



# BOARD OF COMMISSIONERS MEETING AGENDA

April 26, 2021, 5:30 PM

Board of Commissioners Hybrid Meeting

Zoom Virtual Meeting ID: 399-700-0062 / Password: LCBOC

<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

304 E. Grand River Ave., Board Chambers, Howell, Michigan

*Due to current MDHHS health order limitations, public participation is encouraged via Zoom.*

*"The mission of Livingston County is to be an effective and efficient steward in delivering services within the constraints of sound fiscal policy. Our priority is to provide mandated services which may be enhanced and supplemented to improve the quality of life for all who work, reside and recreate in Livingston County."*

Pages

1. **CALL MEETING TO ORDER**
2. **MOMENT OF SILENT REFLECTION**
3. **PLEDGE OF ALLEGIANCE TO THE FLAG**
4. **ROLL CALL**
5. **CORRESPONDENCE** 3
  - a. Cheboygan County Resolution #2021-09
  - b. Huron County Resolution #21-44C
  - c. Iron County Resolution #2021-004
  - d. Iron County Resolution #2021-005
6. **CALL TO THE PUBLIC**
7. **APPROVAL OF MINUTES** 15
  - a. Minutes of Meeting Dated: April 13, 2021
  - b. Minutes of Meeting Dated: April 21, 2021
8. **TABLED ITEMS FROM PREVIOUS MEETINGS**
9. **APPROVAL OF AGENDA**
10. **REPORTS**
  - a. **Huron-Clinton Metroparks**  
Amy McMillan, Director

**11. APPROVAL OF CONSENT AGENDA ITEMS**

Resolutions 2021-04-055 through 2021-04-059

- |           |  |           |
|-----------|--|-----------|
| <b>a.</b> | <b>2021-04-055</b>   | <b>21</b> |
|           | Resolution Authorizing Submission of the Fiscal Year 2022 Community Corrections Grant Application, Agreement, and other Support Documents and Acceptance of Funding Award – Central Services                 |           |
| <b>b.</b> | <b>2021-04-056</b>   | <b>56</b> |
|           | Resolution Authorizing Animal Shelter to Apply for Two Seven Oh, Inc. Grant Funding  |           |
| <b>c.</b> | <b>2021-04-057</b>   | <b>59</b> |
|           | Resolution Authorizing Livingston County to Participate in the FY 2020 Homeland Security Grant Program (HSGP), and to Submit FY-2020 HSGP Agreements – Emergency Management                                  |           |
| <b>d.</b> | <b>2021-04-058</b>   | <b>65</b> |
|           | Resolution Authorizing Submission of the FY2022 Compliance Plan and Grant Request to the Michigan Indigent Defense Commission (MIDC) Department of Licensing and Regulatory Affairs (LARA) - Public Defender |           |
| <b>e.</b> | <b>2021-04-059</b>   | <b>86</b> |
|           | Resolution Authorizing the Sheriff's Office and the County of Livingston to Apply for the Department of Homeland Security FY2021 Operation Stonegarden Grant - Sheriff                                       |           |

**12. RESOLUTIONS FOR CONSIDERATION**

Resolutions 2021-04-060 and 2021-04-061

- |           |  |            |
|-----------|--|------------|
| <b>a.</b> | <b>2021-04-060</b>   | <b>141</b> |
|           | Resolution Authorizing a First Quarter Budget Amendment to the Fiscal-Year 2021 Budget |            |
| <b>b.</b> | <b>2021-04-061</b>   | <b>145</b> |
|           | Resolution to Adopt a Telecommuting Arrangement Policy – County Administration         |            |

**13. CALL TO THE PUBLIC**

**14. ADJOURNMENT**



## BOARD OF COMMISSIONERS

County Building  
P.O. Box 70, Room 131  
Cheboygan, Michigan 49721

Tel ~ (231) 627-8858  
Fax ~ (231) 627-8881  
E-mail ~ [ccao@cheboygancounty.net](mailto:ccao@cheboygancounty.net)

### CHEBOYGAN COUNTY BOARD OF COMMISSIONERS

#### RESOLUTION #2021-09 SUPPORTING PASSAGE OF LEGISLATION TO ADOPT 4-YEAR TERMS FOR COUNTY COMMISSIONERS

WHEREAS the 1963 Michigan Constitution stipulated four-year terms for the county Board of Supervisors, the preceding body to today's Board of Commissioners; and

WHEREAS the Legislature voted in 1966 to abolish Boards of Supervisors and formally replace them with Boards of Commissioners after the 1968 elections; and

WHEREAS Public Act 261 of 1966 promulgated that the length of terms for the new county commissioners shall be concurrent with that of state representatives, as specified in Article IV, section 3 of the Michigan Constitution; and

WHEREAS the scope of duties of a county commissioner has greatly increased in the last century – road patrols, indigent defense, mental health treatment and substance abuse prevention programming, solid waste pick-up and disposal, food and water supply safety, park operations, economic development efforts, emergency management and response; and

WHEREAS Michigan is one of only five states in the United States that provides for exclusively two-year terms for county commissioners; and

WHEREAS all other county and township elected officials in Michigan are elected to terms of at least four years; and

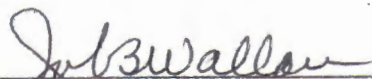
WHEREAS the position of county commissioner is a highly complex oversight role that requires years to master; and

WHEREAS legislation to amend state law to enact four-year terms has been filed in the form of Senate Bills 242 and 245; and

WHEREAS the Michigan Association of Counties support the legislation as introduced;

THEREFORE, BE IT RESOLVED that CHEBOYGAN COUNTY supports Senate Bills 242 and 245 to enact four-year terms for County Commissioners.

Adopted this 13<sup>th</sup> day of April, 2021

  
John B. Wallace, Chairperson  
Cheboygan County Board of Commissioners

District 1  
Mary Ellen Tryban

District 2  
Richard B. Sangster  
Vice-Chairman

District 3  
Michael Newman

District 4  
Ron Williams

District 5  
Roberta Matelski

District 6  
John B. Wallace  
Chair

District 7  
Steve Warfield

I, Karen L. Brewster the undersigned, the Clerk of the County of Cheboygan, Cheboygan County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by the Cheboygan County Board of commissioners at its regular or reconvened meeting held on April 13, 2021, relative to adoption of the resolution therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

In Testimony Whereof, I have hereunto set my hand, and affixed the seal of said Court and County, this 13<sup>th</sup> day of April, 2021.



Karen L. Brewster  
Cheboygan County Clerk/Register





**RESOLUTION**

To: The Honorable Board of Commissioners  
Huron County  
Michigan

WE, the LEGISLATIVE COMMITTEE, respectfully beg leave to submit the following resolution for your consideration:

WHEREAS, Senate Bill 203 and House Bill 4432 create the opportunity for competition by an out-of-state for-profit agency that is now publicly-owned; this entity recently issued an IPO raising \$350 million; and

WHEREAS, given the resources and availability of trusted PACE providers with strong track records, it is unconscionable to invite non-Michigan providers to jump to the front of the line and take resources away from successful, Michigan small businesses that want to keep expanding to serve the need; and

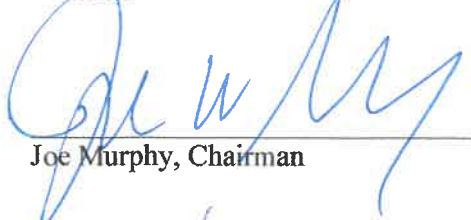
WHEREAS, current PACE organizations are currently unable to expand at a rate that is commensurate with public demand due to an array of state enrollment caps, and Senate Bill 203 and House Bill 4432 do not state that the new out-of-state organization will have the same state enrollment hurdles; and

WHEREAS, existing PACE organizations in Michigan have made large investments in our state's communities and have made a commitment to provide high-quality, cost efficient care to the older adults across the state, PACE has already proven its success in reducing costs and maintaining effective care while improving the overall quality of life for participants; now

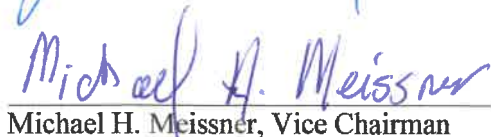
THEREFORE, BE IT RESOLVED, that the Huron County Board of Commissioners hereby opposes Senate Bill 203 and House Bill 4432 which grant an entity to establish a PACE organization in a geographical area already designated to and served by an existing PACE organization.

Respectfully submitted,

LEGISLATIVE COMMITTEE



Joe Murphy, Chairman



Michael H. Meissner, Vice Chairman



Steve Vaughan, Member

Dated: April 13, 2021

~~VOICE~~ ROLL CALL VOTE:

COMMISSIONER	YES	NO	ABSENT	COMMISSIONER	YES	NO	ABSENT
SAMI KHOURY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	JOHN L. BODIS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MICHAEL H. MEISSNER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	JOE MURPHY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TODD TALASKI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MARY E. BABCOCK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STEVE VAUGHAN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

RESOLUTION: ☒ ADOPTED

☐ DEFEATED

☐ TABLED

**IRON COUNTY BOARD OF COMMISSIONERS  
2 SOUTH SIXTH ST. SUITE 7 CRYSTAL FALLS, MI 49920**

COMMISSIONERS:  
JACOB CONERY  
JEFF OFSDAHL

PATTI PERETTO, CHAIR  
MIKE STAFFORD  
MARK STAUBER

**RESOLUTION  
TO SUPPORT THE RELEASE OF FEDERAL COVID FUNDS**

**Whereas;** it has been three months since the Federal Government allocated nearly \$5 billion dollars in COVID relief funds to the State of Michigan; and

**Whereas;** these funds were intended to provide crucial relief to small businesses, public health and education in our state; and

**Whereas;** the state legislature passed legislation appropriating \$3.5 billion towards these priorities, including nearly \$555 million in small business relief funds; and

**Whereas;** despite bipartisan support for the small business relief proposals, the Governor vetoes all \$555 million, citing “key points of difference” between her administration and the state legislature; and

**Whereas;** these proposals were promptly repackaged into subsequent legislation and sent back to the Governor’s desk, and

**Whereas;** on Friday, March 26, 2021, these proposals were vetoed by Governor Whitmer for a second time; and

**Whereas;** the State of Michigan is due to receive another \$10 billion from the American Rescue Plan Act, and;

**Whereas;** Lansing still has not found a path forward on fully appropriating the \$5 billion it already received; and

**Whereas;** if there is one thing state leaders should agree on, it is getting help to the struggling small businesses in our state; and

**Whereas;** it is imperative these funds be disbursed to job providers who are still fighting for solvency and survival; and

**Whereas;** passing state budgets are a shared responsibility between both branches and both political parties.

**Now, Therefore Be it Hereby Resolved;** that the Iron County Board of Commissioners urges Governor Whitmer's Administration and the Michigan Legislature to reach a compromise on their recommended relief initiatives, in the very near future, and release these funds into the hands of the businesses and communities that need it most.

**Be It Further Resolved;** that the Board of Commissioners directs staff to forward this resolution to all Michigan counties, our State Legislatures, the Governor's office and the Michigan Association of Counties.

At the April 13, 2021 meeting of the Iron County Board of Commissioners the Resolution was offered for approval by:


**Commissioner** Stauber **with support by Commissioner** Ofsdahl

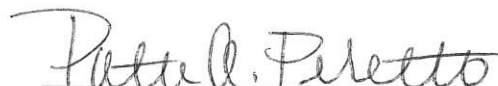
Ayes: Conery, Peretto, Ofsdahl, Stafford, Stauber

Nays: none

Absent: none

**MOTION PASSED**

  
Julie Kezerle, It's Clerk

  
Patti A. Peretto, It's Chair



**IRON COUNTY BOARD OF COMMISSIONERS  
2 SOUTH SIXTH ST. SUITE 7 CRYSTAL FALLS, MI 49920**

COMMISSIONERS:  
JACOB CONERY  
JEFF OFSDAHL

PATTI PERETTO, CHAIR  
MIKE STAFFORD  
MARK STAUBER

**RESOLUTION  
TO SUPPORT DELTA COUNTY'S RESOLUTION OF  
MANAGEMENT OF WOLVES IN MICHIGAN**

**Whereas;** On March 16, 2021, the Delta County Board of Commissioners adopted a Resolution in support of having a sound scientific managed wolf harvest in the U.P. in 2021, and

**Whereas;** a history of the Michigan Gray Wolf Recovery Plan of 1997 was presented in their resolution along with a large volume of statistical data on the Plan management through the years; and

**Whereas;** The Iron County Board of Commissioners wishes to echo the content and message as presented by the Delta County Resolution and of which a copy is attached; and

**Be It Resolved;** that the Iron County Board of Commissioners directs staff to forward this resolution to all Michigan counties, our State Legislatures, the Governor's office and the Michigan Association of Counties as a gesture of our full support on this resolution.

At the April 13, 2021 meeting of the Iron County Board of Commissioners the Resolution was offered for approval by:

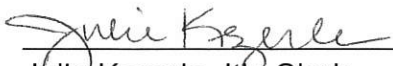
Commissioner Stafford with support by Commissioner Conery

Ayes: Conery, Ofsdahl, Peretto, Stafford, Stauber

Nays: none

Absent: none

**MOTION PASSED**

  
Julie Kezerle, It's Clerk

  
Patti A. Peretto, It's Chair





# DELTA COUNTY BOARD OF COMMISSIONERS

ADMINISTRATION OFFICE  
310 LUDINGTON STREET  
ESCANABA, MICHIGAN 49829  
PHONE: 906-789-5100  
FAX: 906-789-5197



## RESOLUTION #21-07

### Resolution (Management of Wolves in Michigan)

Resolution in favor of having a sound scientific managed wolf harvest in the U.P. in 2021

#### Background History

**WHEREAS**, in 1989 according to MDNR figures there were 3 wolves in the Upper Peninsula of Michigan. That number would increase to 509 by 2007, 636 by 2014 and 695 in 2020. These numbers of wild wolves in the U.P. are the result of natural immigration and reproduction according to MDNR officials.

**WHEREAS**, in 1997 the MDNR finalized the Michigan Gray Wolf Recovery Plan. That plan was used to assist in the removal of the Gray Wolf from the federally Endangered Species Act. To address changes and to continue to manage the wolf population based on the best available scientific information, the MDNR revised its original wolf plan and created the 2008 Michigan Wolf Management Plan. MDNR convened 20 individuals to represent agencies and organizations to develop the "Michigan Wolf Management Plan" signed complete by MDNR Director Rebecca Humphries on July 10, 2008 and updated the plan signed complete by MDNR Director Keith Creagh on June 11, 2015 (see attached certification list of members of the "Wolf Management Roundtable").

**WHEREAS**, the Wolf Management Plan was developed and updated to provide strategic guidance for the management of wolves in Michigan. It was developed to help: 1) maintain a viable Michigan wolf population above a level that would warrant its classification as threatened or endangered; 2) facilitate wolf-related benefits; 3) minimize wolf-related conflicts; and 4) conduct science-based wolf management with socially acceptable methods.

**WHEREAS**, all plans adopted this definition of a viable population – "A population of at least 200 wolves is believed to be large enough to be viable, as well as to have sufficient genetic diversity, to exist indefinitely in total isolation from any other wolf population". When the winter population maintained a minimum level of 200 animals for 5 consecutive years and the species was federally de-listed, wolves could be removed from the state list of threatened and endangered species. The minimum criterion of 200 wolves does not reflect the maximum number of wolves the available habitat in Michigan can support. Based on density of the deer population in 2003, one model estimated the U.P. could sustain a population of 1,330. All

*Delta County is an equal opportunity provider and employer.*



indicators now point to a much decreased herd and a 2020-2021 deer population close to or at a historic low.

**WHEREAS**, most Michigan residents recognize the importance of addressing wolf-related conflicts in a public-attitude survey conducted by MSU. According to the report 73% of respondents approve of having wolves in the State (52% in the U.P.; 71% in the northern L.P.; and 74% in the southern L.P.). Also 76% of respondents would support some type of active wolf management. At least 75% of respondents would support active management in areas experiencing wolf depredation of livestock, hunting dogs and other pets. At least 65% of respondents would support active management if wolves lowered the number of deer available for hunting.

**WHEREAS**, maintaining prey populations required to sustain a viable wolf population is also highlighted in the Wolf Plan, wolves prey on a variety of wildlife species, and the importance of particular species as wolf food sources often varies seasonally. In the Upper Peninsula, the primary prey for wolves is the White-tailed Deer and maintenance of an adequate deer herd is necessary for the long-term persistence of a viable wolf population. Other prey, such as beaver, snowshoe hare and other small animals, are an important complement to deer in the diet of U.P. wolves. Several studies have estimated the average number of deer killed per year by individual wolves. Studies done by (Mech, Keith & Fuller) indicate that an individual wolf kills roughly 15-19 deer per year, whereas other research indicates a single wolf kills as many as 37-50 deer per year (Pimlott & Huntzinger). It is logical to assume that wolf predation is dependent on geographic conditions, prey populations and effort needed during the kill. The wolf is an apex predator (top of the food chain) so it is logical to assume that the wolf is opportunistic (unscrupulous, resourceful, unprincipled) in hunting for food.

**WHEREAS**, Proposal G was passed in 1996 and is a referendum on Public Act 377 which amended the Natural Resources and Environmental Protection Act (NREPA) to grant the Michigan Natural Resources Commission (NRC) exclusive authority to regulate the taking of game in Michigan. The NRC has exclusive authority to regulate the taking of game and sportfish, and is authorized to designate game species and authorize the establishment of open harvest seasons for game through the issuance of orders. The NRC is also required to use principles of sound scientific management in making decisions regarding the taking of game.

**WHEREAS**, on January 27, 2012 the U.S. Fish & Wildlife Service removed Gray Wolves in the Lake States (Michigan, Wisconsin & Minnesota) from the federal Threatened and Endangered Species list. The Michigan legislature then enacted Public Act 520, which designated the wolf as a game animal. The organization "Keep Michigan Wolves Protected" then collected enough signatures to stop the 2012 harvest of wolves and a spot on the ballot for 2014 to stop all wolf harvests in Michigan. Then in May of 2013 Public Act 20 was signed into law which gave the Natural Resource Commission (NRC) the authority to designate the wolf a game species and re-established a 2013 wolf harvest. On November 15, 2013 Michigan had its first wolf hunt. The NRC authorized one area in the U.P. to conduct this hunt only season on a recommendation by the MDNR. A quota of 43 wolves was set and 23 wolves were killed during the entire season

because of location and targeting of certain packs because of agriculture predation. 1,200 licenses were sold at a cost of \$100 per resident and \$150 per non-resident.

### **Current**

**WHEREAS**, On January 3, 2021 wolves were delisted again in the Lake States turning management control over to the states. Michigan (really the U.P.) reached its goal of a viable population of 200 wolves for 5 consecutive years in 2004 and ever since. Currently according to the MDNR the minimum winter population (lowest during the year) is 695 divided among 143 packs.

**WHEREAS**, the MDNR has recommended to the NRC to not hold a wolf harvest in 2021 and instead is moving ahead with updating its current wolf management plan with one year remaining on the current plan. The MDNR has identified 5 targets they want to achieve before they will recommend any harvest. (1) Federal wolf de-listing – Done; (2) select Wolf Management Advisory Council – Done; only 5 individuals & MDNR representative (see attached list); Note: only 1 individual from the U.P. representing agriculture (Farm Bureau); (3) Wolf Management Plan Update with public attitudes survey state-wide; (4) post-delisting monitoring; and (5) lethal control options. The NRC has stated they will not authorize a harvest in 2021 and only indicated that the completion date for the MDNR identified targets was moved sooner to June 2022.

**WHEREAS**, Michigan's wolf population is not Michigan's, it is the Upper Peninsula's. Those against a wolf harvest in the U.P. use state-wide data for deer herd numbers. All indicators point to an extreme decrease in the U.P. deer herd over the last 3 years. One of the most used data information sources from the U.P. that the MDNR post is the camp survey. This document was just released for 2020 and shows a 62% decrease in hunter participation due to low deer numbers. Eastern U.P. buck harvest success – 18%; Western U.P. buck harvest success – 24%. Hunters rating the 2020 deer season 81% - not good (sightings and harvest). MDNR harvest data for 2019 shows antlered and antlerless deer in most of the U.P. to be 1 to 2 deer per square mile and 2020 season rating data by hunters shows that 63% say there was less deer. Also for the first time in the history of the U.P. hunters saw more wolves than coyotes. U.P. estimated deer population data has for years been nonexistent from the MDNR; historic data showed the highest population to be estimated at around 800,000 around 1994 and has been decreasing ever since with a current population estimated by former MDNR personal to be 150,000 - 200,000. Severe winters and wolves are the cause. Winters cannot be controlled but wolf numbers can.

**WHEREAS**, the MDNR/NRC seems to believe that there isn't enough science to make intelligent decisions on harvest regulations for wolves. They would rather make harvest decisions by bringing together stake holder groups (currently 5 people) and use that body to make management decisions based on opinion (wolf lovers vs non-lovers) and public surveys as to how people feel. There is plenty of science and/or harvest data from other states or countries to prove exactly what should be done.

**WHEREAS**, Wisconsin has the best data available on the internet for easy access (WDNR). Other states include Minnesota, Montana, Idaho, Wyoming, Alaska, and our neighbor where the wolves in the Lake States originated from - Canada. Interested individuals should not only look at population and harvest data but should also research each state or country to determine what that data is based on. Wisconsin's data shows that wolves are responsible for more than 31% of deer killed in 17 northern counties. Also, they kill more than gun-deer hunters in the four-county area of Iron, Ashland, Douglas and Forest. Wisconsin state law sets a wolf season to begin the first Saturday in November through the last day of February except if the wolf is listed under the federal Endangered Species Act. Wisconsin just had a 2021 harvest (hunting & trapping) with a quota set at 200 wolves and had to close the season after 2 days because the quota was achieved. They will have another season in 2021 according to state law that opens on Nov. 6, 2021 until February 28, 2022 or until their quota is reached. Wisconsin also has mandatory registration for deer and their population figures are excellent. Wisconsin manages their game species and predator species because of sportsmen and women who will tolerate nothing else. That is why Wisconsin can boast that they are the White-Tail deer capital of the U.S. based on Boone-Crockett deer scored for typical and/or non-typical.

**WHEREAS**, Minnesota legislators passed a state goal of 1,600 wolves; current population 3,000. Idaho is allowing each resident to kill 30 wolves per person – was 20; population – 1,000. Alaska minimum harvest goal each year 1,500; population - 7,000 to 11,000. Montana legislator allows aggressive harvest; getting ready to declare the wolf a state pest. Canada allows aggressive harvest from residents and non-residents; population – 60,000.

**WHEREAS**, Reproduction rates, immigration and emigration are the factors in a wolf populations ability to compensate for human-induced mortality. Harvest studies conducted in Canada, Alaska, Minnesota, Montana, Wisconsin and Idaho have set the benchmark for wolf management. Social and biological science relevant to wolf harvest is generally agreed that a 30% harvest will have NO impact on a free-ranging wolf population. Studies also show that historically in the Great Lakes area declining numbers of prey (bison, elk, deer, caribou and beaver) caused wolf populations to decline prior to bounties being established in the 1800's, not regular hunting or trapping. Trapping must be a part of any harvest strategy as research also shows that the first season will be approx. 50%/50% taken by hunting/trapping. After the first season trapping will outweigh the harvest by 70% to 80% (wolves learn quick).

**WHEREAS**, Wolves do have an impact on deer and moose populations, and this impact, in combination with factors such as severe winters have reduced U.P. populations to historic low levels. Studies in other states also show that wolves kill 8 to 9 moose for every 10 they attack (that is because they wound first and keep after the animal until killed; may take 2 to 3 days). Michigan (DNR-NRC) now has the ability to influence this system by reducing the wolf population and allowing the deer and moose populations to recover from multiple severe winters.

**WHEREAS**, Wolves need to be managed not just for limiting game species but for many other important reasons which included, but not limited to: livestock predation and pet predation.

From 1996-2020, 142 dogs were attacked and killed or injured by wolves in the U.P. Those that were documented by the MDNR. Local farmers have had cattle and other livestock killed by wolves with many not reported because of lack of belief by the MDNR who investigate agriculture attacks.

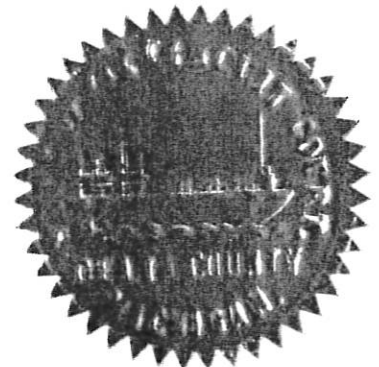
**WHEREAS**, Wolves need to be managed for local economic revenue (hunting seasons), property values (camps), wildlife viewing opportunities (tourism). According to local real-estate agents hunting camp and hunting property sales are down 40% beginning in 2001 because of the deer population decreasing. A study conducted for the State of Michigan on economic impact of hunting estimated a total impact effect for both residents and non-residents of \$538,026,148.00 and 8,800 employment (jobs created) in the U.P. Not anymore.

**THEREFORE BE IT RESOLVED**, that the Delta County Commissioners on behalf of their county residents, landowners and businesses encourage the DNR/NRC to initiate a 2021 wolf harvest season across the entire U.P. using scientific data from other states and following the mandate given to the NRC under Proposal G, in so stating, a wolf harvest season should be set beginning on Nov. 15<sup>th</sup>, 2021 (hunting & trapping) and ending the last day of Feb. or until the quota is met (200 – 28% reduction). Tracking the quota should be done by mandatory registration within 48 hrs. of the kill and upon reaching the goal the season would be shut down (other states do this with all kinds of game). Also, be it further resolved that other County Commissions in the U.P. be encouraged to sign on to this resolution and State Senators and Representatives sponsor bills to put into State law a wolf harvest season in the U.P. with the dates as mentioned above (quota goals would change and be set where appropriate each year). Also, be it further resolved that the Michigan Association of Counties ("MAC") be encouraged to lobby for such a harvest season.

I, Nancy J. Przewrocki, Delta County Clerk and Clerk of the Delta County Board of Commissioners do hereby certify this to be a true and exact copy from the minutes of the regular meeting of the Delta County Board of Commissioners held on March 16, 2021.

I, Nancy J. Przewrocki, Delta County Clerk do hereby set my hand and seal this 16th day of March, 2021.

  
Nancy J. Przewrocki, Delta County Clerk



## LIVINGSTON COUNTY BOARD OF COMMISSIONERS

### MEETING MINUTES

April 13, 2021, 5:30 p.m.

Board of Commissioners Hybrid Meeting

Zoom Virtual Meeting ID: 399-700-0062 / Password: LCBOC

<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

304 E. Grand River Ave., Board Chambers, Howell, Michigan

Members Present: Wes Nakagiri, Carol Griffith, Carol Sue Reader, Jay Drick, Mitchell Zajac, Jay Gross, and Brenda Plank  
Douglas Helzerman remotely from Handy Township, County of Livingston, Michigan due to medical condition

Members Absent: Kate Lawrence

#### 1. CALL MEETING TO ORDER

The meeting was called to order by Chairman Wes Nakagiri at 5:30 p.m.

#### 2. MOMENT OF SILENT REFLECTION

#### 3. PLEDGE OF ALLEGIANCE TO THE FLAG

All rose for the Pledge of Allegiance to the Flag of the United States of America.

#### 4. ROLL CALL

Roll call by the Clerk indicated the presence of a quorum.

#### 5. CORRESPONDENCE

- a. Berrien County Resolution #B2104193
- b. Cheboygan County Resolution #2021-06
- c. Cheboygan County Resolution #2021-07
- d. Genesee County Resolution #2021-200
- e. Hillsdale County Resolution #21-035
- f. Tuscola County Resolution #2021-05

Motion to receive and place on file the correspondence.

It was moved by M. Zajac

Seconded by B. Plank

Roll Call Vote: Yes (8): M. Zajac, W. Nakagiri, C. Griffith, C. Reader, D. Helzerman, J. Drick, J. Gross, and B. Plank; No (0): None; Absent (1): K. Lawrence

**MOTION Carried (8-0-1)**

#### 6. CALL TO THE PUBLIC

The following people spoke regarding masks: Jessica Hamlin, Oceola Township; Stephanie Krieg, Brighton; Laura Leech, Brighton Township; Jacquelynn Pike, Howell; Mike Hamlin, Oceola Township; Judy Daubenmier, Brighton; Jessica Barefield, Pinckney; and Kristen Soderberg, Howell.

Cindy Michniewicz, Pinckney, spoke regarding COVID hospitalizations.

**7. APPROVAL OF MINUTES**

- a. Minutes of Meeting Dated: March 22, 2021
- b. Minutes of Special Meeting Dated: March 29, 2021
- c. Minutes of Meeting Dated: April 7, 2021

Motion to approve the minutes as presented.

It was moved by C. Griffith  
Seconded by M. Zajac

Roll Call Vote: Yes (8): C. Griffith, C. Reader, D. Helzerman, J. Drick, M. Zajac, J. Gross, B. Plank and W. Nakagiri; No (0): None; Absent (1): K. Lawrence

**MOTION Carried (8-0-1)**

**8. TABLED ITEMS FROM PREVIOUS MEETINGS**

None.

**9. APPROVAL OF AGENDA**

Motion to approve the Agenda as presented.

It was moved by J. Gross  
Seconded by C. Griffith

Roll Call Vote: Yes (8): J. Gross, C. Griffith, C. Reader, D. Helzerman, J. Drick, M. Zajac, B. Plank, and W. Nakagiri; No (0): None; Absent (1): K. Lawrence

**MOTION Carried (8-0-1)**

**10. REPORTS**

Commissioner Nakagiri recognized the Livingston County Third Quarter Employee Recognition honoree, Gail Cook, who was present remotely with Jennifer Slater, Human Resources.

**11. APPROVAL OF CONSENT AGENDA ITEMS**

Resolutions 2021-04-041 through 2021-04-049

Motion to approve the resolutions on the Consent Agenda.

It was moved by B. Plank  
Seconded by C. Reader

Roll Call Vote: Yes (8): B. Plank, W. Nakagiri, C. Griffith, C. Reader, D. Helzerman, J. Drick, M. Zajac, and J. Gross; No (0): None; Absent (1): K. Lawrence

**MOTION Carried (8-0-1)**

**11.a 2021-04-041**

Resolution Authorizing an Agreement with Judicial Services Group to Provide Electronic Monitoring Services - Court Central Services

**11.b 2021-04-042**

Resolution to Accept the Annual Out-of-State Travel Report for 2020 – Fiscal Services

**11.c 2021-04-043**

Resolution to Authorize the Creation of New Non-Union Division within MERS and Payment of the Unfunded Liability For LETS Department Employees - Fiscal Services



**11.d 2021-04-044**

Resolution to Authorize the Creation of New Non-Union Division within MERS and Payment of the Unfunded Liability for the Building Department Employees - Fiscal Services

**11.e 2021-04-045**

Resolution Authorizing a Contract with Lindhout Associates Architects for Architectural Services – Facility Services

**11.f 2021-04-046**

Resolution Authorizing the Write-off of Aged Receivables – Emergency Medical Services

**11.g 2021-04-047**

Resolution Authorizing the Issuance of a Blanket Purchase Order for 2021 Covid 19 Vaccination Clinic Supplies – Health Department

**11.h 2021-04-048**

Resolution to Amend the Agreement with DoubleMap, Inc. to Purchase the Ecolane Interactive Voice Response (IVR) System – LETS

**11.i 2021-04-049**

Resolution to Accept Supplemental Section 5307 Grant Funding from the American Rescue Plan Act of 2021 – LETS

**12. RESOLUTIONS FOR CONSIDERATION**

Resolutions 2021-04-050 through 2021-04-053

**12.a 2021-04-050**

Resolution Authorizing the Issuance of Not to Exceed \$5,700,000 Limited Tax General Obligation Refunding Bonds, Series 2021 - Administration

Motion to adopt the Resolution.

It was moved by C. Griffith

Seconded by M. Zajac

Discussion

Roll Call Vote: Yes (8): C. Griffith, C. Reader, D. Helzerman, J. Drick, M. Zajac, J. Gross, B. Plank and W. Nakagiri; No (0): None; Absent (1): K. Lawrence

**MOTION Carried (8-0-1)**

**12.b 2021-04-051**

Resolution to submit the Estimated 2022 General Fund Budget to the Allocation Board – Fiscal Services

Motion to adopt the Resolution.

It was moved by M. Zajac

Seconded by C. Griffith

Roll Call Vote: Yes (8): M. Zajac, W. Nakagiri, C. Griffith, C. Reader, D. Helzerman, J. Drick, J. Gross, and B. Plank; No (0): None; Absent (1): K. Lawrence

**MOTION Carried (8-0-1)**

**12.c 2021-04-052**

Resolution to Adopt the 2021 County Equalization Report as Submitted with the Accompanying Statements - Equalization

Motion to adopt the Resolution.

It was moved by C. Griffith

Seconded by J. Gross

Discussion

Roll Call Vote: Yes (8): C. Griffith, C. Reader, D. Helzerman, J. Drick, M. Zajac, J. Gross, B. Plank, and W. Nakagiri; No (0): None; Absent (1): K. Lawrence

**MOTION Carried (8-0-1)**

**12.d 2021-04-053**

Resolution Authorizing Amendment to the Livingston County Board of Commissioners 2021 Rules – Board of Commissioners

Motion to adopt the Resolution.

It was moved by M. Zajac

Seconded by C. Griffith

Discussion

Roll Call Vote: Yes (7): M. Zajac, W. Nakagiri, C. Griffith, C. Reader, D. Helzerman, J. Drick, and B. Plank; No (1): J. Gross; Absent (1): K. Lawrence

**MOTION Carried (7-1-1)**

**13. CALL TO THE PUBLIC**

Laura Leech, Brighton Township, spoke regarding emailing commissioners.

Shannon Johnson, Brighton, spoke regarding masks.

**14. ADJOURNMENT**

Motion to adjourn the meeting at 6:21 p.m.

It was moved by D. Helzerman

Seconded by C. Griffith

Roll Call Vote: Yes (8): D. Helzerman, W. Nakagiri, C. Griffith, C. Reader, J. Drick, M. Zajac, J. Gross, and B. Plank; No (0): None; Absent (1): K. Lawrence

**MOTION Carried (8-0-1)**

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Elizabeth Hundley, Livingston County Clerk

# LIVINGSTON COUNTY BOARD OF COMMISSIONERS

## MEETING MINUTES

April 21, 2021

IMMEDIATELY FOLLOWING THE FINANCE COMMITTEE

Board of Commissioners Hybrid Meeting

Zoom Virtual Meeting ID: 399-700-0062 / Password: LCBOC

<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

304 E. Grand River Ave., Board Chambers, Howell, Michigan

Members Present                      Wes Nakagiri, Carol Griffith, Kate Lawrence, Carol Sue Reader, Douglas Helzerman, Jay Drick, Mitchell Zajac, Jay Gross, and Brenda Plank

### 1.      **CALL MEETING TO ORDER**

The meeting was called to order by Chairman Wes Nakagiri at 8:39 a.m.

### 2.      **PLEDGE OF ALLEGIANCE TO THE FLAG**

All rose for the Pledge of Allegiance to the Flag of the United States of America.

### 3.      **ROLL CALL**

Roll call by the Clerk indicated the presence of a quorum.

### 4.      **CALL TO THE PUBLIC**

None.

### 5.      **APPROVAL OF AGENDA**

Motion to approve the Agenda as presented.

**Moved By** K. Lawrence

**Seconded By** B. Plank

Roll Call Vote: Yes (9): K. Lawrence, W. Nakagiri, C. Griffith, C. Reader, D. Helzerman, J. Drick, M. Zajac, J. Gross, and B. Plank; No (0): None; Absent (0): None

**Motion Carried (9-0-0)**

### 6.      **RESOLUTION FOR CONSIDERATION**

#### 6.1      **2021-04-054**

Resolution Authorizing the Submission of a Member Designated Project Application for Four Replacement Buses – LETS

Motion to adopt the Resolution.

**Moved By** M. Zajac

**Seconded By** J. Gross

Roll Call Vote: Yes (9): M. Zajac, W. Nakagiri, C. Griffith, K. Lawrence, C. Reader, D. Helzerman, J. Drick, J. Gross, and B. Plank; No (0): None; Absent (0): None

**Motion Carried (9-0-0)**

**7. FINANCE COMMITTEE RECOMMENDATION FOR APPROVAL OF CLAIMS**

Dated: April 21, 2021

Motion to approve the Claims.

**Moved By** K. Lawrence

**Seconded By** J. Drick

Roll Call Vote: Yes (9): K. Lawrence, W. Nakagiri, C. Griffith, C. Reader, D. Helzerman, J. Drick, M. Zajac, J. Gross, and B. Plank; No (0): None; Absent (0): None

**Motion Carried (9-0-0)**

**8. FINANCE COMMITTEE RECOMMENDATION FOR APPROVAL OF PAYABLES**

Dated: April 2 through April 15, 2021

Motion to approve the Payables.

**Moved By** J. Gross

**Seconded By** J. Drick

Roll Call Vote: Yes (9): J. Gross, W. Nakagiri, C. Griffith, K. Lawrence, C. Reader, D. Helzerman, J. Drick, M. Zajac, and B. Plank; No (0): None; Absent (0): None

**Motion Carried (9-0-0)**

**9. CALL TO THE PUBLIC**

None.

**10. ADJOURNMENT**

Motion to adjourn the meeting at 8:45 a.m.

**Moved By** D. Helzerman

**Seconded By** C. Griffith

Roll Call Vote: Yes (9): D. Helzerman, W. Nakagiri, C. Griffith, K. Lawrence, C. Reader, J. Drick, M. Zajac, J. Gross, and B. Plank; No (0): None; Absent (0): None

**Motion Carried (9-0-0)**

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Elizabeth Hundley, Livingston County Clerk

RESOLUTION

NO: 2021-04-055

LIVINGSTON COUNTY

DATE: April 26, 2021

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**Resolution Authorizing Submission of the Fiscal Year 2022 Community Corrections Grant Application, Agreement, and other Support Documents and Acceptance of Funding Award – Central Services**

**WHEREAS,** The Livingston County Community Corrections Advisory Board approved the Community Corrections Plan and Application for Fiscal Year 2022 on April 13, 2021; and

**WHEREAS,** The Community Corrections Plan and Application for FY 2022 is to be submitted to the Michigan Department of Corrections (MDOC), Office of Community Corrections on May 1, 2021; and

**WHEREAS,** The Community Corrections Plan and Application for FY 2022 requests funding the following services:

Administration including a fully grant funded .50 FTE, supplies, travel, training; and

Group Programming including cognitive behavioral therapy; and

Outpatient treatment specifically substance use disorder services through assessments, intake, group therapy, individual therapy, substance abuse testing, and other evidence-based treatment modalities; and

Pretrial services including risk assessment, pretrial supervision, and electronic monitoring; and

**WHEREAS,** The total amount requested for the comprehensive plan and services is \$157,297.00

**THEREFORE BE IT RESOLVED** The Livingston County Board of Commissioners authorizes the Community Corrections program to submit the Plan and Application for Fiscal Year 2022 and accept funding awarded by MDOC Office of Community Corrections.

**BE IT FURTHER RESOLVED** that the Chairman of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements, and future amendments for monetary and contract language adjustments related to the above upon review and/or preparation of Civil Counsel.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby authorize any budget amendment necessary to effectuate this grant award.

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#

#

MOVED:  
SECONDED:  
CARRIED:



## Memorandum

**To: Livingston County Board of Commissioners**

**From: Megan Kerekes, Community Corrections Manager**

**Date: 4/21/21**

**Re: Community Corrections Grant Application Approval for Fiscal Year 2022**

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The Livingston County Community Corrections Advisory Board (LCCCAB) approved submission of the Community Corrections Plan and Application for FY 2022 on Tuesday, April 13<sup>th</sup>.

The Community Corrections Plan and Application requests \$157,297 in funding for the comprehensive plan and services listed:

- **Cognitive Behavioral Treatment Programming** – \$28,200 for a projected enrollment of 100 felony offenders
- **Substance Use Disorder Treatment Programming** - \$34,797 for a projected enrollment of 75 felony offenders
- **Substance Abuse Testing** - \$23,040 for a projected enrollment of 20 felony offenders
- **Pretrial Services including Pretrial Risk Assessment, Supervision, and Electronic Monitoring** - \$38,712 for a projected enrollment to serve up to 150 felony offenders
- **Administration** - \$32,549 for 0.5 FTE Program Manager

All programming under Community Corrections is evidence based and designed to reduce Prison Commitment Rates (PCR) as well as recidivism rates. Cognitive Behavioral programming is designed to promote skills to develop prosocial behavior and impact potential future criminal behavior by teaching how to identify, monitor, and change the thinking that is fundamental to these behaviors. Substance Use Programming is designed to help offenders understand, recognize, and accept addiction; identify and interrupt addictive thoughts, feelings and actions; and learn positive, healthy coping skills that negate the need for prison commitment. Pretrial Programming is designed to enhance public safety and ensure court appearance. And last, the Program Manager is responsible for the development, implementation, and monitoring of the Community Corrections Plan. This position acts as an advisor to the CCAB and liaison to the state. It oversees agency employees and/or contracted individuals that provide funded services. The position also monitors program utilization, and progress toward meeting objectives and expenditures.

Through this grant, the LCCCAB is committed to reducing the prison commitment rate by providing alternatives to incarceration and services to reduce recidivism. Thank you for the opportunity to present this matter to you. If you have any questions, please contact me directly.



**MICHIGAN DEPARTMENT OF CORRECTIONS**  
**OFFICE OF COMMUNITY CORRECTIONS**  
**FY 2022 FUNDING PROPOSAL**

**Livingston County**

**Comprehensive Plans & Services**

Program	Program Code	Funding Request	Approved Funding	Reserved Funding	Total Funding Recommendation
<b>Group-Based Programs</b>					
Education	B00	-			-
Employment	B15	-			-
Cognitive	C01	28,200			-
Domestic Violence	C05	-			-
Sex Offender	C06	-			-
Outpatient Services	G18	34,797			-
Other Group Services	G00	-			-
<b>Sub-Total</b>		62,997	-	-	-
<b>Supervision Programs</b>					
Intensive Supervision	D23	-			-
Electronic Monitoring	D08	17,550			-
Pretrial Supervision	F23	10,581			-
<b>Sub-Total</b>		28,131	-	-	-
<b>Assessment Services</b>					
Actuarial Assessment	I22	-			-
Pretrial Assessment	F22	10,581			-
<b>Sub-Total</b>		10,581	-	-	-
<b>Gatekeeper</b>					
Gatekeeper	I25	-			-
<b>Sub-Total</b>		-	-	-	-
<b>Case Management</b>	I24	-			-
<b>Substance Abuse Testing</b>	G17	23,040			-
<b>Other</b>	Z00	-			-
<b>5 Day Housing</b>	Z02	-			-
<b>Program Total</b>		124,748	-	-	-
<b>Administration</b>					
Salary & Wages		32,549.00			-
Contractual Services		-			-
Equipment		-			-
Supplies		-			-
Travel		-			-
Training		-			-
Board Expenses		-			-
Other		-			-
<b>Administration Total</b>		32,549	-	-	-
<b>Total Comprehensive Plans &amp; Services</b>		157,297	0	0	0

# MICHIGAN DEPARTMENT OF CORRECTIONS

*“Committed to Protect, Dedicated to Success”*



## Office of Community Corrections

Community Corrections Plan and Application  
Fiscal Year 2022

**CCAB Name:** Livingston County

Email the application to:

1. [MDOC-OCC@michigan.gov](mailto:MDOC-OCC@michigan.gov)
2. Community Corrections Specialist

**DUE DATE: May 1, 2021**

## SECTION I: COMMUNITY CORRECTIONS ADVISORY BOARD INFORMATION

**Name of CCAB:** Livingston County

**Federal I.D. Number:** 36-6005819

### A: General Contact Information:

	CCAB Manager	CCAB Manager's Direct Supervisor	CCAB Chairperson	Agency Serving as Fiduciary of Award & Contact Person
<b>Name:</b>	Megan Kerekes	Roberta L. Sacharski	Michael Murphy	Cindy Catanach
<b>Title:</b>	CCAB Manager	Court Administrator	Sheriff	
<b>Address:</b>	210 S. Highlander Way	204 S. Highlander Way	150 S. Highlander Way	304 E. Grand River Ave.
<b>City:</b>	Howell	Howell	Howell	Howell
<b>State:</b>	MI	MI	MI	MI
<b>Zip:</b>	48843	48843	48843	48843
<b>Phone:</b>	517-540-7661	517-540-7814	517-546-9111	517-540-8720
<b>Fax:</b>	517-545-9637			
<b>Email:</b>	mkerekes@livgov.com	rsacharski@livgov.com	mmurphy@livgov.com	ccatanach@livgov.com

Type of Community Corrections Board: County Advisory Board

Counties/Cities Participating in the CCAB: Livingston County

Date application was approved by the local CCAB: April 13, 2021

Date application was approved by county board(s) of commissioners and/or city council: April 26, 2021

Date application was submitted to OCC: May 1, 2021

### B: CCAB Membership

Representing:	Name	Email
County Sheriff:	Murphy, Michael	mmurphy@livgov.com
Chief of Police:	Russell, Chief David S.	drussell@unadillapolice.org
Circuit Court Judge:	Hatty, Hon. Michael P.	mhatty@livgov.com
District Court Judge:	Bain, Hon. Daniel	dbain@livgov.com
Probate Court Judge:	Cavanaugh, Hon. Miriam A.	mcavanaugh@livgov.com
County Commissioner(s):	Reader, Carol Sue	creader@livgov.com
Service Area (Up to 3):	Conklin, Connie- Livingston County CMH Carrie Skiles - GracePointe Church	cconklin@cmhliv.org skiles_carrie@yahoo.com
County Prosecutor:	Reader, David	dreader@livgov.com
Criminal Defense:	Groenhout, Karen	kgroenhout@livgov.com
Business Community:	Griffin, Curtis	curtisdriffin@yahoo.com
Communications Media:	Vacant	NA
Circuit/District Probation:	Zahon, Tom	zahont@michigan.gov
City Councilperson:	Vacant	NA
Workforce Development:	Awrey, Dawn	dawrey@mwse.org

- Does your CCAB have Bylaws? Yes If yes, have they been revised within the last 2 years? **Yes**
- What steps does your CCAB take to orientate new CCAB members ensuring the understanding of their roles and responsibilities? **Introduction and brief orientation by the Chairperson, review of the bylaws with the Manager.**

## SECTION II: ANALYSIS & COMPREHENSIVE CORRECTIONS PLAN

### **Introduction and Instructions for your Comprehensive Corrections Plan:**

Michigan Public Act 511, also known as the Community Corrections Act, was established in 1988 in an effort to improve the State's prison commitment rates (PCR) through the development and utilization of evidence-based, community corrections programming that targets Group 2 straddle cell offenders, OUIL-3<sup>rd</sup> offenders, and probation violators assessed as moderate to high in risk and or needs. Counties and regions establishing a Community Corrections Advisory Board (CCAB) appoint member stakeholders as required by PA-511 to identify and target local criminogenic needs that impact prison commitments and recidivism. CCABs are obligated to abide by PA-511 and Michigan Office of Community Corrections (MOCC) requirements when receiving MOCC funding, including but not limited to data tracking and analysis, as well as minimum program eligibility and utilization requirements.

This Application serves as your CCAB's Comprehensive Corrections Plan. To be considered for funding, it must include specific and detailed explanation as to how your plan will impact State Board Priorities, local prison commitment rates, recidivism, and local priorities/initiatives through identified key objectives. Strategies to obtain key objectives as well as performance measures must also be identified. For the purpose of this application, the following terms and definitions apply:

- 1) Key Objectives – Overall PCR Objective, Group 2 Straddle Objective, and Recidivism Objective(s) - your CCAB may identify other objectives in addition to these required objectives.
- 2) Supportive Strategies – Proposed OCC funded programming and/or services that are intended to support the objectives identified.
- 3) Performance Measures – Identified in each proposed program description, these are the specific methods your CCAB will utilize to measure outcomes of programming and their impact on State Board Priorities.

### **Felony Data Analysis:**

OCC will provide CCABs with relevant felony dispositional data to complete the application. CCABs must analyze this data along with local CCIS data (reports run locally from COMPAS Case Manager) and develop key objectives and supportive strategies that will help attain local goals and support State Board Priorities.

A thorough analysis of the data should include:

- Overall PCRs, rates within sentencing guideline ranges, PCRs within Group 1 and Group 2 offense categories, status at time of offense and recidivism of probation violators, both new sentence and technical
- Reference to changes in PCRs compared to prior years
- Other changes in your CCAB/area that influence changes (new stakeholders, new or changing policies and/or procedures, emerging crimes, offender characteristics, etc.)
- Review your past OCC funding proposals for ideas

**Your data analysis forms the basis of your objectives and strategies. A weak link between them may result in denial of, or conditional revisions to, your Comprehensive Corrections Plan. Therefore, it is important to demonstrate a solid connection between your data, objectives, and supportive strategies.**

Example: Objective #1 is intended to impact the overall prison commitment rate (PCR). To address this, your CCAB should analyze local felony dispositional & CCIS data and identified trends or changes that impacted that data. For example, trends and changes may include:

- CCAB stakeholder changes
- New judicial, probation, or CCAB staff or other personnel issues that impact referrals, screenings, or programming
- Service provider changes or issues
- Trends in local criminality (example: increase in drug related offenses, decrease in probation violations, etc.)
- Development or changes in local court services or programming (example: new Specialty Court programming, changes to court programming eligibility, etc.)

Your CCAB must then determine its proposed Overall PCR based on this analysis, with consideration given to the average of the last 3 years. Your CCAB must then identify the strategies that will impact its Overall PCR. All strategies that you are requesting

funding for must be also be listed on the Budget Cost Description and have a completed Program Description. If you request funding for a program or service that is not identified as a strategy impacting any objective, it will not be considered for funding.

SAMPLE OBJECTIVE: To reduce the County's Overall Prison Commitment Rate (PCR) to 16% or less.

SAMPLE STRATEGY: C01 Cognitive Programming, G18 Outpatient Treatment Services, and B15 Employment Skills. 125 Gatekeeper will be utilized to screen all offenders for eligibility.

**A-1: Using OMNI Felony Disposition data supplied by OCC for the previous two fiscal years:**

1. Are overall felony dispositions increasing, decreasing, or stable? Decreasing
2. In the two charts below, please fill in the rates and number of dispositions for the previous two fiscal years. For CCABs with correctional facilities, please remove those dispositions with prisoner status (OMNI Report 3). Describe changes within Sentencing Guideline (SGL) categories identified below, including prison and non-prison dispositions, for State Board Target Populations. Any additional pertinent information necessary to establish a trend beyond 2 years must be included.: **Due to reduced court operations and the suspension of jury trials due to the COVID-19 pandemic, the overall felony dispositions decreased from 678 in FY2019 to 455 dispositions in FY2020. The overall prison commitment rate (PCR) rose slightly from 19.9% (FY2019) to 20.4% (FY2020), and while it increased by 0.5%, there were 42 less prison commitments. The PCR for all Straddle Cell offenders decreased from 23.9% in FY2019 to 15.2% in FY2020. The statewide PCR for Straddle cell offenders in FY2020 was 22.9%, putting Livingston County below the statewide average. Our target group, Group 2 Straddle cell, PCR was 12.3% in 2020, which is a decrease from 25% in 2019, and is below the statewide average of 21.7%.**

<b>FY 2019 State PCR:</b>	<b>19.7%</b>	<b>Group 2 Rate:</b>	<b>12.9%</b>	<b>Straddle Cell Rate:</b>	<b>24.0%</b>	<b>Group 2 Straddle Rate:</b>	<b>23.0%</b>
Overall PCR:	<b>19.9%- 135</b> prison dispositions out of <b>678</b> felony dispositions						
Group 1:	<b>31.4% - 80</b> prison dispositions out of <b>255</b> felony dispositions						
Group 2:	<b>13% - 55</b> prison dispositions out of <b>423</b> felony dispositions						
Straddle PCR:	<b>23.9% - 45</b> prison dispositions out of <b>188</b> felony dispositions						
Group 1:	<b>22.1% - 15</b> prison dispositions out of <b>68</b> felony dispositions						
Group 2:	<b>25% - 30</b> prison dispositions out of <b>120</b> felony dispositions						
<b>FY 2020 State PCR:</b>	<b>19.2%</b>	<b>Group 2 Rate:</b>	<b>13.4%</b>	<b>Straddle Cell Rate:</b>	<b>22.9%</b>	<b>Group 2 Straddle Rate:</b>	<b>21.7%</b>
Overall PCR:	<b>20.4%- 93</b> prison dispositions out of <b>455</b> felony dispositions						
Group 1:	<b>32% - 56</b> prison dispositions out of <b>175</b> felony dispositions						
Group 2:	<b>13.2% - 37</b> prison dispositions out of <b>280</b> felony dispositions						
Straddle PCR:	<b>15.2% - 17</b> prison dispositions out of <b>112</b> felony dispositions						
Group 1:	<b>20.5 - 8</b> prison dispositions out of <b>39</b> felony dispositions						
Group 2:	<b>12.3% - 9</b> prison dispositions out of <b>73</b> felony dispositions						

3. Provide information regarding policies, procedures, program operations, pertinent issues or opportunities which emerged, or other factors which have positively/negatively affected the achievement of objectives--for example, local changes regarding early jail release, implementation of required program fees, stakeholders--CCAB manager or staff, judges, magistrates, prosecutor, sheriff, contractor/service providers. Briefly describe the impact and, if negative, how it was addressed. **2020 was a challenging year for Livingston County Courts due to the world-wide COVID-19 pandemic which halted operations for more than a 1/4 of the fiscal year. Due to decreased court operations, and the suspension of jury trials, there was a decrease in overall felony dispositions from 678 in 2019 down to 455 in 2020. A new Community Corrections Manager was hired in early 2020 and despite efforts to develop a referral form and process for MDOC agents, referral numbers remained low due to the pandemic. Another potential pandemic related impact on referrals was the transition of the MDOC Agents working remotely. Our newly initiated TREM program saw unanticipated low referrals due to the factors listed above, as well as difficulty in identifying potential eligible male participants due to a lack of Gender Responsive Scale Needs questions on the COMPAS. The CCManager also increased efforts in working with community partners such as; Community Mental Health, who reported an increase**

of 400% in adult inpatient screenings since the pandemic started. CCManager is also expanding vendors, including working with Adult Drug Treatment Court vendors.

4. The newly initiated Jail Task Force Legislation could potentially impact our Community Corrections Program as it may impact the number of individuals on probation. This new legislation also requires the Courts to determine the rehabilitation goals of probation, which will likely result in more referrals to Treatment Courts, but with a decrease in funding Community Corrections could support the felony offenders within the Treatment Courts programs by supplementing the costs for their treatment.
5. With respect to our Courts and local advisory board, in the beginning of 2021 the Courts issued a Local Administrative Order adopting new assignments of cases. Where previously there were 3 Judges presiding over criminal matters, there are now only 2, Judge Hatty and Judge Geddis. Livingston County elected a new Prosecutor who took office in January 2021 which could potentially have an impact on charges and pleas within the Courts.

## A-2: Felony Analysis - Key Objectives and Strategies

### NOTE:

- Key Objectives should be measurable and provide sufficient detail so progress can be monitored.
- Strategies are the local programs that will be used to impact your Key Objectives. ***Only proposed programs that impact at least one Key Objective will be considered for funding.***

1. Key Objective #1 is intended to impact the Overall Prison Commitment Rate – please state the Objective: **STAY BELOW THE STATEWIDE AVERAGE OF 19.2% AND REDUCE LIVINGSTON COUNTY'S OVERALL PCR FROM 20.4% TO 18%.**

List OCC Programs in support of Objective #1:

**Cognitive Behavioral and Substance Use Disorder programming.**

List Non-OCC funded Programs in support of Objective #1

**Specialty Treatment Courts: Adult Drug Treatment Court, Intensive Treatment Mental Health Court, Veterans Treatment Court, Swift and Sure Sanctions Probation Program**

**Other Services geared towards reducing the overall number of Prison Commitments:**

#### Substance Use Disorder Services:

Livingston County Community Mental Health

Substance Use Counseling Services

Substance Use Assessments

Individual Substance Use Counseling

Group Substance Use Counseling

Complete Counseling Center

Fork in the Road Counseling

Key Development

Livingston County Catholic Charities

Advanced Behavioral Medicine

Karen Bergbower and Assoc.

PERS (Prevention Education Referral Services)

Connect 3 Housing – Sober Living

#### Domestic Violence Services:

LACASA

Complete Counseling

PERS

Livingston County Catholic Charities – Anger Management

#### Retail Fraud Services:

Economic Crime Prevention



**PERS**

**Complete Counseling**

**ARM (Accepting Responsibility is Mandatory)**

**Other Services:**

**Thinking Matters Cognitive Behavioral Therapy**

**DNA (Drugs and Alcohol Drug Testing)**

**JSG (Judicial Services Group) – Tether**

**Smart Start – Tethers**

**Total Court Services – Electronic Monitoring**

**Victim Impact Panel**

**Mothers Against Drunk Driving Victim Impact Panel**

**Total Opiate Program through Total Court Services**

**Livingston County Catholic Charities Sex Offender Services**

**Red Barrel Program**

**Livingston County Community Alliance**

- 2. Key Objective #2 is intended to impact the Group 2 Straddle Cell Rate – please state the Objective: STAY BELOW THE STATEWIDE AVERAGE PRISON COMMITMENT RATE OF 21.7% FOR GROUP 2 STRADDLE CELL OFFENDERS AND REDUCE LIVINGSTON COUNTYS' PCR AMONGST THIS POPULATION FROM 12.3% TO 11%.**

List OCC Programs in support of Objective #2:

**Cognitive Behavioral and Substance Use Disorder programming.**

List Non-OCC funded Programs in support of Objective #2

**Specialty Treatment Courts: Adult Drug Treatment Court, Intensive Treatment Mental Health Court, Veterans Treatment Court, Swift and Sure Sanctions Probation Program**

**Other Services geared towards reducing the overall number of Prison Commitments:**

**Substance Use Disorder Services:**

**Livingston County Community Mental Health**

**Substance Use Counseling Services**

**Substance Use Assessments**

**Individual Substance Use Counseling**

**Group Substance Use Counseling**

**Complete Counseling Center**

**Fork in the Road Counseling**

**Key Development**

**Livingston County Catholic Charities**

**Advanced Behavioral Medicine**

**Karen Bergbower and Assoc.**

**PERS (Prevention Education Referral Services)**

**Connect 3 Housing – Sober Living**

**Domestic Violence Services:**

**LACASA**

**Complete Counseling**

**PERS**

**Livingston County Catholic Charities – Anger Management**

**Retail Fraud Services:**

**Economic Crime Prevention**

**PERS**

Complete Counseling  
ARM (Accepting Responsibility is Mandatory)

**Other Services:**

Thinking Matters Cognitive Behavioral Therapy  
DNA (Drugs and Alcohol Drug Testing)  
JSG (Judicial Services Group) – Tether  
Smart Start – Tethers  
Total Court Services – Electronic Monitoring  
Victim Impact Panel  
Mothers Against Drunk Driving Victim Impact Panel  
Total Opiate Program through Total Court Services  
Livingston County Catholic Charities Sex Offender Services  
Red Barrel Program  
Livingston County Community Alliance

## B: Recidivism Analysis

Public Act 511 mandates that CCABs “Provide improved local services for individuals involved in the criminal justice system with the goal of reducing the occurrence of repeat criminal offenses that result in a term of incarceration or detention in jail or prison.” As such, CCABs are required to address recidivism within their comprehensive plan, with a specific emphasis on how the plan is intended to impact the local recidivism rates.

The State Board has defined recidivism as “Probation Violations, either technical or new sentence, resulting in prison,” and has identified Probation Violators as being indicative of performance in this area:

- i. Probation Violators with a new felony conviction resulting in a prison sentence (PVNS)
- ii. Technical Probation Violators resulting in a prison sentence (PVT)

Based on OMNI Report 3, please use the following table to report the number of Probation Violators **that resulted in a prison disposition** for each listed category. Regional CCABs should list the Probation Violation Data for each County separately and provide a total, regional rate at the end of each row.

### B-1: Using OMNI Felony Disposition data provided by OCC for:

#### Previous Fiscal Year Recidivism Rates

County Name	Livingston/FY2020	FY2019	FY2018				Totals for Region:
Probation Violation - New Sentence to Prison							
Total	10/39	16/50	15/58				
Probation Violation – Technical to Prison							
Total	14/67	10/91	17/107				

### B-2: Using OMNI Felony Disposition data supplied by OCC for the previous fiscal years:

- Are overall felony Probation Violations dispositions increasing, decreasing, or stable? Decreasing
- Describe changes within the Probation Violation disposition data for the previous two fiscal years, including prison and non-prison dispositions. Report rates with detailed explanation: **Overall, the total number of probation violations (new sentence and technical) for FY2020 was 106. This is a decrease from 141 in FY2019 and 165 in FY2018. Also, the prison commitments DECREASED from 2019's 26 to 24 in 2020. Despite there being a decrease in overall probation violations and prison commitments in the last 2 years, the PCR for probation violators increased from 18.4% in FY2019 to 22.6% in FY2020, which is above the statewide PCR of 20.4% for probation violators. \*\*PVNS - The total number of PV's with a new sentence (PVNS) was 39 in FY2020, which is a decrease from 50 in FY2019 and 58 in FY2018. Of these PVNS, 10 resulted in prison commitments in FY2020, a decrease from 16 in FY2019 and 15 in FY2018. Thus, the FY2020**

PCR for PVNS is 25.6%. The statewide PCR for PVNS is 26% (730 out of 2802), thus Livingston County is below the statewide average. \*\*PVT - The total number of PV Technical (PVT) in FY2020 was 67. This number DECREASED from 91 in FY2019 and 107 in FY2018. Of these 67 PVT, 14 resulted in prison commitments in FY2020, up from 10 in FY2019, but down from 17 in FY2018. In 2020, the PCR for PVTs was 20.9% (14 of 67). The statewide 2020 PCR for PVTs is 16.1% (582 of 3621), thus Livingston County is above the statewide average.

3. Provide information regarding policies, procedures, program operations, pertinent issues or opportunities which emerged, or other factors which have positively/negatively affected the achievement of objectives--for example, local changes regarding early jail release, implementation of required program fees, stakeholders--CCAB manager or staff, judges, magistrates, prosecutor, sheriff, contractor/service providers. Briefly describe the impact and, if negative, how it was addressed. **2020 was a challenging year for Livingston County Courts due to the world-wide COVID-19 pandemic which halted operations for more than a 1/4 of the fiscal year. Due to decreased court operations, and the suspension of jury trials, there was a decrease in overall felony dispositions from 678 in 2019 down to 455 in 2020. A new Community Corrections Manager was hired in early 2020 and despite efforts to develop a referral form and process for MDOC agents, referral numbers remained low due to the pandemic. Another potential pandemic related impact on referrals was the transition of the MDOC Agents working remotely. Our newly initiated TREM program saw unanticipated low referrals due to the factors listed above, as well as difficulty in identifying potential eligible male participants due to a lack of Gender Responsive Scale Needs questions on the COMPAS. The CCManager also increased efforts in working with community partners such as; Community Mental Health, who reported an increase of 400% in adult inpatient screenings since the pandemic started. CCManager is also expanding vendors, including working with Adult Drug Treatment Court vendors.**
4. The newly initiated Jail Task Force Legislation could potentially impact our Community Corrections Program as it may impact the number of individuals on probation. This new legislation also requires the Courts to determine the rehabilitation goals of probation, which will likely result in more referrals to Treatment Courts, but with a decrease in funding Community Corrections could support the felony offenders within the Treatment Courts programs by supplementing the costs for their treatment.
5. With respect to our Courts and local advisory board, in the beginning of 2021 the Courts issued a Local Administrative Order adopting new assignments of cases. Where previously there were 3 Judges presiding over criminal matters, there are now only 2, Judge Hatty and Judge Geddis. Livingston County elected a new Prosecutor who took office in January 2021 which could potentially have an impact on charges and pleas within the Courts.

### B-3: Recidivism Key Objectives and Strategies

#### NOTE:

- Key Objectives should be measurable and provide sufficient detail so progress can be monitored.
- Strategies are the local programs that will be used to impact your Key Objectives. ***Only proposed programs that impact at least one Key Objective will be considered for funding.***

1. **Objective #1 is intended to impact recidivism by targeting: Probation Violators with a new sentence State the Objective: STAY BELOW THE STATEWIDE RECIDIVISM RATE OF 12.4% FOR PVNS AND REDUCE LIVINGSTON COUNTY'S RECIDIVISM RATE FOR PVNS FROM 10.8% TO 9.5%.**

List OCC Programs in support of Objective #1:

**Cognitive Behavioral and Substance Use Disorder programming.**

List Non-OCC funded Programs in support of Objective #1

**Specialty Treatment Courts: Adult Drug Treatment Court, Intensive Treatment Mental Health Court, Veterans Treatment Court, Swift and Sure Sanctions Probation Program**

**Other Services geared towards reducing the overall number of Prison Commitments:**

**Substance Use Disorder Services:**

**Livingston County Community Mental Health**

**Substance Use Counseling Services**

**Substance Use Assessments**

Individual Substance Use Counseling

Group Substance Use Counseling

Complete Counseling Center

Fork in the Road Counseling

Key Development

Livingston County Catholic Charities

Advanced Behavioral Medicine

Karen Bergbower and Assoc.

PERS (Prevention Education Referral Services)

Connect 3 Housing – Sober Living

Domestic Violence Services:

LACASA

Complete Counseling

PERS

Livingston County Catholic Charities – Anger Management

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Smart Start – Tethers

Total Court Services – Electronic Monitoring

Victim Impact Panel

Mothers Against Drunk Driving Victim Impact Panel

Total Opiate Program through Total Court Services

Livingston County Catholic Charities Sex Offender Services

Red Barrel Program

Livingston County Community Alliance

2. Objective #2 is intended to impact recidivism by targeting: Technical Probation Violators State the Objective:  
REDUCE LIVINGSTON COUNTY'S RECIDIVISM RATE FOR PVT FROM 15.1% TO 14% TO MORE CLOSELY ALIGN WITH THE  
STATESWIDE RECIDIVISM RATE OF 9.9%.

List OCC Programs in support of Objective #2:

**Cognitive Behavioral and Substance Use Disorder programming.**

List Non-OCC funded Programs in support of Objective #2:

Specialty Treatment Courts: Adult Drug Treatment Court, Intensive Treatment Mental Health Court, Veterans Treatment Court,  
Swift and Sure Sanctions Probation Program

Other Services geared towards reducing the overall number of Prison Commitments:

Substance Use Disorder Services:

Livingston County Community Mental Health

Substance Use Counseling Services

Substance Use Assessments

Individual Substance Use Counseling

Group Substance Use Counseling

Complete Counseling Center  
 Fork in the Road Counseling  
 Key Development  
 Livingston County Catholic Charities  
 Advanced Behavioral Medicine  
 Karen Bergbower and Assoc.  
 PERS (Prevention Education Referral Services)  
 Connect 3 Housing – Sober Living

Domestic Violence Services:  
 LACASA  
 Complete Counseling  
 PERS  
 Livingston County Catholic Charities – Anger Management

Retail Fraud Services:  
 Economic Crime Prevention  
 PERS  
 Complete Counseling  
 ARM (Accepting Responsibility is Mandatory)

Other Services:  
 Thinking Matters Cognitive Behavioral Therapy  
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 JSG (Judicial Services Group) – Tether  
 Smart Start – Tethers  
 Total Court Services – Electronic Monitoring  
 Victim Impact Panel  
 Mothers Against Drunk Driving Victim Impact Panel  
 Total Opiate Program through Total Court Services  
 Livingston County Catholic Charities Sex Offender Services  
 Red Barrel Program  
 Livingston County Community Alliance

## C: COMPAS Criminogenic Needs Profile

1. Please list the top 3 needs scales (medium/probable and high/highly probable combined) for **men and women collectively** as identified within the COMPAS Criminogenic Needs and Risk Profile for **all probationers** provided by OCC. Additionally, identify both the local and OCC strategies that will impact the identified needs scales: **Substance Abuse, Criminal Involvement and History of non-compliance.**

Evidence-based Community Corrections Programs; Thinking Matters and Substance Use Disorder treatment will impact all three identified needs scales.

With respect to Substance Use, the Adult Drug Treatment Court (ADTC) is designed to help participants address their substance use that led to criminal behavior. The success of this court in addressing substance use is achieved through judicial interaction, individual and group counseling, frequent and random drug and alcohol testing, and connections to community resources. Adult Drug Treatment Court provides support, incentives, and accountability to each participant so they are able to successfully complete the program.

With respect to non-compliance and criminal involvement, the Swift and Sure Sanctions Probation Program works to reduce recidivism, number of missed appointments, positive drug and alcohol tests, probation revocations, incarceration and improve

the speed and efficiency of responding to probation violations. This is accomplished through intensive supervision provided by a dedicated program case manager who works collaboratively with a Michigan Department of Corrections Probation Agent.

2. Provide information regarding policies, procedures, program operations, pertinent issues or opportunities which emerged, or other factors which have positively/negatively affected the achievement of objectives--for example, local changes regarding early jail release, implementation of required program fees, stakeholders--CCAB manager or staff, judges, magistrates, prosecutor, sheriff, contractor/service providers. Briefly describe the impact and, if negative, how it was addressed. **2020 was a challenging year for Livingston County Courts due to the world-wide COVID-19 pandemic which halted operations for more than a 1/4 of the fiscal year. Due to decreased court operations, and the suspension of jury trials, there was a decrease in overall felony dispositions from 678 in 2019 down to 455 in 2020. A new Community Corrections Manager was hired in early 2020 and despite efforts to develop a referral form and process for MDOC agents, referral numbers remained low due to the pandemic. Another potential pandemic related impact on referrals was the transition of the MDOC Agents working remotely. Our newly initiated TREM program saw unanticipated low referrals due to the factors listed above, as well as difficulty in identifying potential eligible male participants due to a lack of Gender Responsive Scale Needs questions on the COMPAS. The CCManager also increased efforts in working with community partners such as; Community Mental Health, who reported an increase of 400% in adult inpatient screenings since the pandemic started. CCManager is also expanding vendors, including working with Adult Drug Treatment Court vendors.**
3. The newly initiated Jail Task Force Legislation could potentially impact our Community Corrections Program as it may impact the number of individuals on probation. This new legislation also requires the Courts to determine the rehabilitation goals of probation, which will likely result in more referrals to Treatment Courts, but with a decrease in funding Community Corrections could support the felony offenders within the Treatment Courts programs by supplementing the costs for their treatment.
4. With respect to our Courts and local advisory board, in the beginning of 2021 the Courts issued a Local Administrative Order adopting new assignments of cases. Where previously there were 3 Judges presiding over criminal matters, there are now only 2, Judge Hatty and Judge Geddis. Livingston County elected a new Prosecutor who took office in January 2021 which could potentially have an impact on charges and pleas within the Courts.

#### **D: Local Practices to Address Probation Violators**

Please explain in detail how the CCAB is targeting the needs of felony probation violators, both new sentence and technical. Include both local and OCC funded practices. **All programs described above in sections A-2 and B-3 are also aimed at addressing the needs of felony probation violators, both new sentence and technical. The Community Corrections manager is working with MDOC probation to quickly identify and screen eligible offenders for appropriate services to address risks and needs as identified by the COMPAS.**

#### **E: Local Vocational/Educational Practices**

Please explain in detail what is being done locally to address the local vocational/employment needs of offenders. Remember to consider trade schools, community colleges or universities who offer training to our offenders. Include both local and OCC funded practices. **Work Skill Corporation (WSC) – WSC provides services focused on helping individuals secure and retain employment. WSC serves people with employment barriers such as criminal backgrounds by offering progressive education and vocational development opportunities based on a person-centered approach. WSC's Employment and Training Services help people identify what type of jobs they would like to pursue and then support them with becoming work-ready. Placement services assist individuals in finding jobs. WSC's Production Services Department performs work for the automotive industry as a Tier I and Tier II supplier as well as other businesses and industries. This area supports employment and training services by providing a real work setting for assessment and training programs. Action Associates is the staffing arm of WSC. Action provides temporary, contract and permanent placement of professional, skilled trades, administrative and industrial personnel to private business and government. Other services offered by WSC include:**

- Vocational Evaluations
- Career Explorations

- Work Experiences
- Job Tryouts
- Community Based Assessments
- On-the-Job Trainings
- Situational Assessments
- Pre-Employment Interview Assessments
- Specialized Assessments (Clerical, PC Skills, A+ Certification, Forklift Operation, Custodial Skills)
- Job Shadowing

Livingston Human Service Agency (OLHSA)- OLHSA works with offenders to create meaningful change and real opportunities for success. Through their Economic Responsibility Program, OLHSA offers financial incentives for successful completion. The "Getting Ahead" program is an internationally recognized workshop taught by facilitators in a "kitchen table" format in which participants learn to build resources for a better life by moving from thinking about making a change to creating a plan for reaching their goals. Participants build an individualized plan to reach their goal of a stable, secure life. OLHSA also has Referral Programs that assists offenders in finding the available programs and services to meet their needs. If those needs cannot be met at OLHSA, offenders are referred to other local agencies or organizations for help.

Livingston County Department of Veterans Affairs – The Department of Veterans' Services is dedicated to providing services and programs to the 12,300 veterans residing in Livingston County particularly by connecting veterans with a Veterans Career Advisor as well as assisting veterans with programs administered by the state such as the Michigan Works Veterans Job Representative for employment assistance. Veterans services is committed to connecting employers with veteran talent and reducing barriers to employment, such as skills translation and identifying the right talent for the opportunity. For veterans, this includes leveraging service providers who can assist with resume development and interview preparation and identifying opportunities with employers seeking veteran talent. For employers, this includes making it easier to navigate available resources, sharing best practices for recruitment, hiring and retention and partnering to conduct targeted outreach to the right veteran talent for the opportunity.

Community Mental Health Services of Livingston County –The Community Independence Program is a recovery-focused service that provides support to individuals so they can live successfully in the community. Case managers, therapists and peer support specialists work with individuals to develop goals toward their recovery. Case managers and therapists help individuals link with community resources for physical health, housing, employment, benefits and other needs. The staff and individuals work together to build strengths and learn skills to minimize the impact of symptoms related to mental illness and possibly substance use.

Jail Education Services – In an effort to reduce rates of recidivism by giving those within the criminal justice system an opportunity of an education, there are a number of educational services available to inmates such as:

- G.E.D. Preparation Class - Instruction includes assessment through pre-testing.
- Life Skills - The Life Skills classes address a number of areas including making personal challenges through positive change, taking responsibility, building healthy positive values, developing self-esteem, coping skills, and stress management.
- Parenting Skills/Family Dynamics - This class addresses physical, emotional, social, and cognitive development of a child from birth through the teen years. This class also addresses positive guidance, discipline, and responsibility by learning model behavior and healthy parenting.
- Job Skills - These classes address challenges facing the ex-offender. They learn the importance of goal setting. They learn to focus on strengths, attitudes, choices, enthusiasm, confidence, and self-preparation. There is also information regarding awareness and utilization of community resources and resume writing.

Livingston Educational Service Agency (LESA) - The Adult Education Program affords eligible individuals the ability to work on improving basic mathematics and/or reading skills, complete courses to obtain their high school diploma, or prepare for the

high school equivalency (GED) tests. In order to be eligible, enrollees must be at least 18 years of age as of July 1 of the current school year, and a minimum of four years must have passed since originally being enrolled in high school. Teachers are available throughout the week to work directly with enrolled individuals, both in-person, and through on-line classes.

**Michigan Works!** - There are many Michigan employers who provide employment opportunities for ex-offenders who are willing to work hard and commit themselves to a new employment opportunity. With a statewide network of Service Centers, the Michigan Works! system serves nearly four million customers.

**Convicted Felon-Friendly Employers** – A number of local companies provide employment opportunities for offenders including:

- Ty Summit
- Key Plastics
- The Home Depot
- Qualified Staffing

## **F: Local Practices to Address Persons with Substance Use Disorder(s)**

1. How do defendants and offenders get screened for substance use services in your area (regardless of funding source)? **MDOC has a contract with our PIHP, Livingston County Community Mental Health, to refer offenders who are uninsured or have Medicaid, and ordered for SUD treatment, to CMH for a screening and assessment. Offenders with private insurance are identified by MDOC agents based on their COMPAS risk score (medium/high risk) and score of probable to highly probable for Substance Abuse and are referred to Community Corrections Manager for a referral to an SUD programming provider, which includes an assessment to determine level of care.**
2. How do defendants and offenders get referred for a substance use assessment in your area (regardless of funding source)? **See above**
3. After screening, how do defendants and offenders get referred to appropriate ASAM level of care treatment in your area? **If determined clinically appropriate for treatment, the provider or CMH will link the offender to the appropriate level of care and aftercare planning.**
4. Are there any barriers or gaps in service to obtaining an assessment and treatment that your CCAB is requesting OCC funding to fill? **Yes** If so, please describe in detail: **Recently, the Specialty Court's Adult Drug Treatment Court received a significant reduction in grant funding, therefore Community Corrections has identified their felony offender population to be in need of SUD programming. Many individuals who are privately insured, therefore not eligible for CMH funding, have high deductibles and co-pays, therefore making it a barrier to treatment and gap in service.**
5. What non-PA 511 funded services are available in your area? Be sure to include treatment court services. **Adult Drug Treatment Court, Intensive Treatment Mental Health Court, Veterans Treatment Court, and Swift and Sure Sanctions Probation Program. Community providers include; Key Development Center, Karen Bergbower and Assoc., Advanced Behavioral Medicine, PERS (Prevention Education Referral Services), Connect 3 Housing - Sober Living, Complete Counseling Center, Fork in the Road Counseling, and Livingston County Catholic Charities.**

## **G: Comprehensive Corrections Plan Summary**

1. Please explain how the Comprehensive Corrections Plan, in coordination with the local practices, will impact the State Board Priorities, and ultimately offender success: **Livingston County's CCAB programming, as well as local practices, will be impactful by offering evidence-based community programming targeting Group 2 Straddle Cell, felony offenders, as well as probation violators in an effort to reduce recidivism, and lower the prison commitment rate and jail utilization. Through cognitive restructuring, the Cognitive program helps offenders examine their core attitudes and beliefs that motivate thinking patterns, in hopes to establish more critical thinking skills and to develop new thinking patterns that leads to future criminal free behavior. Substance Use Disorder programming provides treatment to assist offenders in education, development of coping skills, relapse prevention, accessing community resources and aftercare planning, with the goal to provide skills to promote substance free lifestyle and to minimize or eliminate substance related offenses.**



2. What steps will you take if you find that you are not meeting your objectives, or your strategies are not being implemented as planned? **If objectives are not being met and strategies are not being implemented, stakeholders such as MDOC Adult Probation and Parole Agents Supervisors, District Court Probation Officers, Program Managers, Sheriff's Department, Community Corrections Staff and the LCCCAB will meet to develop and implement corrective strategies in order to meet stated objectives. If needed, monthly meetings may be held to review programs, objectives and reports to determine effectiveness and strategies will be fine-tuned to gain positive outcomes.**
3. Program eligibility overrides may be requested in writing to the assigned OCC Specialist. Please document any additional override procedures your CCAB has approved. **NA**



# Program Description

## Administration

**FY:** 2022

**CCAB:** Livingston County

Administration is defined as those activities and related costs that have been incurred for the overall executive and administrative functions of the local office or other expenses of a general nature that do not relate solely to the operation of a specific program as defined/approved within the local plan. They are costs, that by their nature, are administrative in support of the overall duties and functions of the local OCC. This category must also include its share of fringe benefits, costs, operations (utilities, office supplies, travel, etc.), and maintenance expenses.

**NOTE:**

- No more than one hour may be billed for eligibility screening under Administration. **CCABs receiving I25 Gatekeeper funds may not bill for this service under Administration.**
- A **SUPPLY** has a life expectancy of less than a year (paper, toner, folders, drug testing supplies, etc.) while **EQUIPMENT** has a life expectancy of more than a year (fax machine, PBT, computer).

1. Local/other contributions to Administrative functions per fiscal year: \$ 2711.98 <i>*this amount must be reflected in your budget documents within the OCC Funding Application.</i>
2. How frequently are CCAB meetings held? Pursuant to the bylaws: "Regular Meetings of the LCCCAB shall be held on a pre-announced schedule, at least quarterly, at such time and place as the LCCCAB shall determine and designate." What is included on CCAB meeting agendas? Meeting Agendas set the order for the meeting which include, but is not limited to; Call to Order, Roll Call, Approval of the Agenda, Approval of the prior Meeting's Minutes, Call to the Public, Report of the Chairperson, Report of the Community Corrections Manager, Motions for Consideration, Roundtable, Setting a Date for the next meeting, a second call to the public, and adjournment. The Manager's reports may include, but are not limited to: Review of Prison Commitment Rates, Program Utilization and Effectiveness Update, Budget update, Personnel updates, and Correspondence from Lansing Office of Community Corrections.
3. Describe how expenditure reports are processed and verified then forwarded to OCC in Lansing: The Community Corrections Manager maintains program files including; program referrals, eligibility documentation, sign in sheets, required assessments, case notes, etc. These are reconciled with the invoices sent by subcontractors or service providers and processed on a monthly basis. The Manager prepares the expenditure reports which are then forwarded to the State for review.
4. When and how are utilization and expenditures monitored? The Community Corrections Manager will analyze and study spreadsheets and budgets to understand the relationship between program utilization and budget expenditures to ensure proper cost allocation practices are being utilized on a monthly basis. The Manager will ensure that expenditure and utilization reports, which are based on allowable costs for services delivered, are submitted to OCC each month, as required by the contract.
5. As a contractual requirement, how often does the CCAB manager meet with, visit, and evaluate contracted programs? The Manager will develop subcontracts as required, often



# Program Description

## Administration

<p>with assistance from county administration to ensure compliance with county purchasing policies, and will review programs delivered regularly to ensure compliance with approved program descriptions and contractual specifications. The Manager will also conduct an assessment of the subcontracted programs, at minimum annually, to ensure compliance with contract specifications.</p>
<p>6. How often does the CCAB manager meet with program referral sources? (probation supervisors/agents, prosecutor, defense attorney, judges, etc.)? As needed Explain: The Prosecutor, Public Defender, Circuit Court Judges, and Probation Supervisor, or their assigned designees, attend the LCCCAB meetings and actively provide input. If contact is needed above and beyond this interaction, meetings will be arranged by the Manager.</p>
<p>7. How often is program utilization reviewed? Explain: The Community Corrections Manager monitors the implementation of the plan and reports the status back to the CCAB at the meetings and to the State monthly. This includes monitoring program utilization on an ongoing basis, as well as monitoring progress toward meeting objectives, and expenditures. The Manager is responsible for satisfactorily addressing contractual conditions or the county could risk loss of funding for non-compliance.</p>
<p>8. What actions are taken when programs are under or over-utilized? The Manager will continually monitor program enrollments for under - or over-utilization and will routinely share relevant information with the CCAB and referral sources so adjustments can be made to meet anticipated outcomes. The Manager will contact Probation Agents and inform them of the needs of the program and ascertain the needs of the probationers.</p>
<p>9. Describe when and how the comprehensive corrections plan is developed: The annual meeting of the LCCCAB shall be held in April of each year. The business of that meeting per the bylaws shall be adopting the implementation plan for the fiscal year beginning October 1.</p>
<p>10. Describe the involvement of other stakeholders or subcommittees in data analysis or comprehensive corrections plan/program development. The current plan is examined by the Manager and information is regularly presented to the LCCCAB to determine the ongoing effectiveness and participation in programming. Members of the LCCCAB get together during the course of the plan year to discuss improvements in programming. The Manager, after reviewing statistical information on the needs of the community as reflected in criminogenic data, enrollment, and success rates of current programs, makes proposals as to the continuation or discontinuation of programs to the LCCCAB as a body. Where necessary, subcommittees meet to research and/or develop more effective programs. Proposed changes are brought to the LCCCAB for discussion and vote. Programs and the Plan are then reviewed by the Livingston County Board of Commissioners for approval.</p>
<p>11. What is your plan to provide orientation and to educate all stakeholders? Explain: Frequent communication at meaningful and regularly scheduled LCCCAB meetings.</p>



# Program Description

## Group Programming

CCAB: Livingston County	FY: 2022
Local Program Name: Thinking Matters	
Service Provider: Key Development Center, Inc.	
CCIS Service Type: C01 - Cognitive	
Total projected number of new enrollments: 100	
For Regional CCABs, projected number of new enrollments per member county: N/A	
Program Location (select all that apply): Jail: <input type="checkbox"/> Residential: <input type="checkbox"/> Community: <input checked="" type="checkbox"/>	
Program status: Continuation	
If modification, describe here: N/A	

### GROUP/CLASS DELIVERED PROGRAMMING –

- This form is for program activities delivered through a group or class-type structure.
- Groups that are cognitive in nature must be separate for both male and female populations.
- When developing eligibility criteria, think about what behavior or characteristics in addition to addressing PCRs or jail utilization that the program is intended to address.
- Cognitive, Employability Skills, Education and Domestic Violence programs are all programs that would use this form.
- If this form is utilized for an Employability Skills group, the County must clearly identify how it is not a duplication of services provided through the Michigan Works Agency or other local workforce development agencies in (3.h.).
- G00 is an option for “other” group-type programming not specifically identified here (discuss with your coordinator first).

### ANSWER ALL QUESTIONS USING “NA” IF NOT APPLICABLE TO THIS PARTICULAR PROGRAM.

<b>1. What is your target population?</b>	
<input checked="" type="checkbox"/> Sentenced Felons	<input type="checkbox"/> Pretrial <input type="checkbox"/> Other:

<b>2. Describe the program:</b>	
a.	What is your referral process to this program? <b>MDOC Agents will complete the Referral Form created specifically for Community Corrections. The Agent will send this referral, together with the COMPAS bar chart and BIR, to the Manager. The Manager will work collaboratively with the agents, judges, prosecutor, public defenders, and CMH to identify potentially eligible offenders for referral. Identifying potentially eligible individuals at the pretrial phase could be useful for early intervention.</b>
b.	What assessment is used, identify the tool: <b>A COMPAS assessment</b>
c.	Who completes the assessment? <b>The COMPAS assessment is completed during the presentence interview by an MDOC Agent and recommendations are developed from information gathered from the COMPAS score.</b>



# Program Description

## Group Programming

d. P.A. 511 states eligibility for programming must include moderate to high risk. Please select which needs the program will impact (probable to highly probable). Then, identify the number of scales required for eligibility: 2

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Criminal Involvement      | <input type="checkbox"/> History of Violence                  | <input type="checkbox"/> Vocational/Ed |
| <input checked="" type="checkbox"/> History of Non-Compliance | <input checked="" type="checkbox"/> Family Criminality        |  |
| <input type="checkbox"/> Criminal Opportunity                 | <input type="checkbox"/> Current Violence                     |  |
| <input checked="" type="checkbox"/> Criminal Personality      | <input type="checkbox"/> Residential Stability                |  |
| <input checked="" type="checkbox"/> Cognitive Behavior        | <input checked="" type="checkbox"/> Substance Abuse           |  |
| <input type="checkbox"/> Leisure and Recreation               | <input checked="" type="checkbox"/> Criminal Associates/Peers |  |
| <input checked="" type="checkbox"/> Social Isolation          | <input checked="" type="checkbox"/> Social Environment        |  |

### Gender Responsive Scales:

- ☒ Experiences of Abuse as an Adult
- ☒ Experiences of Abuse as a Child
- ☒ Relationship Dysfunction
- ☒ Parental Stress

☒ **Felony Probation Violator, regardless of COMPAS Assessment Score**

e. Describe the program design (programs using this description form should be delivered through a group or class structure):

i. Name of curriculum: **Thinking Matters**

ii. Identify what skills are taught in this program: **The Thinking Matters curriculum uses a cognitive restructuring approach that teaches offenders how to identify anti-social thinking patterns that lead to repeated, illegal, negative, or destructive behaviors, and assists them in developing new thinking patterns that establish pro-social core attitudes and beliefs through thinking reports and role rehearsals.**

iii. Is the group open or closed? **Open**

iv. What is the minimum/maximum number of participants per group, as identified in the curriculum? **3/10**

v. Minimum number of group sessions attended for successful completion: **12**

vi. If the group occurs in various locations, (jail/residential/community) identify how participants transition between them: **N/A**

f. Identify the training or credentials held by your service provider qualifying him/her to provide this service: **The facilitators are trained and certified in the Thinking Matters curriculum. They are also Master level clinicians with experience running therapy groups.**

g. How are delivered services and individual progress and participation documented by the service provider and provided to the probation agents and/or referral source? (i.e., progress notes, case notes and/or group notes) **Sessions are documented with progress notes that outline the offender's level of participation, goals addressed, and homework. Billing invoices and attendance logs are sent to the Manager**



# Program Description

## Group Programming

monthly. Key sends updates to the probation agents as needed, and a certificate of completion is sent to the agent and Manager when a participant completes the program.

h. Provide any other pertinent information you feel is necessary: **N/A**

3. Evaluation is part of evidence-based principles which you **must** identify in (a.). You are **required** to develop at least one key performance measure for this program in (b.). Be sure to include the data source, how its tracked and measured.

- a. **Describe how this program meets evidence-based principles: The Thinking Matters curriculum utilizes evidence-based Cognitive Behavioral Therapy techniques such as cognitive restructuring.**
- b. **Program key performance measure(s): Success rate vs. failure rate for group completion and AVLOS to successfully complete the group, which can both be tracked in Northpointe. Also, the results from the Miller & Duncan (2000) Outcome Rating Scale (ORS) that KDC administers monthly, which measures four dimensions of client functioning.**



# Program Description

## Outpatient Treatment Programming

CCAB: Livingston County	FY: 2022
Local Program Name: Substance Use Disorder Programming Outpatient (SUD)	
Service Provider: Key Development Center	
CCIS Service Type: G18 – Outpatient Treatment Services	
Total Projected New Enrollment: 75	
For Regional CCABs, total projected new enrollment by member county: NA	
Projected Length of Stay in Days: 70	
Program Location (select all that apply): Jail: <input type="checkbox"/> Residential: <input type="checkbox"/> Community: <input checked="" type="checkbox"/>	
Program Status: Continuation	
If modification, describe here: NA	

### GROUP/CLASS DELIVERED PROGRAMMING –

- Groups must be separate for both male and female populations.
- Documentation of assessment for eligibility (with appropriate release of information) must be available during annual file review.
- Use of individual sessions must be described.
- Funding for G18 programming is used to fill the CCAB identified gaps in services.
- If this is an Intensive Outpatient Treatment program, you must use SAMHSA guidelines.

**ANSWER ALL QUESTIONS USING “NA” IF NOT APPLICABLE TO THIS PARTICULAR PROGRAM.**

<b>1. Based on your objective(s), what is your target population?</b>
<input checked="" type="checkbox"/> Sentenced Felons <input type="checkbox"/> Pretrial <input type="checkbox"/> Other:

<b>2. Describe the program:</b>																					
<p>a. The COMPAS assessment is considered a screening tool for outpatient treatment. P.A. 511 states eligibility for programming must include moderate to high risk. Please select which needs the program will impact (probable to highly probable). Then, identify the number of scales required for eligibility: 2</p> <table border="0"> <tr> <td><input checked="" type="checkbox"/> Criminal Involvement</td> <td><input type="checkbox"/> History of Violence</td> <td><input type="checkbox"/> Vocational/Ed</td> </tr> <tr> <td><input checked="" type="checkbox"/> History of Non-Compliance</td> <td><input type="checkbox"/> Family Criminality</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Criminal Opportunity</td> <td><input checked="" type="checkbox"/> Current Violence</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Criminal Personality</td> <td><input type="checkbox"/> Residential Stability</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Cognitive Behavior</td> <td><input checked="" type="checkbox"/> Substance Abuse</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Leisure and Recreation</td> <td><input type="checkbox"/> Criminal Associates/Peers</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Social Isolation</td> <td><input checked="" type="checkbox"/> Social Environment</td> <td></td> </tr> </table> <p><b>Gender Responsive Scales:</b></p> <p><input checked="" type="checkbox"/> Experiences of Abuse as an Adult</p> <p><input checked="" type="checkbox"/> Experiences of Abuse as a Child</p> <p><input checked="" type="checkbox"/> Relationship Dysfunction</p> <p><input checked="" type="checkbox"/> Parental Stress</p>	<input checked="" type="checkbox"/> Criminal Involvement	<input type="checkbox"/> History of Violence	<input type="checkbox"/> Vocational/Ed	<input checked="" type="checkbox"/> History of Non-Compliance	<input type="checkbox"/> Family Criminality		<input checked="" type="checkbox"/> Criminal Opportunity	<input checked="" type="checkbox"/> Current Violence		<input checked="" type="checkbox"/> Criminal Personality	<input type="checkbox"/> Residential Stability		<input checked="" type="checkbox"/> Cognitive Behavior	<input checked="" type="checkbox"/> Substance Abuse		<input type="checkbox"/> Leisure and Recreation	<input type="checkbox"/> Criminal Associates/Peers		<input checked="" type="checkbox"/> Social Isolation	<input checked="" type="checkbox"/> Social Environment	
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<input checked="" type="checkbox"/> Social Isolation	<input checked="" type="checkbox"/> Social Environment																				





# Program Description

## Outpatient Treatment Programming

<input checked="" type="checkbox"/> <b>Felony Probation Violator, regardless of COMPAS Assessment Score</b>
b. Assessment is the foundation of evidence-based practices. Enrollments in treatment programs should be based upon assessed needs by a licensed or credentialed professional. Please describe your assessment practices below:
i. What assessment is used, identify the tool: <b>COMPAS Assessment/ Biopsychosocial Assessment / Addiction Severity Index (ASI)/ ASAM screening tool which uses the Patient Placement Criteria.</b>
ii. Who completes the assessment? <b>MDOC Probation Agents complete the COMPAS Assessment; KDC completes the biopsychosocial, ASI, and/or ASAM assessments</b>
iii. Does the assessment result in a recommended level of treatment per American Society of Addiction Medicine (ASAM) criteria? <b>Yes</b>
c. Identify who is responsible for confirming eligibility and describe the process. <b>MDOC Probation Agents review the offender's COMPAS assessment during the presentence investigation (PSI) process and/or violation of probation. A recommendation for the SUD program is made when deemed appropriate and the COMPAS bar graph is sent to the Community Corrections Manager. The Manager reviews the offender's COMPAS assessment for approval and enrollment into the community program, and enters CCIS information. KDC receives the referral from the Manager and makes contact with the participant to set up an appointment within 7 days of receiving the referral. KDC administers the ASI/ASAM screening and builds the score into the assessment process. A full biopsychosocial assessment is completed to determine program appropriateness and treatment planning. The clinician determines if the offender has the ability to comprehend the program's material and if they are able to communicate with the group. Clients who are not group appropriate are provided resources to meet their individual needs and the probation agent and the Manager are contacted and informed. If referred from other entities (Judiciary, Public Defender's Office, Prosecutor, etc.), or if programming is requested by the offender, the Manager will request a COMPAS bar graph from MDOC Probation. The Manager notifies the facilitator of offenders needing to complete a COMPAS.</b>
d. Describe the program design:
i. Name of curriculum or treatment model: <b>KDC offers a Women's Specialty Group, which utilizes an evidence based curriculum called; "Helping Women Recover: A program for Treating Addiction", as well as a non-coed education treatment program called, "Key II". Key II utilizes manuals from, "Staying Sober", by T. Gorski and, "Stop the Chaos", by A. Tighe, as well as relapse prevention and addiction recovery workbooks. Their programs are also based on the theoretical foundations of the Stages of Change, Motivational Interviewing, Cognitive Behavioral Therapy, and Trauma Informed Care.</b>
ii. Identify what skills are addressed within the treatment program: <b>Women's Specialty Group - A comprehensive treatment model that integrates</b>



# Program Description

## Outpatient Treatment Programming

	theories of addiction, women's psychological development, and trauma. Key II Education Program - Incorporates education of addiction, self-assessment, mindfulness, relapse prevention workbook, self-esteem, and addiction recovery workbook. Group-based programs support a commitment to a drug-free life by fostering a climate for introspection and change. Manuals used for Key II: Staying Sober by T. Gorski and Stop the Chaos by A. Tighe. Groups combine information and an immediate opportunity for observing, practicing and changing. Groups are also efficient in conveying the basic elements of recovery and relapse prevention, addressing social stigma, nurturing a "pro-social" identity and developing adequate coping skills.
iii.	Is the group open or closed? open
iv.	What is the minimum/maximum number of participants per group, as identified in the curriculum? <b>3/10</b>
v.	How many sessions does this group curriculum provide? <b>10 for the Key II group, and 20 for the Women's Specialty Services Group</b>
vi.	Minimum number of group sessions attended for successful completion: <b>10 for the Key II group, and 20 for the Women's Specialty Services Group</b>
vii.	If the group occurs in various locations, (jail/residential/community) identify how participants transition between them: <b>NA</b>
viii.	If individual sessions are part of the program and billed separately, how many individual sessions are anticipated per participant? <b>Up to six (6) individual sessions, at a rate of \$86 per session, but only used when deemed clinically appropriate.</b>
ix.	On what basis would individual sessions be used? <b>If a clinician identifies a need during a group session or based on assessment results when deemed clinically appropriate.</b>
e.	Identify the license and/or credentials held by your service provider qualifying him/her to provide this service: <b>KDC is licensed and accredited with the State of Michigan. All clinicians employed by the agency possess a Masters of Art degree as a full or limited Licensed Professional Counselor or a limited or full licensed Master Social Work degree. All of the clinicians possess a CAADC (Certified Advanced Addiction &amp; Drug Counselor) or they're on a development plan to obtain it. KDC also employs a Board Certified Addiction Medicine Specialist, DO, who completes the pyshiatric evaluations, medication reviews, and Medication Assisted Treatment evaluations.</b>
f.	How are delivered services and individual progress and participation documented by the service provider and provided to the probation agents and/or referral source? (i.e., progress notes, case notes and/or group notes) <b>Sessions are documented with progress notes that outline the offender's level of participation, goals addressed, and homework. Billing sheets and attendance logs are sent to the Manager monthly.</b>
g.	Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: <b>Substance use disorders are a systematic problem and programming is designed to address</b>



## Program Description

### Outpatient Treatment Programming

underlying issues as well as the presenting substance use disorder related problems. The program works to create a co-occurring capable system that is welcoming, person-centered, recovery oriented, culturally competent and trauma-informed. This is accomplished by careful assessment and comprehensive treatment planning.

3. Evaluation is part of evidence-based principles which you **must** identify in (a.). You are **required** to develop at least one key performance measure for this program in (b.). Be sure to include the data source, how its tracked and measured.

- a. **Describe how this program meets evidence-based principles:** This program utilizes evidence-based assessments to determine clinical eligibility and appropriate level of care. KDC also bases group programming on SAMHSA's recommended best practices for group treatment, and the curriculum offered provides evidence-based practices proven to improve SUD treatment outcomes.
- b. **Program key performance measure(s):** Success rate vs. failure rate for group completion and AVLOS to successfully complete the group, which can both be tracked in Northpointe. Also, the results from the Miller & Duncan (2000) Outcome Rating Scale (ORS) that KDC administers monthly, which measures four dimensions of client functioning.



# Program Description

## Pretrial Risk Assessment Services

CCAB: Livingston County	FY: 2022
Local Program Name: Pretrial Screening and Assessment	
Service Provider: Livingston County Community Corrections	
CCIS Service Type: F22 - Pretrial Assessment	
Total Projected Number of New Assessments (enrollment): 150	
For Regional CCABs, total projected number of new assessments by member county: NA	
Program Location (select all that apply): Jail: <input checked="" type="checkbox"/> Community: <input checked="" type="checkbox"/>	
Program Status: New Initiative	
If modification, describe here: NA	

### PRETRIAL RISK ASSESSMENT SERVICES - Provides for risk assessment of pre-adjudicated defendants:

- Validated assessment for pretrial services supervision eligibility.
- Funding under assessment may include the following: the interview with the defendant, criminal history investigation, verification of interview information, and conducting the PRAXIS and subsequent report to include presentation at arraignment.
- Enrollment projections should also include an appropriate calculation of staff's time. The total amount of time spent per projected enrollee should balance with the requested funding amount.

### ANSWER ALL QUESTIONS USING "NA" IF NOT APPLICABLE TO THIS PARTICULAR PROGRAM

1. Based on your objective(s), what is your target population?
<input checked="" type="checkbox"/> Pretrial

2. Describe the program:
a. Describe eligibility criteria, including exclusionary criteria, for an assessment: <b>No defendant is excluded from the pretrial screening and assessment unless they're deemed uncooperative, or are booked on a VOP or bench warrant.</b>
b. What programs (PA511 and/or locally funded) require this assessment to determine eligibility? <b>Pretrial supervision, Electronic Monitoring, and Random Drug Testing.</b>
c. What assessment instrument is proposed? <b>The PRAXIS</b>
d. Is the assessment completed through an interview with the defendant or would the defendant fill out a questionnaire for later scoring? <b>Interview</b>
e. Is the assessment completed prior to arraignment? <b>Yes</b>
f. Describe the training, certification process, or credentials of the person(s) doing the assessment(s) which qualify him/her to do them – include dates of training/certification and who conducted the training: <b>The assessment will be completed by a staff member who has formal collegiate education and/or prior corrections experience. The individual will also be trained in the administration of the PRAXIS and be certified in LEIN.</b>
g. How much time is anticipated to score one pretrial risk assessment (not including subsequent development of a recommendation or plan)? <b>20 minutes</b>
h. How much time is estimated to interview the defendant? <b>20 minutes</b>



# Program Description

## Pretrial Risk Assessment Services

<p>Explain your response. <b>The time can vary based on the cooperation of the defendant and the processes of the booking area in jail.</b></p>	
i.	How much time is estimated to complete a criminal history investigation on the defendant? <b>15 minutes</b> Explain your response. <b>CHR/LEIN is completed, and JDW is reviewed.</b>
j.	How much time is estimated to verify interview information? <b>15 minutes</b> Explain your response. <b>Information obtained during the interview is verified to the extent possible by attempted phone calls.</b>
k.	How much time is estimated to complete the subsequent report, including the presentation at arraignment/court? <b>5 minutes</b> Explain your response. <b>The PRAXIS results/recommendations will be sent to the court electronically prior to arraignment.</b>
l.	What is the total amount of time required to complete the assessment process? (add the time responses to questions i. through m.) <b>The assessment and interview process should take no more than 75 minutes to complete.</b>
m.	Is subsequent verification of information attempted prior to making a recommendation or determining eligibility? <b>No</b>
n.	Is the recommendation written? <b>Yes</b>
o.	For defendants who do not gain release, does your County utilize a review process (sequential review)? Choose an item. Explain: <b>No</b>
p.	Is information about the number of completed assessments entered in COMPAS Case Manager and tracked for CCIS purposes? <b>Yes</b>
q.	Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: <b>Pretrial risk assessments are critical to maximizing public safety, ensuring future court appearances, providing information to the Court to assist with the least restrictive bail conditions, and determining appropriate level of pretrial supervision. Also, information obtained during the assessment can be useful to identifying offenders' needs and begin a plan that includes referrals to other CCAB programs.</b>
<p><b>3. Percentage of OCC-funded defendants screened whose release decision matches the pretrial risk assessment? (Concurrence rate)</b> As this is a new initiative, the concurrent rate is not yet determined, but the goal would be 100%. For CCABs requesting a new initiative provide the expected or current concurrence rate as defined above.</p>	
<p><b>4. Evaluation is part of evidence-based principles which you <u>must</u> identify in (a.). You are <u>required</u> to develop at least one key performance measure for this program in (b.). Be sure to include the data source, how its tracked and measured.</b></p>	
a.	<b>Describe how this program meets evidence-based principles: The PRAXIS assessment is a validated risk assessment that helps predict the likelihood court appearances and safety to the public.</b>
b.	<b>Program key performance measure(s): Concurrence Rate: Comparing the number of defendants whose release supervision level recommendations match the actual release supervision order based on assessed risk.</b>
c.	<b>The Court appearance rate</b>



# **Program Description**

## **Pretrial Risk Assessment Services**



# Program Description

## Pretrial Supervision Services

CCAB: Livingston County	FY: 2022
Local Program Name: Pretrial Supervision and Electronic Monitoring	
Service Provider: Livingston County Community Corrections	
CCIS Service Type: F23 – Pretrial Supervision Services	
Total Projected New Enrollment: 150	
For Regional CCABs, total projected new enrollment by member county: NA	
Projected Length of Stay in Days: 110	
Program Location (select all that apply): Jail: <input type="checkbox"/> Residential: <input type="checkbox"/> Community: <input checked="" type="checkbox"/>	
Program Status: New Initiative	
If modification, describe here: NA	

**SUPERVISION SERVICES –** *Pretrial supervision should utilize the least restrictive means while working to promote court appearances and public safety.*

- Funding under Pretrial Supervision Services may include the following: court reminders (if not available through other means), report methodology and frequency that comports with the assessed level of risk and written compliance reports to the Court.
- Electronic monitoring is supported for the following: those charged with an OUIL III, victim cases, high risk misdemeanors and non-violent felonies scoring 6 or higher (PRAXIS) and/or a violent felony scoring 3 or higher (PRAXIS).
- Supervision programs are not intended to simply provide access to substance abuse testing absent other supervision activities.
- You are required to complete a G17 Substance Abuse Testing program description if you are requesting funds for pretrial substance abuse testing, as part of your pretrial supervision plan.
- OCC requires that an objective pretrial assessment be used before defendants are referred for pretrial supervision.

**ANSWER ALL QUESTIONS USING “NA” IF NOT APPLICABLE TO THIS PARTICULAR PROGRAM.**

1. Based on your objective(s), what is your target population?
<input checked="" type="checkbox"/> Pretrial

2. Describe the program:
a. A Pretrial risk assessment is mandatory for pretrial supervision services. What are your eligibility criteria based on the assessed risk levels? <b>Be sure to include assessment scores. For non-violent felony offenders, a PRAXIS score of 0-5 would likely be deemed eligible for pretrial supervision services. For violent felony offenders, a PRAXIS score of 0-2 would likely be deemed eligible for pretrial supervision services. Individuals charged with OUIL III, victim cases, high risk misdemeanors, and non-violent felonies scoring 6 or higher on the PRAXIS, and violent felonies scoring 3 or higher would be eligible for electronic monitoring.</b>
b. If using electronic monitoring (GPS and/or SCRAM) answer and clearly explain the following questions (use NA if not applicable to your program): <b>**Refer to the first page for information on pretrial EM eligibility information.</b>





# Program Description

## Pretrial Supervision Services

i.	What kind of equipment/system: <b>GPS Tether and SCRAM in-home alcohol monitoring</b>
ii.	Vendor for equipment/service: <b>JSG Monitoring</b>
iii.	Cost assessed by the vendor per unit/defendant/day (clearly describe): <b>An enrollment fee of \$75 is initially charged and the per diem rate is \$7.75 for GPS tether and \$6.25 per day for the in-home alcohol monitoring unit.</b>
iv.	Who does the equipment installation/retrieval? <b>The Vendor, JSG</b>
v.	Who sets up schedules and/or monitors compliance? <b>Community Corrections Staff</b>
c.	What are your supervision reporting requirements, i.e. frequency and type of reporting? <b>1x/week - 1x/month based off of the PRAXIS score recommendation and judicial order. Judicial officers may order other conditions of bond, separate from the PRAXIS recommendation. Standard level report at least 1 contact per month, Intermediate level reports at least 2 contacts per month, and Intensive level reports at least 1 contact per week. Reporting requirements range from electronic monitoring check ins and phone reporting, and also include court reminder notifications.</b>
d.	What is your average daily caseload per full time equivalent position (FTE) for pretrial supervision? <b>Unknown at this time as this is a proposed initiative. The goal would be for a average daily caseload of 100 per FTE.</b>
e.	<p>What happens during a typical "check-in" and how long is it estimated to take?</p> <p>Court date reminder: <input checked="" type="checkbox"/> Verification of address: <input checked="" type="checkbox"/> New criminal contact: <input checked="" type="checkbox"/></p> <p>Verification of bond conditions: <input checked="" type="checkbox"/> Referrals to programs: <input checked="" type="checkbox"/></p> <p>Other (describe): <b>Defendants are asked to verify employment, school attendance, and/or participation in any treatment services.</b></p> <p>Time per check in (including the time to complete compliance report documentation) <b>Approximately 20 minutes</b></p>
f.	Does the program design include collateral contacts with family, employer, school, treatment provider, etc.? <b>Yes</b>
g.	This program does not use PA-511 funds for drug/alcohol testing. <b><i>If you select "uses PA-511 funds" then you are required to complete a G17 Substance Abuse Testing program description.</i></b>
h.	Pretrial release conditions which include drug/alcohol testing should be limited. Describe the County's plan should a defendant test positive for a controlled substance. What interventions are available and presented to the court and/or defendant: <b>Defendants may be court ordered to randomly test for substance use. Positive tests may increase the frequency of required testing and negative tests may decrease the frequency. The Supervision Agent monitors test results and addresses issues and/or positives results by offering voluntary substance use disorder programming services.</b>
i.	How is the County's plan mentioned in (h.) documented per defendant? <b>Supervision Agents will document and outline defendant contacts in Northpointe including</b>



# Program Description

## Pretrial Supervision Services

	goals obtained, issues addressed, and next steps in the case plan. Drug screen results and participation in treatment, if applicable, will also be noted.
j.	Are compliance reports shared with MDOC PSI writers? <b>Progress reports are forwarded to the assigned Judiciary and Prosecutor prior to all court proceedings. In addition, violation reports are forwarded by the Supervision Agent when appropriate. All reports include overall compliance of the bond conditions in a narrative and are made available for MDOC PSI writer and Agents.</b>
k.	Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: <b>NA</b>
3.	<b>Provide the following information:</b> <i>(For CCABs requesting a new initiative, provide the expected or current appearance and public safety rates as defined below)</i>
a.	<b>What is the appearance rate for those enrolled in pretrial supervision funded through OCC? Not known at this time as this is a new initiative, but the goal would be at least 95%. (The percentage of OCC-funded supervised defendants who make all scheduled court appearances.)</b>
b.	<b>What is the public safety rate? Not known at this time as this is a new initiative, but the goal would be 95%. (The percentage of released defendants on OCC-funded supervision who are not charged with a new criminal offense before adjudication.)</b>
4.	Evaluation is part of evidence-based principles which you <b>must</b> identify in (a.). You are <b>required</b> to develop at least one key performance measure for this program in (b.). Be sure to include the data source, how its tracked and measured.
a.	<b>Describe how this program meets evidence-based principles: The level of Supervision provided is determined by an evidence-based risk assessment tool that predicts successful pretrial activities such as; increase in court appearance rates and maintaining arrest-free behavior.</b>
b.	<b>Program key performance measure(s): Success Rate: Successful vs. Unsuccessful numbers of pretrial offenders appearing for any court appearances and Successful vs. Unsuccessful numbers of pretrial offenders that are not charged with new offenses during supervision.</b>



# Program Description

## Substance Abuse Testing

CCAB: Livingston County	FY: 2022
Local Program Name: Livingston County Specialty Courts - Adult Drug Court	
Service Provider: D'n'A	
CCIS Service Type: G17 - Substance Abuse Testing	
Total Projected New Enrollment: 20	
Projected Length of Stay in Days: 365	
Program Location (select all that apply): Jail: <input type="checkbox"/> Residential: <input type="checkbox"/> Community: <input checked="" type="checkbox"/>	
Program Status: Continuation	
If modification, describe here: NA	

### Drug and Alcohol Testing –

- Substance abuse testing must not be used as a stand-alone program. Participants must have a documented need; therefore, OCC requires that Substance Abuse Testing be a supportive service to other programs. (i.e., cognitive based programming and/or clinical treatment).
- Other programs that have substance abuse testing built into a program design (i.e., a substance abuse treatment program that includes testing) should address costs associated with testing in that program's budget.
- You will need to identify why testing already provided by probation is inadequate for your target population or to address your objective.
- Evidenced-based practices must be followed.

### ANSWER ALL QUESTIONS USING "NA" IF NOT APPLICABLE TO THIS PARTICULAR PROGRAM.

1. Substance Abuse Testing is an expected function of MDOC Probation Supervision. Please explain how this existing service is inadequate for your Comprehensive Corrections Plan and why Substance Abuse Testing Services are needed:
2. Based on your objective(s), what is your target population?
<input checked="" type="checkbox"/> Sentenced Felons <input checked="" type="checkbox"/> Pretrial <input type="checkbox"/> Other:

3. Describe the program:																					
a. P.A. 511 states eligibility for programming must include moderate to high risk. Please select which needs the program will impact (probable to highly probable). Then, identify the number of scales required for eligibility: 2																					
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# Program Description

## Substance Abuse Testing

### Gender Responsive Scales:

- ☒ Experiences of Abuse as an Adult
- ☒ Experiences of Abuse as a Child
- ☒ Relationship Dysfunction
- ☒ Parental Stress

☒ **Felony Probation Violator with a documented need**

### Pretrial Only:

- ☒ Risk of Non-appearance
- ☒ Risk of Re-arrest

b. Substance abuse testing is not a stand-alone service. List all programs (both PA 511 funded and non-PA 511 funded) this testing service supports: **Substance Use Disorder and Cognitive Behavioral Programming, Adult Drug Treatment Court, Swift and Sure Sanctions Probation Program, Veteran's Treatment Court, Intensive Treatment Mental Health Court**

c. How do you determine the frequency of testing? **The frequency of testing is determined by the Probation Agent, generally starting random testing, 8x/month. Based on the participant's progress as determined by negative tests, not missing tests, participating in treatment, etc. the Agent may lower the frequency of testing. Frequency of testing also correlates with the phase that the participant is currently in with the program. Who determines the frequency of testing? The Probation Agent makes a recommendation at the ADC court sessions held 2x/month, and it's discussed/agreed upon with the other members present which includes; the ADC coordinator, the judge assigned to the ADC, and contracted treatment providers.**

d. Identify the type of substance abuse testing provided (urinalysis, breath, multi panel, instant, lab confirmation, etc.) **16 panel Instant Urinalysis**

e. Provide the itemized cost for testing supplies and equipment: **16 panel instant urinalysis - \$12/test**

f. Is OCC-funded drug testing staff/provider billed hourly or per test? **Per test**

g. Describe how best practices standards are followed (same gender-observed testing, random testing, chain of custody, etc.): **Testing is random (color coding system), frequent, twice a week until the participant is in the last phase level of the program. Collection of test specimens are witnessed by trained staff.**

h. How are delivered services and participant progress and participation documented by the staff/provider? **Each test is entered into an Adult Drug Court Database by D'n'A. ADC and MDOC Probation Agents receive a hard copy test results and billing invoices are submitted to CCManger from the drug testing provider.**

i. How is participant progress/participation reported to the probation agent, the court or referral source? Include frequency of reporting positive and negative tests and types of reports provided such as intake, monthly, termination, etc. **Test results are sent by the drug testing provider to the ADC, who collaborates with MDOC-Probation. Positive test results are reported immediately to the probation agent. Negative test results are presented during the participant's courtroom session,**



# Program Description

## Substance Abuse Testing

which are 2 x per month. Reports include intake, progress/court reports, and termination reports.

- j. Review your answers above. Summarize other aspects of this program not specifically identified above that you feel are critical to understanding this program: **Effective communication, coordination, and collaboration between Adult Drug Court, MDOC Probation Agents, service provider(s), and Livingston County Community Corrections to ensure that services and support are available where there is an identified need or gap in service.**

4. Evaluation is part of evidence-based principles which you **must** identify in (a.). You are **required** to develop at least one key performance measure for this program in (b.). Be sure to include the data source, how its tracked and measured.

- a. **Describe how this program meets evidence-based principles: D'n'A and ADC follows best practice protocols for substance abuse testing.**
- b. **Program key performance measure(s): The number of tests administered and the test results (# of positive and negative drug test results) and successful ADC completion program rate.**

RESOLUTION

NO: 2021-04-056

LIVINGSTON COUNTY

DATE: April 26, 2021

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**Resolution Authorizing Animal Shelter to Apply for Two Seven Oh, Inc. Grant Funding**

**WHEREAS,** Two Seven Oh, Inc. awards grant funding to operating municipal shelters allowing for building improvements, sterilization programs, and much more. LCAS has the opportunity to be awarded \$30,000 towards shelter improvements. The grant is reimbursement funding, it does not require a county match; and

**WHEREAS,** The grant is due no later than May 1st, 2021. All improvements must be completed on or before November 1<sup>st</sup>, 2021; and

**WHEREAS,** LCAS would be applying the funds to renovate the dog room. Improvements would include; installing windows, outdoor kennels, bathing station, sound system, and isolation kennels; and,

**WHEREAS,** The above improvements will reduce the spread of disease, separate aggressive and court case dogs from stray and adoptable dogs, allow natural sunlight/fresh air, safe bathing of all dogs/puppies, outdoor kennel space for enrichment, proper communication for staff/volunteers with walkie talkies, and soothing music through the sound system; and

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the Livingston County Animal Shelter to apply for, and if awarded, accept the Two Seven Oh, Inc. grant funding for all animal shelter dog room improvements.

**BE IT FURTHER RESOLVED** that the Chairman of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements, renewals and future amendments for monetary and contract language adjustments related to the above upon review and/or preparation of Civil Counsel.

**BE IT FURTHER RESOLVED** that the Chariman of the Livingston County Board of Commissioners hereby authorizes any budget amendment to effectuate the above.

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MOVED:  
SECONDED:  
CARRIED:

## Christy Peterson

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**From:** Madison Moran <mmoran@twosevenohinc.org>  
**Sent:** Tuesday, January 26, 2021 4:05 PM  
**To:** Christy Peterson  
**Subject:** [EXT] Grant Application - Livingston County Animal Control  
**Attachments:** 2020 Survey (Rev. 111320) .pdf

"The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin."

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Good afternoon,

Congratulations, Two Seven Oh Inc. has selected your organization to apply for a grant. We are excited for the possibility to assist with the below grant opportunity:

**GRANT PURPOSE: Shelter Improvements (Installing windows, outdoor kennels, bathing station, sound system, and isolation kennels)**

**MAX. AMOUNT: \$30,000.00**

**PROCESSING DUE DATE: May, 1 2021**

In order to apply for the above grant purpose, the following documents are required:

1. A **Written Proposal**, brief description of grant proposal, that includes the total grant amount requested, an estimate time of completion for the grant (no later than nine months from Processing Due Date), vendor/service provider details, a list of current/pending restricted donations for the same purpose, and any other helpful information. *NOTE: Please be aware that grants will not begin prior to the above Processing Date.*
2. A current **Quote/Bid** from the associated vendors or service providers. (Any grants for medical procedures must include the clinic name along with the veterinarians that will be performing the procedures.)
3. A copy of your most current **Financial Statement/Profit & Loss Statement**. The statement must include 12 months and a portion or all of those months need to be 2019. The financial statement does not need to be audited but it does need to have a breakdown of income and expenses for the entire year. A 990 is NOT a financial statement.
4. A copy of your most current **Board Approved Budget**.
5. A completed Two Seven Oh Inc's **Animal Welfare Survey** (attached).

Please submit all of the above items to me directly via e-mail by **May 1, 2021**. If we do not receive ALL the documents listed above by this date it will be assumed you are not interested in receiving a grant from Two Seven Oh Inc.

The Foundation will contact you regarding the status of your application no longer than 30 days **after** the processing date.

If you have any questions regarding the required documents or grant process please let me know. I am excited about the possibility of working with you and look forward to hearing from you soon!



**DISCLAIMER: THIS IS NOT A GRANT APPROVAL, THIS IS AN INVITATION TO APPLY FOR A GRANT. GRANTS ARE NOT APPROVED UNTIL THE SUBMITTED DOCUMENTS ARE REVIEWED AND BOTH PARTIES HAVE SIGNED A GRANT AGREEMENT.**

Thank you,

Madison Cregar  
Grant Administrator

Two Seven Oh Inc.®

RESOLUTION

NO: 2021-04-057

LIVINGSTON COUNTY

DATE: April 26, 2021

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**Resolution Authorizing Livingston County to Participate in the FY 2020 Homeland Security Grant Program (HSGP), and to Submit FY-2020 HSGP Agreements – Emergency Management**

**WHEREAS,** the FY-2020 HSGP is a primary funding mechanism operated by the United States Department of Homeland Security for building and sustaining national preparedness capabilities providing pass-through funds to states, regions and counties for preventing, deterring, planning, responding to and recovering from incidents of national significance to include terrorism related activities; and

**WHEREAS,** Livingston County's FY-2020 HSGP projected allocation by the Region One Homeland Security Planning Board's Executive Committee is \$97,186.66; and

**WHEREAS,** the breakdown of that funding is \$47,735.00 dollars of funding toward the Regional Planner position provided by the Region One Planning Board and \$49,451.66 dollars of funding is to be spent towards HSGP projects that comply with federal guidance; and,

**WHEREAS,** the State of Michigan administers the HSGP on behalf of the United States Department of Homeland Security; and,

**WHEREAS,** Ingham County is the Region One Homeland Security Planning Board's fiduciary for FY-2020 HSGP funds; and

**WHEREAS,** both the State of Michigan and Ingham County require various officials of participating counties to sign annual grant agreements and supporting documents and Livingston County maintains a Homeland Security Local Planning Team representing all public safety disciplines to determine the most worthwhile use of HSGP funding; and

**THEREFORE BE IT RESOLVED** the Chair of the Livingston County Board of Commissioners, the County Administrator, the County Emergency Management Coordinator / Emergency Manager, and other Livingston County officials as may be necessary, are authorized to sign the State of Michigan 2020 Homeland Security Grant Program Agreement, the FY 2020 HSGP Region One Board Fiduciary Agreement, Planner agreement, and other supporting documents necessary to participate in the FY-2020 Homeland Security Grant Program, upon review by Civil Counsel.

**BE IT FURTHER RESOLVED** the Livingston County Board authorizes allowable program expenditures as approved by the Livingston County Homeland Security Local Planning Team up to the \$49,451.66 of FY-2020 Homeland Security Grant award and up to the \$47,735 dollar allotment for the Regional Planner position supported by HSGP FY-2020 funding.

**BE IT FURTHER RESOLVED** the Livingston County Board of Commissioners hereby designates the Livingston County Emergency Manager / Emergency Management Coordinator as the primary applicant agent

**BE IT FURTHER RESOLVED** that the Chairman of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements, renewals and future amendments for monetary and contract language adjustments related to the above upon review and/or preparation of Civil Counsel.

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MOVED:  
SECONDED:  
CARRIED:

**FY 2020 HGSP ALLOCATION - (incl. USAR/HAZMAT)**

<u>JURISDICTION</u>	<u>POPULATION (2010 CENSUS)</u>	<u>REGION ONE POPULATION %</u>	<u>LOCAL</u>		<u>SHSP</u>		<u>LETPP</u>		<u>TOTAL LOCAL ALLOCATION</u>
			<u>ALLOCATION</u>	<u>%</u>	<u>ALLOCATION</u>	<u>%</u>	<u>ALLOCATION</u>	<u>%</u>	
						50%			
Clinton	75,382	7.08%	\$ 20,597.53		\$ 5,581.18		\$ 15,016.35		\$ 20,597.53
Gratiot	42,476	3.99%	\$ 11,608.08		\$ 3,145.20		\$ 8,462.88		\$ 11,608.08
Ingham	166,598	15.64%	\$ 45,526.05		\$ 12,337.82		\$ 33,188.23		\$ 45,526.05
Jackson	160,248	15.05%	\$ 43,788.51		\$ 11,865.50		\$ 31,923.01		\$ 43,788.51
Hillsdale	46,688	4.38%	\$ 12,757.59		\$ 3,456.70		\$ 9,300.89		\$ 12,757.59
Lenawee	99,892	9.38%	\$ 27,296.69		\$ 7,396.52		\$ 19,900.17		\$ 27,296.69
Livingston	180,967	16.99%	\$ 49,451.66		\$ 13,400.11		\$ 36,051.55		\$ 49,451.66
Shiawasee	70,648	6.63%	\$ 19,305.42		\$ 5,231.04		\$ 14,074.38		\$ 19,305.42
Eaton	107,759	10.12%	\$ 29,447.29		\$ 7,979.30		\$ 21,467.99		\$ 29,447.29
Lansing	114,297	10.73%	\$ 31,234.12		\$ 8,463.49		\$ 22,770.63		\$ 31,234.12
<b>TOTAL</b>	<b>1,064,955</b>	<b>100.00%</b>	<b>\$ 291,012.92</b>		<b>\$ 78,856.84</b>		<b>\$ 212,156.08</b>		<b>\$ 291,012.92</b>

**ALLOCATIONS**

<b>TOTAL ALLOCATION:</b>	<b>\$ 848,621.00</b>	<b>SHSP</b>	<b>LETPP</b>	<b>REMAINING</b>
<b>M &amp; A (5%)</b>	\$ 42,431.05	\$ 42,431.05	-	\$ 806,189.95
<b>Regional Planners</b>	\$ 381,879.00	\$ 381,879.00		\$ 424,310.95
<b>Regional Project Maint.</b>	\$ 133,296.00	\$ 133,296.00	-	\$ 291,014.95
<b>Local Allocations</b>	\$ 291,012.92	\$ 78,856.84	212,156.08	\$ 2.03
<b>TOTALS</b>	\$ 848,618.97	\$ 636,462.89	\$ 212,156.08	\$ 2.03

**REGIONAL FY 2018 HGSP  
PROJECT MAINTENANCE**

Do 1 Thing	\$ 5,000.00	\$ 5,000.00	\$ -	
Accountability	-	-	-	
Federal Priorities	\$ 127,296.00	\$ 127,296.00	-	
Haz Mat	-	-	-	
Conferences/Workshop	-	-	-	
D1RMC Symposium	\$ 1,000.00	\$ 1,000.00	-	
Project 7	-	-	-	
Project 8	-	-	-	
<b>TOTAL</b>	<b>\$ 133,296.00</b>	<b>\$ 133,296.00</b>	<b>\$ -</b>	

# FY2020 HSGP Projects

REGIONAL PROJECTS			ESTIMATED	EXPENDED	LETPA
80-0000	Regional Planners	Planning	\$381,879.00		
80-0000	M & A	Planning	\$42,433.08		
	Federal Priorities		\$127,296.00		
	D1RMC Symposium	Training	\$1,000.00		
	Projects TBD (Allocation less Expended/Estimated)		\$0.00		
		TOTAL	\$552,608.08	\$0.00	\$0.00
LANSING					
80-0000	Do 1 Thing	Planning			
	Projects TBD (Allocation less Expended/Estimated)		\$5,000.00		
		TOTAL	\$5,000.00	\$0.00	\$0.00
CLINTON					
80-0000					
	Projects TBD (Allocation less Expended/Estimated)		\$20,597.53		
		TOTAL	\$20,597.53	\$0.00	\$0.00
EATON					
80-0000					
	Projects TBD (Allocation less Expended/Estimated)		\$29,447.29		
		TOTAL	\$29,447.29	\$0.00	\$0.00
GRATIOT					
80-0000					
	Projects TBD (Allocation less Expended/Estimated)		\$11,608.08		
		TOTAL	\$11,608.08	\$0.00	\$0.00
HILLSDALE					
80-0000					
	Projects TBD (Allocation less Expended/Estimated)		\$12,757.59		
		TOTAL	\$12,757.59	\$0.00	\$0.00
INGHAM					
80-0000					

## FY2020 HSGP Projects

	ESTIMATED	EXPENDED	LETPA
<b>Projects TBD (Allocation less Expended/Estimated)</b>	\$45,526.05		
<b>TOTAL</b>	\$45,526.05	\$0.00	\$0.00
<b>JACKSON</b>			
80-0000			
<b>Projects TBD (Allocation less Expended/Estimated)</b>	\$43,788.51		
<b>TOTAL</b>	\$43,788.51	\$0.00	\$0.00
<b>LANSING</b>			
80-0000			
<b>Projects TBD (Allocation less Expended/Estimated)</b>	\$31,234.12		
<b>TOTAL</b>	\$31,234.12	\$0.00	\$0.00
<b>LENAWEE</b>			
80-0000			
<b>Projects TBD (Allocation less Expended/Estimated)</b>	\$27,296.69		
<b>TOTAL</b>	\$27,296.69	\$0.00	\$0.00
<b>LIVINGSTON</b>			
80-0000			
<b>Projects TBD (Allocation less Expended/Estimated)</b>	\$49,451.66		
<b>TOTAL</b>	\$49,451.66	\$0.00	\$0.00
<b>SHIAWASSEE</b>			
80-0000			
<b>Projects TBD (Allocation less Expended/Estimated)</b>	\$19,305.42		
<b>TOTAL</b>	\$19,305.42	\$0.00	\$0.00
Total Projects	\$848,621.02	\$0.00	\$0.00
Left to expend	\$848,621.02		
LETPA Minimum Amount	\$212,155.26		



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF EMERGENCY MANAGEMENT**

1911 Tooley Rd, Howell, MI 48855  
Phone 517-540-7926 Fax 517-546-6788  
Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Therese Cremonte, Emergency Management Coordinator**  
**Date: 3/23/2021**  
**Re: Resolution Authorizing the FY 2020 Homeland Security Grant**

The United States Department of Homeland Security (DHS) annually issues a non-competitive, pass-through grant to states, regions, urban areas and counties to build and sustain preparedness, as well as recover from incidents of national significance called the Homeland Security Grant Program (HSGP). The Michigan State Police Emergency Management and Homeland Security Division (MSP EMHSD) administers the HSGP on behalf of the DHS.

EMHSD has divided the State of Michigan into eight emergency management regions. Each region works collaboratively on emergency management and homeland security issues. This includes the oversight of the HSGP funding provided to each Region. Livingston County is part of Region One. The Region One FY 2020 HSGP local allocation amount is based on jurisdictional population. Livingston County is the most populous emergency management program in Region One.

The allocation provided to Livingston County from the FY 2020 HSGP fund for local projects is \$49,451.66. The Local Planning Team (LPT) identifies and votes on local projects that meet the Federal spending guidelines to utilize the funding allocation. Region One has also allocated Livingston County up to \$47,735.00 to support the employment of a Region One Planner position that is hosted by Livingston County. The total FY-2020 HSGP funding award available for Livingston County is \$97,186.66.

Annual HSGP participation requires Livingston County to submit a signed grant agreement and accompanying documentation. All projects must be approved by the LPT, Region One Planning Board, and EMHSD as meeting the grant guideline requirements to receive and utilize HSGP FY 2020 funds for local projects that meet the federal guidelines. All approved projects for Livingston County will follow Livingston County purchasing guidelines.

If you have any questions regarding this matter please contact me.

RESOLUTION

NO: 2021-04-058

LIVINGSTON COUNTY

DATE: April 26, 2021

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**Resolution Authorizing Submission of the FY2022 Compliance Plan and Grant Request to the Michigan Indigent Defense Commission (MIDC) Department of Licensing and Regulatory Affairs (LARA) - Public Defender**

**WHEREAS,** Livingston County is seeking grant funding to assist with compliance of the Michigan Indigent Defense Act; and

**WHEREAS,** consistent with the Act, an indigent criminal defense system shall be in compliance with the minimum standards 1-5; and

**WHEREAS,** Livingston County must submit a proposed Compliance Plan to ensure it's compliance with standards 1-5, and participation in follow up and evaluation activities; and

**WHEREAS,** Livingston County is requesting \$1,392,855.73 in State of Michigan grant dollars in order to ensure it's compliance with standards 1-5, and participation in follow up and evaluation activities; and

**WHEREAS,** the anticipated local contribution from Livingston County for this grant period is \$927,689.27, which will be requested in the the 2022 Livingston County Operating Budget; and

**WHEREAS,** the total requested budget for this grant is \$2,320,545.00 which consists of the \$1,392,855.73 of State Grant Funds, \$927,689.27 of local contribution from Livingston County.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorize submission of the FY2022 Livingston County Compliance Plan and Grant Request to the Michigan Indigent Defense Commission (MIDC).

**BE IT FURTHER RESOLVED** that the Chairman of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements, renewals and future amendments for monetary and contract language adjustments related to the above upon review and/or preparation of Civil Counsel.

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MOVED:  
SECONDED:  
CARRIED:





1221 Byron, Suite 1, Howell, MI 48843  
Phone (517) 540-8745

## Memorandum

**To: Livingston County Board of Commissioners**

**From: Karen Groenhout, Livingston County Public Defender**

**Date: April 5<sup>th</sup>, 2021**

**Re: Resolution Authorizing the Submission of the Livingston County Public Defender's FY2022 Compliance Plan and Grant Request to the Michigan Indigent Defense Commission (MIDC) Department of Licensing and Regulatory Affairs (LARA) to Request Funding to Comply with the Michigan Indigent Defense Act, Public Act 214 of 2018 – Public Defender**

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The Michigan Indigent Defense Commission has issued mandated minimum standards 1-5 for Indigent Defense Services in the State of Michigan. The State of Michigan, through the MIDC, will provide funding to assist with compliance of the mandated standards. The MIDC funding is contingent upon the terms of an approved Compliance Plan. The Public Defender's Office is seeking approval to submit the attached Compliance Plan and Grant Request to the MIDC for fiscal year 2022 which runs from October 1, 2021 until September 30, 2022.

Thank you in advance for your consideration. If you have any questions regarding this matter, please feel free to contact me directly.

Karen E. Groenhout  
Livingston County Chief Public Defender  
1221 Byron Rd.  
Howell, MI 48843  
(517) 540-8929

## Submitter Information

Funding Unit(s)/System Name:

Livingston County

Submitted By (include name, title, email address and phone number):

Karen E. Groenhout, Chief Public Defender, kgroenhout@livgov.com, 517-540-8929

**Please identify the following points of contact (include name, title, email address and phone number):**

Authorizing official who will sign the contract:

Wes Nakagiri, Livingston County Board of Commissioners Chairman.

Mailing address for authorizing signatory:

304 E. Grand River, Suite 202, Howell, MI 48843

Primary point of contact for implementation and reporting:

Karen E. Groenhout, Chief Public Defender, kgroenhout@livgov.com, 517-540-8929

Financial point of contact:

Cindy Catanach, Chief Financial Officer, ccatanach@livgov.com, 517-540-8727

Please identify any other person in the system who should receive communications from MIDC about compliance planning and reporting, including name, title, and email address:

Nathan Burd, County Administrator, [nburd@livgov.com](mailto:nburd@livgov.com), 517-540-8800

### Delivery System Model

1. What type of indigent defense delivery system do you have currently?

- Public Defender Office (county employees)
- Managed Assigned Counsel System

Name of MAC Attorney Manager and P#: Karen E. Groenhout P58528

2. Are you proposing to change your type of indigent defense delivery system for next year? Please respond Yes or No.

No

3. If you are changing your indigent defense delivery system, what model do you plan to use next year?

N/A

## Standard 1

## Training of Attorneys

4. Number of attorneys who accept adult criminal defense assignments as of October 1, 2021

20

5. Number of attorneys with less than 2 years of Michigan criminal defense experience as of October 1, 2021

1

**In the cost analysis**, please include a list of names and P#s of all the attorneys who accept adult criminal defense case assignments in your system, including conflict counsel and counsel for youths charged as adults.

6. What is your plan for training attorneys with less than 2 years of Michigan criminal defense experience?

Any attorney with less than two years of Michigan criminal defense experience must take and complete the requisite trial skills training offered through the Criminal Defense Association of Michigan in addition to the 12 hours of approved continuing legal education.

7. Please describe your system's training plan, including how compliance will be tracked.

Each attorney is responsible for obtaining 12 hours of MIDC approved CLE's. The Public Defender's Office compiles and distributes training opportunities to all attorneys that work in our local public defender system. If the attorney would

Page 3

**Submit all documents via EGRaMS. Questions or concerns, please email your Regional Manager  
The FY22 compliance plan and cost analysis is due no later than April 27, 2021**

like to take a course that has not been previously approved by the MIDC they must request approval of the conference through the Livingston County Public Defender's Office and/or the MIDC. Once an attorney completes any CLE's they are responsible for submitting proof to CDAM and to the Livingston County Public Defender's Office. The Public Defender's Office keeps track of all CLE's in order to ensure all attorneys are qualified under Standard 1 to continue to receive cases.

8. If an attorney does not complete the required training, how will the system address the noncompliance?

The attorney will not receive any Public Defender Cases until such time as the attorney has completed the required continuing legal education.

9. Any changes in your *funding needs* from the prior year for Standard 1? Please respond Yes or No.

No

**If yes, please describe in the cost analysis.**

N/A

## Standard 2

### Initial Client Interviews

10. The MIDC Standards now require the selection and assignments of attorneys to be done independently from the judiciary. How and when are defense attorneys notified of new assignments?

Managed Assigned Counsel attorneys receive an email from the Livingston County Public Defender's Office with the assignment and appropriate paperwork as soon as the individual qualifies for a public defender.

In-house attorneys receive an email and an alert in our case management system, Defender Data.

11. How are you verifying that in-custody attorney client interviews occur within three business days?

MAC attorney's submit a written report to the Livingston County Public Defender's Office at the end of each month indicating the date they were assigned to a case, if the client is in custody, the date first contact was made, and the method of contact.

In-house attorneys use a flag system and notes in our case management system, Defender Data, to track initial interviews and/or contacts with clients.

12. How are you verifying attorneys' introductory communications with out-of-custody clients?

MAC attorney's give a written report to our office at the end of each month

Page 5

**Submit all documents via EGRaMS. Questions or concerns, please email your Regional Manager  
The FY22 compliance plan and cost analysis is due no later than April 27, 2021**

indicating the date they were assigned to a case and the date that they made contact with the client.

In-house attorneys use a flag system and notes in Defender Data to track initial interviews and/or contacts with clients.

13. How are you compensating attorneys for conducting initial interviews? Please include whether you intend to compensate attorneys differently for in-custody and out-of-custody interviews.

MAC attorneys are paid per their contract with Livingston County with all services included in the contract. We contract out in lots of 50 cases. Each case is valued at 10 hours and paid at \$120.00 per hour.

In-house attorneys are paid a salary for all legal services.

14. Any changes in your *funding needs* from the prior year for Initial Interviews? Please respond Yes or No.

No

**If yes, please describe in the cost analysis.**

### Confidential Meeting Spaces

15. How many confidential meeting spaces are in the jail?

1

16. What is the TOTAL amount of confidential meeting spaces in the courthouse?

12

17. How many confidential meeting spaces in the courthouse are for *in-custody clients*? Please describe these spaces.

2

At the time of the submission of this compliance plan, Livingston County is in the process of remodeling the courthouse to include two sound proof rooms in the inmate holding cell area of the courthouse to ensure attorney client privilege.

18. How many confidential meeting spaces in the courthouse are for *out-of-custody clients*? Please describe these spaces.

There are 10 conference rooms that can be used on a first come first served basis at the courthouse.

19. Any changes from the prior year's *compliance plan* for your confidential meeting spaces? Please respond Yes or No.

Yes

If Yes, please describe the proposed changes.

It was anticipated that Livingston County would soundproof a room outside of each of its three Courthouse inmate holding cells. However, it only is addressing two of the three this fiscal year. Therefore, Livingston County will need to soundproof a room outside of the third holding cell in FY2022.

20. Any changes from the prior year's *funding needs* for confidential meeting spaces? Please respond Yes or No.



Yes. We will need funding for confidential meeting space outside of the third holding cell at the courthouse.

**If yes, please describe in the cost analysis.**

Please see attached estimate

### Standard 3

#### Experts and Investigators

21. The MIDC Standards now require approval of expert and investigative assistance to be independent from the judiciary. Describe the process of how attorneys request expert witness assistance for their indigent clients:

Attorneys send the Chief Public Defender/MAC coordinator a request for expert witness assistance. The Chief Public Defender/MAC coordinator then determines if the request is appropriate and responds to the attorney.

22. Any change from the prior year's process to request expert witness assistance?  
Please respond Yes or No.

No

If yes, please explain the change:

N/A

23. Describe the process of how attorneys request investigative assistance:

An attorney contacts the Livingston County Public Defender Office and requests investigative services. At that point the Livingston County in-house investigator is

assigned to the case. If the Livingston County in-house investigator is unavailable because of a conflict or is otherwise unable to perform the investigation, the attorney will be notified and can seek an outside investigator.

The Livingston County investigator is automatically assigned in all in-house cases.

24. Any change from the prior year's process to request investigative assistance?  
Please respond Yes or No.

No

If yes, please explain the change:

N/A

25. How are attorney requests (whether approved or denied) for experts and investigators tracked by the system? Please include approved and denied requests.

Requests from MAC attorneys are submitted and tracked via email. All in-house cases are tracked via a flag system in our case management system, Defender Data.

26. Any change from the prior year's *funding needs* for Standard 3? Please respond Yes or No.

No

**If yes, please describe in the cost analysis.**

N/A

## Standard 4

### Counsel at First Appearance and Other Critical Stages

27. The MIDC Standards now require the selection and assignments of attorneys to be done independently from the judiciary. How are you providing counsel at first appearance and all arraignments? Please provide detail for circuit and district court coverage.

Livingston County Public Defender's Office has an attorney that is assigned full time to cover all arraignments and other critical stages. The counsel at first appearance attorney "CAFA" attorney is at all scheduled arraignments and is on call for any walk-in or in custody defendants. This is consistent in both circuit and district court.

28. How are you providing counsel at all other critical stages? Please provide details:

Our CAFA attorney attends scheduled and on-call critical stage hearings daily. This service is provided to defendants in both district and circuit court.

29. How are you compensating attorneys for Standard 4? Please provide detail for compensating counsel at first appearance and compensating counsel at all other critical stages.

Our CAFA attorney is employed through the Livingston County Public Defender's Office and receives a salary for compensation.

30. Do you have a prison in your County? How is counsel provided to people charged with crimes while incarcerated in the prison? Do you seek reimbursement for the cost of counsel from the Michigan Department of Corrections?

Yes, Woodland Correctional Facility is in Livingston County. The assignment of an attorney to individuals at the correctional facility is the same with any other

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**Submit all documents via EGRaMS. Questions or concerns, please email your Regional Manager  
The FY22 compliance plan and cost analysis is due no later than April 27, 2021**

qualified individual. The attorney is appointed to represent the client who is incarcerated in Woodland Correctional Facility. If the attorney is a MAC attorney, they will receive an email with the appropriate information. If the attorney is in-house, they will receive an email and an alert in Defender Data. We anticipate reimbursement for the cost of counsel from the MDOC if appropriate.

31. Are there or will there be any misdemeanor cases where your court accepts pleas without the defendant appearing before a magistrate or a judge? For example, pleas by mail, over the counter pleas, pleas online, etc. Please answer Yes or No.

No

32. Describe how counsel is offered to a defendant making a plea who does not appear before a magistrate or judge:

N/A

33. Any change from the prior year's *attorney compensation* for Standard 4? Please respond Yes or No.

No

**If yes, please describe in the cost analysis.**

34. Any change from the prior year's *funding needs* for Standard 4? Please respond Yes or No.

NO

**If yes, please describe in the cost analysis.**

N/A

## Standard 5

The MIDC Standards now require independence from the court including the selection and assignment of attorneys, attorney compensation and approval of requests for expert and investigative assistance.

How will attorneys be selected to provide adult indigent criminal defense services in your indigent defense system? Please describe any eligibility requirements needed by the attorneys as well as the selection process:

Livingston County officially distributes proposal documents from the Purchasing Office and online at <https://www.livgov.com/fiscal-services/Procurement/Pages/bid-q-and-a-comment.aspx> or the BidNet via Michigan Inter-governmental Trade Network (MITN) <https://www.bidnetdirect.com/mitn> sites. Livingston County uses the MITN website for vendor registration, proposal and tabulation posting, award information and other processes. Final proposals are posted on the MITN website after they are awarded.

In order to assure that the indigent accused receive the effective assistance of counsel to which they are constitutionally entitled, attorneys providing felony defense services are required to meet the following minimum professional qualifications in order to represent felony defendants.

- a) Satisfy the minimum requirements for practicing law in Michigan as determined by the Michigan Supreme Court and the State Bar of Michigan.
- b) Comply with the requirements of MIDC Standards.
- c) Have practiced criminal law for at least 5 years with preference given to criminal indigent defense work.
- d) Have an office in Livingston County.
- e) Carry professional liability insurance.

35. Will the selection process be facilitated by a committee of stakeholders? If so, please list the titles of participating officials, agencies, or departments as appropriate.

The selection process is through the third party application process and by the Chief Public Defender.

36. Who will approve an attorney's eligibility to receive assigned cases?

The Chief Public Defender

37. Who will assign work to the attorneys in the indigent defense system? Please include the person's name, title, employer and/or supervisor.

Amanda Joseph, Administrative Specialist, Livingston County MI under the direct supervision of Karen E. Groenhout, Chief Public Defender.

38. Who will review and approve attorney billing?

Karen E. Groenhout, Chief Public Defender

39. Who will approve requests for expert and investigative assistance?

Karen E. Groenhout, Chief Public Defender

40. Who will review and approve expert and investigative billing?

Karen E. Groenhout, Chief Public Defender

41. What is your appeal process to resolve any potential conflicts between the assigned attorney and the person(s) assigning casework?

We have a reciprocal appeal process with Washtenaw County.

42. What is your appeal process to resolve any potential conflicts between the assigned attorney and the person(s) or reviewing/approving billing?

We have a reciprocal appeal process with Washtenaw County.

43. What is your appeal process to resolve denied or partially denied requests for expert or investigative assistance?

We have a reciprocal appeal process with Washtenaw County.

## Personnel

**In the cost analysis**, please provide detail about all personnel employed by the funding unit. This should include DIRECT SERVICE PROVIDERS (Public Defender Chief, Deputy Chief, Assistant Defenders, and staff of the defender office employed by the system) as well as ANCILLARY STAFF (court clerks, sheriff employees, etc.)

### Ancillary Staff

44. In limited circumstances, the MIDC can fund some other system staffing needs if required to implement one of the MIDC standards. These requests are evaluated each year.
45. Do you have any ancillary staff? Please answer Yes or No.
- No

If yes, what standard(s) or reporting needs do they meet?

N/A

If yes, how are you tracking time for ancillary staff?

N/A

46. For existing ancillary staff, are there any personnel positions/hours eliminated, reduced or increased from the prior year? Please answer Yes or No.

N/A

**If yes, please explain in the cost analysis.**

47. Are any additional ancillary staff positions or hours requested from the prior year? Please answer Yes or No.

No

**If yes, please explain in the cost analysis.**

### Reimbursement Costs for Creating Plan

An indigent criminal defense system may submit to the MIDC an estimate of the cost of developing a plan and cost analysis for implementing the plan under MCL 780.993(2). Please attach documentation of planning time for FY22, if seeking reimbursement under this provision.

Are you requesting reimbursement of planning costs? ☐ Yes | ☒ No

If yes, do you have receipts showing that non-funding unit employees have been paid?

☐ Yes | ☐ No

What is the amount you are seeking in reimbursement? \$\_\_\_\_\_N/A\_\_\_\_\_



March 30, 2021

Livingston County Facility Services  
420 S. Highlander Way  
Howell, Mi. 48843  
Attn: Mr. Chris Folts  
RE: Holding Cell sound damping ( 3rd Cell )

Proposal to sound damping measures at the holding cell attorney interview rooms and prisoner interview area. Insulation at walls not included

A.	New sound laminated glass installed in existing window frames. Existing glass to remain new laminated glass to be install adjacent to existing ( Rochester Hills Contract Glazing )	1,900.00
B.	New Sound Insulated HM doors, with new door perimeter sound gaskets and automatic sound drop bars at sill ( Rayhaven Manufacturing )	2,600.00
C.	Remove existing doors ( 3 doors each ) and dispose of ( John Stewart Associates )	1000.00
D.	Install new doors and new hardware, including sound seals	1,880.00
E.	Cut holes into existing ceiling & repatch ceiling	800.00
F.	New Ceiling Insulation	1,450.00
G.	Install ceiling trap at ceiling register ( Selective Heating )	600.00
H.	Paint doors and new window stops	800.00
H.	Clean-up & Window Cleaning	300.00
J.	Dumpster	200.00
Sub Total .....		11,530.00
CM Profit & Overhead @ 10% .....		1150.00
Total Cost .....		12,680.00

## Indigent Defense System Cost Analysis

Grant Year October 1, 2020 - September 2021

Funding Unit Name(s) Livingston County

DATE SUBMITTED:

Personnel	Position	Calculation and rate	hours	Total	State Grant	Local Share	Other Funding Sources	Total
Category Summary				880,877.00	0.00	0.00	0.00	880,877.00

Fringe Benefits	Percentage	Amount	State Grant	Local Share	Sources	Total
FICA	7.65%	65,109.00				65,109.00
Pension	18.12%	170,473.00				170,473.00
Health	14.24%	161,952.00				161,952.00
Workers Comp	0.22%	2,388.00				2,388.00
Life	0.80%	2,043.00				2,043.00
LTD	0.50%	2,349.00				2,349.00
STD	0.47%	6,547.00				6,547.00
Category Summary	42.00%	410,861.00	0.00	0.00	0.00	410,861.00

Fringe Benefits are a part of the employment package offered by Livingston County to its employees.

### Contractual

Contracts for Attorneys	Services Provided	Calculation and rate	hours	Total	State Grant	Local Share	Other Funding Sources	Total
12 Contracts of 50 cases each	Representation for new felony cases and probation violations.	\$110-\$120 p/hr		720,000.00				720,000.00
	Conflict misdemeanor work	\$100 per hour x 200 hours		20,000.00				20,000.00
Category Summary				740,000.00	0.00	0.00	0.00	740,000.00

12 contracts, each contract is valued at \$60,000.00. The contract anticipates approximately 10 hours per case at \$120.00 per hour. In the contract, the contract is for up to, but not more than 50 felonies new and/or probation violation cases. The remainder of all felony cases and probation violations are handled by the Public Defender's Office. Misdemeanor cases are handled by the Public Defender's Office with the exception of conflict cases. The misdemeanor conflict cases are paid out at \$100.00 per hour.

Contracts for Experts and Investigators	Services Provided	Calculation and rate	hours	Total	State Grant	Local Share	Other Funding Sources	Total
Experts	All potential experts and	Per MIDC Standards		35,000.00				35,000.00

Investigator- contract	investigators	Per MIDC Standards	1,500.00				1,500.00
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Category Summary			36,500.00	0.00	0.00	0.00	36,500.00
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In addition to our typical cases in need of expert witnesses, Livingston County has several murder cases that are currently pending. Each case will need multiple experts. However, the need for contracted investigative services should be reduced because the Public Defender's Office has hired an investigator for use in all indigent defense cases.

Contracts for Construction Projects	Services Provided	Calculation	Total	State Grant	Local Share	Other Funding Sources	Total
Soundproofing of room at the courthouse for confidential meeting space.			12,680.00				12,680.00

Category Summary			12,680.00	0.00	0.00	0.00	12,680.00
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There are no constuction projects scheduled for FY2022.

Contracts Other	Services Provided	Calulation	Total	State Grant	Local Share	Other Funding Sources	Total
Interpreters	TBD		5,000.00				5,000.00

Category Summary			5,000.00	0.00	0.00	0.00	5,000.00
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Foreign Language and Sign Language Interpreter Services.

Equipment	Vendor	Calculation	Total	State Grant	Local Share	Other Funding Sources	Total
Webcams		12 x 50	600.00				600.00
Cell Phone		120	120.00				120.00
Laptop and docking station		3,200	3,200.00				3,200.00
Category Summary			3,920.00	0.00	0.00	0.00	3,920.00

The monitors on desks do not have webcams and they are needed for Zoom meetings. The Laptop, docking station and cell phone are for the proposed Social Worker position.

Training/Travel	Vendor	Calculation	Total	State Grant	Local Share	Other Funding Sources	Total
Continueing Legal Education	Varies	23 attorneys x 12 hours x \$	8,280.00				8,280.00

Travel	23 attorneys x \$500	11,500.00				11,500.00
Mileage	50,000 x .575 cents mile	28,750.00				28,750.00
New attorney skills training	1 x 1400	1,400.00				1,400.00
SADO Membership	23 x \$50	1,150.00				1,150.00
NAPD	23 x \$30	690.00				690.00

Category Summary		51,770.00	0.00	0.00	0.00	51,770.00
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There is an increase in the CLE training and travel category. This is because we have one additional attorney. The Travel expense category was increased as the previous budget did not account for the travel of contracted attorneys.

Supplies/Services	Vendor	Calculation	Total	State Grant	Local Share	Other Funding Sources	Total
Rent contract Oct - Dec 2021		3 x 4,650	13,950.00				13,950.00
Rent contract Jan - Sept 2022		9 x 4,750	42,750.00				42,750.00
Office Supplies		12 x 800	9,600.00				9,600.00
Transcripts			5,000.00				5,000.00
IP Phone and Service		10 x 726	7,260.00				7,260.00
Utilities		12 x 541	6,500.00				6,500.00
Facilities Services		12 x 666	8,000.00				8,000.00
Postage		12 x 300	3,600.00				3,600.00
Dues		7 x 360	2,520.00				2,520.00
Online Computer Subscriptions		\$30,000	30,000.00				30,000.00
IT Computer Services		12 x 2,551	30,618.00				30,618.00
Cell Phones Service	TBD	10 x 42.00 per month	5,040.00				5,040.00
Copier Services	TBD	\$750 per quarter	3,000.00				3,000.00
Cost Allocation		\$924.92 per month	11,099.00				11,099.00
Category Summary			178,937.00	0.00	0.00	0.00	178,937.00

Budget Total			2,320,545.00	0.00	0.00	0.00	2,320,545.00
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1,392,855.73 927,689.27

RESOLUTION

NO: 2021-04-059

LIVINGSTON COUNTY

DATE: April 26, 2021

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**Resolution Authorizing the Sheriff's Office and the County of Livingston to Apply for the Department of Homeland Security FY2021 Operation Stonegarden Grant - Sheriff**

**WHEREAS,** the Livingston County Sheriff's Office wishes to apply for FY2021 Operation Stonegarden Grant through the Department of Homeland Security; and

**WHEREAS,** the County of Livingston will request \$500,000 in no cost share or required matching reimbursement funds from the Department of Homeland Security through the Operation Stonegarden Grant for the purchase of a Lenco armored rescue vehicle which requires standard vehicle upkeep.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the submission of an application to the Department of Homeland Security for the FY 2021 Operation Stonegarden Grant wherein Livingston County will receive a maximum of \$500,000 in Federal reimbursement funds to be used between October 1, 2021 and September 30, 2024.

**BE IT FURTHER RESOLVED** that the Chairman of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements, renewals and future amendments for monetary and contract language adjustments related to the above upon review and/or preparation of Civil Counsel.

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MOVED:  
SECONDED:  
CARRIED:

**The Department of Homeland Security (DHS)  
Notice of Funding Opportunity (NOFO)  
Fiscal Year 2021 Homeland Security Grant Program**

**NOTE:** If you are going to apply for this funding opportunity and have not obtained an Employer Identification Number (EIN), a Data Universal Numbering System (DUNS) number, are not currently registered in the System for Award Management (SAM), or your SAM registration is not active, please take immediate action to obtain an EIN and DUNS Number, if applicable, and then register immediately in SAM or, if applicable, renew your SAM registration. It may take four weeks or more after you submit your SAM registration before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at:

<http://www.grants.gov/web/grants/register.html>. Detailed information regarding DUNS, EIN, and SAM is also provided in Section D of this NOFO under the subsection titled “How to Register to Apply.” Detailed information regarding the time required for each registration is also provided in Section D of this NOFO under the subsection titled “Other Key Dates.”

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## **A. Program Description**

### **1. Issued By**

U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA)/Grant Programs Directorate (GPD)

### **2. Assistance Listings Number**

97.067

### **3. Assistance Listings Title**

Homeland Security Grant Program

### **4. Funding Opportunity Title**

Fiscal Year 2021 Homeland Security Grant Program (HSGP)

- State Homeland Security Program (SHSP)
- Urban Area Security Initiative (UASI)
- Operation Stonegarden (OPSG)

### **5. Funding Opportunity Number**

DHS-21-[GPD]-[067]-[00]-[02]

### **6. Authorizing Authority for Program**

Section 2002 of the *Homeland Security Act of 2002* (Pub. L. No. 107-296, as amended) (6 U.S.C. § 603)

### **7. Appropriation Authority for Program**

*Department of Homeland Security Appropriations Act, 2021* (Pub. L. No. 116-260)

### **8. Announcement Type**

Initial

### **9. Program Category**

Preparedness: Community Security

## **10. Program Overview, Objectives, and Priorities**

### **a. Overview**

The Fiscal Year (FY) 2021 Homeland Security Grant Program (HSGP) is one of three grant programs that constitute the DHS/FEMA focus on enhancing the ability of state, local, tribal, and territorial governments, as well as nonprofits, to prevent, protect against, respond to, and recover from terrorist attacks. These grant programs are part of a comprehensive set of measures authorized by Congress and implemented by DHS to help strengthen the Nation's communities against potential terrorist attacks. Among the five basic homeland security missions noted in the DHS Strategic Plan, HSGP supports the goal to Strengthen National Preparedness and Resilience.



In FY 2021, there are three components of HSGP:

- 1) ***State Homeland Security Program (SHSP)***: SHSP assists state, local, tribal, and territorial efforts to build, sustain, and deliver the capabilities necessary to prevent, prepare for, protect against, and respond to acts of terrorism.
- 2) ***Urban Area Security Initiative (UASI)***: UASI assists high-threat, high-density Urban Area efforts to build, sustain, and deliver the capabilities necessary to prevent, prepare for, protect against, and respond to acts of terrorism.
- 3) ***Operation Stonegarden (OPSG)***: OPSG supports enhanced cooperation and coordination among Customs and Border Protection (CBP), United States Border Patrol (USBP), and federal, state, local, tribal, and territorial law enforcement agencies to improve overall border security. OPSG provides funding to support joint efforts to secure the United States' borders along routes of ingress/egress to and from international borders, to include travel corridors in states bordering Mexico and Canada, as well as states and territories with international water borders. State, local, tribal, and territorial (SLTT) law enforcement agencies utilize their inherent law enforcement authorities to support the border security mission and do not receive any additional authority as a result of participation in OPSG.

The [2018-2022 FEMA Strategic Plan](#) creates a shared vision for reducing the risks posed by terrorism and sets an ambitious, yet achievable, path forward to unify and further professionalize emergency management across the country. HSGP supports the goals of Building a Culture of Preparedness and Ready the Nation for Catastrophic Disasters. We invite our stakeholders and partners to also adopt these priorities and join us in building a more prepared and resilient Nation, as preparedness is a shared responsibility and funding should support priorities that are most impactful and demonstrate the greatest return on investment.

For FY 2021, DHS is focused on the criticality of information sharing and collaboration to building a national culture of preparedness and protecting against terrorism and other emerging threats to our national security. DHS and its homeland security mission were born from the “failures among federal agencies and between the federal agencies and state and local authorities to share critical information related to the threat of terrorism” prior to the September 11, 2001, attacks.<sup>1</sup> The threat profile has changed in the past two decades – we now face continuous cyber threats by sophisticated actors, threats to soft targets and crowded places, threats from domestic violent extremists, and threats from new and emerging technologies. But information sharing and cooperation among state, local, and tribal authorities and federal agencies, including all DHS officials, is just as vital, and perhaps even more vital, today. Therefore, for FY 2021, we have identified five priority areas, tied to some of the most serious threats that DHS would like to see addressed by state and local

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<sup>1</sup> Homeland Security Act of 2002: Report Together with Minority and Dissenting Views 222, Select Committee on Homeland Security: 107th Congress, U.S. House of Representatives (2002) (H. Rpt. 107-609).

governments, that recipients will need to address with their HSGP funds. Perhaps most importantly, we will be focused on forging partnerships to strengthen information sharing and collaboration in each of these priority areas and looking for recipients to remove barriers to communication and cooperation with DHS and other federal agencies.

**b. *Objective***

The objective of the FY 2021 HSGP is to fund state, local, tribal, and territorial efforts to prevent terrorism and prepare the Nation for threats and hazards that pose the greatest risk to the security of the United States.

**c. *Priorities***

Given the evolving threat landscape, it is incumbent upon DHS/FEMA to continuously evaluate the national risk profile and set priorities that help ensure appropriate allocation of scarce security dollars. In assessing the national risk profile for FY 2021, five priority areas attract the most concern. Due to the unique threats that the nation faces in 2021, DHS/FEMA has determined that these five priorities should be addressed by allocating specific percentages of SHSP and UASI funds to each of these five areas, for a total of 30 percent per award. The following are the five priority areas for FY 2021, along with the corresponding percentage of SHSP and UASI funds that each recipient will be required to designate to each priority area in order to obtain a full allocation of SHSP and UASI funds:

- 1) Enhancing cybersecurity – 7.5 percent
- 2) Enhancing the protection of soft targets/crowded places – 5 percent
- 3) Enhancing information and intelligence sharing and analysis, and cooperation with federal agencies, including DHS – 5 percent
- 4) Combating domestic violent extremism – 7.5 percent
- 5) Addressing emergent threats (e.g., transnational criminal organizations, unmanned aircraft systems [UASs], weapons of mass destruction [WMD], etc.) – 5 percent

Failure by a recipient to propose investments and projects that align with the five priority areas and spending requirements will result in a recipient having a portion of their SHSP and UASI funds (up to 30 percent) placed on hold until they provide projects that sufficiently align to the National Priority Areas, and total at least the minimum percentage identified above of total SHSP and UASI funds per National Priority Area.

A state or high-risk urban area must allocate the remaining 70 percent of their funding to gaps identified through their Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) process.

Likewise, there are several enduring security needs that crosscut the homeland security enterprise to which recipients should consider allocating funding across core capability gaps and national priorities. The following are enduring needs that help recipients implement a comprehensive approach to securing communities:

- 1) Effective planning;
- 2) Training and awareness campaigns;

- 3) Equipment and capital projects; and
- 4) Exercises.

### SHSP and UASI Funding Priorities

The table below provides a breakdown of the FY 2021 SHSP and UASI priorities (the focus of OPSG remains unique to border security), showing the core capabilities enhanced and lifelines supported, as well as examples of eligible project types for each area. A detailed description of allowable investments for each project type is included in the [Preparedness Grants Manual](#). DHS/FEMA anticipates that in future years, national priorities will continue to be included and will be updated as the threats evolve and as capability gaps are closed. Applicants are strongly encouraged to begin planning to sustain existing capabilities through funding mechanisms other than DHS preparedness grants.

#### FY 2021 SHSP & UASI Funding Priorities

Priority Areas	Core Capabilities	Lifelines	Example Project Types
<b>National Priorities</b>			
Enhancing Cybersecurity	<ul style="list-style-type: none"> <li>• Cybersecurity</li> <li>• Intelligence and information sharing</li> <li>• Planning</li> <li>• Public information and warning</li> <li>• Operational coordination</li> <li>• Screening, search, and detection</li> <li>• Access control and identity verification</li> <li>• Supply chain integrity and security</li> <li>• Risk management for protection programs and activities</li> <li>• Long-term vulnerability reduction</li> <li>• Situational assessment</li> <li>• Infrastructure systems</li> <li>• Operational communications</li> </ul>	<ul style="list-style-type: none"> <li>• Safety and Security</li> </ul>	<ul style="list-style-type: none"> <li>• Cybersecurity risk assessments</li> <li>• Migrating online services to the “.gov” internet domain</li> <li>• Projects that address vulnerabilities identified in cybersecurity risk assessments               <ul style="list-style-type: none"> <li>○ Improving cybersecurity of critical infrastructure to meet minimum levels identified by the Cybersecurity and Infrastructure Security Agency (CISA)</li> <li>○ Cybersecurity training and planning</li> </ul> </li> </ul>
Enhancing the Protection of Soft Targets/ Crowded Places	<ul style="list-style-type: none"> <li>• Operational coordination</li> <li>• Public information and warning</li> <li>• Intelligence and information sharing</li> <li>• Interdiction and disruption</li> <li>• Screening, search, and detection</li> <li>• Access control and identity verification</li> <li>• Physical protective measures</li> <li>• Risk management for protection programs and activities</li> </ul>	<ul style="list-style-type: none"> <li>• Safety and Security</li> </ul>	<ul style="list-style-type: none"> <li>• Operational overtime</li> <li>• Physical security enhancements               <ul style="list-style-type: none"> <li>○ Closed-circuit television (CCTV) security cameras</li> <li>○ Security screening equipment for people and baggage</li> <li>○ Lighting</li> <li>○ Access controls</li> <li>○ Fencing, gates, barriers, etc.</li> </ul> </li> </ul>

Priority Areas	Core Capabilities	Lifelines	Example Project Types
Enhancing information and intelligence sharing and analysis, and cooperation with federal agencies, including DHS	<ul style="list-style-type: none"> <li>• Intelligence and information sharing</li> <li>• Interdiction and disruption</li> <li>• Planning</li> <li>• Public information and warning</li> <li>• Operational coordination</li> <li>• Risk management for protection programs and activities</li> </ul>	<ul style="list-style-type: none"> <li>• Safety and Security</li> </ul>	<ul style="list-style-type: none"> <li>• Fusion center operations (Fusion Center project will be required under this investment, no longer as a stand-alone investment)</li> <li>• Information sharing with all DHS components; fusion centers; other operational, investigative, and analytic entities; and other federal law enforcement and intelligence entities</li> <li>• Cooperation with DHS officials and other entities designated by DHS in intelligence, threat recognition, assessment, analysis, and mitigation</li> <li>• Identification, assessment, and reporting of threats of violence</li> <li>• Joint intelligence analysis training and planning with DHS officials and other entities designated by DHS</li> </ul>
Combating Domestic Violent Extremism	<ul style="list-style-type: none"> <li>• Interdiction and disruption</li> <li>• Screening, search and detection</li> <li>• Physical protective measures</li> <li>• Intelligence and information sharing</li> <li>• Planning</li> <li>• Public information and warning</li> <li>• Operational coordination</li> <li>• Risk management for protection programs and activities</li> </ul>	<ul style="list-style-type: none"> <li>• Safety and Security</li> </ul>	<ul style="list-style-type: none"> <li>• Open source analysis of misinformation campaigns, targeted violence and threats to life, including tips/leads, and online/social media-based threats</li> <li>• Sharing and leveraging intelligence and information, including open source analysis</li> <li>• Execution and management of threat assessment programs to identify, evaluate, and analyze indicators and behaviors indicative of domestic violent extremists</li> <li>• Training and awareness programs (e.g., through social media, suspicious activity reporting [SAR] indicators and behaviors) to help prevent radicalization</li> <li>• Training and awareness programs (e.g., through social media, SAR indicators and behaviors) to educate the public on misinformation campaigns and resources to help them identify and report potential instances of domestic violent extremism</li> </ul>
Addressing Emergent Threats, such as the activities of Transnational Criminal Organizations, open source threats, and threats from UAS and WMD	<ul style="list-style-type: none"> <li>• Interdiction &amp; disruption</li> <li>• Screening, search and detection</li> <li>• Physical protective measures</li> <li>• Intelligence and information sharing</li> <li>• Planning</li> <li>• Public Information and Warning</li> <li>• Operational Coordination</li> </ul>	<ul style="list-style-type: none"> <li>• Safety and Security</li> </ul>	<ul style="list-style-type: none"> <li>• Sharing and leveraging intelligence and information</li> <li>• UAS detection technologies</li> <li>• Enhancing WMD and/or improvised explosive device (IED) prevention, detection, response and recovery capabilities <ul style="list-style-type: none"> <li>○ Chemical/Biological/Radiological/Nuclear/Explosive (CBRNE) detection, prevention, response, and recovery equipment</li> </ul> </li> </ul>
<b>Enduring Needs</b>			
Planning	<ul style="list-style-type: none"> <li>• Planning</li> </ul>	<ul style="list-style-type: none"> <li>• Safety and Security</li> </ul>	<ul style="list-style-type: none"> <li>• Development of: <ul style="list-style-type: none"> <li>○ Security Risk Management Plans</li> </ul> </li> </ul>

Priority Areas	Core Capabilities	Lifelines	Example Project Types
	<ul style="list-style-type: none"> <li>• Risk management for protection programs and activities</li> <li>• Risk and disaster resilience assessment</li> <li>• Threats and hazards identification</li> <li>• Operational coordination</li> <li>• Community resilience</li> </ul>		<ul style="list-style-type: none"> <li>○ Threat Mitigation Plans</li> <li>○ Continuity of Operations Plans</li> <li>○ Response Plans</li> <li>• Efforts to strengthen governance integration between/among regional partners</li> <li>• Joint training and planning with DHS officials and other entities designated by DHS</li> <li>• Cybersecurity training and planning</li> </ul>
Training & Awareness	<ul style="list-style-type: none"> <li>• Long-term vulnerability reduction</li> <li>• Public information and warning</li> <li>• Operational coordination</li> <li>• Situational assessment</li> <li>• Community resilience</li> </ul>	<ul style="list-style-type: none"> <li>• Safety and Security</li> </ul>	<ul style="list-style-type: none"> <li>• Active shooter training</li> <li>• Intelligence analyst training</li> <li>• SAR and terrorism indicators/behaviors training</li> <li>• Security training for employees</li> <li>• Public awareness/preparedness campaigns</li> <li>• Joint training and planning with DHS officials and other entities designated by DHS</li> <li>• Cybersecurity training and planning</li> </ul>
Equipment & Capital Projects	<ul style="list-style-type: none"> <li>• Long-term vulnerability reduction</li> <li>• Infrastructure systems</li> <li>• Operational communications</li> <li>• Interdiction and disruption</li> <li>• Screening, search and detection</li> <li>• Access control and identity verification</li> <li>• Physical protective measures</li> </ul>	<ul style="list-style-type: none"> <li>• Safety and Security</li> </ul>	<ul style="list-style-type: none"> <li>• Protection of high-risk, high-consequence areas or systems that have been identified through risk assessments</li> <li>• Physical security enhancements <ul style="list-style-type: none"> <li>○ Security cameras (CCTV)</li> <li>○ Security screening equipment for people and baggage</li> <li>○ Lighting</li> <li>○ Access Controls <ul style="list-style-type: none"> <li>▪ Fencing, gates, barriers, etc.</li> </ul> </li> </ul> </li> </ul>
Exercises	<ul style="list-style-type: none"> <li>• Long-term vulnerability reduction</li> <li>• Operational coordination</li> <li>• Operational communications</li> <li>• Community resilience</li> </ul>	<ul style="list-style-type: none"> <li>• Safety and Security</li> </ul>	<ul style="list-style-type: none"> <li>• Response exercises</li> </ul>

For FY 2021, each SHSP and UASI recipient is required to submit an Investment Justification (IJ) for *each* of the five National Priority Areas identified above. Each of these five investments must also account for at least the relevant minimum percentage of the applicant's SHSP and UASI allocation. The fusion center project must be included under the Information and Intelligence Sharing IJ. State Administrative Agencies (SAAs) may submit complete project-level information at the time of application, including the five National Priority Area IJs, but are not required to do so. As a reminder, all SHSP- and UASI-funded projects must have a demonstrated nexus to preventing, preparing for, protecting against, and responding to acts of terrorism. However, such projects may simultaneously support enhanced preparedness for disasters unrelated to acts of terrorism.

DHS/FEMA also requires SHSP and UASI recipients (states, territories, and high-risk urban areas) to complete a THIRA/SPR and prioritize grant funding to support closing capability gaps or sustaining capabilities that address national priorities and/or support enduring needs.

Additional information on the THIRA/SPR process, including other National Preparedness System (NPS) tools and resources, can be found at <https://www.fema.gov/national-preparedness-system>. Detailed information on THIRA/SPR timelines and deadlines can be found in the [Preparedness Grants Manual](#).

### OPSG Funding Priorities

The table below provides a breakdown of the FY 2021 OPSG funding priorities, which remain focused on and unique to border security.

**FY 2021 OPSG Funding Priorities**

Priority Areas	Core Capabilities	Lifelines	Example Project Types
<b>National Priorities</b>			
Enhancing information and intelligence sharing and analysis, and cooperation with federal agencies, including DHS	<ul style="list-style-type: none"> <li>Intelligence and information sharing</li> </ul>	<ul style="list-style-type: none"> <li>Safety and Security</li> </ul>	<ul style="list-style-type: none"> <li>Participation in the DHS/ICE 287(g) training program</li> <li>Information sharing with all DHS components; fusion centers; other operational, investigative, and analytic entities; and other federal law enforcement and intelligence entities</li> <li>Cooperation with DHS officials and other entities designated by DHS in intelligence, threat recognition, assessment, analysis, and mitigation</li> <li>Identification, assessment, and reporting of threats of violence</li> <li>Joint intelligence analysis training and planning with DHS officials and other entities designated by DHS</li> </ul>
Addressing Emergent Threats, such as the activities of Transnational Criminal Organizations	<ul style="list-style-type: none"> <li>Interdiction &amp; disruption</li> <li>Screening, search and detection</li> <li>Physical protective measures</li> <li>Intelligence and information sharing</li> </ul>	<ul style="list-style-type: none"> <li>Safety and Security</li> </ul>	<ul style="list-style-type: none"> <li>Operational overtime for border security operations as directed by the applicable, USBP-approved operations order</li> <li>Sharing and leveraging intelligence and information</li> </ul>

For FY 2021, each OPSG applicant is required to clearly articulate and identify how the Concept of Operations addresses *each* of the two national priorities identified above.

### 11. Performance Metrics

Performance metrics for this program:

SHSP and UASI:

- Percentage of funding allocated by the recipient to core capabilities to build or sustain national priorities identified in the section above

OPSG:

- Number of contacts that occurred as a result of OPSG deployments
  - Number of arrests that resulted from OPSG contacts
  - Value of drug seizures that resulted from OPSG contacts

## **B. Federal Award Information**

1. Available Funding for the NOFO: **\$1,120,000,000.00**

HSGP Programs	FY 2021 Allocation
SHSP	\$415,000,000
UASI	\$615,000,000
OPSG	\$90,000,000
<b>Total</b>	<b>\$1,120,000,000</b>

### **SHSP Allocations**

For FY 2021, DHS/FEMA will award SHSP funds based on DHS/FEMA's relative risk methodology and statutory minimums pursuant to the *Homeland Security Act of 2002*, as amended. THIRA/SPR results do not impact grant allocation or award.

Each state and territory will receive a minimum allocation under the SHSP using thresholds established in the *Homeland Security Act of 2002*, as amended. All 50 States, the District of Columbia, and the Commonwealth of Puerto Rico will receive 0.35 percent of the total funds allocated for grants under Section 2003 and Section 2004 of the *Homeland Security Act of 2002*, as amended. Each of the four territories (American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands) will receive a minimum allocation of 0.08 percent of the total funds allocated for grants under Section 2003 and 2004 of the *Homeland Security Act of 2002*, as amended.

Each state must include a separate IJ for each of the five National Priority Areas identified in the Priorities section, above. **All projects related to the National Priority Area must be included in the IJ.** The funding level in each National Priority Area investment **must equal or exceed** the percentage for that respective National Priority Area, calculated as a percentage of the state's SHSP allocation in the table below.

### **FY 2021 SHSP ALLOCATIONS**

State/Territory	FY 2021 Allocation	State/Territory	FY 2021 Allocation
Alabama	\$4,602,500	Montana	\$4,602,500
Alaska	\$4,602,500	Nebraska	\$4,602,500
American Samoa	\$1,052,000	Nevada	\$4,602,500
Arizona	\$4,602,500	New Hampshire	\$4,602,500
Arkansas	\$4,602,500	New Jersey	\$7,345,897
California	\$59,220,807	New Mexico	\$4,602,500
Colorado	\$4,602,500	New York	\$70,639,800



State/Territory	FY 2021 Allocation	State/Territory	FY 2021 Allocation
Connecticut	\$4,602,500	North Carolina	\$5,280,222
Delaware	\$4,602,500	North Dakota	\$4,602,500
District of Columbia	\$5,280,222	Northern Mariana Islands	\$1,052,000
Florida	\$9,701,894	Ohio	\$6,428,138
Georgia	\$5,491,278	Oklahoma	\$4,602,500
Guam	\$1,052,000	Oregon	\$4,602,500
Hawaii	\$4,602,500	Pennsylvania	\$8,447,973
Idaho	\$4,602,500	Puerto Rico	\$4,602,500
Illinois	\$14,427,260	Rhode Island	\$4,602,500
Indiana	\$4,602,500	South Carolina	\$4,602,500
Iowa	\$4,602,500	South Dakota	\$4,602,500
Kansas	\$4,602,500	Tennessee	\$4,602,500
Kentucky	\$4,602,500	Texas	\$18,908,141
Louisiana	\$4,602,500	U.S. Virgin Islands	\$1,052,000
Maine	\$4,602,500	Utah	\$4,602,500
Maryland	\$7,345,897	Vermont	\$4,602,500
Massachusetts	\$6,428,138	Virginia	\$8,447,973
Michigan	\$5,280,222	Washington	\$6,428,138
Minnesota	\$4,602,500	West Virginia	\$4,602,500
Mississippi	\$4,602,500	Wisconsin	\$4,602,500
Missouri	\$4,602,500	Wyoming	\$4,602,500
<b>Total</b>			<b>\$415,000,000</b>

### **UASI Allocations**

Eligible candidates for the FY 2021 UASI program are identified in the table below. Eligibility has been determined through an analysis of relative risk of terrorism faced by the 100 most populous Metropolitan Statistical Areas (MSAs) in the United States, in accordance with the *Homeland Security Act of 2002*, as amended. Detailed information on MSAs is publicly available from the United States Census Bureau at <https://www.census.gov/programs-surveys/metro-micro.html>. THIRA/SPR results do not impact grant allocation or award.

The following table identifies the UASI allocations for each high-risk urban area based on DHS/FEMA's relative risk methodology pursuant to the *Homeland Security Act of 2002*, as amended.

In its application, each high-risk urban area, through the state, must include a separate IJ for each of the five National Priority Areas identified in the Priorities section, above. **All projects related to the National Priority Area must be included in the IJ.** The funding level in each National Priority Area investment **must equal or exceed** the percentage for that respective National Priority Area, calculated as a percentage of the urban area's UASI allocation in the table below.



### 2021 UASI ALLOCATIONS

State/Territory	Urban Area	FY 2021 UASI Allocation
Arizona	Phoenix Area	\$5,250,000
California	Anaheim/Santa Ana Area	\$5,250,000
	Bay Area	\$37,500,000
	Los Angeles/Long Beach Area	\$68,000,000
	Riverside Area	\$3,900,000
	Sacramento Area	\$3,800,000
	San Diego Area	\$16,900,000
Colorado	Denver Area	\$3,900,000
District of Columbia	National Capital Region	\$51,750,000
Florida	Miami/Fort Lauderdale Area	\$14,750,000
	Orlando Area	\$3,800,000
	Tampa Area	\$3,800,000
Georgia	Atlanta Area	\$6,250,000
Hawaii	Honolulu Area	\$3,800,000
Illinois	Chicago Area	\$68,000,000
Maryland	Baltimore Area	\$4,250,000
Massachusetts	Boston Area	\$16,900,000
Michigan	Detroit Area	\$5,250,000
Minnesota	Twin Cities Area	\$5,250,000
Missouri	St. Louis Area	\$3,800,000
Nevada	Las Vegas Area	\$5,250,000
New Jersey	Jersey City/Newark Area	\$19,050,000
New York	New York City Area	\$178,750,000
North Carolina	Charlotte Area	\$3,800,000
Oregon	Portland Area	\$3,800,000
Pennsylvania	Philadelphia Area	\$16,900,000
Texas	Dallas/Fort Worth/Arlington Area	\$16,900,000
	Houston Area	\$24,600,000
	San Antonio Area	\$3,800,000
Virginia	Hampton Roads Area	\$3,800,000
Washington	Seattle Area	\$6,250,000
<b>Total</b>		<b>\$615,000,000</b>

#### **OPSG Allocations**

For FY 2021, DHS/FEMA will award OPSG funds based on risk and the anticipated effectiveness of the proposed use of grant funds upon completion of the application review process. The FY 2021 OPSG risk assessment is designed to identify the risk to border security and to assist with the distribution of funds for the grant program. Funding under OPSG is distributed based on the risk to the security of the border and the effectiveness of the proposed projects. Entities eligible for funding are the state, local, and tribal law

enforcement agencies that are located along the border of the United States. DHS/FEMA will make final award determinations based upon a review of the anticipated effectiveness of the state's application as described in Section D, below. The THIRA/SPR process is not required for OPSG.

For the purposes of OPSG, the risk is defined as the potential for an adverse outcome assessed as a function of threats, vulnerabilities, and consequences associated with an incident, event, or occurrence.

Based upon ongoing intelligence analysis and extensive security reviews, DHS/CBP continues to focus the bulk of OPSG funds based upon risk analyses. The risk model used to allocate OPSG funds considers the potential risk that certain threats pose to border security and estimates the relative risk faced by a given area. In evaluating risk, DHS/CBP considers intelligence, situational awareness, criminal trends, and statistical data specific to each of the border sectors, and the potential impacts that these threats pose to the security of the border area. For vulnerability and consequence, DHS/CBP considers the expected impact and consequences of successful border events occurring in specific areas.

Threat and vulnerability are evaluated based on specific operational data from DHS/CBP. Threat components present in each of the sectors are used to determine the overall threat score. These components are terrorism, criminal aliens, drug trafficking organizations, and alien smuggling organizations.

Effectiveness of the proposed investments will be evaluated based on the recipient's investment strategy, budget, collaboration, and past performance.

2. Projected Number of Awards: **56**
3. Period of Performance: **36 months**

Extensions to the period of performance are allowed. For additional information on period of performance extensions, please refer to Section H of this NOFO and the [Preparedness Grants Manual](#).

FEMA awards under this program only include one budget period, so it will be same as the period of performance. *See* 2 C.F.R. § 200.1 for definitions of "budget period" and "period of performance."

4. Projected Period of Performance Start Date(s): **10/01/2021**
5. Projected Period of Performance End Date(s): **09/30/2024**
6. Funding Instrument Type: **Grant**

### **C. Eligibility Information**

#### **1. Eligible Applicants**

The SAA is the only entity eligible to submit HSGP applications to DHS/FEMA, including

those applications submitted on behalf of UASI and OPSG applicants. All 56 states and territories, including any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands, are eligible to apply for SHSP funds. Tribal governments may not apply directly for HSGP funding; however, funding may be available to tribes under the SHSP and OPSG through the SAA.

## 2. Applicant Eligibility Criteria

Eligible high-risk urban areas for the FY 2021 UASI program have been determined through an analysis of relative risk of terrorism faced by the 100 most populous MSAs in the United States. Subawards will be made by the SAAs to the designated high-risk urban areas.

In FY 2021, OPSG eligible subrecipients are local units of government at the county level or equivalent level of government and federally recognized tribal governments in states bordering Canada or Mexico and states and territories with international water borders. All applicants must have active ongoing USBP operations coordinated through a CBP sector office to be eligible for OPSG funding.

In FY 2021, OPSG subrecipients eligible to apply for and receive a subaward directly from the SAAs are divided into three Tiers. Tier 1 entities are local units of government at the county level or equivalent and federally recognized tribal governments that are on a physical border in states bordering Canada, states bordering Mexico, and states and territories with international water borders. Tier 2 eligible subrecipients are those not located on the physical border or international water but are contiguous to a Tier 1 county. Tier 3 eligible subrecipients are those not located on the physical border or international water but are contiguous to a Tier 2 eligible subrecipient. The tier structure is only applicable with regard to eligibility. OPSG funding allocations are based on the assessed border security risks as determined by the USBP.

An application submitted by an otherwise eligible non-federal entity (i.e., the applicant) may be deemed ineligible when the person that submitted the application is not: 1) a ***current employee, personnel, official, staff, or leadership*** of the non-federal entity; and 2) ***duly authorized to apply*** for an award on behalf of the non-federal entity at the time of application.

Further, the Authorized Organization Representative (AOR) must be a duly authorized current employee, personnel, official, staff, or leadership of the recipient and ***provide an email address unique to the recipient at the time of application and upon any change in assignment during the period of performance. Consultants or contractors of the recipient are not permitted to be the AOR of the recipient.***

## 3. Other Eligibility Criteria

### a. National Incident Management System (NIMS) Implementation

Prior to allocation of any federal preparedness awards, recipients must ensure and maintain adoption and implementation of NIMS. The list of objectives used for progress and

achievement reporting is on FEMA's website at <https://www.fema.gov/emergency-managers/nims/implementation-training>.

Please see the [Preparedness Grants Manual](#) for more information on NIMS.

**b. *Emergency Management Assistance Compact (EMAC) Membership***

In support of the National Preparedness Goal (the Goal), SHSP recipients must belong to, be in, or act as a temporary member of EMAC, except for American Samoa and the Commonwealth of the Northern Mariana Islands, which are not required to belong to EMAC at this time. All assets supported in part or entirely with FY 2021 HSGP funding must be readily deployable and NIMS-typed when possible to support emergency or disaster operations per existing EMAC agreements. In addition, funding may be used for the sustainment of core capabilities that, while they may not be physically deployable, support national response capabilities, such as Geographic/Geospatial Information Systems (GIS), interoperable communications systems, capabilities as defined under the Mitigation Mission Area of the Goal, and fusion centers.

**c. *Law Enforcement Terrorism Prevention Activities (LETPA)***

Per section 2006 of the *Homeland Security Act of 2002*, as amended (6 U.S.C. § 607), DHS/FEMA is required to ensure that at least 25 percent of grant funding appropriated for grants awarded under HSGP's authorizing statute are used for LETPAs. DHS/FEMA meets this requirement, in part, by requiring all recipients allocate at least 25 percent of the combined HSGP funds allocated under SHSP and UASI towards LETPAs, as defined in 6 U.S.C. § 607. The LETPA allocation can be from SHSP, UASI, or both. The 25 percent LETPA allocation may be met by funding projects in any combination of the five National Priority Areas identified above and any other investments. The 25 percent LETPA allocation requirement is in addition to the 80 percent pass-through requirement to local units of government and tribes, referenced below.

The [National Prevention Framework](#) describes those activities that should be executed upon the discovery of intelligence or information regarding an imminent threat to the homeland, to thwart an initial or follow-on terrorist attack and provides guidance to ensure the Nation is prepared to identify, prevent, avoid, or stop a threatened or actual act of terrorism. Activities outlined in the National Prevention Framework are eligible for use as LETPA-focused funds. Also, where capabilities are shared with the protection mission area, the National Protection Framework activities are also eligible. All other terrorism prevention activities proposed for funding under LETPA must be approved by the FEMA Administrator.

**4. Cost Share or Match**

There is no cost share or match requirement for the FY 2021 HSGP.

**D. Application and Submission Information**

**1. Key Dates and Times**

**a. *Application Start Date:*** 02/25/2021

**b. Application Submission Deadline:**

05/14/2021 at 05 PM ET

All applications **must** be received by the established deadline.

The Non-Disaster (ND) Grants System has a date stamp that indicates when an application is submitted. Applicants will receive an electronic message confirming receipt of their submission. For additional information on how an applicant will be notified of application receipt, see the subsection titled “Timely Receipt Requirements and Proof of Timely Submission” in Section D of this NOFO.

**FEMA will not review applications that are received after the deadline or consider these late applications for funding.** FEMA may, however, extend the application deadline on request for any applicant who can demonstrate that good cause exists to justify extending the deadline. Good cause for an extension may include technical problems outside of the applicant’s control that prevent submission of the application by the deadline, other exigent or emergency circumstances, or statutory requirements for FEMA to make an award.

**Applicants experiencing technical problems outside of their control must notify FEMA as soon as possible and before the application deadline.** Failure to timely notify FEMA of the issue that prevented the timely filing of the application may preclude consideration of the award. “Timely notification” of FEMA means: prior to the application deadline and within 48 hours after the applicant became aware of the issue.

A list of FEMA contacts can be found in Section G of this NOFO, “DHS Awarding Agency Contact Information.” For additional assistance using the ND Grants System, please contact the ND Grants Service Desk at (800) 865-4076 or [NDGrants@fema.dhs.gov](mailto:NDGrants@fema.dhs.gov). The ND Grants Service Desk is available Monday through Friday, 9:00 AM – 6:00 PM Eastern Time (ET). For programmatic or grants management questions, please contact your Program Analyst or Grants Specialist. If applicants do not know who to contact or if there are programmatic questions or concerns, please contact the Centralized Scheduling and Information Desk (CSID) by phone at (800) 368-6498 or by e-mail at [askcsid@fema.dhs.gov](mailto:askcsid@fema.dhs.gov), Monday through Friday, 9 AM – 5 PM ET.

**c. Anticipated Funding Selection Date:**

No later than 07/16/2021

**d. Anticipated Award Date:**

No later than 09/30/2021

**e. Other Key Dates:**

Event	Suggested Deadline for Completion
Obtaining DUNS Number	Four weeks before actual submission deadline
Obtaining a valid EIN	Four weeks before actual submission deadline
Creating an account with login.gov	Four weeks before actual submission deadline
Registering in SAM or Updating SAM registration	Four weeks before actual submission deadline
Registering in Grants.gov	Four weeks before actual submission deadline

Starting application in Grants.gov	One week before actual submission deadline
Submitting the final application in ND Grants	By the submission deadline

## 2. Agreeing to Terms and Conditions of the Award

By submitting an application, applicants agree to comply with the requirements of this NOFO and the terms and conditions of the award, should they receive an award.

## 3. Address to Request Application Package

See the [Preparedness Grants Manual](#) for requesting and submitting an application.

Initial applications are processed through the [Grants.gov](#) portal. Final applications are completed and submitted through FEMA's ND Grants System. Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>.

Hard copies of the NOFO can be downloaded at [Grants.gov](#) or obtained via email from the Awarding Office points of contact listed in Section G of this NOFO, "DHS Awarding Agency Contact Information" or by TTY (800) 462-7585.

## 4. Steps Required to Obtain a Unique Entity Identifier, Register in the System for Award Management (SAM), and Submit an Application

Applying for an award under this program is a multi-step process and requires time to complete. Applicants are encouraged to register early as the registration process can take four weeks or more to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines.

Please review the table above for estimated deadlines to complete each of the steps listed. Failure of an applicant to comply with any of the required steps before the deadline for submitting an application may disqualify that application from funding.

To apply for an award under this program, all applicants must:

- a. Apply for, update, or verify their Data Universal Numbering System (DUNS) number from Dun & Bradstreet and Employer Identification Number (EIN) from the Internal Revenue Service;
- b. In the application, provide a valid DUNS number, which is currently the unique entity identifier;
- c. Have an account with [login.gov](#);
- d. Register for, update, or verify their SAM account and ensure the account is active before submitting the application;
- e. Create a Grants.gov account;
- f. Add a profile to a Grants.gov account;
- g. Establish an AOR in Grants.gov;
- h. Register in ND Grants
- i. Submit an initial application in Grants.gov;

- j. **Submit the final application in ND Grants, including electronically signing applicable forms; and**
- k. Continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency. As part of this, applicants must also provide information on an applicant's immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded federal contracts or federal financial assistance within the last three years, if applicable.

Specific instructions on how to apply for, update, or verify a DUNS number or SAM registration or establish an AOR are included below in the steps for applying through Grants.gov.

Applicants are advised that FEMA may not make a federal award until the applicant has complied with all applicable DUNS and SAM requirements. Therefore, an applicant's SAM registration must be active not only at the time of application, but also during the application review period and when FEMA is ready to make a federal award. Further, as noted above, an applicant's or recipient's SAM registration must remain active for the duration of an active federal award. If an applicant's SAM registration is expired at the time of application, expires during application review, or expires any other time before award, FEMA may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Per 2 C.F.R. § 25.110(c)(2)(ii), if an applicant is experiencing exigent circumstances that prevents it from receiving a DUNS number and completing SAM registration prior to receiving a federal award, the applicant must notify FEMA as soon as possible by contacting [askcsid@fema.dhs.gov](mailto:askcsid@fema.dhs.gov) and providing the details of the circumstances that prevent completion of these requirements. If FEMA determines that there are exigent circumstances and FEMA has decided to make an award, the applicant will be required to obtain a DUNS number and complete SAM registration within 30 days of the federal award date.

## 5. **Electronic Delivery**

DHS is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. DHS encourages or requires applicants to submit their applications online through Grants.gov, depending on the funding opportunity.

For this funding opportunity, FEMA requires applicants to submit initial applications through Grants.gov and a final application through ND Grants.

## 6. **How to Register to Apply through Grants.gov**

For information on how to register to apply through Grants.gov, please see the [Preparedness Grants Manual](#).

## 7. **How to Submit an Initial Application to FEMA via Grants.gov**

Standard Form 424 (SF-424) is the initial application for this NOFO.



Grants.gov applicants can apply online using a workspace. A workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each Notice of Funding Opportunity, you can create individual instances of a workspace. Applicants are encouraged to submit their initial applications in Grants.gov at least seven days before the application deadline.

In Grants.gov, applicants need to submit the following forms:

- SF-424, Application for Federal Assistance
- Grants.gov Lobbying Form, Certification Regarding Lobbying

For further information on how to submit an initial application via Grants.gov, please see the [Preparedness Grants Manual](#).

## 8. Submitting the Final Application in ND Grants

After submitting the initial application in Grants.gov, eligible applicants will be notified by FEMA and asked to proceed with submitting their complete application package in ND Grants. Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of this announcement or, at the latest, seven days before the application deadline. Early registration will allow applicants to have adequate time to start and complete their applications.

Applicants needing assistance registering for the ND Grants system should contact [ndgrants@fema.dhs.gov](mailto:ndgrants@fema.dhs.gov) or (800) 865-4076. For step-by-step directions on using the ND Grants system and other guides, please see <https://www.fema.gov/grants/guidance-tools/non-disaster-grants-management-system>.

In ND Grants, applicants will be prompted to submit the standard application information and any program-specific information required as described in Section D.10 of this NOFO, “Content and Form of Application Submission.”. The Standard Forms (SF) are auto generated in ND Grants, but applicants may access these forms in advance through the Forms tab under the [SF-424 family on Grants.gov](#). Applicants should review these forms before applying to ensure they have all the information required.

For additional application submission requirements, including program-specific requirements, please refer to the subsection titled “Content and Form of Application Submission” under Section D of this NOFO.

## 9. Timely Receipt Requirements and Proof of Timely Submission

As application submission is a two-step process, the applicant with the AOR role who submitted the application in Grants.gov will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of its initial application. **This notification does not serve as proof of timely submission, as the application is not complete until it is submitted in ND Grants.** Applicants can also view the ND Grants Agency Tracking Number by accessing the Details tab in the submitted workspace section in Grants.gov, under the Agency Tracking Number column. Should the Agency Tracking Number not appear, the application has not yet migrated from Grants.gov



into the ND Grants System. Please allow 24 hours for your ND Grants application tracking number to migrate.

All applications must be received in ND Grants by **5 PM ET** on the application deadline. Proof of timely submission is automatically recorded by ND Grants. An electronic date/time stamp is generated within the system when the application is successfully received by ND Grants. Additionally, the applicant(s) listed as contacts on the application will receive a system-generated email to confirm receipt.

## 10. Content and Form of Application Submission

### a. *Standard Required Application Forms and Information*

#### I. GRANTS.GOV

- **SF-424, Application for Federal Assistance**, initial application submitted through Grants.gov
- **Grants.gov Lobbying Form, Certification Regarding Lobbying**, submitted through Grants.gov

#### II. ND GRANTS

- **SF-424A, Budget Information (Non-Construction)**, submitted via the forms generated by ND Grants
  - **For construction under an award, submit SF-424C, Budget Information (Construction)**, submitted via the forms generated by ND Grants, in addition to or instead of SF-424A
- **SF-424B, Standard Assurances (Non-Construction)**, submitted via the forms generated by ND Grants
  - **For construction under an award, submit SF-424D, Standard Assurances (Construction)**, submitted via the forms generated by ND Grants, in addition to or instead of SF-424B
- **SF-LLL, Disclosure of Lobbying Activities**, submitted via the forms generated by ND Grants
- **Indirect Cost Agreement or Proposal**, submitted as an attachment in ND Grants if the budget includes indirect costs and the applicant is required to have an indirect cost rate agreement or proposal. If the applicant does not have or is not required to have an indirect cost rate agreement or proposal, please see Section D.13 of this NOFO, “Funding Restrictions and Allowable Costs,” for further information regarding allowability of indirect costs and whether alternatives to an indirect cost rate agreement or proposal might be available, or contact the relevant FEMA staff identified in Section G of this NOFO, “DHS Awarding Agency Contact Information” for further instructions.

Generally, applicants have to submit either the non-construction forms (i.e., SF-424A and SF-424B) or construction forms (i.e., SF-424C and SF-424D), meaning that applicants that only have construction work and do not have any non-construction work need only submit the construction forms (i.e., SF-424C and SF-424D) and not the non-construction forms (i.e., SF-424A and SF-424B), and vice versa. However, applicants who have both construction and non-construction work under this program need to submit both the construction and non-construction forms.

**b. Program-Specific Required Forms and Information**

**i. IJ DEVELOPMENT: SHSP AND UASI**

As part of the FY 2021 HSGP application process for SHSP and UASI funds, applicants must develop formal IJs that address the proposed investments. Failure to fulfill all of the terms contained in this section will be considered by DHS/FEMA in its evaluation of the effectiveness of the IJs submitted to meet the minimum percent spend requirement for each National Priority Area. Failure to sufficiently align projects to the National Priority Areas and meet the minimum percent spend requirement will result in funds being placed on hold until those issues are addressed.

FY 2021 SHSP and UASI applications must include one (1) IJ and at least one (1) respective project for each of the five National Priority Areas (Cybersecurity, Soft Targets/Crowded Places, Intelligence and Information Sharing, Countering Domestic Violent Extremism, and Emerging Threats) identified in this NOFO. Each of these five IJs must also meet or exceed the minimum percent spend requirement based on the applicant's SHSP and UASI allocation stated in this NOFO. **The SAA must submit one IJ per National Priority Area; all projects associated with a National Priority Area must be submitted in the same IJ and account for the relevant minimum spend requirement as a percentage of the SHSP or UASI allocation.** SAAs may submit complete project-level information at the time of application but are not required to do so at the time of application. However, any SHSP or UASI application that does not include an IJ for each National Priority Area that meets the minimum spend requirement will have that funding placed on hold (up to the National Priority Area, or up to 30 percent of the total award) until those IJs and project-level details that sufficiently address the National Priority Areas are received and approved by DHS/FEMA.

Each IJ must *demonstrate* how proposed investments:

- Support terrorism preparedness;
- Support closing capability gaps or sustaining capabilities identified in the community's THIRA/SPR process; and
- Support the overcoming of existing logistical, technological, legal, policy, and other impediments to collaborating, networking, sharing information, cooperating, and fostering a culture of national preparedness with federal, state, tribal, and local governments, as well as other regional, and nonprofit partners in efforts to prevent, prepare for, protect against, and respond to acts of terrorism, to meet its target capabilities, support the national security mission of DHS and other federal agencies, and to otherwise reduce the overall risk to the high-risk urban area, the state, or the Nation.

Each IJ must *explain* how the proposed investments will support the applicant's efforts to:

- Prevent a threatened or an actual act of terrorism;
- Prepare for all hazards and threats, while explaining the nexus to terrorism preparedness;
- Protect citizens, residents, visitors, and assets against the greatest threats and hazards, relating to acts of terrorism; and/or

- Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of an act of terrorism or other catastrophic incidents.

If not included in the application, SHSP and UASI recipients must submit complete project-level information for each SHSP and UASI IJ as part of the Biannual Strategy Implementation Report (BSIR) due by January 30, 2022. This includes IJs for the five National Priority Areas.

DHS/FEMA will evaluate the effectiveness of the projects submitted in support of the National Priority Areas, either at the time of application or as part of the December 2021 BSIR. DHS/FEMA will not reduce FY 2021 HSGP awards based on the effectiveness review but will work with recipients to ensure compliance with the National Priority Area requirements based on the results of the effectiveness review. Recipients and subrecipients will not be permitted to expend funding under the National Priority Areas until the effectiveness of the proposed projects has been reviewed and confirmed by FEMA.

## **II. DEVELOPMENT OF INVESTMENTS AND PROJECTS: SHSP**

- Applicants must propose at least five and may include up to ten investments.
- Within each investment, applicants must propose at least one project to describe the activities they plan to implement with SHSP funds. There is no limit to the number of projects that may be submitted.
- Required National Priority Area IJs must include the name of the priority in the investment name for easy identification.
- Of the proposed SHSP-funded investments, one single project, within the required Intelligence and Information Sharing National Priority Area IJ, must be in support of a designated fusion center. Recipients must coordinate with the fusion center when developing a fusion center project prior to submission. See additional information on how to develop the fusion center projects below and in the [Preparedness Grants Manual](#).
- All emergency communications investments must describe how such activities align with needs identified in their Statewide Communication Interoperability Plan (SCIP). Recipients must coordinate with their Statewide Interoperability Coordinator (SWIC) and/or Statewide Interoperability Governing Body (SIGB) when developing an emergency communications investment prior to submission to ensure the project supports the statewide strategy to improve emergency communications and is compatible and interoperable with surrounding systems. The investment name must include the words “emergency communications” to easily identify any emergency communications investments.
- All requested funding must be associated with specific projects. For each project, several pieces of information must be provided to submit the project for consideration in the application, including:
  - Project name;
  - Project description;
  - Subrecipient name, if applicable;
  - Recipient type (e.g., state or local);
  - Project location (zip code of the primary location of the project);
  - Primary core capability the project supports;

- Whether the project activities are shareable and deployable; and
- Which National Priority Area (if any) the project supports.
- Projects should describe how the proposed investment supports closing capability gaps or sustaining capabilities identified in the THIRA/SPR process.
- FEMA encourages states to use any DHS provided assessments, such as those performed by DHS's Protective Security Advisors and Cybersecurity Advisors, when developing their IJs.

### III. **NATIONAL PRIORITY AREA INVESTMENTS: SHSP**

States are encouraged to review the [Strategic Framework for Countering Terrorism and Targeted Violence](#) when developing investments.

- **Cybersecurity IJ (7.5 percent)**

At least one investment must be in support of the state's cybersecurity efforts. The investment must meet or exceed the FY 2021 national priority percentage for cybersecurity and will also be subject to DHS/FEMA's evaluation of the effectiveness of the proposed investments. Cybersecurity investments must support the security and functioning of critical infrastructure and core capabilities as they relate to preventing, preparing for, protecting against, or responding to acts of terrorism. Recipients and subrecipients of FY 2021 HSGP grant awards will be required to complete the 2021 [Nationwide Cybersecurity Review](#) (NCSR), enabling agencies to benchmark and measure progress of improving their cybersecurity posture. The Chief Information Officer (CIO), Chief Information Security Officer (CISO) or equivalent for each recipient should complete the NCSR. If there is no CIO or CISO, the most senior cybersecurity professional should complete the assessment. The NCSR is available at no cost to the user and takes approximately 2-3 hours to complete. The 2021 NCSR is estimated to be open from October – December 2021.

The NCSR is an annual requirement for recipients and subrecipients of HSGP funds. Additionally, FEMA recognizes that some subawards will not be issued until after the NCSR has closed. In such cases, such subrecipients will be required to complete the first available NCSR offered after the subaward has been issued by the pass-through entity. Although not required by SLTTs that did not receive HSGP funds, all SLTT agencies with preparedness responsibilities are highly encouraged to participate and complete the NCSR to evaluate their cybersecurity posture. For detailed information and background on the NCSR, please see [IB 439](#).

- **Soft Targets/Crowded Places IJ (5 percent)**

Soft targets and crowded places are increasingly appealing to terrorists and other extremist actors because of their relative accessibility and the large number of potential targets. This challenge is complicated by the prevalent use of simple tactics and less sophisticated attacks. Segments of our society are inherently open to the general public, and by nature of their purpose do not incorporate strict security measures. Given the increased emphasis by terrorists and other extremist actors to leverage less sophisticated methods to inflict harm in public areas, it is vital that the public and private sectors

collaborate to enhance security of locations such as transportation centers, parks, restaurants, shopping centers, special event venues, and similar facilities.

Given the increased risk to soft targets and crowded places, at least one investment must be in support of the state's efforts to protect soft targets/crowded places. Additionally, the proposed investment must meet or exceed the FY 2021 national priority percentage for soft targets/crowded places and will also be subject to DHS/FEMA's evaluation of the effectiveness of the proposed investments. Additional resources and information regarding securing soft targets and crowded places are available through the [Cybersecurity and Infrastructure Security Agency](#). States are encouraged to engage DHS' Protective Security Advisors' security assessments of soft targets to ensure that recommendations from those assessments are taken into consideration when allocating grant funding.

- **Information and Intelligence Sharing and Cooperation IJ (5 percent)**

Effective homeland security operations rely on access to, analysis of, and the timely sharing of open source, unclassified, and classified information, suspicious activity reports, tips/leads, and actionable intelligence on indicators and behaviors to accurately identify, assess, and mitigate a wide array of threats against the United States, including terrorism, threats to life, targeted violence, and other threats within the DHS mission space. Accordingly, DHS works diligently to enhance intelligence collection, integration, analysis, and information sharing capabilities to ensure partners, stakeholders, and senior leaders receive actionable intelligence and information necessary to inform their decisions and operations. A critical and statutorily charged mission of DHS is to deliver intelligence and information to federal, state, local, and tribal governments and private sector partners. Cooperation and information sharing among state, federal, and local partners across all areas of the homeland security enterprise, including counterterrorism – including both international and domestic terrorism, cybersecurity, border security, transnational organized crime, immigration enforcement, economic security, and other areas is critical to homeland security operations and the prevention of, preparation for, protection against, and responding to acts of terrorism, and other threats to life and criminal acts of targeted violence.

Given the importance of information sharing and collaboration to effective homeland security solutions, at least one investment must be in support of the state's efforts to enhance information sharing and cooperation with DHS and other federal agencies. As noted above, this requirement must include at least one dedicated fusion center project. Additional instructions on development of the fusion center project can be found below. Applicants must justify persuasively how they will contribute to the information sharing and collaboration purposes of the investment and a culture of national preparedness. Additionally, the proposed investment must meet or exceed the FY 2021 national priority percentage for information sharing and cooperation with DHS and will also be subject to DHS/FEMA's evaluation of the effectiveness of the proposed investments. Additional resources and information regarding collaboration and information sharing are available through the Department's [Office of Intelligence and Analysis](#).

- **Domestic Violent Extremism IJ (7.5 percent)**

As stated in the October 2020 DHS Homeland Threat Assessment, domestic violent extremists, including ideologically motivated lone offenders and small groups, present the most persistent and lethal terrorist threat to the Homeland. These violent extremists capitalize on social and political tensions, which have resulted in an elevated threat environment. They utilize social media platforms and other technologies to spread violent extremist ideologies that encourage violence and influence action within the United States. The COVID-19 pandemic has further created an environment that may lead to accelerated mobilization to targeted violence and/or radicalization to domestic terrorism, including driving lawful protests to incite violence, intimidate targets, and promote their violent extremist ideologies.

Given the rise of domestic violent extremism in recent years, at least one investment must be in support of the state's efforts to combat the rise, influence, and spread of domestic violent extremism. Additionally, the proposed investment must meet or exceed the FY 2021 national priority percentage for domestic violent extremism and will also be subject to DHS/FEMA's evaluation of the effectiveness of the proposed investments.

**Please note** that there currently is not a "Domestic Violent Extremism" Investment Type option in the Grant Reporting Tool (GRT). Instead applicants should select the "Standard" Investment Type and clearly name the IJ as "Domestic Violent Extremism Priority Area" to ensure it is appropriately accounted for during FEMA's administrative and effectiveness reviews.

- **Emerging Threats IJ (5 percent)**

The spread of rapidly evolving and innovative technology, equipment, techniques, and knowledge presents new and emerging dangers for homeland security in the years ahead. Terrorists, criminal actors, and foreign adversaries continue to utilize open source and other technologies to spread misinformation and sow discord in the United States. These actors also remain intent on acquiring WMD capabilities, and rogue nations and non-state actors are aggressively working to develop, acquire, and modernize WMDs that they could use against the Homeland. Meanwhile, biological and chemical materials and technologies with dual use capabilities are more accessible throughout the global market. Due to the proliferation of such information and technologies, rogue nations and non-state actors have more opportunities to develop, acquire, and use WMDs than ever before. Similarly, the proliferation of UASs, artificial intelligence, and biotechnology increase opportunities of threat actors to acquire and use these capabilities against the United States and its interests.

Given the increased risk of these emerging threats, at least one investment must be in support of the state's efforts to address emerging threats. Additionally, the proposed investment must meet or exceed the FY 2021 national priority percentage for emerging threats and will also be subject to DHS/FEMA's evaluation of the effectiveness of the proposed investments. Additional resources and information regarding emerging threats are available through the [Countering Weapons of Mass Destruction Office](#) and the [Cybersecurity and Infrastructure Security Agency](#).



#### IV. **DEVELOPMENT OF INVESTMENTS AND PROJECTS: UASI**

- Applicants must propose at least five and may include up to ten investments.
- Within each investment, urban areas must propose at least one project to describe the activities they are planning to implement with UASI funds. There is no limit to the number of projects that may be submitted.
- Required National Priority Area IJs must include the name of the priority in the investment name for easy identification.
- Of the proposed projects, urban areas are required to propose one single project, as part of the required intelligence and information sharing IJ, in support of a designated fusion center within the urban area, if applicable. Recipients must coordinate with the fusion center when developing a fusion center project prior to submission. See additional information on how to develop fusion center investments below and in the [Preparedness Grants Manual](#).
- All emergency communications investments must describe how such activities align with the needs identified in their SCIP. Recipients must coordinate with their SWIC and/or SIGB when developing an emergency communications investment prior to submission to ensure the project supports the statewide strategy to improve emergency communications and is compatible and interoperable with surrounding systems. The investment name must include the words “emergency communications” to easily identify any emergency communications investments.
- All requested funding must be associated with specific projects. For each project, several pieces of information must be provided to submit the project for consideration in the application, including:
  - Project name;
  - Project description
  - Subrecipient name, if applicable;
  - Recipient type (e.g., state or local);
  - Project location (zip code of the primary location of the project);
  - Primary core capability the project supports;
  - Whether the project activities are shareable and deployable; and
  - Which National Priority Area (if any) the project supports.
- Projects should describe how the proposed investment supports closing capability gaps or sustaining capabilities identified in the THIRA/SPR process.
- FEMA encourages states to use any DHS provided assessments, such as those performed by DHS’s Protective Security Advisors and Cybersecurity Advisors, when developing their IJs.

#### V. **PRIORITY INVESTMENTS: UASI**

High-risk urban areas are encouraged to review the [Strategic Framework for Countering Terrorism and Targeted Violence](#) when developing investments.

- **Cybersecurity IJ (7.5 percent)**  
At least one investment must be in support of the urban area’s cybersecurity efforts. The investment must meet or exceed the FY 2021 national priority percentage for cybersecurity and will also be subject to DHS/FEMA’s evaluation of the effectiveness of the proposed investments. Cybersecurity investments must support the security and

functioning of critical infrastructure and core capabilities as they relate to preventing, preparing for, protecting against, or responding to acts of terrorism. Recipients and subrecipients of FY 2021 HSGP awards will be required to complete the 2021 [Nationwide Cybersecurity Review](#), enabling agencies to benchmark and measure progress of improving their cybersecurity posture. The CIO, CISO or equivalent for each recipient should complete the NCSR. If there is no CIO or CISO, the most senior cybersecurity professional should complete the assessment. The NCSR is available at no cost to the user and takes approximately 2- 3 hours to complete. The 2021 NCSR is estimated to be open from October – December 2021.

The NCSR is an annual requirement for recipients and subrecipients of HSGP funds. Additionally, FEMA recognizes that some subawards will not be issued until after the NCSR has closed. In such cases, such subrecipients will be required to complete the first available NCSR offered after the subaward has been issued by the pass-through entity. Although not required by SLTTs that did not receive HSGP funds, all SLTT agencies with preparedness responsibilities are highly encouraged to participate and complete the NCSR to evaluate their cybersecurity posture. For detailed information and background on the NCSR, please see [IB 439](#).

- **Soft Targets/Crowded Places IJ (5 percent)**

Soft targets and crowded places are increasingly appealing to terrorists and other extremist actors because of their relative accessibility and the large number of potential targets. This challenge is complicated by the prevalent use of simple tactics and less sophisticated attacks. Segments of our society are inherently open to the general public, and by nature of their purpose do not incorporate strict security measures. Given the increased emphasis by terrorists and other extremist actors to leverage less sophisticated methods to inflict harm in public areas, it is vital that the public and private sectors collaborate to enhance security of locations such as transportation centers, parks, restaurants, shopping centers, special event venues, and similar facilities.

Given the increased risk to soft targets and crowded places, at least one investment must be in support of the urban area's efforts to protect soft targets/crowded places. Additionally, the proposed investment must meet or exceed the FY 2021 national priority percentage for soft targets/crowded places and will also be subject to DHS/FEMA's evaluation of the effectiveness of the proposed investments. Additional resources and information regarding securing soft targets and crowded places are available through the [Cybersecurity and Infrastructure Security Agency](#).

- **Information and Intelligence Sharing and Cooperation IJ (5 percent)**

Effective homeland security operations rely on access to, analysis of, and timely sharing of open source, unclassified, and classified information, suspicious activity reports, tips/leads, and actionable intelligence on indicators and behaviors to accurately identify, assess, and mitigate a wide array of threats against the United States, including terrorism, threats to life, targeted violence, and other threats within the DHS mission space. Accordingly, DHS works diligently to enhance intelligence collection, integration, analysis, and information sharing capabilities to ensure partners, stakeholders, and senior



leaders receive actionable intelligence and information necessary to inform their decisions and operations. A critical and statutorily charged mission of DHS is to deliver intelligence and information to federal, state, local, and tribal governments and private sector partners. Cooperation and information sharing among state, federal, and local partners across all areas of the homeland security enterprise, including counterterrorism, – including both international and domestic terrorism, cybersecurity, transnational organized crime, economic security, border security, immigration enforcement, and other areas is critical to homeland security operations and the prevention of, preparation for, protection against, and responding to acts of terrorism, and other threats to life and criminal acts of targeted violence.

Given the importance of information sharing and collaboration to effective homeland security solutions, at least one investment must be in support of the urban area's efforts to enhance information sharing and cooperation with DHS and other federal agencies. As noted above, this requirement must include at least one dedicated fusion center project. Additional instructions on development of the fusion center project can be found below. Applicants must justify persuasively how they will contribute to the information sharing and collaboration purposes of the investment and a culture of national preparedness. Additionally, the proposed investment must meet or exceed the FY 2021 national priority percentage for information sharing and cooperation with DHS and will also be subject to DHS/FEMA's evaluation of the effectiveness of the proposed investments. Additional resources and information regarding collaboration and information sharing are available through the Department's [Office of Intelligence and Analysis](#).

- **Domestic Violent Extremism IJ (7.5 percent)**

As stated in the October 2020 DHS Homeland Threat Assessment, domestic violent extremists, including ideologically motivated lone offenders and small groups, present the most persistent and lethal terrorist threat to the Homeland. These violent extremists capitalize on social and political tensions, which have resulted in an elevated threat environment. They utilize social media platforms and other technologies to spread violent extremist ideologies that encourage violence and influence action within the United States. The COVID-19 pandemic has further created an environment that may lead to accelerated mobilization to targeted violence and/or radicalization to domestic terrorism, including driving lawful protests to incite violence, intimidate targets, and promote their violent extremist ideologies.

Given the rise of domestic violent extremism in recent years, at least one investment must be in support of the urban area's efforts to combat the rise, influence, and spread of domestic violent extremism. Additionally, the proposed investment must meet or exceed the FY 2021 national priority percentage for domestic violent extremism and will also be subject to DHS/FEMA's evaluation of the effectiveness of the proposed investments.

**Please note** that there currently is not a "Domestic Violent Extremism" Investment Type option in the GRT. Instead applicants should select the "Standard" Investment Type and clearly name the IJ as "Domestic Violent Extremism Priority Area" to ensure it is appropriately accounted for during FEMA's administrative and effectiveness reviews.

- **Emerging Threats IJ (5 percent)**

The spread of rapidly evolving and innovative technology, equipment, techniques, and knowledge presents new and emerging dangers for homeland security in the years ahead. Terrorists, criminal actors, and foreign adversaries continue to utilize open source and other technologies to spread misinformation and sow discord in the United States. These actors also remain intent on acquiring WMD capabilities, and rogue nations and non-state actors are aggressively working to develop, acquire, and modernize WMDs that they could use against the Homeland. Meanwhile, biological and chemical materials and technologies with dual use capabilities are more accessible throughout the global market. Due to the proliferation of such information and technologies, rogue nations and non-state actors have more opportunities to develop, acquire, and use WMDs than ever before. Similarly, the proliferation of UASs, artificial intelligence, and biotechnology increase opportunities of threat actors to acquire and use these capabilities against the United States and its interests.

Given the increased risk of these emerging threats, at least one investment must be in support of the urban area's efforts to address emerging threats. Additionally, the proposed investment must meet or exceed the FY 2021 national priority percentage for emerging threats and will also be subject to DHS/FEMA's evaluation of the effectiveness of the proposed investments. Additional resources and information regarding emerging threats are available through the [Countering Weapons of Mass Destruction Office](#) and the [Cybersecurity and Infrastructure Security Agency](#).

## VI. DEVELOPMENT OF FUSION CENTER PROJECTS: SHSP AND UASI

If applicable, each applicant must identify a fusion center project that will:

- Indicate alignment to a designated Fusion Center;
- Provide both a brief narrative description and funding itemization for the proposed project activities that directly support the designated fusion center; and
- The descriptive narrative and the financial itemization should align improvement or sustainment requests with fusion center activities as they relate to the Fusion Center Performance Measures found in the [Preparedness Grants Manual](#).

### *Sample Fusion Center Funding Itemization*

A sample project description and funding itemization are below. For the itemized projects, clearly identify the anticipated fusion center performance improvement or sustainment as a result of the proposed funding.

*The X Fusion enhancement project will fund:*

- *Salaries, benefits, and training for X number of Fusion Center intelligence analysts*
- *Travel costs associated with fusion center analyst training*
- *This project will directly sustain the Center's current capabilities and performance and directly aligns with performance measures 2021.XXX*
- *We anticipate seeing an improvement in the quality and quantity of analytic production and responses to requests for information as a direct result of the funding of this project*

The funding itemization for a fusion center project should include the amount and percent of each relevant solution area. As an example:

<i><b>Solution Area and Amount of Proposed Funding</b></i>	<i><b>Percent of Proposed Funding</b></i>
<i>Planning:</i> \$10,000	2%
<i>Organization:</i> \$200,000	48%
<i>Equipment:</i> \$200,000	48%
<i>Training:</i> \$10,000	2%
<i>Exercises:</i> \$0	0%
<i><b>Total:</b></i> \$420,000	100%

#### **VII. COMPLETING IJS IN THE GRANT REPORTING TOOL (GRT): SHSP AND UASI**

In the Related Documents section of the Grants.gov posting, applicants can find the IJ template and instructions for collecting the required information for investments and projects. Additionally, applicants should utilize the Project Worksheet located in Grants.gov posting to assemble the information required for each project, which will facilitate the input of that information into the GRT.

Applicants must ensure the appropriate National Priority Area “Investment Type” (*Overview Tab – Investment Information Section*) is selected for the corresponding National Priority Area (Cybersecurity, Soft Targets/Crowded Places, Information and Intelligence Sharing and Cooperation, and Emerging Threats). **Important note: there currently is not a “Domestic Violent Extremism” Investment Type option. Applicants should instead select the “Standard” Investment Type and clearly name the IJ as “Domestic Violent Extremism Priority Area” to ensure it is appropriately accounted for during FEMA’s administrative and effectiveness reviews.** All non-National Priority Area IJs should have the “Standard” Investment Type option selected.

#### **VIII. DEVELOPMENT OF CONCEPT OF OPERATIONS FOR OPSG**

As part of the FY 2021 OPSG application process, each eligible local unit of government at the county or federally recognized tribal government level must develop a strategic plan called a Concept of Operations (CONOP)/Application, which is a formal proposal of action to address a specific situation and forms the basis for Operations Orders, in coordination with state and federal law enforcement agencies, to include, but not limited to CBP/USBP. CONOPs that are developed at the county level should be inclusive of city, county, tribal, and other local law enforcement agencies that are eligible to participate in OPSG operational activities, and the CONOP/Application should describe participating agencies in the Executive Summary.

CONOP/Application details should include the names of the agencies, points of contact, and individual funding requests. All CONOPs/Applications must be developed in collaboration with the local USBP sector office, the SAA, and the local unit of government. Requests for funding in CONOPs/Applications must be based on risks and the operational enforcement support requirements of its corresponding USBP Sector, as well as the national priorities identified below. USBP Sector offices will forward the CONOPs to USBP Headquarters for

vetting and coordination. Applicants will forward corresponding OPSG Applications to the SAA for submission to FEMA. USBP Headquarters will reconcile all submitted CONOPs with the OPSG Applications. FEMA will review and evaluate all CONOPs and OPSG Applications and funding will be allocated based on the review and selection criteria identified in this NOFO.

**OPSG Applicants will be required to clearly articulate and identify how the CONOPs will address the national priorities identified below.**

- **Information and Intelligence Sharing and Cooperation**

Effective border security operations rely on access to, analysis of, and the timely sharing of open source, unclassified, and classified information, suspicious activity reports, tips/leads, and actionable intelligence on indicators and behaviors to accurately identify, assess, and mitigate a wide array of threats against the United States, including terrorism, threats to life, targeted violence, and other threats within the DHS mission space. Accordingly, DHS works diligently to enhance intelligence collection, integration, analysis, and information sharing capabilities to ensure partners, stakeholders, and senior leaders receive actionable intelligence and information necessary to inform their decisions and operations. One critical, statutorily required mission of DHS is to deliver intelligence and information to federal, state, local, and tribal governments and private sector partners. Cooperation and information sharing among state, federal, and local partners across all areas of the homeland security enterprise, including both international and domestic terrorism, cybersecurity, transnational organized crime, economic security, border security, immigration enforcement, and other areas is critical to homeland security operations and the prevention of, preparation for, protection against, and responding to acts of terrorism, and other threats to life and criminal acts of targeted violence.

Given the importance of information sharing and collaboration to effective homeland security solutions, the CONOP must support the recipient's efforts to enhance information sharing and cooperation with DHS and other federal agencies. Applicants must justify persuasively how they will contribute to the information sharing and collaboration purposes of the OPSG program and a culture of national preparedness. Additional resources and information regarding collaboration and information sharing are available through the Department's Office of Intelligence and Analysis.

- **Emerging Threats**

The spread of rapidly evolving and innovative technology, equipment, techniques, and knowledge presents new and emerging dangers for homeland security in the years ahead. Terrorists, criminal actors, and foreign adversaries continue to utilize open source and other technologies to spread misinformation and sow discord in the United States. These actors also remain intent on acquiring WMD capabilities, and rogue nations and non-state actors are aggressively working to develop, acquire, and modernize WMDs that they could use against the Homeland. Meanwhile, biological and chemical materials and technologies with dual use capabilities are more accessible throughout the global market. Due to the proliferation of such information and technologies, rogue nations and non-state actors have more opportunities to develop, acquire, and use WMDs

than ever before. Similarly, the proliferation of UASs, artificial intelligence, and biotechnology increase opportunities of threat actors to acquire and use these capabilities against the United States and its interests.

Given the increased risk of these emerging threats, the CONOP must be in support of the recipient's efforts to address emerging threats. Additional resources and information regarding emerging threats are available through the [Countering Weapons of Mass Destruction Office](#) and the [Cybersecurity and Infrastructure Security Agency](#).

## **IX. DETAILED Budget**

Applicants must provide budget summary worksheets for all funds requested at the time of application. The budget summary worksheets must be complete, reasonable, and cost-effective in relation to the proposed project and should provide the basis of computation of all project-related costs (including management and administrative costs) and any appropriate narrative. FEMA must be able to thoroughly evaluate the projects being submitted based on the information provided. FEMA must be able to determine how much funding is being passed through to subrecipients for each sub-program (UASI, SHSP, OPSG). Consequently, applicants must provide an appropriate level of detail within the budget summary worksheets to clarify what will be purchased and spent. Sample budget summary worksheets are available on the grants.gov posting for the HSGP in the Related Documents tab and may be used as a guide to assist applicants in the preparation of budgets and budget narratives.

## **11. Other Submission Requirements**

### **Emergency Communications Investments**

If an entity uses HSGP funding to support emergency communications investments, the applicant must describe in the investment how proposed communications investments align to needs identified in their SCIP. Effective project alignment will require advance coordination with the SWIC and consultation with governing bodies such as the SIGB or Statewide Interoperability Executive Committee (SIEC), as they serve as the primary steering group for the statewide interoperability strategy. Additionally, recipients should consult subject matter experts serving on governance bodies, such as broadband experts, chief information officers, representatives from utilities, or legal and financial experts, when developing proposals.

## **12. Intergovernmental Review**

An intergovernmental review may be required. Applicants must contact their state's Single Point of Contact (SPOC) to comply with the state's process under Executive Order 12372 (See <https://www.archives.gov/federal-register/codification/executive-order/12372.html>; <https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf>).

## **13. Funding Restrictions and Allowable Costs**

All costs charged to awards covered by this NOFO must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements at 2 C.F.R. Part 200, unless otherwise indicated in the NOFO, the terms and conditions of the award, or the Preparedness Grants Manual. This includes, among other requirements, that costs must be

incurred, and products and services must be delivered, within the period of performance of the award. *See* 2 C.F.R. § 200.403(h) (referring to budget periods, which for FEMA awards under this program is the same as the period of performance).

Federal funds made available through this award may be used for the purpose set forth in this NOFO, the [Preparedness Grants Manual](#), and the terms and conditions of the award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other federal awards, lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the Federal Government or any other government entity. See the [Preparedness Grants Manual](#) for more information on funding restrictions and allowable costs.

**a. *Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services***

Recipients and subrecipients of FEMA federal financial assistance are subject to the prohibitions described in section 889 of the [John S. McCain National Defense Authorization Act for Fiscal Year 2019 \(FY 2019 NDAA\)](#), Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.326, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute – as it applies to FEMA 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.

Additional guidance is available in FEMA Policy #405-143-1 [Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services \(Interim\)](#).

**Effective August 13, 2020**, FEMA recipients and subrecipients **may not** use any FEMA funds under open or new awards to:

- (1) Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
- (2) Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system; or
- (3) Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

**I. REPLACEMENT EQUIPMENT AND SERVICES**

FEMA grant funding may be permitted to procure replacement equipment and services impacted by this prohibition, provided the costs are otherwise consistent with the requirements of the NOFO and the [Preparedness Grants Manual](#).



## II. DEFINITIONS

Per section 889(f)(2)-(3) of the FY 2019 NDAA and 2 C.F.R. § 200.216, covered telecommunications equipment or services means:

- i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities);
- ii. For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
- iii. Telecommunications or video surveillance services provided by such entities or using such equipment; or
- iv. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the People's Republic of China.

Examples of the types of products covered by this prohibition include phones, internet, video surveillance, and cloud servers when produced, provided, or used by the entities listed in the definition of “covered telecommunications equipment or services.” *See* 2 C.F.R. § 200.471.

### b. *Pre-Award Costs*

Pre-award costs are allowable only with the prior written approval of DHS/FEMA and as included in the award agreement. To request pre-award costs, a written request must be included with the application, signed by the AOR of the entity. The letter must outline what the pre-award costs are for, including a detailed budget break-out of pre-award costs from the post-award costs, and a justification for approval.

### c. *Management and Administration (M&A) Costs*

Management and administration (M&A) activities are those directly relating to the management and administration of HSGP funds, such as financial management and monitoring. A maximum of up to five percent of HSGP funds awarded may be retained by the state, and any funds retained are to be used solely for M&A purposes associated with the HSGP award. Subrecipients may also retain a maximum of up to five percent of the funding passed through by the state solely for M&A purposes associated with the HSGP award.

Recipients or subrecipients may apply or credit M&A funding toward the recipient's requirement to allocate funding toward the five National Priority Areas. For example, if a recipient spends \$5,000 to manage or administer its funding dedicated toward its enhancing cybersecurity investment, the recipient may credit that funding toward its requirement to allocate at least 7.5 percent of its award to the enhancing cybersecurity National Priority Area.

A state's HSGP funds for M&A calculation purposes includes the total of its SHSP, UASI, and OPSG awards. While the SAA may retain up to five percent of this total for M&A, the state must still ensure that all subrecipient award amounts meet the mandatory minimum pass-through requirements that are applicable to each HSGP program. To meet this requirement, the percentage of SHSP and UASI funds passed through to local or tribal jurisdictions must be based on the state's total HSGP award prior to withholding any M&A.

In retaining these funds, states may retain a maximum of 2.5 percent of the OPSG allocation, which must be withheld from the pass-through to each subrecipient county or tribe in an equal percentage. The SAA may also retain additional funding from its SHSP award to manage and administer the OPSG award, but that additional amount is also capped at an amount equal to 2.5 percent of the OPSG award. Examples applying this principle:

SAA 1:

SHSP: \$1,000,000 OPSG: \$2,500,000 UASI: \$2,500,000

M&A Maximum: \$300,000 (5 percent of \$6,000,000)

Maximum M&A for SHSP = \$50,000

Maximum M&A for OPSG = \$125,000. Of that amount, \$62,500 (2.5 percent) may be retained from the OPSG allocation, and the other \$62,500 would come from the SHSP allocation. Any amount used to manage and administer OPSG that is charged to SHSP may be above and beyond the \$50,000 available to manage the SHSP allocation.

Maximum M&A for UASI = \$125,000

SAA 2:

SHSP: \$3,500,000 OPSG: \$1,000,000

M&A Maximum: \$225,000 (5 percent of \$4,500,000)

Maximum M&A for SHSP = \$175,000

Maximum M&A for OPSG = \$50,000. Of that amount, \$25,000 (2.5 percent) may be retained from the OPSG allocation, and the other \$25,000 would come from the SHSP allocation. Any amount used to manage and administer OPSG that is charged to SHSP may be above and beyond the \$175,000 available to manage the SHSP allocation.

HSGP recipients are also reminded that any M&A charged to a recipient's or subrecipient's UASI funding must be directly allocable to administration of the UASI grant program and cannot be used to cover M&A costs that are directly allocable to SHSP or OPSG funding. Similarly, any M&A charged to a recipient's or subrecipient's SHSP or OPSG funding cannot be used to cover M&A costs directly allocable to UASI funding.

Additionally, if a state/territory receives Nonprofit Security Grant Program (NSGP) funding, it may use SHSP M&A funding to cover M&A costs related to the management of NSGP-State awards, and UASI M&A funding to cover M&A costs related to the management of NSGP-Urban Area awards.

Please note, [IB 365: Management and Administration Costs in the Homeland Security Grant Program](#) and DHS/FEMA [Policy 207-087-1](#) **do not apply to awards made in FY 2021 under this NOFO**. Please also reference [IB 416](#) for additional clarification on OPSG M&A,

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but to the extent that there is any conflict between IB 416 and this NOFO, the requirements of this NOFO will apply to FY 2021 awards made under this NOFO.

**d. *Indirect Facilities & Administrative (F&A) Costs***

Indirect costs are allowable under this program as described in 2 C.F.R. Part 200, including 2 C.F.R. § 200.414. Applicants with a current negotiated indirect cost rate agreement that desire to charge indirect costs to an award must provide a copy of their negotiated indirect cost rate agreement at the time of application. Not all applicants are required to have a current negotiated indirect cost rate agreement. Applicants that are not required by 2 C.F.R. Part 200 to have a negotiated indirect cost rate agreement but are required by 2 C.F.R. Part 200 to develop an indirect cost rate proposal must provide a copy of their proposal at the time of application. Applicants who do not have a current negotiated indirect cost rate agreement (including a provisional rate) and wish to charge the de minimis rate must reach out to the FEMA Grants Management Specialist for further instructions. Applicants who wish to use a cost allocation plan in lieu of an indirect cost rate must also reach out to the FEMA Grants Management Specialist for further instructions. Post-award requests to charge indirect costs will be considered on a case-by-case basis and based upon the submission of an agreement or proposal as discussed above or based upon on the de minimis rate or cost allocation plan, as applicable.

**f. *Funds Transfer Restriction***

The recipient is prohibited from transferring funds between programs (includes SHSP, UASI, and OPSG). Recipients can submit an investment/project where funds come from multiple funding sources (e.g., SHSP and UASI), however, recipients are not allowed to divert funding from one program to another due to the risk-based funding allocations, which were made at the discretion of DHS/FEMA.

**e. *Other Direct Costs***

**I. PLANNING**

Planning costs are allowed under this program. Please see the [Preparedness Grants Manual](#) for more information.

**II. ORGANIZATION**

Organization costs are allowed under this program. Please see the [Preparedness Grants Manual](#) for more information.

**III. EQUIPMENT**

Equipment costs are allowed under this program. Please see the [Preparedness Grants Manual](#) for more information.

**• General Purpose Equipment**

HSGP allows expenditures on general purpose equipment if it aligns to and supports one or more core capabilities identified in the Goal and has a nexus to terrorism preparedness. General purpose equipment, like all equipment funded under the HSGP, must be sharable

through the EMAC<sup>2</sup> and allowable under 6 U.S.C. § 609, and any other applicable provision of the *Homeland Security Act of 2002*, as amended. Examples of such general-purpose equipment may include:

- Law enforcement vehicles;
- Emergency medical services (EMS) equipment and vehicles;
- Fire service equipment and vehicles, to include hose, pump accessories, and foam concentrate for specialized CBRNE response;
- Interoperability of data systems, such as computer aided dispatch (CAD) and record management systems (RMS); and
- Office equipment for staff<sup>3</sup> engaged in homeland security program activity.

- **Controlled Equipment**

For decades, the federal government has provided equipment to state, local, and tribal law enforcement agencies (LEAs) through federal grants. Some federal grant programs have assisted LEAs as they carry out their critical missions to keep the American people safe. The equipment acquired by LEAs through these programs includes administrative equipment, such as office furniture and computers. Some federal grant programs also may include military and military-styled equipment, firearms, and tactical vehicles provided by the federal government, including property covered under 22 C.F.R. Part 121 and 15 C.F.R. Part 774 (collectively, "controlled equipment").

However, not all equipment that is considered controlled equipment is allowable under the HSGP. As discussed further below, there are certain "prohibited equipment" that are not allowable under HSGP. And for the procurement of certain controlled equipment that is allowable under the HSGP, there are additional submission requirements and reviews that must be met before DHS/FEMA will permit funding to be used for this purpose.

DHS/FEMA will continue to collaborate with federal agency partners to ensure that there is a consistent and reasonable approach to the restrictions placed on controlled equipment expenditures while continuing to support these investments when there is a justifiable need. Further, DHS/FEMA will continue to maintain an awareness of the evolving policy developments related to controlled equipment expenditures and keep grant recipients up to date on future developments.

Grant funds under this program may not be used for the purchase of equipment not approved by DHS/FEMA. The purchase of weapons and weapons accessories, including ammunition, is not allowed with HSGP funds. Grant funds under this program must also comply with [IB 426](#) and may not be used for the purchase of the following equipment: 1) firearms; 2)

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<sup>2</sup> Except for American Samoa and the Commonwealth of the Northern Mariana Islands, which are not required to belong to EMAC at this time.

<sup>3</sup> This applies to all homeland security personnel and is not limited to M&A staff, and costs are to be captured outside the cap on M&A costs

ammunition; 3) grenade launchers; 4) bayonets; or 5) weaponized aircraft, vessels, or vehicles of any kind with weapons installed.

#### **IV. TRAINING**

Training costs are allowed under this program. Please see the [Preparedness Grants Manual](#) for more information.

#### **V. EXERCISES**

Exercise costs are allowed under this program. Please see the [Preparedness Grants Manual](#) for more information.

#### **VI. PERSONNEL**

Personnel hiring, overtime, and backfill expenses are permitted under this grant to perform allowable HSGP planning, organization, training, exercise, and equipment activities. Under OPSG, overtime costs are allowable only in so far as they meet the intent of the program. All recipients and subrecipients of HSGP funds, including SHSP, UASI, and OPSG allocations, may not use more than 50 percent of their awards to pay for personnel activities unless a waiver is approved by FEMA. For more information on the 50 percent personnel cap, please see FEMA [IB 421b](#), Clarification on the *Personnel Reimbursement for Intelligence Cooperation and Enhancement of Homeland Security Act of 2008* (Public Law 110-412) – the PRICE Act. Please see the [Preparedness Grants Manual](#) for more information.

#### **VII. OPERATIONAL OVERTIME**

Operational overtime costs are allowed under this program. Prior to use of funds for operational overtime, recipients must receive approval from DHS/FEMA. Operational overtime costs are also subject to the 50 percent personnel cap. Please see the [Preparedness Grants Manual](#) for more information.

#### **VIII. TRAVEL**

Domestic travel costs are allowed under this program, as provided for in this NOFO and in the [Preparedness Grants Manual](#). International travel is not an allowable cost under this program unless approved in advance by DHS/FEMA.

#### **IX. CONSTRUCTION AND RENOVATION**

Construction and renovation costs to achieve capability targets related to preventing, preparing for, protecting against, or responding to acts of terrorism are allowed under this program. For construction and renovation costs to be allowed, they must be specifically approved by DHS/FEMA in writing prior to the use of any program funds. Applicants must use the Environmental Planning and Historical Preservation (EHP) approval process. Limits on the total amount of grant funding that may be used for construction or renovation may apply. Additionally, recipients are required to submit [SF-424C and SF-424D](#). Please see the [Preparedness Grants Manual](#) for more information.

#### **X. MAINTENANCE AND SUSTAINMENT**

Maintenance- and sustainment-related costs, such as maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees, are allowable. Please see the

[Preparedness Grants Manual](#) for more information.

#### XI. CRITICAL EMERGENCY SUPPLIES

Critical emergency supplies are allowed under this program. Please see the [Preparedness Grants Manual](#) for more information.

#### XII. SECURE IDENTIFICATION

Secure Identification costs are allowed under this program. Please see the [Preparedness Grants Manual](#) for more information.

### **Allowable Cost Matrix**

The following matrix provides allowable cost activities that fall under each of the cost categories noted above. Recipients and subrecipients must follow all applicable requirements in 2 C.F.R. Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. HSGP funds may be used to cover the costs for evaluating the impact of these grants on the state or urban area's core capabilities and capability gaps. This list is not exhaustive, therefore, if there are any questions regarding allowable costs, please contact the appropriate HQ FEMA Preparedness Officer. For additional information on allowable costs, see the [Preparedness Grants Manual](#).

Allowable Program Activities	SHSP	UASI	OPSG
<b>Allowable Planning Costs</b>			
Developing hazard/threat-specific annexes	Y	Y	N
Developing and implementing homeland security support programs and adopting ongoing DHS/FEMA national initiatives	Y	Y	N
Developing related terrorism and other catastrophic event prevention activities	Y	Y	N
Developing and enhancing plans and protocols	Y	Y	N
Developing or conducting assessments	Y	Y	N
Hiring of full- or part-time staff or contract/consultants to assist with planning activities	Y	Y	N
Materials required to conduct planning activities	Y	Y	N
Travel/per diem related to planning activities	Y	Y	Y
Overtime and backfill costs (in accordance with operational Cost Guidance)	Y	Y	Y
Issuance of Western Hemisphere Travel Initiative-compliant Tribal identification cards	Y	N	N
Activities to achieve planning inclusive of people with disabilities and others with access and functional needs and limited English proficiency.	Y	Y	N
Coordination with Citizen Corps Councils for public information/education and development of volunteer programs	Y	Y	N
Update governance structures and processes and plans for emergency communications	Y	Y	N
Development, and review and revision of continuity of operations plans	Y	Y	N
Development, and review and revision of the THIRA/SPR continuity of operations plans	Y	Y	N
<b>Allowable Organizational Activities</b>			
<b>Note:</b> Personnel hiring, overtime, and backfill expenses are permitted under this grant only to the extent that such expenses are for the allowable activities within the scope of the grant.			
Program management	Y	Y	N
Development of whole community partnerships	Y	Y	N
Structures and mechanisms for information sharing between the public and private sector	Y	Y	N

<b>Allowable Program Activities</b>	<b>SHSP</b>	<b>UASI</b>	<b>OPSG</b>
Implementing models, programs, and workforce enhancement initiatives	Y	Y	N
Tools, resources, and activities that facilitate shared situational awareness between the public and private sectors	Y	Y	N
Operational support	Y	Y	N
Utilization of standardized resource management concepts	Y	Y	N
Responding to an increase in the threat level under the National Terrorism Advisory System (NTAS), or needs in resulting from a National Special Security Event	Y	Y	N
Reimbursement for select operational expenses associated with increased security measures at critical infrastructure sites incurred (up to 50 percent of the allocation)	Y	Y	Y
Overtime for information, investigative, and intelligence sharing activities (up to 50 percent of the allocation)	Y	Y	Y
Hiring of new staff positions/contractors/consultants for participation in information/intelligence analysis and sharing groups or fusion center activities (up to 50 percent of the allocation).	Y	Y	Y
Cost of migrating online services to the “.gov” domain	Y	Y	N
<b>Allowable Equipment Categories</b>			
Personal Protective Equipment	Y	Y	Y
<b>Allowable Equipment Categories</b>			
Explosive Device Mitigation and Remediation Equipment	Y	Y	N
CBRNE Operational Search and Rescue Equipment	Y	Y	N
Information Technology	Y	Y	Y
Cybersecurity Enhancement Equipment	Y	Y	N
Interoperable Communications Equipment	Y	Y	Y
Detection	Y	Y	Y
Decontamination	Y	Y	N
Medical countermeasures	Y	Y	Y
Power (e.g., generators, batteries, power cells)	Y	Y	Y
CBRNE Reference Materials	Y	Y	N
CBRNE Incident Response Vehicles	Y	Y	N
Terrorism Incident Prevention Equipment	Y	Y	Y
Physical Security Enhancement Equipment	Y	Y	Y
Inspection and Screening Systems	Y	Y	Y
Animal Care and Foreign Animal Disease	Y	Y	N
CBRNE Prevention and Response Watercraft	Y	Y	N
CBRNE Prevention and Response Unmanned Aircraft	Y	Y	N
CBRNE Aviation Equipment	Y	Y	N
CBRNE Logistical Support Equipment	Y	Y	N
Intervention Equipment (e.g., tactical entry, crime scene processing)	Y	Y	Y
Critical emergency supplies	Y	Y	N
Vehicle acquisition, lease, and rental	N	N	Y
Other Authorized Equipment	Y	Y	Y
<b>Allowable Training Costs</b>			
Overtime and backfill for emergency preparedness and response personnel attending DHS/FEMA-sponsored and approved training classes	Y	Y	N
Overtime and backfill expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA training	Y	Y	N
Training workshops and conferences	Y	Y	Y
Activities to achieve training inclusive of people with disabilities and others with access and functional needs and limited English proficiency	Y	Y	N
Full- or part-time staff or contractors/consultants	Y	Y	Y
Travel	Y	Y	Y

Allowable Program Activities	SHSP	UASI	OPSG
Supplies	Y	Y	N
Instructor certification/re-certification	Y	Y	N
Coordination with Citizen Corps Councils in conducting training exercises	Y	Y	N
Interoperable communications training	Y	Y	N
Activities to achieve planning inclusive of people with limited English proficiency	Y	Y	N
Immigration enforcement training	Y	Y	Y
<b>Allowable Exercise Related Costs</b>			
Design, Develop, Conduct, and Evaluate an Exercise	Y	Y	N
Full- or part-time staff or contractors/consultants	Y	Y	N
Overtime and backfill costs, including expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA exercises	Y	Y	N
Implementation of HSEEP	Y	Y	N
Activities to achieve exercises inclusive of people with disabilities and others with access and functional needs	Y	Y	N
Travel	Y	Y	N
Supplies	Y	Y	N
Interoperable communications exercises	Y	Y	N
<b>Allowable Exercise Related Costs</b>			
Activities to achieve planning inclusive of people with limited English proficiency	Y	Y	N
<b>Allowable M&amp;A Costs</b>			
Hiring of full- or part-time staff or contractors/consultants to assist with the management of the respective grant program, application requirements, and compliance with reporting and data collection requirements	Y	Y	Y
Development of operating plans for information collection and processing necessary to respond to DHS/FEMA data calls	Y	Y	Y
Overtime and backfill costs	Y	Y	Y
Travel	Y	Y	Y
Meeting related expenses	Y	Y	Y
Authorized office equipment	Y	Y	Y
Recurring expenses such as those associated with cell phones and faxes during the period of performance of the grant program	Y	Y	N
Leasing or renting of space for newly hired personnel during the period of performance of the grant program	Y	Y	N
<b>LETPA Costs</b>			
Integration and interoperability of systems and data, such as CAD and RMS, to facilitate the collection,	Y	Y	N
Maturation, enhancement, and sustainment of designated state and major Urban Area fusion centers	Y	Y	N
Coordination between fusion centers and other operational analytic, and investigative efforts	Y	Y	N
Implementation, maintenance, and sustainment of the Nationwide Suspicious Activity Reporting Initiative	Y	Y	N
Implementation of the "If You See Something, Say Something®" campaign	Y	Y	N
Increase physical security, through law enforcement personnel and other protective measures, by implementing preventive and protective measures at critical	Y	Y	N
Building and sustaining preventive radiological and nuclear detection capabilities	Y	Y	N

## **E. Application Review Information**

### **1. Application Evaluation Criteria**

#### **a. *Programmatic Criteria***

## I. RISK METHODOLOGY

The risk methodology determines the relative risk of terrorism faced by a given area considering the potential risk of terrorism to people, critical infrastructure, and economic security. The analysis includes, but is not limited to, threats from violent domestic extremists, international terrorist groups, and individuals inspired by terrorists abroad. See the [Preparedness Grants Manual](#) for additional information on the risk methodology.

NOTE: The THIRA/SPR process is separate from the risk methodology and its results do not affect grant allocations.

The Risk Methodology is used to inform allocations under HSGP. For more information on the SHSP, UASI, and OPSG allocation processes, please see Section B.1 of this NOFO, “Available Funding for the NOFO.”

## II. APPLICATION EVALUATION CRITERIA

FEMA will evaluate the FY 2021 HSGP applications for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments. FEMA’s review will include verification that each IJ and project:

- Aligns with at least one core capability identified in the Goal;
- Demonstrates how investments support closing capability gaps or sustaining capabilities identified in the THIRA/SPR process; and
- Supports a NIMS-typed resource and whether those assets are deployable/shareable to support emergency or disaster operations per existing EMAC agreements.

In addition to the above, FEMA will evaluate whether proposed projects are: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the three-year period of performance. FEMA will use the information provided in the application and after the submission of the first BSIR to determine the feasibility and effectiveness of a grant project. To that end, IJs should include:

- An explanation of how the proposed project(s) will achieve objectives as identified in the SPR, including expected long-term impact where applicable, and which core capability gap(s) it helps to close and how;
- A summary of the status of planning and design efforts accomplished to date (e.g., included in a capital improvement plan); and
- A project schedule with clear milestones.

Recipients are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices, and participate in the development of case studies demonstrating the effective use of grant funds, as requested.

FEMA will also review any submitted National Priority Area-aligned IJs and projects to ensure they meet the minimum spend requirement. Further information on how the National Priority Area IJs and projects will be reviewed for effectiveness is included in the Review and Selection Process section below.



**b. *Financial Integrity Criteria***

Prior to making a federal award, FEMA is required by 31 U.S.C. § 3354, as amended by the Payment Integrity Information Act of 2019, Pub. L. No. 116-117 (2020); 41 U.S.C. § 2313; and 2 C.F.R. § 200.206 to review information available through any Office of Management and Budget (OMB)-designated repositories of governmentwide eligibility qualification or financial integrity information, including whether the applicant is suspended or debarred. FEMA may also pose additional questions to the applicant to aid in conducting the pre-award risk review. Therefore, application evaluation criteria may include the following risk-based considerations of the applicant:

- i. Financial stability.
- ii. Quality of management systems and ability to meet management standards.
- iii. History of performance in managing federal award.
- iv. Reports and findings from audits.
- v. Ability to effectively implement statutory, regulatory, or other requirements.

**c. *Supplemental Financial Integrity Criteria and Review***

Prior to making a federal award where the anticipated total federal share will be greater than the simplified acquisition threshold, currently \$250,000:

- i. FEMA is required to review and consider any information about the applicant, including information on the applicant's immediate and highest-level owner, subsidiaries, and predecessors, if applicable, that is in the designated integrity and performance system accessible through the System for Award Management (SAM), which is currently the [Federal Awardee Performance and Integrity Information System](#) (FAPIIS).
- ii. An applicant, at its option, may review information in FAPIIS and comment on any information about itself that a federal awarding agency previously entered.
- iii. FEMA will consider any comments by the applicant, in addition to the other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 C.F.R. § 200.206.

**2. Review and Selection Process**

**a. *SHSP and UASI***

All proposed investments will undergo a federal review by DHS/FEMA to verify compliance with all administrative and eligibility criteria identified in the NOFO. The federal review will be conducted by FEMA HQ Preparedness Officers. FEMA HQ Preparedness Officers will use a checklist to verify compliance with all administrative and eligibility criteria identified in the NOFO. Recipients must be able to demonstrate how investments support closing capability gaps or sustaining capabilities identified in the THIRA/SPR process. IJs will be reviewed at both the investment and project level.



Emergency communications investments will be jointly reviewed by FEMA and the DHS Office of Emergency Communications (OEC) to verify compliance with SAFECOM guidance. FEMA and OEC will coordinate directly with the recipient on any compliance concerns and will provide technical assistance as necessary to help ensure full compliance.

**Additional Effectiveness Evaluation Criteria for the National Priority Areas**

FEMA will evaluate the FY 2021 HSGP IJs and projects submitted in support of the National Priority Areas for anticipated effectiveness. FEMA's review will include verification that each IJ or project meets the National Priority Area required spend percentages.

Cybersecurity investments will be reviewed by DHS/FEMA, CISA, and other DHS components as appropriate, for compliance with purposes and requirements of the priority investment area. Proposed investments will be reviewed for effectiveness using the criteria set forth in this NOFO.

Soft Targets/Crowded Places investments will be reviewed by DHS/FEMA, CISA, and other DHS components as appropriate, for compliance with purposes and requirements of the priority investment area. Proposed investments will be reviewed for effectiveness using the criteria set forth in this NOFO.

Information Sharing and Cooperation Investments will be reviewed by DHS/FEMA, DHS Office of Intelligence and Analysis, and other DHS components as appropriate, for compliance with purposes and requirements of the priority investment area. Proposed investments will be reviewed for effectiveness using the criteria set forth in this NOFO.

For additional information on Fusion Center requirements, please see the [Preparedness Grants Manual](#).

Domestic violent extremism investments will be reviewed by DHS/FEMA, DHS Office of Intelligence and Analysis, and other DHS components as appropriate, for compliance with purposes and requirements of the priority investment area. Proposed investments will be reviewed for effectiveness using the scoring criteria set forth in this NOFO.

Emerging threats investments will be reviewed by DHS/FEMA, DHS Countering Weapons of Mass Destruction Office, and other DHS components as appropriate, for compliance with purposes and requirements of the priority investment area. Proposed investments will be reviewed for effectiveness using the criteria set forth in this NOFO.

FEMA will determine whether the proposed approach is clear, logical, and reasonable to address the priority areas of interest and contribute to a culture of national preparedness. This part considers factors such as the objectives and strategies proposed to address the priority area, how the objectives and strategies overcome legal, political, or practical obstacles to reduce overall risk, the process and criteria to select additional relevant projects, and the approach to monitor awards to satisfy the funding percentage allocations.

For applicants that elect to submit IJs and project-level details for the National Priority Areas at the time of application, effectiveness will be evaluated prior to award. If the projects are found to not sufficiently align with the National Priority Area(s), applicants may have funds placed on hold (up to 30 percent) until the projects are revised to satisfactorily address the National Priority Areas.

For applicants that elect to submit IJs and project-level details for the National Priority Areas as part of the December 2021 BSIR, they will have funds placed on hold in the amount of 30 percent (the sum of all National Priority Area). The hold will be released only after their December 2021 BSIR submission has been reviewed, and projects related to the National Priority Areas deemed in alignment by DHS/FEMA.

**SAAs are still required to meet pass-through requirements even if funds are on hold related to the National Priority Areas.**

To that end, IJs should include:

- How the proposed investment addresses the National Priority Area;
- An explanation of how the proposed projects were selected and will achieve objectives and strategies to build or sustain the core capability gaps identified in the SPR, including expected long-term impact where applicable;
- A summary of laws, policies and practices that can be enhanced, eliminated, or otherwise changed in order to achieve the goals of the project and foster a culture of national preparedness; and
- A summary of the collaboration efforts to prevent, prepare for, protect against, and respond to acts of terrorism as well as anticipated outcomes of the project.

For FY 2021 SHSP and UASI investments and projects related to the National Priority Areas, effectiveness will be evaluated based on the following five factors:

- Investment Strategy (30%): Proposals will be evaluated based on the quality and extent to which applicants describe an effective strategy that demonstrates that proposed projects support the program objective of preventing, preparing for, protecting against, and responding to acts of terrorism, to meet its target capabilities, and otherwise reduce the overall risk to the high-risk urban area, the state, or the Nation.
- Budget (10%): Proposals will be evaluated based on the extent to which applicants describe a budget plan for each investment demonstrating how the applicant will maximize cost effectiveness of grant expenditures.
- Impact/Outcomes (30%): Proposals will be evaluated on how this investment helps the jurisdiction close capability gaps identified in its SPR and addresses the relevant National Priority Area outlined in this NOFO. Further, proposals will be evaluated on their identification and estimated improvement of core capability(ies), the associated standardized target(s) that align with their proposed investment, and the ways in which the applicant will measure and/or evaluate improvement.

- Collaboration (30%): Proposals will be evaluated based on the degree to which the proposal adequately details how the recipient will use investments and other means to overcome existing logistical, technological, legal, policy, and other impediments to collaborating, networking, sharing information, cooperating, and fostering a culture of national preparedness with federal, state, tribal, and local governments, as well as other regional and nonprofit partners. Collaboration should improve efforts to prevent, prepare for, protect against, and respond to acts of terrorism, to meet target capabilities, support the national security mission of DHS and other federal agencies, and to otherwise reduce the overall risk to the high-risk urban area, the state, or the Nation. In evaluating applicants under this factor FEMA will consider the information provided by the applicant and may also consider relevant information from other sources.
- Past Performance (additional consideration): Proposals will be evaluated based on the applicants demonstrated capability to execute the proposed investments. In evaluating applicants under this factor FEMA will consider the information provided by the applicant and may also consider relevant information from other sources.

**b. OPSG**

Applications will be reviewed by the SAA and USBP Sector Headquarters for completeness and adherence to programmatic guidelines and evaluated for anticipated feasibility, need, and impact of the Operations Orders. For more information on Operations Orders and other requirements of OPSG, see the [Preparedness Grants Manual](#).

DHS/FEMA will verify compliance with all administrative and eligibility criteria identified in the NOFO and required submission of Operations Orders and Inventory of Operations Orders by the established due dates. DHS/FEMA and USBP will use the results of both the risk analysis and the federal review by DHS/FEMA to make recommendations for funding to the Secretary of Homeland Security.

FY 2021 OPSG funds will be allocated competitively based on risk-based prioritization using the OPSG Risk Assessment described above. Final funding allocations are determined by the Secretary of Homeland Security, who may consider information and input from various law enforcement offices or subject-matter experts within the Department. Factors considered include, but are not limited to threat, vulnerability, miles of the border, and other border-specific law enforcement intelligence, as well as the feasibility of FY 2021 Operations Orders to designated localities within border states and territories.

**F. Federal Award Administration Information**

**1. Notice of Award**

Before accepting the award, the AOR and recipient should carefully read the award package. The award package includes instructions on administering the grant award and the terms and conditions associated with responsibilities under federal awards. **Recipients must accept all conditions in this NOFO and the [Preparedness Grants Manual](#) as well as any specific terms and conditions in the Notice of Award to receive an award under this program.**

See the [Preparedness Grants Manual](#) for information on Notice of Award.

## 2. Pass-Through Requirements

Awards made to the SAA for HSGP carry additional pass-through requirements. Pass-through is defined as an obligation on the part of the SAA to make funds available to local units of government, combinations of local units, tribal governments, or other specific groups or organizations. Four requirements must be met to pass-through grant funds:

- The SAA must make a firm written commitment to passing through grant funds to subrecipients;
- The SAA's commitment must be unconditional (i.e., no contingencies for the availability of SAA funds);
- There must be documentary evidence (i.e., award document, terms, and conditions) of the commitment; and
- The award terms must be communicated to the subrecipient.

### **Timing and Amount**

The SAA must pass-through at least 80 percent of the funds awarded under the SHSP and UASI to local or tribal units of government within 45 calendar days of receipt of the funds. "Receipt of the funds" occurs either when the SAA accepts the award or 15 calendar days after the SAA receives notice of the award, whichever is earlier.

SAAs are sent notification of HSGP awards via the GPD's ND Grants system. If an SAA accepts its award within 15 calendar days of receiving notice of the award in the ND Grants system, the 45-calendar days pass-through period will start on the date the SAA accepted the award. Should an SAA not accept the HSGP award within 15 calendar days of receiving notice of the award in the ND Grants system, the 45-calendar days pass-through period will begin 15 calendar days after the award notification is sent to the SAA via the ND Grants system.

It is important to note that the period of performance start date does not directly affect the start of the 45-calendar days pass-through period. For example, an SAA may receive notice of the HSGP award on September 20, 2021, while the period of performance dates for that award are October 1, 2021, through September 30, 2024. In this example, the 45-day pass-through period will begin on the date the SAA accepts the HSGP award or October 5, 2021 (15 calendar days after the SAA was notified of the award), whichever date occurs first. The period of performance start date of October 1, 2021 would not affect the timing of meeting the 45-calendar day pass-through requirement.

### **Other SHSP and UASI Pass-Through Requirements**

The signatory authority of the SAA must certify in writing to DHS/FEMA that pass-through requirements have been met. A letter of intent (or equivalent) to distribute funds is not considered sufficient. The pass-through requirement does not apply to SHSP awards made to the District of Columbia, Guam, American Samoa, the U.S. Virgin Islands, or the Commonwealth of the Northern Mariana Islands. The Commonwealth of Puerto Rico is required to comply with the pass-through requirement, and its SAA must also obligate at least 80 percent of the funds to local units of government within 45 calendar days of receipt of the funds.

Under SHSP, the SAA may retain more than 20 percent of funding for expenditures made by the state on behalf of the local unit(s) of government. This may occur only with the written consent of the local unit of government, specifying the amount of funds to be retained and the intended use of funds. States shall review their written consent agreements yearly and ensure that they are still valid. If a written consent agreement is already in place from previous fiscal years, DHS/FEMA will continue to recognize it for FY 2021, unless the written consent review indicates the local government is no longer in agreement. If modifications to the existing agreement are necessary, the SAA should contact their assigned FEMA HQ Preparedness Officer.

### **Additional OPSG Requirements**

The recipient is prohibited from obligating or expending funds provided through this award until each unique and specific county-level or equivalent Operational Order/Fragmentary Operations Order budget has been reviewed and approved through an official electronic mail notice issued by DHS/FEMA removing this special programmatic condition.

### **3. Administrative and National Policy Requirements**

In addition to the requirements of in this section and in this NOFO, FEMA may place specific terms and conditions on individual awards in accordance with 2 C.F.R. Part 200.

In addition to the information regarding DHS Standard Terms and Conditions and Ensuring the Protection of Civil Rights, see the [Preparedness Grants Manual](#) for additional information on administrative and national policy requirements, including the following:

- EHP Compliance
- FirstNet
- NIMS Implementation
- SAFECOM

#### **a. *DHS Standard Terms and Conditions***

All successful applicants for DHS grant and cooperative agreements are required to comply with DHS Standard Terms and Conditions, which are available online at [DHS Standard Terms and Conditions](#).

The applicable DHS Standard Terms and Conditions will be those in effect at the time the award was made. What terms and conditions will apply for the award will be clearly stated in the award package at the time of award.

#### **b. *Ensuring the Protection of Civil Rights***

As the Nation works towards achieving the [National Preparedness Goal](#), it is important to continue to protect the civil rights of individuals. Recipients and subrecipients must carry out their programs and activities, including those related to the building, sustainment, and delivery of core capabilities, in a manner that respects and ensures the protection of civil rights for protected populations.

Federal civil rights statutes, such as Section 504 of the Rehabilitation Act of 1973 and Title VI of the Civil Rights Act of 1964, along with FEMA regulations, prohibit discrimination on the basis of race, color, national origin, sex, religion, age, disability, limited English proficiency, or economic status in connection with programs and activities receiving [federal financial assistance](#) from FEMA.

The DHS Standard Terms and Conditions include a fuller list of the civil rights provisions that apply to recipients. These terms and conditions can be found in the [DHS Standard Terms and Conditions](#). Additional information on civil rights provisions is available at <https://www.fema.gov/about/offices/equal-rights>.

Monitoring and oversight requirements in connection with recipient compliance with federal civil rights laws are also authorized pursuant to 44 C.F.R. Part 7.

**c. *EHP Compliance***

As a federal agency, FEMA is required to consider the effects of its actions on the environment and historic properties to ensure that all activities and programs funded by FEMA, including grant-funded projects, comply with federal EHP laws, Executive Orders, regulations, and policies, as applicable.

**Recipients and subrecipients proposing projects that have the potential to impact the environment, including, but not limited to, the construction of communication towers, modification or renovation of existing buildings, structures, and facilities, or new construction including replacement of facilities, must participate in the FEMA EHP review process.** The EHP review process involves the submission of a detailed project description along with any supporting documentation requested by FEMA in order to determine whether the proposed project has the potential to impact environmental resources or historic properties.

In some cases, FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. Federal law requires EHP review to be completed before federal funds are released to carry out proposed projects. FEMA may not be able to fund projects that are not in compliance with applicable EHP laws, Executive Orders, regulations, and policies.

DHS and FEMA EHP policy is found in directives and instructions available on the [FEMA.gov EHP page](#), the FEMA website page that includes documents regarding EHP responsibilities and program requirements, including implementation of the National Environmental Policy Act and other EHP regulations and Executive Orders.

The GPD EHP screening form is located at <https://www.fema.gov/media-library/assets/documents/90195>. Additionally, all recipients under this funding opportunity are required to comply with the FEMA GPD EHP Policy Guidance, FEMA Policy #108-023-1, available at <https://www.fema.gov/media-library/assets/documents/85376>.



**d. *NIMS Implementation***

In expending funds under this program, recipients that are state, local, tribal, or territorial governments must ensure and maintain adoption and implementation of NIMS. The state, local, tribal, or territorial government must show adoption of NIMS during any point of the period of performance. The list of objectives used for progress and achievement reporting is at <https://www.fema.gov/emergency-managers/nims/implementation-training>.

Emergency management and incident response activities require carefully managed resources (personnel, teams, facilities, equipment, and/or supplies) to meet incident needs. Using standardized resource management concepts such as typing, credentialing, and inventorying, promote a strong national mutual aid capability needed to support delivery of core capabilities. Additional information on resource management, NIMS resource typing definitions, job titles, and position qualifications is on FEMA's website at <https://www.fema.gov/emergency-managers/nims/components>.

FEMA developed the [National Incident Management System Guideline for the National Qualification System](#) to describe national credentialing standards and to provide written guidance regarding the use of those standards. This guideline describes credentialing and typing processes and identifies tools which Federal Emergency Response Officials and emergency managers at all levels of government may use both routinely and to facilitate multijurisdictional coordinated responses.

Although state, local, tribal, and private sector partners (including nongovernmental organizations) are not required to credential their personnel in accordance with these guidelines, FEMA strongly encourages them to do so to leverage the federal investment in the Federal Information Processing Standards 201 infrastructure and to facilitate interoperability for personnel deployed outside their home jurisdiction.

Additional information about NIMS in general is available at <https://www.fema.gov/emergency-managers/nims>.

**e. *Emergency Communications Investments***

If an entity uses HSGP funding to support emergency communications investments, the following requirements shall apply to all such grant-funded communications investments in support of the emergency communications priorities and recognized best practices:

- The signatory authority for the SAA must certify in writing to DHS/FEMA their compliance with the *SAFECOM Guidance*. The certification letter should be coordinated with the SWIC for each state and must be uploaded to ND Grants at the time of the first Program Performance Report (PPR) submission.
- All states and territories must designate a full-time SWIC who has the authority and resources to actively improve interoperability with emergency management and response agencies across all levels of government, to include establishing statewide plans, policies, and procedures, and coordinating decisions on communications investments funded through federal grants. Note that the designated full-time SWIC may also be the state's or territory's cybersecurity point of contact. SWIC status

information will be maintained by CISA and will be verified by FEMA GPD through programmatic monitoring activities.

- By the period of performance end date, all states and territories must update the SCIP, with a focus on communications resilience/continuity, to include assessment and mitigation of all potential risks identified in the SCIP: natural disasters, accidental damage (human failures), intentional damage (sabotage, terrorism), cybersecurity, etc. Following the initial update, the SCIP should be updated on an annual basis. SCIP status information will be maintained by CISA and will be verified by FEMA GPD through programmatic monitoring activities.

All states and territories must test their emergency communications capabilities and procedures (as outlined in their operational communications plans) in conjunction with regularly planned exercises (separate/addition emergency communications exercises are not required) and must submit an After Action Report/Improvement Plan (AAR/IP) to the Homeland Security Exercise and Evaluation Program's (HSEEP) electronic message inbox at [hseep@fema.gov](mailto:hseep@fema.gov) within 90 days of exercise completion. Exercises should be used to both demonstrate and validate skills learned in training and to identify gaps in capabilities. Resilience and continuity of communications should be tested during training and exercises to the greatest extent possible. Further, exercises should include participants from multiple jurisdictions, disciplines, and levels of government and include emergency management, emergency medical services, law enforcement, interoperability coordinators, public health officials, hospital officials, officials from colleges and universities, and other disciplines and private sector entities, as appropriate. Findings from exercises should be used to update programs to address gaps in emergency communications as well as emerging technologies, policies, and partners. Recipients are encouraged to increase awareness and availability of emergency communications exercise opportunities across all levels of government.

States, territories, and other eligible grant recipients are advised that HSGP funding may be used to support communications planning (including the cost of hiring a SWIC, participation in governance bodies and requirements delineated above), training, exercises, and equipment costs. Costs for transitioning to the FirstNet network may also be eligible. More information regarding FirstNet can be found in the [Preparedness Grants Manual](#).

#### **4. Reporting**

Recipients are required to submit various financial and programmatic reports as a condition of award acceptance. Future awards and funds drawdown may be withheld if these reports are delinquent.

See the [Preparedness Grants Manual](#) for information on reporting requirements, as well as the above section, "Emergency Communications Investments," specific reporting requirements for emergency communications investments.

#### **5. Monitoring and Oversight**

Per 2 C.F.R. § 200.337, FEMA, through its authorized representatives, has the right, at all reasonable times, to make site visits or conduct desk reviews to review project accomplishments and management control systems to review award progress and to provide



any required technical assistance. During site visits or desk reviews, FEMA will review recipients' files related to the award. As part of any monitoring and program evaluation activities, recipients must permit FEMA, upon reasonable notice, to review grant-related records and to interview the organization's staff and contractors regarding the program. Recipients must respond in a timely and accurate manner to FEMA requests for information relating to the award.

See the [Preparedness Grants Manual](#) for information on monitoring and oversight.

## **G. DHS Awarding Agency Contact Information**

### **1. Contact and Resource Information**

#### **a. *Program Office Contact***

FEMA has assigned state-specific Preparedness Officers for the HSGP. If you do not know your Preparedness Officer, please contact CSID by phone at (800) 368-6498 or by email at [askcsid@fema.dhs.gov](mailto:askcsid@fema.dhs.gov), Monday through Friday, 9:00 AM – 5:00 PM ET.

#### **b. *Centralized Scheduling and Information Desk (CSID)***

CSID is a non-emergency comprehensive management and information resource developed by FEMA for grants stakeholders. CSID provides general information on all FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the federal, state, and local levels. When necessary, recipients will be directed to a federal point of contact who can answer specific programmatic questions or concerns. CSID can be reached by phone at (800) 368-6498 or by e-mail at [askcsid@fema.dhs.gov](mailto:askcsid@fema.dhs.gov), Monday through Friday, 9 AM – 5 PM ET.

#### **c. *GPD Award Administration Division***

GPD's Award Administration Division (AAD) provides support regarding financial matters and budgetary technical assistance. Additional guidance and information can be obtained by contacting the AAD's Help Desk via e-mail at [ASK-GMD@fema.dhs.gov](mailto:ASK-GMD@fema.dhs.gov).

#### **d. *Equal Rights***

The FEMA Office of Equal Rights (OER) is responsible for compliance with and enforcement of federal civil rights obligations in connection with programs and services conducted by FEMA and recipients of FEMA financial assistance. All inquiries and communications about federal civil rights compliance for FEMA grants under this NOFO should be sent to [FEMA-CivilRightsOffice@fema.dhs.gov](mailto:FEMA-CivilRightsOffice@fema.dhs.gov).

#### **e. *Environmental Planning and Historic Preservation***

GPD's EHP Team provides guidance and information about the EHP review process to recipients and subrecipients. All inquiries and communications about GPD projects under this NOFO or the EHP review process, including the submittal of EHP review materials, should be sent to [gpdehpinfo@fema.dhs.gov](mailto:gpdehpinfo@fema.dhs.gov).

## 2. Systems Information

### a. *Grants.gov*

For technical assistance with [Grants.gov](https://www.grants.gov), call the customer support hotline 24 hours per day, 7 days per week (except federal holidays) at (800) 518-4726 or e-mail at [support@grants.gov](mailto:support@grants.gov).

### b. *Non-Disaster (ND) Grants*

For technical assistance with the ND Grants system, please contact the ND Grants Helpdesk at [ndgrants@fema.gov](mailto:ndgrants@fema.gov) or (800) 865-4076, Monday through Friday, 9:00 AM – 6:00 PM ET. User resources are available at <https://www.fema.gov/grants/guidance-tools/non-disaster-grants-management-system>

### c. *Payment and Reporting System (PARS)*

FEMA uses the [Payment and Reporting System \(PARS\)](#) for financial reporting, invoicing, and tracking payments. FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to recipients. To enroll in the DD/EFT, recipients must complete a Standard Form 1199A, Direct Deposit Form. If you have questions about the online system, please call the Customer Service Center at (866) 927-5646 or email [ask-GMD@fema.dhs.gov](mailto:ask-GMD@fema.dhs.gov).

### d. *Supplemental Information: Reporting Systems*

In addition to ND Grants, the following information systems are used for the submission of required reports:

- **GRT:** Information on the GRT can be found in the [Preparedness Grants Manual](#).
- **Unified Reporting Tool (URT):** Information on the URT can be found in the [Preparedness Grants Manual](#).

## H. Additional Information

GPD has developed the [Preparedness Grants Manual](#) to guide applicants and recipients of grant funding on how to manage their grants and other resources. Recipients seeking guidance on policies and procedures for managing preparedness grants should reference the Preparedness Grants Manual for further information. Examples of information contained in the [Preparedness Grants Manual](#) include:

- Actions to Address Noncompliance
- Audits
- Case Studies and Use of Grant-Funded Resources During Real-World Incident Operations
- Community Lifelines
- Conflicts of Interest in the Administration of Federal Awards and Subawards
- Disability Integration
- National Incident Management System
- Payment Information
- Period of Performance Extensions
- Procurement Integrity

- Record Retention
- Whole Community Preparedness
- Other Post-Award Requirements

## 1. Termination Provisions

FEMA may terminate a federal award in whole or in part for one of the following reasons. FEMA and the recipient must still comply with closeout requirements at 2 C.F.R. §§ 200.344-200.345 even if an award is terminated in whole or in part. To the extent that subawards are permitted under this NOFO, pass-through entities should refer to 2 C.F.R. § 200.340 for additional information on termination regarding subawards.

### a. *Noncompliance*

If a recipient fails to comply with the terms and conditions of a federal award, FEMA may terminate the award in whole or in part. If the noncompliance can be corrected, FEMA may first attempt to direct the recipient to correct the noncompliance. This may take the form of a Compliance Notification. If the noncompliance cannot be corrected or the recipient is non-responsive, FEMA may proceed with a Remedy Notification, which could impose a remedy for noncompliance per 2 C.F.R. § 200.339, including termination. Any action to terminate based on noncompliance will follow the requirements of 2 C.F.R. §§ 200.341-200.342 as well as the requirement of 2 C.F.R. § 200.340(c) to report in FAPIIS the recipient's material failure to comply with the award terms and conditions. See also the section on Actions to Address Noncompliance in this NOFO or in the [Preparedness Grants Manual](#).

### b. *With the Consent of the Recipient*

FEMA may also terminate an award in whole or in part with the consent of the recipient, in which case the parties must agree upon the termination conditions, including the effective date, and in the case of partial termination, the portion to be terminated.

### c. *Notification by the Recipient*

The recipient may terminate the award, in whole or in part, by sending written notification to FEMA setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. In the case of partial termination, FEMA may determine that a partially terminated award will not accomplish the purpose of the federal award, so FEMA may terminate the award in its entirety. If that occurs, FEMA will follow the requirements of 2 C.F.R. §§ 200.341-200.342 in deciding to fully terminate the award.

## 2. Period of Performance Extensions

Extensions to the period of performance (POP) for this program are allowed. Extensions to the POP identified in the award will only be considered through formal, written requests to the recipient's FEMA Preparedness Officer and must contain specific and compelling justifications as to why an extension is required. Recipients are advised to coordinate with the FEMA Preparedness Officer as needed when preparing an extension request. Please see the [Preparedness Grants Manual](#) for more information.

**RESOLUTION**

**NO: 2021-04-060**

**LIVINGSTON COUNTY**

**DATE: April 26, 2021**

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**Resolution Authorizing a First Quarter Budget Amendment to the Fiscal-Year 2021 Budget**

**WHEREAS,** the proposed amendment ensures compliance with the Uniform Budgeting and Accounting Act, as amended; and

**WHEREAS,** the proposed amendment recognizes actual expenditure activity for the first quarter of 2021 and includes:

- Increase/decreases in departmental expenditures to correspond to actual activity
  - Increase for Drain SAW grant professional services offset by grant revenue
  - Net-zero transfer for Drain temporary wages
  - Increase to GF Contingency for reimbursement from Sheriff's Donation fund for drone purchase
- Increase in EMS vehicle purchase offset by insurance revenue
- Increase in Health for COVID supplies, clinic space rent, temporary staff and contract tracing materials; PPHS Director professional hiring services; cameras & door locks for vaccine storage; medical marijuana educational advertisement and supplies – offset by increased grant revenue
- Increase in Sheriff Federal Equitable Share Program for in car radios, ballistic vests, and radars utilizing fund balance
- Increase in CPL for supplies offset by charges for service revenue
- Increase in Veterans for new office signage and rent
- A net-zero transfer in Information Technology for Microsoft Azure infrastructure professional services
- Increase in Car Pool for vehicle repairs offset by insurance revenue

**WHEREAS,** the proposed amendment adjusts General Fund revenue to anticipated collection levels for:

- Increase for Drain SAW grant
- Increase for Sheriff from Sheriff Donation fund for purchase of drone

**THEREFORE BE IT RESOLVED** that the Board of Commissioners authorizes the following budget amendment to the Fiscal-Year 2021 Budget as illustrated below:

FUND	Approved 2021 budget	Proposed amendment	Amended 2021 budget
101 - General Fund	\$ 51,360,167	\$ 66,000	\$ 51,426,167
210 - EMS	\$ 10,468,278	\$ 202,344	\$ 10,670,622
221 - Health	\$ 4,869,513	\$ 745,010	\$ 5,614,523
230 - Sheriff Donation	\$ 5,000	\$ 5,000	\$ 10,000
266 - Sheriff Equitable Share Program DOJ	\$ 10,000	\$ 46,710	\$ 56,710
272 - Sheriff Equitable Share Program Treasury	\$ 10,000	\$ 3,300	\$ 13,300
268 - Concealed Pistol Licensing	\$ 70,440	\$ 3,500	\$ 73,940
295 - Veteran Services	\$ 787,756	\$ 30,560	\$ 818,316
636 - Information Technology	\$ 5,299,466	\$ -	\$ 5,299,466
661 - Car Pool	\$ 1,421,953	\$ 18,475	\$ 1,440,428

**BE IT FURTHER RESOLVED** that the worksheet showing details of the above is available for review in the Fiscal Services office.

**BE IT FURTHER RESOLVED** that Livingston County Board of Commissioners authorizes the Livingston County Treasurer to transfer \$5,000 from F230 Sheriff Donation to 10130100 Sheriff for reimbursement of drone purchase.

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**MOVED:**  
**SECONDED:**  
**CARRIED:**

EXPENDITURES				
2021 Approved				Proposed Amended
10100001 GF TAXES				
10110100 GF BOARD OF COMMISSIO	\$ 642,405	\$ -	\$ -	\$ 642,405
10113100 GF CIRCUIT COURT	\$ 1,134,308	\$ -	\$ -	\$ 1,134,308
10113600 GF DISTRICT COURT	\$ 2,185,789	\$ -	\$ -	\$ 2,185,789
10114800 GF PROBATE COURT	\$ 817,697	\$ -	\$ -	\$ 817,697
10114900 GF JUVENILE COURT	\$ 789,222	\$ -	\$ -	\$ 789,222
10115000 GF GUARDIANSHIP	\$ 7,814	\$ -	\$ -	\$ 7,814
10115100 GF PROBATION	\$ 74,718	\$ -	\$ -	\$ 74,718
10116700 GF APPELLATE COURT	\$ 59,460	\$ -	\$ -	\$ 59,460
10116800 GF CENTRAL SERVICE JUDICIAL	\$ 2,437,736	\$ -	\$ -	\$ 2,437,736
10117200 GF COUNTY ADMINISTRAT	\$ 424,389	\$ -	\$ -	\$ 424,389
10121200 FISCAL SERVICES	\$ 520,590	\$ -	\$ -	\$ 520,590
10121500 GF COUNTY CLERK	\$ 408,279	\$ -	\$ -	\$ 408,279
10121599 GF COUNTY CLERK CIRCU	\$ 965,828	\$ -	\$ -	\$ 965,828
10122300 GF INTERNAL / EXTERNA	\$ 135,000	\$ -	\$ -	\$ 135,000
10124800 GF TAX ALLOCATION BOA	\$ 1,480	\$ -	\$ -	\$ 1,480
10124900 GF PLAT BOARD	\$ 500	\$ -	\$ -	\$ 500
10125300 GF COUNTY TREASURER	\$ 1,030,152	\$ -	\$ -	\$ 1,030,152
10125700 GF EQUALIZATION	\$ 568,720	\$ -	\$ -	\$ 568,720
10126100 GF COOPERATIVE EXTENS	\$ 241,847	\$ -	\$ -	\$ 241,847
10126200 GF ELECTIONS	\$ 172,730	\$ -	\$ -	\$ 172,730
10126500 GF FACILITIES SERVICE	\$ 184,170	\$ -	\$ -	\$ 184,170
10126700 GF PROSECUTING ATTORN	\$ 2,433,744	\$ -	\$ -	\$ 2,433,744
10126717 GF PROS. ATTY FAMILY	\$ 103,823	\$ -	\$ -	\$ 103,823
10126800 GF REGISTER OF DEEDS	\$ 745,991	\$ -	\$ -	\$ 745,991
10126900 GF CIVIL COUNSEL	\$ 175,000	\$ -	\$ -	\$ 175,000
10127000 GF HUMAN RESOURCES	\$ 734,203	\$ -	\$ -	\$ 734,203
10127500 GF DRAIN COMMISSIONER	\$ 2,547,215	\$ 61,000	\$ -	\$ 2,608,215
10130100 GF SHERIFF	\$ 8,866,148	\$ -	\$ -	\$ 8,866,148
10130106 GF SHERIFF - TRAFFIC	\$ 54,908	\$ -	\$ -	\$ 54,908
10130143 GF SHERIFF - ANIMAL CNTRL	\$ 227,594	\$ -	\$ -	\$ 227,594
10130500 GF COURT SECURITY	\$ 290,458	\$ -	\$ -	\$ 290,458
10135100 GF JAIL	\$ 11,790,196	\$ -	\$ -	\$ 11,790,196
10142600 GF EMERGENCY MNGMT	\$ 164,467	\$ -	\$ -	\$ 164,467
10143000 GF ANIMAL SERVICES	\$ 630,087	\$ -	\$ -	\$ 630,087
10144100 GF DEPT OF PUBL WORKS	\$ 240,109	\$ -	\$ -	\$ 240,109
10144500 GF - DRAINS PUBLIC BE	\$ 330,000	\$ -	\$ -	\$ 330,000
10160500 GF CONTAGIOUS DISEASE	\$ 5,000	\$ -	\$ -	\$ 5,000
10164800 GF MEDICAL EXAMINER	\$ 501,742	\$ -	\$ -	\$ 501,742
10164900 GF MENTAL HEALTH	\$ 600,470	\$ -	\$ -	\$ 600,470
10167200 GF AGENCY ON AGING	\$ 72,684	\$ -	\$ -	\$ 72,684
10172100 GF PLANNING	\$ 424,791	\$ -	\$ -	\$ 424,791
10172800 GF ECONOMIC DEVELOPME	\$ 175,000	\$ -	\$ -	\$ 175,000
10174700 GF COMMUNITY ACTION P	\$ 609,812	\$ -	\$ -	\$ 609,812
10185100 GF INSURANCE POLICIES	\$ 900,000	\$ -	\$ -	\$ 900,000
10186100 GF RETIREMENT COUNTY	\$ 1,200,000	\$ -	\$ -	\$ 1,200,000
10187000 GF UNEMPLOYMENT INSUR	\$ 25,000	\$ -	\$ -	\$ 25,000
10189900 GF CHARGEBACKS	\$ 1,000	\$ -	\$ -	\$ 1,000
10196600 GF APPROPRIATIONS	\$ 1,043,000	\$ -	\$ -	\$ 1,043,000
10196610 GF APPROPRIATIONS - Court	\$ 1,693,000	\$ -	\$ -	\$ 1,693,000
10196631 GF APPROPRIATIONS - Other	\$ 935,940	\$ -	\$ -	\$ 935,940
10196650 GF APPROPRIATIONS - Health	\$ 738,000	\$ -	\$ -	\$ 738,000
10196800 GF CONTINGENCIES	\$ 297,951	\$ 5,000	\$ -	\$ 302,951
<b>General Fund Total</b>	<b>\$ 51,360,167</b>	<b>\$ 66,000</b>	<b>\$ -</b>	<b>\$ 51,426,167</b>

REVENUES			
2021 Approved		Proposed	Amended
\$ (38,969,630)	\$ -	\$ -	\$ (38,969,630)
\$ -	\$ -	\$ -	\$ -
\$ (138,672)	\$ -	\$ -	\$ (138,672)
\$ (2,534,195)	\$ -	\$ -	\$ (2,534,195)
\$ (214,302)	\$ -	\$ -	\$ (214,302)
\$ (239,264)	\$ -	\$ -	\$ (239,264)
\$ (14,395)	\$ -	\$ -	\$ (14,395)
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ (586,600)	\$ -	\$ -	\$ (586,600)
\$ -	\$ -	\$ -	\$ -
\$ (10,000)	\$ -	\$ -	\$ (10,000)
\$ (202,500)	\$ -	\$ -	\$ (202,500)
\$ (435,250)	\$ -	\$ -	\$ (435,250)
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ (90,927)
\$ -	\$ -	\$ -	\$ (32,000)
\$ (90,927)	\$ -	\$ -	\$ -
\$ (32,000)	\$ -	\$ -	\$ (11,150)
\$ -	\$ -	\$ -	\$ -
\$ (11,150)	\$ -	\$ -	\$ (11,150)
\$ (276,585)	\$ -	\$ -	\$ (276,585)
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ (2,330,750)	\$ -	\$ -	\$ (2,330,750)
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ (1,306,782)	\$ (61,000)	\$ -	\$ (1,367,782)
\$ (586,583)	\$ (5,000)	\$ -	\$ (591,583)
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ (3,050,034)	\$ -	\$ -	\$ (3,050,034)
\$ (41,548)	\$ -	\$ -	\$ (41,548)
\$ (190,700)	\$ -	\$ -	\$ (190,700)
\$ (55,600)	\$ -	\$ -	\$ (55,600)
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ (40,000)	\$ -	\$ -	\$ (40,000)
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ (2,700)	\$ -	\$ -	\$ (2,700)
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ (51,360,167)	\$ (66,000)	\$ -	\$ (51,426,167)

EXPENDITURES				
2021 Approved				Proposed Amended
Special Revenue Funds				
21065100	EMS	\$ 10,468,278	\$ 202,344	\$ 10,670,622
21414100	FOC Family Counseling	\$ 14,000	\$ -	\$ 14,000
21514100	FOC	\$ 2,908,458	\$ -	\$ 2,908,458
21814900	REDD Grant	\$ 61,518	\$ -	\$ 61,518
21916800	CESF Courts	\$ 152,104	\$ -	\$ 152,104
21926700	CESF Grant - Prosecutor	\$ 41,357	\$ -	\$ 41,357
21930100	CESF Grant - Sheriff	\$ 120,743	\$ -	\$ 120,743
22160100	Health	\$ 4,869,513	\$ 745,010	\$ 5,614,523
23030100	Sheriff Donation Fund	\$ 5,000	\$ 5,000	\$ 10,000
23143000	Animal Shelter Donations	\$ 73,218	\$ -	\$ 73,218
23816800	Courts FED Grants	\$ 199,673	\$ -	\$ 199,673
23826717	Family Support	\$ 308,005	\$ -	\$ 308,005
23830100	Sheriff - Federal Grants	\$ 29,862	\$ -	\$ 29,862
23833100	Sheriff Marine Safety	\$ 5,600	\$ -	\$ 5,600
23842600	FED Emergency Mngmnt	\$ 227,464	\$ -	\$ 227,464
23872100	Planning Federal Grants	\$ -	\$ -	\$ -
23916800	Courts STATE Grants	\$ 798,514	\$ -	\$ 798,514
23926718	Crime Victims Rights	\$ 169,821	\$ -	\$ 169,821
23930100	Sheriff State Grants	\$ 12,000	\$ -	\$ 12,000
23930106	Sheriff Traffic Secondary Road	\$ 135,198	\$ -	\$ 135,198
23943000	Animal Shelter State Grants	\$ -	\$ -	\$ -
23944100	DPW State Grants	\$ -	\$ -	\$ -
24469000	CDBG Grant	\$ 60,767	\$ -	\$ 60,767
24527800	ROD Survey & Remon	\$ 52,647	\$ -	\$ 52,647
25522300	Princ Res Exemption	\$ 5,732	\$ -	\$ 5,732
25626801	ROD Automation	\$ 317,123	\$ -	\$ 317,123
26017200	Indigent Defense	\$ 2,266,080	\$ -	\$ 2,266,080
26132500	911 Central Dispatch	\$ 4,336,196	\$ -	\$ 4,336,196
26132525	911 Enhanced	\$ 365,907	\$ -	\$ 365,907
26132526	911 Training	\$ 33,000	\$ -	\$ 33,000
26335100	Sheriff CO Training	\$ 20,000	\$ -	\$ 20,000
26530100	Drug Law Enforcement	\$ 5,000	\$ -	\$ 5,000
26630100	DEA Equitable Sharing	\$ 10,000	\$ 46,710	\$ 56,710
26821500	Concealed Pistol Licensing	\$ 70,440	\$ 3,500	\$ 73,940
26914500	Law Library	\$ 6,625	\$ -	\$ 6,625
27230100	Sheriff Treasury Fed Eq Share	\$ 10,000	\$ 3,300	\$ 13,300
27536200	Community Corrections	\$ 89,865	\$ -	\$ 89,865
27830100	Sheriff Victim Svcs Unit	\$ 700	\$ -	\$ 700
29067000	Social Welfare	\$ 7,000	\$ -	\$ 7,000
29266200	Child Care Juvenile	\$ 1,902,110	\$ -	\$ 1,902,110
29266300	Child Care Social Services	\$ 1,020,000	\$ -	\$ 1,020,000
29568900	Veteran Services	\$ 787,756	\$ 30,560	\$ 818,316
29630100	Criminal Forfeiture	\$ 3,000	\$ -	\$ 3,000
29768900	CO Veterans SVS Fund	\$ 168,735	\$ -	\$ 168,735
Enterprise Funds				
51744100	Landfill	\$ 120,650	\$ -	\$ 120,650
54237100	Building & Safety	\$ 3,213,469	\$ -	\$ 3,213,469
5780275	Septic Receiving	\$ 2,335,602	\$ -	\$ 2,335,602
58105400	Airport	\$ 1,639,885	\$ -	\$ 1,639,885
58853800	LETS	\$ 5,968,200	\$ -	\$ 5,968,200
59535100	Jail Commissary	\$ 168,869	\$ -	\$ 168,869
Internal Service Funds				
63126500	Facility Services	\$ 3,058,098	\$ -	\$ 3,058,098
63622800	Information Technology	\$ 5,299,466	\$ -	\$ 5,299,466
66126300	Car Pool	\$ 1,421,953	\$ 18,475	\$ 1,440,428
67785200	Benefit Fund	\$ 11,194,394	\$ -	\$ 11,194,394

REVENUES				
2021 Approved			Proposed Amended	
\$ (10,468,278)	\$ (202,642)	\$ (10,670,920)		
\$ (14,000)	\$ -	\$ (14,000)		
\$ (2,557,100)	\$ -	\$ (2,557,100)		
\$ (61,518)	\$ -	\$ (61,518)		
\$ (152,104)	\$ -	\$ (152,104)		
\$ (41,357)	\$ -	\$ (41,357)		
\$ (120,743)	\$ -	\$ (120,743)		
\$ (4,706,349)	\$ (1,079,546)	\$ (5,785,895)		
\$ (5,000)	\$ (5,000)	\$ (10,000)		
\$ (10,734)	\$ -	\$ (10,734)		
\$ (199,673)	\$ -	\$ (199,673)		
\$ (308,005)	\$ -	\$ (308,005)		
\$ (29,862)	\$ -	\$ (29,862)		
\$ (5,600)	\$ -	\$ (5,600)		
\$ (227,464)	\$ -	\$ (227,464)		
\$ -	\$ -	\$ -		
\$ (798,514)	\$ -	\$ (798,514)		
\$ (169,821)	\$ -	\$ (169,821)		
\$ (12,000)	\$ -	\$ (12,000)		
\$ (135,198)	\$ -	\$ (135,198)		
\$ -	\$ -	\$ -		
\$ -	\$ -	\$ -		
\$ (3,700)	\$ -	\$ (3,700)		
\$ (45,878)	\$ -	\$ (45,878)		
\$ (4,600)	\$ -	\$ (4,600)		
\$ (200,000)	\$ -	\$ (200,000)		
\$ (2,266,080)	\$ -	\$ (2,266,080)		
\$ (4,309,696)	\$ -	\$ (4,309,696)		
\$ (372,250)	\$ -	\$ (372,250)		
\$ (33,000)	\$ -	\$ (33,000)		
\$ (20,000)	\$ -	\$ (20,000)		
\$ (5,000)	\$ -	\$ (5,000)		
\$ (10,000)	\$ -	\$ (10,000)		
\$ (127,650)	\$ (3,800)	\$ (131,450)		
\$ (6,625)	\$ -	\$ (6,625)		
\$ (10,000)	\$ -	\$ (10,000)		
\$ (89,865)	\$ -	\$ (89,865)		
\$ (700)	\$ -	\$ (700)		
\$ (7,000)	\$ -	\$ (7,000)		
\$ (1,744,102)	\$ -	\$ (1,744,102)		
\$ (602,500)	\$ -	\$ (602,500)		
\$ (1,053,000)	\$ -	\$ (1,053,000)		
\$ (3,000)	\$ -	\$ (3,000)		
\$ (168,735)	\$ -	\$ (168,735)		
\$ (80,300)	\$ -	\$ (80,300)		
\$ (2,136,000)	\$ -	\$ (2,136,000)		
\$ (2,335,700)	\$ -	\$ (2,335,700)		
\$ (1,687,928)	\$ -	\$ (1,687,928)		
\$ (5,619,172)	\$ -	\$ (5,619,172)		
\$ (114,000)	\$ -	\$ (114,000)		
\$ (2,642,261)	\$ -	\$ (2,642,261)		
\$ (4,136,052)	\$ -	\$ (4,136,052)		
\$ (1,584,762)	\$ (41,123)	\$ (1,625,885)		
\$ (11,146,444)	\$ -	\$ (11,146,444)		

RESOLUTION

NO: 2021-04-061

LIVINGSTON COUNTY

DATE: April 26, 2021

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**Resolution to Adopt a Telecommuting Arrangement Policy – County Administration**

**WHEREAS,** although we are currently still under the state’s MIOSHA Rules mandating remote work for certain positions, this policy was drafted with the future in mind. The experiences of the past year have shown us that telework is a viable option for some of our positions and that productivity does not suffer when telework is utilized; and

**WHEREAS,** this Telecommuting policy trusts department heads to make future telework decisions that make sense for their department within basic and common sense guidelines; and

**WHEREAS,** this Policy has been prepared by the County Administration team after surveying department directors about their support and has been reviewed and approved by civil counsel; and

**WHEREAS,** this Resolution has been recommended for adoption by the Personnel Committee.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby adopts the attached Telecommuting Arrangement Policy for County employees **and County Administration will provide a 6-month review report at the November Personnel Committee meeting.**

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**MOVED:  
SECONDED:  
CARRIED:**



# **Telecommuting Arrangement Policy**

Effective \_\_\_\_\_

Livingston County supports telecommuting/telework and is committed to providing innovative working solutions to retain and recruit a diverse and talented workforce. Permitting remote work provides more flexibility for employees seeking to balance their work and personal lives while still achieving the level of productivity required for their position. Telecommuting must be approved by Department heads and is a voluntary arrangement, not an employment benefit. Telecommuting arrangements may change from time to time to meet the department's needs. Department heads will determine who qualifies for telecommuting. Departmental telework arrangements must be structured in a way that causes no decrease in public service or staff productivity. Departments that coordinate with other departments to provide service to the public must work together to ensure that telework policies do not inadvertently create unworkable challenges for each other.

## **General Work Arrangement**

While telecommuting, Employees will:

- a. remain accessible during their work schedule;
- b. check in with their supervisor to discuss status and open issues;
- c. be available for teleconferences, scheduled on an as-needed basis;
- d. be willing to report to work in person upon the request of the Department head;
- e. request supervisor approval in advance of working any overtime hours (if employee is nonexempt);
- f. request supervisor approval to use vacation, sick, or other leave in the same manner as when working at employee's regular work location;
- g. be logged on via Microsoft Teams or any future utilized computer platform during their work day. Remote workers will be expected to be available throughout the work day and must be able to promptly return any messages that are left for them; and
- h. be bound to all the same County and personnel policies as employees working in person.

Employee's duties, obligations, job responsibilities, standards of performance, and performance appraisals remain the same as when working at the regular County work site. The supervisor reserves the right to assign work as necessary at any time.

## **Equipment**

Department heads and the IT department will determine, with information supplied by the employee through the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. Equipment requests must have prior department head approval.

Equipment supplied by Livingston County will be maintained by the organization. However, employees are responsible for setting up their own equipment in the home work space. IT will not be setting up the equipment. Should assistance be needed, IT will do their best to support staff remotely, however, if an employee cannot be assisted remotely, an employee may be required to go to the IT department for assistance. IT will not be traveling to homes to assist employees working remotely. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. Livingston County accepts no responsibility for damage or repairs to employee-owned equipment. Livingston County reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all Livingston County property received and agree to take appropriate action to protect the items from damage or theft. All County property will be returned to the County premises at the end of the Telecommuting arrangement.

Livingston County will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. Livingston County will also reimburse the employee for business-related expenses, consistent with the County's Business Expense Reimbursement Policy. The employee will establish an appropriate work environment within his or her home for work purposes. Livingston County will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

## **Security**

Consistent with Livingston County's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of private County information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

**Safety**

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy.

Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

**Time Worked**

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Livingston County's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in disciplinary action up to and including discharge from employment.

**Dependent/Child Care**

The focus of the arrangement must remain on job performance and meeting business demands during normal business hours. All telecommuting work arraignments must be agreed and determined between an employee and their department head.

# **Temporary Emergency Telecommuting Arrangement**

Effective \_\_\_\_\_ March 18, 2020

~~Due to the current COVID-19 (coronavirus) outbreak, many employees are inquiring about the ability to work from home. Livingston County is implementing voluntary/temporary telecommuting arrangements for employees whose job duties are conducive to working from home but who do not regularly telecommute. However, there are some positions at Livingston County that require the employee to be physically present in the workplace. These employees are defined as critical personnel. Livingston County supports telecommuting/telework and is committed to providing innovative working solutions to retain and recruit a diverse and talented workforce. Permitting remote work provides more flexibility for employees seeking to balance their work and personal lives while still achieving the level of productivity required for their position. Telecommuting must be approved by Department heads and is a voluntary arrangement, not an employment benefit. Telecommuting arrangements may change from time to time to meet the department's needs. Department heads will determine who qualifies for telecommuting. Departmental telework arrangements must be structured in a way that causes no decrease in public service or staff productivity. Departments that coordinate with other departments to provide service to the public must work together to ensure that telework policies do not inadvertently create unworkable challenges for each other.~~

~~Critical personnel are defined as County employees who are working in a public safety classification. Public Safety Departments include, but are not limited to; Sheriff, 911 Central Dispatch, and Emergency Medical Services (EMS).~~

~~Critical personnel are expected to report to work as scheduled unless otherwise notified. Regular leave policies and procedures should be followed for employees who are unable to report to work due to illness.~~

~~Essential and Non-Essential/Non-Critical positions may be approved to work from home temporarily as determined by the department head.~~

~~Telecommuting / working from home arrangements are expected to be short term and Livingston County will continue to monitor guidance from health officials and the need for remote work arrangements. Employees should not assume any specified period of time for telework, and Livingston County may require employees to return to regular, in-office work locations at any time.~~

~~Should the current health crisis warrant, Livingston County may require some employees, with the exception of critical personnel, to work from home. Employees should be proactive with~~

~~department directors in preparing for these circumstances to ensure employees have the resources necessary to work remotely.~~

### **General Work Arrangement**

While telecommuting, Employees will:

- a. remain accessible during their work schedule;
- b. check in with their supervisor to discuss status and open issues;
- c. be available for teleconferences, scheduled on an as-needed basis;
- ~~d. be available to come into the office if a business need arises;~~ **be willing to report to work in person upon the request of the Department Head;**
- e. request supervisor approval in advance of working any overtime hours (if employee is nonexempt); ~~and~~
- f. request supervisor approval to use vacation, sick, or other leave in the same manner as when working at employee's regular work location;
- g. be logged on via Microsoft Teams or any future utilized computer platform during their work day. Remote workers will be expected to be available throughout the work day and must be able to promptly return any messages that are left for them; and**
- h. be bound to all the same County and personnel policies as employees working in person.**

Employee's duties, obligations, job responsibilities, standards of performance, and performance appraisals remain the same as when working at the regular County work site. The supervisor reserves the right to assign work as necessary at any time.

### **Equipment**

Department heads and the IT department will determine, with information supplied by the employee **through** ~~and~~ the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. **Equipment requests must have prior department head approval.**

Equipment supplied by Livingston County will be maintained by the organization. However, employees are responsible for setting up their own equipment in the home work space. IT will not be setting up the equipment. Should assistance be needed, IT will do their best to support staff remotely, however, if an employee cannot be assisted remotely, an employee may be required to go to the IT department for assistance. IT will not be traveling to homes to assist employees working remotely. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. Livingston County accepts no responsibility

for damage or repairs to employee-owned equipment. Livingston County reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all Livingston County property received and agree to take appropriate action to protect the items from damage or theft. All County property will be returned to the County premises at the end of the Telecommuting arrangement.

Livingston County will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. Livingston County will also reimburse the employee for business-related expenses, **consistent with the County's Business Expense Reimbursement Policy.** ~~such as phone calls and shipping costs, that are reasonably incurred in carrying out the employee's job. All additional costs must be pre-approved by the Department Director.~~

The employee will establish an appropriate work environment within his or her home for work purposes. Livingston County will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

### **Security**

Consistent with Livingston County's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of private County information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

### **Safety**

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy.

Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

### **Time Worked**

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Livingston County's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in disciplinary action up to and including discharge from employment.

### **Dependent/Child Care**

The focus of the arrangement must remain on job performance and meeting business demands during normal business hours. All telecommuting work arrangements must be agreed and determined between an employee and their department head.



# LIVINGSTON COUNTY ADMINISTRATION

LIVINGSTON COUNTY, MICHIGAN  
304 E. Grand River Avenue - Suite 202 - Howell MI 48843

TEL: (517) 546-3669  
EMAIL: NBurd@livgov.com

NATHAN BURD  
COUNTY ADMINISTRATOR

**TO: PERSONNEL COMMITTEE**  
**FROM: NATHAN BURD – COUNTY ADMINISTRATOR**  
**DATE: APRIL 16, 2021**  
**RE: TELEWORK POLICY**

At last month's meeting of the Personnel Committee, we had a discussion about offering telework opportunities for positions that can be conducted remotely. Although we are currently still under the state's MIOSHA Rules mandating remote work for certain positions, this policy was drafted with the future in mind. The experiences of the past year have shown us that telework is a viable option for some of our positions and that productivity does not suffer when telework is utilized.

This proposed policy would allow department heads to determine telework policies for their employees as they see fit as long as certain conditions are met. These conditions include structuring telework in a way that causes no decrease in public service. Departments that coordinate with other departments to provide service to the public must also work together to ensure that telework policies do not inadvertently create unworkable challenges for each other. The general work arrangements also require that remote workers must remain accessible during their work schedule, must be willing to report to work in person upon the request of the department head, must stay logged on via Microsoft Teams or similar programs while working remotely, and are bound to same County and personnel policies as employees working in person. This policy trusts department heads to make telework decisions that make sense for their department within basic and common sense guidelines.

Jennifer Palmbos and I appreciate the opportunity to discuss this proposal and share more information at the April 21 Personnel Committee meeting. If you have any questions in the meantime, please feel free to contact me. Thank you.