



STATE OF MICHIGAN  
**MICHIGAN VETERANS AFFAIRS AGENCY**  
LANSING

GRETCHEN WHITMER  
GOVERNOR

ADAM HOLLIER  
DIRECTOR

August 18, 2023

David Domas  
304 E. Grand River Ave  
Suite 202  
Howell, MI 48843

Dear Mr. Domas:

The Michigan Veterans Affairs Agency (MVAA) has accepted Livingston county's application for the 2024 County Veteran Service Fund (CVSF) Grant. Your grant number will be assigned on October 1, 2023.

The grant award will be funded for up to \$144,046 of approved costs during the grant period of October 1, 2023, to September 30, 2024, once the Grant Agreement is signed by both the county and the State of Michigan.

The county will receive a direct payment of up to \$50,000.00, and any remainder will be paid on a reimbursement basis. The grant award will be carried out under the direction of Ramon Baca as stated in the grant application.

All grant activities will be supervised by MVAA. For all communications related to the grant, please e-mail [mvaagrants@michigan.gov](mailto:mvaagrants@michigan.gov) and include your county name and "CVSF" in the subject line.

As a Grantee, you must be registered to do business with the State of Michigan. Registration is available at the following website: [www.michigan.gov/SIGMAVSS](http://www.michigan.gov/SIGMAVSS). Failure to register will delay payment.

To accept the grant award, please review and sign the Grant Agreement and return in its entirety to [mvaagrants@michigan.gov](mailto:mvaagrants@michigan.gov) no later than 60 days from the date of this letter. Failure to return the signed Grant Agreement may delay payment.

Sincerely,

*Kate Preston*

Grants Specialist, Michigan Veterans Affairs Agency  
Department of Military and Veterans Affairs  
[PrestonK2@michigan.gov](mailto:PrestonK2@michigan.gov)  
517-230-8535

Cc: Ramon Baca  
Cynthia Arbanas

**GRANT AGREEMENT**  
BETWEEN THE  
MICHIGAN DEPARTMENT OF MILITARY AND VETERANS AFFAIRS,  
MICHIGAN VETERANS AFFAIRS AGENCY  
and LIVINGSTON COUNTY

This Grant Agreement ("Agreement") is made between the Michigan Department of Military and Veterans Affairs, (DMVA) **Michigan Veterans Affairs Agency** ("MVAA"), and **Livingston County** ("Grantee"). The parties in this agreement will be referred to as Grantor (DMVA or MVAA) and Grantee (County Recipient).

The purpose of this Agreement is to provide funding in exchange for work to be performed for the project named below. The State is authorized to provide grant assistance pursuant to Public Act 192 of 1953 MCL 35.623a. This Agreement is subject to the terms and conditions specified herein.

Project Name: Livingston County FY24 CVSF Grant      Grant #: TBD

Amount of Grant: \$144,046.00

Start Date (date executed by DMVA): 10-1-2023  
[unless alternate date specified]

End Date: 09/30/2024

**GRANTEE CONTACT:**

\_\_\_\_\_  
David Domas  
Name/Title  
\_\_\_\_\_  
Livingston County  
Organization  
\_\_\_\_\_  
304 E. Grand River Ave. Suite 202  
Address  
\_\_\_\_\_  
Howell, MI 48843  
Address  
\_\_\_\_\_  
517-540-8719  
Telephone number  
\_\_\_\_\_  
\_\_\_\_\_  
Fax number  
\_\_\_\_\_  
ddomas@livgov.com  
E-mail address  
\_\_\_\_\_  
\_\_\_\_\_  
Federal ID number – (Required for Federal Funding)

**STATE'S CONTACT:**

\_\_\_\_\_  
Kate Preston, Grants Specialist  
Name/Title  
\_\_\_\_\_  
MVAA  
Division/Bureau/Office  
\_\_\_\_\_  
3423 N. Martin Luther King Jr. Blvd. (Bldg. 32)  
Address  
\_\_\_\_\_  
Lansing, MI 48906  
Address  
\_\_\_\_\_  
517-230-8535  
Telephone number  
\_\_\_\_\_  
\_\_\_\_\_  
Fax number  
\_\_\_\_\_  
PrestonK2@michigan.gov  
E-mail address

\_\_\_\_\_  
Grantee DUNS number - (Required for Federal Funding)

[Program will add a Remittance address if different than the above.]

The undersigned certify that they are duly elected and authorized officers of the Grantee and that, as such, are authorized to accept this grant on behalf of the Grantee, to obligate the Grantee to observe all the terms and conditions placed on this grant, and in connection with this grant to make, execute and deliver on behalf of the Grantee all grant agreements, representations, receipts, reports, and other instruments of every kind.

**FOR THE GRANTEE:**

\_\_\_\_\_  
Signature/Title      Date

**FOR THE GRANTOR:**

\_\_\_\_\_  
Signature/Robert Near, Project Manager      Date

\_\_\_\_\_  
Signature/Christine F. Apostol, Chief Financial Officer      Date

## **I. PROJECT SCOPE**

This Agreement and its appendices constitute the entire Agreement between the Grantor and the Grantee and may be modified only by written agreement between the Grantor and the Grantee.

- (A) The scope of this project is to create a county department of veterans' affairs in certain counties, and to prescribe its powers and duties; and to transfer the powers and duties of the soldier's relief commission in such counties (MCL 35.621 to 35.624).
- (B) Grants are provided to counties for county veteran service operations. "Veteran service operations" means assistance and programming of any kind to meet the needs of the veterans in this state. Veteran service operations include, but are not limited to, providing assistance, programming, and services for the purpose of assisting veterans in this state and providing advice, advocacy, and assistance to veterans, servicemembers, dependents, or survivors by an accredited veteran service officer to obtain United States Department of Veterans Affairs health, financial, or memorial benefits for which they are eligible.
- (C) The scope of this project is limited to the activities specified in Appendix A and such activities as are authorized by the State under this Agreement. Any change in project scope requires prior written approval in accordance with Section III, Changes, in this Agreement. Failure to obtain written prior approval from the State may result in expenses not being approved or reimbursed.
- (D) By acceptance of this Agreement, the Grantee commits to complete the project identified in Appendix A within the time period allowed for in this Agreement and in accordance with the terms and conditions of this Agreement.

## **II. AGREEMENT PERIOD**

Upon signature by the Grantor, the Agreement shall be effective from the Start Date until the End Date on Page 1. The Grantor shall have no responsibility to provide funding to the Grantee for project work performed except between the Start Date and the End Date specified on Page 1. Expenditures made by the Grantee prior to the Start Date or after the End Date of this Agreement are not eligible for payment under this Agreement.

## **III. CHANGES**

Adjustments of budget categories and use of funds may not be made until the MVAA has approved the requested budget modifications. Grantee may adjust the budget categories up to 10 percent of the total approved budget, provided that the total budget amount is not increased. Budget category adjustments exceeding 10 percent of the approved budget must be approved in writing by MVAA and DMVA. The Grantee agrees changes will not be executed until approved and the modification is executed. The Grantee must submit amendments in advance using the form provided by the Grantor. The Grantor reserves the right to deny requests for changes to the Agreement or to the appendices. No changes can be implemented without written approval by the Grantor. All amendments must be received by the Grantor no later than June 30, 2024.

**IV. GRANTEE DELIVERABLES AND REPORTING REQUIREMENTS**

The Grantee shall submit deliverables and follow reporting requirements specified in Appendix A of this Agreement.

- (A) The Grantee must complete and submit quarterly financial and progress reports according to a form and format prescribed by the Grantor and must include supporting documentation of eligible project expenses. These reports shall be due according to the following schedule:

<b>Reporting Period</b>	<b>Due Date</b>
October 1 – December 31	January 10, 2024
January 1 – March 31	April 10, 2024
April 1 – June 30	July 10, 2024
July 1 – September 30	October 5, 2024

If the report due date falls on a weekend or holiday, it will be due the first business day following.

Late report submissions may result in delayed payments and termination of the Agreement.

The forms provided by the Grantor shall be submitted to [mvaagrants@michigan.gov](mailto:mvaagrants@michigan.gov). Required documentation (for example one or more of the following: invoice, proof of payment, cancelled checks, credit card receipt or general ledger, refer to Appendix A for further clarification) for expenses must be included with the report.

- (B) If requested, the Grantee shall provide a final project report in a format prescribed by the Grantor. The Grantee shall submit the final status report, including expenditure documentation, along with the final project report and any other outstanding requests for information.
- (C) The Grantee must provide copies of all documents in accordance with Appendix A.
- (D) Marketing/advertising products shall acknowledge “paid for in part or in whole by the Michigan Veterans Affairs Agency” if space allows.

**V. GRANTEE RESPONSIBILITIES**

- (A) The Grantee agrees to abide by all applicable local, state, and federal laws, rules, ordinances, and regulations in the performance of this Agreement.
- (B) The Grantee, by signature of this Agreement, attests that all persons served under this Agreement are veterans, spouses, or eligible dependents of veterans with separation status in accordance with county policy for eligibility. Documentation of veteran eligibility must be kept on file and available to MVAA upon request.
- (C) All local, state, and federal permits, if required, are the responsibility of the Grantee. Award of this grant is not a guarantee of permit approval by the State.
- (D) The Grantee shall be solely responsible to pay all applicable taxes and fees on the purchase of goods, services, or equipment, if any, that arise from the Grantee’s receipt or execution of this Agreement.
- (E) The Grantee agrees to have internal controls in place to provide reasonable assurance that administrative objectives will be met. In the incidents of emergency assistance, it is expected that grant funds will be funds of last resort. Grantees are also expected to maintain separate accounts and records for each source of funds (e.g., Federal, State, other) used to support the project, and to maintain separate records for matching funds and program

income funds if applicable.

- (F) The Grantee agrees to fulfill all matters within the grant guidance as requested and enforced. This may include, but is not limited to, mandatory training(s) for Project Directors and Financial Officers or designees, to learn correct reporting format.
- (G) The Grantee is responsible for the professional quality, technical accuracy, timely completion, and coordination of all reports and other services submitted to the State under this Agreement. The Grantee shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in reports or other services. If no response is received from the Grantee after two written requests from the Grantor, the request for reimbursement will be voided.
- (H) The Grantee acknowledges that it is a crime to knowingly and willingly file false information with the State for the purpose of obtaining this Agreement or any payment under the Agreement, and that any such filing may subject the Grantee, its agents, and/or employees to criminal and civil prosecution and/or termination of the Agreement.
- (I) Supplanting, sponsorships, and donations are not allowed.
- (J) No profits shall be made off grant-funded products or materials.
- (K) The Grantee will complete training as provided by the MVAA. Travel/training costs may be reimbursed by the grant as budgeted. The areas of training will be relative to processing applications for benefits payable to veterans due to military sexual trauma, post-traumatic stress disorder, depression, anxiety, substance abuse, or other mental health issues. The training is required and will be coordinated with all Grantees providing Veteran Service Officer services to Michigan citizens.

## **VI. USE OF MATERIAL**

Unless otherwise specified in this Agreement, the Grantee may release information or material developed under this Agreement, provided it is acknowledged that the State funded all or a portion of its development.

The State, and federal awarding agency, if applicable, retains a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, and use in whole or in part, and authorize others to do so, any copyrightable material or research data submitted under this Agreement whether the material is copyrighted by the Grantee or another person. The Grantee will only submit materials that the State can use in accordance with this paragraph.

## **VII. ASSIGNABILITY**

The Grantee shall not assign this Agreement or assign or delegate any of its duties, obligations, or funds under this Agreement to any other party without the prior written consent of the Grantor. The Grantor does not assume responsibility regarding the contractual relationships between the Grantee and any subcontractor.

## **VIII. SUBCONTRACTS**

The Grantor reserves the right to deny the use of any consultant, contractor, associate, or other personnel to perform any portion of the project. The Grantee is solely responsible for all contractual activities performed under this Agreement. Further, the Grantor will consider the Grantee to be the sole point of contact regarding contractual matters, including payment of all charges resulting from the anticipated Agreement. Verification of any documentation is the responsibility of the Grantee; the Grantor can request detail at any time if necessary. All subcontractors used by the Grantee in performing projects shall be subject to the provisions of this Agreement and shall be qualified to

perform the duties required. Subcontractors shall report activities and services to the Grantee in a form and manner prescribed by the Grantee. The Grantee shall provide signed copies of all subcontracts to the Grantor within 14 days of execution. The Grantee is subject to local procurement policy.

#### **IX. NON-DISCRIMINATION**

Under the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, *et seq.*, the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, *et seq.*, and [Executive Directive 2019-09](#). Contractor and its subcontractors agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex (as defined in Executive Directive 2019-09), height, weight, marital status, partisan considerations, any mental or physical disability, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. Breach of this covenant is a material breach of this Agreement.

#### **X. UNFAIR LABOR PRACTICES**

The Grantee shall comply with the Employers Engaging in Unfair Labor Practices Act, 1980 PA 278, as amended, MCL 423.321 *et seq.*

#### **XI. LIABILITY**

The Grantee, not the Grantor, is responsible for all liabilities as a result of claims, judgments, or costs arising out of activities to be carried out by the Grantee under this Agreement, if the liability is caused by the Grantee, or any employee or agent of the Grantee acting within the scope of their employment or agency.

Nothing in this Agreement should be construed as a waiver of any governmental immunity by the Grantee, the Grantor, its agencies, or their employees as provided by statute or court decisions.

#### **XII. CONFLICT OF INTEREST**

No government employee, or member of the legislative, judicial, or executive branches, or member of the Grantee's Board of Directors, its employees, partner agencies, or their families shall benefit financially from any part of this Agreement.

#### **XIII. ANTI-LOBBYING**

If all or a portion of this Agreement is funded with federal funds, then in accordance with Office of Management and Budget Circular A-21, A-87, or A-122, as appropriate, the Grantee shall comply with the Anti-Lobbying Act, which prohibits the use of all project funds regardless of source, to engage in lobbying the state or federal government or in litigation against the Grantor. Further, the Grantee shall require that the language of this assurance be included in the award documents of all subawards at all tiers.

If all or a portion of this Agreement is funded with state funds, then the Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of lobbying as defined in the State of Michigan's lobbying statute, MCL 4.415(2). "Lobbying" means communicating directly with an official of the executive branch of state government or an official in the legislative branch of state government for the purpose of influencing legislative or administrative action." The Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of litigation against the Grantor. Further, the Grantee shall require that language of this assurance be included in the award documents of all subawards at all tiers.

#### **XIV. DEBARMENT AND SUSPENSION**

By signing this Agreement, the Grantee certifies that it has checked the federal debarment/suspension list at [www.SAM.gov](http://www.SAM.gov) to verify that its agents, and its subcontractors:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or the state.
- (2) Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, as defined in 45 CFR 1185; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- (3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in subsection (2).
- (4) Have not within a three-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.
- (5) Will comply with all applicable requirements of all other state or federal laws, executive orders, regulations, and policies governing this program.

#### **XV. AUDIT AND ACCESS TO RECORDS**

The Grantor reserves the right to conduct a programmatic and financial audit of the project, and the Grantor may withhold payment until the audit is satisfactorily completed. The Grantee will be required to maintain all pertinent records and evidence pertaining to this Agreement, including grant and any required matching funds, in accordance with generally accepted accounting principles and other procedures specified by the Grantor. The Grantor or any of its duly authorized representatives must have access, upon reasonable notice, to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. The Grantee will provide proper facilities for such access and inspection. All records must be maintained for a minimum of five years after the final payment has been issued to the Grantee by the Grantor.

All Grantees will be subject to grant monitoring of performance, including data collection according to a form and format prescribed by the Grantor. A Progress, and Activity Report will be required quarterly. Upon approval of the quarterly audit, Grantees will have two weeks to dispute any decisions made by MVAA. After two weeks, the audit will be finalized and closed. Grant and performance monitoring will be conducted by MVAA. If the Grantor determines, by audit or otherwise, that a Grantee expended the grant funds received for purposes other than veteran service operations, the Grantor shall reduce the grant disbursement provided to the Grantee in the succeeding fiscal year by an amount equal to the total of all amounts improperly expended. The Grantor reserves the right to require payment of misspent funds if funds are not appropriated, or the Grantee does not apply for appropriated grant funding, in the subsequent year.

#### **XVI. INSURANCE**

- (A) The Grantee must maintain insurance or self-insurance that will protect it from claims that may arise from the Grantee's actions under this Agreement.
- (B) The Grantee must comply with applicable workers' compensation laws while engaging in activities authorized under this Agreement.

## **XVII. OTHER SOURCES OF FUNDING**

The Grantee guarantees that any claims for reimbursement made to the Grantor under this Agreement must not be financed by any source other than the Grantor under the terms of this Agreement. If funding is received through any other source, the Grantee agrees to delete from Grantee's billings, or to refund to the Grantor, within 14 business days, the total amount representing such duplication of funding.

## **XVIII. COMPENSATION**

- (A) A breakdown of costs allowed under this Agreement is identified in Appendix A. The Grantor will pay the Grantee a total amount not to exceed the amount on page 1 of this Agreement, in accordance with Appendix A, and only for expenses incurred and paid for within the Start and End Date of this Agreement. All other costs necessary to complete the project are the sole responsibility of the Grantee.
- (B) Expenses incurred by the Grantee prior to the Start Date or after the End Date of this Agreement are not allowed under the Agreement, unless otherwise specified in Appendix A.
- (C) The Grantor will approve reimbursement requests after approval of reports and related documentation as required under this Agreement.
- (D) The Grantor reserves the right to request additional information necessary to substantiate reimbursement requests.
- (E) Payments under this Agreement may be processed by Electronic Funds Transfer (EFT). The Grantee may register to receive payments by EFT at the SIGMA Vendor Self Service website <https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>.

## **XIX. CLOSEOUT**

- (A) A determination of project completion, which may include a site inspection and an audit, shall be made by the Grantor after the Grantee has met any match obligations, satisfactorily completed the activities, and provided products and deliverables described in Appendix A.
- (B) Upon issuance of final payment from the State, the Grantee releases the Grantor of all claims against the Grantor arising under this Agreement. Unless otherwise provided in this Agreement or by State law, final payment under this Agreement shall not constitute a waiver of the Grantor claims against the Grantee.
- (C) The Grantee shall refund to the Grantor any funds allowed by this Agreement that remain unspent by September 30, 2024, within 14 days of the Grantor demand. Monies (debts) which have been due and owing to the Agency more than 180 days may be referred to the Michigan Department of Treasury by the MVAA.

## **XX. CANCELLATION**

This Agreement may be canceled by the Grantor, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the Grantee, or upon mutual agreement by the Grantor and Grantee. The Grantor may honor requests for just and equitable compensation to the Grantee for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the Grantor and the Grantor will no longer be liable to pay the Grantee for any further charges to the Agreement.



## **XXI. TERMINATION**

This Agreement may be terminated by the Grantor as follows:

(A) Upon 30 days written notice to the Grantee:

- a. If the Grantee fails to comply with the terms and conditions of the Agreement, or with the requirements of the authorizing legislation cited on page 1, or the rules promulgated thereunder, or other applicable law or rules.
- b. If the Grantee knowingly and willingly presents false information to the Grantor for the purpose of obtaining this Agreement or any payment under this Agreement.
- c. If the Grantor finds that the Grantee, or any of the Grantee's agents or representatives, offered or gave gratuities, favors, or gifts of monetary value to any official, employee, or agent of the Grantor in an attempt to secure a subcontract or favorable treatment in awarding, amending, or making any determinations related to the performance of this Agreement.
- d. If the Grantee or any subcontractor, manufacturer, or supplier of the Grantee appears in the register of persons engaging in unfair labor practices that is compiled by the Michigan Department of Licensing and Regulatory Affairs or its successor.
- e. During the 30-day written notice period, the Grantor shall withhold payment for any findings under subparagraphs a through d, above and the Grantee will immediately cease charging to the grant and stop earning match for the project (if applicable).

(B) Immediately and without further liability to the Grantor if the Grantee, or any agent of the Grantee, or any agent of any subcontract is:

- f. Convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract.
- g. Convicted of a criminal offense, including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification, or destruction of records, receiving stolen property, or attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees.
- h. Convicted under State or federal antitrust statutes.
- i. Convicted of any other criminal offense that, in the sole discretion of the State, reflects on the Grantee's business integrity; or
- j. Added to the federal or state Suspension and Debarment list.

(C) If the Agreement is terminated, the Grantor reserves the right to require the Grantee to repay all or a portion of funds received under this Agreement.

(D) The Grantee acknowledges that continuation of the Agreement is subject to appropriation or availability of funds for the grant. If funds are not appropriated or otherwise made available, the Grantor must terminate the Agreement.

## **XXII. IRAN SANCTIONS ACT**

By signing this Agreement, the Grantee is certifying that it is not an Iran linked business, and that its contractors are not Iran linked businesses, as defined in MCL 129.312.

## **PROGRAM-SPECIFIC BOILERPLATE**

### **XXIII. DISCLOSURE OF INFORMATION**

All reports and other printed or electronic material prepared by or for the Grantee under the Agreement will not be distributed without the prior written consent of the Grantor except for items disclosed in response to a Freedom of Information Act request, Court Order or subpoena.

### **PROJECT SPECIFIC REQUIREMENTS – APPENDIX A**

#### **STANDARD LANGUAGE**

- (A) Grantee will receive an initial advance payment up to a maximum of \$50,000 for the CVSF Grant. The remaining balance will be paid on a reimbursement basis.
- (B) All grant funds expended must be spent in accordance with this Agreement and grant scope. Costs that do not directly support this Agreement and scope are considered disallowable. If an item or service is not listed within this Agreement, it is considered disallowable and will be incurred at the expense of the Grantee.
- (C) Disallowable expenditures include sales tax (see below for Emergency Services exception), legal settlements of any kind, mileage between employees' homes, remote work locations and official workstation, fraternal organization business, alcohol, tobacco, lottery, business insurance, all extended warranty plans, and donations.  
  
Sales tax and late fees associated with approved Emergency Services initiatives are an allowable CVSF expense.
- (D) If, at the end of the Fiscal Year (September 30, 2024), there are unspent funds remaining from the initial advance payment the Grantee will return the balance of those funds to the State upon demand.
- (E) The Grantee will provide verification of funds spent down from the original advance with the Quarterly Reports in the form and format prescribed by the Grantor. For example, certified time sheets, itemized receipts, invoices, and proof of payment or other appropriate documentation to support and verify expenditures. Examples of acceptable proof of payment include general ledger reports that include dates, transaction IDs, vendor names, and amount, copies of cancelled checks, zero balance invoices, and/or credit card receipts.
- (F) Progress Reports and Quarterly Financial Reports will be due according to the schedule listed.
- (G) All reports will be submitted in the form and format prescribed by the Grantor.
- (H) Failure to properly complete progress reports, activity reports, financial reports, and reimbursement requests may delay payments.
- (I) Travel rates, lodging, meals, and mileage reimbursement will be paid up to the allowable State of Michigan travel rates and in accordance with State of Michigan Standardized Travel Regulations, DMVA, and MVAA policy. Expenses above the State of Michigan rates will be the sole responsibility of the Grantee. Be cautious of using travel sites such as Expedia, if the site cannot provide a detailed invoice for hotel, airfare, car, the expense will not be reimbursed (refer to "travel/meetings" in the table below for further clarification).
- (J) Expenses incurred prior to the Start Date or after the End Date and not authorized by MVAA will not be reimbursed.

- (K) FY2024 funds may not be used to support contracts, services, or purchases prior to October 1, 2023, or beyond September 30, 2024.
- (L) All purchases must be paid for no later than September 30, 2024, with the exception of payroll charged to the grant.
- (M) Obtain a PIV card by September 24, 2024, which will be verified by MVAA and the USDVA.
- (N) Must provide no less than 20 hours of veteran service operations per week unless an exception has been requested of and approved by MVAA.
- (O) All receipts and invoices must be itemized, dated, and include the name and address of the vendor.
- (P) Failure to comply with reporting requirements may result in the State terminating the Agreement.

**As the Grantee, it is your responsibility to review the following reporting criteria and supply appropriate supporting documents as it applies to your grant.**

**Quarterly reports should be succinct and have all Personally Identifiable Information (PII) and Personal Health Information (PHI) redacted prior to submission.**

	<b>GRANTEE MUST HOLD PHYSICAL COPIES FOR 5 YRS. FROM DATE OF LAST CVSFS GRANT PAYMENT</b>	<b>GRANTEE MUST INCLUDE WITH QUARTERLY REPORTS</b>
<b>Travel/meetings:</b>		
Airline ticket receipt	X	X
Airline baggage fee receipt	X	X
Receipts for transportation (such as tolls, parking, taxis, shuttles, ferries, and public transportation)	X	X
Mileage (if requesting reimbursement) proof (MapQuest or similar), to/from the destination is required if the mileage is being charged by the Grantee directly. If contracting with an outside transportation service, a map is not required.	X	X
Training/conference receipt	X	X
Agenda	X	X
Meal receipts	X	X
<p><i>Travel insurance is not a reimbursable expense.</i>  <i>Air travel is limited to commercial coach fare only. Additional costs incurred due to changing travel arrangements for the benefit of passenger preference is at the expense of the County.</i>  <i>Air travel must be at the lowest available airfare.</i>  <i>Reimbursement of baggage for one piece of personal luggage is allowed; reimbursing overweight or additional baggage fees is not an allowable expense.</i></p>		
<p><i>The cost of transportation from the traveler's home or official workstation, whichever is closer, to and from a training, station or terminal is reimbursable.</i>  <i>Mileage reimbursement for privately owned and County-owned vehicles for business is based on actual miles traveled.</i>  <i>Requests for fuel purchase will be denied (exception only for rental vehicles).</i>  <i>Mileage reimbursement for privately owned vehicles may be reimbursable at the SoM premium rate. Local policy prevails.</i>  <i>Mileage reimbursement for County-owned vehicles will be at the standard SoM mileage rate.</i></p>		
<p><i>If staying at a conference site, reimbursement will be made at the conference hotel rate.</i>  <i>Travelers are eligible for reimbursement for the day prior to the conference start date and the day after the conference ends.</i>  <i>Hotel rates above SoM rates will be the sole responsibility of the Grantee unless approval is granted from the Grantor prior to the stay. Prior authorization includes submitting three quotes for hotels to the Grantor (showing the Grantee met the requirement of searching for the best rate) no less than two weeks prior to the stay.</i></p>		
<p><i>Reimbursement for actual costs of meals cannot exceed the applicable maximum published state rate including tax and gratuities.</i></p>		
<b>County hosted events/meetings:</b>		
Sign-in sheet for meetings where meals are served	X	X
Agenda/program	X	X
Detailed invoices/receipts for food/catering	X	X
Detailed invoices/receipts for other meeting costs	X	X
Proof of payment	X	X
<p><i>Reimbursement for costs of catered meals cannot exceed the applicable maximum published state rate including tax and gratuities.</i>  <i>Morning and/or afternoon snacks and refreshments are allowed at a rate of \$5.00 per person per snack/refreshment.</i></p>		

<b>Emergency relief:</b>		
Veteran/spouse/eligible dependent first name & last initial	X	X
Veteran application/request for service	X	
Dates of military service	X	
Character of discharge	X	
Itemized detailed receipt	X	X
Proof of payment	X	X
Members of review panel (if applicable)	X	
Appeal process (if case denied)	X	
<b>Vouchers/gift cards/gas cards to veterans:</b>		
Log with first name, last initial of veteran/spouse/eligible dependent	X	X
Veteran application/request for service	X	
Copy of receipt for purchase of cards	X	X
Copy of itemized receipt(s) with store name and date of purchases made by veteran/spouse/eligible dependent with card(s).	X	X
<i>Veterans must return receipts for purchases with gift/gas cards. Itemized receipts are not required for <b>food or fuel only</b> gift cards/vouchers. A log with first name, last initial of veteran/spouse/eligible dependent is required for every item given out except swag.</i>		
<b>Dental/medical/psychological services:</b>		
Patient first name & last initial	X	X
Date of service and service provided	X	X
Veteran application/request for services (proof of need if applicable)	X	
Proof of payment	X	X
<b>Advertising:</b>		
Copy of subcontract for ad services	X	
Invoice (including dates ads have run)	X	X
Proof of payment	X	X
<b>Vehicle/trailer purchase:</b>		
Copy of Title/registration	X	X
Sales receipt	X	X
Proof of payment	X	X
<b>Transportation services:</b>		
Veteran's first name & last initial	X	X
Veteran application/request for services (proof of need if applicable)	X	
Date of transport	X	X
Copy of subcontract (if applicable)	X	
Invoice if subcontracted; mileage proof with MapQuest (or similar) to/from destination if requesting mileage reimbursement	X	X
Proof of payment	X	X
<b>Service animals:</b>		
Veteran's first name & last initial	X	X
Veteran application/request for service	X	
Detailed invoice including purchase of dog and services	X	X
Description of animal (breed, age, gender)	X	
Dates of service for training	X	
Dates of service for boarding, if applicable	X	
Detailed veterinarian invoice to include dates of service and proof of payment, if applicable	X	X
Proof of payment	X	X
<b>Personal services for veterans:</b>		
Copy of subcontract with provider	X	
Veteran application/request for service	X	
Copy of invoice	X	X
Receipt/proof of payment	X	X



# FY24 COUNTY VETERAN SERVICE FUND GRANT

## GRANT APPLICATION TEMPLATE

This is the only approved template for use in submitting the County Veteran Service Fund (CVSF) grant request.

Definitions to determine the proper individual to list as a contact can be found in the Grant Guidance. Your Authorizing Official is the person able to accept funds and enter the County into agreements and contracts. This is usually the Chairperson of the Board of Commissioners.

### CONTACT INFORMATION

<b>Applicant County</b>			
<b>Total Grant Amount</b>			
<b>SIGMA Vendor Code</b>		<b>SIGMA Address Code</b>	

<b>Project Director</b>			
<b>Mailing Address</b>			
<b>Phone</b>			
<b>E-mail Address</b>			

<b>Financial Officer</b>			
<b>Mailing Address</b>			
<b>Phone</b>			
<b>E-mail Address</b>			

<b>Authorized Official</b>			
<b>Mailing Address</b>			
<b>Phone</b>			
<b>E-mail Address</b>			

All assistance, programming, and service initiatives need to be submitted with separate project narrative, budget narrative, and budget request forms. Please duplicate the Project Detail, Budget Narrative, and Excel request sheets as needed for each initiative/program/salaries your county is seeking funding. Attach pages as needed.

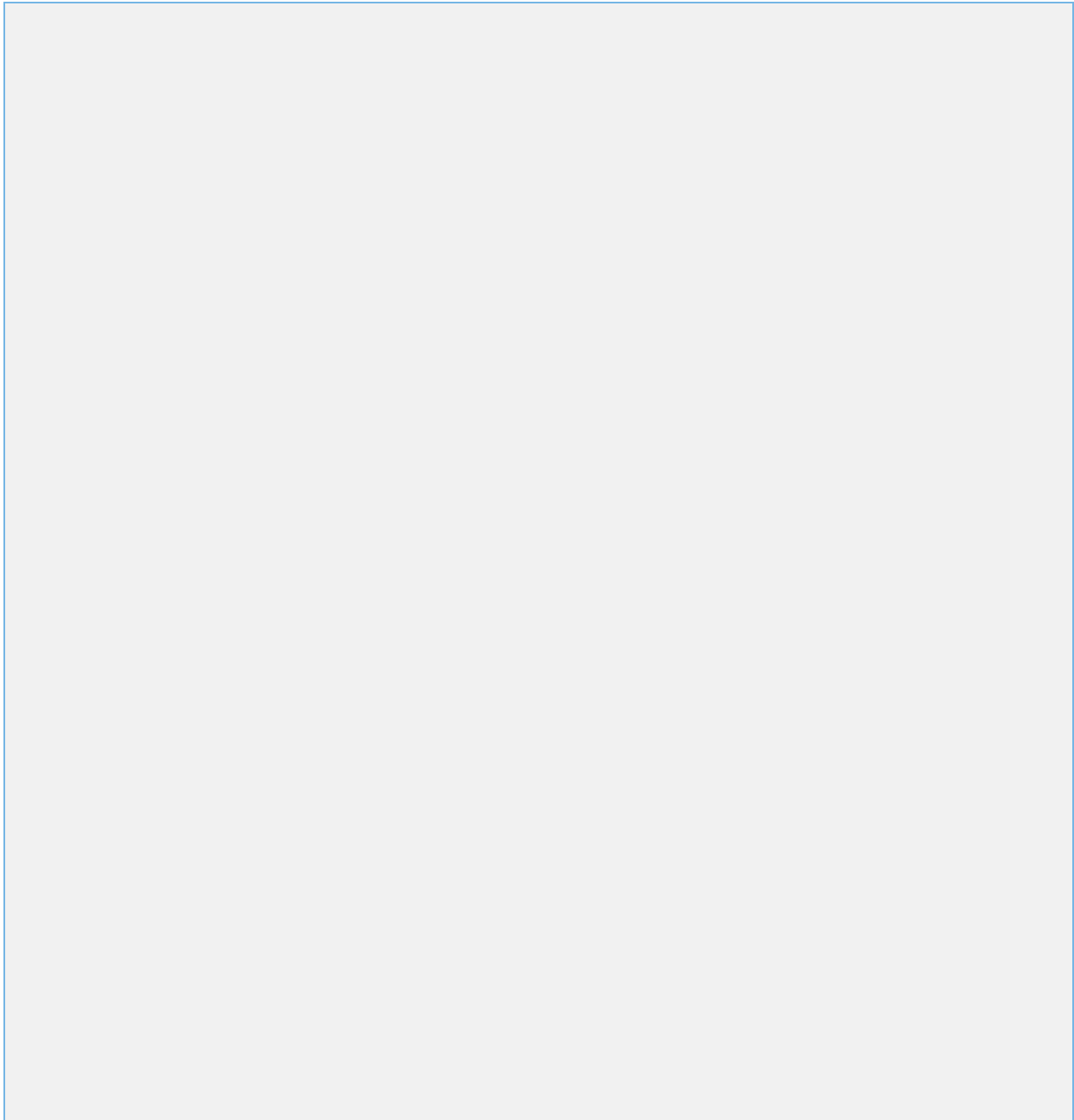
Grant amount requested above is the TOTAL of ALL initiatives/programs/salaries.

PROJECT DETAIL

<b>Project Title</b>	
<b>Grant Focus Area</b>	

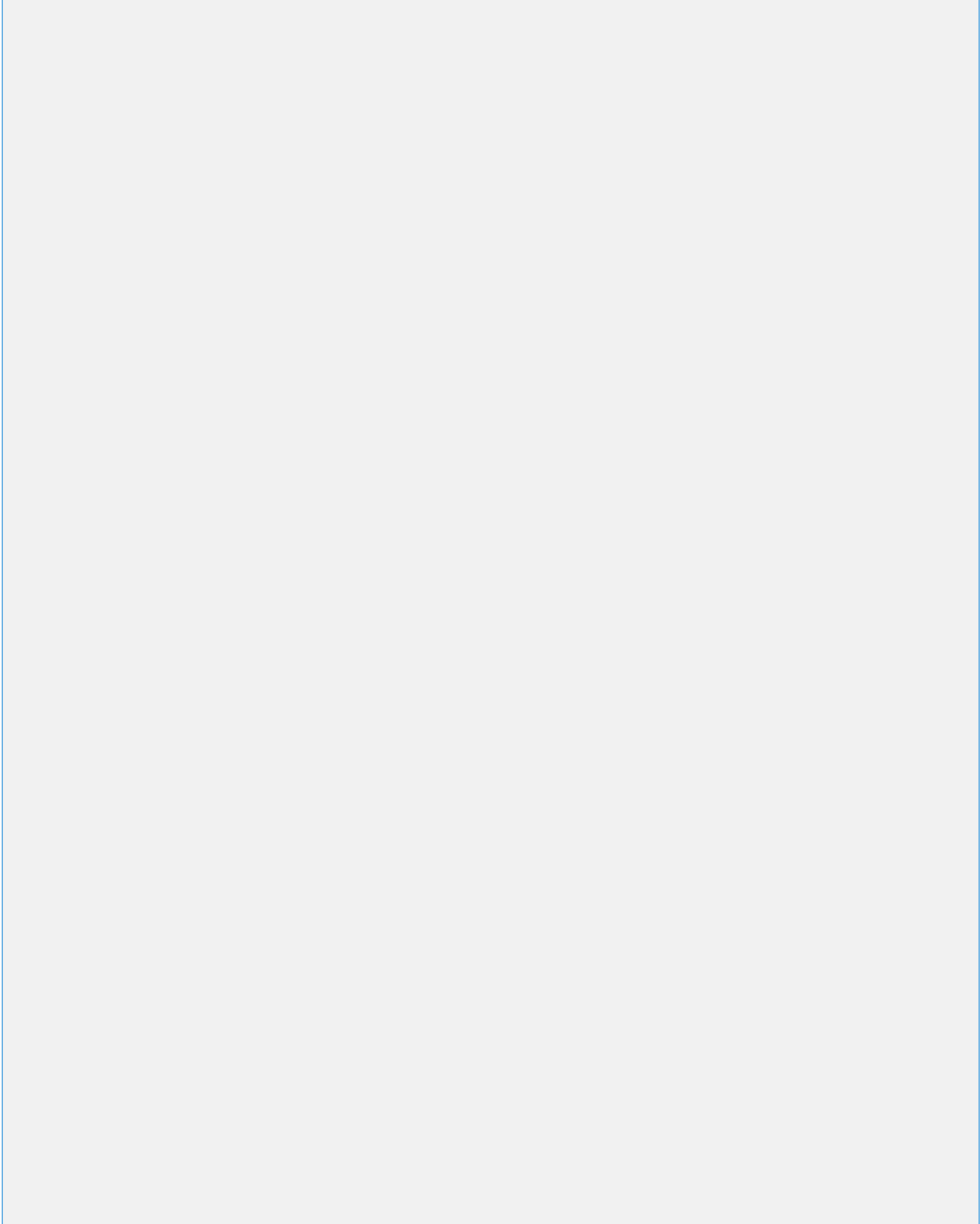
PROJECT NARRATIVE

Detailed project narrative must be provided below:

A large, empty rectangular box with a light gray background and a thin blue border, intended for the project narrative.

## BUDGET NARRATIVE/JUSTIFICATION

Budget Narrative/Justification must be provided below. In addition, an **itemized list** of all expenditures, including salary if applicable, must be provided in the Excel budget templates provided. Add Excel spreadsheets as an attachment for each initiative.





One initiative per page. Make additional sheets for each initiative.			
Applicant County	Grant Number	SIGMA Vendor Code	
Livingston County	FOR MVAA USE ONLY	CV0048182	
<b>I. Project / Initiative Name</b>			
Continuation of New Office Lease Funding (10.2023 to 09.2024)			
<b>II. Project Total (Amount requested for this initiative)</b>			
			\$69,864.21 <del>\$69,865</del>
<b>III. Expenditure Details</b>			
Item / Service Description	Quantity	Cost Per Unit	Cost
October 2023 - Rent	1	\$3,901.50	\$3,901.50
October 2023 - Net Lease	1	\$1,875.00	\$1,875.00
November 2023 - Rent	1	\$3,901.50	\$3,901.50
November 2023 - Net Lease	1	\$1,875.00	\$1,875.00
December 2023 - Rent	1	\$3,901.50	\$3,901.50
December 2023 - Net Lease	1	\$1,875.00	\$1,875.00
January 2024 - Rent	1	\$3,901.50	\$3,901.50
January 2024 - Net Lease	1	\$1,875.00	\$1,875.00
February 2024 - Rent	1	\$3,901.50	\$3,901.50
February 2024 - Net Lease	1	\$1,875.00	\$1,875.00
March 2024 - Rent	1	\$3,979.53	\$3,979.53
March 2024 - Net Lease	1	\$1,875.00	\$1,875.00
April 2024 - Rent	1	\$3,979.53	\$3,979.53
April 2024 - Net Lease	1	\$1,875.00	\$1,875.00
May 2024 - Rent	1	\$3,979.53	\$3,979.53
May 2024 - Net Lease	1	\$1,875.00	\$1,875.00
June 2024 - Rent	1	\$3,979.53	\$3,979.53
June 2024 - Net Lease	1	\$1,875.00	\$1,875.00
July 2024 - Rent	1	\$3,979.53	\$3,979.53
July 2024 - Net Lease	1	\$1,875.00	\$1,875.00
August 2024 - Rent	1	\$3,979.53	\$3,979.53
August 2024 - Net Lease	1	\$1,875.00	\$1,875.00
September 2024 - Rent	1	\$3,979.53	\$3,979.53
September 2024 - Net Lease	1	\$1,875.00	\$1,875.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
		<b>Total</b>	\$69,864.21

PROJECT DETAIL

<b>Project Title</b>	Staffing - Administrative Specialist
<b>Grant Focus Area</b>	Continuation of Administrative Specialist Funding (10/2023 to 09/2024)

PROJECT NARRATIVE

Detailed project narrative must be provided below:

This funding request is for a continuation of the F2023 CVSF grant funding for the Administrative Specialist position. With continued funding for staff, Livingston County Veteran Services will be able to continue to meet the increased demand created by our highly visible new location. This position reduces Veteran wait times for check-in and walk-in services and responds to calls on an on-going basis.

## BUDGET NARRATIVE/JUSTIFICATION

Budget Narrative/Justification must be provided below. In addition, an **itemized list** of all expenditures, including salary if applicable, must be provided in the Excel budget templates provided. Add Excel spreadsheets as an attachment for each initiative.

Please see Attachment C for a budget narrative detailed breakdown and Attachment D for supporting documentation (i.e. position description).

**County Veteran Service Fund Grant  
Staff Budget Request**

<i>One staff member per page. Make additional sheets for each staff member.</i>					
<b>Applicant County</b>		<b>Grant Number</b>		<b>SIGMA Vendor Code</b>	
Livingston		FOR MVAA USE ONLY		CV0048182	
<b>I. Project / Initiative Name</b>					
Salary and Fringes					
<b>II. Project Total (Salary and / or fringes for this initiative)</b>					
					\$72,731.79
<b>III. Expenditure Details</b>					
<b>Name</b>	<b>Position</b>	<b>Hourly Rate</b>	<b>Hours Per Week</b>	<b># of weeks</b>	<b>Total</b>
Joseph McKinney	Administrative Specialist	\$23.74	40	52	\$48,675.00

<b>Fringe Benefits</b>	<b>Hourly Rate</b>	<b>Percentage</b>	<b>Hours Worked</b>	<b>Total</b>
Employer FICA	\$23.74	7.65%	2080	\$6,394.00
Retirement	\$23.74	8.00%	2080	\$3,893.00
Hospital Insurance				\$0.00
Dental Insurance				\$0.00
Vision Insurance				\$0.00
Unemployment				\$0.00
Workers Compensation	\$23.74	0.28%	2080	\$137.00
Life Insurance	\$23.74	0.22%	2080	\$117.00
Insurance Waiver				\$0.00
State Taxes				\$0.00
City Taxes				\$0.00
Health Care Savings				\$0.00
Child Care Savings				\$0.00
Medical	\$23.74	6.24%	2080	\$12,980.00
Other: Long Term Disabi	\$23.74	0.50%	2080	\$134.13
Other: Short Term Disab	\$23.74	0.75%	2080	\$401.66
Other				\$0.00
Other				\$0.00

Salary Total	\$48,675.00
Fringe Benefits Total	\$24,056.79
Total Salary	<b>\$72,731.79</b>

PROJECT DETAIL

<b>Project Title</b>	Food Voucher Program
<b>Grant Focus Area</b>	Continuation of Food Voucher Program

PROJECT NARRATIVE

Detailed project narrative must be provided below:

This funding request is for a continuation of the FY2023 CVSF funding for Meijer food vouchers. With continued funding, Livingston County Veteran Services will be able to maintain the veteran assistance program (VAP) food voucher program available to Livingston County veterans. With the continuation of the VAP food voucher program, qualified veterans and dependents will be connected with food vouchers.

## BUDGET NARRATIVE/JUSTIFICATION

Budget Narrative/Justification must be provided below. In addition, an **itemized list** of all expenditures, including salary if applicable, must be provided in the Excel budget templates provided. Add Excel spreadsheets as an attachment for each initiative.

To date, LCVS has distributed 26 of 61 food vouchers. Based on a current distribution rate of 43 percent, we estimate a similar program usage in the next grant cycle. As a result, we are requesting 29 food vouchers.

Please see Attachment E.

**SUBMISSION OF APPLICATION**

Type an "X" in the box for confirmation of the following statements.

I understand that my County must become registered to do business with the State of Michigan prior to receiving any grant funding. Registration is available at the following website: <a href="http://www.michigan.gov/SIGMAVSS">www.michigan.gov/SIGMAVSS</a> .	
I understand that the grant agreement must be signed by the <b>Authorized Official</b> before grant funds can be expended.	
I have included itemized budget attachments for each initiative/program/salary request.	
I have included FY17 and current year county budgets for the organization structure that provides assistance to veterans and/or family members.	
I understand that I should receive an email confirmation of submission of my application within 24 business hours, and if I do not receive an email confirmation, I should contact the agency for confirmation.	
I understand that remote access to the United States Department of Veterans Affairs computing systems to obtain PIV cards for county veteran services officers must be established no later than September 24, 2023.	

Signature: David S. Demas  
Authorized Official

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

## **LEASE**

**THIS LEASE AGREEMENT** (the “Lease”) is made and entered into by and between **GENOA INVESTMENTS, LLC**, with offices at 48777 Strawberry Knoll Lane, Macomb, Michigan, 48044 (the “Lessor”) and the **COUNTY OF LIVINGSTON**, a municipal corporation and political subdivision of the State of Michigan (the “Lessee”), on behalf of **LIVINGSTON COUNTY VETERAN SERVICES**, with offices located at 2300 E. Grand River Ave., Suite 109, Howell, Michigan 48843. The Lessor and Lessee (each, a “Party” and together, the “Parties” to this Lease) hereby agree as follows:

### **WITNESSETH:**

**WHEREAS**, the Lessor wishes to lease space to the Lessee and the Lessee wishes to lease the same so that Livingston County Veteran Services may better serve and provide services to Livingston County veterans; and

**WHEREAS**, the Parties desire to memorialize the terms and conditions under which the Lessor will lease the Leased Premises (defined below) to Lessee.

**NOW, THEREFORE**, for and in consideration of the mutual covenants and agreements hereinafter contained, and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, and on the terms and subject to the conditions set forth below, **IT IS HEREBY AGREED**, as follows:

### **ARTICLE 1 THE LEASED PREMISES**

**1.1 Area Leased.** The Lessor, subject to the terms and conditions set forth in this Lease and in consideration of the rent to be paid by the Lessee, hereby leases to the Lessee a portion of a certain building situated in the Genoa Center Shopping Center, located at 1420 Lawson, Howell, Michigan, with space containing approximately 5,000 sq. ft. (the “Leased Premises”). The Lessor hereby further leases and guarantees to the Lessee parking spaces in the parking lot adjacent to the Leased Premises.

**1.2 Description of Common Areas.** The Leased Premises includes use of the common areas together with all rights, privileges, easements, and appurtenances that in any way pertain to the Leased Premises, together with any improvements to be erected upon the Leased Premises to be used by the Lessee as provided by this Lease. “Common Areas” include parking areas, sidewalks, landscaping, curbs, loading areas, lighting facilities, roof, exterior walls, gutters, and downspouts of the building.

**1.3 Construction of Improvements.** The Lessor agrees, prior to the commencement of this Lease, to complete improvements to the Leased Premises, including, but not limited to, having the HVAC system inspected by a licensed and insured HVAC contractor. The Lessor will provide the Lessee with a copy of any reports generated by the HVAC contractor following the inspection.

### **ARTICLE II TERM AND TERMINATION**

**2.1 Lease Term.** The term of this Lease shall commence on the 1<sup>st</sup> day of **March, 2021** (the “Commencement Date”), and continue through the 31<sup>st</sup> day of **March, 2026**, at which time this Lease



shall terminate (the "Expiration Date"). This Lease may be extended for up to 1 additional 5-year term by written notice from the Lessee to the Lessor (the "Extended Term").

**2.2 Termination by the Lessee without Cause.** After the initial 5 year lease period, the Lessee may terminate this Lease, without cause, after giving the Lessor at least 90 calendar days' prior written notice at any time prior to the Expiration Date.

**2.3 Termination by the Lessee with Cause.** The Lessee may, after giving the Lessor at least 60 calendar days' prior written notice and to the extent permitted by laws and regulations, terminate the Lease at any time prior to the Expiration Date if (i) the Lessor fails to maintain the Leased Premises in a tenantable condition, (ii) the Leased Premises are taken for a public purpose by eminent domain/condemnation proceedings by a governmental unit, or (iii) the Lessor fails to repair and restore the Leased Premises from damages as further outlined herein.

**2.4 Government Non-Availability of Funds.** In the event the Lessee's source of funding for Livingston County Veteran Services is reduced or terminated at any time, or larger facilities are required, notwithstanding any other provision of this Lease to the contrary, this Lease may be terminated by the Lessee if notice is given to the Lessor in writing at least 180 calendar days prior to the date on which such termination becomes effective. In the event of termination, the Lessor shall receive those monthly rental payments which are due and owing as of, but not exceeding, the effective date of this Lease's premature termination.

**2.5 Termination by the Lessor.** The Lessor may, after giving the Lessee at least 90 calendar days' prior written notice and to the extent permitted by laws and regulations, terminate the Lease at any time prior to the Expiration Date if (i) the Lessee's use of the Leased Premises is in violation of local adopted ordinances, or recorded deed restrictions; (ii) damage or destruction to the Leased Premises exceeds 50% of the replacement value of the Leased Premises; or (iii) the Leased Premises are taken by eminent domain/condemnation proceedings.

**2.6 Outstanding Rent.** In the event of early termination, the monthly rent payments, which are due and owing as of the effective date of termination, shall be allocated proportionately and invoiced to the Lessee.

**ARTICLE III  
RENT; PAYMENT OF UTILITIES AND TAXES**

**3.1 Rent.** The monthly rental payments to be made by the Lessee to the Lessor during the initial term of this Lease and any extensions thereof shall be as follows:

- A.** The Lessee shall pay the Lessor rent for the use of the Leased Premises at a rate payable in equal monthly installments of \$3,750.00 beginning on the first day of the fourth month of the initial term of this Lease. Beginning 12 months after the Commencement Date, rent shall be increased by 2% per year, effective on each annual anniversary of the Commencement Date.
- B.** The Parties agree that this Lease shall be deemed and construed to be a "net lease" and, except as otherwise provided herein to the contrary, the Lessee agrees to pay the Lessor for all expenses attributed to the Leased Premises and for Lessee's proportionate share of the Common Areas, including, without limitation, all costs and expenses of maintenance and repairs, insurance, and taxes.

- C. If the Lessee exercises its option to extend the term of this Lease, the sum paid per month during the Extended Term shall be the same as the monthly amounts paid during the initial term, subject to the 2% annual increase.

**3.2 Place of Payment.** All payments of rent or other sums to be made to the Lessor shall be made payable to **GENOA INVESTMENT, LLC**, at 48777 Strawberry Knoll Lane, Macomb, Michigan, 48044, or at such other places as the Lessor may from time to time designate in writing.

**3.3 Utilities, Janitorial Services, and Trash Disposal.** The Lessee shall, at its own expense, be responsible for utilities in the Leased Premises, including gas, water, heat, and electricity, and the payment thereof. The Lessee shall also be responsible for obtaining and paying for custodial and janitorial services for the Leased Premises and trash pick-up and removal.

**3.4 Tax-Exempt Status.** The Parties mutually agree that Lessee, as a municipal corporation and political subdivision of the State of Michigan, has tax exempt status. The Lessee shall not pay any taxes to which its exempt status extends. The Lessee shall, however, be responsible for any taxes on the Leased Premises from which it is not exempt.

#### **ARTICLE IV AUTHORIZED USE OF THE LEASED PREMISES**

**4.1 Permitted Use of Leased Premises.** It is understood and agreed between the Parties that said Leased Premises during this Lease shall be used and occupied for a general office and any other uses or uses consistent with or incidental to this use and for no other purpose, including use in violation of any law, municipal ordinance or regulation, and that on any breach of this Lease, the Lessor may, at the Lessor's option, forthwith, re-enter, and repossess the Leased Premises without discharging the Lessee's contractual duty to pay rent and additional rent.

#### **ARTICLE V RESTRICTIONS ON USAGE OF THE LEASED PREMISES AND COMMON AREAS**

**5.1 Licenses and Permits on Use and Compliance with the Law.** The Lessee shall at its own cost and expense obtain any and all licenses and permits necessary for its use of the Leased Premises. The Lessee shall comply with all Federal, State, and local laws, ordinances, and regulations applicable to the use of the Leased Premises and shall correct violations thereto at the Lessee's sole expense.

**5.2 Usage of Common Areas.** The Lessor shall at all times have the right of determining the nature and extent of the Common Areas, and of making such changes which, in its opinion, are deemed to be desirable. The Lessor shall not be liable for any damage to motor vehicles of the Lessee's clients or employees or for loss of property from within such motor vehicles unless caused by the criminal acts, intentional torts, or negligence of the Lessor, its agents, servants, or employees. It shall be the duty of the Lessee to keep all of said parking areas only for normal parking and ingress and egress by the Lessee's employees, clients, and service suppliers to and from the building occupied by the Lessee. The Lessor shall not change the Common Areas in any manner which would, in the Lessee's reasonable opinion, significantly adversely affect the operations being conducted in the Leased Premises or adversely affect accessibility to or identity of the Leased Premises without the Lessee's prior written consent, which shall not be unreasonably withheld.

**5.3 Rules and Regulations Governing Common Areas.** The Lessor shall also have the right from time to time to establish, change, and enforce against the Lessee and the other users of Common Areas such reasonable rules and regulations as may be deemed necessary or advisable for the proper operation and maintenance of the Common Areas. The Lessor shall have the right to close all or a portion

of such areas to such extent as may be legally necessary, in the opinion of the Lessor, to prevent a dedication thereof or the acquisition of any rights therein by any person or by the public, such closing not to unreasonably interfere with the conduct and/or operation of the Leased Premises. In the event such rules and regulations or closing of the common area unreasonably interfere with the operation of the Leased Premises, the Lessee may terminate this Lease upon 30 calendar days' prior written notice to the Lessor. All such rules and regulations shall be applied and enforced equally among all users of the Common Areas.

**ARTICLE VI  
MAINTENANCE, REPAIRS, AND ALTERATIONS**

**6.1 Maintenance of Parking Lot and Access Ways.** The Lessor shall be responsible for the maintenance of the parking lot used by the Lessee. The Lessor shall keep the same in good repair and shall have snow accumulation in excess of 2 inches removed. Additionally, the Lessor shall be responsible for external maintenance of the Leased Premises including, but not limited to, the clearing, maintenance, and snow removal of sidewalks and access to the Leased Premises.

**6.2 Maintenance and Repair of the Leased Premises.** The Lessee shall, at its own expense, be responsible for minor internal maintenance and repair to the Leased Premises, including keeping the Leased Premises in a clean and sanitary condition. The Lessor is responsible for all major repairs of the Leased Premises and/or maintaining and keeping in good repair the building of which the Leased Premises are a part including, but not limited to, the roof, exterior walls, windows, exterior plumbing, heating and cooling systems and ventilation. The Lessee will pay the initial repair costs, up to \$500.00, for any interior plumbing issues. The Lessor will pay the amounts in excess of \$500.00. The Lessee is responsible for its own interior remodeling and maintenance costs.

**6.3 Furniture, Fixtures and Appliances.** It is understood and agreed that any furniture, fixtures, or appliances placed by the Lessee in the Leased Premises prior to or during the period of this Lease are to be and remain the property of the Lessee and the Lessee shall have the right to remove the same at any time before or within a reasonable time following the termination of this Lease, including the renewals or extensions thereof, provided the Lessee, at its expense, repairs any damage to the Leased Premises caused by removal of fixtures within a 30 day period. It is further understood and agreed, however, that the rights contained herein do not apply to the mutually agreed to renovations necessary for occupancy of the Leased Premises, which renovations shall remain with the Leased Premises.

**6.4 Insect and Rodent Control.** The Lessor shall be responsible for insect and rodent control in the Leased Premises, Common Areas, the building of which it is a part, and on its property outside the building.

**6.5 Garbage.** The Lessor shall, at its own expense, provide garbage containers and pick-up service adequate to handle trash generated by the Lessee at the Leased Premises and other users of the Lessor's property. The garbage pick-up service shall require pick up at least once weekly. All garbage containers shall be kept covered and in such locations as the Lessor may designate which are accessible to persons providing janitorial services to the Leased Premises.

**6.6 Maintenance Request.** The Lessor shall have a reasonable period of time, not to exceed 30 calendar days after receipt of a detailed notice from the Lessee, to cure any maintenance defect. Additional time to cure any such maintenance defect shall be allowed, provided the Lessor proceeds with due diligence both during and after such 30-calendar day period and the total time period to cure does not exceed 90 calendar days.

**6.7 Important Service or Repair Contractors.** A listing of important service or repair contractors to be contacted by telephone by the Lessee for emergency service or maintenance shall be provided to the Lessee at the commencement of this Lease. These emergency telephone numbers shall be used by the Lessee only after attempting to contact the Lessor, given the scope and nature of the emergency. The Lessor shall maintain an updated or otherwise current listing. The Lessor's failure to notify the Lessee of changes to the current listing shall be considered as authorization for the Lessee to contact an emergency service or maintenance contractor of its choosing.

**6.8 Alterations.** The Lessee shall have the option to remodel or make alterations or structural changes (collectively, "Tenant Improvements") to the Leased Premises during the Lease or any extension at the Lessee's expense. The Lessee shall not make such Tenant Improvements to the Leased Premises without the prior written consent of the Lessor, which shall not be unreasonably withheld. At the termination of this Lease, the Lessee shall, at its sole cost and expense, remove such Tenant Improvements and restore or otherwise return the Leased Premises to the Lessor in an "as found" condition, except for normal wear and tear, unless otherwise agreed upon in writing.

**6.9 Insurance Covering Tenant Improvements.** Prior to the Lessee's commencement of any Tenant Improvements to the Leased Premises, the Lessee shall provide to the Lessor evidence of the insurance coverage for such work. All approved Tenant Improvements shall be performed in a good and workmanlike manner by licensed, insured contractors in accordance with all applicable Federal, State, and local laws, codes, ordinances, rules, and regulations, including, but not limited to, local fire marshal regulations. The Lessee shall also be responsible for obtaining necessary permits and inspections by appropriate authorities.

## ARTICLE VII SIGNAGE

**7.1 The Lessee's Signs.** All of the Lessee's identification signs will be consistent with local signage regulations and subject to a right of refusal or removal by the Lessor. The Lessee shall be responsible for requesting and obtaining any local government sign ordinance variances and the payment of any related services. The Lessee may arrange for signs to be installed at such places approved by the Lessor in writing and at the Lessee's expense. The Lessee's signs shall be limited to the identification of the Lessee only unless otherwise agreed to by the Lessor in writing.

## ARTICLE VIII QUIET ENJOYMENT AND RIGHT OF ENTRY

**8.1 Quiet Enjoyment.** The Lessor warrants its lawful right to enter this Lease for the term above-mentioned and the Lessor will put the Lessee in complete and exclusive possession of the Leased Premises. If, for any reason, the Lessor shall fail to put the Lessee in complete and exclusive possession of the Leased Premises, the Lessee may, at its option, cancel this Lease or require the Lessor, at the Lessor's expense, to proceed with all due diligence to obtain possession of the Leased Premises and to tender the same to the Lessee; or, if in the judgment of the Lessor the costs anticipated to be incurred by the Lessor do not justify such action, the Lessor may cancel this Lease upon tender to the Lessee of reimbursement of costs incurred by the Lessee, including the costs of renovations. Rent shall be abated during any such period that the Lessee is denied possession of the Leased Premises.

The Lessor covenants that if the Lessee shall pay the rent and perform the terms of this Lease as required of the Lessee, the Lessee shall, during the term of this Lease, have free, peaceful, and quiet

occupancy and enjoyment of the full possession of the Leased Premises without molestation or hindrance, and if at any time during the term hereof the right of the Lessor to lease the Leased Premises shall fail, the Lessee, in addition to its other remedies at law, shall have the option to terminate this Lease without any liability whatsoever except rent accrued to the date of termination.

**8.2 Right of Entry.** Notwithstanding any provisions contained in this Lease to the contrary, the Lessor shall have the right to enter the Leased Premises or any part thereof at reasonable times for the purpose of examining the same and making such repairs or alterations as may be necessary for the safety and preservation thereof. Such entry shall be made in such a way as not to in any way interfere with the Lessee's operations unless necessary to undertake repairs. In the event repairs are necessary, said repairs shall not be undertaken without the Lessee's prior written consent to the time in which they are to be performed.

## **ARTICLE IX SUCCESSORS AND ASSIGNS**

**9.1 Assignment by the Lessee.** The Lessee shall not, without the prior written consent of the Lessor (which consent shall not be unreasonably withheld), (i) assign, convey, mortgage, or otherwise transfer this Lease or any interest hereunder, or sublease the Leased Premises, or any part thereof, whether voluntarily or by operation of law; or (ii) permit the use of the Leased Premises by any person other than the Lessee, its members, employees, and any agent pursuant to a contract with the Lessee, provided such agent agrees to comply with all of the terms and conditions of this Lease (other than payment of rent) and possesses all required or appropriate licenses and qualifications.

**9.2 Assignment by the Lessor.** The Lessor shall have the right to assign this Lease, and all of its rights, title, and interest in the Lease Premises and/or the building and property of which it is a part, or to assign from time to time the whole or any part of the rent at any time payable hereunder, to any successor owner or ground lessee of the Leased Premises and/or building. Such assignment shall be effective as to the Lessee upon 30 calendar days' written notice by the Lessor to the Lessee of such assignment.

**9.3 Binding Terms.** This Lease shall be binding upon and inure to the benefit of any successors or permitted assigns of the Lessor and the Lessee.

## **ARTICLE X INSURANCE AND LIABILITY**

**10.1 Indemnity and Liability Insurance.** The Lessor agrees to indemnify and hold harmless the Lessee, its elected and appointed officers, employees and agents from any liability, injuries, or claims arising out of personal and/or bodily injuries or property damage which are the result of the Lessor's, its employees', agents', licensees', invitees' acts, omissions, or negligence on the Leased Premises or Common Areas. This indemnification and hold harmless responsibility shall include, but not be limited to, latent defects in the Leased Premises or Common Areas, such as the parking lot and entry ways and/or any other condition in the Leased Premises or Common Areas not caused by the Lessee, its employees, agents, or clients. The Lessor shall maintain liability insurance for public liability, personal injury, bodily injury, and property damage to which the Lessee and the Lessee's elected and appointed officers/officials, employees and agents are added as Additional Insureds in the sum of not less than \$1,000,000.00 for a single occurrence and \$50,000.00 minimum property damage insurance. The Lessor shall provide the

Lessee with a certificate of insurance evidencing its possession of such insurance. Upon failure to do so, or lapse of such insurance, the Lessee may, at its option, obtain such insurance and the costs will be deducted from the rent due under the terms of this Lease.

The Lessee shall maintain tenant liability insurance or its equivalent for public liability, personal injury, bodily injury and property damage in which the Lessor is added as Additional Insureds in the sum of not less than \$1,000,000.00 for a single occurrence and \$50,000.00 minimum property damage insurance. The Lessee may, at its option, maintain such insurance through its self-insured program administered by the Michigan Municipal Risk Management Authority ("MMRMA"). The Lessee shall provide the Lessor with a certificate of insurance or of coverage or other evidence showing its possession of such insurance and upon failure to do so, or lapse of such insurance, the Lessor may, at its option, obtain such insurance and the cost will be added to the rent due under the terms of this Lease and shall become due and payable in full upon the next rental due date.

It is expressly understood and agreed that the insurances to which the parties to this Lease are added as Additional Insureds shall be primary to the Additional Insureds and not contributing with any other insurance or similar protection available to the Additional Insureds, whether said other available coverage be primary, contributing, or excess.

The certificates of insurance required under this Section shall require the insurer to provide the certificate holder with not less than 30 days' notice prior to reduction, cancellation, or termination of any of the insurance coverages listed on the certificate.

The indemnity requirements set forth herein are complete and not limited by the minimum insurance requirements set forth herein.

**10.2 Property Insurance.** The Lessor shall maintain adequate property insurance coverage on the Leased Premises. The Lessor shall be responsible for all losses, claims, or actions resulting from fire or building damage, except for furniture, equipment, and other personal property owned by the Lessee and kept at the Leased Premises.

**10.3 Fire and Extended Coverage Insurance.** The Lessor shall keep the Leased Premises insured against loss or damage by fire with extended coverage. The Lessee shall be responsible for obtaining and keeping in force during the Lease, at its own expense, a fire and extended coverage policy or policies of insurance covering loss or damage against "all risk" of physical loss to the Lessee's removable personal property located within the Leased Premises, in the amount of the full replacement value thereof, less any deductibles. In addition, the Lessor, at its option, may procure rental loss insurance coverage.

**10.4 Total Destruction of Leased Premises.** In the event of a total destruction of the Leased Premises by fire or otherwise, this Lease shall terminate, and the Lessee shall be liable for rent only up to the time of such destruction.

**10.5 Partial Destruction of Leased Premises.** In the event of a partial destruction of the Leased Premises by fire or other casualty so as to render it untenable for the intended use thereof, the Lessee, at its option, may terminate this Lease and shall be liable for the rent only up to the time of such election to terminate this Lease. Such election by the Lessee to terminate this Lease shall be made within 30 days of the date of the partial destruction. However, in the event that the partial destruction is caused by the

negligence of the Lessee, or its employees, agents, or clients, then, under such circumstances, the Lessee shall not have the option to terminate this Lease.

**ARTICLE XI  
WARRANTIES REGARDING THE LEASED PREMISES**

**11.1 Warranties Regarding the Leased Premises.** The Lessor hereby warrants that the Lessor (i) holds good title to the Leased Premises, (ii) has the lawful right to enter into this Lease for the term set forth in Article II, and (iii) will put the Lessee in complete and exclusive possession of the Leased Premises. The Lessor also warrants that the Leased Premises leased to the Lessee as well as the building and property of which the Leased Premises are a part shall conform with all applicable Federal, State, and local laws, ordinances, codes, rules and regulations including, but not limited to, construction, zoning, and building codes; fire code; environmental protection laws; Michigan Occupational Safety and Health Act, 1974 PA 154; and Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 327 (42 USC § 12101 et seq), so that the Lessee may use the Leased Premises for the purposes stated in Article IV. The Lessee may, after proper notice, cancel this Lease should it be discovered that the Leased Premises and/or the building and/or property of which the Leased Premises are a part are in contravention of zoning ordinances or other laws, ordinances, codes, rules or regulations, and such contravention may jeopardize the safety and health of the Lessee's employees and clients.

**ARTICLE XII  
THE LESSEE'S DEFAULT**

**12.1 Default.** The occurrence of any of the following shall constitute a default (a "Default") by the Lessee under this Lease: (i) the Lessee fails to pay any rent or other amount owed under this Lease when due and such failure is not cured within 30 calendar days after the date due; (ii) the Lessee fails to observe or perform any other covenants or provision of this Lease and such failure is not cured within 30 calendar days, or immediately if the failure involves a hazardous condition, after the Lessee has received written notice from the Lessor; (iii) the leasehold interest of the Lessee is levied upon or attached under process of law; (iv) the Lessee abandons or vacates the Leased Premises without notice to the Lessor and fails to pay rent and satisfy its other obligations hereunder; or (v) any voluntary or involuntary proceedings are filed by or against the Lessee, or any guarantor of this Lease under any bankruptcy, insolvency or similar laws and, in the case of any involuntary proceedings, are not dismissed within 30 calendar days after filing. Notwithstanding anything to the contrary, the Lessee acknowledges and agrees that its obligation to pay rent under this Lease is an independent covenant, and that such obligation to pay is not subject to setoff or recoupment in connection with any action for summary proceedings to recover possession of the Leased Premises.

**12.2 Right of Re-Entry.** Upon the occurrence of a Default, the Lessor may elect to terminate this Lease or, without terminating this Lease, terminate the Lessee's right to possession of the Leased Premises. Upon any such termination, the Lessee shall immediately surrender and vacate the Leased Premises and deliver possession thereof to the Lessor. The Lessee grants to the Lessor the right to enter and repossess the Leased Premises and to expel the Lessee and any others who may be occupying the Leased Premises and to remove any and all property therefrom, without being deemed in any manner guilty of trespass and without relinquishing the Lessor's rights to rent or any other right given to the Lessor hereunder or by operation of law.

**12.3 Termination of Right to Possession.** Following the occurrence of a Default, if the Lessor terminates the Lessee's right to possession of the Leased Premises without terminating this Lease, the Lessor shall use reasonable efforts to mitigate its damages and, in such regard, the Lessor may at its option use reasonable efforts to re-let the Leased Premises on such terms as the Lessor shall reasonably deem appropriate. If the Lessor seeks to re-let the Leased Premises, the Lessee shall reimburse the Lessor for the costs and expenses of reletting the Leased Premises including, but not limited to, all brokerage, advertising, legal, or repair expenses incurred to secure a new tenant for the Leased Premises. In addition, if the consideration collected by the Lessor upon any such reletting, after payment of the expenses of reletting the Leased Premises which have not been reimbursed by the Lessee, is insufficient to pay monthly the full amount of the rent, the Lessee shall pay to the Lessor the amount of each monthly deficiency as it becomes due.

**12.4 Bankruptcy.** If the Lessee becomes bankrupt, the bankruptcy trustee shall not have the right to assume or assign this Lease unless the trustee complies with all requirements of the United States Bankruptcy Code, and the Lessor expressly reserves all of its rights, claims, and remedies thereunder.

### ARTICLE XIII MISCELLANEOUS

**13.1 Keeping Leased Premises in Compliance with the Law.** It is understood and agreed that the Lessor shall keep the Leased Premises at all times in full compliance with all applicable codes, licensing requirements, regulations, statutes, and ordinances commensurate with the intended use thereof, excepting conditions caused by the Lessee, its agents, or employees and activities. If the Lessor fails to comply with such conditions, the Lessee shall have the option of terminating this Lease or meeting the requirements and deducting the cost thereof from its rental payments. In the event of termination, the Lessee shall be liable only for rents due and owing to the date of termination.

**13.2 Nondiscrimination.** The Parties, as required by law, shall not discriminate against a person to be served or an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, gender identity, sexual orientation, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation. The Parties shall adhere to all applicable Federal, State and local laws, ordinances, rules, regulations and policies prohibiting discrimination, including, but not limited to, the following:

- A. The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended.
- B. The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
- C. Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-112, 87 Stat 355, and regulations promulgated thereunder.
- D. The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 327 (42 USC §12101 et seq), as amended, and regulations promulgated thereunder.

Breach of this Section shall be regarded as a material breach of this Lease. In the event the Parties are found not to be in compliance with this Section, the non-breaching party may terminate this Lease effective as of the date of delivery of written notification to the breaching party.



**13.3 Notices.** All notices or other communications pursuant to this Lease shall be in writing and shall be deemed to have been duly given, if by hand delivery, upon delivery; by fax, upon confirmation of transmission; or if mailed, by nationally recognized courier service such as Federal Express, delivery costs prepaid, on the first business day following deposit with such the courier service, and in any event, to be addressed to either Party at the addresses provided in Section 13.4. A courtesy copy of any notice required hereunder shall also be sent to each Party's counsel at such address as may be requested, but failure to do so shall not in any way affect the rights, obligations, and liabilities of the Parties hereto.

**13.4 Addresses for Payment.** Each provision of this instrument or of any applicable Federal, State, or local laws, ordinances, regulations, and other requirements with reference to the sending, mailing, or delivery of any notice or the making of any payment by the Lessor to the Lessee or with reference to the sending, mailing, or delivery of any notice or the making of any payment by the Lessee to the Lessor shall be deemed to be complied with if it is delivered to the address specified in this Section of this Lease, or such other location as written notice of is given.

Written notice and payments to the Lessor pursuant to this Lease shall be provided as follows:

GENOA INVESTMENTS, LLC  
48777 Strawberry Knoll Lane  
Macomb, MI 48044

Phone: 248-931-5555

Email: [jackbutris@hotmail.com](mailto:jackbutris@hotmail.com)

Attn: Jack Butris

Phone: 810 343-5110

Email: [Lakenice@sbcglobal.net](mailto:Lakenice@sbcglobal.net)

Attn: Robert Semaan

-&-

Written notice and payments to the Lessee pursuant to this Lease shall be provided as follows:

COUNTY OF LIVINGSTON  
on behalf of  
LIVINGSTON COUNTY VETERAN SERVICES  
2300 E. Grand River Ave., Suite 109  
Howell, MI 48843

Phone: (517) 546-6338

Fax: (517) 546-0942

Email: [mdurst@livgov.com](mailto:mdurst@livgov.com)

Attn: Mary Durst - Director of Veteran Services

**13.5 Eminent Domain.** In the event that the Leased Premises is condemned and taken by Eminent Domain, this Lease shall terminate upon the date on which the Lessor received notice of such condemnation. The Lessee shall be liable to the Lessor for only those rents due and owing up to the date of such termination. If only a portion of the Leased Premises is condemned and taken by Eminent Domain, the Lessee, at its option, may terminate this Lease upon 60 days written notification to the Lessor, and shall be liable only for those rents due and owing up to the effective date of termination. If the Lessee does not exercise such option to terminate this Lease, this Lease shall continue in full force and effect and the rent due hereunder shall be adjusted pro rata, based upon the remaining square footage of the Leased Premises.

Notwithstanding the foregoing provisions of this Section, if the whole or part of the Leased Premises shall be condemned by Eminent Domain, the Lessee shall have the right, to the extent permitted by law, to interpose and prosecute a claim against the condemning authority for the value of the Lessee's

alterations, fixtures, and improvements taken by the condemning authority, together with the Lessee's costs of installation thereof.

**13.6 Termination for Breach.** In the event either of the Parties to this Lease remain in breach of any of the provisions contained herein after receipt of notice of such breach by the other party, the Party providing such notice may terminate this Lease upon 60 calendar days' prior written notice to the other Party. If the breach is cured during such 60 calendar days period, this Lease shall not terminate. If the breach is not cured during such 60 calendar days period, this Lease shall terminate upon the completion of such period, the Lessee shall vacate the Leased Premises, and the Lessor shall re-enter and repossess the same. In the event the breach is such as to constitute a serious hazard to the safety of the Leased Premises and/or the Lessee's employees or members of the public receiving services therein, this Lease may be terminated upon 7 calendar days' prior written notice to the breaching party unless the breaching party cures the hazard within such 7-day period. Any termination of this Lease as set forth in this Section shall relieve the Lessee of responsibility to pay any monthly rentals beyond the effective date of termination. This Section is not applicable to nonpayment of rent by the Lessee, and the Lessor retains all of its legal rights in regard thereto.

**13.7 Applicable Law and Venue.** This Lease shall be subject to and construed in accordance with the laws of the State of Michigan. The Lessor and Lessee agree that the venue for the bringing of any legal or equitable action under this Lease shall be established in accordance with the statutes of the State of Michigan and/or Michigan Court Rules. In the event that any action is brought under this Lease in federal court, the venue for such action shall be the Federal Judicial District of Michigan, Western District, Southern Division.

**13.8 Waivers.** No failure or delay on the part of either of the Parties to this Lease in exercising any right, power, or privilege set forth herein shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power, or privilege preclude any other or further exercise of any other right, power, or privilege.

**13.9 Amendments.** Modifications, amendments, or waivers of any provision of this Lease may be made only by the written mutual consent of the parties hereto.

**13.10 Relationship of Parties.** The Lessor and the Lessee intend to act and perform as independent contractors, and the provisions of this Lease are not intended to deem, construe, or imply the creation of any relationship of principal and agent, partnership, joint venture or any other relationship between the Parties hereto, other than the relationship of Lessor and Lessee.

**13.11 Mutuality of Lease Drafting.** This Lease has been negotiated between the Lessor and the Lessee and shall be deemed to have been mutually drafted.

**13.12 Binding Effect of Lease.** The covenants and conditions of this Lease shall be binding upon and for the benefit of the successors and assigns of the parties hereto.

**13.13 Section Titles.** The titles of the sections set forth in this Lease are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Lease.

**13.14 Complete Lease.** This Lease contains all the terms and conditions agreed upon by the Parties hereto. No other agreements, oral or otherwise, regarding the subject matter of this Lease or any part thereof shall have any validity or bind any of the Parties hereto.

**13.15 Invalid/Unenforceable Provisions.** If any clause or provision of this Lease is rendered invalid or unenforceable because of any State or Federal statute or regulation or ruling by any tribunal of competent jurisdiction, that clause or provision shall be null and void and any such invalidity or unenforceability shall not affect the validity or enforceability of this Lease. Where the deletion of the invalid or unenforceable clause or provision would result in the illegality and/or unenforceability of this Lease, this Lease shall be considered to have terminated as of the date in which the clause or provision was rendered invalid or unenforceable.

**13.16 Certification of Authority to Sign Lease.** The people signing on behalf of the parties hereto certify by their signatures that they are duly authorized to sign this Lease on behalf of said parties and that this Lease has been authorized by said parties.

**THE AUTHORIZED REPRESENTATIVES OF THE PARTIES HERETO HAVE FULLY SIGNED THIS LEASE ON THE DAY AND YEAR FIRST ABOVE WRITTEN**

**LESSOR: GENOA INVESTMENTS, LLC**

**LESSEE: COUNTY OF LIVINGSTON**

**BY:** Robert Semadeni  
(Signature)  
**Name:** Robert Semadeni  
**Title:** owner  
**Dated:** 2-22-21

**BY:** Wesley J. Nakagiri  
**WESLEY J. NAKAGIRI** CHAIRMAN  
COUNTY BOARD OF COMMISSIONERS  
**Dated:** 2/22/2021

**BY:** \_\_\_\_\_  
(Signature)  
**Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Dated:** \_\_\_\_\_

APPROVED AS TO FORM FOR  
COUNTY OF LIVINGSTON:  
COHL, STOKER & TOSKEY, P.C.  
By: COURTNEY A. GABBARA - 2/22/2021

## Attachment C

**From:** [Hilery DeHate Spicer](#)  
**To:** [Elizabeth Young](#)  
**Cc:** [Ramon Baca](#); [Cindy Arbanas](#)  
**Subject:** RE: Request to Review for resubmission - RE: Livingston County - MVAA FY24 CVSF Grant Application  
**Date:** Friday, April 21, 2023 4:30:47 PM  
**Attachments:** [image008.png](#)  
[image010.png](#)  
[image011.png](#)  
[image012.png](#)  
[Copy of Copy of \\_FY24 CVSF Salary and Fringe Budget Request Form.xlsx](#)  
[image002.png](#)

Please see the below revised estimated cost out. I've updated the Excel spreadsheet for submission to MVAA. You are all set to submit the revised application documents.

	2023	2024
	Administrative Specialist	Administrative Specialist
	Grade 5 - Step 1	Grade 5 - Step 2
	<u>3 month cost</u>	<u>9 month cost</u>
	Non Union 2022	Non Union 2022
Salary	\$ 11,637.60	\$ 37,036.74
FICA	\$ 3,561.00	\$ 2,833.31
Pension (Blended Rate)		
Pension DC Hybrid 3%		
NU Pension DC 8%	\$ 931.01	\$ 2,962.94
Health	\$ 3,116.00	\$ 9,863.88
Workers Comp	\$ 32.63	\$ 103.85
Longevity		
Life	\$ 27.93	\$ 88.89
LTD	\$ 32.12	\$ 102.22
STD	\$ 89.96	\$ 311.70
RHC - Savings		
	\$ 19,428.25	\$ 53,303.53
<b>Total Cost</b>		<b>\$ 72,731.79</b>

**LIVINGSTON COUNTY  
JOB DESCRIPTION**

**ADMINISTRATIVE SPECIALIST - VETERANS**

**Supervised By:** Assigned supervisor or department head

**Supervises:** May serve as a designated leader for other clerical personnel

**Department:** Veterans

**FLSA Status:** Non-Exempt

**Position Summary:**

Under the supervision of an assigned supervisor or department head, an Administrative Specialist performs a full scope of more complex clerical, administrative and records management functions with extensive internal, public and customer service interaction. Required duties include skill in records management, bookkeeping, database upkeep, customer service and account maintenance and similar activities. Particular duties will be defined by the scope of assigned department activities and related administrative responsibilities. The assigned work requires a high degree of confidentiality and may require the incumbent to function as a designated lead worker.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Functions as the more senior clerical and administrative assistant to the assigned supervisor, handling more complex service issues and serving as his/her liaison to other agencies, departments, or governments for administrative and data transfer matters.
2. Often assigned to serve as the lead clerical position with responsibility for coordinating the work of others and providing instruction and guidance.
3. Responds to complaints, requests for service or informational requests in person and over the phone. Processes requests following prescribed procedures or refers inquiry to appropriate party. Recommends and develops improved service and records management approaches as appropriate.
4. Generates forms, correspondence, reports, memos, receipts, vouchers, permits, packets, agendas, and other similar documents and/or materials.
5. Monitors and assists in scheduling workload through defined systems. Communicates with field or other personnel and maintains related scheduling, work order and customer service information and databases.

6. Often responsible for communicating assignments to field personnel and coordinating service issues with other governments, agencies, and the general public.
7. May assist with budget management including responsibility for maintaining the office budget, tracking accounts, and monitoring departmental expenditures and assisting with the administrative aspects of budget preparation.
8. Reviews and ensures the accuracy and completeness of records, forms, documents, attachments, data, and other such materials. Develops more complex spreadsheets and database processes to record and analyze information.
9. Engages in bookkeeping activities ranging from simple postings to reconciling statements, preparing payroll information, maintaining accounts payable and receivable and reviewing submitted financial documents for completeness.
10. May be responsible for assisting the public in understanding and preparing required documents ranging from intake applications to other department-specific service materials.
11. Interacts with customers, resolves service issues, maintains related databases, and follows related procedural directives. Assists customers in obtaining required information, registration, or other service objective.
12. Required to learn specialized database software to perform the specific duties of the assigned department. Must also be proficient in all applicable Microsoft Suite applications.
13. Coordinates intake process for veterans benefits applications. This task requires the knowledge and upholding the requirements for the US Department of Veterans Affairs and the County. Confirms that the submittal requirements have been met and checks for accuracy and completeness of the documents. Verifies the quality of the documents that are submitted.
14. Maintains Livingston County Veteran Services Department website content. Makes changes as needed; adds new documents.
15. Assists with commercial advertising and brand development efforts. Helps plan and executes effective strategies to promote Veteran Service programs and communications with public through traditional media outlets, social media, and County website.
16. Monitors and assists in scheduling workload through defined systems. Communicates with field or other personnel and maintains related scheduling, work order and customer service information and databases.
17. Often responsible for communicating assignments to field personnel and coordinating service issues with other governments, agencies, and the general public.
18. May receive donations and prepare donation tax write-off form for County Treasurer.

19. Will be trained in back-up duty for other Administrative Specialist or clerical positions, possibly in multiple work areas.
20. Will be trained in back-up duty for monitoring budgets including County's general and project ledgers, AR, AP, payroll, and requests for reimbursement.
21. Will be trained in back-up duty for reconciling financial and non-financial data to prepare various monthly, quarterly, and annual reports for MVAA and County.
22. Will be trained in back-up duty for coordinating departmental procurement activities.
23. Maintains complete and detailed client records across multiple systems.
24. Evaluates the effectiveness of department program services and recommends changes, as needed.
25. Perform all other duties as assigned.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Associate's Degree with supplementary vocational or college-level training in secretarial science, office management or similar instruction and three years of progressively more complex experience in providing clerical and administrative support.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Vehicle Operator's license.
- Notary Public Certification
- Good leadership skill and the ability to suggest new and improved office techniques as well as quickly grasp the intricacies of administrative systems for the assigned department.
- Strong working knowledge of office procedures, file setup and maintenance, math and bookkeeping principles and application and administrative support techniques.
- Skill in effectively communicating assigned areas of responsibility orally and in writing and coordinating the workload of others.

- Strong skills in proofreading, performing arithmetic calculations, maintaining accounts and records, and following and suggesting refinements to procedural systems.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Demonstrated skill and experience in the use of office equipment and technology, including Microsoft Suite applications and the ability to master particular software programs utilized by the assigned department and new technologies.
- Ability to effectively communicate with people during difficult and uncomfortable situations and explain requirements the department has.
- Skill in word processing and data entry.
- Knowledge of various databases used in the departments functionality, like Charity Tracker and Acuity.
- Ability to multi-task daily. Ability to answer phones, answer questions, and file proper paperwork.
- Considerable knowledge of bookkeeping and management of grant funds, managing and developing policies and procedures to ensure compliance with local, state, and federal regulations, writing and applying for grants, analyzing financial data, procurement procedures including writing requests for proposals, and applicable local, state, and federal laws, rules, and regulations.
- Skill in assembling and analyzing data, preparing comprehensive and accurate reports, formulating policy and service recommendations.
- Ability to attend meetings scheduled at times other than normal business hours.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view, and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee



must be mobile in an office setting, stand, sit, stoop, and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.

One initiative per page. Make additional sheets for each initiative.			
Applicant County	Grant Number	SIGMA Vendor Code	
Livingston County	FOR MVAA USE ONLY	CV0048182	
I. Project / Initiative Name			
Continuation of Food Voucher Program			
II. Project Total (Amount requested for this initiative)			
\$			1,450.00
III. Expenditure Details			
Item / Service Description	Quantity	Cost Per Unit	Cost
\$50 Meijer Food Vouchers	29	\$50.00	\$1,450.00
			\$0.00
			\$0.00
			\$0.00
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			\$0.00
			\$0.00
			\$0.00
		<b>Total</b>	\$1,450.00

NEXT YEAR BUDGET DETAIL REPORT

2017 Annual Budget

PROJECTION: 17100 2017 ANNUAL OPERATING BUDGET

ACCOUNTS FOR:  
VETERANS SERVICES FUND

VENDOR	QUANTITY	UNIT COST	2017 ADOPTED
<b>29568900 VETERANS SERVICES FUND</b>			
29568900 671000 - OTHER REVENUE			-985,605.00
29568900 702000 - OTHER PAY/COMPENSATION			1,800.00
29568900 704000 - SALARIES - REGULAR EMPLOYEES			278,949.00 *
KOULCHAR NICHOLAS	1.00	.00	44,071.00
VETERAN BENEFIT COUNSELOR (139)			
CASSIE SUSAN	1.00	.00	41,897.00
ADMINISTRATIVE SPECIALIST (1280)			
VACANT002242 POSITION	1.00	.00	36,727.00
ACCOUNTING ASSISTANT FINANCE (2242)			
KENNY ROSEMARIE	1.00	.00	46,012.00
VETERAN BENEFIT COUNSELOR (4278)			
PARISH JOSHUA	1.00	.00	46,897.00
VETERAN BENEFIT COUNSELOR (5982)			
WAGGONER JON	1.00	.00	63,345.00
VETERANS AFFAIRS DIRECTOR (7956)			
29568900 706001 - SALARIES - PT (20 HRS OR LESS)			32,200.00 *
DELISLE MAURICE	.48	.00	16,394.00
DRIVER (289)			
VACANT002243 POSITION	.48	.00	15,806.00
DRIVER (2243)			
29568900 715000 - FICA - EMPLOYER SHARE			23,803.00 *
KOULCHAR NICHOLAS	.00	.00	2,732.00
SOCIAL SECURITY			
KOULCHAR NICHOLAS	.00	.00	639.00
MEDICARE			
DELISLE MAURICE	.00	.00	1,016.00
SOCIAL SECURITY			
DELISLE MAURICE	.00	.00	238.00
MEDICARE			
CASSIE SUSAN	.00	.00	2,598.00
SOCIAL SECURITY			
CASSIE SUSAN	.00	.00	608.00
MEDICARE			
VACANT002242 POSITION	.00	.00	2,277.00
SOCIAL SECURITY			
VACANT002242 POSITION	.00	.00	532.00
MEDICARE			
VACANT002243 POSITION	.00	.00	980.00
SOCIAL SECURITY			
VACANT002243 POSITION	.00	.00	229.00
MEDICARE			
KENNY ROSEMARIE	.00	.00	2,853.00
SOCIAL SECURITY			

**NEXT YEAR BUDGET DETAIL REPORT**

**2017 Annual Budget**

PROJECTION: 17100 2017 ANNUAL OPERATING BUDGET

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2017 ADOPTED
VETERANS	SERVICES FUND				
	KENNY ROSEMARIE		.00	.00	667.00
	MEDICARE				
	PARISH JOSHUA		.00	.00	2,908.00
	SOCIAL SECURITY				
	PARISH JOSHUA		.00	.00	680.00
	MEDICARE				
	WAGGONER JON		.00	.00	3,927.00
	SOCIAL SECURITY				
	WAGGONER JON		.00	.00	919.00
	MEDICARE				
29568900	716000 - HEALTH INSURANCE ER SHARE				48,042.00 *
	KOULCHAR NICHOLAS		.00	.00	8,007.00
	SBP NU HEALTHCARE COMPOSITE				
	CASSIE SUSAN		.00	.00	8,007.00
	SBP NU HEALTHCARE COMPOSITE				
	VACANT002242 POSITION		.00	.00	8,007.00
	SBP NU HEALTHCARE COMPOSITE				
	KENNY ROSEMARIE		.00	.00	8,007.00
	SBP NU HEALTHCARE COMPOSITE				
	PARISH JOSHUA		.00	.00	8,007.00
	SBP NU HEALTHCARE COMPOSITE				
	WAGGONER JON		.00	.00	8,007.00
	SBP NU HEALTHCARE COMPOSITE				
29568900	717000 - LIFE INSURANCE				500.00 *
	VET COORDINATOR		1.00	64.00	64.00
	KOULCHAR NICHOLAS		.00	.00	80.00
	UNUM BASIC LIFE 1X				
	CASSIE SUSAN		.00	.00	75.00
	UNUM BASIC LIFE 1X				
	KENNY ROSEMARIE		.00	.00	83.00
	UNUM BASIC LIFE 1X				
	PARISH JOSHUA		.00	.00	83.00
	UNUM BASIC LIFE 1X				
	WAGGONER JON		.00	.00	115.00
	UNUM BASIC LIFE 1X				
29568900	718000 - MERS - EMPLOYER SHARE				49,177.00 *
	KOULCHAR NICHOLAS		.00	.00	1,322.00
	MERS HYBRID DC 3%				
	KOULCHAR NICHOLAS		.00	.00	6,514.00
	MERS NON UNION HYBRID DB HA				
	CASSIE SUSAN		.00	.00	838.00
	MERS HYBRID DC 2%				
	CASSIE SUSAN		.00	.00	6,192.00
	MERS NON UNION HYBRID DB HA				
	VACANT002242 POSITION		.00	.00	1,102.00
	MERS HYBRID DC 3%				

NEXT YEAR BUDGET DETAIL REPORT

2017 Annual Budget

PROJECTION: 17100 2017 ANNUAL OPERATING BUDGET

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2017 ADOPTED
VETERANS	SERVICES FUND				
	VACANT002242 POSITION		.00	.00	5,428.00
	MERS NON UNION HYBRID DB HA				
	KENNY ROSEMARIE		.00	.00	1,380.00
	MERS HYBRID DC 3%				
	KENNY ROSEMARIE		.00	.00	6,801.00
	MERS NON UNION HYBRID DB HA				
	PARISH JOSHUA		.00	.00	1,407.00
	MERS HYBRID DC 3%				
	PARISH JOSHUA		.00	.00	6,931.00
	MERS NON UNION HYBRID DB HA				
	WAGGONER JON		.00	.00	1,900.00
	MERS HYBRID DC 3%				
	WAGGONER JON		.00	.00	9,362.00
	MERS NON UNION HYBRID DB HA				
29568900	719000 - WORKERS COMPENSATION				2,201.00 *
	KOULCHAR NICHOLAS		.00	.00	124.00
	WORK COMP 8810 CLERICAL				
	DELISLE MAURICE		.00	.00	723.00
	WORK COMP 7382 BUS COMP				
	CASSIE SUSAN		.00	.00	117.00
	WORK COMP 8810 CLERICAL				
	VACANT002242 POSITION		.00	.00	103.00
	WORK COMP 8810 CLERICAL				
	VACANT002243 POSITION		.00	.00	697.00
	WORK COMP 7382 BUS COMP				
	KENNY ROSEMARIE		.00	.00	129.00
	WORK COMP 8810 CLERICAL				
	PARISH JOSHUA		.00	.00	131.00
	WORK COMP 8810 CLERICAL				
	WAGGONER JON		.00	.00	177.00
	WORK COMP 8810 CLERICAL				
29568900	723000 - LT/ST DISABILITY INSURANCE				2,956.00 *
	VET COORDINATOR		1.00	384.00	384.00
	KOULCHAR NICHOLAS		.00	.00	101.00
	UNUM LTD				
	KOULCHAR NICHOLAS		.00	.00	350.00
	UNUM SHORT TERM DISABILITY				
	CASSIE SUSAN		.00	.00	94.00
	UNUM LTD				
	CASSIE SUSAN		.00	.00	326.00
	UNUM SHORT TERM DISABILITY				
	KENNY ROSEMARIE		.00	.00	105.00
	UNUM LTD				
	KENNY ROSEMARIE		.00	.00	362.00
	UNUM SHORT TERM DISABILITY				
	PARISH JOSHUA		.00	.00	226.00
	UNUM LTD				
	PARISH JOSHUA		.00	.00	362.00
	UNUM SHORT TERM DISABILITY				

**NEXT YEAR BUDGET DETAIL REPORT**

**2017 Annual Budget**

PROJECTION: 17100 2017 ANNUAL OPERATING BUDGET

ACCOUNTS FOR:			VENDOR	QUANTITY	UNIT COST	2017 ADOPTED
VETERANS	SERVICES	FUND				
		WAGGONER JON		.00	.00	145.00
		UNUM LTD				
		WAGGONER JON		.00	.00	501.00
		UNUM SHORT TERM DISABILITY				
29568900	725000	- RETIREE HEALTH CARE SAV-ER				1,903.00 *
		CASSIE SUSAN		.00	.00	1,903.00
		MERS HCSP NON UNION 6 YEARS +				
29568900	726000	- SUPPLIES - OFFICE				4,000.00
29568900	729000	- PUBLICATIONS & SUBSCRIPTIONS				500.00
29568900	730000	- POSTAGE / METER FEES				750.00
29568900	747000	- SUPPLIES - OPERATING EQUIPMENT				1,000.00
29568900	800000	- BOARD/COMMITTEE PER DIEM				2,500.00
29568900	817000	- MEMBERSHIP DUES				240.00 *
		Staff membership dues		1.00	240.00	240.00
29568900	847000	- VETERANS EMERGENCY ASSISTANCE				310,050.00
29568900	851000	- TELEPHONE CHARGES				813.00
29568900	860000	- IN-STATE TRAVEL				500.00
29568900	860010	- MILEAGE REIMB..				900.00
29568900	860500	- OUT OF STATE TRAVEL				1,200.00
29568900	861000	- AUTO LEASING				10,600.00
29568900	940000	- FACILITY SERVICE CHARGES				4,178.00
29568900	943010	- IT HARDWARE MONTHLY CHARGES				8,881.00
29568900	943012	- NEW IT HARDWARE/SOFTWARE				4,080.00 *
		New computer for vet court coord		1.00	4,080.00	4,080.00

**NEXT YEAR BUDGET DETAIL REPORT**

**2017 Annual Budget**

PROJECTION: 17100 2017 ANNUAL OPERATING BUDGET

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2017	ADOPTED
VETERANS SERVICES FUND						
29568900	943020 - IT SOFTWARE MONTHLY CHARGES					19,455.00
29568900	957000 - EMPLOYEE PROFESSIONAL DEVELOP FALL MACVC Conference		3.00	600.00		1,800.00 *
						1,800.00
29568900	975000 - VEHICLE PURCHASE New transport vehicle for new driver		1.00	33,551.00		33,551.00 *
						33,551.00
TOTAL VETERANS SERVICES FUND						-139,076.00
TOTAL VETERANS SERVICES FUND						-139,076.00
TOTAL REVENUE						-985,605.00
TOTAL EXPENSE						846,529.00
GRAND TOTAL						-139,076.00

\*\* END OF REPORT - Generated by Barton Maas \*\*

**NEXT YEAR BUDGET DETAIL REPORT**

2017 Annual Budget

PROJECTION: 17100 2017 ANNUAL OPERATING BUDGET

ACCOUNTS FOR:				VENDOR	QUANTITY	UNIT COST	2017 ADOPTED
VETERANS	SERVICES	FUND					
	Field #	Total	Page Break				
Sequence 1	1	Y	Y				
Sequence 2	9	Y	N				
Sequence 3	0	N	N				
Sequence 4	0	N	N				

Report title:  
 04/17/2023 14:52 | Livingston County  
 bmaas | NEXT YEAR BUDGET DETAIL REPORT

|P  
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PROJECTION: 17100 2017 ANNUAL OPERATING BUDGET

FOR PERIOD 99

Report type: 3  
 Include employee with benefit detail: Y  
 Budget level: 5  
 Percentage change calculation method: 1  
 Print detail lines: B  
 Print first or second year of budget requests: F  
 Print revenue as credit: Y  
 Include cfwd in rev bud: N  
 Include cfwd in actuals: N  
 Print totals only: N  
 Include segment code: N  
 Include report grand totals by account type: Y  
 Print full GL account: N  
 Double space: N  
 Suppress zero bdgt accts: Y  
 Print as worksheet: N  
 Print percent change or comment: C  
 Print text: N  
 Amounts/totals exceed 999 million dollars: N  
 Print five budget levels: N  
 Report view: D

Find Criteria

Field Name	Field Value
Org	29568900
Object	
Project	
Account type	R E
Account status	



**NEXT YEAR BUDGET DETAIL REPORT**

**2023 Annual Budget**

PROJECTION: 23100 2023 ANNUAL OPERATING BUDGET ALL FUNDS

ACCOUNTS FOR:  
 VETERANS SERVICES FUND

	VENDOR	QUANTITY	UNIT COST	2023 ADOPTED
<b>29568900 VETERANS SERVICES FUND</b>				
29568900 401000 - CURR YR REAL/PERS PROPERTY TAX				-1,307,963.00
29568900 702000 - OTHER PAY/COMPENSATION				3,600.00 *
LUND, ARIEL		.00	.00	1,800.00
VETERANS COUNSELOR I (1558)				
BACA, RAMON		.00	.00	1,800.00
VETERANS AFFAIRS DIRECTOR (1559)				
29568900 704000 - SALARIES - REGULAR EMPLOYEES				408,580.00 *
YOUNG, ELIZABETH		1.00	.00	63,031.00
OFFICE MNGR VETERANS SALARY (155)				
TOWNSEND, APRIL		1.00	.00	57,491.00
VETERANS COUNSELOR RELIEF III (729)				
JOHNSON, KELLY		1.00	.00	55,261.00
VETERANS COUNSELOR III (916)				
HINKLEY, MELISSA		1.00	.00	45,152.00
VETERANS COUNSELOR I (1534)				
LUND, ARIEL		1.00	.00	44,891.00
VETERANS COUNSELOR I (1558)				
BACA, RAMON		1.00	.00	71,608.00
VETERANS AFFAIRS DIRECTOR (1559)				
VACANT003911, POSITION		1.00	.00	38,775.00
DRIVER (3911)				
WAGE STUDY		1.00	32,371.00	32,371.00
29568900 706001 - SALARIES - PT (20 HRS OR LESS)				43,232.00 *
EVELETH, THOMAS		.48	.00	20,220.00
DRIVER (680)				
HALL, JONATHAN		.48	.00	23,012.00
LEAD DRIVER (766)				
29568900 715000 - FICA - EMPLOYER SHARE				34,268.00 *
YOUNG, ELIZABETH		.00	.00	3,539.00
SOCIAL SECURITY				
YOUNG, ELIZABETH		.00	.00	828.00
MEDICARE				
EVELETH, THOMAS		.00	.00	1,254.00
SOCIAL SECURITY				
EVELETH, THOMAS		.00	.00	293.00
MEDICARE				
TOWNSEND, APRIL		.00	.00	3,564.00
SOCIAL SECURITY				
TOWNSEND, APRIL		.00	.00	834.00
MEDICARE				
HALL, JONATHAN		.00	.00	1,427.00
SOCIAL SECURITY				

NEXT YEAR BUDGET DETAIL REPORT

2023 Annual Budget

PROJECTION: 23100 2023 ANNUAL OPERATING BUDGET ALL FUNDS

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2023 ADOPTED
VETERANS	SERVICES FUND				
	HALL, JONATHAN		.00	.00	334.00
	MEDICARE				
	JOHNSON, KELLY		.00	.00	3,333.00
	SOCIAL SECURITY				
	JOHNSON, KELLY		.00	.00	779.00
	MEDICARE				
	HINKLEY, MELISSA		.00	.00	2,799.00
	SOCIAL SECURITY				
	HINKLEY, MELISSA		.00	.00	655.00
	MEDICARE				
	LUND, ARIEL		.00	.00	2,895.00
	SOCIAL SECURITY				
	LUND, ARIEL		.00	.00	677.00
	MEDICARE				
	BACA, RAMON		.00	.00	4,551.00
	SOCIAL SECURITY				
	BACA, RAMON		.00	.00	1,064.00
	MEDICARE				
	VACANT003911, POSITION		.00	.00	2,404.00
	SOCIAL SECURITY				
	VACANT003911, POSITION		.00	.00	562.00
	MEDICARE				
	WAGE STUDY		1.00	2,476.00	2,476.00
29568900	716000 - HEALTH INSURANCE ER SHARE				87,248.00 *
	YOUNG, ELIZABETH		.00	.00	12,464.00
	SBP NU HEALTHCARE COMPOSITE				
	TOWNSEND, APRIL		.00	.00	12,464.00
	SBP NU HEALTHCARE COMPOSITE				
	JOHNSON, KELLY		.00	.00	12,464.00
	SBP NU HEALTHCARE COMPOSITE				
	HINKLEY, MELISSA		.00	.00	12,464.00
	SBP NU HEALTHCARE COMPOSITE				
	LUND, ARIEL		.00	.00	12,464.00
	SBP NU HEALTHCARE COMPOSITE				
	BACA, RAMON		.00	.00	12,464.00
	SBP NU HEALTHCARE COMPOSITE				
	VACANT003911, POSITION		.00	.00	12,464.00
	SBP NU HEALTHCARE COMPOSITE				
29568900	717000 - LIFE INSURANCE				897.00 *
	YOUNG, ELIZABETH		.00	.00	138.00
	BASIC LIFE 1X				
	TOWNSEND, APRIL		.00	.00	125.00
	BASIC LIFE 1X				
	JOHNSON, KELLY		.00	.00	121.00
	BASIC LIFE 1X				
	HINKLEY, MELISSA		.00	.00	99.00
	BASIC LIFE 1X				

NEXT YEAR BUDGET DETAIL REPORT

2023 Annual Budget

PROJECTION: 23100 2023 ANNUAL OPERATING BUDGET ALL FUNDS

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2023 ADOPTED
VETERANS	SERVICES FUND				
	LUND, ARIEL		.00	.00	97.00
	BASIC LIFE 1X				
	BACA, RAMON		.00	.00	155.00
	BASIC LIFE 1X				
	VACANT003911, POSITION		.00	.00	84.00
	BASIC LIFE 1X				
	WAGE STUDY		1.00	78.00	78.00
29568900	718000 - MERS - EMPLOYER SHARE				35,865.00 *
	YOUNG, ELIZABETH		.00	.00	10,860.00
	MERS NON UNION HYBRID DB 1HA				
	TOWNSEND, APRIL		.00	.00	9,906.00
	MERS NON UNION HYBRID DB 1HA				
	JOHNSON, KELLY		.00	.00	9,521.00
	MERS NON UNION HYBRID DB 1HA				
	WAGE STUDY		1.00	5,578.00	5,578.00
29568900	718001 - MERS-DC EMPLOYER SHARE				21,830.00 *
	YOUNG, ELIZABETH		.00	.00	1,891.00
	MERS HYBRID DC 3%				
	TOWNSEND, APRIL		.00	.00	1,725.00
	MERS HYBRID DC 3%				
	JOHNSON, KELLY		.00	.00	1,658.00
	MERS HYBRID DC 3%				
	HINKLEY, MELISSA		.00	.00	3,612.00
	MERS DC 8% ER				
	LUND, ARIEL		.00	.00	3,142.00
	MERS DC 7% ER				
	BACA, RAMON		.00	.00	5,729.00
	MERS DC 8% ER				
	VACANT003911, POSITION		.00	.00	3,102.00
	MERS DC 8% ER				
	WAGE STUDY		1.00	971.00	971.00
29568900	719000 - WORKERS COMPENSATION				4,734.00 *
	YOUNG, ELIZABETH		.00	.00	177.00
	WORK COMP 8810 CLERICAL				
	EVELETH, THOMAS		.00	.00	892.00
	WORK COMP 7382 BUS COMP				
	TOWNSEND, APRIL		.00	.00	242.00
	WORK COMP 8832 PHYSICIANS				
	HALL, JONATHAN		.00	.00	1,015.00
	WORK COMP 7382 BUS COMP				
	JOHNSON, KELLY		.00	.00	155.00
	WORK COMP 8810 CLERICAL				
	HINKLEY, MELISSA		.00	.00	126.00
	WORK COMP 8810 CLERICAL				

**NEXT YEAR BUDGET DETAIL REPORT**

**2023 Annual Budget**

PROJECTION: 23100 2023 ANNUAL OPERATING BUDGET ALL FUNDS

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2023 ADOPTED
VETERANS	SERVICES FUND				
	LUND, ARIEL		.00	.00	126.00
	WORK COMP 8810 CLERICAL				
	BACA, RAMON		.00	.00	200.00
	WORK COMP 8810 CLERICAL				
	VACANT003911, POSITION		.00	.00	1,710.00
	WORK COMP 7382 BUS COMP				
	WAGE STUDY		1.00	91.00	91.00
29568900	723000 - LT/ST DISABILITY INSURANCE				4,940.00 *
	YOUNG, ELIZABETH		.00	.00	315.00
	LONG TERM DISABILITY				
	YOUNG, ELIZABETH		.00	.00	456.00
	SHORT TERM DISABILITY				
	TOWNSEND, APRIL		.00	.00	287.00
	LONG TERM DISABILITY				
	TOWNSEND, APRIL		.00	.00	416.00
	SHORT TERM DISABILITY				
	JOHNSON, KELLY		.00	.00	276.00
	LONG TERM DISABILITY				
	JOHNSON, KELLY		.00	.00	400.00
	SHORT TERM DISABILITY				
	HINKLEY, MELISSA		.00	.00	226.00
	LONG TERM DISABILITY				
	HINKLEY, MELISSA		.00	.00	327.00
	SHORT TERM DISABILITY				
	LUND, ARIEL		.00	.00	224.00
	LONG TERM DISABILITY				
	LUND, ARIEL		.00	.00	324.00
	SHORT TERM DISABILITY				
	BACA, RAMON		.00	.00	358.00
	LONG TERM DISABILITY				
	BACA, RAMON		.00	.00	518.00
	SHORT TERM DISABILITY				
	VACANT003911, POSITION		.00	.00	194.00
	LONG TERM DISABILITY				
	VACANT003911, POSITION		.00	.00	281.00
	SHORT TERM DISABILITY				
	WAGE STUDY		1.00	338.00	338.00
29568900	726000 - SUPPLIES - OFFICE				6,000.00

NEXT YEAR BUDGET DETAIL REPORT

2023 Annual Budget

PROJECTION: 23100 2023 ANNUAL OPERATING BUDGET ALL FUNDS

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2023 ADOPTED
VETERANS	SERVICES FUND				
29568900	730000 - POSTAGE / METER FEES				500.00
29568900	743000 - UNIFORMS				3,000.00
29568900	747000 - SUPPLIES - OPERATING EQUIPMENT				40,000.00
29568900	800000 - BOARD/COMMITTEE PER DIEM				4,200.00
29568900	803000 - LEGAL SERVICES				5,000.00 *
			1.00	5,000.00	5,000.00
29568900	817000 - MEMBERSHIP DUES				500.00 *
	NACVSO (\$50 EA * 5 VSO)		1.00	500.00	500.00
	MACVC (\$25 EA * 5 VSO)				
29568900	819000 - OTHER CONTRACT SVS				3,000.00 *
	RECLASS ADMIN AIDE TO ADMIN SPECIALIST		1.00	3,000.00	3,000.00
29568900	821000 - DOCTOR SERVICES/EXAMS				1,500.00 *
	DRIVER DOT: PHYSICALS/TESTING		1.00	1,500.00	1,500.00
	In case there is turnover - DOT				
	Physicals: *\$1,000: Physical/DAT -				
	physical (\$150=3*\$50) \$65 EA Testing +				
	(\$65*3*4)				
29568900	847000 - VETERANS EMERGENCY ASSISTANCE				277,500.00
29568900	847003 - EMERGENCY RELIEF - PEACE TIME				45,328.00
29568900	847004 - VET ID CARD				1,000.00
29568900	851000 - TELEPHONE CHARGES				7,388.00
29568900	860000 - IN-STATE TRAVEL				400.00 *
	INSTATE CONFERENCE FOR CONTINUING		2.00	200.00	400.00
	EDUCATION CREDITS (2) VSO TO ATTEND.				
29568900	860010 - MILEAGE REIMB..				1,100.00 *
			1.00	1,100.00	1,100.00

**NEXT YEAR BUDGET DETAIL REPORT**

**2023 Annual Budget**

PROJECTION: 23100 2023 ANNUAL OPERATING BUDGET ALL FUNDS

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2023 ADOPTED
VETERANS SERVICES FUND	FUND				
29568900	860015	- DAILY MEAL-SAME DAY TRAVEL			1,000.00
29568900	860500	- OUT OF STATE TRAVEL (5) VSO ATTENDEES TO NATIONAL CONFERENCE: KJ, MH, AT, AL, RB	5.00	2,000.00	10,000.00 * 10,000.00
29568900	861000	- AUTO LEASING Car Pool Lease Payments - 2 vehicles Enterprise Maintenance Mgmt. Program - 3 vehicles Geotab - 3 vehicles Vehicle Insurance - 3 vehicles Vehicle Maintenance Costs Fuel Budget credit for legacy Car Pool Lease Program holdings	1.00 3.00 3.00 1.00 1.00 1.00 1.00	15,482.00 72.00 300.00 2,920.00 4,500.00 10,774.00 3,294.00	31,498.00 * 15,482.00 216.00 900.00 2,920.00 4,500.00 10,774.00 -3,294.00
29568900	880000	- COMMUNITY PROJECT / PROMOTIONS			51,398.00
29568900	920000	- UTILITIES			16,237.00
29568900	933000	- OFFICE EQUIP R&M	1.00	1,500.00	1,500.00 * 1,500.00
29568900	940000	- FACILITY SERVICE CHARGES			13,272.00
29568900	940010	- RENT EXPENSE			69,165.00
29568900	943010	- IT HARDWARE MONTHLY CHARGES			24,957.00
29568900	943012	- NEW IT HARDWARE/SOFTWARE			3,200.00
29568900	943020	- IT SOFTWARE MONTHLY CHARGES DATASPEC INC STATE SOLUTION COST OF SERVICE	1.00 1.00	449.00 2,427.00	2,876.00 * 449.00 2,427.00
29568900	956000	- MISCELLANEOUS EXPENSE			1,166.00
29568900	957000	- EMPLOYEE PROFESSIONAL DEVELOP			5,000.00
29568900	959000	- TUITION REIMBURSEMENT			10,000.00

**NEXT YEAR BUDGET DETAIL REPORT**

**2023 Annual Budget**

PROJECTION: 23100 2023 ANNUAL OPERATING BUDGET ALL FUNDS				
ACCOUNTS FOR:				
VETERANS SERVICES FUND	VENDOR	QUANTITY	UNIT COST	2023 ADOPTED
29568900 964000 - COST ALLOCATION				38,909.00
TOTAL VETERANS SERVICES FUND				13,825.00
TOTAL VETERANS SERVICES FUND				13,825.00
TOTAL REVENUE				-1,307,963.00
TOTAL EXPENSE				1,321,788.00
GRAND TOTAL				13,825.00

\*\* END OF REPORT - Generated by Barton Maas \*\*

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 23100 2023 ANNUAL OPERATING BUDGET ALL FUNDS

ACCOUNTS FOR:				VENDOR	QUANTITY	UNIT COST	2023 ADOPTED
VETERANS	SERVICES	FUND					
	Field #	Total	Page Break				
Sequence 1	1	Y	Y				
Sequence 2	9	Y	N				
Sequence 3	0	N	N				
Sequence 4	0	N	N				

Report title:  
 04/17/2023 14:50 | Livingston County  
 bmaas | NEXT YEAR BUDGET DETAIL REPORT

|P  
 |bgnyrp

PROJECTION: 23100 2023 ANNUAL OPERATING BUDGET ALL FUNDS

FOR PERIOD 99

Report type: 3  
 Include employee with benefit detail: Y  
 Budget level: 5  
 Percentage change calculation method: 1  
 Print detail lines: B  
 Print first or second year of budget requests: F  
 Print revenue as credit: Y  
 Include cfwd in rev bud: N  
 Include cfwd in actuals: N  
 Print totals only: N  
 Include segment code: N  
 Include report grand totals by account type: Y  
 Print full GL account: N  
 Double space: N  
 Suppress zero bdgt acct: Y  
 Print as worksheet: N  
 Print percent change or comment: C  
 Print text: N  
 Amounts/totals exceed 999 million dollars: N  
 Print five budget levels: N  
 Report view: D

### Find Criteria

Field Name	Field Value
Org	29568900
Object	
Project	
Account type	R E
Account status	



**Michigan Veterans Affairs Agency**

County Veteran Service Fund Grant

Project Amendment Request Number:

**Grantees may submit Amendment Requests through June 30, 2024.**

<b>Grant No:</b>
24*
<b>Project Director:</b>
(Name)

<b>Grantee:</b>
(County)
<b>E-mail Address:</b>
Project Director E-mail Address

<b>Budget Period:</b>
FY24
<b>Reason for Request:</b>

***This form is required for requesting any changes to grant activities that differ from those outlined in the executed Grant Agreement (GA). Activities include, but are not limited to, focus areas (initiatives), budget items, staffing, etc. Activities that differ from those stated in the executed GA will not be covered under the GA until the Amendment Request has been submitted, signed, and approved, then returned to the grantee by MVAA. Include any back-up documentation that you believe will support your request.***

1. Describe the reason for your request below:

--

2. List Initiative Increases/Decreases below. **Reduction and Increase must balance.**

<b>Initiative Name</b> ( <i>Reduction amount[s] Here</i> )

<b>Initiative Name</b> ( <i>Initiative Increase[s] Here</i> )

Project Director Printed Name and Signature (**Grantee**)

Date

Authorizing Official Printed Name and Signature (**Grantee**)

Date

MVAA Program Manager Printed Name and Signature

Date

Chief Financial Officer, **DMVA**

Date

**MICHIGAN VETERANS AFFAIRS AGENCY**  
**County Veteran Service Fund Progress Report - FY24**

<b>Grant No.</b> 24*	<b>Grantee (county):</b>	<b>Budget Period:</b> Choose quarter	<b>Project Director Name:</b>
			<b>Project Director E-mail:</b>

**Major tasks completed during reporting period:**

**Describe any challenges encountered in fulfilling the terms of the grant application:**

### County Veteran Service Fund Grant Reimbursement Request

Fiscal Year 2024

*Please use the Line Item column to add a number, letter, or other identifier to each item; then, use that same identifier to add to each receipt/invoice, and use it again on your payment proof so that the Reimbursement Request can be tracked directly to the invoice/receipt, and then to the payment proof.*

**COMPLETE ONE REIMBURSEMENT REQUEST PER INITIATIVE**

**County:** \_\_\_\_\_ **Grant Number:** 24\* \_\_\_\_\_ **Quarter:** \_\_\_\_\_

**1. Initiative Name:** \_\_\_\_\_ **2. Initiative Budget Amount:** \_\_\_\_\_

Line Item	Date	Item / Service Description	Cost Per Unit	Qty.	Cost	MVAA USE ONLY
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
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					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
				<b>Total</b>	<b>\$0.00</b>	

**IV. Authorization and Certification**

*I certify that this is a true and correct statement of expenditures for the above-named items during the listed reporting period and that the documentation to support these expenditures is included with this quarterly report.*

Prepared By: \_\_\_\_\_  
\_\_\_\_\_

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

E-mail Address: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_  
\_\_\_\_\_

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

### FY24 County Quarterly Activity Report

	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep		
County:					Applications directly sent to VA	Applications sent to VSO - AL, VFW, DAV, VVA
Claims Activity	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep		
Federal Burial Allowance						
Clothing Allowance						
Survivors Pension						
Death Indemnity Compensation						
Educational Claims						
Non-Service Connected Pension						
Special Adapted Automobile						
Special Adapted Housing						
Service Connected Compensation						
<b>TOTAL Claims</b>						
<b>Appeals Process</b>						
Supplemental Claims						
Higher-Level Reviews						
Board of Veterans Appeals						
<b>TOTAL Appeal Process</b>						
<b>Support Services</b>						
Michigan Veteran Trust Fund Applications						
Soldiers/Sailors Relief Fund Applications						
County Burial Allowance Application						
Home Loan Guarantee Certificate of Eligibility						
CHAMPVA application						
Healthcare Enrollment Apps						
<b>Total Support Services</b>						
<b>Other Activities</b>						
Personal Interviews						
File Reviews						
Claim Status Checks						
Demographics						
Aging and Elderly Veterans (70+)						
Female Veterans						
If you have a female veteran over the age of 70 each should be counted, once for age and once for gender, if a person fits both categories they should be counted under each category						

**County Veteran Service Fund Grant  
Staff Salary Quarterly Report**

<b>One staff member per page. Use additional sheets for each staff member and/or salary rate changes.</b>				
<b>Applicant County</b>	<b>Grant Number</b>			<b>Quarter</b>
	24*			
<b>Expenditure Details</b>				
<b>Name</b>	<b>Position</b>	<b>Hourly Rate</b>	<b>Total # of Hours Charged to the Grant <b>this Quarter</b></b>	<b>Total</b>
				\$0.00
<b>Pay Period beginning date:</b>		<b>Pay Period ending date:</b>		

<b>Fringe Benefits</b>	<b>Hourly Rate</b>	<b>Percentage</b>	<b>Hours Worked</b>	<b>Total</b>
Employer FICA				\$0.00
Retirement				\$0.00
Hospital Insurance				\$0.00
Dental Insurance				\$0.00
Vision Insurance				\$0.00
Unemployment				\$0.00
Workers Compensation				\$0.00
Life Insurance				\$0.00
Insurance Waiver				\$0.00
State Taxes				\$0.00
City Taxes				\$0.00
Health Care Savings				\$0.00
Child Care Savings				\$0.00
Medical				\$0.00
Other				\$0.00
Other				\$0.00
Other				\$0.00
Other				\$0.00

Salary Total	\$0.00
Fringe Benefits Total	\$0.00
<b>Total Salary</b>	<b>\$0.00</b>

Grantee notes/comments regarding staff salary this quarter:

**FY24 MVAA County Veteran Service Fund Grant  
Employee Time Sheet**

	<b>Employee and Position:</b>			
	<b>County:</b>			
	<b>Pay Period Dates:</b>			
	<b>Day</b>	<b>Date</b>	<b>CVSF Hours</b>	<b>Activities Performed</b>
<b>Week 1:</b>	Sunday			
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Saturday			
<b>Week 2:</b>	Sunday			
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Saturday			
	<b>TOTAL HOURS WORKED:</b>		<b>0.00</b>	
<b>By signature, I certify that the data recorded on this timesheet is true and accurate and the hours used were in support of the County Veteran Service Fund Grant.</b>				
	<b>Employee Signature</b>			<b>Date</b>
	<b>Supervisor Signature</b>			<b>Date</b>

## FY24 MVAA Training and Travel Reimbursement Form

Traveler Name:		Grant Number: 24*	
County:		Destination (city/state):	
Reason for Travel:			

	Date(s)	Quantity	Rate	Total	MVAA USE ONLY
Conference Registration Fee				0	
Airline Ticket				0	
Mileage				0	
Hotel				0	
Baggage Fee				0	
Ground Transportation				0	
Parking				0	
Tolls				0	
Breakfast				0	
Lunch				0	
Dinner				0	
Breakfast				0	
Lunch				0	
Dinner				0	
Breakfast				0	
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Dinner				0	
Breakfast				0	
Lunch				0	
Dinner				0	
Breakfast				0	
Lunch				0	
Dinner				0	
<b>Total Reimbursement Request</b>				<b>\$0.00</b>	<b>0</b>

VOUCHER INFORMATION			VETERAN INFORMATION	VOUCHER ISSUER	
BARCODE	COUNTY	DATE of ISSUE	VETERAN (first name/last initial)	NAME	E-Mail ADDRESS



**DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET,  
VEHICLE AND TRAVEL SERVICES  
SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES  
Effective January 1, 2023**

**MICHIGAN SELECT CITIES\***

	<b>Individual</b>	<b>Group Meeting (pre-arranged and approved)</b>
Lodging**	\$85.00	
Breakfast	\$11.75	\$14.75
Lunch	\$11.75	\$14.75
Dinner	\$28.00	\$31.00

**MICHIGAN IN-STATE ALL OTHER**

	<b>Individual</b>	<b>Group Meeting (pre-arranged and approved)</b>
Lodging**	\$85.00	
Breakfast	\$9.75	\$12.75
Lunch	\$9.75	\$12.75
Dinner	\$22.00	\$25.00
Lodging	\$51.00	
Breakfast	\$9.75	
Lunch	\$9.75	
Dinner	\$22.00	
<b>Per Diem Total</b>	<b>\$92.50</b>	

**OUT-OF-STATE SELECT CITIES\***

	<b>Individual</b>	<b>Group Meeting (pre-arranged and approved)</b>
Lodging**	Contact Conlin Travel	
Breakfast	\$15.00	\$18.00
Lunch	\$15.00	\$18.00
Dinner	\$29.00	\$32.00

**OUT-OF-STATE ALL OTHER**

	<b>Individual</b>	<b>Group Meeting (pre-arranged and approved)</b>
Lodging**	Contact Conlin Travel	
Breakfast	\$11.75	\$14.75
Lunch	\$11.75	\$14.75
Dinner	\$27.00	\$30.00
Lodging	\$51.00	
Breakfast	\$11.75	
Lunch	\$11.75	
Dinner	\$27.00	
<b>Per Diem Total</b>	<b>\$101.50</b>	

Incidental Costs Per Day (with overnight stay) \$5.00

<b>Mileage Rates</b>	<b>Current</b>
Premium Rate	\$0.655 per mile
Standard Rate	\$0.440 per mile

\* See Select Cities Listing

\*\* Lodging available at State rate, or call Conlin Travel at 877-654-2179 or [www.somtravel.com](http://www.somtravel.com)

**SELECT CITY LIST**  
**SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES**  
**Effective January 1, 2023**

<b>Michigan Select Cities/Counties</b>		
	<b>CITIES</b>	<b>COUNTIES</b>
	Ann Arbor, Auburn Hills, Beaver Island, Detroit, Grand Rapids, Holland, Leland, Mackinac Island, Petoskey, Pontiac, South Haven, Traverse City	Grand Traverse, Oakland, Wayne
<b>Out of State Select Cities/Counties</b>		
<b>STATE</b>	<b>CITIES</b>	<b>COUNTIES</b>
<b>Alaska</b>	All locations	
<b>Arizona</b>	Phoenix, Scottsdale, Sedona	
<b>California</b>	Arcata, Edwards AFB, Eureka, Los Angeles, Mammoth Lakes, McKinleyville, Mill Valley, Monterey, Novato, Palm Springs, San Diego, San Francisco, San Rafael, Santa Barbara, Santa Monica, South Lake Tahoe, Truckee, Yosemite National Park	Los Angeles, Mendocino, Orange, Ventura
<b>Colorado</b>	Aspen, Breckenridge, Grand Lake, Silverthorne, Steamboat Springs, Telluride, Vail	
<b>Connecticut</b>	Bridgeport, Danbury	
<b>District of Columbia</b>	Washington DC (See also Maryland & Virginia)	
<b>Florida</b>	Boca Raton, Delray Beach, Fort Lauderdale, Jupiter, Key West, Miami	
<b>Georgia</b>	Brunswick, Jekyll Island	
<b>Hawaii</b>	All locations	
<b>Idaho</b>	Ketchum, Sun Valley	
<b>Illinois</b>	Chicago	Cook, Lake
<b>Kentucky</b>	Kenton	
<b>Louisiana</b>	New Orleans	
<b>Maine</b>	Bar Harbor, Kennebunk, Kittery, Rockport, Sandford	
<b>Maryland</b>	Baltimore City, Ocean City	Montgomery, Prince George
<b>Massachusetts</b>	Boston, Burlington, Cambridge, Martha's Vineyard, Woburn	Suffolk
<b>Minnesota</b>	Duluth, Minneapolis, St. Paul	Hennepin, Ramsey
<b>Nevada</b>	Las Vegas	
<b>New Mexico</b>	Santa Fe	
<b>New York</b>	Bronx, Brooklyn, Lake Placid, Manhattan, Melville, New Rochelle, Queens, Riverhead, Ronkonkoma, Staten Island, Tarrytown, White Plains	Suffolk
<b>Ohio</b>	Cincinnati	
<b>Pennsylvania</b>	Pittsburgh	Bucks
<b>Puerto Rico</b>	All locations	
<b>Rhode Island</b>	Bristol, Jamestown, Middletown, Newport, Providence	Newport
<b>Texas</b>	Austin, Dallas, Houston, L.B. Johnson Space Center	
<b>Utah</b>	Park City	Summit
<b>Vermont</b>	Manchester, Montpelier, Stowe	Lamoille
<b>Virginia</b>	Alexandria, Fairfax, Falls Church	Arlington, Fairfax
<b>Washington</b>	Port Angeles, Port Townsend, Seattle	
<b>Wyoming</b>	Jackson, Pinedale	