

MUSKEGON COUNTY BOARD OF COMMISSIONERS

Human Services Committee

AGENDA

March 2, 2021 - 4:00 p.m.

Marcia Hovey-Wright, Chair
Zach Lahring, Vice-Chair

Join Zoom Meeting

<https://zoom.us/j/92627953894?pwd=dGJWc0F3bDFYWVFJWXVNUVk0bDRlZz09>

Phone: (312) 626-6799

Meeting ID: 926 2795 3894

Passcode: 490266

View the meeting on YouTube at:

<https://www.co.muskegon.mi.us/1597/Board-Meeting-Videos>

Cell phones may mute & unmute by dialing *6
Raise and lower hand to speak by dialing *9

To raise your digital hand from your PC or
MAC, at the bottom of the window on the right
side of the screen, click the button labeled
"Raise Hand"

1. Call to Order
2. Roll Call (w/location)
3. Approval of Minutes of December 1, 2020
4. Presentation: Veteran's Affairs Department by Manager Michael Baauw
5. Public Comment (on an agenda item)
6. Items for Consideration

Public Comment

Persons may address the Commission during the time set aside for Public Comment or at any time by suspension of the rules. All persons must address the Commission and state their name for the record. Comments shall be limited to **two (2) minutes** for each participant, unless time is extended prior to the public comment period by a vote of the majority of the Commission.

- HS21/03 – 01 (Veterans – Mike Baauw) To authorize the County Administrator to create the position of Veterans Resource Assistant, table/grade NO-00180 (\$16.966/hr to \$21.376/hr), and to appoint Amy Rabidoux to the position effective May 1, 2021; provided she passes a pre-employment physical.
- HS21/03 – 02 (Public Health – Kathy Moore) To authorize Public Health to accept funding in the amount of \$51,459 effective October 1, 2020 to September 30, 2021; and authorize the Public Health Director to sign the related contract agreement with the Michigan Department of Environment, Great Lakes, and Energy to perform routine environmental health inspections, activities and services.
- HS21/03 – 03 (Public Health – Kathy Moore) To approve extending the FY20 Senior Millage funding in the amount of \$40,005 to the Alzheimer Association through June 30, 2021.
- HS21/03 – 04 (Public Health – Kathy Moore) To authorize Public Health to participate in the WIC Project FRESH Program as the state authorized WIC Market Master, and to enter into agreements with the participating farmers; further authorize the Public Health Director to sign Market Master and related Project Fresh agreements, with no change in the general fund appropriation.

- HS21/03 – 05 (Public Health – Kathy Moore) To approve refunding 90% of the food service licensing fees collected in FY20 and discounting the food service licensing fees to be paid in FY21 by 50%.
- HS21/03 – 06 (Public Health – Kathy Moore) To authorize the Public Health Department to amend its FY21 budget from \$7,398,712 to \$9,254,543, which includes changes in grant funding, program line item adjustments, staff/funding transfers, temporary COVID-19 community response workers, and grant funded reimbursement of a COVID-19 testing/vaccination mobile unit operated by HealthWest (purchase approved by HealthWest Board on 1/15/21) with no change in the general fund appropriation.
- HS21/03 – 07 (Public Health – Kathy Moore) To approve extending the FY20 Senior Millage funding in the amount of \$38,456.50 for AgeWell Services for the Safe Seniors program through June 30, 2021.

7. Unfinished Business
8. New Business
9. Public Comment
10. Final Board Comment
11. Adjournment

AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS OF THE MUSKEGON COUNTY BOARD OF COMMISSIONERS AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES

The County of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities who want to attend the meeting upon 24-hours' notice to the County of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the County of Muskegon by writing or calling: Administration, 990 Terrace Street, Muskegon, MI 49442 (231) 724-6520

**Muskegon County
Human Services Committee Meeting
December 1, 2020
3:30 p.m.
Via Zoom**

Charles Nash, Chair

Marcia Hovey-Wright, Vice-Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Nash at 3:46 p.m.

ROLL CALL

Present: Gary Foster, Susie Hughes, Zach Lahring, Kenneth Mahoney, Bob Scolnik, John Snider, II, Rillastine Wilkins, Charles Nash
(Marcia Hovey-Wright was unable to attend due to technical difficulties)

Also

Present: Mark Eisenbarth, County Administrator;
Kathy Tharp, Administrative Coordinator

APPROVAL OF MINUTES

It was moved by Commissioner Foster, supported by Commissioner Wilkins, to approve the minutes of the November 5, 2020, meeting as written. Motion carried.

PUBLIC COMMENT (On an agenda item) - None

ITEMS FOR CONSIDERATION

HS20/12 – 38 It was moved by Chairman Hughes, supported by Commissioner Snider, to accept the agreement with the Western Michigan University Homer Stryker M.D. School of Medicine and reappoint Joyce deJong, D.O., to the Chief Medical Examiner post for Muskegon County from January 1, 2021 through December 31, 2024 for the medical examiner services for the same period; further authorize the Board Chair and Public Health Director to sign the associated agreement.

Roll Call:

Yes: Susie Hughes, Zach Lahring, Kenneth Mahoney, Robert Scolnik, I. John Snider, II, Rillastine Wilkins, Gary Foster, Charles Nash

No: None

Motion carried.

HS20/12 – 39 It was moved by Commissioner Snider, supported by Commissioner Foster, to authorize Public Health to renew its Medical Director agreement with Douglas Hoch, M.D., for an amount not to exceed

\$60,000 per fiscal year and covering the period October 1, 2020, through September 30, 2023, with no further impact on Public Health's FY2020-2023 General Fund appropriation. Further authorize the Board Chair and Public Health Director to sign the associated agreement.

Roll Call:

Yes: Zach Lahring, Kenneth Mahoney, Robert Scolnik, I. John Snider, II, Rillastine Wilkins, Gary Foster, Susie Hughes, Charles Nash

No: None

Motion carried.

HS20/12 – 40

It was moved by Commissioner Foster, supported by Commissioner Snider, to authorize Public Health to create and fill three positions; Public Health Educator position # NF570 (NO/00240), Nursing Manager position (NX/00330), and Deputy Health Officer position # XF275 (NX/00362), with no change in the general fund appropriation.

Roll Call:

Yes: Kenneth Mahoney, Robert Scolnik, I. John Snider, II, Rillastine Wilkins, Gary Foster, Susie Hughes, Zach Lahring, Charles Nash

No: None

Motion carried.

OLD BUSINESS - None

NEW BUSINESS

Commissioner Foster requested Administration to prepare a form letter that may be sent upon the request of Mike Baauw to veteran's who have passed away. Discussion ensued and it was also recommended to send similar letters to families of county staff who pass away.

PUBLIC COMMENT

Public Health Director Kathy Moore informed the Board that Tom VanBruggen of the IT department assisted with the Public Health COVID reports and they will be ready to share by the next full board meeting.

FINAL BOARD COMMENT - None

ADJOURNMENT

There being no further business to come before the Human Services Committee, the meeting adjourned at 4:02 p.m.

Muskegon County Human Services Committee

Request for Board Consideration

Requestor: Michael Baauw

Committee Date: 03/02/2021

Requesting Department: Veterans

Full Board Date: 03/09/2021

Budget: Budgeted

Agenda Number: HS21/03 - 01

Suggested Motion: *(State the following exactly as it should appear in the minutes.)*

Move to authorize the County Administrator to create the position of Veterans Resource Assistant, table/grade NO-00180 (\$16.966/hr to \$21.376/hr), and to appoint Amy Rabidoux to the position effective May 1, 2021; provided she passes a pre-employment physical.

Summary of Request: *(General description of financing, other operational impact, possible alternatives.)*

The County Department of Veterans Affairs Staff is requesting approval from the Board of Commissioners to approve the creation of the position "Veterans Resource Assistant" with pay table/grade NO-00180 \$16.966-\$21.376/hr, and to appoint Amy Rabidoux to this position effective May 1, 2021. Amy Rabidoux is the person currently filling this position under employment through Good Temps.

The total financial impact of this position for step 1 is \$53,617.89 annually, including salary and fringes. The State of Michigan has confirmed in writing that we can use Michigan Veterans Affairs Agency (MVAA) County Veterans Service Funds (CVSF) Grants to pay her wages, which will be \$16.966 per hour @ 40 hours per week for 52 weeks \$35,289.28 per year. And the fringes \$15,283 will come from millage funds. We operate on an annual budget of \$330,000 and have a fund equity of \$259,168.

The Veterans Advisory Committee voted to recommend to the Board of Commissioners to create the Veterans Resource Assistant position, to appoint Amy Rabidoux to the position, and to commit the fringe funding of \$15,283 annually to be paid from Veterans Fund Equity on January 26, 2021.

<p>Kristen Wade, HR Director Analysis Required? Yes</p> 	<p>Beth Dick, Finance Director/Management Analysis:</p> <p>✓ </p>
<p>Michael Homier, Corporate Counsel Analysis Required? No</p>	<p>Mark Eisenbarth, County Administrator Recommendation:</p> <p>☐ </p>

VETERANS ADVISORY COMMITTEE MEETING MINUTES

Meeting Description: Veterans' Advisory Committee

Meeting Date: Tuesday, January 26, 2021

Time: 11:00am

Location: 165 E. Apple Ave, Bldg F - Veterans Service Center, 1st floor conference room

Representatives	Present	Excused	Absent		Representatives	Present	Excused	Absent
Billy Stancroff, Chair	X				Michael Baauw, County Department of Veterans Affairs	X		
Joe Kemp, Vice Chair	X				Dee Hatcher, County Department of Veterans Affairs	X		
Darrell VanFossan	X							
Gary Foster	X							
Anntte Dennis	X							
Doug Brown, Commissioner		X						
Bob Scolnik, Commissioner		X						
Zach Lahring, Commissioner		X						

AGENDA

1. County Staff will Call to Order
2. County Staff will lead in Pledge of Allegiance
3. County Staff will perform Roll Call
4. Nomination and Election of Veterans Advisory Committee Chair
5. Nomination and Election of Veterans Advisory Committee Vice-Chair
6. County Staff will turn meeting over to newly elected Chair
7. Approval of Agenda
8. Approval of Minutes
9. Approval of Veterans Claims and Burials
10. Old Business
11. New Business
 - A. Hiring Amy Hills Full Time as County Employee
 - B. Installation of Lock Box / Drop Box near entrance door
 - C. Department Funded Cell Phones for Veterans Department Staff (Dee Hatcher, Amy Hills, Mike Baauw)
 - D. Mileage reimbursement for Volunteer Drivers from their homes to our office, round trip
12. Committee Reports
 - A. Veterans Park – Park Rules Update – Being explored by Bob Lukens
 - B. Veterans Court (Mike Baauw) – nominate Lupe Alviar to continue to be our representative on the Parks Committee
 - C. WINC
 - D. Committee Members Report (any Committee member)
13. Directors Report
14. Adjourn

VETERANS ADVISORY COMMITTEE MEETING MINUTES

MINUTES

1. Mike Baauw called the meeting to order at 11:00am.
2. Mike Baauw lead the Committee in the Pledge of Allegiance at 11:00am.
3. Mike Baauw performed roll call. All five Committee members were present and the three Commissioners were excused. The Committee has a quorum.
4. Mike Baauw asked for nominations for Chair for the 2021 calendar year. Gary Foster nominated Billy Stancroff for Chair. Darrell VanFossan seconded the nomination. No others were nominated. The Committee voted unanimously for Billy Stancroff to be the Committee Chair for calendar year 2021.
5. Mike Baauw asked for nominations for Vice Chair for the 2021 calendar year. Gary Foster nominated Joe Kemp for Vice Chair. Darrell VanFossan seconded the nomination. No others were nominated. The Committee voted unanimously for Joe Kemp to be Committee Vice Chair for calendar year 2021.
6. Mike Baauw turned over the meeting to Billy Stancroff.
7. Gary Foster motioned to approve the agenda. Darrell VanFossan seconded the motion. Motion passed unopposed.
8. Joe Kemp motioned to approve the minutes. Gary Foster seconded the motion. Motion passed unopposed.
9. Gary Foster motioned to approve Veterans claims and burials. Darrell VanFossan seconded the motion. Motion passed unopposed.
10. Old Business – Darrell VanFossan inquired about the Veteran Recognition Award for Dennis Cobler. Mike Baauw informed the Committee that he will be picking up the name plate for the award this week and presenting the award to Dennis Cobler as well. Darrell also brought up the banners in Veterans Memorial Park, letting the Committee know that the seams seem to be tearing and some of the banners are hanging poorly.
11. New Business
 - a. Mike Baauw requested from the Committee, approval to create the position “Veterans Resource Assistant” with classification NO-00180 (Pay range from \$16.966-\$21.376 per hour) and hire Amy Hills-Rabidoux full time. Amy has been filling the position through Good Temps for 2 years. The wages (\$41,267.20) will be paid for with MVAA CVSF grant dollars, as agreed upon by the Deputy Director of the MVAA, and the fringes (\$15,239.32) will be paid with millage funds. Gary Foster motioned to approve the creation of the position and hiring of Amy Hills-Rabidoux. Joe Kemp seconded the motion. Motion passed unopposed.
 - b. Mike Baauw requested approval to have a lock box/drop box near the entry door at a cost of roughly \$900-\$1,000 so that people can drop paperwork off without having personal contact. Gary Foster motioned to approve having the lock box/drop box installed. Darrell VanFossan seconded the motion. Motion passed unopposed.
 - c. Mike Baauw requested to obtain three cell phones from IT department at a monthly cost of \$45.99 per month so the staff can discontinue using personal cell phones for County business. Gary Foster motioned to allow staff to have county cell phones funded with millage funds. Annette Dennis seconded the motion. Motion passed unopposed.
 - d. Mike Baauw requested to reimburse volunteers for their round trip mileage to/from home. Darrell VanFossan motioned to provide volunteers with a gas card upon request only. Gary Foster seconded the motion. Motion passed unopposed.
12. Committee Reports
 - a. Mike Baauw informed the Committee that we are still waiting on an update to Park Rules from Bob Lukens. Mike requested the Committee to appoint Lupe Alviar as the Committees’ representative for the Veterans Memorial Park Committee. Gary Foster motioned to have Lupe

VETERANS ADVISORY COMMITTEE MEETING MINUTES

Alviar be the Committees' representative for the Veterans Memorial Park Committee. Darrell VanFossan seconded the motion. Motion passed unopposed.

- b. Mike Baauw informed the Committee that Veterans Treatment Court is now the 2nd and 4th Wednesday of each month at 1:30pm via Zoom.
 - c. Mike Baauw informed the Committee that WINC has a Human Services Masters Degree intern for the current semester.
 - d. Both Billy Stancroff and Joe Kemp informed the Committee that their VFW's will be open for business on February 1, 2021. Darrell Van Fossan mentioned that he liked the Veterans Department presentation that will be presented to the Commissioners on March 2, 2021.
13. Directors Report – Mike Baauw provided the financials to Committee and made sure to note that although the FB/GenA fund appears to be 95% expended, the budgeted amount of \$19,000 does not include the \$20,000 Howmet Grant, the \$2,500 Elks Club Grant, or the \$11,688 in donated funds that have been received in FY21. There were no questions regarding the Directors' report.
14. Gary Foster motioned to adjourn the meeting at 11:26am. Darrell VanFossan seconded the motion. Motion passed unopposed.
- 15.

Next meeting is March 2, 2021 at the Derezsinski VFW Post, at 11:00am.

Amy Hills – hire

Currently – State Grant is paying \$41,267.20 to Good Temps for us to have Amy work for us.

The State told me that we could bring her on, and continue to have the State fund her wages through CVSF Grants (going forward)

As long as we NEVER pay her wages....

But we can cover her fringes, since the state never paid for those (subplanting)....

The total would be:

\$41,267.20 from State Grant Funds

\$15,239.32 from Millage Funds.

Fund Equity end of year, FY 17 was \$157,075

Fund Equity end of year, FY 18 was \$150,212

Fund equity end of year, FY20 was \$259,168

LOCK BOX / DROP BOX – SECURE

Facilities projects this cost to be \$900-\$1,000 for a similar box as to what the treasurer has.

SMART PHONES

With the COVID-19 change in how we do business, we are finding that too many people don't know how to e-mail, but they all know how to text images. We have been using our personal cell phones for this service, and wish to discontinue providing the public our personal cell phone numbers. IT Department will....Requester : Phillips, Ivan

Due by time : Jan 13, 2021 09:47 AM

Category :

Description :

Hi Mike,

We can take care of that for you.

MUSKEGON COUNTY, MICHIGAN

VETERANS RESOURCE ASSISTANT

\$16.966-21.376

NO-00180

CLASS TITLE: Salary /non-bargaining

DISTINGUISHING FEATURES OF THE CLASS

The Veterans Resource Assistant, under the general administrative direction of the Veterans Affairs Department Head; works at the Veterans Service Center in an administrative capacity, processing applications for Soldiers/Sailors Relief, Burial Assistance, Burial Markers, and General Assistance in addition to normal day-to-day administrative and customer service duties as needed and as directed by Director of the County Department of Veterans' Affairs.

SUPERVISION RECEIVED

The Veterans Resource Assistant, under the general administrative direction of the Director of the County Department of Veterans Affairs; performs work activities on an independent basis in compliance with the policies and procedures established by the Muskegon County Board of Commissioners.

SUPERVISION EXERCISED

Generally none, although an employee in this class may instruct clerical employees in the completion of assigned projects.

TYPICAL EXAMPLES OF WORK PERFORMED

(The following examples are intended to be descriptive not restrictive).

- Schedule Veterans Counseling services.
- Assist the Director in recruitment, training, and deployment of volunteers.
- Assist the Director in coordinating the efforts of agencies and volunteers providing services for Muskegon County Veterans through the Muskegon County Veterans Service Center.
- Assist Veterans with applying for Soldiers/Sailors Relief, Burial Markers, Burial Assistance, General Assistance, Trust Fund, and Veterans Park markers and banners.
- Assist in maintaining and updating Veterans' historical records within the Department.
- Provide eligible Veterans with County Veterans ID Cards.
- Perform Customer Service and Clerical duties daily.
- Assist the Veterans Resource Specialist in compiling monthly data required for Administrator Reports.
- Fill Veteran Food Bank requests and assist in the restocking of the Food Bank.
- Performs other related duties as required.

EXPERIENCE, TRAINING, KNOWLEDGE, SKILLS AND ABILITIES

A. Required Experience and Training

1. Must have at least two years of experience working with Veterans in a Customer Service capacity to include processing applications for Soldiers/Sailors Relief, Burial Markers, Burial Assistance, and General Assistance.
2. Must possess a High School Diploma or a GED

B. Required Knowledge, Skills and Abilities

1. General knowledge of the organization and its policies;
2. General knowledge of various federal, state and local external agencies;
3. Ability to work effectively and professionally with the general public;
4. Ability to use personal computers, especially spreadsheets and database software to conduct statistical analyses, phone equipment, copy and fax machines;

PHYSICAL ACTIVITIES

An employee in this class performs generally sedentary work activity requiring the occasional lifting of objects weighing thirty-five (35) pounds or less.

ENVIRONMENTAL CONDITION

This employee generally works in the Veterans Affairs Department although there may be some local travel required.

CAREER OPPORTUNITIES

With sufficient professional experience, this employee may be considered for promotion to higher level County classifications should a vacancy occur.

Approved by _____
Mark Eisenbarth, County Administrator

Date: _____

Approved by _____
Kristin Wade, Human Resource Director

Date: _____

Muskegon County Human Services Committee

Request for Board Consideration

Requestor: Kathy Moore

Committee Date: 03/02/2021

Requesting Department: Public Health

Full Board Date: 03/09/2021

Budget: Budgeted

Agenda Number: HS21/03 - 02

Suggested Motion: *(State the following exactly as it should appear in the minutes.)*

Move to authorize Public Health to accept funding in the amount of \$51,459 effective October 1, 2020 to September 30, 2021; and authorize the Public Health Director to sign the related contract agreement with the Michigan Department of Environment, Great Lakes, and Energy to perform routine environmental health inspections, activities and services.

Summary of Request: *(General description of financing, other operational impact, possible alternatives.)*

Public Health is requesting authorization to accept funding from the Michigan Department of Environment, Great Lakes, and Energy to perform routine environmental health inspections, activities and services related to Non-Community (Type II) Public Drinking Water Supply, Drinking Water Long-Term Monitoring, Public Swimming Pools, Septage Waste, and Campgrounds; to renew the related contract agreement in the amount of \$51,459 for FY2021; and to authorize the Public Health Director to sign the agreement.

Kristen Wade, HR Director Analysis Required? No	Beth Dick, Finance Director/Management Analysis: ✓ 
Michael Homier, Corporate Counsel Analysis Required? No	Mark Eisenbarth, County Administrator Recommendation: ➤ 



**LOCAL HEALTH DEPARTMENT GRANT AGREEMENT
BETWEEN THE
MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY
AND PUBLIC HEALTH - MUSKEGON COUNTY**

This Grant Agreement ("Agreement") is made between the Michigan Department of Environment, Great Lakes, and Energy (EGLE), **Drinking Water and Environmental Health Division** ("State"), and **Public Health - Muskegon County** ("Grantee").

The purpose of this Agreement is to provide funding in exchange for work to be performed for the project named below. The State is authorized to provide grant assistance pursuant to Michigan Safe Drinking Water Act, 1076, PA 399. As amended; Natural Resources and Environmental Protection Act, 1994, PA 451, as amended, Parts 117 and 201; Public Health Act, 1978, PA 368, as amended; and Federal Water Pollution Control Act, 33 U.S.C. 1251 et seq. Legislative appropriation of Funds for grant assistance is set forth in Public Act 166 of 2020. This Agreement is subject to the terms and conditions specified herein.

Project Name: Local Health Department Grant Amount of grant: \$51,459
 Amount of grant state: \$46,368 Amount of grant federal: \$5,091
 Start Date: October 1, 2020 End Date: September 30, 2021

GRANTEE CONTACT:

Kathy Herman-Moore, Health Officer
 Name/Title
Public Health - Muskegon County
 Organization
209 East Apple, Suite D104
 Address
Muskegon, MI 49442-3406
 Address
(231) 724-6246
 Telephone number
mooreka@co.muskegon.mi.us
 E-mail address
CV0048219 / 066
 SIGMA VSS Vendor # (Account Code) and Address ID
38-6006063
 Federal ID number – (Required for Federal Funding)
171385685
 DUNS number - (Required for Federal Funding)

STATE'S CONTACT:

John McCann, Grant Coordinator
 Name/Title
Drinking Water and Environmental Health Division
 Division/Bureau/Office
PO Box 30817
 Address
Lansing, MI 48909-8311
 Address
517-282-8225
 Telephone number
517-241-1328
 Fax number
McCannJ1@michigan.gov
 E-mail address

The individuals signing below certify by their signatures that they are authorized to sign this Agreement on behalf of their agencies and that the parties will fulfill the terms of this Agreement, including any attached appendices, as set forth herein.

FOR THE GRANTEE:

 Signature
Kathy Herman-Moore, Health Officer
 Name/Title

 Date

FOR THE STATE:

 Signature
Eric Oswald, Director, EGLE DWEHD
 Name/Title

 Date

I. PROJECT SCOPE

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

(A) The scope of this project is limited to the activities specified in Appendix A and such activities as are authorized by the State under this Agreement. Any change in project scope requires prior written approval in accordance with Section III, Changes, in this Agreement.

(B) By acceptance of this Agreement, the Grantee commits to complete the project identified in Appendix A within the time period allowed for in this Agreement and in accordance with the terms and conditions of this Agreement.

II. AGREEMENT PERIOD

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

III. CHANGES

Any changes to this Agreement shall be requested by the Grantee or the State in writing and implemented only upon approval in writing by the State. The State reserves the right to deny requests for changes to the Agreement or to the appendices. No changes can be implemented without approval by the State.

IV. GRANTEE DELIVERABLES AND REPORTING REQUIREMENTS

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

The Grantee must complete and submit quarterly financial and/or progress reports according to a form and format prescribed by the State. These reports shall be due according to the following:

Reporting Period	Due Date
October 1 – December 31	January 31
January 1 – March 31	April 30
April 1 – June 30	July 31
July 1 – September 30	Before October 15*

*Due to the State’s year-end closing procedures, there will be an accelerated due date for the report covering July 1 – September 30. Advance notification regarding the due date for the quarter ending September 30 will be sent to the Grantee. If the Grantee is unable to submit a report in early October for the quarter ending September 30, an estimate of expenditures through September 30 must be submitted to allow the State to complete its accounting for that fiscal year.

V. GRANTEE RESPONSIBILITIES

(A) The Grantee agrees to abide by all applicable local, state, and federal laws, rules, ordinances,

and regulations in the performance of this grant.

(B) All local, state, and federal permits, if required, are the responsibility of the Grantee. Award of this grant is not a guarantee of permit approval by the State.

(C) The Grantee shall be solely responsible to pay all applicable taxes and fees, if any, that arise from the Grantee's receipt or execution of this grant.

(D) The Grantee is responsible for the professional quality, technical accuracy, timely completion, and coordination of all designs, drawings, specifications, reports, and other services submitted to the State under this Agreement. The Grantee shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in drawings, designs, specifications, reports, or other services.

(E) The State's approval of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve the Grantee of responsibility for the technical adequacy of the work. The State's review, approval, acceptance, or payment for any of the services shall not be construed as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

(F) The Grantee acknowledges that it is a crime to knowingly and willingly file false information with the State for the purpose of obtaining this Agreement or any payment under the Agreement, and that any such filing may subject the Grantee, its agents, and/or employees to criminal and civil prosecution and/or termination of the grant.

VI. USE OF MATERIAL

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

The State, and federal awarding agency, if applicable, retains a royalty-free, nonexclusive and irrevocable right to reproduce, publish, and use in whole or in part, and authorize others to do so, any copyrightable material or research data submitted under this grant whether or not the material is copyrighted by the Grantee or another person. The Grantee will only submit materials that the State can use in accordance with this paragraph.

VII. ASSIGNABILITY

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

VIII. SUBCONTRACTS

The State reserves the right to deny the use of any consultant, contractor, associate, or other personnel to perform any portion of the project. The Grantee is solely responsible for all contractual activities performed under this Agreement. Further, the State will consider the Grantee to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated Grant. All subcontractors used by the Grantee in performing the project shall be subject to the provisions of this Agreement and shall be qualified to perform the duties required.

IX. NON-DISCRIMINATION

The Grantee shall comply with the Elliott Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 *et seq.*, the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 *et seq.*, and all other federal, state, and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, or physical or mental disability that is unrelated to the individual's ability to perform the duties of a particular job or position. The Grantee agrees to include in every subcontract entered into for the performance of this Agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of this Agreement.

X. UNFAIR LABOR PRACTICES

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

XI. LIABILITY

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

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

XII. CONFLICT OF INTEREST

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

XIII. ANTI-LOBBYING

If all or a portion of this Agreement is funded with federal funds, then in accordance with 2 CFR 200, as appropriate, the Grantee shall comply with the Anti-Lobbying Act, which prohibits the use of all project funds regardless of source, to engage in lobbying the state or federal government or in litigation against the State. Further, the Grantee shall require that the language of this assurance be included in the award documents of all subawards at all tiers.

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

XIV. DEBARMENT AND SUSPENSION

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

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

XV. AUDIT AND ACCESS TO RECORDS

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

XVI. INSURANCE

(A) The Grantee must maintain insurance or self-insurance that will protect it from claims that may arise from the Grantee's actions under this Agreement.

(B) The Grantee must comply with applicable workers' compensation laws while engaging in activities authorized under this Agreement.

XVII. OTHER SOURCES OF FUNDING

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

XVIII. COMPENSATION

(A) A breakdown of costs allowed under this Agreement is identified in Appendix A. The State will pay the Grantee a total amount not to exceed the amount on page 1 of this Agreement, in accordance with Appendix A, and only for expenses incurred and paid. All other costs necessary to complete the project are the sole responsibility of the Grantee.

(B) Expenses incurred by the Grantee prior to the Start Date or after the End Date of this Agreement are not allowed under the Agreement, unless otherwise specified in Appendix A.

(C) The State will approve payment requests after approval of reports and related documentation as required under this Agreement.

(D) The State reserves the right to request additional information necessary to substantiate payment requests.

(E) Payments under this Agreement may be processed by Electronic Funds Transfer (EFT). The Grantee may register to receive payments by EFT at the SIGMA Vendor Self Service web site (<https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>).

XIX. CLOSEOUT

(A) A determination of project completion, which may include a site inspection and an audit, shall be made by the State after the Grantee has met any match obligations, satisfactorily completed the activities, and provided products and deliverables described in Appendix A.

(B) Upon issuance of final payment from the State, the Grantee releases the State of all claims against the State arising under this Agreement. Unless otherwise provided in this Agreement or by State law, final payment under this Agreement shall not constitute a waiver of the State's claims against the Grantee.

(C) The Grantee shall immediately refund to the State any payments in excess of the costs allowed by this Agreement.

XX. CANCELLATION

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

XXI. TERMINATION

(A) This Agreement may be terminated by the State as follows.

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

- a. If the Grantee fails to comply with the terms and conditions of the Agreement, or with the requirements of the authorizing legislation cited on page 1, or the rules promulgated thereunder, or other applicable law or rules.
 - b. If the Grantee knowingly and willingly presents false information to the State for the purpose of obtaining this Agreement or any payment under this Agreement.
 - c. If the State finds that the Grantee, or any of the Grantee's agents or representatives, offered or gave gratuities, favors, or gifts of monetary value to any official, employee, or agent of the State in an attempt to secure a subcontract or favorable treatment in awarding, amending, or making any determinations related to the performance of this Agreement.
 - d. If the Grantee or any subcontractor, manufacturer, or supplier of the Grantee appears in the register of persons engaging in unfair labor practices that is compiled by the Michigan Department of Licensing and Regulatory Affairs or its successor.
 - e. During the 30-day written notice period, the State shall withhold payment for any findings under subparagraphs a through d, above and the Grantee will immediately cease charging to the grant and stop earning match for the project (if applicable).
- (2) Immediately and without further liability to the State if the Grantee, or any agent of the Grantee, or any agent of any subcontract is:
- a. Convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract;
 - b. Convicted of a criminal offense, including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees;
 - c. Convicted under State or federal antitrust statutes; or
 - d. Convicted of any other criminal offense that, in the sole discretion of the State, reflects on the Grantee's business integrity.
 - e. Added to the federal or state Suspension and Debarment list.

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

XXII. IRAN SANCTIONS ACT

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

XXIII. DISCLOSURE OF INFORMATION

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

XXIV. QUALITY ASSURANCE/QUALITY CONTROL

A project-specific Quality Assurance Project Plan (QAPP) must be submitted to the State in accordance with guidance provided by the EGLE project administrator. Monitoring conducted prior to final EGLE approval of the QAPP will not be reimbursed.

XXV. PREVAILING WAGE

This project is subject to the Davis-Bacon Act, 40 U S C 276a, *et seq*, which requires that prevailing wages and fringe benefits be paid to contractors and subcontractors performing on federally funded projects over \$2,000 for the construction, alteration, repair (including painting and decorating) of public buildings or works.

FEDERALLY FUNDED PROGRAM-SPECIFIC BOILERPLATE

A maximum of **\$5,091** is funded with Federal funding. The Catalog of Federal Domestic Assistance (CFDA) title is **Capitalization Grants for Drinking Water State Revolving Funds** and the CFDA number is **66.468**. The federal grant number is **FS97548719**, and this grant is funded with federal funds from the **United States Environmental Protection Agency**. For a detailed breakdown of Federal funding by Program, please see Appendix B.

By accepting this contract, the grantee agrees to comply with the requirements of the **Safe Drinking Water Act: Sec. 1452** and the requirements found in the **2 CFR 200, 2 CFR 1500, 40 CFR 33, and 40 CFR 35 Subpart K**. These regulations include, but are not limited to the following:

(A) Single Audit Report/Schedule of Expenditures of Federal Awards (SEFA)

Grantees expending \$750,000 or more in federal funds in their fiscal year shall have a single audit performed in compliance with 2 CFR 200.501(a). This audit must be performed within nine months from the end of the grantee's fiscal year and uploaded to the Federal Audit Clearinghouse.

The grantee may also submit the single audit report electronically to the Michigan Department of Treasury website (http://www.michigan.gov/treasury/0,1607,7-121-1751_31038---,00.html.)

It is the responsibility of the Grantee to report the expenditures related to this grant on the Grantee's annual Schedule of Expenditures of Federal Awards.

(B) Hatch Political Activity Act

The Grantee will comply with the Hatch Political Activity Act, as amended, 5 USC §§ 1501-1508, and the Intergovernmental Personnel Act of 1970 as amended by Title (6) of the Civil Service Reform Act, 42 USC § 4728, which states that employees working in programs financed with federal grants may not be a candidate for elective public office in a partisan election, use official authority or influence to affect the result of an election, or influence a state or local officer to provide financial support for a political purpose.

(C) Consultant Cap/Payment to Consultants

EPA participation in the salary rate (excluding overhead) paid to individual consultants retained by recipients or by a recipient's contractors or subcontractors shall be limited to the maximum daily rate for a Level IV of the Executive Schedule, available at: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>, to be adjusted annually. This limit applies to consultation services of designated individuals with specialized skills who are paid at a daily or hourly rate. This rate does not include transportation and subsistence costs for travel performed (the recipient will pay these in accordance with their normal travel reimbursement practices). Sub-agreements with firms for services which are awarded using the procurement requirements in Subpart D of 2 CFR 200, are not affected by this limitation unless the terms of the contract provide the recipient with

responsibility for the selection, direction and control of the individuals who will be providing services under the contract at an hourly or daily rate of compensation. See 2 CFR 1500.9.

(D) Establishing and Managing Subawards

The recipient agrees to:

- (1) Establish all subaward agreements in writing;
- (2) Ensure that any subawards comply with the standards in Subpart D of 2 CFR 200 and are not used to acquire commercial goods or services for the recipient;
- (3) Ensure that any subawards are awarded to eligible subrecipients and that proposed subaward costs are necessary, reasonable, and allocable;
- (4) Ensure that any subawards to 501(c)(4) organizations do not involve lobbying activities;
- (5) Monitor the performance of their recipients and ensure that they comply with all applicable regulations, statutes, and terms and conditions which flow down in the subaward;
- (6) Obtain EGLE's consent before making a subaward to a foreign or international organization, or a subaward to be performed in a foreign country; and
- (7) Obtain approval from EGLE for any new subaward work that is not outlined in the approved work plan

(E) General Terms and Conditions

The recipient agrees to comply with the current EPA general terms and conditions available at: <https://www.epa.gov/grants/epa-general-terms-and-conditions-effective-october-1-2018>. These terms and conditions are in addition to the assurances and certifications made as a part of the award and the terms, conditions, or restrictions cited throughout the award.

The EPA repository for the general terms and conditions by year can be found at <http://www.epa.gov/grants/grant-terms-and-conditions>.

(F) Disadvantages Business Enterprise (DBEs)

UTILIZATION OF SMALL, MINORITY AND WOMEN'S BUSINESS ENTERPRISES

GENERAL COMPLIANCE, 40 CFR, Part 33

The recipient agrees to comply with the requirements of EPA 's Disadvantaged Business Enterprise (DBE) Program for procurement activities under assistance agreements, contained in 40 CFR, Part 33.

SIX GOOD FAITH EFFORTS, 40 CFR, Part 33, Subpart C

Pursuant to 40 CFR, Section 33.301, the recipient agrees to make the following good faith efforts whenever procuring construction, equipment, services and supplies under an EPA financial assistance agreement, and to require that sub-recipients, loan recipients, and prime contractors also comply. Records documenting compliance with the six good faith efforts shall be retained:

- (1) Ensure DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local and Government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.
- (2) Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a

way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.

(3) Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For Indian Tribal, State and local Government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.

(4) Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.

(5) Use the services and assistance of the SBA and the Minority Business Development Agency of the Department of Commerce.

(6) If the prime contractor awards subcontracts, require the prime contractor to take the steps in paragraphs (a) through (e) of this section.

CONTRACT ADMINISTRATION PROVISIONS, 40 CFR, Section 33.302

The recipient agrees to comply with the contract administration provisions of 40 CFR, Section 33.302.

BIDDERS LIST, 40 CFR, Section 33.501(b) and (c)

Recipients of a Continuing Environmental Program Grant or other annual reporting grant agree to create and maintain a bidders list. Recipients of an EPA financial assistance agreement to capitalize a revolving loan fund also agree to require entities receiving identified loans to create and maintain a bidders list if the recipient of the loan is subject to , or chooses to follow, competitive bidding requirements. Please see 40 CFR, Section 33.501 (b) and (c) for specific requirements and exemptions.

(G) Signage

The recipient agrees to comply with the SRF Signage Guidelines in order to enhance public awareness of EPA assistance agreements nationwide. (See Memo, "Guidelines for Enhancing Public Awareness of SRF Assistance Agreements," June 3, 2015.)

(H) Geospatial Data Standards

All geospatial data created must be consistent with Federal Geographic Data Committee (FGDC) endorsed standards. Information on these standards may be found at www.fgdc.gov.

(I) Cybersecurity

(a) The recipient agrees that when collecting and managing environmental data under this assistance agreement, it will protect the data by following all applicable State law cybersecurity requirements.

(b) (1) EPA must ensure that any connections between the recipient's network or information system and EPA networks used by the recipient to transfer data under this agreement, are secure. For purposes of this Section, a connection is defined as a dedicated persistent interface between an Agency IT system and an external IT system for the purpose of transferring information. Transitory, user-controlled connections such as website browsing are excluded from this definition. If the recipient's connections as defined above do not go through the Environmental Information Exchange Network or EPA's Central Data Exchange, the recipient agrees to contact the EPA Project Officer (PO) and work with the designated Regional/Headquarters Information Security Officer to ensure that the connections meet EPA security requirements, including entering into Interconnection Service Agreements as appropriate. This condition does not apply to manual entry

of data by the recipient into systems operated and used by EPA's regulatory programs for the submission of reporting and/or compliance data. (2) The recipient agrees that any sub-awards it makes under this agreement will require the sub-recipient to comply with the requirements in (b)(1) if the sub-recipient's network or information system is connected to EPA networks to transfer data to the Agency using systems other than the Environmental Information Exchange Network or EPA's Central Data Exchange. The recipient will be in compliance with this condition: by including this requirement in sub-award agreements; and during sub-recipient monitoring deemed necessary by the recipient under 2 CFR 200.331(d), by inquiring whether the sub-recipient has contacted the EPA Project Officer. Nothing in this condition requires the recipient to contact the EPA Project Officer on behalf of a sub-recipient or to be involved in the negotiation of an Interconnection Service Agreement between the sub-recipient and EPA.

(J) Quality Management Plan

In accordance with 2 CFR 1500.11, the recipient shall continue to implement and adhere to the Quality Management Plan (QMP) submitted to EPA. The QMP should be updated annually or as necessary based on the EPA QA/R-2: EPA Requirements for Quality Management Plans. This quality assurance requirement applies to all grants, cooperative agreements, contracts, and interagency agreements that involve the use of environmental data. If not included under the approved QMP, a stand-alone QAPP is required for those projects/activities that result in the collection, production and/or use of environmental information, metrics, or data. The recipient agrees to ensure that an approved site specific QAPP is completed for each project. No environmental data collection, production, or use may occur until the QAPP is reviewed and approved by the EPA Project Officer and Quality Assurance Regional Manager or through authorized delegation under an EPA approved recipient QMP based on procedures documented in the QMP. A copy of the approved QAPPs must be retained with the recipient's official records for this Agreement.

(K) Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment

This term and condition implements 2 CFR 200.216 and is effective for obligations and expenditures of EPA financial assistance funding on or after 8/13/2020.

As required by 2 CFR 200.216, EPA recipients and subrecipients, including borrowers under EPA funded revolving loan fund programs, are prohibited from obligating or expending loan or grant funds to procure or obtain; extend or renew a contract to procure or obtain; or enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities). Recipients, subrecipients, and borrowers also may not use EPA funds to purchase:

- a. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
- b. Telecommunications or video surveillance services provided by such entities or using such equipment.
- c. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or

the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

Consistent with 2 CFR 200.471, costs incurred for telecommunications and video surveillance services or equipment such as phones, internet, video surveillance, and cloud servers are allowable except for the following circumstances:

- a. Obligating or expending EPA funds for covered telecommunications and video surveillance services or equipment or services as described in 2 CFR 200.216 to:
 - (1) Procure or obtain, extend or renew a contract to procure or obtain;
 - (2) Enter into a contract (or extend or renew a contract) to procure; or
 - (3) Obtain the equipment, services, or systems.

Certain prohibited equipment, systems, or services, including equipment, systems, or services produced or provided by entities identified in section 889, are recorded in the System for Award Management exclusion list.

PROJECT-SPECIFIC REQUIREMENTS – APPENDIX A

Title to equipment or other nonexpendable personal property supported in whole or in part by the State with categorical funding and having a unit acquisition cost of less than \$5,000 shall vest with the Grantee upon acquisition. The State reserves the right to retain or transfer the title to all items of equipment and nonexpendable personal property having a unit acquisition cost of \$5,000 or more to the extent that it is determined that the State's proportionate interest in such equipment and personal property supports such retention or transfer of title.

The Grantee, if a Local Health Department, shall comply with the local public health accreditation standards and follow the accreditation process and schedule established by the Michigan Department of Health and Human Services (MDHHS) to achieve full accreditation status. A Grantee designated as "not accredited" may have their State allocations reduced for costs incurred in the assurance of service delivery.

**MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY
DRINKING WATER AND ENVIRONMENTAL HEALTH DIVISION
NONCOMMUNITY WATER SUPPLY PROGRAM (TYPE II PUBLIC)
OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021**

A. Statement of Purpose

This agreement is intended to establish responsibilities for both the Grantee and the State of Michigan (State) in the conduct of complete noncommunity water supply program services required under the Safe Drinking Water Act, 1976 PA 399, as amended, and the Administrative Rules, hereinafter referred to as "Act 399."

B. Program Budget and Agreement Amount

The Grantee will be paid on a quarterly basis for work in the noncommunity drinking water program. The agreement amount maximum is provided in the *Noncommunity Water Supply Program Allocation Schedule*. All requests for payment must be submitted by the Grantee to the State as described in *F. Reimbursement Schedule*.

C. Requirements – Grantee

The Grantee shall perform the following services, including but not limited to:

1. Conduct sanitary surveys, issue water well permits, and have inspections for compliance or enforcement purposes performed by qualified individuals classified as sanitarians or equivalent.
2. Assign one individual to be responsible for operational training and reporting aspects of this agreement and to coordinate communication with the assigned State staff.
3. Maintain a current inventory of all noncommunity public water supplies within its jurisdiction using the WaterTrack (WT) data system and revised total coliform rule tracking required for federal reporting.
4. Provide program oversight for required water quality monitoring and reporting at noncommunity public water supplies in accordance with Act 399. The water supply owner shall be advised of the applicable monitoring requirements at the time of completion of a sanitary survey, final approval of a water well permit, or the effective date of the requirement. Notices of violation of required monitoring, maximum contaminant level (MCL) violations, or the occurrence of unregulated compounds shall be provided to the owner and the State in a timely manner. Notices of violation shall include the contaminant, public health effects information, specific precautionary measures, and public notice requirements, where applicable, as required in Act 399.
5. Ensure that repeat samples are collected promptly where initial sample results indicate a potential violation of State drinking water standards; or where the sample analyses are unreliable due to overgrowth, excessive transit time, thermal preservation requirements are not met, or where the presence of organic chemical contamination is indicated.
6. All noncommunity water supplies shall undergo a sanitary survey at least once every five years in accordance with the procedures and regulations established by the State. An accurate and

complete sanitary survey form, water well record where available, and transmittal letter to the owner outlining compliance status and monitoring requirements shall be considered a completed sanitary survey as required in Act 399. All sanitary survey and well record data shall be entered into the program database(s) within 45 days of the survey.

7. Provide a notification to the owners of a noncommunity public water supply found to be in noncompliance that includes the deficient items, outlines corrective action, establishes a specific time schedule for making corrections, and establishes an appropriate monitoring schedule, interim precautionary measures, or public notice requirements, where applicable.
8. Conduct a reinspection within ten (10) days of the expiration date of the compliance schedule to ensure that all violations have been corrected and provide documentation of the results of the reinspection to the owner. If compliance has not been achieved, initiate enforcement in accordance with procedures established by the State.
9. Consult with the State in situations where the noncommunity public water supply injects a chemical into the water supply, provides treatment for public health purposes, utilizes a surface water source, or is found to be providing water that exceeds an MCL or contains unregulated organic compounds. Assist treatment operators, review operation reports, and conduct and document in WT (see Staff Reference Manual) site visits for treatment surveillance. The frequency at which treatment surveillance must occur is as follows: F-level treatment for surface water or groundwater under the direct influence of surface water – two (2) visits per year, D-level treatment such as chemical injection or removal of arsenic or nitrate – one (1) visit per year, Continuous Permanent Public Notice posting at certain Nitrate MCL systems with SO6 code – one (1) visit per year; Arsenic bottled water treatment alternative – one (1) visit per three (3) years. In rare instances, if current staff resources suitably trained to conduct surveillance visits are unavailable, the Grantee may make a written request by June 30 to reduce temporarily the number of surveillance visits to be conducted (described in more detail in the Staff Reference Manual).
10. Take prompt action to protect the public health and pursue compliance with applicable construction, public notice, and water quality standards when an inspection establishes that sewage, surface water, chemicals, or other serious contamination can gain entrance into the noncommunity public water supply; when there is a confirmed MCL violation; or when a Level 2 Assessment is required at a noncommunity water supply.
11. Review permit applications and issue permits prior to the construction of any new or altered noncommunity water well(s) as required in Act 399 and in accordance with procedures established by the State. Noncommunity well permits shall be issued on forms provided by the State.
12. Complete a review of the Capacity Development Application to determine if each new nontransient noncommunity water system (NTNCWS) demonstrates adequate technical, managerial, and financial capacity (TMF) in accordance with procedures established by the State prior to authorizing construction of the water system. Withhold the construction permit if the owner does not demonstrate adequate TMF capacity in accordance with procedures established by the State.

13. Perform at least one post-construction inspection of all new noncommunity water wells for which a permit has been issued. Final inspection and authorization for use of the noncommunity public water supply by the public shall be accomplished in accordance with Act 399 and procedures established by the State.
14. Provide the well owner with notification of the results of the final inspection report and status of compliance and establish the appropriate future monitoring schedule as required in Act 399.
15. Obtain requests for deviations from suppliers of water where necessary and evaluate and approve or deny deviations prior to the construction in accordance with procedures established by the State and set forth in R 325.1613 of the Groundwater Quality Control Rules, promulgated pursuant to Part 127, Water Supply and Sewer Systems, of the Public Health Code, 1978 PA 368, as amended (Act 368); and R 325.10809 of the Safe Drinking Water Act, 1976 PA 399, as amended (Act 399) Rules.
16. Provide technical assistance and program oversight to noncommunity water supply owners and certified drinking water operators.
17. Grantee's interested in providing continuing education for certified operators shall:
 - a. Obtain initial prior approval from the State.
 - b. Use the State prepared training modules.
 - c. Distribute and collect evaluation forms from the operators at each session.
 - d. Submit the evaluation forms and participant rosters to the State after each training session is completed.
18. Maintain appropriate noncommunity program records, including sanitary surveys, water well permits, records of water sampling, and correspondence as required in Act 399. Maintain individual noncommunity public water supply files indexed according to water supply serial number for each inventoried noncommunity water supply.
19. Maintain records for reporting water quality monitoring violations, sanitary survey inspections and compliance status, issuance of water well permits, MCL violations, and issuance of public notices. Requests for payment shall be submitted upon completion of violation determinations and required WT data entry no later than 15 days following the end of the quarter.
20. Notify noncommunity public water supply owners regarding monitoring requirements that includes language clearly stating that they may use any certified drinking water laboratory, including the EGLE laboratory, for compliance monitoring.
21. Grantee's interested in performing Source Water Assessments (SWA) of NTNCWSs shall:
 - a. Participate in a SWA training event hosted by EGLE.
 - b. Utilize the State prepared form and assessment tools.
 - c. Perform an onsite visit and complete the assessment worksheet with the NTNCWS.

- d. Submit the completed assessment documents to the State after each assessment is completed, and no later than 15 days after the end of each quarter.
22. Provide regulatory review as required under the Revised Total Coliform Rule (RTCR), such as tracking and reviewing certified Seasonal Start Up Procedures; reviewing Level 1 Assessments; and performing Level 2 Assessments. Submit completed RTCR spreadsheet to EGLE on a quarterly basis. The additional funding source for RTCR-specific work is available again for fiscal year 2021.

D. Requirements – State

The State shall perform the following services including, but not limited to:

1. Provide noncommunity public water supply data and WT data system information upon request of the Grantee.
2. Provide slide presentations and master copies of materials to Grantee’s that conduct certified operator continuing education. Provide “train the trainer” workshops and ongoing assistance as needed.
3. Provide training and guidance to the Grantee in the form of procedural manuals, rules, policies, handouts, training meetings, joint inspections, and consultations.
4. Provide necessary forms or a data management program for sanitary survey reports, water well permits, capacity development, water quality monitoring, reporting of violations, and maintaining survey frequencies.
5. Provide program consultation and direct staff assistance where necessary in pursuing compliance with applicable construction, monitoring, treatment, public notice, and water quality standards.
6. Provide administrative oversight of the Grantee’s noncommunity program to determine whether the work performed is satisfactory according to the terms and conditions of the agreement.
7. Assess the status of the Grantee’s noncommunity water supply program relative to meeting the agreement requirements and overall program goals, and provide a report outlining the assessment with an opportunity for Grantee input.
8. Provide for the analyses of water samples at the EGLE Laboratory. Payment of laboratory fees for the analyses of water samples required through the provisions of this agreement will be the responsibility of the water supply owner.
9. Provide a listing of all laboratories certified to perform drinking water analyses in Michigan.
10. Provide materials to designated Grantee’s to be used if they choose to perform SWAs at NTNCWS. Provide training to Grantee’s and ongoing assistance as needed. Complete the SWA by performing final data entry and determining system susceptibility. Return completed assessment to the NTNCWS and Grantee.
11. State contact for Source Water Assessments is Mr. Travis Bauer, Geologist. He may be contacted by telephone at 517-242-4560; by e-mail at BauerT1@Michigan.gov; or by mail

at EGLE-DWEHD, Environmental Health Section, P.O. Box 30817, Lansing, Michigan 48909-8311. Completed SWA documentation shall be e-mailed to EGLE-EH@Michigan.gov.

12. State contact for drinking water supply certified operator continuing education is Ms. Brianna Moore, Environmental Quality Analyst. She may be contacted by telephone at 517-899-6955; by e-mail at MooreB15@Michigan.gov; or by mail at EGLE-DWEHD, Operator Certification Unit, P.O. Box 30817, Lansing, Michigan 48909-8311. Completed evaluation forms shall be e-mailed to EGLE-EH@Michigan.gov and participant rosters shall be e-mailed to EGLE-OTCU-Training@Michigan.gov.

13. State contact for the *Noncommunity Water Supply Program* is Mr. Dan Dettweiler, Noncommunity Water Supplies Unit Supervisor. He may be contacted by telephone at 517-614-8644; by e-mail at DettweilerD@Michigan.gov; or by mail at EGLE-DWEHD, Environmental Health Section, P.O. Box 30817, Lansing, Michigan 48909-8311.

E. Performance/Progress Report Requirements

At the end of each quarter, the Grantee is responsible for quarterly reporting. This includes completion of violation determinations, documentation of enforcement and follow-up actions on violations, sanitary survey updates, and other required WT data entry. Deadline is no later than 15 days following the end of the quarter. After WT data entry is reviewed by the State, a payment request will be processed (see *F. Reimbursement Schedule* below).

F. Reimbursement Schedule

Program Activity	Allocation Basis	Payment Request
Standard (STANDARD AMT)	Inventory based on active transient and nontransient noncommunity water supplies (TNCWS & NTNCWS) in WaterTrack (WT).	E-mail request for payment to address below. ¹ Payment subject to EGLE performance review verification.
Treatment Operator Assistance (OPER ASST)	Inventory based on active TNCWS & NTNCWS required to submit monthly operation reports and active supplies recorded in WT as using bottled water for nitrate or arsenic MCLs.	Request for payment is included with the Standard Activity request. ² Additional requests are not required, as this is reviewed on an annual basis as part of the Minimum Program Requirement Review.
Revised Total Coliform Rule (RTCR) Supplemental	Based on active TNCWS & NTNCWS in WT divided into the total amount of \$200,000 designated in the set-aside workplan. This allocation is continued for fiscal year 2021.	Request for payment is included with the Standard Activity request. ²
Local Assistance – Capacity Development and Source Water Assessment (LA MAX) ³	Capacity Development – Service based on \$150 per completed assessment for new NTNCWS.	Capacity Development – E-mail request for payment and submit WT report of completed capacity assessments to address below. ⁴

Local Assistance – Capacity Development and Source Water Assessment (LA MAX) ³	Source Water Assessments – Service based on \$100 per completed SWA for NTNCWS when a SWA has not been completed and reimbursed within the last five (5) years.	Source Water Assessments – E-mail the assessment worksheets as they are completed to address below. ⁵
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¹ E-mail requests for payment to EGLE-WATERTRACK@Michigan.gov within 15 days after the end of each quarter.

² This payment is inventory-based. The one-time payment will be included with, or after, the second quarter’s standard amount payment allocation.

³ Allocation for LA MAX is identified on the Noncommunity Water Supply Program Allocation Schedule. This allocation is the maximum amount a Grantee can be reimbursed for Capacity Development and Source Water Assessments combined.

⁴ Capacity Development for new NTNCWS reimbursement is prompted by an e-mail to EGLE-WATERTRACK@Michigan.gov within 15 days after the end of each quarter. The e-mail must include the water supply serial number (WSSN) of new NTNCWS facility that has demonstrated adequate technical, managerial, and financial capacity. Service is reimbursed quarterly.

⁵ Source Water Assessment reimbursement is prompted by an e-mail documenting the NTNCWS facility and date the SWA was performed. LHDs should e-mail completed worksheets to EGLE-EH@Michigan.gov as they are completed, but no later than 15 days after the end of each quarter. Payment subject to EGLE performance review verification. Service is reimbursed quarterly.

Each Quarterly payment will be made by the State upon the Grantee’s fulfillment of its responsibilities under this agreement.

G. Accountability

The Grantee shall maintain adequate accounting and employee activity records to reflect that all funds granted under this contract have been expended for the program activities as approved by the State. These records shall be made available upon request for audit by the State. Records will be retained by the Grantee until an audit has been completed by the State or permission has been granted by the State to dispose of those records.

**MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY
DRINKING WATER AND ENVIRONMENTAL HEALTH DIVISION
DRINKING WATER LONG-TERM MONITORING PROGRAM
OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021**

A. Statement of Purpose

This agreement is intended to establish responsibilities for both the Grantee and the State of Michigan (State) in the conduct of completing work for drinking water long-term monitoring. Funding is approved under Part 201, Environmental Remediation, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.

B. Program Budget and Agreement Amount

The Grantee will be reimbursed at a rate of \$40 for each water well sampled per sample event and associated work. The State will also reimburse the Grantee for all reasonable costs associated with transmitting the water samples/forms to the Department of Environment, Great Lakes, and Energy (EGLE), Drinking Water Laboratory (Laboratory). The agreement amount maximum is provided in the Drinking Water Long-Term Monitoring Allocation Schedule. All requests for payment must be submitted by the Grantee to the State as described in *F. Reimbursement Schedule*.

C. Requirements – Grantee

The Grantee shall perform the following services including, but not limited to:

1. Provide qualified staff for completion of all the required activities.
2. Collect samples from the drinking water wells identified by the State on the Drinking Water Monitoring List (List). The samples must be collected within the sample collection period prescribed by the State while maintaining a minimum time period between collections. The minimum time periods between collections are as follows:

MONITORING PERIOD	MINIMUM TIME BETWEEN COLLECTIONS
Quarterly (3 months)	1 month
Triannual (4 months)	2 months
Semiannual (6 months)	3 months
Annual (1 year)	6 months
Biennial (2 years)	12 months

3. To ensure that data is available to determine funding needs for the next fiscal year, the following minimum sample collections are to be collected prior to July 1, 2021:
 - All samples listed as an annual collection event.
 - At least one round of samples listed as semiannual.
 - At least one round of samples listed as triannual.
 - At least two rounds of samples listed as quarterly.

If Grantee's schedule does not allow for this minimum sample collection timetable, please contact the EGLE, Source Water Unit, Contamination Investigation Program (SWU CIP) designated representative.

4. Complete the Laboratory's Request for Water Analysis forms or the analysis forms for other laboratories designated by the State.
5. Transport water samples and completed forms for submission to the Laboratory or other laboratory designated by the State. All eligible laboratory costs accrued under the Drinking Water Long-Term Monitoring Program will be the responsibility of the State. Use appropriate preservation and handling techniques for transport of sample(s).
6. All work must follow the sampling plan detailed on the List. Grantee shall follow sampling protocol provided by the Laboratory, or other United States Environmental Protection Agency certified drinking water laboratories as designated by the State. The Laboratory's protocol for collection, transport, and submission of drinking water samples can be reviewed on the internet at Michigan.gov/EGLELab or contact the SWU CIP designated representative for assistance in understanding the Laboratory's protocol.
7. Generate and send health advisory letters after each sampling event to the water well owner and to the water well users if the property is being rented (if known). The letters will meet form and content criteria acceptable to the State. Advisory letters are to be sent within six (6) weeks of receipt of all sample results for a specific site monitoring event. A copy of each advisory letter must be sent to the SWU CIP designated representative. The name of the SWU CIP designated representative appears on the List (see "EGLE CIP Contact"). A copy of each advisory letter and sample result must also be sent to the respective EGLE, Remediation and Redevelopment Division, district office unless otherwise indicated by that district office or to other EGLE program staff as directed by SWU CIP staff.

D. Requirements – State

The State shall perform the following services including, but not limited to:

1. Provide the Grantee the List(s). This includes the location of drinking water wells to be monitored and the sample collection frequency for each address. These are organized by drinking water monitoring sites (Site) by Site name.
2. Provide assistance to the Grantee in drafting health advisory letters.
3. Provide instruction to the Grantee staff on sample collection protocol when requested.
4. Provide the Grantee with changes for any Site in the Drinking Water Long-Term Monitoring Program. Documented notification of changes, such as additions and deletions of Sites or sample locations within a Site, and changes to sample collection frequency will be made by mail, fax, or electronic mail.
5. Provide payment in accordance with the terms and conditions of this agreement based upon appropriate reports, records, and documentation maintained by the Grantee. Review of the documentation and approval of payment will be made by the SWU CIP designated

representative on a quarterly basis. The program contact person is Mr. Matt Gamble. He may be contacted by telephone at 517-897-1508; by e-mail at GambleJ1@Michigan.gov; or by mail at EGLE-DWEHD, Contamination Investigation Program, P.O. Box 30817, Lansing, Michigan 48909-8311.

6. Provide any report forms and reporting formats required by the State at the effective date of this agreement, and with any new report forms and reporting formats proposed for issuance thereafter, at least 90 days prior to required usage, to afford the Grantee an opportunity for review and comment.
7. Assure that all terms of the agreement will be appropriately adhered to and that records and detailed documentation for the project or program identified in this agreement will be maintained for a period of not less than ten (10) years from the date of termination, the date of submission of the final expenditure report, or until audit findings have been resolved.

E. Performance/Progress Report Requirements

The Grantee shall adhere to the terms and conditions of this agreement as demonstrated by appropriate reports, records, and documentation maintained by the Grantee. Reports shall include a list of water wells sampled by Site name and date along with total payment requested, including postage, and copies of the advisory letters if not previously provided.

F. Reimbursement Schedule

Reimbursement may be requested on a quarterly basis by submittal of required reports and request for payment. The final payment for the fiscal year will be made by the State upon the grantee's fulfillment of its responsibilities under this agreement.

All requests for payment must be submitted to the SWU CIP designated representative (see *D. Requirements – State*, Number 5) no later than Wednesday, September 1, 2021, to allow time for processing before the State's fiscal year end closing.

G. Accountability

The Grantee shall maintain adequate accounting and employee activity records to reflect that all funds granted under this contract have been expended for the program activities as approved by the State. These records shall be made available upon request for audit by the State. Records will be retained by the Grantee until an audit has been completed by the State or permission has been granted by the State to dispose of the records.

**MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY
DRINKING WATER AND ENVIRONMENTAL HEALTH DIVISION
CAMPGROUND PROGRAM
OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021**

A. Statement of Purpose

This agreement is intended to establish responsibilities for both the Grantee and the State of Michigan (State) in the conduct of annual campground inspections in accordance with Part 125 of the Public Health Code, 1978 PA 368, as amended (Part 125).

This agreement is also intended to establish responsibilities for both the Grantee and the State in the conduct of issuing temporary campground licenses in accordance with Part 125.

Funding is approved under Section 12510 of Part 125.

B. Program Budget and Agreement Amount

The Grantee will be reimbursed on an annual basis for the annual inspection of licensed campgrounds. The agreement amount is provided in item *F. Reimbursement Schedule*. All requests for payment must be submitted by the Grantee to the State as described in item *F. Reimbursement Schedule*.

The Grantee will reimburse the State on an annual basis for the state license fees collected for temporary campground licenses issued during the year by the Grantee's staff or designated representative. The agreement amount is provided in item *F. Reimbursement Schedule*. The State requests for reimbursement are as described in item *F. Reimbursement Schedule*.

C. Requirements – Grantee

The Grantee will conduct an inspection of all currently licensed campgrounds under its jurisdiction and complete a State-provided *Campground Inspection Report* (Form EQP1715 and Supplement Form EQP1715-1). The Grantee will also investigate complaints and provide compliance assistance to campground owners.

All licensed campgrounds should be inspected when they are open from April through September. Completed inspection reports shall be forwarded to the State within 2 to 4 weeks following the inspection, but in no case no later than the end date of this contract, September 30, 2021.

The Grantee will collect state license fees for temporary campgrounds within its jurisdiction in accordance with the current fee schedule as printed on the application (Form EQP1717). The Grantee will issue or deny the temporary campground license and forward a copy of the approved or denied license to the State. Licenses shall be forwarded to the State within 2 to 4 weeks after the licensing period, but in no case no later than the end date of this contract, September 30, 2021.

The Grantee will review the Annual Campground Inspection List and the Temporary Campground List provided by the State, edit as needed, and return the list to the State within 30 days.

D. Requirements – State

By January 31, 2021, the State will provide the Grantee with a list of their annual campground inspections for the year ending September 30, 2020. The State will provide the Grantee a 30-day period to edit the list as needed.

By March 1, 2021, the State will provide the Grantee with a list of issued temporary campground licenses for the year ending September 30, 2020. The State will provide the Grantee a 30-day period to edit the list as needed.

Upon issuance, the State will provide a copy of every campground license to the Grantee. A list of licensed campgrounds will be updated monthly on the Campground Program webpage at Michigan.gov/EGLECampgrounds for review.

The State will provide technical assistance as requested and periodic oversight to the Grantee relative to campground compliance issues.

The program contact person is Ms. Sarah Rottiers. She may be contacted by telephone at 517-282-4032; by e-mail at RottiersS@Michigan.gov; or by mail at EGLE-DWEHD, Environmental Health Section – Campground Program, P.O. Box 30817, Lansing, Michigan 48909-8311.

E. Performance/Progress Report Requirements

Inspection reports, issued temporary campground licenses, and reviewed/edited lists may be submitted one of three ways:

1. Mail to: EGLE-DWEHD, Environmental Health Section – Campground Program, P.O. Box 30817, Lansing, Michigan 48909-8311.
2. Scan and e-mail to: EGLE-EH@Michigan.gov.
3. NEW: Submit through Michigan Environmental Health and Drinking Water Information Systems (MiEHDWIS), a new web application. Please send e-mail to EGLE-DWEHD-ITApplicationSupport@Michigan.gov or contact the Environmental Assistance Center at 800-662-9278 between 8:00 a.m. and 4:30 p.m., Monday - Friday to get started. To utilize MiEHDWIS, a MILogin Third Party account must be created for health department staff.

F. Reimbursement Schedule

The State will reimburse the Grantee \$25 for each annual inspection of licensed campgrounds conducted by the Grantee's staff or designated representative during the year ending September 30, 2021.

The State will send an invoice to collect the state temporary campground license fees, less the \$25 portion of the fee, intended for the Grantee for the temporary campground licenses issued by the Grantee's staff or designated representative during the year ending September 30, 2020.

G. Accountability

The State's Campground Program shall function as a technical resource to health department staff and campground owners. As needed, the State will provide to the Grantee status reports indicating annual inspection reports received, temporary licenses received, the program fee schedule, and other program guidance.

The Grantee shall maintain adequate accounting and inspection forms to reflect that funding granted under this agreement has been expended for the program activities. Annual inspection reports and temporary campground licenses shall be submitted to the State within 2 to 4 weeks of completion or sooner when possible.

**MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY
DRINKING WATER AND ENVIRONMENTAL HEALTH DIVISION
PUBLIC SWIMMING POOL PROGRAM
OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021**

A. Statement of Purpose

This agreement is intended to establish responsibilities for both the Grantee and the State of Michigan (State) in the conduct of completing work within the Grantee's jurisdiction in the Public Swimming Pool Program in accordance with Section 12532 of the Public Health Code, 1978 PA 368, as amended.

B. Program Budget and Agreement Amount

To align the work reimbursed with the grant agreement period, during this grant agreement the Grantee will be paid for work in the Public Swimming Pool Program completed between January 1, 2020 and September 30, 2021. In future grant agreements, the Grantee will be reimbursed for work done during the grant agreement period of October 1st to September 30th. The agreement amount is provided in item *F. Reimbursement Schedule* and in the *Public Swimming Pool Program Allocation Schedule*. All requests for payment must be submitted by the Grantee to the State as described in item *F. Reimbursement Schedule*.

C. Requirements – Grantee

The Grantee will conduct an inspection of all public swimming pools under its jurisdiction during calendar years 2020 and 2021, investigate complaints, conduct meetings, and/or conferences relative to compliance issues, and complete a *Public Swimming Pool Inspection Report* (Form EQP1735), as provided by the State, or other report form approved by the State. Only public swimming pools that have submitted the paid appropriate licensing fees for calendar years 2020 and/or 2021 should be inspected.

The Grantee will review the list of public swimming pools from their jurisdiction provided by the State, as in item *D. Requirements – State*, make modifications and adjustments, and return the list to the address in item *E. Performance/Progress Report Requirements*, within 30 days.

Indoor pools should be inspected during the months of January, February, March, or April except for public swimming pools located at schools. It is acceptable to inspect pools at schools during September. Outdoor pools should be inspected during the operating season of May, June, July, or August. Pool inspections during the months of October, November and December should be avoided as much as possible. In no case should annual inspections be completed later than December 31st.

Completed inspection reports are to be forwarded to the State within 2 to 4 weeks following the inspection, but in no case later than January 11, 2021, for 2020 inspections and October 5, 2021, for 2021 inspections completed by September 30, 2021.

D. Requirements – State

By January 29, 2021, the State will provide the Grantee with a list of public swimming pools from their jurisdiction that have paid the license fees and have been inspected for the calendar year 2020. This list is the basis for reimbursement to the Grantee and must be submitted to the State as provided under item *F. Reimbursement Schedule*. If the list needs modification, the State will provide the Grantee a 30-day period to request any adjustments.

For 2021 inspections, the State is hoping to provide the Grantee with a quarterly list of public swimming pools from their jurisdiction that have paid the license fees and have been inspected during the previous quarter within 30 days after the quarter ends. This is conditional on the development of the State's new database. At a minimum, by November 30, 2021, the State will provide the Grantee with a list of public swimming pools from their jurisdiction that have paid the license fees and have been inspected during the period of January 1, 2021 to September 30, 2021. This list is the basis for reimbursement to the Grantee and must be submitted to the State as provided under item *F. Reimbursement Schedule*. If the list needs modification, the State will provide the Grantee a 30-day period to request any adjustments.

The State will provide technical assistance and periodic oversight to the Grantee relative to public swimming pool compliance issues when requested. The program contact person is Mr. Jeremy Hoeh. He may be contacted by telephone at 517-898-3711; by e-mail at HoehJ@Michigan.gov; or by mail at EGLE-DWEHD, Environmental Health Section – Public Swimming Pool Program, P.O. Box 30817, Lansing, Michigan 48909-8311.

E. Performance/Progress Report Requirements

Inspection reports and lists from item *D. Requirements – State* may be submitted one of three ways:

1. Mail to: EGLE-DWEHD, Environmental Health Section – Public Swimming Pool Program, P.O. Box 30817, Lansing, Michigan 48909-8311.
2. Scan and e-mail to: EGLE-EH@Michigan.gov.
3. Anticipated March 2021: Submit through Michigan Environmental Health and Drinking Water Information Systems (MiEHDWIS), a new web application. Please send e-mail to EGLE-DWEHD-ITApplicationSupport@Michigan.gov or contact the Environmental Assistance Center at 800-662-9278 between 8:00 a.m. and 4:30 p.m., Monday - Friday to get started. To utilize MiEHDWIS, a MILogin Third Party account must be created for health department staff.

F. Reimbursement Schedule

The State will reimburse the Grantee on a lump sum basis according to the license criteria listed below for those public swimming pools inspected during the period of January 1, 2020 to September 30, 2021, by the Grantee’s staff or designated representative:

Initial license for a public swimming pool*	\$100.00
License renewal prior to December 31	\$30.00
License renewal after December 31	\$45.00
License renewal after lapse beyond April 30 without a license	\$70.00

*Applies only to those local jurisdictions that are certified by the Department of Environment, Great Lakes, and Energy to conduct the initial inspections.

Payments will be made for those public swimming pools that have all fees paid in full for the 2020 licensing year and an inspection report dated during the calendar year 2020 has been submitted by January 11, 2021.

Payments will be made for those public swimming pools that have all fees paid in full for the 2021 licensing year and an inspection report dated between January 1, 2021 and September 30, 2021 has been submitted by October 5, 2021. Pools inspected after September 30, 2021 to meet calendar year 2021 requirements will still be reimbursed but will fall under the next fiscal year grant agreement.

G. Accountability

The State will furnish periodic status reports to each Grantee indicating the number of license applications, fees, and inspection reports received.

**MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY
DRINKING WATER AND ENVIRONMENTAL HEALTH DIVISION
SEPTAGE PROGRAM
OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021**

A. Statement of Purpose

This agreement is intended to establish a payment schedule to the Grantee for an initial septage land site inspection, annual land site inspection, septage vehicle inspection, and authorized receiving facility inspection in accordance with Section 324.11716 of Part 117, Septage Waste Servicers, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.

B. Program Budget and Agreement Amount

The Department of Environment, Great Lakes, and Energy (EGLE) will reimburse the Grantee on an annual lump sum basis according to the following criteria:

Initial inspection of a septage land site (per site)	\$500.00
Annual EGLE authorized “active” land site inspection (per site) includes EGLE authorized septage storage facility inspection	\$430.00
Annual or initial inspection of septage vehicles (per vehicle)	\$50.00
EGLE authorized receiving facility inspection	\$100.00

The payment for a new land application site and new vehicle shall satisfy the annual inspection requirement. The annual payment for land sites will be made for one inspection of each site. Please note that each site may contain more than one unit otherwise known as a “field.” The site inspection and reimbursement payment include inspection of the EGLE authorized septage storage facility (if applicable).

Annual payment for septage vehicle inspections will be based on the number of vehicles inspected – one payment only per vehicle.

C. Requirements – Grantee

1. The Grantee shall investigate complaints and conduct meetings and/or conferences relative to compliance issues. The Grantee will provide a timely and appropriate response to all violations in a manner described in an EGLE Septage Program document entitled, “Fiscal Year 2021 Enforcement Policy.”
2. The Grantee shall conduct inspections of all EGLE licensed septage land sites and septage vehicles on an annual basis in accordance with Part 117 and as established in an EGLE Septage Program document entitled “Fiscal Year 2021 Compliance Inspection Policy.” The Grantee shall use EGLE’s online *Septage Haulers Directory* prior to inspection and use current inspection forms provided by EGLE posted on the Septage Program website.
3. EGLE shall notify the Grantee to conduct inspections of new land application sites and new vehicles. The Grantee shall conduct inspections of new land application sites and new vehicles and submit the material to EGLE’s Septage Program within two (2) weeks from the date of receipt of EGLE notification. The inspections are conducted to verify that the new sites, the new septage vehicles, and the servicing methods are in compliance with

Part 117. The Grantee shall use current inspection forms provided by EGLE posted on the Septage Program website. **Payment shall not be made for inspections performed and/or inspection forms submitted more than two (2) weeks from the date the inspection request is sent to the Grantee by EGLE.**

4. The Grantee shall conduct annual inspections of all EGLE authorized septage receiving facilities in their jurisdiction using current inspection forms provided by EGLE.
5. The Grantee shall conduct inspections of all EGLE authorized septage storage facilities on an annual basis. The Grantee shall use current inspection forms provided by EGLE posted on the Septage Program website.
6. The Grantee shall submit inspection tracking reports on a quarterly basis using the form provided by EGLE. The inspection forms shall be submitted along with the quarterly report form unless previously submitted. These and other program forms can be downloaded by clicking on *Health Department Information* located under *Downloads* on the Septage Program website at Michigan.gov/EGLESeptage.
7. The Grantee should complete **all** inspections by **August 31, 2021** and submit the Request for Payment (RFP) for those inspections to the Septage Program by **September 15, 2021**. Septage inspections during the month of September ought to be avoided as much as possible. However, if necessary, the Grantee may continue to complete inspections until **September 30, 2021** and submit a separate RFP for inspections completed in **September** to the Septage Program no later than **October 4, 2021**.
8. The Grantee shall make the RFP in writing and include an alphabetical list of all licensed septage businesses and inspection dates of the inspections made within their jurisdiction using the Septage Program Quarterly Report form posted on the program website described below.

Inspection requirement details are outlined in the document entitled, "Septage Compliance Inspection Policy." This policy, inspection checklists, reports and forms are posted on the program website and can be downloaded by clicking on *Health Department Information* located under *Downloads*.

D. Requirements – State of Michigan

EGLE shall provide a current list of permitted land application sites by jurisdiction. This information is available by clicking on *Septage Haulers Directory* located under *Online Services* on the program website and searching by county.

1. EGLE shall provide up to date license application materials on the program website available under *Program Forms/Downloads*.
2. EGLE shall perform a one-time, detailed review of all new septage waste firm business, vehicle, land site and cropping plan applications to ensure administrative completeness before forwarding them to the Grantee for inspection.
3. EGLE shall provide current inspection forms on the program website. These forms can be downloaded from the program website by clicking on *Health Department Information* or *Land Application Information* located under *Program Forms/Downloads*. The inspection forms include:
 - a. Existing Land Site Inspection Form (EQP5900).

- b. New Land Site Inspection Form (EQP5970).
 - c. Cropping Plan Form (EQP5928).
 - d. Vehicle Inspection PDF Fillable Form (EQP5901).
 - e. Receiving Station Inspection Form (EQP5911).
 - f. Storage Facility Checklist (EQP5966).
4. EGLE shall make available quarterly inspection status report forms. These forms can be downloaded from the program website by clicking on *Health Department Information* located under *Program Forms/Downloads*.
 5. EGLE will provide for the request and receipt of annual cropping plans for all existing land application sites which shall be transmitted to the Grantee. EGLE will make available detailed land application record review and inspection resources necessary to assist the Grantee in their consideration of cropping plans for existing sites within their respective jurisdictions.
 6. EGLE will provide resources, technical assistance, regional training, and program support as requested by the Grantee. These resources include the Guidance Manual for the Land Application of Septage Waste which can be downloaded from the program website. It can be accessed by clicking on *Land Application Information* under *Program Forms/Downloads*.
 7. EGLE shall provide program updates and information via the program website's *Septage Program FAQ's* (Frequently Asked Questions) and informational mailings. The Grantee will be copied on memos and letters issued to licensed septage businesses.

E. Performance/Progress Report Requirements

Quarterly reports and year-end RFP submissions may be submitted one of three ways:

1. Mail to: EGLE-DWEHD, Environmental Health Section – Septage Program, P.O. Box 30817, Lansing, Michigan 48909-8311. The contact person is the Septage Program Registration Technician, Mr. Matthew Rockhold, who can be reached at 517-888-4897.
2. Scan and e-mail to: RockholdM@Michigan.gov.
3. Anticipated January 2021: Submit through Michigan Environmental Health and Drinking Water Information Systems (MiEHDWIS), a new web application. Please send e-mail to EGLE-DWEHD-ITApplicationSupport@Michigan.gov or contact the Environmental Assistance Center at 800-662-9278 between 8:00 a.m. and 4:30 p.m., Monday - Friday to get started. To utilize MiEHDWIS, a MILogin Third Party account must be created for health department staff.

F. Reimbursement Schedule

Reimbursement will be based upon the remittance of standardized information in a spreadsheet format summarizing inspections performed and the remittance of the appropriate checklists referenced above (EQP5900, EQP5901, and EQP5911).

The annual payment will be made by the State of Michigan (State) upon receipt of the RFP from the Grantee and based upon the Grantee's fulfillment of its responsibilities under this

agreement. The RFP and inspection checklist copies are due by September 15, 2021. The reimbursement request should be sent to: EGLE-DWEHD, Administration Section, P.O. Box 30817, Lansing, Michigan 48909-8311.

G. Accountability

The Grantee shall maintain adequate accounting and employee activity records to reflect that all funding granted under this agreement have been expended for the Program activities, as approved by the State. These records shall be made available upon request for audit by the State.

Records will be retained by the Grantee until an audit has been completed by the State, or permission has been granted by the State, to dispose of the records.

PROGRAM FUNDING - APPENDIX B

Noncommunity Water Supply Program (Type II Public)

1. Standard and Operator Assistance - Total Amount \$34,818

Standard - State Funding - Amount \$34,818

Operator Assistance - **Federal** Funding - Amount \$0

The Catalog of Federal Domestic Assistance (CFDA) title is **Capitalization Grants for Drinking Water State Revolving Funds** and the CFDA number is **66.468**. The federal grant number is **FS97548719**, and this grant is funded with federal funds from the **United States Environmental Protection Agency**.

2. Local Assistance - Capacity Development and Source Water Assessment - Total Amount \$1,250

Federal Funding - Amount \$1,250

The Catalog of Federal Domestic Assistance (CFDA) title is **Capitalization Grants for Drinking Water State Revolving Funds** and the CFDA number is **66.468**. The federal grant number is **FS97548719**, and this grant is funded with federal funds from the **United States Environmental Protection Agency**.

3. Public Water Supply Supervision - Revised Total Coliform Rule - Total Amount \$3,841

Federal Funding - Amount \$3,841

The Catalog of Federal Domestic Assistance (CFDA) title is **Capitalization Grants for Drinking Water State Revolving Funds** and the CFDA number is **66.468**. The federal grant number is **FS97548719**, and this grant is funded with federal funds from the **United States Environmental Protection Agency**.

Drinking Water Long-Term Monitoring

State Funding - Amount \$2,500

Campground Program

State Funding - Amount \$550

Public Swimming Pool Program

State Funding - Amount \$6,400

Septage Program

State Funding - Amount \$2,100

Muskegon County Human Services Committee

Request for Board Consideration

Requestor: Kathy Moore

Committee Date: 03/02/2021

Requesting Department: Public Health

Full Board Date: 03/09/2021

Budget: Budgeted

Agenda Number: HS21/03 - 03

Suggested Motion: *(State the following exactly as it should appear in the minutes.)*

Move to approve extending the FY20 Senior Millage funding in the amount of \$40,005 to the Alzheimer Association through June 30, 2021.

Summary of Request: *(General description of financing, other operational impact, possible alternatives.)*

At its regular meeting on February 16, 2021, the Senior Activities Committee (SAC) reviewed and moved to recommend extending the FY20 Senior Millage funding in the amount of \$40,005 to the Alzheimer Association through June 30, 2021 based on their services provided and budget presented.

<p>Kristen Wade, HR Director Analysis Required? No</p>	<p>Beth Dick, Finance Director/Management Analysis:</p> <p>✓ </p>
<p>Michael Homier, Corporate Counsel Analysis Required? No</p>	<p>Mark Eisenbarth, County Administrator Recommendation:</p> <p>➤ </p>



February 5, 2021

Senior Resources of West Michigan
Karla Betten and Uvett Brown
560 Seminole Rd
Muskegon, MI 49444

Dear Karla and Uvett,

2020 was an unprecedented year of challenges and barriers.

Just like many other organizations, AgeWell Services of West Michigan (AgeWell Services) pivoted to meet those challenges and barriers head on to continue to provide vital services to one of our most vulnerable populations. None of our programs ceased operations as we took classes virtual, started senior curbside meal distribution, created activities to go, created meals to go and so much more. Due to these pivots, challenges and much longer than expected closures, we have been unable to spend \$122,631.78 out of our \$717,022 2019 - 2020 (FY 1920) Muskegon County Senior Millage (MCSM) allocation, as outlined below.

	Allocation	Spent	Unspent	% Unspent
Health Promotion	\$9,600	\$4,800	\$4,800	50.0%
Home Delivered Meals	\$209,270	\$209,270	\$0	0.0%
Congregate Meals	\$40,000	\$40,000	\$0	0.0%
Senior Center Activities	\$100,000	\$58,549.59	\$41,450.41	41.5%
SafeSeniors	\$222,235	\$183,778.80	\$38,456.50	17.3%
Senior Transportation	\$130,000	\$92,075.13	\$37,924.87	29.2%
Senior Transportation Start Up	\$917	\$917	\$0	0.0%
COVID-19 Crisis Grant	\$5,000	\$5,000	\$0	0.0%
<i>Total</i>	<i>\$717,022</i>	<i>\$594,390.52</i>	<i>\$122,631.78</i>	<i>17.1%</i>

We are respectfully requesting an extension of the unspent FY 1920 MCSM funds for only our SafeSeniors program to be spent in 2020 - 2021 (FY 2021). The total unspent allocation from FY1920 is **\$38,456.50**. With the FY 2021 MCSM allocation of \$155,000, the updated FY 2021 allocation total would be **\$193,456.50**. As you are aware, the \$155,000 originally allocated was \$72,235 less than awarded in FY20 which was a partial year budget. Any funding allocated would help us to keep up with the growing outcomes of this Task Force. To continue our efforts to prevent elder neglect, abuse and exploitation, this unspent transfer would allow us to **provide 5,497 units** at the **current CPU rate of \$35.19**.





SafeSeniors is currently prosecuting 60 open cases. A typical case load for one detective is between 10-15; this shows how much the capacity has increased since starting. In addition, Adult Protective Services has been on a stay at home order since April 2020. Our partnership with APS allows us the flexibility to help APS ensure seniors are not slipping through the cracks. As these prosecution cases continue to rise, we need additional team member time allocated directly to the program. We are trying everything we can to secure additional funding to increase our human resources on this Task Force as this modest ask is still not enough to run this program at the level of demand for the services. We are still working to secure the local cash match shown in the attached Service Budget Detail.

The National Council on Aging shared that older adults are more vulnerable to abuse, neglect and exploitation due to two factors: social isolation and cognitive impairment, such as dementia and Alzheimer's. In the United States, approximately 1 in 10 older Americans have experienced some form of elder abuse; however, this is likely to be higher. The American Journal of Geriatric Psychiatry spring 2020 issue noted that only 1 in 24 cases of elder abuse is reported. While research is still ongoing, the safety measures to mitigate COVID-19 has likely increased elder abuse, neglect and exploitation cases for a variety of reasons.

To further support our FY 2021 MCSM request, we've attached an updated service budget for our SafeSeniors program, reflective of our request. We also included Year over Year stats to show the impact the Task Force is making in these vulnerable adult crimes. If you have any questions or need further information on this request, please contact either Kris Collee, Executive Director, at kris@agewellservices.org, or Jennifer Jordan, Grants and Contracts Senior Manager, at jennifer@agewellservices.org.

We appreciate your consideration regarding our MCSM unspent funds and CPU increase request for our SafeSeniors program.

Sincerely,

A handwritten signature in blue ink that reads "Kris Collee".

Kris Collee
Executive Director



SafeSeniors MDT and Task Force Outcomes, FY19and FY20 Comparative Data

	FY 19	FY 20	TOTAL	
Cases Reviewed by MDT	31	90	131	<i>Tripled the number of cases reviewed and investigated YoY</i>
Cases Charged	9	17		
Criminals Convicted	11	21		
Outreach Provided	31	90		
Cases Closed	28	24	52	
Cases Open	3	50	63	
Additional Cases Charged	2	17	19	
Additional Criminals Convicted	2	19	21	
Restitution Ordered	\$ 26,278.10	\$ 612,616.47	\$ 638,894.57	
Pending Restitution Requested	\$ -	\$ 1,000,000.00	\$ 1,000,000.00	
	\$ 26,278.10	\$ 1,612,616.47	\$ 1,638,894.57	
TOTAL CASES	33	107		<i>306% increase of prosecution YoY</i>
TOTAL CASES CHARGED	11	34	45	
Prosecution Rate	33%	32%		
TOTAL Convictions	13	40		

In ONE YEAR we were able to triple the number of cases we reviewed and investigated together as a team through the Multi-Disciplinary Team (MDT). Thanks to the investigation efforts by the Task Force, we increased the prosecution rates by 306% year over year. In addition, we have updated our ordered restitution to date. Since launching the Task Force in March 2020, we have ordered \$1,700,000 in restitution and collected just over \$1,600,000.



Muskegon County Human Services Committee

Request for Board Consideration

Requestor: Kathy Moore

Committee Date: 03/02/2021

Requesting Department: Public Health

Full Board Date: 03/09/2021

Budget: Budgeted

Agenda Number: HS21/03 - 04

Suggested Motion: *(State the following exactly as it should appear in the minutes.)*

Move to authorize Public Health to participate in the WIC Project FRESH Program as the state authorized WIC Market Master, and to enter into agreements with the participating farmers; further authorize the Public Health Director to sign Market Master and related Project Fresh agreements, with no change in the general fund appropriation.

Summary of Request: *(General description of financing, other operational impact, possible alternatives.)*

Public Health is requesting authorization to participate in the WIC Project FRESH Program as the state authorized WIC Market Master again this year, serving as the fiscal agent between the Michigan Department of Health and Human Services and the farmer. We are also requesting authorization to enter into individual agreements with each of the approximately 15 local farmers and to reimburse the participating farmers for Project FRESH coupons redeemed. Public Health will receive approximately \$17,000 in coupons, redeemable for fresh fruits and vegetables, which will be issued to local WIC clients who qualify for the program. Coupons are valid from June 1, 2021 through October 31, 2021. All payments made to the participating farmers will be reimbursed in full by the Michigan Department of Health and Human Services, with no change in the general fund appropriation.

Kristen Wade, HR Director Analysis Required? No	Beth Dick, Finance Director/Management Analysis: ✓ 
Michael Homier, Corporate Counsel Analysis Required? No	Mark Eisenbarth, County Administrator Recommendation: ➤ 

Muskegon County Human Services Committee

Request for Board Consideration

Requestor: Kathy Moore

Committee Date: 03/02/2021

Requesting Department: Public Health

Full Board Date: 03/09/2021

Budget: Budgeted

Agenda Number: HS21/03 - 05

Suggested Motion: *(State the following exactly as it should appear in the minutes.)*

Move to approve refunding 90% of the food service licensing fees collected in FY20 and discounting the food service licensing fees to be paid in FY21 by 50%.

Summary of Request: *(General description of financing, other operational impact, possible alternatives.)*

Due to other COVID-19 activity requirements, FY20 and FY21 department costs for food service licenses have been substantially less than previous years. Therefore, Public Health recommends refunding 90% of food service license fees paid in FY20 (approximately \$230,400) and providing a 50% discount on food service license fees paid in FY21 (estimated amount of \$151,500) with no change in the general fund appropriation. At its regular meeting on February 18, 2021, the Public Health Advisory Committee (PHAC) discussed the idea of this recommendation and concurred with providing a refund for FY20 and discount for FY21.

Kristen Wade, HR Director Analysis Required? No	Beth Dick, Finance Director/Management Analysis: ✓ 
Michael Homier, Corporate Counsel Analysis Required? No	Mark Eisenbarth, County Administrator Recommendation: ➤ 

Muskegon County Human Services Committee

Request for Board Consideration

Requestor: Kathy Moore

Committee Date: 03/02/2021

Requesting Department: Public Health

Full Board Date: 03/09/2021

Budget: Partially Budgeted

Agenda Number: HS21/03 - 06

Suggested Motion: *(State the following exactly as it should appear in the minutes.)*

Authorize the Public Health Department to amend its FY21 budget from \$7,398,712 to \$9,254,543, which includes changes in grant funding, program line item adjustments, staff/funding transfers, temporary COVID-19 community response workers, and grant funded reimbursement of a COVID-19 testing/vaccination mobile unit operated by HealthWest (purchase approved by HealthWest Board on 1/15/21) with no change in the general fund appropriation.

Summary of Request: *(General description of financing, other operational impact, possible alternatives.)*

The Public Health Department is requesting authorization to amend its current FY21 revenues and expenditures budget from \$7,398,712 to \$9,254,543 to reflect changes in the agreement to the Michigan Department of Health and Human Services (MDHHS) and other program revenue and expenses. The changes include COVID-19 Project Grants of \$2,028,734; reduction in Food Service License fees \$151,500; and other budget line item adjustments of \$21,403 with no change in the general fund appropriation.

<p>Kristen Wade, HR Director Analysis Required? No</p>	<p>Beth Dick, Finance Director/Management Analysis:</p> <p>✓ </p>
<p>Michael Homier, Corporate Counsel Analysis Required? No</p>	<p>Mark Eisenbarth, County Administrator Recommendation:</p> <p>➤ </p>

**Public Health - Muskegon County
FY21 Proposed Budget Amendment
Summary of Significant Changes**

	FY21 Approved Budget	FY21 Proposed Amendment	Proposed Change
Fund 2210 - Public Health Total Revenues	\$7,398,712	\$9,254,543	\$1,855,831
Fund 2210 - Public Health Total Expenditures	\$7,398,712	\$9,254,543	\$1,855,831
Net of Total Revenues & Expenditures	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

REVENUES

2210 - All Programs Federal & State Grants	\$4,863,083	\$6,991,566	\$2,128,483
2210 - All Programs Fee-for-Services	\$661,840	\$480,530	-\$181,310
2210 - All Programs Other Income/Grants & Misc.	\$99,397	\$8,055	-\$91,342
2210 - All Programs General Fund Appropriation	\$1,774,392	\$1,774,392	\$0
Proposed change Revenues	<u>\$7,398,712</u>	<u>\$9,254,543</u>	<u>\$1,855,831</u>

EXPENDITURES

2210 - All Programs Salaries/Fringes	\$4,748,118	\$4,789,201	\$41,083
2210 - All Programs Other Direct Program Costs	\$2,074,608	\$3,866,644	\$1,792,036
2210 - All Programs Indirect/Overhead Costs	\$575,986	\$598,699	\$22,713
Proposed change Expenditures	<u>\$7,398,712</u>	<u>\$9,254,543</u>	<u>\$1,855,831</u>

Explanation of Revenue Changes:

COVID Project Grants	\$1,618,306
COVID Mobile Unit Grant	\$410,428
FY21 reduction of Food License fees	-\$151,500
Medicaid change	-\$30,154
Other grants change	-\$61,188
Miscellaneous fee and other revenue changes	\$69,939

Total Revenue Changes

\$1,855,831

Explanation of Expenditure Changes:

COVID Testing and Vaccination Supplies	\$395,000
COVID Mobile Unit - Vehicle	
Vehicle	\$48,000
Other vehicle operating expenditures	\$45,000
COVID Mobile Unit contingency lab costs	\$182,000
COVID community response workers	\$320,000
COVID advertising, community events	\$140,000
COVID Testing - Covered Walkway	\$26,481
COVID Supplies and Equipment	\$135,000
Software	\$112,000
Refund Food License Fees	\$230,000
Other Miscellaneous program changes	\$222,350

Total Expenditure Changes

\$1,855,831

Muskegon County Human Services Committee

Request for Board Consideration

Requestor: Kathy Moore

Committee Date: 03/02/2021

Requesting Department: Public Health

Full Board Date: 03/09/2021

Budget: Budgeted

Agenda Number: HS21/03 - 07

Suggested Motion: *(State the following exactly as it should appear in the minutes.)*

Move to approve extending the FY20 Senior Millage funding in the amount of \$38,456.50 for AgeWell Services for the Safe Seniors program through June 30, 2021.

Summary of Request: *(General description of financing, other operational impact, possible alternatives.)*

At its regular meeting on February 16, 2021, the Senior Activities Committee (SAC) reviewed and moved to recommend extending the FY20 Senior Millage funding in the amount of \$38,456.50 for AgeWell Services for the Safe Seniors program through June 30, 2021 based on their services provided and budget presented.

<p>Kristen Wade, HR Director Analysis Required? No</p>	<p>Beth Dick, Finance Director/Management Analysis:</p> <p>✓ </p>
<p>Michael Homier, Corporate Counsel Analysis Required? No</p>	<p>Mark Eisenbarth, County Administrator Recommendation:</p> <p>➤ </p>