

**CONTRACT BETWEEN**

**THE COUNTY OF GENESEE**

Acting By and Through

**Genesee County Department of Senior Services ("GCDSS")**

**324 South Saginaw Street, Suite 7A**

**Flint, Michigan 48502**

Hereinafter referred to as the "COUNTY"

and

**FAMILY SERVICE AGENCY OF MID MICHIGAN**

**1422 West Court Street**

**Flint, Michigan 48503**

Hereinafter referred to as the "CONTRACTOR"

**For the period from October 1, 2025 through September 30, 2026**

**Whereas**, the COUNTY published a Request for Proposals ("RFP") # 23-328 for a Program of Services titled **"Senior Medical Transportation with a Liaison Program"** (hereinafter referred to as "Services") and

**Whereas**, the CONTRACTOR submitted a Proposal in response to RFP # 23-328 for the provision of Services, and

**Whereas**, the COUNTY desires to enter into a contractual agreement with the CONTRACTOR for the provision of Services set forth herein;

**Now, therefore**, in consideration of the premises and mutual covenants herein contained, the parties agree as follows:

**A. PURPOSE:**

This Contract is entered into for the purpose of retaining CONTRACTOR to provide Medical Transportation with a Liaison Services funded by Senior Citizen Services millage dollars to individuals 60 years of age or older who reside in Genesee County.

**B. THE CONTRACTOR AGREES:**

1. To accept the terms of this Contract and to undertake, perform and complete the Services described in RFP # 23-328 and Addenda ("the RFP"), and in CONTRACTOR'S Proposal in response to RFP # 23-328 ("Proposal"), which are hereby incorporated into this Contract by reference and included as Attachments A respectively, and in CONTRACTOR'S budget, included as Attachment C to this Contract. If a conflict exists between this document and those incorporated by reference, this document governs.
2. That this Contract is effective for the term stated upon approval by the Genesee County Board of Commissioners.

3. To provide proof of insurance as required in Section 8 of the RFP prior to the signing of this contract and or upon renewal. Endorsements naming the COUNTY as an additional insured must be provided prior to initiation of Services. This provision may be satisfied by verification and proof of a "Blanket Additional Insurance Contract Form or Endorsement" provided with the Insurance Certificates. Documentation provided under this subparagraph will include a statement by the insurer that the COUNTY will be notified of any and all insurance cancellation at least 30 days prior to the effective date of cancellation of the respective policies. However, cancellation for non-payment of premium shall be noticed a minimum of ten days prior to cancellation.
4. To establish safeguards to prohibit conflicts of interest involving CONTRACTOR employees, prohibiting them from being involved in activities that are motivated by a desire for private gain for themselves or others with whom they have family, business or personal ties.
6. That failure by the COUNTY to insist upon strict adherence to any terms of this Contract shall not be considered a waiver or deprive the COUNTY of the right thereafter to insist upon strict adherence to that term, or any other term, of this Contract.
7. To provide the necessary administrative, professional and technical staff in the required ratio and number with qualifications as designated in its proposal for operation of the program.
8. The CONTRACTOR agrees that title to any approved equipment purchased in whole or part using Senior Millage funds shall vest with the County of Genesee upon acquisition. The Senior Services Director may, in writing, waive the requirements of this paragraph for any purchase. Waiver by the Senior Services Director for any purchase does not constitute future or automatic waiver for other purchases. For this section, equipment is defined as tangible, non-expendable, personal property having a useful life of more than 1 year and an acquisition cost of \$1000.00 or more per unit. Equipment purchases not included in the submitted budget are automatically unapproved.
9. The CONTRACTOR agrees to notify the Senior Services Director of damage, theft, or replacement of any equipment purchased with Senior Millage funds within 48 hours of such occurrence. When applicable, a copy of the police report must be submitted to the Senior Services Director within two weeks of the occurrence. The CONTRACTOR further agrees to repair or replace damaged or stolen equipment or to reimburse the COUNTY with the millage-funded purchase cost utilizing non-senior millage funds. Failure to repair or replace such equipment shall result in repayment to the COUNTY of the millage-funded purchase cost by reducing payments to the CONTRACTOR of submitted reimbursement requests by the cost of the equipment until repayment has been achieved.
10. To utilize all report forms as required under the RFP, as well as those included in this document as Attachment B, including the Monthly Invoice Form and the Monthly New Client Address Form (to be sent electronically each month in Excel format) and reporting formats required by the COUNTY as of the effective date of this Contract, and to provide the COUNTY with timely review and commentary on any new report forms and reporting formats proposed for issuance thereafter. The CONTRACTOR will also provide the COUNTY an annual breakdown of financial data, regarding services provided, by the Local Unit of Government (LUG).

11. The CONTRACTOR agrees to perform yearly criminal background checks on paid staff or volunteers with access to personal information within 15 days of the individual's commencement or submit the proper paperwork to the Department of Senior Services to do the background checks at no charge for the OPERATING ENTITY. Proof of performance of the required background check shall be submitted to the Department of Senior Services within 21 days of the individual's commencement. The CONTRACTOR agrees to perform yearly criminal background checks on all board members. The CONTRACTOR further agrees that costs associated with persons meeting the following criteria will not be paid utilizing Senior Millage funds:

- a. Persons having a felony conviction in this state or elsewhere within the last 10 years; or
- b. Persons having a felony charge pending in this state or elsewhere; or
- c. Persons having a misdemeanor conviction in this state or elsewhere within the last 10 years involving theft, assault, battery, drug-related, or any abusive crimes; or
- d. Persons having a misdemeanor charge pending in this state or elsewhere involving theft, assault, battery, drug-related, or any abusive crimes.

The COUNTY retains the right to deny reimbursement for salary requests, or recapture paid reimbursements by withholding from future requests if it determines that the individual for whom the request is/was made falls within any of the above categories.

12. To provide annual documentation demonstrating appropriate licenses, criminal background checks, and negative tuberculosis tests for employees as specified in the RFP and subparagraph B.11 above. The CONTRACTOR further agrees to comply with the State of Michigan Department of Labor & Economic Growth, "Occupational Health Standards Part 554 Bloodborne Infectious Diseases" (MIOSHA Part 554) including "Part 554 Bloodborne Infectious Diseases Standard Requirements for Training" using the rules provided in Attachment D to this Contract. Documentation for existing workers or volunteers shall be performed and provided to the COUNTY within fifteen days of the signing of this Contract. Testing, licenses (if appropriate), and criminal background checks for new hires or new volunteers shall be performed and provided to the COUNTY within fifteen days of their commencement.
13. To perform and provide to the COUNTY an annual financial audit of its operation by the end of the first quarter of the term of the Contract. Failure to timely provide the audit or to receive an extension of time from the Contract Administrator within which to satisfy this requirement will result in withholding of reimbursements for the performance period.
14. The CONTRACTOR agrees to include the following statement and the Genesee County logo in all printed materials, newsletter, program and registration materials, special events, center's website, advertisements, program presentations, surveys, etc. funded in whole or in part with Senior Millage dollars: "This program and/or service is fully or partially funded by Genesee County Senior Millage funds. Your tax dollars are at work."
15. Senior Millage funds may be used to provide increases in salaries or compensation packages for any employee or contractor. Any employee wages will comply with any state and federal minimum wage law.

16. That overnight travel funded by Senior Millage dollars shall be approved in advance by the Genesee County Board of Commissioners. The CONTRACTOR agrees to adhere to its own travel regulations or, in the absence of such acceptable regulations, to the Genesee County Travel Regulations as set forth in Attachment D to this Contract. Additionally, reimbursement costs for any travel shall not exceed those rates set forth in the Genesee County Travel Regulations.
17. The CONTRACTOR agrees that political campaign intervention, including directly or indirectly participating or intervening in any political campaign on behalf of, or in opposition to, any candidate for elective public office, is prohibited.
  - a. Political campaign intervention includes:
    - i. Contributing to political campaign funds.
    - ii. Making public statements of position (verbal or written) by or on behalf of the senior center in favor or opposition to any candidate for public office.
    - iii. Distributing statements prepared by others that favor or oppose any candidate for public office.
    - iv. Making public statements of position.
    - v. Allowing a candidate to use the center's assets or facilities if the equivalent opportunity is not provided to all other candidates.
    - vi. Making partisan comments in official senior center publications or at official functions of the senior center.
    - vii. Political fundraising at the senior center.
  - b. Political campaign intervention does not include:
    - i. Taking a position on public policy issues as a senior center, so long as the message does not favor or oppose a certain candidate or otherwise violate the political campaign intervention prohibition.
    - ii. Promotion of voter registration in a non-partisan manner.
    - iii. Encouragement of voter participation in a non-partisan manner.
    - iv. Providing voter education/voter guides in a non-partisan manner.
    - v. Non-partisan candidate forums or debates at the senior center.
    - vi. Candidates appearing or speaking at the organization's events in a non-candidate capacity.
    - vii. Supporting the Senior Millage
18. That the CONTRACTOR is responsible for all Services performed under this Contract. If a Subcontractor is used, CONTRACTOR is the sole point of contact with regard to contractual matters, including payment of all charges resulting from the Contract, regardless of who actually provides the service. CONTRACTOR shall notify COUNTY of any subcontractors to be utilized prior to their use. The COUNTY reserves the right to approve or reject any proposed subcontractor.

**C. FURTHER, IT IS UNDERSTOOD AND AGREED BETWEEN THE PARTIES THAT:**

1. This Contract shall commence on October 1, 2025 and continue through September 30, 2026. The Board has the option to extend this Contract for one additional one year terms (the "Extension Terms") at the rates provided in the CONTRACTOR'S proposal

by providing CONTRACTOR with written notice thirty (30) days prior to the termination date of the Initial Term on the COUNTY'S election to exercise the option.

2. The COUNTY agrees to compensate the CONTRACTOR for the term of the Contract an amount not to exceed \$300,000.00 for costs of budgetary items described and included within the CONTRACTOR'S Proposal. Reimbursements will be disbursed on a monthly basis at the rate and monthly maximum amount as set forth in Paragraph H.2 for the service agreed upon for the duration of the Contract term.
3. Subject to availability and other applicable conditions, the COUNTY agrees to provide funding throughout the term of this Contract.
4. The CONTRACTOR, its agents, and employees are independent contractors and are not the employees of the COUNTY.
5. CONTRACTOR is encouraged to provide its clients with the opportunity to make financial donations. All donations not limited in use by the donor must be used to provide additional services, as opposed to supporting other expenses. Donations must be reported to the COUNTY on the monthly invoice form.
  - a. If donations are to be allowed, CONTRACTOR must offer this voluntary opportunity to the client in a manner that allows for the donation, or lack thereof, to remain confidential. No one shall be denied service for failing to make a donation.
  - b. CONTRACTOR must develop a written procedure for the handling of donations. This procedure must include at a minimum: daily counting and recording of donations by two individuals; method of deposit into a financial institution; monthly reconciliation of deposit records and collection records by a third party who was not involved in counting or depositing the donations.
6. The CONTRACTOR agrees that the COUNTY may, at reasonable times and without notice, visit and inspect the CONTRACTOR and discuss or survey the CONTRACTOR'S activities with seniors who agree to participate and designated staff.
7. The CONTRACTOR gives the COUNTY, or any other representatives designated by the COUNTY, the right to visit the facility at reasonable times and without notice, to examine all records, books, and papers related to the performance of activities that are the subject of this Contract.
8. The contract administrator for this Contract is Lynn M. Radzilowski, Senior Services Director, GCROSS, or her designee (the "Contract Administrator"). The CONTRACTOR acknowledges that the Contract Administrator is the primary COUNTY contact for notices and instructions related to this Contract. The CONTRACTOR agrees to provide a copy of all notices related to this Contract to the Contract Administrator.

#### **D. CONTRACT ATTACHMENTS**

The following documents are Attachments to this Contract which are hereby made part of this Contract by reference:

Attachment A: RFP # 23-328 and Addenda and CONTRACTOR'S Response to RFP  
Attachment B: Reporting Forms (Monthly Invoice Form & Monthly New Client Address Form) Sample Client Satisfaction Survey (CONTRACTOR may use its own form that provides this type of information)  
Attachment C: Approved Budget FY – 2025 - 2026  
Attachment D: MIOSHA Part 554 Standards and Regulations and Genesee County Travel Regulations

## **E. AMENDMENTS**

1. Any changes to this Contract will be valid only if made in writing and acknowledged by all parties to this Contract.
2. This Contract, including attachments, may be amended by mutual written consent of the CONTRACTOR and the COUNTY. When submitting a proposed contract or budget amendment, the CONTRACTOR must also revise or amend its related output measures whenever the amendment results in a significant change of program scope, or as specifically required by the COUNTY, and submit copies of the revised sheets and summary description of the changes.
3. In the event that circumstances occur that are not reasonably foreseeable or are beyond the CONTRACTOR'S control which reduce or otherwise interfere with the CONTRACTOR'S ability to provide or maintain specified services or operational procedures, immediate written notification must be provided to the COUNTY and, where feasible, an amendment to this Contract negotiated.
4. Any change proposed by the CONTRACTOR which would affect the funding of any activity support in whole or in part by funds provided under this Contract must be submitted in writing to the COUNTY immediately upon determining the need for such change. The proposed change may be implemented upon receipt of written notification from the COUNTY.
5. Within thirty days after receipt of the proposed change, the COUNTY shall advise the CONTRACTOR in writing of its determination. Subsequently, the COUNTY will initiate any necessary formal amendment to the Contract for execution by the parties to the Contract.
6. Any changes proposed by the COUNTY must be agreed to in writing by the CONTRACTOR within thirty days of receipt. The COUNTY shall initiate any necessary formal amendment as above upon such written agreement.
7. The CONTRACTOR may submit a maximum of one proposed budget amendment per quarter. All budget adjustments must be approved by the Department of Senior Services, and the Board of Commissioners, when required.

## **F. TERMINATION**

This Contract is in full force and effect for the period specified in Section C.1 of this contract, subject to the following conditions:

1. This Contract may be terminated by either party for any reason by giving ninety days written notice to the other party stating the effective date of termination.
2. This Contract may be terminated by the COUNTY upon thirty days written notice to the CONTRACTOR due to convenience or diminution of funds.
3. This Contract may be terminated by the COUNTY upon seven days written notice should the CONTRACTOR be found to have failed to perform its services in a manner satisfactory to the COUNTY as per contract requirements. COUNTY will provide CONTRACTOR notice and a reasonable opportunity to cure service performance deemed to be non-satisfactory. However, the COUNTY shall be the sole judge of what constitutes a reasonable opportunity and non-satisfactory performance.
4. This Contract may be terminated immediately without further liability to the COUNTY if the CONTRACTOR, or an official of the CONTRACTOR, is found guilty of any activity referenced in Section I. Assurances, of this Contract.
5. In the event the COUNTY determines not to proceed further with this Contract during its term, the CONTRACTOR may retain all sums paid by the COUNTY for approved expenses incurred and for satisfactory work actually performed at the above-stated fee structure. In this event, COUNTY will be liable for satisfactory services performed prior to the COUNTY'S notification of its intent to terminate the Contract and, upon full payment, the other obligations of either party to this Contract shall terminate except for the non-disclosure of information and non-solicitation of personnel as stated herein. Notwithstanding the preceding, COUNTY retains the right to demand and obtain repayment of any funds paid to CONTRACTOR, including withholding as offset from amounts claimed due by CONTRACTOR that the COUNTY deems to have been paid in error, for services not authorized under the Contract, or for non-satisfactory services.

#### **G. REPORTING REQUIREMENTS**

CONTRACTOR will provide the COUNTY with monthly reports using the formats provided in Attachment B and following the criteria as established and outlined in the RFP. CONTRACTOR will also provide, on a monthly basis, a compilation, or copies, of Client Satisfaction Surveys providing information similar to that in the sample form found in Attachment B.

#### **H. REIMBURSEMENT METHOD**

1. The COUNTY shall reimburse the CONTRACTOR for Services provided during the duration of this Contract only. CONTRACTOR shall not be reimbursed for Services provided prior to the commencement date of this Contract.
2. The COUNTY shall reimburse the CONTRACTOR on a monthly basis for approved expenses incurred by the Contractor in the performance of this Contract. The total amount paid to the Contractor under this Contract shall not exceed

\$300,000.00 The Contractor's projected budget for the Initial Term of this Contract is attached in Attachment C. If this Contract is extended, the County and the Contractor will agree in writing on a projected Budget for each Extension Term.

3. The COUNTY shall reimburse the CONTRACTOR within thirty days of an approved invoice using the monthly invoice form and instructions found in Attachment B of this Contract. Prompt reimbursement shall be contingent upon full contractual compliance and the submittal of requisite documentation on the approved invoice form. COUNTY may withhold reimbursement if it deems CONTRACTOR to have failed to have substantially complied with the Contract terms. Ineligible expenses, expenditures not consistent with the approved budget, expenditures for Services knowingly performed where no vendor slot is available, or expenditures exceeding the monthly maximum limit will not be reimbursed.
4. Properly documented requests for reimbursement submitted to the COUNTY by the 21<sup>st</sup> of each month will be processed and, if approved, disbursed by the 15<sup>th</sup> of the next month. Requests submitted later than the 21<sup>st</sup> of each month and incomplete requests (e.g. inadequate supporting documentation) will be processed in the following reimbursement cycle. At its sole discretion, the COUNTY will deem expenditures as either eligible or ineligible for each reimbursement or advance expenditure request. The COUNTY may, at its discretion and upon reasonable notice, require the CONTRACTOR to complete reports additional to those attached to this CONTRACT regarding the CONTRACTOR'S expenses and activities.

#### **I. ASSURANCES**

The CONTRACTOR covenants that it will not discriminate against an employee or applicant of employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is related to the individual's ability to perform the duties of a particular job or position, and that it will require the same non-discrimination assurances from any subcontractor who may be used to carry out duties described in this Contract. Breach of this covenant shall be regarded as a material breach of this Contract.

#### **J. CONFIDENTIALITY**

It is understood that work performed under this Program of Services will include access to proprietary documents and information. The CONTRACTOR agrees that confidential information about the COUNTY or its related entities will not be released, except as required by law, without the prior approval of the COUNTY. The COUNTY agrees that it will not release any of the CONTRACTOR'S materials provided or utilized during the Contract term without written permission.

Further, both parties acknowledge that the CONTRACTOR will provide a Program of Services which includes coordination and collaboration with other organizations that provide social, health, transportation, legal and other priority services related to senior residents of Genesee County who are aged 60 years and older. The CONTRACTOR agrees to protect the

confidentiality of information about persons assisted throughout this Program of Services by instituting confidentiality procedures that conform to the Privacy Act of 1974 and where applicable, handle all Private Health Information (PHI) in accordance with HIPAA.

CONTRACTOR acknowledges that the COUNTY is a public body subject to the Michigan Freedom of Information Act. Records held by the COUNTY are public unless exempted. Notwithstanding the foregoing, confidential information collected and provided to the COUNTY by the CONTRACTOR as part of its reporting requirements shall be used solely for purposes of performing and evaluating the performance of this Contract and will not be retained.

**K. LIABILITY AND INDEMNIFICATION**

All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities to be carried out by the CONTRACTOR in the performance of the Contract shall be the responsibility of the CONTRACTOR and not the responsibility of the COUNTY if the liability, loss or damage is caused by, or arises out of, the action or failure to act on the part of the CONTRACTOR or any employee or agent of the CONTRACTOR. The CONTRACTOR shall defend, indemnify, and hold harmless the COUNTY and its officers and employees from and against all claims, losses, damages, and expenses including but not limited to attorney's fees, arising out of or resulting from the CONTRACTOR'S performance of the Contract.

**L. APPLICABLE LAWS**

This is a Genesee County contract. This Contract shall be governed by the laws of the State of Michigan. Any dispute arising as a result of this Contract shall be resolved in the State of Michigan. The parties shall give all notices and comply with all laws, ordinances, rules, regulations, and lawful orders of any public authority that may have bearing on the performance of the Contract.

**M. GOOD FAITH EFFORTS TO RESOLVE DISPUTES; ATTORNEYS FEES**

If for any reason any portion of this Contract is in dispute, the parties will make their best efforts to resolve the dispute without resorting to litigation. Should litigation be required to resolve any dispute between the parties, the party not prevailing in the dispute will pay reasonable attorney's fees as part of any resolution of the dispute.

**N. INTEGRATION**

This Contract constitutes the complete understanding of the parties. No agreements, representations or understandings not specifically contained herein shall be binding upon any of the parties unless reduced to writing and signed by the parties to be bound.

**O. WAIVER**

Any clause or condition of this Contract found to be an impediment to the intended and effective operation of this Contract may be waived in writing by the parties, upon presentation of written justification by the requesting party. Such waiver may be temporary or for the life of the Contract and may affect any or all program elements covered by this Contract.

**P. SEVERABILITY**

If any provision of this Contract, or any provision of any document attached to or incorporated by reference is waived or held to be invalid, such waiver or invalidity shall not affect other provisions of this Contract.

**Q. SPECIAL CERTIFICATION STATEMENT**

The individual or officer signing this Contract certifies by her/his name that s/he is authorized to sign this Contract on behalf of the responsible governing board, official, or CONTRACTOR.

**COUNTY OF GENESEE**

**FAMILY SERVICE AGENCY OF MID MICHIGAN**

\_\_\_\_\_  
By: Delrico Loyd, Chairperson  
Genesee County Board of Commissioners

\_\_\_\_\_  
By: Brooke Gow  
Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **Attachment A**

(This document, Request for Proposal, related Addenda, and Contractor's Response to the Request for Proposal is on file at the Genesee County Office of Senior Services)

## **ATTACHMENT B**

(Reporting Forms and Client Survey)

## 2025-2026 SENIOR MILLAGE MONTHLY REIMBURSEMENT REQUEST

Service Provider:

Pay to (Operating Entity):

Mail Address:

### SENIOR MILLAGE FUNDING

2025-2026 Millage Allocation:

Funds Previously Requested

Balance Remaining Prior to this Request:

Time Period of Expenditures for this Request:

Total Claimed in this Request:

Balance Remaining After this Request:

\$ -

### MONTHLY REPORTING

Total number of Genesee County residents aged 60 years and older who called seeking services.

Total number of rides completed this month.

Total number clients denied transportation this month.

Total number of calls during this fiscal year.

Total number of rides completed during this fiscal year.

Total number of clients served during this fiscal year.

Total number of agency staff and volunteer workers providing services during this month.

Attach names and titles of staff who performed work during this month. Attach pertinent licensures, as applicable, if not submitted during a previous month.

For each client included in item 1, email Excel document with that person's address, including street number, street name, city or village, zip code, race, gender, and Veteran status.

## AUTHORIZED SIGNATURE

I certify to the best of my knowledge and belief, the billed costs of disbursements are in accordance with the terms of the agreement and that the reimbursement request represents the Millage share due and has not been previously requested and is true and correct.

**Prepared by:**

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Phone

**Approved by:**

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

## 2025-2026 SENIOR MILLAGE MONTHLY REIMBURSEMENT REQUEST

| Recipient of Funds                 | Amount | Items Purchased/Use of Funds | Invoice Number and Check<br>Number / Confirmation of<br>Payment |
|------------------------------------|--------|------------------------------|-----------------------------------------------------------------|
| <b>ADMINISTRATION EXPENDITURES</b> |        |                              |                                                                 |
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| SUBTOTAL - ADMINISTRATION          | \$ -   |                              |                                                                 |
| <b>PROGRAMMING EXPENDITURES</b>    |        |                              |                                                                 |
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| SUBTOTAL - PROGRAMMING             | \$ -   |                              |                                                                 |

[illegible]

## Senior Millage Service Providers Client Addresses

**Month & Year:** \_\_\_\_\_

[illegible]

## **Attachment C**

(Budget FY 2025 -2026)

| Name of Center: FSA Senior Medical Transport | FY 2024-2025 Senior Millage Budget | Proposed FY 2025-2026 Budget Expenditures - Senior Millage |
|----------------------------------------------|------------------------------------|------------------------------------------------------------|
| <b>ADMINISTRATION</b>                        |                                    |                                                            |
| Salaries – Administrative                    |                                    |                                                            |
| Brooke Gow                                   |                                    | \$ 31,500.00                                               |
| Brittany Lavoy                               |                                    | \$ 12,612.60                                               |
| Salaries – Program Director                  | \$ 50,400.00                       | \$ 52,916.00                                               |
| Salaries - Program Asst                      | \$ 23,870.00                       | \$ 34,835.00                                               |
| Salaries - Drivers                           | \$ 103,194.00                      | \$ 108,353.00                                              |
| Fringes -- Employer FICA                     | \$ 13,576.00                       | \$ 18,377.00                                               |
| Fringes – Medical                            | \$ 20,000.00                       | \$ 20,263.90                                               |
| Fringes – Life/Dis                           | \$ 7,950.00                        | \$ 1,703.10                                                |
| <b>SUBTOTAL</b>                              | <b>\$ 218,990.00</b>               | <b>\$ 280,560.60</b>                                       |
| <b>PROGRAMMING</b>                           |                                    |                                                            |
| Special Projects / Events                    | \$ -                               |                                                            |
| Volunteer Expenses                           | \$ -                               | \$ -                                                       |
| <b>SUBTOTAL</b>                              | <b>\$ -</b>                        | <b>\$ -</b>                                                |
| <b>OPERATIONS</b>                            |                                    |                                                            |
| Facility Maintenance                         | \$ 10,000.00                       | \$ -                                                       |
| Admin Overhead                               | \$ 46,010.00                       | \$ -                                                       |
| Equipment Maintenance                        | \$ -                               | \$ -                                                       |
| Grounds Maintenance                          | \$ -                               | \$ -                                                       |
| Insurances & Bonds                           | \$ -                               | \$ -                                                       |
| Legal Services                               | \$ -                               | \$ -                                                       |
| Memberships / Publications                   | \$ -                               | \$ -                                                       |
| Office Supplies                              | \$ -                               | \$ -                                                       |
| Operating Supplies                           | \$ -                               | \$ -                                                       |
| Audit                                        | \$ -                               | \$ 2,700.00                                                |
| Finance Director                             | \$ -                               | \$ 8,280.00                                                |
| Phone/ Fax/ Internet/ Web Services           | \$ -                               | \$ -                                                       |
| Vehicle Maintenance / Insurance              | \$ 75,000.00                       | \$ 8,459.40                                                |
| Outreach                                     | \$ -                               | \$ -                                                       |
| <b>SUBTOTAL</b>                              | <b>\$ 131,010.00</b>               | <b>\$ 19,439.40</b>                                        |
| <b>EQUIPMENT PURCHASES</b>                   |                                    |                                                            |
|                                              | \$ -                               | \$ -                                                       |
|                                              | \$ -                               | \$ -                                                       |
| <b>SUBTOTAL</b>                              | <b>\$ -</b>                        | <b>\$ -</b>                                                |
| <b>TOTAL AWARD EXPENDITURES</b>              | <b>\$ 350,000.00</b>               | <b>\$ 300,000.00</b>                                       |
| Unit Rate(if applicable)                     |                                    | \$                                                         |

## **Attachment D**

MIOSHA Part 554 Bloodborne Infections Diseases Standards and Regulations  
[https://www.michigan.gov/leo/-/media/Project/Websites/leo/Documents/MIOSHA/Standards/General\\_Industry/GI\\_554/GI\\_554\\_\\_04-27-21.pdf](https://www.michigan.gov/leo/-/media/Project/Websites/leo/Documents/MIOSHA/Standards/General_Industry/GI_554/GI_554__04-27-21.pdf)

Genesee County Travel Regulations  
<https://www.geneseecountymi.gov/02.001%20Travel%20Policy.pdf>