incurred between July 1, 2026 , through September 30, 2026 .
January 10, 2027	Submit reimbursement claim for expenses incurred between October 1, 2026 , through December 31, 2026 .
April 10, 2026	Submit reimbursement claim for expenses incurred between January 1, 2027 , through March 31, 2027 .
July 10, 2026	Submit reimbursement claim for expenses incurred between April 1, 2027 , through June 30, 2027 .
October 10, 2026	Submit reimbursement claim for expenses incurred between July 1, 2027 , through September 30, 2027 .

The court must submit an itemized invoice and supporting documentation to WebGrants by the due dates listed above. The supporting documentation must include (if applicable):

Personnel and Fringe: Signed timesheets and official reports from the court’s accounting or payroll software. Examples include, but are not limited to, general ledger, revenue and expenditure reports, payroll reports, and pay stubs.

Contractual and Supplies: Dated and itemized invoices or receipts with proof of payment. Proof of payment must include name of vendor, date, amount, and check or ETF number. Examples include, but are not limited to, copies of checks or official reports from the Court’s accounting software.

Travel: Employee travel must be documented with the same requirements as Personnel and Fringe. Contractor travel must be documented with the same requirements as Contractual and Supplies. Copies of the Traveler’s receipts are required for all travel.

Operation Drive Quarterly Report

Court Name:

Enter Court Name

Court Number:

Enter Court Number

SIGMA Court ID:

Enter SIGMA Court ID number

Staff Name:

Enter Staff Name completing the quarterly report.

Referrals	
Description	Measurement
<p>Referrals Made to Program List the total number of individuals referred to the program during the reporting period.</p>	Number
<p>Accepted Referrals List the total number of individuals that were referred to and accepted into the program during the reporting period.</p>	Number
<p>Denied Referrals List the total number of individuals that were referred to but denied entry into the program during the reporting period.</p>	Number
<p>Source of Referrals List the total number of individuals referred by each of the sources listed below during the reporting period.</p>	
Prosecutor	Number
Defense Attorney	Number
Judge	Number
Probation Officer	Number
Defendant	Number
Court Clerk/Staff	Number
Family Member	Number
Other	Number
<p>License Status Upon Admission List the aggregated license status for all participants upon their admission to the program during the reporting period.</p>	
Unlicensed	Number
Suspended	Number
Revoked	Number
Restricted	Number

Demographics	
Description	Measurement
<p>Age List the total number of participants accepted into the program during the reporting period for each of the age groups listed below.</p>	
16 - 25 years old	Number
26 - 35 years old	Number
36 - 45 years old	Number
46 - 55 years old	Number
56 - 65 years old	Number
66 years and older	Number
Unknown	Number
<p>Race List the total number of participants accepted into the program during the reporting period for each of the categories identified below.</p>	
American Indian or Alaska Native	Number
Asian	Number
Black or African American	Number
Native Hawaiian or Pacific Islander	Number
White	Number
Other	Number
Unknown	Number
<p>Gender List the total number of participants accepted into the program during the reporting period for each of the categories identified below.</p>	
Male	Number
Female	Number
Gender Diverse	Number
Unknown	Number

Program Operations	
Description	Measurement
<p>Individuals Served List the total number of participants who participated in the program during the reporting period.</p>	Number

Offense Type	
<p>Report the following information for every offense for which a participant was admitted into the program during the reporting period.</p> <p>1. Offense Name: Provide the full name of the statutory description of the offense.</p> <p>2. PACC Code: Include the corresponding PACC code for each offense.</p> <p>3. Admission Count: If multiple participants were admitted to the program for the same offense and PACC code, report the total number of participants admitted under that offense.</p> <p>Add additional lines as necessary</p>	
Offense (PACC Code)	Number
Number of Remote Review Hearings	
<p>Identify the total number of remote review hearings the court conducted for the program during the reporting period.</p>	Number
Average Length of Time in Program	
<p>A participant's time in the program is calculated from their date of admission to their date of discharge. For this metric, calculate the average length of time (in months) that participants spend in the program.</p>	
Less than 6 months	Number
6 – 12 months	Number
1 year or more	Number
Successful Completions	
<p>A successful completion of the Operation Drive Program means the participant received a valid driver's license upon their discharge. Identify the total number of successful completions from the program during the reporting period.</p>	Number

<p>Unsuccessful Discharge An unsuccessful discharge from the Operation Drive Program means the participant did not receive a valid driver's license at the time of their discharge. Identify the total number of unsuccessful discharges from the program during the reporting period.</p>	<p>Number</p>

<p style="text-align: center;">Miscellaneous</p>	
<p style="text-align: center;">Description</p>	<p style="text-align: center;">Measurement</p>
<p>Organization Collaboration Identify any agencies the court collaborated with while operating the Operation Drive during the reporting period. This may include the prosecuting attorney, MIDC, nonprofit organizations, etc.</p>	<p>Free Text</p>
<p>Marketing Describe tools, press releases, materials, or other approaches to marketing the program during the reporting period.</p>	<p>Free Text</p>
<p>Community Impact Describe how the program has made an impact on the community and/or members of the community.</p>	<p>Free Text</p>
<p>Challenges Explain what challenges or barriers you experienced during this reporting period.</p>	<p>Free Text</p>
<p>Successes Share any qualitative successes your program may have experienced during the reporting period.</p>	<p>Free Text</p>