

GRANT NO. 2024 MOOG LIVINGSTON COUNTY

GRANT BETWEEN
THE STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
AND
LIVINGSTON COUNTY

GRANTEE/ADDRESS:

Hilery Spicer
Livingston County
304 E Grand River 202
Howell, MI 48843
517-540-8725

GRANT ADMINISTRATOR/ADDRESS:

David Harns
Cannabis Regulatory Agency – Public Relations
Department of Licensing and Regulatory Affairs
2407 N. Grand River Avenue
P.O. Box 30205
Lansing, MI 48909
Office Number: 517-243-5469
Email: CRA-MOOG@michigan.gov

GRANT PERIOD:

From January 1, 2024 to September 15, 2024

TOTAL AUTHORIZED BUDGET: \$55,573

Federal Contribution: \$
State Contribution: \$55,573
Local Contribution: \$
Other Contributions: \$

SIGMA Vendor I.D.: CV0048182
SIGMA Payment Address Code: 003

ACCOUNTING DETAIL:

Accounting Template No.: 6411113T025

GRANT

This is Grant # 2024 MOOG LIVINGSTON COUNTY between the Department of Licensing and Regulatory Affairs (Grantor), and Livingston County (Grantee), subject to terms and conditions of this grant agreement (Agreement).

1.0 Statement of Purpose

The Michigan Medical Marihuana Operation and Oversight Grant to Counties is provided for in the Michigan Medical Marihuana Act, MCL 333.26421 et seq. The purpose of the Grant is to provide funding to counties to be used for education, communication, and outreach regarding the Michigan Medical Marihuana Act.

1.1 Statement of Work

The Grantee agrees to undertake, perform, and complete the services that are more specifically described in the Grantee's Proposal, Attachment A.

1.2 Detailed Budget

- A. This Agreement does not commit the State of Michigan (State) or the Department of Licensing and Regulatory Affairs (LARA) to approve requests for additional funds at any time.
- B. Attachment B is the Budget. The Grantee agrees that all funds shown in the Budget are to be spent as detailed in the Budget.
- C. If applicable, travel expenses will not be reimbursed at rates greater than the State Travel Rates, Attachment C, without the prior written consent of the Grant Administrator.

Budget Adjustment. Changes in the Budget of less than 5% of the total line item amount, or \$2,000 (whichever is greater) do not require prior written approval, but Grantee must provide a revised budget to the Grant Administrator for approval.

Budget Amendment. Cumulative changes in the Budget equal to or greater than 5% of the total line item amount, or \$2,000 (whichever is greater), will be allowed only upon prior review and written approval by the Grant Administrator. A formal grant amendment must be signed by the Michigan Marijuana Regulatory Agency (Grantor) and the Grantee.

1.3 Payment Schedule

The maximum amount of grant assistance offered is \$55,573. Progress payments up to a total of 85% of the Total Authorized Budget may be made upon submission of a Grantee request indicating grant funds received to date, project expenditures to date (supported with computer

printouts of accounts, general ledger sheets, balance sheets, etc.), and objectives completed to date. Backup documentation such as computer printouts of accounts, ledger sheets, check copies, etc. shall be maintained for audit purposes in order to comply with this Agreement. The payment of the final 15% of the grant amount shall be made after completion of the project and after the Grant Administrator has received and approved a final report, if applicable. The final payment is also contingent upon the submission of a final invoice that includes expenditures of grant funds reported by line item and compared to the approved Budget.

Public Act 279 of 1984 states that the state shall take all steps necessary to assure that payment for goods or services, is mailed within 45 days after receipt of the goods or services, a complete invoice for goods or services, or a complete contract for goods or services, whichever is later.

1.4 Monitoring and Reporting Program Performance

- A. Monitoring. The Grantee shall monitor performance to assure that time schedules are being met and projected work by time period is being accomplished.
- B. **Performance Reports.** The Grantee shall submit to the Grant Administrator performance reports that briefly present the following information:
 - 1. Percent of completion of the project objectives. This should include a brief outline of the work accomplished during the reporting period and the work to be completed during the subsequent reporting period.
 - 2. A breakdown of the expenses that occurred within the reporting period along with supporting documentation that the expenses to be reimbursed were incurred by the county department.
 - 3. Brief description of problems or delays, real or anticipated, which should be brought to the attention of the Grant Administrator.
 - 4. Statement concerning any significant deviation from previously agreed-upon Statement of Work.
 - 5. **Performance Reports must be submitted by July 15, 2024 and September 15, 2024.** Further, the Department of Licensing and Regulatory Affairs has provided a Financial Status Report (FSR) form that is to be completed with each report submission. Please do not create your own form or use a form from past years. The 2024 FSR has been updated to calculate monies spent and percentages used for the reporting period. If you do not have a 2024 FSR, please ask the MOOG Team to send you one.
 - 6. The Performance Reports and FSRs must be submitted even if there are zero dollars spent.
- C. A Final Report is required. The Grantee will do the following:
 - 1. The Grantee shall submit 1 final electronic copy of the report to the Grant Administrator **no later** than September 15, 2024.

2. The final report will include the following information:
 - a. A summary of the project implementation plan and any deviations from the original project as proposed.
 - b. Accomplishments and problems experienced while carrying out the project activities.
 - c. Coordinated efforts with other organizations to complete the project.
 - d. Impacts, anticipated and unanticipated, experienced as a result of the project implementation.
 - e. Financial expenditures of grant money and other contributions to the project, in-kind and/or direct funding.
 - f. Any experience in applying the project products and anticipated “next steps”.
 - g. Actual Budget expenditures compared to the Budget in this Agreement. Include the basis or reason for any discrepancies.
3. The final report may be combined with the September 15, 2024 report provided that it includes all of the data requested in Sections 1.4(B) and 1.4 (C).

PART II - GENERAL PROVISIONS

2.1 Project Changes

Grantee must obtain **prior** written approval for project changes from the Grant Administrator. **See Section 1.2, Detailed Budget.**

2.2 Delegation

Grantee may not delegate any of its obligations under the Grant without the prior written approval of the State. Grantee must notify the State at least 90 calendar days before the proposed delegation, and provide the State any information it requests to determine whether the delegation is in its best interest. If approved, Grantee must: (a) be the sole point of contact regarding all contractual project matters, including payment and charges for all Grant Activities; (b) make all payments to the subgrantee; and (c) incorporate the terms and conditions contained in this Grant in any subgrant with a subgrantee. Grantee remains responsible for the completion of the Grant Activities, compliance with the terms of this Grant, and the acts and omissions of the subgrantee. The State, in its sole discretion, may require the replacement of any subgrantee.

2.3 Project Income

To the extent that it can be determined that interest was earned on advances of funds, such interest shall be remitted to the Grantor. All other program income shall either be added to the project budget and used to further eligible program objectives or deducted from the total program budget for the purpose of determining the amount of reimbursable costs. The final determination shall be made by the Grant Administrator.

2.4 Share-in-savings

The Grantor expects to share in any cost savings realized by the Grantee. Therefore, final Grantee reimbursement will be based on actual expenditures. Exceptions to this requirement must be approved in writing by the Grant Administrator.

2.5 Order of Spending

Unless otherwise required, Grantee shall expend funds in the following order: (1) private or local funds, (2) federal funds, and (3) state funds. Grantee is responsible for securing any required matching funds from sources other than the State.

2.6 Purchase of Equipment

The purchase of equipment not specifically listed in the Budget, Attachment B, must have prior written approval of the Grant Administrator. Equipment is defined as non-expendable personal property having a useful life of more than one year. Such equipment shall be retained by the Grantee unless otherwise specified at the time of approval.

2.7 Accounting

The Grantee shall adhere to the Generally Accepted Accounting Principles and shall maintain records which will allow, at a minimum, for the comparison of actual outlays with budgeted amounts. The Grantee's overall financial management system must ensure effective control over and accountability for all funds received. Accounting records must be supported by source documentation including, but not limited to, balance sheets, general ledgers, time sheets and invoices. The expenditure of state funds shall be reported by line item and compared to the Budget.

2.8 Records Maintenance, Inspection, Examination, and Audit

The State or its designee may audit Grantee to verify compliance with this Grant. Grantee must retain, and provide to the State or its designee upon request, all financial and accounting records related to the Grant through the term of the Grant and for 7 years after the latter of termination, expiration, or final payment under this Grant or any extension ("Audit Period"). If an audit, litigation, or other action involving the records is initiated before the end of the Audit Period, Grantee must retain the records until all issues are resolved.

Within 10 calendar days of providing notice, the State and its authorized representatives or designees have the right to enter and inspect Grantee's premises or any other places where Grant Activities are being performed, and examine, copy, and audit all records related to this Grant. Grantee must cooperate and provide reasonable assistance. If any financial errors are revealed, the amount in error must be reflected as a credit or debit on subsequent invoices until the amount is paid or refunded. Any remaining balance at the end of the Grant must be paid or refunded within 45 calendar days.

This Section applies to Grantee, any parent, affiliate, or subsidiary organization of Grantee, and any subgrantee that performs Grant Activities in connection with this Grant.

If the Grantee is a governmental or non-profit organization and expends the minimum level specified in OMB Uniform Guidance (\$750,000 as of December 26, 2013) or more in total federal funds in its fiscal year, then Grantee is required to submit an Audit Report to the Federal Audit Clearinghouse (FAC) as required in 200.36.

2.9 Competitive Bidding

The Grantee agrees that all procurement transactions involving the use of state funds shall be conducted in a manner that provides maximum open and free competition. When competitive selection is not feasible or practical, the Grantee agrees to obtain the written approval of the Grant Administrator before making a sole source selection. Sole source contracts should be negotiated to the extent that such negotiation is possible.

3.0 Liability

The State is not liable for any costs incurred by the Grantee before the start date or after the end date of this Agreement. Liability of the State is limited to the terms and conditions of this Agreement and the grant amount.

3.1 Intellectual Property

Unless otherwise required by law, all intellectual property developed using funds from this Agreement, including copyright, patent, trademark and trade secret, shall belong to the Grantee.

3.2 Safety

The Grantee, and all subgrantees are responsible for insuring that all precautions are exercised at all times for the protection of persons and property. Safety provisions of all Applicable Laws and building and construction codes shall be observed. The Grantee, and every subgrantee are responsible for compliance with all federal, state and local laws and regulations in any manner affecting the work or performance of this Agreement and shall at all times carefully observe and comply with all rules, ordinances, and regulations. The Grantee, and all subgrantees shall secure all necessary certificates and permits from municipal or other public authorities as may be required in connection with the performance of this Agreement.

3.3 General Indemnification

Inasmuch as each party to this grant is a governmental entity of the State of Michigan, each party to this grant must seek its own legal representation and bear its own costs; including judgments, in any litigation which may arise from the performance of this grant. It is specifically understood and agreed that neither party will indemnify the other party in such litigation.

3.4 Termination

A. Termination for Cause

The State may terminate this Grant for cause, in whole or in part, if Grantee, as determined by the State: (a) endangers the value, integrity, or security of any location, data, or personnel; (b) becomes insolvent, petitions for bankruptcy court proceedings, or has an involuntary bankruptcy proceeding filed against it by any creditor; (c) engages in any conduct that may expose the State to liability; (d) breaches any of its material duties or obligations; or (e) fails to cure a breach within the time stated in a notice of breach. Any reference to specific breaches being material breaches within this Grant will not be construed to mean that other breaches are not material.

If the State terminates this Grant under this Section, the State will issue a termination notice specifying whether Grantee must: (a) cease performance

immediately, or (b) continue to perform for a specified period. If it is later determined that Grantee was not in breach of the Grant, the termination will be deemed to have been a Termination for Convenience, effective as of the same date, and the rights and obligations of the parties will be limited to those provided in Subsection B, Termination for Convenience.

The State will only pay for amounts due to Grantee for Grant Activities accepted by the State on or before the date of termination, subject to the State's right to set off any amounts owed by the Grantee for the State's reasonable costs in terminating this Grant. The Grantee must pay all reasonable costs incurred by the State in terminating this Grant for cause, including administrative costs, attorneys' fees, court costs, transition costs, and any costs the State incurs to procure the Grant Activities from other sources.

B. Termination for Convenience

The State may immediately terminate this Grant in whole or in part without penalty and for any reason, including but not limited to, appropriation or budget shortfalls. If the State terminates this Grant for convenience, the State will pay all reasonable costs, as determined by the State, for State approved Grant Responsibilities.

3.5 Conflicts and Ethics

Grantee will uphold high ethical standards and is prohibited from: (a) holding or acquiring an interest that would conflict with this Grant; (b) doing anything that creates an appearance of impropriety with respect to the award or performance of the Grant; (c) attempting to influence or appearing to influence any State employee by the direct or indirect offer of anything of value; or (d) paying or agreeing to pay any person, other than employees and consultants working for Grantee, any consideration contingent upon the award of the Grant. Grantee must immediately notify the State of any violation or potential violation of these standards. This Section applies to Grantee, any parent, affiliate, or subsidiary organization of Grantee, and any subgrantee that performs Grant Activities in connection with this Grant.

No member of the Legislature or Judiciary of the State of Michigan or any individual employed by the State will be permitted to share in this Agreement, or any benefit that arises from this Agreement.

3.6 Non-Discrimination

Under the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, et seq., and the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, et seq., Grantee and its subgrantees 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, height, weight, marital status, partisan considerations, or a 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 Grant.

3.7 Unfair Labor Practices

Under MCL 423.324, the State may void any Grant with a Grantee or subgrantee who appears on the Unfair Labor Practice register compiled under MCL 423.322.

3.8 Force Majeure

Neither party will be in breach of this Grant because of any failure arising from any disaster or acts of God that are beyond their control and without their fault or negligence. Each party will use commercially reasonable efforts to resume performance. Grantee will not be relieved of a breach or delay caused by its subgrantees. If immediate performance is necessary to ensure public health and safety, the State may immediately Grant with a third party.

3.9 Media Releases

News releases (including promotional literature and commercial advertisements) pertaining to the Grant or project to which it relates must not be made without prior written State approval, and then only in accordance with the explicit written instructions of the State.

4.0 Website Incorporation

The State is not bound by any content on Grantee's website unless expressly incorporated directly into this Grant.

4.1 Certification Regarding Debarment

The Grantee certifies, by signature to this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any federal or State department or agency. If the Grantee is unable to certify to any portion of this statement, the Grantee shall attach an explanation to this Agreement.

4.2 Illegal Influence

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

- A. No federal appropriated funds have been paid nor will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this grant, the Grantee shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. The Grantee shall require that the language of this certification be included in the award documents for all grants or subcontracts and that all subrecipients shall certify and disclose accordingly.

The State has relied upon this certification as a material representation. Submission of this certification is a prerequisite for entering into this Agreement imposed by 31 USC § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Grantee certifies, to the best of his or her knowledge and belief that no state funds have been paid nor will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any State agency, a member of the Legislature, or an employee of a member of the Legislature in connection with the awarding of any state contract, the making of any state grant, the making of any state loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state contract, grant, loan or cooperative agreement.

4.3 Governing Law

This Grant is governed, construed, and enforced in accordance with Michigan law, excluding choice-of-law principles, and all claims relating to or arising out of this Grant are governed by Michigan law, excluding choice-of-law principles. Any dispute arising from this Grant must be resolved in Michigan Court of Claims. Grantee consents to venue in Ingham County, and waives any objections, such as lack of personal jurisdiction or forum non conveniens. Grantee must appoint agents in Michigan to receive service of process.

4.4 Compliance with Laws

Grantee must comply with all federal, state and local laws, rules and regulations.

4.5 Disclosure of Litigation, or Other Proceeding

Grantee must notify the State within 14 calendar days of receiving notice of any litigation, investigation, arbitration, or other proceeding (collectively, "Proceeding") involving Grantee, a subgrantee, or an officer or director of Grantee or subgrantee, that arises during the term of the Grant, including: (a) a criminal Proceeding; (b) a parole or probation Proceeding; (c) a Proceeding under the Sarbanes-Oxley Act; (d) a civil Proceeding involving: (1) a claim that might reasonably be expected to adversely affect Grantee's viability or financial stability; or (2) a governmental or public entity's claim or written allegation of fraud; or (e) a Proceeding involving any license that Grantee is required to possess in order to perform under this Grant.

4.6 Assignment

Grantee may not assign this Grant to any other party without the prior approval of the State. Upon notice to Grantee, the State, in its sole discretion, may assign in whole or in part, its rights or responsibilities under this Grant to any other party. If the State determines that a novation of the Grant to a third party is necessary, Grantee will agree to the novation, provide all necessary documentation and signatures, and continue to perform, with the third party, its obligations under the Grant.

4.7 Entire Grant and Modification

This Grant is the entire agreement and replaces all previous agreements between the parties for the Grant Activities. This Grant may not be amended except by signed agreement between the parties.

4.8 Grantee Relationship

Grantee assumes all rights, obligations and liabilities set forth in this Grant. Grantee, its employees, and agents will not be considered employees of the State. No partnership or joint venture relationship is created by virtue of this Grant. Grantee, and not the State, is responsible for the payment of wages, benefits and taxes of Grantee's employees and any subgrantees. Prior performance does not modify Grantee's status as an independent Grantee.

4.9 Dispute Resolution

The parties will endeavor to resolve any Grant dispute in accordance with this provision. The dispute will be referred to the parties' respective Grant Administrators or Program Managers. Such referral must include a description of the issues and all supporting documentation. The parties must submit the dispute to a senior executive if unable to resolve the dispute within 15 business days. The parties will continue performing while a dispute is being

resolved, unless the dispute precludes performance. A dispute involving payment does not preclude performance.

Litigation to resolve the dispute will not be instituted until after the dispute has been elevated to the parties' senior executive and either concludes that resolution is unlikely, or fails to respond within 15 business days. The parties are not prohibited from instituting formal proceedings: (a) to avoid the expiration of statute of limitations period; (b) to preserve a superior position with respect to creditors; or (c) where a party makes a determination that a temporary restraining order or other injunctive relief is the only adequate remedy. This Section does not limit the State's right to terminate the Grant.

5.0 Severability

If any part of this Grant is held invalid or unenforceable, by any court of competent jurisdiction, that part will be deemed deleted from this Grant and the severed part will be replaced by agreed upon language that achieves the same or similar objectives. The remaining Grant will continue in full force and effect.

5.1 Waiver

Failure to enforce any provision of this Grant will not constitute a waiver.

SIGNATURES APPEAR ON THE FOLLOWING PAGE

5.2 Signatories

The signatories warrant that they are empowered to enter into this Agreement and agree to be bound by it.

Laura Kwiecien, Division Director
Procurement & Administration Division
Bureau of Finance and Administrative Services
Department of Licensing and Regulatory Affairs
State of Michigan

Date

Hilery Spicer
Acting Financial Officer
Livingston County

Date

GRANT NO. 2024 MOOG LIVINGSTON COUNTY



Marihuana Operation and Oversight Grants

2024 Grant Application Information and Instructions

1. The Michigan Legislature has appropriated a total of \$3 million dollars for the Marihuana Operation and Oversight Grants. These grants, which are available to Michigan counties, will only be approved by the Department of Licensing and Regulatory Affairs, Cannabis Regulatory Agency for **education and outreach programs** relating to the Michigan medical marihuana program and the adult-use marihuana program, pursuant to section 6(l) of the Michigan Medical Marihuana Act, 2008 IL 1, MCL 333.26426, and section 14 of the Michigan Regulation and Taxation of Marihuana Act, 2018 IL 1, MCL 333.27946. Grants provided under this section must not be used for law enforcement purposes.
2. The completed Marihuana Operation and Oversight grant application must be received by email no later than **January 1, 2024 at 11:59pm** at the following email address: CRA-MOOG@michigan.gov.
3. The amount of funds available to each county are posted on the Cannabis Regulatory Agency website. The potential grant amounts available are calculated based on the proportion of the number of registry identification cards issued or renewed in the county as of **September 30, 2023**.
4. The county must submit **financial status reports** to the Department of Licensing and Regulatory Affairs on or before **July 15, 2024**, and on or before **September 15, 2024**.
5. On or before **September 15, 2024**, in addition to the financial status report that is due on this date, a **final report** must also be submitted detailing how the total grant was expended. The final report should include:
 - A summary of the project implementation plan and any deviations from the original project as proposed.
 - Accomplishments and problems experienced while carrying out the project activities.
 - Coordinated efforts with other organizations to complete the project.
 - Impacts, anticipated and unanticipated, experienced as a result of the project implementation.
 - Financial expenditures of grant money and other contributions to the project, in-kind and/or direct funding.
 - Any experience in applying the project products and anticipated “next steps.”
 - Actual budget expenditures compared to the budget in the agreement and the reason for any discrepancies.
6. Applicants must be EFT compliant and if they have not already, obtain a SIGMA Vendor Customer ID number. SIGMA Vendor information can be obtained at the following website:
<https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>

Questions regarding the Marihuana Operation and Oversight Grants are to be directed to the Department of Licensing and Regulatory Affairs, Cannabis Regulatory Agency at CRA-MOOG@michigan.gov.



2024 Grant Application

Authority: Michigan Medical Marihuana Act
2008 IL 1, Section 6(l), MCL 333.26426

This application must be submitted to the Cannabis Regulatory Agency via email on or before 11:59pm on **January 1, 2024**.

Email completed application to: CRA-MOOG@michigan.gov

Section I: Grant Applicant Information

Livingston County

Applicant (County Name)

CV0048182

SIGMA Vendor Customer ID No.

003

Mail Code

Section II: Grant Administrator Information

Hilery Spicer

Acting Financial Officer

Name

Title

304 E Grand River

Suite 202

Howell

48843

Address

Suite/Room

City

Zip Code

517.540.8725

hspicer@livgov.com

Area Code/Telephone Number

Email Address

Section III: Description of Grant Program

Funds must be used for education and outreach programs regarding Michigan Medical Marihuana Act, 2008 IL 1, MCL 333.26421 to 333.26430 and the Michigan Regulation and Taxation of Marihuana Act, 2018, IL 1, MCL 333.27951 to 333.27967. On county letterhead, submit your proposal that includes the items listed below:

- Describe the project(s) for which funds are requested with an implementation plan.
- Describe the impact these funds will have on the community and what you hope to accomplish.
- Explain how funds will be used to coordinate efforts with other agencies, and/or how these funds will be combined with other funding to complete the project, if necessary.
- Explain anticipated outcomes that will result from this grant.



Section III: Description of Grant Program (Cont'd.)

Submit a detailed budget (template attached) showing how the requested funds will be expended.

- Counties should construct their budget carefully, as budget amendments/adjustments need to be submitted/approved *prior* to spending.
- Counties should continually review their spending to ensure they have enough money within the line item from which they are spending.
- While there is no technical end date to this grant, it is **required** that all spending be stopped with enough time remaining for counties to submit their final reimbursement requests and final reports by September 15, 2024.

Section IV: Certification

I certify and agree to report how the grant was expended and to provide a report to the Department of Licensing and Regulatory Affairs, Cannabis Regulatory Agency, no later than September 15, 2024. Due to Legislative requirements, the September 15th due date will be **strictly** enforced. By signing below, I also agree to meet and follow the statutory provisions in which this program was established pursuant to Section 901 of 2022 PA 166.

Signature of County Grant Administrator (Original Signature Required)

Acting Financial Officer

Title of County Grant Administrator

12/20/23

Date

517.540.8725

Telephone

Contact Information for Person Submitting Application

Matt Bolang

Name

mbolang@livgov.com

Email Address

Health Officer

Title

517-552-6870

Telephone

Additional Contacts

Joel French-Santure, Financial Services Coordinator

Name

JFrench-Santure@livgov.com

Email Address

517-552-6805

Telephone

Tess Kilian, Health Promotion Coordinator

Name

TKilian@livgov.com

Email Address

517-552-6878

Telephone



LIVINGSTON COUNTY HEALTH DEPARTMENT

2300 East Grand River Avenue, Suite 102
Howell, Michigan 48843-7578

www.lchd.org

PERSONAL/PREVENTIVE HEALTH SERVICES

P: (517) 546-9850

F: (517) 546-6995

ENVIRONMENTAL HEALTH SERVICES

P: (517) 546-9858

F: (517) 546-9853

Livingston County Health Department Marihuana Operation and Oversight Grant 2024 Grant Proposal

Livingston County Health Department (LCHD) is pleased to apply for the 2024 Medical Marihuana Operation and Oversight Grant. We appreciate the opportunity to carry out this work focused on education, communication, and outreach. Last year, we were able to use this grant funding to form a partnership with Washtenaw County Health Department and host a joint Cannabis in Practice webinar series for local health care and social service providers. With continued funding in 2024, LCHD will be able to further expand partnerships and create additional opportunities for Livingston County residents to access our educational materials.

Background

LCHD serves nearly 193,866 community members in rural and suburban settings according to the 2020 Census. Located in Southeast Michigan, Livingston County is bordered by Washtenaw County (Ann Arbor) to the South and Genesee County (Flint) and Shiawassee County to the North. It is bordered by Oakland County on the East and Ingham County (Lansing) on the West. The 193,866 residents are projected by the Southeast Michigan Council of Governments (SEMCOG) to grow to 238,137 by 2050.

LCHD's mission is to protect, preserve, and promote the health and safety of the people of Livingston County. Our vision is that Livingston County will be a safe and healthy community where all people realize their fullest health potential and live enriched and productive lives.

It stands that this project directly aligns with our Strategic Plan and top priorities, including increasing public visibility and awareness, enhancing collaborative partnerships, and achieving financial sustainability. Our Community Health Improvement Plan further supports this project as it addresses strategic issue areas relevant to this topic, particularly those around health education/promotion, communication, mental health, and substance abuse.

Project Description

LCHD plans to build on the work completed in previous grant cycles while simultaneously exploring new opportunities for education, communication, and outreach. Our key strategies will include hosting outreach events, developing messaging campaigns and educational opportunities, and collaborating with stakeholders to develop and distribute program materials.

LCHD will again collaborate with Washtenaw County Health Department (WCHD) to provide a virtual webinar series on various marijuana topics for healthcare providers. The 2024 Cannabis in Practice webinar series will build on previous years' events and, if possible, include new topics related to marijuana to expand the knowledge of local healthcare providers surrounding marijuana. In 2023, this webinar series was promoted in coordination with the Washtenaw Medical Society and Livingston Physician Organization, a collaboration which LCHD and WCHD seek to continue in 2024. In the hope of increasing interest in and attendance of the webinar series, LCHD and WCHD aim to provide continuing

education credits (CEUs) to professionals who attend the webinar series. Partnerships with organizations such as the Michigan Chapter of the National Association of Social workers and others will assist in accomplishing this goal.

As a continuation of previous grant cycles, LCHD will develop a messaging campaign to increase awareness and knowledge of key topics related to marijuana use, including safe use, safe storage, and the potential harms of misuse of marijuana. LCHD will continue to collaborate with various community partners to gather feedback to assist in appropriately gearing messaging toward Livingston County residents. Similar to previous grant cycles, LCHD plans to utilize billboard advertisements, fact sheets/infographics, and social media posts, among other formats, to distribute messaging.

LCHD also plans to promote risk reduction by disseminating marijuana lock bags for the safe storage of marijuana. An educational insert, developed with input from local partners, will be included in the lock bags. LCHD will collaborate with community partners, including those part of the local Human Services Collaborative Body (HSCB) Substance Use Disorder (SUD) Workgroup, to distribute the lock bags to the community through their agencies.

New for the 2024 grant cycle, a marijuana webpage will be created on LCHD's website (www.LCHD.org). This webpage will include information about safe storage, safe use, and the potential harms of misusing marijuana. The webpage will also house the past and future educational materials developed as a part of LCHD's messaging campaign. Links to previous years' Cannabis in Practice webinar series recordings will also be available on the webpage. LCHD plans to utilize the expertise of community partners, such as the HSCB SUD Workgroup to gain feedback on the webpage and assistance in promoting it to the Livingston County community.

Also new for 2024, LCHD plans to organize and host a community resource fair related to substance use disorder prevention, treatment, and recovery, including marijuana. A community event, this resource fair will provide information and resources regarding substance use to community members in Livingston County, and will have food trucks, activities, and giveaways available. LCHD plans to invite local substance use prevention, treatment, and recovery providers to assist in organizing and promoting the fair. These organizations will also be invited to staff tables at the resource fair to promote their services related to substance use to the community.

Implementation Plan

Goal 1: Develop and launch messaging campaigns to increase awareness and knowledge related to the safe use of marijuana, the potential harms of misuse or underage use, and the importance of safe storage.

Objectives:

- By March 15, 2024, identify three priority topics for messaging in Livingston County in coordination with the Substance Use Disorder Workgroup.
- Develop campaign messaging and design drafts in various formats including, but not limited to, social media posts, infographics, and billboard advertisements by April 15, 2024.
- Gather feedback from the Substance Use Disorder Workgroup regarding campaign materials by May 8, 2024.
- Finalize messaging campaign materials by May 15, 2024.
- Order printed messaging campaign materials by May 20, 2024.
- Obtain three billboard estimates and choose billboard vendor by May 31, 2024.
- By July 31, 2024, begin disseminating finalized campaign materials to Livingston County residents through website, social media, print, billboards, etc.

Goal 2: Hold a community resource fair related to substance use disorder prevention, treatment, and recovery, including marijuana.

Objectives:

- Collaborate with the City of Howell Downtown Development Authority to confirm a date for the resource fair by March 15, 2024.

- Complete registration of resource fair vendors working in substance use disorder prevention, treatment, and recovery by April 30, 2024.
- By April 30, 2024, create flyers and social media posts to be used to promote the resource fair.
- Beginning four weeks prior to the resource fair, promote the resource fair to the Livingston County community with community partners through email blasts, social media, and printed flyers.
- Host the community resource fair in coordination with community partners and the City of Howell Downtown Development Authority by June 30, 2024.

Goal 3: Create a webpage to hold educational resources regarding marijuana.

Objectives:

- Draft an informational marijuana webpage on Livingston County's website by April 15, 2024.
- Gather feedback from the Substance Use Disorder Workgroup regarding the webpage's design by May 8, 2024.
- Finalize the webpage design and content by May 15, 2024.
- By June 1, 2024, begin promoting the finalized webpage to the Livingston County community by including the web address on messaging campaign materials and flyers promoting the planned webinar series and resource fair.

Goal 4: Facilitate a Cannabis in Practice webinar series for health and human service professionals in collaboration with Washtenaw County Health Department.

Objectives:

- Complete a webinar series planning meeting with Washtenaw County Health Department at least once per month, beginning in March 2024 and ending in August 2024.
- Determine potential subject matter experts to present at the webinar series by attending the 5th Annual Teaching Cannabis Awareness & Prevention Virtual Conference on April 17 and April 18, 2024.
- Recruit subject matter experts to present at the webinar series by May 31, 2024.
- By May 31, 2024, partner with local medical societies and healthcare organizations to assist in promoting the webinar series.
- By June 30, 2024, collaborate with community partners to offer continuing education credits for webinar attendees.
- In coordination with partners, promote the webinar series to health and human service professionals through email blasts, social media, and Washtenaw County Health Department's and Livingston County health Department's marijuana webpages from six weeks prior to the start of the webinar series through the completion of the webinar series.
- In coordination with Washtenaw County Health Department, facilitate all webinars in the webinar series by August 15, 2024.

Goal 5: Reduce the risk of harm from accidental ingestion of marijuana by promoting the safe storage of marijuana.

Objectives:

- From a list of marijuana lock bag vendors used by other local health departments, select a vendor for the purchase of lock bags by March 31, 2024.
- Order 325 marijuana lock bags by April 15, 2024.
- By April 15, 2024, develop an educational insert related to the importance of safely storing marijuana.
- Gather feedback from community partners regarding the educational insert design by May 8, 2024.
- Finalize the educational insert design by May 15, 2024.
- Order printed educational inserts by May 20, 2024.
- Beginning June 1, 2024, disseminate lock bags and educational inserts at the resource fair and through local partners until September 15, 2024, or supplies last.

Coordination with Other Agencies

LCHD will carry out the majority of work and services of the proposed project but will leverage the support and collaboration of key partners and community organizations to shape and carry out the work to the maximum local benefit. Potential partners include Washtenaw County Health Department (WCHD), who LCHD collaborated with in the 2023 project year to co-host the Cannabis in Practice webinar series. Once funding is confirmed, additional webinar partners will be invited to collaborate on the project, including the area health care providers, local and national experts, Washtenaw County Medical Society, Livingston Physician Organization, and other professional organizations.

LCHD also plans to collaborate with a variety of local service providers and community partners, including the HSCB SUD Workgroup and their member agencies, to disseminate materials, messages, lock bags, and to participate in and assist in planning and promoting the proposed resource fair. These partners will also provide feedback on the content of the materials for LCHD's marijuana messaging campaign.

Combination with Other Funding

LCHD is not proposing to combine the requested funding with other sources of funding. Existing staff will dedicate portions of their time to the project and have the skills and capacity to accomplish the goals outlined within this proposal.

Community Impact

LCHD anticipates the impact of this grant to be a safer and healthier community by increasing Livingston County residents' knowledge of the safe use of marijuana, the potential harms of misuse or underage use, and the importance of safe storage. These efforts are expected to reduce harm due to marijuana misuse in Livingston County.

Outcomes and Evaluation

Increased awareness and knowledge related to marijuana use

The proposed project will increase knowledge and awareness related to the safe use of marijuana, the potential harms of misuse or underage use, and the importance of safe storage. To measure this, LCHD will use post-intervention evaluations at planned events targeting health and human service professionals and the other community members as events or engagements allow.

Increased availability of and access to reliable information

The work outlined in this proposal will lead to more educational resources and information for a range of audiences, including youth, adult users, parents, pregnant or breastfeeding moms, health care providers, and human service professionals. These outcomes will be measured through tracking the number of educational materials disseminated, advertising impressions, social media interactions, and relevant website analytics to quantify the availability of materials and information in the community.

Increased partnerships between LCHD and local organizations who are impacted by marijuana use

Through this proposed project, LCHD will have the resources necessary to connect with more health and human service professionals/organizations. Building and sustaining such relationships is essential to increasing the availability of and access to reliable information. Partnerships will be measured through a record of new partnerships formed and documentation of any collaborative work that results.

Budget

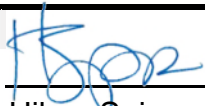
A detailed budget is attached for a request of \$55,573.



**24 Marijuana Operation and Oversight Grant
Budget to be submitted with application**

County Agency Name	<u>Livingston County Health Department</u>
Street Address	<u>2300 East Grant River Avenue, Suite 102</u>
City, State, Zip Code	<u>Howell, MI 48843</u>

Line Items (Use suggested line items or personalize to fit actual)	Budget
Wages	\$18,021.00
Fringe Benefits	\$7,676.95
Advertising	\$15,350.00
Supplies	\$8,650.05
Printing	\$1,000.00
Conference Speakers	\$4,500.00
Staff Training	\$375.00
TOTAL	\$55,573.00

County Approval	
Authorized Signature	<u></u>
Print Name of Signer	<u>Hilery Spicer Acting Financial Officer</u>
Contact Person Name	<u>Matt Bolang</u>

LARA/CRA Approval	
David Harns, Manager Public Relations Cannabis Regulatory Agency	 E-SIGNED by David Harns on 2024-01-16 16:21:42 EST

Important Notes:
Budget amendments/adjustments need to be submitted/approved prior to spending. Counties must watch their spending to ensure they have enough money within the line-item from which they are spending.

DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET, VEHICLE AND TRAVEL SERVICES SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES Effective January 1, 2024
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MICHIGAN SELECT CITIES*

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

MICHIGAN IN-STATE ALL OTHER

	Individual	Group Meeting (pre-arranged and approved)
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	
Per Diem Total	\$92.50	

OUT-OF-STATE SELECT CITIES*

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

OUT-OF-STATE ALL OTHER

	Individual	Group Meeting (pre-arranged and approved)
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	
Per Diem Total	\$101.50	

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

Mileage Rates	Current
Premium Rate	\$0.67 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.conlintravelhub.com/som

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

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