



## **PUBLIC SAFETY AND INFRASTRUCTURE AND DEVELOPMENT COMMITTEE AGENDA**

July 19, 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

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**7.6. Sheriff**

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Planning, Fiscal Year 2022 Traffic Enforcement Grant – Sheriff

**8. CALL TO THE PUBLIC**

**9. ADJOURNMENT**

## PUBLIC SAFETY & INFRASTRUCTURE & DEVELOPMENT COMMITTEE MEETING MINUTES



**June 21, 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: Carol S. Griffith, Jay Drick, Wes Nakagiri - Ex Officio

Members Absent: Carol Sue Reader

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### 1. CALL MEETING TO ORDER

The meeting was called to order by Commissioner Drick at 5:30 pm

### 2. ROLL CALL

Comm. Wesley Nakagiri sitting as an Ex Officio Member

### 3. APPROVAL OF MINUTES

Minutes of Meeting Dated: May 17, 2021

**Moved by: C. Griffith**

**Seconded by: W. Nakagiri**

Yes (3): C. Griffith, J. Drick, and W. Nakagiri

Absent (1): C. Reader

**Motion Carried (3 to 0)**

### 4. APPROVAL OF AGENDA

Agenda approved as presented.

**Moved by: C. Griffith**

**Seconded by: W. Nakagiri**

Yes (3): C. Griffith, J. Drick, and W. Nakagiri

Absent (1): C. Reader

**Motion Carried (3 to 0)**

### 5. REPORTS: None.

### 6. CALL TO THE PUBLIC

None.

## 7. RESOLUTIONS FOR CONSIDERATION

### 7.1 Central Dispatch

Resolution Authorizing a Dispatch Agreement with Rockford Ambulance to Provide Part-time Dispatch Services

Chad Chewning, 911 Director, introduced the Resolution.

**Moved by: C. Griffith**

**Seconded by: W. Nakagiri**

Yes (3): C. Griffith, J. Drick, and W. Nakagiri

Absent (1): C. Reader

**Motion Carried (3 to 0)**

### 7.2 Family Support

Resolution to Authorize the Amendment to Renew the 2017-2021 Cooperative Reimbursement Contract Between the Michigan Department of Health And Human Services and the Family Support Division of the Prosecutor's Office for 2 One-Year Extensions for FY 2022 and FY 2023

Eric Gutenberg, Family Support Supervising Attorney, addressed the Committee.

**Moved by: C. Griffith**

**Seconded by: W. Nakagiri**

Yes (3): C. Griffith, J. Drick, and W. Nakagiri

Absent (1): C. Reader

**Motion Carried (3 to 0)**

### 7.3 Jail

Resolution Authorizing the Sheriff's Office to Enter into a Contract with OD Security North America for the Purchase of a Full Body Scanner

The Resolution was introduced by Lt. Brad Fetner.

**Moved by: C. Griffith**

**Seconded by: W. Nakagiri**

Yes (3): C. Griffith, J. Drick, and W. Nakagiri

Absent (1): C. Reader

**Motion Carried (3 to 0)**

### 7.4 Sheriff

Resolution Authorizing a Contract Extension with the Township of Putnam for Law Enforcement Services

Lt. Eric Sanborn addressed the Committee.

**Moved by: C. Griffith**

**Seconded by: W. Nakagiri**

Yes (3): C. Griffith, J. Drick, and W. Nakagiri

Absent (1): C. Reader

**Motion Carried (3 to 0)**

**8. DISCUSSION**

**8.1 Emergency Management**

Resolution to Adopt the Updated 2021-2025 Livingston County Emergency Operations Plan (EOP)

Emergency Manager, Therese CremonTE, addressed the Committee.

**Matter to be placed on the July Public Safety and Infrastructure & Development Agenda**

**9. CALL TO THE PUBLIC**

None.

**10. ADJOURNMENT**

Meeting adjourned at 6:26 PM

**Moved by: C. Griffith**

**Seconded by: W. Nakagiri**

Yes (3): C. Griffith, J. Drick, and W. Nakagiri

Absent (1): C. Reader

**Motion Carried (3 to 0)**



Carol Sue Jonckheere, Recording Secretary

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

**DATE:** Click or tap to enter a date.

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## **Resolution Authorizing APA 2 Position - Prosecutor Office**

**WHEREAS,** COVID shutdowns have led to an extreme backlog of felony cases awaiting trial which according to John Nevin spokesperson for the State Court Administrators Office has created a 50% greater caseload than a year ago and which will take an extended period of time to get through; and

**WHEREAS,** the Livingston County Trial Courts have only recently started to conduct felony trials on a phased in basis which will increase as conditions allow; and

**WHEREAS,** the backlog of felony trials will result in a significant strain on the resources of the Prosecutor's office to attend to the increased felony trial demand faced by the Courts; and

**WHEREAS,** at the same time as felony trials are commencing the Prosecutors Office is faced with an APA staff shortage of 4 assistant prosecutors going on FMLA leave over a rolling time period of July 2021 until February of 2022; and

**WHEREAS,** the ability of the Prosecutor's Office to conduct felony trials is essential to the public safety of Livingston County residents.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves an additional FTE for the Prosecutor's Office of an APA 2.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby approves a supplemental appropriation to the 2021 Prosecutor Budget in the amount needed to fund the position for the balance of the year, as documented by finance.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby approves the addition of an APA 2 position with the condition that any APA position that may become vacant in the future would not be backfilled without specific justification being provided to the Livingston County Board of Commissioners and this Board approving the same.

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**MOVED:  
SECONDED:  
CARRIED:**

DAVID J. READER  
Prosecuting Attorney



CAROLYN J. HENRY  
Chief Assistant Prosecutor

*Office of the*  
**LIVINGSTON COUNTY PROSECUTING ATTORNEY**

210 South Highlander Way • Howell, Michigan 48843  
(517) 546-1850 • Fax (517) 546-0728  
<http://www.livgov.com/prosecutor>

July 12, 2021

To: Livingston County Board of Commissioners

From: David Reader

Re: Resolution to Authorize Addition of an APA 2

The Livingston County Prosecutor=s office is requesting authorization to add an APA 2 to its staff. The request is made due to a set of unique circumstances, which if not addressed, will lead to a substantial diminution of the ability of the office to meet its mandated service function for our county residents. An APA 2 is at a level to take on Felony Trials. Our finance office has provided a cost with benefits for an APA 2 grade level 1 at \$120,676.00 per year.

The prosecutor=s office is staffed with 1 Chief Assistant Prosecutor, 1 Family Support Prosecutor, 1 Appellate/FOIA Prosecutor and 9 Assistant Prosecutors. The Chief Assistant, Family Support and Appellate Prosecutors are full time positions, with full time responsibilities in their own right.

The 9 Assistant Prosecuting Attorneys (APA), are tasked with warrant review, on call duty, case preparation/review, witness/victim consultation and court appearances in front of the 6 County Judges, Magistrate and Juvenile Referee. Much of their work is done outside of a courtroom processing cases in a timely fashion. In addition, the APAs will work with outside agencies and committees, LACASA, HRCB, training for local police agencies etc.

Due to a perfect storm of circumstances our office is looking at having 4 of its 9 APAs out on FMLA for an extended period of time, starting in July and then increasing into August and beyond. The storm will end, if all goes well, by early February 2022. This will leave the office severely understaffed, challenging our ability to meet our core statutory responsibilities.

Compounding the 44% reduction of APA staff is the restart of Jury Trials by the Courts. The Courts in Livingston County have an extreme backlog of Felony Jury Trials waiting to be heard as a result of the COVID lock down. Backlogs are hard to undo. The logjams become undone, only after a lengthy process of repeated trials. Once dates certain become a reality, the logjam becomes undone. Given the extreme logjam that now exists, I would anticipate that this will take through the end of 2022. This logjam of cases in and of itself would warrant the addition of a seasoned felony trial prosecutor.

Once started, it is anticipated that multiple court rooms will be doing back to back jury trials to clear out their dockets. Jury Trials, for a prosecutor and its staff, are extremely time and labor intensive. Multiple trials set for the same day call for an inordinate number of subpoenas for witnesses and victims. Adjournment of those cases that do not go to trial can and will lead to witness and victim burnout. Our interaction with these witnesses and victims is essential to avoid this burnout. These trials will put an even greater strain on the resources of our office staff and assistant prosecutors.

I have requested the finance office to cost out the difference on the Prosecutor=s budget for the balance of 2021 and 2022 with the addition of this position and will provide it when received. For the 2021 year we have 8 new assistant prosecutors on staff who are at grade levels 1 and 2, which is a substantial reduction of budgeted salary for the current year.

I would propose that if an opening for an APA position occurs that the vacancy would not be backfilled without consultation and approval of the board to do so. I understand this would require justification at that time. I cannot, however, say when that would occur.

If you have any questions, please don=t hesitate to contact me at 517-546-1850



County (Population Order)	Population	STAFFING						
		APA	Office Mgr./ Adm.	Victim Witness Staff	Clerical	Crim. Invest.	Child Support Invest.	Other
Wayne	1,749,343	214	1	33	30	12	4	55
Oakland	1,257,584	89	0	8	53	5.5	3	0
Macomb	873,972	60	2	9	42	4	4	0
Kent	656,955	35	1	8	31	0	0	0
Genesee	405,813	30	1	3	28	0	0	5
Washtenaw	367,601	26	1	8	11	0	1	2
Ingham	292,406	34.5	0	5	22	0	3	0
Ottawa	291,830	14	2	4	14	0	0	1
Kalamazoo	265,066	29	1	10	15	0	3	0
Livingston	191,995	12	1	3	6	0	0	0
Saginaw	190,539	22	1	3	13	2	0	0
Muskegon	173,566	16	1	7	7	0	0	0
St. Clair	159,128	15	2	2.5	9	1	0	0
Jackson	158,510	12	1	4	6.5	0	1	0

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution to Adopt the Updated 2021-2025 Livingston County Emergency Operations Plan (EOP) – Emergency Management**

**WHEREAS,** the goal of the Emergency Operations Plan (EOP) is to coordinate emergency response efforts to save lives, reduce injuries and preserve property; and

**WHEREAS,** the Emergency Operations Plan (EOP) has been developed in accordance with the requirement for local emergency planning established by Act 390 of 1976 and the Michigan State Police Emergency Management and Homeland Security Division; and

**WHEREAS,** the plan also meets the requirements for all state and federal guidelines for all-hazard emergency management concepts, plans and programs; and

**WHEREAS,** this plan sets forth general concepts, policies, tasks and guidelines for an all-hazards planning approach; and

**WHEREAS,** this plan has been reviewed and signed by the lead subject matter experts representing disciplines who have a function in emergency and disaster response; and

**WHEREAS,** the Emergency Operations Plan (EOP) is required in order for the County to be eligible for funding or reimbursement of costs associated with the event of a declared disaster; and

**WHEREAS,** the Emergency Operations Plan (EOP) will be valid for four years after adoption by the Board of commissioners, but reviewed and updated as needed and required during that time period as it is considered a living document.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby adopts the updated, current attached Livingston County Emergency Operations Plan (EOP) to be utilized during a disaster or emergency to coordinate emergency response efforts to save lives, reduce injuries and preserve property.

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**MOVED:  
SECONDED:  
CARRIED:**



**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 Cremona, Emergency Management Department**  
**Date: 06/14/2021**  
**Re: Approval and Adoption of the Livingston County Emergency Operations Plan (EOP) – 2021 through 2025**

This resolution is to request the approval of the Livingston County Board of Commissioners for the updated and revised Livingston County Emergency Operations Plan.

Each county is required to develop, review, approve, and adopt an Emergency Operations Plan (EOP). The plan is constructed to provide general concepts, policies, tasks and guidelines for an all-hazards planning concept, to include terrorism related events.

The goal of the Emergency Operations Plan (EOP) is to outline a plan to coordinate emergency response efforts to save lives, reduce injuries, and preserve property during local emergencies or widespread disasters.

The Emergency Operations Plan (EOP) will use a graduated response strategy that is in proportion to the scope and severity of an emergency. It is flexible and may be scaled up or down during the event response and leading into the recovery phase of any event.

Although the Emergency Operations Plan (EOP) addresses emergency or disaster related issues, its primary goal is to assemble, mobilize and coordinate a team of responders, subject matter experts, volunteers, and non-governmental organizations that can deal with any emergency, hazard or disaster.

The Emergency Operations Plan (EOP) upon approval and adoption by the Livingston County Board of Commissioners will be in effect for a period of four (4) years. During that 4-year time period, the plan will be reviewed and revised as needed in order to provide an all-hazards emergency response.

The task of developing and implementing an EOP for the county is noted in Act 390 of 1976; 30.409 Sec 9(1); 30.410 Sec 10 (1)(a); 30.419 Sec 19 (2)(b)(c)

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

## EMERGENCY MANAGEMENT ACT Act 390 of 1976

AN ACT to provide for planning, mitigation, response, and recovery from natural and human-made disaster within and outside this state; to create the Michigan emergency management advisory council and prescribe its powers and duties; to prescribe the powers and duties of certain state and local agencies and officials; to prescribe immunities and liabilities; to provide for the acceptance of gifts; and to repeal acts and parts of acts.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990;—Am. 2006, Act 267, Imd. Eff. July 7, 2006.

*The People of the State of Michigan enact:*

### 30.401 Short title.

Sec. 1. This act shall be known and may be cited as the “emergency management act”.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990.

**Compiler's note:** For transfer of authority, powers, duties, functions, and responsibilities of the Michigan Emergency Management Advisory Council from the Department of State Police to the Director of State Police, as head of the Department of State Police, and the abolishment of the Michigan Emergency Management Advisory Council, see E.R.O. No. 1993-15, compiled at MCL 28.702 of the Michigan Compiled Laws.

### 30.402 Definitions.

Sec. 2. As used in this act:

(a) “Chief executive official” means:

(i) In the case of a county with an elected county executive, the county executive.

(ii) In the case of a county without an elected county executive, the chairperson of the county board of commissioners, or the appointed administrator designated by appropriate enabling legislation.

(iii) In the case of a city, the mayor or the individual specifically identified in the municipal charter.

(iv) In the case of a township, the township supervisor.

(v) In the case of a village, the village president or the individual specifically identified in the village charter.

(b) “Council” means the Michigan emergency management advisory council.

(c) “Department” means the department of state police.

(d) “Director” or “state director of emergency management” means the director of the department of state police or his or her designee.

(e) “Disaster” means an occurrence or threat of widespread or severe damage, injury, or loss of life or property resulting from a natural or human-made cause, including, but not limited to, fire, flood, snowstorm, ice storm, tornado, windstorm, wave action, oil spill, water contamination, utility failure, hazardous peacetime radiological incident, major transportation accident, hazardous materials incident, epidemic, air contamination, blight, drought, infestation, explosion, or hostile military action or paramilitary action, or similar occurrences resulting from terrorist activities, riots, or civil disorders.

(f) “Disaster relief forces” means all agencies of state, county, and municipal government, private and volunteer personnel, public officers and employees, and all other persons or groups of persons having duties or responsibilities under this act or pursuant to a lawful order or directive authorized by this act.

(g) “District coordinator” means the state police emergency management division district coordinator.

(h) “Emergency” means any occasion or instance in which the governor determines state assistance is needed to supplement local efforts and capabilities to save lives, protect property and the public health and safety, or to lessen or avert the threat of a catastrophe in any part of the state.

(i) “Emergency management coordinator” means a person appointed pursuant to section 9 to coordinate emergency management within the county or municipality. Emergency management coordinator includes a civil defense director, civil defense coordinator, emergency services coordinator, emergency program manager, or other person with a similar title and duties.

(j) “Local state of emergency” means a proclamation or declaration that activates the response and recovery aspects of any and all applicable local or interjurisdictional emergency operations plans and authorizes the furnishing of aid, assistance, and directives under those plans.

(k) “Michigan emergency management plan” means the plan prepared and maintained by the emergency management division of the department and signed by the governor.

(l) “Municipality” means a city, village, or township.

(m) “Person” means an individual, partnership, corporation, association, governmental entity, or any other entity.

(n) “Political subdivision” means a county, municipality, school district, or any other governmental unit, agency, body, board, or commission which is not a state department, board, commission, or agency of state government.

(o) “Rule” means a rule promulgated pursuant to the administrative procedures act of 1969, Act No. 306 of the Public Acts of 1969, being sections 24.201 to 24.328 of the Michigan Compiled Laws.

(p) “State of disaster” means an executive order or proclamation that activates the disaster response and recovery aspects of the state, local, and interjurisdictional emergency operations plans applicable to the counties or municipalities affected.

(q) “State of emergency” means an executive order or proclamation that activates the emergency response and recovery aspects of the state, local, and interjurisdictional emergency operations plans applicable to the counties or municipalities affected.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990.

### 30.403 Responsibility of governor; executive orders, proclamations, and directives; declaration, duration, and termination of state of disaster or state of emergency; contents and dissemination of executive order or proclamation.

Sec. 3. (1) The governor is responsible for coping with dangers to this state or the people of this state presented by a disaster or emergency.

(2) The governor may issue executive orders, proclamations, and directives having the force and effect of law to implement this act. Except as provided in section 7(2), an executive order, proclamation, or directive may be amended or rescinded by the governor.

(3) The governor shall, by executive order or proclamation, declare a state of disaster if he or she finds a disaster has occurred or the threat of a disaster exists. The state of disaster shall continue until the governor finds that the threat or danger has passed, the disaster has been dealt with to the extent that disaster conditions no longer exist, or until the declared state of disaster has been in effect for 28 days. After 28 days, the governor shall issue an executive order or proclamation declaring the state of disaster terminated, unless a request by the governor for an extension of the state of disaster for a specific number of days is approved by resolution of both houses of the legislature. An executive order or proclamation issued pursuant to this subsection shall indicate the nature of the disaster, the area or areas threatened, the conditions causing the disaster, and the conditions permitting the termination of the state of disaster. An executive order or proclamation shall be disseminated promptly by means calculated to bring its contents to the attention of the general public and shall be promptly filed with the emergency management division of the department and the secretary of state, unless circumstances attendant upon the disaster prevent or impede its prompt filing.

(4) The governor shall, by executive order or proclamation, declare a state of emergency if he or she finds that an emergency has occurred or that the threat of an emergency exists. The state of emergency shall continue until the governor finds that the threat or danger has passed, the emergency has been dealt with to the extent that emergency conditions no longer exist, or until the declared state of emergency has been in effect for 28 days. After 28 days, the governor shall issue an executive order or proclamation declaring the state of emergency terminated, unless a request by the governor for an extension of the state of emergency for a specific number of days is approved by resolution of both houses of the legislature. An executive order or proclamation issued pursuant to this subsection shall indicate the nature of the emergency, the area or areas threatened, the conditions causing the emergency, and the conditions permitting the termination of the state of emergency. An executive order or proclamation shall be disseminated promptly by means calculated to bring its contents to the attention of the general public and shall be promptly filed with the emergency management division of the department and the secretary of state, unless circumstances attendant upon the emergency prevent or impede its prompt filing.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990;—Am. 2002, Act 132, Eff. May 1, 2002.

### 30.404 Effect of executive order or proclamation of state of disaster or state of emergency; federal assistance; reciprocal aid agreement or compact; appropriation.

Sec. 4. (1) An executive order or proclamation of a state of disaster or a state of emergency shall serve to authorize the deployment and use of any forces to which the plan or plans apply and the use or distribution of supplies, equipment, materials, or facilities assembled or stockpiled pursuant to this act.

(2) Upon declaring a state of disaster or a state of emergency, the governor may seek and accept assistance, either financial or otherwise, from the federal government, pursuant to federal law or regulation.

(3) The governor may, with the approval of the state administrative board, enter into a reciprocal aid agreement or compact with another state, the federal government, or a neighboring state or province of a foreign country. A reciprocal aid agreement shall be limited to the furnishing or exchange of food, clothing, medicine, and other supplies; engineering services; emergency housing; police services; the services of the national guard when not mobilized for federal service or state defense force as authorized by the Michigan military act, Act No. 150 of the Public Acts of 1967, as amended, being sections 32.501 to 32.851 of the Michigan Compiled Laws, and subject to federal limitations on the crossing of national boundaries by organized military forces; health, medical, and related services; fire fighting, rescue, transportation, and construction services and equipment; personnel necessary to provide or conduct these services; and other necessary equipment, facilities, and services. A reciprocal aid agreement shall specify terms for the reimbursement of costs and expenses and conditions necessary for activating the agreement. The legislature shall appropriate funds to implement a reciprocal aid agreement.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990.

### **30.405 Additional powers of governor; prohibition; disobeying or interfering with rule, order, or directive as misdemeanor.**

Sec. 5. (1) In addition to the general authority granted to the governor by this act, the governor may, upon the declaration of a state of disaster or a state of emergency do 1 or more of the following:

(a) Suspend a regulatory statute, order, or rule prescribing the procedures for conduct of state business, when strict compliance with the statute, order, or rule would prevent, hinder, or delay necessary action in coping with the disaster or emergency. This power does not extend to the suspension of criminal process and procedures.

(b) Utilize the available resources of the state and its political subdivisions, and those of the federal government made available to the state, as are reasonably necessary to cope with the disaster or emergency.

(c) Transfer the direction, personnel, or functions of state departments, agencies, or units thereof for the purpose of performing or facilitating emergency management.

(d) Subject to appropriate compensation, as authorized by the legislature, commandeer or utilize private property necessary to cope with the disaster or emergency.

(e) Direct and compel the evacuation of all or part of the population from a stricken or threatened area within the state if necessary for the preservation of life or other mitigation, response, or recovery activities.

(f) Prescribe routes, modes, and destination of transportation in connection with an evacuation.

(g) Control ingress and egress to and from a stricken or threatened area, removal of persons within the area, and the occupancy of premises within the area.

(h) Suspend or limit the sale, dispensing, or transportation of alcoholic beverages, explosives, and combustibles.

(i) Provide for the availability and use of temporary emergency housing.

(j) Direct all other actions which are necessary and appropriate under the circumstances.

(2) Subsection (1) does not authorize the seizure, taking, or confiscation of lawfully possessed firearms or ammunition.

(3) A person who willfully disobeys or interferes with the implementation of a rule, order, or directive issued by the governor pursuant to this section is guilty of a misdemeanor.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990;—Am. 2006, Act 545, Imd. Eff. Dec. 29, 2006.

### **30.406 Obligation of person within state; compensation for services or property; record; claims; exceptions.**

Sec. 6. (1) All persons within this state shall conduct themselves and manage their affairs and property in ways that will reasonably assist and will not unreasonably detract from the ability of the state and the public to cope with the effects of a disaster or an emergency. This obligation includes appropriate personal service and the use or restriction of the use of property in time of a disaster or an emergency. This act neither increases nor decreases these obligations but recognizes their existence under the state constitution of 1963, the statutes, and the common law. Compensation for services or for the taking or use of property shall be paid only if obligations recognized herein are exceeded in a particular case and only if the claimant has not volunteered his or her services or property without compensation.

(2) Personal services may not be compensated by the state, or a subdivision or agency of the state, except pursuant to statute, local law, or ordinance.

(3) Compensation for property shall be paid only if the property is taken or otherwise used in coping with a disaster or emergency and its use or destruction is ordered by the governor or the director. A record of all

Rendered Thursday, April 22, 2021

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Michigan Compiled Laws Complete Through PA 6 of 2021

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property taken or otherwise used under this act shall be made and promptly transmitted to the office of the governor.

(4) A person claiming compensation for the use, damage, loss, or destruction of property under this act shall file a claim with the emergency management division of the department in the form and manner prescribed by the division.

(5) If a claimant refuses to accept the amount of compensation offered by the state, a claim may be filed in the state court of claims which court shall have exclusive jurisdiction to determine the amount of compensation due the owner.

(6) This section does not apply to or authorize compensation for either of the following:

(a) The destruction or damaging of standing timber or other property to provide a firebreak.

(b) The release of waters or the breach of impoundments to reduce pressure or other danger from actual or threatened flood.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990.

### **30.407 Powers and duties of director.**

Sec. 7. (1) The director shall implement the orders and directives of the governor in the event of a disaster or an emergency and shall coordinate all federal, state, county, and municipal disaster prevention, mitigation, relief, and recovery operations within this state. At the specific direction of the governor, the director shall assume complete command of all disaster relief, mitigation, and recovery forces, except the national guard or state defense force, if it appears that this action is absolutely necessary for an effective effort.

(2) If the governor has issued a proclamation, executive order, or directive under section 3 regarding state of disaster or state of emergency declarations, section 5 regarding actions directed by the governor, or section 21 regarding heightened state of alert, the director may, with the concurrence of the governor, amend the proclamation or directive by adding additional counties or municipalities or terminating the orders and restrictions as considered necessary.

(3) The director shall comply with the applicable provisions of the Michigan emergency management plan in the performance of the director's duties under this act.

(4) The director's powers and duties shall include the administration of state and federal disaster relief funds and money; the mobilization and direction of state disaster relief forces; the assignment of general missions to the national guard or state defense force activated for active state duty to assist the disaster relief operations; the receipt, screening, and investigation of requests for assistance from county and municipal governmental entities; making recommendations to the governor; and other appropriate actions within the general authority of the director.

(5) In carrying out the director's responsibilities under this act, the director may plan for and utilize the assistance of any volunteer group or person having a pertinent service to render.

(6) The director may issue a directive relieving the donor or supplier of voluntary or private assistance from liability for other than gross negligence in the performance of the assistance.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990;—Am. 2002, Act 132, Eff. May 1, 2002.

### **30.407a Emergency management division; establishment; purpose; employees; emergency management plan; grants; powers of division; definition.**

Sec. 7a. (1) The department shall establish an emergency management division for the purpose of coordinating within this state the emergency management activities of county, municipal, state, and federal governments. The department shall provide the division with professional and support employees as necessary for the performance of its functions.

(2) The division shall prepare and maintain a Michigan emergency management plan that is a comprehensive plan that encompasses mitigation, preparedness, response, and recovery for this state.

(3) The division shall receive available state and federal emergency management and disaster related grants-in-aid and shall administer and apportion the grants according to appropriately established guidelines to the agencies of this state and local political subdivisions.

(4) The division may do 1 or more of the following:

(a) Promulgate rules that establish standards and requirements for the appointment, training, and professional development of emergency management coordinators.

(b) Promulgate rules that establish standards and requirements for local and interjurisdictional emergency management programs.

(c) Periodically review local and interjurisdictional emergency operations plans.

(d) Promulgate rules that establish standards and requirements for emergency training and exercising

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programs and public information programs.

(c) Make surveys of industries, resources, and facilities within this state, both public and private, necessary to carry out the purposes of this act.

(f) Prepare, for issuance by the governor, executive orders, proclamations, and regulations as necessary or appropriate in coping with disasters and emergencies.

(g) Provide for 1 or more state emergency operations centers to provide for the coordination of emergency response and disaster recovery in this state.

(h) Provide for the coordination and cooperation of state agencies and departments with federal and local government agencies and departments in emergency management activities.

(i) Cooperate with the federal government and any public or private agency or entity in achieving any purpose of this act and in implementing programs for disaster mitigation, preparation, response, and recovery.

(j) Propose and administer statewide mutual aid compacts and agreements.

(k) Do other activities necessary, incidental, or appropriate for the implementation of this act.

(5) For purposes of this section, the judicial branch of this state is considered a department of state government.

(6) As used in this section, "division" means the emergency management division of the department.

**History:** Add. 1990, Act 50, Imd. Eff. Apr. 6, 1990;—Am. 2002, Act 132, Eff. May 1, 2002.

### **30.408 Emergency management coordinator; employment or appointment; duties; annexes to emergency management plan; cooperation of state agencies.**

Sec. 8. (1) The director of each department of state government, and those agencies of state government required by the Michigan emergency management plan to provide an annex to that plan, shall serve as emergency management coordinator for their respective departments or agencies. Each director may appoint or employ a designated representative as emergency management coordinator, provided that the representative shall act for and at the direction of that director while functioning in the capacity of emergency management coordinator upon the activation of the state emergency operations center, or the declaration of a state of disaster or emergency. Each department or agency emergency management coordinator shall act as liaison between his or her department or agency and the emergency management division of the department in all matters of emergency management, including the activation of the Michigan emergency management plan. Each department or agency of state government specified in the Michigan emergency management plan shall prepare and continuously update an annex to the plan providing for the delivery of emergency management activities by that agency or the department. The annexes shall be in a form prescribed by the director. The emergency management coordinator shall represent the agency or department head in the drafting and updating of the respective agency's or the department's emergency management annex and in coordinating the agency's or department's emergency management efforts with those of the other state agencies as well as with county and municipal governments.

(2) Upon the declaration of a state of disaster or a state of emergency by the governor, each state agency shall cooperate to the fullest possible extent with the director in the performance of the services that it is suited to perform, and as described in the Michigan emergency management plan, in the prevention, mitigation, response to, or recovery from the disaster or emergency. For purposes of this section, the judicial branch of this state is considered a department of state government and the chief justice of the Michigan supreme court is considered the director of that department.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990;—Am. 2002, Act 132, Eff. May 1, 2002

### **30.409 Emergency management coordinator; appointment; duties; eligibility.**

Sec. 9. (1) The county board of commissioners of each county shall appoint an emergency management coordinator. In the absence of an appointed person, the emergency management coordinator shall be the chairperson of the county board of commissioners. The emergency management coordinator shall act for, and at the direction of, the chairperson of the county board of commissioners in the coordination of all matters pertaining to emergency management in the county, including mitigation, preparedness, response, and recovery. In counties with an elected county executive, the county emergency management coordinator may act for and at the direction of the county executive. Pursuant to a resolution adopted by a county, the county boards of commissioners of not more than 3 adjoining counties may agree upon and appoint a coordinator to act for the multicounty area.

(2) A municipality with a population of 25,000 or more shall either appoint a municipal emergency management coordinator or appoint the coordinator of the county as the municipal emergency management coordinator pursuant to subsection (7). In the absence of an appointed person, the emergency management

coordinator shall be the chief executive official of that municipality. The coordinator of a municipality shall be appointed by the chief executive official in a manner provided in the municipal charter. The coordinator of a municipality with a population of 25,000 or more shall act for and at the direction of the chief executive official of the municipality or the official designated in the municipal charter in the coordination of all matters pertaining to emergency management, disaster preparedness, and recovery assistance within the municipality.

(3) A municipality with a population of 10,000 or more may appoint an emergency management coordinator for the municipality. The coordinator of a municipality shall be appointed by the chief executive official in a manner provided in the municipal charter. The coordinator of a municipality with a population of 10,000 or more shall act for and at the direction of the chief executive official or the official designated by the municipal charter in the coordination of all matters pertaining to emergency management, disaster preparedness, and recovery assistance within the municipality.

(4) A municipality having a population of less than 10,000 may appoint an emergency management coordinator who shall serve at the direction of the county emergency management coordinator.

(5) A public college or university with a combined average population of faculty, students, and staff of 25,000 or more, including its satellite campuses within this state, shall appoint an emergency management coordinator for the public college or university. Public colleges or universities with a combined average population of faculty, students, and staff of 10,000 or more, including its satellite campuses within this state, may appoint an emergency management coordinator for the public college or university.

(6) A person is not ineligible for appointment as an emergency management coordinator, or as a member of a county or municipal emergency services or emergency management agency or organization, because that person holds another public office or trust, and that person shall not forfeit the right to a public office or trust by reason of his or her appointment as an emergency management coordinator.

(7) A county coordinator may be appointed a municipal coordinator for any municipality within the county and a municipal coordinator may be appointed a county coordinator.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990;—Am. 2002, Act 132, Eff. May 1, 2002

### **30.410 Powers of county and municipality; mutual aid or reciprocal aid agreements or compacts; assistance of emergency management coordinator.**

Sec. 10. (1) Each county and municipality that has appointed an emergency management coordinator under section 9 may do 1 or more of the following:

(a) Direct and coordinate the development of emergency operations plans and programs in accordance with the policies and plans established by the appropriate federal and state agencies. Each department or agency of a county or municipality specified in the emergency operations plan to provide an annex to the plan shall prepare and continuously update the annex providing for emergency management activities, including mitigation, preparedness, response, and recovery, by the department or agency and those other emergency activities the department or agency is specified to coordinate. Emergency operations plans and programs developed under this subsection shall include provisions for the dissemination of public information and local broadcasters shall be consulted in developing such provisions. Emergency operations plans and programs developed under this subdivision shall include local courts.

(b) Declare a local state of emergency if circumstances within the county or municipality indicate that the occurrence or threat of widespread or severe damage, injury, or loss of life or property from a natural or human-made cause exists and, under a declaration of a local state of emergency, issue directives as to travel restrictions on county or local roads. This power shall be vested in the chief executive official of the county or municipality or the official designated by charter and shall not be continued or renewed for a period in excess of 7 days except with the consent of the governing body of the county or municipality. The declaration of a local state of emergency shall be promptly filed with the emergency management division of the department, unless circumstances attendant upon the disaster prevent or impede its prompt filing.

(c) Appropriate and expend funds, make contracts, and obtain and distribute equipment, materials, and supplies for disaster purposes.

(d) Provide for the health and safety of persons and property, including emergency assistance to the victims of a disaster.

(e) Direct and coordinate local multi-agency response to emergencies within the county or municipality.

(f) Appoint, employ, remove, or provide, with or without compensation, rescue teams, auxiliary fire and police personnel, and other disaster workers.

(g) Appoint a local emergency management advisory council.

(h) If a state of disaster or emergency is declared by the governor, assign and make available for duty the employees, property, or equipment of the county or municipality relating to fire fighting; engineering; rescue;

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health, medical, and related services; police; transportation; construction; and similar items or service for disaster relief purposes within or without the physical limits of the county or municipality as ordered by the governor or the director.

(i) In the event of a foreign attack upon this state, waive procedures and formalities otherwise required by law pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of permanent and temporary workers, the utilization of volunteer workers, the rental of equipment, the purchase and distribution with or without compensation of supplies, materials, and facilities, and the appropriation and expenditure of public funds.

(2) For the purpose of providing assistance during a disaster or emergency, municipalities and counties may enter into mutual aid or reciprocal aid agreements or compacts with other counties, municipalities, public agencies, federally recognized tribal nations, or private sector agencies, or all of these entities. A compact entered into pursuant to this subsection is limited to the exchange of personnel, equipment, and other resources in times of emergency, disaster, or other serious threats to public health and safety. The arrangements shall be consistent with the Michigan emergency management plan.

(3) The emergency management coordinator may assist in the development or negotiation, or both, of a mutual aid or reciprocal aid agreement or compact made pursuant to section 4(3) and shall carry out the agreement or compact.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990;—Am. 2002, Act 132, Eff. May 1, 2002

**30.411 Powers and duties of personnel of disaster relief forces; liability for personal injury or property damage; right to benefits or compensation; disaster relief workers; immunity; liability and legal obligation of persons owning or controlling real estate or other premises used for shelter; "gross negligence" defined.**

Sec. 11. (1) Personnel of disaster relief forces while on duty are subject to all of the following provisions:

(a) If they are employees of this state, they have the powers, duties, rights, privileges, and immunities of and receive the compensation incidental to their employment.

(b) If they are employees of a political subdivision of this state, regardless of where serving, they have the powers, duties, rights, privileges, and immunities and receive the compensation incidental to their employment.

(c) If they are not employees of this state or a political subdivision of this state, they are entitled to the same rights and immunities as provided by law for the employees of this state. All personnel of disaster relief forces shall, while on duty, be subject to the operational control of the authority in charge of disaster relief activities in the area in which they are serving, and shall be reimbursed for all actual and necessary travel and subsistence expenses.

(2) This state, any political subdivision of this state, or the employees, agents, or representatives of this state or any political subdivision of this state are not liable for personal injury or property damage sustained by any person appointed or acting as a member of disaster relief forces. This act does not affect the right of a person to receive benefits or compensation to which he or she may otherwise be entitled to under the worker's disability compensation act of 1969, 1969 PA 317, MCL 418.101 to 418.941, any pension law, or any act of congress.

(3) This state or a political subdivision of this state engaged in disaster relief activity is not liable for the death of or injury to a person or persons, or for damage to property, as a result of that activity. The employees, agents, or representatives of this state or a political subdivision of this state and nongovernmental disaster relief force workers or private or volunteer personnel engaged in disaster relief activity are immune from tort liability to the extent provided under section 7 of 1964 PA 170, MCL 691.1407. As used in this section, "disaster relief activity" includes training for or responding to an actual, impending, mock, or practice disaster or emergency.

(4) A person licensed to practice medicine or osteopathic medicine and surgery or a licensed hospital, whether licensed in this or another state or by the federal government or a branch of the armed forces of the United States, or an individual listed in subsection (6), who renders services during a state of disaster declared by the governor and at the express or implied request of a state official or agency or county or local coordinator or executive body, is considered an authorized disaster relief worker or facility and is not liable for an injury sustained by a person by reason of those services, regardless of how or under what circumstances or by what cause those injuries are sustained. The immunity granted by this subsection does not apply in the event of an act or omission that is willful or gross negligence. If a civil action for malpractice is filed alleging an act or omission that is willful or gross negligence resulting in injuries, the services rendered that resulted in those injuries shall be judged according to the standards required of persons licensed in this state to perform

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those services.

(5) An individual listed in subsection (6), during a state of disaster declared by the governor, may practice, in addition to the authority granted by other statutes of this state, the administration of anesthetics; minor surgery; intravenous, subcutaneous, or intramuscular procedure; or oral and topical medication; or a combination of these under the supervision of a member of the medical staff of a licensed hospital of this state, and may assist the staff member in other medical and surgical proceedings.

(6) Subsections (4) and (5) apply to all of the following individuals:

(a) Any of the following, if licensed in this or another state or by the federal government or a branch of the armed forces of the United States:

(i) A registered nurse.

(ii) A practical nurse.

(iii) A nursing student acting under the supervision of a licensed nurse.

(iv) A dentist.

(v) A veterinarian.

(vi) A pharmacist.

(vii) A pharmacist intern acting under the supervision of a licensed pharmacist.

(viii) A paramedic.

(b) A medical resident undergoing training in a licensed hospital in this or another state.

(7) A person owning or controlling real estate or other premises who voluntarily and without compensation grants to this state or a political subdivision of this state a license or privilege, or otherwise permits this state or a political subdivision of this state to inspect, designate, and use the whole or any part or parts of the real estate or other premises for the purpose of sheltering persons during an actual, impending, mock, or practice disaster, together with his or her successors in interest, if any, is not civilly liable for negligently causing the death of or injury to any person on or about the real estate or premises under the license, privilege, or permission or for loss or damage to the property of the person.

(8) A person owning or controlling real estate or other premises who has gratuitously granted the use of the real estate or other premises for the purposes stated in this section is legally obligated to make known to the licensee any hidden dangers or safety hazards that are known to the owner or occupant of the real estate or premises that might possibly result in the death or injury or loss of property to a person using the real estate or premises.

(9) As used in this section, "gross negligence" means conduct so reckless as to demonstrate a substantial lack of concern for whether an injury results.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990;—Am. 2002, Act 132, Eff. May 1, 2002;—Am. 2005, Act 321, Imd. Eff. Dec. 27, 2005.

**Administrative rules:** R 30.1 et seq. of the Michigan Administrative Code.

**30.411a Disaster or emergency relief assistance provided by state employee; unpaid leave of absence; leave of absence with pay; conditions; limitation.**

Sec. 11a. (1) A state employee who is not in the state classified civil service and who is skilled in emergency relief assistance and certified as a disaster services volunteer by the American Red Cross may be granted an unpaid leave of absence from his or her state employment to provide disaster or emergency relief assistance in this state.

(2) A state employee in the state classified civil service who is skilled in emergency relief assistance and certified as a disaster services volunteer by the American Red Cross may be granted a leave of absence from his or her classified employment to provide disaster or emergency relief assistance in this state as authorized by the civil service commission.

(3) In addition to unpaid leave under subsection (1) or (2), an employee of an agency in any branch of state government who is skilled in emergency relief assistance and certified as a disaster services volunteer by the American Red Cross may be granted leave from work with pay for not more than 10 days in any 12-month period to participate in specialized disaster relief services within or outside of this state if all of the following circumstances are present:

(a) The governor or the president of the United States has declared the disaster.

(b) The American Red Cross has requested the services of the employee.

(c) The employee's department head has approved the leave.

(d) If the services are rendered outside the state by an employee in the executive branch, the governor has approved the leave.

(e) If the employee is in the state classified civil service, the civil service commission has approved the leave.

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(4) Not more than 50 state employees shall be granted paid leave under subsection (3) during the fiscal year. The governor may increase the limit on the number of state employees who may be granted paid disaster leave during the fiscal year by executive order.

(5) This state shall not penalize or otherwise take adverse employment action against a state employee because the employee takes a leave of absence authorized under this section to provide disaster or emergency relief assistance. However, the state shall recover payment for paid disaster leave from an employee who is granted paid leave under subsection (3) if the employee does not use the leave time for the approved purpose.

**History:** Add. 2006, Act 267, Imd. Eff. July 7, 2006.

#### **30.412 Disaster or emergency occurring in county or municipality; procedure; ordinances or rules.**

Sec. 12. (1) If a disaster or an emergency occurs in a county or municipality and is beyond the control of local public or private agencies, the chief executive official of the county or municipality may request the governor to declare that a state of disaster or state of emergency exists in the county or municipality, utilizing the procedure set forth in section 14. The director may order the disaster relief forces of a county or municipality to aid the community. The chief executive official of the municipality or the governing body of the county shall comply with the order of the director and cooperate with the director in matters of emergency management.

(2) A county, municipality, or other agency designated or appointed by the governor may make, amend, and rescind ordinances or rules necessary for emergency management purposes and supplementary to a rule, order, or directive issued by the governor or a state agency exercising a power delegated to it by the governor. The ordinance or rule shall be temporary and, upon the governor's declaration that a state of disaster or state of emergency is terminated, shall no longer be in effect.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990.

#### **30.413 Repealed. 1990, Act 50, Imd. Eff. Apr. 6, 1990.**

**Compiler's note:** The repealed section pertained to foreign attack on state.

#### **30.414 Assessment of disaster or emergency; findings and recommendations; notice; temporary assistance; action by governor.**

Sec. 14. (1) In the event a disaster or emergency occurs that has not yet been declared to be a state of disaster or a state of emergency by the governor, and the disaster or emergency is considered by the chief executive official of the municipality or the governing body or the county in which it occurs to be beyond the control of the county or municipality, the emergency management coordinator shall immediately contact the district coordinator. The chief executive official of a county shall not request state assistance or a declaration of a state of disaster or a state of emergency for an emergency which has occurred or is occurring solely within the confines of a township, city, or village within the county unless requested to do so by the chief executive official of the affected township, city, or village. The district coordinator, in conjunction with the county or municipal coordinator, shall assess the nature and scope of the disaster or emergency, and they shall recommend the personnel, services, and equipment that will be required for its prevention, mitigation, or relief.

(2) Upon completing the assessment, the district coordinator shall forthwith notify the director of the findings and recommendations. The director shall immediately notify the governor. If the director determines that immediate action is essential to the preservation of life and property, the director may initiate temporary assistance to the affected area as necessary and compatible with the policies and procedures of the Michigan emergency management plan.

(3) The director shall advise the governor of the magnitude of the disaster or emergency. The governor may take the necessary action he or she considers appropriate to mitigate the disaster or emergency. This act shall not be construed to restrain the governor from exercising on his own initiative any of the powers set forth in this act.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990.

#### **30.415 Repealed. 2002, Act 132, Eff. May 1, 2002.**

**Compiler's note:** The repealed section pertained to Michigan emergency management advisory council.

#### **30.416 Declaration of emergency or major disaster by president; federal grants; agreement pledging state's share.**

Sec. 16. After the president of the United States declares an emergency or a major disaster, as defined in

the disaster relief act of 1974, Public Law 93-288, 88 Stat. 143, to exist in this state, the governor may apply for, accept, and disburse grants from the federal government pursuant to the disaster relief act of 1974. To implement and administer the grant program and to make financial grants, the governor may enter into an agreement with the federal government or any officer, or agency of the federal government, pledging the state's share for the financial grants.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990.

#### **30.417 Construction of act.**

Sec. 17. This act shall not be construed to do any of the following:

(a) Interfere with the course or conduct of a labor dispute. However, actions otherwise authorized by this act or other laws may be taken when necessary to forestall or mitigate imminent or existing danger to public health or safety.

(b) Interfere with the dissemination of news or comment on public affairs. However, any communications facility or organization, including radio and television stations, wire services, and newspapers, may be requested to transmit or print public service messages furnishing information or instructions in connection with a disaster or emergency.

(c) Affect the jurisdiction or responsibilities of law enforcement agencies, fire fighting forces, and units or personnel of the armed forces of the United States when on active duty. However, state, local, and interjurisdictional emergency operations plans shall place reliance upon the forces available for performance of functions related to disasters or emergencies.

(d) Limit, modify, or abridge the authority of the governor to proclaim a state of emergency pursuant to Act No. 302 of the Public Acts of 1945, being sections 10.31 to 10.33 of the Michigan Compiled Laws, or exercise any other powers vested in him or her under the state constitution of 1963, statutes, or common law of this state independent of, or in conjunction with, this act.

(e) Relieve any state or local official, department head, or agency of its normal responsibilities.

(f) Limit or abridge the power, duty, or responsibility of the chief executive official of a county or municipality to act in the event of a disaster or emergency except as expressly set forth in this act.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990.

#### **30.418 Disaster and emergency contingency fund; creation; administration; accounting; appropriation; carrying forward unexpended and unencumbered funds; expenditures; reimbursement; declaration; investment.**

Sec. 18. (1) A disaster and emergency contingency fund is created and shall be administered by the director. An annual accounting of expenditures under this act shall be made to the legislature and the legislature shall annually appropriate sufficient funds to maintain the fund at a level not to exceed \$10,000,000.00 and not less than \$2,500,000.00. Unexpended and unencumbered funds remaining in the disaster and emergency contingency fund at the end of the fiscal year shall not lapse to the general fund and shall be carried forward and be available for expenditure in subsequent fiscal years.

(2) The director may expend money from the disaster and emergency contingency fund upon appropriation for the purpose of paying necessary and reasonable overtime, travel, and subsistence expenses incurred by an employee of an agency of this state acting at the direction of the director in a disaster or emergency related operation, and, with the concurrence of the governor or the governor's designated representative, for other needs required for the mitigation of the effects of, or in response to, a disaster or emergency.

(3) The director may place directly in the disaster and emergency contingency fund a reimbursement for expenditures out of the fund received from the federal government, or another source.

(4) If a state of major disaster or emergency is declared by the President of the United States, and when authorized by the governor, an expenditure from the fund may be made by the director upon appropriation to pay the state's matching share of grants as provided by the disaster relief act of 1974, Public Law 93-288, 88 Stat 143.

(5) The state treasurer shall direct the investment of the disaster and emergency contingency fund. The state treasurer shall credit to the disaster and emergency contingency fund interest and earnings from fund investments.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990;—Am. 2013, Act 109, Imd. Eff. Sept. 24, 2013;—Am. 2016, Act 220, Imd. Eff. June 23, 2016;—Am. 2018, Act 263, Imd. Eff. June 28, 2018.

#### **30.419 Disaster and emergency contingency fund; expenditures when federal assistance unavailable; application for grant; resolution; rules.**

Sec. 19. (1) Under extraordinary circumstances, upon the declaration of a state of disaster or a state of



emergency by the governor and subject to the requirements of this subsection, the governor may authorize an expenditure from the disaster and emergency contingency fund to provide state assistance to counties and municipalities when federal assistance is not available. If the governor proclaims a state of disaster or a state of emergency, the first recourse for disaster related expenses shall be to funds of the county or municipality. If the demands placed upon the funds of a county or municipality in coping with a particular disaster or emergency are unreasonably great, the governing body of the county or municipality may apply, by resolution of the local governing body, for a grant from the disaster and emergency contingency fund. The resolution shall certify that the affected county or municipality emergency operations plan was implemented in a timely manner. The resolution shall set forth the purpose for which the assistance is sought, the extent of damages sustained, and certify an exhaustion of local efforts. The assistance under this subsection is to provide grants, excluding reimbursement for capital outlay expenditures, in mitigation of the extraordinary burden of a county or municipality in relation to its available resources. Assistance grants under this section shall not exceed the following amounts or 10% of the total annual operating budget for the preceding fiscal year of the county or municipality, whichever is less:

(a) For a county or municipality with a population under 25,000 according to the most recent federal decennial census, \$250,000.00.

(b) For a county or municipality with a population of 25,000 or more and less than 75,000 according to the most recent federal decennial census, \$500,000.00.

(c) For a county or municipality with a population of 75,000 or more according to the most recent federal decennial census, \$1,000,000.00.

(2) The director shall promulgate rules governing the application and eligibility for the use of the state disaster and emergency contingency fund. Rules that have been promulgated prior to December 31, 1988 to implement this section shall remain in effect until revised or replaced. The rules shall include, but not be limited to, all of the following:

(a) Demonstration of exhaustion of local effort.

(b) Evidence that the applicant is a county that actively maintains an emergency management program, reviewed by and determined to be current and adequate by the emergency management division of the department, before the disaster or emergency for which assistance is being requested occurs. If the applicant is a municipality with a population of 10,000 or more, evidence that the municipality either maintains a separate emergency management program, reviewed by and determined to be current and adequate by the emergency management division of the department, before the disaster or emergency for which assistance is being requested or occurs, or the municipality is incorporated in the county emergency management program.

(c) Evidence that the applicable county or municipal emergency operations plan was implemented in a timely manner at the beginning of the disaster or emergency.

(d) Reimbursement for expenditures shall be limited to public damage and direct loss as a result of the disaster or emergency, or expenses incurred by the applicant for reimbursing employees for disaster or emergency related activities which were not performed as a part of their normal duties, or for other needs required specifically for the mitigation of the effects, or in response to the disaster or emergency.

(e) A disaster assessment team established by the emergency management division of the department has substantiated the damages claimed by the applicant. Damage estimates submitted by the applicant shall be based upon a disaster assessment carried out by the applicant according to standard procedures recommended by the emergency management division.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990;—Am. 2013, Act 110, Imd. Eff. Sept. 24, 2013;—Am. 2018, Act 264, Imd. Eff. June 28, 2018.

**Administrative rules:** R 30.1 et seq. of the Michigan Administrative Code.

### **30.420 Repeal of MCL 30.221 to 30.233.**

Sec. 20. Act No. 154 of the Public Acts of 1953, as amended, being sections 30.221 to 30.233 of the Compiled Laws of 1970, and Act No. 14 of the Public Acts of 1973, are repealed.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976.

### **30.421 Heightened state of alert; cause; powers of governor; violation as misdemeanor; penalty; civil action; definitions.**

Sec. 21. (1) If good cause exists to believe that terrorists or members of a terrorist organization are within this state or that acts of terrorism may be committed in this state or against a vital resource, the governor may by executive order or proclamation declare a heightened state of alert and subsequently exercise the authority provided in section 3(2) and section 5(1)(b), (c), (e), (f), (g), (h), (i), and (j) in an effort to safeguard the interests of this state or a vital resource, to prevent or respond to acts of terrorism, or to facilitate the

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apprehension of terrorists or members of a terrorist organization and those acting in concert with them. However, in exercising the authority under section 5(1)(h), the governor shall not suspend or limit the sale, dispensing, or transportation of alcoholic beverages under this section. Within 7 days after declaring a heightened state of alert, the governor shall notify the majority leader and minority leader of the senate and the speaker and minority leader of the house of representatives of the declaration. The governor may utilize the services, facilities, and resources available under this act under a declared state of disaster or emergency. The exercise of those powers shall be consistent with the provisions of the state constitution of 1963 and the federal constitution and may continue until the heightened state of alert is no longer in effect. The heightened state of alert shall continue until the governor finds that the threat or danger has passed, the heightened state of alert has been dealt with to the extent that the heightened state of alert conditions no longer exist, or until the heightened state of alert has been in effect for 60 days. After 60 days, the governor shall terminate the heightened state of alert, unless a request by the governor for an extension of the heightened state of alert for a specific number of days is approved by resolution of both houses of the legislature.

(2) A person shall not willfully disobey or interfere with the implementation of a rule, order, or directive issued by the governor under this section. A person who violates this section is guilty of a misdemeanor punishable by imprisonment for not more than 90 days or a fine of not more than \$100.00, or both. Notwithstanding any provision in this section, a prosecuting agency shall not prosecute any person or seize any property for conduct presumptively protected by the first amendment to the constitution of the United States in a manner that violates any constitutional provision.

(3) The attorney general or a prosecuting attorney may bring a civil action for damages or equitable relief to enforce the provisions of this act and the orders, rules, or regulations made in conformity with this act.

(4) As used in this section:

(a) “Act of terrorism” and “terrorist” mean those terms as defined in section 543b of the Michigan penal code, 1931 PA 328, MCL 750.543b.

(b) “Terrorist organization” means that term as defined in section 543c of the Michigan penal code, 1931 PA 328, MCL 750.543c.

(c) “Vital resource” means a public or private building, facility, property, function, or location, the protection of which is considered necessary to the public health, safety, and welfare and which the governor has designated, in writing, as a vital resource of this state.

**History:** Add. 2002, Act 132, Eff. May 1, 2002.

Rendered Thursday, April 22, 2021

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Michigan Compiled Laws Complete Through PA 6 of 2021

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RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution Authorizing the Acceptance and Signing of the FY 2022 Emergency Management Performance Grant- Emergency Management**

**WHEREAS,** funding is available through the FY 22 Emergency Management Performance Grant for the purpose of funding the Livingston County Emergency Management Program; and

**WHEREAS,** in 2020, Livingston County was granted \$41,548.00 for said Emergency Management Program, a similar amount will be awarded for work completed in 2021; and

**WHEREAS,** Livingston County, upon meeting the stipulations set forth in the FY 22 Emergency Management Performance Grant Work Agreement, would be eligible to receive funding of a similar amount for the period of 10/01/2021 through 09/30/2022; and

**WHEREAS,** Livingston County would need to agree to the grant agreement terms for the Emergency Management Performance Grant; meet the criteria set forth in that agreement through the efforts of the Livingston County Emergency Manager and the Emergency Management Department; agree to a minimum 50% match share of the assigned grant award to be named for FY 22; and

**WHEREAS,** the grant work agreement document, signed by the Livingston County Board Chairperson, and accompanying financial, training & exercise, and job description documentation need to be submitted to the Michigan State Police, Emergency Management and Homeland Security Division by the dates of September 30 2021 for training / exercise documents and October 1, 2021 for the Board of Commissioners approved signed grant agreement for the FY 22 EMPG funding.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes entering into an agreement with The Michigan State Police Emergency Management and Homeland Security Division to approve the FY 22 Emergency Management Performance Grant Agreement documents allowing for the Livingston County Emergency Management Department to be eligible for supplemental funding.

**BE IT FURTHER RESOLVED** that the Chairman of the Livingston County Board of Commissioners is authorized to sign all forms, applications, assurances, contracts/agreements, renewals and future amendments for monetary and contract language adjustments related to the FY 22 Emergency Management Performance Grant upon review and or preparation by Civil Counsel.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners approve any budget amendment necessary to effectuate the above.

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MOVED:  
SECONDED:  
CARRIED:



## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Therese Cremonte, Emergency Manager**  
**Date: 06/29/2021**  
**Re: Review and Signing of the FY 22 Emergency Management  
Performance Grant Agreement**

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This resolution is to ask for the review and approval of the FY 22 Emergency Management Performance Grant (EMPG) agreement by the Board of Commissioners.

The EMPG grant is a federal funding source that is passed through the Michigan State Police Emergency Management and Homeland Security Division (MSP EMHSD). Funds are awarded to participating Act 390 Emergency Management Programs that meet the criteria set forth in the grant agreement. The amount varies slightly from year to year based on the total sum awarded to the State of Michigan by the federal government.

The grant agreement outlines specific objectives that local emergency management programs are required to meet to be eligible for the grant funding. The EMPG grant agreement needs to be signed by the Livingston County Board Chair to make the emergency management program eligible to receive funds. The signature is an assurance that the objectives in the grant agreement will be met by the local emergency management program.

If the emergency management program does not meet the criteria or standard set forth in agreement, the funding amount received by the county is subject to reduction.

Further, it should be noted that the funds require a 50% match by the county for the emergency management program. This is to ensure the emergency management program is being supplemented with the EMPG funding, and not supplanted.

It is the recommendation of the Livingston County Emergency Management Program that the FY 22 EMPG agreement document will be reviewed and signed by the Board Chairperson with the approval of the Board of Commissioners in order to have it turned into the MSP EMHSD by the submission date of October 1, 2021.

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

EMHSD-31 Michigan State Police Emergency Management and Homeland Security Division	<b>(Enter Jurisdiction Name)</b> <b>Emergency Management</b> Fiscal Year 2022 <b>Emergency Management Performance Grant (EMPG)</b> <b>Work Agreement/Quarterly Report</b>		<input checked="" type="checkbox"/> Initial Work Agreement
<input type="checkbox"/> 1 <sup>st</sup> Quarter	<input type="checkbox"/> 2 <sup>nd</sup> Quarter	<input type="checkbox"/> 3 <sup>rd</sup> Quarter	<input type="checkbox"/> 4 <sup>th</sup> Quarter
SIGNATURE OF CHIEF ELECTED OFFICIAL	DATE	SIGNATURE OF EMERGENCY MANAGEMENT COORDINATOR	DATE
SIGNATURE OF EMERGENCY MGMT. PROGRAM MANAGER	DATE	SIGNATURE OF DISTRICT COORDINATOR	DATE

## Purpose

This survey functions as the 2022 EMPG work agreement/quarterly report. The objectives of this work agreement are based upon standards identified in the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) Publication 206 - Local Emergency Management Program Standards Workbook. Activities for each objective have been determined by a group of local and state emergency management subject matter experts who maintain a baseline set of standards for emergency management programs in the state of Michigan. Survey responses will assist in the assessment of emergency management programs, determine how EMPG funds are utilized and help validate the importance of these emergency management activities to all levels of government.

## (1) ADMINISTRATION AND FINANCE

The Emergency Management Coordinator (EMC) shall ensure that the jurisdiction promulgates laws, ordinances, resolutions, policies, and procedures to carry out emergency financial and administrative responsibilities. The EMPG funded emergency manager shall provide a copy of their job description(s) that incorporate their Emergency Management (EM) activities. EM activities of the EMC and other response personnel shall be identified in the EM ordinance, resolution, and county plans.

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Verify that the jurisdiction submitted the previous quarter's EMPG work agreement/quarterly report timely, and that the current quarterly EMPG work agreement/report, with signatures, will be submitted by 1/10/22.</li> </ul>	EMPG work agreement/quarterly report was submitted: Yes/No

	<ul style="list-style-type: none"> <li>Verify that the jurisdiction submitted the previous quarter's EMPG quarterly expense report timely, and that current quarterly EMPG quarterly expense report, with signatures, will be submitted by 1/20/22.</li> <li>Submit documents for 2022 EMPG work agreement to EMHSD financial staff by 10/1/21.</li> </ul>	<p>EMPG quarterly expense report was submitted: Yes/No</p> <p>Position Description Submitted: Yes/No EMHSD-17 Form Submitted: Yes/No EMHSD-31 Form Submitted: Yes/No</p>
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Verify that the jurisdiction submitted the previous quarter's EMPG work agreement/quarterly report timely, and that the current quarterly EMPG work agreement/report, with signatures, will be submitted by 4/10/22.</li> <li>Verify that the jurisdiction submitted the previous quarter's EMPG quarterly expense report timely, and that current quarterly EMPG quarterly expense report, with signatures, will be submitted by 4/20/22.</li> </ul>	<p>EMPG work agreement/quarterly report was submitted: Yes/No</p> <p>EMPG quarterly expense report was submitted: Yes/No</p>
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Verify that the jurisdiction submitted the previous quarter's EMPG work agreement/quarterly report timely, and that the current quarterly EMPG work agreement/report, with signatures, will be submitted by 7/10/22.</li> <li>Verify that the jurisdiction submitted the previous quarter's EMPG quarterly expense report timely, and that current quarterly EMPG quarterly expense report, with signatures, will be submitted by 7/20/22.</li> </ul>	<p>EMPG work agreement/quarterly report was submitted: Yes/No</p> <p>EMPG quarterly expense report was submitted: Yes/No</p>
4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Verify that the jurisdiction submitted the previous quarter's EMPG work agreement/quarterly report timely, and that the current quarterly EMPG work</li> </ul>	<p>EMPG work agreement/quarterly report was submitted: Yes/No</p>

	<p>agreement/report, with signatures, will be submitted by 10/10/22.</p> <ul style="list-style-type: none"> <li>Verify that the jurisdiction submitted the previous quarter's EMPG quarterly expense report timely, and that current quarterly EMPG quarterly expense report, with signatures, will be submitted 10/20/22.</li> <li>Submit documents for 2023 EMPG work agreement to EMHSD financial staff by 10/1/22.</li> </ul>	<p>EMPG quarterly expense report was submitted: Yes/No</p> <p>Position Description Submitted: Yes/No EMHSD-17 Form Submitted: Yes/No EMHSD-31 Form Submitted: Yes/No</p>
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## (2) LAWS AND AUTHORITIES

The Emergency Management Program (EMP) shall comply with the Michigan Emergency Management Act (P.A. 390 of 1976 as amended) and applicable laws and regulations and have a local Emergency Management (EM) resolution.

	Planned Activities	Action Taken (Local EMC Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Attend quarterly district EM meetings held between 10/1/21-12/31/21.</li> <li>Report attendance at other EM related meetings held between 10/1/21-12/31/21.</li> </ul>	<p>Quarterly meeting attended: Yes/No</p> <p><i>Meeting Type/Number of Meetings</i></p> <p>ESF #1 - Transportation #_____</p> <p>ESF #2 - Communications #_____</p> <p>ESF #3 - Public Works and Engineering #_____</p> <p>ESF #4 - Firefighting #_____</p> <p>ESF #5 - Information and Planning #_____</p> <p>ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services #_____</p> <p>ESF #7 - Logistics #_____</p> <p>ESF #8 - Public Health and Medical Services #_____</p> <p>ESF #9 - Search and Rescue #_____</p> <p>ESF #10 - Oil and Hazardous Materials #_____</p>

		ESF #11 - Agriculture and Natural Resources #_____ ESF #12 - Energy #_____ ESF #13 - Public Safety and Security #_____ ESF #14 - Cross-Sector Business and Infrastructure #_____ ESF #15 - External Affairs #_____ Local #_____ District #_____ Regional #_____ State #_____ Federal #_____ 
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Attend quarterly district EM meetings held between 1/1/22-3/31/22.</li> <li>Report attendance at other EM related meetings held between 1/1/22-3/31/22.</li> </ul>	Quarterly meeting attended: Yes/No  <i>Meeting Type/Number of Meetings</i> ESF #1 - Transportation #_____ ESF #2 - Communications #_____ ESF #3 - Public Works and Engineering #_____ ESF #4 - Firefighting #_____ ESF #5 - Information and Planning #_____ ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services #_____ ESF #7 - Logistics #_____ ESF #8 - Public Health and Medical Services #_____ ESF #9 - Search and Rescue #_____ ESF #10 - Oil and Hazardous Materials #_____ ESF #11 - Agriculture and Natural Resources #_____ ESF #12 - Energy #_____ ESF #13 - Public Safety and Security #_____ ESF #14 - Cross-Sector Business and Infrastructure #_____ ESF #15 - External Affairs #_____ Local #_____ District #_____ 

		Regional # _____ State # _____ Federal # _____
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Attend quarterly district EM meetings held between 4/1/22-6/30/22.</li> <li>Report attendance at other EM related meetings held between 4/1/22-6/30/22.</li> </ul>	Quarterly meeting attended: Yes/No  <i>Meeting Type/Number of Meetings</i> ESF #1 - Transportation # _____ ESF #2 - Communications # _____ ESF #3 - Public Works and Engineering # _____ ESF #4 - Firefighting # _____ ESF #5 - Information and Planning # _____ ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services # _____ ESF #7 - Logistics # _____ ESF #8 - Public Health and Medical Services # _____ ESF #9 - Search and Rescue # _____ ESF #10 - Oil and Hazardous Materials # _____ ESF #11 - Agriculture and Natural Resources # _____ ESF #12 - Energy # _____ ESF #13 - Public Safety and Security # _____ ESF #14 - Cross-Sector Business and Infrastructure # _____ ESF #15 - External Affairs # _____ Local # _____ District # _____ Regional # _____ State # _____ Federal # _____
4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Attend quarterly district EM meetings held between 7/1/22-9/30/22.</li> </ul>	Quarterly meeting attended: Yes/No



	<ul style="list-style-type: none"> <li>Report attendance at other EM related meetings held between 7/1/22-9/30/22.</li> </ul>	<p><i>Meeting Type/Number of Meetings</i></p> <p>ESF #1 - Transportation #_____</p> <p>ESF #2 - Communications #_____</p> <p>ESF #3 - Public Works and Engineering #_____</p> <p>ESF #4 - Firefighting #_____</p> <p>ESF #5 - Information and Planning #_____</p> <p>ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services #_____</p> <p>ESF #7 - Logistics #_____</p> <p>ESF #8 - Public Health and Medical Services #_____</p> <p>ESF #9 - Search and Rescue #_____</p> <p>ESF #10 - Oil and Hazardous Materials #_____</p> <p>ESF #11 - Agriculture and Natural Resources #_____</p> <p>ESF #12 - Energy #_____</p> <p>ESF #13 - Public Safety and Security #_____</p> <p>ESF #14 - Cross-Sector Business and Infrastructure #_____</p> <p>ESF #15 - External Affairs #_____</p> <p>Local #_____</p> <p>District #_____</p> <p>Regional #_____</p> <p>State #_____</p> <p>Federal #_____</p>
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<b>(3) HAZARD IDENTIFICATION, RISK ASSESSMENT, AND CONSEQUENCE ANALYSIS</b>		
<p>The jurisdiction shall continually identify natural and human-caused hazards that potentially impact the jurisdiction. The jurisdiction shall also assess the risk and vulnerability of people, property, the environment, and its own operations from these hazards. The jurisdiction should also conduct a consequence analysis for significant hazards, to consider their impact on the public, responders, continuity of operations that include the delivery of services; property, facilities, and infrastructure; the environment; the economic condition of the jurisdiction, and public confidence in the jurisdiction's governance.</p>		
Planned Activities	Action Taken (Local EM Status Report)	

1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Document any hazard identification, risk assessment, or consequence analysis activities performed between 10/1/21-12/31/21.</li> <li>Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 10/1/21-12/31/21?</li> </ul>	<p><i>Type of Risk Assessment/Number Completed:</i>  County: #____  Municipal: #____  Facilities: #____  Special Events: #____</p> <p>I.P. Gateway tool utilized: Yes/No</p>
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Document any hazard identification, risk assessment, or consequence analysis activities performed between 1/1/22-3/31/22.</li> <li>Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 1/1/22-3/31/22?</li> </ul>	<p><i>Type of Risk Assessment/Number Completed:</i>  County: #____  Municipal: #____  Facilities: #____  Special Events: #____</p> <p>I.P. Gateway tool utilized: Yes/No</p>
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Document any hazard identification, risk assessment, or consequence analysis activities performed between 4/1/22-6/30/22.</li> <li>Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 4/1/22-6/30/22?</li> </ul>	<p><i>Type of Risk Assessment/Number Completed:</i>  County: #____  Municipal: #____  Facilities: #____  Special Events: #____</p> <p>I.P. Gateway tool utilized: Yes/No</p>
4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Document any hazard identification, risk assessment, or consequence analysis activities performed between 7/1/22-9/30/22.</li> </ul>	<p><i>Type of Risk Assessment/Number Completed:</i>  County: #____</p>

	<ul style="list-style-type: none"> <li>Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 7/1/22-9/30/22?</li> </ul>	Municipal: # ____ Facilities: # ____ Special Events: # ____  I.P. Gateway tool utilized: Yes/No
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#### (4) HAZARD MITIGATION

The Emergency Management Coordinator (EMC) should participate in activities to eliminate hazards or mitigate the effects of hazards that cannot be reasonably prevented. If the jurisdiction intends to receive mitigation funds, then the EMC shall ensure that the jurisdiction's hazard mitigation (HM) plan is developed and updated every five years.

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Document whether your community has developed a hazard mitigation plan.</li> <li>Confirm the date of the jurisdiction's hazard mitigation plan.</li> <li>Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 10/1/21-12/31/21.</li> </ul>	HM plan: Yes/No/Adopted County Plan  Plan is expired: Yes/No Expiration Date: ____/____/____  Check appropriate steps <ul style="list-style-type: none"> <li><input type="checkbox"/> Assemble a local planning team</li> <li><input type="checkbox"/> Collect information about local hazard impacts</li> <li><input type="checkbox"/> Identify vulnerabilities</li> <li><input type="checkbox"/> Edit the document</li> <li><input type="checkbox"/> Offer the document for stakeholder and public review</li> <li><input type="checkbox"/> Meeting(s) to identify or select hazard mitigation actions</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Report how many action items listed in the hazard mitigation plan have been completed between 10/1/21-12/31/21.</li> </ul>	<input type="checkbox"/> Describe the details of action item implementation <input type="checkbox"/> Official plan adoption by participating jurisdictions  Total action items: # _____ Action items completed: # _____
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>▪ Report how many action items listed in the hazard mitigation plan have been completed between 1/1/22-3/31/22.</li> <li>▪ Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 1/1/22-3/31/22.</li> </ul>	Total action items: # _____ Action items completed: # _____  Check appropriate steps <ul style="list-style-type: none"> <li><input type="checkbox"/> Assemble a local planning team</li> <li><input type="checkbox"/> Collect information about local hazard impacts</li> <li><input type="checkbox"/> Identify vulnerabilities</li> <li><input type="checkbox"/> Edit the document</li> <li><input type="checkbox"/> Offer the document for stakeholder or public review</li> <li><input type="checkbox"/> Meeting(s) to identify or select hazard mitigation actions</li> <li><input type="checkbox"/> Describe the details of action item implementation</li> <li><input type="checkbox"/> Official plan adoption by participating jurisdictions</li> </ul>
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>▪ Report how many action items listed in the hazard mitigation plan have been completed between 4/1/22-6/30/22.</li> <li>▪ Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 4/1/22-6/30/22.</li> </ul>	Total action items: # _____ Action items completed: # _____  Check appropriate steps <ul style="list-style-type: none"> <li><input type="checkbox"/> Assemble a local planning team</li> <li><input type="checkbox"/> Collect information about local hazard impacts</li> <li><input type="checkbox"/> Identify vulnerabilities</li> <li><input type="checkbox"/> Edit the document</li> <li><input type="checkbox"/> Offer the document for stakeholder and public review</li> <li><input type="checkbox"/> Meeting(s) to identify or select hazard mitigation actions</li> </ul>

		<input type="checkbox"/> Describe the details of action item implementation <input type="checkbox"/> Official plan adoption by participating jurisdictions
4 <sup>th</sup>	<ul style="list-style-type: none"> <li>▪ Report how many action items listed in the hazard mitigation plan have been completed between 7/1/22-9/30/22.</li> <li>▪ Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 7/1/22-9/30/22.</li> <li>▪ Disseminate EMHSD hazard mitigation information announcements and notices of funding availability for Hazard Mitigation Assistance to all local jurisdictions within your EMP.</li> </ul>	Total action items: # _____ Action items completed: # _____  Check appropriate steps <ul style="list-style-type: none"> <li><input type="checkbox"/> Assemble a local planning team</li> <li><input type="checkbox"/> Collect information about local hazard impacts</li> <li><input type="checkbox"/> Identify vulnerabilities</li> <li><input type="checkbox"/> Edit the document</li> <li><input type="checkbox"/> Offer the document for stakeholder and public review</li> <li><input type="checkbox"/> Meeting(s) to identify or select hazard mitigation actions</li> <li><input type="checkbox"/> Describe the details of action item implementation</li> <li><input type="checkbox"/> Official plan adoption by participating jurisdictions</li> </ul> Information Was Disseminated: Yes/No Does not apply: _____

## (5) PREVENTION

The Emergency Management Program (EMP) has a strategy among disciplines to coordinate prevention activities, to monitor the identified threats and hazards, and adjust the level of prevention activity commensurate with the risk and has procedures for exchanging information between internal and external stakeholders to prevent incidents.

Planned Activities	Action Taken (Local EM Status Report)
<ul style="list-style-type: none"> <li>▪ Identify prevention activities that the jurisdiction participated in between 10/1/21-9/30/22.</li> </ul>	<i>Check all that apply</i>

	<input type="checkbox"/> Assigning prevention activities to each agency identified in the jurisdiction's basic plan portion of the emergency plan.  <input type="checkbox"/> Establishing a jurisdiction-wide prevention activities coordinator to coordinate with all agencies in prevention activities.  <input type="checkbox"/> Participating in the Homeland Security Information Network (HSIN).  <input type="checkbox"/> Developing a Critical Infrastructure Protection Plan and identifying roles and responsibilities.  <input type="checkbox"/> Utilizing MI CIMS or another monitoring system to identify and coordinate prevention activities within the EOC.  <input type="checkbox"/> Establishing procedures that coordinate reporting with the Regional MIOC liaison and State MIOC.  <input type="checkbox"/> Conducting information sharing procedures.  <input type="checkbox"/> Other: _____
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(6) OPERATIONAL PLANNING		
<p>The Emergency Management Coordinator (EMC) shall ensure the jurisdiction is compliant with P.A. 390 of 1976, as amended, by maintaining a current Emergency Operation Plan (EOP) or Emergency Action Guidelines (EAG) that meets the criteria in the MSP/EMHSD Publication (Pub) 201a. The EMC shall verify that each jurisdiction whose population exceeds 10,000 also complies with P.A. 390 of 1976, as amended, by maintaining an emergency support plan. The local emergency manager must verify that the EOP (or EAG), and supplemental emergency support plans are updated every four years. The EMC will ensure that the jurisdiction's current Chief Elected Official (CEO) has signed the updated/revised EOP, EAG, and emergency support plans.</p>		
	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Report the number of Local Planning Team (LPT) meetings that occurred between 10/1/21-12/31/21.</li> </ul>	Attended/Hosted #_____ LPT meetings.

	<ul style="list-style-type: none"> <li>▪ Host four LEPC meetings by 9/30/2022.</li> <li>▪ Confirm the date of the jurisdiction's EOP/EAG and verify if the plan will expire between 10/1/21 - 9/30/22.</li> <li>▪ Identify EOP/EAG annexes that were reviewed and/or updated between 10/1/21 - 12/31/22. Ensure that any section/annex updates are still in compliance with Pub 201a.</li> <li>▪ Report participation in EM activities with school officials that took place between 10/1/21-12/31/21.</li> <li>▪ Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, identified by MSP/EMHSD between 10/1/21-12/31/21. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the District Coordinator (DC).</li> </ul>	<p>Hosted #_____ LEPC meetings.</p> <p>EOP/EAG is current: Yes/No Expiration Date: ____/____/____</p> <p>Reviewed Annexes: #_____ Total Annexes: #_____ Annexes Updated: # _____</p> <p><i>School Activities/Number of Activities:</i> Planning: #_____ Seminars: #_____ Outreach: #_____ Special Events: #_____</p> <p>Total Support Plans: #_____ Current plans: #_____ Does Not Apply: _____</p>
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>▪ Report the number of Local Planning Team (LPT) meetings that occurred between 1/1/22-3/31/22.</li> <li>▪ Host four LEPC meetings by 9/30/2022.</li> <li>▪ Verify that the CEO original signature is current in the EOP/EAG, if new CEO, forward contact information to the DC.</li> <li>▪ Identify EOP/EAG annexes that were reviewed and/or updated between 1/1/22 - 3/31/22. Ensure that any</li> </ul>	<p>Attended/Hosted #_____ LPT meetings.</p> <p>Hosted #_____ LEPC meetings.</p> <p>EOP/EAG CEO signature is current: Yes/No Current CEO contact information was sent to DC: Yes/No Does not apply _____</p> <p>Reviewed Annexes: #_____ Total Annexes: #_____</p>

	<p>section/annex updates are still in compliance with Pub 201a.</p> <ul style="list-style-type: none"> <li>▪ Report participation in EM activities with school officials that took place between 1/1/22-3/31/22.</li> <li>▪ Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, between 1/1/22-3/31/22. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC.</li> </ul>	<p>Annexes Updated: # _____</p> <p><i>School Activities/Number of Activities:</i>  Planning: # _____  Seminars: # _____  Outreach: # _____  Special Events: # _____</p> <p>Total Support Plans: # _____  Current plans: # _____  Does Not Apply: _____</p>
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<p>3<sup>rd</sup></p>	<ul style="list-style-type: none"> <li>▪ Report the number of Local Planning Team (LPT) meetings that occurred between 4/1/22-6/30/22.</li> <li>▪ Host four LEPC meetings by 9/30/2022.</li> <li>▪ Identify EOP/EAG annexes that were reviewed and/or updated between 4/1/22 - 6/30/22. Ensure that any section/annex updates are still in compliance with Pub 201a.</li> <li>▪ Report participation in EM activities with school officials that took place between 4/1/22-6/30/22.</li> <li>▪ Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, between 4/1/22-6/30/22. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC.</li> <li>▪ Report the status of SARA Title III plans and report any problem areas.</li> </ul>	<p>Attended/Hosted #_____ LPT meetings.</p> <p>Hosted #_____ LEPC meetings.</p> <p>Reviewed Annexes: #_____</p> <p>Total Annexes: #_____</p> <p>Annexes Updated: # _____</p> <p><i>School Activities/Number of Activities:</i></p> <p>Planning: #_____</p> <p>Seminars: #_____</p> <p>Outreach: #_____</p> <p>Special Events: #_____</p> <p>Total Support Plans: #_____</p> <p>Current plans: #_____</p> <p>Does Not Apply: _____</p> <p>Total Sites: #_____</p> <p>Total Plans: #_____</p> <p>Problem Areas: _____</p> <p>Does not apply: _____</p>
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4 <sup>th</sup>	<ul style="list-style-type: none"> <li>▪ Report the number of Local Planning Team (LPT) meetings that occurred between 7/1/22-9/30/22.</li> <li>▪ Host four LEPC meetings by 9/30/22.</li> <li>▪ Identify EOP/EAG annexes that were that were reviewed and/or updated between 7/1/22 - 9/30/22. Ensure that any section/annex updates are still in compliance with Pub 201a.</li> <li>▪ Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, between 7/1/22-9/30/22. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC.</li> <li>▪ Report participation in EM activities with school officials that took place between 7/1/22-9/30/22 and supply any planning guidance/templates that are available.</li> <li>▪ Verify receipt by 9/15/22 and distribution of scheduled drill days for school buildings operated by the school, school district, intermediate school district, or public academy, for the 2022-2023 school year.</li> </ul>	<p>Attended/Hosted #____LPT meetings</p> <p>Hosted #_____ LEPC meetings.</p> <p>Reviewed Annexes: #_____  Total Annexes: #_____  Annexes Updated: # _____</p> <p>Total Support Plans: #_____  Current plans: #_____  Does Not Apply: _____</p> <p><i>School Activities/Number of Activities:</i>  Planning: #_____  Seminars: #_____  Outreach: #_____  Special Events: #_____</p> <p>Drill distribution was received: Yes/No  Drill distribution was distributed: Yes/No</p>
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## (7) INCIDENT MANAGEMENT

The Emergency Management Program (EMP) shall comply with Homeland Security Presidential Directive/HSGP-5, and Executive Directive 2005-09 by formally adopting the National Incident Management System (NIMS) to provide for efficient and effective emergency response operations amongst multiple agencies and jurisdictions. The program shall establish a means of interfacing on-scene incident management with the jurisdiction's Emergency Operations Center (EOC).

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Update EOC call list, including the CEO, and submit a copy to the DC by 12/31/21.</li> </ul>	EOC call list is updated: Yes/No EOC call list has been sent to the DC: Yes/No
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Update EOC call list and submit a copy to the DC by 3/31/22, only if changes have been made.</li> </ul>	Changes have been made: Yes/No Changes have been sent to the DC: Yes/No
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Update EOC call list and submit a copy to the DC by 6/30/22, only if changes have been made.</li> </ul>	Changes have been made: Yes/No Changes have been sent to the DC: Yes/No
4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Perform an EOC call-out for a drill or an actual event between 10/1/21 and 9/30/22.</li> <li>Update EOC call list and submit a copy to the DC by 9/30/22, only if changes have been made.</li> <li>Conduct EOC orientation session between 10/1/21 and 9/30/22.</li> <li>Submit the EMHSD-071 NIMS Implementation, Training Progress and Resource Inventory Certification by 9/30/22.</li> </ul>	EOC call-out drill has been performed: Yes/No EOC call-out for an actual event has been performed: Yes/No  Changes have been made: Yes/No Changes have been sent to the DC: Yes/No  EOC orientation was conducted: Yes/No  EMHSD-071 NIMS Implementation, Training Progress and Resource Inventory Certification submitted by 9/30/22: Yes/No

## (8) RESOURCE MANAGEMENT, LOGISTICS, AND MUTUAL AID

The Emergency Management Coordinator (EMC) shall ensure that the jurisdiction is compliant with the NIMS resource management requirements including identification, location, acquisition, storage, maintenance, distribution, and accounting for services and materials, to address hazards identified in the jurisdiction. The jurisdiction shall use the Michigan Critical Incident Management System (MI CIMS) to manage their NIMS-typed resources. The EMC should also develop Mutual Aid Agreements (MAA) and promote memberships in the Michigan Emergency Management Assistance Compact (MEMAC) to address resource shortfalls and reduce resource gaps in the jurisdiction.

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>		
2 <sup>nd</sup>		
3 <sup>rd</sup>		
4 <sup>th</sup>	<ul style="list-style-type: none"><li>▪ Report new, updated, or current MAA/MOUs within the emergency management program.</li><li>▪ Report any MEMAC membership additions that occurred between 10/1/21 and 9/30/22.</li><li>▪ Verify that the jurisdiction's NIMS-typed resources are current in the MI CIMS Resource Inventory Board and complete the resource portion of form EMHSD-071 NIMS Implementation, Training Progress and Resource Inventory Certification by 9/30/22.</li></ul>	<p>New MAA/MOUs: # _____ Updated MAA/MOUs: # _____ Current MAA/MOUs: # _____</p> <p>MEMAC Member Name:</p> <p>EMHSD-071 NIMS Implementation, Training Progress and Resource Inventory Certification Report submitted: Yes/No</p>

## (9) COMMUNICATIONS AND WARNING

The Emergency Management Coordinator (EMC) shall ensure that the jurisdiction communicates both internally and externally with all Emergency Management Program (EMP) stakeholders and emergency personnel. The local emergency manager shall disseminate disaster related information, and emergency alerts and warnings to response personnel, EOC staff, state and federal government officials, and the public. The system should be interoperable with other communication systems.

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Identify the primary and backup public alerting system used in the jurisdiction. (i.e., Emergency Alert System (EAS) &amp; Wireless Emergency Alerts (WEA), sirens, weather radio, etc.).</li> <li>Identify the primary and backup public opt-in mass notification systems used in the jurisdiction.</li> <li>Verify if the jurisdiction is an Integrated Public Alert &amp; Warning System (IPAWS) alerting authority.</li> <li>If jurisdiction is not IPAWS compliant, document if your jurisdiction is in the process of becoming an IPAWS alerting authority.</li> <li>If jurisdiction is not working towards becoming an IPAWS alerting authority; indicate reason.</li> <li>Participated in monthly IPAWS proficiency demonstrations with the IPAWS Test Lab between 10/1/21-12-31-21.</li> <li>Participated in district and/or statewide radio testing between 10/1/21-12/31/21.</li> </ul>	<p>Primary Public Alerting System: _____  Backup Public Alerting System: _____</p> <p>Primary Mass Notification System: _____  Backup Mass Notification System: _____</p> <p>Jurisdiction is an IPAWS alerting authority: Yes/No/IPAWS alerting authority is at the County Level.</p> <p>Jurisdiction is in the process of becoming an IPAWS alerting authority: Yes/No/IPAWS alerting authority is at the County level.</p> <p>Reason why jurisdiction is not working towards becoming an IPAWs alerting authority: _____</p> <p>IPAWS Proficiency Demonstrations Completed: # _____</p> <p><i>Radio Test Type/Number:</i>  District: # _____  State: # _____  Other: # _____</p>

	<ul style="list-style-type: none"> <li>Participated in district and/or statewide MI CIMS drills/exercises between 10/1/21-12/31/21.</li> <li>Document the jurisdiction's participation in any additional communication tests between 10/1/21-12/31/21.</li> </ul>	<i>MI CIMS Drill/Exercise Type/Number:</i> District: # _____ State: # _____  <i>Communication Tests Type/Number:</i> Communication Tests: _____, # _____
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Participated in monthly IPAWS proficiency demonstrations with the IPAWS Test Lab between 1/1/22-3/31/22.</li> <li>Participated in district and/or statewide radio testing between 1/1/22-3/31/22.</li> <li>Participated in district and/or statewide MI CIMS drills/exercises between 1/1/22-3/31/22.</li> <li>Document the jurisdiction's participation in any additional communication tests between 1/1/22-3/31/22.</li> </ul>	<i>IPAWS Proficiency Demonstrations Completed:</i> # _____  <i>Radio Test Type/Number:</i> District: # _____ State: # _____ Other: # _____  <i>MI CIMS Drill/Exercise Type/Number:</i> District: # _____ State: # _____  <i>Communication Tests Type/Number:</i> Communication Tests: _____, # _____
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Participated in monthly IPAWS proficiency demonstrations with the IPAWS Test Lab between 4/1/22-6/30/22.</li> <li>Participated in district and/or statewide radio testing between 4/1/22-6/30/22.</li> <li>Participated in district and/or statewide MI CIMS drills/exercises between 4/1/22-6/30/22.</li> <li>Document the jurisdiction's participation in any additional communication tests between 4/1/22-6/30/22.</li> </ul>	<i>IPAWS Proficiency Demonstrations Completed:</i> # _____  <i>Radio Test Type/Number:</i> District: # _____ State: # _____ Other: # _____  <i>MI CIMS Drill/Exercise Type/Number:</i> District: # _____ State: # _____  <i>Communication Tests Type/Number:</i> Communication Tests: _____, # _____

4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Participated in monthly IPAWS proficiency demonstrations with the IPAWS Test Lab between 7/1/22-9/30/22.</li> <li>Participated in district and/or statewide radio testing between 7/1/22-9/30/22.</li> <li>Participated in district and/or statewide MI CIMS drills/exercises between 7/1/22-9/30/22.</li> <li>Document the jurisdiction's participation in any additional communication tests between 7/1/22-9/30/22.</li> <li>Meet with Local Emergency Communications Committee (LECC)/Michigan Association of Broadcasters (MAB) area representatives between 10/1/21-9/30/22.</li> <li>Review and compare your jurisdiction's alert and warning plan for compliancy with regional EAS plan by 9/30/22.</li> </ul>	<p><i>IPAWS Proficiency Demonstrations Completed:</i> #_____</p> <p><i>Radio Test Type/Number of Radio Tests:</i> District: #_____ State: #_____ Other: #_____</p> <p><i>MI CIMS Drill/Exercise Type/Number:</i> District: #_____ State: #_____</p> <p><i>Communication Tests Type/Number:</i> Communication Tests: _____, #_____</p> <p>LECC/MAB regional meetings were held – Yes/No</p> <p>Attended: #_____ Regional LECC/MAB Meeting.</p> <p>Jurisdiction has an alert and warning plan: Yes/No Jurisdiction's plan was compared with regional LECC/MAB Plan: Yes/No</p>
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## (10) OPERATIONS, PROCEDURES, AND FACILITIES

The Emergency Management Coordinator (EMC) shall develop procedures that reflect operational priorities including life, safety, health, property protection, environmental protection, restoration of essential utilities, and restoration of essential functions and coordination among all levels of government. Procedures shall also be developed to guide situation and Damage Assessment (DA), situation reporting, and incident action planning. The Emergency Management Program (EMP) shall have a primary facility Emergency Operations Center (EOC) capable of coordinating and supporting response and recovery operations. The EOC shall have activation, operation, and deactivation procedures that are updated regularly.

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Verify that the procedures for Requesting a Governor's Emergency or Disaster Declaration and State Assistance</li> </ul>	Procedures are up to date in plans or procedures: Yes/No

	<p>are up to date in the jurisdiction's plans or procedures by 12/31/21.</p> <ul style="list-style-type: none"> <li>▪ Report updates to EOC activation procedures for the jurisdiction's EOC, provide a copy to the DC by 12/31/21.</li> <li>▪ Report any update working with EMHSD and the Public Service Commission on the statewide energy assurance initiative to develop and maintain local energy assurance plans.</li> </ul>	<p>EOC activation, operation, and deactivation procedures are current: Yes/No Procedures have been sent to DC: Yes/No</p> <p>Actions were taken on energy assurance initiative to develop and maintain local energy assurance plans: Yes/No</p>
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>▪ Ensure that procedures for declaring a local "State of Emergency" and requesting a Governor's Emergency or disaster declaration, and state assistance are reviewed with the jurisdiction's public officials by 3/31/22.</li> <li>▪ Report any major updates to EOC activation, operation, and deactivation procedures between 1/1/22 and 3/31/22.</li> <li>▪ Report any update working with EMHSD and the Public Service Commission on the statewide energy assurance initiative to develop and maintain local energy assurance plans.</li> </ul>	<p>Procedures have been reviewed with public officials: Yes/No</p> <p>Major updates have been made: Yes/No Major updates have been sent to DC: Yes/No</p> <p>Actions were taken on energy assurance initiative to develop and maintain local energy assurance plans: Yes/No</p>
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>▪ Report any major updates to EOC activation, operation, and deactivation procedures between 4/1/22 and 6/30/22.</li> <li>▪ Report any update working with EMHSD and the Public Service Commission on the statewide energy assurance initiative to develop and maintain local energy assurance plans.</li> </ul>	<p>Major updates have been made: Yes/No Major updates have been sent to DC: Yes/No</p> <p>Actions were taken on energy assurance initiative to develop and maintain local energy assurance plans: Yes/No</p>
4 <sup>th</sup>	<ul style="list-style-type: none"> <li>▪ Report any major updates to EOC activation, operation, and deactivation procedures between 7/1/22 and 9/30/22.</li> <li>▪ Report any update working with EMHSD and the Public Service Commission on the statewide energy assurance</li> </ul>	<p>Major updates have been made: Yes/No Major updates have been sent to DC: Yes/No</p> <p>Actions were taken on energy assurance initiative to develop and maintain local energy assurance plans: Yes/No</p>



	initiative to develop and maintain local energy assurance plans.	
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## (11) TRAINING

The Emergency Management Coordinator (EMC) shall have a formal, documented training program composed of training needs, assessment, curriculum, course evaluation, and records of training. Necessary training includes: Professional Development Series (PDS), MI CIMS, Damage Assessment and NIMS training courses. The local emergency manager shall submit the Quarterly Training and Exercise Reporting Worksheet (EMD-65) and promote available Emergency Management (EM) training for all personnel, including EOC staff, specific to their responsibilities.

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Promote emergency management courses between 10/1/21-12/31/21.</li> </ul>	Emergency management course schedule has been promoted: Yes/No
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Promote emergency management courses between 1/1/22-3/31/22.</li> </ul>	Emergency management course schedule has been promoted: Yes/No
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Promote emergency management courses between 4/1/22-6/30/22.</li> </ul>	Emergency management course schedule has been promoted: Yes/No
4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Promote emergency management courses between 7/1/22-9/30/22.</li> </ul>	Emergency management course schedule has been promoted: Yes/No

## (12) EXERCISES, EVALUATIONS, AND CORRECTIVE ACTIONS

The Emergency Management Program (EMP) shall have a documented exercise program that regularly tests the skills, abilities, and experience of emergency personnel, as well as plans, policies, procedures, equipment, and facilities. Exercises will comply with local, state, and federal requirements, including the Homeland Security Exercise and Evaluation Program (HSEEP). The local emergency manager shall track all exercises on the Quarterly Training and Exercise Reporting Worksheet (EMD-065) including the type, hazards, grant funding, and number of participants, and submit this form.

All EMPG funded personnel receiving funding for any portion of their salary, benefits, or other expenditures must participate in no fewer than three exercises in the 12-month fiscal year grant period. Participation includes roles as exercise director, player, evaluator, controller, and assisting as a player in a simulation cell. Observation of an exercise will not count as participation.

One of the exercises must be conducted within the funded jurisdiction and test the local program Emergency Operations Plan (EOP). By authority conferred on the director of the department of state police by section 19 of 1976 PA 390, as amended, MCL 30.419) Per R 30.51 (Admin Code) each program shall have "(D) An exercise that tests the emergency operations plan at least once each fiscal year (October 1 to September 30)."

At least one After Action Report and Improvement Plan (AAR/IP) for an exercise which tests the local jurisdiction or programs EOP must be submitted to EMHSD each fiscal year via the District Coordinator.

Effort shall be made to submit the AAR/IP within 90 days of the exercise conclusion. It is requested that all AAR/IPs be submitted to EMHSD for tracking purposes.

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Submit EMD-065 – Quarter Training and Exercise Report by 1/10/22.</li> </ul>	EMD-065 has been submitted: Yes/No
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Submit EMD-065 – Quarter Training and Exercise Report by 4/10/22.</li> <li></li> </ul>	EMD-065 has been submitted: Yes/No
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Submit EMD-065 – Quarter Training and Exercise Report by 7/10/22.</li> </ul>	EMD-065 has been submitted: Yes/No
4 <sup>th</sup>		

<ul style="list-style-type: none"> <li>▪ Submit EMD-065 – Quarter Training and Exercise Report by 10/10/22.</li> <li>▪ Develop and submit multi-year training and exercise plan for FY2023 – FY2025 by 9/30/22.</li> </ul>	<p>EMD-065 has been submitted: Yes/No</p> <p>Multi-year training and exercise plan has been submitted: Yes/No</p>
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### (13) CRISIS COMMUNICATIONS, PUBLIC EDUCATION, AND INFORMATION

The Emergency Management Program (EMP) provides preparedness information and education to the public concerning threats to life, safety, and property. These activities include information about specific threats, appropriate preparedness measures, actions to mitigate the threats, including protective actions, updating the public website, and promoting hazard awareness weeks and campaigns such as “Do 1 Thing.”

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>▪ Document efforts to educate the public about preparedness activities occurring between 10/1/21-12/31/21. Report the data presented and the media by which this was accomplished.</li> <li>▪ Document any Citizen Corps activity that occurred between 10/1/21-12/31/21.</li> </ul>	<p><i>Data Presented/Type of Media:</i>            Awareness Weeks: _____, Media: _____            Speaking Engagement: _____, Media: _____            See Something/Say Something: Yes/No: Media: _____            Signs of terrorism: Yes/No: Media: _____            Ok2Say: Yes/No, Media: _____            Other: _____, Media: _____</p> <p><i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i>            Training: # _____            Deployment/Activation: # _____</p>
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>▪ Document efforts to educate the public about preparedness activities occurring between 1/1/22-3/31/22. Report the data presented and the media by which this was accomplished.</li> <li>▪ Document any Citizen Corps activity that occurred between 1/1/22-3/31/22.</li> </ul>	<p><i>Data Presented/Type of Media:</i>            Awareness Weeks: _____, Media: _____            Speaking Engagement: _____, Media: _____            See Something/Say Something: Yes/No, Media: _____            Signs of terrorism: Yes/No, Media: _____            Ok2Say: Yes/No, Media: _____            Other: _____, Media: _____</p> <p><i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i>            Training: # _____</p>

		Deployment/Activation: # _____
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Document efforts to educate the public about preparedness activities occurring between 4/1/22-6/30/22. Report the data presented and the media by which this was accomplished.</li> <li>Document any Citizen Corps activity that occurred between 4/1/22-6/30/22.</li> </ul>	<p><i>Data Presented/Type of Media</i>  Awareness Weeks: _____, Media: _____  Speaking Engagement: _____, Media: _____  See Something/Say Something: Yes/No, Media: _____  Signs of terrorism: Yes/No, Media: _____  Ok2Say: Yes/No, Media: _____  Other: _____, Media: _____</p> <p><i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i>  Training: # _____  Deployment/Activation: # _____</p>
4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Document efforts to educate the public about preparedness activities occurring between 7/1/22-9/30/22. Report the data presented and the media by which this was accomplished.</li> <li>Document any Citizen Corps activity that occurred between 7/1/22-9/30/22.</li> </ul>	<p><i>Data Presented/Type of Media</i>  Awareness Weeks: _____, Media: _____  Speaking Engagement: _____, Media: _____  See Something/Say Something: Yes/No, Media: _____  Signs of terrorism: Yes/No, Media: _____  Ok2Say: Yes/No, Media: _____  Other: _____, Media: _____</p> <p><i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i>  Training: # _____  Deployment/Activation: # _____</p>

## (14) OTHER - Unscheduled EMERGENCY MANAGEMENT ACTIVITIES

List other emergency management work items not included in the preceding 13 EM Objectives.

	Activities	Action Taken
1 <sup>st</sup>		
2 <sup>nd</sup>		
3 <sup>rd</sup>		
4 <sup>th</sup>		

## CONTACTS FOR ASSISTANCE

The following is a list Subject Matter Experts (SME) to assist with the information required on this report.

	<b>Name of SME</b>	<b>Contact Information</b>	<b>Specialty</b>
	Lt. Jeff Yonker	yonkerj@michigan.gov <b>517-719-9767</b>	District 1 Coordinator
	Lt. Timothy Ketvirtis	KetvirtisT@michigan.gov <b>517-202-5597</b>	District 2N Coordinator
	Lt. Nate McQueen	McQueenN@michigan.gov <b>248-210-0672</b>	District 2S Coordinator
	Lt. Charles Barker	BarkerC@michigan.gov <b>810-223-8466</b>	District 3 Coordinator
	Lt. Josh Collins	CollinsJ1@michigan.gov <b>517-202-5545</b>	District 5 Coordinator
	Lt. Orville Theaker	TheakerO@michigan.gov <b>269-953-6099</b>	District 6 Coordinator
	Lt. Michael DeCastro	DecastroM@michigan.gov <b>231-499-8266</b>	District 7 Coordinator
	Lt. Steven Derusha	DerushaS1@michigan.gov <b>517-898-5055</b>	District 8 Coordinator
	F/Lt. Gabe Covey	CoveyG@michigan.gov <b>517-927-5362</b>	State and Local Support Section Manager
	Penny Burger	BurgerP@michigan.gov <b>517-898-0551</b>	Grants and Financial Management Section Manager
	Amanda VanKoeving	VanKoevingA@michigan.gov <b>517-388-8569</b>	Financial Analyst
	Kim Richmond	RichmondK@michigan.gov <b>517-204-0211</b>	Grants Unit Manager
	Marie Douville	DouvilleM@michigan.gov <b>517-230-0011</b>	Emergency Management Performance Grant Coordinator
	Matt Schnepf	SchnepfM1@michigan.gov <b>517-256-1512</b>	Recovery Unit Manager
	Mike Sobocinski	SobocinskiM@michigan.gov <b>517-881-2512</b>	Local Mitigation Planner
	Henrik Hollaender	HollaenderH@michigan.gov <b>517-898-4225</b>	Local Planner/NIMS

	Brenna Roos	RoosB@michigan.gov <b>517-582-2846</b>	HMEP/LEPC/ SARA Title III
	Brianna Briggs	BriggsB3@michigan.gov <b>517-230-2949</b>	Operations Management Section Manager
	Larry St. George	StGeorgeL@michigan.gov <b>517-449-0470</b>	Emergency Operations Unit Manager
	Matt Cook	CookM1@michigan.gov <b>517-730-1689</b>	MI CIMS Coordinator
	Jaclyn Barcroft	BarcroftJ@michigan.gov 517-230-2279	Emergency Communications Specialist
	Jackie Hampton	HamptonJ@michigan.gov <b>517-243-0149</b>	Training and Exercise Section Manager
	Dale George	GeorgeD5@michigan.gov <b>517-243-4439</b>	Training, Exercise, and Radiological Unit Manager
	Danica Frederick	FrederickD3@michigan.gov <b>517-285-9714</b>	Training Officer
	Shawn Ewing	EwingS2@michigan.gov <b>517-897-7576</b>	Exercise Officer
	Sherrie Loader	LoaderS@michigan.gov <b>517-285-7495</b>	Auditor
	Insp. Michele Sosinski	SosinskiM1@michigan.gov <b>517-388-6726</b>	MSP/EMHSD Assistant Commander
	Capt. Kevin Sweeney	SweeneyK@michigan.gov <b>517-719-1195</b>	MSP/EMHSD Commander

## 2022 EMPG Work Agreement Supplemental Document

This document was created by the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) and is supplemental to the 2022 Emergency Management Performance Grant (EMPG) Work Agreement/Quarterly Report (EMHSD-31). This document provides additional information to local emergency management programs to assist with the completion of the EMHSD-31. Each quarter the EMHSD-31 must be completed electronically and submitted through the MSP/EMHSD electronic survey system. Once the local Emergency Management Coordinator (EMC) submits the EMHSD-31, it will be forwarded to the District Coordinator (DC) for review and approval.

This document is organized by the 2022 EMHSD-31 items which are based on the standards identified in the MSP/EMHSD Publication 206: Local Emergency Management Standards. The goal of each work agreement objective is identified in this document along with additional information and available resources that may assist in the completion of the objective.

### Work Agreement Objective 1: Administration and Finance

Goal: Verify that the appropriate administration and financial documents are submitted on time to MSP/EMHSD.

Pub 206 Standard: Section 4.1

#### Metrics:

- Indicate whether EMPG work agreement/quarterly report was submitted.
  - Select Yes or No.
- Indicate whether EMPG quarterly expense report was submitted.
  - Select Yes or No.

#### Notes:

- 1<sup>st</sup> Quarter Documents: 2022 EMHSD-007, EMHSD-31, EMD-065
- 2<sup>nd</sup> Quarter Documents: 2022 EMHSD-007, EMHSD-31, EMD-065
- 3<sup>rd</sup> Quarter Documents: 2022 EMHSD-007, EMHSD-31, EMD-065
- 4<sup>th</sup> Quarter Documents: 2022 EMHSD-007, EMHSD-31, EMD-065, EMD-006, Current Position Description for EMPG funded personnel.
- There is no form for position descriptions, information can be sent in any format.
- The position descriptions are required to show that the duties being performed are in line with EMPG, especially for those that hold multiple positions. It is acceptable to submit the same position description with no changes each year if it is still current.
- The original Initial Work Agreement with signatures containing the Chief Elected Official and Emergency Management Program Manager are due by the deadline determined by MSP/EMHSD which is October 1, 2021.
- The EMHSD-31 and financial forms will be submitted electronically, electronic signatures are acceptable.



### Contacts:

Marie Douville: 517-230-0011 - DouvilleM@michigan.gov - Grant Specialist

Amanda VanKoevering: 517-388-8569 - VanKoeveringA@michigan.gov - Financial Analyst

### **Work Agreement Objective 2: Laws and authorities**

Goal: Verify attendance at quarterly district meetings and other meetings related to emergency management, which may assist in the execution of emergency management activities within the jurisdiction. This objective will assist in identifying functional areas where additional coordination and communication efforts are needed.

Pub 206 Standard: Section 4.2

### Metrics:

- Indicate whether the quarterly district meeting was attended.
  - Select Yes or No.
- List the number of meetings attended per Emergency Support Function (ESF)
  - Examples:
    - ESF #1 Transportation, # of Meetings
    - ESF #7 Logistics, # of Meetings

### Notes:

- The federal ESFs were chosen for the work agreement to organize meetings by type. The program/EOC does not need to be structured according to the 15 Federal ESFs to report in this format.
- Document meetings held with functional areas/annex heads regarding plan updates and other types of meetings e.g., COVID-19 concerns resulted in an increase of public health meetings.
- This objective will identify areas where more coordination and communication are needed, e.g., programs affected by flooding or disaster incidents should be participating in long term recovery meetings. If this is not occurring, MSP/EMHSD can analyze and address, e.g., a local program may not be aware of meetings held by the Michigan Department of Health and Human Services (MDHHS) and/or MI Voluntary Organizations Active in Disaster (VOAD). MSP/EMHSD can help bridge this gap.
- Difference between Regional and District meeting types:
  - Regional – Homeland Security Planning Board meetings
  - District – District meetings and any additional meetings conducted by the DC
- Do not track meetings in this area that are addressed elsewhere in the work agreement (e.g., Local Planning Team (LPT), Local Emergency Planning Committee (LEPC), etc.).
- If a meeting occurs with multiple functional areas, it can be counted in each appropriate ESF, e.g., an Emergency Operation Center (EOC) planning meeting can include multiple functional areas at once. It can include transportation, communications, and firefighting if all were present at the meeting.
- The EMC does not need to attend all types of meeting.

### Resources:

[National Response Framework Emergency Support Functions \(ESFs\)](#)

Contacts:

[District Coordinator Map](#)

**Work Agreement Objective 3: Hazard Identification, Risk Assessment, and Consequence Analysis**

Goal: Identify risk/vulnerability assessments that are completed in each jurisdiction. This objective is more detailed than #4 Hazard Mitigation. This objective should identify new hazards and identify vulnerabilities that may not have a hazard mitigation strategy associated with it. Number 4 Hazard Mitigation is a broad (5-year) view of mitigation objectives and action items. The activities identified in this standard may relate to the development of the Hazard Mitigation Plan and may also support activities in #5 Prevention and #6 Operational Planning.

Pub 206 Standard: Section 4.3

Metrics:

- List the number of assessments completed in the I.P. Gateway tool.
- List the number of risk assessments completed for critical infrastructure facilities such as schools, stadiums, chemical plants, etc.
- List the number of risk assessments completed for special events such as fairs, conventions, concerts, etc.
- List the number of risk assessments completed for local municipalities.
  - This may include a Threat and Hazard Identification and Risk Assessment (THIRA), Hazard Analysis Plan, use of Hazus, etc.
- List the number of risk assessments completed for the county.
  - This may include THIRA, Hazard Analysis Plan, use of Hazus, etc.

Resources:

[MSP/EMHSD Publications](#)

- Pub 103 - Michigan Hazard Analysis
- Pub 106 - Michigan Hazard Mitigation Plan
- Pub 207 - Local Hazard Mitigation Planning Workbook

[Mitigation Planning Risk Assessments](#)

Contacts:

Mike Sobocinski: 517-881-2512 - SobocinskiM@michigan.gov - Hazard Mitigation Planning

**Work Agreement Objective 4: Hazard Mitigation**

Goal: Document the status of the hazard mitigation plan, appropriate steps taken to create a new or update an expired plan, completed hazard mitigation plan objectives, and the dissemination of hazard mitigation grant information announcements and notices.

Pub 206 Standard: Section 4.4

### Metrics:

- Document whether your community has developed a hazard mitigation plan. (This question is conditional in the survey)
  - Select Yes, No, or Adopted County Plan - if you are a local jurisdiction that has an emergency management program but is incorporated in the county hazard mitigation plan.
- Confirm the date of the jurisdiction's hazard mitigation plan.
  - Plan is expired: Select Yes or No
  - Expiration date: Enter in the expiration date of the hazard mitigation plan - MM/DD/YYYY
- Document appropriate steps taken by your jurisdiction to create a new or update an expired hazard mitigation plan.
  - Select checkbox next to all appropriate steps.
- Report the number of action items in the hazard mitigation plan that have been completed.
  - List the total number of action items.
  - List the number of action items completed.
- Indicate whether MSP/EMHSD hazard mitigation information announcements and notices of funding availability for hazard mitigation assistance have been sent to local jurisdictions.
  - Select Yes, No, or Does Not Apply for municipal programs.

### Notes:

- Document any issues with hazard mitigation grants, e.g., difficulty filling out forms, unable to provide the 25% match, etc.
- When using the State Hazard Mitigation Plan and the Michigan Hazard Analysis as references, users should use the most up to date document. The Hazard Mitigation Plan contains a more up-to-date Hazard Analysis after it is updated.

### Resources:

#### [MSP/EMHSD Publications](#)

- Pub 103 - Michigan Hazard Analysis
- Pub 106 - Michigan Hazard Mitigation Plan
- Pub 207 - Local Hazard Mitigation Planning Workbook

#### [Hazard Mitigation Assistance Grants](#)

#### [Local Mitigation Plan Review Guide](#)

#### [Local Mitigation Planning Handbook](#)

### Contacts:

Mike Sobocinski: 517-881-2512 - [SobocinskiM@michigan.gov](mailto:SobocinskiM@michigan.gov) - Local Mitigation Planner

Matt Schnepf: 517-256-1512 - [SchnepfM1@michigan.gov](mailto:SchnepfM1@michigan.gov) - Recovery Unit Manager

Scott Stockert: 517-512-9589 - [StockertS@michigan.gov](mailto:StockertS@michigan.gov) - Hazard Mitigation Analyst

## **Work Agreement Objective 5: Prevention**

Goal: Identify strategies within the jurisdiction that coordinate prevention activities, monitor identified threats and hazards, adjust the level of prevention activity commensurate with the risk, and identify procedures for exchanging information between internal and external stakeholders to prevent incidents.

Pub 206 Standard: Section 4.5

### Metrics:

- Identify prevention activities that the jurisdiction has participated in.
  - Select checkbox next to all prevention activities.

### Notes:

- Prevention activities were taken directly from Pub 206, standards 4.5.2 and 4.5.3.

### Resources:

[MSP/MIOC](#)

### Contacts:

MIOC: 877-616-4677 - MIOC@michigan.gov

## **Work Objective 6: Operational Planning**

Goal: Document attendance of planning meetings, verify status of Emergency Operation Plans (EOP)/Emergency Action Guidelines (EAG), annexes, support EOPs, and SARA Title III plans. Document emergency management coordination and participation with schools.

Pub 206 Standard: Section 4.6

### Metrics:

- List the number of LPT and LEPC meetings that were attended.
- Indicate whether the EOP/EAG is up to date and list the plan expiration date.
  - EOP/EAG is current: Select Yes or No
  - Expiration date: Enter in the expiration date of the EOP/EAG- MM/DD/YYYY.
    - Plans expire every 4 years.
- List the total number of annexes in the EOP/EAG and the number of annexes that were reviewed and/or updated.
  - List the number of total annexes.
  - List the number of annexes updated.
  - Reviewed annexes
- List number of times the jurisdiction participated with school officials regarding planning, seminars, outreach, and special events:
  - Planning: Assist/review a school plan; provide planning documents to schools, etc.
  - Seminars: School seminar regarding emergency management/school violence, etc.

- Outreach: Include schools in emergency management activities such as drills, EOC activation, Student Tools Emergency Planning (STEP) program, etc.
- Special Events: Participate in school activities; invite school officials to EM events, etc.
- Indicate whether the jurisdiction's Chief Elected Official (CEO) has signed the EOP/EAG and that their contact information is current and sent to the DC.
  - EOP/EAG CEO signature is current: Select Yes or No
  - Current CEO contact information was sent to DC: Select Yes or No
  - Does not apply: Select if no changes in CEO.
- Verify status of support EOPs for jurisdictions with population of 10,000 or more.
  - List the number of total support plans.
  - List the number of current emergency support plans.
    - Support plans expire after update of the County EOP or change of the municipal CEO.
  - Does not apply: Municipal programs can select this.
- Report status of Superfund Amendments and Reauthorization Act (SARA) Title III plans.
  - Report the number of total SARA Title III sites, provided by MSP/EMHSD and the Michigan Department of Environmental Quality (MDEQ).
- Document any problem areas with SARA Title III plans.
  - Does not apply: Municipal programs can select this.
- Verify receipt and distribution of scheduled drill days for school buildings.
  - Drill distribution was received: Select Yes or No
  - Drill distribution was distributed: Select Yes or No

#### Resources:

##### [MSP/EMHSD Publications](#)

- Pub 201 Local Emergency Planning Workbook
- Emergency Operations and Emergency Action Guidelines Templates
- Pub 201a Review Guide for Local Emergency Operations Plans and Emergency Action Guidelines
- Pub 204 Local Support Plan Guide
- Local Emergency Planning Committee Handbook
- Guidance for Community Hazmat Response Plans

##### [FEMA Planning Guides](#)

#### Contacts:

Henrik Hollaender - 517-898-4225 - HollaenderH@michigan.gov - Local Planning

Raquel Hardy: 517-897-4277 - HardyR@michigan.gov - Local Planning

Brenna Roos: 517-582-2846 - RoosB@michigan.gov - HMEP/LEPC/ SARA Title III

Tammy Blackburn: 517-243-6071 - BlackburnT2@michigan.gov - School Planning

## **Work Agreement Objective 7: Incident Management**

Goal: Verify that the jurisdiction maintains an EOC call list, including the CEO, performs a call out drill, and conducts an EOC orientation session. Ensure that the local jurisdiction is compliant with the National Incident Management System (NIMS).

Pub 206 Standard: Section 4.7

### Metrics:

- Indicate whether the EOC call list, including the CEO, has been updated and sent to the DC.
  - EOC call list is updated: Select Yes or No
  - EOC call list has been sent to the DC: Select Yes or No
- Indicate if changes have been made to the EOC call list and sent to the DC.
  - Changes have been made: Select Yes or No
  - Changes have been sent to the DC: Select Yes or No
- Indicate whether an EOC call out drill or actual event has been performed to verify accuracy of the EOC call list.
  - EOC call out drill has been performed: Select Yes or No
  - EOC call out for an actual event has been performed: Select Yes or No
- Indicate whether an EOC orientation was conducted.
  - Select Yes or No
- Indicate whether the EMHSD-071 NIMS Implementation, Training Progress and Resource Inventory Certification has been submitted.
  - EMHSD-071 has been submitted: Select Yes or No

### Notes:

- The EOC call list should be updated and submitted to the DC each year and this is listed in the 1<sup>st</sup> quarter of the work agreement. After the 1<sup>st</sup> quarter, the metric only asked for changes to be reported and sent to the DC.
- EOC orientations can be integrated with EOC planning meetings or EOC call out drills.
- EOC orientation may include orientation for new employees, training of new EOC technology/equipment, review of EOC procedures, etc.
- EOC call out drill can count towards exercise credit if an After-Action Report (AAR) is completed.
- The EMHSD-071 will be submitted electronically.

### Resources:

[MSP/EMHSD NIMS](#)

[National Incident Management System](#)

### Contacts:

[District Coordinator Map](#)

Henrik Hollaender: 517-898-4225 - HollaenderH@michigan.gov - NIMS

## **Work Agreement Objective 8: Resource Management and Logistics and Mutual Aid**

Goal: Ensure that Mutual Aid Agreements (MAAs) and Memoranda of Understandings (MOUs) are developed and maintained, the Michigan Emergency Management Assistance Compact (MEMAC) is promoted, and that the jurisdiction's NIMS typed resources are current in the Michigan Critical Incident Management System (MI CIMS) Resource Inventory Board.

Pub 206 Standard: Sections 4.8 & 4.9

### Metrics:

- List number of new, updated, and current MAAs/MOUs.
  - List number of new MAA/MOUs
  - List number of updated MAA/MOUs
  - List number of current MAA/MOUs
- Document the name of new MEMAC members.

### Resources:

[MSP/EMHSD NIMS](#)  
[MEMAC](#)

### Contacts:

Henrik Hollaender: 517-898-4225 - HollaenderH@michigan.gov - NIMS

## **Work Agreement Objective 9: Communications and Warning**

Goal: Verify that the jurisdiction maintains a primary and backup alert and warning system, participates in radio tests and MI CIMS drills/exercises, completes monthly Integrated Public Alert and Warning System (IPAWS) proficiency demonstrations, and are actively involved in exercising additional communication methods. Verify attendance at regional Local Emergency Communications Committee (LECC)/Michigan Association of Broadcasters (MAB) meetings and review of regional plans.

Pub 206 Standard: Section 4.10

### Metrics:

- Identify the primary and backup public alerting systems used in the jurisdiction. (e.g., Emergency Alert System (EAS) & Wireless Emergency Alerts (WEA), sirens, weather radio, etc.)
- Identify the primary and backup public opt-in mass notification systems used in the jurisdiction.
- Verify if jurisdiction is an IPAWS alerting authority.
  - Select Yes, No, or N/A/IPAWS at county level. IPAWS is at county level.
- If jurisdiction is not IPAWS compliant, document if your jurisdiction is in the process of becoming an IPAWS alerting authority.
  - Select Yes, No, or N/A
- If jurisdiction is not working towards becoming an IPAWS alerting authority; indicate reason.
  - Open text box to document reasons

- List the number of radio tests that the jurisdiction participated in.
  - List the number of district radio tests.
  - List the number of state radio tests.
  - List the number of other radio tests.
- List the number of MI CIMS drills/exercises that the jurisdiction participated in.
  - List the number of district MI CIMS drills/exercises.
  - List the number of state MI CIMS drills/exercises.
- List the number of monthly IPAWS Proficiency Demonstrations the jurisdiction completed with the IPAWS Test Lab (if IPAWS alerting authority).
- Document additional communication tests that the jurisdiction has participated in.
  - Document name of communication tests.
  - List the number of communications tests.
- List the number of Local Emergency Communication Committee (LECC) meetings with local MAB region representatives.
- Indicate whether the jurisdiction's alert and warning capabilities are compliant with the regional EAS plan and that the plan has been reviewed.
  - Select Yes or No

#### Notes:

- Additional communication drills may include members of the public health sector, the general public, airports, special teams, multiple counties or jurisdictions, etc. This may also include sirens activated, tone alert with schools, EOC communications drills, etc.
- Additional communication drills may test social media, Auxiliary Communications (AUXCOMM), Ham Radio, EAS, WEA, etc.
- State MI CIMS drills/exercises include any drill/exercise conducted by the state MI CIMS administrators e.g., Statewide load tests, quarterly exercises, etc.
- A password is required to access the State and local EAS plans on the MAB website.
- All regional EAS plans were approved and submitted to Federal Communications Commission by MAB.
- All emergency managers are on their respective EAS region LECC. Membership includes the local broadcast stations, the MSP/EMHSD District Coordinator, every county emergency manager, and representatives of special interest groups. Notices of meetings will be issued by the MAB.

#### Resources:

[Integrated Public Alert & Warning System \(IPAWS\)](#)

[MAB EMNet Training](#)

[Area EAS Required Monthly Test Schedules](#)

[State EAS Plan](#) (EAS Forum, password required)

#### Contacts:

Jaclyn Barcroft: 517-230-2279 - BarcroftJ@michigan.gov - MSP/EMHSD, Emergency Communications Specialist

Dan Kelley: 517-484-7444 - dkelley@michmab.com - Director of Technical Services/Digital Communications Manager, Michigan Association of Broadcasters



## **Work Agreement Objective 10: Operations and Procedures and Facilities**

Goal: Verify that procedures for requesting a Governor's emergency or disaster declaration and state assistance are up to date in the jurisdiction's plans and that they are reviewed by public officials. Ensure that the jurisdiction maintains EOC procedures and provides an updated copy to the DC.

Pub 206 Standard: Sections 4.11 and 4.12

### Metrics:

- Indicate whether the procedures for requesting a governor's emergency or disaster declaration, and state assistance are up to date in the jurisdiction's plans and have been reviewed with public officials.
  - Procedures are up to date in plans or procedures: Select Yes or No
  - Procedures have been reviewed with public officials: Select Yes or No
- Indicate whether the EOC procedures are current and have been provided to the DC.
  - Report updates to EOC activation, operation, and deactivation procedures: Select Yes or No
  - Procedures have been sent to DC: Select Yes or No
- Indicate whether major updates have been made to EOC procedures and sent to the DC.
  - Major updates have been made: Select Yes or No
  - Major updates have been sent to the DC: Select Yes or No

### Notes:

- Review with public officials can include a phone call, email, meeting, etc.

### Resources:

#### [MSP/EMHSD Publications](#)

- Pub 901 Michigan Damage Assessment Handbook
  - Attachment C, page 23: Formatting for Declaring a local "State of Emergency."
  - Attachment D, Page 24: Format for Requesting a Governor's Emergency or Disaster Declaration and State Assistance.

#### [EMI IS 2200 Basic Emergency Operations Center Functions](#)

#### [EOC References and Tools](#)

### Contacts:

#### [District Coordinator Map](#)

Tom Weber: 517-242-3671 - WeberT1@michigan.gov - State Planning Manager

## **Work Agreement Objective 11: Training**

Goal: Verify that jurisdiction is promoting emergency management courses.

Pub 206 Standard: Sections 4.13

Metrics:

- Indicate if the emergency management course schedule has been promoted.
  - Select Yes or No

Notes:

- All training is included in the EMD-065 Quarterly Training and Exercise Report.
- State Training provides the Emergency Management Course Catalog for each year.
- Emergency Management Institute (EMI) provides the list of Federal Training courses for each year, including EOC specific training.

Resources:

[MSP/EMHSD Training & Exercise Guidebook](#)

[MI-Train](#)

[Emergency Management Institute](#)

Contacts:

Danica Frederick: 517-285-9714 - FrederickD3@michigan.gov - Training Officer

**Work Agreement Objective 12: Exercises, Evaluations and Corrective Actions**

Goal: Verify that the jurisdiction has submitted the EMD-065 and the multi-year training and exercise plan and adhered to required exercise participation as listed in the EMPG work agreement.

Pub 206 Standard: Sections 4.1

Metrics:

- Indicate whether the EMD-065 has been submitted.
  - Select Yes or No
- Indicate whether the multi-year training and exercise plan has been submitted.
  - Select Yes or No

Resources:

[MSP/EMHSD Training & Exercise Guidebook](#)

[HSEEP](#)

Contacts:

Deanna Johnston: 517-648-8689 - JohnstonD3@michigan.gov - Exercise Officer

**Work Agreement Objective 13: Crisis Communications, Public Education, and Information**

Goal: Document efforts to educate the public about preparedness activities and report Citizen Corps activities.

Pub 206 Standard: Sections 4.15

Metrics:

- Document efforts to educate the public about preparedness activities.
  - Awareness weeks: Document name e.g., Severe Weather, Winter Awareness, National Preparedness month, etc.
  - Media: document name of media e.g., social, print, TV, radio, etc.
  - See Something/Say Something: Select Yes or No
  - Eight Signs of Terrorism: Select Yes or No
  - OK2Say: Select Yes or No
- Document any Citizen Corps activity that occurred.
  - Citizen Corps Activity Type/Number of Citizen Corps Activities.

Resources:

[MIREADY](#)

[Signs of Terrorism](#)

[Citizen Corps](#)

[National Preparedness](#)

[See Something, Say Something](#)

Contacts:

Tammy Blackburn: 517-243-6071 - BlackburnT2@michigan.gov - Preparedness Activities

MIOC: 877-616-4677 - MIOC@michigan.gov - Signs of Terrorism, "If You See Something, Say Something" Campaign

Michigan State Police  
Emergency Management and Homeland Security Division  
**FY 2022 Emergency Management Performance Grant  
Document Submission Checklist**

- ☐ **September 30, 2021** – Annual Training and Exercise Plan Worksheet for 2022-2024
  
- ☐ **October 1, 2021** – Initial Work Agreement, EMHSD-31 (Emergency Management Performance Grant Work Agreement/Quarterly Report), EMHSD-17 (Summary Request for Emergency Management Assistance Expenses), and Current Job Description.
  
- ☐ **January 10, 2022** – EMHSD-31 (Emergency Management Performance Grant Work Agreement/Quarterly Report) and EMD-065 (Quarterly Training and Exercise Report)
  
- ☐ **January 20, 2022** – EMHSD-007 – EMPG Quarterly Expenses Report.
  
- ☐ **April 10, 2022** - EMHSD-31 (Emergency Management Performance Grant Work Agreement/Quarterly Report) and EMD-065 (Quarterly Training and Exercise Report).
  
- ☐ **April 20, 2022** - EMHSD-007 – EMPG Quarterly Expenses Report.
  
- ☐ **July 10, 2022** - EMHSD-31 (Emergency Management Performance Grant Work Agreement/Quarterly Report) and EMD-065 (Quarterly Training and Exercise Report).
  
- ☐ **July 20, 2022** - EMHSD-007 – EMPG Quarterly Expenses Report.
  
- ☐ **September 30, 2022** – Annual Training and Exercises Plan Worksheet for 2023-2025.
  
- ☐ **October 10, 2022** - EMHSD-31 (Emergency Management Performance Grant Work Agreement/Quarterly Report) and EMHSD-065 (Quarterly Training and Exercise Report).
  
- ☐ **October 20, 2022** - EMHSD-007 – EMPG Quarterly Expenses Report.

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

**DATE:** Click or tap to enter a date.

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**Resolution Authorizing the Replacement of the Sheriff's Office Radios for Their Vehicles - Sheriff**

**WHEREAS,** the partial replacement of the Livingston County Sheriff's Office Mobile Radios for are greatly needed due to the fact that they are currently 20 plus years old and have exceeded their cost effectiveness; and

**WHEREAS,** the mobile radios are experiencing connectivity problems, reach the end of life, are out of warranty and can no longer be repaired or get parts for; and

**WHEREAS,** we have obtained a quote for the replacement of the mobile radios from Motorola Solutions which is extending the competitively bid State of Michigan Contract (#190000001954) pricing; and

**WHEREAS,** and money has been allocated in the current FY2021 for this purchase; and

**WHEREAS,** the total purchase would be \$46,135.50 for ten (10) units eight (8) at \$4,547.25 and two (2) at \$4,878.75 respectively.

**THEREFORE, BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the replacement of Sheriff Office's Mobile Radios and authorizes purchasing to issue a P.O. in the amount of \$46,135.50 to Motorola Solutions.

#

#

#

**MOVED:  
SECONDED:  
CARRIED**



**LIVINGSTON COUNTY SHERIFF DEPARTMENT**  
**150 S. Highlander Way**  
**Howell, Michigan 48843-2323**

**(517) 546-2400**

**MEMORANDUM**

**DATE:** 6-22-21

**TO:** Board of Commissioners

**FROM:** Lt. Eric J. Sanborn

**RE:** Replacement of Mobile in-car Radios

During budget discussion in 2019, it was discussed as the necessity of a phased in partial replacing of the in-car Mobile Radio for the Sheriff Office. Originally, we were requesting the replacement of all of our Mobile Radios over the next three years. Through a needs assessment we determined that we only need to do ten (10) this year and may be able to stretch the completion of the project to span 4 to 5 years for the full replacements. We purchased 10 radios in 2020 as the first phase. The money has been approved in the Sheriff's Office's FY2021 budget for the purchase.

The current mobile radios installed in the vehicles (not including the 2020 purchase) are 20 plus years old. They are starting to have connectivity issues, they are out of warranty, parts and services are not available anymore. These radios are the deputy's lifeline and is essential to their safety as well as the public we serve.

The current radios are difficult to retro fit into the new police cars and consoles. This will allow more efficiency and save us money during the up-fit process.

This quote is based on the State of Michigan Contract pricing (#190000001954). We are requesting authorization to proceed with the partial replacement of our Mobile Radios and authorize purchasing to issue a P.O. for the purchase to Motorola Solutions.

Attached is the updated quote.

Respectfully submitted,

Lt. Eric J Sanborn

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

-----  
**RESOLUTION AUTHORIZING THE REPLACEMENT OF THE SHERIFF'S OFFICE RADIOS  
FOR THEIR VEHICLES**

**WHEREAS,** the partial replacement of the Livingston County Sheriff's Office Mobile Radios for are greatly needed due to the fact that they are currently 20 plus years old and have exceeded their cost effectiveness; and

**WHEREAS** the mobile radios are experiencing connectivity problems, reach the end of life, are out of warranty and can no longer be repaired or get parts for;

**WHEREAS** we have obtained a quote for the replacement of the mobile radios from Motorola Solutions which is extending the competitively bid State of Michigan Contract (#190000001954) pricing;

**WHEREAS,** and money has been allocated in the current FY2021 for this purchase;

**WHEREAS,** the total purchase would be \$46,135.50 for ten (10) units eight (8) at \$4,547.25 and two (2) at \$4,878.75 respectively;

**THEREFORE, BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the replacement of Sheriff Office's Mobile Radios and authorizes purchasing to issue a P.O. in the amount of \$46,135.50 to Motorola Solutions;

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#

**MOVED:       Commissioner**  
**SECONDED:   Commissioner**  
**CARRIED**



# MOTOROLA SOLUTIONS

Address reply to:  
Mike Wriggelsworth  
41271 Concept Drive  
Plymouth, MI 48170  
517-899-9098

June 15, 2021

Lt. Eric Sanborn  
Livingston County Sheriff's Office  
150 South Highlander Way  
Howell, MI 48843

Dear Mr. Sanborn,

ComSource, Inc, acting as its Authorized Manufactures Representative (MR), is pleased to provide you with this quotation for APX6500 Mobile Radios. Please note this is an equipment only quotation – programming and installation can be quoted separately if desired. All pricing is per Contract **#190000001954** between MOTOROLA SOLTUIONS INC. and the State of Michigan. Payment terms are net 30 days from shipment, which is estimated to be 3 weeks from date of order.

QTY	MODEL	DESCRIPTION	UNIT PRICE	EXT PRICE
8	M25URS9PW1AN	APX6500 Mobile 700/800MHz Remote Mount 05 Control Head	\$4,547.25	\$36,378.00
2	M25URS9PW1AN	APX6500 Mobile 700/800MHz Remote Mount 03 Control Head	\$4,878.75	\$9,757.50

***Quote Total = \$46,135.50***

Thank you for the opportunity to assist you with your communications system needs. Please feel free to contact me with any questions.

Sincerely,  
ComSource, Inc., Authorized Manufacturer's Representative for Motorola Solutions Inc.

*Mike Wriggelsworth*

Mike Wriggelsworth  
Senior Account Manager



**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

**DATE:** Click or tap to enter a date.

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**Resolution Authorizing Renovations to the Livingston County Sheriff's Office**

**WHEREAS,** the Livingston County Sheriff's Office is in need of renovation; and

**WHEREAS,** this project has been budgeted for and listed in the Livingston County CIP; and

**WHEREAS,** the Sheriff's Office and Facility Services have worked with Lindhout Associates to develop renovation specifications for the project; and

**WHEREAS,** a public bid was advertised with 16 contractors responding and with 8 of the 16 contractors submitting bids; and

**WHEREAS,** interviews were conducted from the three (3) lowest bids; and

**WHEREAS,** Creative Construction Concepts out of Brighton has been selected for the construction portion of the project at a cost of \$450,000; and

**WHEREAS,** furniture for the project will be purchased from and installed by Marxmoda utilizing our existing contract at a cost not to exceed \$43,750.

**WHEREAS,** ceiling tile replacement in offices and corridors not included in this renovation phase will be provided through our existing contract with John Stewart General Contractors, at a cost of \$15,758.

**WHEREAS,** IT equipment and installation costs will be provided utilizing the existing MI DEAL contract with Safe and Sound, LLC at a cost of \$36,969.

**THEREFORE, BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes contracts with Creative Construction Concepts, Marxmoda, John Stewart General Contractors, and Safe and Sound, LLC in the amount not to exceed \$556,123 which includes contingencies for construction build out services located at 150 S Highlander Way in Howell.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners authorize any budget amendments necessary to effectuate the above renovation project.

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MOVED:  
SECONDED:  
CARRIED:

**PROPOSAL-ALL TRADES**

**TO:** Livingston County Purchasing Department  
304 East grand River, Suite #204  
Howell, Michigan 48843

**PROJECT:** Livingston County Sheriff's Office  
150 Highlander Way  
Howell, MI 48843

**ARCHITECT:** Lindhout Associates architects aia pc  
10465 Citation Drive  
Brighton, MI 48116

**PROPOSALS**

The Undersigned Cre8tive Construction Concepts, Inc. proposes to furnish all of the material, labor, necessary tools, expendable equipment and all utility and transportation services necessary to complete in a workmanlike manner the General Contract for All Trades in accordance with the Contract Documents for:

**BASE PROPOSAL** Architects Comm. No. 21040 or the sum of:

Four Hundred Fifty One Thousand Dollars (\$ 451,000.00 )

as BASE PROPOSAL. Applicable Sales and Use Taxes are included.

**ALTERNATE PROPOSALS**

**No. ONE (1)** - Deductive cost for the elimination of specified Bullet Resistant Panels as described within Section 1C of the Specifications.

Six Thousand Three Hundred Dollars (\$ 18,555.00 ).

Applicable Sales and Use Taxes are included.

**FEES FOR ADDITIONAL WORK**

- 01 For additional work performed by sub-contractors upon instruction by the Owner, the charges will be the actual cost of the sub-contract work plus a fee of 10 percent, which fee includes all of the charges of the undersigned for overhead and profit.
- 02 For additional work performed by undersigned own forces, upon instructions of the Owner, the charges will be the actual cost of all labor and materials plus a fee of 10 percent, which fee includes all of the charges for overhead and profit, to which will be added the actual cost of the insurance and applicable taxes.

**ADDENDA**

The undersigned acknowledges the receipt of the following Addenda and has included them in his proposal.

Addendum No. 1 Dated June 22, 2021  
Addendum No.            Dated             
Addendum No.            Dated           

~~June 9, 2021~~  
June 22, 2021

**BASE BID SUBSTITUTIONS**

The Undersigned proposes the following list of materials, products or methods as direct substitutions for the Base Bid items. See "Base Bid Specification", Page IB-2 (Contractor may attach additional sheets if necessary). It being understood that items listed herein will not be considered in determining low bidders.

PRODUCT	MANUFACTURER	COST DIFFERENTIAL

**COMPLETION TIME**

The Undersigned agrees to complete the total project in 84 consecutive calendar days maximum.

**SUBCONTRACTORS**

It is agreed by the Undersigned that all other Subcontractors names used in this Proposal, together with a Schedule of Values, will be forwarded to the architect 24 hours upon notice.

**BID GUARANTY**

Accompanying this proposal is a certified check, or bid bond, payable to The County of Livingston, which sum, it is agreed, shall be forfeited as liquidated damages to The County of Livingston if the undersigned fails to execute the Contract for the above stated work after due notification of the award of Contract to the undersigned.

**ACCEPTANCE**

In submitting this proposal, it is understood that the right is reserved by The County of Livingston to reject any and all bids. It is agreed that bid may not be withdrawn for a period of 60 days after opening thereof.

DATE: June 29, 2021	FIRM NAME: Cre8tive Construction Concepts, Inc.
BY: Duane Berney	TITLE: VP of Operations & Estimating
ADDRESS: 7960 Grand River, Ste 285, Brighton, MI 48114	

June 9, 2021  
June 22, 2021



# **AIA® Document A310™ – 2010**

## **Bid Bond**

**CONTRACTOR:***(Name, legal status and address)*

**Cre8tive Construction Concepts Inc**  
**2703 Parklawn Dr**  
**Brighton, MI 48114**

**OWNER:***(Name, legal status and address)*

**Livingston County Purchasing Department**  
**304 East Grand River Suite 204**  
**Howell, MI 48843**

**BOND AMOUNT: Five Percent (5%) of Amount Bid**

**SURETY:***(Name, legal status and principal place of business)*

**Harco National Insurance Company**  
**PO Box 10800**  
**Raleigh, NC 27605-0800**

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

**PROJECT:***(Name, location or address, and Project number, if any)*

**Livingston County Sheriff's Office - Phased Interior Renovation - ITB-LC-21-10**

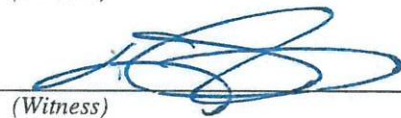
The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this **29th** day of **June, 2021**

\_\_\_\_\_  
(Witness)



\_\_\_\_\_  
(Witness)

**Cre8tive Construction Concepts Inc**

\_\_\_\_\_  
(Principal)

\_\_\_\_\_  
(Seal)

\_\_\_\_\_  
(Title)

**Harco National Insurance Company**

\_\_\_\_\_  
(Surety)

\_\_\_\_\_  
(Seal)

\_\_\_\_\_  
(Title)

**Susan L Small, Attorney-in-Fact**

Init.

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**POWER OF ATTORNEY**  
**HARCO NATIONAL INSURANCE COMPANY**  
**INTERNATIONAL FIDELITY INSURANCE COMPANY**

Bond # \_\_\_\_\_

Member companies of IAT Insurance Group, Headquartered: 702 Oberlin Road, Raleigh, North Carolina 27605

**KNOW ALL MEN BY THESE PRESENTS:** That **HARCO NATIONAL INSURANCE COMPANY**, a corporation organized and existing under the laws of the State of Illinois, and **INTERNATIONAL FIDELITY INSURANCE COMPANY**, a corporation organized and existing under the laws of the State of New Jersey, and having their principal offices located respectively in the cities of Rolling Meadows, Illinois and Newark, New Jersey, do hereby constitute and appoint

T.L. YOUNG, KATHLEEN M. IRELAN, WENDY L. HINGSON, IAN J. DONALD, ROBERT TROBEC, ALAN P. CHANDLER, T.J. GRIFFIN, JEFFREY A. CHANDLER, TERENCE J. GRIFFIN, JOHN L. BUDDE, SUSAN L. SMALL, PATRICK E. WILLIAMS

Troy, MI

their true and lawful attorney(s)-in-fact to execute, seal and deliver for and on its behalf as surety, any and all bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof, which are or may be allowed, required or permitted by law, statute, rule, regulation, contract or otherwise, and the execution of such instrument(s) in pursuance of these presents, shall be as binding upon the said **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY**, as fully and amply, to all intents and purposes, as if the same had been duly executed and acknowledged by their regularly elected officers at their principal offices.

This Power of Attorney is executed, and may be revoked, pursuant to and by authority of the By-Laws of **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY** and is granted under and by authority of the following resolution adopted by the Board of Directors of **INTERNATIONAL FIDELITY INSURANCE COMPANY** at a meeting duly held on the 13th day of December, 2018 and by the Board of Directors of **HARCO NATIONAL INSURANCE COMPANY** at a meeting held on the 13th day of December, 2018.

"**RESOLVED**, that (1) the Chief Executive Officer, President, Executive Vice President, Senior Vice President, Vice President, or Secretary of the Corporation shall have the power to appoint, and to revoke the appointments of, Attorneys-in-Fact or agents with power and authority as defined or limited in their respective powers of attorney, and to execute on behalf of the Corporation and affix the Corporation's seal thereto, bonds, undertakings, recognizances, contracts of indemnity and other written obligations in the nature thereof or related thereto; and (2) any such Officers of the Corporation may appoint and revoke the appointments of joint-control custodians, agents for acceptance of process, and Attorneys-in-fact with authority to execute waivers and consents on behalf of the Corporation; and (3) the signature of any such Officer of the Corporation and the Corporation's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seals when so used whether heretofore or hereafter, being hereby adopted by the Corporation as the original signature of such officer and the original seal of the Corporation, to be valid and binding upon the Corporation with the same force and effect as though manually affixed."

IN WITNESS WHEREOF, **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY** have each executed and attested these presents  
on this 31st day of December, 2019



STATE OF NEW JERSEY  
County of Essex

Kenneth Chapman  
Executive Vice President, Harco National Insurance Company  
and International Fidelity Insurance Company

STATE OF ILLINOIS  
County of Cook



On this 31st day of December, 2019, before me came the individual who executed the preceding instrument, to me personally known, and, being by me duly sworn, said he is the therein described and authorized officer of **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY**; that the seals affixed to said instrument are the Corporate Seals of said Companies; that the said Corporate Seals and his signature were duly affixed by order of the Boards of Directors of said Companies.



IN TESTIMONY WHEREOF, I have hereunto set my hand affixed my Official Seal, at the City of Newark, New Jersey the day and year first above written.

Shirelle A. Outley a Notary Public of New Jersey  
My Commission Expires April 4, 2023

**CERTIFICATION**

I, the undersigned officer of **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY** do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Sections of the By-Laws of said Companies as set forth in said Power of Attorney, with the originals on file in the home office of said companies, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

IN TESTIMONY WHEREOF, I have hereunto set my hand on this day, **6/29/2021**

A00502

Irene Martins, Assistant Secretary





## VTC Insurance Group

Troy, Michigan 48098

Phone: (248) 828-3377 - Fax: (248) 828-4290

### Bid Bond Results Form

**Cre8tive Construction Concepts Inc**  
**2703 Parklawn Dr**  
**Brighton, MI 48114**

**Bid Date:** 6/29/2021

Fold -----

----- Fold

You have received a bid bond for the project described below. The Surety Company needs the results of this bid before issuance of further bonds. If you do not know the result, other than your own bid amount, please indicate this when returning it. Thank you for your cooperation.

**Account #:**                      **Name:** Cre8tive Construction Concepts Inc

**Project Description:** Livingston County Sheriff's Office - Phased Interior Renovation -  
ITB-LC-21-10

**Obligee name:** Livingston County Purchasing Department

**Project No:**                      **Bid Amount:** \$600,000.00

Bidder's Name	Bid Amount
1.) _____	\$ _____
2.) _____	\$ _____
3.) _____	\$ _____
4.) _____	\$ _____
5.) _____	\$ _____
Total Number of Bidders: _____	

**Remarks:** \_\_\_\_\_

**Please return this bid bond result report to:**

**Bond Department**  
**VTC Insurance Group**  
**1175 West Long Lake Road, Suite 200**  
**Troy, Michigan 48098**



hannah daugherty &lt;hld@lindhout.com&gt;

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## Livingston County Sheriffs Office - Phased Interior Renovation

---

Duane Berney &lt;dberney@creative-construction.us&gt;

Tue, Jun 29, 2021 at 11:50 AM

To: Brad Alvord &lt;bma@lindhout.com&gt;, hannah daugherty &lt;hld@lindhout.com&gt;

Cc: Richard Thomas &lt;r.thomas@creative-construction.us&gt;, Jim Corbett &lt;jcorbett@creative-construction.us&gt;

Please see attached Bid Proposal and Bid Bond. Thank you

*Duane Berney*

VP of Operations and Estimating

7960 Grand River Road, Suite 285

Brighton, MI 48114

Off: (810) 588-6289

Direct Line: (810) 588-6286

Fax: (810) 360-0036

Cell: (810) 263-0074

Website: <http://www.creative-construction.us>[www.linkedin.com/in/duaneberney](http://www.linkedin.com/in/duaneberney)

"The most precious commodity is your customer's trust"

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## Livingston County Information Technology Pricing Summary

### 2021 Livingston County Sheriff's Office

Note: Current Build and Shipping estimates: 16 weeks from order date to delivery to Livingston County Sheriff's Office

#### Computers

			Final estimated pricing	Qty	Per unit \$	Sub Total
Sharp AQUOS BOARD PN-L751H Smart Aquos Board for Board - Detectives 75" Class Area (74.5" viewable) LED dis		<a href="https://www.cdwg.com/product/sharp-aquos-board-pn-l751h-aquos-board-75-class-74.5-viewable-led-dis/5660587?pfm=srh">https://www.cdwg.com/product/sharp-aquos-board-pn-l751h-aquos-board-75-class-74.5-viewable-led-dis/5660587?pfm=srh</a>		1	\$ 6,090.00	\$ 6,090.00
Tripp Lite Display TV Wall Monitor Mount Swivel Tilt 60"-100" Flat Screen	Smart Board for Detectives Area	<a href="https://www.cdwg.com/product/tripp-display-mount-60-100in-screen/3670939">https://www.cdwg.com/product/tripp-display-mount-60-100in-screen/3670939</a>		1	\$ 159.59	\$ 159.59
LG 49UT577H UT577H Series - 49" - Pro:Centric with Integrated Pro:Idiom LED	For Kay's Area & second monitor for Detectives area	<a href="https://www.cdwg.com/product/lg-49in-led-3840x2160-nanocell-htv/5958526">https://www.cdwg.com/product/lg-49in-led-3840x2160-nanocell-htv/5958526</a>		2	\$ 837.89	\$ 1,675.78



Tripp Lite Display TV Wall Monitor Mount Arm Swivel Tilt 26" - 55" Screen	For Kay's Area & second monitor for Detectives area	<a href="https://www.cdwg.com/product/tripp-arm-mount-26-55-panels/3371043">https://www.cdwg.com/product/tripp-arm-mount-26-55-panels/3371043</a>		2	\$ 89.77	\$ 179.54
LG 75UL3G-B UL3G Series - 75" LED display - 4K	Training Room	<a href="https://www.cdwg.com/product/lg-75ul3g-b-ul3g-series-75-led-display-4k/6227549?pfm=s">https://www.cdwg.com/product/lg-75ul3g-b-ul3g-series-75-led-display-4k/6227549?pfm=s</a>		1	\$ 2,204.00	\$ 2,204.00
Tripp Lite D	Training Room	<a href="https://www.cdwg.com/product/tripp-display-mount-60-100in-screen/3670939">https://www.cdwg.com/product/tripp-display-mount-60-100in-screen/3670939</a>		1	\$ 159.59	\$ 159.59
Samsung HW-T450 - sound bar system - wireless	Detectives area, Training area	<a href="https://www.cdwg.com/product/samsung-2.1ch-bt-speaker-system-blk/6080642">https://www.cdwg.com/product/samsung-2.1ch-bt-speaker-system-blk/6080642</a>		3	\$ 199.99	\$ 599.97
Misc. Cables Etc	Detectives area, Training area	HDMI, Sound, Etc		1	\$ 600.00	\$ 600.00

Cisco 48 Port POE network switch + stacking modules	All Areas		1	\$ 3,600.00	\$	3,600.00
<b>Sub-Total</b>		<b>\$ 1,076.00</b>			<b>\$</b>	<b>15,268.47</b>

### Low Voltage wiring

Cost Estimates Sheriff's Office Rewiring			Final estimated pricing	Qty	Per unit \$	Sub Total
Phase 1-3		Cat6a Shielded wiring, old wiring removal patch panels and labor		1	#####	\$ 11,449.95
Phase 2		Cat6a Shielded wiring, old wiring removal patch panels and labor, 2 yr warranty, HDMI runs		1	#####	\$ 10,249.95
						\$ -
						\$ -
<b>Sub-Total</b>			<b>Total</b>		<b>\$</b>	<b>21,699.90</b>
Total Order Estimated					<b>\$</b>	<b>36,968.37</b>

Kristoffer L. Tobbe, MSM  
Chief Information Officer  
Livingston County Michigan  
[Email: ktobbe@livgov.com](mailto:ktobbe@livgov.com)  
Phone: 517-540-8811

Mobile: 810-423-4086

Item	Alias 3	Mfg	Cat	Qty	Generi	Part Number	Part Description	Sell	Ext Sell
1	TASK CHAIRS	HMI	SOI	10	null	6023Y/E3.A134	Torsa, Enhanced Synchro Cntrl, Multi-Adjustable Arms	\$ 423.70	\$ 4,237.00
						27986	Torsa Caster Options		
						C25	Carpet casters		
						25501	Torsa Frame Colors		
						FC11	Graphite Frame		
						25635	Torsa Back Support and Arm Colors		
						Z3	Graphite Back Support/Arms		
						27627	Torsa Base Options		
						B14	Graphite Base		
						TORSACYL	Torsa Cylinder Height Option		
						~	No Selection		
						25801	Torsa Mesh Colors		
						MC5	Onyx Mesh		
						10800	Fabric or Leather Upholstery Selection		
						FABRIC	Fabric Grade Selections		
						~	No Selection		
						FG2	Fabric Grade 2		
						BOBBY	Bobby Standard Color Selection		
						ANCHOR	Bobby Anchor		
						27239	Packaging Options		
						KD	Knocked Down		
2	RECEPTION WORKSTAT...	HMI	HTU	3	UP	LW110.20BF	*Ped W-Pull, Mobile 20D B/F	\$ 218.36	\$ 655.08
						SB	+full-extension ball-bearing		
						SS	*smooth paint on smooth steel		
						MS	*metallic silver		
						KD	*keyed differently, black		
						5M	*pencil tray in box drawer, 2 file converters in file drawer		
						H1	*hand grip only		
3	RECEPTION COPY	HMI	HTU	1	US	LW400.4238	+Storage Case, W-Pull 42W 38H	\$ 565.31	\$ 565.31
						SS	*smooth paint on smooth steel		
						MS	*metallic silver		
						KD	*keyed differently, black		
4	PHONE RMS	HMI	HGN	2	IV	DT1AS.2472LP	*Everywhere Rectangular Table, Squared Edge, Lam Top/Thermo	\$ 392.85	\$ 785.70
						91	Edge, Post Leg 24D 72W		
						91	*white		
						MS	*white		
						57	*metallic silver		
						NTG	*glides		
							*no grommet		

Item	Alias 3	Mfg	Cat	Qty	Generi	Part Number	Part Description	Sell	Ext Sell
5	MTG AREA	HMI	HGN	1	IV	DT1FS.4284LG  LBC LBC MS 57 255	+Everywhere Soft Rectangle Meeting Table,Squared Edge,Lam Top/Thermo Edge,Double 3-Column Base,Spanner 42D 84W +walnut on ash +walnut on ash +metallic silver +glides +cutout for Y1420. or Y1425. - 6 port	\$ 1,026.34	\$ 1,026.34
6	MTG AREA	HMI	HBE	1	ZZ	Y1425.JA06  MS	+Logic G1000 Grom Mtd Electrical Distributor,5 simplex receptacles, 1 pwr USB A/C Combo,pwr cord w/ plug end,6' cord/conduit @metallic silver	\$ 434.06	\$ 434.06
7	MTG AREA	HMI	HBE	1	ZZ	Y1450.A01  DCR	@Logic Reach Wall Start,circ a,int wall wire infeed,wall exit  @dark carbon	\$ 133.13	\$ 133.13
8	MTG AREA	HMI	HBE	1	ZZ	Y1470.A1072	@Logic Reach Under Carpet Track,circ a,pwr & flat data trk,72" l	\$ 186.10	\$ 186.10
9	MTG AREA	HMI	HBE	1	ZZ	Y1480.A  DCR	@Logic Reach Electrical Hub,circ a  @dark carbon	\$ 168.29	\$ 168.29
10	DETECTIVE WORKSTAT...	HMI	HGN	4	IE	DU6ACS.3060LE  NNP SUD 91 91 MS PSC NNN 57	@Renew Rect Tbl, C-Foot,Sq-Edge,Lam Top/Thermo Edge,Elec Std Range, 30D 60W @no power access @simple up down @white @white @metallic silver leg with metallic silver foot @simple cable @no cutout @glides	\$ 1,080.56	\$ 4,322.24
11	DETECTIVE WORKSTAT...	HMI	HFL	2	FZ	FZ110.2960	+Frame, 29H 60W	\$ 68.81	\$ 137.62
12	DETECTIVE WORKSTAT...	HMI	HFL	1	FZ	FZ117.A1B  91	+Non-Structural Foot,open base,shared, frame-to-frame connection  +white	\$ 43.88	\$ 43.88
13	DETECTIVE WORKSTAT...	HMI	HFL	2	FZ	FZ119.A1  91	+Structral Foot, Open Base, End-of-Frame  +white	\$ 85.54	\$ 171.08
14	DETECTIVE WORKSTAT...	HMI	HFL	1	FZ	FZ128.29A	+Frame-to-Frame Connection Hardware, Use With 29H Frames, Open Base	\$ 8.21	\$ 8.21
15	DETECTIVE WORKSTAT...	HMI	HFL	1	FZ	FZ140.0812	+Power Entry, External Direct Connect, 8-Wire 4-Circuit Shared Neutral, 12" Cord	\$ 94.69	\$ 94.69
16	DETECTIVE WORKSTAT...	HMI	HFL	2	FZ	FZ150.0860	+Base Power Harness, 8-Wire 4-Circuit Shared Neutral 60W	\$ 83.96	\$ 167.92

Item	Alias 3	Mfg	Cat	Qty	Generi	Part Number	Part Description	Sell	Ext Sell
17	DETECTIVE WORKSTAT...	HMI	HFL	2	FZ	FZ152.AN 91	+4-Circuit Receptacle, 15 amp, 8-wire duplex, shared neutral, circuit a 6/Pkg +white	\$ 62.50	\$ 125.00
18	DETECTIVE WORKSTAT...	HMI	HFL	1	FZ	FZ154.081	+Pwr Jumper, 8-Wire 4-Circuit Shared Neutral, Inline Jumper, Frame to Frame	\$ 40.40	\$ 40.40
19	DETECTIVE WORKSTAT...	HMI	HFL	2	FZ	FZ160.29AP 91	+Finished End, Open Base, Painted 29H  +white	\$ 17.05	\$ 34.10
20	DETECTIVE WORKSTAT...	HMI	HFL	4	FZ	FZ170.P2960F 91 91	+Open Base Tile, Painted, Power/Data Cutouts in the LH and RH top of Cladding 29H 60W +white +white	\$ 154.98	\$ 619.92
21	DETECTIVE WORKSTAT...	HMI	HBE	4	ZZ	YT710.211022LSM MS 1HS 05	@Mobile Bag Catch, Base Insert Liner, Painted Metal Shelf, 21H 10W 22D @metallic silver @hush-Pr Cat 4 @hush charcoal	\$ 184.33	\$ 737.32
22	DETECTIVE WORKSTAT...	HMI	HFL	2	FZ	FZ116.F291360RP 91 8T 18	+Flat Edge Screen, Frame Top, Fabric, Tack Fab Horz, Pntd Std Top Cap, 29H Frame, 13H Screen, 60W +white +crossing-Pr Cat 1 +crossing indigo	\$ 257.86	\$ 515.72
23	PRIVATE OFFICE	HMI	HFT	1	FT	FT410.142PL KA 91 91 91 WM	*Sliding Door Storage Unit,F-Style, Pntd, Lock 15H 42W  *keyed alike +white +white *white +wall mount	\$ 229.46	\$ 229.46
24	PRIVATE OFFICE	HMI	HFT	1	FT	FTS10.2442LS 91 91	*Rectangular Surface,Sq-Edge, Lam Top/Thermo Edge, 24D 42W, No Brkts *white *white	\$ 85.54	\$ 85.54

Item	Alias 3	Mfg	Cat	Qty	Generi	Part Number	Part Description	Sell	Ext Sell
25	PRIVATE OFFICE	HMI	HGN	1	IE	DU6ECS.244872L E NNP SUD 91 91 MS PSC NNN 57	@Renew 90 Deg Ext Cnr Tbl, C-Foot,Sq-Edge,Lam Top/Thermo Edge,Elec Std Range, 24D 48W L 72W R @no power access @simple up down @white @white @metallic silver leg with metallic silver foot @simple cable @no cutout @glides	\$ 1,937.25	\$ 1,937.25
26	PRIVATE OFFICE	HMI	HGN	1	IV	DT2A.24CN  MS 57	+Standard-Hght Table Leg,C-Leg, Lam, Painted or Ven Top 24D  +metallic silver +glides	\$ 273.71	\$ 273.71
27	PRIVATE OFFICE	HMI	HFT	1	FV	FV980.WM2942T  1HA 15	+Tackboard,wall mntd,Tckble Fabric 28 1/2H 42W  +medley-Pr Cat 2 +medley blueberry	\$ 155.29	\$ 155.29
28	PRIVATE OFFICE	HMI	HFT	1	A	G6170.30S 91	*Under Shf LED Task Light,30" w,for Action Office or Ethospace Systems or Canvas *white	\$ 115.20	\$ 115.20
29	PRIVATE OFFICE	HMI	HTU	1	UP	LW140.24BBF  SB SS MS KD 2F NN	*Ped W-Pull,Surface Att 24D,B/B/F  *full-extension ball-bearing *smooth paint on smooth steel *metallic silver *keyed differently, black *27 1/4" high (raised height) *none	\$ 211.61	\$ 211.61
30	PRIVATE OFFICE	HMI	HTU	1	UP	LW140.24FF  SB SS MS KD 2F NN	*Ped W-Pull,Surface Att 24D,F/F  *full-extension ball-bearing *smooth paint on smooth steel *metallic silver *keyed differently, black *27 1/4" high (raised height) *none	\$ 178.20	\$ 178.20
31	PRIVATE OFFICE	HMI	HBE	1	ZZ	Y1113.60NL 91 91	+Modesty Panel,w/o added cable trough,Lam Top/TP Edge 60W  +white +white	\$ 158.91	\$ 158.91

Item	Alias 3	Mfg	Cat	Qty	Generi	Part Number	Part Description	Sell	Ext Sell
32	WAITING AREA	HMI	HST	6	WC	WC410P	*Caper Stacking Chair, Molded Seat, Fixed Arms  *black *black *Floor Saver Glide insert, hard floors only *fog	\$ 191.06	\$ 1,146.36
33	SIDE CHAIRS	HMI	HST	8	WC	WC410P	*Caper Stacking Chair, Molded Seat, Fixed Arms  *black *black *soft wheel caster, carpet or hard floors *fog	\$ 193.46	\$ 1,547.68
sub							<b>PHASE 1- OFFICE AREA &amp; WAITING Subtotal</b>		<b>\$ 21,248.32</b>
34	TRAINING RM & CONF RM	HMI	HGN	16	IV	DT5AS.2460LT	+Everywhere Flip-Top Rect Table,Squared Edge,Lam Top/Thermo Edge,T-Leg 24D 60W +white +white +metallic silver +casters	\$ 598.05	\$ 9,568.80
35	TRAINING RM & CONF RM...	HMI	HST	32	WC	WC410P	*Caper Stacking Chair, Molded Seat, Fixed Arms  *black *black *soft wheel caster, carpet or hard floors *fog	\$ 193.46	\$ 6,190.72
sub							<b>PHASE 3- MTG RM &amp; TRAINING RM Subtotal</b>		<b>\$ 15,759.52</b>
36	CENTRAL RECORDS/ ...	HMI	HTU	1	UL	LW200.302	+Lat File,W-Pull Freestd 2 Dwr 30W  +smooth paint on smooth steel Skipped Option +keyed differently, chrome +counterweight (recommended) +side-to-side filing rail *CONFIRM FINISH	\$ 363.83	\$ 363.83
37	CENTRAL RECORDS/ ...	HMI	HTU	1	US	LW400.4251	+Storage Case,W-Pull 42W 51H  +smooth paint on smooth steel Skipped Option +keyed differently, chrome *CONFIRM FINISH	\$ 662.18	\$ 662.18



Item	Alias 3	Mfg	Cat	Qty	Generi	Part Number	Part Description	Sell	Ext Sell
38	KAYS OFFICE	HMI	HTU	2	US	LW400.3626	+Storage Case,W-Pull 36W 26H  SS CN KC  +smooth paint on smooth steel +metallic champagne +keyed differently, chrome *CONFIRM FINISH	\$ 420.19	\$ 840.38
sub							<b>MISC ADDS Subtotal</b>		<b>\$ 1,866.39</b>
39		LDC	LDC	1		LABOR	LABOR TO DELIVER AND INSTALL SHERIFF'S OFFICE FURNITURE	\$ 4,875.00	\$ 4,875.00
							<b>Grand Total</b>		<b>\$ 43,749.23</b>

To: Livingston County Board of Commissioners  
From: Michael J. Murphy, Sheriff  
Date: July 14, 2021  
Re: Resolution Authorizing Renovations to the Sheriff's Office

I respectfully request necessary funding to continue renovations to the Livingston County Sheriff's Office building. The original Sheriff's Office was built in 1972. A feasibility and space-needs study was conducted in 2019. Based on the study, it was apparent the existing space was in desperate need of renovation to provide for a safe, secure and enhanced operational flow for staff and members of the community.

In 2020, the Livingston County Board of Commissioners approved a Capital Improvement request to renovate the Sheriff's Office for a total of one million dollars, which would be disbursed over a five-year period. Year to date, \$123,570.46 of the one million dollars has been utilized for modifications.

The Livingston Sheriff's Office and the Director of Facility Services worked with Lindhout Associates to develop architectural plans and specifications for a phased project that would provide for hybrid collaboration areas, training and meeting rooms, and relocation of Executive Administrative offices.

A public bid was advertised with 16 contractors responding and eight bids submitted. After review, the contractors who submitted the three lowest bids were interviewed. Creative Construction Concepts out of Brighton was selected to complete the project at a cost of approximately \$450,000. Additional costs which include furniture, IT equipment and installation, ceiling tile and \$9,647.00 ancillary costs will not exceed \$106,122.60 for a total project cost of \$556,122.60.

Due to the rising cost of construction material and labor, I am requesting the Commission's approval for this portion of the renovation project so work is completed in the most cost-effective, timely, and efficient manner possible.

Please do not hesitate to contact me if you have any questions or concerns.

# john stewart

GENERAL CONTRACTORS

1645 N. MILFORD RD.  
MILFORD, MICH. 48381  
PH. (248) 390-5260  
Email [stewartcontractors@gmail.com](mailto:stewartcontractors@gmail.com)

July 14, 2021

Livingston County  
Facility Services  
420 S. Highlander Way  
Howell, Mi. 48843  
Attn: Mr. Chris Folts  
RE: Quote Livingston Co. Sheriff's ceiling tile replacement

Proposal to remove and install new 2 x 4 ceiling tile ( standard ) at various areas inside Livingston County Sheriff's office hallways and several offices

4500 square feet of new tile to be installed in existing grid

## Cost breakdown:

1. Remove and dispose of existing tile	1,500.00
2. Supply and install new ceiling tile	12,375.00
3. Clean-up	450.00

Sub Total .....	14,325.00
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CM Profit & Overhead @ 10% .....	1,433.00
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Total .....	15,758.00
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RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution Authorizing the State of Michigan, Office of Highway Safety Planning, Fiscal Year 2022 Traffic Enforcement Grant – Sheriff**

**WHEREAS,** the Livingston County Sheriff's Office wishes to participate the State Traffic Enforcement Grant for state fiscal year 2022; and

**WHEREAS,** the County of Livingston will be receiving up to \$32,119.33 in reimbursement funds from the State of Michigan, Office of Highway Safety Planning for participation in the 2022 State Traffic Enforcement Grant.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the submission of application and if awarded, entering into a contract with the State of Michigan, Office of Highway Safety Planning wherein Livingston County will receive a maximum of \$32,119.33 in State reimbursement funds effective October 1, 2021 through September 30, 2022.

**BE IT FURTHER RESOLVED** that the Chair of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts, agreements, amendments and support documents related to the 2022 Traffic Enforcement Grant upon review by Civil Counsel; and

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

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MOVED:  
SECONDED:  
CARRIED:

**MICHIGAN OFFICE OF HIGHWAY SAFETY PLANNING  
FY2022 GRANT MANAGEMENT REQUIREMENTS (GMRs)**

1. All correspondence to the Office of Highway Safety Planning (OHSP) regarding this project shall include the project number, example: OP-22-01.
2. Each grant is required to have, at a minimum, three separate individuals: one serving as an authorizing official, one as a project director, and one as a financial officer. A change in project director, agency contact, financial officer, authorizing official, addresses, email, or telephone numbers requires written notification to the OHSP. The project director is responsible for also making these changes to the web-based grant application.
3. The OHSP is required by the National Highway Traffic Safety Administration (NHTSA) to evaluate and document the risk for each entity applying for federal grant funds prior to making an award. The grantee (and all sub-recipients and contractors) must register or annually update their registration in the online System for Award Management (SAM) at <https://www.sam.gov> to be eligible for federal and state grants. The OHSP will verify, within the SAM, there are no outstanding issues or concerns. Grantees must update their FY2022 web-based grant application with their new Unique Entity Identifier (UEI).
4. The OHSP may conduct a monitoring review of highway safety grants in accordance with Title 2 CFR 200, NHTSA regulations, and these GMRs to determine adherence to project objectives, to review financial procedures, and to ensure compliance with grant requirements. All grantees (and all sub-recipients and contractors) are expected to cooperate with all reasonable requests for information as part of the monitoring review process.
5. A subrecipient must take reasonable measures to safeguard protected, personally identifiable information. This information and other information is based on what the NHTSA or the OHSP designate as sensitive or that the subrecipient considers sensitive consistent with applicable federal, state, and local laws regarding privacy and obligations of confidentiality as prescribed under 2 CFR Part 200.303.
6. All published reports generated from this project must include the following disclosure statement:

This report was prepared in cooperation with the Michigan Office of Highway Safety Planning and U.S. Department of Transportation, National Highway Traffic Safety Administration. The opinions, findings, and conclusions expressed in this publication are those of the author(s) and are not necessarily those of the Michigan Office of Highway Safety Planning or the U.S. Department of Transportation, National Highway Traffic Safety Administration.

**NONDISCRIMINATION  
(applies to sub-recipients as well as States)**

The State highway safety agency will comply with all Federal statutes and implement regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities"). These include but are not limited to:

1. **Title VI of the Civil Rights Act of 1964** (42 U.S.C. 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21.
2. **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects).
3. **Federal-Aid Highway Act of 1973**, (23 U.S.C. 324 *et seq.*), and **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex).

4. **Section 504 of the Rehabilitation Act of 1973**, (29 U.S.C. 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27.
5. **The Age Discrimination Act of 1975**, as amended, (42 U.S.C. 6101 *et seq.*), (prohibits discrimination on the basis of age).
6. **The Civil Rights Restoration Act of 1987**, (Pub. L. 100-209), (broadens scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, sub-recipients, and contractors, whether such programs or activities are Federally funded or not).
7. **Titles II and III of the Americans with Disabilities Act** (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38.
8. **Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations** (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations); and
9. **Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency** (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR at 74087 to 74100).

The State highway safety agency—

- a. Will take all measures necessary to ensure that no person in the United States shall, on the grounds of race, color, national origin, disability, sex, age, limited English proficiency, or membership in any other class protected by Federal Nondiscrimination Authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of its programs or activities, so long as any portion of the program is Federally assisted.
- b. Will administer the program in a manner that reasonably ensures that any of its sub-recipients, contractors, subcontractors, and consultants receiving Federal financial assistance under this program will comply with all requirements of the Non-Discrimination Authorities identified in this Assurance.
- c. Agrees to comply (and require any of its sub-recipients, contractors, subcontractors, and consultants to comply) with all applicable provisions of law or regulation governing US DOT's or NHTSA's access to records, accounts, documents, information, facilities, and staff, and to cooperate and comply with any program or compliance reviews, and/or complaint investigations conducted by US DOT or NHTSA under any Federal Nondiscrimination Authority.
- d. Acknowledges that the United States has a right to seek judicial enforcement with regard to any matter arising under these Non-Discrimination Authorities and this Assurance.

- e. Insert in all contracts and funding agreements with other State or private entities the following clause:

"During the performance of this contract/funding agreement, the contractor/funding recipient agrees—

- a. To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time.
- b. Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in Appendix B of 49 CFR part 21 herein.
- c. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT, or NHTSA.
- d. That, in event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part; and
- e. ***To insert this clause, including paragraphs a through e, in every subcontract and sub-agreement and in every solicitation for a subcontract or sub-agreement, that receives Federal funds under this program.***

**POLITICAL ACTIVITY (HATCH ACT)**  
**(applies to sub-recipients as well as States)**

The State will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

**CERTIFICATION REGARDING FEDERAL LOBBYING**  
**(applies to sub-recipients as well as States)**

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, sub-grants, and contracts under

grant, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### **RESTRICTION ON STATE LOBBYING**

##### **(applies to sub-recipients as well as States)**

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

#### **CERTIFICATION REGARDING DEBARMENT AND SUSPENSION**

##### **(applies to sub-recipients as well as States)**

##### Instructions for Primary Certification (States)

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR Parts 180 and 1300.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms *covered transaction*, *debarment*, *suspension*, *ineligible*, *lower tier*, *participant*, *person*, *primary tier*, *principal*, and *voluntarily excluded*, as used in this clause, have the meaning set out in the Definitions and coverage sections of 2 CFR Part 180. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by NHTSA.



7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR Parts 180 and 1300.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the list of Parties Excluded from Federal Procurement and Non-Procurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, the department or agency may disallow costs, annul or terminate the transaction, issue a stop work order, debar or suspend participants or take other remedies as appropriate.

*Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Covered Transactions*

1. The prospective primary participant certifies to the best of its knowledge and belief, that its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency.
- b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

2. Where the prospective primary participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

*Instructions for Lower Tier Participant Certification*

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR Parts 180 and 1300.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was established. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction*, *civil judgment*, *debarment*, *suspension*, *ineligible*, *participant*, *person*, *principal*, and *voluntarily excluded*, as used in this clause, are defined in 2 CFR parts 180 and 1300. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR Parts 180 and 1300.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>)
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

*Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions:*

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

## **BUY AMERICA ACT**

**(applies to sub-recipients as well as States)**

The State and each sub-recipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or sub-recipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification to and approved by the Secretary of Transportation.

## **PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE**

**(applies to sub-recipients as well as States)**

The State and each sub-recipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

## **POLICY ON SEAT BELT USE**

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives as [www.trafficsafety.org](http://www.trafficsafety.org). The NHTSA website ([www.nhtsa.gov](http://www.nhtsa.gov)) also provides information on statistics, campaigns, and program evaluations and references.

## **POLICY ON BANNING TEXT MESSAGING WHILE DRIVING**

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or -rented vehicles, Government-owned, leased or rented vehicles, or privately-owned when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

## **PUBLIC INFORMATION AND EDUCATION REQUIREMENTS**

1. All original electronic files including designs, concepts, photographs, video, and audio financed with grant funds shall be delivered to the OHSP by an agreed upon due date between the OHSP and the grantee (and all sub-recipients and contractors). The items will remain the property of the OHSP and shall not be subject to copyright protection by the vendor or their agents. Items will be submitted to the OHSP immediately after production of the item. The **OHSP will hold the final grant reimbursement until all the above items have been submitted.** The grantee (and all sub-recipients and contractors)

shall not enter into an agreement that includes any time limits on rights for music, talent, artwork, or photographs. The grantee (and all sub-recipients and contractors) shall inform all vendors, subcontractors, or their agents of this requirement before authorizing work to be performed.

2. All printed public information and education materials and videos are required to contain logos as designated by the OHSP, which are available in electronic formats upon request. See printing requirements below for more details. Audio materials must include an OHSP tag line, (see State of Michigan Printing Requirements #3 below). All materials, including audio and video materials and scripts must be submitted for review and approval by the OHSP prior to production.

3. All businesses performing printing services must meet one of the following conditions: (a) bear the label of the branch of the allied printing trades council of the locality in which it is printed; (b) have on file with the secretary of state, a sworn statement indicating that employees producing the printing are receiving the prevailing wage rate in the locality in which the work is performed; or (c) have a collective bargaining agreement in effect formed by an organization that is not in any way influenced or controlled by management. (Per State of Michigan Procurement Policy Manual-Revised 6/12/18-Section: 1.3.13-State Printing Act)

4. All videos, print photography, or graphics shall depict drivers and passengers to be properly restrained by seat belts or child passenger safety devices unless the lack of restraints is for demonstration or educational purposes.

5. Messaging costs which are of a public relations nature and designed in-whole or in-part to promote either an individual or an agency is prohibited and not eligible for reimbursement.

6. Materials compliance with American Disabilities Act:

- a. Closed Captioning: All DVDs must be closed captioned. This includes online videos.
- b. Printed publications must be available in audio files via the Michigan Braille and Talking Book Library.

7. Social Media Use and Approval: The creation of social media accounts such as Facebook and Twitter with federally funded grants and projects require prior approval from the OHSP before release to the public.

8. The purchase of program advertising space by grantees on TV, radio, magazines, newspapers, billboards, etc., may be approved on a case-by-case basis.

9. The following items require the prior approval of the OHSP program coordinator:

- a. flyers, posters, brochures
- b. training curriculum, excluding those developed by nationally approved agencies (i.e., NHTSA, IACP, etc.)
- c. annual reports
- d. newsletters

10. Funding requirement statement: The following byline shall be placed on all printed public information and education materials:

"This material was developed through a project funded by the Michigan Office of Highway Safety Planning and the U.S. Department of Transportation."

11. The State of Michigan prohibits use of the OHSP and/or MSP logos on non-State of Michigan websites.

## COPIES

1. The OHSP will require one electronic copy of any publication produced with traffic safety grant funds if print copies are not available or if the items are not distributed statewide, and it is not available online. The copy can be submitted via email, CD, or flash drive.
2. The OHSP will require one copy of any of the following produced with traffic safety grant funds if they are distributed statewide and are not available online. This copy is distributed throughout the state of Michigan's library system:
  - a. annual reports
  - b. manuals, handbooks, and training materials
  - c. news releases
  - d. statistics
3. The OHSP will require two of any of the following produced with traffic safety grant funds if they are distributed statewide and are not available online. These copies are housed as part of the state of Michigan's library system:
  - a. posters
  - b. brochures
  - c. flyers
4. If the publication is available on a publicly accessible website, no printed copy is required. However, an email which includes a link to the document must be provided to the OHSP. The State of Michigan's library system will then include it in its digital archive.

## PROGRAM REQUIREMENTS

1. Progress reports are required to be submitted throughout the grant period. The due dates for these reports are specified in the grant approval letter and must be submitted in the web-based grant application system. Reports shall describe activities undertaken to accomplish each project goal, reason for non-activity if necessary, activities planned for the next quarter, and obstacles encountered or anticipated. Progress reports must be submitted and approved for the OHSP to process financial reimbursement. For traffic safety enforcement projects, enforcement reports must be submitted to the OHSP to process and approve financial reimbursement.
2. The final progress report is due on the date stated in the grant approval letter and shall include a summary of all activities and accomplishments for the entire grant period. Include the following information in the project summary:
  - a. A list of significant accomplishments or activities of this project that addressed the project objectives.
  - b. If no activity took place, a report must be submitted stating as such and reasons why.
3. Out-of-state travel requires prior written approval by the OHSP Division Director. **The OHSP Grantee Out-of-State Travel Request form, and appropriate support documentation, shall be submitted at least 30 days in advance of anticipated travel.** Financial commitment (i.e., travel arrangements, conference fees, hotel reservations, etc.) shall not be made prior to the OHSP approval.
4. If a project revision is required, the grantee shall contact the OHSP program coordinator for prior approval.
5. Grantees must have written, and established policies and procedures listed below, where applicable, as required by Title 2 Code of Federal Regulations 200 and were outlined elsewhere in these requirements.

Shall meet the standards outlined in:

- a. [Procurement 2 CFR 200.318](#) and [2 CFR 200.320](#)
- b. [Salary and Wages – 2 CFR 200.430](#)
- c. [Fringe Benefits – 2 CFR 200.431](#)
- d. [Travel – 2 CFR 200.474](#)
- e. [Internal Controls – 2 CFR 200.303](#)
- f. [Contracting 2 CFR 200.320](#) and [2 CFR 200.323](#)
- g. [Indirect Costs 2 CFR 200.414](#)
- h. [Conflict of Interest 2 CFR 200.112](#)
- i. [Accounting/Finance 2 CFR 200.302](#), and [2 CFR 200.400](#)

6. **For Overtime Traffic Enforcement Grants Only:**

- a. The grantee (and all sub-recipients and contractors) shall verify all officers working the OHSP federally funded overtime have completed an SFST refresher course every three years. This does not apply to administrative staff hours billed to the grant.
- b. All law enforcement officers participating in an OHSP grant-funded traffic enforcement detail shall wear a properly fastened seat belt in accordance with state law. Officers found in violation of this requirement while working a grant-funded detail may be ineligible for funding reimbursement from the OHSP.
- c. Law enforcement agencies are encouraged to have a written vehicle pursuit policy in place.
- d. Only Michigan Commission on Law Enforcement Standards certified police officers shall be used on enforcement projects.
- e. Grant funds **CANNOT** be used for activities such as response to calls for service, traffic control, property inspections, motorcades, or dignitary protection. The OHSP grant funds can only be used for activities approved in the grant.
- f. Emergency response: A law enforcement emergency is defined as an imminent threat to life or property. If a law enforcement emergency occurs during a grant-funded detail and response is required by an officer(s) working that detail:
  - i. The officer is allowed up to one hour of grant-time to respond and return to the traffic enforcement patrol.
    - the agency must incur the costs (i.e., the grant cannot be charged) beyond an hour or for additional emergencies that arise during the detail.
    - response to non-emergency calls while on grant time must be charged to the agency.
  - ii. All emergency responses must be documented with a brief description on the officer daily.
- g. Traffic enforcement shifts shall be scheduled for a minimum of two consecutive hours.
- h. Traffic enforcement efforts shall be publicized by supporting media events as requested by the OHSP.
  - the grantee (and all sub-recipients and contractors) shall assist the OHSP with media events that will be conducted locally
  - banners or other signage provided by the OHSP shall be displayed during the enforcement period.
- i. The grantee recipient (and all sub-recipients and contractors) and the chief or sheriff or post commander from each participating agency is required to sign the OHSP GMRs

Acknowledgement and Agreement form signifying receipt of the GMRs and their agreement to comply with them as part of the online grant application process.

- j. The grantee (and all sub-recipients and contractors) must keep track of funds spent. In some cases, multiple funding sources are assigned to law enforcement grants. In these situations, the grantee must assign, document, and monitor expenditures to each designated funding source separately. Separate accounts should be established for each funding source. Each grant and federal funding sources may not be used interchangeably. In the event the grantee overspends, the difference will need to be covered by the grantee. Additional funding will not be provided to support overspending of any federal program.
- k. A daily activity log with a listing of activities performed must be completed for all time requested for reimbursement. It must include the following information in the body of the document to be acceptable documentation:
  - The start time of the grant-funded enforcement detail.
  - A brief description of every stop.
  - The end time of the grant-funded detail.
  - All grant time must be accounted for. **Time must be documented at a minimum of every hour, regardless of whether a traffic stop is made.** This includes time spent on traffic stops, arrest, transporting and lodging of arrested subjects, report writing, serving as “zone spotters.”
- l. Total personnel hours billed to the grant reported on the enforcement reports must match the hours requested for reimbursement on the financial report.

The time on the daily must match the hours requested for reimbursement and supervisor approval must be documented electronically or in writing. If supervisors’ approval is given by means other than a signature on the daily, explanation of the approval process must be provided at the OHSP’s request and kept as grant documentation records.

## GENERAL FINANCIAL REQUIREMENTS

### Compliance with the [Federal Funding Accountability and Transparency Act \(FFATA\) of 2006](#).

Signed into law on September 26, 2006, the Federal Funding Accountability Act provides the public with a single, searchable database of federal awards and sub-awards. The MSP is responsible for reporting data into the FFATA database for each NHTSA sub-recipient award that equals or exceeds \$25,000. The FFATA reporting procedure also requires for each sub-recipient agency to maintain current registration in the federal SAM at <https://www.sam.gov/> and obtain a [Data Universal Numbering System \(DUNS\)](#) number. Applicants are responsible for reporting their SAM registration and DUNS number to the MSP upon request to ensure timely and accurate award reporting. Grantees will also be required to update their grant applications with their new [Unique Entity Identifier \(UEI\)](#) in FY2022.

1. Only program activities and expenses detailed in the approved grant budget and incurred during the grant period are eligible for reimbursement. Expenses incurred that are not detailed in the approved grant budget or outside of the grant period will not be reimbursed. **Costs cannot EXCEED the approved grant award.**
2. Goods purchased through the grant shall be received in acceptable condition. If goods are not received in acceptable condition within 30 days prior to the grant ending date, the grantee shall contact the OHSP program coordinator.
3. The grantee (and all sub-recipients and contractors) shall use generally accepted accounting principles.

4. Costs charged to this grant cannot be charged to any other program. Law enforcement agencies receiving funding for overtime traffic enforcement cannot offer comp time in lieu of overtime pay.

5. All costs shall be actual and supported by source documentation. Financial reimbursement will be delayed until all backup documentation is received by the OHSP. A document entitled "Acceptable Backup Documentation for Federal Cost Claims" is available from the OHSP to assist with identifying adequate backup documentation.

6. A separate account or fund must be established for this project. A separate account is required to be maintained by all agencies receiving grant funds from the OHSP regardless of the dollar amount. In addition, the grantee (and all sub-recipients and contractors) receiving funds from the OHSP for multiple grant projects must have a separate account for each grant project and funding type. It is the responsibility of the lead agency to ensure all sub-agencies meet this requirement. The general ledgers of the sub-agencies are not required to be submitted with requests for payment unless specifically requested by the OHSP.

7. Costs reported on the final Financial Status Report (FSR) must match the agency's separate account or fund that has been established for this project inside the agencies accounting system.

- Financial documents must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award.

8. Comingling of funds on either a program-by-program or project-by-project basis is prohibited. The sub-grantee's accounting system must maintain a clear audit trail for each source of funding for each fiscal budget period and include the following:

- a. Separate accountability of receipts, expenditures, disbursements, and balances.
- b. Itemized records supporting all grant receipts, expenditures, and match contributions in sufficient detail to show exact nature of activity.
- c. Data and information for each expenditure and match contribution with proper reference to be a supporting voucher or bill properly approved.
- d. Maintenance of payroll authorization and vouchers.
- e. Maintenance of records supporting charges of fringe benefits
- f. Maintenance of inventory records for equipment purchased, rented, and donated.
- g. Maintenance of billing records for consumable supplies (i.e., paper, printing) purchased.
- h. Provisions for payment by check.
- i. Maintenance of travel records (i.e., mileage logs, parking, hotels, meal receipts).
- j. Lease agreements, contracted services, and equipment purchases that adhere to established procurement processes.

9. Costs must be net of all applicable credits such as purchase discounts, rebates or adjustments of overpayments, or erroneous charges.

10. The following deviations from the approved budget require **PRIOR approval from the OHSP**: Once approved, appropriate revisions will need to be made to the grant agreement.

- a. A specific item of cost not included in the approved budget.
- b. An increase in the number of a specific item over and above the total authorized.
- c. A transfer between major budget categories in excess of 10 percent of the budget category title being increased. (Personnel Costs, Contractual Services, Operating Costs, Equipment, and Indirect – not the individual budget line-item titles.)



## 11. Procurement Methods:

- a. Competition: The grantee shall conduct all procurement and contractual transactions, without regard to dollar value, to provide maximum, open, and free competition. Maximum, open, and free competition shall be assured through the distribution of an adequate number of proposal solicitations.
- b. Small Purchase Procedures: Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$25,000 in total. If small purchase procedures are used, price or rate quotations must be obtained from at least three (3) Buy America Act qualified sources.
- c. The grantee shall follow their competitive bid process providing it is at least as restrictive as the process required by the [Title 2 Code of Federal Regulations 200.320](#), the State of Michigan and complies with the Buy America Act. (A copy of the State of Michigan procurement policy is available upon request.) The grantee (and all sub-recipients and contractors) agrees to ensure that minority business enterprises, as defined in [49 CFR Part 23](#), have the maximum opportunity to participate in the performance of contracts and subcontracts financed, in whole or in part, with funds provided under this agreement. The grantee must document multiple bids were sought in a competitive bidding process. When two or more responses were not received, the grantee shall indicate the selected bid was the only response.
- d. No employee, officer or agent of the grantee shall participate in selection, or in the award or administration of a contract or bid supported by Federal funds if a conflict of interest, real or apparent, would be involved.
- e. A copy of the subrecipient's established procurement procedures must be readily available for audit purposes upon request from the OHSP. Records must sufficiently detail the procurement history for all purchases and should detail the rationale for the method of procurement and selection of contract type, written selection procedures, documented reasons for rejections, and the basis for the contract price.

12. Documentation for costs shall be maintained for three years following final reimbursement.

13. Any program income received shall be used exclusively to further traffic safety project activities. Program income is defined as gross income earned by the prospective primary participant from grant supported activities. Some examples are proceeds from the sale of items purchased or developed with grant funds, or revenue received from attendees at trainings or conferences paid for with grant funds. Program income must be netted against costs incurred within the grant or returned to the OHSP, unless prior permission is obtained from the OHSP to use the funds for other traffic safety projects. Contact the OHSP for further information.

**14. General Cost of Business (formerly referred to as Supplanting):** The replacement of routine and/or existing expenditures with the use of state or federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of a state or local agency or other grantee is general cost of business and is not allowable.

The grantee (and all sub-recipients and contractors) shall not use grant funds to replace state or local funds, or other resources that would otherwise have been made available for this program. Further, if a position created by a grant is filled from within, the vacancy created by this action must be filled within 30 days. If the vacancy is not filled within 30 days, the grantee (and all sub-recipients and contractors) must stop charging the grant for the new position. Upon filling the vacancy, the grantee (and all sub-recipients and contractors) may resume charging the grant position.

The Financial Officer or Authorizing Official's straight time costs may not be funded under this grant.

15. All other Financial management requirements as listed in [Title 2 Code of Federal Regulations 200.302](#) (Financial Management).

### **COST REIMBURSEMENT**

1. All OHSP projects are based on the cost reimbursement concept, i.e., state, local, or private funds shall be expended before reimbursement is provided.

2. Reimbursement is based on submission and approval of progress, enforcement, and financial reports. All requested information should be submitted electronically through the web-based application whenever possible. Otherwise, backup information may be submitted via US mail, by fax, or by email. A financial report submitted to the OHSP by the grantee shall contain the following to be considered complete:

- a. Electronic signatures for the agency's Financial Officer, Project Director, Authorizing Official, or employee(s)/contractor(s)/officer(s).
- b. A copy of a report for the current period generated by the grantee's official accounting system which shows a description of the item and the actual amount spent. Some examples of acceptable reports include a detailed general ledger, a transaction ledger, a payroll journal, or a detailed budget/expenditure report. The report must match the amount being requested for reimbursement.
- c. For enforcement grants: Officer names, dates, and amounts paid for each agency participating in grant funded patrols.
- d. For non-enforcement grants with personnel costs: Activity logs as described in "Personnel Costs" under "Budget Cost Category Requirements."
- e. Copies of invoices must be included.
- f. Additional documentation as requested by the OHSP.

3. Financial reports are due, at a minimum, on a **quarterly** basis. Financial report due dates are specified in the grant approval letter. Financial reports must be submitted even when the project experiences no costs. In this case, a "zero" Financial report shall be submitted. The submission of financial reports is mandatory, and non-compliance can result in termination of the grant. Financial reports will be considered delinquent if not submitted by the due dates specified in the grant approval letter.

4. The Project Director shall ensure that financial reports are submitted in compliance with reporting deadlines. If the financial report is submitted electronically without backup documentation, the financial report is not considered submitted and the grantee will receive a delinquent letter stating the same.

5. A delay in submitting support documentation may result in the suspension of all grant activity.

6. Failure to submit cost statements with adequate supporting documentation prior to the fiscal year close out deadline will result in non-reimbursement of those costs. Costs from one fiscal year cannot be paid in a subsequent fiscal year.

### **AUDIT REQUIREMENTS**

This section applies to Grantees designated as subrecipients by the OHSP.

1. Required Audit or Audit Exemption Notice

Grantees must submit to the OHSP either a Single Audit, Financial Related Audit, or Audit Exemption Notice as described below. A Financial Related Audit is applicable to for-profit Grantees that are designated as subrecipients. If submitting a Single Audit or Financial Related

Audit, Grantees must also submit a corrective action plan prepared in accordance with [Title 2 Code of Federal Regulations Section 200.511\(c\)](#) for any audit findings that impact the OHSP-funded programs, and management letter (if issued) with a corrective action plan.

a. Single Audit

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

b. Financial Related Audit

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

c. Audit Exemption Notice

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

2. Financial Statement Audit

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

3. Other Audits

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

### **BUDGET COST CATEGORY REQUIREMENTS**

*(PLEASE REFER TO THE FOLLOWING FOR SPECIFIC REQUIREMENTS OF BUDGET COST CATEGORIES. ONLY REQUIREMENTS FOR COST CATEGORIES CONTAINED WITHIN YOUR APPROVED GRANT BUDGET APPLY.)*

#### **PERSONNEL COSTS**

1. Includes itemized monthly or hourly salary rate. Fringe benefits are included under personnel costs.
2. Payments for salaries and wages shall be supported by a time and attendance report, based on an after-the-fact distribution of time, which shows details of the activities performed. All time and attendance reports must be signed by the employee and supervisor. Electronic signatures are accepted.
3. Federal guidelines prohibit using federal grant funds to pay for routine and/or existing state or local expenditures.
4. If the grant contains personnel services as part of the award, a job description for each position listed in the budget must be available to the OHSP upon request.

**For enforcement grants** (and all sub-recipients and contractors) – See program requirements Section 5.

**For non-enforcement grants** – The grantee (and all sub-recipients and contractors) must maintain activity logs which document the actual amount of time spent on the grant project and describe the nature of the activities performed. If the grant is funded from multiple sources, the logs must show the activity by fund source. This documentation must be submitted with the financial reimbursement request.

5. Reimbursement for wages and fringe benefits shall be based on actual costs NOT budgeted rates. Only those fringe benefit costs that increase because of hours worked on this project can be claimed for reimbursement. For overtime wages, those costs typically include FICA, workers comp, and retirement, but if any of these costs are structured so that they do not increase with overtime, they cannot be reimbursed. For straight-time grant-funded positions, all fringe benefits associated with the position may be claimed to the extent that the position has been approved for reimbursement (e.g., if 50% of the position is grant funded, 50% of the fringes benefits can be claimed.) Fringe benefit rates must be reasonable and in accordance with federal cost principles.

6. The rate of pay for grant-funded enforcement shall be determined according to the grantee's (and all sub-recipients and contractors) policy, contract, or employment agreement. Overtime rates must be applied consistently to all activities of an agency – higher rates may not be established just for federal grants.

7. Agencies shall comply with all state labor laws.

#### **CONTRACTUAL SERVICES**

The grantee will follow [Title 2 Code of Federal Regulations part 200.318, 200.321, 200.323, 200.326, 200.330, and Appendix II to Part 200.](#)

Contractual services are services of individual consultants or consulting firms engaged in performing special services pertinent to highway safety. Contracts are allowable when necessary, to achieve the goals of the grant agreement. Costs are allowable for products, highway safety consultants, personal services, and/or individuals for support services, provided applicable state and local procurement procedures are followed and documentation is available that describes the official contract and procurement practices. Contracts and procurements must include "special provisions" as provided by the OHSP. The grantee is responsible for verifying contractor eligibility by checking the national List of Parties Excluded from Federal Procurement and Non-Procurement Programs list available at [www.govinfo.gov](http://www.govinfo.gov) or adding a self-certification clause or condition to the contract.

All grantees (and all sub-recipients and contractors) awarding contracts or sub-contracts shall comply with the terms and conditions of [Title 49 Code of Federal Regulations, Part 18-Uniform Administrative Requirements for Grant and Cooperative Agreements to State and Local Governments, §18.36 Procurement](#). A signed copy of the contract, including the fully listed federal certifications and assurances, shall be submitted to the OHSP upon completion and is required for processing and approval of financial reimbursement requests.

The grantee is responsible for managing all contracts issued using the OHSP grant funds including:

- Ensuring the contractor complies with all contract provisions.
- Ensuring services are performed according to the quality, quantity, objectives, timeframes, and manner specified in the contract.
- Ensuring that all work is completed and accepted before the contract expires.
- Assessing and requesting amendments, renewals or new contracts as required allowing sufficient time to process and execute these changes before the contract expires to prevent lapse in service.
- Ensuring that contracts are amended after any grant agreement revision that affects the contract terms.

- Reviewing and approving invoices for payment, ensuring payments are made in accordance with contract terms, all costs are budgeted and allowable, and work has been performed.
- Monitoring contract expenditures to ensure there are sufficient funds to pay for all services rendered as required by the contract.
- Verifying all requirements of the contract are fulfilled before submitting the final invoice.
- Ensuring that all Personnel Activity log requirements are met.

### Special Provisions

The grantee must insert in all contracts and funding agreements the following clause:

“During the performance of this contract/funding agreement, the contractor/funding recipient agrees—

- To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time.
- Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in Appendix B of 49 CFR part 21 and herein.
- To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, the US DOT, or the NHTSA.
- That, in event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part; and
- To insert this clause, including paragraphs a through e, in every subcontract and sub-agreement and in every solicitation for a subcontract or sub-agreement, that receives Federal funds under this program.***

### OPERATING COSTS

- Only eligible operating costs specifically listed in the approved grant budget will be reimbursed. These are costs not covered under other budget categories, including services not requiring contractual agreements and minor equipment such as office supplies, printing, and educational materials.
- Automotive expenses submitted shall be based on actual costs incurred. In most cases, this will be calculated by multiplying actual miles driven times a mileage rate. The rate will be determined when the grant is approved but will generally be the Internal Revenue Service (IRS) business mileage rate. With prior approval, reimbursement may be allowed based on the actual costs incurred for gasoline, maintenance, insurance, and other vehicle expenses.
- Postage, telephone, and grant-related travel costs shall be documented by log or meter and submitted with the reimbursement request.

### TRAVEL COSTS

Out-of-state travel funded by federal; grant funds requires prior written approval by the OHSP Division Director. A written request shall be submitted on the form provided. **Requests shall be submitted at least 30 days in advance of anticipated travel.** Financial commitment (i.e., travel arrangements, conference fees, hotel reservations, etc.) shall not be made prior to the OHSP approval.

## Reimbursement:

The grantee will be reimbursed for travel cost (including mileage, meals, and lodging) budgeted and incurred related to services provided under this agreement. The Grantee will have established and follow documented Travel Policies.

1. Reimbursements for travel (meals, lodging, mileage, etc.) cannot exceed the lesser of the grantee's published travel rates or the allowable State of Michigan travel rates. Exceptions require OHSP approval during the grant application process. Grantees requesting an exception will attach their organization's travel policy when the first grant draft is submitted. The policy must be applicable to all organization travel. Policies will be reviewed by the OHSP fiscal manager for approval and cannot exceed the current federal travel reimbursement rates.
2. State of Michigan travel rates may be found at the following website:  
[https://www.michigan.gov/dtmb/0,5552,7-358-82548\\_13132---,00.html](https://www.michigan.gov/dtmb/0,5552,7-358-82548_13132---,00.html)

### **EQUIPMENT (INCLUDES SOFTWARE)**

1. Only eligible equipment specifically listed in the equipment section of the approved grant budget will be reimbursed. Equipment costs shall be reimbursed according to the match requirements as specified in the approved grant budget.
2. Equipment purchases shall be initiated within the time specified in the approved grant. "Initiated" means bids were solicited, accepted, and items have been ordered. If there is a reason the grantee (and all sub-recipients and contractors) are unable to meet this requirement, the OHSP program coordinator shall be contacted immediately.
3. Equipment purchased through this grant shall be used only for highway safety activities throughout its useful life, whether the project or program continues to be supported by the Federal award.
4. If the equipment is disposed of, or ceases to be used for highway safety activities, and the equipment is determined to have a Current Fair Market Value of \$5,000 or more, the OHSP reserves the right to retain or transfer title to all items. The OHSP may allow the holder of the equipment to retain title of the equipment and reimburse the federal or State share of the fair market value of such equipment. The Current Fair Market Value shall be determined as follows:
  - a. Appraisal by an independent source with expertise in valuation of similar items is the preferred method of valuation for equipment.
  - b. For vehicles, [Kelly Blue Book](#), [National Automobile Dealer Association \(NADA\) Guides](#), or a similar third-party vehicle valuation service, may be used when valuing the condition of the vehicle,
  - c. If a fair market value based on appraisal or a third-party valuation service cannot be determined, the value may be based on [IRS depreciation schedules](#). Only straight-line depreciation may be used.
5. Equipment with a cost of \$5,000 or more shall be tagged by the grantee for inventory control purposes. In addition, the OHSP Equipment Record System Form with all applicable information completed shall be submitted with the prospective participant's or sub-recipient's reimbursement request. The grantee (and all sub-recipients and contractors) shall complete an equipment inventory form sent to them by the OHSP each year that the value remains \$5,000 or more and shall make the item available for physical review by the OHSP staff when requested.



6. All equipment purchases with NHTSA funds shall comply with the Buy America Act requirements before costs will be reimbursed. Please refer to section eleven under the heading Grant Management Requirements for specific terms of the Buy America Act.

7. Direct cost allocation principles. If a cost benefits two or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on the proportional benefit. If a cost benefits two or more projects or activities in proportions that cannot be determined because of the interrelationship of the work involved, then, notwithstanding paragraph (c) of this section, the costs may be allocated or transferred to benefitted projects on any reasonable documented basis. Where the purchase of equipment or other capital asset is specifically authorized under a Federal award, the costs are assignable to the Federal award regardless of the use that may be made of the equipment or other capital asset involved when no longer needed for the purpose for which it was originally required.

### **COLLECTION OF UNALLOWABLE COSTS**

Payments made for costs determined to be unallowable by either the Federal awarding agency, cognizant agency for indirect costs, or pass-through entity, either as direct or indirect costs, must be refunded (including interest) to the Federal Government in accordance with instructions from the Federal agency that determined the costs are unallowable unless Federal statute or regulation directs otherwise. See also [Subpart D—Post Federal Award Requirements](#) of this part, and [Part 200.300 Statutory and national policy requirements through 200.309 Period of performance](#).

### **INDIRECT COSTS**

2 CFR provides guidance on indirect cost as follows: [Section 200.414 Indirect \(F&A\) Cost -\(F\)](#): In addition to the procedures outlined in the appendices in paragraph (e) of this section, any non-Federal entity that has not negotiated an indirect cost rate, except for those non-Federal entities described in [Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals](#), paragraph D.1.b, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in [§200.403](#) Factors affecting allowability of costs, costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. **If chosen, this methodology once elected must be used consistently for all Federal awards** until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.

### **CONFLICT OF INTEREST AND CODE OF CONDUCT STANDARDS**

1. The Grantee is subject to the provisions of [1968 PA 317, as amended, 1973 PA 196](#), as amended, and [Title 2 Code of Federal Regulations Section 200.318 \(c\) \(1\) and \(2\). 2 CFR 1201.112](#).

2. The Grantee must have established conflict of interest policies, in accordance with [Title 2 Code of Federal Regulations Section 200.112](#).

3. The Grantee will uphold high ethical standards and is prohibited from:

- a. Holding or acquiring an interest that would conflict with this Agreement.
- b. Doing anything that creates an appearance of impropriety with respect to the award or performance of this Agreement.
- c. Attempting to influence or appearing to influence any State employee by the direct or indirect offer of anything of value; or
- d. Paying or agreeing to pay any person, other than employees and consultants upon the award of this Agreement.

## **TERMINATION**

The OHSP retains the right to terminate a grant for failure to meet the grant management requirements. When a grant is terminated by the OHSP, the grantee or sub-recipient shall not be eligible to seek grant funding for a period of two years. To obtain a grant after the two-year period, the grantee or sub-recipients will be required to submit written assurance that the identified deficiencies have been corrected. Additionally, the agency may be required to submit monthly financial reports to allow for increased financial monitoring.

NOTE: The Grant Project Director and Authorized Official have certified that they have read and with comply with these GMRs as part of the grant application approval process in the online grants system with the OHSP.

## **REFERENCES**

### **Statute**

Highway Safety Act of 1966: [23 U.S.C. Chapter 4](#)

### **Rules**

The rules which govern the Highway Safety Grant Programs is available at:

[Part 1300 - Uniform procedures for state highway safety grant programs](#)

Title 2: Grants and agreements Part 200 (2 CFR 200) [Uniform administrative requirements, cost principles, and audit requirements for federal awards.](#)

[Federal Electronic Code of Regulations](#)

### **Other**

[NHTSA allowable and unallowable costs](#)

[NHTSA Highway Safety Grants Program Resource Guide](#)





## DUI/Seat Belt/Speed Enforcement Grant Project Director Responsibilities

Designating a grant Project Director is vital. The Project Director is the contact person having authority and responsibility for overseeing the grant activity and reporting. The Project Director will also be OHSP's primary contact for grant logistics, unless an Agency Contact is identified.

This is a reimbursement grant. Expenses may only be incurred and charged to the grant after the grant application is approved. Therefore, the staff time used to complete the grant application must be paid for by the police agency.

### The Project Director will:

- Determine if other law enforcement agencies in the county will participate in the overtime enforcement project. For MSP, the posts with jurisdiction in the counties identified for funding must be included.
  - Where applicable, provide the law enforcement agency/post contacts a copy of the grant management requirements. Ensure law enforcement partner agencies working grant overtime complete, sign a FY22 GMR Acknowledgement and Agreement form (provided by OHSP once accepted) and return it to you by the application deadline.
- Submit a grant application in the Michigan Automated Grant Information Connection (MAGIC), a web-based grant application program, no later than August 6, 2021.
  - Gather overtime wage and fringe benefit information.
  - Work with your organization's financial manager to set up separate grant fund account(s) for this grant.
  - Copy and paste information from the grant application template provided by OHSP.
  - Enter separate budget items for each agency and grant administration as applicable. Note: The Project Director may budget up to a maximum of 5% of the budgeted overtime amount to support administrative costs incurred by the Project Director for strategic planning, report writing, etc. These costs can only be charged if the Project Director can work overtime to complete the tasks. This amount is determined by taking the total overtime funding offered and multiplying that by .05. For example, if you were offered \$30,000 the amount of available overtime for administrative costs would be \$1,500 and the remaining \$28,500 would be for overtime enforcement.
  - If other agencies/posts are participating in the overtime enforcement project, attach their signed FY22 GMR Acknowledgement and Agreement form (provided by OHSP).
- Create a strategic plan and schedule hours to conduct enforcement. The only dates of enforcement in FY2022 will be as follows:

Enforcement Periods	Focus
December 1, 2021 – February 28, 2022	Speed
December 17, 2021 – January 1, 2022	Impaired Driving
May 16 – June 5, 2022	Seat Belt
July 1 – 31, 2022	Impaired Driving, Seat Belt, and Speed
August 12 – September 5, 2022	Impaired Driving

- Provide information about the grant to local media.
- Ensure that all partner agencies/posts verify officers/troopers scheduled on grant time have completed the NHTSA-International Association of Chiefs of Police (IACP) approved Standardized Field Sobriety Testing (SFST) curriculum.

- Ensure all partner agencies/posts advise officers/troopers to complete and maintain officer dailies for grant-funded patrols. All dailies and other grant documentation must be retained for three years after the conclusion of the grant (through September 30, 2025).
- Collect enforcement activity from all partner agencies/posts after overtime shifts (enforcement report form provided by OHSP).
- Compile results from all partner agencies/posts for each enforcement period and submit to OHSP via a report in MAGIC by the deadlines provided by OHSP.
- Monitor spending to ensure overspending doesn't occur.
- Work with your financial manager/treasurer to track spending and submit quarterly financial reports in MAGIC.
- Complete and submit a final written progress report in MAGIC no later than October 30, 2022. A template will be provided by OHSP in August 2022.



**LIVINGSTON COUNTY SHERIFF'S OFFICE**

**150 S. Highlander Way  
Howell, Michigan 48843-2323  
(517) 546-2440 ext. 7983  
csell@livgov.com**

DATE: July 2, 2021

TO: Livingston County Board of Commissioners

FROM: Sergeant Chad Sell

RE: FY2022 Traffic Enforcement Grant by the State of Michigan Office of Highway Safety Planning

The Livingston County Sheriff's Office has been invited to participate in the State of Michigan, Office of Highway Safety Planning Traffic Enforcement Grant for State fiscal year 2022.

The State of Michigan, Office of Highway Safety Planning has offered the Livingston County Sheriff's Office up to \$32,119.33 in state reimbursement funds for participation in the program.

Participation in this grant opportunity will allow the Sheriff's Office to focus specifically on impaired driving, distracted driving and seat belt enforcement.

The main purpose of the program is to increase traffic enforcement within Livingston County thereby reducing the number of traffic related incidents. I am requesting that the Board of Commissioners support the submission of the application and enter into contract with the State of Michigan, Office of Highway Safety Planning for fiscal year 2022. Your support will allow the Sheriff's Office to continue a vital service to our County.

## FY22 TRAFFIC ENFORCEMENT GRANT TEMPLATE 6/23/2021

The following information is to be copied into the Michigan Automated Grant Information Connection (MAGIC) grant application, except where noted. The identified Project Director must complete the application.

### Grant Role Definitions:

#### **Project Director**

The Project Director is a member/employee of the grant-funded agency who is directly responsible for the grant project and reporting requirements. This person will have direct involvement with the project and knowledge of both programmatic and financial matters. He or she is responsible to ensure that enforcement, progress and financial reports are submitted by the deadlines.

#### **Financial Officer**

The Financial Officer is the person with the primary responsibility for the agency's fiscal matters. The Financial Officer for these agencies may not be employed directly by the agency, but rather would be the financial officer for the city or county. He or she is responsible to ensure that all financial report documentation is provided by the deadlines.

#### **Authorizing Official**

The Authorizing Official is the person who has the authority to commit agency funds and accept the terms and conditions of the grant on behalf of the agency. The appropriate Authorizing Official for a local police agency should be the Mayor, Supervisor, or City/Township Manager. For the sheriff's department, the Authorizing Official should be the County Commissioner or County Administrator. For the Michigan State Police Districts, the Authorizing Official should be the State Police Director.

Use the Forms Menu to enter grant application information in the following order.

The URL for MAGIC:

<https://msp.intelligrants.com/Login2.aspx?APPTHEME=MIMSP>

### **Application Information**

There is no template information to copy and paste.

Include the following for the Project Title: *Livingston County DUI, Seat Belt, and Speed Overtime Traffic Enforcement*

Select the activity start date of 10/1/2021 and the end date of 9/30/2022.

For the question "Are you applying for a truck safety grant?", select the radio button for No.

For the Project Type, select the radio button for Enforcement, then check the box for Traffic.

If you are including other local police agencies/posts in the grant application (you will reimburse them for the overtime), select the radio button for Yes for the question “Does this project include funding for multiple agencies?” Otherwise, select the radio button for No.

If part-time officers will be allowed to work the enforcement details, select the radio button for Yes. Otherwise select the radio button for No.

Select Pat Eliason as your OHSP Program Coordinator.

Select the county/counties where the enforcement will take place.

Click Save and Next.

### **Statement of problem and background information**

In this section, copy the information below up to Goals and Activities for Overtime Traffic Enforcement. Then click Save and Next.

According to comprehensive research from the National Highway Traffic Safety Administration (NHTSA), 94 percent of all crashes are the result of driver error.

The U.S. Code: Title 23: Section 404 requires a statewide, high-visibility special traffic enforcement program (STEP) for impaired driving and occupant protection that emphasizes publicity during three campaigns – impaired driving in December, occupant protection in May, and impaired driving in August.

Michigan traffic crash data from 2015-2019 identified the high number of people seriously injured or killed where 1) the crash was coded as alcohol-involved and/or drug-involved or 2) the occupants were in passenger vehicles and the crash was coded as no belts used or child restraint not used/used improperly and 3) the crashes included at least one driver was speeding.

Based on the review of the crash data, the enforcement periods will include:

- December 1, 2021 – February 28, 2022 (speed enforcement)
- December 17, 2021 – January 1, 2022 (impaired driving enforcement)
- May 16 – June 5, 2022 (seat belt enforcement)
- July 1 – 31, 2022 (impaired driving, seat belt, and speed enforcement)
- August 12 – September 5, 2022 (impaired driving enforcement)

Traffic safety campaigns are most successful when accompanied by public information. The Livingston County Sheriff’s Office requests that OHSP develop and assist with distribution of public information materials on our behalf to enhance the enforcement campaigns.

### **Goals and Activities for Overtime Traffic Enforcement**

In the box underneath “Goal(s)”, copy the one sentence below:

Prevent an increase in the number of traffic fatalities from 985 in 2019 to 1,065 and serious injuries from 5,629 in 2019 to 5,733 by September 30, 2022.

In the box underneath "Activity", copy the information below up to the next highlighted area:

As applicable, each grant-funded agency will conduct at least three grant-funded overtime traffic enforcement details between the following dates:

- December 1, 2021 – February 28, 2022 (speed enforcement)
- December 17, 2021 – January 1, 2022 (impaired driving enforcement)
- May 16 – June 5, 2022 (seat belt enforcement)
- July 1 – 31, 2022 (impaired driving, seat belt, and speed enforcement)
- August 12 – September 5, 2022 (impaired driving enforcement)

Officers will stop vehicles for hazardous moving violations and take appropriate enforcement action each week during the enforcement periods.

Each agency will utilize a data-driven process for deploying, monitoring, and adjusting resources such as time, day, or location. The process will include a regularly scheduled review and update of enforcement plans based on crash data, local traffic patterns and available manpower as applicable.

Each grant-funded agency will report required enforcement activity by the following dates:

- January 10, 2022
- March 7, 2022
- June 13, 2022
- August 7, 2022
- September 12, 2022

Each grant-funded agency will promote enforcement efforts by utilizing public information materials provided by OHSP through September 5, 2022.

**\*Date of anticipated Activity accomplishment:**

Select or enter 9/30/2022

Click Save and Next.

**Acceptance of audit requirements**

There is no template information to copy and paste. (Your Financial Officer is the best source for accurate completion of this section.)

**Sub-recipient informational form**

There is no template information to copy and paste. (Your Financial Officer is the best source for accurate completion of this section.)

**Local contribution**

**In this section, copy the information below up through #4:**

1. Provide patrol vehicles and/or motorcycles where applicable. This will include fuel, maintenance and proper police equipment.
2. Assume liability incurred using volunteers, including, but not limited to, personal injury, civil liability, and workman's compensation responsibility.
3. Pay dispatchers and officer wages for training and court time.
4. Attend meetings and/or media events as requested by OHSP.

Click Save and Next.

### **Project continuation**

**In this section, copy the one sentence below:**

The Livingston County Sheriff's Office will continue to participate in the project if federal funding is provided by OHSP.

Click Save and Next.

**For the remaining sections of the grant application – there is no template information to copy and paste. From here forward, click Save after each section then go back to the Forms Menu and scroll down to find the next applicable link.**

If you answered, "Yes" to the question, "Does this project include funding for multiple agencies?", the following link should be next. Otherwise, the next link you will have available is Strategic Plans.

### **Multi-agency project**

If other agencies/worksites will partner with you in the grant-funded enforcement, an agency contact name, title, address, e-mail address, phone number, fax number and DUNS #/Unique Entity Identifier (UEI) or Entity ID as assigned by the System for Award Management (SAM.gov) must be provided for each agency that will receive overtime funding. **(The Agency's Financial Officer is the best source for this information.) NOTE: Do not include your own contact information – this is already in other sections of the grant application.**

Attach the signed GMR Acknowledgement and Agreement form for each participating agency.

### **Strategic plans**

Strategic plans must be completed and made available to OHSP upon request. You can enter them in this link if you prefer. If you choose not to enter them here, do not save this page.

**Budget - (The Agency's Financial Officer is the best source for accurate information to complete this section.) Use the information below as a guide. If grant administration will**

not be billed to the grant, use the total budget amount for the overtime budget as bolded below.

1. Overtime – not to exceed \$32,119
2. Grant Administration – not to exceed \$1,606 (Note: See Overtime Wages section on the next page for details.)

The total budget should not exceed **\$33,725**

#### Overtime Wages

The rate of pay for grant-funded enforcement will be determined according to each agency's policy, contract, or employment agreement. Overtime rates must be applied consistently to all activities of an agency – higher rates may not be established just for federal grants. OHSP recommends the average overtime rate for officers that will work the grant-funded enforcement be used for each agency.

The Project Director may budget up to 5% of the budgeted overtime amount to support administrative costs incurred by the Project Director for strategic planning, report writing, etc. These costs can only be charged if the Project Director can work overtime to complete the tasks. This amount is determined by taking the total overtime funding offered and multiplying that by .05. For example, if you were offered \$30,000 the amount of available overtime for administrative costs would be no more than \$1,500 and the remaining \$28,500 would be for overtime for DUI and seat belt enforcement. NOTE: The 5% administrative costs must be based on the final grant application budget amount and not the amount your agency was offered.

Separate budget lines for overtime wages and fringe benefits must be entered **for each partner agency** separately. If administrative overtime will be charged, that must be included as a separate budget item.

#### Overtime Fringe Benefits

Fringe benefits that increase as a result of the overtime (FICA, Workers Compensation, and Retirement) **can** be charged to the grant. Fringe benefit costs that are a fixed monthly amount, like health insurance, or that are capped, such as unemployment, **cannot** be charged to the grant.

For each agency that will request reimbursement for fringe benefits paid as a result of overtime, complete the Overtime Fringe Benefits section.

If an agency will charge the grant for overtime fringe benefits, list and compute a percentage value for each fringe benefit separately. The rate required on the fringe benefit calculation is a percentage, which is multiplied by the total overtime amount. NOTE: If the total of all fringe benefit rates is greater than 40%, support documentation from the agency must be provided.

#### **Cover Page**

Open the Cover Page link. Click Save.



## **Certification**

Each grant is required to have, at a minimum, separate individuals serving as an authorizing official, a project director, and a financial officer.

### Grant Role Definitions:

#### **Project Director**

The Project Director is a member/employee of the grant-funded agency who is directly responsible for the grant project and reporting requirements. This person will have direct involvement with the project and knowledge of both programmatic and financial matters. He or she is responsible to ensure that enforcement, progress and financial reports are submitted by the deadlines.

#### **Agency Contact**

The Agency Contact is a member/employee of the grant-funded agency who is assigned the role by the project director. This person will be able to complete reporting requirements and make modifications after the grant application is approved.

#### **Financial Officer**

The Financial Officer is the person with the primary responsibility for the agency's fiscal matters. The Financial Officer for these agencies may not be employed directly by the agency, but rather would be the financial officer for the city or county. He or she is responsible to ensure that all financial report documentation is provided by the deadlines.

#### **Authorizing Official**

The Authorizing Official is the person who has the authority to commit agency funds for the agency the terms and conditions of the grant on behalf of the agency. The appropriate Authorizing Official for a local police agency should be the Mayor, Supervisor, or City/Township Manager. For the sheriff's department, the Authorizing Official should be the County Commissioner or County Administrator. For the Michigan State Police Districts, the Authorizing Official should be the State Police Director.

Open the Certification link. Click "[HERE](#)" in the second bullet to access the people assigned to the application. Verify there is a check mark next to the name of the person assigned as the Project Director, Agency Contact (if applicable), Financial Officer, Writer (if applicable) and Authorizing Official. Click Save. Go to the Forms Menu. Open the certification link again and click Save. The certifications for each person (role) will populate on the page.

## **Attachments**

1. Attach the signed GMR Acknowledgement and Agreement form for your agency.

## **Grant Management Requirements**

Review the information and check the box under **Project Director Agreement** that you have read and agree to comply with the Grant Management Requirements.

Save after selecting the box. DO NOT check the box for the Authorizing Official.

Once this is complete, change the status to Draft Application Submitted.