



# Livingston County Board of Commissioners

## Meeting Agenda

July 22, 2024

6:00 p.m.

Hybrid In-Person and Virtual Meeting

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

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

<https://us02web.zoom.us/j/3997000062>

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

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### Pages

1. **Call Meeting to Order**
2. **Moment of Prayer**
3. **Pledge of Allegiance to the Flag**
4. **Roll Call**  
Jay Drick - Chairman, Nick Fiani - Vice Chairman, Douglas Helzerman, Dave Domas, Frank Sample, Wes Nakagiri, Roger Deaton, Martin Smith, Jay Gross
5. **Approval of Agenda**
6. **Correspondence**
  - a. **Crawford County** 4  
Resolution Opposing the FY 2025 Governor's Recommended Budget Reducing Operational Funding for the Michigan Conservation Districts and the Elimination of Local Administration of the Michigan Agriculture Environmental Assurance Program (MAEAP)
  - b. **Eaton County** 6  
Resolution Opposing MDHHS Plans to Implement New Conflict Free Access and Planning Strategies in Michigan
  - c. **Genesee County** 8  
Resolution 2024-617 Designating the Month of June 2024, as Pride Month in Genesee County, Michigan
7. **Employee Recognition**
  - a. **Kathy Rosenbergh, Office Manager**  
Emergency Medical Services
8. **Call to the Public**

9.	<b>Approval of Minutes</b>		
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12.	<b>Resolutions for Consideration</b>		
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for the Renovation of the Health Department – Facility Services

- |    |   |                  |     |
|----|---|------------------|-----|
| j. | <b>2024-07-098 (Roll Call Vote)</b>   | David Feldpausch | 128 |
|    | Resolution Authorizing the Addition of Three (3) FTE's - Emergency Medical Services   |                  |     |
| k. | <b>2024-07-099 (Roll Call Vote)</b>   | David Feldpausch | 133 |
|    | Resolution to Realign Categories within the Fowlerville EMS Base Project – Emergency Medical Services   |                  |     |
| l. | <b>2024-07-100 (Roll Call Vote)</b>   | David Feldpausch | 138 |
|    | Resolution Authorizing a Contract with Lindhout & Associates for Engineering and Bidding Coordination Work on Proposed EMS Bases – Emergency Medical Services |                  |     |
13. **Accounts Payable Reports**
- a. **Claims dated: July 22, 2024**
  - b. **Payables dated: June 29 through July 12, 2024**
14. **Call to the Public**
15. **Closed Session**
- Discuss Pending Litigation - 44th Circuit Court, 53rd District Court, & Livingston County Probate Court v. County of Livingston & Livingston County Board of Commissioners [MCL 15.268(e)]
16. **Adjournment**

**RESOLUTION**  
**OPPOSING THE FY 2025 GOVERNOR’S RECOMMENDED BUDGET REDUCING**  
**OPERATIONAL FUNDING FOR THE MICHIGAN CONSERVATION DISTRICTS AND THE**  
**ELIMINATION OF LOCAL ADMINISTRATION OF THE MICHIGAN AGRICULTURE**  
**ENVIRONMENTAL ASSURANCE PROGRAM (MAEAP)**  
**06132024 – CD-MAEAP**

**Whereas,** Governor Whitmer’s Executive Budget Recommendations for the fiscal year 2025 budget includes a \$1,000,000 budget reduction to Michigan Conservation Districts within the budget of the Michigan Department of Agriculture and Rural Development; and

**Whereas,** the FY 2025 budget recommendation also recommended the termination of local Conservation District Technicians who administer the Michigan Agriculture Environmental Assurance Program and replace them with 24 State employees; and

**Whereas,** this recommendation undermines the local conservation delivery system led by the local Conservation Districts covering all of Michigan’s 83 counties, using the voluntary, non-regulatory, educational approach used across the country to address natural resource concerns at the local level; and

**Whereas,** PA 297 of 1937 established Conservation District’s as local units of State Government to work with landowners in every county to address natural resource concerns. These districts are driven by a five member, publicly elected Board of Directors. These Boards establish conservation priorities based upon local needs and work voluntarily with landowners to address these critical natural resource concerns. This is the only organization that can do this on private land with the trust of the landowner; and

**Whereas,** Michigan Conservation Districts have been critically underfunded for decades leading to high employee turnover which undermines the success of programs and the ability to administer assistance to the public; and

**Whereas,** Michigan cannot effectively allocate federal funds from the Inflation Reduction Act and Title II of the Farm Bill due to the lack of funding provided by the State of Michigan. This leaves critical Federal dollars on the table that become reallocated to other States that can more effectively deliver Farm Bill dollars.

**NOW, THEREFORE BE IT RESOLVED,** The Crawford County Board of Commissioners requests that the FY 2025 budget maintain the operational budget for the Michigan Agriculture Environmental Assurance Program (MAEAP) at its current capacity with the local technicians employed by the Conservation Districts; and

**BE IT FUTHER RESOLVED,** That the Crawford County Board of Commissioners implores the Legislature of the State of Michigan to properly fund Michigan Conservation Districts and work with MDARD and the Michigan Association of Conservation Districts (MACD) to find or develop a restricted funding source to provide Conservation Districts with an annual allocation of \$13,000,000.

**BE IT FURTHER RESOLVED,** that this resolution be forwarded to Governor Gretchen Whitmer, Senator Michele Hoytenga, Representative Ken Borton, the Michigan Association of Counties and all other 82 counties in the state of Michigan.



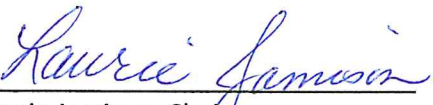
APPROVED AS TO FORM

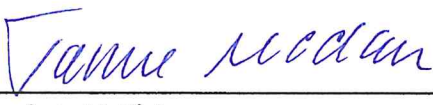
Commissioner Jamison	Absent	Commissioner Kraycs	Yes
Commissioner Frederick	Yes	Commissioner Powers	absent
Commissioner Goscicki	Yes	Commissioner Moore	Yes
Commissioner Lewis		Yes	

ADOPTED DATE: June 13, 2024

I, Jamie McClain, Clerk of the Crawford County Board of Commissioners and Clerk of the County of Crawford, do hereby certify that the above Resolution was duly adopted by the said Board on June 13, 2024.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said County and Court at Grayling, Michigan, on this 13<sup>th</sup> day of June, 2024.

  
\_\_\_\_\_  
Laurie Jamison, Chair  
Crawford County Board of Commissioners

  
\_\_\_\_\_  
Jamie L. McClain  
Clerk/ROD

**EATON COUNTY BOARD OF COMMISSIONERS**  
**JUNE 20, 2024**  
**RESOLUTION OPPOSING MDHHS PLANS TO IMPLEMENT NEW CONFLICT**  
**FREE ACCESS AND PLANNING STRATEGIES IN MICHIGAN**

**Introduced by the Public Safety Committee**

**WHEREAS**, Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) is a multi-county Community Mental Health Services Program (CMHSP) and a Certified Community Behavioral Health Clinic (CCBHC) serving residents of Clinton, Eaton, and Ingham Counties. CMHA-CEI provides specialty mental health services and supports to over 13,000 persons with mental health conditions, youth with serious emotional disturbance, individuals with intellectual/developmental disabilities and individuals with substance use disorders; and

**WHEREAS**, the public mental health system in Michigan is based on the Federal Community Mental Health Centers Act of 1963 and grounded in the Michigan Mental Health Code, Public Act 258 of 1974. This created a state and county partnership for community mental health and related safety net services; and

**WHEREAS**, this arrangement ensures that shared state and county mental health policy objectives are accountable to local communities and their elected representatives. This arrangement also ensures that resource and care decisions are ultimately accountable through board governance to the persons and families that need public mental health services, including allocated PA2 funding; and

**WHEREAS**, CMHSPs are instruments of county government with statutorily defined obligations that mitigate against the likelihood of a pecuniary conflict of interest. These include direct accountability to the community through a public board, open meetings, a guaranteed recipient rights appeal & grievance system, established independent person-centered planning facilitation requirements, and expanding availability of consumer self-determination/self-directed options.

**WHEREAS**, MDHHS has announced its decision to require CMHSPs to separate service assessment and planning from service delivery, requiring beneficiaries to receive the assessment and planning services from one entity and ongoing direct services from another, separate entity by October 1, 2024; and

**WHEREAS** after careful review the conclusions are that the current decision:

- Is in conflict with the statutory responsibilities of CMHSPs under Michigan law;


- Erroneously implies profit driven or undue enrichment motives on the part of governmental entities (CMHSPs and PIHPs) instead of recognizing what is actually a formal transfer of governmental responsibility from the State to the Counties for the delivery of public behavioral health services;
- Ignores the capitation-based financing of the Michigan public behavioral health system, which is constant and does not vary by volume of individuals served negating any conflicts of interest in service planning and service delivery;
- Ignores Michigan's current shared risk (with MDHHS) financing system which already mitigates against conflict and self-interest.
- Is in conflict with the Certified Community Behavioral Health Clinic (CCBHC) model currently being implemented and expanded in Michigan;
- Ignores, at best, and disregards, at worst, input from persons with lived experience that have consistently stated that the available procedural safeguards are preferable to systemic/structural upheaval inherent in MDHHS announced decisions.

**THEREFORE, BE IT RESOLVED, in the strongest possible terms,** and for the reasons noted herein, the Eaton County Board of Commissioners **opposes the MDHHS announced structural strategies** for compliance with the federal Conflict Free Access and Planning Rules.

**FURTHER BE IT RESOLVED,** that Eaton County respectfully asks the Governor to urge MDHHS to rethink their proposal for the Conflict Free Access & Planning requirements within the context of the 61 year state and county statutory relationship for public mental health services and collaborate with the Michigan Community Mental Health Association to identify procedural pathways for compliance that build on the strengths of the existing CMHSP system.

**FINALLY, BE IT RESOLVED,** that a copy of this resolution be provided to US Senator Debbie Stabenow, US Representative Elissa Slotkin, Governor Gretchen Whitmer, Senate Majority Leader Winnie Brinks, Speaker of the House Joe Tate, Senator Sarah Anthony, Representative Angela Witwer, Michigan Department of Health and Human Services Director Elizabeth Hertel, the Michigan Association of Counties, and all Michigan counties.

THIS RESOLUTION was adopted by the Eaton County Board of Commissioners at its regularly scheduled meeting on June 20, 2024.

  
Chairman of the Board of Commissioners

  
Clerk of the Board of Commissioners

**CERTIFIED COPY OF RECORD**

**STATE OF MICHIGAN     )**  
**County of Genesee     )SS.**

**I, DOMONIQUE CLEMONS**, County Clerk/Register of the County of Genesee, Michigan, and Clerk of the Genesee County Board of Commissioners, and Clerk of the Circuit Court for said County, do hereby certify that I have compared the foregoing copy of Resolution with original record thereof now remaining in my office, and that the attached is a true and correct copy therefrom, and of the whole of such original record.

**In Testimony Whereof**, I have hereunto set my hand, and affixed the seal of said Court and County, this 17th day of June 2024.

GENESEE COUNTY BOARD  
OF COUNTY COMMISSIONERS  
**Resolution No.: 2024-617**  
**Date Adopted: 6/12/2024**



**DOMONIQUE CLEMONS, Clerk/Register**





# Genesee County

Genesee County  
Administration Building  
1101 Beach St  
Flint, MI 48502

## Legislation Text

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File #: RES-2024-617, Version: 1

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

LADIES AND GENTLEMEN:

WHEREAS, Genesee County supports the fundamental and foundational belief that all people are created equal; and

WHEREAS, Genesee County recognizes that our society and our community has not always fulfilled this commitment; and

WHEREAS, members of the Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) community are among those where America's promise of equal treatment under the law has not always been practiced and is not yet fulfilled; and

WHEREAS, the members of the LGBTQ community are deserving of the same respect and fair treatment desired for all human beings; and

WHEREAS, Genesee County is filled with LGBTQ residents from all walks of life, from every occupation, field, and industry, and residing in every part of the County, who add significant value to our community's quality of life each and every day; and

WHEREAS, Pride Month is celebrated locally , in Michigan, nationally, and worldwide as a reminder that the LGBTQ community continues to face unequal treatment and discrimination in both law and custom; and

WHEREAS, the State of Michigan, of which Genesee County is the fifth largest county, recently amended its Elliott-Larsen Civil Rights Act to include protections for the LGBTQ community in our state; and

WHEREAS, Genesee County recognizes the economic and cultural benefits of diversity and seeks to create a welcoming environment for all residents, including the LGBTQ community; and

WHEREAS, Genesee County, through its Harassment/Discrimination Policy "will not tolerate harassment and discrimination of its employees... based on ...sexual orientation, gender identity or gender expression..."

NOW, THEREFORE BE IT RESOLVED, that the Genesee County Board of County Commissioners designates the month of June 2024, as Pride Month in Genesee County, Michigan.

BE IT FURTHER RESOLVED that the Genesee County Board of County Commissioners directs the Genesee County Clerk/Register to forward copies of this resolution to the other 82

counties in Michigan as well as the Genesee County delegation of the State Legislature.



## Livingston County Board of Commissioners

### Meeting Minutes

June 24, 2024, 6:00 p.m.  
Hybrid In-Person and Virtual Meeting  
304 E. Grand River Ave., Board Chambers, Howell, Michigan  
Zoom Virtual Meeting ID: 399-700-0062 / Password: LCBOC  
<https://us02web.zoom.us/j/3997000062>

Members Present: Jay Drick, Douglas Helzerman, David Domas, Frank Sample, Wes Nakagiri, Roger Deaton, Martin Smith, Nick Fiani, Jay Gross

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#### 1. Call Meeting to Order

The meeting was called to order by Chairman Jay Drick at 6:00 p.m.

#### 2. Moment of Prayer

#### 3. Pledge of Allegiance to the Flag

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

#### 4. Roll Call

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

#### 5. Approval of Agenda

Motion to approve the agenda as presented.

It was moved by D. Domas  
Seconded by N. Fiani

Motion to amend the agenda by moving item 13 - FOIA Appeal to item 7.

It was moved by N. Fiani  
Seconded by D. Helzerman

Yes (9): D. Helzerman, D. Domas, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith, N. Fiani, and J. Gross; No (0): None; Absent (0): None

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

Motion to approve the agenda as amended.

It was moved by D. Domas  
Seconded by N. Fiani

Yes (9): D. Helzerman, D. Domas, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith, N. Fiani, and J. Gross; No (0): None; Absent (0): None

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

**6. Correspondence**

**6.a Lake County**

Resolution #2024-10 in Opposition to the FY 2025 Governor's Recommended Budget for the Reduction of Operational Funding to the Michigan Conservation Districts and the Elimination of Local Administration of the Michigan Agriculture Environmental Assurance Program (MAEAP)

**6.b Lake County**

Resolution #2024-11 Recognizing May as Mental Health Awareness Month

Motion to receive and place on file the Correspondence.

It was moved by N. Fiani

Seconded by M. Smith

Yes (9): D. Helzerman, D. Domas, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith, N. Fiani, and J. Gross; No (0): None; Absent (0): None

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

The meeting was turned over to Vice-Chair Fiani at 6:04 p.m.

**7. FOIA Appeal**

Appellant: Tara A. Pearson

Tara Pearson, Appellant, addressed the Board. Nathan Burd and Jennifer Palmbo addressed the Board. Rebuttals by both parties were permitted and they answered questions from the Board.

Motion to uphold the partial denial of requested records and issue a letter from the Board to the appellant.

It was moved by: F. Sample

Seconded by: M. Smith

Yes (9): D. Helzerman, D. Domas, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith, N. Fiani, and J. Gross; No (0): None; Absent (0): None

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

The meeting was turned over to Chairman Drick at 6:31 p.m.

**8. Call to the Public**

The following people addressed the board: Chuck Wright, Handy Township; Karen Groenhout, Brighton Township; Stephanie Miklos, Howell; Steve Williams, Marion Township; Heather Williams, Marion Township; Colleen Quinn, Genoa Township; and Tara Pearson, Genoa Township.



**9. Approval of Minutes**

**9.a Meeting Minutes dated: May 28, 2024**

**9.b Meeting Minutes dated: June 10, 2024**

Motion to approve the Minutes as presented.

It was moved by J. Gross  
Seconded by N. Fiani

Yes (9): D. Helzerman, D. Domas, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith, N. Fiani, and J. Gross; No (0): None; Absent (0): None

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

**10. Tabled Items From Previous Meetings**

**10.a 2024-04-046**

Resolution Authorizing the Business Property Lease Agreement with 1221 Building Group, LLC for the Livingston County Public Defender's Office to Occupy 1221 Byron Road, Howell, MI 48843 – Public Defender

Motion to remove 2024-04-046 from the table.

It was moved by W. Nakagiri  
Seconded by N. Fiani

Yes (8): D. Domas, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith, N. Fiani, and J. Gross; No (1): D. Helzerman; Absent (0): None

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

Motion to convene a Closed Session at 6:49 p.m. for the purpose of discussing the purchase or rental of real estate pursuant to MCL 15.268(d).

It was moved by N. Fiani  
Seconded by D. Helzerman

Roll Call Vote: Yes (9): N. Fiani, J. Gross D. Helzerman, D. Domas, F. Sample, W. Nakagiri, J. Drick, R. Deaton, and M. Smith; No (0): None; Absent (0): None

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

Motion to return to Open Session at 8:26 p.m.

It was moved by W. Nakagiri  
Seconded by N. Fiani

Yes (9): D. Helzerman, D. Domas, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith, N. Fiani, and J. Gross; No (0): None; Absent (0): None

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

The meeting was recessed until 8:37 p.m.

Motion to adopt the Resolution.

It was moved by J. Gross  
Seconded by W. Nakagiri

Discussion.

Yes (2): D. Helzerman, and M. Smith; No (7): D. Domas, F. Sample, W. Nakagiri, J. Drick, R. Deaton, N. Fiani, and J. Gross; Absent (0): None

**Motion Failed (2-7-0)**

**10.b 2024-05-070 (Roll Call Vote)**

Resolution Authorizing General Fund Vision Tour Funds for the Drain Commissioner to participate with Handy Township in the Silver Springs Water Pressure Project and Van Buren Road Wastewater Treatment Plant Improvements – Drain Commissioner

Motion to remove 2024-05-070 from the table.

It was moved by N. Fiani  
Seconded by R. Deaton

Discussion.

Yes (9): D. Helzerman, D. Domas, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith, N. Fiani, and J. Gross; No (0): None; Absent (0): None

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

Motion to amend the Resolution to reflect the updated proposal.

It was moved by D. Helzerman  
Seconded by F. Sample

Discussion.

Yes (9): D. Helzerman, D. Domas, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith, N. Fiani, and J. Gross; No (0): None; Absent (0): None

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

Motion to adopt the amended Resolution.

It was moved by D. Helzerman  
Seconded by F. Sample

Discussion.

Roll Call Vote: Yes (6): D. Helzerman, D. Domas, F. Sample, J. Drick, R. Deaton, and M. Smith; No (3): W. Nakagiri, N. Fiani, and J. Gross; Absent (0): None

**Motion Carried (6-3-0)**

**11. Reports**

Commissioner Deaton updated the Board on Brighton Charter Township's Veterans Park dedication.

Commissioner Fiani attended the American Legion Boys State kickoff event on June 23rd.

**12. Resolutions for Consideration**

**12.a 2024-06-082 (Roll Call Vote)**

Resolution to Accept the 2023 Livingston County Financial Audit – Board of Commissioners

Motion to adopt the Resolution.

It was moved by N. Fiani

Seconded by R. Deaton

Discussion.

Roll Call Vote: Yes (9): N. Fiani, J. Gross D. Helzerman, D. Domas, F. Sample, W. Nakagiri, J. Drick, R. Deaton, and M. Smith; No (0): None; Absent (0): None

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

**12.b 2024-06-083**

Resolution Approving Appointments to the Aeronautical Facilities Board – Board of Commissioners

Motion to adopt the Resolution.

It was moved by D. Helzerman

Seconded by F. Sample

Yes (9): D. Helzerman, D. Domas, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith, N. Fiani, and J. Gross; No (0): None; Absent (0): None

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

**12.c 2024-06-084**

Resolution Authorizing Department of Environment, Great Lakes and Energy Material Management Plan Commencement - DPW/Solid Waste

Motion to adopt the Resolution.

It was moved by J. Gross

Seconded by D. Helzerman

Yes (9): D. Helzerman, D. Domas, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith, N. Fiani, and J. Gross; No (0): None; Absent (0): None

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

**12.d 2024-06-085**

Resolution Approving a Letter of Agreement with the Union Representing the Paramedics - EMS

Motion to adopt the Resolution.

It was moved by R. Deaton  
Seconded by D. Helzerman

Yes (9): D. Helzerman, D. Domas, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith, N. Fiani, and J. Gross; No (0): None; Absent (0): None

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

**12.e 2024-06-086**

Resolution to Approve a Letter of Agreement with the Union Representing Sergeants – Human Resources

Motion to adopt the Resolution.

It was moved by F. Sample  
Seconded by D. Domas

Yes (9): D. Helzerman, D. Domas, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith, N. Fiani, and J. Gross; No (0): None; Absent (0): None

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

**12.f 2024-06-087 (Roll Call Vote)**

Resolution Authorizing HVAC Ductwork Modifications to be Paid by General Fund Vision Tour Committed Fund Balance – Facility Services

Motion to adopt the Resolution.

It was moved by J. Gross  
Seconded by M. Smith

Roll Call Vote: Yes (9): J. Gross, D. Helzerman, D. Domas, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith, and N. Fiani, No (0): None; Absent (0): None

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

**12.g 2024-06-088 (Roll Call Vote)**

Resolution Authorizing the Purchase of Animal Shelter HVAC Units – Facility Services

Motion to adopt the Resolution.

It was moved by D. Helzerman  
Seconded by J. Gross

Yes (9): D. Helzerman, D. Domas, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith, N. Fiani, and J. Gross; No (0): None; Absent (0): None

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

**13. Accounts Payable Reports**

**13.a Claims dated: June 24, 2024**

**13.b Payables dated: June 1 through June 14, 2024**

Motion to approve the Claims Report and Payables Report as presented.

It was moved by: J. Gross

Seconded by: D. Domas

Yes (9): D. Helzerman, D. Domas, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith, N. Fiani, and J. Gross; No (0): None; Absent (0): None

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

**14. Call to the Public**

The following person addressed the Board: Steve Williams, Marion Township.

**15. Adjournment**

Motion to adjourn the meeting at 10:15 p.m.

It was moved by D. Helzerman

Seconded by R. Deaton

Yes (9): D. Helzerman, D. Domas, F. Sample, W. Nakagiri, J. Drick, R. Deaton, M. Smith, N. Fiani, and J. Gross; No (0): None; Absent (0): None

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

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Elizabeth Hundley, County Clerk



## Livingston County Board of Commissioners

### Meeting Minutes

July 8, 2024

7:30 p.m. or immediately following the Finance & Asset Management Committee meeting, whichever is sooner.

Hybrid In-Person and Virtual Meeting

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

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

<https://us02web.zoom.us/j/3997000062>

Members Present: Jay Drick, Douglas Helzerman, David Domas, Frank Sample, Wes Nakagiri, Roger Deaton, Nick Fiani, Jay Gross

Member Absent: Martin Smith

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#### 1. Call Meeting to Order

The meeting was called to order by Chairman Jay Drick at 7:50 p.m.

#### 2. Roll Call

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

#### 3. Call to the Public

The following people addressed the board: Bill Reiber, Genoa Township; Stephanie Miklos, City of Howell; Wes Nakagiri, Hartland; Larry Parsons, Hartland Township; and Colleen Quinn.

#### 4. Approval of Agenda

Motion to approve the agenda as presented.

It was moved by R. Deaton

Seconded by J. Gross

Yes (8): D. Helzerman, D. Domas, F. Sample, W. Nakagiri, J. Drick, R. Deaton, N. Fiani, and J. Gross; No (0): None; Absent (1): M. Smith

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

#### 5. Accounts Payable Reports

5.a Claims dated: July 8, 2024

5.b Payables dated: June 15 through June 28, 2024

Motion to approve the Claims and Payables as presented.

It was moved by D. Helzerman

Seconded by J. Gross

Yes (8): D. Helzerman, D. Domas, F. Sample, W. Nakagiri, J. Drick, R. Deaton, N. Fiani, and J. Gross; No (0): None; Absent (1): M. Smith

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

**6. Call to the Public**

None.

Commissioner Nakagiri announced that he will be attending the Republican National Convention.

**7. Adjournment**

Motion to adjourn the meeting at 8:06 p.m.

It was moved by D. Helzerman

Seconded by J. Gross

Yes (8): D. Helzerman, D. Domas, F. Sample, W. Nakagiri, J. Drick, R. Deaton, N. Fiani, and J. Gross; No (0): None; Absent (1): M. Smith

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

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William Mitch, Deputy County Clerk

RESOLUTION

NO: 2024-07-089

LIVINGSTON COUNTY

DATE: July 22, 2024

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**Resolution Approving an Appointment to the Livingston County Community Corrections Advisory Board – Board of Commissioners**

**WHEREAS,** the term of a representative on the Livingston County Community Corrections Advisory Board (LCCCAB) has been vacated; and

**WHEREAS,** the LCCCAB shall consist of no less than fourteen (14) statutorily mandated members pursuant to Section 7 (1), Page 3, of Enrolled House Bill 4164, Public Act 51 1 (PA51 1); and

**WHEREAS,** the Circuit Court Judge position is vacant; and

**WHEREAS,** it is recommended that Chief Judge Matthew McGivney fill the position of Circuit Court Judge.

**THEREFORE, BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approve the above referenced appointments for a term commencing upon approval and expiring on April 11, 2027.

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





June 3, 2024

Natalie,

The position of Circuit Court Judge on the Livingston County Community Corrections Advisory Board (LCCCAB) has become vacant. It is recommended that Chief Judge Matthew McGivney fill the position of Circuit Court Judge.

Current Board membership is comprised of:

- Sheriff Michael Murphy (Chairperson)
- District Court Judge – Honorable Daniel B. Bain (Vice Chairperson)
- Chief of Police – Chief David S. Russell (Unadilla Township)
- Circuit Court Judge – Vacant
- Probate Court Judge – Honorable Miriam A. Cavanaugh
- County Commissioner – Dave Domas
- Livingston County CMH Executive Director – Connie Conklin
- County Prosecutor – David J. Reader
- Criminal Defense – Karen Groenhout
- Business Community – Curtis Griffin
- Probation Supervisor – Michael Boyden
- Workforce Development – Dawn Awrey (MichiganWorks!)
- Communications Media – Ken Rogulski
- Member of Local Clergy – Carrie Skiles

If you have any questions, please contact me directly.

Sincerely,

A handwritten signature in dark ink, appearing to read "Sara A. Applegate", followed by a long horizontal line.

Sara A. Applegate  
Specialty Courts and Programs Administrator

RESOLUTION

NO: 2024-07-090

LIVINGSTON COUNTY

DATE: July 22, 2024

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## Resolution Approving the 2023 Deficit Elimination Plan - Treasurer

**WHEREAS,** the ARPA Fund had a \$312,148 deficit fund balance at December 31, 2023; and

**WHEREAS,** the Federal Grant Fund had a \$54,071 deficit fund balance at December 31, 2023; and

**WHEREAS,** the State and Other Grants Fund had a \$54,940 deficit fund balance at December 31, 2023; and

**WHEREAS,** PA 140 of 1971 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury; and

**WHEREAS,** the deficits in all three funds resulted from timing differences resulting from the required accounting guidelines applicable to expense and revenue recognition;

**THEREFORE, BE IT RESOLVED** the Livingston County Board of Commissioners hereby authorizes the Deficit Elimination Plan for the ARPA Fund, the Federal Grant Fund and the State and Other Grants Fund:

ARPA Fund	
	2024 Adopted Budget
Unrestricted Net Position (Deficit) Jan. 1	(312,148)
Revenue	
Interest on Investments	295,000
Federal Grant Revenue	5,081,118
Total Revenue	5,376,118
Expenditures	
Supplies	170,112
Other Services and Charges	2,174,740
Capital Outlay	2,717,198
Total Expenditures	5,062,050
Unrestricted Net Position Dec. 31	1,920
** Explanation: Accounting timing difference in recognition of expenditures incurred and revenue earned	

Federal Grant Fund	
	2024 Adopted Budget
<b>Unrestricted Net Position (Deficit) Jan.1</b>	(54,071)
<b>Revenue</b>	
Federal Grant Revenue	904,836
Transfer In	82,389
<b>Total Revenue</b>	<b>987,225</b>
<b>Expenditures</b>	
Personnel Salaries and Fringes	382,838
Supplies	173,935
Other Services and Charges	323,349
Transfer Out	53,032
<b>Total Expenditure</b>	<b>933,154</b>
Unrestricted Net Position Dec. 31	0

\*\* Explanation: Accounting timing difference in recognition of expenditures incurred and revenue earned

State and Other Grants Fund	
	2024 Adopted Budget
<b>Unrestricted Net Position (Deficit) Jan.1</b>	(54,940)
<b>Revenue</b>	
State Grant Revenue	991,584
Fees	7,500
Transfer In	18,433
<b>Total Revenue</b>	<b>1,017,517</b>
<b>Expenditures</b>	
Personnel Salaries and Fringes	538,283
Supplies	2,080
Other Services and Charges	422,211
<b>Total Expenditure</b>	<b>962,574</b>
Unrestricted Net Position Dec. 31	3

\*\* Explanation: Accounting timing difference in recognition of expenditures incurred and revenue earned

**BE IT FURTHER RESOLVED** the Livingston County Board of Commissioners hereby authorizes the  
Livingston County Treasurer to submit the Deficit Elimination Plan to the Michigan  
Department of Treasury for certification.

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



# Memorandum

**To: Livingston County Board of Commissioners**  
**From: Jennifer M. Nash, Treasurer**  
**Date: June 27, 2024**  
**Re: RESOLUTION APPROVING THE DEFICIT ELIMINATION  
PLAN**

As was reported in our 2023 financial audit presentation, we ended the 2023 fiscal year with three funds in a deficit as defined by the State of Michigan's guidelines. The ARPA Fund had a \$312,145 deficit fund balance, the Federal Grant Fund had a \$54,071 deficit fund balance, and the State and Other Grants Fund had a \$54,940 deficit fund balance. In each of these cases, the deficit is the result of timing differences. These three funds fall under the State's definition of an unrestricted fund balance deficit thus requiring the filing of a deficit elimination plan with the State of Michigan.

According to PA 140 of 1971, local units of government who end their fiscal year in a deficit condition are required to formulate a deficit elimination plan and submit that plan in the form of a certified resolution to the State of Michigan for approval.

A projected budget approved by the legislative body showing the projected revenues and expenditures is acceptable evidence supporting the plan.

The attached resolution is in the recommended format provided by the State and the figures provided show the 2024 projected budget in these three funds including the 2<sup>nd</sup> quarter budget amendment also included in the 7/8/2024 FAM agenda.

I am happy to answer any further questions you may have.

RESOLUTION

NO: 2024-07-091

LIVINGSTON COUNTY

DATE: July 22, 2024

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## Resolution to Authorize a Second Quarter Budget Amendment to the Fiscal-Year 2024 Budget – Fiscal Services

**WHEREAS,** the proposed amendment ensures compliance with the Uniform Budgeting and Accounting Act, as amended; and

**WHEREAS,** the proposed amendment recognizes actual expenditure activity for the second quarter of 2024 and includes:

- Net zero transfer between several County Departments to reflect actual activity
- Increase in overtime and corresponding fringes for Drain storm construction projects – Offset with revenue to reimburse the General Fund for these increased costs
- Increase in Sheriff Animal Control costs due to large ongoing scale investigation , increase in contract revenue realized from new policing contract
- Increase in liability insurance costs to cover invoices to replenish funds on deposit in retention fund
- Increase in attorney costs associated with ongoing litigation
- Increase in Sheriff personnel costs for equipment stipend, personnel costs for large employee leave payout, and actual benefit selection
- Increase in Animal Shelter for new exit door, new refrigerator, and floor repairs
- Decrease in Personnel and Miscellaneous Contingency to offset the increased General Fund expenses
- Decrease in 911 for wages and fringes due to vacancy savings, increase in revenue for interest earned
- Increase in Carpool for increased collision and repair expenses
- Increase in EMS wages and benefits to adjust to actuals and arbitration costs, increase in revenue for charges for service collections
- Increase in US Treasury Equitable share to cover supplies budgeted for in GF
- Increase in Animal Shelter Donation fund for increased medical care costs – use of fund balance in the Donation Fund
- Establishment of Opioid Fund Budget
- Establishment of ARPA Interest Revenue budget

**WHEREAS,** the proposed amendment includes an overall increase in General Fund revenue and expense of \$75,021; and

**WHEREAS,** the proposed amendment also includes an increase in revenue budgeted in the following areas:

- EMS revenue of \$25,813
- Sheriff -US Treasury Equitable Share revenue of \$14,304
- 911 Dispatch - Interest earned revenue of \$46,000

**THEREFORE, BE IT RESOLVED** that the Board of Commissioners authorizes the following budget amendment to the Fiscal-Year 2024 Budget as reflected below:

Fund/Org		Approved 2024 Budget	Proposed Amendment	Amended 2024 Budget
101	General Fund	\$ 62,601,617	\$ 75,021	\$ 62,676,638
<b>Special Revenue Funds</b>				
21065100	EMS	\$ 14,227,622	\$ 56,600	\$ 14,284,222
23243000	Animal Shelter Donations	\$ 25,000	\$ 15,000	\$ 40,000
23530176	Secondary Road Patrol Traffic Grant	\$ 162,950	\$ 200	\$ 163,150
26132500	911 Central Dispatch	\$ 5,356,757	\$ (243,235)	\$ 5,113,522
27230100	US Treasury Equitable	\$ 5,000	\$ 10,000	\$ 15,000
28400001	Opioid Settlement	\$ -	\$ 100,000	\$ 100,000
<b>ARPA</b>				
28600001	ARPA - General	\$ -	\$ 40,000	\$ 40,000
<b>Internal Service Funds</b>				
66126700	Car Pool	\$ 2,594,035	\$ 93,771	\$ 2,687,806

**BE IT FURTHER RESOLVED** that the request forms showing details of the above are available for review in the Fiscal Services office.

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MOVED:

SECONDED:

CARRIED:

## General Fund

Org	Description	EXPENSES			REVENUE		
		2024 Amended	Total	Proposed	2024 Amended	Total	Proposed
		Budget	Request	Amendment	Budget	Request	Amendment
10100001	TAXES	\$ -	\$ -	\$ -	\$ (47,509,786)	\$ -	\$ (47,509,786)
10110100	BOARD OF COMMISSIONERS	\$ 749,459	\$ 381	\$ 749,840	\$ -	\$ -	\$ -
10117200	COUNTY ADMINISTRATION	\$ 509,989	\$ 123	\$ 510,112	\$ -	\$ -	\$ -
10121200	FISCAL SERVICES	\$ 806,657	\$ 2,000	\$ 808,657	\$ (40,000)	\$ -	\$ (40,000)
10121500	COUNTY CLERK	\$ 526,543	\$ (40,027)	\$ 486,516	\$ (218,000)	\$ -	\$ (218,000)
10121599	COUNTY CLERK CIRCUIT CRT	\$ 1,137,294	\$ -	\$ 1,137,294	\$ (472,100)	\$ -	\$ (472,100)
10122300	INTERNAL/EXTERNAL AUDITS	\$ 172,526	\$ -	\$ 172,526	\$ -	\$ -	\$ -
10122800	INFORMATION TECHNOLOGY	\$ 40,000	\$ -	\$ 40,000	\$ -	\$ -	\$ -
10124800	TAX ALLOCATION BOARD	\$ 1,200	\$ -	\$ 1,200	\$ -	\$ -	\$ -
10124900	PLAT BOARD	\$ 500	\$ -	\$ 500	\$ -	\$ -	\$ -
10125300	COUNTY TREASURER	\$ 1,196,486	\$ 207	\$ 1,196,693	\$ (85,250)	\$ -	\$ (85,250)
10125700	EQUALIZATION	\$ 749,904	\$ -	\$ 749,904	\$ (30,000)	\$ -	\$ (30,000)
10126200	ELECTIONS	\$ 425,182	\$ 41,010	\$ 466,192	\$ (215,150)	\$ -	\$ (215,150)
10126500	FACILITIES SERVICE	\$ 206,896	\$ -	\$ 206,896	\$ (261,740)	\$ -	\$ (261,740)
10126600	ATTORNEY/COUNSEL	\$ 216,429	\$ 100,000	\$ 316,429	\$ -	\$ -	\$ -
10127000	HUMAN RESOURCES	\$ 836,455	\$ -	\$ 836,455	\$ -	\$ -	\$ -
10128100	CENTRAL SERVICE JUDICIAL	\$ 3,095,279	\$ -	\$ 3,095,279	\$ (484,636)	\$ (13,817)	\$ (498,453)
10128200	APPELLATE COURT	\$ 61,000	\$ -	\$ 61,000	\$ -	\$ (20,500)	\$ (20,500)
10128300	CIRCUIT COURT	\$ 1,492,853	\$ -	\$ 1,492,853	\$ (234,747)	\$ -	\$ (234,747)
10128400	JUVENILE COURT	\$ 1,128,729	\$ -	\$ 1,128,729	\$ (303,030)	\$ -	\$ (303,030)
10128500	GUARDIANSHIP	\$ 8,400	\$ -	\$ 8,400	\$ (13,140)	\$ -	\$ (13,140)
10128600	DISTRICT COURT	\$ 2,337,297	\$ -	\$ 2,337,297	\$ (2,145,778)	\$ 4,624	\$ (2,141,154)
10129400	PROBATE COURT	\$ 984,441	\$ -	\$ 984,441	\$ (247,889)	\$ -	\$ (247,889)
10129500	PROBATION	\$ 86,871	\$ -	\$ 86,871	\$ -	\$ -	\$ -
10129600	PROSECUTING ATTORNEY	\$ 3,072,889	\$ -	\$ 3,072,889	\$ (7,800)	\$ -	\$ (7,800)
10129617	PROS ATTY FAMILY SUPPORT	\$ 82,389	\$ -	\$ 82,389	\$ -	\$ -	\$ -
10130100	SHERIFF	\$ 11,142,745	\$ 9,000	\$ 11,151,745	\$ (1,385,928)	\$ (19,680)	\$ (1,405,608)
10130106	SHERIFF - TRAFFIC	\$ 18,433	\$ -	\$ 18,433	\$ -	\$ -	\$ -
10130143	SHERIFF - ANIMAL CNTRL	\$ 317,345	\$ 4,268	\$ 321,613	\$ (600)	\$ -	\$ (600)
10130400	COURT SECURITY	\$ 343,460	\$ 491	\$ 343,951	\$ -	\$ -	\$ -
10135100	JAIL	\$ 14,056,564	\$ 64,369	\$ 14,120,933	\$ (3,059,090)	\$ -	\$ (3,059,090)
10142600	EMERGENCY MNGMT	\$ 293,121	\$ -	\$ 293,121	\$ (56,744)	\$ -	\$ (56,744)
10143000	ANIMAL SERVICES	\$ 823,666	\$ 18,000	\$ 841,666	\$ (193,000)	\$ -	\$ (193,000)
10144100	DEPT OF PUBLIC WORKS	\$ 250,781	\$ -	\$ 250,781	\$ (39,650)	\$ -	\$ (39,650)
10144200	DRAIN COMMISSIONER	\$ 4,642,521	\$ 25,648	\$ 4,668,169	\$ (1,828,179)	\$ (25,648)	\$ (1,853,827)
10144500	DRAINS PUBLIC BENEFIT	\$ 315,000	\$ -	\$ 315,000	\$ -	\$ -	\$ -
10160500	CONTAGIOUS DISEASE	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -
10164800	MEDICAL EXAMINER	\$ 703,866	\$ -	\$ 703,866	\$ (48,000)	\$ -	\$ (48,000)
10164900	MENTAL HEALTH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10167200	AGENCY ON AGING	\$ 89,012	\$ -	\$ 89,012	\$ -	\$ -	\$ -
10169300	COMMUNITY ACTION PLANS	\$ 684,254	\$ -	\$ 684,254	\$ -	\$ -	\$ -
10170100	PLANNING	\$ 446,031	\$ -	\$ 446,031	\$ (2,400)	\$ -	\$ (2,400)
10171000	COOPERATIVE EXTENSION	\$ 256,387	\$ -	\$ 256,387	\$ -	\$ -	\$ -
10171100	REGISTER OF DEEDS	\$ 829,880	\$ 1,108	\$ 830,988	\$ (2,076,480)	\$ -	\$ (2,076,480)
10172800	ECONOMIC DEVELOPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10185100	INSURANCE POLICIES	\$ 662,265	\$ 166,000	\$ 828,265	\$ (250,000)	\$ -	\$ (250,000)
10186100	RETIREMENT COUNTY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10187000	UNEMPLOYMENT INSURANCE	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -	\$ -
10189900	CHARGEBACKS	\$ 500	\$ -	\$ 500	\$ -	\$ -	\$ -
10196600	APPROPRIATIONS	\$ 2,254,610	\$ -	\$ 2,254,610	\$ -	\$ -	\$ -
10196610	APPROPRIATIONS - Court	\$ 807,000	\$ -	\$ 807,000	\$ -	\$ -	\$ -
10196631	APPROPRIATIONS - Other	\$ 944,190	\$ -	\$ 944,190	\$ -	\$ -	\$ -
10196641	APPROPRIATIONS - Info Tech	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10196650	APPROPRIATIONS - Health	\$ 500,000	\$ -	\$ 500,000	\$ -	\$ -	\$ -
10196800	CONTINGENCIES - Vision Tour	\$ 1,400,000	\$ -	\$ 1,400,000	\$ -	\$ -	\$ -
10196800	CONTINGENCIES - Personnel	\$ 200,000	\$ (80,930)	\$ 119,070	\$ -	\$ -	\$ -
10196800	CONTINGENCIES - Courts	\$ 156,000	\$ -	\$ 156,000	\$ -	\$ -	\$ -
10196800	CONTINGENCIES - Misc.	\$ 523,318	\$ (236,627)	\$ 286,691	\$ -	\$ -	\$ -
		\$ 62,601,617	\$ 75,021	\$ 62,676,638	\$ (61,209,117)	\$ (75,021)	\$ (61,284,138)



Org	Description	EXPENSES			REVENUE		
		2024 Amended	Adjustment	Proposed	2024 Amended	Adjustment	Proposed
		Budget	Request	Amdment	Budget	Request	Amdment
<b>Special Revenue Funds</b>							
21065100 EMS		\$ 14,227,622	\$ 56,600	\$ 14,284,222	\$ (14,515,471)	\$ (25,813)	\$ (14,541,284)
21065124 EMS - Training & Education		\$ 477,896	\$ -	\$ 477,896	\$ (220,834)	\$ -	\$ (220,834)
21429800 FOC Family Counseling		\$ 10,000	\$ -	\$ 10,000	\$ (10,000)	\$ -	\$ (10,000)
21528900 FOC		\$ 3,221,131	\$ -	\$ 3,221,131	\$ (3,000,000)	\$ -	\$ (3,000,000)
21828400 REDD Grant		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21928100 CESF- Courts		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21830100 CESF- Sheriff		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22028400 CPLR Grant Fund		\$ 63,240	\$ -	\$ 63,240	\$ (63,241)	\$ -	\$ (63,241)
22160100 Health		\$ 6,146,252	\$ -	\$ 6,146,252	\$ (6,207,008)	\$ -	\$ (6,207,008)
23030100 Sheriff Donation Fund		\$ 2,500	\$ -	\$ 2,500	\$ (2,500)	\$ -	\$ (2,500)
23243000 Animal Shelter Donations		\$ 25,000	\$ 15,000	\$ 40,000	\$ (15,000)	\$ -	\$ (15,000)
23368900 Veterans Donation Fund		\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -
23428150 4Yr BJA Adult Drug Court Grant		\$ 102,224	\$ -	\$ 102,224	\$ (101,640)	\$ -	\$ (101,640)
23428151 BJA SCAO Adult Drug Court		\$ 98,000	\$ -	\$ 98,000	\$ (98,000)	\$ -	\$ (98,000)
23428152 BJA Veterans Treatment Court Grant		\$ 60,817	\$ -	\$ 60,817	\$ (60,000)	\$ -	\$ (60,000)
23429657 Family Support		\$ 374,668	\$ -	\$ 374,668	\$ (339,740)	\$ -	\$ (339,740)
23430150 Sheriff JAG Grant		\$ 4,500	\$ -	\$ 4,500	\$ (4,500)	\$ -	\$ (4,500)
23430151 Sheriff Traffic Enforcement Grant		\$ 39,320	\$ -	\$ 39,320	\$ (39,320)	\$ -	\$ (39,320)
23433150 Sheriff Marine Safety Grant		\$ 6,600	\$ -	\$ 6,600	\$ (6,600)	\$ -	\$ (6,600)
23442650 Emergency Management Performance Grant		\$ 53,032	\$ -	\$ 53,032	\$ (53,032)	\$ -	\$ (53,032)
23442651 Hazardous Materials Emergency Preparedness Grant		\$ 3,000	\$ -	\$ 3,000	\$ (3,000)	\$ -	\$ (3,000)
23442652 Homeland Security Grant		\$ 190,993	\$ -	\$ 190,993	\$ (190,993)	\$ -	\$ (190,993)
23528170 Courts Adult Drug Court		\$ 121,880	\$ -	\$ 121,880	\$ (118,825)	\$ -	\$ (118,825)
23528171 Courts Juvenile Drug Court		\$ 43,877	\$ -	\$ 43,877	\$ (43,877)	\$ -	\$ (43,877)
23528172 Courts Swift Sure		\$ 156,261	\$ -	\$ 156,261	\$ (141,496)	\$ -	\$ (141,496)
23528173 Courts Veteran Court		\$ 48,291	\$ -	\$ 48,291	\$ (46,000)	\$ -	\$ (46,000)
23528174 Courts Mental Health		\$ 212,850	\$ -	\$ 212,850	\$ (204,450)	\$ -	\$ (204,450)
23529678 Crime Victims Rights		\$ 194,465	\$ -	\$ 194,465	\$ (178,207)	\$ -	\$ (178,207)
23530100 Sheriff - State Training Grant		\$ 12,000	\$ -	\$ 12,000	\$ (12,000)	\$ -	\$ (12,000)
23530176 Secondary Road Patrol Traffic Grant		\$ 162,950	\$ 200	\$ 163,150	\$ (162,950)	\$ -	\$ (162,950)
23544170 STATE DPW State Grants		\$ 10,000	\$ -	\$ 10,000	\$ (10,000)	\$ -	\$ (10,000)
23944100 STATE DPW State Grants		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24524500 ROD Survey & Remon		\$ 108,961	\$ -	\$ 108,961	\$ (65,000)	\$ -	\$ (65,000)
25522300 Princ Res Exemption		\$ 6,100	\$ -	\$ 6,100	\$ (4,400)	\$ -	\$ (4,400)
25671101 ROD Automation		\$ 413,026	\$ -	\$ 413,026	\$ (145,000)	\$ -	\$ (145,000)
25830100 DEPT OF JUSTICE EQUIT		\$ 58,375	\$ -	\$ 58,375	\$ (20,000)	\$ -	\$ (20,000)
26028000 Indigent Defense		\$ 3,323,025	\$ -	\$ 3,323,025	\$ (3,285,980)	\$ -	\$ (3,285,980)
26132500 911 Central Dispatch		\$ 5,356,757	\$ (243,235)	\$ 5,113,522	\$ (4,251,086)	\$ (46,000)	\$ (4,297,086)
26132525 911 Enhanced		\$ 378,000	\$ -	\$ 378,000	\$ (379,000)	\$ -	\$ (379,000)
26132526 911 Training		\$ 35,000	\$ -	\$ 35,000	\$ (37,490)	\$ -	\$ (37,490)
26321500 Concealed Pistol Licensing		\$ 469,587	\$ -	\$ 469,587	\$ (128,675)	\$ -	\$ (128,675)
26435100 Sheriff CO Training		\$ 61,500	\$ -	\$ 61,500	\$ (15,000)	\$ -	\$ (15,000)
26530100 Drug Law Enforcement		\$ 8,000	\$ -	\$ 8,000	\$ (3,000)	\$ -	\$ (3,000)
26929200 Law Library		\$ 6,500	\$ -	\$ 6,500	\$ (6,500)	\$ -	\$ (6,500)
27230100 US Treasury Equitable		\$ 5,000	\$ 10,000	\$ 15,000	\$ (2,000)	\$ (14,304)	\$ (16,304)
27536300 Community Corrections		\$ 110,019	\$ -	\$ 110,019	\$ (110,159)	\$ -	\$ (110,159)
27830100 Sheriff Victim Svcs Unit		\$ 1,700	\$ -	\$ 1,700	\$ (700)	\$ -	\$ (700)
28400001 Opioid Settlement		\$ -	\$ 100,000	\$ 100,000	\$ -	\$ (100,000)	\$ (100,000)
29067000 Social Welfare		\$ 9,000	\$ -	\$ 9,000	\$ (7,000)	\$ -	\$ (7,000)
29266200 Child Care Juvenile		\$ 1,804,233	\$ -	\$ 1,804,233	\$ (1,607,038)	\$ -	\$ (1,607,038)
29266300 Child Care Social Services		\$ 745,812	\$ -	\$ 745,812	\$ (196,680)	\$ -	\$ (196,680)
29568900 Veteran Services FUN		\$ 1,192,205	\$ -	\$ 1,192,205	\$ (960,600)	\$ -	\$ (960,600)
29630100 Criminal Forfeiture		\$ 3,000	\$ -	\$ 3,000	\$ (1,500)	\$ -	\$ (1,500)
29768900 CO Veterans SVS Fund		\$ 153,931	\$ -	\$ 153,931	\$ (244,046)	\$ -	\$ (244,046)

Agenda Page 30 of 145

**RESOLUTION**

**NO: 2024-07-092**

**LIVINGSTON COUNTY**

**DATE: July 22, 2024**

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**Resolution Authorizing Submission of the FY 2025 Child Care Fund Budget to the State of Michigan – Juvenile Court**

**WHEREAS,** the Child Care Fund is a shared funding mechanism between the State of Michigan and local Courts / Counties for juvenile justice and child welfare services; and

**WHEREAS,** the total proposed Child Care Fund Budget of \$3,509,190 for the period of October 1, 2024 – September 30, 2025 is comprised of three components: Court & DHHS Community-Based Services (\$2,253,200); Court Out-Of-Home Care (\$355,990) and MDHHS Out-Of-Home Care / State Ward Board & Care (AKA The Chargeback) (\$900,000), with the State of Michigan’s share being \$2,342,894 and the County’s share being \$1,166,296; and

**WHEREAS,** legislative changes to the Child Care Fund, effective October 1, 2024, maintains the 50% reimbursement rate for Out-Of-Home placement costs and increases the Community-Based Services reimbursement rate to 75%, requiring implementation of new research-based programs and practices and expanding eligibility for previously ineligible staff and expenses; and

**WHEREAS,** the Juvenile Court positions allocation changes can begin October 1, 2024; and

**WHEREAS,** the increased reimbursement rate, eligibility of previously ineligible expenses, combined with the legislative elimination of most collection in juvenile court cases, the sunset of Raise the Age funding and implementation of new research-based programs and practices, nets an estimated general fund savings of \$458,000 from FY 2024.

**THEREFORE, BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the FY 2025 Child Care Fund Budget in the amount of \$3,509,190 as outlined above with an estimated County share of \$1,166,296.

**BE IT FURTHER RESOLVED** that the Board of Commissioners authorizes the following position allocations beginning October 1, 2024:

<u>Position</u>	<u>Title</u>	Current Allocation		Proposed Allocation	
		<u>GF</u>	<u>CCF</u>	<u>GF</u>	<u>CCF</u>
14900101	Intake Hear Off/Ref	100%	0%	0%	100%
14900104	Juvenile Services Supervisor	14%	86%	0%	100%
14900204	Prob Off/Adopt Caswk	50%	50%	50%	50%
14900201	Sr Probation Officer	50%	50%	0%	100%
14900203	Probation Officer	50%	50%	0%	100%
14900212	Probation Officer	0%	100%	0%	100%
14900213	Probation Officer	50%	50%	0%	100%
14900103	Juvenile Register	100%	0%	90%	10%
14900205	Data / Collections	74%	26%	50%	50%
14900105	Juv & Probate Admin	60%	40%	55%	45%
14900206	Dep Juv Reg/Crt Rec	100%	0%	75%	25%
14900207	Clerk	100%	0%	75%	25%
16800107	Court Financial Officer	92.5%	7.5%	85%	15%
29200100	Juv Transporter	85%	15%	77%	23%

**BE IT FURTHER RESOLVED** that the Chair of the Livingston County Board of Commissioners is hereby authorized to sign the FY 2025 Child Care Fund Budget for submission to the State of Michigan for acceptance.

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

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

#

#

#

MOVED:  
SECONDED:  
CARRIED:



**204 S. Highlander Way Suite 3, Howell, MI 48843**

**Phone 517-540-7739**

**Email: [dshaw@livgov.com](mailto:dshaw@livgov.com)**

## Memorandum

**To: Livingston County Board of Commissioners**

**From: Deborah Shaw, Juvenile & Probate Court Administrator**  
**Sallie Kuhne, Acting Director, MDHHS – Livingston County**

**Date: July 8, 2024**

**Re: Resolution Authorizing the Submission of the FY 2025 Child Care Fund Annual Budget**

The Child Care Fund (CCF) is a shared funding mechanism between the State of Michigan and local Courts/Counties for juvenile justice and child welfare services. The attached resolution authorizes the submission of the FY 2025 Child Care Fund Budget to the Michigan Department of Health and Human Services in the combined amount of \$3,509,190 (\$2,609,190 total CCF Budget + \$900,000 chargeback for MDHHS out-of-home placement = \$3,509,190).

In December 2023, the Michigan Legislature passed the bipartisan Justice for Kids and Communities package to increase community safety and reduce recidivism through deployment of research-based practices and programs statewide. To fund the adoption of best practices, the CCF reimbursement rate for community-based services is raised to 75% in FY2025.

The new reimbursement model removes the “intensive” requirement of services and instead requires matching services to identified risk and need areas, treatment goals, and measuring the fidelity and outcome of programs, and includes the use of diversion. This expansion of the CCF both enables the shift of some previously ineligible general funded juvenile court staff (3.6 FTE) and expenses into the CCF (garnering the 75% reimbursement) and requires the implementation of new evidence-based programming, data collection and analysis including:

- Adopt a validated risk screening tool to guide diversion and consent calendar decisions.
- Adopt a validated risk assessment tool to use before disposition.
- Adopt a detention screening tool to inform the use of secure detention.
- Utilize research-based juvenile-specific probation standards.
- Employ a local quality assurance specialist to support the county with implementing research-based practices.
- Develop a data collection plan to ensure screening and assessment tools and community-

based interventions are implemented with and adhere to fidelity.

The CCF reimbursement rate for out-of-home expenses (foster care, detention and residential placement) for both juvenile justice and child welfare families remains at 50%. Daily rates for detention and residential placement continue to rise as the state attempts to mediate the bed crisis, now ranging from \$190 to \$1,050 per day.

With the implementation of “State Pays First” in FY 2019, costs incurred for out of home care for a child who is under the care and control of the State are first paid by the State. When a child is supervised by the Court, the County/Court “pays first” for out of home costs incurred. Financial reports are exchanged each month for reimbursement (the “chargeback”) and are reconciled at the end of the fiscal year.

The Child Care Fund Annual Budget forms no longer includes a place to record the estimated amount of the County’s obligation for DHHS supervised Out-Of-Home placements (\$900,000).

The Court’s efforts to decrease use of detention and residential placement have successfully reduced the number of delinquent youth placed out of home each year. As such, despite the skyrocketing costs, the amount budgeted for out-of-home costs remains the FY 2024 reduced amount:

	MDHHS	Court	Combined	GF Obligation
Out of Home Care	\$900,000	\$355,990	\$1,255,990	\$627,995

**MDHHS Community-Based Service (CBS) Components** are designed to prevent removal from home, to effectuate an early return home from placement and to achieve permanency for children in a safe and timely manner. All costs for community-based services are first paid by the County/Court and included in the monthly financial reports and reconciliation with the State. There are no new requirement for MDHHS components, however they do garner the increased reimbursement rate of 75%.

1. **MDHHS Family Supportive Services** are targeted at specific but various family issues and provides goods and services that are not available or eligible from other family assistance programs. Examples of services include, but are not limited to, life-skills education, financial counseling, mentoring, tutoring, summer camp tuition, court-ordered transportation, drug/urine screening, program attendance incentives, child-parent assessments, counseling, and various expenditures that are court ordered.
2. **MDHHS Supervised Visitation Coaches** develops a plan with the family for visitation sessions. The parent coach will work with the family to advocate and encourage routine and structure, provide support and understanding regarding separation and reunion within the family, cultivate a nurturing environment to encourage the family plan, provide instruction and information that involves behavior modeling, and offer demonstrations and supervision of areas such as childcare, non-abusive child management skills, and childcare techniques.

3. Wraparound – MDHHS Component – services are provided by the Livingston County Community Mental Health Authority, supported through blended funding and a community that embraces collaboration and shared responsibility. Wraparound is a family-centered, strength based, holistic and team-oriented process used to work with high risk, multi-system children and families to address children’s complex needs, reduce out-of-home placement (including psychiatric hospitalization) and support their community success.

**Court Community-Based Services, Programs and Practices** includes screening and assessment, diversion, probation, intensive probation, existing and new evidence-based services, programs and approaches shown to enhance community safety and meet youth/family needs by ameliorating risk factors and reducing recidivism.

1. Multi-Systemic Treatment (MST) is provided in partnership with Highfields, Inc. Through intensive intervention, MST works to eliminate or significantly reduce the frequency and severity of the youth's problematic behavior(s), empower parents with the skills and resources needed to independently address the inevitable difficulties that arise in raising children and adolescents and empower youth to cope with stressors such as family, peers, school and neighborhood problems.
2. Wraparound – Court Component – see description above.
3. Formerly Intensive Treatment Services component provides for the staff, programs, contracts, training, and supplies to provide diversion, consent and probation services that ameliorate criminogenic risk factors, enhance protective factors and hold juveniles accountable for harm done. Individualized case plans protect community safety by providing services to support the success of youth and their families in avoiding future system involvement. In the coming year, new evidence-based programs will be implemented that include early intervention and address the highest risk for recidivism factors we see in our youth (education, aggression and poor frustration tolerance, lack of pro-social activities, and substance abuse).
4. Court Appointed Special Advocates (CASA) program, provided in partnership with LACASA Center, recruits, trains and supports volunteers who are appointed by the Court to advocate for the best interests of abused and neglected children in child protective proceedings. As an independent voice for children, CASAs investigate, facilitate, and advocate on behalf of the children until they are in a safe, permanent home. The United Way provides \$25,000 in donated funds to defray the County’s costs of this program.

	MDHHS Component	Court Component	75% Reimbursement	Donated Funds	GF Obligation
Community-Based Services	\$240,000	\$2,013,200	\$1,689,900	\$25,000	\$538,301

### **Impact of FY 2025 Legislative Changes on General Fund:**

Legislative reform enables the shifting of previously general funded expenses into the Child Care Fund (resulting in 75% reimbursement) and the requirement to add additional evidence-based juvenile justice practices (also reimbursed at 75%).

- 3.6 existing FTE are shifted from the general fund to the CCF including 100% of the juvenile probation department; an additional 0.05 FTE each of the juvenile court administrator and court finance officer, and 0.85 FTE of juvenile court support staff positions (\$553,125 x 0.75 reimbursement = \$414,844 net general fund savings).
- Shift previously ineligible operational expenses from general fund into the Child Care Fund (\$30,123 x 75% = \$22,592 net general fund savings).
- Deductions
  - Shift 0.10 FTE chief account clerk from CCF to general fund (\$9,709 addition to general fund).
  - Sunset of the Raise the Age Grant which provided three years of temporary funding to cover the non-CCF eligible costs of increasing the jurisdictional age from 16 to 17 (\$110,000 allocation in FY 2024).
  - Elimination of Fees and Reimbursements (\$123,822 collected in 2023).

### **FY 2025 Budget Summary:**

	Total	County Portion
Out-Of-Home Placement – DHHS Chargeback	\$900,000	\$450,000
Out-Of-Home Placement - Court	\$355,990	\$177,995
CBS - MDHHS Components	\$240,000	\$60,000
CBS – Court Components	\$2,013,200	\$478,301
Subtotal	\$3,509,190	\$1,166,296
Sunset of Raise the Age Grant funding		\$110,000
Elimination of Juvenile Delinquency Collections		\$123,822
Net GF Reduction		(427,727)
Total FY 2025 Obligation		\$972,391
Total FY 2024 Obligation		\$1,430,585
Net GF Savings		\$458,194

Of note, changes may be required as SCAO and MDHHS finalize rules and expectations in the coming years.

Thank you for your time and attention to this matter.



## County Child Care Budget Summary (DHS-2091)

Michigan Department of Health and Human Services (MDHHS)

Children's Services Agency

Livingston County for October 1, 2024 through September 30, 2025

Organization	Court Contact Person	Telephone Number	Email Address
Livingston County	Deborah J. Shaw - CCF Judges Delegate	(517) 540-7739	dshaw@livgov.com
Fiscal Year	MDHHS Contact Person	Telephone Number	Email Address
October 1, 2024 through September 30, 2025	Sallie Kuhne - CCF Organization Management	(248) 262-6403	kuhnes@michigan.gov

Cost Sharing Ratios		Anticipated Expenditures		
		MDHHS	Court	Combined
A. Out of Home Care - Court or Tribal Supervised	County 50% / State 50%	\$0.00	\$355,990.00	\$355,990.00
B. In-Home Care	County 25% / State 75%	\$240,000.00	\$2,013,200.00	\$2,253,200.00
C. County/Court-Operated Facilities	County 50% / State 50%	\$0.00	\$0.00	\$0.00
<b>D. Subtotals (A+B+C)</b>		\$240,000.00	\$2,369,190.00	\$2,609,190.00
E. Revenue		\$0.00	\$0.00	\$0.00
F. Net Expenditure		\$240,000.00	\$2,369,190.00	\$2,609,190.00

Cost Sharing Ratios	County 50% / State 50%	Anticipated Expenditures		
		MDHHS	Court	Combined
A. Out of Home Care - Neglect Abuse		\$0.00	\$0.00	\$0.00

Please Note: The *Neglect/Abuse Out-of-Home Care* amount reflects ONLY the county court's share of these expenditures. Effective October 2019 the State of Michigan pays 100% of Neglect/Abuse Out-of-Home placements and the county then reimburses the state 50%.

Cost Sharing Ratios	County 0% / State 100% \$56,520.00 Maximum	MDHHS	Court	Combined
Basic Grant		\$0.00	\$0.00	\$0.00

<b>Total Expenditure</b>	\$2,609,190.00
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### BUDGET DEVELOPMENT CERTIFICATION

**THE UNDERSIGNED HAVE PARTICIPATED IN DEVELOPING THE PROGRAM BUDGET PRESENTED ABOVE. We certify that the budget submitted above represents an anticipated gross expenditure for the fiscal year: October 1, 2024 through September 30, 2025; and any requests for reimbursement shall adhere to all state law, administrative rules and child care fund handbook authority.**

Presiding Judge	Date
County Director of MDHHS Signature	Date
Chairperson, Board of Commissioner's Signature	Date
And/or County Executive Signature	Date

Michigan Department of Health & Human Services (MDHHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to an MDHHS office in your area.

AUTHORITY: Act 87, Publication of of 1978, as amended.  
 COMPLETION: Required.  
 PENALTY: State reimbursement will be withheld from local government.

RESOLUTION

NO: 2024-07-093

LIVINGSTON COUNTY

DATE: July 22, 2024

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**Resolution Authorizing Transmission of the Approved 2025-2030 County Capital Improvement Plan to the Livingston County Board of Commissioners – Planning Department**

**WHEREAS,** a Capital Improvement Plan allows for the planning of projects over a certain period of time; and

**WHEREAS,** County Departments are requesting to be financed with County funds to build, renovate, or buy equipment, infrastructure, or property to be used as a public asset or to benefit the public; and

**WHEREAS,** a “Capital Project” is defined as a project large in size, having a cost in excess of \$50,000, and a useful life greater than 3 years; and

**WHEREAS,** the Capital Improvement Plan is prepared per a policy laid out in the Debt Management Policy, which states that the County Planning Commission, in collaboration with the County Department of Planning, will annually prepare a multi-year inventory identifying projects approved or anticipated by various County departments, which is supported by **Board Resolution #702-288**; and

**WHEREAS,** inasmuch as the County Planning Commission has an adopted County Master Plan, the County Planning Commission must be included in the formal review process of proposed County Department Capital Improvement Plan projects (**Michigan Planning Enabling Act, Act 33 of 2008 - MCLA 125:3831 and 125:3865-3867**); and

**WHEREAS,** to make informed decisions, prioritize needs, and plan for fiscal requirements it is beneficial to include Department capital project requests for the upcoming year(s) in both the Capital Improvement Plan and the annual budget process; and

**WHEREAS,** it is the recommendation of the County’s Planning Department and County Administration that the Capital Improvement Plan process be incorporated into the annual County Budget Process and that all County Departments with requests for projects with estimated costs in excess of \$50,000 participate in providing the information requested to be included in the Capital Improvement Plan; and

**WHEREAS,** that the Livingston County Board of Commissioners has approved that the annual Capital Improvement Planning (CIP) process be incorporated with the annual Operating Budget Process and County Departments with projects in excess of \$50,000 participate in completion of the CIP.

**THEREFORE, BE IT RESOLVED** that the Planning Commission will continue to review and transmit the Livingston County Capital Improvement Plan annually to the Livingston County Board of Commissioners.

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**BE IT FURTHER RESOLVED** that the Livingston County Planning Commission herein transmits the 2025-2030 Livingston County Capital Improvement Plan to the Livingston County Board of Commissioners and requests that the Board formally receive, file and utilize the report as appropriate.

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

# APPROVED

## Resolution

### Livingston County Planning Commission

#### TRANSMISSION OF THE

### APPROVED 2025-2030 COUNTY CAPITAL IMPROVEMENT PLAN

#### TO THE LIVINGSTON COUNTY BOARD OF COMMISSIONERS

**WHEREAS**, a Capital Improvement Plan allows for the planning of projects over a certain period of time; and

**WHEREAS**, County Departments are requesting to be financed with County funds to build, renovate, or buy equipment, infrastructure or property to be used as a public asset or to benefit the public; and

**WHEREAS**, a capital project is defined as a project large in size, having a cost in excess of \$50,000, and a useful life greater than 3 years; and

**WHEREAS**, the Capital Improvement Plan is prepared per a policy laid out in the Debt Management Policy, which states that the County Planning Commission, in collaboration with the County Department of Planning, will annually prepare a multi-year inventory identifying projects approved or anticipated by various County departments, which is supported by **Board Resolution #702-288**; and

**WHEREAS**, inasmuch as the County Planning Commission has an adopted County Master Plan, the County Planning Commission must be included in the formal review process of proposed County Department Capital Improvement Plan projects (**Michigan Planning Enabling Act, Act 33 of 2008 - MCLA 125:3831 and 125:3865-3867**); and

**WHEREAS**, to make informed decisions, prioritize needs, and plan for fiscal requirements it is beneficial to include Department capital project requests for the upcoming year(s) in both the Capital Improvement Plan and the annual budget process; and

**WHEREAS**, it is the recommendation of the County's Planning Department and County Administration that the Capital Improvement Plan process be incorporated into the annual County Budget Process and that all County Departments with requests for projects with estimated costs in excess of \$50,000 participate in providing the information requested to be included in the Capital Improvement Plan; and

**WHEREAS**, that the Livingston County Board of Commissioners has approved that the annual Capital Improvement Planning (CIP) process be incorporated with the annual Operating Budget Process and County Departments with projects in excess of \$50,000 participate in completion of the CIP.

**THEREFORE BE IT RESOLVED** that the Planning Commission will continue to review and transmit the Livingston County Capital Improvement Plan annually to the Livingston County Board of Commissioners; and

**BE IT FURTHER RESOLVED** that the Livingston County Planning Commission herein transmits the 2025-2030 Livingston County Capital Improvement Plan to the Livingston County Board of Commissioners and requests that the Board formally receive, file, and utilize the report as appropriate.

Approved: 

Bill Anderson, Chair

Attest: 

Scott Barb, Planning Department Director

**On This Date: Wednesday, June 19, 2024**

**LIVINGSTON COUNTY PLANNING COMMISSION**

Bill Anderson, Chair  
Matt Ikle, Vice Chair  
William Call, Secretary  
Dennis Bowdoin  
Margaret Burkholder  
Paul Funk  
Jason Schrock



# Livingston County Department of Planning

## MEMORANDUM

**Scott Barb**  
**AICP, PEM**  
**Director**

**Robert A. Stanford**  
**AICP**  
**Principal Planner**

**Martha Haglund**  
**AICP Candidate**  
**Principal Planner**

**TO:** Livingston County Board of Commissioners and members of the Finance and Asset Management Subcommittee

**FROM:** Robert Stanford, Principal Planner, AICP  
Livingston County Planning Department

**DATE:** June 21, 2024

**SUBJECT:** 2025-2030 Approved Livingston County Capital Improvement Plan

Greetings Commissioners:

On behalf of the Livingston County Planning Department and Planning Commission, I present to you the 2025-2030 Livingston County Capital Improvement Plan (CIP). Unfortunately, due to the size of the document, it precludes the normal inclusion within your packet of information for this meeting. Therefore, one (1) permanent hard copy of the document will be supplied to the Board of Commissioner's office and one hard copy will be permanently maintained by the Planning Department. You may access the full document for your own personal use online at the following URL:

<https://milivcounty.gov/wp-content/uploads/2025-2030-CIP-APPROVED-BY-COUNTY-PLANNING-COMMISSION-FINAL.pdf>

The Plan has undergone a rigorous eight-week development and review process by the County Planning Department and CIP Review Subcommittee. Members of the CIP Review Subcommittee are:

- Nathan Burd: County Administrator
- Cindy Arbanas: Deputy County Administrator/ Financial Officer
- Hilery Spicer: Deputy Financial Officer
- Barton Maas: Financial Analyst
- Kristoffer Tobbe: Chief Information Officer
- Kevin Eggleston: Director, Facility Services
- Jason Pless: Undersheriff
- Matt Ikle: Vice-Chair, County Planning Commission
- Robert Stanford: Principal Planner, Planning

As granted through the State of Michigan Enabling Authority under Michigan Public Act 33 of 2008, as amended (MCL 125.3801-3885), the County Planning Commission is required to "annually prepare a six-year capital improvements program." This Plan represents the culmination of that endeavor. As the Plan has now been formally approved by the Livingston County Planning Commission, the Plan is now being forwarded to the County Board of Commissioners via the Finance and Asset Management Subcommittee to formally, accept, review, and permanently file for the 2025-2030 CIP Planning Period.

Along with a Resolution presented for your consideration, I would like to request to present a brief summary of the findings of the CIP Plan at the July 8, 2024, County Finance and Asset Management Subcommittee meeting.

Thank you for your continued support and cooperation through this annual process.

### Department Information

Administration Building  
304 E. Grand River Avenue  
Suite 206  
Howell, MI 48843-2323

•  
(517) 546-7555  
Fax (517) 552-2347

•  
Web Site  
<https://milivcounty.gov/planning/>

RESOLUTION

NO: 2024-07-094

LIVINGSTON COUNTY

DATE: July 22, 2024

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**Resolution Authorizing the Sheriff’s Office and the County of Livingston to Apply for the U.S. Department of Justice, Office of Community Oriented Policing Services FY24 Safer Outcomes: Enhancing De-Escalation and Crisis Response Training for Law Enforcement Program Grant - Sheriff**

**WHEREAS,** the Livingston County Sheriff’s Office wishes to participate in the U.S. Department of Justice, Office of Community Oriented Policing Services FY24 Safer Outcomes program grant, covering the period of October 1, 2024 through September 30, 2026; and

**WHEREAS,** the County of Livingston will be requesting up to \$155,000 in funding from the U.S. Department of Justice, Office of Community Oriented Policing Services to purchase two Integrated VR Security Training solution systems; and

**WHEREAS,** Street Smart is the sole manufacturer of virtual reality de-escalation equipment of the Integrated VR Security Training solution; and

**WHEREAS,** there are no matching funds required and no new positions are requested to carry out the duties of this grant.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the submission of application to the U.S. Department of Justice, Office of Community Oriented Policing Services wherein Livingston County will receive a maximum of \$155,000 in Federal reimbursement funds effective October 1, 2024 through September 30, 2026.

**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 above application upon review by Civil Counsel.

# # #

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

# Livingston County Grant Opportunity Form

Department Applying &  
Department Contact Info: **Sheriff's Office**

Today's Date: **06/18/2024**

Employee preparing application: **Lt. Chad Sell**

Phone Number: **517-540-7942**

Employee who will  
manage program

(if different): **Lt. Chad Sell**

Phone Number: **517-540-7942**

Name of Grant Applying for:

**Safer Outcomes: Enhancing De-escalation and crisis response**

Awarding Agency Name:

**DOJ Office of COPS**

Please check appropriate line:

Federal: **X**

State: \_\_\_\_\_

Other: \_\_\_\_\_

Federal Assistance Listing Number: **16.710**

Select one:

New Grant: **X** Recurring Grant: \_\_\_\_\_

First Year Received

Short Description of the scope of the grant

The Sheriff's Office wishes to apply for and enter into contract with the Department of Justice Office of Community Oriented Policing Services for de-escalation equipment. The equipment is two virtual reality systems from Street Smart VR. Requested funding through the grant is \$155,000

Start Date of Grant: **10/01/2024**

End Date of Grant: **09/30/2026**

Full Amount applying for:

Annual (Year 1 Total): **\$ 155,000.00**

Multi-Year Total:

(All years combined) \_\_\_\_\_

Match Requirements (if applicable):

Cash Match Requirement: \_\_\_\_\_

In-Kind Match Requirement: \_\_\_\_\_

This grant is intended to fund the following (check all that apply)

\_\_\_\_ Personnel

**X** Equipment **\$ 155,000.00**

\_\_\_\_ Supplies

\_\_\_\_ Contractual Services

\_\_\_\_ Capital Building/Equipment

\_\_\_\_ Other (please note below)

Signature of Applicant Department Head:

 #808

Date: **6/18/2024**

Fiscal Services Signature:



Date: **6/21/24**



U.S. Department of Justice

Office of Community Oriented Policing Services



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## **FY24 Safer Outcomes: Enhancing De-Escalation and Crisis Response Training for Law Enforcement – Support for Law Enforcement Agencies**

Assistance Listing #:	16.710
Grants.gov Opportunity Number:	O-COPS-2024-172150
Solicitation Release Date:	May 30, 2024 1:00 PM ET
Grants.gov Deadline:	July 23, 2024 4:59 PM ET
Application JustGrants Deadline:	July 30, 2024 4:59 PM ET

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## **Overview**

The U.S. Department of Justice, Office of Community Oriented Policing Services (COPS Office, <https://cops.usdoj.gov>) is pleased to announce that it is seeking applications for funding for the FY24 Safer Outcomes: Enhancing De-Escalation and Crisis Response Training for Law Enforcement – Support for Law Enforcement Agencies program.

The COPS Office welcomes applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any other entities carrying out the federal award must be identified as proposed subrecipients. The applicant must be the entity that would have primary responsibility for carrying out the awards, including administering the funding, managing the entire project and monitoring compliance.

The terms and conditions of the federal award are also applicable to subrecipients. Please note the distinction between a subaward that creates a financial assistance relationship to carry out a portion of the federal award and a contract that creates a procurement relationship for the purchase of goods and services needed under the federal award. To assist in making subrecipient and contractor determinations, please refer to the guidance in 2 C.F.R. § 200.331.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

## **Eligibility**

Eligibility for the FY24 Safer Outcomes: Enhancing De-Escalation and Crisis Response Training for Law Enforcement – Support for Law Enforcement Agencies program is limited to state, local, territorial, and tribal law enforcement agencies.

# Contact Information

## Agency Contact Description

Applications must be submitted through both Grants.gov and the JustGrants system.

For technical assistance with submitting the Application for Federal Assistance, Standard Form 424 (SF-424), please call the Grants.gov customer service hotline at 800-518-4726, send questions via email to [support@Grants.gov](mailto:support@Grants.gov) or consult the [Grants.gov Organization Applicant User Guide](#). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical support with the Justice Grants System (JustGrants) application, please contact JustGrants Support at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175. JustGrants Support operates Monday through Friday between the hours of 5:00 a.m. and 9:00 p.m. Eastern Time (ET) and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET. Training on JustGrants can also be found at <https://justicegrants.usdoj.gov/training-resources>.

For programmatic assistance with the requirements of this program, please call the COPS Office Response Center at 800-421-6770 or send questions via email to [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov). The COPS Office Response Center operates Monday through Friday, 9:00 a.m. to 5:00 p.m. ET, except on federal holidays.

## Submission Information

**Registration:** To submit an application, all applicants must be registered in SAM.gov with a Unique Entity Identifier (UEI) number and be registered in Grants.gov.

**Submission:** Completing an application is a two-step process:

1. Applicants are first required to register via <https://www.grants.gov>, complete the SF-424 form and if applicable the Disclosure of Lobbying Activities, Standard Form - LLL (SF-LLL), and submit it through the [Grants.gov website](#).
2. Once the SF-424 and SF-LLL have been submitted via Grants.gov, the applicant will complete the full application including survey questions and provide attachments in JustGrants.

An application is not considered submitted until both of these steps are completed. For more information about registration and submission, see the “[How to Apply](#)” section of this solicitation.

All guidance for this program is contained in this Solicitation and can also be found at <https://cops.usdoj.gov/saferoutcomes>. In addition to this Solicitation, the COPS Office “[How to Apply](#)” web page, <http://cops.usdoj.gov/how-to-apply>, provides additional resources to help guide applicants through the process.

The complete application package (this solicitation, including links to additional documents) is available on Grants.gov and on the COPS Office website, <https://cops.usdoj.gov>.

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## Program Description

The Office of Community Oriented Policing Services (COPS Office) is the component of the U.S. Department of Justice responsible for advancing the practice of community policing by the nation's state, local, territorial, and tribal law enforcement agencies through information and grant resources. The COPS Office has been appropriated more than \$20 billion to advance community policing, including grants awarded to more than 13,000 state, local and tribal law enforcement agencies to fund the hiring and redeployment of more than 136,000 officers. COPS Office information resources, covering a wide range of community policing topics such as school and campus safety, violent crime, and officer safety and wellness, can be downloaded via the COPS Office's home page, <https://cops.usdoj.gov>.

Community policing is a philosophy that promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues such as violent crime, nonviolent crime, and fear of crime. To read an overview of the principles of community policing, please see the COPS Office publication [Community Policing Defined](#).

The COPS Office Safer Outcomes: Enhancing De-Escalation and Crisis Response Training for Law Enforcement – Support for Law Enforcement Agencies program provides funding to state, local, tribal, and territorial law enforcement agencies with the goal of promoting safe outcomes during police encounters with persons in crisis through relevant training of law enforcement officers, support personnel employed by law enforcement agencies, and mental health professionals working on crisis intervention teams as employees of a law enforcement agency or under a legal agreement with a law enforcement agency.

The COPS Office is committed to advancing work that promotes civil rights and equity, increases access to justice, supports victims of crime and individuals impacted by the justice system, strengthens community safety, protects the public from crime and evolving threats, and builds trust between law enforcement and the communities that they serve.

## Statutory Authority

The COPS Program is authorized under the Omnibus Crime Control and Safe Streets Act of 1968, as amended, and the Violent Crime Control and Law Enforcement Act of 1994, Title I, Part Q, Public Law 103-322, 34 U.S.C. § 10381 et seq.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

## Program-Specific Information

- This program is authorized under the Omnibus Crime Control and Safe Streets Act of 1968, as amended, and the Violent Crime Control and Law Enforcement Act of 1994, Title I, Part Q, Public Law 103-322, 34 U.S.C. § 10381 et seq.
- All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.
- For all identified deliverables, the applicant should adhere to the [COPS Office Editorial and Style Manual](#). For projects that propose site-specific work, letters of support from the targeted agencies are strongly encouraged.

With any programmatic questions, please contact the COPS Office Response Center at 800-421-6770 or send questions via email to [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov). The COPS Office Response Center operates Monday through Friday, 9:00 a.m. to 5:00 p.m. ET, except on federal holidays.

## Program Goals

Under this solicitation, the COPS Office seeks to support projects that allow for the identification and expansion of promising practices and produces knowledge products that follow the principles of good guidance:

- Quality-driven, with an emphasis on action statements to drive promising practices and reduce variations in performance.
- Evidence-based, with recommendations that are consistent with the weight of the best available evidence identified through systematic review.
- Accessible, with clear language and manageable lengths that are appropriate and relevant for the law enforcement field.
- Memorable, to encourage immediate actions or aid for the complex situations law enforcement professionals face.

To read an overview of the principles of community policing, please see the COPS Office publication [Community Policing Defined](#).

Applicants should also consider the COPS Office performance measures when developing their own specific project goals and activities, which can be found in the “Performance Measures” section of this application.



## Safer Outcomes: Enhancing De-Escalation and Crisis Response Training for Law Enforcement – Support for Law Enforcement Agencies

### Purpose

The goal of this solicitation is to promote safe outcomes during police encounters with persons in crisis through relevant training. Awards under this solicitation will be made to law enforcement agencies seeking to implement training and related supports on this topic. Training is supported for law enforcement officers, support personnel employed by law enforcement agencies, and mental health professionals working on crisis intervention teams as employees of a law enforcement agency or under a legal agreement with a law enforcement agency.

### Areas of focus

Supported training programs must address one or more of the following areas of focus.

1. **De-escalation tactics and alternatives to use of force.** For purposes of this solicitation, the term “de-escalation” means taking action or communicating verbally or non-verbally during a potential force encounter in an attempt to stabilize the situation and reduce the immediacy of the threat so that more time, options, and resources can be called upon to resolve the situation without the use of force or with a reduction in the force necessary.
2. **Safely responding to an individual experiencing a mental or behavioral health or suicidal crisis.** Such a crisis is one in which the behavior of a person puts the person at risk of hurting himself or herself or others; or impairs or prevents the person from being able to care for himself or herself or function effectively in the community. This also includes situations in which a person is under the influence of a drug or alcohol, is suicidal, or experiences symptoms of a mental illness; or may exhibit symptoms, including emotional reactions (such as fear or anger), psychological impairments (such as inability to focus, confusion, or psychosis), and behavioral reactions (such as the trigger of a freeze, fight, or flight response).
3. **Safe encounters with individuals with disabilities.** The term “disability” has the meaning given that term in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102).
4. **Successfully participating on a crisis intervention team.** The term “crisis intervention team” means a collaborative, interdisciplinary team that brings together specially trained law enforcement officers, mental health providers, and other community stakeholders to respond to mental health related calls, use appropriate de-escalation techniques, and assess if referral to services or transport for mental health evaluation is appropriate.
5. **Making referrals to community-based services and support.** These may include referrals to mental and behavioral health services and support, housing assistance programs, public benefits programs, the National Suicide Prevention Lifeline, and other services.

## Requirements, deliverables, and projects out of scope

### Requirements

In the application materials, successful applicants must provide evidence that the proposed training program meets the following requirements.

- The program addresses one or more of the areas of focus described in the solicitation documents.
- The program has clearly defined learning objectives.
- Training is led by instructors with practical experience in the content.
- Training includes scenario-based discussion relevant to the content.
- Participant learning is assessed with both pre- and post-training assessments.
- Participant satisfaction is assessed post-training.
- The program is supported by agency leadership.

Priority consideration may be given to applications that demonstrate one or more the following:

- The proposed training program has been certified by a nationally recognized certification program or a state POST Commission or developed by the U.S. Department of Justice.
- The program shows a commitment to follow-up assessment of training to determine knowledge retention and self-reported real world skill usage.
- Training participants take part in scenario-based exercises and receive feedback on performance from instructors.
- Training is developed and delivered in collaboration with mental health professionals or persons with first-person perspectives relevant to the content.
- The program has a multidisciplinary focus, designed to increase communication and collaboration among law enforcement, emergency communications and dispatch personnel, nonsworn public safety personnel, and mental health and social service professionals.

### Deliverables

The expected project deliverable(s) should be clearly identified in the application. Deliverables might include one or more of the following:

- Training deliveries (agencies will be required to report on the number of individuals trained during each performance period)
- Training curriculum development
- Training aides created (e.g., videos, toolkits, presentations)

- Reports generated as the result of data analysis or after-action review
- Policies created or revised
- Presentations or reports of findings relevant to the projects funded through this grant

### **Projects out of scope**

- Applicants that are not state, local, tribal, or territorial law enforcement agencies will not be considered.
- Training programs that focus solely on hands-on tactical training, force-on-force skill building, or other topic areas that do not directly contribute to the implementation of a de-escalation mindset among officers or deputies will not be considered.
- Applicants that exclusively seek to purchase equipment or technology without connecting it to a broader training program in de-escalation or crisis response will not be considered.

## **Federal Award Information: Awards, Amounts and Durations**

### **Anticipated Number of Awards**

20

### **Anticipated Maximum Dollar Amount of Awards**

\$350,000 per award

### **Period of Performance Start Date**

October 1, 2024

### **Period of Performance Duration (months)**

24 months

### **Anticipated Total Amount to be Awarded under Solicitation**

\$7,000,000

## Federal Award Information

Depending on the quality of applications received and the availability of funding, the COPS Office may not fund every topic or subcategory or may make additional or larger awards under one or more topic area or subcategory. In addition, the COPS Office reserves the right to revise the scope of the project in an application submission and modify the associated budget proposal accordingly.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. With limited funding, the COPS Office expects a competitive solicitation.

## Length of Award

The COPS Office expects to make the project period for the grant 24 months.

## Type of Award

The COPS Office will make this award in the form of grants, which do not provide for substantial involvement between the federal awarding agency and the nonfederal entity in carrying out the activity contemplated by the federal award. Grant recipients will be responsible for day-to-day project management and may reach out to the COPS Office with assistance in implementing the award. However, grant recipients will need to work with the COPS Office program manager in situations stated in the terms and conditions, such as scope changes and extensions.

## Cost Sharing or Match

There is no requirement for cost sharing or a local match for the award.

## Eligibility Information

Open to state, local, tribal, and territorial law enforcement agencies.

## Application and Submission Information

The complete application package (this solicitation, including links to additional documents) is available on Grants.gov and on the COPS Office website <https://cops.usdoj.gov/>.

Completing an application under this program is a two-step process. Applicants must first register via <https://www.grants.gov> and complete an Application for Federal Assistance, Standard Form 424 (SF-424), the government-wide standard application form for federal assistance and the of Lobbying Activities, Standard Form - LLL (SF-LLL). The remainder of the application will be completed through the JustGrants System at <https://justicegrants.usdoj.gov/>.

Applicants are strongly recommended to register immediately on <https://www.grants.gov>. Any delays in registering with Grants.gov or submitting the SF-424 may result in insufficient time for processing your application through JustGrants.

No other form of application will be accepted. Applications with errors or missing information may be disqualified or rated accordingly. Please note that the application system will not accept incomplete applications or applications with errors.

For technical assistance with submitting the SF-424, please call the Grants.gov customer service hotline at 800-518-4726, send questions via email to [support@Grants.gov](mailto:support@Grants.gov), or consult the [Grants.gov Organization Applicant User Guide](#). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical support with the Justice Grants System (JustGrants) application, please contact JustGrants Support at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175. JustGrants Support operates Monday through Friday between the hours of 5:00 a.m. and 9:00 p.m. Eastern Time (ET) and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET. Training on JustGrants can also be found at <https://justicegrants.usdoj.gov/training-resources>.

For programmatic assistance with the requirements of this program, please contact the COPS Office Response Center at [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov). The COPS Office Response Center operates Monday through Friday, 9:00 a.m. to 5:00 p.m. ET, except on federal holidays.

## Content and Form of Application

This section describes in detail what an application must include. Failure to submit an application that contains all of the specified elements may negatively affect the review of its application; and should a decision be made to make an award, such failure may result in the inclusion of award conditions that prevent the recipient from accessing or using award funds until the recipient satisfies the special conditions and the COPS Office makes the funds available. Applicants must comply with any word and field limit requirements described in this solicitation.

Moreover, applicants should anticipate that an application that the COPS Office determines does not address the scope of the solicitation or does not include the application elements that the COPS Office has designated to be critical will neither proceed to peer review nor receive further consideration. For this solicitation, the COPS Office has designated the following application elements as mandatory:

- Proposal Abstract (must be brief high-level project description that summarizes the proposed project in 500 words or less)
- Application Questions (must respond to the application questions under the "Data Requested with Application" section. Please be advised there is a 250-word count limit for survey responses. (Note: review panels will not read any information past the 250-word count limit. Any information provided beyond the word limit will not be counted in your application.)

- Budget Narrative (must be submitted as an attachment in the “Budget/Financial Attachments” section)
- Budget Detail Worksheets (must use the web-based forms in “Budget and Associated Documentation” section)
- Timeline of project deliverables, milestones, activities and who will complete the activities. (must be submitted as an attachment in the "Additional Application Components" section)
- Résumés/Curricula Vitae of Key Personnel (must be submitted as an attachment in the “Additional Application Components” section)
- Letters of support, if applicable (must be submitted as an attachment in the “Additional Application Components” section - **Optional**)

Completing the Application for Federal Assistance (SF-424) and the Disclosure of Lobbying (SF-LLL) in Grants.gov

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information under discretionary programs. Applicants must complete and submit the SF-424 via <https://www.grants.gov> using the information provided on that site. Public reporting burden for this collection of information is estimated to average 60 minutes per response including time for reviewing instructions, searching existing data sources, gathering, and maintaining required data as well as completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, D.C. 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SUBMIT IT ONLINE VIA GRANTS.GOV.

## Intergovernmental Review

Note: Intergovernmental Review (SF-424 Question 19): This solicitation is subject to Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs. Applicants must check the Office of Management and Budget’s website for the names and addresses of Single Points of Contact (SPOC) under Intergovernmental Review: <https://www.whitehouse.gov/wp-content/uploads/2023/06/SPOC-list-as-of-2023.pdf>. If the applicant’s state appears on the SPOC list, the applicant must contact the state SPOC to find out about, and comply with, the state’s process under E.O. 12372. In completing the SF-424, such applicant is to make the appropriate selection in response to question 19 once the applicant has complied with its state E.O. 12372 process. An applicant whose state does not appear on the SPOC list should answer question 19 by selecting the following response: “Program is subject to E.O. 12372 but has not been selected by the state for review.”

## Disclosure of Lobbying Activities

All applicants must complete and submit the Disclosure of Lobbying Activities (SF-LLL) form in Grants.gov. Applicants that do not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields. Applicants that expend any funds for lobbying activities must provide the information requested on the SF-LLL.

Once the SF-424 and SF-LLL have been submitted via Grants.gov, an email will be sent to the entity’s E-Business Point of Contact (E-Biz POC) (also referred to as the JustGrants Entity Administrator) from **DIAMD-NoReply@usdoj.gov**. This email will contain registration instructions to create an account in DOJ’s secure user management system, the Digital Identity and Access Management Directory (DIAMD), or instructions on how to complete the second part of the online application through the JustGrants website.

## Standard Applicant Information

Applicants must complete the web-based form in JustGrants, which is pre-populated with the SF-424 data submitted in Grants.gov. Applicants are required to confirm the two Authorized Representatives, verify the legal name, address, and enter the ZIP code(s) for the areas affected by the project. For statewide or nationwide projects, the applicant should enter “State” or “National” in this field.

In order for applicants to complete this section, the two Authorized Representatives must have established accounts in JustGrants after the Grants.gov portion of the application is submitted. **Please note: Users assigned as Authorized Representatives must log in into the JustGrants system to activate their account. Users will not be visible in JustGrants until they have successfully logged into JustGrants.**

The Authorized Representatives are officials who have ultimate and final responsibility for all programmatic and financial decisions regarding this COPS Office application as representatives of your agency, as the legal recipient.

For guidance on who should be assigned as Authorized Representatives, please see below:

**For law enforcement agencies,** COPS Office awards require that both the top law enforcement executive (e.g., chief of police, sheriff, or equivalent) and the top government executive (e.g., mayor, board chairman, or equivalent) sign the application, and (if awarded funding) accept the award package. Both the top law enforcement executive and the top government executive must be assigned the role of Authorized Representative in Just Grants.

**For non-law enforcement agencies,** (institutions of higher education, school districts, private organizations, etc.), COPS Office awards require that both the programmatic official (e.g., executive director, chief executive officer, or equivalent) and financial official (e.g., chief financial officer, treasurer, or equivalent) sign the application, and (if awarded funding) accept the award package. These

two officials must have the ultimate signatory authority to sign contracts on behalf of your organization. Both the programmatic official and the financial official must be assigned the role of Authorized Representative in Just Grants.

Please note that nonexecutive positions (e.g., clerks, trustees) are not acceptable Authorized Representatives.

For further assistance with accessing JustGrants, please visit the [JustGrants website](#). For further assistance with submitting an application in JustGrants, please visit the [JustGrants Training web page](#).

## Proposal Abstract

Applicants are required to write and submit a proposal abstract, which should be a brief high-level project description that summarizes the proposed project in 500 words or less. Project abstracts should explain to the reader about the projects' purpose, scope, activities, and key partners, if applicable. An abstract should be coherent, concise, and able to stand alone as a summary of the project. You should write your project abstract for a general public audience without any personally identifiable or law enforcement sensitive information as this abstract, along with other federal award information, may be published on publicly available governmentwide websites.

The abstract, which is to be entered into a text box in JustGrants, will not be scored but is used throughout the review process.

## Data Requested with Application

Please refer to the following steps to help guide you through initiating, completing, modifying, and obtaining the status of solicitation surveys in the JustGrants system:

- To **initiate** a survey, please click on the **survey title** to open.
- When you have **completed** the survey, please click the **"Finish"** button on the lower right corner of the screen. The system will direct you to a review screen displaying your survey responses.
- To go back to the initial **list of surveys**, go to the **"Actions"** menu at the top right corner of the screen and select **"Close"** to exit the survey review screen. The survey you just completed will still display an **"Open"** status.
- To **confirm the completed status** of your survey, go back to the **"Actions"** menu and select **"Refresh."** The status of your completed survey will change to **"Resolved-Completed."**
- If you would like to **verify** the survey responses of a completed survey, you may click the **survey title** to reopen the selected survey and **view** your saved responses.



- If you would like to **change and/or update** the survey responses of a completed survey, you may click the **“Re-open”** option to **update** your saved responses.
- Remember, to **confirm the status** of a completed survey, you will need to click the **“Actions”** menu and **“Refresh.”**

A copy of the survey questions required for this solicitation can be found at <https://cops.usdoj.gov/saferoutcomes>.

## Budget and Associated Documentation

Applicants must complete the web-based budget sheets in JustGrants and attach a separate budget narrative in the “Budget/Financial Attachments” section. The organization must create and attach a budget narrative that describes each item requested or group of similar items requested and links each item or group of items to the proposed project. All items will be reviewed on a case-by-case basis and in context of the allowable and unallowable costs lists. Budget narratives do not count toward the page limit of the proposal narrative.

Applicants must submit reasonable budgets based on the resources needed to implement their proposed projects. The budget should display a clear link between the specific project activities and the proposed budget items. It should not contain any items that are not detailed in the applicant's proposal.

The separate budget narrative should thoroughly and clearly describe every category of expense listed in the budget detail worksheets contained in this application. The COPS Office expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

An applicant should demonstrate in its separate budget narrative how it will maximize cost effectiveness of award expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality. Consideration will be given to budget proposals that maximize the direct funding that supports project activities.

The budget narrative should be mathematically sound and correspond clearly with the information provided in the budget detail worksheets. The narrative should explain how the applicant estimated and calculated all costs and how those costs are necessary to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. The budget should describe costs by year and should cover the full project period of two years.

In some circumstances, the budget and budget narrative will be reviewed separately from the applicant's proposal narrative. Therefore, it is very important that the budget narrative be as comprehensive as possible and describe in a narrative format each line item requested in the budget. The budget narrative should not be used to explain deliverables or project activities that are not included in the applicant's proposal narrative.

Deliverables and activities that are solely listed in the budget narrative and not described in the applicant's proposal narrative (and vice versa) will be scored negatively during the peer review process.

Applicants should submit projects that are scalable where appropriate. Note that the COPS Office may reduce funding for selected projects based on the number of awards selected. The COPS Office may revise the proposed scope and modify the associated budget proposal accordingly.

Each requested budget item must be allowable, necessary, allocable, and reasonable to the project activities.

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the federal award. Requests for reimbursement of items purchased or expenses incurred prior to the award start date will not be funded. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. **NOTE: For awards made to states or units of local government (including law enforcement agencies), requests may be made only for items or positions that are not otherwise budgeted with state, local, or Bureau of Indian Affairs (BIA) funds and would not be funded in the absence of this COPS Office award (see award condition IV, "Nonsupplanting requirement").**

For-profit organizations (as well as other recipients) must forgo any profit or management fee.

Each of the categories that follows includes definitions as well as information on frequent requests as well as typically allowable and unallowable costs. The unallowable lists are not exhaustive and are generally considered unallowable for the entire solicitation, irrespective of where the applicant adds the requested item in the budget. **The COPS Office reserves the right to deny funding for any items that may not be included in this solicitation.**

The COPS Office is providing a template for the budget narrative that can be used as a voluntary tool to assist your organization in developing this required document. You will be able to access the template (Microsoft Word document) in the FY24 Resource Guide for Community Policing Advancement (CPA) Programs located at [How to Apply](#) web page. Note that instructions in the template are provided in italics. If you choose to use this template, please make sure to delete the instructions before submitting so that they do not factor in your page count. In addition, the COPS Office is providing an example budget narrative, which can also be found in the FY24 Resource Guide for Community Policing Advancement (CPA) Programs.

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as “[Applicant]. Budget Narrative.”

Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. The system may reject applications with other formats.

## Budget Worksheet and Budget Narrative (Web-based Form)

Budget requests may be made in the following categories:

- Civilian personnel (base salary and fringe benefits)
- Travel
- Equipment
- Supplies
- Sub-awards
- Procurement contracts
- Other costs
- Indirect costs

### Allowable Costs

All items requested will be considered on a case-by-case basis during the budget review process. Items under the program must be purchased using the guidelines established by the appropriations legislation that governs this funding. In addition, each item requested must programmatically link to the activities described in your application. To the extent permitted by law and practicable under a federal award, recipients and subrecipients must provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. See 2 C.F.R. § 200.322.

For each request, applicants must complete the web-based budget form. The cost should be broken down to the lowest form.

The “additional narrative” section should be used to describe and justify why the item is necessary for the success of the project. Provide any additional calculations that make up the base cost.

### Allowable Civilian Personnel

#### For Civilian/non-sworn positions

Salaries of personnel are costs based on the percentage of time spent (full time equivalent [FTE]) working directly on the project. The total salary percentage should be comparable and consistent with organizational policy. The total amount paid is comparable to industry standards and the type of work being performed.

A recipient may not use federal funds to pay total cash compensation to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government’s Senior Executive Service (SES) at an organization with a Certified SES Performance Appraisal System for that year. The salary table for SES employees is available at the Office of Personnel Management website: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>. Note: A

recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with nonfederal funds. (Nonfederal funds used for any such additional compensation will not be considered matching funds.) If only a portion of an employee's time is charged to a COPS Office award, the maximum allowable compensation is equal to the percentage of time worked times the maximum salary limitation.

For each civilian personnel request, applicants must complete the web-based form. If the individual will be working more than one year on the project, applicants will have the option to copy a year.

The "additional narrative" section should be used to describe the employee's roles, responsibilities, and activities related to the work to be completed on the project. If the salary increases from one budget year to another because of cost of living increases, be sure to detail these increases in the budget description.

Additional documentation that may need to be uploaded in the "Budget/Financial Attachments" section includes the following:

- Job description
- Organizational pay scales or written annual salary per position
- Résumés/vitae

### Completing civilian base salary

If you are not requesting any civilian base salary, move to the next section.

### Allowable Fringe Benefits

#### For Civilian/non-sworn positions

Fringe benefits are allowances and services provided by the organization to its employees as compensation in addition to regular salary. Fringe benefits should be based on actual known costs or an established formula. Typical fringe benefits include the following:

- Federal Insurance Contributions Act (FICA) taxes—includes Social Security and Medicare and cannot exceed 7.65 percent (6.2 and 1.45 percent respectively)
- Health insurance—individual or family
- Life insurance
- Vacation
- Sick leave
- Retirement
- State unemployment compensation insurance

- Federal unemployment tax
- Worker's Compensation insurance
- Other fringe benefits may include holidays, military leave, bereavement leave, sabbatical leave, severance pay, jury duty, state disability insurance, pension plan, 401(k) plan

Applicants will need to provide the appropriate percentage for each fringe benefit that the individual is allocated per the employee benefits. Note, the system will not allow more than 6.2% for Social Security and 1.45% for Medicare.

Additional documentation that may need to be uploaded in the "Budget/Financial Attachments" section includes the following:

- Written organization policies regarding fringe benefits
- Organizational fringe rate agreement

### Completing fringe benefits

If you are not requesting any civilian base salary, move to the next section.

### Allowable Travel

Travel costs include the costs of transportation, lodging, meals, temporary dependent care, and incidental expenses incurred by personnel while on official business, such as attendance at an award-related meeting or conference when travel is further than 50 miles from program location. Travel and subsistence estimates are based on the contemplated number of trips, places to be visited, length of stay, transportation costs, subsistence allowances, and the recipient's own travel policies. For additional guidance, please see the Uniform Guidance 2 C.F.R. § 200.475.

When charging travel costs to federal awards, award recipients must indicate the source of travel policies applied (applicant or federal travel regulations). If a recipient does not have a written travel policy, it must adhere to the Federal Travel Regulations (FTR). For information on the FTR and U.S. Government General Service Administration (GSA) per diem rates by geographic area, please visit <https://www.gsa.gov/travel/plan-book/per-diem-rates>. For all applicants (with or without a written travel policy), airfare travel costs must be one of the following: the lowest discount commercial airfare, standard coach airfare, or the Federal Government contract airfare (if authorized and available).

Temporary dependent care costs above and beyond regular dependent care that directly results from conference travels are allowable as long as the costs incurred (1) are a direct result of the individual's travel for the federal award; (2) are consistent with the recipient's documented travel policy for all entity travel; and (3) are only temporary during the travel period.

The only individuals traveling who should be charged in this section are those listed in “Civilian personnel.” All other individuals traveling for the project, including participant and consultant travel, should be listed under “Sub-awards” or “Procurement Contracts.” This section should also include any training costs for the primary applicant, all other training costs should be listed under “Sub-Awards,” “Procurement Contracts,” or “Other Costs” as appropriate.

For each travel request, applicants must complete the web-based form. Each trip should be entered as an individual entry rather than a group of trips.

The “additional narrative” section should be used to describe the purpose of the trip, proposed destination, trip duration by day/night, and list of individuals traveling as well as a detailed cost breakdown for each travel category (lodging, per diem, etc.). The cost breakdown should include

- mode of transportation and proposed fare per trip (airfare, train, etc.) broken down by day;
- mileage allowances if private vehicle will be used;
- per diem rates for the destination per day (including full per diem and travel day per diem);
- lodging costs per night;
- transportation fees per day;
- parking fees per day.

Additional documentation that may need to be uploaded in the “Budget/Financial Attachments” section includes the following:

- Organizational travel policy

### Completing Travel

If you are not requesting any travel, training, or conferences, move to the next section.

### Allowable Equipment

Necessary equipment must be specifically purchased to implement or enhance the proposed project. Equipment is tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds \$5,000. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high-cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in “Procurement Contracts.”

All equipment items must be clearly linked to the enhancement or implementation of the project. Examples of such items may include the following:

- Virtual reality/augmented reality (VR/AR) technology

For each equipment request, applicants must complete the web-based form.

The “additional narrative” section should be used to describe the type of equipment with a description and justification explaining why the equipment is necessary for the success of the project. The description should provide any additional calculations that make up the base cost and the justification should explain that this equipment is not available or accessible to project personnel without specifically purchasing through this award.

Additional documentation that may need to be uploaded in the “Budget/Financial Attachments” section includes the following:

- Narrative of the procurement method
- Sole Source Justification (see the Sole Source Justification fact sheet for further guidance)

### Completing Equipment

If you are not requesting any equipment move to the next section.

### Allowable Supplies

Supplies means all tangible personal property other than those items described under “Equipment.” Supplies costs consist of those incurred for purchased goods and fabricated parts directly related to an award proposal. Supplies differ from equipment in that they are consumable, expendable, and of a relatively low unit cost, defined as less than \$5,000 per unit. Such costs may include paper, printer ink, pens, pencils, laptops, etc. A computing device is a supply if the acquisition cost is less than \$5,000, regardless of the length of its useful life.

For broad category requests (such as “office supplies”), explanation for project amounts should be provided with calculations. Broad grouping of items under supplies will be limited to \$50 per month; otherwise items must be individually captured and justified in the budget request.

For any training awards, the COPS Office allows the purchase of flash drives or USB devices to distribute training materials with approval prior to purchasing.

All supply items must be clearly linked to the enhancement or implementation of the project. Examples of such items may include the following:

- Flash drives
- General office supplies (printer toner, paper, pens, binders, notepads, etc.)
- Shipping
- Training manuals/materials
- USB devices to distribute training materials

- Marketing materials
- Laptops (A computing device is a supply if the acquisition cost is less than \$5,000, regardless of the length of its useful life)

For each supply request, applicants must complete the web-based form. The cost should be broken down to the lowest form; therefore, if you are requesting \$30 per month for office supplies, the calculation should be 12 x \$30 and not 1 x \$360.

The “additional narrative” section should be used to describe and justify why the supplies are necessary for the success of the project. Provide any additional calculations that make up the base cost.

### Completing Supplies

If you are not requesting any supplies, move to the next section.

### Allowable Sub-awards

The applicant should distinguish clearly between sub-awards and procurement contracts in allocating any funds to other entities. Pursuant to 2 C.F.R. § 200.1, a sub-award is for the purpose of carrying out a portion of the federal award, and a contract is for the purpose of purchasing goods and services needed to carry out the program or project under the federal award. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subrecipient or a contractor. The same allowable and unallowable costs that apply to the federal award apply to sub-awards.

Any recipient of an award will be responsible for monitoring sub-awards and contracts in accordance with all applicable statutes, regulations, and guidelines. Primary recipients will be responsible for oversight of subrecipient spending and monitoring specific performance measures and outcomes attributable to the use of COPS Office funds. The recipient will ensure that the award terms and conditions flow down to its subrecipients including all applicable uniform administrative requirements, cost principles, and audit requirements. The recipient will also ensure that subrecipients maintain effective control and accountability over all funds, property, and other assets covered by subawards and that each subrecipient establishes and uses internal fiscal and program management procedures sufficient to prevent fraud, waste, or abuse.

### Completing Sub-awards

If you are not requesting any sub-award costs, move to the next section.

### Allowable Procurement Contracts

The applicant should distinguish clearly between sub-awards and procurement contracts in allocating any funds to other entities. Pursuant to 2 C.F.R. § 200.1, a sub-award is for the purpose of carrying out a portion of the federal award, and a contract is for the purpose of purchasing goods and services needed to carry out the program or project under the federal award. Contracts must directly contribute to the



implementation or enhancement of the project. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subrecipient or a contractor. The same allowable and unallowable costs that apply to the federal award apply to sub-awards. Keep in mind that the awarding and monitoring of contracts must follow documented procurement procedures, including full and open competition, pursuant to the procurement standards in 2 C.F.R. §§ 200.317– 200.327, and the issuance of sub-awards must meet the requirements of 2 C.F.R. § 200.331.

Consultant expenses include the procurement of goods or services that directly contribute to the implementation or enhancement of the project. The use of a consultant should be more economical than direct employment. Compensation for individual consultant services procured under a COPS Office award must be reasonable and allocable in accordance with Office of Management and Budget (OMB) cost principles, and consistent with that paid for similar services in the marketplace. The services should be commensurate with the rate or salary paid by the primary employer.

Unless otherwise approved by the COPS Office, independent consultant rates will be approved based on the salary a consultant receives from his or her primary employer, as applicable, up to \$650 per day (or \$81.25 per hour). Please note that this does not mean that the rate can or should be as high as \$650 for all consultants. If individuals receive fringe benefits from their primary employer, such fringe benefit costs should not be included in the calculation of consultant rates. A consultant rate justification will need to be submitted for review and approval to the COPS Office for any consultants paid more than \$650 per day prior to incurring any costs. Determinations of approval will be made on a case-by-case basis.

Consultant travel costs follow the same guidelines as “Travel” but should be costs associated with consultant travel. These costs should not be reflected in the “Civilian personnel” or “Travel” categories.

All sole source procurements of goods and services (those not awarded competitively) in excess of the simplified acquisition threshold amount (currently \$250,000) require prior approval from the COPS Office.

All other consultant-related expenses should be included in this section such as supply and equipment requests. The same guidelines as previously stated in the above sections will apply.

All procurement contracts must be clearly linked to the enhancement or implementation of the project. Examples may include the following:

- Maintenance and service contracts for AR/VR systems (multiyear contracts and extended warranties are allowable but must be paid in full within the initial award period and must not exceed the award period)
- Training instructor fees and travel

For each procurement contract request, applicants must complete the web-based form.

The “additional narrative” section should be used to describe and justify the product or services to be procured by sub-award including the nature and scope of goods purchased, price proposals, and length of contract. Procurement contract travel requests should follow the same guidance as the “travel” section. Provide any additional calculations that make up the base cost.

Additional documentation that may need to be uploaded in the “Budget/Financial Attachments” section includes the following:

- Consultant Rate Justification (see the Consultant Rate Justification fact sheet for further guidance)
- Consultant résumés/vitae
- Organizational travel policy
- Sole Source Justification (see the Sole Source Justification fact sheet for further guidance)

### Completing Procurement Contracts

If you are not requesting any procurement contract costs, move to the next section.

### Allowable Other Costs

Items not included in the previous categories but that have a direct correlation to the overall success of a recipient’s project objectives and are necessary for the project to reach full implementation will be considered on a case-by-case basis by the COPS Office. Requests that may fall under the “other” category include:

- Rent (see next paragraph for more details)
- Associated conference and training to market and stay up to date on best practices
- Program administrative software
- Sworn officer overtime
- Sworn officer overtime fringe benefits for FICA, worker’s compensation, and unemployment compensation
- Software purchases (such as training, webinar or platform software. Software purchases will only be funded for the project period)

Rental costs are generally allowable under this solicitation when the costs are not included in indirect costs. Applicants should list square footage cost in the budget. The amount must be based on the space that will be allocated to implement the COPS Office project, not the costs of the entire rental space.

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services, where appropriate. For additional information, see the “Civil Rights.”

For applicants that anticipate using COPS Office funds to cover only a portion of a particular service they provide, the budget should prorate operational costs like rent and phone service accordingly.

## Completing Other Costs

If you are not requesting any other costs, move to the next section.

## Indirect Costs

### Overview of indirect costs

Indirect costs means those costs incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to a particular project but necessary to the operation of the organization and the performance of the project.

Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries.

If a cognizant federal agency has approved your negotiated indirect cost rate, the negotiated rate must be accepted by all federal awarding agencies, unless otherwise capped by federal statute or regulation.

Indirect cost rates may vary depending on your cognizant federal agency determinations. In some cases, project budgets may include more than one rate, particularly when offsite activity is conducted at a location other than the organizations premises. Note: Ensure the indirect calculation is in accordance with your organization’s indirect cost rate agreement.

### Expired indirect cost rate agreement

If your indirect cost rate agreement has expired, you should either renegotiate the rate or request a one-time extension from your cognizant agency. The negotiated cost rate may be extended for up to four years. Once the cognizant federal agency has approved your extension, you must abide by the rate for the agreed-upon time period. No further negotiations regarding indirect cost rates may occur until the extension has expired. At the end of the extension period, you must then negotiate a new indirect cost rate.

### De minimis indirect cost rate

If you do not have a current negotiated or provisional indirect cost rate, except for those nonfederal entities described in 2 C.F.R. Part 200, Appendix VII to Part 200, paragraph D.1.b., you may elect to charge a de minimis rate of 10 percent of modified total direct costs (MTDC) which may be used

indefinitely. When using this method, cost must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. Also, if this method is chosen, then it must be used consistently for all federal awards until such time as you choose to negotiate an indirect cost rate (which may be done at any time). No documentation is required to justify the 10 percent de minimis indirect cost rate. See 2 C.F.R. § 200.414(f).

If you elect to negotiate an indirect cost rate with your cognizant federal agency, a special condition will be added to the award prohibiting the obligation, expenditure, or drawdown of funds reimbursement for indirect costs until an indirect cost rate has been approved by your cognizant federal agency, and the appropriate notification has been made retiring the special condition.

For assistance with identifying the appropriate cognizant federal agency for indirect costs, please contact the OCFO Customer Service Center at 800-458-0786 or at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov). If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <https://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

**Exception:** If you are a unit of local government in which the Office of Management and Budget (OMB) has not assigned a cognizant federal agency, then you are not required to submit your indirect cost proposal, unless the awarding agency requires a copy of the proposal. Please see the appropriate appendix section in 2 C.F.R. Part 200 as listed above.

### Approval of indirect cost rates for subrecipients

As the direct recipient, you are responsible for approving indirect cost rates for your subrecipients if funded. Such rates must be consistent with the requirements of 2 C.F.R. Part 200. The COPS Office will not approve indirect cost rates beyond the direct recipient level; however, subrecipients who are also direct recipients of federal awards may already have a federally approved indirect cost rate. If your subrecipient has negotiated an indirect cost rate with the Federal Government, then that rate applies.

The subrecipient rates should not be included in this section, but rather under the “Sub-awards” or “Procurement Contracts” sections.

### Calculating direct cost base

The following direct cost bases may be used as a distribution base:

- **Modified total direct cost (MTDC)**—This base includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency.

- **Direct salaries and wages**—This base includes only the costs of direct salaries and wages incurred by the organization.
- **Direct salaries and wages plus fringe benefits**—This base includes the costs of direct salary, wages and fringe benefits incurred by the organization.

### Exclusions in direct cost bases

Applicants should pay particular attention to the two areas listed below to ensure that their indirect cost rate application is in compliance with the existing requirements of the government-wide award rules set out in the Office of Management and Budget (OMB) circular and regulations:

- **\$25,000 Subcontract/Subaward limitation.** For institutions of higher education and nonprofit organizations, indirect cost rates negotiated on the basis of modified total direct costs may only be applied against the first \$25,000 of any subcontract or subaward under the agreement. This limitation must be applied to all conference related subcontracts and subawards, including those with hotels and travel agents. (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. § 200.400 et seq.)
- **Participant support costs.** For nonprofit organizations, in accordance with 2 C.F.R. part 200, Appendix IV to 2 Part 200, paragraph B.2.c.—Indirect (F&A) Costs Identification and Assignment and Rate Determination for Nonprofit Organizations: “The distribution base may be total direct costs (excluding capital expenditures and other distorting items, such as [contracts or] subawards for \$25,000 or more), direct salaries and wages, or other base which results in an equitable distribution. The distribution base must exclude participant support costs as defined in § 200.1. Participant support costs.”

Please note that only employees of the nonprofit organization are excluded from the definition of participant support costs. Costs related to contractors of the nonprofit organization who are acting in the capacity of a conference trainer/instructor/presenter/ facilitator are considered participant support costs. For more information on allowable costs for conferences and training, please visit [https://ojp.gov/financialguide/doj/pdfs/DOJ\\_FinancialGuide.pdf](https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf).

If you need additional information on an indirect cost rate negotiated agreement, go to the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/doj/index.htm>.

The “additional narrative” section should be used to describe the breakdown of the calculation as well as provide any additional calculations that make up the base cost. Include the expiration date and the cognizant agency name.

Additional documentation that may need to be uploaded in the “Budget/Financial Attachments” section includes the following:

- Current, signed, federally approved indirect cost rate negotiated agreement
  - If your organization does not have a provisional or current indirect cost rate negotiated agreement or it is expired and under review, the applicant must submit supporting documents to show the applicant’s cognizant federal agency is reviewing the request. The COPS Office may disallow or freeze access to indirect funds until a provisional or current indirect cost rate negotiated agreement is provided.

Ensure that each type of indirect cost rate (provisional, final, predetermined, fixed, etc.) is identified. For institutions of higher education and other institutions where multiple indirect rates are applied, please enter each indirect rate as a separate line item with calculation breakdown and description for which each rate applies.

## Unallowable Costs: Requests will not be funded

There are no allowable costs in this section. For allowable costs, please see the “Allowable Costs” section above. The items listed in this section are generally considered unallowable and are rarely approved by the COPS Office. Before including any of these items in your budget and application, please contact the COPS Office at [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov). This is not an exhaustive unallowable costs list, and items not listed below will be reviewed on a case-by-case basis. The COPS Office reserves the right to deny funding for items not included on this unallowable cost list. Requests for reimbursement of items purchased, expenses incurred, or individuals hired prior to the award start date will not be funded.

### Unallowable Civilian personnel (base salary and fringe benefits)

#### Base salary

Typically, unallowable civilian personnel costs include, but are not limited to, the following (Note: these are typically unallowable no matter which category they are placed under):

- If your organization charges an indirect cost, those costs normally include the following positions and therefore these positions should not be charged as personnel costs to avoid possible duplication:
  - Administration (e.g., director or program head)
  - Clerical (e.g., secretary or administrative assistant)
  - Accounting (e.g., controller or bookkeeper)

- Procurement (e.g., purchasing director or stockroom clerk)
- Housekeeping and maintenance (e.g., custodial and janitorial, repairman, or grounds keeper)

NOTE: These positions can be charged directly if the individual is working a significant amount of time on the project. This will be approved on a case-by-case basis and your narrative should significantly articulate the need to charge these directly if applicable.

- For awards made to states or units of local government (including law enforcement agencies), salaries and benefits for positions (including exempt employees) that are already budgeted with state, local, or Bureau of Indian Affairs (BIA) funds and would be funded in the absence of this COPS Office award are also not allowed.
- Salaries and benefits of personnel that do not work directly on the project.
- Salaries and benefits for contract or consultant personnel (these should be placed under “Sub-awards” or “Procurement Contracts,” as applicable).

### **Unallowable Fringe benefits**

Typically, unallowable fringe benefit costs include, but are not limited to, the following (Note: these are typically unallowable no matter which category they are placed under):

- Bonuses or commissions
- If your indirect cost rate agreement includes fringe benefits, you may not charge these costs directly to the project

### **Other Unallowable Items**

- 3D printers and associated equipment
- Activities run by organizations whose primary focus is Performance Training / Peak Performance Training / Athletic Performance
- Advertising and public relations designed solely to promote the recipient
- Ammunition (live and training)
- Audit requirements are unallowable (if the applicant organization did not meet the applicable expenditure threshold during the organization’s fiscal year, the cost of any audit performed may not be charged to the award)
- Bar charges/alcoholic beverages
- Bayonets
- Bikes and associated equipment
- Biometric technology
- Body armor

- Body metric equipment such as blood pressure monitors and FitBits
- Body-worn cameras
- Bomb detection technology
- Bulletproof vests and accessories
- Buses/shuttles/transit vans (purchasing or leasing)
- Camouflage uniforms
- Certification to become a Personal Trainer
- Closed-circuit televisions (CCTV)
- Communication boxes
- Commuting costs including to and from program location
- Compensation of federal employees (this category of unallowable costs includes salary payments, consulting fees, or other compensation to full-time federal employees)
- Computer aided dispatch (CAD) systems/records management systems (RMS)
- Conference exhibit displays such as backdrops and retractable banners
- Conference or event swag, including t-shirts, bags, or mugs
- Construction costs
- Copiers
- Corporate formation (startup costs)
- Costs exceeding Federal Travel Regulations if no other organizational written policy is supplied that supersedes these established rates
- Costs for audits not required or performed in accordance with the Office of Management and Budget (OMB) Circular A-133 or 2 C.F.R. Part 200 Subpart F – Audit Requirement are unallowable. If the applicant organization did not meet the applicable expenditure threshold during the organization's fiscal year, the cost of any audit performed may not be charged to the award
- Costs incurred for intramural activities, student publications, student clubs, and other student activities
- COVID-19 test kits
- Credit card fees
- Criminal intelligence systems
- Dietician/nutritionist



- Displays, demonstrations, or exhibits
- Electronic control weapons (ECW)/Tasers
- Entertainment, including amusement, diversion, social activities, and any associated costs (e.g., tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities)
- Equipment with a physical wellness focus (saunas, cold plunges)
- Explosives
- Extracurricular expenses for youth programs, including t-shirts, meal plans, giveaways, swag bags, and games
- Firearm investigation equipment
- Firearms (including training firearms)
- Fitness equipment (including yoga equipment)
- Floor and wall mats/pads
- Food and beverages at conferences, meetings, or trainings your organization is hosting
- Foreign travel
- Fuel for general patrol vehicles
- General law enforcement vehicles, including patrol cars and leased vehicles (for purposes of the CPD CIT program, purchase and leasing of non-patrol vehicles is allowable)
- Golf carts/motorized personal vehicles
- GPS and Easy Pass rentals (when renting a car)
- GPS devices
- Grenade launchers
- Gunshot detection equipment and technology
- Gym memberships and subscriptions
- Handcuffs, weapons, and ammunition (including training ammunition)
- Health screenings
- Land acquisition including renting, leasing, or construction of buildings or other physical facilities
- Laser spectroscopy devices
- Laundry services while on travel
- License plate readers (LPR) and associated software

- Live animals (including dogs and horses) including associated supplies, food, transportation, and veterinary expenses
- Local travel costs (lodging, meals, per diem, or transportation costs) within a 50-mile radius of the project location
- Maintenance and enhancements (such as mounts) of patrol vehicles (for purposes of the CPD CIT program, maintenance of non-patrol vehicle purchased or leased under CIT funding is allowable)
- Maintenance and/or service contracts that extend the life of the award period (multiyear contracts and extended warranties are allowable but must be paid in full within the initial award period and must not exceed the award period)
- Manned aircraft
- Martial arts training
- Massages
- Membership fees to organizations whose primary activity is lobbying
- Metal detectors
- Mileage reimbursement, rental cars, parking fees, and/or taxi fare for local travel within a 50-mile radius of the project location
- Militarized equipment
- Mobile data terminals (MDT)
- Narcan
- Non-motorized vehicles
- Office rental/lease space, except for costs proportionate to work conducted under this solicitation (if included within an indirect cost rate negotiated agreement)
- Paying for meals other than your own
- Personal protective equipment or gear
- Promotional items and memorabilia, including challenge coins, models, gifts, and souvenirs
- Psychological screenings
- Publishing services (the COPS Office provides editing, graphic design, and printing services for deliverables and other project materials; therefore, these costs cannot be directly charged unless approved on a case-by-case basis)
- Radios for law enforcement (for purposes of the CIT program, radios to be used by behavioral/mental health providers are allowable)
- Recreation equipment (including tents and coolers)

- Recreational supplies (such as Frisbees)
- Rental costs are not allowable for property owned by the applicant or if the applicant has a financial interest in the property. In this case only the costs of ownership, including maintenance costs, insurance, depreciation, utilities, etc., are allowable costs. The applicant must indicate in the budget narrative whether or not they own the space that will be rented.
- Robotic cameras
- Scholarships, fellowships, and other programs for student aid (exceptions are for institutions for higher education)
- Servers
- Shared items between projects—if supplies or equipment is to be used for concurrent projects, this should be captured in your indirect costs. If your organization does not have an indirect cost rate agreement, this may be proportionally charged as direct with prior approval.
- Simulators/augmented reality programs
- Sleep pods
- Surveillance equipment
- Sworn officer salaries and fringe benefits (except sworn overtime and related overtime FICA, worker's compensation, and unemployment compensation fringe benefits – see allowable other costs section above)
- Tactical gear
- Thermal imaging devices
- Tips/gratuities
- Tracked (armored) vehicles
- Traffic equipment (such as cones, message boards)
- Trailers
- Trophies, medals, certificates, and other awards
- Unmanned aerial vehicles (drones)
- Video surveillance (including security systems)
- Uniforms (including helmets, boots)
- Weaponized aircraft, vessels, and vehicles of any kind

## Consolidated Category Summary

You will be able to review the category totals and the total project costs under this section. To make any changes to a particular category, please use the navigation on the right of the screen.

## Noncompetitive Justification

As applicable, applicants will attach the noncompetitive justification (or sole source justification). Additional guidance can be found in the [Sole Source Justification fact sheet](#).

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as “[Applicant].Noncompetitive.” Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. The system may reject applications with other formats. **If an applicant submits multiple versions of the same document, the COPS Office will review only the most recent system-validated version submitted.**

## Indirect Cost Rate Agreement (if applicable)

As applicable, applicants will attach the indirect cost rate agreement. Additional guidance can be found in the [Indirect Cost Rate Agreement fact sheet](#).

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as “[Applicant].Indirect Costs.”

Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. The system may reject applications with other formats. If an applicant submits multiple versions of the same document, the COPS Office will review only the most recent system-validated version submitted.

## Consultant Rate

As applicable, applicants will attach the consultant rate justification. Additional guidance can be found in the [Consultant Rate Justification fact sheet](#).

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as “[Applicant].Consultant Rate.”

Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. The system may reject applications with other formats. If an applicant submits multiple versions of the same document, the COPS Office will review only the most recent system-validated version submitted.

## Budget Narrative

Applicants must attach a separate budget narrative. The organization must create and attach a budget narrative that describes each item requested or group of similar items requested and links each item or group of items to the proposed project. All items will be reviewed on a case-by-case basis and in context of the allowable and unallowable costs lists. Budget narratives do not count toward the page limit of the proposal narrative.

Applicants must submit reasonable budgets based on the resources needed to implement their proposed projects. The budget should display a clear link between the specific project activities and the proposed budget items. It should not contain any items that are not detailed in the applicant's proposal narrative.

The separate budget narrative should thoroughly and clearly describe every category of expense listed in the budget detail worksheets contained in this application. The COPS Office expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

An applicant should demonstrate in its separate budget narrative how it will maximize cost effectiveness of award expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality. Consideration will be given to budget proposals that maximize the direct funding that supports project activities.

The budget narrative should be mathematically sound and correspond clearly with the information provided in the budget detail worksheets. The narrative should explain how the applicant estimated and calculated all costs and how those costs are necessary to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. The budget should describe costs by year and should cover the full project period of two years.

In some circumstances, the budget and budget narrative will be reviewed separately from the applicant's proposal narrative. Therefore, it is very important that the budget narrative be as comprehensive as possible and describe in a narrative format each line item requested in the budget. The budget narrative should not be used to explain deliverables or project activities that are not included in the applicant's proposal narrative.

Deliverables and activities that are solely listed in the budget narrative and not described in the applicant's proposal narrative (and vice versa) will be scored negatively during the peer review process.

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as “[Applicant]. Sole Source.” Recommended file formats

are PDF, Microsoft Word, and Microsoft Excel. The system may reject applications with other formats. **If an applicant submits multiple versions of the same document, the COPS Office will review only the most recent system-validated version submitted.**

## Memoranda of Understanding (MOU) and Other Supportive Documents

As applicable, applicants will attach the any memoranda of understanding or partner agreements in this section.

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as “[Applicant].MOU.” Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. The system may reject applications with other formats. **If an applicant submits multiple versions of the same document, the COPS Office will review only the most recent system-validated version submitted.**

## Additional Application Components

As applicable, applicants will attach the following additional application attachments in this section:

- Curriculum Vitae or résumés (up to three key project staff detailing work and educational history and highlighting any experience that is relevant to their ability to successfully carry out the proposed project)
- Timeline of project deliverables, milestones, activities and who will complete the activities
- Letters of Support

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as “[Applicant].Resume.” Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. The system may reject applications with other formats. **If an applicant submits multiple versions of the same document, the COPS Office will review only the most recent system- validated version submitted.**

## Curricula Vitae or Résumés

As applicable, applicants will attach the Curriculum Vitae or résumés for up to three key project staff detailing work and educational history and highlighting any experience that is relevant to their ability to successfully carry out the proposed project).

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as “[Applicant].Resume.” Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. The system may reject applications with other formats. **If an applicant submits multiple versions of the same document, the COPS Office will review only the most recent system- validated version submitted.**

## Letters of Support

As applicable, applicants will attach letters of support.

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as “[Applicant].Support.” Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. The system may reject applications with other formats. **If an applicant submits multiple versions of the same document, the COPS Office will review only the most recent system- validated version submitted.**

## Timeline Form

Applicants must attach a separate timeline of project deliverables, which are mapped to the goals and objectives of the proposed initiative, and include milestones, activities and who will complete the activities. The timeline attachment should be uploaded in the “Additional Application Components” section of this application. If awarded funding, the information provided in the timeline attachment will be used in performance reporting and recipients will have to provide a status on the goals, objectives, deliverables, timeline. The COPS Office encourages applicants to review and link their goals and objectives to the solicitation goals and requirements.

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as “[Applicant].Timeline.” Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. The system may reject applications with other formats. **If an applicant submits multiple versions of the same document, the COPS Office will review only the most recent system-validated version submitted.**

## Disclosures and Assurances

### Disclosure of Lobbying Activities

**Important:** All applicants must complete the SF-LLL Disclosure of Lobbying Activities in Grants.gov prior to beginning the application process in JustGrants. NOTE: Applicants that do not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. § 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

If this applies to your organization, you are required to complete the disclosure form via grants.gov. If you need to submit additional forms, please submit them as attachments to your application online in the “Additional Application Components” Section.

### DOJ Certified Standard Assurances

Applicants to COPS Office programs are required to sign and acknowledge the standard DOJ Assurances form in JustGrants. Signing this document assures the COPS Office that you have read, understood, and accepted the award terms and conditions as outlined in the Assurances. Please read this document carefully, as signatures on this document are treated as material representation of fact upon which reliance will be placed when the U.S. Department of Justice determines to fund the covered award. Full text of the Certified Standard Assurances and Terms and Conditions is available in the FY24 Resource Guide for Community Policing Advancement (CPA) Programs at [https://cops.usdoj.gov/pdf/2024ProgramDocs/CPA\\_Resource\\_Guide.pdf](https://cops.usdoj.gov/pdf/2024ProgramDocs/CPA_Resource_Guide.pdf).

### DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing

Applicants to COPS Office programs are required to sign and acknowledge the standard DOJ Certifications form in JustGrants. Signing this document assures the COPS Office that you have read, understood, and accepted the award terms and conditions as outlined in the Certifications.



Please read this document carefully, as signatures on this document are treated as material representation of fact upon which reliance will be placed when the U.S. Department of Justice determines to award the covered award. See appendices for the full assurances and certifications, which can all be found in the [FY24 Resource Guide for Community Policing Advancement \(CPA\) Programs](#).

An explanation is required when the applicant is unable to certify to certain statements in the “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing” form (if applicable). When the applicant is unable to certify to specific statements identified in this Certifications form, the applicant must attach an explanation. The applicant is still required to sign the Certifications form to certify to all the other applicable statements. Please see the [FY24 Resource Guide for Community Policing Advancement \(CPA\) Programs](#) for a copy of this Certifications form.

The certifications are as follows:

1. The applicant understands that, as a general rule, COPS Office funding may not be used for the same item or service funded through another funding source, and
2. The applicant and any required or identified official partner(s) listed in this application mutually agreed to this partnership prior to submission.

## Declaration and Certification to DOJ as to Application Submission

Applicants must read and acknowledge the statements in the Declaration and Certification.

### Federal Civil Rights and Award Review

Please be advised that an application may not be funded and, if awarded, a hold may be placed on the award if it is deemed that the applicant is not in compliance with federal civil rights laws, is not cooperating with an ongoing federal civil rights investigation, or is not cooperating with a U.S. Department of Justice award review or audit.

## How to Apply

Federal regulations require that an applicant for federal funding (1) be registered in SAM before submitting its application, (2) provide a valid unique entity identifier in its application, and (3) continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency. The COPS Office may not make an award to an applicant until the applicant has complied with all applicable Unique Entity Identifier (UEI) and SAM requirements and, if an applicant has not fully complied with these requirements by the time the COPS Office is ready to make an award, the COPS Office may determine that the applicant is not qualified to receive an award. See 2 C.F.R. §§ 25.200 and 25.205 and the Award Terms and Conditions for further information.

Please follow the steps listed here to ensure your application is submitted by the deadline for this solicitation. Applicants should register online with SAM and with Grants.gov well in advance of the JustGrants deadline.

### **Step 1: Register with SAM database/Confirm Unique Entity Identifier (UEI) number**

The Unique Entity Identifier (UEI) issued by SAM is a 12-character alphanumeric value and, once issued, will not change. Entities that are currently registered in SAM.gov already have a Unique Entity ID (SAM) which can be viewed in SAM.gov. The transition to UEI (SAM) will not impact an entity's registration expiration date or when renewal is necessary.

System of Award Management (SAM) registration and renewal can take as long as 10 business days to complete.

If you do not have an Employer Identification Number (EIN), the process can take up to five weeks to obtain an EIN from the Internal Revenue Service. There is no fee associated with these processes. These processes cannot be expedited.

SAM registration procedures can be accessed at <https://www.sam.gov>.

The person registering with SAM will be the designated SAM E-Business (E-Biz) Point of Contact (POC), who can assign the people who submit applications for the organization (your Authorized Organization Representatives). In addition, you must review your SAM registration once a year.

### **Step 2: Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.**

Complete the AOR profile on Grants.gov and create a username and password. An applicant entity's "Unique Entity Identifier (UEI)" must be used to complete this step. For more information about the registration process for organizations and other entities, visit the [Grants.gov registration page](#). Individuals registering with Grants.gov may visit the [Applicant Registration page](#).

### **Step 3: Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).**

The SAM E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.

### **Step 4: Search for the funding opportunity on Grants.gov.**

Search using the Assistance Listing Title and the Funding Opportunity Number from the solicitation.

**Step 5: Access Funding Opportunity and Application Package from Grants.gov.**

Select “Apply for Grants” under the “Applicants” column. Enter your email address to be notified of any changes to the opportunity package before the closing date. Click the Workspace icon to use Grants.gov Workspace.

**Step 6: Complete and Submit the SF-424 and SF-LLL via Grants.gov.**

Within 48 hours after submitting the SF-424 and SF-LLL, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the SF-424 and SF-LLL. The second will state whether the SF-424 and SF-LLL has been validated and successfully submitted, or whether it has been rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received, and then receive a system-generated rejection notice a few minutes or hours later. Submitting the SF-424 and the SF-LLL well ahead of the Grants.gov deadline provides time to correct the problem(s) that caused the rejection. These system-generated rejection notices are due to inaccurate data or incomplete applications.

**Important:** DOJ urges each applicant to submit the SF-424 and the SF-LLL at least 72 hours prior to the Grants.gov due date to allow time to receive validation messages or rejection notifications from Grants.gov and to correct in a timely fashion any problems that may have caused a rejection notification. Verify the application deadline (date and time) in the solicitation.

**Step 7: Register the Entity Administrator (E-Biz POC) and the Application Submitter with DOJ’s Justice Grants System (JustGrants).**

*(Application Submitters and E-Biz POC Users with an existing JustGrants Account may skip to step 8.)*

Within 24 hours of JustGrants receiving an application from Grants.gov, the user submitting the application in Grants.gov and SAM E-Biz POC will receive an email to register for a JustGrants account. The email is from DOJ’s secure user management system (DIAMD) and will include instructions on how to create an account.

To ensure that you receive these emails and that they are not flagged as spam, we recommend adding **DIAMD-NoReply@usdoj.gov** to the trusted sender list in your email settings.

The E-Biz POC at the applicant organization serves as the Entity Administrator and must log in to JustGrants to confirm the entity’s profile, add users, and assign the two required Authorized Representatives (Law Enforcement Executive/Program Official and Government Executive/Financial

Official). The Authorized Representatives are officials who have ultimate and final responsibility for all programmatic and financial decisions for your agency, as the legal recipient. For guidance on who should be assigned as Authorized Representatives, please see below:

**For law enforcement agencies,** COPS Office awards require that both the top law enforcement executive (e.g., chief of police, sheriff, or equivalent) and the top government executive (e.g., mayor, board chairman, or equivalent) sign the application, and (if awarded funding) accept the award package. Both the top law enforcement executive and the top government executive must be assigned the role of Authorized Representative in Just Grants.

**For non-law enforcement agencies** (institutions of higher education, school districts, private organizations, etc.), COPS Office awards require that both the programmatic official (e.g., executive director, chief executive officer, or equivalent) and financial official (e.g., chief financial officer, treasurer, or equivalent) sign the application, and (if awarded funding) accept the award package. These two officials must have the ultimate signatory authority to sign contracts on behalf of your organization. Both the programmatic official and the financial official must be assigned the role of Authorized Representative in Just Grants.

Please note that nonexecutive positions (e.g., clerks, trustees) are not acceptable Authorized Representatives.

The user who submitted the application in Grants.gov serves as the Application Submitter. Within minutes of completing your JustGrants account registration, the Application Submitter and the E-Biz POC (Entity Administrator) users will receive an email from JustGrants with a link to the application started in Grants.gov.

### **Application Submitters and E-Biz POC Users with a JustGrants Account**

#### **Step 8: Review and Invite the Two Required Authorized Representatives in JustGrants**

The Entity Administrator will need to log into JustGrants to review and assign the required two Authorized Representatives (Law Enforcement Executive/Program Official and Government Executive/Financial Official). The Authorized Representatives are officials who have ultimate and final responsibility for all programmatic and financial decisions for your agency, as the legal recipient. For guidance on who should be assigned as Authorized Representatives, please see guidance above.

If an Authorized Representative needs to be invited, the Entity Administrator will need to invite the individual to receive a JustGrants account. These actions are required before an application can be submitted.

Within minutes of being invited to be an Authorized Representative, the individual will receive an email from **DIAMD-NoReply@usdoj.gov** with instructions on how to create an account in DOJ's secure user management system.

Once the Authorized Representatives receives the email and completes the steps to create an account, the Authorized Representative will be available in JustGrants.

Review the [“JustGrants User Roles Guide”](#) to become familiar with the various JustGrants Entity User roles.

### **Step 9: Complete and Submit the JustGrants Application**

**Important:** In addition to the Application Submitter, the Entity Administrator and the two Authorized Representatives should be available to assist with the JustGrants application submission.

The Application Submitter will complete the application by entering data into web-based forms, uploading attachments, and accepting assurances and certifications. Before you submit your application, each section must be completed and free of validation errors. If not, please return to each identified page using the table of contents on the right side of the page. If any required fields are unanswered, they will be flagged with warning messages. In this case, answer these required fields. You will not be able to submit your application until all validation issues are corrected and the application is certified.

The Application Submitter will also need to confirm the required two Authorized Representatives (Law Enforcement Executive/Program Official and Government Executive/Financial Official).

The Application Submitter will need to select two authorized representatives via dropdown field in the “Confirm Authorized Representative” section of the application. The dropdown will display all authorized representatives that have been assigned for your entity (the [Application Submission Job Aid Reference Guide](#) for this step).

If you do not see authorized representatives for your entity in the dropdown field within the “Confirm Authorized Representative” section of the application, you will need to add and assign the role for each authorized representative for your entity. Please note: the COPS Office requires two authorized representatives (Law Enforcement Executive and Government Executive) for its grant applications. Users will not be visible in JustGrants until they have successfully logged into JustGrants. If you need assistance adding users and assigning roles for your entity, please refer to the [Entity Management Job Aid Reference Guide](#).

Once all sections are completed, the application submitter will submit the application. Upon successful submission of an application, the Application Submitter, Entity Administrator, and the two Authorized Representatives will receive an email from JustGrants confirming submission of the application. The COPS Office will not accept applications submitted via mail or email.

### **Step 10: Confirm Receipt of JustGrants Application**

The Application Submitter should closely monitor their email and JustGrants accounts for any notifications from Grants.gov or JustGrants about a possible failed submission. The user who is authorized to submit applications on behalf of the organization is the one who will receive these notifications. The COPS Office does not send out these notifications, nor does the COPS Office receive a

copy of these notifications. It is the applicant's responsibility to notify the COPS Office of any problems with the application submission process. Submitting the application components **at least 48 hours prior to the solicitation deadline** will enable the applicant to receive notice of a failed submission and provide an opportunity to correct the error before the applicable deadline.

## Submission Dates and Time

All completed applications must be submitted by the deadline.

## Late Submissions

The COPS Office will review on a case-by-case basis requests for late submission due to unforeseen technical issues or extraordinary events such as extreme weather emergencies or mass casualty events. Requests for an extension of the Grants.gov deadline must be received no later than 5:00 p.m. ET on the next business day after the Grants.gov solicitation deadline. Requests for an extension of the JustGrants deadline must be received no later than 5:00 p.m. ET on the next business day after the JustGrants deadline. No late submission requests will be considered after the extension requests deadline. Extension of deadlines is rare and is not guaranteed.

To be considered for an extension, applicants must contact the COPS Office Response Center via email at [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov) detailing the technical/extraordinary issues that impact application submission. This email must be submitted prior to the deadline for which the applicant is requesting an extension. The applicant's email must include the following information: UEI number, Organization name, Point of contact name and information, Application ID, and the nature of the issue/disaster and how it affected the applicant's ability to submit an application on time. The email subject line should read "[Insert Program] Extraordinary Circumstances: [UEI number, Agency Name, Application ID]", with your UEI number and organization name and details filled in.

The COPS Office will respond to each applicant as soon as possible with either an approval and instructions for submission or a rejection. If the technical issues you reported cannot be validated, the application will be rejected.

The following conditions are not valid reasons to request an extension: (1) failure to begin the registration process in sufficient time; (2) failure to follow instructions on Grants.gov or JustGrants; (3) failure of the two assigned authorized representatives, with the proper authority, to activate accounts in JustGrants prior to application submission; (4) failure to follow all of the instructions in the solicitation; (5) failure to register or update information on the SAM website; and (6) failure to register or complete the SF-424 and SF-LLL in Grants.gov.

## Application Review Information

The COPS Office is committed to ensuring a fair and open process for making awards. The COPS Office will review the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation.

To maintain the integrity of the competitive solicitation process, the COPS Office can provide publicly available technical assistance regarding the mechanics of the application but cannot evaluate the merits of an application during the open solicitation period.

## Review Process

Applications will undergo a standard review and selection process, which includes a review of basic minimum requirements, peer review panel ratings, administrative compliance review, a senior leadership review and recommendation panel, and director's selection. A description of each phase is provided in the following sections. Applicants are encouraged to review their own applications prior to submission, with particular attention given to the Basic Minimum Requirements and each of the Review Criteria specified in the descriptions that follow.

## Basic Minimum Requirements Review

Once the solicitation closes, COPS Office staff screen and evaluated applications for compliance with basic minimum requirements (BMR). Applications should be written with clarity, organization, and soundness in the proposed work, with all mandatory attachments.

## BMR Review Criteria

Applications that are missing any of the following basic minimum requirements will be disqualified and therefore not scored by review panels.

- Applicant must respond to all application questions.
- Applicant must provide a separate budget narrative that is 60 percent or more allowable.
- The applicant must be a state, local, tribal, or territorial law enforcement agency.
- The proposed project must be within the scope of the solicitation.

## Peer Review

Peer review will evaluate applications that meet the eligibility basic minimum requirements. The COPS Office may use internal peer reviewers, external peer reviewers, or a combination to assess applications on technical merit using the solicitation's review. An external peer reviewer is an expert in the subject matter of a given topic area who is not a current federal employee. An internal peer reviewer is a current federal employee who is well-versed or has expertise in the subject matter of the subcategory. Peer feedback is advisory only, although reviewer views are considered carefully.

Peer reviewers will be asked to review applications based on the application subcategory and the goal of the solicitation to develop the capacity of law enforcement to implement community policing strategies by providing guidance on promising practices through the development and testing of innovative strategies; building knowledge about effective practices and outcomes; and supporting new, creative

approaches to preventing crime and promoting safe communities. Reviewers will also be asked to consider the subcategory-specific solicited goals, requirements, and deliverables described in the solicitation language.

Upon completion of their reviews, peer reviewers will recommend applications that should advance to Senior Leadership Review.

## Review Criteria

Applications will be evaluated based on the following merit criteria, which the applicant addresses in their application, proposal narrative, budget narrative, budget worksheets, and other attachments. Applications that are not responsive to the solicitation or duplicative of past or ongoing federally funded work will be scored accordingly. Although not an exhaustive list, at a minimum, reviewers will be asked to evaluate applications according to the following criteria:

### Problem identification

- Identifies the problem to be addressed by the proposed project and explains the need for federal funding to address the problem
- Describes an agency-wide philosophy that demonstrates an understanding of de-escalation and a commitment to safe outcomes when responding to persons in crisis
- Explains how the proposed project will improve the agency's ability to achieve safe outcomes during police encounters with persons in crisis

### Project description

- Identifies how the project will implement training program(s) that will address one or more of the areas of focus (*mandatory*)
- Identifies clear learning objectives for the training program (*mandatory*)
- Identifies a training vendor(s) and/or instructor(s) that can be verified as having practical experience in the content taught (*mandatory/may be made conditional*)
- If proposing to purchase equipment or technology, identifies the type of purchase proposed (*mandatory*) and the vendor(s) (*mandatory/may be made conditional*)
- If proposing to purchase equipment or technology, clearly identifies how the purchase will contribute to the development or enhancement of the training program (*mandatory*)

### Management and implementation

- Demonstrates leadership support for the project (*mandatory*)
- Identifies key project staff and their experience in support of agency capacity to carry out the project (*mandatory*)



- Articulates an assessment plan that includes at least a participant learning assessment (pre- and post-test) and a participant satisfaction assessment (*mandatory*); may also include knowledge retention and skill usage assessments (*priority*)
- Explains how the expected outcomes of the project will be sustained after the performance period of the award has ended (*mandatory*)
- Identifies relevant deliverables resulting from the project (*mandatory*)
- Includes a project timeline that is detailed and realistic (*mandatory*)

## Budget

- Provides a comprehensive budget with costs that are allowable, reasonable, and appropriate given the goals of the project (*mandatory*)
- Provides a budget narrative with a detailed breakdown of each budget category allowing the reader to clearly understand how each dollar requested will be spent (*mandatory*)
- Matches the budget and the budget narrative to the tasks and deliverables identified in the application (*mandatory*)
- Provides appropriate budget support documentation which may include a current indirect cost rate agreement, sole source justification, consultant rate justification, or vendor quotes (*mandatory/may be made conditional*)

## Federal Policing Priorities

In addition to the criteria listed earlier, the COPS Office will provide priority points for agencies that respond affirmatively to the list of questions related to the activities outlined in the Federal Priorities for Policing Inventory. The inventory questions will help the U.S. Department of Justice evaluate the possibility for priority consideration, where appropriate, and identify potential gaps in training and technical assistance.

## Administrative Compliance Review

All advancing applications will undergo an administrative compliance review. Past financial and programmatic performance with DOJ award funding will be considered in this review process. Past performance may affect the overall rating and ranking of an application. Factors that may be included in the past performance review include the following:

- The extent to which the applicant has adhered to all special conditions in the prior awards
- The extent to which the applicant has complied with programmatic and financial reporting requirements
- The extent to which the applicant has completed closeout of prior awards in a timely manner
- Whether the applicant has received financial clearances in a timely manner

- Whether the applicant has resolved any issues identified in an audit or on-site monitoring visit in a timely manner
- Whether the applicant has adhered to single audit requirements
- The extent to which the applicant has completed work and spent prior award funds in a timely manner

Pursuant to 2 C.F.R. Part 200 (“Uniform Guidance”), before award decisions are made, the COPS Office also reviews information related to the degree of risk posed by applicants. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, the COPS Office checks whether the applicant is listed in SAM as excluded from receiving a federal award. The COPS Office also must review and consider any information about the applicant that appears in the nonpublic segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, “FAPIIS”).

Applicants may review and comment on any information about them in SAM that a federal awarding agency previously entered in the designated integrity and performance system, and such applicant comments will also be reviewed and considered.

The COPS Office may contact applicants regarding budget and financial questions as part of the review process. This outreach is not an indication of funds or awarding decisions.

## Senior Leadership Review

The Senior Leadership Review is conducted by senior-ranking federal employees. During this process all advancing applications from peer review are evaluated based on peer review feedback, administrative compliance review, past performance, project scope, and budget.

Senior Leadership will submit formal recommendations for funding to the COPS Office Director.

## Director’s Selection

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Director of the COPS Office, who may also give consideration to factors including prior funding history, current award balances, underserved populations, population served, geographic diversity, strategic priorities, past performance, significant concerns regarding ability of the applicant to administer federal funds, and available funding when making awards.

## Federal Award Notices

Award notification will be sent electronically from JustGrants. This award notification will include instruction on enrolling in Automated Standard Application for Payments (ASAP) and accepting the award. Recipients will be required to log into JustGrants to review, sign, and accept the award. The

notice of award will contain details about the award including start and end dates, funding amounts, and the award conditions. The Authorized Representatives must acknowledge having read and understood all sections of the award instrument and submit the required declaration and certification to accept the award; these steps will be completed electronically in JustGrants before you will be able to draw down funds or begin implementing the program. By accepting the award and the COPS Office funding, your agency acknowledges that it will comply with these conditions and, if applicable, additional special conditions specific to your agency.

It is anticipated that awards will be announced on or after **October 1, 2024**. Any public announcements will be posted on the [COPS Office website](#).

**All award decisions are final and not subject to appeal.**

To officially accept and begin your award, your organization must access your award package at <https://justgrants.usdoj.gov/>. Once you access your account, you will review and electronically sign the award document (including award terms and conditions) and, if applicable, the special award conditions or high-risk conditions within 45 days of the date shown on the award congratulatory letter, unless an extension is requested and granted. The two assigned Authorized Representatives (Law Enforcement Executive/Program Official and Government Executive/Financial Official) as described in the How to Apply section are required to sign the award package. If the Authorized Representative(s) changes between the time of application submission and award receipt, the Entity Administrator will need to update the Authorized Representative(s) in JustGrants. Your organization will not be able to draw down award funds until the COPS Office receives your signed award document. For more information on accepting your award, please visit the [JustGrants Training page](#) for step-by-step instructions.

For technical support with JustGrants, please call JustGrants Support at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov), or 833-872-5175. For programmatic assistance, please contact the COPS Office Response Center at [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov).

## The Award Package

The award package is the document indicating your official award funding amount, the award number, the award terms and conditions, and award start and end dates.

The award start date indicated in the award package means that your organization may be reimbursed for any allowable costs incurred on or after this date. The duration of awards is 24 months.

Your FY24 award number is in the following format: 15JCOPS-24-XX-XXXXX-XXXX. The COPS Office tracks award information based upon this number; therefore, it is important to have your organization's award number (or your organization's UEI number) readily available when corresponding with the COPS Office.

The award terms and conditions are listed in the award package. In limited circumstances, your award package may include additional special conditions or high-risk conditions that prevent your organization from drawing down or accessing award funds until the special conditions or high-risk conditions are satisfied as determined by the COPS Office.

By accepting the award, you are acknowledging that you are obtaining federal funds from the COPS Office. As part of that agreement, if awarded funds, your organization will acknowledge that it will comply with all applicable award terms and conditions including any special or high-risk conditions.

## **Administrative and National Policy Requirements**

If selected for funding, in addition to implementing the funded project consistent with the approved project proposal and budget, the recipient must comply with award terms and conditions and other legal requirements including, but not limited to, OMB, DOJ, or other federal regulations that will be included in the award or incorporated into the award by reference or are otherwise applicable to the award.

The COPS Office strongly encourages applicants to review applicable requirements and terms and conditions prior to submitting an application. Terms and conditions for COPS Office awards are available on the COPS Office website in the Application Resource Guide. Terms and conditions are subject to change before the award is issued. The [FY24 Resource Guide for Community Policing Advancement \(CPA\) Programs](#) also contains additional requirements which apply to this application and award, including audit requirements, suspension, and termination requirements.

## **Terms, Conditions, and Award Requirements**

Please review carefully the [FY24 Resource Guide for Community Policing Advancement \(CPA\) Programs](#) for a full description of each of the listed terms, conditions, and other requirements for this COPS Office program. By submitting your application, your organization assures the COPS Office that you agree to the terms, conditions, and requirements. If awarded funds, by accepting your COPS Office award, your organization agrees to comply with all of the terms, conditions, and other requirements in your award package and any additional special or high-risk conditions that may be imposed on your award.

## **Administrative Actions and Legal Remedies Related to Federal Awards**

Please be advised that an application may not be funded or, if awarded, a hold may be placed on this application if it is deemed that the applicant is not in compliance with federal civil rights laws, is not cooperating with an ongoing federal civil rights investigation, or is not cooperating with a U.S. Department of Justice award review or audit.

Misuse of COPS Office funds or failure to comply with all COPS Office award requirements may result in legal sanctions including suspension and termination of award funds, the repayment of expended funds, ineligibility to receive additional COPS Office funding, and other remedies available by law.

Under the False Claims Act, any credible evidence that a person has submitted a false claim or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving COPS Office funds may be referred to the Office of Inspector General (OIG). The OIG may be contacted at [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov), <https://oig.justice.gov/hotline/index.htm>, or 800-869-4499.

## Remedies for Noncompliance

Under 2 C.F.R. § 200.339, if the recipient fails to comply with award terms and conditions, the Federal awarding agency may impose additional conditions or take one or more of the following actions as appropriate in the circumstances:

- Temporarily withhold cash payments pending correction of the deficiency by the non-Federal entity or more severe enforcement action by the Federal awarding agency or pass-through entity.
- Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance.
- Wholly or partly suspend or terminate the Federal award.
- Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and Federal awarding agency regulations (or in the case of a pass-through entity, recommend such a proceeding be initiated by a Federal awarding agency).
- Withhold further Federal awards for the project or program.
- Take other remedies that may be legally available.

Prior to imposing sanctions, the COPS Office will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt to resolve the problem informally. Appeal procedures will follow those in the U.S. Department of Justice regulations in 28 C.F.R. Part 18.

Awards terminated due to noncompliance with the federal statutes, regulations, or award terms and conditions will be reported to the integrity and performance system accessible through SAM (currently FAPIIS).

False statements or claims made in connection with COPS Office awards may result in fines, imprisonment, debarment from participating in federal awards or contracts, and any other remedy available by law.

Please be advised that recipients may not use COPS Office funding for the same item or service also funded by another U.S. Department of Justice award.

## Federal Awarding Agency Contact(s)

For technical assistance with submitting the SF-424, please call the Grants.gov customer service hotline at 800-518-4726, send questions via email to [support@Grants.gov](mailto:support@Grants.gov), or consult the [Grants.gov Organization Applicant User Guide](#). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical support with the Justice Grants System (JustGrants) application, please contact the JustGrants Support at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175. The JustGrants Support operates Monday through Friday between the hours of 5:00 a.m. and 9:00 p.m. Eastern Time (ET) and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET. Training on JustGrants can also be found at <https://justicegrants.usdoj.gov/training-resources>.

For programmatic assistance with the requirements of this program, please contact the COPS Office Response Center at [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov). The COPS Office Response Center operates Monday through Friday, 9:00 a.m. to 5:00 p.m. ET, except on federal holidays.

## Freedom of Information Act and Privacy Act (5 U.S.C. §§ 552 and 552a)

All applications submitted to the COPS Office (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. By law, DOJ may withhold information that is responsive to a request if DOJ determines that the responsive information is protected from disclosure under the Privacy Act or falls within the scope of one or more of the nine statutory exemptions under FOIA. DOJ cannot agree not to release some or all portions of an application/award file in advance of a request pursuant to the FOIA.

In its review of records that are responsive to a FOIA request, the COPS Office will withhold information in those records that plainly falls within the scope of the Privacy Act or one of the statutory exemptions under FOIA. (Some examples include certain types of information in budgets and names and contact information for project staff other than certain key personnel.) In appropriate circumstances, the COPS Office will request the views of the applicant/recipient that submitted a responsive document.

## Feedback to the COPS Office

To assist the COPS Office in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and the application review peer review process. Provide feedback via email to [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov) with the following subject line: "FY24 [Insert Program Here] Program Feedback."

**Important:** This email is for feedback and suggestions only. Replies are not sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, you must contact the COPS Office Response Center at [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov).

# COPS Office Other Information

## Reporting, monitoring, and evaluation requirements

### Reporting

If awarded, your organization will be required to submit quarterly Standard Form 425, Federal Financial Reports (FFR) as well as semiannual Programmatic Performance Reports. Recipients should be prepared to track and report program award funding separately from other funding sources (including other COPS Office federal awards) to ensure accurate financial and programmatic reporting on a timely basis. Recipients should ensure that they have financial internal controls in place to monitor the use of program funding and ensure that its use is consistent with the award terms and conditions. Good stewardship in this area includes written accounting practices, use of an accounting system that tracks all award drawdowns and expenditures, and the ability to track when award-funded positions are filled or approved purchases are made. Failure to submit complete reports or submit reports in a timely manner will result in the suspension and possible termination of a recipient's COPS Office award funding or other remedial actions.

### Monitoring

Federal law requires that agencies receiving federal funding from the COPS Office be monitored to ensure compliance with their award conditions and other applicable statutory regulations. The COPS Office is also interested in tracking the progress of our programs and the advancement of community policing. Both aspects of award implementation—compliance and programmatic benefits—are part of the monitoring process coordinated by the U.S. Department of Justice.

Awarded organizations will be responsible for submitting Programmatic Performance Reports on a semiannual basis and SF-425 - Federal Financial Reports on a quarterly basis. In addition, awarded organizations will be responsible for the timely submission of a final Closeout Report and any other required final reports. All COPS Office recipients will be required to participate in such award monitoring activities of the U.S. Department of Justice, including but not limited to the COPS Office, the Office of the Inspector General, or any entity designated by the COPS Office.

Please note that the COPS Office may take a number of monitoring approaches, such as site visits, enhanced office-based award reviews, alleged noncompliance reviews, and periodic surveys to gather information and to ensure compliance. The COPS Office may seek information including, but not limited to, your organization's compliance with nonsupplanting and both programmatic and financial requirements of the award, and your organization's progress toward achieving your community policing strategy. Grant Operations staff are particularly interested in confirming that the purchase of items and/or services is consistent with the applicant's approved award budget as reflected on the Financial Clearance Memorandum and Final Funding Memorandum.

If awarded funds, you agree to cooperate with and respond to any requests for information pertaining to your award in preparation for any of the above-referenced award monitoring activities.

Please feel free to contact your COPS Office Program Manager to discuss any questions or concerns you may have regarding the monitoring, reporting, and evaluation requirements.

## Program Evaluation

Though a formal assessment is not a requirement, awarded organizations are strongly encouraged to conduct an independent assessment of their respective award-funded projects. Project evaluations have proven to be valuable tools in helping organizations identify areas in need of improvement, providing data of successful processes, and reducing vulnerabilities.

Selected award recipients shall be evaluated on the local level or as part of a national evaluation, pursuant to guidelines established by the Attorney General. Such evaluations may include assessments of individual program implementations. In select jurisdictions that are able to support outcome evaluations, the effectiveness of funded programs, projects, and activities may be required. Outcome measures may include crime and victimization indicators, quality of life measures, community perceptions, and police perceptions of their own work.

## Financial Management and System of Internal Controls

Award recipients and subrecipients must, as set out in the Uniform Guidance at 2 C.F.R. § 200.303, do the following:

- Establish and maintain effective internal control over the federal award that provides reasonable assurance that [the recipient (and any subrecipient)] is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- Evaluate and monitor [the recipient’s (and any subrecipient’s)] compliance with statutes, regulations, and the terms and conditions of federal awards.



- Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency designates as sensitive or [the recipient (and any subrecipient)] considers sensitive, consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

## Audit Requirement

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. Part 200, Subpart F – Audit Requirements, available at <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-F> establish the requirements for organizational audits that apply to COPS Office award recipients. Recipients must arrange for the required organization-wide (not award-by-award) audit in accordance with the requirements of Subpart F.

## Civil Rights

All recipients are required to comply with nondiscrimination requirements contained in various federal laws. A memorandum addressing federal civil rights statutes and regulations from the Office for Civil Rights, Office of Justice Programs will be included in the award package for award recipients. All applicants should consult the Assurances form to understand the applicable legal and administrative requirements.

## Funding to Faith-Based Organizations

Faith-based or religious organizations are eligible, on the same basis as any other organization, to participate in any DOJ program for which they are otherwise eligible. A faith-based or religious organization that participates in DOJ-funded programs or services will retain its independence from government, and may continue to carry out its mission, including the practice and expression of its religious beliefs, as long as it does not use direct financial assistance from DOJ to support any explicitly religious activities, including activities that involve overt religious content such as worship, religious instruction, or proselytization. Further guidance on federal financial assistance for faith-based organizations can be found at <https://www.ojp.gov/program/civil-rights-office/partnerships-faith-based-and-other-neighborhood-organizations> and <https://www.justice.gov/opa/pr/departments-justice-announces-joint-final-rule-regarding-equal-treatment-faith-based>.

## Section 508 of the Rehabilitation Act

If you are an applicant using assistive technology and you encounter difficulty when applying, please contact the COPS Office Response Center at [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov).

The department is committed to ensuring equal access to all applicants and will assist any applicant who may experience difficulties with assistive technology when applying for awards using the JustGrants System.

## **Public Reporting Burden: Paperwork Reduction Act Notice**

The public reporting burden for this collection of information is estimated to be up to 11.3 hours per response, depending upon the COPS Office program being applied for, which includes time for reviewing instructions. Send comments regarding this burden estimate or any other aspects of the collection of this information, including suggestions for reducing this burden, to the Office of Community Oriented Policing Services, U.S. Department of Justice, 145 N Street NE, Washington, DC 20530; and to the Public Use Reports Project, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503. For any questions or comments, please contact David Neely, COPS Office Paperwork Reduction Act Program Manager, at 202-514-8553.

You are not required to respond to this collection of information unless it displays a valid OMB control number. The OMB control number for this application is 1103-0098, and the expiration date is 05/31/2024.

## **Performance Measures**

To assist in fulfilling the U.S. Department of Justice's responsibilities under the Government Performance and Results Act Modernization Act (GPRA Modernization Act) of 2010, P.L. 111-352), recipients who receive funding from the Federal Government must measure the results of work that funding supports. This act specifically requires the COPS Office and other federal agencies to set program goals, measure performance against those goals, and publicly report progress in the form of funding spent, resources used, activities performed, services delivered, and results achieved.

Performance measures for this program will include the following:

- Extent to which COPS Office award funding (e.g., officers, equipment, training, technical assistance) has increased your agency's community policing capacity
- Extent to which COPS Office knowledge resources (e.g., publications, podcasts, training) have increased your agency's community policing capacity

The objective of these performance measures is to increase the capacity of law enforcement agencies to implement community policing strategies that strengthen partnerships for safer communities and enhance law enforcement's capacity to prevent, solve, and control crime through funding for personnel, technology, equipment, and training.

Recipients will rate the effectiveness of the COPS Office funding in increasing community policing capacity. Data will be collected on a periodic basis through performance reports.

COPS Office awards target increasing recipient capacity to implement community policing strategies within the three primary elements of community policing: (1) problem solving, (2) partnerships, and (3) organizational transformation. The COPS Office requires all applicants to describe how the personnel, technology, equipment, supplies, travel, or training requested will assist the applicant in implementing community policing strategies.

To read an overview of the principles of community policing, please see the COPS Office publication [Community Policing Defined](#).

As part of the programmatic performance reports, all recipients will be required to report on their progress toward implementing community policing strategies. Based on the data collected from recipients, the COPS Office may make improvements to the program to better meet the program's objective and law enforcement agency needs.

## **Application Checklist**

Please refer to the [JustGrants DOJ Application Submission Checklist](#).



**LIVINGSTON COUNTY SHERIFF'S OFFICE**

**150 S. Highlander Way  
Howell, Michigan 48843-2323  
(517) 540-7942  
csell@livgov.com**

DATE: June 21<sup>st</sup>, 2024

TO: Livingston County Board of Commissioners

FROM: Lieutenant Chad Sell

RE: FY24 U.S. Department of Justice Safer Outcomes program grant

The Livingston County Sheriff's Office is requesting to submit a proposal to the U.S. Department of Justice, Office of Community Oriented Policing Services, FY24 Safer Outcomes: Enhancing De-Escalation and Crisis Response Training for Law Enforcement program grant.

Upon approval, the Sheriff's Office will then be applying for \$155,000 in funding. The funding will be used to purchase two Street Smart Virtual Reality De-Escalation equipment. There is no matching cost associated with this grant and the deadline to apply is July 23<sup>rd</sup>, 2024 with an implementation date of October 1<sup>st</sup>, 2024. Awarded funding will be dispersed from the Department of Justice prior to purchase.

Participation in this grant opportunity will allow the Sheriff's Office to focus specifically on training department and county wide public safety in de-escalation and crisis response.

The main purpose of the program is to increase deputy training with new and more robust virtual reality scenario-based equipment. I am requesting approval for the submission of the proposal and application to enter into contract with the U.S. Department of Justice, Office of Community Oriented Policing Services. Your support will allow the Sheriff's Office to continue to provide enhanced training to public safety personnel which will result in a safer community for first responders and the public.



13 June, 2024

**Livingston County Sheriff's Office**  
**Lt. Chad Sell**  
**150 S. Highlander Way**  
**Howell, Michigan 48843**

Subject: Street Smarts VR system Justification Memo

Dear Lt. Sell,

Street Smarts VR is submitting a justification memo to the Livingston County Sheriff's Office to provide company and product details seeking approval for the purchase of a state-of-the-art VR-based training platform.

Street Smarts VR is the only company to offer cutting-edge technologies assisting agencies in conducting real-life training scenarios with subject matter experts and the following unique capabilities:

- SDVOSB – Service-Disabled Veteran Owned Small Business.
- Indoor and outdoor range with Free Play Rapid Target Practice
- Relevant and complex decision-making training content provided in a user-friendly, wireless, and commercial off-the-shelf platform.
- Dynamic training offering both configurations of agency-specific training requirements and standardized training scenarios across the agency. Skill builder capabilities progress from novice shooter to a fundamentally capable and trained shooter.
- True-to-life loadout: a full suite of duty weapons, non-lethal accessories, including the industry's only *patented* recoiling M4 rifle.

- Recoiling M4 Rifle enables trainees to feel haptic feedback when they pull the trigger of the M4 training device. This occurs in both single-shot and burst mode; automatic fire is also available.
- Marksmanship techniques focused on target acquisition and target transition to increase speed and cognitive focus. Immediate shot placement feedback to track and potentially correct improper trigger control and aiming.
- Ability to practice multiple stages of shooting: drawing from a duty holster, pressing, aiming, breath control, trigger press, and follow through.
- Advanced Law Enforcement Rapid Response Training (ALERRT) partnership.
- Two-officer reconfigurable shoot-house: Created in partnership with ALERRT, our two-officer reconfigurable shoot-house expands on our single-officer version. Two officers can train together to address active shooter situations in any number of hallway and room configurations, including straight hallways, and T-shaped hallways, with doors on either side of the hallway, all with the ability to gradually escalate the intensity of the instructor-led training.
- Ability to place suspects(s) in various points of a room, forcing the trainee to practice safe and sustainable CQB exercises. Ability to identify subjects as friends or foes and interact with subjects. Ability to drop props in rooms, for a more realistic training experience.
- Data-driven training: analytics and dashboards empower users to track performance and populate training records based on specific instructors or students if desired.
- Multiple training options off-the-shelf, with content and scenario updates three times a year in a stand-alone system.
- Immediate After-Action Review that gives real-time data such as Field of View (FOV), targets identified, targets neutralized, time in the Fatal Funnel, and other impactful analytics.
- Integrated learning that combines VR scenarios with policy-driven training requirements.
- Requires no permanent space within the agency. Set-up is easy and requires little clear space or to expand to 50 X 50 sq feet (2024).
- Fully customizable task checklists allow for agencies to determine what actions officers should take within each scenario. These training tasks can be logged and assigned to students for training records if desired.
- Full-body avatar in runtime.
- ASP Baton is an additional non-lethal tool that is fully integrated into virtual reality, fits into standard duty gear, and expands with the “flick” or extension of the user’s wrist, the way they would with a real baton.
- The most advanced HTC Focus 3 headset with a built-in quiz feature to further drive training knowledge. “What would be the next steps taken after this Use of Force?”

- Our Creator feature allows for buildable VR scenarios, developing an expanding library of immersive content, customized for specific training requirements.

Creator also includes additional customizable features for more control over the specifics of the situation and levels of distraction and stress: Avatar selection, Multiple Scene Locations, Weather options, Time of Day (light settings), Custom dispatch, Object Management during the scenario.

- A complete library of scripted content scenarios giving the instructor the ability to select branching options, limiting instructor - student role playing, if desired by the agency
- The entire system fits into a single pelican case, simplifying transportation and storage.

We are proud to be the only VR Company offering this level of product functionality and believe our platform, along with our Customer Success team, will uplevel training at the Livingston County Sheriff's Office - bringing immediate value to the organization.

Street Smarts VR is a Public Safety software company exceeding these high-performance standards, backed-up by a suite of recoiling weapons bringing immersive, life-like operational training to trainees.

Street Smarts VR is the licensed manufacturer, sole distributor, creative content creator, and biometric producer of the Street Smarts VR product.

Very Respectfully,



**Will Kane**  
**Head of Sales, SLG**  
***will.kane@streetsmartsvr.com***

# STREET SMARTS VR

44 Wall St. Suite 702, New York, NY 10005

DUNS: 081290398 | Cage Code: 856Y6  
UEI: Z5JMXTMDEL3 | TIN: 821910641



**STREET SMARTS VR**

**Quoted To:**

Livingston County Sheriff Office  
Lt. Chad Sell  
150 S. Highlander Way, Howell, MI 48843  
csell@livgov.com | 517-546-2440

**Quote Number: Q2024-241A**

**Account Executive**

Will Kane | will.kane@streetsmartsvr.com

**Quote Date: 6/14/2024**

**Quote Expiration: 9/11/2024**

**Prepared By:**

Frances Sharp | frances.sharp@streetsmartsvr.com  
Sales Enablement Coordinator

## Dual-User Integrated VR Security Training Solution

Description	Quantity	Cost	Extended Cost
<b><u>Software Contract Clause</u></b> Dual-User Configuration with warranty for software updates and hardware coverage. This includes access to Creator and the complete training scenario library with unlimited usage rights, encompassing all scenario and feature updates.	1	\$155,000.00	<b>\$155,000.00</b>
<b><u>VR Core Hardware Components</u></b> Focus 3, VR Headset & Controllers	2	Incl.	Incl.
Alienware M18 R2 Laptop	2	Incl.	Incl.
Intel Core i9-14900HX, 16GB DDR6, 1 TB M.2 PCIe NVMe, RTX 4090, Windows 11 Pro	2	Incl.	Incl.
Wireless Mouse	2	Incl.	Incl.
Wireless Router RT-AXE7800	2	Incl.	Incl.
Fovetic Stands (2 pack/kit)	2	Incl.	Incl.
Power Strip	2	Incl.	Incl.
Rugged Carrying Cases	2	Incl.	Incl.
<b><u>User Devices (1/ea. per system)</u></b> SSVR Glock 17	2	Incl.	Incl.
SSVR Recoiling M4 [Green Gas NOT Included. Customer's Responsibility to source]	2	Incl.	Incl.
SSVR ECD 7	2	Incl.	Incl.
SSVR Flashlight	2	Incl.	Incl.
SSVR Baton	2	Incl.	Incl.
SSVR OC Spray	2	Incl.	Incl.
<b><u>SSVR Warranty Service</u></b> <b>Manufacturer warranty on HTC Hardware</b> VR Headset, Wireless Adapter, Base Stations, and VR Trackers for service contract duration Hardware refresh at end of 36 months if newer models are available	Incl.	Incl.	Incl.
<b>Warranty on Street Smarts VR</b> Software and proprietary user interface tools for service contract duration	Incl.	Incl.	Incl.
<b><u>Delivery, Implementation, Train-the-Trainer</u></b> <b>Shipping</b> Please allow 60-90 days for delivery of SSVR hardware to delivery sites.	Incl.	Incl.	Incl.
<b>Train-the-trainer session (T3), on location</b> Hardware & software training	Incl.	Incl.	Incl.

**Invoice Terms**

80% of Quote Total will be invoiced upon confirmation of System Delivery  
20% of Quote Total will be invoiced upon completion of T3 training

<b>Quote Total</b>	<b>\$155,000.00</b>
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RESOLUTION

NO: 2024-07-095

LIVINGSTON COUNTY

DATE: July 22, 2024

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**Resolution Authorizing the Purchase of Onboard Media Players for LETS Vehicles from Mesa Electronics, Inc. – LETS**

**WHEREAS,** LETS has a need to post information flyers inside its transit vehicles to broadcast service announcements, onboard rules, and other important information to passengers; and

**WHEREAS,** this information has traditionally been posted in paper format, which requires staff to continuously change out flyers on every vehicle in the fleet when information is updated or flyers are destroyed; and

**WHEREAS,** in an effort to improve the efficiency and effectiveness of informational postings, LETS pilot tested two onboard media player systems, which include an LED monitor mounted overhead and a hard drive to store graphic announcements that can be updated with a USB memory stick; and

**WHEREAS,** the pilot test demonstrated that the media players are a superior option to paper flyers for several reasons, including the reduction of staff time required to update announcements, improved visibility for passengers, and the reduction of “clutter” from multiple paper flyers posted inside each vehicle; and

**WHEREAS,** LETS desires to implement media players across its fleet of vans and buses, and in accordance with the County’s Procurement Policy, a formal bid process was performed in collaboration with Fiscal Services and CoPro+ to request quotes for 36 media players; and

**WHEREAS,** two quotes were received and evaluated by a 3-person committee representing LETS, Information Technology, and Fiscal Services, which recommends an award to Mesa Electronics of Lombard, Illinois per the attached bid synopsis; and

**WHEREAS,** the total cost to purchase the media players will be \$66,656 which includes the hard drives, monitors, and all required cables; and

**WHEREAS,** installation of the media players will be provided by a contracted vehicle maintenance vendor, Roy’s Autoworks of Howell, MI, at an estimated \$600 per vehicle, for a total estimated installation cost of \$21,600; and

**WHEREAS,** the project will be funded entirely by Federal and State capital grant funding with no local funds required; and

**WHEREAS,** this project was not included in the 2024 LETS budget and therefore a budget amendment will be necessary.

**THEREFORE, BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the purchase of 36 onboard media players from Mesa Electronics, Inc. of Lombard, Illinois at a cost of \$66,656.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby authorizes an Agreement with Roy's Autoworks for the installation of the onboard media players for an amount not to exceed \$22,000.

**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 this matter upon review by Civil Counsel.

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

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



3950 W. Grand River Ave.  
Howell, MI 48855  
517-546-6600  
[www.livgov.com/LETS](http://www.livgov.com/LETS)

**To: Livingston County Board of Commissioners**  
**From: Greg Kellogg, Transportation Director**  
**Date: June 18, 2024**  
**Re: Resolution Authorizing the Purchase of Onboard Media Players for LETS Vehicles from Mesa Electronics, Inc. – LETS**

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LETS has a need to post information flyers inside its transit vehicles to broadcast service announcements, onboard rules, and other important information to passengers. This information has traditionally been posted in paper format, which requires staff to continuously change out flyers on every vehicle in the fleet when information is updated or flyers are destroyed.

In an effort to improve the efficiency and effectiveness of informational postings, LETS pilot tested two onboard media player systems, which include an LED monitor mounted overhead and a hard drive to store graphic announcements that can be updated with a USB memory stick.

The pilot test demonstrated that the media players are a superior option to paper flyers for several reasons, including the reduction of staff time required to update announcements, improved visibility for passengers, and the reduction of “clutter” from multiple paper flyers posted inside each vehicle.

LETS desires to implement media players across its fleet of vans and buses, and in accordance with the County’s Procurement Policy, a formal bid process was performed in collaboration with Fiscal Services and CoPro+ to request quotes for 36 media players. Two quotes were received and evaluated by a 3-person committee representing LETS, Information Technology, and Fiscal Services, which recommends an award to Mesa Electronics of Lombard, Illinois per the attached bid synopsis.

The total cost to purchase the media players will be \$66,656 which includes the hard drives, monitors, and all required cables.

Installation of the media players will be provided by a contracted vehicle maintenance vendor, Roy’s Autoworks of Howell, MI, at an estimated \$600 per vehicle, for a total estimated installation cost of \$21,600.

The project will be funded entirely by Federal and State capital grant funding with no local funds required. This project was not included in the 2024 LETS budget and therefore a budget amendment will be necessary.

Thank you, and as always please do not hesitate to contact me with any questions at 517-540-7843.



**Bid Synopsis  
For  
Media Players and Monitors**

RFQ Issued & Publicly Posted: 05/10/2024	Public Postings: Livingston Co. Website (livgov.com) BidNet (bidnetdirect.com/mitn)
Solicitation #: RFQ-LC-24-11	
Number of Timely Responses Received: 2	RFQ Due Date: 05/10/2024

The Evaluation Committee has completed evaluation of the bids received for the Request for Quotes (RFQ) referenced above. The purpose of this RFQ was to secure bids for media players and monitors for LETS. Below is a recap of the RFQ process and evaluation.

The RFQ documents were publicly posted on two websites. Two timely responses were received as follows:

- Mesa Electronics, Inc.
- Radio Engineering Industries, Inc.

Mesa Electronics is located in Lombard, Illinois. All required forms and signatures were submitted. Mesa offers the standard three-year warranty, and a three-week lead time from order date to delivery. References were contacted and the response was positive, indicating there were no issues in their dealings with this vendor, their products, or their responsiveness.

Radio Engineering Industries is located in Omaha, Nebraska. REI submitted a very professional bid response, and all required forms and signatures were submitted. REI also offers a three-year warranty and an exchange program within the warranty period.

Both bidders offered the same media player brand (REI).

Below is the pricing submitted by the bidders:

BIDDER	MEDIA PLAYERS	MONITORS		TOTAL
MESA	\$31,148.28	Six 9-10 inch	\$4,494.42	\$66,656.30
		20 15 inch	\$16,057.20	
		10 23.5 inch	\$14,956.40	
REI	\$39,099.96	Six 9-10 inch	\$4,180.26	\$79,793.02
		20 15 inch	\$15,314.20	
		10 23.8 inch	\$21,198.60	

Based on the above, it is the evaluation committee's unanimous decision to recommend Mesa Electronics for award, pending Board of Commissioner's approval.

**RESOLUTION**

**NO: 2024-07-096**

**LIVINGSTON COUNTY**

**DATE: July 22, 2024**

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**Resolution Approving Updated LETS Drug and Alcohol Policy – LETS**

- WHEREAS,** the Federal Transit Administration (FTA) requires all transit systems to maintain a Drug and Alcohol Policy consistent with 49 CFR Part 655, as amended, as a condition of receiving Federal funding; and
- WHEREAS,** the policy must be updated periodically to reflect changes in Federal rules and best practices and must be approved by the agency’s governing board when substantive changes are made; and
- WHEREAS,** LETS has maintained a Drug and Alcohol Policy since 1996 with the last major update occurring in December 2019 as authorized by resolution 2019-11-168; and
- WHEREAS,** significant changes in Federal rules and best practices have occurred since the last update and the LETS Drug and Alcohol policy has been revised to remain in compliance; and
- WHEREAS,** the updated policy has been reviewed and approved by FTA and will take effect immediately upon approval of this resolution.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the updated LETS Drug and Alcohol Policy which shall take effect immediately upon approval of this resolution.

# # #

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



3950 W. Grand River Ave.  
Howell, MI 48855  
517-546-6600  
[www.livgov.com/LETS](http://www.livgov.com/LETS)

**To: Livingston County Board of Commissioners**  
**From: Greg Kellogg, Director of Transportation Services**  
**Date: June 18, 2024**  
**Re: Resolution Approving Updated LETS Drug and Alcohol Policy – LETS**

---

The Federal Transit Administration (FTA) requires all transit systems to maintain a Drug and Alcohol Policy consistent with 49 CFR Part 655, as amended, as a condition of receiving Federal funding. The policy must be updated periodically to reflect changes in Federal regulations and best practices and approved by the agency's governing board when substantive changes are made.

LETS has maintained a Drug and Alcohol Policy since 1996 with the last major update occurring in November 2019. Significant changes in Federal rules and best practices have occurred since the last update and the LETS Drug and Alcohol policy has been revised to remain in compliance. Significant changes include:

- References and links to amended Federal Drug and Alcohol testing regulations in circulars 49 CFR Part 40 and 49 CFR Part 655, including provisions for the future implementation of oral swab drug testing upon FDA approval (there is currently no FDA-approved oral swab test)
- Implementation of a new condensed format that is more concise and easy to understand for covered employees

The updated policy has been reviewed and approved by FTA and will take effect immediately upon approval of this resolution. All staff will receive training on the updated policy and will be required to sign a statement indicating their understanding and acceptance. A copy of the updated policy is attached to this resolution for your review.

As always, please do not hesitate to contact me with any questions at 517-540-7843.

## Livingston County – LETS Transportation

# Drug and Alcohol Policy

Effective as of [dd/mm/yyyy]

Adopted by: \_\_\_\_\_

Date Adopted: [dd/mm/yyyy]

Last Revised: [dd/mm/yyyy]

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DRAFT



# 1. Purpose of Policy

This policy complies with [49 CFR Part 655, as amended](#) and [49 CFR Part 40, as amended](#). Copies of Parts 655 and 40 are available in the drug and alcohol program manager's office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website <http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

Portions of this policy are not FTA-mandated, but reflect Livingston County's policy. These additional provisions are identified by **bold text**.

In addition, DOT has published 49 CFR Part 32, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

**All Livingston County employees are subject to the provisions of the Drug-Free Workplace Act of 1988.**

**The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify Nikki Grover no later than five days after such conviction.**

## 2. Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a "safety-sensitive function" as defined in Part 655, section 655.4.

You are a covered employee if you perform any of the following:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver's license
- Controlling movement or dispatch of a revenue service vehicle
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

A volunteer is a covered employee if:

- (1) the volunteer is required to have a commercial driver's license to operate the vehicle; or
- (2) the volunteer performs a safety-sensitive function and receives remuneration in excess of his or her actual expenses incurred

See Attachment A for a list of covered positions by job title.

### 3. Prohibited Behavior

Use of illegal drugs is prohibited at all times. Prohibited drugs include:

- marijuana
- cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance.

All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

All covered employees required to take a post-accident test are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

### 4. Consequences for Violations

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and provided with contact information for Substance Abuse Professionals (SAPs).

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties until the start of their next regularly scheduled duty period (but for not less than eight hours) unless a retest results in the employee's alcohol concentration being less than 0.02.

#### Zero Tolerance

**Per Livingston County policy, any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test will be terminated from employment.**

## 5. Circumstances for Testing

### Pre-Employment Testing

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days, and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

### Reasonable Suspicion Testing

All covered employees shall be subject to a drug and/or alcohol test when Livingston County has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

### Post-Accident Testing

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

#### Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by Livingston County using the best information available at the time of the decision, will be tested.

#### Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- (2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by Livingston County using the best information available at the time of the decision, will be tested.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

## Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online at [www.transportation.gov/odapc/random-testing-rates](http://www.transportation.gov/odapc/random-testing-rates).

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

## 6. Testing Procedures

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

### Dilute Urine Specimen

If there is a negative dilute test result, Livingston County will conduct one additional retest. The result of the second test will be the test of record.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (see 49 CFR Part 40, section 40.67).

### Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. Livingston County guarantees that the split specimen test will be conducted in a timely fashion. All tests will be covered by Livingston County.

#### Test Refusals

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by Livingston County.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to provide a specimen for a drug or alcohol test. An employee who does not provide a specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient specimen for a drug or alcohol test without a valid medical explanation.
- (6) Fail or decline to take a second drug test as directed by the collector or Livingston County.
- (7) Fail to undergo a medical evaluation as required by the MRO or Livingston County's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed urine drug test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and provided with contact information for SAPs.

## 7. Voluntary Self-Referral

**Any employee who has a drug and/or alcohol abuse problem and has not been notified of the requirement to submit to reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the Operations Manager (Nikki Grover), who will refer the individual to a substance abuse counselor for evaluation and treatment.**

**The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.**

**Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program.**

## 8. Prescription Drug Use

**The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to Nikki Grover. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties.**

## 9. Contact Person

For questions about Livingston County's anti-drug and alcohol misuse program, contact Nikki Grover, Operations Manager, LETS Transportation.

## Attachment A: Covered Positions

Mobility Manager

Mechanic/Driver

Fleet Manager

Lead Dispatcher

Dispatcher/Driver

Driver Trainer

Driver

Administrative Aide

Maintenance Coordinator

Driver/Porter

Volunteers

DRAFT

RESOLUTION

NO: 2024-07-097

LIVINGSTON COUNTY

DATE: July 22, 2024

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**Resolution Authorizing an Agreement for Project Management Services for the Renovation of the Health Department – Facility Services**

- WHEREAS,** the Livingston County Health Department has identified a need for renovations of client and office spaces; and
- WHEREAS,** this renovation project was included in the 2024 Capital Improvement Plan; and
- WHEREAS,** the majority of the funding for this project will be provided through the CDC Public Health Infrastructure Grant (\$704,738); and
- WHEREAS,** the Health Department, Facility Services, and Lindhout Associates have finalized a floor plan for the project; and
- WHEREAS,** Lindhout Associates have submitted a proposal for an estimated fee of \$55,103 for project management services.

**THEREFORE, BE IT RESOLVED** that the Livingston County Board of Commissioners authorizes signing an agreement for project management services with Lindhout Associates for an estimated amount of \$55,103 to assist with the renovation of the Health Department.

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

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

# # #

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





June 3, 2024

Livingston County Health Department  
420 S. Highlander Way  
Howell, MI 48843

Attn: Matt Bolang, Director/Health Officer

Re: Livingston County Health Department Interior Renovation Project – Architectural Proposal

Dear Matt,

Following our initial feasibility study work, and the Board of Commissioners recent decision to move the project forward into the public bidding phase, we're pleased to offer you a proposal for the remaining scope of services. The basis of this proposal will be the current feasibility study plans and probable cost statement that have been completed to date.

Given the above stated objective, we are please to offer you the following service proposal to assist you in your efforts:

## PROPOSED PROFESSIONAL SERVICES

**Schematic Design Phase:** Remaining schematic design services will include creation of interior elevations of new millwork and transaction counters throughout. These elevations will be reviewed with you and your staff and will be modified per those discussions. These drawings, along with the feasibility study plan, will be used as background files that will be shared with our MEP consultants for their future work.

**Design Development Phase:** After completion of the schematic design work, we will continue the design process by further developing the concepts of the mechanical and electrical systems for the project. Field visits to the site with our MEP consultants will be required to fully document the existing conditions, and updates to the background drawings will be made as required. We will also work with County staff to establish future public bidding procedures for this project.

**Construction Documents Phase:** Following the design development process, we will prepare the necessary documents for competitive contractor bidding as well as permit review. Complete architectural, mechanical, electrical, and plumbing drawings and specifications will be produced. A project manual will be produced which outlines the general conditions of the construction project, gives instructions to the bidders, and assigns responsibilities regarding insurances, scheduling, safety, and quality issues. The construction documents should be reviewed and approved by you prior to the release to the bidders.

**Bidding Phase:** We will coordinate the bidding process by distributing bid sets through a public bidding process, answer all questions regarding the documents, attend a mandatory on-site walk-thru with interested bidding contractors, issue all required addenda, review of all bids received, and will attend all required interviews. We will also assist you in preparing a contract for construction with the selected general contractor.

**Construction Phase:** During construction of the project, we will make regular site visits to observe the progress. We will assist the contractors in interpretation of the documents and in unforeseen field conditions. During this phase we will assist Facility Services in the selection of interior finishes. We will also review shop drawings and submittals from the subcontractors. On a monthly basis we will review and process the contractor's application for payment.

william p. lindhout	frank l. pierron	piet w. lindhout	robert j. king	michael j. kennedy	david a. richardson	michael j. o'leary
bradley m. alvord	john w. eckstein	d. jason mcintyre	holly a. osterhout	joshua l. henderson	heather m. teeling	

## PROFESSIONAL SERVICES (SUMMARY)

We are offering you professional services, which include:

ARCHITECTURAL DESIGN  
MECHANICAL ENGINEERING  
ELECTRICAL ENGINEERING  
BIDDING COORDINATION  
CONSTRUCTION ADMINISTRATION  
ASSISTANCE WITH INTERIOR MATERIAL AND COLOR SELECTIONS

## PROPOSED FEE

Per our established master services agreement, for office renovations projects with estimated construction costs between 500K – 1.0M, a percentage fee of 9.18% would be earned. Based on our most recent probable cost statement, we're currently estimating the cost of renovation work at \$600,247.40. Using our established **9.18% fee**, this would equate to an overall **estimated fee of \$55,102.71** for the project. Please note that this estimated fee will be adjusted once the project goes through the formal public bid process, and a guaranteed maximum price is established by the selected general contractor.

Our estimated fee breaks down into the following allocation:

Schematic Design Phase	5%
Design Development Phase	15%
Construction Documents Phase	50%
Bidding Administration Phase	10%
Construction Administration Phase	20%

Our hourly rates per our master services agreement are as follows:

CEO & President	\$132.60 per hour
Principal	\$107.10 per hour
Project Manager	\$87.72 per hour
Senior Project Architect	\$83.64 per hour
Project Architect	\$81.60 per hour
Architect	\$76.50 per hour
Planner / Designer	\$73.44 per hour
Intern Architect III	\$71.40 per hour
Intern Architect II	\$66.30 per hour
Intern Architect I	\$61.20 per hour

All work will be performed on our CADD system with complete sheet specifications. Our fees do not include furniture design and/or coordination services, models, print charges for bidding and construction documents, surveys, soil borings, septic design, zoning board variances, application/review fees, site plan amendments, out of town travel expenses beyond 50 miles, or any other service not mentioned as such. Significant changes to previously approved designs will be charged at our standard hourly rates and may affect total costs adversely.

Please note that our practice of architecture does not include any expertise or control over environmentally hazardous materials in your existing building or on your site. Our service proposal does not include any analysis or abatement work of any kind. If we are made aware of any such situation, we will notify you and assist you in seeking professional advice for the given situation.



## TERMS AND CONDITIONS

This proposal is subject to the general terms and conditions of our current multi-year contract with the County.

We hope that this is an acceptable proposal for our continued service to Livingston County. We look forward to this opportunity to help with your proposed renovations. Please let us know if there is any clarification we can make on this proposal. If it is acceptable, please sign below, and return it to our office.

Respectfully Submitted,

Approval to Proceed:



Bradley M. Alvord, Architect, Partner  
Lindhout Associates architects aia pc

\_\_\_\_\_  
Matt Bolang, Director/Health Officer  
Livingston County Health Department

\_\_\_\_\_  
Date



Michael J. Kennedy, AIA, Architect, CEO  
Lindhout Associates architects aia pc

\_\_\_\_\_  
Nathan Burd, County Administrator  
Livingston County

\_\_\_\_\_  
Date



RESOLUTION

NO: 2024-07-098

LIVINGSTON COUNTY

DATE: July 22, 2024

**Resolution Authorizing the Addition of Three (3) FTE’s – Emergency Medical Services**

- WHEREAS** The EMS department continues to struggle to meet the increasing demand for EMS service in the community; and
- WHEREAS,** The EMS department has improved its current staffing level over the past 24 months, and we have done well at maintaining that level. Unfortunately, that level is still not sufficient to provide a comfortable service level to the county residents; and
- WHEREAS,** The only way for us to further increase our current service level is to add more staff. We continue to be in a position where I am confident that we can recruit and train staff to fill these additional positions; and
- WHEREAS,** The EMS department has the necessary resources (vehicles and equipment) to accommodate this increase in service level; and
- WHEREAS,** The EMS department has steadily improved its financial position over the past 3 years and the EMS Director is comfortable that the cost of the additional three (3) FTEs can be fully funded by the department without the use of fund balance or deficit spending in FY 24 or FY 25.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the addition of three (3) FTEs to the EMS department beginning 9-1-2024.

Position #	Description	Group	Grade	FTE	Status
65100271	PARAMEDIC	EMS	START	1.00	A
65100272	PARAMEDIC	EMS	START	1.00	A
65100273	PARAMEDIC	EMS	START	1.00	A

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

# # #

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

Funding Org  
21065100

	2024	2025
	Paramedic	Paramedic
	Start	Start
	EMS T2	EMS T2
	Effective Date - 7/22/2024	Annual Cost
Salary	\$ 21,258	\$ 51,753 <i>assumes a 3% COLA</i>
FICA	\$ 1,626	\$ 3,959
Pension	\$ 2,788	\$ 2,816 <i>assumes 1% Increase</i>
Health	\$ -	\$ 11,890
Workers Comp	\$ 1,029	\$ 2,505
Longevity		
Life	\$ 82	\$ 82
LTD		
STD		
RHC - Savings		
Total Annual Costs for 1 Paramedic	\$ 26,783	\$ 73,005
Total Annual Cost for 3 Paramedics	\$ 80,349	\$ 219,016

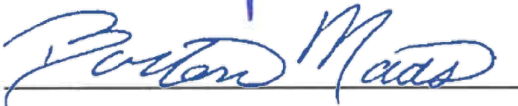
Department Director



Date

6-17-24

Fiscal Services



Date

6/17/2024



## CONTACT INFORMATION

Requester: DAVID FELDPAUSCHTitle of Requester: DIRECTORDept. Phone Number/Extension: 7865Date Requested: JUNE 4, 2024

## POSITION INFORMATION

Position Title: PARAMEDIC X 3Supervisor: AMY CHAPMAN1. Is the purpose of this request to fill a position as a result of a **vacancy**?Yes ☐ No ☒

If so, name of person last holding this position: \_\_\_\_\_

2. Is the purpose of this request to **reclassify** a current position?Yes ☐ No ☒

3. Is the purpose of this request to change the scheduled hours of an existing position?

Yes ☐ No ☒ From: \_\_\_\_\_ To: \_\_\_\_\_

If so, name of current incumbent: \_\_\_\_\_

4. Is the purpose of this request to transfer a current position?

Yes ☐ No ☒

If so, Current Department: \_\_\_\_\_

Proposed Department: \_\_\_\_\_

Position Type: Regular ☒ Term/Grant ☐ Temp. ☐ Unpaid ☐ Special ☐Position Status: Full Time (30+) ☒ Part-Time (21-29) ☐ Part-Time (20 or Less) ☐ Number of hours per week: \_\_\_\_\_Justification of request / change of position **(REQUIRED)**: PENDING RESOLUTION APPROVING  
ADDITIONAL 3 FTEs, PARAMEDIC, STEP 1. RESOLUTION #

## FUNDING INFORMATION

Base Annual Salary: 21.96 hr./50,245.85 yr. This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: \_\_\_\_\_Allocation **(Required)**: Current: Org. 21065100 % 100 Proposed (If changing): Org. \_\_\_\_\_ % \_\_\_\_\_Position will be funded by: General Fund ☐ Enterprise Fund ☐ Special Revenue Fund ☒ Internal Service Fund ☐

## REQUIRED APPROVALS

Supervisor (if applicable) \_\_\_\_\_

Date \_\_\_\_\_

Department Head *David Feldpausch*Date 6/04/2024

Date \_\_\_\_\_

## HR OFFICE ONLY

Job Class: 6007 Job Title: Paramedic Grade/Step: 6006 / 0FTE: 1.0 Employee Group: EMS HR Reviewed: *Amy Hill* Date: 06.06.2024

## BUDGET OFFICE ONLY

Position Control # 65100271 - 65100272 - 65100273 Org. 21065100Funds Available: Yes ☐ No ☐ Object Code: 704000 ☒ 706000 ☐ 706001 ☐Comments: Requires BOC approval

Budget Reviewed: \_\_\_\_\_

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

Resolution #: \_\_\_\_\_

Board Authorized on Date: \_\_\_\_\_

David Feldpausch  
Director



Amy Chapman  
Deputy Director

1911 Tooley Rd \* Howell, MI 48855  
Business (517) 546-6220 \* Fax (517) 546-6788 \* Emergency 911  
[www.livgov.com](http://www.livgov.com)

## Memorandum

To: Livingston County Board of Commissioners  
Fr: David Feldpausch, EMS Director  
Date: 6-73-2024  
Re: Resolution Authorizing the addition of three FTEs

---

On a regular basis we continue to find ourselves out of available ambulances in Livingston County. While these times are most often for very brief periods, they still leave us in very uncomfortable position and our response times suffer. The demand for EMS services in Livingston County is increasing and we are on pace for another very busy year. We are currently at (or near) fully staffed and we are unable to keep pace with the demand for services. This is felt mostly on the facility side as we now regularly have patients waiting for hours to be transported. While our service level is still better than in many areas we can do better!

As you are aware we are planning to expand services to add some rural EMS bases to better serve the county. This request is another piece of that plan. We cannot just spread existing services out thinner and expect things to improve. We simply must add staff to effectively expand our services and adequately serve the county.

I have explained repeatedly that if we could get fully staffed that I would be making this request and here we are. I am requesting permission to hire another three (3) additional FTEs. Each Paramedic FTE will cost \$73,005 according to the cost out that fiscal services performed for us. I believe that this request will finally put us in a position to adequately serve the county and hopefully serve us well for a few years into the future. I expect that some of these FTEs may be EMTs and not paramedics, but I always plan for the most expensive option.

There has been a lot of work that has taken place to get us into a position where I am comfortable requesting another expansion. Our education programs are one of the most important, but we have many things that are heading in the right direction, and I believe we are able to comfortably execute and sustain this additional expansion of services.

I expect your #1 question is how we will pay for these positions. We are outperforming my conservative revenue number over the first 6 months again this year. As of today, we have rebuilt our fund balance from \$0 and have just under \$7,000,000.00 in cash and investments. I am extremely confident that we can absorb the \$80,349.00 in FY 24 along with the (\$219,016.00 for FY 25) for the 3 additional FTEs annually by simply increasing our budget revenue by that amount.

David Feldpausch  
Director



Amy Chapman  
Deputy Director

1911 Tooley Rd \* Howell, MI 48855  
Business (517) 546-6220 \* Fax (517) 546-6788 \* Emergency 911  
[www.livgov.com](http://www.livgov.com)

My second question if I were you would be why did you not make this request during the budget process? I like to manage our growth at a pace that I am comfortable sustaining. Slow and Steady! We have managed our growth every step of the way ensuring that the anticipated revenues are on track or above our budgetary estimates. We also cannot afford to grow quickly on the field side as it takes 90 days to get a new employee on board and through orientation and another year to get them through their probationary period. I needed to see the sustained call volume and associated revenue for the first six months to make sure that I was comfortable with the financial impacts of those changes and confirm that we could continue to sustain the reimbursement numbers as well as recruit new employees to fill the positions.

If you have any questions or comments, I always welcome them.

David Feldpausch  
[dfeldpausch@livgov.com](mailto:dfeldpausch@livgov.com)  
517/294-1853



RESOLUTION

NO: 2024-07-099

LIVINGSTON COUNTY

DATE: July 22, 2024

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**Resolution to Realign Categories within the Fowlerville EMS Base Project –  
Emergency Medical Services**

**WHEREAS,** in March of 2023, the Board authorized under resolution 2023-03-045, Livingston County EMS to purchase with ARPA funds, a building from the Fowlerville Area Fire Authority, to be used as a rural ambulance base and environmental costs incurred in assessing the property; and

**WHEREAS,** over the course of the year the Board authorized three additional resolutions 2023-05-086, 2023-05-087 and 2023-09-171 for technology equipment and upgrades, architectural design and construction bidding, and general renovations which include flooring, HVAC and generator replacement, furniture, and signage; and

**WHEREAS,** the project total for this project approved under these four resolutions is \$693,126; and

**WHEREAS,** throughout the course of the project the amounts designated for each category have varied from the original projected budget due to various reasons including needs and price changes but are limited by category authorization designated in each resolution; and

**WHEREAS,** EMS is recommending flexibility without increasing the cost of the project by removing the category budgeted limits for the needs determined on the project and also moving two of the existing items that, the generator and signage, be moved from ARPA funding to General Fund Vision Tour Contingency.

**THEREFORE, BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes completing the Fowlerville EMS base project cost as a whole, not to exceed the previous approved total appropriation of \$693,126.

**BE IT FURTHER RESOLVED** that the Board of Commissioners authorizes the generator and signage funding source be moved from ARPA funding to General Fund Vision Tour Committed Fund Balance and the same amount be moved in ARPA from this project to PPLEV.

**BE IT FURTHER RESOLVED** that the Board of Commissioners authorizes the purchase of a generator for the base from Michigan Electrical Services LLC in the amount of \$25,653 to be paid from General Fund Vision Tour Committed Fund balance.

**BE IT FURTHER RESOLVED** that the Board of Commissioners authorizes the purchase of signage for the new base from Signature Signs in the amount of \$20,185 to be paid from General Fund Vision Tour Committed Fund balance.

**BE IT FURTHER RESOLVED** that the Board of Commissioners hereby authorizes any remaining balances authorized from ARPA for this project be reallocated to ARPA Pre Pandemic Level Staffing (PPLEV) as outlined in Resolution 2024-05-055.

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**BE IT FURTHER RESOLVED** the Board of Commissioners hereby authorizes any budget amendments needed to effectuate the above.

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

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

David Feldpausch  
Director



Amy Chapman  
Deputy Director

1911 Tooley Rd \* Howell, MI 48855  
Business (517) 546-6220 \* Fax (517) 546-6788 \* Emergency 911  
[www.livgov.com](http://www.livgov.com)

## Memorandum

To: Livingston County Board of Commissioners  
Fr: David Feldpausch, EMS Director  
Date: 6-5-24  
Re: Fowlerville EMS Base Housekeeping

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I apologize because this is a complex resolution that is attempting to resolve several issues at once.

We are in the wrap up phase of this project and after some conversation with Cindy and Commissioners Fiani we have decided to close out the ARPA Fowlerville EMS base project and to move the balance to Vision Tour. I suspect the balance on this project to be approximately \$65,395.85 as Livingston County, Shaw, and Lindhout completed it under the approved budget.

As a house keeping measure, we are asking that this resolution supersedes all previous resolutions, and we have one approved budget figure rather than many individual project budgets as a few of them were adjusted in the construction process. This will aide us going forward as we satisfy the audit requirement for ARPA and make the process much cleaner and neater.

We do have a couple of items remaining requiring board authorization that could not be easily completed during the ARPA phase. First is a digital sign that was not what we had originally spec'd in the process. The current sign requires the manual changing of letters on a light up back drop. We have changed it numerous times and is a very inefficient process and does not have a modern image. This is also the first time we have had one of our EMS facilities closely embedded in a downtown community. We solicited 3 bids and the cost for a basic digital sign is \$20,185.00 and would allow for the display to be changed remotely with secure access. Second, we had budget \$40,000 to replace the existing diesel generator with a natural gas. The quote under our existing contract through facility services was over \$75,000. I was able to work with Procurement and identify a collaborative contract that we could use and solicited quotes from local vendors. We now have a quote to replace the generator for \$25,652.01. This quote was reviewed and approved by facility services director and will meet the current needs of the building for many years.

I welcome any questions or comments as I know this is a complex resolution.

David Feldpausch  
[dfeldpausch@livgov.com](mailto:dfeldpausch@livgov.com)  
517/294-1853



## Michigan Electrical Service, LLC

16452 Whispering Meadows Dr.  
Stockbridge, Mi. 49285

Phone: 517-899-8726  
Email: tom@mielectricalserv.com

# Estimate

Date	Estimate #
6/21/2024	223217

Name / Address
Livingston County EMS 1911 Tooley Rd. Howell, Mi. 48855

			Project
Description	Qty	Rate	Total
Quote for: Fowlerville EMS Location 200 N. Grand St. Fowlerville, Mi. 48836			
Proposal is quoted through the Generac / Sourcewell Cooperative Agreement			
XG03245CNAX 32kW Generac Generator	1	13,572.30	13,572.30T
RTSW200J3 Generac 200Amp Transfer Switch	1	1,810.75	1,810.75T
31R Battery	1	199.00	199.00T
G0099020 Voltage Configuration Cartridge 120/240V 3-Phase	1	69.99	69.99T
G0099060 100Amp 3-Pole Circuit Breaker	1	189.99	189.99T
G0079930 Enclosure-Mounted E-Stop Kit	1	96.99	96.99T
G0079900 Engine Block Heater Kit	1	162.99	162.99T
G0074110 Transfer Switch 3-Phase Sensing Kit	1	50.00	50.00T
Electric power cable, control wires, conduit, fittings and all necessary installation materials.	1	1,200.00	1,200.00T
Hourly Labor - Supply and install:	48	125.00	6,000.00
- Generac Protector Series 32kW liquid cooled generator at the back of building near gas meter to replace existing generator.			
- 200Amp 3 phase service rated transfer switch to replace existing transfer switch.			
- Disconnect and haul away existing diesel generator and transfer switch.			
- Mount new generator on existing concrete pad.			
- Route wiring from panel to transfer switch and from transfer switch to generator.			
- Install cold weather kit.			
- Program generator, perform startup & test generator and transfer switch for proper operation.			
Supply and install 1 1/4" gas line outside from meter, run approximately 10' - 15' to generator.	1	900.00	900.00
Price firm for acceptance within 30 days.			
Subtotal			
Sales Tax (0.0%)			
Total			

### Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted.  
Payments will be made as authorized above.

Signature: \_\_\_\_\_

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



**Michigan Electrical Service, LLC**

16452 Whispering Meadows Dr.  
Stockbridge, MI 49285

Phone: 517-899-8726  
Email: tom@mielectricalserv.com

# Estimate

Date	Estimate #
6/21/2024	223217

Name / Address
Livingston County EMS 1911 Tooley Rd. Howell, Mi. 48855

			Project
Description	Qty	Rate	Total
Equip Rental	1	1,200.00	1,200.00T
Electrical Permit	1	100.00	100.00
Mechanical Permit	1	100.00	100.00
TERMS: 25% due upon acceptance of proposal. Balance due upon completion of installation.			
Price firm for acceptance within 30 days.		<b>Subtotal</b>	\$25,652.01
Acceptance of Proposal The above prices, specifications and conditions are satisfactory and are hereby accepted. Payments will be made as authorized above.		<b>Sales Tax (0.0%)</b>	\$0.00
		<b>Total</b>	\$25,652.01

Signature: \_\_\_\_\_

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

RESOLUTION

NO: 2024-07-100

LIVINGSTON COUNTY

DATE: July 22, 2024

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**Resolution Authorizing a Contract with Lindhout & Associates for Engineering and Bidding Coordination Work on Proposed EMS Bases – Emergency Medical Services**

**WHEREAS,** after an extensive study of EMS response times, Livingston County EMS has determined a need to improve rural response times; and

**WHEREAS,** Livingston County EMS has been researching areas and working on the addition of rural EMS bases over the past two year; and

**WHEREAS,** the next phase of this project is to complete additional engineering work and coordinate a formal bid process to establish the actual cost to construct EMS bases in Putnam and Cohoctah Townships; and

**WHEREAS,** Livingston County has an existing contract in place for this type of work with Lindhout Associates; and

**WHEREAS,** Lindhout has prepared and submitted proposals for engineering and bidding for these projects totaling \$156,707; and

**WHEREAS,** the recommended funding source is Vision Tour funds for the rural EMS base projects.

**THEREFORE, BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes entering into contract for architectural and related services with Lindhout & Associates for two proposed rural EMS bases, Cohactah Township at \$84,244 and Putnam Township at \$72,463, with funding for these services coming from General Fund Vision Tour Committed Fund Balance.

**BE IT FURTHER RESOLVED** that the Board of Commissioners authorizes any budget amendments needed to effectuate the above projects.

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

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**MOVED:  
SECONDED:  
CARRIED:**

David Feldpausch  
Director



Amy Chapman  
Deputy Director

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[www.livgov.com](http://www.livgov.com)

## Memorandum

To: Livingston County Board of Commissioners  
Fr: David Feldpausch, EMS Director  
Date: 6-5-24  
Re: Rural EMS Base Engineering and Bids

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This resolution is a follow up to our FAM closed session last month where we discussed the status of the Rural EMS base project. Unfortunately, we were not selected by Slotkin's office for Community Project funding this round.

This resolution authorizes the use of an existing contract with Lindhout to perform the remaining engineering work and send both (Putnam & Cohoctah) base plans out for bid. This is the last phase of development and will result in us bringing forward a construction proposal to complete the work.

The recommended funding source for this work is vision tour fund balance. If approved, these costs will be rolled in to the total cost of the project. All the design, engineering, and soil work to this point have been paid for out of the EMS budget which is not able to absorb this cost.

My hope is that we can bring you back a proposal that you all can support to complete both needed EMS bases later this fall and begin construction in early 2025.

As always if you have questions or comments, I welcome them!

David Feldpausch  
[dfeldpausch@livgov.com](mailto:dfeldpausch@livgov.com)  
517/294-1853



May 24, 2024

Livingston County EMS  
1911 Tooley Rd.  
Howell, MI 48855

Attn: Dave Feldpausch, EMS Director

**Re: Livingston County EMS: Putnam Township Substation – Architectural Proposal**

Dear Dave,

Following our initial feasibility study work, and the Board of Commissioners recent decision to move the project forward into the public bidding phase, we are pleased to offer you a full service proposal for the remaining scope of work. The basis of this proposal will be the current feasibility study plans and exterior imagery that have been completed to date.

Given the above stated objective, we are please to offer you the following service proposal to assist you in your efforts:

**PROPOSED PROFESSIONAL SERVICES**

**Schematic Design Phase:** Remaining schematic design services will include modifying our previous design to accommodate the new Putnam Township site. These drawings, along with the previously approved plan, will be used as background files that will be shared with our structural and MEP consultants.

**Design Development Phase:** After completion of the schematic design work, we will continue the design process by further developing the concepts for the structural, mechanical and electrical systems for the project. The site will also be engineered at this time by Boss Engineering for submission to the local municipality for their review and approval. The site plan submission package includes an engineered site plan and a landscape plan (by others), and building floor plans, building elevations, and completed application forms as completed by Lindhout Associates and Boss Engineering. We will present your project to the Planning Commission, attend all meetings, and represent you at those meetings. At the completion of this work phase, the probable cost statement will be updated if any significant changes occurred to the plans.

**Construction Documents Phase:** Following the design development process, we will modify the previously prepared construction documents to create the necessary documentation for competitive contractor bidding as well as permit review. Complete structural, mechanical, electrical, and architectural drawings and specifications will be produced. We will coordinate with Boss Engineering and integrate their work into the bids sets. A project manual will be produced which outlines the general conditions of the construction project, gives instructions to the bidders, and assigns responsibilities regarding insurances, scheduling, safety, and quality issues. The construction documents should be reviewed and approved by you prior to the release to the bidders. If any significant changes occurred in the design, the probable cost statement will be updated during this phase of work.

**Bidding Phase:** We will coordinate the bidding process by distributing bid sets, answer all questions regarding the documents, issue all required addenda, review of all bids received, and will attend all interviews. We will also assist you in preparing a contract for construction with the selected general contractor.

**Construction Phase:** During construction of the project, we will make regular site visits to observe the progress. We will assist the contractors in interpretation of the documents and in unforeseen field conditions. During this phase we will assist Facility Services in the selection of interior finishes. We will also review shop drawings and

**Our Mission**

**Integrity**

in architecture and design  
in client relationships  
in employee relationships  
in community relationships

**advancement**

in all these efforts



submittals from the subcontractors. On a monthly basis we will review and process the contractor's application for payment.

### PROFESSIONAL SERVICES (SUMMARY)

We are offering you professional services, which include:

SITE DESIGN / CIVIL ENGINEERING SERVICES  
BUILDING DESIGN  
MECHANICAL ENGINEERING  
ELECTRICAL ENGINEERING  
BIDDING COORDINATION  
CONSTRUCTION ADMINISTRATION  
ASSISTANCE WITH INTERIOR MATERIAL AND COLOR SELECTIONS

### PROPOSED FEE

Per our established master services agreement, for projects with estimated construction costs between 1.0M – 3.0M, a percentage fee of 7.14% would be earned. Based on our most recent probable cost statement, we are estimating the cost of building construction at \$1,014,876.50. Using our established **7.14% fee**, this would equate to an overall **estimated fee of \$72,462.18** for the project. Please note that this estimated fee will be adjusted once the project goes through the formal public bid process, and a guaranteed maximum price is established by the selected general contractor.

Our estimated fee breaks down into the following allocation:

Schematic Design Phase	5%
Design Development Phase	25%
Construction Documents Phase	40%
Bidding Administration Phase	10%
Construction Administration Phase	20%

Our hourly rates per our master services agreement are as follows:

CEO & President	\$132.60 per hour
Principal	\$107.10 per hour
Project Manager	\$87.72 per hour
Senior Project Architect	\$83.64 per hour
Project Architect	\$81.60 per hour
Architect	\$76.50 per hour
Planner / Designer	\$73.44 per hour
Intern Architect III	\$71.40 per hour
Intern Architect II	\$66.30 per hour
Intern Architect I	\$61.20 per hour

All work will be performed on our CADD system with complete sheet specifications. Our fees do not include furniture design and/or coordination services, models, print charges for bidding and construction documents, surveys, soil borings, septic design, zoning board variances, application/review fees, site plan amendments, out of town travel expenses beyond 50 miles, or any other service not mentioned as such. Significant changes to previously approved designs will be charged at our standard hourly rates and may affect total costs adversely.

Please note that our practice of architecture does not include any expertise or control over environmentally hazardous materials in your existing building or on your site. Our service proposal does not include any analysis or abatement work of any kind. If we are made aware of any such situation, we will notify you and assist you in seeking professional advice for the given situation.



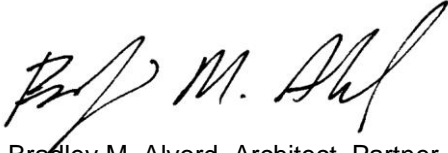
## TERMS AND CONDITIONS

This proposal is subject to the general terms and conditions of our current multi-year contract with the County.

We hope that this is an acceptable proposal for our continued service to Livingston County. We look forward to this opportunity to help with your proposed renovations. Please let us know if there is any clarification we can make on this proposal. If it is acceptable, please sign below, and return it to our office.

Respectfully Submitted,

Approval to Proceed:



Bradley M. Alvord, Architect, Partner  
Lindhout Associates architects aia pc

\_\_\_\_\_  
Dave Feldpausch, EMS Director  
Livingston County

\_\_\_\_\_  
Date



Michael J. Kennedy, AIA, Architect, CEO  
Lindhout Associates architects aia pc

\_\_\_\_\_  
Nathan Burd, County Administrator  
Livingston County

\_\_\_\_\_  
Date





May 24, 2024

Livingston County EMS  
1911 Tooley Rd.  
Howell, MI 48855

Attn: Dave Feldpausch, EMS Director

**Re: Livingston County EMS: Cohoctah Township Substation – Architectural Proposal**

Dear Dave,

Following our initial feasibility study work, and the Board of Commissioners recent decision to move the project forward into the public bidding phase, we are pleased to offer you a full service proposal for the remaining scope of work. The basis of this proposal will be the current feasibility study plans and exterior imagery that have been completed to date.

Given the above stated objective, we are please to offer you the following service proposal to assist you in your efforts:

**PROPOSED PROFESSIONAL SERVICES**

**Schematic Design Phase:** Remaining schematic design services will include creating formal exterior elevations from our rendered exterior views, and development of overall schematic building sections for the proposed facility. These drawings, along with the approved plan, will be used as background files that will be shared with our structural and MEP consultants.

**Design Development Phase:** After completion of the schematic design work, we will continue the design process by further developing the concepts for the structural, mechanical and electrical systems for the project. The site will also be engineered at this time by Boss Engineering for submission to the local municipality for their review and approval. The site plan submission package includes an engineered site plan and a landscape plan (by others), and building floor plans, building elevations, and completed application forms as completed by Lindhout Associates and Boss Engineering. We will present your project to the Planning Commission, attend all meetings, and represent you at those meetings. At the completion of this work phase, the probable cost statement will be updated if any significant changes occurred to the plans.

**Construction Documents Phase:** Following the design development process, we will prepare the necessary documents for competitive contractor bidding as well as permit review. Complete structural, mechanical, electrical, and architectural drawings and specifications will be produced. We will coordinate with Boss Engineering and integrate their work into the bids sets. A project manual will be produced which outlines the general conditions of the construction project, gives instructions to the bidders, and assigns responsibilities regarding insurances, scheduling, safety, and quality issues. The construction documents should be reviewed and approved by you prior to the release to the bidders. If any significant changes occurred in the design, the probable cost statement will be updated during this phase of work.

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william p. lindhout   frank l. pierron   piet w. lindhout   robert j. king   michael j. kennedy   david a. richardson   michael j. o'leary  
bradley m. alvord   john w. eckstein   d. jason mcintyre   holly a. osterhout   joshua l. hendershot   heather m. teeling

submittals from the subcontractors. On a monthly basis we will review and process the contractor's application for payment.

### PROFESSIONAL SERVICES (SUMMARY)

We are offering you professional services, which include:

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BUILDING DESIGN  
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BIDDING COORDINATION  
CONSTRUCTION ADMINISTRATION  
ASSISTANCE WITH INTERIOR MATERIAL AND COLOR SELECTIONS

### PROPOSED FEE

Per our established master services agreement, for projects with estimated construction costs between 1.0M – 3.0M, a percentage fee of 7.14% would be earned. Based on our most recent probable cost statement, we are estimating the cost of building construction at \$1,179,876.50. Using our established **7.14% fee**, this would equate to an overall **estimated fee of \$84,243.18** for the project. Please note that this estimated fee will be adjusted once the project goes through the formal public bid process, and a guaranteed maximum price is established by the selected general contractor.

Our estimated fee breaks down into the following allocation:

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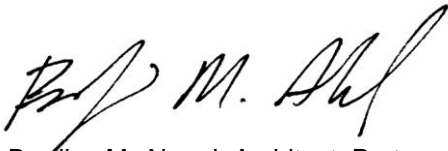
## TERMS AND CONDITIONS

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Respectfully Submitted,

Approval to Proceed:



Bradley M. Alvord, Architect, Partner  
Lindhout Associates architects aia pc

\_\_\_\_\_  
Dave Feldpausch, EMS Director  
Livingston County

\_\_\_\_\_  
Date



Michael J. Kennedy, AIA, Architect, CEO  
Lindhout Associates architects aia pc

\_\_\_\_\_  
Nathan Burd, County Administrator  
Livingston County

\_\_\_\_\_  
Date

