



**GENESEE COUNTY**  
**— M I C H I G A N —**

**Genesee County**  
**Governmental Operations Committee**  
**Agenda**

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**Wednesday, April 17, 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-2024-430](#) Approval of Meeting Minutes - March 20, 2024

**IV. PUBLIC COMMENT TO COMMITTEE**

**V. COMMUNICATIONS**

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

1. [RES-2024-224](#) Approval of a purchase order to Stryker Medical for the fiscal year ending 2024, in an amount not to exceed \$49,457.39, to provide service contracts for various medical equipment; the cost of this purchase order will be paid from the accounts listed
2. [RES-2024-355](#) Approval of an agreement between Genesee County and the District Health Department #2 to allow for grant reimbursements for the Homeland Security Grant Program in Region 3
3. [RES-2024-362](#) Approval of a request by Genesee County's Office of the Sheriff to apply for the 2024 Marine Safety Program Grant, in the amount of \$24,700.00, to provide for Genesee County's 2024 Marine Patrol Program

4. [RES-2024-366](#) Approval of a request by Genesee County's Sheriff to travel to the International Association of Auto Theft Investigators (IAATI) Conference in Grand Rapids, MI; the dates of travel are April 29 - May 2, 2024; total cost for eight (8) staff members; not to exceed \$4,330.54 and is grant funded
5. [RES-2024-409](#) Approval of a proposed policy creating a format and numbering system for Genesee County's policies
6. [RES-2024-413](#) Approval of the proposed Policy for the Sale and Disposal of Real Property

**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-2024-430

**Agenda Date:** 4/17/2024

**Agenda #:**

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Approval of Meeting Minutes - March 20, 2024



# GENESEE COUNTY

## — M I C H I G A N —

### Genesee County Governmental Operations Committee Meeting Minutes

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Wednesday, March 20, 2024

9:00 AM

Harris Auditorium, 1101 Beach St.

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#### I. CALL TO ORDER

Commissioner Weighill called the meeting to order at 9:20 AM.

Commissioner Weighill requested a moment of silence for Congressman Dan Kildee and his family in the passing of his brother, Timothy Kildee.

#### II. ROLL CALL

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

#### III. APPROVAL OF MINUTES

[RES-2024-329](#) Approval of Meeting Minutes - March 6, 2024

**RESULT:** APPROVED

**MOVER:** Ellen Ellenburg

**SECONDER:** Beverly Brown

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

#### IV. PUBLIC COMMENT TO COMMITTEE

#### V. COMMUNICATIONS

#### VI. OLD BUSINESS

#### VII. NEW BUSINESS



1. [RES-2024-280](#) Approval of a grant award from Region 3 state Homeland Security Program, in the amount of \$16,210.00, to provide for the purchase of two (2) Hummingbird Apex 19 side scan sonar; the budget for this grant is attached  
  
**RESULT:** REFERRED  
**MOVER:** Delrico J. Loyd  
**SECONDER:** Charles Winfrey  
  
**Aye:** Chairperson Weighill, Vice Chair Loyd, Commissioner Winfrey, Commissioner Ellenburg, Commissioner Brown, Commissioner Avery, Commissioner Shumaker, Commissioner Cousineau and Commissioner Davis
2. [RES-2024-283](#) Approval of a request by Genesee County's Office of the Prosecutor to travel to the National Association of Extradition Officials Conference in Milwaukee, WI; the dates of travel are May 19-21, 2024; total cost of travel for two (2) staff members not to exceed \$4,000.00  
  
**RESULT:** REFERRED  
**MOVER:** Martin L. Cousineau  
**SECONDER:** Beverly Brown  
  
**Aye:** Chairperson Weighill, Vice Chair Loyd, Commissioner Winfrey, Commissioner Ellenburg, Commissioner Brown, Commissioner Avery, Commissioner Shumaker, Commissioner Cousineau and Commissioner Davis
3. [RES-2024-301](#) Approval of contract between Genesee County and Easterseals of Michigan, in an amount not to exceed \$115,243.03, to provide for a mental health professional; the cost for this agreement will be paid from account 2980-649.00-801.028  
  
**RESULT:** REFERRED  
**MOVER:** Martin L. Cousineau  
**SECONDER:** Charles Winfrey  
  
**Aye:** Chairperson Weighill, Vice Chair Loyd, Commissioner Winfrey, Commissioner Ellenburg, Commissioner Brown, Commissioner Avery, Commissioner Shumaker, Commissioner Cousineau and Commissioner Davis

## VIII. OTHER BUSINESS

## IX. ADJOURNMENT

The meeting was adjourned at 9:25 AM.



# Genesee County

## Staff Report

Genesee County  
Administration Building  
1101 Beach St  
Flint, MI 48502

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**File #:** RES-2024-224

**Agenda Date:** 4/17/2024

**Agenda #:** 1.

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**To:** Dale K. Weighill, Governmental Operations Committee Chairperson

**From:** Sheriff Christopher R. Swanson

**RE:** Approval of a purchase order to Stryker Medical for the fiscal year ending 2024 in the amount not to exceed \$49,457.39

**BOARD ACTION REQUESTED:**

Approval of purchase order to Stryker Medical for the fiscal year ending 2024 in the amount not to exceed \$49,457.39. For cellular modems and services contracts for various Stryker Medical equipment. The cost of the purchase order will be paid by the following accounts Account 2110-313.00-752.000 \$11,595.00 for cellular modems. Account 2110-313.00-801.000 \$37,862.39 for service contracts for the remaining Stryker equipment.

**BACKGROUND:**

The Genesee County Sheriff Paramedic Division uses Lucas devices for chest compressions in a cardiac arrest. The Lucas devices need service contracts for yearly maintenance and future repair. Additionally, thirteen Lifepak 15 Cardiac monitors need yearly maintenance and future repair. The remaining \$11,595.00 will purchase cellular modems that attach to the monitors to share information with our report writing software.

**DISCUSSION:**

Budget amendment is in progress

**IMPACT ON HUMAN RESOURCES:**

None

**IMPACT ON BUDGET:**

There are no general funds being used for this purchase order and all funding is included in our current budget.

**IMPACT ON FACILITIES:**

None

**IMPACT ON TECHNOLOGY:**

None

**CONFORMITY TO COUNTY PRIORITIES:**

This purchase orders conforms to county priorities by providing sheriff office personnel with lifesaving equipment.

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 Office of Genesee County Sheriff to authorize a Purchase Order to Stryker Medical to purchase service contracts for yearly maintenance and future repairs for LUCAS chest compression devices and Lifepak 15 cardiac monitors and to purchase cellular modems that attach to the devices, in a total amount not to exceed \$49,457.39 (\$11,595.00 to be paid from account 2110-313.00-752.000 and \$37,862.39 to be paid from account 2110-313.00-801.000) with no county appropriation required, is approved (a copy of the memorandum request dated March 18, 2024, and supporting documents being on file with the official records of the April 17, 2024 meeting of the Human Services Committee of this Board).



LUCAS 2 Replacements- 2024

Quote Number: 10856199

Version: 1

Prepared For: OFFICE OF GENESEE COUNTY SHERIFF

Attn:

Rep: Maegan Beveridge

Email: maegan.beveridge@stryker.com

Phone Number:

Quote Date: 01/25/2024

Expiration Date: 02/24/2024

Contract Start: 01/25/2024

Contract End: 01/24/2025

Delivery Address		Sold To - Shipping		Bill To Account	
Name:	OFFICE OF GENESEE COUNTY SHERIFF	Name:	OFFICE OF GENESEE COUNTY SHERIFF	Name:	OFFICE OF GENESEE COUNTY SHERIFF
Account #:	20156481	Account #:	20156481	Account #:	20156481
Address:	1002 S SAGINAW ST	Address:	1002 S SAGINAW ST	Address:	1002 S SAGINAW ST
	FLINT		FLINT		FLINT
	Michigan 48502-1410		Michigan 48502-1410		Michigan 48502-1410

Equipment Products:

#	Product	Description	U/M	Qty	Sell Price	Total
1.0	99576-000063	LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device	PCE	2	\$18,814.10	\$37,628.20
Equipment Total:						\$37,628.20

Trade In Credit:

Product	Description	Qty	Credit Ea.	Total Credit
TIM-LUC2-LUC3	TRADE-IN-STRYKER LUCAS 2 TOWARDS PURCHASE OF LUCAS 3.1	2	-\$2,500.00	-\$5,000.00

ProCare Products:

#	Product	Description	Months	Qty	Sell Price	Total
3.1	LUCAS-FLD-PROCARE	LUCAS 3, 3.1 for LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device	60	2	\$7,305.75	\$14,611.50
		01/26/2024 - 01/25/2029	warranty: 2024-2025 Service: 2025-2030			
		Parts, Labor, Travel Preventative Maintenance Batteries Service				
ProCare Total:						\$14,611.50



LUCAS 2 Replacements- 2024

Quote Number: 10856199

Version: 1

Prepared For: OFFICE OF GENESEE COUNTY SHERIFF

Attn:

Rep: Maegan Beveridge

Email: maegan.beveridge@stryker.com

Phone Number:

Quote Date: 01/25/2024

Expiration Date: 02/24/2024

Contract Start: 01/25/2024

Contract End: 01/24/2025

Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$470.36
Grand Total:	\$47,710.06

Comments:

Trading In LUCAS 2 Devices: SN: 30136944  
& 30136949

Prices: In effect for 30 days

Terms: Net 30 Days

**Terms and Conditions:**  
Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker’s prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's terms and conditions can be found at [https://techweb.stryker.com/Terms\\_Conditions/index.html](https://techweb.stryker.com/Terms_Conditions/index.html).



Cellular Modems

Quote Number: 10860253

Version: 1

Prepared For: OFFICE OF GENESEE COUNTY SHERIFF

Attn:

Rep: Maegan Beveridge

Email: maegan.beveridge@stryker.com

Phone Number:

Quote Date: 01/31/2024

Expiration Date: 03/01/2024

Contract Start: 01/31/2024

Contract End: 01/30/2025

Delivery Address		Sold To - Shipping		Bill To Account	
Name:	OFFICE OF GENESEE COUNTY SHERIFF	Name:	OFFICE OF GENESEE COUNTY SHERIFF	Name:	OFFICE OF GENESEE COUNTY SHERIFF
Account #:	20156481	Account #:	20156481	Account #:	20156481
Address:	1002 S SAGINAW ST	Address:	1002 S SAGINAW ST	Address:	1002 S SAGINAW ST
	FLINT		FLINT		FLINT
	Michigan 48502-1410		Michigan 48502-1410		Michigan 48502-1410

Data Solutions:

#	Product	Description	Months	Qty	Sell Price	Total
1.0	11996-000471	4G Modem: Verizon Cellular (for use on Stryker data plan; purchased separately)	0	10	\$1,159.50	\$11,595.00
2.0	78000168	KORE - Stryker data plan for modem (Verizon)	12	14	\$345.60	\$4,838.40
Data Solutions List Price:						\$20,836.00
Data Solutions Total:						\$16,433.40

Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$0.00
Grand Total:	\$16,433.40

Comments:

Prices: In effect for 30 days

Terms: Net 30 Days



Cellular Modems

Quote Number:	10860253		
Version:	1		
Prepared For:	OFFICE OF GENESEE COUNTY SHERIFF	Rep:	Maegan Beveridge
Attn:		Email:	maegan.beveridge@stryker.com
		Phone Number:	

Quote Date:	01/31/2024
Expiration Date:	03/01/2024
Contract Start:	01/31/2024
Contract End:	01/30/2025

**Terms and Conditions:**  
Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker’s prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's terms and conditions can be found at [https://techweb.stryker.com/Terms\\_Conditions/index.html](https://techweb.stryker.com/Terms_Conditions/index.html).





One Year Prevent Onsite LP15

Quote Number: 10858579

Version: 1

Prepared For: OFFICE OF GENESEE COUNTY SHERIFF

Attn:

Rep: Maegan Beveridge

Email:

Phone Number:

GPO: CUSTOMER CONTRACT

Service Rep: Brent Ball

Quote Date: 01/29/2024

Email:

Expiration Date: 02/28/2024

Contract Start: 01/01/2024

Contract End: 12/31/2024

Delivery Address		Bill To Account	
Name:	OFFICE OF GENESEE COUNTY SHERIFF	Name:	OFFICE OF GENESEE COUNTY SHERIFF
Account #:	20156481	Account #:	20156481
Address:	1002 S SAGINAW ST	Address:	1002 S SAGINAW ST
	FLINT		FLINT
	Michigan 48502-1410		Michigan 48502-1410

ProCare Products:

#	Product	Description	Months	Qty	List Price	Discount %	Sell Price	Total
1.0	LIFEPK-FLD-PROCARE	PROCARE-SVC-LIFEPK-FIELD-REPAIR Parts, Labor, Travel Preventative Maintenance Batteries Service	12	10	\$2,204.00	15.0%	\$1,873.40	\$18,734.00
2.0	LIFEPK-FLD-PROCARE	PROCARE-SVC-LIFEPK-FIELD-REPAIR 05/01/2024 - 12/31/2024 Parts, Labor, Travel Preventative Maintenance Batteries Service	8	3	\$2,204.00	15.0%	\$1,248.93	\$3,746.79
ProCare Total:								\$22,480.79

Price Totals:

Authorized Customer Signer (Printed)Date

Stryker Authorized Signature (Printed)Date



One Year Prevent Onsite LP15

Quote Number: 10858579

Version: 1

Prepared For: OFFICE OF GENESEE COUNTY SHERIFF

Attn:

Rep: Maegan Beveridge

Email:

Phone Number:

GPO: CUSTOMER CONTRACT

Quote Date: 01/29/2024

Expiration Date: 02/28/2024

Contract Start: 01/01/2024

Contract End: 12/31/2024

Service Rep:

Email:

Authorized Customer Signature

Date

Stryker Authorized Signature

Date

Purchase Order Number

**Service Terms and Conditions:**  
The Terms and Conditions of this quote and any subsequent purchase order of the Customer are governed by the Terms and Conditions located at <https://techweb.stryker.com> The terms and conditions referenced in the immediately preceding sentence do not apply where Customer and Stryker are parties to a Master Service Agreement.

## **Equipment Service Plan**

Line Item #	Model	Serial #
1.0	PROCARE-SVC-LIFEPAK-FIELD-REPAIR	46973098
1.0	PROCARE-SVC-LIFEPAK-FIELD-REPAIR	46971422
1.0	PROCARE-SVC-LIFEPAK-FIELD-REPAIR	47838864
1.0	PROCARE-SVC-LIFEPAK-FIELD-REPAIR	46973053
1.0	PROCARE-SVC-LIFEPAK-FIELD-REPAIR	47837587
1.0	PROCARE-SVC-LIFEPAK-FIELD-REPAIR	46970889
1.0	PROCARE-SVC-LIFEPAK-FIELD-REPAIR	47836874
1.0	PROCARE-SVC-LIFEPAK-FIELD-REPAIR	47838966
1.0	PROCARE-SVC-LIFEPAK-FIELD-REPAIR	46972908
1.0	PROCARE-SVC-LIFEPAK-FIELD-REPAIR	47838345
2.0	PROCARE-SVC-LIFEPAK-FIELD-REPAIR	48788071
2.0	PROCARE-SVC-LIFEPAK-FIELD-REPAIR	48787581
2.0	PROCARE-SVC-LIFEPAK-FIELD-REPAIR	48788029

## Purchase Order Form



Account Manager \_\_\_\_\_  
Cell Phone \_\_\_\_\_

Purchase Order Date \_\_\_\_\_  
Expected Delivery Date \_\_\_\_\_  
Stryker Quote Number \_\_\_\_\_

Check box if Billing same as Shipping ☐

BILL TO		CUSTOMER #
Billing Account Num		
Company Name		
Contact or Department		
Street Address		
Add'l Address Line		
City, ST ZIP		
Phone		

SHIP TO		CUSTOMER #
Shipping Account Num		
Company Name		
Contact or Department		
Street Address		
Add'l Address Line		
City, ST ZIP		
Phone		

Authorized Customer Initials \_\_\_\_\_

Authorized Customer Initials \_\_\_\_\_

DESCRIPTION	QTY	TOTAL
REFERENCE QUOTE <input type="text"/>	<input type="text"/>	<input type="text"/>

### Accounts Payable Contact Information

Name \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_

Stryker Terms and Conditions

[www.stryker.com/stnc](http://www.stryker.com/stnc)

### Authorized Customer Signature

Printed Name \_\_\_\_\_  
Title \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

Attachment Stryker Quote Number

\*Sales or use taxes on domestic (USA) deliveries will be invoiced in addition to the price of the goods and services on the Stryker Quote.

## **LIFEPAK® 15 service**

Stryker has been notified by our global parts providers that some components used on certain LIFEPAK 15 monitor/defibrillator models (Part Numbers beginning with V15-2) are no longer available in the market. Service on the LIFEPAK 15 with Part Number beginning with v15-5 or v15-7 is unaffected.

Stryker will continue to offer service support for this subset of the LIFEPAK 15 as follows:

- All service parts with available inventory can be purchased by our end users
- Transactional service (time and material) is available for non-contract customers
  - o If a component has failed on your device, your local Sales Representative should be contacted for support
- Contractual service
  - o Stryker will continue to offer contractual service on a yearly basis only
  - o Preventive maintenance will continue to be done on devices less than eight (8) years old. After this point, we will cease to conduct preventative maintenance and shift to device inspections
  - o If a component fails on your device, please contact your local Sales Representative for support. A pro-rated credit for any pre-paid service will be provided should a unit become non-serviceable due to part availability

It is important to note that the LIFEPAK 15 has an expected life of eight (8) years from the date of manufacture. If you are uncertain of the manufacture date of your products, please contact your local Sales Representative for a full fleet assessment.

We want to ensure the highest quality products and services for our customers. As such, it is important to know that Stryker is the only FDA-approved service provider for our products. We do not contract with third party service providers, nor will we be providing them with any additional parts for these repairs. As such, we cannot guarantee the safety and efficacy of any device that is repaired by a third-party service agency.



One Year Prevent Onsite LUCAS

Quote Number: 10858595

Version: 1

Prepared For: OFFICE OF GENESEE COUNTY SHERIFF

Attn:

Rep: Maegan Beveridge

Email:

Phone Number:

GPO: CUSTOMER CONTRACT

Service Rep: Brent Ball

Quote Date: 01/29/2024

Email:

Expiration Date: 02/28/2024

Contract Start: 01/01/2024

Contract End: 12/31/2024

Delivery Address		Bill To Account	
Name:	OFFICE OF GENESEE COUNTY SHERIFF	Name:	OFFICE OF GENESEE COUNTY SHERIFF
Account #:	20156481	Account #:	20156481
Address:	1002 S SAGINAW ST	Address:	1002 S SAGINAW ST
	FLINT		FLINT
	Michigan 48502-1410		Michigan 48502-1410

ProCare Products:

#	Product	Description	Months	Qty	List Price	Discount %	Sell Price	Total
1.0	LUCAS-FLD-PROCARE	PROCARE-SVC-LUCAS-FIELD-REPAIR Parts, Labor, Travel Preventative Maintenance Batteries Service	12	5	\$1,719.00	0.0%	\$1,719.00	\$8,595.00
2.0	LUCAS-FLD-PROCARE	PROCARE-SVC-LUCAS-FIELD-REPAIR 05/01/2024 - 12/31/2024 Parts, Labor, Travel Preventative Maintenance Batteries Service	8	2	\$1,719.00	15.0%	\$974.10	\$1,948.20
ProCare Total:								\$10,543.20

Price Totals:

Authorized Customer Signer (Printed)Date

Stryker Authorized Signature (Printed)Date



One Year Prevent Onsite LUCAS

Quote Number: 10858595

Version: 1

Prepared For: OFFICE OF GENESEE COUNTY SHERIFF

Attn:

GPO: CUSTOMER CONTRACT

Quote Date: 01/29/2024

Expiration Date: 02/28/2024

Contract Start: 01/01/2024

Contract End: 12/31/2024

Rep: Maegan Beveridge

Email:

Phone Number:

Service Rep:

Email:

Authorized Customer Signature

Date

Stryker Authorized Signature

Date

Purchase Order Number

**Service Terms and Conditions:**  
The Terms and Conditions of this quote and any subsequent purchase order of the Customer are governed by the Terms and Conditions located at <https://techweb.stryker.com> The terms and conditions referenced in the immediately preceding sentence do not apply where Customer and Stryker are parties to a Master Service Agreement.

## **Equipment Service Plan**

<b>Line Item #</b>	<b>Model</b>	<b>Serial #</b>
1.0	PROCARE-SVC-LUCAS-FIELD-REPAIR	30136949
1.0	PROCARE-SVC-LUCAS-FIELD-REPAIR	30136950
1.0	PROCARE-SVC-LUCAS-FIELD-REPAIR	30136952
1.0	PROCARE-SVC-LUCAS-FIELD-REPAIR	3016G439
1.0	PROCARE-SVC-LUCAS-FIELD-REPAIR	30136944
2.0	PROCARE-SVC-LUCAS-FIELD-REPAIR	3520K024
2.0	PROCARE-SVC-LUCAS-FIELD-REPAIR	3520J944



## Purchase Order Form



Account Manager \_\_\_\_\_  
Cell Phone \_\_\_\_\_

Purchase Order Date \_\_\_\_\_  
Expected Delivery Date \_\_\_\_\_  
Stryker Quote Number \_\_\_\_\_

Check box if Billing same as Shipping ☐

BILL TO		CUSTOMER #
Billing Account Num		
Company Name		
Contact or Department		
Street Address		
Add'l Address Line		
City, ST ZIP		
Phone		

SHIP TO		CUSTOMER #
Shipping Account Num		
Company Name		
Contact or Department		
Street Address		
Add'l Address Line		
City, ST ZIP		
Phone		

Authorized Customer Initials \_\_\_\_\_

Authorized Customer Initials \_\_\_\_\_

DESCRIPTION	QTY	TOTAL
REFERENCE QUOTE <input type="text"/>	<input type="text"/>	<input type="text"/>

### Accounts Payable Contact Information

Name \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_

Stryker Terms and Conditions

[www.stryker.com/stnc](http://www.stryker.com/stnc)

### Authorized Customer Signature

Printed Name \_\_\_\_\_  
Title \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

Attachment Stryker Quote Number

\*Sales or use taxes on domestic (USA) deliveries will be invoiced in addition to the price of the goods and services on the Stryker Quote.



## **LEGISTAR SUBMISSION CHECKLIST\***

Before submission of a request for payment/authorization for goods, services, or construction work, the following questions must be answered to determine whether to use a purchase order or formal contract. You must check an option in all questions until the form directs you to what workflow and/or document to use.

### **DOES THE PROJECT NEED A CONTRACT?**

**1) Is this a request for the purchase of goods? (i.e. office supplies, vehicles, equipment, etc.)**

Yes: \_\_\_\_ (Go to Question 2)

No: \_\_\_\_ (Go to Question 4)

**2) If providing goods, does the vendor require time on any Genesee County premises for installation and/or maintenance for the goods?**

Yes: \_\_\_\_ This project requires a contract, skip to the contracts section.

No: \_\_\_\_ (Go to Question 3)

**3) Has the vendor presented a document for the county to sign?**

Yes: \_\_\_\_

- This document needs to go through Legistar and be reviewed by the proper departments before it can be signed. It is recommended that Corporate Counsel and Risk Management review prior to submission to avoid potential last step denial.

No: \_\_\_\_

- Use a **Purchase Order** You do not need to complete the remainder of this form.

**4) Is this a request for services, an IT submission, or construction work?**

Yes: \_\_\_\_ This project requires a contract, skip to the contracts section.

No: \_\_\_\_ Contact Corporate Counsel office prior to submitting into Legistar.

## **CONTRACTS**

**\* After selecting a template, contact the Risk Manager to obtain insurance requirements before submitting it to Legistar. \* If the vendor has provided a contract, or if you have a department specific template that you are using or have used historically, have it reviewed by risk management and Corporate Counsel prior to submission into Legistar. Even if the agreement was used previously, it may need changes.**

**1) Is this a new contract or a renewal/extension? \_\_\_\_\_**

- a. Renewal/Extension: Use the appropriate renewal/amendment template based on the type of agreement. Include the original signed agreement and all prior amendments in the review process.
- b. New Contract: Go to Question 2.

**2) How is the contract funded?**

- a. Budgeted or General Funds: \_\_\_\_\_(Go to Question 3)
- b. Grant Funded: \_\_\_\_\_(Go to Question 4)
- c. Millage Funded: \_\_\_\_\_(Go to Question 5)

**3) What is the vendor providing?**

- a. Services: \_\_\_\_\_
  - Use the **Professional Service Contract Template**
- b. Construction/Physical Building Altercation/Remodel \_\_\_\_\_
  - If the contractor has not provided a proposed contract use the **Construction Contract Template** If the contractor has provided a proposed contract, contact Corporate Counsel prior to submitting into Legistar.

**\* To avoid a last step rejection, ask Corporate Counsel to review updated template before submission into Legistar. \***

**4) Complete the AGA Recipient Checklist for Determining Contractor vs. Subrecipient**

- a. If the service provider is a **contractor**, go back to Question 3.
- b. If the service provider is a **subrecipient**, a department/grant specific subrecipient agreement template must be used. If the template has not been reviewed by Corporate Counsel within the last year, contact Corporate Counsel office for review of the agreement/template.

**5) Is this a new contract/agreement?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- a. If **yes** - contact Corporate Counsel office for assistance in selecting a template and/or creating an agreement.
- b. If **no** – has the template/previous agreement used for this program been reviewed by Corporate Counsel since August 1, 2023?

If **yes**, use the template/previous agreement.

If **no**, contact Corporate Counsel regarding template/previous agreement.

**6) Is a contract that is not a County prepared contract being submitted for review?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

- a. If yes, submit the contract to Corporate Counsel office for review prior to submitting to Legistar.

\* If at any point in time you have questions while completing this checklist, it is recommended that you contact the appropriate reviewing department (Fiscal Services, Purchasing, Risk Management, or Corporate Counsel) to address your question prior to submission into Legistar.



# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
01/31/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Aon Risk Services Central, Inc. MSC#17382 Aon PO Box 1447 Lincolnshire IL 60069 USA		<b>CONTACT NAME:</b> <b>PHONE (A/C. No. Ext):</b> (866) 283-7122 <b>FAX (A/C. No.):</b> (800) 363-0105 <b>E-MAIL ADDRESS:</b>	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>NAIC #</b>	
<b>INSURED</b> Stryker Corporation & Subsidiaries 1941 Stryker way Portage MI 49002 USA		<b>INSURER A:</b> Old Republic Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** 570103788775 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. **Limits shown are as requested**

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			MWZY31274724	02/01/2024	11/01/2024	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) Excluded PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> Phys Dmg-Self Insc <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			MWTB 312744 24	02/01/2024	11/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE AGGREGATE
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	MWC31274324 AOS MWXS31274524 Excess WC - MI SIR applies per policy terms & conditions	02/01/2024 02/01/2024	11/01/2024 11/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$100,000 E.L. DISEASE-EA EMPLOYEE \$100,000 E.L. DISEASE-POLICY LIMIT \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Genesee County is included as Additional Insured (CG2026 0413 or most current edition) in accordance with the policy provisions of the commercial general liability policy, but only if or to the extent required by written contract.

## CERTIFICATE HOLDER

## CANCELLATION

 Genesee County 1101 Beach Street, Admin Bldg Flint MI 48502 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  <i>Aon Risk Services Central Inc.</i>

Holder Identifier :

Certificate No : 570103788775

Certificate No: 570103788775



Genesee County  
1101 Beach Street, Admin Bldg  
Flint MI 48502 USA

Monday, February 5, 2024

**To whom it may concern:**

Following a concentrated effort to reduce our environmental footprint and provide timely certificate delivery, Aon will begin delivering our Certificates of Insurance electronically in PDF format.

Please utilize one of the following methods to ensure you will receive the electronic copy of your Certificate (Certificate No: **570103788775**) for future renewals:

- Visit [aon.com/e-cert](https://aon.com/e-cert); or
- Utilize the QR Code below to enter/validate your information.

If your email address has changed or will be changing in the future, or you no longer require this certificate, please let us know using one of the methods above.

Thank you for your cooperation and willingness to help us reduce our impact to the environment.

MSC# 17755 | Aon  
P.O. Box 1447  
Lincolnshire, IL 60069





# Genesee County

## Staff Report

Genesee County  
Administration Building  
1101 Beach St  
Flint, MI 48502

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**File #:** RES-2024-355

**Agenda Date:** 4/17/2024

**Agenda #:** 2.

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**To:** Dale K. Weighill, Governmental Operations Committee Chairperson

**From:** Sheriff Christopher R. Swanson

**RE:** Requesting approval to accept the 2024 Homeland Security Grant Program Sub-Recipient Funding Agreement and authorize the Board Chairperson to sign the agreement.

**BOARD ACTION REQUESTED:**

Requesting approval to accept the 2024 Homeland Security Grant Program Sub-Recipient Funding Agreement and authorize the Board Chairperson to sign the agreement

**BACKGROUND:**

The Region 3 Homeland Security Planning Board (R3HSPB) has elected and appointed the District Health Department #2 as the fiduciary for our region. The District Health Department #2 has accepted the position and has entered into an agreement with the Michigan State Police Emergency and Homeland Division (MSP-EMHSD) to become the Sub-grantee for the region. As a result, the District Health Department #2 has drafted the Sub-recipient agreement and is requesting we review and sign the agreement. All grant reimbursements for the Homeland Security Grant Program in Region 3 will be administered by the District Health Department #2.

**DISCUSSION:**

None

**IMPACT ON HUMAN RESOURCES:**

None

**IMPACT ON BUDGET:**

None

**IMPACT ON FACILITIES:**

None

**IMPACT ON TECHNOLOGY:**

None

**CONFORMITY TO COUNTY PRIORITIES:**

This conforms to the county priorities by helping provide resources that will make our community

safer at no cost to the county.

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 Office of Genesee County Sheriff to authorize entering into the 2024 Homeland Security Grant Program Subrecipient Funding Agreement between Genesee County and the District Health Department #2, whereby the District Health Department #2 will act as the fiduciary for the grant Program, is approved (a copy of the memorandum request and supporting documents being on file with the official records of the April 17, 2024 meeting of the Governmental Operations Committee of this Board), and the Chairperson of this Board is authorized to execute the agreement on behalf of Genesee County.



**DISTRICT HEALTH DEPARTMENT No. 2  
2022 HOMELAND SECURITY GRANT PROGRAM  
SUBRECIPIENT FUNDING AGREEMENT**

THIS SUBRECIPIENT FUNDING AGREEMENT, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the DISTRICT HEALTH DEPARTMENT No. 2, a public health department serving four counties within Michigan’s Region 3 and based at 630 Progress Street, West Branch, Michigan, hereinafter referred to as “DHD2”, acting as Fiduciary Agent for the 2022 Homeland Security Grant Program (Fiduciary) and \_\_\_\_\_(Political Subdivision), with a fiscal year end date of \_\_\_\_\_ (month) \_\_\_\_ (day).

WITNESSETH, THAT:

WHEREAS, pursuant to the Urban Cooperation Act of 1967, 1967PA 7, mcl 124.501, *et,seq.*, the Fiduciary and the Political Subdivision enter into the agreement for the purpose of passing through 2022 Homeland Security Grant Program (grant program) funds to the Political Subdivision, delineating the relationship and responsibilities among the Fiduciary, the Political Subdivision and the Region 3 Homeland Security Planning Board regarding the grant program; and addressing use of grant program funds, including but not limited to, the purchase, use and tracking of equipment purchased with grant program funds, purchase or reimbursement of services with grant program funds, and/or reimbursement for certain salaries and/or overtime with grant program funds.

WHEREAS, DHD2 was elected and appointed Fiduciary for the 2022 Homeland Security Grant Program by the Region 3 Homeland Security Board on August 1, 2022; and District Health Department #2 accepted the position of Fiduciary and as a result entered into the 2022 Homeland Security Grant Program with the Michigan State Police Emergency Management and Homeland Security Division (MSP-EMHSD) and became the Subgrantee for the grant program effective September 1, 2022. In consideration of the mutual promises, obligations, representations, and assurances in the agreement, the parties agree to the following:

1. **Definitions:** The following words and expressions used throughout this agreement, whether used in singular or plural, or possessive or non-possessive, shall be defined, read, and interpreted as follows:
  - 1.1. **Agreement** means the terms and conditions of this agreement, the exhibits attached hereto and any other mutually agreed to written and executed modification, amendment, or addendum.
  - 1.2. **Claim** means any alleged loss, claim, complaint, demand for relief or damages, cause of action, proceeding judgement deficiency, liability, penalty, fine, litigation, costs and/or expenses, including but not limited to, reimbursement for attorney fees, witness fees, court costs, investigation expenses, litigation expenses, and amounts paid in settlement, which are imposed on, incurred by or asserted against the Fiduciary or Political Subdivision, as defined herein, whether such claim is brought in law or equity, tort, contract, or otherwise.

- 1.3. **Fiduciary** means District Health Department #2, a multi-county public health department, including, but not limited to, its Board of Health, any and all of its departments, divisions, elected and appointed officials, directors, authorities, committees, employees, agents, subcontractors, attorneys, and/or any such person's successors.
- 1.4. **Party/Parties** means the Fiduciary and the Political Subdivision may also be referred to individually as party or jointly as parties.
- 1.5. **Political Subdivision** means a Michigan Municipal Corporation including but not limited to, its Council, Board, and any and all of its departments, divisions, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, subcontractors, attorneys, and/or any such person's successors.
- 1.6. **Region** means the area comprised of Alcona, Arenac, Bay, Genesee, Gladwin, Huron, Iosco, Lapeer, Midland, Ogemaw, Oscoda, Saginaw, Sanilac, and Tuscola Counties. The Region mirrors the existing State Emergency Management 3<sup>rd</sup> District and the Office of the Public Health Preparedness Bio-Defense Network region.
- 1.7. **Region 3 Homeland Security Planning Board (Region 3 Planning Board)** means the Regional Homeland Security Planning Board for Region 3, as created by the Michigan Homeland Protection Board, and is comprised of the Counties from the Region.
- 1.8. **2022 Homeland Security Grant Program (grant program)** means the grant program described and explained in Exhibit B which began September 2, 2022 and ends May 31, 2025. The grant program is a primary funding mechanism, administered by the United States Department of Homeland Security (DHS) and plays an important role in the implementation of the National Preparedness System (NHS) by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal (NPG) of a secure and resilient nation. CFDA #: 97.067 and Federal Award ID #: EMW-2022-SS-00031-S01.
2. **Agreement Exhibits** - The exhibits listed below, and their properly promulgated amendments are incorporated and are part of this agreement.
  - 2.1. **Exhibit A:** Region 3 Homeland Security Planning Board minutes from August 1, 2022, re: approval of the 2022 Homeland Security Grant Program Fiduciary
  - 2.2. **Exhibit B:** 2022 Homeland Security Grant Program agreement between the Fiduciary and the Michigan State Police Emergency Management and Homeland Security Division (MSP-EMHSD)
  - 2.3. **Exhibit C:** FY 2022 HSGP Agreement Articles Applicable to Subrecipients
  - 2.4. **Exhibit D:** FY 2022 HSGP Equipment Ownership Agreement

### **3. Fiduciary Responsibilities**

- 3.1. The Fiduciary will comply with all requirements set forth in the grant program agreement between the Fiduciary and MSP-EMHSD.
- 3.2. The Fiduciary shall comply with all requirements set forth in the 2022 Homeland Security Grant Program guidance.
- 3.3. The Fiduciary shall submit all required project forms to MSP-EMHSD for review and approval which the Political Subdivision has submitted to the Fiduciary and been approved by the Region 3 Planning Board.
- 3.4. The Fiduciary shall reimburse the Political Subdivision for the equipment, services and/or personnel costs as set forth in the forms as supplied and required by MSP-EMHSD and the applicable reimbursement forms reviewed and approved by MSP-EMHSD. The funds shall only be released by the Fiduciary after the applicable reimbursement forms, required by MSP-EMHSD and the Fiduciary are properly executed by the parties.
- 3.5. The Fiduciary shall create and maintain an inventory of all equipment purchased with grant program funds in accordance with 2 CFR, Part 200.313 located at <https://www.ecfr.gov>
- 3.6. The Fiduciary shall notify the Political Subdivision at the end of the Political Subdivision's fiscal year of the dollar amount of grant program funds released to the Political Subdivision for that fiscal year.
- 3.7. The Fiduciary shall file this agreement pursuant to law and provide executed copies of this agreement to the Region 3 Planning Board Secretary and the Political Subdivision.

### **4. Political Subdivision Responsibilities**

- 4.1. The Political Subdivision shall prepare all required forms for the use of grant program funds and shall submit such forms to the Region 3 Planning Board. Upon approval by the Region 3 Planning Board, the Fiduciary will forward the required forms to MSP-EMSHD for review and approval.
- 4.2. The Political Subdivision shall make all purchases in accordance with applicable federal, state, and local purchasing policies.
- 4.3. The Political Subdivision shall use the equipment purchased with grant program funds and all grant program funds in accordance with the guidance provided in the 2022 Homeland Security Grant Notice of Funding Opportunity. The Political Subdivision shall be solely responsible for the equipment, including but not limited to the following:
  - 4.3.1. Operation of the equipment;
  - 4.3.2. Maintenance and repair of the equipment;
  - 4.3.3. Replacement and repair of equipment, which is willfully or negligently lost, stolen, damaged, or destroyed;

- 4.3.4. Investigate, fully document, and make part of the official Grant Program records any loss, damage, or theft of equipment;
- 4.3.5. Insurance, license, or title for the equipment, if required by law or if the Political Subdivision deems appropriate in its discretion;
- 4.3.6. Training for use of the equipment, if training is not included with the purchase of the equipment;
- 4.3.7. Liability for all Claims arising out of the Political Subdivision's use of the equipment.
- 4.4. The Political Subdivision shall keep the Fiduciary informed of the location of the equipment purchased with grant program funds regardless of who purchased the equipment. If the equipment by its nature is mobile, the Political Subdivision must provide a general location or "home base" where the equipment can be found. If the location of the equipment changes, the Political Subdivision shall provide the new location to the Fiduciary immediately. The information required by this Section shall be provided to the Fiduciary upon receipt of the equipment by the Political Subdivision through the completion of Exhibit D, Equipment Ownership Agreement.
- 4.5. The Political Subdivision shall list the dollar amount provided by the Fiduciary pursuant to Section 3.6 on the Political Subdivision's Schedule of Expenditures of Federal Awards.
- 4.6. Except for equipment that is disposable or expendable, the Political Subdivision shall inform the Fiduciary if it plans to dispose of the equipment and work with the Fiduciary regarding any issues with disposal of the equipment.
- 4.7. The Political Subdivision shall be solely responsible for all costs, fines, and fees associated with the use and misuse of the equipment, including but not limited to, costs for replacing the equipment or costs, fines, or fees associated with an ineligible use determination by auditors.
- 4.8. The Political Subdivision shall make the equipment available to the Fiduciary, MSP-EMHSD and Federal Auditors upon request.
- 4.9. The Political Subdivision shall comply with National Incident Management System (NIMS) requirements to be eligible to receive federal preparedness funds.
- 4.10. The Political Subdivision shall comply with the applicable financial and administrative requirements set forth in the current edition of 2 CFR, Part 200, including but not limited to the following provisions:
  - 4.10.1. Account for receipts and expenditures; maintain adequate financial records and refund expenditures disallowed by Federal or State audit.
  - 4.10.2. Retain all financial records, statistical records, supporting documentation and other pertinent materials for at least three (3) years after the grant is closed by the awarding federal agency for purposes of federal and/or state examination and audit.

- 4.10.3. Equipment records shall be maintained by the Political Subdivision until three (3) years after the equipment has been disposed.
- 4.10.4. Non-federal organizations which expend \$750,000 or more in federal funds during their current fiscal year are required to have an audit performed in accordance with the Single Audit Act of 1984, as amended, and 2 CFR, Part 200.
- 4.11. The Political Subdivision shall integrate individuals with disabilities into emergency planning in compliance with Executive Order 13347 and the Rehabilitation Act of 1973.
- 4.12. Environmental and Historic Preservation Compliance: The federal government is required to consider the potential impacts to the human and natural environment of projects proposed for federal funding. The Environment and Historical Preservation (EHP) program engages in a review process to ensure that federally funded activities comply with various federal laws. The goal of these compliance requirements is to protect our nation's water, air, coastal, wildlife, agricultural and low-income and minority populations. The Political Subdivision shall not undertake any project having the potential to impact EHP resources without prior approval. Any activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for federal funding.
- 4.13. The Political Subdivision shall comply with the Davis-Bacon Act (40 U.S.C. 3141 *et seq*) for grant funded construction projects. The Political Subdivision must ensure that contractors or subcontractors for construction projects pay workers employed directly at the worksite no less than the prevailing minimum wage and fringe benefits paid on projects of a similar character. Additional information, including Department of Labor wage determinations is located at: <http://www.dol.gov/compliance/laws/comp.dbra.htm>
- 4.14. Upon request, the Political Subdivision will supply to the Fiduciary any information required to meet federally mandated reporting requirements and DHS program specific reporting requirements.
- 4.15. The Political Subdivision must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff. The Political Subdivision also agrees to require any subrecipients, contractors, successors, transferees, and assignees to acknowledge and agree to comply with these same provisions. Detailed information can be found in the *DHS Standard Administrative Terms and Conditions* located at <https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions> , specifically in the DHS Specific Acknowledgements and Assurances on page 1.
5. **Region 3 Planning Board Responsibilities:** The parties agree and acknowledge that the Region 3 Planning Board shall have the following responsibilities:
- 5.1. Undertake studies and make recommendations on matters of emergency management and homeland security to Political Subdivisions in the Region;

- 5.2. Hold public meetings, subject to the Michigan Open Meetings Act;
- 5.3. Perform such other acts or functions as it may deem necessary or appropriate to fulfill the duties and obligations imposed by Federal and State Homeland Security Program requirements;
- 5.4. Establish subcommittees to carry out its work;
- 5.5. Advocate for, monitor and actively engage in the implementation of the Regional Homeland Security Strategy;
- 5.6. Ensure that all grant projects are aligned to the appropriate FY 2022 HSGP investment and the appropriate core capability from the National Preparedness Goal. The Region 3 Homeland Security Planning Board should consider the benefits to Region 3 prior to approving projects for funding.
- 5.7. Ensure the Regional Fiduciary is fully apprised of all projects approved by the Region 3 Homeland Security Planning Board.

**6. Duration of Interlocal Agreement -**

- 6.1. The agreement and any amendments hereto shall be effective when executed by both parties with resolutions passed by the governing bodies of each party and shall end three (3) years from the date the grant program is closed or when terminated and/or cancelled pursuant to Section 8. The approval and terms of the agreement and any amendments hereto shall be entered in the official minutes of the governing bodies of each Party.

**7. Liability/Assurances**

- 7.1. Each Party shall be responsible for any claim made against that party by a third party, and for the acts of its employees or agents arising under or related to this agreement.
- 7.2. In any claim that may arise under or related to this agreement, each party shall seek its own legal representation and bear the costs associated with such representation, including attorney fees.
- 7.3. Except as provided herein, neither party shall have any right under any legal principle to be indemnified by the other party or any of its employees or agents in connection with any claim.
- 7.4. To the extent allowed by law, DHD2 shall hold harmless the Political Subdivision for any claims arising as a result of DHD2's performance of, or failure to perform, any of its obligations under this Agreement with the Political Subdivision or the FY 2022 Homeland Security Grant Agreement with the Michigan State Police.
- 7.5. To the extent allowed by law, the Political Subdivision shall hold harmless DHD2 for any claims arising as a result of the Political Subdivision's performance of, or failure to perform, any of its obligations under this Agreement with DHD2.
- 7.6. Nothing herein shall constitute a waiver of either party's rights with regard to governmental immunity.

- 7.7. Notwithstanding any other provisions of this agreement, the Political Subdivision shall be solely responsible for all costs, fines, and fees associated with the use and misuse of grant program funds that it receives or the use or misuse of the equipment, including but not limited to, costs for replacing the equipment or costs, fines or fees associated with an ineligible determination by the auditors.
- 7.8. The parties have taken all actions and secured all approvals necessary to authorize and complete this Agreement. The persons signing this Agreement on behalf of each party have legal authority to sign this Agreement and bind the parties to the terms and conditions contained herein.
- 7.9. Each party shall comply with all federal, state, and local ordinances, regulations, administrative rules, laws and requirements applicable to its activities performed under this Agreement, including but not limited to, the Homeland Security Grant Program Agreement, attached as Exhibit B, and the 2022 Homeland Security Grant Program Notice of Funding Opportunity.
8. **Termination and/or Cancellation of Agreement:** Either party may terminate and/or cancel the Agreement upon thirty (30) days' notice to the other Party. The effective date of termination and/or cancellation shall be clearly stated in the notice. If this Agreement is terminated and/or cancelled, the Transfer of Ownership Agreements executed prior to the date of termination and/or cancellation, shall remain valid and govern the parties' duties and obligations regarding equipment transferred to the Political Subdivision and the parties shall execute Transfer of Ownership Agreements for all equipment ordered by the Fiduciary prior to the date of termination and /or cancellation.
9. **No Third Party Beneficiaries:** Except as provided for the benefit of the Parties, this Agreement does not and is not intended to create any obligation, duty, promise, contractual right or benefit, right to indemnification, right to subrogation, and/or any other right in favor of any other person or entity.
10. **Discrimination:** The Parties shall not discriminate against their employees, agents, applicants for employment, or another person or entities with respect to hire, tenure, terms, conditions, and privileges of employment or any matter directly or indirectly related to employment in violation of any federal, state, or local law.
11. **Permits and Licenses:** Each Party shall be responsible for obtaining and maintaining, throughout the term of this Agreement, all licenses, permits, certificates, and governmental authorizations necessary to carry out its obligations and duties pursuant to this Agreement.
12. **Reservation of Rights:** The Agreement does not, and is not intended to waive, impair, divest, delegate, or contravene any constitutional, statutory, and/or legal right, privilege, power, obligation, duty, or immunity of the Parties.
13. **Delegation/Subcontract/Assignment:** Neither party shall delegate, subcontract and/or assign any obligations or rights under this Agreement without the prior written consent of the other Party.

14. **No Implied Waiver:** Absent a written waiver, no act, failure, or delay by a Party to pursue or enforce any rights or remedies under this Agreement shall constitute a waiver of those rights with regard to any existing or subsequent breach of this Agreement. No waiver of any term, condition, or provision in this Agreement, whether by conduct or otherwise, in one or more instances, shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Agreement. No waiver by either Party shall subsequently affect its right to require strict performance of this Agreement.
15. **Severability:** If a court of competent jurisdiction finds a term, or condition of this agreement to be illegal or invalid, then the term, or condition shall be deemed severed from this Agreement. All other terms, conditions and provisions of this Agreement shall remain in full force.
16. **Captions:** The section and subsection numbers, captions, and any index to such sections and subsections contained in this Agreement are intended for the convenience of the reader and are not intended to have any substantive meaning. The numbers, captions and indexes shall not be interpreted to be considered as part of this Agreement. Any use of the singular or plural number, any reference to the male, female, or neuter genders, and any possessive or non-possessive use in this Agreement shall be deemed the appropriate plurality, gender or possession as the context requires.
17. **Notices:** Notices given under this Agreement shall be in writing and shall be personally delivered, sent by express delivery service, certified mail, or first-class U.S. mail postage prepaid and addressed to the person listed below. Notice will be deemed given on the date when one of the following first occur: (1) the date of actual receipt; (2) the next business day when notice is sent express delivery service or personal delivery; or (3) three days after mailing first class or certified U.S. mail.
- 17.1. If notice is sent to the Fiduciary, it shall be addressed and sent to: District Health Department  
No. 2, Finance Department, 630 Progress St., West Branch, MI 48661
- 17.2. If notice is sent to the Political Subdivision, it shall be sent to: \_\_\_\_\_
- 17.3. Either Party may change the address and/or individual to which notice is sent by notifying the other Party in writing of the change.
18. **Governing Law:** This Agreement shall be governed, interpreted, and enforced by the laws of the State of Michigan.
19. **Agreement Modifications or Amendments:** Any modifications, amendments, recession, waivers, or releases to this Agreement must be in writing and executed by both Parties.
20. **Entire Agreement:** This agreement represents the entire agreement and understanding between the parties. The language of this agreement shall be construed as a whole according to its fair meaning, and not construed strictly for or against any party.



**IN WITNESS WHEREOF:**

**District Health Department No. 2:**

EXECUTED: \_\_\_\_\_ DATE: \_\_\_\_\_


PRINTED NAME and TITLE: \_\_\_\_\_

**Political Subdivision:** \_\_\_\_\_

EXECUTED: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME and TITLE: \_\_\_\_\_

**Region 3 Homeland Security Planning Board:**

EXECUTED:  \_\_\_\_\_ DATE: 6-7-2023

PRINTED NAME and TITLE: Randy Miller, Chair, R3HSPB

**Michigan 3<sup>rd</sup> District Regional  
Homeland Security Planning Board  
August 1, 2022  
Meeting Minutes**

**Meeting called to order** by Region 3 Homeland Security Planning Board Chairman Randy Miller on Monday, August 1, 2022 at 1:30 P.M. Meeting was held at the Bay-Arenac ISD Career Center in Bay City, MI.

**Roll Call:**

Scott Rice (Alcona), Michael Bowers (Arenac, Ogemaw & Oscoda), Chris Metropoulos (Genesee), Bob North (Gladwin), Randy Miller (Huron), Chuck Allen (Iosco), Jeff Satkowski (Lapeer), Jenifier Boyer (Midland), Todd Hillman (Sanilac), Steve Anderson (Tuscola), Rob Kelly (Region 3 HCC)

**Voting Members Absent:**

Scott Rice (Alcona), Tori Rhoads (Alcona), James Mosciski (Arenac), Ryan Manz (Bay), Kurt Corradi (Bay), Mary Krohn (Huron), Sean Bowers (Iosco), Denny Fitzpatrick (Lapeer), Cody Dorland (Midland), Kevin Grace (Oscoda), Mark Przybylski (Saginaw)-excused, Cari Hillman (Saginaw)

**Non-Voting Members Present:**

Melissa Upper (Region 3 Planner), Lt. Charles Barker (MSP-EMHSD, District 3 Coordinator), John Jurek (MFD/IMT)

**Non-Voting Members Absent:**

Dick Ripke (Midland CCP), Mark Laux (MFD/RRT #31), Josh Mosher (MFD/RRT #31)

**Others Present:**

Christopher Lince (MFD/IMT)

**Public Comments:** N/A

**Minutes of the June 6, 2022 R3HSPB Meeting:**

**Motion 2022-0042 – Motion by Jen Byer, seconded by Steve Anderson, to approve the minutes of the June 6, 2022 R3HSPB meeting as presented.**

**Ayes:** Rice, M. Bowers, Metropoulos, North, Miller, Allen, Satkowski, Boyer, M. Bowers, M. Bowers, Hillman, Anderson, Kelly **Ayes: 13      Nays: 0      Motion carried.**

**FY 2019 HSGP Fiduciary Report:**

**The FY 19 grant closes the end of December with purchase requests being due July 1<sup>st</sup> and all projects should be completed by September 1<sup>st</sup> pending any extenuating circumstances. EMHSD's processing of AAFs has been slow lately.**

**Motion 2022-0043 – Motion by Steve Anderson, seconded by Jen Boyer, to approve the FY 19 project of Bay City DPS MDTs as the clean-up project for the LETPA funding. Roll call vote.**

**Discussion:** All other approvals for this project are in place.

**Ayes:** Rice, M. Bowers, Metropoulos, North, Miller, Allen, Satkowski, Boyer, M. Bowers, M. Bowers, Hillman, Anderson, Kelly **Ayes: 13      Nays: 0      Motion carried.**

As funds become available for the backup projects, Melissa will contact the project leads to begin the purchasing process. No backup funds were needed for the GLHSC, so the Midland mass casualty project will be fully funded at \$15,000. There is currently partial funding for Mike Bowers' stop the bleed kits, but it will likely be fully funded, as well. Melissa urged everyone to be in communication with vendors of ongoing projects to ensure that equipment can be received and invoiced by the end of the grant performance period.

Melissa sent out individual reminders the week prior to this meeting concerning outstanding projects and unused allocation balances.

#### **FY 2020 HSGP Fiduciary Report:**

The FY 20 grant ends May 31, 2023. **The deadline for project requests and AAF submissions for the FY 20 grant is September 1 and EHPs are due by November 1<sup>st</sup>.** EMHSD recommends allowing about three months for an EHP review and approval. Many projects still need to be completed and several counties still need to allocate their funds to projects.

**Motion 2022-0044 – Motion by Jen Boyer, seconded by Steve Anderson, to approve the FY 20 Huron Co. project of AEDs for \$19,600.39. Roll call vote.**

**Discussion:** These will be portable AEDs.

**Ayes:** Rice, M. Bowers, Metropoulos, North, Miller, Allen, Satkowski, Boyer, M. Bowers, M. Bowers, Hillman, Anderson, Kelly  
**Ayes:** 13      **Nays:** 0      **Motion carried.**

**Motion 2022-0045 – Motion by Mike Bowers, seconded by Jen Boyer, to approve the FY 20 Oscoda Co. projects of Backup Repeater for Aux Com for \$6,500.00 and Hazmat Equipment for the remainder of Oscoda County's allocation. Roll call vote.**

**Ayes:** Rice, M. Bowers, Metropoulos, North, Miller, Allen, Satkowski, Boyer, M. Bowers, M. Bowers, Hillman, Anderson, Kelly  
**Ayes:** 13      **Nays:** 0      **Motion carried.**

**Motion 2022-0046 – Motion by Todd Hillman, seconded by Steve Anderson, to approve the FY 20 Sanilac Co. project of Portable Radios for law enforcement \$19,600.39. Roll call vote.**

**Ayes:** Rice, M. Bowers, Metropoulos, North, Miller, Allen, Satkowski, Boyer, M. Bowers, M. Bowers, Hillman, Anderson, Kelly  
**Ayes:** 13      **Nays:** 0      **Motion carried.**

**Motion 2022-0047 – Motion by Mike Bowers, seconded by Steve Anderson, to approve the FY 20 Arenac Co. project of Jail Security Cameras & County Building Panic Buttons for \$6,000.00 and Hazmat Equipment for the remainder of Arenac County's allocation. Roll call vote.**

**Discussion:** The panic buttons will not be attached to any surface.

**Ayes:** Rice, M. Bowers, Metropoulos, North, Miller, Allen, Satkowski, Boyer, M. Bowers, M. Bowers, Hillman, Anderson, Kelly  
**Ayes:** 13      **Nays:** 0      **Motion carried.**

**Motion 2022-0048 – Motion by Jeff Satkowski, seconded by Jen Boyer, to approve the FY 20 Lapeer Co. project of Ice Rescue Equipment \$7,800.00. Roll call vote.**

**Discussion:** This will include 2 ice suits, personal flotation devices, rope, etc.

**Ayes:** Rice, M. Bowers, Metropoulos, North, Miller, Allen, Satkowski, Boyer, M. Bowers, M. Bowers, Hillman, Anderson, Kelly  
**Ayes:** 13      **Nays:** 0      **Motion carried.**

**Motion 2022-0049 – Motion by Scott Rice, seconded by Jen Boyer, to approve the FY 20 Alcona Co. project of AEDs for the remainder of Alcona County’s FY 19 allocation and remainder of FY 20 allocation. Roll call vote.**

**Discussion:** There needs to be assurance from the vendor that the equipment will be received and invoiced before the end of the year to be able to use FY 19 funds.

**Ayes: Rice, M. Bowers, Metropoulos, North, Miller, Allen, Satkowski, Boyer, M. Bowers, M. Bowers, Hillman, Anderson, Kelly**                      **Ayes: 13      Nays: 0      Motion carried.**

Subrecipient agreements are still needed from a few jurisdictions. The FY 21 subrecipient agreements are starting to come in signed, as well.

The FY 20 grant is the first grant with the required projects. For Cybersecurity, we have assessments for Midland County, followed by Ogemaw and Oscoda Counties. The AAF for Midland County has been approved and they are working on gathering quotes for the purchase request. The Soft Targets project is election security for Lapeer County. This project was a modification of the original project; thus, it had to go to FEMA for approval, which we have not yet heard back on. The Emerging Threats projects was bomb detection equipment for Bishop Airport. This project was originally planned for the RRT and will need an approval from FEMA to change it to Bishop Airport.

#### **FY 2021 HSGP Fiduciary Report:**

All counties previously using EMnet have opted not to continue with the service. This will free up some additional funding. There is now over \$96,000 set aside for contingency until the required funding requests have been filled. **December 1<sup>st</sup> is the deadline for required project requests.** The required projects include Cybersecurity, which could be assessments or enhancements; Soft Targets & Crowded Places includes portable scene lighting and electronic signage; Intelligence & Information Sharing includes MAGLOCLN subscriptions and training; Combating Domestic Violent Extremism is going to be some kind of training, exercise, or planning event put together by the IMT; and Emerging Threats will be two FLIR explosives detectors for Bishop Airport. Requests should include estimates of quantities and costs of specific equipment or services. Required projects can go over budget but cannot go under budget. This is the reason for the contingency fund.

#### **FY 2022 HSGP Required Projects:**

The grant details will be coming out this fall, but the regional fiduciary must be declared by the end of the month. Melissa has met with the new finance director for DHD2, the FY 21 fiduciary, and he will discuss this with the health director and seek approval from their board.

**Motion 2022-0050 – Motion by Steve Anderson, seconded by Jen Boyer, to approve District Health Department No. 2 as the FY 22 HSGP fiduciary, pending their acceptance of the responsibility.**

**Discussion:** If DHD2 does not accept the fiduciary role, then we will ask EMHSD for an extension of time to report fiduciary and discuss other options at that time.

**Ayes: Rice, M. Bowers, Metropoulos, North, Miller, Allen, Satkowski, Boyer, M. Bowers, M. Bowers, Hillman, Anderson, Kelly**                      **Ayes: 13      Nays: 0      Motion carried.**

The required projects need to be determined by the middle of October and submitted to EMHSD each with a detailed two-page project description. For this grant year, the percentages for each project category are more flexible, but at least 30% of the total grant award must be spent on these projects all together. On the categories of Intelligence & Information Sharing, Soft Targets & Crowded Places, Combating Domestic

Violent Extremism, and Community Preparedness & Resilience, a minimum of 3% of the total grant award must be spent. Election Security and Cybersecurity are optional project categories and Emerging Threats is no longer an option. If only 3% was spent on each category, then the 30% requirement would not be attained. The percentages shown on **Attachment 1** are tentative until we determine what the needs and requests for each category are. Details for these projects need to be developed at the next board meeting so there is time to write the two-page narratives for each.

The LETPA could be responsible for the Intelligence & Information Sharing required project. The group does not meet in August but could meet in September. If the group chooses to pursue the MAGLOCLN subscriptions, then this could be an easy project that could carry over from year to year. Melissa has some concerns about this project, such as funding those agencies with existing subscriptions and how to pay for the subscriptions, as reimbursing every individual agency would be a lot of paperwork. It is too late to do a two-year subscription under the FY 21 grant, as the subscription must end before the end of the performance period. For the FY 22 grant, a minimum of 30% is required to be allocated to the LETPA.

Some of the ideas for the required projects discussed at the last Statewide Regional Workgroup meeting included the following:

- Soft Targets & Crowded Places – security cameras, barriers, warning signs, portable lighting, mobile deployable closed circuit security cameras, active shooter kits, regional stop the bleed training, active shooter training or conference
- Intelligence & Information Sharing – MAGLOCLN subscriptions, FLO training, GrayKey, license plate scanners, facial recognition scanners
- Combating Domestic Violent Extremism – cellular response consoles, vehicle data extraction device, DVE conference, training, DVE public awareness campaign
- Cybersecurity – assessments, improvements, cyber awareness campaign, convert all regional staff emails to a .gov email system
- Community Preparedness & Resilience – CERT support, equipment, trailers, training; Do 1 Thing; community preparedness events (not including giveaways)

Steve Anderson left the meeting due to a tornado event in Tuscola County.

The State is bringing in a basic EMI academy. The training announcement went out in June, but the slots are now full. It is estimated that it cost the State approximately \$20,000 to bring in this training. This might be something useful for our region, especially for the new EMs. John Jurek stated that there are now actual credentialing requirements from the State for the IMT. One of those requirements is 191 ICS EOC Interface training. The entire team will need this training. John is seeking funding to host this training locally and open it up to others in the region. This course is also a requirement for the PEM certification.

### **Critical Infrastructure Scoring:**

Part 3 of the assessment is due February 1<sup>st</sup> and due to Melissa a week prior to that date. Be making changes or updates to the assessments as you are aware of them. This is expected to turn into just an annual update.

### **Procurement Policies:**

Sherrie Loader is working on developing a presentation on procurement for the regions. We need to determine when we would like her to host one for us. The presentation could be in-person (her preferred method), virtual, or a combination of the two, which may be a good idea, as we could then include local finance department staff. The procurement policies encompass all federal grants, not just the HSGP. Knowing the proper procurement policies for these grants could help prevent having to pay back funds in the future.

Travel reimbursement rates are now the lessor of the local or Federal rates. If an individual is getting reimbursed directly from the grant, then it is the lessor of the fiduciary or Federal rates. The current federal rate for mileage is \$0.625/mile, which changed effective July 1<sup>st</sup>. The government rate is \$0.22/mile and applies when using a city or county vehicle.

### **Committee Reports:**

**HCC** – Rob Kelly reported that HCC’s new budget period started on July 1<sup>st</sup>. They have been reviewing their work plan that was just issued, has a budget that is identical to last year’s, and contains some new items, but no surprises. They are being allowed to submit for special projects to use up leftover funds from the previous budget year.

The Region hasn’t seen much of a change in COVID hospitalizations over the last month, which is at approximately 100 patients. There is an increase in positive cases in nursing homes and daycare centers, but those cases are not severe.

**RRT** – No one was present from the team, as Mark Laux is on vacation for the next two weeks, but a report was provided. The team took numerous calls for assistance over the past couple of months. They gave technical advice about a spill in Genesee County and for a chemical disposal concern for Mike Bowers.

The RRT took three members to two different hospitals in Tuscola County and provided six hours of mass decontamination training to approximately forty employees. Thanks to Steve Anderson for making the connections and getting the team involved.

Bob North will be taking RRT members on a tour of the Gladwin County dams for preplanning in mid-August.

MSP Hazmat and the RRT are hosting a Risk-Based Response to Battery Emergency class for first responders on September 19<sup>th</sup>. The class has been filled with thirty students from across the Region. Only twelve students are RRT members.

The RRT is running two 40-hour Confined Space Technical Level training sessions locally. By the completion of these classes, which will be held in October and January, the RRT will add twenty more Confined Space Technicians to the certifications along with three Confined Space Technician instructors through MUSAR.

Two specialized trainings are being completed for Saginaw Fire Department and Bay City Public Safety on the topic of the Arizona Vortex Artificial High Directional strategies. Region 3 has purchased this unique type of tripod/bipod/monopod through different grant years and Mark is providing the training on these devices. These 4-hour training sessions will be completed by August 18<sup>th</sup> with future trainings likely.

The RRT is looking to send six members to Anniston, AL in October for Hazardous Materials Technician training. Even though the RRT is sponsoring six team members, this program is open to all responders. The FEMA Center for Domestic Preparedness (CDP) offers lots of training classes that are free to attend. Airfare, meals, lodging, and travel are all covered through the CDP. Mark highly recommends sending people to these FEMA courses. Please contact Mark if you would like more information about this program.

The RRT apparatus is having its tires replaced and paid for by the City of Midland. This project, which will cost about \$4,000, was denied by Homeland Security so the City of Midland decided to fund this in order to keep the apparatus available for response.

**IMT** – John Jurek reported that Chuck Cribley has retired, and Chris Lince is the new assistant team leader.

The team is looking to train a few instructors for ICS 300 and 400 that could serve the Region. Trainers must hold trainings at least twice per year to keep current.

The team is working to finalize dispatch procedures with Midland County 911, who will be dispatching the team and serving as the point of contact for the team. The procedures will be sent out once completed.

Credentialing instructions from the State came out in July. The State will essentially be following the FEMA standards. A Type 4 team is meant to be a local or small regional team that can assist the local jurisdictions with managing their own incidents. The Region 3 team meets the standard to be a Type 4 team with the exception that they need to know who their governing body is. The R3HSPB is not a legal entity and cannot have legal authority over any regional team. Each team member's authority comes from his/her fire chief. The issue is that the team is made up of members from multiple agencies. The team will likely need to structure itself similarly to the RRT. They will need to collaborate with each county involved and develop mutual aid agreements.

Becoming a Type 3 team is a goal of the IMT and they will follow Type 3 team standards in an effort to get there. A Type 3 team is basically the same as Type 4 team but with more staff. A Type 3 team can be requested by anyone, and the situation does not have to be a state declared emergency. Currently, the only Type 3 team in the state is the DNR team. The Oakland County team will be a Type 3 team once their paperwork has been completed. Requests for a Type 3 team go to Lansing who then decides what team to deploy, but Lt. Barker will verify this detail.

Scott Rice has decided to join the IMT. Scott completed the ICS 305 class in Gaylord in June. The team is always looking for new members, especially from the northern counties, in order to reach their goal of becoming a Type 3 team.

**LETPA** – Melissa reported that the committee last met in June and allocated their FY 21 funding.

**Motion 2022-0051 – Motion by Bob North, seconded by Scott Rice, to approve the FY 21 LETPA projects of AuGres PD In-Car Camera Kit for \$6,300.00; AuGres PD MDT for \$7,700.00; Mayville PD MDTs for \$22,000.00; Millington PD Portable Radios for \$15,000.00; Caro PD Portable Radios for \$15,000.00; Alcona Co. SO In-Car & Body Cameras for \$20,454.00; Tawas City PD Mobile Radios for \$7,000.00; Saginaw PD Armored Lenco Bearcat Rescue Vehicle for \$75,000.00; Marlette PD Radios for \$20,000.00; Genesee Co. Side Scan Sonar for \$20,000.00; and backup project of Tawas City PD MDTs for \$21,000.00. Roll call vote.**

**Ayes: Rice, M. Bowers, Metropoulos, North, Miller, Allen, Satkowski, Boyer, M. Bowers, M. Bowers, Hillman, Kelly**  
**Ayes: 12      Nays: 0      Motion carried.**

**CCP** – Bob North shared that the Gladwin team distributed safety materials at their county fair. He recently discovered that Gladwin County's insurance covers CERT members if they do something to someone, but not if someone does something to them. Thus, Bob is standing down his team until this can be cleared up.

Mike Bowers shared that he has active teams in all of his counties consisting of sixteen members in Oscoda, six members in Ogemaw, and thirteen members in Arenac. All of the teams have started training and working

on their online certifications. The Ogemaw ARES group donated a trailer that will be converted into a regional CERT trailer and serve as a regional disaster response asset.

**Aux Comm** – Mike Bowers reported that currently Aux Comm is not operational. There are some individual people who will respond and help with auxiliary communications, but the administrative group was primarily from the older generation and from the southern counties and for individual reasons do not have time to devote to this group. Mike is going to try to put together a new committee sometime in September with those showing new interest, but he will continue to invite those who have previously participated in Aux Comm, as well.

**MSP/EMHSD** – Lt. Barker reported that a damage assessment training will be held in Moffit Twp. on August 4<sup>th</sup>. There are now a few local MICIMS trainers, including Mark Przybylski.

Lt. Barker plans to hold a DC meeting in September with new FEMA regional staff and Matt Helmkamp will do a presentation on the HSIN connect room.

**Unfinished Business:** N/A

**New Business:**

It was expressed that checks coming into the jurisdictions from both the grant fiduciary and the State are challenging for the finance departments to determine exactly what the funds are for. When in doubt, have them contact Melissa and she may be able to assist, if grant related.

Hazard mitigation plans now are required to include information on how the jurisdiction plans to combat climate change.

**Staff Report:**

Melissa sent out a draft contact list for this board last week. Please review and get back with Melissa on any updates needed. She will send out the finalized list once complete.

**Other/Public Comments/Announcements:**

The next R3HSPB meeting will be September 12<sup>th</sup> and the Citizen Corps Committee will meet at 12:30 P.M. that day. The focus of these meetings will be to develop ideas for the FY 22 required projects.

**Adjournment:**

Meeting adjourned at 3:05 P.M.

Respectfully Submitted,  
Melissa Upper



**FY 2022 HSGP - National Priority Projects Funding - Draft**

<b>Tentative Total Grant Amount</b>	<b>\$</b>	<b>802,421.00</b>
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**Required Projects (must be at least 30% of total award)**

Required Projects (must be at least 30% of total award)		Original Requests	Solution Area
Intelligence & Information Sharing (4.736%) - 3% min.	\$ 38,000.00	Training w/ MIOC/DHS - MAGLOCLN subscriptions	50/50 - TR/PL
Soft Targets/Crowded Places (7.443%) - 3% min.	\$ 59,726.30	Portable scene lighting & electronic signage	EQ
Combating Domestic Violent Extremism (3.115%) - 3% min.	\$ 25,000.00	Training w/ MIOC/DHS	TR
Community Preparedness & Resilience (3.489%) - 3% min.	\$ 28,000.00	NEW - Could be used for CERT programs	50/50 - TR/PL
Cybersecurity (11.215%) - not required	\$ 90,000.00	Assessments & enhancements	50/50 - PL/EQ
Election Security - not required	\$ -	Emerging Threats - RoIP (no longer supported)	
Total:	\$ 240,726.30		



## Region 3 Homeland Security Planning Board

### Alcona County

Scott Rice  
Jim Smith

### Arenac County

Michael Bowers  
James Mosciski

### Bay County

Ryan Manz  
Kurt Corradi

### Genesee County

Chris Metropoulos

### Gladwin County

Bob North  
Mike Shea

### Huron County

Randy Miller  
Debra McCollum

### Iosco County

Sean Bowers  
Chuck Allen

### Lapeer County

Jeffrey Satkowski  
Denny Fitzpatrick

### Midland County

Jenifer Boyer  
Cody Dorland

### Ogemaw County

Michael Bowers

### Oscoda County

Michael Bowers  
Kevin Grace

### Saginaw County

Mark Przybylski  
Cari Hillman

### Sanilac County

Todd Hillman

### Tuscola County

Steve Anderson

### Region 3 HPN

Rob Kelly

### Region 3 CCP

Richard Ripke

### District 3 Coordinator

Lt. Charles Barker

Homeland Security Grant Program (HSGP)  
City of Midland, FY 2019-20 Fiduciary  
District Health Dept #2, FY 2021 Fiduciary

Randy Miller, Chair  
Jenifer Boyer, Vice Chair  
Steven Anderson, Secretary  
Melissa Upper, Planner/Fiduciary Agent

Page 1 of 2

Michigan's Region 3  
Homeland Security Planning Board (R3HSPB)  
4155 Monitor Rd. (Bay-Arenac ISD Career Center)  
Bay City, Michigan 48706

EVENT: R3HSPB

DATE: 8/1/22

NAME

JURISDICTION

1. Randy Miller

Huron

2. Charles Allen

Iosco

3. Jenifer Boyer

Midland

4. Cam Riker

MSP

5. [Signature]

Sanilac

6. Scott Rice

Alcona.

7. Mike Baer

Arenac Ogemaw Oscoda

8. Rob Kelly

Reg 3 HCC

9. [Signature]

R3 IMT / MFD

10. Christopher C Lince

Reg 3 IMT / MFD

11. [Signature]

Tuscola

12. Melissa Clepper

R3

13. Jeffrey Satkowski

Lapeer County

14. Bob North

Gladwin County

15. \_\_\_\_\_



## Region 3 Homeland Security Planning Board

### Alcona County

Scott Rice  
Jim Smith

### Arenac County

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James Mosciski

### Bay County

Ryan Manz  
Kurt Corradi

### Genesee County

Chris Metropoulos

### Gladwin County

Bob North  
Mike Shea

### Huron County

Randy Miller  
Debra McCollum

### Iosco County

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Jenifer Boyer  
Cody Dorland

### Ogemaw County

Michael Bowers

### Oscoda County

Michael Bowers  
Kevin Grace

### Saginaw County

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Cari Hillman

### Sanilac County

Todd Hillman

### Tuscola County

Steve Anderson

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### Region 3 CCP

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Lt. Charles Barker

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City of Midland, FY 2019-20 Fiduciary  
District Health Dept #2, FY 2021 Fiduciary

Randy Miller, Chair  
Jenifer Boyer, Vice Chair  
Steven Anderson, Secretary  
Melissa Upper, Planner/Fiduciary Agent

Page 2 of 2

Michigan's Region 3  
Homeland Security Planning Board (R3HSPB)  
4155 Monitor Rd. (Bay-Arenac ISD Career Center)  
Bay City, Michigan 48706

EVENT:

R3HSPB

DATE:

8/11/22

NAME

JURISDICTION

1.

[Signature]

R3 IMT / MFI

2.

Christopher C Lince

R3 IMT / MFD

3.

C. Metropoulos

Genesee

4.

5.

6.

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<b>Michigan State Police</b>  <b>Emergency Management and Homeland Security Division</b>				<b>Grant Agreement</b>	
<b>FEDERAL AWARD IDENTIFICATION</b>					
<b>SUBRECIPIENT NAME</b>  District Health Department #2		<b>GRANT NAME</b>  Fiscal Year 2022 Homeland Security Grant Program		<b>ASSISTANCE LISTINGS NUMBER</b>  97.067	
<b>SUBRECIPIENT IRS/VENDOR NUMBER</b>  38-1911267		<b>FEDERAL AWARD IDENTIFICATION NUMBER (FAIN)</b> EMW-2022-SS-00031-S01		<b>FEDERAL AWARD DATE</b> 9/2/2022	
<b>SUBRECIPIENT UEI</b>  NBUPML1KFH21		<b>SUBAWARD PERFORMANCE PERIOD</b>  FROM 09/01/2022		<b>TO</b> 05/31/2025	
<b>RESEARCH &amp; DEVELOPMENT</b>  N/A		<b>Funding</b>		<b>Total</b>	
		Federal Funds Obligated by this Action		\$772,477	
<b>INDIRECT COST RATE</b>  None on file		Total Federal Funds Obligated to Subrecipient		\$772,477	
		Total Amount of Federal Award		\$772,477	
<b>FEDERAL AWARD PROJECT DESCRIPTION</b>  Fiscal Year (FY) 2022 Homeland Security Grant Program (HSGP)					
<b>DETAILS</b>  Funding requirements are found on page 2 (Section III) of the grant agreement.					
<b>FEDERAL AWARDDING AGENCY</b>  FEMA-GPD 400 C Street SW 3 <sup>rd</sup> floor Washington, DC 20472-3645			<b>PASS-THROUGH ENTITY (RECIPIENT) NAME</b>  Michigan State Police, Emergency Management and Homeland Security Division PO Box 30634 Lansing, MI 48909		



# State of Michigan Fiscal Year 2022 Homeland Security Grant Program Grant Agreement

September 1, 2022 to May 31, 2025

<b>Assistance Listings Number: 97.067 Grant Number: EMW-2022-SS-00031-S01</b>
-------------------------------------------------------------------------------------------

This Fiscal Year (FY) 2022 Homeland Security Grant Program (HSGP) grant agreement is hereby entered into between the Michigan Department of State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) (hereinafter called the Recipient), and the

## **DISTRICT HEALTH DEPARTMENT #2** (hereinafter called the Subrecipient)

### **I. Purpose**

The FY 2022 HSGP supports state, local, and tribal efforts to prevent terrorism and other catastrophic events, and prepares the Nation for the threats and hazards that pose the greatest risk to the security of the United States. The FY 2022 HSGP provides funding to implement investments that enhance terrorism preparedness and serve to build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation.

The purpose of this grant agreement is to provide federal pass-through funds to the Region 3 Homeland Security Planning Board (hereinafter called the regional board) through the Subrecipient, which has been voted and approved to act as the Fiduciary Agent on behalf of the regional board for the FY 2022 HSGP.

The HSGP is comprised of three grant programs, one of which is covered by this grant agreement:

**State Homeland Security Program (SHSP):** The SHSP provides funds for state, local, and tribal preparedness activities that address high-priority preparedness gaps across all core capabilities where a nexus to terrorism exists. The SHSP supports implementation of the National Preparedness System (NPS) by providing funds to address planning, organization, equipment, training, and exercise needs to prevent, prepare for, protect against, and respond to acts of terrorism. Many capabilities which support terrorism preparedness simultaneously support preparedness for other hazards. Subrecipients must describe this dual-use quality for any activities implemented under this program that are not explicitly focused on terrorism preparedness.

Allowable activities must comply with the FY 2022 Homeland Security Grant Program Notice of Funding Opportunity and the FEMA Preparedness Grants Manual, both located at <http://www.fema.gov/homeland-security-grant-program>, align with Michigan's FY 2022 SHSP investments, support capability targets established in the Threat and Hazard Identification and Risk Assessment (THIRA) and gaps identified in the Stakeholder Preparedness Review (SPR), and align to projects specifically approved by the Recipient.

## II. Statutory Authority

Funding for the FY 2022 HSGP is authorized by Section 2002 of the Homeland Security Act of 2002 (Pub. L. No. 107-296, as amended) (6U.S.C. § 603).

Appropriation authority is provided by the *Department of Homeland Security Appropriations Act, 2022* (Pub. L. No. 117-103).

The Subrecipient agrees to comply with all FY 2022 HSGP program requirements in accordance with the FY 2022 Homeland Security Grant Program Notice of Funding Opportunity and the FEMA Preparedness Grants Manual located at <http://www.fema.gov/homeland-security-grant-program>, the U.S. Department of Homeland Security (DHS) Standard Administrative Terms and Conditions located at [https://www.dhs.gov/sites/default/files/202201/fy\\_2022\\_dhs\\_terms\\_and\\_conditions\\_version\\_2\\_dated\\_jan\\_24\\_2022\\_508.pdf](https://www.dhs.gov/sites/default/files/202201/fy_2022_dhs_terms_and_conditions_version_2_dated_jan_24_2022_508.pdf), the FY 2022 HSGP Agreement Articles Applicable to Subrecipients included with the grant agreement packet, and the FY 2022 HSGP Michigan Supplemental Guidance provided electronically by Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD).

The Subrecipient shall also comply with the most recent version of:

1. 2 CFR, Part 200 of the Code of Federal Regulations (CFR), *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* located at <http://www.ecfr.gov>, select Title 2.
2. FEMA Directive 108-1: Environmental Planning and Historic Preservation Responsibilities and Program Requirements.

## III. Award Amount and Restrictions

- A. The **District Health Department #2**, acting as the Fiduciary Agent on behalf of the Region 3 Board, is awarded **\$772,477** under the FY 2022 HSGP. The grant agreement shall be administered based on the Subrecipient's policies and procedures, provided they conform to state and federal rules, laws, and/or regulations.
- B. The FY 2022 HSGP covers eligible costs from September 1, 2022, to May 31, 2025.
- C. The HSGP funds may not be used to support the hiring of any personnel for the purposes of fulfilling traditional public health and/or safety duties or to supplant traditional public health and safety positions and/or responsibilities.
- D. At least **\$231,744** of award funds must be dedicated towards Law Enforcement Terrorism Prevention Activities (LETPA). Activities eligible for use of LETPA-focused funds are outlined in the National Prevention Framework (and where capabilities are shared with the protection mission area, the National Protection Framework) located at <http://www.fema.gov/national-planning-frameworks>. The Subrecipient must meet its minimum LETPA funding requirement for the FY 2022 HSGP.
- E. The FY 2022 HSGP includes six national priority areas. A minimum of 30% of the total allocation, or at least **\$231,744**, must be allocated between the six following national priority areas:
  - 1) Enhancing the protection of soft targets/crowded places;
  - 2) Enhancing information and intelligence sharing and cooperation with federal agencies, including DHS;
  - 3) Combating domestic violent extremism;
  - 4) Enhancing community preparedness and resilience;



- 5) Election Security;
- 6) Cybersecurity.

The priority areas of enhancing the protection of soft targets/crowded places, enhancing information and intelligence sharing and cooperation with federal agencies, combating domestic violent extremism, and enhancing community preparedness and resilience, must each be funded at a minimum of \$23,175, or 3% of the award amount. All national priority area projects must be pre-approved by FEMA. Additional information on the FY 2022 HSGP national priority areas can be found in the FEMA Preparedness Grants Manual <http://www.fema.gov/homeland-security-grant-program>.

- F. A maximum of **\$386,238** of award funds may be used for personnel and personnel-related activities as directed by the *Personnel Reimbursement for Intelligence Cooperation and Enhancement (PRICE) of Homeland Security Act of 2008* (Public Law 110-412). In general, the use of SHSP funding to pay for staff and/or contractor regular time or overtime/backfill is considered a personnel cost. Additional information on personnel costs is provided in the FEMA Preparedness Grants Manual located at <https://www.fema.gov/media-library/assets/documents/178291>.
- G. A maximum of five percent (5%) of awarded funds, **\$38,623**, may be retained and used solely for management and administration (M&A) purposes associated with the HSGP award. The M&A allowable costs are defined in the *FY 2022 Homeland Security Grant Program Notice of Funding Opportunity*, and the *FEMA Preparedness Grants Manual* located at <http://www.fema.gov/homeland-security-grant-program>.
- H. The Subrecipient may only fund projects which directly support one of the FY 2022 HSGP investments. To assist Subrecipients, the Recipient has developed the *FY 2022 HSGP Michigan Supplemental Guidance* to provide additional information on developing projects consistent with the *National Preparedness Goal*, state and regional homeland security priorities, and Michigan's FY 2022 SHSP investment justification.
- I. Except as otherwise specifically set forth in this grant agreement, the Recipient (not the Subrecipient) shall make the final determination on how funds awarded under this grant agreement are allocated and/or spent, from projects reviewed and approved by the regional board and submitted to the Recipient by the Subrecipient.
- J. For any activities involving construction, demolition, ground disturbance, or installations of equipment, an Environmental and Historic Preservation (EHP) review must be completed.  
  
**Any work started before receiving EHP approval will result in a non-compliance finding and not be eligible for federal funding.**
- K. A portion of FY 2022 SHSP funds should be allocated toward sustainment of the Regional Response Team Network (RRTN) and search and rescue capabilities, where applicable. The Subrecipient should ensure that support is provided through appropriate planning, equipment, training, and exercise activities.
- L. In the event that the Department of Homeland Security (DHS) determines changes are necessary to the award document after an award has been made, including but not limited to changes to the period of performance or terms and conditions, Subrecipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate Subrecipient acceptance of the changes to the award.



#### IV. Responsibilities of the Subrecipient

- A. **Grant funds must supplement, not supplant, state or local funds.** Federal funds must be used to supplement existing funds, not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be carefully reviewed in subsequent monitoring reviews and audits. Subrecipients may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.
- B. Refer to the FY 2022 Homeland Security Grant Program Notice of Funding Opportunity and the FEMA Preparedness Grants Manual located at <http://www.fema.gov/homeland-security-grant-program> for a detailed list of allowable costs and program activities under this grant.
- C. The subrecipient shall not use FY 2022 HSGP funds to generate program income.
- D. In addition to this grant agreement, the Subrecipient shall complete, sign, and submit to the Recipient the following documents, which are incorporated by reference into this grant agreement:
1. Subrecipient Risk Assessment Certification;
  2. Standard Assurances;
  3. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements;
  4. Audit Certification (EMD-053);
  5. Request for Taxpayer Identification Number and Certification (W-9);
  6. Other documents that may be required by federal or state officials.
- E. The Subrecipient agrees to act as the Fiduciary Agent on behalf of the regional board for the FY 2022 HSGP. The Subrecipient agrees to comply with all applicable federal and state regulations, including, but not limited to, the following:
1. Make all purchases in accordance with federal, and local purchasing policies. The Federal Procurement Procedure citations are found at 2 CFR 200.318-326, and Appendix II; and are located at <http://www.ecfr.gov>.
  2. The Subrecipient is required to submit reports to the Recipient on the status of all projects and funding. Reporting must follow the format and schedule specified by the Recipient.
  3. Submit regional board-approved projects to the Recipient in the format specified by the Recipient prior to starting a project. Individual solution area costs must also be submitted to the Recipient for alignment and allowability evaluation prior to starting a project. All grant expenditures must meet DHS and Recipient grant guidelines, must directly support one of the FY 2022 HSGP Investments, and must support at least one core capability from the National Preparedness Goal. Projects must be coordinated regionally and align to appropriate state and regional homeland security priorities. Any project that proposes a change in scope of work during the grant performance period must be resubmitted to the Recipient for evaluation. Any funds spent on a project prior to receiving Recipient approval may be ineligible for reimbursement.
  4. Create and maintain an inventory of all equipment purchases in accordance with 2 CFR, Part 200.313 located at <http://www.ecfr.gov>. Every calendar year, the Subrecipient must prepare an equipment inventory list and conduct a physical inventory that is reconciled to that list by June 30. The Subrecipient must supply a copy of this inventory to the Michigan State Police, Emergency Management and Homeland Security Division, Audit Unit via email at [loaders@michigan.gov](mailto:loaders@michigan.gov) or by mail to P.O. Box 30634, Lansing, Michigan 48909. The physical



inventory must be submitted to the Audit Unit by July 31 of the same year the inventory is completed. An Equipment Tracking template is available to assist the Subrecipient in meeting these requirements. The template can be found on the MSP/EMHSD Grant Programs webpage at [www.michigan.gov/emhsd](http://www.michigan.gov/emhsd) or by emailing [EMD\\_HSGP@michigan.gov](mailto:EMD_HSGP@michigan.gov).

5. If the Subrecipient purchases equipment for a local governmental unit with FY 2022 HSGP funds, the Subrecipient shall make the equipment available for pick-up by other local governmental units per equipment assignments by the regional board. This process needs to include legal transfer of the equipment to the designated local governmental units. At minimum, the Subrecipient should prepare documents, which, when signed, will indicate other designated local governmental units accept full legal and financial responsibility for the pieces of equipment.
6. The Subrecipient agrees to prepare and submit reimbursement requests to the Recipient in a timely manner. Reimbursement requests must include all required supporting documentation, including proof of payment. All reimbursement requests must be submitted to the Recipient no later than 30 days after the end of the performance period identified in this grant agreement. Any remaining balance of funds by that date will be reallocated.
7. Current forms and instructions are located at <http://www.michigan.gov/emhsd>, or can be requested by sending an email to [EMD\\_HSGP@michigan.gov](mailto:EMD_HSGP@michigan.gov).
8. Comply with applicable financial and administrative requirements set forth in the current edition of 2 C.F.R., Part 200, including, but not limited to, the following provisions:
  - a. Account for receipts and expenditures, maintain adequate financial records, and refund expenditures disallowed by federal or state audit.
  - b. Retain all financial records, statistical records, supporting documents, and other pertinent materials for at least three years after the grant is closed by the awarding federal agency for purposes of federal and/or state examination and audit.
  - c. Retain all financial records, statistical records, supporting documents, and other pertinent materials for equipment purchases for three years after their disposition.
  - d. Non-federal organizations which expend \$750,000 or more in federal funds from all federal sources during their current fiscal year are required to have an audit performed in accordance with the Single Audit Act of 1984, as amended, and the requirements of the Government and Accountability Office's (GAO) Government Auditing Standards and Subpart F of 2 C.F.R., Part 200.
  - e. All equipment dispositions must follow MSP/EMHSD's equipment disposition policy.
9. Comply with National Incident Management System (NIMS) requirements to be eligible to receive federal preparedness funds. NIMS information is available at <http://www.fema.gov/national-incident-management-system>.
10. Subrecipients must carry out their programs and activities in a manner that respects and ensures the protection of civil rights for protected populations. These populations include but are not limited to individuals with disabilities and others with access and functional needs, individuals with limited English proficiency, and other diverse racial and ethnic populations, in accordance with Section 504 of the *Rehabilitation Act of 1973*, Title VI of the *Civil Rights Act of 1964*, and Executive Order 13347.
11. **Environmental and Historic Preservation Compliance.** The federal government is required to consider the effects on the environment and/or historic properties of any federally funded activities and programs, including grant-funded projects. The EHP process ensures that federally funded activities comply with federal EHP regulations, laws, and executive orders as applicable. The goal of these compliance requirements is to protect the nation's



environmental, historic, and cultural resources. The Subrecipient shall not undertake any project having the potential to impact EHP resources without prior approval. Any work started before receiving EHP approval will result in a non-compliance finding and not be eligible for federal funding.

12. Comply with the *Davis-Bacon Act* (40 U.S.C. 3141 *et seq.*) for grant-funded construction projects. The Subrecipient must ensure that contractors or subcontractors for construction projects pay workers employed directly at the work-site no less than the prevailing wages and fringe benefits paid on projects of a similar character. Davis-Bacon wage determinations are published on the Wage Determinations Online website at <https://www.sam.gov>.
13. Comply with all reporting requirements, including special reporting, data collection, and evaluation requirements, as prescribed by law or program guidance.
14. Maintain a valid Unique Entity Identifier (UEI) through SAM.gov at all times during the performance period of this grant.
15. The Subrecipient must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff. The Subrecipient also agrees to require any subrecipients, contractors, successors, transferees, and assignees to acknowledge and agree to comply with these same provisions. Detailed information on record access provisions can be found in the *DHS Standard Administrative Terms and Conditions* located at [https://www.dhs.gov/sites/default/files/2022-01/fy\\_2022\\_dhs\\_terms\\_and\\_conditions\\_version\\_2\\_dated\\_jan\\_24\\_2022\\_508.pdf](https://www.dhs.gov/sites/default/files/2022-01/fy_2022_dhs_terms_and_conditions_version_2_dated_jan_24_2022_508.pdf).

#### **V. Responsibilities of the Recipient**

The Recipient, in accordance with the general purposes and objectives of this grant agreement, will:

- A. Administer the grant in accordance with all applicable federal and state regulations and guidelines and submit required reports to the awarding federal agency.
- B. Provide direction and technical assistance to the Subrecipient.
- C. Provide to the Subrecipient any special report forms and reporting formats (templates) required for administration of the program.
- D. Reimburse the Subrecipient, in accordance with this grant agreement, based on appropriate documentation submitted by the Subrecipient.
- E. At its discretion, independently, or in conjunction with the federal awarding agency, conduct random on-site reviews of the Subrecipient(s).

#### **VI. Reporting Procedures**

The Subrecipient is required to submit reports to the Recipient on the status of all projects and funding. Reporting must follow the format and schedule specified by the Recipient. Current forms and instructions are located at <http://www.michigan.gov/emhsd>, or can be requested by sending an email to [EMD\\_HSGP@michigan.gov](mailto:EMD_HSGP@michigan.gov).

Reporting on funding status is mandated by the federal government. Failure by the Subrecipient to fulfill reporting requirements, in compliance with federal grant rules, shall result in the suspension of grant funding until reports are received and may jeopardize future federal funding.

## **VII. Payment Procedures**

The Subrecipient agrees to prepare and submit the Reimbursement Cover Sheet (EMD-054) with all required supporting documentation attached, including proof of payment. The Subrecipient will submit one Reimbursement Cover Sheet and related forms for each grant project, solution area, allocation type, and individual exercise. Reimbursement Cover Sheets must be filled out completely. Instructions are provided with each of the reimbursement forms. The Reimbursement Cover Sheet and other reimbursement forms can be found on the MSP/EMHSD website located at <http://www.michigan.gov/emhsd>. The Subrecipient will not be reimbursed for funds until all required signed documents and reimbursement documentation are received. All reimbursement requests must be submitted to the Recipient no later than 30 days after the end of the performance period identified in this grant agreement. Funds which are not encumbered or do not have pending reimbursement requests by that date will be reallocated.

**Drawdown of Funds in Advance.** Up to 90 days prior to expenditure, the Subrecipient may request funds for purchases of \$10,000 or more. All of the following requirements must be met when requesting advanced funds:

- A. The Subrecipient must submit advance requests with a copy of approved purchase orders and a copy of approved Alignment and Allowability Forms.
- B. The Subrecipient must place advanced funds in an interest-bearing account.
- C. The Subrecipient may retain interest up to \$500 per year (2 CFR, Part 200.305) for administrative expenses incurred for all federal grants combined.
- D. The Subrecipient must notify the Recipient quarterly, in writing, of any interest earned over \$500.
- E. The Subrecipient must remit any interest earned over \$500 promptly, and at least quarterly, to: Michigan State Police, Emergency Management and Homeland Security Division, Grants and Financial Management Section, P.O. Box 30634, Lansing, Michigan, 48909.
- F. The Subrecipient must liquidate each advance by the date specified by the Recipient (usually within 90 days).
- G. The Subrecipient must ensure all invoices and proof of payment documents are dated after the date the advance was issued by the Recipient.

## **VIII. Employment Matters**

The Subrecipient shall comply with Title VI of the *Civil Rights Act of 1964*, as amended; Title VIII of the *Civil Rights Act of 1968*; Title IX of the *Education Amendments of 1972 (Equal Opportunity in Education Act)*; the *Age Discrimination Act of 1975*; Titles I, II and III of the *Americans with Disabilities Act of 1990*; the *Elliott-Larsen Civil Rights Act*, 1976 PA 453, as amended, MCL 37.2101 *et seq.*; the *Persons with Disabilities Civil Rights Act*, 1976 PA 220, as amended, MCL 37.1101 *et seq.*, and all other federal, state and local fair employment practices and equal opportunity laws and covenants. The Subrecipient shall not discriminate against any employee or applicant for employment, to be employed in the performance of this grant agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment; or any matter directly or indirectly related to employment because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, limited English proficiency, or handicap that is unrelated to the individual's ability to perform the duties of a particular job or position. The Subrecipient agrees to include in every subcontract entered into for the performance of this grant agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of the grant agreement.

The Subrecipient shall ensure that no subcontractor, manufacturer, or supplier of the Subrecipient for projects related to this grant agreement appears on the Federal Excluded Parties List System located at <https://www.sam.gov>.



#### **IX. Limitation of Liability**

The Recipient and the Subrecipient to this grant agreement agree that each must seek its own legal representative and bear its own costs, including judgments, in any litigation that may arise from performance of this contract. It is specifically understood and agreed that neither party will indemnify the other party in such litigation.

*This is not to be construed as a waiver of governmental immunity for either party.*

#### **X. Third Parties**

This grant agreement is not intended to make any person or entity, not a party to this grant agreement, a third party beneficiary hereof or to confer on a third party any rights or obligations enforceable in their favor.

#### **XI. Grant Agreement Period**

This grant agreement is in full force and effect from September 1, 2022, to May 31, 2025. No costs eligible under this grant agreement shall be incurred before the starting date of this grant agreement, except with prior written approval. This grant agreement may be terminated by either party by giving 30 days written notice to the other party stating reasons for termination and the effective date, or upon the failure of either party to carry out the terms of the grant agreement. Upon any such termination, the Subrecipient agrees to return to the Recipient any funds not authorized for use, and the Recipient shall have no further obligation to reimburse the Subrecipient. Upon termination of grant agreement, the Subrecipient shall submit documentation, in a format specified by the Recipient, to formally end its status as Fiduciary Agent.

#### **XII. Entire Grant Agreement**

This grant agreement is governed by the laws of the State of Michigan and supersedes all prior agreements, documents, and representations between the Recipient and the Subrecipient, whether expressed, implied, or oral. This grant agreement constitutes the entire agreement between the parties and may not be amended except by written instrument executed by both parties prior to the grant end date. No party to this grant agreement may assign this grant agreement or any of his/her/its rights, interest, or obligations hereunder without the prior consent of the other party. The Subrecipient agrees to inform the Recipient in writing immediately of any proposed changes of dates, budget, or services indicated in this grant agreement, as well as changes of address or personnel affecting this grant agreement. Changes in dates, budget, or services are subject to prior written approval of the Recipient. If any provision of this grant agreement shall be deemed void or unenforceable, the remainder of the grant agreement shall remain valid.

The Recipient may suspend or terminate grant funding to the Subrecipient, in whole or in part, or other measures may be imposed for any of the following reasons:

- A. Failure to expend funds in a timely manner consistent with the grant milestones, guidance, and assurances.
- B. Failure to comply with the requirements or statutory objectives of federal or state law.
- C. Failure to follow grant agreement requirements or special conditions.
- D. Proposal or implementation of substantial plan changes to the extent that, if originally submitted, the project would not have been approved for funding.
- E. Failure to submit required reports.
- F. Filing of a false certification in the application or other report or document.
- G. Failure to adequately manage, monitor or direct the grant funded activities of its subrecipients.

Before taking action, the Recipient will provide the Subrecipient reasonable notice of intent to impose corrective measures and will make every effort to resolve the problem informally.

### **XIII. Business Integrity Clause**

The Recipient may immediately cancel the grant without further liability to the Recipient or its employees if the Subrecipient, an officer of the Subrecipient, or an owner of a 25% or greater share of the Subrecipient is convicted of a criminal offense incident to the application for or performance of a state, public, or private grant or subcontract; or convicted of a criminal offense, including, but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under state or federal antitrust statutes; or convicted of any other criminal offense which, in the sole discretion of the Recipient, reflects on the Subrecipient's business integrity.

### **XIV. Freedom of Information Act (FOIA)**

Much of the information submitted in the course of applying for funding under this program, or provided in the course of grant management activities, may be considered law enforcement-sensitive or otherwise critical to national security interests. This may include threat, risk, and needs assessment information; and discussions of demographics, transportation, public works, and industrial and public health infrastructures. Therefore, each Subrecipient agency Freedom of Information Officer will need to determine what information is to be withheld on a case-by-case basis. The Subrecipient should be familiar with the regulations governing Protected Critical Infrastructure Information (6 CFR, Part 29) and Sensitive Security Information (49 CFR, Part 1520), as these designations may provide additional protection to certain classes of homeland security information.

**XV. Official Certification**

**For the Subrecipient**

The individual or officer signing this grant agreement certifies by his or her signature that he or she is authorized to sign this grant agreement on behalf of the organization he or she represents. The Subrecipient agrees to complete all requirements specified in this grant agreement.

District Health Department No 2  
Subrecipient Name

NBU?ML2KFH22  
Subrecipient's UEI

Denise M. Bryan, MPA  
Printed Name

Health Officer  
Title

Denise M. Bryan  
Signature

11-17-2022  
Date

**For the Recipient (Michigan State Police, Emergency Management and Homeland Security Division)**

Capt. Kevin Sweeney  
Printed Name

Commander, Emergency  
Management and Homeland Security Division  
Title

[Signature]  
Signature

September 26, 2022  
Date

**For the Regional Board**

The Regional Board Chair's signature appears on this grant agreement as a certification that the Region 3 Homeland Security Planning Board has chosen the District Health Department #2 to act as the Fiduciary Agent on behalf of the regional board for the FY 2022 HSGP.

Randy Miller  
Printed Name

Regional Board Chair  
Title

[Signature]  
Signature

11-22-22  
Date



## **Agreement Articles Applicable to Subrecipients Fiscal Year 2022 Homeland Security Grant Program**

### **Article I - DHS Standard Terms and Conditions Generally**

The Fiscal Year (FY) 2022 U.S. Department of Homeland Security (DHS) Standard Terms and Conditions apply to all new federal financial assistance awards funded in FY 2022. These terms and conditions flow down to subrecipients unless an award term or condition specifically indicates otherwise. The United States has the right to seek judicial enforcement of these obligations. The FY 2022 DHS Standard Terms and Conditions will be housed on dhs.gov at [www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions](https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions).

### **Article II - General Acknowledgment and Assurances**

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

I. Subrecipients must cooperate with any DHS compliance reviews or compliance investigations conducted by DHS.

II. Subrecipients must give DHS access to examine and copy records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities or personnel.

III. Subrecipients must submit timely, complete, and accurate reports to the recipient and maintain appropriate backup documentation to support the reports.

IV. Subrecipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law, or detailed in program guidance.

### **Article III - John S. McCain National Defense Authorization Act of Fiscal Year 2019**

Recipients, subrecipients, and their contractors and subcontractors are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232 (2018) and 2 C.F.R. sections 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute - as it applies to DHS recipients, subrecipients, and their contractors and subcontractors - prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.

### **Article IV - Limited English Proficiency (Civil Rights Act of 1964 - Title VI)**

Subrecipients must comply with Title VI of the Civil Rights Act of 1964, (42 U.S.C. section 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that subrecipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

### **Article V - Required Use of American Iron, Steel, Manufactured Products, and Construction Materials**

Recipients and subrecipients must comply with the Build America, Buy America Act (BABAA), which was enacted as part of the Infrastructure Investment and Jobs Act Sections 70901-70927, Pub. L. No. 117-58 (2021); and Executive Order 14005, Ensuring the Future is Made in All of America by All of America's Workers. See also Office of Management and Budget (OMB), Memorandum M-22-11, Initial Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure.

Recipients and subrecipients of federal financial assistance programs for infrastructure are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless:

(1) All iron and steel used in the project are produced in the United States--this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;

(2) All manufactured products used in the project are produced in the United States--this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and



(3) All construction materials are manufactured in the United States--this means that all manufacturing processes for the construction material occurred in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project, but are not an integral part of the structure or permanently affixed to the infrastructure project.

#### *Waivers*

When necessary, recipients may apply for, and the agency may grant, a waiver from these requirements.

(a) When the federal agency has made a determination that one of the following exceptions applies, the awarding official may waive the application of the domestic content procurement preference in any case in which the agency determines that:

- (1) Applying the domestic content procurement preference would be inconsistent with the public interest;
- (2) The types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or
- (3) The inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent.

A request to waive the application of the domestic content procurement preference must be in writing. The agency will provide instructions on the format, contents, and supporting materials required for any waiver request. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by the OMB Made in America Office. There may be instances where an award qualifies, in whole or in part, for an existing waiver described. For awards by the Federal Emergency Management Agency (FEMA), existing waivers are available and the waiver process is described at ["Buy America" Preference in FEMA Financial Assistance Programs for Infrastructure | FEMA.gov](#). For awards by other DHS components, please contact the applicable DHS FAO.

To see whether a particular DHS federal financial assistance program is considered an infrastructure program and thus required to include a Buy America preference, please either contact the applicable DHS FAO, or for FEMA awards, please see [Programs and Definitions: Build America, Buy America Act | FEMA.gov](#).

#### **Article VI - Environmental Planning and Historic Preservation (EHP) Review**

The DHS/FEMA funded activities that may require an Environmental Planning and Historic Preservation (EHP) review are subject to the FEMA EHP review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires the subrecipient to comply with all federal, state, and local laws.

The DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/ FEMA grant funds, through its EHP review process, as mandated by: the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and any other applicable laws and executive orders. The EHP review process must be completed before funds are released to carry out the proposed project; otherwise, DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive orders, regulations, and policies.

If ground disturbing activities occur during construction, subrecipient will monitor ground disturbance, and if any potential archeological resources are discovered the subrecipient will immediately cease work in that area and notify the recipient, if applicable, and DHS/FEMA.

#### **Article VII - Applicability of DHS Standard Terms and Conditions to Tribes**

The DHS Standard Terms and Conditions are a restatement of general requirements imposed upon recipients and flow down to subrecipients as a matter of law, regulation, or executive order. If the requirement does not apply to Indian tribes or there is a federal law or regulation exempting its application to Indian tribes, then the acceptance by Tribes of, or acquiescence to, DHS Standard Terms and Conditions does not change or alter its inapplicability to an Indian tribe. The execution of grant documents is not intended to change, alter, amend, or impose additional liability or responsibility upon the Tribe where it does not already exist.

#### **Article VIII - Indirect Cost Rate**



2 C.F.R. section 200.211(b)(15) requires the terms of the award to include the indirect cost rate for the federal award. If applicable, the indirect cost rate for this award is stated in the budget documents or other materials approved by FEMA and included in the award file.

#### **Article IX - Activities Conducted Abroad**

Subrecipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

#### **Article X - Reporting of Matters Related to Subrecipient Integrity and Performance**

If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this federal award, then the Subrecipients must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

#### **Article XI - Trafficking Victims Protection Act of 2000 (TVPA)**

Trafficking in Persons:

Subrecipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), codified as amended at 22 U.S.C. section 7104. The award term is located at 2 C.F.R. section 175.15, the full text of which is incorporated here by reference.

#### **Article XII - Federal Leadership on Reducing Text Messaging while Driving**

Subrecipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in Executive Order (EO) 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.

#### **Article XIII - Debarment and Suspension**

Subrecipients are subject to the non-procurement debarment and suspension regulations implementing EO 12549 and 12689, which are at 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R. Part 3000. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

#### **Article XIV - Fly America Act of 1974**

Subrecipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C. section 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. section 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

#### **Article XV - Americans with Disabilities Act of 1990**

Subrecipients must comply with the requirements of Titles I, II, and III of the *Americans with Disabilities Act*, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. sections 12101-12213), which prohibits Subrecipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.

#### **Article XVI - Duplication of Benefits**

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude Subrecipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

#### **Article XVII - Copyright**

Subrecipients must affix the applicable copyright notices of 17 U.S.C. sections 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

#### **Article XVIII - Civil Rights Act of 1968**

Subrecipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. No. 90-284, as amended through Pub. L. 113-4, which prohibits Subrecipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. section 3601 et seq.), as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units-i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)-be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

#### **Article XIX - Best Practices for Collection and Use of Personally Identifiable Information**

Subrecipients who collect personally identifiable information (PII) are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. The DHS defines PII as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Subrecipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources, respectively.

#### **Article XX - Civil Rights Act of 1964, Title VI**

Subrecipients must comply with the requirements of Title VI of the Civil Rights Act of 1964 (codified as amended at 42 U.S.C. section 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

#### **Article XXI - Hotel and Motel Fire Safety Act of 1990**

Subrecipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. section 2225a.

#### **Article XXII - Disposition of Equipment Acquired Under the Federal Award**

For purposes of original or replacement equipment acquired under this award by a non-state recipient or non-state subrecipients, when that equipment is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, you must request instructions from FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. section 200.313. State recipients and state subrecipients must follow the disposition requirements in accordance with state laws and procedures.

#### **Article XXIII - Patents and Intellectual Property Rights**

Subrecipients are subject to the Bayh-Dole Act, 35 U.S.C. section 200 et seq, unless otherwise provided by law. Subrecipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. section 401.14.

#### **Article XXIV - Procurement of Recovered Materials**

States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. No. 89-272 (1965), (codified as amended by the Resource Conservation and Recovery Act, 42 U.S.C. section 6962.) The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

#### **Article XXV - Terrorist Financing**

Subrecipients must comply with EO 13224 and U.S. laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Subrecipients are legally responsible to ensure compliance with the Order and laws.

#### **Article XXVI - Prior Approval for Modification of Approved Budget**

Before making any change to the FEMA approved budget for this award, you must request prior written approval where required by 2 C.F.R. section 200.308.

For purposes of non-construction projects, FEMA is utilizing its discretion to impose an additional restriction under 2 C.F.R. section 200.308(f) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the federal share is greater than the simplified acquisition threshold (currently \$250,000), you may not transfer funds among direct cost categories, programs,

functions, or activities without prior written approval from FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget FEMA last approved.

For purposes of awards that support both construction and non-construction work, FEMA is utilizing its discretion under 2 C.F.R. section 200.308(h)(5) to require the recipient to obtain prior written approval from FEMA before making any fund or budget transfers between the two types of work.

#### **Article XXVII - Acknowledgement of Federal Funding from DHS**

Subrecipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

#### **Article XXVIII - Acceptance of Post Award Changes**

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, Subrecipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate Subrecipient acceptance of the changes to the award.

#### **Article XXIX - Rehabilitation Act of 1973**

Subrecipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112 (1973), (codified as amended at 29 U.S.C. section 794,) which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

#### **Article XXX - False Claims Act and Program Fraud Civil Remedies**

Subrecipients must comply with the requirements of the False Claims Act, 31 U.S.C. sections 3729-3733, which prohibits the submission of false or fraudulent claims for payment to the federal government. (See 31 U.S.C. sections 3801-3812, which details the administrative remedies for false claims and statements made.)

#### **Article XXXI - Nondiscrimination in Matters Pertaining to Faith-Based Organizations**

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Subrecipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

#### **Article XXXII - Lobbying Prohibitions**

Subrecipients must comply with 31 U.S.C. section 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the Subrecipient to pay any person to influence, or attempt 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 any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.

#### **Article XXXIII - Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX**

Subrecipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. No. 92-318 (1972) (codified as amended at 20 U.S.C. section 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. The DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19.

#### **Article XXXIV - Age Discrimination Act of 1975**

Subrecipients must comply with the requirements of the Age Discrimination Act of 1975, Pub. L. No. 94-135 (1975) (codified as amended at Title 42, U.S. Code, section 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

#### **Article XXXV - National Environmental Policy Act**

Subrecipients must comply with the requirements of the National Environmental Policy Act of 1969 (NEPA), Pub. L. No. 91-190 (1970) (codified as amended at 42 U.S.C. section 4321 et seq.) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require Subrecipients to use all practicable means within their authority, and consistent with other essential considerations of national



policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

#### **Article XXXVI - Assurances, Administrative Requirements, Cost Principles, Representations and Certifications**

The DHS financial assistance Subrecipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances - Non-Construction Programs, or OMB Standard Form 424D Assurances - Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Subrecipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations (C.F.R.) Part 200, and adopted by DHS at 2 C.F.R. Part 3002.

#### **Article XXXVII - USA PATRIOT Act of 2001**

Subrecipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), Pub. L. No. 107-56, which amends 18 U.S.C. sections 175-175c.

#### **Article XXXVIII - Non-Supplanting Requirement**

Subrecipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

#### **Article XXXIX - Drug-Free Workplace Regulations**

Subrecipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the Subrecipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of Sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (41 U.S.C. sections 8101-8106).

#### **Article XL - Universal Identifier and System of Award Management**

Requirements for System for Award Management and Unique Entity Identifier Subrecipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.

#### **Article XLI - Energy Policy and Conservation Act**

Subrecipients must comply with the requirements of the Energy Policy and Conservation Act, Pub. L. No. 94- 163 (1975) (codified as amended at 42 U.S.C. section 6201 et seq.), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

#### **Article XLII - Whistleblower Protection Act**

Subrecipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C section 2409, 41 U.S.C. section 4712, and 10 U.S.C. section 2324, 41 U.S.C. sections 4304 and 4310.

#### **Article XLIII - Federal Debt Status**

All Subrecipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

#### **Article XLIV - Use of DHS Seal, Logo and Flags**

Subrecipients must obtain permission from DHS FAO prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

#### **Article XLV - Notice of Funding Opportunity Requirements**

All the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All Subrecipients must comply with any such requirements set forth in the program NOFO.

#### **Article XLVI - SAFECOM**

Subrecipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.



## Region 3 FY 2022 Homeland Security Grant Program

### Equipment Ownership Agreement

**Federal Award #97.067 Grant #EMW-2022-SS-00031-S01**

The following equipment was purchased by \_\_\_\_\_ (JURISDICTION) and reimbursed with FY 2022 Homeland Security Grant Program (HSGP) funds.

Item Description	Acquisition Cost	Qty	Serial/Model #	Location Where Equipment Is Stored

\*\*Attach a separate list if more space is needed. Total Project cost: \_\_\_\_\_ Total Reimbursed by HSGP: \_\_\_\_\_

**JURISDICTION** understands that this equipment has been funded with 2022 HSGP funds and agrees to the following:

- 1) Equipment will be used in accordance with 2022 HSGP Notice of Funding Opportunity guidance.
- 2) **JURISDICTION** is responsible for any costs, fines, or fees associated with misuse or ineligible use of equipment.
- 3) Equipment must be kept to current national standards for readiness. Costs for insurance, title, license, maintenance, repairs, and other costs of use will be the responsibility of **JURISDICTION**.
- 4) Equipment will be prominently marked as "Purchased with HSGP funds."
- 5) **JURISDICTION** must complete disposition paperwork with EMHSD before any HSGP-funded equipment can be sold, transferred, or otherwise disposed of. All equipment documentation must be maintained for at least 3 years following the date of disposition.
- 6) Any equipment intended to be transferred out of Region 3 must first have the approval of the R3HSPB.
- 7) The cost of the equipment will be listed on **JURISDICTION'S** Schedule of Expenditures of Federal Awards (SEFA).
- 8) Equipment will be made available upon request to State and Federal auditors.
- 9) It is understood that the equipment is a regional asset and must be made available to other Region 3 agencies if requested and available. Only trained operators will use this piece of equipment.
- 10) **JURISDICTION** is bound to all terms and conditions specified in the 2022 HSGP Subrecipient Agreement.

By accepting this equipment, **JURISDICTION** accepts sole responsibility for the equipment and agrees to return funds if equipment is discovered to be used improperly or determined not eligible by State or Federal Auditors.

The individual or officer signing this agreement certifies by his or her signature that he or she is authorized to sign this agreement on behalf of the jurisdiction he or she represents. The individual signing below certifies that the equipment received is in good order and meets the required specifications.

\_\_\_\_\_  
Jurisdiction

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Printed Name of Jurisdictional Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature, Jurisdictional Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Melissa D. Upper (Region 3 Fiduciary Agent)

\_\_\_\_\_  
Date

## Region 3 FY 2022 Homeland Security Grant Program Transfer of Ownership Agreement

This page is reserved for use by the **JURISDICTION** for Transfer of Ownership down to the equipment user. This section is hereby referred to as the "Transfer of Ownership Agreement."

This Transfer of Ownership Agreement should be attached to the Equipment Ownership Agreement and an Invoice of Referenced Equipment when the entity signing the Equipment Ownership Agreement is not the actual user of the equipment.

The individual or official executing this Transfer of Ownership Agreement certifies that by his/her signature he/she is authorized to sign this Transfer of Ownership Agreement and bind the user of the equipment to the same terms and conditions of the Equipment Ownership Agreement.

---

This Transfer of Ownership Agreement (TOA) is executed by

\_\_\_\_\_ (**JURISDICTION**) on \_\_\_\_\_ (Date)

Make/Model of Equipment: \_\_\_\_\_

Serial Number(s): \_\_\_\_\_

---

Jurisdiction Receiving Equipment: \_\_\_\_\_

Printed Name of Individual Receiving Equipment: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Location Where Equipment Will Be Stored, (if different than above): \_\_\_\_\_

---

Signature of individual receiving equipment

---

Date



# Genesee County

## Staff Report

Genesee County  
Administration Building  
1101 Beach St  
Flint, MI 48502

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**File #:** RES-2024-362

**Agenda Date:** 4/17/2024

**Agenda #:** 3.

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**To:** Dale K. Weighill, Governmental Operations Committee Chairperson

**From:** Sheriff Christopher R. Swanson

**RE:** Approval of a request to apply for the 2024 Marine Safety Program Grant Agreement between the Office of Genesee County Sheriff and the Michigan Department of Natural Resources (MDNR). The amount of this grant is \$24,700.00.

### **BOARD ACTION REQUESTED:**

This is a request to apply for the 2024 Marine Safety Program Grant Agreement between the Office of Genesee County Sheriff and the Michigan Department of Natural Resources (MDNR). The amount of this grant is \$24,700.00. The agreement period is May 1, 2024, through September 30, 2024. These funds will be deposited into Account #1010-331.00-541.000. Any additional cost to operate this season's Marine Patrol will be paid for from the Sheriff's Forfeitures.

### **BACKGROUND:**

The Office Genesee County Sheriff patrols to County's waterways during the summer months. This grant provides funds to hire six (6) seasonal Marine Deputies and one (1) Senior Marine Deputy.

### **DISCUSSION:**

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

None.

### **IMPACT ON BUDGET:**

Budget amendment will be included with the request to accept the grant. Any additional cost will be paid for by the Sheriff's forfeit account. No general funds will be used. See attached.

### **IMPACT ON FACILITIES:**

None

### **IMPACT ON TECHNOLOGY:**

None

### **CONFORMITY TO COUNTY PRIORITIES:**

This grant conforms to the county priorities by providing a safe waterway.





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 Office of Genesee County Sheriff to authorize applying for the 2024 Marine Safety Program Grant from the Michigan Department of Natural Resources (MDNR), to fund operations of the 2024 Marine Patrol, in the amount of \$24,700.00 for the period commencing May 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 April 17, 2024 meeting of the Governmental Operations Committee of this Board).

		2,700	Hours
	Marine Deputy		
	rate	16.00	43,200.00
7.65%	FICA	1.22	3,305.00
1.50%	WC	0.24	648.00
0.20%	UEM	0.03	86.00
			47,239.00

Resolution to be made at these p  
Used expected hours from Kenn

		284	Hours
	Lead Marine Deputy		
	rate	20.00	5,680.00
7.65%	FICA	1.53	435.00
1.50%	WC	0.30	85.00
0.20%	UEM	0.04	11.00
			6,211.00

ay rates  
amer

Non Salaries

504.000 FEDERAL PARTICIPATION

704.000	SALARY TEMPORARY	48,880.00
709.000	SOCIAL SECURITY	3,740.00
729.000	WORKERS COMP	733.00
730.000	UNEMPLOYMENT	97.00
759.000	GAS & OIL VEHICLES	5,000.00
931.000	REPAIRS EQUIPMENT	3,000.00
957.005	MOTOR POOL CHARGES	<u>4,000.00</u>
		65,450.00

24,700.00 Expected grant

40,750.00 to be paid with forfeiture.

as taken from last year, doubled for having 2 boats.



# Genesee County

## Staff Report

Genesee County  
Administration Building  
1101 Beach St  
Flint, MI 48502

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**File #:** RES-2024-366

**Agenda Date:** 4/17/2024

**Agenda #:** 4.

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**To:** Dale K. Weighill, Governmental Operations Committee Chairperson

**From:** Sheriff Christopher R. Swanson

**RE:** Approval of a request by Genesee County's Sheriff to travel to the International Association of Auto Theft Investigators (IAATI) Conference in Grand Rapids, MI; the dates of travel are April 29, 2024, thru May 2, 2024; total cost for this travel not to exceed \$4,330.54

### **BOARD ACTION REQUESTED:**

Approval of a request by Genesee County's Sheriff to travel to the International Association of Auto Theft Investigators (IAATI) Conference in Grand Rapids, MI; the dates of travel are April 29, 2024, thru May 2, 2024; total cost for this travel not to exceed \$4,330.54.

### **BACKGROUND:**

GAIN is a dedicated unit who investigates all crime associated with auto theft. This conference is vital training and is dedicated to the types of crimes GAIN investigates (see attached flyer). Here is some of the training topics at this conference Organized Auto Theft, Chop Shop and Body Shop fraud, VIN Switch and Cloned Vehicles, Title Fraud, Vehicle Give ups and related auto theft, Vehicle/offender tracking - cell phones and social media, Prosecution and Intent, Programmer and high-tech tools, Juvenile Auto Theft, Kia Boyz, Export Fraud, Dealer and Finance Fraud, Patrol Investigations and Responsibilities, Analysts in Prosecution, NICB/SIU/Police Collaboration and Resources, Catalytic Converter Thefts, and Carjacking.

### **DISCUSSION:**

None

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

None

### **IMPACT ON BUDGET:**

The cost of this training is full reimbursed by ATPA to be paid from account 2856-310.00-910.005

### **IMPACT ON FACILITIES:**

None

### **IMPACT ON TECHNOLOGY:**

None

**CONFORMITY TO COUNTY PRIORITIES:**

This training conforms to the county priorities by helping the Sheriff's Office provide a safe 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 Office of Genesee County Sheriff to authorize travel and overnight lodging for the law enforcement members of GAIN to attend the 61<sup>st</sup> International Association of Auto Theft Investigators ("IAATI") Conference in Grand Rapids, Michigan, April 29 - May 2, 2024, at a total cost of \$4,330.54 to be paid from account 2856-310.00-910.005, is approved (a copy of the memorandum request and supporting documents being on file with the official records of the April 17, 2024 meeting of the Governmental Operations Committee of this Board).

GENESEE COUNTY  
TRAVEL REQUEST 2023

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

Name: Det. Matt Rigiel

Date: 3/27/2024

Conference Title: Annual NCRC/IATTI Training Seminar

Date(s) of Conference: 04/30/24-05/02/2024

Location: 710 Monroe Ave. NW Grand Rapids, MI 49503

Charge to: Department: GAIN

Acct (choose one): \_\_\_\_\_

**Expenditure Detail**

Personal Vehicle Mileage: \_\_\_\_\_ Miles @ \$0.655 per mile= \$0.00  
(If over 50 miles you must attain approval)

Airfare: N/A

Other Transportation Costs (detail): \_\_\_\_\_ N/A

Conference Registration: \$365.00

Lodging: 3 nights @ \$129.57 per night= \$388.71

# of Meals: 0 bkfst @ \$6.00 + .90 tip= \$6.90 \$0.00

0 lunch @ \$9.00 + 1.35 tip= \$10.35 \$0.00

0 dinner @ \$15.00 + 2.25 tip= \$17.25 \$0.00

\$0.00

Other costs (detail): \_\_\_\_\_

**TOTAL COSTS: \$753.71**

**Prepayments requested:**

Airfare: \$0.00

Lodging Deposit: \$0.00

Registration Fees: \$365.00

Other: \$0.00

**TOTAL PREPAYMENTS REQUESTED: \$753.71**

**ALLOWABLE ADVANCE PAYMENT: \$0.00**

**APPROVALS**

Supervisor: \_\_\_\_\_

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

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

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

GENESEE COUNTY  
TRAVEL REQUEST 2023

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

Name: D/Lt. Tom Zak

Date: 3/27/2024

Conference Title: Annual NCRC/IATTI Training Seminar

Date(s) of Conference: 04/30/24-05/02/2024 Location: 710 Monroe Ave. NW Grand Rapids, MI 49503

Charge to: Department: GAIN Acct (choose one): \_\_\_\_\_

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Expenditure Detail

Personal Vehicle Mileage: \_\_\_\_\_ Miles @ \$0.655 per mile= \$0.00  
(If over 50 miles you must attain approval)

Airfare: N/A

Other Transportation Costs (detail): \_\_\_\_\_ N/A

Conference Registration: \$310.00

Lodging: 3 nights @ \$129.57 per night= \$388.71

# of Meals:	<u>0</u>	bkfst @	\$6.00 + .90 tip=	\$6.90	<u>\$0.00</u>
	<u>0</u>	lunch @	\$9.00 + 1.35 tip=	\$10.35	<u>\$0.00</u>
	<u>0</u>	dinner @	\$15.00 + 2.25 tip=	\$17.25	<u>\$0.00</u>
					<u>\$0.00</u>

Other costs (detail): \_\_\_\_\_

TOTAL COSTS: \$719.41

Prepayments requested:

Airfare: \$0.00

Lodging Deposit: \$0.00

Registration Fees: \$310.00

Other: \$0.00

TOTAL PREPAYMENTS REQUESTED: \_\_\_\_\_

ALLOWABLE ADVANCE PAYMENT: \$719.41

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APPROVALS

Supervisor: \_\_\_\_\_

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

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

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

GENESEE COUNTY  
TRAVEL REQUEST 2023

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

Name: Det. Brian Ogle

Date: 3/27/2024

Conference Title: Annual NCRC/IATTI Training Seminar

Date(s) of Conference: 04/30/24-05/02/2024

Location: 710 Monroe Ave. NW Grand Rapids, MI 49503

Charge to: Department: GAIN

Acct (choose one): \_\_\_\_\_

**Expenditure Detail**

Personal Vehicle Mileage: \_\_\_\_\_ Miles @ \$0.655 per mile= \$0.00  
(If over 50 miles you must attain approval)

Airfare: N/A

Other Transportation Costs (detail): \_\_\_\_\_ N/A

Conference Registration: \$365.00

Lodging: 0 nights @ \$0.00 per night= \$0.00

# of Meals: 0 bkfst @ \$6.00 + .90 tip= \$6.90 \$0.00

0 lunch @ \$9.00 + 1.35 tip= \$10.35 \$0.00

0 dinner @ \$15.00 + 2.25 tip= \$17.25 \$0.00

\$0.00

Other costs (detail): \_\_\_\_\_

**TOTAL COSTS: \$365.00**

**Prepayments requested:**

Airfare: \$0.00

Lodging Deposit: \$0.00

Registration Fees: \$365.00

Other: \$0.00

**TOTAL PREPAYMENTS REQUESTED: \$365.00**

**ALLOWABLE ADVANCE PAYMENT: \$0.00**

**APPROVALS**

Supervisor: \_\_\_\_\_

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

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

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

GENESEE COUNTY  
TRAVEL REQUEST 2023

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

Name: Det. Chris Miller

Date: 3/27/2024

Conference Title: Annual NCRC/IATTI Training Seminar

Date(s) of Conference: 04/30/24-05/02/2024

Location: 710 Monroe Ave. NW Grand Rapids, MI 49503

Charge to: Department: GAIN

Acct (choose one): \_\_\_\_\_

**Expenditure Detail**

Personal Vehicle Mileage: \_\_\_\_\_ Miles @ \$0.655 per mile= \$0.00

(If over 50 miles you must attain approval)

Airfare: N/A

Other Transportation Costs (detail): \_\_\_\_\_ N/A

Conference Registration: \$310.00

Lodging: 0 nights @ \$0.00 per night= \$0.00

# of Meals: 0 bkfst @ \$6.00 + .90 tip= \$6.90 \$0.00

0 lunch @ \$9.00 + 1.35 tip= \$10.35 \$0.00

0 dinner @ \$15.00 + 2.25 tip= \$17.25 \$0.00

\$0.00

Other costs (detail): \_\_\_\_\_

**TOTAL COSTS: \$310.00**

**Prepayments requested:**

Airfare: \$0.00

Lodging Deposit: \$0.00

Registration Fees: \$310.00

Other: \$0.00

**TOTAL PREPAYMENTS REQUESTED: \$310.00**

**ALLOWABLE ADVANCE PAYMENT: \$0.00**

**APPROVALS**

Supervisor: \_\_\_\_\_

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

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

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

GENESEE COUNTY  
TRAVEL REQUEST 2023

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

Name: Det. Justin Petrowski

Date: 3/27/2024

Conference Title: Annual NCRC/IATTI Training Seminar

Date(s) of Conference: 04/30/24-05/02/2024

Location: 710 Monroe Ave. NW Grand Rapids, MI 49503

Charge to: Department: GAIN

Acct (choose one): \_\_\_\_\_

**Expenditure Detail**

Personal Vehicle Mileage: \_\_\_\_\_ Miles @ \$0.655 per mile= \$0.00  
(If over 50 miles you must attain approval)

Airfare: N/A

Other Transportation Costs (detail): \_\_\_\_\_ N/A

Conference Registration: \$365.00

Lodging: 3 nights @ \$129.57 per night= \$388.71

# of Meals: 0 bkfst @ \$6.00 + .90 tip= \$6.90 \$0.00

0 lunch @ \$9.00 + 1.35 tip= \$10.35 \$0.00

0 dinner @ \$15.00 + 2.25 tip= \$17.25 \$0.00

\$0.00

Other costs (detail): \_\_\_\_\_

**TOTAL COSTS: \$753.71**

**Prepayments requested:**

Airfare: \$0.00

Lodging Deposit: \$0.00

Registration Fees: \$365.00

Other: \$0.00

**TOTAL PREPAYMENTS REQUESTED:** \_\_\_\_\_

**ALLOWABLE ADVANCE PAYMENT:**

\$753.71

**APPROVALS**

Supervisor: \_\_\_\_\_

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

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

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

GENESEE COUNTY  
TRAVEL REQUEST 2023

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

Name: Det. Chad Baldwin

Date: 3/27/2024

Conference Title: Annual NCRC/IATTI Training Seminar

Date(s) of Conference: 04/30/24-05/02/2024

Location: 710 Monroe Ave. NW Grand Rapids, MI 49503

Charge to: Department: GAIN

Acct (choose one): \_\_\_\_\_

**Expenditure Detail**

Personal Vehicle Mileage: \_\_\_\_\_ Miles @ \$0.655 per mile= \$0.00  
(If over 50 miles you must attain approval)

Airfare: N/A

Other Transportation Costs (detail): \_\_\_\_\_ N/A

Conference Registration: \$310.00

Lodging: \_\_\_\_\_ nights @ \_\_\_\_\_ per night= \$0.00

# of Meals: 0 bkfst @ \$6.00 + .90 tip= \$6.90 \$0.00

0 lunch @ \$9.00 + 1.35 tip= \$10.35 \$0.00

0 dinner @ \$15.00 + 2.25 tip= \$17.25 \$0.00

\$0.00

Other costs (detail): \_\_\_\_\_

**TOTAL COSTS: \$310.00**

**Prepayments requested:**

Airfare: \$0.00

Lodging Deposit: \$0.00

Registration Fees: \$310.00

Other: \$0.00

**TOTAL PREPAYMENTS REQUESTED:** \_\_\_\_\_

**ALLOWABLE ADVANCE PAYMENT: \$310.00**

**APPROVALS**

Supervisor: \_\_\_\_\_

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

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

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

GENESEE COUNTY  
TRAVEL REQUEST 2023

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

Name: Det. Jim Broughton

Date: 3/27/2024

Conference Title: Annual NCRC/IATTI Training Seminar

Date(s) of Conference: 04/30/24-05/02/2024

Location: 710 Monroe Ave. NW Grand Rapids, MI 49503

Charge to: Department: GAIN

Acct (choose one): \_\_\_\_\_

---

Expenditure Detail

Personal Vehicle Mileage: \_\_\_\_\_ Miles @ \$0.655 per mile= \$0.00  
(If over 50 miles you must attain approval)

Airfare: N/A

Other Transportation Costs (detail): \_\_\_\_\_ N/A

Conference Registration: \$365.00

Lodging: 3 nights @ \$129.57 per night= \$388.71

# of Meals: 0 bkfst @ \$6.00 + .90 tip= \$6.90 \$0.00

0 lunch @ \$9.00 + 1.35 tip= \$10.35 \$0.00

0 dinner @ \$15.00 + 2.25 tip= \$17.25 \$0.00

\$0.00

Other costs (detail): \_\_\_\_\_

TOTAL COSTS: \$753.71

Prepayments requested:

Airfare: \$0.00

Lodging Deposit: \$0.00

Registration Fees: \$365.00

Other: \$0.00

TOTAL PREPAYMENTS REQUESTED: \_\_\_\_\_

ALLOWABLE ADVANCE PAYMENT: \$753.71

---

APPROVALS

Supervisor: \_\_\_\_\_

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

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

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



GENESEE COUNTY  
TRAVEL REQUEST 2023

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

Name: Det. Derrick Jennings

Date: 3/27/2024

Conference Title: Annual NCRC/IATTI Training Seminar

Date(s) of Conference: 04/30/24-05/02/2024

Location: 710 Monroe Ave. NW Grand Rapids, MI 49503

Charge to: Department: GAIN

Acct (choose one): \_\_\_\_\_

**Expenditure Detail**

Personal Vehicle Mileage: \_\_\_\_\_ Miles @ \$0.655 per mile= \$0.00

(If over 50 miles you must attain approval)

Airfare: N/A

Other Transportation Costs (detail): \_\_\_\_\_ N/A

Conference Registration: \$365.00

Lodging: 0 nights @ \$0.00 per night= \$0.00

# of Meals: 0 bkfst @ \$6.00 + .90 tip= \$6.90 \$0.00

0 lunch @ \$9.00 + 1.35 tip= \$10.35 \$0.00

0 dinner @ \$15.00 + 2.25 tip= \$17.25 \$0.00

\$0.00

Other costs (detail): \_\_\_\_\_

**TOTAL COSTS: \$365.00**

**Prepayments requested:**

Airfare: \$0.00

Lodging Deposit: \$0.00

Registration Fees: \$365.00

Other: \$0.00

**TOTAL PREPAYMENTS REQUESTED: \$365.00**

**ALLOWABLE ADVANCE PAYMENT: \$0.00**

**APPROVALS**

Supervisor: \_\_\_\_\_

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

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

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



# ANNUAL NCRC/IAATI TRAINING SEMINAR

Grand Rapids, MI

## Training

The North Central Regional Chapter of IAATI will be hosting its Annual Training Seminar in Grand Rapids, Michigan April 29th – May 2nd, 2024. Monday, April 29th is scheduled for a travel and registration day.

The seminar will begin on Tuesday morning, April 30th at 9:00 am. Over 2 ½ days you will have the opportunity to attend quality training from a choice of individual breakout sessions presented by top instructors.

## Registration

The registration fee is only \$310 for members and \$365 for non-members which includes morning and afternoon refreshments, the Monday night President's Reception, and the banquet dinner on Wednesday evening. The seminar will also have many vendors displaying the latest in technology to assist in the fight against auto theft.

For more information on Registration, please email Cheryl Zofkie.

✉ [czofkie@nicb.org](mailto:czofkie@nicb.org)

## Topics Include:

- ✓ Auto Theft Taskforce Round Table
- ✓ Carjacking 101
- ✓ Vehicle Infotainment Systems
- ✓ OnStar – Locating Vehicles
- ✓ Electric Vehicle Safety
- ✓ Interviewing Techniques
- ✓ Vehicle Reprogramming Thefts
- ✓ Lexis/Nexus Data Sharing and Analysis
- ✓ Connected Vehicles
- ✓ Truth – Sharing Information and Analytics Program
- ✓ Working with CBP

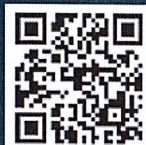
## Don't miss out!

Visit us on LinkedIn.

[www.Linkedin.com/NCRC](http://www.Linkedin.com/NCRC)



Embassy Suites Grand Rapids Downtown  
710 Monroe Ave NW



Book your room here!

[www.Hilton.com/reservation](http://www.Hilton.com/reservation)



## 2024 IAATI/NCRC Training Seminar

Thank you for registering for the 2024 IAATI/NCRC Training Seminar!

Please check your email for additional seminar details and hotel information.

If paying by check, make check payable to **NCRC/IAATI Annual Conference**, PO BOX 908, Oak Forest, IL 60452.

Questions? Contact Cheryl Zofkie at [czofkie@nicb.org](mailto:czofkie@nicb.org), or ph. 708-334-6497.

### Transaction Details

**Number:** F91E34T1

**Date:** 2/15/2024 11:21 AM

Payment Type – Check \$310.00

Amount Paid: (\$0.00)

Balance Due: \$310.00

**Order Total: \$310.00**

### Attendee Type

Member

### Payment Type

Check

### Company

GAIN Auto Theft

### IAATI Member ID

IN-02419-NC

### Name

Chad Baldwin

### Rank/Title

Det.

### Email

cbaldwin@geneseecountymi.gov

### Phone

(810) 423-6329

**Address**

3476 Mundy Ave., Swartz Creek, Michigan 48473

**Zak, Lt. Thomas**

**From:** Embassy Suites by Hilton Confirmed <noreply@h6.hilton.com>  
**Sent:** Thursday, February 15, 2024 9:33 AM  
**To:** Zak, Lt. Thomas  
**Subject:** Your Apr-30-2024 Confirmation #90100390

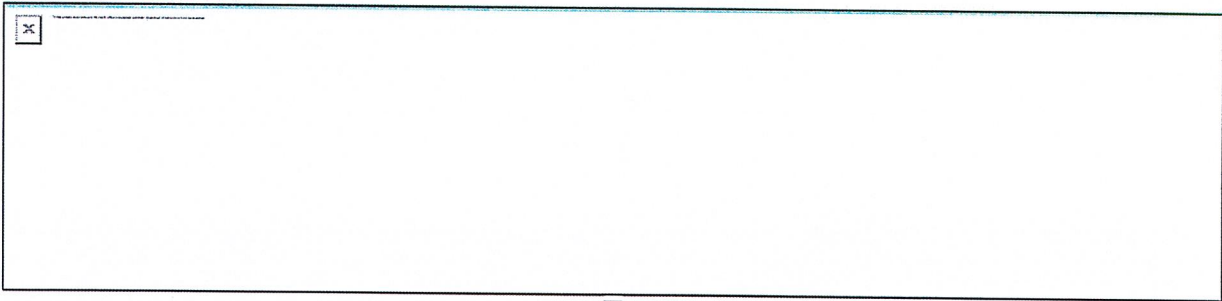
CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.




**See you soon, JIM BROUGHIN**


Your reservation for Apr-30-2024 has been confirmed.

Confirmation #90100390



**Embassy Suites by Hilton Grand Rapids Downtown**

 710 Monroe Avenue NW  
Grand Rapids MI 49503 US  
[Maps & Directions>>](#)

 +16165125700



**Your Room Information**

<b>Guest Name:</b>	JIM BROUGHIN
<b>Guests:</b>	2 Adults
<b>Rooms:</b>	1
<b>Room Plan:</b>	2 QUEENS 2 ROOM SUITE

<b>Your Rate Information</b>	Auto Theft Invest.
------------------------------	--------------------

**Rate per night**

30-Apr-2024 - 02-May-2024

169.00 USD

**Total for Stay per Room Rate**

338.00 USD

**Taxes**

50.70 USD

**Total price for Stay**


388.70 USD


 [Modify Your Reservation >>](#)






**Plan Ahead With These Tips:**







**Rate Rules and Cancellation Policy**

- There is a credit card required for this reservation.
- If you wish to cancel, please do by 11:59 p.m. on Apr-28-2024, to avoid cancellation penalty equal to the first night's room and tax.
- When you check in, a hold may be placed on your card for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out. Any such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.
- If the slider is used to select a Points and Money combination, that selection is final once your stay is booked.

**Comments & Requests | Additional Information**

**COMP PARKING:**

**Tax**

6.0% Per Room Per Night

5.0% Per Room Per Night

4.0% Per Room Per Night

Self Parking: 20.00 USD Per Night





Please do not reply to this email, as mail sent to this address cannot be answered. If you have questions please visit our [Customer Support](#) page and select the applicable contact method.

#### Welcome Bonus Terms & Conditions

Disclaimer: Room interior varies by hotel and the room booked may differ from room shown in this email.

\*Standard Wi-Fi is free for Hilton Honors members. Premium, if available, has a fee (except for Diamond members). Wi-Fi access is not free in meeting spaces or at properties with a resort charge.

\*\* Service of alcoholic beverages is subject to state and local laws. Must be of legal drinking age. Hilton Requests Upon Arrival(TM) items are subject to availability.

† Visit [Hilton.com/guarantee](https://hilton.com/guarantee) to learn more about our Best Price Guarantee.

This offer is only valid for customers enrolling in Hilton Honors on or after Jan 1st, 2024 and prior to or on Dec 31st, 2024.

Offer is valid for any eligible stays booked directly with Hilton through Hilton-approved booking channels and completed within six months ("Promotional Period"), beginning the day the participant enrolls in Hilton Honors, at any hotel or resort in the Hilton Portfolio. All stays must be completed in the 6 months following enrollment date to earn Bonus Points.

Hilton Honors™ participants must complete up to two (2) paid stays during the Promotional Period to obtain Hilton Honors™ Bonus Points. The first stay within the Promotional Period will earn 1,000 Bonus Points. The second stay within the Promotional Period will earn 2,000 Bonus Points. If a guest completes just (1) eligible stay, they will receive 1,000 Hilton Honors™ Bonus Points. Any stays with a checkout date after the Promotional Period end date will not count towards earning Bonus Points.

Hilton reserves the right to decline any application at any time for any reason. Hilton may require additional validation in its complete discretion and this may take an additional 5-7-business days.

This offer may be terminated without notice. Bonus Points do not count toward elite tier qualification. Please allow six to eight weeks from completion of your stay for Bonus Points to appear in your Hilton Honors account. A "stay" is defined as the total number of consecutive nights spent at the same hotel, whether or not a guest checks out and checks back in again. Offer is not valid for groups and cannot be combined with other select offers: In-Room Internet Access, Fitness Center/Health Club Access, and Bottled Water benefits may not be complimentary at properties with a resort charge. Space-available upgrades only available at select brands. Elite status benefits are subject to availability and vary by brand. For more information, please visit [HiltonHonors.com](https://HiltonHonors.com).

Hilton Honors(TM) membership, including the earning and redemption of Points, is subject to Hilton Honors [Terms and Conditions](#).

Using a debit/credit card to check in? A hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through date of check-out. Holds may not be released for 72 hours from date of check-out or longer at the discretion of your card issuer. [Click here](#) if you need to modify or cancel your reservation.

Any change to your arrival or departure date or room type is subject to hotel availability and may result in a possible rate change or additional fee. Changes also may not be possible at a later date.

This message and any attachments may contain confidential information. If it has been sent to you in error or if you have questions regarding your reservation, please contact Hilton Reservations and Customer Care [by phone](#) or [chat with us](#). You can also visit our [support center](#) for additional questions.

Hilton Honors™ membership, including the earning and redemption of Points, is subject to [Hilton Honors Terms and Conditions](#).

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Hilton Reservations and Customer Care | 7930 Jones Branch Drive | McLean, Virginia 22102, USA

R03\_B02\_NMK\_OTR\_V33\_MULTIBR\_H03\_EN



## 2024 IAATI/NCRC Training Seminar

Thank you for registering for the 2024 IAATI/NCRC Training Seminar!

Please check your email for additional seminar details and hotel information.

If paying by check, make check payable to **NCRC/IAATI Annual Conference**, PO BOX 908, Oak Forest, IL 60452.

Questions? Contact Cheryl Zofkie at [czofkie@nicb.org](mailto:czofkie@nicb.org), or ph. 708-334-6497.

### Transaction Details

**Number:** F91E32T1

**Date:** 2/15/2024 11:06 AM

Payment Type – Check

\$365.00

Amount Paid:

(\$0.00)

Balance Due:

\$365.00

**Order Total: \$365.00**

### Attendee Type

Non-Member

### Payment Type

Check

### Company

GAIN Auto Theft

### Name

Jim Broughton

### Rank/Title

Det.

### Email

[jbroughton@geneseecountymi.gov](mailto:jbroughton@geneseecountymi.gov)



**Phone**

(810) 962-9165

**Address**

3476 Mundy Ave., Swartz Creek, Michigan 48473

# 2024 IAATI/NCRC Training Seminar

Thank you for registering for the 2024 IAATI/NCRC Training Seminar!

Please check your email for additional seminar details and hotel information.

If paying by check, make check payable to **NCRC/IAATI Annual Conference**, PO BOX 908, Oak Forest, IL 60452.

Questions? Contact Cheryl Zofkie at [czofkie@nicb.org](mailto:czofkie@nicb.org), or ph. 708-334-6497.

## Transaction Details

**Number:** F91E33T1

**Date:** 2/15/2024 11:09 AM

Payment Type – Check \$365.00

Amount Paid: (\$0.00)

Balance Due: \$365.00

**Order Total: \$365.00**

## Attendee Type

Non-Member

## Payment Type

Check

## Company

GAIN Auto Theft

## Name

Derrick Jennings

## Rank/Title

Det.

## Email

[djennings@davisontwp-mi.org](mailto:djennings@davisontwp-mi.org)

**Phone**

(810) 922-8749

**Address**

3476 Mundy Ave., Swartz Creek, Michigan 48473

# 2024 IAATI/NCRC Training Seminar

Thank you for registering for the 2024 IAATI/NCRC Training Seminar!

Please check your email for additional seminar details and hotel information.

If paying by check, make check payable to **NCRC/IAATI Annual Conference**, PO BOX 908, Oak Forest, IL 60452.

Questions? Contact Cheryl Zofkie at [czofkie@nicb.org](mailto:czofkie@nicb.org), or ph. 708-334-6497.

## Transaction Details

**Number:** F91E35T1

**Date:** 2/15/2024 11:26 AM

Payment Type – Check \$310.00

Amount Paid: (\$0.00)

Balance Due: \$310.00

**Order Total: \$310.00**

## Attendee Type

Member

## Payment Type

Check

## Company

GAIN Auto Theft

## IAATI Member ID

IN-02418-NC

## Name

Chris Miller

## Rank/Title

Det.

## Email

cmiller2@geneseecountymi.gov

## Phone

(810) 210-1586

**Address**

3476 Mundy Ave., Swartz Creek, Michigan 48473

# 2024 IAATI/NCRC Training Seminar

Thank you for registering for the 2024 IAATI/NCRC Training Seminar!

Please check your email for additional seminar details and hotel information.

If paying by check, make check payable to **NCRC/IAATI Annual Conference**, PO BOX 908, Oak Forest, IL 60452.

Questions? Contact Cheryl Zofkie at [czofkie@nicb.org](mailto:czofkie@nicb.org), or ph. 708-334-6497.

## Transaction Details

**Number:** F91E30T1

**Date:** 2/15/2024 11:03 AM

Payment Type – Check \$365.00

Amount Paid: (\$0.00)

Balance Due: \$365.00

**Order Total: \$365.00**

## Attendee Type

Non-Member

## Payment Type

Check

## Company

GAIN Auto Theft

## Name

Brian Ogle

## Rank/Title

Det.

## Email

bogle@geneseecountymi.gov



**Phone**

(810) 471-7517

**Address**

3476 Mundy Ave., Swartz Creek, Michigan 48473

**Zak, Lt. Thomas**

---

**From:** Embassy Suites by Hilton Confirmed <noreply@h6.hilton.com>  
**Sent:** Thursday, February 15, 2024 9:31 AM  
**To:** Zak, Lt. Thomas  
**Subject:** Your Apr-30-2024 Confirmation #96914374

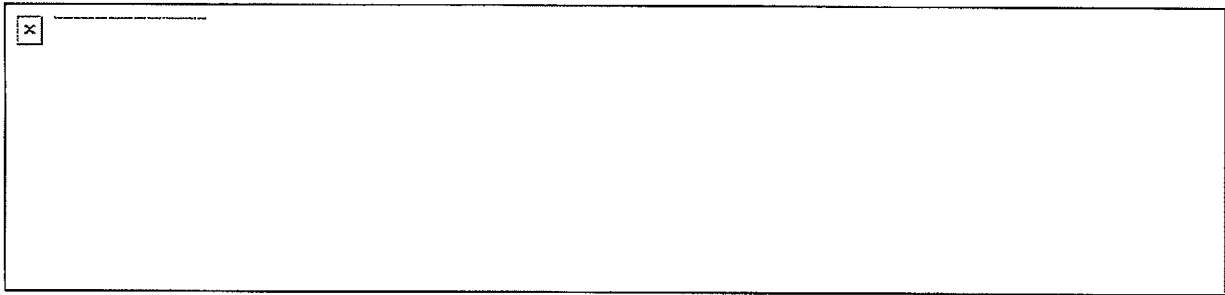
CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.




**See you soon, JUSTIN PETROWSKI**

Your reservation for Apr-30-2024 has been confirmed.


Confirmation #96914374

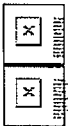


**Embassy Suites by Hilton Grand Rapids Downtown**



710 Monroe Avenue NW  
Grand Rapids MI 49503 US  
[Maps & Directions>>](#)

+16165125700



**Your Room Information**

Guest Name:	JUSTIN PETROWSKI
Guests:	2 Adults
Rooms:	1
Room Plan:	2 QUEENS 2 ROOM SUITE
Your Rate Information	Auto Theft Invest.

**Rate per night**


30-Apr-2024 - 02-May-2024 169.00 USD

**Total for Stay per Room Rate 338.00 USD**

**Taxes 50.70 USD**

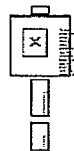
**Total price for Stay 388.70 USD**

 [Modify Your Reservation >>](#)





**Plan Ahead With These Tips:**



**Rate Rules and Cancellation Policy**

- There is a credit card required for this reservation.
- If you wish to cancel, please do by 11:59 p.m. on Apr-28-2024, to avoid cancellation penalty equal to the first night's room and tax.
- When you check in, a hold may be placed on your card for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out. Any such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.
- If the slider is used to select a Points and Money combination, that selection is final once your stay is booked.

**Comments & Requests | Additional Information**

**COMP PARKING:**  
**Tax**

6.0% Per Room Per Night

5.0% Per Room Per Night

4.0% Per Room Per Night

**Self Parking: 20.00 USD Per Night**





Please do not reply to this email, as mail sent to this address cannot be answered. If you have questions please visit our [Customer Support](#) page and select the applicable contact method.

#### Welcome Bonus Terms & Conditions

Disclaimer: Room interior varies by hotel and the room booked may differ from room shown in this email.

\*Standard Wi-Fi is free for Hilton Honors members. Premium, if available, has a fee (except for Diamond members). Wi-Fi access is not free in meeting spaces or at properties with a resort charge.

\*\* Service of alcoholic beverages is subject to state and local laws. Must be of legal drinking age. Hilton Requests Upon Arrival(TM) items are subject to availability.

† Visit [Hilton.com/guarantee](https://hilton.com/guarantee) to learn more about our Best Price Guarantee.

This offer is only valid for customers enrolling in Hilton Honors on or after Jan 1st, 2024 and prior to or on Dec 31st, 2024.

Offer is valid for any eligible stays booked directly with Hilton through Hilton-approved booking channels and completed within six months ("Promotional Period"). Beginning this day, the participant enrolls in Hilton Honors at any hotel or resort in the Hilton Portfolio. All stays must be completed in the 6 months following enrollment date to earn Bonus Points.

Hilton Honors™ participants must complete up to two (2) paid stays during the Promotional Period to obtain Hilton Honors™ Bonus Points. The first stay within the Promotional Period will earn 1,000 Bonus Points. The second stay within the Promotional Period will earn 2,000 Bonus Points. If a guest completes just (1) eligible stay, they will receive 1,000 Hilton Honors™ Bonus Points. Any stays with a checkout date after the Promotional Period end date will not count towards earning Bonus Points.

Hilton reserves the right to decline any application at any time for any reason. Hilton may require additional validation in its complete discretion and this may take an additional 5-7 business days.

This offer may be terminated without notice. Bonus Points do not count toward elite tier qualification. Please allow six to eight weeks from completion of your stay for Bonus Points to appear in your Hilton Honors account. A 'stay' is defined as the total number of consecutive nights spent at the same hotel, whether or not a guest checks out and checks back in again. Offer is not valid for groups and cannot be combined with other select offers. In-Room Internet Access, Fitness Center/Health Club Access and Bottled Water benefits may not be complimentary at properties with a resort charge. Space-available upgrades only available at select brands. Elite status benefits are subject to availability and vary by brand. For more information, please visit [HiltonHonors.com](https://HiltonHonors.com).

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Questions? Contact Cheryl Zofkie at [czofkie@nich.org](mailto:czofkie@nich.org), or ph. 708-334-6497.

## Transaction Details

**Number:** F91E29T1

**Date:** 2/15/2024 11:01 AM

Payment Type — Check

\$365.00

Amount Paid:

(\$0.00)

Balance Due:

\$365.00

**Order Total: \$365.00**

## Attendee Type

Non-Member

## Payment Type

Check

## Company

GAIN Auto Theft

## Name

Justin Petrowski

## Rank/Title

Det.

## Email

[jpetrowski@cityofgrandblancmi.gov](mailto:jpetrowski@cityofgrandblancmi.gov)

**Phone**

(231) 622-3471

**Address**

3476 Mundy Ave., Swartz Creek, Michigan 48473

**Zak, Lt. Thomas**

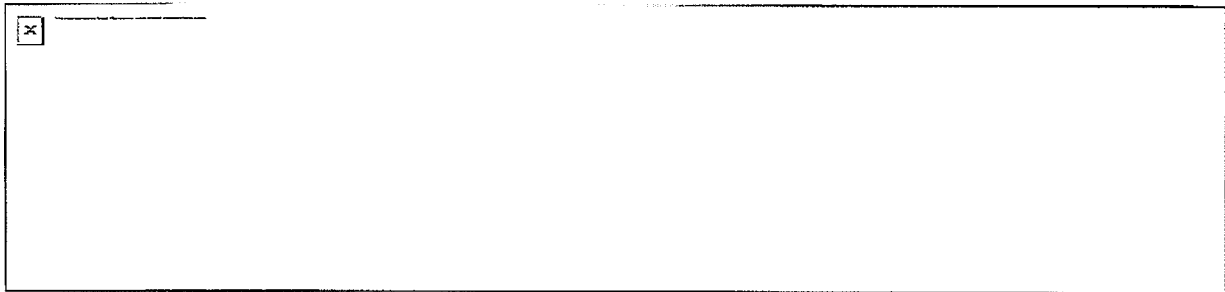
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**Sent:** Thursday, February 15, 2024 9:32 AM  
**To:** Zak, Lt. Thomas  
**Subject:** Your Apr-30-2024 Confirmation #91410374

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.



**See you soon, MATTHEW RIGIEL**

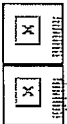
Your reservation for Apr-30-2024 has been confirmed.  
Confirmation #91410374



**Embassy Suites by Hilton Grand Rapids Downtown**

710 Monroe Avenue NW  
Grand Rapids MI 49503 US  
[Maps & Directions>>](#)

+16165125700



**Your Room Information**

<b>Guest Name:</b>	MATTHEW RIGIEL
<b>Guests:</b>	2 Adults
<b>Rooms:</b>	1
<b>Room Plan:</b>	2 QUEENS 2 ROOM SUITE
<b>Your Rate Information</b>	Auto Theft Invest.



---

**Rate per night**

30-Apr-2024 - 02-May-2024 169.00 USD


**Total for Stay per Room Rate 338.00 USD**


**Taxes 50.70 USD**

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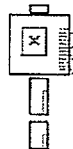
**Total price for Stay 388.70 USD**

 [Modify Your Reservation >>](#)





**Plan Ahead With These Tips:**



**Rate Rules and Cancellation Policy**

- There is a credit card required for this reservation.
- If you wish to cancel, please do by 11:59 p.m. on Apr-28-2024, to avoid cancellation penalty equal to the first night's room and tax.
- When you check in, a hold may be placed on your card for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out. Any such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.
- If the slider is used to select a Points and Money combination, that selection is final once your stay is booked.

---

**Comments & Requests | Additional Information**

COMP PARKING:  
Tax

6.0% Per Room Per Night

5.0% Per Room Per Night

4.0% Per Room Per Night

**Self Parking: 20.00 USD Per Night**





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#### Welcome Bonus Terms & Conditions

Disclaimer: Room interior varies by hotel and the room booked may differ from room shown in this email

\*Standard Wi-Fi is free for Hilton Honors members. Premium, if available, has a fee (except for Diamond members). Wi-Fi access is not free in meeting spaces or at properties with a resort charge.

\*\* Service of alcoholic beverages is subject to state and local laws. Must be of legal drinking age. Hilton Requests Upon Arrival(TM) items are subject to availability.

† Visit [hilton.com/guarantee](https://hilton.com/guarantee) to learn more about our Best Price Guarantee.

This offer is only valid for customers enrolling in Hilton Honors on or after Jan 1st, 2024 and prior to or on Dec 31st, 2024.

Offer is valid for any eligible stays booked directly with Hilton through Hilton-approved booking channels and completed within six months ("Promotional Period") beginning the day the participant enrolls in Hilton Honors, at any hotel or resort in the Hilton Portfolio. All stays must be completed in the 6 months following enrollment date to earn Bonus Points.

Hilton Honors™ participants must complete up to two (2) paid stays during the Promotional Period to obtain Hilton Honors™ Bonus Points. The first stay within the Promotional Period will earn 1,000 Bonus Points. The second stay within the Promotional Period will earn 2,000 Bonus Points. If a guest completes just (1) eligible stay, they will receive 1,000 Hilton Honors™ Bonus Points. Any stays with a checkout date after the Promotional Period end date will not count towards earning Bonus Points.

Hilton reserves the right to decline any application at any time for any reason. Hilton may require additional validation in its complete discretion and this may take an additional 5 -7-business days.

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Questions? Contact Cheryl Zofkie at [czofkie@nicb.org](mailto:czofkie@nicb.org), or ph. 708-334-6497.

## Transaction Details

**Number:** F91E31T1

**Date:** 2/15/2024 11:04 AM

Payment Type – Check	\$365.00
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Amount Paid:	(\$0.00)
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Balance Due:	\$365.00
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**Order Total: \$365.00**

## Attendee Type

Non-Member

## Payment Type

Check

## Company

GAIN Auto Theft

## Name

Matt Rigiel

## Rank/Title

Det.

## Email

[mrriegel@geneseecountymi.gov](mailto:mrriegel@geneseecountymi.gov)

**Phone**

(810) 893-2514

**Address**

3476 Mundy Ave., Swartz Creek, Michigan 48473

**Zak, Lt. Thomas**

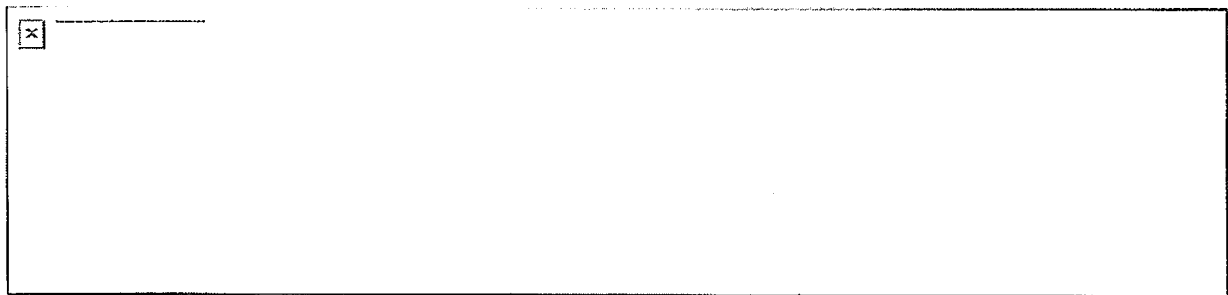
**From:** Embassy Suites by Hilton Confirmed <noreply@h6.hilton.com>  
**Sent:** Thursday, February 15, 2024 9:29 AM  
**To:** Zak, Lt. Thomas  
**Subject:** Your Apr-30-2024 Confirmation #94550694

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**See you soon, TOM ZAK**

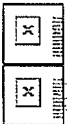
Your reservation for Apr-30-2024 has been confirmed.  
Confirmation #94550694



**Embassy Suites by Hilton Grand Rapids Downtown**

710 Monroe Avenue NW  
Grand Rapids MI 49503 US  
[Maps & Directions>>](#)

+16165125700



**Your Room Information**

<b>Guest Name:</b>	TOM ZAK
<b>Guests:</b>	2 Adults
<b>Rooms:</b>	1
<b>Room Plan:</b>	2 QUEENS 2 ROOM SUITE
<b>Your Rate Information</b>	Auto Theft Invest.

**Rate per night**

30-Apr-2024 - 02-May-2024

169.00 USD

**Total for Stay per Room Rate**


338.00 USD


**Taxes**


50.70 USD

**Total price for Stay**

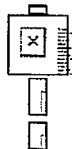
388.70 USD

 [Modify Your Reservation >>](#)





**Plan Ahead With These Tips:**



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**Comments & Requests | Additional Information**


COMP PARKING:  
Tax

6.0% Per Room Per Night

5.0% Per Room Per Night

4.0% Per Room Per Night

Self Parking: 20.00 USD Per Night



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### Transaction Details

**Number:** F91E28T1

**Date:** 2/15/2024 10:48 AM

Payment Type – Check \$310.00

Amount Paid: (\$0.00)

Balance Due: \$310.00

**Order Total: \$310.00**

### Attendee Type

Member

### Payment Type

Check

### Company

GAIN Auto Theft

### IAATI Member ID

IN-02244-NC

### Name

Tom Zak

### Rank/Title

D/Lt.

### Email

[tzak@geneseecountymi.gov](mailto:tzak@geneseecountymi.gov)

### Phone

(810) 423-6329

**Address**

3476 Mundy Ave., Swartz Creek, Michigan 48473



# Genesee County

## Staff Report

Genesee County  
Administration Building  
1101 Beach St  
Flint, MI 48502

---

**File #:** RES-2024-409

**Agenda Date:** 4/17/2024

**Agenda #:** 5.

---

**To:** Dale K. Weighill, Governmental Operations Committee Chairperson

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

**RE:** Policy Format Policy

**BOARD ACTION REQUESTED:**

Approval of a proposed policy creating a format and numbering system for Genesee County Policies

**BACKGROUND:**

Historically, there has been no formal process for formatting or numbering policies that are adopted by the Board of County Commissioners. Departments would recommend and then keep adopted policies independent of other departments. There is currently no central repository for staff or the public to reference adopted policies of Genesee County.

**DISCUSSION:**

The attached draft policy creates a system of storing, formatting, and numbering policies that will be consistent across the county. Staff and the public will be able to view and locate policies for reference all working from the same understanding and platform.

**IMPACT ON HUMAN RESOURCES:**

There will be no impact on HR.

**IMPACT ON BUDGET:**

There will be no impact on the budget.

**IMPACT ON FACILITIES:**

There will be no impact on facilities.

**IMPACT ON TECHNOLOGY:**

IT may be utilized to update the county website to include a section dealing with policies of the county. The impact will be one-time.

**CONFORMITY TO COUNTY PRIORITIES:**

The adoption of this policy will help to realize the County's priority of an Inclusive, Collaborative Culture. By having policies up-to-date and readily accessible to staff and the public, we are meeting the goal of transparency of county government to our residents.

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

LADIES AND GENTLEMEN:

BE IT RESOLVED, that this Board of County Commissioners of Genesee County, Michigan, hereby adopts and authorizes the implementation of the attached policy entitled, "*Policies*," in order to establish a format and numbering system for all Genesee County policies.

BE IT FURTHER RESOLVED, that this new policy supersedes any and all current and past policies that conflict with this policy, and this new policy shall continue in effect until further action of this Board.

# 01.001: Policies

Effective: xx.xx.xxxx

## A. County Policy Manual

The Genesee County Policy Manual shall be the central repository of all policies for the county. The manual shall be made available online on the Board of County Commissioners webpage under the header, Genesee County Policy Manual. Printed copies of the manual shall also be available at Genesee County's Clerk/Register Office. Policies to be included in the policy manual shall be adopted in accordance with the procedures in this policy.

## B. Initiating, amending, or rescinding a policy

### 1. Review Committee

- a. The Governmental Operations Committee (the Committee) shall be responsible for the review of new or amended policies and for recommending policies for approval by the Board of County Commissioners (the Board). The Committee's chairperson may create ad-hoc committees, in accordance with the Board's Rules and Procedures, to review and make recommendations of new policy, policy amendment, or rescission to the full Committee.
- b. Corporation Counsel will provide legal oversight for the policy development process.

### 2. Initiation, review, and approval of policies

- a. A proposal for a new or amended policy or the rescission of an existing policy may be initiated by the department, elected official, or agency responsible for administering the subject matter of the policy, or by any committee of the Board.
- b. The requesting entity shall send to the Director of Administration a policy proposal memorandum. The proposal memorandum shall explain the need for the new or revised policy or the reason for the rescission and shall include an outline of the proposed content of the new policy or amendment.
- c. After reviewing the proposed policy, policy amendment or rescission, the Director of Administration shall forward, with recommendation, the proposal to the Governmental Operations Committee for consideration

through the legislative management system in the same manner used for resolutions.

- d. The Governmental Operations Committee shall review the proposed policy, policy amendment, or rescission and make any changes deemed necessary by the committee. The committee may recommend the policy or rescission to the full Board of County Commissioners for adoption.

### **C. Quadrennial Review**

1. All policies shall be reviewed to determine whether any update is necessary at least every four years in the month of May after the election for county commissioners.

### **D. Interim Policies**

1. Genesee County recognizes that because of legal requirements or administrative necessity a policy must be adopted or amended immediately. In this event, the Director of Administration, in consultation with the chairperson of the Governmental Operations Committee and the chairperson of the Board of County Commissioners, may implement an interim policy. The recommendation shall include a complete description of the legal or administrative issues supporting the request for an interim policy.
2. An interim policy shall be effective for an initial period of no more than six months. After the initial six-month period, the chairperson of the Governmental Operations Committee and the chairperson of the Board of County Commissioners may approve the extension of the interim policy for an additional six month period. A permanent policy adopted in accordance with the procedures set forth in section (B)(2) of this policy should be approved by the Board of County Commissioners no later than twelve months after the effective date of the interim policy.

### **E. Policy Drafting Format**

1. **Policies shall be written using the following format:**

Number & Title  
Effective Date  
Purpose  
Authority & Responsibility  
Application  
Definitions  
Policy

## **D. Policy Numbering System**

### **1. Number Format**

The numbering system will be a five-digit number consisting of a two-digit general classification number and a three-digit index number, separated by a period, in the form AA.BBB, with leading zeros for each part, as needed.

### **2. Assignment of Numbers**

Numbers will be assigned to new policy statements by Corporation Counsel using the following classification system. Examples of policies to be included are listed below each classification.

#### **i. General Classification 01 – Board of County Commissioners**

- a. Policy preparation and creation
- b. Bylaws
- c. Appointment process for boards and commissions

#### **ii. General Classification 02 – General Administrative, Management and Operations**

- a. Ethics Policy
- b. Freedom of Information Policy
- c. Computer Use Policy

#### **iii. General Classification 03 – Facilities and Equipment Management**

- a. Building Usage
- b. Energy Policy
- c. Building Closure

#### **iv. General Classification 04 – Financial Policies**

- a. Budget Process
- b. Investment Policy
- c. Purchasing Policy

#### **v. General Classification 05 – Personnel Policy Manual+**

### **3. Policy Index**



An index of all policies will be included at the beginning of the policy manual.  
This index will be updated with any policy addition, change, or rescission.

DRAFT



# Genesee County

## Staff Report

Genesee County  
Administration Building  
1101 Beach St  
Flint, MI 48502

---

**File #:** RES-2024-413

**Agenda Date:** 4/17/2024

**Agenda #:** 6.

---

**To:** Dale K. Weighill, Governmental Operations Committee Chairperson

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

**RE:** Proposed Policy for the Sale and Disposal of Real Property

**BOARD ACTION REQUESTED:**

Approval of a proposed policy for the Sale and Disposal of Real Property

**BACKGROUND:**

With recent and expected future consolidations, Genesee County will have several pieces of real property that will need to be sold or disposed of in some manner. Historically, the County has not followed any specific policy in selling property. Instead, each property was sold based on who was in charge at the time of sale. To ensure a consistent process for all future properties, this proposed policy is offered.

**DISCUSSION:**

As stated above, the county will soon be faced with several properties that are no longer in use. To ensure that we follow a consistent process, the attached policy was developed with Planning to sell or dispose of county properties. As the policy states, yearly we will conduct an inventory of properties that should be considered for sale and determine their best use in the future. That recommendation will be provided to the Board of County Commissioners for a final decision. The sale will then be conducted per the guidelines offered within the proposal. There will be an emphasis on other governmental units or non-profits that serve a public purpose. The attached proposal is a draft and will be formatted once we have a full public policy proposal adopted.

**IMPACT ON HUMAN RESOURCES:**

There will be no impact on HR.

**IMPACT ON BUDGET:**

Adoption of this policy creates no immediate impact on the budget. Any impact would be from the sale of properties in the future.

**IMPACT ON FACILITIES:**

Adoption of this policy creates no immediate impact on Facilities. Any impact would be the from sale of properties in the future and the reduction of the county's fleet of buildings.

**IMPACT ON TECHNOLOGY:**

There is no impact on Technology.

**CONFORMITY TO COUNTY PRIORITIES:**

The adoption of this policies helps to further the County's priority of creating Long Term Financial Stability. By addressing our aging fleet of buildings and more deliberately thinking about our operations and facility needs, we are better able to sustain necessary buildings and properties without funding and maintaining underutilized facilities.

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

LADIES AND GENTLEMEN:

BE IT RESOLVED, that this Board of County Commissioners of Genesee County, Michigan, hereby adopts and authorizes the implementation of the attached policy entitled, "*Sale/Disposal of Real Property*," in order to establish a formal policy for the disposal of County real property.

BE IT FURTHER RESOLVED, that this new policy supersedes any and all current and past policies that conflict with this policy, and this new policy shall continue in effect until further action of this Board.

## 04.001: Sale/Disposal of Real Property

Effective: 04/24/2024

### **Purpose:**

It is the policy of Genesee County to retain that real property (whether referred to in this policy simply as “property” or “properties”) which serves the County’s current and expected future needs. Real property that does not fall into either category will be considered for disposal in a manner that best serves the interests of the County following the guidelines contained in this policy.

### **Authority and Responsibility:**

The Board of County Commissioners assigns implementation of this policy to the Director of Administration (the Administrator).

### **Application:**

The Administrator will establish an inventory of properties annually that do not serve the County’s current or expected future needs. The Administrator will develop a plan for disposal of those properties in a manner that is transparent and maximizes the return to the County. This plan prioritizes offering properties of the County to other governmental or non-profit where there is an opportunity to enhance the quality of life through public purposes.

### **Definitions:**

1. **Sale of County Property:** Either the sale of the real property itself or any interest that the County may have in real property.
2. **Sealed Bid Process:** used for a sale to the General Public following Genesee County Purchasing Policy used for obtaining bids.

### **Policy:**

1. The Administrator will consult with the Director of Facilities and Operations regarding all real property in which Genesee County has an interest. The Administrator will work with the Director of Facilities and Operations in all the following steps regarding County real property:
  - a. Each year the Administrator will prepare a list of all county properties. The list will separate those properties as follows:
    - i. Those properties currently in use
    - ii. Those properties with expected future use
    - iii. Those properties available for disposal
  - b. Of the properties available for disposal, the Administrator will determine the feasibility of the disposal of the property. The Administrator will consult appropriate department heads to determine any concerns or recommendations that they may have regarding real property. The Administrator may consult with a title company, a lawyer with real estate

- experience (in consultation with Corporation Counsel), and/or Corporation Counsel regarding a title search to determine marketability.
- c. The Administrator will consider the following for priority in the sale of real property when making a final recommendation to the Board of County Commissioners:
    - i. Another governmental agency
    - ii. A non-profit corporation with an emphasis on public projects
    - iii. The general public
  - d. The Administrator will follow all legal requirements for the sale of any real property either owned by the County or in which the County has an interest.
  - e. Corporation Counsel will prepare any appropriate forms for use in decisions regarding the sale of the County's interest in any real property.
  - f. Initiation of the issue of the sale of real property can occur by the receipt of a request for the purchase of County property or the Administrator's determination that the sale of real property is recommended.
    - i. If the request is by a governmental unit or non-profit corporation with an emphasis on public projects, the Administrator will make a recommendation to the Board of County Commissioners who will make the decision to proceed or not to proceed with the sale.
      1. If the decision is to proceed, the Administrator is authorized to obtain an appraisal of the property from a person certified to make such appraisals.
    - ii. If the request is from the General Public, the Administrator will determine if the sale of the real property should be by sealed bid process or place the sale of the real property with a licensed realtor.
      1. If using the sealed bid process, the County will advertise the real property in the same manner as required in the Genesee County Purchasing Policy and place a "For Sale" sign on the property being considered for sale.
      2. If using a licensed realtor, the County will follow standard procedures followed by a licensed realtor for the sale of real property.
  - g. If there is a potential sale following the sealed bid process or the licensed realtor brings an offer to purchase to the County, the Administrator will make a recommendation to the Board of County Commissioners regarding the potential sale.
  - h. If the Board of County Commissioners approve the sale of real property, the Administrator will work with the licensed realtor, a title company, a lawyer with real estate experience, and/or Corporation Counsel in drafting the appropriate transfer documents whether it be by warranty deed or quit claim deed as determined by Corporation Counsel.
  - i. Any sale of real property will require payment in full upon closing unless the Administrator recommends a different payment option and that option is approved by the Board of County Commissioners.