

COUNTY OF OSCEOLA
BOARD OF COMMISSIONERS'

COMMITTEE OF THE WHOLE
AGENDA

Tuesday, August 1, 2023 at 9:30 a.m.

Osceola County Administration Building
602 W. Upton Ave., Reed City, Michigan

NOTE: Claims will be available for review from 9:00 – 9:30 a.m.

1. Meeting Called to Order by Chairperson.
2. Additions or Deletions to the Agenda – Approval of the Agenda.
3. Brief Public Comments (Three Minute Limit).
4. Employee/Board Comments.
5. Consider Approval of the Minutes of July 18, 2023.
6. Consider Payment of Claims.
7. Consider Other Budget Amendments and Cash Transfers.
8. Old Business – Discuss:
 - a. Health, Safety & Grounds Committee July 18, 2023 Meeting Update – David Turner.
 - b. Personnel & Administration Committee July 27, 2023 Meeting Update – Mark Gregory.
9. New Business – Discuss:
 - a. Middle Michigan Development Corporation Update – Jim McBryde & Kati Mora.
 - b. Clerk Board of Canvassers Appointment – Tracey Cochran.
 - c. C.O.A. Items – Justin Halladay:
 1. MI Community Center & Neighborhood Initiative Grant Program.
 2. Reliance FY24 Contracts for Home Delivered Meals & Supplements.
 - d. E.M.D. Emergency Management Performance Grant FY24 Work Agreement – Mark Watkins.
 - e. E.M.S. Ewart Station RFP Construction Results – Steve Young.
 - f. Probate/Family Court Items – Heather Streicher:
 1. Child Care Fund FY24 Budget.
 2. Child & Parent Legal Representation FY24 Grant Application.
 - g. Prosecutor Crime Victim Rights FY24 Grant Award – Tony Badovinac.
10. Other Business:
11. Employee/Board Comments.
12. Extended Public Comments (Six Minute Limit).
13. Adjournment.

Note: A quorum of the Board of Commissioners may be present at the Committee meetings.

PUBLIC COMMENT: The Committee welcomes public comment. We appreciate your attendance and look forward to hearing any concerns you may have. We request that the following rules of procedure be followed: At the beginning and at the end of each Committee meeting, there is time to receive public comment from the audience. If you wish to address the Committee, we ask that you stand, give your name and present your concern.

If you wish to speak while the Committee is addressing a specific issue, you are asked to make arrangements ahead of time with the Committee Chairperson. No comments or questions will be taken at any other time.

If you should require special assistance in order to attend the meeting, please notify the County Administrator/Controller at (231) 832-6196, twenty-four (24) hours before the posted meeting time, for arrangements to be made.

**OSCEOLA COUNTY
COMMITTEE OF THE WHOLE MINUTES
JULY 18, 2023**

The meeting was called to order at 9:30 a.m. by Chairman Gregory at the County Administration Building in Reed City.

Present: Commissioners: Tim Michell, Greg Gydesen, Jim Custer, Mark Gregory, David Turner and Sally Momany. Absent: Commissioner Stieg.

Also present: Justin Halladay-C.O.A. Director, Heather Gray-Register of Deeds, Tonia Hartline-Treasurer, Steve Young-E.M.S. Director, Sheriff Cool, Valarie Delamater-Equalization Director, David Oostdyk-Friend of the Court Referee, Tim Ladd-Administrator/Controller, Tracey Cochran-County Clerk, and several members of the public.

Motion by Commissioner Turner, seconded by Commissioner Custer to approve the agenda as amended. Recommendation carried unanimously.

Brief Public Comment: None

Employee Comment: None

Moved by Commissioner Turner, seconded by Commissioner Custer to approve the minutes of July 5, 2023, as presented. Recommendation carried unanimously.

Consider Payment of the Claims

Commissioner Momany reviewed the claims presented.

Recommended by Commissioner Momany, seconded by Commissioner Custer to approve the claims for \$211,370.48. Recommendation carried unanimously.

Budget Amendments

Commissioner Momany asked the Board to approve the budget amendments and cash transfers as presented.

Recommended by Commissioner Momany, seconded by Commissioner Custer to approve the budget amendments and cash transfers as presented. Recommendation carried unanimously.

Personnel & Administration Committee 7-10-23 Meeting update

Commissioner Gregory provided an update from the Personnel & Administration Committee meeting held on July 10, 2023, which included E.M.S. Policy updates and the restructure of Friend of the Court Personnel.

E.M.S. Policies

Steve Young, E.M.S. Director, asked for board approval for the E.M.S. policies as presented.

Recommended by Commissioner Gregory, seconded by Commissioner Turner to approve the E.M.S. Policies as presented. Recommendation unanimously carried.

Friend of the Court Personnel Restructuring

David Oostdyk, Friend of the Court Referee, explained the recent addition of the Child Support Specialist position has been approved by the state and due to the addition of this position to the Friend of the Court

office some restructuring needed to occur which includes the elimination of an Enforcement Officer position and an opening for the Office Manager position. Mr. Oostdyk is requesting board approval for the new job descriptions as presented in the board packet, to fill the Office Manager position and approval for step-level increases.

Recommended by Commissioner Gregory, seconded by Commissioner Turner to approve the Job Descriptions for Friend of the Court's Account Supervisor, Child Support Establishment Specialist, Enforcement Officer, and Office Manager with step level increases as presented effective July 18, 2023. Recommendation carried unanimously.

Recommended by Commissioner Michell, seconded by Commissioner Turner to approve posting the Friend of the Court Office Manager position. Recommendation carried unanimously.

Recommended by Commissioner Turner, seconded by Commissioner Momany to approve moving all positions in Friend of the Court from 37.5 to 40 hours a week effective July 23, 2023. Recommendation carried unanimously.

Central Michigan Health Department GIS Data Sharing

Steve King, Director of Environmental Health for Central Michigan District Health Department, was present to answer any questions regarding the Use Agreement presented. Discussion held.

Recommended by Commissioner Michell, seconded by Commissioner Turner to approve the Agreement with Central Michigan Health Department for GIS Data Sharing. Recommendation unanimously carried.

County Insurance Benefits Renewal

Lauren Harris, Advantage Benefits Group Employee Specialist, presented information for the County's upcoming annual renewal of insurance benefits. She spoke about the 5.9% increase for the health plans and the 6% increase for the HRA. She shared comparable quotes from other insurance providers and the cost of each of those plans. This year there will be a buy-up option for the dental plan that will include orthodontic coverage. Discussion held.

Recommended by Commissioner Turner, seconded by Commissioner Momany to approve renewing the County's Health Benefits with Advantage Benefits Group as presented for September 1, 2023 through August 31, 2024. Recommendation unanimously carried.

Opt Out under PA152

Lauren Harris, Advantage Benefits Group Employee Specialist, provided a summary of PA152 and the options the county has chosen in previous years.

Recommended by Commissioner Turner, seconded by Commissioner Custer to approve to opt out of PA152 for 2024. Recommendation unanimously carried.

Osceola-Lake Conservation District Services Agreements

Mark Sweppenheiser, District Manager, reviewed the annual report and events they have participated in over the last year and events that are scheduled in the coming months. He asked for board approval to sign the Household Hazardous Waste Collection & Disposal Program and for the Tire and/or Electronics Collection & Recycle Program. Vicki Sawicki provided information on Wild Parsnip and various

invasive species throughout the county. Brandi Mitchell provided information on her connection with the Michigan Agricultural Assurance Program (MEAP).

Recommended by Commissioner Turner, seconded by Commissioner Custer to approve the board chair to sign the Household Hazardous Waste Collection and Disposal Agreement for \$2,500.00. Recommendation unanimously carried.

Recommended by Commissioner Turner, seconded by Commissioner Custer to approve the board chair to sign the Tire and/or Electronics Collection & Recycle Program Agreement for \$1,500.00. Recommendation unanimously carried.

Building Erosion & Sediment Control Office Agreement

Tim Ladd, Administrator/Controller spoke to the board about the proposed Erosion and Sediment Control Officer agreement. He would like to suggest changing the 90-day notice to terminate to a 30-day notice. He would like to add the rate of pay of \$25.00 per hour with an eight (8) hour work week. Discussion held.

Recommended by Commissioner Custer, seconded by Commissioner Gydesen to approve the Erosion and Sediment Control Officer Agreement with Karla Miller. Recommendation unanimously carried.

C.O.A. AAAWM FY24 Annual Implementation Plan

Justin Halladay, C.O.A. Director, asked for board approval for the AAAWM FY24 Annual Implementation Plan.

Recommended by Commissioner Turner, seconded by Commissioner Custer to approve the AAAWM FY24 Annual Implementation plan. Recommendation unanimously carried.

E.M.S. Report for January through June 2023

Steve Young, E.M.S. Director, provided the E.M.S. call report for January 1, 2023 through June 30, 2023. He provided an update on the new software, write-offs and that they are maintaining three (3) trucks full time now. Discussion held.

County Contribution toward High Deductible Plan

Tim Ladd, Administrator/Controller, asked for board direction on the HSA Plan contributions for the 2023/2024 plan year. Discussion held.

Recommended by Commissioner Michell, seconded by Commissioner Turner to approve contributing \$1,000.00 for single and \$2,000.00 for double/family towards the BCN-HSA Plan for those employees selecting this health insurance choice for the 2023/2024 plan year. Recommendation unanimously carried.

Set Non-Union/Appointed Department Heads/Elected Officials Wage Increase

Tim Ladd, Administrator/Controller, asked for board direction on salary increases for 2024. Increase suggestions ranged from 2.5% to 3% or offering a flat dollar amount. Discussion held.

Recommended by Commissioner Custer, seconded by Commissioner Michell to approve setting the Non-Union/Appointed Department Heads/Elected Officials Wage Increase at 3% for 2024 for the purpose of working on the budget. Recommendation unanimously carried.

District Court Staff Temporary Hours Adjustment

Tim Ladd, Administrator/Controller, asked for board approval to have the Civil Clerk hours adjusted from 37.5 to 40 hours per week until December 31, 2024. He stated the additional cost may be covered by grant funds. Discussion held.

Recommended by Commissioner Michell, seconded by Commissioner Turner to approve the District Court Civil Clerk position from 37.5 hours per week to 40 hours per week until December 31, 2023. Recommendation unanimously carried.

Prosecutor Staff Wage Adjustment

Tim Ladd, Administrator/Controller, spoke to the board about a recent audit that discovered the Assistant Prosecutor has not received a step increase for 2020, 2021 and 2022. The amount owed in back pay is more than what he can sign off on which is \$9,843.04. He stated there will be a safeguard in place to avoid these oversights in the future. Discussion held.

Recommended by Commissioner Michell, seconded by Commissioner Custer to approve the wage adjustment for the Assistant Prosecutor. Recommendation unanimously carried.

MERS Annual Conference on September 28-29, 2023

Tim Ladd, Administrator/Controller, spoke to the board about the upcoming MERS conference that will be held in Detroit this year. He stated that historically someone from HR has attended every year and asked for board direction to possibly change that attendance to every other year. Discussion held.

County Picnic

County Picnic to be held on August 15, 2023 from 12:00 p.m. – 2:00 p.m.

Printer for County Clerk's Office

Clerk Tracey Cochran requested approval from the board to replace a printer in her office that is 10 years old. A budget amendment was presented to the board for the printer purchase which could range from \$1,400.00 to \$2,000.00. Discussion held.

Recommended by Commissioner Turner, seconded by Commissioner Michell to approve the Clerk's Office to purchase a new printer for a cost not to exceed \$2,000.00. Recommendation unanimously carried.

Other Business: None

Employee/Board Comments: Commissioner Custer spoke about a phone call from a member of the public regarding a stray dog on someone's property.

Commissioner Gydesen stated he received the same phone call. Discussion held regarding resolution.

Extended Public Comments: Eli Walters, a Reed City resident, spoke about a dog complaint where he called dispatch and was assisted by Reed City Police.

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Committee Meeting
July 18, 2023

Motion by Commissioner Turner, seconded by Commissioner Custer to adjourn at 11:06 a.m.
Motion unanimously carried.

Tracey Cochran, County Clerk

Mark Gregory, Chairman

County of Osceola

TO: County Treasurer and County Clerk

As provided in the Uniform Budgeting and Accounting Act of 1978, as amended, and as approved

FUND: General () Debt Service () 245 Capital () Other (x) Special Revenue ()

REVENUE:

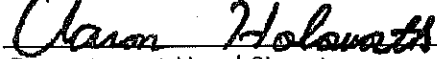
Account Name	Account Number	Decrease	Increase
Appropriated Fund Balance	249-000-699.001		\$ 19,500

EXPENSE:

Account Name	Account Number	Increase	Decrease
Temporary Employees	249-000-702.004	\$ 4,500	
Health & Vision Ins	249-000-721.001	\$ 15,000	
Dental Ins	249-000-721.002	\$ 650	
TOTAL		\$19,500	\$19,500

Building Dept

Department



Department Head Signature

Date: 7-19-2023

Board of Commissioners

Budget Amendment # _____

Date _____

A cash transfer in the amount of \$ from the ___ fund to the ___ fund is necessary to facilitate this budget amendment.

EXPLANATION: Cover shortage in Temp Emp line & insurance for additional employee

DRAFT

COUNTY OF OSCEOLA
BOARD OF COMMISSIONERS
HEALTH, SAFETY & GROUNDS COMMITTEE
MINUTES
July 18, 2023

The meeting was called to order by Chairperson Turner at 12:45 p.m. at the Osceola County Administration Building in Reed City, MI.

Members Present: Commissioners David Turner, Mark Gregory and Jim Custer
Members Absent: None
Others: Tim Ladd-County Administrator/Controller, Steve Young-E.M.S. Director, Val Delamater-Equalization Director

Additions or Deletions: Addition-E.M.S. Marion Base Repairs Update

Agenda: Motion by Commissioner Gregory, seconded by Commissioner Custer to approve the agenda. Motion carried unanimously.

Public Comments: None
Employee Comments: None

Minutes: Motion by Commissioner Custer, seconded by Commissioner Gregory to approve the minutes of June 20, 2023. Motion carried unanimously.

Old Business:

DTE Easement – Tim Ladd and Steve Young will reach out to DTE.

E.M.S. Marion Repairs – Steve stated repairs are in progress.

E.M.S. Evert Station – RFP is out. Discussion on demolition of the old cement garage. Tim will obtain quotes from an excavating company as well as doing the demo ourselves.

New Business:

Review of County Offices' Repair Requests - Committee reviewed the department lists of repairs needed in individual offices. The committee will discuss scheduling the repairs with the Maintenance Department.

Steve discussed replacing the furnace at E.M.S. Station 1 and relocating the furnace to the main floor. The committee advised Steve to have a contractor come and provide options for consideration.

Tour of County Buildings – The committee toured Animal Control and the Building/E.M.D./Parks buildings. Notes were taken on repairs that will need to be addressed.

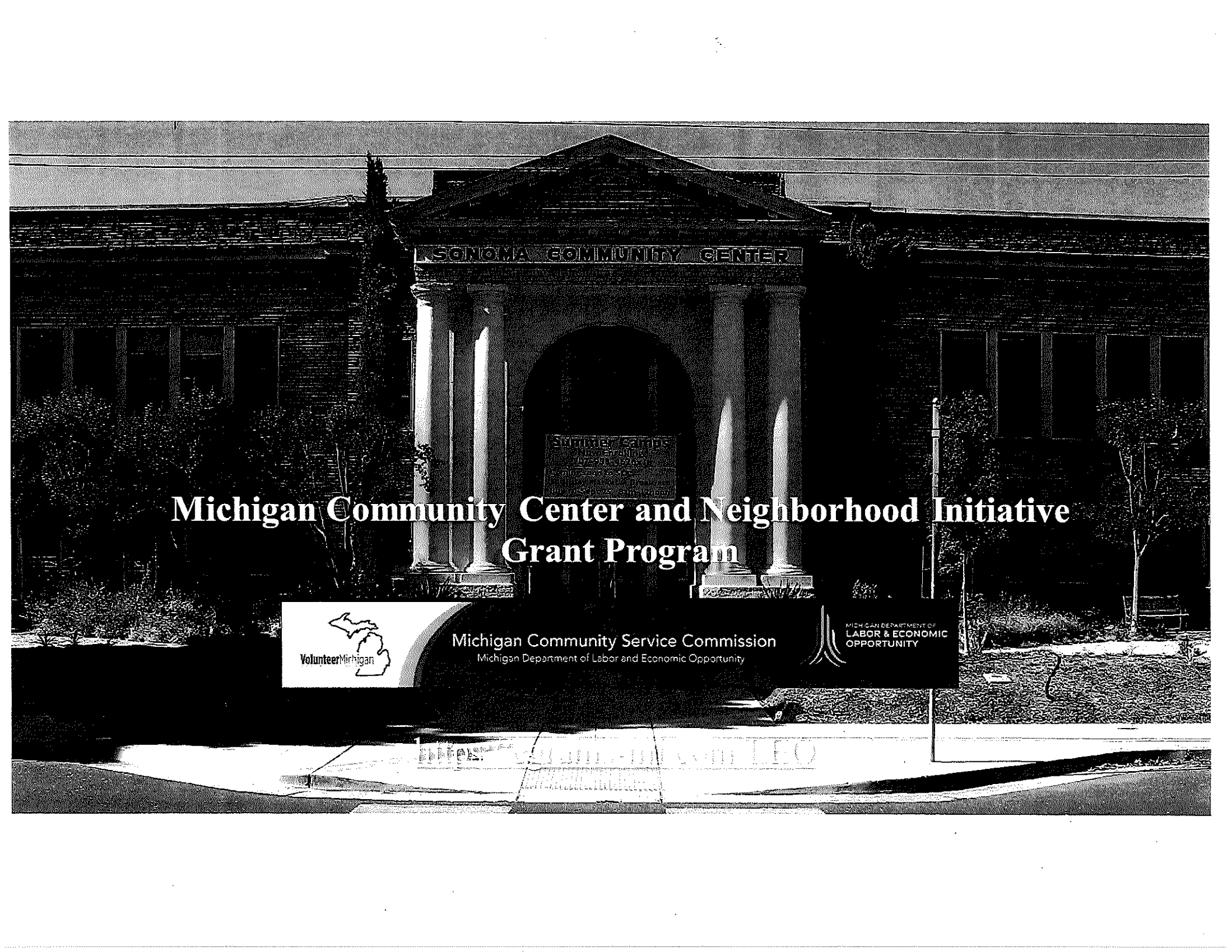
Other Business: None

Employee/Board Comments: None
Extended Public Comments: None

Motion by Commissioner Custer, seconded by Commissioner Gregory to adjourn at 2:52 p.m. Motion was unanimously approved.

Respectfully submitted,

Tim Ladd
County Administrator/Controller



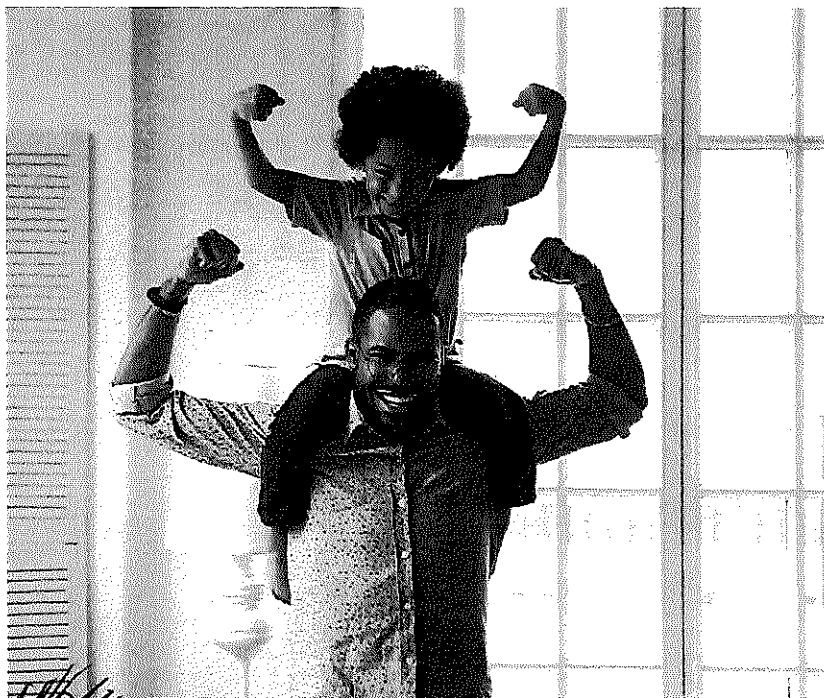
Michigan Community Center and Neighborhood Initiative Grant Program



Michigan Community Service Commission
Michigan Department of Labor and Economic Opportunity



MICHIGAN DEPARTMENT OF
LABOR & ECONOMIC
OPPORTUNITY



\$60 Million Community Center Grant Program



Funding - American Rescue Plan Act, Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program

Has the goal to build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity.

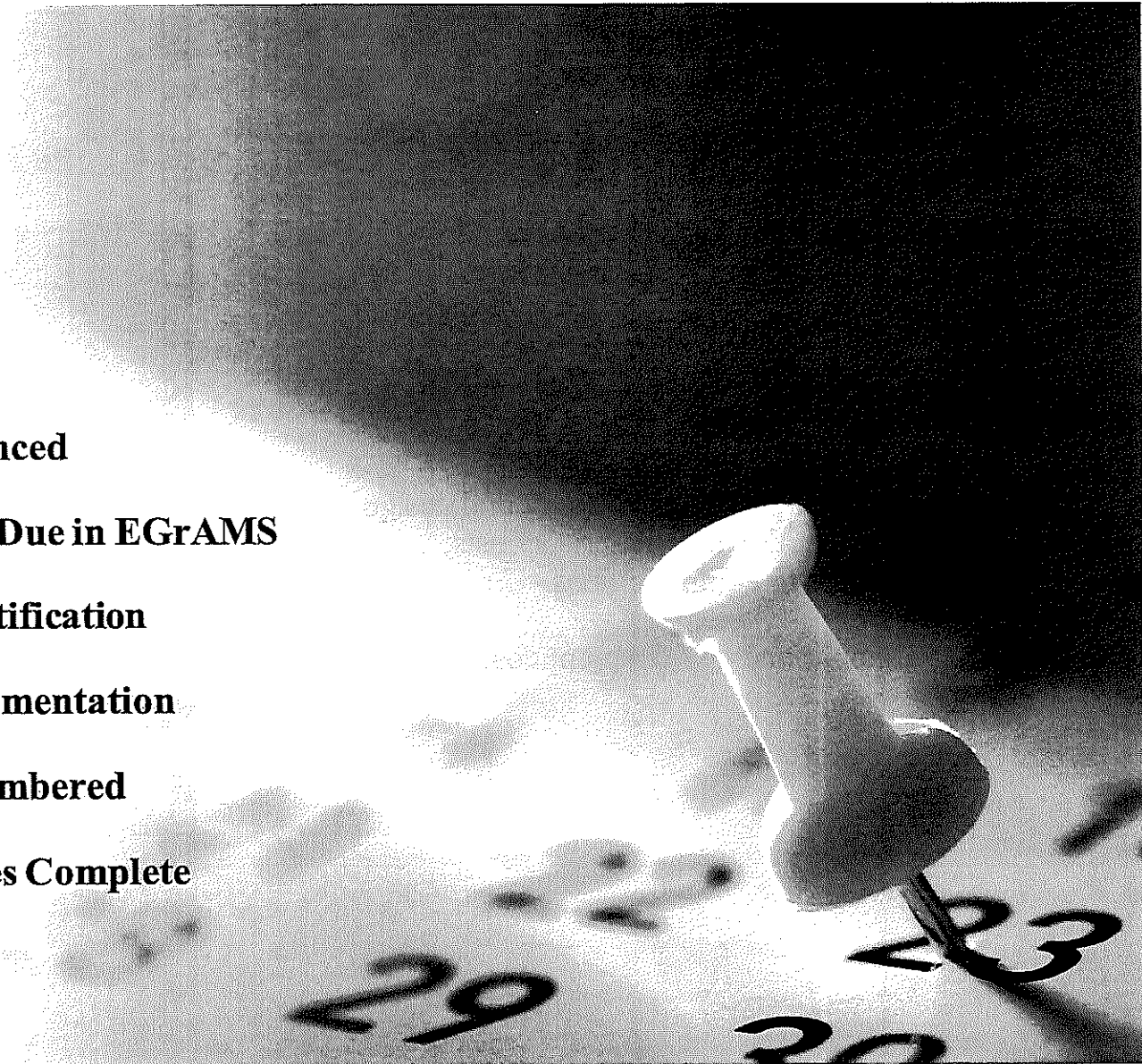
Grants will be provided to Community Centers supporting communities that have been negatively impacted due to the pandemic.

Eligible Spending

- Construction of new facilities or renovation of existing facilities
- Acquisition of property, planning and design costs, construction and materials costs, infrastructure to equip facilities
- Programming and development costs



Project Timeline



June 29, 2023	RFP Announced
August 31, 2023	Application Due in EGrAMS
October 23, 2023	Awardee Notification
Fall 2023 - 2026	Grant Implementation
December 31, 2024	Funds Encumbered
October 2026	Expenditures Complete

Community Center

Definition for this Project

A building or other place in which people may gather to receive support services and to participate in social, educational, recreational, and cultural activities.

Centers are typically free and open to the community in which they are located or serve.



Project Goals and Outcomes

It is expected that applicants will be able to provide programming and resources to support the communities they serve, while prioritizing equitable outcomes.

- ❖ **Strengthen Michigan Communities with Enhanced Services** Provide for education, workforce training, health services, meeting space, and other community needs.
- ❖ **Provide Funding for Program Activities and Capital Projects** Help purchase, build, or renovate Community Center facilities and purchase land as well as fund programming efforts.
- ❖ **Raise the Awareness of the Vital Role of Community Centers**
Demonstrate ability to engage as strategic partners and collaborators in meeting challenging issues facing communities and support Centers in fulfilling their roles as regional resource hubs.
- ❖ **Assist Youth, Families, and Older Adults to Access Services**
Service could include education, training, recreation, health, cultural, environmental sustainability, and workforce development opportunities.
- ❖ **Track Community Center Outcomes – Move to Sustainability**
Collect quantitative and qualitative outcomes as part of strategic program evaluation to assist with sustainability of services beyond ARP.

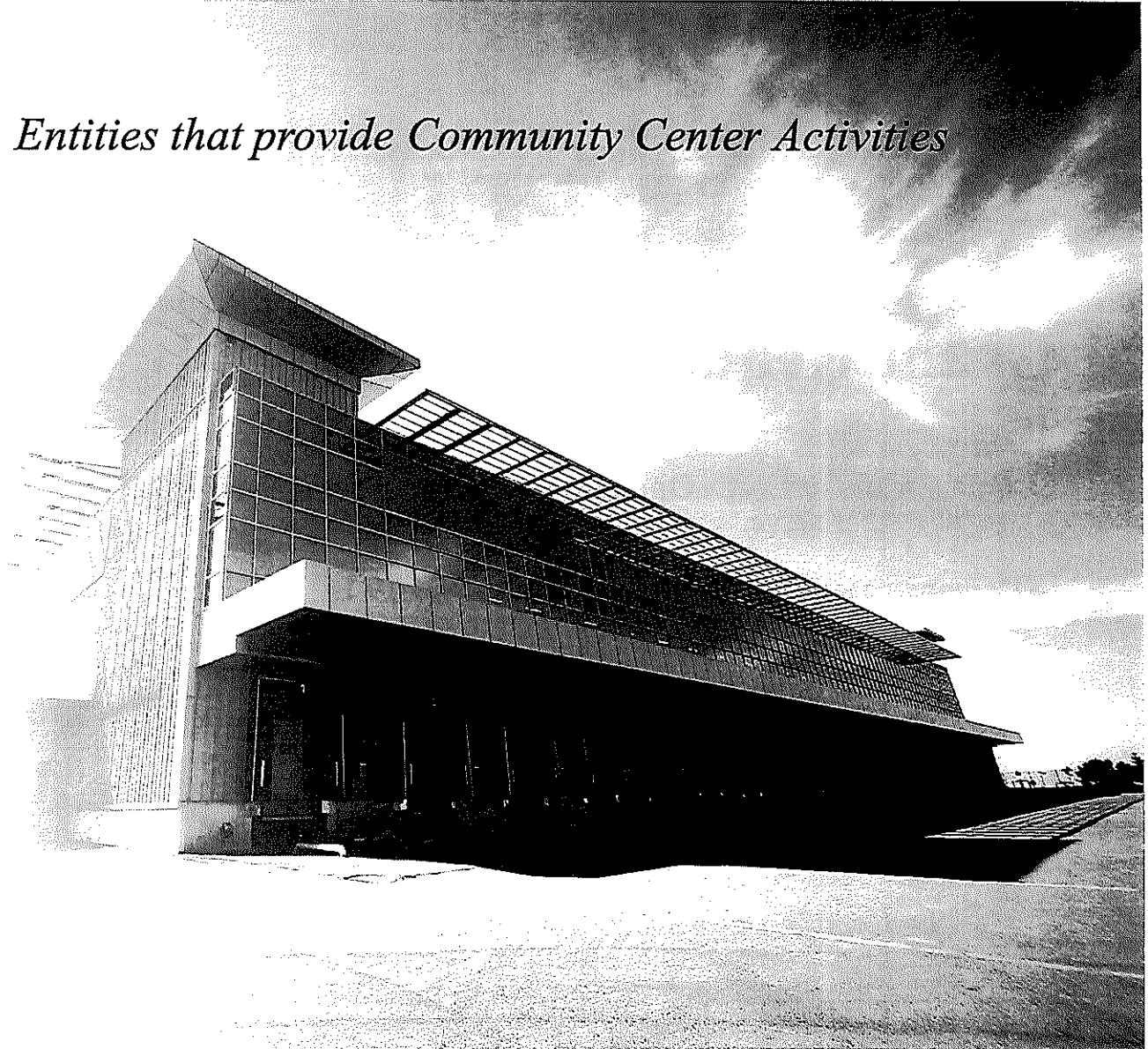


Eligible Applicants — *Entities that provide Community Center Activities*

- ☐ Municipalities
- ☐ Local government agencies
- ☐ Consortium of local governments
- ☐ Regional/Statewide organization
- ☐ Nonprofits 501(c)3
- ☐ Faith-based organizations (providing nonreligious services to public)
- ☐ Schools
- ☐ College or University
- ☐ Other

Noneligible Applicants

- For-profit entities
- Hospitals
- Trade associations
- Credit unions
- Insurance trusts
- Fraternal orders



Grant Requirements

- ☐ **Operate at No Cost - Open to the Community** in which they are located or serve.
- ☐ **Demonstrate Negative Impact of COVID-19** to community economically on community
- ☐ **Compliant - State & Federal Regulatory bodies** including the IRS, Michigan Department of Licensing and Regulatory Affairs (LARA), and Michigan Attorney General.
- ☐ **Demonstrate Financial Stability** and capacity to manage additional funds.
- ☐ **Must be Certified as a 501(c)3** by the Internal Revenue Service – if a nonprofit, operating in Michigan. Recipients are required to provide an IRS letter of determination of nonprofit status.





Must Provide One or More of Following Services

- ☐ Before or after-school education activities
- ☐ Access to career or workforce training services.
- ☐ Indoor or outdoor spaces publicly accessible for recreational or athletic activities.
- ☐ Dedicated programming for seniors.
- ☐ Meeting space for neighborhood or community organizations.
- ☐ Other wraparound services that may include, but are not limited to, health services, behavioral services, and licensed childcare.



Priorities

For at least 50% of total grant awards, the department shall give priority for proposals that provide services to communities below the average median income, according to the most recent federal decennial census.

Community Centers serving the ALICE population and the recommendations of the Michigan Poverty Task Force whose goal is to address the disparities that affect Michiganders will be prioritized.

Application Review

**Community
Support of Plan**

**Ability to Meet
Community
Needs**

**Clearly Outlined
Goals**

**Costs Align with
People Served**

Energy Audits
Assist Community
Access Renewable
Energy

**Complete Project
On Time
According to
Requirements**

**Project
Sustainability**

**Leverage
Additional Funds**

**Organizational
Cultural
Competency**

**Alignment to
Poverty Task
Force Goals**

**Benefit to
Underserved
Populations**

Financial Elements

Encourage Blending Funding Sources

Check regulations of other funding

Specific Match is NOT Required

**Allowed to Receive other ARPA Funding - but NOT
for Same Programming**

Must Demonstrate Capacity

to carry out Financial and Program Responsibilities

Grant Award Opportunities – \$150,000 to \$2,500,000

Applicants may select to apply for a Capital Project Grant, a Program Project Grant, or apply for both a Capital and a Program grant. In all cases, requests can not exceed \$2,500,000.

Program Grants

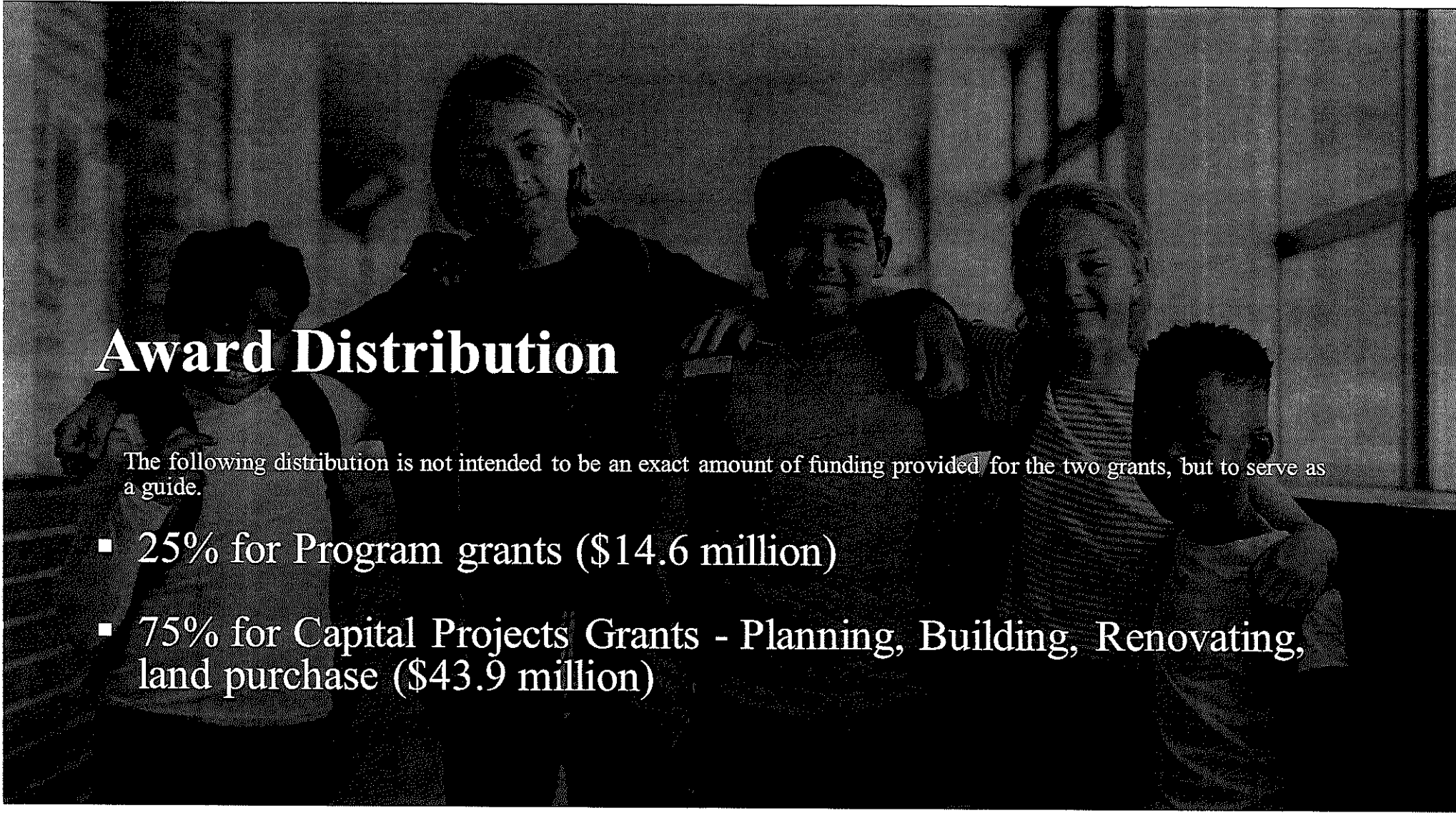
The following programs are to serve as examples – program grants are not limited to the list below.

- **Youth Activities**
Before or After-school Programming, Mentoring, Tutoring, STEM Education, Youth Volunteerism, Recreational and/or athletic Activities
- **Community Activities**
Recreational or Athletic Activities, Senior Activities, Veteran Activities, Outdoor Education, Women Programing, Career or Workforce Training, Environmental Justice Activities, Renewable Energy Education
- **Community Support Services**
Food access, Wraparound Services (health services, behavioral services, licensed childcare), Disaster Mitigation - Preparedness, Volunteerism

Capital Grants

Capital grants typically will fall within the following categories

- **New Construction**
- **Remodeling – Updating Existing Structures**
 - Weatherize Facility
 - Replace Roof and Windows
 - Installing Energy Efficient Heating and/or Cooling equipment
 - Install Renewable Energy Systems
 - Installing/Updating Recreation Facilities
- **Purchasing land**
- **Planning and Design of Facility**



Award Distribution

The following distribution is not intended to be an exact amount of funding provided for the two grants, but to serve as a guide.

- 25% for Program grants (\$14.6 million)
- 75% for Capital Projects Grants - Planning, Building, Renovating, land purchase (\$43.9 million)

Supplements/DME FY 2024 BID request



Vicki Holmes <Vicki.Holmes@reliancecccp.org>

Today, 10:20 AM

Vicki Holmes <Vicki.Holmes@reliancecccp.org>

Reply all |

Encrypt: This message is encrypted. Recipients can't remove encryption.



2024 Supplement - DM...

134 KB

Dear Supplement/DME providers,

We are beginning the process of re-contracting for FY2024. We are asking for documentation of your agency's request for pricing for nutritional supplements for FY2024. The form we require to be filled out is attached. Please return with an authorized signature to Vicki Holmes via Fax to (616) 954-1520 or email to Vicki.Holmes@RelianceCCP.org by **August 4, 2023**. If you also provide DME, please submit this pricing as well. If you also provide Home Delivered Meals, you should have received a separate email for that BID.

Vicki Jo Holmes
Contract Coordinator
Reliance Community Care Partners
2100 Raybrook St Ste 203
Grand Rapids, MI 49546
ph.: 616-954-1575
fax: 616-954-1520
email: vicki.holmes@RelianceCCP.org



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July 2023

Dear Durable Medical Equipment (DME) and Supplement Provider,

It is our goal for FY2024 to streamline the DME contracts to provide Case Managers with easy access to the products that they utilize on a regular basis for the MI Choice Waiver Program Participants. We are communicating the changes in offered products and prices to make educated decisions regarding FY2024 contracts. **Please submit your price list for durable medical equipment and supplements for FY2024.**

Please note updated pricing for FY2024 will be effective for services beginning 10/1/2023.

☐ DURABLE MEDICAL EQUIPMENT

80% OF BILLED

☒ Supplements

Please attach product and price list

Please return this page with an authorized signature along with your products listing/pricing to Vicki Holmes via Fax to (616) 954-1520 or email to Vicki.Holmes@RelianceCCP.org by **August 4, 2023**. If you have questions, please feel free to contact Vicki Holmes at (616) 954-1575.

AUTHORIZED SIGNATURE: _____ DATE: _____

PRINTED NAME: _____ TITLE: _____

AGENCY NAME: _____



INVOICE
Abbott Laboratories Inc(All)
Any questions please contact
Abbott Nutrition Customer Service at 1-800-551-5838

Page 1 of 1
Fed Tax ID 36-4184946
DUNS # 00-130-7602

Sold to Customer # 55465173
OSCEOLA COMMISSION AGING
PO Box 594
EVART MI 49631

Ship to Customer # 55465165
OSCEOLA COUNTY COMMISSION ON AGING
215 S DIVISION ST
HERSEY MI 49639-5117

Invoice # 616398809
Billing Date 01/20/2023
PO # 01182023
Payment Terms 10 days 2%, 30 net

Order # 117754855
Delivery # 522076179
Ship Date 01/20/2023

Line	Product #	Product Description	Quantity UOM (Size)	Unit Price	Extended Price	Tax
20	64907	ENS PLUS STR 8OZ CRTN ARC 24CT INST	20 CAS (24/CAS)	22.38	447.60	N

Contract # 0007104897

(Qty) Batch # (20) 47277NN00

Any discounts, rebates or other price reductions (collectively referred to herein as "discounts") issued by Abbott to you constitute a discount under applicable law (42 U.S.C. Section 1320a-7b(b)(3)(A)). The customer may have an obligation to report such discounts to any State or Federal program that provides reimbursement to the customer for the items to which the discount applies, and, if so, customer must fully and accurately report such discounts. Further, you should retain invoices and other price documentation and make them available to Federal or State officials upon request. To the extent that any no-charge product is being provided (e.g., evaluation or warrant replacement product), you may not seek reimbursement from third parties for such product, unless it is (i) provided as part of a bundled pricing or other discount arrangement, (ii) provided as a replacement for an original no-charge product that was part of a bundled pricing or other discount arrangement and that you have not and will not seek reimbursement for from a third party, or (iii) provided as a replacement for an original charged-for product you have not and will not seek reimbursement from any third party. If the services are covered under global payments systems such as DRG's, the No Charge product must be treated appropriately under the billing procedures applicable to the payment system. Customer must destroy product whenever 1) there is any unused product or 2) the original charged or no charge product has been replaced.

Extended Price	\$447.60
Total Before Tax	\$447.60
Total Tax	\$0.00
Total	\$447.60

If postmarked by 01/30/2023, cash discount is \$8.95

**PLEASE REMIT
PAYMENT TO:**

Abbott Laboratories
75 Remittance Dr. -STE 1310
Chicago, IL 60675-1310

Thank you for your order



INVOICE
Abbott Laboratories Inc(All)
Any questions please contact
Abbott Nutrition Customer Service at 1-800-551-5838

Page 1 of 1
Fed Tax ID 36-4184946
DUNS # 00-130-7602

Sold to Customer # 55465173
OSCEOLA COMMISSION AGING
PO Box 594
EVART MI 49631

Ship to Customer # 55465165
OSCEOLA COUNTY COMMISSION ON AGING
215 S DIVISION ST
HERSEY MI 49639-5117

Invoice # 616400683
Billing Date 01/20/2023
PO # 01182023
Payment Terms 10 days 2%, 30 net

Order # 117754855
Delivery # 522072074
Ship Date 01/20/2023

Line	Product #	Product Description	Quantity UOM (Size)	Unit Price	Extended Price	Tax
30	64911	ENS PLUS CHO 80Z CRTN ARC 24CT INST	40 CAS (24/CAS)	22.38	895.20	N
Contract # 0007104897						

(Qty) Batch # (40) 47821TZ00

Any discounts, rebates or other price reductions (collectively referred to herein as "discounts") issued by Abbott to you constitute a discount under applicable law (42 U.S.C. Section 1320a-7b(b)(3)(A)). The customer may have an obligation to report such discounts to any State or Federal program that provides reimbursement to the customer for the items to which the discount applies, and, if so, customer must fully and accurately report such discounts. Further, you should retain Invoices and other price documentation and make them available to Federal or State officials upon request. To the extent that any no-charge product is being provided (e.g., evaluation or warrant replacement product), you may not seek reimbursement from third parties for such product, unless it is (i) provided as part of a bundled pricing or other discount arrangement, (ii) provided as a replacement for an original no-charge product that was part of a bundled pricing or other discount arrangement and that you have not and will not seek reimbursement for from a third party, or (iii) provided as a replacement for an original charged-for product you have not and will not seek reimbursement from any third party. If the services are covered under global payments systems such as DRG's, the No Charge product must be treated appropriately under the billing procedures applicable to the payment system. Customer must destroy product whenever 1) there is any unused product or 2) the original charged or no charge product has been replaced.

Extended Price	\$895.20
Total Before Tax	\$895.20
Total Tax	\$0.00
Total	\$895.20

If postmarked by 01/30/2023, cash discount is \$17.90

**PLEASE REMIT
PAYMENT TO:**

Abbott Laboratories
75 Remittance Dr. -STE 1310
Chicago, IL 60675-1310

Thank you for your order

FY 2024 BID request for Home Delivered Meals



Vicki Holmes <Vicki.Holmes@reliancecccp.org>

Today, 10:13 AM

Vicki Holmes <Vicki.Holmes@reliancecccp.org>

Reply all |

Encrypt: This message is encrypted. Recipients can't remove encryption.

This message was sent with high importance.

Dear Home Delivered Meals Provider,

We are beginning the process of re-contracting for FY2024. We are asking for documentation of your agency's request for pricing for home delivered meals for FY2024. The form we require to be filled out is attached. Please return with an authorized signature to Vicki Holmes via Fax to (616) 954-1520 or email to Vicki.Holmes@RelianceCCP.org by **August 4, 2023**. If you also provide supplements, you will receive a separate request for this pricing.

Vicki Jo Holmes
Contract Coordinator
Reliance Community Care Partners
2100 Raybrook St Ste 203
Grand Rapids, MI 49546
ph.: 616-954-1575
fax: 616-954-1520
email: vicki.holmes@RelianceCCP.org



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July 2023

Dear Home Delivered Meals Provider,

We are beginning the process of re-contracting for FY2024. We are asking for documentation of your agency's request for pricing for home delivered meals for FY2024. If you also provide supplements, you will receive a separate request for this pricing.

Please check the type of meals you would like to be contracted to provide as well as your requested cost per meal.

Please note updated pricing for FY2024 will be effective for services beginning 10/1/2023.

☒ HOT

BID - \$7.00

☒ FROZEN

BID - \$7.00

☐ BREAKFAST

BID - _____

CHECK THE COUNTIES IN WHICH YOU PROVIDE MEALS SERVICES:

☐	ALLEGAN	☐	IONA	☐	KENT
☐	LAKE	☐	MASON	☐	MECOSTA
☐	MONTCALM	☐	MUSKEGON	☐	NEWAYGO
☐	OCEANA	☒	OSCEOLA	☐	OTTAWA

Please return this page with an authorized signature to Vicki Holmes via Fax to (616) 954-1520 or email to Vicki.Holmes@RelianceCCP.org by **August 4, 2023**. If you have questions, please feel free to contact Vicki Holmes at (616) 954-1575.

AUTHORIZED SIGNATURE: _____ DATE: _____

PRINTED NAME: _____ TITLE: _____

AGENCY NAME: _____

EMHSD-31 Michigan State Police Emergency Management and Homeland Security Division	(Enter Jurisdiction Name) Emergency Management Fiscal Year 2024 Emergency Management Performance Grant (EMPG) Work Agreement/Quarterly Report		☐ Initial Work Agreement
☐ 1 st Quarter	☐ 2 nd Quarter	☐ 3 rd Quarter	☐ 4 th Quarter
SIGNATURE OF CHIEF ELECTED OFFICIAL	DATE	SIGNATURE OF EMERGENCY MANAGEMENT COORDINATOR	DATE
SIGNATURE OF EMERGENCY MGMT. PROGRAM MANAGER	DATE	SIGNATURE OF DISTRICT COORDINATOR	DATE

Purpose

This survey functions as the 2024 EMPG work agreement/quarterly report. The objectives of this work agreement are based upon standards identified in the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) Publication 206 - Local Emergency Management Program Standards Workbook. Activities for each objective have been determined by a group of local and state emergency management subject matter experts who maintain a baseline set of standards for emergency management programs in the state of Michigan. Survey responses will assist in the assessment of emergency management programs, determine how EMPG funds are utilized and help validate the importance of these emergency management activities to all levels of government.

(1) ADMINISTRATION AND FINANCE

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

	Planned Activities	Action Taken (Local EM Status Report)
1 st	- Submit documents for 2024 EMPG work agreement to EMHSD financial staff by 10/1/23. - Complete FY 24 Executive Compensation form and submit by 10/1/23.	Position Description Submitted: Yes/No EMHSD-17 Form Submitted: Yes/No EMHSD-31 Form Submitted: Yes/No Executive Compensation form was submitted: Yes/No

	- Verify that the jurisdiction submitted the previous quarter's EMPG work agreement/quarterly report timely, and that the current quarterly EMPG work agreement/report, with signatures, will be submitted by 1/10/24. - Verify that the jurisdiction submitted the previous quarter's EMPG quarterly expense report timely, and that current quarterly EMPG quarterly expense report, with signatures, will be submitted by 1/20/24.	EMPG work agreement/quarterly report was submitted: Yes/No EMPG quarterly expense report was submitted: Yes/No
2 nd	- Verify that the jurisdiction submitted the previous quarter's EMPG work agreement/quarterly report timely, and that the current quarterly EMPG work agreement/report, with signatures, will be submitted by 4/10/24. - Verify that the jurisdiction submitted the previous quarter's EMPG quarterly expense report timely, and that current quarterly EMPG quarterly expense report, with signatures, will be submitted by 4/20/24.	EMPG work agreement/quarterly report was submitted: Yes/No EMPG quarterly expense report was submitted: Yes/No
3 rd	- Verify that the jurisdiction submitted the previous quarter's EMPG work agreement/quarterly report timely, and that the current quarterly EMPG work agreement/report, with signatures, will be submitted by 7/10/24. - Verify that the jurisdiction submitted the previous quarter's EMPG quarterly expense report timely, and that current quarterly EMPG quarterly expense report, with signatures, will be submitted by 7/20/24.	EMPG work agreement/quarterly report was submitted: Yes/No EMPG quarterly expense report was submitted: Yes/No
4 th		Position Description Submitted: Yes/No

	▪ Submit documents for 2025 EMPG work agreement to EMHSD financial staff by 10/1/24. ▪ Complete FY 25 Executive Compensation form and submit by 10/1/2024. ▪ Verify that the jurisdiction submitted the previous quarter's EMPG work agreement/quarterly report timely, and that the current quarterly EMPG work agreement/report, with signatures, will be submitted by 10/10/24. ▪ Verify that the jurisdiction submitted the previous quarter's EMPG quarterly expense report timely, and that current quarterly EMPG quarterly expense report, with signatures, will be submitted 10/20/24.	EMHSD-17 Form Submitted: Yes/No EMHSD-31 Form Submitted: Yes/No Executive Compensation form was submitted: Yes/No EMPG work agreement/quarterly report was submitted: Yes/No EMPG quarterly expense report was submitted: Yes/No
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(2) LAWS AND AUTHORITIES

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

	Planned Activities	Action Taken (Local EMC Status Report)
1 st	▪ Attend quarterly district EM meetings held between 10/1/23-12/31/23. ▪ Report attendance at other EM related meetings held between 10/1/23-12/31/23.	Quarterly meeting attended: Yes/No <i>Meeting Type/Number of Meetings</i> Emergency Support Function (ESF) #1 - Transportation #_____ ESF #2 - Communications #_____ ESF #3 - Public Works and Engineering #_____ ESF #4 - Firefighting #_____ ESF #5 - Information and Planning #_____

		ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services #_____ ESF #7 - Logistics #_____ ESF #8 - Public Health and Medical Services #_____ ESF #9 - Search and Rescue #_____ ESF #10 - Oil and Hazardous Materials #_____ ESF #11 - Agriculture and Natural Resources #_____ ESF #12 - Energy #_____ ESF #13 - Public Safety and Security #_____ ESF #14 - Cross-Sector Business and Infrastructure #_____ ESF #15 - External Affairs #_____ Local #_____ District #_____ Regional #_____ State #_____ Federal #_____
2 nd	- Attend quarterly district EM meetings held between 1/1/24-3/31/24. - Report attendance at other EM related meetings held between 1/1/24-3/31/24.	Quarterly meeting attended: Yes/No <i>Meeting Type/Number of Meetings</i> ESF #1 - Transportation #_____ ESF #2 - Communications #_____ ESF #3 - Public Works and Engineering #_____ ESF #4 - Firefighting #_____ ESF #5 - Information and Planning #_____ ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services #_____ ESF #7 - Logistics #_____ ESF #8 - Public Health and Medical Services #_____ ESF #9 - Search and Rescue #_____ ESF #10 - Oil and Hazardous Materials #_____ ESF #11 - Agriculture and Natural Resources #_____

		ESF #12 - Energy # _____ ESF #13 - Public Safety and Security # _____ ESF #14 - Cross-Sector Business and Infrastructure # _____ ESF #15 - External Affairs # _____ Local # _____ District # _____ Regional # _____ State # _____ Federal # _____
3 rd	- Attend quarterly district EM meetings held between 4/1/24-6/30/24. - Report attendance at other EM related meetings held between 4/1/24-6/30/24.	Quarterly meeting attended: Yes/No <i>Meeting Type/Number of Meetings</i> ESF #1 - Transportation # _____ ESF #2 - Communications # _____ ESF #3 - Public Works and Engineering # _____ ESF #4 - Firefighting # _____ ESF #5 - Information and Planning # _____ ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services # _____ ESF #7 - Logistics # _____ ESF #8 - Public Health and Medical Services # _____ ESF #9 - Search and Rescue # _____ ESF #10 - Oil and Hazardous Materials # _____ ESF #11 - Agriculture and Natural Resources # _____ ESF #12 - Energy # _____ ESF #13 - Public Safety and Security # _____ ESF #14 - Cross-Sector Business and Infrastructure # _____ ESF #15 - External Affairs # _____ Local # _____ District # _____ Regional # _____ State # _____

		Federal # _____
4 th	- Attend quarterly district EM meetings held between 7/1/24-9/30/24. - Report attendance at other EM related meetings held between 7/1/24-9/30/24.	Quarterly meeting attended: Yes/No <i>Meeting Type/Number of Meetings</i> ESF #1 - Transportation # _____ ESF #2 - Communications # _____ ESF #3 - Public Works and Engineering # _____ ESF #4 - Firefighting # _____ ESF #5 - Information and Planning # _____ ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services # _____ ESF #7 - Logistics # _____ ESF #8 - Public Health and Medical Services # _____ ESF #9 - Search and Rescue # _____ ESF #10 - Oil and Hazardous Materials # _____ ESF #11 - Agriculture and Natural Resources # _____ ESF #12 - Energy # _____ ESF #13 - Public Safety and Security # _____ ESF #14 - Cross-Sector Business and Infrastructure # _____ ESF #15 - External Affairs # _____ Local # _____ District # _____ Regional # _____ State # _____ Federal # _____

(3) HAZARD IDENTIFICATION, RISK ASSESSMENT, AND CONSEQUENCE ANALYSIS

The jurisdiction shall continually identify natural and human-caused hazards that potentially impact the jurisdiction. The jurisdiction shall also assess the risk and vulnerability of people, property, the environment, and its own operations from these hazards. The jurisdiction should also conduct a consequence analysis for significant hazards, to consider their impact on the public, responders, continuity of operations that include the delivery of services; property, facilities, and infrastructure; the environment; the economic condition of the jurisdiction, and public confidence in the jurisdiction's governance.

	Planned Activities	Action Taken (Local EM Status Report)
1 st	- Document any hazard identification, risk assessment, or consequence analysis activities performed between 10/1/23-12/31/23. - Did you utilize the Cybersecurity and Infrastructure Security Agency's (CISA) Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 10/1/23-12/31/23.	<i>Type of Risk Assessment/Number Completed:</i> County: #____ Municipal: #____ Facilities: #____ Special Events: #____ CISA Gateway tool utilized: Yes/No
2 nd	- Document any hazard identification, risk assessment, or consequence analysis activities performed between 1/1/24-3/31/24. - Did you utilize the CISA Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 1/1/24-3/31/24?	<i>Type of Risk Assessment/Number Completed:</i> County: #____ Municipal: #____ Facilities: #____ Special Events: #____ CISA Gateway tool utilized: Yes/No
3 rd	Document any hazard identification, risk assessment, or consequence analysis activities performed between 4/1/24-6/30/24.	<i>Type of Risk Assessment/Number Completed:</i> County: #____ Municipal: #____

	Did you utilize the CISA Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 4/1/24-6/30/24.	Facilities: # ____ Special Events: # ____ CISA Gateway tool utilized: Yes/No
4 th	- Document any hazard identification, risk assessment, or consequence analysis activities performed between 7/1/24-9/30/24. - Did you utilize the CISA Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 7/1/24-9/30/24.	<i>Type of Risk Assessment/Number Completed:</i> County: # ____ Municipal: # ____ Facilities: # ____ Special Events: # ____ CISA Gateway tool utilized: Yes/No

(4) HAZARD MITIGATION

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

	Planned Activities	Action Taken (Local EM Status Report)
1 st	- Document whether your community has developed a HM plan. - Confirm the date of the jurisdiction's HM plan. - Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 10/1/23-12/31/23.	HM plan: Yes/No/Adopted County Plan Plan is expired: Yes/No Expiration Date: ____/____/____ Check appropriate steps.

	▪ Report how many action items listed in the HM plan have been completed between 10/1/23-12/31/23.	☐ Assemble a local planning team. ☐ Collect information about local hazard impacts. ☐ Identify vulnerabilities. ☐ Edit the document. ☐ Offer the document for stakeholder and public review. ☐ Meeting(s) to identify or select hazard mitigation actions. ☐ Describe the details of action item implementation. ☐ Official plan adoption by participating jurisdictions. Total action items: # _____ Action items completed: # _____
2 nd	▪ Report how many action items listed in the HM plan have been completed between 1/1/24-3/31/24. ▪ Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 1/1/24-3/31/24.	Total action items: # _____ Action items completed: # _____ Check appropriate steps. ☐ Assemble a local planning team. ☐ Collect information about local hazard impacts. ☐ Identify vulnerabilities. ☐ Edit the document. ☐ Offer the document for stakeholder or public review. ☐ Meeting(s) to identify or select hazard mitigation actions. ☐ Describe the details of action item implementation. ☐ Official plan adoption by participating jurisdictions.
3 rd	▪ Report how many action items listed in the HM plan have been completed between 4/1/24-6/30/24.	Total action items: # _____ Action items completed: # _____ Check appropriate steps. ☐ Assemble a local planning team.

	Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 4/1/24-6/30/24.	☐ Collect information about local hazard impacts. ☐ Identify vulnerabilities. ☐ Edit the document. ☐ Offer the document for stakeholder and public review. ☐ Meeting(s) to identify or select hazard mitigation actions. ☐ Describe the details of action item implementation. ☐ Official plan adoption by participating jurisdictions.
4 th	- Report how many action items listed in the HM plan have been completed between 7/1/24-9/30/24. - Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 7/1/24-9/30/24. - Disseminate EMHSD HM information announcements and notices of funding availability for Hazard Mitigation Assistance to all local jurisdictions within your EMP.	Total action items: # _____ Action items completed: # _____ Check appropriate steps. ☐ Assemble a local planning team. ☐ Collect information about local hazard impacts. ☐ Identify vulnerabilities. ☐ Edit the document. ☐ Offer the document for stakeholder and public review. ☐ Meeting(s) to identify or select hazard mitigation actions. ☐ Describe the details of action item implementation. ☐ Official plan adoption by participating jurisdictions.
		Information Was Disseminated: Yes/No Does not apply: _____

(5) PREVENTION	
The EMP has a strategy among disciplines to coordinate prevention activities, to monitor the identified threats and hazards, and adjust the level of prevention activity commensurate with the risk and has procedures for exchanging information between internal and external stakeholders to prevent incidents.	
Planned Activities	Action Taken (Local EM Status Report)

Identify prevention activities that the jurisdiction participated in between 10/1/23-9/30/24.	<i>Check all that apply.</i> ☐ Assigning prevention activities to each agency identified in the jurisdiction's basic plan portion of the emergency plan. ☐ Establishing a jurisdiction-wide prevention activities coordinator to coordinate with all agencies in prevention activities. ☐ Participating in the Homeland Security Information Network (HSIN). ☐ Developing a Critical Infrastructure Protection Plan and identifying roles and responsibilities. ☐ Utilizing the Michigan Critical Incident Management System (MI CIMS) or another monitoring system to identify and coordinate prevention activities within the EOC. ☐ Establishing procedures that coordinate reporting with the Regional Michigan Intelligence Operations Center (MIOC) liaison and State MIOC. ☐ Conducting information sharing procedures. ☐ Other: _____
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(6) OPERATIONAL PLANNING

The EMC shall ensure the jurisdiction is compliant with P.A. 390 of 1976, as amended, by maintaining a current Emergency Operation Plan (EOP) or Emergency Action Guidelines (EAG) that meets the criteria in the MSP/EMHSD Publication (Pub) 201a. The EMC shall verify that each jurisdiction whose population exceeds 10,000 also complies with P.A. 390 of 1976, as amended, by maintaining an emergency support plan. The local emergency manager must verify that the EOP (or EAG), and supplemental emergency support plans are updated every four years. The EMC will ensure that the jurisdiction's current Chief Elected Official (CEO) has signed the updated/revised EOP, EAG, and emergency support plans.

	Planned Activities	Action Taken (Local EM Status Report)
1 st	- Report the number of Local Planning Team (LPT) meetings that occurred between 10/1/23-12/31/23. - Host four Local Emergency Planning Committee (LEPC) meetings by 9/30/2024. - Confirm the date of the jurisdiction's EOP/EAG and verify if the plan will expire between 10/1/23 - 9/30/24. - Identify EOP/EAG annexes that were reviewed and/or updated between 10/1/23 - 12/31/23. Ensure that any section/annex updates are still in compliance with Pub 201a. - Report participation in EM activities with school officials that took place between 10/1/23-12/31/23. - Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, identified by MSP/EMHSD between 10/1/23-12/31/23. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the District Coordinator (DC).	Attended/Hosted #_____ LPT meetings. Hosted #_____ LEPC meetings. EOP/EAG is current: Yes/No Expiration Date: ____/____/____ Reviewed Annexes: #_____ Total Annexes: #_____ Annexes Updated: #_____ <i>School Activities/Number of Activities:</i> Planning: #_____ Seminars: #_____ Outreach: #_____ Special Events: #_____ Total Support Plans: #_____ Current plans: #_____ Does Not Apply: _____
2 nd	- Report the number of LPT meetings that occurred between 1/1/24-3/31/24. - Host four LEPC meetings by 9/30/2024. - Verify that the CEO original signature is current in the EOP/EAG, if new CEO, forward contact information to the DC.	Attended/Hosted #_____ LPT meetings. Hosted #_____ LEPC meetings. EOP/EAG CEO signature is current: Yes/No Current CEO contact information was sent to DC: Yes/No Does not apply _____

▪ Identify EOP/EAG annexes that were reviewed and/or updated between 1/1/24 - 3/31/24. Ensure that any section/annex updates are still in compliance with Pub 201a. ▪ Report participation in EM activities with school officials that took place between 1/1/24-3/31/24. ▪ Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, between 1/1/24-3/31/24. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC.	Reviewed Annexes: # _____ Total Annexes: # _____ Annexes Updated: # _____ <i>School Activities/Number of Activities:</i> Planning: # _____ Seminars: # _____ Outreach: # _____ Special Events: # _____ Total Support Plans: # _____ Current plans: # _____ Does Not Apply: _____
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3rd	▪ Report the number of LPT meetings that occurred between 4/1/24-6/30/24. ▪ Host four LEPC meetings by 9/30/2024. ▪ Identify EOP/EAG annexes that were reviewed and/or updated between 4/1/24 - 6/30/24. Ensure that any section/annex updates are still in compliance with Pub 201a. ▪ Report participation in EM activities with school officials that took place between 4/1/24-6/30/24. ▪ Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, between 4/1/24-6/30/24. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC. ▪ Report the status of SARA Title III plans and report any problem areas.	Attended/Hosted # _____ LPT meetings. Hosted # _____ LEPC meetings. Reviewed Annexes: # _____ Total Annexes: # _____ Annexes Updated: # _____ <i>School Activities/Number of Activities:</i> Planning: # _____ Seminars: # _____ Outreach: # _____ Special Events: # _____ Total Support Plans: # _____ Current plans: # _____ Does Not Apply: _____ Total Sites: # _____ Total Plans: # _____ Problem Areas: _____ Does not apply: _____
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4th	▪ Report the number of LPT meetings that occurred between 7/1/24-9/30/24. ▪ Host four LEPC meetings by 9/30/24. ▪ Identify EOP/EAG annexes that were that were reviewed and/or updated between 7/1/24 - 9/30/24. Ensure that any section/annex updates are still in compliance with Pub 201a. ▪ Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, between 7/1/24-9/30/24. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC. ▪ Report participation in EM activities with school officials that took place between 7/1/24-9/30/24 and supply any planning guidance/templates that are available. ▪ Verify receipt by 9/15/24 and distribution of scheduled drill days for school buildings operated by the school, school district, intermediate school district, or public academy, for the 2023-2024 school year.	Attended/Hosted # ____ LPT meetings. Hosted # ____ LEPC meetings. Reviewed Annexes: # ____ Total Annexes: # ____ Annexes Updated: # ____ Total Support Plans: # ____ Current plans: # ____ Does Not Apply: ____ <i>School Activities/Number of Activities:</i> Planning: # ____ Seminars: # ____ Outreach: # ____ Special Events: # ____ Drill distribution was received: Yes/No Drill distribution was distributed: Yes/No
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(7) INCIDENT MANAGEMENT

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

	Planned Activities	Action Taken (Local EM Status Report)
1 st	Update EOC call list, including the CEO, and submit a copy to the DC by 12/31/23.	EOC call list is updated: Yes/No EOC call list has been sent to the DC: Yes/No
2 nd	Update EOC call list and submit a copy to the DC by 3/31/24, only if changes have been made.	Changes have been made: Yes/No Changes have been sent to the DC: Yes/No
3 rd	Update EOC call list and submit a copy to the DC by 6/30/24, only if changes have been made.	Changes have been made: Yes/No Changes have been sent to the DC: Yes/No
4 th	- Perform an EOC call-out for a drill or an actual event between 10/1/23 and 9/30/24. - Update EOC call list and submit a copy to the DC by 9/30/24, only if changes have been made. - Conduct EOC orientation session between 10/1/23 and 9/30/24. - Submit the EMHSD-71 NIMS Implementation, Training Progress and Resource Inventory Certification by 9/30/24.	EOC call-out drill has been performed: Yes/No EOC call-out for an actual event has been performed: Yes/No Changes have been made: Yes/No Changes have been sent to the DC: Yes/No EOC orientation was conducted: Yes/No EMHSD-71 NIMS Implementation, Training Progress and Resource Inventory Certification submitted by 9/30/24: Yes/No

(8) RESOURCE MANAGEMENT, LOGISTICS, AND MUTUAL AID

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

	Planned Activities	Action Taken (Local EM Status Report)
1 st	Train and track EMPG-funded personnel in accordance with the National Qualification System (NQS).	EMPG-funded personnel are trained and tracked in accordance with the NQS? Yes/No
2 nd		
3 rd		
4 th	- Report new, updated, or current MAA/MOUs within the emergency management program. - Report any MEMAC membership additions that occurred between 10/1/23 and 9/30/24. - Verify that the jurisdiction's NIMS-typed resources are current in the MI CIMS Resource Inventory Board and complete the resource portion of form EMHSD-071 NIMS Implementation, Training Progress and Resource Inventory Certification by 9/30/24. - Train and track EMPG-funded personnel in accordance with the Nations Qualification System (NQS).	New MAA/MOUs: # _____ Updated MAA/MOUs: # _____ Current MAA/MOUs: # _____ MEMAC Member Name: EMHSD-071 NIMS Implementation, Training Progress and Resource Inventory Certification Report submitted: Yes/No EMPG-funded personnel are trained and tracked in accordance with the NQS? Yes/No

(9) COMMUNICATIONS AND WARNING

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

	Planned Activities	Action Taken (Local EM Status Report)
1 st	- Identify the primary and backup public alerting system used in the jurisdiction. (i.e., Emergency Alert System (EAS) & Wireless Emergency Alerts (WEA), sirens, weather radio, etc.). - Identify the primary and backup public opt-in mass notification systems used in the jurisdiction. - Verify if the jurisdiction is an Integrated Public Alert & Warning System (IPAWS) alerting authority. - If jurisdiction is not IPAWS compliant, document if your jurisdiction is in the process of becoming an IPAWS alerting authority. - If jurisdiction is not working towards becoming an IPAWS alerting authority; indicate reason. - Participated in monthly IPAWS proficiency demonstrations with the IPAWS Test Lab between 10/1/23-12/31/23. - Participated in district and/or statewide radio testing between 10/1/23-12/31/23. - Participated in district and/or statewide MI CIMS drills/exercises between 10/1/23-12/31/23.	Primary Public Alerting System: _____ Backup Public Alerting System: _____ Primary Mass Notification System: _____ Backup Mass Notification System: _____ Jurisdiction is an IPAWS alerting authority: Yes/No/IPAWS alerting authority is at the County Level. Jurisdiction is in the process of becoming an IPAWS alerting authority: Yes/No/IPAWS alerting authority is at the County level. Reason why jurisdiction is not working towards becoming an IPAWS alerting authority: _____ IPAWS Proficiency Demonstrations Completed: # _____ <i>Radio Test Type/Number:</i> District: # _____ State: # _____ Other: # _____ <i>MI CIMS Drill/Exercise Type/Number:</i> District: # _____ State: # _____

	Document the jurisdiction's participation in any additional communication tests between 10/1/23-12/31/23.	<i>Communication Tests Type/Number:</i> Communication Tests: _____, # _____
2 nd	- Participated in monthly IPAWS proficiency demonstrations with the IPAWS Test Lab between 1/1/24-3/31/24. - Participated in district and/or statewide radio testing between 1/1/24-3/31/24. - Participated in district and/or statewide MI CIMS drills/exercises between 1/1/24-3/31/24. - Document the jurisdiction's participation in any additional communication tests between 1/1/24-3/31/24.	<i>IPAWS Proficiency Demonstrations Completed:</i> # _____ <i>Radio Test Type/Number:</i> District: # _____ State: # _____ Other: # _____ <i>MI CIMS Drill/Exercise Type/Number:</i> District: # _____ State: # _____ <i>Communication Tests Type/Number:</i> Communication Tests: _____, # _____
3 rd	- Participated in monthly IPAWS proficiency demonstrations with the IPAWS Test Lab between 4/1/24-6/30/24. - Participated in district and/or statewide radio testing between 4/1/24-6/30/24. - Participated in district and/or statewide MI CIMS drills/exercises between 4/1/24-6/30/24. - Document the jurisdiction's participation in any additional communication tests between 4/1/24-6/30/24.	<i>IPAWS Proficiency Demonstrations Completed:</i> # _____ <i>Radio Test Type/Number:</i> District: # _____ State: # _____ Other: # _____ <i>MI CIMS Drill/Exercise Type/Number:</i> District: # _____ State: # _____ <i>Communication Tests Type/Number:</i> Communication Tests: _____, # _____

4 th	- Participated in monthly IPAWS proficiency demonstrations with the IPAWS Test Lab between 7/1/24-9/30/24. - Participated in district and/or statewide radio testing between 7/1/24-9/30/24. - Participated in district and/or statewide MI CIMS drills/exercises between 7/1/24-9/30/24. - Document the jurisdiction's participation in any additional communication tests between 7/1/24-9/30/24. - Meet with Local Emergency Communications Committee (LECC)/Michigan Association of Broadcasters (MAB) area representatives between 10/1/23-9/30/24. - Review and compare your jurisdiction's alert and warning plan for compliancy with regional EAS plan by 9/30/24.	<i>IPAWS Proficiency Demonstrations Completed:</i> #_____ <i>Radio Test Type/Number of Radio Tests:</i> District: #_____ State: #_____ Other: #_____ <i>MI CIMS Drill/Exercise Type/Number:</i> District: #_____ State: #_____ <i>Communication Tests Type/Number:</i> Communication Tests: _____, #_____ LECC/MAB regional meetings were held – Yes/No Attended: #_____ Regional LECC/MAB Meeting. Jurisdiction has an alert and warning plan: Yes/No Jurisdiction's plan was compared with regional EAS Plan: Yes/No
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(10) OPERATIONS, PROCEDURES, AND FACILITIES

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

	Planned Activities	Action Taken (Local EM Status Report)
1 st	Verify that the procedures for Requesting a Governor's Emergency or Disaster Declaration and State Assistance	Procedures are up to date in plans or procedures: Yes/No

	are up to date in the jurisdiction's plans or procedures by 12/31/23. ▪ Report updates to EOC activation procedures for the jurisdiction's EOC, provide a copy to the DC by 12/31/23. ▪ Report any update working with EMHSD and the Public Service Commission on the statewide energy assurance initiative to develop and maintain local energy assurance plans.	EOC activation, operation, and deactivation procedures are current: Yes/No Procedures have been sent to DC: Yes/No Actions were taken on energy assurance initiative to develop and maintain local energy assurance plans: Yes/No
2 nd	▪ Ensure that procedures for declaring a local "State of Emergency" and requesting a Governor's Emergency or disaster declaration, and state assistance are reviewed with the jurisdiction's public officials by 3/31/24. ▪ Report any major updates to EOC activation, operation, and deactivation procedures between 1/1/24 and 3/31/24. ▪ Report any update working with EMHSD and the Public Service Commission on the statewide energy assurance initiative to develop and maintain local energy assurance plans.	Procedures have been reviewed with public officials: Yes/No Major updates have been made: Yes/No Major updates have been sent to DC: Yes/No Actions were taken on energy assurance initiative to develop and maintain local energy assurance plans: Yes/No
3 rd	▪ Report any major updates to EOC activation, operation, and deactivation procedures between 4/1/24 and 6/30/24. ▪ Report any update working with EMHSD and the Public Service Commission on the statewide energy assurance initiative to develop and maintain local energy assurance plans.	Major updates have been made: Yes/No Major updates have been sent to DC: Yes/No Actions were taken on energy assurance initiative to develop and maintain local energy assurance plans: Yes/No
4 th		Major updates have been made: Yes/No Major updates have been sent to DC: Yes/No

	▪ Report any major updates to EOC activation, operation, and deactivation procedures between 7/1/24 and 9/30/24. ▪ Report any update working with EMHSD and the Public Service Commission on the statewide energy assurance initiative to develop and maintain local energy assurance plans.	Actions were taken on energy assurance initiative to develop and maintain local energy assurance plans: Yes/No
--	---	--

(11) TRAINING

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

	Planned Activities	Action Taken (Local EM Status Report)
1 st	▪ Promote emergency management courses between 10/1/23-12/31/23.	Emergency management course schedule has been promoted: Yes/No
2 nd	▪ Promote emergency management courses between 1/1/24-3/31/24.	Emergency management course schedule has been promoted: Yes/No
3 rd	▪ Promote emergency management courses between 4/1/24-6/30/24.	Emergency management course schedule has been promoted: Yes/No
4 th	▪ Promote emergency management courses between 7/1/24-9/30/24.	Emergency management course schedule has been promoted: Yes/No

(12) EXERCISES, EVALUATIONS, AND CORRECTIVE ACTIONS

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

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

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

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

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

	Planned Activities	Action Taken (Local EM Status Report)
1st	Submit EMD-065 – Quarter Training and Exercise Report by 1/10/24.	EMD-065 has been submitted: Yes/No
2nd	Submit EMD-065 – Quarter Training and Exercise Report by 4/10/24.	EMD-065 has been submitted: Yes/No
3rd	Submit EMD-065 – Quarter Training and Exercise Report by 7/10/24.	EMD-065 has been submitted: Yes/No

4 th	▪ Submit EMD-065 – Quarter Training and Exercise Report by 10/10/24. ▪ Develop and submit the EMD-006 – Annual Training and Exercise Plan Worksheet for FY2024– FY2026 by 9/30/24.	EMD-065 has been submitted: Yes/No EMD-006 has been submitted: Yes/No
-----------------	---	---

(13) CRISIS COMMUNICATIONS, PUBLIC EDUCATION, AND INFORMATION

The EMP provides preparedness information and education to the public concerning threats to life, safety, and property. These activities include information about specific threats, appropriate preparedness measures, actions to mitigate the threats, including protective actions, updating the public website, and promoting hazard awareness weeks and MIREADY campaigns.

	Planned Activities	Action Taken (Local EM Status Report)
1 st	▪ Document the number of each activity performed to educate the public about preparedness activities occurring between 10/1/23-12/31/23. Report the data presented and the media by which this was accomplished. ▪ Document any Citizen Corps activity that occurred between 10/1/23-12/31/23.	<i>Data Presented/Type of Media:</i> Awareness Weeks: _____, Media: _____ Speaking Engagement: _____, Media: _____ See Something/Say Something: Yes/No: Media: _____ Signs of terrorism: Yes/No: Media: _____ Ok2Say: Yes/No, Media: _____ Social Media Campaigns: _____ Media: _____ Other: _____, Media: _____ <i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i> Training: # _____ Deployment/Activation: # _____
2 nd	▪ Document efforts to educate the public about preparedness activities occurring between 1/1/24-3/31/24. Report the data presented and the media by which this was accomplished. ▪ Document any Citizen Corps activity that occurred between 1/1/24-3/31/24.	<i>Data Presented/Type of Media:</i> Awareness Weeks: _____, Media: _____ Speaking Engagement: _____, Media: _____ See Something/Say Something: Yes/No, Media: _____ Signs of terrorism: Yes/No, Media: _____ Ok2Say: Yes/No, Media: _____ Social Media Campaigns: _____ Other: _____, Media: _____ <i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i> Training: # _____

		Deployment/Activation: # _____
3 rd	- Document efforts to educate the public about preparedness activities occurring between 4/1/24-6/30/24. Report the data presented and the media by which this was accomplished. - Document any Citizen Corps activity that occurred between 4/1/24-6/30/24.	<i>Data Presented/Type of Media</i> Awareness Weeks: _____, Media: _____ Speaking Engagement: _____, Media: _____ See Something/Say Something: Yes/No, Media: _____ Signs of terrorism: Yes/No, Media: _____ Ok2Say: Yes/No, Media: _____ Social Media Campaigns: _____ Other: _____, Media: _____ <i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i> Training: # _____ Deployment/Activation: # _____
4 th	- Document efforts to educate the public about preparedness activities occurring between 7/1/24-9/30/24. Report the data presented and the media by which this was accomplished. - Document any Citizen Corps activity that occurred between 7/1/24-9/30/24.	<i>Data Presented/Type of Media</i> Awareness Weeks: _____, Media: _____ Speaking Engagement: _____, Media: _____ See Something/Say Something: Yes/No, Media: _____ Signs of terrorism: Yes/No, Media: _____ Ok2Say: Yes/No, Media: _____ Social Media Campaigns: _____ Other: _____, Media: _____ <i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i> Training: # _____ Deployment/Activation: # _____

(14) OTHER - Unscheduled EMERGENCY MANAGEMENT ACTIVITIES

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

	Activities	Action Taken
1 st		
2 nd		
3 rd		
4 th		

CONTACTS FOR ASSISTANCE

The following is a list Subject Matter Experts (SME) to assist with the information required on this report.			
	Name of SME	Contact Information	Specialty
	Lt. Jeff Yonker	yonkerj@michigan.gov 517-719-9767	District 1 Coordinator
	Lt. Timothy Ketvirtis	KetvirtisT@michigan.gov 517-202-5597	District 2N Coordinator
	Lt. Lamarr Johnson	JohnsonL30@michigan.gov 248-508-9171	District 2S Coordinator
	Lt. Charles Barker	BarkerC@michigan.gov 810-233-8466	District 3 Coordinator
	Lt. Josh Collins	CollinsJ1@michigan.gov 517-202-5545	District 5 Coordinator
	Lt. Orville Theaker	TheakerO@michigan.gov 269-953-6099	District 6 Coordinator
	Lt. Michael DeCastro	DecastroM@michigan.gov 231-499-8266	District 7 Coordinator
	Lt. Steven Derusha	DerushaS1@michigan.gov 517-898-5055	District 8 Coordinator
	F/Lt. Gabe Covey	CoveyG@michigan.gov 517-927-5362	State and Local Support Section Manager
	Penny Burger	BurgerP@michigan.gov 517-898-0551	Risk Reduction and Recovery Section Manager
	Lynn Wisley	WisleyL@Michigan.gov 517-216-0646	Financial Management and Audit Section Manager
	Amanda Lung	LungA@michigan.gov 517-388-8569	Financial Analyst
	Kim Richmond	RichmondK@michigan.gov 517-204-0221	Preparedness Grants Unit Manager
	Marie Douville	DouvilleM@michigan.gov 517-230-0011	Emergency Management Performance Grant Coordinator
	Matt Schnepf	SchnepfM1@michigan.gov 517-256-1512	Mitigation Unit Manager
	Tiffany Vedder	VedderT@michigan.gov 517-284-3944	Recovery Unit Manager
	Mike Sobocinski	SobocinskiM@michigan.gov 517-881-2512	Local Mitigation Planner

	Henrik Hollaender	HollaenderH@michigan.gov 517-898-4235	Local Planner/NIMS
	Vacant		HMEP/LEPC/ SARA Title III
	Brianna Briggs	BriggsB3@michigan.gov 517-230-2949	Operations Management Section Manager
	Larry St. George	StGeorgeL@michigan.gov 517-449-0470	Emergency Operations Unit Manager
	Matt Cook	CookM1@michigan.gov 517-730-1689	MI CIMS Coordinator
	Jaclyn Barcroft	BarcroftJ@michigan.gov 517-230-2379	Emergency Communications Specialist
	Brenna Roos	RoosB@michigan.gov 517-582-2846	Training and Exercise Section Manager
	Danica Frederick	FrederickD3@michigan.gov 517-285-9714	Training, Exercise, and Radiological Unit Manager
	Jack Calhoun III	CalhounJ1@michigan.gov 517-897-6120	Training Officer
	Deanna Johnston	JohnstonD3@michigan.gov 517-648-8689	Exercise Officer
	Deborah Bracy	BracyD@michigan.gov 517-388-1244	Auditor
	Insp. Michele Sosinski	SosinskiM1@michigan.gov 517-388-6726	MSP/EMHSD Assistant Commander
	Capt. Kevin Sweeney	SweeneyK@michigan.gov 517-719-1195	MSP/EMHSD Commander

OSCEOLA COUNTY

EMERGENCY MEDICAL SERVICES – RFP – EVART BASE CONSTRUCTION

Proposals Due Date: Wednesday, July 26, 2023
Proposals Due By: 2:00 PM

1. Bidder: Gerber Construction Bid \$ 749,563.00
City: Reed City

2. Bidder: Kram Construction + Design Bid \$ 722,735.15
City: Reed City

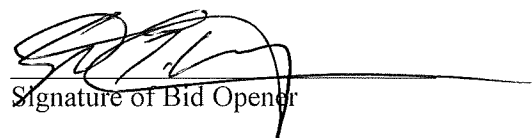
3. Bidder: _____ Bid \$ _____
City: _____

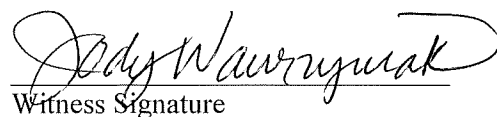
4. Bidder: _____ Bid \$ _____
City: _____

5. Bidder: _____ Bid \$ _____
City: _____

6. Bidder: _____ Bid \$ _____
City: _____

7. Bidder: _____ Bid \$ _____
City: _____


Signature of Bid Opener


Witness Signature

**PROPOSAL SUBMISSION FORM
OSCEOLA COUNTY EMS**

PROFESSIONAL CONTRACTOR/CONSTRUCTION SERVICES

The following proposal is submitted for the Osceola County Emergency Medical Services project. The vendor has reviewed the Request for Proposals Specifications and submits the following:

PROPOSAL TOTAL \$749,563.00

PER PRINTS AND SPECIFICATIONS PROVIDED
ADDENDUM 1 NOTED

Proposal total must be on a County form in a sealed envelope and clearly marked "RFP for EMS Building" and is due by 2:00 p.m. July 26, 2023. No late proposals will be accepted unless waived by the County Administrator.

The County reserves the right to accept or reject any or all Proposals, in whole or in part, and to waiver irregularities in any proposal in the interest of the County.

General and Professional Liability Insurance Certificates must be provided to the County upon award of a project.

CONTACT PERSON: BRYAN J. BROWN

COMPANY NAME: GERBER CONSTRUCTION CO INC

ADDRESS: 20270 US 10 REED CITY, MI 49677

TELEPHONE NO: 231-832-2792

DATE: JULY 26 2023

SIGNATURE: 

EXCLUDED ITEMS:
GAS AND ELECTRIC UTILITY FEES
FIRE ALARM SYSTEM
FIRE SUPPRESSION SYSTEM
DATA AND VOICE WIRING
APPLIANCES
SIGNAGE





20270 W. US 10
Reed City, Michigan 49677
tel 231.832.2792
fax 231.832.3874
www.gerberconstructionco.com

7/25/2023

Projects:

SEE Fire Hall

TOTAL \$1,700,000.00

6711 EIGHT MILE RD.

NEW FIRE HALL

IRONS, MI

CONTACT: GREG BOMBICH, CHIEF 231-266-8303

ROGERS CITY FIRE HALL

TOTAL \$1,300,000.00

504 WEST PARK DR.

NEW FIRE HALL

ROGERS CITY, MI 49779

CONTACT: RANDY SMOLINSKI 989-474-9009

FIRST UNITED METHODIST CHURCH

TOTAL \$364,810.00

304 ELM ST.

ELEVATOR ADDITION

BIG RAPIDS, MI 49307

CONTACT: REV. JEREMY WILKS 517-851-1494

EBELS GENERAL STORE

TOTAL \$ 3,800,000.00

716 S. CHESTNUT ST.

NEW RETAIL STORE

REED CITY, MI 49677

CONTACT: TOM EBELS 231-920-7980

Please feel free to contact any of the above clients.

Quality Construction Since 1958

For 60 years and counting, Gerber Construction in Reed City, Michigan, has served the surrounding area with high quality construction, renovation, and maintenance services. Gerber Construction provides total building solutions ranging from design/build to general contracting to residential construction - we can do it all!

In 1958, Russell E. Gerber started a small construction company with a core value system based on integrity, reliability, and respect - to his customers and to his employees. Through determination and hard work, Russell grew Gerber Construction into the area's most recognized commercial and industrial general contractor. Gerber Construction continued to be a family business, passing on to Russell's son Terry Gerber who oversaw growth in an era of increased competition, demanding technology, and fluctuating supply. Terry retired in 2014 and transferred ownership to his daughter and her husband, Jill & Bill Terryn. As Vice-President and CEO, Bill continues to foster the core values instilled and practiced throughout the history of the company. Integrity, reliability, and respect will remain the foundation of Gerber Construction as we grow and nurture our business relationships.

We value our customers, suppliers, and employees greatly. We look forward to serving you!



20270 W. US 10
Reed City, Michigan 49677
tel 231.832.2792
fax 231.832.3874
www.gerberconstructionco.com

Main Office

Gerber Construction Co., Inc.
20270 W US 10
Reed City, MI 49677

Phone:

231-832-2792

Fax:

231-832-3874

Call Us At: 231-832-2792

Shop Hours

Monday – Friday 7:00AM to 4:30PM

Contacts

Bill Terryn, President / Owner
Jamie Eager, Office Manager
Kitt Jarzabkowski, Senior Project Manager
Bryan Brown, Project Manager
Keegan Brown, Project Manager

Gerber Construction | Commercial construction improvements, renovation and maintenance

Gerber Construction, Reed City, Michigan, offers new commercial building construction and contractor services, as well as improvements, renovation and maintenance to existing buildings and structures. Our commercial building construction and contractor services allow us to provide a total building solution.

Gerber Construction commercial building construction and contractor services, including:

- Concrete, and specialty grouts
- Excavation and Site Development
- Framing- Wood & light gauge metal
- Steel fabrication
- Roofing- EPDM, TPO, Standing-seam, Exposed fastener, Certainteed-Shinglemaster installations
- General Carpentry- Wood trim, Cabinets & countertops, Door & window installations, and insulation
- Siding- Metal, Cement board-fiber, Vinyl, Brick veneer systems
- Flooring- *Chemical resistant dairy brick systems*, Ceramic tile, Carpet tile, Wood, Vinyl & rubber flooring, base, and stair treads
- Caulking
- Painting- Latex and oil based paints & stains, Epoxy wall & floor systems,
- Acoustic ceiling & grid installations, Decorative acoustic wall panels,
- Specialties- Toilet accessories & partitions, lockers & casework, Moving partition walls

Design / Build

As a design/build contractor, we offer the owner the initial design, financial basis or budget, performance, and act as the single point of responsibility in the design & construction of the project. This type of delivery system allows for more owner participation, reduces delivery schedule by overlapping the construction phase with design, reduces overall costs, and allows for more effective cost control in the design and construction of a project.

Certified Certainteed Shinglemaster – 25 yr labor & material warranty coverage on commercial buildings. Contact us for full warranty details.

Gerber Construction maintains current safety certifications and builder licenses in both Michigan and Tennessee.

Safety Certifications:

- CPR & First Aid
- Respiratory Protection
- Fall Protection
- Confined Space Entry
- Powder Actuated Tools
- ANSI Aerial Lift Training
- ANSI Rough Terrain Forklift Training
- SMI SAFTY

Builders Licenses:

- Michigan: 2102113056
- Tennessee: 00065407

EMR Rate (7/17-7/18) .69

ISNetworld Subscriber

Employee Experience and Bios

The names have changed, yet Gerber Construction remains a family-owned company specializing in construction for commercial, industrial, food processing and residential. Our management personnel have been working together on different projects for 6-10 years respectively.

Jill Terryn - Owner / President

- B.S. Construction Management - Ferris State University
- Onsite construction experience with pre-engineered buildings and remodels
- Professional experience in estimating, job costing, procurement, and financial projections
- Customer service and oversight of day to day operations

Bill Terryn - Owner / Vice-President

- 20 years of onsite experience in residential, commercial & industrial construction including supervision of employees and subcontractors, scheduling, material purchasing, bidding, and meeting with customers & architects and engineers.
- Extensive construction supervision and work performed in Healthcare facilities.
- Extensive construction supervision and work performed in Food Processing Facilities.
- Certified in CPR, Powder Actuated Tools, Aerial Platform Lifts, Industrial Forklift, First Aid, Respiratory Protection, and Fall Arrest Training.

Kitt Jarzabkowski - Senior Project Manager

- Graduate of Construction Management Program – Central Michigan University
- Extensive Project Engineer and Supervisor experience, including: Stephen M. Ross School of Business (Ann Arbor, MI), Elmhurst Memorial Hospital (Elmhurst, IL), SRF High Bay – FRIB Project – Particle Accelerator (Lansing, MI), UVA Neuroscience (Charlottesville, VA).
- OSHA 30-Hour Certified
- Michigan Builders License

Bryan Brown - Project Manager

- 35 years of experience with commercial and industrial building projects
- Licensed builder for over 15 years, Custom Cabinet Maker
- Major projects include Chemical Bank Cadillac, MOISD education projects, and West Michigan Credit Union Reed City, Irons Fire Hall, Richmond Township Hall Elevator Addition

Keegan Brown - Project Manager

- Experience with commercial, municipal, and institutional building projects
- 17 years of construction experience including budgeting and estimating, scheduling subcontractors, distributing plans, obtaining permits, and field supervision
- Major projects include Downtown Big Rapids Facade Renovation, Big Rapids Riverwalk Phase 3, Big Rapids Community Library Renovations, FSU - University Center Project, FSU – East Campus Housing Project, Ebels Grocery Store Reed City













LeBaron Financial Group

211
north chestnut



PROPOSAL SUBMISSION FORM
OSCEOLA COUNTY EMS

PROFESSIONAL CONTRACTOR/CONSTRUCTION SERVICES

The following proposal is submitted for the Osceola County Emergency Medical Services project. The vendor has reviewed the Request for Proposals Specifications and submits the following:

PROPOSAL TOTAL

\$ 722,735.15

Proposal total must be on a County form in a sealed envelope and clearly marked **"RFP for EMS Building"** and is due by 2:00 p.m. July 26, 2023. No late proposals will be accepted unless waived by the County Administrator.

The County reserves the right to accept or reject any or all Proposals, in whole or in part, and to waive irregularities in any proposal in the interest of the County.

General and Professional Liability Insurance Certificates must be provided to the County upon award of a project.

CONTACT PERSON: Mark Wanner

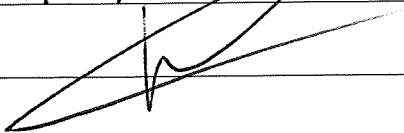
COMPANY NAME: KRAM Construction & Design

ADDRESS: 11406 E 8th St.

Reed City, MI 49677

TELEPHONE NO: 231-499-1646

DATE: 7/26/2023

SIGNATURE: 



Statement Qualifications for General Contractor Services Relating to the Osceola County EMS Base Station by

KRÄM Construction & Design

Respondent

7 / 26 / 2023

Submittal Date

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● SECTION I-D (<i>Continued</i>): Tim Visser / Resume	Pg.8
● SECTION I-E: Qualifications	Pg.9-14
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● THANK YOU LETTER / CONTACT	Pg.16
● Attachment - Official Proposal	
● Attachment -Proposal Submission Form	



Transmittal Letter

We believe that we are uniquely qualified to help the Osceola County EMS Service by guiding the individual in charge of the EMS project through our construction process with our Project Manager

While KRÄM has primarily been a custom residential home builder, we believe that the personal and intentional time that we spend with residential home clients allows us to offer a more intentional and personal experience for commercial clients, such as the EMS service personnel. Our care for people and desire to build quality homes and commercial projects will allow us to spend intentional time making sure the new EMS station becomes functional, cost effective, and an enjoyable space for all users.

While KRÄM does not have a large variety of commercial construction experience to refer to, as a company we decided to begin more commercial construction, and to help us do so we hired an architect. He has made commercial construction possible and efficient by giving us detailed and professional drawings to help bring clarity and understanding to all clients and subcontractors, and for our Project Manager and Foremen to refer to during the build process.

KRÄM brought in 3.2M in gross revenue for 2022, and we are excited to continue growing and learning!

Our architect, Paul Gaffke, has worked for many years with different design firms, such as DK Design Group and Pioneer Construction. He has had a wide range of experience that definitely lends itself in the projects we take on. Our Project Manager has worked in construction management for over 25 years combined amongst different companies and has proven to help us improve efficiency and overall cost effectiveness.

- To the best of KRÄM Construction & Design's abilities, all information contained in this RFP submittal is complete and accurate.
- KRÄM Construction & Design grants Osceola County of Michigan and its representatives the authorization to contact any previous clients of KRÄM Construction & Design or KRÄM Construction & Design's team members for purposes of ascertaining an independent evaluation of KRÄM Construction & Design's, or KRÄM Construction & Design's team members', performance.

A handwritten signature in black ink, appearing to be 'W' followed by a large loop, positioned above a horizontal line.

Signature of CEO of KRÄM Construction & Design

7/26/2023

Date Signed

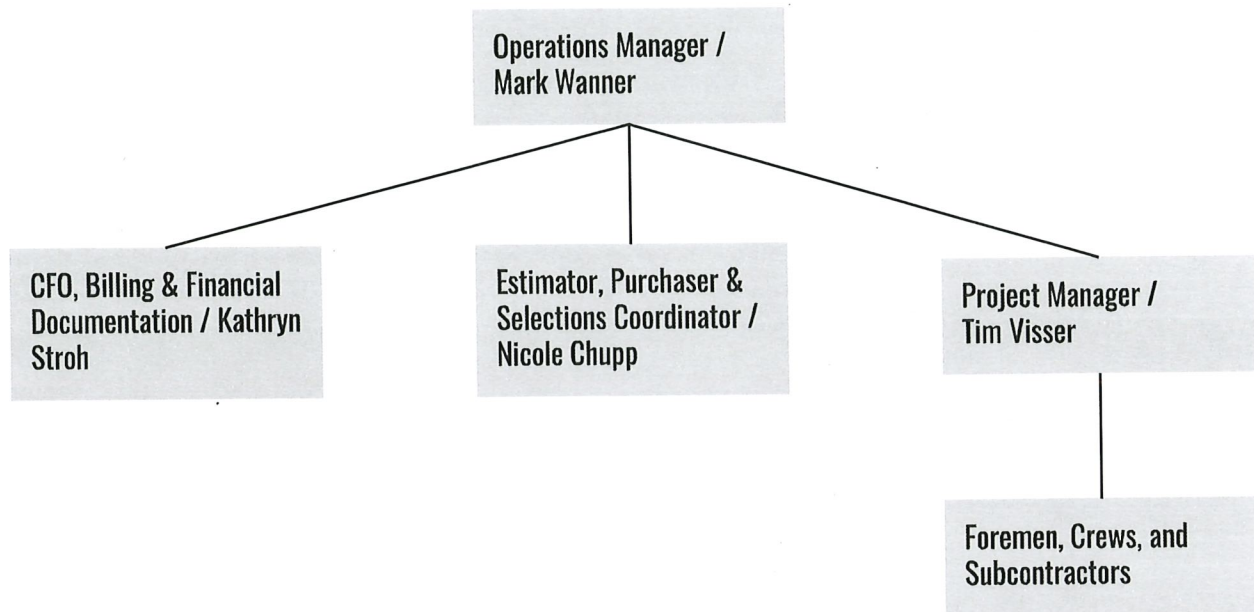


Section I- Description of the Respondent

Section I-A Firm Description

- *Area of specialization /* Residential custom home and unique commercial project designs and builds.
- *Firm history /* In the new home construction industry since 2003, in residential & commercial architectural design and construction management since April 2022
- *Honors and Awards /* NA
- *Location of home office & branch /* 11406 E 8th St. Reed City, MI 49677
- *Name of principal officer within firm /* Mark Wanner (CEO)

Section I-B Organization Chart



Section I-C Key Professionals

- Mark Wanner- Operations Manager, pushing documentation through quickly & efficiently.
- Tim Visser - Project Manager, pushing project timeline & deadlines thoroughly.
- Subcontractors - Project management, oversight, permitting, and misc. documentation and management will be performed by KRÄM Construction & Design, all other aspects of the EMS Base Station Project will be completed by KRÄM Construction & Design's proven and trusted subcontractors, under the supervision and management of our Project Manager, all Osceola County EMS directors and/or personnel will be aware of selected subcontractors and input from them will be welcomed.

Section I-D Resumes

Mark Wanner / Resume

Education Background

- High School / Homeschool
- Certified Auto Technician
- Licensed Builder
- Hired a consultant company for CEO training

Employment History

- Hired onto a crew as an employee of his Father's company, founded his own company in 2003 and has been self-employed since then, as well as starting a secondary company in 2021, Green Mitt, which is a state of the art car wash in Traverse City.

Role in EMS Design Process

- Mark Wanner would play the role of Operations Manager for Osceola County EMS project.

Projects in which Mark Wanner has been involved in:

- Cherry Grove Fire Department / Ben Pearson 1-(231) 409-155
- Osceola County Courthouse / Tim Ladd / 1-(231) 832-6196
- Hersey Haven Custom Home / Norm Stangland / 1-(704) 929-1894

Additional Information

Mark Wanner has been in the construction industry since 2003, specifically serving the greater Reed City area. His passion and desire to build quality and efficient residential and commercial projects has kept him in business for 20 years, as well as his desire to create great relationships with clients and other businesses!

Section I-D Resumes (Continued)

Tim Visser / Resume



Education Background

- K-8th at Unity Christian School in Hudsonville, TN
- 9-12th at Unity Christian High School in Hudsonville, TN

Employment History

- May 2023 - Present at KRÄM Construction & Design
- May 2019-May 2023 at Eagle Creek Homes
- 2012-May 2019 at Servpro of Rocky Hill in Knoxville, TN
- 1991-2012 / Self Employed as Residential Contractor in TN

Role in EMS Build Process

- Tim would play the role of the Project Manager in the Osceola County EMS service design project.

Projects in which Paul Gaffke has been involved in with KRÄM:

- Cherry Grove Revival Center / Brian Kanouse 1-(231) 590-4603
- Z Woodshack- Home / Rob Zuchowski 1-(858) 663-8157
- Deanna Nicholas Home Addition / David Nicholas 1-(586) 242-5465
- Eagle Village / Corey Prudhome / 1-(231) 730-3709
- (Approx. 8-12 total)

Additional Information

- We hired Tim Visser in May to manage our residential and commercial projects, and already he has proven to be efficient, friendly, kind, honest, and has found cost effective way to build and has gotten us better prices for our projects, and continues to do so. We were impressed by his skills and fit for our team, so we made him an offer to join our team in March of 2023 to be a part of our continued growth.

Section I- E Qualifications

Project No.1

1. *Name of Project* / Osceola County Courthouse
2. *Type of Building(s)* / Interior renovation of offices and new courtroom
3. *Project Location* / Reed City, MI
4. *Total Project Cost* / **\$135,320.47**
5. *Project Description* / Renovations for courthouse & offices
6. *Project Delivery Method* / Design and Project management from initial contact, design services, all the way through construction complete.
7. *Describe the services your firm provided* / Full design and construction management services.
8. *Indicate which team members were actually involved in the project and specify their role.* / **Paul Gaffke**; Architect - **Kathryn Stroh**; CFO, Billing - **Mark Wanner**; Operations Manager - **Nicole Chupp**; Estimator, Selections Coordinator, Subcontractor contact - **Nathaniel Kinsey**; Foreman/Project Manager - **(Other crewman & support)**
9. *Provide a statement acknowledging if the project was completed on time/budget.* / Osceola County Courthouse renovation project was completed on time and on budget, except change orders made and approved by necessary parties.
10. *Provide a few illustrative photographs or renderings, if available* / (Attached on next page)

Osceola County Courthouse (Courtroom)



Project No. 2

1. *Name of Project #2 /* Cherry Grove Revival Center
2. *Type of Building(s) /* Commercial Interior Renovation
3. *Project Location /* Cadillac, MI
4. *KRÄM Portion of Project Cost /* **\$395,400.00**
5. *Project Description /* Commercial Renovation
6. *Project Delivery Method /* D.R.E.A.M. Experience & all Project Management services from initial contact through construction complete.
7. *Describe the services your firm provided /* D.R.E.A.M. Agreement, which includes all architectural and operations management services. As well as full project management and construction services.
8. *Indicate which team members were actually involved in the project and specify their role. /* **Paul Gaffke; Architect - Kathryn Stroh; CFO, Billing - Mark Wanner; Operations Manager - Nicole Chupp; Estimator, Selections Coordinator, Subcontractor contact - Abby Kinsey; Initial Contact, Permit Processing - William Wright; Foreman - Nathaniel Kinsey; Foreman - Seth Killingbeck; Foreman - Tim Visser; Project Manager - (Other crewmen & support)**
9. *Cherry Grove Revival Center interior renovation project was completed on time and on budget, except change orders made and approved by necessary parties.*
10. *Provide a few illustrative photographs or renderings, if available. /* (Attached on next page)

CHERRY GROVE REVIVAL CENTER *(Progress photo)*



Project No. 3

1. *Name of Project # 3 /* Cherry Grove Fire Department Phase No.1
2. *Type of Building(s) /* New Fire Department Barn
3. *Project Location /* Cadillac, MI
4. *Total Project Cost /***\$179,972,64**
5. *Project Description /* Pole Construction Fire Barn
6. *Project Delivery Method /* D.R.E.A.M. Experience & all Project Management services from initial contact through construction complete.
7. *Describe the services your firm provided /* D.R.E.A.M. Agreement, which includes all architectural and operations management services. As well as full project management and construction services.
8. *Indicate which team members were actually involved in the project and specify their role. /* **Paul Gaffke**; Architect - **Kathryn Stroh**; CFO, Billing - **Mark Wanner**; Operations Manager - **Nicole Chupp**; Estimator, Selections Coordinator, Subcontractor contact - **Abby Kinsey**; Initial Contact, Permit Processing - **William Wright**; Project Manager - **Nathaniel Kinsey**; Foreman - **(Other crewmen & support)**
9. *Provide a statement acknowledging if the project was completed on time/budget. /* The Cherry Grove Fire Department barn Phase No.1 was completed on time and on budget.
10. *Provide a few illustrative photographs or renderings, if available. /* (Attached)

Cherry Grove Fire Department Barn *(Progress Photo)*



SECTION II - Proposal Fees

Provide fee proposal as a lump sum

Lump sum of fee proposal is: \$722,735.15

(Lump sum fee includes GC, Project Management, normal clerical and administrative support of GC/PM firm as applicable to the project. Lump sum fee includes project related fax transmissions and long distance telephone calls.)

Professional design service provider must carry general liability insurance with the minimum policy coverage:

- *Per occurrence: \$1,000,000.00*
- *Aggregate: \$3,000,000.00*

KRÄM Construction & Design Services confirms the carrying of required general liability insurance with required minimum policy coverage.

Professional design service provider must carry professional liability insurance with the minimum policy coverage:

- *Per occurrence: \$1,000,000.00*
- *Aggregate: \$2,000,000.00*

KRÄM Construction & Design Services confirms the carrying of required professional liability insurance with required minimum policy coverage.

Upon award of the contract, KRÄM will name Osceola County as an additional insured on these policies.



KRÄM Construction & Design would like to thank Osceola County for sending an RFP to our office and for taking the time to review our proposal.

We would be honored to be granted the opportunity to sign a contract with Osceola County for the EMS Base Station project.

With any questions, concerns, or final decisions please contact Mark Wanner:

- Email: mark@krambuild.com
- Phone: +1 (231) 349-1917
- In person / Via Mail: 11406 E 8th St. Reed City, MI 49677

THANK YOU!

(Please review all attached/labeled documents on following pages)



11406 E 8th St
Reed City, MI 49677-7321
Phone: (231) 499-1646

Owner (Osceola Evert EMS)

Job Address:
8314 S River Rd
Evert, MI 49631

Print Date: 7-25-2023

Osceola Evert EMS

Dear Osceola Evert EMS,

Thank you for your patience while we put together your estimate.

Please find the estimate below along with the Project Specifications which detail the project in full. Please note that this estimate is valid for 15 business days. Before any build start, we require all estimates to be reviewed in order to check for any material increases or decreases.

Please review and let us know your thoughts or if you have any questions.

We look forward to hearing from you and greatly appreciate your consideration for your project!



Mark Wanner

CEO / OWNER

mark@krambuild.com

Office#: 231.499.1646

Cell#: 231.349.1917

Preparation Preliminaries

Items	Description
Permits & Fees	Builder shall complete permit applications and make submissions to municipality for all building and mechanical permits required. Standard permits (Building, Zoning, Health Dept) have been included in this agreement for the permit fees. Unexpected fees will be billed to the client as needed.
Utility Connections	ELECTRIC/GAS Connection to public electric/gas service is included. Line from public service to building service panel and gas meter is included. CABLE, PHONE, INTERNET PROVIDER: It is the clients responsibility to coordinate the underground installation of cable. Commercial electrical service to be 200 Ampere (one 200 Ampere panel). Location of panel to be determined in conjunction with exterior meter placement.

Excavation & Concrete

Items	Description
Well	5" PVC water well up to 100' 3/4 h.p. submersible pump, pressure tank, 5' stainless steel screen and grouting well.
Excavating & Septic	Excavating for building with footings dug for a 15"x5"x4' footing wall. Includes prep & grading for asphalt driveway including 6" 22a gravel base. Septic & drain field as a 1250 dual chamber gravity flow fed into 675 sq. ft. drain field. Final grade with grass seed and straw.
Foundation & Exterior Concrete	Foundation per plan with specified catch basins and drains. Includes perimeter insulation and 2" high density XPS under concrete required for in floor tubing. 780 sq' ft exterior concrete.
Parking & Drive	Fine grade and compact existing gravel. Furnish and install a bituminous hot asphalt (LVSP) base course at 165lbs. per sq. yd. (1-1/2" average thickness) approximately 11,000 sq. ft. Furnish and apply SS-1H track coat. Furnish and install a bituminous hot asphalt (LVSP) wearing course at 165lbs. per sq. yd. (1-1/2" average thickness) approximately 11,000 sq. ft. Stripe for parking.

Rough Structure

Items	Description
Framing	Common building practices to code. 2x6 exterior walls for the residence and garage, with 7/16" sheathing. 2x4 interior residence walls. 1/2" sheathing on the interior of the garage walls and ceilings, not including the fire wall. Covered patio framing and service door brow roof per plan. 3/12 roof framing with 5/8" sheathing. Fire retardant plywood decking to code over demising wall.

Full Enclosure

Items	Description
Roofing	Royal Oak Standing Seam metal roofing with all necessary components. Vented ridge and snow bars over entry porch.

Items	Description
Siding, Soffit, Fascia	Royal Oak Exposed Fastener metal siding and all necessary components. Sell Even aluminum soffit & fascia for 1' roof overhangs. Sell Even aluminum solid soffit ceilings for porch & patio ceilings.
Gutter	5" Heavy duty seamless aluminum gutter including leaf guard and all necessary components.
Windows	Pella white vinyl windows per plan. Insulated Low E glass with Argon. Windows meet or exceed energy code requirements.
Exterior Doors	MMi commercial exterior doors per door schedule with all appropriate door hardware included.
Liner Panel	Trusscore PVC liner system for the interior walls and ceilings of the garage.
Overhead Doors	Hormann 325S Commercial Overhead doors. Modern Grooved, white panel, insulated to R9 with steel backing. One row of Full View windows in each door. (2) 12'x12 and (1) 9'x9'

Finishing Trades

Items	Description
Plumbing	Complete plumbing system per plans and print callouts. Includes all finish plumbing fixtures. (2) Sterling Ensemble shower inserts, Delta Valves and Delta Trim, standard sliding doors. (2) American Standard Comfort Height ADA Elongated Toilets (2) Delta vanity faucets (1) Kitchen Sink Dayton DSE233221 Satin Finish Double Bowl and Delta Faucet (3) Outdoor Zurn Frost Free Spigots (1) HAWS 8300-8309 Combo Shower / Face Eyewash (1) Mustee 40"x24"x33" Thermoplastic floor mount utility tub and faucet. All connections and trim for finish. All permits and inspections.
HVAC	(1) 199K BTU Combi boiler System for in-floor heat and water heater (this will be the on demand hot water system as well) (1) Approximately 5300' of in floor tubing (1) Complete control system for in floor heat (4 zones including exterior sidewalk/porch ice melt and sensors.) (1) Necessary manifolds and components for complete in floor system (1) 24K BTU outdoor mini split condenser with multi head capability (1) 12K BTU indoor high wall evaporator and necessary line-sets and covers (2) 7K BTU indoor high wall evaporators and necessary line-sets and covers (1) CO2 Sensor and ventilation system for garage area (2) Bath exhaust fans / 1 Constant run (1) Dryer Box and venting Gas lines to boiler, dryer, & standby generator area Permit and Inspection
Electrical	Electrical to code for residential and commercial garage. Includes 24KVA generator and all fixtures noted on the print.

Items	Description
Insulation	RESIDENT AREA PACKAGE: ~ 14" Flat Attic: Install Nu-Wool Premium Cellulose Insulation to average 14" (R-50) in open flat attics. ~ 24" Vent Chutes: Install 24" channel vents in every accessible truss/rafter opening. ~ 6" Sidewalls: Install Nu-Wool WALLSEAL sprayed cellulose in 6" (R-21) exterior sidewalls. "Effective R-Value R-25" ~ 6" Soundwalls/Bedrm/Bathrms: Install 6" fiberglass in interior soundwalls. ** Includes sealing exterior window/door rough openings "as accessible", and installing caulk on all exterior wall base plates and exterior wall cracks/gaps as necessary. **Note: Window and door rough openings to be 3/8" at sash and wider at jamb extensions if installed prior to insulation. Rough opening insulation needs to be sealed back in at sash for proper thermal break and to prevent sweating on the jamb extensions. GARAGE PACKAGE: ~ 14" Flat Attic: Install Nu-Wool Premium Cellulose Insulation to average 14" (R-50) in open flat attics. ~ 24" Vent Chutes: Install 24" channel vents in every accessible truss/rafter opening. ~ Mesh: WALLSEAL fabric/mesh installed as insulation backer. (EX: Common garage wall). ~ 6" Sidewalls: Install Nu-Wool WALLSEAL sprayed cellulose in 6" (R-21) exterior sidewalls. "Effective R-Value R-25" ~ Foamboard: R-board type ceilings/backer installed in kneeattic/kneewall areas. LEAN-TO GARAGE PACKAGE: ~ Install Nu-Wool WALLSEAL Fabric on sides of parallel cord trusses, then fill with Nu-Wool Premium Cellulose Insulation in vented cathedral ceiling. (R-50) ~ 24" Vent Chutes: Install 24" channel vents in every accessible truss/rafter opening. ~ 6" Sidewalls: Install Nu-Wool WALLSEAL sprayed cellulose in 6" (R-21) exterior sidewalls. "Effective R-Value R-25"
Drywall	All drywall for the living space and fire wall, to code. Ceilings finished to light texture.
Painting	All interior painting of the residential portion. Includes painting exterior doors and frames and clear coating interior doors and frames.

Completion & Inspection

Items	Description
Interior Trims	Prefinished 1x4 pine window and door casing. VPI 6" vinyl cove wall base.
Interior Doors	Mastercraft 6 panel pine interior doors with solid pine frames. Schlage interior door hardware.
Cabinetry & Countertops	Kitchen - Kemper Echo stained with Antrim Shaker door. No cabinet upgrades included. Premium laminate countertop with applied backsplash. 128mm cabinet door pulls. Stainless steel double bowl sink. Med Storage - Kemper Echo with Flat Panel white doors. Premium Laminate countertop. 6" edge pull hardware. One full wall of base and wall cabinets for storage. Does not include lockers on the opposite wall. Bathrooms - Kemper Echo stained with Antrim Shaker door. White marble tops with integrated sinks. 128mm cabinet door pulls.
Shelving	Open wall shelves hung in each bedroom, (2) 4' shelves per room. Additional shelving/lockers not included in the supply storage room.
Appliances	GE kitchen appliances in black. Electric range, refrigerator with in door ice and water, over the range microwave. GE stacked laundry center in white.
Epoxy Coating	Full broadcast chip epoxy floors with filled saw cuts. Included the garage and living space. (does not include lean-to)
Additional Fixtures	Bathroom mirrors and wall fixtures.

Additional Specifications

Items	Description
Equipment	All necessary building equipment, dumpsters, and jobsite toilet.
Labor	Labor.

Total Price: \$722,735.15**PAYMENT TERMS**

An approved proposal will be followed by a Construction Contract and \$10,000 down payment invoice.

DISCLAIMER

THIS ESTIMATE IS VALID FOR 15 DAYS.AFTER EXPIRATION, THIS ESTIMATE WILL BE RE-EVALUATED FOR ANY COST CHANGES PRIOR TO BUILD START.

I confirm that my action here represents my electronic signature and is binding.

Signature:

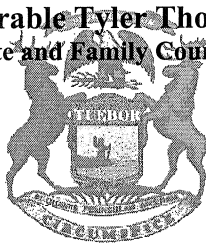
Date:

Print Name:

The 18th PROBATE COURT & 49th CIRCUIT COURT - FAMILY DIVISION

MECOSTA COUNTY
Mecosta County Courthouse
400 Elm Street
Big Rapids, MI 49307
Phone: (231) 592-0135
Fax: (231)-592-0191

Honorable Tyler Thompson
Probate and Family Court Judge



OSCEOLA COUNTY
Osceola County Courthouse Annex
410 West Upton
Reed City, MI 49677
Phone: (231) 832-6127
Fax: (231) 832-6181

TO: Osceola County Board of Commissioners

FROM: Heather Streicher, Probate/Family Court Administrator

RE: Child Care Fund (CCF)

Date: 7/25/2023

Please find attached our FY 2024 CCF budget beginning 10/1/2023 and ending 9/30/2024.

The Child Care Fund reimbursement program is a collaboration between the Department of Health and Human Services, our Probate/Family Court, and our county government to support the reimbursement of costs for programs provided to neglected, abused, and juvenile justice youth in Michigan.

The Child Care Fund continues to reimburse the county at the rate of 50% for all eligible expenses, including a portion of the juvenile register's salary and fringe benefits and out of home placement for neglected, abused, and juvenile justice youth. This program also continues to reimburse the county at the rate of 100% for the salary and fringe benefits of our intensive in-home care caseworker and all expenses related to our raise the age population of 17-year-old juveniles.

Due to the population of our county, our court continues to qualify for Basic Grant Funding in the amount of \$56,520 and is 100% reimbursed by the state.

The funds used from this program will continue to allow our court to provide efficient and effective services to support our local at-risk youth and families, assist with maintaining community safety, while alleviating some of the financial burden from the county.

County Child Care Budget Summary (DHS-2091)

Michigan Department of Health and Human Services (MDHHS)

Children's Services Agency

Osceola County for October 1, 2023 through September 30, 2024

Organization	Court Contact Person	Telephone Number	Email Address
Osceola County	Heather Streicher - CCF Judges Delegate	(231) 832-6127	hstreicher@18thprobatecourt.org
Fiscal Year	MDHHS Contact Person	Telephone Number	Email Address
October 1, 2023 through September 30, 2024	Nicole Quinn - CCF Organization Management	(231) 349-1172	quinnn2@michigan.gov

Cost Sharing Ratios	County 50% / State 50%	Anticipated Expenditures		
		MDHHS	Court	Combined
A. Out of Home Care - Court or Tribal Supervised		\$0.00	\$625,900.00	\$625,900.00
B. In-Home Care		\$0.00	\$261,365.12	\$261,365.12
C. County/Court-Operated Facilities		\$0.00	\$0.00	\$0.00
D. Subtotals (A+B+C)		\$0.00	\$887,265.12	\$887,265.12
E. Revenue		\$0.00	\$0.00	\$0.00
F. Net Expenditure		\$0.00	\$887,265.12	\$887,265.12

Cost Sharing Ratios	County 50% / State 50%	Anticipated Expenditures		
		MDHHS	Court	Combined
A. Out of Home Care - Neglect Abuse		\$0.00	\$209,000.00	\$209,000.00
Please Note: The <i>Neglect/Abuse Out-of-Home Care</i> amount reflects ONLY the county court's share of these expenditures. Effective October 2019 the State of Michigan pays 100% of Neglect/Abuse Out-of-Home placements and the county then reimburses the state 50%.				

Cost Sharing Ratios	County 0% / State 100% \$15,000.00 Maximum	MDHHS	Court	Combined
Basic Grant		\$0.00	\$56,520.00	\$56,520.00

Total Expenditure	\$943,785.12
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BUDGET DEVELOPMENT CERTIFICATION

THE UNDERSIGNED HAVE PARTICIPATED IN DEVELOPING THE PROGRAM BUDGET PRESENTED ABOVE. We certify that the budget submitted above represents an anticipated gross expenditure for the fiscal year: October 1, 2023 through September 30, 2024; and any requests for reimbursement shall adhere to all state law, administrative rules and child care fund handbook authority.

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

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

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

County Child Care Budget Summary (DHS-2091)
Michigan Department of Health and Human Services (MDHHS)
Children's Services Agency
Osceola County for October 1, 2023 through September 30, 2024

Created Date: 07/25/2023

Cost Sharing Ratios	County 50% / State 50%	Anticipated Expenditures		
A. Out of Home Care - Court or Tribal Supervised (Total of 1, 2 & 3) 1. Family Foster Care 2. Institutional Care 3. Independent Living		MDHHS	Court	Combined
		\$0.00	\$625,900.00	\$625,900.00
		\$0.00	\$114,400.00	\$114,400.00
		\$0.00	\$511,500.00	\$511,500.00
		\$0.00	\$0.00	\$0.00

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

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



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County Child Care Budget Summary (DHS-2091)

Organization: Osceola County

Fiscal Year: October 1, 2023 through
September 30, 2024

Status: In Progress

Cost Sharing Ratios

County 50% / State 50%

Anticipated Expenditures

	MDHHS	Court	Combined
A. Out of Home Care - Neglect Abuse (Total of 1,2 & 3)	\$0.00	\$209,000.00	\$209,000.00
1. Family Foster Care	\$0.00	\$99,000.00	\$99,000.00
2. Institutional Care	\$0.00	\$110,000.00	\$110,000.00
3. Independent Living	\$0.00	\$0.00	\$0.00

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

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Basic Grant Summary (DHS-2095)
Michigan Department of Health and Human Services (MDHHS)
Children's Services Agency
Osceola County for October 01, 2023 through September 30, 2024

I. List all service components which make up the county Basic Grant program, and specify the requested information for each.

Court Service Components		Administration Unit	Cost to Basic Grant
1	Basic Grant- Alternative Placement 24	COURT	\$56,520.00
		Subtotals - Court:	\$56,520.00

MDHHS Service Components		Administration Unit	Cost to Basic Grant
1			
		Subtotals - MDDHS:	

Total Basic Grant: \$56,520.00

II. For each service component listed above, complete a separate IN-HOME CARE/BASIC GRANT BUDGET DETAIL REPORT (DHS-2094), filling in the appropriate budget items.

AUTHORITY: Act 87, Public Acts of 1978, as amended RESPONSE: Required. PENALTY: State reimbursement will be withheld from local government.	Michigan Department of Health & Human Services (MDHHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to an MDHHS office in your area.
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In-Home Care Summary (DHS-2093)
Michigan Department of Health & Human Services (MDHHS)
Children's Services Agency
Osceola County for October 01, 2023 through September 30, 2024

I. List all service components which make up the IHC program and specify the requested information for each.

Court Service Components		Administration Unit	Gross Expenditure	Public Funding	CCF Net Expenditure
1	In Home Care Caseworker 24	Court	\$231,365.12	\$0.00	\$231,365.12
2	Youth Attention Center 24	Court	\$30,000.00	\$0.00	\$30,000.00
Subtotals - Court			\$261,365.12	\$0.00	\$261,365.12

Total IHC	\$261,365.12	\$0.00	\$261,365.12
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II. For each service component listed above, complete a separate IN-HOME CARE/BASIC GRANT BUDGET DETAIL REPORT (DHS-2094), filling in the appropriate budget items.

AUTHORITY: Act 87, Public Acts of 1978, as amended. COMPLETION: is Required. PENALTY: State reimbursement will be withheld from local government	Michigan Department of Health & Human Services (MDHHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to an MDHHS office in your area.
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Component Detail Report (DHS-2094)

Michigan Department of Health & Human Services (MDHHS)
Children's Services Agency
Osceola County for October 01, 2023 through September 30, 2024

Service Component (Full Title/Name)	Component Type
In Home Care Caseworker 24	In-Home Care

A. Personnel

Administrative Unit:

☐ MDHHS

☒ Court

1. Salary and Wages			
Name(s)	Job Title	Hours/Week	Yearly Cost
In Home Care Caseworker	In Home Care Caseworker	37.50	\$56,500.00
Program Support	Program Support/Juvenile Register	22.00	\$22,600.00
RTA Caseworker	RTA Caseworker	10.00	\$16,200.00
2. Fringe Benefits			
Vision Insurance			\$570.00
Dental Insurance			\$1,550.00
Sick Pay			\$1,550.00
Disability			\$1,635.00
Life Insurance			\$310.00
Health Insurance			\$37,517.00
Retirement			\$17,323.00
FICA			\$6,700.00
Worker Comp			\$1,340.00
Longevity			\$570.00
Total Personnel			\$164,365.00

B. Program Support (For employees identified in "A" above)

1. Travel	Rate/Mile	Estimate No. of Miles	Yearly Cost
Client Contacts, trainings etc.	\$0.66	14,504.00	\$9,500.12
2. Supplies and Materials (Description/Examples)			Yearly Cost
Office supplies including paper, ink, binders, pens, etc.			\$7,000.00
3. Other Costs (Description/Examples)	Rate/Unit	Yearly Cost	
Misc supplies including business cards, program materials, printing and copying material, postage, cellphone stipend for IHC Caseworker, etc.	\$0.00	\$3,800.00	
Staff training/Conferences/meals-transportation/meetings	\$0.00	\$6,700.00	
Total Program Support			\$27,000.12

* Must comply with the definitions and limits listed for court operated facilities in the Child Care Fund Handbook.

C. Contractual Services

1. Unit Rates				
Name(s)	Rate	Unit Type	Total Units/ Contract	Yearly Cost

2. Closed End Contracts

Total Contractual

\$0.00

D. Non-Scheduled Payments

Type of Service (Description)	Anticipated No. Units to be Provided	Average Cost of Each Service Unit	Yearly Cost
medical, dental, transportation, clothing, psychological and substance abuse assessments/testing, family/individual mental health assessments, trainings, GPS monitoring, coordination of mental health services, counseling, camps and other prosocial activities, in home detention costs not covered by RDSS funding, etc.	200.00	\$200.00	\$40,000.00
Total Non-Scheduled			\$40,000.00

E. Service Component - In-Home Care or Basic Grant

(Add Totals for A, B, C, and D above)	Total Service Component Cost	\$231,365.12
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F. Public Revenue:

If you plan to fund any portion of this service component with other public revenue including other Child Care Funds or Basic Grant monies, or if this component is generating revenue (i.e. third party payments) specify the following:

SOURCE	To Be Provided	Yearly Cost
Total Public Revenue		\$0.00

G. Subtract Total Public Revenue from Total Service Component Cost (E-F)

Total Cost to Basic Grant, Net Anticipated IHC Matchable Expenditure (Gross Costs Less Other Revenue)	\$231,365.12
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H. Program Specific Information:**1. Component Status**☒ Continued☐ Terminated☐ Revised☐ New**2. Target Population(s) Served - Check all that apply.****A. Children Under Jurisdiction of Court**☒ Delinquent☒ Neglect**B. Children NOT Under Jurisdiction of Court**☒ Written Complaint☒ CPS Category I or II☒ Children likely to come under Jurisdiction of the Court

3. Area(s) of Intended Impact - Check primary area(s) only.

A Reduction In:

☐ Number of Youth Petitioned

☐ Number of Adjudications

☒ Number of Days of Family Foster Care

☒ Number of Days of Out-of-Home Detention

☐ Number of Days of Shelter Care

☒ Number of Days of Residential Treatment Care

☐ Number of State Wards Committed (Act 150 & 220)

4. Service Focus - Check all that apply.

☒ Provide early Intervention to treat within the child's home

☒ Effect early return from foster or Institutional care

I. Program Description - Must be completed for all components, except those being terminated, each year.

The In-Home Care program will be used for delinquent/neglect youth for whom a petition, complaint, or referral, or CPS category I or II, but not III, has been filed and accepted by the Court to provide intervention services. This Court will utilize an In Home Care Caseworker to manage an intensive caseload of youth who are under the jurisdiction of this Court. This program is to assist with reducing the number of days a youth is in family foster care, out of home detention, and/or residential treatment. The caseload ratio will be twenty or less youth who are considered most at risk of out of home placement and in need of intensive case management to keep them in their homes or assist with their goal for early return to home from placement. The caseworker also assists with working with the youth's families in order to keep the youth in the home or assist with the coordination of services needed in the home to provide an early return home for the youth. A case plan shall be completed identifying all goals, parties, and services to be provided. Also a youth/parent agreement shall be signed to enter any IHC program and/or a Court order shall be filed. The caseworker must provide on average weekly face-to-face contact with the youth and their families. If face to face contact is not allowed due to COVID-19, the caseworker will follow the Child Care Fund approved Return to Full Capacity guide for alternative methods. Alternative methods shall include but not limited to: virtual face to face contact through face time, Skype, or zoom and contacts shall be documented in detail for future reference. In those instances where weekly face-to-face contact with youth is difficult or impossible, the caseworker shall follow the acceptable strategies in the CCF handbook to maintain the appropriate level of supervision.

The intensive non scheduled services that may be utilized in this program are but not limited to: specialized counseling services, substance abuse screenings, drug testing, GPS monitoring services, clothing needs, transportation services, coordination of mental health services, individual/family mental health assessments, medical/dental services not covered by insurance or any other funding sources, camps/field trips and other pro-social activities, court ordered classes, and other allowable non-scheduled support services. Service needs will be assessed and scheduled/provided as determined by the need of each youth and their family. Other programming may be used that is not listed, as long as it is in compliance with the CCF policies, and if other funds necessary to achieve the goal and outcomes of the IHC programming are not accessible or available. Non-scheduled payments shall not be used for basic needs of the family. No expenditures are for judicial costs.

The agencies providing counseling services will be in close contact with the Court to ensure all treatment plans are monitored accordingly. Written treatment plans/updates and psychological reports are provided to the Court.

GPS monitoring services is a cost-effective approach to assist the Court with keeping youth in their homes and also for early release of youth from placement to return to their homes. This approach allows intensive supervision but in the least restrictive environment.

The In-Home Caseworker shall possess a Bachelor's Degree in an approved Human Services field and be certified as a Juvenile Probation Officer within two years of employment. The caseworker shall meet the qualifications of the case management responsibilities outlined by SCAO order No. 1985-5 and/or MDHHS policy. The In-Home Care Caseworker directly devotes 100% of its time to support the CCF IHC program and will certify their time. The In-Home Care Caseworker shall be supervised by the Family Court Administrator.

The Juvenile Registers position is responsible in assisting with the In-Home Care caseload and a portion of the fiscal responsibilities of the In-Home Care budget and monthly billing of the DHS-207. The Juvenile Register will certify their time to the program. The Juvenile Register shall be supervised by the Family Court Administrator.

The fringe benefits for the staff of the CCF IHC program are but not limited to the following: Medical and Dental Insurance, Life Insurance, Disability Insurance, Retirement benefits, Workers Compensation, FICA, Sick Pay, Longevity, and any other fringe benefits that is documented as part of the County Compensation package, policies, and/or documented in collective bargaining agreements of the Circuit Court employees who administrate and support the CCF IHC program. Other allowable expenditures for IHC staff are but not limited to: Travel expenses, training costs, supplies such as business cards, paper, ink, and safety tracking technology including cellphones for IHC staff.

Due to our RTA population, there will be an additional portion of wages/benefits for the In-Home Care Caseworker, along with adding a small portion of wages/benefits for the other caseworker for RTA overflow cases if the In Home Care Caseworker cannot take cases due to the In Home Care case limit of 20 cases. The RTA overflow caseworker shall possess a Bachelor's Degree in an approved Human Services field and be certified as a Juvenile Probation Officer within two years of employment. The caseworker shall meet the qualifications of the case management responsibilities outlined by SCAO order No. 1985-5 and/or MDHHS policy. The RTA overflow caseworker shall be supervised by the Family Court Administrator. The juvenile register will have added duties in regards to the RTA population making a small increase of wages/benefits that are reimbursable through the Child Care Fund. All program support areas including, travel, supplies/misc. supplies, staff training, out of home placement, and non-scheduled payments will also have an increase due to the expansion of services to the RTA population. The program support areas for the RTA population will continue to follow the CCF policy of reimbursable expenditures and shall not be used for basic needs of the family or judicial costs.

AUTHORITY: Act 87,Public Acts of 1978, as amended. COMPLETION: is Required. PENALTY: State reimbursement will be withheld from local government	Michigan Department of Health & Human Services (MDHHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to an MDHHS office in your area.
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Component Detail Report (DHS-2094)

Michigan Department of Health & Human Services (MDHHS)
Children's Services Agency
Osceola County for October 01, 2023 through September 30, 2024

Service Component (Full Title/Name)	Component Type
Youth Attention Center 24	In-Home Care

A. Personnel

Administrative Unit:

☐ MDHHS

☒ Court

1. Salary and Wages			
Name(s)	Job Title	Hours/Week	Yearly Cost
2. Fringe Benefits			
Total Personnel			\$0.00

B. Program Support (For employees identified in "A" above)

1. Travel	Rate/Mile	Estimate No. of Miles	Yearly Cost
2. Supplies and Materials (Description/Examples)			Yearly Cost
3. Other Costs (Description/Examples)	Rate/Unit		Yearly Cost
* Must comply with the definitions and limits listed for court operated facilities in the			\$0.00
Total Program Support			

* Must comply with the definitions and limits listed for court operated facilities in the Child Care Fund Handbook.

C. Contractual Services

1. Unit Rates				
Name(s)	Rate	Unit Type	Total Units/ Contract	Yearly Cost
2. Closed End Contracts				
Court will utilize services provided by Youth Attention Center				\$30,000.00
Total Contractual				\$30,000.00

D. Non-Scheduled Payments

Type of Service (Description)	Anticipated No. Units to be Provided	Average Cost of Each Service Unit	Yearly Cost
Total Non-Scheduled			\$0.00

E. Service Component - In-Home Care or Basic Grant

(Add Totals for A, B, C, and D above)	Total Service Component Cost	\$30,000.00
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F. Public Revenue:

If you plan to fund any portion of this service component with other public revenue including other Child Care Funds or Basic Grant monies, or if this component is generating revenue (i.e. third party payments) specify the following:

SOURCE	To Be Provided	Yearly Cost
Total Public Revenue		\$0.00

G. Subtract Total Public Revenue from Total Service Component Cost (E-F)

Total Cost to Basic Grant, Net Anticipated IHC Matchable Expenditure (Gross Costs Less Other Revenue)	\$30,000.00
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H. Program Specific Information:**1. Component Status**

☒ Continued	☐ Terminated	☐ Revised	☐ New
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2. Target Population(s) Served - Check all that apply.

A. Children Under Jurisdiction of Court		
☒ Delinquent	☒ Neglect	
B. Children NOT Under Jurisdiction of Court		
☒ Written Complaint	☒ CPS Category I or II	☒ Children likely to come under Jurisdiction of the Court

3. Area(s) of Intended Impact - Check primary area(s) only.

A Reduction In:	☒ Number of Days of Out-of-Home Detention
☒ Number of Youth Petitioned	☒ Number of Days of Shelter Care
☒ Number of Adjudications	☒ Number of Days of Residential Treatment Care
☒ Number of Days of Family Foster Care	☐ Number of State Wards Committed (Act 150 & 220)

4. Service Focus - Check all that apply.

☒ Provide early intervention to treat within the child's home	☒ Effect early return from foster or institutional care
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I. Program Description - Must be completed for all components, except those being terminated, each year.

Since 1977, the Youth Attention Center has assisted the Juvenile Courts, in both Mecosta and Osceola Counties, with services to help reduce the number of youth petitioned into the Juvenile Court system which as a result reduces the number of youth adjudications. This agency allows the Courts to have an alternative approach for prevention and diversion programming. The target service population for programming are delinquent youth and Neglect youth (CPS Category I & II, not Category III) who are under the Court's Jurisdiction and a written complaint, referral, or petition has been received and accepted by this Court. For youth who are at risk of entering under the Court's Jurisdiction but have not entered jurisdiction, a court approved referral form must be signed and accepted by this Court and the director of Youth Attention Center and shall be kept in the youth's personal file. Due to our geographic area, which is mainly rural, there are limited services available to youth and their families. This program offers prevention services on an intensive basis for youth and families where caseworkers can work in a home and school setting with the youth/families. The caseworkers use a home-based model so transportation for the youth/families is not a barrier. This service assists with coordinating youth, based on their needs, with a variety of educational programs such as; parenting classes, counseling services, anti-social behaviors, teen pregnancy and substance abuse issues. This program as a secondary service, can also serve as an alternative program to detention, out of home placement, and/or early return home. If necessary, the program can also provide short term licensed foster care through the Michigan Department of Health and Human Services.

Non-scheduled payments shall not be used for basic needs of the family or if other funding is available from other sources. Expenditures will not be for judicial costs.

Each caseworker can only hold 15 youth at one time and have weekly face-to-face contact at home and/or school. The caseworkers for this program shall meet the qualifications of the case management responsibilities outlined by SCAO order no. 1985-5 and/or MDHHS policy. If face to face contact is unable to occur due to COVID-19 safety measures, the program will follow the Child Care Fund phased approach to Return to Full Capacity Guide. Alternative communication that will be utilized during that time are: virtual face to face contact through zoom, facetime, and/or skype and the contact will be documented as such for future reference.

Before services begin, a youth/parent agreement is signed by all parties involved. At the end of each month, the agency will provide the Court with a list of youth who were provided services.

Due to our recent RTA population, this program may have eligible expenditures that will be submitted on the monthly DHS-207.

Due to many years of experience, this program has become a very important resource for the Courts, law enforcement, and the community as a whole. Each year this agency becomes more vital to our communities in providing services to assist with early intervention services in the youth's home and/or early return home. With services provided, they have assisted with the reduction in Youth petitioned and adjudicated in the Court system, a reduction in days that youth are in family foster care, residential treatment, Out of home Detention, and/or shelter care.

AUTHORITY: Act 87,Public Acts of 1978, as amended. COMPLETION: is Required. PENALTY: State reimbursement will be withheld from local government	Michigan Department of Health & Human Services (MDHHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to an MDHHS office in your area.
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Component Detail Report (DHS-2094)

Michigan Department of Health & Human Services (MDHHS)
Children's Services Agency
Osceola County for October 01, 2023 through September 30, 2024

Service Component (Full Title/Name)	Component Type
Basic Grant- Alternative Placement 24	Basic Grant

A. Personnel

Administrative Unit:

☐ MDHHS

☒ Court

1. Salary and Wages			
Name(s)	Job Title	Hours/Week	Yearly Cost
2. Fringe Benefits			
Total Personnel			\$0.00

B. Program Support (For employees identified in "A" above)

1. Travel	Rate/Mile	Estimate No. of Miles	Yearly Cost
2. Supplies and Materials (Description/Examples)			Yearly Cost
cellphone stipend for program caseworkers			\$1,080.00
3. Other Costs (Description/Examples)	Rate/Unit		Yearly Cost
* Must comply with the definitions and limits listed for court operated facilities in the			Total Program Support
			\$1,080.00

* Must comply with the definitions and limits listed for court operated facilities in the Child Care Fund Handbook.

C. Contractual Services

1. Unit Rates				
Name(s)	Rate	Unit Type	Total Units/ Contract	Yearly Cost
New Beginnings Mental Health Services LLC	\$200.00	week	157.60	\$31,520.00
2. Closed End Contracts				
Court will utilize licensed foster care and/or short term residential and/or detention placements				\$5,420.00
Total Contractual				\$36,940.00

D. Non-Scheduled Payments

Type of Service (Description)	Anticipated No. Units to be Provided	Average Cost of Each Service Unit	Yearly Cost
medical/dental services not covered by other funds	15.00	\$100.00	\$1,500.00
transportation services	100.00	\$10.00	\$1,000.00
clothing expenses not covered by other funds	15.00	\$50.00	\$750.00
GPS monitoring/In home detention	25.00	\$50.00	\$1,250.00
pro-social events/camps	10.00	\$100.00	\$1,000.00
court ordred classes	100.00	\$30.00	\$3,000.00
Tutoring services	200.00	\$25.00	\$5,000.00
mentoring/recreational services	200.00	\$25.00	\$5,000.00
Total Non-Scheduled			\$18,500.00

E. Service Component - In-Home Care or Basic Grant

(Add Totals for A, B, C, and D above)	Total Service Component Cost	\$56,520.00
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F. Public Revenue:

If you plan to fund any portion of this service component with other public revenue including other Child Care Funds or Basic Grant monies, or if this component is generating revenue (i.e. third party payments) specify the following:

SOURCE	To Be Provided	Yearly Cost
Total Public Revenue		\$0.00

G. Subtract Total Public Revenue from Total Service Component Cost (E-F)

Total Cost to Basic Grant, Net Anticipated IHC Matchable Expenditure (Gross Costs Less Other Revenue)	\$56,520.00
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H. Program Specific Information:

1. Component Status			
☐ Continued	☐ Terminated	☒ Revised	☐ New

2. Target Population(s) Served - Check all that apply.			
A. Children Under Jurisdiction of Court ☒ Delinquent ☐ Neglect			
B. Children NOT Under Jurisdiction of Court ☒ Written Complaint ☐ CPS Category I or II ☒ Children likely to come under Jurisdiction of the Court			

3. Area(s) of Intended Impact - Check primary area(s) only.

A Reduction In:

- | | |
|--|--|
| ☐ Number of Youth Petitioned | ☐ Number of Days of Out-of-Home Detention |
| ☐ Number of Adjudications | ☐ Number of Days of Shelter Care |
| ☒ Number of Days of Family Foster Care | ☒ Number of Days of Residential Treatment Care |
| | ☐ Number of State Wards Committed (Act 150 & 220) |

4. Service Focus - Check all that apply.

- | | |
|---|---|
| ☒ Provide early intervention to treat within the child's home | ☒ Effect early return from foster or institutional care |
|---|---|

I. Program Description - Must be completed for all components, except those being terminated, each year.

This fiscal year, the court decided to revise this component.

This program's focus is to provide support and services to a diverse group of delinquent youth who are under the jurisdiction of the court and/or who have a minimum of two eligible risk factors for basic grant funding. The risk factors for funding are as follows: 1) history of confirmed abuse and/or neglect of youth, 2) history of school truancy, suspensions, or expulsions, 3) youth who have run away from home, 4) use of alcohol or drugs, 5) ineffective, inconsistent, or nonexistent parent control, and 6) negative or delinquent peer relationships. The structure of our program is based on a level system to provide the most appropriate least restrictive needs to the youth but have the flexibility to meet the youth's needs at each point of the youth's involvement with the court. The dual purpose design is to provide preventive services to youth who are at risk for out of home long term placement, yet also, provide support services to assist with transitional services from early return from foster or long term institutional care. Services will not duplicate or supplant existing service costs or to pay for any judicial functions that are the responsibility of the court. Funds will not pay for any basic family needs otherwise available through other federal, state, or public assistance programs. The primary goal of this program is to provide individualized services and treatment goals to youth and families that will result in a reduction of risk for long term out of home placement in residential treatment care and/or foster care. Individualized services will be in addition to the standard conditions of probation. These individualized services are the following but not limited to: individualized counseling, family counseling, substance abuse evaluations, substance abuse counseling, mentoring/recreation services, tutoring services, independent living skills, community service, court ordered classes etc.

Prior to placement in this program, the youth will be administered the appropriate standardized risk assessment to identify the individualized needs of the youth. The following assessments will be used but are not limited to: Anger Regulation and Emotional Scale (ARES), The Jesness Inventory-Revised (JI-R), Comprehensive Executive Functioning Inventory (CEFI), Conners Comprehensive Behavior Rating Scales (CBRS), Substance Abuse Subtle Screening Inventory (SASSI). The court has partnered with New Beginnings Mental Health Services to administer and score these risk assessments to assist in providing an individualized treatment plan for each youth entering the program. All youth who are placed in the program shall be reassessed at minimum every 90 days for the duration of their placement in the program. The average length of time in this program will be approximately three to six months. Each youth must be reassessed before closure of the program.

Assessment/Evaluations and Mental Health Services:

Youth who are eligible for mental health services through this program shall participate with services identified within the risk assessment and/or determined by a licensed counselor. The youth and/or family will participate no less than one time per week in counseling. The provider shall provide written monthly progress reports and submit them to the Court in a timely manner. The individualized treatment plan shall be updated as the youth and/or family progresses through the program. Program funds will not be used for youth who are eligible for mental health services (including assessments, individualized, family, and substance abuse counseling) through Community Mental health or an appropriate mental health provider via private insurance.

Tutoring Services:

Youth identified in this program who have specific school deficiencies may be provided tutoring services through the local school district or a person identified as appropriate and approved through said court. Tutoring services shall be based on needs of the youth and evaluated regularly for determination of need. A student's IEP and/or 504 plan shall be utilized, if appropriate, when making decisions and determinations for tutoring services. This service can provide positive reinforcement that can lead to increase academic performance which could provide a variety of positive results ranging from improvement in self-esteem and developing better habits to improving critical thinking skills and potentially developing better impulse control.

Mentoring/Recreational Services:

Youth in this program may be assigned a court approved mentor. The court staff and mentors will work together to provide youth opportunities to participate in recreational community events that are specific to the youth's individual interests. By using mentors/recreational opportunities, it will assist the at-risk youth with developing healthy, positive relationships which could provide benefits such as improved interpersonal skills, self-esteem, healthier lifestyle choices, self-confidence, etc. These improved skills could lead to more positive opportunities which could assist with reducing at-risk behavior. Mentors shall meet with the youth at minimum of twice per month and shall provide written monthly reports to the court for each youth serviced.

Independent Living skills:

Older youth in our program who are on the verge of aging out will participate with an Independent Living Skills Assessment. This will identify areas of need for the youth to improve on as the youth begins to enter the adult world. By using this assessment and identifying the youth's specific needs, this will allow time for the youth to work with staff on developing the needed skills before closure of the program. This approach will increase the youth's preparedness and confidence on entering the adult world by providing skills such as budgeting, obtaining and maintaining employment, transportation, obtaining appropriate housing, knowledge of community resources, etc. These skills will assist the youth in success and reduce the risk of recidivism and entering the adult legal system.

Cognitive Interventions:

To create purpose within the youth, and assist them in developing a better understanding of themselves and the world around them, this program will utilize a variety of cognitive interventions tailored to their individualized needs. These interventions could include but not limited to: Conflict resolution classes to assist the youth with handling and processing conflict in a healthy manner, online classes on topics such as; anger management, substances, shoplifting, self-esteem, interpersonal communications, etc. The program will also incorporate community service to help the youth provide services to give back to the community and to help build a positive relationship with themselves and the community.

Licensed Short-Term Foster Care and/or Secure Setting:

If all available and appropriate least restrictive programming have been exhausted and unsuccessful, the program will allow the Court to place a youth in a licensed short term foster care and/or secure setting. If this resource has to be utilized, the Court has found that youth and families begin to realize the seriousness of being removed from their homes which may impact the youth enough to make behavioral changes avoiding costly long term out of home placements. This can help motivate the youth and families to work on their treatment plan and goals more effectively and cooperate with the service providers that are currently in the home. Examples of these settings include but are not limited to: licensed foster care homes through the Michigan Department of Health and Human Services and/or other private agencies, Midland County Juvenile Center, Calhoun County Juvenile Care, Isabella County non-secure and/or other short-term out of home placements.

Supplies

This fiscal year, a cellphone stipend will be added to this component for juvenile caseworkers/staff who are working with youth in these programs. Due to the intensive services and the needs of the youth and their families, workers are "on-call" 24 hours a day/7 days a week to assist families and youth when they are in crisis.

AUTHORITY: Act 87, Public Acts of 1978, as amended.

COMPLETION: is Required.

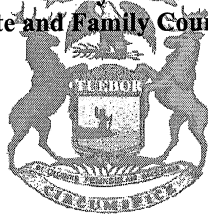
PENALTY: State reimbursement will be withheld from local government

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

The 18th PROBATE COURT & 49th CIRCUIT COURT - FAMILY DIVISION

Honorable Tyler Thompson
Probate and Family Court Judge

MECOSTA COUNTY
Mecosta County Courthouse
400 Elm Street
Big Rapids, MI 49307
Phone: (231) 592-0135
Fax: (231)-592-0191



OSCEOLA COUNTY
Osceola County Courthouse Annex
410 West Upton
Reed City, MI 49677
Phone: (231) 832-6127
Fax: (231) 832-6181

TO: Osceola County Board of Commissioners

FROM: Heather Streicher, Probate/Family Court Administrator

RE: Child and Parent Legal Representation (CPLR) grant

Date: 7/24/2023

Please find attached our 2024 grant application for grant cycle 10/1/2023 to 9/30/2024.

The CPLR grant is a renewal to an existing court grant that will continue to provide legal representation for ancillary issues involved in abuse and neglect cases. This grant provides legal representation such as but not limited to family team meetings, domestic relations proceedings, adoption and/or guardianship filings or consultations and document drafting. This additional legal representation is only provided when it is likely to lead to quicker permanency for children involved in our court and the foster care system. This grant may only be used when there is an open abuse and neglect case in the Osceola County Family Court.

Consistent with current case trends and past practice, the estimated budget for Appointed Attorneys in the Family Court is \$70,000. The FY 2024 approved grant amount is \$17,500.00, this amount will be reimbursement for the ancillary legal expenditures described in the above paragraph. This grant cannot replace the county-funded attorney fees already budgeted and is strictly limited to cover legal services that the county budget does not currently cover. This grant does not lower the estimated budget of \$70,000, as approval of this grant was figured in when considering our 2024 budget.

Essentially, this grant provides the parents and children with attorney services on matters outside the scope of the county-funded legal representation when those services are likely to lead to quicker permanency (adoption, reunification, guardianship). Child protection law is built around the (universally recognized) premise that prompt permanency is in the best interests of children. Prompt permanency also means that court involvement (and county funded attorney fees) ends sooner.

Grant Agreement Between
Michigan Department of Health and Human Services
hereinafter referred to as the "Department"
and
County of Osceola - 49th Circuit Court, Family Division
Courthouse Annex 301 W Upton Ave
Reed City MI 49677 1149
Federal I.D.#: 38-6004880, Unique Entity Identifier: GYW4WNJS8EG1
hereinafter referred to as the "Grantee"
for
Child and Parent Legal Representation - 2024
Part 1

1. Period of Agreement:

This Agreement will commence on the date of the Grantee's signature or October 1, 2023, whichever is later, and continue through September 30, 2024. No activity will be performed and no costs to the state will be incurred prior to October 1, 2023 or the effective date of the Agreement, whichever is later. Throughout the Agreement, the date of the Grantee's signature or October 1, 2023, whichever is later, will be referred to as the start date. This Agreement is in full force and effect for the period specified.

2. Program Budget and Agreement Amount:

A. Agreement Amount

The total amount of this Agreement is \$70,000.00. Under the terms of this Agreement, the Department will provide funding not to exceed \$17,500.00. The source of funding provided by the Department can be obtained in the Schedule of Financial Assistance, available on-demand in the EGrAMS electronic grants management system (<http://egram-mi.com/mdhhs>).

The Agreement is designated as a:

☒ Subrecipient relationship (federal funding); or
☐ Recipient (non-federal funding).

The Agreement is designated as:

☐ Research and development project; or
☒ Not a research and development project.

B. Equipment Purchases and Title

Any Grantee equipment purchases supported in whole or in part through this Agreement must be listed in the supporting Equipment Inventory Schedule which should be attached to the Final Financial Status Report. Equipment means tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Title to items having a unit acquisition cost of less than \$5,000 will vest with the Grantee upon acquisition. The Department reserves the right to retain or transfer the title to all items of equipment having a unit acquisition cost of \$5,000 or more, to the extent that the Department's proportionate interest in such equipment supports such retention or transfer of title.

C. Deviation Allowance

A deviation allowance modifying an established budget category by \$10,000 or 15%, whichever is greater, is permissible without prior written approval of the Department. Any modification or deviations in excess of this provision, including any adjustment to the total amount of this Agreement, must be made in writing and executed by all parties through an amendment to this Agreement before the modifications can be implemented. This deviation allowance does not authorize new categories, subcontracts, equipment items or positions not shown in the attached Program Budget Summary and supporting detail schedules.

3. Purpose:

The focus of the program is to provide legal representation to eligible children and parents in child welfare legal proceedings.

4. Statement of Work:

The Grantee agrees to undertake, perform and complete the activities described in Attachment A, which is part of this Agreement.

5. Financial Requirements:

The financial requirements must be followed as described in Part 2 and Attachment B, which are part of this Agreement.

6. Performance/Progress Report Requirements:

The progress reporting methods must be followed as described in Part 2 and Attachment C, which are part of this Agreement.

7. General Provisions:

The Grantee agrees to comply with the General Provisions as described in Part 2 and Attachment E, which are part of this Agreement.

8. **Administration of the Agreement:**

The person acting for the Department in administering this Agreement (hereinafter referred to as the Contract Manager) is:

Amanda Jansen Analyst/Specialist (517) 284-2997
JansenA1@michigan.gov

Name	Title	Telephone No.	Email Address
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9. **Grantee's Financial Contact for the Agreement:**

The financial contact acting on behalf of the Grantee for this Agreement is:

Stephanie Vickers Office Manager

Name	Title
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svickers@18thprobatecourt.org (231) 832-6127

E-Mail Address	Telephone No.
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10. Special Conditions:

- A. This Agreement is valid upon approval and execution by the Department which may be contingent upon approval by the State Administrative Board and signature by the Grantee.
- B. This Agreement is conditionally approved subject to and contingent upon the availability of funds.
- C. Based on the availability of funding, the Department may specify the amount of funding the Grantee may expend during a specific time period within the Agreement Period.
- D. The Department will not assume any responsibility or liability for costs incurred by the Grantee prior to the start date of this Agreement.
- E. The Grantee is required by 2004 PA 533 to receive payments by electronic funds transfer.

11. Special Certification:

The individual or officer signing this Agreement certifies by their signature that they are authorized to sign this Agreement on behalf of the responsible governing board, official or Grantee.

12. Signature Section:

FOR the GRANTEE

County of Osceola - 49th Circuit Court, Family Division

Heather Streicher

Court Administrator

07/24/2023

Name

Title

Date

For the Michigan Department of Health and Human Services

Jeanette Hensler

07/13/2023

Jeanette Hensler, Grants Division Director
Bureau of Grants and Purchasing

Date

Part 2
General Provisions

I. Responsibilities - Grantee

The Grantee, in accordance with the general purposes and objectives of this Agreement, must:

A. Publication Rights

1. Copyright materials only when the Grantee exclusively develops books, films or other such copyrightable materials through activities supported by this Agreement. The copyrighted materials cannot include recipient information or personal identification data. Grantee provides the Department a royalty-free, non-exclusive and irrevocable license to reproduce, publish and use such materials copyrighted by the Grantee and authorizes others to reproduce and use such materials.
2. Obtain prior written authorization from the Department's Office of Communications for any materials copyrighted by the Grantee or modifications bearing acknowledgment of the Department's name prior to reproduction and use of such materials. The state of Michigan may modify the material copyrighted by the Grantee and may combine it with other copyrightable intellectual property to form a derivative work. The state of Michigan will own and hold all copyright and other intellectual property rights in any such derivative work, excluding any rights or interest granted in this Agreement to the Grantee. If the Grantee ceases to conduct business for any reason or ceases to support the copyrightable materials developed under this Agreement, the state of Michigan has the right to convert its licenses into transferable licenses to the extent consistent with any applicable obligations the Grantee has.
3. Obtain written authorization, at least 14 days in advance, from the Department's Office of Communications and give recognition to the Department in any and all publications, papers and presentations arising from the Agreement activities.
4. Notify the Department's Bureau of Grants and Purchasing 30 days before applying to register a copyright with the U.S. Copyright Office. The Grantee must submit an annual report for all copyrighted materials developed by the Grantee through activities supported by this Agreement and must submit a final invention statement and certification within 60 days of the end of the Agreement period.
5. Not make any media releases related to this Agreement, without prior written authorization from the Department's Office of Communications.

B. Fees

1. Guarantee that any claims made to the Department under this Agreement will not be financed by any sources other than the Department under the terms of this Agreement. If funding is received through any other source, the Grantee agrees to budget the additional source of funds and reflect the source of funding on the Financial Status Report.
2. Make reasonable efforts to collect 1st and 3rd party fees, where applicable, and report those collections on the Financial Status Report. Any under recoveries of otherwise available fees resulting from failure to bill for eligible activities will be excluded from reimbursable expenditures.

C. Grant Program Operation

Provide the necessary administrative, professional and technical staff for operation of the grant program. The Grantee must obtain and maintain all necessary licenses, permits or other authorizations necessary for the performance of this Agreement.

Use an accounting system that can identify and account for the funds received from each separate grant, regardless of funding source, and assure that grant funds are not commingled.

D. Reporting

Utilize all report forms and reporting formats required by the Department at the start date of this Agreement and provide the Department with timely review and commentary on any new report forms and reporting formats proposed for issuance thereafter.

E. Record Maintenance/Retention

Maintain adequate program and fiscal records and files, including source documentation, to support program activities and all expenditures made under the terms of this Agreement, as required. The Grantee must assure that all terms of the Agreement will be appropriately adhered to and that records and detailed documentation for the grant project or grant program identified in this Agreement will be maintained for a period of not less than four years from the date of termination, the date of submission of the final expenditure report or until litigation and audit findings have been resolved. This section applies to the Grantee, any parent, affiliate, or subsidiary organization of the Grantee and any subcontractor that performs activities in connection with this Agreement.

F. Authorized Access

1. Permit within 10 calendar days of providing notification and at reasonable times, access by authorized representatives of the Department, Federal Grantor Agency, Inspector Generals, Comptroller General of the United States and State Auditor General, or any of their

duly authorized representatives, to records, papers, files, documentation and personnel related to this Agreement, to the extent authorized by applicable state or federal law, rule or regulation.

2. Acknowledge the rights of access in this section are not limited to the required retention period. The rights of access will last as long as the records are retained.
3. Cooperate and provide reasonable assistance to authorized representatives of the Department and others when those individuals have access to the Grantee's grant records.

G. Audits

This section only applies to Grantees designated as subrecipients by the Department (see Part 1, Section 2 A.).

1. Required Audit or Audit Exemption Notice

Submit to the Department either a Single Audit, Financial Related Audit or Audit Exemption Notice as described below. A Financial Related Audit is applicable to for-profit Grantees that are designated as subrecipients. If submitting a Single Audit or Financial Related Audit, Grantees must also submit a corrective action plan prepared in accordance with 2 CFR 200.511(c) for any audit findings that impact the Department funded programs, and management letter (if issued) with a corrective action plan.

a. Single Audit

Grantees that are a state, local government or non-profit organization that expend \$750,000 or more in federal awards during the Grantee's fiscal year must submit a Single Audit to the Department, regardless of the amount of funding received from the Department. The Single Audit must comply with the requirements of 2 CFR 200 Subpart F. The Single Audit reporting package must include all components described in 2 CFR 200.512 (c).

b. Financial Related Audit

Grantees that are for-profit organizations that expend \$750,000 or more in federal awards during the Grantee's fiscal year must submit either a financial related audit prepared in accordance with Government Auditing Standards relating to all federal awards, or an audit that meets the requirements contained in 2 CFR 200 Subpart F, if required by the federal awarding agency.

c. Audit Exemption Notice

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

template Audit Exemption Notice and further instructions are available at State of Michigan - MDHHS by selecting Inside MDHHS – MDHHS Audit - Audit Reporting.

2. Financial Statement Audit

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

3. Due Date and Where to Send

The required audit and any other required submissions (i.e., corrective action plan, and management letter with a corrective action plan), and/or Audit Exemption Notice must be submitted to the Department within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the Grantee's fiscal year by e-mail to MDHHS-AuditReports@michigan.gov. Single Audit reports must be submitted simultaneously to the Department and Federal Audit Clearinghouse, in accordance with 2 CFR 200.512(a). The required submissions must be assembled in PDF files and compatible with Adobe Acrobat (read only). The subject line must state the agency name and fiscal year end. The Department reserves the right to request a hard copy of the audit materials if for any reason the electronic submission process is not successful.

4. Penalty

a. Delinquent Single Audit or Financial Related Audit

If the Grantee does not submit the required Single Audit or Financial Related Audit, including any management letter and applicable corrective action plan(s) within nine months after the end of the Grantee's fiscal year, the Department may withhold from any payment from the Department to the Grantee an amount equal to five percent of the audit year's grant funding (not to exceed \$200,000) until the required filing is received by the Department. The Department may retain the amount withheld if the Grantee is more than 120 days delinquent in meeting the filing requirements. The Department may terminate any current grant agreements if the Grantee is more than 180 days delinquent in meeting the filing requirements.

b. Delinquent Audit Exemption Notice

Failure to submit the Audit Exemption Notice, when required, may result in withholding from any payment from Department to the Grantee an amount equal to one percent of the audit year's grant funding until the Audit Exemption Notice is received.

5. Other Audits

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

H. Subrecipient Monitoring

1. When passing federal funds through to a subrecipient (if the Agreement does not prohibit the passing of federal funds through to a subrecipient), the Grantee must:
 - a. Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the information required by 2 CFR 200.332.
 - b. Ensure the subrecipient complies with all the requirements of this Agreement.
 - c. Evaluate each subrecipient's risk for noncompliance as required by 2 CFR 200.332(b).
 - d. Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with federal statutes, regulations and the terms and conditions of the subawards; that subaward performance goals are achieved; and that all monitoring requirements of 2 CFR 200.332(d) are met including reviewing financial and programmatic reports, following up on corrective actions and issuing management decisions for audit findings.
 - e. Verify that every subrecipient is audited as required by 2 CFR 200 Subpart F.
2. Develop a subrecipient monitoring plan that addresses the above requirements and provides reasonable assurance that the subrecipient administers federal awards in compliance with laws, regulations and the provisions of this Agreement, and that performance goals are achieved. The subrecipient monitoring plan should include a risk-based assessment to determine the level of oversight and monitoring activities, such as reviewing financial and performance reports, performing site visits and maintaining regular contact with subrecipients.
3. Establish requirements to ensure compliance for for-profit subrecipients as required by 2 CFR 200.501(h), as applicable.
4. Ensure that transactions with subrecipients/contractors comply with laws, regulations and provisions of contracts or grant agreements.

I. Notification of Modifications

Provide timely notification to the Department, in writing, of any action by its governing board or any other funding source that would require or result in significant modification in the provision of activities, funding or compliance with operational procedures.

J. Software Compliance

Ensure software compliance and compatibility with the Department's data systems for activities provided under this Agreement, including but not limited to stored data, databases and interfaces for the production of work products and reports. All required data under this Agreement must be provided in an accurate and timely manner without interruption, failure or errors due to the inaccuracy of the Grantee's business operations for processing data. All information systems, electronic or hard copy, that contain state or federal data must be protected from unauthorized access.

K. Human Subjects

Comply with Federal Policy for the Protection of Human Subjects, 45 CFR 46. The Grantee agrees that prior to the initiation of the research, the Grantee will submit Institutional Review Board (IRB) application material for all research involving human subjects, which is conducted in programs sponsored by the Department or in programs which receive funding from or through the state of Michigan, to the Department's IRB for review and approval, or the IRB application and approval materials for acceptance of the review of another IRB. All such research must be approved by a federally assured IRB, but the Department's IRB can only accept the review and approval of another institution's IRB under a formally approved interdepartmental agreement. The manner of the review will be agreed upon between the Department's IRB Chairperson and the Grantee's authorized official.

L. Mandatory Disclosures

1. Disclose to the Department in writing within 14 days of receiving notice of any litigation, investigation, arbitration or other proceeding (collectively, "Proceeding") involving Grantee, a subcontractor or an officer or director of Grantee or subcontractor that arises during the term of this Agreement including:
 - a. All violations of federal and state criminal law involving fraud, bribery, or gratuity violations potentially affecting the Agreement.
 - b. A criminal Proceeding;
 - c. A parole or probation Proceeding;
 - d. A Proceeding under the Sarbanes-Oxley Act;
 - e. 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
 3. Any complaint filed in a legal or administrative proceeding alleging the Grantee or its subcontractors discriminated against its employees, subcontractors, vendors, or suppliers during the term of this Agreement; or
- f. A Proceeding involving any license that Grantee is required to possess in order to perform under this Agreement.
2. Notify the Department, at least 90 calendar days before the effective date, of a change in Grantee's ownership or executive management.

M. Statement of Work Progress Reports

Submit quarterly Statement of Work progress reports to the Department via the <http://egram-mi.com/mdhhs> website by the 15th day of the month following the end of the quarter and a final report no later than 15 days following the end of this Agreement.

N. Conflict of Interest and Code of Conduct Standards

1. Be subject to the provisions of 1968 PA 317, as amended, 1973 PA 196, as amended, and 2 CFR 200.318 (c)(1) and (2).
2. Uphold high ethical standards and be prohibited from the following:
 - a. Holding or acquiring an interest that would conflict with this Agreement;
 - b. Doing anything that creates an appearance of impropriety with respect to the award or performance of this Agreement;
 - c. Attempting to influence or appearing to influence any state employee by the direct or indirect offer of anything of value; or
 - d. Paying or agreeing to pay any person, other than employees and consultants working for Grantee, any consideration contingent upon the award of this Agreement.
3. Immediately notify the Department of any violation or potential violation of these standards. This Section applies to Grantee, any parent, affiliate, or subsidiary organization of Grantee, and any subcontractor that performs activities in connection with this Agreement.

O. Travel Costs

1. Be reimbursed for travel costs (including mileage, meals, and lodging) budgeted and incurred related to activities provided under this Agreement.
 - a. If the Grantee has a documented policy related to travel

reimbursement for employees and if the Grantee follows that documented policy, the Department will reimburse the Grantee for travel costs at the Grantee's documented reimbursement rate for employees. Otherwise, the state of Michigan travel reimbursement rate applies.

- b. Federally funded Grantees must comply with Title 2 CRF 200.475.
- c. State of Michigan travel rates may be found at the following website: http://www.michigan.gov/dtmb/0,5552,7-358-82548_13132---,00.html.
- d. International travel must be pre-approved by the Department and itemized in the budget.

P. Federal Funding Accountability and Transparency Act (FFATA)

- 1. Complete and upload the FFATA Executive Compensation report to the EGrAMS agency profile if:
 - a. The Grantee's federal revenue was 80% or more of the Grantee's annual gross revenue; AND
 - b. Grantee's gross revenue from federal awards was \$25,000,000 or more; AND
 - c. The public does not have access to the information about executive officers' compensation through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 or Section 6104 of the Internal Revenue Code of 1986.
- 2. The FFATA Executive Compensation report template can be found in EGrAMS documents.

Q. Insurance Requirements

- 1. Maintain at least a minimum of the insurances or governmental self-insurances listed below and be responsible for all deductibles. All required insurance or self-insurance must:
 - a. Protect the state of Michigan from claims that may arise out of, are alleged to arise out of, or result from Grantee's or a subcontractor's performance;
 - b. Be primary and non-contributing to any comparable liability insurance (including self-insurance) carried by the state; and
 - c. Be provided by a company with an A.M. Best rating of "A-" or better and a financial size of VII or better.
- 2. Insurance Types
 - a. Commercial General Liability Insurance or Governmental Self-Insurance: Except for Governmental Self-Insurance, policies must be endorsed to add "the state of Michigan, its departments, divisions, agencies, offices, commissions,

officers, employees, and agents” as additional insureds using endorsement CG 20 10 11 85, or both CG 20 10 12 19 and CG 20 37 12 19.

If the Grantee will interact with children, schools, or the cognitively impaired, the Grantee must maintain appropriate insurance coverage related to sexual abuse and molestation liability.

- b. Workers’ Compensation Insurance or Governmental Self-Insurance: Coverage according to applicable laws governing work activities. Policies must include waiver of subrogation, except where waiver is prohibited by law.
 - c. Employers Liability Insurance or Governmental Self-Insurance.
 - d. Privacy and Security Liability (Cyber Liability) Insurance: cover information security and privacy liability, privacy notification costs, regulatory defense and penalties, and website media content liability.
- 3. Require that subcontractors maintain the required insurances contained in this Section.
 - 4. This Section is not intended to and is not to be construed in any manner as waiving, restricting or limiting the liability of the Grantee from any obligations under this Agreement.
 - 5. Each Party must promptly notify the other Party of any knowledge regarding an occurrence which the notifying Party reasonably believes may result in a claim against either Party. The Parties must cooperate with each other regarding such claim.

R. Fiscal Questionnaire

- 1. Complete and upload the yearly fiscal questionnaire to the EGrAMS agency profile within three months of the start of the Agreement.
- 2. The fiscal questionnaire template can be found in EGrAMS documents.

S. Criminal Background Check

- 1. Conduct or cause to be conducted a search that reveals information similar or substantially similar to information found on an Internet Criminal History Access Tool (ICHAT) check and a national and state sex offender registry check for each new employee, employee, subcontractor, subcontractor employee, or volunteer who under this Agreement works directly with clients or has access to client information.
 - a. ICHAT: <http://apps.michigan.gov/ichat>
 - b. Michigan Public Sex Offender Registry:
<http://www.mipsor.state.mi.us>

- c. National Sex Offender Registry: <http://www.nsopw.gov>
2. Conduct or cause to be conducted a Central Registry (CR) check for each new employee, employee, subcontractor, subcontractor employee, or volunteer who under this Agreement works directly with children.
 - a. Central Registry: https://www.michigan.gov/mdhhs/0,5885,7-339-73971_7119_50648_48330-180331--,00.html
3. Require each new employee, employee, subcontractor, subcontractor employee, or volunteer who, under this Agreement, works directly with clients or who has access to client information to notify the Grantee in writing of criminal convictions (felony or misdemeanor), pending felony charges, or placement on the Central Registry as a perpetrator, at hire or within 10 days of the event after hiring.
4. Determine whether to prohibit any employee, subcontractor, subcontractor employee, or volunteer from performing work directly with clients or accessing client information related to clients under this Agreement, based on the results of a positive ICHAT response or reported criminal felony conviction or perpetrator identification.
5. Determine whether to prohibit any employee, subcontractor, subcontractor employee or volunteer from performing work directly with children under this Agreement, based on the results of a positive CR response or reported perpetrator identification.
6. Require any employee, subcontractor, subcontractor employee or volunteer who may have access to any databases of information maintained by the federal government that contain confidential or personal information, including but not limited to federal tax information, to have a fingerprint background check performed by the Michigan State Police.

II. Responsibilities - Department

The Department in accordance with the general purposes and objectives of this Agreement will:

A. Reimbursement

Provide reimbursement in accordance with the terms and conditions of this Agreement based upon appropriate reports, records and documentation maintained by the Grantee.

B. Report Forms

Provide any report forms and reporting formats required by the Department at the start date of this Agreement and provide to the Grantee any new report forms and reporting formats proposed for issuance thereafter at least 30 days prior to their required usage in order to afford the Grantee an opportunity to review.

III. Assurances

The following assurances are hereby given to the Department:

A. Compliance with Applicable Laws

The Grantee will comply with applicable federal and state laws, guidelines, rules and regulations in carrying out the terms of this Agreement. The Grantee will also comply with all applicable general administrative requirements, such as 2 CFR 200, covering cost principles, grant/agreement principles and audits, in carrying out the terms of this Agreement. The Grantee will comply with all applicable requirements in the original grant awarded to the Department if the Grantee is a subgrantee. The Department may determine that the Grantee has not complied with applicable federal or state laws, guidelines, rules and regulations in carrying out the terms of this Agreement and may then terminate this Agreement under Part 2, Section V.

B. Anti-Lobbying Act

The Grantee will comply with the Anti-Lobbying Act (31 U.S.C. 1352) as revised by the Lobbying Disclosure Act of 1995 (2 U.S.C. 1601 et seq.), Federal Acquisition Regulations 52.203.11 and 52.203.12, and Section 503 of the Departments of Labor, Health & Human Services, and Education, and Related Agencies section of the current fiscal year Omnibus Consolidated Appropriations Act. Further, the Grantee must require that the language of this assurance be included in the award documents of all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients must certify and disclose accordingly.

C. Non-Discrimination

1. The Grantee must comply with the Department's non-discrimination statement: The Michigan Department of Health and Human Services does not discriminate against any individual or group on the basis of race, national origin, color, sex, disability, religion, age, height, weight, familial status, partisan considerations, or genetic information. Sex-based discrimination includes, but is not limited to, discrimination based on sexual orientation, gender identity, gender expression, sex characteristics, and pregnancy. The Grantee further agrees that every subcontract entered into for the performance of any contract or purchase order resulting therefrom, will contain a provision requiring non-discrimination in employment, activity delivery and access, as herein specified, binding upon each subcontractor. This covenant is required pursuant to the Elliot-Larsen Civil Rights Act (1976 PA 453, as amended; MCL 37.2101 et seq.) and the Persons with Disabilities Civil Rights Act (1976 PA 220, as amended; MCL 37.1101 et seq.), and any breach thereof may be regarded as a material breach of this Agreement.

2. The Grantee will comply with all federal and state statutes relating to nondiscrimination. These include but are not limited to:
 - a. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination based on race, color or national origin;
 - b. Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, 1685-1686), which prohibits discrimination based on sex;
 - c. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination based on disabilities;
 - d. The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination based on age;
 - e. The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination based on drug abuse;
 - f. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination based on alcohol abuse or alcoholism;
 - g. Sections 523 and 527 of the Public Health Service Act of 1944 (42 U.S.C. 290 dd-2), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - h. Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and,
 - i. The requirements of any other nondiscrimination statute(s) which may apply to the application.
3. Additionally, assurance is given to the Department that proactive efforts will be made to identify and encourage the participation of minority-owned and women-owned businesses, and businesses owned by persons with disabilities in contract solicitations. The Grantee must include language in all contracts awarded under this Agreement which (1) prohibits discrimination against minority-owned and women-owned businesses and businesses owned by persons with disabilities in subcontracting; and (2) makes discrimination a material breach of contract.

D. Debarment and Suspension

The Grantee will comply with federal regulation 2 CFR 180 and certifies to the best of its knowledge and belief that it, its employees 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 contractor;

2. Have not within a five-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) or private transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
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 section 2;
4. Have not within a five-year period preceding this Agreement had one or more public transactions (federal, state or local) terminated for cause or default; and
5. Have not committed an act of so serious or compelling a nature that it affects the Grantee's present responsibilities.

E. Pro-Children Act

1. The Grantee will comply with the Pro-Children Act of 1994 (P.L. 103-227; 20 U.S.C. 6081, et seq.), which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted by and used routinely or regularly for the provision of health, day care, early childhood development activities, education or library activities to children under the age of 18, if the activities are funded by federal programs either directly or through state or local governments, by federal grant, contract, loan or loan guarantee. The law also applies to children's activities that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The law does not apply to children's activities provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; activity providers whose sole source of applicable federal funds is Medicare or Medicaid; or facilities where Women, Infants, and Children (WIC) coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity. The Grantee also assures that this language will be included in any subawards which contain provisions for children's activities.
2. The Grantee also assures, in addition to compliance with P.L. 103-227, any activity funded in whole or in part through this Agreement will be delivered in a smoke-free facility or environment. Smoking must not be permitted anywhere in the facility, or those parts of the facility under the

control of the Grantee. If activities are delivered in facilities or areas that are not under the control of the Grantee (e.g., a mall, restaurant or private work site), the activities must be smoke-free.

F. Hatch Act and Intergovernmental Personnel Act

The Grantee will comply with the Hatch Act (5 U.S.C. 1501-1508, 5 U.S.C. 7321-7326), and the Intergovernmental Personnel Act of 1970 (P.L. 91-648) as amended by Title VI of the Civil Service Reform Act of 1978 (P.L. 95-454). Federal funds cannot be used for partisan political purposes of any kind by any person or organization involved in the administration of federally assisted programs.

G. Employee Whistleblower Protections

The Grantee will comply with 41 U.S.C. 4712 and must insert this clause in all subcontracts.

H. Clean Air Act and Federal Water Pollution Control Act

The Grantee will comply with the Clean Air Act (42 U.S.C. 7401-7671(q)) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1388), as amended. This Agreement and anyone working on this Agreement will be subject to the Clean Air Act and Federal Water Pollution Control Act and must comply with all applicable standards, orders or regulations issued pursuant to these Acts. Violations must be reported to the Department.

I. Victims of Trafficking and Violence Protection Act

The Grantee will comply with the Victims of Trafficking and Violence Protection Act of 2000 (P.L. 106-386), as amended.

This Agreement and anyone working on this Agreement will be subject to P.L. 106-386 and must comply with all applicable standards, orders or regulations issued pursuant to this Act. Violations must be reported to the Department.

J. Procurement of Recovered Materials

The Grantee will comply with section 6002 of the Solid Waste Disposal Act of 1965 (P.L. 89-272), as amended.

This Agreement and anyone working on this Agreement will be subject to section 6002 of P.L. 89-272, as amended, and must comply with all applicable standards, orders or regulations issued pursuant to this Act. Violations must be reported to the Department.

K. Subcontracts

For any subcontracted activity or product, the Grantee will ensure:

1. That a written subcontract is executed by all affected parties prior to the initiation of any new subcontract activity or delivery of any subcontracted product. Exceptions to this policy may be granted by the Department if the Grantee asks the Department in writing within 30 days of execution of the Agreement.
2. That any executed subcontract to this Agreement must require the

subcontractor to comply with all applicable terms and conditions of this Agreement. In the event of a conflict between this Agreement and the provisions of the subcontract, the provisions of this Agreement will prevail.

A conflict between this Agreement and a subcontract, however, will not be deemed to exist where the subcontract:

- a. Contains additional non-conflicting provisions not set forth in this Agreement;
 - b. Restates provisions of this Agreement to afford the Grantee the same or substantially the same rights and privileges as the Department; or
 - c. Requires the subcontractor to perform duties and/or activities in less time than that afforded the Grantee in this Agreement.
3. That the subcontract does not affect the Grantee's accountability to the Department for the subcontracted activity.
 4. That any billing or request for reimbursement for subcontract costs is supported by a valid subcontract and adequate source documentation on costs and activities.
 5. That the Grantee will submit a copy of the executed subcontract if requested by the Department.

L. Procurement

1. Grantee will ensure that all purchase transactions, whether negotiated or advertised, are conducted openly and competitively in accordance with the principles and requirements of 2 CFR 200.
2. Funding from this Agreement must not be used for the purchase of foreign goods or services.
3. Preference must be given to goods and services manufactured or provided by Michigan businesses, if they are competitively priced and of comparable quality.
4. Preference must be given to goods and services that are manufactured or provided by Michigan businesses owned and operated by veterans, if they are competitively priced and of comparable quality.
5. Records must be sufficient to document the significant history of all purchases and must be maintained for a minimum of four years after the end of the Agreement period.

M. Health Insurance Portability and Accountability Act

To the extent that the Health Insurance Portability and Accountability Act (HIPAA) is applicable to the Grantee under this Agreement, the Grantee assures that it is in compliance with requirements of HIPAA including the following:

1. The Grantee must not share any protected health information provided by the Department that is covered by HIPAA except as permitted or required by applicable law, or to a subcontractor as appropriate under this Agreement.
2. The Grantee will ensure that any subcontractor will have the same obligations as the Grantee not to share any protected health data and information from the Department that falls under HIPAA requirements in the terms and conditions of the subcontract.
3. The Grantee must only use the protected health data and information for the purposes of this Agreement.
4. The Grantee must have written policies and procedures addressing the use of protected health data and information that falls under the HIPAA requirements. The policies and procedures must meet all applicable federal and state requirements including the HIPAA regulations. These policies and procedures must include restricting access to the protected health data and information by the Grantee's employees.
5. The Grantee must have a policy and procedure to immediately report to the Department any suspected or confirmed unauthorized use or disclosure of protected health information that falls under the HIPAA requirements of which the Grantee becomes aware. The Grantee will work with the Department to mitigate the breach and will provide assurances to the Department of corrective actions to prevent further unauthorized uses or disclosures. The Department may demand specific corrective actions and assurances and the Grantee must provide the same to the Department.
6. Failure to comply with any of these contractual requirements may result in the termination of this Agreement in accordance with Part 2, Section V.
7. In accordance with HIPAA requirements, the Grantee is liable for any claim, loss or damage relating to unauthorized use or disclosure of protected health data and information, including without limitation the Department's costs in responding to a breach, received by the Grantee from the Department or any other source.
8. The Grantee will enter into a business associate agreement should the Department determine such an agreement is required under HIPAA.

N. Website Incorporation

The Department is not bound by any content on Grantee's website or other internet communication platforms or technologies, unless expressly incorporated directly into this Agreement. The Department is not bound by any end user license agreement or terms of use unless specifically incorporated in this Agreement or any other agreement signed by the Department. The Grantee must not refer to the Department on the Grantee's website or other

internet communication platforms or technologies without the prior written approval of the Department.

O. Survival

The provisions of this Agreement that impose continuing obligations will survive the expiration or termination of this Agreement.

P. State Data

1. Ownership. The Department's data ("State Data," which will be treated by Grantee as Confidential Information) includes: (a) the Department's data, user data, and any other data collected, used, processed, stored, or generated as the result of this Agreement; (b) personally identifiable information ("PII") collected, used, processed, stored, or generated as the result of this Agreement, including, without limitation, any information that identifies an individual, such as an individual's social security number or other government-issued identification number, date of birth, address, telephone number, biometric data, mother's maiden name, email address, credit card information, or an individual's name in combination with any other of the elements here listed; and, (c) protected health information ("PHI") collected, used, processed, stored, or generated as the result of this Agreement, which is defined under the Health Insurance Portability and Accountability Act (HIPAA) and its related rules and regulations. State Data is and will remain the sole and exclusive property of the Department and all right, title, and interest in the same is reserved by the Department.
2. Grantee Use of State Data. Grantee is provided a limited license to State Data for the sole and exclusive purpose of providing the activities outlined in the Agreement's Statement of Work, including a license to collect, process, store, generate, and display State Data only to the extent necessary in the provision of the Agreement's Statement of Work. Grantee must: (a) keep and maintain State Data in strict confidence, using such degree of care as is appropriate and consistent with its obligations as further described in this Agreement and applicable law to avoid unauthorized access, use, disclosure, or loss; (b) use and disclose State Data solely and exclusively for the purpose of providing the activities described in the Statement of Work, such use and disclosure being in accordance with this Agreement, any applicable Statement of Work, and applicable law; (c) keep and maintain State Data in the continental United States and (d) not use, sell, rent, transfer, distribute, commercially exploit, or otherwise disclose or make available State Data for Grantee's own purposes or for the benefit of anyone other than the Department without the Department's prior written consent. Grantee's misuse of State Data may violate state or federal laws, including but not limited to MCL

752.795.

3. Extraction of State Data. Grantee must, within five business days of the Department's request, provide the Department, without charge and without any conditions or contingencies whatsoever (including but not limited to the payment of any fees due to Grantee), an extract of the State Data in the format specified by the Department.
4. Backup and Recovery of State Data. Grantee is responsible for maintaining a backup of State Data and for an orderly and timely recovery of such data. Grantee must maintain a contemporaneous backup of State Data that can be recovered within two hours at any point in time.
5. Loss or Compromise of Data. In the event of any act, error or omission, negligence, misconduct, or breach on the part of Grantee that compromises or is suspected to compromise the security, confidentiality, or integrity of State Data or the physical, technical, administrative, or organizational safeguards put in place by Grantee that relate to the protection of the security, confidentiality, or integrity of State Data, Grantee must, as applicable: (a) notify the Department as soon as practicable but no later than 24 hours of becoming aware of such occurrence; (b) cooperate with the Department in investigating the occurrence, including making available all relevant records, logs, files, data reporting, and other materials required to comply with applicable law or as otherwise required by the Department; (c) in the case of PII or PHI, at the Department's sole election, (i) with approval and assistance from the Department, notify the affected individuals who comprise the PII or PHI as soon as practicable but no later than is required to comply with applicable law, or, in the absence of any legally required notification period, within five calendar days of the occurrence; or (ii) reimburse the Department for any costs in notifying the affected individuals; (d) in the case of PII, provide third-party credit and identity monitoring services to each of the affected individuals who comprise the PII for the period required to comply with applicable law, or, in the absence of any legally required monitoring services, for no less than 24 months following the date of notification to such individuals; (e) perform or take any other actions required to comply with applicable law as a result of the occurrence; (f) pay for any costs associated with the occurrence, including but not limited to any costs incurred by the Department in investigating and resolving the occurrence, including reasonable attorney's fees associated with such investigation and resolution; (g) without limiting Grantee's obligations of indemnification as further described in this Agreement, indemnify,

defend, and hold harmless the Department for any and all claims, including reasonable attorneys' fees, costs, and incidental expenses, which may be suffered by, accrued against, charged to, or recoverable from the Department in connection with the occurrence; (h) be responsible for recreating lost State Data in the manner and on the schedule set by the Department without charge to the Department; and, (i) provide to the Department a detailed plan within 10 calendar days of the occurrence describing the measures Grantee will undertake to prevent a future occurrence. Notification to affected individuals, as described above, must comply with applicable law, be written in plain language, not be tangentially used for any solicitation purposes, and contain, at a minimum: name and contact information of Grantee's representative; a description of the nature of the loss; a list of the types of data involved; the known or approximate date of the loss; how such loss may affect the affected individual; what steps Grantee has taken to protect the affected individual; what steps the affected individual can take to protect himself or herself; contact information for major credit card reporting agencies; and, information regarding the credit and identity monitoring services to be provided by Grantee. The Department will have the option to review and approve any notification sent to affected individuals prior to its delivery. Notification to any other party, including but not limited to public media outlets, must be reviewed, and approved by the Department in writing prior to its dissemination. The parties agree that any damages relating to a breach of this section are to be considered direct damages and not consequential damages.

6. Surrender of Confidential Information upon Termination. Upon termination or expiration of this Contract or a Statement of Work, in whole or in part, each party must, within 5 Business Days from the date of termination, return to the other party any and all Confidential Information received from the other party, or created or received by a party on behalf of the other party, which are in such party's possession, custody, or control. Upon confirmation from the State, of receipt of all data, Grantee must permanently sanitize or destroy the State's Confidential Information, including State Data, from all media including backups using National Security Agency ("NSA") and/or National Institute of Standards and Technology ("NIST") (NIST Guide for Media Sanitization 800-88) data sanitization methods or as otherwise instructed by the State. If the State determines that the return of any Confidential Information is not feasible or necessary, Grantee must destroy the Confidential Information as specified above. The Grantee must certify the destruction of Confidential Information

(including State Data) in writing within 5 Business Days from the date of confirmation from the State. Any requirement on the Grantee's part to retain data beyond the end of this contract must be authorized by the State

Q. Non-Disclosure of Confidential Information

1. The Grantee agrees that it will use confidential information solely for the purpose of this Agreement. The Grantee agrees to hold all confidential information in strict confidence and not to copy, reproduce, sell, transfer or otherwise dispose of, give or disclose such confidential information to third parties other than employees, agents, or subcontractors of a party who have a need to know in connection with this Agreement or to use such confidential information for any purpose whatsoever other than the performance of this Agreement. The Grantee must take all reasonable precautions to safeguard the confidential information. These precautions must be at least as great as the precautions the Grantee takes to protect its own confidential or proprietary information.

2. Meaning of Confidential Information

For the purpose of this Agreement the term "confidential information" means all information and documentation that:

- a. Has been marked "confidential" or with words of similar meaning, at the time of disclosure by such party;
 - b. If disclosed orally or not marked "confidential" or with words of similar meaning, was subsequently summarized in writing by the disclosing party and marked "confidential" or with words of similar meaning;
 - c. Should reasonably be recognized as confidential information of the disclosing party;
 - d. Is unpublished or not available to the general public; or
 - e. Is designated by law as confidential.
3. The term "confidential information" does not include any information or documentation that was:
- a. Subject to disclosure under the Michigan Freedom of Information Act (FOIA);
 - b. Already in the possession of the receiving party without an obligation of confidentiality;
 - c. Developed independently by the receiving party, as demonstrated by the receiving party, without violating the disclosing party's proprietary rights;
 - d. Obtained from a source other than the disclosing party without an obligation of confidentiality; or

- e. Publicly available when received or thereafter became publicly available (other than through an unauthorized disclosure by, through or on behalf of, the receiving party).
4. The Grantee must notify the Department within one business day after discovering any unauthorized use or disclosure of confidential information. The Grantee will cooperate with the Department in every way possible to regain possession of the confidential information and prevent further unauthorized use or disclosure.

R. Data Privacy and Information Security

1. Undertaking by Grantee. Without limiting Grantee's obligation of confidentiality as further described, Grantee is responsible for establishing and maintaining a data privacy and information security program, including physical, technical, administrative, and organizational safeguards, that is designed to: (a) ensure the security and confidentiality of the State Data; (b) protect against any anticipated threats or hazards to the security or integrity of the State Data; (c) protect against unauthorized disclosure, access to, or use of the State Data; (d) ensure the proper disposal of State Data; and (e) ensure that all employees, agents, and subcontractors of Grantee, if any, comply with all of the foregoing. In no case will the safeguards of Grantee's data privacy and information security program be less stringent than the safeguards used by the Department, and Grantee must at all times comply with all applicable State policies and standards, which are available to Grantee upon request.
2. Audit by Grantee. No less than annually, Grantee must conduct a comprehensive independent third-party audit of its data privacy and information security program and provide such audit findings to the Department.
3. Right of Audit by the State. Without limiting any other audit rights of the Department, the Department has the right to review Grantee's data privacy and information security program prior to the commencement of the Agreement's Statement of Work and from time to time during the term of this Agreement. During the providing of the Agreement's Statement of Work, on an ongoing basis from time to time and without notice, the Department, at its own expense, is entitled to perform, or to have performed, an on-site audit of Grantee's data privacy and information security program. In lieu of an on-site audit, upon request by the Department, Grantee agrees to complete, within 45 calendar days of receipt, an audit questionnaire provided by the Department regarding Grantee's data privacy and information security program.
4. Audit Findings. Grantee must implement any required safeguards as

identified by the Department or by any audit of Grantee's data privacy and information security program.

S. Cap on Salaries

None of the funds awarded to the Grantee through this Agreement will be used to pay, either through a grant or other external mechanism, the salary of an individual at a rate in excess of Executive Level II. The current rates of pay for the Executive Schedule are located on the United States Office of Personnel Management web site, <http://www.opm.gov>, by navigating to Policy — Pay & Leave — Salaries & Wages. The salary rate limitation does not restrict the salary that a Grantee may pay an individual under its employment; rather, it merely limits the portion of that salary that may be paid with funds from this Agreement.

IV. Financial Requirements

A. Operating Advance

An operating advance may be requested by the Grantee to assist with program operations. The request should be addressed to the Contract Manager identified in Part 1, Section VIII. The operating advance will be administered as follows:

1. The operating advance amount requested must be reasonable in relation to factors including but not limited to program requirements, the period of the Agreement, and the financial obligation. The advance must not exceed 16.67 percent of operating expenses. Operating advances will be monitored and adjusted by the Department relative to the Agreement amount.
2. The operating advance must be recorded as an account payable liability to the Department in the Grantee's financial records. The operating advance payable liability must remain in the Grantee's financial records until fully recovered by the Department.
3. The reimbursement for actual expenditures by the Department should be used by the Grantee to replenish the operating advance used for program operations.
4. The operating advance must be returned to the Department within 30 days of the end date of this Agreement unless the Grantee has a recurring agreement with the Department. Subsequent Department agreements may not be executed if an outstanding operational advance has not been repaid.

The Department may obtain the Michigan Department of Treasury's assistance in collecting outstanding operating advances. The Department will comply with the Michigan Department of Treasury's Due Process procedures prior to forwarding claims to Treasury. Specific

Due Process procedures include the following:

- a. An offer from the Department of a hearing to dispute the debt, identifying the time, place and date of such hearing.
 - b. A hearing by an impartial official.
 - c. An opportunity for the Grantee to examine the Department's associated records.
 - d. An opportunity for the Grantee to present evidence in person or in writing.
 - e. A hearing official with full authority to correct errors and decide not to forward debt to Treasury.
 - f. Grantee representation by an attorney and presentation of witnesses if necessary.
5. If the Grantee has a recurring agreement with the Department, the Department requires an annual confirmation of the outstanding operating advance. At the end of either the Agreement period or Department's fiscal year, whichever is first, the Grantee must respond to the Department's request for confirmation of the operating advance. Failure to respond to the confirmation request may result in the Department recovering all or part of an outstanding operating advance.

B. Reimbursement Method

The Grantee will be paid for allowable expenditures incurred by the Grantee, submitted for reimbursement on the Financial Status Reports (FSRs) and approved by the Department. Reimbursement from the Department is based on the understanding that Department funds will be paid up to the total Department allocation as agreed to in the approved budget. Department funds are the first source after the application of fees and earmarked sources unless a specific local match condition exists.

C. Financial Status Report Submission

The Grantee must electronically prepare and submit FSRs to the Department via the EGrAMS website <http://egram-mi.com/mdhhs>.

FSRs must be submitted on a monthly basis, no later than 30 days after the close of each calendar month. The monthly FSRs must reflect total actual program expenditures, up to the total agreement amount. Failure to meet financial reporting responsibilities as identified in this Agreement may result in withholding future payments.

The Grantee representative who submits the FSR is certifying to the best of their knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of this Agreement. The individual submitting the FSR should be aware that any false, fictitious or fraudulent information, or the omission of any material facts, may subject them

to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

The instructions for completing the FSR form are available on the EGrAMS website <http://egram-mi.com/mdhhs>. Send FSR questions to FSRMDHHS@michigan.gov.

D. Reimbursement Mechanism

All Grantees must register using the on-line vendor self-service site to receive all state of Michigan payments as Electronic Funds Transfers (EFT)/Direct Deposits, as mandated by MCL 18.1283a. Vendor registration information is available through the Department of Technology, Management and Budget's web site: <https://www.michigan.gov/sigmavss>.

E. Final Obligations and Financial Status Reporting Requirements

1. Obligation Report

The Obligation Report, based on annual guidelines, must be submitted by the due date established by and using the format provided by the Department's Expenditures Operations Division. The Grantee must provide an estimate of unbilled expenditures for the entire Agreement period. The information on the report will be used to record the Department's year-end accounts payable and receivable for this Agreement.

2. Department-wide Payment Suspension

A temporary payment suspension is in effect on agreements during the Department's year-end closing period. The Department will notify the Grantee of the date by which FSRs should be submitted to ensure payment prior to the payment suspension period.

3. Final FSRs

Final FSRs are due 30 days following the end of the Agreement period. The final FSR must be clearly marked "Final." Final FSRs not received by the due date may result in the loss of funding requested on the Obligation Report and may result in a potential reduction in a subsequent year's Agreement amount.

F. Unobligated Funds

Any unobligated balance of funds held by the Grantee at the end of the Agreement period will be returned to the Department within 30 days of the end of the Agreement or treated in accordance with instructions provided by the Department.

G. Indirect Costs

The Grantee may use an approved federal or state indirect rate in their budget calculations and financial status reporting. If the Grantee does not have an existing approved federal or state indirect rate, they may use a 10% de minimis rate in accordance with 2 CFR 200 to recover their indirect costs. Governmental Grantees with an existing cost allocation plan may budget accordingly in lieu of an indirect cost rate. Non-governmental Grantees may use a cost allocation plan only if the plan was in place prior to December 26, 2014.

V. Agreement Termination

This Agreement may be terminated without further liability or penalty to the Department for any of the following reasons:

- A. By either party by giving 30 days written notice to the other party stating the reasons for termination and the effective date.
- B. By either party with 30 days written notice upon the failure of either party to carry out the terms and conditions of this Agreement, provided the alleged defaulting party is given notice of the alleged breach and fails to cure the default within the 30-day period.
- C. Immediately if the Grantee or an official of the Grantee or an owner is convicted of any activity referenced in Part 2 Section III. D. of this Agreement during the term of this Agreement or any extension thereof.
- D. Immediately if the Department determines that Grantee fails or has failed to meet its obligations under Part 2 Section III.

VI. Stop Work Order

The Department may suspend any or all activities under this Agreement at any time. The Department will provide the Grantee with a written stop work order detailing the suspension. Grantee must comply with the stop work order upon receipt. The Department will not pay for activities, Grantee's incurred expenses or financial losses, or any additional compensation during a stop work period.

VII. Final Reporting Upon Termination

Should this Agreement be terminated by either party, within 30 days after the termination, the Grantee must provide the Department with all financial, performance and other reports required as a condition of this Agreement. The Department will make payments to the Grantee for allowable reimbursable costs not covered by previous payments or other state or federal programs. The Grantee must immediately refund to the Department any funds not authorized for use and any payments or funds advanced to the Grantee in excess of allowable reimbursable expenditures.

VIII. Severability

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

effect.

IX. Waiver

Failure by the Department to enforce any provision of this Agreement will not constitute a waiver of the Department's right to enforce any other provision of this Agreement.

X. Amendments

Any changes to this Agreement will be valid only if made in writing and executed by all parties through an amendment to this Agreement. Any change proposed by the Grantee which would affect the Department funding of any project must be submitted in writing to the Department immediately upon determining the need for such change. The Department has sole discretion to approve or deny the amendment request. The Grantee must, upon request of the Department and receipt of a proposed amendment, amend this Agreement.

XI. Liability

The Grantee assumes all liability to third parties, loss, or damage because of claims, demands, costs, or judgments arising out of activities, such as but not limited to direct activity delivery, to be carried out by the Grantee in the performance of this Agreement, under the following conditions:

- A. The liability, loss, or damage is caused by, or arises out of, the actions of or failure to act on the part of the Grantee, any of its subcontractors, or anyone directly or indirectly employed by the Grantee.
- B. Nothing herein will be construed as a waiver of any governmental immunity that has been provided to the Grantee or its employees by statute or court decisions.

The Department is not liable for consequential, incidental, indirect or special damages, regardless of the nature of the action.

XII. State of Michigan Agreement

This Agreement 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 Agreement are governed by Michigan law, excluding choice-of-law principles. Any dispute arising from this Agreement must be resolved in the Michigan Court of Claims. Complaints against the State must be initiated in Ingham County, Michigan. Grantee waives any objections, such as lack of personal jurisdiction or forum non conveniens. Grantee must appoint an agent in Michigan to receive service of process.

A Attachment A - Statement of Work

- Objective :** Billable services submitted for reimbursement within the grant.
- Activity :** Attorneys will be compensated to represent families in ancillary legal matters that are causing barriers to permanency. This is an enhanced service since prior to the grant this was not a paid service.
- Responsible Staff :** Project Manager
- Date Range :** 10/01/2023 - 09/30/2024
- Expected Outcome :** Ancillary legal matters will be resolved.
- Measurement :**
1. Number of cases provided ancillary legal services.
 2. Percentage of cases provided ancillary legal services.
 3. Types of legal services provided.
- Objective :** Billable service submitted for reimbursement within the grant.
- Activity :** Attorneys will be compensated to represent clients in out-of-court meetings.
- Responsible Staff :** Project Manager
- Date Range :** 10/01/2023 - 09/30/2024
- Expected Outcome :** Attorneys will attend out of court meetings, resulting in increased client communication.
- Measurement :**
1. Number of attorneys that attended out of court meetings.
 2. Total number of out of court meetings attended.
- Objective :** Billable services submitted for reimbursement within the grant.
- Activity :** The court will compensate attorneys with the CPLR grant funding to obtain or maintain high quality attorneys.
- Responsible Staff :** Project Manager
- Date Range :** 10/01/2023 - 09/30/2024
- Expected Outcome :** Consistency in legal representation.
- Measurement :**
1. Number of attorneys on court appointment list.
 2. Number of attorneys on court appointment list prior to this grant being implemented within your court.
- Activity

B1 Attachment B1 - Program Budget Summary

PROGRAM Child and Parent Legal Representation - 2024			DATE PREPARED 7/24/2023	
CONTRACTOR NAME County of Osceola - 49th Circuit Court, Family Division			BUDGET PERIOD From : 10/1/2023 To : 9/30/2024	
MAILING ADDRESS (Number and Street) Courthouse Annex 301 W Upton Ave			BUDGET AGREEMENT ☒ Original ☐ Amendment	AMENDMENT # 0
CITY Reed City	STATE MI	ZIP CODE 49677-1149	FEDERAL ID NUMBER 38-6004880	

	Category	Total	Amount
DIRECT EXPENSES			
Program Expenses			
1	Salary & Wages	0.00	0.00
2	Fringe Benefits	0.00	0.00
3	Employee Travel and Training	0.00	0.00
4	Supplies & Materials	0.00	0.00
5	Subawards – Subrecipient Services	0.00	0.00
6	Contractual - Professional Services	0.00	0.00
7	Communications	0.00	0.00
8	Grantee Rent Costs	0.00	0.00
9	Space Costs	0.00	0.00
10	Capital Expenditures - Equipment & Other	0.00	0.00
11	Client Assistance - Rent	0.00	0.00
12	Client Assistance - All Other	0.00	0.00
13	Other Expense	70,000.00	70,000.00
Total Program Expenses		70,000.00	70,000.00
TOTAL DIRECT EXPENSES		70,000.00	70,000.00
INDIRECT EXPENSES			
Indirect Costs			
1	Indirect Costs	0.00	0.00
2	Cost Allocation Plan	0.00	0.00
Total Indirect Costs		0.00	0.00
TOTAL INDIRECT EXPENSES		0.00	0.00
TOTAL EXPENDITURES		70,000.00	70,000.00

SOURCE OF FUNDS

	Category	Total	Amount	Cash	Inkind
1	Source of Funds				
	MDHHS State Agreement	17,500.00	17,500.00	0.00	0.00
	Fees and Collections - 1st and 2nd Party	0.00	0.00	0.00	0.00
	Fees and Collections - 3rd Party	0.00	0.00	0.00	0.00
	Local	52,500.00	0.00	52,500.00	0.00
	Non-MDHHS State Agreements	0.00	0.00	0.00	0.00
	Federal	0.00	0.00	0.00	0.00
	Other	0.00	0.00	0.00	0.00
	In-Kind	0.00	0.00	0.00	0.00
	Federal Cost Based Reimbursement	0.00	0.00	0.00	0.00
	Total Source of Funds	70,000.00	17,500.00	52,500.00	0.00
	Totals	70,000.00	17,500.00	52,500.00	0.00

B2 Attachment B2 - Program Budget - Cost Detail Schedule

	Line Item	Qty	Rate	Units	UOM	Total
DIRECT EXPENSES						
Program Expenses						
1	Salary & Wages					
2	Fringe Benefits					
3	Employee Travel and Training					
4	Supplies & Materials					
5	Subawards – Subrecipient Services					
6	Contractual - Professional Services					
7	Communications					
8	Grantee Rent Costs					
9	Space Costs					
10	Capital Expenditures - Equipment & Other					
11	Client Assistance - Rent					
12	Client Assistance - All Other					
13	Other Expense					
	Legal Fees	0.0000	0.000	0.000		70,000.00
Total Program Expenses						70,000.00
TOTAL DIRECT EXPENSES						70,000.00
INDIRECT EXPENSES						
Indirect Costs						
1	Indirect Costs					
2	Cost Allocation Plan					
Total Indirect Costs						0.00
TOTAL INDIRECT EXPENSES						0.00
TOTAL EXPENDITURES						70,000.00

- B3 Attachment B3 - Equipment Inventory Schedule**
Attachment B3 - Equipment Inventory Schedule
- C Attachment C - Performance Report Requirements**
Attachment C - Performance/Progress Report Requirements
- E Attachment E - Program Requirements**
Attachment E - Program Specific Requirements